

City-County-State-Federal Cooperative Committee

February 5, 2010

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 15, 2010 (Note the change)

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 Mace 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)	2/1/09 April mug June mug Next meeting Dec 3, 2009
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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)	Aug 6, 2009 12/3/09
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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	Moshe 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	
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		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.	

From December 3, 2009 Meeting

364	Denix	send out a letter to all local agencies to remind them of the established bikeway and bicycle use standards.	2/19/10
365	Barry L	Caltrans will make sure the MPO's & RTPAs are included in the distributions of guidance, training, data requests, etc. (see discussion notes outline # 4)	3/1/10
366	Mohsen	The status report for the Agenda for Change will be updated for the next meeting.	4/15/10
367	Yin Ping	Work with local agencies to review the HSIP delivery requirements. There needs to be some sort of exemption process for the delivery requirements. (see discussion notes outline # 7) Work with Peter Rei, Pat D., Rick T., Ross M.	4/15/10
368	Yin Ping	Send out the timeline for the Bridge Program POA, and the status update (see discussion notes outline # 9)	2/11/10
369	Carlos	Provide an update on Audit Requirements for Local Agencies and A&E Firms the next meeting	4/15/10
370	Denix	send out a list of agencies that have submitted a QAP within the last five years, and identify those who have not. This will get to CSAC and the League of Cities for distribution.	2/19/10

Critique from February 4, 2010 meeting:

What went well	What Needs Improvement
Refreshments – Good discussion Randy Iwasaki- good discussion – appreciated his attendance and would like him to return. Covered extra items – Agenda flexibility.	CTC rep unable to participate

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, Shaw 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

1	9:00	Introductions	All	
2	9:05	Message from the Director	Randy Iwasaki	Convey State of Affairs
3	9:25	Facilitator/Recorder Role; Ground Rules; Action Items; Review Agenda	Mike Halverson/All	Understand meeting process and status of action items
7	9:30	Jobs for Main Street Funding Opportunities	Ken De Crescenzo	Update/ How much will California receive? How will that be split between state and the local-regional shares.
8	9:50	Transportation Reauthorization Program	Ken De Crescenzo	Status Update

x x	10:0 0	Bike Issue (added) Denix		
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1. New agenda item: Bikeways Issue

- 1.1. Meeting with Caltrans Director and Bicycle community – The Streets and highways code requires CT to work with local agencies to develop a standard.
- 1.2. This standard is mandatory for local agencies to follow.
- 1.3. For more information call Ken McGuire, (916) 653-2750
- 1.4. Outcome
 - 1.4.1. Denix will send out a letter to all local agencies to remind them of the standards.

4	10:0 5	FY 2010-11 State Budget Synopsis for Transportation Programs	Steven Keck	Update/Q&A
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2. Agenda Item 4: Budget update
 - 2.1. (see handout # 1, powerpoint handout.)
 - 2.2. Fuel Tax swap
 - 2.2.1. Eliminates state portion of sales tax on gasoline and diesel.
 - 2.2.2. Increases excise tax by \$.108 / gallon. Distribution: Bond debt service, STIP and Locals. Would increase annually as debt service increases
 - 2.3. Bond Debt Service (\$929M)
 - 2.3.1. \$603M from increased excise tax
 - 2.3.2. \$254M from Public Transportation Account
 - 2.3.3. \$72M from State Highway Account
 - 2.4. Employee Compensation SAVINGS
 - 2.4.1. Proposed 5% salary reduction
 - 2.4.2. Proposed 5% pension increase
 - 2.4.3. Workforce Cap (Executive Order S-01-10)
 - 2.5. Prop 1B funding
 - 2.5.1. Governor's budget includes funding for all projects that are ready to go.
 - 2.6. Innovation
 - 2.6.1. Innovative financing options
 - 2.6.2. Tort Reform
 - 2.7. Loan Repayments
 - 2.7.1. \$236M in loans to General Fund repaid in 2010-11.
 - 2.8. Impact: SHOPP
 - 2.8.1. No tribal gaming revenues, \$100 estimated in the 2010 Fund Estimate.
 - 2.9. Impact: STIP
 - 2.9.1. Fuel tax swap – future Highway STIP funded from SHA (new excise tax) ; PTA funding from PTA balance until PTA exhausted; future obligations funded from the general fund.
 - 2.9.2. Prop 1B TFA capacity for the STIP

2.10. Impact – Bond Programs

2.10.1. Appropriation request built within artificial constraint

2.10.2. Assumes bonds can be sold.

2.11. Impact: TCRP

2.11.1. \$83M in Proposed Budget, consistent with Prop 1A

2.12. LAO alternatives proposed

2.12.1. Retain fuel tax on diesel

2.12.2. Continue tax at current rate, increase funding for transportation overall.

2.13. Outcome

2.13.1. No action required – information item.

5	10:30	CTC Update	Maura Twomey	Information Sharing / Feedback
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3. Agenda Item 5: CTC update

3.1. No update this meeting.

6	10:40	ARRA Update	Barry Leaming	Identify Local reporting deficiencies, propose solutions
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4. Agenda Item 6: ARRA update

4.1. CT reporting on 730 projects among 400 agencies.

4.2. State reports quarterly, but uploads data four or five times a quarter.

4.3. Challenges include matching project locations, descriptions, funding, etc among different data systems; data definition consistency between systems; DUNS numbers matching among systems, password management, and more.

4.4. There are a lot of data entry items that need to be cleaned up.

4.5. Future – working on LAO database; OMB database is the controlling factor in how we manage and construct our database.

4.6. Caltrans looking at webinars and phone conferences to provide training and guidance for the local agencies.

4.7. A lot of information, instructions and requests have bypassed the regional agencies that will have to coordinate and support the data gathering efforts. If you want the regional agencies to lead this effort Caltrans must include them in the guidance, webinars and other communication.

4.8. Data system says local agencies are not delivering but they really are. LAO report is hard to listen to.

4.9. FHWA has worked with OIG about the delay between the local agency spending the money, and the federal data system reflecting that fact.

4.10. (see handout # 3: Recovery Act Bulletin)

4.11. Outcome:

4.11.1. Caltrans will make sure the MPO's & RTPAs are included in the distributions of guidance, training, data requests, etc. (SEE UPSHOT # 365)

9	11:05	Agenda for Change	Mohsen Sultan	Information Sharing
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5. Agenda Item 9: Agenda for Change

5.1. The Agenda for Change is a document worked on in 1995 to reengineer local assistance in Caltrans. It has very detailed recommendations.

5.2. (see handout # 4) Agenda for Change responsibilities and status.

5.3. The status report for the Agenda for Change will be updated for the next meeting.

5.4. Next step will be for the Committee to determine what they want to be done, after it is updated.

5.5. Outcome:

5.5.1. Mohsen will update all items in the "Agenda for Change." (see upshot # 366)

10	11:15	Construction Oversight	Mohsen Sultan/ Ken Darby	Status update on action items
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6. Agenda Item 10: Construction Oversight

- 6.1. On Recovery Act projects, CT has construction oversight responsibility. They have hired six people to do this work; there will be a seventh hired soon.
- 6.2. Ken Darby is the statewide coordinator, identifying where the jobs are, what level of oversight is required, etc.
- 6.3. **Oversight engineers**
 - 6.3.1. Rod Murphy – Districts 1, 2 & 3
 - 6.3.2. Azita Bagherli – District 4
 - 6.3.3. Mike Giuliano – Districts 5, 6 & 10
 - 6.3.4. Mohammad Pasebani – District 7
 - 6.3.5. Jabra Kawwa – Districts 8 & 9
 - 6.3.6. Vacant – Districts 11 & 12
 - 6.3.7. Ken Darby – Program Coordinator
- 6.4. Report of lessons learned will be out in early April. It will be a statewide report.

1	11:30	Changes for the HSIP Delivery Tracking	Yin-Ping Li	Information sharing. Improve delivery of HSIP projects
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7. Changes for the HSIP Delivery Tracking

- 7.1. (see handout # 5)
- 7.2. At the end of FY 2008/09, we lost \$64M in HSIP apportionment, and \$5M in HR3 apportionments due to delivery failures. FHWA has requested that Caltrans deal with this and new delivery requirements are being proposed to address this issue.
- 7.3. Proposed Delivery requirements, starting October 2010 and beyond: Clock starts at FTIP approval date.. Once the amendment is approved, the agencies have 6 months to submit PE authorization, construction authorization within 2 ½ years, and four and a half years to close out the project.
- 7.4. If you have any project that are out of compliance, you will not be able to submit any more applications.
- 7.5. Problems may be dollars, lack of staff, lack of local political support, or other. Consequence is that safety issues may go unaddressed.
- 7.6. CT is planning to set the baseline for existing projects for cycle 1 and Cycle 2 to start by March 2010.
- 7.7. Cycle 3 was just released; it is using the 9/10 apportionment.
- 7.8. Cycle 4 will have a cost – benefit analysis in an excel spreadsheet macro, which will help to evaluate all safety projects. It will use the 11/12 apportionment.
- 7.9. Any projects involving any kind of environmental review, curve realignment, a watercourse, etc. will not be able to make this timeline. The timeline is based on typical timeframes for HSIP projects. Concern of the group is that the timelines are not going to work. There are good safety projects that cannot get through the process in 30 months. There are many deadlines imposed, many more requirements being established in the various

things like ARRA, Jobs for Main Street, etc. that compete for staff time, especially in smaller agencies, rural areas.

- 7.10. Caltrans will consider your justification for not making the timelines.
- 7.11. How does Caltrans manage something like this? Local agencies would like to be part of the solution. What would work better, would be more certain?
- 7.12. Suggestion with four elements:
 - 7.12.1. Do the PE phase with local dollars. Prequalify local project to guarantee it will be funded when it gets through the process. If the PE cost exceeds the match, it is on the local agency to fund the overage.
 - 7.12.2. Don't grant funding for PE, and don't start the clock.
 - 7.12.3. Can Caltrans come up with a tapered match?
 - 7.12.4. Screen projects. Update annually to manage.
- 7.13. Small counties do not have funding for PE.
- 7.14. Outcome
 - 7.14.1. Denix will form a small workgroup to review the HSIP delivery requirements. There needs to be some sort of exemption process for the delivery requirements. (see upshot # 367)

1	12:0	Audit Requirements for Local Agencies and A&E Firms	Mohsen Sultan/Carlos Aguila	Audit alert & discussion of A&E data deficiencies
2	0			

- 8. Audit Requirements for Local Agencies and A&E Firms
 - 8.1. Local Assistance needs to provide data on A&E contracts for the cognizant agency audit effort. Audits and Investigations needs to set a reasonable threshold based on valid data.
 - 8.2. Local Assistance will be surveying the local agencies through the District Local Assistance engineers, asking for A&E contract data.
 - 8.3. Carlos Aguila (916) 323-7911 is the Chief of External Audits within the Office of Audits and Investigations, for A&E, Construction and Prop 1B. He is developing a risk-based model for the department. This is an overall model. He will coordinate contact with the League of Cities and CSAC to gather information.
 - 8.4. Outcome:
 - 8.4.1. There will be an update at the next meeting.

- 9. Additional Item: Bridge porogram update:
 - 9.1. Plan of Action required from local agencies for "unknown foundation" and scour bridges. Scour critical bridges required a POA last Oct.1.

- 9.2. Unknown Foundation POA is due to Local Assistance by September 2; sanctions are possible from FHWA if we are out of compliance.
- 9.3. Based on the CFR, the FHWA could withhold federal funding for ALL projects with the agency.
- 9.4. Agencies that missed their POA for Scour they need to submit their POA by March 1.
- 9.5. Outcome:
 - 9.5.1. Yin Ping will send out the timeline for the Bridge Program POA, and the status update. Agencies that missed their POA for Scour they need to submit their POA by March 1. (see upshot #369a)

10. Additional item: QAP

- 10.1. If you do not have a QAP Caltrans cannot authorize federal funds for the construction of a project. This is a one time requirement for each project, with periodic update required.
- 10.2. Outcome:
 - 10.2.1. Denix will send out a list of agencies who have submitted a QAP within the last five years, and identify those who have not. This will get to CSAC and the League of Cities for distribution. (see upshot # 370)

11. Additional item: Timing of Caltrans Procedure Changes

- 11.1. Can Caltrans not propose any major changes in process or regulation or procedure changes when we are under ARRA, Jobs for Main Street, STIM 2 or other push to expedite and deliver?
- 11.2. Caltrans and FHWA response: Changes, requirements, etc. are not being done unilaterally- In the case of ARRA, there were things required by the law, like the DBE transition.
- 11.3. Caltrans wants to transition local agencies to more focused reporting.
- 11.4. Local and regional agencies are especially concerned about changes proposed during the STIM 2. Caltrans should pursue this with FHWA.
- 11.5. Outcome
 - 11.5.1. This committee recommends that Caltrans and FHWA not change the rules in the middle of delivery efforts for Stimulus II.

1 3	12:1 5	Meeting Wrap-up <ul style="list-style-type: none"> • Review Assignments, Bin List • Desired Outcomes for Next Meeting • Critique Meeting 	Mike Halverson/All	Preparation for upcoming meeting
1 4	12:3 0	Adjourn		

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13.