

Attachment A

South Bay Cities Council of Governments Infrastructure Working Group January 15, 2014 – Meeting Notes

Attendees: Rob Beste, Chair (Torrance); Stephanie Katsouleas (El Segundo); Akbar Farokkhi & Alan Leung (Hawthorne); Nasser Abbaszadeh & Miguel Alvarez (Lawndale); Chris Rider (Los Angeles); Edward Kao (Manhattan Beach); Hon. Jim Goodhart (Palos Verdes Estates); Wisam Altowaji & John Mate (Redondo Beach); Craig Bilezerian & Ted Semaan (Torrance); Yunus Ghausi & Sameer Haddadeen (Caltrans); Maryam Adhami, Pamela Manning & Andres Narvaez (LA County DWP); Fulgene Asuncion & Steven Mateer (Metro); Marcy Hiratzka & Steve Lantz (SBCCOG); Gill Hicks (Cambridge Systematics); Mel Barosay (Epic Land Solutions); Danielle Buzas (GPA Consulting); Mitali Gupta (HDR); Alan Clelland (Iteris); Frank Lara (Jacobs); John Cruikshank (JMCC); Sherif Morcos (Morcos Group); Tracy Bartlett (Nichols Consulting Engineers); Dennis Arca & Perfecto Arca (P.A. Arca Engineering); Sam Ekrami & Mark Potter (Parsons Brinckerhoff); Steve Frieson (Psomas); Ty Carter (Siemens)

Chair Beste called IWG meeting to order at 12:03 pm.

I. Self-Introductions & Approval of October 16, 2013 Meeting Notes (Attachment A) - Approved

II. Agency & Other Reports

- **SBCCOG** – Program update – Steve Lantz reported that the SBCCOG is holding its 15th Annual General Assembly at the Carson Community Center on February 28, 2014. This is a free event. This year's theme is "Why Must We care: The Cost of the Changing Environment to the South Bay."
- **SOUTH BAY TRAFFIC FORUM, LA County Dept. of PW** – Status – Andres Narvaez distributed the South Bay Traffic Forum Status Report for January 2014. Highlights included: The City of Gardena is requesting proposals from interested A/V wall vendors for the construction of the City's Traffic Management Center; the County is processing the construction documents for advertising the South Bay Fiber Interconnect along Artesia Bl., Vermont Ave., Manchester Ave., Western Ave., Manhattan Beach Blvd., and 18 CCTV cameras (construction to begin in summer 2014); the Blue Commute website map is being upgraded to full-screen view, Pasadena has agreed to use Blue Commute traffic info screens on two Community Access Channels. Chair Beste asked if cities may link Blue Commute to their websites and Alan Clelland said that if a city wishes to link the Blue Commute logo on its website, Iteris will upload local events or notices to Blue Commute. Stephanie Katsouleas pointed out that Blue Commute can be used to notify utility companies of construction as well.
- **Caltrans** – Sameer Haddadeen reported the following: The funding agreements for the following operational improvement projects have been approved by Caltrans and MTA in November of 2013: MR312.24- The installation of an Aux Lane on S/b I-110 between SR-91 and Torrance Blvd; MR312.25-Operational Improvements at I-405 at 182nd St/Crenshaw Blvd and on I-405 between Western Avenue and Crenshaw Blvd. Work on the PAED phase for both projects is underway and is expected to take approximately one year to complete. Caltrans is conducting a preliminary Traffic Engineering Study to identify potential Operational improvements on I-105 between I-405 and I-605.
- **Metro** – Fulgene Asuncion reported the following: Metro's Planning & Programming Committee is discussing the following items today: Transit-Oriented Development Planning Grant Program, Airport Metro Connector and the ongoing coordination between Metro and Los Angeles World Airports, and Strategic Growth Council Grant Opportunity. Tomorrow, Metro's Executive Management Committee will discuss the policies to guide advocacy for the extension of the ExpressLanes Program, and the development of two potential ballot initiatives for the November 2016 election. Metro staff is recommending supporting a 2016 ballot initiative, and between the two choices of creating a new sales tax, versus extend the current one, there seems to be more support for extending the existing sales tax.
- **Metro TAC & Streets and Freeway Subcommittee** – Update – Chair Beste announced that Metro will hold an Open Streets workshop on January 29 for city staff. John Mate reported that the Freeway Subcommittee was dark in December.

III. Measure R Updates – Steve Lantz reported on the following:

- **Three-Month Look Ahead** (Attachment B) – The Measure R Oversight Committee has been cancelled for February, as there are no action items scheduled.
- **SBHP Annual Update Calendar** (Attachment C) – This is a quiet period.
- **SBHP Project Progress Reporting / Gantt chart** (Attachment D) – In March and April, several cities will be asked to give the Measure R Oversight Committee presentations of projects that are more than 6 months behind.

- **Transition of SBHP Project Monitoring/Reporting Process** (Attachment E) – Metro staff recommends that monthly/quarterly reports be submitted for Measure R projects costing over \$20 million. Metro is supportive of allowing projects under \$20 million in Measure R funds to be reported on a quarterly basis rather than the current practice of reporting monthly. Steve Lantz added that cities may individually amend their projects’ funding agreements with Metro, so as to not have to report monthly; otherwise, the city may continue to submit monthly reports for the remainder of the project’s construction. Chair Beste asked the city staff members that were present if they preferred to submit both monthly and quarterly reports for projects under \$20 million, versus quarterly reports only, and the consensus “just quarterly reports.” Steve Lantz relayed that Doug Failing said that other regions will want SBHP funds if the South Bay agencies did not make progress and complete projects on time. Mr. Lantz emphasized that if the Measure R Oversight Committee agrees to have agencies submit quarterly reports only, the quarterly reports will be more rigorous and agencies will be held accountable if there is a lack of progress.
- **SBHP Administrative and Support Cost Policy** (Attachment F) – Steve Lantz explained that some agencies would like to spend Measure R funds on city staff members’ time, when working on a Measure R project. The Measure R Oversight Committee’s proposed policy is, if your project cost is less than \$500,000, the city staff members’ work must be absorbed by the city. Project Support costs (in-house labor, consultant, and/or sub-consultant contract costs directly associated with the Project as specified in the SOW, and occurring during PA&ED, PS&E, ROW, and/or Construction) are limited to up to 10% of the Project Budget, or higher if justified on a case-by-case basis. Project Support costs must be reasonable and appropriate to the activities and phases related to the Project. Administration costs (for agency staff and consultants necessary for maintaining, monitoring, coordinating, reporting, and budgeting of the Project (i.e. personnel not responsible for direct delivery of the Project, funding agreement assistance, office supplies, equipment) for Measure R funding agreements are limited to up to 10% of Project Support Costs. A letter to that effect was sent to the city managers.
- **SBHP FY Draft FY 2014-20 Metro Budget Request** (Attachment G) – The SBHP FY 2014-2020 Budget Request was amended to reflect a corrected allocation amount to Lawndale and submitted to Metro staff. The amended request will be considered by the Metro Board in March.
- **SBHP Technical Consultant Bench Update** – Steve Lantz addressed a misinterpretation that confused both the agencies and the technical consulting bench. On the first two pages of the budget request, the *project studies* list the SBCCOG as the “project sponsor.” The lead agency for *project studies* is the agency in which the project is located. A city, Caltrans, or the County will always be the lead of a *project study*, and will have direct correspondence with the consultant on the study; the SBCCOG is simply identified as the party paying for the study’s technical assistance, until the study becomes an actual project and requires a funding agreement between the city and Metro.

IV. Spotlight – Maple Ave. project – Stephanie Katsouleas gave a PowerPoint presentation to illustrate the transformation of the recently completed Maple Avenue project. A ribbon-cutting ceremony will be held on January 16. This project was completed under budget, and the excess funds were put back into the SBHP pot for other projects. The goals of the project were to provide an alternate route to and from the I-105 freeways and to relieve congestion on Sepulveda Blvd. Several key elements were combined to achieve this, including road surface improvements, installation of a storm drain system, and traffic calming and channelization features. Ms. Katsouleas said that she anticipates significant change in usage of Maple Avenue, and attributed the fact that the city was able to come out under budget to the city’s contingency allowance, low bids, and good engineering oversight. Steve Lantz and Chair Beste both mentioned implementing a policy that would keep Measure R SBHP signage available for reuse, as the signage used in this project, which could have been used for another SBHP project, was thrown out by the contractor.

V. Gateway Cities COG Strategic Plan Update – Gill Hicks, of Cambridge Systematics, gave the presentation on behalf of Jerry Wood, the Director of Transportation and Engineering at the Gateway Cities COG. The Strategic Plan is a \$7 million dollar study financed by Metro. The study analyzes community issues that have arisen, due to the lack of funding for local and sub-regional transportation projects. Through this study, the Gateway Cities plan to: assess how regional and sub-regional transportation projects affect local communities, how storm water treatment for local streets can be addressed, the impacts of goods movement on the local communities, and determine how local transportation projects are affected by/fit in with regional and sub-regional transportation projects. The plan envisions a multi-modal transportation system, encompassing technology deployment, financing strategies, storm water treatment, goods movement, air quality, public health, and more. The GCCOG hopes to integrate existing and planned freeway and arterial highway projects with rail and goods movement studies. Tools such as travel demand & simulation models, air quality projection models, and the zero-emission trucks commercialization study will be used. The Complete Strategic Transportation Plan will be completed by summer 2014.

VI. Metro First/Last Mile Strategic Plan (Attachment H) – Steven Mateer gave a presentation on this project. The study purpose is to expand the reach of transit through infrastructure improvements, to maximize multi-modal benefits and efficiencies, and to provide a basis for seeking additional capital funds. The plan includes 13 case studies throughout LA County, each

presenting different challenges (safety, maintenance, legibility, ROW, block length, freeways entrances and exits) to transit users. This plan applies to everything, from bus stops to rail systems, including municipal bus operations. Metro hopes to increase the speed of active travel, reduce point-to-point distances, and promote multi-modal transfer activity. After receiving draft feedback from the community, Metro plans to discuss implementation strategies, and bring a final plan to the Board for adoption in the spring. Cities' feedback on funding, technical, and design issues are welcome.

- VII. Adjournment** – Chair Beste adjourned the meeting at 1:10pm until February 19, 2014. If you want to include an item in the agenda, please send e-mail to: Marcy@southbaycities.org by February 10, 2014.