

Group Memory  
Transportation Coop Committee

May 30, 2019

Next meeting: July 18, 2019

All meetings to be held at Terminal A – 2<sup>nd</sup>  
Floor, Media Room, Sacramento Airport  
(unless otherwise noted)

Agenda Committee

Ray Zhang  
Patricia Chen  
Panos Kokkas  
Robert Newman

Desired outcome for July, 2019 meeting:

Report back on E4 and E5 – discussion of doables (1 hour?)  
Review the entire list. Rick will work with the agenda committee to focus the discussion.

Desired outcome for future meeting(s)

- Presentation from Caltrans on what CT is lobbying for
- MIRE update – do we need a workshop? (Ray, added 1-18-2018)
- Do-ables List
- Bridge inspection team representative: discussion and interaction
- Discussion/presentation on D-4 and F-3 from doables list

Bin List & Great Ideas

Charter / PURPOSE - California Transportation Coop Committee serves to:

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (reviewed January 2019).
- 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. (reviewed January 2019)
- Spread information and improve access to all stakeholders through the use of technology. (reviewed January 2019)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (reviewed January 2019)

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.

From November 1, 2018

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162	Ray	A&I will work with Local Assistance to see if there is anything that can be done for ICAP under the existing contracts local agencies have with the SCO.	<del>4/24/2019</del> <del>3/28/2019</del> 5/30/2019 7/18/2019

From January 24, 2019

166	Tom M	Convene a work group for cities and counties, Caltrans and FHWA regarding emergency relief program. Determine what is working and what is not working. Share best practices. Work with Jason Nutt, Phil Doudar, Robert Newman, Bob Baca, Keaton Browder, and Miguel Ramos, Chris Lee and Ron Berdugo.	<del>3/28/2019</del> 5/30/2019 7/18/2019

From March 28, 2019

<del>168</del>	<del>Ray</del>	<del>Provide feedback to the Caltrans SB-1 Office on the need for more inclusion of cities and counties and the CTC as data reporting systems are developed or rolled out. (See agenda item # 4.)</del>	5/30/2019
<del>169</del>	<del>John H</del>	<del>Convene working group to assist with developing implementation guidelines for at risk PE approval. Members would be Ross M, Patricia C, Philip C and Miguel R.</del>	5/30/2019
<del>171</del>	<del>Rodney</del>	<del>Inactive Obligation reports can be available to local and regional agencies. FHWA will send Ross M and John H and Patricia C a couple of versions to see if the format and content is what is needed. (See agenda item # 5)</del>	5/30/2019
172	Ross M	Regarding doables list E4, Ross and Rick need to have a phone call with Phil Stolarski to discuss needed changes in the MOU. Report back on the outcome. (See agenda item # 8)	5/30/2019 7/18/2019
173	Rick T	E5 – Rick will bring up this item at the upcoming PWOI Spring conference meeting and report back in May. Caltrans needs to know what the issue is – specifics needed. (See agenda item # 8)	5/30/2019 7/18/2019

From May 30, 2019

174	Ross	Work with FHWA on the Inactive Obligations report	7/18/2019
175	Miguel	Design Build in FEMA – is that allowed? (See agenda item # 4)	7/18/2019
176	Ray	Take a look at the allocation process – see if	7/18/2019

		there is a way to improve the process, applying the Lean 6-sigma process methodology. Propose a pilot. (See agenda item # 8) Include broad base of stakeholders in the discussion.	
177	Ray	Provide feedback on the proposal brought by the regional agencies	7/

Critique from last meeting:

What went well	What Needs Improvement
Good attendance Short meeting	Lights Need a break.

Critique from last meeting:

What went well	What Needs Improvement
Involved DISCUSSION Table setup Good news and solved some problems	Need lunch. Need people to stay for the whole meeting. Be present for the presentations. Consider a ten or fifteen minute break.

1	9:00	Introductions	All	
2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items / Discussion
3	9:15	RTPA Update	Patricia Chen	Information Sharing

### Agenda Item 3. RTRPA Update

3. 1. Nominations for moderator and vice moderator have been put forward.
3. 2. MPO perspective on the proposed SAFE( Safe, affordable fuel economy) Vehicle proposal – Potential problem is environmental revalidation for any proposed rules or amendments requiring cconformity determination – Will discuss this in August
3. 3. STI nd revenue assumptions – new program capacity is around \$600 MM
3. 4. Local Streets and Roads need assessment – RTP Share will go from one half to one third.
3. 5. CTC composium coming in August.
3. 6. Prograam Allocation process needs to be made more efficient.

4	9:30	CTC Update	Robert Nelson	Information Sharing
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### Agenda Item 4. CTC Update

- 4. 1. CTC business meeting is June 26-27.
- 4. 2. Workshops for three programs are coming. Congested corridors, Trade Corridors and local partnerships– Information is on the web site.
- 4. 3. STIP – Clarificaton on item 3 and capacity increase: There will be \$600 million per year, in the last two years of the current STIP period. Guidelines will be updated. There will be a work shop on this and the fund estimate on July 22.
- 4. 4. Active Transportation Program symposium will be in August – This is intended to be outside the guidelines, allowing for higher level discussion. There will be a “Green Book” with information like the Orange Book/
- 4. 5.

5	9:40	FHWA Update – ER Extensions	Miguel Ramos	Information Sharing
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### Agenda Item 5. FHWA Update – ER Extensions

- 5. 1. We have had a lot of feedback on the new rules. Keep in mind that time extensions are an exception, not the norm.
- 5. 2. Exceptions relating to things like environmental evalution ro R/W are typical examples. You must be realistic about time extensions. There are no changes this year.
- 5. 3. Extensions have to go through HQ and FHWA must explain and justify them to HQ to be able to grant the extensions. Extensions need to be for thngs that are outside your control.
- 5. 4. We want to be better prepared statewide.
- 5. 5. If you have questions, call or e mail FHWA. FHWA California is making the concerns known
- 5. 6. Local agencies are concerned about the rule changes and would like to have FHWA understand the realities that local agencies must face. The two-year rule is not realistic in California. (see upshot # 178)

6	9:55	Caltrans Update and HSIP / HBP Committee Update	Ray Zhang	Information Sharing
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### Agenda Item 6. Caltrans Update

- 6. 1. Caltrans
  - 6. 1. 1. Director will be retiring in June.
  - 6. 1. 2. David Kim is the Agency Secretary for CAL STA
  - 6. 1. 3. Under-Secretary is Elissa Konove

- 6. 1. 4. Brian Annis will be moving the High Speed Rail
- 6. 2.** Bridge report
  - 6. 2. 1. Funds are available =
  - 6. 2. 2. We have drafted recommendations for what to do with seismic projects. This is available on-line.

7	10:15	Lean Six Sigma	John Hoole Lisa Bacon	<ul style="list-style-type: none"> <li>• Share the new PSA process which will be rolled out to all agreements including ER</li> <li>• Q&amp;A on Invoice Submittal</li> </ul>
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### Agenda Item 7. Lean Six Sigma

- 7. 1.** E76 effort is now in effect – new forms are being used.
- 7. 2.** Invoice process improvements – this issue is being fine-tuned for an October 1 roll out for the mandatory invoice form.
- 7. 3.** Program Supplement Agreements process (PSA) handles 1200 projects annually with a process time of 76 days. 2/3 of that time is with local agencies.
- 7. 4.** Goal was to reduce PSA time to 30 days. We used a customer service survey of 6 questions, and contacted 100 local agencies for input.
- 7. 5.** Improvements implemented;
  - 7. 5. 1. Created relevant tracking dates,
  - 7. 5. 2. Eliminated authorization milestone entries
  - 7. 5. 3. Improvements in email of notifications and reminders
  - 7. 5. 4. We created a PISB Help Desk mail box.
  - 7. 5. 5. We eliminated things we don't need.
  - 7. 5. 6. We have eliminated cover letters and revised instructions. We took unneeded information out, and provided a link for you to find that information.
  - 7. 5. 7. We are providing the option to send a scan or e mail, or USPS for the PSA.
  - 7. 5. 8. We have a PSA web page where you can search for information by project ID or agency name.
  - 7. 5. 9. We created a shared drive so accounting and districts can access paperwork they need to see at any time./
  - 7. 5. 10. We eliminated the "Conformed" step.
  - 7. 5. 11. Our turn around time now averages 26.4 days.
- 7. 6.** Improvements are well-received. We are heading to getting everything to be done electronically.

8	10:30	Allocation Time Extension	Patricia / Jaime / John	Discussion
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## Agenda Item 8. Allocation Time Extension

8. 1. Some regions would like to see the allocation process eliminated. We all agree on having this process improved. The lean 6-sigma process could help.
8. 2. We would like to see all stakeholders represented in the discussion to streamline the allocation process. Everyone needs to have a clear understanding of the process before it is changed. We want transparency and accountability as part of the process.
8. 3. We would like to see the allocation process benefit from a lean 6-sigma or other process improvement effort. There should be participation by FHWA, Caltrans and others – Everyone needs to be at the table.
8. 4.

9	11:00	LP2000 Business Process Review	Ken	Information Sharing
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## Agenda Item 9. LP2000 Business Process Review

9. 1. See powerpoint information.
9. 2. Recommendations are due to Caltrans in June.

10	11:30	Doables	Tom Mattson / All	Discussion
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11	12:30	Adjourn		
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