

**Transportation Cooperative Committee (TCC)  
Meeting Minutes  
March 2, 2023 - 9:00am-12:00pm - Via Zoom**

**Attendees:**

Andy Chou	Kelly Hobbs
Anmol Mishra	Kenneth Kao
Arnold Dichosa	Kevan Shafizadeh
Bill Huang	Laura Quintana
Bob Baca	Linda Newton
Cathy McKeon	Mark Lancaster
Dalton LaBoskey	Mark Mueller
Daniel Burke	Mark Samuelson
Danill Karavan	Masashi Tsujii
Danny Mossman	Maura Twomey
David Price	Monica Torres
Dee Lam	Najee Zarif
Felicia Haslem	Patricia Chen
Gianfranco Laurie	Quint Chemnitz
Gretchen Chavez	Rich Y
Jasdeep Sandhu	Robert Peterson
Jesus Serrano	Roberta Jensen
Jill Hupp	Sarah Allred
Jillian Guizado	Seree Mack Yenjai
jtong	Zylkia Martin-Yambo
Julia	
Karen Nguyen	
Kathryn Rose	

**Agenda Committee**

Dee Lam, Meeting Chair  
Mark Samuelson  
Kelly Hobbs  
Scott McGolpin  
Mark Neuburger

**Desired outcome**

Identify strategies to improve TCC effectiveness. Review and assess our effectiveness, validate the charter, set direction and priorities for the future.

**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 2021).

- 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 2021)
- Spread information and improve access to all stakeholders through the use of technology. (reviewed January 2021)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (reviewed January 2021)

### **Agenda Item 1.0. TCC Meeting Guidelines & Recording, & Welcome New Members, Kevan Shafizadeh and Kelly Hobbs**

- For News, Training and Resources please visit the Local Assistance Blog: [www.localassistanceblog.com](http://www.localassistanceblog.com)
- Transportation Cooperative Committee website: <https://dot.ca.gov/programs/local-assistance/other-important-issues/tcc>
- All presentations will be posted to the TCC website.

### **Agenda Item 1.1. Welcome & Updates, Dee Lam**

- 1.1.1. Shared welcome remarks, introduced presenters and reviewed agenda.
- 1.1.2. Dee shared several themes for today's meeting around project delivery, efficiencies, new initiatives and standing up new programs. Plans for in person meeting in May 2023. More information forthcoming. The agenda will continue to offer increased collaboration and more discussion with a breakout discussions/rooms format as needed.
- 1.1.3 OA Plans are due; send in your submissions by March 15<sup>th</sup>.

### **Agenda Item 1.2. Federal Highway Administration Updates (FHWA), Zylkia Martin-Yambo & Daniel Hawk**

- 1.2.1. The inactive rate for the current end of the quarter is 2.8 - 3. Appreciate your help to reach the 2% mark by the end of the month of March.
- 1.2.2. The finance team continues to work with Federal resources and DLA on deal funding code.
- 1.2.3. Fifty local agencies in California received awards for approximately \$133M for Safe Street and Road grants. A notice of funding opportunity will come out in April, more information forthcoming. In addition, five local agencies in California received awards for approximately \$37M for the Reconnective Communities grant.
- 1.2.4. Buy America released a temporary waiver for Electric vehicle charging stations and a will be applied to all chargers manufactured by July 1, 2023.
- 1.2.5. Launched a heavy equipment operator academy in January 2023, more information forthcoming for next academy in September.  
Heavy Equipment Operator training: <https://heotraining.wordpress.com/>
- 1.2.6. Contact for questions: [zylkia.martin-yambo@dot.gov](mailto:zylkia.martin-yambo@dot.gov)

### **Agenda Item 1.3. California Transportation Commission Updates (CTC), Monica Torres**

- 1.3.1. New Local transportation infrastructure Climate Adaption Program guidelines released; presentation planned at March meeting with adoption in May.  
Guidelines are available on the CTC web page: <https://catc.ca.gov/-/media/ctc-media/documents/programs/litcap/2023-discussion-draft-litcap-v2-a11y.pdf>
- 1.3.2. February allocations to date at \$7.5 billion distributed amongst several programs.

### **Agenda Item 1.4 Federal Disaster – Emergency Declarations, Robert Peterson & Bob Baca**

- 1.4.1. Overview of the Federal Disaster – Emergency Declarations. Bob is the Emergency Relief & Other Federal Programs Manager in the Division of Local Assistance Office of Federal Programs
- 1.4.2. Recap of the Federal Disaster, Emergency Declarations:
  - Three disaster relief programs:
    - Robert T. Staffer Disaster, Relief and Emergency Assistance Act
    - California Disaster Assistance Act
    - Emergency Relief Program
  - Proclamation Process overview presented in detail including the partnership with CalOES, local agencies, Caltrans and FHWA.

### **Break**

### **Agenda Item 1.5. Section 106 Programmatic Agreement & Section 5024 of Public Resource Code MOU Renewal, Julia Huddleson**

- 1.5.1. Davis Price presented an overview of Section 106 Programmatic Agreement & Section 5024 of Public Resource Code MOU Renewal. He is the Section 106 coordinator in Caltrans Cultural Studies Office.
- 1.5.2. Reviewed action plans, key facts and detailed process to renewing agreement to comply with these two laws.
  - National Historic Preservation Act
  - Public Resources Code 5024
- 1.5.3. Caltrans drafted second amendment Section 106 Programmatic Agreement & Section 5024 of Public Resource Code MOU. Available on website for review along with a fact sheet. Accepting comments via email through May 1, 2023.  
Submit comments to: [pa-mou-renewal@dot.ca.gov](mailto:pa-mou-renewal@dot.ca.gov).

### **Agenda Item 1.6. DLA Office Chiefs Updates, DOT DLA Office Chiefs**

- 1.6.1. Office of Environmental Outreach - Kelly Hobbs
  - 1.6.1.1. Several initiatives in process and will discuss later in the agenda.

PEZ form and intake process under review, refinement and development.  
Launching a pilot program.

- 1.6.1.2. Local Assistance Day (LAD) Statewide Webinar March 8<sup>th</sup>, encourage staff to sign up. Environmental procedures courses to be scheduled in person in Northern and Southern California, more information forthcoming. LAD details: <https://www.localassistanceblog.com/ltapevents/local-assistance-statewide-webinar-2/>
- 1.6.2. Safety and Bridge - Robert Peterson
  - 1.6.2.1 Call for projects for Cycle 11. Received 282 applications. Anticipated projects costs of \$225.6M; analysis will need to be review funding and special rules.
  - 1.6.2.2. Highway Bridge Program, funds have been reserved. Get the project applications submitted as soon as possible so local agencies don't lose funding.
- 1.6.3. Office of Project Management Oversight North - Felicia Haslem
  - 1.6.3.1. Lean Six Sigma Project underway, taking input from agencies. Completion by end of May 2023.
  - 1.6.3.2. Master Agreements: 6 or 7 in the queue.
  - 1.6.3.3. Project Reporting and Assessment of data, more information forthcoming.
  - 1.6.3.4. Training on allocations; more information forthcoming.
  - 1.6.3.5. Project bunding and partnering effort pilot underway with FHWA, will be meeting with other agencies.
- 1.6.4. Office of Guidance and Oversight - Seree Mack Yenjai
  - 1.6.4.1. We have six program areas; stay updated on upcoming training and information updates by checking our blog postings on the website.
- 1.6.5. Office of State Programs - Cathy McKeon
  - 1.6.5.1. State Earmarks Project: Manual Morales is the new project manager. Allocation of these funds for 58 projects for a total of \$290M will be available for allocation soon. Attend open house meetings to review your projects to receive allocation.
  - 1.6.5.2. Ports and Freights CalSTA Project: Samir Barote is the new project manager. Received 32 applications and awards will be announced at the end of March/April.
  - 1.6.5.3. The Quarterly Funding Report is being made available for staff. The report identifies state project funding deadlines to achieve timely use of funds.
  - 1.6.5.4. Please contact me if you are willing to assist in doing outreach to backfill positions in the TCC. [Cathy.mckeon@dot.ca.gov](mailto:Cathy.mckeon@dot.ca.gov)
- 1.6.6. Obligational Authority Report - Danny Mossman
  - 1.6.6.1. Obligational Authority is at 7% utilization which is approximately \$100M. Continue to submit authorizations, next submission due by March 15, 2023.
- 1.6.7. Caltrans Division of Local Assistance – Mark Samuelson
  - 1.6.7.1. Staffing changes in local assistance, Mack is replacing Tanzeeba Kishwar; acting Office of Guidance and Oversight will be announced.
  - 1.6.7.2. Two new permanent offices to be created to help improve communication and

project delivery.

- Right of Way Office
- Civil Rights Office

## **Agenda Item 1.7. TCC Bylaws Overview & 2022-23 Objectives and Action Items, Kelly Hobbs & TCC Project Leads**

1.7.1. Dee Lam has deferred the final review and approval for next meeting in May 2023.

### **Background of notes from prior meeting:**

- Reviewed the draft revisions with the TCC for final input.
- Gather final input to develop final version.
- Wrap-up and publish final version for adoption at next meeting.
- Additional edits discussed for TCC Member roster.
- No tribal members identified; include in final revision.
- Add more high-level members.
- Need volunteers for assistance.
- Add city and RTPA members.
- Update representatives
- TCC Website with Roster: <https://dot.ca.gov/programs/local-assistance/other-important-issues/tcc>. Please put in chat if you are willing to update the roster and reach out to your groups and see if we can fill the various vacancies. Hoping to make some progress on that by the next meeting.
- Volunteers for TCC Roster Workgroup: Jose Luis Caceres, Kenneth Kao, and Jillian Guizado

1.7.2. Reported the following updates to action items and objectives. The spreadsheet updated in real time and is available online on Microsoft Teams for the committee to review.

1.7.2.1. Reviewed Objectives: 1,2,4,5,6.

## **Agenda Item 1.8. TCC Meeting Closing, Dee Lam**

- 1.8.1. Dee recapped the meeting. Bylaws have been updated and will be deferred for final review and approval at the next TCC meeting. Office of Project Management Oversight, South, Sujaya Kalainesan will be the host for May meeting. The meeting on May 25<sup>th</sup> is planned for an in-person meeting, more information forthcoming. Virtual and in person meetings will continue to be planned in 2023.
- 1.8.2. Discussion on agenda items topics for future meetings and setting up a shared Smartsheet for members to contribute future topics for agenda topics.
- 1.8.3. TCC members share feedback on meeting; more conversations, meet in person and more collaboration and open discussions.

The meeting adjourned at approximately 11:15 pm.

**Next meeting:** May 25, 2023.

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