Group Memory
Transportation Coop Committee

May 29, 2014

Next Meeting dates

May 29, 2014, ~~July 24,~~ 2014, July 31 (NOTE THE CHANGE) (Terminal B 4th floor) September 11, 2014, November 13, 2014	All meetings (except for July 31) to be held at Terminal A – 2nd Floor, Media Room, Sacramento Airport

Desired outcome for Next meeting:

Should we hold a longer meeting to discuss stragtegic stuff?

Upshot review. All action which are items due.

~~Review/evaluate the CEAC/League conference. What is our priority list of items for the next year and is fund exchange included???~~

HSIP committee update ~~– select a committee member from this group.~~

Update on the NHS MAP 21.

Invoice Streamlining Report

Agenda for Change – Items Related to State Laws

Glean from these notes and upshot items.

SEP 14 process from FHWA.

GROW America presdntaiton – Reauthorization bill/proposal… frtom FHWA

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)

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

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.

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
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~~ ~~5/1/2014~~ 6/1/2014
31	Kiana	get specific issues on data sharing and software and present at the next meeting (see discussion notes # 31)	~~11/7/2013~~ ~~1/9/2014~~ ~~3/13/2014~~ 7/31/2014
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**

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
~~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)~~	~~1/9/2014~~ ~~3/13/2014~~ ~~5/01/2014~~ ~~7/31/2014~~

January 9, 2014

Ref. #	Who	What	When
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~~ 7/31/2014
~~47~~	~~Ray Z~~	~~Provide names to Kevin H for participation on the California Bicycle Facilities Commmittee effort. (See discussion notes # 6)~~	~~1/31/2014~~

March 13, 2014

Ref. #	Who	What	When
48	Adriann Cardosa	Re-send out the RTPA Streamlininig information to the group.	~~3/14/2014~~ 6/1/2014
~~49~~	~~Ray z~~	~~Ask Eileen to provide an update at the CEAC/League conference = MAP-21 Asset Management & Performance Measures on NHS - Data Collection~~	~~3/28/2014~~
50	Mike Penrose	Take the lead to survey counties – IRI vs. PCI data – NACE	5/1/2014 7/31/2014
51	Ray Z	(See discussion under agenda item # 4) Ensure that there is understanding on the part of all regarding how the 1273 provision is to be included in contract documents – what is the right spot? Is it phyisically included, not just a reference, in the EXECUTED contract? Convene a sub group and report back at the next meeting.	~~5/1/2014~~ 6/5/2014
~~52~~	~~Jean~~	~~send out the priorities concern for FHWA for the year, and send to the group via Lori. (See discussion under agenda item # 4)~~	~~3/21/2014~~
~~53~~	~~Rick~~	~~Report back on the breakout discussion at the Leag/CEAC conference.~~	~~5/1/2014~~
~~54~~	~~Ray~~	~~send out an update on the League 2013 action items list after today's week's meeting~~	~~3/14/2014~~
~~55~~	~~Adam A~~	~~Share process review results with the agencies involved (See discussion under agenda item # 9)~~	~~5/1/2014~~
56	John H	Brief the group on progress made on performance metrics.	~~5/1/2014~~ 7/31/2014

May 29, 2014

57	Jean	Presentation at next meeting on the JOC SEP 14 process. (See discussion under agenda item # 2)	7/31/2014
58	Jean	Presentation on Grow America – policy and program changes. (See discussion under agenda item # 4)	7/31/2014
59	John H	Report on the the final invoice streamlining policy being sent out. (See discussion under agenda item # 5)	
60	Rick M	Discuss the focus and level of detail from FHWA and CT for Cities and Counties for the CEAC/League joint meeting. (See discussion under agenda item # 6)	12/31/2014

61	Ray Z	share progress on CEAC / League Action items monthly. Special attention to Design, please. (Check in in July for progress report) (See discussion under agenda item # 7)	7/31/2014
62	Tom M	We will need a standing agenda item to check in on the HSIP Advisory Committee for this committee for the near future. Report in at next meeting.	7/31/2014
63	Jesse	send comments on MAP 21 NPRM on safety to League and CSAC asnd RTPA's . (See discussion under agenda item # 10)	6/6/2014
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 agenda item # 11)	7/31/2014
65	Tom	Tom will take utility relocation issues back to CAEC for further discussion. (See discussion under agenda item # 13)	7/31/2014

Critique from last meeting:

What went well	What Needs Improvement
Got through the agenda Ray Z permanent appointment.	Missed Kiana Documents to be shared should be in PDF format.

Critique from this meeting:

What went well	What Needs Improvement
Good turnout	Handouts elecrtronically before the meeting. Prepare complete handout package, tie to the agenda, number all the pages from beginning as page 1, through to the last page of the handout package overall. Load powerpoint stuff onto Mike's computer before the presentaitons are given – Mike is usually there an hour before the meeting.

1	9:00	Introductions	All	

Agenda Item 1.

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

Agenda Item 2.

2. 1. US # 37: Is there an opportunity for others to use JOC on federally funded projects, and if so what do they need to do? Outcome: A presentation on the SEP 14 process from FHWA at next meeting? (See upshot #

3	9:20	CTC Allocation Update	Mitch Weiss	Information Sharing / Feedback

Agenda Item 3. CTC Allocation

3. 1. Starting on guidelines for 2016 STIP.

4	9:30	FHWA Update	Jean Mazur	Information Sharing

Agenda Item 4. FHWA update

4. 1. Rotational assignment for Matt for the next three months.
4. 2. Funding remains more or less level.
4. 3. We are focusing on accelerating project development processes.
4. 4. MAP 21 – put in new policies and programs for the Highway Program -
4. 5. Presentation on Grow America is available from FHWA for the group – Will present at next meeting. (See upshot # 58)
4. 6. 2015 performance year will be focused on data and collecting information. Will continue with compliance assessment reviews of projects.
4. 7. We will be looking at counties and cities that are not spending the programmed funds - (Highway Trust Fund will be broke in July and August)– We will be looking at delivery of bridge and safety projects that have not moved into construction.
4. 8. CT is meeting with FHWA on Safety Program projects that have not gone to construction yet… CT wants to get the message out to get these projects built.
4. 9. CT Bridge Advisory Committee is passing along the message about delivery.

5	9:50	Invoice Streamlining Report	John Hoole	

Agenda Item 5. Invoice Streamlining Report

5. 1. CT delivers 100% of it's OA. Delivery is pretty good – about 50 percent ofof probjects delivered with 70% of the time gone. But: but we don't have any projects to replace programmed projects on obligation plans that may not come in.
5. 2. We are looking at about 12 projects over 10 million that may not come in. CT can review packages while the Co-op packages go through.
5. 3. Draft policy has gone out for invoicing process to improve consistency across districts. The invoice checklist included in this policy is a key resource for local agency and district project review. The checklist will dictate the level of review.
5. 4. This draft policy should be a policy by August 1 or so.
5. 5. Outcome
   5. 5. 1. John H will have the final invoice streamlining policy out and will announce the date.

6	10:00	Review / Evaluate the Joint CEAC / League Spring Conference	Rich Moshier	Feedback for future improvement

Agenda Item 6. Joint CEAC / League Spring Conference.

6. 1. Next conference will be in March 2015 – We need to examine lessons learned and plan now for that joint conference.

6. 2. There could have been more substance to the CT presentations on what specifically is being worked on. It seemed that their presentations were a little too general. We would like more detail. This group will decide on the level of detail.

6. 3. Cities and Counties want to hear from FHWA and CT more.

6. 4. Next session needs to have greater detail

6. 5. Discussion

6. 5. 1. Do we want to do this again – Yes.

6. 5. 2. No breakout sessions needed. Just a general session – plenary.

6. 5. 3. It would be helpful to have some focus for FHWA and CT provided by the Cities and Counties.

6. 6. Outcome

6. 6. 1. Discuss the focus for Cities and Counties for the CEAC/League joint meeting. (See upshot # 60)

7	10:20	2013 CEAC Actions Update	Jesse Bhullar	

Agenda Item 7. 2013 CEAC Actions Update

7. 1. 5 teams were formed to deal with the action items – Policy items were identified where CT can take the lead and do something about them.

7. 2. About 14 items require federal or state action / legislation.

7. 3. CT will provide a monthly update on this list of action items. Ray will share this will the Coop Committee.

7. 4. Outcome

7. 4. 1. Ray will share progress on CEAC / League Action items monthly. Special attention to Design, please. (Check in in July for progress report) (See upshot # 61)

7. 4. 2. The group will review the CEAC/League Action items that require legislation to get a decision from the group on which items to push.

8	10:35	Local HSIP Advisory Committee Update	Tom Mattson / Jesse Bhullar	Select committee members from this group.

Agenda Item 8. Local HSIP Advisory Committee Update

8. 1. We will be establishing this HSIP Advisory committee.

8. 2. Recommendation: There are 2 counties and 2 cities, one RTPA and one MPO, one CT Local District Manager, and a member from this TCC.

8. 3. Purpose is to provide strategic direction on local road safety.

8. 4. First meeting target: July 2014.

8. 5. Tom M will represent the TCC.

8. 6. Outcome:

8. 6. 1. We will need a standing agenda item to check in on the HSIP Advisory Committee for this committee for the near future.

9	10:55	Caltrans Local Assistance Strategic Planning Efforts	Ray Zhang / Jesse Bhullar	

Agenda Item 9. Caltrans Local Assistance Strategic Planning Efforts.

9. 1. Ray has put a group together to discuss the strategic direction for CT Local Assistance.

9. 2. CT LA will be holding monthly meetings to develop actions and performance measures based on strategic priorities. There will be a list of 50-60 actions with the priority actions identified by July, presented to Ray for decision on how to proceed.

9. 3. DLA is looking at how it is responding to new programs and policies that are coming up and how effectively DLA is implementing them.

9. 4. Group says CT needs to get input from the key stakeholders to assess itself. Check with the customers.

9. 5. CT needs to be mindful of the difficulty of communicating and creating understanding bewtween itself and all the various districts.

10	11:15	FHWA MAP-21 (HSIP & Safety performance measures) NPRMs Analysis	Jesse Bhullar	

Agenda Item 10. FHWA MAP-21 (HSIP & Safety performance measures) NPRMs Analysis

10. 1. CT would like to see more comments from local agencies on the Safety performance measures at the state level.

10. 2. In the future there will be a bigger impact, more consequences (penalties) when we do not succeeed, do not reach the targets.

10. 3. Performance measures should be a key asset in defending resources.

10. 4. Outcome

10. 4. 1. Jesse will send comments on MAP 21 NPRM on safety to League and CSAC.

11	11:35	MAP-21 Enhance NHS Impacts	Henry Wells	

Agenda Item 11. MAP-21 Enhance NHS Impacts

11. 1. Caltrans will determine if field review is required.

11. 2. Locally approved design standards are not allowed.

11. 3. PSE procedures are to be put in writing for Caltrans approval prior to starting final design.

11. 4. Warranty clauses are restricted

11. 5. For significant NHS projects, the local agency colnstruion administration proceures are to be put in writing for CT approval prior to RFA for Constrction.

11. 6. New requirements: Value engineering for all NHS and non-NHS projects over 50 million. (bridge > $40 million.

11. 7. Design exception approval is a federal action which requires evaluation of the impacts of each exception and an environmental review.

11. 8. **Added principle arterials can be removed from the NHA however justification must be provided on a case by case basis.**

11. 9. Outdoor advertising and junkyard control reqiuiorement snow apply to the newly designated facilities. Penalties will be levied for states not in compliance.

12	11:50	Prequalification/Selection of Consultant by Caltrans for Local Agencies	Rick Tippett	Discussion

Agenda Item 12. Prequalification/Selection of Consultant by Caltrans for Local Agencies

12. 1. Can we have Caltrans do solicitation and create a list of prequalified consultants with agreements in place to cut out the burdensome RFP process? Legislation would be needed to make this possible. Caltrans position is that they do not have the legal authority to do this.

12. 2. The process needs to be voluntary – there needs to be the ability for counites to do their own procurement if they want to.

12. 3. A survey of counties for interest in this should be done to determine if we should move forward on legislation. Counties are interested.

12. 4. Also local agencies would like to have the ability to have CT do design work. Some smaller agencies would want this.

12. 5. The California Energy Commission has a process that may be similar to this.

12. 6. Outcome:

12. 6. 1. Ray will determine what part of the contract code needs to be changed to allow CT to do consultant prociurement and report back. (See upshot # 54)

12	12:05	(Un)Timeliness of Utility Relocations by Utility Companies	Tom Mattson	Sharing challenge areas

Agenda Item 13. (Un)Timeliness of Utility Relocations by Utility Companies

13. 1. Utility companies' engagement in utility relocations are often an obstacle to timely project delivery. They do not always share our level of interest and priority in project schedules. This can cause significant delays.

13. 2. Franchise agreements may allow you to hand the bill for project schedule delays resulting from utility relocation issues.

13. 3. Outcome:

13. 3. 1. Tom will take utility relocation issues back to CAEC for further discussion.

13	12:20	Meeting Wrap-up • Review Action Items	All	Preparation for upcoming meeting

14	12:30	Adjourn		

Next Meeting Date:	July 24, 2014 (Vote on reschedule), September 11, 2014, November 13, 2014	All meetings to be held at Terminal A – 2nd Floor, Media Room, Sacramento Airport (unless otherwise noted)