

South Bay Cities Council of Governments

August 12, 2013

To: Steering Committee

From: Jacki Bacharach, Executive Director
Steve Lantz, Transportation Consultant

Re: Measure R Oversight Committee Roles and Responsibilities

During discussions at the July 8, 2013 Steering Committee, Jim Goodhart requested that staff provide a summary of the tasks and purposes of the Measure R Oversight Committee (MROC).

BACKGROUND

The Measure R Oversight Committee (MROC) first met on January 18, 2011. The Steering Committee initially chartered the MROC as a Sub Committee when Steering Committee leader recognized that the scope of the Measure R Highway Program (SBHP) was too large and complex to be provided proper consideration during the Steering Committee monthly meetings.

Many of the Steering Committee members have also served on the MROC since its inception. In 2012, recognizing that there was unnecessary duplication in the matters being considered by the MROC and the Steering Committee, the subcommittee became an official committee and most MROC recommendations now go directly to the Board of Directors rather than through the Steering Committee.

MROC voting members are limited to elected officials representing SBCCOG member jurisdictions. The Infrastructure Working Group is the technical advisory committee to the MROC. Other agencies, SBCCOG consultants and staff, private consultants, and interested members of the public are also encouraged to participate in the MROC committee meetings.

The MROC officers are the Chair and Vice Chair. The Chair officiates at MROC meetings and is expected to provide committee reports and present recommendations to the monthly SBCCOG Board. The MROC Chair may also be asked to represent the SBHP and the SBCCOG on policy matters and Board-approved intergovernmental advocacy. Schedule permitting, the Chair is invited to participate in the Infrastructure Working Group meetings and SBHP workshops. The Vice Chair is expected to participate in all MROC meetings and to become conversant with the SBHP, the policies and procedures of the Committee and to chair meetings or provide reports to the SBCCOG Board in the absence of the Chair. Other SBCCOG Board members, alternates and elected officials representing all SBCCOG member jurisdictions are encouraged to participate in the MROC deliberations and advocacy efforts and to consider taking a leadership role in the committee. This participation in the committee is essential as it takes four elected officials to provide a quorum for actions to be taken at the MROC.

PURPOSE

The purpose of the committee is to provide administrative and policy oversight of the staff and consultants work related to South Bay Highway Program (SBHP) on behalf of the SBCCOG Board of Directors. The MROC recommends policies, procedures and provides SBHP status updates to the SBCCOG Board. The recommendations generally fall into four areas: SBHP program development, SBHP project oversight, SBHP-related intergovernmental relations between the SBCCOG, its member jurisdictions, lead agencies for SBHP projects, and Metro; and SBHP-related administration.

MROC meeting agendas generally includes the following tasks:

- Metro and Caltrans Updates - monthly
- SBHP Project Status Updates (Monthly Project Progress and Project Risk Reports)
- 3-month Look Ahead Summary and SBHP Implementation Calendar Update – monthly
- SBHP Project Spotlight – monthly
- Metro Contract Status Report with Contract Remaining Funds Report - quarterly
- Metro Budget Request - annually in November
- SBHP Implementation Plan Updates - biennial small update and large revision
- Workshop announcements / SBHP training opportunity notices - as needed
- Program development, project oversight, intergovernmental relations, administrative and policy development recommendations to the SBCCOG Board – as needed

The SBCCOG Board adopted a SBHP Delegation of Authority Policy on September 28, 2012.

Under the policy, the following SBHP actions require approval by the **Metro Board**:

- New SBHP project eligibility within Measure R Ordinance, Expenditure Plan and other Metro Board Guidelines and policies (e.g.: Call for Projects local match)
- Measure R Expenditure Plan that identifies the annual South Bay Subfund revenues available for SBHP program
- Programming of SBHP projects in the SCAG RTP, Metro LRTP and SCAG TIP
- Measure R South Bay Subfunds eligible to be committed as local match for Metro Call for Project Applications
- Annual Measure R SBHP project list, annual contingency funds, program administration funds, inter-agency coordination funds, program development funds and project oversight funds
- Swaps of Measure R Subfunds between highway and transit projects (2/3rds Metro Board vote required)

The following SBHP actions require approval by the **SBCCOG Board**:

- SBHP recommended project funding allocations
- Annual Measure R SBHP project list update
- Bi-annual South Bay Highway Program Implementation Plan Update including policies, procedures and process changes
- Measure R South Bay Subfunds recommended to Metro for Metro Call for Projects South Bay Project Applications
- Annual Measure R South Bay Subfund budget request to Metro
- New SBHP Contracts and Task Orders in excess of \$50,000
- No-net-change reallocations of contract or task order scopes and funding in excess of \$50,000

- Any reallocations or contract or task order scopes and funding that are outside of the adopted budget or implementation plan – no matter what the value
- Changes required to the South Bay Implementation Plan that are time critical and cannot wait until the regular bi-annual update
- Approval to apply for federal or state funding for SBHP projects
- Requests for Metro to program SBHP projects in the SCAG RTP, Metro LRTP, and SCAG TIP, as needed for compliance and eligibility to receive state and federal transportation funds

The following SBHP actions require approval by the **MROC** prior to consideration by the SBCCOG Board :

- Recommend new contracts, task orders over \$50,000 and receive and file notifications by the Executive Director for task orders under \$50,000.
- Recommend annual SBHP project list changes and Metro budget requests
- Oversee development and recommend new SBHP-related policies and procedures
- Recommend Bi-annual South Bay Highway Program Implementation Plan Updates
- Consider notifications by the Executive Director of emergency actions to initiate remedial administrative assistance for projects with unforeseen problems that need immediate attention
- Approve changes in Lead Agency that have no cost ramifications and are agreeable to all parties

The following actions require approval by the **SBCCOG Executive Director**:

- New SBHP Contracts and Task Orders with a Not-To-Exceed Value less than \$50,000
- No-net-change reallocations of contract or task order scopes and funding less than \$50,000
- Compensation and assignment of SBCCOG staff to SBHP support tasks
- Changes in lead agency that have no project cost ramifications and are agreeable to all parties
- Emergency actions to initiate remedial administrative assistance for projects with unforeseen problems that need immediate attention
- Administrative decisions regarding staff and marketing budgets, expenditures and logistics within Board-approved scopes and budgets.
- All of the above actions taken by the SBCCOG Executive Director are reported to the Measure R Oversight Committee no less frequently than quarterly.

RECOMMENDATION

SBCCOG Staff recommends that the SBCCOG Steering Committee receive and file this report and continue to solicit interest in this committee.