



**1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
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MANAGEMENT COMMITTEE

**City of Holtville
Council Chambers
121 W. 5th Street
Holtville, CA 92250**

**Wednesday, November 13, 2019
10:30 A.M.**

CHAIR: NICK WELLS

VICE CHAIR: MARCELA PIEDRA

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

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

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

III. PUBLIC COMMENTS

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

IV. CONSENT CALENDAR

- | | | | |
|----|---|--------------------|--------|
| A. | Approval of Management Committee Draft Minutes: | October 9, 2019 | Page 4 |
| B. | Receive and File: | | |
| | 1. ICTC Commission Meeting Notes | October 23, 2019 | |
| | 2. ICTC TAC Minutes | September 26, 2019 | |
| | 3. ICTC SSTAC Draft Minutes | October 2, 2019 | |
| C. | Quality Assurance Program (QAP) Adoption | Page 14 | |

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

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

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

V. REPORTS

- A. ICTC/LTA Executive Director
 - See attached Executive Director Report page 54
- B. Southern California Association of Governments
 - See attached report on page 62
- C. California Department of Transportation – District 11
 - See attached report
- D. Committee Member Reports

VI. ACTION CALENDAR

- A. Resolution for the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) transition to ICTC Page 66

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

- 1. To Authorize the Chairman to sign the resolution for the transition of the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) to ICTC

- B. 2020 State Transportation Improvement Program (STIP) Recommendations for Imperial County Page 74

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

- 1. Approve the 2020 STIP Recommendations for Imperial County, requesting to fund Planning, Programming and Monitoring (PPM) activities in the following distributions: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.

VII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee will be on **Wednesday, December 11, 2019 at 10:30 a.m.**, at the **City of Imperial**, Imperial, CA.

VIII. ADJOURNMENT

- A. Motion to Adjourn

IV. CONSENT CALENDAR

IV. CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT
MINUTES:

OCTOBER 9, 2019

B. RECEIVE AND FILE:

1. ICTC COMMISSION MEETING NOTES:

OCTOBER 23, 2019

2. ICTC TAC MINUTES

SEPTEMBER 26, 2019

2. ICTC SSTAC DRAFT MINUTES:

OCTOBER 2, 2019

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
DRAFT MINUTES OF October 9, 2019
10:30 a.m.**

VOTING MEMBERS PRESENT:

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

STAFF PRESENT: Mark Baza, David Aguirre, Cristi Lerma**OTHERS PRESENT:** David Salgado: SCAG; Beth Landrum, Jesus “Chi” Vargas, Jose Ornelas, Hanh-Dung Khun: Caltrans; Liz Zarate: City of El Centro; Sean Wilcock: IVEDC

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, October 9, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Wells called the Committee meeting to order at 10:38 a.m. Roll call was taken at 11:07 when a quorum was present.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

Mr. Sean Wilcock from IVEDC made a positive comment regarding the new Aquatic Center in the City of El Centro. He also stated that he was there to encourage City Managers to attend the EPA Brownfield Conference on December 11th. He stated that the current partnership with ICTC has been very successful. Currently, the consultant is doing an assessment of the City of Brawley. Phase one is being concluded with qualifying properties going into phase two. He stated that a Brownfield is part of a property with perceived contamination issues that can inhibit development.

IV. CONSENT ITEMS

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

- A. Approved Management Committee Minutes for September 11, 2019
- B. Received and Filed:
 - 1. ICTC TAC Minutes for July 25, 2019
 - 2. ICTC SSTAC Draft Minutes for September 4, 2019
- C. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2018-19 – Regional Applications

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

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

V. REPORTS

- A. ICTC Executive Director
Updates were provided can be found on page 22 of the agenda.
- B. Southern California Association of Governments (SCAG)
Updates were provided by Mr. Salgado and are on page 30 of the agenda.
- C. Caltrans Department of Transportation – District 11
Mr. Vargas provided the following updates:
 - The I-8 concrete project is still scheduled to be completed by the end of the year. Other projects are also on time. No delays have been reported.
 - Local Assistance updates included:
 - o Inactive Projects – The deadline to submit an invoice for inactive projects was September 27, 2019.

Ms. Landrum had the following updates:

 - Caltrans, in coordination with the County of Imperial, Holtville and ICTC have developed a comprehensive package which will encourage commercial truck drivers traveling from the Calexico East Port of Entry to use the State Highway System rather than Orchard Road to access areas north and east of Imperial County. A citizen group has been involved with bringing their concerns about increased truck traffic, noise, and safety concerns to the involved agencies over the course of the last year. By working in partnership, we have developed several strategies that will educate, inform, and increase awareness of the changes for the trucking industry. This awareness campaign includes installing “no truck parking signs” in the residential area of Orchard Road, removing Orchard Road as a designated truck route, and installing guide signs to inform truckers of the preferred routes. Additional resources will include flyers placed at the Commercial Vehicle Enforcement Facility just north of the Calexico East POE, direct outreach to the trucking industry both in California and Mexico, and an enforcement effort by our partners at the CHP. It is anticipated that the above elements will be put into place by January 2020.
 - Caltrans received concerns by residents as well as CBP officers regarding the intersection of SR-98 and Barbara Worth Road just outside of the City of Calexico. Traffic Operations developed a Traffic Investigative Report (TIR), which included recommendations for increased signage to include “Cross Traffic Does Not Stop”, enhanced “Stop” signs, and refreshed pavement markings. It is anticipated that these improvements will be installed by November 2019.
 - All other Caltrans updates can be found on page 33 of the agenda.
- D. Committee Member Reports
 - There were none.

VI. ACTION CALENDAR

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

Mr. Aguirre presented this item. Ms. Colio-Warren suggested that we contact the County of Imperial Workforce Development Agency. She stated that they are always looking for agencies to place interns.

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

1. 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.

A motion was made by **Piedra** seconded by **Colio-Warren**. **Motion carried unanimously.**

VII. INFORMATIONAL CALENDAR

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

Ms. Khun presented regarding the encroachment process. She stated that the department has a strategic management plan:

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

The timeline is important and begins as soon as they receive a packet with 30 days for the entire process.

- Two days to accept permit package
- Two days to assign permit number
- 8 days for a permit functional review time
- 2 days to approve, request additional information or deny determination
- 10 days to request revisions from applicant
- 6 days to review revisions and issue or deny permit

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **November 13, 2019** at the **City of Holtville, Holtville, CA**

IX. ADJOURNMENT

- A. Meeting adjourned at 11:22 a.m.



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

September 26, 2019

Present:

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

Others:

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

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

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

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

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

8. **General Discussion / New Business**
9. Meeting adjourned at 11:30 a.m.



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

October 2, 2019

Present

Voting Attendees:

Victor Torres – Chair	Imperial Valley College
Michael Hack – Vice-Chair	Consumer
Ted Ceasar	Consumer
Sarah M. Enz	Area Agency on Aging/Public Administrator
Monica De Leon	Area Agency on Aging
Erika Martinez	ARC-Imperial Valley
Dr. Kathleen Lang	California Health & Wellness
Julio De Leon	Towards Maximum Independence
Sonia Silva	Access to Independence
David Aguirre	CTSA– ICTC
Maricela Galarza	CTSA–ICTC
Gustavo Gomez	CTSA–ICTC

Non-Voting Attendees:

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
Liz Santucci	Caltrans

1. Mr. Torres called the meeting to order at 10:00 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for September 4, 2019 ([Ceasar/Hack](#)), **Motion Carried.**
3. CTSA Reports:

Mr. Gomez had the following updates:

- IVT Access service had 15 certifications for the month of September
- There was an average of 4-5 sign ups per week for the IVT Ride service during the summer months.
- Staff attended the West Shores Advisory Committee meeting on September 12, 2019.

- To help promote IVT Ride West Shores service, brochures were distributed in the West Shores area including; High School, Elementary School, Community Center, etc. The staff is anticipating to do the same in the following months.
- MMP staff will be attending the 15th Annual Senior Health Fair in Calexico and the 7th Annual Employment and Resource Fair in El Centro.
 - Mr. Aguirre added that staff anticipates reaching out to the West Shores area every couple of months to explain the service and/or reiterate information to residents. The service is unique to other cities because it is offered to the general public.

Mr. Aguirre had the following updates:

- The AVL project is expected to be implemented by the end of this year. The status of the project currently stands where data is being reviewed in terms of where the bus stops are located. There will be a period of training for staff and passengers.
- The Fare Study is ongoing, outreach is expected to begin in a couple of months. Outreach will include IVC, city bus transfer terminals and other locations within Imperial County.
- Ms. Williams has retired. Staff is doing their best to continue operations as usual. Any feedback to help ICTC be more effective in this transition is welcomed.

4. A presentation was made by Mr. Aguirre to review IVT transit services offered by ICTC: statistics, capacities, number of buses for each service, outreach material, etc.(Attached)

- Mr. Aguirre added that ICTC staff will be looking into modifying the presentation and bus showcase in the future for similar meetings.
- Mr. Aguirre mentioned that the reason for a long term contract with the current transit operator is because of the foreseen construction plans of an ICTC facility. The plans include one facility that will contain ICTC offices, operator staff offices, and the bus yard.
- Mr. Aguirre stated that there are still plans to expand the IVT Blue Line to include a stop at the Clinica de Salud. It is taking longer to implement due to the developer owning the location instead of the city. It is still an ongoing process, still waiting for a response from the developer. Contact was made a week ago, and there has been no response. Once, permission is granted, the City of El Centro will be responsible to add a bus stop.
 - Dr. Lang asked where is the closest bus stop?
 - Mr. Aguirre stated that the closest bus stop is at the mall by Cinemark, but IVT Ride and IVT Access drop passengers off directly at the Clinica de Salud.
 - Dr. Lang offered her support, if needed, to add the bus stop to Clinica de Salud.
- Mr. Aguirre stated that a potential stop to service the ECRMC-medical center facility is currently being reviewed.

5. General Discussion

- Mr. Aguirre strongly recommended SSTAC members to participate in presenting information on their agencies for the next meeting in November. Mr. Aguirre stated that a powerpoint is not needed, it can be just to inform other agencies of purpose, clientele served, if they have transportation services, etc.

- Ms. Galarza added that the information given by agencies is beneficial to MMP staff, thus allowing staff to provide clientele with the proper information and possibly other transportation options.
- Mr. Ceaser announced that Northern Arizona University students are in the process to do an internship in Social Work and are looking to expand their options. If students are required to do the hours in two semesters, this will amount to 20 hours per week. If students are required to do the hours in one semester, then it would be 40 hours per week. The Northern Arizona University is looking to develop partnerships with local agencies, and agencies interested can contact Mr. Ceasar at ted.ceaser@nau.edu.
- Ms. Silva announced that Access To Independence will be hosting their 7th Annual Employment and Resource Fair, on October 16, 2019, from 9:00 am to 12:30 pm. It will be located at the Social Services, CalWorks building, 2895 S. 4th St. The fee for registration will be waived, flier containing information will be sent to Ms. Galarza so it can be distributed to all SSTAC members.

6. Adjournment

- The meeting adjourned at 10:54 a.m. ([Torres](#)), **Motion Carried.**
- The next meeting will be held on November 6, 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. QUALITY ASSURANCE PROGRAM (QAP) ADOPTION



IMPERIAL COUNTY
TRANSPORTATION COMMISSION

1503 N. IMPERIAL AVE., SUITE 104

EL CENTRO, CA 92243-2875

PHONE: (760) 592-4494

FAX: (760) 592-4410

November 8, 2019

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

SUBJECT: 2019 Quality Assurance Program (QAP)

Dear Committee 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 *Calexico 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.

It is requested that the ICTC Management Committee forward 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:**

David Aguirre
Transit Program Manager of ICTC

Approved By:

Robert Amparano
Chairman
Imperial County Transportation Commission

1 INTRODUCTION AND PURPOSE

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

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

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

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

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 over 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-Furoi 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

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
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

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
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

Materials to be Sampled or Tested	Sample Size	Sampling/Testing Frequency	Typical Test Methods	Description or Comments
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.&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
 - 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

V. REPORTS

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



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

Memorandum

Date: November 6, 2019
To: ICTC Commission Members
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the ICTC Commission Meeting on November 13, 2019.

- 1) **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study:** The study will analyze and develop feasible design alternatives and locations for a Grade Separated Crossing (GSC) for Off-Highway Vehicle (OHV) use at or near SR-78 and the Union Pacific Railroad (UPRR) in Imperial County. The successful consultant will provide conceptual GSC design alternatives, analysis of site alternatives, public/stakeholder outreach and cost estimates for construction, operations and maintenance. The consultant selection process was completed on September 25th. The consultant selected was Kleinfelder. A kick-off meeting was held on Wednesday, October 9, 2019. The first technical working group meeting was held on October 24, 2019. *The second technical working group meeting will be held on December 10, 2019 at the ICTC office in El Centro.*
- 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. *Caltrans and El Centro project management teams have initiated inter-agency meetings to discuss the public information campaign for both the Interchange Project and the Imperial Avenue Extension South Project.*

- 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 last IMBA meeting was held on November 7, 2019 at the CDEM Office in Mexicali. The meeting included 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 City of Mexicali staff on their downtown revitalization master plan. The next IMBA meeting is scheduled for January 9, 2020 in the City of Mexicali.*
- 8) **State Route 86 (Northbound) Border Patrol Checkpoint:** In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017, staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Currently design is underway. A draft of 35% plans were completed and submitted for review on October 12, 2018. Input from all stakeholders is still pending to proceed with 65% design. *A meeting was held on April 23rd at the ICTC offices to review the 65% design. A draft of 90% plans are scheduled for completion in October 2019 pending review and comments from stakeholders.*
- 9) **State Route 98 from Ollie to Rockwood:** *As part of the POE Expansion project, SR-98 and Cesar Chavez Boulevard are being widened and improved to serve the expansion to the west. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018. Caltrans is working on a second segment on SR-98 between Rockwood Avenue and Ollie Avenue is in the design and right-of-way phase and is anticipated to begin construction in spring 2020. ICTC and Caltrans submitted a grant application through SB 1 Trade Corridor Enhancement Program. The CTC approved \$3.4 million from the SB 1 Trade Corridor Enhancement Program to complete construction for SR 98. Cesar Chavez Blvd has been completed and open to the public. Additional funds were allocated for the expansion: \$2 million of 2016 Earmark repurposing, \$1.63 million from Demo funds and \$1 million from Traffic Congestion Relief funds, a total of \$4.63 million additional funds.*

- 10) **FY 2019 Public Transit Fare Analysis:** The Request for Proposal for a consultant for the ICTC FY 2019 Public Transit Fare Analysis was released on March 1, 2019. The project is for professional services to develop a Public Transit Fare Pricing Analysis. This planning document is expected to provide recommendations for the current fares/fee structure and media for the four public transit services under the Imperial Valley Transit brand for the next three to five years. *The award recommendation was approved at the May 22, 2019 Commission meeting. AECOM was selected to complete the Analysis. A project kick-off meeting was held on June 20, 2019 and the study is underway. The first round of public outreach efforts were held on October 23-24, 2019. Outreach was held in various areas throughout the County including IVC.*
- 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 ¾ of a mile from Highway 111 between Eisenhower Medical Center and Avenue 52 in Coachella. The service will operate every other Tuesday and reservations will be required. Service began on April 16, 2019. On September 9, 2019, ICTC staff attended a meeting at the West Shores Senior Center to inform the attendees about IVT Ride West Shores and the updates to the service. On September 11, 2019 the Regional Mobility Coordinators distributed IVT Ride West Shores brochures in the West Shores High School, West Shores Elementary School and Senior Center. Staff will continue outreach efforts within the area.*
- 14) **2018 Trade Corridor Enhancement Program:** The Trade Corridor Enhancement Program (TCEP), created by Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), provides approximately \$300 million annually for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, and along other corridors that have a high volume of freight movement. ICTC in partnership with Caltrans and the San Diego Association of Governments (SANDAG) were successful in receiving TCEP funds for Advanced Technology Corridors at the California-Mexico Ports of Entry (POE). The goal project is to implement Intelligent Transportation System (ITS) strategies that will improve border travel delays. Some of the ITS strategies will include Bluetooth and Wi-Fi readers to help track vehicle delays, as well as implement changeable message signs on State Routes to inform border travelers of POE delays. Caltrans will serve as the implementing agency of this project and has an estimated completion date of early 2020. *Caltrans has initiated the environmental phase and preliminary design of the project. TCEP funds will be used in collaboration with the BUILD grant award for the design and construction phases.*
- 15) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** \$1.5 Billion annually will go to cities and counties for local road improvements. The following are projected annual revenues of RMRA for the Cities and the County of Imperial for FY 2018/2019. This list of

projects for all cities and the county can also be found on the ICTC website at: <http://www.imperialctc.org/senate-bill-1/>

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

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

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

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

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

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

El Centro and Imperial met on January 31, 2018 to review and discuss the current status of the ICTC Bus Stop Inventory, Signage Replacement and Technology Assessment Project. The items reviewed included the consultant prepared Bus Stop Inventory, Asset Condition Report, ADA Assessment Report, Bus Stop Usage Priority List and Bus Stop Signage installation parameters and requirements. ICTC and member agency staff have worked together to complete the priority list for implementation and pursuit of funding. Bus stop signage specifications with specific route information have been finalized. The consultant and staff are working towards finalizing the Technology Memorandum which will provide ICTC with possible technology solutions for the fixed route bus system.

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

The following is the list of projects for Imperial County:

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

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

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

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

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

21) **Partnerships with IVEDC:**

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

Mr. Sean Wilcock provided an update at the October Commission meeting regarding the status of the properties.

- *The Finnell Property has 3 parcels. It received DTSC approval on March 8, 2019. Phase 1 report completion occurred on October 15, 2019. Pending is Field Sampling Plan and Phase 2 report completion.*
- *The Chai Property has 2 parcels. It received DTSC approval on March 28, 2019. Phase 1 report completion occurred on October 15, 2019 and no further work is necessary.*
- *The Lesicka Property has 2 parcels. It received DTSC approval on August 29, 2019 and Phase 1 and Phase 2 report completion, and Field Sampling Plan are all still pending.*

- 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 22, 2019 – Yuma County Intergovernmental Transportation Authority (YCIPTA) Quarterly Meeting (attended by staff)
- October 23-24, 2019 – Public Transit Fare Study Outreach events held in Calexico, El Centro, Brawley, Calipatria and West Shores (attended by consultant and ICTC staff)
- October 23, 2019 – Imperial Mexicali Binational Alliance Strategic Planning Meeting held in Mexicali, Mexico
- October 23, 2019 – ICTC Commission Meeting at the County Board Chambers
- October 24, 2019 – Caltrans External Team Building Meeting at the ICTC Offices
- October 28-30, 2019 – LTA audit field work by audit team
- October 29, 2019 – BUILD 2018 Reporting Webinar
- October 29, 2019 – Meeting with the City of El Centro Management staff regarding IVRMA transition to ICTC
- October 31, 2019 – El Centro Imperial Avenue Bridge Project Public Information Campaign team meeting
- November 1, 2019 – Meeting with the County of Imperial Public Works Director and team regarding the SAFE transition to ICTC
- November 4, 2019 – SoCal Gas Town Hall Meeting in Rancho Mirage, CA
- November 5-6, 2019 – California Economic Summit in Fresno, CA
- November 7, 2019 – Imperial Mexicali Binational Alliance Meeting in Mexicali, Mexico (attended by staff)
- November 7, 2019 – Presentation to Access to Independence participants in Calexico, CA by Mobility staff
- November 7, 2019 – Mobility Training to clients in Calexico by Mobility staff

Memorandum

Date: November 13th, 2019
To: ICTC Management Committee Meeting
From: David Salgado, Regional Affairs Officer (RAO)
Re: **Southern California Association of Government's (SCAG) Report**

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee Meeting November 13th, 2019.

- 1. RHNA Update – NOV 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. 10th Annual SCAG Economic Summit:** Please save the date!! SCAG will be holding its 10th annual Economic Summit at the L.A. Grand Hotel on December 5th, 2019. The Economic Summit will be held in lieu of a Regional Council Meeting. This year's program will cover how the regional economy impacts Connect SoCal as we work to approve the upcoming Regional Transportation Plan (RTP).

3. **DRAFT Connect SOCAL:** The DRAFT Connect SOCAL Plan was released on Thursday November 7th by the Regional Council at its regular meeting. The plan incorporates the Sustainable Communities Strategy (SCS) for a second time. All of the documentation is available on the Connect SOCAL website. The Program Environmental Impact Report (PEIR) will be released concurrently for comment and review. SCAG will be traveling the region to brief officials and solicit feedback from folks through January 2020. Public Hearings are also scheduled for January 2020 as well.
4. **SCAG Connect SOCAL Elected Official Briefing-Imperial County:** On December 11th at the ICTC Commission meeting SCAG will be giving an “Elected Official Briefing” which will cover the core tenants of the current CONNECT SOCAL Regional Transportation Plan and Sustainable Communities Strategy. SCAG Executive Director Kome Ajise is scheduled to attend to provide the presentation and answer any questions relative to the plan and its components.

SCAG has also committed to present at the January 2020 League of California Cities Imperial County Division Dinner. SCAG is currently working on securing a date for the dinner and identifying who will present to the group. This will be a great opportunity to have a larger audience of elected officials to present to regarding the 2020 Connect SOCAL.

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 11th, 2019 prior to the ICTC Commission Meeting, from 5pm to 6pm. We welcome all elected official participation and attendance as we work to inform our partners about the important aspects of the plans development and its effect on our region moving forward.

- 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.

VI. ACTION CALENDAR

- A. RESOLUTION FOR THE IMPERIALVALLEY RESOURCE MANAGEMENT AGENCY (IVRMA) AND THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE) TRANSITION TO ICTC



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

November 7, 2019

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

SUBJECT: Resolution for the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) transition to ICTC

Dear Committee Members:

The Imperial County Transportation Commission (ICTC) was established pursuant to statute California Public Utilities Code Section 132800, et seq. As a county transportation commission, ICTC takes initiative and provides leadership in the transportation planning and programming process. Its member agencies include all incorporated cities, the County of Imperial and the Imperial Irrigation District (IID). Our ICTC Board consists of one voting member from each of the cities, the IID, and two voting members from the County of Imperial.

In early 2018, the Commission directed the Executive Director to work with the City/County Managers to discuss the potential benefits for creating a Council of Governments (COG) for regional non-transportation programs. City Managers, County CEO, and the ICTC Executive Director developed a strategy for creation and development of a Council of Governments (COG). On October 24, 2018, the Commission directed staff to meet with legislative staff to pursue legislation that give ICTC the authority to administer non-transportation programs.

As originally proposed the COG was to take on the administration of two existing programs: the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) with the City of El Centro and County Public Works continuing to administer the programs, respectively. However, with the adoption of Assembly Bill 335 (AB 335), both IVRMA and SAFE programs can now be administered by ICTC with majority approval by the member agencies. The new legislation is attached.

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

Staff have met and will continue meeting with staff from both the City of El Centro and the County of Imperial in order to move forward with the transition, it is requested that a resolution is adopted, as described in Chapter 11 Section "e" of AB 335. As recommended by legal counsel, this resolution is the first step in the transition. Subsequent approvals/resolutions by each of the member agencies of IVRMA and SAFE will be required.

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

1. To Authorize the Chairman to sign the resolution for the transition of the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) to ICTC

Sincerely,



MARKBAZA
Executive Director

MB/cl

attachment

Assembly Bill No. 335

CHAPTER 11

An act to amend Section 132820 of, and to add Section 132822 to, the Public Utilities Code, and to amend Section 2551 of the Streets and Highways Code, relating to transportation.

[Approved by Governor June 26, 2019. Filed with Secretary of State June 26, 2019.]

LEGISLATIVE COUNSEL'S DIGEST

AB 335, Eduardo Garcia. Imperial County Transportation Commission.

Existing law creates the Imperial County Transportation Commission, requires the commission's governing board, among other things, to adopt an annual budget, and establishes certain notice requirements relating to the adoption of the annual budget. Existing law requires the commission to prepare a short-range transportation plan and a specified short-range transit plan, and to administer certain transportation moneys. Existing law authorizes the commission to use up to 3% of those transportation moneys for purposes of carrying out its planning and programming responsibilities.

This bill would expressly limit the use of those transportation moneys to only its transportation planning and programming responsibilities. The bill would authorize the commission, in cooperation with local agencies, as defined, that elect to participate, to assist those agencies in the coordination, administration, and implementation of programs and policies. The bill would authorize the commission to evaluate, develop, and implement specified nontransportation programs that it determines would provide local benefits by consolidating and sharing costs and resources, by facilitating local agency cooperation, or by operating under the commission's management. The bill would expressly authorize the commission to function as a regional agency for purposes of the development of an integrated waste management plan and as a service authority for freeway emergencies, as specified. The bill would prohibit the commission from using transportation moneys for nontransportation purposes.

The people of the State of California do enact as follows:

SECTION 1. Section 132820 of the Public Utilities Code is amended to read:

132820. The commission may do any of the following:

(a) Use up to 3 percent of the revenues in the local transportation fund for purposes of carrying out its transportation planning and programming responsibilities.

- (b) Sue and be sued.
- (c) Enter into contracts with qualified vendors to further the purposes of the commission.
- (d) Do any and all things necessary to carry out the purposes of this division.

SEC. 2. Section 132822 is added to the Public Utilities Code, to read:

132822. (a) The commission, in cooperation with local agencies that elect to participate, may, within the boundaries of the County of Imperial, assist those agencies in the coordination, administration, and implementation of programs and policies.

(b) (1) The commission may evaluate, develop, and implement nontransportation programs that it determines would provide local benefits by consolidating and sharing costs and resources, by facilitating local agency cooperation, or by operating under the commission’s management. These nontransportation programs include providing animal control services, waste management services, emergency response services, and multiagency communication services during countywide natural disasters such as earthquakes, fires, and floods.

(2) The commission may develop or implement a nontransportation program only upon a majority vote of, and the adoption of a resolution by, the commission’s board.

(c) Consistent with this section, the commission may function as a regional agency for purposes of Article 3 (commencing with Section 40970) of Chapter 1 of Part 2 of Division 30 of the Public Resources Code.

(d) Consistent with this section, the commission, upon adoption of a resolution by its board, may function as the service authority for freeway emergencies for the County of Imperial pursuant to Section 2551 of the Streets and Highways Code.

(e) The commission may apply for, and receive, moneys and grants available to carry out its functions.

(f) (1) The commission shall not use transportation moneys for nontransportation purposes.

(2) Revenues from the County of Imperial sales tax extended pursuant to local Measure D, which was approved by voters at the November 4, 2008, statewide general election, shall not be used for purposes of this section.

(g) For purposes of this section, “local agency” means a county, city, whether general law or chartered, city and county, town, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, or other local public agency.

SEC. 3. Section 2551 of the Streets and Highways Code is amended to read:

2551. (a) A service authority for freeway emergencies may be established in any county if the board of supervisors of the county and the city councils of a majority of the cities within the county having a majority of the population of cities within the county adopt resolutions providing for the establishment of the authority.

(b) The resolutions may designate the county transportation commission for the county created pursuant to Division 12 (commencing with Section 130000) of the Public Utilities Code or a council of governments formed pursuant to the Joint Exercise of Powers Act (Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code) as the service authority for freeway emergencies. The powers of a commission or council of governments so designated are limited to those of the service authority.

(c) The Metropolitan Transportation Commission may function as the service authority for freeway emergencies in any or all of the Counties of Santa Clara, San Mateo, Alameda, Contra Costa, Marin, Solano, Sonoma, and Napa, and the City and County of San Francisco, upon adoption of a resolution by the commission to act as a service authority and upon ratification of the commission's resolution in a particular county by the board of supervisors of the city and county or by the board of supervisors of the county and by the city councils of the cities within the county having a majority of the population of the cities within the county.

(d) (1) The Sacramento Area Council of Governments may function as the service authority for freeway emergencies in any or all of the Counties of Sacramento, Yolo, Yuba, Sutter, and San Joaquin, or any other county that is not within another multicounty service authority, upon adoption of a resolution by the council to act as a service authority and upon ratification of the resolution in a particular county by the board of supervisors of the county and by the city councils of the cities within the county having a majority of the population of the cities within the county.

(2) The Sacramento Area Council of Governments may also exercise, as a service authority, in any of those counties, the powers specified in Section 891.5 pertaining to callboxes on class 1 bikeways.

(e) The Imperial County Transportation Commission may function as the service authority for freeway emergencies in the County of Imperial pursuant to Section 132822 of the Public Utilities Code upon adoption of a resolution by the commission to act as a service authority and upon ratification of the resolution by the board of supervisors of the county and by the city councils of the cities within the county having a majority of the population of the cities within the county.

(f) As used in this chapter, "authority" and "service authority" mean a service authority for freeway emergencies created pursuant to this chapter.

O

**RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION
EXPRESSING SUPPORT FOR IMPLEMENTING AB 335
BY ADMINISTRATION OF THE IVRMA AND SAFE PROGRAMS**

RESOLUTION NO. 111319-6B

WHEREAS, the Imperial County Transportation Commission (ICTC) membership is comprised of the County of Imperial, City of Brawley, City of Calexico, City of Calipatria, City of El Centro, City of Holtville, City of Imperial, City of Westmorland and the Imperial Irrigation District (IID). Additionally, ICTC serves as the administrator of the Imperial County Local Transportation Authority (LTA) responsible for the Measure D half-cent sales tax program for local and regional transportation projects. As such, ICTC is in the unique position of being able to promote intergovernmental cooperation, coordination, and action in the interest of local public welfare and increased effectiveness and efficiency in the administration of governmental services; and

WHEREAS, on October 24, 2018, ICTC staff was directed by the Board to meet with state legislative staff to pursue legislation toward creation and development of a Council of Governments (COG) agency and/or give ICTC authority to pursue and implement non-transportation programs, such as, two existing non-transportation programs that, as with ICTC and LTA, each of the Cities, and the County share membership: the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE); and

WHEREAS, on June 26, 2019, the Governor approved Assembly Bill No. 335 adding section 132822 to the Public Utilities Code authorizing ICTC to coordinate, develop, administer, and implement various non-transportation programs upon a majority vote of, and the adoption of a resolution by the commission's board, including waste management services and emergency response services, expressly, a regional agency for purposes of Article 3 (commencing with Section 40970) of Chapter 1 of Part 2 of Division 30 of the Public Resources Code and a service authority for freeway emergencies for the County of Imperial pursuant to Section 2551 of the Streets and Highways Code; and

WHEREAS, the ICTC governing board is desirous to begin implementation of AB 335 by transferring administration of the IVRMA and SAFE programs to ICTC's management.

WHEREFORE, THE IMPERIAL COUNTY TRANSPORTATION COMMISSION RESOLVES AS FOLLOWS:

1. The above recitals are true and correct.
2. In support of implementing AB 335 by transferring administration of the IVRMA and SAFE programs to ICTC's management, the ICTC Executive Director is authorized to continue coordination efforts to oversee the transition, including obtaining future resolutions, ratifications, or other board actions of each of the Cities and County as necessary.

PASSED AND ADOPTED by the Imperial County Transportation Commission, County of Imperial, State of California, this 13th day of November 2019 by the following roll call vote:

Robert Amparano
Chairman

ATTEST:

Cristi Lerma
Secretary of the Commission

VI. ACTION CALENDAR

VI. ACTION CALENDAR

B. 2020 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) RECOMMENDATIONS FOR IMPERIAL COUNTY



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

November 8, 2019

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

SUBJECT: 2020 State Transportation Improvement Program (STIP) Recommendations for Imperial County

Dear Committee Members:

The State Transportation Improvement Program (STIP) provides funding for Imperial County's larger transportation projects on the State Highway System over a 5-year period. The STIP is administered by the California Transportation Commission (CTC) and is updated every other year (biennially).

The STIP is comprised of two funding programs: Regional Improvement Program (RIP) and the Interregional Improvement Program (IIP). RIP funds are available to projects nominated by regional agencies such as ICTC, and IIP-funded projects are nominated by Caltrans. 75% of STIP funding is made available to the RIP, and 25% is available to the IIP. The 2020 STIP will provide funding for projects for the period starting FY2023/24 and ending FY2024/25. ICTC RIP-funded projects currently programmed in the STIP (2018 STIP) and proposed projects for the 2020 STIP and detailed in the attachment to this letter.

There are no IIP-funded projects in Imperial County programmed in the 2020 STIP. The 2020 Fund Estimate includes new programming capacity for capital projects and Planning, Programming and Monitoring (PPM). ICTC utilizes PPM funds to pay for administering state and federal funding and planning programs.

The 2020 STIP Consultation Meeting between ICTC staff and Caltrans District 11 staff, a requirement of the STIP process, was held on August 21, 2019 in San Diego. The purpose of the meeting was to discuss options and draft recommendations for the 2020 STIP and future STIP cycles. The discussion included the future funding of Forrester Road with STIP RIP funds, and the possibility of funding the SR-115 Extension project with Caltrans STIP IIP funds. None of these projects were recommended for funding at this time because Project Study Reports required for programming of projects in the STIP have not been developed and funding is limited. The only recommended funding for the 2020 STIP is to fund PPM activities at the levels permitted: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.

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

The following schedule lists the major milestones for the development and adoption of the 2020 STIP:

Caltrans presents draft Fund Estimate	June 26-27, 2019
STIP Guidelines & Fund Estimate Workshop	July 22, 2019
CTC adopts Fund Estimate & Guidelines	August 14-15, 2019
Caltrans identifies State highway needs	September 15, 2019
Caltrans submits draft ITIP	October 1, 2019
CTC ITIP hearing, North	October 8, 2019
CTC ITIP hearing, South	October 15, 2019
Regions submit RTIPs	December 15, 2019
Caltrans submits final ITIP	December 15, 2019
CTC STIP hearing, North	January 30, 2020
CTC STIP hearing, South	February 6, 2020
CTC publishes staff recommendations	February 28, 2020
CTC adopts STIP	March 25-26, 2020

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

1. Approve the 2020 STIP Recommendations for Imperial County, requesting to fund Planning, Programming and Monitoring (PPM) activities in the following distributions: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.

Sincerely,



MARK BAZA
Executive Director

Attachments

MB/vm

SUBJECT: 2020 State Transportation Improvement Program (STIP) Regional Improvement Program (RIP).

RECOMMENDATIONS

- Approve the request to program \$294,000 for Planning, Programming and Monitoring activities in the last two years of the 2020 STIP: \$92,000 for fiscal year 2023-24 and \$202,000 for fiscal year 2024-25.

BACKGROUND

The State Transportation Improvement Program (STIP) is a biennial five-year plan adopted by the California Transportation Commission (CTC) for future allocations of state transportation funds for state highway improvements, intercity rail, and regional highway and transit improvements. State law requires the CTC to update the STIP biennially, in even-numbered years, with each new STIP adding two new years to prior programming commitments.

The STIP is comprised of two funding programs: Regional Improvement Program (RIP) and the Interregional Improvement Program (IIP). STIP RIP funds are available to projects nominated by regional transportation planning agencies, and IIP-funded projects are nominated by Caltrans. 75% of STIP funding is made available to the RIP, and 25% is available to the IIP. The Imperial County Transportation Commission (ICTC) is responsible for adopting and submitting the request for programming of STIP RIP projects to the CTC.

On August 14, 2019 the CTC adopted the 2020 STIP Fund Estimate that covers fiscal years 2020-21 through 2024-25. Because of the high level of project commitments for allocated and programmed projects in the 2020 STIP, only \$407 million is available for programming of new projects in the STIP statewide. ICTC is required to submit its adopted 2020 STIP RIP to the CTC by December 15, 2019. CTC staff is scheduled to publish the 2020 STIP recommendations by February 28, 2020, and the CTC is scheduled to adopt the 2020 STIP at their March 25-26, 2020 meeting.

DISCUSSION

There are two projects programmed in the existing 2018 STIP: The I-8/Imperial Avenue Interchange Reconstruction project and Planning, Programming and Monitoring (PPM) as presented in Exhibit 1 on the following page. Funding for the I-8/Imperial Avenue Interchange project was allocated by the CTC on August 14, 2019, and the \$300,000 in PPM funds programmed in FY 2018-19 were allocated by the CTC last fiscal year. The remaining funds for PPM activities are available for allocation in fiscal years 2020-21, 2021-22, and 2022-23.

The 2020 STIP Fund Estimate provides a limited amount of new funding for programming in the last two years of the five-year STIP (fiscal years 2023-24 and 2024-25). The formula distribution (county share) of additional programming capacity for ICTC is summarized in Exhibit 2. The STIP county share formula is based on population and state highway lane miles. Three County Share estimates/targets are provided: A **Base** share, **Target** share and a **Maximum** share. The only funding amount guaranteed to each county for programming in the 2020 STIP is the Base share; however, counties may request up to the Total and Maximum share amounts. Because the CTC

provided an advance of STIP funds from future shares to fund the I-8/Imperial Avenue Interchange project during the 2014 STIP cycle, ICTC's Base share is \$0. The 2020 Fund Estimate provides an additional \$294,000 for PPM in the last two years of the STIP: \$92,000 for fiscal year 2023-24 and \$202,000 for fiscal year 2024-25. Programming of PPM funds are limited to 5% of the county share including amounts programmed in prior years.

Exhibit 1 – ICTC RIP-Funded Projects in the Existing 2018 STIP (\$1,000)

		Project Totals by Fiscal Year						Project Totals by Project Phase					
Project	Total	Prior	18-19	19-20	20-21	21-22	22-23	R/W	Const	Env	Des	R/W Sup	Con Sup
Planning, Programming & Monitoring	1,016	0	300	0	239	239	238	0	1,016	0	0	0	0
I-8/Imperial Avenue Interchange reconstruction	42,080	7,424	0	34,656	0		0	2,646	28,656	0	3,289	1,489	6,000
Total	43,096	7,424	300	34,656	239	239	238	2,646	29,672	0	3,289	1,489	6,000
Total Programmed or Voted since July 1, 2016	38,740												
Balance of STIP County Share													
Total County Share, June 30, 2019	40,412												
Total Now Programmed or Voted Since July 1, 2018	43,096												
Unprogrammed Share Balance	0												
Share Balance Advanced or Overdrawn (STIP Advance Balance for I-8 / Imperial Avenue Interchange reconstruction)	2,684												

Exhibit 2 – 2020 STIP RIP Programming Targets for ICTC

(\$1,000)

Share through 2023-24	Share through 2024-25	Share through 2027-28
Base	Target	Maximum
\$0	\$3,195	\$11,062

The 2020 STIP Consultation Meeting between ICTC staff and Caltrans District 11 staff, a requirement of the STIP process, was held on August 21, 2019 in San Diego. The purpose of the meeting was to discuss options and draft recommendations for the 2020 STIP and future STIP cycles. The discussion included the future funding of Forrester Road with STIP RIP funds, and the possibility of funding the SR-115 Extension project with Caltrans STIP IIP funds. None of these projects were recommended for funding at this time because Project Study Reports required for programming of projects in the STIP have not been developed and funding is limited. The only recommended funding for the 2020 STIP is to fund PPM activities at the levels permitted: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.

The proposed changes to the STIP are summarized in Attachment 1.

Attachment 1

Existing 2018 STIP RIP Funding Summary (\$1,000)

Agency	Rte	PPNO	Project	Total	Project Totals by Fiscal Year						Project Totals by Component					
					Prior	20-21	21-22	22-23	23-24	24-25	R/W	Con	E&P	PS&E	R/W Sup	ConSp
ICTC		7200	Planning, programming & monitoring	1,016	300	239	239	238	0	0	0	1,016	0	0	0	0
Caltrans	8	526	Imperial Av Interchange, reconstruct	42,080	42,080	0	0	0	0	0	2,646	29,672	0	3,289	1,489	6,000
<i>TOTAL</i>				43,096	7,028	300	31,412	0	0	0						

Proposed Changes in Funding for the 2020 STIP RIP (\$1,000)

Agency	Rte	PPNO	Project	Total	Project Totals by Fiscal Year						Project Totals by Component					
					Prior	20-21	21-22	22-23	23-24	24-25	R/W	Con	E&P	PS&E	R/W Sup	ConSp
ICTC		7200	Planning, programming & monitoring	+294	0	0	0	0	+92	+202	0	+294	0	0	0	0
Caltrans	8	526	Imperial Av Interchange, reconstruct	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>TOTAL</i>				+294												

Proposed 2020 STIP RIP Funding Summary (\$1,000)

Agency	Rte	PPNO	Project	Total	Project Totals by Fiscal Year						Project Totals by Component					
					Prior	20-21	21-22	22-23	23-24	24-25	R/W	Con	E&P	PS&E	R/W Sup	ConSp
ICTC		7200	Planning, programming & monitoring	1,310	300	239	239	238	92	202	0	1,310	0	0	0	0
<i>TOTAL</i>					300	239	239	238	92	202						