



MINUTES

Technical Advisory Committee

Item #2

Voting Representatives Present:

Carlos Castellanos	City of Anaheim
Ryan Chapman	City of Brea
Mina Mikhael	City of Buena Park
Raja Sethuraman	City of Costa Mesa
Nick Mangkalakiri	City of Cypress
Temo Galvez	City of Fountain Valley
Stephen Bise	City of Fullerton
Chau Vu	City of Huntington Beach
Kerwin Lau	City of Irvine
Thomas Perez	City of Laguna Beach
Joe Ames	City of Laguna Hills
Belinda Deines	City of La Palma
Thomas Perez	City of Laguna Beach
Joe Ames	City of Laguna Hills
Jacki Scott	City of Laguna Niguel
Tran Tran	City of Lake Forest
Chris Kelley	City of Los Alamitos
Jim Houlihan	City of Newport Beach
Christopher Cash	City of Orange
Christopher Tanio	City of Placentia
Wilson Leung	City of Rancho Santa Margarita
Zak Ponsen	City of San Clemente
Zdenek Kekula	City of Santa Ana
Iris Lee	City of Seal Beach
Cesar Rangel	City of Stanton
Kenny Nguyen	City of Tustin
Mahrooz Ilkhanipour	City of Villa Park
Jake Ngo	City of Westminster
Justin Golliher	County of Orange

Orange County Transportation Authority
 550 S. Main Street, Room 08 & 09
 Orange California
October 22, 2025, 1:30 p.m.

Guests Present:

Jonathan Lawhead, Caltrans
 Raymond Aludino, Caltrans
 Denise Garcia, County of Orange

Staff Present:

Rose Casey
 Adriann Cardoso
 Alicia Yang
 Amy Tran
 Andrea West
 Chance Groom
 Charvalen Alacar
 Cynthia Morales
 Elia Verduzco
 Mason Doshier
 Melanie Masud

Voting Representatives Absent:

Shaun Pelletier	City of Aliso Viejo
Matthew Sinacori	City of Dana Point
Dan Candelaria	City of Garden Grove
Albert Mendoza	City of La Habra
Belinda Deines	City of La Palma
Gerald Tom	City of Laguna Woods
Richard Schlesinger	City of Mission Viejo
Jeremy Hohnbaum	City of San Juan Capistrano
Jamie Lai	City of Yorba Linda



This meeting was called to order by Chair Lee at 1:30pm.

Self-Introductions

Consent Calendar

1. Approval of Minutes

Ms. Vu motioned to approve the Minutes of the May 14, 2025 Technical Advisory Committee regular meeting.

Mr. Ngo seconded the motion.

The Minutes were approved with no further discussion.

Regular Items

2. Comprehensive Transportation Funding Programs Semi-Annual Review – September 2025 – Chance Groom

Mr. Groom reported that twice a year the Orange County Transportation Authority (OCTA) conducts a Measure M2 (M2) Comprehensive Transportation Funding Programs (CTFP) Semi-Annual Review (SAR), which provides an opportunity for local agencies and OCTA to review the status of every active CTFP project phase.

Mr. Groom explained that the goals of each SAR are to review project status to determine the continued viability and delivery of projects, address local agency concerns, confirm availability of local matching funds, and ensure adherence to overall M2 Ordinance requirements. He added that during each review cycle, local agencies and OCTA collaborate to review project delivery and make course corrections as needed through six allowable project adjustments: delays, timely use of funds extensions, scope changes, transfers of savings, cancellations, and advances.

Mr. Groom stated that the September 2025 SAR opened in August and closed in mid-September. Staff reviewed 348 active project phases and received 19 project adjustment requests from local agencies. OCTA also initiated 8 requests. In total, 27 project adjustments are being recommended for approval.

The proposed adjustments include:

- Two funding award delays from two agencies.
- Ten timely use of funds extensions for CTFP funds from four agencies.



- Five timely use of funds extensions for Project X Tier 1 In-Kind ongoing operations and maintenance projects from two agencies.
- Nine scope changes for CTFP projects.
- One OCTA-initiated transfers of savings.

Mr. Groom reported that all adjustments are detailed in Attachments A and B of the staff report and that the adjustments are appropriate and necessary from a CTFP administration perspective. Upon TAC approval, the recommended adjustments will be advanced to the OCTA Board of Directors (Board) for final review and consideration in December.

Motion to approve was made by Mr. Sethuraman.

Mr. Ponsen seconded the motion.

The motion was approved.

3. 2026 Technical Steering Committee Membership – Charvalen Alacar

Ms. Alacar provided an overview of the process for appointing members to the Technical Steering Committee (TSC). She explained that the TSC, a subset of the Technical Advisory Committee (TAC), is responsible for reviewing programming recommendations and providing policy direction on major technical issues before full TAC consideration.

Ms. Alacar explained that the TSC consists of nine voting members: two leadership positions (Chair and Vice Chair), five representatives from each of the five supervisorial districts, and two at-large members. Membership is reviewed annually as terms expire.

Ms. Alacar noted that seven positions were open for this cycle, including the Chair, Vice Chair, Districts 1, 2, and 4 Representatives, and both At-Large positions. The District 2 seat was vacated early due to the retirement of the incumbent, and one At-Large seat was made available because the current representative is being considered for the Vice Chair position.

Ms. Alacar reported that OCTA received seven letters of interest from TAC members. She stated that, in accordance with board requirements, a selection committee—composed of the President of the City Engineers Association of Orange County, the Acting Chair of the TSC, and OCTA staff—reviewed the letters and developed recommendations for the 2026 membership, shown in Attachment A. Ms. Alacar emphasized that the selection committee strived to maintain balance between small and large jurisdictions and between North and



South County cities. She stated that the recommended slate achieves this balance and requested approval to advance the recommendations to the OCTA Regional Transportation Planning Committee and Board in December.

Motion to approve was made by Ms. Vu.

Mr. Ponsen seconded the motion.

The motion was approved.

Discussion Items

4. Correspondence

- OCTA Board Items of Interest – See Agenda
- Announcements by Email – See Agenda

5. Committee Comments – None

6. Staff Comments

Local Programs Update – Charvalen Alacar

Ms. Alacar provided an update on the 2026 CTFP M2 Regional Capacity Program (Project O) and the Regional Traffic Signal Synchronization Program (Project P) Call that was issued on September 11, 2025. She reminded agencies that the deadline for application submissions is November 20, 2025, at 5:00 PM, and noted that for this 2026 Call, OCTA is conducting a limited call, requesting that agencies submit only those projects requiring consideration at this time, such as those with critical time requirements or other commitments.

Ms. Alacar explained that this limited call will allow OCTA to focus on addressing the CTFP payment backlog and implementing invoice process streamlining. She further noted that the limited call approach was supported by the TAC and thanked members for their continued collaboration.

Ms. Alacar reported that the 2025 Call for Tier 1 of the Environmental Cleanup Program (Project X) recently concluded. As of October 13, 2025, the Board approved recommendations for eight projects totaling \$3.08 million in Project X funding. The awarded agencies have been notified, and the list of approved projects has been posted on OCTA's website.

Ms. Alacar also provided an update on Measure M2 eligibility, noting that Phase II of the eligibility cycle is underway. Phase II includes the submittal of local agency expenditure reports for Fiscal Year 2025, which are due to OCTA by December 31, 2025.



MINUTES

Technical Advisory Committee

Item #2

Ms. Alacar added that this year's eligibility review includes the maintenance of effort (MOE) benchmark adjustment. In accordance with the M2 Ordinance, each local agency's benchmark is reviewed and adjusted every three years. An MOE Benchmark Adjustment Certification Form will be distributed to finance directors and primary eligibility contacts and will be due to OCTA by December 31, 2025.

Ms. Alacar informed the committee that the latest M2 sales tax forecast has been revised. Based on the most recent revenue projections, total anticipated M2 revenues through the life of the measure have decreased from \$14 billion to \$13.2 billion, a reduction of approximately \$800 million.

Ms. Casey added that the updated forecast was presented to the Finance and Administration Committee earlier that day and will be presented to the Board the following Monday. Despite the decrease, OCTA remains on track to deliver the full M2 Program. Ms. Casey advised agencies to keep this adjustment in mind when planning future budgets, as programs such as the Local Fair Share and the Senior Mobility Program are formula-based.

Ms. Alacar also reported that the draft Measure M2 Ten-Year Review Action Plan is anticipated to be presented to the Board in December 2025.

Ms. Casey added that this will be a discussion item to obtain initial Board feedback, with final recommendations expected in spring 2026. Focus areas for the Ten-Year Review include Project O – Regional Capacity Program, the Senior Mobility Program, and the 100 Busiest Transit Stops. Ms. Casey thanked TAC members for their early participation in stakeholder meetings and noted that additional discussions would continue into early 2026.

Ms. Cardoso provided an update on the CTFP payment process streamlining effort. Ms. Cardoso stated that OCTA met with the Cumming Group, which reviewed the CTFP Guidelines and identified areas that require clarification and additional examples. OCTA is developing a matrix of key topics and plans to meet monthly with the TSC early 2026 to address the recommendations. Updated CTFP Guidelines are anticipated to go before the TAC in June 2026 and to the Board for approval in August 2026.

Ms. Cardoso noted that while this cycle will focus primarily on payment process improvements, larger programmatic changes identified through the Ten-Year Review may be addressed in future updates.

Ms. Vu inquired about the distribution of the MOE benchmark forms, and Ms. Alacar stated they should be sent to finance directors and eligibility contacts by the end of the week.

Mr. Sethuraman asked about the impact of the Local Fair Share revenue reduction.



Ms. Casey advised agencies to anticipate proportional adjustments based on the revised \$13.2 billion forecast.

Mr. McLean asked when potential revisions to Project O might be shared.

Ms. Casey stated that while there are no specific details yet regarding potential revisions to Project O, OCTA intends to keep discussions open and collaborative. She stated that staff will be proposing to pursue potential program changes, with details to be developed following Board and stakeholder feedback.

Ms. Casey added that these changes are anticipated to be presented to the Board for approval in spring 2026 after further input from the TAC early next year.

Ms. Cardoso stated that whenever OCTA revises the CTFP Guidelines, the process involves a comprehensive review of all components, allowing staff and stakeholders to consider any updates or clarifications that may be beneficial. She stated that the first set of updated guidelines is anticipated to be reviewed by the TAC in June 2026 and presented to the OCTA Board for approval in August 2026, re-establishing OCTA's regular schedule for guideline updates.

Ms. Cardoso noted that the upcoming revision will primarily focus on improvements to the payment process and will incorporate consultant recommendations, as well as feedback from the TSC, aimed at streamlining procedures. She added stated that any larger programmatic changes resulting from the M2 Ten-Year Review would likely be considered in the subsequent update cycle. She concluded that when OCTA reviews the guidelines, all sections are open for review and comment to ensure that the resulting document reflects both staff and agency input.

7. Items for Future Agendas – None

8. Caltrans Local Assistance Update – Jonathan Lawhead

Mr. Lawhead provided an update on various Caltrans District 12 Local Assistance matters and noted that several changes had occurred since his last presentation in May.

Mr. Lawhead explained that while several DBE-related requirements were impacted by recent federal actions, Caltrans would continue collecting certain annual forms necessary to process Authorization to Proceed (E-76) requests. He stated that the Local Agency ADA Annual Certification Form (Exhibit 9-C) must still be submitted and kept on file and that Quality Assurance Program (QAP)



MINUTES

Technical Advisory Committee

Item #2

certifications must remain current. He reminded agencies that QAP updates are required every five years if a project receives federal construction funding.

Mr. Lawhead reminded agencies to verify that they are using the most recent versions of Local Assistance Procedures Manual and Local Assistance Program Guidelines forms when submitting Local Assistance documentation, noting that outdated forms may delay processing.

Mr. Lawhead provided an update on inactive invoices and stated that the deadline to submit inactive invoices for the current quarter is November 21, 2025. He advised agencies with outstanding inactive invoices to work directly with their assigned Local Assistance Area Engineer (LAAE). He noted that the next inactive quarter begins January 1, 2026, with a submittal deadline of February 20, 2026, and that invoice inactivity may prevent E-76s from being processed.

Mr. Lawhead provided an update on the California Transportation Commission (CTC) meeting schedule and stated that the next meeting is scheduled for December 4–5, 2025 in Riverside, followed by January 29–30, 2026 in Sacramento. He reminded agencies that the deadline to submit allocation and time extension requests for the January CTC meeting is December 1, 2025, and noted that no CTC meetings are scheduled for November or February.

Mr. Lawhead provided an update on the Active Transportation Program (ATP) and stated that Cycle 8 workshop dates and registration are available on the Caltrans ATP webpage. He noted that the ATP Symposium is being held October 22-23, 2025 and encouraged agencies to have staff attend. He reminded agencies to submit ATP project reports through the California State Multi-Modal Accountability Reporting Tool in a timely manner and stated that the FY 2025-26 Q2 reporting period begins January 1, 2026.

Mr. Lawhead provided an update on the Highway Bridge Program (HBP) and stated that new programming lists were finalized in October and submitted for Federal Transportation Improvement Program amendment. He noted that Expedited Project Selection Procedures and post-programming changes are currently suspended, with the next opportunity anticipated in April 2026. He advised agencies needing project de-obligations to contact their LAAE and noted that new pilot LAPG 6-A and 6-D forms are now available. He also stated that the CTC-approved construction cost escalation rate is 6.19 percent.

Mr. Lawhead provided an update on the Competitive Grant Program, formerly the Discretionary Grant Program, and stated that the Federal Highway Administration (FHWA) 90-day pause ended on April 20, 2025. He noted that FHWA is now processing Recipient Agreements and holding kickoff meetings. He reminded agencies to use the Recipient Agreement template corresponding to the fiscal year



in which the project was awarded and stated that revised Designated Sub-Recipient Agreement templates are still pending.

Mr. Lawhead reported that the Clean California Local Grant Program will allow additional time extensions for both Cycle 1 and Cycle 2 projects. He stated that Cycle 1 projects may extend construction completion through September 30, 2026, with project closeout by February 1, 2027, and that Cycle 2 projects may extend construction completion through September 30, 2027, with project closeout by February 1, 2028. He encouraged agencies to coordinate with their LAAE for processing.

Mr. Lawhead provided a major update regarding the Disadvantaged Business Enterprise (DBE) Program and stated that, effective October 3, 2025, DBE contract goal setting, monitoring, counting, and compliance are suspended in response to the DBE Interim Final Rule. He stated that during the suspension there will be no DBE contract goals, no Good Faith Effort evaluations, no DBE participation counting, and no DBE form submittals. He noted that Caltrans is coordinating with federal partners to develop further guidance and that additional updates will be provided.

Mr. Lawhead addressed the question of whether agencies should continue preparing DBE documentation during the suspension period and stated that DBE firms have effectively been decertified and that there is no DBE information to collect at this time. He advised agencies to proceed under current guidance and contact their LAAE for contract-specific questions.

Mr. Lawhead clarified that Exhibit 9-C and QAP requirements remain in effect and are not impacted by the DBE suspension. He also stated that Title VI requirements remain unchanged and must be met prior to processing E-76 requests.

Mr. Lawhead provided an update on Project End Date (PED) extensions and stated that Caltrans has implemented a new online Smartsheet intake form to request PED extensions, replacing the previous E-76 system. He reminded agencies that work completed after a project's end date is not reimbursable and encouraged agencies to submit extension requests proactively.

Mr. Lawhead referenced Title VI requirements and reiterated that Title VI remains a stand-alone federal requirement. He encouraged agencies to ensure continued compliance with all Title VI obligations.

Mr. Lawhead concluded by highlighting available reference materials and training opportunities, including the Caltrans Local Assistance webpage, California Transition Assistance Program training resources, and the Local Assistance Blog. He encouraged agencies to subscribe to the Local Assistance Blog/News blast for the most up-to-date Local Assistance information.



Mr. Lawhead referenced the final slide of the presentation, which included the District 12 Local Assistance staff assignment list. He stated that the list identifies the assigned staff for each agency, including program coordinators and support staff. He noted that there had been few staffing changes since the last update and that any changes should have already been communicated directly to affected agencies through staff handoffs.

Mr. Lawhead advised agencies to contact the staff member listed next to their agency for project-related questions and to contact the staff member listed next to each program for program-specific questions. He stated that agencies could also contact him directly if they were not receiving timely responses or needed assistance escalating an issue.

Ms. Lee asked a question regarding the DBE Program and whether agencies should continue preparing DBE documentation during the current suspension period in the event Caltrans later requests retroactive submittals.

Mr. Lawhead stated that DBE firms have effectively been decertified under the current federal action and, as a result, there is no DBE information to collect at this time. He stated that Caltrans is not seeking retroactive DBE documentation and advised agencies to proceed under the current guidance until further notice. He noted that Caltrans would continue to address DBE implementation as additional guidance is received.

Ms. Vu asked whether Safe Streets for All (SS4A) funding, which is federally funded, falls under Local Assistance oversight.

Mr. Lawhead stated that SS4A is administered directly through the FHWA and does not follow Local Assistance program guidance. He noted that the information presented applied specifically to Local Assistance programs and that other federal programs may have different requirements and guidance.

There were no further questions on this item.

9. Public Comments – None

The meeting was adjourned at 2:16 p.m.