Urban Construction Initiative
Tri-Annual Meeting Minutes
VDOT Richmond District Auditorium
October 23, 2012

The Urban Construction Initiative Tri-Annual Meeting was hosted by VDOT and held at the Holiday Inn Koger Conference Center in the City of Richmond.

I.   *Welcome and Introductions:*

Russ Dudley, VDOT's Local Assistance Division, welcomed everyone to the UCI Tri-Annual Meeting. He explained how the November UCI Tri-Annual Meeting was moved up by one month to coincide with the VDOT Local Programs Workshop that was to be held the next two days at the same location. Since there were several new people in attendance at the meeting, he asked that everyone go around the room and introduce themselves.
(Note: all presentations can be found at the following link:)

II.   *Administrative UPC's/ VDOT Billing:*

Todd Halacy, VDOT's Local Assistance Division, discussed the financial and billing process for VDOT oversight charges on UCI Projects. VDOT will have various costs associated with the oversight function for the UCI Projects. He explained how VDOT oversight charges for UCI projects are charged to what we call an Administrative UPC and described how, with the implementation of VDOT's new financial management system (Cardinal), VDOT stopped billing the localities for the VDOT oversight charges back in November 2011 until new numbers could be created to account for the changes with the financial system . He explained how the new Administrative UPC's have been recently established for all UCI projects and how the VDOT oversight charges that have taken place since Nov 2011 will be transferred to these new numbers for billing to the localities. All future VDOT oversight charges will continue to be charged to the Administrative UPC as outlined in the UCI Guide.

Mr. Halacy also reminded the group to submit a UCI Project Summary Schedule Form with each reimbursement request for UCI Projects (further outlined in the UCI Guide in Appendix I and Attachment A). In addition he outlined a new form that VDOT is in the process of creating for each UCI project called the UCI Project Funding Worksheet. This worksheet looks like the Appendix A but requires no signatures. The worksheet will be used to aid in determining the federal, state and local funding available for each UCI project. He explained that VDOT will be sharing with each locality once these worksheets have been established.
(See presentation labeled 'Administrative UPC's/ VDOT Billing')

III. *Arterial Roads Pavement Data Collection:*

Todd Halacy discussed the pavement data collection project that VDOT is conducting for all Urban Arterial Routes. This is a follow up to a letter that Jennifer DeBruhl, VDOT's Local Assistance Division, had sent out to all Urban Municipalities back on July 13, 2012. For background information, he outlined the findings of the CTB Subcommittee on Local Maintenance Payments which requested that VDOT reconvene the Local Government Workgroup to advance the collection and analysis of system condition and performance data on the locally maintained system. The Workgroup did meet several times and Mr. Halacy outlined their findings which included the collection of pavement condition for the arterial routes on the locally maintained system. As a reminder, the Workgroup consists of 13 different municipalities, VDOT, the VA First Cities Coalition and the VA Municipal League. To collect the data, VDOT is currently using Fugro-Roadware to employ an automated data collection system for the urban arterial routes. The data collection has begun with a scheduled completion planned for late February 2013.

Mr. Halacy described in detail how the automated collection of pavement condition will take place and went over the vehicle, equipment and software that will be employed. He explained how once the data is collected, the Workgroup will meet to review the data to determine what will be presented to the Commonwealth Transportation Board (CTB). Additional information can be found on VDOT's website at: http://www.virginiadot.org/business/local-assistance-firstCities.asp
 (See presentation labeled 'Arterial Roads Pavement Data Collection')

IV. *UCI Workgroup Update:*

Russ Dudley discussed the projects that the UCI Workgroup currently has under development. He recapped the 12-Month Goals that the Workgroup established which were shared at the UCI Annual Meeting held in July. He explained that the Workgroup established a priority order for the nine goals. He then went thru each goal and asked that the task leads for the goals give the group a status and update of the progress and schedule of the goals.

After going thru each goal he described the Workgroup's next steps which include; continuing to implement and deliver the 12-Month Goals for this year, prepare items for the March 2013 UCI Tri-Annual Meeting and prepare a status report to share at the next meeting.
(See presentation labeled 'UCI Workgroup Update')

V. *UCI Certification Program Update:*

Todd Halacy gave an update of occurrences in the certification process with the City of Virginia Beach since our last certification update in March. He outlined the items that have taken place since the City of Virginia Beach had become certified and discussed the next steps. He explained how VDOT's Local Assistance Division has been meeting with many technical divisions within VDOT to retail the information that is required for federal authorization of funds under the certification process. He also outlined some of the transition plans that VDOT and the City are working on for Civil Rights and Environmental functions under certification. After going thru the next steps working with the City and VDOT Divisions, he turned the floor over to Mr. Pullen with the City of VA Beach.

Phil Pullen, City of Virginia Beach, presented the steps the City has undertaken since being certified back in November of 2011. He detailed the Environmental and Civil Rights transitions that have been taking place in addition to outlining changes within the City's organizational chart to account for these changes. Mr. Pullen also explained the City's compliance program and the next steps towards further refining phase submittal documentation.
(See presentation labeled 'UCI Certification Program Update')

VI. *Wrap Up/ Close:*

Todd Halacy closed the meeting with a special thank you to the presenters and participants.

The ***next meeting will be held on Thursday, March 21st, 2013***. Location still to be determined (volunteer locality(ies) please give Todd a call).