

**TECHNICAL ADVISORY COMMITTEE
AT 9:30 A.M. ON SEPTEMBER 9, 2015
WASTE WATER TREATMENT PLANT CONFERENCE ROOM
210 BATTERY STREET, CRESCENT CITY, CA 95531**

1. Call Meeting to Order

2. Public comment period

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda.

3. Minutes of July 2, 2015

To be approved in October.

4. Consider transportation infrastructure concerns presented by Pine Grove Elementary School principal regarding increased enrollment

Proposed Action: Consider potential solutions or further study and make recommendation to DNLTC.

5. 2016 Regional Transportation Plan

Proposed Action: Receive information and coordinate work with Green DOT Transportation Solutions.

6. Climate Change and Stormwater Management Plan

Proposed Action: Establish schedule for project conclusion.

7. RSTP Local Agency Allocation Agreement

Proposed Action: Provide comment to DNLTC and identify next steps.

8. Performance audit contract amendment.

Proposed Action: Recommend DNLTC amend contract to include Redwood Coast Transit Authority performance audit.

9. PS Business Services Contract Amendment to include records scanning.

Proposed Action: Recommend DNLTC amend contract with PS Business Services to include document scanning services.

10. Discussion

- Overall Work Program Amendment 1
- Project updates: Dr. Fine Bridge, Fred Haight Drive, Harbor Trail/Starfish Way, Last Chance Grade, Parkway Drive, Tryon Bridge, 197/199 Safe STAA, and others.

11. Adjourn to the next regular meeting of October 1, 2015 at 9:30 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.

Item 4 Staff Report

DATE: SEPTEMBER 9, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSIDER PINE GROVE ELEMENTARY SCHOOL INCREASED ENROLLMENT

PROPOSED ACTION: Consider potential solutions or further study and make recommendation to DNLTC.

BACKGROUND: Del Norte Local Transportation Commission provided an infrastructure Audit for Pine Grove Elementary School in August 2013 (attached). At that time there was declining enrollment and the school principal was discouraging active transportation solutions. With new leadership at the school site and a significant increase in enrollment this year of approximately 60 students, the principal Bill Hartwick and superintendent Jeff Harris are concerned about safe drop off and pick up times.

INFORMATION: The TAC will consider viable options for potential further study, infrastructure improvements and a Walk and Roll to School program or other solutions as presented by TAC members or school district staff.

School Name	Pine Grove School
School Grade Level	K-5
Principal	Lara Hirt
School Address	900 Pine Grove Rd Crescent City, CA 95531

D-

Infrastructure Grade

Audit Date	8/20/2013
Audit Time	12:58 PM
Auditor Name	Jeff Schwein

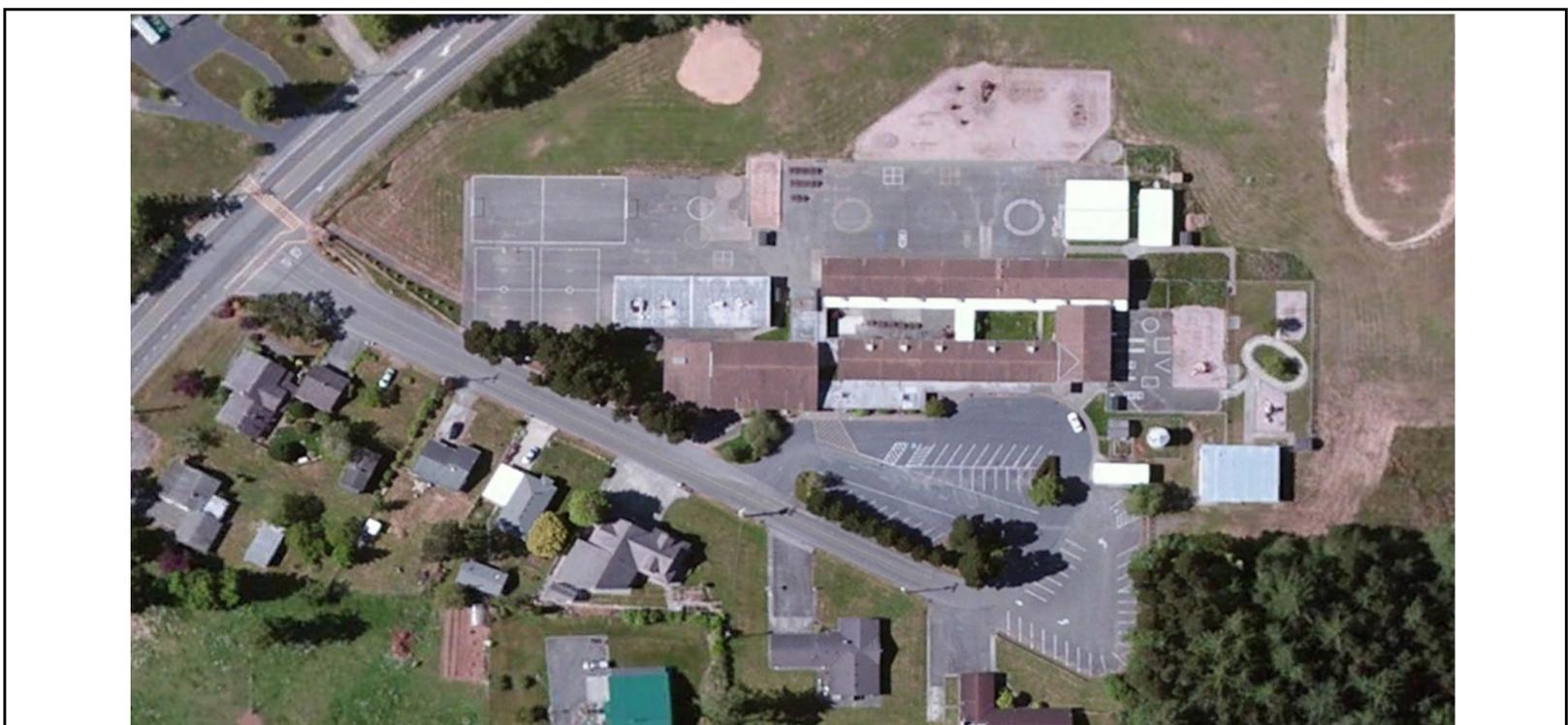
General Observations

Pine Grove School lacks sidewalks throughout the school zone approaches and within the school zone. However, Class II Bicycle facilities and wide shoulders exist on Lake Earl Drive leading to the School. The major pedestrian and bicycle crossing at the intersection of Pine Grove Road and Lake Earl has a pedestrian activated flashing pedestrian crossing sign (S1-1). School zone markings are in compliance with design standards. Comments from school employees that there are very few walkers or bicyclists. Employees also comment that the pick up/drop off area functions well by means of administrator and teachers directing traffic and students to their respected vehicles at peak times. There are multiple access gates onto school grounds off Carole Lane and Lake Earl Drive (always locked). Parking along access road during pick-up and drop-off blocks right lane and bike/pedestrian pathways. Limited bike parking, (6 spaces). Some small maintenance projects such as trimming bushes and removing asphalt chunks could improve safety and encourage walkers and bikers.

Item	Percent of Optimum	Yes/No
Presence of Sidewalks	2%	
Presence of Crosswalks	70%	
Lane Configurations	40%	
Signage	85%	
ADA Compliance		
Crossing Guards		
Noticable Congestion		
On Site Bike Racks		Y
Walkability	20%	
Bikeability	25%	
Connectivity	45%	
Average Grade	41	



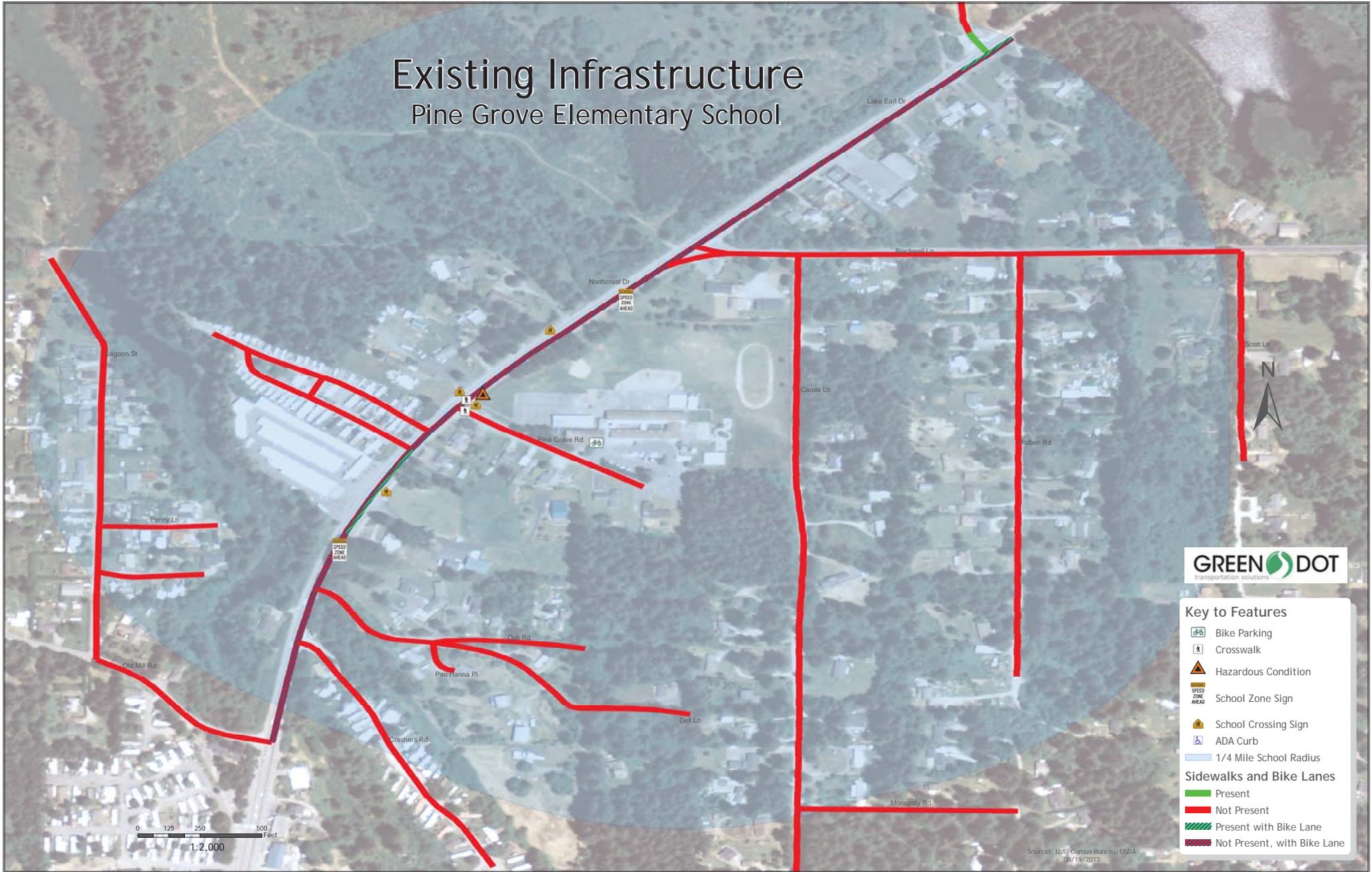
Image



School Site Image

Existing Infrastructure

Pine Grove Elementary School



- Key to Features**
- Bike Parking
 - Crosswalk
 - Hazardous Condition
 - School Zone Sign
 - School Crossing Sign
 - ADA Curb
 - 1/4 Mile School Radius
- Sidewalks and Bike Lanes**
- Present
 - Not Present
 - Present with Bike Lane
 - Not Present, with Bike Lane

0 125 250 500 Feet
1:2,000

Sources: U.S. Census Bureau, USDA
09/19/2013



Bike Parking



Flashing crossing signs for crosswalk across Northcrest Dr.



Asphalt left in the bike lane



Cars parked along road blocking right lane



No walkway along Pine Grove Rd



School entrance along Pine Grove Rd



Item 5 Staff Report *

DATE: SEPTEMBER 9, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: 2016 REGIONAL TRANSPORTATION PLAN

PROPOSED ACTION: Receive information and coordinate work with Green DOT Transportation Solutions and by consensus vote, agree to the proposed schedule.

BACKGROUND:

The Regional Transportation Plan (RTP) is the guiding document for transportation investments in the near term (1-10 years) and the long term (10-20 years) for Del Norte County. The previous Del Norte RTP, prepared in 2011, identified approximately \$340 million available for transportation projects in the County over the 20 year planning horizon and over \$230 million in local project needs. The 2016 RTP update is just kicking into gear and is expected to be completed in May of 2016. The project consultant, Green DOT Transportation Solutions will be working with the Technical Advisory Committee, regional stakeholders and the community to develop policies and projects to be included in the 2016 RTP.

This RTP update will guide the future investment of transportation financial resources through the year 2036. Projects identified in the RTP will be eligible for Federal and State funding through regular distribution programs and grant programs.

INFORMATION: As few changes in population, development and roadway capacity needs have occurred since the last RTP update in 2011, the 2016 RTP update is less complex than a comprehensive update would be. There are some key areas that are required by statute to be reviewed and updated that will be addressed in this process. These areas include:

- Language consistency with the latest Federal Highway Bill, Moving Ahead for Progress in the 21st Century (MAP-21).
- Compliance with Senate Bill 375 (for rural areas).
- Compliance with the 2010 RTP Guidelines.
- Updated RTP elements including; Policy Element, Action Element, and Financial Element.
- Develop baseline performance measures based on Rural Counties Task Force recent study.

- Integration with local planning efforts (i.e. blueprint, land use, transit, etc.).
- Integration with the California Transportation Plan.
- Integration with the Strategic Highway Safety Plan.
- Update the CEQA compliance.

Community Involvement

Updating the RTP requires outreach to stakeholders and the general Del Norte community soliciting input on policies and projects to be included in the RTP. This effort will include one on one meetings with stakeholders, presentations at board/council/committee meetings, and solicitation for input through various resources. Information regarding the RTP can always be found at the DNLTC website and dedicated RTP section at <http://www.dnltc.org/2016-regional-transportation-plan/>.

The TAC will be the primary stakeholder group involved in the development of the RTP policies, financial element, and action element (project lists). The consultant project team will be soliciting information and input from TAC members throughout the process.

Important Dates:

RTP Webpage Available	8/29/15
Project List Draft	9/8/15
Projected Revenue List Draft	9/8/15
TAC Meeting # 1	9/9/15
Questionnaire Available	9/9/15
Stakeholder and Community Outreach	9/9/15 through 11/15/15
Draft Policies Ready for Review	11/2015
2 nd Draft Project List for Review	11/2015
TAC Meeting #2	12/3/15
Admin Draft RTP	1/2016
TAC Meeting #3	2/4/2016
Draft RTP for Public/CT Review	2/2016
TAC Meeting #4	4/7/16

* Agenda information provided by Green DOT Transportation Solutions.

Item 7 Staff Report

DATE: SEPTEMBER 9, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: RSTP LOCAL AGENCY ALLOCATION AGREEMENT

PROPOSED ACTION: Provide comment to DNLTC and identify next steps.

BACKGROUND: The Local Agency Funding Allocation Agreement is designed to comply with a State requirement that the Del Norte Local Transportation Commission enter into contracts with its member agencies for the reimbursement of Regional Surface Transportation Program funds. This agreement covers all sources of discretionary funding that passes through DNLTC and it details state and federal requirements for funds and other fiscal provisions required to comply with state and federal regulations.

INFORMATION: These funding allocation agreements anticipate that specific projects and amounts may vary for any member agency over time and that the parties will only need to approved revised “Exhibit A” documents rather than the entire Master Agreement.

Each Exhibit A will identify the project for which funds are allocated, the source of the funding, as well as the timing and amount of such funds for each identified project, in order to ensure compliance with state and federal requirements. Exhibit A's will be updated each time new funds are allocated.

In addition, the Funding Allocation Agreements will need to be updated with each agency every three years. Each individual project will have a maximum three year timely use of fund date, timed to the day the award was approved by the TAMC Board of Directors. All projects awarded to an agency will be included in the Agreement, including past awards.

While the majority of the provisions in the Funding Allocation Agreement reflect the language of the agreement that Del Norte Local Transportation Commission signs with the State to receive Regional Surface Transportation Program funds, Agency staff has also included project completion requirements in this agreement. As part of the Funding Allocation Agreement, the recipient agrees to provide to the Transportation Agency a short report summarizing total project costs and milestones, including before and after photos of the project, for each funded project within sixty days of completion.

**AGREEMENT BETWEEN THE
DEL NORTE LOCAL TRANSPORTATION COMMISSION
AND THE PARTNER NAME
FOR THE ALLOCATION OF FUNDING APPROVED BY
THE TRANSPORTATION AGENCY BOARD OF DIRECTORS**

This agreement is made on [redacted] by and between the Partner Name, a public body/Tribal Government, etc., hereinafter referred to as “Recipient,” and the Del Norte Local Transportation Commission, hereinafter referred to as “DNLTC.”

WHEREAS, the DNLTC is the state-designated Regional Transportation Planning Agency for Del Norte County; and

WHEREAS, as authorized by section 182.6(g) of the Streets and Highways Code, the DNLTC has entered into a separate agreement with the State of California, through the Department of Transportation (Caltrans), to assign a defined portion of its annual Regional Surface Transportation Program (RSTP) apportionment to Caltrans in exchange for state funds for specified fiscal year(s); and

WHEREAS, the DNLTC is authorized to use these exchanged funds (hereinafter RSTP Exchange Funds) to assist local agencies to promote projects which otherwise qualify for RSTP funds; and

WHEREAS, as authorized by Chapter 2, Title 21, Rule 6640 of the Transportation Development Act, one of the duties of the DNLTC is to administer the provisions of the Transportation Development Act in apportioning Local Transportation Funds (LTF) for the Transportation Development Act 2% (TDA 2%) program for bicycle and pedestrian projects pursuant to Article 3 of that law, and to the Cities, County, Tribes and Redwood Coast Transit Authority;

WHEREAS, the DNLTC Board has approved the allocation of funds toward the project listed in Exhibit A; and

WHEREAS, the DNLTC has established a separate fund for the Federal Apportionment Exchange Program.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, THE PARTIES HERETO AGREE AS FOLLOWS:

1. RULES FOR RSTP EXCHANGE FUNDS

- A. The DNLTC agrees to allocate RSTP Exchange Funds paid by Caltrans under the Federal Apportionment Exchange Program only for projects as authorized under sections 133(b) and 133 (c) of Title 23, United States Code and Article XIX of the California State Constitution.

- B. The Recipient agrees to use RSTP Exchange Funds only for the RSTP Exchange eligible project(s) described in Exhibit A, as approved by the DNLTC Board of Directors, for the amounts awarded for each project.

2. RULES FOR LTF

- A. The DNLTC agrees to allocate LTF funds under the Transportation Development Act only for projects as authorized under the Transportation Development Act Section 99230.
- B. The Recipient agrees to use LTF funds only for LTF eligible project(s) described in Exhibit A, as approved by the DNLTC Board of Directors, for the amounts awarded for each project.

3. RULES FOR TDA 2%

- A. The DNLTC agrees to allocate TDA 2% funds under the Transportation Development Act only for projects as authorized under the Transportation Development Act Section 99234 Claims for Pedestrian and Bicycle Facilities.
- B. The Recipient agrees to use TDA 2% funds only for TDA 2% eligible project(s) described in Exhibit A, as approved by the DNLTC Board of Directors, for the amounts awarded for each project.

4. ADMINISTRATIVE POLICIES

- A. The projects described in Exhibit A, and the amounts allocated therefore, may be amended from time to time without changing the rest of this Master Agreement, by means of approval by the DNLTC Board of Directors of a revised Exhibit A, which shall be designated by a date and number (e.g., "Exhibit A-1 (DATE)").
- B. The Recipient agrees to submit an annual report to DNLTC by April 30 describing the progress towards completion for all projects listed in Exhibit A.
- C. The Recipient agrees to mention DNLTC's role in funding the project in any press releases or media events held by the Recipient to promote a funded project.
- D. The DNLTC agrees to reimburse the Recipient within 45 days of receipt of a completed claim form (Exhibit B) from the Recipient.
- E. The Recipient agrees to cause the completion of the project(s) within three years from the date funds were awarded by the DNLTC Board of Directors, as recorded in Exhibit A. Failure to complete the project(s) in a timely basis shall allow DNLTC to refuse reimbursement and to reprogram such funds for other purposes.

5. COST PRINCIPLES

A. Recipient agrees to comply with Office of Management and Budget Circular A-87, Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

B. Recipient agrees to:

(a) use Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., to determine the allowability of individual project cost items; and

(b) comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

Every sub-recipient receiving funds as a contractor or sub-contractor under this AGREEMENT shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

6. THIRD PARTY CONTRACTING

A. Recipient shall not award a construction contract over \$10,000 or other contracts over \$25,000 on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of Caltrans. This provision shall not apply to professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e), and (f).

B. Recipient agrees that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors and only if consistent with Paragraph 10, below.

C. In addition to the above, the pre-award requirements of third party contractor/consultants with Recipient shall be consistent with Local Program Procedures as published by Caltrans.

7. ACCOUNTING SYSTEM

Recipient, its contractors and subcontractors, shall establish and maintain an accounting system and records that properly accumulate and segregate expenditures by line item. The accounting system of Recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment claims.

8. **RIGHT TO AUDIT**

For the purpose of verifying that funds paid hereunder are properly accounted for and proceeds are expended in accordance with the terms of this agreement, the Recipient, its contractors and subcontractors each agrees to grant State of California and/or the DNLTC auditors access to the Recipient's books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including but not limited to, the costs of administering those various contracts. All documents shall be made available for inspection by authorized Caltrans or the DNLTC agents at any time during project development and for a four-year period from date of completion of project or one year after the audit is completed or waived by Caltrans, whichever is later.

9. **TRAVEL AND SUBSISTENCE**

Payments to Recipient for travel and subsistence expenses of Recipient forces and/or its contractors or subcontractors, claimed for reimbursement or applied as local match credit, shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules. If the rates invoiced are in excess of those authorized DPA rates, then Recipient is responsible for the cost difference and any overpayments shall be reimbursed to the DNLTC on demand.

10. **PROJECT COMPLETION**

Recipient agrees to provide to the DNLTC a short report summarizing total project costs and milestones, including before and after photos of the project, for each project within sixty (60) days of completion.

11. **GOVERNING LAWS.** This Agreement shall be construed and enforced according to the laws of the State of California, and the parties hereby agree that **the County of Del Norte (Who?)** shall be the proper venue for any dispute arising hereunder.

12. **CONFLICT OF INTEREST.** Recipient warrants that it presently has no interest and shall not acquire any interest during the term of this Agreement, which would directly or indirectly conflict in any manner or to any degree with its full and complete performance of all services under this Agreement.

13. **CONSTRUCTION OF AGREEMENT.** The parties agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any exhibit or amendment. To that end, it is understood and agreed that this Agreement has been arrived at through negotiation, and that neither party is to be deemed the party which prepared this Agreement within the meaning of Civil Code Section 1654. Section and paragraph headings appearing herein are for convenience only and shall not be used to interpret the terms of this Agreement.

14. **WAIVER.** Any waiver of any term or condition hereof must be in writing. No such waiver shall be construed as a waiver of any other term or condition herein.

15. SUCCESSORS AND ASSIGNS. This Agreement and all rights, privileges, duties and obligations hereunder, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns and heirs.

16. TIME IS OF THE ESSENCE. The parties mutually acknowledge and agree that time is of the essence with respect to every provision hereof in which time is an element. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act, nor shall any such extension create a precedent for any further or future extension.

17. EXECUTION OF AGREEMENT. Any individual executing this Agreement on behalf of an entity represents and warrants that he or she has the requisite authority to enter into this Agreement on behalf of such entity and to bind the entity to the terms and conditions hereof. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

18. ENTIRE AGREEMENT. This document, including all exhibits hereto, constitutes the entire agreement between the parties, and supersedes any and all prior written or oral negotiations and representations between the parties concerning all matters relating to the subject of this Agreement.

19. TERMINATION DATE. This Agreement shall remain in effect for a period of three (3) years from the date of this Agreement.

IN WITNESS WHEREOF, DNLTC and Recipient execute this Agreement as follows:

DEL NORTE LOCAL TRANSPORTATION COMMISSION

Tamera Leighton, Executive Director

Date

Approved as to Form:

Robert N. Black
DNLTC Counsel

Date

Recipient:
Name of agency/government

Name, Title

Date

Item 8 Staff Report

DATE: SEPTEMBER 9, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: MICHAEL BAKER INTERNATIONAL CONTRACT
AMENDMENT TO INCLUDE REDWOOD COAST TRANSIT
AUTHORITY

PROPOSED ACTION: Recommend DNLTC amend contract with Michael Baker International to include Redwood Coast Transit Authority Performance Audit.

BACKGROUND: Del Norte Local Transportation Commission does not currently have a contract for Redwood Coast Transit Authority performance audit services, which is a requirement of the Transportation Development Act.

INFORMATION: Michael Baker International was awarded a contract in July 2015 for performance audit services for DNLTC. In August, Redwood Coast Transit Authority reminded Director Leighton that performance audit service contracting is a requirement. Redwood Coast Transit Authority manager Mark Wall has agreed that the Michael Baker International contract would be appropriate.

The proposal for Redwood Coast Transit Authority performance audit services is attached.

September 2, 2015

Tamera Leighton, Executive Director
DEL NORTE LOCAL TRANSPORTATION COMMISSION
1301-B Northcrest Drive, #16
Crescent City, CA 95531

RE: TRIENNIAL PERFORMANCE AUDIT OF REDWOOD COAST TRANSIT

Dear Ms. Leighton:

We are pleased to submit this brief letter proposal to conduct a triennial performance audit of Redwood Coast Transit (RCT) for the latest three-year period ending June 30, 2015. This proposed work effort is in addition to the performance audit of Del Norte Local Transportation Commission (DNLTC) currently under contract with Michael Baker International. The following describes the methodology, schedule, personnel, and budget for the RCT performance audit.

METHODOLOGY

TASK 1: KICKOFF MEETING AND DATA COLLECTION

Objective: Coordinate an initial teleconference kickoff meeting with RCT to communicate work scope and schedule, understand project expectations, and answer questions. Develop list of specific documents to be provided by RCT.

Approach: As part of our initial communication, we will create a list of data needs and documents that traditionally have been used to help create a background assessment of the transit operator's performance and compliance over the past three years. At a minimum, the types of information required will include 1) prior TDA performance audit of the transit system; 2) State Controller's Transit Operator Reports; 3) National Transit Database reports; 4) annual budgets and financial and compliance audits; 5) California Highway Patrol (CHP) Terminal Inspection Reports; 6) performance productivity reports; 7) vehicle operations data; 8) organizational charts, goals, objectives, policies, and procedures; 9) short- and long-range transit plans; and 10) response to prior performance audit recommendations.

TASK 2: CONDUCT SITE VISIT AND INTERVIEWS

Objective: Conduct in-person site visit.

Approach: Prior to our site interviews and fieldwork, we will review the materials provided from the list under Task 1 and generate a list of follow-up questions and possibly other materials. The background data and preliminary analysis as described in the prior task will serve as a basis for the audit process and site visit.

Performance trend results will be discussed in major functional areas such as operations, maintenance, and administration in order to focus the site visit interviews accordingly. An interview guide will be developed and utilized to help focus discussions and maximize the effectiveness of time spent in discussions with transit staff. Potential topics for discussion include 1) data collection and reporting processes; 2) performance trends and factors influencing trends; 3) accomplishments and challenges; and 4) actions taken to implement prior audit recommendations, the resources required for implementation, and the results of those actions.

TASK 3: DETERMINE COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS

Objective: Review and make a determination as to the operator's compliance with TDA and related sections of the California Code of Regulations.

Approach: During this task, we will focus our activities in three specific areas.

Discuss Compliance Requirements with the Operator. This first step involves discussing the compliance requirements described in the Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities. There are 11 operator compliance requirements listed in the guidebook, which we will discuss.

Investigate Evidence of Compliance. Based on the interviews and discussions with transit staff, we will investigate evidence of compliance by collecting pertinent documents and records that show sufficient objective evidence to meet each of the minimum 11 compliance requirements. Some of the documents will be from the initial data list provided during the kickoff. Staff assistance from the operator as well as from the DNLTC will be utilized to obtain the most relevant data. Evidence of compliance may also be produced from our direct observation of the compliance requirement.

Disclose Results of the Compliance Review. We will document the methodology and results of the compliance review. The review will ensure that the evidence collected is objective and representative of the activities of the transit operator for the past three years. If we find an indication of noncompliance with any of the requirements, we will make a finding in the audit report, draw conclusions, and make appropriate recommendations.

TASK 4: FOLLOW UP ON PRIOR PERFORMANCE AUDIT RECOMMENDATIONS

Objective: Review prior performance audit recommendations and actions taken by the operators to implement the recommendations.

Approach: During this task, we will focus our activities in three specific areas.

Review Prior Recommendations and Evidence of Compliance. We will review the prior audit recommendations with transit staff and review the status of implementation. We will work with transit staff to determine the validity of each recommendation in light of the evolving nature of transit operations.

Document Implementation of Recommendation. We will follow up on the course of action taken by the operator to implement the recommendations.

- If the operator has implemented a recommendation, we will seek data to confirm implementation, discuss the effectiveness and benefits from the recommendation, and discuss difficulties and costs associated with the recommendation.
- If the operator is currently implementing a recommendation, we will address the current status of implementation, as well as any difficulties and costs of implementation.
- If a recommendation has not been implemented, we will make a determination as to whether the recommendation is (a) no longer applicable, with a clear statement of why (b) infeasible, with a clear statement of why, or (c) still valid and should be implemented and the benefits that are likely to result. For each determination, we will draw conclusions on the implementation status of these recommendations.

Disclose Results of Follow-Up Review. We will document the results of the review and report the status of prior recommendations. For those recommendations that have been implemented, significant accomplishments from these prior recommendations will be recognized as well as difficulties and costs of implementation.

TASK 5: VERIFY PERFORMANCE INDICATORS

Objective: Quantify and review the efficiency and effectiveness of the transit operator's activities, TDA-required performance measures, and other potential performance indicators if warranted.

Approach:

Subtask A: We will first review and validate the operator's collection methods of basic data needed to calculate these indicators. The basic data includes operating cost, passenger counts, vehicle service hours, vehicle service miles, employee hours, and fare revenue. This will be accomplished through tracing and evaluating the steps taken by the operator to report the data.

Subtask B: A triennial performance audit must include the verification of a minimum of five performance measures. Section 99246(d) of the Public Utilities Code (PUC) requires the following performance indicators:

- Operator's operating cost per passenger
- Operating cost per vehicle service hour
- Passengers per vehicle service hour
- Passengers per vehicle service mile
- Vehicle service hours per employee as defined in PUC Section 99247

Though the farebox recovery ratio is not a required performance indicator under Section 99246(d), Section 99268 et seq. requires that the farebox ratio be calculated so that an operator's eligibility for funding can be determined. We will be attentive to how each operator calculates its farebox ratios, as reflected in documents such as the State Controller's report, TDA claims, and annual fiscal audits.

We will create user-friendly tables to depict the trends over the recent three-year period on a system-wide basis and by mode/type (e.g., fixed route, dial-a-ride). In addition to tables, we will provide visual graphic representation via bar/line charts and data labels.

Other performance indicators to be determined will be calculated if the analysis warrants further examination of a particular performance area of concern not covered by any of the five indicators. Example performance indicators include complaints per 10,000 passengers, on-time performance, and vehicle breakdowns per 10,000 revenue miles.

TASK 6: REVIEW OPERATOR FUNCTIONS

Objective: Review the various functions and investigate potential functional concerns, problems, and possible improvements while also highlighting recent accomplishments.

Approach: Subfunctional areas as described in the Caltrans Performance Audit Guidebook include the following:

- **General Management and Organization.** We will review the management and structure of the operator including an assessment of administrative oversight; organizational structure and reporting; recent program changes and innovations; and areas of interest to management and board.
- **Scheduling, Dispatch, and Operations.** The daily scheduling and coordination of routes, drivers, and vehicles will be reviewed.
- **Service Planning.** We will review how short-range transit plan recommendations, public input through surveys, and other planning and evaluation techniques have been implemented, and assess their results on operations.
- **Maintenance.** We will review maintenance records, CHP terminal and vehicle inspections, and other maintenance-related documentation on the condition of the vehicles and other capital facility assets.
- **Personnel Management and Training.** We will review personnel policies, driver recruitment practices, turnover trends, and management of human resources.
- **Administration and Financial Controls.** Business and support services necessary for the operations of the agency will be assessed. We will examine adopted policy documents guiding financial management and procurement practices.
- **Marketing and Public Information.** We will review efforts to make information available to the public, market the service to the community, and communicate with social service agencies and other governmental entities.

TASK 7: PREPARE DRAFT AND FINAL AUDIT REPORTS

Objective: Prepare administrative drafts for review, and then finalize the audit reports.

Approach: We will prepare a draft report encompassing all aspects of the audit process and meeting state TDA requirements. The report will also serve as a detailed actions plan for recommended improvements, thereby providing a useful management tool for the transit operator.

We will provide the DNLTC executive director and the RCT transit manager an electronic PDF copy of the draft audit report for review and comment. After we have received comments, we will prepare the final report and deliver eight hard copies and an electronic PDF copy of the final report.

SCHEDULE

Assuming the project will start by late September, we will hold the RCT teleconference kickoff soon after receiving a Notice to Proceed, followed by distribution of the data collection list. The site visit and interviews will be anticipated to occur in the November/December time frame. We will complete the draft audit report by March 25, 2016, and the final report by April 22, 2016.

PERSONNEL

The same staff assigned to the DNLTC performance audit will conduct the RCT performance audit. The project team will include Derek Wong, AICP, and Rick Williams, AICP. Michael Baker International will not cause substitution of the project manager without prior approval by the DNLTC executive director.

PROJECT BUDGET

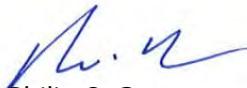
The total project budget for the RCT performance audit is a not-to-exceed amount of \$13,790. The same labor rates used for the DNLTC performance audit are used for the RCT performance audit.

The person authorized to bind Michael Baker International contractually is:

Philip O. Carter, Vice President
Michael Baker International
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670
(916) 361-8384
pcarter@mbakerintl.com

We appreciate the opportunity to propose on this project, and we look forward to answering any questions you may have. Project Manager Derek Wong, AICP, may be contacted at (530) 601-2508, or by e-mail at dwong@mbakerintl.com, in the event any clarification is needed regarding the contents of our letter proposal.

Sincerely,


Philip O. Carter
Vice President


Derek Wong, AICP
TDA Project Manager

Item 9 Staff Report

DATE: SEPTEMBER 9, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: PS BUSINESS SERVICES CONTRACT AMENDMENT TO
INCLUDE RECORDS SCANNING

PROPOSED ACTION: Recommend DNLTC amend contract with PS Business Services to include document scanning.

BACKGROUND: Del Norte Local Transportation Commission does not currently have a contract for document scanning which is a requirement of the document retention policy. When we initiated this work, creating searchable PDF files required specialized equipment. As technology has progressed, this service has become routine.

INFORMATION: PS Business Services has the ability to affordably provide document scanning services to DNLTC on an annual basis. Tamera Leighton, Executive Director requested a letter proposal from PS Business to propose to the Commission. This would be a small amendment to an existing contract.

The letter proposal from PS Business Services is attached.

P.S. Business Services

August 18, 2015

Nicole L. Burshem
P.S. Business Services
501 H Street, Suite 5
Crescent City, CA 95531
(707) 464-9651

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
1301-B Northcrest Drive, #16
Crescent City, California 95531

RE: Transferring Data from Paper into a searchable PDF file onto a flash drive and/or disk

Dear Ms. Leighton,

In response to your request for information, I've researched and tested my ability to provide document retention services to DNLTC by transferring data from paper to a searchable PDF file onto a flash drive and/or disk.

I will pick up the documents that need to be converted and I will bring them back to my office located at 501 H Street, Crescent City, and I will scan the documents onto my computer and convert them to a searchable PDF file. I will then transfer the PDF file over to a flash drive and/or a disk. Once they have been changed and transferred I will then deliver the flash drive and/or Disk back to Ms. Leighton's office. Once I am finished with the paper copies of the data I will dispose of them in an appropriate way or return them to DNLTC depending on document retention policy.

The description of the service will be as follows, Searchable Electronic Conversion from hard paper copies into a searchable PDF file onto a flash drive and/or Disk. I will provide this service for \$0.04 per page plus reimbursement cost for USB drives.

The service will be provided after each Fiscal Year and if there needs to be any services provided in between, I will provide those services as needed. I will bill the services on the same billing statement I send to DNLTC. I will start providing this service as soon as my proposal is accepted and my contract is amended.



Nicole L. Burshem, P.S. Business Services