

Group Memory
Transportation Coop Committee

March 13, 2014

Next Meeting dates

May 29, 2014, (Not sure... may be Ma1 depending on room availability) July 24, 2014, September 11, 2014, November 13, 2014	EXCEPT FOR JANUARY 9, 2014, All meetings to be held at Terminal A – 2 nd Floor, Media Room, Sacramento Airport
---	---

Desired outcome for Next meeting:

Should we hold a longer meeting to discuss strategic stuff?

Upshot review. All action which are items due.

Review/evaluate the CEAC/League conference. What is our priority list of items for the next year and is fund exchange included???

HSIP committee update – select a committee member from this group.

Update on the NHS MAP 21.

Invoice Streamlining Report

Agenda for Change – Items Related to State Laws

Agenda Committee:

Ray

Adriann

Tom M

Robert N

Bin List & Great Ideas

Report - Ohio experiment on Safe Harbor Indirect Cost Rate (after June 2014) (Ray Z, 12/5/2013)

Videos for bridge academy training course – make available if and when it is done... (Ray Z 1/9/2014)

Need to have a system to broker funds to combine federal money for the bigger projects. (Rick M, 3/13/2014)

Charter

PURPOSE OF GROUP (FROM JUNE 1998; Revalidated in Dec 2009; to be reviewed in Dec 2010)

- ADDRESS FUNDING, PROCEDURAL AND LEGISLATIVE ISSUES RELATED TO TRANSPORTATION FROM A LOCAL PERSPECTIVE. (MODIFIED JUNE 8, 2000).
- ENHANCE THE WORKING RELATIONSHIP BETWEEN CITIES & COUNTIES, COG's and RTPA's, CT, CTC AND FHWA. THIS EXTENDS TO IMPROVING COMMUNICATION WITH ALL STAKEHOLDERS. COLLABORATION IS A KEY METHOD. (MODIFIED DECEMBER 2008)
- IMPROVE THE APPLICATION OF TECHNOLOGY TO SPREAD INFORMATION AND IMPROVE ACCESS TO ALL STAKEHOLDERS. (MODIFIED DECEMBER 2008)
- PROVIDE INPUT TO THE DEPARTMENT AND FHWA TO ENHANCE THE ABILITY TO MEET ALL STAKEHOLDER NEEDS. (ADDED IN JUNE 2000, MODIFIED DECEMBER 2008)

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
23	Adrian	RTPA group to present their recommendations on federal stream lining TO THIS GROUP AT NEXT MEETING(see discussion notes # 2)	4/7 4/09/2014 5/1/2014
31	Kiana	get specific issues on data sharing and software and present at the next meeting (see discussion notes # 31)	4/7/2013 4/9/2014 3/13/2014
32	Ray Z	get the statutes or the foundation of the Caltrans legal opinion relating to software and data sharing	4/7/2013 4/9/2014 3/13/2014 5/01/2014

December 5, 2013

Ref. #	Who	What	When
34	John	Send office bulletin/memo on lump sum/pro rata to the group via Lori. (see discussion notes #1)	Today 3/13/2014 5/01/2014
36	Jean	Report on the status of JOC process now in use in LA and the timeline, and report back in January meeting See discussion notes #5)	4/9/2014 3/13/2014 5/01/2014
38	Rick	provide an outline for the speakers, who will speak on the order of five minutes each at the next League of Cities/County Public Works conference. (see discussion notes # 11)	4/24/2013 3/13/2014

January 9, 2014

Ref. #	Who	What	When
42	Jean	Work with Ray Z to establish a work group, to participate in the program analysis and help identify high risk issues that need focus for the next FHWA performance year. Reach out to form a group of around ten members to offer input. Need to meet during the week of 27 January. (See discussion notes # 4 below)	4/15/2014
43	Ray Z	Send out website and webinar information on Buy America. Get information from Suzotte. (See discussion notes #4 below)	4/10/2014

Ref. #	Who	What	When
44	Ray Z	(See discussion notes # 5) talk to Jennifer to see if he can get on the Public Works conference agenda to get the word out to local agencies on MAP-21 NHS data collection effort and proposed rules, at the Public Works conference at the end of March.	1/31/2014
45	Ray Z	(See discussion notes # 5) Work with Mark in TSI - CT needs to make sure the counties and cities have an opportunity to review what data will be collected and validate the data once it is collected. Need a procedure developed to facilitate this. Ensure the local partners are informed on the details. Look for ways to leverage the data and the data collection effort. Share the contract with members.	1/17/2014
46	Jean	Get a sense for the national picture on data collection for NHZS - IRI vs. PCI. What is most commonly used? . (See discussion notes # 5) Report back to this group	3/13/2014
47	Ray Z	Provide names to Kevin H for participation on the California Bicycle Facilities Committee effort. (See discussion notes # 6)	1/31/2014

March 13, 2014

Ref. #	Who	What	When
48	Adriann Cardosa	Re-send out the RTPA Streamlining information to the group.	3/14/2014
49	Ray z	Ask Eileen to provide an update at the CEAC/League conference --MAP-21 Asset Management & Performance Measures on NHS - Data Collection	3/28/2014
50	Mike Penrose	Take the lead to survey counties – IRI vs. PCI data – NACE	5/1/2014
51	Ray Z	(See discussion under agenda item # 4) Ensure that there is understanding on the part of all regarding how the 1273 provision is to be included in contract documents – what is the right spot? Is it physically included, not just a reference, in the EXECUTED contract? Convene a sub group and report back at the next meeting.	5/1/2014
52	Jean	send out the priorities concern for FHWA for the year, and send to the group via Lori. (See discussion under agenda item # 4)	3/21/2014
53	Rick	Report back on the breakout discussion at the Leag/CEAC conference.	5/1/2014
54	Ray	send out an update on the League 2013 action items list after today's week's meeting	3/14/2014
55	Adam A	Share process review results with the agencies involved (See discussion under agenda item # 9)	5/1/2014
56	John H	Brief the group on progress made on performance metrics.	5/1/2014

Critique from this meeting:

What went well	What Needs Improvement
Got through the agenda Ray Z permanent appointment.	Missed Kiana Documents to be shared should be in PDF format.

Critique from last meeting:

What went well	What Needs Improvement
Room is very nice First attempt at really clearing the action items, went very quickly. Candor, honest communication.	Snacks Wider table. Need money to go with the NHS. Budget out on meeting day.

1	9:00	Introductions
2	9:05	Ground Rules; Action Items; Review Agenda

Upshot review:

Agenda Item 2:

(upshot 34 comment) Intent is to formalize this and let all know how this will affect them. Still pieces in motion on this.

(upshot 36 comment) Hoping to publish a fact sheet next week for understanding of the process.

3	9:20	CTC Allocation Update
---	------	-----------------------

Agenda Item 3. CTC Allocation Update

3. 1. March 20 in Santa Ana
3. 2. Next meeting will include issuance of ATP guidelines and approval of 2014 STIP. Right now at 1.253 billion.

4	9:35	FHWA Update (Including PA / RA Update)
---	------	--

Agenda Item 4. FHWA Update

4. 1. Memo on Functional Classification Review of MAP-21 Enhanced NHS Principal Arterials went out on February 19 to Division Administrators and Division Planners.
4. 2. Program review is requested by HQ.
 4. 2. 1. We are finishing up the compliance assessment review on construction projects. Issue may surface related to the form 1273. This should be included in the executed contracts. This may end up being guided by national policy, and we may not be able to influence this much. We need to try to fix the communication with local agencies and CT on the 1273 issue. How do we do something more effective than an Office Bulletin?
 4. 2. 2. May need to define what an executed contract is for the purposes of this issue. May need to clarify how we are to physically include the 1273 in the contract documents.
 4. 2. 3. There is a boiler plate contract document on the web site for Local Assistance.
 4. 2. 4. There is a lot of confusion on what the requirement is for the 1273. Federal funds are at risk if this is not fixed. This needs to be more fully explained – what is not happening correctly.
 4. 2. 5. Outcome: DLA will put together a group to address this issue and define a resolution to the 1273 issue. (See upshot # 51)
4. 3. Program analysis for highest risk areas guides our objective setting process. Local Program analysis was done. Other areas as well were looked at, and priorities for the Office for the year were done. Local Programs area was at the top of the list for our office. (See upshot # 52) Jean will send out the priorities concern for FHWA for the year, and send to the group via Lori.

5	10:05	MAP-21
---	-------	--------

Agenda Item 5. MAP 21

- 5. 1. We are waiting for the proposed rule making on Safety.
- 5. 2. We want to get everyone involved in the rule making.
- 5. 3. CT role is to keep our partners know what is proposed, and how it may affect them so they can comment.
- 5. 4. CT will coordinate the comments and respond to the the rule making. CT will be working on proposed rule making for the other programs as well.
- 5. 5. There will be another FHWA webinar on Monday from 10 to 1 on HSIP NPRM

6	10:25	Framework for Local HSIP Advisory Committee
---	-------	---

Agenda Item 6. Framework for Local HSIP Advisory Committee

- 6. 1. Local agencies are trying to put a committee together. This would be a policy advisory committee like the bridge committee.
- 6. 2. We need to set the structure up for this committee, determine decision making process, chairs, scope of the agenda for this committee, etc.
- 6. 3. This gives us an opportunity to talk out the issues related to the HSIP, improve communication with CT.
- 6. 4. The group is concerned about the decision making process.
- 6. 5. The number of people involved on this may be too large.
- 6. 6. The idea is fantastic.
- 6. 7. This committee needs to reportback to the TCC. There needs to be a connection between the TCC and the HSIP Advisory Committee.

7	10:45	Review Draft Agenda for TCC's Presentation to CEAC League of Cities Joint Conference
---	-------	---

Agenda Item 7. Review Draft Agenda for TCC's Presentation to CEAC - League of Cities Joint Conference

- 7. 1. Focus on what has happened in the past year, what happened to the things we discussed last year?
- 7. 2. Explain how we are a resource to the audience. Maybe we need a web page we can advertise.
- 7. 3. We need an evaluation of the breakout session at the May 1 meeting.

8	11:05	CEAC / League 2013 Action Items Update
---	-------	--

Agenda Item 8. CEAC / League 2013 Action Items Update

- 8. 1. Meeting next week - there will be a meeting with detailed discussion on the action items.
- 8. 2. Outcome: Ray Z will send out an update on the League 2013 action items list after next week's meeting. (See upshot # 53)

9	11:30	Recent Audit Findings
---	-------	-----------------------

Agenda Item 9. Recent Audit Findings – consultant selection

- 9. 1. Cliff made a presentation – with preliminary findings.

- 9. 2. Results should be broadcast to a larger audience, for instance, lessons learned. We need to check our own agency performance even if we were not reviewed.
- 9. 3. The audit relates to Caltrans Local Assistance Program – Process reviews would be more broad.
- 9. 4. Local agencies would appreciate a report back on process review findings. An exit conference or other feedback mechanism after any review, for each individual agency involved in the review, is crucial to drive improvements. We would like to see the results. Share with the rest of us as well.
- 9. 5. FHWA is looking to make some changes in consultant selection process – They will be involving cities and counties to see what can be done to make necessary changes.
- 9. 6. Suggestion about delegations: Need to consider the possibility of differentiating among the delegates as to what level of authority they are able to successfully handle. Perhaps a three tier delegation methodology?
- 9. 7. Outcome
 - 9. 7. 1. Adam A. will share process review results with the agencies involved. (See upshot # 55)

10	12:00	Federal Streamlining
----	-------	----------------------

- Agenda Item 10. Federal Streamlining
- 10. 1. Defer to next meeting.

11	12:10	Local Assistance Performance Metrics
----	-------	--------------------------------------

- Agenda Item 11. Performance Metrics
- 11. 1. Local agencies were surveyed to determine what is important to them.
 - 11. 2. Communication. Authorization/E-76 Process and Invoicing were the three top concerns.
 - 11. 3. <http://www.dot.ca.gov/hq/LocalPrograms/Project/E-76/search.php>
 - 11. 4. John will be enhancing the data display
 - 11. 5. Outcome:
 - 11. 5. 1. John will brief the group on performance metrics at the next meeting.

12	12:20	Meeting Wrap-up <ul style="list-style-type: none"> • Review Action Items
----	-------	---

13	12:30	Adjourn
----	-------	---------

Next Meeting Date:	May 1 or 29, 2014, July 24, 2014, September 11, 2014, November 13, 2014
---------------------------	---