

Group Memory  
Transportation Coop Committee  
January 18, 2018

January 18, 2018 (all-day); March 15, 2018; May 31, 2018; July 26, 2018; November 1, 2018	All meetings to be held at Terminal A – 2 <sup>nd</sup> Floor, Media Room, Sacramento Airport (unless otherwise noted)
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**Next meeting: January 18, 2018**

Agenda Committee

Ray Zhang

Adriann Cardoso

Panos Kokkas

Robert Newman

Scott McHenry

**Desired outcome for future meeting(s)**

- Invite Shawn Oliver - CEQA Federally eligible items - -resentation and disdcussion.
- ER reimbursement priorities update
- Federal Lands Axccess Program update (10 minutes) Rick T / April N
- Request CSAC and League here to discuss SB1 challenge, informing the public
- Assign topics to work groups
- MIRE update – do we need a workshop? (Ray, added 1-18-2018)

**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)

How can we help you with the lean 6 sigma efforts? We want this to be successful. (Tom; 1-26-2017)

**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
<del>32</del>	<del>Ray Z</del> <del>Mark</del>	<del>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 1/29/2015 3/5/2015 5/7/2015 9/24/2015 1/28/2016 3/3/2016 5/22/16 11/03/2016 1/26/2017 3/9/2017 7/27/17 5/25/2017 7/27/17</del>	<del>9/28/2017</del> <del>1/18/2018</del>

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)  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) Today 3/13/2014 5/01/2014 7/31/2014 11/13/2014 1/29/2015 5/7/2015 1/1/2016 1/28/2016 3/3/2016 5/26/2016 9/22/2016 11/3/2016 1/26/2017 3/9/2017 5/25/2017 7/27/2017	<del>9/28/2017</del> <del>1/18/2018</del> 3/15/2018

From July 21, 2016 meeting

130	Scott	Send CAP Review list and questions to Lori for distribution to the Committee <del>9/22/2016 9/29/2016 1/26/2017 3/9/2017 5/25/2017 7/27/2017</del>	<del>9/28/2017</del> 1/19/2018
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From January 26, 2017 meeting

133	Scott	FHWA will share information on sanctuary cities via e mail as it becomes available. (See agenda item # 5)	On-going
134	Winton	Work on developing more sample forms to assist local agencies in getting through the federal aid process. <del>11/2/2017 1/26/2017 3/9/2017 5/25/2017 7/27/2017</del>	<del>11/2/2017</del> <del>1/18/2018</del> 7/1/2018

135	All for Rick	Review the “do-ables list” and send comments or elaborations to Rick. (mark to send out) <del>2/10/2017 4/25/2017 7/27/2017</del>	<del>9/28/2017</del> <del>1/18/2018</del> 5/1/2018
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From March 9, 2017 meeting

<del>136</del>	<del>Scott</del>	<del>Work with local agencies directly — establish a working group for prequalification procedures for construction contractors (Tom M. Erwin, Jason, Osama, Panos) (See agenda item # 6) 5/25/2017 7/27/2017</del>	<del>9/28/2017</del> <del>1/18/2018</del>
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From July 27, 2017 meeting

140	Scott	Send out new Best Practices document for ER work to Kristy Oneto for distribution. (See agenda item # 6)	<del>7/31/2017</del> <del>1/18/2018</del> 1/26/2018
141	All for Scott	Send any suggestions for improvements for the ER manual to FHWA (See agenda item # 6)	<del>8/11/2017</del> <del>1/18/2018</del> 3/15/2018
<del>142</del>	<del>Lamin</del>	<del>Follow up on Hazard Mitigation Plan funding eligibility. (See agenda item # 6)</del>	<del>9/1/17</del> <del>1/18/2018</del>
<del>144</del>	<del>Germaine</del>	<del>Send out an e-mail soliciting input from the group on additional items to be considered by the CEQA/NEPA work group (See agenda item # 9) (Federally eligible CEQA activities)</del>	<del>8/1/2017</del> <del>1/18/2018</del>

From November 2, 2017 meeting

147	Shawn	FHWA will revisit eligibility for reimbursement when a separate CEQA document is done. (See agenda item # 9)	<del>1/18/2018</del> 3/15/2018
<del>148</del>	<del>Ray</del>	<del>Caltrans LA will follow up on overhead rate approval process with A&amp;I and then report back to this committee.</del>	<del>11/17/2017</del>
<del>149</del>	<del>Ray</del>	<del>Caltrans office bulletin will be shared with the CLeague of Cities.</del>	<del>11/10/2017</del>

From January 18, 2018

150	Mark	Re-send the 2016 Spring Conference Agenda for Change do-ables list to the group	1/26/2018
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151	All for Lamin and Scott	If you have any examples of additional work that can be done in an ER Program project, send them to Scott or Lamin. (See agenda item # 6)	
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Critique from last meeting:..

What went well	What Needs Improvement
Ray here Hearing from Rick and Trinity County Discussion on environmental reviews Productive meeting	Environmental Reivews. Room was cold and loud a/c MACHINE CTC a NO SHOW League was not here.

Critique from This meeting: None available.

What went well	What Needs Improvement
Sandwiches, plenty of mayo Good topics for next year's work List of accomplishments for this year. Coco here.	

1	9:00	Introductions	All	
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<b>Purpose of meeting and desired outcome:</b>	Regular meeting in the morning, followed by orientation for new members and progress to date. Review and assess our effectiveness, validate the charter, set direction and priorities for the future. Identify strategies to improve TCC effectiveness.
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2	9:05	State of Caltrans Update	Coco Briseno	Information Sharing
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3	10:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
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4	10:15	RTPA Update	Adriann Cardoso	Information Sharing
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Agenda Item 4.

# **CALIFORNIA'S REGIONAL TRANSPORTATION PLANNING AGENCIES** **MEETING SUMMARY for TCC**

**The RTPA meeting was held on Wednesday, December 6, 2017 in the** County of Riverside Transportation Annex Building.

### **SB1 Programs:**

The RTPA meeting attendees spent some time discussing SB1 programs that were on the CTC agenda with CTC staff, including Solutions for Congested Corridors, Local Streets and Roads, Local Partnership Program, Caltrans Sustainability Grants and the upcoming ATP workshops.

For Local Streets and Roads, it may be important for this group to know that at the time of the CTC meeting, 9 cities submitted something, but not all required materials and 13 cities still had not submitted anything.

There is an accountability guidelines workshop scheduled for Monday, January 2018 from 10 – noon in the Basement Board Room at Caltrans Headquarters in Sacramento. These guidelines will be used for reporting, reimbursement and other aspects of SB1 funding programs.

### **Project Delivery Issues:**

CTC staff wanted brought up delays, particularly related to the ATP program to inform the group that they are seeing an increase in projects, often at the award stage, needing extensions that are not unforeseen or beyond the agency's control. CTC staff is planning to apply increased rigor. Regions mentioned some of the time pressure factors that lead to this situation and that procurements are taking longer than they used to. Local Assistance may look into allowing obligation prior to allocation to help eliminate delay.

### **Active Transportation Program (ATP) MPO Program Discussion**

Related to the ATP program, the MPO's, the MPO's supported by the County Transportation Commissions, shared that they are providing significant administration for the ATP program. Both MPO's and County Commissions are basically subsidizing the program based on the amount of support that we provide to the local agencies. The group suggested that CTC consider delegating responsibility for the program to the MPO's/County Transportation Commissions, potentially allocating funds in a manner similar to STBG or CMAQ through the AB 1012 process. CTC indicated that this type of change would require legislation.

### **Spring Workshop**

Finally, the RTPA is planning a Spring Workshop that would cover topics related to local assistance and RTPA/MPO delivery of the federal program such as a review of the annual OA plan and how it works and ways to program projects to help streamline use of federal funds. . The workshop is tentatively planned to coincide with the May CTC meeting in San Diego (May 16 - 17, 2018).

5	10:30	CTC Allocation Update	Mitch Weiss	Information Sharing
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#### Agenda Item 5.

5. 1. Jan 31 meeting has two contract award time extensions – big improvement.
5. 2. We will adopt the local partnership program at the January meeting.
5. 3. Rebuilding California website <http://rebuildingca.ca.gov/>
5. 4. Important workshop and meeting dates are on the CTC website: see <http://www.catc.ca.gov/meetings/>

6	10:40	FHWA Update	Scott McHenry	Information Sharing
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#### Agenda Item 6. FHWA update

6. 1. ER Program: FHWA works with Congress to determine the allocation for this – Decisions are made by Congress. It is funded annually at \$100 million, no additional money is ever guaranteed. Right

now there are billions of dollars of unfunded events that should be eligible. California has a 2 billion dollar need.

6. 2. There have already been three federally-recognized disasters in California. Incidental improvements that will protect facilities from future damage are now allowed. We will be looking for good examples where we can allow the additional work. This ER Program policy change only applies to last year's storm damage, not to recent events.
6. 3. We are working to improve the CMGC procedures –
6. 4. We are working to reduce the inactive obligations to 2% or less
6. 5. We are looking at projects that have timely obligations -

7	10:50	Caltrans Update and HSIP / HPB Committee Update	Ray Zhang	Information Sharing
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#### Agenda Item 7. Caltrans update

7. 1. HBP Committee is working on policy to prioritize new projects into the program.
7. 2. Delayed seismic retrofit project delivery – timely delivery will be a focus.
7. 3. Chapter 6 is being updated – guidelines are updated annually. We will roll out training over the next 4-5 months – work with the districts.
7. 4. HSIP – We have SSAR Program allocation 4.2 million dollars.
7. 5. We will extend due dates for HSIP allocations – we are working to streamline the application process, making it all an electronic submittal.
7. 6. FHWA is doing a roadway safety project pilot– We have 5 counties participating. Idea is to accelerate safety item delivery – signs, etc.
7. 7. Safety Data Systems – We want to get more counties involved in what we are doing. We will have a peer exchange session with local agencies this summer.

8	11:00	MIRE (Model Inventory of Roadway Elements) Project	Ray Zhang/Jesse Bhullar/Jim Appleton	Discussion
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#### Agenda Item 8. MIRE (Model Inventory of Roadway Elements) Project

8. 1. State Safety Data System Information – three CT divisions are focused on the federally mandated MIRE. This is a list of roadway data that is required to do a safety analysis on all public roads. There are over 200 elements.
8. 2. See <https://safety.fhwa.dot.gov/rsdp/mire.aspx>  
Also, see [https://safety.fhwa.dot.gov/tools/data\\_tools/mirereport/mire\\_elements.cfm](https://safety.fhwa.dot.gov/tools/data_tools/mirereport/mire_elements.cfm)
8. 3. Key dates: 2026 all local road data must be collected, in the data system and accessible, with advanced safety analysis tools.
8. 4. Please share the information relative to MIRE with your fellow local agencies – are they all aware of the requirements and do they have a plan to comply?

9	11:30	New Financial Doc requirements	Alice Lee	
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#### Agenda Item 9. New Financial Doc requirements got A&E Firms

9. 1. The review of how firms calculate their indirect costs and overhead rates is not a new requirement.
9. 2. The checklist distributed identifies some additional financial documents that are now required to complete the review package.
9. 3. If you are interested in attending a meeting to discuss guidance for “what is adequate support for indirect cost?” There is a need for a consistent approach. Contact Alice Lee at [alice.m.lee@dot.ca.gov](mailto:alice.m.lee@dot.ca.gov)  
Alice will send out the information on this meeting. The meeting will be January 25, at 1304 O Street, in Sacramento.
9. 4. Outcome: We will determine whether state funded projects are

	12:00	LUNCH		
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10	1:00	Opening comments and purpose of the afternoon annual planning session – Review the agenda	Ray Zhang / All	What are our goals? What have we accomplished? Identify key TCC accomplishments from the last two (+/-) years.
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#### Agenda Item 10. Opening Comments

10. 1. We want to plan for the year. SB 1 brings opportunity and challenges. How will we deliver the projects? More state funding will provide more flexibility. We want to minimize the number of projects that go through the federal process.
10. 2. What do we need to do, what are our goals? :
  - ██████████ **Monitoring of environmental process: Posting of approval dates for environmental documents (LP2000 does this already. If environmental analysis staff put the data in, it will be available.)**
  - ██████████
10. 3. What have we accomplished over the last year? +
  - ██████████ **The E-76 tracking system is great.**
  - ██████████ **Streamlining the E76 process. (ONGOING)**
  - ██████████ **Fillable PDF documents online for local assistance.**
  - ██████████ **Other grant application documents online, fillable.**
  - ██████████ **Developing the HSIP committee. Working with Caltrans to reach agencies.**
  - ██████████ **Permanent repair of problems – the ability to talk to Caltrans and get things fixed.**
  - ██████████ **Pilot Bridge project Delivery by Central Federal Lands**
  - ██████████ **Reducing the number of projects with inactive obligations**
  - ██████████ **Lots of great information – help us get information out, including eligibility of CEQA /NEPA documents for federal reimbursement**
  - ██████████ **The ability to get local agency input on things before they are permanently implemented.**
  - ██████████ **Finding out what works for rural and urban areas – there are differences –the recognition of the needs of these agencies.**
  - ██████████ **Annualizing updating of the Local Assistance Manual.**
  - ██████████ **The ability to have open discussion, focused on the problems we face, not the personalities, and be solution oriented. Fixing problems, not fixing blame.**
  - ██████████ **Changing of the guard has worked out.**
  - ██████████ **We surface issues and find the groups we need to work with to deal with those issues.**
  - ██████████

11	1:30	SB1 Implementation <ul style="list-style-type: none"> <li>• Project Delivery</li> <li>• Informing the Public</li> </ul>		All
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#### Agenda Item 11. SB1 Implementation

11. 1. SB1 faces challenges – There is an effort now to repeal it.
11. 2. Ideas:
  - ██████████ **We need to educate the public of the need for this. We need to inform the public each time we do a project with SB1 money. Put it in the paper, use signs, remind the public to ensure their support.**
  - ██████████ **We need to have a strategy to prevent the repeal of SB1. If this is repealed, we go back to 1991 level. This would be devastating.**
  - ██████████ **It is important for us to take the lead on promoting the benefits we get from SB1.**

- █████ Be a lunchtime speaker for civic clubs. Bring this down to the ground level for them.
- █████ Develop a before/after presentation, explain how you will set priorities. Take it out on the road.
- █████ Develop a list of talking points.
- 11. 3. SB1 Delivery
  - █████ Pick visible projects.
  - █████ Do quality work.
  - █████ Keep federal money out of the project if possible.
  - █████ Caltrans needs to see if there are any requirements that can be waived or any way to move projects through the system faster. (CT has a group working on this.)
  - █████ Do maintenance projects – overlays, slurry seals, etc. What can you get on the ground in 30 days?

12	2:30	TCC Priority Work Group progress	All	Minimum Qualifications Local Agency Certification
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Agenda Item 12. TCC Workgroup progress

- 12. 1. Minimum Qualifications/Self Certification
  - █████ We have a new set of minimum qualifications.
  - █████ We are building and testing a web site.
- 12. 2. How do we get existing agencies certified? How do we show that they are capable?
  - █████ Ask them to come to training – maybe every four years, get “certified.” Tie certification to training.
  - █████ Does certification belong to the person or the agency employing the person? How could we transfer the certification when the person moves to another agency?
  - █████ Pilot what we have in front of us and see how it goes?
  - █████ Get agencies we know have a good track record, ask them to fill out the application, and combine the app with their track record.
  - █████ We need a baseline to establish competency. Get the competent agencies self-certified.
- 12. 3. Next Steps
  - █████ Send the application out to new agencies, see how it goes.
  - █████ Get select pilot group of “existing” agencies to complete the application, get feedback
  - █████ Apply this process-challenged agencies, to see if it helps their performance.
  - █████ Figure out a way to get recognition among agency management team of problem agency that there is a problem.
  - █████ Post this on the internet for new agencies.
  - █████ Establish screening / tiering criteria for future use.

13	3:00	Reducing Federal Funding Footprint	All	Brainstorming
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Agenda Item 13. Reducing federal funding – focus federal funding.

- 13. 1. Swap out funds.
- 13. 2. Prioritize new project type according to which type is slowed down the most. Have an organized approach with a strategy as to what type of projects should be considered for fund swaps.
- 13. 3. Among local agencies, what flexibility do they have for trading or something?
- 13. 4. Stack the federal money that are already federal.
- 13. 5. Exchange funds



14	3:30	Plan for 2018 Agendas	All	Brainstorming
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Agenda Item 14. What do we need to work on this year?

14. 1. Encroachment permits – how do we improve the process?
14. 2. Complete streets maintenance within CT R/W – what is the local agency responsible for? Why?
14. 3. Utility cost for local agency working on a state highway? Why can't we use the same rule in the CT agreements? Legal question. Why can't we use the local franchise agreement?
14. 4. Brainstorming tiering criteria for certification levels.
14. 5. Close out the A&E workgroup.
14. 6. Contractor labor compliance issues – need an enforcement tool – an incentive... A hammer.
14. 7. Prioritizing project types for future fund swaps.
14. 8. Complete the "doable" list

15	3:55	Meeting Wrap-up, evaluation, next steps	All	Close out
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Agenda Item 15.

Agenda Item 16. Meeting improvement suggestions

16. 1. Have the agenda out sooner – with summary. Prepare briefing package for agenda items in the future. Publish it on the internet.
16. 2. Have the agenda committee meet sooner.
16. 3. Good location.
16. 4. Request CSAC And League participation
16. 5.

16	4:00	Adjourn	Ray Zhang	
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<b>Next Meeting Date:</b>	March 15, 2018, May 31, 2018, July 26, 2018, N b 1 2018	All meetings to be held at Terminal A – 2 <sup>nd</sup> Floor, Media Room, Sacramento Airport (unless otherwise noted)
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