

LOCAL AGENCY REEVALUATION TASK FORCE

Meeting Agenda

Thursday, August 26, 2010

8:30am CDOT Videoconference Facilities/Teleconference

The following Videoconference Rooms were scheduled:

ConfRoom-Video HQ-Room 159, ConfRoom-Video R2-Colorado Springs, ConfRoom-Video R2-Creekside, ConfRoom-Video R3-GWS Maintenance, ConfRoom-Video R4-Platte, ConfRoom-Video R5-DGO-MTC, ConfRoom-Video R5-Alamosa Main

Meeting Attendees: Scott Brace, Shaun Cutting, Angie Drumm, Brad Eckert, Joan Fagan, Tim Frazier, Michelle Halstead, Jennifer Irvine, Matt Jagow, Randy Jensen, Brian Killian, Dave Loseman, Rusty McDaniel, Heather McLaughlin, Nick Senn, Justin Stone, Karen Sullivan, Tim Tuttle, David Valentinelli (Neil Lacey unable to attend due to a family emergency)

WELCOME AND INTRODUCTIONS – Karen Sullivan, CDOT Project Development

1. Comments/Revisions to July 30th Meeting Notes

David Valentinelli asked that the spelling of his name be corrected. No other comments. **Action Items:** Minutes will be corrected and posted to the Local Agency Re-evaluation website.

2. Progress Update from Last Meeting Action Items

- **Information gathering from other states on “tiered system” approach**
Still gathering data re: how other DOT’s use tiered systems. Possible scenarios: NHS/non-NHS, state ROW/non-state ROW, road & bridge/non-road & bridge, etc. Group noted Ohio flowcharts from Jumbofile included 3 tiers. **Action Item:** Neil will continue this research and update at next meeting.
- **Information from other states for “Certification and Acceptance” program**
Numerous calls are out. Also looking at DOT resources necessary to manage program where C&A is used. **Action Item:** Neil will continue this research and update at next meeting.
- **Flow Charts of Project process from other states**
No problems accessing the Jumbofile to see the flowcharts, but not all of group had taken a look. Group just starting to get a feel for the level of detail needed to be useful. A one page flowchart works well for an overview but people working through the process will need more detail.
- **Consult with FHWA on “tiered system” approach**
Shaun reiterated that FHWA is open to various strategies, including a tiered approach with varying levels of CDOT involvement, but emphasized that managing and monitoring process is critical to maintaining compliance with Federal regulations.
- **Follow up with CDOT Regions for strategies for Mtn Communities**
The group discussed the idea of using the construction stockpile process as the model to pay locals for advance purchase of long lead-time items such as pedestrian bridges, traffic signals, etc. Group agreed this was good but would like to see a method to pay local agency for the purchase prior to final execution of the IGA.
- **Discussion with DOLA and GOCO about their process**
It was noted that these programs use state money and are NOT subject to federal regulations. **Action Item:** Neil will research and update at next meeting.
- **Policy Memo #23 discussion with CDOT Mgmt**
Neil is working on a table showing the policy memos, directives, etc. which are applicable to local agency projects. **Action Item:** When the table is complete Neil will ask the group to review it.

3. Discussion of Results of Task Force ranking of priorities

The group discussed the Task Force members ranking of priority of the topics from the statewide meetings. The results were scattered, but 7 areas were identified:

- Revise Existing Process (Tiered System)
- General (LA Process)
- Pre-application Meeting
- Change Orders

ROW – tap into Region 4 effort initiated by Tim Tuttle and Pete Graham
Local Agency Manual – on hold until revised process is complete
IGA's – In a separate effort, CDOT has hired a consultant to review the entire contracting process. Once the recommendations are out, we will see how they tie into this effort.
Action Item: Neil to provide an update at the next meeting.



Ranking of Priority of
Issues by Task Force

- **Development of DRAFT Workplan**
- **Participation from Group for Issues to Work on and Develop for Discussion by Task Force at Future Meetings**
Action Item: Group agreed to e-mail Neil with which of the 7 subcommittee(s) and any of the other topic areas they were willing to work on by Friday, 9/3/10. (Note that Manual and IGA's are on hold at this point.)
Action Item: Tim Tuttle will update group at the next meeting on the Region 4 ROW suggestions and the response received at the statewide ROW Managers meeting.

4. Pre-Application Training Meeting Discussion

Numerous Task Force members were able to attend the DRCOG Pre-Application Training on 8/16 and 8/25. The general consensus was that the training provided a good overview to the locals of the requirements involved in a local agency project. The question and answer period at the end of the training was a good idea but there was little participation from the locals who attended.

Several Task Force members were hesitant about making a Pre-Application meeting mandatory as DRCOG had done and Region 4 members expressed concern that such a requirement would simply add another layer of bureaucracy to the process. The IGA flowchart shown during the training was too detailed and overwhelmed the participants. A discussion of construction requirements and billing procedures was missing from the training.

Group suggested that CDOT should develop a similar web-based training for the future Local Agency Program website.

- **Potential Development of a Pre-Application Meeting Checklist/Guidance Document**
Group liked this idea but was concerned that enough detail be included to make it useful for a local agency who had never done a project before. **Action Item:** Matt, Brian & David V. to start work on a checklist and provide to group at the next meeting.

5. Other Items (Time Permitting)

- Training Needs
Most of the group had not had a chance to review the e-mail and links Neil sent out from Frank Kinder which showed training formats other states had used. **Action Item:** Group will review these materials in preparation for a discussion at the next meeting.

6. Next Meeting – Wednesday, September 8, 2010

ADJOURNED at Noon

Region 4 members met in p.m. to discuss and work on ROW issues.

Matt, Brian, David V., Joan, Nick and Karen met in p.m. to start work on a Pre-Application Checklist/Guidance Document.