



**VENTURA COUNTY TRANSPORTATION COMMISSION
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

Camarillo City Hall
Administrative Conference Room
601 Carmen Drive
Camarillo, CA

Thursday, April 18, 2013 at 9:00 AM

- Item # 1** Call to Order
- Item # 2** Public Comments
- Item # 3** Approval of February 21, 2013 Minutes
- Item # 4** Caltrans Local Assistance Update
 - Receive update from Caltrans Local Assistance staff.
- Item # 5** Route 1 – Rerouting to Rice Avenue Update
 - Receive update from Jason Samonte, City of Oxnard.
- Item # 6** Revision to Camarillo Transportation Enhancement Projects
 - Receive and file.
- Item # 7** New Caltrans Policy on Inactive Projects
 - Receive and file.
- Item # 8** ADA Requirements on Caltrans Projects
 - Receive and file.
- Item # 9** Future Agenda Items
 - Congestion Management Program Update /Approval
 - Periodic Highway Construction Updates
 - Regional Transportation Funding & Planning

VCTC Programming Procedures—Potential Revision

Item # 10 Next Meeting is May 16, 2013

**MINUTES OF THE
VENTURA COUNTY TRANSPORTATION COMMISSION
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**
February 21, 2013 Meeting

Item #1 Call to Order

Chair David Fleisch (County) called the meeting to order at 9:07am. The following people were present during the meeting:

Fred Bral	Caltrans
Morris Zarbi	Caltrans
Robert Wong	Caltrans
Ken Matsuoka	Camarillo
Thang Tran	Camarillo
Dave Klotzle	Moorpark
Jason Samonte	Oxnard
Andy Santamaria	Port Hueneme
Brian Yanez	Santa Paula
Kamran Panah	Simi Valley
Cliff Finley	Thousand Oaks
Ben Emami	Ventura County
David Fleisch	Ventura County
Chris Birkelo	Port of Hueneme
Ben Cacatian	VCAPCD
Darren Kettle	VCTC
James Hinkamp	VCTC

Item #2 Public Comments

Darren Kettle of VCTC noted that Peter De Haan (VCTC) was on vacation and Stephanie Young (VCTC) was attending another meeting, so he and James Hinkamp (VCTC) were temporarily filling respective roles at this meeting.

Item #3 Approval of January 17, 2013 Minutes

Ken Matsuoka (Camarillo) moved to approve the minutes; Dave Klotzle (Moorpark) seconded the motion and it passed unanimously.

Item #4 Caltrans Local Assistance Update

Caltrans Local Assistance staff provided information regarding training, which has also been posted on the Local Assistance website. Robert Wong (Caltrans) asked TTAC members to refer to the Office Bulletin on the Local Program website, to stay current with MAP-21 information. TTAC member agencies were also reminded to indicate whether they intend to use the lump sum method or pro-rata method in order to facilitate E-76 authorization. Caltrans staff additionally stated that SR2S and HSIP project status updates are needed in order to meet milestones. Chair David Fleisch indicated that these project types are not typically tracked by TTAC, except perhaps on an agency-specific level, so respective members will need to review such project information if they have relevant projects.

Item #5 CMAQ, STP and TE Funds Project Status Updates

Darren Kettle (VCTC) indicated that VCTC staff have reviewed quarterly project funding obligations. Two Prop. 1B (TCIF)-funded projects - 101/23 interchange and Port Hueneme Rd. - required obligation prior to quarter-end, in order to begin construction by year-end. Obligation authority is limited in this quarter to the major, aforementioned projects and those pursuing E-76 authorization.

It was further noted that, based on current information, a \$2 million gap in OA existed for this quarter. Jason Samonte (Oxnard) indicated that the Rose Ave Resurfacing project (\$2.16 million) will not be ready to be obligated by quarter-end due to limited staff availability. Dave Klotzle (Moorpark) also noted they will not likely receive E-76 by March or April. As a result, it was noted the pre-existing \$2 million OA gap should be able to be closed. Darren Kettle (VCTC) also asked that TTAC members regularly update project statuses and forward that information to VCTC staff, as it becomes available. Chair David Fleisch (County) also asked TTAC members specify project status justifications in the event of a delay (i.e. staffing levels related to project processing). This item was not an action item.

Item #6 California Street Bridge Project Funding Revision

Darren Kettle presented this item. The scope of the California Street Project (City of Ventura) has changed such that it is no longer eligible for CMAQ funding. The new scope entails decorative features along the railing along with intent to widen the existing pedestrian path. TE funds are available to transfer to this project. The CMAQ funds will be made available for the next call for CMAQ-eligible projects. Ben Cacatian (VCAPCD) noted that this project may require conformity review if substituting CMAQ funded-projects. Chris Birkelo (Port of Hueneme) moved to approve the funding revision; Cliff Finley (Thousand Oaks) seconded the motion and it passed unanimously.

Item #7 Revision to Thousand Oaks STP Funds

Cliff Finley (Thousand Oaks) presented this item, which proposes to shift \$285,027 in cost savings from the Wendy Drive Interchange project to the Erbes Road project. The latter is scheduled for award by Thousand Oaks City Council in March 2013. Morris Zarbi (Caltrans) noted that the FTIP needs to be updated in order to make this change; Cliff Finley (TO) said that he will confirm the FTIP amendment. Cliff Finley (TO) moved to approve the proposed funding revision; Andy Santamaria (Port Hueneme) seconded the motion and it passed unanimously.

Item #8 Future Agenda Items

A request was put forth for discussion of the Congestion Management Program (CMP) update. Additionally, freight mobility and intermodal operations issues, including CA-1 and Hueneme Rd. projects, were advocated for discussion at the April TTAC meeting.

Adjournment

The meeting was adjourned at 9:33am by Chair David Fleisch (County).



Item # 6

April 18, 2013

MEMO TO: TRANSPORTATION TECHNICAL ADVISORY COMMITTEE
FROM: STEPHANIE YOUNG, PROGRAM ANALYST
SUBJECT: REVISION TO CAMARILLO TRANSPORTATION ENHANCEMENT PROJECTS

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Moving Ahead for Progress in the 21st Century (MAP-21), the federal transportation authorizing bill that was passed last year, eliminated the Transportation Enhancement (TE) program and replaced it with the Transportation Alternatives Program (TAP). Though the TE program and TAP have many of the same eligibilities, landscaping projects, which were previously eligible for TE, are not eligible for TAP. Although the new MAP-21 rules became effective October 1, 2012, Caltrans expects to have, through June 30th, carryover TE funds to obligate under the old eligibility requirements.

The Lewis Road Landscaping project in Camarillo has \$780,000 of TE funds programmed from the Mini Call for Projects. The Route 101 / Central Avenue Landscaping project in Camarillo was approved for \$498,000 of TE funds in a previous Call for Projects. The City of Camarillo might be able to obligate the Lewis Road project while the carryover TE funds are still available, but not the Central Drive project. In order to not lose TE eligibility for these funds, staff recommends that the \$498,000 originally programmed for Central Drive be shifted to the Lewis Road project. This in addition to the \$780,000 originally programmed for Lewis Road will allow the project to be fully funded.

Since the March TTAC meeting was cancelled, this recommendation was not approved by the TTAC but was approved by the Commission on April 5th.



Item # 7

April 18, 2013

MEMO TO: TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: NEW CALTRANS POLICY ON INACTIVE PROJECTS

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Caltrans has updated its policy on management of inactive federally funded projects in response to changes adopted by FHWA. The new policy will be effective beginning July 1, 2013, and is described in detail in the attachment.

DEPARTMENT OF TRANSPORTATION

DIVISION OF LOCAL ASSISTANCE

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April 4, 2013

To: Local and Regional Transportation Partners

Dear Transportation Partners:

As you know, once federal funds are obligated to projects, local agencies are expected to invoice the Department on a regular basis in accordance with 23 CFR 630.106. Failure to do so will deem the project “inactive” and is subject to deobligation if proper justification is not provided to the Department and approved by Federal Highway Administration (FHWA). The intent of this regulation is to make sure the federal funds available are used timely on federal aid projects.

In spite of complying with this regulation, a recent audit by Office of Inspector General (OIG) found “material weakness” in the way FHWA is managing the “inactive obligations”. As a result FHWA has already changed the definition of the “inactive projects” twice. These changes, without advance notice, cause undue hardship to local agencies and the Department. In order to manage these changes more proactively, the Department is changing the management of “inactive projects” as follows beginning July 1, 2013:

1. If the Department does not receive an invoice for more than six months, the project will be deemed “inactive” and posted on the Department’s website. Local Agencies will be notified the first time projects are posted.
2. If the Department does not receive an invoice in the next six months (12 months without invoicing), the Department will deobligate the unexpended balances.
3. It is the Local Agencies responsibility to work in collaboration with their respective District Local Assistance Engineer’s to ensure their projects are removed from the list to avoid deobligation.
4. Inactive project listing is already posted at the following website and will be updated weekly: <http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

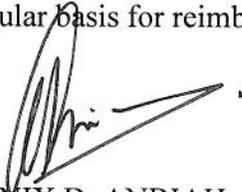
Inactive obligation policy information can be accessed at the following link:

http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/p04agree-04-08-11.pdf#page=18

It should also be noted that American Recovery and Reinvestment Act (ARRA) projects will not be treated differently than non-ARRA projects in the new procedures.

Local and Regional Transportation Partners
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If you have any questions regarding this policy, please contact Chris Jensen at (916) 653-3085 or Curt Davis at (916) 653-4221. Remember the best way to avoid inactivity is to invoice on a regular basis for reimbursable costs.



DENIX D. ANBIAH
Chief
Division of Local Assistance

- c: District Local Assistance Engineers, Caltrans
- Office Chiefs, Division of Local Assistance, Caltrans
- Gilbert Petrissans, Local Programs Accounting, Caltrans
- Janice Richardson, Director, Financial Services, FHWA
- Fardad Falakfarsa, Chief, Office of Federal Resources, Caltrans
- Curt Davis, Chief, Office of Project Delivery & Accountability, Caltrans
- Chris Jensen, Senior Transportation Engineer, Office of Project Delivery
Accountability, Caltrans



Item # 8

April 18, 2013

MEMO TO: TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

FROM: STEPHANIE YOUNG, PROGRAM ANALYST

SUBJECT: ADA REQUIREMENTS ON CALTRANS PROJECTS

RECOMMENDATION:

- Receive and file.

BACKGROUND:

Caltrans has issued an internal memo requesting that Districts make sure that construction and design phases of projects meet ADA requirements. Minor deviations are no longer acceptable and local agencies or Caltrans are required to bring facilities in to compliance at the time that major alterations are being made. Please see the excerpt from the January 8th RTPA meeting minutes, below:

ADA Requirements on Caltrans Projects: Terry Abott (Caltrans) reported that Caltrans was sued a number of years ago for not complying with the requirement to build facilities consistent with the Americans with Disabilities Act (ADA) and Caltrans is now complying with the settlement agreement based on that law suit which requires Caltrans to have a consultant measure facilities to ensure compliance with ADA. The consultant has reported back and has found that in several instances Caltrans built facilities are not complying with the very specific requirements of ADA based on minute differences. Ms. O'Keefe asked if there was a measurable and significant impact to these slight deviations. Mr. Abott's response was that Caltrans is required to meet the requirement and that they are either compliant or non-compliant. The law is very specific when it determines grades and distances and there are no published standards or deviation from standards. The guidance on the ADA web page is to build some cushion into the design so that facilities, once built can meet the minimum requirement.

Caltrans is asking RTPA's/local agencies to work with the project delivery teams to ensure that designs are meeting ADA requirements. Caltrans has issued an internal memo to the Districts to take an active role in making sure that both construction and design are meeting the ADA requirements. Construction practices that allow for minor deviations from the requirement will no longer be acceptable. Districts will likely contact local/regional agencies to develop a process to ensure that the projects will meet ADA requirements.

Darold Heikens, the Caltrans ADA program manager noted that agencies also need meet Title 2 requirements of the ADA which requires agencies to have a grievance process in place which includes a coordinator that the public can contact directly. Agencies need to do reviews of policies

and procedures to make sure there isn't anything that is not ADA compliant. The Caltrans ADA program manager office is doing spot checks with agencies. They are doing a compliance check on SANDAG at the end of January, for example. The ADA program manager office also receives grievances which requires a review of the project and may require an alteration to that project to bring it up to standard.

A question was asked about how Caltrans is handling pre-existing conditions at old project sites. Mr. Abott responded that Caltrans has a consultant going from North to South to look at facilities and identify facilities that are not compliant. About 30% of total sidewalk infrastructure is not compliant. The requirements vary depending on the type of facility that is being reviewed. However, the requirement is that as a local agency or Caltrans proceeds with major alterations the facilities need to be brought up to the ADA standards. Caltrans offered to be a resource. Teresa Arnold (SACOG) asked how Caltrans is handling it when the inspector finds a deviation. Mr. Abott responded that Caltrans is fixing the problem. Before they release the contractor, they check the facilities and either require a correction from the contractor or issue a contract change order if it's a design issue. Ms. Arnold also asked how Caltrans is contacting local agencies on this issue. Mr. Abott has asked to be on the City/County/State cooperation committee to provide this information. Ms. O'Keefe asked how Caltrans will Cal RTPA Group develop industry standards for minor deviations. Mr. De Terra responded that Caltrans is directing designers to design facilities with a cushion so that they are built to meet the minimum requirement, since there is no industry standard they are requesting that projects are designed to provide for less than maximums and greater than minimums. Neil Peacock (Amador County Transportation Commission) asked a question related to a project in D-10. They have asked Caltrans if they can avoid these requirements for schedule reasons. Mr. Abott indicated that there is an exception process but a schedule delay may not qualify. Mr. Peacock also asked for information on the grievance process. Mr. Heikens indicated that there is an ADA coordinator on the Caltrans ADA web site and there is also a phone number on the web site. Mr. Ridder asked if any of this information would go through local assistance to ensure the information is provided to the local agencies. Mr. Abott responded that if there are federal funds on local agency projects then Local Assistance should be involved. Local Assistance has always considered ADA requirements but now they need to pay more attention to the specific requirements.

Denix Anbiah (Caltrans) responded for Local Assistance, noting that Local Assistance provides guidance on ADA in their manual and that they are responsible for compliance. However, they do not do spot or on-site checks to make sure that ADA requirements are met. Local Assistance typically gets involved when there is a complaint. If a project is found to be out of compliance they require that the project be modified to meet the requirement or that the funds are returned. Mr. Ridder asked if the Department does implement a cushion would that carry over to local assistance. Mr. Anbiah indicated that if the Department is using some sort of cushion than local agencies could adopt that cushion as well.