



HCAOG Complete Streets Ad Hoc Advisory Committee

**District 1 Meeting Minutes (all meetings held via Webex or Zoom)
Wednesday, November 18 (1:30 – 3:00 p.m.)**

Note: The HCAOG Complete Streets Ad Hoc Advisory Committee also fills the role of the Humboldt TAG, and this meeting was at the request of the Committee. Other counties' TAG sections did not meet this month.

1. Welcome & Introductions

Colin Fiske, CRTP
Hank Seemann, County of Humboldt
Emily Sinkhorn, RCAA
Oona Smith, HCAOG
Jesse Willor, City of Eureka
Patricia-Anne WinterSun, Humboldt Bay Bicycle Commuters Association
Alexis Kelso, Caltrans District 1
Destiny Preston, Caltrans District 1
Kari Shelley, Caltrans District 1

2. Review Action Minutes, August 26, 2020

Approved.

3. Caltrans CAT Updated Timeline and Draft Needs List

Alexis shared that the D1 Active Transportation Plan schedule is now online at <https://www.catplan.org/district-1>.

Hank recommended developing performance measures for the Plan.

Colin mentioned the HCAOG RTP update is currently in process and it would be worth reviewing if there may be synergy between the two efforts.

Emily recommended sharing draft SHOPP lists and an update if a project gets modified.

4. Update and Discussion on Public Survey Outreach

Alexis let everyone know the November Outreach Report is now posted on the CAT Plan website, covering roughly September through October. The Caltrans team has reviewed the numbers from September, including the number of total responses and respondent demographic breakdown by county as a percentage of targets. Targets come

from census data on composition of that population as detailed in the Public Engagement Plan. Please note that in the Toward an Active California document, the term “disadvantaged” is used. Caltrans is now moving towards the term “under-served” for future documents and communications.

Alexis noted little participating in the partner survey. She emphasized that the partner survey is critical and asked if the group had any ideas to increase partner participation. The survey deadline has been extended to December 31. While it will be open until the end of the contract for at least another year, the December deadline is the cutoff for needs to be included in the Plan.

Emily asked about the effects of COVID on outreach efforts. Alexis said Caltrans would otherwise have attended events and community meetings, so outreach is more difficult without in-person interaction. In addition, people have other things on their minds this year, so getting their attention is not easy. We have contacted the groups on the public engagement contacts list multiple times via phone and email to encourage survey participation, with an emphasis on reaching under-served groups. It is also difficult because so many people can't be reached at the office when they are working from home. Contact info has often changed due to COVID or new staff members. The team will continue to try to get the word out as much as possible.

5. Review Action Items and Schedule Next Meeting

- All
 - TAG members will participate in Partner Survey by December 31.
- Oona
 - Share data sources with Alexis (draft RTP targets).
- Alexis
 - Distribute Methodology Memo, Prioritization Memo, and menu of performance measures.
 - Distribute responses to ECR comments once final is received from consultant (by December 31).
 - Work with Oona, Christie, and Hank on the agenda for the next meeting.
- Destiny
 - Update “Project Needs List” to “Needs List” on website CAT Plan website.

Next meeting: Wednesday, January 20, 2021 (1:30pm to 3pm)