Every Day Counts (EDC)
Arizona Local Public Agency (AZLPA) Stakeholder Council
Meeting Minutes

DATE: Thursday, June 14, 2018

TIME: 10:00AM - 2:00PM

LOCATION: Maricopa Association of Governments (MAG) – 302 N. 1st Ave, Phoenix, AZ 85003

WELCOME AND INTRODUCTIONS

- Welcome by Mark Henige.
- Mark Henige reviewed the Every Day Counts (EDC) initiative and purpose handout developed by Federal Highway Administration.
    - Discussed the roles and responsibilities of an EDC member.
    - Asked the group for suggestions on topics to cover at future meetings and issues of concern they have at this time. Suggestions noted:
        - Consultant costs.
        - ADOT construction plan format as it relates to design and review cost.
        - Streamlining processes to get projects delivered faster.
        - Engagement ideas to get small local public agencies to attend EDC.
        - Mitigate overages in cost estimates.
        - Streamline processes for the Council of Governments (COG) and Metropolitan Planning Organization (MPO) for federal aid funding.
        - Scoping costs being more realistic.
        - Review hours for Project Development Administration (PDA) fees.
        - Estimating construction costs.
        - Assisting tribes to become more engaged with EDC.
        - Examples of what can help a small agency.
        - Sharing data and technical information. If there are funds remaining on a project, what percentage of the time does that happen?
        - Training for consultants. Bring or add consultants to the meeting.
        - Transportation Improvement Plan (TIP) amendments.

RECAP AND SUMMARY OF MARCH 8, 2018 MEETING AND TOPICS

- Reviewed the March 8, 2018 meeting minutes.
    - March meeting action items for EDC members and ADOT staff.
- History Matrix
- EDC Meeting Structure
- Financial Management Services– Patrick Stone
    - HURF Announcements, bridges funded with HURF funds, FHWA electronic authorizations, ADOT inactive list, and local agency revolving accounts.
- Right-of-Way – Richard Erickson
    - Initiation of negotiations, certification form, ROW clearances, new ROW coordinator.
- Environmental Planning Group – Paul O'Brien
    - Environmental scoping, CE/NEPA Assignment.
- Project Management Group
    - Steve O'Brien announcement, 2017/2018 delivery of projects thus far.

PARTICIPANT FEEDBACK AND OPEN DISCUSSION

Project Status Tracking Tool – At the March 8, 2018 meeting, the team discussed developing a tool to assist with managing and keeping track of projects. A standard document would be beneficial for all agencies involved.

- Benefits of a tool:
  - Staff turnover. Having a document that lists current information on projects is beneficial as someone can always refer to it to get current information.
  - It could be a working document that provides the current status of a project.
  - Tracking funding obligation would be a great addition to a tool.
  - When presenting information to a board, it is a one stop document to give accurate project updates.
- Tool concerns:
  - The project manager (PM) and local agency will always have the most up to day information on the project. The COG/MPO most likely will not have a level of detail on the project like the PM and local agency will have documented.
  - Although a tool is helpful, it is always best to have the project manager in attendance at a meeting as they can discuss in detail about the project budget, development, construction schedule updates and closeout.
  - The COG/MPO cannot always resolve an issue that needs to happen with the town and project manager directly. The tool is good for general updates, however it should not take away from regular meetings and calls regarding the project status.
  - Concern that a tool may take away from focusing on a quality scope of work document/discussion at the beginning of a project.
- General consensus:
  - One tool will not fit all agencies. Some tools will focus more on development, while others on construction. Some will have more detailed information, some want to focus on the big picture. Each organization needs to decide what is best for their needs.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) UPDATES:

- Target setting – MPO Transportation Performance Management targets need to be set by 11/16/18.
- Build notice applications July 18 due date.
- ADOT is working with FHWA and local agencies to rebalance the statewide functional classification system.
- Special Experimental Project 14 (SEP 14) – More communication to be sent.

HIGHWAY USER REVENUE FUND (HURF) UPDATES:

Financial Management Services (FMS) – Presenter Patrick Stone

- As of today, two projects have been approved for HURF funds.
- FMS is working through the process and determining best practices for ADOT and local public agencies.
- HURF projects must be authorized before advertising.
- Input needed from local agencies on avenues to deliver HURF projects faster.
- HURF projects have a three year window to complete with two years once design is complete.
- Regions can swap with other areas.
- Tribes should consider the Intergovernmental Funds Transfer Fast Act which allows tribes to transfer funds without the assistance of ADOT.
- Off System Bridge estimates have been coming in higher than anticipated.

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) UPDATES:

Highway Safety Improvement Program (HSIP) Updates – Presenter Kerry Wilcoxon

- Kerry gave a PowerPoint presentation on the call for projects. The presentation discussed the effectiveness of the funds and where the program eliminated waste.
- ADOT looks at estimates submitted for program funding. The local agency owns the estimate, but ADOT can help with inflation and estimating issues.
- The local agency needs to estimate funds appropriately as estimates are coming to ADOT too low. ADOT will review counter measures to verify scope and help estimate accordingly.
- The local agency needs to verify and/or confirm that the design and construction estimates are complete. They should include preliminary and final design costs (including survey, SUE (Subsurface Utility Exploration)) and consultant fees.

ROUNDTABLE:

- From the Project Management Group (PMG) – PMG will provide updates on the rollout of new project management tracking software. This software will allow for standardized reporting.
- The Rural Transportation Summit is October 24 – 26 in Lake Havasu.
- The team should think of ways to increase tribal participation for the EDC meetings.
- FHWA only needs a summary for the full application when submitting a Build Grant.

JUNE 14, 2018 MEETING - ACTION ITEMS

Action Required by ADOT Staff:

- Jennifer Catapano to contact Chris Bridges to give him an update on the Project Status Tracking Tool project.

Action Required by EDC attendees:

- FHWA to send ADOT communication on Indefinite Delivery (ID) and Indefinite Quantity (IQ) Contracts for Federal –Aid Construction

ANNOUNCMENTS

2018 Meeting Date Planning

- September 27, 2018 – Revised Date
- December 13, 2018

ADJOURN

June 14, 2018 at 2:00 pm

ATTACHMENTS

- Sign in sheet
- HSIP PowerPoint presentation

Transportation Systems Management and Operations (TSM&O)

2018 Arizona Highway Safety Improvement Program Call For Projects Update

June 14, 2018

ADOT

FY 2021 and 2022 Highway Safety Improvement Program (HSIP) Update

- 69 projects: 34 on the state system, 7 MAG, 4 WACOG, 3 SCMPO, 8 PAG, 1 CAG, 1 LHMPO , 3 SCMPO, 3 SEAGO, 1 FMPO and 3 NACOG
  - FY 2021 : $19.89M, FY 2022: $93.94M
- Available Funds:
  - FY 2021 : $23M, FY 2022: $32M
- Local B/C ratio's ranged from 3.5:1 to 45.6:1
- State B/C ratio's ranged from 1.5:1 to 56.5:1

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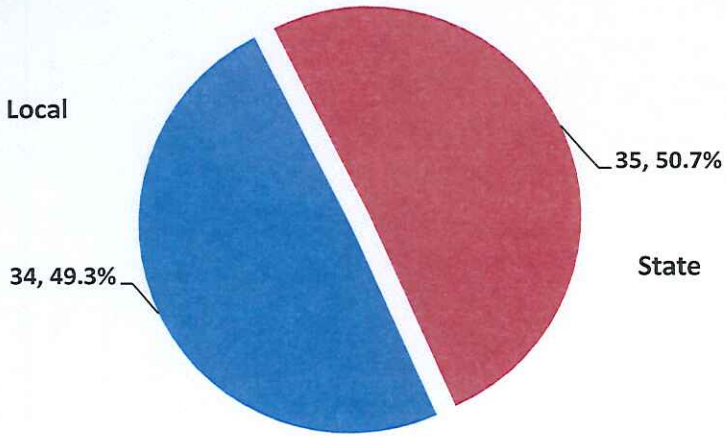
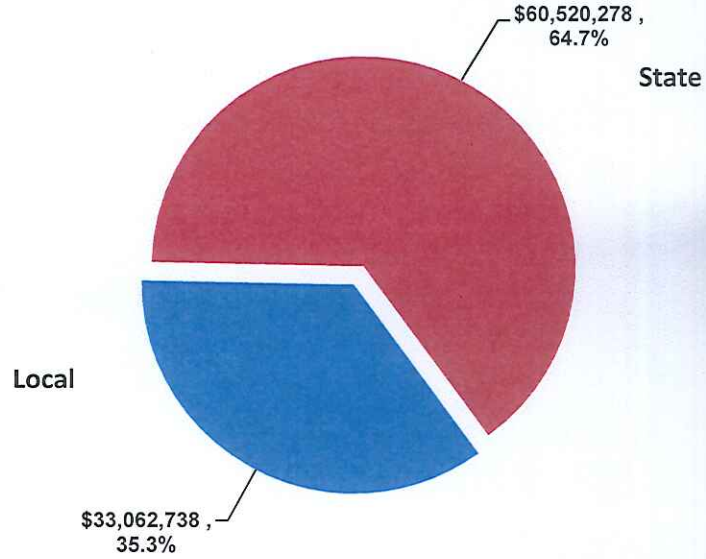
2018 Call for Projects Applications & Dollar Amount (FY21-22)

Number of Projects



Total Dollar Amount



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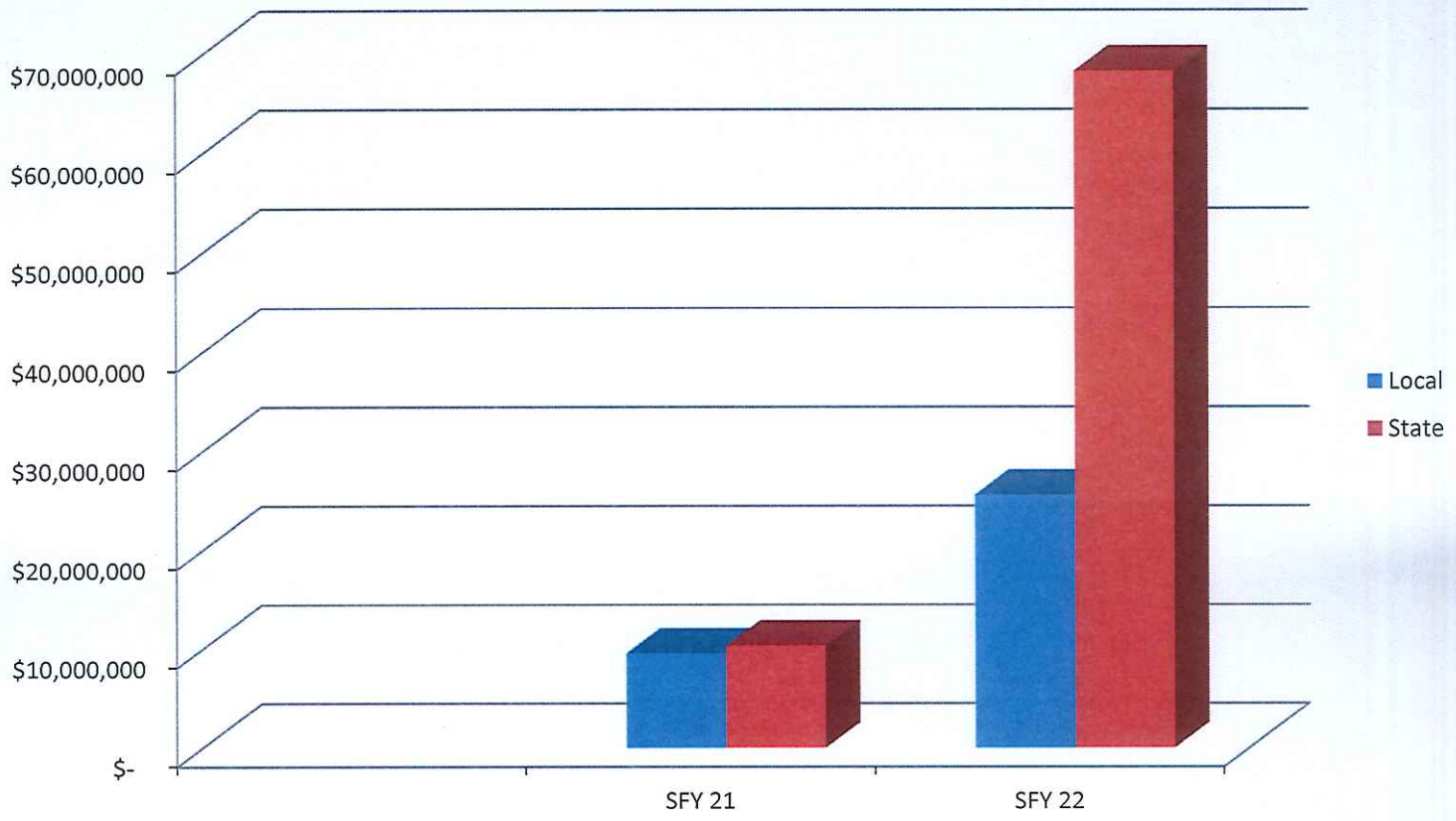
2018 Application Amounts by SFY



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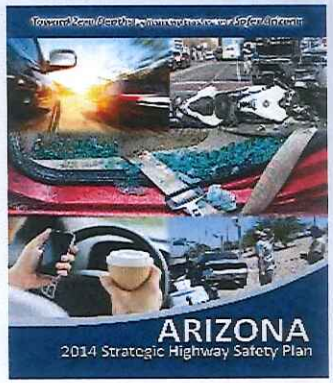
2018 HSIP Call for Projects Key Dates



- Call for Projects: January 19, 2018
- Applications Due: May 4, 2018
- HSIP Safety Committee Meeting: Mon., June 25, 2018
- Eligibility Determination: July 2, 2018
- Next Call for Projects: January 2019
  - FY 23-24
  - Approximately $70,000,000 Available

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2019 HSIP Call for Projects
Anticipated Changes

- Continue with statewide competition based only on B/C ratio
- Crash Costs increasing for fatal and serious injury
  - Fatal: $9,515,371
  - Serious Injury: $ 550,499
- B/C Ratio increasing: Minimum 2.5:1
- Second call for HSIP possible in the fall
- Inflation adjustment possible
- Total systemic projects no more than 20%
- Alcohol/drug crashes can be used in B/C ratio.

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Questions?

Contact:

Larry Talley

Traffic Safety Section:

602-712-7709 or Ltalley@azdot.gov

Mona Aglan-Swick, P.E.

Traffic Safety Section:

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Everyday Counts - Arizona Local Public Agency Stakeholder Council

Thursday, June 5, 2018 • 10:00 PM – 2:00 PM

Maricopa Association of Governments (MAG) • 302 N. 1st Ave, Saguaro Conference Room • Phoenix, AZ 85003

Completion of this sign-in sheet is completely voluntary and helps the project team keep an accurate record of meeting attendees. Under state law, any identifying information provided below will become part of the public record and, as such, must be released to any individual upon request. Please print clearly.

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