

**TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. TUESDAY, JANUARY 4, 2022**

REGISTER IN ADVANCE FOR THIS WEBINAR:

[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_JNHUYCIIRIOGZOXHLX1AAG](https://us02web.zoom.us/webinar/register/wn_jnhuyciirioqzoxhlx1aag)

Registering in advance is a requirement of Zoom

1. Call Meeting to Order

2. Public comment period

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda.

3. Minutes of September 28, 2021

Proposed action: By consensus, approve minutes.

4. 2022-23 Overall Work Program Development

Proposed action: Recommend work products and develop a general budget for the 2022-23 Overall Work Program

5. Discussion items

- Highway Improvement Program funding
- Information sharing by TAC members, including project updates: California Highway Patrol, Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC

6. Adjourn to the regularly scheduled meeting on January 25, 2022, at 2 p.m. by Zoom Webinar unless restrictions related to COVID19 are fully lifted.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton: Phone (707) 465-3878; email Tamera@DNLTC.org.

MINUTES
TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. ON SEPTEMBER 28, 2021

Present: Rosanna Bower, County
Andrew Leighton, City
Heidi Kunstal, County, Vice-Chair
Jon Olson, City, Chair
Suresh Ratnam, Caltrans
Joe Rye, RCTA

Absent: John Couch, California Highway Patrol
Brandi Natt, Yurok Tribe
Tim Petrick, Harbor

Also Present: Susan Brown, Rural Approaches
Kurt Henderson, City
Tamera Leighton, DNLTC

1. CALL MEETING TO ORDER

Chair Olson called the meeting to order at 2:00 p.m.

2. PUBLIC COMMENT PERIOD

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: None

3. MINUTES OF AUGUST 31, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanna Bower moved to approve the minutes of August 31, 2021, seconded by Andrew Leighton, and unanimously carried; the Technical Advisory Committee approved the minutes of August 31, 2021.

4. 2021-22 OVERALL WORK PROGRAM AMENDMENT 1

Proposed action: Recommend DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1.

Tamera Leighton reported the County has pulled out of the Emergency Safety Project for this work year. This leaves about \$20,000 unallocated in the Overall Work Program (OWP). Tamera suggested looking at the Zero Emission Vehicle Program that has been mandated by the State. The funds could be used to put together a Scope of Work to outline what needs to be considered to achieve this mandate, or a Planning Document to address what infrastructure and policy framework needs to happen. The mandate may affect the work of the Commission with potential responsibilities to the Regional

Transportation Planning Agencies (RTPA). Some counties have already developed planning documents, while other counties, such as Siskiyou County, are just starting to address the mandate. The TAC discussed how the Zero Emissions Program may occur organically through private businesses that will be supplying electric cars, service stations offering charging stations, or other private businesses. It's not known at this time how this will affect the work of the RTPA's and a Scope of Work could lead to how much involvement is needed. Tamera also suggested the funds could be put into the Transit Hub Planning. Suresh Ratnam will share some county planning documents with the TAC members so they can see what other counties are planning. Rosanna Bower and Jon Olson discussed using the additional funds to implement a road asset management program. The asset management program looks at long-term transportation needs and costs. The planning would include looking at implementation, data migration, management, and policy guide. The County would benefit as well. The cost would be around \$15,000. Tamera will create a Work Element that includes additional mapping services for the Asset Management Program, removing the Emergency Safety Project and developing a Scope of Work to look at the Zero Emissions Project.

Public Comment: None

Heidi Kunstal moved to recommend DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1, seconded by Rosanna Bower, and unanimously carried; the Technical Advisory Committee approved recommending DNLTC adopt resolution 2021 15 approving the 2021-22 Overall Work Program Amendment 1.

5. DISCUSSION

- Triennial Performance Audit – Tamera Leighton reported the Performance Audit proposal was reviewed by Suresh Ratnam, Joe Rye, and herself. Michael Baker International scored the winning proposal and Tamera will recommend the Commission award a contract to that firm.
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC – Joe Rye reported that Redwood Coast Transit is releasing an RFP for Operations and Maintenance and the proposals are due on October 25th. Joe also reported that some services are being restored on October 9th. Heidi Kunstal reported the Call Box on Southfork Road has been vandalized. Tamera stated that she is taking care of it. Suresh Ratnam gave an update on the US Highway 199 Safety Audit saying that the task order is being flushed out and it is expected that a contract will be executed in a month. The Consultant will be on board in January. Jon Olson talked about the Highway 101 Accessibility Project with Caltrans and that Caltrans has been great to work with. Tamera expressed concern about pedestrian crossings being underwater with just the little bit of rain that has been received. Jon Olson introduced Kurt Henderson, City Engineering Technician, as a potential alternate for the TAC meetings.

6. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON OCTOBER 26, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:53 p.m., to the next regularly scheduled meeting on October 26, 2021, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 4 Staff Report

DATE: JANUARY 4, 2022
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: 2022-23 OVERALL WORK PROGRAM

REQUESTED ACTION: Recommend work products and develop a general budget for the 2022-23 Overall Work Program.

BACKGROUND: The Overall Work Program (OWP) is the primary management tool for DNLTTC and contains a description of the activities to be undertaken by the Commission in the coming year along with detailed budget information. Director Leighton is requesting from TAC members their suggestions for discretionary projects for Commission to consider.

Concepts for new work previously discussed:

- Emergency Evacuation Annex Planning (County OES)
- Zero Emission Vehicle Charging Plan (DNLTTC)
- Regional Mapping