

**South Bay Cities Council of Governments  
Infrastructure Working Group Meeting Notes – July 20, 2016**

**Attachment A**

**Attendees:** Chair Stephanie Katsouleas (El Segundo); Vice Chair Rob Beste (Torrance); Maria Slaughter (Carson); Akbar Farokhi & Alan Leung (Hawthorne); Louis Atwell (Inglewood); Prem Kumar (Manhattan Beach); Ted Semaan, Brad Lindahl & Didar Khandker (Redondo Beach); Craig Bilizerian & Steve Finton (Torrance); Jimmy Shih (Caltrans); Josie Gutierrez, Angela Driscoll, Jane White & Andres Narvaez (LA County DPW); Mike Bohlke & Danielle Valentino (Metro); Alan Clelland & Dina Saleh (Iteris); Steve Lantz & David Leger (SBCCOG).

Chair Stephanie Katsouleas called the meeting to order at 12:07 pm.

**I. Self-Introductions and Approval of May 18, 2016 Minutes**

Chair Katsouleas presented Rob Beste with a certificate of appreciation from the SBCCOG for his dedicated service over the past six years as Chair of the IWG.

Chair Katsouleas nominated Rob Beste for position of Vice Chair, approved without objection.

Motion made by Craig Bilizerian, seconded by Ted Semaan, to APPROVE the minutes of June 15, 2016. Minutes approved as submitted.

**II. Agency & Other Reports**

- **SBCCOG** – Steve Lantz made the following announcements on behalf of Jacki Bacharach:
  - **South Bay Broadband Network** – A workshop is being held on July 21<sup>st</sup> to kick off the Broadband Study. Magellan Advisers will lead a 9-month study for a South Bay Broadband Network. They will be emailing cities to get contact information for relevant staff. They will be determining where gaps are in the system and what we need to do to get complete and high capacity broadband service in the South Bay.
  - **Green Building Challenge** - 160 businesses are participating as of now, with a recognition ceremony taking place September 28<sup>th</sup> in El Segundo.
  - **South Bay Travel Pal** – Cities have been providing input on the program. If there are city events in the works, please let SBCCOG staff know so they can be added to the Travel Pal website so people can potentially find carpool matches.
  - **Metro’s Sales Tax Measure** – The SBCCOG Board voted to oppose the measure at the last Board Meeting but will not be taking an active role in the opposition campaign or potential lawsuits should they be initiated.
  - **SBCCOG/Metro Cooperative Agreement** – There will be a meeting later today with Metro to take a look at the Cooperative Agreement and change it in a way that will prevent the issue of Metro deleting or deferring projects without SBCCOG or lead agency knowledge. The goal is a long-lasting, mutually cooperative relationship. The current agreement expires May 31<sup>st</sup>, 2017. The SBCCOG will work with the cities that had projects deleted or deferred to make the necessary changes that will allow them to be included in future Metro Budget Requests.
  - **Dates to remember** – There will be a Broadband Workshop tomorrow, the Long Beach Container Terminal Tour scheduled for August 10<sup>th</sup>, Green Building Challenge Recognition Breakfast September 28<sup>th</sup>, Project Management Workshops all four Thursdays in October (6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>) from 1 pm to 4 pm, and Energy Leader lunch for City Staff on December 1<sup>st</sup>.
  - **July Board Meeting** – There will be an update on the multi-unit dwelling electric vehicle charging station study. Board Members will also be sharing their city projects and priorities for the coming year.
- **South Bay Traffic Forum, LA County DPW** – Andres Narvaez distributed the South Bay Traffic Forum Status Report for July 2016. Mr. Narvaez updated the IWG on the status of the South Bay ITS Project (currently in construction), and several Traffic Signal Synchronization Program (TSSP) Projects, including Lomita Blvd @ Vermont (still in construction which began June 14); Crenshaw Blvd (construction began July 27) and Aviation Blvd (construction set to begin August 10); design work has also begun on several projects (Imperial Hwy and Avalon Blvd). More details can be found in the handout, located on the SBCCOG website at:  
<http://www.southbaycities.org/sites/default/files/infrastructure/HANDOUT%20South%20Bay%20Traffic%20Forum%20Status%20Report%20July%202016.pdf>
- **Caltrans - Update:** Jimmy Shih announced that the ITS project on the 405 is scheduled to be completed by August 2017. He also announced that the PSE for the PAED I-405/I-110 should be completed by May 2017, and that the PAED for the I-405 at 182<sup>nd</sup> St./Crenshaw Blvd was completed June 29<sup>th</sup>.
- **L. A. Metro Updates**
  - **L.A. Metro Board** – Mike Bohlke reported that Metro is dark this month so there is not much to report. The full ballot measure has been sent to the Registrar-Recorder for the LA County Board of Supervisors to approve and put on the

ballot.

- **Metro TAC & Streets and Freeway Subcommittee** –no report given.

### III. **Measure R / Sales Tax Measure Updates**

- **Status of SBHP Projects in 2016-2017 Metro Budget Request**

-Steve Lantz updated the IWG on the status of certain projects that were included in the SBHP 2016-2017 Metro Budget Request. He referred to a memo that was included in the agenda packet which detailed the list of eight (8) projects that were deferred or deleted by Metro staff. Mr. Lantz also referred the IWG to a boundary map that was included in the agenda packet which shows the SBHP eligible project areas in the South Bay. Mr. Lantz briefly addressed the process issues that led to the projects being deferred or deleted and that the SBCCOG will work with Metro to improve the process so it does not happen in subsequent Metro Budget Requests.

The memo and the map can be viewed in the agenda packet online at:

<http://www.southbaycities.org/sites/default/files/infrastructure/July%20IWG%20Agenda%20Packet.pdf>

- **SBHP Project Progress – Financial Risk Report** – Received and Filed.

- An updated Financial Risk Report was handed out at the meeting. Steve Lantz informed the IWG of a conversation earlier in the day with Caltrans in regards to their project reporting. Due to the fact that Caltrans submits monthly invoices to Metro (as opposed to quarterly invoices like the cities do), it often takes them several weeks after the close of a month to compile the invoices for that month. This means that Caltrans may submit a report in July, but it would be covering the month of May. This will be noted in the Financial Risk Report from now on. Mr. Lantz also announced that if a project is shaded with a light red color on the report, it means that a Funding Agreement Amendment is in the works. If a project is shaded with a light purple color, it signals a city that their Funding Agreement is within one year of expiration and that an amendment may be needed. It was also mentioned that Metro will continue to pay invoices while an FA amendment is being amended.

The updated report can be viewed online at:

<http://www.southbaycities.org/sites/default/files/infrastructure/HANDOUT%20UPDATE%20Attachment%20C%20-%20Project%20Progress%20%26%20Risk%20%20Report.pdf>

- **Three-Month Look Ahead** – Received and Filed. Steve Lantz reported that there will be a Metro ITS Field Inventory Resource Sharing Tool presentation at the August meeting.

- **Metro’s Sales Tax Measure: SBCCOG Position on ballot measure**

Steve Lantz reported that the SBCCOG Board of Directors voted to oppose the Sales Tax Measure and referred the IWG to a letter sent to the Metro Board Chair. Mr. Lantz also announced that Gateway COG has voted to oppose the measure. Danielle Valentino reported that other COGs have been more receptive to the measure, but that no other COGs have taken official positions. The letter can be viewed in the agenda packet online at:

<http://www.southbaycities.org/sites/default/files/infrastructure/July%20IWG%20Agenda%20Packet.pdf>

- **Metro Call for Projects Restructuring Options**

Ted Semaan discussed the potential restructuring of Metro’s Call for Projects (CFP) process. Mr. Semaan suggested that at the September IWG meeting, Brad McAllester (Executive Officer, Long Range Planning at Metro), be a Spotlight presenter on the CFP restructuring. Mr. Semaan mentioned that Metro is looking for the cities to say how they think the CFP changes should be done. The possibility of creating a subregional program, similar to the SBHP, was mentioned as a possible option. Metro wants cities to develop a consistent county-wide program. Mr. Semaan noted that Metro does not have to rush into this restructuring process as the results of the sales tax measure will affect the availability of funds for future CFPs. Metro staff has been neutral to providing elements to the changes. Mr. Semaan has spoken with the San Gabriel Valley and Gateway COGs who would like to attend the IWG meeting when Mr. McAllester makes his presentation.

Rob Beste asked if the sales tax measure fails, will Metro need all of the money that would have normally gone to the CFP? Ted Semaan answered that they are reluctant to say, but that in his opinion, there may not be a 2017 CFP if the measure fails. Mike Bohlke added that if the sales tax measure fails, Metro faces a financial deficit and the CFP money can be used to fill holes in the budget.

Rob Beste followed up with a question about Metro’s (legal) ability to divert CFP funds and put it towards operations. Steve Lantz responded that since Metro has programming authority, they could decide to not do a CFP regardless of the outcome of the sales tax measure. He added that normally Metro would modify CFP funding in the Long Range Transportation Plan. Metro does not have an obligation to state where the money would then be programmed

Mr. Lantz also added that the SBHP no longer covers application costs for CFP applications because in prior years, it has not been a cost effective investment of SBHP funds. In addition, Metro no longer allows SBHP funds to be used for PSR level studies that are required in CFP applications. If there are changes to the CFP process, this policy can be revisited.

It was decided by the IWG that Mr. Semaan would chair a task force to address the desired changes to the CFP process.

**IV. Review of Draft SBHP Implementation Plan 2016 Update (Iteris)**

- Alan Clelland made a presentation on the draft SBHP Implementation Plan (IP) update for 2016. He asked the IWG to send comments on the draft IP update to him by August 1<sup>st</sup> so they can be reviewed, incorporated, and a final draft can be presented to the SBCCOG Steering Committee and Board of Directors.

Mr. Clelland discussed the key changes between the draft IP update and the current IP, and why these changes are necessary. Changes made include: changes to project eligibility, definition of project components, the use of matching funds, the elimination of SBHP feasibility study funding, program allocation goals, a quarterly cash flow requirement, the Metro Budget Request description requirements, corridor-based performance metrics, and program acceleration.

For more detailed information, Mr. Clelland's full presentation can be viewed at:

<http://www.southbaycities.org/sites/default/files/infrastructure/PRESENTATION%20Draft%20Imp%20Plan%20Update%207-20-16%20IWG%20ppt%20final.pdf>

- Alan Clelland announced that there will be project management workshops held at the SBCCOG office on the four Thursdays in October (6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>) from 1pm-4pm.
- Steve Lantz asked for the IWG members to set up meetings between him and their City Councils between September and March to bring them up to date on the SBHP and the IP update.

- V. **Announcements & Adjournment** – Chair Katsouleas adjourned the meeting at 1:36 pm until August 17, 2016 (public meeting). To include an item on the agenda, please email Steve Lantz ([lantzsh10@gmail.com](mailto:lantzsh10@gmail.com)) by August 5, 2016.