



Board of Directors Agenda

Friday, January 12, 2024
10 a.m.

Welcome to SANDAG. The Board of Directors meeting scheduled for Friday, January 12, 2024, will be held in person in the SANDAG Board Room. While Board members will attend in person, members of the public will have the option of participating either in person or virtually.

For public participation via Zoom webinar, click the link to join the meeting: <https://us02web.zoom.us/j/82444645017>

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SANDAG relies on commercial technology to broadcast the meeting via Zoom. If we experience technical difficulty or you are unexpectedly disconnected from the broadcast, please close and reopen your browser and click the link to rejoin the meeting. SANDAG staff will take all possible measures to ensure a publicly accessible experience.

Public Comments: Members of the public may speak to the Board on any item at the time the Board is considering the item. Public speakers are generally limited to three minutes or less per person.

Persons who wish to address the members on an item to be considered at this meeting, or on non-agendized issues, may email comments to the Clerk at clerkoftheboard@sandag.org (please reference Board meeting in your subject line and identify the item number(s) to which your comments pertain). Comments received by 4 p.m. the business day before the meeting will be provided to members prior to the meeting. All comments received prior to the close of the meeting will be made part of the meeting record.

If you desire to provide in-person verbal comment during the meeting, please fill out a speaker slip, which can be found in the lobby. If you have joined the Zoom meeting by computer or phone, please use the "Raise Hand" function to request to provide public comment. On a computer, the "Raise Hand" feature is on the Zoom toolbar. By phone, enter *9 to "Raise Hand" and *6 to unmute. Requests to provide live public comment must be made at the beginning of the relevant item, and no later than the end of any staff presentation on the item. The Clerk will call on members of the public who have timely requested to provide comment by name for those in person and joining via a computer, and by the last three digits of the phone number of those joining via telephone. Should you wish to display media in conjunction with your comments, please inform the Clerk when called upon. The Clerk will be prepared to have you promoted to a position where you will be able to share your media yourself during your allotted comment time. In-person media sharing must be conducted by joining the Zoom meeting on the personal device where the content resides. Please note that any available chat feature on the Zoom meeting platform should be used by panelists and attendees solely for procedural or other "housekeeping" matters as comments provided via the chat feature will not be retained as part of the meeting record. All comments to be provided for the record must be made in writing via email or speaker slip, or verbally per the instructions above.

In order to keep the public informed in an efficient manner and facilitate public participation, SANDAG provides access to all agenda and meeting materials online at sandag.org/meetings. Additionally, interested persons can sign up for email notifications at sandag.org/subscribe. A physical copy of this agenda may be viewed at the SANDAG Toll Operations Office, 1129 La Media Road, San Diego, CA 92154, at any time prior to the meeting.

To hear the verbatim discussion on any agenda item following the meeting, the [audio/video](#) recording of the meeting is accessible on the SANDAG website.

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Message from the Clerk: In compliance with Government Code §54952.3, the Clerk hereby announces that the compensation for legislative body members attending the following simultaneous or serial meetings is: Executive Committee (EC) \$100, Board of Directors (BOD) \$150, and Regional Transportation Commission (RTC) \$100. Compensation rates for the EC and BOD are set pursuant to the SANDAG Bylaws, and the compensation rate for the RTC is set pursuant to state law.



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This meeting will be conducted in English, and simultaneous interpretation will be provided in Spanish. Interpretation in additional languages will be provided upon request to ClerkoftheBoard@sandag.org at least 72 business hours before the meeting.

Esta reunión se llevará a cabo en inglés, y se ofrecerá interpretación simultánea en español. Se ofrecerá interpretación en otros idiomas previa solicitud a ClerkoftheBoard@sandag.org al menos 72 horas antes de la reunión.

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Бесплатная языковая помощь | Assistència lingüística gratuita | मुफ्त भाषा सहायता | Assistance linguistique gratuite |

ជំនួយភាសាឥតគិតថ្លៃ | ఉచిత భాషా సహాయం | ການຊ່ວຍເຫຼືອດ້ານພາສາຟຣີ | Kaalmada Luqadda ee Bilaashka ah |

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Vision Statement: *Pursuing a brighter future for all*

Mission Statement: *We are the regional agency that connects people, places, and innovative ideas by implementing solutions with our unique and diverse communities.*

Our Commitment to Equity: *We hold ourselves accountable to the communities we serve. We acknowledge we have much to learn and much to change; and we firmly uphold equity and inclusion for every person in the San Diego region. This includes historically underserved, systemically marginalized groups impacted by actions and inactions at all levels of our government and society.*

We have an obligation to eliminate disparities and ensure that safe, healthy, accessible, and inclusive opportunities are available to everyone. The SANDAG equity action plan will inform how we plan, prioritize, fund, and build projects and programs; frame how we work with our communities; define how we recruit and develop our employees; guide our efforts to conduct unbiased research and interpret data; and set expectations for companies and stakeholders that work with us.

We are committed to creating a San Diego region where every person who visits, works, and lives can thrive.

Board of Directors

Friday, January 12, 2024

Chair and Management Comments

- 1. 2023 Year in Review and 2024 Look Ahead** Information
Chairwoman Nora Vargas and Coleen Clementson, SANDAG
- Chairwoman Vargas and staff will present agency highlights from 2023 and a preview of what is ahead in 2024.

Reports

- +2. Toll Road Operations Action Plan** Approve
Ray Major, SANDAG
- Staff will present an update on toll road operations, including an action plan to address deficiencies with the current system and implement a new back-office system to protect all toll road customer accounts. The Board of Directors is asked to authorize the Chief Executive Officer to execute a sole source contract for a new back-office system.
- [Toll Road Operations Action Plan.pdf](#)
[Att. 1 - Toll Road Operations Action Plan.pdf](#)
[Supporting Materials.pdf](#)

- +3. Revised FY 2024 Position Classification / Salary Range Table** Approve
Melissa Coffelt, SANDAG
- The Board of Directors is asked to approve the recommended mid-year changes to the SANDAG FY 2024 Position Classification / Salary Range Table.
- [Revised FY 2024 Position Classification / Salary Range Table.pdf](#)
[Att. 1 - FY 2024 Position Classification / Summary of Proposed Changes.pdf](#)
[Att. 2 - Draft: Revised FY 2024 Position Classification / Salary Range Table.pdf](#)

Comments and Communications

- 4. Non-Agenda Public Comments/Member Comments**
- Members of the public shall have the opportunity to address the Board on any issue within the jurisdiction of SANDAG that is not on this agenda. Public speakers are limited to three minutes or less per person. Public comments under this agenda item will be limited to five public speakers. If the number of public comments under this agenda item exceeds five, additional public comments will be taken at the end of the agenda. Board members and SANDAG staff also may present brief updates and announcements under this agenda item.

Consent

- +5. Approval of Meeting Minutes** Approve
Robyn Wapner and Tessa Lero, SANDAG
- The Board of Directors is asked to approve the minutes from its December 8, 2023, meeting.
- [Meeting Minutes.pdf](#)

- +6. New Grant Funding: Project Safe Neighborhoods Fiscal Agent 2023** Approve
Dr. Cindy Burke and Dr. Octavio Rodriguez Ferreira, SANDAG

The Public Safety Committee recommends that the Board of Directors approve a budget amendment to the FY 2024 Overall Work Program and Budget to accept \$1.33 million in funding on behalf of three U.S. Attorney's Offices in California from the U.S. Department of Justice.

[New Grant Funding Project Safe Neighborhoods FA 2023.pdf](#)
[Att. 1 - OWP 2347700 Budget Amendment PSN 23 Southern.pdf](#)
[Att. 2 - OWP 2347800 Budget Amendment PSN 23 Central.pdf](#)
[Att. 3 - OWP 2347900 Budget Amendment PSN 23 Northern.pdf](#)

- +7. FY 2023 Transportation Development Act Audit Extension Requests** Approve
Leeanne Wallace and Marcus Pascual, SANDAG

The Board of Directors is asked to approve Transportation Development Act (TDA) audit extension requests for the Cities of El Cajon, Coronado, La Mesa, National City, Poway, and Full Access & Coordinating Transportation, and SANDAG TDA Agreed Upon Procedures until March 26, 2024, as permitted by the California Public Utilities Code and the California Code of Regulations.

[FY 2023 TDA Audit Extension Requests.pdf](#)
[Att. 1 - City of El Cajon Extension Letter.pdf](#)
[Att. 2 - City of Coronado Extension Letter.pdf](#)
[Att. 3 - City of La Mesa Extension Letter.pdf](#)
[Att. 4 - City of National City Extension Letter.pdf](#)
[Att. 5 - City of Poway Extension Letter.pdf](#)
[Att. 6 - SANDAG Extension Letter.pdf](#)
[Att. 7 - FACT Extension Letter.pdf](#)

- +8. Approval of Proposed Solicitations and Contract Awards** Approve
Melissa Coffelt and Kelly Mikhail, SANDAG

The Board of Directors is asked to authorize the Chief Executive Officer to:

1. Conduct a solicitation for the Sustainable Transportation Services Outreach, Education, and Marketing Program; and
2. Award contracts to vendors for On-Call Public Affairs Professional Consulting Services.

[Approval of Proposed Solicitations and Contract Awards.pdf](#)
[Att. 1 - Summary of Evaluation Results.pdf](#)

- +9. Policy Advisory Committee Actions** Approve
Robyn Wapner and Francesca Webb, SANDAG

The Board of Directors is asked to ratify the actions taken by the Policy Advisory Committees since the last Board meeting.

[PAC Actions.pdf](#)

Closed Session

- +10. Closed Session: Conference with Legal Counsel - Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2) (One Potential Case)**
Amberlynn Deaton, SANDAG

The Board of Directors will be briefed on a written claim filed by Brandon Kelsoe, on his own behalf and on behalf of other similarly situated individuals, alleging fabricated toll violations.

Adjournment

11. Adjournment

The next Board of Directors meeting is scheduled for Friday, January 26, 2024, at 9 a.m.

+ next to an agenda item indicates an attachment

Toll Road Operations Action Plan

Overview

On December 8, 2023, SANDAG staff provided an overview to the Board of Directors on the implementation status of the back-office system for toll road operations. Several ongoing steps have been taken to protect customer accounts and ensure the integrity of the system. These steps include efforts to identify and address ETAN back-office system issues and safeguard customer accounts. In addition, we have increased staff and resources at the SANDAG Customer Service Center to make sure every customer is able to talk to someone if they have any questions or concerns.

Background

SANDAG operates tolling on the Interstate 15 (I-15) Express Lanes and South Bay Expressway (State Route 125 / SR 125) Toll Road in the San Diego region and uses FasTrak®, which allows customers to pay tolls electronically in California

The I-15 is an Express Lanes facility, whereby carpoolers do not need a SANDAG account nor transponder to use the Express lanes and single-occupancy vehicles with a SANDAG account and transponder can pay a toll which is dynamically determined. The California Highway Patrol is responsible for enforcement of use of the lanes.

The SR 125 is a tolled road, meaning all drivers are charged at the time of use. Customers may pay by SANDAG FasTrak account, cash, or credit card. Equipment on the roadway monitors use of the lanes and for drivers who do not pay, SANDAG sends a violation notice.

Key Considerations

SANDAG purchased the SR 125 toll facility out of bankruptcy in December 2011. At the time of purchase, the existing back-office system (InTrans Group Inc.) and roadside equipment were fairly dated. In addition, the I-15 was on a different system (TransCore) and the roadside equipment also needed to be replaced.

To bring the system up to industry standards and consolidate the agency's two existing customer service center systems and operations (SR 125 and I-15) into a new regional back-office system, SANDAG carried out a competitive Request for Proposals in 2016. SANDAG also carried out a competitive Request for Proposals in late 2016/2017 for roadside (toll collection) equipment.

Action: Approve

Staff will present an update on toll road operations, including an action plan to address deficiencies with the current system and implement a new back-office system to protect all toll road customer accounts. The Board of Directors is asked to authorize the Chief Executive Officer to execute a sole source contract for a new back-office system.

Fiscal Impact:

The estimated cost of the new Deloitte/A-to-Be back-office system is \$28.7 million with additional costs of \$3.0 million for technical assistance from Fagan Consulting.

Retention of ETAN and HNTB technical staff to keep the current system operational and assist with the migration will cost an estimated \$1.8 million.

Schedule/Scope Impact:

The migration to a new back-office system is expected to be performed in FY 2024, with completion in summer 2025.

The Board approved awarding a contract to ETAN for the back-office system at its meeting on December 16, 2016, and Kapsch TrafficCom USA, Inc. (Kapsch), for roadside equipment at its December 15, 2017, meeting. Additionally, HNTB was contracted on July 1, 2017, to act as the Tolling Systems Advisory Services consultant to facilitate implementation of both the roadside and back-office systems.

Over the past few years, there have been ongoing issues with the toll road systems, including system outages and performance issues, that have impacted customers. These deficiencies have also resulted in significant manual work by staff to ensure the integrity of transaction recordings; accurate reports, invoices, financial statements, violations, and revenue and transaction consistency. In or about September 2023 SANDAG and ETAN determined that it was highly unlikely that the financial statement inaccuracies could be resolved.

Project delays and failure to deliver specified milestone activities/functions have resulted in the accrual of liquidated damages for both ETAN and Kapsch in the amounts of \$6.45 million and \$3.08 million respectively.

While SANDAG has worked to apply ad hoc remedies and ensure customer accounts are safeguarded, staff is actively identifying the extent of these issues and expects that more deficiencies will surface over the coming months.

Going Forward

Staff has determined that it is in the best interest of the agency and public to move forward with a different vendor for the future operation of the back-office system due to the extensive nature of the deficiencies.

Consistent with agency procurement policies, and to minimize disruptions to toll operations, SANDAG staff executed a sole source agreement with Deloitte and A-to-Be to complete a data assessment to determine which information can be migrated from ETAN to the new system. Preliminary findings from that assessment confirm that ETAN's back-office system has significant data integrity, consistency, and reporting accuracy issues that extend beyond the financial reports and general ledger problems.

Based on research into other products available in the tolling industry that could replace the existing back-office system on an expedited basis, staff evaluated six vendors with systems that can meet the agency's needs.

SANDAG has determined that the Deloitte and A-to-Be team is the only one which can deliver a system that meets the agency's current and evolving tolling needs. The team can not only deliver the system within the time required but provide the proven feature functionality needed to ensure operational continuity. This is a comprehensive forward-looking offering with a wide assortment of tools and technologies (e.g., mobile application, AI, telephony, business intelligence) to position SANDAG well into the future. Deloitte and A-to-Be will also be able to provide migration to SANDAG's new enterprise resource planning system to capture and report all financial transactions accurately.

To facilitate this transition, staff recommends a sole source award with Deloitte and A-to-Be. Services will include the implementation of a cloud-based Commercial Back Office that consists of a pre- and post-paid customer account management/billing system and an omni-channel customer service center technology platform that can process toll and other transportation-related transactions for current and future projects and services. Certain related operational support and maintenance services would also be included. The contract duration would be 5 years and 11 months and cost approximately \$28.7 million. Staff also would execute a contract with Fagan, at an estimated cost of \$3 million over 24 months to provide technical support during implementation and through the transition of operations and post implementation support.

SANDAG also plans to retain ETAN's technical staff and the support of HNTB to keep the most essential functions of the current back-office system operational until the new back-office system is online. ETAN will also participate in the migration of data from the existing system to the new Deloitte/ A-to-Be system. The cost of retaining ETAN is estimated to be \$1.3 million, and the cost to retain HNTB is estimated to be \$500,000 for this work.

Action Plan

Staff has developed an operational improvement plan to restore trust in the tolling system's performance and operations (Attachment 1). In general, the plan includes ongoing internal and vendor assessments; issue resolution; organization optimization; policy changes; continuous process and system improvements; quality assurance and quality control; operational improvements, including customer service; and providing regular and proactive reporting to the Board.

SANDAG also is continuing to work with the external financial auditing team tasked with reviewing the FY 2023 financial statements (DavisFarr) to provide all information needed to determine any required disclosures to bondholders.

Lastly, the Office of the Independent Performance Auditor commenced an investigation to understand the accounting of the 125 Toll Operations, understand the customer accounting errors, whether customer errors have been addressed, and the contracting relationships associated with the implementation of the 125 Tolling system.

Ray Major, Deputy Chief Executive Office

Key Staff Contact: Ray Major (619) 858-663-6384, ray.major@sandag.org

Attachment: 1. Toll Road Operations Action Plan

Action Plan

Timing	Responsible Party	Action	Status
Dec 2023	SANDAG	Assembled new management team to lead in the assessment, transition, and implementation.	Complete
Dec 2023	SANDAG	Increase customer service staffing levels to respond to customer inquiries.	Complete
Jan 2024	Deloitte	Complete assessment of ETAN system for data migration	Complete
Feb 2024	Fagan	Complete reconciliation of customer records that did not balance in the general ledger.	In Progress
Jan – Mar 2024	SANDAG	Complete assessment of Toll Operations and develop Toll Operations Improvements Plan to address staffing, policies, procedures, structure, and ongoing management of the system.	In Progress
Fall 2023 – Mar 2024	SANDAG	Provide information to DavisFarr for Annual Independent Financial Audit (FY 2023).	In Progress
Jan – Ongoing	SANDAG	Provide information to Office of the Independent Performance Auditor.	In Progress
Jan 2024	SANDAG Deloitte/A-to- Be/Fagan	Pending Board approval, execute sole source contract for the Commercial Back Office Migration and Rapid Deployment Project. Execute contract with Fagan to provide technical support through completion.	Dependent on BOD Approval
Jan – Dec 2024	Deloitte/A-to-Be/Fagan	Transition back-office system from ETAN/HNTB to Deloitte/A-to-Be/Fagan.	Dependent on BOD Approval
Feb – Mar 2024	SANDAG	Seek direction from Board of Directors on project update criteria and notification process.	Dependent on BOD Approval
Dec 2024	SANDAG Deloitte/A-to-Be/Fagan	Launch Phase 1 Deloitte/A-to-B system.	Dependent on BOD Approval
Summer 2025	SANDAG Deloitte/A-to-B/Fagan	Complete implementation of Deloitte/A-to-B system.	Dependent on BOD Approval



Toll Operations Action Plan

Management Update

Board of Directors | Item 2

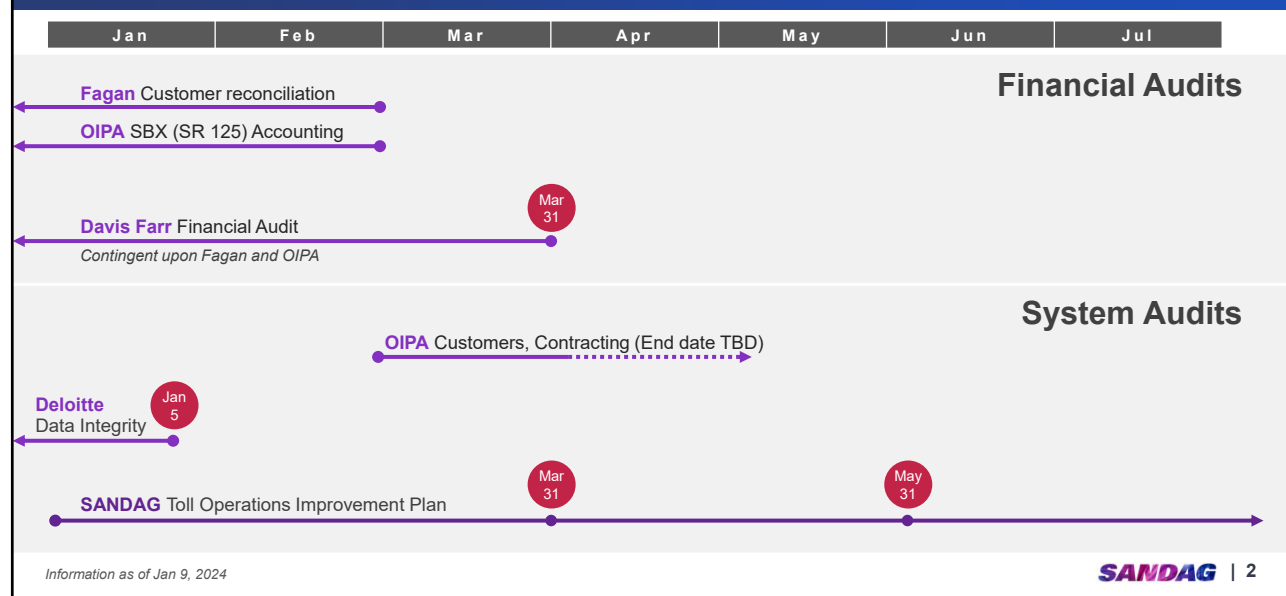
Ray Major, Deputy CEO

Lucinda Broussard, Director of Regional Transportation Services

January 12, 2024

1

Current Status



2

Regional Tolling Overview

I-15 Express Lanes and SR 125 Toll Road

3

Regional Toll Facilities: I-15 and SR 125

SANDAG currently manages two facilities:

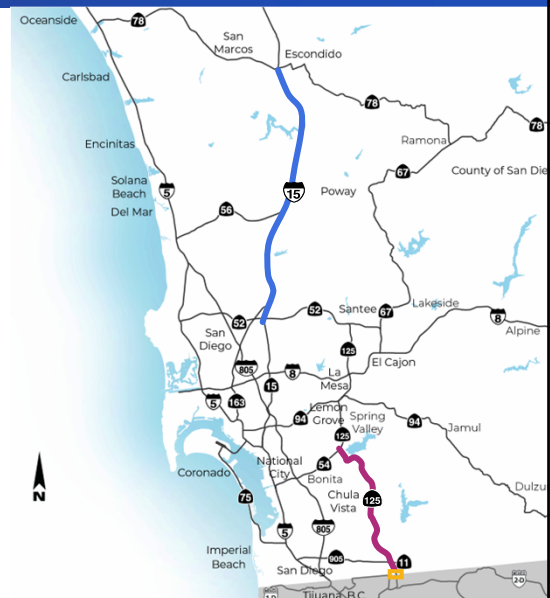
I-15 Express Lanes

- 20 miles of High Occupancy Toll (HOT) managed lanes on I-15 from SR 78 to SR 163
- Operated by SANDAG since the 1990s

SR 125 Toll Road

A tolled ten-mile stretch of SR 125 running from Otay Mesa Road from SR 905 to SR 54

- Built by private company and purchased by SANDAG in 2011



4

I-15 and SR 125 Differences



I-15 Express Lanes

- HOV (Carpool) can use without payment (no transponder required)
- Payment by FasTrak account only (transponder required)



SR 125 Toll Road

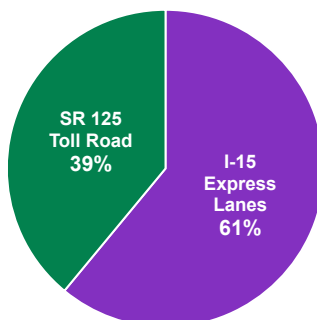
- All vehicles must pay
- Payment by FasTrak (transponder), Pay-by-Plate, credit card, or cash

SANDAG | 5

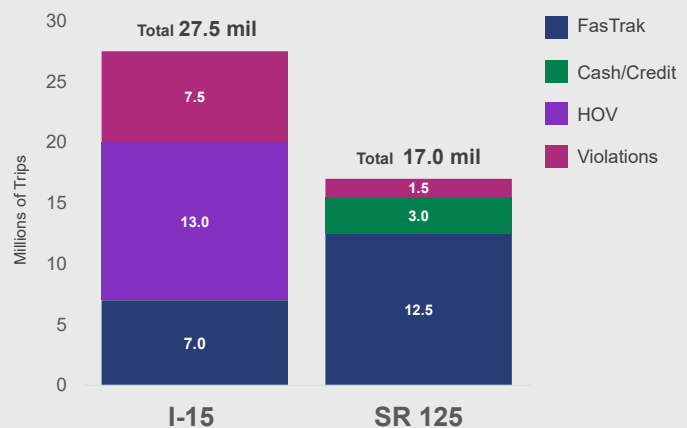
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I-15 and SR 125 Trip Volume

Traffic Volumes (FY 23)*
Total: 45 million



Trips by Payment Type (FY 23)*



Using best available information as of Jan 9, 2024.

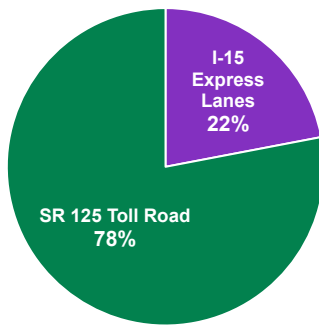
*I-15 traffic is estimated using PeMS at Pomerado Rd. I-15 violations estimated based upon 2020 I-15 Operational Study.

SANDAG | 6

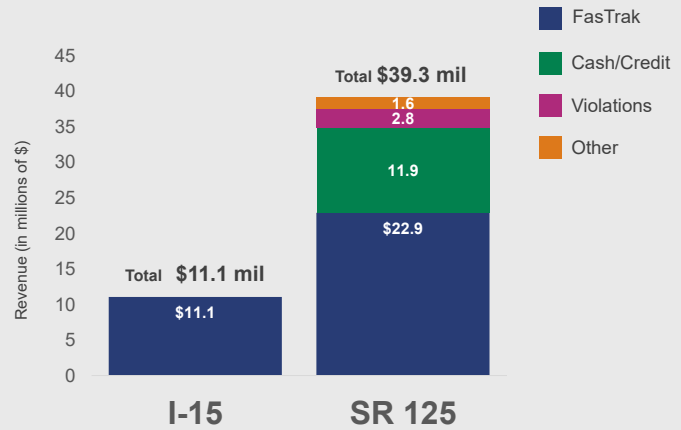
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I-15 and SR 125 Toll Road Revenue (FY 2023 unaudited)

Revenue
Total: \$50.4 million



Revenue by Payment Type
(in millions of \$)



Using best available information as of Jan 9, 2024.

SANDAG | 7

7

SANDAG

Back-Office System

| 8

8

Roles and Responsibilities (Primary Entities)

SANDAG Owner	HNTB Tolling System Advisory Services	Kapsch TrafficCom Roadway System Contractor	ETAN Back Office System Integrator
<ul style="list-style-type: none"> Own and operate SR 125 Toll Operations Center Customer service Facilities maintenance and landscaping Reconcile toll revenues Debt portfolio management Contract administration Administrative project management functions 	<p>"Owner's Rep"</p> <ul style="list-style-type: none"> Implementation support services for Back-Office & Roadway system Technical support & advice Project management <ul style="list-style-type: none"> Contracts System design System requirements Project decisions Risk advisement RFI Test review & approval Design documentation Operations subject matter expert Review bugs/change orders Schedule meetings 	<ul style="list-style-type: none"> Furnish and install a Roadway System for tolling and related operations <ul style="list-style-type: none"> Provide maintenance and software support services Design, develop, and implement system for SR 125 Toll Road & I-15 Express Lanes Consolidate SR 125 Toll Road & I-15 Express Lanes toll collection systems into a single system 	<ul style="list-style-type: none"> Lead system developer Transaction processing Telephony Customer Service Center equipment 511sd.com/FasTrak website Data Warehouse & reporting Project management Resource management Software development Bug fixes

SANDAG | 9

9

Roles and Responsibilities (Other Entities)

OIPA SANDAG's Independent Auditor	Fagan Consulting Toll Operation Systems Consultant	DavisFarr External Financial Auditor	Deloitte/A-to-Be Global IT, Tolling Systems Consultant
<ul style="list-style-type: none"> AB 805 requires SANDAG to hire an independent performance auditor. In Sept 2019, SANDAG's internal Audit merged with OIPA. Investigation to understand accounting of SR 125 Toll Operations, understand customer accounting errors, whether errors have been addressed, and contracting relationships associated with the implementation of the SR 125 Tolling system 	<ul style="list-style-type: none"> Independent expert tolling systems consultants Retained to help reconcile roadside and back-office transactions Also evaluating reconciliation of accounts 	<ul style="list-style-type: none"> Audit SANDAG's financial statements in accordance with auditing standards generally accepted in the United States (GAAS) and generally accepted Government Auditing Standards (GAGAS): <ul style="list-style-type: none"> Audit of the South Bay Expressway, Audit of the SANDAG Annual Comprehensive Financial Report (ACFR), SANDAG Single Audit Report, among others. 	<ul style="list-style-type: none"> Tolling Back Office Customer relationship mgmt implementation and system integration Telephony AI/business intelligence and reporting Managed Lanes Payments from international crossing Maintenance operations and monitoring systems

SANDAG | 10

10

Back-office System Platform and Interfaces



SANDAG | 11

11

Back Office System (BOS)

Approximately 1800 Open Tickets (as of late Nov 2023)

58%

Business Operations

- Transaction integrity and consistency
- Violations and DMV lookup
- System Interfaces and performance
- Government plates
- Website

25%

Customer

- Running and account balance consistency
- Missing violation fees
- Pay by Plate matching
- Vehicle updates to accounts

17%

Finance/Accounting

- Manual adjustment reporting
- Financial statements and reports
- Revenue and trip matching
- System interfaces and performance

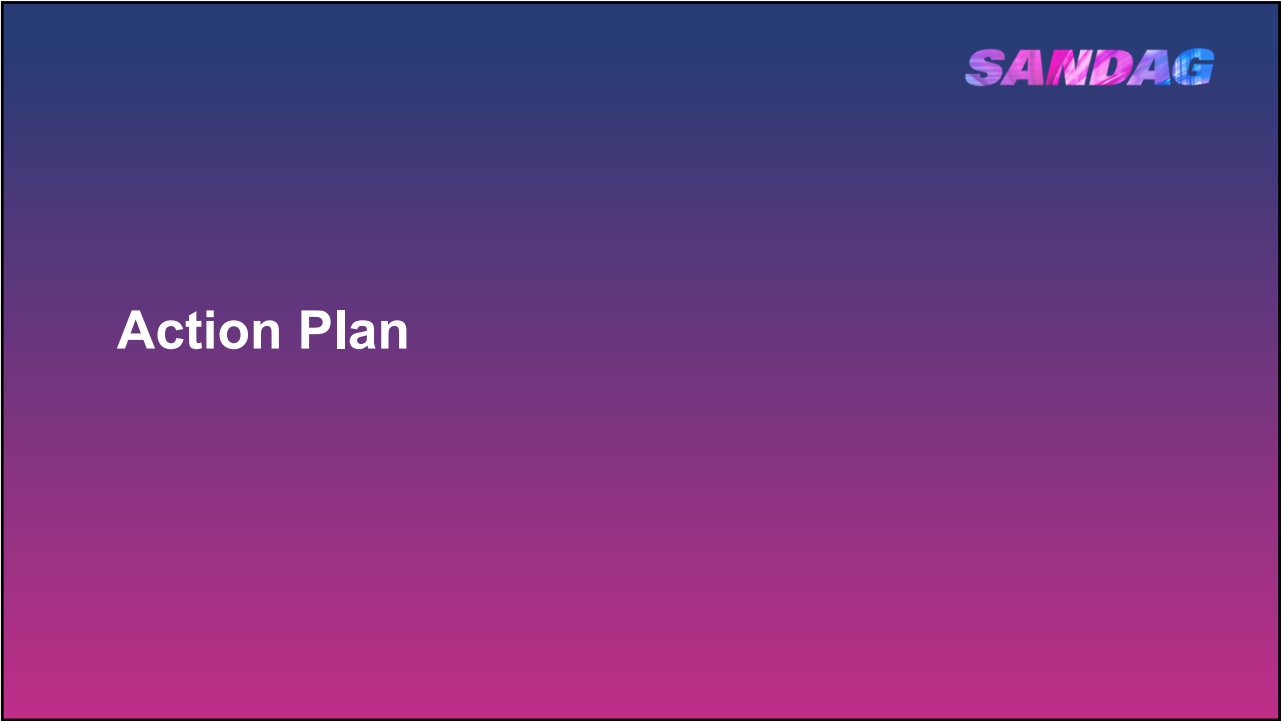
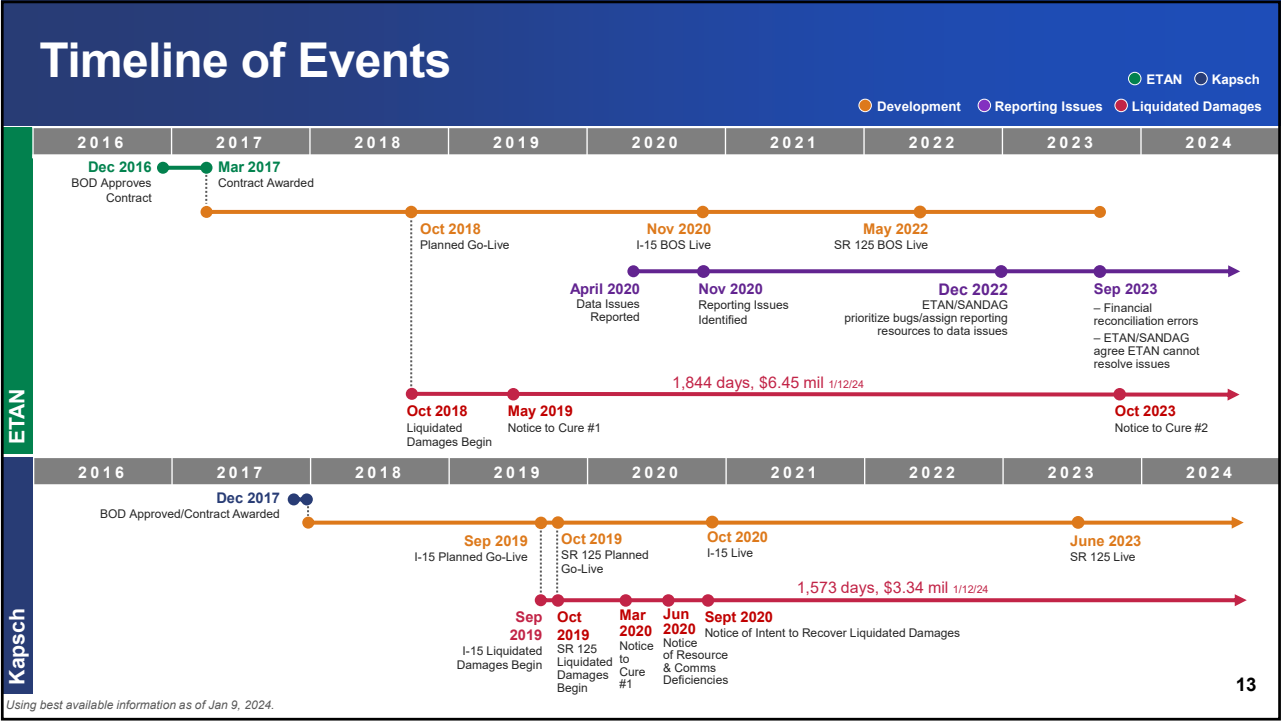
System Functionality not fully developed

- Account management
- Vehicle management
- Shift management
- Inventory management
- Refunds
- Replenishment
- Pay-by-Plate
- Discounts

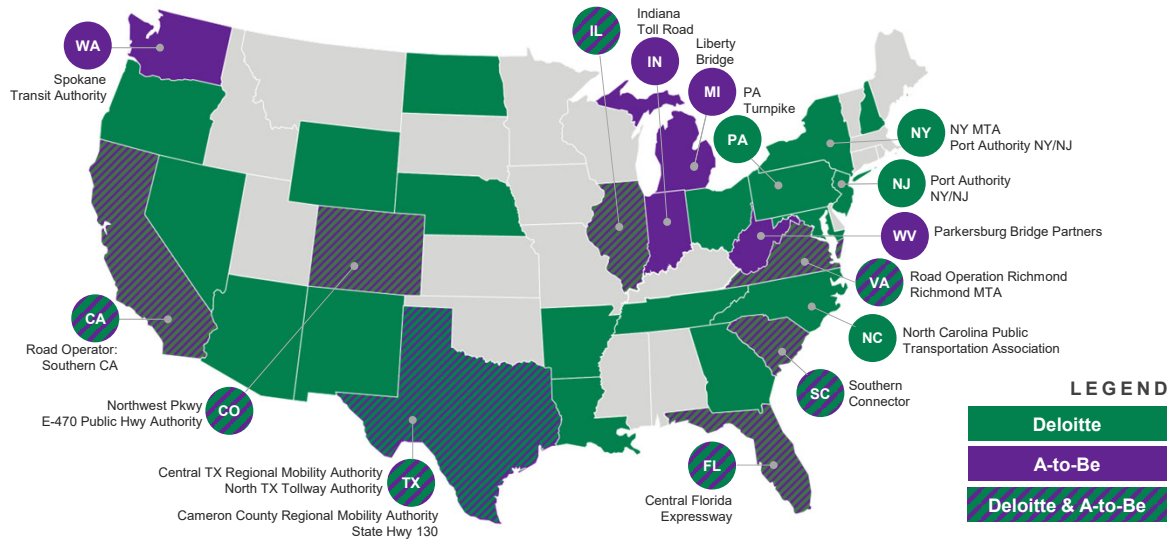
Using best available information as of Jan 9, 2024.

SANDAG | 12

12



Deloitte and A-to-B Projects in the U.S.



15

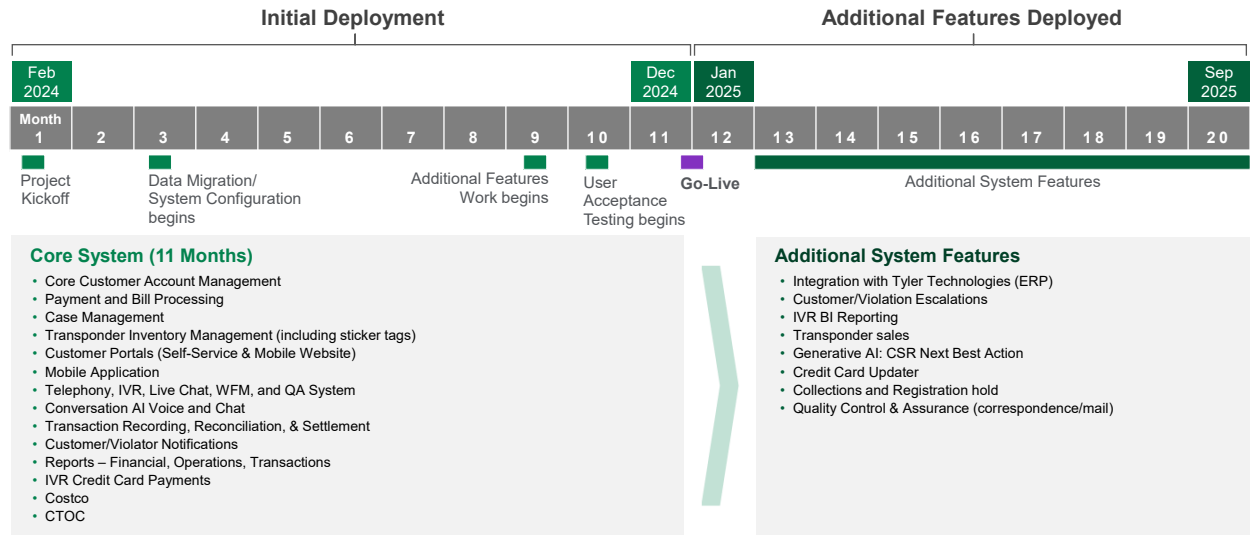
Deloitte and A-to-B Proposed Solution

Key Upgraded and Additional Features



16

Core System Features & Timeline of Replacement 20 Month Process



Using best available information as of Jan 9, 2024.

SANDAG | 17

17

Back-Office System Costs (in Millions of \$)

Vendor/Staff	Paid to Date 2016 – 2023	Transition 2024	BOS Implementation 2024-2025	BOS O&M 2025-2030	Totals (by Vendor/Staff)
HNTB*	\$4.3	\$0.5	N/A		\$4.8
ETAN	\$8.4	\$1.3	N/A		\$9.7
Fagan	\$0.2		\$3.0		\$3.2
Deloitte/A-to-Be/		\$0.5	\$11.0	\$17.7	\$29.2
Vendor Totals (by phase)	\$12.9	\$2.3	\$14.0	\$17.7	\$46.9
SANDAG Operational Support Staff	\$4.1	\$2.9	\$3.4		\$10.4

* Amount limited to costs incurred on Back-Office System
Information as of Jan 9, 2024

SANDAG | 18

18

Action Plan

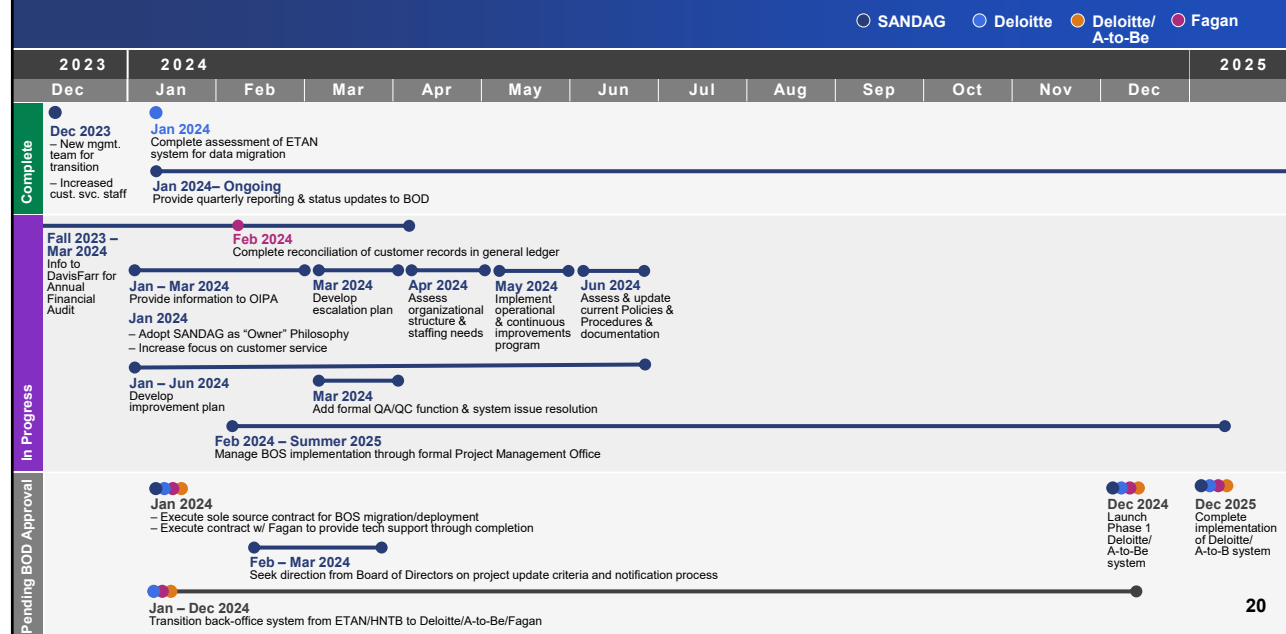
Timing	Responsible Party	Action	Status
Dec 2023	SANDAG	Assembled new management team to assist in the assessment, transition, and implementation.	Complete
Dec 2023	SANDAG	Increase customer service staffing levels to respond to customer inquiries.	Complete
Jan 2024	Deloitte	Complete assessment of ETAN system for data migration	Complete
Feb 2024	Fagan	Complete reconciliation of customer records that did not balance in the general ledger.	In Progress
Jan – Mar 2024	SANDAG	Complete assessment of Toll Operations and develop Toll Operations Improvements Plan to address staffing, policies, procedures, structure, and ongoing management of the system.	In Progress
Fall 2023 – Mar 2024	SANDAG	Provide information to DavisFarr for Annual Independent Financial Audit (FY 2023).	In Progress
Jan – Ongoing	SANDAG	Provide information to Office of the Independent Performance Auditor.	In Progress
Jan 2024	SANDAG Deloitte/A-to-Be/Fagan	Pending Board approval, execute sole source contract for the Commercial Back Office Migration and Rapid Deployment Project. Execute contract with Fagan to provide technical support through completion.	Dependent on BOD Approval
Jan – Dec 2024	Deloitte/A-to-Be/Fagan	Transition back-office system from ETAN/HNTB to Deloitte/A-to-Be/Fagan.	Dependent on BOD Approval
Feb – Mar 2024	SANDAG	Seek direction from Board of Directors on project update criteria and notification process.	Dependent on BOD Approval
Dec 2024	SANDAG Deloitte/A-to-Be/Fagan	Launch Phase 1 Deloitte/A-to-Be system.	Dependent on BOD Approval
Summer 2025	SANDAG Deloitte/A-to-B/Fagan	Complete implementation of Deloitte/A-to-Be system.	Dependent on BOD Approval

19

19

Action Plan

Information as of Jan 9, 2024



20

20

Toll Operations Improvements Plan

Area of Focus:

1. Adopt SANDAG as "Owner" Philosophy including increased vendor management
2. Increase focus on customer service
3. Replace Back-Office System
4. Develop and formalize an escalation plan for issues to management and the Board of Directors
5. Manage Back-Office System implementation through a formal Project Management Office
6. Assess organizational structure and staffing needs
7. Implement operational improvements/Institute continuous improvements program
8. Assess and update current Policies and Procedures, and create updated documentation
9. Add formal Quality Assurance/Quality Control function and system issue resolution
10. Provide regular reporting and status updates

SANDAG | 21

21

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22

Revised FY 2024 Position Classification / Salary Range Table

Overview

Each year, the Board of Directors approves a Position Classification / Salary Range Table (Salary Range Table) that sets the pay ranges for all employee positions. Several mid-year changes to the Salary Range Table are proposed to meet the operational needs of the agency.

Action: Approve

The Board of Directors is asked to approve the recommended mid-year changes to the SANDAG FY 2024 Position Classification / Salary Range Table.

Key Considerations

The Board approved the FY 2024 Position Classification / Salary Range Table on May 12, 2023, in conjunction with approving the FY 2024 Program Budget. The changes became effective at the beginning of the fiscal year.

Fiscal Impact:

Funds for newly defined classifications were approved as part of the FY 2024 Program Budget.

Schedule/Scope Impact:

Upon approval, the revised FY 2024 Position Classification / Salary Range Table will become effective on January 12, 2024.

In recent months, and in response to short- and long-term staffing changes necessary to support the agency's work program, several existing positions have been repurposed, and where needed, new classifications have been established. The newly defined classifications are proposed to be added to the FY 2024 Salary Range Table; several other administrative changes have been identified. The proposed changes do not alter the overall salary range structure or the approved salary range for existing positions. Attachment 1 describes each of the proposed changes; Attachment 2 is a draft of the Revised FY 2024 Position Classification / Salary Range Table.

The California Code of Regulations (CCR) 570.5(a) specifies the requirements for preparation, content, and posting of the SANDAG Salary Range Table, as well as approval *by the employer's governing body in accordance with requirements of applicable public meetings laws*. The Board's approval of Attachment 2 would meet the requirements of CCR 570.5(a).

Next Steps

If approved by the Board, the Revised FY 2024 Position Classification / Salary Range Table will become effective January 12, 2024, and shall be posted to the SANDAG website and other locations accessible for public review. Management also shall consider any interim or long-term reclassifications for existing employees.

Melissa Coffelt, Senior Director of Organization Effectiveness

- Attachments:
1. SANDAG FY 2024 Position Classification / Salary Range Table – Summary of Proposed Changes
 2. Draft: Revised FY 2024 Position Classification / Salary Range Table

SANDAG FY 2024 Position Classification / Salary Range Table Summary of Proposed Changes

The following newly defined classifications and other administrative changes are proposed as mid-year updates to the FY 2024 Position Classification / Salary Range Table.

Class No.	Classification Title	Reason for Proposed Change
110	Office Administrator	This is an obsolete classification and no longer used by SANDAG.
124	Manager of Learning and Development	This newly defined position was included in the approved FY 2024 Budget but not added to the Salary Range Table. Placement within the salary range is based similar roles within the agency.
124	Principal Regional Planner	This classification has been added to provide deep technical and subject-matter expertise within the regional planning program. Placement within the salary range is based similar roles within the agency.
131	Deputy Independent Performance Auditor	This newly defined classification has been added to provide oversight, technical leadership, and day-to-day management for the agency's Independent Audit Program.
135	Director of Human Resources	The former Manager of Human Resources position has been repurposed to provide additional executive-level leadership for the agency's personnel program. Placement within the salary range is based similar roles within the agency.
143	Chief Deputy CEO	This newly defined classification reflects an expanded Deputy CEO role that includes oversight for the agency's Toll Road program and assumption of additional responsibilities during the Interim CEO appointment. Placement within the salary range is based on market research of similar roles at comparable organizations.
Various	Various	The job family name for the auditor positions has been changed from Management Internal Auditor to Independent Auditor. The salary ranges for the positions will not change.

San Diego Association of Governments

DRAFT: FY 2024 POSITION CLASSIFICATION / SALARY RANGE TABLE (Revised)

CLASS NO.	POSITION CLASSIFICATIONS	MONTHLY SALARY RANGES			ANNUAL SALARY RANGES		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
101	CLASS SALARY RANGE..... Assistant Intern	\$2,745	\$3,363	\$3,980	\$32,939	\$40,351	\$47,762
102	CLASS SALARY RANGE.....	\$2,882	\$3,531	\$4,179	\$34,586	\$42,368	\$50,150
103	CLASS SALARY RANGE..... Toll Plaza Attendant	\$3,026	\$3,707	\$4,388	\$36,316	\$44,487	\$52,658
104	CLASS SALARY RANGE..... Customer Service Representative Landscape Maintenance Technician Office Services Specialist I Receptionist I	\$3,178	\$3,893	\$4,608	\$38,131	\$46,711	\$55,291
105	CLASS SALARY RANGE..... Accounting Specialist I	\$3,337	\$4,087	\$4,838	\$40,038	\$49,047	\$58,055
106	CLASS SALARY RANGE..... Office Services Specialist II Receptionist II	\$3,503	\$4,292	\$5,080	\$42,040	\$51,499	\$60,958
107	CLASS SALARY RANGE..... Accounting Specialist II Document Processing Specialist I	\$3,678	\$4,506	\$5,334	\$44,142	\$54,074	\$64,006
108	CLASS SALARY RANGE..... Customer Service Lead Landscape Maintenance Lead Office Services Specialist III Receptionist III Toll Operations Specialist I	\$3,862	\$4,731	\$5,601	\$46,349	\$56,778	\$67,206
109	CLASS SALARY RANGE..... Accounting Specialist III Administrative Office Specialist Document Processing Specialist II Toll Operations Specialist II	\$4,056	\$4,968	\$5,881	\$48,666	\$59,616	\$70,566
110	CLASS SALARY RANGE..... Information Systems Specialist I <i>Office Administrator*</i>	\$4,258	\$5,216	\$6,175	\$51,100	\$62,597	\$74,095
111	CLASS SALARY RANGE..... Document Processing Specialist III	\$4,296	\$5,477	\$6,659	\$51,551	\$65,727	\$79,904
112	CLASS SALARY RANGE..... Account Executive I Administrative Analyst I Business Analyst I Contracts and Procurement Analyst I Grants Program Analyst I Human Resources Analyst I Information Systems Specialist II Toll Operations Supervisor	\$4,511	\$5,751	\$6,992	\$54,128	\$69,014	\$83,899

San Diego Association of Governments

DRAFT: FY 2024 POSITION CLASSIFICATION / SALARY RANGE TABLE (Revised)

CLASS		MONTHLY SALARY RANGES			ANNUAL SALARY RANGES		
NO.	POSITION CLASSIFICATIONS	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
113	CLASS SALARY RANGE..... Accountant I Customer Service Supervisor Executive Assistant I Facilities/Maintenance Coordinator Financial Analyst I Graphic Designer I Government Relations Analyst I Maintenance Field Technician Management Internal Independent Auditor I Marketing Analyst I Public Communications Officer I Regional Planner I	\$4,736	\$6,039	\$7,341	\$56,835	\$72,464	\$88,094
114	CLASS SALARY RANGE..... Account Executive II Administrative Analyst II Business Analyst II Contracts and Procurement Analyst II Grants Program Analyst II Human Resources Analyst II Information Systems Specialist III Research Analyst I	\$4,973	\$6,341	\$7,708	\$59,676	\$76,087	\$92,498
115	CLASS SALARY RANGE..... Accountant II Engineer I Executive Assistant II Financial Analyst II GIS Analyst I Government Relations Analyst II Graphic Designer II Human Resources Coordinator Information Systems Analyst I Landscape Maintenance Supervisor Management Internal Independent Auditor II Marketing Analyst II Programmer Analyst I Project Coordinator Public Communications Officer II Regional Planner II Senior Maintenance Field Technician Systems Engineer I Technology Program Analyst I	\$5,222	\$6,658	\$8,094	\$62,660	\$79,892	\$97,123

San Diego Association of Governments

DRAFT: FY 2024 POSITION CLASSIFICATION / SALARY RANGE TABLE (Revised)

CLASS NO.	POSITION CLASSIFICATIONS	MONTHLY SALARY RANGES			ANNUAL SALARY RANGES		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
116	CLASS SALARY RANGE..... Associate Account Executive Associate Administrative Analyst Associate Business Analyst Associate Contracts and Procurement Analyst Associate Grants Program Analyst Associate Human Resources Analyst Research Analyst II	\$5,483	\$6,991	\$8,498	\$65,793	\$83,886	\$101,979
117	CLASS SALARY RANGE..... Associate Accountant Associate Financial Analyst Associate Graphic Designer Associate Government Relations Analyst Associate Management Internal Independent Auditor Associate Marketing Analyst Associate Public Communications Officer Associate Regional Planner Business Services Supervisor Deputy Clerk of the Board Creative Services Supervisor Data Scientist I Economic Research Analyst I Engineer II GIS Analyst II Information Systems Analyst II Programmer Analyst II Researcher and Modeler I Senior Executive Assistant Software Engineer I Systems Engineer II Technology Program Analyst II	\$5,757	\$7,340	\$8,923	\$69,083	\$88,081	\$107,078
118	CLASS SALARY RANGE..... Associate Research Analyst	\$6,045	\$7,707	\$9,369	\$72,537	\$92,485	\$112,432
119	CLASS SALARY RANGE..... Associate GIS Analyst Associate Technology Program Analyst Data Scientist II Economic Research Analyst II Maintenance and Facilities Supervisor Researcher and Modeler II Software Engineer II	\$6,347	\$8,092	\$9,838	\$76,164	\$97,109	\$118,054

San Diego Association of Governments

DRAFT: FY 2024 POSITION CLASSIFICATION / SALARY RANGE TABLE (Revised)

CLASS NO.	POSITION CLASSIFICATIONS	MONTHLY SALARY RANGES			ANNUAL SALARY RANGES		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
120	CLASS SALARY RANGE..... Associate Engineer Associate Information Systems Analyst Associate Programmer Analyst Associate Systems Engineer Customer Service Manager Senior Administrative Analyst Senior Contracts and Procurement Analyst Senior Grants Program Analyst Senior Human Resources Analyst	\$6,664	\$8,497	\$10,330	\$79,972	\$101,964	\$123,957
121	CLASS SALARY RANGE..... Borders Program Manager* Financial Programming Manager* Legal Counsel I Senior Accountant Senior Budget Program Analyst Senior Business Analyst Senior Financial Programming and Project Control Analyst Senior Government Relations Analyst Senior Management Internal Independent Auditor Senior Marketing Analyst Senior Public Communications Officer Senior Regional Planner	\$6,998	\$8,922	\$10,846	\$83,971	\$107,063	\$130,155
122	CLASS SALARY RANGE..... Associate Data Scientist Associate Economic Research Analyst Associate Researcher and Modeler Associate Software Engineer Senior Research Analyst	\$7,347	\$9,368	\$11,389	\$88,169	\$112,416	\$136,662
123	CLASS SALARY RANGE..... Capital Development Project Manager Legal Counsel II Senior GIS Analyst Senior Information Systems Analyst Senior Programmer Analyst Senior Technology Program Analyst	\$7,715	\$9,836	\$11,958	\$92,578	\$118,037	\$143,495
124	CLASS SALARY RANGE..... Clerk of the Board Communications Manager Grants Program Manager Manager of Government Relations Manager of Learning and Development Principal Business Analyst Principal Human Resources Analyst Regional Planning Program Manager Principal Regional Planner Principal Research Analyst Risk Program Manager Senior Engineer Senior Systems Engineer	\$8,101	\$10,328	\$12,556	\$97,207	\$123,938	\$150,670

San Diego Association of Governments

DRAFT: FY 2024 POSITION CLASSIFICATION / SALARY RANGE TABLE (Revised)

CLASS NO.	POSITION CLASSIFICATIONS	MONTHLY SALARY RANGES			ANNUAL SALARY RANGES		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
125	CLASS SALARY RANGE..... Associate Legal Counsel	\$8,506	\$10,845	\$13,184	\$102,067	\$130,135	\$158,204
126	CLASS SALARY RANGE..... Project Development Program Manager Senior Data Scientist Senior Economic Research Analyst Senior Researcher and Modeler Senior Software Engineer	\$8,931	\$11,387	\$13,843	\$107,170	\$136,642	\$166,114
127	CLASS SALARY RANGE..... Budget Manager Finance Manager Manager of Business Administration and Operations Manager of Roadway, Facility, and Business Operations Manager of Contracts and Procurement Services Manager of Financial Programming and Project Control Manager of Human Resources Manager of Regional Information Services Manager of Revenue and Project Control Principal Management Internal Independent Auditor Principal Technology Program Manager	\$9,377	\$11,956	\$14,535	\$112,529	\$143,474	\$174,420
128	CLASS SALARY RANGE..... Principal Data Scientist Principal Economic Research Analyst Principal Researcher and Modeler Principal Software Engineer	\$9,846	\$12,554	\$15,262	\$118,155	\$150,648	\$183,140
129	CLASS SALARY RANGE..... Information Systems Manager Manager of Data Science Manager of Regional Models Principal Engineer Senior Legal Counsel	\$10,339	\$13,182	\$16,025	\$124,063	\$158,180	\$192,298
130	CLASS SALARY RANGE.....	\$10,856	\$13,841	\$16,826	\$130,266	\$166,089	\$201,912
131	CLASS SALARY RANGE..... Director I ¹	\$11,398	\$14,533	\$17,667	\$136,779	\$174,394	\$212,008
132	CLASS SALARY RANGE.....	\$11,968	\$15,259	\$18,551	\$143,618	\$183,113	\$222,608
133	CLASS SALARY RANGE..... Deputy General Counsel	\$12,567	\$16,022	\$19,478	\$150,799	\$192,269	\$233,739
134	CLASS SALARY RANGE.....	\$13,195	\$16,824	\$20,452	\$158,339	\$201,882	\$245,426
135	CLASS SALARY RANGE..... Chief of Staff (Strategic Advisor) Director II ² Independent Performance Auditor	\$13,855	\$17,665	\$21,475	\$166,256	\$211,977	\$257,697
136	CLASS SALARY RANGE.....	\$14,547	\$18,548	\$22,548	\$174,569	\$222,575	\$270,582
137	CLASS SALARY RANGE..... Senior Director ³	\$15,275	\$19,475	\$23,676	\$183,297	\$233,704	\$284,111
138	CLASS SALARY RANGE.....	\$16,039	\$20,449	\$24,860	\$192,462	\$245,389	\$298,317

San Diego Association of Governments

DRAFT: FY 2024 POSITION CLASSIFICATION / SALARY RANGE TABLE (Revised)

CLASS NO.	POSITION CLASSIFICATIONS	MONTHLY SALARY RANGES			ANNUAL SALARY RANGES		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
139	CLASS SALARY RANGE..... Chief Financial Officer Deputy CEO, Business Operations Deputy CEO, Planning, Programs, and Projects General Counsel	\$16,840	\$21,472	\$26,103	\$202,085	\$257,659	\$313,232
140	CLASS SALARY RANGE.....	\$17,682	\$22,545	\$27,408	\$212,190	\$270,542	\$328,894
141	CLASS SALARY RANGE.....	\$18,567	\$23,672	\$28,778	\$222,799	\$284,069	\$345,339
142	CLASS SALARY RANGE.....	\$19,495	\$24,856	\$30,217	\$233,939	\$298,272	\$362,606
143	CLASS SALARY RANGE..... Chief Deputy CEO	\$20,470	\$26,099	\$31,728	\$245,636	\$313,186	\$380,736
144	CLASS SALARY RANGE.....	\$21,493	\$27,404	\$33,314	\$257,918	\$328,845	\$399,773
145	CLASS SALARY RANGE.....	\$22,568	\$28,774	\$34,980	\$270,814	\$345,288	\$419,761
146	CLASS SALARY RANGE.....	\$23,696	\$30,213	\$36,729	\$284,354	\$362,552	\$440,749
147	CLASS SALARY RANGE..... Chief Executive Officer	\$24,881	\$31,723	\$38,566	\$298,572	\$380,680	\$462,787

* This is a grandfathered classification.

¹ Director I positions include:

Deputy Independent Performance Auditor

Director of ARJIS
Director of Diversity and Equity
Director of Innovative Finance
Director of Strategic Projects

⁴ Director II positions include:

Director of Accounting and Finance
Director of Business Information & Technology Services
Director of Contracts and Procurement Services
Director of Engineering and Construction
Director of Financial Planning, Budgeting, and Grants

Director of Human Resources

Director of Public Affairs
Director of Regional Transportation Services

³ Senior Director positions include:

Senior Director, Data Science
Senior Director, Organization Effectiveness
Senior Director, Regional Planning

The FY 2024 Classification/Salary Range Table was approved by the SANDAG Board of Directors on May 12, 2023.

Effective date: June 19, 2023

Changes to the FY 2024 Classification/Salary Range Table were approved by the SANDAG Board of Directors on _____.

Effective date: _____

December 8, 2023, Meeting Minutes

[View Meeting Video](#)

Chairwoman Nora Vargas (County of San Diego) called the meeting of the Board of Directors to order at 9:30 a.m.

1. Non-Agenda Public Comments/Member Comments

Cori Schumacher, member of the public, commented in support of the work done by SANDAG on regional projects.

Sara Ochoa, member of the public, commented regarding support for Board Members and their roles as public officials.

Alan C., member of the public, commented regarding time allowed for public comments.

Michael Brando, member of the public, commented regarding public comment opportunities and public service.

Kathryn Rhodes, member of the public, announced her intention to run for Mayor of San Diego.

There were no member comments.

Chief Executive Officer (CEO) Hasan Ikhata presented brief agency updates.

Chairwoman Vargas recognized CEO Ikhata on his retirement and for his achievements at SANDAG.

Chairwoman Vargas presented brief agency updates.

Pam Derby, CPS HR, presented an update on the outreach for the CEO recruitment.

Chairwoman Vargas recognized Caltrans District 11 Director Gustavo Dallarda on his retirement, his achievements at Caltrans, and the successful partnership with SANDAG.

Chairwoman Vargas took public comments for closed session items at this time.

Kathryn Rhodes commented regarding her recommendation for the Interim CEO.

Truth, member of the public, commented regarding Closed Sessions Items Nos. 2, 3, and 4.

Consuelo, member of the public, commented on public outreach for the CEO recruitment.

Paul the Bold, member of the public, commented regarding the recruitment process for the new CEO.

Mark, member of the public, commented regarding the recruitment process for the new CEO.

Mike, member of the public, commented regarding the recruitment process for the new CEO.

The OriginalDra, member of the public, commented regarding the recruitment process for the new CEO.

Blair B., member of the public, commented regarding corruption in the County and efforts of the current CEO in crossborder relations.

Chairwoman Vargas recessed to closed session at 10:23 a.m.

Closed Session

2. Closed Session: Appointment of the Interim SANDAG Chief Executive Officer (Government Code 54957(b)(1))

The Board of Directors was asked to discuss the potential appointment of the Interim Chief Executive Officer.

3. Closed Session: Conference with Legal Counsel - Existing Litigation Pursuant to Government Code Section 54956.9(D)(1) – Warrem v. San Diego Association of Governments (San Diego Superior Court Case No. 37-2023-00050222)

The Board of Directors was briefed regarding the status of the referenced litigation.

4. Closed Session: Conference with Property Negotiators Pursuant to Government Code Section 54956.8

The Board of Directors was briefed on the status of the negotiation with interested parties of the sale of real property located at 5965 & 5975 Santa Fe Street, San Diego CA (Assessor Parcel Numbers 359-010-40 and 359-010-41).

Chairwoman Vargas reconvened Open Session at 12:03 p.m.

General Counsel John Kirk and outside Counsel Mark Meyerhof reported the following out of Closed Session: On Item No. 2, the Board was briefed and there is no reportable action; on Item No. 3, the Board was briefed and voted to deny the claim and defend the referenced litigation; and on Item No. 4, the Board was briefed and there is no reportable action.

Consent

5. Approval of Meeting Minutes

The Board of Directors was asked to approve the minutes for the following meetings: October 27, 2023, Board of Directors Meeting; November 3, 2023, Board of Directors Meeting; and November 17, 2023, Board of Directors Special Meeting.

6. TransNet Environmental Mitigation Program: FY 2024-2026 Work Plan and Funding Approval*

The Board of Directors was asked to approve the FY 2024-2026 Work Plan and budget allocation for regional management and biological monitoring.

7. Policy Advisory Committee Actions

The Board of Directors was asked to ratify the actions taken by the Policy Advisory Committees since the last Board meeting.

8. Meetings and Events Attended on Behalf of SANDAG

This report provided a summary of meetings and events attended by Board members on behalf of SANDAG.

9. Approval of Proposed Solicitations and Contract Awards

The Board of Directors was asked to authorize the Chief Executive Officer to award contracts to the vendors identified in this report for the Del Mar Bluffs Stabilization Project 5 and the Imperial Avenue Bikeway Project.

10. 2024 World Design Capital

The Board of Directors was asked to adopt Resolution No. 2024-13 to support the designation of San Diego-Tijuana as the 2024 World Design Capital.

11. Chief Executive Officer Delegated Actions*

In accordance with various Board Policies, this report summarized delegated actions taken by the Chief Executive Officer.

12. City of Chula Vista Representation on SANDAG Board of Directors*

This item was pulled from the agenda.

13. Board of Directors Advisory Membership Request by the Association of Planning Groups - San Diego County

The Executive Committee recommended that the Board of Directors approve the request of the Association of Planning Groups - San Diego County to be appointed as a regular advisory member of the SANDAG Board.

Alan C. commented on Consent Agenda Item No. 6.

Kathryn Rhodes commented on Consent Agenda Items Nos. 10 and 13.

Paul the Bold commented on Consent Agenda Items Nos. 7 and 9.

Truth commented on each of the Consent Agenda Items.

Consuelo commented on the Consent Agenda Item and how to get involved in the region.

Michael Brando commented on Consent Agenda Item No.10.

Mark commented on Consent Agenda Items Nos. 6 and 13.

The OriginalDra commented on Consent Agenda Items Nos. 6, 10, and 13.

Blair B. commented on Consent Agenda Items 5, 6, and 10.

Action: Upon a motion by Vice Chair Sean Elo-Rivera (City of San Diego), and a second by Vice Chair Lesa Heebner (City of Solana Beach), the Board voted to approve the Consent Agenda, as amended.

The motion passed.

Yes: Chairwoman Vargas, Vice Chair Elo-Rivera, Second Vice Chair Heebner, Councilmember Melanie Burkholder (City of Carlsbad), Councilmember Carolina Chavez (City of Chula Vista), Councilmember John Duncan (City of Coronado), Mayor Bill Wells (City of El Cajon), Mayor Tony Kranz (City of Encinitas), Councilmember Jack Fisher (City of Imperial Beach), Councilmember Jack Shu (City of La Mesa), Councilmember Jennifer Mendoza (City of Lemon Grove), Councilmember Luz Molina (City of National City), Deputy Mayor Ryan Keim (City of Oceanside), Councilmember Caylin Frank (City of Poway), Councilmember Ed Musgrove (City of San Marcos), Mayor John Minto (City of Santee), and Councilmember Katie Melendez (City of Vista).

No: None.

Abstain: Councilmember Terry Gaasterland (City of Del Mar).

Absent: City of Escondido.

Reports

14. Appointment of the Interim SANDAG Chief Executive Officer

The Board of Directors was asked to: discuss and approve the proposed salary, benefits, and other terms of employment for the Interim Chief Executive Officer candidate selected by the Board in closed session on November 17, 2023; and authorize the Chairwoman to execute an employment agreement including such terms.

Alan C. commented regarding the appointment of the new Interim CEO.

Kathryn Rhodes commented in support of Coleen Clementson to be appointed as the Interim CEO.

Cori Schumacher, IBEW 569, commented regarding her appreciation for the past CEO, Hasan Ikhata, and the appointment of the new Interim CEO.

Truth commented regarding the appointment of the new Interim CEO.

Paul the Bold commented regarding the salary and benefits for the new Interim CEO.

Bee Mittermiller, SD 350, commented regarding her appreciation for the past CEO, Hasan Ikhata, and the appointment of the new Interim CEO.

Mark commented regarding the appointment of the new Interim CEO.

Mike commented regarding the appointment of the new Interim CEO.

Michael Brando commented regarding the appointment of the new Interim CEO.

The OriginalDra commented regarding the appointment of the new Interim CEO.

Blair B. commented regarding the appointment of the new Interim CEO.

Action: Upon a motion by Mayor Minto, and a second by Councilmember Musgrove, the Board voted to approve the proposed salary, benefits, and other terms of employment with the Interim CEO candidate selected by the Board in closed session on November 17, 2023; (2) authorize the Chair to execute an employment agreement, including such terms; and (3) approve the recommended changes to the SANDAG Special Compensation policy.

The motion passed.

Yes: Chairwoman Vargas, Vice Chair Elo-Rivera, Second Vice Chair Heebner, Councilmember Burkholder, Councilmember Chavez, Councilmember Duncan, Councilmember Gaasterland, Mayor Wells, Mayor Kranz, Councilmember Fisher, Councilmember Shu, Councilmember Mendoza, Councilmember Molina, Deputy Mayor Keim, Councilmember Frank, Councilmember Musgrove, and Mayor Minto.

No: None.

Abstain: None.

Absent: City of Escondido and City of Vista.

Chairwoman Vargas announced the appointment of current Deputy CEO Coleen Clementson as the successful candidate for the position of Interim CEO.

15. Toll Road Operations Assessment

Chief Financial Officer Andre Douzajian and Director of Regional Transportation Services Lucinda Broussard presented an overview of the implementation of the back-office system for toll operations, including an update on the status of the independent FY 2023 annual financial audit. The Board of Directors was asked to provide direction on next steps.

Alan C. commented regarding the toll road debt.

Kathryn Rhodes commented regarding toll road violations.

Truth commented regarding toll operations, violations, and discrepancies.

Paul the Bold commented regarding incorrectly applied transactions on the toll road.

Mark commented regarding toll operations.

Bee Mittermiller commented regarding toll operations and tolling systems.

Mike commented regarding toll operations and violations.

Michael Brando commented regarding toll operations.

The OriginalDra commented regarding toll operations.

Blair B. commented regarding toll operations and addressing violations.

Action: Discussion only.

16. Upcoming Meetings

The Board of Directors meeting originally scheduled for Friday, December 22, 2023, at 9 a.m., has been canceled.

The next scheduled Board of Directors meeting is scheduled for Friday, January 12, 2024, at 10 a.m.

Chairwoman Vargas took continued non-agenda public comments at this time.

Paul the Bold commented in opposition to taking closed session items at the beginning of the meeting.

Consuelo commented regarding the holiday season in the region.

Truth commented regarding Board Members' comments and behaviors.

Blair B. commented regarding security concerns and open government in the country and the region.

The OriginalDra commented regarding the authority of public officials.

17. Adjournment

Chairwoman Vargas adjourned the meeting at 2:50 p.m.

Confirmed Attendance at Board of Directors Meeting

Board of Directors	Title	Name	Attend
City of Carlsbad	Councilmember	Melanie Burkholder (Primary)	Yes
City of Chula Vista	Councilmember	Carolina Chavez (Primary)	Yes
City of Coronado	Councilmember	John Duncan (Primary)	Yes
County of San Diego	Chairwoman	Nora Vargas (Primary)	Yes
County of San Diego	Supervisor	Joel Anderson (Primary)	Yes
City of Del Mar	Councilmember	Terry Gaasterland (Primary)	Yes
City of El Cajon	Mayor	Bill Wells (Primary)	Yes
City of Encinitas	Mayor	Tony Kranz (Primary)	Yes
City of Escondido	Mayor	Dane White (Primary)	No
City of Imperial Beach	Councilmember	Jack Fisher (Primary)	Yes
City of La Mesa	Councilmember	Jack Shu (Primary)	Yes
City of Lemon Grove	Councilmember	Jennifer Mendoza (1st Alt.)	Yes
City of National City	Councilmember	Luz Molina (Primary)	Yes
City of Oceanside	Deputy Mayor	Ryan Keim (Primary)	Yes
City of Poway	Councilmember	Caylin Frank (Alternate)	Yes
City of San Diego	Councilmember	Raul Campillo (Alternate)	Yes
City of San Diego	Vice Chair	Sean Elo-Rivera (Primary)	Yes
City of San Marcos	Councilmember	Ed Musgrove (1st Alt)	Yes
City of Santee	Mayor	John Minto (Primary)	Yes
City of Solana Beach	Second Vice Chair	Lesa Heebner (Primary)	Yes
City of Vista	Councilmember	Katie Melendez (Primary)	Yes
Caltrans	Executive Director	Gustavo Dallarda (1st Alt.)	Yes
Metropolitan Transit System	Mayor Pro Tem	Matthew Leyba-Gonzalez (Primary)	Yes
North County Transit District	Councilmember	Jewel Edson (Primary)	No
Imperial County	Supervisor	Jesus Eduardo Escobar (Primary)	No
U.S. Department of Defense	Planning Director	Anna Shepherd (Primary)	Yes
Port of San Diego	Executive Director	Joe Stuyvesant (Primary)	No
San Diego County Water Authority	Director	Mel Katz (Primary)	No
SDCRAA	Director	Gil Cabrera (Primary)	Yes
Mexico	Consul General	Carlos González Gutiérrez (Primary)	No
SCTCA	Chairwoman	Erica Pinto (Primary)	No

New Grant Funding: Project Safe Neighborhoods Fiscal Agent 2023

Overview

As part of Project Safe Neighborhoods (PSN), funding support from the U.S. Department of Justice (DOJ) is allocated to the 94 federal judicial districts nationally to establish collaborative teams to implement a strategic plan for investigating, prosecuting, and preventing violent crimes in their respective districts. Because the U.S. Attorney's Offices in these districts are unable to directly accept the funding, a fiscal agent for each of the districts is required to oversee the distribution and use of the funding. In 2023, three districts in California asked SANDAG to serve as their fiscal agent to apply for and accept Federal Fiscal Year (FFY) 2024 PSN funding.

Key Considerations

As the fiscal agent, SANDAG will work with the Southern District of California to administer its \$192,899 in funding (Overall Work Program [OWP] Project No. 2347700), Central District of California to administer its \$782,490 in funding (OWP Project No. 2347800), and Northern District of California to administer its \$356,424 in funding (OWP Project No. 2347900). As the fiscal agent, SANDAG will organize, draft, and support the required PSN application and subaward materials; manage all fiscal matters; prepare required federal reports; work with Bureau of Justice Assistance staff to submit Grant Adjustment Notices as needed; work with federal monitors or auditors; and establish a process to award and monitor each subaward to ensure the subaward adheres to financial and administrative rules. SANDAG is currently serving as the fiscal agent for the three Districts of California and has the experience and ability to successfully manage these federal funds. Ten percent of the funds received are allocated to reimburse SANDAG for its fiscal agent responsibilities.

Next Steps

Pending Board of Directors' approval, SANDAG staff will amend the FY 2024 SANDAG OWP and Budget to accept the \$1,331,813 in federal funding and work with the three U.S. Attorney's Offices to fulfill the fiscal agent responsibilities.

Dr. Cindy Burke, Senior Director of Data Science

Key Staff Contact: Octavio Rodriguez Ferreira, (619) 595-5342, octavio.rodriguezferreira@sandag.org

- Attachment:
1. OWP 2347700 Budget Amendment – PSN Fiscal 23 (Southern)
 2. OWP 2347800 Budget Amendment – PSN Fiscal 23 (Central)
 3. OWP 2347900 Budget Amendment – PSN Fiscal 23 (Northern)

Action: Approve

The Public Safety Committee recommends that the Board of Directors approve a budget amendment to the FY 2024 Overall Work Program and Budget to accept \$1.33 million in funding on behalf of three U.S. Attorney's Offices in California from the U.S. Department of Justice.

Fiscal Impact:

A total of \$1.33 million (OWP Project Nos. 2347700, 2347800, and 2347900) will be added to the FY 2024 Program Budget to implement gun violence activities and SANDAG will receive 10% of the funding to serve as the fiscal agent.

Schedule/Scope Impact:

The new funding will support activities in three U.S. Attorney Districts in California for up to three years.

WORK ELEMENT: 2347700 Project Safe Neighborhoods Fiscal Agent 2023
Southern District of California

FY 2024 BUDGET: ~~\$0~~ \$180,641

AREA OF EMPHASIS: Modeling and Research

Amendment Title:

Funds Application				
	Prior	FY 2024	FY 2025 - 2026	Total
Salaries, Benefits, Indirect	\$0	\$0 \$6,936	\$0 \$12,258	\$0 \$19,194
Other Direct Costs	\$0	\$0 \$4,454	\$0	\$0 \$4,454
Pass Through to Other Agencies	\$0	\$0 \$169,251	\$0	\$0 \$169,251
Employee Benefits		\$0		\$0
TOTAL	\$0	\$0 \$180,641	\$0 \$12,258	\$0 \$192,899

Staff Hours: 0-71

OBJECTIVE

Project Safe Neighborhood (PSN) is a federally funded initiative designed to foster safer neighborhoods through the reduction in gun and gang violence. PSN is coordinated by the U.S. Attorney's Office (USAO) across the nation. Because of its respected reputation and prior work on PSN, SANDAG was asked to serve as the Fiscal Agent for the USAO in the Southern District of California. In this role, SANDAG will ensure contracts are managed and deliverables are provided on time and as described.

Focus for FY 24 will be to help the USAO to identify sub-grantees, submit all necessary paperwork to the funder and execute contracts.

PREVIOUS ACCOMPLISHMENTS

SANDAG has acted Fiscal Agent on past PSN efforts and has the experience and background knowledge to administer the PSN funds.

Project Manager: Rodriguez Ferreira, Octavio

Committee(s): Public Safety Committee

Working Group(s):

PRODUCTS, TASKS, AND SCHEDULES FOR FY2024

Task No.	% of Effort	Task Description / Product / Schedule
1	35	Task Description: Submit all necessary paperwork to funder. Product: Budgets and Scope of Work Completion Date: 6/30/2024
2	30	Task Description: Identify all sub-grantees Product: Letter of award Completion Date: 6/30/2024
3	35	Task Description: Execute contracts with sub-grantees. Product: Contracts Completion Date: 6/30/2024

FUTURE ACTIVITIES

Sign agreements with sub-grantees and pass funds for their activities.

WORK ELEMENT: **2347800 Project Safe Neighborhoods Fiscal Agent 2023**
Central District of California

FY 2024 BUDGET: **\$0 \$732,238**

AREA OF EMPHASIS: **Modeling and Research**

Amendment Title:

Funds Application				
	Prior	FY 2024	FY 2025 - 2026	Total
Salaries, Benefits, Indirect	\$0	<u>\$0</u> \$27,948	<u>\$0</u> \$50,252	<u>\$0</u> \$78,200
Other Direct Costs	\$0	<u>\$0</u> \$4,408	\$0	<u>\$0</u> \$4,408
Pass Through to Other Agencies	\$0	<u>\$0</u> \$699,882	\$0	<u>\$0</u> \$699,882
Employee Benefits		\$0		\$0
TOTAL	\$0	<u>\$0</u> \$732,238	<u>\$0</u> \$50,252	<u>\$0</u> \$782,490

Staff Hours: 0-281

OBJECTIVE

Project Safe Neighborhood (PSN) is a federally funded initiative designed to foster safer neighborhoods through the reduction in gun and gang violence. PSN is coordinated by the U.S. Attorney's Office (USAO) across the nation. Because of its respected reputation and prior work on PSN, SANDAG was asked to serve as the Fiscal Agent for the USAO in the Central District of California. In this role, SANDAG will ensure contracts are managed and deliverables are provided on time and as described.

Focus for FY 24 will be to help the USAO to identify sub-grantees, submit all necessary paperwork to the funder and execute contracts.

PREVIOUS ACCOMPLISHMENTS

SANDAG has acted Fiscal Agent on past PSN efforts and has the experience and background knowledge to administer the PSN funds.

Project Manager: Rodriguez Ferreira, Octavio

Committee(s): Public Safety Committee

Working Group(s):

PRODUCTS, TASKS, AND SCHEDULES FOR FY2024

Task No.	% of Effort	Task Description / Product / Schedule
1	35	Task Description: Submit all necessary paperwork to funder Product: Budgets and Scope of Work Completion Date: 6/30/2024
2	30	Task Description: Identify all sub-grantees. Product: Letter of award Completion Date: 6/30/2024
3	35	Task Description: Execute contracts with sub-grantees. Product: Contracts Completion Date: 6/30/2024

FUTURE ACTIVITIES

Sign agreements with sub-grantees and pass funds for their activities.

Funds Application				
	Prior	FY 2024	FY 2025 - 2026	Total
Salaries, Benefits, Indirect	\$0	\$0 \$12,667	\$0 \$22,829	\$0 \$35,496
Other Direct Costs	\$0	\$0 \$4,505	\$0	\$0 \$4,505
Pass Through to Other Agencies	\$0	\$0 \$316,423	\$0	\$0 \$316,423
Employee Benefits		\$0		\$0
TOTAL	\$0	\$0 \$333,595	\$0 \$22,829	\$0 \$356,424

PRODUCTS, TASKS, AND SCHEDULES FOR FY2024

Task No.	% of Effort	Task Description / Product / Schedule
1	35	Task Description: Submit all necessary paperwork to funder. Product: Budgets and Scope of Work Completion Date: 6/30/2024
2	30	Task Description: Identify all sub-grantees. Product: Letter of award Completion Date: 6/30/2024
3	35	Task Description: Execute contracts with sub-grantees. Product: Contracts Completion Date: 6/30/2024

FUTURE ACTIVITIES

Sign agreements with sub-grantees and pass funds for their activities.

FY 2023 Transportation Development Act Audit Extension Requests

Overview

In accordance with California Public Utilities Code Section 99245, each Transportation Development Act (TDA) claimant must submit an audit within 180 days after the end of the fiscal year. The TDA also allows SANDAG, acting as the Regional Transportation Planning Agency (RTPA) for the San Diego region, to grant up to a 90-day extension as it deems necessary, moving the deadline from December 27, 2023, to no later than March 26, 2024. No further extensions are permitted.

Action: Approve

The Board of Directors is asked to approve Transportation Development Act (TDA) audit extension requests for the Cities of El Cajon, Coronado, La Mesa, National City, Poway, and Full Access & Coordinating Transportation, and SANDAG TDA Agreed Upon Procedures until March 26, 2024, as permitted by the California Public Utilities Code and the California Code of Regulations.

Key Considerations

SANDAG has engaged an independent certified public accounting firm to perform the required FY 2023 TDA compliance audits. While every effort is being made to complete each audit prior to December 27, 2023, the auditors anticipate that the Cities of El Cajon, Coronado, La Mesa, National City, Poway, and Full Access & Coordinating Transportation (FACT), and SANDAG TDA Agreed Upon Procedures (AUP) may not meet this deadline and will require extensions due to various reasons.

Fiscal Impact:

None.

Schedule/Scope Impact:

Submission of audited Transportation Development Act financial reports will be extended to March 26, 2024.

- City of El Cajon will need additional time due to high turnover and short staffed.
- City of Coronado will need additional time due to the additional effort needed to review and research starting balances in the financials.
- City of La Mesa will need additional time due to high staffing turnover and time restraints in the audit process.
- City of National City will need additional time due to high staffing turnover and time restraints in the audit process.
- The City of Poway will need additional time due to high staffing turnover and time restraints in the audit process.

FACT will need additional time due to time restraints in the audit process.

SANDAG, AUP will need additional time due to time restraints in the audit process.

Approval of the extension requests will allow these five cities and two agencies to continue receiving allocated TDA funds in FY 2024.

Next Steps

Staff will submit an extension request with board approval to the State Controller's Office.

André Douzjian, Chief Financial Officer

Key Staff Contacts: Marcus Pascual, (619) 699-1988, marcus.pascual@sandag.org
 Wanbin Jiang, (619) 699-1998, wanbin.jiang@sandag.org

Attachments: 1. City of El Cajon Extension Request
 2. City of Coronado Extension Request
 3. City of La Mesa Extension Request
 4. City of National City Extension Request
 5. City of Poway Extension Request
 6. SANDAG TDA AUP Extension Request
 7. FACT Extension Request



Finance

January 2, 2024

André Douzjian
Chief Financial Officer
SANDAG
401 B Street, Suite 800
San Diego, CA 92101

Dear Mr. Douzjian,

Please accept this letter as a request for an extension to submit the TDA Financial report for the City of El Cajon for the fiscal year ended June 30, 2023.

The auditors at Davis Farr are working to complete the necessary review process. However, due to a recent ERP implementation in the City's finance department, some delays have been experienced. The City would like to file an extension until the March, 2024 deadline.

Please contact me at 619.441.1784 or via email at cschoen@elcajon.gov if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Clay Schoen", with a long horizontal line extending to the right.

Clay Schoen, CPA
Director of Finance



1825 STRAND WAY
CORONADO, CA 92118

CITY HALL
(619) 522-7300

December 18, 2023

Andre Douzdzian
Chief Financial Officer
SANDAG
401 B Street, Suite 800
San Diego, CA 92101

Dear Mr. Douzdzian:

Please accept this letter as a request for an extension to submit the Transportation Development Act (TDA) Financial Report for the City of Coronado for the fiscal year ended June 30, 2023. Beside the ongoing efforts of the auditors at Davis Farr and City staff to complete the necessary review process, delay is due to additional time and effort needed to review and research starting balances in the financials that were completed by the previous auditor firm (Crowe LLP). Furthermore, we want to take the conservative approach and request an extension through March 31, 2024.

Please contact Madeline Smith at 619-522-7306 or via email at madeline.smith@coronado.ca.us, if you have any questions.

Thank you for your consideration.

Sincerely

A handwritten signature in black ink that reads "John J. Kim".

John Kim
Director of Administrative Services

cc: Davis Farr



CITY OF
LA MESA

JEWEL of the HILLS

FINANCE DEPARTMENT

December 18, 2023
Andre Douzджian
Chief Financial Officer
SANDAG
401 Street, Suite 800
San Diego CA 92101

Dear Mr. Douzджian,

Please accept this letter as a request for an extension to submit the TDA Financial Report for the City of La Mesa for the fiscal year ended June 30, 2023.

The auditors at Davis Farr LLP are working with City staff to complete the necessary review process. Due to high staffing turnover and time restraints in the audit process, we had a delayed start.

If you have questions or concerns, please contact me at 619.667.1122 or via email at troyales@cityoflamesa.us.

Sincerely,

Tammi J Royales
Director of Finance



December 20, 2023

Andre Douzajian
Chief Financial Officer
SANDAG
401 B Street
San Diego, CA 92101

Dear Mr. Douzajian:

Please accept this letter as a request for an extension to submit the TDA Financial Report for the City of National City for the fiscal year ended June 30, 2023.

The auditors at Crowe LLP are working with City staff to complete the necessary review process. However, the City believes the TDA Financial Report will not be filed prior to December 27, 2023 due to high staffing turnover and time restraints in the audit process. For these reasons we would like to file an extension until the March 27, 2024, deadline.

If you have any questions or concerns, please contact Arnold Ocana at (619) 336-4342, or via email at aocana@nationalcityca.gov.

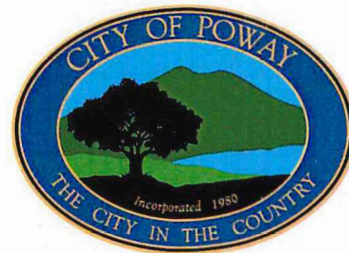
Sincerely,

A handwritten signature in black ink, appearing to read "Rachelle Barrera".

Rachelle Barrera
Finance Manager

CITY OF POWAY

STEVE VAUS, Mayor
CAYLIN FRANK, Deputy Mayor
PETER DE HOFF, Councilmember
ANITA EDMONDSON, Councilmember
BRIAN PEPIN, Councilmember



December 20, 2023

André Douzdjian
Chief Financial Officer
SANDAG
401 B Street, Suite 800
San Diego, CA 92101

Dear Mr. Douzdjian:

Please accept this letter as a request for an extension to submit the TDA Financial Report for the City of Poway for the Fiscal Year ended June 30, 2023.

The auditors at Davis Farr, LLP are working to complete the necessary review process. However, due to high staffing turnover and time restraints in the audit process on the part of the audit firm, the City is asking for an extension until 1/31/2024.

Please contact me at (858) 668-4452 or via email at brosen@poway.org if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Brad Rosen".

Brad Rosen
Assistant Director of Finance Operations



December 18, 2023

Andre Douzджian
Chief Financial Officer
SANDAG
401 B Street
San Diego, CA 92101

Dear Mr. Douzджian:

Please accept this letter as a request for an extension to submit the TDA Financial Report for the SANDAG TDA AUP for the fiscal year ended June 30, 2023

The auditors at Davis Farr LLP are working with Agency staff to complete the necessary review process. However, the SANDAG believes the TDA Financial Report will not be filed prior to December 27, 2023 due to time restraints in the audit process. For this reason we would like to file an extension until March 26, 2024 deadline.

If you have any questions or concerns, please contact Sandi Craig (619)699-6998 or via email at Sandi.Craig@sandag.org.

Sincerely,

Sandi Craig

Sandi Craig
Finance Manager

December 18, 2023

Andre Douzdjian
Chief Financial Officer
SANDAG
401 B Street, Suite 800
San Diego, CA 92101

Dear Mr. Douzdjian:

Please accept this letter as a request for extension to submit the TDA Financial Report for FACT Inc. for the fiscal year ended June 30, 2023.

Please contact me at aprem@factsd.org for any information about the audit status. Thank you.

Sincerely,



Arun Prem
Executive Director

Approval of Proposed Solicitations and Contract Awards

Overview

Solicitations valued at \$5 million or more are brought to the Board of Directors for approval prior to advertisement and again prior to contract award. This month there are two pending action(s) for the Board's consideration.

Key Considerations for Solicitations

Sustainable Transportation Services Outreach, Education, and Marketing Program

Transportation Demand Management (TDM) refers to policies and programs that contribute to improved mobility through congestion reduction, reducing vehicle miles traveled and greenhouse gas emissions, and providing more travel choices in the region.

A solicitation seeking proposals from qualified and experienced firms who can provide public outreach, employer services, communications, and marketing of the (TDM) programs and services has been prepared. The selected firm will assist employers, organizations, schools and local jurisdictions with the development and implementation of TDM programs. Additionally, they will help administer two large annual campaigns, Bike Anywhere Day and Clean Air Day, as well as ongoing employer, community, and school engagement activities throughout the year.

SANDAG conducted a procurement for these services in 2019 and the resulting contract will expire in June 2024.

Staff has estimated an aggregate amount of \$10 million for this project over a 5-year period.

Key Considerations for Contract Awards

On-Call Public Affairs Professional Consulting Services

The Board approved the solicitation for this procurement at its meeting on January 27, 2023. SANDAG solicited proposals from qualified and experienced firms to support public outreach and stakeholder engagement, marketing, strategic communications, and special community event planning. The solicitation was advertised publicly, 73 firms were notified via the vendor portal, and proposals were received from 10 firms. The Evaluation Committee has recommended 9 firms for contract award. A summary of the evaluation results is provided in Attachment 1.

Action: Approve

The Board of Directors is asked to authorize the Chief Executive Officer to:

1. Conduct a solicitation for the Sustainable Transportation Services Outreach, Education, and Marketing Program; and
2. Award contracts to vendors for On-Call Public Affairs Professional Consulting Services.

Fiscal Impact:

Sustainable Transportation Services Outreach, Education, and Marketing Program: Funding for the contract/s is included in the Overall Work Program (OWP) for Congestion Mitigation & Air Quality.

On-Call Public Affairs Professional Consulting Services: Funding for the work issued under the awarded contracts is included in various Capital Improvement Program, OWP, and Regional Operations program budgets.

Schedule/Scope Impact:

Sustainable Transportation Services Outreach, Education, and Marketing Program: The selected vendor(s) will provide services from FY 2025 through FY 2030.

On-Call Public Affairs Professional Consulting Services: The selected vendors will provide services from FY 2024 through FY 2029.

The proposed contract(s) allow for a term of 5 years. As funding is available for projects within the scope of these on-call contracts, the awarded firms will be invited to submit proposals. Selection of the firm will be determined by the evaluation criteria in the contracts, and a task order will be awarded. The total value of each contract awarded from this solicitation will be the aggregate value of all task orders and task order amendments awarded. The total value of all contracts awarded under this on-call will not exceed the original solicitation value of \$20 million.

Next Steps

Sustainable Transportation Services Outreach, Education, and Marketing Program: pending approval by the Board, this solicitation will be advertised within the next few months. Any contract award resulting from the solicitation will return to the Board for approval.

On-Call Public Affairs Professional Consulting Services: pending approval by the Board, SANDAG will enter into negotiations and award contracts to the firms noted in Attachment 1.

Kelly Mikhail, Director of Contracts and Procurement Services

Key Staff Contact: Kelly Mikhail, (619) 699-7386, kelly.mikhail@sandag.org

Attachment: 1. Summary of Evaluation Results: On-Call Public Affairs Professional Consulting Services

**Summary of Evaluation Results:
On-Call Public Affairs Professional Consulting Services**

The SANDAG Evaluation Committee recommends the following highlighted firms for contract award:

Category A: Marketing, Paid Media, Public Relations, and Sponsorship/Advertising	
Proposers	Ranking
Brown Marketing Strategies dba CENTRIC	1
Civilian	2
Matter Strategies	3

Category B: Public Outreach/Stakeholder Involvement Plans and Programs	
Proposers	Ranking
MBI Media	1
Brown Marketing Strategies dba CENTRIC	2
Cook and Schmid	3
Southwest Strategies	4
Civilian	5
Kearns and West	6
Good For Others	7
CityWorks People + Places, Inc.	8

Category C: Special Event Planning Support	
Proposers	Ranking
MBI Media	1
Brown Marketing Strategies dba CENTRIC	2
Southwest Strategies	3

Policy Advisory Committee Actions

Overview

[SANDAG Board Policy No. 001](#) delegates certain responsibilities to the Policy Advisory Committees to allow SANDAG to effectively address key public policy and funding responsibilities. All items delegated to the Policy Advisory Committees are subject to ratification by the Board of Directors. Below are the delegated actions taken by the Policy Advisory Committees that are subject to ratification.

The links provided below will navigate to the SANDAG web page where the meeting agenda and minutes (when available) will be posted.

[Transportation Committee: December 15, 2023](#)

Approved an amendment to the FY 2024 Program Budget, accepting \$400,000 in grant funding from the Office of Traffic Safety.

[Executive Committee: January 12, 2024¹](#)

Approved the January 26, and February 9, 2024, draft Board of Directors agendas.

Robyn Wapner, Director of Public Affairs

Key Staff Contact: Francesca Webb, (619) 699-1985, francesca.webb@sandag.org

Action: **Approve**

The Board of Directors is asked to ratify the actions taken by the Policy Advisory Committees since the last Board meeting.

Fiscal Impact:

None.

Schedule/Scope Impact:

None.

¹ Any changes to these actions will be reported to the Board of Directors following the Executive Committee meeting on Friday, January 12, 2024