



AGENDA

Measure R South Bay Highway Program Oversight Subcommittee July 11, 2011 Minutes

Attendees: Jim Goodhart (Chair, PVE), Ellen Perkins (PVE), Susan Rhilinger (Torrance), Ralph Franklin (Inglewood), Judy Mitchell (RHE), Rob Beste (IWG Chair, Torrance), Lan Saadatnejdi (Metro), Glen Kau (Inglewood), Alan Clelland, Alex Housepian & Fiaz Mir (Iteris), Steve Lantz (SBCCOG consultant), Jacki Bacharach & Kim Fuentes (SBCCOG)

Meeting time set at 10:30 am.

- I. **Introductions and Minutes from June 13, 2011 meeting – approved**
- II. **Infrastructure Working Group & IWG Executive Committee – Rob Beste**
 - Recommended approval of Implementation Plan.
 - Discussed Green Construction policy – went to Metro TAC which recommended that the policy should apply only to Metro projects at this time. Smaller projects – compliance would be difficult. Metro will encourage this policy for others. South Bay is planning to do a workshop on this.
- III. **SBHP Implementation Plan Update – 13 cities in first year allocation plan. Requires open environment, lots of cooperation, collaboration. Managing this program needs to be further identified. Risk management in particular requires more attention to detail.**
 - a. Roles and Responsibilities for SBHP Actions – determining eligibility of projects will be first reviewed by IWG and then Oversight Committee will put it on the list with concurrence of Metro and their nexus determination. Projects managed monthly. Early warning flags to be added. Approval of task orders – define further.
 - b. Recommend Board Approval
- IV. **South Bay ITS Master Plan – There are several different ITS projects throughout the South Bay. Inglewood & Lawndale are first year projects. Could the SBCCOG give them limited authorization for intersection items as we identify the regionally-significant baseline? What technologies to be used? What has been done so far, the age, what is being used, the gaps, etc.? What's available today and how would this work be accomplished in the first 5-10 years of the SBHP? Need cities, county, Caltrans and Metro all involved. This would be written through a task order with Iteris. Work especially with Lawndale & Inglewood for their early projects. County has been doing parts but not using the same approach as cities might want. Ex. Wireless vs fiber optics communications; what is being done with the data, how will this inform incident response, etc. Beste – need more policy discussions. Need to know what we want. Where are we today and what do we want for the future. Mitchell – what does law enforcement need from this or have they duplicated it; what is ITS supposed to do. Metro encourages review of operations and what is needed for incorporation into Metro's Long Range Transportation Plan (probably to be finalized in next 2 years). This effort to be included into the Annual Update when we do that.**
- V. **5- Year Allocation Plan Update**

Franklin expressed concern that cities need to perform within budget. Have to protect integrity of all projects on the list. Beste – could be overlap and savings with ITS projects. Some of the other projects, the estimates might not be as well defined. Lantz cautioned that, per Measure R Ordinance, Metro can reallocate funding between modes within the same sub-region, but Measure R cannot be used for operations.

- a. Metro Budget Amendment Process – Metro’s annual budget process caught us by surprise – they only budgeted \$7 million (none of our contingency funds) instead of the \$30 million in our plan. Will mean that we will probably have to do a quarterly budget request. Goodhart – cost and schedule determined when MOU executed. Budget allocation should be from what’s in MOUs. Program the ceiling. Bacharach – midyear update at most. Too much work otherwise. Lantz – when we hit the \$7 million ceiling this becomes an issue. Beste – they are budgeting like the Call for Projects – this is our money. We are the ones to move the money around, not them. Jacki Bacharach suggested that Rob and Steve should meet to David Yale and Lan at Metro to discuss this with them. We need flexibility within the year of approval and report back. Put something in our MOU with Metro.
- b. Metro Board Approval of Allocation Plan – approved by Metro Board in June
- c. Lead Agency requests for funding allocation changes – cities requested change and evaluation based on whether they knew these things would happen to change the cost of the project. Consider changes in design that might change the scope.
 - i. Recommendations for board approval (Lawndale, Redondo Beach) - approve
 - ii. Inglewood request – discussion on process and information needed – request more information for more evaluation and pending the scope of the ITS study.

VI. Metro Funding Agreements – handout. Report by Fiaz Mir of city status for funding agreements

VII. Iteris Contract

- a. Phase II Task Orders – task orders scheduled for small items so that we can evaluate what is needed next without giving too much before we know what needs to be done.
- b. task order for \$14,459 was executed to start the funding for assessment of what technical assistance cities need for the application effort and the status of their Funding Applications – to be approved at the Steering Committee

VIII. New SBCCOG/Metro Funding Agreement – need to close out this contract and get a new one

- a. Background
- b. Procedure for use of SBHP Contingency
- c. SBCCOG Cash flow
 - i. Retainage – want to start a new contract and close out the old one with the end of the Implementation phase so that we have Metro complete an audit and we can get the retainage released. Then change the retainage policy, if possible.
 - ii. Frequency of Payments – Iteris invoices monthly and we invoice Metro quarterly. Can’t pay Iteris. We are floating Metro. Monthly invoices are good from Iteris because we want to see their work flow.
- d. Put something in our MOU with Metro re: timing of a commitment for the annual budget allocation from Metro

IX. Metro Green Construction Policy update – see above

X. Schedule -- Three Month Look Ahead (attachment)

XI. Extra Items –

- a. **TOUR for FHWA LA Staff – July 13**
- b. **additional staffing for SBCCOG for Measure R program – Steve and Jacki to come back with options.**

XII. Adjourn to August 8