

SANTA YNEZ COMMUNITY SERVICES DISTRICT MEMORANDUM

To: Board of Directors
From: Loch Dreizler, General Manager
Date: May 21, 2025
Subject: Presentation of the New District-Specific Temporary Traffic Control Guidelines Manual. *Staff is presenting this as an Information Item Only.*

Recommendation: As an Information Item Only, no board action is required. Staff welcome feedback on the manual and will incorporate suggestions as needed. The manual is available for review at the SYCSD office and is available to O&M staff.

Purpose: To satisfy the request of the Board President from the last meeting to discuss Traffic Safety. This memo presents the new District-Specific Temporary Traffic Control Guidelines Manual as an Information Item Only.

Developed by the General Manager, the manual streamlines and clarifies decision-making processes for SYCSD operations, prioritizing the safety of personnel, the public, and district equipment. No board action is required currently.

Financial Impact: The Development of the manual incurred no additional costs (likely saving the District about \$19,500 in consultant costs), as it was created in-house using existing resources. Implementation (e.g., signage updates) is within the 2024–2025 budget, estimated at \$2,000–\$3,000. Staff Training may add additional costs.

Background: The manual referenced before this manual was an outdated 2003 MUTCD.

Operations and maintenance activities, such as sewer line jetting and inspections, often require work in public rights-of-way, including state highways like Hwy 246. These activities demand compliance with state and federal standards to ensure safety and minimize disruptions.

To address this, I developed the District-Specific Temporary Traffic Control Guidelines Manual, tailored to SYCSD's operational needs. The manual draws on:

- **California Manual on Uniform Traffic Control Devices (CA MUTCD):**
 - **Chapter 6G (Temporary Traffic Control Zone Activities):** Provides guidance on traffic control plans, including setup, maintenance, and removal of controls for work zones.

- **Chapter 6C (Temporary Traffic Control Elements):** Details components like signs, cones, and barriers to ensure safe traffic flow and worker protection.
- **California Temporary Traffic Control Handbook:** Offers practical strategies for implementing CA MUTCD standards in California-specific contexts, emphasizing worker and public safety.
- **Federal Highway Administration (FHWA) Short-Term Temporary Traffic Controls:** Outlines best practices for short-duration work (e.g., maintenance tasks lasting less than a day), relevant to SYCSD's frequent, localized sewer work.
- **Operating Procedure for Caltrans Permit Application:** A step-by-step guide for obtaining Caltrans encroachment permits for work on Hwy 246, ensuring compliance with state regulations and coordination with Caltrans District 5.

Discussion: The District-Specific Temporary Traffic Control Guidelines Manual consolidates these standards into a concise, SYCSD-focused resource to streamline decision-making for staff. Its primary goals are:

- **Safety:** Protect personnel, the public, and district equipment by standardizing traffic control setups, ensuring clear signage, and minimizing exposure to traffic hazards.
- **Efficiency:** Simplify planning and execution of O&M tasks, reducing downtime and coordination delays, particularly for permit-required work on Hwy 246.
- **Compliance:** Align with CA MUTCD, FHWA, and Caltrans requirements to avoid fines, liability, or project delays.

The manual includes typical applications for traffic control plans, checklists for field crews, and a process for securing Caltrans permits. It addresses scenarios like lane closures, tailored to our small team's capacity and equipment.

Key Features of the Manual:

- **Traffic Control Plans:** Pre-designed setups for everyday SYCSD tasks (e.g., manhole access), referencing CA MUTCD Chapter 6G.
- **Safety Protocols:** Guidelines for signage and personal protective equipment, per Chapter 6C and FHWA standards.
- **Caltrans Permit Process:** A streamlined procedure for Hwy 246 work, including application timelines, required documentation, and Caltrans contacts.
- **Training Component:** Providing basic instructions to staff and ensuring compliance.

Community Benefit: The manual enhances safety and efficiency in sewer system maintenance, ensuring reliable service, protecting public health, and minimizing traffic disruptions in Santa Ynez.

The Manual Includes:

1. District-Specific Temporary Traffic Control Guidelines Manual (Draft)
 1. Typical Applications (TA)
2. CA MUTCD Chapters 6G and 6C Excerpts
3. California Temporary Traffic Control Handbook Summary
4. FHWA Short-Term Temporary Traffic Controls Overview
5. Caltrans Permit Application Operating Procedure

Attachment: Consultant Comparison to In-House Development

Consultant Comparison to In-House Development

The General Manager developed the manual in-house at no additional. This saved an estimated \$19,500 compared to hiring a consultant. However, a consultant might offer:

- Specialized expertise in CA MUTCD and Caltrans compliance, reducing the risk of errors.
- Conversely, it is possible that a consultant will be more restrictive about requirements for additional concern for professional liability.
- Professional diagrams and templates, enhancing manual usability, although the existing manuals offer great graphics of Typical Applications (TA).
- The consultant may offer a faster turnaround for a small agency with limited staff capacity.

In-house development was cost-effective but relied on the General Manager's time, diverting focus from other duties. Future updates may justify consultant involvement. Staff would recommend utilizing consultants for future updates.

Total Cost Estimate (New)

- **Base Estimate:** \$17,500 (consultant fees) + \$2,000 (additional costs) = **\$19,500**.
- **Average Estimate: \$19,500–\$22,000**, assuming 100–110 hours and moderate additional costs, travel, printing, etc.

Total Cost Estimate (Updates)

- **Base Estimate:** \$12,500 (consultant fees) + \$2,000 (additional costs) = **\$14,500**.
- **Average Estimate: \$12,500–\$16,500**, assuming 50–65 hours and moderate additional costs, travel, printing, etc.