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Del Norte Local Transportation Commission

Tamera Leighton, Executive Director
Tamera@DNLTC.org
Desk: (707) 465-3878
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DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING AGENDA: DECEMBER 11, 2014, 11 A.M.
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

1. **Call Meeting to Order**

2. **Public Hearing:** Change to Regional Transportation Plan (RTP) & Housing Element (HE) Update Schedules. Senate Bill 375 provides an option for regions to elect to update their RTP every 4 years rather than every 5 years, and local governments to revise their HE every 8 years rather than 5 years. After the election is made, the next RTP must be completed within 3 years. The purpose of this public hearing is to receive public testimony prior to adoption of the DNLTC resolution on the schedule change.

3. **Public comment period**
   Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.

4. **Adjourn to the Policy Advisory Committee**

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 November 13, 2014**
   Staff recommendation: By consensus, accept minutes of November 13, 2014.

b) **Accept DNLTC Audit for year ending June 2014**
   Staff recommendation: By polled vote, accept and file DNLTC financial audit for fiscal year 2013-14.

c) **Adopt Redwood Coast Transit Authority Transportation Development Act Resolution reflecting revised fund estimate for operating expenses**
   Staff recommendation: By polled vote, adopt resolution 2014 18 allocating Local Transportation Funds to Redwood Coast Transit Authority for operating expenses

d) **Adopt Redwood Coast Transit Authority Transportation Development Act Resolution reflecting revised fund estimate for capitol expenses**
   Staff recommendation: By polled vote, adopt resolution 2014 19 allocating Local Transportation Funds to Redwood Coast Transit Authority for capital expenses

e) **California Highway Patrol contract for SAFE System monitoring services.**
   Staff recommendation: By polled vote, adopt resolution 2014 25 authorizing California Highway Patrol agreement for Service Authority for Freeway Emergencies (SAFE).

f) **Approve election to change to a four-year regional transportation plan update cycle.**
TAC and Staff recommendation: By polled vote, adopt resolution 2014 24 approving election to change to a four-year regional transportation plan update cycle.

g) **Amendment 1 to the agreement for consulting services by and between the DNLTC and AIM Consulting for time only.**
Staff recommendation: By polled vote, authorize executive director to execute contract amendment for contract time and term only after approval by counsel.

h) **Approve amendment to travel policy.**
Finance Committee and staff recommendation: By polled vote, approve amendment to travel policy.

POLICY and ADMINISTRATIVE

a) **Consider Response to Request for Proposals for Executive Director Services Select and Direct Staff to Negotiate Contract.**
Black & Rice staff recommendation: Your legal counsel, acting as staff, recommends that (by polled vote) the Del Norte Local Transportation Commission select Tamera Leighton to provide the services of Executive Director and authorize Black & Rice LLP to negotiate a multi-year contract for Executive Director services with Tamera Leighton. This would be brought back to you for consideration.

b) **Discussion items**
- Harbor Trail funding
- State highway project update:
  - Highway 101 pedestrian crossing
  - Last Chance Grade
  - Safe STAA on US Highway 199

5. **Commissioner comments and reports.**

6. **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.

7. **Adjourn to the next regularly scheduled meeting on January 8, 2015 at 11 a.m.**

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting. For TDD use for speech and hearing impaired, please call (707) 464-2226.

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Items A - H

DATE: DECEMBER 11, 2014
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

-

a) **Minutes of November 13, 2014**
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b) **Accept DNLTC Audit for year ending June 2014**
Staff recommendation: By polled vote, accept and file DNLTC financial audit for fiscal year 2013-14.

c) **Adopt Redwood Coast Transit Authority Transportation Development Act Resolution reflecting revised fund estimate for operating expenses**
Staff recommendation: By polled vote, adopt resolution 2014 18 allocating Local Transportation Funds to Redwood Coast Transit Authority for operating expenses

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Staff recommendation: By polled vote, adopt resolution 2014 25 authorizing California Highway Patrol agreement for Service Authority for Freeway Emergencies (SAFE).

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TAC and Staff recommendation: By polled vote, adopt resolution 2014 24 approving election to change to a four-year regional transportation plan update cycle.

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Staff recommendation: By polled vote, authorize executive director to execute contract amendment for contract time and term only after approval by counsel.

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Finance Committee and staff recommendation: By polled vote, approve amendment to travel policy.

A.

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MINUTES
DEL NORTE LOCAL TRANSPORTATION COMMISSION
REGULAR MEETING AGENDA, NOVEMBER 13, 2014, 11 A.M.

Present: Commissioner Richard Enea, City, Vice-Chairman
Commissioner Rick Holley, City
Commissioner Mike Sullivan, County, Chair
Commissioner Doug Wakefield, Public Member

Absent: Commissioner Gerry Hemmingsen, County

Also Present: Autumn Luna, Counsel
Rex Jackman, Policy Advisory Member, Caltrans District 1
Tamera Leighton, Local Transportation Commission
Randy Hooper, CDD
Karen Phillips, Local Transportation Commission

1. **Call Meeting to Order**
   Chairman Sullivan opened the meeting at 11:02 a.m.

2. **Public comment period**
   The following person(s) addressed the Commission regarding the closed session: none.

3. **Closed Session**
   - PUBLIC EMPLOYMENT: Position Title: Executive Director.

   Reconvene in open session. Report pursuant to Government Code Section 94957.1 of any actions taken in closed session.
   Chairman Sullivan recessed the regular session at 11:03 a.m. and immediately convened in closed session. The closed session was adjourned at 11:10 a.m. Counsel Luna announced that no action was taken during the closed session and exited the meeting.

4. **Public comment period**
   The following person(s) addressed the Commission: none.

5. **Adjourn to the Policy Advisory Committee**
   Chairman Sullivan recessed the regular session at 11:12 a.m. and reconvened immediately as the policy advisory committee.

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 September 11, 2014**
   Staff recommendation: By consensus, accept minutes of September 11, 2014.
b) **Contract with Center for Economic Development, CSU, Chico**

Staff recommendation: By polled vote, authorize executive director to execute contract with Center for Economic Development for 2015 Del Norte County Economic and Demographic Profile after approval by counsel.

c) **Amend 2014-15 Overall Work Program**
By polled vote, adopt resolution 2014 22 approving the 2014-15 Overall Work Program Amendment 2.

d) **Resolution approving funds for transportation planning operational purposes**
Staff recommendation: By polled vote, adopt Resolution 2014 23 approving $150,000 in Regional Surface Transportation Program funds for transportation planning operational purposes.

On a motion by Commissioner Enea, seconded by Commissioner Wakefield, and unanimously carried on a polled vote, with Commissioner Hemmingsen absent, the Policy Advisory Committee, approved and adopted the consent agenda, consisting of items 5.a-d, as presented.

POLICY and ADMINISTRATIVE

e) **Change to Regional Transportation Plan (RTP) Cycle in order to extend Housing Element Update requirement from five to eight years**
Recommended Action & TAC Recommendation: By polled vote, elect to change the RTP update schedule by approving the submittal of a letter to California Department of Housing and Community Development (HCD).

Director Leighton reported on the RTP Housing Element Update. The overall cost savings by preparing the plan every eight years is beneficial to the community. Both the City and County support the requirement change from five to eight years.
Commissioners will be sent copies of the letters of support from the City and County
On a motion by Commissioner Wakefield, seconded by Commissioner Enea, and unanimously carried on a polled vote, with Commissioner Hemmingsen absent, the Policy Advisory Committee adopted the Regional Transportation Plan 8 year cycle for the Housing Element.
Randy Hooper commented on the benefit of the change from 5 to 8 years.

f) **Discussion items**

- State highway project update:
  - Highway 101 pedestrian crossing – this project is under construction at this time. Staff is hopeful that this is going to solve many of the issues in the area especially in light of the new sporting goods store opening in this area. Caltrans did meet with the business owners in this area as agreed to. This project was started several years ago as a part of the Gateway/Traffic Calming project.
  - Last Chance Grade – staff noted that it looks like there is so much community input that Caltrans will take more time to receive comments, and have a two week comment period after the draft report is ready in early January before the report is finalized. Commissioners expressed the fact that the figures are alarming and they felt that Caltrans did a very thorough job with the meetings a few weeks ago.
  - Safe STAA on 197/199: Accident analysis – staff was asked to do an analysis regarding the September 9th accident information reported in the Triplicate,

copies of the analysis were given to the commissioners and available to the public. The director was thanked for her work in this area.

- Bicycle safety on Highway 199 – staff received a request for a pedestrian signal from Parkway Drive to Highway 197 to indicate the bicycles were on the roadway. The cost of the signalization would be very expensive according to Caltrans. The request was made several years ago and the "share the road" signs were placed. If the Commission wishes Mr. Jackman will take the matter back to his staff to review. Staff suggested that this move forward to the regional transportation planning process to be reviewed in a more thorough manner.

6. **Commissioner comments and reports.**
   The following reports were made: none.

7. **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.
   Chairman Sullivan adjourned the meeting of the Policy Advisory Committee at 11:37 a.m. and immediately reconvened as the Del Norte Local Transportation Commission. On a motion by Commissioner Enea, seconded by Commissioner Wakefield, and unanimously carried on a polled vote, with Commissioner Hemmingsen absent, the Del Norte Local Transportation Commission approved and adopted the actions taken above in items 5-6.

8. **Adjourn to the next regularly scheduled meeting on December 11, 2014 at 11 a.m.**
   There being no further business to come before the Commission, Chairman Sullivan adjourned the meeting at 11:37 a.m., until the next regularly scheduled meeting set for December 11, 2014.

   Respectfully submitted,

   _____
   Tamera Leighton, Executive Director
   Del Norte Local Transportation Commission

B.

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Del Norte Local Transportation Commission

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November 26, 2014

Hunter, Hunter & Hunt, LLP
1315 Fourth Street
Eureka, CA 95501

This representation letter is provided in connection with your audit of the financial statements of Del Norte Local Transportation Commission (Commission), which comprise the respective financial position of the governmental activities, and the aggregate remaining fund information as of June 30, 2014, and the respective changes in financial position and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 26, 2014, the following representations made to you during your audit.

Financial Statements

1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 21, 2014, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.

9) Guarantees, whether written or oral, under which the Commission is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10) We have provided you with:

   a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.

   b) Additional information that you have requested from us for the purpose of the audit.

   c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

   d) Minutes of the meetings of the Commission and the Technical Advisory Committee (TAC) or summaries of actions of recent meetings for which minutes have not yet been prepared. The minutes were for the meetings held on the following dates:

      i) Commission: July 12, 2013, August 8, 2013, September 26, 2013, October 10, 2013, November 14, 2013, January 9, 2014, February 13, 2014, March 14, 2014, May 8, 2014, May 22, 2014, May 29, 2014, June 12, 2014, July 10, 2014, September 11, 2014

      ii) TAC: September 1, 2013, October 1, 2013, December 5, 2013, December 18, 2013, January 9, 2014, February 6, 2014, April 3, 2014, May 8, 2014, July 9, 2014, September 3, 2014, October 1, 2014

11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.

12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

13) We have no knowledge of any fraud or suspected fraud that affects the Commission and involves:

   - Management,
   - Employees who have significant roles in internal control, or
   - Others where the fraud could have a material effect on the financial statements.

14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Commission's financial statements communicated by employees, former employees, regulators, or others.

15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

16) We have disclosed to you the identity of the Commission's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

18) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

19) The Commission has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

20) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds, as well as the requirements of the California Transportation Development Act.

21) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

22) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

24) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance. Note we do not prepare a budget for the SAFE fund.

25) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

26) The Commission has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

27) The Commission has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

28) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.

29) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.

30) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

31) Components of net position (net investment in capital assets; restricted; and unrestricted), and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.

32) Provisions for uncollectible receivables have been properly identified and recorded.

33) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

34) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

35) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

36) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.

37) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

38) We have appropriately disclosed the Commission's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

39) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

40) A portion of the Commission's cash is maintained with the County of Del Norte (County). We believe that the cash balances for the Commission funds as reported by the County are accurate.

41) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

42) With respect to the supplementary information listed in the table of contents on which an in-relation-to opinion is issued.

a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signature: _____ Signature: _____

Title: Executive Director *Title: DNLTC Finance Committee*

DEL NORTE LOCAL TRANSPORTATION COMMISSION

AUDIT COMMUNICATION LETTER

Year Ended June 30, 2014

Hunter, Hunter & Hunt, LLP
CERTIFIED PUBLIC ACCOUNTANTS
Members of the AICPA

1315 Fourth Street
Eureka, California 95501

Phone 707-476-0674
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November 26, 2014

The Commissioners of Del Norte Local Transportation Commission
Crescent City, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission) for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 21, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

> Note 4 Public Transit Modernization – The note includes the Proposition 1B funds received and expended during the year ended June 30, 2014.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 26, 2014.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis and Schedule of Revenues, Expenditures, and Changes in Fund Balance – by Work Element – Administration Fund – Budget to Actual, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on supplementary information, which accompany the financial statements but are not RSI. With respect to the supplementary information accompanying the

financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Commissioners and management of the Del Norte Local Transportation Commission, the California Department of Transportation, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Hunter, Hunter & Hunt

Hunter, Hunter & Hunt, LLP

DEL NORTE LOCAL TRANSPORTATION COMMISSION

BASIC FINANCIAL STATEMENTS,
REQUIRED SUPPLEMENTARY INFORMATION,
AND
SUPPLEMENTARY INFORMATION

Year Ended June 30, 2014

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INDEPENDENT AUDITORS' REPORT

The Commissioners of Del Norte Local Transportation Commission
Crescent City, California

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission) as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Commission, as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3 through 7 and page 23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated November 26, 2014, on our consideration of the Commission's compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Hunter, Hunter & Hunt

November 26, 2014

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of Del Norte Local Transportation Commission's (the Commission's) financial statements presents management's overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2014. We encourage the reader to consider the information presented here in conjunction with the financial statements as a whole.

Introduction to the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission's audited financial statements. This annual report is prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. *34, Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments.*

The required financial statements include the Government-wide and Fund Financial Statements: Statement of Net Position and Governmental Fund Balance Sheet; Statement of Activities and Changes in Net Position and Governmental Fund Statement of Revenues, Expenditures, and Changes in Fund Balances; Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the Commission.

The Basic Financial Statements

The Basic Financial Statements comprise the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the Commission's financial activities and financial position.

The Government-wide Financial Statements

The Government-wide Financial Statements provide a longer-term view of the Commission's activities as a whole, and comprise the Statement of Net Position and the Statement of Activities and Changes in Net Position. The Statement of Net Position provides information about the financial position of the Commission as a whole, including all of its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all of the Commission's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of the Commission's programs. The Statement of Activities explains in detail the change in Net Position for the year.

Government-wide Financial Statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the Commission as a whole.

All of the Commission's activities are grouped into Government Activities, as explained below.

Fund Financial Statements

The Fund Financial Statements report the Commission's operations in more detail than the Government-wide statements and focus primarily on the short-term activities of the

Commission's Major Funds. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts. The Fund Financial Statements provide detailed information about each of the Commission's most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by GASB Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually, with all Non-major Funds summarized and presented only in a single column. Major Funds present the major activities of the Commission for the year, and may change from year to year as a result of changes in the pattern of the Commission's activities. In the Commission's case, there are two Major Governmental Funds.

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements. Major Funds account for the major financial activities of the Commission and are presented individually. All of the Commission's Governmental Funds are considered major.

The Statement of Net Position and the Statement of Activities present information about the following:

Governmental Activities - The Commission's basic services are considered to be governmental activities. These services are supported by specific program revenues from state grants and local transportation claims. Comparisons of Budget and Actual financial information are presented for the Administration Special Revenue Fund.

Fiduciary Activities - The Commission's fiduciary activities are reported in the separate Statement of Fiduciary Net Position. Their balances are excluded from the Commission's other financial statements because the Commission cannot use these assets to finance its own operations.

The Fiduciary Statements provide financial information about the activities of the Transportation Development Act Fund, State Transit Assistance and RSTP Funds for which the Commission acts solely as agent. The Fiduciary Statements provide information about the cash balances and activities of these funds. These statements are separate from, and their balances are excluded from, the Commission's financial activities.

Analysis of Major Funds

Governmental Funds - Special Revenue Fund revenue increased $4,595 from $414,989 in the prior fiscal year to $419,584 this fiscal year. This increase was mainly due to an increase in SRTS funding as compared to what was available in the prior year.

Special Revenue Fund expenditures decreased $31,391 from $419,956 in the prior fiscal year to $388,565 this fiscal year. This was mainly due to decreases in SAFE and TDA expenditures as compared to the prior year.

Governmental Activities

Table 1
Governmental Net Position

	2014	2013
Cash and Investments	$ 159,300	$ 45,115
Accounts Receivable	61,101	144,432
Capital Assets, Net of Accumulated Depreciation	15,500	20,815
Total Assets	$ 235,901	$ 210,362
Accounts Payable	$ 42,603	$ 42,768
Total Liabilities	$ 42,603	$ 42,768
Net Position		
Invested in Capital Assets	$ 15,500	$ 20,815
Restricted	177,798	146,779
Total Net Position	$ 193,298	$ 167,594

The Commission's governmental net position amounted to $193,298 as of June 30, 2014, an increase of $25,704 over 2013. This increase is the Change in Net Position reflected in the Governmental Activities column of the Statement of Activities shown in Table 2. The Commission's net position as of June 30, 2014, comprised the following:

Net position invested in capital assets of $15,500, representing the Commission's investment in capital assets used in Governmental activities;

Restricted - includes $177,798 of net position that can only be used for specific purposes.

The Statement of Activities presents general revenues in detail. These elements are summarized below in the Changes in Governmental Net Position.

Table 2
Changes in Governmental Net Position

	2014	2013
Expenses:		
Services	$ 16,778	$ 33,935
Safe Routes to Schools	30,351	34,744
Planning and Administration	346,751	356,591
Total Expenses	393,880	425,270
Program Revenues:		
Grants	396,059	392,080
General Revenues		
SAFE	23,076	22,738
Interest	449	171
Total Revenues	419,584	414,989
Change in Net Position	$ 25,704	$ (10,281)

The Major Special Revenue Funds that the Commission uses to account for its governmental activities are described below.

SAFE - This fund accounts for service authority for freeway emergencies. The major revenue source for this fund is state fees collected in connection with vehicle license fees. Expenditures are made for service authority for freeway emergencies projects. Expenditures in the amount of $11,463 were made for services and supplies and $5,245 were made for the service for call boxes in the current year. The fund's net position increased by $6,570 from $47,730 at the end of the prior fiscal year, to $54,300 at the end of the current fiscal year.

Administration Fund - The major revenue source for this fund is state regional planning funds. Expenditures in the amount of $377,102 were made for planning and administration in the current year. The fund's net position increased by $24,449 from $99,049 at the end of the prior fiscal year, to $123,498 at the end of the current fiscal year.

Analysis of Budgeted Amounts

Administration Fund - During this fiscal year, there were variations between original and final budget as well as final budget to actual. The variations on the revenue were an increase in Safe Routes to School (SRTS) Funds and a decrease to Local Transportation Funds. These differences were caused by a grant from The California Endowment for SRTS, which was not originally recorded in the Overall Work Program. The Local Transportation Funds (LTF) decreased because the Commission's legal costs were delayed until the 2014-15 Fiscal Year.

The variations from the expenditures were an under expenditure in Financial Planning and Programming which was caused by legal costs being delayed until the 2014-15 Fiscal Year, and over expenditures of SRTS funds, which is due to the difference in accounting cycles from the SRTS grant year and the Commission's fiscal year.

Capital Assets

GASB Statement No. 34 requires the Commission to record all its capital assets that were not recorded in prior years. Detail on capital assets can be found in Note 3.

Debt Administration

The Commission does not utilize long-term debt to fund operations or growth.

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the Commission.

The economic condition of the Commission as it appears on the balance sheet reflects financial stability and the potential for organizational growth. The Commission continues to be encouraged by development throughout its boundaries. The Commission will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area.

Contacting the Commission's Financial Management

These financial statements are intended to provide citizens, taxpayers, and creditors with a general overview of the Commission's finances. Questions about this Report should be directed to Executive Director, Del Norte Local Transportation Commission, 1301 B. Northcrest Drive #16, Crescent City, California, 95531.

BASIC FINANCIAL STATEMENTS

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION
June 30, 2014

	Governmental Activities
Assets	
Current Assets:	
Cash and Investments	$ 159,300
Accounts Receivable	61,101
Total Current Assets	220,401
Noncurrent Assets:	
Capital Assets, Net of Accumulated Depreciation	15,500
Total Noncurrent Assets	15,500
Total Assets	235,901
Liabilities	
Current Liabilities:	
Accounts Payable	42,603
Total Current Liabilities	42,603
Total Liabilities	42,603
Net Position:	
Net Investment in Capital Assets	15,500
Restricted	177,798
Total Net Position	$ 193,298

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF ACTIVITIES AND CHANGES IN NET POSITION
For the Year Ended June 30, 2014

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Net (Expense) Revenues and Changes in Net Assets Governmental Activities
Governmental Activities:				
Callbox Services and Supplies	$ 16,778	$ -	$ 23,076	$ 6,298
Safe Routes to Schools	30,351	-	70,000	39,649
Planning and Administration	346,751	-	326,059	(20,692)
Total Governmental Activities	393,880	-	419,135	25,255
General Revenues:				
Interest				449
Total Revenues				449
Change in Net Position				25,704
Net Position - Beginning of Year				167,594
Net Position - End of Year				$ 193,298

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2014

	Fund 618 SAFE	Fund 602 Administration	Total
Assets			
Cash and Investments	$ 51,615	$ 107,685	$ 159,300
Accounts Receivable	3,879	57,222	61,101
Total Assets	$ 55,494	$ 164,907	$ 220,401
Liabilities and Fund Balance			
Liabilities:			
Accounts Payable	$ 1,194	$ 41,409	$ 42,603
Total Liabilities	1,194	41,409	42,603
Fund Balance:			
Restricted	54,300	123,498	177,798
Total Fund Balance	54,300	123,498	177,798
Total Liabilities and Fund Balance	$ 55,494	$ 164,907	$ 220,401
Total Fund Balance - Government Fund			$ 177,798
Amounts reported for governmental activities in the Statement of Net Position are different because capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. The total capital assets, net of accumulated depreciation are:			15,500
Net Position of Governmental Activities			$ 193,298

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS
For the Year Ended June 30, 2014

	Fund 618 SAFE	Fund 602 Administration	Total
Revenues:			
Grants	$ -	$ 331,142	$ 331,142
Local Transportation Funds	-	64,917	64,917
Service Authority for Freeway Emergencies	23,076	-	23,076
Interest	202	247	449
Total Revenues	23,278	396,306	419,584
Expenditures:			
Services	11,463	-	11,463
Planning and Administration	-	377,102	377,102
Total Expenditures	11,463	377,102	388,565
Excess of Revenue over Expenditures	11,815	19,204	31,019
Other Financing Sources (Uses):			
Transfers In	-	5,245	5,245
Transfers (Out)	(5,245)	-	(5,245)
Total Other Financing Sources (Uses)	(5,245)	5,245	-
Net Change in Fund Balances	6,570	24,449	31,019
Fund Balances, Beginning of Year	47,730	99,049	146,779
Fund Balances, End of Year	$ 54,300	$ 123,498	$ 177,798
Net Change in Fund Balance - Governmental Fund			$ 31,019
Equipment purchases are an expenditure in the governmental funds, but the purchases increase capital assets in the statement of net position.			-
Amounts reported for governmental activities in the Statement of Activities are different because some expenses reported in the Statement of Activities do not require use of current financial resources, and therefore, are not reported as expenditures in the governmental funds. These expenses are:			
Depreciation			(5,315)
Change in Net Position of Governmental Activities			$ 25,704

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2014

	Expendable Trust Funds					
	Fund 637 Local Transportation	**Fund 626 State Transit Assistance**	**Fund 619 RSTP Fund**	**Fund 696 PTMISEA Fund**	**Fund 647 Transit Security Fund**	**Total**
Assets:						
Cash and Investments	$ 49,298	$ 6,900	$ 1,386,690	$ 803,093	$ 71,127	$ 2,317,108
Sales Tax Receivable	97,627	44,166	-		-	141,793
Total Assets	146,925	51,066	1,386,690	803,093	71,127	2,458,901
Liabilities:						
Accounts Payable	24,160	13,227	30,592	-	-	67,979
Due to Other Governments	16,950	-	-	-	-	16,950
Total Liabilities	41,110	13,227	30,592	-	-	84,929
Net Position:						
Held in Trust for Pedestrian Bike	26,694	-	-		-	26,694
Held in Trust	79,121	37,839	1,356,098	803,093	71,127	2,347,278
Total Net Position	$ 105,815	$ 37,839	$ 1,356,098	$ 803,093	$ 71,127	$ 2,373,972

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
June 30, 2014

	Expendable Trust Funds					
	Fund 637 Local Transportation	Fund 626 State Transit Assistance	Fund 619 RSTP Fund	Fund 696 PTMISEA Fund	Fund 647 Transit Security Fund	Total
Revenue:						
Sales Tax	$ 580,992	$ -	$ -	$ -	$ -	$ 580,992
Transit Security Grant	-	-	-	-	47,092	47,092
State Exchange Funds	-	-	215,389	-	-	215,389
State Transit Assistance Funds	-	163,323	-	-	-	163,323
Interest	238	96	4,625	3,410	155	8,524
Total Revenue	581,230	163,419	220,014	3,410	47,247	1,015,320
Expenditures:						
Administration and Planning	64,917	-	-	-	-	64,917
Redwood Coast Transit Authority	485,668	158,724	-	-	-	644,392
Consolidated Transit Services Agency	25,562	-	-	-	-	25,562
Pedestrian Bike	15,000	-	-	-	-	15,000
Streets Overlays	-	-	47,390	-	-	47,390
Total Expenditures	591,147	158,724	47,390	-	-	797,261
Change in Net Position	(9,917)	4,695	172,624	3,410	47,247	218,059
Net Position, Beginning of Year	115,732	33,144	1,183,474	799,683	23,880	2,155,913
Net Position, End of Year	$ 105,815	$ 37,839	$ 1,356,098	$ 803,093	$ 71,127	$ 2,373,972

See accompanying notes.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Del Norte Local Transportation Commission (the Commission) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

This summary of significant accounting policies of the Commission is presented to assist in understanding the financial statements. The financial statements and notes are representations of management, who is responsible for their integrity and objectivity. These accounting policies have been consistently applied in the preparation of the financial statements.

Reporting Entity and Nature of Activities

The Commission is the regional transportation planning agency for Del Norte County, California, and was created pursuant to Title 3 of Government Code Section 29535. The Commission is responsible for transportation planning activities as well as administration of the Local Transportation Trust Fund and the State Transit Assistance Fund. The Commission does not exercise control over any other governmental agency authority. Criteria used in determining the reporting entity was based on control or dependence determined on the basis of budget adoption, funding, and appointment of the respective governing board.

Basis of Presentation

Government-Wide Financial Statements

The statement of net position and statement of activities and changes in net position (statement of activities) display information about the reporting government as a whole and include all funds of the reporting entity, except for fiduciary activities. Governmental activities generally are financed through taxes and other non-exchange revenues.

The statement of activities demonstrates the degree to which the direct expenses of given functions or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include grants and contributions that are restricted to meeting the operational needs of a particular program, and fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets.

Revenues not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements

Financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts which constitute its assets, liabilities, net position/fund equity, revenues, and expenditures/expenses.

Separate financial statements are provided for governmental funds and fiduciary funds. Major individual governmental funds and major individual fiduciary funds are reported as separate columns in the fund financial statements.

The Commission's resources are accounted for based on the purposes for which they are to be spent and the means by which spending activities are controlled. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the Commission or meets the following criteria:

Total assets, liabilities, revenues or expenditures (or expenses) of the individual governmental funds are at least 10 percent of the corresponding total for all funds of that category or type.

Measurement Focus/Basis of Accounting

Measurement focus refers to what is being measured; basis of accounting refers to the timing of the recognition of revenues and expenditures in the accounts and their reporting in the financial statements.

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Fiduciary funds are not included in the government-wide financial statements.

Fund Financial Statements

The governmental fund types use a current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Their revenues are recognized when susceptible to accrual, i.e., when they become measurable and available. Measurable means the amount can be determined. Available means collectible within the current period or soon enough thereafter to pay current liabilities. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, if measurable. General capital asset acquisitions are reported as expenditures in governmental funds.

The revenues susceptible to accrual are Transportation Development Act (TDA) funds, grants and interest revenue.

Non-exchange transactions, in which the Commission gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The Commission may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The Commission's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

The governmental funds consist of:

Service Authority for Freeway Emergencies (SAFE) Fund: The major revenue source for this fund is state vehicle license fees. Expenditures are made for SAFE projects.

Administration Fund: The major revenue source for this fund is state regional planning funds. Expenditures are made for planning and administration.

The fiduciary funds account for assets held by the Commission as a trustee or agent for other units of government. Expendable trust funds are used by the Commission for the following purposes:

Local Transportation Fund (LTF) - This fund is utilized by the Commission, as trustee, to receive the 1/4 of 1% retail sales tax that is returned to each County by the State Board of Equalization. These funds are apportioned and allocated by the Commission to eligible claimants for transit, transportation planning, and for administration of the TDA. While it is legal to allocate LTF funds for street and road purposes under certain conditions, the Commission has adopted a Local Transportation Reserve Fund policy that precludes any street and roads allocations.

State Transit Assistance (STA) Fund - This fund is utilized by the Commission, as trustee, to receive sales tax derived from statewide sales of gasoline and diesel fuel. Each County receives its share of these funds based upon a population and operator revenue formula. These funds are allocated by the Commission to transit operators.

Regional Surface Transportation Program (RSTP) Fund - This fund is utilized by the Commission, as trustee, to receive non-federal RSTP account funds from the California Department of Transportation. These funds are then allocated to the City of Crescent City and other claimants for eligible projects.

Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) Fund - This fund is utilized by the Commission, as trustee, to receive PTMISEA funds which are required to be accounted for separately.

Transit Security Fund - This fund is utilized by the Commission, as trustee, to receive Proposition 1B California Transit Security Grant funds which are required to be accounted for separately.

Budgets

Operating Funds - The Commission annually adopts a budget through the preparation of an overall work program. This work program describes the projects, or work elements, that are to be funded, and the type of funds that will pay for the expenditures, such as Rural Planning Assistance, State Subvention, Local Transportation, or Federal Transportation Administration (FTA – formerly UMTA). The work program in draft form is prepared by Commission staff, submitted and approved by the Commission, and submitted to the State of California, Department of Transportation (Caltrans) before June 30. Caltrans, as the grantor of Rural Planning Assistance, State Subvention and FTA funds, approves the work program, which then becomes the budget for the operating fund of the Commission.

Expendable Trust Funds - There are three expendable trust funds, the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA), and the RSTP Funds. The LTF funds are available for transit, streets and roads, pedestrian and bicycle, administration of the TDA, and transportation planning.

The STA funds are available for transit purposes. The eligible recipients are the Commission, the County of Del Norte, Crescent City and any governmental agency that is operating a transit

operation within Del Norte County, California. The process for delivering the LTF and STA funds to the various recipients is as follows:

The County Auditor-Controller estimates the amount of funds to be available in the LTF, and notifies the Commission before February 1 of each year.

The LTF fund's net position balance has $26,694 held in trust for pedestrian bicycle projects.

The Commission determines how much funding it will need for the planning and administration of the TDA. The Commission then determines the split of LTF funds between the Redwood Coast Transit Authority and other claimants based upon the population amounts provided by the State of California Department of Finance. Each recipient is then notified of the amount of LTF funds available in its area of apportionment (apportionment being the process of dividing the funds based upon population). Each agency then submits a claim for LTF funds, with transit needs required to be met before any streets and roads funds can be claimed. While it is legal to allocate LTF funds for street and road purposes under certain conditions, the Commission has adopted a Local Transportation Reserve Fund policy that precludes any street and roads allocations.

The Commission acts upon the claims, adopting resolutions, and preparing allocation instructions that notify the recipient of the funds approved, and notifies the County Auditor-Controller of what expenditures are approved, and when they are to be paid.

The STA process is similar, except that the estimate is made by the State of California Controller's Office, and the funds cannot be used for administration, streets and roads, or pedestrian and bicycle facilities.

Cash and Cash Equivalents

The Commission's cash is maintained with the County of Del Norte Office of the Auditor-Controller and a local financial institution. Cash deposits in external investment pools are considered to be cash equivalents when deposits and withdrawals may be made at any time without prior notice or penalty. The County of Del Norte Office of the Auditor-Controller allocates interest to the various funds based upon the average monthly cash balances. The Commission's cash on deposit with the County of Del Norte Treasury at June 30, 2014, was $138,108 reported in governmental activity funds, and $2,317,108 reported in fiduciary funds. The Commission's cash on deposit with North Valley Bank at June 30, 2014, was $21,192 reported in governmental activity funds.

Accounts Receivable

The Commission evaluates the collectability of accounts receivable in order to determine the allowance for doubtful accounts. As of June 30, 2014, the Commission determined that accounts receivable are fully collectible and recorded $-0- for the allowance for doubtful accounts. Based on historical experience, the Commission does not expect amounts to become uncollectible, however if they are, they will be charged to operations as a bad debt expense. Although this method does not conform to generally accepted accounting principles, the impact of any bad debt expense recorded in the future is expected to be immaterial to the financial statements.

Capital Assets
Capital assets are defined by the government as assets with an initial cost of more than $5,000 and an estimated useful life in excess of one year. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

Depreciation of capital assets is charged as an expense against operations, with accumulated depreciation reflected in the statement of net position. Depreciation has been provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Callboxes and equipment	5 years

Net Position and Fund Balance Classification Policy
The difference between fund assets and liabilities is called “net position” in the government-wide and proprietary fund financial statements and it is called “fund balance” in the governmental fund financial statements.

Government-wide and proprietary fund financial statements have the following categories of net position:

Net investment in capital assets represents capital assets, net of accumulated depreciation reduced by the outstanding principal balances of debt attributable to the acquisition, construction, or improvement of those assets.

Restricted net position represents amounts that can be spent only for specific purposes as stipulated by law, external resource providers, contract, or through enabling legislation.

Unrestricted net position represents amounts that are neither restricted nor invested in capital assets, net of related debt.

In accordance with the provisions of GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, the governmental fund financial statements have the following categories of fund balance:

Nonspendable fund balance includes amounts in fund balance that cannot be spent because they are either not in spendable form or because they are legally or contractually required to be maintained intact.

Restricted fund balance includes amounts that can be spent only for specific purposes as stipulated by law, external resource providers, contract, or through enabling legislation.

Committed fund balance includes amounts that can be spent only for specific purposes determined by a formal action of the Commission. Commitments may be changed or lifted only by the Commission taking the same formal action.

Assigned fund balance includes amounts that are intended to be spent for specific purposes but do not meet the criteria to be classified as restricted or committed. Intent can be expressed by the Commission, a Commission created committee, or an official designated by the Commission to which it delegates the authority.

Unassigned fund balance represents the residual classification for resources that cannot be classified into any of the other categories.

The Commission establishes fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the Commission.

As of June 30, 2014, the Commission's restricted funds of $177,798 include $57,216 of State Transportation Improvement Program funds to be used for project planning, programming and monitoring activities, $68,902 of funds to be used for SAFE projects and $51,680 for projects to be authorized by the Commission.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use restricted resources first, followed by committed, assigned, and unassigned resources as they are needed.

Due to/from Other Funds
Balances due to/from governmental funds from/to fiduciary funds are recorded as accounts receivable and accounts payable on the Statement of Net Position and Statement of Fiduciary Net Position. As of June 30, 2014, the Commissions balance due to/from other funds was $8,944.

Interfund Transactions - Transfers Among Funds
Resources may be transferred from one Commission fund to another. The purpose of the transfers is to reimburse a fund that has made an expenditure on behalf of another fund. During the fiscal year ended June 30, 2014, the SAFE fund reimbursed the Administration fund $5,245 for SAFE expenses in that fund.

Estimates
The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Contingencies
The Commission receives revenue from Federal, State and Local agencies that have requirements to be followed when expending these revenues. If the requirements are not followed, the unauthorized expenditures would be a liability to be refunded to the appropriate agency. Although that is a possibility, management currently deems the contingency remote based upon their knowledge of the objectives of the agencies and the provisions of the funding agreements. Accordingly, no amount has been accrued as a contingent liability in the accompanying financial statements.

Risk Management
The Commission is exposed to various risks of loss related to errors and omissions. The Commissioners are covered for errors and omissions liability through the respective government agencies (Crescent City and County of Del Norte).

Reclassifications
Certain immaterial reclassifications have been made to the current year presentation.

NOTE 2 - CASH AND INVESTMENT FUNDS

The Commission maintains specific cash deposits with the County of Del Norte and involuntarily participates in the external investment pool of the County of Del Norte. The County of Del Norte is restricted by state code in the types of investments it can make. Furthermore, the County of Del Norte Treasurer has a written investment policy, approved by the Board of Supervisors, on an annual basis. Also, the County of Del Norte has a Treasury Oversight Committee, which performs regulatory oversight for its pool.

The County of Del Norte's investment policy authorizes the County of Del Norte to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. As of June 30, 2014, the Commission's cash with the County of Del Norte's Treasurer is stated at fair value. As of June 30, 2014, both the fair value and carrying value of the pool shares was $138,108 and $2,317,108 for the governmental and fiduciary funds, respectively.

Interest Rate Risk
Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Due to the highly liquid nature of the Commission’s investment with the County of Del Norte’s external investment pool, the Commission’s exposure to interest rate risk is deemed by management to be insignificant.

Credit Risk
Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The County of Del Norte’s external investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial Credit Risk
With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government’s indirect investment in securities through the use of mutual funds or government investment pools.

As of June 30, 2014, there were no Commission deposits with financial institutions in excess of federal depository insurance limits.

Concentration of Credit Risk
The investment policy of the Commission contains no limitations on the amount that can be invested in any one issuer beyond the amount stipulated by the California Government Code. There were no non-pooled investments held by the Commission at June 30, 2014.

NOTE 3 - CAPITAL ASSETS

The change in the capital assets in the SAFE fund for the year ended June 30, 2014, is as follows:

	Balance 6/30/13	Additions	Deletions	Balance 6/30/14
Equipment	$ 123,327	$ -	$ -	$ 123,327
Less: Accumulated Depreciation	(102,512)	(5,315)	-	(107,827)
Net Capital Assets	$ 20,815	$ (5,315)	$ -	$ 15,500

Depreciation expense of $5,315 was recorded to the SAFE fund for the year ended June 30, 2014.

NOTE 4 - PUBLIC TRANSIT MODERNIZATION

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the $19.925 billion of state general obligation bonds authorized, $4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements for rolling stock procurement, rehabilitation or replacement. During the year ended June 30, 2014, the Commission received and expended Proposition 1B PTMISEA funds within the STA Fund as follows:

Unexpended PTMISEA Funds at June 30, 2013	$ 799,683
Proceeds Received During 2014:	
Interest Earned	3,410
Total Available for Expenditure	803,093
Expenditures Incurred During 2014:	
Funding Provided to RCTA for Purchases	-
Unexpended PTMISEA Funds at June 30, 2014	$ 803,093

REQUIRED SUPPLEMENTARY INFORMATION

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE BY WORK ELEMENT - ADMINISTRATIVE FUND - BUDGET TO ACTUAL
For the Year Ended June 30, 2014
(UNAUDITED)

	Budget		Actual						
	Original	Final	TDA	SAFE	SRTS	Regional Planning Assistance	STIP	Total	Under (Over) Budget
Revenues:									
Regional Planning Assistance	$ 244,240	$ 244,240	$ -	$ -	$ -	$ 227,142	$ -	$ 227,142	$ 17,098
PPM Funds	34,000	34,000	-	-	-	-	34,000	34,000	-
Safe Routes to School	-	-	-	-	70,000	-	-	70,000	(70,000)
Local Transportation Funds	61,500	86,500	64,917	-	-	-	-	64,917	21,583
SAFE	10,000	10,000	-	5,245	-	-	-	5,245	4,755
Interest	-	-	-	-	46	-	201	247	(247)
Total Revenues	349,740	374,740	64,917	5,245	70,046	227,142	34,201	401,551	(26,811)
Expenditures:									
Regional Transportation Plan Implementation (A)	118,260	129,190	-	-	-	121,525	-	121,525	7,665
Financial Planning and Programming (B)	65,400	165,940	6,691	-	-	45,592	19,232	71,515	94,425
Information Dissemination (C)	57,340	64,160	-	-	-	26,086	30,215	56,301	7,859
Transit Planning (D)	41,000	43,950	9,960	-	-	33,939	-	43,899	51
TDA Administration and Fiscal Management (E)	51,500	52,500	48,266	-	-	-	-	48,266	4,234
SAFE Planning and Administration (F)	10,000	10,000	-	5,245	-	-	-	5,245	4,755
Safe Routes to Schools Project	-	21,565	-	-	30,351	-	-	30,351	(8,786)
Total Expenditures	343,500	487,305	64,917	5,245	30,351	227,142	49,447	377,102	110,203
Excess of Revenue over Expenditures	6,240	(112,565)	-	-	39,695	-	(15,246)	24,449	$ (137,014)
Fund Balances, Beginning of Year	99,049	99,049	6,332	-	20,256	-	72,461	99,049	
Fund Balances, End of Year	$ 105,289	$ (13,516)	$ 6,332	$ -	$ 59,951	$ -	$ 57,215	$ 123,498	

References to A - F above represent work elements of the Overall Work Program.

See accompanying notes.

SUPPLEMENTARY INFORMATION

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - ALL SPECIAL REVENUE FUNDS
For the Year Ended June 30, 2014
(UNAUDITED)

	Fund 618 SAFE	Fund 602 Administration	Total
Revenues:			
Regional Planning Assistance	$ -	$ 227,142	$ 227,142
PPM Funds	-	34,000	34,000
Safe Routes to School	-	70,000	70,000
Local Transportation Funds	-	64,917	64,917
SAFE	23,076	-	23,076
Interest	202	247	449
Total Revenues	23,278	396,306	419,584
Expenditures:			
Regional Trans Plan Implementation (A)	-	121,525	121,525
Financial Planning and Programming (B)	-	71,515	71,515
Information Dissemination (C)	-	56,301	56,301
Transit Planning (D)	-	43,899	43,899
TDA Administration and Fiscal Management (E)	-	48,266	48,266
SAFE Planning and Administration (F)	-	5,245	5,245
Safe Routes to School Project	-	30,351	30,351
SAFE Services and Supplies	11,463	-	11,463
Transfer to Admin from SAFE	5,245	(5,245)	-
Total Expenditures	16,708	371,857	388,565
Excess of Revenues over Expenditures	6,570	24,449	31,019
Fund Balances, Beginning of Year	47,730	99,049	146,779
Fund Balances, End of Year	$ 54,300	$ 123,498	$ 177,798

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS AND EXPENDITURES
LOCAL TRANSPORTATION FUND
For the Year Ended June 30, 2014
(UNAUDITED)

	Public Utilities Code Section				
	Administration 99233.1	**Pedestrian & Bike Facilities 99234**	**Community Transit Services 99275**	**Contracted Transit Service 99260**	**Total**
Allocations:					
Sales tax	$ 86,500	$ 10,433	$ 25,562	$ 485,668	$ 608,163
Total Allocations	$ 86,500	$ 10,433	$ 25,562	$ 485,668	$ 608,163
Expenditures:					
Redwood Transit Authority	$ -	$ -	$ -	$ 485,668	$ 485,668
Administration and Planning	64,917	-	-	-	64,917
Pedestrian and Bike	-	15,000	-	-	15,000
Consolidated Transportation Service Agency	-	-	25,562	-	25,562
Total Expenditures	$ 64,917	$ 15,000	$ 25,562	$ 485,668	$ 591,147

See accompanying notes.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS AND EXPENDITURES
STATE TRANSIT ASSISTANCE FUND
For the Year Ended June 30, 2014
(UNAUDITED)

	General Public 6730	Proposition 1B Funds	Total
Allocations:			
State of California STA Funds	$ 158,724	$ 47,092	$ 205,816
Total Allocations	$ 158,724	$ 47,092	$ 205,816
Expenditures:			
Redwood Transit Authority	$ 158,724	$ -	$ 158,724
Total Expenditures	$ 158,724	$ -	$ 158,724

See accompanying notes.

Hunter, Hunter & Hunt, LLP
CERTIFIED PUBLIC ACCOUNTANTS
Members of the AICPA

1315 Fourth Street
Eureka, California 95501

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REPORT ON COMPLIANCE OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH THE STATUTES, RULES AND REGULATIONS OF THE CALIFORNIA TRANSPORTATION DEVELOPMENT ACT

The Commissioners of Del Norte Local Transportation Commission
Crescent City, California

We have audited, in accordance with auditing standards generally accepted in the United States of America the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Del Norte Local Transportation Commission (the Commission), as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated November 26, 2014.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that expenditures paid by Del Norte Local Transportation Commission Transportation Development Act Funds were made in accordance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 6661, 6662, and 6751 that are applicable to Del Norte Local Transportation Commission Transportation Development Act Funds. Also as part of our audit, we performed tests of compliance to determine whether certain state bond funds were received and expended in accordance with the applicable bond act and state accounting requirements. In connection with our audit, nothing came to our attention that caused us to believe the Del Norte Local Transportation Commission failed to comply with the Statutes, Rules, and Regulations of the California Transportation Development Act. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

As of June 30, 2014, Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) funds received and expended, in the current fiscal year, were verified in the course of our audit as follows:

Unexpended PTMISEA Funds at June 30, 2013	$ 799,683
Proceeds Received During 2014:	
Interest Earned	3,410
Total Available for Expenditure	803,093
Expenditures Incurred During 2014:	
Funding provided to RCTA for Purchases	-
Unexpended PTMISEA Funds at June 30, 2014	$ 803,093

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance. This report is an integral part of an audit in considering the entity's compliance. Accordingly, this communication is not suitable for any other purpose.

Hunter, Hunter & Hunt

November 26, 2014

C.

RESOLUTION NO. 2014 18

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION ALLOCATING FUNDS TO REDWOOD COAST TRANSIT AUTHORITY FOR OPERATING EXPENSES

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for transportation purposes; and

WHEREAS, there is need for moderately low or low priced transportation in Del Norte County; and

WHEREAS, the operation of dial-a-ride and fixed-route transit services in Del Norte County are successful transportation programs; and

WHEREAS, Redwood Coast Transit Authority provides public transportation services on a dial-a-ride and on a fixed-route basis to the citizens of Del Norte County; and

WHEREAS, the proposed expenditure of funds by the Redwood Coast Transit Authority is in accordance with the approved 2011 Del Norte Regional Transportation Plan;

WHEREAS, the available funds include Local Transportation Fund $553,767 and State Transit Assistance Fund $149,800;

NOW, THEREFORE, BE IT RESOLVED THAT the RTPA hereby allocates from the Local Transportation Fund a sum not to exceed $413,940 and State Transit Assistance Fund a sum not to exceed $149,800, and adjusted quarterly to actual income, to Redwood Coast Transit Authority for transportation purposes pursuant to Public Utilities Code Section 99262 and Transportation Development Act Article 4 for use by the Redwood Coast Transit Authority for the purpose of funding the operation of dial-a-ride and fixed-route transit services during fiscal year 2014-15.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 11th day of December 2014, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Michael Sullivan, Chair
Del Norte Local Transportation Commission

ATTEST:

_____
Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

D.

RESOLUTION NO. 2014 19

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION ALLOCATING LOCAL TRANSPORTATION FUNDS TO REDWOOD COAST TRANSIT AUTHORITY FOR CAPITAL EXPENSES

WHEREAS, Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency, hereafter referred to as the RTPA, is allocating funds for transportation purposes; and

WHEREAS, there is need for moderately low to low priced transportation in the Del Norte County; and

WHEREAS, the operation of dial-a-ride and fixed route transit services in the Del Norte County are successful transportation programs; and

WHEREAS, the Redwood Coast Transit Authority has established a capital account for capital expenditures for bus access projects, bus stop shelters and signage, vehicles and related equipment acquisition; and

WHEREAS, the proposed expenditure of funds by the Redwood Coast Transit Authority is in accordance with the approved 2011 Del Norte County Regional Transportation Plan.

NOW, THEREFORE, BE IT RESOLVED THAT the RTPA hereby allocates from the Local Transportation Fund the sum not to exceed $139,827 in 2014-15 Local Transportation Fund Revenue, and adjusted quarterly to actual income, to Redwood Coast Transit Authority for transportation purposes pursuant to Transportation Development Act Article 4 Section 99262 for use by the Redwood Coast Transit Authority for the purpose of funding the capital projects for public transit services during fiscal year 2014-15.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 11th day of December 2014, by the following polled vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Michael Sullivan, Chair
Del Norte Local Transportation Commission

ATTEST:

_____
Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

E.

RESOLUTION NO. 2014 25

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING THE CALIFORNIA HIGHWAY PATROL AGREEMENT FOR THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

WHEREAS, the Del Norte Local Transportation Commission, as Service Authority for Freeway Emergencies (SAFE), is responsible for the SAFE program;

WHEREAS, the State of California acting by and through Department of California Highway Patrol, hereinafter called "CHP," and Del Norte County Service Authority for Freeway Emergencies, hereinafter called "SAFE," have an agreement, hereinafter called "AGREEMENT," under the provisions of California Vehicle Code Sections 2421.5 and 9250.10, and the Streets and Highway Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3; and

NOW, THEREFORE, SAFE agrees to the following:

A. The executive director is authorized to execute agreement number 15R48000 between CHP and SAFE, including amendments as to the term.
B. Del Norte SAFE complies with its obligation to provide teletypewriter/telecommunications devices for the deaf 5.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission as the Del Norte Service Authority for Freeway Emergencies and a Regional Transportation Planning Agency of the State of California on the 11th day of December 2014 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Michael Sullivan, Chair
Del Norte Local Transportation Commission

Attest:

_____
Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Business Services Section - 076
Contract Services Unit
P.O. Box 942898
Sacramento, CA 94298-0001
(916) 843-3610
(800) 735-2929 (TT/TDD)
(800) 735-2922 (Voice)

November 25, 2014

Subject: Agreement Number 15R048000 between CHP and the County of Del Norte SAFE

Tamera Leighton, Executive Director
County of Del Norte SAFE
1301 B Northcrest Drive #16
Crescent City, CA 95531

Please print and sign two (2) originals of the signature sheet, and return to my attention with:

- A copy of the resolution or policy authorizing the transaction;
- Written assurance that the County of Del Norte SAFE complies with its obligation to provide teletypewriter/telecommunications devices for the deaf
- An STD.204 or W-9

Sincerely,

Loretta Maddux
Contract Analyst

cc: File

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
15R048000
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
Department of California Highway Patrol

CONTRACTOR'S NAME
County of Del Norte Service Authority for Freeway Emergencies (SAFE)

2. The term of this Agreement is: 07/01/2015 through 06/30/2017

3. The maximum amount of this Agreement is: $200.00 (Two Hundred Dollars and Zero Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

EXHIBIT A - Agreement Between the Department of California Highway Patrol and County of Del Norte Service Authority for Freeway Emergencies (SAFE)	6 pages
EXHIBIT B –CHP/Caltrans Call Box and Motorist Aid Guidelines, incorporated by reference, referred to as "GUIDELINES" and provided by the California Department of Transportation to all SAFE participants	111 pages *(Referenced Only)*
EXHIBIT C* - General Terms and Conditions (with exception to item #5, Indemnification)	EXHIBIT C*

Signatures appear on page 6 of 6 of EXHIBIT A.

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME *(if other than an individual, state whether a corporation, partnership, etc.)*
County of Del Norte Service Authority for Freeway Emergencies (SAFE)

BY *(Authorized Signature)*: ✍ Signatures appear on page 6 of Exhibit A
DATE SIGNED *(Do not type)*:

PRINTED NAME AND TITLE OF PERSON SIGNING:

ADDRESS
1301 Northcrest Drive, #16, Crescent City CA 95531

STATE OF CALIFORNIA

AGENCY NAME
Department of California Highway Patrol

BY *(Authorized Signature)*: ✍
DATE SIGNED *(Do not type)*:

PRINTED NAME AND TITLE OF PERSON SIGNING
Jacquelyn Ngo, Procurement Manager, Business Services Section

ADDRESS
P.O. Box 942898, Sacramento, CA 94298-0001

California Department of General Services Use Only

AGREEMENT BETWEEN
THE STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AND THE
COUNTY OF DEL NORTE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

THIS AGREEMENT is made and entered into by and between the State of California acting by and through Department of California Highway Patrol, hereinafter called CHP, and the County of Del Norte Service Authority for Freeway Emergencies, hereinafter called County of Del Norte SAFE or SAFE, under provisions of California Vehicle Code Sections 2421.5 and 9250.10, and Streets and Highway Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3.

TERMS AND CONDITIONS:

By and in consideration of the covenants and conditions herein contained, CHP and SAFE do hereby agree as follows:

1. The term of the Agreement shall be July 1, 2015, through June 30, 2017.

2. The Agreement is for services and assistance provided by CHP in accordance with the "CHP/Caltrans Call Box and Motorist Aid Guidelines," which are incorporated by reference hereinafter called "GUIDELINES." As these GUIDELINES may be revised from time to time, it is understood that SAFE shall have a current copy on file for the duration of this Agreement.

3. The Agreement shall remain in force subject to the following:

   A. That it shall not become effective until (1) SAFE has submitted to CHP a copy of the resolution, order, motion, or ordinance from SAFE approving execution of the Agreement and identifying the individual authorized to sign on behalf of SAFE, and (2) the Agreement is signed by both parties.

   B. That it may be modified only in writing and signed by both parties, and shall be modified by the parties to conform to any future changes to federal or state law which affect the terms of the Agreement.

   C. Because of early termination costs incurred by both parties, either party may terminate the Agreement before the expiration of its term, or any extension, upon six (6) months prior written notice to the other party.

   D. Notwithstanding subparagraph 3.c. above, CHP may terminate this Agreement upon thirty (30) days prior written notice to the SAFE should the SAFE be financially unable to reimburse CHP for services under this Agreement.

4. The CHP shall limit its review to SAFE's specifications for upgrading or modifying the SAFE's motorist aid call box system which include any potential operational affect to CHP Communications Centers, in accordance with the GUIDELINES. The SAFE shall provide CHP written assurance that the SAFE complies with its obligation to provide teletypewriter/ telecommunication devices for the deaf. SAFE shall also provide copy of the minutes, order, motion, resolution, or ordinance authorizing this transaction to CHP.

5. For services and assistance herein, the SAFE agrees to reimburse CHP annually, in arrears and upon receipt of an itemized invoice, for the charges identified in Section 13. Upon receipt, payment shall be made to CHP as invoiced within sixty (60) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within sixty (60) days of receiving the invoice charges.

   Payment shall be made to:

   Department of California Highway Patrol
   Fiscal Management Section
   P. O. Box 942900
   Sacramento, CA 94298-2900

   Invoices shall be sent to:

   County of Del Norte SAFE
   Attn: SAFE Program Manager
   1301 B Northcrest Drive #16
   Crescent City, CA 95531

6. The maintenance of the call box system (outside of the CHP communications center), including telephone service and line costs, shall be the sole responsibility of the SAFE.

7. The SAFE shall reimburse CHP for all personnel costs associated with the number of Public Safety Dispatcher (PSD) positions CHP and SAFE agree are required to handle call box call traffic. CHP will only increase or decrease the number of PSDs after receiving a written request/commitment from the SAFE stating that the SAFE will assume all personnel costs for the additional positions.

8. Six (6) months prior to the beginning of each subsequent fiscal year, if the need arises, CHP will re-evaluate communications center call box PSD staffing requirements. The most recent twelve months (annual average) of call box call activity (when available) will be used with the CHP Reimbursable Position Formula (defined in the GUIDELINES) to determine the currently required staffing level. The CHP will submit to the SAFE a letter, with applicable substantiating data, indicating any necessary changes in staffing. The SAFE will then respond to CHP within thirty (30) days, in writing, indicating concurrence or disagreement with the recommendation.

9. The SAFE shall advise CHP of any anticipated significant new installations that should be considered into the annual staffing analysis. This notification should be made to CHP at least thirty (30) days prior to the annual staffing analysis.

10. The SAFE may request or CHP may perform, if the need arises, a staffing analysis at any time during the year. If a change in staffing is required due to a non-predicted need, the CHP and/or SAFE may request, in writing, such a change. Staffing changes may be necessary for, but need not be limited to, the following: increases/decreases in the number of call boxes, or significant increases/decreases in the number of call box calls.

11. The SAFE shall pay for its proportional share (as defined below) of the actual wage rate for one-half (1/2) of a single CHP SAFE Coordinator position. The SAFE Coordinator position will

be used for SAFE-related business.

The SAFE's proportional share billing "factor" will be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within each SAFE's boundaries to the total number of motor vehicles registered in all counties which have entered into SAFE agreements with the CHP. This proportional share will be billed annually in arrears.

12. Call box calls shall be handled by CHP communications centers as (third priority) after 9-1-1 (first priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of call box calls is as follows:

    a. Call box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than 60 seconds after the first ring at the CHP communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, call box traffic also increases. At these times, motorists may be required to wait several minutes for service.

    b. Call box calls should be handled ideally within a total call handling time of 3.5 minutes (210 seconds.) It is understood that the use of such services as the translation service contractor will increase total call handling time to levels above this standard.

13. The CHP agrees to submit an itemized invoice annually to the SAFE which may include the following charges:

    a. Personnel costs (salary and benefits) determined under the terms of this Agreement. PSD personnel costs shall be based on the third step of the wage scale for PSDs in effect at the time of invoicing. SAFE Coordinator personnel costs shall be based on the actual step of the wage scale for the SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP control.

    b. Indirect costs will be applied to the monthly personnel costs in accordance with California State Administrative Manual Section 8752 and 8752.1. The indirect cost rate is determined by the CHP and approved by the California Department of Finance (DOF) and is subject to change each State fiscal year. The re-evaluation of staffing requirements (as outlined under Section 8) will include an explanation of the projected upcoming fiscal year indirect cost rate.

    c. Translation service charges directly attributable to call box calls and billed to CHP by the translation service contractor will be reimbursed by SAFE. CHP will maintain a contract with a translation service to provide necessary interpretation/translation services for call box-related calls. CHP will bill SAFE, in arrears, annually for charges billed by the translation service contractor. All SAFE invoices will be accompanied by copies of billings from the translation services contractor.

    d. The telephone system costs (if applicable).

14. The State shall provide a standard communication center telephone system that will also be used to handle incoming call box calls. Any agreed upon changes above and beyond the

standard phone system design specifically requested for the SAFE Program shall be funded by SAFE.

15. Call box/motorist aid system enhancements due to changing technology may require changes and/or upgrades to CHP communication center equipment. In such cases, the SAFE shall be responsible for the procurement, installation, and maintenance of communication center equipment, unless otherwise agreed to. All equipment procured for the CHP dispatch operation will be designed jointly by CHP and SAFE. No equipment shall be installed in a CHP facility that does not meet all CHP operational and technical specifications. Communication center equipment purchased by SAFE and designated as CHP property shall be maintained by CHP. Otherwise, SAFE accepts responsibility.

16. The total amount of this Agreement shall not exceed Two Hundred Dollars and Zero Cents, ($200.00) for a total contract amount. Each annual invoice shall include a thorough explanation and justification for any new additional charges or changes of the amounts of past charges.

    - FY 2015/2016 (7/1/15 through 6/30/16) - $100.00
    - FY 2016/2017 (7/1/16 through 6/30/17) - $100.00

17. Pursuant to Government Code (GC) Section 895.4, SAFE, shall fully defend, indemnify, and hold harmless the CHP, as well as the CHP's appointees, officers, and employees, from all claims, actions, losses, liability, and expense including reasonable attorney's fees) arising from any injury (as defined in GC Section 810.8), but only in proportion to and to the extent such claim, action, loss, liability, and expense are caused by or result from the negligent or intentional acts or omissions of the SAFE or by its appointees, officers, or employees, during the performance of this Agreement.

    Pursuant to Government Code (GC) Section 895.4, CHP shall fully defend, indemnify, and hold harmless the SAFE, as well as the SAFE's appointees, officers, and employees, from all claims, actions, losses, liability, and expense (including reasonable attorney's fees) arising from any injury (as defined in GC Section 810.8), but only in proportion to and to the extent such claim, action, loss, liability, and expense are caused by or result from the negligent or intentional acts or omissions of CHP, or its appointees, officers, or employees, during the performance of this Agreement.

    Neither termination nor completion of this Agreement shall release either SAFE or CHP from the obligations of this paragraph, so long as the claim, action, loss, expense, or liability is predicated upon an event that occurred subsequent to the effective date of this Agreement and prior to the effective date of termination or completion of this Agreement.

18. All services under this Agreement shall be coordinated by:

    Department of California Highway Patrol
    Communications Centers Support Section
    601 North 7th Street, Building C
    Sacramento, CA 95811
    (916) 843-4280

    The contact person shall be the CHP SAFE Program Coordinator.

19. This Agreement, and any attachments or documents incorporated herein by inclusion or reference, constitutes the complete and entire Agreement between the CHP and SAFE and supersedes any prior representations, understandings, communications, commitments, agreements or proposals, oral or written.

20. Under no circumstances will SAFE or its subcontractor(s) use the name "California Highway Patrol" or "CHP" to promote a product which is part of the call box system without the written consent of the CHP.

21. Audits. SAFE agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SAFE agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. SAFE agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SAFE agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et CCR Title 2, Section 1896).

22. Disputes. Except as otherwise provided in this agreement, any dispute concerning a question of fact arising under the Agreement which is not disposed of by mutual agreement of the parties may be submitted to an independent arbitrator mutually agreed upon by the CHP and SAFE. The arbitrator' s decisions shall be non-binding and advisory only, and nothing herein shall preclude either party, at any time, from pursuing any other legally available course of action, including the filing of a law suit. Pending a final decision of a dispute hereunder, both parties shall proceed diligently with the performance of their duties under the Agreement, and such continued performance of their duties under the Agreement, and such continued performance shall not constitute a waiver of any rights, legal or equitable, of either party relating to the dispute.

23. This agreement may be amended by written mutual consent of the parties hereto.

24. This Agreement is entered into by the parties listed below and shall be effective upon approval by the Department of General Services Office of Legal Services. By executing this Agreement, the representatives of CHP and County of Del Norte SAFE warrant that they have reviewed and fully understand all provisions of this Agreement, and are authorized to bind their respective agencies to all terms of those provisions.

STATE OF CALIFORNIA
Department of California Highway Patrol

_____
Jacquelyn Ngo
Procurement Manager
Business Services Section

_____
Date

COUNTY OF DEL NORTE
Service Authority for Freeway Emergencies

_____
Signature

_____
Title

_____
Date

_____
Counsel, County of Del Norte SAFE

_____
Date

Department of California Highway Patrol
Business Services Section
Contract Services Unit
P.O. Box 942869
Sacramento, CA 94298-0001

Del Norte County SAFE
SAFE Program Manager
1301 B Northcrest Drive #16
Crescent City, CA 95531

F.

RESOLUTION NO. 2014 24

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION APPROVING ELECTION TO CHANGE TO A FOUR-YEAR REGIONAL TRANSPORTATION PLAN UPDATE CYCLE

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA) for the Del Norte region; and,

WHEREAS, Del Norte Local Transportation Commission, as the RTPA, is required by State law to update its Regional Transportation Plan (RTP) every 5 years; and,

WHEREAS, SB 375 provides an option to local governments on 5-year housing update cycles to change to an 8-year update cycle if their RTPA elects to shift from a 5-year to a 4-year RTP update; and,

WHEREAS, once the election is made, the RTPA must then notify the Department of Housing & Community Development and complete the next RTP within 3 years; and,

WHEREAS, the next housing element then becomes due 18 months after the adoption of the RTP and each subsequent housing element is due every 8 years after that, following every second RTP update; and,

WHEREAS, according to the timelines prescribed in SB 375, this election would set the next RTP due date for December 2017;

WHEREAS, the City of Crescent City and the County of Del Norte have expressed support for the change to the 4-year RTP update cycle; and,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, the Del Norte Local Transportation Commission elects to update its Regional Transportation Plan every four years rather than every five years, with the next plan due by December 2017, and directs staff to forward this resolution to the Department of Housing and Community Development as notification of this election.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission, a Regional Transportation Planning Agency of the State of California on the 11th day of December 2014 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Michael Sullivan, Chair
Del Norte Local Transportation Commission

Attest:

_____
Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

377 J STREET CRESCENT CITY, CALIFORNIA 95531-4025

Administration/Finance: 707-464-7483
Utilities: 707-464-6517
Public Works/Planning: 707-464-9506
FAX: 707-465-4405

October 29, 2014

Del Norte Local Transportation Commission
c/o Tamera Leighton, Executive Director
1301 B Northcrest Drive, #16
Crescent City, CA 95531

RE: Regional Transportation Plan Update Cycle and Effect on Housing Element

It has come to the attention of the City of Crescent City that there is a time-sensitive matter on the table in regards to Senate Bill 375, which allows applicable transportation agencies to alter their update cycles for the regional transportation plan (RTP) and their housing element (HE). The City has reviewed the advantages and disadvantages of doing so, and believes that moving the RTP to a 4-year cycle, thereby allowing the HE to move to an 8-year cycle, is more beneficial than not to the community.

Although RTP must relinquish a year of planning time during each period, HE will gain three years. In the current climate of slow growth in Crescent City, we believe that the staff time and money saved by updating the HE less frequently will be advantageous. Additionally, Del Norte County has expressed their interest in doing so, and so in adopting the updated cycle the City, County, and Local Transportation Commission would remain on the same review schedule.

Therefore, the City of Crescent City asks that the Local Transportation Commission agree to change its RTP update cycle from 5 years to 4 years, thus allowing the HE update cycle to move to an 8 year span. If you have any questions please feel free to contact me at 707.464.7483 ext. 236. Thank you for your consideration of our request.

Sincerely,

Eric Taylor
Community Development Director

County of Del Norte County
Board of Supervisors
981 "H" Street, Ste. 200
Crescent City, California 95531

Phone
(707) 464-7204

Fax
(707) 464-1165

October 14, 2014

Del Norte Local Transportation Commission
C/O Tamera Leighton, Executive Director
1301 B Northcrest Drive, #16
Crescent City, CA 95531

RE: Letter of Support for Changing the RTP Update Cycle to 4-Years – SB 375 (Steinberg, 2008)

Esteemed Local Transportation Commission Members:

It has come to the attention of the Board of Supervisors that a time sensitive opportunity exists for local governments interested in changing their housing element (HE) update schedule for the 6th cycle from a 5-year HE planning period to an 8-year HE planning period. This opportunity exists due to incentives in SB 375 (Steinberg, 2008), legislation that was intended to align three critical policy areas of importance to local government: (1) regional long-range transportation plans and investments; (2) regional allocation of the obligation of cities and counties to zone for housing; and (3) a process to achieve greenhouse gas emissions reductions targets for the transportation sector.

As you are likely aware cities and counties are mandated, under state law, to have an adopted General Plan which includes several mandatory elements including the Housing Element. The County's 5th cycle (2014-2019) Housing Element was recently certified by the State of California, Housing and Community Development Department, as being in compliance with state housing element law (see letter dated Sep. 23, 2014 from Glen A. Campora, HCD Assistant Deputy Director). As such, the County is qualified to take advantage of this incentive to transition from a 5-year HE planning period to an 8-year HE planning period and is very interested in do so.

In order for the County to take advantage of this opportunity it is our understanding that the Local Transportation Commission must elect to change the update cycle of the Regional Transportation Plan (RTP) from every 5 years to every 4 years and must elect to do so no later than December 31, 2014. In essence, this election gives up 1-year in the RTP planning period but gains 3-years in the HE planning period for a net gain of 2-years in regional planning for transportation and housing needs from the current requirements. Furthermore, this Board feels that transitioning the RTP from 5-years to 4-year would allow for more timely consideration of transportation priorities. As such, the Board of Supervisors requests that the LTC change its RTP update cycle from every 5 years to every 4 years in order to allow for the County to transition to an 8-year housing planning period as allowed for under SB 375. Should you have any questions on this matter please contact Heidi Kunstal or Randy Hooper at 464-7254. Thank you for your consideration of this request.

Respectfully,

David Finigan, Chairman
Del Norte County Board of Supervisors

G.

AMENDMENT NO. 1 TO THE AGREEMENT FOR CONSULTING SERVICES BY AND BETWEEN THE DEL NORTE LOCAL TRANSPORTATION COMMISSION AND AIM CONSULTING

Pursuant to Sections 3 and 4, amend the contract end date only from December 31, 2014 to June 30, 2015.

Delete

3. TIME FOR PERFORMANCE. The services of Contractor will begin on or after May 29, 2014 and shall continue until all authorized work is accepted by the Commission but no later than December 31, 2014.

4. TERM. The term of this contract shall commence on May 29, 2014 to December 31, 2014 unless sooner terminated by either party in writing according to the terms of Section 18.

Replace with:

3. TIME FOR PERFORMANCE. The services of Contractor will begin on or after May 29, 2014 and shall continue until all authorized work is accepted by the Commission but no later than June 30, 2015.

4. TERM. The term of this contract shall commence on May 29, 2014 to June 30, 2015 unless sooner terminated by either party in writing according to the terms of Section 18.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
A California Regional Transportation Planning Agency

_____
Tamera Leighton, Executive Director

Dated: _____

APPROVED AS TO FORM:

_____
Robert Black, Counsel

Dated: _____

AIM CONSULTING

_____
Gladys Cornell

Dated: _____

H.

Del Norte Local Transportation Commission
Travel Policy
Originally Adopted February 11, 2004; Revised August 2012;
Revised December 11, 2014

A. Preauthorization
All travel for which reimbursement is expected shall be preauthorized by Del Norte Local Transportation Commission. Preauthorization in the Overall Work Program includes regular and committee meetings of Rural Counties Task Force, North State Super Region and California Transportation Commission.

B. Registration
Under normal circumstances, when travel is authorized by the Commission, the registration fees for work-related seminars and training will be prepaid by the Commission upon receipt of a Commission approved request for prepayment.

C. Travel
- The Commission shall reimburse the ~~employee~~ staff or commissioner for the use of private vehicle at the IRS official rate.
- Staff or commissioners using private vehicles for travel shall provide proof of automobile insurance.
- If airfare is required, the Commission shall pay the full cost of airfare on a reimbursement basis to staff.

D. Hotel/Motel
The Commission shall reimburse for the actual cost of the room as evidenced by an itemized receipt issued by the hotel or motel, with the following limitations:
1. Where staff was attending a conference or other group activity, if the conference is held at a motel or hotel, reimbursement will be limited to no more than the rate charged at the conference facility when an employee chooses to stay elsewhere.
2. Unless the employee stays at the hotel or motel where the conference is being held, or in a situation where the overnight stay does not involve a conference, staff will not be reimbursed for luxury accommodations. Luxury accommodations are defined as accommodations which are in excess of accommodations generally available in the vicinity of the employee's travel destination, as determined by the Auditor-Controller. Staff will request government rates for lodging and utilize these rates when available.

E. Meals
- The Commission shall reimburse the employee or commissioner for meals consumed while traveling on official commission business at an amount not to exceed $42.00 per day.
- Days shall be defined on a percent basis:
  - Travel occurring before 7 a.m. and ending after 5 p.m. shall be considered a full-day, eligible for 100% reimbursement.
  - Travel occurring after 7 a.m. and ending after 5 p.m. shall be considered eligible for 66% meal reimbursement.

  - Travel occurring after 12 p.m. and ending after 5 p.m. shall be considered eligible for 33% reimbursement.
- Receipts shall not be required for meals.
- The Commission shall not reimburse for any costs incurred by or related to a spouse or companion.
- The Commission shall not pay for any alcoholic beverages or tobacco products.

F. Miscellaneous
The Commission shall reimburse for any actual and necessary costs of transportation and registration fees (parking, ferry, road or bridge tolls, bus and taxi fare). No receipt will be required for amounts up to $10.00.

G. Receipts
The employee or commissioner shall provide receipts for all travel-related expenses incurred, with the exception of transportation and registration fees under $10.00 and meal-related costs, before receiving reimbursement.

H. Proof of attendance
The employee or commissioner shall provide proof of attendance at professional events in the form of an agenda, brochure, or email notice.

I. Items needed for reimbursement or prepayment
The following items shall be submitted along with the cover letter requesting prepayment or reimbursement, as applicable:
- Itemized, signed list of expenses
- Proof of attendance at event
- Receipts for all travel costs

J. Funding Agreements
If this travel policy conflicts with a funding agreement, the funding agreement shall be the controlling document.

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STAFF REPORT AND RECOMMENDATION

TO: **COMMISSIONERS AND INTERESTED PERSONS**

FROM: **BLACK & RICE LLP**

BY: **AUTUMN E. LUNA, ATTORNEY**

DATE: **DECEMBER 3, 2014**

SUBJECT: **Consider Response to Request for Proposals for Executive Director Services – Select and Direct Staff to Negotiate Contract.**

RECOMMENDATION

Your legal counsel, acting as staff, recommends that the Del Norte Local Transportation Commission select Tamera Leighton to provide the services of Executive Director and authorize Black & Rice LLP to negotiate a multi-year contract for Executive Director services with Tamera Leighton. This would be brought back to you for consideration.

ALTERNATIVE

The DNLTC could direct staff to re-issue RFP for Executive Director services, or choose to take no action at this time.

BACKGROUND

The Del Norte Local Transportation Commission issued a Request for Proposals for Executive Director services on September 22, 2014. The submission deadline for the RFP was October 31, 2014. The RFP was advertised in the Santa Rosa Press Democrat, both online and in print, the Humboldt and Oregon Coast Craigslist, and with the American Association of State Highway and Transportation Officials. The DNLTC received one response to the RFP from Tamera Leighton.

ANALYSIS

The DNLTC's Request for Proposals was well advertised. The DNLTC made a good faith effort to solicit responses to the RFP. There is no indication that re-issuing the RFP and advertising more extensively would result in additional responses. The response that DNLTC did receive was timely, complete, and satisfies all of the requirements outlined in the RFP. On the basis of Tamera Leighton's qualifications, her response to the RFP, and her experience as current Executive Director of DNLTC, staff concludes that she will continue to meet DNLTC's needs. Under the circumstances staff believes it is in the best interest of DNLTC, and the community that it serves, to select Tamera Leighton to provide the services of Executive Director for a multi-year term, not to exceed five years.

Pedestrian crossing

Johnson, Gary D@DOT <gary.johnson@dot.ca.gov> Wed, Nov 26, 2014 at 5:06 PM
To: "Brady, Matt K@DOT" <matt.brady@dot.ca.gov>
Cc: "Tappan, Susan A@DOT" <susan.tappan@dot.ca.gov>, "tamera@dnltc.org" <tamera@dnltc.org>

Will do.

We are working on it but just got caught up in weather conditions, along with the business owners protests and redesign of the project, both drainage and center islands, which requires a CCO and additional funds.

I did give Tamera my direct line so she can reach me at any time 24/7. If weather allows we will still complete the underground work by the end of this year. That is a if the weather allows of course.

I did not know that November 24 was the end of the year. If we get a break in the rain and inclement weather conditions we can get much accomplished.

In addition, I believe I informed Tamera, along with the Del Norte Board of Supervisors that the poles and mast arms for the cross walk system would not be delivered until late January of 2015.

My email address is gary_johnson@dot.ca.gov and my phone number is 707-498-4790. Tamera Leighton can contact me at any time that there is a problem.

Feel free to have anyone with questions contact me direct.

Thanks and happy holidays!

From: Brady, Matt K@DOT
Sent: Wednesday, November 26, 2014 2:56 PM
To: Johnson, Gary D@DOT
Cc: Tappan, Susan A@DOT
Subject: Fwd: Pedestrian crossing

Can you please contact Tamera? Thx.

-MKB