

**California Local HSIP Advisory Committee**  
**Meeting Minutes**  
**Thursday, September 26, 2019**  
**1:00 pm – 4:00 pm**  
**Sacramento International Airport**  
**Terminal A, 2<sup>nd</sup> Floor, Air-Media Conference Room**  
**(916) 874-0182**

Attendees: Robert Peterson, Mark Samuelson, Stephanie Holloway, Tom Mattson, Ross McKeown, Patricia Chen, David Giangco, Darlene Wulff, Chiu Liu, Ken Kochevar, Heidi Borders (by phone), Rick Tippett (arrived 3pm), Susan Herman

Agency Representatives:

County of Tuolumne (by phone)—Denise Zitnik

City of Carson (by phone)—Reata Kulcsar, Jeff Thierry

City of Baldwin Park—Hal Suetsugu of Evan Brooks Associates

Riverside County—Patty Romo, Alfredo Martinez

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

**Item 1. Welcome and Updates**

Committee membership:

- Jana Cervantes is moving on; committee leadership will work with Brandon Black at California League of Cities for two new representatives
- Bob Goralka is moving to San Diego; another North area representative will be needed from California State Association of Counties
- David Giangco and Darlene Wulff will be alternate DLAEs

**Item 2. Project Delivery Updates and re-scoping advice**

**Tuolumne County, HSIP6-10-012 (Tuolumne Road Improvement project) and HSIP6-10-013 (Phoenix Lake Road Improvements Project)**

Denise Zitnik presented the County's request to extend CON E-76 delivery milestone for both projects until September 2020.

- The county previously requested extensions until March 2020 but experienced delays.
- For the Tuolumne Road project (adding 0.5 miles continuous left turn lane to reduce rear end crashes), the frog and bird study was held up with right of entry delays. However, the bio survey is now complete. The project is at 90% design and a right of way consultant has been hired. Temporary construction easements

and utility relocations will begin soon.

- Currently Tuolumne Road has two 12-ft lanes; widening for total of three 11-foot lanes including a continuous left turn lane in middle, additional paving, and retaining walls on shoulders to improve drainage.
- For the Phoenix Lake Road improvements (roadway widening and paving shoulders for safe recovery zone over an area less than 0.5 miles), NEPA was completed in April 2019, and the right of way RFA was submitted in June. ROW is currently held up for a change to the project description (replacing an earth-moving component with signing component). The project is at 100% design; agency has hired ROW consultant. Still need to obtain construction easements and complete utility relocation, certify ROW, begin construction.
- There is only AT&T representative working on utility relocation in the entire county; they are backlogged.
- Agency is also dealing with PG&E for some project components as well as Comcast, the local County utility district, and the local water district. Water district has required some “hand-holding” along the way to address liability concerns about re-grading.

**Action:**

**Tom moved that the committee accept the revised schedule as presented; Stephanie seconded it and the committee approved, with reminder to check in if there are problems with utility relocation and notice that the committee requests quarterly updates until the milestone is reached.**

**City of Carson, HSIP6-07-004 & HSIP6-07-005**

Reata Kulcsar presented the updated project schedule.

- The new RFP documents for consultant hiring have gone through LAPM checklist.
- Agency was waiting to hear from HSIP committee whether extension will be granted. The consultant award will more likely occur by January 31 2020.

**Action:**

**Robert noted that the agency should proceed with advertising for the consultant position with the assumption that the extension request is approved; Patricia offered to speak offline with agency for help with fleshing out a realistic project schedule. The committee requests quarterly updates.**

**City of Baldwin Park HSIP5-07-002**

Hal Suetsugu presented the agency’s request for an additional 8 month extension of funds for the Bogart Ave and Pacific Avenue Intersection Improvement project.

- Design specs are now 96% complete. When complete, the agency will request California Public Utilities Commission (PUC) approval. Agency has been working with PUC throughout.
- City expects to execute its RFA for construction by April 2020. The project has three sources of funding so the RFA timeline needs to be aligned with funding.
- Metrolink will execute part of the construction; may take over leadership.
- City and Metrolink agreed to a cost-sharing agreement in March 2019; since that point design has proceeded from 40% to 96%. Significant movement occurred after cost sharing agreement was signed.

**Action:**

**Tom recommended approving the extension request; Stephanie seconded; committee approved.**

- **Patricia recommended that the City begin working on MOU with Metrolink for construction immediately.**
- **While Metrolink has experience being a sub-grantee, Tom noted that the terms of the agreement must align with Federal competitive bidding process. Hal will take this concern back to the city, and agreed to work closely with the District DLAE to meet the E-76 due date of December 2019.**

**Riverside County Gilman Springs Road Safety project re-scoping advice**

Patty Romo asked for HSIP committee's feedback on scope change in the safety improvement project (no vote was taken).

- The 2-lane rural road has increased congestion from new residential communities to its south; this has resulted in drivers passing illegally in different areas along the corridor. 23K vehicles per day up from 13K in 2015
- Improvements in past have included: rumble strips, shoulder widening, adding a passing lane; curve realignments; signage prohibiting passing on certain sections. Daytime headlight zone, added delineators...everything on the list of preventative measures has been done.
- April 2019 had a serious fatal crash; couldn't wait for construction on Cycle 8 HSIP project to be completed—quickly added channelizers, 2-foot median buffer, resurfacing along corridor. Opened road—another fatality occurred. Drivers are now using shoulders to pass.
- The County's current HSIP grant is for 8-foot shoulders—this will make problem worse. Patty proposes to instead increase the median buffer to 4 feet and make 6-foot shoulders.
- County has paid for additional CHP enforcement; CHP received OTS grant for public education campaigns. County had also paid for billboards, worked with public health to educate drivers.

- Paved turnout areas have been added for CHP to provide places to pull people over.
- 6 fatal collisions in last 18 months are attributed to cross over head-ons.
- Based on type of collisions, better to get wider median buffer and NOT encouraging people to pass on the right/shoulder. Uphill side is utility poles, downhill side is preserved land. Overall width footprint will not change.
- Physical barrier has been discussed—but this would disturb sight lines and would then require realignments. This also impedes emergency services.
- Another east-west corridor is in active phase, should be done in 6 years and relieve some of the ADT.

### **Recommendations:**

- **Ken noted that expanding the 2-foot buffer to 4 feet is a good idea; this is a proven countermeasure. He recommends keeping shoulders at 4 feet usable space (+ 1 foot for rumble stripe). FHWA has been involved with Caltrans and local agencies to undertake multidisciplinary safety audit incorporating all the Es.**
- **Patty noted the agency will move forward to secure environmental documents; welcomes more input on project changes that don't change overall footprint.**
- **Robert reminded agency to work through D8 DLAE for cost changes—make sure you present a new benefit/cost ratio (BCR) when you submit cost increase proposal.**

### **Item 3. LRSP Webinar Update**

Robert reported that close to 300 public works directors and others attended the two recent webinars about Local Roadway Safety Plans. The webinars emphasized the partnership approach, working on all four Es, and having a champion for each aspect of the project.

- As follow up, answers to attendee questions will be distributed through the LTAP center and recordings of each presentation will also be available.
- Stephanie noted that her team felt the webinar helped them focus on most important problems; Tom shared that a consultant said, “this is same data as for SSARP but a different way of looking at it.”
- 1<sup>st</sup> October will be call for LRSPs, one-page application. \$10M total is available for this. Each LRSP application is allotted \$80K max (72K federal—exchanged for state money, 8K state match). No deadline, applications will be received and grants awarded until money is gone.
- Agencies that have done SSARPs will need to wait until a second call for applications is issued.

- While LRSP and Complete Streets have different objectives (LRSP analyzes crash problems; Complete Streets supports mobility for all users), a Complete Streets plan might be one action defined in the LRSP. The idea is to integrate police, public works, hospitals, road maintenance, and education—all toward vision of zero deaths.

#### **Item 4. SoCal Local Roadway Safety Plan Peer Exchange 10/22-23**

The next in-person LRSP peer exchange, with 60 available seats, will take place in Camarillo, CA on October 22 and 23. Hillary Isebrands of FHWA will be the keynote. Topics covered will include a Cycle 9 update and info about future HSIP cycles; a network screening tool that uses minimum data and helps with MIRE compliance; OTS safety grants; the State of Washington DOT's approach to local safety planning; ped/bike monitoring programs that include both reactive and proactive countermeasures.

- Patricia will help Robert figure out a priority list for the large number of LA City personnel who would potentially like to attend
- A consultant will conduct additional focused trainings on LRSP (3-4 hours) and make sure to engage those agencies with a high number of fatal and serious injury crashes. Currently these are scheduled for November at CSU-Sacramento and February in Camarillo.
- After funding allocation, agencies have 3 years to deliver final LRSP to Caltrans.
- Agency signoff for LRSP will need to be clarified in the application—Tom proposed language such as “this report has been adopted by the City [council] or County [board of supervisors]” to encourage a broad level of support and resources.

#### **Item 5. Discussion on Crash Tree Analysis and Arizona STEP Tool**

Robert solicited feedback the usefulness of two data tools that might be helpful to agencies developing LRSPs and other HSIP-related applications.

- Richard noted that the crash tree may not offer enough complexity to be useful; it copies data to a spreadsheet and gives users a summary of crash categories. It is not a complete analysis tool. If it can use data from the Crossroads database, it might be useful.
- Stephanie said the STEP tool for pedestrian and bike-related countermeasures appeared user friendly and might be practice to incorporate into the community planning process—possibly in lieu of complete streets plan.
- Ken noted that FHWA already has a very similar STEP tool and said he will look into making this available on the DLAE website.

## **Item 6. Proposed Guidance documents for special appeals to the HSIP committee**

Chiu presented two draft documents for committee feedback, one for HSIP project cost and/or scope changes, and one for time extension requests. These are checklists for agencies to follow if they need to make a special appeal to the advisory committee due to project changes that affect their HSIP grant or milestones.

Comments:

- Should agencies requesting additional money submit an updated BCR that reflects the *current cycle's* BCR cutoff?
- The agency should be prepared with other funding sources to cover the additional cost.
- Language needs to clarify reason for cost increase, e.g. inflation vs. permitting requirements, other.
- In the time extension document, clarify what is meant by “quarterly updates.”
- Tom asked that members read and send comments to Chiu within the next two weeks, so they can be compiled and shared before the November meeting.

## **Item 7. Roundtable**

Robert noted that Caltrans' 2020 annual report must include post-project data to satisfy Federal HSIP guidelines, e.g. number of fatalities three years before the project started and three years after its completion. Cycle 5 was the first data-driven HSIP program for California local roads.

- How difficult will it be to obtain data from local agencies about all completed projects? Tom noted that all of Humboldt County's projects are in Crossroads and results are up to date; Vision Zero cities keep updated records as well. It is possible to get a representative sample for the annual report without actually collecting data from all completed projects.
- Approximately 100 HSIP projects have 3 years' post-completion data.
- Agencies should continue to add on to dataset beyond 3 year window; LRSP will incorporate this.
- HSIP grant agreements include language about project evaluation; however, this has not been enforced.
- It will be important to ensure the preferred format for providing data is clear and standardized.
- Other states' annual HSIP reports are on the FHWA website.

Stephanie noted recent difficulty cross checking her county's Crossroads data against SWITRs; Tom said he can share her specific questions with the appropriate contacts.

Tom thanked Patricia for her willingness to help out the City of Carson.

Rick commented on a red-light-running enforcement strategy he learned about at a conference: a blue light atop signal head alerts officers, who can view it from any angle. It effectively cuts in half the need for enforcement personnel. (City of Auburn has this already.) He also noted, thanking Caltrans, that the LRSP application form is easy to do.

Ross cited an issue with using Expedited Project Selection Procedures (EPSP) to advance the delivery of the projects not programmed in the current federal fiscal year. **Chiu will help resolve with District safety coordinators and DLAEs; Richard will resolve with Caltrans Implementation.**

Patricia asked for specific steps to help agencies in D7 resolve their Con RFA delays. Chiu said he has been following up diligently so she may not need to do much at all; only six agencies left on delay list.

Darlene asked if it would make sense to request that agencies send DLAEs their GIS data (as a .tmz or .giz file) to analyze whether there have been multiple funding requests at same location(s). Richard said the HSIP application already asks whether other safety work has been done in the location.

Richard noted that for the next HSIP cycle the application must be made ADA-accessible; he also said he would investigate whether the HSIP analyzer tool could be hosted on the LTAP site, rather than re-build it with new software to make it ADA compliant.