

**TECHNICAL ADVISORY COMMITTEE
AT 9:30 A.M. ON JULY 2, 2015**

MINUTES

Present: Rosanna Bower, County, Chair
Charlie Helms, Harbor District
Isaac Kinney, Yurok Tribe
Heidi Kunstal, County
Eric Taylor, City
Kevin Tucker, Caltrans
Mark Wall, RCTA, via teleconference
Eric Wier, City
Rick Thomas, California Highway Patrol

Absent: None

Also Present: Elisabeth Burrows, SSTAC
Nicole Burshem, LTC
Kevin Hartwick, Cholwell Benz & Hartwick
Tamera Leighton, LTC
Jason Price, Caltrans
Matt Wakefield, Cholwell Benz & Hartwick

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. Elizabeth Burrows commented the Senior Center does not misuse Dial-a-ride it is our quality of life.

3. Minutes of June 4, 2015

Proposed action: By consensus, approve minutes. Chairman Bower presented some corrections that needed to be made.

4. 2015-18 Fiscal Audit Services

Proposed Action: Recommend fiscal audit services for the three-year period of 2012-15 to Del Norte Local Transportation Commission.

Discussion was held in regards to 2015-18 Fiscal Audit Services. Ms. Leighton commented that Cholwell Benz & Hartwick was present to answer any questions there were in regards to the Fiscal and Performance Audit Services. Mr. Hartwick commented that this would not a complex analysis. The audit process has evolved from the old ways to the new. Auditors who are independent and have a relationship with clients can be an issue. The questions that come about

are; will they be able to make good decisions and can they keep an arm length distant when they evaluate fiscal records. Part of the process of looking at an auditor is looking for the value of what someone may be providing. Keeping an organization or agency moving forward, efficient, and follow the best practices. Mr. Hartwick noted when looking for an auditor you want to look at which one will help the Technical Advisory Committee most effectively. Mr. Hartwick also noted that the auditor with the most current knowledge would provide the most value. It doesn't matter how thick or thin the proposal is. Mr. Hartwick noted that value, meeting minimum standards, and the ability to communicate are important. The fees start at what you paid in the years past. If you are coming off a bad year and they give you a number they could be evaluating based on the wrong criteria. It is important for an auditor to have the ability to be organized, work well with staff, on the spot, and deliver services. Ms. Leighton commented she has worked with all three of the organizations that have proposals for the fiscal audit, however she is not familiar with any of the auditors from the performance audit. Mr. Hartwick noted that if you have a good working relationship with the organization that you choose; don't make your decision based on a \$300.00 difference in pay. Some of the questions you should consider are as follows: how is that approached, are you comfortable with that decision, do you feel the proposal lays in weight to the fee schedule. Ms. Leighton asked if Mr. Hartwick had direct experience working with the auditors and have any comment for the Technical Advisory Committee. Mr. Hartwick commented he was familiar with Don Reynolds and noted he didn't run from responsibility. Mr. Helms commented Don Reynolds was very thorough and the only downside was near the end his responses were slower than expected. Ms. Leighton commented she had similar challenges with Don Reynolds and is concerned about his proposal being the same as last year and RJ Ricciardi had a lot of adjustments for audit times. Ms. Leighton commented she has no ill feelings working with any of the organizations again. Hunter, Hunter, & Hunt was a good fit, very organized, and ran things smoothly. Mr. Weir asked what the cost was last year. Ms. Leighton commented the cost was the same as past years. Mr. Weir asked when is it the best practice to change auditors. Mr. Hartwick commented that in Crescent City it might be different than in a bigger city such as San Francisco. If we lived somewhere with a pile of alternatives than it would be beneficial, but for the most part it is an inefficient process. Mr. Hartwick does not advise to work with that best practice due to the fact we live in a small city.

2013-15 Performance Audit Services

Proposed Action: Recommend performance audit services for the three-year period of 2013-15 to Del Norte Local Transportation Commission.

Discussion was held on the 2013-15 performance audit. Ms. Leighton commented the performance audit takes a look at the overall work program for the last 3 years. Ms. Leighton noted she is not familiar with any of the groups proposed for the performance audit. Mr. Weir asked about single audit performance. Mr. Hartwick commented it is a detailed process of review. Ms. Leighton noted if we received any grant funding in the amount of \$750,000 or more it would trigger a single audit.

Cholwell, Benz, & Hartwick left the meeting at 10:12 a.m.

Mark Wall left the meeting at 10:15 a.m.

BREAK: 15 minutes to score proposals.

Ms. Leighton commented it was unanimously carried that Hunter, Hunter, & Hunt be the representatives to do the Annual Fiscal Audit for June 2015, 2016, and 2017 and PMC be the representatives to do the Annual Performance Audit for June 2015, 2016, and 2017.

On a motion by Charlie Helms, seconded by Eric Weir, and unanimously carried, the Technical Advisory Committee approved Hunter, Hunter, & Hunt to be representatives to do the Annual Fiscal Audit for June 2015, 2016, and 2017 and PMC be the representatives to do the Annual Performance Audit for June 2015, 2016, and 2017, as presented.

5. Consider Yurok Tribe request for \$110,000 which is 10% match funds for \$1.1 million Klamath Boulevard project

Proposed Action: Receive presentation and make recommendation to Del Norte Local Transportation Commission.

Discussion was held in regards to the request for \$110,000 which is 10% match funds for Klamath Boulevard project. Ms. Leighton commented that Isaac Kinney gave a presentation a year or two ago and hasn't heard anything else about the project until now. Mr. Kinney commented he wanted to present a break down of the Klamath Boulevard project. Mr. Kinney commented he has been working with the County to get all the documents and permits needed to move forward with the project. Mr. Kinney noted that in the last four years they have been able to get funding from other government agencies. Mr. Kinney commented there were four privately owned bidders that want to do construction on the Klamath Boulevard Project. Mr. Kinney commented they are just waiting for approval of the bid from the Tribal Council. Mr. Kinney noted he brought in the plans for the project for the council to go over and to see what will be worked on. What will mainly be worked on are sidewalks, center median, bike lanes, and landscape. Chairman Bower commented that she spoke with Mr. Kinney last week about the project; he stated he was struggling to get the 10% match and chairman Bower suggested he come and speak with the Technical Advisory Committee. Mr. Kinney noted they are not identifying to a single source match and he has been compassionate about this project from the beginning, but bids came in hire than expected. Ms. Kunstal commented that there was a big discussion about the RSTP funding and feels this project fits into the criteria. Ms. Kunstal also commented she feels funding this project would be a good use of the RSTP Funds. Ms. Leighton asked if the signalization issue was resolved. Mr. Kinney commented that was taken out of the plan for construction.

On a motion by Heidi Kunstal, seconded by Kevin Tucker, and unanimously carried the Technical Advisory Committee recommended that the Del Norte Local Transportation Commission award the Yurok Tribe request for \$110,000 which is 10% match funds for \$1.1 million for the Klamath Boulevard Project.

6. Consider City and County request for pedestrian facility maintenance in school zones.

Proposed Action: Recommend Del Norte Local Transportation Commission

- a) Award \$45,000 in RSTP funds to County of Del Norte for pedestrian facility maintenance within 1/2 mile of the Bess Maxwell and Joe Hamilton Elementary Schools within the County limits.

- b) Award \$30,000 in TDA Ped/Bike funds and \$15,000 in RSTP funds to the City of Crescent City for pedestrian facility maintenance within 1/2 mile of the Bess Maxwell and Joe Hamilton Elementary Schools within the City limits.

Discussion was held in regards to Consider City and County request for pedestrian facility maintenance in school zones. Ms. Leighton commented this is a project that the Technical Advisory Committee has been working on for awhile. The Technical Advisory Committee has put together a project to put striping around the school zones. Staff recommends using Ped/Bike funds and RSTP funds to fund this project.

On a motion by Isaac Kinney, seconded by Heidi Kunstal, and unanimously carried the Technical Advisory Committee recommended that the Del Norte local Transportation Commission award \$45,000 in RSTP funds to County of Del Norte for pedestrian facility maintenance within ½ mile of Bess Maxwell and Joe Hamilton Elementary Schools and \$30,000 in TDA Ped/Bike funds and \$15,000 in RSTP funds to the City of Crescent City for pedestrian facility maintenance within ½ mile of the Bess Maxwell and Joe Hamilton Elementary Schools, as presented.

7. Accept ADA Transition Plan

Proposed Action: Recommend Del Norte Local Transportation Commission accepts the ADA Memorandum for Transition Plan.

Discussion was held in regards to accepting the ADA Transition Plan. Ms. Leighton commented the Technical Advisory Committee has been going through the ADA transition plan and feels the plan is ready for approval.

On a motion by Heidi Kunstal, seconded by Charlie Helms, and unanimously carried the Technical Advisory Committee recommended that the Del Norte local transportation Commission approve the ADA Memorandum for Transition Plan.

8. Discussion

- Regional Transportation Plan scope of work and modeling- Ms. Leighton commented there were questions about getting the contract awarded. We are in agreement with sticking with the scope of work we have now and if we were going to change anything it would be to add traffic counts. Mr. Tucker commented that Caltrans planning office was focusing more on modeling outputs. The data that goes into the traffic counts is getting more information because we are focusing more on performance, data, and starting process of that transition. Ms. Leighton noted the State uses a big urban area measure and for rural areas are left at a disadvantage for funding. State is more focused on urban populations. Mr. Tucker noted the governors have been more involved in what Caltrans is doing. Mr. Tucker commented they are using Miovision to count car movements, bicycles, and walking. Mr. Kinney suggested looking into the Transportation Research Board and what mechanisms are being used around the world.
- Project updates: Dr. Fine Bridge, Fred Haight Drive, Harbor Trail/Starfish Way, Last Chance Grade, Parkway Drive, Tryon Bridge, 197/199 Safe STAA, and others. – Mr. Tucker commented in regards to Last Chance Grade feasibility study was finalized on July 30th. Mr. Tucker noted the study hasn't been uploaded to the website yet. Ms. Leighton commented Caltrans is planning on moving forward with the PSR. Mr. Tucker added it is moving on an accelerated schedule and hoping to have the project finished in a year. Mr. Tucker noted there is nothing to report on Hwy

199. Mr. Helms commented on Starfish Way meeting held on June 30th. Did a walk through and talked to affected parties. The Harbor has received the remaining documentation for the contract yesterday and hopes to have project done by October. Mr. Kinney commented in regards to finishing up the visitor center, Klamath Blvd project is getting under way, the Salmon Festival will be on August 22, 2015, transit service is doing well with 63 rides in one day and 740 rides in a month, trips are made to Crescent City when there are 3 or more passengers. The tribe is looking into hiring more drivers so that the transit doesn't stop operating at any time. Hopefully within two weeks to a month the River Fairy will be up and operational. The estimated cost to ride will be \$4.00 one-way and \$8.00 round trip. The tribe has hired 27 trail crewmembers and 10 are partnered with in the park services. They have updated the transportation plan and trying to develop a better safety plan. Planning on a transportation building up river in Weitchpec to house transit headstart vans and road maintenance equipment and are working on a river Canoe Project. Chairman Bower commented Fred Haight Drive is out for bid, Parkway Drive is hoping to be in construction next year, Tryon Bridge is a two year project and in production now, Dr. Fine Bridge got grant approved and is moving forward, Requa Grade ways cost are high and federal highways are thinking about scaling back the project to a geotechnical and hydraulics study valued at \$300,000 and then resubmit the application with a better understanding of the project, and the Hunter Creek Project found additional information due to the Requa Grade Ways Project.

9. Adjourn to the next regular meeting of August 6, 2015 at 9:30 a.m.

There being no further business to come before the Committee, Chairman Bower adjourned the meeting at 11:25 a.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission