

Group Memory
Transportation Coop Committee

July 31, 2014

Next Meeting dates

September 11, 2014, November 13, 2014	All meetings to be held at Terminal A – 2 nd Floor, Media Room, Sacramento Airport
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Desired outcome for Next meeting:

Should we hold a longer meeting to discuss strategic stuff?

Upshot review. All action which have items due.

HSIP / HBP committee update

RTPA Update

Update on the NHS MAP 21.

Invoice Streamlining Report

Agenda for Change – Items Related to State Laws

Glean from these notes and upshot items.

SEP 14 process from FHWA – New York, CT Update. .

League Conference Update

~~GROW America presentation – Reauthorization bill/proposal... from FHWA~~

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 I N 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)	11/7 1/09/2014 5/1/2014 6/1/2014
31	Kiana	get specific issues on data sharing and software and present at the next meeting (see discussion notes # 31)	11/7/2013 1/9/2014 3/13/2014 7/31/2014
32	Ray Z	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

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)	Today 3/13/2014 5/01/2014 7/31/2014 11/13/2014

January 9, 2014

Ref. #	Who	What	When
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 7/31/2014 9/11/2014

March 13, 2014

Ref. #	Who	What	When
48	Adriann Cardosa	Re send out the RTPA Streamlining information to the group.	3/14/2014 6/1/2014
50	Mike Penrose	Take the lead to survey counties – IRI vs. PCI data – NACE	5/1/2014 7/31/2014 9/11/2014
54	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 6/5/2014
56	John H	Brief the group on progress made on performance metrics.	5/1/2014 7/31/2014 9/11/2014

May 29, 2014

57	Jean	Presentation at next meeting on the JOC SEP 14 process. (See discussion under agenda item # 2)	7/31/2014
58	Jean	Presentation on Grow America – policy and program changes. (See discussion under agenda item # 4)	7/31/2014
59	John H	Report on the the final invoice streamlining policy being sent out. (See discussion under agenda item # 5)	
60	Rick M	Discuss the focus and level of detail from FHWA and CT for Cities and Counties for the CEAC/League joint meeting. (See discussion under agenda item # 6)	12/31/2014
61	Ray Z	share progress on CEAC / League Action items monthly. Special attention to Design, please. (Check in in July for progress report) (See discussion under agenda item # 7)	7/31/2014 9/11/2014
62	Tom M	We will need a standing agenda item to check in on the HSIP Advisory Committee for this committee for the near future. Report in at next meeting.	7/31/2014 9/11/
63	Jesse	send comments on MAP 21 NPRM on safety to League and CSAC asnd RTPA's. (See discussion under agenda item # 10)	6/6/2014

64	Ray	Ray will determine what part of the contract code needs to be changed to allow CT to do procurement/prequalification of consultants. (See discussion under agenda item # 11)	7/31/2014 9/11/2014
65	Tom	Tom will take utility relocation issues back to CAEC for further discussion. (See discussion under agenda item # 13)	7/31/2014 9/11/2014

May 29, 2014

66	Ray	Get presentation from Rick Suarez on Central Federal Laznds Highway Division and distribute to the group. (See discussion under agenda item # 8)	8/8/2014
67	Kiana	send out a copyu of the CSAC reauthorization principles (See discussion under agenda item # 10)	9/11/2014
68	Kiana	Send the committee members the Agenda for Change and also take this to the CEAC conference in September for a detailed review. (See discussion under agenda item # 14)	9/11/2014
69	Ray	Bring Audits and Investigations to the next meeting to discuss consultant contract issues. (See discussion under agenda item # 12)	8/8/2014
70	Ray	Have John attend CEAC for a preentation on invoice streamlining (See discussion under agenda item # 12)	9/11/2014
71	Rick M	Provided a letter promoting the invoice streamlining procss to Ray.	9/11/2014
72	Jean	contact Ray Z to discuss approval process protocols to implement SEP-14 (See discussion under agenda item # 13)	9/11/2014
73	Jean	contact New York to find out about their SEP-14 porocess (See discussion under agenda item # 13)	9/11/2014

Critique from this meeting:

What went well	What Needs Improvement
People were timely – discussions stayed within their limits for time Good attendance. Finished early Staff guiding us to the secret elevator. facilitation	Room not as good. Mike's second computer died Secret elevator

Critique from last meeting:

What went well	What Needs Improvement
Good turnout	<p>Handouts electronically before the meeting.</p> <p>Prepare complete handout package, tie to the agenda, number all the pages from beginning as page 1, through to the last page of the handout package overall.</p> <p>Load powerpoint stuff onto Mike's computer before the presentations are given – Mike is usually there an hour before the meeting.</p>

	Time	Agenda Item 1. Topic	Speaker	Desired Outcome
1	9:00	Introductions	All	

Agenda Item 1. Opening comments

1. 1.

2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
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Agenda Item 2.

3	9:20	CTC Allocation Update 2016 STIP Guidelines Update	Mitch Weiss / Laurel Janssen	Information Sharing / Feedback
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Agenda Item 3. CTC Allocation Update

3. 1. STIP guidelines for 2016 workshops are under way –
3. 2. Looking at performance measures, better definition of overall goals of the STIP.
3. 3. Next workshop August 21, in San Jose city hall – 8:30-10:30, with teleconference option. will look at performance measures – draft guidelines expected in October – Comments will be taken and a second draft will be out in July 2015. - adoption expected in August 2015.
3. 4. Workshop notice will be on the CTC website.

4	9:30	FHWA Update	Jean Mazur	Information Sharing
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Agenda Item 4. FHWA update.

4. 1.

5	9:50	RTPA Update	Adriann Cardoso	Information Sharing
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Agenda Item 5. RTPA Update

5. 1. Northern and Southern California RTPA representatives will be attending these meetings.
5. 2. The CTC annual report recommended legislation to allow some funds to be distributed through a competitive process, rather than a formula process. There is no bill out there at this time.
5. 3. We are looking at a way to make county RTIP submittals more consistent.
5. 4. We are working to educate everyone about our processes being open and transparent.

- 5. 5. We will be reviewing formula funds and the need to ensure reliability of program funding to meet goals. We will be doing a presentation at the August CTC meeting on the process and how we meet statewide goals.
- 5. 6. Outcome
- 5. 6. 1. RTPA update at next meeting should cover the August CTC presentation and outcome of that discussion. .

6	10:00	HSIP / HBP Committee Updates	Tom Mattson / Pat DeChellis	Information Sharing
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Agenda Item 6. HSIP / HBP Committee Updates

- 6. 1. The Bridge Committee is discussing ways to encourage local fund participation on bridge infrastructure. We are trying to encourage bridge funds only on large projects have federal participation. The committee will discuss ways to track local investment on bridges, to allow future bridge projects to be funded at 100% federal money.
- 6. 2. Next meeting is August 28. Agenda will be posted on the CSAC website.
- 6. 3. HSIP will meet this afternoon.

7	10:10	Caltrans SSTI Report Response	Caltrans / Cal STA	Information Sharing
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Agenda Item 7. Caltrans SSTI Report Response

- 7. 1. Governor requested a detailed external review of Caltrans operation and performance. The report is on the www.calsta.ca.gov website.
- 7. 2. Changes in the mission statement of Caltrans now embrace stewardship, sustainability and safety.
- 7. 3. The report is a vehicle to encourage a shift in how CT works with its local partners and a way to improve the dialog between local regional and state agencies.
- 7. 4. Five work groups have been established, covering many SSTI recommendations.
- 7. 4. 1. Performance management and human resources
- 7. 4. 2. Resource alignment to shift resources to “Fix it First.”
- 7. 4. 3. Strategic Partnerships – improve CT partnership with Local Agencies
- 7. 4. 4. Innovation and design flexibility – Risk Management – We are stressing the message that flexible design can be defended. We will be talking to engineers at CT in workshops, and would like to extend this to public agencies and consultants who are working with them – We can have flexible design. We want to encourage “yes” responses to innovation and discussing how this ties into the design immunity statute. Local agencies do have the legal right to develop their own design exception approval process to allow flexible design.
- 7. 4. 5. Communications – publicize the positive, there are good stories to be told.

8	10:30	Presentation by FHWA Central Federal Lands Highway Division	Rick Suarez	
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Agenda Item 8. Presentation by FHWA Central Federal Lands Highway Division

- 8. 1. We provide services to other agencies who’s mission is other than transportation – partnerships with Parks Service, Fish and Wildlife, etc.
- 8. 2. We are an independent third party who facilitate discussions when there are goal conflicts.
- 8. 3. We are driven by project managers – we are a matrix organization. The PM’s are your single point of contact.
- 8. 4. We have project delivery plans for all projects – we are a full earned-value organization – We have a management board that oversees our organization.

8. 5. Business measures include obligation percentage of funds received, 24 month average delivery time, partner satisfaction surveys >85%, implement 75% of EDC initiatives, 90% fiscal year stable program measure, innovative contract delivery (D-B, SATOC, MATOC, 8A, etc.), inactive obligations <2.
8. 6. Project portfolio includes Saddle Road in Hawaii, Hoover Dam Bypass, Point Bonita Lighthouse bridge, Yosemite National Park, Colorado US Route 36.
8. 7. Projects involve multiple jurisdictions in environmentally sensitive areas with varying degrees of complexity.
8. 8. Outcome:
8. 8. 1. Rick will provide his powerpoint presentation to the group. (See upshot # 66)

9	11:00	Highway Trust Funds Insolvency Impact Discussion	Ray Zhang / Jean Mazur	Discussion
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Agenda Item 9. Highway Trust Funds Insolvency Impact Discussion

9. 1. Congress is working to pass funding. Alternative procedures will be in place if no legislation is passed.
9. 2. CT is watching the actions Congress is taking – in the case of insolvency in August, CT does not foresee immediate impacts on reimbursement for local agencies in the short term.
9. 3. CT assumes that there will eventually be some resolution to the Highway Trust Fund issue.

10	11:10	(Combine with # 14) MAP-21 Reauthorization Discussions <ul style="list-style-type: none"> • Caltrans Reauthorization Principles • FHWA Update – GROW America • CSAC Efforts • League of Cities 	<ul style="list-style-type: none"> • Kome Ajise • Jean Mazur • Kiana Buss • Jennifer Whiting 	
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Agenda Item 10. MAP-21 Reauthorization Discussions

10. 1. Caltrans had two conferences with partners on reauthorization principles. There may be one other conference call. Look for a document from CT later this summer –
10. 2. FHWA GROW America – this is the Administration’s proposal. There is a continuing emphasis in safety and implementation of policy items from MAP-21. There is information on the FHWA web site.
10. 3. CSAC is working on dedicated funding of all locally owned bridges, not just off-system bridges.
10. 4. Input from cities and counties is best channeled through CSAC and the League of Cities to Caltrans.
10. 5. Outcome:
10. 5. 1. Kiana will send out a copy of the CSAC reauthorization principles (See upshot # 67)

11	11:45	Update on MAP-21 NPRMs on NHS	Ray Zhang	
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Agenda Item 11. Update on MAP-21 NPRMs on NHS

11. 1. NPRM has been postponed to November for NHS Bridge and Pavement Performance.

12	11:50	Invoice Review Streamline	John Hoole	Update
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Agenda Item 12. Invoice Review Streamline

12. 1. The team held a meeting yesterday – there is a new invoice process in place – We are looking to October 1 as the effective date.
12. 2. We will look at next steps subsequently for continuing improvements.

- 12. 3. This streamlining effort needs to be marketed – It is a positive achievement. CT could do some training around the state. This is something that local agencies have asked for. We should be communicating about this, and showing it off as a success. This is an important message.
- 12. 4. This is a tool we did not have before, and should reduce the time for both local agencies and CT.
- 12. 5. We need a focus group to talk about thte training, updating manuals and updating our standard operating procedures.
- 12. 6. Obligational Authority – We will be delivering 100%.
- 12. 7. Outcome:
- 12. 7. 1. Bring Audits and Investigations to the next meeting to discuss consultant contract issues. (See upshot # 69)
- 12. 7. 2. Have John attend CEAC for a presentation on invoice streamlining. (See upshot # 70)

13	12:00	SEP 14 (JOC) Process Update	Jean Mazur	Information Sharing
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Agenda Item 13. SEP 14 (JOC) Process Update

- 13. 1. Job Order Contracting – alternative methods all need to go through FHWA HQ for approval.
- 13. 2. Construction contracting is in 1968 laws Title 23, and is awarded only on the basis of the lowest responsive bid. Low bid requirements date vback to the 1800's.
- 13. 3. FHWA established an experimental procedures process in 1990.
- 13. 4. Operational techniques include A+B, Lane rental, wareranties, design-build, Construction Manager/General Contractor.
- 13. 5. Currently there are 125 SEP-14 projects, of which 70 are experimental; Most of these are JOC, Best-Value and Alternative Technical Concepts. Five of the 70 are in California.
- 13. 6. SEP-14 Approval Process requires a workplan with purpose, scope, schedule, measures and reporting. If possible, include draft special provisions.
- 13. 7. Your workplan needs to go through you DLAE to review and recommend approval of the experimental project. FHWA wqill need 4 to 6 weeks for the approval process.
- 13. 8. More information is available at www.fhwa.dot.gov/programadmiun/contracts/
- 13. 9. Issue: There is no protocol for approval through Caltrans – There needs to be more synergy between FHWA and Caltrans for things like approval of work orders.
- 13. 9. 1. Jean will contact Ray Z to discuss approval process protocols to implement SEP-14. (See upshot # 72)
- 13. 9. 2. Jean will contact New York to find out about their SEP-14 porocess. (See upshot # 73)

14	12:10	Agenda for Change – Items related to state laws		Kiana Buss
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Agenda Item 14. Agenda for Change

- 14. 1. Top issues have been identified.
- 14. 2. Some items are administrative and we can work on these – others require legislation to enable them.
- 14. 3. Outcome
- 14. 3. 1. Kiana will send the committee members the Agenda for Change and also take this to the CEAC conference in September for a detailed review. (See upshot # 68)

15	12:20	League conference planning and handoff	Rick Moshier	
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Agenda Item 15. League conference planning and handoff

15. 1. We need to put our item together for the next conference. We have a whole lunch session.
15. 2. For the annual report, we should showcase the invoice streamlininhg process at the convergence.
15. 3. We need to have this on the next agenda. The League needs to nominate a replacement for Rick M.

15	12:25	Meeting Wrap-up • Review Action Items	All	Preparation for upcoming meeting
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16	12:30	Adjourn		
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