

City-County-State-Federal Cooperative Committee

December 3, 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 Feb meeting

Director's update.
ARRA/Stim II/Reauthorization update
Bond update
Agenda for Change update
Budget update – state budget.
CTC allocation update.
Caltrans oversight update if necessary.
"Advertise, award and administer" (AAA) projects on state highway system.
OIG review of California program – what did OIG see in their review? – FHWA

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 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.

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. Terry A	On going.
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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)	2/4/09 April mtg June mtg
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			Next meeting Dec 3, 2009
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From June 4, 2009 meeting

354	Denix	Send reauthorization items of interest to Ken D. Check with Pat D on CC list. (see discussion notes outline # 2)	Aug 6, 2009 12/3/09
354	Denix/Ross	(Receipt of Federal Funds bypassing the State....sending the money directly to the cities and counties.) 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) This is part of the next authorization.	ONGOING Aug 6, 2009 Dec 3, 2009
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)	Aug 6, 2009 12/3/09 2/4/10
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 2/4/10
361	Denix	Get Department Director to come in and address the group.	12/3/2009 2/4/10
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 2/4/10
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 2/4/10

From December 3, 2009 Meeting

363a	Denix	Re; LAO report /ARRA discussion (see discussion notes outline # 2 & 3) send out the ARRA Project Status report to the members of the group. send the data Caltrans has on awards, expenditures, etc, so cities and counties can look at the data project by project, to ensure the data are current.	
363c	Kiana	Send out a memo/email/notice to counties, coordinate same with cities... on the following three things: (1) Local agencies: Program supplement agreements – execute and send back to Caltrans quickly. (2) Local agencies: Submit ARRA project award information as quickly as possible to Caltrans.(3) Local agencies: Invoice the ARRA projects as quickly as possible – reconsider local policies in the light of ARRA reporting requirements (see discussion notes outline # 2 & 3)	
364	Denix	send out a short report to communicate the effectiveness of this forum and its accomplishments.	

Critique from October 1, 2009 meeting:

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

Critique from Dec 3, 2009

What went well	What Needs Improvement
Achieved Denix's goals to streamline this meeting – We are sharing the burden. Refreshments – more than enough coffee, in particular...	Attendance is slightly off.

Invitees Kiana Buss, Julia R. Bueren, Pat DeChellis, Tom Flinn, Dave Flynn, Pat Minturn, George Johnson, Peter Rei, Dorothy Johnson, Shawn Cunningham, Wayne Lewis, Robert Newman, Martin Pastucha, Larry Patterson, T.C. Sutaria, Brittany Odermann, Kathy Matthews, Karen Bobo, Martin Tuttle, Mohsen Sultan, Maura Twomey, MaryAnn Campbell-Smith, Mike Halverson, Lori Saysourivong, Ken De Crescenzo, Brenda Schimpf, Henry Wells

	Time	Topic	Speaker	Outcome
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 / Feedback

1. Upshot review

- 1.1. Agenda for Change: Division will be reporting back to Denix to status the items – if they are still applicable, or are taken care of. We will report back at the next meeting.

8	9:35	LAO Report	Denix Anbiah	Using Federal Economic Stimulus Funds for Transportation
3	10:05	ARRA Update	Denix Anbiah	Identify Local reporting deficiencies, propose solutions

2. Agenda Item 3 and 8: LAO Report

- 2.1. ARRA funds – only 1/3 of the funds have been obligated – per report dated November 23, 2009. What was the date of the data collection for this? LAO suggests the Legislature conduct hearings on oversight.
- 2.2. CT opinion is that we have obligated most of the money – this is not reflected in the report. Group feels that CT should respond to this.
- 2.3. Invoices are not being paid because the system has changed – Local agencies have built their projects and submitted their invoices, but the bills are not being paid. The process takes a lot longer to go through. The projects built this summer have not been paid. There is a timing issue.
- 2.4. CSAC is attending the RTPA meeting next week, and this is on the agenda. The performance required to bring new projects from zero to completion in nine months is an achievement that should be brought forward –
- 2.5. The concern of the group is that decisions may be made based on this report, but the report does not reflect the situation accurately.

- 2.6. Money should be counted as spent when the cities and counties pay their contractors. The reporting needs to be straightened out. The day we paid the contractor should be reported.
- 2.7. Invoices need to be processed faster by CT and sooner to FHWA sooner.
- 2.8. There is a lag in the reporting system. The money has been spent, and we are now waiting for reimbursement. This amounts to the cities and counties loaning the money to the federal government.
- 2.9. The concern is that there are not enough jobs being created.
- 2.10. There may be regions that did not set deadlines up front to ensure that awards were made in a timely fashion.
- 2.11. There is a four to six month process often from when we get federal approval to award, to the point when we can award a project...

3. ARRA –

- 3.1. There are problems with management and obligation of funds. Reports have been sent to the regions.
- 3.2. FHWA is working to lay the process out nationally – the local processes are being mapped out
- 3.3. ARRA- There are projects that have been authorized by FHWA that have not hit the dirt yet. There are maybe 100 projects that have not been awarded yet. There are projects that have the PS&E checklist signed off on, but the PS&E is not ready. Some agencies have certified projects incorrectly. (recent review of two agencies found 6 out of 20 were not ready)
 - 3.3.1. It can take two months to get a board letter from the (xxx) board of supervisors to get delegated authority to award.
 - 3.3.2. Regulatory permits are not a requirement of the PS&E package. Getting the permits can take upwards of a year.
 - 3.3.3. Traffic control is not a requirement for PS&E but it can take months.
- 3.4. ARRA – Pre-mature obligation – there are 169 projects that are obligated over 100 days ago and not awarded yet. This project list is being sent out to all RTPA directors
- 3.5. ARRA – Force Account – some agencies excessively use force account to expend the ARRA funds. FHWA interpretation of the regulations is that there is a limit on this.
- 3.6. ARRA – Cost savings – cost savings are not properly reported back to CT and de-boligated in a timely fashion.
- 3.7. ARRA – Materials testing –There are no standards for tests being done. No way to certify pass/fail without standards.
- 3.8. The 32.5%: There are more Caltrans ARRA regional discretionary funds than what the region itself shows.
- 3.9. There are hang-ups occurring in the system – on all sides.
- 3.10. Perception needs to reflect the reality – with CSAC in the lead we need to demonstrate that we are addressing these issues
- 3.11. Outcome:
 - 3.11.1. Deniz will send the data Caltrans has on awards, expenditures, etc, so cities and counties can look at the data project by project, to ensure the data are current. (see upshot # 363a) Report the data to FHWA. Deniz will send out the ARRA Project Status report to the members of the group.
 - 3.11.2. Kiana will send out a memo to counties on the following three things: (1) Local agencies: Program supplement agreements – execute and send back to Caltrans quickly. (2) Local agencies: Submit ARRA project award information as quickly as possible to Caltrans.(3) Local agencies: Invoice the ARRA projects as quickly as possible – reconsider local policies in the light of ARRA reporting requirements. (see upshot # 363b)

4	10:20	Federal Transportation Program Reauthorization Update	Ken De Crescenzo	Information Sharing/Feedback
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- 4. Agenda Item 4: Federal Transportation Program Reauthorization Update
 - 4.1. There are working groups tasked to put something together. Items of interest include things like streamlining and reconsideration of reporting requirements, modification of contracting procedures, certifications, programming constraints.
 - 4.2. If we could pick on item, this group expresses the following: Existing Programming constraints when applied to expedited job creation programs restrict the effectiveness of those programs. – the programming processes are set up for long term programs, including lots of public input, hearings, etc. The programming processes are not intended to be a quick process; programming can take years. This is not in step with these recovery/stimulus short term programs.
 - 4.3. Outcome:
 - 4.3.1. This is an information item.

5	10:45	FHWA or Caltrans Oversight Update	Henry Wells	Update on Hiring
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5. FHWA or Caltrans Construction Oversight Update

- 5.1. As a part of the FHWA/Caltrans stewardship agreement, Caltrans will be expanding its construction oversight.
- 5.2. Caltrans now has a construction oversight coordinator, and a construction oversight engineer –
- 5.3. Next month we will go out to do some reviews. Emphasis will be on construction records; FHWA review will be broader in scope.
- 5.4. We will be looking at 5 to 10 projects per month.
- 5.5. The construction oversight is being executed to fulfill an agreement with FHWA.

9	12:00	Announcements <ul style="list-style-type: none"> • Recent Policy Updates 	Henry Wells	Members informed of recent procedural updates and available reference material
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6. Agenda Item 9: Recent policy updates

- 6.1. Caltrans has updated chapter 5, will be updating chapter 23 this month.
- 6.2. Will do compliance reviews on ADA and title 6 requirements, starting in spring of 2010.
- 6.3. Newly-developed AASHTO audit guidelines will be used by CT starting March 2010.
- 6.4. Outcome:

6.4.1. Information item

6	11:15	Bridge Program	Denix Anbiah	Information Sharing
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7. Agenda Item 6: Bridge Program Updates.

- 7.1. FHWA will put together a team that will start meeting in mid-December to review long approach approval.
- 7.2. We are looking into using GARVEE bonds for high-cost bridge projects.
- 7.3. Seismic Retrofit: Cost, scope and schedule changes for projects must be reported to CTC – Caltrans got one-time approval for all the schedule changes.
- 7.4. We need to deliver projects according to their schedules. Slippage will result in other projects being moved ahead. In the future, schedule changes will go through the normal process.
- 7.5. Outcome:

7.5.1. Information item

10	12:10	2009 Accomplishments	Denix Anbiah/All	Feedback
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8. Agenda Item 10: 2009 Accomplishments

- 8.1. In spite of financial difficulties, we did agree to continue the regularly scheduled meetings.
- 8.2. We have, through our input in this group, influenced the distribution of the ARRA funds.
- 8.3. Caltrans and the Local Assistance Program work well with local agencies to deliver the ARRA projects. This was above and beyond the normal work and duties...
- 8.4. This group has been effective as a conduit for information – we got the word out on the new DBE requirements.
- 8.5. This group is effective in communicating the importance of issues to Caltrans local assistance management and focusing discussion.
- 8.6. We have expanded the group, and enhanced our working relationships with FHWA, and regional agencies.
- 8.7. FHWA has been very responsive to the group's questions and concerns. Communication has improved. FHWA has been present as a partner.
- 8.8. Outcome:

8.8.1. Denix will send out a short report to communicate the effectiveness of this forum and its accomplishments. (see upshot # 164)

7	11:45	State Bond Update	Brenda Schimpf	Outlook and Impact on Future Projects
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9. Agenda Item 7

9.1. We recently sold bonds in October- that cash allowed us to have \$307 million for projects already in construction. In November we got \$716 million in bond funds. Part of this will go toward support and R/W for the 10/11 FY.

9.2. We are doing a risk analysis to determine what we will take forward. We anticipate making a recommendation in January to the CTC.

9.3. We anticipate some percentage of the 90 million in transit projects will move forward in January.

1	12:20	Meeting Wrap-up <ul style="list-style-type: none">Review Assignments, Bin ListDesired Outcomes for Next MeetingCritique Meeting	Mike Halverson/All	Preparation for upcoming meeting
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