



**Research and Technology Advisory Panel Executive  
Committee  
Kickoff Meeting  
Agenda**

**Date:** Tuesday, November 28, 2006

**Time:** 10:30 a.m. to 2:00 p.m.

**Location:** Department of Veterans Affairs Building  
1227 O St., Sacramento

**Meeting Purpose:** To kick off the RTAP, define RTAP committee structure, and determine initial direction for each committee.

<b>Time</b>	<b>Topic</b>	<b>Who</b>
10:30 a.m.	<b>Welcome and Introductions</b>	Gen Giuliano
10:35 a.m.	<b>Background/Purpose/Expectations</b>	Secretary McPeak
10:50 a.m.	<b>Welcome From Caltrans</b>	Tom West
11:00 a.m.	<b>Overview/Charter</b> <ul style="list-style-type: none"> <li>• Organization and Structure (Attachments A &amp; B)</li> <li>• Committee discussion of RTAP parameters</li> </ul>	Gen Giuliano
11:30 a.m.	<b>Committees Logistics</b> <ul style="list-style-type: none"> <li>• Nomination/Approval process of Members (handout)</li> <li>• Staff Support/Logistics</li> </ul>	Gen Giuliano
12:00 p.m.	<b>Working Lunch/Break</b>	All
12:15 p.m.	<b>RTAP Committee Direction and Initial Task Discussion</b> <ul style="list-style-type: none"> <li>• Reflection on committee structure as defined</li> <li>• Process committees will use to refine purpose and initial tasks</li> </ul>	Gen Giuliano
1:15 p.m.	<b>Executive Committee Purpose and Initial Tasks</b>	Gen Giuliano
1:45 p.m.	<b>Next Steps</b> <ul style="list-style-type: none"> <li>• Committee Formation</li> <li>• Launch of Committee Work</li> <li>• Next Executive Committee Meeting</li> </ul>	Gen Giuliano
2:00 p.m.	<b>Adjourn</b>	

**Attendees:**

Committee Members: Gen Giuliano, Barry Sedlik, Steve Ritchie, Maged Dessouky, Susan Handy, Pravin Varaiya, Dan Sperling,

Caltrans staff: Tom West, Larry Orcutt, Agustin Rosales, Nathan Smith, John Wolf, Pat Weston, Fred Dial, Jeff Ingles, Horacio Paras, Nancy Chinlund, Greg Larson, Matt Hanson, George Smith, Al Bailey, Dave Clark, Eric Norton

Guests: Barry Sedlik, for Sec. Sunne Wright McPeak

**Not in attendance:** Brian Taylor, Samer Madanat

**Opening Statement (Barry Sedlik):**

- This is a unique effort. This group is intended to communicate directly to the CTC, the Secretary's office, and the Director's office.
- The State will spend more than \$100 billion over ten years. It is important that this money be invested effectively.
- The immediate challenge facing this group is to provide input on how best to use the funding from the recent bond measure.
- Your job is to think strategically and long term.

**Q&A**

- The Executive Committee members expressed a desire to know more about their role, the role of their committees, and the process(es) they can use to participate in a meaningful way.

**Strategic Growth Plan Discussion by Tom West**

- Handouts: Growth Plan Overview, Bond Package Description, Corridor Mobility Improvement Account Program Guidelines.
- GoCalifornia morphed into the Strategic Growth Plan. \$220 Billion in total with \$107 billion of that slated for transportation. The goal of the Strategic Growth Plan is to reduce congestion below levels seen today by 2020.
- The bond approved \$19.9 billion for use. Of the \$19.9 billion, \$7.1 billion will be distributed by formula and \$12.8 billion will be distributed by the CTC.
- This group can influence how these monies are expended.

**Q&A**

- The Executive Committee members asked how technology fits into the \$19.9 billion bond measure

**Overview and Charter**

- RTAP is to be a neutral forum that provides good advice. The Executive Committee members were selected because of their expertise and their ability to provide unbiased analysis. Each committee must strive to come from the neutral perspective and look

at topics from different points of view. Our goal is to be as informative as possible to the Secretary, Director and CTC. May also have an opportunity to provide input to the State Legislature.

- The committees were chosen based on where the biggest problems exist:
  - Advanced Research and Technology Committee
  - Asset Management Committee
  - Energy Committee
  - Finance and Pricing Committee
  - Goods Movement Committee
  - Land Use, Transit, Economy and Environment Committee
  - Operations Committee
- This RTAP is experimental and, therefore, has the ability to self-terminate. At the end of two years, the Executive Committee will assess the effectiveness of the RTAP and decide if it should be continued.

#### **Q&A**

- The Executive Committee members discussed the level of involvement on project decisions. The RTAP will not be involved at the project level. The RTAP is to be more strategic.

#### **Committee Selection**

- The Executive Committee members agreed that they need to identify the key questions that each committee will address. This should be done before they fully staff their committees.
- The next Executive Committee meeting will focus on key questions identified by each chair.
- The Executive Committee members expressed a desire for assistance from Caltrans in the form of resources. Caltrans will provide support, but the success of each committee depends on the Chair, the committee's knowledge, and their contacts.
- Executive Committee members were encouraged to work with Caltrans staff before the next executive meeting to develop questions and bring them back to the next meeting
- The Executive Committee members expressed a desire to keep committee membership fluid. The make up of each committee depends on the questions they want to answer.

**Break for lunch: reconvene at 12:45.**

#### **Staff Support**

- RTAP will be supported by a core team from Caltrans. Each committee will have a lead support contact, as listed below:
  - Advanced Research and Technology Committee – Greg Larson (Division of Research and Innovation)

- Asset Management Committee – Agustin Rosales (Division of Maintenance)
- Energy Committee – Horacio Paras (Division of Transportation Planning)
- Finance and Pricing Committee – Jeff Ingles (Division of Budgets)
- Goods Movement Committee – Horacio Paras (Division of Transportation Planning)
- Land Use, Transit, Economy and Environment Committee – Horacio Paras (Division of Transportation Planning)
- Operations Committee – Fred Dial (Division of Traffic Operations)
- The Executive Committee members wished to know more about the expectations of time and level of effort expected of committee members and Caltrans support staff. Most of the Caltrans staff are volunteering their time in addition to their regular duties. Therefore, staff may be limited in the ability to write reports. Caltrans is looking into the use of graduate student assistants and suggested each committee look to do the same.
- The Executive Committee members raised questions about team and meeting logistics. The Executive Committee has a travel budget. To be reimbursed, you must submit a travel expense claim (TEC) to Tori Kanzler.

### Membership

- Director Kempton (Caltrans), Acting Secretary Sedlik (BTH), and Director Barna (CTC) will be invited to serve as ex-officio members. This will enhance communication - for example, regarding the sponsors' interests, and the process for providing Panel input.
- The group received a handout of potential members for their committees.
- The group discussed the participation of private entities in each committee. Does the participation of a private entity jeopardize (based on conflict of interest) that entity's involvement with Caltrans? Per Caltrans' Legal Division, there should not be a conflict, as long as the Panel is providing strategic policy direction; however, committees have to be cautious depending on what they research and recommend. The general guideline regarding the selection of private parties is to select people who do not have a direct fiduciary attachment to the recommendations.
- The committee has final approval on committee members; however, each Chair has latitude with their selection

### Is there some area that we've totally forgotten or left out? Should there be another committee? Or, is there a committee that is listed that is not necessary?

- The Executive Committee members agreed that not all groups are mutually exclusive and encouraged the committees to collaborate.
- The Executive Committee members agreed to remove "Economy and Environment" from the "Land Use, Transit, Economy and Environment" committee. Economy and environment need to be a considered by every committee. The committee was renamed to "**Land Use, Transit and Non-motorized**"
- The Executive Committee members agreed that they need to work with Caltrans' Public Affairs Office to develop a process for making Panel results public.

- The Executive Committee members wanted to know what to do if they are contacted by the press regarding RTAP work. They were instructed to use their best judgment with response, and to let Gen know they were contacted and what was said. Gen can then communicate this to the Agency and Department.
- An initial topic for the Executive Committee will be decision criteria that can be used in allocating funding.
- Executive Committee members should be introduced to the CTC at a future CTC meeting.

**Next Steps**

- The group agreed to meet quarterly. The next meeting will be in February.
- Each Executive Committee member will (1) identify one to two questions for his/her committee to address, and (2) propose a list of committee members. These will be discussed at the next meeting.

**Meeting Adjourned at 1:55 PM**