



1503 N. IMPERIAL AVENUE, SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
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TRANSPORTATION COMMISSION  
AGENDA  
**DRAFT**  
WEDNESDAY, OCTOBER 23, 2019  
6:00 PM

County of Imperial Administration Center  
Board of Supervisors Chambers  
940 W. Main Street, Second Floor  
El Centro, CA 92243

**CHAIR: ROBERT AMPARANO**

**VICE CHAIR: GEORGE NAVA**

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

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

**II. EMERGENCY ITEMS**

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

**III. PUBLIC COMMENTS**

Any member of the public may address the Commission for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Commission. The Commission 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**

(Executive Director recommends approval of consent calendar items)

- A. Approval of the ICTC Commission Draft Minutes: September 25, 2019
- B. Receive and File:
1. ICTC Management Committee Draft Minutes: October 9, 2019
  2. ICTC SSTAC Minutes: September 4, 2019
- C. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2018-19 – Regional Applications

The ICTC Management Committee met on October 9, 2019 and forwards this item to the Commission for review and approval, after the receipt of public comment:

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**

- D. Authorize travel for an ICTC Commission Member to attend the CALCOG Board Meeting in November
- ICTC staff forwards this item to the Commission for review and approval after public comment, if any:
1. Approve travel for Commissioner Cheryl Viegas-Walker to attend the CALCOG Board Meeting on November 15, 2019 for an estimated expenditure amount of \$318.00

- E. Quality Assurance Program (QAP) Adoption

ICTC staff forwards this item to the Commission for review and approval after public comment, if any:

1. Approve the proposed 2019 Quality Assurance Program (QAP).

**V. REPORTS (Up to 5 minutes per staff report)**

- A. ICTC Executive Director
  - See attached Executive Director Report
- B. Southern California Association of Governments
  - See attached report
- C. California Department of Transportation – District 11
  - See attached report
- D. Commission Member Reports (if any)

**VI. ACTION CALENDAR**

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

The ICTC Management Committee met on October 9, 2019 and forwards 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. INFORMATION CALENDAR**

- A. Update on the Brawley Transit Corridor Brownfield Assessment  
*Presentation by Sean Wilcock, IVEDC*

**VIII. MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, November 13, 2019 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

**IX. ADJOURNMENT**

- A. Motion to adjourn

# IV. CONSENT CALENDAR

## IV. CONSENT CALENDAR

A. APPROVAL OF ICTC COMMISSION DRAFT  
MINUTES:  
SEPTEMBER 25, 2019

B. RECEIVE AND FILE :

1. ICTC MANAGEMENT COMMITTEE DRAFT  
MINUTES:  
OCTOBER 9 2019
3. ICTC SSTAC MINUTES:  
SEPTEMBER 4, 2019

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**DRAFT MINUTES FOR SEPTEMBER 25, 2019**  
**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

- |                     |                         |
|---------------------|-------------------------|
| City of Brawley     | George Nava             |
| City of Calipatria  | Maria Nava-Froelich     |
| City of Calexico    | Lewis Pacheco           |
| City of El Centro   | Cheryl Viegas-Walker    |
| City of Holtville   | James Predmore          |
| City of Imperial    | Robert Amparano (Chair) |
| City of Westmorland | Larry Ritchie           |
| County of Imperial  | Luis Plancarte          |
| County of Imperial  | Ryan Kelley             |

**NON-VOTING MEMBERS PRESENT:**      Caltrans District 11                      Ann Fox

**STAFF PRESENT:**    Mark Baza, Kathi Williams, David Aguirre, Cristi Lerma

**OTHERS PRESENT:** David Salgado: SCAG; Jesus Chi Vargas, Beth Landrum, Erwin Gojuangco: Caltrans; Rosanna Bayon Moore: City of Brawley; Glenna Barrett, Tim Kelley: IVEDC; Carmen Vargas: Ramirez & Co., Inc.; Don Hunt: Norton Rose Fulbright

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, September 25, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

[Chair Amparano](#) called the Commission meeting to order at 6:33 p.m. Roll call was taken, and a quorum was present.

**II.     EMERGENCY ITEMS**

There were none.

**III.    PUBLIC COMMENTS**

Mr. Baza presented Ms. Kathi Williams with a retirement award and thanked her for her 28 years of service to the County of Imperial and ICTC.

**IV.    CONSENT CALENDAR**

A motion was made by [Viegas-Walker](#) and seconded by [Pacheco](#) to approve the consent calendar as presented; **Motion carried unanimously.**

- A.      Approval of the ICTC Commission Draft Minutes:      July 24, 2019
- B.      Receive and File:
  - 1.      ICTC Management Committee Draft Minutes:      September 11, 2019
  - 2.      ICTC TAC Minutes:    July 25, 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. Authorized 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. INFORMATION / DISCUSSION CALENDAR

### A. Update on the Southern Border Broadband Consortium (SBBC)

Ms. Glenna Barrett provided an update to the Commissioners regarding the Southern Border Broadband Consortium. 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. Update on the Brawley Transit Corridor Brownfield Assessment

Mr. Sean Wilcock regrettably did not provide an update at this meeting. Mr. Baza stated that he'd try to make it to the October meeting.

### C. Refunding/Savings Considerations for the LTA's 2012 Sales Tax Revenue Bonds

Ms. Carmen Vargas and Mr. Don Hunt provided the Commission with the potential 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 has already been presented to the City Managers and if any or all participating agencies consider it, the amended pledge agreement will be taken to the LTA Board for their review and consideration in November.

## VI. REPORTS

### A. ICTC Executive Director

- A full list of updates and announcements can be found on page 30 of the agenda.

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

- A full list of updates and announcements can be found on page 38 of the agenda.

### C. California Department of Transportation (Caltrans)

- A full list of updates and announcements can be found on page 44 of the agenda.

### D. Commission Member Reports

- Commissioners had various announcements regarding events occurring in their jurisdictions.

## VII. ACTION CALENDER

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

A motion was made by [Nava](#) and seconded by [Walker](#); **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. Adopted the ICTC Safety and Emergency Preparedness Plan (SEPP)

A motion was made by [Nava](#) and seconded by [Walker](#); **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 forwarded this item to the Commission for review and approval, after the receipt of public comment:

1. Approved 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. Authorized the Chairperson to sign the consultant agreement.

A motion was made by [Nava](#) and seconded by [Walker](#); **Motion carried unanimously.**

**VIII. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **October 23, 2019 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

**IX. ADJOURNMENT**

- A. Meeting adjourned at 8:12 p.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 1<sup>st</sup>, 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 & 4<sup>th</sup> 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 1<sup>st</sup>, 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 9<sup>th</sup>, 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 50<sup>th</sup> 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 30<sup>th</sup> through October 11<sup>th</sup> and can be submitted at the Imperial County IHSS Public Authority office located at 2995 S. 4<sup>th</sup> 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**

### **IV. CONSENT CALENDAR**

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





1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243  
PHONE: (760) 592-4494  
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October 14, 2019

Robert Amparano, Chairman  
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 Commission 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**

The ICTC Management Committee met on October 9, 2019 and forwards 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

BY:



David Aguirre  
Transit Programs Manager

MB/da/cl

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

## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

D. AUTHORIZE TRAVEL FOR AN ICTC COMMISSION MEMBER TO ATTEND THE CALCOG BOARD MEETING IN NOVEMBER



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October 14, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Authorize travel for an ICTC Commission Member to attend the CALCOG Board Meeting in November

Dear Commission Members:

The Imperial County Transportation Commission is a member of the California Association of Councils of Governments (CALCOG). CALCOG is a nonprofit, social welfare organization formed to serve regional governments.

CALCOG serves 46 member agencies. Each appoints a representative from their legislative body to serve on the CALCOG Board. Commissioner Cheryl Viegas-Walker is currently serving as a CALCOG Board of Directors representing ICTC and Imperial County as a region.

Ms. Viegas-Walker will be attending the CALCOG Board meeting scheduled for November 15, 2019. The total estimated cost for this trip is \$318.00. Below is an estimate of the projected costs that will be reimbursed upon verification of receipts.

\$168.00 airfare from San Diego  
\$20.00 parking for the day  
\$130.00 mileage reimbursement  
\$318.00 estimated costs

ICTC staff forwards this item to the Commission for review and approval after public comment, if any:

1. Approve travel for Commissioner Cheryl Viegas-Walker to attend the CALCOG Board Meeting on November 15, 2019 for an estimated expenditure amount of \$318.00

Sincerely,

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

MARK BAZA  
Executive Director

MB/cl  
Attachments

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

# IV. CONSENT CALENDAR

## IN CONSENT CALENDAR

E. QUALITY ASSURANCE PROGRAM (QAP)  
ADOPTION



IMPERIAL COUNTY  
TRANSPORTATION COMMISSION

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October 15, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
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SUBJECT: 2019 Quality Assurance Program (QAP)

Dear Commission Members:

When transportation projects are constructed on the National Highway System (NHS), it is required by federal regulations that each State Transportation Department (STD) has a Quality Assurance Program (QAP) that meets federal requirements. Consequently, Caltrans has included the requirement in the Local Assistance Procedures Manual that every local agency receiving funds for a Federal-aid transportation project must have a QAP. In addition, the QAP should be updated as needed, and at least once every five years.

As a recipient of the 2018 Better Utilizing Investments to Leverage Development (BUILD) award for the *Callexico East Port of Entry Bridge Expansion* project, the Imperial County Transportation Commission (ICTC) is required to develop a QAP. ICTC's QAP will assure that the materials and workmanship incorporated into each federal-aid highway construction project on the National Highway System (NHS) are in conformity with the requirements of the approved plans and specifications.

ICTC staff forwards this item to the Commission for review and approval after public comment, if any:

1. Approve the proposed 2019 Quality Assurance Program (QAP).

Sincerely,

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

MARK BAZA  
Executive Director

MB/vm/mf

Attachment

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

# Imperial County Transportation Commission



## Quality Assurance Program (QAP)

*Originally prepared October 8, 2019*

**Recommended for  
Approval by:**

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David Aguirre  
Transit Program Manager of ICTC

**Approved By:**

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Robert Amparano  
Chairman  
Imperial County Transportation Commission



## 1 INTRODUCTION AND PURPOSE

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The purpose of this program is to provide assurance that the materials incorporated into construction projects are in conformance with the contract specifications. This program will be updated every five years or more frequent if there are changes of the testing frequencies or to the tests themselves. To accomplish this purpose, the following terms and definitions will be used:

### 1.1 DEFINITION OF TERMS

- Acceptance Testing (AT) – Sampling and testing, or inspection, to determine the degree of compliance with contract requirements.
- ICTC – Imperial County Transportation Commission
- Independent Assurance Program (IAP) – Verification that AT is being performed correctly by qualified testers and laboratories.
- Quality Assurance Program (QAP) – A sampling and testing program that will provide assurance that the materials and workmanship incorporated into the construction project are in conformance with the contract specifications. The main elements of a QAP are the AT, and IAP.
- Source Inspection – AT of manufactured and prefabricated materials at locations other than the job site, generally at the manufactured location.
- ASTM - American Society for Testing of Materials
- AASHTO – American Association of State Highway & Transportation Officials

## 2 MATERIALS LABORATORY

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The Imperial County Transportation Commission (ICTC) will use a private consultant materials laboratory to perform AT on Federal-aid and other designated projects. The materials laboratory shall be under the responsible management of a California registered Engineer with experience in sampling, inspection and testing of construction materials. The Engineer shall certify the results of all tests performed by laboratory personnel under the Engineer's supervision. The materials laboratory shall contain certified test equipment capable of performing the tests conforming to the provisions of this QAP.

The materials laboratory used shall provide documentation that the laboratory complies with the following procedures:

1. Correlation Testing Program – The materials laboratory shall be a participant in one or more of the following testing programs:
  - a. AASHTO Materials Reference Laboratory (AMRL)
  - b. Cement and Concrete Reference Laboratory (CCRL)
  - c. Caltrans' Reference Samples Program (RSP)
  
2. Certification of Personnel – The materials laboratory shall employ personnel who are certified by one or more of the following:
  - a. Caltrans District Materials Engineer
  - b. Nationally recognized non-Caltrans organizations such as the American Concrete Institute, Asphalt, National Institute of Certification of Engineering Technologies, etc.
  - c. Other recognized organizations approved by the State of California and/or Recognized by local governments or private associations.

3. Laboratory and Testing Equipment – The materials laboratory shall only use laboratory and testing equipment that is in good working order. All such equipment shall be calibrated at least once each year. All testing equipment must be calibrated by impartial means using devices of accuracy traceable to the National Institute of Standards and Technology. A decal shall be firmly affixed to each piece of equipment showing the date of the last calibration. All testing equipment calibration decals shall be checked as part of the IAP.

## **2.1 ACCEPTANCE TESTING (AT)**

AT will be performed by a materials laboratory certified to perform the required tests. The tests results will be used to ensure that all materials incorporated into the project are in compliance with the contract specifications.

Testing methods will be in accordance with the California Testing (CT) Methods or a national recognized standard (i.e., AASHTO, ASTM, etc.) as specified in the contract specifications.

Sample locations and frequencies may be in accordance with the contract specifications. If not so specified in the contract specifications, samples shall be taken at the locations and frequencies as shown in Exhibit 1 (Appendix D, "Acceptance Sampling and Testing Frequencies" of the QAP Manual).

## **2.2 INDEPENDENT ASSURANCE PROGRAM (IAP)**

IAP shall be provided by personnel from Caltrans, ICTC'S certified materials laboratory or consultant's certified materials laboratory. IAP will be used to verify that sampling and testing procedures are being performed properly and that all testing equipment is in good condition and properly calibrated.

IAP personnel shall be certified in all required testing procedures, as part of IAP, and shall not be involved in any aspect of AT.

IAP shall be performed on every type of materials test required for the project. Proficiency tests shall be performed on Sieve Analysis, Sand Equivalent, and Cleanness Value tests. All other types of IAP shall be witness tests.

Poor correlation between acceptance tester's results and other test results may indicate probable deficiencies with the acceptance sampling and testing procedures. In cases of unresolved discrepancies, a complete review of AT shall be performed by IAP personnel, or an independent materials laboratory chosen by the ICTC. IAP samples and tests are not to be used for determining compliance with contract requirements. Compliance with contract requirements is determined only by AT.

### **2.3 REPORTING ACCEPTANCE TESTING RESULTS**

The following are time periods for reporting material test results to the Resident Engineer:

1. When the aggregate is sampled at material plants, test results for Sieve Analysis, Sand Equivalent and Cleanness Value should be submitted to the Resident Engineer within 24 hours after sampling.
2. When materials are sampled at the job site, test results for compaction and maximum density should be submitted to the Resident Engineer within 24 hours after sampling.
3. When soils and aggregates are sampled at the job site:
  - a. Test results for Sieve Analysis, Sand Equivalent and Cleanness Value should be submitted to the Resident Engineer within 72 hours after sampling.
  - b. Test results for "R" Value and asphalt concrete extraction should be submitted to the Resident Engineer within 96 hours after sampling.

4. When sampling products such as Portland Cement Concrete (PCC), cement-treated base (CTB), hot mix asphalt (HMA), and other such materials; the time of such sampling shall be varied with respect to the time of the day insofar as possible, in order to avoid a predictable sampling routine. The reporting of AT results, if not performed by the Resident Engineer's staff, shall be done on an expedited basis such as by fax or telephone.

### 3 TESTING OF MANUFACTURED MATERIALS

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During the Design phase of the project, the Project Engineer may submit a “Source Inspection Request” see Exhibit 2 (Exhibit 16-V of the LAPM) to the consultant, or Caltrans for inspection and testing of manufactured and prefabricated materials by their materials laboratory. A list of materials that can be typically accepted on the basis of certificates of compliance during construction is found in Exhibit 3 (Appendix F – “Construction Materials Accepted by a Certificate of Compliance” of the QAP Manual). All certificates of compliance shall conform to the requirements of the contract specifications, for examples see Exhibit 4 (Appendix J – “Example of a Vendor’s Certificate of compliance” of the QAP Manual).

Should ICTC request Caltrans to conduct the source inspection, and the request is accepted, all sampling, testing, and acceptance of manufactured and prefabricated materials will be performed by Caltrans’ Office of Materials Engineering and Testing Services.

For Federal-aid projects on the National Highway System (NHS), Caltrans will assist in certifying the materials laboratory, and the acceptance samplers and testers. For Federal-aid projects off the NHS, Caltrans may be able to assist in certifying the materials laboratory, and the acceptance samplers and testers.

## 4 PROJECT CERTIFICATION

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Upon completion of a Federal-aid project, a "Materials Certificate" shall be completed by the Resident Engineer. ICTC shall include a "Materials Certificate" in the Report of Expenditures submitted to the Caltrans District Director, Attention: District Local Assistance Engineer. A copy of the "Materials Certificate" shall also be included in the Agency's construction records. The Resident Engineer in charge of the construction function for the Agency shall sign the certificate. All materials incorporated into the work which did not conform to specifications must be explained and justified on the "Materials Certification", including changes by virtue of contract change orders. See Exhibit 5 (Appendix K – "Example of Materials Certificates/Exceptions" of the QAP Manual).

## 5 RECORDS

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All material records of samples and tests, material releases and certificates of compliance for the construction project shall be incorporated into the Resident Engineer's project file. If a Federal-aid project:

1. The files shall be organized as described in Exhibit 6 (Section 16.3 "Maintaining Project Records" of the Local Assistance Procedures Manual.
2. It is recommended that the complete project file be available at a single location for inspection by Caltrans and Federal Highway Administration (FHWA) personnel.
3. The project files shall be available for at least three years following the date of final project voucher.
4. The use of a "Log Summary," as shown in Exhibit 7 (Appendix H – "Example of a Log Summary Sheet" of the QAP Manual), facilitates reviews of material sampling and testing by Caltrans and FHWA, and assists the Resident Engineer in tracking the frequency of testing.

When two or more projects are being furnished identical materials simultaneously from the same plant, it is not necessary to take separate samples or perform separate tests for each project; however, copies of the test reports are to be provided for each of the projects to complete the records.



**EXHIBITS**

**EXHIBIT 1**

**Appendix D - "Acceptance Sampling and Testing Frequencies" of the  
QAP Manual**

## Appendix D - Acceptance Sampling and Testing Frequencies

Note: It may be desirable to sample and store some materials. If warranted, testing can be performed at a later date.

### Portland Cement (Hydraulic Cement)

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Cement/fly ash (Sampling only)	8-lb. sample	If possible, take a least one sample per job, even if the material is accepted based on a Certificate of Compliance.	ASTM D75, C494 CT 125 AASHTO T127, M85, M295	Standard for sampling hydraulic cement or fly ash.
Cement (Testing Only)	8-lb. sample	If the product is accepted based on a Certificate of Compliance, testing is not required. If the product is not accepted using a Certificate of Compliance, test at least once per job.	ASTM C109 CT 515 AASHTO T106	If testing appears warranted, fabricate six 2-in. mortar cubes using the Portland (or hydraulic cement). Test for compressive strength.

### Portland Cement Concrete (Hydraulic Cement Concrete)

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate for Hydraulic Cement Concrete (Sampling & Testing)	50-lb. sample	Take one aggregate sample for each 1000 cu. yd. of PCC/HCC concrete. Test at least one sample per job.	ASTM D75 CT 125 AASHTO M6, T2, M80	Sample aggregate from belt or hopper (random basis).
Water (Sampling & Testing)	Take a two-quart sample using a clean plastic jug (with lining) and sealed lid. Sample at the point of use.	If the water is clean with no record of chlorides or sulfates greater than 1%, no testing is required. If the water is dirty do not use it. Test only when the chloride or sulfates are suspected to be greater than 1%.	CT 405, CT 422, CT 417 AASHTO R23	If testing appears warranted, test for chlorides and sulfates.

## Appendix D (continued)

### Portland Cement Concrete (Hydraulic Cement Concrete) – Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description of Comments
Air Entraining Admixtures (Sampling & Testing)	Take a one-quart sample using a clean, lined can or plastic bottle, if liquid. If powder, take a 2.5 lb. sample.	If the product is accepted based on a Certificate of Compliance, testing is not required. Take one sample per job. Prior to sampling, check with Caltrans (METS) for acceptable brands and dosage rates.	ASTM C233 AASHTO M154, T157, C260	If testing appears warranted, test for sulfates and chlorides. Admixtures with sulfates and chlorides greater than 1% should not be used.
Water Reducers or Set Retarders (Sampling & Testing)	If liquid, take a 1-qt. sample using a clean plastic can. If powder, take a 2.5 lb. sample.	If the product is accepted based on a Certificate of Compliance, no testing is required. If not, test once per job. Prior to using this product, please check with Caltrans (METS) for acceptable brands and dosage rates.	ASTM C494 AASHTO M194	If testing appears warranted, test for sulfates and chlorides. Admixtures with sulfates and chlorides greater than 1% should not be used.
Freshly-Mixed Concrete (Sampling)	Approx. 150lb. (or 1 cu. ft.) near mixer discharge.	When tests are required, take at least one sample for each 500 to 1000 cu. yd. of PCC/HCC.	ASTM C172, C685 CT 539 AASHTO T141, M157	This describes a method to sample freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge.	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C143 AASHTO T119	This test determines the slump of the freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge.	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C360 CT 533	This test determines the ball penetration of the freshly-mixed concrete.
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge.	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C231 CT 504 AASHTO T152	This test determines the air content of freshly-mixed concrete (pressure method).
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge.	On projects with 500 cu. yd., or more, test at least one sample per job.	ASTM C138 CT 518 AASHTO T121	This test determines the unit weight of freshly mixed concrete.

## Appendix D (continued)

### Portland Cement Concrete (Hydraulic Cement Concrete) – Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Freshly-Mixed Concrete (Testing)	Approx. 150 lb/ (or 1 cu. ft.) near mixer discharge	Fabricate at least two concrete cylinders per project. Test for compressive strength at least once for every 500 to 1,000 cu. yd. of structural concrete.	ASTM C39 CT 521 AASHTO T22	This test is used to fabricate 6" x 12" concrete cylinders. Compressive strengths are determined, when needed.
Freshly-Mixed Concrete (Testing)	Approximately 210 lb. of concrete are needed to fabricate three concrete beams.	One sample set for every 500 to 1,000 cu. yd. of concrete.	ASTM C78 CT 31 AASHTO T97 & T23	This test is used to determine the flexural strength of simple concrete beams in third-point loading

### Soils and Aggregates

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Aggregate (Sampling)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D75 CT 125 AASHTO T2	This test describes the procedures to sample aggregate from the belt or hopper (random basis).
Fine Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C128 CT 208 AASHTO T84	This test determines the apparent specific gravity of fine aggregates for bituminous mixes, cement treated bases and aggregate bases.
Fine Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C128 CT 207 AASHTO T84	This test determines the bulk specific gravity (SSD) and the absorption of material passing the No. 4 sieve.
Coarse Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	CT 206	This test determines the cleanliness of coarse aggregate.

## Appendix D (continued)

### Soils and Aggregates - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Coarse Aggregate (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C127 CT 227 AASHTO T85	This test determines the specific gravity and absorption of coarse aggregate (material retained on the No. 4 sieve).
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C136 CT 202 AASHTO T27	This test determines the gradation of soils and aggregates by sieve analysis.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2419 CT 217 AASHTO T176	This test determines the Sand Equivalent of soils and aggregates.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM C117 AASHTO T11	This test determines the gradation for materials finer than the No. 200 sieve (by washing method).
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D3744 CT 229 AASHTO T210	This test determines the Durability Index of soils and aggregates.
Soils and Aggregates (Testing)	One 50-lb. sample	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2844 CT 301 AASHTO T190	This test determines the Resistance Value (R-) and expansion pressure of compacted materials.
Soils and Aggregates (Testing)	One random location for every 2,500 sq. ft.	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D2922 CT 231 AASHTO T238	This test determines field densities using the nuclear gage.
Soils and Aggregates (Testing)	One random location for every 2,500 sq. ft.	Take one sample for every 500 to 1,000 tons of materials. Test at least one sample per project.	ASTM D3017 CT 231 AASHTO T239	This test determines the water content using the nuclear gage.



## Appendix D (continued)

### Asphalt Binder

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Binder (Sampling)	One 0.5-gal. sample placed in a clean, sealed can.	Sample once per job at the asphalt concrete plant.	CT 125 ASTM D 979 AASHTO T 168, T48	This procedure describes the proper method to sample the asphalt binder.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Sample once per job at the asphalt concrete plant.	ASTM D92, D117 AASHTO T 48	This test determines the flash point of the asphalt binder (by Cleveland open cup).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2872 & D92 CT 346 AASHTO T240 & T48	This test determines the rolling thin-film oven test (RTFO).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2042 AASHTO T44	This test determines the solubility of asphalt material in trichloroethylene.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2171 AASHTO T202	This test determines the dynamic viscosity, (absolute viscosity of asphalt @ 140 degrees F by the Vacuum Capillary Viscometer Poises).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D5 AASHTO T49	This test determines the penetration of bituminous material @ 77 degrees F and percentage of original penetration from the residue.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D113 AASHTO T51	This test determines the ductility of asphalt @ 77 degrees F.
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2170 AASHTO T201	This test determines the kinematic viscosity of asphalt @275 degrees F (Centistoke).

## Appendix D (continued)

### Asphalt Binder - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D2171 AASHTO T202	This test determines the dynamic viscosity. (absolute viscosity of asphalt @ 140 degrees F by the Vacuum Capillary Viscometer Poises).
Asphalt Binder (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D36 AASHTO T53	This test determines the softening point of asphalt.

### Asphalt Emulsified

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Emulsified Asphalt (Sampling)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D140, D979 CT 125 AASHTO T 40, T168	This test describes the procedure to sample the emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the sieve retention of emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the weight per gallon of emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 AASHTO T59	This test determines the penetration of the emulsified asphalt.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D244 CT 330 AASHTO T59	This test determines the residue @ 325 degrees F evaporation of emulsified asphalt.



## Appendix D (continued)

### Asphalt Emulsified - Continued

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D4402 AASHTO T201	This test determines the Brookfield viscosity.
Emulsified Asphalt (Testing)	One 0.5-gal. sample placed in a clean, sealed can.	Obtain one sample at the asphalt concrete plant for each 1,000 tons of asphalt concrete placed.	ASTM D88 AASHTO T72	This test determines the Saybolt-Furoil viscosity of emulsified asphalt @ 77 degrees F (seconds).

### Hot Mix Asphalt (Asphalt Concrete) – Concrete

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
Asphalt Concrete (Sampling)	Obtain one 30-lb. sample each day of production	Obtain one sample at the asphalt concrete plant for each 5,000 tons of asphalt concrete placed.	ASTM D75, D140, D979 CT 125 AASHTO T 40, T168	This test describes the procedure to sample the asphalt concrete.
Asphalt Concrete (Testing)	4" x 8" cores	Take one 4" x 8" core for every 500 ft of paved roadway.	ASTM D1188, D1560, D1561, D5361 CT 304 AASHTO T246, T247	This test determines the field density of street samples.
Asphalt Concrete (Testing)	Obtain one 30-lb. sample for each day of production	Obtain one sample for every five cores taken.	ASTM D1188, D1560, D1561, D5361 CT 304 AASHTO T246, T247	This test determines the laboratory density and relative compaction of asphalt concrete.
Asphalt Concrete (Testing)	4" x 8" cores	Obtain one sample for every five cores taken.	ASTM D2726, D1188, D5361	This test determines the specific gravity of compacted bituminous mixture dense-graded or non-absorptive.

## Appendix D (continued)

**Hot Mix Asphalt (Asphalt Concrete) –Continued**

<b>Materials to be Sampled or Tested</b>	<b>Sample Size</b>	<b>Sampling/Testing Frequency</b>	<b>Typical Test Methods</b>	<b>Description or Comments</b>
Asphalt Concrete (Testing)	One 30-lb sample	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM D1559 AASHTO T245	This test determines the resistance to plastic flow of prepared mixes as determined by the Marshall Method.
Asphalt Concrete (Testing)	One 30-lb sample	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM C117, D2172 (use Method B) AASHTO T164	This test determines the screen analysis of aggregates recovered from asphalt materials.
Geotextile Fabric (Placed Under the Asphalt Concrete) (Testing)	One 12 ft. x 3 ft. sample	Obtain one sample per job.	ASTM D4632 AASHTO M288	This test determines the weight per sq. yd. and grabs strength of geotextile fabrics.
Asphalt Concrete (Testing)	Sample any test location (random basis)	Obtain one sample for every 1,000 tons of asphalt concrete.	ASTM D2950 CT 375	This test determines the nuclear field density of in-place asphalt concrete.
Asphalt Concrete (Testing)	One 10-lb sample	Obtain one sample during every day of production.	ASTM D1560, D1561 CT 366 AASHTO T246, T247	This test determines the stability value of asphalt concrete.
Slurry Seals (Sample)	One 0.5 gal. sample in a clean, dry plastic container.	Obtain one sample per truck	ASTM D979 CT 125 AASHTO T 40, T168	This test describes the procedure for sampling the slurry seal.
Aggregate for Slurry Seals (Testing)	One 30-lb. sample.	Obtain at least one sample per project from the belt or hopper or stockpile and test for Sand Equivalent	ASTM D2419 CT 217 AASHTO T176	This test determines the Sand Equivalent of aggregates.

**Appendix D (continued)**

**Slurry Seals**

<b>Materials to be Sampled or Tested</b>	<b>Sample Size</b>	<b>Sampling/Testing Frequency</b>	<b>Typical Test Methods</b>	<b>Description or Comments</b>
Aggregate for Slurry Seals (Testing)	One 30-lb. sample.	Obtain at least one sample per project from the belt, hopper, or stockpile and test for sieve analysis of fine sand.	ASTM C117 AASHTO T11	This test determines the sieve analysis of fine sand (gradation of materials finer than No. 200 sieve by wash grading).
Slurry Seals (Testing)	One 0.5 gal. sample in a clean, dry plastic container.	Test one sample per project and test for Abrasion.	ASTM D3910	This test determines the Wet Track Abrasion Test (2) (WTAT).

**Steel**

<b>Materials to be Sampled or Tested</b>	<b>Sample Size</b>	<b>Sampling/Testing Frequency</b>	<b>Typical Test Methods</b>	<b>Description or Comments</b>
Steel Strand (Testing)	Sample strand at various sizes.	This item may be accepted using a Certificate of Compliance. Sample and test at least two steel strands per job when a Certificate of Compliance is not used.	ASTM A370, A416, E328 AASHTO T244	This test determines the tensile strength of uncoated seven-wire stress-relieved strand for pre-stressed concrete.
Steel Rebar (Testing)	Sample rebar at various sizes.	This item may be accepted using a Certificate of Compliance. Sample and test at least two steel rebar per job when a Certificate of Compliance is not used.	ASTM A615, A370 AASHTO T244	This test determines the steel reinforcement bar tensile strength and bend capability.

**EXHIBIT 2**

Exhibit 16-V of the LAP Manual

**SAMPLE COVER MEMO SOURCE  
INSPECTION REQUEST FROM  
LOCAL AGENCY TO  
CALTRANS' DISTRICT LOCAL ASSISTANCE ENGINEER**  
*(Prepared By Applicant On Applicant Letterhead)*

**To:** (DLAE name)  
Caltrans' District Local Assistance Engineer  
Caltrans' Local Assistance Office  
(District office Address)

**Date:** \_\_\_\_\_

**Federal-aid Project Number:** \_\_\_\_\_ (if one has been assigned)

**Project Description** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Subject:** (Source Inspection for Project Name, County) \_\_\_\_\_

We are requesting that Caltrans provide Source Inspection (reimbursed) services for the above mentioned project. We understand we are responsible for paying for this service provided for by the State. Listed below are the materials for which we are requesting Caltrans' Source Inspection (reimbursed) services.

Materials that will require source inspection:

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

Justification for request: (Based on the requirements in Section 16.14 under "Source Inspection") \_\_\_\_\_

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

Any question you might have about the above materials should be directed to: \_\_\_\_\_, at (phone #) \_\_\_\_\_.

**Approved:**

\_\_\_\_\_  
*(Applicant Representative Name)*

\_\_\_\_\_  
(DLAE name)  
District Local Assistance Engineer

\_\_\_\_\_  
*(Title)*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Local agency, name & address)

**EXHIBIT 3**

Appendix F - "Construction Materials Accepted by a Certificate of Compliance"  
of the QAP Manual



## Appendix F - Construction Materials Accepted by a Certificate of Compliance \*

Soil Amendment  
Fiber  
Mulch  
Stabilizing Emulsion  
Plastic Pipe  
Lime  
Reinforcing Steel  
Structural Timber and Lumber  
Treated Timber and Lumber  
Timber and Lumber  
Culvert and Drainage Pipe Joints  
Reinforced Concrete Pipe  
Corrugated Steel Pipe and Corrugated Steel Pipe Arches  
Structural Metal Plate Pipe Arches and Pipe Arches  
Perforated Steel Pipe  
Polyvinyl Chloride Pipe and Polyethylene Tubing  
Steel Entrance Tapers, Pipe Down drains, Reducers, Coupling Bands and Slip Joints  
Aluminum Pipe (Entrance Tapers, Arches, Pipe Down drains, Reducers, Coupling Bands and Slip Joints)  
Metal Target Plates  
Electrical Conductors  
Portland Cement  
Minor Concrete  
Waterstop

\* If Caltrans Standard Specifications May 2006 is part of contract specifications.

Note: Usually these items are inspected at the site of manufacture or fabrication and reinspected after delivery to the job site.

**EXHIBIT 4**

Appendix J – “Example of a Vendor’s Certificate of Compliance” of the QAP Manual





## Appendix J.1 - Example of a Vendor's Certificate of Compliance

No. 583408

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
**VENDOR'S CERTIFICATE OF COMPLIANCE**  
 MR-0543 (REV. 5/03) #CT-7541-6020-2

PRECAST CONCRETE PRODUCTS OR  SOUNDWALL

TO: BILL SYNDER

STATE HIGHWAY ENGINEER  
RESIDENT ENGINEER - CITY OF FLATLAND

We certify that the portland cement, chemical and mineral admixtures contained in the material described below are brands stated and comply with specifications for:

CONTRACT NUMBER:	
CEMENT BRAND <u>XYZ CEMENT CO.</u>	MILL LOCATION <u>MIDLAND, CALIFORNIA</u>
TYPE <u>II MODIFIED</u>	
CHEMICAL ADMIXTURE	
1. BRAND <u>ABC ADMIXTURE</u>	MANUFACTURER <u>XYZ SUPPLIER</u>
TYPE <u>WATER REDUCER</u>	
2. BRAND	MANUFACTURER
TYPE	

CHECK BOX IF A CHEMICAL ADMIXTURE WAS NOT USED

MINERAL ADMIXTURE	
MANUFACTURER <u>POZZ. INC.</u>	CLASS <u>F</u>

CHECK BOX IF A MINERAL ADMIXTURE WAS NOT USED

DELIVERY DATE (Ready-Mix) <u>7/7/07</u>	DATES OF FABRICATION (Precast)
--	--------------------------------

LIST PRODUCTS TO WHICH CERTIFICATE APPLIES. (Show size and lin. ft. of pipe, etc., delivery slip numbers for ready-mix.)

Portland Cement  
Flyash  
Water Reducer

MANUFACTURER OF CONCRETE PRODUCTS <u>A. &amp; B. READY MIX</u>
---

By: AUTHORIZED REPRESENTATIVE SIGNATURE  
Joe Anderson



## Appendix J.2 - Example of a Certificate of Compliance for Portland Cement (continued)

This is to certify that the

Portland Cement

Supplied by ABC Cement Company complies with all requirements for Type II Portland Cement when tested in accordance with ASTM C - 494.

Local Agency Project No.

HP21L - 5055 - 111

*Albert Howakowa*

Quality Assurance Engineer  
ABC Cement Company

Date: 07/07/07

**EXHIBIT 5**

Appendix K – “Examples of Materials Certificates/Exceptions” of the QAP Manual



**Appendix K - Examples of Materials Certificates/Exceptions  
 (Signed by the Resident Engineer at the Completion  
 of the Project)**

Federal-aid Project No.: Project HP21L – 5055 – 111

**Subject: Materials Certification**

This is to certify that the results of the tests on acceptance samples indicate that the materials incorporated in the construction work and the construction operations controlled by sampling  and testing were in conformity with the approved plans and specifications.

All materials exceptions to the plans and specifications on this project are noted below.

No exceptions were found to the plans and specifications on this project.

Bill Sanders  
 Resident Engineer (Print Name)

*Bill Sanders*  
 Resident Engineer (Signature)

7/7/07  
 (Date)

**Note:** The signed original of this certificate is placed in the Resident Engineer’s project files and one copy is mailed to the DLAE and filed under “Report of Expenditures.”

**See the attachment (next page)**



### Appendix K (continued)

**Attachments: Materials Exceptions (Acceptance Testing)**

Type of Test	Description of Work	Total Tests Performed On the Project	Number of Failed Tests	Action Taken
Slump Test	Concrete Sidewalk	8	1	When the measured slump exceeded the maximum limit, the entire concrete load was rejected.
Sand Equivalent	Aggregate for Structural Concrete	10	1	The tested S.E. was 70 and the contract compliance specification was 71 minimum. However, the concrete 28-day compressive strength was 4800 psi. The concrete was considered adequate and no materials deductions were taken.
Compaction	Sub grade Material	12	1	One failed test was noted. The failed area was watered and reworked. When this was completed, a retest was performed. The retest was acceptable.
Compaction	Hot Mix Asphalt	12	1	One failed area was noted. It was reworked and retested. The second test met specifications.

Bill Sanders  
 Resident Engineer (Print Name)

Bill Sanders  
 Resident Engineer (Signature)

July 4, 2007  
 Date

**EXHIBIT 6**

Section 16.3 – “Maintaining Project Records” of the LAP Manual

but not limited to, construction surveys, soils and foundation tests, measurement and computation of quantities, testing of construction materials, checking shop drawings, and preparation of progress payments and reports. Additional RE responsibilities include the preparation of "As-Built" drawings, filing of documentation, and other inspection and staff services necessary to assure that the construction is being performed in accordance with the project plans and specifications, state and federal laws, and with this manual. For projects with structures, a structures representative may be necessary. The LPA may employ a consultant to provide construction engineering services such as RE's, inspectors, lab testers or surveyors, however, the LPA must provide a full-time public employee to be the person who is in responsible charge.

### **Document the Project Staff**

List the names, titles and contact number of all staff (Agency and consultants hired by the agency) assigned to the project performing contract administration duties, including engineers, inspectors, lab testers, office help or others. This list should not include any contractors' staff or consultants hired by the prime contractor. Place a copy in the project files. This documentation is essential for auditors to determine the adequacy of the LPA's staffing.

### **Obtain the Designation of the Contractor's Authorized Representative**

Prime contractors, including those operating in joint venture, must be required by the project specifications to designate in writing a person authorized to supervise the work and to act for the contractor on the project. The representative must be present at the jobsite while work is in progress. Both the Caltrans Standard Specifications, as well as the Greenbook, includes this requirement. Place a copy of the authorization in the project file, providing the address and after hours contact information of the person authorized to supervise.

## **16.3 MAINTAINING PROJECT RECORDS**

An LPA must establish a separate record file for each federal-aid highway project. The project file must contain all data pertinent to the work and to the requirements of the specifications.

In general, project records must support the adequacy of the field supervision, inspection and testing; conformance to contract specifications; and payments to the contractor. Generally, whenever the LPA is unable to produce requested records, it shall be assumed by reviewing personnel the required actions were never performed. Organized project files can minimize these negative assumptions.

During the construction phase, Caltrans Construction Oversight Engineers periodically perform reviews and inspection of the LPA project files for compliance with federal and state requirements. Organization and content of the project file is one indicator of the effective and efficient management of the project by the RE. It also minimizes resources necessary for conducting process reviews.

## Organization of Project Records

Each agency must develop or adopt a filing index to be used on all federal-aid projects administered by the agency off the SHS. An agency is only required to use the CT filing index for projects on the SHS. The files must be complete and well organized and should include, at a minimum, even on relatively simple projects, the topics indicated below.

### Project Record Filing System - Locally Administered Federal-Aid Projects

1. Award Package
  - a. [Exhibit 15-A: Local Agency Construction Contract Administration Checklist](#)
  - b. [Exhibit 15-B: Resident Engineer's Construction Contract Administration Checklist](#)
  - c. [Exhibit 15-M: Detailed Estimate](#)
  - d. [Exhibit 3-O: Sample Local Federal-Aid Project Finance Letter](#)
2. Project Personnel
  - a. LPA Project Personnel Sheet (names, titles and phone number)
  - b. LPA and Contractor's Emergency Contact Information Sheet
  - c. Contractor's letter designating representative authorized to act for the contractor.
3. Correspondence
  - a. To contractor
  - b. From contractor
  - c. General
4. [Exhibit 16-A: Weekly Statement of Working Days](#)
5. Quality Assurance:
  - a. Copy of Quality Assurance Plan
  - b. Independent Assurance
    - i. [Exhibit 16-D: Certificate of Proficiency](#)
    - ii. Certification of Accreditation of Testing Lab (TL-0113)
    - iii. Equipment Calibration Verifications (Nuclear Gauge)
  - c. [Exhibit 16-I: Notice of Material to be Used \(Form CEM-3101\)](#)
  - d. Acceptance Testing Results and Initial Tests (Make a Category 6d for each material such as, 6d1.i, CI 2 Base Test Summary Log, 6d2.ii CI 2 Base Test Results- 6d2.i AC Test Results Log etc.. Include items below for each):
    - i. Test Result Summary Log



- ii. Test Results
  - e. [Exhibit 16-T: Materials Typically Accepted by Certificate of Compliance](#)
  - f. [Exhibit 16-K: Report of Inspection of Material \(Form MR-0029\)](#)
  - g. Buy America Certifications
  - h. [Exhibit 17-G: Corroboration Report](#)
- 6. Engineer's Daily Reports
  - a. Resident Engineer's Daily Report ([Exhibit 16-C](#), or similar)
  - b. Assistant Engineer's Daily Report ([Exhibit 16-C](#), or similar)
  - c. Structures Engineer
- 7. Photographs
- 8. Contract Item Pay Quantity Documents
- 9. [Exhibit 16-Y: Monthly Progress Payment Item Quantity Calculation Sheet](#), or similar
- 10. Change Orders (CO)
  - a. CO 1
    - i. Approved CO or equivalent (agencies may use their own form or use State form CEM-4900)
    - ii. CO Memorandum/Transmittal Letter or equivalent (agencies may use their own form or use State form CEM-4903)
    - iii. Written Prior Approval to Proceed
    - iv. Independent Supporting Force Account Cost Calculations (if Agreed Price)
    - v. Justification of time extension
    - vi. Extra Work Reports
  - b. CO 2 etc.
- 11. Progress Pay Estimates and Status of Funds
- 12. Labor Compliance and Equal Employment Opportunity (EEO) records
  - a. Certified Payrolls
  - b. [Exhibit 16-B: Subcontracting Request](#)
  - c. Photo Documentation of all required posters:  
[www.flrwa.dot.gov/programadmin/contracts/poster.cfm](http://www.flrwa.dot.gov/programadmin/contracts/poster.cfm)
  - d. Labor Compliance Interviews

- e. [Exhibit 16-O: Federal-Aid Highway Contractors Annual EEO Report](#)
13. Disadvantaged Business Enterprise (DBE) Records
- a. [Exhibit 15-G: Construction Contract DBE Information](#)
  - b. [Exhibit 15-H: DBE Information - Good Faith Efforts](#)
  - c. [Exhibit 16-Z1: Monthly DBE Trucking Verification](#)
  - d. DBE Substitution Supporting Documentation (if applicable)
  - e. [Exhibit 17-F: Final Report -Utilization of DBE and First -Tier Subcontractor](#)

Other sections of this chapter explain the content of the above listed file categories.

A large and complex project usually requires a more detailed record-keeping system. The record-keeping system described in [Caltrans Construction Manual](#), Section 5-102, Organization of Project Documents, is suggested for large projects.

### **Availability of Records for Review or Audit**

The record retention period for the non-Federal entities for financial purposes is 3 years and begins when the final voucher is submitted in FMIS and required documentation is submitted to FHWA per the stewardship and oversight agreement. The files must be available at a single location for these reviews and audits. Use of a uniform project record-keeping system, together with diligent maintenance of the system, greatly facilitates a process review and minimizes negative findings. Good records of all construction activities clearly demonstrate to those concerned that project supervision and control were attained on the project.

## **16.4 PRE-CONSTRUCTION CONFERENCE AND PARTNERING**

### **Pre-Construction Conference**

For all construction projects, the LPA must schedule a pre-construction conference with the contractor.

#### **Required Attendees:**

- LPA Representative
- Resident Engineer (if this is not the same person as above)
- Contractor

#### **Possible/Recommended Attendees:**

- LPA Labor Compliance Officer
- LPA Safety Officer
- Other Affected Agencies (Fish and Wildlife, Parks and Rec, etc.)
- Emergency Services (Fire, Police, Ambulance, etc.)
- Public Utilities (if relocation or temporary shut downs are required)
- FHWA Project Oversight Manager

**EXHIBIT 7**

Appendix H – “Example of a Log Summary Sheet” of the QAP Manual



## Appendix H - Example of a Log Summary Sheet

### Subgrade Materials

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
5/15/07	231	1+ 00 (30' L)	99.00	93	90 or greater	Passed	N/A
5/16/07	231	1+ 50 (20' R)	100.50	94	90 or greater	Passed	N/A
5/17/07	231	2+ 25 (25' R)	101.00	96	90 or greater	Passed	N/A
5/18/07	231	1+ 50 (30' L)	101.50	95	95 or greater	Passed	N/A
5/19/07	231	2+ 50 (20' L)	102.00	92 *	95 or greater	Failed	See Note 1
5/19/07	231	2+ 50 (20' L)	102.00	95	95 or greater	Passed	N/A

CT 231 = Compaction (Nuclear Gage)

\* Note 1: The Contractor used a water tank to dampen the soil surface at the failed subgrade location. Using a sheep's foot compactor, he reworked the subgrade (making at least 10 passes) from Station 2+ 00 to Station 3+ 00. After approximately 30 minutes, another compaction test was taken. This time the relative compaction was 95.

### Aggregates and Base Materials

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
6/20/07	202	1+ 00 (10' R)	102.50	See data sheet	See data sheet	Passed	N/A
6/20/07	202	2+ 00 (20' L)	102.50	See data sheet	See data sheet	Passed	N/A
6/22/07	217	1+ 00 (10' R)	102.50	75	25 or greater	Passed	N/A
6/22/07	217	2+ 00 (20' L)	102.50	83	25 or greater	Passed	N/A
6/20/07	227	1+ 00 (20' R)	102.50	86	71 or greater	Passed	N/A
6/20/07	227	1+ 50 (20' L)	102.50	85	71 or greater	Passed	N/A
6/24/07	231	2+ 00 (20' R)	102.50	98	95 or greater	Passed	N/A
6/24/07	231	2+ 50 (20' L)	102.50	97	95 or greater	Passed	N/A

CT 202 = Sieve Analysis,    CT 217 = Sand Equivalent,    CT 227 = Cleanness Value,  
 CT 231 = Compaction (Nuclear Gage)



## Appendix H (continued)

### Hot Mix Asphalt

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
7/10/07	339	1+ 00 (10' R)	103.00	0.08 gal/ sq yd	0.05 -0.10 gal/sq yd	Passed	N/A
7/10/07	366	2+ 00 (20' L)	103.00	32	>23	Passed	N/A
7/10/07	366	1+ 00 (10' R)	103.00	41	>23	Passed	N/A
7/10/07	375	2+ 00 (20' L)	103.00	94	RC = 93 to 97	Passed	N/A
7/15/07	375	1+ 00 (20' R)	103.00	96	RC = 93 to 97	Passed	N/A
7/15/07	375	1+ 50 (20' L)	103.00	95	RC = 93 to 97	Passed	N/A

CT 339 = Distributor Spread Rate,    CT 366 = Stabilometer Value  
 CT 375 = In-Place Density & Relative Compaction

### Portland Cement Concrete

Date	CT	Station	Elevation	Test Results	Minimum Spec.	Passed or Failed	Action Taken
9/25/07	504	10 + 50 (50' R)	102.50	6.5%	>6.0%	Passed	N/A
9/25/07	533	12 + 50 (50' R)	102.50	1.5"	<2"	Passed	N/A
9/25/07	518	11 + 50 (50' R)	102.50	151 lb/cu ft	> 145 lb/cu ft	Passed	N/A
9/25/07	521	10 + 50 (50' R)	102.50	28 day = 4200 psi	>3800 psi	Passed	N/A
9/28/07	521	11 + 50 (50' R)	102.50	28 day = 4290 psi	>3800 psi	Passed	N/A
9/30/07	521	12 + 50 (50' R)	102.50	28 day = 4160 psi	>3800 psi	Passed	N/A

CT 504 = Air Content,    CT 518 = Unit Weight,    CT 521 = Compressive Strength,  
 CT 533 = Ball Penetration

# VI. REPORTS

- A. ICTC EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
- C. CALTRANS - DISTRICT 11
- D. COMMISSION MEMBER REPORTS (IF ANY)



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

## Memorandum

**Date:** October 14, 2019  
**To:** ICTC Commission Members  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the ICTC Commission Meeting on October 23, 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 25<sup>th</sup>. The consultant selected was Kleinfelder. A kick-off meeting was 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 23<sup>rd</sup> 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 were scheduled for October 7-8, 2019. The FTA Audit team completed their review in two days where they reviewed accounting and procurement records. ICTC did receive a few deficiencies, specifically in policy updates and transit asset management plan. We will be working closely with the FTA to provide the updated documents in the required time.*
- 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  $\frac{3}{4}$  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.

<b>Agency</b>	<b>Project</b>
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 <a href="#">ICTC website here</a> .
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.

<b>Agency</b>	<b>RMRA Amount FY 2019-2020</b>
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
<b>TOTAL</b>	<b>\$9,997,753*</b>

\*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](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
<b>Regional Total FY2018/2019</b>						<b>\$8,997,000</b>	

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 October 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 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:**

- 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
- October 7-8, 2019 – Federal Transit Administration Triennial Audit visit at the ICTC offices
- October 8, 2019 – City of Calipatria Council Meeting
- October 9, 2019 – SR-78 / Glamis kick-off meeting at the ICTC offices
- October 14, 2019 – IVT Ride presentation and sign-ups at the Heber congregate site (attended by staff)
- October 15-18, 2019 – International Urban Freight Conference 2019 in Long Beach, CA (attended by staff)
- October 15, 2019 – 15<sup>th</sup> Annual Senior Health Fair in Calexico, CA (attended by staff)
- October 16, 2019 – 7<sup>th</sup> Annual Employment and Resource Fair in El Centro, CA (attended by staff)
- October 16, 2019 – Safety and Wellness Fair in Calipatria, CA (attended by staff)
- October 18, 2019 – SCAG / CTC CEO's Meeting in Los Angeles, CA



## Memorandum

**Date:** October 23<sup>rd</sup>, 2019  
**To:** ICTC Commission Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**Re:** **Southern California Association of Government's (SCAG) Report**

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The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee Meeting October 23<sup>rd</sup>, 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. Affordable Housing Sustainable Communities (AHSC) Grant Program Workshop:** In collaboration with the Strategic Growth Council SCAG will be hosting a local informational workshop on Monday October 28<sup>th</sup> from 10am to 12pm at the El Centro SCAG Regional Office. The workshop will provide an opportunity for local stakeholders and potential applicants to discuss the upcoming round of AHSC Program grants. Over \$500 million will be made available in the upcoming 5<sup>TH</sup> Cycle.



3. **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.
4. **10<sup>th</sup> Annual SCAG Economic Summit:** Please save the date!! SCAG will be holding its 10<sup>th</sup> annual Economic Summit at the L.A. Grand Hotel on December 5<sup>th</sup>, 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).
5. **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.
6. **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 11<sup>th</sup>, 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.
7. **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.

- 8. 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.

## UPDATED DRAFT RHNA ALLOCATION METHODOLOGY FRAMEWORK WORKSHOP

On Sept. 23, SCAG held a workshop to provide the general public and local jurisdictions with an overview of the updated draft Regional Housing Needs Assessment (RHNA) Allocation Methodology framework. Staff provided a presentation on the updated draft allocation methodology framework, which incorporates feedback received from the over 250 people that participated at the public hearings and over 300 comments received during the comment period and furthers the objectives of both SCAG's regional planning efforts and State housing law. The updated draft methodology addresses both existing need (determined by projected household growth, transit accessibility, and a new component on job accessibility that was added based on input received during the public comment period) and projected need (determined by projected household growth, future vacancy need and replacement need). As part of the workshop, SCAG staff also answered questions on the recommended draft methodology from members of the public.

The staff-recommended RHNA allocation methodology will be presented at the RHNA Subcommittee meeting on Oct. 7, which will provide its recommendation to a Special Meeting of the Community, Environment & Human Development (CEHD) Committee on Oct. 21. The CEHD recommendation will go to the Regional Council for approval on Nov. 7, after which the California Department of Housing and Community Development (HCD) will undergo a 60-day review of the methodology. It is expected that the Final RHNA Allocation Methodology will be approved in January-February 2020. For a schedule of upcoming meetings or more information on RHNA, please visit [scag.ca.gov/rhna](http://scag.ca.gov/rhna). For questions or if you'd like to be added to the RHNA mailing list, please e-mail [housing@scag.ca.gov](mailto:housing@scag.ca.gov).

## "BEYOND RHNA" PLANNING UNDERWAY TO SUPPORT LOCAL GOVERNMENTS, BUILD HOUSING

SCAG is expected to be eligible for approximately \$50 million in funding from Assembly Bill (AB) 101 to administer RHNA and provide planning services to cities and counties. AB 101 establishes the Local Government Planning Support Grants Program administered by the HCD to address housing needs through planning and process improvements. Staff has prepared preliminary concepts for developing a program and funding framework and will be soliciting feedback from stakeholders over the next several months with the goal of submitting a funding application to HCD in Spring/Summer 2020. In addition to accessing funds available through SCAG, cities and counties in compliance with state housing law are eligible to receive between \$65,000 and \$1.5 million based on population directly from HCD and on a non-competitive basis. These funds can be used for the preparation and adoption of planning documents, process improvements to accelerate housing production, and to facilitate the compliance with the 6th cycle of RHNA.

## MEETINGS WITH SOUTHERN CALIFORNIA LEGISLATORS

SCAG's outreach efforts with state and federal legislators has continued this month as the Congressional session resumed and the State Legislature's session drew to a close. On Sept. 13, SCAG President Bill Jahn and members of the Legislation Department met with Congressman Mark Takano (D-Riverside). They discussed important issues on transportation and air quality, including the federal surface transportation reauthorization. Congressman Takano is Chairman of the House Veterans Affairs Committee and sits on the House Education and Labor Committee. He represents the communities of Riverside, Moreno Valley, Jurupa Valley and Perris.

On Sept. 16, Regional Councilmember Meghan Sahli-Wells was joined by Chief Operating Officer Darin Chidsey and members of the policy and public affairs and planning team to meet with Assemblymember Laura Friedman (D-Glendale). During the 2018 session, Assemblymember Friedman authored legislation that created the Zero Traffic Fatalities Taskforce to study potential alternatives on how speed limits are set in local jurisdictions. The meeting was an opportunity for Regional Councilmember Sahli-Wells, who is a member of the Taskforce, to update the Assemblymember on the work and discussions of the Taskforce. Assemblymember Friedman is Chair of the Assembly Natural Resources Committee, and also sits on the Assembly Transportation Committee. She represents the communities of Burbank, Glendale, La Cañada Flintridge, La Crescenta-Montrose, and the Los Angeles neighborhoods of Hollywood Hills, East Hollywood, Little Armenia, Franklin Hills, Los Feliz, Sliver Lake, and Atwater Village.

## NEW MEMBER ORIENTATION

On Sept. 25, SCAG Regional Council President Bill Jahn, Executive Director Kome Ajise and staff hosted a New Member Orientation for 10 Regional Council and Policy Committee members who had joined SCAG from January 2018 through this year. Staff provided an in-depth presentation that covered multiple topics such as the agency's governing structure, member benefits, and major on-going projects. There was also an opportunity for members to ask questions on forms, bylaws, Fair Political Practice Commission (FPPC) filings, and more. Six longstanding Regional Council and Policy Committee members also participated as mentors to support the new members. The New Member Orientation will become a twice-per-year set event that will coincide with major elections.

## GO HUMAN EVENTS AROUND THE REGION

The *Go Human* Kit of Parts has launched with appearances at CicLAvia: Meet the Hollywoods, the September 2019 Regional Council meeting, and the City of Los Angeles's Sylmar Taco Festival. There are an additional 11 events scheduled with more to come. The Kit of Parts are physical "pop-up" tools that SCAG partners can borrow to demonstrate safety such as pedestrian islands, bulb-outs, parklets and crosswalks. SCAG also celebrated September's Pedestrian Safety Month with *Go Human* Challenges at four events across the region to engage and educate residents on topics such as traffic safety, sustainability, and active transportation using games like tic-tac-toe, ring toss and transportation trivia. Last but not least, *Go Human* launched two bicycle-friendly business districts (BFBD) in Baldwin Park and El Monte/South El Monte. With over 200 overall attendees, the BFBD launches also featured beginner-friendly bicycle tours of local bicycle-friendly businesses and free samples. SCAG's *Go Human* program has some exciting things planned for Walktober. Please visit the [Go Human website](#) for updates on future programs, events and announcements.

## SCAG REGIONAL CLIMATE ADAPTATION FRAMEWORK PROJECT POP-UP EVENTS

SCAG staff has hosted a series of five pop-up events around the region as part of the ongoing Regional Climate Adaptation Framework project. The Climate Adaptation Framework is a study that looks at how Southern California can work together to plan and prepare for the impacts of sea level rise, more frequent and damaging wildfires, severe weather events and other climate-related impacts. SCAG is working with local municipalities and stakeholders to identify positive message and strategies, engage in a dialogue, and provide planning tools for climate adaptation.

## SUSTAINABILITY PLANNING GRANTS HIGHLIGHT: GOLD COAST TRANSIT DISTRICT

In late August, SCAG kicked-off the Building Transit Supportive Communities Project in partnership with the Gold Coast Transit District. This project is part of SCAG's Sustainability Planning Grant Program, which provides direct technical assistance to agencies to support local planning and implementation of the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy. The Building Transit Supportive Community Project will provide the Gold Coast Transit District with tools to assist local governments, developers, non-profit organizations and community stakeholders in the communities that the transit agency serves with local land use planning and transit planning. The cities of Ojai, Oxnard, Port Hueneme and Ventura are included in the study and stand to benefit from directing transit-supportive land uses along existing and planned high-quality transit areas. Implementing the plan can result in more frequent bus lines, shorter travel time for passengers, increased ridership and a reduction in greenhouse gas emissions. The project will include stakeholder and community engagement, education and data collection, as well as the development of a set of strategies and recommendations for transit supportive land uses in the study area.

## PLUG-IN ELECTRIC VEHICLE ATLAS MAPPING TOOL UPDATE

On Sept. 30, SCAG launched an updated version of the Plug-In Electric Vehicle (PEV) Atlas online mapping tool. The mapping tool was first developed in May 2018 to provide interactive maps to complement a report by the same name created by the UCLA Luskin Center for Innovation. The atlas and mapping tool application help decision-makers identify locations in the region where electric vehicle charging is likely to be in high demand. The latest version of the application includes performance enhancements, updated data, and a heatmap layer to help users identify large employment centers. The application can be accessed from a web browser at [maps.scag.ca.gov/electric\\_vehicle](https://maps.scag.ca.gov/electric_vehicle).

## SCAG PARTICIPATES IN STATE CLIMATE ADAPTATION AND RESILIENCY PROGRAM

SCAG remains engaged as an appointee to the Governor's Technical Advisory Committee (TAC) for the statewide Integrated Climate Adaptation and Resiliency Program (ICARP). Jason Greenspan, SCAG's Manager of Sustainability, serves as the agency's designee on the TAC, which under the guidance of the California Office of Planning Research facilitates the development of holistic, complimentary strategies that increase California's resilience to climate change, advance equity and environmental justice, and benefit both greenhouse gas emissions reductions and adaptation efforts. The TAC's September convening in Jurupa Valley focused on Riverside County resilience activities, including a voluntary green building program and a multispecies habitat plan in the Coachella Valley. An important all-afternoon public work session was conducted on the state's "Regions Rise Together" initiative, which is a vision for inclusive economic development and sustainable land use and transportation planning across California regions.

## SCAG STAFF PRESENT AT PLANNING CONFERENCES

In mid-September, staff participated in the 2019 American Planning Association's California Conference, which is a gathering where planning professionals, academics, and leaders from around the state share best practices about topics related to urban planning. The theme of this year's conference was "A Resilient Future" with the aim to tackle pressing local and statewide issues, including housing, energy, climate change, transportation, diversity, and disaster recovery. Joseph Cryer, Assistant Regional Planner, presented on SCAG's work to support electric vehicle charging and was joined on a panel discussion by representatives from Southern California Edison, the City of San Diego, and the Center for Sustainable Energy to discuss the future of transportation electrification in California. SCAG is working to support these and other goals by supporting electric vehicle charging infrastructure through the Electric Vehicle Program and Clean Cities Coalition. Two examples of this work featured in this report include the Plug-in Electric Vehicle Atlas and sponsorship of the AltCar Expo.

On Sept. 24, staff also participated in the International Conference on Ecology & Transportation (ICOET), which is an interdisciplinary, interagency supported conference that addresses ecological issues related to transportation systems. This year's conference was hosted by Caltrans and featured presentations from planners, engineers, scientists, and policy makers from 46 states and more than 20 countries. India Brookover, Associate Regional Planner, presented on SCAG's forthcoming development of a Regional Greenprint and was joined on a discussion panel by representatives from the Metropolitan Transportation Commission, The Nature Conservancy, Greenbelt Alliance, and the California State Senate Committee on Natural Resources and Water. SCAG's Regional Greenprint will be a strategic conservation tool and website to help make better land use and transportation infrastructure decisions and support conservation investments based on the best available scientific data.

## ALTCAR CONFERENCE, EXPO AND RIDE & DRIVE COMING TO RIVERSIDE

SCAG is sponsoring the first AltCar Conference, Expo and Ride & Drive to take place in the Inland Empire, which will be held on Oct. 16 at the Riverside Convention Center. The AltCar Expo first took place over a decade ago and has since expanded to four separate events across the state in Oakland, Sacramento, Santa Monica, and now Riverside. AltCar Expo brings together fleets, municipalities, elected officials, transportation planners, and others for a conference, vehicle exposition, and electric vehicle ride and drive. The conference will feature panels on innovative mobility solutions and alternative technology infrastructure, as well as a keynote speech from Mary Nichols, Chair of the California Air Resources Board. The event provides opportunities to not only learn about alternative fuel vehicles, but to also test drive the latest electric vehicles. Please visit [www.altcarexposocal.com](http://www.altcarexposocal.com) for more information about the event.



**Date:** October 18, 2019  
**To:** ICTC Commissioner's Committee  
**From:** Cory Binns, Caltrans District 11, District Director  
**Re:** **District Director's Report**

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The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Commissioner's meeting of October 23, 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):

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. *This work has been completed*
3. Construct a detour road as a contingency to re-route traffic from SR-111 to the west of the current alignment.

SR-86 Pavement Rehabilitation Project:

Roadway paving has started on SR-86 through the City of El Centro. This project will pave from the junction of SR-111/SR-86 to the City of El Centro and work is expected to be completed by the end of 2019.

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 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.

Traffic Operations (continued):

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.

*The kick-off meeting with the consultant, ICTC and Caltrans was held on October 9, 2019. The first Technical Working Group meeting will be held on October 24, 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.

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 held on October 15, 2019. The Draft Report has undergone an internal review and will be available by the beginning of November for a full Public Review Period.*

**Planning (continued):**

**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. *The first Technical Working Group meeting will be held on October 24, 2019.*

**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.

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 October 14, 2019, the inactive and future inactive list was updated. Action is required by the Imperial County Transportation Commission, County of Imperial, and the City of 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. The following link which corresponds to Office Bulletin (OB) 19-05 (attached) has more details and instructions.*

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

For questions, please phone either Ben Guerrero, Local Area Engineer, at 619-220-5485, or the District 11 Local Assistance Program Support Analyst, Alma Sanchez, at 619-278-3735.

### Call for Local Roadway Safety Plan (LRSP) Applications

*Caltrans announced a Call for Local Roadway Safety Plan (LRSP) Applications on October 8, 2019. The funds will be awarded to the applicants on a “first-come, first-serve” basis. There is no application deadline. Caltrans will continue to accept applications as long as funding is available.*

*Highway Safety Improvement Program (HSIP) Cycle 11 (around April 2022) begins a requirement for the LRSP (or an equivalent) from any agency applying for HSIP project funds. To assist local agencies with LRSP development, a total of \$10 million through the HSIP has been set-aside and exchanged for state funds. Each applicant agency may request up to \$72,000 from these state funds.*

Local Assistance (continued):

Agencies that received Systemic Safety Analysis Report Program (SSARP) funds in 2016 or 2017 are not priority candidates now. Applications from SSARP-recipient agencies may be considered after January 1, 2020, if funds remain.

Details regarding this Call for LRSP Applications are available through the following link:

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/local-roadway-safety-plans>

January 2020: Obligation Authority Plan (Cycle 21) for Federal FY 19/20 Due to Local Assistance

An agency Obligation Authority Plan must indicate amount of federal dollars being obligated for each project by fund type and planned date of obligation. Additional information is forthcoming.

January 31, 2020: Federal Fiscal Year 18/19 Requests for Authorization/Obligation Due

Please transmit funding Requests for Authorization (RFA) for this federal fiscal year by January 31, 2020. Early RFA submittals will minimize delay to obtaining fund authorizations.

Preparation Schedule for California Transportation Commission (CTC) Allocation Requests

Please review the attached schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval by the June 2020 CTC meeting. When possible, do not wait to submit requests. All documents must be received by the Caltrans District 11 Office at least two months prior to the CTC meeting date preference.

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 Imperial as well as these cities have until early 2020: Calexico, El Centro, and Westmorland. Imperial County Transportation Commission needs QAP approval if accepting future federal funds. Attached is a list 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.

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>

Plans, Specifications & Estimate Review: Caltrans Oversight Information Notice (COIN) 19-02

Caltrans requires Master Agreements with local agencies to implement State and federally funded projects. Master Agreements include requirements for local agencies to ensure compliance with State and federal mandates. One of these requirements is the Division of State Architect plan review for some projects. The attached Caltrans Oversight Information Notice (COIN) 19-02 clarifies that Active Transportation Program (ATP) “Safe Routes to School” (SRTS) projects need plan approval in advance of advertisement.

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

Local Assistance (continued):

Send any questions to the California Local Technical Assistance Program Center: [californialtap@csus.edu](mailto:californialtap@csus.edu)

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 (recorded and webcast live)

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 full; however, the webcast is complimentary and live at the following link:

<https://www.youtube.com/channel/UCASl3gyTEuhZffCI3RbG4xQ>

An agenda 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.*

Local Assistance (continued):

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](mailto:californialtap@csus.edu)

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>

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

For additional training opportunities, please contact the District II Local Assistance Training Coordinator, Alma Sanchez, via email at [Alma.Sanchez@dot.ca.gov](mailto:Alma.Sanchez@dot.ca.gov) or by phone: 619-278-3735.

November 4-6, 2019 – Pavement Life Cycle Cost Analysis (LCCA): The Basics (online instruction)

Register now for the newly-developed online training for Pavement Life Cycle Cost Analysis (LCCA) on November 4-6, 2019. This course introduces principles and application of LCCA for pavements. The LCCA tool is important for making well-informed decisions regarding pavement treatment selection and timing, as well as materials and construction specifications and their enforcement. Public agency staff pay a reduced fee of only \$75.

Details are provided at the following link:

<https://registration.techtransfer.berkeley.edu/CourseStatus.awp?&course=192CCB011104>

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:

Local Assistance (continued):

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

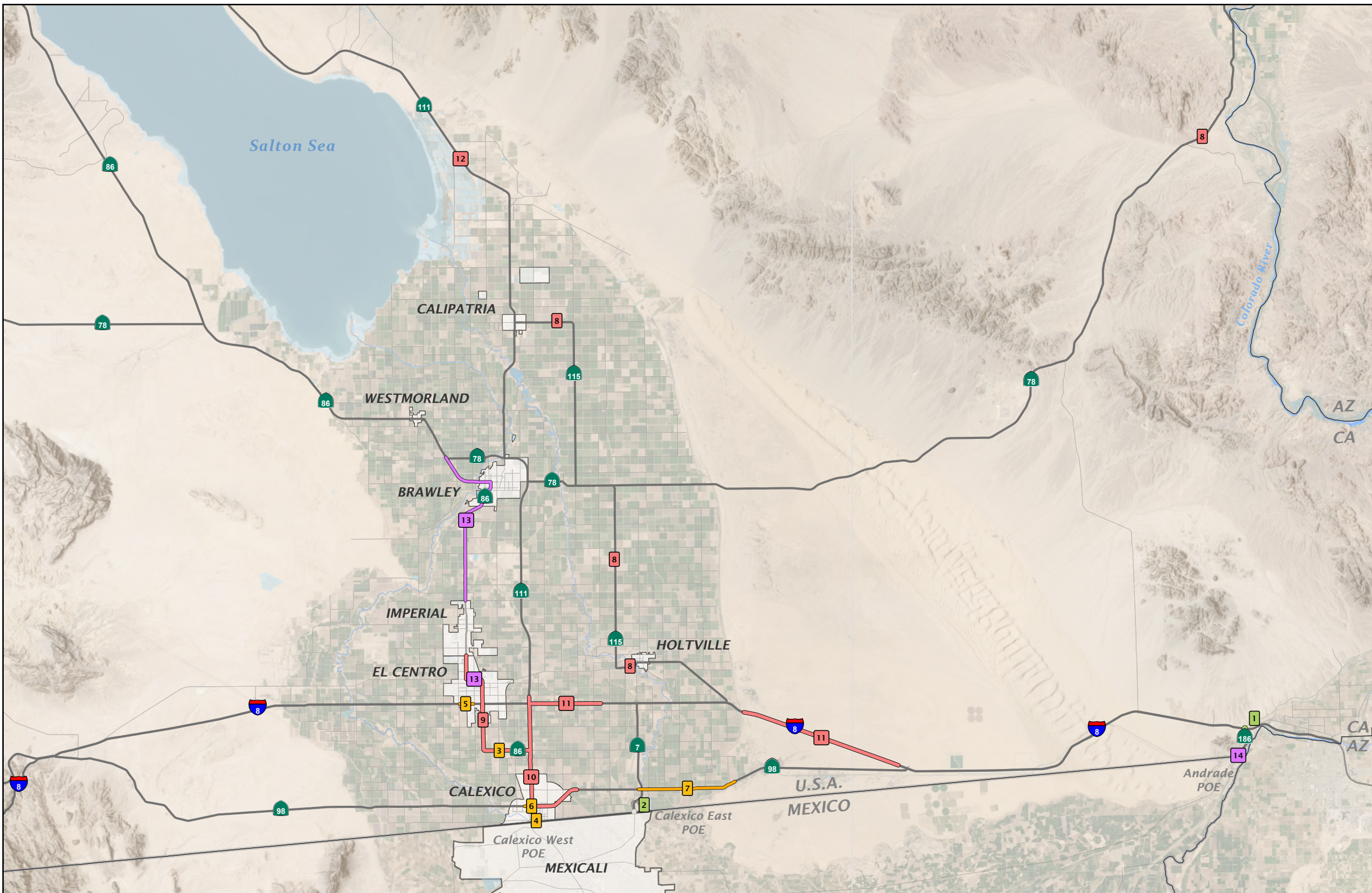
Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training, Limited English Proficiency (LEP) accessibility, Dissemination of Information, Contracts and Agreements, Environmental Justice, Public Hearings and Meetings, Right-of-Way 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.


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>





### 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-111 Pavement Rehabilitation  
Design Complete Spring 2020
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

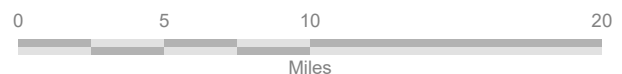
### CONSTRUCTION

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 Completed September 2019 
11. I-8 Pavement Rehabilitation at Various Locations  
Construction Complete Fall 2019
12. SR-111 Niland Geyser Detour  
Construction Fall 2019

### RELINQUISHMENT

13. SR-86 Relinquishment From SR-78 to SR-111  
Senate Bill 788 Approved Fall 2013
14. 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

**83**: Port of Entry

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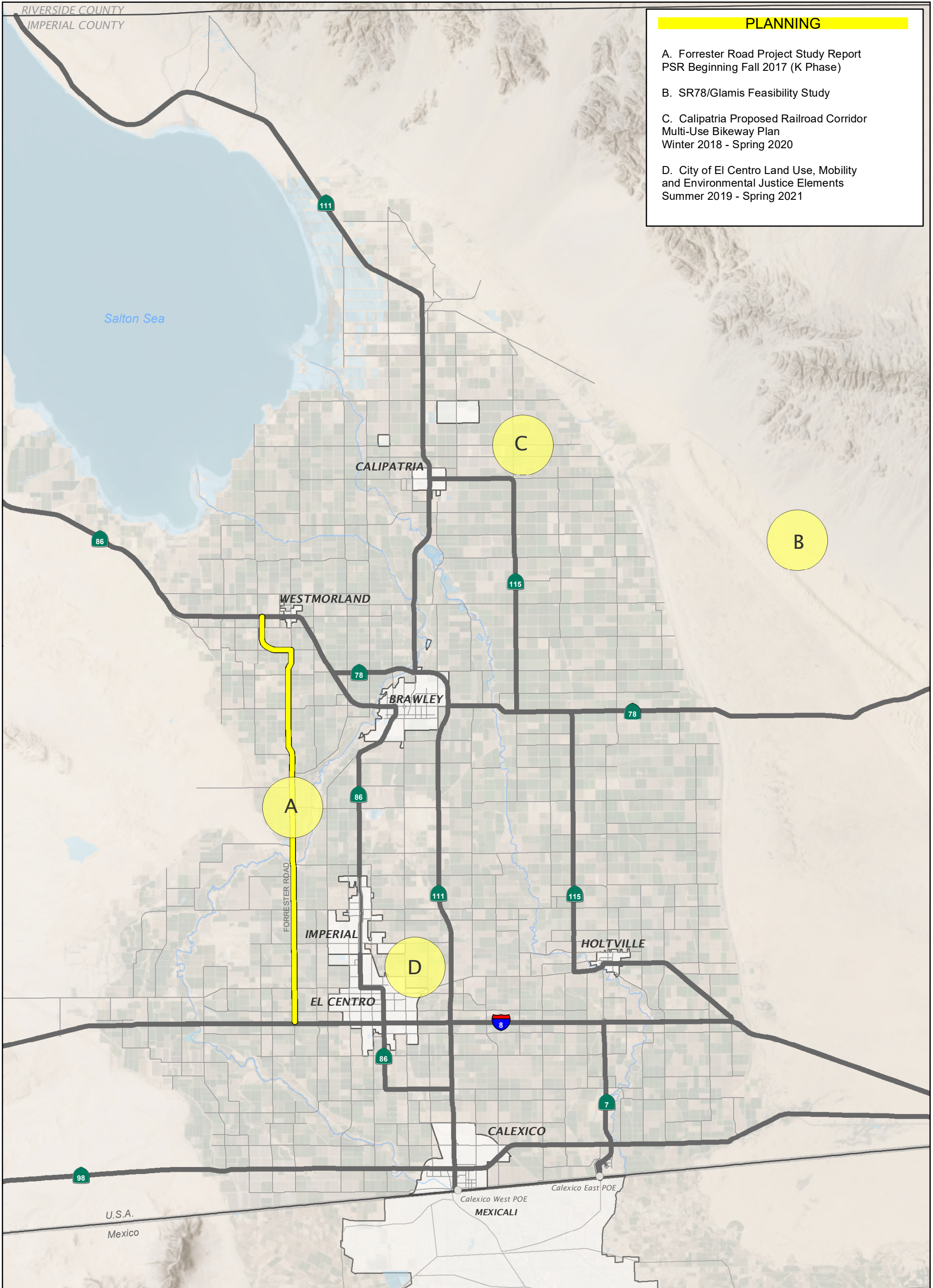
Date: 10/16/2019

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

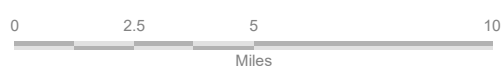
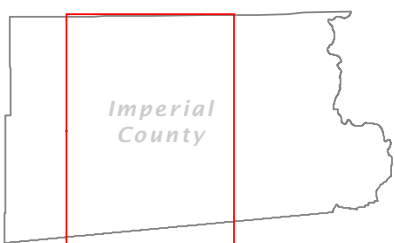




# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



- 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



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Date: 09/09/2019



**2020 PREPARATION SCHEDULE  
CALIFORNIA TRANSPORTATION COMMISSION (CTC) MEETINGS  
AGENDA ITEM(S) DUE DATES**

Prepared by:  
OFFICE OF CTC LIAISON  
DIVISION OF TRANSPORTATION PROGRAMMING  
CALIFORNIA DEPARTMENT OF TRANSPORTATION

As of:  
August 2019

2020 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due from HQ Divisions to Office of CTC Liaison
Date and Location:	10:00 AM District & CTC	10:00 AM HQ Divisions	5:00 PM Budgets	10:00 AM CTC Liaison	10:00 AM CTC Liaison
Jan 29-30 - Sacramento Area	Mon, Dec 2, 19	Mon, Dec 9, 19	Fri, Dec 13, '19	Fri, Dec 20, '19	Tue, Dec 24, '19
Mar 25-26 - Santa Barbara	Mon, Jan 27, 20	Mon, Feb 3, 20	Mon, Feb 10, '20	Wed, Feb 19, '20	Thu, Feb 20, '20
May 13-14 - San Diego	Mon, Mar 16, 20	Mon, Mar 23, 20	Mon, Mar 30, '20	Wed, Apr 8, '20	Thu, Apr 9, '20
June 24-25 - Sacramento Area	Mon, Apr 27, 20	Mon, May 4, 20	Mon, May 11, '20	Wed, May 20, '20	Thu, May 21, '20
Aug 12-13 - Oakland	Mon, Jun 15, 20	Mon, Jun 22, 20	Mon, Jun 29, '20	Wed, Jul 8, '20	Thu, Jul 9, '20
Oct 14-15 - Central Valley	Mon, Aug 17, 20	Mon, Aug 24, 20	Mon, Aug 31, '20	Wed, Sep 9, '20	Thu, Sep 10, '20
Dec 2-3- Riverside	Mon, Oct 5, 20	Mon, Oct 12, 20	Mon, Oct 19, '20	Wed, Oct 28, '20	Thu, Oct 29, '20

\* No Scheduled Meeting in: February, April, July, September and November

Moved due to Holiday

Moved due to Holiday



# DIVISION OF LOCAL ASSISTANCE CALTRANS OVERSIGHT INFORMATION NOTICE



DLA COIN Issue #19-02

Release Date: October 8, 2019

## Welcome to the COIN!

*This is a Caltrans Oversight Information Notice, or “COIN” for short. This short, single-topic bulletin is intended to provide outreach information and guidance to local agencies on issues pertaining to State Funded Projects. COINs cover a wide variety of subjects, including discussions of findings resulting from process reviews by Caltrans and/or FHWA, changes in procedures or regulations, reminders of existing procedures or best practices, and other timely information. The goal is to ensure proper and timely delivery of State Funded projects.*

## **PLANS, SPECIFICATIONS AND ESTIMATE DIVISION OF STATE ARCHITECT REVIEW**

The Caltrans Headquarters Division of Local Assistance requires local agencies enter into a Master Agreement to implement State and Federally funded projects. These Master agreements include several requirements for local agencies to follow to ensure compliance with State and Federal mandates. One of these requirements and the focus of this COIN, is the plan review by the Division of State Architect (DSA).

*“California Government Code (G.C.) §4450 et sec. authorizes the DSA to promulgate regulations for accessibility applicable to all buildings, structures, sidewalks, curbs and related facilities constructed in the state by the use of state, county or municipal funds, or the funds of any political subdivision of the state. This application is expressed in the California Building Code, Chapter 1, Division I, Section 1.9.1.1.1.” (Division of State Architect)*

Local Agencies need to forward Active Transportation Program (ATP) “Safe Routes to School” (SRTS) projects funded by SB-1 to the DSA for review. This requirement applies only to SRTS projects and does not apply to SB-1 transportation infrastructure improvement projects mandated under the Road Repair and Accountability Act of 2017 for review. The California Transportation Commission considers Safe Routes to School projects as those “*that directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public-school bus stop and the students must be the intended beneficiaries of the project.*” Furthermore, “Safe Routes to School” projects are those that improve the safety of children walking and bicycling to school, in accordance with Section 1404 of Public Law 109-59.

The review package should include the plans, specifications and estimates and must include a statement from the local jurisdiction confirming that the project is a “Safe Routes to School” project or includes components thereof.

For information on how and where to submit the package to DSA, please visit this website:

<https://www.dgs.ca.gov/DSA/Resources/Page-Content/Resources-List-Folder/Accessibility-Plan-Review>

The DSA stated that, apart from specific ATP projects funded by SB-1, DSA is not accepting SB-1 transportation infrastructure improvement projects mandated under the Road Repair and Accountability Act of 2017 for review.

The DSA review is independent of the allocation submittal process. The allocation requests will move forward; however, the local agencies are responsible for meeting all state requirements, and the State Architect review applies as well. It is recommended that the allocation requests continue to move forward without delay as agencies work with the DSA. DSA reviews should be completed and on file prior to advertisement.



*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)**

<b>Agency</b>	<b>QAP Current</b>	<b>QAP Expires</b>
City of Brawley	10/21/2014	<b>10/21/2019</b>
City of Calexico	4/13/2015	4/13/2020
City of Calipatria	7/14/2014	<b>7/14/2019</b>
City of El Centro	4/27/2015	4/27/2020
City of Holtville	7/14/2014	<b>7/14/2019</b>
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 14, 2019

Robert Amparano, Chairman  
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 Commission 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.

The ICTC Management Committee met on October 9, 2019 and forwards 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

BY:



David Aguirre  
Transit Programs Manager

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
- Give members of the community an opportunity to work and have input into the operation of their government

There are 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. 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.

## **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](http://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](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
<b>REQUEST FOR LIVE SCAN SERVICE</b>		<input type="button" value="Print Form"/> <input type="button" value="Reset Form"/>
<b>Applicant Submission</b>		
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)		
<b>Contributing Agency Information:</b>		
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		
<b>Applicant Information:</b>		
Last Name		First Name Middle Initial Suffix
Other Name (AKA or Alias) Last		First Suffix
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Driver's License Number
Height	Weight	Billing Number (Agency Billing Number)
Eye Color	Hair Color	Misc. Number (Other Identification Number)
Place of Birth (State or Country)	Social Security Number	
Home Address Street Address or P.O. Box	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	
<b>Employer (Additional response for agencies specified by statute):</b>		
Employer Name		Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box		
City	State	ZIP Code
Telephone Number (optional)		
<b>Live Scan Transaction Completed By:</b>		
Name of Operator		Date
Transmitting Agency	LSID	ATI Number
		Amount Collected/Billed
ORIGINAL - Live Scan Operator		THIRD COPY (if needed) - Requesting Agency
SECOND COPY - Applicant		

**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"/>	<b>Bites:</b> snakes, dogs, insects	Protective clothing, footwear, gloves	Hazard specific training
<input type="checkbox"/>	<b>Heat Stress:</b> heat stroke, exhaustion, or dehydration	Ventilation, heat resistant clothing, water to replenish lost fluids	Recognition of heat stress signs
<input type="checkbox"/>	<b>Sun Exposure:</b> skin cancer or vision damage	Sunscreen, brimmed hat, ultraviolet eye protection and protective clothing	Sun hazard awareness
<input type="checkbox"/>	<b>Driving:</b> injury to vehicle occupants from collision	Seat belts	Defensive driving
<input type="checkbox"/>	<b>Traffic:</b> 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"/>	<b>Office Equipment:</b> 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"/>	<b>Hand Tools:</b> powered or unpowered	Proper footwear, clothing and eye protection	Safe hand tool use, RMI prevention
<input type="checkbox"/>	<b>Footing Traction:</b> slippery, uneven or unstable walking surfaces/terrain	Proper footwear	Slips, trips and falls protection
<input type="checkbox"/>	<b>Ladders:</b> freestanding or fixed	Proper footwear, safety tie offs, bracing	Ladder safety
<input type="checkbox"/>	<b>Elevated work surfaces:</b> falls from height	Fall protection, proper footwear	Slips, trips and falls
<input type="checkbox"/>	<b>Noise:</b> noise from machinery/equipment	Hearing protection	Hearing conservation
<input type="checkbox"/>	<b>Body Position/Leverage:</b> 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"/>	<b>Chemicals:</b> 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"/>	<b>Bio-waste:</b> 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	
	<b>X</b>	

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	
	<b>X</b>	

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](http://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.

### **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 Student 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 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](http://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.

**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**

<b>Outdoor Hazard Source</b>		<b>Personal Protection Required</b>	<b>Necessary Training</b>
<input type="checkbox"/>	<b>Bites:</b> snakes, dogs, insects	Protective clothing, footwear, gloves	Hazard specific training
<input type="checkbox"/>	<b>Heat Stress:</b> heat stroke, exhaustion, or dehydration	Ventilation, heat resistant clothing, water to replenish lost fluids	Recognition of heat stress signs
<input type="checkbox"/>	<b>Sun Exposure:</b> skin cancer or vision damage	Sunscreen, brimmed hat, ultraviolet eye protection and protective clothing	Sun hazard awareness
<input type="checkbox"/>	<b>Driving:</b> injury to vehicle occupants from collision	Seat belts	Defensive driving
<input type="checkbox"/>	<b>Traffic:</b> 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
<b>Indoor Hazard Source</b>		<b>Personal Protection Required</b>	<b>Necessary Training</b>
<input type="checkbox"/>	<b>Office Equipment:</b> paper cutters, shredders, file cabinets, computer screens or keyboards	Proper footwear and clothing for office	Safe operations specific to equipment, RMI prevention
<b>Indoor or Outdoor Hazard Source</b>		<b>Personal Protection Required</b>	<b>Necessary Training</b>
<input type="checkbox"/>	<b>Hand Tools:</b> powered or unpowered	Proper footwear, clothing and eye protection	Safe hand tool use, RMI prevention
<input type="checkbox"/>	<b>Footing Traction:</b> slippery, uneven or unstable walking surfaces/terrain	Proper footwear	Slips, trips and falls protection
<input type="checkbox"/>	<b>Ladders:</b> freestanding or fixed	Proper footwear, safety tie offs, bracing	Ladder safety
<input type="checkbox"/>	<b>Elevated work surfaces:</b> falls from height	Fall protection, proper footwear	Slips, trips and falls
<input type="checkbox"/>	<b>Noise:</b> noise from machinery/equipment	Hearing protection	Hearing conservation
<input type="checkbox"/>	<b>Body Position/Leverage:</b> 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
<b>Regulated Hazard Source</b>		<b>Personal Protection Required</b>	<b>Necessary Training</b>
<input type="checkbox"/>	<b>Chemicals:</b> 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"/>	<b>Bio-waste:</b> 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