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**TRANSPORTATION COMMISSION  
AGENDA**

**WEDNESDAY, JANUARY 22, 2020  
6:00 PM**

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

**CHAIR: ROBERT AMPARANO**

**VICE CHAIR: GEORGE NAVA**

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

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

**II. EMERGENCY ITEMS**

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

**III. PUBLIC COMMENTS**

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

**IV. CONSENT CALENDAR**

(Executive Director recommends approval of consent calendar items)

- A. Approval of the ICTC Commission Draft Minutes: December 11, 2019 Page 4-27
- B. Receive and File:
1. ICTC Management Committee Draft Minutes: December 11, 2019
  2. ICTC SSTAC Minutes: December 4, 2019
  3. ICTC Draft TAC Minutes: December 12, 2019
- C. Application for Federal Transit Administration (FTA) Section 5311 Program Funds, FY 2019-20 Page 29
- Staff forwards this item to the ICTC Commission for their review and approval, after public comment if any.
1. Authorize the Chairman to sign the resolution authorizing the Executive Director to sign the FTA 5311 FY 2019-20 grant application with all supporting documentation
  2. Direct staff to submit the application to Caltrans

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

- D. Federal Transit Administration (FTA) Title VI Program for Federal Transit funds Page 33

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

1. Approve the Imperial County Transportation Commission Title VI Plan

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

- A. ICTC Executive Director
  - See attached Executive Director Report on page 69
- B. Southern California Association of Governments
  - See attached report
- C. California Department of Transportation – District 11
  - See attached report on page 80
- D. Commission Member Reports (if any)

#### VI. **ACTION CALENDAR**

- A. Rotation of Chair and Vice Chair positions Page 90

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

- B. Unmet Transit Needs Public Hearing - for Fiscal Year 2020-21 Page 93

The ICTC Management Committee met on January 8, 2019 and forwards this item to the Commission for their review and approval after public comment, if any:

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates.
2. Select a Public Hearing date of February 20, 2020, and the set the time of the hearing.
3. Direct staff to conduct the administrative arrangements.

#### VII. **CLOSED SESSION**

- A. Motion to Adjourn to Closed Session
- B. B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation (1 matter) (Government Code § 54956.9(d)(4))
- C. Announcement of Closed Session Action(s)

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

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, February 26, 2020 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

#### IX. **ADJOURNMENT**

- A. Motion to adjourn

# **IV. CONSENT CALENDAR**

## **IV. CONSENT CALENDAR**

### **A. APPROVAL OF ICTC COMMISSION DRAFT MINUTES:**

**December 11, 2019**

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

#### **1. ICTC MANAGEMENT COMMITTEE DRAFT MINUTES:**

**December 11, 2019**

#### **2. ICTC SSTAC MINUTES:**

**December 4, 2019**

#### **3. ICTC Draft TAC MINUTES:**

**December 12, 2019**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION****DRAFT MINUTES FOR DECEMBER 11, 2019****6:00 p.m.****VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore
City of Westmorland	Ana Beltran
County of Imperial	Ryan Kelley

**NON-VOTING MEMBERS PRESENT:** Caltrans District 11 Ann Fox**STAFF PRESENT:** Mark Baza, David Aguirre Cristi Lerma, Virginia Mendoza, Eric Havens (Counsel)**OTHERS PRESENT:** David Salgado: SCAG; Erwin Gojuangco, Jose Ornelas, Daniel Hernandez: Caltrans; Orchard Road Neighborhood Alliance: Mary Helen Dollente, Lori Hill, Bobby Hill, Hunter Toten, Marv Wood; Darlene Burger: Westmorland resident

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, December 11, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

[Acting Chair Nava](#) called the Commission meeting to order at 6:30 p.m. Roll call was taken, and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

Comments by Mary Helen Dollente, Lori Hill, Hunter Toten and Marv Wood all with the Orchard Road Neighborhood Alliance. Residents continue to be concerned regarding the commercial traffic on Orchard Road. Some of the concerns are regarding CHP enforcement, pollution hazards, noise hazards.

An awareness campaign is being implemented by Caltrans, in partnership with the City of Holtville, the County of Imperial and ICTC. The awareness campaign includes 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. Similar signs will be installed on SR-98 near Cole Road to assist with routing trucks away from the residential and school zones in Calexico. All signs should be installed in December 2019.

A concern regarding the “Truck Route” sign on Orchard Road was also expressed by the citizens. The City of Holtville will discuss further to address local issues.

**IV. CONSENT CALENDAR**

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

- A. Approval of the ICTC Commission Draft Minutes: November 13, 2019
- B. Receive and File:
  - 1. ICTC Management Committee Draft Minutes: November 13, 2019
  - 2. ICTC SSTAC Minutes: November 6, 2019
  - 3. ICTC Draft TAC Minutes: November 14, 2019

## VI. REPORTS

- A. ICTC Executive Director
  - A full list of updates and announcements can be found on page 18 of the agenda.
- B. Southern California Association of Governments (SCAG)
  - A full list of updates and announcements can be found on page 27 of the agenda.
- C. California Department of Transportation (Caltrans)
  - Ms. Fox stated that a ribbon cutting ceremony will be held on December 18, 2019 at the Caltrans Midway Maintenance Yard at 10:30 a.m. for the I-8 CRCP project.
  - Ms. Fox stated that the I-8/Imperial Avenue interchange replacement project is expected to begin construction in February 2020. A Public Open House is scheduled for January 15, 2020 from 4-7 p.m. at El Centro Regional Medical Center. Caltrans is working with the City of El Centro, County of Imperial and ICTC and other stakeholders.
  - A full list of updates and announcements can be found on page 30 of the agenda.
- D. Commission Member Reports
  - Commissioners had various announcements regarding events occurring in their jurisdictions.

## VII. ACTION CALENDER

- A. FY 16-17, 17-18 and 18-19 TDA Triennial Performance Audit – Award Recommendation

Mr. Aguirre presented this item to the Commission; his report is below.

The State of California requires that Transportation Planning Agencies undergo a performance audit every three years as a result of receiving Transportation Development Act (TDA) funds. The audit is primarily focused on administration of TDA funded programs and services over a three-year period. The period to be audited are fiscal years 16-17, 17-18 and 18-19.

The audit is not solely a financial audit, but a review of compliance with transit service-related Public Utilities Codes and prudent administrative and management practices. More specifically the audit involves reviewing the processes and policies including, but not limited to; the ICTC Budget and Transit Financing Plan, the TDA Allocation Schedule, the Article 3 and 8 financial claims processing, administration of the Social Services Transportation Advisory Council, conduct of the annual Unmet Transit Needs Public Hearing process, and transit planning and operations management of the public transit services by the public agencies.

ICTC staff recently completed a competitive bid via a Request for Proposals (RFP) process to acquire the services of a qualified consulting team to complete the TDA Triennial Performance Audit. The RFP requested multiple consulting services in accordance with the requirements of the Transit Performance Guidance Handbook. The RFP was circulated to various professional service firms who have experience completing similar work for other agencies.

A total of two (2) consultants submitted responses to ICTC's RFP. The consultants that submitted a response included: Moore and Associates and Michael Baker International.

A proposal evaluation committee was established to complete the review of proposals of qualified consultants. The evaluation committee was comprised of staff from SCAG, ICTC and the city of Imperial. The committee completed the scoring and ranking of each of the responses the week of November 4th, 2019. The evaluation committee elected not to complete oral interviews of the consulting teams.

The scoring and ranking of the consultants were based on the following criteria: Technical Experience, Proposed Methodology and Approach to Work; Project Team and Staff Qualifications; Price and Best Value; and Completeness of Response and References.

The ranking is listed as follows:

NAME	RANKING	PRICE	Cost/Hour
Moore and Associates	1	\$71,537.40	\$128.20
Michael Baker International	2	\$74,710.00	\$144.79

Both firms are capable of completing the project. Both firms also proposed completing all the services internally with no subconsultants required. Moore and Associates and Michael Baker International both have experience working with ICTC on previous projects. Michael Baker International completed the previous TDA Triennial Performance Audit. Neither firm is local with Moore and Associates utilizing its Valencia office and Michael Baker International utilizing its Rancho Cordova office.

A budget of \$75,000 was identified and approved in the ICTC FY 2019-20 OWP and budget (7416001-525010).

The original procurement documents; RFP and consultant response proposals; and, all contract exhibits referenced in the contract document are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on November 13, 2019 and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Approved the award of the Agreement for the FY 16-17, 17-18 and 18-19 TDA Triennial Performance Audit to Moore and Associates in the amount of \$71,537.40.
2. Authorized the Chairperson to sign the agreement.

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

## VII. INFORMATION CALENDAR

- A. FY 2019-20 ICTC Budget Back-up Documentation Request – County of Imperial Legal, Auditor-Controller and Treasurer Services  
*Presented by David Aguirre*

The Commission met at a special meeting at the ICTC offices on June 28, 2019. During this meeting ICTC staff presented the FY 2019-20 Overall Work Program (OWP) and Budget to the Commission. The Commission approved the budget as presented, however a request was made to staff to provide back-up documentation regarding the amount that the County of Imperial charges ICTC for services provided. ICTC utilizes the County of Imperial's Legal, Auditor-Controller and Treasurer Departments to provide various services.

ICTC has a contract with County Legal Services through 2021 for a not to exceed fee of

\$30,000 annually. ICTC's contract with County Legal Services provides ICTC with miscellaneous legal services as requested by ICTC. ICTC is billed approximately \$150.00 per hour for legal services. Any remaining funds associated with the contract not utilized by ICTC are reimbursed at the end of the year.

The fees for the services associated with the County Auditor Controller and Treasurer Departments are derived from a state approved cost allocation plan. The annual cost allocation plan can be located at [https://sco.ca.gov/ard\\_county\\_cost\\_approvals.html](https://sco.ca.gov/ard_county_cost_approvals.html).

ICTC's portion of the costs associated with the Auditor-Controller and Treasurer Departments is approximately .7% (estimated at \$70,000) of the total allocated cost of departments noted in the cost allocation plan for FY 2019-20. ICTC is billed on a quarterly basis for services provided.

Prior to FY 19-20, the County of Imperial Staff encountered numerous errors with its cost allocation for ICTC. Staff has engaged in various discussions with the County Auditor-Controller's office to review the past errors associated with ICTC's cost allocation. In previous years, ICTC was either credited funds, not charged any fees or charged below actual fees due to various accounting errors. As a result of the errors, the actual value allocated to ICTC for FY 19-20 seems out of the ordinary or excessive. Since the errors have been corrected, ICTC should not experience major discrepancies in its annual cost allocation. Services rendered include but are not limited to the Auditor-Controller staffs recording of all ICTC financial transactions, issuance of payments to vendors, receipt and proper allocation of funds received from various federal and state agencies and use of the county accounting system. In FY 18-19, ICTC incurred 2,597 transactions and deposited and issued 687 checks. Like the legal agreement, any funds not utilized will be credited back to ICTC at the end of the fiscal year.

ICTC appreciates the support provided by the County of Imperial's Legal, Auditor-Controller and Treasurer Departments. They are a crucial part of ICTC's day to day activities and we look forward to the continued positive relationship. This item was for informational purposes only.

B. Federal Transit Administration (FTA) Triennial Review; FY 2017, 2018, and 2019  
*Presented by David Aguirre*

As a recipient of Federal Transit Administration (FTA) dollars, ICTC is required to comply with numerous federal regulations in the administration and operations of the public transit services. The Triennial Review is less exacting than an audit, it is FTA's assessment of ICTC's compliance of regulations that cover 21 areas including but not limited to: Financial Management and Financial Capacity, Maintenance, Procurement, Civil Rights, Drug Free Workplace and Drug and Alcohol Program, Grant Management, and Program Implementation Practices.

The Triennial Review process began in April 2019 with FTA's request for and review of ICTC's program files and data. Subsequently in October 2019, FTA staff performed on-site reviews and observations of ICTC, our transit operator, and sub-recipients records and operational practices over a two-day period. The FTA staff recently completed the 2019 Triennial Review and provided a formal response letter dated November 22, 2019.

Within the various areas of compliance, ICTC received a notice of deficiency for seven of these areas. Within these areas there are 11 items that require corrective actions. Additionally, the FTA staff made a few recommendations for further program development of ICTC as it

pertains to transit operations. A matrix was provided of the findings and our proposed corrective actions to meet FTA's required response and implementation.

ICTC staff is actively addressing the items and are confident in our ability to meet the deadline of corrective actions and response to FTA by March 2020. Many of the actions require the amendment or development of procedures to improve our requirements pertaining to ADA guidelines, documentation requests for our member agency sub-recipients and financial documentation policy adjustments.

This item is presented to you for information and discussion purposes.

C. Update on Calipatria and Niland Implementation of Bus Stop and Bench Shelters

A request was made by the City of Calipatria / Niland to provide service to the east side of the town. After review, staff is proposing to add it to the IVC Express Route, which will add about 8-10 minutes to this route. This item was for informational purposes only.

### VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **January 22, 2020 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

### IX. ADJOURNMENT

- A. Meeting adjourned at 7:58 p.m.





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**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

**DRAFT MINUTES**

December 4, 2019

Present

Voting Attendees:

Michael Hack – Vice-Chair	Consumer
Ted Ceasar	Consumer
Sarah M. Enz	Area Agency on Aging/Public Administrator
Monica De Leon	Area Agency on Aging
Raul Cordova	Work Training Center
Sonia Silva	Access to Independence
David Aguirre	CTSA-ICTC
Maricela Galarza	CTSA-ICTC
Gustavo Gomez	CTSA-ICTC

Non-Voting Attendees:

Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Jose Guillen	IVT MedTrans
Karla Aguilar	IVT Ride
Karla Pacheco	IVT Access

1. Mr. Hack called the meeting to order at 10:05 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for November 6, 2019 ([Ceasar](#), [Cordova](#)), **Motion Carried.**
3. CTSA Reports:

Mr. Gomez had the following updates:

- There were about 10 ADA certifications for the month of November.
- IVT Ride services continue to have at least 4 people on average signing up per week.
- A presentation of IVT and IVT Ride services in addition to a mobility training was conducted for seniors at Villa de Flores apartments, organized by Access to Independence. There are future plans to return and conduct IVT Ride sign-ups.
- Attended the California Health & Wellness Imperial County Community Advisory Committee meeting.
- Staff attended the Caregiver Appreciation Day event and promoted all IVT services.

Ms. Galarza had the following updates:

- A presentation was conducted at the Area Agency on Aging Advisory Committee.
- A presentation at the 1000 Women's club was conducted with the main focus on IVT Access and IVT Ride service.
- Staff conducted IVT Ride sign ups towards the end of the month of September at the Villa de Flores apartments. There are current plans to go back and conduct more IVT Ride sign-ups at the same location and other possible locations.

Mr. Aguirre had the following updates:

- Stuff a Bus event concluded and there was a total of 1076 pounds delivered to the Food Bank.
- The Veteran's Day event concluded and there were some veterans that took advantage of a free ride.
- The RFP for the TDA Triennial Audit is complete and processed. It is expected to be awarded by the end of December.
- ICTC is currently working on more infrastructure projects.
- A new bus shelter was added to the 5<sup>th</sup> & Park stop. This stop will benefit anyone who is trying to visit the new El Centro Aquatic Center.
- ICTC hopes to work on improving communication with the cities, thus creating more time-effective responses.

4. Continuance of Agencies Presentations:

A presentation was made by Monica De Leon, Information & Assistance Coordinator, a representative for the Area Agency on Aging (attached).

- ❖ All programs are free of charge.
- ❖ Programs include; Information & Assistance, Long term Care Ombudsman, In-Home Respite Care, Senior Nutrition, Legal Assistance, Health Insurance Counseling & Advocacy, and Transportation.
- ❖ Area Agency on Aging connects seniors 60+ with resources that are currently available for them.
- ❖ Elder abuse training available for anyone interested.
- Mr. Ceaser asked what is the limit of hours for Respite Care participants.
  - Ms. De Leon stated that it all depends on the needs of the person receiving respite care, based on an assessment given to the person in need.

A presentation was made by Sarah Enz, Assistant Public Administrator, a representative for the Imperial County Public Administrator (attached).

- ❖ Programs include; Public Administrator, Public Guardian, Public Conservator, Representative Payee, Indigent Burial and Area Agency on Aging.

5. Setting Date for January SSTAC Meeting:

- SSTAC members voted on moving the upcoming January SSTAC meeting to Thursday, January 9, 2020. It would originally fall on January 1<sup>st</sup>, which is a holiday (Ceasar, Cordova).  
**Motion Carried.**

6. FY 2020-21 Master Needs List:

- The FY 2020-21 Master Needs List was presented to SSTAC members.
  - Mr. Aguirre informed SSTAC members that the Unmet Transit Needs process is beginning, therefore the FY 2020-21 Master Needs List can be adjusted as to what SSTAC members believe is the priority or move items that may have changed priority. Mr. Aguirre informed SSTAC members that newly uncovered needs may be listed in addition. Mr. Aguirre stated that it does not have to be finalized this meeting so agencies' have a chance to address any needs or changes for the following SSTAC meeting in the month of January.
  - Ms. Enz asked the reason that item "10" and "11" were close to the same verbiage:
    - ❖ Item 10 states, "Allow IVT Ride to provide transportation services to Seniors to congregate meal sites in Heber. Service would be operated on three weekdays."
    - ❖ Item 11 states, "Allow IVT Ride to provide transportation services to Seniors to congregate meal sites in Heber. Service would be operated on four weekdays."
      - Ms. Galarza stated Item 10 was originally going to be implemented. Feedback regarding item was received from Ms. Blankenship to attempt to reach for a fourth day to cover for the Nutrition program in Heber. Therefore, item 11 was then created.
      - Mr. Aguirre added that Item 11 was implemented to assist for the 4 days of Nutrition program in Heber instead of the 3 days that was originally planned. The implementation of the IVT Ride Heber service is planned to continue for the future but it is considered to be in a demo phase. It will be continuously monitored on its performance.
  - Ms. Enz mentioned that items "10" and "11" were already implemented, therefore it be removed from the list.
  - Mr. Ceaser stated that Item 9 should be looked at as a high priority.
    - ❖ Item 9 states, "Add an IVC Express route from Calexico to IVC and from IVC to Calexico in the evening after 5:30 p.m."
  - Mr. Aguirre stated that Item 9 can be further discussed at the next meeting, allowing some feedback from Mr. Torres.

#### 7. Unmet Transportation Needs Letter (Sample):

- Mr. Aguirre presented SSTAC members with a sample of last year's Unmet Transportation Needs final draft letter. Mr. Aguirre informed SSTAC members to review the letter and further discussion on any adjustments can be made at the next meeting in January.

#### 8. Transit Operator Reports:

- Imperial Valley Transit: Mr. Guillen reported the following:
  - Presented the statistics for the months of July-August-Septembers, 1st quarter.
  - The service is running well.
  - The Stuff a Bus and Veteran's Day event went well.
- IVT Access: Ms. Pacheco reported the following:
  - Presented the statistics for the months of July-August-Septembers, 1<sup>st</sup> quarter.

- The service has been busy and running well.
- IVT Ride: Ms. Aguilar reported the following:
  - Presented the statistics for the months of July-August-Septembers, 1st quarter.
  - There were a total of 140 sign ups for the 3 month period.
    - Ms. Enz reported that Ms. Estrada, advocate and coordinator at the Heber nutrition site, passed away. The service may see a decrease in passengers attending the nutrition site.
    - Mr. Aguirre mentioned that the Heber statistics drastically increased from July to August for the reason that the Area Agency on Aging was still using their previous mode of transportation, ARC-IV. Therefore IVT Ride Heber service was still operating in July with little passengers actually utilizing it.
    - Ms. Silva asked about the sudden increase of no shows for IVT Ride Heber service.
      - Mr. Aguirre mentioned that the increase is due to the transit service is new to the area and a constant issue with nutrition participants that don't call to confirm reservations. This issue leads up to IVT Ride Heber service still picking up all registered nutrition participants listed even if not confirmed. Recently, there has been an agreement with the Area Agency on Aging in regards also invoicing the nutrition participants no shows.
- IVT MedTrans: Mr. Guillen reported the following:
  - Presented the statistics for the months of July-August-Septembers, 1st quarter.
  - The 2<sup>nd</sup> bus service was suspended a few times due to a lack of passengers.

## 9. General Discussion

- No further comments.

## 10. Adjournment

- The meeting adjourned at 11:25 a.m. ([Hack](#)), **Motion Carried.**
- The next meeting will be held on Thursday, January 9, 2020, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.



1

### IN-HOME RESPITE CARE

Provider: AlzCare | 760.344.4654

In home care for the frail or impaired elderly, to provide short term relief for unpaid family caretakers. Seeks to prevent or delay nursing home admissions of the person receiving care and/or the physical decline of the one giving care.


 A photograph showing two elderly individuals, a woman and a man, sitting at a table and eating a meal together. They appear to be in a home setting.

4

### INFORMATION & ASSISTANCE

Provider: Area Agency on Aging | 442.265.7030 or 800.510.2020

Provides information, links individuals to community services available. Assesses the individual's problems and capabilities. Provides follow-up, where possible, to ensure that the services were received.


 A graphic of a blue signpost with six wooden arrows pointing in different directions. Each arrow has a word written on it: 'ADVICE', 'HELP', 'TIPS', 'SUPPORT', 'ASSISTANCE', and 'GUIDANCE'.

2


### SENIOR NUTRITION PROGRAMS

PROVIDER: CATHOLIC CHARITIES

Home Delivered Meals 760.353.6822	Congregate Meals 760.353.2748
--------------------------------------	----------------------------------

Nutrition for the homebound to help in recovery.

Nutrition in a group setting to help physical and social well being.



 A creative graphic where various fresh fruits and vegetables, including strawberries, broccoli, lemons, purple onions, tomatoes, and carrots, are arranged as if they are sitting on silver dining forks.

5

### LONG-TERM CARE OMBUDSMAN

Provider: Area Agency on Aging | 442.265.7032

Ensures the rights and entitlement of persons in long-term care facilities by investigating and resolving complaints, initiating corrective action and asserting civil and human rights.


 A circular logo with the letters 'LTC' in the center. The words 'LONG TERM CARE' are written along the top inner edge of the circle, and 'OMBUDSMAN' is written along the bottom inner edge.

3

### LEGAL ASSISTANCE

Provider: Elder Law & Advocacy | 760.353.0223

Provides legal advice, referral services, counseling, and representation by an attorney or paralegal acting under the supervision of an attorney to senior and their caregiver.


 A photograph of a man and a woman sitting at a table. The man is wearing a white shirt and glasses, and the woman is wearing a blue vest over a white shirt. They appear to be reviewing some papers together.

6

## HEALTH INSURANCE COUNSELING & ADVOCACY PROGRAM (HICAP)

Provider: Elder Law & Advocacy | 760.339.9977

Provides Medicare beneficiaries and those soon becoming eligible for Medicare with counseling and advocacy as to Medicare, private health insurance, and related health coverage plans.



7

## TRANSPORTATION

Provider: IVT Ride | 760.337.1760

Curb-to-Curb transit access to group lunch.




8



- Probate the Estates of decedents who die without a will or where there is no family living in the State willing or able to do so
- The PA will make burial arrangements if the estate has sufficient funds and if other parties who have higher priority have not claimed the deceased.

**Public Administrator**



7

## Indigent Burial Budget


Revenue:     \$7,000

Expenses:    \$39,100

10

- The PC/PG provides services required under the Probate Code &/or Welfare & Institutions Code when appointed by the court or upon its own petitions when there is no one living in the State who is willing and able to.
- The PC/PG acts as the legally appointed guardian/conservator for persons found by the Superior Courts to be unable to properly care for themselves or their finances or who can't resist undue influence or fraud.
- Such persons usually suffer from severe mental illness or are older, frail and vulnerable adults. The court can appoint a conservator of the person only or both person and estate.


**Public Conservator / Guardian**



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- Designed to help families who are financially unable to pay for a funeral
- When the responsibility for disposition becomes the duty of the County, the decedent's evidence assessment takes priority.
- All deceased persons shall be afforded a dignified burial commensurate with their pre-need arrangements and/or ability to pay.
- The program does not supplement funds already available to the family

**Indigent Burial**



11

- Manage the financial needs of persons unable to handle their own funds due to age, mental illness or disability.
- PA is the only agency approved by Social Security Administration in this County
- Case Management to target population (when needed)

**Representative Payee Program**



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### Client Case Load

Year	Decedent	Payee	Probate
2013	268	285	18
2014	289	305	25
2015	311	329	28
2016	370	390	32
2017	373	438	38
2018	420	500	42

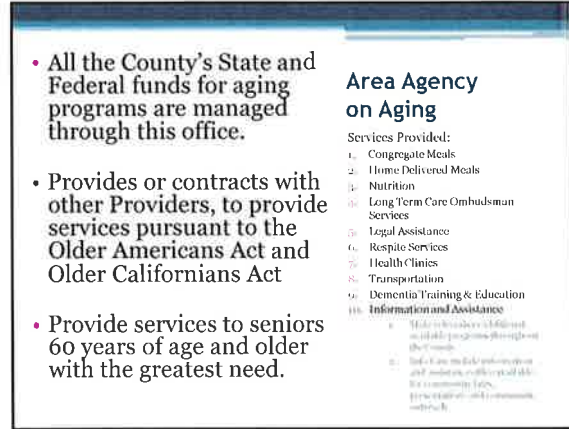
**Current Overall Caseload: 962**  
**Each Deputy Manages About 320 Cases**

12

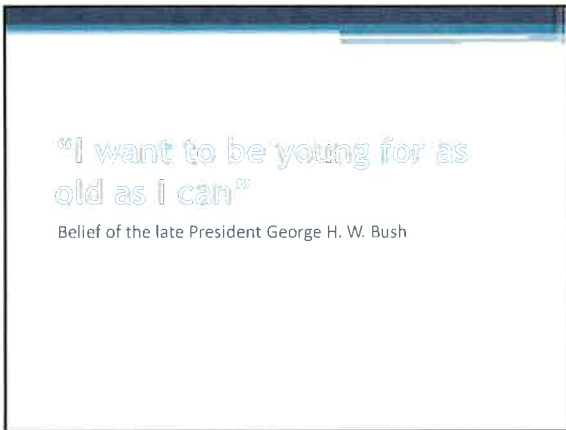




13



16

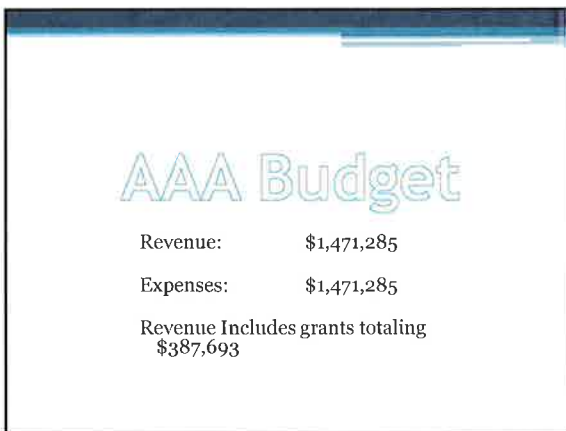


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**Provider Service Units**

PROVIDER	TITLE	DESCRIPTION OF SERVICE	CONTRACT HOURS FY 17-18	CONTRACT UNITS TO BE SERVED FY 17-18	CONTRACT CONTACTS FY 17-18	CONTRACT HOURS SERVED FY 16-17	CONTRACT UNITS SERVED FY 16-17	CONTRACT CONTACTS SERVED FY 16-17
AllCare, Inc.	MR	In-Home Respite	230	0	0	133	0	0
AllCare, Inc.	MR	caregiver Respite	6000	0	0	972	0	0
Area Agency on Aging	MR	Transportation	0	16237	161	0	1479	400
Catholic Charities	MR	Congregate Meals	0	44375	905	0	8947	1124
Catholic Charities	MR	Home Delivered Meals	0	19400	73	0	2053	183
Elder Law & Advocacy	MR	Senior Legal	890	0	275	606	0	377
Elder Law & Advocacy	MR	caregiver Legal	80	0	50	330	0	70
L.C. Public Health	MR	Senior Health	0	100	200	0	100	824
L.C. Public Health	MR	Health Promotion	0	240	500	0	1	1
Nutrition Link	MR, LR, PR	Nutrition Education	258	0	0	258	0	0

17




15



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### CHALLENGES WE FACE



- Increased senior population; with no one to care for them resulting in increased referrals for PC and Payee services
- Increase in Financial Elder Abuse and lack of PA Staff for Case Management and DA staff to prosecute perpetrators
- Lack of resources to provide Senior services due to decrease in State and Federal Funding (e.g., home delivered meals, transportation and respite care)
- Limited Board and Care facilities in the County
- Central location for Dementia/Alzheimer's education/training
- Local board and care providers willing to take seniors with Dementia or Alzheimer's
- Increased PA & PC case load and insufficient staff to provide needed services

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## Questions or Comments?

Thank you for your time!

Imperial County Public Administrator  
Area Agency on Aging  
778 W. State Street  
El Centro, CA 92243  
(442) 265-7000



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**IMPERIAL COUNTY  
PUBLIC ADMINISTRATOR  
Conservator / Guardian  
AREA AGENCY ON AGING**



**AREA AGENCY ON AGING**

All Imperial County's State and Federal funds for aging programs are managed through this office and are under the direct supervision of the Public Administrator & staff. Some services are contracted with local providers.

**INFORMATION AND ASSISTANCE**

Information and Assistance is designed to connect and refer individuals to the services they are seeking within and outside of the community. Through an assessment between the individual and coordinator, the coordinator will strive to ensure that the individual is linked to the proper service. After a referral or connection is made, a follow-up will be conducted to ensure services were received. Information and Assistance can be reached at 1-800-510-2020.

The INFO-VAN is our mobile information and assistance office. The INFO-VAN is available for community fairs, presentations and community outreach.

**OMBUDSMAN**

Advocates for the protection of Resident's Rights in long-term care facilities by investigating and resolving complaints, initiating corrective action and asserting civil and human rights.

**Public Administrator  
Public Conservator / Public Guardian  
(442) 265-7000 + (442) 265-7034 Fax**

**Area Agency on Aging - PSA 24  
(442) 265-7033 + (442) 265-7035 Fax**

**Local Toll Free  
1-800-510-2020**

**Long Term Care Ombudsman Program  
(442) 265-7032 + (442) 265-7036 Fax**

**Ombudsman Crisis Line  
1-800-231-4024**

*www.aaa24.org*



**778 W State Street  
El Centro, CA 92243  
(442) 265-7000**



## **PUBLIC CONSERVATOR / GUARDIAN**

The Public Guardian or Public Conservator (PG/PC) conducts the official County investigation into conservatorship matters. The PG/PC also acts as the legally appointed guardian or conservator for persons found by the Superior Courts to be unable to properly care for themselves or their finances or who can't resist undue influence or fraud. Such persons usually suffer from severe mental illness or are older, frail and vulnerable adults.

The court can appoint a conservator of the person only, or of both person and estate.

## **REPRESENTATIVE PAYEE PROGRAM**

The Social Security Administration (SSA) administers two programs that provide income security for aged, blind or disabled persons. Most people receive their payments directly; however, others are unable to manage or direct the management of their own funds. SSA pays these people through the representative payee program, and this office manages payments for them.

## **PUBLIC ADMINISTRATOR**

The Public Administrator (PA) investigates and may administer the estates of persons who die with no will or without an appropriate person willing or able to act as administrator. The Public Administrator has the same duties as private administrators.

- Protect the decedent's property from waste, loss or theft.
- Make appropriate burial arrangements.
- Conduct thorough investigations to marshal all assets.
- Ensure that the estate is administered according to the decedent's wishes.
- Pay creditor claims and taxes.
- Locate persons entitled to inherit from the estate and ensure that these individuals receive their inheritance.



## **INDIGENT BURIAL**

Decedents meeting the criteria for the County Indigent Burial Program shall be afforded a dignified burial commensurate with their pre-need arrangements and/or ability to pay. When the responsibility for disposition becomes the duty of the County of Imperial, the decedent's evidenced intent is to take priority. The Imperial County Indigent Burial program has been designed to help families who, at this difficult time are financially unable to pay for a funeral. Upon approval, applicants are limited to direct burial or direct cremation. The County does not supplement funds already available to the family or decedent for funeral arrangements.



# Newsletter

## Together We Can

The Imperial County Area Agency on Aging (AAA) is committed to addressing the needs and enhancing the resources for dementia care in Imperial County through its multi-faceted countywide initiative **Together We Can**.

The AAA, in partnership with the Alzheimer's Association San Diego Imperial Chapter and Southern Caregiver Resource Center (SCRC), provides a variety of services for the community to increase skills and knowledge related to dementia care.



## Walk to End Alzheimer's



The **Together We Can** initiative was launched with the First Walk to End Alzheimer's on Saturday November 3rd of 2018. The Area Agency on Aging in partnership with the Alzheimer's Association San Diego/Imperial/Chapter joined forces to bring the Agency's first walk. There were over 100 participants that attended and we had 8 informational resource tables. Various sectors of the Imperial County community participated in this walk provided momentum to this valuable initiative, and they also empowered County-wide efforts for enhancing Alzheimer's care throughout the County of Imperial. The 2nd Annual Walk occurred recently on Nov. 2nd and details of the outcome of this walk will be released soon. For more information about this event please contact Debbie Garcia at (760) 482-2995 or Lydia Greiner (203) 767-1598.

Money raised at the 2019 Imperial Valley Walk to End Alzheimer's allowed the association to serve more people with dementia, their caregivers and others in the community by providing outreach, education, advocacy and research.

## Safe Return Program

The Imperial County Area Agency on Aging (AAA) - Dementia Care Division and the Alzheimer's Association San Diego Imperial Chapter offered free memberships for the MedicAlert + Safe Return program. This program is a 24 hour nationwide emergency response service for individuals with Alzheimer's, or related dementia, who wander or have a medical emergency. The AAA - Dementia Care Division had several informational presentations at senior apartments, congregate sites, and other community locations to promote this program.

The AAA-Dementia Care Division also has expanded its public outreach by distributing flyers & material about this program. During April and June of 2019, the AAA - Dementia Care Division signed up 53 members to this program. Feedback received from members using this program indicates that the bracelet makes people feel safer because it reassures them that someone may recognize them and return them home safely if they were to wander off. The program also makes the caregivers feel more at ease about patients who wander off.





## Become a Dementia Friend

Become a Dementia Friend. A Dementia Friend learns about dementia and then turns that understanding into action. We all have a part to play in creating a dementia friendly community!

The Public Administrator/Area Agency on Aging staff displaying their Become a Dementia Friend certificates after completing their training with the Dementia Friends U.S.A. organization.

The Imperial County is in the process of getting the Board of Supervisors approval to be recognized as a Dementia Friendly county.

# What is a dementia friendly community? Join the movement!



## Dementia Care Division Trainings

### Training

To provide training opportunities for non-family caregivers in dementia care, the Imperial County –Area Agency on Aging (AAA) promotes the CARES online training tool, which is a web-based program consisting of 8 modules dealing with topics in dementia care. Marisol Luna currently has 6 primary care sites that have signed up for this program at no cost.

This online training is for non-family caregiver's working in home care, hospice, residential care, skilled facilities, IHSS, and other primary care sites. It also offers certification for professional caregivers. Participants taking this training have up to one year to complete the program.

### Training community educators using Alzheimer's Association San Diego and Imperial County materials

El Centro DayOut has had monthly trainings using the Alzheimer's Association/Imperial County materials online. They have also incorporated this information in their monthly support groups that are scheduled every 2nd Tuesday of the month at 375 1st Street El Centro, CA 92243. This support group is facilitated by Maribelle Mendez, Director.

There is another support group facilitated by LCSW Mr. Jim Shinn every 1st and 3rd Wednesday of the month at Dr. Sampat's

office located at 1665 S. Imperial Avenue El Centro, CA 92243. Mr. Shinn implements Alzheimer's Association/Imperial material into his support groups as well.

### Classes

The Dementia Care Division Caregivers and the community at large attended classes hosted by Alzheimer's Association & Southern Caregiver Resource Center. Some of these classes were in partnership with Imperial County Public Administrator-AAA. These classes were designed for families, caregivers or individuals with Alzheimer's or another related condition.

SCRC classes were livestreamed and aired through social media to reach out to family caregivers about this training opportunities.

The classes held in April, discussed different topics for understanding Alzheimer's and dementia and exploring the relationship between Alzheimer's disease and dementia. The "Healthy Living for Your Brain and Body" topic focused on how to make good lifestyle choices for maintaining and optimizing brain and body health, and "The Basics of Memory Loss" described age related changes involving bad decisions.

SCRC classes also covered concepts like managing the difficult behaviors of dementia, the aging process, life expectancy, healthy aging, and learning how to handle difficult situations like changes in personality, wandering, and communication.



## Outreach Efforts

On May 1st 2019, the Public Administrator / AAA - Dementia Care Division attended a Law Day Event that was hosted locally in Imperial Valley for working with law enforcement officers and first responders to disseminate information about the Alzheimer's Association/AAA First Responder Training. The training

that was sponsored in this event is a free online course that prepares first responders and law enforcement personnel to respond to common calls involving people with dementia. After completing the training, certificates are issued. There were 10 law enforcement officers / first responders who signed up for the training.

The Dementia Care Division joined (AAA) Information & Assistance Coordinator Monica De Leon presenting older adult services at senior apartments all over the county. The AAA held several presentations for the community to increase outreach and inform others about the services available.

## Elder Abuse Awareness Conference 2019

The AAA has an Elder Abuse Conference every other year. This year, we had 80 attendees that participated in this conference. There were 5 speakers from different agencies that shared valuable elder abuse information. The (AAA) Dementia Care Division was invited to partici-

pate in this conference and also had a resource table where staff members handed out flyers and talked to different organizations about services available to seniors with dementia or a related condition.



## Caring for the Caregiver Conference

On May 30th 2019, the Southern Caregiver Resource Center (SCRC) had its 2nd Annual Conference Caring for the Caregivers. This year, the conference was in Spanish and was well attended by the community. There were various topics that were discussed such as memory loss and the importance of a healthy diet for maintaining better physical and mental health. There were several booths from different agencies that participated in this event. Speakers from SCRC and other organizations educated the group about different topics related to dementia care. SCRC engaged the group by sharing new exercise techniques like dancing, stretching, and provided them with stress balls and other items to take home. They had giveaways and a virtual resource table with an experimental tool kit for anyone seeking to understand the physical and mental challenges of those suffering from Alzheimer's and Dementia. The Imperial County - AAA Dementia Care Division promoted this event in 56 places during April and May.



# 10 Early Signs and Symptoms of Alzheimer

Memory loss that disrupts daily life may be a symptom of Alzheimer's or other dementia. Alzheimer's is a brain disease that causes a slow decline in memory, thinking and reasoning skills. There are 10 warning signs and symptoms. If you notice any of them, don't ignore them. Schedule an appointment with your doctor.

- 1 **Memory loss that disrupts daily life**
- 2 **Challenges in planning or solving problems**
- 3 **Difficulty completing familiar tasks at home, at work or at leisure**
- 4 **Confusion with time or place**
- 5 **Trouble understanding visual images and spatial relationships**
- 6 **New problems with words in speaking or writing**
- 7 **Misplacing things and losing the ability to retrace steps**
- 8 **Decreased or poor judgment**
- 9 **Withdrawal from work or social activities**
- 10 **Changes in mood and personality**

# Dementia Word Search It's fun and interesting!

U U R J I Q M E M O R Y L O S S N  
 E B E H A V I O R L O V E V F T O  
 P S U N D O W N I N G C Q F L T T  
 A D D S S K S V P A R A N O I A U  
 T F O R G E T F U L N E S S A X C  
 I U C M Q Q A C V I G B J K Q M A  
 E R O E Y A G O H X G Y X C D N R  
 N Z N O K T I M U B R A I N R W E  
 T Y F F E H N M X B C P V L Y U G  
 H R U M F E G O S E N I O R S X I  
 F O S N B R D D D E M E N T I A V  
 Q X I L A A C E K C U C R P H R E  
 L D O B T P N V G R S E P M S R R  
 T T N W H Y X B U C O P E N C U S  
 H E L P I N G Z G G P T L J I M Z  
 H P A Q N I N C O N T I N E N C E  
 K V G O G H A G I T A T I O N J F

Therapy	Aging	Agitation	Bathing
Behavior	Brain	Caregivers	Commode
Confusion	Cope	Dementia	Forgetfulness
Helping	Incontinence	Love	Memory Loss
Paranoia	Patient	Seniors	Sundowning

# A Self-Help Approach to Coping with Caregiver Stress

Carol Bradley Bursack, *Minding Our Elders* Caregiving can bring forth an ever-changing kaleidoscope of emotions. These feelings are often bittersweet, and without the proper preparations and assistance, things can quickly skew towards bitter. Left unchecked, many of these emotions may lead to guilt, depression, anxiety and caregiver burnout.

While therapy is recommended for people who are struggling with these negative feelings, many wish to handle such challenges on their own. Professional help can be extremely beneficial, but there are steps that caregivers can take by themselves to better handle the emotional complexities of caregiving and get more comfortable with the idea of seeking outside assistance.

## Realize That You Matter, Too

Former graphic designer Koko Kawasaki is no stranger to the importance of respite and self-care for caregivers. The experience of caring for her father who suffered from multiple health issues, including stroke and vascular dementia, inspired her to earn her master's degree in gerontology to help other families like hers.

Self-care tends to be one of the biggest challenges for those who are caring for ill and aging loved ones, but Kawasaki agrees that it is a necessity for wellness of the entire care team. Even though this is a need we all understand the importance of, there is something about caregiving that triggers guilt in anyone who yearns for a moment alone to pursue physical and mental healing.

"I initially did not think of caring for myself because I thought it would take time away from caring for my father," Kawasaki admits. Determining how much time and effort to devote to oneself is a common dilemma for many family caregivers. Even when they allow themselves a marginal amount of respite, many fear they are being selfish with their resources.

"In time, though," Kawasaki, recalls, "I realized that if I didn't make self-care a priority, my attitude and my ability to look after my father would both be negatively affected. In hindsight, I believe that making time for myself enhanced the caregiving experience for both of us." This realization is a fundamental part of the care journey that comes too late for many. Unfortunately, failing to recognize that your own health matters can have significant and often lasting physical and mental consequences.





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

**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

**December 12, 2019**

**Present:**

Lily Falomir	City of Calexico
Gordon Gaste	City of Brawley
Abraham Campos	City of El Centro
Veronica Atondo	County of Imperial
Christian Rodriguez	City of El Centro
Jesus Villegas	City of Imperial

**Others:**

Mark Baza	ICTC
Marlene Flores	ICTC
Virginia Mendoza	ICTC
David Salgado	SCAG
Bing Luu	Caltrans
Ben Guerrero	Caltrans
Hanh- Dung Khuu	Caltrans

1. The meeting was called to order at 10:08 a.m. A quorum was present, and introductions were made. There were no public comments made.
2. **Local Partnership Program (LPP) Competitive and Formulaic Overview Presentation-** Presented by: ICTC Staff. Virginia Mendoza provided a brief overview of the LPP competitive and Formulaic program. Virginia and Marlene Flores attended a workshop for LPP. The LPP allocates money statewide for projects in regions that have a dedicated funding source for transportation on a competitive basis. ICTC staff provided a guideline of the evaluation criteria on key focus areas that the commission will give higher priority, along with updates that soon will be out by CTC. Ms. Mendoza encourages local agencies to look into the LPP program. More updates will be provided by ICTC of any changes the LPP has.
3. A *motion* was made to adopt the minutes for November 14, 2019 **(Atondo/Falomir) Motion Carried.**
4. **ICTC Updates / Announcements**  
*(Presented by ICTC Staff)*

- a. **Transit Planning Updates-** Ms. Mendoza provided a brief update on transit planning. Existing Transit Facility MOU's will be required. Mr. David Aguirre will follow up with corresponding agencies.
  - b. **Transportation Planning Updates (by Virginia Mendoza):**
    - **Regional Climate Action Plan-** Andrew Beecher from Rincon Consultants provided a brief update on the data collection on the GHG inventory. The project is moving along and making progress on the data collection.
    - **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study-** The project is moving along smoothly. A kick-off meeting was held on back in October. The next second technical working group meeting was on December 10<sup>th</sup> at the ICTC office in El Centro, CA. Upcoming event at the Glamis area will be in January and a survey for the study will be active starting January.
  - c. **FFY 2019-20 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. Mr. Ben Guerrero from Caltrans Local Assistance mentioned that he will be in contact with each local agency in regard to all the projects that are active. Mr. Guerrero is working on a database that will be provided with updates on all projects.
  - d. **LTA Updates 2012 and 2018 (by Marlene Flores):**
    - City of Brawley still have a balance on their respective 2012 LTA Bond account.
    - 2018 LTA Bond. The City of Holtville already utilize all their 2018 LTA money and City of Calexico and City of Calipatria is still in the works.
5. **SCAG Updates / Announcements (by David Salgado)**
- **Connect SOCAL:** SCAG has released a draft of Connect SoCal. The Draft presents a long-range vision that balances future mobility and housing needs with economic, environmental and public health goals. Mr. Salgado mentioned how SCAG is working closely with Imperial County partners to develop Connect SoCal.
6. **Cities and County Planning / Public Works Updates:**
- Local agencies gave an update on their local projects in progress.
7. **Caltrans Updates / Announcements (By: Ben Guerrero)**
- **Local Assistance:** Mr. Guerrero provided updates on local assistance. The deadline to submit Inactive invoices is November 20, 2019. District 11 must have complete and accurate invoices before this due date to avoid de-obligation of federal funds.
  - **New Invoice Format Required:** Effective October 15, 2019
  - **Federal Aid Series Training-** This 1-day training is proposed to be on Tuesday, February 25th, 2020 from 9:00 AM to 4:00 PM at the ICTC office located in El Centro, CA. The agency one-on-one meeting is proposed to be held according to the following schedule. Caltrans proposed a one-on-one meeting with each local agency to go over each project. Caltrans will follow up with an email from Alma Flores to schedule the one-on-one meetings and for updates on Federal Aid Series.
  - Mr. Guerrero mentioned Cycle 2 Obligation Authority Plan for Federal FY 19-20 due to Local Assistance. Additional information is forthcoming.
  - January 31<sup>st</sup> of 2020 deadline for RFA submittals for FY 19/20. Please transmit funding request for RFA's.
  - Quality Assurance Program (QAP)- A quick reminder to all local agencies of their QAP

expiration or expired QAP. An updated QAP package must be submitted as soon as possible to the Local Area Engineer, Ben Guerrero.

- Upcoming trainings- SCLAMM workshop coming up in March of 2020 in Los Angeles CA. Mr. Guerrero encourages all local agencies to attend the upcoming SCLAMM meeting.

8. **General Discussion / New Business-** Mr. Abraham Campos from the City of El Centro provided a brief update on the Overlay project. Mr. Campos mentioned how this project is in the design phase and moving along. He also provided a brief updated on the Imperial Ave. Extension South Project. There will be an Open House on January 15, 2020. Caltrans will set up a website for this project and the Open House will be at the El Centro Regional Medical Center from 4:00 p.m. to 7:00 p.m. Mr. Campos also mentioned how the City of El Centro is preparing to build more parks for the City of El Centro.

Mr. Campos provided information on the purpose of the speed hump to reduce the speed of vehicles on certain residential streets and the criteria for placement of speed humps. The City of El Centro adopted this policy back in October. He will provide more information to TAC members in regard to the policy they established.

9. Meeting adjourned at 11:48 a.m.

# **IV. CONSENT CALENDAR**

## **IV. CONSENT CALENDAR**

### **C. APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 PROGRAM FUNDS, FY 2019-20**



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

January 16, 2020

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

SUBJECT: Application for Federal Transit Administration (FTA) Section 5311 Program Funds  
FY 2019-20

Dear Commission Members:

The Federal Transit Administration (FTA) Section 5311 program provides an annual source of rural grant funding to offset operational costs within an identified rural area for mass transit purposes as specified by the Legislature. The rural grant program is administered by Caltrans, who has issued a single year call for projects, for grants that are due by February 12, 2020.

FTA 5311 Rural Transit Grant Funds in the amount of approximately \$398,613 for FY 2019-20 are to be applied to IMPERIAL VALLEY TRANSIT, the countywide transit system and IVT ACCESS, the regional ADA complimentary paratransit service and the IVT GOLD LINE – Brawley Circulator Route.

The IMPERIAL VALLEY TRANSIT, IVT ACCESS, and IVT GOLD LINE budgets include the following for FY 2019-20:

**FY 19-20**

Operating Cost:	\$ 5,194,951
Less Fares Anticipated:	\$ 877,004
Less LTF/STAF (State) Revenue:	\$ 2,434,122
Less 5307 (Federal urban) grant revenue	\$ 2,605,557
Less 5311 (Federal rural) grant revenue	\$ 278,268
<b>NET COST</b>	<b>\$ 0</b>

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

January 16, 2020

Notification of the call for projects was received after the management committee meeting, therefore staff was unable to forward the item to the Management Committee.

Staff forwards this item to the ICTC Commission for their review and approval, after public comment if any.

1. Authorize the Chairman to sign the resolution authorizing the Executive Director to sign the FTA 5311 FY 2019-20 grant application with all supporting documentation.
2. Direct staff to submit the application to Caltrans.

Sincerely,



MARK BAZA  
Executive Director

Attachment

MB/da

**RESOLUTION 012220-4C OF**

**THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)**

**RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, *the Imperial County Transportation Commission* desires to apply for said financial assistance to permit operation of service in *the Imperial County*; and

**WHEREAS**, *the Imperial County Transportation Commission* has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the *Imperial County Transportation Commission* does hereby Authorize the *Executive Director or his designee*, to file and execute applications on behalf of with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

That *Executive Director or his designee* is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That *Executive Director or his designee* is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That *Executive Director or his designee* is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED** by the Imperial County Transportation Commission at a regular meeting of said Commission on January 22, 2020.

By: \_\_\_\_\_  
Chairman

ATTEST:

By:

\_\_\_\_\_  
CRISTI LERMA  
Secretary to the Commission

## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

- D. FEDERAL TRANSIT ADMINISTRATION (FTA)  
TITLE VI PROGRAM FOR FEDERAL TRANSIT  
FUNDS





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PHONE: (760) 592-4494  
FAX: (760) 592-4410

January 16, 2020

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

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

Dear Commission Members:

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

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

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

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

Staff forwards this item to the ICTC Commission for their review and approval, after public comment if any.

1. Approve the Imperial County Transportation Commission Title VI Plan.

Sincerely,

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

MARK BAZA  
Executive Director

Attachment

MB/da/mb

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



**TITLE VI PROGRAM**  
**January 2020**

# Introduction

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

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

Prohibited practices include but are not limited to:

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

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

Under Title VI, ICTC must:

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

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

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

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



MARK BAZA, Executive Director

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# Regulatory Authority

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

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

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

# **Imperial County Transportation Commission**

## **Title VI Program Policy**

### **Policy Statement**

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

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

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

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

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

### **Applicability**

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

### **Administration of the Regulation**

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

# ICTC's Title VI Notice to the Public

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

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

**Imperial County Transportation Commission**  
1503 N. Imperial Ave. Suite 104  
El Centro, Ca. 92243

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

**Federal Transit Administration**  
Civil Rights Division  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

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

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

**Imperial County Transportation Commission**  
1503 N. Imperial Ave. Suite 104  
El Centro, Ca. 92243

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

**Federal Transit Administration**  
Civil Rights Division  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

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

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

Location Name	Address	City
ICTC Offices	1503 N. Imperial Ave. Suite 104	El Centro, Ca. 92243
website	<a href="http://www.imperialctc.org">www.imperialctc.org</a>	
website	<a href="http://www.ivtransit.com">www.ivtransit.com</a>	
website	<a href="http://www.ivtaccess.org">www.ivtaccess.org</a>	
website	<a href="http://www.ivtride.com">www.ivtride.com</a>	
website	<a href="http://www.ivtmedtrans.com">www.ivtmedtrans.com</a>	
IVT and IVT Access bus operations facilities	792 E. Ross Rd.	El Centro Ca. 92243
IVT Rider's Guidebook	N/A	
IVT Ride Brochure	N/A	
IVT MedTrans Brochure	N/A	
IVT Access Brochure	N/A	



# Title VI Complaint Procedures

## TITLE VI DISCRIMINATION COMPLAINT PROCEDURE (ENGLISH)

### General

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs receiving federal financial assistance. Individuals, or individuals as members of a specific class of persons, who feel they have been discriminated against with respect to transit services or benefits on the basis of race, color, or national origin may file a written complaint with the Imperial County Transportation Commission. Complainants may also file a written complaint directly with the Federal Transit Administration (FTA). FTA recommends, but does not require, that individuals first file a complaint directly with their transit provider to give it an opportunity to resolve the situation.

### Complaint Procedures

Complaints alleging discrimination on the basis of race, color, or national origin may be submitted to the Title VI Coordinator of the Imperial County Transportation Commission, 1503 N. Imperial Ave Suite 104, El Centro, CA 92243. Every effort will be made to obtain early resolution of complaints.

1. The complaint must meet the following requirements:
  - a. The Complaint shall be in writing and signed by the complainant(s). In the event that the complainant cannot complete a written statement, a verbal complaint may be made. The Title VI Coordinator will interview the Complainant and assist the person in converting the verbal complaint to writing. All complaints must be signed by the Complainant or his/her representative.
  - b. The Complaint must contain information about the alleged discrimination such as name, address, and phone number of complainant, and location, date and description of the issue. The description of the alleged act of discrimination or disparate treatment should include, as appropriate: type or name of service, bus number, location (city/streets) date and time of day, employee name, position or badge number if available, and any person(s) involved or witnesses to the problem.
  - c. Per federal law the complaint must be filed within 180 days of the alleged incident.
  - d. The complaint should be submitted to:  
Imperial County Transportation Commission  
Attn: Michelle Bastidas, Title VI Coordinator  
1503 N. Imperial Ave., Suite 104, El Centro Ca, 92243  
Office: (760) 592-4494  
Fax: (760) 592-4410  
E-mail address: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org)
2. The ICTC Title VI coordinator will acknowledge receipt of the complaint within ten (10) working days.

## **Investigation of Complaints**

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

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

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

## **Disposition of Complaints**

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

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

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

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

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

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

## **Appealing Disposition of Complaints**

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

1. The appeal should be made with the Title VI Coordinator within ten (10) working days of the date of the resolution.
2. The Executive Director will acknowledge receipt of the appeal within ten (10) working days of receiving the request for appeal.
3. The Executive Director may make a final determination or may choose to refer the matter to the Commission for final action.
4. The resolution and/or referral to the Commission will be communicated to the complainant. The Commission's decision will be communicated to the complainant and/or his/her designee in writing.

## **Record Keeping Requirements**

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

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

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

## **Additional Resources**

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

Federal Transit Administration  
Civil Rights Division  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

### **California Department of Transportation**

Office of Business & Economic Opportunity  
Equal Employment Opportunity Program  
Discrimination Complaint Investigation Unit  
1823 14th Street, MS 79  
Sacramento, California 95811  
(866) 810-6346

<https://dot.ca.gov/programs/rail-and-mass-transportation/title-vi-program>

# Title VI Complaint Procedures

## TITLE VI DISCRIMINATION COMPLAINT PROCEDURE (SPANISH)

### PROSEDIMIENTO DE RECLAMO DE DISCRIMINACION DE TITULO VI

#### General

Título VI de la acta de los derechos civiles de 1964 prohíbe discriminación en la base de raza, color, u origen nacional en programas que reciben ayuda financiera federal. Individuos, o individuos como miembros de una clase específica de personas, que sienten que han sido objeto de discriminación con respecto a los servicios de tránsito o beneficios sobre la base de raza, color u origen nacional puede presentar una queja por escrito a la Comisión de Transporte del Condado de Imperial. Las quejas también pueden ser sometidas directamente con la Administración Federal de Tránsito (FTA). La FTA recomienda, aunque no es obligatorio, que el reclamante someta la queja directamente con el proveedor de servicios de tránsito para dar oportunidad de resolver la situación.

#### Procedimientos de Quejas

Quejas de presunta discriminación en la base de raza, color, u origen nacional pueden ser enviadas al Coordinador del Título VI de la Comisión de Transporte del Condado de Imperial, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243. Todo esfuerzo será hecho para obtener resolución temprana de quejas.

1. La queja debe tener los requisitos siguientes:
  - a. La queja debe ser escrita y firmada por el reclamante. En caso de que el reclamante no pueda completar una declaración por escrito, una queja verbal puede ser aceptada. El Coordinador del Título VI entrevistará al reclamante y ayudará a la persona a convertir la queja verbal a la escritura. Todas las quejas deben ser firmadas por el Reclamante o su representante.
  - b. La queja debe contener información sobre la discriminación pretendida como nombre, dirección, y el número de teléfono del reclamante, y de la ubicación, la fecha y la descripción del asunto. La descripción del acto pretendido de discriminación o trato desigual debe incluir, como apropiado: tipo o nombre de servicio, número de camión, la ubicación (las ciudad/calles) la fecha y el tiempo de día, nombre del empleado, número de posición o insignia si disponible, y cualquier persona involucrada o los testigos al problema.
  - c. Por la ley federal la queja debe ser archivada dentro de 180 días del incidente pretendido.
  - d. La queja debe ser sometida a:  
Comisión de Transporte del Condado de Imperial (ICTC)  
A la atención de: Michelle Bastidas, Coordinador del Título VI  
1503 N. Imperial Ave., Suite 104, El Centro, CA 92243  
Oficina: (760) 592-4494  
Fax: (760) 592-4410  
Correo electrónico: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org)
2. El Coordinador del Título VI de ICTC reconocerá recibo de la queja dentro de diez (10) días hábiles.

## **Investigación de Quejas**

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

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

1. La queja es archivada después de los 180 días de la ocurrencia pretendida
2. La queja no es firmada o es anónima
3. El Reclamante falla a responder a la petición repetidamente para información adicional
4. El Reclamante no puede ser localizado
5. El Reclamante solicita retirar la queja

## **Disposición de Quejas**

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

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

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

El aviso de la determinación será enviado al Reclamante. El aviso incluirá información en derechos de apelación e instrucciones para iniciar una apelación.

Una copia de la queja y del reporte del Coordinador de Título VI será publicado al FTA dentro de 120 días de haber recibido la queja.

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

## **Apelación de Disposición de Quejas**

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

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

## **Requisitos de Archivado**

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

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

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

## **United States Department of Transportation**

Federal Transit Administration  
Civil Rights Division  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

## **California Department of Transportation**

Office of Business & Economic Opportunity  
Equal Employment Opportunity Program  
Discrimination Complaint Investigation Unit  
1823 14th Street, MS 79  
Sacramento, California 95811  
(866) 810-6346

<https://dot.ca.gov/programs/rail-and-mass-transportation/title-vi-program>

# **PUBLIC PARTICIPATION PLAN FOR TITLE VI**

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

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

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

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

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

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

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

## **Bilingual Outreach:**

Bilingual assistance is utilized in outreach programs when needed and appropriate. ICTC conducts on-going advertising and public hearing notices in a bilingual format. In addition, the recent: 1. The ADA Certification and Eligibility Process 2017. 2. The 2019-20 Unmet Transit Needs Public Hearing process has interpreters available for translation for both public meetings. 3. The ongoing mobility coordination and outreach program staff is bilingual.

## **Phone Access**

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

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



# Access for Persons with Limited English Proficiency (LEP)

## Introduction

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

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

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

## Four Factor Analysis

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

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

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

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

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

According to the 2014-2018 American Community Survey (ACS) Estimates for Imperial County (conducted by the US Census Bureau) also indicates that persons who speak only English at home comprise 25.4% of persons in the County of Imperial. While those that speak Spanish are estimated to be at 73.1%.

These percentages show a slight decrease in English speakers and a slight decrease in Spanish speakers from the 2000 Census and prior 2012 ACS survey data.

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

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

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

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

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

ICTC staff have also assessed their available resources that could be used to provide language assistance. This included identifying bilingual staff, review of contract for professional translation services, determining which documents should be translated, and deciding what level of staff training is needed. After analyzing the four factors outlined in U. S. DOT policy guidance, ICTC staff developed the following plan for providing language assistance to LEP persons.

## Components of the Plan

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

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

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

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

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

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

### 2. Language assistance measures

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

In addition to these oral language services, written language services are available. Documents that are determined to be available for the general public are translated into Spanish. Vital documents are *defined as those documents without which a person would be unable to access services*. The following are written communications that are printed in both Spanish and English:

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

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

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

## **IVT**

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

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

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

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

### **ADA Paratransit**

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

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

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

### **3. Training Staff**

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

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

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

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

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

### **IVT and ADA Paratransit**

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

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

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

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

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

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

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

- Continuing creating future websites in a bilingual format with English/Spanish
- Translating other brochures into Spanish
- Providing group travel training to LEP persons by working with bilingual staff

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

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

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



# **Title VI Equity Analysis**

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

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

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

#### ***Vehicle Load Standards***

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

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

Local Services: Loads not to exceed 1.25 passengers / seat

#### ***Vehicle Headway Standards***

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

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

#### ***On-Time Performance Standards***

Fixed Route [Local and Intercity]:

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

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

Demand Response:

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

### ***Service Availability Standards***

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

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

### ***Vehicle Assignment Policy***

Fixed Route [Local and Intercity]:

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

Demand Response:

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

### ***Transit Amenities Policy***

The following policies will be applied as funding allows:

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

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

# Appendices

- A. **Commission Minute Order #**
- B. **Title VI Complaint Form (English)**
- C. **Title VI Complaint Form ( Spanish)**
- D. **List of Transit-Related Title VI Investigations, Complaints, and Lawsuits (as of: January 2020)**
- E. **Table of Racial Breakdown of transit related non-elected planning boards, advisory councils or committees**

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

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



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

**Title VI Complaint Form**

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

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

Complete and return this form to the Title VI Coordinator: Imperial County Transportation Commission, 1503 N. Imperial Ave. Suite 104 El Centro, CA 92243.

1. Complainant’s Name \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

a. Race:

b. Color:

c. National Origin:

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

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

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

If yes, please check each box that applies:

Federal Agency  Federal Court  State Agency

State Court  Local Agency

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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



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EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

**Título VI Formulario Para Reclamo**

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

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

Llene y regrese este formulario al Coordinador de Título VI: Imperial County Transportation Commission, 1503 N. Imperial Ave. Suite 104, El Centro, CA 92243.

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

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

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

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

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

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

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

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

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

\_\_\_\_\_



Confirme que ha obtenido permiso del agraviado: Si  No

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

a. Raza:

b. Color:

b. Origen Nacional:

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

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

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

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

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

Agencia Federal  Corte Federal  Agencia Estatal

Corte Estatal  Agencia Local

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

Nombre \_\_\_\_\_

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

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

Número de Teléfono: \_\_\_\_\_

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

\_\_\_\_\_  
Demandante

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

**D. List of Transit-Related Title VI Investigations, Complaints, and Lawsuits (as of: January 2020)**

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

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

**TABLE DEPICTING THE MEMBERSHIP OF NON-ELECTED COMMITTEES AND COUNCILS as of: January 2020**

<b>Committee / Body</b>	<b>African American</b>	<b>Asian American</b>	<b>Caucasian</b>	<b>Latino</b>	<b>Native American</b>	<b>Other</b>
ICTC Technical Advisory Committee (TAC)		1	7	6		
ICTC Social Services Transportation Advisory Council (SSTAC)			4	7		
ICTC Management Committee		1	5	4		

# **VI. REPORTS**

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



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

## Memorandum

**Date:** January 3, 2020  
**To:** ICTC Commission Members  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the ICTC Commission Meeting on January 22, 2020

- 1) **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study:** The study will analyze and develop feasible design alternatives and locations for a Grade Separated Crossing (GSC) for Off-Highway Vehicle (OHV) use at or near SR-78 and the Union Pacific Railroad (UPRR) in Imperial County. The successful consultant will provide conceptual GSC design alternatives, analysis of site alternatives, public/stakeholder outreach and cost estimates for construction, operations and maintenance. The consultant selection process was completed on September 25<sup>th</sup>. The consultant selected was Kleinfelder. A kick-off meeting was held on Wednesday, October 9, 2019. The first technical working group meeting was held on October 24, 2019. The second technical working group meeting was held on December 10, 2019 at the ICTC office in El Centro. *A project page has been created on the ICTC website at <http://www.imperialctc.org/sr-78-glamis-crossing/>. As part of the outreach plan, an online survey has begun as of January 1<sup>st</sup> through January 31<sup>st</sup>. The survey can be found at <http://sgiz.mobi/s3/SR-78-Glamis-Crossing>. Also, a public outreach event is scheduled in Glamis on January 18, 2020 from 9am to 3pm.*
- 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 early 2020.*
- 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 is conducting data collection from project stakeholders. The next stakeholder meeting will be schedule in January 2020.*
- 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. *The public outreach plan is being finalized between the City of El Centro, Caltrans, and ICTC. A media outreach is scheduled on January 13, 2020 at the Caltrans yard in El Centro at 1102 Montenegro Way at 11 a.m. An Open House will be held on January 15, 2020 at the El Centro Regional Medical Center – Medical Office Building, 1271 Ross Ave., Floor 2 in El Centro from 4-7 p.m.*

- 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. Right-of-way and design phases will immediately follow after environmental is completed.*
- 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 (address: Ave. Callejón Reforma #360, Primera Sección o Zona Centro (Mexicali Downtown). Staff will present on the Strategic Planning session highlighting the 2020 goals of IMBA. Staff will be pursuing education opportunities with partners such as Imperial Valley College, CETYS, San Diego State University, and Universidad Autonoma de Baja California (UABC).*
- 8) **State Route 86 (Northbound) Border Patrol Checkpoint:** In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017, staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Currently design is underway. A draft of 35% plans were completed and submitted for review on October 12, 2018. Input from all stakeholders is still pending to proceed with 65% design. *A meeting was held on April 23<sup>rd</sup> at the ICTC offices to review the 65% design. A draft of 90% plans are pending technical comments by Caltrans and CBP.*

- 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 was held on October 23-24, 2019. Outreach was held in various areas throughout the County including IVC. The fare analysis is in progress, when it is finalized, further outreach will be scheduled.*
- 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. An information item describing in greater detail what the deficiencies are was presented to the Commission in December. Applicable policy changes will be presented to the Commission in February.*
- 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 <a href="#">ICTC website here</a> .
Westmorland	North H Street Improvements
Westmorland	Street Rehabilitation Program – Phase 2
Caltrans/ICTC	Calexico East Port of Entry Truck Crossing Improvements
Caltrans	State Route 111 from State Route 98 to Ross Avenue near Calexico
Caltrans	State Route 98 from Rockwood Avenue to east of Cole Road near Calexico
Caltrans	Bridges on Interstate 8 and State Route 86, 98, 11 and 186
Caltrans	State Route 86 from I Street to Brandt Road near Brawley
Caltrans	State Route 86 south of B Street to Martin Road near Westmorland

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

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
<b>TOTAL</b>	<b>\$9,997,753*</b>



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

- 16) **Rio Vista and Pioneers Memorial Hospital Bus Stops:** ICTC has engaged in several discussions with the City of Brawley Staff regarding the potential relocation of the existing bus stops along Rio Vista Avenue/SR78 and at Pioneers Memorial Hospital. Caltrans recently completed improvements to SR 78 and provided on street concrete bus pads with an approximate value of \$80,000. ICTC recently met with the City of Brawley Staff to discuss incorporating the relocation of the bus stop at Pioneers Memorial Hospital as part of an upcoming City of Brawley capital project. *Funding previously set aside for the Rio Vista Project was approved and reallocated towards the Pioneers Memorial Hospital Project at the July 2019 commission meeting. The project is currently in the construction 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) **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.*
- 20) **State and Federal funding Obligations:** *Beginning October 1, 2019, agencies can move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant program (STBG) and Active Transportation Program (ATP) programmed in FY 2019/2020. See complete project list attached.*
- 21) **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.

*On the following page is the list of projects for Imperial County:*

Local Partnership Program (LPP) Programing Date						
Agency	Project Name	LPP Formulaic Funds	Local Match	Total Cost	Project Implementation Fiscal Year	Proposed CTC Programming Date
Brawley	2020 Legion Street Improvements	\$ 209,000	\$ 209,000	\$ 418,000	2019-2020	1/30/2020
Calexico	Scaroni Road Improvements	\$ 305,000	\$ 550,000	\$ 855,000	2019-2020	5/16/2019
Calipatria	Calipatria Date Street Sidewalk Improvement Project	\$ 41,000	\$ 41,000	\$ 82,000	2019-2020	5/16/2019
County	Overlay of Picacho Road from Winterhaven Road to Quechan Drive	\$ 523,000	\$ 523,000	\$ 1,046,000	2019-2020	5/16/2019
Imperial	Aten/Clark Road Improvements	\$ 154,000	\$ 327,000	\$ 481,000	2019-2020	5/16/2019
El Centro	Dogwood Road from Villa Road to Commercial Avenue	\$ 339,000	\$ 339,000	\$ 678,000	2020-2021	5/14/2020
Holtville	Orchard Road/Cedar Avenue	\$ 60,000	\$ 60,000	\$ 120,000	2020-2021	5/14/2020

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

[http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended\\_LPP%20Guidelines.pdf](http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended_LPP%20Guidelines.pdf)

## 22) 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.*

*A map of the transit corridor in Brawley as it pertains to this project was provided at the December Commission meeting and attached to this report in January.*

- 23) **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 quarterly activity report for 3<sup>rd</sup> quarter is attached for your review.*
- 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 six additional northbound privately-owned vehicle (POV) inspection lanes, permanent southbound POV inspection, expanded secondary inspection and adding a pre-primary canopy, new administration building, and employee parking structure. Funding for phase 2B is estimated at \$85million; however, has not been secured. Work for phase 2B will include demolition of the old port building and construction of the new pedestrian building. The total estimated cost for phases 2A plus 2B are \$276million.*
- 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 spring of 2020.*
- 26) **Meetings attended on behalf of ICTC:**
- December 18, 2019: I-8 Update Project Ribbon Cutting held at the Midway Caltrans Yard
  - December 19, 2019: CTC / SCAG CEO's and Regional CEO's Meetings held at Metro in Los Angeles
  - December 19, 2019: Imperial County Air Pollution Control District Ribbon Cutting Ceremony held in Ocotillo, CA
  - January 8, 2020 – Senior Appreciation Day in Imperial, CA (attended by staff)
  - January 8, 2020 – ICTC Management Committee and CCMA Meetings in Westmorland, CA

- January 9, 2020 – Imperial Mexicali Binational Alliance in Mexicali, Mexico
- January 9, 2020 – Social Services Transportation Advisory Council in El Centro (attended by staff)
- January 9, 2020 – League of California Cities, Imperial meeting in Hotville, CA
- January 13, 2020 – I-8 Imperial Avenue Interchange Media Event in El Centro, CA
- January 15, 2020 – I-8 Imperial Avenue Interchange Open House in El Centro, CA
- January 15, 2020 – California Air Resource Board Meeting in El Centro, CA
- January 17, 2020 – Mobility 21 Advisory Board / Board Meetings in Los Angeles, CA
- January 17, 2020 – CTC CEO's / SCAG Meeting in Los Angeles, CA
- January 18, 2020 – Public Workshop for the SR 78/Glamis Feasibility Study (attended by staff)

# FY2019/2020 Project List

Updated 1/03/20

<b>State and Federal funding Obligations: Beginning October 1, 2019, agencies are allowed to move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant Program (STBG) and Active Transportation Program (ATP) programmed in FY 2019/2020</b>							
Agency	Project Name	Funding Type	Phase	Federal Amount in FY 2019/20	Local Match	Total Phase Cost	Status
Brawley	Pedestrian and street improvements (paving of dirt road) on Legion Street between State Route 86 and Western Avenue	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$177,000	\$23,000	\$200,000	
Brawley	Construct street improvements (paving of dirt road) along Western Avenue from Legion Street to Wildcat Drive	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$177,000	\$23,000	\$200,000	
Brawley	Street improvements (repavement) along Legion Street from East of Kelley Ave. to West St. deflection point near West City limits	STBG	CON	\$620,000	\$81,000	\$701,000	
Brawley	Street improvement (repavement) along K Street from Highway 86 to 8th St.	STBG	Engineering/Plans, Specifications and Estimates (PS&E)	\$52,000	\$8,000	\$60,000	
Calxico	Weakley Street between Scaroni Blvd. and Portico Blvd. (unpaved street)	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$173,000	\$20,000	\$193,000	CRS Map has been updated
Calipatria	Date Street between HWY 111/Sorenson Ave. and Railroad Ave. pedestrian improvements	CMAQ & STBG	CON	\$528,000	\$69,000	\$597,000	
El Centro	Traffic Signal Synchronization Dogwood Avenue and 8th Street	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$48,000	\$7,000	\$55,000	
Holtville	Cedar Avenue Sidewalk Improvements	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$17,000	\$3,000	\$20,000	
Holtville	9th Street Sidewalk Improvements from Beale Avenue to Oak Avenue	CMAQ	CON	\$331,000	\$43,000	\$374,000	
Holtville	Orchard Road from Alamo River Bridge to 4th Street	STBG	CON	\$396,000	\$52,000	\$448,000	
Imperial	Class II Bike facility north side of Aten Road from Dogwood Road to Puerto Vallarta Ave.	CMAQ	CON	\$432,000	\$56,000	\$488,000	
County	Clark Road Improvements from Wahl Road to 0.5 miles north of SR-98	STBG	CON	\$1,348,000	\$175,000	\$1,523,000	Environmental cleared
					<b>Regional Total FY2019/20</b>	<b>\$4,859,000</b>	



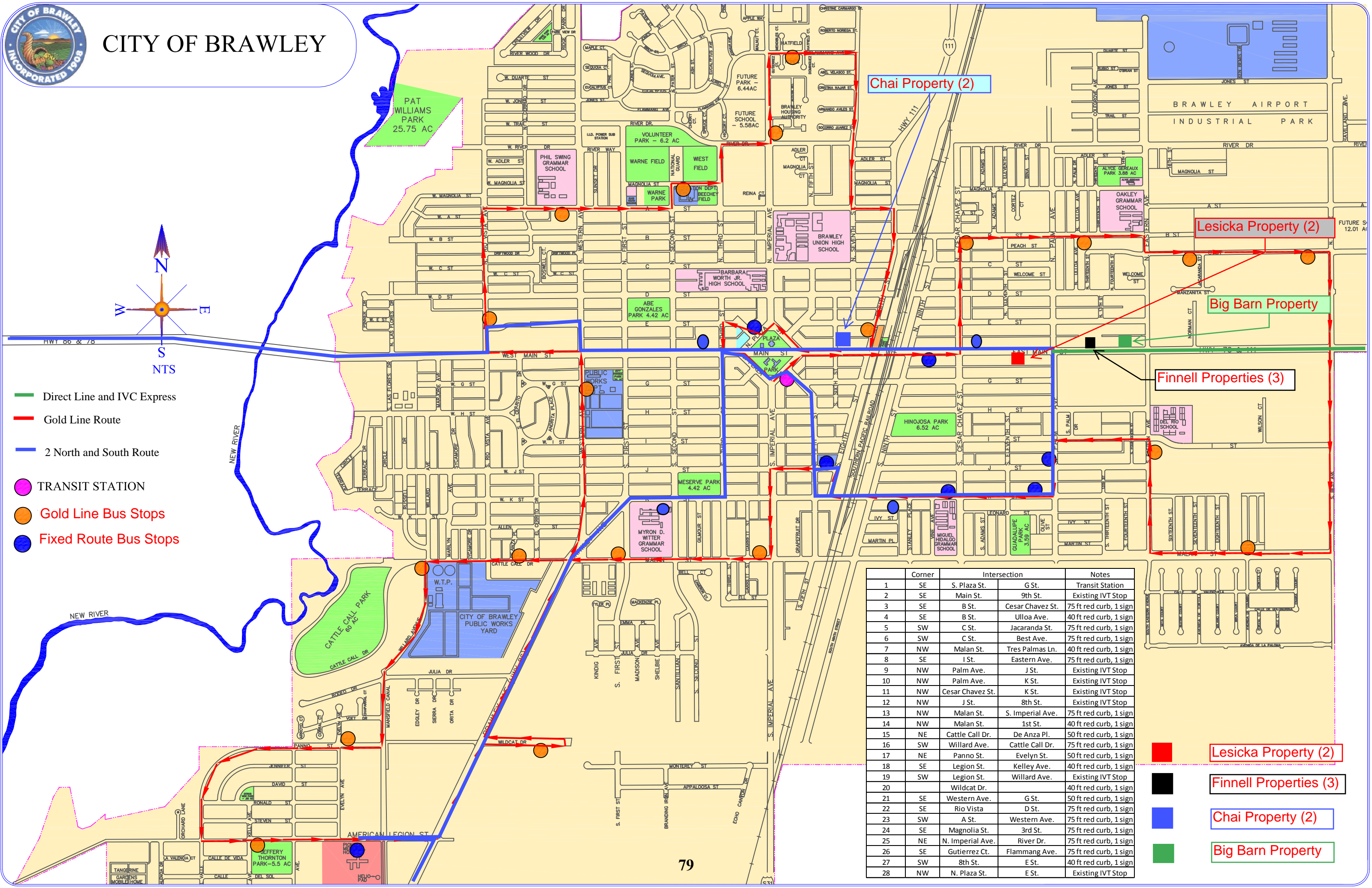
**Imperial County Transportation Commission  
HERO Partnership  
3rd Quarter 2019**



	Funding Date	ID Number	City	Assessment Amount	Partnership Amount (.05%)
<b>Jun-19</b>	6.14.2019	CA025109812	El Centro	12485.62	\$ 6.24
	6.21.2019	CA025109827	Brawley	7254.52	\$ 3.63
	6.21.2019	CA025109829	El Centro	\$ 22,828.28	\$ 11.41
					\$ 21.28
<b>Subtotal - June 2019</b>				<b>\$42,568.42</b>	<b>\$ 42.57</b>
	Funding Date	ID Number	City	Assessment Amount	Partnership Amount
<b>Jul-19</b>	7.12.2019	CA025109826	EL CENTRO	27,428.21	\$ 13.71
	7.19.2019	CA025109817	HOLTVILLE	15970.83	\$ 7.99
<b>Subtotal -May 2019</b>				<b>\$ 43,399.04</b>	<b>\$ 21.70</b>
	Funding Date	ID Number	City	Assessment Amount	Partnership Amount
<b>Aug-19</b>	8.2.2019	CA025109806	CALIPATRIA	11,712.69	\$ 5.86
	8.30.2019	CA025109847	El Centro	8,751.11	\$ 4.38
<b>Subtotal-June 2019</b>				<b>\$ 20,463.80</b>	<b>\$ 10.23</b>
<b>Grand Total 2nd Quarter 2019</b>				<b>\$106,431.26</b>	<b>\$ 74.50</b>



# CITY OF BRAWLEY



- Direct Line and IVC Express
- Gold Line Route
- 2 North and South Route
- TRANSIT STATION
- Gold Line Bus Stops
- Fixed Route Bus Stops

	Corner	Intersection		Notes
1	SE	S. Plaza St.	G St.	Transit Station
2	SE	Main St.	9th St.	Existing IVT Stop
3	SE	B St.	Cesar Chavez St.	75 ft red curb, 1 sign
4	SE	B St.	Ulloa Ave.	40 ft red curb, 1 sign
5	SW	C St.	Jacaranda St.	75 ft red curb, 1 sign
6	SW	C St.	Best Ave.	75 ft red curb, 1 sign
7	NW	Malan St.	Tres Palmas Ln.	40 ft red curb, 1 sign
8	SE	I St.	Eastern Ave.	75 ft red curb, 1 sign
9	NW	Palm Ave.	J St.	Existing IVT Stop
10	NW	Palm Ave.	K St.	Existing IVT Stop
11	NW	Cesar Chavez St.	K St.	Existing IVT Stop
12	NW	J St.	8th St.	Existing IVT Stop
13	NW	Malan St.	S. Imperial Ave.	75 ft red curb, 1 sign
14	NW	Malan St.	1st St.	40 ft red curb, 1 sign
15	NE	Cattle Call Dr.	De Anza Pl.	50 ft red curb, 1 sign
16	SW	Willard Ave.	Cattle Call Dr.	75 ft red curb, 1 sign
17	NE	Panno St.	Evelyn St.	50 ft red curb, 1 sign
18	SE	Legion St.	Kelley Ave.	40 ft red curb, 1 sign
19	SW	Legion St.	Willard Ave.	Existing IVT Stop
20		Wildcat Dr.		40 ft red curb, 1 sign
21	SE	Western Ave.	G St.	50 ft red curb, 1 sign
22	SE	Rio Vista	D St.	75 ft red curb, 1 sign
23	SW	A St.	Western Ave.	75 ft red curb, 1 sign
24	SE	Magnolia St.	3rd St.	75 ft red curb, 1 sign
25	NE	N. Imperial Ave.	River Dr.	75 ft red curb, 1 sign
26	SE	Gutierrez Ct.	Flammang Ave.	75 ft red curb, 1 sign
27	SW	8th St.	E St.	40 ft red curb, 1 sign
28	NW	N. Plaza St.	E St.	Existing IVT Stop

- Lesicka Property (2)
- Finnell Properties (3)
- Chai Property (2)
- Big Barn Property



**Date:** January 17, 2020  
**To:** ICTC Commission  
**From:** Gustavo Dallarda, Caltrans District 11, Acting District Director  
**Re:** **District Director's Report**

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The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Commissioner's meeting of January 22, 2020:

1. **Project Updates:**

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

2. **Construction:**

SR-111 Detour to Bypass Moving Mud Pot

Major work has been completed with temporary striping in place. Remaining work on the temporary bypass road includes sealing the pavement, and installing guardrail, followed by permanent striping.

The mud pot has moved about 15 feet between November 22 and December 5, 2019. The water is gravity fed into the gravel wash. It is still on railroad right-of-way.

*Work on the detour is complete until such time as the mud pot breaches the sheet pile wall. When this occurs, Caltrans will mobilize and tie in the detour, shifting traffic while the mud pot moves past the highway.*



## Construction (Continued):

### I-8/Imperial Avenue Interchange

The I-8/Imperial Avenue interchange replacement project is expected to begin construction in late spring/early summer 2020. Caltrans is working with the City of El Centro, County of Imperial, ICTC and other stakeholders to develop a Public Outreach Campaign.

*A public Open House meeting was held on January 15, 2020, from 4:00 to 7:00 p.m. at the El Centro Regional Medical Center. Approximately 65 people attended with multiple media outlets in attendance. Caltrans management and staff were on hand to answer questions, take comments and provide the opportunity for interested parties to sign up for email alerts and to receive further information on the project.*

*Additional information will continue to be provided as the project progresses.*

### 3. Traffic Operations:

#### SR-86/Customs & Border Protection Checkpoint Expansion

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

### 4. Planning:

#### SR-78/Glamis Grade Separated Crossing Feasibility Study

Caltrans was successful in obtaining State Planning and Research funds for a feasibility study to develop alternatives for a grade separated crossing over the Union Pacific rail line in Glamis. ICTC is the project manager for this study with Caltrans providing contract oversight and participation on the Technical Working Group.

*The Technical Working Group meetings have begun, and initial outreach to the Off Highway Vehicle (OHV) community was held at the Glamis Dunes on Saturday, January 18, 2020. An on-line survey to gather information related to user preferences and support for a potential crossing was opened on January 1, and will close on January 31, 2020. To date, over 1,400 surveys have been recorded.*

Planning (continued):

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

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

This Railroad Corridor Multi-Use Master Plan will build upon the Bicycle Master Plan by combining Class I and Class II bikeways and providing additional linkages between the affected neighborhoods.

*This was presented to the Calipatria City Council on January 14, 2020, and was approved.*

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

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

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

The City of El Centro and consultant staff set up an informational booth at the recent Aquatic Center Grand Opening. A Technical Advisory Committee has been formed, with the first meeting being held and a second scheduled for later in December. The Consultant has worked with the City to develop a number of intersections that will be targeted for traffic counts in the very near future.

*Outreach efforts and marketing continue with Community Advisory Committee (CAC) meetings, pop-up events, and increased exposure to the website and survey link. The next Public Outreach event is anticipated to be held in late April 2020.*

**5. Senate Bill 1 Projects:**

The remaining project which received SBI funding is the widening of the bridge over the All American Canal at the Calexico East POE. Caltrans is providing design and environmental services.

Senate Bill 1 Projects (Continued):

Caltrans began internal District circulation of the Draft Project Report on October 31, 2019, *with an anticipated completion date by February 2020*. The Project Report will then be circulated to outside agencies for comments. It is estimated that the PA&ED phase will be complete by May 2020.

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

6. Upcoming Projects:

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

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

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

7. Local Assistance:

New Invoice Format Required – Effective October 15, 2019

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

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

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

Call for Local Roadway Safety Plan (LRSP) Applications

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

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

Local Assistance (Continued):

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

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

Preparation Schedule for California Transportation Commission (CTC) Allocation Requests

Please review the attached schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval by the June 2020 CTC meeting. When possible, do not wait to submit requests. All documents must be received by the Caltrans District II Office at least two months prior to the CTC meeting date; January 24, 2020 is the next deadline.

Quality Assurance Program (QAP) – Documentation Expired in 2019 or Expiring in 2020

*As a reminder, the Quality Assurance Program (QAP) approval expired for the City of Holtville. Calexico, El Centro, and Westmorland have until April 2020. A list with specific dates for each agency is attached.*

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

Title VI Nondiscrimination Program

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

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

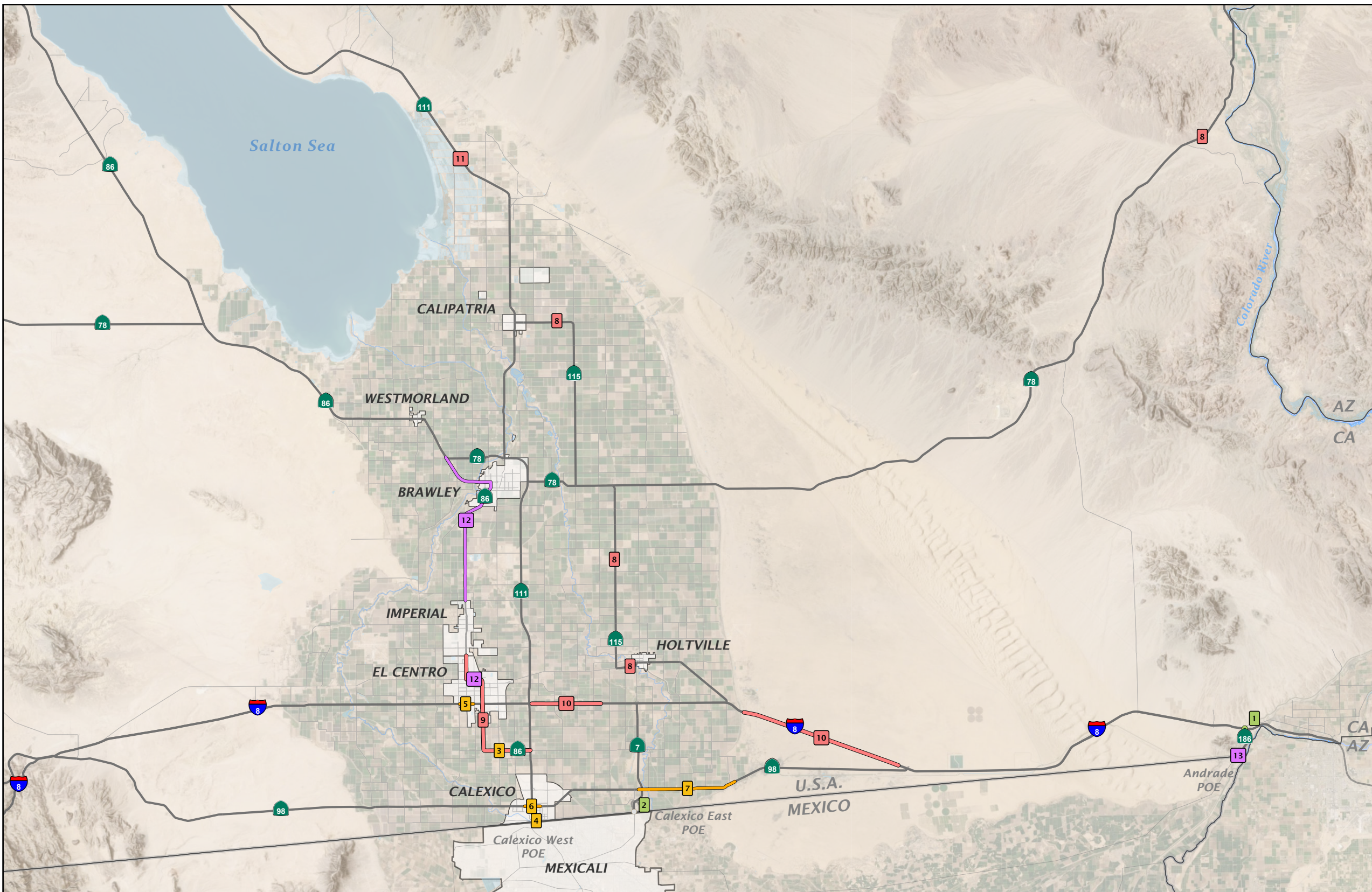
The requirements include providing and maintaining the following, as detailed in LAPM Section 9.2: Title VI Nondiscrimination Statement, Assurances (as part of the Master Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training,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

Local Assistance (Continued):


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

The following link provides guidance to local agencies for processing Title VI complaints.


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



### ENVIRONMENTAL

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

### DESIGN





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

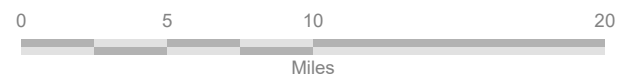
### CONSTRUCTION

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

### RELINQUISHMENT

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

-  Environmental
-  Design
-  Construction
-  Relinquishment



 :Project funded by Senate Bill 1

Abbreviations:

GSA: General Services Administration

**86**: Port of Entry

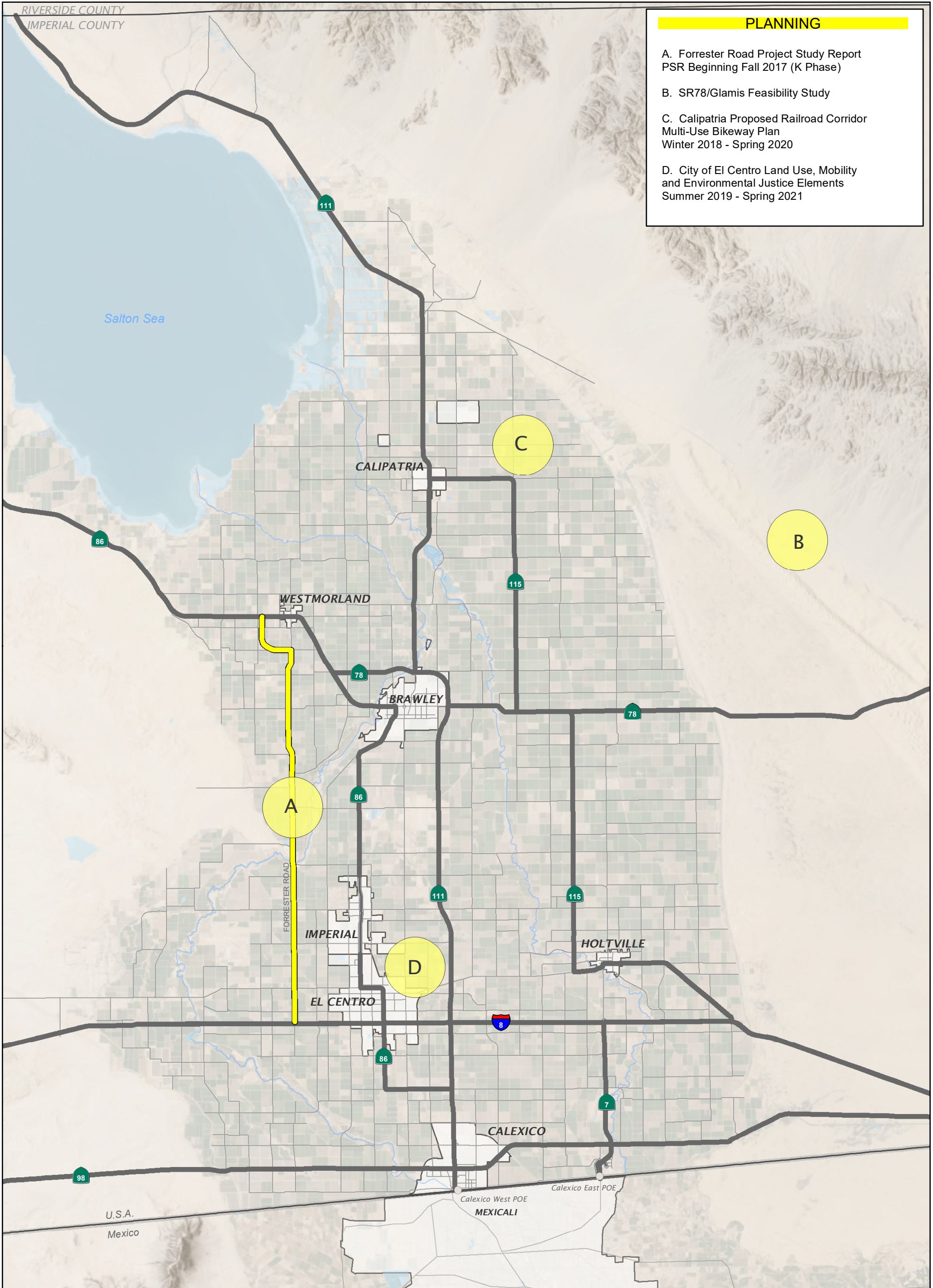
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Date:10/29/2019

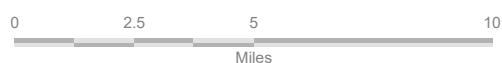
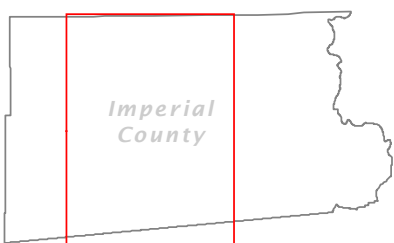
\* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



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



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Date: 09/09/2019

## QUALITY ASSURANCE PROGRAM (QAP)

LAST UPDATED ON: 11/25/2019 BY A.SANCHEZ

Agency	QAP Current	QAP Expires	Date Agency Submitted the QAP?
BRAWLEY	10/21/2014	10/21/2019	11/4/2019
<b>CALEXICO</b>	<b>4/13/2015</b>	<b>4/13/2020</b>	
CALIPATRIA	7/14/2014	9/30/2019	11/13/2019
COUNTY OF IMPERIAL	9/14/2016	9/14/2021	
<b>EL CENTRO</b>	<b>4/27/2015</b>	<b>4/27/2020</b>	
<b>HOLTVILLE</b>	<b>7/14/2014</b>	<b>9/29/2019</b>	
IMPERIAL	1/9/2017	1/9/2022	
<b>ICTC</b>			(non-compliant)
<b>WESTMORLAND</b>	<b>4/21/2015</b>	<b>4/21/2020</b>	



# **VI. ACTION CALENDAR**

## **VI. ACTION CALENDAR**

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



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

January 16, 2020

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

SUBJECT:      Rotation of Chair and Vice-Chair Positions

Dear Commission Members:

The ICTC Commission has historically rotated the Chair and Vice Chair positions from amongst the member agencies. Both of these positions serve for a period of approximately one year. Attached is a review of Chair positions since 2004.

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

Sincerely,

MARK BAZA  
Executive Director

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

IVAG / ICTC CHAIR AND VICE CHAIRS

	CHAIR	VICE CHAIR
calendar year		
2019	Imperial	Brawley
2018	County	Imperial
2017	Calipatria	County
2016	Holtville	Imperial
2015	IID	Holtville
2014	Westmorland	IID
2013	County	Westmorland
2012	El Centro	County
2011	Holtville	El Centro
2010	Brawley	Calipatria
2009	Imperial	Holtville
2008	Calexico	Imperial
2007	Calipatria	Calexico
2006	Brawley	Calipatria
2005	Westmorland	Brawley
2004	Imperial	Westmorland

Previous number of appointments from 2004 to the present

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

# **VI. ACTION CALENDAR**

## **B. UNMET TRANSIT NEEDS (UTN) HEARING—FOR FISCAL YEAR 2020-21**



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

January 16, 2020

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

SUBJECT: Unmet Transit Needs Public Hearing - for Fiscal Year 2020-21

Dear Commission Members:

Section 99401.5 of the Public Utilities Code states that:

"The Transportation Planning Agency (TPA) shall hold at least one public hearing pursuant to 99238.5, for the purpose of soliciting comments on the Unmet Transit Needs that may exist within the jurisdiction."

Unmet Transit Needs that are determined to be "Reasonable to Meet" by ICTC may be established by providing transit services directly, by contracting for new transit services, or the expansion of existing services. In addition, consultant studies are also conducted when practical to evaluate options or complete evaluations.

In the recent past, these Public Hearings have been held in the January - March time frame at the El Centro Chambers, at approximately 3:00 PM. ICTC is required to select the Hearing Panel from the elected official members of the Commission. It has been customary to appoint five members with two alternates. Typically, two members from the County are selected, with three City representatives. The alternates are also from the Cities.

The Panel meets twice, once for the actual hearing and then reconvenes approximately one month later to review testimony and adopt the "Findings" or actions to be implemented in the subsequent fiscal year. The date of the second meeting is determined by the panel members during the preliminary meeting. ICTC staff issue the public notices and coordinates administrative arrangements, which includes bilingual translation.

Last year the appointed panel members were:

George Nava	Councilmember, City of Brawley
Lewis Pacheco	Councilmember, City of Calexico
Robert Amparano	Councilmember, City of Imperial
Luis Plancarte	Supervisor #2, County of Imperial
Ryan Kelley	Supervisor #4, County of Imperial
Larry Ritchie	Councilmember, City of Westmorland, Alternate #1
James Predmore	Councilmember, City of Holtville, Alternate #2

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

A Thursday afternoon or evening hearing is recommended, as there are typically no regularly scheduled City Council Board meetings; and the public is generally able to attend.

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

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates.
2. Select a Public Hearing date of February 20, 2020, and the set the time of the hearing.
3. Direct staff to conduct the administrative arrangements.

Sincerely,

MARK BAZA  
Executive Director

BY: 

David Aguirre  
Transit Programs Manager

MB/da/cl