



CEAC Board of Directors – Special Meeting

Wednesday, January 26, 2022 | 2:00 p.m. - 3:00 p.m.

Zoom meeting: <https://us02web.zoom.us/j/85048264888>

Meeting ID: 850 4826 4888

One tap mobile

+16699006833,,85048264888# US (San Jose)

+1 669 900 6833 US (San Jose)

2:00 pm

Call to Order (Dashiell)

1. **Approval of Minutes** (Kokkas)
December 3, 2021 - **Attachment 1 - Action Item**
2. **Correspondence** (Dashiell)
 - a) None
3. **CLODS Report** (CLODS)
4. **NACE Report** (Machado)
5. **CSAC Report** (CSAC Staff) **NONE** – No change subsequent to last meeting
6. **Regional Directors Reports**
7. **Treasurer's Report** (Johnson) **Attachment 2 - Action Item**
President request revision of Proposed/Final Budget for March 25, 2022, meeting in accordance with Item 10 below.
8. **Committee Reports: – NONE** – No meetings subsequent to last meeting
 - b) Administrative
 - c) Flood Control and Water Resources
 - d) Infrastructure and Development
 - e) Resource Recovery and Waste Management
 - f) Surveyor
 - g) Transportation
 - h) Fellowship
 - i) Oversight
 - j) Scholarship
9. **Unfinished Business** (Dashiell – tabled)
10. **New Business**
 - a) **Local Streets and Roads Needs Assessment Consultant Contract** (Leamon) – **Attachment 3 - Action Item**
2022 Budget (Johnson) Discussion – Management of Local Streets and Roads (LSR) Needs Assessment Consultant Contract (Leamon): requested Board authority to INCREASE the maximum not to exceed fee of \$485,500 to add \$344,600 for a revised total, not to exceed fee of \$830,100 for 2022 LSR

consultant (NEC) Scope of Work. - **Attachment 3 - Recommended Motion** – to approve LSR Needs Assessment Consultant Contract Amendment #1 with NCE and authorize President to execute same and for contract manager to manage subject to authorize phased work tasks approved with "Notice to Proceed" from President based on actual payment from partner funding entities as confirmed by Treasure under current CEAC budget.

- b) Provide funding for CSAC/CEAC staff to attend NACE Conference - **Action Item** – approximately \$2,000

11. **Life Membership**

- a) Tom Fayram - **Attachment 4 - Action Item**

12. **Announcements**

- a) None

Scheduled Conferences

- a) NACE Annual Conference, Buffalo, Erie County, New York, April 24-27, 2022
b) CEAC Policy Conference, Sacramento County, August 18-19, 2022
c) CSAC 128th Annual Meeting, Anaheim, Orange County, November 14-18, 2022
d) CEAC Spring Conference, Universal City, Los Angeles County, March 8-10, 2023

CEAC Board of Directors Meeting Schedule

- a) CEAC Policy Conference, Sacramento County, August 19, 2022
b) CSAC 128th Annual Meeting, Orange County, November 18, 2022
c) CEAC Spring Conference, Los Angeles County, March 10, 2023

3:00 pm

Adjourn

Meeting Roster

Voting Board Members: Officers & Regional Directors

Officer	Office	County/Organization
Howard Dashiell	President	Mendocino
Brian Balbas	Vice President	Contra Costa
Panos Kokkas	Secretary	Nevada
Jim Porter	Immediate Past President	San Mateo (Retired)
George Johnson	Treasurer	Riverside (Retired)
Mehdi Madjd-Sadjadi	Treasurer-Emeritus	Marin (Retired)
Mike Penrose	Parliamentarian	Sacramento (Retired)
Patrick DeChellis	Newsletter Editor	Los Angeles (Retired)
Matt Machado	NACE Representative	Santa Cruz
Dave Gravenkamp	Historian	Siskiyou (Retired)

Regional Directors	Region	County
Johannes Hoevertsz	Bay Area	Sonoma
Kent Edler	Central Coast	Santa Cruz
Bob Bronkall	Northern California	Humboldt
Matt Randall	Sacramento Mother Lode	Placer
Dave Leamon	San Joaquin Valley	Stanislaus
Nardy Khan	Southern California	Orange

Non-Voting Members: Committee Chairs and CSAC Staff

Committee Chairs	Committee	County
Josh Pack	Administrative	Butte
Pattie McNamee	Fellowship	Contra Costa (Retired)
Mark Strudley	Flood Control/Water Resources	Santa Cruz
Trisha Tillotson	Infrastructure and Development	Nevada
Howard Dashiell	Oversight	Mendocino
Coby Skye	Resource Recovery & Waste Mgmt.	Los Angeles
Scott DeLeon	Scholarship	Lake
Aleks Jevremovic	Surveyor	Santa Barbara
Dave Fleisch	Transportation	Ventura

CSAC/CEAC Staff	Title	Agency/County
Chris Lee	Legislative Representative	CSAC
Catherine Freeman	Legislative Representative	CSAC
Ada Waelder	Legislative Analyst	CSAC
Marina Espinoza	Senior Legislative Analyst	CSAC
Merrin Gerety	CEAC Program Manager	CSAC/CEAC

ATTACHMENTS

Attachment One.....December 3, 2021, Board of Directors Meeting Minutes

Attachment Two.....Treasurer's Report, 2022 Proposed Budget

Attachment Three.....Local Streets and Roads Needs Assessment Amendment No. 1
to Agreement for Consultant Services

Attachment FourLife Membership (Tom Fayram)

Attachment One
December 3, 2021, Board of Directors Meeting Minutes

CEAC Board of Directors

Friday, December 3, 2021 | 12:00 p.m. – 1:30 p.m.



CEAC Board of Directors

127th CSAC Annual Meeting

Monterey Marriott Hotel | 350 Calle Principal, Monterey
San Carlos I

Friday, December 3, 2021 | 12:00 p.m. – 1:30 p.m.

11:14 a.m.

Call to Order (Dashiell)

Officers present: 9 of 10; Regional Directors: 5 of 6

Quorum Present

1. **Approval of Minutes** (Balbas)

September 16, 2021 - *Attachment 1* - **Motion** to approve minutes; Bronkall, 2nd; Balbas; abstain DeChellis; **Approved**

2. **Correspondence** (Dashiell)

a) Receive, new Regional Director David Leamon, Stanislaus County

3. **CLODS Report** (Sadjadi)

Mehdi Sadjadi said CLODS had lots of work and catchup, including 2021/22 CEAC Secretary nominees and slate of officers. At the 12/2/21 CLODS barbeque, installed a new member and honored three CLODS who retired (George Johnson, Jim Porter, and Rick Tippet) and made the appropriate presentations. Administered the oath of office to the new officers this morning. DeChellis stated that the Buffalo Bull Award was presented at the barbeque to make up for the missed spring conferences. Presentation of the award will resume its regular schedule and be awarded during the next Spring Conference.

4. **NACE Report** (Machado)

2022 NACE Annual Conference will be held in Erie County, Buffalo NY April 25-27, 2022. The 2024 NACE conference will be in Palm Springs; need to restart the NACE committee. Western region collective proposals include FEMA fix, environmental processing, and direct (XXX?) to local agencies. Chris Lee describe the new infrastructure bill well; NACE also has similar information and comparisons to past funding bills.

5. **CSAC Report** (Chris Lee)

Chris officially introduced Jacqueline Wong-Hernandez, the new CSAC deputy executive director for legislative affairs. She was welcomed by everyone. She has been in the position for about two months and started to learn some of the acronyms and was happy to say hello in person. CSAC staff has been working on some of the legislative priorities along with CEAC. In January, staff will divert their attention to the governor's budget proposal and its effect on California counties as the legislator is coming back for the second year of a two-year session - and an election year - including redistricting. Unlike congress, state legislators have to live in their district and that will likely present a lot of changes.

6. **Regional Directors Reports**

Johannes Hoevertsz – Bay Area – Not a lot to report, have not met in person or via zoom. Getting ready to meet in January 2022.

Kent Elder – Central Coast – had not had a meeting since last conference and will meet on December 13. Tom Fayram, Santa Barbara County is retiring in a week, and it will be a great loss to our region and CEAC.

Bob Bronkall – Northern California – Dealing with the sad news and loss of Camp Conery;

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Friday, December 3, 2021|12:00 p.m. – 1:30 p.m.

our bedroll conference site. We are looking for potential replacement sites and this may be a good opportunity, as PG&E was getting challenging in reserving the site. 2022 bedroll conference currently scheduled to be in-person. The newsletter editor requested a special invitation to the next conference.

Matt Randall – Sac/Motherlode – (not in attendance, Brian Balbas read into record)- Met in November via zoom. The meeting was well attended by both counties and consultants, topics included introduce new directors in the region and “get to know a director” geared towards leadership principals with Ken Grehm from Placer County. Another topic was the practical use of advance construction by SACOG. Both topics were well received. A schedule for next year’s meetings was also established but no details were mentioned.

David Leamon (new director) – San Joaquin Valley – Our intent is for the nine valley counties to engage if a county is unable to host then we will resort to a zoom meeting instead, a few counties tried to meet in person but will try their best.

Nardy Khan – Southern California – Hosting the meetings via Teams mostly virtual and went very well. Last meeting was hosted by Orange County, talked about Active Transportation Program (ATP), as many communities have concerns with recreation and the link is critical. Items also included flood control as Orange County is a former swamp and flood control is very important. Ventura County will host the January meeting.

The Newsletter editor asked for pictures from each region about ongoing projects to be forwarded to him so he can highlight them in each issue. An email and schedule will be sent out to remind each region about their turn to submit photographs and the respective projects information.

7. **Treasurer's Report** (Crump) - *Attachments 2 & 3*

Outgoing Treasurer Mike Crump summarized the attached treasurer’s report. **Motion** to accept the report; DeChellis; 2nd Sadjadi; **Approved**. Mike also summarized next year’s proposed budget including dues increases based on the population of each county, **Motion** to approve the proposed budget; Machado; 2nd Bronkall; **Approved**. Thank you, Mike Crump, for all your dedication as treasurer. The final budget will be approved during the spring conference and will be presented by the new Treasurer George Johnson.

8. **Committee Reports:**

- a) Administrative – Brian Balbas – Good meeting, good attendance, great information and presentation by Coby Skye, Los Angeles County, about SB1383, will be discussing for some time to come and great roundtable discussion. Jeff Pratt, Ventura County was appointed chair.
- b) Flood Control and Water Resources – David Leamon – Long presentation with many details by Department Water Resources (DWR), 100% funded if working with disadvantage communities. US weather service discussed drought and more drought.
- c) Infrastructure and Development – Trisha Tillotson - No information as the meeting was cancelled.
- d) Resource Recovery and Waste Management – Catherine Freeman – Coby Skye made a great presentation on SB1383. Lots more information coming on SB1383.
- e) Surveyor – Catherine Freeman – Good conversation. Pat Minturn talked about a slide that was happening under Shasta Lake, also how things work at the state level including impacts on monuments and surveying from disasters including landslides and fires, which are not covered by the emergency repair (ER) programs, and the need to fund them. Bronkall volunteered to draft a one-page statement about the issues we faced, which will be used by NACE, to eliminate FEMA’s rejection of

CEAC Board of Directors

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- funding for the monument reestablishment and preservation.
- f) Transportation – Dave Fleisch – Thank you CSAC staff at the CSAC Housing, Land Use and Transportation committee. 2/3 for the topics were on transportation, which was great, including conversation about the potential revenue and future of the transportation gas tax. Not part of our committee but good for the county supervisors to know. Also, good discussion about AB 43 the new legislation about the speed limit setting, very informative. There are several subcommittees in transportation that we need to fill.
 - g) Fellowship – Pattie McNamee – Great to see everyone in-person. Martin McIlroy and Tracy Bartlett were good and learning about the committee. Jim Porter will be the new trainee during the spring conference. We made \$620 in donations for future CEAC scholarships. If non-CEAC people come in we should require them to donate to the scholarship fund, especially the city people during the spring conference. The all-time CEAC highlight was in 2012 in Fort Worth when a CEAC member thought he was a bull rider ... and earned the ultimate bull prize.
 - h) Oversight – Howard Dashiell- not met, next meeting is in January.
 - i) Scholarship – Scott DeLeon not able to attend. Dashiell mentioned we need to check with the university systems to advertise for the scholarships and how to use their web to inform engineering students about the scholarship.

9. **Unfinished Business** (Dashiell)

None

10. **New Business**

None

11. **Life Membership**

- a) Tim Goncharoff (Edler) – *Attachment 4* – **Motion**; Edler, 2nd DeChellis; **Approved**

12. **Announcements**

- a) None

Scheduled Conferences – Merrin Gerety highlighted the up-coming conferences.

- b) CEAC Spring Conference, Monterey, California, March 23-25, 2022
- c) NACE Annual Conference, Erie County (Buffalo), New York, April 24-27, 2022
- d) CEAC Policy Conference, August 18-19, 2022
- e) CSAC 128th Annual Meeting Orange County, November 14-18, 2022

CEAC Board of Directors Meeting Schedule

- a) CEAC Spring Conference, Monterey, California, March 25, 2022
- b) CEAC Policy Conference, August 19, 2022
- c) CSAC 128th Annual Meeting Orange County, November 14-18, 2022

12:20 p.m.

Adjourn – Motion; Machado, 2nd; Porter

CEAC Board of Directors

Friday, December 3, 2021|12:00 p.m. – 1:30 p.m.

Meeting Roster

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Coby Skye	Resource Recovery & Waste Mgmt.	Los Angeles
Scott DeLeon	Scholarship	Lake
Aleks Jevremovic	Surveyor	Santa Barbara
Dave Fleisch P	Transportation	Ventura

Others in Attendance

Max Bridges P	CLODS
Mary Rays P	LA County
Phil Doudar P	LA County
Janice Thompson P	Sonoma County

Staff	Title	Agency/County
Jacqueline Wong P	Deputy Executive Director	CSAC
Chris Lee P	Legislative Representative	CSAC
Catherine Freeman P	Legislative Representative	CSAC
Marina Espinoza P	Senior Legislative Analyst	CSAC
Ada Waelder P	Legislative Analyst	CSAC
Merrin Gerety P	CEAC Program Manager	CSAC/CEAC

P indicates present at the meeting

Attachment Two
Treasurer's Report

**CEAC PROPOSED BUDGET
2022**

Account Balance on November 5, 2021		TOTAL \$436,402.71
 ESTIMATED 2022 INCOME		
2022 Member Dues	\$260,000	
Affiliate Dues	\$18,000	
Local Streets and Roads(LS&R) Needs Assessment Contribution	\$253,000	
Spring Conference Income	\$20,000	
Policy Conference Income	\$12,000	
Annual Fall Conference Income	\$20,000	
Bedroll Income	\$0	
PWSS Income	\$10,000	
Scholarship Income	\$500	
Misc. Income (job posting, etc.)	\$5,000	
TOTAL ESTIMATED 2022 INCOME	\$ 598,500.00	\$ 598,500.00
 TOTAL ESTIMATED FUNDS AVAILABLE FOR 2022		
		\$ 1,034,902.71
 PROPOSED 2022 EXPENDITURES		
NACE Dues	\$48,400	
CSAC Service & Expense Contract	\$213,000	
LS&R Needs Report	\$50,000	
Spring Conference Expenses	\$15,000	
Policy Conference Expenses	\$15,000	
Annual Fall Conference Expenses	\$25,000	
PWSS Conference Expenses	\$12,000	
Bedroll Conference Expenses	\$0	
CEAC PWSS Reception Sponsorship	\$2,000	
CEAC/CLOUDS meeting Expenses	\$6,000	
Newsletter Editor Expenses	\$500	
Scholarships	\$6,000	
Awards and Gifts	\$1,500	
Office Supplies	\$500	
Tax Fees and Accounting	\$800	
Officers Travel and Expenses	\$10,000	
Estimated Expenditures Thru December 31, 2020	\$25,000	
TOTAL PROPOSED EXPENDITURES	\$430,700	\$430,700
Contingencies /Reserves	\$604,202.71	\$604,202.71
 2022 CEAC PROPOSED BUDGET		
		\$1,034,902.71

Attachment Three
Local Streets and Roads Needs Assessment
Amendment No. 1 to Agreement for Consultant Services

**AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTANT SERVICES
for the
Statewide Needs Assessment of the Local Streets and Roads**

WHEREAS, upon execution of this document by the County Engineers Association of California (CEAC) and the Consultant (NCE), this document will become part of the aforementioned contract and shall be incorporated therein; and

WHEREAS, it is the desire of the NCE and the CEAC to extend and augment the services performed in 2020 & 2021 under the original Agreement dated December 9, 2019; and

WHEREAS, a Scope of similar services for work in 2022 & 2023 has been prepared.

NOW, THEREFORE, the parties mutually agree to modify the subject Agreement as follows:

1. Attachment A, titled 2022 Scope of Work, and referencing original Scope of Work dated September 6, 2019 is amended by the changes, additions, or deletions set forth on pages 1 to 9 attached hereto.
2. Attachment B, titled Project Schedule for 2022-2023 Scope of Work, and referencing original Scope dated September 6, 2019 is amended by the changes, additions, or deletions set forth on page 9 (note: Assumes NTP received by January 24, 2022) attached hereto.
3. Attachment C, titled Cost Estimate for 2022-2023 Scope of Work, is amended by the changes, additions, or deletions set forth on page # 10 attached hereto.
4. Article 3. Consideration, the maximum not to exceed fee of \$485,500 dollars is revised to add \$344,600 for a REVISED TOTAL, not to exceed fee of EIGHT HUNDRED AND THIRTY THOUSAND, ONE HUNDRED (\$830,100) dollars.
5. All other terms and conditions of subject Agreement shall remain in full force and effect.

THIS AMENDMENT NO. 1 to the agreement entered into on January ____, 2022 between the County Engineers Association of California (CEAC) and NCE:

By _____
President, CEAC

By _____
President, NCE

By _____
Vice President, NCE



ATTACHMENT A

2022 SCOPE OF WORK

Project Approach

Task 1.0 – Data Collection

Task 1.1 – Review and Update Data Collection Materials

Kickoff meeting – NCE will schedule a kickoff meeting with the Oversight Committee/Project Manager to review the technical approach and administrative matters. At a minimum, items to be discussed will include the scope of work, points of contacts, project schedule, meeting/conference call schedules, and quality control activities. ***Of special focus will be the modifications to the survey as a result of requests from other stakeholders.***

Contact letter and mailing list – NCE will review and update the data collection materials and methodology from the 2020 update. An initial contact letter will be sent to the following:

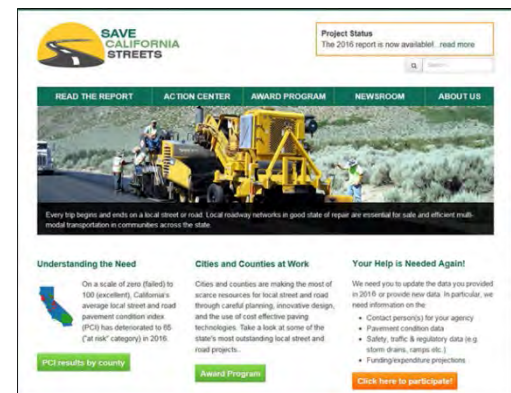
- ❏ Contact list generated from online survey in 2020 (approximately 1,000 contacts)
- ❏ CSAC's and the League's mailing list of Directors of Public Works, City/County Engineers, Finance Directors, and County Administrative Officers/City Managers
- ❏ Regional Transportation Planning Agencies
- ❏ NCE's client list (approximately 500 contacts).

The contact letter will include the status of the agency's responses from 2020.

Since there will be duplicates, as well as outdated data, from the above lists, NCE will filter out the duplicates and generate a final mailing list. In 2020, this amounted to over 2,200 letters that were mailed out on CSAC/League/CEAC letterhead and envelopes.

Online survey – To briefly summarize, the online survey/database will request information on the following items:

- ❏ Contact names and information for both technical and financial data
- ❏ Inventory and condition data for pavements, such as centerline and lane-miles by functional class, as well as road type (urban/rural)
- ❏ Inventory and condition data for bridges not in the Caltrans bridge inventory
- ❏ Inventory and replacement cost data for essential safety/regulatory components, such as storm drains, sidewalks, signs, and curb ramps
- ❏ Pavement management system and distress survey procedures used
- ❏ Unit costs data maintenance, rehabilitation, and reconstruction
- ❏ Financial data for pavements essential safety and regulatory components and impacts of SB1 funding
- ❏ Local practices in developing “complete streets”
- ❏ Sustainable pavement treatment practices
- ❏ Cost information to comply with additional regulatory requirements, e.g., ADA, NPDES, signs
- ❏ Additional data on streets and roads within the NHS, i.e., International Roughness Index (IRI).



The online survey will be updated to includes upgrading the online survey to .NET version 4.8, upgrading to the Membership Framework, and enhancing security and encryption levels. The new website will utilize the Bootstrap 5 responsive grid framework and ensure crossbrowser compatibility. Telerik controls will be implemented on all pages. The Microsoft Access database will be converted to Microsoft SQL Server and database tables will be modified as needed to ensure proper use of indexing, defaults, data types, and foreign key constraints. This scope includes one year of hosting and nightly backups for each business day.

Quality control/quality assurance – As with all data collection efforts, quality control/quality assurance is paramount. NCE has incorporated many field validation checks from the lessons learned in previous data collection efforts. We continue to learn more efficient and effective ways of ensuring data accuracy and quality. Typical data validation checks include:

- ❏ Populating the new database with existing data from the previous surveys. We found that this was particularly helpful for agency review of their past data submittal so that they do not have to start from scratch. Additionally, it was helpful given the personnel turnover at some agencies, for the “new” contact person to review what the “old” contact person submitted. This helped to increase the level of responses, as well as the speed of responses.
- ❏ Ensuring that expenditures are less than or equal to revenues, and if not, for agencies to explain the difference.
- ❏ Verify significant changes in data, e.g., if the pavement condition increases by 20 points in two years, a warning will prompt to ensure that this is not a data entry error.
- ❏ Validation that zero values are indeed zero and not a place holder for “I do not know”.

Since NCE developed the original online database in 2008 and all subsequent revisions, we anticipate that this will be a seamless process to include the modifications and enhancements.

Task 1.2 – Collect Data

NCE will begin contacting all 540 cities and counties in California to collect data. This will occur through contact letters to explain the study purpose and the data needed and follow up phone calls and emails. We have developed a database to track information, such as date of initial contact, contact names, and addresses, first follow up phone calls or email, second follow up phone calls or email, responses received, and resolution if no responses received.

However, since the goal is 100 percent participation, NCE will immediately attempt to make phone call contacts with the agencies who have not responded to any of the previous surveys. Although these were primarily small agencies, with pavement networks less than 100 miles, the intent of the personal calls is to accelerate the response time and to communicate the importance of this study.

To achieve 100 percent participation, NCE will immediately make phone calls to the agencies who did not respond to any of the previous surveys.

Due to the small size of the cities (most have a population less than 50,000), it is anticipated that there may still be no response due to the lack of staff/resources. Therefore, NCE will send a separate letter or email to the county or regional transportation agency to ask for assistance, and try to locate information about these agencies that may exist in documents, such as the regional transportation plans.

Task 1.3 – Summarize Survey Results

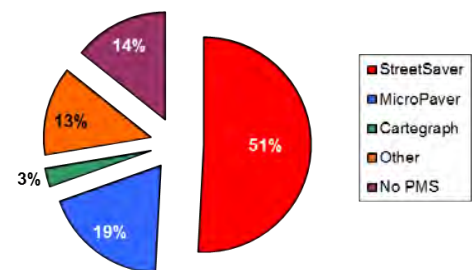
Upon completion of Task 1.2, the survey data will be summarized by agency and region, similar to the tables and graphs that NCE prepared in the previous reports (available at www.SaveCaliforniaStreets.org.) This will include bridges, complete streets, sustainable pavement practices, and additional regulatory requirements. Inconsistencies or anomalies will be identified and the agency will be contacted for clarification. These data will be summarized in a draft report that contains the elements identified in the RFP, as well as cost data on “complete streets”, sustainable practices implemented by agencies, and expenditures on unfunded mandate requirements.

Task 2.0 – Data Analysis

In this task, NCE will refine the methodologies developed in the previous studies to normalize the data collected in Task 1. Each is briefly described below, with the recommended refinements for 2022 noted.

Task 2.1 – Evaluate Methodologies to Normalize and Fill in Missing Data

Pavements – As was noted previously, the pavement component is, in many ways, the easiest to analyze due to the large number of agencies who already use a PMS. The figure to the right shows that 86 percent of the cities and counties use a PMS and this represents 96 percent of the total pavement network. Nonetheless, some challenges remain, including:



- ❏ **Missing or incomplete inventory** – In previous updates, the HPMS was used to fill in the gaps. This has proved to be a reasonable assumption, as the HPMS data proved to be reasonably accurate.
- ❏ **Missing condition data** – This has been the most challenging aspect, since all the needs and funding analysis require some basic knowledge of pavement condition. The previous methodology was to estimate the condition based on neighboring agencies. Although imperfect, it was not an unreasonable assumption to make. Previous surveys allowed agencies to review the conditions of their neighbors and in doing so, make an educated guess as to the overall condition of their networks.
- ❏ **The 2022 update** – NCE proposes that the effort will be to contact the agencies that did not report any data in previous updates.
- ❏ **Out of date data** – In this case, performance curves will be used to project the pavement condition, such that needs may be estimated.

Sustainable pavement practices – The online survey currently includes a section on sustainable pavement practices, such as cold-in-place recycling, full depth reclamation, use of rubberized asphalt concrete, and other pavement preservation strategies. The 2018 survey showed a significant increase in the number of agencies who employ these strategies (87 percent responded) and it is expected that this trend will continue to increase, despite the smaller response rate in 2020. Therefore, the survey will continue to collect and monitor the results.

Essential safety, traffic, and regulatory components – Although a large number of distinct safety, traffic, and regulatory components have been identified, past studies indicate the top five assets (highlighted in **bold** below) comprise almost 90% of the value of all such assets. Therefore, for the previous studies, it was deemed unnecessary to collect **all** the data; rather, the focus would only be on a select few that are much more easily assessable, i.e., can be easily counted, measured, or estimated.



- ❏ Storm drains
- ❏ Curb and gutters
- ❏ Sidewalks
- ❏ Traffic signals
- ❏ Street lights
- ❏ Bicycle paths
- ❏ Bridges
- ❏ Corporate yards
- ❏ Curb medians
- ❏ Curb ramps
- ❏ Guardrails
- ❏ Heavy equipment
- ❏ Parking lots
- ❏ Pathways
- ❏ Public parks
- ❏ Sewer (pipelines)
- ❏ Sound/retaining walls
- ❏ Speed bumps
- ❏ Storm damage costs
- ❏ Traffic circles
- ❏ Traffic signs
- ❏ Trees

The original model developed in 2008 to determine the replacement cost for missing agencies was significantly revised in 2016 and no revisions were required for 2020. For 2022, we anticipate that only minor “tweaks” will be required. If appropriate, a statistician will review the new dataset to determine if the coefficients of the model developed in 2016 need to be adjusted.

Additional regulatory requirements – The constantly changing regulatory environment affects cities and counties and their transportation budget. Examples include the NPDES and ADA requirements, the sustainable community strategies, and the federally mandated sign retro reflectivity standards.

The online survey currently asks for information on these programs; however, more clarification will be added to the survey. For example, although NPDES has been identified as a significant cost item, the data received indicated that most agencies did not track these costs separately. Instead, both related soft and hard costs were included in a construction project. Therefore, a road reconstruction project that may incur NPDES-related costs, such as permits, bioswales, storm drains, inlets, typically did not separate these items from the overall project design and construction costs.



When filling out the survey, the agency typically did not report these costs since it would require a significant level of effort to extract them from individual construction projects. NCE recommends that the survey be expanded to first ask if the costs for these unfunded mandates are known or tracked. If so, then follow up interviews will be performed on a case-by-case basis. This will allow our team to be able to identify those agencies that have “good” cost data, and these will then be extrapolated to the rest of the state.

The bridge analysis will be based on MAP-21 performance based criteria.

Finally, although not specified in the RFP, storm drains and culverts are of significant concern to many cities and counties. Most agencies have little to no information on their condition or maintenance needs. If desired, NCE can provide a more detailed analysis on the funding needs similar to the pavement and bridges. We have prepared storm water master plans for many local agencies and can employ similar tools statewide.

Bridges – For the 2022 update, no additional data on bridges will be collected.

Complete streets – The complete streets concept “...fundamentally redefines what a street is intended to do, what goals a transportation agency is going to meet, and how the community will spend its transportation money.” Complete streets include all users, i.e., pedestrians, bicyclists, transit passengers of all ages and abilities, as well as trucks, buses, and automobiles. However, from the RFP, it is NCE’s understanding that the focus of this study is on bicycle and pedestrian facilities.

The 2018 survey indicated that 218 agencies have adopted a Complete Streets policy.

The online survey will be used to request information from agencies on their policies, practices, and costs. In particular, they will be asked for inventory and condition information, as well as actual/estimated revenues for pedestrian and bikeway improvements. Depending on how much data is received from the survey, the following two approaches may be appropriate:

- ❏ **Adequate data received to extrapolate to missing agencies** – As with the other data elements, it will be necessary to ensure that data are representative of the size of agencies and geographically distributed around the state.
- ❏ **Insufficient or inadequate data received** – It will be necessary to develop a hypothetical street that represents the “average” street and then design the necessary elements, i.e., pedestrian sidewalks, bicycle lanes, crosswalks, lights.

The approved methodologies discussed above will be summarized in a technical memorandum and submitted to the Oversight Committee/City for approval. After comments are received, the methodologies will be modified as needed, and then used to fill in the gaps.

Task 2.2 – Fill in the Gaps

In this task, the approved methodologies will be used to fill in the gaps. Again, the results will be summarized in a table and submitted to the Oversight Committee/City for approval.

Task 3.0 – Statewide Needs

This task will determine the statewide pavement and essential safety and regulatory needs. The pavement needs will be based on bringing the overall pavement condition to a BMP pavement condition (PCI in the low 80s) over a 10 year period.

Task 3.1 – Pavement Needs

The methodology developed in the previous statewide studies will be used in this update. Specifically, the StreetSaver® pavement management program will be used to analyze benchmark databases that were developed specifically for this project. The methodology is described in the 2008 report by NCE.

Before the needs assessment is performed, the unit costs for the maintenance and rehabilitation decision trees will updated to reflect any changes that have occurred since 2020. A 10-year analysis will be performed. Any modifications in the assumptions will be discussed with the Oversight Committee prior to the analysis.

Task 3.2 – Bridge Needs

No analysis will be conducted for 2022.

Task 3.3 – Essential Safety, Traffic, and Regulatory Needs

The methodology developed in the 2016 study and refined in Task 2.1 will be used to estimate the needs for the essential safety, traffic, and regulatory components. Special attention will be given to the areas where little data is available or collected. If desired, NCE can perform additional analysis on storm drains and culverts as a separate category.

Additional regulatory requirements – If adequate data are obtained from the surveys, then this will be used to extrapolate to all agencies statewide. The adequacy of the data will depend on criteria, such as number of responses, quality of data, and whether the data obtained represents the state (e.g., rural/urban, different geographical regions).

Complete streets – The approach described in Task 2.1 will be used to estimate the estimated costs for a complete streets program statewide.

Task 3.4 – Funding Scenarios

In this task, up to three different funding scenarios will be performed to determine the impacts of different funding levels on local streets and roads.

Pavements – For pavements, this is a relatively straightforward approach. The StreetSaver® software will be used to perform the scenarios as described in the previous studies. Typical scenarios include:

- ❏ Is SB1 funding sufficient to improve or maintain existing conditions?
- ❏ How much funding is required to achieve best management practices?
- ❏ What are the impacts if:
 - SB1 funding is decreased through diversions to other programs?
 - Federal gas tax funds are not available for local streets and roads?
 - Vehicle miles travelled (VMT) is identified as an alternative source of funding?

It is expected that the results of this task may be needed as a response to the State’s budget situation. The Oversight Committee will provide NCE with guidance on the types of analyses needed.

Bridges – no analysis will be performed on bridges.

Task 4.0 – Financial Analysis

The objective of this task is to provide a better understanding of the transportation funding picture in the state.

Task 4.1 – Analyze Financial Data

In 2010, the quality of the financial data received was improved when the Directors of Finance of cities and counties were contacted and both revenue and expenditure data were submitted. The number of responses increased dramatically and there was a better segregation of the data in different areas, i.e., by funding sources and expenditures (e.g., maintenance, operations, rehabilitation).

By 2018, more than 72 percent of agencies responded with solid financial data. The addition of SB1 funding as well as many local sales taxes and bond measures have allowed for a more robust analysis of this data. NCE will use the information collected to perform forecasts of future revenues.

Task 5.0 – Website Updates

Task 5.1 – Website Updates

NCE has included Pavia Systems on our team to create an updated web-presence for the “Save our Streets” web property that achieves the following:

- ❏ Increased awareness of the Statewide Needs Assessment project
- ❏ Improved interactive maps

Increased traffic to website and materials/resources.

Pavia designed the existing website more than five years ago and this task will provide an updated design and interactive maps in place of its existing solution at <http://www.savecaliforniastreet.org/> so that future needs are better met. The first step will be to formalize purpose, goals, and target audience based on feedback from the Oversight Committee and to collect the most important information to be used on website.

This statement of work includes the description for design, development, and delivery of a turn-key solution to provide the California Statewide Needs Assessment Project an updated website design and interactive maps in place of its existing solution at <http://www.savecaliforniastreet.org/> that will meet its needs for the foreseeable future.

The following activities outline the approach to achieve the stated objectives:

Visual Elements

1. Create a new version of the current California map results for a more detailed and personalized user experience
2. Develop interactive map with data from the survey combined with buttons for the user to control show/hide the information they want

Outreach & Awareness

1. Establish site measurement metrics and embed analytics tool (Google Analytics)
2. Optimize for SEO and perform website search engine submissions (Google, Bing, Yahoo)
3. Set up active campaign framework and tools for CSAC/CalCities to measure

Website Development & Interactive maps

The following work plan outlines the steps and activities to deliver the above for the Save California Streets website.

Activity 1. Information Gathering

- Pavia to formalize purpose, goals, and target audience based on questionnaire filled out by Oversight Committee and/or representatives
- Establish branding guidelines and layout preferences
- Collect the most important information from PDFs to be used on website
- Determine server deployment scheme

Activity 2. Planning and Design

- Develop 3 branding options to choose from
- Create copy of existing site for working version
- Determine site flow and navigation scheme to achieve site goals
- Determine user requirements and establish functional requirements to achieve site goals

Activity 3. Development

- Develop site design and branding
- Develop site theme, graphics, and style sheets to adhere to branding scheme
- Move and replace pages to match new navigation and layout
- Create interactive maps to show pavement conditions and bridge needs in each county

Activity 4. Testing

- Internal testing of forms and scripts functionality
- Internal testing of images, formatting, content, links, functionality
- Cross browser testing (IE 7+, Firefox 4+, Chrome 16+, Safari 3+)
- Finalize design and prepare for client review

Activity 5. Review

- Prepare site for client review via privately viewable web site (not publicly visible)
- Receive feedback from client via feedback spreadsheet
- Implement client feedback
- Receive a final round of feedback from client
- Implement client feedback and make final refinements

Activity 6. Deliver and deploy

- Deploy to production server and make site publicly available
- Submit to search engine crawlers
- Deploy initial active campaign
- Establish benchmarks for success

Task 6.0 – Oversight Committee Meetings

Task 6.1 – Oversight Committee Meetings

NCE will attend up to four (4) meetings a year with the Oversight Committee, as directed by the Project Manager. It is assumed that the meetings will be held in Sacramento, CA. All materials and handouts to be discussed will be prepared by NCE for distribution prior to the meetings.

Task 7.0 – Prepare Draft Report

Task 7.1 – Draft Report

Upon completion of Tasks 1 to 5, NCE will prepare and submit a draft report that summarizes the findings and results of the analyses. The Draft Report will include the following sections:

- Executive summary
- Table of contents
- Project background
- Description of project approach
- Summary of data collected
- Findings and conclusions
- Recommendations.

The final report will include the results of the analyses in graphic format as much as possible.

Task 8.0 – Final Report and Distribution

Task 8.1 – Prepare Final Report

After all comments on the Draft Reports have been received from the Oversight Committee/Project Manager, the Final Report will be prepared and distributed. Electronic copies will be distributed to the Oversight Committee/Project Manager.

It is assumed that the dissemination of the final report through the website or email will be the responsibility of the Oversight Committee/Project Manager. NCE will provide support and assistance as needed throughout this process.

Task 8.2 Supplemental Reports

Supplemental reports will be prepared for use by the RTPAs; this may comprise of summary of regional data to be included in Regional Transportation Plans or custom data as requested.

Task 9.0 – Presentation of Report

Task 9.1 – Presentations

At the conclusion of this project, NCE will prepare up to six (6) presentations to interested parties at a series of public meetings. The audience may include the Governor, State Legislature, California Transportation Commission, CSAC, League of California Cities, CEAC RTPA, RCTF, and Los Angeles County. It is understood that CSAC/League/CEAC will facilitate these meetings.

Since there may be disparate audience expectations, NCE will tailor the presentations to meet those needs. This can range from more technical discussions to Public Works staff at various agencies that may be at least an hour long or short 15-minute presentations to appointed or elected officials. Graphs and pictures will be used to illustrate the process, as well as the results of the analyses.

Task 10.0 – Monthly Progress Reports

Task 10.1 – Monthly Progress Reports

Throughout the course of this project, NCE will keep the Oversight Committee/Project Manager fully informed of our progress. Monthly Progress calls/reports will detail the work completed within the reporting period, issues that have arisen and their resolution, and the work anticipated for next reporting period.

In addition, NCE will be in fortnightly contact with the Project Manager on an informal basis through phone calls or emails to update the project status. The following table summarizes the deliverables by task.

Task	Deliverables
1.1	Updated contact letter, mailing list, and online survey.
1.2	Present approach to contact agencies to ensure 100 percent participation in this study, including QA/QC processes.
1.3	Report summarizing the results of the data received by agency and region.
2.1	Technical memorandum that describes the recommended data normalization approaches to collect missing data for all components.
2.2	Summary table showing data collected statewide and data gaps that were filled in based on the data normalization approach.
2.3	Data and analysis approach for bridge needs.
3.1	Pavement needs for local streets and roads on a statewide level to achieve BMP pavement conditions by 2030.
3.2	Not applicable.
3.3	Ten (10) year needs for essential safety, traffic, and regulatory needs.
3.4	Up to five funding scenarios for pavements.
4.1	Summary table showing financial data collected statewide.
5.1	Updated www.SaveCaliforniaStreets.org website.
6.1	Attend four (4) Oversight Committee meetings.
7.1	Draft report in electronic format.
8.1	Final reports (1 electronic copy).
8.2	Supplemental reports.
9.1	Six (6) public presentations of the Final Report in PowerPoint format.
10.1	Monthly Progress Reports (approximately 12).

Project Schedule for 2022-2023 Scope of Work

The chart below illustrates NCE’s anticipated project schedule and assumes a **Notice to Proceed on January 24, 2022**. The project is expected to require 12 months. However, scheduling of the presentations in Task 9 may be difficult to include within the 12-month process, since it is dependent on the schedules of so many participants. The final report will be delivered in early January 2023, which should be more than adequate for submission to the California Transportation Commission in January/February 2023.

Task Description	2022												2023		
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
TASK 1. DATA COLLECTION															
Task 1.1 Review & Update Data Collection Materials	█	█													
Task 1.2 Collect Data			█	█	█										
Task 1.3 - Summarize Survey Results					█	█									
TASK 2. DATA ANALYSIS															
Task 2.1 Evaluate Normalization Methodologies		█	█												
Task 2.2 Fill in Missing Data						█	█								
TASK 3. STATEWIDE NEEDS															
Task 3.1 Pavement Needs								█	█						
Task 3.2 Bridge Needs	Not Applicable														
Task 3.3. Essential Components' Needs								█	█						
Task 3.4 Funding Scenarios								█	█						
TASK 4. FINANCIAL ANALYSIS															
Task 4.1 Analyze Financial Data									█	█					
TASK 5. WEBSITE UPDATES															
Task 5.1 Website Updates									█	█	█	█			
TASK 6. OVERSIGHT COMMITTEE MEETINGS (4)															
Task 6.1 Oversight Committee Mtgs (4)				X		X			X			X			
TASK 7. PREPARE DRAFT REPORT															
Task 7.1 Draft Report										█	█				
Review by Oversight Committee												█			
TASK 8. FINAL REPORT & DISTRIBUTION															
Task 8.1 Prepare Final Report														█	
Task 8.2 Prepare Supplemental Reports											█	█	█	█	
TASK 9. PRESENTATIONS (6)	To be determined														
TASK 10. MONTHLY PROGRESS REPORTS	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

Assumes NTP received by January 24, 2022.
Hash marked cells are 1/2 months.

9. Cost Estimate for 2022-2023 Scope of Work

NCE's cost estimate is shown in the table below.

Task Description	Hourly Breakdown by Personnel (NCE)							Subconsultants			Total Costs
	Project Manager	QC/QA	Senior Engineer/ GIS	Project/ Staff Engineer	IT/Data Collection Support	Technical Editor	Clerical	DevMecca (Online Survey)	Pavia (Website)	Other Direct Costs**	
TASK 1. DATA COLLECTION											
Task 1.1 Review & Update Data Collection Materials											
Kickoff meeting	6									\$ 180	\$ 1,800
Update Contact Letter/Mailing List	8			24							\$ 13,800
Update Online Survey/Database	8		40		24			\$ 22,040		\$ 22,040	\$ 36,000
Task 1.2 Collect Data	8	8	40	64	16					\$ 5,000	\$ 32,200
Task 1.3 - Summarize Survey Results	8		40	8						\$ 400	\$ 12,000
TASK 2. DATA ANALYSIS											
Task 2.1 Evaluate Normalization Methodologies											
Pavements/Bridges/Regulatory Req'ts	No changes required									\$ -	\$ -
Essential Components										\$ -	\$ -
Complete Streets	16		40	40						\$ 180	\$ 18,500
Task 2.2 Fill in Missing Data											
Pavements/Sustainable Practices	4		32							\$ 200	\$ 7,200
Essential Components	8		24							\$ 200	\$ 6,800
Complete Streets	4			16						\$ 280	\$ 4,000
Bridges	Not Applicable										
TASK 3. STATEWIDE NEEDS											
Task 3.1 Pavement Needs	8	4	40	32							\$ 15,900
Task 3.2 Bridge Needs	Not Applicable									\$ -	\$ -
Task 3.3. Essential Components' Needs	4	2	40	24						\$ 230	\$ 13,100
Task 3.4 Funding Scenarios											
Pavements	16	4	40	48						\$ 200	\$ 20,700
Bridges	Not Applicable									\$ -	\$ -
TASK 4. FINANCIAL ANALYSIS											
Task 4.1 Analyze Financial Data	24		40							\$ 120	\$ 20,600
TASK 5. WEBSITE UPDATES											
Task 5.1 Website Updates	16			16				\$ 28,000	\$ 140		\$ 35,100
TASK 6. OVERSIGHT COMMITTEE MEETINGS (4)											
Task 6.1 Oversight Committee Mtgs (4)	32			16						\$ 520	\$ 11,800
Task 6.2 HBPAC Mtgs (4)	Not Applicable									\$ -	\$ -
TASK 7. PREPARE DRAFT REPORT											
Task 7.1 Draft Report	56	8	16	48		16	24			\$ 600	\$ 28,000
TASK 8. FINAL REPORT & DISTRIBUTION											
Task 8.1 Prepare Final Report	32	4		32		8	24			\$ 600	\$ 16,300
Task 8.2 Prepare Supplemental Reports	8		24	16						\$ 160	\$ 9,400
TASK 9. PRESENTATIONS (6)											
Task 9.1 Presentations (6)	72		8	40						\$ 880	\$ 28,400
TASK 10. MONTHLY PROGRESS REPORTS											
Progress Reports	48									\$ 40	\$ 13,000
TOTALS	386	30	424	424	40	24	176	\$ 22,040	\$ 28,000	\$ 31,970	\$ 344,600

Assumptions:

- Task 5 - CSAC/CEAC/Cal Cities staff are assumed to provide content for website update.
- Task 6 - Oversight Committee are assumed to be in Sacramento.
- Task 9 presentations are assumed to be in Sacramento.
- * NCE's rates include a 5% discount.
- **Direct costs are project related costs including items such as subconsultants, travel, web hosting, shipping, postage etc.



Attachment Four
Life Membership (Tom Fayram)



COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA

January 26, 2022

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Mendocino County

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TO: Mr. Howard Dashiell, CEAC President
FROM: Kent Edler, CEAC Central Coast Regional Director
SUBJECT: CEAC Life Membership Nomination – Tom Fayram

Mr. Dashiell,

I would like to nominate Tom Fayram for a CEAC Life Membership. Tom has worked with the County of Santa Barbara Public Works for over 35 years, most recently as the Water Resources Deputy Director. He has been involved with CEAC for approximately 21 years and has been active with the Flood Control Policy Committee since that time. He also served on the Waters of the U.S. Working Group and the Stormwater funding subcommittee. His breadth of knowledge on Flood Control issues and willingness to share his experience and expertise with others (especially with regards to debris flow response and planning) has been extremely valuable to other communities facing the similar issues.

His committee involvement is as follows:

Flood Control Policy Committee Chairman (4 years)	24 points
Flood Control Policy Committee Vice-Chair (2 years)	6 points
Flood Control Policy Committee (21 years)	20 points
	50 points

Please support this nomination for Tom's life membership in CEAC.

President's Comments: I support this nomination for Tom's life membership in CEAC.