



**Measure R South Bay Highway
Program Oversight Committee Minutes**
April 8, 2013

Attendees: Jim Goodhart (Chair, PVE); Dan Medina (Gardena); Ralph Franklin (Inglewood); Ellen Perkins (Palos Verdes Estates); Susan Rhilinger (Torrance); Mike Witzansky (Redondo Beach); Massoud Ghiam (Carson); Stephanie Katsouleas (El Segundo); Frank Bigdeli & John Felix (Gardena); Rob Beste (Torrance); Aziz Elattar & Ali Zaghari (Caltrans); Tasha Higgins, Will Lamborn, Isidro Panuco & Lan Saadatnejadi (MTA); Jacki Bacharach & Marcy Hiratzka (SBCCOG); Steve Lantz (SBCCOG transportation consultant); Alan Clelland & Alek Hovsepian (Iteris); Frank Lara (Jacobs Engineering); Claudette Moody (Parsons Brinckerhoff)

- I. **CALL TO ORDER / Introductions** – The meeting was called to order at 10:33 a.m.
- 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 of the March 11, 2013 meeting** (Attachment A) – **Approved** – Franklin moved, Rhilinger seconded.
- VI. **Draft Final South Bay Highway Program Implementation Plan** (Attachment B) – **Approve**

This document is over 200 pages long (appendices have been finalized and included.) Five copies were passed around for anyone who wished to view them. Jacki Bacharach expressed concern that it was too intimidating and long for an elected official or incoming Public Works Director to read and absorb. She wondered if it might be reduced in length. Alan Clelland reminded her that the document is actually broken down into four sections. Steve Lantz suggested composing a “how to use this document” set of instructions to be placed at the beginning of the document. Ms. Bacharach also suggested revising the *Roles and Responsibilities* language (fourth bullet in *SBCCOG Measure R Oversight Committee* section) on page A-4 to reflect that for the approval of consultant task orders, the SBCCOG Board must be informed of those task orders authorized by the Executive Director for amounts under \$50,000, rather than having to approve them. Mr. Clelland said that these changes will be made and submitted for review.

MOTION by Councilwoman Rhilinger, seconded by Councilman Franklin, to recommend that the SBCCOG Board **approve** the Draft Final South Bay Highway Program Implementation Plan as submitted. No objection. So ordered.
- VII. **METRO UPDATES**
 - A. **Metro Project Management Information System Update-** Tasha Higgins gave a presentation on Metro’s Project Status Reporting Application (PSRA, which was launched in March 2013), as an interim step in the development of Metro’s Project Management Information System (PMIS), which is not yet finalized and will be deployed in summer of 2014. PSRA provides web-based software which allows lead agencies’ monthly reports to be filled out on-line rather than being submitted manually. PSRA functions in much the same way as the more robust PMIS will function, and has digitized the data that was entered into the system to create the baseline for the future PMIS. The PSRA was designed to assist with funding agreements, monthly progress reports, and quarterly expenditures, but the PMIS will provide many more high-tech functions. Ms. Higgins displayed screen shots of various steps in the PSRA system.

B. Status of Caltrans project funding agreements- Lan Saadatnejadi reported that the ITS agreement is ready and will be sent to Caltrans today for signatures. The agreements for both the 405/Crenshaw Blvd interchange and 110 south bound auxiliary lanes project are being held by Caltrans until the draft PSRs are developed and the scopes of work can be fine-tuned. Caltrans is going to fund these two PSRs with other funds instead of with Measure R dollars. The agreement for the 405/105 corridor has not yet been executed because the scope of work has not been finalized. The Arterial ITS project's agreement is on hold until the first ITS project is underway.

VIII. SBHP PROJECT STATUS – Steve Lantz

A. SBHP March 2013 Project Progress Report (Attachment C) – Received and filed

Alan Clelland did not have any comments on any particular project's progress. He did note that there was a lot of activity across the board.

B. SBHP March Project Risk Report (Attachment D) – Received and filed

Alan Clelland explained that Iteris had a new format for this report. Remediation notes (on projects) that were made at the previous Measure R Oversight Committee meeting were included on the current report so that changes from month to month may be tracked. Target resolution dates set by the agencies themselves are also listed.

IX. SPOTLIGHT PROJECT - Artesia Blvd. at Western Ave. Intersection Improvement – Received and

filed. John Felix gave a presentation on an intersection improvement project at Artesia Blvd at Western Ave. in Gardena and Torrance. This project was selected to highlight its milestone of completing the design phase and moving into the construction phase in May. The City of Torrance is assisting with project approval, as part of this project crosses city boundaries. The project is designed to provide dual left turn lanes on the east approach of the intersection and provide an additional lane to improve the flow of traffic. Contract will be awarded on April 22; project completion is scheduled for the end of July. This project is ahead of schedule. Marcy Hiratzka and Steve Lantz will coordinate with Mr. Felix on public outreach and media coverage. Steve Lantz reminded agencies to contact Ms. Hiratzka when approaching project milestones.

X. 3-Month Look Ahead (Attachment E) – Received and filed

Steve Lantz said that getting the draft final of the Implementation Plan approved was one of the main upcoming milestones on this list (April 25). Another is beginning the SBHP Technical Services Bench RFP process which will last until August.

XI. SBHP Implementation Update Calendar (Attachment F) – Received and filed

Steve Lantz noted that the end of this FY 13 calendar is quickly approaching!

XII. The meeting was adjourned at 11:46 a.m. by Chair Goodhart until May 13, 2013 at 10:30 AM.