

Group Memory  
Transportation Coop Committee

November 14, 2019

Next meeting: January 23, 2020

All meetings to be held at Terminal A –  
2<sup>nd</sup> Floor, Media Room, Sacramento  
Airport (unless otherwise noted)

Agenda Committee

Ray Zhang  
Patricia Chen  
Panos Kokkas  
Robert Newman

Desired outcome for January 2020 meeting:

Desired outcome for future meeting(s)

- MIRE update – do we need a workshop? (Ray, added 1-18-2018)
- Bridge inspection team representative: discussion and interaction
- Discussion/presentation on D-4 and F-3 from doables list

Bin List & Great Ideas

Charter / PURPOSE - California Transportation Coop Committee serves to:

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (reviewed January 2019).
- Enhance the working relationship between cities & counties, COGs and RTPAs, Caltrans, CTC and FHWA. This extends to improving communication with all stakeholders. Collaboration is a key method. (reviewed January 2019)
- Spread information and improve access to all stakeholders through the use of technology. (reviewed January 2019)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (reviewed January 2019)

Ground Rules:

Start on time. End on time or early.  
Identify if you have to leave early and have an agenda item.  
Consensus decisions. You must be able to live with it.  
Keep side conversations silent.  
Send alternate if you are not able to attend.

Upshot

These are the assignments made at the meeting. As new ones are added they will be appended to the list. As assignments are completed they will be lined out with a ~~strike through~~ but left on the list for one meeting. This will provide a running record of assignments made at these meetings.

From November 1, 2018

162	Ray / Rick	A&I will work with Local Assistance to see if there is anything that can be done for ICAP under the existing contracts local agencies have with the SCO. Rick will have his contact at SCO try and help. Overhead vs. Direct Charge	<del>1/24/2019</del> <del>3/28/2019</del> <del>5/30/2019</del> <del>7/18/2019</del> <del>11/14/2019</del> 01/23/2020

From January 24, 2019

166	Tom M	Convene a work group for cities and counties, Caltrans and FHWA regarding emergency relief program. Determine what is working and what is not working. Share best practices. Work with Jason Nutt, Phil Doudar, Robert Newman, Bob Baca, Keaton Browder, and Miguel Ramos, Chris Lee and Ron Berdugo.	<del>3/28/2019</del> <del>5/30/2019</del> <del>7/18/2019</del> <del>11/14/2019</del> 01/23/2019

From March 28, 2019

172	Ross M	Regarding doables list E4, Ross and Rick need to have a phone call with Phil Stolarski to discuss needed changes in the MOU. Report back on the outcome. NEPA Assignment; will work with Kelly Dunlap to receive clarification	<del>5/30/2019</del> <del>7/18/2019</del> <del>11/14/2019</del> 01/23/2020

From May 30, 2019

174	Ross	Work with FHWA on the Inactive Obligations report; waiting on response from FHWA	<del>7/18/2019</del> <del>11/14/2019</del> 01/23/2020
175	Miguel	Design Build in FEMA – is that allowed? Working to get FEMA attendance at TCC Meeting	<del>7/18/2019</del> <del>11/14/2019</del> 01/23/2020
177	Ray	Provide feedback on the proposal brought by the regional agencies; working with IT to access project funding by locals. ADA remediation in progress; data warehouse being looked at and use of Tableau; report on the tool in January	<del>7/18/2019</del> <del>11/14/2019</del> 01/23/2020

From September 26, 2019

178	Robert P.	<del>On ER projects can EO projects get reimbursed before AC? 10/28-DEA led Process and Policy review team has formed. Will be working on updates to the 327 NEPA MOU and changes to NEPA CE Determination documentation.</del>	<del>11/14/2019</del>
179	Rick/Kelly/Tom/Najee	Workgroup – Environmental Review process Challenges	01/23/2020
180	Rick T.	E4/E5 get a better picture of what the actual problems are	<del>11/14/2019</del> 01/23/2020

Critique from last meeting:

What went well	What Needs Improvement
Good topics Nice light from windows Sound was better than other room	Chris and Legal were missed

1	9:00	Introductions	All	
2	9:05	Ground Rules; Action Items; Review Agenda	Kristy Oneto	Understand meeting process and status of action items / Discussion
3	9:10	Caltrans Update and HSIP / HBP Committee Update	Ray Zhang / Robert Peterson	Information Sharing

### Agenda Item 3. Caltrans / HBP & HSIP Update

#### 3. 1. Caltrans

3. 1. 1. Acknowledgement of Mike Halverson's 22 years of service. Award of appreciation given.
3. 1. 2. Permanent Caltrans Director in position and on the job getting up to speed
3. 1. 3. Briefing on Bridge Program week of the 18<sup>th</sup>
3. 1. 4. Coco retired; Dave Moore acting

#### 3. 2. HBP/HSIP

3. 2. 1. HSIP

- 3. 2. 1. 1. Local Agency Peer exchange held in Camarillo went well
- 3. 2. 1. 2. FHWA, Local Agencies, and Consultants attended; Local Road Safety Plans were discussed along with the phased-in requirements of having a LRSP in order to submit for Federal HSIP grant funds.
- 3. 2. 2. Section 130 program returning to Division of Local Assistance. This is the Railway / Highway Crossings Safety Program.
  - 3. 2. 2. 1. Bruce Roberts to manage the program
  - 3. 2. 2. 2. LRSP workshop training at CSUS 11/20 and Camarillo February 12<sup>th</sup>, 2020
- 3. 2. 3. HSIP delivered \$91M in federal funding this year and here are hope to see a delivery of \$120M or more next year
  - 3. 2. 3. 1. Thanks go out to Patricia Chen for joining the Local HSIP Advisory committee
- 3. 2. 4. HBP
  - 3. 2. 4. 1. HBP was able to exceed the programming capacity about \$25 million of funding from 19/20 to 18/19, due to the FAST Act recession. This same amount was reduced from the FFY 19/20 programming. This had consequences to funding in the last two years of the FTIP.
  - 3. 2. 4. 2. HBP finished financial constraint for the 2019 FTIP. The lists were emailed to the MPO's but are not yet on our web page due to ADA compliance issues. Once they are ADA compliant, they will be posted on the HBP web page.
  - 3. 2. 4. 3. The Project Delivery Policy was implemented in this constraint. Any project that had programming last fiscal year that failed to deliver was pushed to FFY 21/22. HBP will not allow any delivery failure projects to advance prior to March 30, 2020. A report on the projects that failed to deliver will be provide to the HBP Advisory Committee and posted on the HBP web page at a later date.
  - 3. 2. 4. 4. CTC approved the proposed changes to the Prop 1B Local Bridge Seismic Retrofit Account Guidelines. All local agencies with a Prop 1B seismic project should be made aware of the changes. Any Prop 1B project that does not have an authorization to proceed with construction by December 31, 2019 will need to enter into a Project Delivery Agreement. These new agreements will need board or council adopted delivery schedules. All agreements must be executed and delivered to DLA by March 31, 2020.

4	9:20	RTPA Update	Patricia Chen	Information Sharing
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### Agenda Item 4. RTPA Update

- 4. 1. 10/8 – held a meeting with Air Resources Control Board – Craig Segal talked about the impacts of SAFE
- 4. 2. SB1 Schedules – October 1 reports were successful
- 4. 3. Suggestion to CTC that the Alpha block and District block schedules could be adjusted. Lori responded that due dates are in the statute but will ask Alicia about staggering report submittals.

5	9:30	CTC Update	Lori Waters	Information Sharing
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### Agenda Item 5. CTC Update

- 5. 1. Executive Director to retire
- 5. 2. 2 new commissioners
- 5. 3. 1 commissioner resigned
- 5. 4. Meeting December 4<sup>th</sup> and 5<sup>th</sup> in Riverside – SAFE update
- 5. 5. Competitive Programs Schedule
  - 5. 5. 1. **Local Partnership Program (Competitive)**
    - 5. 5. 1. 1. Applications Due – May 18, 2020
    - 5. 5. 1. 2. Staff Recommendations – September 15, 2020
    - 5. 5. 1. 3. Program Adoption – October 14-15, 2020
  - 5. 5. 2. **Solutions for Congested Corridors**
    - 5. 5. 2. 1. Applications Due – June 1, 2020
    - 5. 5. 2. 2. Staff Recommendations – September 15, 2020
    - 5. 5. 2. 3. Program Adoption – October 14-15, 2020
  - 5. 5. 3. **Trade Corridor Enhancement Program**

- 5. 5. 3. 1. Applications Due – June 15, 2020
- 5. 5. 3. 2. Staff Recommendations – September 15, 2020
- 5. 5. 3. 3. Program Adoption – October 14-15, 2020

6	9:40	FHWA Update	Dan Hawk	Information Sharing
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## Agenda Item 6. FHWA Update

- 6. 1. Reviews**
  - 6. 1. 1. Timely Obligations
    - 6. 1. 1. 1. Site visits completed, target to complete report by end of January.
  - 6. 1. 2. Safety
    - 6. 1. 2. 1. Review on traffic sign maintenance being performed that could extend to LPAs.
- 6. 2. ER**
  - 6. 2. 1. Keaton Browder leaving FHWA for FEMA. Peter Pangilinan & Tay Dam to be ER POCs.
  - 6. 2. 2. October 2019 wildfires officially acknowledged as a disaster event. More info & details to come on deadlines, etc.
- 6. 3. STIP/TIP** amendments still being processed, last day is November 25<sup>th</sup>
- 6. 4. Safety**
  - 6. 4. 1. FHWA Safety Team able to provide support & guidance on roundabout projects, particularly with public concerns.
  - 6. 4. 2. FHWA working with PUC on rail crossing safety. May be able to help with problem crossings.
  - 6. 4. 3. A new NTSB report highlights recommendations to counter ped/bike fatalities. Summary [link](#).
- 6. 5. Bridge**
  - 6. 5. 1. FHWA is examining Bridge PE Program

7	10:00	NEPA Process Review	Kelly Dunlap	Information Sharing/Discussion
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## Agenda Item 7. NEPA Process Review

- 7. 1.** Looking at all laws related to NEPA

- 7. 1. 1. FHWA guidance is the only solid
- 7. 2.** Process Review team consists of DLA and Capitol side staff
  - 7. 2. 1. From DLA Kelly Hobbs is the lead and Ray Zhang is on the steering committee
  - 7. 2. 2. Scope: Take a hard look at Policies and Procedures
  - 7. 2. 3. Ideas for improvement will be gathered by June 2020 and a report will be published
- 7. 3.** Caltrans set guidelines way to stringent and created a target rich environment
  - 7. 3. 1. Time to take a look where we can do a risk assessment and be more flexible on the guidelines; moving away from a risk aversion culture
  - 7. 3. 2. Federal Highways wants to see that we did what we said we were going to do in the application.
- 7. 4. Where do we begin?**
  - 7. 4. 1. NEPA
  - 7. 4. 2. CEs, Forms, and Policies
  - 7. 4. 3. Annotated outlines
    - 7. 4. 3. 1. Meant to be tools
    - 7. 4. 3. 2. Became set in stone (not intended)
  - 7. 4. 4. QAQC
    - 7. 4. 4. 1. Spelled out but not necessary – looking to make this more flexible
    - 7. 4. 4. 2. Need timelines for reviews
  - 7. 4. 5. Current Focus
    - 7. 4. 5. 1. MOU
      - 7. 4. 5. 1.1. Application and what we say were going to do
      - 7. 4. 5. 1.2. Detailed letter to FHWA saying we're going to change our policies
    - 7. 4. 5. 2. Performance Measures
      - 7. 4. 5. 2.1. Refine these and be more efficient
      - 7. 4. 5. 2.2. Section 106 and 107 will come in the future

8	10:30	Encroachment on the SHS	Sri Balasubramanian	Information Sharing (handout)
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## Agenda Item 8. Encroachment on the SHS

- 8. 1. See handouts – “What process will be,” – Flow Chart and Checklist
- 8. 2. Encroachment Permit Process
  - 8. 2. 1. Cumbersome
  - 8. 2. 2. Needs flexibility but standardization
  - 8. 2. 3. Money value decides encroachment vs. oversight
    - 8. 2. 3. 1. Needs updated and flexibility
    - 8. 2. 3. 2. Review and feedback in progress
- 8. 3. Solution: focus on \$ value at end instead of beginning
  - 8. 3. 1. The checklist helps establish timeframe and work involved
  - 8. 3. 2. Oversight will be more streamlined and the concept seems acceptable

9	11:00	Lean 6 – Local Project Allocation Process	Kacey Ruggiero	Information Sharing (handout)
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## Agenda Item 9. Lean 6

- 9. 1. See PowerPoint Presentation
- 9. 2. **PROBLEM STATEMENT:**  
The average time to process an allocation request is 58 calendar days. This creates a delay to local agencies administering, advertising and awarding of locally administered projects.
- 9. 3. **OBJECTIVE:**  
To reduce processing time so that 95% of the requests are processed within XX days.
- 9. 4. **PRIMARY METRIC:**  
Allocation request processing time by Caltrans (from receipt by Caltrans District Office to CTC allocation (vote) of funding).
  - 9. 4. 1. **FIVE POTENTIAL ROOT CAUSES IDENTIFIED:**



- 9. 4. 1. 1. Incomplete allocation packages from local agencies
- 9. 4. 1. 2. Intentional risk vote (intentional incomplete allocation package)
- 9. 4. 1. 3. Lack of communication (Caltrans and local agencies)
- 9. 4. 1. 4. New staff/high turnover (Caltrans and local agencies)
- 9. 4. 1. 5. Lack of procedures/processes statewide (Caltrans and local agencies)

**9. 5. Next Step:** Identify value added and non-value added steps

10	11:30	SB 137	Robert Peterson	Information Sharing/Discussion
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**Agenda Item 10.** SB 137

- 10. 1.** SB 137 will allow the state and local agencies to reduce the cost of transportation projects and provide for more projects to be completed with the same amount of revenue by expanding the Match Exchange Program to other transportation programs with federal funds allocated to local agencies, specifically the Highway Safety Improvement Program and local bridge projects. Counties have estimated that going through federal aid process and the National Environmental Policy Act review, in addition to California's robust processes, adds anywhere from fifteen to forty percent to the cost of a project; especially smaller projects.
- 10. 1. 1. No Lump Sum payments
  - 10. 1. 2. No Federal State Highway funds
  - 10. 1. 3. No Section 130
  - 10. 1. 4. No on system bridges
  - 10. 1. 5. A&I requirement – there is no internal agreement – need to get CT Legal on board
  - 10. 1. 6. The department shall not exchange state funds pursuant to this section unless the exchange meets all of the following criteria:

10. 1. 6. 1. The exchange will be used by the city, county, or city and county for projects or purposes for which the federal local assistance funds being exchanged were originally intended in order to meet national transportation goals and performance management measures (23 U.S.C. Sec. 150), and the exchange will satisfy the intent of the Legislature, as described in Section 2333.
10. 1. 6. 2. The exchange will not put at risk other transportation activities or projects needing state funds.
10. 1. 6. 3. Federal funds received in exchange can be readily and effectively used on other projects by the state during the federal fiscal year.
10. 1. 6. 4. The amount of exchange will not exceed the department's ability to obligate all federal funds received in exchange during the current federal fiscal year.
10. 1. 6. 5. The total amount of federal funds exchanged pursuant to this section does not exceed one hundred million dollars (\$100,000,000) during the federal fiscal year.
10. 1. 6. 6. The department shall consult with the League of California Cities and the California State Association of Counties on implementing this section.

11		12:30	Adjourn		
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