



Local Agency Process Reevaluation Meetings

May 20, 2010

Mountain Residency

Meeting Notes

Meeting Purpose

The purpose of the meeting is to solicit input from local governments to improve the administration of the Local Agency Program.

Meeting Agenda

- Opening Remarks and Introductions
- Meeting Guidelines, Existing Roles, and Agenda Review, Process overview
- Solicitation of issues, ideas and concerns regarding Local Agency Process
 - **Project Initiation Process**
 - **Project Design/Advertisement**
 - **Award of Project/Construction**
- Next Steps

Opening Remarks and Introductions

Neil Lacey, Project Development Branch, CDOT Headquarters, opened the meeting and gave an overview of expectations of the meeting and described elements that relate to the local agency processes. Neil introduced Tobilynn Erosky, meeting logistics and note taker, with CDOT and Andrea Meneghel, meeting facilitator, with CDR Associates. Andrea asked the group to introduce themselves and share one personal objective for the meeting. The group identified the following objectives:

Issues and Concerns

- ROW acquisition by local agency– Looking for clarity regarding if Local Agencies are funding the ROW acquisition and not requesting reimbursement with federal-aid funds
- Streamlining process from cradle to grave – in a more expedient timeframe
- Look for ways to improve the process for those projects outside of state or federal ROW to speed up existing Local Agency program process



Issues and Concerns (continued)

- Local agencies feel that they have something to offer in the way of knowledge and expertise for their projects in their communities and CDOT can tap into utilizing that expertise in a way that can benefit the LA program or a LA project. At times, the Local Agency/CDOT relationship has been perceived as adversarial because the impression has been that CDOT conveyed a “We’re the state we know better” image. Local Agency program is a way to improve county/state relationship and a way to leverage local expertise.
- What is the process on projects – interested in learning about the process
- Town of Dillon has a longtime drainage issue w/CDOT - issues on maintenance; and attended the meeting to learn more about the LA process.
- FHWA expressed an interest to speed up delivery of projects
- The Town of Alma attended because it is interested in keeping up with what is going on – work at planning level - wanted to listen to everyone and gain knowledge
- Clear Creek County encouraged CDOT to adopt more of a multi-modal approach in its ideology for opportunities for projects

Neil introduced Federal Aid Highway Program Stewardship Agreement and talked about federal, state, and local relationship for Local Agency projects. The purpose of the meeting is to gain information from the Local Agencies about how to make positive improvements to the program. The group then asked to provide input regarding the project initiation process. The discussion notes are below.

Project Initiation Process: Identify key issues and recommendations

- Summit County suggested the task force examine if there is a better way to address the process when a Local agency develops project using its agency format to make an application for funding that they later don’t have to make changes and have to redo some of those processes changing to CDOT forms, plans, and estimate formats? Revisions add time and additional costs for consultant designers to change formats for the perception of little or no added value.
- With an IGA, it would be helpful to streamline the process of notice of award of funds (application selected for funding) so that the IGA process can be initiated at the “grant selection” step.



Project Initiation Process (continued)

- Planning and submission of project process needs to be improved. Transportation Planning Regions (TPRs) approve projects prioritized and listed by the CDOT Regions. Metropolitan Planning Organizations (MPOs) have a project prioritization process. DRCOG does not have TPR meeting for non-attainment areas of counties. There was a suggestion to look at establishing a Transportation Planning Region for I-70 corridor from Golden to Glenwood Springs, or some type of similar solution for the sake of creating an efficient process.
- Timing of projects from when Local Agencies are notified of grant selection in first part of the year, the IGA takes time that mountain communities with short 3 to 4 month construction season miss the window of construction for that year and have to wait until next year. There is a challenge for the mountain communities in aligning their short construction seasons/timeframes with the longer fiscal year/planning schedules. .
- Regarding Long Range Planning, DRCOG has one deadline and then no other opportunities for project submission/selection for 3 years. It is frustrating having to wait 3 yrs before you can submit requests for new projects. Some support to prepare projects to qualify given this challenge would be helpful.
- Local Agencies provide a Town Council/City Resolution as part of the project application process. A second resolution by the same group is also required by CDOT as part of the IGA process. Is there a need for the two resolutions? Is there a way to make this part of the process more efficient by allowing the initial resolution for the project application process to be used for the IGA?

Project Design/Advertisement: Identify key issues and recommendations

- If Local Agency is using their funding (non-federal funds) for acquisition of ROW and not seeking reimbursement, why do they need to follow the CDOT process for ROW (i.e. Uniform Act)? Can this process be streamlined by CDOT allowing local jurisdiction to take care of this process?
- DBE process goal setting – local agencies want input in the setting of the goal for the project with the idea that goals would be different for types of projects, i.e. bike path vs. bridge and project locations.
- CDOT has a lot of processes – local agencies aren't aware of all of the processes. Suggested that Local Agencies contact CDOT Region Local Agency Coordinator to take advantage of their knowledge and be able to review projects and help local agencies with requirements such as project estimates etc.



Award of Project/Construction: Identify key issues and recommendations

- The CDOT Local Agencies Regional Coordinator's involvement and presence during project construction would be useful for providing help, answering questions.. The Regional Coordinator's time constraints and lack fo resources make this a challenge. It was suggested that CDOT Resident Engineer be involved as a resource during construction as a good way to leverage local assets.
- It was the suggested the task force look at what can be done to address challenges such as weather shutdowns in mountain communities during short construction seasons to deal with project delays.
- Expressed good thoughts about CDOT – they are very helpful and to rely on CDOT

Other issues: Identify key issues and recommendations

- CDOT Region 1 looking at tiering Local Agency training and providing separate training for 1) the application process; 2) plans, specifications, and estimates (PS&E); and 3) construction.
- Region 1 is looking into proposing quarterly meetings that Local Agencies can attend to discuss the status of their projects and issues/concerns. Local Agencies were supportive of this concept of follow up meetings.
- CDOT should not be afraid to ask the Local Agencies for assistance.

Next Steps

The audience expressed appreciation to CDOT for holding this meeting. They noted that this is a positive approach to working on these issues. They expressed thanks to having these meetings in order to be able to share their concerns with CDOT.

Andrea encouraged everyone to fill out a comment card with further questions/concerns and noted that the meeting notes will be posted on the website. Attendees were also encouraged to share the meeting summary with others on their staffs or from other Local Agencies that were absent from the meeting. The group was also informed that the Local Agency Task Force will be looking for two representatives from each CDOT Region and those at the meeting were encouraged to let their LA Coordinator know if they were interested in serving or knew someone that would be.



PARKING LOT

- Is ordinance resolution required by IGA a state or federal requirement? Can this be a letter from City Manager? Can resolution submitted as part of application be used to meet requirement for resolution in IGA? Why the need for 2 resolutions?
- Is there a way to separate projects not in ROW from those in CDOT ROW and follow a different and abbreviated process?
- Locals want to know how to develop realistic estimate cost of projects – there is a need for closer communication and assistance from with the CDOT regional coordinator for help on developing or reviewing estimates.

ATTENDEES:

Tim Allen	Clear Creek County PWD
Jenny Riley	Clear Creek County PWD
Brad Eckert	Summit County
Harry Dale	Clear Creek County
Eric Holgerson	Town of Dillon
Dan Burroughs	Town of Dillon
Randy Jensen	FHWA
Matt Jagow	CDOT R1
Marie Chisholm	Town of Alma
Toby Erosky	CDOT HQ, Project Development Branch
Andrea Meneghel	CDR Associates
Neil Lacey	CDOT HQ, Project Development Branch