San Diego Regional Traffic Engineers Council
Thursday, November 19, 2020
9:30 a.m.
**Teleconference Meeting**

Agenda Highlights

- Cities/County Transportation Advisory Committee and San Diego Regional Traffic Engineers Working Groups Update

MEETING ANNOUNCEMENT AMIDST COVID-19 PANDEMIC:

The San Diego Regional Traffic Engineers Council (SANTEC) meeting scheduled for Thursday, November 19, 2020, will be conducted virtually in accordance with Governor Newsom’s State of Emergency declaration regarding the COVID-19 outbreak, Executive Order N-29-20, and the Guidance for Gatherings issued by the California Department of Public Health. Working Group Members will primarily participate in the meeting virtually, while practicing social distancing, from individual remote locations. This meeting will be held via Zoom. There are a few ways for you to participate in the meeting.

Please click the link below to join the meeting:

https://zoom.us/j/92111089022

Or join by phone:

Or iPhone one-tap:

US: +16699006833, 92111089022 or +12532158782, 92111089022

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US:  +1 669 900 6833  or +1 253 215 8782  or +1 346 248 7799  or +1 312 626 6799  or +1 929 205 6099  or +1 301 715 8592

Webinar ID: 921 1108 9022

International numbers available: https://zoom.us/u/acamWDtlUP

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Public Comments: Persons who wish to address the members on an item to be considered at this meeting, or on non-agendized issues, may email comments to the Clerk at clerk@sandag.org (please reference: “November 19 SANTEC Meeting” in your subject line and identify the item number[s] to which your comments pertain). Comments received by 4 p.m. on Wednesday, November 18 will be provided to members prior to the meeting. You may also provide a live verbal comment during the meeting. All comments received prior to the close of the meeting will be made part of the meeting record.
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Mission Statement
The 18 cities and county government are SANDAG serving as the forum for regional decision-making. SANDAG builds consensus; makes strategic plans; obtains and allocates resources; plans, engineers, and builds public transit; and provides information on a broad range of topics pertinent to the region’s quality of life.

San Diego Association of Governments · 401 B Street, Suite 800, San Diego, CA 92101-4231
(619) 699-1900 · Fax (619) 699-1905 · sandag.org
San Diego Regional Traffic Engineers Council
Thursday, November 19, 2020

Item No.                Action

1. Welcome and Introductions

+2. Approval of Meeting Minutes

The SANTEC is asked to review and approve minutes from its October 15, 2020, meeting.

3. Public Comments

Members of the public shall have the opportunity to address the San Diego Regional Traffic Engineers Council (SANTEC) on any issue within the jurisdiction of SANDAG that is not on this agenda.

Reports

+4. Cities/County Transportation Advisory Committee and San Diego Regional Traffic Engineers Working Groups Update

Ellison Alegre, SANDAG

Discussion

As part of the FY 2021 Overall Work Plan, SANDAG staff has undertaken an effort to assess the current state of the two primary Working Groups reporting to the Transportation Committee, the Cities/County Transportation Advisory Committee (CTAC) and the San Diego Regional Traffic Engineers Council (SANTEC). The goal of this SANDAG effort is to establish a revised Working Group structure that supports SANDAG and Member Agencies to improve coordination and engagement to reflect and reexamine working group roles in light of current transportation trends, technologies, and local and regional transportation initiatives. An update on current efforts and next steps will be presented.

5. Roundtable on Effects of Covid-19 on Local Traffic Patterns

Discussion

An open roundtable regarding the recent impacts of the COVID-19 pandemic and the subsequent Stay-At-Home orders on local and regional roadway traffic will be discussed. Topics will include any new traffic policies under consideration or practice, impacts of local street closures to accommodate increased bicycle and pedestrian traffic, new traffic patterns generated during quarantine, lesson learned from local activities or practices, etc.

6. Caltrans Updates and Announcements

Information

An update on various local programs, funding program deadlines, and announcements regarding upcoming conferences will be presented.

+7. Cities/County Transportation Advisory Committee Meeting Briefing

Information

An overview of the Cities/County Transportation Advisory Committee (CTAC) discussion items presented during the most recent CTAC meeting will be presented.
8. Matters from Members

SANTEC members are encouraged to discuss additional topics of general interest.

9. Upcoming Agenda Items

Members are asked to provide input to SANDAG staff on possible items for future meeting agendas.

10. Upcoming Meetings

The next SANTEC meeting will be a joint meeting held with the Cities/County Transportation Advisory Committee scheduled for Thursday, December 3, 2020.

11. Adjournment

+ next to an agenda item indicates an attachment
November 19, 2020

October 15, 2020, Meeting Minutes

Please note: The audio file of the meeting is available on the SANDAG website, sandag.org, on the San Diego Regional Traffic Engineers Council (SANTEC) page.

Vice Chair Minjie Mei (Santee) called the meeting of the SANTEC to order at 9:34 a.m.

1. Welcome and Introductions
Self-introductions were made. The attendance sheet for this meeting is included.

2. Approval of meeting minutes (Approve)
Action: Upon a motion by Hamid Bahadori (Oceanside) and a second by Sam Hasenin (Vista), the SANTEC approved the minutes from its September 17, 2020, meeting.

Yes: Paul Oberbauer (Chula Vista), Mario Sanchez (El Cajon), Abe Bandegan (Encinitas), Virpi Kuukaruoitsalainen (Escondido), Jason Stack (Imperial Beach), Mike Kinnard (La Mesa), City of Oceanside, Melody Rocco (Poway), Maureen Gardiner (City of San Diego), Minjie Mei (Santee), City of Vista, and Zoubir Ouadah (County of San Diego).

No: None.

Abstain: None.

Absent: Carlsbad, Coronado, Del Mar, Lemon Grove, National City, San Marcos, Solana Beach, Caltrans, Metropolitan Transit System, and North County Transit District.

3. Public Comments/Communications/Member Comments
No public comments were made.

Reports

4. Development of Regional Smart Intersection and Next OS Concept of Operations Reports (Information)
Alex Estrella, Principal Regional Planner, and Alyssa Phaneuf, Kimley-Horn, provided a brief overview of the Smart Intersection System and Next Operating System Concept of Operations (ConOps) reports. Members provided feedback on proposed functionality and needs to prepare for a connected and smart infrastructure environment. Several members mentioned the importance of maintenance and safety of technology. A survey will be sent to the working group to get further feedback.

5. Regional Electric Vehicle Charger Rebates: CALeVIP San Diego County Incentive Project (Information)
Susan Freedman, Senior Regional Planner, introduced a new incentive program brought forward by SANDAG, the San Diego County Air Pollution Control District and the California Electric Vehicle Infrastructure Project. The purpose of the incentive program is to make electric vehicle installations easier and more affordable across the region. The needs of those in communities of concern will also be addressed. Businesses, commercial properties, multifamily residences, and local government facilities are eligible to apply in October.
6. **2021 Performance Management Rule 1 Safety Target Setting (Discussion)**

Sam Sanford, Associate Planner, presented an overview on target-setting efforts for Performance Management Rule 1, which includes measures related to fatalities and serious injuries on all public roads. SANDAG is required to set targets by February 28, 2021.

7. **Caltrans Updates and Announcements (Information)**

Stephen Capuno, Caltrans Local Assistance, provided members with an update on various local programs and funding program deadlines.

8. **Cities/County Transportation Advisory Committee Meeting Briefing (Information)**

Mario Sanchez reviewed the agenda items discussed at the October 1, 2020, Cities/County Transportation Advisory Committee meeting.

9. **Matters from Members (Information)**

There were no matters from members.

10. **Upcoming Agenda Items (Discussion)**

Ellison Alegre announced that the postponed joint meeting of SANDAG Working Groups for the 2021 Regional Plan has been scheduled for October 29, 2020. Members are expected to attend the SANTEC session from 1 to 1:50 p.m. and the Joint Meeting from 4 to 5 p.m.

11. **Upcoming Meetings (Information)**

The next SANTEC meeting is a special session on the 2021 Regional Plan, scheduled for October 29, 2020, at 1 p.m. A joint meeting of SANDAG Working Groups will follow at 4 p.m.

The next SANTEC meeting is scheduled for November 19, 2020, at 9:30 a.m.

12. **Adjournment**

Vice Chair Mei adjourned the meeting at 11:11 a.m.
Confirmed Attendance at SANDAG San Diego Regional Traffic Engineers Council Meeting

October 15, 2020

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<tr>
<th>Jurisdiction</th>
<th>Name</th>
<th>Attended</th>
<th>Comments</th>
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<tr>
<td>Caltrans</td>
<td>Rajpreet Singh</td>
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<td>Melina Pereira, Alternate</td>
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<td>City of Carlsbad</td>
<td>John Kim</td>
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<td>Miriam Jim, Alternate</td>
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<td>City of Chula Vista</td>
<td>Eddie Flores</td>
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<td>Paul Oberbauer, 1st Alternate</td>
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<td>Scott Barker, 2nd Alternate</td>
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<td>City of Coronado</td>
<td>Jim Newton, Chair</td>
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<td>David Johnson, Alternate</td>
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<td>Ryan Zellers</td>
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<td>Jake Swim, Alternate</td>
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<td>Mario Sanchez</td>
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<td>Raul Armenta, Alternate</td>
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<td>City of Encinitas</td>
<td>Abraham Bandegan</td>
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<td>Bob Goralka, 1st Alternate</td>
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<td>Ed Wimmer, 2nd Alternate</td>
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<td>City of Escondido</td>
<td>Virpi Kuukka-Ruotsalainen</td>
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<td>Craig Williams, Alternate</td>
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<td>City of Imperial Beach</td>
<td>Jason Stack</td>
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<td>Stephen Manganiello, Alternate</td>
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<td>City of La Mesa</td>
<td>Michael Kinnard</td>
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<td>Philip Kern, Alternate</td>
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<td>Mike James</td>
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<td>Mark Jugar, Alternate</td>
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<td>City of National City</td>
<td>Luca Zappiello</td>
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<td>Carla Hutchinson, 1st Alternate</td>
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<tr>
<td>City of Oceanside</td>
<td>Hamid Bahadori</td>
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<td>Teala Cotter, Alternate</td>
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<td>City of Poway</td>
<td>Henry Trang</td>
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<td>Melody Rocco, Alternate</td>
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<td>City of San Diego</td>
<td>Duncan Hughes</td>
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<td>Maureen Gardiner, 1st Alternate</td>
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<td>Claudia Brizuela, 2nd Alternate</td>
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<td>City of San Marcos</td>
<td>Nicholas Abboud</td>
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<td>Michael Rafael, Alternate</td>
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<td>City of Santee</td>
<td>Minjie Mei, Vice Chair</td>
<td>Yes</td>
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<td>Jeff Morgan, Alternate</td>
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<td>City of Vista</td>
<td>Sam Hasenin</td>
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<td>Melinda Rehfeldt, Alternate</td>
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<td>City of Solana Beach</td>
<td>Jim Greenstein</td>
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<td>Dan Goldberg, Alternate</td>
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<tr>
<td>County of San Diego</td>
<td>Zoubir Ouadah</td>
<td>Yes</td>
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<td>Murali Pasumarthi, Alternate</td>
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<td>Metropolitan Transit System</td>
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<td>North County Transit District</td>
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**Other Attendees**

Stephen Capuno, Caltrans  
David Calkins, Caltrans  
Christine Mercado, City of San Diego  
Samir Hajjiri, City of San Diego  
Ali Shahzad, City of Temecula  
Caralee Jaeckels, Kimley-Horn  
Alyssa Phaneuf, Kimley-Horn  
David Rinehart, McCain, Inc.

**SANDAG Staff**

Ellison Alegre  
Alex Estrella  
Susan Freedman  
Eva Gabriel  
Tim Hornyak  
Sam Sanford
Transportation Working Groups
Focus Group Meeting Summary
9/16/20
11:00 AM – 12:00 PM

Focus Group Attendees

- Hamid Bahadori, City of Oceanside, SANTEC (North County Coastal)
- Julie Procopio, City of Escondido, CTAC (North County Inland, CTAC Chair)
- Duncan Hughes, City of San Diego, CTAC and SANTEC (Metro)
- Zoubir Ouadah, County of San Diego, SANTEC (Unincorporated)
- Mario Sanchez, City of El Cajon, CTAC and SANTEC (East County)
- Bill Valle, City of Chula Vista, CTAC (South County)
- Minjie Mei, City of Santee, CTAC and SANTEC (SANTEC Vice Chair)

Background
This focus group was assembled to initiate discussion and obtain early input from local agency stakeholders regarding the current state of SANDAG’s two primary working groups on transportation, the Cities/County Transportation Committee (CTAC) and the San Diego Regional Traffic Engineers Council (SANTEC). Both working groups have decades-long histories serving in an advisory capacity to SANDAG on transportation, but the roles and responsibilities of these working groups have shifted as SANDAG priorities have evolved and changed over time. The current structure of these two working groups, along with a growing sense of lack of purpose or identity, have resulted in declining attendance and participation from local agency members.

As SANDAG and local cities become “Smarter” and move forward with deploying advanced transportation technology solutions to manage and reduce traffic and improve safety, new levels of coordination and collaboration will be necessary to maximize and integrate these investments. It is an opportune time to assess the structure and role of CTAC and SANTEC to ensure both committees are positioned to actively engage and advise on regional initiatives to implement multimodal cross-jurisdictional systems, services, and projects.

Background information on CTAC and SANTEC was presented to the focus group participants along with an initial assessment of the two working groups to set the stage for a discussion (see attached presentation slides). The following provides a summary of the focus group feedback.
Current Challenges and Future Opportunities for CTAC and SANTEC:

**Challenge – Outdated charters:** Both working groups have outdated charters that focus their advisory role on initiatives that are not active or applicable today. The role of CTAC vs SANTEC has been blurred over the years resulting in redundancy in meeting content.

**Opportunity:** Charters are living documents that can be revised to meet stakeholder needs. Charters for both committees should be updated to reflect current local and regional needs.

**Challenge – Lack of clarity between roles of CTAC and SANTEC:** CTAC and SANTEC had defined roles that distinguished the two working groups. CTAC was traditionally focused on broader, policy issues, while SANTEC has focused on technical, traffic engineering-related issues. In recent years, the focus has been similar for both committees with presentations on regional projects that are at the core of SANDAG business. Members expressed interest in restoring these original roles and focus areas.

**Opportunity:** Along with charter updates, consider revamping agendas with relevant content that better serves the needs of SANDAG, CTAC and SANTEC members. SANTEC content should be more technical and relevant to traffic engineers. CTAC content should be more policy focused. Both committees want more discussion and learning opportunities on technology.

**Challenge - Lack of connection between SANTEC, CTAC and SANDAG:** CTAC’s advisory role is not well defined within SANDAG as an agency. Some members feel as if SANDAG staff is “checking a box” by presenting items to CTAC, but committee input does not serve a purpose. The ability to provide recommendations has been difficult as agenda items are generally informational and not presented for in-depth discussion. On the occasion when CTAC recommendations are shared with the Transportation Committee, CTAC members are not informed of subsequent TC actions (e.g., recent 70/30 split recommendation).

**Opportunity:** Offer meaningful opportunities to provide input and discuss significant regional projects. For both working groups, establish a feedback loop process in which the resulting action items from recommendations to policy committees are reported back to the working groups. Identify relevant projects that the working groups can actively participate in developing such as the update of the Regional ITS Architecture and Regional Smart Intersection System ConOps.

**Challenge - Overlap between CTAC and SANTEC agendas:** The current working group structure creates redundancies and inefficiencies in conducting working group business. CTAC and SANTEC agendas are often duplicative, which may discourage attendance for the many agency representatives who serve on both working groups. At SANTEC, this has become an issue in attaining a meeting quorum per Brown Act.
Opportunities: Plan out meeting content and programming for working groups well in advance to minimize the redundancy and add value for members and SANDAG. Present relevant topics and provide opportunities for meaningful input/discussion from both working groups. Leverage SANTEC as a technical brain trust on ITS projects. The frequency of meetings can also be reconsidered based on content.

Challenge – Rigid structures don’t facilitate information exchange: Both working groups are subject to The Brown Act, which, among other factors, results in a more formal meeting structure that may discourage open dialogue and information exchange. Currently industry or technology vendors are not able to present and share information on products or services that are vital in the development of ITS and other advanced transportation systems. This constrains knowledge transfer and the promotion of innovation, and leads to isolated, uncoordinated efforts by local agencies. SANTEC would like a less formal committee structure that facilitates discussion and information sharing around new technology and other local issues related to “working in the trenches”. Determine how “Technology Exchanges” that include industry leaders and subject matter experts could be incorporated into the working group programming.

Opportunity: Consider alternating working group meetings with some agendas focused on regional business and others more topically focused on best practices, lessons learned or technology exchanges. Consider more joint CTAC/SANTEC meetings that foster collaboration across agencies and disciplines and promote a more balanced discussion of policy/planning issues with technical/traffic engineering input. Some working group members wear different “hats” depending on which working group meeting they attend and would benefit from joint meetings.

Challenge – Travel time to in-person meetings: Some agencies are unable to make physical meetings due to distance, travel time or travel constraints.

Opportunity: The current situation with the COVID-19 pandemic has established virtual meetings for the foreseeable future. If Brown Act permits, conducting these working group meetings remotely for some or all meetings should be considered post-COVID to save time, increase engagement, and be more accommodating to members’ needs.

Challenge – Inability to participate in the development of regional standards and guidelines: While both working groups are seen as forums of regional coordination, there have been challenges in adopting recommendations for regional standards and guidelines, such as traffic impact study (TIS) guidelines. Adoption of regional standards could bind the agency legally. This is challenging when it comes to establishing consistency across the region.

Opportunity: When appropriate and feasible, SANDAG could consider developing best practices or guidance that promotes regional consistency around standards which would minimize liability and risk for SANDAG.
Next Steps

- Meet with SANDAG General Counsel to determine limitations and opportunities for committee format
- Conduct peer agency research and interviews and bring back best practices on committee structure for consideration
- Meet with focus group participants in late fall to review research findings and discuss opportunities for committee structure improvements
- Present recommendations to full CTAC and SANTEC membership for discussion this winter
- Incorporate feedback into an implementation work plan
Focus Group on Transportation Working Groups at SANDAG

September 16, 2020
Focus Group Participants

- Hamid Bahadori, City of Oceanside, SANTEC (North County Coastal)
- Julie Procopio, City of Escondido, CTAC (North County Inland, CTAC Chair)
- Duncan Hughes, City of San Diego, CTAC and SANTEC (Metro)
- Zoubir Ouadah, County of San Diego, SANTEC (Unincorporated)
- Mario Sanchez, City of El Cajon, CTAC and SANTEC (East County)
- Bill Valle, City of Chula Vista, CTAC (South County)
- Minjie Mei, City of Santee, CTAC and SANTEC (SANTEC Vice Chair)
Focus Group Purpose

To provide SANDAG staff with early input on a committee structure that better engages SANTEC and CTAC members to:

• advise on regionally significant transportation projects and Intelligent Transportation Systems initiatives;
• provide a regional forum for collaboration and knowledge transfer;
• advance and coordinate Smart City initiatives.
Transportation Working Groups

SANDAG has two primary working groups that provide recommendations on regional transportation plans, policy, programs and projects:

- **Board of Directors**
- **Transportation Committee**
- **CTAC**
- **SANTEC**
### CTAC and SANTEC Background

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<tr>
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<th>CTAC</th>
<th>SANTEC</th>
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<tr>
<td><strong>Charter Responsibilities</strong></td>
<td>Develop project evaluation and prioritization criteria and make funding recommendations for local streets and roads.</td>
<td>Technical advisory body that reviews and provides input on regional transportation plans, projects and policies.</td>
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<td><strong>Line of Reporting</strong></td>
<td>Reports to TC</td>
<td>Reports to CTAC</td>
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<td><strong>Membership</strong></td>
<td>Public Works Directors from Cities, County. MTS and NCTD voting members. Caltrans, APCD and Port non-voting.</td>
<td>Transportation professionals from Cities, County, MTS, NCTD, and Caltrans.</td>
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<td><strong>Meeting Fr</strong></td>
<td>Monthly (1st Thursday)</td>
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New Opportunities

**Current Focus Areas**
- Local Streets and Roads Program, Active Transportation, Regional Plan, Regional Arterial Management (RAMS)

**Emerging Focus Areas**
- Regional ITS Architecture and Strategic Plan
- 5 Big Moves: Next Operating System, Mobility Hubs/Flexible Fleets, Complete Corridors/CMCPs
- Transportation System Management and Operations (TSMO)
- Advanced Traffic Signal Control/Regional Smart Intersection System
- Connected and Automated Vehicles (CAV)/ Electric Vehicles and supporting infrastructure
- Big Data/Data Sharing
- Emerging Technology
SANTEC Current Status

- 8 to 9 Meetings per year since 2014
- 26% of current SANTEC roster also on CTAC
- Since 2018, 34% of agenda items also covered at CTAC
- Since 2018, 63% of agenda items are regional in nature
CTAC Current Status

• 9 Meetings per year since 2014
• 30% of current CTAC roster also on SANTEC
• Since 2018, 33% of agenda items also covered at SANTEC
• Almost all agenda items are regional in nature
Challenges

• Role and responsibilities have shifted from original charter
• Confined to Local Streets and Road program (CTAC)/Limited focus
• Lack of Engagement/Poor Attendance
• Redundancy between CTAC and SANTEC/Too many meetings for members
• Lacking regional forum for technical knowledge transfer and information exchange with peers
• Constraints on engagement with private sector technology companies
Discussion Questions

• Did we capture all the challenges? Are there other challenges from your experience and perspectives?

• Is participation in these working groups adding value for your agency and for the region?

• What ideas do you have for meeting our working group objectives? Are there other objectives that should be added?
  • Advise on regional transportation projects and ITS priorities
  • Provide regional forum
  • Advance smart cities
Next Steps

• Receive initial input from advisory panel (today)
• Develop recommendations for future of CTAC/SANTEC (Fall)
• Share recommendations with CTAC/SANTEC for discussion (Fall/Winter)
• Finalize a roadmap for the future of CTAC/SANTEC (Spring 2021)
Inactive Projects

Projects must be billed within the specified and agreed-upon timeframe to avoid de-obligation of funds.

As of **November 6, 2020**, the INACTIVE and Future Inactive list was updated. Action is required by the County of San Diego as well as these eight cities: Chula Vista, Encinitas, Escondido, La Mesa, National City, Oceanside, and San Diego.

**November 20, 2020 is the deadline to submit Inactive invoices.** District 11 must receive accurate and complete invoices to prevent de-obligation of federal funds! Verify on the “Inactive” link shown below for Inactive Project dates.

*Note: An invoice is not cleared from either “Inactive” or “Future Inactive” lists until paid by the State Controller’s Office. Provided local agencies adhere to the format described in Chapter 5 of the Local Assistance Procedures Manual (LAPM), invoices typically are paid by check within 60 days of receipt (or 50 days if paid through Electronic Funds Transfer).*


**January 29, 2021 – Federal Fiscal Year (FFY) 20/21 Requests for Authorization Obligations Due!**

Funding Requests for Authorization (RFA) during this federal fiscal year are due by January 29, 2021. Please continue to transmit all RFA submittals at the earliest opportunity for faster funding approvals.

Note the Obligation Authority (OA) funds for redistribution are dwindling faster than in prior years. Also, make sure that funds are programmed appropriately.

**November 2020 – New Federal Lands Access Program (FLAP) Call for Projects (due in April 2021)**

An announcement calling for new Federal Lands Access Program (FLAP) projects is anticipated on November 18, 2020. The deadline for “FLAPplications” is expected to be in April 2021. The outreach plan is to schedule webinars that assist tribal and local agencies, as well as Caltrans, with this process.

FLAP funds projects providing access to, are adjacent to, or are located within Federal Lands on facilities maintained or owned by a state, county, local agency or tribal government. Projects accessing high-use Federal recreation sites or Federal economic generators will receive priority. FLAP intends to supplement State, local and tribal resources for public roads, trails, transit systems, and other transportation facilities.


**New Invoice Form Required – Effective Immediately (updated August 2020)**

In January 2020, Caltrans updated the new invoice form to incorporate many suggestions from staff and local agencies. Please transmit all invoices on this new LAPM Exhibit 5-A and use the new version from **August 2020**.

These following links have details with instructions -


[https://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmId=LAPM5A](https://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmId=LAPM5A)

For questions, please contact either the assigned Local Area Engineer or the Local Assistance Program Support Analyst, Alma Sanchez, via email at Alma.Sanchez@dot.ca.gov or by phone: 619-987-0766.
Temporary Exception for Requiring “Wet” Signatures on Invoices

The current process of requiring wet signatures on invoice documents in order to process for payment is temporarily exempted. Until further notice, scanned copies of invoices will be accepted.

For questions, please contact either the assigned Local Area Engineer or the Local Assistance Program Support Analyst, Alma Sanchez, via email at Alma.Sanchez@dot.ca.gov or by phone: 619-987-0766.

At-Risk Preliminary Engineering (PE) – Office Bulletin (OB) 20-03

Caltrans Division of Local Assistance released OB 20-03 on August 11, 2020, with these policy changes:

Except for projects with federal funds that require California Transportation Commission (CTC) allocation (Active Transportation Program, Trade Corridor Enhancement Program, State Transportation Improvement Program, etc.), local agencies may begin reimbursable Preliminary Engineering (PE) work prior to receiving federal authorization for such work, assuming the project and PE phase are included in a federally-approved Federal Statewide Transportation Improvement Program (FSTIP) document or an FSTIP amendment prior to incurring costs. Programming projects in the FSTIP or starting reimbursed work prior to authorization does not necessarily ensure a project is eligible for federal aid reimbursement.

National Environmental Protection Act (NEPA) approval will not occur until subsequent Right of Way and Construction phases are identified as fully funded and programmed in the FTIP.

Further information is in the full Office Bulletin available online at this following link –

FHWA Virtual Tradeshow Resources

The Tribal, Rural and Local Road Safety Virtual Tradeshow is available via this FHWA website:
https://safety.fhwa.dot.gov/local_rural/tribal/Local_Rural_Local_Road_Virtual_Trade_Show.pdf

This Virtual Booth links to many safety resources (reports, brochures, videos, etc.) on the FHWA Safety website.

Local Roadway Safety Plan (LRSP) Requirement

Highway Safety Improvement Program (HSIP) Cycle 11 (around April 2022) will require a mandatory Local Roadway Safety Plan (or the equivalent) from any agency applying for HSIP project funds.

Details regarding this requirement are available through the following link –

https://safety.fhwa.dot.gov/LRSPDIY

On October 1, 2020, the Federal Highway Administration (FHWA) debuted a new LRSP resource website –
https://safety.fhwa.dot.gov/LRSPDIY

Preparation Schedule for California Transportation Commission (CTC) Allocation Requests

Please review the following schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval during the January 2021 CTC meeting. When possible, do not wait to submit requests. Caltrans District 11 must receive all documents at least two months prior to the CTC meeting date. Wednesday, November 25, 2020 is the next deadline (for the January 27-28, 2021, CTC meeting).
## 2021 California Transportation Commission (CTC) Meeting Schedule

<table>
<thead>
<tr>
<th>Date and Location:</th>
<th>Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts</th>
<th>District Submits Off System and On System Requests to HQ Divisions</th>
<th>HQ Divisions Submit Final Off System and On System Requests to Budgets</th>
<th>Final Agenda Language Due From HQ Divisions to Office of CTC Liaison</th>
<th>Final Book Items Due from HQ Divisions to Office of CTC Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jan 27-28</strong> - Stockton</td>
<td>Mon, Nov 30, 20 Mon, Dec 7, 20 Mon, Dec 14, '20 Fri, Dec 18, '20 Mon, Dec 21, '20</td>
<td>10:00 AM District and CTC 10:00 AM HQ Divisions 5:00 PM Email to Budgets 10:00 AM Email to CTC Liaison OCTCL Email: <a href="mailto:CTCLiaison@dot.ca.gov">CTCLiaison@dot.ca.gov</a> 10:00 AM Email to CTC Liaison OCTCL Email: <a href="mailto:CTCLiaison@dot.ca.gov">CTCLiaison@dot.ca.gov</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar 24-25 - San Diego</td>
<td>Mon, Jan 25, 21 Mon, Feb 1, 21 Mon, Feb 8, '21 Wed, Feb 17, '21 Thu, Feb 18, '21</td>
<td><strong>Mar 24-25</strong> - San Diego</td>
<td><strong>Mar 24-25</strong> - San Diego</td>
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</tr>
<tr>
<td>May 12-13 - San Francisco</td>
<td>Mon, Mar 15, 21 Mon, Mar 22, 21 Mon, Mar 29, '21 Wed, Apr 7, '21 Thu, Apr 8, '21</td>
<td><strong>May 12-13</strong> - San Francisco</td>
<td><strong>May 12-13</strong> - San Francisco</td>
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</tr>
</tbody>
</table>

*No Scheduled Meeting in: February, April, July, September and November*
<table>
<thead>
<tr>
<th>Agency</th>
<th>QAP Current</th>
<th>QAP Expires</th>
<th>Additional Comments</th>
</tr>
</thead>
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<tr>
<td>City of Carlsbad</td>
<td>2/23/2017</td>
<td>2/23/2022</td>
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<tr>
<td>City of Chula Vista</td>
<td>10/17/2019</td>
<td>10/17/2024</td>
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<tr>
<td>City of Coronado</td>
<td>10/15/2019</td>
<td>10/15/2024</td>
<td></td>
</tr>
<tr>
<td>City of Del Mar</td>
<td>2/28/2020</td>
<td>2/28/2025</td>
<td></td>
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<tr>
<td>City of Encinitas</td>
<td>12/11/2019</td>
<td>12/11/2024</td>
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<tr>
<td>City of Escondido</td>
<td>4/13/2020</td>
<td>4/13/2025</td>
<td></td>
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<tr>
<td>City of Imperial Beach</td>
<td>7/9/2019</td>
<td>7/9/2024</td>
<td></td>
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<tr>
<td>City of La Mesa</td>
<td>10/10/2019</td>
<td>10/10/2024</td>
<td></td>
</tr>
<tr>
<td>City of Lemon Grove</td>
<td>11/7/2019</td>
<td>11/7/2024</td>
<td></td>
</tr>
<tr>
<td>City of National City</td>
<td>10/10/2019</td>
<td>10/10/2024</td>
<td></td>
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<tr>
<td>City of Oceanside</td>
<td>2/12/2020</td>
<td>2/12/2025</td>
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<tr>
<td><strong>City of Poway</strong></td>
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<tr>
<td><strong>City of San Diego</strong></td>
<td>5/14/2016</td>
<td>5/14/2021</td>
<td></td>
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<tr>
<td>City of San Marcos</td>
<td>1/31/2020</td>
<td>1/31/2025</td>
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<tr>
<td>City of Santee</td>
<td>10/10/2019</td>
<td>10/10/2024</td>
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<tr>
<td><strong>City of Solana Beach</strong></td>
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<tr>
<td>City of Vista</td>
<td>5/12/2020</td>
<td>5/12/2025</td>
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<tr>
<td>County of San Diego</td>
<td>10/31/2019</td>
<td>10/31/2024</td>
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</tr>
<tr>
<td>Port of San Diego</td>
<td>8/27/2020</td>
<td>8/27/2025</td>
<td></td>
</tr>
</tbody>
</table>
Quality Assurance Program (QAP) – Renewals for 2021
The schedule on the preceding page lists due dates for all eligible agencies in San Diego County.

As a reminder, Quality Assurance Program (QAP) approval expires in 2021 for the City of San Diego and SANDAG. Poway and Solana Beach require QAP approval if federal funds are needed for future projects.

Updated QAP packages must be submitted to the assigned Local Area Engineer. Otherwise, no Construction funding authorization requests will be processed.

Construction Contract Administration Guidance
Construction on critical transportation infrastructure and most public works is designated an “essential service” by the U.S Department of Homeland Security.

Check this link for general guidance on potential impacts to current and upcoming (awarded) projects – http://www.localassistanceblog.com/2020/04/08/construction-contract-administration-guidance-covid-19/
For questions, please contact the assigned Local Area Engineer.

New Caltrans Architectural & Engineering (A&E) Oversight Videos Online
Now available are short videos about key topics on the A&E Resources Website – http://www.localassistanceblog.com/2020/08/11/ae-short-video-series-is-back

Federal Aid Series Recordings Now Available for Project Contract Administration
This recording of a recently delivered class is now available online. Training focuses on both State and federal aid highway projects.

Click this link for the recording – https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=1
PowerPoint presentation page – https://apps.cce.csus.edu/portal/fileShareView.cfm?forumID=6217

Local Agency Oversight of Property Management & Excess Land Disposal – Office Bulletin (OB) 20-05
Caltrans Division of Local Assistance released OB 20-05 on October 15, 2020, with these policy changes:

Caltrans will review Local Public Agency (LPA) property management from acquisition through the construction phase by periodic risk-based reporting. The OB recommends that every LPA completes an Exhibit 13-F Local Public Agency Real Property Services Checklist for reporting property purchases. This checklist would guide the LPA with expectations of property management requirements. To establish the new Caltrans oversight into a routine expectation, this checklist will have a targeted sunset of five years.

OB 20-05 revises and supersedes these following sections of the Local Assistance Procedures Manual (LAPM) Chapter 13 –
1) LAPM Chapter 13, Section 13.4: Right of Way Authorization
2) LAPM Chapter 13, Section 13.9: Right of Way Acquisition
3) LAPM Chapter 13, Section 13.12 Reimbursement/Fiscal Policy

Further information is in the full Office Bulletin available online at this following link – https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2020/ob20-05.pdf
FAQs - Appendix E of the Title VI Assurances in Contracts and Agreements

There is a U.S. Department of Transportation Order No.1050.2A requirement to attach Appendix E in every federal-aid contract and agreement, which is not included in Exhibit 4-C: Master Agreement - Administering Agency-State Agreement for Federal-Aid Projects. All local agencies must include the provisions indicated in Appendices A – E of the Title VI Assurances in all federal-aid contracts between an agency and a contractor.

NOTE: These changes are for Federal Highway Administration (FHWA) funds only.

Contracts that are being advertised (issue an addendum to include Appendix E)
Appendices A-E must be included in all federal-aid advertisements and executed contracts between an agency and a consultant contractor beginning Friday, September 17, 2020.

Contracts where the bids have been opened, but not awarded (reject bids and re-advertise with the Appendix E in the new ad)
If the agency wants to amend an advertisement to include Appendices A-E, they may. However, an amendment is not required as the Caltrans Division of Local Assistance (DLA) did not provide this direction prior to the DLA Blog announcement (September 17, 2020).

Contracts that have already been awarded (amend a contract to include Appendix E)
If the contract is already executed, it could be amended in, but is not necessary. Agencies need to add Appendix E beginning Friday, September 17, 2020 to all new federal-aid contracts.

If an agency puts the entirety of Local Assistance Procedure Manual Exhibit 12-G in any Federal bid package are they compliant?
The Exhibit 12-G does not include nor replaces Appendix E; Appendix E is required in all federal-aid contracts. Appendix A-E includes all of the Title VI provisions required by DOT 1050.2A.

Will any updates to or a new Program Supplement Agreement be initiated by the Division of Local Assistance?
We endeavor to include the Title VI assurances in the PSAs for new projects and will schedule an update for the federal master agreement.

Helpful Information:

- Appendix E needs to be attached in consultant contracts if a project is or will be federalized.
- Appendix E needs to be attached in construction contracts if a project is or will be federalized.
Title VI Nondiscrimination Program – An Additional Requirement

A reminder for local agencies to comply with all Title VI requirements. See Local Assistance Procedures Manual (LAPM) Section 9.2, Title VI of the Civil Rights Act of 1964 (Title VI) and Related Statutes:

*Title VI and the additional nondiscrimination requirements are applicable to all programs and activities administered by a recipient, in addition to programs receiving federal financial assistance, due to the Civil Rights Restoration Act of 1987. Nondiscrimination provisions apply to all programs and activities of federal-aid recipients, subrecipients, and contractors, regardless of tier (49 CFR part 21).*

Effective September 17, 2020, all local agencies are required to insert the clause from Appendix E of the Title VI Assurance in each federal-aid contract. U.S. Department of Transportation Order No.1050.2 requires adding Appendix E, which is not included in Exhibit 4-C: Master Agreement – Administering Agency-State Agreement for Federal-Aid Projects. All local agencies must include the provisions indicated in Appendices A – E of the Title VI Assurances in all federal-aid contracts between an agency and a contractor.

The requirements also include providing and maintaining the following, as detailed in LAPM Section 9.2: Title VI Nondiscrimination Statement, Assurances (as part of the Master Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training, Limited English Proficiency (LEP) accessibility, Dissemination of Information, Contracts and Agreements, Environmental Justice, Public Hearings and Meetings, Right-of-Way activities, Construction Contract Compliance, Monitoring, and others.

Note that an agency is subject to Title VI program and compliance review at any time.

Link to guidance for Title VI complaints - [dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi](http://dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi)

The preceding Frequently Asked Questions (FAQ) document has additional details about the September 17, 2020, requirement to include Appendix E of the Title VI Assurances in federal-aid contracts and agreements.

Disadvantaged Business Enterprise (DBE) Procedure Updates: Office Bulletin (OB) 20-04

Caltrans Division of Local Assistance OB 20-04, issued on September 4, 2020, has several updates to Disadvantaged Business Enterprise (DBE) procedures to better reflect federal regulation requirements.


Division of Local Assistance Blog (LAB) – LocalAssistanceBlog.com – The Caltrans LAB provides clarity on issues and contributes to successful delivery of transportation projects using federal resources.

Subsidized Classes for Local Agencies – Many Are Now Online – Please Refer to Following Pages

The California Local Technical Assistance Program is a jointly funded effort between Caltrans and the Federal Highway Administration to provide local governments with training, information, technology and direct assistance to help transportation infrastructure. Upcoming courses are listed at the following link – [http://californialtap.org/index.cfm?pid=1077](http://californialtap.org/index.cfm?pid=1077)

Send any questions to the California Local Technical Assistance Program Center: californialtap@csus.edu

For questions about additional training opportunities, please contact the District 11 Local Assistance Training Coordinator, Alma Sanchez, via email at Alma.Sanchez@dot.ca.gov or by phone: 619-987-0766.
Register for Trainings

The prevention and response to COVID-19 have disrupted our normal course of events. The LTAP Center encourages local agencies to explore creative ways to continue their work and we are here to help. The California LTAP Center is working to gather and share the most current information about the novel coronavirus (COVID-19), best safety practices, and to share the potential impacts on our services. We are working on updating our website and proceeding to reschedule new dates for the training courses.

Join the California LTAP mailing list to receive direct updates.

No-Cost Training For Local and Tribal Agencies

Local practitioners everywhere will have access to 120 training modules in construction, maintenance and materials – online, anytime. Courses provided by TC3 are developed through a collaboration of national best practices and a network of knowledgeable subject matter experts.

Federal Aid Trainings ($25 fee)

<table>
<thead>
<tr>
<th>Course</th>
<th>Date(s)</th>
<th>Delivery Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAS: Procedures for Right of Way Acquisition</td>
<td>TBD</td>
<td>One Day Virtual Delivery</td>
</tr>
<tr>
<td>FAS: Getting Your Federal Aid Started</td>
<td>TBD</td>
<td>Two-Day Virtual Delivery</td>
</tr>
<tr>
<td>FAS: Getting Your Federal Aid Started</td>
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<tr>
<td>FAS: Getting Your Federal Aid Started</td>
<td>TBD</td>
<td>Two-Day Virtual Delivery</td>
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<tr>
<td>FAS: Environmental Requirements</td>
<td>November 17-18, 2020</td>
<td><strong>Course Full</strong></td>
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<tr>
<td>FAS: Environmental Requirements</td>
<td>January 20-21, 2021</td>
<td>Day 1: 12:30PM-4:30PM, Day 2: 8:30AM-12:30PM</td>
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<tr>
<td>FAS: Environmental Requirements</td>
<td>March 16-17, 2021</td>
<td>Day 1: 12:30PM-4:30PM, Day 2: 8:30AM-12:30PM</td>
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<td>FAS: Environmental Requirements</td>
<td>May 11-12, 2021</td>
<td>Day 1: 12:30PM-4:30PM, Day 2: 8:30AM-12:30PM</td>
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<tr>
<td>FAS: Project Development: Design to Construction</td>
<td>October 6-7, 2020</td>
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<tr>
<td>FAS: Construction Administration: Project Completion</td>
<td>November 4-5, 2020</td>
<td><strong>Course Complete</strong></td>
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Right of Way Trainings (Complimentary)

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<th>Course</th>
<th>Date(s)</th>
<th>Delivery Format</th>
<th>Register</th>
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<tbody>
<tr>
<td>Realty Appraisal, Acquisition and Relocation Workshop</td>
<td>October 27-30, 2020</td>
<td><strong>Course Complete</strong></td>
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<tr>
<td>Realty Appraisal, Acquisition and Relocation Workshop</td>
<td>November 3-6, 2020</td>
<td><strong>Course Complete</strong></td>
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<tr>
<td>Realty Appraisal, Acquisition and Relocation Workshop</td>
<td>December 1-4, 2020</td>
<td><strong>Register to Attend</strong></td>
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<tr>
<td>Uniform Act Basic Relocation Workshop</td>
<td>December 8-10, 2020</td>
<td><strong>Register to Attend</strong></td>
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<td>Uniform Act Basic Relocation Workshop</td>
<td>December 15-17, 2020</td>
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Labor Compliance ($50 fee)

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<th>Course</th>
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<td>Resident Engineers Academy</td>
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<td>Resident Engineers Academy</td>
<td>November 2-6, 2020</td>
<td>Training is FULL</td>
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<td>Resident Engineers Academy</td>
<td>November 30--December 4, 2020</td>
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<td>Resident Engineers Academy</td>
<td>January 11-15, 2021</td>
<td>Training is FULL</td>
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<tr>
<td>Resident Engineers Academy</td>
<td>Spring 2021</td>
<td>Five-Day Virtual Delivery</td>
</tr>
<tr>
<td>Resident Engineers Academy</td>
<td>Spring 2021</td>
<td>Five-Day Virtual Delivery</td>
</tr>
</tbody>
</table>
PILOTING EXPERIMENTAL MARKING

The California Manual on Uniform Traffic Control Devices (CA MUTCD) Section 1A.10 provides guidance on how new traffic control devices and applications of existing traffic control devices not adopted in the CA MUTCD can be implemented on public roads and private roads open to the public in California.

For new traffic control device policy to be implemented, an experiment must be completed to determine the viability of the new device or new application of an existing device. In some cases, an experiment has already been completed and the new policy received Interim Approval (IA). IAs allow interim use, pending official rule making, of the new policy. Before submitting a request for experimentation, review the existing IAs and policy for how to implement the IAs.

WHAT TO INCLUDE

1. A statement indicating the nature of the problem.
2. A description of the proposed change to existing policy, and how it will be an improvement over existing standards.
3. An illustration of the proposed change.
4. Information on how the device was developed and if it has been tried before.
5. A legally binding statement certifying that the concept of the traffic control device is not protected by patent or copyright.
6. Time period and location(s) of the experiment.
7. Detailed research & evaluation plan to provide close monitoring.
8. An agreement to restore the experiment site within 3 months of the completion of the experiment. Also, to end the experiment if there are safety concerns that are directly or indirectly attributable to the experiment.
9. An agreement to provide semi-annual progress reports and a final report.

DID YOU KNOW?
Colored Marking are allowed but has to go through a process.

Experimentation Process

1. Submit request for experimentation to the Federal Highway Administration (FHWA).
2. Upon FHWA approval, submit request to the CTCDC.
3. Upon approval of to experiment by the FHWA and CTCDC, install the experimental traffic control devices.
4. Throughout the experiment, send semi-annual reports to the CTCDC.
5. After completion of the experiment, provide the FHWA and CTCDC with the final report.
6. If the CTCDC accepts the new device, the CTCDC recommends to Caltrans to adopt the new device.
7. Caltrans develops the new policy and presents it to the CTCDC for discussion with the public.
8. Upon CTCDC approval, the new policy will be included in the next CA MUTCD update.

Request for Experiment Resources

Click on the buttons below

- CA MUTCD, 2014 Revision 5
  - Request for experiment guidelines and standards
- CTCDC Website
  - Request for experiment examples and other resources
- CTCDC Brochure
  - CTCDC members who can sponsor an experiment
- Interim Approvals
  - List of existing Interim Approvals

Stay Informed:
California Department of Transportation
HQ Safety Programs
1120 N St. MS 36 | Sacramento CA, 95814

10/2/2020