

**MINUTES  
TECHNICAL ADVISORY COMMITTEE  
TO DEL NORTE LOCAL TRANSPORTATION COMMISSION  
AT 9:30 A.M. ON NOVEMBER 5, 2015**

Present: Rosanna Bower, County, Chair  
Charlie Helms, Harbor District  
Joe James, Yurok Tribe  
Heidi Kunstal, County  
Kevin Tucker, Caltrans  
Eric Wier, City

Absent: Eric Taylor, City  
Hal Rosendahl, California Highway Patrol  
Mark Wall

Also Present: Nicole Burshem, LTC  
Tamera Leighton, LTC  
Jason Price, Caltrans Information Planning  
Jeff Schwein, via telephone

**1. Call Meeting to Order**

Chairman Bower called the meeting to order at 9:37 a.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.

The following person(s) addressed the Commissioners: None

**3. Minutes of July 2, 2015**

Discussion was held regarding the minutes of July 2, 2015

Ms. Bower suggested minor changes to the minutes. On a motion by Commissioner Kunstal, seconded by Commissioner Helms, and unanimously carried, the Technical Advisory Committee approved the minutes of July 2, 2015, as corrected.

**4. Minutes of September 9, 2015**

Discussion was held regarding the minutes of September 9, 2015

On a motion by Commissioner Helms, seconded by Commissioner Kunstal, and unanimously carried, the Technical Advisory Committee approved the minutes of September 9, 2015, as presented.

**5. 2016 Regional Transportation Plan contract amendment to include traffic counts.**

Proposed action: Recommend DNLTC approve Green DOT Transportation Solutions contract amendment as presented to include traffic counts for a cost of \$16,575.

Discussion was initiated and Jeff Schwein was teleconferenced in at 9:40 a.m. Ms.

Leighton recommended including the traffic counts in the contract to validate the model and to establish baseline data for performance measures. Me. Schwein commented the locations chose were based on previous traffic modules. Chair Bower commented that the County would like to see a map and hasn't received one yet. Ms. Leighton and Mr. Schwein both thought that they were provided. There was discussion regarding methodology and location Mr. Schwein recommended the TAC members to take a look at the map and make recommendations for consideration. Ms. Leighton commented that the contract amendment should move forward and that methodology and locations can be resolved in the next few days. Mr. Price asked if there are any conditions of recounts. Chair Bower suggested amending to add the word "valid" to the contract amendment. On a motion by Kevin Tucker, seconded by Eric Weir, and unanimously carried, the Technical Advisory Committee approved the 2016 Regional Transportation Plan contract amendment to include valid traffic counts.

#### **6. SAFE Annual Report**

Proposed action: Recommend DNLTC accept SAFE Annual Report.

Ms. Leighton reported on the call box use. Ms. Leighton suggested moving some call boxes that have nearly to no use and she described proposed legislation. Ms. Kunstal asked if we write a letter apposing the legislation. Ms. Leighton responded that she didn't believe that letters at this point would have any impact. Commissioner Tucker asked which RTPA was it taken out of and Ms. Leighton responded that it was Kern County. On a motion by Mr. Wier, seconded by Mr. Helms, and unanimously carried, the Technical Advisory Committee approved the SAFE annual report.

#### **7. Overall Work Program Amendment 1**

Proposed action: Recommend DNLTC adopt resolution for 2015-16 Overall Work Program Amendment 1.

The Overall Work Program Amendment 1 was discussed. Ms. Leighton commented these are very simple changes such as adjustment costs and adding carryover. On a motion by Mr. Helms, seconded by Mr. Wier, and unanimously carried, the Technical Advisory Committee approved the Work Program Amendment 1.

#### **8. Discussion**

- Pine Grove Elementary School update- Ms. Leighton stated that she sent an email to Bill Hartwick, but hasn't received a response. Chair Bower stated that there was information given from a teacher that there was not a bus at open house, and that there was an instance of the bus being over full, but that none of this information has been verified by Principal Hartwick.
- RSTP Local Agency Allocation Agreement- Ms. Leighton stated that she has received the agreements from the Yurok Tribe and County, and is waiting for more agreements to be returned.
- 2016-17 Overall Work Program- Ms. Leighton commented when the County met about the RTP update a possible work element for next year was discussed – Elk Valley Road Multimodal Corridor Planning. Ms. Leighton commented that if this is included in next years overall work program the everyone needs to be open minded about the problem identification and solutions. Ms. Leighton commented there were suggestions of stopping the truck traffic through Elk Valley Road, widening the road

for pedestrians and bike access. Chair Bower commented the County identified a potential sustainable transportation planning grant that will work for that. Ms. Leighton asked if anyone else has any planning studies for the Overall Work Program. Mr. Wier commented that the City needs the pavement management plan updated. Ms. Leighton suggested updating the pavement management plan for both the City and County. Ms. Leighton commented she will include the pavement management plan and Elk Valley Road Multimodal Corridor plan in the draft 2016-17 Overall Work Program.

- State Transportation Improvement Program (STIP) Allocation Plan- Ms. Leighton shared information from the CTC about the STIP allocation plan and noted that it has not changed since about 2010. Ms. Leighton noted that the priorities are not statute but they have become a standard policy. Ms. Leighton suggested everyone take a look at the plan and priorities. Mr. Wier asked how to do we get to bullet point number 3 Self Help. Ms. Leighton commented that a ballot measure needs to be passed. Chair Bower asked about the mechanics of how to get a project into the STIP. Ms. Leighton stated that the Regional Transportation Improvement Program (RTIP) is the programming document for the STIP and that this is submitted every two years. The RTIP will be in the December TAC agenda but because there is no money in the STIP the document will only program Planning, Programming and Monitoring funds.

**9. Adjourn to the next regular meeting of December 1, 2015 at 9:30 a.m.**

Chairman Bower adjourned the meeting at 10:40 a.m.

Respectfully Submitted,



Tamera Leighton, Executive Director

Del Norte Local Transportation Commission