CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE (CTAC)
The CTAC may take action on any item appearing on this agenda.

Thursday, June 5, 2008
9:30 to 11:30 a.m.

SANDAG, Conference Room 7
401 B Street, Suite 800
San Diego, CA  92101-4231

Chair:  Frank Rivera, City of Chula Vista
Vice Chair: Robert Johnson, City of Carlsbad

Staff Contact: Dan Martin
(619) 699-6987
dma@sandag.org

AGENDA HIGHLIGHTS

- DRAFT REGIONAL SEDIMENT MANAGEMENT PLAN (RSMP)
- PROPOSITION 1B TRAFFIC LIGHT SYNCHRONIZATION PROGRAM (TLSP) UPDATE
- CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD’S (CIWMB) RUBBERIZED ASPHALT CONCRETE (RAC) GRANT PROGRAMS

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ITEM #

1. INTRODUCTIONS

+2. SUMMARY OF THE MARCH 6, 2008, CTAC MEETING
   (Frank Rivera)
   
   APPROVE
   
   The summary for the March 6, 2008, CTAC meeting is attached. CTAC is asked to review and approve the meeting summary.

3. PUBLIC COMMENTS

   COMMENTS
   
   Members of the public will have the opportunity to address the Working Group during this time.

+4. DRAFT REGIONAL SEDIMENT MANAGEMENT PLAN
   (RSMP) (Andrea Groves)
   
   DISCUSSION
   
   The Regional Sediment Management Plan (RSMP) seeks to identify regional sediment sources and efficient methods of providing sediment to nourish local beaches. Staff will provide an overview of the Draft RSMP and solicit comments from CTAC. Comments are due on June 26, 2008.

5. PROPOSITION 1B TRAFFIC LIGHT SYNCHRONIZATION
   PROGRAM (TLSP) UPDATE (Alex Estrella)
   
   INFORMATION
   
   Staff will provide a verbal update on recent actions by the California Transportation Committee regarding the Proposition 1B TLSP allocations. Staff will also be available to respond to questions from CTAC members.

+6. CALIFORNIA INTEGRATED WASTE MANAGEMENT
   BOARD’S (CIWMB) RUBBERIZED ASPHALT CONCRETE
   (RAC) GRANT PROGRAMS (Nate Gauff)
   
   INFORMATION
   
   The CIWMB has several competitive RAC programs to provide assistance to local governments to fund RAC projects. CIWMB staff will provide an overview of the available programs and will also be available to respond to questions from CTAC members.
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<thead>
<tr>
<th>ITEM #</th>
<th>RECOMMENDATION</th>
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<tr>
<td>7.</td>
<td>CALTRANS UPDATES (Erwin Gojuangco) INFORMATION</td>
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<td>UPDATE CTAC MEMBERS LIST (Dan Martin) INFORMATION</td>
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+ next to an item indicates an attachment
SUMMARY OF THE MARCH 6, 2008, CTAC MEETING

Introductions

Frank Rivera chaired the meeting. Meeting participants introduced themselves.

Meeting Summary

CTAC approved the meeting summaries from the January 3, 2008, CTAC meeting.

Public Comments

There were no comments from the public.

SANDAG Commercial Paper Program

Jose Nuncio (SANDAG) provided an overview of the Commercial Paper Program. Mr. Nuncio covered Rule #16, “Repayment of Commercial Paper Program Proceeds” (Summary Attachment No. 1) as it relates to the short-term borrowing covered by the program. He also noted that the requesting agency would need to pass a resolution. A sample resolution (Summary Attachment No. 2) was provided along with a sample Memorandum of Understanding (Summary Attachment No. 3) and an example of a transmittal letter from SANDAG (Summary Attachment No. 4).

Mr. Nuncio explained that as of April 1, 2008, SANDAG will downsize the commercial paper program from $335,000,000 to $100,000,000 due to costs to maintain the loan but will consider increases to the program as needed.

Update to Proposition 1B Local Street and Road Allocations

Genevieve Morelos (SANDAG) provided an update on the Proposition 1B Local Street and Road allocations and the status of disbursements from the Department of Finance. Genevieve reported that as of February 15, 2008, two of the nineteen local jurisdictions in the San Diego area have requested and received their funds from this Prop 1B program. She encouraged the remaining jurisdictions that have not already submitted applications for the program to submit.

Ms. Morelos indicated that Table 1 of Agenda Item No. 5 with respect to this topic was in error. The City of Coronado’s estimated allocation should read $400,000.00. A question was asked whether an
agency can amend the application if projects change. Ms. Morelos indicated that she would research the question and report back to Dan Martin (CTAC Project Manager).

Following the CTAC meeting Ms. Morelos reported back to Mr. Martin regarding this question. The Department of Finance (DOF) stated that cities and counties should submit their plan on how they plan to spend the money with their applications. At the end of the year (in August), the DOF will request that the agency provide an updated report that shows how the money is actually going to be spent. The report will reflect any changes from the original plan along with an explanation of the change.

**Regional Transportation Congestion Improvement Program Status and Schedule**

Muggs Stoll (SANDAG) and Marney Cox (SANDAG) provided an overview of the Regional Transportation Congestion Improvement Program (RTCIP) status and schedule. Mr. Stoll explained that a “Final Draft” of each agency’s program is due to the TransNet Independent Taxpayer Oversight Committee (ITOC) by April 1, 2008, in preparation for the April 9, 2008, ITOC meeting. Approved resolutions associated with the program have a May 1, 2008, deadline for the required 60-day public notice. A discussion was held to answer questions regarding the RTCIP. Marney Cox explained that ITOC will verify the following three items with respect to each jurisdiction:

- The jurisdiction’s Funding Program is in place
- The program demonstrates a process to collect and account for revenues
- The program contains a plan on how to spend the funds on the Regional Arterial System

It was confirmed that audits will be conducted to verify that revenues collected as part of this program are spent on Regional Arterial System projects consistent with the Regional Transportation Plan. It was also confirmed that each local agency shall develop a five-year list of projects as part of the expenditure plan per the TransNet Ordinance.

**Update to Draft Proposition 1B Traffic Light Synchronization Program Guidelines (TLSP)**

Alex Estrella (SANDAG) provided an overview of the Draft Proposition 1B TLSP Guidelines approved by the California Transportation Commission on February 14, 2008. The guidelines include a schedule for the program. Applications are due to the Department on March 28, 2008.

Mr. Estrella provided a list of project concepts for possible regional submittal under the TLSP program. The factors considered for these submittals include benefits to the regional system, leveraging funding opportunities, and support of regional initiatives. The three regional submittals presented to CTAC by Mr. Estrella included:

1. Regional Signal Timing & Interconnect
2. Regional Transit Signal Priority System
3. Center City Signal Retiming & At-Grade Trolley Signal Coordination Project
During the presentation it was noted that these regional submittals were presented to the San Diego Regional Traffic Engineers Council (SANTEC) during the February meeting and that SANTEC voted unanimous support for these submittals. It was also confirmed that SANDAG would be the lead on these Regional submittals and that SANDAG staff has been working with all jurisdictions during the submittal development.

It was noted that East County appeared to be not represented in these regional submittals. Mr. Estrella explained that some of the Cities arterials were not a good fit for a regional submittal based on the factors considered. Mr. Estrella added that Cities are encouraged to apply for this program and that SANDAG would write letters of support at the Cities request.

Steve Kirkpatrick (Lemon Grove) entered a motion to support the regional submittals as presented. Robert Johnson (Carlsbad) seconded the motion. CTAC voted unanimous support for the regional submittals to the TLSP program.

**Caltrans Updates**

Jason Janis (Caltrans) announced the following:

HSIP (Highway Safety Improvement Program): applications were due February 29, 2008. Applications are under District review and will be submitted for Statewide review.

SR2S (State): applications are currently under Statewide review. The final selections should be going to the CTC for confirmation soon.

SRTS (Federal): The next call for projects will occur soon after the SR2S projects are announced.

HR3 (High Risk Rural Roads): Applications are due to the DLAE by COB (5:00 p.m.) on April 18, 2008. Submit original plus one copy.

IMD (Interstate Maintenance): For FY 2008, since all IMD funding has been designated by Congress for specific projects, applications will only be solicited for those projects. Due to DLAE by COB (5:00 p.m.) March 15, 2008.

**Annual Submittals - Form 700 Statement of Economic Interest**

Dan Martin (SANDAG) reminded members that all CTAC voting members are required to submit a Form 700 State of Economic Interest every year. Accordingly, staff requested that CTAC members submit the statement of economic interest Form 700 and also provide hard copies for their reference at the meeting. Staff indicated that original signed copies of the form must be submitted by Friday, March 21, 2008, and can be turned in to Deborah Gunn (dgu@sandag.org).

**Announcements**

A call for announcements was made. Dan Martin (SANDAG) reminded the group that projects are due in ProjectTrak by April 23, 2008, for the 2008 RTIP. There were no other announcements.
Next Meeting

The next planned meeting of the CTAC will be Thursday April 3, 2008, at 9:30 a.m. It will be held at the SANDAG offices in conference room 7.

Attachments: 1. Repayment of Commercial Paper Program Proceeds
              2. Sample Resolution
              3. Sample Memorandum of Understanding
              4. Example of a Transmittal Letter from SANDAG
Each local agency shall be required to hold harmless and defend the Commission against challenges related to local TransNet projects. This rule is to be implemented by requiring that each local agency agree in its resolution approving its projects for TransNet funding to hold the Commission harmless.

**Rule #16: Repayment of Commercial Paper Program Proceeds**

**Adoption Date:** September 23, 2005

**Amendment:** Amended at November 18, 2005, Board Meeting.

Each agency receiving proceeds from the TransNet Commercial Paper Program shall be responsible for its proportionate share of the ongoing interest and related administrative costs from the date the proceeds are received until the principal amount of the loan is fully repaid. Repayment of the principal amount shall commence within three years of the agency's receipt of the proceeds and shall be completed within five years of the agency's receipt of the proceeds. Repayment of the proceeds may be accomplished by rolling the outstanding amount into a long-term bond issue during the five-year repayment period. In such cases, the agency would then be responsible for its proportionate share of the bond issuance costs and annual debt service costs. The repayment of debt, in all cases, is the first priority on the use of the agency's share of annual TransNet revenues.

**Rule #17: Fiscal and Compliance Audits**

**Adoption Date:** November 18, 2005

**Text:**

I. **Fiscal and Compliance Audit Procedures**

The fiscal and compliance audit is an essential tool to determine that TransNet funds are being used for the intended purposes. The Commission has the fiduciary responsibility to ensure that the public funds are used in accordance with the TransNet Ordinance and Expenditure Plan. In order to complete the audits in a timely manner, SANDAG proposes the following:

A. July/August: SANDAG meets with the auditors to review the audits required for the year and provide all necessary documentation/information for the auditors to begin work.

B. September to November: Auditors schedule site visits. Recipient agencies must be ready and available to meet with the auditors and provide requested financial schedules and other information necessary for the completion of the audit.

C. November/December: Auditors issue draft reports to both SANDAG and the agencies. The agencies must be available to review and comment on the draft report in a timely manner. All outstanding issues should be resolved within four weeks.

D. December/January: Auditors issue the final reports. If there are outstanding issues, those should be resolved so that the audit is completed no later than March.
COMMERCIAL PAPER SAMPLE RESOLUTION

RESOLUTION OF THE ______ (Agency Name) ______ REQUESTING SANDAG TO PROVIDE ADVANCED FUNDING THROUGH DEBT FINANCING FOR IMPROVEMENTS ON ______ (Name of Projects)_______

WHEREAS, SANDAG, acting as the San Diego County Regional Transportation Commission, is responsible for the administration of the TransNet program (Proposition A, November 1987 and 2004); and

WHEREAS, to accelerate the implementation of sales tax funded projects, SANDAG has established a commercial paper program to provide advanced funding for eligible projects under the TransNet program; and

WHEREAS, the following project(s) being implemented by ______ (Agency Name) ______ have been approved by SANDAG through the TransNet Program of Projects included in the 20__ Regional Transportation improvement Program and would benefit from the availability of advance funding:

(List projects and amount of debt financing required)

NOW THEREFORE, BE IT RESOLVED by the ______ (Agency Name) ______ as follows:

1. That the City Manager/Executive Director/Chief Administrative Officer is hereby authorized to request advance funding from SANDAG through the commercial paper program in an amount not to exceed $ ___________________.

2. That the City Manager/Executive Director/Chief Administrative Officer is hereby authorized to execute any necessary documents relating to the receipt of said funds from SANDAG.

3. That ______ (Agency Name) ______ will be responsible for paying its proportionate share of the annual interest and administrative costs of the commercial paper program based on the ratio of the amount of financing provided to ______ (Agency Name) ______ to the total commercial paper outstanding for each fiscal year.

4. That SANDAG will deduct said interest and administrative costs from the ______ (Agency Name) ______'s ______ monthly TransNet Sales tax allocations prior to remitting any remaining sales tax proceeds for ______ (Agency Name) ______'s ______ projects.

5. That ______ (Agency Name) ______ will repay to SANDAG the principal amount borrowed according to the following schedule:

6. That the first priority use of the ______ (Agency Name) ______'s ______ annual allocation of TransNet revenues shall be payment of the principal amount borrowed according to the above schedule.

PASSED AND ADOPTED this ____ day of _________________. 20__.
MEMORANDUM OF UNDERSTANDING
BETWEEN SAN DIEGO ASSOCIATION OF GOVERNMENTS
AND THE [INSERT_NAME]
REGARDING DEBT FINANCING THROUGH THE TRANSNET PROGRAM

This Memorandum of Understanding ("MOU") is made and entered into effective as of this [Insert_Text] day of [Month], [Year], by and between the San Diego Association of Governments ("SANDAG") and [Insert_Name Insert_Abbreviated_Name_Of_Other_Party]

RECITALS

The following recitals are a substantive part of this Agreement:

WHEREAS, SANDAG serves as the San Diego County Regional Transportation Commission, and in that role is responsible for the administration of the TransNet program (Proposition A, November 1987 and 2004); and

WHEREAS, in order to accelerate the implementation of sales tax funded projects, SANDAG has established a debt financing program for the short term (commercial paper) and for the long term (bonds) to provide advanced funding for eligible projects under the TransNet program; and

WHEREAS, the [Insert_Abbreviated_Name_Of_Other_Party] wishes to borrow [insert $ amount] from the TransNet program; and

WHEREAS, the parties wish to memorialize their agreement in this MOU to carry out the purposes set forth above;

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows:

SANDAG AGREES:

1. To lend [Insert_Abbreviated_Name_Of_Other_Party] [insert amount of borrowing] through debt financing for its [insert project(s) name] from the TransNet Program subject to certain conditions set forth below and SANDAG Board Policies concerning TransNet Program loans.

2. SANDAG will transfer the funds to the [Insert_Abbreviated_Name_Of_Other_Party] within 30 days following execution of this MOU.
3. That unless it is amended by the parties in writing, this MOU shall terminate on [insert date] or on such earlier or later date as the parties may agree to in writing.

4. The indemnification provisions of this MOU shall survive termination of the MOU.

5. This MOU shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this MOU, the action shall be brought in a state or federal court situated in the County of San Diego, State of California.

6. All terms, conditions, and provisions hereof shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

7. For purposes of this MOU, the relationship of the parties is that of independent entities and not as agents of each other or as joint venturers or partners. The parties shall maintain sole and exclusive control over their personnel, agents, consultants, and operations.

8. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

9. Nothing in the provisions of this MOU is intended to create duties or obligations to or rights in third parties to this MOU or affect the legal liability of the parties to this MOU.

10. This MOU may be executed in any number of identical counterparts, each of which shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument when each party has signed one such counterpart.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU effective on the day and year first above written.

SAN DIEGO ASSOCIATION OF GOVERNMENTS

[BACKNAME_OF_OTHER_PARTY]

GARY L. GALLEGOS
Executive Director

[BACKNAME_OF_PERSONSigning]
[Title]

APPROVED AS TO FORM:

Office of General Counsel

APPROVED AS TO FORM:

Legal Counsel
September 7, 2005

Mr. Chris Zapata
City Manager
City of National City
1243 National City Blvd
National City, CA 91950

Dear Mr. Zapata:

As part of its action on April 5, 2005, the City Council for the City of National City authorized a request to SANDAG for the advancement of $3,000,000 in the City’s TransNet funds for its Street Resurfacing Program. In an effort to standardize the procedures for borrowing under the commercial paper program, we are attaching a Memorandum of Understanding (MOU) between our two agencies. This MOU will serve to memorialize our agreement, namely that SANDAG will provide the advancement of the $3,000,000 under our Commercial Paper program and that the City agrees to repay the debt by April 30, 2008.

Included with the MOU is a short analysis that shows the City’s TransNet capacity after the borrowing through FY 2008. Please review the MOU and return the signed original to my attention. A fully executed copy will be mailed to you.

If you have any questions, please contact me at (619) 699-1940.

Sincerely,

RENÉE WASMUND
Department Director of Finance

RW/

Attachment
### National City $3M Commercial Paper Request

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<th>FY 2008</th>
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<td>Beginning Balance</td>
<td>60,389</td>
<td>115,422</td>
<td>161,751</td>
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<tr>
<td>Allocations</td>
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<td>1,432,990</td>
<td>1,228,079 *</td>
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<td>Bond Debt Service</td>
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<td>CP Proceeds</td>
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<td>CP Principal Repayment</td>
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<td>CP Interest/Other Fees</td>
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<td>Project Expenditures</td>
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<td>CP Disbursement</td>
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<td><strong>Ending Balance</strong></td>
<td><strong>$115,422</strong></td>
<td><strong>$161,751</strong></td>
<td><strong>$75,465</strong></td>
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</table>

This represents a projection of National City’s TransNet account based on information available as of the date of this MOU. The Project Expenditures amount is from the latest 2004 RTIP for traffic signal projects.

*FY2008 revenues are over a 10 month period as the current TransNet expires April 2008.
DRAFT REGIONAL SEDIMENT MANAGEMENT PLAN (RSMP)  

Introduction

The SANDAG Shoreline Preservation Working Group consists of representatives from the region’s coastal cities, resource agencies, and other environmental stakeholders. The Working Group advises SANDAG on issues related to the Shoreline Preservation Strategy (Strategy) adopted in 1993. The Strategy is a long-term vision for restoring the region’s beaches through sand nourishment, retention, protective structures, and regulations to guide the use and development of the shoreline.

One project underway that fits within the Strategy is the Regional Sediment Management Plan (RSMP). The RSMP effort is being funded by Department of Boating and Waterways and seeks consensus-driven regional sediment management guidance and policy. The goals of the RSMP are to identify sediment sources in the region and efficient methods of providing that sediment to nourish the region’s beaches.

Your feedback is critical for the success of the RSMP. This agenda item requests feedback from this committee on the Draft RSMP. The Draft RSMP consists of an annotated outline, which is available on the SANDAG Website at www.sandag.org/shoreline under the Coastal Regional Sediment Management Plan. Comments are requested by next week June 26, 2008.

Recommendation

This discussion item requests feedback on the Draft RSMP. The RSMP seeks to identify regional sediment sources and efficient methods of providing that sediment to nourish local beaches. The Draft RSMP is available on the SANDAG Website at www.sandag.org/shoreline under the Coastal Regional Sediment Management Plan. Comments are requested by June 26, 2008.

Discussion

The RSMP seeks consensus-driven regional sediment management guidance and policy, in order to:

- restore and maintain coastal beaches and other critical areas of sediment deficit or excess;
- reduce proliferation of protective shoreline structures;
- sustain recreation and tourism;
- enhance public safety and access; and
- restore coastal sandy habitats.
SANDAG has contracted with Moffatt and Nichol to work on the RSMP, which will be completed in Fall 2008. To facilitate implementation and enhance the usefulness and economic feasibility of the RSMP, SANDAG is requesting input from local and government stakeholders. Specifically, input should address the following questions and issues:

- Are there sources of sediment that were not included in the draft RSMP that should be included?
- Will the RSMP help with sediment management in the region? Why or why not?
- Do you think the activities in the RSMP are economically feasible? Why or why not?
- Are there other activities that should be included in the RSMP?
- How can we let more people know about the RSMP?

Your feedback will be incorporated into the Final RSMP, which will be incorporated along with other region’s plans into the statewide Coastal Sediment Management Master Plan. When the San Diego RSMP is complete, it will:

1. Be based upon region-specific coastal processes, economic, environmental, geographic and societal data;
2. Utilize current reports, data, educational, regulatory, and informational tools developed by the State of California through the Coastal Sediment Working Group; and
3. Be driven by the needs of local and regional governments and local stakeholders.

Comments are requested by June 26, 2008, and should be addressed to:

   Andrea Groves  
   San Diego Association of Governments 
   401 B Street, Ste 800 
   San Diego, CA 92101-4231

Key Staff Contact: Andrea Groves, (619) 699-1983, agr@sandag.org
The California Integrated Waste Management Board’s (CIWMB) tire grant programs are designed to encourage activities that promote reducing the number of waste tires going to landfills for disposal and eliminating the stockpiling of waste tires. Activities include tire pile cleanup and enforcement, market development, and demonstration projects. Revenue for the grants is generated from a tire fee on each new tire sold in California.

The CIWMB determines grant program criteria and applicant eligibility. Prior programs have focused on research, business assistance, market development, product procurement, amnesty events, tire pile cleanup, and enforcement. Currently, the CIWMB has several competitive Rubberized Asphalt Concrete (RAC) Grant Programs to provide assistance to local governments to fund RAC projects. These programs include:

- **Targeted RAC Incentive (TRI) grants** which provides funding to first-time or limited experience users of RAC. This grant program is set up to cover the additional costs of using RAC. The TRI grant award is based on the differential cost of using RAC vs. conventional asphalt concrete (AC), tonnage of RAC used, and testing costs associated with constructing the project based on the specific conditions in each jurisdiction.

- **RAC Rewards grants** which provides funding to repeat users of RAC. This program offers a fixed cash “reward” based on tons of material placed by agencies who participate in the program.

- **RAC Chip Seal Grant Program** provides funding for rubberized chip seal projects for road repair and maintenance. The grant program is designed for new users as well as on-going users of the RAC chip seal. Funding is based on a per square yard “reimbursement rate” for use of the RAC chip seal material.

In addition to the financial support afforded by the grants, the CIWMB can provide no-cost RAC technical assistance and technology transfer to agencies. The CIWMB can also provide financial support and technical assistance to agencies for using Tire-Derived Aggregate (TDA) in several engineered applications, including: landslide repair, lightweight fill, retaining wall backfill, and vibration mitigation.
The CIWMB staff will present detailed information on the available programs and answer questions from CTAC members.

CIWMB Contact Information:

Nathan (Nate) Gauff, Project Manager
CIWMB Sustainability Program
Statewide Technical and Analytical Resources Division, Program Services Branch
ngauff@CIWMB.ca.gov
(916) 341-6686

Key Staff Contact: Dan Martin, (619) 699-6987, dma@sandag.org