

Group Memory
Transportation Coop Committee
March 5, 2015

Next Meeting dates

Next Meeting Date:	May 7, 2015, July 23, 2015, September 24, 2015, November 12, 2015	All meetings to be held at Terminal A – 2nd Floor, Media Room, Sacramento Airport (unless otherwise
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-Desired outcome for next meeting:

Upshot review. All action which have items due.

HSIP / HBP committee update

RTPA Update

Update on the NHS MAP 21.

Agenda for Change – Items Related to State Laws

League Conference Report out – How can we improve for 2016?

~~Poll at March 5 meeting who will be providing comments on the NPRM on NHS Performance Measures.~~

Updates from the 2015 Priority work group leaders

Agenda Committee

Ray

Adriann

Mike P

Robert N

Jean

Bin List & Great Ideas

Report - Ohio experiment on Safe Harbor Indirect Cost Rate (after June 2014) (Ray Z, 12/5/2013)

~~Videos for bridge academy training course – make available if and when it is done.... (Ray Z 1/9/2014)~~

~~Need to have a system to broker funds to combine federal money for the bigger projects. (Rick M, 3/13/2014)~~

Some sort of a press release to our different channels on what we are working on, etc. (Colleen, 1/29/2015)

Charter

PURPOSE

California Transportation Coop Committee serves to

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (modified January 2015).
- 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. (modified January 2015)

- Spread information and improve access to all stakeholders through the use of technology.(modified January 2015)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (modified January 2015)

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.

September 19, 2013

Ref. #	Who	What	When
32	Ray Z	get the statutes or the foundation of the Caltrans legal opinion relating to software and data sharing 11/7/2013 1/9/2014 3/13/2014 5/01/2014 7/31/2014 9/11/2014 11/13/2014 Jan 29, 2015	3/5/2015 5/7/2015

December 5, 2013

Ref. #	Who	What	When
34	John Winton	Send office bulletin/memo on lump sum/pro rata to the group via Lori. (see discussion notes #1) Today 3/13/2014 5/01/2014 7/31/2014 11/13/2014 Jan 29, 2015	5/7/2015

March 13, 2014

Ref. #	Who	What	When
50	Mike Penrose	Take the lead to survey counties – IRI vs. PCI data – NACE 5/1/2014 7/31/2014 9/11/2014 11/13/2014 Jan 29, 2015	5/7/2015

May 29, 2014

64	Ray	Ray will determine what part of the contract code needs to be changed to allow CT to do procurement/prequalification of consultants. (See discussion under agend	3/5/2015 5/7/2015
65	Tom	Tom will take utility relocation issues back to CAEC for further discussion. (See discussion under agenda item # 13) 7/31/2014 9/11/2014 Jan 29, 2015	5/7/2015

September 11, 2014

74	Ray	Clarify percentage-of-cost reference points for PE, CE costs – there are differing opinions among the districts. In the case of smaller (bridge??) projects the percentages don't really apply. Has this caused delivery delays? (See discussion under agenda item # 8) 4/29/2015	3/5/2015 5/7/2015
		Take it up with the Bridge Committee – Have them take it up and then	

	report back.	
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From November 13, 2014

78	Ray	needs to find out about the decision on trinity guardrail end treatment design. (See discussion under agenda item # 5) Keep the group informed.	12/1/2014 On-going
82	Ray	CT will send out clarification on the FTA transfer of ATP funds. (See discussion under agenda item # 7)	12/4 3/5/2015 3/13/2015
83	Winton	needs to work off line on Allocation for STIP and ATP – How do we pair the allocation process so the E76 does not lag too far behind the allocation process? Work off line and report back to the group. (See discussion under agenda item # 7)	March meeting 2015 5/7/2015
84	Ray	CT will share their comments to the CTC on allocation streamlining process with the group and let them decide what they want to do. (See discussion under agenda item # 7)	11/20
85	Ray	Work with cities and counties and FHWA on by law update.	1/15/2015
86	All	Send comments on the proposed ICAP process to Lori (See discussion under agenda item # 11)	12/4/2014
87	Ross	Send MTC agency qualification process information to Lori for distribution. (See discussion under agenda item # 13)	11/14 3/5/2015
88	Ray	Post meeting agenda and minutes for those meetings on the Local Assistance web site.	11/20/2014

From January 29, 2015

89	Jesse	Provide a summary of accomplishments for the CEAC Spring Conference. Send information to be publicized at the CEAC Spring Conference to Jennifer and Chris (See discussion under agenda item # 5)	3/1/2015 3/13/2015
90	All for Jesse	All need to look at the items on Jesse's handout. Ensure you are satisfied with accuracy of the progress report. If you think any items are not completely addressed, contact Jesse. (See discussion under agenda item # 5)	2/12/2015
91	Rick	Rick T will take the lead to make a proposal for the 2016 CEAC Spring Conference. Breakout session? Report to the general session? Work with Robert N. (See discussion under agenda item # 5)	3/5/2015 5/7/2015
92	Chris,	Set up a blast to follow each TCC Meeting, alerting agencies that the notes are available at a web site – include the link.	On-going, following each meeting
93	Work group leaders	Develop work plans (outlines) for your topic areas, report back to this group progress made.	3/5/2015 5/5/2015

From March 5, 2015

94	Ray	CT will send out a letter to local agencies on agreement and date establishment and enforcement for each phase of each project. (see agenda item # 4)	
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95	Ray	CT will send out information to cities and counties on local preference hiring pilot program as it becomes available. (see agenda item # 4	5/7/2015
96	Ray	CT will follow up with Mike and Ross on concerns about environmental clearance issues brought forward (see agenda item # 4)	5/7/2015
97	Jean	Provide the FHWA presentation and report on the core compliance assessment with this group to CT for distribution. (see agenda item # 7)	3/6/2015
98	Ray	CT will develop a letter to outline the HSIP delivery issues and send it to the HSIP committee for review. (see agenda item # 8)	3/13/2015
99	Chris	Chris will follow up with Lauren on comments re: NPRM.	3/6/2015
100	Ray	Send out a bulletin announcing the four priority area work groups to this group so they can share with their colleagues.	3/6/2015

Critique from Last meeting:

What went well	What Needs Improvement
Got priorities to work on. Kome here Lunch Good reflection from the group Charter Productive New members Refocused the group	Time management

Critique from This meeting:

What went well	What Needs Improvement
Finished early	Agenda timing.

Meeting Chair:	Ray Zhang – Chief, Division Of Local Assistance
Invitees:	Chris Lee, Pat DeChellis, Dave Flynn, Patty Romo, Mike Penrose, Mike Selling, Tom Mattson, Richard Tippett, Jennifer Whiting, Shawn Cunningham, Robert Newman, Martin Pastucha, Jay Walter, Colleen Ferguson, Todd Capurso, Michael Throne, Adriann Cardoso, Ross McKeown, Juan Perez, Jerry Barton, Mike Woodman, Laurel Janssen, Sharon Scherzinger, Matt Schmitz, Jean Mazur, Steve Pyburn, Mike Johnson, Susan

1	9:00	Introductions	All
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Agenda Item 1.

2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
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Agenda Item 2.

83	Winton	needs to work off line on Allocation for STIP and ATP – How do we pair the allocation process so the E76 does not lag too far behind the allocation process? Work off line and report back to the group. (See discussion under agenda item # 7)	March meeting 2015
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2. 1. Districts were surveyed. Responses varied – We will leave this with the districts to manage locally – there will not be a statewide policy on this.

3	9:20	RTPA Update	Adriann Cardoso	Information Sharing
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Agenda Item 3.

3. 1. Last meeting was end of January.
3. 2. Discussed the ATP, Went over 2016 STIP guidelines – and allocation process streamlining AND Reduction of the excise tax on gasoline
3. 3. Statewide Needs assessment – funding contribution from RTPA's has been approved.

4	9:30	Caltrans Update	Ray Zhang	Information Sharing
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Agenda Item 4.

4. 1. Jesse Buhlar has been promoted to the State Pavement Engineer position. John Hoole is acting Office chief.
4. 2. CT hired Trent Green to be new District 9 director.
4. 3. Mike Johnson is the State Asset Manager for CT.
4. 4. District 8 director is retiring at the end of March.
4. 5. CT now has to provide a performance end date for projects, for each phase of each project: R/W, PE, etc. This has not been announced as policy yet – CT is working on the policy letter to announce it. Soon it will be included in the state and FHWA databases. Beyond that date you can incur no more cost. Date can be adjusted throughout the life of the project. Contract acceptance plus 180 days plus twenty-four months for final voucher process. This has been required by Congress as a result of the balance of funds in the Federal Highway Trust Fund, in an effort to ensure more accountability, more transparency and better money management. Setting start and end date for federal programs is common practice. This is for projects, not programs.
4. 6. Linear referencing system – the new FMIS includes this information – we are updating our system to match this. When FMIS goes to v5.0 in April, there will be two weeks during which everything will go “dark.” Once it goes on line with the changes, we can expect some bumps in the road. CT Division of Local Assistance needs a transition period – This will add to the workload in the short run. Local agencies would like a heads-up on what will be required, so they can get a jump on this.
4. 7. Pilot program from US DOT – for contracting, to allow local hiring preference in contracting – This is a one-year pilot program. It is in draft form right now, and will likely be published in the next week or two.
4. 8. Environmental clearances for projects – Is this a widespread issue? CT Division of Local Assistance wants to be aware of any problems in this area, and would like to have this information brought to their attention. Outcome:
 4. 8. 1. CT will send out a letter to local agencies on agreement end date establishment and enforcement for each phase of each project. (see upshot # 94)
 4. 8. 2. CT will send out information to cities and counties on local preference hiring pilot program as it becomes available. (see upshot # 95)
 4. 8. 3. CT will follow up with Mike and Ross on concerns about environmental clearance issues brought forward today from District 3 projects. (see upshot # 96)

5	9:50	CTC Allocation Update	Laurel Janssen	Information Sharing
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Agenda Item 5.

- 5. 1. We are still doing business as usual. Depending on how things come out, we may not have much in the way of new funding capacity for FY 15/16 and beyond.
- 5. 2. ATP Guidelines will be adopted in March CTC meeting. We will be discussing the draft STIP 2016 guidelines.

6	10:00	FHWA Update	Jean Mazur	Information Sharing
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Agenda Item 6.

- 6. 1. Recently our process for approving time extensions, decision making process was audited. Report is anticipated on this soon. Concern was about documentation. Environmental, litigation and complex projects issues are the three domains for granting extensions. R/W delays also are a cause for taking longer than normal. Scope change does not necessarily lead to an extension. Changing priorities for lack of funding is not a reason for granting an extension.

7	10:15	FHWA PY 2014 Compliance Assessment Program Results	Steve Pyburn	Information Sharing
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Agenda Item 7.

- 7. 1. Issue: Core compliance assessment for local projects – Form FHWA-1273 compliance is 13%
- 7. 2. Compliance with DBE GOOD FAITH effort is 74%. Caltrans has implemented GFE review procedures.
- 7. 3. Action reviews are the Form 1273 and DBE good faith effort.
- 7. 4. It is important to ensure you document the processes and include the documentation in the project files.
- 7. 5. Outcome:
 - 7. 5. 1. FHWA will share their presentation and report on the core compliance assessment with this group. (see upshot # 97)
- 7. 6.

8	10:30	HSIP / HBP Committee Update	Ray Zhang	Information Sharing
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Agenda Item 8.

- 8. 1. HBP: Proposal for bridge investment credit has been developed for on-system bridge projects. Local Assistance will update the plan and send information out to the bridge committee for review. Credit will only go to the agency that generated the credit.
- 8. 2. California Local Bridge repair needs assessment indicates \$1.2 billion per year is needed for local bridges, assuming that the bridge life is 100 years. We have less than \$300 million per year. There are about 12,000 local bridges. The longer it takes to deliver a single project, the more the unmet need increases. Counties have issues with the report. –
- 8. 3. HSIP advisory committee meeting – Safety Program delivery – very low. We have projects from cycle 1 and cycle 2 that have delays ranging up to 60 months. With low delivery, how can we stimulate delivery? Can we provide any incentives? Should we de-program old projects? We will be asking for firm commitments on project delivery.
- 8. 4. HSIP: Toll credits going forward is desired by some. There is no consensus on this, at this time on what incentive should be developed. HSIP Advisory Committee is looking at a long-term fix.
- 8. 5. The group suggest that CT hold on to cycle 6 that are in the system right now, for sure unless the agencies want to move their projects forward.
- 8. 6. CT needs to make an assessment.
- 8. 7. Outcome:
 - 8. 7. 1. CT will develop a letter to outline the HSIP delivery issues and send it to this committee for review. Everyone will have a chance to review and comment on the policy. (see upshot # 98)
 - 8. 7. 2.

9	10:45	Caltrans Comments on NPRM	Mike Johnson / Susan Massey	Information Sharing
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Agenda Item 9.

9. 1. Key issues were identified - CT had a conference call two weeks ago – We will be sending out a comment letter to local agencies. Local agencies would like to have that letter well in advance of the comment period.
9. 2. Comment period closes on May 8th.
9. 3. Outcome
 9. 3. 1. Chris will follow up with Lauren on comments re: NPRM.

10	11:15	League Conference Update	Jennifer Whiting	Information Sharing
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Agenda Item 10.

10. 1. Agenda is on line with schedule for all the workshops and breakout sessions.

11	11:45	2015 Priority Work Groups	Group Leaders	Updates
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Agenda Item 11.

11. 1. Where can we best put federal dollars? Pat D (Lead)– Sharon S, Jean, Ross, Ray Z, Renee, Shawn, Adriann
 11. 1. 1. Still in the concept phase of our thinking on this.
11. 2. Tiered Certification system Winton (Lead) - Michael T, Jean, Adriann, Mike S, Ross
 11. 2. 1. Working on what the minimum qualifications would be. Not working on the tiered aspect now.
 11. 2. 2. Jean will be sending information out on certification programs in other states to the work group lead.
11. 3. Unobtrusive project performance data collection methods Jean (Lead) - Mark, Mike P, Ross, Renee
 11. 3. 1. Hoping to get our group together in the next couple of weeks.
11. 4. A&E Procurement Oversight Mark – overall lead, Rick, Tom, Jean and Mike P
 11. 4. 1. Hoping to schedule the kickoff in the next couple of weeks.
11. 5. Outcome
 11. 5. 1. Ray will send out a bulletin announcing the four priority area work groups to this group so they can share with their colleagues. (see upshot # 100)

12	12:20	Meeting Wrap-up <ul style="list-style-type: none"> • Review Action Items 	All	Preparation for upcoming meeting
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Agenda Item 12.

13	12:30	Adjourn		
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Agenda Item 13.

Next Meeting Date:	May 7, 2015, July 23, 2015, September 24, 2015, November 12, 2015	All meetings to be held at Terminal A – 2 nd Floor, Media Room, Sacramento Airport (unless otherwise noted)
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