



Meeting Minutes (Attachment A)

Measure R South Bay Highway Program Oversight Committee December 12, 2011 Minutes

Attendees: Jim Goodhart (Chair, Palos Verdes Estates), Ellen Perkins (Palos Verdes Estates), Ralph Franklin (Inglewood), Susan Rhilinger (Torrance), Judy Mitchell (Rolling Hills Estates), Rob Beste (IWG Chair, Torrance), Massoud Ghiam (Carson), Crystal Killian (LADOT), Lan Saadatnejadi (Metro), Alan Clelland (Iteris), Jacki Bacharach (SBCCOG), Steve Lantz (SBCCOG transportation consultant), Ken Berkman (Psomas), Robert Delgado (Ghirardelli Associates), Polly Ann Walton (Overland Pacific & Cutler), Eric Widstrand (Sam Schwartz Engineering), Paul Martin (RBF)

- I. **Introductions and Minutes from November 14, 2011 meeting – Jim Goodhart** – Minutes were approved; Rhilinger, Mitchell and Franklin abstained. Chair Goodhart requested that the following items be added to the agenda: posting of the agenda, public comment and changes to the agenda. He also requested that any action items be identified in bold.
- II. **Infrastructure Working Group & IWG Executive Committee Report** – Rob Beste noted that City funding agreements are being executed.
- III. **Metro Update** – Lan Saadatnejadi is working on draft cooperative agreement. Capital planning and legal departments at Metro are reviewing it. Lan is targeting February 2012 for Metro Board approval of policies.

Lan raised a possible concern about whether our projects have to follow the same guidelines as metro regarding small and disadvantaged business enterprise contracting opportunities. This issue was raised by Metro's transportation Business Advisory Committee which represents the small business community. Steve Lantz wondered whether Metro has the authority to impose such a requirement on grantees. It was also noted that the small business certification process and requirements at Metro are different than state and local requirements. Many cities also define small business and local business differently than Metro or the state.

Lantz recommended that Metro take the same approach of informing the cities rather than regulating the cities as was approved by the Metro board for the Green Construction policies. Lan said she would relay the expressed concerns back to Metro staff.

IV. **Metro Agreements Status - ACTION**

- a. **Lead Agency / Metro SBHP Budget Request and project funding agreements status. Staff recommends Oversight Committee approval of the FY 2012-13 SBHP budget request to Metro in order to meet Metro's December 31, 2011 submittal deadline.**– Lantz described the need to submit annual the annual SBHP project budget to Metro that reflects our request for cash for the coming year. Lantz reviewed the attachment with the committee. All funds have been allocated to projects during the first five years, but some of the project lead agencies have requested that their funding be shifted the funding during the five-year Early Action period. Goodhart requested that the project list be changed to reflect the date that changes were made. Next steps –Lantz sends the approved matrix to Metro via e-mail with a cover memo to guide Metro staff in its 2012-13 budget request. Metro will decide on cash flow and let us know if there are any problems with us getting these funds. The SBCCOG will probably know in April / May what will be incorporated into the Metro budget. Cities can start projects once they get their funding agreement; their progress should not be affected by the Metro budgetary process. Goodhart asked if we get interest on the Measure R SBHP funds. Lantz clarified that the SBHP funding is escalated on an annual basis, but Metro keeps any

interest on unused Measure R funds. Franklin moved /Rhlinger seconded the motion to submit the budget request. Motion was approved.

b. **Metro / SBCCOG Funding Agreement Amendments / Cooperative Agreement Deliberations – Status Update** – The funding agreement that allows release of retention is being processed. The Cooperative Agreement is still being processed at Metro. A draft Cooperative Agreement should be back to SBCCOG staff in January and may be submitted to the SBCCOG board so that the Metro board can act in February.

V. Iteris Contract

a. **Strategy to integrate South Bay Measure R Concept of Operations Plan and ITS Plan into December 2012 Implementation Plan Update** – last month, this committee tabled the ITS plan. This month, the idea is to combine Metro's request for a system operating plan and the ITS Plan to be included in the next update to the SBHP Implementation Plan to be completed by November 2012. We need to have some idea of the System Operations Plan by June if we move forward now. A combined scope of work is being prepared for this combined effort that should come back to this committee the January meeting.

b. **Metro's Project Management Information System** – staff and consultants will be meeting this Wednesday with Metro staff to discuss modifications to Metro's project monitoring software system for to allow the software to be used for our projects which will address our program oversight needs, city project oversight needs and Metro fiduciary needs. Metro's contractor is not ready yet. An update will be provided next month.

c. **Direct contracts between SBCCOG and Iteris' sub-consultants** – two of four have been received – from InfraConsult and System Metrics.

VI. SBHP Project Signage / Communications Policy Addendum

SBCCOG – related graphics / language to be included on signage and other communication materials related to the SBHP projects – sample language to be brought to next meeting.

VII. Schedule -- Three Month Look Ahead / Implementation Update Calendar – corrections were made to dates on 3 month look ahead and start implementation update calendar with July.

VIII. PUBLIC COMMENT – ADDED - none

IX. Meeting was adjourned to January 9th, 10:30 AM, SBESC.