

Group Memory
Transportation Coop Committee
September 24, 2015

Next Meeting dates

Next Meeting Date:	November 12, 2015, January 28, 2016 (all-day), March 3, 2016, May 26, 2016, July 21, 2016, September 22, 2016, November 10, 2016	All meetings to be held at Terminal A – 2nd Floor, Media Room, Sacramento Airport
--------------------	--	---

Desired outcome for November Meeting

RTPA Update

Agenda for Change – Items Related to State Laws

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

Updates from the 2015 Priority work group leaders

Lump sum (Winton)

HSIP / HBP committee update

Upshot review. All action which have items due.

Discussion on safe harbor rates with A&I UPSHOT item 105: LRS data

UPSHOT item 109

UPSHOT item 110

Report on the October special meeting of the bridge committee

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)~~

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

Emergency / Disaster response requirements – would be nice to hear from Cal OES, Governor's Office, etc. on items required to qualify for emergency funds. What is involved with Public Works mutual aid.

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 9/24/2015	11/12/2015

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	1/1/2016

May 29, 2014

65	Tom	Tom will take utility relocation issues back to CEAC for further discussion. (See discussion under agenda item # 13) 7/31/2014-9/11/2014 Jan 29, 2015 5/7/2015 July 23, 2015 9/24/2015	1/28/2016
----	-----	---	------------------

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) 1/29/2015 3/5/2015 5/7/2015 July 23, 2015 9/24/2015 Take it up with the Bridge Committee – Have them take it up and then report back. <u>AT THE OCTOBER SPECIAL MEETING</u>	11/12/2015
----	-----	---	-------------------

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
----	-----	--	----------

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 July 23, 2015 9/24/2015	11/12/2015
----	--------	---	------------

From May 7, 2015

102	Ray	MAP 21 NHS Performance Pavement: notify local agencies about the status of current collection by CT of 6,000 miles of data. (SEE AGENDA ITEM # 8)	5/15/2015 9/24/2015
104	Susan M. Ray	Check to see if fair condition is considered "poor rating." Send to Ray for distribution (see agenda item # 8) 5/15/2015	7/24/2015
105	Mark	Follow up with Mandy to ensure there is local agency representation working on the data collection project. Los Angeles County has expressed an interest. Caltrans to report back on the status of including local agencies in the pooled fund ARNOLD near reference system) study. 7/23/2015 9/24/2015 Discuss at the November TCC meeting.	11/12/2015

From July 2015

109	John H	We need to take the bike and pedestrian component eligibility issue to the next HBP meeting in August. (SEE AGENDA ITEM # 3) Desired outcome is report in September meeting on the understanding of the existing practices for allowing or disallowing bike and ped components on HBP projects. 8/20/2015 <u>Add to the October special meeting of the Bridge Committee</u>	11/12/2015
110	Jean	FHWA will report back on what is now an inactive obligation. Something in writing for staff in local agencies to look at and comment on. Discuss the result at the next meeting. (SEE AGENDA ITEM # 6)	9/8/2015 11/12/2015
111	Ray	Caltrans needs to establish metrics to assess this Central Federal Lands pilot effort. There needs to be follow up reports to this group, with discussion, as each major milestone is met. (SEE AGENDA ITEM # 7)	9/24/2015 11/12/2015
112	Winton	The proposal for establishing project end dates which would go into FMIS will be posted on the Local Assistance Blog. (see agenda item # 8)	7/31/2015
113	All for Rick	Comment back to Rick T on the survey for the 2016 CEAC/League conference. Make wording comments and edits and send them back to Rick. (SEE AGENDA ITEM # 9)	8/6/2015 11/12/2015

114	Rick	Compile the comments and edits, and propose the final draft of the survey and send out to the work group. (SEE AGENDA ITEM # 9)	8/24/2015 11/12/2015
115	Rick	Send out the pilot version of the survey (SEE AGENDA ITEM # 9)	8/28/2015 11/12/2015
116	Rick	Compile results from pilot	9/11/2015 11/12/2015
117	Ray	Final report on the survey pilot to the TCC	9/24/2015 11/12/2015

From September 2015

118	Gary S	Send the web site link on the guardrail issue to Lori K for distribution.	10/09/2015
-----	--------	---	------------

Critique from this meeting:

What went well	What Needs Improvement
Finished early. City of LA and SFMTA were here.	Should be on time, not finishing early.

Critique from last 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

	Time	Topic	Speaker	Desired Outcome
--	------	-------	---------	-----------------

1	9:00	Introductions	All	
---	------	---------------	-----	--

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

3	9:20	RTPA Update	Adriann Cardoso	Information Sharing
---	------	-------------	-----------------	---------------------

Agenda Item 3.

3. 1. Last meeting was in August, in San Diego.
3. 2. Final ITSP funding plan has been delayed to December – prioritizing projects for funding
3. 3. STIP Guidelines – we have standardized our submittals to the CTC, and will include more project specific information so Cal STA can evaluate individual projects.

4	9:30	Caltrans Update and HSIP / HBP Committee Update	Ray Zhang	Information Sharing
---	------	---	-----------	---------------------

Agenda Item 4. Caltrans update

4. 1. We delivered the federal OA for this fiscal year. Local share was \$61 million.
4. 2. CT has appointed new chief for Division of Transportation Programming, replacing Rachel Falsetti.
4. 3. District 08 has new director John Bulenski.
4. 4. HSIP Advisory Committee meeting will be held on Oct 1. For cycle 7 we have allowed more dollars per project, trying to get more reimbursable funds. Benefit/Cost ratio of 5.0 has resulted in stronger projects.
4. 5. We will pay for studies to identify safety projects. We have converted \$10 million in federal funds to state funds, and the next SSAR will be state-only funds.
4. 6. HBP: We are rolling out the bridge investment credit to reduce the federal match. Credit could be used for on-system local bridges.
4. 7. Outcome
 4. 7. 1. We need a report back on this at the November meeting on the October special meeting.

5	9:50	CTC Allocation Update	Laurel Janssen	Information Sharing
---	------	-----------------------	----------------	---------------------

Agenda Item 5. CTC update

5. 1. Promises made/promises kept report is on our web site.
5. 2. Next meeting is in Oakland.
5. 3. STIP: Allocation plan will be presented in draft at the October meeting; will adopt it in the December meeting. As of the December meeting we will begin allocations based on priorities.
5. 4. Laurie Waters can be contacted if you have an application that did not make the cut. 916-651-6149

6	10:00	FHWA Update	Jean Mazur	Information Sharing
---	-------	-------------	------------	---------------------

Agenda Item 6. FHWA update

6. 1. Working on 23CFR172 with Caltrans. Caltrans updated Chapter 10 of the local assistance manual. Caltrans has been providing training on the updates.
6. 2. Proprietary product use on projects – we have provided guidance on this.
6. 3. Last year's process review identified issues with eligible costs on RTP projects – we will be providing information and guidance on invoicing and what types of items are not eligible.
6. 4. TIGER grants – We are thinking we will be hearing from the Secretary of Transportation by November.
6. 5. Recovery Act – we are approaching September 30th - We are just about done. There are a few projects still going that will leave \$5 million in federal money on the table, this is out of \$2.57 billion.

7	10:15	Big City Transportation Director Workshop Issue Briefing	Siew-Chin Yeong / Arsen Mangasarian	Information Sharing
---	-------	--	-------------------------------------	---------------------

Agenda Item 7. Big City Transportation Director Workshop Issue Briefing

7. 1. This involved directors from SF, LA, San Jose, Oakland, Fresno and Sacramento. They discussed the challenges involved in federal projects – self certification, streamlining project approval process.

- 7. 2. Ray is facilitating the dissemination of information from this meeting...
- 7. 3. There is a concern that the Caltrans review and approval process has a long lead time that ties up our project delivery.
- 7. 4. There is a lack of understanding of the process any time we work with Caltrans, on-system or off-system.
- 7. 5. We want to move toward self-certification.
- 7. 6. We would like to improve communication and streamline the process. A partnering session between cities and various district offices would help – There is a lack of clarity on how we resolve issues, where we go, who we need to talk to, and how we can escalate issues, when necessary.
- 7. 7. Many project requirements seem to fit better in some situations and less so in others. We would like to have an appreciation shown for the differences. We are asking for a review of the whole universe of things that need to be done for project approvals. We have R/W, utilities and NEPA issues in Los Angeles.
- 7. 8. Response from the group: Change comes slowly – we have been working on this for twenty years. What is most important is to understand the process in order to navigate through it.

8	10:45	LPM Complete Streets Accommodation	Tom Mattson	Discussion
---	-------	------------------------------------	-------------	------------

Agenda Item 8. LPM Complete Streets Accommodation

- 8. 1. Strategic Highway Safety Plan – There is a requests to have something in the Local Program Manual like a checklist to ensure multimodal complete streets elements are evaluated and included where feasible during development of all local projects funded with state and/or federal funding.
- 8. 2. Concern is that this is a reasonable request, but the program is already complex enough. This could morph into a counter-productive thing, with studies required to justify the responses on a checklist.
- 8. 3. This evaluation is already being done at the regional level.
- 8. 4. We are concerned about adding another layer of requirements.

8. 5. Caltrans manual is not the place for a voluntary item.

9	11:00	Agenda for Change – Items Related to State Laws	Kiana Buss / Chris Lee	
---	-------	---	------------------------	--

Agenda Item 9. Agenda for Change – Items Related to State Laws

9. 1. At the CEAC conference we discussed environmental streamlining.
9. 2. There is widespread agreement on the proposal for letting CEQA exemptions for projects in the R/W go forward, but this will not move until the larger funding session comes together.

10	11:15	League Conference Report	All	How can we improve for 2016 / Survey?
----	-------	--------------------------	-----	---------------------------------------

Agenda Item 10. League Conference Report

10. 1. We will be sending out a survey to identify a list of program issues to increase the effectiveness and efficiency of the process. This will form new items for the agenda for change. We hope to have this survey out by November, and have things ready to be discussed at our March meeting in 2016.
10. 2. We will have a joint session, followed by breakout sessions – finance, construction management, environmental planning, R/W and Design.

11	11:45	2015 Priority Work Groups	Group Leaders	Updates
----	-------	---------------------------	---------------	---------

Agenda Item 11. 2015 Priority Work Groups

11. 1. **Where can we best put federal dollars?** Pat D (Lead)– Sharon S, Jean, Ross, John H, Renee, Shawn, Adriann
11. 1. 1. (Comment from 5/7/2015) Having trouble getting information from others. We are looking for ways to minimize the number of projects with federal dollar participation. Is there a way to pool federal funds for exchange? Any way to provide an incentive? Pat will set up a conference call for the group members

11. 1. 2. (Comment from 7/23/2015) We had a conference call meeting in June. We will get together again. This is really a regional issue. It is very hard to get the local agencies engaged. There is an RTPA report out on this already.

11. 1. 3. (Comment from 9/23/2015) We have not had time to follow up with regional contacts on implementation. There is nothing we can do at a statewide level. Regions have to take the lead on this. We cannot trade federal funds on a statewide basis, from one region to another. Federal guidelines restrict the application of federal funds. The federal funds are set for specific things, and for specific projects only, and we cannot make those federal funds more general, available statewide, with less restrictions, in their application. We will get the regions more involved, to wrap this up.

11. 2. **Tiered Certification system** Winton (Lead) - Michael T, Jean, Adriann, Mike S, Ross

11. 2. 1. (Comment from March 2015) Working on what the minimum qualifications would be. Not working on the tiered aspect now. Jean will be sending information out on certification programs in other states to the work group lead.

11. 2. 2. (Comment from 5/7/2015) We had a conference call a week ago. Team decided the goal is establish MQ's for all local agencies to be able to qualify to administer federally funded projects; develop a draft set of the MQ's and present to this group by the end of the year – last meeting for 2015; November meeting. We also want to present this to the League/CEAC meeting in March 2016. We are focusing on local public agencies, vs. NGO's. We are meeting monthly – next meeting will be June 2; then following the July TCC meeting. We will be researching various states for best practices.

11. 2. 3. (Comment from 7/23/2015) We have met a few times. We are combining parallel efforts. We looked at five different states' processes. Based on those, we are tabulating the information that will be applicable to California. We will be putting something on the table by November, for presentation to the TCC.

11. 2. 4. (Comment from 9/23/2015) We had a brief discussion and put together a matrix of new MQ's for agencies to enter into the federal aid process. This is intended to ensure they have the proper financial reporting system in place, and verify they have the ability to actually deliver the projects. Also this is intended to enable them to administer the process more efficiently. The next step would be to certify or tier more experienced agencies – They would be at a higher level of certification with more privileges associated with that level; agencies at lower levels of certifications would require more oversight. Agencies that do not meet the MQ's would have items identified for them which would need to be in place for them to administer federal funds. We would encourage them to partner with agencies that are more experienced.

11. 3. **Unobtrusive project performance data collection methods** Jean (Lead) - Mark, Mike P, Ross, Renee.

11. 3. 1. (Comment from March 2015) Hoping to get our group together in the next couple of weeks.

11. 3. 2. (Comment from 5/7/2015) developed out charter. We will be focusing on milestones we need to collect from all the potential milestones. – Post construction Project Milestones were identified. Collect proposed and actual. We are looking for information that is already being gathered. The next step will be to get feedback which milestones among all the possible milestones we would collect. We want to see where projects are in the project development process, and help us identify slippage -

11. 3. 3. (Comment from 5/7/2015) Group comment is that project performance data should be able to help us to see if progress is being made. (Field and agency – dates can be as much as a year apart on federal projects).

11. 3. 4. (Comment from 5/7/2015) It was mentioned as a question, would dates be kept from each progress report rather than overwriting previous dates, so we can see if progress is being made.

- 11. 3. 5. (Comment from 5/7/2015) Suggestions: Collect DBE data. Find data we already collect.
- 11. 3. 6. (Comment from 7/23/2015) We need to meet and agree on the items we want to take forward.
- 11. 3. 7. (Comment from 9/23/2015) We are looking at long term options for data collection – on-line and real time data, and will be identifying pros and cons. .
- 11. 4. **A&E Procurement Oversight** Mark – overall lead, Rick, Tom, Jean and Mike P
 - 11. 4. 1. (Comment from March 2015) Hoping to schedule the kickoff in the next couple of weeks.
 - 11. 4. 2. (Comment from 5/7/2015) We had a kickoff meeting – We identified four items: On call consultants, pre-qualification, oversight and training. We are collecting issues we need to resolve. We will have further discussions for clarity. For on-call, we are going to look at State of Missouri and Oregon to see what their best practices are. We will be contacting Iowa for pre-qualification information. For oversight, we will try to find agencies that have done well – For Training – we will be looking a guidance in the procedures manual. For our team, the next step is contacting the other states. We will meet in the next couple of weeks. We hope to have the meetings set up with the other states by the end of May.
 - 11. 4. 3. (Comment from 5/7/2015) Suggestion – may need to go with a regional approach.
 - 11. 4. 4. (Comment from 5/7/2015) Avoid scope creep, stay focused.
 - 11. 4. 5. (Comment from 7/23/2015) We have looked at Oregon and Iowa information. We will be following up with at least Oregon. We are moving on oversight and training aspects. We have 5 more A&E contract training sessions. There will be a need for legislative action to support this strategy and give Caltrans the authority to do this.
 - 11. 4. 6. (Comment from 9/23/2015) We have looked at best practices. We will be meeting today to determine our next step. We are following two strategies – on-call contracts and pre-

qualification of consultants. We have a meeting with CT Legal to discuss our approach with them.

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

13	12:30	Adjourn		
----	-------	---------	--	--

Next Meeting Dates:	November 12, 2015, January 28, 2016 (all-day), March 3, 2016, May 26, 2016, July 21, 2016, September 22, 2016, November	All meetings to be held at Terminal A – 2 nd Floor, Media Room, Sacramento Airport (unless otherwise noted)
----------------------------	---	--