

# *Highway Bridge Program Advisory Committee*

## *Charter*

### *Purpose:*

The California Department of Transportation (Department) is responsible for issuing detailed criteria for the programming, selection, and funding of local bridge projects consistent with Federal guidelines. In order to obtain stakeholders input and advice, and as permitted by California law, the Department has formed the Highway Bridge Program (HBP) Advisory Committee to provide a forum to confer with Cities and Counties on local bridge funding and programming matters.

### *Background:*

- The California Streets and Highways Code, Chapter 9, Federal Aid for Bridge Reconstruction and Replacement, Section "2411" states: "The department, after conferring with the cities and the counties, shall recommend state and local projects and take such other action within the powers conferred on it by law as to comply with this chapter as fully as applicable federal laws, rules, or regulations permit."
- On March 28, 1997, the Department proposed the establishment of a Highway Bridge Replacement and Rehabilitation (HBRR) advisory committee. The formation of such committee was approved by the Director on April 8, 1997.
- On May 1, 1997, the California Transportation Commission (Commission) adopted Resolution G-97-05 and established procedures for allocating funds and selecting projects for the federal HBRR program.
- On November 7, 2006 California voters approved Proposition 1B The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 establishing a \$125 million Local Bridge Seismic Retrofit Account (LBSRA).
- The implementing legislation SB88 (2007) designates the Commission as the administrative agency responsible for programming LBSRA funds and authorizes the adoption of implementing guidelines.
- On May 28/29 2008 the Commission approved Resolution LBS1B-G-0708-01 to adopt Proposition 1B Local Bridge Seismic Retrofit Account Guidelines.

### *Goals:*

- Encourage teamwork, cooperation, and partnering at the federal, state and local levels.
- Provide customer input and advice to the Department on the procedures for development of the multiyear local bridge program that is updated periodically on a schedule that meets the needs of the regional agencies and Metropolitan Planning Organizations in building their Regional Transportation Improvement Programs (RTIPs) and the Federal Statewide Transportation Improvement Program (FSTIP).
- Promote organizational effectiveness and efficiency on local bridge program delivery. Ensure the most cost effective projects are being selected, and the objectives of the local bridge program, as defined in federal law, are being met.

## Highway Bridge Advisory Committee Charter

- Provide recommendations to the Division of Local Assistance, in the development and implementation of policies and procedures, in order to maximize the use of local bridge funds.
- Provide effective leadership at the federal, state, and local levels.
- Assure compliance with applicable federal and state laws and regulations.

### Objectives:

- Improve communication between FHWA, Division of Local Assistance, Districts, local agencies, and other interested parties.
- Provide a forum for the resolution of statewide local bridge issues.
- Identify bridge issues and recommend solutions to the Division of Local Assistance.
- Recommend guidance and overall funding program direction to the Division of Local Assistance.
- Anticipate new legislative measures relating to local bridge items and plan accordingly.
- Initiate and validate improvements, and streamline local bridge delivery methods and systems.

### Overview:

- The Highway Bridge Program Advisory Committee (Committee) will recommend and provide guidance to the Local Assistance Division Chief (Chairperson). The final decision resides with the Chairperson, as appropriate under established procedures.
- The Committee exists to effectively elevate local bridge issues to upper management.

### Roles and Responsibilities:

- The Chairperson shall conduct the committee meetings and arrange to have the meeting agenda and related documentation provided to committee members in a timely manner.
- Each appointing entity shall appoint a number of members as prescribed in this document under "Committee Membership" to serve on the HBP committee. Selected members must be able to effectively participate and represent the appointing entity. Appointing entities shall also designate an alternate member who will substitute to represent the entity when the appointed member is unable to participate.
- Appointed members shall attend HBP committee meetings, disseminate information and provide constructive input to the committee and the Department.

### The Committee Membership (see attached roster):

#### Department of Transportation

- Chairperson: Chief, Division of Local Assistance

**California State Association of Counties (CSAC)**

- Two members appointed by CSAC and two alternates.

**League of California Cities (LCC)**

- Two members appointed by LCC and two alternates.

**Federal Highway Administration (FHWA)**

- Two members appointed by FHWA and two alternates.

**California Association of Councils of Governments (CALCOG)**

- One member appointed by CALCOG and one alternate.

**California Transportation Commission (CTC)**

- One member appointed by the CTC and one alternate.

**Committee Functions:**

1. Meetings will be held as necessary, but normally quarterly. Additional meetings may be necessary and scheduled according to the Committee Member's availability. The intent of additional meetings is to attempt to reach consensus decisions on critical, time-sensitive issues of particular significance.
2. The Committee Chair may seek re-affirmation of member appointments on a yearly basis or as necessary to meet the needs of the Department.
3. In the event a Committee member is unable to attend a meeting, the appointed alternate should attend and participate in the Committee member's absence. If a Committee member is absent for two or more consecutive meetings, the Chairperson may request the appointing entity to remove the member from the Highway Bridge Advisory Committee and designate a new member or alternate.
4. Issues and recommendations presented to the Committee shall be categorized by: (1) purpose; (2) action required and; (3) priority. Highest priority items will be dealt with first, lesser priority items later.
5. Appropriate issue and/or discussion/information papers shall be submitted to the Chairperson for distribution sufficiently in advance of Committee meetings, so that members may research the topic and be prepared to discuss the issues prior to meeting.
6. Action items from each meeting will be considered for agenda items at the next Committee meeting.

7. The Chairperson will facilitate at the Committee meeting and the sponsoring Agency will make the necessary arrangements to secure a meeting facility.
8. Responsibility for Committee Action Items will be assigned to individual Committee members and/or Technical Support members as determined by the Committee Chair.
9. The date and location of the following Bridge Advisory Committee meeting will be established at the close of each meeting. Meeting dates and locations should be scheduled a year in advance.
10. A meeting summary and list of action items will be distributed to all Committee Members within one week after each meeting.

**Technical Support to the Committee:**

- Chief, Office of Bridge and Safety Programs, Division of Local Assistance, Department of Transportation
- Chief, Office of Structure Local Assistance, Division of Engineering Services, Department of Transportation
- District Local Assistance Engineer, Department of Transportation
- HBP Coordinators, Division of Local Assistance, Department of Transportation
- Bridge Seismic Safety Coordinator, Division of Local Assistance, Department of Transportation
- Chief, Office of Structure Maintenance and Investigations, Department of Transportation

**Technical Support Functions:**

1. Pursue “Action Items” assigned, or returned, by the Committee for further study and development.
2. Provide updates of its activities to the Committee.
3. Assist in the development and implementation of functional policies, procedures, and regulations.
4. Provide assessment of departmental procedures for consistency and effectiveness.
5. Capture and distribute meeting summary and list of action items.

Charter Approved By:

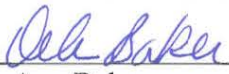
California Department of Transportation

  
Denix D. Anbiah

10/21/10  
Date

Chairperson  
Chief, Division of Local Assistance

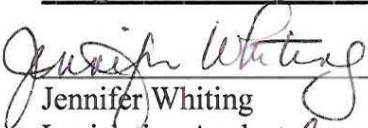
California State Association of Counties (CSAC)

  
DeAnn Baker

10/27/10  
Date

Legislative Representative  
1100 K Street, Suite 101  
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League of California Cities (LCC)

  
Jennifer Whiting

11/22/10  
Date

Legislative Analyst Representative  
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Federal Highway Administration (FHWA)

  
Bill Forrester

12/2/10  
Date

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California Association of Councils of Governments (CALCOG)

  
Rusty Selix

Date

Executive Director  
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California Transportation Commission (CTC)

  
Mitch Weiss

12/2/10  
Date

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