

Memorandum

To: Chairman and Commissioners

Date: 10/26/2007

From: JOHN F. BARNA, JR
Executive Director

ITEM 13
Reference No. 4.11
INFORMATION

Project Delivery Council Draft Charter

Discussion:

In adopting the Corridor Mobility Improvement Account (CMIA) program, Resolution CMIA-P-0607-02, dated March 15, 2007, the Commission created a project delivery council to review projects on a quarterly basis, to monitor progress against milestones, and to review project cost estimates as part of the Commission's requirement to report program costs semiannually. The council would also have purview to advise the Commission on corrective strategies and actions that implementing agencies can take on projects that have missed milestones increased in cost.

At its July 25 meeting, the Commission approved Staff recommendations that the council would have five members: Two members from Commission staff (Stephen Maller and Andre Boutros) and one member each from Caltrans, the regional agencies and the self help-help counties coalition. Jack Boda is the regional agency representative, and Anne Meyer is the self-help counties coalition representative. Caltrans designated Ross Chittenden as its representative, but has since requested that Karla Sutliff be the primary representative, with Ross Chittenden as an alternate.

In considering the council's responsibilities and operating procedures, Commission staff has concluded that the council's intended purpose is better served as described in the attached Charter. The council should not be charged with making recommendations to the Commission, or in making collective decisions. Instead, Commission staff believes that the council should function in a supporting role to Commission staff. Staff would facilitate project discussions, seek input from council members, and formulate staff recommendations to the Commission. This deviates from the resolution that was adopted in March 2007, but staff believes that this is a better approach that should result in a more effective utilization of council members' expertise.

Attachments:

1. Project Delivery Council Draft Charter

California Transportation Commission

Project Delivery Council

DRAFT Charter

Item 13 Reference No. 4.11 INFORMATION

A. The Council's Mission and Scope

The Project Delivery Council (Council) assists Commission staff in monitoring project progress, and evaluating corrective strategies provided by implementing agencies to effect the successful implementation of Proposition 1B programs. Executed project agreements presented to the Commission on July 25, 2007, establish the baseline for project monitoring by the Commission staff and the Council. The Council's scope of activities is currently limited to the CMIA and SR 99 programs, but may be expanded to other programs as determined by Commission staff.

B. Background Information

Proposition 1B enacted by a vote of the people of California on November 7, 2006, authorized the issuance of \$19.925 billion in State general obligation bonds for specific transportation programs such as the Corridor Mobility Improvement Account (CMIA), State Route 99 (SR 99), Trade Corridors Improvement Fund (TCIF), State and Local Partnership Program, State and Local Transit Program, Local Bridge Seismic Program, Grade Separation Program, and the augmentation of the existing State Transportation Improvement Program (STIP) and the State Highway Operation and Protection Program (SHOPP).

Under Proposition 1B the Commission programs and allocates bond funds in each of the above-mentioned programs. In addition, Executive Order S-02-07, issued by Governor Arnold Schwarzenegger on January 24, 2007, significantly increases the Commission's delivery monitoring responsibility for the bond funded projects. Specifically, the Commission is required to develop and implement an accountability process, with primary focus on the delivery of bond funded projects within their approved scope, cost and schedule.

Commission staff will facilitate project delivery and ensure that accountability requirements of the Administration and the Legislature are met. Final cost and schedule estimates, as reflected in project agreements signed by the director of the California Department of Transportation (Caltrans), regional agency executive directors, and the Commission's executive director, establish the baseline for project monitoring by Commission staff and the Council. Commission Staff anticipates placing projects that are unable to maintain delivery and cost commitments on a "watch list". The Commission has the discretion to determine whether a project on the "watch list" remains in the CMIA or SR 99 program (Caltrans and the Commission have agreed that the \$1 billion made available under the Bond Act for SR 99 should be made available and administered in a manner that is consistent with the administration of the CMIA program).

C. Official to Whom the Council Reports

The Council provides support to the Commission's Chief Delivery Officer.

D. Membership

The makeup of the Council is as follows: two members from Commission staff, one member from the Regional Transportation Planning Agencies, one member from the Self-Help Counties Coalition, and two members from Caltrans. Current membership is as follows:

Name	Nominating Agency
Andre Boutros (Chairperson)	Commission
Stephen Maller	Commission
Jack Boda	Regional Transportation Planning Agencies
Anne Mayer	Self-Help Counties Coalition
Karla Sutliff	Caltrans
Ross Chittenden	Caltrans

E. Chairperson

The Chairperson of the Council shall be the Commission's Chief Delivery Officer. The Chairperson will work with Council members to schedule meetings, prepare meeting agendas and provide background information and reports, and follow-up on items needing further discussion. The Chairperson will facilitate project discussions, seek input from Council members, and will formulate recommendations to the Executive Director. Discussion with the Commission, when appropriate, will be initiated by the Executive Director.

F. Description of Council Duties

Implementing agencies are responsible for managing the scope, cost, schedule and benefits of the CMIA and SR 99 projects consistent with the adopted programs and executed baseline agreements. The Council will assist Commission staff in monitoring project progress against executed baseline agreements, and in evaluating corrective actions and strategies provided by implementing agencies. The Council will also assist Commission staff in the development of project delivery thresholds that allow implementing agencies the opportunity to take corrective action before seeking amendments to project baseline commitments, or having Commission staff place projects on the "watch list". Possible areas falling within the purview of the Council include:

- Project Delivery Performance Indicators (thresholds)
- Programmatic Trends and Risk Identification/Response Plans

- Amendments to Project Baselines (scope, cost, schedule or benefits)
- Quarterly Status Reports to the Commission
- Semi-Annual Status Reports to the Commission/Legislature

G. Council's Termination Date

The Council shall remain in effect until terminated by the Commission's Executive Director.

H. Meetings

The Council shall meet as frequently as appropriate but not less than four (4) times per year. During the initial stages, monthly meetings may be necessary to assist in establishing guidance and business practices. The Chairperson will prepare the agenda with input from Council members. Background documentation will be provided to Council members through the Chairperson.

I. Agency Responsible for Providing the Necessary Support

Commission staff will provide the facilities and support staff necessary to conduct meetings of the Council. Council members will not be compensated for their services. Meetings will be held to coincide with prescheduled Commission meetings, to minimize travel cost - since Council members regularly attend such meetings. Additional meetings when necessary will be conducted via telephone or video conferencing services. Commission staff will provide project information that reflects the status of the project, progress and expenditures to date, and forecasted schedule and cost to the Council.

J. Date of Charter

October 24, 2007.