

**Urban Construction Initiative  
Tri-Annual Meeting Minutes  
Carillon at Byrd Park – City of Richmond  
March 24, 2011**

The Urban Construction Initiative Tri-Annual Meeting was co-hosted by the Cities of Richmond and Colonial Heights at the Carillon in Byrd Park.

All follow up and Q&A information is included at the end of the meeting minutes. The meeting attendance list can be found under separate pdf file labeled ‘Attendance List 3-24-11’.

***I. Welcome - Opening Remarks:***

**Jennifer DeBruhl**, VDOT Local Assistance Division, welcomed everyone to the Carillon. She introduced Mr. Rick Walton, VDOT’s Chief of Policy and Environment. She also introduced Mr. Kent Shelton with the City of Danville and announced that the City has submitted a letter of intent to join the Urban Construction Initiative in July of FY2013.

***II. VDOT’s Deputy Commissioner Discussion:***

**Charlie Kilpatrick** discussed various topics with the group. Topics included: the VDOT Organizational Structure, Legislative Updates, the Future of LAP’s and UCI, Audit Update, CMAQ/RSTP/HSIP Timelines, and VDOT Processes. Mr. Kilpatrick emphasized the importance of moving projects forward and to make sure that allocations are being spent and not left dormant on projects.

***III. Virginia Beach Certification Update:***

**Phil Pullen**, City of Virginia Beach, gave a brief update of the City’s progress towards UCI Certification. The City has submitted a ‘letter of intent’ to VDOT which was approved allowing the City to continue towards certification. The City is currently working on their detailed application submittal which is due to VDOT in June.

***IV. UCI Workgroup Update:***

**Selena Griffett**, City of Hampton, presented to the group the accomplishments and next steps of the UCI Workgroup since the November UCI Tri-Annual Mtg. Ms. Griffett outlined the newly created Contract Template for Construction Contracts and informed the group that the Template will be available for use on VDOT’s Local Assistance

Division website in the coming weeks. Ms. Griffett then outlined the next steps of the UCI Workgroup, which include; creating a FAQ database, and providing project & program management training to localities. The presentation can be found under separate pdf file labeled 'UCI Workgroup Update 3-24-11'.

#### **V. Items of Interest:**

**Mike Estes**, VDOT Local Assistance Division, presented the 2011 General Assembly Legislative changes. Mr. Estes outlined some of the key legislative items that might be of interest to the group. He also presented a summary of the Governor's Transportation Package.

Mr. Estes also updated the group on the latest information regarding the Revenue Sharing Program. The presentation included some of the recent legislative changes, the recommended guidelines for funding, and the tentative timeline for submission and approval. The presentation can be found under separate pdf file labeled 'Items of Interest 3-24-11'.

#### **VI. Technical Session:**

- **Lorenzo Casanova**, FHWA, presented to the group an overview of the FHWA's perspective on Local Public Agency (LPA) Administration of the Federal-aid Program. He outlines some of the highlights of the LPA program and recent audit findings. Mr. Casanova also briefed the group on the current organizational structure of the Virginia FHWA office. The presentation can be found under separate pdf file labeled 'FHWA\_LPA 3-24-11'.
- **Mr. Les Griggs**, VDOT Right of Way Division, gave a brief overview of the right of way acquisition process and outlined some of the pitfalls for the localities to try and avoid. He also went into detail of the importance to minimize the number of Class III certifications that are submitted to the department. Class III submittals occur when VDOT is asked to certify projects for advertisement where property rights and/or utility adjustments remain outstanding. The presentation can be found under separate pdf file labeled 'ROW 3-24-11'.
- **Emilie Simpson**, VDOT Right of Way Division, presented the VDOT Right of Way and Utilities (RUMS) Management System and showed how well the system works. She recommended the system to the group and presented some of the highlights of the system. The presentation can be found under separate pdf file labeled 'RUMS Demo 3-24-11'.

**VII. General Discussion/ Next Meeting Topic:**

**Todd Halacy**, VDOT Local Assistance Division, talked to the group about the new changed format with the 3 meetings annually in lieu of 4. With this new format, Mr. Halacy recommended that we expand the meetings by including a training session with the UCI Annual Meeting which is planned in July. Mr. Halacy asked the group if they would be amenable to having a two day Annual Meeting, which would include one day for training and the other for normal annual tasks. The group responded positively to the recommendation. Attached is a draft high level outline of the items for the UCI Annual Meeting which will be held in Hampton Roads on July 27<sup>th</sup> and 28<sup>th</sup>. The draft agenda can be found under separate pdf file labeled 'July27\_28<sup>th</sup> TriAnnual Agenda'.

**VIII. Wrap Up/ Close:**

**Todd Halacy** closed the meeting with a special thank you to the presenters and the Cities of Richmond and Colonial Heights for hosting this meeting.

The *next meeting will be Wednesday & Thursday, July 27<sup>th</sup> - 28<sup>th</sup>, 2011* in the Hampton Roads area (exact location to be determined).

**IX. Follow Up and Q&A Information:**

Throughout the day there were great questions that were asked that follow up information was required or the questions were answered at the meeting. To document all that was asked we have attached a follow up and Q&A information document that can be found under separate pdf file labeled 'Follow up and Q&A Information 3-24-11'. If any further information is requested, please contact Todd Halacy at 804-786-3438.