

Group Memory
Transportation Coop Committee

November 13, 2014

Next Meeting dates

Next Meeting Date:	January 29, 2015 (all-day), March 5, 2015, May 7, 2015, July 23, 2015, September 24, 2015, November 12, 2015	All meetings to be held at Terminal A – 2nd Floor, Media Room, Sacramento Airport (unless otherwise noted)
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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 procontaiton – Reauthorization bill/proposal... frtom 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
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 11/13/2014 Jan 29, 2015

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 Jan 29, 2015

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 11/13/2014

March 13, 2014

Ref. #	Who	What	When
50	Mike Penrose	Take the lead to survey counties – IRI vs. PCI data – NACE 5/1/2014 7/31/2014	9/11/2014 11/13/2014 Jan 29, 2015

May 29, 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 11/13/2014
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			Jan 29, 2015
65	Tom	Tom will take utility relocation issues back to CAEC for further discussion. (See discussion under agenda item # 13)	7/31/2014 9/4/2014 Jan 29, 2015

May 29, 2014

71	Rick M	Provided a letter promoting the invoice streamlining process to Ray.	9/11/2014 9/25/2014
73	Jean	contact New York to find out about their SEP 14 process (See discussion under agenda item # 13)	9/11/2014 11/13/2014

September 11, 2014

74	Ray	Clarify percentage-of-cost reference points for PE, CE costs – there are differing opinions among the districts. In the case of smaller (bridge??) projects the percentages don't really apply. Has this caused delivery delays? (See discussion under agenda item # 8) Take it up with the Bridge Committee – Have them take it up and then report back.	1/29/2015
75	Ray	discuss GFE office bulletin problem with FHWA to see what can be done to make the process not take time out of the 30 day timetable for award, after bid opening? Look into the comments made today and report back. Review the policy.	10/1/2014
76	Ray	get the findings from the original process review that identified the deficiencies in the GFE issue and put the information on the web site.	10/1/2014
77	Winton	Bring ATP allocation process discussion (Agenda for change) to the next meeting.	11/13/2014

From November 13, 2014

78	Ray	needs to find out about the decision on trinity guardrail end treatment design. (See discussion under agenda item # 5) Keep the group informed.	12/1/2014
79	Henry	Send out your powerpoint presentation on the DBE GFE review. (See discussion under agenda item # 8)	12/1/2014
80	Ray	Caltrans will CC MPO's on letter sgoing to agencies informing them of state-only funded ATP projects. (See discussion under agenda item # 7)	12/1
81	Ray	CT will e mail RTPA lgroup the link to the web post of the ATP state-funded projects. (See discussion under agenda item # 7)	12/1
82	Ray	CT will send out clarification on the FTA transfer of ATP funds. (See discussion under agenda item # 7)	12/1
83	Winton	needs to work off line on Allocation for STIP and ATP – How do we pair the	March meeting

		allocation process so the E76 does not lag too far behind the allocation process? Work off line and report back to the group. (See discussion under agenda item # 7)	2015
84	Ray	CT will share their comments to the CTC on allocation streamlinkig process with the group and let them decide what they want to do. (See discussion under agenda item # 7)	11/20
85	Ray	Work with cities and counties and FHWA on by-law update.	1/15/2015
86	All	Send comments on the proposed ICAP process to Lori (See discussion under agenda item # 11)	12/4/2014
87	Ross	Send MTC agency qualification process information to Lori for distribution. (See discussion under agenda item # 13)	11/14
88	Ray	Post meeting agenda and minutes for these meetings on the Local Assistance web site.	11/20/2014

Critique from This meeting:

What went well	What Needs Improvement

Critique from LAST meeting:

What went well	What Needs Improvement
Full agenda good topics. Flexibility on time	

1	9:00	Introductions	All	
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Agenda Item 1.

1. 1. Welcome from Ray

2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
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3	9:20	FHWA Update		Information Sharing
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Agenda Item 3. Jean Mazur

3. 1. New FHWA organization chart for California was distributed and has been sent out for information. Chris Newman will be leaving California for New Jersey.
3. 2. OMB has streamlined grant requirements. FHWA will be modifying 49 CFR Part 18 provisions.

4	9:40	RTPA Update	Adriann Cardoso	Information Sharing
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Agenda Item 4. RTPA Update

4. 1. Draft 2016 STIP guidelines have been sent out – RTPA has been working on a template, which was not included in the guidelines. This template is being done to try to make RTIP submittals more uniform. We are working with CTC on this.
4. 2. Two alternates for HSIP committee were selected. Renee Devere Oki (RTPA alternate) and Carrie Schindler (MPO alternate)

5	9:50	Caltrans Update	Ray Zhang	Information Sharing
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Agenda Item 5. Caltrans Update

5. 1. Congratulations – this is the fifteenth year of 100% delivery of federal aid. We got \$73 million on the local side – thanks for the late push.
5. 2. Acting Planning Deputy is Bill Figge until Kome's position is filled.
5. 3. Division of Traffic Operations Division Chief is now Tom Hallenbeck, from District Director in D-09, Bishop.
5. 4. Caltrans position on guardrail end treatment- Caltrans has suspended the use of the trinity guardrail end treatment. We are working on a replacement program – no decision can be made until the research is done. FHWA says the end treatment is still acceptable, until the outcome of crash testing is completed. Ray needs to find out about the decision on trinity guardrail end treatment design. CT awaits the FHWA crash testing results. (See upshot # 78).

6	10:05	CTC Allocation Update	Laurel Janssen	Information Sharing / Feedback
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Agenda Item 6. CTC Update

6. 1. Executive Director will be retiring at the end of the year.
6. 2. MPO component of the Active Transportation Program was adopted.
6. 3. Technical Advisory Committee looking into the Pilot Program for the Road User Charge – Will meet in January.
6. 4. Working on STIP guidelines – will bringing them back to December. Did not have time to discuss at the last meeting. Will be taking comments through next summer.
6. 5. Active Transportation Program Guidelines – will be meeting in December and again in January

7	10:15	ATP allocation – Streamline	Winton Emmett / All	Discussion
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Agenda Item 7. ATP allocation – Streamline

7. 1. LA's must have executed Mater Agreement / LOCODE before LA can process an allocation request.
7. 2. –Forms are available on the web site. Agencies need to use forms from S Ray needs to find out about the decision on trinity guardrail end treatment design. LAPG Chapter 22
7. 3. CEQA/NEPA required.
7. 4. R/W date or R/W Cert for federalized projects required for CON allocations
7. 5. Non-infrastructure projects processed as CON allocations/authorizations
7. 6. ATP guidelines now under review. Take the opportunity to comment and provide input.
7. 7. Outcome
 7. 7. 1. Caltrans will CC MPO's on letter going to agencies informing them of state-only funded ATP projects. (See upshot # 80)
 7. 7. 2. CT will email RTPA group the link to the web post of the ATP state-funded projects. (See upshot # 81)
 7. 7. 3. CT will send out clarification on FTA transfer of ATP funds (See upshot # 82)

- 7. 7. 4. Winton needs to work off line on Allocation for STIP and ATP – How do we pair the allocation process so the E76 does not lag too far behind the allocation process? Work off line and report back to the group. (See upshot # 83)
- 7. 7. 5. CT will share their comments to the CTC on allocation streamlinking process with the group and let them decide what they want to do. ,(See upshot # 84)

8	10:35	GFE Process Review Findings – Pitfalls to avoid	Henry Wells	Share Findings
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Agenda Item 8. GFE Process Review Findings – Pitfalls to avoid

- 8. 1. 49CFR 26.53 – Good faith effort to meet goals – Show bidder is actively and aggressively trying to obtain DBE participation to meet the goal.
- 8. 2. We selected 90 projects over 150,000 – twenty one were awarded on the basis of a GFE. Total cost was 41 million – DBE commitment was 3.7%. Six contracts had no commitment; goal was 7%.
 - 8. 2. 1. Caltrans does not provide adequate oversight over the quality of the GFE evaluations. One out of fifteen EFE's was considered adequate.
 - 8. 2. 2. Bidders solicited non-DBE's, DBE's not certified to do the work, and DBE's not interested in the job/project location.
 - 8. 2. 3. Bidders used a web a website to perform GFE The Website typically only sends out 25 solicitations.
 - 8. 2. 4. Work made available was less than the overall goal.
 - 8. 2. 5. DBE commitments were rate sheets for their services, not a note for work solicited.
 - 8. 2. 6. No interested DBE's two weeks prior to bid opening and no additional effort by bidder to contact additional DBE's
 - 8. 2. 7. Local agencies don't consider the second and third bidder commitments when evaluating the low bidder's GFE.
 - 8. 2. 8. Failure to solicit all DBE's interested in the work.
 - 8. 2. 9. Documentation was missing or insufficient.
- 8. 3. Caltrans web site has instructions on their web site to allow you to find the DBE's who are interested in various types of work.
- 8. 4. Some GFE's for Caltrans work are done better – some contractors do not know where the resources are, or how to solicit the DBE's.
- 8. 5. Caltrans hopes to put out an annual training program on how to do a good faith effort, and how to navigate through the data base.
- 8. 6. Caltrans is working to have GFE reviews done within ten days, and not hold up the process.
- 8. 7. Caltrans is gathering data on paper right now. FHWA is interested in getting award data, others are interested in getting the data – There is a need for on-line data reporting system.
- 8. 8. DBE Final 2014 rule – Office Bulletin will be out soon – all is effective for projects advertised after December 15, 2015. Data collection is for ALL ACTIVE PROJECTS regardless of when they were advertised.
 - 8. 8. 1. DBE trucking participation they can take credit for the total value of hauling services when trucks are leased from non-DBE leasing company
 - 8. 8. 2. Uniform report of DBE awards or commitments and payments adds a requirement to report payments made to DBE's
 - 8. 8. 3. Additional guidance for GFE – examples, requires GFE submittal documentation no later than seven days after bid opening
- 8. 9. FHWA is concerned that there is a lack of data on the local side on compliance.
- 8. 10. The burden for gathering monthly data for CTG will be a major effort and will take time.
- 8. 11. Outcome: Henry will send out his powerpoint presentation. (See upshot # 79)

9	10:50	FHWA DBE Final Rules	Henry Wells	Information Sharing
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Agenda Item 9. FHWA DBE Final Rules

See item 8 above

10	11:05	Discuss 2015 TCC Plan Meeting Agenda	All	Develop Agenda
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- Agenda Item 10. Discuss 2015 TCC Plan Meeting Agenda
10. 1. Partnership is important to CT –
 10. 2. We can formalize our charter and revise or update it.
 10. 3. Establish a priority list of top ten or top five items we need to work on in the coming year(s) – What are we trying to do? What are our goals?
 10. 4. How can we make these meetings more effective?
 10. 5. How do we let the whole state know what we are accomplishing? Routine flow of information throughout the state with all the people represented here.
 10. 6. Logistics:
 10. 6. 1. lunch in the room – Bring money
 10. 6. 2. Location: at the Airport
 10. 6. 3. Time: 0900-1600
 10. 7. Just a planning meeting – not discussing the regular business. Action items will be reviewed off-line, and in the March meeting.
 10. 8. Look ahead for the spring conference. Also some sort of reporting out we can keep the conference attendees up to date – a link – a web site - something we refer to. Yearly report out is great, but we need more communication in an ongoing way to all cities and counties.
 10. 9. We need by-laws -

11	11:20	OMB Super Circular – Rules on ICAP	Zilan Chen	Information Sharing
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- Agenda Item 11. OMB Super Circular – Rules on ICAP
11. 1. CT Audits is proposing a steamlined process.
 11. 2. Local agencies will be allowed to ask for an extension for negotiated rates for 5 years.
 11. 3. We are accepting comments and suggestions from cities and counties on the proposed new process.
 11. 4. CT is trying to get the approval process to be used for five years instead of having it submitted every year, if the agreement meets certain criteria. The ICAP approval process will be much less time consuming.
 11. 5. Outcome
 11. 5. 1. Review the Send comments on the proposed process to Lori by December 4th. (See upshot # 26)

12	11:35	NEPA MAP-21 Final Rules	Germaine Belanger	Information Sharing
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- Agenda Item 12. NEPA MAP-21 Final Rules
12. 1. Section 1316, 1317 and 1318(a) and (b)
 12. 2. Group reviewed the handout from Germaine Belanger.
 12. 3. CT wants to know if there are things delaying your projects, to identify specific issues on specific projects. Please send your comments directly to Germaine. Also let her know if you want links to the survey.

13	11:50	MTC's Local Public Agency Qualification	Ross McKeown	Information Sharing
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Agenda Item 13. MTC's Local Public Agency Qualification

13. 1. We wanted to have agencies comply with regional policy – We have the authority to work with all our agencies on all funds.
13. 2. Our policy came from “Evedry Day Counts” certification process for local public agencies. We put this into our own regional policy. We as an agency do not certify – We can qualify the local agencies.
13. 3. We are taking steps leading toward a certification process. For now we require that agencies be qualified – there is a self-qualifaicion process.
13. 4. We require that there be a single point of contact in each agency in the region. We ask for tracking on all federal aid projects.
13. 5. We ask that the agencies maintain the expertise needed to stay on top of the projects, and tracking them.
13. 6. Outcome
 13. 6. 1. Ross will send the handout for agency qualification process at MTC to Lori for distribution. (See upshot # 87)

14	12:05	2015 TCC Meeting Schedule <ul style="list-style-type: none"> • January 29th (All Day Plan Meeting) • March 5th • May 7th • July 23rd • September 24th • November 12th 	All	Approve Proposed Schedule
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15	12:10	Congratulating / Honoring Rick Moshier	All	Recognition of service
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16	12:20	Meeting Wrap-up <ul style="list-style-type: none"> • Review Action Items 	All	Preparation for upcoming meeting
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17	12:30	Adjourn		
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