California Transportation Permits Advisory Council (CTPAC)
Steering Committee Meeting

Thursday, February 18, 2016
12:00 pm to 2:00 pm
California Trucking Association

Meeting Summary

Item #1 – Welcome

CTPAC chairperson Eric Sauer, with the California Trucking Association, expressed his appreciation for the number in attendance. There was miscommunication with the interim workgroup meeting that was to occur between CTPAC meetings. Mr. Sauer indicated the difficulty of encouraging members to participate in meetings. Members during the morning workgroup meeting stated they were not receiving emails, so Mr. Sauer requested that members give him a business card with a current email address. He will have the membership roster updated by March 15, 2016. Attendees did self-introductions.

Item #2 – Caltrans Updates

Kris Kuhl, California Department of Transportation's (Caltrans') Division of Traffic Operation's Assistant Division Chief, read a message from social media. The message complimented Caltrans' permit vehicle inspector Rosa Estrella for her customer service. Mr. Kuhl continued by saying there are not many changes at the organizational level. Tom Hallenbeck, Caltrans' Division of Traffic Operation's Division Chief, is on vacation. Otherwise, he would have attended this meeting.

Improvements to the transportation permits program are forthcoming. Division representatives met with Caltrans' Division of Information Technology to discuss online submission for Annual and Repetitive Permits. Caltrans would like users to test the system, and provide positive and negative feedback. Caltrans hopes to improve their customer service by meeting strategic plan goals to provide approval of Annual and Repetitive Permits in fourteen days and approval of online single trip permits in two hours. Mr. Kuhl reminded attendees to call Caltrans if Caltrans does not meet their expectations. Attendees may also use the customer feedback form and send to Eric Sauer.

Mr. Kuhl concluded with a story about a customer requesting a permit that required California Highway Patrol escort. The customer spoke to a permit writer on a Friday afternoon, and the customer was not satisfied with the permit writer's answer so the customer called the governor's office. The governor's office contacted Caltrans' director, and the customer received their permit shortly thereafter. Mr. Kuhl reiterated the notion of letting Caltrans work with the industry before getting politics involved.

Kien Le, Caltrans' Office of Commercial Vehicle Operations Chief, said there are staff changes and the changes will provide better customer service for the industry. Steve Sowers has experience with the Legal Truck Access Branch and has been a great asset over the years, so he will swap managerial roles with Cyrus Hui by transferring from the Caltrans' Transportation Permits Issuance Branch to Caltrans' Legal Truck Access Branch. Mr. Sowers will be the point of contact for weigh-in-motion devices, bill analyses, bus issues, motorsports, and commercial vehicle facilities. The return of Abdel-Kader Taha from rotation will fill the last managerial position with the Transportation Permits Issuance Branch. Mr.

Taha will work with fellow managers Mastri Alvandi, Cyrus Hui, and Jeff Jewett while John Holzhauser, Caltrans' Transportation Permits, Policies, and Compliance Branch, will be the point of contact for policies, vehicle inspections, and transportation permits manual. In addition to management changes, the Transportation Permits Issuance Branch hired two permit writers.

Mr. Le said there have been significant improvements in performance. Caltrans exceeded their goal to process 90% of the online Single Trip and Routing System (STARS2) permits in two hours by processing 96% of the STARS2 permits in forty-three minutes. There was also a great improvement with faxed-in single trip permits. Caltrans averaged a six-hour turnaround time, which is a lot better than a few days. Mr. Kuhl added that Caltrans is considering a move away from fax machines possibly this year. Mr. Le commented on the online STARS2 system stability as a reason why we chose to upgrade. The combination of the industry using the online STARS2 system and the staff learning quickly will improve the permit processing time.

Mr. Le also discussed debtor accounts and the issue of companies owing Caltrans a significant amount of money, which is causing Caltrans to be in the red. Mr. Le emphasized the importance of paying bills on time; otherwise, Caltrans will suspend delinquent companies. The new accounting system will send monthly bills and there will not be a penalty for mistakes made by Caltrans. A solution to the non-payment issue is to provide an online payment method in lieu of debtor accounts. Mr. Le also proposed a permit fee increase to cover the cost of the program's staff. The industry supports the fee increase as long as Caltrans provides better customer service. Division representatives will meet with Caltrans' Division of Accounting to discuss options for a fee increase.

Item #3 – Public Comments

There were no additional comments.

Item #4 – Action Item Review

Kelly Mar, Caltrans, reviewed the action items from the previous four CTPAC meetings. See attached list.

Item #5 – Workgroup Updates

a) Crane Group – Michael Vlaming

Per Kien Le, Caltrans is currently reviewing the proposal, and he hopes to have a response to the proposal by the next meeting.

b) Annuals – Tim McVay

A discussion about two other proposals occurred in the morning workshop. The first proposal is to increase the allowable length from 110'-0" to 120'-0" for an unladen Annual permit and the second proposal is to increase the allowable width from 11'-0" to 12'-0" for an unladen Annual permit. Leon Franks, Contractors Cargo, and Greg Dineen, Greg Dineen & Associates, will submit the discussed proposals.
Per Mr. Le, the proposal submitted by Tim McVay needs to be in the correct format, but Caltrans will continue the proposal review. The submitted proposal is to add verbiage to an unladen Annual permit to include construction equipment.

c) Tridem – Leon Franks/Doug Murray

There were no updates.

d) Variance/CHP Escort – Leon Franks

There were no updates.

e) Fixed Loads/Tow Trucks – Greg Dineen

There were no updates.

Item #6 – Roundabouts Presentation

Brian Frazer, Caltrans Division of Design, and Jerry Champa, Caltrans Traffic Operations Liaison, provided a presentation on roundabouts, and information on plans to adjust the State Route 145 (Kerman) Roundabout to accommodate oversized loads. The ensuing discussion and concern about Caltrans decision-making process led to a proposal to establish a small advisory committee comprised of CTPAC members to help inform future project decisions. The following CTPAC members volunteered to serve as advisory committee members: Leon Franks (Contractors Cargo), Tim McVay (Marco Transport), Lorin Sabin (Heavy Transport), Eric Sauer (California Trucking Association), and Curt Weeks (Cozad Trailers).

Item #7 – Transportation Permit Manual (TPM)

Per Kelly Mar, Caltrans emailed TPM Chapter 8–Glossary to Annual Permit holders and posted the chapter on Caltrans' website. Chapter 7–Compliance Program and Chapter 6–Emergency Moves will be available soon.

Item #8 – New Business and New Proposals

Per Leon Franks, he requested the presence of Caltrans' variance permit writer Dan Brown at this meeting. Mr. Franks indicated he would like more time to process and coordinate with all jurisdictions while handling a variance permit. He commended Mr. Brown for his work with variance permits.

Lorin Sabin, Heavy Transport, said there was a lot of subject matter from the previous meeting that Mr. Brown could have addressed. Mr. Sabin has done 344 variance permits and he has not encountered any problems. He agreed with Mr. Franks that Mr. Brown is doing a great job.

Item #9 – Next Meeting

The tentative date for the next meeting is Thursday, June 9, 2016, in San Bernardino, CA. Eric Sauer would like to have a pre-meeting in May at the California Trucking Association located in Sacramento, CA. Mr. Sauer will notify members and Caltrans with the pre-meeting date.

No.	CTPAC Meeting	Item	Due Date	Status/Notes
1	9/24/2014	Rob S. to follow up with CHP staff on a response to comments from Curt W. on the SR-299 corridor.	6/1/2016	Prompt response provided by Rob S. to Eric S. who will forward to the committee. 2/18/16: Curt W. said there is no way to get to Eureka because of the restriction on the database. Caleb Howard (CHP) to follow up with Rob S.
2	9/24/2014	Eric S. to provide background information on width restrictions at SR 241 toll booths to Yin-Ping L. for following up.	6/1/2016	Joe B. followed up with District 12 on 2/10/15. Item was discussed at the 2/11/15 CTPAC meeting. Issue remains in process with Kien L. 2/18/16: Greg D. and Eric S. to discuss with Orange County Transportation Authority (OCTA) and have a meeting with David Lowe.
3	9/24/2014	Leon F. to coordinate specific examples of certified drawings, reports and weight ticket and work with Hani R. on approaches that may be considered in lieu of physically inspecting the vehicle and to develop a target case by the next meeting.	5/13/2016	Pending- Leon to develop a proposal with sample case. 2/18/16: Leon F. will provide information by the interim meeting tentatively scheduled for May 2016.
4	9/24/2014	Hani R. to follow up with CHP on consideration of the certified manufacturers' drawings, report and weight ticket as part of the inspection process in lieu of physically inspecting the vehicle as a pilot project.	TBD	Pending - Timeline is dictated by Item 3.

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5	9/24/2014	Rick H. to provide specific examples of phantom restrictions to Steve D. by November 24, 2014 for follow-up.	6/1/2016	On-going - Per Rick H. information was provided on February 11, 2015. Rick H. to follow up with information as to whom it was provided and provide a feedback form by March 2, 2015. Eric to follow up. 2/18/16: Send any issues to Kien L.
6	9/24/2014	Rick H. to provide specific examples of inconsistencies in permits to Eric S. by November 24, 2014 to be follow-up with Caltrans.	6/1/2016	On-going - Per Rick H. on February 11, 2015, he will follow up with a feedback form. Eric to follow up. 2/18/16: Send any issues to Kien L.
7	2/11/2015	Greg D. – to submit proposal on multi-axle 12 foot wide by 120 foot long un-laden annual permits for discussion at next meeting and move item to annual work group.	5/13/2016	In Progress - Greg to submit proposal. 2/18/16: Greg D. will have proposal ready for interim meeting tentatively scheduled for May 2016.
8	2/11/2015	Greg D. to follow up with local agencies regarding the need to have Caltrans permit prior to issue their permits and discuss possible process changes or other options.	5/13/2016	In Progress - Greg D. and Eric S. to schedule a meeting with League of California Cities & Counties and Caltrans to address the issue. Greg to follow up on. 2/18/16: Greg D. will discuss with Caltrans at interim meeting tentatively scheduled for May 2016.

No.	CTPAC Meeting	Item	Due Date	Status/Notes
9	2/11/2015	Greg D. will provide revised transponder proposal and revised 7, 8 & 9-axle un-laden inventory.	5/13/2016	In Progress - Transponder proposal still in progress – possible smart phone solution versus transponder. Conference call pending but still need Greg D. to work with John H. on the inventory. Greg submitted request and response pending from Caltrans. 1/13/16: Greg D. confirmed receipt. 2/18/16: Greg D. will revise proposal for interim meeting tentatively scheduled for May 2016.
10	2/11/2015	Bob, Loren and Matt to provide a feedback form, along with supporting document on when a vehicle inspector would reissue a new inspection report, to Eric S. by Feb. 27, 2015.	6/1/2016	On-going - Form will be forthcoming but conclusion is that the owner of the interchangeable vehicles (i.e.. jeep, trailer, and dolly) are irrelevant for the purpose of the hauler requesting permit. Change of ownership for fixed-load vehicles currently require a re-inspection. Eric S. will document and respond accordingly. 2/18/16: Lorin S. will send in a feedback form.

No.	CTPAC Meeting	Item	Due Date	Status/Notes
11	6/11/2015	All members to review the membership list and send updates to Eric S.	3/15/2016	On-going - Eric to finalize the list. 2/18/16: Eric S. will update the membership list. Attendees will provide current contact information to Eric S. before leaving meeting.
12	10/27/2015	Allowable axle loads on boom dollies should be referred to work group to be examined.	6/9/2016	2/18/16: Greg D. requested to postpone this discussion until the next meeting.
13	10/27/2015	Eric S. & Greg D. will coordinate the interim work group meetings.	5/1/2016	2/18/16: Tentatively scheduled for May 2016. Eric S. would like availablity dates from group leaders, and prefers no conference calls. Purpose of the meeting is to polish proposals and work on agenda items.
14	2/18/2016	Coordinate meeting between CTPAC members (Eric Sauer and Tim McVay) and Toll Roads (David Lowe)	6/1/2016	New
15	2/18/2016	Roundabout presentation - create advisory committee of CTPAC representatives (Leon F., Tim M., Lorin S., Curt W.)	6/1/2016	New
16	2/18/2016	Transportation Permit Manual - post chapters	3/15/2016	New
17	2/18/2016	Next meeting tentatively set for Thursday, June 9, 2016, in San Bernardino, CA.	3/15/2016	New