Transportation Cooperative Committee
Meeting Minutes

May 25, 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	Sherri Graham
Julia	Tracy Coan
Karen Nguyen	Zylkia Martin-Yambo
Kathryn Rose	

Facilitation
Kevan Shafizadeh, CSUS College of Engineering and Computer Science, Dean

Agenda Committee
Dee Lam, Meeting Chair
Mark Samuelson, Caltrans Division of Local Assistance
Sujaya Kalainesan, Caltrans Division of Local Assistance
Scott McGolpin, County of Santa Barbara
Mark Neuberger

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 Cooperative 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 Agenda & Welcome New Members, Kevan Shafizadeh and Sujaya Kalainesan

TCC Information:

- TCC public web page: https://dot.ca.gov/programs/local-assistance/other-important-issues/tcc
- TCC Bylaws may be found on the TCC public website: https://dot.ca.gov/programs/local-assistance/other-important-issues/tcc

DLA Training & Communications:

- Receive DLA News & Training updates, visit the DLA Blog and enter contact information in right column to receive weekly updates: https://www.localassistanceblog.com/
- Local Assistance Statewide Webinar - June 7th. Register on the CTAP website to receive access: https://apps.cce.csus.edu/sites/cce/reg/?CID=5103
- Federal Aid Series: Environmental Requirements will be posted on the CTAP website - keep an eye for July.

Meeting Minutes & Presentations:

- All meeting minutes and 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. Shared several themes for today's meeting around project delivery, portfolio management, staffing updates, upcoming training dates, new initiatives and standing up new programs. Plans for in person meeting in August 2023. More information forthcoming.

1.1.3. The agenda will continue to offer increased collaboration, more discussion, and in person meetings as needed.

Agenda Item 1.2. Federal Highway Administration Updates and Emergency Response Updates, Zylkia Martin-Yambo & Daniel Hawk

      1.2.1. Zylkia and Daniel were unavailable to provide updates.

Agenda Item 1.3. FHWA & Caltrans Emergency Response Updates Robert Peterson

Emergency Response Program and these were the highlights:

      1.3.1. Emergency Response Programs (ER)
      1.3.2. Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)
      1.3.3. Highway Bridge Program
      1.3.4. Highway Safety Improvement Program
      1.3.5. Office of Federal Programs - Bob.Baca@dot.ca.gov for questions re: Emergency Relief Program.

Agenda Item 1.4. California Transportation Commission Updates, Monica Torres

Response Program and these were the highlights:

      1.4.1. Technical Advisory Committee Meeting will be held June 2 at 9:30 am
      1.4.2. Interagency Equity Advisory Committee meeting will be held June 5th at 1:00 pm.
      1.4.3. CTC June meetings will be held on 28th and 29th.
      1.4.4. SB1 program staff recommendations will be released on June 8th.
      1.4.5. Call for projects for Local Transportation Climate Adaption Program; nominations are due on July 31st.
      1.3.6. Final delivery reports are due and requested to be submitted to comply with Prop1B. A form will be sent to the committee for distribution. Here is a link with information: https://dot.ca.gov/programs/financial-programming/office-of-capital-improvement-programming-ocip/prop-1b-closeout

Break

Agenda Item 1.5. Inactive Projects & Project End Dates Extension Tool
Felicia Haslem and Danny Mossman

Project End Dates Extension Tool (PED) and these were the highlights:

1.5.1. Tool was created to reduce processing of over 400 expired PED forms.
1.5.2. PED Extension form
https://app.smartsheet.com/b/form/dd8ec43edae54b8aad35159cacec011a
1.5.3 Office of Project Management Oversight: Project.End.Dates@dot.ca.gov
1.5.4. CFR – 3 criteria; 12 months.
1.5.5. The number of inactive projects is 16 and the inactive rate for the current end of the quarter is 3.3. Appreciate your help to continue to reach the 2% mark; recommend a Lean 6 effort to improve these percentages.

Agenda Item 1.6. TCC Bylaws, Meeting Dates, & Locations
Sujaya Kalainesan & Mark Samuelson

1.6.1. Sujaya and Mark reviewed the draft bylaws and received no comments. The committee discussed, Sujaya noted the updates and will provide a new updated draft at next meeting to approve. The meeting format was reviewed; four meetings will be held during the calendar year that will be virtual and in person.

Background of notes from prior meeting in March 2023:

- 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 field 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. Thanks so much for considering!
- **Volunteers for workgroup: Jose Luis Caceres, Kenneth Kao, and Jillian Guizado.**

Agenda Item 1.7. TCC Roundtable Discussion, TCC Members

1.7.1. Sujaya requested roundtable topics and below are the topics requested by the committee. Sujaya led the discussion on the proposed topics below with the committee members. Committee members requested that the

agenda committee make one or more of these topics part of upcoming agenda items.

- Multimodal-equity-climate shift in Local Assistance
- Threat of federal rescission of CRRSAA funds
- TCC Bylaws: Agenda Committee
- TCC Member Roster
- TCC Charter Statement
- DBE Goal Setting Roles/Responsibilities
- ROW Certification Requirements; Caltrans DLA Right of Way - Neidy.Pinuelas@dot.ca.gov
- Smartsheet that all members can make suggestions for upcoming topics as they think of it; DLA Engagement https://app.smartsheet.com/b/form/c3a2415339c043188750b770a7b61e46

Agenda Item 1.8. 2022-23 Objectives & Action Items
Sujaya Kalainesan & TCC Project Leads

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

        1.8.1.1. Reviewed objectives. 1,2,4,5,6.

        1.8.1.2. Action items closed.

Agenda Item 1.9. TCC Meeting Closing, Dee Lam

    1.9.1. Sujaya recapped the meeting. Bylaws have been updated and will be deferred for final review and approval at the next meeting. Sujaya Kalainesan will be the host for next month's meeting. The meeting on August 10th is planned for an in-person meeting, more information forthcoming. Virtual and in person meetings will continue to be planned in 2023.

    1.9.2. Discussion on agenda items topics for future meetings and setting up a shared Smartsheet for members to contribute future topics for agenda topics.

    1.9.3. TCC members share feedback on meeting; more conversations, meet in person and more collaboration and open discussions.

The meeting adjourned at approximately 11:45 am.

Next meeting: August 10, 2023.

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