



# Minutes

## Attachment A

### Measure R South Bay Highway Program Oversight Committee February 13, 2012

**Attendees:** Jim Goodhart (Chair, PVE), Susan Rhilinger (Torrance), Ellen Perkins (PVE), Judy Mitchell (Rolling Hills Estates), Ralph Franklin (Inglewood), Fulgene Ascuncion (Metro), Steve Lantz (SBCCOG Transportation Consultant), Jacki Bacharach (SBCCOG), Alan Leung, Akbar Farokhi (Hawthorne), Alex Hovsepian (Iteris), Paul Martin (RBF Consulting)

- I. **CALL TO ORDER / Introductions**
- II. **REPORT OF POSTING OF THE AGENDA** – Received and Filed
- III. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA** – NONE
- IV. **PUBLIC COMMENT - NONE**
- V. **CONSENT CALENDAR**
  - A. **Minutes from January 9, 2011 meeting (Attachment A)** –RHILINGER moved, MITCHELL seconded, motion carried without objection.
- VI. **AGENCY UPDATES**
  - A. **Metro** – Metro staff
    1. **Metro / SBCCOG Cooperative Agreement Deliberations Update** – SBCCOG comments have been reviewed; An item will be taken to the Metro board in March.
    2. **Metro Board motion to allow Measure R funds to be used as match to Metro Call for Projects funds and other funding sources update** was approved by the Metro Planning and Programming Committee. The motion would allow Measure R subfunds to be used as a local match for Metro funding in the Metro call for projects
    3. **Revised Caltrans Project Fact Sheets (Attachment B-1, B-2)** – Attachment B-1 combines two previously approved Strategic Positioning projects at the I-110 and I-405 and extends the northern limits of the project to the SR 91 freeway. Mitchell moved, Rhilinger seconded approval of the scope changes; motion passed without objection.
  - B. **Caltrans** – Caltrans staff –No Caltrans staff attended the meeting.
  - C. **IWG Committee / IWG Executive Committee Update** – El Segundo gave an update on their project and next month Jane White from LADPW will give a presentation on the County's Intelligent Transportation Systems projects in the South Bay. A vendor that provides signal priority systems for emergency vehicles will also describe the technology it is using to provide emergency vehicle preemption.
- VII. **DISCUSSION ITEMS**
  - A. **Metro's Project Management Information System (Attachment C)** – Steve Lantz presented a PowerPoint overview of the current status and anticipated functionality of the electronic Project Management Information System (PMIS) that Metro and the SBCCOG are developing.

The PMIS should be developed by the end of March so that SBHP lead agencies can submit their second quarter reports electronically. – Presentation was received and filed.

- B. **SBHP Training Workshops Overview (Attachment D) – Steve Lantz summarized the three training workshops that are being developed for lead agencies. The first will cover project reporting using the PMIS. The second and third workshops will focus on risk management and project management for projects that will receive federal funds. – Presentation was received and filed.**
- C. **Status of SBHP Project Funding Agreements (Attachment E) – Metro and nearly all of the lead agencies have completed the funding agreements for first year SBHP projects. Fulgene Asuncion announced that she is now beginning to process Year 2 project agreements – Update was received and filed.**
- D. **Direct contracts between SBCCOG and Iteris' sub-consultants - status update –Steve Lantz reported that two of the four Iteris sub-contractors have signed direct contracts with the SBCCOG under which task orders could be executed to avoid potential conflicts of interest. Iteris is following up with the other two sub-contractors.**
- E. **3-Month Look Ahead / Implementation Update Calendar (Attachments F, G) – Receive and file – The Oversight Committee should be provided with quarterly status reports on the project progress. A summary quarterly SBCCOG briefing should also be provided.**
- F. **Report of SBCCOG Executive Meeting - Oversight Committee Progress Review and Recommendations – discussion – Jim Goodhart described the results of the Oversight Executive Committee's first annual committee review. The Executive Committee recommended creating a charter for the Oversight Committee that also would include committee composition, leadership succession and voting rights. Following discussion, Mr. Goodhart said he would bring the item back for further discussion prior to submitting a charter document to the Steering Committee and Board.**

VIII. **Meeting was adjourned at 12:15 pm to the next Measure R SBHP Oversight Committee Meeting – March 12, 10:30 AM at the new SBCCOG offices, 20285 WESTERN AVENUE, SUITE 100 - TORRANCE, CA 90501**