

**TECHNICAL ADVISORY COMMITTEE
AT 2 P.M. ON SEPTEMBER 25, 2018
WASTE WATER TREATMENT PLANT COMMUNITY ROOM
210 BATTERY STREET, CRESCENT CITY, CA 95531**

1. Call Meeting to Order

2. Introductions

3. 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.

4. Minutes of August 28, 2018

5. Consider programming Planning, Programming and Monitoring funding.

Staff recommendation: Consider available funding and recommend project(s) to staff for inclusion in the 2018-19 Overall Work Program.

6. Regional Planning Assistance (RPA) reconciliation and Overall Work Program amendment.

Staff recommendation: Consider available funding and recommend project(s) to staff for inclusion in the 2018-19 Overall Work Program.

7. Discussion

- TDA Performance Audit request for proposals
- Information sharing by TAC members

8. Adjourn to the next regular meeting of September 25, 2018 at 2 p.m.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting. For TDD use for speech and hearing impaired, please call (707) 464-2226.

**MINUTES
TECHNICAL ADVISORY COMMITTEE
AT 2:00 P.M. ON AUGUST 28, 2018**

Present: Rosanna Bower, County
Taylor Carsley, County
Charlie Helms, Harbor
Suresh Ratnam, Caltrans
Joe Rye, RCTA, via telephone
Nacole Sutterfield, City
Eric Wier, City

Absent: John Couch, California Highway Patrol
Heidi Kunstal, County, Vice Chair
Brandi Natt, Yurok Tribe
Joe Rye, Redwood Coast Transit Authority
Eric Taylor, City
Kevin Tupman, City

Also Present: Susan Brown, Rural Approaches
Jeff Daniels, County
Tamera Leighton, DNLTC
Jeff Schwein, Green DOT Transportation Solutions

1. CALL MEETING TO ORDER

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

2. INTRODUCTIONS

Introductions were made by the Committee.

3. 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

4. MINUTES OF JUNE 26, 2018

Chair Sutterfield asked for consensus to approve the June 26, 2018 minutes. Consensus was given by all TAC members present.

5. SHORT RANGE TRANSIT PLAN WORK ELEMENT AMENDMENT

Staff recommendation: Consider an amendment to the cost and scope to the Short Range Transit Plan work element to include a chapter on a Consolidated Transportation Service Agency Program Implementation Plan

Tamera Leighton explained that Redwood Coast Transit Authority (RCTA) has been designated as the Consolidated Transportation Service Agency (CTSA).

RCTA is developing a work product to be included in their Short Range Transit Plan. Tamera asked Joe Rye to explain the program to the TAC. Joe Rye explained that their planning consultant will be developing an ADA Eligibility Process with a Travel Training program. Currently, there is a federal mandate that transportation agencies provide low-cost ADA service, which is the Dial-a-Ride, during regular hours and routes to individuals with a disability. The ADA fare is currently \$1.75, where non-ADA fares are \$5.00. RCTA is struggling with these two different fares in the screening process to determine who is eligible. The cost to RCTA for each ADA trip is about \$20.

Rosanna Bower moved to approve the amendment to the cost and scope to the Short Range Transit Plan work element to include a chapter on a Consolidated Transportation Service Agency Program Implementation Plan, seconded by Charlie Helms, and unanimously carried; the Technical Advisory Committee approved the amendment to the cost and scope to the Short Range Transit Plan work element to include a chapter on a Consolidated Transportation Service Agency Program Implementation Plan.

6. CONSIDER REQUEST FOR \$28,402 IN RSTP FUNDS FOR HARDING AVENUE CULVERT REPLACEMENT

Staff recommendation: Recommend DNLTC adopt resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for the Harding Avenue culvert replacement project.

Eric Wier explained that the Harding Avenue culvert is a 42" culvert which was failing and a major sinkhole was developing with major utilities running along the area. The City partnered with the County to perform the work. During the project the City and County discovered unsuitable soils, which had to be removed and replaced causing cost overruns. The timing of the invoices and the start of the fiscal year caused some billing delays. The City is asking the TAC to award funding for the additional costs.

Tamera Leighton wanted to let the TAC members know that in the future if these types of emergency funding issues come up that the TAC be contacted early on to address the needs in a timely manner.

Charlie Helms moved to approve to recommend DNLTC adopt resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for the Harding Avenue culvert replacement project, seconded by Taylor Carsley, and unanimously carried; the Technical Advisory Committee approved recommending that DNLTC adopt resolution 2018 17 approving the City's request for up to \$28,402 of RSTP funding for the Harding Avenue culvert replacement project.

7. CONSIDER PROPOSAL FOR ELK VALLEY CROSS ROAD CORRIDOR PLAN

Staff recommendation: Review the proposal and recommend DNLTC award a contract.

Alternative: Recommend reposting the RFP and extending the deadline for submissions in an attempt to secure additional proposals.

Rosanna Bower reported that the County had received only one proposal for the Elk Valley Cross Road project. Both Heidi and Rosanna reviewed the proposal and had

a concern about the experts represented in the proposal. Rosanna has made some changes in the RFP which include extending the deadline, removing the start date and adding a completion date, and language on completing a planning level study, and other minor changes. The City and County hope to get a better response if they repost the RFP.

Rosanna Bower moved to approve to recommend reposting the RFP and extending the deadline for submissions in an attempt to secure additional proposals seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee approved recommending reposting the RFP and extending the deadline for submissions in an attempt to secure additional proposals.

8. DISCUSSION

- **Commonplace data and information sharing** – Tamera Leighton talked about the Commonplace data and how important it is to the work of the Commission and the Regional Transportation Plan. Tamera introduced Jeff Schwein from Green DOT Transportation Solutions to talk about how the data can be customized for better results and to gather suggestions for customizing the data. Jeff Schwein explained that the current database and reports are exported to excel and can be filtered by timeframe and geography. Option questions can be refined to ask more pointed questions. The data is great for regional grants and planning. The TAC discussed removing the easy clicks and just having a comment box. Jeff Daniels asked if TAC members could receive email notifications when comments are left. Jeff Schwein will check to see if email notifications are an option. Tamera stated it's a good long-term tool, and suggested the type could be larger, offer geographic order, downsize the number of easy clicks, and if comments can be sorted by date/current comments. Jeff Schwein will explore some options and report back to the TAC.
- **Information sharing by TAC members** – Eric Wier reported that the City has a new Public Works Director coming on board in October and that the City received the CDBG award of \$5 million. Rosanna Bower reported the El Dorado project is moving along.

9. ADJOURN TO THE NEXT REGULAR MEETING OF JULY 31, 2018 AT 2:00 P.M.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:50 p.m., to the next regularly scheduled meeting on September 25, 2018, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 5 Staff Report

DATE: SEPTEMBER 25, 2018
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: PLANNING, PROGRAMMING AND MONITORING FUNDING

PROPOSED ACTION: Recommend Del Norte Local Transportation Commission program \$61,950 for eligible PPM projects in the 2018-19 Overall Work Program.

BACKGROUND: Del Norte Local Transportation Commission has \$61,950 to program in this year's OWP in PPM funding. This is a fund source that we typically use for Project Initiation Documents. We need to spend at least \$29,450 by June 30 or return it to the State.

Eligibility of Planning, Programming, and Monitoring (PPM) Activities:

The CTC STIP Guidelines define eligible PPM activities as regional transportation planning (including the development and preparation of the regional transportation plan), project planning (including the development of project study reports or major investment studies, conducted by regional agencies or by local agencies in cooperation with regional agencies), program development (including the preparation of RTIPs and studies supporting them), and monitoring the implementation of STIP projects (including project delivery, timely use of funds, and compliance with State law and the CTC guidelines).

- **County** idea: Build a shapefile of County maintained roads. The shapefile will benefit the County and respond to Caltrans' annual request for a GIS shapefile of maintained mileage.
 - **Transit** added creating shapefiles for RCTA's routes and bus stop locations
- **City** idea: Develop scoping documents for Bicycle Boulevards project on 8th and K Streets.
- **County** idea: Collect ADT for all County maintained bridges. The ADT will benefit the County and respond to Caltrans' (and FHWA's) annual request for bridge ADT data to be no greater than 10 years old. This may be RPA eligible.

After a TAC recommendation, staff will recommend an amendment to the 2018-19 Overall Work Program to Del Norte Local Transportation Commission.

Item 6 Staff Report

DATE: SEPTEMBER 25, 2018
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: REGIONAL PLANNING ASSISTANCE FUNDING

PROPOSED ACTION: Recommend Del Norte Local Transportation Commission program \$49,500 for eligible Regional Planning Assistance (RPA) projects in the 2018-19 Overall Work Program.

BACKGROUND: We currently have \$316,000 of RPA in the Overall Work Program.
\$230,000 annual funding
\$78,000 discretionary grant for Elk Valley Cross Road Corridor Plan.
\$57,500 RPA carryover (includes \$8,000 for Systemic Safety Analysis Report match)

Total new RPA to add to the Overall Work Program is \$49,500.

The current Overall Work Program and the RPA eligibility information sheet is attached.

After a TAC recommendation, staff will recommend an amendment to the 2018-19 Overall Work Program to Del Norte Local Transportation Commission.

Appendix A

Sample Eligible and Ineligible Regional Transportation Planning Activities

As the name indicates, transportation planning funds (FHWA PL and FTA Section 5303) are to be used for activities associated with the Metropolitan planning process (23 CFR 450). Similarly, State RPA is allocated to the 26 rural RTPAs for fulfilling the regional transportation planning requirements of Government Code Section 65080. A wide variety of regional transportation planning activities are eligible for transportation planning funds. The information in this Appendix is illustrative, not inclusive. Appendix A is organized into four sections: Section I provides a sample list of eligible activities for MPOs and RTPAs; Section II provides general guidance for RTPAs to determine eligible activities; Section III identifies the primary eligible regional transportation planning work products; and, Section IV lists example ineligible activities.

I. Eligible Activities include, but are not limited to:

1. Regional Coordination & Consultation

- i. Participate in Federal and State Clean Air Act transportation related air quality planning activities.
- ii. Involve federal and state permit and approval agencies early and continuously in the regional transportation planning process to identify and examine issues to develop necessary consensus and agreement; collaborate with Army Corps of Engineers, National Fish and Wildlife Service, Environmental Protection Agency and other federal agencies responsible for permits and National Environmental Protection Act (NEPA) approvals and with state resources agencies for compliance with California Environmental Quality Act (CEQA).
- iii. Establish and maintain formal consultation with Native American Tribal Governments enabling their participation in local and state transportation planning and programming activities.
- iv. Create, strengthen, and use partnerships to facilitate and conduct regional transportation planning activities among California Department of Transportation (Department), MPOs, RTPAs, Native American Tribal Governments, transit districts, cities, counties, the private sector and other stakeholders.
- v. Coordinate with partners to identify policies, strategies, programs and actions that enhance the movement of people, goods, services and information on the regional, inter-regional, and state highway system.
- vi. Coordinate with partners to implement the MAP-21/FAST Act performance-based approach in the scope of the transportation planning process.
- vii. Develop joint work programs with transportation and air quality agencies, including transit operators, to enhance coordination efforts, partnerships, and consultation processes; eliminate or reduce redundancies, inefficient or ineffective resource use and overlapping review and approvals.
- viii. Holding conferences and other technical meetings provided that the cost: (1) must be incurred for an activity that is eligible for the category of funds being used (e.g., PL funds can only be used for eligible metropolitan planning related activities); and (2) must be allowable under the Office of Management and Budget's (2 CFR 200) cost principles for the agency that incurs the cost. Additionally, the basic guideline for allowability of a cost is that the cost be necessary and reasonable "for proper and efficient performance

- and administration" of the Federal awards" (i.e., Federal grant, project, etc.). The cost principles indicate that the cost of conferences or other meetings may be allowable for reimbursement when the primary purpose is the dissemination of "technical information."
- ix. Preparing for and attending board meetings – staff time for these meetings is eligible as an *indirect* cost and included in an ICAP because these meetings usually discuss matters beyond regional transportation planning (e.g., project development or delivery activities). However, there may be some exceptions. If the board meeting is solely for the purpose of an MPO/RTPA, the OWP Work Element needs to justify how it is a direct cost.
 - x. Association membership dues and staff time attending CALCOG meetings are eligible as an indirect cost and should be included in the ICAP because these meetings usually discuss matters beyond regional transportation planning (all lobbying activities associated with the organization are ineligible and should be segregated).
 - xi. MPO/RTPA Executive Director – the MPO/RTPA Executive Director’s time should mostly be recorded as an indirect activity. For example, when an Executive Director is meeting with staff or attending meetings on behalf of the agency, it is likely in an executive management capacity and therefore should be recorded as an indirect activity. There are instances when an Executive Director of a small MPO or RTPA can charge their time directly. In this instance, Executive Director’s time needs to be tracked by how they are functioning, that is, whether they are working in a technical capacity (direct activity) or an executive management capacity (indirect activity).
 - xii. OWP Development – only the development of the OWP document as it pertains to transportation planning and the CPG/RPA Work Elements should be in an OWP Development & Administrative-type Work Element. Other administrative and financial activities are also eligible and can to be presented in one of the following options:
 - As *indirect* costs and should be included in an ICAP;
 - As direct costs in a separate work element but paid for with other funds, if an agency does not have an ICAP; **OR**
 - The activities can remain in a single work element if the accounting system is able to segregate direct and indirect activities to support that non-CPG/RPA funds are used for indirect activities.

2. Public & Stakeholder Engagement

- i. Involve the public in the regional transportation planning process.
- ii. Participate with regional, local and state agencies, the general public and the private sector in planning efforts to identify and plan policies, strategies, programs and actions that maximize and implement the regional transportation infrastructure.
- iii. Conduct collaborative public participation efforts to further extend transportation planning to communities previously not engaged in discussion.
- iv. Utilize techniques that assist in community-based development of innovative regional transportation and land use alternatives to improve community livability, long-term economic stability and sustainable development.
- v. Develop marketing/public outreach materials for planning requirements, the planning process, public education, or a specific transportation planning study (2 CFR 200.421).

3. Integrated Planning

- i. Identify and analyze issues relating to integration of regional transportation and community goals and objectives in land use, housing, economic development, social welfare and environmental preservation.
- ii. Define solutions in terms of the regional multimodal transportation system, land use and economic impacts, financial constraints, air quality and environmental concerns (including wetlands, endangered species and cultural resources).
- iii. Document environmental and cultural resources, and develop and improve coordination between agencies using Geographic Information Services (GIS) and other computer-based tools.
- iv. Develop partnerships with local agencies responsible for land use decisions to facilitate coordination of regional transportation planning with land use, open space, job-housing balance, environmental constraints, and growth management.
- v. Identify the right of way for future transportation projects, including unused right of way needed for future transportation corridors and facilities.
- vi. Investigate methods to reduce vehicle travel and to expand and enhance travel services.
- vii. Incorporate transit and intermodal facilities, bicycle transportation facilities and pedestrian walkways in regional transportation plans and programs where appropriate.
- viii. Consider airport ground access transportation and transportation to ports, recreational areas and other major trip-generating sites in planning studies as appropriate.
- ix. Identify and address regional transportation issues relating to international border crossings, and access to seaports, airports, intermodal transportation facilities, major freight distribution routes, national parks, recreation areas, monuments and historic sites, military installations; and military base closures.
- x. Develop programmatic mitigation plans (23 CFR 450.320) in coordination with FHWA and FTA.

4. Transportation Modeling/Visualization Tools

- i. Develop and/or modify tools that allow for better assessment of regional transportation impacts on community livability.
- ii. Consider alternative growth scenarios that provide information on compact development and related infrastructure needs and costs as it relates to regional transportation planning.

5. Transportation System Preservation

- i. Preserve existing transportation facilities, planning ways to meet transportation needs by using existing transportation facilities more efficiently, with owners and operators of transportation facilities/systems working together to develop operational objectives and plans which maximize utilization of existing facilities.
- ii. Develop life cycle cost analyses for all proposed transportation projects and services, and for transportation rehabilitation, operational and maintenance activities.
- iii. Study of a regional traffic impact fee program and appropriate fee levels.

6. Transportation Needs Assessments

- i. Identify and document transportation facilities, projects and services required to meet regional and interregional mobility and access needs.

- ii. Assess the operational and physical continuity of the regional transportation system components within and between metropolitan and rural areas, and interconnections to and through regions.
- iii. Conduct regional transit needs assessments and prepare transit development plans and transit marketing plans as appropriate (Non-planning activities related to TDA administration are ineligible; See Section IV).

7. Transportation Programming

- i. Review the regional project ranking process and programming guidelines ensuring comprehensive cost/benefit analysis of all project types are considered.
- ii. Conduct planning activities (including corridor studies, and other transportation planning studies) to identify and develop candidate projects for the Federal Transportation Improvement Program (FTIP).
- iii. Ensure that projects developed at the regional level (not project specific) are compatible with statewide and interregional transportation needs.

II. Rural RTPA Eligible Activities:

In general, RTPA activities are eligible for State RPA funds if they have a direct nexus to core regional transportation planning functions. A well-defined link to regional transportation planning should be described in OWP Work Element activities. For example, using State RPA to fund a pavement management plan would only be eligible if (1) the plan would feed into a regional pavement management plan or the RTP *and* (2) a clear connection to regional transportation planning is apparent in the appropriate OWP Work Element activity. The Caltrans OWP approval process is facilitated when the OWP consistently draws a strong link to regional transportation planning throughout the document.

III. Regional planning documents, consistent with federal and state requirements:

1. Regional Transportation Plans (RTP) and accompanying environmental document
2. Transportation Improvement Programs (TIP)
3. RTP and TIP environmental compliance
4. Overall Work Programs (OWP) and Amendments
5. Overall Work Program Agreements (OWPA) and Amendments
6. Master Fund Transfer Agreements (MFTA)
7. Corridor studies

IV. Ineligible Activities

Ineligible activities need to be in separate OWP Work Elements and cannot be funded with the federally required minimum local match. A Work Element funded with CPG/RPA funds cannot indicate that ineligible activities are funded with non-CPG/RTPA fund source. Typically, MPOs/RTPAs seek reimbursement from Caltrans at the Work Element level, making it difficult to verify that the ineligible tasks within a CPG/RPA Work Element are funded with non-CPG/RPA sources. The comingling of eligible/ineligible activities may be allowed if the MPO/RTPA accounting system is able to itemize and track staff time by task within a Work Element.

Ineligible activities include, but are not limited to:

1. Non-planning related TDA administration such as conducting the Social Services Technical Advisory Committee, fulfilling TDA auditing requirements, processing TDA invoices and fund reports, TDA allocation and claims process, etc. (planning related activities such as unmet transit needs assessment are eligible if they support the regional transportation planning process and RTP)
2. Non-planning related transit administration should be funded with 5310, 5311, etc. including application development and assistance (review of 5310 applications and programming of funds as it relates to the TIP process are eligible planning activities)
3. RHNA Process (portions may be eligible such as activities listed in Section I.3 Integrated Planning, but not the RHNA process as a standalone task)
4. Project development documents such as Project Initiation Documents and Project Study Reports.
5. Review of project level EIRs is only eligible if it is to ensure consistency and compliance with the MPOs/RTPA's RTPs and other regional transportation planning plans and products.
6. Habitat Conservation Plans; however, some activities may be eligible if tied to regional transportation planning requirements (e.g., the RTP).
7. Implementation of a study, plan, or program (e.g., Traffic Impact Fee implementation).
8. Project Delivery activities.
9. City or county level transportation studies unless it is regionally significant or has a direct effect on the highway/transit system.
10. Fulfillment of state or local mandates or requirements, unless it ties to a regional planning requirement (e.g., the RTP).
11. Self-promotion/marketing of an MPO/RTPA is unallowable and ineligible.
12. Lobbying.
13. Legal fees for lawsuits/litigation (23 CFR 450.306(e)).
14. Project design, engineering, and construction.
15. Food and beverages at meetings (2 CFR 200.432) are typically an unallowable use of CPG funds. It needs to be justifiable, reasonable and necessary, such as for a public outreach meeting that would have low attendance otherwise. Food and beverages for staff (unless on travel status) and normal TAC meetings are unallowable and ineligible activities that cannot be reimbursed.
16. Association membership dues and staff time attending NARC, AMPO, NSSR, etc. if lobbying and planning activities are not segregated.