Draft
Project Initiation Document (PID) Committee Charter

Background	This Charter is intended to establish a mutual cooperative effort between internal and external stakeholders for the improvement of the PID program. The mission of the PID Committee is to: *"Improve both the effectiveness and efficiency of the Project Initiation Document (PID) program and coordinate PID efforts internally and externally."*
Purpose	The purpose of the PID Committee is to make key decisions toward implementing improvements to increase the effectiveness of the PID Program.
Desired Goals	While the PID Committee will serve to meet multiple objectives, its primary objective is to ensure the implementation of the recommendations identified in the PID Strategic Plan. Other objectives include assisting the Office of Project/Scoping Coordination (OPSC) in implementing other recommendations to improve the overall PID program and approving future PID strategic plans. The PID Committee also serves to coordinate PID efforts internally and externally, and to ensure implementation of all Caltrans Deputy Directives into the PID process.
Members	The PID Committee is structured into three groups: the PID Working Committee (also known as PID Committee), the PID Steering Committee, and the existing Caltrans Project Delivery Advisory Committee (PDAC). Refer to Appendix A for additional information on the structure of the PID Committee. The PID Committee and Steering Committee team members include representatives from Caltrans Headquarters (HQs), Caltrans districts, and regional and local agencies. Refer to Appendix B for the roster of PID Committee team members.
Frequency of Meetings	• The PID Committee will meet quarterly or more often as needed. • The PID Steering Committee will meet as needed.
Roles and Responsibilities	• The PID Committee will make recommendations to the PID Steering Committee and Caltrans PDAC of the strategies identified to improve the PID Program through the annual update of the PID Strategic Plan.
Reporting Structure Input to Board	• The PID Committee will assist OPSC in making key decisions toward implementing recommendations to improve the overall PID program and recommending approval of future PID strategic plans to the PID Steering Committee. • The PID Steering Committee will guide the direction of the Working Committee, review PID Committee recommendations, and as appropriate, elevate any recommendations for final approval to the Caltrans PDAC.
Decision Process	• The PID Steering Committee will oversee implementation of PID Program policy, and will elevate executive-level decisions to the Caltrans PDAC.

Attachment A (Draft)

Project Initiation Document (PID) Committee Structure

Project Delivery Advisory Committee

Karla Sutliff, Project Delivery Deputy Director, Chief Engineer
Terry Abbott, Division Chief, Design
Mark Leja, Division Chief, Construction
Bruce April, Acting Division Chief, Environmental Analysis
Robert Pipelow, Division Chief, Engineering Services
Joe Caputo, Acting Division Chief, Project Management
Vince Mammano, Assistant Administrator, Federal Highway Administration
Charles Fielder, District 1 Director
John Bulinski, District 2 Director
Jody Jones, District 3 Director
Bijan Sartipi, District 4 Director
Tim Gubbins, District 5 Director
Sharri Bender Ehlert, District 6 Director
Michael Miles, District 7 Director
Basem Muallem, District 8 Director
Thomas Hallenbeck, District 9 Director
Carrie Bowen, District 10 Director
Laurie Berman, District 11 Director
Ryan Chamberlain, District 12 Director

PID Steering Committee

Katie Benouar, Chair, Division Chief, Planning
Terry Abbott, Division Chief, Design
Dennis Agar, Division Chief, Traffic Operations
Rachel Falsetti, Division Chief, Programming
Bruce April, Acting Division Chief, Environmental Analysis
Joe Caputo, Acting Division Chief, Project Management
Tony Tavares, Division Chief, Maintenance
Jeff Pulverman, District Deputy Director, Planning - D3
Aileen Loe, District Deputy Director, Planning – D5
Bill Figge, District Deputy Director, Planning – D11
Lan Zhou, District Deputy Director, Planning – D12

- Recommend the approval of PID Strategic Plans
- Recommend the approval of statewide PID performance goals
- Recommend the approval of PID recommendations
- Coordinates with CTC in decision making process as appropriate

PID Committee

PID External Technical Advisory Committee

CALCOG (Representative)
CSAC (Representative)
RTPA Group (Moderator)
RCTF (Representative)
Self Help Counties Coalition (Representative)

- Provide Input on PID Strategic Plans
- Provide Input on non-SHOPP PID recommendations

PID Internal Technical Advisory Committee

Design (Representative)
Environmental Analysis (Representative)
Maintenance (Representative)
Planning (Representative)
Project Management (Representative)
Traffic Operations (Representative)
(7) District PID Managers

- Recommend The approval of PID Strategic Plans
- Develop statewide PID performance goals
- Develop PID recommendations
- Implement recommendations identified in PID Strategic Plans
- Coordinates work products/ efforts with CTS as appropriate

CT HQ State Highway Operations and Protection Program (SHOPP) Managers

10-Year SHOPP Coordinator
Bridge Preservation (SHOPP Manager)
Collision Reduction (SHOPP Manager)
Facilities/ Mandates (SHOPP Manager)
Mobility (SHOPP Manager)
Roadside Preservation (SHOPP Manager)
Roadway Preservation (SHOPP Manager)
Project Workload (Managers Committee)
Project Initiation Documents (Managers Committee)

- Provide input on PID Strategic Plans
- Provide input on SHOPP PID recommendations
- Provide input on statewide PID performance goals

Attachment B (DRAFT)

Project Initiation Document (PID) Committee Charter Roster

Caltrans Headquarters Functions	Representative	Title	Phone	E-mail
Planning	Mark Miller	Acting, Chief, Office of Planning Scoping Coordination	916-651-6889	Mark Miller/HQ/Caltrans/CAGov
Design	Mary Beth Herritt	Chief, Office of State Projects Development Procedures	916-653-4166	Mary Beth Herritt/HQ/Caltrans/CAGov
	Pam Suszko	Project Manager	916-653-6296	Pam Suszko/HQ/Caltrans/CAGov
Environmental Analysis	Gina Moran	Chief, Environmental Management Office	916-651-8164	Gina Moran/HQ/Caltrans/CAGov
	Jennifer Heichel	Senior Environmental Planner	916-653-6207	Jennifer Heichel/HQ/Caltrans/CAGov
Traffic Operations	Thomas Schriber	Supervising Transportation Engineer	916-654-2627	Thomas Schriber/HQ/Caltrans/CAGov
Programming	Rick Guevel	Supervising Transportation Engineer	916-654-7138	Rick Guevel/D03/Caltrans/CAGov
	Kurt Scherzinger	Supervising Transportation Engineer	916-654-4587	Kurt Scherzinger/HQ/Caltrans/CAGov
Project Management	Mary Payyappilly	Supervising Transportation Engineer	916-716-4246	Mary Payyappilly/HQ/Caltrans/CAGov
Maintenance	Tony Tavares	Chief, Division of Maintenance	916-654-5849	Tony Tavares/HQ/Caltrans/CAGov
Pavement Program	Susan Massey	Chief, Office of Planning and Programming	916-274-6056	Susan Massey/HQ/Caltrans/CAGov
Bridge Program	Michael B. Johnson	Chief, Specialty Inv. & Bridge Mgmt.	916-227-8768	Michael B Johnson/HQ/Caltrans/CAGov
Drainage/Culvert	Parviz Lashai	Chief, Roadside Maintenance	916-654-5784	Parviz Lashai/HQ/Caltrans/CAGov

Caltrans Districts	Representative	Title	Phone	E-mail
D-3	Sukhvinder Takhar	Senior Transportation Planner	530-741-4025	Sukhvinder Takhar/D03/Caltrans/CAGov@DOT
D-4	Lee Taubeneck	Deputy District Director Planning	510-286-5908	Lee Taubeneck/D04/Caltrans/CAGov
D-5	Claudia Espino	Senior Transportation Engineer	805-549-3640	Claudia Espino/D05/Caltrans/CAGov
D-6	Steve McDonald	Senior Transportation Engineer	559-488-4334	Steven J McDonald/D06/Caltrans/CAGov
	Steven Milton	Project Manager	559-243-3456	Steven Milton/D06/Caltrans/CAGov
D-10	Pat Robledo	Senior Transportation Engineer	209-948-7071	Pat Robledo/D10/Caltrans/CAGov
D-11	Bill Figge	Deputy District Director	619-688-6681	Bill Figge/D11/Caltrans/CAGov
	Chi Vargas	Advance Planning Branch Chief	619-688-3159	Chi Vargas/D11/Caltrans/CAGov
D-12	Constantino Stamation	Advance Planning Branch Chief	949-724-2249	Constantino Stamation/D12/Caltrans/CAGov

External Partners	Representative	Title	Phone	E-mail
California Association of Councils of Governments	Pending			
California State Association of Counties	Patricia Romo	Deputy Director of Transportation, Riverside County Transportation & Land Management Agency	951-955-6740	PROMO@rctlma.org
Regional Transportation Planning Group	Stephen VanDenburgh	Deputy Director of Programming and Project Delivery, Santa Barbara County Association of Governments	805-961-8900	svandenburgh@sbcag.org
Rural Counties Task Force	Dan Landon	Executive Director, Nevada County Transportation Commission	530-265-3202	dlandon@nccn.net
	Rachel Moriconi	Senior Transportation Planner	831-460-3203	rmoriconi@sccrtc.org
		Santa Cruz County Regional Transportation Commission		
Self Help Counties Coalition	Eugene Maeda	Senior Transportation Planner, Santa Clara Valley Transportation Authority	408-321-2300	eugene.maeda@vta.org
	Ross	Deputy Executive Director, Contra Costa Transportation Authority	925-256-4735	rchittenden@ccta.net