MEETING NOTICE AND AGENDA

CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE

The Cities/County Transportation Advisory Committee may take action on any item appearing on this agenda.

Thursday, February 5, 2015

9:30 to 11 a.m.

SANDAG, 7th Floor Conference Room
401 B Street, Suite 800
San Diego, CA 92101

Staff Contact: Alex Estrella
(619) 699-1928
alex.estrella@sandag.org

AGENDA HIGHLIGHTS

• REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM PROPOSED FEE ADJUSTMENT

• QUARTERLY TransNet FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2014

SANDAG offices are accessible by public transit. Phone 511 or see 511sd.com for route information. Secure bicycle parking is available in the building garage off Fourth Avenue.

In compliance with the Americans with Disabilities Act (ADA), SANDAG will accommodate persons who require assistance in order to participate in SANDAG meetings. If such assistance is required, please contact SANDAG at (619) 699-1900 at least 72 hours in advance of the meeting.

To request this document or related reports in an alternative format, please call (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-1905.
WELCOME AND INTRODUCTIONS

Members of the public shall have the opportunity to address the Cities/County Transportation Advisory Committee (CTAC) on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a “Request to Speak” form and giving it to the meeting coordinator prior to speaking. Public speakers should notify the meeting coordinator if they have a handout for distribution to working group members. Public speakers are limited to three minutes or less per person. CTAC members also may provide information and announcements under this agenda item.

APPROVAL OF MEETING MINUTES

+3A. The CTAC is asked to review and approve the minutes from its November 6, 2014, meeting.

+3B. The CTAC is asked to review and approve the minutes from its January 8, 2014, meeting.

REPORTS

CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE MEMBERSHIP ROSTER REVIEW (Alex Estrella)

In anticipation of the upcoming submittals of the Form 700 Statement of Economic Interest for 2014, staff is requesting that CTAC members review and provide updated member representative contact information as appropriate. Attached is the existing CTAC member agency representative roster.

REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM PROPOSED FEE ADJUSTMENT (Ariana zur Nieden)

The TransNet Extension Ordinance requires SANDAG to adjust the Regional Transportation Congestion Improvement Program (RTCIP) fee amount on July 1 of each year. The most recent annual adjustment to the RTCIP was approved by the SANDAG Board in February 2014. The proposed annual RTCIP fee adjustment that would be presented for Board approval on February 27, 2015, will be presented.

QUARTERLY TransNet FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2014 (Lisa Kondrat-Dauphin)

Staff will provide the quarterly TransNet financial balances for the Local Street and Road Balances. The information is planned to be presented to the Independent Taxpayers Oversight Committee on Wednesday, February 22, 2015.
7. **TransNet LOCAL STREET AND ROAD PROGRAM ANNUAL REPORT**
   (Alex Estrella)

   Chapter 3 of the FY 2012 TransNet Triennial Performance Audit report included Recommendation Nos. 3 through 6, which propose that SANDAG take a greater role in monitoring and reporting performance of the Local Street and Road program. To address these performance audit recommendations, in 2013 staff worked with CTAC and the Independent Taxpayer Oversight Committee to come up with proposed procedures and planned data/information to be gathered and reported on an annual basis. Staff would like to remind CTAC members that data request submittals for the FY 2014 annual report has been issued and is requesting that the information be submitted by February 20, 2015. Staff would also like to present a new tool that is planned to be implemented as part of the Project Track project submittal process for capturing project outcome statistics and data. Staff will be requesting input and feedback on the development of the new tool before its roll out in fall 2015.

+8. **DESIGNATION OF ROUTES OF SIGNIFICANCE**
   (James Dreisbach-Towle)

   Over the last month Caltrans Headquarters initiated coordination with designated regional transportation agencies to identify and designate Routes of Significance (RoS) in metropolitan areas with a population exceeding one million. Staff have been informed that RoS package submittals are due to the state by April 10, 2015, and must meet four provisions of data criteria designed to enhance traffic and traveler information services and include; construction activities, roadway or lane blocking incidents, roadway weather observations, and travel time information. The information for all four provisions must be 85 percent accurate and available 90 percent of the time. Information of the existing process for the RoS package submittals and data provisions criteria requirements will be presented to CTAC for discussion and feedback.

9. **TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM - INTERACTIVE STORY MAP**
   (Suchi Mukherjee)

   Staff will provide an overview of an interactive map that highlights the statuses of projects funded through the TransNet Smart Growth Incentive Program and Active Transportation Grant Program. The map is available at: keepsandiegomoving.com/grants.

10. **CALTRANS UPDATES**

    Caltrans will provide an update on various local programs, funding program deadlines, and announcements regarding upcoming conferences.

11. **ADJOURNMENT AND NEXT MEETING**

    The next CTAC meeting is scheduled for Thursday, March 5, 2015.
NOVEMBER 6, 2014, MEETING MINUTES

The meeting of the Cities/County Transportation Advisory Committee (CTAC) was called to order by Chair Mario Sanchez (City of El Cajon) at 9:40 a.m.

1. WELCOME AND INTRODUCTIONS

All members in attendance were captured under Item No. 3 (Approval of Meeting Minutes).

2. PUBLIC COMMENTS

Members of the public had the opportunity to address the CTAC on any issue. First, Peter Padineau (Public Citizen) brought forth a suggestion to install solar panels on current public transit station infrastructure. Second, Alex Estrella (SANDAG staff) announced the release of the 2014 California Statewide Local Streets and Roads Needs Assessment Report. The report can be found at savecaliforniastreets.org.

3. APPROVAL OF MEETING MINUTES (APPROVE)

Item 3A: Approval of June 5, 2014, meeting minutes.

Action: Upon a motion by Terry Rayback (County of San Diego), and a second by Bill Valle (City of Chula Vista), the minutes of the June 5, 2014, meeting were approved.

Yes: Chair Sanchez, David DiPierro (City of Oceanside), Ed Walton (City of Coronado), Gary Chui (City of San Diego), Hank Levien (City of Imperial Beach), Julie Procopio (City of Escondido), Minjie Mei (City of Santee), Mohammad Sammak (City of Solana Beach), Paul Vo (City of San Marcos), Mr. Rayback, and Mr Valle.; No: None; Abstain: None; Absent: City of Carlsbad, City of Del Mar, City of Encinitas, City of La Mesa, City of Lemon Grove, Metropolitan Transit System, National City, North County Transit District, City of Poway, and City of Vista.

Item 3B: Approval of September 4, 2014, meeting minutes

Action: Upon a motion by Mr. Valle, and a second by Mr. Walton, the minutes of the September 4, 2014, meeting were approved.

Yes: Chair Sanchez, Mr. DiPierro, Mr. Walton, Mr. Chui, Mr. Levien, Ms. Procopio, Mr. Mei, Mr. Sammak, Mr. Vo, Mr. Rayback, and Mr. Valle; No: None; Abstain: None; Absent: City of
Carlsbad, City of Del Mar, City of Encinitas, City of La Mesa, City of Lemon Grove, Metropolitan Transit System, National City, North County Transit District, City of Poway, and City of Vista.

REPORTS

4. CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE REPRESENTATION TO PUBLIC HEALTH STAKEHOLDER GROUP (APPOINT)

Dan Gallagher (SANDAG staff) requested that the CTAC appoint a representative for the Public Health Stakeholder Group (PHSG). The purpose of the PHSG is to engage a wide range of perspectives and sectors in the development of San Diego Forward: The Regional Plan. The PHSG was initially established to provide input on specific activities funded through a United States Center for Disease Control and Prevention Community Transformation Grant. While the grant funded activities were completed in September 2014, the SANDAG Board of Directors allocated funding to continue health considerations in SANDAG policies, projects, programs, and plans. This will also allow the PHSG to continue through the San Diego Forward: The Regional Plan update anticipated to be complete in the summer/fall of 2015. The PHSG meets the third Thursday of every quarter at SANDAG offices between 3 and 5 p.m.

Mr. Vo volunteered and was appointed as the CTAC representative for the PHSG.

5. DRAFT REGIONAL COMPLETE STREETS POLICY (RECOMMEND)

Stephan Vance (SANDAG staff) presented the CTAC with a draft Regional Complete Streets Policy. This policy is based on the Complete Streets discussion paper, which was presented to the CTAC during the April 3, 2014, CTAC meeting. Staff is seeking that the CTAC recommend the policy for approval.

The 2050 Regional Transportation Plan and its Sustainable Communities Strategy, adopted by the SANDAG Board of Director in October 2011, calls for the development of a comprehensive regional Complete Streets Policy. Over the past two years, staff has been working with the relevant SANDAG working groups to develop an understanding of what role SANDAG can play in supporting Complete Streets development in the San Diego region. As part of that process, SANDAG developed a Complete Streets discussion paper that was used to engage stakeholders at local agencies and the public on the topic.

Based on the feedback received from stakeholders, and on the direction provided by the Board of Directors, staff drafted a Regional Complete Streets Policy. The policy defines what Complete Streets means to SANDAG in its role as an implementer of transportation projects in the region, and as the regional planning agency that programs transportation funds, sets long-range regional transportation policy, and provides technical assistance and support to local agencies.

During this presentation, the CTAC was reminded that the Regional Complete Streets Policy pertains only to SANDAG projects. In addition, staff pointed out that there is an Exceptions Section to the policy, as there are circumstances where accommodating all modes of travel is prohibited, unjustifiably expensive, or unwarranted. CTAC discussion included to add a public review process to the Performance Measures Section of the policy.
Staff asked that the CTAC recommend approval of the draft Regional Complete Streets Policy. The draft policy will be brought to the SANDAG Transportation Committee and Regional Planning Committee for its recommendation to the Board of Directors. Once approved by the Board of Directors, the policy will be included as an appendix in San Diego Forward: The Regional Plan and work will begin on the implementation items.

**Action:** Upon a motion by Mr. Sammak and a second by Mr. Levien, the draft Regional Complete Streets Policy has been recommended by the CTAC.

Yes: Chair Sanchez, Mr. DiPierro, Mr. Walton, Mr. Chui, Mr. Levien, Ms. Procopio, Mr. Mei, Mr. Sammak, Mr. Vo, Mr. Rayback, and Mr. Valle; No: None; Abstain: None.; Absent: City of Carlsbad, City of Del Mar, City of Encinitas, City of La Mesa, City of Lemon Grove, Metropolitan Transit System, National City, North County Transit District, City of Poway, and City of Vista.

6. **STATUS REPORT ON CALL FOR PROJECTS FOR TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION PROGRAM (DISCUSSION)**

Carolina Gregor (SANDAG staff) provided the CTAC with a status report on the third cycle of call for projects for both the Smart Growth Incentive Program (SGIP) and Active Transportation Grant Program (ATGP). The criteria for both programs underwent significant updates during the last grant cycle to ensure consistency with the 2050 Regional Transportation Plan/Sustainable Communities Strategy (2050 RTP/SCS) and Riding to 2050: The San Diego Regional Bicycle Plan. The Regional Planning and Transportation Committees initially considered updating the scoring criteria and program guidelines for the third cycles of the TransNet SGIP and ATGP. However, based on discussion with the Regional Planning Technical Working Group, CTAC, Active Transportation Working Group, and Independent Taxpayer Oversight Committee (ITOC), it is not recommended to change the scoring criteria.

Staff also presented the for discussion and input the opportunity of possibly raising the cap on the SGIP capital grants from the current cap of $2 million to $3 million or $4 million given the three-year funding cycle, the higher amount of TransNet funds estimated to be available during this funding cycle ($12 million versus $9.6 million), and the continued impacts on local jurisdictions from the loss or redevelopment funds.

Staff indicated that approximately $12 million for the SGIP and $3 million for the ATGP will be available for this grant cycle (reflecting anticipated funding for FY 2014 through FY 2016), pending the Board of Directors’ approval of the SANDAG FY 2016 Program Budget in May 2015. A general consensus among CTAC members was that the $2 million in funds for the SGIP should not be increased because doing so would limit the number of projects that could be awarded SGIP grants and thus limit the number of agencies that would participate in future Smart Growth Incentive Program projects. The SANDAG Board is anticipated to issue the call for projects for both programs in December 2014 and approve the project awards in the summer of 2015.

7. **QUARTERLY TransNet FINANCIAL REPORTS FOR THE PERIOD ENDING SEPTEMBER 30, 2014 (INFORMATION)**

Lisa Kondrat-Dauphin (SANDAG staff) provided CTAC members with the Local Agency Street and Road Balances sheet. The balance sheet lists each agency’s committed funds for local streets and
roads as of September 30, 2014. The balance sheet also highlights the agencies whose estimated committed funds as of June 30, 2015, fall below the 75 percent threshold. Staff requested that local jurisdictions who fall below the 75 percent threshold prepare a letter to be presented at the next ITOC meeting on Wednesday, November 12, 2014. The letters must provide an explanation of local agency street and road balances and may be submitted to Lisa Kondrat-Dauphin at lisa.kondrat-dauphin@sandag.org by Tuesday, November 11, 2014, at 12 noon. At the ITOC meeting, staff will discuss the possibility of not sending repeated requests to local agencies who have previously submitted explanation letters to the ITOC.

8. REGIONAL TRANSIT ORIENTED DEVELOPMENT STRATEGY (INFORMATION)

Susan Baldwin (SANDAG staff) provided an update on the Regional Transit Oriented Development (TOD) strategy, which SANDAG is preparing to assist communities in developing TOD projects and neighborhoods. The goal of the Regional TOD Strategy is to build on other planning efforts by gathering input and implementation ideas from diverse stakeholders, as well as local and national TOD experts. Feedback from lessons learned and best practices will inform recommendations on ways that the region, local governments, transit agencies, and the private and non-profit sectors can partner to build successful TOD projects.

Staff reported on the results of the stakeholder focus groups held in July and August 2014 on the Regional TOD Strategy. During this time, SANDAG and AECOM conducted a series of focus group interviews with stakeholders, representing non-profit organizations, local governments, public agencies, and the private sector. Focus groups consisted of real estate developers, affordable housing advocates and developers, community-based organizations, and design professionals. Overall themes developed from these focus groups include: (1) community opposition can pose a major challenge for TOD implementation; (2) there is growing recognition that changing demographics and shifts in market preferences support denser development and vibrant city and town centers; (3) connecting housing to jobs is important to both employers and residents; (4) TOD projects can provide more low to moderate-income housing opportunities, but there are continued obstacles to delivering affordable housing; (5) the region has promising areas for TOD projects; (6) successful TOD is about the thoughtful design and planning of the broader setting and transportation network; (7) the state regulatory environment can create barriers; (8) the market economics for TOD remain challenging, but flexibility and predictability can help to reduce barriers; and (9) it is important for the regional strategy to set priorities and focus. Staff will be scheduling additional focus group sessions in September and October with local governments, other SANDAG working groups, transit agencies, transportation stakeholders, major employers, the development finance sector, and economic development interests.

The Regional TOD Strategy is a year-long effort that is scheduled to conclude in March 2015. Staff will develop concepts and strategies and collect input on best practices and lessons learned. A draft TOD Strategy and Implementation Plan is expected to be released this winter for public comment. The SANDAG Board of Directors is expected to consider adoption of the draft TOD Strategy and Implementation Plan in spring 2015.

9. CALTRANS UPDATES (INFORMATION)

Caltrans provided the following updates:
For construction projects greater than $2 million and consultant contracts greater than $500,000, authorized on or after October 1, 2014, agencies will need their contract goals approved by the Division of Local Assistance (DLA), prior to advertising, and, if awarded based on a Good Faith Effort (GFE), have DLA review and provide feedback on the bidder/proposer’s GFE prior to award. Consultant contracts that have a Disadvantaged Business Enterprise contract goal as a percentage of the entire contract and were executed prior to October 1, 2014, are exempt from this policy.

10. ADJOURNMENT

The next meeting of the CTAC is scheduled for Thursday, December 4, 2014.

Chair Sanchez adjourned the meeting at 11 a.m.
JANUARY 8, 2015, MEETING MINUTES

The meeting of the Cities/County Transportation Advisory Committee was called to order by Chair Mario Sanchez (City of El Cajon) at 9 a.m.

1.  WELCOME AND INTRODUCTIONS

The attendance sheet for this meeting is attached.

2.  PUBLIC COMMENTS

Members of the public had the opportunity to address the CTAC on any issue. There were no public comments.

3.  APPROVAL OF MEETING MINUTES (APPROVE)

Review and approval of the November 6, 2014, meeting minutes were postponed due to the absence of a quorum.

REPORTS

4.  SAN DIEGO FORWARD: THE REGIONAL PLAN: REGIONAL PARKING MANAGEMENT TOOLBOX (INFORMATION)

Antoinette Meier and Marissa Mangan (SANDAG staff) provided an update on the completed Regional Parking Management Toolbox that was developed to assist local jurisdiction and communities with designing and implementing parking management strategies and plans. Staff provided an overview and background of the tool box development, which was initiated in January 2013 that included the completion of an inventory of local parking policies and along with stakeholder outreach efforts for input and feedback. Staff indicated that such efforts where focused on understanding parking challenges and issues which served as the platform for developing the Regional Parking Management Toolbox including the interactive, web-based document that allows users to navigate and understand/identify/assess areas such as parking issues, parking solutions, and applicable management strategies.

Through the presentation, staff demonstrated the interactive, web-based document and expressed that the document serves as a resource for navigating through six key categories for addressing and understanding possible parking management strategies including; Identifying the Community Type, Understanding the Issues, Exploring Strategies, Evaluating Solutions, Parking Program
Management, and Communications and Marketing. Staff indicated that the Toolbox was presented to the Transportation and Regional Planning Committees and is now available to local agency members through the SANDAG website (sandag.org/TDM).

5. CALL FOR PROJECTS RELEASED FOR TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM (INFORMATION)

Carolina Gregor (SANDAG staff) presented the CTAC with a brief review of the upcoming and scheduled pre-proposal workshop for the anticipated grant programs following the CTAC meeting. Staff reminded CTAC meeting that the pre-proposal workshop is intended to provide detail guidance and direction on the grant program qualifications and procedures as approved by the SANDAG Board of Directors on December 2014. Staff reiterated grant program funding limits; approximately $12 million for the Smart Growth Incentive Program (SGIP) and $3 million for the Active Transportation Grant Program (ATGP) for this call for projects grant cycle (FY 2014 through FY 2016).

The overall call for projects schedule included a deadline for grant application submittals by March 20, 2015, and project evaluations to be carried through the spring and summer of 2015. Staff anticipates approval of proposed project grants by the SANDAG Board by summer 2015. CTAC members were encouraged to participate in the pre-proposal workshop and contact Carolina Gregor (carolina.gregor@sandag.org) for any further questions on the TransNet SGIP and ATGP.

6. CALTRANS UPDATES (INFORMATION)

- Active Transportation Program (ATP) - The upcoming deadline for ATP Allocation Request packages to the District Assistance Local Engineer (DLAE) is January 26, 2015, for the March 25-26, 2015, California Transportation Commission Meeting in Orange County.

- Office Bulletin (OB) 14-08 “Notice to Proceed” – CTAC members were informed that the new policy, as dictated in OB 14-08, requires that local agencies shall now submit a copy of their notice of contract award, Notice to Proceed letter, or equivalent, to their respective DLAE concurrent with its issuance to the contractor, for all federal-aid projects.

- Division of Local Assistance (DLA) Caltrans Oversight Information Notice (COIN) 14-02 Contractor Registration with California Department of Industrial Relations. On December 5, 2014, DLA issued COIN 14-02 to provide information and guidance for Local Agencies to follow to ensure compliance with Senate Bill 854 (SB 854). SB 854, passed by the California State Senate on June 20, 2014, established a new public works Contractor Registration Program which requires all contractors and subcontractors bidding and performing work on Public Works Projects to register on an annual basis. In addition, as part of this Bill, effective April 1, 2015, contractors and subcontractors shall furnish electronic payroll records for new projects to the Labor Commissioner. Effective January 1, 2015, advertised projects must incorporate new boiler plate contract language. Compliance is mandatory, regardless of funding source. Local agencies are responsible for implementing the procedures and monitoring compliance set forth in SB 854.

“Call for FLAP Projects.” The California Programming Decisions Committee is currently accepting applications for the 2014 Call for Projects for FY 2015. Applications will be accepted from November 3, 2014, through January 30, 2015.

**Upcoming Training**

- **Procuring A&E Contracts** - March 10, 2015, located at Caltrans District 11, in the Garcia RM 125A and 125B. Training is now open for enrollment. Space is limited so please reserve your spot as soon as possible.

- **ATP Training** – March 12, 2015, located at Caltrans District 11, in the Gallegos RM 134.

- **Federal Aid Series** – May 18 - May 22, 2015, located at Caltrans District 11.

- For questions and to register for an upcoming training, please contact the District 11 Local Assistance Training Coordinator Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or by calling (619) 278-3766.

7. **ADJOURNMENT AND NEXT MEETING (INFORMATION)**

The next meeting of the CTAC is scheduled for Thursday, February 5, 2015.

Chair Sanchez adjourned the meeting at 9:50 a.m.
### Cities/County Transportation Advisory Committee

**CTAC Member Attendance List**

**January 8, 2015**

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* Chair, Term January 2014 to December 2015
** Vice-Chair, Term January 2014 to December 2015
## Membership List 2015

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DESIGNATION OF ROUTES OF SIGNIFICANCE

Introduction

Over the last month Caltrans Headquarters initiated coordination with designated regional transportation agencies to identify and designate Routes of Significance (RoS) in metropolitan areas with a population exceeding one million. Staff have been informed that RoS package submittals are due to the State by April 10, 2015, and must meet four provisions of data criteria designed to enhance traffic and traveler information services and include; construction activities, roadway or lane blocking incidents, roadway weather observations, and travel time information. The information for all four provisions must be 85 percent accurate and available 90 percent of the time. Information of the existing process for the RoS package submittals and data provisions criteria requirements will be presented to CTAC for discussion and feedback.

Attachments: 1. Fact Sheet RoS
2. Criteria for Designation RoS
3. RoS Submittal Process

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Fact Sheet
Routes of Significance (RoS)

RoS are defined as non-interstate roadways in metropolitan areas that are designated by States as meriting the collection and provisions of information related to traffic and travel conditions. Factors to consider in designating RoS include roadway safety (e.g., crash rate, routes affected by environmental events), public safety (e.g., evacuation routes), economic productivity, severity and frequency of congestion and utility of the highway to serve as a diversion route for congestion locations.

Why designate RoS?

In compliance with the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU), the Federal Highway Administration (FHWA) under regulation 23 CFR 511 Subpart C, requires States to collaborate with local or regional agencies to designate RoS in metropolitan areas with a population exceeding one million. There are six regional areas in California that meet this requirement and these areas fall under the jurisdiction of multiple Metropolitan Planning Organizations (MPOs) and Regional Transportation Planning Agencies (RTPAs). Monitoring real-time traffic and travel conditions on roadways and sharing this information with the traveling public improves the security of the surface transportation system, addresses congestion problems, supports improved response to weather events and surface transportation incidents and facilitates the dissemination of real-time traveler information.

Background

The Real-Time System Management Information Program (RTSMIP) was established by 23 CFR 511 Subpart C and is the program used by States to gather and make available information for traffic and travel conditions. The RTSMIP also provides the capability to monitor the real-time traffic and travel conditions on the interstate and non-interstate roadways of the United States and to share this information with State and local governments, private entities and the traveling public. There are four provisions for reporting traffic and travel conditions on RoS: construction activities, roadway or lane blocking incidents, roadway weather observations and travel time information (freeways only). The reported information must be 85 percent accurate at a minimum and be available 90 percent of the time.

Next steps

1) Caltrans is currently collaborating with transportation partners to provide guidance on proposing RoS to be included in Caltrans’ RTSMIP.
2) RoS packages from participating transportation partners shall be submitted to Caltrans by April 10, 2015.
3) Transportation partners electing not to participate are asked to notify Caltrans by March 27, 2015.
4) Establishment of Caltrans’ RTSMIP for reporting traffic and travel conditions along State-designated metropolitan area RoS shall be completed and submitted to the FHWA by November 8, 2016.

Challenges

1) Coordination among multiple transportation partners and stakeholders. Caltrans holds meetings with transportation partners quarterly and as necessary.
2) Appropriately identifying and demonstrating points of compliance. Caltrans created guidance documents to assist transportation partners in achieving compliance.
3) Meeting critical milestones. Caltrans developed a schedule to support milestone management.

January 28, 2015
PURPOSE

In compliance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), The Federal Highway Administration (FHWA) under regulation 23 CFR 511 Subpart C, requires States to work with local or regional agencies to designate Routes of Significance (RoS) in metropolitan areas with a population exceeding one million. The purpose of this document is to outline the criteria to designate a roadway as a RoS.

There are six regional areas with a population exceeding one million in California. These areas fall under the jurisdiction of one or more of the following metropolitan areas:

- Association of Monterey Bay Area Governments (AMBAG)
- Council of San Benito County Governments (San Benito COG)
- El Dorado County Transportation Commission (EDCTC)
- Los Angeles County Metropolitan Transportation Authority (LACMTA)
- Metropolitan Transportation Commission (MTC)
- Orange County Transportation Authority (OCTA)
- Placer County Transportation Planning Agency (PCTPA)
- Riverside County Transportation Commission (RCTC)
- Sacramento Area Council of Governments (SACOG)
- San Bernardino Associated Governments (SANBAG)
- San Diego Association of Governments (SANDAG)
- Southern California Association of Governments (SCAG)
- Tahoe Metropolitan Planning Organization (TMPO)
- Tahoe Regional Planning Agency (TRPA)

DEFINITION

FHWA defines RoS as non-interstate roadways in metropolitan areas designated by States as meriting the collection and provisions of information related to traffic and travel conditions. Factors to consider in designating RoS include roadway safety (e.g., crash rate, routes affected by environmental events), public safety (e.g., evacuation routes), economic productivity, severity and frequency of congestion and utility of the highway to serve as a diversion route for congestion locations.
REQUIRED ACTION AND DEADLINES

Please provide contact information for the individual/s that will assume responsibilities for your agency regarding RoS to Caltrans’ Traveler Information Coordinator by **November 7, 2014**.

Please plan to attend the “Meet and Greet” Traveler Information teleconference on **December 2, 2014 from 10 a.m.-12 p.m.**

Please provide the proposed RoS and strategic plan to Caltrans’ Traveler Information Coordinator by **April 10, 2015**.

Caltrans will work with MPOs and RTPAs to establish RoS in their regions. It is expected that MPOs and RTPAs coordinate directly with local agencies in identifying, reporting and monitoring RoS. MPOs and RTPAs proposing RoS must meet specific reporting criteria as outlined in the table in order to reach compliance and meet the upcoming deadline. **If the criteria and strategic plan for the proposed RoS are not met by April 10, 2015, the RoS will not be approved.**

*The strategic plan shall address the four provisions for traffic and travel conditions reporting for each proposed RoS:*

1) construction activities
2) roadway or lane blocking incidents
3) roadway weather observations
4) travel times

*For all of the above referenced areas, Caltrans requires a description of how the data is 85 percent accurate and the Intelligent Transportation Systems (ITSs) are 90 percent available. Descriptions of the database/s used to store information should also be included in the strategic plan.*
<table>
<thead>
<tr>
<th>Provisions for Traffic and Travel Conditions Reporting</th>
<th>Criteria</th>
<th>Supporting Justification</th>
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| **Construction Activities**                          | • Information must be stored in a database in an XML format.  
• Information must be available to Caltrans within 5 minutes or less from the time of the closure or reopening for roadways. | • Most compatible format to transport, store and share data.  
• Caltrans must have the capability to access the information within 5 minutes in order to meet the timeliness of availability of 10 minutes or less (FHWA reporting purposes). |
| **Roadway or Lane Blocking Incidents**                | • Information must be stored in a database in an XML format.  
• Information must be available to Caltrans within 5 minutes or less from the time the incident is verified. | • Most compatible format to transport, store and share data.  
• Caltrans must have the capability to access the information within 5 minutes in order to meet the timeliness of availability of 10 minutes or less (FHWA reporting purposes). |
| **Roadway Weather Observations**                      | • Information must be stored in a database in an XML format.  
• Information must be available to Caltrans within 15 minutes or less from the time the hazardous conditions, blockage or closure is observed. | • Most compatible format to transport, store and share data.  
• Caltrans must have the capability to access the information within 15 minutes in order to meet the timeliness of availability of 20 minutes or less (FHWA reporting purposes). |
| **Travel Time Information**                           | • Information must be stored in a database in an XML format.  
• Information must be available to Caltrans within 5 minutes or less from the time the travel time calculation is completed. | • Most compatible format to transport, store and share data.  
• Caltrans must have the capability to access the information within 5 minutes in order to meet the timeliness of availability of 10 minutes or less (FHWA reporting purposes). |
| **Information Accuracy**                              | • The local or regional agency shall have a strategic plan to monitor and maintain a level of accuracy at or above 85% or demonstrate a maximum error rate of 15% by April 10, 2015.  
• The local or regional agency must share the strategic plan with Caltrans by April 10, 2015.  
• Accuracy levels must be shared with Caltrans on a quarterly basis. | • The strategic plan is necessary to ensure the accuracy is monitored and maintained on a consistent basis.  
• The plan shall be shared with Caltrans in order to meet approval by FHWA.  
• Caltrans must have the capability to retrieve the accuracy levels on a quarterly basis for reporting purposes to FHWA. |
| **Information Availability**                          | • The local or regional agency shall have a strategic plan to monitor and maintain the availability of reported information at a minimum of 90% by April 10, 2015.  
• The local or regional agency must share the strategic plan with Caltrans by April 10, 2015.  
• Availability levels must be shared with Caltrans on a quarterly basis. | • The strategic plan is necessary to ensure the availability is monitored and maintained on a consistent basis.  
• The plan shall be shared with Caltrans in order to meet approval by FHWA.  
• Caltrans must have the capability to retrieve the availability levels on a quarterly basis for reporting purposes to FHWA. |
BACKGROUND

23 CFR 511 Subpart C establishes the Real-Time System Management Information Program (RTSMIP). The RTSMIP is the program used by States to gather and make available data for traffic and travel conditions.

The RTSMIP is to provide the capability to monitor the real-time traffic and travel conditions of the major highways of the United States and to share this data with State and local governments and the traveling public. Establishment of the RTSMIP for traffic and travel conditions on interstate highways shall be completed no later than November 8, 2014. The compliance report for the 2014 deadline has been submitted and Caltrans received an official letter of compliance with 23 CFR 511 from FHWA. Traffic and travel conditions include:

- Road and lane closures due to construction, traffic incidents or other events
- Roadway weather or other environmental conditions restricting or adversely affecting travel
- Travel times or speeds on limited access roadways in metropolitan areas that experience recurring congestion

The specific regulations, as designated in 23 CFR 511.309, are listed below:

- **Construction Activities:** The timeliness for the availability of information about full construction activities that close or reopen roadways or lanes will be 10 minutes or less from the time of the closure or reopening for roadways within Metropolitan areas. Short-term or intermittent lane closures of limited duration that are less than the required reporting times are not included as a minimum requirement under this section.

- **Roadway or Lane Blocking Incidents:** The timeliness for the availability of information related to roadway or lane blocking traffic incidents will be 10 minutes or less from the time that the incident is verified for roadways within Metropolitan Areas.

- **Roadway Weather Observations:** The timeliness for the availability of information about hazardous driving conditions and roadway or lane closures or blockages because of adverse weather conditions will be 20 minutes or less from the time the hazardous condition, blockage, or closure is observed.

- **Travel Time Information:** The timeliness for the availability of travel time information along limited access roadway segments within Metropolitan Areas will be 10 minutes or less from the time that the travel time calculation is completed.

- **Information Accuracy:** The designed accuracy for a real-time information program shall be 85% accurate at a minimum, or have a maximum error rate of 15%.

- **Information Availability:** The designed availability for a real-time information program shall be 90 percent available at a minimum.

As a supplement to the RTSMIP, States shall collaborate with local or regional agencies to designate RoS in metropolitan areas that exceed a population of one million. All public roadways including arterial highways, toll facilities and other facilities that apply end user pricing mechanisms shall be considered when designating RoS. Caltrans is working to establish the RTSMIP for traffic and travel conditions reporting along State-designated RoS by late spring 2016.
PURPOSE

The Federal Highway Administration (FHWA) under regulation 23 CFR 511 Subpart C requires States to collaborate with local or regional agencies to designate Routes of Significance (RoS) in metropolitan areas with a population exceeding one million. There are six regional areas that meet this requirement in California. These areas fall under the jurisdiction of the following agencies which meet the federal criteria to participate in proposing RoS:

- Association of Monterey Bay Area Governments (AMBAG)
- Council of San Benito County Governments (San Benito COG)
- El Dorado County Transportation Commission (EDCTC)
- Los Angeles County Metropolitan Transportation Authority (LACMTA)
- Metropolitan Transportation Commission (MTC)
- Orange County Transportation Authority (OCTA)
- Placer County Transportation Planning Agency (PCTPA)
- Riverside County Transportation Commission (RCTC)
- Sacramento Area Council of Governments (SACOG)
- San Bernardino Associated Governments (SANBAG)
- San Diego Association of Governments (SANDAG)
- Southern California Association of Governments (SCAG)
- Tahoe Metropolitan Planning Organization (TMPO)
- Tahoe Regional Planning Agency (TRPA)

SUBMITTAL PROCESS

1) The agency submits the completed RoS package and RoS checklist to Caltrans electronically on or before April 10, 2015.
2) If the agency decides not to participate at this time, the agency submits the decline to Caltrans electronically on or before March 27, 2015.
3) Caltrans reviews the RoS package and RoS checklist for compliance with the RoS criteria and 23 CFR 511.
4) Caltrans notifies the agency electronically if the RoS package has been accepted on or before May 8, 2015.
5) If the RoS package was not accepted by Caltrans, the agency may have a single opportunity to address comments and re-submit the package.
   a. The final re-submittal must be to Caltrans electronically on or before May 22, 2015.
6) Caltrans will provide each agency with a letter memorializing participation electronically on or before June 5, 2015.
7) At this time, the next call for RoS package submittals may be in 2018; date to be determined.