

Project Oversight Committee 11/8/2018 Meeting Summary

Members: Wayne Herron (POC Chair), Brett Canipe, Gwen Cook, Bill Coxe, Andy Grzymiski, Ashley Landis, Dana Stoogenke (phone), Loretta Barren (phone), Susan Habina-Woolard, Andrew Ventresca

Staff: Curtis Bridges, Neil Burke, Erin Kinne, Candice Rorie, Theo Thomson

Consultant: Mary Kaczmarek, Skillful Means Marketing

Agenda Item	Purpose	Summary/Follow Up/Decisions	Person Responsible	Follow-Up Status
1. Welcome & Introductions		a. Wayne Herron asked POC members to introduce themselves.	Wayne Herron	
2. Policy Documentation Presentation and Discussion		a. Erin told POC members that she will need final comments on the policy document by Monday, 12/17 at noon so it can be ready for the Tuesday workshop. The adoption schedule is to bring the document to the Board for information in January. There will still be time to make tweaks before the adoption in February. b. Wayne stressed that the document will be iterative. We will learn as we implement each step in the process. c. Mary reviewed the key tenets underpinning the policy. d. Workgroup members reviewed successes and failures of other MPOs that have policies. Members also reviewed aspects of the policy.	Workgroup Members	The updated policy document will be presented and discussed to TCC and MPO Board members at the Workshop on 12/18/18. It will be presented to TCC and the MPO Board for information in January and for adoption in February.

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		<p>e. Erin reviewed Hypothetical #1, an example of a roadway widening from 2 lanes to 4. The discussion included:</p> <ul style="list-style-type: none"> • Gwen had a concern about project calls for shortfalls only being twice a year. It means holding bids, and there are only about four contractors that can construction greenways. • There were questions about whether ROW should be in PE or Construction. Loretta said that Utilities has a ROW cost and that may be appropriate for the CEI. • The group agreed we may need a paragraph delineating what should be appropriate to include in the cost estimate. • The group agreed that if a project was built at less than the estimated cost, the percentages for local match would stay the same; the local match percent is consistent. • Need to add a timeline for interim project calls for the overruns. • The group decided to do a funding shortfall call in April 2019. • Bill Coxe was concerned about the requirement for federal aid system eligibility and the process required to prove eligibility. Erin will work on the wording. • There was discussion about the requirement for estimates to be sealed by a professional, but the requirement was not changed. • Loretta noted that if PE and ROW is complete for a project applying in the 		

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		<p>construction phase, those phases need to have been completed in accordance with Federal guidelines.</p> <ul style="list-style-type: none"> • Gwen asked that we do call on a quarterly timeline and not semi-annually, but the requirement was not changed. 		
3. Upcoming Issues		<p>a. The policy document will be discussed at the CRTPO Discretionary Project Policy Document Review Workshop next Tuesday, 12/18. The meeting begins at 5pm and POC members are encouraged to attend.</p>	Wayne Herron	POC will receive an updated document for review prior to 12/18 meeting.