

MINUTES
DEL NORTE LOCAL TRANSPORTATION COMMISSION REGULAR MEETING
AGENDA: MARCH 17, 2016 11 A.M.

Present: Commissioner Gerry Hemmingsen, County
Commissioner Rick Holley, City
Commissioner Kathryn Murray, City
Commissioner Darrin Short, Vice-Chairman

Absent: David Finigan, County, Chairman
Commissioner Chris Howard, County

Also Present: Nicole L. Burshem, P.S. Business Services
Tamera Leighton, Local Transportation Commission
Jeff Schwein, Green DOT Transportation Solutions
Kevin Tucker, Caltrans, Policy Advisory Committee Member
Amber Wier, Walk & Roll to School Program Coordinator

1. Call Meeting to Order

Vice Chairman Short called the meeting to order at 11:00 a.m.

2. Public comment period

The following person(s) addressed the Commission: None

3. Adjourn to the Policy Advisory Committee

Vice Chairman Short adjourned as the Del Norte Local Transportation Commission and immediately reconvened at the Policy Advisory Committee at 11:03 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 February 11, 2016

Staff recommendation: By consensus, accept minutes of February 11, 2016.

On a motion by Commissioner Murray, seconded by Commissioner Holley, and unanimously carried, the Del Norte Local Transportation Commission approved the minutes of February 11, 2016.

POLICY and ADMINISTRATIVE

b) Receive presentation of draft 2016 Regional Transportation Plan

Information only.

Discussion was held in regards to the 2016 Regional Transportation Plan draft. Mr. Schwein reported Green Dot was hired to develop a Regional Transportation Plan for the next four years, which is a requirement of Del Norte Local Transportation Commission. This Regional Transportation Plan is for the period of 2016-2036 and even though they adopt a plan every four years, the plan is a long range planning document for 20-years. Mr. Schwein outlined the process and work to date. The three mandatory elements are Policy, Action, and Financial and Mr. Schwein presented the changes and importance of each element. Commissioner Holley asked whether we expect funding programs such as the bridge program will go away Mr. Schwein commented the projects the City and the County provided were placed on the short-range list because they were eligible for funding. The projects on the long-range list are

there because we couldn't determine when or if they have funding for that project quite yet. Mr. Schwein noted the Bridge Program is currently funded. In the past before it was available agencies were required to come up with their own match, but now they have a toll credit program that has made it able to fund the program 100%. Commissioner Murray asked in regards to the gas tax monies and if they are adjustments where we are currently or from previous projections. Mr. Schwein commented the loss in gas tax revenue has led to a negative STIP, so we considered an average for the trailing five cycles. Mr. Schwein noted when projects are in the long-range project list they can be brought into the short-range project list when they receive funding. Commissioner Holley asked what happens if an emergency project comes in. Mr. Schwein commented that emergencies are not typically planned for and thus the projects are not typically in a Regional Transportation Plan. Vice Chairman Short asked what is the US 101 Gateway Traffic. Mr. Schwein commented a few years ago the commission did a study on the two entrances to the City of Crescent City and this project targets safe entrances and speeds coming into and leaving the urban area. Commissioner Murray asked if Ms. Leighton could send Vice Chairman Short a copy of that study. Mr. Schwein reported on the priority projects list. Commissioner Murray asked if the Pebble Beach Project is completed. Ms. Leighton commented this is a City area from 6th to 9th street. Commissioner Holley asked in regards to Requa road. Mr. Schwein commented that is a reconstruction project to prevent the road from slipping and provide access to regionally significant areas. Commissioner Holley asked why Last Chance Grade isn't on the short-range priority list. Mr. Schwein answered that Last Chance Grade is reflected in the long-range project list because we can't currently point to an approved funding source for this project. When funding is authorized then it will move to the short-range list. Mr. Schwein reported on the environmental documents and Ms. Leighton added that Autumn Luna has been helpful to ensure our environmental document is appropriate.

c) Triennial Performance Audit

Staff recommendation: By consensus, accept 2013-15 Triennial Performance Audit. Discussion was held regarding the Triennial Performance Audit. Ms. Leighton commented this audit is mandated every three years. Most of the audit comments had to do with the CTSA, which recommends enhanced data tracking. Having nothing to do with the performance audit Community Assistance League has decided to change the way they do business and we will be seeking a new CTSA. The audit recommendations will be addressed with the new CTSA. Overall, the performance audit is complimentary to the way we do business. Commissioner Hemmingsen asked about the fiscal audit recommendation for the CTSA and whether it's really required. Ms. Leighton answered that we have never been required to do an audit for CTSA in the past. The first step is to except the audit and than staff will make recommendations for addressing the comments. Commissioner Hemmingsen asked if we could continue to have a public hearing on transit needs. Ms. Leighton answered that she recommends having a public hearing for the transit needs as it's a simple process and there have been conflicting audit recommendations on this topic. Commissioner Holley asked if we were going to develop a TDA handbook. Ms. Leighton commented she is not interested in developing a Del Norte TDA handbook at this time but will look into the issue further. Commissioner Holley asked what is the recommendation following the grants to the transit authority. Ms. Leighton commented that recommendation would be addressed with the new transit manager who is currently being hired. Commissioner Murray commented this performance audit was easy to read and is something if the public wanted to read it is a greater understanding of what is going on. Commissioner Murray appreciates the overall audit itself. The board of commissioners by unanimous consensus accepted the audit.

d) Safe Routes to Schools Walk & Roll to School program budget

Staff recommendation: By polled vote, approve the Walk & Roll to School program budget as presented.

Ms. Leighton commented the funding for this program is in the Overall Work Program, but there isn't a detailed budget for the non-state grant areas. We have a grant from the State and in addition to that we have funding from The California Endowment to fill in for the many areas the State funding doesn't cover. State funding has a lot of limitations and The California Endowment funding is more flexible. Ms. Leighton commented the program director Amber Wier is here to answer any questions and provide more information.

Commissioner Holley asked where Bike to School Day would occur this year. Ms. Wier commented it would be in between Bess Maxwell and Joe Hamilton schools on May 18th. Commissioner Murray asked if volunteers are needed. Ms. Wier commented she would love volunteers, but she has the Stunt Masters coming in to help with this. Ms. Wier described some of the program elements for encouragement and education.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Holley, and unanimously carried on a polled vote the Del Norte Local Transportation Commissioner approved the Safe Routes to School Walk & Roll program budget.

e) Discussion items

- North STIP Hearing – Ms. Leighton commented is next week and is at the same time Del Norte Local Transportation Commission scheduled the Last Chance Grade meetings. Primarily we don't have any projects in the STIP and don't have anything to report at the hearings so she will be at the Last Chance Grade meetings.
- Community Assistance League communications – Ms. Leighton included a letter in the packet from the CAL they are moving the organization in directions for a lot of reasons (having nothing to do with performance audit). Ms. Leighton noted she has a meeting scheduled in a few weeks with the hospital on how to get our people home after they have flown out for medical emergencies. Commissioner Short asked how many people are having trouble returning home. Ms. Leighton answered that there is no formal count and they are unlikely to know until a baseline service is provided.
- Front Street – Ms. Leighton reviewed the City's Front Street project.
- Last Chance Grade – Ms. Leighton commented we have meetings all next week. And she will be attending those meetings. Ms. Leighton is hoping that some facts and clarity can be will be provided to our community. Ms. Leighton suggested leaving flyers at Pei-Mai Fuel Mart in Klamath as well. Public Advisory Member Tucker commented we are at the scope of where we need to be with the project and will be holding this meeting to update everyone on the project.
- North Gateway speed limits – Ms. Leighton commented Caltrans has lowered the speeds at the North gateway speed limits to hopefully slow down traffic more before you get into town.
- Ms. Leighton reviewed the TDA fund estimate, worksheet and apportionment.

4. Commissioner comments and reports.

The following Commissioners commented: Commissioner Murray asked if Public Advisory Member Tucker had an estimate on Highway 3. Mr. Tucker answered that he hasn't heard anything at this point. Commissioner Hemmingsen gave an update on the highway projects from the DEAL meeting.

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.

Vice Chairman Short adjourned as the Policy Advisory Committee and immediately reconvened as the Del Norte Local Transportation Commission at 12:30 p.m.

On a motion by Commissioner Hemmingsen, seconded by Commissioner Holley, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved the actions taken on above item 3 a-e.

6. Adjourn to the regular meeting scheduled on May 12, 2016 at 11 a.m.

With no further business before the Commission, Chairman Murray adjourned the meeting at 12:30 p.m. until the next regularly scheduled meeting on May 12, 2016 at 11:00 a.m.

Respectfully submitted,



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission