

## City-County-State-Federal Cooperative Committee

October 1, 2009

### Group Memory

#### Please Note:

#### Link to Highway System Engineering Branch Functional Classification Update

<http://www.dot.ca.gov/hq/tsip/hseb/products.html>

#### 2010 Meeting Schedule

Terminal A – 2nd Floor, Media Room, Sacramento International Airport  
All Thursdays:

February 4, 2010  
April 1, 2010  
June 17, 2010  
August 5, 2010  
October 21, 2010  
December 9, 2010

#### Standing Items

1. Upshot review; bin lists review including the one we started on April 11, 2008 for reauthorization issues.
2. CTC developments / update. Need ten or fifteen minutes for that.
3. Caltrans Local Assistance Division Chief needs to get the word out on any regulation or process changes coming up.
4. Annually: Review accomplishments of this CCSFCC.
5. Need for current events – what is going on. Agenda is full, but we need to hear from others on what is going on.
6. From this group, what we need is follow up on how Local Assistance is working in the face of the budget situation. Need to know good, bad and ugly for next year.
7. The budget

#### Expected outcome for December 2009 Meeting

ARRA update

Bond update

Budget update – state budget.

CTC allocation update.

Caltrans oversight update.

“Advertise, award and administer” (AAA) projects on state highway system.

### **Bin List & Great Ideas**

1. Need to train district people to be advocates for local programs. (Art; July 15, 1999)
2. Consolidate / Minimize number of federal projects. (Terry A August 21, 2003; modified February 9, 2006)
3. How can we exchange federal money for gas tax on local programs? (Terry A August 21, 2003)
4. Programming rule changes

### **Bin List for specific changes for next authorization. (started at April 11, 2008 meeting; purpose is to have a single place to register the issues we want to address...)**

1. Streamlining – drop Cog Agency Audit requirement indirect costs. **April 11, 2008/Terry A**
2. Make bridge rail replacement eligible in the bridge program. **April 11, 2008/Pat D**
3. Streamlining: Delegate authority for R&R bridge projects statewide to Caltrans. **April 11, 2008/Pat D**
4. Requirement of other federal agencies to use FHWA rules – when we move money to other Federal Agency, Why do we need to get assurance that they (other federal agencies) will follow FHWA rules **April 11, 2008/Terry A**
5. Revalidation of NEPA document after some fixed period of time – need a timeframe or threshold for this requirement. **June 27, 2008 / Terry A**
6. Can the local agency advertise the project prior to obligation? **(June 4, 2009)**

## **Charter**

PURPOSE OF GROUP (FROM JUNE 1998; Revalidated in Dec 2008; to be reviewed in Dec 2009)

- 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)

## 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.

From June 1, 2006 meeting

262	All for Pat D	Pat DeChellis will continue to work on the HBP funding issue, and wants your input on problems related to this. He needs your data on your bridge problems. Please email him with your information. (see discussion notes outline # 9)	On-going
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From February 8, 2007

285	All for Denix	Sometimes the interagency coordination is not what it could be. There are times where reviews are duplicative – things are checked by one agency, only to be requested and checked again by the other agency. If you have examples of this please send them to David Saia. <del>Terry A</del>	On going.
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From August 14, 2008 meeting

<del>333</del>	<del>Margaret</del>	<del>Send out NEPA ED revalidation process for comments from the group. (see discussion notes outline # 8)</del>	<del>Oct 15, 2008 12/08 mtg Feb mtg March 20 June mtg Next meeting.</del>
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From December 12, 2008 meeting

343	Earl Denix	Ask chief of Structure Mtce and Investigations to send out a letter to the cities and counties to advise them of the department concerns about local bridges and permit loads. (see discussion notes outline # 6)	<del>2/1/09 April mtg June mtg</del> Next meeting Dec 3, 2009
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From March 18, 2009 meeting

<del>350</del>	<del>Kevin Denix</del>	<del>Global warming update — arrange for a presentation at June meeting.</del>	<del>June meeting August 6, 2009 12/3/09</del>
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From June 4, 2009 meeting

351	Denix	Send reauthorization items of interest to Ken D. Check with Pat D on CC list. (see discussion notes outline # 2)	<del>Aug 6, 2009</del> 12/3/09
<del>352</del>	<del>Maura Twomey</del>	<del>Send bond project list from the STO to David S for distribution to members of this group. (see discussion notes outline # 3)</del>	<del>June 12, 2009</del>
<del>353</del>	<del>Mohsen</del>	<del>Send out a COIN at the beginning before the reviews begin to alert the agencies what areas will be reviewed. (see discussion notes outline # 4)</del>	<del>Aug 6, 2009</del>
354	Denix	(Recips of Federal Funds bypassing the State....) The group needs to watch this issue. Denix will work with Ross McKeown to keep the group in touch with this as it emerges. (see discussion notes outline # 6)	Aug 6, 2009 Dec 3, 2009
<del>355</del>	<del>Denix</del>	<del>Bring Ross C back for October meeting for updates. Denix will handle. (see discussion notes outline # 7)</del>	<del>October, 2009</del>
<del>356</del>	<del>Pat</del>	<del>Send specifics to Denix on ARRA projects that are hung up in reviews. (see discussion notes outline # 8)</del>	<del>June 12, 2009</del>
358a	Denix	Caltrans will look at the Agenda for Change, and track the action items, report back on the status. Caltrans will report back to the group. (see discussion notes outline # 12)	<del>Aug 6, 2009</del> 12/3/09
<del>358b</del>	<del>Denix</del>	<del>Take the suggestions today to his managers to see what can be done to improve effectiveness (see discussion notes outline # 12)</del>	<del>Aug 6, 2009</del>
358c	All for Denix	Denix would like suggestions to improve LA effectiveness (see discussion notes outline # 12)	On-going

From September 30, 2009 meeting

359	David S	Correct Pat D's e mail address and reSend out NEPA ED revalidation process for comments (see discussion notes outline # 8)  Also resend "Send reauthorization items of interest to Ken D. Check with Pat D on CC list"	10/1/09
360	Mohsen	Moshen will revisit this issue and have CT send a letter to cities and counties and other owners of local bridges, stressing the importance of not overloading bridges when routing permit loads. CT will be available to assist with training.	12/3/2009

361	Mohsen	Get Department Director to come in and address the group.	12/3/2009
362a	ALL	Caltrans wants all members to bring the importance of safety program projects to the local agencies. (see discussion notes outline # 5)	11/2/09
362b	all	If you have any examples of projects that have specific obstacles getting in the way to deliver safety projects, contact Peter Rei and provide the data to him. (see discussion notes outline # 5)	11/1/09
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1.1.1. (see upshot # )

Critique from October 1, 2009 meeting:

What went well	What Needs Improvement
<p>We met.            Good discussion on the meeting process.            Good turnout            Denix here.            Ended a few minutes early.</p>	<p>We need to meet more frequently – four months apart is not often enough. (Pat D)            Parking validation...</p>

Critique from June 4, 2009

What went well	What Needs Improvement
<p>Ended on time.            Stayed within the agenda time frames.            New deputy here –            Got pretty good ideas on working with DLAE's and improving the process.</p>	<p>Need therapist on call to deal with our depression from all the GOOD news.            Attendance.</p>

1. Ground Rules:

- 1.1. Start on time. End on time or early.
- 1.2. Identify if you have to leave early and have an agenda item.
- 1.3. Consensus decisions. You must be able to live with it.

- 1.4. Keep side conversations silent.
- 1.5. Send alternate if you are not able to attend.

Upshot discussion

2. "US 343: Ask chief of Structure Mtce and Investigations to send out a letter to the cities and counties to advise them of the department concerns about local bridges and permit loads."
  - 2.1. SM&I is working with local agencies to those who need it.
  - 2.2. There is an issue here – Why is Caltrans not going to take any action?
  - 2.3. SM&I needs to send out a communication to cities and counties informing them of the importance of permitting loads correctly and that training is available if they need it.
  - 2.4. Outcome: (see upshot # Mohsen will revisit this issue and have CT send a letter to cities and counties and other owners of local bridges, stressing the importance of not overloading bridges when routing permit loads. CT will be available to assist with training.

1	9:00	Introductions; Facilitator/Recorder Role; Ground Rules; Action Items; Review Agenda	Mike Halverson/All	Understand meeting process and status of action items
2	9:15	CTC Update	Maura Twomey	Information Sharing

3. CTC Update

- 3.1. Next meeting is in October in San Diego –
- 3.2. At nest meeting will discuss revised allocation plan and fund estimate.
- 3.3. Public Private Partnership guidelines will brought back for action –
- 3.4. Commission will hold last town hall meeting in October – in El Centro – There will be one held next year in Calavares Coutny and one in Lake and Mendocino Counties.

3	9:35	CCSFCC Meeting Schedule & Hosting	Denix Anbiah	Consider options, agree on most effective CCSFCC hosting and schedule for 2010.
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4. CCSFCC Meeting Schedule & Hosting

- 4.1. Pat D reports that the meetings need to be held more frequently than every four months - The lack of energy and follow through is related to skipping the meetings (August date) .
- 4.2. CT furlough program prevents "business as usual." How does CT accommodate the meetings?
- 4.3. Group discussion
  - 4.3.1. 90-95% of the information is being shared from CT to the group. Content comes from CT most of the time. If we did not have this meeting how would we get this information? This meeting is essential if we are to be informed.
  - 4.3.2. Maybe we could do conference calls for informational items.

- 4.3.3. CT needs to refocus its priorities – this should be a top priority. Eliminating the interaction with local agencies is a bad decision.
- 4.3.4. Meeting needs to continue every two months.
- 4.3.5. This meeting actually is an efficiency measure because it helps expedite and facilitate interaction and input on CT policies and procedures.
- 4.3.6. This needs to be as important to CT as it is to all other participants.
- 4.3.7. Caltrans level of effort that goes into preparing for the meeting has been huge.
- 4.3.8. Maybe Caltrans should be looking at using more staff allocated to local assistance program activities.
- 4.4. Outcome:
  - 4.4.1. Mohsen will work closely with members to bring them in on the activities necessary for meeting preparation.
  - 4.4.2. Meetings will go ahead – Denix will not cancel the December meeting. Plan is nominally to have it be the first Thursday of even months.

4	10:05	Delivery Status Report for Safety Programs	Yin-Ping Li	Heighten awareness and improve delivery of local safety programs
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5. Delivery Status Report for Safety Programs

- 5.1. Five safety projects from Cycle 1 - have not started at all – no activity that CT is aware of.
- 5.2. Cycle 2: 38% of the safety projects have not been started yet.
- 5.3. Cycle 3 will be pushed out to next year.
- 5.4. Discussion:
  - 5.4.1. ARRA emphasis took away from this effort.
  - 5.4.2. There should be tight management on safety project money – the problems once identified need to be addressed. If you can't take on the project, then you should not accept the money.
  - 5.4.3. If the money has not moved in two years it should be reallocated. CT does not want to do this until the agency involved has had a chance to respond with a plan.
  - 5.4.4. There should be a shelf of projects ready to go, if a programmed project does not show progress/activity. There should be another call for projects to build a shelf.
  - 5.4.5. FHWA process review indicated the need for heightened awareness of safety projects. Loss of life on local roads is a bigger problem than on state routes.
  - 5.4.6. FHWA has agreement from CT to be a focus state on local streets and roads. FHWA supports what CT is asking of the group –
  - 5.4.7. Why can't we get some form of help to streamline the environmental process for safety projects? The process is very burdensome. For small agencies the environmental clearances are the biggest obstacle they face.
- 5.5. Outcome:

5.5.1. Caltrans wants all members to bring the importance of safety program projects to the local agencies. (see upshot # 362a )

5.5.2. If you have any examples of projects that have specific obstacles getting in the way to deliver safety projects, contact Peter Rei and provide the data to him. (see discussion notes outline # 362b)

5	10:35	Proposed Changes to Local Bridge Seismic Retrofit Program	Yin-Ping Li	Discuss and reach consensus on proposed changes
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6. Proposed Changes to Local Bridge Seismic Retrofit Program

- 6.1. We have 63% of the projects that are completely behind schedule.
- 6.2. Caltrans proposes to do a one-time reset of all approval dates for the October submittal – these would be September data.
- 6.3. Every quarter Prop 1b projects require an update. Future reports would be compared against the schedules as they are submitted in October.
- 6.4. Once the new approval dates are accepted in October they will be locked in for one year.
- 6.5. Delivery scheduled for FY 09/10 must be obligated by March 30, 2010.
- 6.6. Any projects not obligated may be bumped out of line, per current CTC guidelines. RTPA Moderator Ross McKeown feels this is not appropriate.
- 6.7. Outcome :
  - 6.7.1. Information item – no action needed at this time from this group. The issue resides with the Bridge Advisory Committee, which has two city and two county representatives.

6	10:55	Cognizant Agency Audit Program (CAAP)	MaryAnn Campbell- Smith	Understand upcoming Audit requirements and potential impacts
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7. Cognizant Agency Audit Program

- 7.1. Information item – Powerpoint presentation.
- 7.2. Outcome:
  - 7.2.1. The powerpoint presentation from CT is available to all. It will be posted on the web site.

7	11:40	SB 286 Requirement for TE Projects	Denix Anbiah	Clarification of recent policy interpretation
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8. SB 286 Requirement for TE Projects

- 8.1. This legislation requires that we give priority to California Conservation Corps (CCC )local corps, as a contractor, but this is in conflict with federal regulations. Competitive bidding and prevailing wage concerns – Unless the local Conservation Corps meet these requirements, they cannot get the job. The state CCC agency is exempt.

- 8.2. For non-ARRA projects, if they are not on the federal aid system, they are exempt from Davis-Bacon, and you can use the local conservation corps or California Conservation Corps (CCC) but you must demonstrate that it is cost effective.
- 8.3. Within the federal aid system, you can use only the California Conservation Corps, but you must demonstrate that it is cost effective.

8	11:50	Going Green	Denix Anbiah	Convey Local Assistance "Greening" effort
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9. Going Green

- 9.1. Local Assistance Manual printing and mailing – over 800 copies – is resource intensive. Caltrans will no longer provide hard copies. It is available on the CT web site.
- 9.2. You can sign up for server notification for changes to be sent to you.
- 9.3. Discussion
  - 9.3.1. File size: Caltrans should consider compressing the file, as it is too big to be e mailed.

9	12:00	DBE Award Packages	Mohsen Sultan	DBE status & challenges conveyed; questions answered
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10. DBE Award Packages

- 10.1. Issues with the 15-G2 form need attention. Some issues we find are:
  - 10.1.1. Forms are missing. Good Faith forms, etc.
  - 10.1.2. Information fields not completely filled out.
  - 10.1.3. No goal listed, or no indication of good faith effort
  - 10.1.4. Missing or incorrect DBE Cert Number.
  - 10.1.5. Data not consistent with supporting documentation.
  - 10.1.6. Dollar amount and participation amounts don't match.

10	12:10	Announcements <ul style="list-style-type: none"> <li>• E-verify</li> <li>• Recent Office Bulletins and COINs</li> <li>• Local Assistance Manuals DVD*</li> </ul>	Mohsen Sultan	Members informed of recent procedural updates and available reference material
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11. E-verify requirement:

- 11.1. This is not a mandatory program requirement for those recipients who are getting their federal funds from Caltrans. This verification process is for the federal contractors who are working on federal contracts directly.

12. Recent Office Bulletins and COINs

- 12.1. OB's have been developed as a way to communicate current policy changes. They are available on the web site.

13. Local Assistance Manuals DVD

- 13.1. The DVD available from CT has current manuals is a good reference, but will require being updated.
- 13.2. The DVD is available from CT for a very nominal fee to cover cost.
- 13.3. It is available from Dr. Frank Cao, or the CT publications unit.

14. Scour critical bridges:

- 14.1. FHWA has a CFR requirement – if there is no Plan of Action (POA) submitted for scour critical bridges, agencies are at risk of getting no federal funds until they are in compliance.
- 14.2. The POA for scour critical bridges is due today.
- 14.3. If you have any unknown condition bridges where you have to do exploration on the foundations, they are due next year, September 30, 2010.
- 14.4. Outcome:
  - 14.4.1. Yin-Ping Li will send information on this Scour critical bridges POA requirement to the League and CSAC to send it out to cities and counties. (see upshot #

1 1	12:20	Meeting Wrap-up <ul style="list-style-type: none"><li>• Review Assignments, Bin List</li><li>• Desired Outcomes for Next Meeting</li><li>• Critique Meeting</li></ul>	Mike Halverson/All	Preparation for upcoming meeting
1 2	12:30	Adjourn		

14.5.