

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA

Date: Thursday, October 15, 2020

Time: 1:15 P.M.

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC's social distancing guidelines, which discourage large public gatherings, C/CAG meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

Join Zoom Meeting

<https://us02web.zoom.us/j/88364736196?pwd=ZHZvMEtyWDRKajk5SHY3WTRvTkxkQT09>

Meeting ID: 883 6473 6196

Passcode: 093624

Join by Phone: 669-900-6833

Meeting ID: 883 6473 6196

Passcode: 093624

Persons who wish to address the C/CAG TAC on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to mhiatt@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

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|---|---------------|--------------|
| 1. Brief Overview of Teleconference Meeting Procedure | Hiatt | No materials |
| 2. Public comment on items not on the Agenda (presentations are customarily limited to 3 minutes). | Porter/Hurley | No materials |
| 3. Approval of the minutes from September 17, 2020 | Hiatt | Page 1-4 |
| 4. Nomination of three Committee members to participate in the Measure M Strategic Plan Visioning Workshop each representing small, medium and large city. (Action) | Wever | Page 5-6 |
| 5. Receive project updates on the US 101/SR 92 Interchange Short-Term Area Improvement and Long-Term Direct Connector Projects. (Information) | Ocampo | Page 7-10 |
| 6. Regional Funding and Project Information | Lacap | Page 11-20 |
| 7. Executive Director Report | Wong | No materials |

PUBLIC NOTICING: All notices of C/CAG regular TAC meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular TAC meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular TAC meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the TAC. The TAC has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Mikaela Hiatt at (650) 599-1453 to arrange for inspection of public records.

PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mikaela Hiatt at (650) 599-1453, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to mhiatt@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG TAC members and made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be made publicly available on the C/CAG website prior to the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG TAC meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When C/CAG Staff or Co-Chairs call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff:

Programs Specialist: Mikaela Hiatt (650) 599-1453 mhiatt@smcgov.org

**CONGESTION MANAGEMENT PROGRAM (CMP)
TECHNICAL ADVISORY COMMITTEE (TAC)**

**September 17, 2020
MINUTES**

2020 TAC Roster and Attendance								
No.	Member	Agency	Jan	Feb	April	May	Aug	Sept
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	x	x	x		x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x		x	x
3	Robert Ovadia	Atherton Engineering	x		x	x	x	x
4	Peter Brown	Belmont Engineering	(x)		x	x		x
5	Randy Breault	Brisbane Engineering	x	x	x	x	x	x
6	Syed Murtuza	Burlingame Engineering	x		x	x	x	x
7	Sandy Wong	C/CAG	x	x	x	x	x	x
8	Brad Donohue	Colma Engineering	x	x	x		x	
9	Richard Chiu	Daly City Engineering	x	x	x	x	x	x
10	Tatum Mothershead	Daly City Planning	x	x	x			x
11	Norm Dorais	Foster City Engineering	x	x	x	x	x	x
12	Paul Willis	Hillsborough Engineering	x	x	x	x		x
13	Maz Bozorginia	Half Moon Bay Engineering	x			x	x	x
14	Nikki Nagaya	Menlo Park Engineering		x	x	x		x
15	Andrew Yang	Millbrae Engineering			x	x		x
16	Lisa Petersen	Pacifica Engineering						x*
17	Jessica Manzi	Redwood City Engineering	x	x	x	x	x	x
18	Jimmy Tan	San Bruno Engineering	x	x	x	x	x	x
19	Steven Machida	San Carlos Engineering	x	x	x	x	x	
20	Brad Underwood	San Mateo Engineering		x	x	x	x	x
21	Eunejune Kim	South San Francisco Engineering	x	x				
22	Billy Gross	South San Francisco Planning	x	x	x	x	x	x
23	Sean Rose	Woodside Engineering	x	x	x	x		x
24	James Choe	MTC	x	x	x	x	x	x

* Member Petersen was appointed at the September C/CAG Board meeting.

The two hundred sixty-second (262nd) meeting of the Technical Advisory Committee (TAC) was held virtually via Zoom. Co-Chair Porter called the meeting to order on Thursday, September 17, 2020 at 1:16 p.m.

TAC members attending are listed on the Roster and Attendance table on the preceding page. Others attending the meeting were: Mikaela Hiatt, Kaki Cheung, Sean Charpentier, Jeffrey Lacap, Kim Wever, Van Ocampo – C/CAG; Drew – Public; Leo Scott – Gray Bowen Scott; and others not noted.

1. Brief Overview of Teleconference Meeting Procedures.

Mikaela Hiatt explained how the TAC Meeting would run virtually.

2. Public Comment on items not on the Agenda (presentations are customarily limited to 2 minutes).

There was no public comment on items not on the Agenda.

3. Issues from the last C/CAG Board Meeting

Mikaela Hiatt shared items passed at the last C/CAG Board Meeting. Mikaela also shared that there was a presentation to the C/CAG Board on the Comprehensive Bicycle and Pedestrian Plan Update.

- Approved – Appointment of Lisa Petersen to the Technical Advisory and Stormwater Committees for City of Pacifica
- Approved – Amendment No. 3 to the Agreement with Advanced Mobility Group for the Land Use Impact Analysis Program of the Congestion Management Plan
- Approved – Finance Committee recommendation of no change to the investment portfolio and accept Quarterly Investment Report
- Approved – Resolution 20-51, rescinding Resolution 20-16, waiving the RFP process and authorizing the C/CAG Chair to execute an agreement with VTA for Countywide Transportation TDM services in an amount not to exceed \$253,000 through June 30, 2022.

4. Approval of Minutes from August 20, 2020.

Co-Chair Hurley requested a correction to a name in the August meeting minutes.

Public Member Drew provided clarification on a comment recorded on the item of Bicycle and Pedestrian Plan update. He stated that he was questioning the feasibility of getting public input on all segments of the backbone network. Drew requested amendment to the August meeting minutes per the clarification.

Member Ovadia moved to approve with amendments to the minutes. Member Gross seconded the motion. Motion passed. Co-Chair Porter, Member Brown, Member Willis, Member Nagaya, Member Petersen and Member Mothershead abstained from the vote.

5. Receive a presentation on the current efforts to update the five-year Measure M Strategic Plan, covering Fiscal Year 2021/22 to 2025/26 (Information)

C/CAG staff Kim Wever introduced Julia Wean of Steer, who is the consultant developing the Measure M Strategic Plan. Julia provided background about Steer as a consultant, history of the Measure M funding, and a high level project scope and expected timeline for the Plan. Julia requested members of the TAC to complete a survey that was previously distributed to collect information on Measure M.

6. Receive a presentation on the US 101 Mobility Action Plan (Information)

C/CAG staff Susy Kalkin gave a presentation on the final US 101 Mobility Action Plan. Susy gave background on the goals of the plan, described the work completed to date, and shared the final results, which include a total of 59 strategies.

Member Underwood asked if any of the strategies have changed in light of COVID-19. Susy Kalkin responded that these recommendations were viewed as tools for the implementation agency. Therefore, the strategies have not changed and continue to remain relevant.

Member Murtuza asked if there would be future review of the plan and update. Susy Kalkin responded that the plan may be updated and reviewed if deemed necessary by the involved agencies in the future.

7. Review and recommend the C/CAG Board awards the Fiscal Year 2020/21 Transportation Fund for Clean Air (TFCA) County Program Manager Fund to selected traffic calming and arterial management projects within the County (Action)

Kim Wever presented to the TAC a list of project recommendations for the TFCA Limited Call for Projects. Kim provided background on the project solicitation, described the project evaluation process and recommended a total of five projects for the Committee to review and recommend approval to the C/CAG Board.

Member Brown motioned to approve. Member Nagaya seconded the motion. Motion passed unanimously.

8. Receive a presentation on the State Highway System Congestion and Safety Performance Assessment for San Mateo County 2019 Update (Information)

Jeff Lacap gave a presentation on the San Mateo County State Highway System Congestion and Safety Performance Assessment for 2019. Jeff explained the nature of the analysis, shared results from the study, and discussed the future efforts to come.

9. Receive information on the San Mateo County Short Range Highway Transportation Plan (Information)

Co-Chair Hurley provided information on the update to the San Mateo County Short Range Highway Transportation Plan. The Co-Chair asked the Committee to review the updated project list. The San Mateo County Transportation Authority will be preparing a new Capital Improvement Program based on information submitted to the Short- Range Highway Plan.

Member Chiu inquired about a missing Daly City project. Co-Chair Hurley responded that project sponsors should take the step to inform the Transportation Authority that a project needs to remain on the list.

10. Regional Project and Funding Information

C/CAG staff Jeffrey Lacap shared information with the TAC regarding regional project and funding updates. Notable items included:

- HSIP Call for Project deadline was extended to Friday, October 9
- Caltrans inactive list was updated.
- Pavement Management Program (PMP) certification was included in the TAC packet
 - MTC PMP will be accepting projects in mid-October
- SMCTA Bicycle and Pedestrian call for projects were due Monday, September 21
- The 2019 Regional Pavement Condition Report was recently released at Regional Streets and Roads meeting. The report will be released to public soon.
- Caltrans offered video training topics related to Architectural Engineering.
- Caltrans Statewide innovation exposition is scheduled to be held in November
- Caltrans would approve of certain projects performing preliminary engineering at risk, except for projects requiring allocation from CTC
- A list of updates to Caltrans Exhibits was provided.

Member Ovadia asked if the dates for PTAP grants were extended. Jeff Lacap said he would get in touch with MTC for an answer.

11. Executive Director Report

Sandy Wong shared that the SMCTA and the San Mateo County Express Lanes (SMCEL) JPA had worked out a \$100,000,000 loan agreement for the US 101 Express Lanes project. Future toll revenue generated from the US 101 Express Lanes project will be used to repay the loan.

12. Member Reports

Co-Chair Hurley requested that should there be any comments on noise or otherwise related to the US 101 Express Lanes project, please reach out to voice the concerns.

Member Underwood expressed that a resident had complained about noise, but it may be relating to another project.

C/CAG AGENDA REPORT

Date: October 15, 2020

To: Congestion Management Program Technical Advisory Committee (TAC)

From: Kim Wever, Transportation Program Specialist

Subject: Nomination of three Committee members to participate in the Measure M Strategic Plan Visioning Workshop each representing small, medium and large city.

(For further information, contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

That the Congestion Management Program Technical Advisory Committee (TAC) nominates three TAC members to participate in the Measure M Strategic Plan Visioning Workshop each representing small, medium and large city.

FISCAL IMPACT

The cost to prepare the Measure M five-year Strategic Plan is \$93,804.

SOURCE OF FUNDS

This project is funded using the \$10 vehicle registration fee collected as part of Measure M, specifically from the Program Administration category.

BACKGROUND

Approved by the voters of San Mateo County in 2010, C/CAG sponsors and manages Measure M, the annual ten dollars (\$10) vehicle registration fee in San Mateo County for transportation-related congestion and water pollution mitigation programs. It was estimated that Measure M would generate approximately \$6.7 million annually and \$167 million total over the 25-year period between May 2011 and May 2036. Per the Expenditure Plan, 50% of the net proceeds will be allocated to cities/County for local streets and roads, and the remaining 50% will be used for Countywide Transportation Programs. Currently, these programs include transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridors, safe routes to school (SRTS), and stormwater pollution prevention. The program implementation plan is updated every five years.

On July 9, 2020, the C/CAG Board approved Resolution 20-44 authorizing an agreement with Steer for preparation of the Strategic Plan in an amount not to exceed \$93,804. The consultant

team, Steer, will develop a current programs status report, identify programs needs and priorities, make recommendations on resource needs and investment priorities, and outline performance measures that can indicate program progress, both on an annual basis and at the end of a five-year period. On July 23, 2020, C/CAG and Steer held a kick-off meeting and began the project. Steer attended the September 17th, 2020 TAC meeting to present current project status and share the current data collection effort. The consultant will continue to engage the Committee at various key milestones, including an assessment of the current program, development of draft Vision, Goals and Objectives; and implementation strategies. The project is set to complete by June of 2021.

In order to plan for future implementation of the Measure M program, it is crucial to set clear vision and goals. To help develop a draft vision statement, the consultant will facilitate a workshop with key stakeholders. Outcomes of the workshop will include a set of visionary goals, value-based objectives, and program measures that both evaluate effectiveness and demonstrate results of the Measure M program. C/CAG staff requests that the Committee nominates three members to participate in the workshop each representing small, medium and large city. Additionally, staff will invite representatives from San Mateo County Transportation Authority, County of San Mateo, along with the C/CAG Countywide Program Managers to participate as well. The workshop is scheduled for Thursday, October 29th at 9:00AM, and will take approximately up to two hours.

ATTACHMENTS

- N/A

C/CAG AGENDA REPORT

Date: October 15, 2020
To: Congestion Management Program Technical Advisory Committee (TAC)
From: Van Dominic Ocampo – Transportation Systems Coordinator
Subject: Receive project updates on the US 101/SR 92 Interchange Short-Term Area Improvement and Long-Term Direct Connector Projects.

(For further information, contact Van Dominic Ocampo at vocampo@smcgov.org)

RECOMMENDATION

Receive project updates on the US 101/SR 92 Interchange Short-Term Area Improvement and Long-Term Direct Connector Projects.

FISCAL IMPACT

There is no Fiscal Impact with providing project updates.

SOURCE OF FUNDS

The US 101/SR 92 Interchange Short-Term Area Improvement is currently in the Environmental Phase. The C/CAG Board has approved \$2.4 million in State Transportation Improvement Program (STIP) funding for the environmental study. The C/CAG Board has also approved the programming of \$3.2 million STIP funds in Fiscal Year 2021-22 for the design phase.

The US 101/SR 92 Interchange Long-Term Direct Connector Projects is in the Project Initiation Document (PID) Phase. SMCTA Board had previously allocated \$2.23 Million of Measure A fund for the PID Phase. SMCTA Board has recently reprogrammed and reallocated \$1 Million in savings from its original allocation of \$2.23 Million to begin work on the Environmental Phase of the project.

In addition, \$50 million in Regional Measure 3 (RM3) bridge toll fund is slated for the US 101/SR 92 Interchange, as approved by the voters in 2018.

BACKGROUND

The US 101/SR 92 Interchange (Interchange) serves both regional traffic and local street connections. During the AM and PM peak traffic periods, motorists experience substantial delay and congestion at the Interchange (and its vicinity), caused by heavy traffic volume, inadequate capacity, and inefficient weaving and merging at the ramp connectors. Staff is cognizant of the abnormally low traffic volumes on freeways due to the Shelter-in-Place order, brought about by

the Covid-19 pandemic. However, it is anticipated that volumes will return to normal once the pandemic is over.

In June of 2016, C/CAG, in partnership with the San Mateo County Transportation Authority (SMCTA) and the cities of San Mateo and Foster City, completed a Preliminary Planning Study (PPS) paid for by Measure A funds. The PPS studied the traffic condition and identified short-term and long-term alternatives to address existing and future congestion as well as safety concerns within the Interchange and its vicinity. C/CAG and the SMCTA are co-sponsors of both the US 101/SR 92 Interchange Short Term Area Improvement and Long-Term Direct Connector Projects.

Short-Term Area Improvements

The Short-Term Area Improvements are non-complex alternatives that will improve local access from US 101 and provide operational improvements that reduces weaving conflicts and improve safety, with relatively low implementation costs. The following are the four locations and recommended improvements proposed as part of the Short-Term Area Improvement Project:

Location 1: Westbound SR 92 to southbound US 101 loop connector ramp has inadequate capacity resulting in extended queues and no High Occupancy Vehicle (HOV) preferential lane designation to provide incentives for carpool or bus use. The proposed improvement for this location is to widen the loop connector ramp by one lane to allow for the addition of an HOV preferential lane within the ramp.

Location 2: Eastbound SR 92 experiences heavy traffic volume and short merge from northbound and southbound US 101 resulting in extended delays and queues. The proposed improvement would eliminate the inside merge between southbound US 101 connector to eastbound SR 92 to improve safety by providing a standard outside merge between the southbound and northbound US 101 connectors. This improvement will not add a lane but will only shift the location of the existing merge point.

Location 3: Southbound US101 to westbound SR 92 connector ramp experiences high number of vehicles illegally crossing the gore area (the triangular area between where a through traffic lane meets and an exit or entrance ramp) to access Fashion Island Boulevard off-ramp when obstructed by extended queuing from southbound US101 to eastbound SR 92. The proposed improvement is an exit ramp modification which would move the existing Fashion Island Boulevard off-ramp to exit from the eastbound SR 92 connector to the westbound SR 92 connector. This improvement will not add any through lanes but only shifts the ramp exit location.

Location 4: Northbound US 101 to Hillsdale Boulevard exit ramp has inadequate storage capacity resulting in extended queues and a higher than average ramp accident rate. The proposed improvement would widen and re-stripe the northbound US 101 off-ramp to Hillsdale Blvd. The eastbound through lanes would be extended through the northbound US 101/Hillsdale Blvd intersection. The northbound US 101 loop on-ramp will be realigned and will include a dedicated right turn pocket.

On October 29, 2019, Caltrans approved the Project Study Report/Project Development Supports

(PSR/PDS) for the Short-Term Area Improvements Project which paved the way for the Project to proceed with the Environmental Phase or Project Approval and Environmental Document (PA&ED) Phase. C/CAG administered STIP funds are being used for the PA&ED and PS&E phases.

On February 13, 2020 C/CAG Board approved the execution of the Cooperative Agreement naming C/CAG and SMCTA as Project Co-sponsors and Caltrans as the implementing agency for the PA&ED Phase. The Project phases, estimate and funding sources are shown below:

Project Phases	Cost Estimate	Funding Source
Project Initiation Document	\$0.5M	SMCTA – Measure A
PA&ED (Environmental)	\$2.4M	C/CAG – STIP
PS&E (Design)	\$2.8M	C/CAG – STIP
ROW (Right-of-way)	\$0.2M*	TBD
CONS (Construction)	\$22.7M*	TBD
Total (not including PID)	\$28.1M	

*No identified funding source. It should also be noted that construction of the four area improvements can be constructed jointly or independently.

Long-Term Direct Connector Improvement Project

The Long-Term “Direct Connector” Improvement Project is significantly more complicated, involves construction of new structures, is more expensive, and will require more time. Its purpose is to improve the operation efficiency of the interchange, increase person throughput and encourage carpooling and transit use. Normal heavy traffic congestion is experienced on westbound SR 92 to northbound and southbound US 101 during the AM peak period and the reverse during the PM peak.

On February 1, 2018, the SMCTA Board allocated \$2.23 Million for the Project Initiation Document (PID) Phase of the Direct Connector Project and the PSR/PDS is now in its final review by Caltrans. After the completion of the PID Phase, staff estimate that there will be savings of \$1 Million. On September 3, 2020, the SMCTA Board reprogrammed and reallocated the excess \$1 Million from the PID Phase to the PA&ED Phase, allowing several critical tasks to be initiated for the PA&ED Phase and save time. There currently is a funding shortfall for completing the PA&ED Phase as Measure A Highway Program Funds is not anticipated to be programmed until after the Short-Range Highway Plan is complete around mid-2021.

The two build alternatives under consideration for the US 101/SR 92 Long-Term Direct Connector Improvement Project are as follows:

Alternative 1: US 101 / SR 92 Direct Connector from westbound SR 92 to northbound and southbound US 101

Alternative 2: Reversible US 101 / SR 92 Direct Connector

Alternatives 1 and 2 provide morning commute benefit for High Occupancy Vehicle (HOV) users traveling from westbound SR 92 to both directions of US 101, but only Alternative 2 provides a PM peak period commute benefit by reversing the direction of traffic on the direct connector in the afternoon. Alternative 2 also includes improvements along eastbound SR 92 which terminate just west of the San Mateo-Hayward Bridge. Having a direct connector between northbound and southbound US 101 HOV lanes and SR 92 allows high occupancy vehicles to bypass queues at the US 101 / SR 92 interchange.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: October 15, 2020
To: C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC)
From: Jeff Lacap, Transportation Programs Specialist
Subject: Regional Project and Funding Information

(For further information, contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG TAC receive information on regional project and funding information.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A.

BACKGROUND

C/CAG staff routinely attends meetings hosted by the Metropolitan Transportation Commission (MTC) and receives information distributed from MTC pertaining to federal funding, project delivery, and other regional policies that may affect local agencies. Attached to this report includes relevant information from MTC.

FHWA Policy for Inactive Projects

Caltrans requires administering agencies to submit invoices at least once every 6 months from the time of obligation (E-76 authorization). The current inactive list is attached (Attachment 1). Project sponsors are requested to visit the Caltrans site regularly for updated project status at: <https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>

Please continue to send in your invoices in a timely matter to Caltrans or let them know of any unanticipated delays to your project. Obligated funds should be able to be spent and invoiced for reimbursement within 6 months. Projects not ready to be encumbered or awarded within 6 months should not be obligated.

Pavement Management Program (PMP) Certification

The current PMP certification status listing is attached (Attachment 2). Jurisdictions without a current PMP certification are not eligible to receive regional funds for local streets rehabilitation and will have projects removed from MTC's obligation plans until their PMP certification is in good standing.

Contact Christina Hohorst, PTAP Manager, at (415) 778-5269 or chohorst@mtc.ca.gov if you need to update your certification.

Miscellaneous MTC/CTC/Caltrans Federal Aid Announcements

Highway Safety Improvement Program (HSIP) Cycle 10 Call for Projects

Caltrans Division of Local Assistance (DLA) announced local Highway Safety Improvement Program (HSIP) Cycle 10 Call-for-Projects. The total funds available for HSIP Cycle 10 is estimated at \$220 million. The application submittal deadline is now **Monday, October 19, 2020 by 11:59 p.m.** All applications will be submitted electronically with no hard copies. Applicants must submit the applications before the deadline. See link for more information: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/apply-now>

Caltrans Encroachment Project Processes Enhancements

Caltrans has evaluated the current criteria to determine the appropriate process for encroachment projects on the State Highway System right of way. Effective immediately, construction cost thresholds will no longer be the primary factor in determining the appropriate Caltrans review process. The memo from Caltrans is attached (Attachment 3). See link for more information: <https://dot.ca.gov/programs/traffic-operations/ep/news-policy>

Flowchart to determine the appropriate Caltrans review process: <https://dot.ca.gov/-/media/dot-media/programs/traffic-operations/documents/encroachment-permits/ep-qmap-attachment-1-a11y.pdf>

Applicant checklist: <https://dot.ca.gov/-/media/dot-media/programs/traffic-operations/documents/encroachment-permits/tr-0416-applicable-review-process-checklist.pdf>

Caltrans Spotlight on Safety Webinar

Explore city, state and federal perspectives on how to achieve greater safety and equity for pedestrians and cyclists as vulnerable road users. The Committee on Safety's Toward Zero Deaths Subcommittee invites you to this webinar on Tuesday, October 27 from 12:00 – 1:30 PM, Eastern Daylight Time. Register here: <https://attendee.gotowebinar.com/register/7860013212744820236>

Pavement Management Technical Assistance Program (P-TAP) 22 Call for Projects

MTC is soliciting applications for Round 22 projects. The application will be available online later this month. Please follow this link to apply for P-TAP 22: <https://mtc.ca.gov/our-work/invest-protect/investment-strategies-commitments/fix-it-first/local-streets-and-roads-0>

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. See factsheet here: http://www.localassistanceblog.com/wp-content/uploads/2020/10/Draft-Fact-Sheet_Experimental-item.pdf

2019 Regional Pavement Condition Summary Report

MTC's Regional Streets & Roads Program staff has completed the 2019 regional pavement condition summary report. The report will be released to the public in mid-October. A copy of the report was included in the September 2020 MTC Joint Partnership Local Streets and Roads Programming and Delivery Working Group (LSRPDWG) meeting agenda:

<https://mtcdrive.box.com/s/jwlgia932q7kqsakfa2d8pd4ds880hnc>

Caltrans District 4 Local Assistance Contact List

Please see Attachment 3 for the latest contact list of Caltrans District 4 Local Assistance staff.

Caltrans Architectural & Engineering (A&E) Short Video Training – Conflict of Interest

The Caltrans A&E short video training series now includes the topic: Conflict of Interest. Learn about the differences and when to use disclosure forms 10-T Conflict of Interest and Confidentiality Statement and 10-U Consultant Management Support Role and Conflict of Interest and Confidentiality Statement.

See link for video: <https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/consultant-selection-procurement>

Caltrans Statewide Innovation Expo - November 16-20, 2020

The conference will be a virtual 5-day event and will consist of morning informational emails and afternoon sessions from 1pm to 4pm daily, including keynote speakers and live presentations and demonstrations. The expo will be focused on innovation and Caltrans 5 priorities: Innovation, Safety, Modality, Efficiency and Partnerships.

Please see link for more info: <http://www.localassistanceblog.com/2020/08/31/innovation-expo-2020/>

Caltrans Office Bulletin #20-03 – At Risk Preliminary Engineering

Except for projects with federal funds that require allocation by the California Transportation Commission (CTC) (e.g., Active Transportation Program, Trade Corridor Enhancement Program, and State Transportation Improvement Program funds), local agencies may begin reimbursable PE work prior to receiving federal authorization for such work, assuming the project and phase are included in a federally approved FSTIP document or amendment prior to incurring costs. Programming projects in the FSTIP or starting reimbursed work prior to authorization does not necessarily constitute eligibility of such projects for federal aid reimbursement.

Please see link for more information: <http://www.localassistanceblog.com/2020/08/12/office-bulletin-20-03-at-risk-preliminary-engineering/>

Caltrans Office Bulletin #20-04 - DBE Procedure Updates

Caltrans Division of Local Assistance (DLA) Office Bulletin (OB) #20-04: DBE Procedure Updates was issued on September 4, 2020.

In order to improve the performance compliance of the local DBE Program, several updates have been made to DBE Procedures to better reflect the requirements of 49 CFR 26.

The following Exhibits have been revised with a September 2020 Revision date:

1. Exhibit 9-A: DBE Implementation Agreement for Local Agencies
2. Exhibit 9-B: Local Agency DBE Annual Submittal Form
3. Exhibit 10-R: A&E Boilerplate Agreement Language
4. Exhibit 12-G: Required Federal-Aid Contract Language

Please see link for more information: <http://www.localassistanceblog.com/2020/09/08/office-bulletin-20-04-dbe-procedure-updates/>

ATTACHMENTS

1. Caltrans Inactive Obligation Project List for San Mateo County as of September 24, 2020
2. MTC's PMP Certification Status of Agencies within San Mateo County as of October 7, 2020
3. Caltrans Encroachment Project Processes Enhancements Memorandum
4. Caltrans District 4 Local Assistance Contact List

Updated on 09/24/2021 Projects > \$50k

Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorization Date	Latest Payment Date	Last Action Date	Months of No Activity	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5029033	Inactive	Project is inactive. Funds at risk. Invoice immediately. Provide status to DLAE.	041400 0186L	STPL	04	SM	Redwood City	WHIPPLE AND VETERANS, ROAD REHABILITATION	6/13/2019	2/17/2015	6/13/2019	6/13/2019	15	M23E	\$999,648.00	\$548,000.00	\$292,727.29	\$255,272.71
5177037	Future	Invoice ASAP to avoid inactivity.	041700 0117L	ATPL	04	SM	South San Francisco	LINDEN AVE FROM CALIFORNIA AVE TO MILLER AVE AND ON SPRUCE AVE FROM MAPLE AVE TO LUX AVE PEDESTRIAN IMPROVEMENTS	10/17/2019	4/20/2017	10/17/2019	10/17/2019	11		\$2,371,144.00	\$868,000.00	\$144,243.75	\$723,756.25
5333019	Future	Invoice ASAP to avoid inactivity.	041900 0343L	STPL	04	SM	Woodside	MOUNTAIN HOME ROAD FROM WOODSIDE ROAD TO PORTOLA ROAD; OLD LA HONDA ROAD FROM MARTINEZ ROAD TO TOWN LIMIT; PORTOLA ROAD FROM FAMILY FARM ROAD TO TOWN LIMIT; AND KINGS MOUNTAIN ROAD FROM WOODSIDE ROAD TO MANUELA AVENUE PAVEMENT RESURFACING	12/2/2019	12/2/2019		12/2/2019	9		\$526,708.00	\$242,000.00	\$0.00	\$242,000.00
5177039	Future	Invoice ASAP to avoid inactivity.	041800 0191L	BPMP	04	SM	South San Francisco	7 BRIDGES ON COLMA CREEK AND SAN BRUNO CHANEL: BRIDGE NUMBERS:35C0021, 35C0031, 35C0047, 35C0078, 35C0079, 35C0101, 35C0164 TEST BRIDGE DECK, REPLACE JOINT SEALS, REPAIR SPALLS ON BARRIERS, REPAIR EXPOSED REBAR, INJECT EPOXY IN CRACKS	11/19/2019	11/19/2019		11/19/2019	10		\$130,000.00	\$115,089.00	\$0.00	\$115,089.00

Projects < \$50k

Project Number	Status	Agency Action Required	State Project No	Project Prefix	District	County	Agency	Project Description	Latest Date	Earliest Authorization Date	Latest Payment Date	Last Action Date	Months of No Activity	Program Codes	Total Cost Amount	Obligations Amount	Expenditure Amount	Unexpended Balance
5029024	Inactive	Project is inactive. Funds at risk. Invoice immediately. Provide status to DLAE.	040002 1045L-N	BPMP	04	SM	Redwood City	BRIDGE PARKWAY OVER MARINE WORLD LAGOON, PREVENTATIVE MAINTENANCE	8/2/2017	4/13/2011	8/2/2017	8/2/2017	37		\$75,000.00	\$66,398.00	\$39,121.06	\$27,276.94
5029025	Inactive	Project is inactive. Funds at risk. Invoice immediately. Provide status to DLAE.	040002 1046L-N	BPMP	04	SM	Redwood City	BRIDGE PARKWAY(RIGHT) OVER MARINE WORLD LAGOON, EAST OF MARINE WORLD PARKWAY, PREVENTATIVE MAINTENANCE	8/2/2017	4/13/2011	8/2/2017	8/2/2017	37		\$75,000.00	\$66,398.00	\$39,121.06	\$27,276.94
5029032	Inactive	Invoice overdue. Contact DLAE.	041400 0103L	BPMP	04	SM	Redwood City	MAIN ST, VETERANS BLVD, AND MAPLE ST OVER REDWOOD CREEK BRIDGE PREVENTATIVE MAINTENANCE	8/28/2019	3/21/2014	8/28/2019	8/28/2019	13		\$26,250.00	\$23,239.00	\$4,519.81	\$18,719.19
5438015	Future	Invoice ASAP to avoid inactivity.	041400 0191L	HPLUL	04	SM	East Palo Alto	UNIVERSITY OVERCROSSING US 101 BIKE PED PATH	10/25/2019	11/27/2013	10/25/2019	10/25/2019	11		\$950,000.00	\$760,000.00	\$739,979.07	\$20,020.93

PMP Certification
October 1, 2020

Expired

Expiring within 60 days

Certified

* "Last Major Inspection" is the basis for certification and is indicative of the date the field inspection was completed.

County	Jurisdiction	Last Major Inspection*	Certified	P-TAP Cycle	Certification Expiration Date
San Mateo	Atherton	8/13/2018	Yes	21	4/30/2021
San Mateo	Belmont	8/30/2019	Yes	20	9/1/2021
San Mateo	Brisbane	8/11/2018	Yes	21	4/30/2021
San Mateo	Burlingame	9/1/2018	Yes	21	4/30/2021
San Mateo	Colma	6/13/2019	Yes	20	7/1/2021
San Mateo	Daly City	10/1/2019	Yes	20	11/1/2021
San Mateo	East Palo Alto	12/19/2018	Yes	21	1/1/2021
San Mateo	Foster City	2/28/2018	Yes	21	3/1/2021
San Mateo	Half Moon Bay	11/11/2019	Yes	20	12/1/2021
San Mateo	Hillsborough	10/2/2018	Yes	21	4/30/2021
San Mateo	Menlo Park	11/12/2018	Yes	21	12/1/2020
San Mateo	Millbrae	8/31/2017	Yes	21	4/30/2021
San Mateo	Pacifica	8/20/2018	Yes	21	4/30/2021
San Mateo	Portola Valley	9/1/2018	Yes	19	10/1/2020
San Mateo	Redwood City	11/14/2018	Yes	19	12/1/2020
San Mateo	San Bruno	8/3/2019	Yes	20	9/1/2021
San Mateo	San Carlos	10/7/2019	Yes	20	11/1/2021
San Mateo	San Mateo County	7/31/2019	Yes	20	8/1/2021
San Mateo	San Mateo	11/30/2017	Yes	21	12/1/2020
San Mateo	South San Francisco	2/23/2020	Yes	20	3/1/2022
San Mateo	Woodside	11/15/2018	Yes	21	12/1/2020

(*) Indicates One-Year Extension. Note: PTAP awardees are ineligible for a one-year extension during the cycle awarded.

(^) Indicates previous P-TAP awardee, but hasn't fulfilled requirement; must submit certification prior to updating to current P-TAP award status.

Note: Updated report is posted monthly to:

http://mtc.ca.gov/sites/default/files/PMP_Certification_Status_Listing.xlsx

Memorandum

*Making Conservation
a California Way of Life*

To: DISTRICT DIRECTORS

Date: June 12, 2020

From: CORY BINNS *Cory Binns*
Deputy Director
Maintenance and Operations

MICHAEL D. KEEVER *Michael D. Keever*
Deputy Director
Project Delivery

Subject: **ENCROACHMENT PROJECT PROCESSES ENHANCEMENTS**

The California Department of Transportation (Caltrans) received requests from several local agencies and transportation partners to evaluate the current criteria to determine the appropriate process for encroachment projects that are funded by others on the State Highway System.

To address these requests, Caltrans assembled a multi-divisional team comprised of representatives from headquarters and districts to determine if there is value in updating and streamlining the existing review processes, which are based on the complexity and construction cost of work within the existing or future State highway right-of-way.

The team, in consultation with local agencies and transportation partners, developed criteria based on the scope of work, to determine the required approval documents and the appropriate process. These criteria must be used to determine whether the project will be managed through the Encroachment Permits Office Process (EPOP) or the Project Delivery Quality Management Assessment Process (QMAP).

Within the QMAP, criteria have been developed to determine the type of projects that can use the Design Engineering Evaluation Report (DEER), a short-form project document in lieu of the standard project document. DEER replaces Permit Engineering Evaluation Report (PEER) in the QMAP.

Effective immediately, construction cost thresholds will no longer be the primary factor in determining the appropriate Caltrans review process. The updated encroachment project review process determination has been incorporated into the following documents:

1. Flowchart for determining the appropriate Caltrans review process to be used by the district permit engineer, district functional units, and the applicants (see Attachment 1)
2. Permit applicant's checklist to identify the proposed scope of work and the required approval documents (see Attachment 2)
3. Interim DEER application guidelines (see Attachment 3)
4. DEER Template (see Attachment 4)
5. Preparation Guidelines for DEER (see Attachment 5)

Deviations from the above applicable review process, based on the established criteria, can be approved by the District Director on a case-by-case basis, using the Encroachment Project Review Process Change Approval Form (see Attachment 6).

These documents are effective until they are permanently incorporated into the Project Development Procedures Manual and the Encroachment Permit Manual.

Furthermore, Caltrans has implemented Lean Six Sigma recommendations for its EPOP and has established the following requirements and timelines for the District Permit Office (DPO), district functional units and applicants:

1. The district permit engineer is required to screen every Encroachment Permit Application Package (EPAP) for completeness before accepting or rejecting it in accordance with California Streets and Highways Code, section 671.5., subdivision (a).
2. District functional units are required to review and submit comments on the EPAP within eight (8) calendar days instead of 14.
3. Applicants are required to respond to Caltrans' request for additional information and/or documents within 10 calendar days instead of 30.

The Caltrans Strategic Management Plan, Goal 2, Stewardship and Efficiency has identified a performance target to issue or deny 95 percent of the EPAPs within 30 calendar days from the submittal date of a complete application. These requirements and timelines will help achieve this target.

If you have any questions regarding the encroachment permit office process, please contact James R. Anderson, Chief, Office of Encroachment Permits at (916) 654-5869, or by e-mail at <james.r.anderson@dot.ca.gov>. If you have any questions regarding the project delivery quality management assessment process, please contact Tina Lucas, Chief, Office of Project Support at (916) 653-8559 or by e-mail at <tina.lucas@dot.ca.gov>.

Attachments

1. Flowchart to Determine the Appropriate Caltrans Review Process for Encroachment Projects on the State Highway System
2. Applicant's Checklist to Determine the Appropriate Caltrans Review Process for Encroachment Projects on the State Highway System
3. Interim Design Engineering Evaluation Report Application Guidelines
4. Design Engineering Evaluation Report Template
5. Preparation Guidelines for Design Engineering Evaluation Report
6. Encroachment Project Review Process Change Approval Form

c: Jasvinderjit S. Bhullar, Chief, Division of Traffic Operations
Janice Benton, Chief, Division of Design
Jeffrey Wiley, Acting Chief, Division of Project Management
Thomas A. Ostrom, Chief, Division of Engineering Services
Philip J. Stolarski, Chief, Division of Environmental Analysis
Mark Phelan, Acting Chief, Division of Right of Way and Land Surveys
Rachel Falsetti, Chief, Division of Construction
Dennis T. Agar, Chief, Division of Maintenance
James R. Anderson, Chief, Office of Encroachment Permits, Division of Traffic Operations
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