

**MINUTES  
TECHNICAL ADVISORY COMMITTEE  
AT 9:30 A.M. ON DECEMBER 11, 2017**

**Present:** Rosanna Bower, County  
Stephanie Hamilton, California Highway Patrol  
Heidi Kunstal, County, Vice Chair  
Joe Rye, RCTA, via Telephone  
Lane Tavasci, Harbor District  
Kevin Tucker, Caltrans  
Eric Wier, City

**Absent:** Brandi Natt, Yurok Tribe  
Jason Price, Caltrans, Chair  
Niki Sutterfield, City  
Eric Taylor, City

**Also Present:** Susan Brown, Rural Approaches  
Eileen Cooper, Public member  
Tamera Leighton, DNLTC, via telephone  
Suresh Ratnam, Caltrans

**1. CALL MEETING TO ORDER**

Vice-Chair Kunstal called the meeting to order at 9:32 a.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 OCTOBER 5, 2017**

Rosanna Bower moved to approve the October 5, 2017 minutes, seconded by Lane Tavasci and unanimously carried; the Technical Advisory Committee approved the minutes of October 5, 2017.

**5. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM**

Proposed action: Recommend DNLTC adopt resolution 2017 20 approving the 2018 RTIP.

Tamera Leighton explained that the Regional Transportation Improvement Program is pretty simple because we are not programming new funding for new projects. The Commission will continue with the Planning, Programming and Monitoring funding, which helps monitor State Transportation Improvement Program (STIP) projects and

helps develop Project Initiation Documents (PID's) for future projects. The Transportation Commission benefited from the passage of SB1 through having more favorable Active Transportation Plan (ATP) applications and access to more rural applications which will make us more competitive for those smaller projects. SB1 also provides for additional STIP capacity, which will help the Transportation Commission pay down the advanced STIP that Del Norte received in 2006. We could potentially see new STIP capacity as early as 2023.

Kevin Tucker asked for clarification of the advanced STIP capacity; confirming that the obligation will be until 2025. Tamera Leighton responded that without the passage of SB1 the pay down would be in 2025, however with the additional funds from SB1 the commission could see an earlier pay down date of 2023.

Public Comment: Eileen Cooper commented that with STIP being reserved for the Highway 199 project that if the community wanted to use this funding for other projects, they would not be able to redirect those funds. Eileen Cooper feels that this is unacceptable and should be corrected by legislation.

Eric Wier moved to recommend DNLTC adopt resolution 2017 20 approving the 2018 RTIP, seconded by Rosanna Bower and unanimously carried; the Technical Advisory Committee recommend DNLTC adopt resolution 2017 20 approving the 2018 RTIP.

## **6. ACCOUNTING AND REPORTING SERVICES CONTRACTING**

Proposed action: Review and score proposals and recommend consultant to provide Accounting and Reporting Services.

Tamera Leighton explained that the proposal was posted and initially received one response and on recommendation from the California Transportation Commission the deadline was extended in which a second proposal was received. Proposals from Harshwal & Company and Cholwell, Benz & Hartwick were reviewed and scored by the TAC. The scoring revealed that the recommendation of the TAC would be to award the contract to Cholwell, Benz & Hartwick.

Public Comment: None

Rosanna Bower moved to recommend Cholwell, Benz & Hartwick to provide Accounting and Reporting Services, seconded by Eric Wier and unanimously carried; the Technical Advisory Committee recommend Cholwell, Benz & Hartwick to provide Accounting and Reporting Services

## **7. CLERK SERVICES CONTRACTING**

Proposed action: Review sole proposal and recommend commission award the clerk services contract to Rural Approaches.

Tamera Leighton explained that the request for proposals was posted and only one proposal was submitted; the current contractor Rural Approaches was the sole proposal received and Tamera would recommend continuing with this contractor.

Public Comment: Eileen Cooper requested that TAC agendas be posted online for public access.

Eric Wier moved to recommend commission award the clerk services contract to Rural Approaches, seconded by Kevin Tucker and unanimously carried; the Technical Advisory Committee recommend commission award the clerk services contract to Rural Approaches.

## 8. DISCUSSION

### • **2018-19 Overall Work Program**

Tamera Leighton informed the TAC that she will be working on the Overall Work Plan over the next month with a draft budget. The Transit Development Plan is on the schedule and survey work is being done now. Tamera asked for potential projects for the Work Plan from TAC members. Tamera requested that the members email her their project list before the holidays so that the list of projects can be included on the January TAC agenda.

### • **Pebble Beach Drive PID Update**

Eric Wier informed the group that Jeff Schwein from Green DOT Transportation Solutions made a presentation to the City Council in November regarding the options for Pebble Beach. The City is still seeking public comments on this project. Once the final report is complete the City will begin the Active Transportation Plan (ATP) grant application process. Tamera Leighton asked when the public portion would be wrapped up. Eric believes that by the end of January they will have final authorization from the City Council. Kevin Tucker informed the TAC members that the next cycle of ATP funds would include application modifications. There will be three different categories in terms of project size. Kevin suggests that anyone looking at this program should review the changes. Eric Wier commented that the City and the County have been notified to receive funding for the bank stabilization project, however according to Federal Highways, they will not have the money to reimburse projects until after Federal Emergency money becomes available. With all of the natural disasters, reimbursement could take time because of funds being expended for emergencies. Rosanna Bower stated that the county has not yet received the E 76, so the County is waiting on this notification before proceeding with the project.

Public Comment: Eileen Cooper commented that this project is a large, expensive project and they should consider redesigning it to a smaller project.

### • **Information sharing by TAC members**

Eric Wier updated the TAC about current City projects. The Coastal Access staircase is complete, access ramp is complete, and the City will work on the parking lot next week. We hope to finalize the project by the end of the month. The City submitted a Community Development Block Grant (CDBG) application for a major storm drain improvement project. Rosanna Bower stated that the County also submitted a CDBG application for sidewalks and roadway improvements. The County is also finishing up the Hurdy Gurdy Creek Bridge replacement. Kevin Tucker talked about the draft State Highway Operations and Protections Program (SHOPP) list for 2018 and let the TAC members know that if they wanted any information on listed projects, they can contact him and he will pass on information. Joe Rye mentioned that they have completed a large chunk of their market research for the Overall Work Plan and they have placed 4 new vehicles in service and have one more new vehicle coming on board soon. Tamera

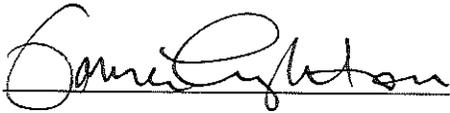
Leighton discussed concerns about the intersection of Highway 101 and Cooper, where the CVS store is located. There is significant flooding happening, even on light rain days, and is requesting that Caltrans take a look at this. Kevin Tucker will bring this concern to Encroachment Permits for review.

Public Comment: Eileen Cooper expressed concern for pedestrian safety at Elk Valley and Highway 101. The improvements didn't address pedestrian safety.

**9. ADJOURN TO THE NEXT REGULAR MEETING OF JANUARY 4, 2018 AT 9:30 A.M.**

With no further business to come before the TAC, the Vice-Chair adjourned the meeting at 10:15 a.m., to the next regular scheduled meeting on January 4, 2018 at 9:30 a.m.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Tamera Leighton", written over a horizontal line.

Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission