



**1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
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**REVISED AGENDA
MANAGEMENT COMMITTEE
City of El Centro
Aquatic Center - Community Room
540 Park Avenue
El Centro, CA 92243**

**Wednesday, October 9, 2019
10:30 A.M.**

CHAIR: NICK WELLS

VICE CHAIR: MARCELA PIEDRA

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.

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: | September 11, 2019 | Pages 4-16 |
| B. | Receive and File: | | |
| | 1. ICTC TAC Minutes | July 25, 2019 | |
| | 2. ICTC SSTAC Draft Minutes | September 4, 2019 | |
| C. | Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2018-19 – Regional Applications | Page 18 | |

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. Authorize the Chairman to sign the resolution as required by Caltrans
2. Authorize staff to forward documentation to Caltrans as required.

**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 on page 22
- B. Southern California Association of Governments
 - See attached report on page 30
- C. California Department of Transportation – District 11
 - See attached report on page 33
- D. Committee Member Reports

VI. ACTION CALENDAR

- A. ICTC Intern and ICTC Student Intern Polices and Programs Page 50

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

- 1. Approve the ICTC Standard Internship Program
- 2. Approve the ICTC Student Intern Program
- 3. Authorize the Chairman to sign the resolution providing Workman's Compensation for unpaid interns under Section 3363.5 of the California Labor Code.

VII. INFORMATIONAL CALENDAR

- A. Lean 6 Sigma for Encroachment Permit Process, with Q and A Page 88
Caltrans new organizational structure
Presentation by Hanh Khuu from Caltrans Traffic Operations

VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee will be on **Wednesday, November 13, 2019 at 10:30 a.m.**, at the **City of Holtville**, Holtville, CA.

IX. ADJOURNMENT

- A. Motion to Adjourn

IV. CONSENT CALENDAR

IV. CONSENT CALENDAR

- A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT
MINUTES:
SEPTEMBER 11, 2019
- B. RECEIVE AND FILE:
 - 1. ICTC TAC MEETING
JULY 25, 2019
 - 2. ICTC SSTAC DRAFT MINUTES:
SEPTEMBER 4, 2019

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
DRAFT MINUTES OF September 11, 2019
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	David Dale
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Stefan Chatwin
County of Imperial	Tony Rouhotas
County of Imperial	Esperanza Colio-Warren

STAFF PRESENT: Mark Baza, David Aguirre, Kathi Williams, Cristi Lerma**OTHERS PRESENT:** David Salgado, Javier Aguilar: SCAG; Beth Landrum, Jesus “Chi” Vargas, Jose Ornelas: Caltrans; Liz Zarate: City of El Centro

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, September 11, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Wells called the Committee meeting to order at 10:44 a.m. Roll call was taken at 11:07 when a quorum was present.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by [Chatwin](#) seconded by [Medina](#) to approve the consent calendar as presented, **Motion carried unanimously.**

- A. Approved Management Committee Minutes for July 10, 2019
- B. Received and Filed:
 - 1. ICTC Commission Meeting Minutes for July 24, 2019

- C. Review and amendment for the IVT MedTrans; Non-emergency Transportation to Medical Facilities in San Diego - Operating Agreement, FY 2018-19

The ICTC Management Committee met on September 11, 2019 and forwarded this item to the Commission for review and approval, after the receipt of public comment:

- 1. Authorize a FY 2018-19-year end payment to FIRST TRANSIT Inc. for the IVT

MedTrans service, in an amount of \$4,903.79 from the transit services account (7416001) fund balance.

V. REPORTS

A. ICTC Executive Director

Updates were provided by Mr. Baza regarding the following:

- The Executive Director was asked to speak in support of Secretary Kim on behalf of the Imperial County Transportation Commission at the Senate Confirmation Hearing on September 4, 2019 in Sacramento.
- The SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study will analyze and develop feasible design alternatives and locations for a Grade Separated Crossing (GSC) for Off-Highway Vehicle (OHV) use at or near SR-78 and the Union Pacific Railroad (UPRR) in Imperial County. The successful consultant will provide conceptual GSC design alternatives, analysis of site alternatives, public/stakeholder outreach and cost estimates for construction, operations and maintenance. The Request for Proposals was released July 3, 2019. Staff recommendations for consultant award will be presented in the month of September.
- The current schedule to begin construction on the I-8 / Imperial Avenue Interchange Reconstruction project is in FY 19/20. ICTC staff coordinated a meeting with Caltrans and City of El Centro staff to discuss the project schedule of the interchange and the Imperial Avenue Extension South projects. The project schedules will be compatible and the closure of the I-8/Imperial Avenue Interchange Bridge is scheduled to begin February 2020.
- As part of the POE Expansion project, SR-98 and Cesar Chavez Boulevard are being widened and improved to serve the expansion to the west. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018. Caltrans is working on a second segment on SR-98 between Rockwood Avenue and Ollie Avenue is in the design and right-of-way phase and is anticipated to begin construction in spring 2020. ICTC and Caltrans submitted a grant application through SB 1 Trade Corridor Enhancement Program. The CTC approved \$3.4 million from the SB 1 Trade Corridor Enhancement Program to complete construction for SR 98. Cesar Chavez Blvd has been completed and open to the public. A ribbon cutting ceremony was held on June 26, 2019 at 9 a.m. at Cesar Chavez and 2nd St.

B. Southern California Association of Governments (SCAG)

Updates were provided by Mr. Salgado regarding the following:

- The California Department of Housing and Community Development (HCD) provided their Regional Housing Need determination for the SCAG region last week – a total of 1,344,740 housing units that the six-county region must plan for in the October 2021 – October 2029 planning period. On Thursday September 5th at the SCAG Regional Council voted to reject the number provided outlining the specific reasons why. Once the objection is filed with justifications HCD will have 45 days after receiving the objection to respond with a final determination. SCAG is also concurrently working on the 3 methodologies for distributing the final RHNA numbers to the region. That process will be closed for public comment Sept. 13th. Numerous workshops and webinars have been provided as well as public hearings to gather comment from stakeholders regarding the proposed methodologies. All the information regarding the proposed methodologies can be found on the SCAG website under the “Housing and Land Use” Section. The information has also been distributed electronically.
- SCAG's Active Transportation Department has secured funding from the state Office of Traffic Safety (OTS) for another round of Go-Human advertising materials development and provision. If any agencies or stakeholders are interested in having materials provided for promotion of safe walking and biking and driver awareness,

there is a simple order form process for requesting materials. SCAG is looking for any creative ways to incorporate the materials into any of your facilities. The materials are created and provided to you at no cost. SCAG is working with a consultant to incorporate logos of those agencies which are interested as well as develop the signage to fit any specific marketing spaces or opportunities you may have available. Also, as a part of our ongoing efforts to provide resources to our members and stakeholders, we've developed a "Kit of Parts" designed to facilitate the demonstration of safe multi-modal temporary bicycle and pedestrian friendly infrastructure. SCAG also hosted a Traffic Safety Seminar on Wednesday August 7th from 10am to 3pm to gather stakeholders and local officials to develop traffic safety strategies at a local level cooperatively. The Safety Workshop was well attended and provided a forum for discussion around local issues. A panel of local experts and advocates including City of El Centro Planning, Caltrans Dist. 11 Planning, and Imperial County Public Health was convened to offer success stories and dialogue around next steps.

- September is California's Pedestrian Safety Month, dedicated to educating drivers and pedestrians about safe roadway habits and reducing the number of pedestrians killed and injured on California roadways. SCAG staff is conducting and promoting safety activities throughout September to support Pedestrian Safety Month and promote available resources for use during "Walktober," or Walking October, in an effort to reduce pedestrian fatalities and injuries. This ties into the current efforts under the "Go-Human" Campaign.

C. Caltrans Department of Transportation – District 11

Mr. Vargas provided the following updates:

- The I-8 concrete project is still scheduled to be completed by the end of the year. Other projects are also on time. No delays have been reported.
- Local Assistance updates included:
 - o Inactive Projects – The deadline to submit an invoice for inactive projects was August 20th, 2019. Currently, agencies with inactive projects are ICTC, County of Imperial, and the cities of Calexico and Imperial.
 - o The 2019 High Bridge Program Annual Survey is due September 10, 2019.
 - o Reminder to submit annual DBE and ADA certifications. The deadline was June 28, 2019.

Ms. Landrum had the following updates:

- Structural design review is still pending on the SR-86/Border Patrol Checkpoint project. Waiting on funding from the federal government.
- Caltrans, in coordination with the County of Imperial, Holtville and ICTC have developed a comprehensive package which will encourage commercial truck drivers traveling from the Calexico East Port of Entry to use the State Highway System rather than Orchard Road to access areas north and east of Imperial County. A citizen group has been involved with bringing their concerns about increased truck traffic, noise, and safety concerns to the involved agencies over the course of the last year. By working in partnership, we have developed several strategies that will educate, inform, and increase awareness of the changes for the trucking industry. This awareness campaign includes installing "no truck parking signs" in the residential area of Orchard Road, removing Orchard Road as a designated truck route, and installing guide signs to inform truckers of the preferred routes. Additional resources will include flyers placed at the Commercial Vehicle Enforcement Facility just north of the Calexico East POE, direct outreach to the trucking industry both in California and Mexico, and an enforcement effort by our partners at the CHP. It is anticipated that the above elements will be put into place by January 2020.
- Caltrans received concerns by residents as well as CBP officers regarding the intersection of SR-98 and Barbara Worth Road just outside of the City of Calexico. Traffic Operations developed a Traffic Investigative Report (TIR), which included

recommendations for increased signage to include “Cross Traffic Does Not Stop”, enhanced “Stop” signs, and refreshed pavement markings. It is anticipated that these improvements will be installed by November 2019.

- D. Committee Member Reports
- There were none.

VI. ACTION CALENDAR

- A. ICTC Overall Work Program (OWP) and Budget FY 2019-2020, Amendment #1

The ICTC Management Committee met on September 11, 2019 and forwarded this item to the Commission for review and approval, after the receipt of public comment:

1. Approve the FY 2019-20 Overall Work Program and Transit Finance Plan Budget Amendment #1

A motion was made by [Bayon Moore](#) seconded by [Chatwin](#). **Motion carried unanimously.**

- B. ICTC Safety and Emergency Preparedness Plan (SEPP)

The ICTC Management Committee met on September 11, 2019 and forwarded this item to the Commission for review and approval, after the receipt of public comment:

1. ICTC Safety and Emergency Preparedness Plan (SEPP)

A motion was made by [Bayon Moore](#) seconded by [Medina](#). **Motion carried unanimously.**

- C. State Route 78/Glamis Multiuse Grade Separated Crossing Feasibility Study – Award Recommendation

The ICTC Management Committee met on September 11, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

1. Approve the award of Consultant Agreement for the State Route 78/Glamis Multiuse Grade Separated Crossing to Kleinfelder in the amount of \$271,098.76.
2. Authorize the Chairperson to sign the consultant agreement.

A motion was made by [Chatwin](#) seconded by [Medina](#). **Motion carried unanimously.**

VII. INFORMATION / DISCUSSION CALENDAR

- A. Refunding/Savings Considerations for the LTA's 2012 Sales Tax Revenue Bonds

Ms. Carmen Vargas from Ramirez & Co., Inc. was present at the Management Committee meeting. She presented a refunding / savings consideration for participants of the 2012 sales tax revenue bonds. Due to the decrease in interests' rates there would be significant net savings for all agencies. Mr. Baza stated that this would not add years to the current agreement, however if all agencies agreed, an amendment to the pledge agreement would be needed. This information will also be taken to the LTA Board for their review and consideration.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **October 9, 2019** at the **City of El Centro**, El Centro, CA.

IX. ADJOURNMENT

A. Meeting adjourned at 11:36 a.m.



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

July 25, 2019

Present:

Lily Falomir	City of Calexico
Denise Marin	City of Calipatria
Guillermo Sillas	City of Brawley
Gordon Gaste	City of Brawley
Abraham Campos	City of El Centro
Isabel Alvarez	City of Imperial
Veronica Atondo	County of Imperial

Others:

Virginia Mendoza	ICTC
Marlene Flores	ICTC
Joseph Chua	Caltrans
Felix de Leon Jr.	City of El Centro
Angel Hernandez	City of El Centro
Christian Rodriguez	City of El Centro
Catherine Gutierrez	City of El Centro
David Salgado	SCAG

1. The meeting was called to order at 10:09 a.m. A quorum was present, and introductions were made. There were no public comments made.
2. A *motion* was made to adopt the minutes for June 27, 2019 **(Falomir/Atondo) Motion Carried.**
3. **Regional Climate Action Plan-** TAC members received a Memo on the Overview of Climate Action Planning and its benefits. A brief review among TAC members was done. ICTC received feedback from all agencies. It was suggested, if ICTC can provide samples of other Climate Action Plans done and what kind of information it has. It was suggested if we could provide a sample of a robust Climate Action Plan as well as a small Climate Action Plan.
4. **ICTC Updates / Announcements**
(Presented by ICTC Staff)
 - a. **Transit Planning Updates-** No updates were provided.
 - b. **Transportation Planning Updates (By Virginia Mendoza):**

- **Traffic Circulation Plan-** Ms. Mendoza mentioned how the Traffic Circulation was taken to Commission in June and it was presented to the board for approval.
 - **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study-** Ms. Mendoza provided an update on the current status of this project. Hopefully by September/October we will have a Consultant on board. Interviews will be in August.
 - **Assembly Bill 335-** The Governor signed the Bill on June 26, 2019. AB 335 will become effective in January 2020. This bill will allow ICTC to include non-transportation programs. The transition will be effective in January 2020.
 - **State Route 86 (Northbound) Border Patrol Checkpoint:** The project is still in process with 65% design.
- c. **FFY 2018-19 Programmed Project Updates (By Virginia Mendoza):**
- Update on State and Federal funding obligations. A complete list of programmed projects was provided as an attachment to the agenda. Each agency provided an update on the current status of each project.
- d. **SB 1 2018 Local Partnership Program (LPP) (by Virginia Mendoza):**
- A list of all LPP projects was provided to all agencies. The list provides agencies with programming dates. If there are any updates to the LPP projects, ICTC will contact each agency.
- e. **LTA Updates (Virginia Mendoza):**
- 2018 LTA Bond. The City of Calexico and City of Holtville invoices have been processed.
 - City of Brawley still have a balance on their respective 2012 LTA Bond accounts.
5. **SCAG Updates / Announcements:**
- SCAG GO-Human Marketing Materials: If any agencies are interested in having materials provided for promotion of safe walking and biking and driver awareness, please contact David Salgado.
 - RHNA 101 Webinar: Monday July 29th, 2019, 10:00 a.m. to 11:00 a.m. The webinar will cover the basics of the RNHA process and opportunity to ask questions via web text.
 - SCAG Safety Workshop- The workshop will feature expert panels and highlight successful strategies for improving traffic safety, centering on the essential elements of building safer streets. The workshop will be on August 7th, from 10:00 a.m. to 3:00 p.m. at the El Centro Caltrans Office.
6. **Cities and County Planning / Public Works Updates:**
- Local agencies gave an update on their local projects in progress.
7. **Caltrans Updates / Announcements (By Joseph Chua)**
- Caltrans provided updates on:
 - Inactive Projects: As of July 11, 2019, the inactive and future inactive list was updated. Action is required by the ICTC, and all cities. The next deadline to submit Inactive and Future Inactive Invoices is August 20, 2019.
 - Active Transportation Program Training- Two-day training will be held on August 19-20, 2019 at Sacramento State University.
 - DBE Annual Submittal & ADA Annual Certification forms: both the local Agency Disadvantage Business Enterprise (DBE) Annual Submittal Form (exhibit 9-B) and Local Agency Americans with Disabilities Act (ADA) Annual Certification Form (exhibit 9-C) were due on June 28, 2019, for the next Federal Fiscal Year.
 - Reporting Procedure: Local agencies notify their prime contractors of this reporting requirement. Local agencies notify their prime contractors of this reporting requirement.

Prime contractors, as well as each subcontractor, report this information to their respective local agency Resident Engineer who certifies that the information is correct and complete.

Local agency Resident Engineers send the reports to their respective Caltrans District Local Assistance Engineer (DLAE) who verifies that the information is complete.

8. **General Discussion / New Business**

- Mr. Abraham Campos provided information on Planet Bids and how the process has been much smoother now with the new program. Ms. Mendoza mentioned that TAC will go dark during the month of August. The next TAC meeting will be on September 26, 2019.

9. Meeting adjourned at 11:30 a.m.



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

September 4, 2019

Present

Voting Attendees:

Ted Ceasar – Chair	Consumer
Michael Hack – Vice Chair	Consumer
Victory Torres	Imperial Valley College
Oreda Chin	Area Agency on Aging
Sarah M. Enz	Area Agency on Aging/Public Administrator
Mitzi Perez	ARC-Imperial Valley
Lorena Arambula	San Diego Regional Center (SDRC)
Raul Cordova	Work Training Center (WTC)
Debora Garcia	Imperial County Public Authority/IHSS
Alejandra Rodriguez	Imperial County Public Health
Kathi Williams	CTSA– ICTC
Maricela Galarza	CTSA–ICTC

Non-Voting Attendees:

David Salgado	Southern California Association of Government (SCAG)
Karla Aguilar	IVT/IVT Access/IVT Ride/IVT MedTrans
Karla Pacheco	IVT/IVT Access/IVT Ride/IVT MedTrans
Jose Guillen	IVT/IVT Access/IVT Ride/IVT MedTrans

1. Mr. Ceasar called the meeting to order at 10:03 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for June 5, 2019 ([Hack](#), [Cordova](#)), **Motion Carried.**
3. A presentation was made by Mr. Aguirre to review SSTAC’s purpose, members' roles, and upcoming transit activities for the year. (Attached)
4. Reappointment of voting positions:

Mr. Ceasar explained to SSTAC members that 3 voting positions are set to expire, which includes;

- 2 positions for Category 2, Service providers for Seniors, include transit provider if exists.
- 1 position for Category 3, Service providers for the disabled, include transit provider if exists.

Mr. Ceasar asked if the agencies that are currently in the voting position would like to continue serving as a voting member.

- Ms. Enz accepted to continue serving as a SSTAC voting member for another 3 year period, a representative for the Area Agency on Aging/Imperial County Public Administrator.
- Mr. Cordova accepted to continue serving as a SSTAC voting member for another 3 year period, a representative for the Work Training Center (WTC).
- Ms. Perez accepted to continue serving as a SSTAC voting member for another 3 year period, a representative for Imperial Valley ARC.

(Garcia, Torres), Motion Carried.

Mr. Ceasar mentioned that Category 2, Service providers for Seniors, include transit provider if exists, alternative voting positions are vacant if any agency within the category is interested. Anyone interested may be added at any time, just inform ICTC staff.

- Ms. Garcia mentioned that she will reach out to Adult Protective Services.

5. Installation of Officers:

- Mr. Ceasar stated that he has served as SSTAC chair for the past 2-3 years and will not continue moving forward. He will continue to be a SSTAC voting member under Category 1, potential transit user 60+.
- Mr. Cesar asked if there is any volunteers or nominations for SSTAC Chairperson.
 - Mr. Torres, a representative from Imperial Valley College was nominated.
 - Mr. Torres accepted to be the new SSTAC Chairperson.
 - Mr. Hack, a representative for potential transit users, with a disability was nominated.
 - Mr. Hack accepted to continue as Vice SSTAC Chairperson.

(Garcia, Perez), Motion Carried.

6. CTSA Reports:

Ms. Galarza had the following updates:

- IVT Access service had 45 certifications and 3 recertifications during the summer months.
- There was an average of 3-4 sign ups per week for the IVT Ride service during the summer months.
- The Mobility Management staff has completed and submitted the FTA 5310 grant to continue funding for the Mobility Management Program. The turnover for the application is expected to be a few months.
- IVT Ride El Centro service expanded to Heber, beginning July 1st, Mobility Management staff held 4 days of signups in the City of Heber. Locations included the Office of Emergency Services and the Community Center. If Heber residents want to register for IVT Ride service, they will need to come to ICTC office. Free transportation for the day they come to register can be provided for those who don't have other means of transportation.
- IVT Ride Calexico sign-ups were conducted at the Calexico Community Center, for two days.
- MMP staff attended the Assistive Technology & Resource Fair event, promoting all services.
- MMP staff attended the IVC 411 2 day event, promoting IVT and IVT Access services to students.
- IVT Ride signups were conducted at the Valley Convalescent Center.

Mr. Aguirre had the following updates:

- Mr. Gomez is not present at the SSTAC meeting due to attending a St. Louis Roundtable meeting. This helps ICTC keep informed with new regulations, ideas for the management of vehicles, formal plans, etc.
- The Fare Analysis is ongoing. Consultants are currently outreaching to any agencies that would like to give their input. ICTC has gathered data requested by the consultants and is currently being reviewed. Agencies are also free to reach out to consultants to provide input.
- Imperial Terminal is completed and in use.
- The AVL project is currently close to finalizing and is expected to be implemented very soon. There are plans to conduct outreach and training for the new technology change.
 - Mr. Torres asked if the AVL system will inform passengers of capacity within the bus.
 - Mr. Aguirre stated that it will not. It will only inform the passenger about the location of the bus.

Ms. Williams had the following announcements:

- ICTC has finished and executed all 5 transit service contracts for a period of 5 years.
- Ms. Williams announced her retirement to SSTAC members. She explained that this would be her last meeting and she will be leaving by the end of September. Ms. Williams stated that Mr. Aguirre has been taking over duties and now will be the primary contact for anything referencing to transit.

7. Transit Operator Reports:

- Imperial Valley Transit: Mr. Guillen reported the following:
 - There is construction on the East of Heber but has no effect on the fixed route.
 - There is construction on Wake & 4th Ave., but has no effect on the fixed route.
 - The construction on La Boucherie ended, therefore the road is now open again. This allows our fixed route to continue its normal route.
 - Services are running well with no issues to report.
 - In Brawley, there is also construction occurring, but it has not obstructed the route for the Gold line or fixed-route service.
- IVT Access: Ms. Pacheco reported the following:
 - The service is running good and it has been busy.
 - There is an average of about 2500 passengers per month, with 4-500 on average being wheelchair passengers.
 - The late cancellations have dropped.
 - Non-ADA passengers also dropped
 - The numbers for Non-ADA is significantly up because it refers to people that are going through the ADA certification process.
 - Staff attempts not to deny service to any Non-ADA passengers, thus accommodating them to other dates and times available.
- IVT Ride: Ms. Aguilar reported the following:
 - IVT Ride service in El Centro is very high, therefore its been very busy.
 - IVT Ride Calexico also increase passenger count from April through June.
 - IVT Ride Heber service started on July 1st, providing Heber passengers the ability to be transported to El Centro and Imperial. There are a total of 9 people that use the service to nutrition and about 9 people use it to go to El Centro.
 - IVT Ride Calexico sign-ups have been conducted and future dates are being looked at to conduct more, in different locations.

- IVT Ride West shores go to the Coachella area, its furthest destination is the Eisenhower Medical Center. IVT Ride Service is provided in West shore area on Tuesdays' and Thursdays'. Tuesdays' destination was originally only for Brawley area, but now alternates with Coachella, thus one Tuesday it goes to Brawley area and the other Tuesday goes to the Coachella area. Passenger count has been low, but are looking to conduct more outreach.
 - Mr. Aguirre announced that there is a scheduled outreach in the West shore area on September 9th, it will be during the West shore Advisory Council meeting. There are plans to conduct more outreach in the West shore area in the future.
- IVT MedTrans: Mr. Guillen reported the following:
 - The service is running well.
 - There was a higher passenger count on the month of May because there were more service days available.
 - There have been a few instances where the 2nd bus had to be suspended, due to lack of passengers. The summer heat may be the cause of it.
 - Ms. Enz asked if there is a minimum ridership requirement to continue the route towards San Diego.
 - Mr. Guillen responded that there is no minimum requirement, even if the service has 1 person scheduled, it will go.
 - Mr. Aguirre added that there are instances where that person agrees to move on the earlier bus, therefore the 2nd bus will be suspended. That's not the case all the time.
 - IVT MedTrans brochures have been handed out in the various San Diego medical facilities.

8. General Discussion

- Ms. Arambula announced that the San Diego Regional Center will have a 50th Anniversary celebration, which is an open house for their clients. The event is scheduled on October 23, 2019, from 11 am to 3 pm, located at the San Diego Regional Center, 512 W. Aten Rd., in Imperial city. (Flyer attached)
- Ms. Garcia announced that the Imperial County IHSS Public Authority will be recruiting for homecare workers to become part of their registry. Applications will be accepted between September 30th through October 11th and can be submitted at the Imperial County IHSS Public Authority office located at 2995 S. 4th St., Suite 105, in El Centro. Ms. Garcia stated that references are required as part of application acceptance. Ms. Garcia asked if the Flyer provided can be posted on Facebook.
 - ICTC staff agreed to post it.
- Mr. Aguirre added that MMP staff can coordinate to participate in the events by conducting a presentation and/or Training.
- Ms. Chin asked what locations in Brawley can ticket be purchased.
 - Mr. Aguirre stated that the Brawley Library/City Hall. There are only certain tickets sold there, such as the fixed route and Gold line. ICTC will research what exact tickets are sold in that location.
- Ms. Enz reported that no transit tickets have been sold at the Area Agency on Aging offices, it has been outreached in various ways.
 - Mr. Aguirre added that outreach can include Facebook post, informing

security guards and bus drivers.

9. Adjournment

- The meeting adjourned at 11:23 a.m. ([Ceasar](#)), **Motion Carried.**
- The next meeting will be held on October 2, 2019, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.

IV. CONSENT CALENDAR

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- C. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2018-19 – Regional Applications



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October 4, 2019

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Ave Suite 104
El Centro, CA 92243

SUBJECT: Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2018-19 – Regional Applications

Dear Committee Members:

Caltrans administers a federal grant program primarily designed for non-profit agencies to acquire vehicles and other related equipment, in addition to funding for operations and mobility management programs in support of social service and public transit services. The program is designed for non-profit or public agencies that provide, or are capable of providing social services transportation. ICTC staff were aware that there were several non-profit agencies that may wish to take advantage of the FY 2018-19 FTA 5310 Grant program.

This year, two applications were received from ARC-Imperial Valley and one from ICTC. One application is requesting funding to purchase a total of three (3) vehicles which include: one (1) replacement vehicle and two (2) new vehicles for service expansion for ARC-Imperial Valley Paratransit Services. The second application submitted by ARC-Imperial Valley was for operating assistance. ICTC submitted an application for funding of the mobility management program.

Caltrans requires as a course of business, ICTC certify that Section 5310 applications adhere to the Coordination Human Services Plan for the region. ICTC has completed the scoring for the ARC-Imperial Valley vehicle application and Caltrans will be completing the scoring for ARC-Imperial Valley's operating assistance application and ICTC's mobility management program application.

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

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. Authorize the Chairman to sign the resolution as required by Caltrans
2. Authorize staff to forward documentation to Caltrans as required.

Sincerely,



MARK BAZA
Executive Director

MB/da

attachments

**RESOLUTION _____ OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)**

**SUPPORT OF APPLICATIONS FOR FEDERAL TRANSPORTATION FUNDING,
WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR
ASSISTANCE AS AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED
STATES CODE; UNDER FTA SECTION 5310 WITHIN THE IMPERIAL COUNTY**

WHEREAS, the Section 5310 program of the Federal Transit Administration (FTA) provides capital assistance to private non profit corporations and, under certain circumstances, to public agencies;

WHEREAS, the FTA Section 5310 program is intended to provide improved transportation services to meet the special needs of elderly persons and people with disabilities;

WHEREAS, the Coordinated Human Services and Transportation Plan adopted by ICTC actively promotes public transit and transit services for the mobility challenged, including the elderly and the disabled, and;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED:

1. ICTC endorses the program to provide capital assistance to agencies providing transportation services for the elderly and disabled;
2. ICTC hereby certified that the recommended projects have met the conditions for the Section 5310 program, are also consistent with the Coordinated Human Services Plan; and
3. ICTC assures that the projects finally recommended for funding will be included in the Federal Transportation Improvement Plan (FTIP)
- 4.

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on _____.

By: _____
Chairman

ATTEST:

By: _____
CRISTI LERMA
Secretary to the Commission

V. REPORTS

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



1503 N IMPERIAL AVE SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

Memorandum

Date: October 1, 2019
To: ICTC Committee Members
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the ICTC Committee Meeting on October 09, 2019.

- 1) **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study:** The study will analyze and develop feasible design alternatives and locations for a Grade Separated Crossing (GSC) for Off-Highway Vehicle (OHV) use at or near SR-78 and the Union Pacific Railroad (UPRR) in Imperial County. The successful consultant will provide conceptual GSC design alternatives, analysis of site alternatives, public/stakeholder outreach and cost estimates for construction, operations and maintenance. *The consultant selection process was completed on September 25th. The consultant selected was Kleinfelder. A kick-off meeting will be held on Wednesday, October 9, 2019 and the first technical working group meeting is scheduled for October 24, 2019.*
- 2) **Calexico Intermodal Transportation Center (ITC):** A new Intermodal Transportation Center in the City of Calexico has been part of ICTC's long range transit planning. The new Calexico ITC will serve as a regional mobility hub that will accommodate bus bays for Imperial Valley Transit in addition to the City of Calexico's private transit operators, taxis and farm labor buses. ICTC received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. ICTC staff is in the process of completing the contract award for a consultant firm that will complete the environmental and design phase. Currently, ICTC staff is completing the Caltrans award review process with multiple Caltrans' departments. The ICTC Board adopted the agreement with Psomas on September 26, 2018. *Environmental phase is in progress with consultant team and agency partners, including the City of Calexico, Caltrans and ICTC. Preliminary site analysis has been completed and a meeting was held at the Psomas office on April 3, 2019. The project is currently in the environmental phase and expected to be completed by December 2019.*
- 3) **Imperial County Regional Climate Action Plan:** *Imperial County Regional Climate Action Plan: After the kick-off meeting on June 28, 2019, ICTC established Project Management Procedures and Communication Protocols with the Consultant as well as reviewing the Scope of Work and Schedule. The consultant has initiated the data needs and relevant Plans/ Studies list and ICTC has initiated a contacts list for each member agency and additional data sources/stakeholders. Next steps will include: Confirming Technical Working Groups Members as well as identifying key internal and external stakeholders.*
- 4) **I-8 / Imperial Avenue Interchange Reconstruction:** ICTC staff submitted the 2018 State Transportation Improvement Plan to the CTC on December 15, 2017. Caltrans is working to complete the right-of-way acquisition, utility relocation and final design. As presented to the CTC, the current schedule to begin construction is in FY 2019/2020. Mr. Baza presented the STIP recommendations to the CTC at the STIP Hearing on January 25, 2018. The 2018 STIP was adopted by CTC at the March 2018 meeting. *ICTC staff coordinated a meeting with Caltrans and City of El Centro staff to discuss the project schedule of the*

interchange and the Imperial Avenue Extension South projects. The project schedules will be compatible and the closure of the I-8/Imperial Avenue Interchange Bridge is tentatively scheduled to begin February 2020 pending construction contract award.

- 5) **Assembly Bill 335 (Garcia):** In December 2018, staff met with Assemblymember Eduardo Garcia and his staff to discuss legislation that would amend ICTC's authority to include non-transportation programs. The Bill was approved on Consent with the Assembly Transportation Committee on April 22, 2019, and on Consent with the Senate Transportation Committee on June 11, 2019. The Governor signed the Bill on June 26, 2019. AB 335 will become effective in January 2020. *ICTC will have on-going meetings with the City of El Centro and County of Imperial Public Works Department to carry out the transition of the Imperial Valley Resource Management Authority (IVRMA) and the Service Authority for Freeway Emergencies (SAFE).*
- 6) **Calexico East Port of Entry Bridge Expansion over the All-American Canal Project:** The Project proposes to widen the bridge over the All-American Canal at the U.S./Mexico border approximately 0.7 miles south of State Route (SR) 7. The project proposes to widen the existing structure by adding four-lanes: Two New Northbound Auto Lanes and Two New Northbound Commercial Vehicle Lanes. In May 2018, Caltrans and ICTC received \$3,000,000 from the California Transportation Commission and the Trade Corridor Enhancement Program (TCEP) to complete the Project Approval and Environmental Document (PA/ED) for the project. In June 2018, Caltrans completed a Project Initiation Document (PID). In Fall of 2018, the PA/ED phase was initiated by Caltrans, technical studies for the National Environment Policy Act (NEPA) document under Federal Highway Administration as the NEPA lead are in progress and is scheduled for completion in May 2020. In December, ICTC in partnership with Caltrans was awarded \$20 million under the U.S. Department of Transportation's BUILD discretionary grant program to complete the Design-Build construction phase. ICTC proposes to deliver the project under Design-Build process, with ICTC leading the Request for Qualifications in Fall 2019 and Request for Proposals in August 2020 for Design and Construction teams. The Design-Build phase is scheduled to begin in February 2021. *As described above, NEPA studies are in progress and scheduled for approval in May 2020. Upon NEPA approval, ICTC will request authorization for the \$20 million in federal funding and proceed with the Request for Proposals for Design-Build in Fall 2020.*
- 7) **Imperial Mexicali Binational Alliance Meeting:** *The next IMBA meeting is scheduled for November 7, 2019 at the CDEM Office in Mexicali. The meeting will include updates on the Calexico West/Mexicali I Port of Entry Expansion Project by ICTC and Secretaria de Infraestructura y Desarrollo Urbano (SIDUE). Economic Development Updates and presentations from Dr. Raul Garnier from the Mexicali Medical Cluster.*
- 8) **State Route 86 (Northbound) Border Patrol Checkpoint:** In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017, staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Currently design is underway. A draft of 35% plans were completed and submitted for review on October 12, 2018. Input from all stakeholders is still pending to proceed with 65% design. *A meeting was held on April 23rd at the ICTC offices to review the 65% design. A draft of 90% plans are scheduled for completion in October 2019 pending review and comments from stakeholders.*
- 9) **State Route 98 from Ollie to Rockwood:** *As part of the POE Expansion project, SR-98 and Cesar Chavez Boulevard are being widened and improved to serve the expansion to the west. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018. Caltrans is working on a second segment on SR-98 between Rockwood Avenue and Ollie Avenue is in the design and right-of-way phase and is anticipated to begin construction in spring 2020. ICTC and Caltrans submitted a grant application through SB 1 Trade Corridor Enhancement Program. The CTC approved \$3.4 million from the SB 1 Trade Corridor Enhancement Program to complete construction for SR 98. Cesar Chavez Blvd has been completed and open to the public. Additional funds were allocated for the expansion: \$2 million of 2016 Earmark repurposing, \$1.63 million from Demo funds and \$1 million from Traffic Congestion Relief funds, a total of \$4.63 million additional funds.*
- 10) **FY 2019 Public Transit Fare Analysis:** The Request for Proposal for a consultant for the ICTC FY 2019 Public Transit Fare Analysis was released on March 1, 2019. The project is for professional services to develop

a Public Transit Fare Pricing Analysis. This planning document is expected to provide recommendations for the current fares/fee structure and media for the four public transit services under the Imperial Valley Transit brand for the next three to five years. *The award recommendation was approved at the May 22, 2019 Commission meeting. AECOM was selected to complete the Analysis. A project kick-off meeting was held on June 20, 2019 and the study is underway. The first round of public outreach efforts are expected to be completed in October 2019.*

- 11) **Federal Triennial Review:** The Federal Transit Administration (FTA) is conducting a Triennial Review of the Imperial County Transportation Commission in early 2019. The review determines whether a grant recipient and its subrecipients are administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions. It assesses the recipient's management practices and program implementation to ensure that the programs are administered in accordance with FTA requirements and are meeting program objectives. Grant subrecipients that may be included in this cycle include the Cities of Brawley, El Centro and Imperial for the transfer terminal projects. *Site visits are scheduled for October 2019.*
- 12) **SR-186 Bridge Replacement over the All-American Canal:** *Caltrans has completed a feasibility study for the replacement of the SR-186 Bridge over the All-American Canal. The stakeholders that have been involved in this effort include the U.S. Bureau of Reclamation (BOR), the Imperial Irrigation District (IID), Caltrans and ICTC. As a follow-up, BOR is moving forward with their commitment to issue a media release regarding the future public closure of the bridge carrying SR-186 over the All-American Canal. The BOR anticipates issuing the media release in 1-3 weeks requesting for Caltrans to provide a new public crossing by 2025 to ensure public access is maintained.*
- 13) **Westshores Transit Opportunities:** As part of the Short-Range Transit Plan, ICTC has explored connection opportunities with Sunline Transit who serves the Coachella Valley region. *ICTC and Sunline Transit have discussed pursuing grant opportunities for interregional transit services to/from Westshores and Coachella. ICTC and Sunline Transit continue to have regular dialogue about the potential opportunities most recently engaging in discussions in January 2019. ICTC will be implementing an adjustment to the IVT Ride Westshores service to provide service to Eisenhower Medical Center on Bob Hope Drive and facilities ¾ of a mile from Highway 111 between Eisenhower Medical Center and Avenue 52 in Coachella. The service will operate every other Tuesday and reservations will be required. Service began on April 16, 2019. On September 9, 2019, ICTC staff attended a meeting at the West Shores Senior Center to inform the attendees about IVT Ride West Shores and the updates to the service. On September 11, 2019 the Regional Mobility Coordinators distributed IVT Ride West Shores brochures in the West Shores High School, West Shores Elementary School and Senior Center. Staff will continue outreach efforts within the area.*
- 14) **2018 Trade Corridor Enhancement Program:** The Trade Corridor Enhancement Program (TCEP), created by Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), provides approximately \$300 million annually for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, and along other corridors that have a high volume of freight movement. ICTC in partnership with Caltrans and the San Diego Association of Governments (SANDAG) were successful in receiving TCEP funds for Advanced Technology Corridors at the California-Mexico Ports of Entry (POE). The goal project is to implement Intelligent Transportation System (ITS) strategies that will improve border travel delays. Some of the ITS strategies will include Bluetooth and Wi-Fi readers to help track vehicle delays, as well as implement changeable message signs on State Routes to inform border travelers of POE delays. Caltrans will serve as the implementing agency of this project and has an estimated completion date of early 2020. *Caltrans has initiated the environmental phase and preliminary design of the project. TCEP funds will be used in collaboration with the BUILD grant award for the design and construction phases.*
- 15) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** \$1.5 Billion annually will go to cities and counties for local road improvements. The following are projected annual revenues of RMRA for the Cities and the County of Imperial for FY 2018/2019. This list of projects for all cities and the county can also be found on the ICTC website at: <http://www.imperialctc.org/senate-bill-1/>

The following is a list of projects funded by SB1 for FY 2018-2019.

Agency	Project
Brawley	Rehabilitation of Legion Street from Highway 86 to Evelyn Street
Brawley	Street Rehabilitation – Phase 11
Calexico	Cesar Chavez Boulevard Improvement
Calexico	De Las Flores Street Improvement
Calexico	Second Street Bridge
Calipatria	Freeman Street Rehabilitation between Brown and Commercial Avenues
El Centro	2018 Streets Overlay and Rehabilitation Project
Holtville	Citywide Pavement Rehabilitation Project
Imperial	Storm Drain Installation – Northwest Quadrant of City – Continuing
Imperial County	Includes a total of 70 road improvement projects. List can be found on the ICTC website here .
Westmorland	North H Street Improvements
Westmorland	Street Rehabilitation Program – Phase 2
Caltrans/ICTC	Calexico East Port of Entry Truck Crossing Improvements
Caltrans	State Route 111 from State Route 98 to Ross Avenue near Calexico
Caltrans	State Route 98 from Rockwood Avenue to east of Cole Road near Calexico
Caltrans	Bridges on Interstate 8 and State Route 86, 98, 11 and 186
Caltrans	State Route 86 from I Street to Brandt Road near Brawley
Caltrans	State Route 86 south of B Street to Martin Road near Westmorland

Below are the projected annual revenues for FY 2019/2020. On May 1, 2019 a list was submitted to the CTC. All Imperial County cities and the county are required to submit their list of projects in order to be eligible for funding distribution.

Agency	RMRA Amount FY 2019-2020
Brawley	\$453,796
Calexico	\$681,911
Calipatria	\$127,530
El Centro	\$766,589
Holtville	\$107,602
Imperial	\$320,638
Westmorland	\$38,483
County of Imperial	\$7,501,204
TOTAL	\$9,997,753*

*Estimate source is from the California League of Cities dated January 22, 2019 - <http://californiacityfinance.com/LSR1901.pdf>

- 16) **Rio Vista and Pioneers Memorial Hospital Bus Stops:** ICTC has engaged in several discussions with the City of Brawley Staff regarding the potential relocation of the existing bus stops along Rio Vista Avenue/SR78 and at Pioneers Memorial Hospital. Caltrans recently completed improvements to SR 78 and provided on street concrete bus pads with an approximate value of \$80,000. ICTC recently met with the City of Brawley Staff to discuss incorporating the relocation of the bus stop at Pioneers Memorial Hospital as part of an upcoming City of Brawley capital project. *Funding previously set aside for the Rio Vista Project was approved and reallocated towards the Pioneers Memorial Hospital Project at the July 2019 commission meeting. The project is currently in the procurement phase as part of a larger scale construction project associated with Legion Road.*
- 17) **2018 ICTC Bus Stop Bench and Shelter Inventory:** 2018 ICTC Bus Stop Bench and Shelter Inventory: The Project Consultant team Kimley Horn and Associates, and Agency Stakeholders from ICTC, Brawley, Calexico, El Centro and Imperial met on January 31, 2018 to review and discuss the current status of the ICTC Bus Stop Inventory, Signage Replacement and Technology Assessment Project. The items reviewed included the consultant prepared Bus Stop Inventory, Asset Condition Report, ADA Assessment Report, Bus Stop Usage

Priority List and Bus Stop Signage installation parameters and requirements. ICTC and member agency staff have worked together to complete the priority list for implementation and pursuit of funding. Bus stop signage specifications with specific route information have been finalized. The consultant and staff are working towards finalizing the Technology Memorandum which will provide ICTC with possible technology solutions for the fixed route bus system. *Staff anticipates providing a presentation of project analysis and implementation planned at the October 2019 commission meeting.*

- 18) **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 Authority (LTA) funds for the project. Caltrans has served as the project lead; the first phase was recently completed in November 2017. Phase 1 included bench, bus shelter and ADA access improvements. Phase 2 was recently completed in mid-June 2018 and consisted of curb and sidewalks improvements from Parkyns Ave to Heber Ave. Phase 3 will also have curb and sidewalk improvements and is located between Heffernan to Parkyns Ave. ICTC participated in a Heber Community Outreach event together with County Public Works and led by Supervisor Plancarte. The County of Imperial discussed sidewalk pavement projects, and ICTC gave transit updates and a status of the SR-86 improvements. The Phase 3 construction improvements have been completed and project is nearing completion and closeout. A ribbon cutting will be scheduled soon.
- 19) **State Legislation for Transportation Funding – SB 1 2018 Local Partnership Program (LPP):** The 2018 Local Partnership Program is comprised of formulaic program and competitive programs. In FY2017/2018 total amount available statewide is \$200M and distribution is 50/50 for both formulaic and competitive programs. The formulaic program share distributions for the Local Partnership Program were presented at the CTC meeting in December 6-7, 2017. During the meeting the CTC Commission took action and approved the distribution of funds for the formulaic portion, the funding share for Imperial County in FY2017/2018 is \$538,000. For FY2017/2018, no projects were submitted for the formulaic program and funds will be rolled over to FY2018/2019. *Currently, ICTC staff is working with the local agencies to submit project forms accordingly. Deadline to submit to ICTC is Friday, February 15, 2019 at end of day. All eligible projects will be forwarded to CTC for a May 2019 allocation vote.*

The following is the list of projects for Imperial County:

Local Partnership Program (LPP) Programing Date					
Agency	Project Name	LPP Formulaic Funds	Local Match	Total Cost	Proposed CTC Programming Date
Calxico	Scaroni Road Improvements	\$ 305,000	\$ 550,000	\$ 855,000	May 19/20
Calipatria	Calipatria Date Street Sidewalk Improvement Project	\$ 41,000	\$ 41,000	\$ 82,000	May 19/20
County	Overlay of Picacho Road from Winterhaven Road to Quechan Drive	\$ 523,000	\$ 523,000	\$ 1,046,000	May 19/20
Imperial	Aten/Clark Road Improvements	\$ 154,000	\$ 327,000	\$ 481,000	May 19/20
Brawley	2020 Legion Street Improvements	\$ 209,000	\$ 209,000	\$ 418,000	May 20/21
El Centro	Dogwood Road from Villa Road to Commercial Avenue	\$ 339,000	\$ 339,000	\$ 678,000	May 20/21
Holtville	Orchard Road/Cedar Avenue	\$ 60,000	\$ 60,000	\$ 120,000	May 20/21

The following is the link to the 2019 Local Partnership Program guidelines:

http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended_LPP%20Guidelines.pdf

20) **State and Federal funding Obligations:** Beginning October 1, 2018, agencies are allowed to move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP) and Active Transportation Program (ATP) programmed in FY 2018/2019.

FY2018/2019 Project List							
Agency	Project Name	Funding Type	Phase	Federal Amount in FY2018/19	Local Match	Total Phase Cost	Status
Brawley	Paving of dirt road Wildcat Dr. from S. Western Ave. to S. First St.	CMAQ	CON	\$708,000	\$92,000	\$800,000	Complete for Design. They will submit by end of June.
Calipatria	Roadway and pedestrian improvements on N. Brown from E. Alamo St. to Delta St.	CMAQ & RSTP	CON	\$958,000	\$125,000	\$1,083,000	It's been Obligated
El Centro	Imperial Ave. Extension South	RSTP	CON	\$653,000	\$3,197,000	\$3,850,000	Submitted the RFA amendment
Imperial County	Heber Ave. from Hwy 86 to Correll Rd. and S. of Hwy 86 to Fawcett Rd.	EARMARK	CON	\$1,017,000	\$0	\$1,017,000	E76
Imperial County	Conservation easement, access improvements, parking facilities at Desert Museum	EARMARK	CON	\$720,000	\$0	\$720,000	E76
Imperial County	Rio Vista St. in Community of Seeley	CMAQ	CON	\$145,000	\$19,000	\$162,000	Submitted. Waiting approval from Caltrans
Imperial County	Sidewalk improvements on Rio Vista St. in Seeley	CMAQ	CON	\$1,189,000	\$178,000	\$1,365,000	Early June to submit
Regional Total FY2018/2019						\$8,997,000	

21) **Partnerships with IVEDC:**

- a) Southern Border Broadband Consortium (SBBC): ICTC in partnership with IVEDC received a California Advanced Services Regional Consortia Grant award of \$450,000 from their Rural and Regional Consortia program. The grant covers a 3-year period. ICTC is fiscal agent and developed an MOU which defines roles and responsibilities (Audits, Administration and Project Management) for ICTC and IVEDC. Since the projects approval, IVEDC staff Sean Wilcock designed a new logo for SBBC to assist the clarity in

larger marketing materials. An update was presented to the Commission at the August 2018 meeting. Currently, the project is in year two of the contract. In year two/quarter two, Ms. Barrett began working with other consortiums on the Caltrans Strategic Corridors Plan. SBBC submitted corridors that would need better broadband sources in Imperial and San Diego Counties. A new staff was hired during this time; Mr. Rene Pollard has been attending meetings with Ms. Barrett since September. An Area Agency on Aging (AAA) Board Meeting was attended in October, along with another AAA event in Bombay Beach; and SBBC is planning to attend more AAA events to assist seniors attain internet access in their homes. The SBBC staff designed a USB with both their logo and AAA's logo to hand out to seniors when they complete the "internet needs questionnaire" and has worked as a great incentive. *Glenna Barrett provided an update at the Commission meeting in September. The goals for the third year of the program are to continue to work with local stakeholders to identify, prioritize and advance digital access projects; facilitate and promote broadband education and conduct community and business surveys; work with the Boys and Girls Club of IV and the Workforce Development Board to create Digital Literacy Centers throughout Imperial County; form a preferred scenario for 98% deployment in Imperial County and present to the California Advanced Service Fund and the CPUC in January 2020, and; work with Spectrum to install five Wi-Fi towers in Imperial County.*

- b) **The Brawley Transit Corridor Brownfield Assessment:** ICTC in partnership with IVEDC received a U.S. Environmental Protection Agency (EPA) Brownfields Communitywide Assessment Grant award of \$300,000 from the Environmental Protection Agency's Brownfields Assessment Program. This assessment will be focused along the transit circulator route within the 13-mile Imperial Valley Transit's (IVTs) Brawley Gold Line Transit Route and the Brawley Transit Center that serves as the IVTs North Imperial County transfer terminal. The commercial corridors in the target assessment area include over 100 known commercial properties and suspected historical gas station sites with known or suspected underground tanks in the target area. ICTC will be the fiscal agent and has developed an MOU which will define roles and responsibilities (Audits, Administration and Project Management) or ICTC and IVEDC. SCS Engineers have initiated early Tasks that include the Quality Assurance Project Plan (QAPP) and project management plan as required by EPA. The Steering Committee consisting of agency partners and stakeholders met on August 22, 2018. The draft QAPP is nearing completion. The first community outreach meeting was held on October 11, 2018. The consultant and IVEDC presented an overview of the project and the opportunities available for property owners to consider participating and requesting Phase 1 or 2 Brownfield Assessments. Currently we are processing 4 Property Eligibility applications with the Dept. of Toxic Substance Control (DTSC) which will be later submitted to the Environment Protect Agency for final approval. All 4 of these properties are seeking to redevelop or sell properties for redevelopment within the project's subject area. These properties will be processed for Phase 1 and potentially Phase 2 Environmental Site Assessments to clear them of contamination concern or evaluate them for site cleanup planning if necessary. *Sean Wilcock is expected to provide an update at the next Commission meeting.*
- 22) **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 program activity report for September will be provided at the next meeting.*
- 23) **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). *The shelter has been installed in an existing parking lot on the east side of SR-111.*
- 24) **Funding for Phase II of the Calexico West Port of Entry:** 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 now scheduled for July 2018. *Phase 2A was awarded in the amount of \$191million and will include additional northbound vehicle lanes, permanent southbound inspection, new administration building, and employee parking. Funding for phase 2B has not been secured and work will include demolition of the old port building and construction of the new pedestrian building.*

25) **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 was conducted. A final report is scheduled to be completed in the summer of 2019.

26) **Meetings attended on behalf of ICTC:**

- September 4-5, 2019 – Transit Asset Management Roundtable in St. Louis, MI. (attended by staff)
- September 9, 2019 – Meeting with West Shores Advisory Committee in West Shores (attended by staff)
- September 26, 2019 – ICTC Technical Advisory Committee at ICTC
- September 27, 2019 – Mobility 21 Summit in Orange County, Chairman’s Roundtable attended by Robert Amparano
- October 2, 2019 – ICTC Social Services Transportation Advisory Council at ICTC
- October 2, 2019 – Technical Working Group meeting for the Forrester Road improvements project at the ICTC offices
- October 3, 2019 – SCAG Regional Council Meeting in Los Angeles
- October 4, 2019 – Ribbon Cutting Ceremony at the City of Calexico



Memorandum

Date: October 9th, 2019
To: ICTC Management Committee Meeting
From: David Salgado, Regional Affairs Officer (RAO)
Re: **Southern California Association of Government’s (SCAG) Report**

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 Commission Management Committee Meeting October 9th, 2019.

- 1. RHNA Update – OCT 2019:** The California Department of Housing and Community Development (HCD) provided their Regional Housing Need determination for the SCAG region – a total of 1,344,740 housing units that the six-county region must plan for in the October 2021 – October 2029 planning period.

SCAG has released the DRAFT RHNA Allocation methodology. The goal is to present the methodology to the RHNA Sub Committee and Community Housing and Economic Development (CEHD) Policy Sub Committee in the late 2019 time frame. The approved RHNA Allocation Methodology would then move forward for formal approval in the subsequent months early in 2020.

The current draft methodology can be found on the SCAG website as well as a calculator tool for viewing the potential RHNA Allocation number a municipality will receive. It should be noted that SCAG still has not had a response from Housing and Community Development (HCD) regarding the request to adjust the previously assigned RHNA Allocation number of 1.3 million. Once HCD has provided a final number the allocations will be more official, but it is anticipated the number will not go above the previously provided 1.3 million units as SCAG has requested a reduction.

- 2. Walktober:** October is National Walk to School Month!! As a part of “Walk to School Moth” SCAG has worked closely with the Imperial County Public Health Department to assist with some of their regional walk to school days. Events were held in numerous cities and throughout the county in order to encourage students to walk to school more frequently.



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017
T: (213) 236-1800 www.scag.ca.gov

3. **10th Annual SCAG Economic Summit:** Please save the date!! SCAG will be holding its 10th annual Economic Summit at the L.A. Grand Hotel on December 5th, 2019. The Economic Summit will be held in lieu of a Regional Council Meeting. This year’s program will cover how the regional economy impacts Connect SoCal as we work to approve the upcoming Regional Transportation Plan (RTP).
4. **SCAG GO-HUMAN Marketing Materials:** SCAG’s Active Transportation Department has secured funding from the state Office of Traffic Safety (OTS) for another round of Go-Human advertising materials development and provision. If any agencies or stakeholders are interested in having materials provided for promotion of safe walking and biking and driver awareness, there is a simple order form process for requesting materials. SCAG is looking for any creative ways to incorporate the materials into any of your facilities. The materials are created and provided to you at no cost. SCAG is working with a consultant to incorporate logos of those agencies which are interested as well as develop the signage to fit any specific marketing spaces or opportunities you may have available.

Also as a part of our ongoing efforts to provide resources to our members and stakeholders, we’ve developed a “Kit of Parts” designed to facilitate the demonstration of safe multi-modal temporary bicycle and pedestrian friendly infrastructure.

5. **SCAG Connect So-Cal Elected Official Workshop:** Upon the approval and release of the DRAFT Connect SOCAL Plan in FALL 2019, as planned, SCAG will be required to hold an elected official workshop in Imperial County. That workshop is tentatively scheduled for Wednesday December 11th, 2019 prior to the ICTC Commission Meeting, from 5pm to 6pm. We welcome all elected official participation and attendance as we work to inform our partners about the important aspects of the plans development and its effect on our region moving forward.
6. **CONNECT SO-CAL Website:** The official website is now live for Connect SoCal, SCAG’s Regional Transportation Plan/Sustainable Communities Strategy. The newly launched page, ***connectsocial.org***, offers a clear and user-friendly way to get updates about the ongoing process of building the plan. Check it out!

This website will be a cornerstone of public participation for Connect SoCal, a plan that provides Southern California with a comprehensive transportation vision through 2045. Plan development takes many years to complete and involves working with six county transportation commissions, 15 sub-regional organizations, 191 cities, numerous other stakeholder organizations and the public. Adoption of a final plan is anticipated in April 2020.

SCAG is working to have the DRAFT Connect SOCAL out for public review in November 2019 with a tentative approval date in April 2020. SCAG is working hard to ensure the Connect SOCAL plan compliments and takes into consideration the RHNA process as they are both critical components to the future development and success of the SCAG region. There are a number of elements being developed as a part of Connect SOCAL. These include a Job Centers Strategy, SoCal Electric Vehicle Strategy, Transportation Safety Element, and a Goods Movement Environmental Strategy.

- 7. Regional Housing Needs Assessment (RHNA) Working Group:** As a part of the upcoming RHNA Cycle SCAG President Alan Wapner has appointed 2 elected officials from each SCAG county to participate in the SCAG RHNA Working Group. The group will meet periodically to ensure participation from each county throughout the RHNA development process. Imperial Counties representative is City of Holtville Councilman, ICTC Commissioner, and SCAG Regional Council and Policy Committee Member Jim Predmore with Councilman Bill Hodge as the alternate. Please feel free to contact SCAG RAO David Salgado with any questions regarding RHNA or reach out to your local delegate to carry any concerns to the presidents sub-committee. We appreciate everyone's responsiveness to requests to provide the most accurate and current information for the RHNA process.



Date: October 4, 2019
To: ICTC Management Committee
From: Cory Binns, 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 October 9, 2019:

1. **Project Updates:**

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

2. **Construction:**

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

I-8 CRCP Project was divided into five segments with Segments 1-3 and 5 being complete. The entire project is scheduled for completion in 2019.

Segment 4: Lane closures for minor work will continue until the end of this year.

SR-111 Detour to Bypass Moving Mud Pot:

Caltrans is building a temporary road to provide access to SR-111 at Davis Road and Gillespie Road, about five miles northwest of Niland in Imperial County. A natural-occurring geyser, in existence since 1953, is moving toward SR-111 and is likely to reach the highway. As the geyser moves west and beyond the temporary road, Caltrans will then rebuild SR-111.

Construction (continued):

Work began the week of August 23, 2019 and there is a full closure on SR-111. *On September 27, 2019, the project shifted to a 24 hour, seven day per week operation. This is expected to last up to two weeks.*

The speed limit has been reduced to 55 mph. Motorists are reminded to drive cautiously and to watch for highway workers and construction equipment when traveling in the area.

The work is as follows:

1. Construct sheet pile walls to convey water to a gravel wash. *This has been completed.*
2. Construct a sub-surface drain to convey subsurface water beneath the roadway to the west side of the highway to a gravel wash.
3. Construct a detour road as a contingency to re-route traffic from SR-111 to the west of the current alignment.

The geyser/mud pot is releasing water, carbon dioxide and hydrogen sulfide gases in low concentrations, but does not pose a health hazard. In the past 11 years, the geyser has moved slowly; however, the rate of movement has increased and the geyser has already encroached on the railroad right of way impacting Union Pacific Railroad tracks 1 and 2.

3. **Traffic Operations:**

SR-86/Customs & Border Protection Checkpoint Expansion

Caltrans continues to work on design reviews with the goal being to have a design approved project ready for when funding becomes available. Structural design review is still pending. *Recent discussions with CBP have indicated that federal funding may be available in this federal Fiscal Year; more information will be provided as it becomes available.*

Orchard Road Truck Traffic

Caltrans, in coordination with the County of Imperial, Holtville and ICTC have developed a comprehensive package which will encourage commercial truck drivers traveling from the Calexico East Port of Entry to use the State Highway System rather than Orchard Road to access areas north and east of Imperial County. A citizen group has been involved with bringing their concerns about increased truck traffic, noise, and safety concerns to the involved agencies over the course of the last year. By working in partnership, we have developed a number of strategies that will educate, inform, and increase awareness of the changes for the trucking industry.

This awareness campaign includes installing “no truck parking signs” in the residential area of Orchard Road, removing Orchard Road as a designated truck route, and installing guide signs to inform truckers of the preferred routes. Additional resources will include flyers placed at the

Traffic Operations (continued):

Commercial Vehicle Enforcement Facility just north of the Calexico East POE, direct outreach to the trucking industry both in California and Mexico, and an enforcement effort by our partners at the CHP.

Similar signs will be installed on SR-98 near Cole Road to assist with routing trucks away from the residential and school zones in Calexico.

It is anticipated that the above elements will be put into place by January 2020.

SR-98/Barbara Worth Road

Caltrans received concerns by residents as well as CBP officers regarding the intersection of SR-98 and Barbara Worth Road just outside of the City of Calexico. Traffic Operations developed a Traffic Investigative Report (TIR), which included recommendations for increased signage to include “Cross Traffic Does Not Stop”, enhanced “Stop” signs, and refreshed pavement markings.

The signs are expected to be shipped on October 14, 2019 with installation scheduled for November 2019.

4. Planning:

SR-78/Glamis Grade Separated Crossing Feasibility Study

Caltrans was successful in obtaining State Planning and Research funds for a feasibility study to develop alternatives for a grade separated crossing over the Union Pacific rail line in Glamis. ICTC will be the project manager for this study.

Contract negotiations have been finalized with the consultant Kleinfelder. It is anticipated that the kick-off meeting with the consultant, ICTC and Caltrans will be held in early October 2019. The Technical Working Group meeting will be held in late October 2019.

City of Calipatria – Railroad Corridor Multi-Use Bikeway Master Plan

The City of Calipatria was awarded a 2018-2019 Sustainable Communities Planning Grant administered by Caltrans for the development of a bikeway plan to connect the easterly area of Calipatria to the western side of the City and the development of a safe corridor to cross the Union Pacific Railroad.

This Railroad Corridor Multi-Use Master Plan will build upon the Bicycle Master Plan by combining Class I and Class II bikeways and providing additional linkages between the affected neighborhoods. This will provide the underserved community to the east of the railroad tracks with a safer crossing point to reach destinations on the west.

Planning (continued):

The initial outreach was held on March 19, 2019. A draft report has been circulated by the consultant KOA to the Technical Advisory Committee for their review and comment, *with the next outreach to be held on October 15, 2019.*

El Centro Land Use, Mobility Element and Environmental Justice Update:

The City of El Centro was successful in obtaining a Sustainable Communities Planning Grant from Caltrans which will address such topics as reducing suburban sprawl and vehicle dependency, and encouraging multimodal activity. The updated Plan will embrace key planning principles and goals such as GHG emission reduction targets, provide consistency with the Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), provide improvements to public health, reduce vehicle miles traveled (VMT), and seek improvements to transportation technology as well as to incorporate Active Transportation Planning goals.

This contract was awarded to Chen Ryan and City Place Planning. The kick-off meeting was held on August 20, 2019 and the contract is expected to be complete in early 2021.

5. Senate Bill 1 Projects:

Caltrans is working on one remaining project in Imperial County that is funded through SBI. Three other projects involving bridge work and pavement overlays have already been completed.

This additional project which received funding from the CTC for the Design and Environmental phases, is the widening of the bridge over the All American Canal at the Calexico East POE. Caltrans is providing design and environmental services for this project.

Caltrans will begin internal District circulation of the Draft Project Report by October 31, 2019, with an anticipated completion date by late December 2019, at which time the Project Report will be circulated to outside agencies for any potential comments. It is estimated to have the PA&ED phase complete by May 2020.

The Design-Build phase could potentially begin in September 2020. Construction is expected to last two years with completion expected in September or October 2022.

6. Upcoming Projects:

For 2019, there are several projects that have been confirmed in the Caltrans Project Delivery Plan in Imperial County. They are:

- Culvert rehabilitation on SR-78, from approximately Midway Well to Palo Verde.
- Construction of the full replacement interchange at I-8 and Imperial Avenue.
- Widening on SR-98/SR-111, from Ollie to Rockwood.
- Upgrade curve warning signs along various routes.
- Paving on SR-86 from the SR-111/SR-86 junction to the City of El Centro.

As these projects move forward to construction, additional information will be provided.

7. Local Assistance:

Inactive Projects

“Future Inactive” projects should be billed within the specified and agreed-upon timeframe to avoid deobligation of funds.

As of September 27, 2019, the inactive and future inactive list was updated. Action is required by the Imperial County Transportation Commission and County of Imperial, as well as the cities of Calexico and Imperial.

The deadline to submit Inactive invoices is November 20, 2019. District 11 must have complete and accurate invoices before this due date to avoid de-obligation of federal funds.

Verify by using the “Inactive” link shown below for exact Inactive Project dates. Note: An invoice is not cleared from either the “Inactive” or “Future Inactive” list until paid by the State Controller’s Office. Provided Local Agencies adhere to the format described in Chapter 5 of the Local Assistance Procedures Manual, invoices are typically paid by check within 60 days after receipt (or 50 days if paid through Electronic Funds Transfer).

A complete list of Inactive Projects can be found online. **Please note this new link for Inactive Projects:**

<https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>

October 1, 2019 – New Invoice Format Required

Please transmit all invoices on LAPM Exhibit 5-A. This consolidated format is now required.


<https://dot.ca.gov/programs/local-assistance/projects/local-agency-invoice-process>

A screenshot from the link above appears below.

Local Assistance (continued):

The use of LAPM 5-A will be mandatory for first, progress, and final invoices effective October 1, 2019.

DOCUMENTS

- [LAPM 5-A Local Agency Invoice Form](#) 
- [Local Agency Training Presentation \(PPT\)](#)
- [Caltrans District Review Procedures \(Word\)](#)

If you have any problems downloading files, please email to DLA.Webmaster@dot.ca.gov.

For questions, please phone either Ben Guerrero, Local Area Engineer, at 619-220-5485, or the District II Local Assistance Program Support Analyst, Alma Sanchez, at 619-278-3735.

Quality Assurance Program (QAP) – Documentation Expired or Expiring

As a reminder, the Quality Assurance Program (QAP) approval expired or is expiring soon for these cities: Brawley, Calipatria, and Holtville. The County of San Diego QAP will expire December 10, 2019. The County of Imperial as well as these cities face QAP expiration in early 2020: Calexico, El Centro, and Westmorland. Imperial County Transportation Commission needs QAP approval if accepting future federal funds. Following is a page with specific dates for each agency.

An updated QAP package must be submitted ASAP to the Local Area Engineer, Ben Guerrero. Otherwise, no funding requests will be processed.

Division of Local Assistance Listserver Email Subscription

Sign up for a Division of Local Assistance “Listserver” to receive significant updates or additions to Local Assistance webpages, including changes to the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG), new Office Bulletins and Local Programs Procedures, as well as Calls for Projects.

<https://dot.ca.gov/programs/local-assistance/other-important-issues/subscribe-to-dla-email-list>

Interim Active Transportation Program (ATP) Count Guidance: Office Bulletin (OB) 19-02

All projects seeking Construction Allocation at and after the October 2019 California Transportation Commission (CTC) meeting, will be required to use the Draft Interim Count Guidance (ICG) to perform pre-construction user counts prior to construction award and post-construction user counts according to ICG instructions. This new guidance shall be used by Active Transportation Program (ATP) project sponsors to help ensure capture and reporting of consistent and reliable non-motorized user counts.

Local Assistance (continued):

Please refer to OB 19-02 Interim ATP Count Guidance for more information at the following link:

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2019/ob19-02-attachment.pdf>

Division of Local Assistance Blog (LAB)

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

<http://www.localassistanceblog.com>

October 22-25, 2019 – Maintenance & Operations Technical Assistance Training in Escondido

The Tribal Technical Assistance Program (TTAP) is offering multiple classes throughout California for Local Agencies and tribes at no cost. To register or see other topics, locations and dates, select the “California” sites on the TTAP Enrollment Page at this following link:

<https://ttap.enrollware.com/schedule>

January 30-31, 2020 – Highway Program Funding Class in San Diego at Caltrans, District II Office

For a reduced fee of only \$175 (for local agency staff), the National Highway Institute is teaching a Federal-aid Highway Program overview focusing on various aspects of funding unique to FHWA. Interested agencies must enroll quickly once registration is open. For updates, please see the following link:

<http://californialtap.org/index.cfm?pid=1077>

Topics:

- Operation of the Highway Trust Fund and its significance to the funding level of the Federal-aid Highway Program
- Content and policy implications of authorizing and appropriating legislation
- FHWA apportionment process
- Obligation limitation, allocations, deductions, earmarking, and transferability
- Effect of policy and budget considerations on the use of Federal-aid funds

Send any questions to the California Local Technical Assistance Program Center: californialtap@csus.edu

Local Assistance (continued):

The Local Road Safety Plan (LRSP) Peer Exchange is designed to provide participants with the steps to develop a LRSP. The focus will be on California's path toward zero deaths and a systemic approach for roadway safety. Discussion items will include developing a LRSP, steps taken resulting from the plan, and development funding available.

Those involved with an agency's safety program or developing Highway Safety Improvement Program (HSIP) applications are welcome to attend the upcoming Safety Peer Exchange. Sixty (60) qualified participants will be selected. Accommodations are provided. Join a waiting list at the following link:

<http://californialtap.org/index.cfm?pid=1529>

October 29-30, 2019 – Active Transportation Program Symposium in West Sacramento

The Active Transportation Program Symposium is a two-day event co-hosted by the California Transportation Commission and Caltrans. The goals of the Symposium are to share and gather information on relevant active transportation topics and issues, as well as allow stakeholders to connect with the State in an alternate setting. The symposium will showcase inspiring speakers, engaging panel sessions, and provide networking opportunities. Topics will include benefits, equity, safety and non-infrastructure projects.

Registration is \$35, and further details are posted at the following link:

<http://caatpresources.org/index.cfm?pid=1489>

Resident Engineers Academy – New Schedule Statewide from October 2019 – June 2020

The Resident Engineers Academy provides core training in state and federal regulations for Local Agency Resident Engineers. The Academy, partially subsidized by Caltrans, is ideal for both seasoned and newer Resident Engineers. This four-day course provides practical, hands-on training for Resident Engineers. The subject matter experts and instructors use a real-life approach to deliver information utilizing examples, problem-solving activities, and exercises. The Resident Engineers Academy also provides a unique learning environment designed to promote networking. Specifically, participants will learn how to efficiently manage a project from beginning to completion in compliance with state and federal regulations.

Registration information and availability for all Resident Engineers Academy dates may be found online:

<http://www.localassistanceblog.com/2019/08/27/resident-engineers-academy-fy-schedule>

Register at the provided "Request to Attend" link only, not through the District II Office. Send any questions to the California Local Technical Assistance Program Center:

californialtap@csus.edu

Local Assistance (continued):

Subsidized Classes for Local Agencies

The California Local Technical Assistance Program is a jointly funded effort between Caltrans and the FHWA to provide local governments with training, information, technology and direct assistance to help transportation infrastructure. Upcoming courses are listed at the following link:

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

Mandatory Requirements

Title VI Nondiscrimination Program

A reminder that local agencies shall comply with all Title VI requirements. See LAPM Section 9.2, Title VI of the Civil Rights Act of 1964 and Related Statutes:

Title VI and the additional nondiscrimination requirements are applicable to all programs and activities administered by a recipient, in addition to programs receiving federal financial assistance, due to the Civil Rights Restoration Act of 1987. Nondiscrimination provisions apply to all programs and activities of federal-aid recipients, subrecipients, and contractors, regardless of tier (49 CFR 21).

The requirements include providing and maintaining the following, as detailed in LAPM Section 9.2: Title VI Nondiscrimination Statement, Assurances (as part of the Master Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training, Limited English Proficiency (LEP) accessibility, Dissemination of Information, Contracts and Agreements, Environmental Justice, Public Hearings and Meetings, Right-of-Way activities, Construction Contract Compliance, Monitoring, and others.

Note that an agency is subject to a Title VI program and compliance review at any time by Caltrans, Division of Local Assistance.

Caltrans Division of Local Assistance has an updated Title VI website on “Filing a Complaint” as of March 20, 2019. The following link provides guidance to local agencies for processing Title VI complaints.

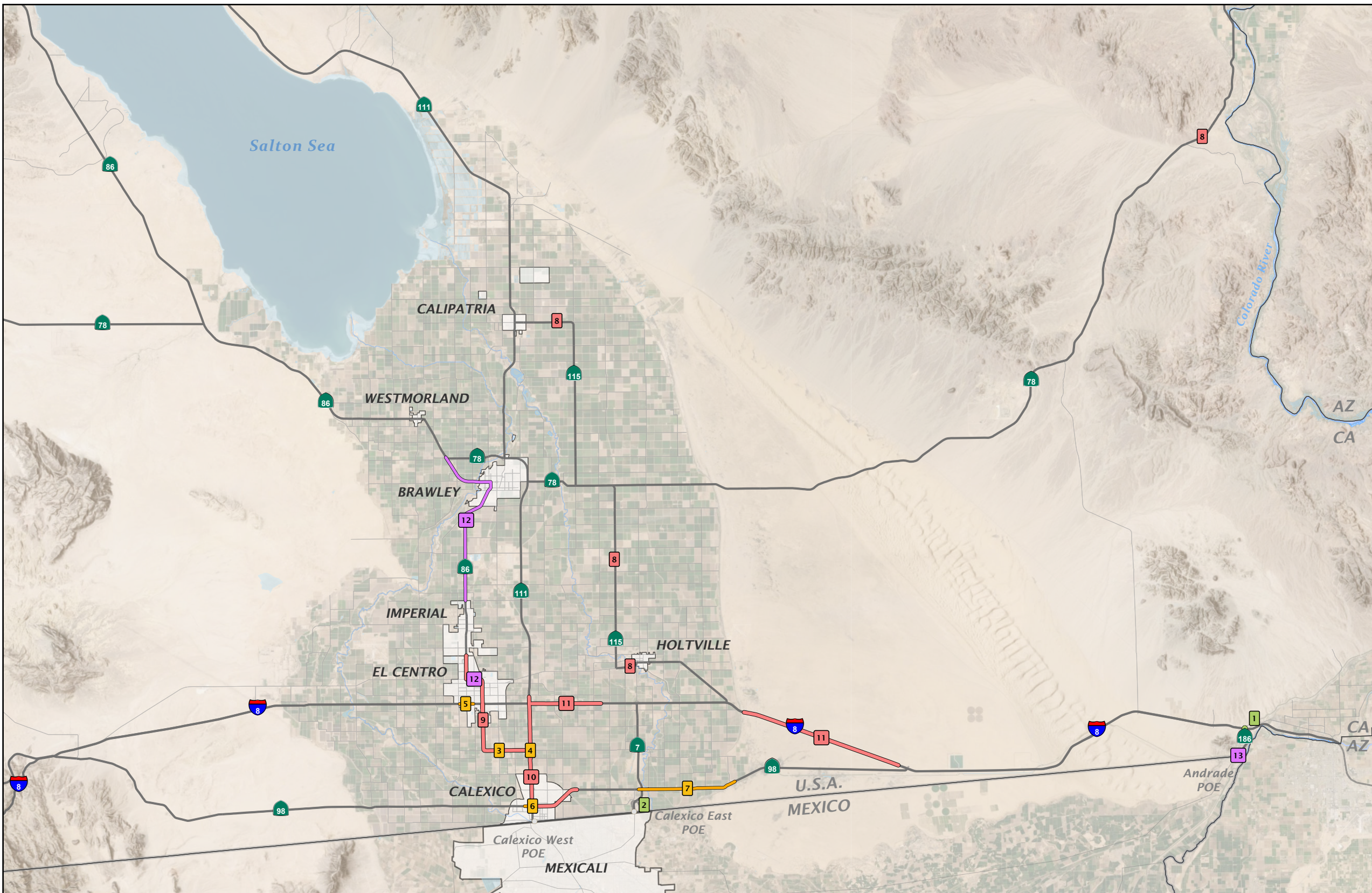
<https://dot.ca.gov/programs/local-assistance/environmental-and-other-policy-issues/title-vi>

Local Assistance (continued):


Contact Information:

Please update your mail lists. Mail continues to arrive at our previous mail stations. Please send correspondence to this address:

District 11 – Local Assistance Branch
Caltrans, District 11, Local Assistance Engineer
Planning & Local Assistance Division
4050 Taylor Street MS – 244
San Diego, CA 92110



ENVIRONMENTAL

1. SR-186/I-8 Interchange Improvements
2. SR-7 All American Canal Bridge Widening 

DESIGN





3. SR-86/Dogwood Road Intersection Improvements* Design Complete Fall 2019
4. SR-86/SR-111 Intersection Improvements* Design Complete Fall 2019
5. I-8/Imperial Ave Interchange Improvements Design Complete Summer 2019
6. SR-98 Widening Phase 1C Ollie Ave to Rockwood Ave Design Complete Summer 2019 
7. SR-98 Pavement Rehabilitation Design Complete Spring 2020

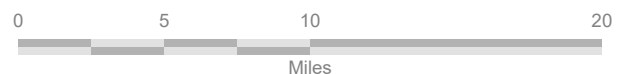
CONSTRUCTION

8. SR-78/115 Culvert Repairs Construction Start Summer 2019 
9. SR-86 Pavement Rehabilitation Construction Start Summer 2019
10. SR-111/SR-98 Pavement Rehabilitation Construction Complete Summer 2019 
11. I-8 Pavement Rehabilitation at Various Locations Construction Complete Fall 2019

RELINQUISHMENT

12. SR-86 Relinquishment From SR-78 to SR-111 Senate Bill 788 Approved Fall 2013
13. SR-186 Relinquishment 500 Feet from Border to GSA* Complete Fall 2019

-  Environmental
-  Design
-  Construction
-  Relinquishment



Project funded by Senate Bill 1

Abbreviations:

GSA: General Services Administration

: Port of Entry

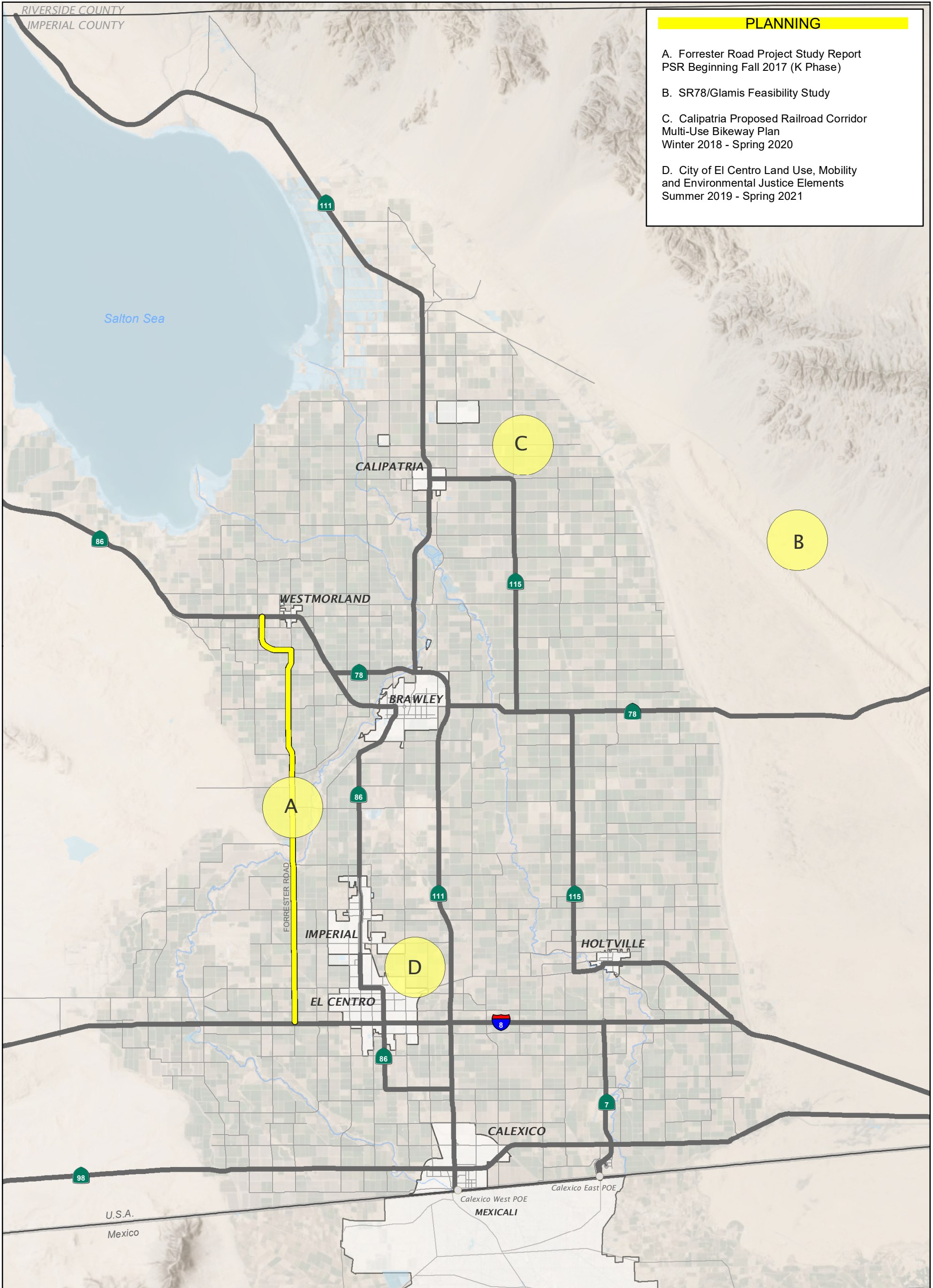
Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

Date: 07/16/2019

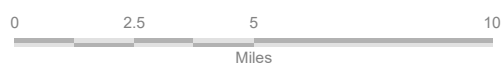
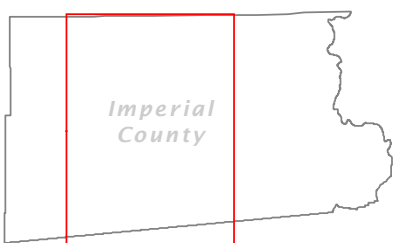
* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



- PLANNING**
- A. Forrester Road Project Study Report
PSR Beginning Fall 2017 (K Phase)
 - B. SR78/Glamis Feasibility Study
 - C. Calipatria Proposed Railroad Corridor
Multi-Use Bikeway Plan
Winter 2018 - Spring 2020
 - D. City of El Centro Land Use, Mobility
and Environmental Justice Elements
Summer 2019 - Spring 2021



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: 09/09/2019

CCPIC offers more Pavement Management training: New online class on Life-Cycle Cost Analysis

Register now for the newly-developed training class on [Pavement Life Cycle Cost Analysis](#) to be held online on November 4-6, 2019. This course introduces the principles and application of Life Cycle Cost Analysis (LCCA) for pavements. LCCA is an important tool for making well-informed decisions regarding pavement treatment selection and timing, and materials and construction specifications and their enforcement. The course will provide a basic understanding of how decisions and actions regarding materials, design, and pavement treatment strategy selections interact to affect the function, cost, and performance of pavements, including streets, roads, and highways.

Instruction references use of a computer program, the Life Cycle Cost Analysis Comparison Spreadsheet (freely available for download from the CCPIC website), to perform LCCA calculations. Instructors will explain how to select inputs on treatment lives and costs and will show examples comparing the relative effectiveness of pavement preservation versus rehabilitation, illustrating the value of getting good compaction in asphalt mixes, comparing the effectiveness of different pavement preservation treatments, and an evaluation of using Hot Mix Asphalt (HMA) overlays compared to Full-Depth Reclamation (FDR).

This class is offered by [Berkeley TechTransfer](#) as part of the [City and County Pavement Improvement Center](#) with funding from [California Senate Bill 1, the Road Repair and Accountability Act of 2017](#). SB1 funding reduces registration fees to California's local public agencies to help them access affordable and timely training to better repair and maintain California's roadways. Additional classes will be announced throughout the year.

Launched in 2017, the City and County Pavement Improvement Center (CCPIC) is a partnership of the University of California Pavement Research Center at UC Davis and UC Berkeley; the Institute of Transportation Studies at UC Davis and UC Berkeley; California State University at Long Beach, Chico, and San Luis Obispo; the Mineta Transportation Institute at San Jose State University; the California League of Cities (LOCC); the California State Association of Counties (CSAC); and the County Engineers Association of California (CEAC). For more information, visit the [CCPIC website](#).

CCB-01	Pavement Life Cycle Cost Analysis: The Basics	November 4-6, 2019	Online
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Expires – Upon Issuance of LPP

Local Agency Invoicing

I. BACKGROUND

Local Agencies obtain reimbursement for their expenditures on local federal-aid and state-funded projects by submitting invoices to their appropriate Caltrans District Local Assistance Office (District). Districts are responsible to review and submit these invoices to Local Programs Accounting (LPA). Existing procedures require project sponsors to prepare multiple forms to obtain reimbursement.

To streamline the process in California, the Division of Local Assistance partnered with Districts, the Federal Highway Administration (FHWA), LPA, and multiple local agencies to pilot a new invoice form, district standard operating procedures, and local agency training materials. The new invoice form is a dynamic form with detailed instructions that auto populates entry fields based on fund types and authorized phases, consolidates nine Local Assistance Procedures Manual exhibits, and uses built-in formulas to reduce data entry and errors. Standard operating procedures have been developed to document the improved process, drive consistency, and guide district review of invoices. Local agency training materials have been developed to provide districts with a standard training tool for their local agencies.

The pilot effort has already resulted in a 70% reduction in errors and eliminated multiple reviews, which will inherently reduce processing time.

This Office Bulletin allows local agencies to use the new invoice form for first, progress, and final invoices of both federal and state funds, and establishes a date for mandatory use.

II. POLICY

Local agencies may submit monthly invoices for reimbursement of participating costs (costs eligible for state and/or federal reimbursement) to the appropriate District. Local agencies prepare an invoice using Local Agency Invoice form, LAPM 5-A, and applicable supporting documents as determined by inputs on the form. Applicable supporting documentation from local agencies is listed in Section 4 of the LAPM 5-A.

The District reviews the local agency submittal and, if determined to be complete and accurate, submits the LAPM 5-A and only the Contractor Pay Estimate for Construction Invoices (if applicable) to LPA. If the invoice submittal is incomplete, it will be returned to the local agency for revision and resubmittal.

Note: for Optional Federal Exchange and State Match Program invoicing, do not use the LAPM 5-A, but instead see Chapter 18 of the LAPG.

III. PROCEDURE

Mandatory Use of LAPM 5-A

Invoices dated October 15, 2019 or later must use LAPM 5-A to request reimbursement through our invoicing process. Requests received using prior forms will be returned to the project sponsor for resubmittal using LAPM 5-A.



IV. APPLICABILITY/IMPACTS

The LAPM 5-A is available for download at the Division of Local Assistance website (<https://dot.ca.gov/programs/local-assistance/forms/local-assistance-procedures-manual-forms>). For invoices dated on or after October 15, 2019, the following LAPM exhibits will no longer be accepted:

- Exhibit 5-A: Sample Federal-Aid Invoice (Except for STIP projects)
- Exhibit 5-B: Sample Federal-Aid Invoice with Different Rates (Except for STIP projects)
- Exhibit 5-C: Sample of State Project Invoice
- Exhibit 5-D: Sample Right of Way Invoice
- Exhibit 5-E: Sample “STIP or ATP Project” Federal Invoice
- Exhibit 5-F: Sample “STIP or ATP Project” State Invoice
- Exhibit 5-J: Local Agency Invoice Review Checklist
- Exhibit 5-K: Billing Summary
- Exhibit 5-L: Billing Summary Instructions

Recommended:	Original Signature By	10/1/2019
	Dee L. Lam, Management Liaison Planning and Modal Programs	Date

Approved:	Original Signature By	10/1/2019
	John G. Hoole, Chief Office of Project Implementation - South	Date

QUALITY ASSURANCE PROGRAM (QAP)

Agency	QAP Current	QAP Expires
City of Brawley	10/21/2014	10/21/2019
City of Calexico	4/13/2015	4/13/2020
City of Calipatria	7/14/2014	7/14/2019
City of El Centro	4/27/2015	4/27/2020
City of Holtville	7/14/2014	7/14/2019
City of Imperial	1/9/2017	1/9/2022
City of Westmorland	4/21/2015	4/21/2020
County of Imperial	4/14/2015	4/14/2020
Imperial County Transportation Commission (ICTC)		Needs a QAP

VI. ACTION CALENDAR

VI. ACTION CALENDAR

- A. ICTC Intern and ICTC Student Intern Policies and Programs



October 4, 2019

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Ave Suite 104
El Centro, CA 92243

SUBJECT: ICTC Intern and ICTC Student Intern Polices and Programs

Dear Committee Members:

Public and private agencies have programs for the use of interns in daily work program activities. To allow for this opportunity, staff have developed two separate programs for internships, for review and adoption by the Commission.

Interns can enhance our programs and services for the public, provide assistance to support projects, encourage and contribute to a future workforce and specifically in the field of transportation/transit planning and contract administration, as well as, maintain stability in the regular workforce, give members of the community an opportunity to work and have input into the operation of their government. It would not be the intention of the program to replace the existing ICTC workforce for ongoing or project specific assignments

There were many factors considered, including but not limited to a review of local agencies programs from Cities of Brawley and Imperial, the Imperial Economic Development Corp. (IVEDC) as well as, a review of Caltrans internship program. Several conversations were also held with staff from PERMA, ICTC's general liability and risk management entity. Then, an internal review was undertaken to determine how to best utilize interns in a mutually beneficial manner.

It is recommended that ICTC have two separate yet related programs. In the Standard Internship Program, the interns would include a variety of persons seeking work experience, as well as, individuals seeking entry level experience for a resume. In addition, veterans may apply to enable them to more effectively compete for civilian jobs to provide them with the support needed to successfully make the transition from military to civilian employment. The Standard Internship program would provide compensation relative to the minimum standard wage in California at the time of hire.

The Student Internship program may provide compensation. Student Interns may also receive academic credit from their academic institution. These interns would include a variety of persons seeking educational credit, work experience, as well as, individuals seeking entry level experience for a resume. This position would be expected to be of a shorter duration to correspond with the academic institution's curriculum requirements.

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

In addition, the Student Internship Program requires a resolution be adopted by the Commission. Section 3363.5 of the California Labor Code provides that a person who performs voluntary service without pay for a public agency as designated and authorized by the governing body of the agency or its designee, shall, upon adoption of a resolution by the governing body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services. Since student interns may possibly not receive pay it is important to include the required resolution adhering to the California Labor Code.

A student intern who performs work-study or other work should be deemed to be employees of ICTC for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. This does not make an intern an employee of ICTC for any purpose other than such coverage, nor grant any other right, duty, or responsibility.

It is recommended that there be three professional and one administrative track for participants in this program at ICTC. These tracks include:

1. Regional Transportation Planning and Intergovernmental Relations

Participants can learn about the field of public transportation planning, public infrastructure development and financing, as well as, intergovernmental relations

2. Regional Transit Planning and Contract Administration

Participants can learn about the field of public transit planning, transit operations, contract administration, as well as, industry performance standards and compliance

3. Administrative Analysis and Financial Program

Participants can learn about budgeting and accounting functions; financial, statistical, and analytical studies; assists in the preparation of performance measure reports, financial reports, statements, government grants, and claims for reimbursement.

4. General Office Administration

Participants can learn about duties of the front and back office of a professional public agency including telephone and visitor etiquette, while operating a variety of office and business machines: calculator, copier, computer.

The ICTC office currently has space for one intern, complete with desk and office equipment.

ICTC staff have developed draft program guidelines and application related documents. The goal would be to have the program in place November 1, 2019 and solicit participants. After one year, ICTC staff would review the program for continuation. At that time, ICTC staff can recommend changes as deemed necessary.

There are no funds budgeted for the Standard Intern program in the current budget. However, should a viable participant be found, staff would return to the Commission for approval of a budget amendment.

As of the date of this letter, ICTC staff have not yet contacted any of the local academic institutions or employment training type agencies to initiate discussions, but plan to do so.

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

1. Approve the ICTC Standard Internship Program
2. Approve the ICTC Student Intern Program
3. Authorize the Chairman to sign the resolution providing Workman's Compensation for unpaid interns under Section 3363.5 of the California Labor Code.

Sincerely,



MARK BAZA
Executive Director

MB/da/cl

Attachments



Intern Program

September 2019

DRAFT

ICTC's Intern Program Policy Statement

This policy and procedure manual is a resource guide for ICTC in the hiring of interns. Interns can include a variety of persons seeking work experience, as well as, individuals seeking entry level experience for a resume. In addition, veterans may apply to enable them to more effectively compete for civilian jobs to provide them with the support needed to successfully make the transition from military to civilian employment.

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of the internship. ICTC does not confer privileges, right of appeal, right of position, transfer, demotion, promotion, recall, nor other employment right or benefit for any participant.
3. Interns must receive training from ICTC, even if it somewhat impedes the work of your organization.
4. Interns must get hands-on experience with equipment and processes used in the industry.
5. Interns training must be of benefit to them, not just ICTC.
6. Interns are in at-will positions. ICTC or the Intern may terminate the relationship without cause or prior notice.

Purpose, Intent, and Scope

ICTC seeks to gain the services of interns in a program with mutual benefits. Throughout this document, the term "participants" refers to interns unless it otherwise states. **ICTC's Intern Program** establishes procedures and provides direction to staff addressing the following topics:

- Benefits
- Recruitment
- Application and Screening
- Job Descriptions
- Selection and Appointment
- Driving
- Supervision
- Orientation and Training
- Service Time
- Incidents, Injuries, and Illnesses
- Release from Services
- Record Keeping

It is ICTC's intent to utilize participants to:

- Enhance our programs and services for the public
- Provide assistance to support projects
- Encourage and contribute to a future workforce and specifically in the field of transportation/transit planning and contract administration, as well as, maintain stability in the regular workforce
- Supplement, not replace, the existing and future workforce for ongoing and project specific assignments
- Provide support to programs and processes where funding may be lacking
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4. Administrative Analysis and Financial Program

Participants can learn about budgeting and accounting functions; financial, statistical, and analytical studies; assists in the preparation of performance measure reports, financial reports, statements, government grants, and claims for reimbursement.

Intern Benefits

Interning in a field of choice will stand out on a resume and help participants with their job search. Participating interns gain on-the-job training that can integrate education, career development and public service, while agencies hosting interns benefit from the contributions of creative and innovative participants.

Work performed by a student intern, however, must bear a relationship to his or her formal academic program or career interest.

The Commission of the ICTC will provide a stipend equal to the current minimum wage in effect in California at that time where:

- The ICTC has control and direct supervisory responsibility over the manner and the result of the services rendered.
- The participant does NOT belong to any of the following categories:
 - Receives remuneration for services rendered from a non-ICTC payroll (Example: visitors or guests on a per diem travel allowance)
 - Is sponsored by an outside agency and provides services through that sponsoring agency (Example: Imperial Valley College, Red Cross)
 - Is a guest of the ICTC
 - Acts as a registered disaster service worker participant

Participant Liability

ICTC aims to provide a safe and healthy environment for all participants. If a participant is injured in the course of his or her service, it is important that he or she notify his or her supervisor immediately. Participants should also complete the Incident Report of Physical Injury or Property Damage (Attachment I) and submit the report to his or her supervisor.

The ICTC liability benefits extend to participants while rendering services within the scope of their responsibilities and under the supervision of the agency. ICTC will ensure all the requirements are satisfied to limit the participant and agency exposure.

Program Procedures

Recruitment

Participants will be recruited by ICTC in order to broaden and expand involvement in the community. Participants may be recruited either through an interest in specific functions or through a general interest in specific activities, that ICTC will try to match with a specific function.

Application & Screening

All potential participants are required to complete and submit an application form (Attachment A) to the Secretary of the Commission. Forms are located:

- On-line at www.imperialctc.org
- In person at 1503 N. Imperial Ave Suite 104

The following screening procedures will apply to all potential participants who will provide on-going services (as opposed to one-day large special event such as a community clean-up day):

- All potential participants are to complete a background check. Additional screening methods may be required and will be administered in accordance with ICTC existing practices and laws. Note: Potential participants have the right to refuse to be fingerprinted; however, individuals who exercise this right may not be allowed to perform services for ICTC.
- If fingerprinting is required, a Request for Live Scan Service (Attachment B) will be provided by the Secretary of the Commission to all potential participants and have them then schedule their appointment with an agency that will provide finger printing services.

- The ICTC will not cover the cost of screening.
- ICTC requires a DMV printout of the driving record. ICTC will not cover the cost of the printout.
- Participants will be provided a copy of, and are subject to, the same drug and alcohol policies as ICTC employees.
- A participant may not begin his or her position until all screening results have been received and cleared by the Secretary of the Commission.

Job Description, Risk Assessment & Application

- ICTC will provide a Participant Job Description and a Participant Job Risk Assessment (Attachment D) for each position.
- Each potential participant will be provided a copy of the participant job description, participant job risk assessment, and participant application and be asked to sign each form.
- Each executed form is forwarded to Secretary of the Commission for filing.
- Once a participant has been accepted, he or she will receive a copy of each form.

Selection and Appointment

- ICTC has the option to interview and conduct reference checks of their potential participants.
- The Executive Director has the option to accept or decline a potential participant's services.
- If ICTC chooses to decline the service of a potential participant, ICTC will notify the potential participant that ICTC is unable to use his or her services. If appropriate, the potential participant may be referred to another member agency for participant services.
- Prior to the commencement of participant services, ICTC must have the results of the background checks, and training must be completed by the participant. In addition, the Participant Agreement (Appendix E) and Emergency Contact form (Appendix F) must be executed.

Once Recruitment is complete

- Complete all necessary forms needed for new participant
- Determine training needed
- Orientate participant with the department
- Provide information about organization
- Structure
 - o Introductions to staff
 - o Inform participant of staff meetings, work-related events, etc
 - o Give participant the tools to do the job: desk, computer, chair, etc.
 - o Tour of department, division, unit
 - o Where do they go for help or if there is a problem
- Introduce to Supervisor
- Encourage good work habits from the participant (make clear expectations)
- Continue to identify training needs
 - o What will the specific duties/responsibilities be
 - o What are the supervisor's responsibilities
 - o How will the participant receive regular feedback, guidance and support
 - o What training will the participant receive (if applicable)

- How (and when) will the participant be evaluated
- What will the participant need to do if they will be absent from work

Participants Driving

- Participants who drive either personal or ICTC owned vehicles during the course of their duties are required to have a valid California driver’s license with classification consistent with the vehicle(s) to be driven. The Secretary of the Commission will obtain and keep on file a copy of the participant’s driver’s license.
- Participants who drive a personal vehicle during their participation are required to maintain personal automobile liability coverage limits that comply with the state of California statutory requirement. The Secretary of the Commission will obtain and keep on file a copy of the participant’s current proof of liability insurance.
- Any damages to the participant’s personal vehicle or damages to other property that is caused by the participant while operating his or her personal vehicle are the responsibility of the participant.
- Participants who are authorized to drive an agency-owned and/or personally owned vehicle for ICTC business will consent to being enrolled in the California Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program. The DMV issues motor vehicle records (MVRs) on every person registered in the EPN program and automatically issues MVRs annually and whenever the driver is involved with certain legal actions or activities. A participant who has more than four points in the last three years will NOT be allowed to operate a vehicle while participation for the agency. Participants who participate in this program will sign an EPN Program Authorization for Release of Driver Record Information form (Attachment H).
- The ICTC reserves the right to cancel a participant’s driving privilege at any time without prior notification.

Supervision of Participants

- Each participant will have a clearly identified supervisor who is responsible for direct management and day-to-day supervision of that participant.

Orientation and Training

- When a participant has been selected for services by ICTC, they will participate in an orientation program designed to inform participants about the ICTC’s policies, procedures, programs, and regulations.
- Each participant will be included in the ICTC’s risk management and safety programs and be informed and trained on safe work practices and programs applicable to their job duties. Specific department and job task training will be provided by the supervisor.
- All training shall be documented in a manner consistent with existing agency record-keeping policies and procedures.

Reporting Participant Service Time

Each Supervisor will provide a written participant monthly report (Attachment I) to the Secretary of the Commission documenting:

- The total number of participant workers who performed services in that month
- The total number of hours performed
- The number of new participant workers enrolled during the month
- The number of participants released from service

Reporting Participant Incidents, Injuries, and Illnesses

The ICTC provides for treatment of work-related injuries incurred by participants under the agency's worker's compensation program. If an injury occurs:

- During Normal Business Hours: ensure the participant is out of immediate danger and notify the participant's supervisor. If the supervisor is not available, contact the Secretary of the Commission.
- After Normal Business Hours: if the participant's supervisor is not available, a message should be left advising them of the injury as well as notifying the Secretary of the Commission.
- If medical treatment is needed, the participant should be directed to closest medical care provider.
- It is the responsibility of the Secretary of the Commission to complete the workers' compensation injury packet.

Release from Service

A participant may be released from service at any time. Participants who do not adhere to the rules, policies or regulations of the ICTC; fail to perform their assignments satisfactorily; or are participating in activities that are no longer required are subject to release from service. ICTC reserves the right to request a participant leave immediately and no prior notification is necessary to release a participant of his or her services. If a department believes a participant's behavior warrants immediate release, they have the authority to release the participant from service.

Record Keeping

All records regarding participant service shall be maintained for five years.

ICTC Intern Application

PLEASE PRINT

Applicant Name:

(Last)

(First)

(MI)

Intern Position:

Address:

(Street)

(City)

(State)

(Zip Code)

Phone Number:

(Home)

(Work)

(Mobile)

Email Address:

What position are you interested in and Why?:

Education: Please check levels completed; fill in major or area of emphasis:

<input type="checkbox"/> High School/ GED	<input type="checkbox"/> Bus./Tech. School _____
<input type="checkbox"/> A.A. _____	<input type="checkbox"/> B.A./B.S. _____
<input type="checkbox"/> M.A./M.S. _____	<input type="checkbox"/> Ph.D. _____

Please check the skills and experience you have and would like to use:


<input type="checkbox"/> Public speaking/presentation	<input type="checkbox"/> Teaching/training	<input type="checkbox"/> Running errands/delivery
<input type="checkbox"/> Typing, data entry, clerical	<input type="checkbox"/> Writing/editing	<input type="checkbox"/> Mechanical skills
<input type="checkbox"/> Customer relations/service	<input type="checkbox"/> Researching/grants	<input type="checkbox"/> Fire service experience
<input type="checkbox"/> Drawing, designing, drafting	<input type="checkbox"/> Computer operations	<input type="checkbox"/> EMS experience
<input type="checkbox"/> Television, radio, media	<input type="checkbox"/> Photography	<input type="checkbox"/> Law enforcement experience

Attachment B

Request for Live Scan Service

A copy of this form can be found here:

https://oag.ca.gov/sites/all/files/agweb/pdfs/fingerprints/forms/BCIA_8016.pdf

		STATE OF CALIFORNIA BCIA 8016 (orig. 04/2001; rev. 01/2011)	DEPARTMENT OF JUSTICE	
REQUEST FOR LIVE SCAN SERVICE				
			<input type="button" value="Print Form"/>	<input type="button" value="Reset Form"/>
Applicant Submission				
ORI (Code assigned by DOJ)		Authorized Applicant Type		
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)				
Contributing Agency Information:				
Agency Authorized to Receive Criminal Record Information		Mail Code (five-digit code assigned by DOJ)		
Street Address or P.O. Box		Contact Name (mandatory for all school submissions)		
City	State	ZIP Code	Contact Telephone Number	
Applicant Information:				
Last Name		First Name	Middle Initial	Suffix
Other Name (AKA or Alias) Last		First		
Date of Birth		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		
Height	Weight	Eye Color	Hair Color	
Place of Birth (State or Country)		Social Security Number		
Home Address Street Address or P.O. Box		Driver's License Number		
		Billing Number (Agency Billing Number)		
		Misc. Number (Other Identification Number)		
		City	State	ZIP Code
Your Number: OCA Number (Agency Identifying Number)		Level of Service: <input type="checkbox"/> DOJ <input type="checkbox"/> FBI		
If re-submission, list original ATI number: (Must provide proof of rejection)		Original ATI Number		
Employer (Additional response for agencies specified by statute):				
Employer Name		Mail Code (five digit code assigned by DOJ)		
Street Address or P.O. Box		Telephone Number (optional)		
City	State	ZIP Code		
Live Scan Transaction Completed By:				
Name of Operator		Date		
Transmitting Agency	LSID	ATI Number	Amount Collected/Billed	
ORIGINAL - Live Scan Operator		SECOND COPY - Applicant		THIRD COPY (if needed) - Requesting Agency

ICTC Intern Job Description

Department/Program:

Position Title:

Reports to:

This Position Requires: Driver license Background check Fingerprinting DMV Printout
 Use of ICTC vehicles to perform task
 Use of private vehicle to perform task

Purpose/Goal of Position:

Qualifications/Skills/Certifications Needed:

- 1.
 - 2.
 - 3.
 - 4.
-

Duties/Responsibilities:

- 1.
 - 2.
 - 3.
 - 4.
-

Time Commitment:

Length (months):
Days per week:

Hours per day:
Or month:

Training Provided:

Worksite Name/Location:

Phone:

Contact for More Information:

Phone:

(Intern Signature)

(Date)

(Supervisor Signature)

(Date)

ICTC Intern Job Risk Assessment

Intern Job/Task: _____ Department: _____

Work Location: _____ Assessment Date: _____

Driver License Required? Yes No Ability to Lift 25 lbs. Repeatedly? Yes No

Minimum Age (specify): _____

Check left column to show potential hazards of this intern position

Outdoor Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Bites: snakes, dogs, insects	Protective clothing, footwear, gloves	Hazard specific training
<input type="checkbox"/>	Heat Stress: heat stroke, exhaustion, or dehydration	Ventilation, heat resistant clothing, water to replenish lost fluids	Recognition of heat stress signs
<input type="checkbox"/>	Sun Exposure: skin cancer or vision damage	Sunscreen, brimmed hat, ultraviolet eye protection and protective clothing	Sun hazard awareness
<input type="checkbox"/>	Driving: injury to vehicle occupants from collision	Seat belts	Defensive driving
<input type="checkbox"/>	Traffic: injury to workers from motor vehicle traffic or heavy equipment	Proper footwear, hard hat or eye protection, orange safety vest, traffic cones, signs and flares	Traffic control, working around heavy equipment
Indoor Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Office Equipment: paper cutters, shredders, file cabinets, computer screens or keyboards	Proper footwear and clothing for office	Safe operations specific to equipment, RMI prevention
Indoor or Outdoor Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Hand Tools: powered or unpowered	Proper footwear, clothing and eye protection	Safe hand tool use, RMI prevention
<input type="checkbox"/>	Footing Traction: slippery, uneven or unstable walking surfaces/terrain	Proper footwear	Slips, trips and falls protection
<input type="checkbox"/>	Ladders: freestanding or fixed	Proper footwear, safety tie offs, bracing	Ladder safety
<input type="checkbox"/>	Elevated work surfaces: falls from height	Fall protection, proper footwear	Slips, trips and falls
<input type="checkbox"/>	Noise: noise from machinery/equipment	Hearing protection	Hearing conservation
<input type="checkbox"/>	Body Position/Leverage: strenuous or repetitive lifting, carrying or pulling	Back brace, lifting and carrying aids such as hand trucks, dollies or slings	Safe lifting and carrying, back safety awareness
Regulated Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Chemicals: gases, vapors or liquids that when inhaled, ingested or touched can cause injury of illness	Protective clothing, gloves, glasses/goggles, if indicated, appropriate respirator	SDS, fire extinguisher, chemical specific handling, hazardous materials training
<input type="checkbox"/>	Bio-waste: bodily fluids or OPIM	Gloves, face and eye protection	Bloodborne pathogen training

Additional Hazards: _____

(Intern Signature)

(Date)

(Supervisor Signature)

(Date)

Attachment E

**ICTC
INTERN SERVICE AGREEMENT**

I _____ agree to serve as _____.
(Name of Intern) (Title of Job – Job Description Attached)

I understand my intern services will start on _____ and are anticipated to last until _____.
(Anticipated Termination Date)

My schedule will be: _____ from _____ to _____.
(day/s of week) (Time) (Time)

I understand the ICTC has the right to release me from service prior to the anticipated service termination date.

I further understand failure to adhere to the ICTC’s policies and procedures may result in immediate release from intern service.

As a intern for the ICTC, I agree to:

1. Perform the duties as specified in the attached intern job description.
2. Report to work on time and as scheduled.
3. Immediately notify my supervisor if I am unable to meet my shift commitment.
4. Immediately report to my supervisor intern work-related injuries and illnesses.
5. Immediately report to my supervisor any safety concerns or observed unsafe conditions/behaviors.
6. Follow the instructions provided by my supervisor.
7. Perform my duties in a respectful and appropriate manner.
8. Refrain from horseplay.
9. Adhere to the ICTC’s policies and procedures.
10. Maintain confidentiality.
11. Attend all required training.
12. Give adequate notice before terminating my intern services.
13. _____
14. _____

Signed: _____ Date: _____
(Intern)

Signed: _____ Date: _____
(ICTC Representative)

EMERGENCY CONTACT FORM
FOR INTERNS

List two people to notify in the case of an emergency.

Name: _____ **Relationship:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: (H): _____ (W) _____

(M) _____

Name: _____ **Relationship:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: (H): _____ (W) _____

(M) _____

California Department of Motor Vehicles – Employer Pull Notice Program Authorization for Release of Driver Record Information

DMV Form INF 1101

PDF fillable form available at

<https://www.dmv.ca.gov/portal/dmv/detail/vehindustry/ept/eptformlist>



A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, _____
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
DATE	SIGNATURE OF EMPLOYEE	
	X	

I, _____, of _____
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	
	X	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND **RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO **NOT** RETURN THIS FORM TO DMV.

Clear Form

Print

Attachment H

ICTC Intern Monthly Report

Department Name: _____

Department Head: _____

Month/Year of Report: _____

Complete for all department interns:

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Total: _____

Interns new to the department for the month of _____

Name: _____

Name: _____

Name: _____

Interns leaving the department for the month of _____

Name: _____

Name: _____

Name: _____

Supervisor's Signature

Date

Attachment I

Intern Incident Report of Physical Injury or Property Damage

Remember to:

- If appropriate, call 911**
- Secure information to complete this form**
- Take multiple PHOTOGRAPHS of scene and property damage**

Incident Involves (select one or both): **Physical Injury** **Property Damage**

Date & Time of Incident		Location of Incident		Weather	
Injured Person 1	Name, address and Phone No.			Describe Injury	
Interning at time of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Injured Person 2	Name, address and Phone No.			Describe Injury	
Interning at time of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Ambulance Called <input type="checkbox"/> Yes <input type="checkbox"/> No	First Aid Given <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe First Aid or Other Action Taken			
Property Damage	Owner's Name and Address			Phone Number(s)	
List/Describe Property Damage				Estimate Amount of Damage or Loss if Known:	
Police Called <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Report No.				
Witness 1	Name, address and Phone No.				
Witness 2	Name, address and Phone No.				
Description of Incident					
Cause of Incident (if known):					
Description of corrective measures or assistance (if any) taken or implemented:					
Report Filed by	Intern's Name and Phone No.				Date
Report Reviewed by	Supervisor's Name and Phone No.				Date



Student Intern Program

September 2019
DRAFT

ICTC's Student Intern Program Policy Statement

This policy and procedure manual is a resource guide for ICTC in the hiring of student interns. Student Interns can include a variety of persons seeking educational credit, work experience, as well as, individuals seeking entry level experience for a resume. In addition, veterans in an educational program may apply to enable them to more effectively compete for civilian jobs to provide them with the support needed to successfully make the transition from military to civilian employment.

1. Student Interns cannot displace regular employees.
2. Student Interns are not guaranteed a job at the end of the internship. ICTC will not confer privileges, right of appeal, right of position, transfer, demotion, promotion, recall, nor other employment right or benefit for any participant.
3. The Student Interns understand that they may be entitled to wages during the internship period. Any applicable wages will be determined by ICTC prior to engagement.
4. Student Interns must receive training from ICTC, even if it somewhat impedes the work of the organization.
5. Student Interns must get hands-on experience with equipment and processes used in the industry.
6. Student Interns training must be of benefit to them, not just ICTC.
7. Student Interns typically seek positions for more limited terms than other interns, and for specific educational requirements.
8. Student interns are in at-will positions. ICTC or the Student Intern may terminate the relationship without cause or prior notice.

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- Selection and Appointment

- Driving
- Supervision
- Orientation and Training
- Service Time
- Incidents, Injuries, and Illnesses
- Release from Services
- Record Keeping

It is ICTC's intent to utilize participants to:

- Enhance our programs and services for the public
- Provide assistance to support projects
- Encourage and contribute to a future workforce in the field of transportation/transit planning and contract administration. Maintain stability in the regular workforce
- Supplement, not replace, the existing and future workforce for ongoing and project specific assignments
- Gain additional expertise
- Promote cost savings
- Provide support to programs and processes where funding is lacking
- Give members of the community an opportunity to work and have input into the operation of their government
- Provide support to the educational community

There are three professional and one administrative tracks at ICTC. These tracks include:

1. Regional Transportation Planning and Intergovernmental Relations

Participants can learn about the field of public transportation planning, public infrastructure development and financing, as well as, intergovernmental relations

2. Regional Transit Planning and Contract Administration

Participants can learn about the field of public transit planning, transit operations, contract administration, as well as, industry performance standards and compliance

3. General Office Administration

Participants can learn about duties of the front and back office of a professional public agency including telephone and visitor etiquette, while operating a variety of office and business machines: calculator, copier, computer.

4. Administrative Analysis and Financial Program

Participants can learn about budgeting and accounting functions; financial, statistical, and analytical studies; assists in the preparation of performance measure reports, financial reports, statements, government grants, and claims for reimbursement.

Student Intern Enrollment Criteria

To qualify as a Student Intern, the participant must meet the following criteria:

1. The student must be at least eighteen (18) years of age
2. The student must be currently enrolled as a full time student as defined by the academic institution or organization.
3. The student must provide and maintain current proof of enrollment for the duration of the internship.
4. The student must provide future proof of enrollment i.e. a summer student internship with proof of Fall enrollment or a transition from high school to college.
5. The student should be able to work a minimum of 5 to 20 hours a week.

Student Intern Benefits

Interning in a field of choice will stand out on a resume and help participants with their job search. Participating interns gain on-the-job training that can integrate education, career development and public service, while agencies hosting interns benefit from the contributions of creative and innovative participants.

Work performed by a student intern however, must bear a relationship to his or her formal academic program or career interest.

ICTC may provide a stipend or wage. A student intern primarily receives credit or other from the educational institution. Any stipend or wages paid to the student shall be at the sole discretion of ICTC.

ICTC has control and direct supervisory responsibility over the manner and the result of the services rendered. However, it is expected that the student intern will be sponsored by an outside agency and will be provided services through that sponsoring agency (Example: Imperial Valley College, San Diego State University)

Participant Liability

ICTC aims to provide a safe and healthy environment for all participants. If a participant is injured in the course of his or her service it is important that he or she notify his or her supervisor immediately. Participants should also complete the Incident Report of Physical Injury or Property Damage (Attachment H) and submit the report to his or her supervisor.

The ICTC liability benefits extend to participants while rendering services within the scope of their responsibilities and under the supervision of the agency. ICTC will ensure all the requirements are satisfied to limit the participant and agency exposure.

Program Procedures

Recruitment

Participants will be recruited by ICTC in order to broaden and expand involvement in the community. Participants may be recruited either through an interest in specific functions or through a general interest in specific activities, that ICTC will try to match with a specific function.

Application & Screening

All potential participants are required to complete and submit an application form (Attachment A) to the Secretary of the Commission. Forms are located:

- On-line at www.imperialctc.org
- In person at 1503 N. Imperial Ave Suite 104

Job Description, Risk Assessment & Application

- ICTC will provide a Participant Job Description (Attachment B) and a Participant Job Risk Assessment (Attachment C) for each position.
- Each potential participant will be provided a copy of the participant job description, participant job risk assessment, and participant application and be asked to sign each form.
- Each executed form is forwarded to Secretary of the Commission for filing.
- Once a participant has been accepted, he or she will receive a copy of each form.

Selection and Appointment

- ICTC has the option to interview potential participants.
- The Executive Director has the option to accept or decline a potential participant's services.
- If ICTC chooses to decline the service of a potential participant, ICTC will notify the potential participant that ICTC is unable to use his or her services. If appropriate, the potential participant may be referred to another member agency for participant services.
- Prior to the commencement of participant services, ICTC must have the Participant Agreement (Appendix D) and Emergency Contact form (Appendix E) must be executed.

Once Recruitment is complete

- Complete all necessary forms needed for new participant
- Determine training needed
- Orientate participant with the department
- Provide information about organization - structure
 - o Introductions to staff
 - o Inform participant of staff meetings, work-related events, etc
 - o Give participant the tools to do the job: desk, computer, chair, etc.
 - o Tour of department, division, unit
 - o Where do they go for help if there is a problem

- Introduce to Supervisor
- Encourage good work habits from the participant (make clear expectations)
- Continue to identify training needs
 - o What will the specific duties/responsibilities be
 - o What are the supervisor's responsibilities
 - o How will the participant receive regular feedback, guidance and support
 - o What training will the participant receive (if applicable)
 - o How (and when) will the participant be evaluated
 - o What will the participant need to do if they will be absent from work

Student Interns Driving

- Student Interns are not allowed to operate vehicles registered and owned by ICTC

Supervision of Participants

- Each participant will have a clearly identified supervisor who is responsible for direct management and day-to-day supervision of that participant.

Orientation and Training

- When a participant has been selected for services by ICTC, they will participate in an orientation program designed to inform participants about the ICTC's policies, procedures, programs, and regulations.
- Each participant will be included in the ICTC's risk management and safety programs and be informed and trained on safe work practices and programs applicable to their job duties. Specific department and job task training will be provided by the supervisor.
- All training shall be documented in a manner consistent with existing agency record-keeping policies and procedures.

Reporting Participant Service Time

Each Supervisor will provide a written participant monthly report (Attachment G) to the Secretary of the Commission documenting:

- The total number of participant workers who performed services in that month
- The total number of hours performed
- The number of new participant workers enrolled during the month
- The number of participants released from service

Reporting Participant Incidents, Injuries, and Illnesses

The ICTC provides for treatment of work-related injuries incurred by participants under the agency's worker's compensation program. If an injury occurs:

- During Normal Business Hours: ensure the participant is out of immediate danger and notify the participant’s supervisor. If the supervisor is not available, contact the Secretary of the Commission.
- After Normal Business Hours: if the participant’s supervisor is not available, a message should be left advising them of the injury as well as notifying the Secretary of the Commission.
- If medical treatment is needed, the participant should be directed to closest medical care provider.
- It is the responsibility of the Secretary of the Commission to complete the workers’ compensation injury packet.

Release from Service

A participant may be released from service at any time. Participants who do not adhere to the rules, policies or regulations of the ICTC; fail to perform their assignments satisfactorily; or are participating in activities that are no longer required are subject to release from service. ICTC reserves the right to request a participant leave immediately and no prior notification is necessary to release a participant of his or her services. If a department believes a participant’s behavior warrants immediate release, they have the authority to release the participant from service.

Record Keeping

All records regarding participant service shall be maintained for five years.

Attachment A

ICTC Student Intern Application

PLEASE PRINT

Applicant Name:

(Last)

(First)

(MI)

Intern Position:

Address:

(Street)

(City)

(State)

(Zip Code)

Phone Number:

(Home)

(Work)

(Mobile)

Email Address:

What position are you interested in and Why ?:

Education: Please check levels completed; fill in major or area of emphasis:

<input type="checkbox"/> High School/ GED	<input type="checkbox"/> Bus./Tech. School _____
<input type="checkbox"/> A.A. _____	<input type="checkbox"/> B.A./B.S. _____
<input type="checkbox"/> M.A./M.S. _____	<input type="checkbox"/> Ph.D. _____

Please check the skills and experience you have and would like to use:

<input type="checkbox"/> Public speaking/presentation	<input type="checkbox"/> Teaching/training	<input type="checkbox"/> Running errands/delivery
<input type="checkbox"/> Typing, data entry, clerical	<input type="checkbox"/> Writing/editing	<input type="checkbox"/> Mechanical skills
<input type="checkbox"/> Customer relations/service	<input type="checkbox"/> Researching/grants	<input type="checkbox"/> Fire service experience
<input type="checkbox"/> Drawing, designing, drafting	<input type="checkbox"/> Computer operations	<input type="checkbox"/> EMS experience
<input type="checkbox"/> Television, radio, media	<input type="checkbox"/> Photography	<input type="checkbox"/> Law enforcement experience

ICTC Intern Job Description

Department/Program:

Position Title:

Reports to:

This Position Requires: Driver license Background check Fingerprinting DMV Printout
 Use of ICTC vehicles to perform task
 Use of private vehicle to perform task

Purpose/Goal of Position:

Qualifications/Skills/Certifications Needed:

- 1.
- 2.
- 3.
- 4.

Duties/Responsibilities:

- 1.
- 2.
- 3.
- 4.

Time Commitment:

Length (months):
Days per week:

Hours per day:
Or month:

Training Provided:

Worksite Name/Location:

Phone:

Contact for More Information:

Phone:

(Intern Signature)

(Date)

(Supervisor Signature)

(Date)

ICTC Student Intern Job Risk Assessment

Intern Job/Task: _____ **Department:** _____

Work Location: _____ **Assessment Date:** _____

Driver License Required? Yes No **Ability to Lift 25 lbs. Repeatedly?** Yes No

Minimum Age (specify): _____

Check left column to show potential hazards of this intern position

Outdoor Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Bites: snakes, dogs, insects	Protective clothing, footwear, gloves	Hazard specific training
<input type="checkbox"/>	Heat Stress: heat stroke, exhaustion, or dehydration	Ventilation, heat resistant clothing, water to replenish lost fluids	Recognition of heat stress signs
<input type="checkbox"/>	Sun Exposure: skin cancer or vision damage	Sunscreen, brimmed hat, ultraviolet eye protection and protective clothing	Sun hazard awareness
<input type="checkbox"/>	Driving: injury to vehicle occupants from collision	Seat belts	Defensive driving
<input type="checkbox"/>	Traffic: injury to workers from motor vehicle traffic or heavy equipment	Proper footwear, hard hat or eye protection, orange safety vest, traffic cones, signs and flares	Traffic control, working around heavy equipment
Indoor Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Office Equipment: paper cutters, shredders, file cabinets, computer screens or keyboards	Proper footwear and clothing for office	Safe operations specific to equipment, RMI prevention
Indoor or Outdoor Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Hand Tools: powered or unpowered	Proper footwear, clothing and eye protection	Safe hand tool use, RMI prevention
<input type="checkbox"/>	Footing Traction: slippery, uneven or unstable walking surfaces/terrain	Proper footwear	Slips, trips and falls protection
<input type="checkbox"/>	Ladders: freestanding or fixed	Proper footwear, safety tie offs, bracing	Ladder safety
<input type="checkbox"/>	Elevated work surfaces: falls from height	Fall protection, proper footwear	Slips, trips and falls
<input type="checkbox"/>	Noise: noise from machinery/equipment	Hearing protection	Hearing conservation
<input type="checkbox"/>	Body Position/Leverage: strenuous or repetitive lifting, carrying or pulling	Back brace, lifting and carrying aids such as hand trucks, dollies or slings	Safe lifting and carrying, back safety awareness
Regulated Hazard Source		Personal Protection Required	Necessary Training
<input type="checkbox"/>	Chemicals: gases, vapors or liquids that when inhaled, ingested or touched can cause injury of illness	Protective clothing, gloves, glasses/goggles, if indicated, appropriate respirator	SDS, fire extinguisher, chemical specific handling, hazardous materials training
<input type="checkbox"/>	Bio-waste: bodily fluids or OPIM	Gloves, face and eye protection	Bloodborne pathogen training

Additional Hazards: _____

(Intern Signature)

(Date)

(Supervisor Signature)

(Date)

Attachment D

**ICTC
STUDENT INTERN SERVICE AGREEMENT**

I _____ agree to serve as _____.
(Name of Intern) (Title of Job – Job Description Attached)

I understand my intern services will start on _____ and are anticipated to last until _____.
(Anticipated Termination Date)

My schedule will be: _____ from _____ to _____.
(day/s of week) (Time) (Time)

I understand the ICTC has the right to release me from service prior to the anticipated service termination date.

I further understand failure to adhere to the ICTC's policies and procedures may result in immediate release from intern service.

As a intern for the ICTC, I agree to:

1. Perform the duties as specified in the attached intern job description.
2. Report to work on time and as scheduled.
3. Immediately notify my supervisor if I am unable to meet my shift commitment.
4. Immediately report to my supervisor intern work-related injuries and illnesses.
5. Immediately report to my supervisor any safety concerns or observed unsafe conditions/behaviors.
6. Follow the instructions provided by my supervisor.
7. Perform my duties in a respectful and appropriate manner.
8. Refrain from horseplay.
9. Adhere to the ICTC's policies and procedures.
10. Maintain confidentiality.
11. Attend all required training.
12. Give adequate notice before terminating my intern services.
13. _____
14. _____

Signed: _____ Date: _____
(Student Intern)

Signed: _____ Date: _____
(ICTC Representative)

Attachment E Student Intern Program Acknowledgment of Workers' Compensation

Imperial County Transportation Commission

**Student Intern Program
Acknowledgment of Workers' Compensation**

I hereby acknowledge that as a student intern for ICTC in the capacity of _____ I am not an employee, but that I am covered under ICTC's Workers' Compensation Plan since ICTC has adopted a resolution extending worker's compensation coverage to student interns pursuant to Labor Code 3363.5

As a student intern covered under ICTC's Workers' Compensation Plan, I expressly agree and acknowledge that workers' compensation is my exclusive remedy for any injury suffered while performing said duties, and that I cannot and will not seek to bring and other claim or action of any type against ICTC, its employees, officers, agencies or officials.

Date: _____

Signature: _____

Print Name: _____

Witness: _____

EMERGENCY CONTACT FORM
FOR STUDENT INTERNS

List two people to notify in the case of an emergency.

Name: _____ **Relationship:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: (H): _____ (W) _____

(M) _____

Name: _____ **Relationship:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: (H): _____ (W) _____

(M) _____

Attachment G

ICTC Student Intern Monthly Report

Department Name: _____

Department Head: _____

Month/Year of Report: _____

Complete for all department interns:

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Name: _____ Hours Interned: _____

Total: _____

Interns new to the department for the month of _____

Name: _____

Name: _____

Name: _____

Interns leaving the department for the month of _____

Name: _____

Name: _____

Name: _____

Supervisor's Signature

Date

Attachment H

Intern Incident Report of Physical Injury or Property Damage

Remember to:

- If appropriate, call 911
- Secure information to complete this form
- Take multiple PHOTOGRAPHS of scene and property damage

Incident Involves (select one or both): Physical Injury Property Damage

Date & Time of Incident		Location of Incident		Weather	
Injured Person 1	Name, address and Phone No.			Describe Injury	
Interning at time of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Injured Person 2	Name, address and Phone No.			Describe Injury	
Interning at time of injury? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Ambulance Called <input type="checkbox"/> Yes <input type="checkbox"/> No	First Aid Given <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe First Aid or Other Action Taken			
Property Damage	Owner's Name and Address			Phone Number(s)	
List/Describe Property Damage				Estimate Amount of Damage or Loss if Known:	
Police Called <input type="checkbox"/> Yes <input type="checkbox"/> No	Police Report No.				
Witness 1	Name, address and Phone No.				
Witness 2	Name, address and Phone No.				
Description of Incident					
Cause of Incident (if known):					
Description of corrective measures or assistance (if any) taken or implemented:					
Report Filed by	Intern's Name and Phone No.				Date
Report Reviewed by	Supervisor's Name and Phone No.				Date

RESOLUTION NO. _____
RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC), DECLARING THAT STUDENT INTERNS SHALL BE DEEMED TO BE EMPLOYEES FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR WORK-STUDY

WHEREAS, ICTC finds that it is in its best interest to utilize the services of unpaid student interns; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service without pay for a public agency as designated and authorized by the governing body of the agency or its designee, shall, upon adoption of a resolution by the governing body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, Section 3363.5 of the Labor Code defines "voluntary service without pay" to include those services performed by any person who receives no remuneration other than meals, transportation, lodging, or reimbursement for incidental expenses; and

NOW, THEREFORE, BE IT RESOLVED by ICTC as follows: That student interns who perform work-study or other work be deemed to be employees of ICTC for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. This does not make an intern an employee of ICTC for any purpose other than such coverage, nor grant nor enlarge upon any other right, duty, or responsibility of an intern.

The Workers' Compensation benefits to be provided to interns shall be limited to the benefits provided by State law and shall not include any additional benefits as may be provided by ICTC to its employees.

PASSED AND ADOPTED by the Imperial County Transportation Commission at a regular meeting of said Commission.

Chairperson

ATTEST:

Clerk of the Commission

VII. INFORMATION CALENDAR

A. Lean 6 Sigma for Encroachment Permit
Process, with Q and A

Caltrans new organizational structure

*Presentation by Hanh Khuu from Caltrans Traffic
Operations*

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
DISTRICT 11
TRAFFIC OPERATIONS DIVISION
DISTRICT OFFICE
SOURCE UNIT 350

OCTOBER 2019

DISTRICT DIRECTOR
CORY BINNS

CHIEF DEPUTY
GUSTAVO DALLARDA
911-350-3152-001 (619)-688-3188

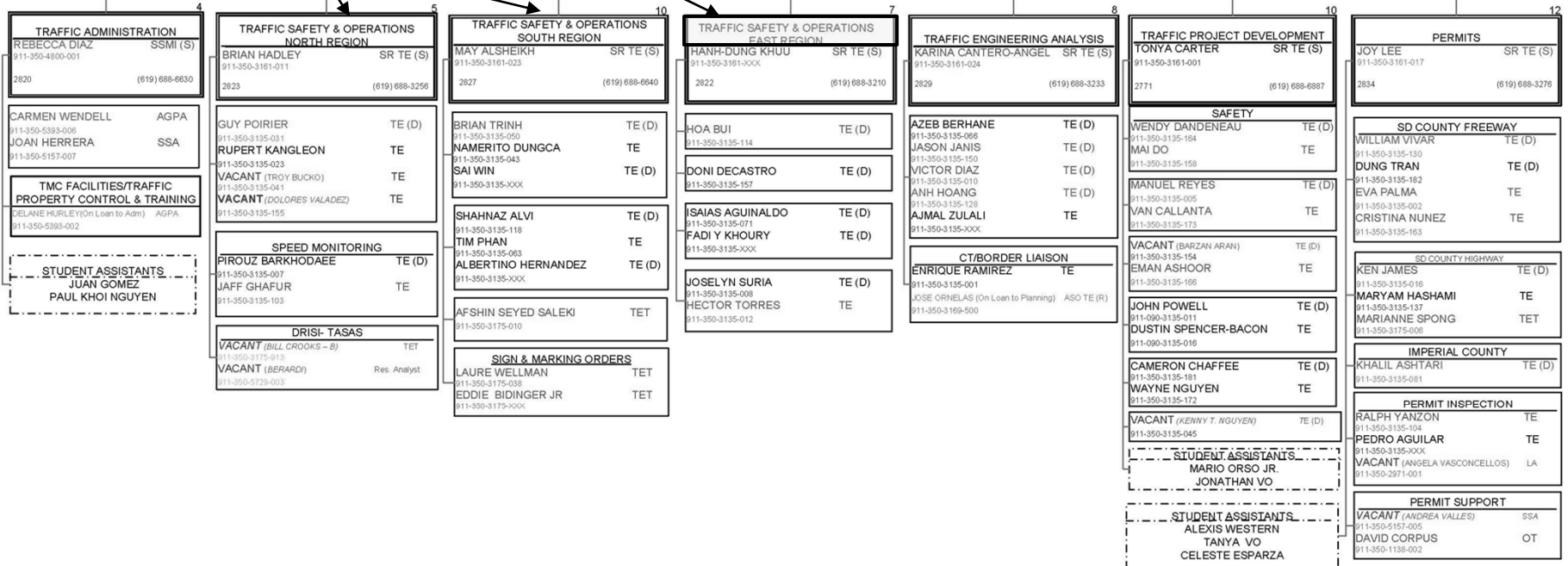
DISTRICT DIVISION CHIEF
TRAFFIC OPERATIONS
ERWIN GOJUANGCO (OOC FROM CON) SUP TRANS ENGR (M)
VACANT (MARCELO PEINADO)
911-001-3155-004 2820 (619) 688-3142

Formal Name:
Highway Operations

Formal Name:
Freeway Operations

MAIT
DANNY TRAN SR TE/SPEC
911-350-3161-010 2820

OUTDOOR ADVERTISING - HQ
RAJ CHAMPANERI (District 7)
213-897-6123



Traffic Safety & Operations (TS&O) East Region



Routes: IMP 7, 8, 78, 86, 98, 111, 115, 186, and 188.

SD 8 (>11.76), 54, 67, 76(>N17.50), 78 (>N17.68), 79, 94, and 125.

Total Freeway Miles: 772



**TRAFFIC SAFTY &
OPERATIONS
EAST REGION**

Caltrans District 11
4050 Taylor Street MS 230
San Diego, CA 92110
Fax (619) 688-6644

BRANCH CHIEF		HANH-DUNG KHUU Office: (619) 688-3210 Cell: (858) 518-3910
ROUTE MANAGER	ROUTE ENGINEER	ROUTE
HOA BUI Office: (619) 688-3226 Cell:(858) 518-3758	VACANT	IMP-7 IMP-78 IMP-111 IMP-186
ISAIAS AGUINALDO Office: (619) 688-3213 Cell:(858) 518-3792 FADI KHOURY (619) 688-3240		SR-54 SR-67 SR-86 SR-79 SR-78 (SD 17.680 to 95.31) SR-125
DONI DECASTRO Office:(619) 688-3307 Cell:(858) 518-3740	VACANT	I-8 (from SD 11.76 to IMP R 96.986) SR-76 (from N17.50 to end)
JOSELYN SURIA Office:(619) 688-3281 Cell:(858) 518-3854	HECTOR TORRES Office:(619) 688-6660	SR-94 IMP-98 IMP-115 IMP-188

Encroachment Permit Process

The slide features a white background with several decorative geometric elements. On the left side, there is a small, solid gray triangle pointing upwards. On the right side, there is a large, complex graphic composed of overlapping, semi-transparent gray shapes, including a tall, narrow trapezoid and various overlapping triangles and polygons, creating a layered, abstract effect.

What is an Encroachment?

An "encroachment" is defined in Section 660 of the California Streets and Highways Code as “any tower, pole, pole line, pipe, pipeline, fence, billboard, stand or building, or any structure, object of any kind or character not particularly mentioned in the section, or special event, which is in, under, or over any portion of the State highway rights of way.”

When is an Encroachment Permit required?

An encroachment permit must be obtained for all proposed activities related to the placement of encroachments within, under, or over the State highway rights of way.

Strategic Management Plan

Goal 2: Stewardship and Efficiency

Strategic Objective	Performance Measure	Target
Efficiently manage operations of the transportation system	% of encroachment permits approved or denied within 30 days of receiving completed application	95% of permits

Lean 6 Sigma for Encroachment Permits

- ▶ Statewide implementation
May 1, 2019

OVERVIEW

- ▶ Improve submittal quality
- ▶ Process improvements
- ▶ Review timeline improvements



► Quality of Submittal:

- ✓ require each encroachment permit application package be screened for completeness before acceptance
- ✓ expect the permit plans to be at or close to 100% complete

► Process Improvements

- ✓ permit writer to screen all incoming packages
- ✓ mandatory pre-permit meetings on complex permits with all stakeholders
- ✓ request utility companies to assign a single liaison for Caltrans permitting

► Review Timeline Revisions

- ✓ reduce applicant respond times to Caltrans' comments to 10 calendar days

Timeline

DAYS	ACTIVITY
2	Accept permit package
2	Assign Permit number (Simplex)
8	Permit functional review time
2	Approve, request additional information, or deny determination
10	Request revisions from applicant
6	Review revisions and issue or deny permit
30	TOTAL DAYS

Accomplishments and Challenges

D11 permits accepted has increased by 3% to 18% every year for the last five years

- FY 14/15 - 873 permits
- FY 18/19 - 1,133 permits
- 30% increase!!!

August 2019 - 143 permits

- 6.5 permits every day