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**MANAGEMENT COMMITTEE**

**City of Imperial**

**Farm Credit Services Southwest  
485 Business Park Way  
Imperial, CA 92251**

**WEDNESDAY, JANUARY 11, 2017  
10:30 A.M.**

**CHAIR: STEFAN T. CHATWIN**

**VICE CHAIR: ROM MEDINA**

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Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

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**I. CALL TO ORDER AND ROLL CALL**

**II. EMERGENCY ITEMS**

- A. Discussion/Action of emergency items, if necessary.

**III. PUBLIC COMMENTS**

Any member of the public may address the Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

**IV. CONSENT CALENDAR**

- A. Approval of Management Committee Draft Minutes: December 14, 2016 Page 4
- B. Receive and File:
  - 1. ICTC Board Draft Minutes: December 14, 2016
  - 2. ICTC TAC Minutes: November 17, 2016
  - 3. ICTC SSTAC Minutes: December 7, 2016

- C. Federal Transit Administration (FTA) Title VI Program (2017) for Federal Transit funds Page 21

ICTC Staff requests that the Management Committee forward this item to the Commission for their review and approval after public comment(s), if any:

- 1. Approve the Imperial County Transportation Commission Title VI Plan (2017).

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,  
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

**V. REPORTS**

- A. ICTC/LTA Executive Director
  - See attached Executive Director Report Page 58
- B. Southern California Association of Governments
  - See attached report Page 64
- C. California Department of Transportation – District 11
  - See attached report Page 66
- D. Committee Member Reports

**VI. ACTION CALENDAR**

- A. Rotation of Chair and Vice-Chair Positions Page 74

It is requested that the Management Committee take any appropriate action for the rotation and assignment of the Chair and Vice-Chair positions for 2017.

**VII. LTA ACTION CALENDAR**

- A. Fund Request to the Local Transportation Authority (LTA) - Forrester Road/Westmorland Bypass Project Study Report (PSR) Page 77

ICTC Staff requests that the Management Committee forward this item to the LTA Board for their review and approval after public comment(s), if any:

1. Approve the allocation for funding needed in the amount of \$617,500 for the proposed. PSR from the 5% State Highway Set-Aside from the Measure D allocations
2. Authorize the Executive Director to execute the necessary agreements with Caltrans

**VIII. INFORMATIONAL CALENDAR**

- A. Appointments to the SCAG Community, Economy and Housing Development Committee (CEHD) and the SCAG Energy and Environment Committee Page 83
- B. Appointment of an Alternate Member to the SANDAG Borders Committee Page 86
- C. Status of Call For Projects for Article 3, Bicycle and Pedestrian Project Funding for Fiscal Year 2016-17 Page 88

**IX. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the Management Committee is currently scheduled for **Wednesday, February 8, 2017 at 10:30 a.m.**, at the **City of Westmorland**, Westmorland, CA.

**X. ADJOURNMENT**

- A. Motion to Adjourn

## **IV. CONSENT CALENDAR**

### **A. APPROVAL OF MANAGEMENT COMMITTEE**

**DRAFT MINUTES:**

**DECEMBER 14, 2016**

### **B. RECEIVE AND FILE:**

#### **1. ICTC BOARD DRAFT MINUTES:**

**DECEMBER 14, 2016**

#### **2. ICTC TAC MINUTES:**

**NOVEMBER 17, 2016**

#### **3. ICTC SSTAC MINUTES:**

**DECEMBER 7, 2016**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE**

**DRAFT MINUTES OF December 14, 2016**

**9:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	Armando Villa
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Stefan Chatwin
County of Imperial	John Gay

**STAFF PRESENT:** Mark Baza, Kathi Williams, Virginia Mendoza, Cristi Lerma, David Aguirre, Vicky Hernandez

**OTHERS PRESENT:** Liz Zarate: City of El Centro; Hasan Ikhrata, Michelle Martinez, David Salgado: SCAG; Sam Amen: Caltrans

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The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, December 14, 2016 together with staff reports and related documents attached thereto and incorporated therein by reference.

**I. CALL TO ORDER AND ROLL CALL**

Chair Chatwin called the Committee meeting to order at 9:37 a.m. Roll call was taken. Introductions were made.

**II. EMERGENCY ITEMS**

A. There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

A motion was made by [Bayon Moore](#) seconded by [Wells](#) to approve consent items 4A-4D. **Motion carried** unanimously.

A. Approved ICTC Management Committee Minutes for October 12, 2016

B. Received and filed:

1. ICTC Board Draft Minutes for October 26, 2016
2. ICTC TAC Minutes for October 27, 2016
3. ICTC SSTAC Minutes for November 2, 2016

C. FY 2016-17 Active Transportation Program (ATP) Project Nomination List

1. Approved the Project Nomination List for the Imperial County's 2017 Active Transportation Program (ATP)
2. Approved the award of ATP funds to the Imperial County Office of Education's Project Ride, Walk, Learn project in the amount of \$224,000

3. Approved the award of ATP funds to the County of Imperial's Aten Road Class I Bicycle Path Improvements project in the amount of \$285,572
  4. Directed staff to submit a Formal Nomination List to SCAG and proceed with the State/Federal programming and documentation
- D. California Transit Security Grant Program FY 2014-15
1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2014-15 financial assistance provided by the Governor's Office of Homeland Security under the California Transit Security Grant Program

## V. REPORTS

- A. ICTC Executive Director
- A complete list of ICTC updates can be found on Page 31 of the r agenda.
- B. Southern California Association of Governments (SCAG)  
Mr. Salgado had the following announcements:
- The 7<sup>th</sup> Annual Southern California Economic Summit was held on Thursday, December 1, 2016.
  - Assemblyman Eduardo Garcia held a comprehensive workshop in cooperation with the Kosmont Group and USC Sol Price School of Public Policy, Mark Pisano. SCAG is committed to the new programs knowing they will be a great tool to help communities finance sustainable development projects in a post-RDA environment. SCAG is taking steps to provide information and resources to its partners and member jurisdictions. SCAG has selected three pilot projects throughout the SCAG region to illustrate key assumptions, methodology, and other considerations for EIFD/CRIA feasibility analysis and implementation. SCAG is committed to improving capacity to provide screening, technical, and other assistance for member agencies.
  - SCAG hosted Earthquake Resiliency workshops throughout the region. The City of Coachella hosted a workshop on the 9<sup>th</sup> of November. Those in attendance were able to hear about some ways to build resilience in their respective communities through policy development. Dr. Lucy Jones facilitated the workshops. SCAG will be having 2 follow up workshops in the SCAG region in order to bring in further stake holders and a broader emergency response contingent.
  - A complete list of SCAG updates can be found on Page 77 of the agenda.
- C. Caltrans Department of Transportation – District 11
- A Caltrans report can be found on page 84 of the agenda for more information on project updates.
- D. Committee Member Reports
- There were none.

## VII. ACTION CALENDAR

- A. Funding Request from the City of El Centro to provide added Security at the El Centro Bus Transfer Terminal on 7th and State Streets
- Ms. Williams provided the following information to the committee:

As a follow-up to the City of El Centro's request for funding assistance from ICTC to address safety concerns at the transfer terminal on 7<sup>th</sup> and State streets. The request was presented to the Commission in October, for \$90,000.00 for a one-year period and would be used to hire for security staffing. Attached to this staff report is the formal request from the City of El Centro.

ICTC Staff recognizes the need to address the ongoing issues the City has had with the overall security at the transfer terminal. Many of our Imperial Valley Transit (IVT) bus passengers have expressed that they are not comfortable using the transfer terminal and its restrooms due to excessive loitering, vandalism, the appearance of drug use/transactions and other violent crimes that have occurred.

The Commission met on October 26th and took the following actions:

1. Direct ICTC Staff to research funding sources in the amount of \$90,000.00 to assist the City of El Centro in providing added security at the Bus Transfer Terminal on 7<sup>th</sup> and State Streets.
2. If funding is found available, direct staff to begin coordination with the City of El Centro to develop a fund transfer agreement and parameters of proposed armed security services for consideration to be approved by the Commission and the City.

ICTC staff have researched funding sources and are presenting the following for further direction/action.

Option A: Funding is available through the Local Transportation Authority 2% for Regional Transit. The LTA Board would need to take action on the funding request and a Memorandum of Understanding (MOU) would need to be created to address liability for the use of funds. In addition, the MOU would need to state that the funds would be treated as reimbursement to the City, after the submittal of documentation.

Option B: Funding is also available from the State Transportation Development Act (TDA) through Article 8c, if there is a contract between the City and a security company, or reimbursement is needed for police department expenses. A Memorandum of Understanding (MOU) would also need to be created to address liability for the use of funds. In addition, the MOU would need to state that the funds would be treated as reimbursement to the City, after the submittal of documentation.

ICTC staff recommends the use of LTA funds as described in Option A. The LTA 2% Regional Transit funds are available and eligible as it is proposed to provide needed security support for our IVT regional transit terminal and operations in the City of El Centro. In addition, the LTA funds are locally controlled and not subject to as many administrative burdens as the TDA funds in Option B.

Ms. Piedra stated that the City of El Centro does not intend to use the Police Department as the primary option for the issue. The City would like to hire a private security firm and will do so through a procurement process.

It was requested that the ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:

1. Direct Staff to forward the request from the City of El Centro in an amount up to \$90,000.00 to assist the City of El Centro in providing daily security at the Bus Transfer Terminal on 7<sup>th</sup> and State Streets, to the Board of the Local Transportation Authority (LTA) as a one-year demonstration.

A motion was made by [Villa](#) and seconded by [Bayon Moore](#), **Motion Carried unanimously.**

**B. Unmet Transit Needs Public Hearing - for Fiscal Year 2017-18**

It was requested that ICTC Management Committee forward this item to the Commission for review and approval after public comment, if any:

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates
2. Select a Public Hearing date of February 9 or February 16, 2017
3. Select the time of the meeting
4. Direct staff to conduct the administrative arrangements

A motion was made by [Wells](#) and seconded by [Medina](#), **Motion Carried unanimously.**

**C. Transportation Development Act (TDA) Tri-ennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission: FY 2013-14, 2014-15, 2015-16**

It was requested that ICTC Management Committee forward this item to the Commission for their review and approval after public comment(s), if any:

1. Approve the award of the Consultant Agreement for the FY 2013-14, 2014-15, 2015-16 Transportation Development Act Triennial Performance Audit of the Imperial County Transportation Commission, to Michael Baker International for the fee of \$72,076.
2. Authorize the Chairperson to sign the Consultant Agreement.

A motion was made by [Piedra](#) and seconded by [Villa](#), **Motion Carried unanimously.**

**VII. LTA ACTION CALENDAR**

**A. Fund Request to the Local Transportation Authority (LTA) - Forrester Road/Westmorland Bypass Project Study Report (PSR)**

ICTC Staff requested that the Management Committee forward this item to the LTA Board for their review and approval after public comment(s), if any:

1. Approve the allocation for funding needed in the amount of \$617,500 for the proposed PSR from the 5% State Highway Set-Aside from the Measure D allocations
2. Authorize the Executive Director to execute the necessary agreements with Caltrans

A motion was made by [Medina](#) and seconded by [Piedra](#), **Motion Carried unanimously.**

**VII. NEXT MEETING DATE AND PLACE**

The next meeting of the **Management Committee** will be held on **January 11, 2017** at the **City of Imperial**, Imperial CA.

**VIII. ADJOURNMENT**

**A. Meeting adjourned at 10:46 p.m.**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**DRAFT MINUTES FOR DECEMBER 14, 2016**

**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of El Centro	Cheryl Viegas-Walker
City of Westmorland	Lawrence Ritchie
City of Holtville	James Predmore
City of Imperial	Doug Cox
City of Calexico	Maritza Hurtado
County of Imperial	Jack Terrazas
County of Imperial	Ryan Kelley

**NON-VOTING MEMBERS PRESENT:**

Caltrans District 11	Marcelo Peinado
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**STAFF PRESENT:** Mark Baza, Kathi Williams, David Aguirre, Michelle Bastidas, Virginia Mendoza, Vicky Hernandez

**OTHERS PRESENT:** Marcela Piedra: City of El Centro; Sam Amen: Caltrans; Robert Amparano: City of Imperial, Michele Martinez: SCAG; Hasan Ihkrata: SCAG

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday December 14, 2016 together with staff reports and related documents attached thereto and incorporated therein by reference.

**I. CALL TO ORDER AND ROLL CALL**

Chair Predmore called the Commission meeting to order at 6:03 p.m. Roll call was taken and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

Mr. Baza recognized Supervisor Jack Terrazas (County of Imperial) and Mayor Doug Cox (City of Imperial) for their leadership and commitment on the Imperial County Transportation Commission and wished them the best of luck on their retirement.

Mr. Baza introduced SCAG President Ms. Michele Martinez and SCAG Executive Director Hasan Inkrata. He welcomed them to Imperial County and they both expressed pleasure being in Imperial County and were grateful to be present at the ICTC Commission meeting.

**IV. CONSENT CALENDAR**

- |    |                                    |                  |
|----|------------------------------------|------------------|
| A. | Approved ICTC Board Draft Minutes: | October 26, 2016 |
| B. | Received and Filed:                |                  |
| 1. | ICTC SSTAC Minutes:                | October 5, 2016  |
| 2. | ICTC SSTAC Minutes:                | November 2, 2016 |
| 3. | ICTC TAC Minutes                   | October 29, 2016 |



- C. 2017 Active Transportation Program (ATP) Project Nomination list
1. Approved the project Nomination List for the Imperial County 's 2017 Active Transportation Program (ATP)
  2. Approved the award of ATP funds to the Imperial County Office of Education's Project Ride, Walk, Learn project in the amount \$224,000.00.
  3. Approved the award of ATP funds to the County of Imperial's Aten Road Class I Bicycle Path Improvements projects in the amount of \$285,572
  4. Directed staff to submit formal Nomination List to SCAG and proceed with the State/Federal programming and documentation.
- D. California Transit Security Grant Program FY 2014-15
1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2014-15 financial assistance provided by the Governor's Office of Homeland Security under the California Transit Security Grant Program.

A motion was made by [Viegas-Walker](#) and seconded by [Terrazas](#) to approve consent items A through D, **Motion carried unanimously.**

## V. REPORTS

### A. ICTC Executive Director

Mr. Baza and staff had the following announcements:

- Mr. Baza stated that Mr. Peinado would is representing Caltrans today.
- Mr. Baza stated that Assemblyman Jim Frazier has introduced a new bill and a funding package for \$6 billion to repair and maintain our state and local roads, improve our trade corridors, and support public transit and active transportation. See attached summary and supporting documentation as prepared by the Self Help Counties Coalition (SHCC). Additionally, an urgent provision permanently extends the existing National Environmental Policy Act (NEPA) delegation to Caltrans – this is very critical to our federal-aid funded projects as Caltrans currently assist us in streamlining the review and approval of our local projects, such as projects with CMAQ, RSTP, HSIP, federal earmark funds, etc. If this element is not approved, our local projects may be delayed so significantly that could result in the loss of funds to our region. Attached the agenda was a report about our economy and how it is looking. A meeting has not been set yet but the committee is planning to meet in December or January. Ms. Viegas-Walker asked if all jurisdictions require their Request for Authorization's (RFA) to get submitted. Mr. Baza stated that each city should have proper information.
- Mr. Kelley requested that we provide a monthly update to the Commission regarding his request in providing the community of Salton City transportation services to Riverside County.
- A complete list of ICTC updates can be found on Page 30 of the agenda.

### B. Southern California Association of Governments (SCAG)

Mr. David Salgado had the following announcements:

- The 7<sup>th</sup> Annual Southern California Economic Summit was held on Thursday, December 1, 2016. The summit drew over four hundred stakeholders from throughout the state to discuss the state of the region's economy and learn of key

issues which affect the region. This year's focus centered on the innovation economy and the key issues that are affecting the region most.

- The City of El Centro had a very successful "Walk and Bike to School" event. The event was coordinated by School Resource Officer Michael Seaman. Officer Seaman was encouraged to have an event in El Centro after attending a SCAG Bicycle Safety Workshop held in El Centro as a part of the "GO Human" Campaign. Many stakeholders were in attendance. The event began at the Lotus Water retention basin where students, parents, teachers, and stakeholders congregated and were escorted to Sunflower Elementary School by the many stakeholders who were in attendance. Some of the stakeholders who participated included the El Centro Police Department, U.S. Marshalls Service, Imperial County Sheriffs and Probation, Imperial County Public Health, Customs and Border protection, ICE, Imperial County Fire, El Centro Fire, and El Centro Elementary School District. REACH Air Ambulance also landed their chopper at the school. Ms. Walker-Viegas commended Mr. Salgado on his services. Stated it was a great opportunity to talk to parents on the walk to school.
- SCAG was able to hold a workshop at the SCAG/ICTC offices regarding Affordable Housing Sustainable Community (AHSC) Capacity Building on Thursday, December 8, 2016 in order to build capacity for future potential AHSC grant opportunities in the Imperial County region. SCAG was able to have a consultant team, as well as a representative from the Strategic Growth Council (SGC) and SCAG staff, provide a comprehensive overview and review of potential project concepts for future AHSC opportunities. The workshop was very well attended and participants were able to provide valuable feedback to the SGC representative and SCAG staff regarding potential projects and unique challenges the region faces. Future prospects include more workshops and possible creation of a working group in order to continue dialogue.
- A SCAG report can be found on page 34.

C. California Department of Transportation (Caltrans)

- Mr. Peinado stated that a full report of Caltrans updates can be found on page 36 of the agenda.
- The I-8 CRCP Project is underway.
  - o Segment 1, is near El Centro from 0.6 mile west of Anderholt Road overcrossing to 0.5 mile east of the East Highline Canal Bridge. It was awarded to Coffman Specialties, Inc. on November 18, 2015. Construction began the first week of February 2016. and completed early 2018. Both westbound and eastbound I-8 traffic are using the newly constructed eastbound side of the freeway.
  - o Segment 2, which is located 26 miles east of El Centro from 0.8 mile west of SR-98/I-8 separation to 0.6 mile east of the All American Canal, was awarded to Coffman Specialties, Inc., on December 15, 2015. Construction began in early March 2016 and is scheduled to be complete in early 2019. Westbound traffic was been detoured on to Evans Hewes Highway from west of SR-98 to east of Gordons Well Road. Eastbound traffic has been diverted to the westbound lanes of I-8.
  - o Segment 3, near Winterhaven from 0.7 mile west of the SR-186/I-8 separation to 0.3 mile east of Fourth Avenue overcrossing, was awarded to Security Paving Company, Inc., on December 22, 2015. Construction began mid-March 2016 and is scheduled to be completed in early 2018.
- The remaining two segments were advertised in November 2016 and are scheduled to being construction in April 2017. These two segments are:
  - o Segment 4, near El Centro from 0.6 mile west of I-8/SR-111 separation to 0.6 mile west of Anderholt Road overcrossing and from 0.5 mile east of the East Highline Canal Bridge to 0.8 mile west of I-8/SR-98 separation.

- Segment 5, near Winterhaven from 0.7 mile west of Ogilby Road overcrossing to 0.7 west
- The SR-98 / Cesar Chavez Widening Project was awarded in December and is scheduled to begin construction in Spring 2017.
- The El Centro Maintenance station is near completion.

D. Commission Member Reports

- Mr. Cox stated that the downtown improvements near Worthington Square are complete. He also stated that the Christmas parade was a success with 85-90 entries. New city council will be sworn at their next meeting. Mr. Kelley congratulated Mr. Robert Amparano.
- Ms. Hurtado stated that she is pleased with the new city council and is hopeful for the city in the New Year.
- Mr. Ritchie stated the Honey Festival was a success.
- Mr. Terrazas thanked everyone for their assistance throughout the years. He also stated that it's been fun being on the ICTC/LTA Board. He thanked Mr. Baza including staff and Caltrans for everything. He stated that it was a pleasure to serve the community.
- Mr. Nava thanked Mr. Terrazas and Mr. Cox for their dedication and hard work for the region.
- Mr. Viegas-Walker introduced Marcela Piedra, new Deputy City Manager. Also, City of El Centro named Alex Cardenas the new Mayor of El Centro and Cheryl Viegas-Walker the Mayor Pro-Tem. Ms. Viegas-Walker stated she went to CalCog with Mark on November 14, 2016. She also stated that she participated on a tour today which stopped by the Salton Sea. Mr. Ikhrata and Ms. Martinez from SCAG also went on the tour.
- Mr. Predmore thanked Jack Terrazas and Doug Cox.

## VII. ACTION CALENDAR

A. Funding Request from the City of El Centro to provide added Security at the El Centro Bus Transfer Terminal on 7th and State Streets

Ms. Williams stated that the City of El Centro requested for funding assistance from ICTC to address safety concerns at the transfer terminal on 7<sup>th</sup> and State streets. The request was presented to the Commission in October, for \$90,000.00 for a one-year period and would be used to hire for security staffing.

ICTC Staff recognizes the need to address the ongoing issues the City has had with the overall security at the transfer terminal. Many of our Imperial Valley Transit (IVT) bus passengers have expressed that they are not comfortable using the transfer terminal and its restrooms due to excessive loitering, vandalism, the appearance of drug use/transactions and other violent crimes that have occurred.

The Commission met on October 26th and took the following actions:

1. Direct ICTC Staff to research funding sources in the amount of \$90,000.00 to assist the City of El Centro in providing added security at the Bus Transfer Terminal on 7<sup>th</sup> and State Streets.
2. If funding is found available, direct staff to begin coordination with the City of El Centro to develop a fund transfer agreement and parameters of proposed armed security services for consideration to be approved by the Commission and the City.

ICTC staff have researched funding sources and are presenting the following for further direction/action.

Option A: Funding is available through the Local Transportation Authority 2% for Regional Transit. The LTA Board would need to take action on the funding request and a Memorandum of Understanding (MOU) would need to be created to address liability for the use of funds. In addition, the MOU would need to state that the funds would be treated as reimbursement to the City, after the submittal of documentation.

Option B: Funding is also available from the State Transportation Development Act (TDA) through Article 8c, if there is a contract between the City and a security company, or reimbursement is needed for police department expenses. A Memorandum of Understanding (MOU) would also need to be created to address liability for the use of funds. In addition, the MOU would need to state that the funds would be treated as reimbursement to the City, after the submittal of documentation.

ICTC staff recommended the use of LTA funds as described in Option A. The LTA 2% Regional Transit funds are available and eligible as it is to proposed to provide needed security support for our IVT regional transit terminal and operations in the City of El Centro. In addition, the LTA funds are locally controlled and not subject to as many administrative burdens as the TDA funds in Option B.

Ms. Piedra reiterated that the funds requested would more than likely alleviate some of the issues at the transfer terminal. Due to the lack of funding the Police department cannot provide the level of service necessary and therefore looking to hire a private security company. Further discussion continued where Ms. Piedra addressed the safety concerns the City has been dealing with.

It was requested that the ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:

1. Directed Staff to forward the request from the City of El Centro in an amount up to \$90,000.00 to assist the City of El Centro in providing daily security at the Bus Transfer Terminal on 7<sup>th</sup> and State Streets, to the Board of the Local Transportation Authority (LTA) as a one-year demonstration.

A Motion was made by [Nava](#), seconded by [Cox](#), with 1 opposed (Ryan Kelly) **Motion Carried.**

B. Unmet Transit Needs Public Hearing - for Fiscal Year 2017-18

The Commission directed staff to set the FY 2017-18 Unmet Transit Needs Public Hearing for February 9, 2017 at 3:00PM. The hearing will take place at the IID Board Chambers in El Centro.

It was requested that ICTC Management Committee forward this item to the Commission for review and approval after public comment, if any:

1. Appointed the Unmet Transit Needs Hearing Panel: Cities of Cities of Brawley, El Centro Calexico and the County of Imperial. Alternates include the Cities of Holtville and Westmorland.
2. Selected a Public Hearing date of February 9, 2017
3. Selected the time of the meeting for 3 p.m.
4. Directed staff to conduct the administrative arrangements

A Motion was made by Cox, seconded by Viegas-Walker, **Motion Carried unanimously.**

- C. Transportation Development Act (TDA) Tri-ennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission: FY 2013-14, 2014-15, 2015-16

ICTC Staff requested that the Management Committee forward this item to the Commission for their review and approval after public comment(s), if any:

1. Approved the award of the Consultant Agreement for the FY 2013-14, 2014-15, 2015-16 Transportation Development Act Triennial Performance Audit of the Imperial County Transportation Commission, to Michael Baker International for the fee of \$72,076.
2. Authorized the Chairperson to sign the Consultant Agreement.

A Motion was made by Viegas-Walker, seconded by Cox, **Motion Carried unanimously.**

#### **VIII. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, January 25, 2017 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

#### **IX. ADJOURNMENT**

- A. Meeting adjourned at 7:37 p.m. (Cox/ Terrazas) **Motion carried.**



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PHONE: (760) 592-4494  
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**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

November 17, 2016

Present:

Terry Hagen	City of El Centro
Abraham Campos	City of El Centro
Hector Orozco	City of Holtville
Jesus Villegas	City of Imperial
Isabel Alvarez	City of Imperial
Joel Hamby	City of Westmorland
Manuel Ortiz	County of Imperial

Others:

Virginia Mendoza	ICTC
Cristi Lerma	ICTC
Mark Baza	ICTC
Guillermo Gonzalez	ICTC
David Salgado	SCAG
Wishing Lima	Caltrans

1. The meeting was called to order by Chair Villegas at 10:04 a.m. A quorum was present and introductions were made.
2. A *motion* was made to adopt the minutes for October 27, 2016, (**Campos/Orozco**) **Motion Carried.**
3. ICTC Updates / Announcements
  - Transit Planning Updates  
An update was given by Mr. Gonzalez:
    - Ride any IVT bus from Monday November 7<sup>th</sup> until Friday November 18<sup>th</sup>, give a gift of a canned or dry food item to the driver and you get ONE RIDE in return. Donations can also be made at Imperial Valley Transit at 792 E. Ross Ave and the ICTC offices at 1405 N. Imperial Ave. Suite 1, El Centro Ca, 92243.
  - Transportation Planning Updates (By Virginia Mendoza):
    - The FY 2016/17 list of projects was distributed to all agencies present. Ms.

Mendoza stated that if anyone has any questions to please ask her. She also encouraged agencies to pursue authorization as soon as they can. The 2017 FTIP amendment 2 is still under review.

- ATP Cycle 3: No local agencies were successful at the State level. Staff will reviewed the local share and scoring of the projects submitted with 2 projects being considered, a County project and an ICOE project.

➤ LTA Updates:

- Ms. Mendoza requested that all agencies submit their project requests. She that the County of Imperial will soon reflect a zero balance with Brawley, Calexico and Imperial, still pending final invoicing.

4. Cities and County Planning / Public Works Updates:

- Ms. Isabel Alvarez with the City of Imperial introduced herself and stated that she will be working with their planning department.
- The Cities of El Centro, Imperial, Calipatria, Holtville, Westmorland and the County of Imperial gave an update on their current projects.

5. SCAG Updates / Announcements: (By Mr. Salgado)

- Mr. Salgado stated that the Sustainability Planning Grants are due to SCAG tomorrow, November 18, 2016. ICTC is submitting an application for a Regional Climate Action Plan that will include a local plan for each agency.
- On December 8, 2016 an Affordable House and Sustainable Communities (AHSC) Workshop at the ICTC offices. More info will be forthcoming.

6. Caltrans Updates / Announcements

- Mr. Lima was present and provided all with the DLAE updates. A handout was distributed.
- Please complete the Caltrans Annual External Stakeholder Survey by November 30, 2016. This will assist Caltrans in achieving their mission.
- There are two agencies with inactive projects and should submit an invoice to Caltrans by November 18, 2016.

7. General Discussion / New Business

- Ms. Mendoza stated that Seth Cutter with Caltrans will be attending the next TAC meeting in December and will be presenting on the complete streets effort.
- Mr. Baza stated that ICTC is working on an agreement with Caltrans for the Forrester Rd. /Westmorland bypass PSR. The report will look at long term improvements, with a phased approach. Caltrans will be assisting ICTC with public outreach.
- Next TAC meeting will be on December 15, 2016.

8. Meeting adjourned at 11:01 a.m.



1405 N. IMPERIAL AVE., SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

### MINUTES

December 7, 2016

#### Present

#### Voting Attendees:

Letty Zuno	Access to Independence
Michael L. Hack	Consumer
Sofia Gomezalez	Area Agency on Aging
Mitzi Perez	ARC – Imperial Valley
Angie Pena	Work Training Center
Adrian Celis	Imperial County Behavioral Health
Everardo Martinez-Inzunza	Imperial Valley College
Kathi Williams	CTSA – ICTC
Guillermo Gonzalez	CTSA – ICTC

#### Non-Voting Attendees:

Raul Martinez	Imperial County Public Health
Cristi Lerma	ICTC
Mark McCumsey	Caltrans
Ramon Aguirre	ARC – Imperial Valley
Charles Brockwell	IVT/IVT Access/IVT Ride/IVT MedTrans
Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Narcisa Silva	IVT/IVT Access/IVT Ride/IVT MedTrans
Karla Pacheco	IVT/IVT Access/IVT Ride/IVT MedTrans
Helio Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans

1. Ms. Zuno called the meeting to order at 10:00 a.m. A quorum was present. Introductions were made.
2. Minutes adopted for December 7, 2016. [\(Gonzalez/Hack\)](#) **Motion carried.**
3. CTSA Reports:

Ms. Williams had the following announcements:

- FTA Section 5310 Program will have applicant workshops throughout California. The closest one to Imperial County is in Riverside on January 11, 2017 at RCTC. A flyer was attached to the agenda with more information.
- The IVT Happy Holidays “Free Day” is unknown but will occur sometime in December. All IVT, IVT Access and IVT Ride Riders will ride for free on this day.

Mr. Gonzalez had the following announcements:

- Staff is still reviewing the Do Not Leave Alone (DNLA) Policy. For additional comments, please email Mr. Gonzalez.
- IVT had a Military Appreciation Day for Veteran’s Day on November 10, 2016.



- IVT had a “Stuff the Bus” Food Drive from Monday, November 7<sup>th</sup> until Friday, November 18<sup>th</sup>. IVT collected over 800 cans of food or 921 pounds of food.
- On Monday, December 26, 2016, IVT will be operating on a Saturday schedule.
- IVT will be closed on January 2, 2016 in observance of New Year’s Day.

4. Review of Agencies’ Missions and Clientele; Transportation; and, of Perceived Transportation Needs

Agencies that were not able to provide a presentation the previous month were given an opportunity to describe their agencies mission and clientele, and transportation and/or perceived transportation needs.

- ✚ Ms. Perez presented on behalf of ARC – Imperial Valley
  - Formally established in 1973
  - ARC Imperial Valley is a private nonprofit corporation
  - ARC’s Mission is serving individuals with intellectual and developmental disabilities
  - Services provided are:
    - Residential Services
    - Day Programs
    - Vocational Programs
    - Para Transit
    - Health Care Training and Advocacy
    - Recycling Center
    - Car Wash
  - ARC operates 3 groups (17 individuals) homes for people with significant needs including medical needs.
    - Residential programs are based on the needs of a resident
  - Activity Centers serve individuals with moderate needs including performance limitations. The program provides a vocational component plus socialization and community integration.
  - Behavior programs are available for those individuals that exhibit the need for one.
  - ARC Transportation provides clients transportation to their job sites and special events
  - Health Education and Training
    - First Aid Training
    - CPR Training – adult, child, and infant.
    - National Safety Council and American Heart Association – Red Cross
  - ARC Imperial Valley employs over 350 individuals. There are people working for 24/7 365 days a year.
  - ARC did not have any perceived transportation needs.

- ✚ Ms. Gonzalez (AAA) provided a summary of their presentation
  - Perceived transportation needs
    1. Heber: Currently there is no IVT Ride service available to the Heber Senior Nutrition Congregate Meal Site. Seniors walking to and from the site do not attend the nutrition program from June to September because of the scorching summer heat, thereby missing an opportunity for food security;
    2. Intercity IVT Ride: Currently only Intracity is available. Older adults would benefit from an intercity curb to curb service in receiving medical care, lower supermarket prices of food and personal items, including warehouse consumer items that are available in the larger cities;
    3. Post the respective Bus Route Schedule at all Bus Stops. Schedules that are simple and easy to read would be popular with all riders, not just older people. Informative, easy to read signs at bus stops would also be helpful. There is a need to develop good models that can be adopted more widely by each city; and

4. Calexico: Designated IVT Ride bus for seniors attending the Calexico Congregate Meal Site.

5. FY 2017-18 Master Needs List

Ms. Williams reviewed the Master Needs List and the following changes were made via motion(s).

A *motion* was made by [Zuno](#) and seconded by [Hack](#) to change #2 on the list form “under review” to Inventory Project Under Way;

Delete #3 (regarding Med-Express) from the list;

Add “Review of “FAST” trip from El Centro to Holtville.” **Motion Carried.**

A *motion* was made by [Martinez-Inzunza](#) and seconded by [Hack](#) to add to the Master Needs List “Add an IVC Express route from Calexico to IVC and from IVC to Calexico in the evening after 5:30 p.m.” **Motion Carried.**

A *motion* was made by [Gonzalez](#) and seconded by [Hack](#) to add to the list “Allow IVT Ride to provide transportation services to seniors to congregate meal sites in Heber from June to September.” **Motion Carried.**

A *motion* was made by [Gonzalez](#) and seconded by [Hack](#) to add to the list “Provide a designated IVT Ride Bus for seniors to congregate meal sites and to their home in Calexico.” **Motion Carried.**

6. FY 2017-18 UTN Letter to the Hearing Panel

Ms. Williams reviewed last year’s letter. SSTAC agreed to address it at the meeting in January.

7. Transit Operator Reports

- Imperial Valley Transit: Updates were given by Mr. Sanchez for the month of November
  - o Gold Line: 58 average passengers per day
  - o IVC Express: An average of 40 passengers per trip in the morning and an average of 45 passengers in the evening.
  - o Saturdays: 1160 per Saturday
  - o Sundays: 467 passengers per Sunday
  - o Holtville Direct had 16 passengers in the morning and 13 passengers in the evening.
  - o Brawley Direct had 26 passengers
- IVT Access: Updates were given by Ms. Pacheco for the month of November
  - o On time performance was 97%
  - o No Shows: 123
  - o Wheelchairs: 834
  - o Passenger Count: 2,700
  - o Weekdays: 130 passengers per week day
  - o Saturdays: 15 per Saturday
  - o Sundays: 12 per Sunday
  - o Late Cancellations: 11
  - o No-Shows: 123
- IVT Ride – Updates were given by Ms. Montemayor for the month of November
  - i. City of Brawley
    - o 60 or older or disabled can use this service with an ID card
    - o Passenger per revenue hour: 2.42
    - o On time performance was 99%
    - o Wheelchairs: 212

- Passenger Count: 760 weekday 43 average per day, Saturday 6 average per day
- 18 No-Shows
  
- ii. City of Calexico
  - 60 or older or disabled can use this service with an ID card
  - On time performance was 98%
  - Passenger per revenue hour: 2.73
  - Wheelchairs: 36
  - Passenger Count: 1,612; weekday; 73 average per day, Saturday 13 average per Saturday and Sunday 22 average per Sunday
  - 36 No-Shows
  
- iii. City of El Centro
  - 60 or older or disabled can use this service with an ID card
  - On time performance was 96%
  - Passenger per revenue hour: 2.48
  - Wheelchairs: 74
  - Passenger Count: 2,106; weekday; 101 average per day Saturday 17 average per Saturday
  - 74 No-Shows
  
- iv. City of Imperial
  - 60 or older or disabled can use this service with an ID card
  - On time performance was 98%
  - Passenger per revenue hour: 2.07
  - Passenger Count: 428; 19 average per week day; 7 average per Saturday
  - Wheelchairs: 26
  - 5 No-Shows
  
- v. West Shores
  - 60 or older or disabled can use this service with an ID card
  - On time performance was 97%
  - Tuesdays/Thursdays service
  - Passenger per revenue hour: 1.13
  - Wheelchairs: 0
  - Passenger Count: 55, average 6 per day
  - 2 No-Shows
  
- IVT MedTrans – Updates were given by Mr. Sanchez for the month of November
  - 376 registered
  - Transportation services to San Diego County medical facilities
  - All buses are now equipped with Wi-Fi services
  - On time performance was 100%
  - Passenger per revenue hour: 1.9
  - Wheelchairs: 13
  - Late Cancellations: 0
  - No-Shows: 4
  - Passenger Count: 550
    - Primary: 348
    - Personal Care Attendant (PCA): 197

## 8. General Discussion

- Mr. Hack announced that Peoples' First will have a silent auction at ARC but would follow up with more information.

## 9. Adjournment

- The next meeting of the SSTAC will be on January 4, 2017 at 10:00 a.m.
- Meeting adjourned at 11:48 p.m.

## **IV. CONSENT CALENDAR**

### **C. FEDERAL TRANSIT ADMINISTRATION (FTA) TITLE VI PROGRAM (2017) FOR FEDERAL TRANSIT FUNDS**



1405 N. IMPERIAL AVE., SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

January 6, 2017

ICTC Management Committee  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Suite 1  
El Centro, CA 92243

SUBJECT: Federal Transit Administration (FTA) Title VI Program (2017) for Federal Transit funds

Dear Committee Members:

As a recipient of Federal Transit Administration (FTA) dollars, the ICTC is required to adopt and implement a plan that complies with Title VI of the Civil Rights Act of 1964 as amended. It requires that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity which is federally funded. Prohibited practices include but are not limited to:

- Denying a person any service or benefit because of race, color, or national origin.
- Providing a different service or benefit, or providing services or benefits in a different manner.
- Locating facilities in any way that would limit or impede access to a federally funded service or benefit.

FTA requires that all recipients document their compliance by submitting a Title VI Program once every three years. The Title VI Program must be approved by the governing entity prior to submission to FTA. ICTC is required to have a single plan document that incorporates multiple items including the policy statement, a bilingual public notice, the procedures for filing a complaint and the complaint forms. The process also requires a review of the demographics and languages spoken in the region, and accommodations for public participation through interpreters and the use of bilingual documentation.

The single reference document called the "Title VI Plan" facilitates its usefulness and availability for staff, as well as, members of the general public.

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any:

1. Approve the Imperial County Transportation Commission Title VI Plan (2017).

Sincerely,

MARK BAZA  
Executive Director

Attachment

MB/mb/cl

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**



**TITLE VI PROGRAM**  
**January 2017**

# Introduction

This document was prepared by ICTC and approved by the Commission in order to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients."

As a recipient of funds administered by the U.S. Department of Transportation, it is the policy of the Imperial County Transportation Commission to effectuate Title VI of the Civil Rights Act of 1964 as amended. It requires that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity which is federally funded.

Prohibited practices include but are not limited to:

- Denying a person any service or benefit because of race, color, or national origin.
- Providing a different service or benefit, or providing services or benefits in a different manner.
- Locating facilities in any way that would limit or impede access to a federally funded service or benefit.

The Environmental Justice component of Title VI guarantees fair treatment for people of all races, cultures, and incomes regarding the development of environmental justice laws, regulations and policies.

Under Title VI, ICTC must:

- Ensure involvement of low-income and minority groups in the decision making process (public involvement).
- Safeguard low-income and minority groups against disproportionately high and adverse human health or environmental impacts of its programs, policies and activities.
- Ensure low income and minority groups receive their fair share of benefits.

The Executive Director is responsible for initiating and monitoring Title VI activities, preparing required reports and ensuring that the Commission adheres to other compliance responsibilities as required by applicable regulations. ICTC's Title VI Plan provides the direction and program structure for ensuring the Commission's compliance with Title VI. Functional responsibility rests with ICTC staff and each and every transit provider under contract with ICTC. ICTC will not accept discrimination against any participant or beneficiary of ICTC programs or services by an employee or contactor in the performance of assigned duties, services or programs.

In the event ICTC distributes federal funds to another entity, the ICTC will monitor and ensure the compliance of each member agency and third party contractor at any tier and each sub-recipient at any tier under the project, with all requirements prohibiting discrimination on the basis of race, color, or national origin; and will include non-discrimination language in all written agreements.

Any person believing they have been discriminated against based on race, color, or national origin in the provision of services, programs, activities, or benefits, may file a formal complaint directly with ICTC or with the Federal Transit Administration.

---

MARK BAZA, Executive Director

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# Regulatory Authority

Because Title VI is comprehensive in scope, it covers all of an agency's federally funded programs or activities. This is the case because Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

The impact of Title VI has been further extended by the Civil Rights Restoration Act of 1987. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not [Pub. L. No. 100-259, 102 Stat. 28 (1988)]. Authorities and citations that espouse the requirements of Title VI include:

- *Title VI Requirements and Guidelines For Federal Transit Administration Recipients*, FTA Circular 4702.1B, dated October 2012
- *Title VI of the Civil Rights Act of 1964*, as amended, 42 U.S.C. 2000 et seq.
- 23 United States Code 109(h), *Highway – Standards*
- 23 United States Code 324, *Prohibition of Discrimination on the Basis of Sex, Federal Aid Highway Act*
- 49 United States Code 5332, *Mass Transportation – Nondiscrimination*
- "Standard DOT Title VI/Nondiscrimination Assurances", Department of Transportation Order 1050.2A
- "Implementation of the Department of Transportation Title VI Program", Department of Transportation Order 1000.12
- *Joint Planning Regulations of the Federal Transit Administration and the Federal Highway Administration*, 23 CFR Part 450 and Part 613
- Section 12(f) of the Urban Transportation Act of 1964, as amended, 49USC 1608(f)
- Executive Order 12250, *Coordination of Grant Related Civil Rights Statutes*
- Executive Order 12898, *Executive Order on Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations*
- *Guidelines For The Enforcement of Title VI, Civil Rights Act of 1964*, 28 Code of Federal Regulations 50.3
- *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation –Title VI Of The Civil Rights Act Of 1964*, 49 Code of Federal Regulations Part 21
- *Subpart C—Nondiscrimination in Federally Assisted Programs – Implementation of Title VI of the Civil Rights Act of 1964*, 28 CFR Part 42.101-42.412
- *Department of Justice (DOJ) Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964*, 28 CFR 50.3
- *Title II and III of the Uniform Relocation Assistance And Real Property Acquisition Policies Act of 1970*, 42 U.S.C. 4621-4655

# **Imperial County Transportation Commission**

## **Title VI Program Policy**

### **Policy Statement**

ICTC is committed to ensuring that no person is excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any of its programs activities, or services on the basis of race, color or national origin. All persons regardless of their citizenship are covered under this policy. In addition, ICTC prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

As a Federal Transit Administration (FTA) fund recipient. ICTC will ensure that its program policies and activities comply with the Department of Transportation (DOT) Title VI regulations of the Civil Rights Act of 1964.

ICTC will ensure that the level and quality of its services and programs are provided without regard to race, color or national origin.

ICTC will promote the full and fair participation of all affected populations in any decision or policy making process.

ICTC will ensure that Limited English Proficient (LEP) individuals have access to ICTC's programs, activities and services.

### **Applicability**

This policy is applicable to all ICTC employees, contactors hired by ICTC and the members of the public. Failure of an ICTC employee to follow this policy and procedure may subject the employee to disciplinary action up to an including employment termination.

### **Administration of the Regulation**

ICTC will integrate the provisions of the Title VI program into all programs activities and services.

# ICTC's Title VI Notice to the Public

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs receiving federal financial assistance. Any person who feels they have been discriminated against with respect to transit services or benefits on the basis of race, color, or national origin may file a written complaint with the Imperial County Transportation Commission.

For more information or to file a complaint, you may contact the Title VI Program Administrator, Michelle Bastidas at (760) 592-4494; or by email: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org); or visit ICTC at:

**Imperial County Transportation Commission**  
1405 N. Imperial Ave. Suite 1  
El Centro, Ca. 92243

Complainants also may be filed directly with the Federal Transit Administration (FTA).

**Federal Transit Administration**  
Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

Título VI de la acta de los derechos civiles de 1964 prohíbe discriminación en la base de raza, color, u origen nacional en programas que reciben ayuda financiera federal. Individuos, o individuos como miembros de una clase específica de personas, que sienten que han sido objeto de discriminación con respecto a los servicios de tránsito o beneficios sobre la base de raza, color u origen nacional puede presentar una queja por escrito a la Comisión de Transporte del Condado de Imperial.

Para más información o para someter una queja, debe contactar al Coordinador del Programa Titulo VI, Michelle Bastidas al número (760) 592-4494; o por correo electrónico a [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org); o en persona al:

**Imperial County Transportation Commission**  
1405 N. Imperial Ave. Suite 1  
El Centro, Ca. 92243

Las quejas también pueden ser sometidas directamente con la Administración Federal de Tránsito (FTA).

**Federal Transit Administration**  
Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

## List of Locations Where the Title VI Notice is Posted

ICTC's Title VI notice to the public is currently posted at the following locations:

Location Name	Address	City
ICTC Offices	1405 N. Imperial Ave. Suite 1	El Centro, Ca. 92243
website	<a href="http://www.imperialctc.org">www.imperialctc.org</a>	
website	<a href="http://www.ivtransit.com">www.ivtransit.com</a>	
website	<a href="http://www.ivtaccess.com">www.ivtaccess.com</a>	
website	<a href="http://www.ivtride.com">www.ivtride.com</a>	
website	<a href="http://www.ivtmedtrans.com">www.ivtmedtrans.com</a>	
IVT and IVT Access bus operations facilities	792 E. Ross Rd.	El Centro Ca. 92243
IVT Rider's Guidebook	N/A	
IVT Ride Brochure	N/A	
IVT MedTrans Brochure	N/A	
IVT Access Brochure	N/A	

# Title VI Complaint Procedures

## TITLE VI DISCRIMINATION COMPLAINT PROCEDURE (ENGLISH)

### General

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs receiving federal financial assistance. Individuals, or individuals as members of a specific class of persons, who feel they have been discriminated against with respect to transit services or benefits on the basis of race, color, or national origin may file a written complaint with the Imperial County Transportation Commission. Complainants also may be filed directly with the Federal Transit Administration (FTA).

### Complaint Procedures

Complaints alleging discrimination on the basis of race, color, or national origin may be submitted to the Title VI Coordinator of the Imperial County Transportation Commission, 1405 N. Imperial Ave Suite 1, El Centro, CA 92243. Every effort will be made to obtain early resolution of complaints.

1. The complaint must meet the following requirements:
  - a. The Complaint shall be in writing and signed by the complainant(s) In the event that the complainant cannot complete a written statement, a verbal complaint may be made. The Title VI Coordinator will interview the Complainant and assist the person in converting the verbal complaint to writing. All complaints must be signed by the Complainant or his/her representative.
  - b. The Complaint must contain information about the alleged discrimination such as name, address, and phone number of complainant, and location, date and description of the issue. The description of the alleged act of discrimination or disparate treatment should include, as appropriate: type or name of service, bus number, location (city/streets) date and time of day, employee name, position or badge number if available, and any person(s) involved or witnesses to the problem.
  - c. Per federal law the complaint must be filed within 180 days of the alleged incident.
  - d. The complaint should be submitted to:  
Imperial County Transportation Commission  
Attn: Michelle Bastidas, Title VI Coordinator  
1405 N. Imperial Ave, El Centro Ca, 92243  
Office: (760) 592-4494  
Fax: (760) 592-4497  
E-mail address: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org)

2. The ICTC Title VI coordinator will acknowledge receipt of the complaint within ten (10) working days.

### **Investigation of Complaints**

The Title VI Coordinator will review all complaints to determine if there is sufficient merit to warrant investigation. In some cases there may be a written request to the complainant to provide additional information. If a complaint is found to have sufficient merit to warrant investigation, the Title VI Coordinator will proceed with an investigation. If the complaint does not warrant investigation, the Title VI Coordinator will then respond within thirty (30) working days to the Complainant and so state.

A complaint can be rejected or dismissed for the following reasons:

1. The complaint is filed past the 180 days of the alleged occurrence
2. The complaint is not signed or is anonymous
3. The Complainant fails to respond to repeated request for additional information
4. The Complainant cannot be located
5. The Complainant request the withdrawal of the complaint

### **Disposition of Complaints**

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Title VI Coordinator and a copy forwarded to the complainant no later than sixty (60) calendar days after its filing.

A recommendation will be made by the Title VI Coordinator and will be subject to review by the ICTC Executive Director and ICTC Legal Counsel.

In the event that the ICTC or its federally funded contractors and consultants are in non compliance with the Title VI regulations, remedial actions will be noted.

The notice of the determination will be mailed to the Complainant. Notice shall include information on appeal rights and instructions for initiating an appeal.

A copy of the complaint and the Title VI Coordinator's report shall be issued to the FTA within 120 days of the receipt of the complaint.

A summary of the complaint, the finding or resolution will be included as a part of the Title VI updates to the FTA.

### **Appealing Disposition of Complaints**

Complainants that are not satisfied with the disposition of the complaint may appeal to the Executive Director.

1. The appeal should be made with the Title VI Coordinator within ten (10) working days of the date of the resolution.
2. The Executive Director will acknowledge receipt of the appeal within ten (10) working days of receiving the request for appeal.
3. The Executive Director may make a final determination or may choose to refer the matter to the Commission for final action.

4. The resolution and/or referral to the Commission will be communicated to the complainant. The Commission's decision will be communicated to the complainant and/or his/her designee in writing.

### **Record Keeping Requirements**

The Title VI Coordinator shall maintain a record of each complaint and appeal, the ICTC's response(s), and steps taken to resolve the complaint. The individual's right to a prompt and equitable resolution of a complaint will not be impaired by his/her pursuit of other remedies. The use of this grievance process is not a prerequisite to the pursuit of other remedies.

### **Filing Title VI Discrimination Complaints with the Federal Transit Administration**

Individuals may also file Title VI discrimination complaints with the Federal Transit Administration. The Federal Transit Administration's Complaint Procedure is contained in the FTA Circular C4702.1B.

### **Additional Resources**

#### **United States Department of Transportation**

Federal Transit Administration  
Office of Civil Rights  
Attention: Title VI Program Coordinator  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

#### **California Department of Transportation**

Office of Business & Economic Opportunity  
Equal Employment Opportunity Program  
Discrimination Complaint Investigation Unit  
1823 14th Street, MS 79  
Sacramento, California 95811  
(866) 810-6346  
[http://www.dot.ca.gov/hq/bep/title\\_vi/t6\\_index.htm](http://www.dot.ca.gov/hq/bep/title_vi/t6_index.htm)

# Title VI Complaint Procedures

## TITLE VI DISCRIMINATION COMPLAINT PROCEDURE (SPANISH)

### PROSEDIMIENTO DE RECLAMO DE DISCRIMINACION DE TITULO VI

#### General

Título VI de la acta de los derechos civiles de 1964 prohíbe discriminación en la base de raza, color, u origen nacional en programas que reciben ayuda financiera federal. Individuos, o individuos como miembros de una clase específica de personas, que sienten que han sido objeto de discriminación con respecto a los servicios de tránsito o beneficios sobre la base de raza, color u origen nacional puede presentar una queja por escrito a la Comisión de Transporte del Condado de Imperial. Las quejas también pueden ser sometidas directamente con la Administración Federal de Tránsito (FTA).

#### Procedimientos de Quejas

Quejas de presunta discriminación en la base de raza, color, u origen nacional pueden ser enviadas al Coordinador del Título VI de la Comisión de Transporte del Condado de Imperial, 1405 N. Imperial Ave., Suite 1, El Centro, CA 92243. Todo esfuerzo será hecho para obtener resolución temprana de quejas.

1. La queja debe tener los requisitos siguientes:
  - a. La queja debe ser escrita y firmada por el reclamante. En caso de que el reclamante no pueda completar una declaración por escrito, una queja verbal puede ser aceptada. El Coordinador del Título VI entrevistará al reclamante y ayudará a la persona a convertir la queja verbal a la escritura. Todas las quejas deben ser firmadas por el Reclamante o su representante.
  - b. La queja debe contener información sobre la discriminación pretendida como nombre, dirección, y el número de teléfono del reclamante, y de la ubicación, la fecha y la descripción del asunto. La descripción del acto pretendido de discriminación o trato desigual debe incluir, como apropiado: tipo o nombre de servicio, número de camión, la ubicación (las ciudad/calles) la fecha y el tiempo de día, nombre del empleado, número de posición o insignia si disponible, y cualquier persona involucrada o los testigos al problema.
  - c. Por la ley federal la queja debe ser archivada dentro de 180 días del incidente pretendido.
  - d. La queja debe ser sometida a:  
Comisión de Transporte del Condado de Imperial (ICTC)  
A la atención de: Michelle Bastidas, Coordinador del Título VI  
1405 N. Imperial Ave., Suite 1, El Centro, CA 92243  
Oficina: (760) 592-4494  
Fax: (760) 592-4497  
Correo electrónico: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org)
2. El Coordinador del Título VI de ICTC reconocerá recibo de la queja dentro de diez (10) días hábiles.



## **Investigación de Quejas**

El Coordinador del Título VI revisara todas las denuncias para determinar si hay méritos suficientes para justificar una investigación. En unos casos podría ver una petición por escrito al reclamante para proporcionar información adicional. Si una queja es encontrada de tener mérito suficiente para justificar investigación, el Coordinador de Título VI continuará con una investigación. Si la queja no justifica investigación, el Coordinador de Título VI entonces responderá dentro de treinta (30) días hábiles al reclamante e indica.

Una queja puede ser rechazada o puede ser despedida por las razones siguientes:

1. La queja es archivada por delante de los 180 días de la ocurrencia pretendida
2. La queja no es firmada o es anónimo
3. El Reclamante falla de responder a la petición repetido para la información adicional
4. El Reclamante no puede ser colocado
5. El Reclamante solicita la retirada de la queja

## **Disposición de Quejas**

Una determinación por escrito sobre la validez de la queja y una descripción de la resolución, en su caso, se expedirá por el Coordinador del Título VI y se enviará una copia al reclamante dentro de sesenta días naturales (60) después de su presentación.

Una recomendación será hecha por el Coordinador de Título VI y será dispuesta de reviso por el Director Ejecutivo de ICTC y Asesoría Legal de ICTC.

En caso de que el ICTC o sus contratistas y consultores que son financiados federalmente no estén en conformidad con las regulaciones de Título VI, acciones correctivas serán notadas.

La anotación de la determinación será enviada al Reclamante. La nota incluirá información en derechos de apelación e instrucciones para iniciar una apelación.

Una copia de la queja y del reporte de el Coordinador de Titulo VI será publicado al FTA dentro de 120 días del recibo de la queja.

Un resumen de la queja, el hallazgo o la resolución serán incluidos como una parte de las actualizaciones de Título VI al FTA.

## **Apelación de Disposición de Quejas**

Los reclamantes que no son satisfechos con la disposición de la queja pueden apelar al Director Ejecutivo.

1. La apelación debe ser presentada por medio del Coordinador de Título VI dentro de diez (10) días hábiles de la fecha de la resolución.
2. El Director Ejecutivo reconocerá recibo de la apelación dentro de diez (10) días hábiles de recibir la petición para apelación.
3. El Director Ejecutivo puede hacer una determinación final o puede escoger referirse el asunto a la Comisión para la acción final.
4. La resolución y/o la referencia a la Comisión serán comunicadas al reclamante. La decisión de la Comisión será comunicada al reclamante y/o su designado por escrito.

### **Requisitos de Archivado**

El Coordinador del Título VI llevará un registro de cada queja y apelación, la respuesta de ICTC, y las medidas adoptadas para resolver la queja. El derecho del individuo a una resolución pronta y equitativa de una denuncia no se verá afectada por su búsqueda de otros recursos. El uso de este proceso de queja no es un requisito previo para la búsqueda de otros recursos.

### **Presentación de Reclamo de discriminación de Título VI a la Administración Federal de Tránsito**

Individuos también pueden presentar quejas de discriminación Título VI a la Administración Federal de Tránsito. El procedimiento de demanda de la Administración Federal de Tránsito está contenido en el FTA Circular C4702.1B.

### **United States Department of Transportation**

Federal Transit Administration  
Office of Civil Rights, Region IX  
201 Mission St., Suite 1650  
San Francisco, California 94105-1839

### **California Department of Transportation**

Office of Business & Economic Opportunity  
Equal Employment Opportunity Program  
Discrimination Complaint Investigation Unit  
1823 14th Street, MS 79  
Sacramento, California 95811  
(866) 810-6346  
[http://www.dot.ca.gov/hq/bep/title\\_vi/t6\\_index.htm](http://www.dot.ca.gov/hq/bep/title_vi/t6_index.htm)

# **PUBLIC PARTICIPATION PLAN FOR TITLE VI**

ICTC and sub-recipients are required to seek out and consider the viewpoints of the public in its services area and specifically minority, low-income, and Limited English Populations (LEP) in the course of conducting public outreach and involvement activities. An agency's public participation strategy shall offer continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

ICTC will continue to employ the following measures to seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities. These measures are adopted from the ICTC Public Participation Plan and also in the Title VI Program. The public outreach and involvement activities listed below were also undertaken since the last Title VI Program report and shall remain in place to ensure that minority, low-income and LEP people have meaningful access to these activities.

1. Bilingual (English & Spanish) information operators are available to respond to customers calling the ICTC and transit service information lines.
2. Bilingual-speaking (English & Spanish) staff is available to answer telephone inquiries for ICTC ADA certification interviews and ADA paratransit scheduling.
3. Bilingual-speaking (English & Spanish) staff will perform the ADA certification interview as requested, or if the interview scheduler believes that it would be necessary or beneficial.
4. The following materials shall be available in both English and Spanish: (1) ADA Certification Brochure; (2) ADA Certification Application; (3) IVT Riders Guides (4) Disabled Transit Services information.
5. ICTC shall provide bilingual (English & Spanish) language media advertising as part of the countywide transit marketing program.
6. The websites for ICTC and the transit services shall be bilingual format; [www.imperialctc.org](http://www.imperialctc.org), [www.ivtransit.com](http://www.ivtransit.com), [www.ivtaccess.com](http://www.ivtaccess.com), [www.ivtride.com](http://www.ivtride.com), [www.ivtmedtrans.com](http://www.ivtmedtrans.com)
7. Bilingual-speaking (English & Spanish) staff is available at public meetings, public hearings and Commission meetings and committees.

# Summary of Outreach Efforts Made Since Last Title VI Documentation Submission

Over the last reporting period, ICTC conducted the following public outreach and involvement activities:

## **Printed Bus Schedules and Transit Information on the website.**

All public bus schedules and the Riders Guides include Spanish sections and information is available on the IVT and IVT Access websites.

## **Bilingual Outreach:**

Bilingual assistance is utilized in outreach programs when needed and appropriate. ICTC conducts on-going advertising and public hearing notices in a bilingual format. In addition, the recent: 1. The ADA Certification and Eligibility Process 2017. 2. The 2014 Coordinated Plan Project required significant bilingual public outreach. 3. The 2016-17 Unmet Transit Needs Public Hearing process has interpreters available for translation for both public meetings.

## **Phone Access**

A bilingual receptionist is available to answer phone inquiries for Spanish speaking customers during business hours. The ICTC phone system currently includes a Spanish option on the ICTC's recorded greeting. After business hours inquiries can be left on the bilingual voice mail and are responded to promptly the next business day.

All IVT and IVT Access dispatchers reservationists and drivers are bilingual and able to provide monolingual speaking guests with information on public transit services.

# Access for Persons with Limited English Proficiency (LEP)

## Introduction

Many individuals in the United States read, write, speak and understand English. However, there are many individuals whose primary language is not English. Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be limited English proficient, or “LEP.” This language barrier may prevent individuals from accessing services and benefits.

There are two pieces of legislation that provide the foundation for the development of an LEP plan: Title VI of the Civil Rights Act of 1964, and Executive Order 13166. In some circumstances, failure to ensure that LEP persons can effectively participate in federally assisted programs may constitute discrimination based on national origin under Title VI. In order to comply with Title VI, agencies should take reasonable actions for competent language assistance.

Executive Order 13166 clarifies requirements for LEP persons under Title VI. The Executive Order requires the agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services.

## Four Factor Analysis

The U. S. Department of Transportation (DOT) issued its *Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient (LEP) Persons* [Federal Register: December 14, 2005 (Volume 70, Number 239)]. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. This coverage extends to the recipient’s entire program. There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service of the recipient;
- The frequency with which LEP individuals come in contact with the program;
- The nature and importance of the program, activity or service provided by the recipient to people’s lives;
- The resources available to the recipient and costs.

A brief description of the self-assessment undertaken in each of these areas follows.

**1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service.**

Spanish speakers are the category of LEP persons likely to be encountered by Imperial Valley Transit (IVT) and ADA Paratransit services. For Imperial County, the Census 2010 information shows that the total population over 5 years of age and over is 174,528. Of that number 80.4% or 140,271 are reported to be of Hispanic or Latino descent.

According to the 2008-2012 American Community Survey (ACS) Estimates for Imperial County (conducted by the US Census Bureau) also indicates that persons who speak only English at home comprise 25.7% of persons in the County of Imperial. While those that speak Spanish are estimated to be at 74.3%.

These percentages show a slight decrease in English speakers and a slight increase in Spanish speakers from the 2000 Census and prior 2005 ACS survey data.

**2. The frequency with which LEP individuals come in contact with the program.**

ICTC staff in conjunction with IVT and the ADA Paratransit operator staff have assessed the frequency at which staff has or could possibly have contact with LEP persons. This includes examining census data, phone inquiries, requests for translated documents, and staff feedback. Census data, as well as empirical data indicate that there is a fairly large percentage of the general population who are Spanish-speaking persons. As a public transportation provider, it is necessary to recognize this large segment of the general population. Phone inquiries and staff feedback also indicate that Spanish-speaking LEP persons have regular contact with the service.

**3. The nature and importance of the program, activity or service provided by the recipient to people's lives.**

Public transportation is vital to many people's lives. According to the Department of Transportation's *Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons*, "Providing public transportation access to LEP persons is crucial. An LEP person's inability to effectively utilize public transportation may adversely affect his or her ability to obtain health care, or education, or access to employment."

**4. The resources available to the recipient and costs.**

ICTC staff have also assessed their available resources that could be used to provide language assistance. This included identifying bilingual staff, reviewing an existing contract for professional translation services, determining which documents should be translated, and deciding what level of staff training is needed. After analyzing the four

factors outlined in U. S. DOT policy guidance, ICTC staff developed the following plan for providing language assistance to LEP persons.

## **Components of the Plan**

There are five areas that comprise ICTC's LEP plan:

- Identifying LEP individuals who need language assistance
- Language assistance measures
- Training staff
- Providing notice to LEP persons
- Monitoring and updating the LEP plan

### **1. Identifying LEP individuals who need language assistance**

As stated above, the Census 2010 and American Community Survey data show that Spanish-speaking LEP persons are the group requiring language assistance. This information can also be used to identify concentrations of LEP persons within the service area. There are nine zip code areas with a high percentage of LEP persons 92231, 92243, 92244, 92250, 92251, 92227. Higher percentages of LEP persons can also be identified more accurately by census tracts.

In general, there are higher populations of LEP persons on the southern areas of the County of Imperial, in immediate proximity to the international border with Mexico. Identifying concentrations of LEP persons helps to ensure that they receive the necessary language assistance measures. There are also several measures that can be taken to identify individual persons who may need language assistance:

- When open houses or public meetings are held, set up a sign-in table, and have a staff member greet and briefly speak to each attendee, in order to informally gauge his/her ability to speak and understand English.
- Post a notice of available language assistance at open houses/public meetings to encourage LEP persons to self-identify.

### **2. Language assistance measures**

There are several language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which ICTC staff responds to LEP persons, whether in person, by telephone or in writing. Oral language services include bilingual front line staff for ICTC office technician positions, as well as, at community presentations and events. Professional interpreters are available as needed for a variety of presentations and events.

In addition to these oral language services, written language services are available. Documents that are determined to be available for the general public are translated into Spanish. Vital documents are *defined as those documents without which a person would be*

*unable to access* services. The following are written communications that are printed in both Spanish and English:

- Public Notices and Public Service announcements
- Interior bus posters and stickers displaying safety or system information
- Fare cards on fare boxes
- Onboard surveys

There are several measures in place to respond to LEP individuals. Bus operators, who are the most direct point of contact for LEP persons, have several methods to respond to an LEP individual. Many bus drivers are bilingual; however, if the bus driver operator is not bilingual, they are instructed to ask for assistance from a bilingual passenger. In the few cases where there is no one on the bus who can offer language assistance, the bus driver contacts dispatch, and a supervisor is sent to the bus to assist. Spanish speaking callers are directed to a bilingual dispatcher.

Office Technicians serve as a primary in-person contact for LEP persons. They are present at special events, community functions, school presentations and other locations upon request. The need for a professional interpreter is determined by the venue, the area, and the subject of the event. The person coordinating the event can indicate if there will be Spanish speaking people in attendance, and can request a bilingual professional interpreter. Office technician's, dispatchers and drivers are also responsible for forwarding complaints to the appropriate management level. They ensure that complaints from LEP persons that could be considered as national origin discrimination are forwarded to the person designated to handle all Title VI complaints.

## IVT

The IVT oral language services include bilingual representatives for the reservation line, which serves as the primary contact with customers, as well as bilingual staff in the dispatch center, including bilingual Supervisors. Between these two centers there is at least one bilingual person on staff at all times. The IVT service also has a majority of bilingual vehicle operators. In addition to these oral language services, several written language services are available. The following are written communications that are printed in both Spanish and English:

- The IVT Schedule Guide
- Marketing materials i.e. television and radio commercials
- Interior vehicle posters and stickers displaying vital information, such as safety information
- Brochures with information about accessibility and general riding

There are several measures in place to respond to LEP individuals. Vehicle operators, who are the primary in-person contact for LEP persons, have several methods to respond to an LEP individual. Many vehicle operators are bilingual; however, if the vehicle operator is not bilingual, they can contact dispatch for radio assistance with a Spanish-speaking passenger. They



can also request a bilingual supervisor or vehicle operator to be sent for further assistance. Spanish speaking callers are directed to a bilingual dispatcher.

### ADA Paratransit

The ADA Paratransit service oral language services include bilingual representatives for the reservation line, which serves as the primary contact with customers, as well as bilingual staff in the dispatch center, including bilingual Supervisors. Between these two centers there is at least one bilingual person on staff at all times. The ADA Paratransit service also has several bilingual vehicle operators. In addition to these oral language services, several written language services are available. The following are written communications that are printed in both Spanish and English:

- The ADA Paratransit brochure
- Marketing materials i.e. television and radio commercials
- ADA Paratransit Eligibility application
- Interior van posters and stickers displaying vital information, such as safety information
- Brochures with information about accessibility and general riding

There are several measures in place to respond to LEP individuals. Vehicle operators, who are the primary in-person contact for LEP persons, have several methods to respond to an LEP individual. Many vehicle operators are bilingual; however, if the vehicle operator is not bilingual, they can contact dispatch for radio assistance with a Spanish-speaking passenger. They can also request a bilingual supervisor or vehicle operator to be sent for further assistance. Spanish speaking callers are directed to a bilingual dispatcher.

### **3. Training Staff**

It is important that staff members, especially those having contact with the public, know their obligation to provide meaningful access to information and services for LEP persons. Even staff members who do not interact regularly with LEP persons should be aware of and understand the LEP plan. Properly training staff is a key element in the effective implementation of the LEP/plan.

There are four primary groups of staff members who are critical to the LEP plan: ICTC staff, bus operators, dispatchers and customer contact personnel, marketing staff and management. Bus operators have the most frequent contact with LEP persons, through daily interaction with passengers. Dispatch and customer contact personnel also have frequent contact with LEP persons, either in-person or by telephone. These two groups are most likely to encounter LEP persons and thus to provide language assistance. LEP training for both of these groups occurs during their initial training. Additionally, this training is included in an annual safety meeting held for all bus operators. Training topics for these two groups include:

- Understanding the Title VI LEP responsibilities
- What language assistance services are offered

## **Specific procedures to be followed when encountering an LEP person**

Management is also crucial in implementing LEP policy. It is their responsibility to disseminate LEP plan information to appropriate administrative and technical staff. Management should also ensure staff understands Title VI responsibilities.

### **IVT and ADA Paratransit**

There are three primary groups of staff members who are critical to the LEP plan: bus operators, dispatch and customer contact personnel. Bus operators have the most frequent contact with LEP persons, through daily interaction with passengers. Customer contact personnel also have frequent contact with LEP persons, through the telephone reservation lines. These two groups are most likely to encounter LEP persons and thus to provide language assistance. LEP training for both of these groups occurs during their initial departmental training. Training topics for these two groups include:

- Understanding the Title VI LEP responsibilities
- What language assistance services are available
- Specific procedures to be followed when encountering an LEP person

## **4. Monitoring and updating the LEP plan**

This plan is designed to be flexible, and should be viewed as a continuing work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and also to monitor changes in demographics and types of services, and to update the LEP plan when appropriate. At a minimum, ICTC, IVT and the ADA Paratransit services will follow the Title VI Program update schedule for the LEP plan. Each update should examine the following:

- How many LEP persons were encountered?
- Is the existing language assistance meeting the needs of LEP persons?
- What is the current LEP population in Imperial County?
- Has there been a change in the types of languages where services are needed?
- Have available resources, such as technology, staff and finances changed?
- Were any complaints received?
- Do staff members understand the LEP plan policies and procedures?

There are several methods that can be used to assist in answering these questions. One method is to review customer comments and complaints to determine if services are accessible to Spanish speakers. Feedback from the LEP community will be sought through community outreach events and presentations to determine the effectiveness of the plan in reaching LEP persons. Special consideration will be given to the LEP plan when service enhancements or service reductions are scheduled, to ensure that LEP persons are aware of these services. Census data will also be reviewed as it becomes available to determine changes in the LEP population.

**Future considerations for the LEP plan include:**

- Continuing to providing future websites in a bilingual format with English/ Spanish
- Translating other brochures i.e. (Bike and Ride) into Spanish
- Providing group travel training to LEP persons by working with bilingual staff

This plan outlines five key areas of an effective LEP strategy: Identifying LEP individuals who need language assistance, primarily through Census data; Language assistance measures, including written and oral language services, and responding to LEP persons on the telephone, in writing and in person; Training staff, including coach operators, customer service representatives and management employees; Providing notice to LEP persons through both oral and written communications; and Monitoring and updating the LEP plan through a variety of means.

# **Description of Subrecipient Monitoring and Schedule of Subrecipient Title VI Program Submission**

ICTC periodically monitors to determine a subrecipient's compliance with the FTA Title VI regulations. These reviews include service measurements, location of transit service and facilities, participation opportunities in the transit planning and decision-making processes, and communication needs of persons with limited English proficiency (LEP).

# **Title VI Equity Analysis**

ICTC has not constructed any facilities, therefore no Title Vi equity analysis have been conducted during the planning state with regard to the location of the facility.

# **Additional Information for Transit Providers that operate less than 50 fixed route vehicles in peak service and are not located in an Urbanized Area (UZA) of 200,000: System-Wide Policies and Service Standards**

## **Effective Practices to Fulfill the Service Standard Requirement**

### *Vehicle Load Standards*

The average of all loads during the peak operating period should not exceed the following load factors for that service type:

Primary Corridor Bus: Loads not to exceed 1.57 passenger / seat

Local Services: Loads not to exceed 1.25 passengers / seat

### *Vehicle Headway Standards*

Peak period headways on 1 N and 1 S will be 35 minutes, Monday through Friday. ICTC will explore the possibility of instituting 35-minute headways on route 2N and 2S within and throughout the Primary Corridor depending on the availability of funding.

Other lines may operate at longer headways, based on the long distances traversed, ridership, demand and transfer opportunities at the terminus of these lines.

### *On-Time Performance Standards*

Fixed Route [Local and Intercity]:

ICTC endeavors to operate with no early departures before the time shown in the schedule brochure.

90 percent of all trips should be operated "on-time," defined as departing a published time-point no more than ten (10) minutes later than the published scheduled to accommodate the deviation pick-ups.

Demand Response:

95 percent of all monthly trips operate on-time ten minutes past the scheduled pick-up time, with the pick-up time defined as within the 30 minute manifest block.

### *Service Availability Standards*

ICTC will endeavor to provide services where the populace lives and works. The updates to the Short Range Transit Plan will conduct a route spacing and route coverage analysis.

## **Effective Practices to Fulfill the Service Policy Requirement**

### *Vehicle Assignment Policy*

Fixed Route [Local and Intercity]:

Bus assignments take into account the operating characteristics of the various buses within the ICTC fixed route fleet, which are matched to the operating characteristics of the route. In the absence of specific operating requirements, vehicle assignments will be done so as to ensure a random rotation of fleet vehicles through the routes in the ICTC system.

Demand Response:

Except for situations requiring the assignment of a trip to a specific vehicle for reasons such as lift capacity, interior clearance or operating characteristics within the service area, demand response trips shall be assigned so as to ensure that vehicles are randomly operated in these services.

### *Transit Amenities Policy*

The following policies will be applied as funding allows:

Installation of a shelter should be considered at bus stops with an average per trip boarding of 5 or more passengers. Seating/benches should be considered at bus stops with an average per trip boarding of 3 or more passengers.

Priority for benches and shelters should be given to bus stops serving senior housing or activity centers, or facilities which serve clients with mobility impairments.

# Appendices

- A. Commission Minute Order #**
- B. Title VI Complaint Form (English)**
- C. Title VI Complaint Form (Spanish)**
- D. List of Transit-Related Title VI Investigations, Complaints, and Lawsuits (as of: January 2017)**
- E. Table of Racial Breakdown of transit related non-elected planning boards, advisory councils or committees**



**A. ICTC Commission Minute Order / Resolution placeholder**

**ICTC Commission Minute Order / Resolution placeholder (2)**

**B. Title VI Complaint Form (English)**



1405 N. IMPERIAL AVE. SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

**Title VI Complaint Form**

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to the Title VI Coordinator: Imperial County Transportation Commission, 1405 N. Imperial Ave. Suite 1 El Centro, CA 92243.

1. Complainant’s Name \_\_\_\_\_

2. Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Telephone Number (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

5. Person discriminated against (if someone other than the complainant):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party: Yes  No

6. Which of the following best describes the reason you believe the discrimination took place?

a. Race:

b. Color:

c. National Origin:

7. What date did the alleged discrimination take place? \_\_\_\_\_

8. In your words, describe the alleged discrimination. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

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9. Have you filed this complaint with any other federal, state or local agency; or with any federal or state court? Yes:  No:

If yes, please check each box that applies:

Federal Agency  Federal Court  State Agency

State Court  Local Agency

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

11. Signature and date required below. You may attach any written materials or other information that you think is relevant to your complaint.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

**C. Title VI Complaint Form (Spanish)**



1405 N. IMPERIAL AVE. SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

**Título VI Formulario Para Reclamo**

El Título VI del Acto de los Derechos Civiles de 1964 establece que “Ninguna persona en los Estados Unidos debe, por causa de raza, color, u origen nacional sea excluida de participación en, o ser negado los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que recibe asistencia financiera de parte del gobierno federal.”

La siguiente información es necesaria en asistirnos para procesar su reclamo. Si usted necesita ayuda para llenar este formulario, por favor háganoslo saber.

Llene y regrese este formulario al Coordinador de Titulo VI: Imperial County Transportation Commission, 1405 N. Imperial Ave. Suite 1, El Centro, CA 92243.

1. Nombre del Demandante: \_\_\_\_\_

2. Domicilio: \_\_\_\_\_

3. Ciudad \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

4. Número de Teléfono (hogar): \_\_\_\_\_ (Negocio): \_\_\_\_\_

5. Persona que fue discriminada (en caso de una persona distinta del autor):

Nombre: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Explique la razón por la que el reclamo es presentado a través de una tercera persona:

\_\_\_\_\_

Confirme que ha obtenido permiso del agraviado: Si  No

6. ¿Cuál de las siguientes describe mejor la razón que usted cree que la discriminación se llevó a cabo? ¿Fue debido a su?:

a. Raza:

b. Color:

b. Origen Nacional:

7. ¿En qué fecha sucedió la presunta discriminación? \_\_\_\_\_

8. En sus propias palabras describa la presunta discriminación. Explique qué sucedió y quien cree usted fue responsable. Por favor utiliza el reverso de este formulario si necesita más espacio.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. ¿A usted presentado esta queja a alguna otra agencia federal, estatal, o local; o con alguna corte federal o estatal? Si:  No:

En caso afirmativo, por favor marque cada cuadrado que corresponde:

Agencia Federal  Corte Federal  Agencia Estatal

Corte Estatal  Agencia Local

10. Por favor provea información sobre una persona de contacto en la agencia/corte donde presento su demanda:

Nombre \_\_\_\_\_

Domicilio: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número de Teléfono: \_\_\_\_\_

11. Firma y fecha requeridas abajo. Usted puede adjuntar cualquier material escrito o cualquier otra información que considere relevante para su queja.

\_\_\_\_\_  
Demandante

\_\_\_\_\_  
Fecha Firme del

**D. List of Transit-Related Title VI Investigations, Complaints, and Lawsuits (as of: January 2017)**

There are currently no transit related Title VI investigations, complaints or lawsuits.

**E. Table of Racial Breakdown of transit related non-elected planning boards, advisory councils or committees**

**TABLE DEPICTING THE MEMBERSHIP OF NON-ELECTED COMMITTEES AND COUNCILS as of: January 2017**

<b>Committee / Body</b>	<b>African American</b>	<b>Asian American</b>	<b>Caucasian</b>	<b>Latino</b>	<b>Native American</b>	<b>Other</b>
ICTC Technical Advisory Committee (TAC)		1	6	6		
ICTC Social Services Transportation Advisory Council (SSTAC)			5	6		
ICTC Management Committee			6	5		



# V. REPORTS

- A. ICTC EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REPORT
- C. CALTRANS REPORTS



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## Memorandum

**Date:** January 3, 2017  
**To:** ICTC Management Committee  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the Management Committee Meeting on January 11, 2017.

- 1. Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Project Request for Proposals:** On January 6th, ICTC issued the Request for Proposals (RFP) to complete the "Regional Bus Stop Inventory, Signage Replacement and Technology Assessment" project. The requested services will provide ICTC with a comprehensive bus stop inventory inclusive of an assessment of supporting infrastructure, uniform bus stop signage and recommendations for technology based upgrades pertaining to real time route and schedule service information and kiosk upgrades. The project goal is to have an inventory database and assessment for use by ICTC and its member agencies, and that can be used to acquire and prioritize funding for future infrastructure and facility/equipment improvements. The project budget is established in the FY 2015-16 ICTC Overall Work Plan and Budget. ICTC staff will request a member agency technical staff person to participate in the proposal scoring process in February.
- 2. IVT Transit Services Maintenance Audit Request for Proposals:** On December 14th, ICTC issued the Request for Proposals (RFP) to complete an annual maintenance audit for the IVT fleet. The requested services will provide ICTC with a comprehensive review annually of the care and maintenance performed on the 53 transit vehicles now owned by ICTC. The project goal is to have an annual report for use by ICTC that can be used to manage fleet resources and insure compliance with industry practices and contractual requirements. If a contract is approved by the Commission in February, the project budget will need to be established in the FY 2016-17 ICTC Overall Work Plan and Budget.
- 3. Update to the 2011 Short Range Transit Plan (SRTP) Request for Proposals:** ICTC staff are developing a Request for Proposals (RFP) for release in late February to complete an update to the 2011 Short Range Transit Plan (SRTP). This is a planning document that identifies transit services and capital improvements over the next three to five year period, with expected available resources. The project unfolds over an approximately 12 month period. The goal is to have an updated report with bilingual public participation. Special Planning Emphasis Areas anticipated in the report include but are not limited to: a review of transit service options on the West side of the Salton Sea, expansion of IVT RIDE into other member agencies' service areas and expansion of the IVT Blue, Green and Gold lines for Saturday and Sunday services. The project budget is established in the FY 2016-17 ICTC Overall Work Plan and Budget.
- 4. Westshores Transit Opportunities:** In Preparation for the Short Range Transit Plan, staff is exploring transit connection opportunities with Sunline Transit that serves the Coachella Valley region, and pursuing grant opportunities for interregional transit services to/from Westshores and Coachella.

5. **State Route 86 (Northbound) Border Patrol Checkpoint:** ICTC has initiated discussions with management and staff with Customs and Border Protections (CBP) Border Patrol regarding the potential to add a second inspection lane at this very busy checkpoint. Coordination efforts will follow with Border Patrol, Caltrans and the region to determine feasibility, costs and funding of required improvements within Caltrans right-of-way. A meeting was held on July 20<sup>th</sup> with all of the above stakeholders. Following the meeting input, Border Patrol drafted concept alternatives to meet short-term and mid-term needs. A second meeting was held on October 24, 2016, concept alternatives were reviewed. Discussion determined the need to develop a streamlined feasible option for possible funding from the Measure D Regional Highway Set-aside fund. The follow-up meeting was held on December 20, 2016. All parties agreed to a concept that has potential to be cost-effective. Caltrans staff will assist with developing the revised concept design. The next meeting is scheduled for late January 2017.
6. **Imperial Mexicali Binational Alliance Meeting:** On October 13, 2016 the Imperial Mexicali Binational Alliance (IMBA) held the second annual strategic planning meeting at the San Diego State University – Calexico campus. During the meeting the group discussed the achievements and goals for the upcoming year. Nomination for 2017 Chair and Vice-Chair remain the same, Sergio Tagliaprieta will be the Chair and Tom Dubose will be Vice-Chair. After the Strategic Planning Meeting the group conducted a regular scheduled IMBA meeting. During the regular IMBA meeting there were presentations by the U.S. General Services Administration (GSA) on the Calexico Urban Planning Feasibility Study as well as a presentation by the Southern California Association of Governments (SCAG) on the Goods Movement Border Crossing Study – Phase II. The next meeting is scheduled for January 26, 2017 at 10 a.m. in Mexicali. The location of the meeting will be forthcoming.
7. **Local Transportation Authority – FY 2015/16 Audit:** Audit team is finalizing the draft audit. All member agencies have been very responsive and the draft audit is scheduled to be presented to the Measure D Local Taxpayer (or Oversight) Committee and the LTA Board in late January.
8. **Unmet Transit Needs Hearing for FY 2017-18:** At the December 14th Commission meeting the Commission directed staff to set the FY 2017-18 Unmet Transit Needs Public Hearing on February 9th at 3:00PM. The hearing will take place at the IID Board Chambers in El Centro. Participating agencies include the Cities of Brawley, El Centro Calexico and the County of Imperial. Alternates include the Cities of Holtville and Westmorland.
9. **Regional Mobility Hubs Strategy for Imperial and San Diego:** This project funded by Caltrans will develop a Regional Mobility Hubs Implementation Plan for San Diego County and Imperial Valley. This project is led by SANDAG in collaboration with ICTC. The focus of the plan will be to develop recommended improvements, conceptual designs, and implementation strategies for different mobility hub station place types for both regions. Mobility hubs can help maximize the capital investment in transit services and support the emphasis on smart growth and transit-oriented development.

The Consultant has completed draft Mobility Hub Concept Designs for the intermodal facilities in the City of Brawley, Imperial Valley College and the City of El Centro. The draft concept designs will be distributed for feedback from project stakeholders. The project is anticipated to be completed by June 2017. For more information about the project or to access the draft concepts please visit the ICTC website at <http://www.imperialctc.org/mobility-hubs-strategy/>. Please forward any comments on the concept plans to Virginia Mendoza at [virginiamendoza@imperialctc.org](mailto:virginiamendoza@imperialctc.org) by no later than 5 p.m. on January 31, 2016. Virginia Mendoza, Project Manager

10. **Community of Niland Bus Stop Bench and Shelter Request:** The ICTC submitted a formal request to the California Department of Transportation (Caltrans) District 11 requesting their assistance in identifying a location for a bus stop bench and shelter in the Community of Niland along State Route 111 (SR-111). Caltrans and ICTC are finalizing a preferred location and any improvements necessary for installation of the bench and shelter. Project is in design phase. Construction will begin and completed in late 2017.
11. **Heber Bus Stop & Pedestrian Access Improvements on State Route 86:** The community of Heber has had a need to improve pedestrian and bus stop access along State Route 86. The ICTC Commission

granted the use of Regional Set-Aside Local Transportation Account (LTA) funds for the project. Caltrans has served as the project lead; the first phase will begin in January and completed February 2017. Phase 2 is scheduled for completion in June/July 2017 and Phase 3 in October/November 2017. Community outreach will be necessary prior to initiating construction in Phase 2 and 3 as road closures and detours will be necessary.

12. **Repurposing Demo Funds:** The Federal Highways Administration (FHWA) passed the Consolidated Appropriations Act, 2016 which allows State to repurpose any earmark that was designated on or before September 2005. It is anticipated that FHWA will approve the repurposing project list in mid to late January 2017. For Imperial County this is an opportunity to preserve over \$6 million for the following projects:

Sponsoring Agency	Demo Description	Demo Amount (\$)
City of Brawley	Rio Vista Avenue between Allen Street and Cattle Call Drive, in the City of Brawley, Imperial County.	\$86,554.81
City of Holtville	Pavement Improvements. 6th Street between Holt Ave and Melon Avenue in the City of Holtville, Imperial County.	\$18,185.95
ICTC/Caltrans	Road Widening on SR98, from Rockwood Ave to Ollie Ave in the City of Calexico, Imperial County	\$3,594,849.51
Imperial County	Street paving, drainage and ADA sidewalk improvements on Heber Avenue from Highway 86 to Correll Road and south of Highway 86 to Fawcett Road	\$1,017,400
Imperial County/IV Desert Museum	Conservation easement, access improvements and parking facilities at the Desert museum, Imperial County	\$719,920.75
San Diego State University – IV Campus	Parking lot paving and ADA access improvements on CA-78 in the City of Brawley, Imperial County.	\$719,920.75
	<b>TOTAL</b>	<b>\$6,156,831.77</b>

13. **2016 Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), Amendment #1:** The Southern California Association of Governments (SCAG) has approved the regional 2016 RTP/SCS that has been accepted by the Air Resource Board. SCAG developed the RTP/SCS in collaboration with ICTC, other County Transportation Commissions, and local governments from the six county Southern California region through a bottoms-up, collaborative process. The RTP/SCS addresses many challenges including projected growth, changing demographics, climate change adaption, housing needs, and transportation demands.

SCAG has opened Amendment 1 of the 2016 RTP/SCS for any changes to existing projects or adding new projects. Projects listed in the RTP/SCS must be of regional significance and increase the road capacity. ICTC has received a request to submit 3 projects as part of Amendment 1. The amendments are necessary to our ability to fund and complete these projects if funding is made available. At their January 5<sup>th</sup> meeting SCAG Regional Council approved the release of the draft amendment for 30 day public review.

Lead Agency	Project Description	Project Type
City of El Centro	Imperial Avenue Extension South – new roadway from I-8 to McCabe Road	New project
County of Imperial	Menvielle Road Widening, from 2 to 4 lanes between Carr Road to SR-98	New project
ICTC	Expansion of the Calexico East Port of Entry – increase Commercial Vehicle Lane inspection lanes and booths from existing 3 to 6 lanes and booths; and widen bridge over the All American Canal	Existing project – amending project timeline

14. **California HERO Program:** The California Hero Program was launched in April 2014 in Imperial County with ICTC as the administering agency. A copy of the December 2016 program activity report is attached to this report.
15. **RSTP and CMAQ Obligation:** The table below is a list of all FY 2016-2017 Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP), and Active Transportation Program (ATP) that are pending request for allocations (RFA). For ease of receiving approvals, the local agency RFA's should be submitted to Caltrans Local Assistance in March/April 2017.

Agency	Fund Type	Project Name	Total Project Cost (in thousands)	Status
Brawley	CMAQ	Paving Wildcat Drive	\$1,008	<i>Pending RFA submittal</i>
Calexico	CMAQ	Paving of De Las Flores St.	\$466	<i>Pending RFA submittal</i>
Calipatria	CMAQ & RSTP	Roadway & Pedestrian Improvements on N. Brown St.	\$1,233	<i>Pending RFA submittal</i>
El Centro	CMAQ	Signal Lights Synchronization along Dogwood Ave. & Danenberg Ave.	\$351	<i>Pending RFA submittal</i>
El Centro	ATP	Establish of SR2S Program and Bicycle Route Improvements	\$524	<i>Pending RFA submittal</i>
Holtville	CMAQ & RSTP	9 <sup>th</sup> St. from Palm Ave. to Olive Ave.	\$633	<i>Pending RFA submittal</i>
Holtville	CMAQ & RSTP & EAR-Repurpose	6 <sup>th</sup> Street Pavement	\$682	<i>Pending RFA submittal</i>
Imperial City	RSTP	Dogwood Road Pavement from Aten Rd. to Southeast City Limits	\$302	<i>Pending RFA submittal</i>
Imperial County	RSTP	Dogwood Road Pavement between El Centro City Limits to Imperial City Limits	\$2,335	<i>Pending RFA submittal</i>
Imperial County	ATP	Pedestrian Master Plan	\$100	<i>Pending RFA submittal</i>
Westmorland	CMAQ	Paving H Street and 8 <sup>th</sup> Street	\$429	<i>Pending RFA submittal</i>
ICTC	CMAQ	Design of New Intermodal Transportation Center in the City of Calexico	\$559	<i>Pending RFA submittal</i>

16. **Funding for Phase II of the Calexico West Port of Entry Project in the President's FY17 Budget – Press Release (Summary):** (February 9, 2016) – Rep. Juan Vargas (CA-51) announced the inclusion of \$248 million for the Calexico West Land Port of Entry (LPOE) reconfiguration and expansion project in the Fiscal Year (FY) 2017 budget released today. If approved, the funding would be sufficient to complete the project.” As previously noted, Congress authorized \$98 million for Phase 1. The U.S. General Services Administration (GSA) began construction for Phase 1 in December 2015 with completion scheduled for January 2018. Phase II funding is pending Congressional approval.

As part of the POE Expansion project, traffic will be rerouted from the existing roadways to SR-98 and Cesar Chavez Boulevard which are not designed to handle the high volumes of traffic associated with the border travel. As result, ICTC submitted a 2016 TIGER grant in the amount of \$12,046,400 to improve SR-98 and Cesar Chavez Boulevard. Improvements will include widening, signalization, channelization, lighting, pedestrian/bicycle and ADA improvements. The TIGER grant application was submitted on April 29, 2016. TIGER awards were approved by the U.S. Department of Transportation in July 2016 and ICTC did not receive an award.

17. **Calexico East Commercial Vehicle Port of Entry Expansion Project:** ICTC submitted the Calexico East Commercial Vehicle Port of Entry Expansion Project under the California Sustainable Freight Action Plan: Pilot Project Ideas. The project is a proposed public-private partnership for the construction costs of the freight elements of the Calexico East Expansion that include: bridge expansion, commercial vehicle primary inspection booths and road construction totaling \$30 million. The California Environmental Protection Agency Air Resources Board has reviewed the project ideas submitted and presented pilot project concepts at the Sustainable Freight Action Plan workshop held on February 1, 2016. The concepts presented in the workshop included “Advanced Technology Truck Fast Lane (Border)”. Additionally in December 2015, Safer Community Foundation, Inc. in partnership with the County of Imperial and ICTC submitted the expansion proposal to Customs and Border Protection through their “559 Donation Authority.” In addition to the Sustainable Freight Action Plan submittal, ICTC also submitted a FASTLane grant application on April 14, 2016 and a 2016 TIGER program on April 29, 2016.

The 559 Donation proposal was not approved due to concerns related to the toll collections within federal property. The discretionary grant application submittals for FASTLane and TIGER grant programs were also not successful for this year’s grant programs. All stakeholders are considering options that will address federal agencies concerns.

18. **California-Baja California Binational Region:** A Fresh Look at Impacts of Border Delays: Building upon previous Caltrans, SANDAG, and ICTC studies, this project will refine the economic models developed to assess economic impacts of delays at the land ports of entry (POEs) between the San Diego and Imperial Counties region and Baja California, Mexico, on the border region economies. It will also estimate greenhouse gas (GHG) emissions of passenger and commercial vehicles due to northbound and southbound border delays at the six California POEs, and propose strategies to reduce GHG emissions at the border region. Lastly, extensive outreach to government agencies, local border communities, and private sector stakeholders will be conducted. Extensive data collection and modeling work has been conducted on these areas by ICTC, SANDAG and other agencies, this project will build upon that work. The consultant team is completing the development of the survey instrument that will be used in all 6 POEs.

19. **State Legislation for Transportation Funding and the National Environmental Policy Act:** Assemblyman Jim Frazier has introduced a new bill and funding package for \$6 billion to repair maintain our state and local roads, improve our trade corridors, and support public transit and active transportation. See attached summary and supporting documentation as prepared by the Self Help Counties Coalition (SHCC). Additionally, an urgent provision permanently extends the existing National Environmental Policy Act (NEPA) delegation to Caltrans – this is very critical to our federal-aid funded projects as Caltrans currently assist us in streamlining the review and approval of our local projects, such as projects with CMAQ, RSTP, HSIP, federal earmark funds, etc. If this element is not approved, our local projects may be delayed so significantly that could result in the loss of funds to our region.

20. **Meetings attended on behalf of ICTC:**

- December 15, 2016 - County Transportation Commission CEOs/SCAG Meeting in Los Angeles
- December 21, 2016 – Participated on an interview panel at the Sand Diego Association of Governments (SANDAG)
- January 5, 2017 – Southern California Association of Governments (SCAG) Regional Council Meeting in Los Angeles
- January 10, 2017 – California Council of Governments (CalCOG) Directors Association of California (CDAC) Meeting in Sacramento



California HERO Activity Report  
**Imperial County Transportation Commission**  
 Launch Date through December 31, 2016

**Program Activity through December 31, 2016**

Member	Launch Date	Eligible Housing Units *	Total Applications Received	Applications Approved	Approved Amount	Funded Projects	Funded Amount	Jobs Created***	Type of Projects			Solar kW Installed	Annual kWh Saved	Annual CO2 Reduced (Tons)
									Energy	Water	Renewable			
Brawley	5/23/2014	5,588	209	134	\$3,560,532	71	\$942,442	8	78	0	25	60	751,091	194
Calexico	3/24/2015	7,373	412	248	\$7,927,702	138	\$1,741,752	15	120	0	64	167	1,549,872	402
Calipatria	3/24/2015	757	9	4	\$102,074	4	\$49,711	0	4	0	0	0	36,617	9
El Centro	5/23/2014	9,250	342	229	\$6,659,600	107	\$1,453,588	12	100	7	36	103	1,130,829	291
Holtville	3/24/2015	1,248	45	33	\$859,300	18	\$203,587	2	16	0	8	14	170,128	44
Imperial	6/10/2015	4,618	146	112	\$3,592,018	63	\$944,907	8	55	5	31	97	698,868	185
Westmoreland		596							Has not adopted Resolution of Participation					
Imperial County Unincorporated	11/14/2014	9,504	174	106	\$3,260,938	51	\$716,249	6	55	1	12	34	531,244	136
<b>Total</b>		<b>38,934</b>	<b>1,337</b>	<b>866</b>	<b>\$ 25,962,164</b>	<b>452</b>	<b>\$ 6,052,235</b>	<b>51</b>	<b>428</b>	<b>13</b>	<b>176</b>	<b>474</b>	<b>4,868,649</b>	<b>1,260</b>

\*\* Participation rate based off of funded projects

\*\*\* 1 job for every \$117,000 invested.





SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

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## Memorandum

**Date:** Wednesday, January 11, 2017  
**To:** ICTC Management Committee Meeting  
**From:** David Salgado, Regional Affairs Officer  
**Re:** **Southern California Association of Government's Report**

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The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Management Committee Meeting January 11, 2017.

- 1. SCAG 2017 Sustainability Awards-** SCAG is committed to highlighting excellence in sustainable planning efforts and development projects throughout the region. These plans and projects are integral in carrying out the goals and policies of the 2016 RTP/SCS, and promote a cleaner, healthier, and happier Southern California. Each year SCAG honors projects which best exemplify the core principals of sustainability with awards at the annual Regional Conference and General Assembly. The awards program is open to all parties, including local governments, non-profits, developers, and others. Partnerships are welcome. Eligible submittals include plans, projects, and programs completed or adopted after January 1, 2013 and prior to December 20<sup>th</sup>, 2016. The criteria and nomination packet is available online. There are 6 award categories to include, Against All Odds, Integrated Planning, Collaborative Partnership, Healthy & Safe Communities, Green Region Initiative, and Active Transportation. Please feel free to contact David Salgado, SCAG RAO, with any questions.
- 2. SCAG Policy Committee Appointments-** ICTC has posted notice to current sitting ICTC commissioners and alternates regarding 2 current vacancies on SCAGs Policy Committees. The 2 policy committees with vacancies include Community, Economic, and Human Development Committee (CEHD) and the Energy and Environment Committee (EEC). Any ICTC Commissioner (that is a member of SCAG) that is interested in being on a SCAG policy committee, should notify the Secretary to the Commission ([cristilerma@imperialctc.org](mailto:cristilerma@imperialctc.org)) no later than Thursday, January 19, 2017 of their interest. Appointments will take place at our January 25th meeting. The ICTC Chair shall consider all candidates with input and recommendations of the preferred candidates by the full ICTC board to take action for appointment.

The SCAG Committees generally meet on the first Thursday of each month at 10 AM at their downtown Los Angeles office. SCAG does provide reimbursement for travel expenses. For more information contact David Salgado, SCAG Regional Affairs Officer at





SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

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salgado@scag.ca.gov or 760-353-7800.

3. **Regional Transportation Plan- Sustainable Communities Strategy (RTP-SCS) Amendment #1 Public Hearing-** A public hearing will be held at the SCAG Los Angeles Office on Wednesday January 18<sup>th</sup>, 2017 from 3:00pm to 5:00pm. The hearing will be provided via video conference throughout the SCAG region and in the Imperial County Office located at 1405 N. Imperial Ave., Suite #1, El Centro, CA, 92243. Please feel free to contact SCAG RAO David Salgado with any questions.
4. **SCAG Regional Council and Policy Committees-** SCAG's Regional Council and policy committee meetings will take place Thursday February 2, 2017 at SCAG's main offices in Los Angeles.
5. **2016 RTP/SCS FINAL APPROVAL-** On April 7, 2016, SCAG's Regional Council adopted the 2016 RTP/SCS, a long range visioning plan that balances future mobility and housing needs with economic, environmental and public health goals. The Plan charts a course for closely integrating land use and transportation – so that the region can grow smartly and sustainably. It outlines more than \$556.5 billion in transportation system investments through 2040. The Plan was prepared through a collaborative, continuous, and comprehensive process with input from local governments, county transportation commissions, tribal governments, non-profit organizations, businesses and local stakeholders within the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura.

The 2016 RTP/SCS is available for download by chapter or as one file. Please note that some files are large and may take longer to download depending on individual connection speeds. We strongly recommend that you first download it onto your computer before opening the file. All files are in Adobe Acrobat PDF format. The executive summary is available upon request. For further information please contact David Salgado.



**Date:** January 6, 2017  
**To:** ICTC Commission  
**From:** Laurie Berman, Caltrans District 11, District Director  
**Re: District Director's Report**

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management meeting of January 11, 2017:

1. **Project Updates:**

Please see maps at end of report for project level detail.

2. **Maintenance:**

Caltrans Maintenance staff normally assigned to Imperial County assisted with snowplow work during the recent winter storms in the San Diego County mountains. There was no major damage associated with the storms in Imperial County.

Within Imperial County, work continues to inspect and clean drains/culverts on all routes in preparation of continued inclement weather.

3. **Construction:**

Interstate 8 (I-8) Continuously Reinforced Concrete Pavement Project

The first three segments of the *Interstate 8 Continuously Reinforced Concrete Pavement Project (CRCP)* are under construction.

- Segment 1, is near El Centro from 0.6 mile west of Anderholt Road overcrossing to 0.5 mile east of the East Highline Canal Bridge. It was awarded to Coffman Specialties, Inc. on November 18, 2015. Construction began the first week of February 2016. Construction is expected to be completed early 2018. Both westbound and eastbound I-8 traffic are using the newly constructed eastbound side of the freeway.

**Construction (continued):**

- Segment 2, which is located 26 miles east of El Centro from 0.8 mile west of SR-98/I-8 separation to 0.6 mile east of the All American Canal, was awarded to Coffman Specialties, Inc., on December 15, 2015. Construction began in early March 2016 and is scheduled to be complete in early 2019. Westbound traffic was been detoured on to Evans Hewes Highway from west of SR-98 to east of Gordons Well Road. Eastbound traffic has been diverted to the westbound lanes of I-8.
- Segment 3, near Winterhaven from 0.7 mile west of the SR-186/I-8 separation to 0.3 mile east of Fourth Avenue overcrossing, was awarded to Security Paving Company, Inc., on December 22, 2015. Construction began mid-March 2016 and is scheduled to be completed in early 2018. Traffic is reduced to one lane in each direction from the Agricultural Checkpoint to the Arizona state line.

The remaining two segments were advertised in November 2016 and are scheduled to being construction in April 2017. These two segments are:

- Segment 4, near El Centro from 0.6 mile west of I-8/SR-111 separation to 0.6 mile west of Anderholt Road overcrossing and from 0.5 mile east of the East Highline Canal Bridge to 0.8 mile west of I-8/SR-98 separation.
- Segment 5, near Winterhaven from 0.7 mile west of Ogilby Road overcrossing to 0.7 west of the I-8/SR-186 separation.



## **Construction (continued):**

### **I-8/Dogwood Road**

The I-8/Dogwood Road interchange project is completed and all lanes are open to traffic. Decorative fencing will be installed in spring 2017.

### **I-8/Dogwood Road Landscape Project**

The follow-up landscape project contract has been awarded and will be completed in summer of 2017.

### **Caltrans El Centro Maintenance Station**

Phase 1 construction on the Caltrans El Centro Maintenance Station is complete.

Phase 2 of the El Centro Maintenance Station is scheduled to be complete in summer 2017.

### **SR-98 / Cesar Chavez Widening Project**

Contract bids for the widening project at SR-98 and Cesar Chavez were opened in October 2016, with contract approval anticipated in January 2017. Construction is scheduled to begin in March 2017 and end in spring 2018. Utility relocation work has already begun with good progress being made.

### **SR-86/Heber Pedestrian Improvements**

This project will add much needed sidewalks and a bus shelter. Bids were opened and construction is scheduled to begin in January 2017. This project is a coordinated effort between Caltrans and ICTC.

### **SR-111/Main Street in Niland**

This project will install a bus stop and shelter in an existing parking lot on the east side of SR-111. Efforts have begun and a Cooperative Agreement has been drafted and is in the process of completion between ICTC and Caltrans.

## **4. Traffic Operations:**

### **SR-98/C. N. Perry**

In mid-December 2016, Caltrans Maintenance installed flashing beacons on school speed limit signs ahead of the crosswalks and refreshed the crosswalk delineation. Unfortunately, the beacons did not function due to outdated software. New software will be installed and assistance will be obtained from the manufacturer and/or vendor. It is anticipated that this will be resolved in January.

**Traffic Operations (continued):**

**SR-86/Customs & Border Protection Checkpoint**

Coordination and meetings continue between ICTC, Caltrans and CBP to develop a viable and affordable design concept for the checkpoint facility on SR-86.

Caltrans Traffic Operations is working on the engineering details of a concept that would include four canopied inspection lanes (two each for cars and trucks) and improved secondary inspection areas. Based on cost estimates, an interim proposal for one inspection lane for trucks and/or reduced durability of CBPs necessary infrastructure could be developed. Long-term enhancements to further improve secondary storage and traffic flow out of the facility are also being discussed.

**5. Planning Studies:**

**A Fresh Look at Impacts of Border Delays at CA/BC POEs**

In May 2016, the San Diego Association of Governments received two Caltrans grants for a total of \$670,000 to study the Effects of Border Wait Times on the Economy and Air Quality/Climate Change Emissions. This is a cooperative effort between SANDAG, ICTC and Caltrans under contract with HDR.

- a. The Economic Impacts of Border Delays will update and enhance previous studies to estimate the effects of delays at the San Diego and Imperial Counties Ports of Entry (POEs) on the regional, statewide, and national economies of the United States and Mexico.
- b. The Air Quality and Climate effects of Border Wait Times will develop a methodology to estimate air quality pollution and greenhouse gas emissions due to vehicular delays to cross the San Diego and Imperial Counties POEs.
- c. Plans are being developed to hold an Emissions Roundtable event with stakeholder representatives in early 2017.

**6. Local Assistance:**

**Inactive Projects**

Please submit an invoice to the District by February 20, 2017, if you have not yet done so. A complete list of inactive projects can be found at the link provided below.

<http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

**Subsidized Classes for Local Agencies**

The California Local Technical Assistance Program (LTAP) is a jointly funded effort between the FHWA and Caltrans to provide local governments with training, information, technology

**Local Assistance (Continued):**

and direct assistance in order to help improve their transportation infrastructure. Upcoming classes are listed by following the link provided below.

<https://registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing>

**Federal Aid Series**

January 30 - February 3, 2017	Eureka, CA
March 13 - 17, 2017	San Luis Obispo, CA
June 12 - 16, 2017	Los Angeles, CA

Registration is online at: <http://www.californialtap.org/index.cfm?pid=1077>

**Resident Engineers Academy**

February 6 - 9, 2017	Redding, CA
April 24 - 27, 2017	San Jose, CA
June 5 - 8, 2017	Los Angeles, CA

If you are interested in participating, please contact [debora.ledesma-ribera@dot.ca.gov](mailto:debora.ledesma-ribera@dot.ca.gov). Upon completion of the registration list, you will receive an email from the registrar on how to register online.

**Division of Local Assistance Listserver Subscription**

Sign up to Division of Local Assistance “*Listserver*” to receive significant updates to changes or additions to Local Assistance web pages, including changes to the Local Assistance Procedures Manual and Local Assistance Program Guidelines or the issuance of Office Bulletins and Local Programs Procedures or Call for Projects.

<http://lists.dot.ca.gov/mailman/listinfo/dla-website-updates-announce>

**Division of Local Assistance Blog (LAB)**

A Local Assistance Blog (LAB) was created to provide clarity on issues and contribute to the successful delivery of transportation projects using federal resources. Categories covered by the LAB are: Subsidized Classes for Local Agencies, Policy/Procedures, Program Guidelines, Training, Environmental and Right of Way.

<http://www.localassistanceblog.com/>

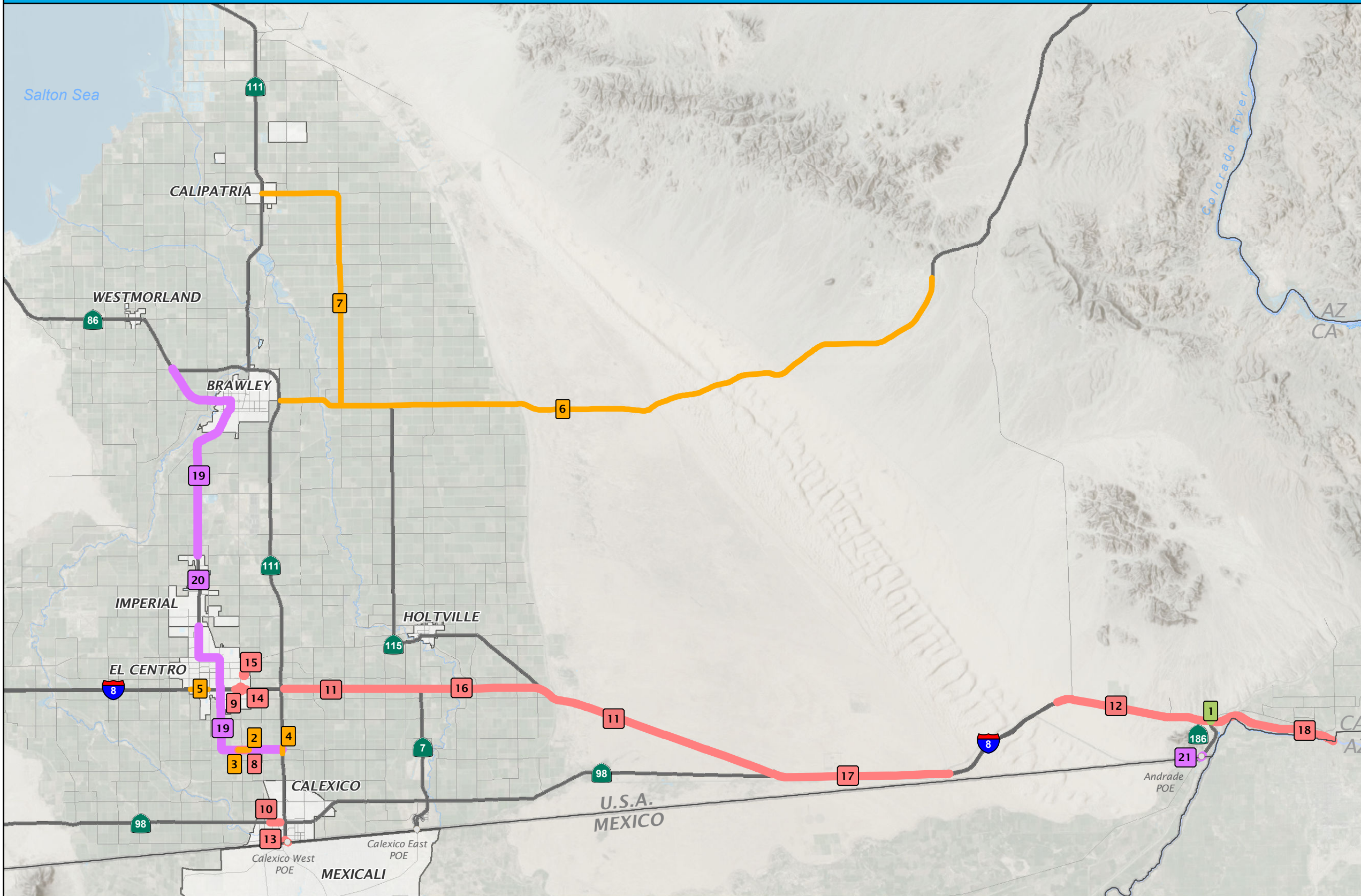
**7. Communications:**

The latest edition of “The Mile Marker” is now available. This publication raises the bar on transparency and accountability, providing in one place a clear way to communicate Caltrans performance. “The Mile Marker” delivers information that policy experts want in plain language and with clear illustrations. The report is written for anyone who wants to know how well the Department of Transportation does its job.

<http://www.dot.ca.gov/milemarker/docs/2016/MM-2016-Q4.pdf>



# IMPERIAL COUNTY STATUS OF TRANSPORTATION PROJECTS



## ENVIRONMENTAL

1. SR-186/I-8 Interchange Improvements

## DESIGN

2. SR-86/"Heber Ave" Sidewalk, Transit, & ADA Improvements Phases 2 & 3  
Design Complete Spring 2017

3. SR-86/Dogwood Road Intersection Improvements\*  
Design Complete Summer 2017

4. SR-86/SR-111 Intersection Improvements\*  
Design Complete Fall 2017

5. I-8/Imperial Ave Interchange Improvements  
Design Complete Spring 2019

6. SR-78 Pavement Rehabilitation  
Design Complete Spring 2017

7. SR-115 Pavement Rehabilitation  
Design Complete Spring 2017

## CONSTRUCTION

8. SR-86/"Heber Ave" Sidewalk, Transit, & ADA Improvements Phase 1  
Construction Start Spring 2017

9. Dogwood Road Landscape  
Construction Start Fall 2016

10. SR-98 West Widening Phase 1B  
Eady Ave to Ollie Ave  
Construction Start Spring 2017

11. I-8 Pavement Rehabilitation at Various Locations  
Construction Start Summer 2017

12. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186  
Construction Start Summer 2017

13. SR-111 Calexico West - GSA POE Reconfiguration\*  
Construction Complete Spring 2018

14. I-8/Dogwood Rd Interchange Improvements  
Construction Complete Spring 2017

15. El Centro Maintenance Station  
Phase 1 - Construction Completed Spring 2017  
Phase 2 - Construction Completed Summer 2017

16. I-8 Pavement Rehabilitation  
Construction Complete Spring 2018

17. I-8 Pavement Rehabilitation  
Construction Complete Spring 2019

18. I-8 Pavement Rehabilitation  
Construction Complete Spring 2018

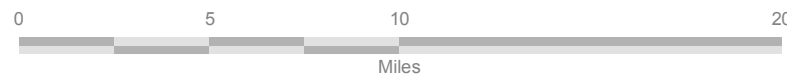
## RELINQUISHMENT

19. SR-86 Relinquishment From SR-78 to SR-111  
Senate Bill 788 Approved Fall 2013

20. SR-86 Relinquishment for City of Imperial  
Completed January 2017

21. SR-186 Relinquishment 500 Feet  
from Border to GSA\*  
Relinquishment Complete Summer 2017

- █ Environmental
- █ Design
- █ Construction
- █ Relinquishment



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Date: 01/06/2017

Abbreviations:  
GSA: General Services Administration

POE: Port of Entry

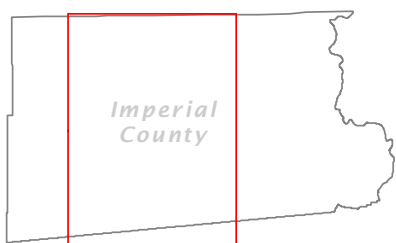
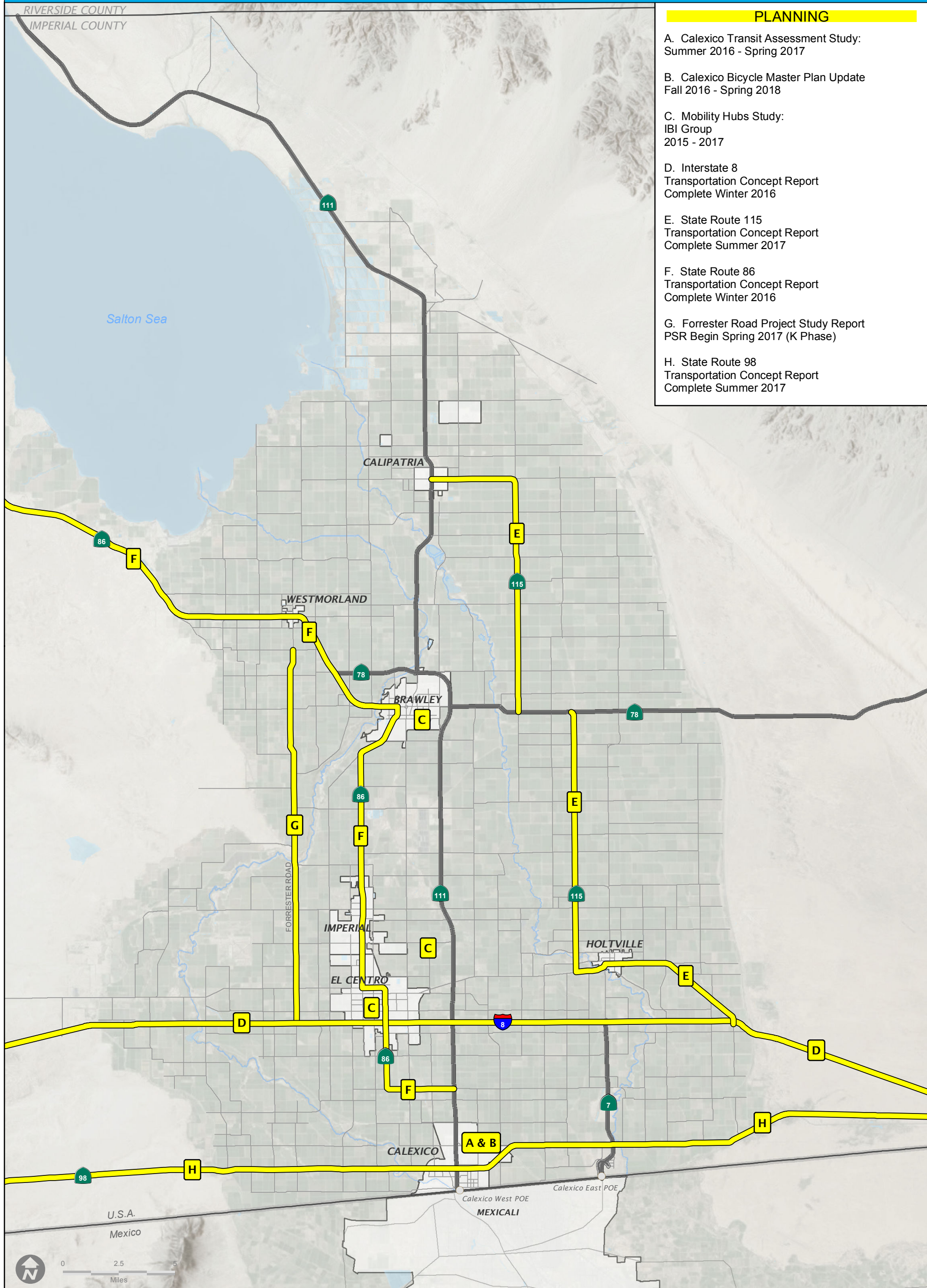
\* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS

## PLANNING

- A. Calexico Transit Assessment Study:  
Summer 2016 - Spring 2017
- B. Calexico Bicycle Master Plan Update  
Fall 2016 - Spring 2018
- C. Mobility Hubs Study:  
IBI Group  
2015 - 2017
- D. Interstate 8  
Transportation Concept Report  
Complete Winter 2016
- E. State Route 115  
Transportation Concept Report  
Complete Summer 2017
- F. State Route 86  
Transportation Concept Report  
Complete Winter 2016
- G. Forrester Road Project Study Report  
PSR Begin Spring 2017 (K Phase)
- H. State Route 98  
Transportation Concept Report  
Complete Summer 2017



Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

Date: 12/07/2016



# **VI. ACTION CALENDAR**

## **A. ROTATION OF CHAIR AND VICE- CHAIR POSITIONS**



IMPERIAL COUNTY  
TRANSPORTATION COMMISSION

1405 N. IMPERIAL AVE., SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

January 6, 2017

ICTC Management Committee  
Imperial County Transportation Commission  
1405 N. Imperial Ave Suite 1  
El Centro, CA 92243

SUBJECT: Rotation of Chair and Vice-Chair Positions

Dear Committee Members:

The ICTC Management Committee has historically rotated the chairperson's position in from amongst its member agencies. In addition there has been a Vice Chairperson. Both of these positions serve for a period of approximately one year.

It is requested that the Management Committee take any appropriate action in the consideration of the rotation and assignment of the two positions.

Sincerely,

MARK BAZA  
Executive Director

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,  
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

IVAG / ICTC CHAIR & VICE CHAIR positions (Management Committee)

calendar year	CHAIR	VICE CHAIR
2016	Imperial	Calipatria
2015	Brawley	Imperial
2014	Holtville	Brawley
2013	El Centro	Holtville
2012	County	Imperial
2011	Calipatria	County
2010	Calipatria	County
2009	Calexico	Calipatria
2008	Brawley	Calexico
2007	Holtville	Brawley
2006	County	Holtville
2005	El Centro	Calexico
2004	Calexico	Imperial

Frequency of Positions

---

Brawley	2 Brawley	2
Calipatria	2 Calipatria	2
Calexico	2 Calexico	2
El Centro	2 El Centro	1
Holtville	2 Holtville	2
Imperial	1 Imperial	3
Westmorland	1 Westmorland	1
County	2 County	2
IID	0 IID	0

## VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

### A. FUND REQUEST TO THE LTA— FORRESTER ROAD/WESTMORLAND BYPASS PROJECT STUDY REPORT (PSR)



1405 N. IMPERIAL AVE., SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

January 6, 2017

ICTC Management Committee  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Suite 1  
El Centro, CA 92243

SUBJECT: Fund Request to the Local Transportation Authority (LTA) – “Forrester Road / Westmorland Bypass” Project Study Report

Dear Committee Members:

Forrester Road and the Westmorland Bypass are identified in our 2013 Imperial County Long Range Transportation Plan as one of our regionally significant corridors.

Staff had requested that a Project Study Report (PSR) be conducted that would serve as the guiding document to research and evaluate options for improvements to Forrester Road, which could include widening, realignment, signalization, utility relocations, and/or upgrading the roadway to state highway standards and incorporating into the State Highway System as a replacement route for SR-86. The PSR will provide the engineering analysis necessary to pursue funding for environmental, design or construction. The study will also evaluate the potential need for alternative alignments and phased strategies from operational improvements to the planned widening to four-lanes.

A request was submitted to the LTA Board at the December meeting, the item was tabled to the next LTA Board meeting on January 25, 2017. The Board requested additional information regarding the 2009 Forrester Road interregional Corridor Study and the proposed scope of work for the PSR.

Following staff presentation and Committee input, it is requested that the ICTC Management Committee forward this item to the LTA Board for their review and approval after public comment, if any:

1. Approve the allocation for additional funding needed in the amount of \$617,500 from the State Highway 5% set-aside from the Measure D allocations.
2. Authorize the Executive Director to execute the necessary agreements between the Caltrans and ICTC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Baza', is written over a light blue horizontal line.

MARK BAZA  
Executive Director

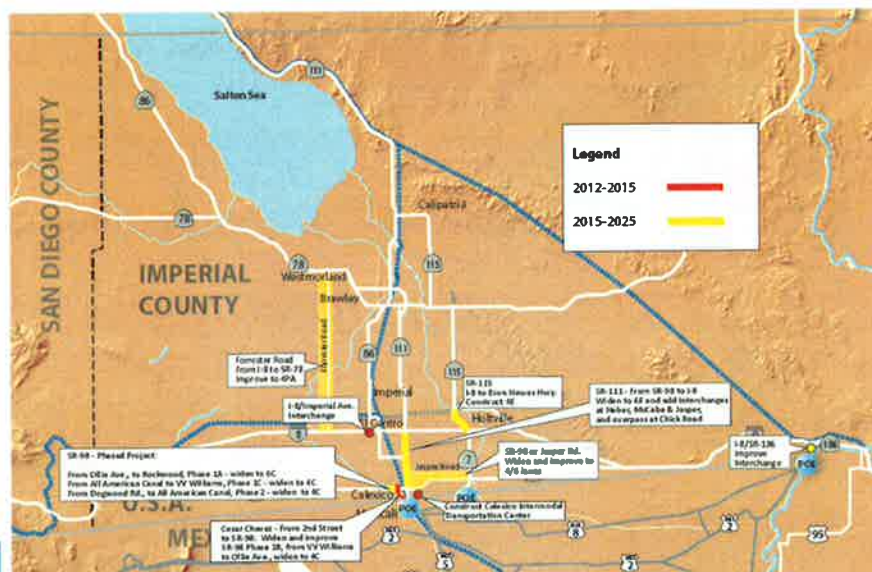
MB/cl  
Attachment

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,  
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

# Forrester Road/ Westmorland Bypass

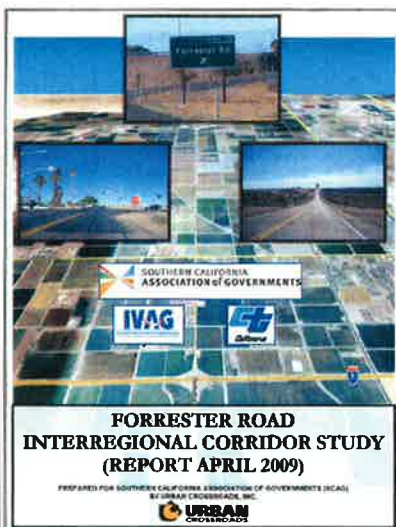
- Background
  - Forrester Road/Westmorland Bypass: Long-Term to Mid-Term Priorities in Imperial County Long Range Plans in 1990, 1997, 2002, 2008 and 2013
  - 2009 Forrester Road Interregional Corridor Study
- Proposed Project Study Report – Forrester Road/Westmorland Bypass

**Imperial County Long Range Transportation Plan 2013  
Financially Constrained Projects**

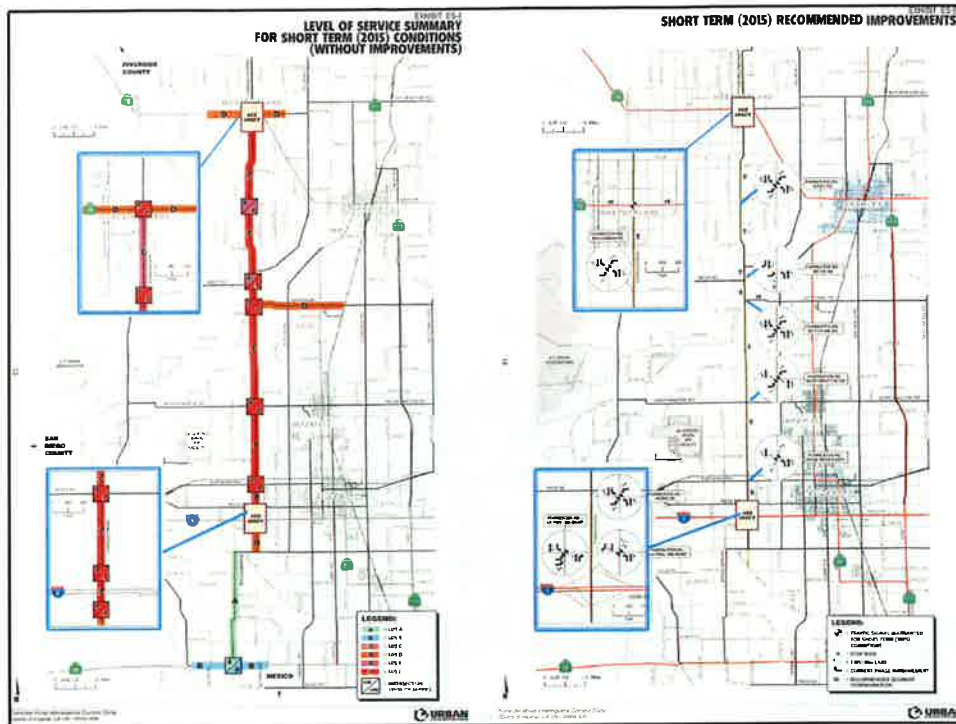


## Forrester Road Interregional Corridor Study 2009

- ▶ Led by the Southern California Association of Governments (SCAG) & Imperial Valley Association of Governments (IVAG)
- ▶ Funded by SCAG's Consolidated Planning Grant, grant funds originated from U.S. DOT for Metropolitan Transportation Planning (FHWA Planning funds & FTA 5303 funds)
  - ▶ Federal Highway Administration (FHWA)
  - ▶ Federal Transit Administration (FTA)
- ▶ This type of planning grant limits the analysis to conceptual engineering and development of "rough order of magnitude" cost estimates



- ▶ Contract Amount –\$69,683
- ▶ Consultant – Urban Crossroads, Inc.
- ▶ Purpose – To forecast short-term and long-term traffic conditions and establish a sustainable strategic plan
- ▶ Primary goal – Evaluate traffic demands, and develop short-term and long-term infrastructure needs to meet local, and interregional/international traffic demands



## 2009 Study Overview

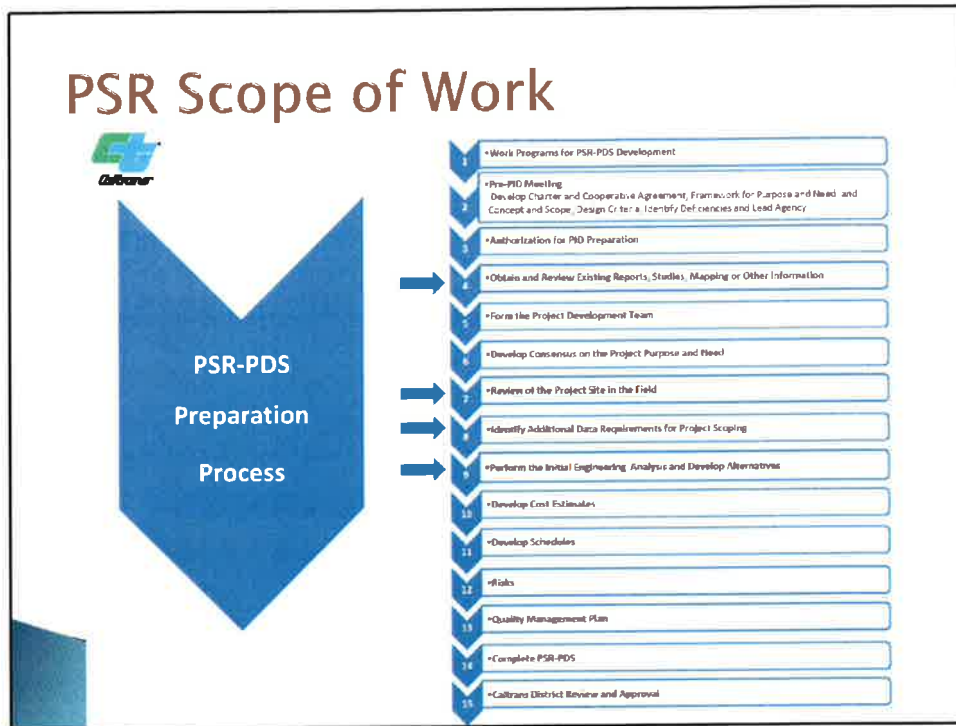
### Long Range Future Network Alternatives

*Based on 2009 traffic data collected and level of service projections, the study developed and recommended the following alternatives:*

- Alternative 1: Forrester Road as a Caltrans Facility—\$158.6 million to \$165.9 million\* (*Forrester Road only – Widened to four lanes*)
- Alternative 2: Forrester Road with the Westmorland Bypass—\$248.1 million to \$255.4 million\* (*Forrester Road four-lane widening, Westmorland Bypass, and two interchanges at Andre/Kingsley and Andre/SR78-86*)
- Alternative 3: Forrester Road with the Eastern Bypass—\$188.4 million to \$188.7 million\* (*Baughman Road used as eastern connection to SR78/86*)
- Alternative 4: Silicon Border Port of Entry (*Proposed new highway to Mexico border – no cost estimate was prepared for this alternative*)

*\*Rough Order Magnitude (ROM) Cost Estimates were based on cost factors used in IVAG's Imperial County 2007 Transportation Highway Element*





## Proposed Forrester/Westmorland PSR

The following are key elements needed in the proposed Forrester Road/Westmorland Bypass PSR beyond traditional scope and schedule:

- Complete an analysis of alignment alternatives for the planned four to six lane north-south corridor from I-8 to SR78/86
- Phased approach to pursue funding to complete - A first phase of Safety and Operational improvements
  - Examples: Reduce/eliminate curves, and turn lanes or transition lanes at high volume intersections
- Develop a phased approach to completing the construction of the new four-lane highway.
- Develop engineering cost estimates for providing "state of good repair" improvements to existing SR86 within County of Imperial, City of El Centro and City of Brawley \*Necessary for agencies to consider proposed relinquishments
- Complete an analysis of steps required to establish corridor as a new state highway, i.e., state legislation, California Transportation Commission approval, etc.

# VIII. INFORMATIONAL CALENDAR

## A. APPOINTMENTS TO THE SCAG CEHD COMMITTEE AND THE SCAG ENERGY AND ENVIROMENT COMMITTEE



940 W. MAIN STREET, SUITE 208  
EL CENTRO, CA 92243-2875  
PHONE: (760) 482-4290  
FAX: (760) 352-7876

January 6, 2017

ICTC Management Committee  
Imperial County Transportation Commission  
940 Main Street Suite 208  
El Centro, CA 92243

SUBJECT: Appointments to the SCAG Community, Economy and Housing Development Committee (CEHD) and the SCAG Energy and Environment Committee

Dear Committee Members:

The Southern California Association of Governments (SCAG) has requested that an elected representative from the Imperial County region be appointed to serve as a voting member on their Community, Economy and Housing Development Committee (CEHD) and their Energy and Environment Committee.

The CEHD Committee has oversight of the Growth Visioning and Growth Forecasting processes, as well as the Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy. This committee reviews projects, plans and programs of regional significance for consistency and conformity with applicable regional plans. This committee has once vacancy.

The role of the SCAG Energy & Environment Committee considers environmental and energy issues of regional significance, including but not limited to air quality, water quality, solid and hazardous waste, habitat preservation, environmental justice, and environmental impact analysis. This committee has two vacancies.

SCAG Committees generally meet on the first Thursday of each month at 10 AM at their downtown Los Angeles office.

ICTC is requesting that any Elected Official (that is a member of SCAG) that is interested in being on a SCAG policy committee shall notify the Secretary to the Commission ([cristilerma@imperialctc.org](mailto:cristilerma@imperialctc.org)) no later than Thursday, January 19, 2017 of their interest. Appointments will take place at the Commission meeting on January 25th. The ICTC Chair shall consider all candidates with input and recommendations of the preferred candidates by the full ICTC board to take action for appointment.

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,  
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

As of Friday, January 6, 2017, Supervisor Luis Plancarte (County of Imperial) has expressed interest in serving on the SCAG Energy and Environment Committee (EEC). Councilmember Bill Hodge (City of Calexico) has expressed interest in serving on the SCAG Community, Economic and Human Development (CEHD) Committee.

This is an informational item only.

Sincerely,



MARK BAZA  
Executive Director

# VIII. INFORMATIONAL CALENDAR

## B. APPOINTMENT OF AN ALTERNATE MEMBER TO THE SANDAG BORDERS COMMITTEE



1405 N. IMPERIAL AVENUE, SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

January 6, 2017

ICTC Management Committee  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Suite 1  
El Centro, CA 92243

SUBJECT: Appointment of an Alternate Member to the SANDAG Borders Committee

Dear Committee Members:

The San Diego Association of Governments (SANDAG) Borders Committee has requested that an elected representative from the Imperial County region be appointed to serve as the alternate voting member on their Borders Committee. The alternate member is welcome to attend each meeting but will only vote in the event that Supervisor Renison is unable to attend the meetings. Members of the Commission are encouraged to express interest in serving as the alternate.

The Borders Committee provides a forum for coordinating planning activities that impact the borders of the San Diego region with the counties of Orange, Riverside and Imperial; and The Republic of Mexico as well as tribal nations in San Diego County. The preparation and implementation of SANDAG's Bi-national, Interregional, and Tribal Liaison Planning programs are included under this purview. Borders Committee meetings are held on the fourth Friday of each month from 12:30 to 2:30 p.m.

ICTC is requesting that any Elected Official that is interested in being on an alternate on the SANDAG Borders Committee notify the Secretary to the Commission ([crستيرma@imperialctc.org](mailto:crستيرma@imperialctc.org)) no later than Thursday, January 19, 2017 of their interest. The Appointment will take place at the Commission meeting on January 25th. The ICTC Chair shall consider all candidates with input and recommendations of the preferred candidates by the full ICTC board to take action for appointment.

As of Friday, January 06, 2017, Councilmember Bill Hodge (Calexico) has expressed an interest in serving on the SANDAG Borders Committee as an alternate member.

This is an informational item only.

Sincerely,

A handwritten signature in blue ink that reads 'Mark Baza'.

MARK BAZA  
Executive Director

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,  
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

# VIII. INFORMATIONAL CALENDAR

- C. STATUS OF CALL FOR PROJECTS FOR  
ARTICLE 3, BICYCLE AND PEDESTRIAN  
PROJECT FUNDING FOR FY 2016-17



1405 N. IMPERIAL AVE., SUITE 1  
 EL CENTRO, CA 92243-2875  
 PHONE: (760) 592-4494  
 FAX: (760) 592-4497

January 6, 2017

ICTC Management Committee  
 Imperial County Transportation Commission  
 1405 N. Imperial Ave Suite 1  
 El Centro, CA 92243

**SUBJECT: Status of Call For Projects for Article 3, Bicycle and Pedestrian Project Funding for Fiscal Year 2016-17**

Dear Committee Members:

ICTC issued a Call for Projects at the October 27, 2016 Technical Advisory Committee (TAC) Meeting for the FY 16-17 TDA Article 3 Bikes and Pedestrian Funding. All participants were provided a summary noting the funding allocation associated with their respective jurisdiction, in addition to being informed of the project submittal requirements. Said project submittals were to note the proposed project in addition to providing a cost estimate for the proposed project.

The funding allocation associated with all agencies is as follows:

<b>Population Agency</b>	<b>Population \$10 K Minimum</b>	<b>Total Population</b>	<b>% of Total</b>	<b>Minimum</b>	<b>Allocation</b>
<b>Brawley</b>	\$10,000	26,392	14.90%	\$16,245	<b>\$26,245</b>
<b>Calexico</b>	\$10,000	40,111	22.65%	\$24,689	<b>\$34,689</b>
<b>Calipatria</b>	\$10,000	3,631	2.05%	\$2,235	<b>\$12,235</b>
<b>El Centro</b>	\$10,000	44,354	25.05%	\$27,300	<b>\$37,300</b>
<b>Holtville</b>	\$10,000	6,093	3.44%	\$3,750	<b>\$13,750</b>
<b>Imperial</b>	\$10,000	18,134	10.24%	\$11,162	<b>\$21,162</b>
<b>Westmorland</b>	\$10,000	2,256	1.27%	\$1,389	<b>\$11,389</b>
<b>County</b>	10,000	36,117	20.39%	\$22,230	<b>\$32,230</b>
	<b>\$80,000</b>	<b>177,088</b>	<b>100.00%</b>	<b>\$109,000</b>	<b>\$189,000</b>

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**



During the TAC Meeting, the participants were also informed that the submittal deadline associated with the Call for Projects was December 30, 2016. As of January 6, 2017 no applications were received. Funding allocations not requested will be accumulated for late requests by each jurisdiction. It was noted during the TAC meeting that agencies at times allow the balance to accumulate over various fiscal years to allow the agencies to facilitate a larger project.

This item is for informational purposes only.

Sincerely,



MARK BAZA  
Executive Director