

Group Memory

Transportation Coop Committee

January 29, 2015

Next Meeting dates

Next Meeting Date:	March 5, 2015, 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
--------------------	----------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

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 Update

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 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 I N 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
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

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 agenda)	3/5/2015
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 Take it up with the Bridge Committee – Have them take it up and then report back.	3/5/2015
----	-----	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

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
79	Henry	Send out your powerpoint presentation on the DBE-CFE review. (See discussion under agenda item # 8)	12/1/2014
80	Ray	Caltrans will CC MPO's on letter going to agencies informing them of state only funded ATP projects. (See discussion under agenda item # 7)	12/4
84	John	CT will e-mail RTPA group the link to the web post of the ATP state funded projects. (See discussion under agenda item # 7)	12/4 3/5/2015
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
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
84	Ray	CT will share their comments to the CTC on allocation streamlinkig 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 these 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
90	All for Jesse	All need to look at the items on Jesse's handout. Ensure you are satisfied with accurancy 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
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

Agenda Item 3. Group expectations

3. 1. Get more committee involvement and more information out – shared. We are here as representatives of larger constituencies.
3. 2. Walk out of here with clear purpose of these meetings – clarify the purpose. How can cities and counties help change or influence the direction of processes.
3. 3. Get ideas bounced off of cities and counties, related to new requirements, guidelines, unify our expectations between local agencies, FHWA and Caltrans.
3. 4. Be partners in implementation.
3. 5. Ensure that things can actually be accomplished when they are rolled out by FHWA and CT – Can we – cities and counties - actually do it in a reasonable way?
3. 6. Resolve the membership list and participation – who should actually attend?
3. 7. How can we address members who are not any longer active?
3. 8. 2013 Action Plan – what works and what did not?
3. 9. Priorities.
3. 10. Some sort of a press release to our different channels on what we are working on, etc.

4	9:20	Caltrans Updates	Kome Ajise (invited)	Share department strategies and priorities.
		Local Assistance Updates	Ray	Communicate the direction for Local Assistance Program. Share performance information.

Agenda Item 4. Caltrans updates

4. 1. Open discussion with Kome and Ray.
4. 2. Kome wants to see us keep on track with performance measures and spend federal funds more efficiently.
 4. 2. 1. Some highlights on accomplishments: We need more than one approach to deliver. We need to focus our federal aid.
 4. 2. 2. CT plays a dual role – facilitate delivery while ensuring that all rules are followed.
 4. 2. 3. We have delivered 100% of OA over the last 15 years. We have 8 years of delivery on the highway bridge program.
 4. 2. 4. We delivered Prop. 1B Bond Program funds.
 4. 2. 5. We implemented risk based invoice review process
 4. 2. 6. We have created fillable pdf LAPM forms, resurrected FORMS+.
 4. 2. 7. Most CEAC /Cleave/TCC Action items form 2013 are completed.
4. 3. Challenges
 4. 3. 1. Budget cuts and overall decline in transportation funding.
 4. 3. 2. LA resource level does not meet responsibility requirements.
 4. 3. 3. Post-reengineering oversight framework challenged by project administration deficiencies. (Audit review findings and very painful after-the-fact enforcement)
 4. 3. 4. A&E consultant procurement has been a big challenge.
 4. 3. 5. Constant changes in laws and regulations
 4. 3. 6. New players in the federal-aid game
 4. 3. 7. HSIP and other Safety Program delivery delays.
 4. 3. 8. Misalignment between “true” project delivery and local OA delivery.
4. 4. Future plans
 4. 4. 1. Improve oversight of A&E consultant procurement
 4. 4. 2. Explore qualification / certification of local agencies

- 4. 4. 3. Ccontinue to establish and report on performance metrics
- 4. 4. 4. Examine current processes and lood for efficiency and streamline opportunities (risk based approach)
- 4. 4. 5. Seek additional local assistance resources.
- 4. 4. 6.

5	10:00	2013 CEAC Spring Conference Action Item Update (Handouts)	Ray Zhang / Jesse Bhullar	Report on the 2013 CEAC Spring Conference Action Items.
---	-------	-----------------------------------------------------------	---------------------------	---------------------------------------------------------

Agenda Item 5. 2013 CEAC update

- 5. 1. Spring conference: County Engineers Association of California (CEAC) held a Spring Conference jointly with League of California Cities Public Works Officers Institute on February 27 – March 1, 2013. This conference provided an opportunity for city, county, state and federal partners to attend multiple policy committee meetings, educational workshops, discuss issues and exchange ideas. At the conference California’s Transportation Cooperative Committee (TCC) requested input at break-out sessions on how to achieve efficient, effective, and timely delivery of transportation projects in accordance with State and Federal requirements on California’s local roads.
- 5. 2. Five teams were formed to look at the suggestions. Progress on each team’s action items is summarized in a handout from Jesse Bhullar.
- 5. 3. There will be another CEAC Spring Conference coming up – How do we get useful feedback?
- 5. 4. There will be a 45 minute session – this committee will have fifteen minutes to provide an update to the general session.
 - 5. 4. 1. Make a proposal for the next Spring Conference – for 2016
 - 5. 4. 2. Provide results of what has been done based on the 2013 action item list.
 - 5. 4. 3. Validate that items have been addressed to the satisfaction of those groups who suggested the items
- 5. 5. Outcome
 - 5. 5. 1. Jesse will 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 upshot # 89)
 - 5. 5. 2. All need to look at the items on Jesse’s lhandout. Ensure you are satisfied with accurancey of the progress report – If you think any items are not completely addressed, contact Jesse. (See upshot # 90)
 - 5. 5. 3. Rick T will take the lead to make a proposal for the 2016 CEAC Spring Conference. (See upshot # 91)
 - 5. 5. 4. Ray needs to work with Mike on a presentation for the 2015 CEAC Conference. (See upshot # 91)

6	10:30	TCC Charter / By-Laws	Halverson / All	Validate, revise or update charter and member responsibilities as well as our by-laws.
---	-------	-----------------------	-----------------	----------------------------------------------------------------------------------------

Agenda Item 6. Charter revision

7	11:00	Assess Effectiveness of the TCC	Halverson / All	What are we trying to do? What are our goals? What have we accomplished? Identify key TCC accomplishments from the last two (+/-) years. How can we make the TCC more effective?
---	-------	---------------------------------	-----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Agenda Item 7. Effectiveness

- 7. 1. Benefits
 - 7. 1. 1. Have a voice in the rule making process when rules are in the draft process.
 - 7. 1. 2. Find ways to be more proactive.
 - 7. 1. 3. Reduce the exhaustion factor on federal aid programs.
 - 7. 1. 4. Influencing change
 - 7. 1. 5. Gaining knowledge
 - 7. 1. 6. Being able to hear about things before they become an issue
 - 7. 1. 7. Helping our colleagues see that their concerns are being addressed.
 - 7. 1. 8. Improved morale
- 7. 2. Accomplishments, examples
 - 7. 2. 1. The E76 status on-line reporting and tracking system
 - 7. 2. 2. E76 Process guidelines, providing quicker processing.
 - 7. 2. 3. Streamlined invoicing process.
 - 7. 2. 4. Influencing the timeline for implementation of Buy America requirement
 - 7. 2. 5. DBE Process improvement
 - 7. 2. 6. Right of Way Short Form
 - 7. 2. 7. 2013 CEAC/League Action Item resolution
 - 7. 2. 8. HSIP Advisory Committee setting the HSIP Vision and improving the effectiveness of the HSIP.
 - 7. 2. 9. Risk based ICRP

2013 CEAC /	12:00	LUNCH		
-------------------	-------	-------	--	--

8	12:45	Statewide Communication	Halverson / All	How can we better represent our constituencies (cities, counties)?
---	-------	-------------------------	-----------------	--------------------------------------------------------------------

Agenda Item 8. Statewide communication

- 8. 1. We need to improve the communication right here – How can we get the results out to everyone out on the street?
- 8. 2. Tell people where to look for information
- 8. 3. Use the CT Local Assistance Web Site.
- 8. 4. Put something together to provide summary of activities and accomplishments

- 8. 5. We need a way to filter the information so it gets to the members who have specific interests on particular issues.
- 8. 6. Outcome
 - 8. 6. 1. Set up a blast to follow each TCC Meeting, alerting agencies that the notes are available on the web site.
 - 8. 6. 2.

9	1:15	Establish a Priority List	Halverson / All	Three-year look ahead. Top five or ten items we need to work on in the coming year(s). Consider our bin list.
---	------	---------------------------	-----------------	---------------------------------------------------------------------------------------------------------------------

Agenda Item 9. Priority items One to three years

- 9. 1. Where can we best put federal dollars? Pat D (Lead)– Sharon S, Jean, Ross, Ray Z, Renee, Shawn, Adriann
 - 9. 1. 1. Develop a pilot program Brokering
 - 9. 1. 2. Focus federal money to make most efficient use? (buy out federal dollars on small projects?)
- 9. 2. Tiered Certification system Winton (Lead) - Michael T, Jean, Adriann, Mike S,
 - 9. 2. 1. Provide an initial proposal on Minimum qualification establishment
 - 9. 2. 2. tiered certification of local agencies for federal aid project administration.
- 9. 3. Unobtrusive project performance data collection methods Jean (Lead) - Mark, Mike P, Ross, Renee
 - 9. 3. 1. for a few key milestones – projected and actual.
 - 9. 3. 2. Work with CT IT to develop an on-line portal for this process.
 - 9. 3. 3. Avoid duplication and overlap in reporting systems and data elements. Keep it efficient and effective
 - 9. 3. 4. Mandatory or non-binding? .
- 9. 4. A&E Procurement Oversight Mark – overall lead, Rick, Tom, Jean and Mike P
 - 9. 4. 1. One strategy - Voluntary process - Statewide A&E consultant selection and pre-qualification process (especially for smaller agencies) Rick (Lead)-, Tom, Jean, Mark S,
 - 9. 4. 2. Training to do it and do it right
- 9. 5. Next steps
 - 9. 5. 1. Leads to develop workplans to include members, tasks, timelines
 - 9. 5. 2. Caltrans to put together some sort of bulletin or announcement about the four priorities, and send to the committee members to share with their constituencies.

	2:00	BREAK		
--	------	-------	--	--

10	2:15	Status the key action items (upshot) from prior meetings	Halverson / All	Update the Upshot List from November meeting
----	------	----------------------------------------------------------	-----------------	----------------------------------------------

Agenda Item 10.

Status the key action items

- 10. 1. We quickly reviewed and updated assignments from past meetings.

11	2:35	MAP 21 NPRM on NHS performance measures (handouts)	Jesse Bhullar / Mark Samuelson	Information Sharing
----	------	----------------------------------------------------	--------------------------------	---------------------

Agenda Item 11.

MAP 21 NPRM on NHS performance measures

- 11. 1. See fact sheet from FHWA -
- 11. 2. For bridges, two performance measures are poor (less than 4) fair is 5-6; and good (7 or higher) (See fact sheet for the notes.)
- 11. 3. Deadline is April 6, 2015 for comments to FHWA USDOT Docket
- 11. 4. For California, there are more than 9000 bridges on the NHS. Less than 10% are on local roads.
- 11. 5. Objective is to focus money on bridges that are in poor condition. Our needs will exceed the funds we have.
- 11. 6. Pavement categories are interstate system, and non-interstate. We are using IRI, cracking, rutting and faulting. Measure assigned to. lowest two out of three will determine the condition.
- 11. 7. Outcome
 - 11. 7. 1. Poll at March 5 meeting who will be providing comments on the NPRM on NHS Performance Measures.

12	3:35	New Business – As time allows	OAll	Any new items from the floor?
----	------	-------------------------------	------	-------------------------------

13	3:45	Meeting Wrap-up, evaluation. Review next steps	All	Close out
----	------	---------------------------------------------------	-----	-----------

14	4:00	Adjourn	Ray Zhang	
----	------	---------	-----------	--

Next Meeting Date:	March 5, 2015, 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 noted)
--------------------	----------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------