

**Local Assistance
Highway Bridge Program (HBP) Advisory Committee Meeting
April 20, 2023 – Action Items and Summary**

Attendees:

Dee Lam, DLA	Chris Sneddon, Santa Barbara County
Matt Randall, Placer County	Michael Chung, San Joaquin County
Debbie O’Leary, Oxnard	Jesse Gothan, Sacramento
Kenneth Kao, MTC	Rebecca Neves, Placerville
Chris Long, FHWA	Jon Pray, CTC
Jim Perrault, DLAE D6	Andy Chou, DLA
Roberta Jensen, DLA	Linda Newton, DLA
Parminder Singh, DLA	Jeremy Wright, SLA
Mark Samuelson, DLA	Naomi Caietti, CSUS
Sujaya Kalainesan, DLA	Kerri Moore, CSUS
Robert Peterson, DLA	Umer Ahmed, Riverside County

Decisions

No decisions were made at the meeting.

Action Items

All completed or closed Action Items will be removed from the list for the next meeting summary.

Item Number	Status	Who	Action	Date Created	Target Date
A114	Open	All	Discuss possible changes to 6-A scoping document to help estimate project cost more precisely.	4/18/19	On agenda

Discussions

1. Welcome and Introductions

Dee Lam welcomed Sujaya Kalainesan as the new Deputy Division Chief of Caltrans Division of Local Assistance of Local Programs Portfolio Management, and thanked Mark Samuelson for his support and leadership work on the committee. Progress continues with the alignment of the project portfolio and strategic plan for local assistance and operational pieces.

Dee welcomed new committee members and requested assistance to get alternate representatives for League of California Cities and California Association of Councils of Governments.

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2. Agenda Review

Agenda reviewed, no changes.

3. Review of 02/16/2023 Draft Action and Summary

A114, LAPG 6-A & 6-D draft changes: See Discussion Item 6 below. Request for all comments to be submitted by April 28, 2023.

4. Financial Status

HBP Managers shared the Federal Fiscal Year (FFY) 22/23 fund status as of 04/13/2023 with the following points:

Carry over balance from FFY 21/22 was \$11.4 million.

- There are three fund types:
 - On Federal Aid System core apportionment
 - Off Federal Aid System core apportionment
 - Bridge Formula Program (BFP) funds
- HBP core apportionment notes:
 - The new FFY 22/23 HBP apportionment is approximately \$326 million.
 - De-obligations so far for FFY 22/23 are approximately \$9.6 million.
 - Obligations so far for FFY 22/23 are approximately \$79 million.
 - Projects in Districts pipeline pending obligation are approximately \$21.9 million.
 - Obligation Authority (OA) projected for FFY 22/23 is \$227.8 million.
 - HBP did not receive a 2% increase in funding this year as was anticipated.
 - OA delivery for HBP this year is at 30.6%.
- BFP apportionment notes:
 - Obligations so far for FFY 22/23 are approximately \$234 million.
 - HBP Managers added BFP to the spreadsheet for FFY 22/23.

5. Asset Management Plan/Tool

California State Association of Counties (CSAC) members presented on the Asset Management Plan/Tool, and these are the highlights:

CSAC members posed the following questions:

- Should HBP have an Asset Management Plan?
- Should local agencies have Asset Management Tools?

CSAC members proposed Caltrans Transportation Asset Management Plan (TAMP) as a possible model, noting that HBP has some of these features but not all. Caltrans TAMP includes the following elements:

- Introduction
- Inventory conditions
- Asset performance tags

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- Life cycle planning
- Managing risk and building resiliency
- Financial plan
- Investment strategies
- Performance scenarios and gaps
- TAM process improvements

While there are software tools available for Asset Management, it is important to ask the following questions:

- Will control be centralized or local?
- Who manages the software?
- What is the level of complexity?
- What are the minimum requirements?
- What process will be used to develop?
- Will software be optional or required?

Comments from the committee:

- If HBP requires Asset Management tools, it may hinder smaller local agencies from participating depending on funding required to acquire tools and gather information.
- The Bridge Needs report has some fundamental elements of an Asset Management Plan but having targets and a gap analysis could be useful.
- Asset Management Plan could help:
 - Communicate to local agencies what the program is doing and why.
 - Help program run efficiently.
 - Make funding more equitable for large and small agency bridge projects.
- Caltrans has an asset plan in response to state law (2014). The uptake of a plan for HBP might be slow without accompanying funding.
- Bridges are not broken out in reports like the Shared Annual Road Report for Placer County. A statewide Asset Management Plan that identified goals could be helpful for local agencies and bridge managers.
- There is a benefit to the level of information a plan can provide, particularly in terms of continuity with staff turnover.
- Another benefit of a plan is that asset values get considered when applying for grants.
- It might be useful to develop a suggestive framework and let local agencies adapt rather than having strict requirements.

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After some discussion, the group decided to wait until Discussion Item 7, Local Streets & Roads Needs Assessment, to discuss the next steps.

6. LAPG 6-A & 6-D Form Updates

HBP managers presented updates for the Local Assistance Program Guidelines (LAPG) LAPG 6-A & LAPG 6-D (6-A/6-D) forms. It was explained the updates to the 6-A/6-D are not policy changes but format changes that resulted from local agency and district staff suggestions on how to improve the forms. The 6-A/6-D forms will be mutually exclusive in the updated format. The LAPG 6-A will be for first time applications or scope changes. The LAPG 6-D will be for cost or schedule changes only. Scope changes will require a 6-A. The LAPG 6-B form will no longer be used.

Send any comments regarding changes to HBP managers by 4/28/23. HBP managers asked the committee to keep updated forms internal for now. The goal is to implement new forms during annual updates in late January 2024. There will be an opportunity before finalizing the forms when internal and external stakeholders will get the opportunity to review them and comment.

7. Local Streets & Roads Needs Assessment

A CSAC representative made a presentation for the 2026 Local Streets & Roads Needs Assessment and HBP funding support for the report.

Background on the Local Streets & Roads Needs Assessment was provided. Saving California Streets began in 2008. A Needs Assessment report comes out every two years, with a bridge assessment every four years. The last bridge assessment report was in 2020 (released in 2021). HBP contributed funding to the previous bridge report.

A local project manager leads the Needs Assessment Report and every cycle someone new leads it. The contract is held with CSAC. Last time for the bridge assessment, a fund swap with CSAC to fund bridge portion of the report was implemented. The report communicated needs in a more consistent report with the goal of getting more local bridge funds. The process felt rushed, and not everyone on the HBP Advisory Committee was pleased with the result. The CSAC is posing the following questions:

- Should HBP provide funding for development of the bridge portion of the Local Streets and Roads Needs Assessment for 2026?
- Does the HBP and HBP Advisory Committee want to provide guidance on the bridge portion of the report?

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The cost estimate for the bridge report is unknown currently. Questions from the committee:

- Can the information from the November 2021 Bridge Condition Report be used in the 2026 report?
- What would a schedule look like?
- Who could manage it?
- Could the bridge report be developed separately then merge into final document?
- Could the report be changed from a Needs Assessment to an Asset Management Plan that gets folded into the Local Streets report?

Committee members are in support of doing a separate bridge report. Placer County volunteered to be the project manager for the 2026 report and then another CSAC member could be the manager for the following report. It was agreed that a subcommittee be formed to work on the details of providing guidance for the report. Placer County asked anyone interested in serving on the subcommittee to contact them. An invitation will be sent out to a subcommittee meeting in June. A standing agenda item will be added to the agenda for progress reports on the subcommittee progress. The group recommended to wait and see how the 2026 Local Streets & Roads Needs Assessment develops before discussing local Bridge Asset Management Plan further.

8. Review New Action Items

Invite a specialist from Caltrans Division of Environmental Analysis to a future advisory meeting to discuss processes and issues with NEPA.

9. Round Table

No items for discussion.