



HENRY M. HIRATA  
DIRECTOR

**COUNTY OF SAN JOAQUIN**  
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VIA FACSIMILE

TO: Mr. David Jones  
League of California Cities  
(916) 658-8240 - Fax

DATE: March 13, 1998

SUBJECT: COOPERATION COMMITTEE

Mr. Robert Buckley  
California Department of Transportation  
(916) 654-6608 - Fax

TRANSMITTED HEREWITH:  X

UNDER SEPARATE COVER:      

Mr. Art Goulet  
Ventura County Public Works  
(805) 654-3952 - Fax

No. of Copies	Description
1	AGENDA FOR WEDNESDAY, MARCH 18, 1998 COOPERATION COMMITTEE MEETING
1	BYLAWS FROM PREVIOUS COOPERATION COMMITTEE
1	ATTENDANCE FORM

Remarks: The attached Agenda and Bylaws are transmitted at the request of Henry Hirata, Director of San Joaquin County Public Works, for your use at the above subject meeting, which is scheduled for March 18, 1998 during the County Engineers Association of California/League of California Cities Conference being held next week.

Also, if you have not yet informed us of the number of attendees from your organization, please complete the enclosed form titled, "Attendee List," and return to me by facsimile at (209) 468-2999, by Monday, March 16, 1998. Should you need any additional information, feel free to call me at (209) 468-3034. *by ac*

*Nancy Estoll*  
NANCY ESTOLL  
Administrative Coordinator

NE  
E:HIRATA@CEA.COOP.AGN.TRN

c: Henry M. Hirata  
Director of Public Works

Post-It™ brand fax transmittal memo 7671		# of pages	8
To	Robert Buckley	From	Henry Hirata
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Dept.		Phone #	209 468 3100
Fax #	916 654-6608	Fax #	

CITY/COUNTY/STATE/FEDERAL  
COOPERATION COMMITTEE

March 18, 1998  
8:00 am to 9:30 am  
San Diego Princess Resort  
Executive Suite 716

A G E N D A

1. OPENING REMARKS HIRATA
  
2. SELF INTRODUCTION ATTENDEES  
(Please be prepared to share your thoughts  
on what your expectations are on forming  
this Committee.)
  
3. BACKGROUND  
(Copy of Previous Committee Bylaws attached)
  
4. COMMITTEE
  - a. Purpose
  - b. Goals
  - c. Rules and Procedures
  - d. Committee Membership
  
5. NEXT MEETING

(Continental Breakfast To Be Served)

## JOINT CITY/COUNTY/STATE COOPERATION COMMITTEE

### BACKGROUND

The formation of the Joint City/County/State Cooperation Committee was explored in 1960 when the County Supervisors Association was requested by Russell Cooney, Deputy Director, State Department of Public Works to meet with the Department to explore and air any problems between the State and Counties.

This requested joint meeting was held in early 1961 at which time the State Highway Engineer expressed a belief that if a joint state/local agency committee was formed, it should include city representatives as well as county.

Subsequently the County Supervisors Association's Highways and Public Works Committee referred the matter to its advisory group of county engineers and a separate subcommittee of that group was appointed to serve on the initial committee.

The first official joint meeting of county and state representatives was held October 5, 1962.

On October 23, 1962, representatives of the county met with the Public Works Department of the League of California Cities. This meeting brought forth a favorable recommendation from the Public Works Department to the general assembly. By resolution the general assembly, on October 24, 1962, authorized the League President to appoint six representatives of the Public Works Officers Department to serve on the joint cooperation committee. The first official meeting of the Joint City/County/State Cooperation Committee was held January 11, 1963.

**PURPOSE:**

The joint committee is a partnership committee formed not as a grievance committee but rather a friendly committee to discuss problems and/or issues representing areas of statewide significance. Specific individual problems are not to be discussed except as a means of illustrating a problem which possibly could have broader statewide significance.

**GOAL:**

- Promote a better understanding between state and local representatives and create uniform engineering practices.
- Provide the Department with advice and assistance in implementing the Federal-Aid Programs for Local Agencies.

## RULES AND PROCEDURES

The Joint City/County/State Cooperation Committee operates on an informal basis. The rules of procedures are few as follows:

1. Basically, meetings will be held in Sacramento at the Sac-Metro Airport. They may be held at other locations for particular reasons.
2. Meetings are not necessarily held at regular intervals but rather as the urgency of the business to be discussed dictates. The committee will meet at least annually but generally on a semi-annual basis. Meetings may be scheduled in conjunction with the annual Joint CEAC/Public Works Officers Conference.
3. Meetings are, generally to be held in the morning and limited to one-half work day in duration.
4. Meeting discussions will be on the basis of a pre-determined agenda, although other topics may be introduced at the meeting. Any member may place a topic on the agenda or initiate discussion on a new topic at any meeting.
5. Summary of meeting minutes and a list of actions for follow-up will be mailed to the committee within 4 weeks of the meeting. This mailing will confirm the next planned meeting.

6. The meeting chairmanship is by vote of the committee and will rotate in the following sequence:

- (1) State (1992)
- (2) County (1993)
- (3) City (1994)

### COMMITTEE MEMBERSHIP

THE committee membership shall consist of:

- (1) six County engineers
- (2) six City engineers
- (3) two Caltrans engineers

Division Chiefs--Local Programs and  
Highways and Programming--The number of  
state engineers will be augmented depending  
on the agenda items.

The Committee Members are selected by the County Engineers Association of California and the Public Works Officers of the League of Cities and confirmed in writing by the Director of Transportation. The committee members terms will be at the discretion of the County Engineers and Public Works Officers.

**SUBCOMMITTEES**

- HIGHWAY/BRIDGE REPLACEMENT AND REHABILITATION
- LOCAL SEISMIC RETROFIT ADVISORY  
(Augmented by representatives of  
Los Angeles and Santa Clara Counties)
- CTAP/RTAP
- HIGHWAY/RAILROAD GRADE CROSSING PROTECTION
- PAVEMENT MANAGEMENT SYSTEM

**ATTENDEE LIST**  
**COOPERATION COMMITTEE MEETING**  
**MARCH 18, 1998**

**ATTENDEES:**

NAME: Bob Buckley, Manager  
TITLE: Design and Local Programs  
ORGANIZATION: CALTRANS

NAME: Jim Smith, Chief  
TITLE: Local Programs Management  
ORGANIZATION: CALTRANS

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_

NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_

Post-It® Fax Note		7671	Date	3/13	# of pages
To:	Nancy Estoll		From:	Bob Buckley	
Co./Dept.			Co.		
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Fax #	(209) 468-2999		Fax #		

Please return to Nancy Estoll via facsimile at (209) 468-2999  
by Monday, March 16, 1998.