

Group Memory
Transportation Coop Committee
January 9, 2014

Next Meeting dates

January 9, 2014, (Location for this one meeting TBA) March 13, 2014, May 29, 2014, July 24, 2014, September 11, 2014, November 13, 2014	EXCEPT FOR JANUARY 9, 2014, All meetings to be held at Terminal A – 2 nd Floor, Media Room, Sacramento Airport
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Desired outcome for Next meeting:

Update on the NHS MAP 21.
Invoice Streamlining Report
Agenda for Change – Items Related to State Laws
Upshot review

Agenda Committee:

Ray
Adriann
Tom M
Robert N

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)

Group Decisions

All decisions made will be double underlined in the body of the notes below.
(Date)

Document Register

Charter

PURPOSE OF GROUP (FROM JUNE 1998; Revalidated in Dec 2009; to be reviewed in Dec 2010)

- ADDRESS FUNDING, PROCEDURAL AND LEGISLATIVE ISSUES RELATED TO TRANSPORTATION FROM A LOCAL PERSPECTIVE. (MODIFIED JUNE 8, 2000).
- ENHANCE THE WORKING RELATIONSHIP BETWEEN CITIES & COUNTIES, COG's and RTPA's, CT, CTC AND FHWA. THIS EXTENDS TO IMPROVING COMMUNICATION WITH ALL STAKEHOLDERS. COLLABORATION IS A KEY METHOD. (MODIFIED DECEMBER 2008)
- IMPROVE THE APPLICATION OF TECHNOLOGY TO SPREAD INFORMATION AND IMPROVE ACCESS TO ALL STAKEHOLDERS. (MODIFIED DECEMBER 2008)
- PROVIDE INPUT TO THE DEPARTMENT AND FHWA TO ENHANCE THE ABILITY TO MEET ALL STAKEHOLDER NEEDS. (ADDED IN JUNE 2000, MODIFIED DECEMBER 2008)

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.

Action items from meetings BH

	Agenda Item	Action Item	who	Due	Done?	Notes
2	Bicycle Review Standards / AB 919	Draft proposal for a process for granting exceptions to bicycle design standards on local streets and roads	Tim Craggs	7/18/2013 11/7 1/9/2014	=	=
4	Utility Master Agreements	Send information on Master Utility Agreements to Lori for distribution to the Co-Op members.	Suzette Shelton Lori K.	7/18/2013 11/7 1/9/2014	=	=
	Non Agenda Item	Action Item	Responsibility	Due Date	Date Complete	Notes
6	Agenda for Change	Denix to write a letter to EDC suggesting ideas Work with Kiana	Denix Anbiah Ray Z	7/18/2013 11/7/2013 1/9/2014 3/13/2014		
7	Safety Committee	Tom and Denix to discuss purpose, composition, and charter of a potential stand-alone committee on safety	Tom Mattson/ Ray Z Denix Anbiah	7/18/2013 11/7/2013 1/9/2014 3/13/2014		
8	Federal Footprint	How can we minimize the "Federal Footprint"	Adrian	7/18/2013 11/7/2013 1/9/2014	=	Facilitate federal funding on larger federal projects, other strategies that minimize the number of projects that go through the federal aid

						process. (1/9/14)
	Future Agenda Items	Action Item	Responsibility	Due Date	Date Complete	Notes
9	Agenda for Change	State initiatives - time to make the next step	Kiana	11/7/2013 1/9/2014 7/18/2013 3/13/2014		
	Carry Over Items	Action Item	Responsibility	Due Date	Date Complete	Notes
13	MAP 21	Update on MAP 21 implementation, federal rulemaking, etc.	All	On-going		
15	Agenda for Change	Update the Committee on the status of items 1, 3a, and 3b from the updated agenda for change	Denix Anbiah	On-going		
18	CTCDC	Invite city and county representatives from various transportation committees such as the CTCDC to attend the Committee meetings to provide updates on current issues and hot topics they are involved in	Kiana Buss & Jennifer Whiting	On-going		
19	Identifying Efficiencies in Project Delivery	Add a standing item to the agenda to discuss opportunities at all levels of government (federal, state, regional, & local) to make the project delivery process more efficient - with a focus on the small things	Kiana Buss & Jennifer Whiting	On-going		
20	LTAP/CTAP	Update Committee as new information becomes available on the training programs	Ray Zhang	On-going		

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
22	Tom	will bring Action Item 7 up at the SHSP meeting (see discussion notes # 1)	11/7
23	Adrian	RTPA group to present their recommendations on federal stream lining TO THIS GROUP AT NEXT MEETING(see discussion notes # 2)	11/7 1/09/2014

Ref. #	Who	What	When
24	John Hoole	pull a meeting together to us the invoice streamlining issue. Coordinate with the joint Funding Team (SEE DISCUSSION NOTES # 4)	11/7/2 13
25	Ray Z	Re: list of expectations re: performance measures get the list from Adriann and comment on it, and then send out the list to local agencies. (see discussion notes # 5)	9/25
26	Ray	Work with Jeff H on the impact of having your local street now on a national highway system and make a presentation at next meeting. (see discussion notes # 6)	11/7/2013
27	John Hoole	will re send the utility policy letter.	9/27/2013
28	Chris	provide a brochure on Performance management to Ray Z to distribute.	9/27/2013
29	Ray Z	Ray Z will see if SHR approach for non-consultant work is possible. (see discussion notes # 9)	11/27/2013
30	Ray Z	Get announcement details from FHWA on webinars on new ADA clarification definition. Send announcements to CSAC and League to send out to all cities and counties. Jeff H will handle for FHWA. (see discussion notes # 10)	10/4/2013
31	Kiana	get specific issues on data sharing and software and present at the next meeting (see discussion notes # 31)	11/7/2013 4/9/2014 3/13/2014
32	Ray Z	get the statutes or the foundation of the Caltrans legal opinion relating to software and data sharing	11/7/2013 4/9/2014 3/13/2014
33	Ray Z	Convene AN AGENDA COMMITTEE	10/24/2013 12/15/2013

December 5, 2013

Ref. #	Who	What	When
34	John	Send office bulletin/memo on lump sum/pro rata to the group via Lori. (see discussion notes #1)	Today 3/13/2014
35	Ray	Check into bridge academy videos as resource for partners. (see discussion notes #2)	12/15/2013
36	Jean	Report on the status of JOC process now in use in LA and the timeline, and report back in January meeting See discussion notes #5)	4/9/2014 3/13/2014
37	Ray	get a copy of the letter about externals attending this committee from Pat, and hold it in the event it is needed in the future (see discussion notes #5)	4/9/2014
38	Rick	provide an outline for the speakers, who will speak on the order of five minutes each at the next League of Cities/County Public Works conference.(see discussion notes # 11)	12/24/2013 3/13/2014

Ref. #	Who	What	When
39	Jean	Let the group know how they can comment on the rule making prior to the NHS TEA 21 performance measure rule making. (web site?) (see discussion notes #14)	Today
40	Ray	Contact DRISI for presentation on performance measures/data collection at January meeting. (re: MAP 21 and NHS) (see discussion notes #14)	12/15/2013
41	Patty R	Send description of the Utility Master Agreement issue to Ray Z (See action item # 4)	12/15/210

January 9, 2014

Ref. #	Who	What	When
42	Jean	Work with Ray Z to establish a work group, to participate in the program analysis and help identify high risk issues that need focus for the next FHWA performance year. Reach out to form a group of around ten members to offer input. Need to meet during the week of 27 January. (See discussion notes # 4 below)	1/15/2014
43	Ray Z	Send out website and webinar information on Buy America. Get information from Suzette. (See discussion notes #4 below)	1/10/2014
44	Ray Z	(See discussion notes # 5) talk to Jennifer to see if he can get on the Public Works conference agenda to get the word out to local agencies on MAP-21 NHS data collection effort and proposed rules, at the Public Works conference at the end of March.	1/31/2014
45	Ray Z	(See discussion notes # 5) Work with Mark in TSI - CT needs to make sure the counties and cities have an opportunity to review what data will be collected and validate the data once it is collected. Need a procedure developed to facilitate this. Ensure the local partners are informed on the details. Look for ways to leverage the data and the data collection effort. Share the contract with members.	1/17/2014
46	Jean	Get a sense for the national picture on data collection for NHZS – IRI vs. PCI. What is most commonly used? . (See discussion notes # 5) Report back to this group	3/13/2014
47	Ray Z	Provide names to Kevin H for participation on the California Bicycle Facilities Committee effort.	1/31/2014
48	Ray		

Critique from last meeting:

What went well	What Needs Improvement
Good presentations Bigger room Snacks Ending early	Don't drill down into the action items during upshot review. Put things in the right place on the agenda. Provide short agenda time for quick updates. (handout?)

Critique from this meeting:

What went well	What Needs Improvement
Room is very nice First attempt at really clearing the action items, went very quickly. Candor, honest communication.	Snacks Wider table. Need money to go with the NHS. Budget out on meeting day.

	Time	1. 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

1. Upshot review
 1. 1. (See upshot # 35) No bridge academy training available from Caltrans.
 1. 2. (See upshot # 36) Project not authorized – Update at next meeting.
2. Quick updates
 2. 1. New office chief for Project Implementation North (Winton Emmett)
 2. 2. New office (ATP) created consolidating bike, pedestrian, other. (New Office Chief is April Nitsos)
 2. 3. Kevin P retired at the end of 2013.

3	9:20	CTC Allocation Update	Mitch Weiss	Information Sharing / Feedback
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3. CTC update
 3. 1. Working on guidelines for ATP and 2014 STIP guidelines.
 3. 2. Hearings on draft guidelines coming up Jan 22 and 29. Hearing on 29th will be webcast.
 3. 3. Call-in available for the ATP work group. Number is on the web site.

4	9:35	FHWA Update	Matt Schmitz	Information Sharing
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4. FHWA Update
 4. 1. Future updates will be from Jean.
 4. 2. FHWA is sending out new program analysis to prioritize their workload for the next performance year. This is the time we set aside to get input from others on what we should be focusing. We will be working with Caltrans. We can form a working group for a one day meeting to provide input.
 4. 3. FHWA wants to have more real-time information on Local agency projects. There will probably be a number of items focused on this in the next performance year. Once projects are authorized FHWA has no information until first payment request. FHWA would like to have real-time data on the status of projects, awarding of contracts – what is going well, what are the issues faced? What is important to all?
 4. 4. Many independent variables affect award and delivery for agencies. FHWA is aware that every project is unique, every agency has specific approach, specific issues, specific constraints.
 4. 5. Webinars will be held in January 14 through mid- February to explain Buy America.
 4. 6. Outcome
 4. 6. 1. FHWA will work with CT to reach out to convene a work group to provide input to them regarding their next performance year and focus. This group will be meeting week of Jan 27th. (See upshot # 42)
 4. 6. 2. Ray will send out information on webinars for Buy America (See upshot # 43)

5	10:05	MAP-21 Asset Management and Performance Measures on NHS <ul style="list-style-type: none"> Data Collection 	Coco Briseno / Mark Samuelson	Update on the NHS MAP-21
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5. MAP 21 Asset Management and Performance Measures
5. 1. Caltrans wants input on the best way to gather data needed for asset management per MAP-21 NHS expansion. Caltrans is waiting for the proposed rules to come out. There will be a need for concerted effort to comment on proposed rules.
5. 2. Asset Management is new to CT as a whole. There is a pavement monitoring system for funding issues, for example, but there is no comprehensive system for performance measurement.
5. 3. With expansion of NHS, IRI data (International Roughness Index) is needed for local roads that have been added to the NHS. CT has agreed to collect the pavement IRI and distressed pavement data for the entire NHS system. This will be contracted out. Should start collecting data in Spring. Long term, CT is working with FHWA to identify a funding source to meet this requirement on an on-going basis.
5. 4. CT will be collecting all traffic volume for entire NHS. These data will be used for HPMS in the future. Contract should be executed this Spring, and will have data available by June 2015.
5. 5. CT is willing to work with interested agencies to ensure accuracy of data before it goes into the HPMS. Eventually these data should drive or influence funding decisions.
5. 6. Original intent to expand the NHS, there would be good to come with a local road being added to the NHS in terms of funding. Now, this is an unfunded mandate.
5. 7. However the data are collected, it is important to provide the data.
5. 8. CT needs to ensure all cities and counties are using the same standards for data definitions.
5. 9. CT is working to find out what outdoor advertising situation is on local roads now added to the inventory of the NHS. Need to find out about the permits being issued, past practices, uniformity of policy throughout the state, etc. CT will need to determine how to adhere to the mandates. How will this be regulated and administered? What about junk yards?
5. 10. Local agency concerns
 5. 10. 1. Where is this going?
 5. 10. 2. ~~Who will collect the data?~~ Who should collect the data?
 5. 10. 3. Is this an unfunded mandate?
 5. 10. 4. What will be the funding impact to us?
 5. 10. 5. How will the data be used?
 5. 10. 6. What is the value or benefit to us?
 5. 10. 7. Who will pay for this?
 5. 10. 8. How can we leverage the effort, avoid duplication?
5. 11. Outcome
 5. 11. 1. Ray Z needs to talk to Jennifer to see if he can get on the agenda to get the word out to local agencies on data collection, at the Public Works conference at the end of March. (See upshot # 44)
 5. 11. 2. CT needs to make sure the counties and cities have an opportunity to review data once it is collected. Need a procedure developed to facilitate this. (See upshot # 45)
 5. 11. 3. FHWA will look at the nationwide picture on the publication and use for IRI vs PCI. (See upshot # 46)

6	10:35	AB 819 Bike Lane Design Standard	Kevin Herritt	Information Sharing
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6. AB 819 Bike Lane Design Standard
6. 1. AB 819 required a procedure for doing experiments (or construction evaluated processes) to establish bike lane design standards to be included in the HDM.
6. 2. There are provisions for design exceptions.

- 6. 3. Caltrans has created a process to develop bicycle facilities standards and help facilitate innovation. There will be a committee for engaging cities and counties in this effort. This group will provide information, share developments, provide input on construction evaluated workplans, propose revisions to the HDM.
- 6. 4. Guidance on grade, surface quality, placement, separation, striping, signing needs to be included in the HDM. CT looking for innovation on things like bicycle parking facilities to be included in the HDM.
- 6. 5. CT wants to work with cities and counties. They will work with internet and other ways to minimize cost of committee meetings.
- 6. 6. Outcome:
 - 6. 6. 1. Ray will collect names of volunteers to participate on the California Bicycles Facilities Committee. Need on member from cities, one member from counties. (See upshot # 47)

7	10:55	Agenda for Change – Items Related to State Laws	Kiana Buss	Discussion
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- 7. Agenda for Change – Items Related to State Laws
- 7. 1. This will be carried forward to the next meeting.

8	11:30	Utility Master Agreement	Suzette Shellooe	
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- 8. Utility Master Agreement
- 8. 1. CT will be working with interested utility companies within California to see what changes are needed.
- 8. 2. Once a new master contract is developed, it will be offered to all utility companies in the state.
- 8. 3. CT expect s the contract to be available by the ned of this calendar year.
- 8. 4. Now that lion’s share of resources are controlled by local and regional agencies, this has become a bigger issue.
- 8. 5. There are three different ways to determine liability.
- 8. 6. Local agency concerns:
 - 8. 6. 1. Need to clearly identify who the project sponsor is and define the role of the sponsor -
 - 8. 6. 2. What about R/W where there is a designated freeway that has not been constructed or meet freeway standards?
 - 8. 6. 3.
- 8. 7. Outcome:
 - 8. 7. 1. Suzette will report back as this proceeds.

9		Open		
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- 9. Open
- 9. 1. We will be bringing up things as they evolve.
- 9. 2. We could set up sub groups to deal with specific issues in depth.
- 9. 3. Agenda items for a longer meeting
 - 9. 3. 1. Risk based regulation – more vs less experienced agencies
 - 9. 3. 2. Problems with consultant contracts, consultant selection.
 - 9. 3. 3. Consultant contract oversight
 - 9. 3. 4. Invite Audits and Investigations here to explain their role.
 - 9. 3. 5. Performance measures and expectations for Local Assistance
- 9. 4. How do we reach all the 600 agencies in California
- 9. 5. Discuss longer meeting concept in March 13 meeting.

10	12:20	Meeting Wrap-up • Review Action Items	All	Preparation for upcoming meeting
11	12:30	Adjourn		
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