

# AGENDA

## ATP – Technical Advisory Committee (TAC) Meeting

**DATE & TIME:** December 14, 2015, 9:30 a.m. – 4:00 p.m.  
**LOCATION:** Sacramento International Airport, Terminal A  
**Room:** Air Media Conference Room, 2<sup>nd</sup> Floor (go inside the terminal, go up the escalator / elevator to the 2<sup>nd</sup> floor just before you would enter security look to your right...there is an unmarked door...go through that down the hall to the Air Media Conference Room)

	Time	Topic	Speaker	Desired Outcome
1.	9:30	Welcome and Opening remarks	Laurie Waters April Nitsos	
2.	9:40	Meeting Minutes and Action Item Review <i>(Action Items are listed on the back of the agenda)</i>	April Nitsos	Agree on expectations for minutes Agree on the action items from the first meeting & process for future tracking
3.	10:20	Charter Review – Continued from last meeting	Ted Davini	Further refine the language
4.	<b>10:50</b>	<b>Break</b>		
5.	11:00	Review and discuss the proposed subcommittees <ul style="list-style-type: none"> <li>• 5 min summary by each subcommittee</li> <li>• Review/Develop subcommittee fact sheets</li> </ul>	Ted Davini	Discuss Co-Chairs expectations Ensure the TAC supports each subcommittee, issues, and other details
6.	11:30	CTC Planned Rollout of Cycle 3	Laurie Waters	Define key milestones in advance of the call-for-projects Discuss the best options for the TAC to provide timely and meaningful input on the application & evaluation processes
7.	<b>12:00</b>	<b>Working Lunch</b> (Presentation on New web-based Form )	Teresa McWilliam	TAC to provide initial feedback on web-based form
8.	1:00	Cycle 3 Preparations <ul style="list-style-type: none"> <li>• Guidelines</li> <li>• Application</li> <li>• Evaluation Process</li> </ul> <b>Cont. Discussion from the 1<sup>st</sup> TAC meeting:</b> <ul style="list-style-type: none"> <li>• <i>What makes a good project?</i> <ul style="list-style-type: none"> <li>○ <i>These should rise to the top!</i></li> </ul> </li> <li>• <i>What ‘data’ &amp; ‘story’ should the Application collect to differentiate the best projects?</i> <ul style="list-style-type: none"> <li>○ <i>Streamline where possible to minimize burden</i></li> <li>○ <i>Allow small &amp; cost-effective projects to shine</i></li> <li>○ <i>Allow Infrastructure, NI, and Plans to shine</i></li> </ul> </li> <li>• <i>How can the Evaluation Process help ensure the best projects to rise to the top?</i> <ul style="list-style-type: none"> <li>○ <i>Mix of application reviewers</i></li> <li>○ <i>Focus on “project-facts” not “writer’s-flare”</i></li> <li>○ <i>Need predictable/reliable results</i></li> </ul> </li> </ul>	Laurie Waters / All	Initial discussions on this topic Set consistent expectations for level of changes by Cycle 3 Discuss how to move forward Discuss the need for a subcommittee
		<b>Breaks</b> (within the topic above – as requested)		
9.	3:25	Review and discuss potential future agenda topics	All	Help set priorities for future meetings
10.	3:45	Set dates and locations for future meetings	All	A poll of TAC members may follow
11.	3:55	Co-Chair Closing Remarks and Adjourn	April Nitsos Laurie Waters	

# **ACTION ITEMS**

## **ATP – Technical Advisory Committee (TAC) Meeting**

	<b>Action Item</b>	<b>Action Lead</b>	<b>Date Identified</b>	<b>Status</b>
1	More detailed report on Project Delivery: provide more detailed data broken down by jurisdiction; reason for delay;	Jaime Espinoza	Nov/2015	Ongoing
2	Develop Lists for: Ineligible Items and Lower-Priority Items (for Infrastructure & NI)	Ted Davini & Kevin Atkinson	Nov/2015	Ongoing
3	Develop recommended/reasonable item and/or component costs/ranges for major eligible items. Also consider compiling a set of “design tips” for potential applicants	Ted Davini & Kevin Atkinson	Nov/2015	Ongoing
4	Pursue the conversion of the Application to web-based <ul style="list-style-type: none"><li>• Using Caltrans IT or Contract with another Department?</li></ul>	Teresa McWilliam	Nov/2015	Completed
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