

MINUTES
DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING, THURSDAY, JANUARY 9, 2014, 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: None

Also Present: Rosanna Bower, CDD
Elisabeth Burrows, SSTAC
Eileen Cooper
Jeffrey Daniels, County Road Department
Rex Jackman, Policy Advisory Committee Member
Isaac Kinney, TAC Member, Yurok Tribe
Heidi Kunstal, TAC Member, Del Norte County CDD
Tamera Leighton, Local Transportation Commission
Bill Lonsdale, Public Member
Tina McClendon, TAC Member, Del Norte County CDD
Don Olson, School Superintendent
Jeff Parmer, Crescent City/Del Norte Chamber of Commerce
Karen Phillips, Local Transportation Commission
Mike Redel, TAC Member, Lt. California Highway Patrol
Jeff Schwein, Green DOT

1. Call Meeting to Order

Chairman Enea called the meeting to order in regular session at 11:00 a.m.

2. Public comment period

The following person(s) addressed the Commission: none.

3. Adjourn to the Policy Advisory Committee

Chair Enea recessed the meeting of the Del Norte Local Transportation Commission at 11:02 a.m. and immediately convened as the Policy Advisory Committee.

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 November 14, 2013

Staff recommendation: By consensus, accept minutes of November 14, 2013

b) Accept 2012-13 Fiscal Audits for Del Norte Local Transportation Commission and Redwood Coast Transit Authority.

Staff recommendation: By polled vote, accept the fiscal audits for Del Norte Local Transportation Commission and Redwood Coast Transit Authority.

c) Accept first and second quarter reports from Community Assistance League.

Staff recommendation: By consensus, accept reports for July – December 2013 from Community Assistance League.

There were no public comments or requested to correct, add or delete items from the consent agenda.

Commissioner Sullivan arrived at 11:02 a.m.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Wakefield, and carried on a six-sevenths, polled vote, with Rex Jackman abstaining, the Policy Advisory Committee approved and adopted the consent agenda, consisting of items 3.a-c, as presented.

POLICY and ADMINISTRATIVE

d) Accept Infrastructure Audit and Circulation Studies for School Zones

Requested action and TAC recommendation: By consensus, accept the Safe Routes to Schools planning documents as presented by Green DOT Transportation Solutions:

1. School Zone Infrastructure Audit
2. Bess Maxwell Elementary School Zone Circulation Study
3. Redwood Elementary School Zone Circulation Study
4. Safe Routes to School Project Implementation Plan.

Director Leighton introduced Jeff Schwein of Green DOT Transportation Solutions, who reported on the audit and circulation studies, and reviewed the history and recommendations from the documents listed above. Aerial photos, comments and scoring for each of the 14 schools in the infrastructure audit, the 2 circulation studies at Redwood and Bess Maxwell Schools, and the implementation plan were reviewed. The work will be used to support funding for the projects and to identify issues that inhibit walking and biking to schools. The implementation plan will be discussed and moved forward by the SRTS Committee in the future. Discussion was held regarding the grade scoring used in the audit reports. The grading is just for this school district, according to Mr. Schwein, and it is not a statewide comparison. Map-21 federal funding will be reviewed to see how the various opportunities can be used to fund projects that have been identified in this report.

By consensus, the Del Norte Local Transportation Commission voted to accept the Safe Routes to Schools planning documents (School Zone Infrastructure Audit, Bess Maxwell and Redwood Elementary School Zone Circulation Studies, and the Safe Routes to School Project Implementation Plan) as presented by Green DOT Transportation Solutions.

e) Approve County request for RSTP funding to support Safe Routes to Schools project development

Requested action: By polled vote, approve request from County of Del Norte for \$60,000 by resolution 2014 2.

Director Leighton reported on the County's RSTP funding request to support the Safe Routes to Schools project development. This request would support the environmental,

design and right-of-way work necessary for construction. Staff is encouraging the County to move forward with this project even though the deadline is short. Tina McClendon noted that the County's reluctance in applying for the project funding is due to the staff time it will take to get the work done by June 30 and potential challenges in getting help from a consultant to assist with the design, which is necessary to meet the MAP-21 requirements for the first year of funding. The resolution could be extended if need be to the following year and the director feels that it would be extended; however, the funding competition will be much fiercer in the second year of project funding. On a motion by Commissioner Murray, seconded by Commissioner Sullivan, and unanimously carried on a polled vote, the Policy Advisory Committee approved and adopted Resolution No. 2014 2, entitled, DEL NORTE LOCAL TRANSPORTATION PROGRAM FUNDS FOR ENVIRONMENTAL AND DESIGN COMPONENTS OF A SAFE ROUTES TO SCHOOLS INFRASTRUCTURE PROJECT

f) Adopt a revised resolution programming State Transportation Improvement Program funds and authorize director to submit supporting documents

Director Leighton reported on the revised resolution and the STIP projects in the RTIP. CTC staff noted that it cannot allow the inclusion of both the Fred Haight Drive project and the US Highway 101 Traffic Calming/Pedestrian Safety project in the RTIP because of restrictions of statute; the DNLTC therefore needs to make one choice. If there is no vote and the RTIP is delivered as is, the CTC will reject the RTIP in its entirety and the decision will come back to the Commission at some risk in funding. Director Leighton noted that this is a policy decision for the Commission to make the choice of one or the other of the two projects. The Technical Advisory Committee discussed the matter earlier today and did not forward a recommendation. Director Leighton reviewed the work done to date on both of the projects and discussed the merits of both. The US Highway 101 Traffic Calming/Gateway project is the top priority unfunded project on the list. Fred Haight Drive, on the other hand, is on the top of the list for funded projects. The STIP may potentially allow for another project funding by 2016. Staff is not certain about that date given past actions of the CTC and the State's economy. Staff feels that the US Highway 101 Traffic Calming/Gateway project will not get funded by Caltrans and will need to have local funding support because it is not classified as a "safety" project and Caltrans is funding only "safety" projects at this time. CTC could also bump either of the projects out after they have been programmed. Staff will fully support whatever project is approved by the local Commission to the CTC. Commissioner Sullivan noted that the Fred Haight Drive project was the number one project and it is ready for construction, and it just needs the construction funding. In public comment SSTAC member Elisabeth Burrows asked if Dial-A-Ride is involved in this issue. Ms. Burrows was assured that Dial-A-Ride did not have anything to do with this issue. Eileen Cooper noted that highest priority safety issue, in her opinion, is the US Highway 101 Traffic Calming/Pedestrian Safety project. She feels that pedestrians are in danger walking through the Crescent City area on US Highway 101, and she feels that the discussion needs to be reframed. Jeff Daniels, County Road Superintendent noted that the Fred Haight Drive needed to be improved and he is in favor of the Fred Haight Drive project. Tina McClendon noted that the County has been working to get the Fred Haight

project funded and they have been waiting for 12 years to get this done. She urged the Commission to move the Fred Haight Drive project forward in the RTIP at this time. Jeff Parmer, Executive Director of the Crescent City/Del Norte Chamber of Commerce, noted that the US Highway 101 Traffic Calming/Gateway project will need consideration at some point due to the Visitor's Center and improvements at the Harbor.

Commissioner Murray asked for comments from the California Highway Patrol. Lt. Mike Redel of California Highway Patrol noted that the accidents in town (between south entrance and north entrance) make his office aware of a higher safety factor in that area at this time. Commissioner Hemmingsen supported staying the course with the project that has been in the hopper the longest. Commissioner Murray asked about circumstances changing on the US Highway 101 corridor, and wondered if that would be good reason/justification for changing course. Staff noted that whatever stand is taken today, it is defensible, and staff will support that project. Rex Jackman noted that Caltrans understands the "pickle" that the Commission finds themselves in and recognizes the need for both projects; however, from Caltrans perspective, they support improvements to pedestrians, sidewalks, etc. There has been immense support from the Commission for interregional projects (US Highway 199) over the years and they are thankful for that, this is a local decision and for the local commissioners to make. Mr. Jackman states will have to abstain from voting on this issue. Commissioner Holley noted that he is in support of getting the funding, he would vote to support the project most likely to be funded. Staff feels that CTC, given past behavior, would maintain a state highway project. The Caltrans sidewalk and cross-walk project north of town in the gateway area, was not completed this fall; however, the sidewalks were installed. Mr. Jackman noted that the project was split and they are having technical delays. Caltrans is trying to move the Safety funded crosswalk forward at this time; they have every intention of getting it installed. Discussion was held regarding the SHOPP and STIP eligible projects/work. Caltrans has applied the collision concentration to the area north of town and that is why the work was done there and not in other areas of the project corridor. The larger project did not have statistical evidence to meet Safety project funding criteria in the entire area. There is just not enough accident statistics to tip the US Highway 101 Traffic Calming/Gateway project into the "safety" project field. A motion was made by Commissioner Sullivan, and seconded by Commissioner Hemmingsen to support the Fred Haight Drive project. Before voting on the first motion, Commissioner Murray made a motion, seconded by Commissioner Holley, to support the US Highway 101 Traffic Calming/Gateway project. The second motion failed on a polled vote, with Commissioners Sullivan, Hemmingsen, and Wakefield voting no, and Policy Advisory Member Jackman abstaining, therefore the motion died on a tie vote. Commissioners Enea, Holley and Murray voted in favor of the motion. The first motion by Commissioner Sullivan, seconded by Commissioner Hemmingsen, approving and adopting Resolution No. 2014 01 (option a) and authorizing the director to submit supporting documentation for the Fred Haight Drive project, passed on a four-sevenths polled vote, with Commissioners Holley and Murray voting no, and Policy Advisory Member Jackman abstaining.

g) Regional Transportation Baseline Data, Project Identification and Application Support contract award

Staff recommendation: Award contract for Regional Transportation Baseline Data, Project Identification and Application Support based on TAC recommendation.

Director Leighton reported on the contract award and scoring process by the Technical Advisory Committee, which was to award the proposal to GHD. This is a six month contract.

On a motion by Commissioner Sullivan, seconded by Commissioner Hemmingsen, and unanimously carried on a polled vote, the Policy Advisory Committee approved and awarded the contract for Regional Transportation Baseline Date, Project Identification and Application Support to GHD.

h) The California Endowment funding for Safe Routes to Schools Program (non-infrastructure) funding.

Requested action: By polled vote, authorize director to receive funding from The California Endowment for Safe Routes to Schools program in addition to Public Health Institute.

Director Leighton reported on the funding delay and process through the Public Health Institute, that appears to be experiencing internal challenges. The grant funds for the second year, that began on November 1, 2013, have not been received and no work can begin. This small grant through The California Endowment is intended to get the grant year started within the next two-three weeks and to keep the momentum of the previous work and partnerships moving forward without delay. Ms. Phillips was thanked, by staff and Commissioners, for her work with the Safe Routes to School program.

On a motion by Commissioner Holley, seconded by Commissioner Sullivan, and unanimously carried on a polled vote, the Policy Advisory Committee approved and authorized the director to receive Safe Routes to School funding from The California Endowment in addition to Public Health Institute.

i) Discussion items

- Safe STAA update – the project has been awarded and is moving forward. It appears that the corridor right-of-way has a solution; however, this is not been confirmed.
- North STIP hearings – hearings will be on the 29th of this month. Staff will be attending to support the RTIP, including the Fred Haight Drive project that was just approved for inclusion.
- Sidewalk maintenance – some of the infrastructure items in the SRTS documents note the lack of maintenance of our sidewalks. Staff has been talking to the City about working with property owners to maintain the sidewalks in front of their property. All commissioners were encouraged to get property owners to step up and help maintain and keep sidewalks in good order. A public awareness campaign might be in order. There is some funding that could be used to support a funding partnership to build some improvements. The City did have a property owner sidewalk funding program that provided a no interest loans paid through the water bills for sidewalk improvements. Commissioners from the City were unsure whether the funds are still available. Commissioner Enea will check and see if the funds are still available.

4. Commissioner comments and reports.

The following Commissioners made reports/requests: Commissioner Wakefield noted that he recently traveled to Ireland and he noted “we have pretty good roadways in America.” The roadways in Ireland are less than 20 feet wide. Commissioner Murray encouraged the County to consider a noise ordinance due to the issues with dirt bikes riding across from Mary Peacock School.

5. 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 listed above.

Chairman Enea adjourned the meeting of the Policy Advisory Committee at 12:28 p.m. and immediately reconvened the meeting as the Del Norte Local Transportation Commission.

On a motion by Commissioner Sullivan, seconded by Commissioner Wakefield, and unanimously carried on a polled vote, the Del Norte Local Transportation Commission approved and adopted the action taken above, in items 3.a-4, as the Policy Advisory Committee.

Commissioner Hemmingsen requested that DNLTC address County Supervisor Gitlin’s request for Dream Street improvements be added to the DNLTC agenda. Director Leighton responded that the regional partner agencies – in this case the County – needs to consider projects and set priorities and as an agency bring this or other projects to DNLTC. She further clarified that individual board members from all agencies, whether they are on the DNLTC board or not, do not bring projects to DNLTC without prior consensus from their full board.

6. Adjourn to the next regularly scheduled meeting on February 13, 2014 at 11 a.m.

There being no further business to come before the Commission, Chairman Enea adjourned the meeting at 12:29 p.m., until the next regularly scheduled meeting on February 13, 2014.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission