

**MINUTES**  
**TECHNICAL ADVISORY COMMITTEE MEETING**  
**for the DEL NORTE LOCAL TRANSPORTATION COMMISSION**  
**AT 9:30 A.M. THURSDAY, APRIL 3, 2014**

Present: Tatiana "Tasha" Ahlstrand, Caltrans, Vice-Chair, via phone conference  
Rosanna Bower, County Alternate  
Charlie Helms, Harbor District  
Heidi Kunstal, County  
Tina McClendon, County  
Mike Redel, California Highway Patrol  
Eric Wier, City, Chair

Absent: Isaac Kinney, Yurok Tribe  
Eric Taylor, City  
Mark Wall, RCTA

Also Present: Tamera Leighton, LTC  
Wilma Madden, LTC

**1. Call Meeting to Order**

Chairman Wier called the meeting to order at 9:35 a.m.

**2. Public comment period**

No public comments were received; however, Chairman Wier introduced Charlie Helms, the new CEO/Harbormaster for Crescent City Harbor District.

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

Proposed action: By consensus, approve minutes.

On a motion by Ms. Kunstal, seconded by Ms. McClendon, and unanimously carried, the Technical Advisory Committee, approved and adopted the minutes of the January 9, 2014 meeting, as presented.

**4. Minutes of February 6, 2014**

Proposed action: By consensus, approve minutes.

On a motion by Ms. McClendon, seconded by Ms. Kunstal, and unanimously carried, the Technical Advisory Committee, approved and adopted the minutes of the February 6, 2014 meeting, as presented.

**5. Update on Baseline Data and Application Support**

Discussion was held regarding the application. Director Leighton commented that Matt Boyer was not able to attend this morning due to other commitments, but he is in the community meeting with participants. Director Leighton also commented that he will be preparing an application and the agreement for the Harbor District's project. He will also be working on a Safe Routes to Schools program application. Director Leighton stated

that she will recommend the Harbor District project take 1<sup>st</sup> priority and the Safe Routes project as 2<sup>nd</sup> priority. Director Leighton added that the City will also be working with Mr. Boyer on funding for the Front Street project. Chairman Wier commented on the possible phasing of the Front Street project. Ms. Bower indicated that they met with Mr. Boyer earlier in the morning, and would be working on a list of projects to work upon with Mr. Boyer. Director Leighton stated it is in everybody's best interest for Mr. Boyer to prepare the community data so that it is consistent between all the applications. She added that the Harbor's project probably has the strongest application because of how far along in the development process it already is. She also added that Hobbs Wall may get funded as well. Ms. Bower commented that meeting with Mr. Boyer involved discussion of a mix of federal and state funds and that NEPA documents may be necessary. Director Leighton indicated that she will be seeking approval of signing an agreement with the Harbor District and the potential projects to be funded. Director Leighton commented also on the potential use of RSTP funding. She will be incorporating projects and funding into a spreadsheet. A further discussion of Front Street project phasing and possible funding sources was held.

#### **6. Accounting and Reporting Services Proposal Review**

Proposed Action: Review and score proposals prior to meeting. Recommend accounting and reporting services firm to Del Norte Local Transportation Commission for three-year contract.

Director Leighton asked for recommendations for the accounting services. Discussion of proposals was held. Director Leighton indicated that her recommendation will be that the Commission stay with Cholwell Benz & Hartwick (CBH) as they have been very good to work with. She added that she was concerned that the Collins proposal does not include any provision for coming to the community quarterly or even annually. Ms. Ahlstrand commented that she felt the CBH proposal fit better with the contents of the RFP.

Director Leighton reviewed the scores provided by the Technical Advisory Committee members. CBH (1.11) was one point ahead of the Collins (1.22) proposal, with the score closest to 1 being the successful proposal. Chairman Wier commented on the possible expense of \$48,000 with CBH and that the budget includes an expense of \$40,000.

Director Leighton indicated she would meet with CBH to discuss the cost proposal and adjust the Overall Work Program (OWP) to meet the maximum amount in the proposal, if need be. Director Leighton commented there will be some negotiation with CBH in development of the actual contract, and that she believes that the annual cost will not reflect the monthly not-to-exceed cost per the past six months of invoices.

On a motion by Ms. Kunstal, seconded by Chairman Wier, and unanimously carried the Technical Advisory Committee, recommended that the Del Norte Local Transportation Commission approve and award the contract for accounting services to Cholwell, Benz and Hartwick.

#### **7. Information items**

- Caltrans comments on 2014-15 Overall Work Program – Director Leighton reported she was still discussing comments on the OWP with Caltrans and will be discussing this again at a future meeting. Ms. Ahlstrand stated that she has a meeting with District Headquarters and Director Leighton before the deadline of April 14. Director

Leighton added that this item will come back to Technical Advisory Committee at the next meeting and then will go to the Commission meeting in May.

- Title VI Documentation Requirements – Director Leighton reported that she attended a meeting in Redding with transportation and health and social services on Title VI which is a law requiring equal access to information with regard to ethnicity and language. She indicated that she will be working on the Title VI plan next week. Director Leighton added that she does not believe that there is anything that we do that requires compliance with Title VI other than preparation of the Title VI plan.
- SSTAC recommendations to DNLTC – Director Leighton reported that the Social Services Technical Advisory Committee makes recommendations to the Commission and she reviewed the participants in the SSTAC. Membership on SSTAC is done by appointment of the Commission. Non-emergency medical transportation was their top priority. There are unmet needs that we cannot meet as there is in state-supported service.

Ms. McClendon announced that the Pebble Beach Drive project is going to construction. She also announced that the Fred Haight Drive project is now funded. Ms. Bower added that they have requested CDBG funding for installation of the waterline as part of that project.

**8. Adjourn to the next regular meeting of May 1, 2014 at 9:30 a.m.**

There being no further business to come before the Technical Advisory Committee, Chairman Wier adjourned the meeting at 10:25, until the next regularly scheduled meeting on May 1, 2014.

Respectfully submitted,

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Tamera Leighton, Executive Director  
Del Norte Local Transportation Commission