

Subject	Formation of a TCC Task Force to Develop the Projects Implementation Procedures for Measure J
Summary of Issues	<p>Staff is soliciting volunteers from the Technical Coordinating Committee (TCC) to form a Task Force that will help in the development of the implementation procedures for Measure j projects. The Task Force, along with staff, will review the existing resolutions adopted under Measure C (see below), and then make recommendations on any proposed revisions or additions to the TCC for review and decision. The TCC in turn will present their final recommendations to the Authority for adoption of the developed procedures.</p> <p>The Task Force is proposed to be comprised of one representative from each Regional Transportation Planning Committee (RTPC), as well as a representative from the County, a representative from the County’s City-County Engineering Advisory Committee (CCEAC), and a representative from the transit operators.</p> <p>It is anticipated that the Task Force will need to meet four times over the next two months to review the procedures. The TCC will review the recommendations at their July 2008 meeting.</p>
Recommendations	Form the Task Force as suggested by staff
Financial Implications	N/A
Options	Suggest a different setup for the Task Force
Attachments	None
Changes from Committee	

Background

Staff is soliciting volunteers from the Technical Coordinating Committee (TCC) to form a Task Force that will assist in the development of implementation procedures for Measure J projects. The Measure J 2007 Strategic Plan, Policy No. 10 states that “Prior to April 1, 2009, staff in consultation with the Technical Coordinating Committee, will develop project implementation procedures starting with existing resolutions adopted under Measure C (*Resolutions 91-53-P, 92-02-P, 93-02-A*). Project sponsors will be expected to adhere to developed procedures in regard to the management of Measure J projects and compliance audits.”

The developed procedures will govern Measure J’s Projects and many of Measure J Programs that may have a project component including but not limited to Express Bus, Safe Transportation for Children, and Subregional Transportation Needs programs.

The main resolutions that need to be reviewed and developed are listed below:

- Resolution # 91-53-P, Eligible Cost Guidelines
- Resolution # 91-01-P, Project Funding and the State-Local Partnership Program

- Resolution # 92-02-P, Management of Measure C Projects, which includes:
 1. Cooperative Agreements and Funding Resolutions (includes review of Master Cooperative Agreement's Format)
 2. Environmental, Design, Right of Way, and Construction Guidelines
 3. Reviews and Approvals
 4. Proponent submittal for Design Reviews
 5. Funding Reimbursement Procedures
 6. CCEAC Design Review Process and Checklist
 7. Guidelines for Landscaping Costs
- Resolution # 92-08-P, Guidelines for Contract Change Orders
- Resolution # 92-26-P, Hazardous Materials Policy (in the Right of Way process)
- Resolution # 93-02-A, Policy and Procedures with Respect to Compliance Audit of Recipients of Measure C Funds.

Tentative Timeline:

5/15/2008	Form Task Force
7/17/2008	Task force Recommendations to TCC
8/21/2008	Final TCC Recommendations
9/4/2008	APC reviews and approves new measure J Projects Implementation Procedures
9/18/2008	Authority Approves new measure J Projects Implementation Procedures