

**Urban Construction Initiative
Tri-Annual Meeting Minutes
Massanetta Springs
712 Massanetta Springs Road, Harrisonburg, VA 22801
March 15, 2012**

The Urban Construction Initiative Tri-Annual Meeting was hosted by the City of Harrisonburg and held at the Massanetta Springs Resort in Harrisonburg.

I. Welcome and Introductions:

Todd Halacy, VDOT Local Assistance Division, welcomed everyone to the March 15th UCI Tri-Annual meeting in Harrisonburg. Since there were several new people in attendance at the meeting, he asked that everyone go around the room and introduce themselves.

Jim Baker and Drew Williams, City of Harrisonburg, welcomed everyone to the City of Harrisonburg and to the Massanetta Springs resort and went over the logistics of the day and facility.

II. Business Items::

A. Items of Interest:

1. 2012 GA Session Update:

Jennifer DeBruhl, Local Assistance Division Director, presented the 2012 General Assembly Legislative changes. Ms. DeBruhl outlined some of the key legislative items that might be of interest to the group. She presented a summary of the Governor's Transportation Package.

Revenue Sharing Program Update: Ms. DeBruhl gave an update of some of the changes pending and current status of the R/S Program. The FY13 program received 55 applications totaling \$132.3M in requests (total for FY13 is \$185.6M which includes the \$53.3M programmed as part of the FY12 program). The FY13 budget is \$168M with FY14 allocations proposed at \$200M. The GA proposed allowing up to \$5M per locality for maintenance activities. Also provided that projects shall be initiated within one year of the allocation, deallocation language remains at two subsequent fiscal years. The 2012 legislative changes to the R/S Program will take affect for the FY14 applications.

FY13-18 Six Year Improvement Program and FY13 Maintenance Budget:
Ms. DeBruhl went over several current program assumptions to include the highway priorities and outlook for the FY13-18 SYIP. She also discussed the schedule and meeting locations for the update of the program.

2. Local Government Workgroup:

Ms. DeBruhl briefed the group on the Local Government Workgroup that was reconvened by recommendation of the Commonwealth Transportation Board (CTB) at their December meeting to advance the collection and analysis of system condition and performance data on the locally maintained system. The Local Government Workgroup held a kickoff meeting in January and issued a statewide survey to collect data on inventory and condition assessment of system assets. **Ms. DeBruhl** went over the results of the survey from the respondents. The workgroups next steps will be to discuss potential changes in the Weldon Cooper Survey and evaluate mechanisms for collecting arterial system data under VDOT's contract.

3. VDOT/LAD Update:

Ms. DeBruhl discussed some of the changes to the current VDOT field structure that is in the works. This includes the changes to the VDOT Residencies who will again be responsible for local liaison for the counties within their jurisdiction. This will free up some of the huge workloads that the VDOT Districts Programming and Investment (PIM) Groups that are currently supporting Cities, Towns and Counties. She explained that this move is to better improve customer service. **Ms. DeBruhl** also went over some of the changes in the Local Assistance Division (LAD), which included Russ Dudley taking over her old position and the hiring of John Simmers to take over Russ's old position as responsible for the LAP program. **Ms. DeBruhl** also discussed the need to reinvent the UCI program. She discussed a handout that was created to show a timeline of the UCI program from 2003 to today and explained how it is time for us to look at the program and determine our path forward. This was an introduction of what was to be discussed in detail in the afternoon session.

B. UCI Workgroup Update:

John Yorks, City of Hampton, discussed the topics and progress that the UCI Workgroup currently has under development. He discussed the workgroup's meetings that were recently held and went over some of the topics that the workgroup has been reviewing. **Mr. Yorks** discussed how the workgroup has evolved over the last couple of meetings by first reviewing the focus areas of the workgroup, then the purpose and process of the workgroup, followed by a listing of focus areas for future meetings. (presentation attached)

III. Lunch/Networking:

IV. Reinventing UCI:

A. Roundtable Discussion:

Drew Williams, City of Harrisonburg, facilitated a roundtable discussion concerning the future of the UCI Program. The group was split into five different workgroups to come up with ideas for the following three questions:

1. If you were considering joining the UCI Program, what would convince you to join today?
2. As a UCI member municipality, what keeps you committed to the UCI Program?
3. What can we (VDOT/ Member Municipality) do to make the UCI Program better?

Each of the five groups discussed the three questions in detail and reported back to the full group their recommendations. Some of the recommendations from each group included;

1. Why join UCI?
 - Streamline project delivery
 - Step toward certification
 - Control of project delivery from PE thru CN
 - Part of process improvements
 - Network/ training
 - Freedom
 - Strength in numbers
 - Ability to take active role in project development
 - Manage cities priorities in manner that fits local needs/ flavor
 - Openness with VDOT Staff
2. Why stay in UCI Program?
 - Hope to increase influence/ build on success
 - Stay in loop of communication
 - Easier to spend state dollars
 - Someone to vent to
 - Lunch
 - UCI Certification
 - Invested
 - Opportunity to learn and network/ training
 - More effective use of resources
 - Better product
 - Take the time necessary to properly measure real success
 - Understanding the process on the local side
 - Funding (changes over the years).
 - Ready access for coming changes in policies, etc...
3. What can we all do to improve?
 - Education on both sides

- Mentoring other localities
 - Possible to develop projects as state (urban funding) – just because it could be federal, doesn't necessitate it be developed as federal.
 - Develop more procedures to increase efficiencies (i.e. change order process on PO, policy change or education, consistent uci management)
 - Training (new staff without experience with UCI Program)
 - Effective communication with VDOT
 - VDOT presence at locality
 - Orientation for new member
 - UCI vs LAP vs VDOT admin (need to create a checklist that shows the differences between programs)
 - Locality certified projects for small dollar projects (streamlined effort if below a dollar value)
4. Some of the other questions discussed included;
- Can we look into a smaller certification program for smaller localities?
 - What can we do as a group to distinguish this group from normal LAP's?
 - Distinguish by X?
 - Required training?
 - Minimal standard of understanding?
 - A mentoring program?
 - Why not certify a person vs locality?
 - What can the localities do to help the VDOT District Staff?
 - Do we need performance measures to show what the program is doing? To tell the bigger, broader story.

B. Summary of Outcomes/ Action Items:

Drew Williams summarized the findings of the group and outlined topics for the group to pursue as next steps. The afternoon discussion was terrific and provided detailed information for the workgroup to pull together in preparation for the Annual Meeting planned in July. The next steps included:

- Develop a 12-18 month strategy to outline the goals and objectives of the UCI Program based on the information gathered above. The UCI Workgroup will work on drafting a strategy and will share with the full group in July for adoption and concurrence.
- The UCI Workgroup will reconvene in April to discuss the responses to the questions in detail, will develop a strategic plan to share in July, and will discuss training opportunities for the technical session planned in July.

V. Wrap Up/ Close:

Todd Halacy closed the meeting thanking everyone for participating in the March UCI Tri-Annual Meeting and with a special thank you to the City of Harrisonburg for hosting the meeting, John Yorks and Jennifer DeBruhl for presenting information and Drew Williams for facilitating the reinventing UCI discussion.

The *next meeting is planned for two days in July, 2012 tentatively in Virginia Beach. The exact dates are to be determined.* The first day will be a technical session training opportunity while the second day will be the business items of our annual meeting. Please send any ideas for the technical session to Todd Halacy at Todd.Halacy@vdot.virginia.gov