

South Bay Cities Council of Governments Infrastructure Working Group Meeting Notes – April 19, 2017

Attachment A

Attendees: Chair Stephanie Katsouleas (Manhattan Beach); Vice Chair Rob Beste (Torrance); Richard Garland (Carson); Lifan Xu (El Segundo); Louis Atwell (Inglewood); Frank Senteno & Miguel Alvarez (Lawndale); Ted Semaan, Didar Khandker & Lauren Sablan (Redondo Beach); Craig Bilezerian, James Lee & Godfrey Offoegbu (Torrance); Josie Gutierrez, Robert Torres & Andres Narvaez (LA County DPW); Isidro Panuco & Mike Bohlke (Metro); Jimmy Shih (Caltrans); Steve Lantz & David Leger (SBCCOG); Lan Saadatnejadi (LRS Program Delivery); Elliot Hubbard (DKS Associates); Danielle Buzas & Jeanne Ogar (GPA Consulting); Alek Hovsepian & Dina Saleh (Iteris); Sam Ekrami & Joe Harake (Parsons); Carlos Cadena (WKE, Inc.); Jim Parker (IDS Group)

Chair Stephanie Katsouleas called the meeting to order at 12:03 pm.

I. Self-Introductions and Approval of March 15, 2017 Minutes

Minutes approved as submitted.

II. Agency & Other Reports

- **SBCCOG:** Steve Lantz gave the following update on behalf of Jacki Bacharach
 - SBCCOG is preparing a Measure M Guidelines Comment Letter to Metro: Official comments/letters must be submitted to theplan@metro.net by May 26th.
 - Broadband Feasibility Study: Consultant's findings will be presented to city staff on 4/13/17. A series of brownbag lunches will begin Wednesday, May 24th. This will be a "Broadband 101" series.
 - Workshop on Sustainable South Bay Strategy will take place prior to the Board of Directors meeting on April 27th. The workshop will begin at 4pm.
 - Homeless Services meeting is on May 10th.
 - The Steering Committee has requested that the SBCCOG hold an information meeting for members on the refinery issues in May or June. SBCCOG staff is concerned about how we can add value to this discussion.
 - At the next SBCCOG Board of Directors meeting, there will be a presentation on the Air Quality Management Plan by AQMD Executive Director Wayne Nastri, as well as a presentation on the SBCCOG Work Program for 2017-18.
 - A map was handed out to help select future Bikeshare locations for Metro. At the bottom of the map is a link to Metro's website to provide input.
- **South Bay Traffic Forum, LA County DPW:** Andres Narvaez announced that Mr. Robert Torres from LA County DPW will be taking his place from now on. Mr. Narvaez reported that work is expected to be completed for the South Bay Fiber Interconnect project with 18 CCTV cameras along Artesia Bl., Vermont Ave., Manchester Ave., Western Ave., and Manhattan Beach Bl. is expected to be completed by the end of May. LA County DPW is working with County Counsel regarding the contract for the Centracs server-to-server system (Carson, Hawthorne, Torrance and Redondo Beach) which is tentatively scheduled for Board of Supervisors' approval in August. For further details on TSSP projects, the full report can be found on the SBCCOG website at: http://www.southbaycities.org/sites/default/files/infrastructure/HANDOUT_South%20Bay%20Traffic%20Forum%20Stat%20Report%20April%202017.pdf
- **Caltrans:** Jimmy Shih briefly updated the group on the status of Caltrans projects. Project #MR312.11 has a funding agreement amendment going to the Metro Board for approval. Project #MR312.24 (405/110 interchange) is finished with design and ready to get listed for construction in May 2017. Project #MR312.25 has finished the PAED and will soon move on to design. Project #MR312.29 (PCH ITS) was listed for bid in February 2017 and winning bid will be announced in May.
- **L. A. Metro Updates**
 - **L.A. Metro Board** – Isidro Panuco reviewed the current Metro Budget Request process. Mr. Panuco reiterated that proposed projects must include a well-developed project description/scope, schedule, project need (the delay project will fix), funding sources besides Measure R, as well as a few other supplemental questions. The Metro Board reviews the proposals in March and October of each year. Mr. Panuco also reported that other factors are taken into consideration when making recommendations to the Metro Board, such as "shovel-readiness", and the status of other projects for the jurisdiction requesting the project. If a project was not included in the Metro Board item this time, Metro and SBCCOG will continue to work with the jurisdiction to resolve any outstanding questions and include it in the October update.
 - **Metro TAC & Streets and Freeway Subcommittee** – Rob Beste reported that the Metro TAC meeting included a

discussion on the Measure M Guidelines. There was also a presentation on High Speed Rail. Chair Katsouleas thought it would be an interesting topic for a future IWG spotlight. Lauren Sablan reported on behalf of Andy Winje regarding the Streets and Freeway Subcommittee. Ms. Sablan reported that there were presentations on Metro BikeShare, the Metro Budget, and Open Streets.

III. Measure R Updates

– SBCCOG 2017-18 Measure R SBHP Budget Request

Steve Lantz reported that Metro Budget Request went to Metro’s Ad-Hoc Congestion, Highway and Roads Committee on 4/19/17. At the meeting, Supervisor Hahn’s representative expressed concerns over projects that were included in the SBCCOG Board approved list for SBHP projects that were not included in the Committee agenda item. The Committee forwarded the item to the Metro Board without a recommendation.

– SBCCOG Transportation Committee – Steve Lantz reported that the committee recommended board approval of the Measure R Cooperative Agreement Amendment, reviewed the Measure R Quarterly Report, discussed Caltrans Permitting Improvement and the SBCCOG’s draft comments on the Measure M Guidelines.

– SBHP Project Progress – Financial Risk Report – Received and filed.

The Financial Risk Report was handed out at the meeting. The report can be viewed online at:

http://www.southbaycities.org/sites/default/files/infrastructure/HANDOUT_March%202017%20Risk%20Report.pdf

– Measure R SBHP Cooperative Agreement Amendment No. 1

Steve Lantz announced that the Cooperative Agreement Amendment was negotiated and will be going to the SBCCOG Board for approval. The amendment will extend the agreement through May 2022 and includes two new requirements. The first is the addition of an Annual Performance Evaluation (APE). Currently, the SBCCOG sits down with local jurisdictions in the Summer to update the cashflow for current and proposed projects. Beginning this year, the APE will also be included in that discussion. The APE will require establishing the milestone baseline schedule for each SBHP project that local jurisdictions say they will meet during the fiscal year (July 1 – June 30). Based on the stated project milestone baseline and the data reported in the monthly and quarterly progress reports, the SBCCOG will be doing an earned value analysis and will attempt to assist jurisdictions who may be delayed to get back on track. The APE goal for each individual project and the SBHP as a whole is 80% conformity with the milestone baseline schedule. The second change included in the amendment is that the Annual Update Process (formerly the Metro Budget Request), cashflows will be needed by November. SBCCOG and Metro will then sit down with the jurisdictions in November-January to review the updates and requested projects before the SBCCOG Board approves the list at the end of January. This will give cities time to get clarity on project requests and correct issues before the Annual Update goes to the Metro Board for approval in March. Mr. Lantz announced that there will be a short Earned Value workshop in May at the IWG Meeting and that sit-down meetings with the cities will begin in June.

Chair Katsouleas added that she suggests when city staff bring funding agreements to their City Councils, the staff reports should state that in implementing the project, it requires a commitment of staffing resources to see the project through. This will help the Council know upfront that there are ongoing staffing requirements should they try to cut any positions.

Mr. Lantz also added that when a project is delayed, the SBCCOG staff will report to the Transportation Committee monthly what remedial actions are being taken to address the delay. Also, funding agreement extension requests must be received in May so the SBCCOG Board can consider recommending their approval to Metro in June before the funds expire.

IV. Spotlight Presentations

– Measure M Guidelines

Steve Lantz presented on the Measure M Guidelines development process. The SBCCOG has prepared a draft letter that expresses the SBCCOG’s concerns with the proposed guidelines. Mr. Lantz reported that as written, the guidelines do not provide early funding for projects (project development) and have no roles for COGs (such as program/project development/oversight in the SBHP). There is also a local match requirement in the Measure M program that the SBCCOG doesn’t feel is appropriate because this is a subregional program. The SBCCOG is concerned that prior to funding a project, Metro is imposing additional requirements in the guidelines that were not in the ordinance itself, going further than the ordinance requires (such as the enumeration of the exact intersections of the project, the issues the project will address, work to be performed, relevant parties, funding plan, funds needed to complete the project, Council support via inclusion of the project in a CIP, the requirement of the project to be included in the subregion’s mobility matrix, and full schedule). Mr. Lantz added that the SBCCOG doesn’t necessarily disagree with these requirements, but that these requirements should not be included in the guidelines themselves. After the information has been submitted, Metro will unilaterally decide if the city may move forward, cutting out the role of the COGs in subregional programs.

Mr. Lantz updated the IWG on the Measure M Policy Advisory Council (MPAC). The Council was originally set to serve as a communications channel for the development of the guidelines. After the guidelines are approved, the MPAC was going to comment on the LRTP update. At the first meeting, Metro Staff described the role of the MPAC, with no recommendations coming from the MPAC itself. MPAC members decided to split up into three caucuses: Consumers (such as the Automobile Club), Providers (such as Metrolink), and Governance (such as cities/COGS). These subgroups decided that they will develop future MPAC meeting agendas and that they will provide comments to the Metro Board on the proposed guidelines. There is a SurveyMonkey survey passed out that asks for input from cities/COGS on the guidelines (separate from the official Metro comments). The information will be collected by the caucuses and will help them craft their recommendations to the Metro Board. The next MPAC meeting will take place on May 2nd.

V. **Three-Month Look Ahead** – Received and filed.

VI. **Announcements & Adjournment**

Chair Katsouleas adjourned the meeting at 1:07 pm until May 17, 2017 (agency only meeting). To include an item on the agenda, please email Steve Lantz (lantzsh10@gmail.com) by April 30, 2017.