

**California Local HSIP Advisory Committee**  
**Meeting Minutes**  
**March 23, 2023**  
**1:00 pm – 3:30 pm**  
**Via Zoom**

**Attendees:**

Chiu Liu, Tracy Coan, Maria Bhatti, Robert Peterson, John Asuncion, Mallory Atkinson, Colleen Vidinoff, Rebecca Neves, Richard Ke, Trisha Tillotson, Dale Benson, Bill Sandhu, Dennis Acuna, Angel Araiza, Mike Benjamin, Steve Novotny, Bashar Tohmeh, Jim Perrault, Upa Patel, Vitavat Buranabul, Lizbeth Avitia, Elliott Vong, Theary Monh, Maria Katindig, Michael Casas, Jim Perrault, Nick Lowe, Robert Wong

Ian Holst and Gilbert Marquez, City of Carson  
Leo Gallegos, Masashi Tsujii, and Hank Fung, County of Los Angeles  
Kenneth Jones, City of San Fernando  
Omar Padilla, Michael Winton, and Teresa Arteaga, County of Tulare  
Michael Hunt, Uy Tran, and Justin Ly, City of Los Angeles

**Note: Decisions and Action items in boldface**

**Item 1. Welcome and Committee Updates**

- Welcome extended to all attendees, roll call taken, and agenda reviewed.

**Item 2. Project Extension Request Updates: City of Carson, County of Los Angeles, City of San Fernando, County of Tulare. City of Los Angeles. Detail of project's status, challenges, and requested time extensions below.**

**Item 2a. Project Update from City of Carson H8-07-003**

Ian Holst and Gilbert Marquez provided update.

Project Purpose: Upgrade traffic signals at several intersections.

Project Progress: We have complete plans from contractor but cannot finalize until we receive final plans from Southern California Edison. There are new service locations for two of the intersections.

Committee Questions/Feedback: Chiu asked if they will be able to submit CON RFA this calendar year. Ian and Gilbert said they would. Robert noted there was a delivery CON of March 1, 2023 and asked if it will be pushed out to December 2023. It was agreed that delivery would be by December 31, 2023.

## **Item 2b. Project Update from County of Los Angeles H8-07-029, -032, and -033**

Masashi Tsujii, Hank Fung, and Leo Gallegos provided update.

-029: Received E-76 for construction in January 2023.

-032: Project for Bouquet Canyon Road to install some curve warning signs. Received a second time extension to deliver by April 30, 2023.

Will not be able to submit RFA by April 30 deadline. Delays explained in second time extension:

- Clear NEPA – Done
- Work out issues with U.S. Forest Service jurisdiction – Done

Request for ROW certification submitted this morning. Plan to submit RFA package in June 2023.

Committee Questions/Feedback: Chiu Liu confirmed CON RFA for -032 will be submitted by end of June. Masashi said if ROW certification is approved by Caltrans within the next four weeks, we will be able to meet deadline.

-033: Plan to submit ROW in June 2023 and CON RFA in September 2023.

## **Item 2c. Project Update from City of San Fernando H8-07-046**

Kenneth Jones provided update.

Delay, discussed at meeting on January 26, was not being able to obtain a signature on our GO 88 form.

Project Progress:

- Received signature on GO 88
- SCRRA signed off on project
- CPUC has form now, and we expect to have a permit by mid-April
- Once received, permit and plans will be sent to L.A. Metro for approval
- When L.A. Metro approves, they will initiate license agreement process

Committee Questions/Feedback: Chiu asked if the CON RFA will be submitted by May 31, 2023 or whether he wanted to extend until June or July. Kenneth asked if he could get update from engineers on whether that date is realistic and get back to the committee. Chiu said that would be fine. Robert said we will leave deadline as May 31 unless we hear otherwise.

## **Item 2d. Project Update from County of Tulare H9-06-017**

Omar Padilla, Michael Winton, and Teresa Arteaga provided update.

**Project Background:** The Avenue 144 and Road 96 Roundabout Project was identified in the County's Transportation Improvement Program 2019/2020, adopted by Board in June 2019, and will tie in to the 144 Segment constructed as part of Rehabilitation Project. End goal is to reduce the amount of collisions that have occurred on these local rural roads in last five years (2 fatal, 1 severe injury, 8 moderate injury, 6 property damage only collisions).

**Project Purpose:** Convert existing 2-way stop controlled intersection into a single lane roundabout. Some important features of this project will be constructing roadside drainage, enhancing driver safety, providing street lighting, reducing conflict points, and accommodating all users.

**Project Scope:** Reconstruct intersection to accommodate a 22' travel lane, 20.3' concrete truck apron, and 82' center island. Shoulders will accommodate a 7' rock blanket, 8' sidewalk, 4' bench, 10' wide roadside drainage swale, and 2' minimum width for daylight slope/utilities.

**Project Progress:**

- Prepare 100% of PS&E package
- Complete ROW/Utility Tasks
  - Procure FHWA Utility Agreement and prepare draft ROI/NTO
  - Obtain approved Utility Relocation Plans by Summer 2023
  - Procure ROW contracts for acquisition/TCEs
  - Finalize ROW Certification

**Project Schedule:**

- Complete Design and ROW Acquisition – Fall 2023 (Funded)
- Begin Construction - Spring 2024 (Pending Funding)

**CON Time Extension:**

- First time extension requested in November 2021 and was granted same month
- Project CON RFA deadline pushed to December 31, 2021

**County not going to meet December deadline due to project delays:**

- COVID-19 stay at home order
- Establishing project footprint and completion of environmental studies
- Procuring consultant for A&E contract

CON RFA deadline was extended a second time to December 31, 2023. This extension allows time to coordinate utility relocation work and to negotiate with property owners to obtain ROW/TCEs.

Committee Questions/Feedback: Previously approved extension to 2023, so this is a project update with no action needed. Project is showing steady progress, and ROW and utilities can be challenging.

Richard Ke noted that this is a high risk rural road eligible project and there are special rules for HR3 funds. He asked if CON authorization could be submitted by September 30, 2023 if possible. Michael Winton said that is their goal.

### **Item 2e. Project Update from City of Los Angeles H8-07-024**

Michael Hunt, Uy Tran, Justin Ly provided update.

Asking for time extension to obtain the E-76 for construction and to obligate the construction funds.

Project Background: City was awarded a 5.2 million dollar grant in Cycle 8. Michael appeared before this committee on September 24, 2020 and obtained a rescope and 2-year time extension due to city's updating of ADA and complete overhaul of access ramp design standards. Rescoped from 20 locations down to 15 with left turn phasing.

Project Progress:

- Design plans have been signed
- ROW certification just approved
- Updating cost estimates by early next week
- DBE counts by end of next week
- Submit DBEs to Caltrans for verification and approval
- Complete all other components of E-76 while awaiting DBE approval

CON Time Extension:

- Submit CON RFA package by mid-April 2023
- Execute E-76 by June 30, 2023 (not sure how this fits with CON RFA deadline)
- Rescope from 15 to 14 intersections because left turn phasing at one intersection already completed by another city project
- Hold onto all grant funds to cover forecasted increase in construction costs

Committee Questions/Feedback: Chiu asked if CON RFA would be submitted by mid-April. Michael feels confident that it will, though it is dependent on DBE approval.

### **Item 3. Committee Charter Update, Review, and Approval**

Robert provided background on the decision to review the committee's charter. Questions came up in the Highway Bridge Program Committee about decision making, open meeting laws, etc. This led us to look at the HSIP charter and match it to how the committee is operating. For example, the role of this committee is advisory, recommending approval but not actually approving. Having agencies come to the committee to present projects and ask for extensions as needed keeps them on point. Caltrans is the actual decision maker.

The following changes were made to the charter based on discussion at the January meeting:

- Under Mission, added "goal of zero fatalities" to match SHSP goal.
- Under Frequency of Meetings, changed wording to: "The committee will be scheduled to meet six times annually. Co-chairs may call additional meetings or workshops or cancel a meeting, as necessary."
- Under Reporting Structure, changed wording to: "The Local HSIP Advisory Committee makes recommendations to the Local Assistance Division Chief or designee."
- Changed Decision Process to Recommendation Process. Under that, changed wording to: "It is desired that recommendations by the committee should be made by consensus. Consensus is defined as reaching a decision that Committee Members will support after a complete discussion of the issues and differing viewpoints. If consensus cannot be reached, a vote of the committee will be the next action and a majority of 'yes' votes by participating members will be required before recommendations are approved. Recommendations and dissenting opinions will be captured in the meeting minutes."
- Changed names for signature. Did not list alternates.

Robert will send out revised charter for final review and signature.

Regarding a discussion at the beginning of this meeting about whether we want to continue to have representation from RTPA, Rebecca Neves said there are a few people from RTPA interested. She would recommend Woodrow Deloria. John Asuncion also sent an email inquiring about RTPA participation.

### **Item 4. OA Update and Safety Project Delivery Status**

Chiu reported that we have 82.7 billion dollars to spend this fiscal year. Projects are picking up speed in May and June, so we may end up overspending. Robert explained that due to HR3 being triggered, 17 million dollars was taken off the top of our apportionment and put into an HR3 bucket. We got the Exchange, so will take some of that federal OA and exchange it for projects that go over to state side. Exchange will happen in May. When OA report posts, you will see us go back into the negative. Then

we can tap into apportionments. We can utilize funding to overextend for HSIP to satisfy usage from years past.

#### **Item 5. Update on HR3 and VRU Obligations**

Robert stated that for the VRU, 40 million taken off the top. For HR3, 17 million was taken off the top. Any OA not used must go back to FHWA. That is why we're asking agencies to deliver early (pitch from Richard earlier). We are challenged to find 17 million worth of projects for this year. If one project in Riverside County comes through, we will have no problem using the funds. Those funds cannot be used for anything else.

Maria Bhatti said to be aware of the timing of August redistribution and the end of the federal fiscal year. Deadline for obligating funds could be sooner than the end of the federal fiscal year. Robert suggested to let Fardad Falakfarsa know projects will be coming in, and to hold onto the money. Need to be confident in those numbers.

Robert gave a reminder that we must follow our 50/50 split with state side. At the end of every year, there will be a reconciliation of all funds used. An onward adjustment will take place year after year to make sure all funds are used and 50/50 balance is kept.

Mallory Atkinson asked if there was an HR3/VRU table of funds expended. She is concerned there might be a rescission of pre-IIJA fund balances at end of the year. Richard Ke responded that we have more than 100 million dollars of local apportionments from past years we can use. He believes FHWA allows up to a year to use funding. He also said the state does a good job using apportionments. We keep an internal worksheet of funds used by local agencies and funds used state side.

#### **Item 6. Summary Results of Cycle 11 Call-for-Projects**

Cycle 11 was posted March 9. It shows what was funded and what was not funded and why. Most projects were accepted. Local agencies are doing a really good job of putting applications together. Because state funds cannot be used for anything that is HR3 eligible, agencies will be notified their project was federalized. For VRU we have made the decision that any project over 2 million will be federalized. That is a change from Cycle 10 because of triggers. This is something we did not anticipate when SB 137 came around.

As far as results from Cycle 11, many projects have taken advantage of a systemic approach, making a lot of improvements at many locations. With Safe Streets for All (SS4A), 43 agencies have applied for action plan grants.

On the implementation side, there are some significant sized safety projects for cities, over 300 million.

There was more funding than there were applications for planning grants. That money will roll over to next year, so reach out to counterparts to update safety plans and apply for SS4A funding. Maria mentioned to be sure and apply for Local Roadway Safety Plan

(LRSP) funds as well. Chiu recommended sending out an email blast to encourage applications for SS4A. Maria said a call is going out in April, and Robert will put information into the notice about updating or developing LRSPs. Richard will add language to the website directing agencies to SS4A for more information.

Robert asked if there was any more feedback on Cycle 11. Colleen said the website looks fantastic, and it is easy to understand approval spreadsheet. Only complaint is that it took so long to post due to website update and ongoing weather events. Next time, will get word out faster.

For Cycle 12, the state side will be embarking on district safety infrastructure plans. Cities and counties may be getting involved in some of these planning efforts. Might be more of a need to collaborate with funding. At the next few committee meetings, we will be getting ready for Cycle 12. If there is something you would like to see changed, commented on, or suggested, now is the time.

### **Roundtable**

There was nothing further to share.

### **Adjourn**

The meeting adjourned at 2:57 pm.

### **Next Meeting:**

1:00 – 3:30 pm, May 25, 2023