

**MINUTES**  
**TECHNICAL ADVISORY COMMITTEE MEETING**  
**for the DEL NORTE LOCAL TRANSPORTATION COMMISSION**  
**AT 9:30 A.M. THURSDAY, FEBRUARY 6, 2014**

**Present:** Rosanna Bower, County Alternate  
Dave Carstensen, Caltrans Alternate, via phone  
Isaac Kinney, Yurok Tribe  
Heidi Kunstal, County  
Mike Redel, California Highway Patrol  
Eric Wier, City, Chair

**Absent:** Tatiana “Tasha” Ahlstrand, Caltrans, Vice-Chair  
Tina McClendon, County  
Eric Taylor, City  
Mark Wall, RCTA  
Richard Young, Harbor District

**Also Present:** Tamera Leighton, LTC  
Karen Phillips, LTC

**1. Call Meeting to Order**

Chairman Wier called the meeting to order at 9:34 a.m.

**OFF AGENDA ITEM** – Contract with GHD for Regional Transportation Baseline Data, Project Identification and Application Support

Director Leighton announced that there was a matter regarding the contract for Regional Transportation Baseline Data, Project Identification and Application Support that arose subsequent to the posting of the agenda requiring action prior to the next regular meeting and requested that the Technical Advisory Committee add the matter to the agenda.

On a motion by Heidi Kunstal, seconded by Isaac Kinney, the Technical Advisory Committee voted to add the item to the agenda as requested. See discussion below.

**2. Public comment period**

The following person(s) addressed the Committee: none.

**3. Minutes of January 9, 2014**

Not available at the posting of the agenda.

No action was taken; the minutes will be listed on the next agenda for action.

**4. County request for TDA Pedestrian/Bicycle funding.**

Proposed Action: Recommend Del Norte Local Transportation Commission award \$15,000 to reimburse the County of Del Norte for pedestrian improvements to address a sidewalk gap in their HSIP funded project.

Director Leighton reported on the funding and the County's gap in the Pebble Beach Drive project. She supports the request. TDA funding primarily funds transit maintenance and operations, audits, etc., and 2% of the funds are set aside annually for pedestrian and bicycle facility use. Currently there is approximately \$30,000 available in the 2% Ped/Bike account. The cost might be less than \$15,000 according to the County. This project will be independent from the Pebble Beach project.

On a motion by Heidi Kunstal, seconded by Eric Wier, and unanimously carried the Technical Advisory Committee voted to recommend that the Del Norte Local Transportation Commission award \$15,000 to reimburse the County of Del Norte for pedestrian improvements to address a sidewalk gap in their HSIP funded project per the County request and map.

Staff will send out a spreadsheet with the TDA fund information after the Commissioner takes action on this next week.

**5. Review and approve RFP for accounting services**

Proposed Action: Recommend director post RFP for Del Norte Local Transportation Commission accounting services.

Discussion was held regarding the accounting services, this service was awarded by sole source this last year (for six months), but it is required to be bid for the upcoming years. A brief history of why these services are necessary was given by the director.

On a motion by Rosanna Bower, seconded by Isaac Kinney, and unanimously carried the Technical Advisory Committee voted to recommend that the director to post the RFP for accounting services.

**6. 2014-15 Overall Work Program budget documents**

Proposed Action: Recommend director develop Overall Work Program based on Revenue Summary and Expenditure Detail.

Director Leighton reported on the 2014-15 OWP program budget draft, updated spreadsheets, and additional funding. The State would like to see more work elements included in this document, referencing the OWPs in District 1 regions: Mendocino, Lake and Humboldt. The director reports she takes a geographically broader view on the Overall Work Program guidance interpretation as is demonstrated by many rural RTPAs throughout the State. The director hopes to move the OWP forward as it is drafted with the number of work elements A-H and some minor corrections.

Caltrans will make formal comments on the document and the Technical Advisory Committee and Commission will review the document before its final adoption. Staff is asking for a general view of the elements at this time. Reporting of the contracts is clearly outlined in the accounting records as discussed with Caltrans. The number of work elements was discussed and the reason for the changes over the years to meet State reporting requirements was held between the Technical Advisory Committee members. There are a few minor typographical changes to the OWP, which staff will make before it goes to the Commission next week.

On a motion by Mike Redel, seconded by Isaac Kinney, and unanimously carried the Technical Advisory Committee voted to recommend that the Del Norte Local Transportation Commission authorize the director to develop the OWP program based on the revenue summary and expenditure detail.

**7. Emergency Preparedness contract conclusion**

Proposed Action: Recommend Del Norte Local Transportation Commission close out contract with Nusura, Inc.

Discussion was held regarding the emergency preparedness contract conclusion earlier than listed in the contract. The scope of work was started eight years ago, and there has been a lot of forward movement in this area, as well as having formed partnerships. The work will be terminated and the funds (\$20,000 approximately) will revert back to the OWP process.

On a motion by Isaac Kinney, seconded by Rosanna Bower, and unanimously carried the Technical Advisory Committee voted to recommend that the Del Norte Local Transportation Commission close out the contract with Nusura, Inc.

#### OFF AGENDA – NON-REPOSINSE BY GHD DATA CONTRACT

Director Leighton reported on the lack of response from GHD for the contract to establish regional transportation baseline data and application support approved at the last Technical Advisory Committee meeting. The contractor met with the director and was informed that the contract was awarded. After staff met with the consultant, the week after the Commission meeting, she has not heard from them with several repeated attempts to get in touch. Counsel suggested that the consultant is not creating a condition to approve the contract or to move the work forward. Staff suggested rescinding the previous action to offer the contract award to GHD, and to offer the contract to the next highest scoring consultant, Matthew Boyer & Associates.

On a motion by Heidi Kunstal, seconded by Rosanna Bower, and unanimously carried, the Technical Advisory Committee voted to recommend that the Commission rescind the offer of the contract award to GHD, and to offer the contract work to the next highest scoring consultant, Matthew Boyer & Associates.

#### **8. Information items**

- Ms. Bower's recommendation for scoring proposals – the suggested proposal from Ms. Bower was handed out to members for discussion. The members agreed to use the new scoring suggestion beginning immediately and see how it works.
- Application support by GHD – see above.
- The California Transportation Plan vision flyer was handed out to all members.
- Ms. Kunstal asked about the STIP in relation to the Fred Haight Drive project and when approval might be received for that project by the State. Director Leighton reported that she advocated at the North STIP Hearings for the project to be awarded construction funds on schedule, and she believes that these efforts will result in a timely construction award. The CTC staff recommendation will be posted on February 28. The CTC will adopt the STIP in it's March meeting.

#### **9. Adjourn to the next regular meeting of March 6, 2014 at 9:30 a.m.**

There being no further business to come before the Committee, the Chair adjourned the meeting at 10:36 a.m. until the next regularly scheduled meeting on March 6, 2014.

Respectfully submitted,

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission