



**Measure R South Bay Highway
Program Oversight Committee Minutes
May 13, 2013**

Attendees: Susan Rhilinger (Vice Chair, Torrance); Olivia Valentine (Hawthorne); Ralph Franklin (Inglewood); Ellen Perkins (Palos Verdes Estates); Stephanie Katsouleas (El Segundo); Rob Beste (Torrance); Darek Chmielewski, Sameer Haddadeen, Gabe Hamidi & David Yan (Caltrans); Lan Saadatnejadi (MTA); Jacki Bacharach & Marcy Hiratzka (SBCCOG); Steve Lantz (SBCCOG transportation consultant); Alan Clelland & Alek Hovsepian (Iteris)

- I. **CALL TO ORDER / Introductions** – Councilmember Rhilinger, Measure R Oversight Committee Vice Chair, began the meeting at 10:36 a.m.; a quorum was met with the arrival of Councilmember Ellen Perkins at 10:42 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 April 8, 2013 meeting** (Attachment A) – **Approved** – Franklin moved, Perkins seconded.
- VI. **METRO UPDATES**
 - A. **Metro Project Status Reporting Application (PSRA)** – Received and filed.

Ms. Saadatnejadi did not have any updates other than that Metro is currently working with lead agencies to implement needed modifications to the software application.
 - B. **Status of pending Caltrans project funding agreements** – Received and filed.

Ms. Saadatnejadi reported that the funding agreement for the Caltrans DCCM project (MR312.11) has been executed. Regarding the I-405 and I-110 Study (MR312.24), Ms. Saadatnejadi reported Caltrans is working on the PSR which are due in June using its own funding. The SBHP funding agreement will cover post-PSR project environmental and design work.
 - C. **Green Construction Workshop Announcement** – Received and filed.

Steve Lantz reported that last fall the SBCCOG committed to hosting a green construction training opportunity sometime in 2013, in preparation for upcoming 2015 CARB compliance regulations. Marcy Hiratzka has been working with Metro to arrange a Green Construction Policy training, which will precede one of the SBCCOG's upcoming Infrastructure Working Group meetings in Redondo Beach from 9:30-11:30am. The California Air Resource Board will be present, as a co-presenter with Metro. The policies presented will include Metro's policies that are already in effect for Metro construction projects. This training will provide an opportunity for city staff and elected officials to catch up on current California Air Resource Board (ARB) and South Coast Air Quality Management District (AQMD) regulations. Although June 19 had been tentatively scheduled, subsequent to this meeting, a new date of August 21 has been proposed and confirmed. A flyer to elected officials and city staff will be distributed by Ms. Hiratzka.

VII. SBHP PROJECT STATUS**A. SBHP May 2013 Project Progress Report** (Attachment B) – Received and filed.

Alan Clelland reported that Torrance's project (MR312.18) is now listed as "complete" on the project progress report and will be moved to the bottom of the list with the other completed projects in June. Rob Beste suggested inviting a city with a project in red (change in scope and/or budget requires funding agreement amendment) to give an update at an upcoming meeting. Steve Lantz pointed out that the new procedure requires a lead agency to give an update on a red project no sooner than the city's "target resolution date," unless the city reaches a milestone before that date. Jacki Bacharach asked what happens when delayed Early Action projects fall out of the first 5 years of the Measure R Program. Steve Lantz said that the SBCCOG does not yet have a policy that addresses the consequences if an Early Action project is not completed within 5 years of executing the funding agreement. Rob Beste suggested going back through the Early Action list of projects and identifying projects that have not been addressed. Steve Lantz responded that when the SBCCOG and Metro hold their annual one-on-one meetings with each lead agency this year, each lead agency will be asked if there are any projects it would like to remove or add from the candidate projects list.

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

Alan Clelland reported that there are seven red projects and none of them have expired target resolution dates. Caltrans' ITS project MR312.11 was upgraded from red (change in scope and/or budget requires funding agreement amendment) to yellow (behind schedule by more than 6 months or concerns over expenditures), and projects in Hermosa Beach and Torrance were upgraded from yellow to green (within 6 months of schedule and on-budget.) Mr. Clelland reported that after lead agencies submitted their monthly reporting in April, Metro's PSRA could not send back confirmation emails to them, due to an IT problem. Mr. Clelland also reported the City of Lawndale has erroneously been charging to and reporting on the wrong project for MR312.15 (Inglewood Ave from 156th St to I-405 south bound on-ramp improvements). This issue is being resolved with Metro but the project progress report (Gantt chart) still reflects the incorrect information. The changes on the Gantt chart will be reflected in June.

C. STE Implementation Plan Update – Received and filed.

Steve Lantz announced that the 2013 Measure R South Bay Highway Program Implementation Plan Update was approved at the April 25 SBCCOG Board Meeting. The SBCCOG thanks those who submitted comments and suggestions to improve this document.

VIII. TECHNICAL CONSULTANT BENCH RFP STATUS (Attachment D) – Received and filed.

During this item, all consultants were asked to leave the room. Steve Lantz summarized that in February 2013, the Measure R Oversight Committee was given a choice of three procurement methods in order to procure Technical Assistance on the South Bay Highway Measure R Program for the next three years. Option 3 was agreed upon and approved by the Committee and by the SBCCOG Board of Directors as well:

Option 3 - Amend the current direct contracts with InfraConsult, LLC, System Metrics Group and Jacobs for an additional three-year term and execute new direct contracts with Iteris, Inc. and Sharon Greene + Associates with a three-year term to provide SBHP Program Bench technical and management professional services using the task order approach. In addition, expand the South Bay Highway Program Bench of consultants by issuing an RFP to select other consultants to be added to the SBHP Program Bench. This option would reduce the risk of transitional interruptions by allowing the SBCCOG to issue task orders to current Iteris team consultants and to explore interest from other consultants that have expressed interest in participating in SBHP program development and project oversight. It would also enable a more competitive procurement process due to potential differences in consultant approaches, fees and overhead costs.

Steve Lantz added that each firm must apply individually, and that the SBCCOG will assign teams later, if necessary. The typical prime/sub format will not apply to this RFP and contract. As a result, consultants who are used to being subs and who are not used to responding to proposals may not submit proposals.

Rob Beste and Jacki Bacharach both agreed that the amount of administrative SBHP work that Steve Lantz and Marcy Hiratzka will be undertaking needs to be closely monitored for a year from July 1, 2013.

- IX. SBHP IMPLEMENTATION PLAN QUARTERLY STATUS UPDATE** (Attachment E) – Received and filed. Steve Lantz said that the SBCCOG has a responsibility to the Measure R Oversight Committee and Infrastructure Working Group to report on the activity of the consultants working on the SBHP. Attachment E is a quarterly summary of the monthly reports from Iteris and Steve Lantz. As the SBCCOG has a new funding agreement with Metro, the categories in this report are presented differently than previous quarterly reports. This report also suffices for the quarterly report that Metro requires from the SBCCOG, though it contains more information than what Metro asks for in its funding agreement reports. Councilman Franklin asked how much is left of the \$2 million dollar Iteris contract. Referring to Exhibit B of Attachment E, Steve Lantz said that there is projected to be about \$65,000. When the Board approved the reallocation of funding between the line items last month, Mr. Lantz made those corrections by modifying the actual budget amount in the first column for Iteris (Exhibit B). Since that time, three task orders have been completed which will allow one more reallocation of funds prior to June 30, 2013 when the current contract expires.
- X. 3-Month Look Ahead** (Attachment F) – Received and filed
Steve Lantz reported that highlights from this attachment include the release of the SBHP RFP for Technical Consultant Bench, Metro's approval of the FY 13-14 budget, and Metro's Measure R Project Acceleration Proposal. Regarding Metro's Measure R Acceleration Proposal, Councilmember Rhillinger asked what happens to the each sub-region's allocated funds if the money is not used in the first decade. Steve Lantz said that the funds would be used to repay bonds that would be used on a first-come, first served basis. So it is unclear how unused bonding authority would be tied to sub-regional allocations. Steve Lantz recommended bifurcation of the Transit Acceleration and Highway Acceleration proposals and developing SBCCOG recommendations that would preserve flexibility in the Highway program. Jacki Bacharach added that County Supervisor Knabe is also against the acceleration but the SBCCOG still needs to reach out to Supervisor Ridley-Thomas for support.
- XI. SBHP IMPLEMENTATION UPDATE CALENDAR** (Attachment G)- Received and Filed
Steve Lantz announced that the current year process is complete, with the exception of executing funding agreements for projects that have their first funding available beginning July 1, 2013. He is in the process of creating a new calendar that will cover the FY13-14 Implementation Plan Update cycle.
- XII. ADJOURNMENT**
Jacki Bacharach announced that this is Councilmember Susan Rhillinger's last Measure R Oversight Committee meeting, as she has announced that she is resigning from her seat on the Torrance's City Council and will be relocating to the east coast. Councilmember Rhillinger was thanked for her especially tenacious involvement in Measure R and commitment to this committee. There being no further business, Councilmember Rhillinger adjourned the meeting at 11:25am to Monday, June 10, 2013 at 10:30am.