

Group Memory  
Transportation Coop Committee  
July 23, 2015

Next Meeting dates

Next Meeting Date:	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
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**-Desired outcome for next meeting:**

Lump sum (Winton)  
Upshot review. All action which have items due.  
HSIP / HBP committee update  
RTPA Update  
Agenda for Change – Items Related to State Laws  
League Conference Report out – How can we improve for 2016 / Survey?  
Updates from the 2015 Priority work group leaders

**Desired outcome for November Meeting**

Discussion on safe harbor rates with A&I

**-Desired outcome for this meeting:**

~~Update on the NHS MAP 21.~~

~~Poll at March 5 meeting who will be providing comments on the NPRM on NHS Performance Measures.~~

Agenda Committee

Ray  
Adriann  
Mike P  
Robert N  
Jean  
Bin List & Great Ideas  
Report - Ohio experiment on Safe Harbor Indirect Cost Rate (after June 2014) (Ray Z, 12/5/2013)  
Some sort of a press release to our different channels on what we are working on, etc. (Colleen, 1/29/2015)

Charter

**PURPOSE**

California Transportation Coop Committee serves to

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (modified January 2015).

- 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. (modified January 2015)
- Spread information and improve access to all stakeholders through the use of technology.(modified January 2015)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (modified January 2015)

**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 <del>11/7/2013 1/9/2014 3/13/2014 5/01/2014 7/31/2014 9/11/2014 11/13/2014 Jan 29, 2015 3/5/2015 5/7/2015</del>	<b>9/24/2015</b>

December 5, 2013

Ref. #	Who	What	When
34	<del>John</del> Winton	Send office bulletin/memo on lump sum/pro rata to the group via Lori. (see discussion notes #1) <del>Today 3/13/2014 5/01/2014 7/31/2014 11/13/2014 Jan 29, 2015 5/7/2015</del>	<b>1/1/2016</b>

March 13, 2014

Ref. #	Who	What	When
<del>50</del>	<del>Mike</del> Penrose	<del>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 5/7/2015 July 23, 2015</del>	

May 29, 2014

65	Tom	Tom will take utility relocation issues back to CAEC for further discussion. (See discussion under agenda item # 13) <del>7/31/2014 9/11/2014 Jan 29, 2015</del>	<b>5/7/2015</b> <del>July 23, 2015</del> 9/24/2015
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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??)	<del>3/5/2015</del>
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		projects the percentages don't really apply. Has this caused delivery delays? (See discussion under agenda item # 8) <del>4/20/2015</del>	<del>5/7/2015</del> <del>July 23, 2015</del> 9/24/2015
		Take it up with the Bridge Committee – Have them take it up and then report back.	

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. <del>12/1/2014</del>	On-going
83	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 discussion under agenda item # 7) <del>March meeting 2015 – 5/7/2015</del>	<del>July 23, 2015</del> 9/24/2015

From March 5, 2015

<del>95</del>	<del>Ray</del>	<del>CT will send out information to cities and counties on local preference hiring pilot program as it becomes available. (see agenda item # 4)</del>	<del>5/7/2015</del> 5/15/2015
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From May 7, 2015

<del>101</del>	<del>Mark</del>	<del>Update LA website for TCC committee meeting agendas and notes</del>	<del>5/15/2015</del>
102	Ray	MAP-21 NHS Performance- Pavement: notify local agencies about the status of current collection by CT of 6,000 miles of data. (SEE AGENDA ITEM # 8)	<del>5/15/2015</del> 9/24/2015
<del>103</del>	<del>Susan M.</del>	<del>Got a copy of Caltrans comments to FHWA regarding data collection for non-interstate NHS and provide to Ray for distribution to the members. (see agenda item # 8)</del>	<del>5/15/2015</del>
104	Susan M./Ray	Check to see if fair condition is considered “poor rating.” Send to Ray for distribution (see agenda item # 8) <del>5/15/2015</del>	7/24/2015
105	Mark	Follow up with Mandy to ensure there is local agency representation working on the data collection project. Los Angeles County has expressed an interest. Caltrans to report back on the status of including local agencies in the pooled fund ARNOLD LRS study. <del>7/23/2015</del>	9/24/2015
<del>106</del>	<del>Rick</del>	<del>put an outline of a proposal together for the process to follow at the 2016 conference.</del>	<del>7/23/2015</del>
<del>107</del>	<del>Rick</del>	<del>Work with Robert and Ray – Draft a survey/questionnaire to gather data on issues and concerns for 2016 conference topics</del>	<del>7/23/2015</del>

From July 2015

108	Ray	<del>Send out information on the data summit that is to take place in August. (see upshot # 102)</del>	<del>7/24/2015</del>
109	John H	We need to take the bike and pedestrian component eligibility issue to the next HBP meeting in August. (SEE AGENDA ITEM # 3) Desired outcome is report in September meeting on the understanding of the existing practices for allowing or disallowing bike and ped components on HBP projects.	8/20/2015
110	Jean	FHWA will report back on what is now an inactive obligation. Something in writing for staff in local agencies to look at and comment on. Discuss the result at the next meeting. (SEE AGENDA ITEM # 6)	9/8/2015
111	Ray	Caltrans needs to establish metrics to assess this Central Federal Lands pilot effort. There needs to be follow up reports to this group, with discussion, as each major milestone is met. (SEE AGENDA ITEM # 7)	9/24/2015
112	Winton	The proposal for establishing project end dates which would go into FMIS will be posted on the Local Assistance Blog. (see agenda item # 8)	7/31/2015
113	All for Rick	Comment back to Rick T on the survey for the 2016 CEAC/League conference. Make wording comments and edits and send them back to Rick. (SEE AGENDA ITEM # 9)	8/6/2015
114	Rick	Compile the comments and edits, and propose the final draft of the survey and send out to the work group. (SEE AGENDA ITEM # 9)	8/24/2015
115	Rick	Send out the pilot version of the survey (SEE AGENDA ITEM # 9)	8/28/2015
116	Rick	Compile results from pilot	9/11/2015
117	Ray	Final report on the survey pilot to the TCC	9/24/2015

Critique from this meeting:

What went well	What Needs Improvement
<p>New possibility for streamlining bridge construction</p> <p>FHWA Central Lands here</p> <p>Lively in depth discussion on a number of items.</p> <p>Finished almost on time</p>	<p>END ON TIME.</p> <p>Agenda information combined in a single e mail or web location.</p>

Critique from last meeting:

What went well	What Needs Improvement

Finished early	Agenda timing.
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<b>Meeting Chair:</b>	<b>Ray Zhang – Chief, Division Of Local Assistance</b>
<b>Invitees:</b>	Chris Lee, Pat DeChellis, Dave Flynn, Patty Romo, Mike Penrose, Mike Selling, Tom Mattson, Richard Tippett, Jennifer Whiting, Shawn Cunningham, Robert Newman, Martin Pastucha, Jay Walter, Colleen Ferguson, Todd Capurso, Michael Throne, Adriann Cardoso, Ross McKeown, Juan Perez, Jerry Barton, Mike Woodman, Laurel Janssen, Sharon Scherzinger, Matt Schmitz, Jean Mazur, Steve Pyburn, Mike Johnson, Susan

1	9:00	Introductions	All	
2	9:05	Ground Rules; Action Items; Review Agenda	Mike Halverson	Understand meeting process and status of action items
3	9:20	RTPA Update <ul style="list-style-type: none"> <li>Discuss allowing pedestrian and bicycle components to be considered eligible costs in the bridge program</li> </ul>	Ross McKeown	Information Sharing

Agenda Item 3. RTPA Update

3. 1. Issue: Should we allow pedestrian and bicycle components to be considered eligible costs in the bridge program?
3. 2. Rural Bridges – If your projects are on the bike and ped plan they are eligible.
3. 3. Local Assistance Bridge Program is concerned about equity – adding elements on bridges to allow bike and ped access are constrained due to funding issues.
3. 4. RTPA recommendation is: If there is a requirement to include these elements, they should be eligible, with the result that there will be less money for bridges in the bridge program.
3. 5. Cities and counties are concerned that reducing available funding in the bridge program to cover incorporation of these bike and ped components sacrifices other bridge projects. There should be some allowance for funding these components, but only at a basic functional level to allow reasonable access – no bells and whistles. There need to be standards to show what is reasonable.
3. 6. Outcome:
  3. 6. 1. We need to take the bike and pedestrian component to the next HBP meeting (see upshot # 309)

4	9:30	Caltrans Update	Ray Zhang	Information Sharing
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Agenda Item 4. Caltrans update

4. 1. Coco Briseño is the new Deputy for Planning and Local Assistance.
4. 2. Outcome
  4. 2. 1. Invite Coco B to the meeting. Ask her to let us know what direction she wants to take the program.
  4. 2. 2. Mohammad Maljai will be acting office chief for Policy Development and Quality Assurance.

5	9:50	CTC Allocation Update	Laurel Janssen	Information Sharing
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Agenda Item 5. CTC Update

5. 1. No report today.

6	10:00	FHWA Update	Jean Mazur	Information Sharing
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Agenda Item 6. FHWA Update

6. 1. Continuing Resolution expires July 31. Reimbursements may be limited as a consequence.
6. 2. Right now Caltrans is operating as if we will get the entire year of Obligation Authority funding. If FHWA shuts down for a month, we would lose the OA. The House has already passed an extension. The Senate is pushing a six year bill. The Senate must act on the extension, which would take us through December 31.
6. 3. Inactive obligations for last quarter went up to about 5.25%.
6. 4. New A&E contracting rules are now in place – we will be reviewing our manuals to see if changes are needed.
6. 5. Internal operating procedure for inactive obligations does not allow for unilateral de-obligation below the current cost estimate.
6. 6. Outcome
  6. 6. 1. FHWA will report back on what is now an inactive obligation. (see upshot # 110) Something in writing for staff in local agencies to look at and comment on. Discuss the result at the next meeting.

7	10:15	Pilot Cooperative Local Project Delivery by CFLHD – an status update	Ryan Tyler/Rick Tippet	Presentation
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Agenda Item 7. Pilot Cooperative Local Project Delivery by CFLHD

7. 1. Central Federal Lands delivers the Federal Lands Access Program and other programs. They also serve as a transportation agency and deliver projects on behalf of several federal agencies. They work in a peer to peer relationship with local agencies who own the roads.
7. 2. The local agency is responsible for CEQA and all California regulations.
7. 3. This is a demonstration project to show how these projects can be delivered. Money can be transferred from the Local Assistance to Federal Lands to deliver these projects. They have to have Caltrans approval before they can move forward. Competing for the original funding is not changed.
7. 4. Trinity County has done several projects, including five bridges, on federal lands and private property. They have a Memorandum of Agreement with Central Federal Lands for the five bridges. The MOS is based on an agreed-to project delivery plan before the project can be finalized. Funding is turned over to Federal Lands, and they handle procurement through the federal process.
7. 5. Desired outcomes from the pilot effort include delivery process improvements, innovation and streamlining for projects.
7. 6. Outcome;
  7. 6. 1. Caltrans needs to establish metrics to assess this pilot effort. There needs to be follow up reports to this group, with discussion, as each major milestone is met. (see upshot # 111)

8	10:45	2 CFR Implementation – Performance End Dates on E76s (Handout)	Winton Emmett	Discuss timeline
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Agenda Item 8. 2 CFR 200 Implementation – Proposal for establishing Performance End Dates on E76s

8. 1. End dates must be set and agreed to for various phases during the life of a project.
8. 2. After the performance / agreement end date in the E-76, no more reimbursable costs can be incurred.

- 8. 3. After 20 months, the project agreement end date, the final voucher must be processed in FMIS, and the project is closed.
- 8. 4. FHWA will be very open to discussion if there are extenuating circumstances why the agreed-to end date should be revised.
- 8. 5. Outcome:
  - 8. 5. 1. This proposal will be posted on the Local Assistance Blog. (see upshot # 112)

9	11:15	TCC at Joint CEAC/League Conference - Preparation Update (Review draft survey)	All	How can we improve for 2016?
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Agenda Item 9. TCC at Joint CEAC/League Conference - Preparation Update

- 9. 1. The survey is intended to solicit information outlining what we want to do for a 2016 action plan. The work group will compile the survey results and put together a proposed action plan, and a report on results of what has been done on the 2013 work plan.
- 9. 2. The surveys should be completed by staff who actually deal with local assistance issues on a daily basis.
- 9. 3. Target for sending out the survey is October.
- 9. 4. Outcome
  - 9. 4. 1. Take the survey back to your agency and ask for staff input on the survey – Pilot it and send comments back to Rick T on the survey. (SEE UPSHOT # 113-117)

10	11:30	Agenda for Change – Items Related to State Laws	Kiana Buss / Chris Lee	
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Agenda Item 10. Agenda for Change – Items Related to State Laws

- 10. 1. No report today

11	11:45		Group Leaders	Updates
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Agenda Item 11. 2015 Priority Work Groups

- 11. 1. Where can we best put federal dollars? Pat D (Lead )– Sharon S, Jean, Ross, John H, Renee, Shawn, Adriann
  - 11. 1. 1. (Comment from 5/7/2015) Having trouble getting information from others. We are looking for ways to minimize the number of projects with federal dollar participation. Is there a way to pool federal funds for exchange? Any way to provide an incentive? Pat will set up a conference call for the group members
  - 11. 1. 2. (Comment from 7/23/2015) We had a conference call meeting in June. We will get together again. This is really a regional issue. It is very hard to get the local agencies engaged. There is an RTPA report out on this already.
- 11. 2. Tiered Certification system Winton (Lead) - Michael T, Jean, Adriann, Mike S, Ross
  - 11. 2. 1. (Comment from March 2015) Working on what the minimum qualifications would be. Not working on the tiered aspect now. Jean will be sending information out on certification programs in other states to the work group lead.
  - 11. 2. 2. (Comment from 5/7/2015) We had a conference call a week ago. Team decided the goal is establish MQ's for all local agencies to be able to qualify to administer federally funded projects; develop a draft set of the MQ's and present to this group by the end of the year – last meeting for 2015; November meeting. We also want to present this to the League/CEAC meeting in March 2016. We are focusing on local public agencies, vs. NGO's. We are meeting monthly – next meeting will be June 2; then following the July TCC meeting. We will be researching various states for best practices.
  - 11. 2. 3. (Comment from 7/23/2015) We have met a few times. We are combining parallel efforts. We looked at five different states' processes. Based on those, we are tabulating the information that will be applicable to California. We will be putting something on the table by November, for presentation to the TCC.

- 11. 3. Unobtrusive project performance data collection methods Jean (Lead) - Mark, Mike P, Ross, Renee.
  - 11. 3. 1. (Comment from March 2015) Hoping to get our group together in the next couple of weeks.
  - 11. 3. 2. (Comment from 5/7/2015) developed out charter. We will be focusing on milestones we need to collect from all the potential milestones. – Post construction Project Milestones were identified. Collect proposed and actual. We are looking for information that is already being gathered. The next step will be to get feedback which milestones among all the possible milestones we would collect. We want to see where projects are in the project development process, and help us identify slippage -
  - 11. 3. 3. (Comment from 5/7/2015) Group comment is that project performance data should be able to help us to see if progress is being made. (Field and agency – dates can be as much as a year apart on federal projects).
  - 11. 3. 4. (Comment from 5/7/2015) It was mentioned as a question, would dates be kept from each progress report rather than overwriting previous dates, so we can see if progress is being made.
  - 11. 3. 5. (Comment from 5/7/2015) Suggestions: Collect DBE data. Find data we already collect.
  - 11. 3. 6. (Comment from 7/23/2015) We need to meet and agree on the items we want to take forward.
- 11. 4. A&E Procurement Oversight Mark – overall lead, Rick, Tom, Jean and Mike P
  - 11. 4. 1. (Comment from March 2015) Hoping to schedule the kickoff in the next couple of weeks.
  - 11. 4. 2. (Comment from 5/7/2015) We had a kickoff meeting – We identified four items: On call consultants, pre-qualification, oversight and training. We are collecting issues we need to resolve. We will have further discussions for clarity. For on-call, we are going to look at State of Missouri and Oregon to see what their best practices are. We will be contacting Iowa for pre-qualification information. For oversight, we will try to find agencies that have done well – For Training – we will be looking a guidance in the procedures manual. For our team, the next step is contacting the other states. We will meet in the next couple of weeks. We hope to have the meetings set up with the other states by the end of May.
  - 11. 4. 3. (Comment from 5/7/2015) Suggestion – may need to go with a regional approach.
  - 11. 4. 4. (Comment from 5/7/2015) Avoid scope creep, stay focused.
  - 11. 4. 5. (Comment from 7/23/2015) We have looked at Oregon and Iowa information. We will be following up with at least Oregon. We are moving on oversight and training aspects. We have 5 more A&E contract training sessions. There will be a need for legislative action to support this strategy and give Caltrans the authority to do this.

12	12:20	Meeting Wrap-up • Review Action Items	All	Preparation for upcoming meeting
13	12:30	Adjourn		
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