



AGENDA

Measure R South Bay Highway Program Oversight Subcommittee Agenda Follow Up / Minutes

Monday, May 9, 2011, 10:30 A.M.
SBESC, 15901 Hawthorne Blvd., Suite 400
Lawndale, CA 90260

Attendees: Jim Goodhart (Chair, PVE), Ellen Perkins (PVE), Judy Mitchell (RHE), Susan Rhilinger (Torrance), Rob Beste (IWG Chair, Torrance), Jacki Bacharach & Kim Fuentes (SBCCOG), Steve Lantz (SBCCOG Transportation Consultant), Andres Narvaez (L. A. County DPW), Fulgene Asuncion (Metro),

- I. **Introductions and Notes from April 11, 2011 meeting** (attachment)
Meeting notes were accepted as presented.

- II. **SBHP Implementation Plan Status**
 - a. **Infrastructure Working Group & IWG Executive Committee – Report** The IWG Executive Committee has met twice to review Draft Implementation Plan policies and recommend changes in structure and policy for incorporation into a revised document. The IWG Exec. Comm. also reviewed and commented on the Metro Draft Funding Agreements.

ACTION: The IWG Executive Committee will meet on May 31 to complete its review and provide final comments on the revised draft. The document will be circulated to the IWG in June and will be submitted to the Measure R Oversight Subcommittee and the Board in July for final approval.

 - b. **Policy Issues for Discussion – Report** The IWG Executive Committee has addressed the strategies to leverage Measure R funds, revisions to the eligibility determination and prioritization processes, the annual review process, SBCCOG project oversight roles and responsibilities, risk management and project progress reporting, cost containment and allocation of additional funding, and consultant conflict of interest policies.

ACTION: Iteris to revise the Draft Implementation Plan to incorporate IWG Executive Committee policy recommendations prior to the May 31 meeting. Rob Beste will report on the policy discussions at the May 25 IWG meeting.

- III. **Budget Review** The Board approved a 6-year Measure R SBHP allocation plan at its April 28 meeting that incorporates the previously-approved Early Action projects and the initial SBCCOG/Metro funding agreement for program development and administration, the strategic positioning projects, a strategic positioning reserve, program contingency, and program development and project administration for an additional three years.

Action The recommended allocation plan must be approved by the Metro Board which will consider the item at its June 23 meeting.

- IV. Metro Early Action Projects Nexus Review – Status** Torrance and Metro have completed review of the Torrance Park & Ride / Regional Transit Center project and have agreed that 86% of the \$21 million project cost is eligible for Measure R SBHP funding. Consistent with previous SBCCOG and Metro approval of the Early Action Projects, the 12% balance of the Early Action Torrance funding initially allocated to the project been reallocated to fund one of the contingent Torrance Early Action projects; project F50, at the intersection of Pacific Coast Highway and Vista Montana/Anza Ave. will modify striping to add a southbound through lane & signal modifications for protected northbound / southbound left-turn phasing.

Action Metro's nexus issues have been resolved and Metro has not identified any further nexus issues related to SBHP Early Action or Strategic Positioning projects; no further action is needed.

- V. Metro MOU – Status** Metro and SBCCOG continue to discuss SBHP-specific provisions of the funding agreements that each SBHP lead agency will need to execute with Metro. Based on the Metro Call for Projects Funding Agreements, the SBHP funding agreements will include a provision that requires the lead agency to cooperate with the SBCCOG in its Metro-required oversight responsibilities. The agreements will also include new monthly reporting requirements related to project progress and risk management.

Action The draft final funding agreement templates will be distributed to the IWG for consideration at its May 25 meeting. Comments are due to the IWG Executive Committee by May 31. Lead agencies that are receiving first-year SBHP allocations are being urged to complete the funding agreement, obtain City Council concurrence, and submit to Metro by the end of June.

VI. Potential Project Duplication Issues

- a. Lawndale
- b. Torrance
- c. Inglewood
- d. LA County ITS

Metro expressed concern that LA County, Lawndale and Inglewood SBHP projects may duplicate the scope or location of projects previously funded through the Metro Call for Projects. SBCCOG consultants and representatives from Lawndale and Inglewood are compiling documentation to allay the Metro concerns. Torrance issues were not related to duplication and have been resolved (see item IV).

Action A meeting between the SBCCOG consultants and the LA County ITS management staff has been set for May 11 to better understand the current status of the South Bay ITS projects and to better define the conceptual scope of the SBHP ITS program before further discussions occur with Metro staff.

Meetings between Metro, the SBCCOG consultants and representatives of the cities of Lawndale and Inglewood have been set for May 24 to provide documentation needed to resolve any Metro duplication concerns.

- VII. Iteris Contract** In June 2010, the SBCCOG Board approved a contract with Iteris and four sub-contractors to provide technical assistance in the development and implementation of the South Bay Highway Program (SBHP). The contract is for a three year term (through June 30, 2013) with an aggregate value not to exceed \$2,000,000. The contract has two phases. Phase 1 was awarded on a cost plus fixed fee basis for \$784,035 with a scheduled completion in February 2011 to

develop an implementation plan with a list of eligible projects, funding strategies, policies and an administrative structure for project/program management.

The Phase 1 schedule has extended to June 30, 2011, four months longer than initially projected due to the complexity of the project list development process, the unanticipated need to obtain resolutions from lead agency City Councils, and the need to support multiple reviews of the policies and the Implementation Plan by the Measure R Oversight Committee and the IWG Executive Committee that were created after the initial Phase 1 scope was developed.

Recognizing the potential cost growth impact on the first phase of this program, COG staff has worked with Iteris to evaluate the initial Phase 1 estimate for reductions as well as mitigating scope changes in the remaining tasks. The Oversight Subcommittee reviewed a table of tasks that could be increased or decreased to enable the Phase 1 cost to stay within budget as long as Phase 1 is completed by June 30, 2011.

ACTION To complete the Phase 1 project tasks by June 30, 2011 without increasing in the initially approved \$784,035 Phase 1 budget, the Measure R Oversight Subcommittee recommended that the Board approve the reallocation of estimated budget assigned in the SBCCOG/Iteris South Bay Measure R Highway Program Implementation Plan and Program/Project Management Services agreement between specific Phase I task line items.

The board will consider the request at its May 26 meeting.

- VIII. SBHP Organization Chart - Revised Chart** A revised SBHP organization was distributed that reflects changes requested at the April 11 Subcommittee meeting. No action was taken.

- IX. Schedule -- Three Month Look Ahead (attachment)** The calendar was reviewed and the Oversight Subcommittee selected July 11 for its July meeting date.