

Attachment A

Measure R South Bay Highway Program Oversight Committee Minutes September 10, 2012

Attendees: Jim Goodhart (Chair, Palos Verdes Estates), Ellen Perkins (Palos Verdes Estates), Susan Rhilinger (Torrance), Judy Mitchell (Rolling Hills Estates), Ralph Franklin @ 11 am (Inglewood), Rob Beste (IWG Chair, Torrance), Ken Husting (LADOT), Stephanie Katsouleas (El Segundo), Steve Finton (Manhattan Beach), Lan Saadatnejadi (Metro), Peter Wong (Caltrans), Alex Hovsepian (Iteris), Jacki Bacharach (SBCCOG), Steve Lantz (SBCCOG transportation consultant), Claudette Moody (Parsons Brinckerhoff) – 2 missing

- I. **CALL TO ORDER / Introductions**
- II. **REPORT OF POSTING OF THE AGENDA** – Received and Filed
- III. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA** – Received and Filed
- IV. **PUBLIC COMMENT - NONE**
- V. **CONSENT CALENDAR**
 - A. **Minutes from August 13, 2012 meeting** (Attachment A) – **Approved** - RHILINGER/MITCHELL
Jacki Bacharach noted that subsequent to the meeting a change in policy was decided regarding ITEM VIII.B. PROJECT STATUS ISSUES – LETTER TO BE SENT TO REDONDO BEACH MAYOR FOR PROJECTS THAT ARE BEHIND. Subsequently it was decided not to send the letters unless delay in the project becomes more critical on our monthly status report. It was determined that, at this point, it would be premature to send such a letter.
- VI. **METRO UPDATES – Metro staff** – Lan Saadatnejadi provided the updates.
 - B. Metro Project Management Information System Update – Three dates have been scheduled in October. There is a maximum of 14 people per class. All classes will be held at Metro One Gateway Center.
 - C. Status of Caltrans projects agreements – boilerplate language has been approved by legal of both agencies – scope of work needs to be finalized – agreement should be executed by end of September, early October.
 - D. Status of traffic studies – Caltrans interchange projects – scope of work under development – waiting for Torrance to give final review. Once finalized, work will be let to Metro bench to better define the traffic patterns and volumes at the two locations.
- VII. **IWG Committee / IWG Executive Committee Comments** – Rob Beste reported under #X.
- VIII. **SBHP PROJECT STATUS**
 - A. **SBHP Project Summary** (Attachment B) – colors will be changed for project phases to be different than green and red.
 - o **SBHP Project Issues** (Attachment C) – Project numbers have been changed to conform to the Metro id which is the chronological South Bay funding agreement.
 - El Segundo should have total project done on time. Need to include a target report date.
 - Lawndale is very behind – no funding agreement has been executed yet due to city layoffs. Consultants will be meeting with Lawndale to see if they need additional support and whether we can help them hire consultants with their own funds to help them do their work.

- Redondo Beach ran into series of obstacles with legal and had to re-do their rfp document and will send in revised schedules.
- Torrance – amending funding agreement with Metro re: regional transit center.
- Metro has identified ten new funding agreement needed.

B. Metro’s annual South Bay Measure R Subfund forecast (Attachment D) – Committee members requested that the forecast describe the gap in funding between our total number of projects and what the Metro Long Range Transportation Plan funding from Metro includes. Metro also needs to show available funding and the much greater need. Jim Goodhart requested a graphical presentation of funding streams (peaks and valleys) over the next 30 years.

IX. Updated SBHP Candidate Projects List (Attachment E) – incorporates city of Los Angeles for first time. Still needs to add Caltrans projects. This list will be closed September 17 for use for this year’s programming. Iteris will send out the methodology used for assessment scores. Next step is to do the nexus analysis – then they will be assessed for Metro’s Call for Projects and whether the candidate project should be kept on the list. To apply for Call, need nexus finding. So we are seeking Metro staff agreement when we go through our candidate list. The SBCCOG boundary clarification issue still needs to go to the board.

X. SBHP Policy for use of Measure R Subfunds as local match in Metro Call for Projects (Attachment F) – **Approved (FRANKLIN/RHILINGER)**

- If project is over \$1 million, we should strongly encourage cities to apply for the Metro Call for Projects unless there is some special reason for them to not be able to. Preference will go to successful lead agencies in the call. 2nd tier – those that applied for the call; and 3rd – the others
- With a nexus determination, fund technical assistance to \$50,000 per project to help project lead agencies prepare a required PSR or PSRE. Might have to target projects off of the state highway system to get them through the PSRE process by the Call deadline. Metro will help project sponsors through the Caltrans PSR process.
- Send this recommendation to the board and first to all cities and the IWG for them to comment on and prepare for should it be adopted
- The policy is a one-time only recommendation for the 2013 Call. The policy and process will be evaluated after the Call deadline for subsequent Calls.

XI. Delegation of Authority (Attachment G) – **APPROVED (RHILINGER/FRANKLIN)**

XII. SBHP Project Management Course Update (Attachment H) – Steve Lantz introduced the course facilitation, Gary Griggs, who discussed the course. 5 – 4 hour sessions. Oversubscribed. Homework through an online program. Rolling Hills Estates, Palos Verdes Estates, Lawndale, Lomita, and Manhattan Beach are not participating.

XIII. 3-Month Look Ahead (Attachment I) – Received and filed -

XIV. SBHP Implementation Update Calendar (Attachment J) – Received and filed

XV. Adjourn to next Measure R SBHP Oversight Committee Meeting –October 8, 2012, 10:30 AM