

Group Memory
Transportation Coop Committee
November 12, 2015

Next Meeting dates

Next Meeting Date:	January 28, 2016 (all-day), March 3, 2016, May 26, 2016, July 21, 2016.	All meetings to be held at Terminal A – 2nd Floor, Media Room.
--------------------	--	--

-Desired outcome for January meeting:

Start 9 and go till 5

Work group progress reports.

Regular business, upshot reports.

Planning meeting:

Allow time to think about who we are and where we are going, what we are doing.

Are there things we are missing?

What do new members think is important? Hear from them – what are they looking for?

What do we expect out of this group, for it to be effective and successful?

What are the priorities and goals for the next year? What else should we work on?

Overview for new members as to what we are working on.

Invite Director, Deputy Director and Chief Deputy Director.

Desired outcome for November Meeting

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)

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	? 1/28/2016

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 Winton will continue to do this and work up some sort of a Q&A (see discussion notes under agenda item # 2 from November meeting)	1/1/2016 1/28/2016

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 11/12/2015	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	11/12/2015
----	-----	---	-----------------------

		delays? (See discussion under agenda item # 8) 1/20/2015 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>	
--	--	--	--

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 1/28/2016

From May 7, 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> (see discussion notes under agenda item # 2.4, from November 2015 please.)	11/12/2015 1/28/2016
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	Compile results from pilot 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	1/28/2016

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		9/11/2015 11/12/2015 1/28/2016
117	Ray	Final report on the survey pilot to the TCC 9/24/2015 11/12/2015	1/28/2016

From September 2015

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

From November 2015

119	Matt	Check to see if the FHWA memo went out on trinity guardrail end treatment design. Work with Ray. (see discussion notes under agenda item # 2.3)	1/28/2016

Critique from this meeting:

What went well	What Needs Improvement
Very good attendance. On time.	Agenda was not on the Caltrans website. Would like to have everything posted on the website before the meeting. If it was on line it would be easier for us to prepare for the meeting. Action item reports – they should not create any discussion unless they are on the agenda.

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

1	9:00	Introductions	All	
2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items

Agenda Item 2.

2. 1. Upshot #34 still needs work – Winton needs to do something like FAQ on lump sum/pro rata. A Q&A sort of document would help people understand how this works. Winton will work on this and report back with something in January 2016.
2. 2. (see upshot # 74) This is an issue that comes up every year. See attached decision from the Bridge committee meeting.
2. 3. (see upshot # 78) FHWA feels this issue of trinity guardrail end treatment design is resolved for now, pending anything new that may develop. Matt will check to see if the notice went out on this. (see upshot # 119)
2. 4. (see upshot # 109, July 2015) Bridge replacement program struggles to approve what is needed, to get best use of funding and fix most bridges. CT is updating the HBP guidelines. CT will work to update this in the guidelines. The XCT approach will be in the guidelines. The CT approach is for Minimum AASHTO design plus justification on an individual basis. The funding need for bridge replacement far exceeds available funds. The bridge program cannot fund everything. This should be continued to the Jan 28th meeting with the desired outcome that the October 2015 committee meeting be brought for discussion and comment from this committee, then it will go back to the bridge committee.
2. 5. (see upshot # 110) FHWA gets pressure from Congress on inactive obligations.

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

Agenda Item 3. RTPA update

3. 1. We are watching the STIP allocation plan– Regional agencies should be focusing on delivery as opposed to allocations based on project type. We should be delivering projects that are ready to go – Regions should have flexibility to set their own priorities.

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

Agenda Item 4. Caltrans Update and HSIP / HBP Committee Update

4. 1. We delivered all the federal OA. Local share is \$61.5 million. CT has suspended an 7y new functionality – They will continue to update the milestones they are tracking already, until the new FMIS is in place.
4. 2. Today is the kickoff for the new ATP Advisory Committee at Sacramento State.
4. 3. Robert Peterson is now the Office Chief handling the Bridge Program.
4. 4. We have lost Tony Prandini. We are advertising for a new office chief.
4. 5. HSIP: Cycles 0, 1 and 2 projects were all delivered, or are actively being worked on. We will be talking about Cycle 8 at the HSIP advisory committee meeting. Cycle 7 has been released and we are coming to a close on that. We will program \$160 million in federal funds. Total cost was about \$175 million for all projects including local funds – 182 projects were on the list. Award letters will be going out soon. Remember funds are

de-obligated after five years from obligation date. There is \$10 million set aside in state funds, available for proposals for future programming. Priority will go first to those who have never had an HSIP grant.

- 4. 6. HBP committee approved the bridge investment credit policy.
- 4. 7. HBP special meeting was focused on making best use of bridge funding since need outstrips available funding. How do we prioritize? How do we estimate bridge cost and include the economic impact of bridge failure? Bridge Committee meeting summary will come out soon.

5	10:00	CTC Allocation Update	Laurel Janssen	Information Sharing
---	-------	-----------------------	----------------	---------------------

Agenda Item 5. CTC Allocation Update

- 5. 1. Allocations on the agenda for December may not be allocated, due to funding shortfall, unless a better solution is found.

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

Agenda Item 6. FHWA update

- 6. 1. We are waiting for funding decisions from Congress.
- 6. 2. Grow America funding is much larger –
- 6. 3. New funding deadline in November 20 – we are hoping for a six year bill at some point.
- 6. 4. TIGER annual grant award announcement went out-
- 6. 5. FMIS implementation is going OK. If you are having any trouble, let FHWA know.

7	10:20	Class IV Bikeway Guidance	Janice Benton	
---	-------	---------------------------	---------------	--

Agenda Item 7. Class IV Bikeway Guidance

- 7. 1. AB 1193 implementation guidance is coming – summit for external partners as to what goes into the guidance was held in May. An external advisory committee with cities and counties represented has been formed. We have met twice with them to get feedback on the draft guidance.
- 7. 2. Class IV is a separated and protected bicycle facility that is separated from motorized vehicle flow by flexible posts, K rail, bollards, grade or other means.
- 7. 3. There is a web link on CT Division of Design web site taking you to a summary of the May meeting and information on the design information bulletin that will be coming out soon.
- 7. 4. Goal is to be flexible – we want cities, counties and CT to be able to do what is appropriate for each project. This guidance will be circulated for three weeks, starting next week sometime. Division of Design will be gathering information and input on the guidance. Legislation requires guidelines to be out by Jan 1, 2016.
- 7. 5. Committee concern here is funding on-going maintenance of the bike facilities for Class I and IV. Further legislation may be needed. Road funds should be available for this for Class IV at least for Class IV, and maybe Class I. There needs to be a full funding plan to cover the life of the facility.

8	10:50	Caltrans Data Collection Effort	Chad Baker	
---	-------	---------------------------------	------------	--

Agenda Item 8. Caltrans Data Collection Effort

- 8. 1. The linear reference system should help us communicate with the public. We are working also to improve the accuracy of the data we have on California's road network. This system will have something like 225,000 centerline miles. Local streets and roads will be included.
- 8. 2. We would like to start meeting with local jurisdictions to figure out a collaborative strategy to build and maintain the data. Local jurisdictions will have access to the system. Ultimately this system will be on-line with unfettered and unlimited access.
- 8. 3. The system will allow for accident data to be included and will be capable of supporting hot spot analysis.

- 8. 4. Using a consistent tool will allow us to have a shared understanding of the system.
- 8. 5. Next steps include determining the package to maintain and serve the linear referencing system. We are evaluating products and will make a recommendation on software in the first week in January.
- 8. 6. We will have a strategic long-term plan for linear referencing, to provide a funding path. CT is working to stay in tune with business needs as the system is developed.

9	11:20	January 2015 TCC Meeting	Ray Zhang	Do we need another Plan meeting?
---	-------	--------------------------	-----------	----------------------------------

Agenda Item 9. January 2015 TCC Meeting

- 9. 1. Next meeting in January is set as an all-day meeting. Do we need another all-day planning meeting?
- 9. 2. Maybe we could have the first part of the meeting be regular business, then carry out the planning portion. We can't eliminate the regular business.
- 9. 3.

10	11:30	League Conference Report	Rick Tippett	How can we improve for 2016 / Survey?
----	-------	--------------------------	--------------	---------------------------------------

Agenda Item 10. League Conference Report

- 10. 1. We need to present information on the bridge replacement program and funding limitations. This is an opportunity to let people know what is being discussed relating to the highway bridge program, and get more information out. Not that the title of the program has already gone out, and this topic may not be included.
- 10. 2. Surveys will be sent out soon to identify workshop topics for the conference– Then information will be compiled. We hope to have information for discussion in the January meeting.
- 10. 3. Maybe we need a new section in the survey to cover the bridge program.

11	12:00	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. 1. 4. (Comment from 11-12- 2015) Progress has lagged. Pat will reach out to the regional partners on this. Regions are so different that things that would work in one region would not necessarily work for others. Pat hopes to summarize the information and send it out prior to the January meeting.
- 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. 2. 5. (Comment from 11-12- 2015) We are looking at Fiscal, Staffing and Delivery as three domains. We have taken examples from other states. If you have any comments on the matrix send them to provide Winton comments.
- 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. 3. 8. (Comment from 11-12- 2015) FHWA for the short term data collection will be data already provided by local agencies. This will only require that CT tabulates the data and sends it to FHWA. Long term: We will be looking at options. There will be a shrt memo out to the group on this.
- 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.
11. 4. 7. (Comment from 11-12-2015) We have legal advice on what we can actually do. We do not have a plan at this time, but we hope to have something to report on before the January meeting. On the training side, we delivered 5 trainings. There is one more training set for January.

12	12:20	Meeting Wrap-up • Review Action Items	All	Preparation for upcoming meeting
13	12:30	Adjourn		
Next Meeting Dates:		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 (unless otherwise noted)	