

**MINUTES**  
**DEL NORTE LOCAL TRANSPORTATION COMMISSION**  
**REGULAR MEETING AGENDA**  
**THURSDAY, NOVEMBER 14, 2013, 11 A.M.**

**Present:** Commissioner Richard Enea, City, Chair  
Commissioner Gerry Hemmingsen, County, Vice-Chairman  
Commissioner Rick Holley, City  
Commissioner Kathryn Murray, City  
Commissioner Mike Sullivan, County  
Commissioner Doug Wakefield, Public Member

**Absent:** Rex Jackman, Policy Advisory Committee Member

**Also Present:** Eileen Cooper  
Isaac Kinney, Chair TAC, Yurok Tribe  
Heidi Kunstal, Del Norte County CDD  
Tamera Leighton, Local Transportation Commission  
Bill Lonsdale  
Brad Mettam, Policy Advisory Member Alternate, Caltrans Deputy Dist Dir  
Karen Phillips, Local Transportation Commission  
Mike Redel, Lt. California Highway Patrol

**1. Call Meeting to Order**

Chairman Enea called the meeting to order in regular open session at 11:01 a.m.

**2. Public comment period**

The following person(s) addressed the Commission: None

**3. Public Hearing**

Conduct a public hearing to receive comment on the Regional Transportation Improvement Program.

Director Leighton explained the need for the Regional Transportation Improvement Program and the public process. Chairman Enea opened the public hearing at 11:06 a.m. The following comments were made: Bill Lonsdale commented that a lot of the document is boilerplate and/or from previous editions; however, there is a growing emphasis on the Last Chance Grade. He wanted to know if this document reflected that emphasis. Staff noted that the Last Chance Grade project is a project that the Local Transportation Commission could not fund and so it is not reflected in this document. Caltrans Brad Mettam noted that they are working on programming the Last Chance project. Eileen Cooper commented on the inaccurate statements, in her opinion, listed on page 1 regarding continuing to receive “unwavering support” for Hwy 199/197 in light of letters of protest and the lawsuit against the project. She read a statement and left it with the clerk for posting in the record. Chairman Enea closed the public hearing at 11:12 a.m. No action was taken. See discussion/action item later in the agenda regarding the RTIP.

#### 4. Adjourn to the Policy Advisory Committee

Chairman Enea recessed the meeting of the Del Norte Local Transportation Commission at 11:12 a.m. and immediately convened the meeting of the Policy Advisory Committee.

Commissioner Sullivan entered the meeting at 11:12 a.m.

#### CONSENT AGENDA

*Items are considered routine in nature and voted on in one motion: Consider public comments or requests to pull matters from the consent agenda for separate action.*

**a) Minutes of October 10, 2013**

By consensus, accept minutes of October 10, 2013

**b) Contract with Public Health Institute for Safe Routes to Schools program.**

Staff recommendation: By polled vote, authorize executive director to sign contract and receive funds for Year 2 Safe Routes to Schools program.

**c) MOU with Congregate Care Facilities**

Staff recommendation: By polled vote, authorize executive director to sign the MOU. No public comments were made regarding the consent agenda and no items were requested pulled from the agenda for separate action. Director Leighton reported briefly on the consent agenda items.

On a motion by Commissioner Murray, seconded by Commissioner Wakefield, and unanimously carried on a polled vote, the Policy Advisory Committee approved and adopted the consent agenda, consisting of items 4.a-c, as listed above.

#### POLICY and ADMINISTRATIVE

**d) Adopt resolution approving 2014 Regional Transportation Improvement Program**

Requested action: By polled vote, adopt resolution 2013 18 adopting the 2014 Regional Transportation Improvement Program.

Director Leighton reported briefly on the resolution.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Sullivan, and unanimously carried on a polled vote, the Policy Advisory Committee approved and adopted Resolution No. 2013 18, entitled, DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION ADOPTING THE 2014 REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM.

**e) Response to Letters regarding Last Chance Grade**

Requested action: By consensus, provide direction to staff regarding responses to letters of concern for Last Chance Grade.

Director Leighton shared the letters of support regarding Last Chance Grade concerns. She noted that some response should be given to the letters and she requested direction from the Policy Advisory Committee regarding the matter. Commissioner Murray noted that a response should be given to the writers of the letters and copies of the letters send to Caltrans. The writers of the letters should also be informed that they should respond to Caltrans. Commissioner Holley suggested posting the letters and process for comment on the Local Transportation Commission website. Commissioner Wakefield noted there should be an outline of the proper channel of procedure so people are aware of the process for letters and concerns, etc. since this project is not a Commission project, but a Caltrans project. Commissioner Sullivan noted that a specific timeline and basic steps from Caltrans, regarding the

project, should also be posted so that people have an idea of where we are in the process. Staff will follow up with these suggestions.

**f) Discussion items**

- Infrastructure Audit and Circulation Study update – the next step in the study is that it will go to the Technical Advisory Committee; the study is progressing. The two circulation study sites are Redwood and Bess Maxwell schools. The final study documents will be coming back to the Commission for acceptance in January. The studies will provide a list of construction projects that should score higher in the Map-21/Safe Routes funding process, this will help move the projects forward. RSTP funding might be used to help get the projects ready for construction, according to Ms. Leighton.
- Last Chance Grade update – the last day of work for the emergency project was November 4<sup>th</sup>. The feasibility study continues. A meeting with national and state parks will be held tomorrow, and the meeting with Congressman Huffman will take place on December 20<sup>th</sup>. The director noted that she has been reading all the documents related to the Last Chance Grade project and she is concerned that “some tree impacts” – the phrase used by Caltrans staff in the DNLTC meeting as part of a new bypass are more significant than indicated by this phrase, and that the documents state that 200 old growth redwood trees will be impacted. Because of this, director Leighton expressed concerns that a project will be more difficult than “some tree take” indicates, due to the tree take being 200 old growth. The director is concerned about making sure all the information is on the table to help guide decisions regarding this project. The analysis from Caltrans regarding the anticipated tree take was thorough according to Talitha Hodgson, the project manager. Commissioner Hemmingsen asked if the clock is ticking on the feasibility study. Yes, it is according to Mr. Mettam. Commissioner Sullivan noted that a part of the bypass project could be taken on to address the 3 miles that is the worst of the cliff and that should minimize the take of trees and provide a fix for the route.
- Safe STAA update – a contract will be awarded by the end of the month; all is on track. The contractor is the same one that is doing the Willets project. The Hwy 197 project has some right-of-way issues, but they are being worked through.
- California Transportation Commission meeting on December 12 – the meeting conflicts with the Local Transportation Commission meeting date on this same date, so the next regularly scheduled meeting will be January 9, 2014.
- Crosswalk on 8<sup>th</sup> Street – Director Leighton stressed that the corridor (from South Beach to the Washington Overpass) is part of a project initiation document (PID) for the entire corridor. Input will be part of the process in the near future. Ms. Leighton asked to have a safety staff member from Caltrans come and make a presentation, or provide a written staff report, on the traffic calming work, including the 7<sup>th</sup> and M Street crosswalk.
- Eileen Cooper commented on the Fred Haight Drive improvements listed in the RTIP, noting she would like to have Pebble Beach Drive on the list; she questioned the priority, due to the traffic on Pebble Beach Drive. She would also

like to know about the Harbor Trail and funding through the City. Staff addressed many of her concerns noting that the projects she is listing are funded through different sources and that the RTIP only addresses a single fund source.

**5. Commissioner comments and reports.**

The following reports were made: none.

**6. Action on the recommendations of the Policy Advisory Committee**

Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in items 4 listed above.

Chairman Enea adjourned the meeting of the Policy Advisory Committee at 11:44 a.m. and immediately reconvened in regular session as the Del Norte Local Transportation Commission.

On a motion by Commissioner Sullivan, seconded by Commissioner Hemmingsen, and unanimously carried on a polled vote, the Del Norte Local Transportation Commission approved and adopted the actions taken by the Policy Advisory Committee in items 1-5, listed above.

**7. Adjourn to the next regularly scheduled meeting on December 12, 2013 at 11 a.m.**

There being no further business to come before the Commission, Chairman Enea adjourned the meeting at 11:44 a.m., until the next regularly scheduled meeting on January 9, 2014. The December 12<sup>th</sup> meeting is cancelled due to a conflict with the California State Transportation Commission meeting.

Respectfully submitted,

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission