

**MINUTES  
TECHNICAL ADVISORY COMMITTEE  
TO THE DEL NORTE LOCAL TRANSPORTATION COMMISSION  
AT 9:30 A.M. ON MAY 5, 2016**

Present: Mike Berry, CHP  
Rosanna Bower, County  
Heidi Kunstal, County, Vice Chair  
Brandi Natt, Yurok Tribe  
Joe Rye, RCTA  
Eric Taylor, City  
Kevin Tucker, Caltrans  
Eric Wier, City

Absent: Charlie Helms, Harbor District, Chair

Also Present: Nicole Burshem, DNLTC  
Elizabeth Burrows, Public  
Eileen Cooper, Public  
Tamera Leighton, DNLTC  
Sabrina Valentine, DNLTC

**1. Call Meeting to Order**

Vice Chair Heidi Kunstal called the meeting to order at 9:35 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 Commission: Eileen Cooper asked if the board received the letter she emailed out to everyone. Heidi Kunstal responded that the board has received the letter. Ms. Leighton noted she has been unavailable to checking her email for a couple of days and has not received or seen the letter yet.

**3. Minutes of April 7, 2016**

On a motion by Rosanna Bower, seconded by Eric Wier, and unanimously carried the Technical Advisory Committee approved the minutes of April 7, 2016, as presented.

**4. Minutes of April 26, 2016**

On a motion by Eric Wier, seconded by Rosanna Bower, and unanimously carried the Technical Advisory Committee approved the minutes from April 26, 2016, as presented.

**5. 2016-17 Overall Work Program**

Proposed action: Consider proposed Overall Work Program and recommend including a continuation of the 2016 Regional Transportation Plan.

Discussion was held in regards to 2016-17 Overall Work Program. Ms. Leighton reported we would have adopted the Overall Work Program by now, but there is some unexpected work product that needs to be done to complete the 2016 Regional Transportation Plan. Ms. Leighton recommended continuing this work into next year for adoption. Ms. Leighton reported that she has applied for grant assistance to help with the additional expense, but will not know if we have been approved until early next week. Vice Chair Kunstal asked if we don't get the grant what do we need to do with the Overall Work Program to deal with transportation expenses. Ms. Leighton responded the Technical Advisory Commission would need to adopt the Overall Work Program by June 30, 2016 in order for it to be approved by Caltrans. Vice Chair Kunstal asked if the Board needs to put in some feedback and is there any other funds to offset the legal funds. Ms. Leighton responded there are no additional funds, but we could use RSTP or other funds. Ms. Leighton noted that if we were to take money from any other funding source it would be from the RSTP funds. Vice Chair Kunstal asked how the Committee feels about this. Mr. Wier asked if we could reduce the scope of the Pavement Management Plan. Ms. Bower commented the County would rather do it next Fiscal Year. Ms. Leighton clarified the recommendation would be to delay the Pavement Management Plan for a year. Mr. Tucker commented there are still some questions about what the Pavement Management Plan has available for RPA funding. Ms. Leighton commented we have used RPA funding for a variety Pavement Management Plans before as a collaborative. Ms. Leighton recommended moving forward with reducing the funds in the area of the Pavement Management Plan and seeing how it works with the grant. Ms. Leighton noted the Commission could always pull the Pavement Management Plan from the Overall Work Program and reallocate after it gets adopted. On a motion by Rosanna Bower, seconded by Eric Wier, and unanimously carried the Technical Advisory Committee approved the Overall Work Program and to reduce the Pavement Management Plan to cover additional expenses for the Regional Transportation Plan update if necessary.

**6. US Highway 101 Gateway Active Transportation Program application**

Proposed action: Recommend DNLTC support US Highway 101 Gateway application in partnership with Caltrans District 1.

Discussion was held in regards to US Highway 101 Gateway Active Transportation Program application. Mr. Tucker commented Caltrans has been having discussion on how we should move forward with the Gateway Project and ATP funding seems to be the best type of funding to do certain parts. Mr. Tucker reported Caltrans is willing to be a partner on this project to submit an application for the ATP program. Ms. Leighton noted the pedestrian improvements would be eligible for ATP funds. The Gateway Project includes some design work, traffic calming, pedestrian, and sidewalk concerns. The idea is to take the portions of the Gateway Project that are eligible and use those for the application. The community supports this and this will make a strong application. Caltrans has agreed to draft an application. Ms. Leighton asked Mr. Tucker if he has talked about match funding. Mr. Tucker responded Caltrans are still talking about what funding will be available. Ms. Bower asked what is the estimate of the remaining balance. Ms. Leighton responded that 30-40% of the Gateway Project is ATP eligible. Mr. Tucker commented we would like to call it its own project. Ms. Bower asked what is

the actual cost. Ms. Leighton commented \$1.2 million for the entire project. Ms. Kunstal asked if the recommendation is to use RSTP funds to commit to match funds. Ms. Leighton commented we are not committing to match funds at this time, but should be able to ask for match funds in June. Ms. Bower suggested doing a presentation on the Gateway Project. Eileen Cooper commented an issue she feels that may occur is that when the Elk Valley Rancheria develops we will have more of a problem with Elk congesting traffic at the south end of town. Ms. Leighton responded Elk Valley Rancheria has plans for an Elk Crossing in that area, but that plan is not a part of this document. Ms. Leighton understands more information needs to be found in regards to Elk Crossing and Caltrans is working with US Fish & Wildlife on getting that information.

On a motion by Rosanna Bower, and seconded by Eric Taylor, and unanimously carried the Technical Advisory Committee supports the US Highway 101 Gateway Active Transportation Program application.

**7. Front Street Active Transportation Program match funds**

Proposed action: Recommend DNLTC adopt Resolution 2016 11 awarding to the City of Crescent City an amount not to exceed \$400,000 of Regional Surface Transportation Program funds and not to exceed a 20% match for the Front Street Active Transportation Program application. Mr. Wier reviewed the project scope for the application. Ms. Bower asked if it was possible to have two applications one with match funds and one without. Ms. Leighton responded she is not sure if that is allowed but she expects it is not. Mr. Tucker asked in regards to Hobbs Wall priorities and if it is further along. Ms. Bower commented the Hobbs Wall Project has some additional costs and we need to look at some alternative funding.

On a motion by Rosanna Bower, seconded by Eric Taylor, and unanimously carried the Technical Advisory Committee recommended Del Norte Local Transportation Commission approve and adopt Resolution 2016 11 awarding to the City of Crescent City an amount not to exceed \$400,000 of Regional Surface Transportation Program funds and not to exceed a 20% match for the Front Street Active Transportation Program application.

**8. Redwood Coast Transit Authority funding**

Proposed action: Recommend DNLTC adopt Resolutions 2016 6, 2016 7, 2016 8 and 2016 9 to support Redwood Coast Transit Authority who is the only eligible recipient. Discussion was held in regards to Redwood Coast Transit Authority funding. Ms. Leighton commented she provided this information so that the Technical Advisory Committee could better understand the funding of the Transit Authority. Ms. Leighton commented the memo from Redwood Coast Transit Authority is an explanation to the Technical Advisory Committee of the error discovered in a prior audit. Ms. Leighton read the memo to the Committee. Ms. Leighton reported the second page of the agenda packet shows the funding estimate from the County Auditors Office and how the funding comes to us. Ms. Leighton reported we take this fund estimate and put it through the formula and the formula is what allocates who gets what money. Ms. Leighton presented to the TAC how Redwood Coast Transit Authority funding works. Mr. Berry asked where does the money come from. Ms. Leighton reported TDA funding is a type of

return to source State funds collected by the State and returned to the region. Mr. Berry asked if the County pays into it too. Ms. Leighton commented the County does not; the County Auditors Office gets a notice from the State. Mr. Rye reported the funding goes from State to Auditors Office and gets disbursed based on population. Mr. Berry asked if the Technical Advisory Commission decides where the funding goes. Ms. Leighton commented the TAC only makes recommendations and that all decisions are made by Del Norte Local Transportation Commission.

On a motion by Mr. Rye, seconded by Heidi Kunstal, and unanimously carried the Technical Advisory Committee approved and adopted Resolutions 2016 6, 2016 7, 2016 8 and 2016 9 to support Redwood Coast Transit Authority who is the only eligible recipient.

## **9. Discussion**

- Consolidated Transportation Service Agency (CTSA) update – Ms. Leighton the Consolidated Transportation Service Agency was the Community Assistance League. They wrote a letter resigning their position. Their last day will be at the end of the month. Ms. Leighton reported if we are unable find a new Consolidated Transportation Service Agency by the end of the month she will have to inform the State we don't have one. Ms. Leighton reported we are working on getting a new Consolidated Transportation Service Agency. Vice Chair Kunstal asked if there was anything in place to get our people back. Ms. Leighton reported that funding assistance has been offered, but other than that there are no transportation options being provided. It is the obligation of the DNLTC to select a new Consolidated Transportation Service Agency. Ms. Leighton reported she has an idea and is trying to see if she can get the Hospital and other agencies together to be the new Consolidated Transportation Service Agency. Last year there were 800 people that were flown out. There was no data collected, but there were an estimated 10% of those 800 people that were stranded. Ms. Leighton attended the Healthcare meeting and at that meeting there was agreement to set up a meeting with the Healthcare District, Hospital, Department of Health and Human Services, and Clinic. We are going to get together and discuss the possibilities to set up some kind of fund or organization to help bring our people home. There may be a possible recipient at that meeting to become a Consolidated Transportation Service Agency. Ms. Leighton reported the Hospital is a nonprofit organization and may be the holder of the fund source. Vice Chair Kunstal explained these services are only provided for people who are flown out or need help with gas vouchers/need assistance. Ms. Leighton reported what was done is that the Community Assistance League was providing vouchers to people who occasionally needed to go on an emergency trip. Ms. Natt reported the Tribe is working with Hilda Contreras on agreements to get healthcare needs taken care of. Ms. Natt reported there was discussion of getting funding in place for the families in need and maybe even being able to provide a return trip for them as well. Eileen Cooper commented the most efficient way to deal with this is have Social Services track these people who are flown out and to where; so that when they are released they make sure they get back home. Ms. Burrows commented the

quality of life given through Dial-A-Ride is a blessing for the seniors and wants to thank everybody. Ms. Bower asked if the collaboration with the hospital is the goal to fund occasional trips of transfer. Ms. Leighton commented she doesn't have a goal right now. Ms. Leighton noted she just wanted to let the TAC know there may be a possibility of a consensus to get this established. Ms. Leighton reported any organization that wants to be a Consolidated Transportation Service Agency to please come forward. Mr. Tucker commented that part of the conversation should be with the people who have flown them out. Ms. Leighton commented how it is determined is through the medical history. The hospital or the healthcare district would be negotiating a rate to make it as cost efficient as possible.

- Social Services Transportation Advisory Council update – Ms. Leighton reported that there was a scheduled meeting, but that there was no quorum. So that meeting will be delayed for a couple of weeks and will report out at the next regular Technical Advisory Commission meeting.

**10. Adjourn to the next regular meeting of June 2, 2016 at 9:30 a.m.**

With no further business before the committee, the Chair adjourned the meeting at 10:45 a.m., regular scheduled meeting on June 2, 2016 at 9:00 a.m.

Respectfully submitted,



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Tamera Leighton, Executive Director

Del Norte Local Transportation Commission