

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF March 14, 2018 10:00 a.m.**

VOTING MEMBERS PRESENT:

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

STAFF PRESENT: Kathi Williams, Michelle Bastidas, Cristi Lerma**OTHERS PRESENT:** David Salgado: SCAG; Beth Landrum, Bing Luu: Caltrans; Liz Zarate: City of El Centro

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, March 14, 2018 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Dale called the Committee meeting to order at 10:44 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by Wells seconded by Chatwin to approve the consent calendar as presented. **Motion carried.** Items 4A through 4B were approved.

V. REPORTS

- A. ICTC Executive Director
- Please “save the date” of May 30-31, 2018 for the Imperial Valley General Assembly and Economic Summit. Congressman Juan Vargas is confirmed to be the keynote speaker at ICTC’s General Assembly on the evening of May 31, 2018. The location of event and more information will be released as it is developed.
 - Recruitment is underway for one Office Technician position for the Regional Mobility Management Program at ICTC. Applications were due on March 9, 2018. Staff will be reviewing applications and proceeding with the selection process.

- Mr. Dale inquired about the status of the Calexico Intermodal Transportation Center. Staff was not present to accurately answer his question; however Mr. Dale was ensured that staff would provide the update at another time.
- A list of ICTC updates can be found on Page 13 of the agenda.

B. Southern California Association of Governments (SCAG)

- Mr. Salgado stated that SCAG's Executive Team would be in Imperial Valley on March 29, 2018. An Executive Board luncheon is scheduled at noon at the SCAG Office with a tour and networking to follow, and a VIP dinner later that evening. Hasan Ikhtrata Executive Director, Darin Chidsey Chief Operating Officer, President Margaret Finlay (Duarte), 1st VP Alan Wapner (Ontario), and 2nd VP Bill Jahn (Big Bear Lake City) will be in attendance. Please RSVP to David Salgado for lunch and tour if interested.
- The SCAG General Assembly and Regional Council will be held on May 3-4, 2018 in Indian Wells. City clerks should have begun the process to select their delegates and alternate for the
- SCAG Go Human Campaign is entering its 3rd year. If agencies would like to participate and partner with SCAG to promote Go Human, contact David Salgado.
- A list of SCAG updates can be found on Page 21 of the agenda.

C. Caltrans Department of Transportation – District 11

The following updates were provided by Mr. Luu:

- A list was updated on March 2, 2018 regarding inactive projects. All inactive and future inactive projects should submit an invoice by April 2, 2018. Ms. Bayon Moore suggested that the inactive list is attached to the report.
- April 2018 is the deadline to submit FRA's for FY 2017/18 obligations.
- The next SCLAMM meeting will be hosted by District 7 and will be on April 18, 2018 at 9 a.m.
- A full report is on page 24 of the agenda.
- Ms. Bayon Moore expressed thanks to Caltrans staff for recent assistance.

The following updates were provided by Ms. Landrum:

- Regarding the Calexico Traffic Circulation Study, proposals were due today, March 14, 2018. Proposals will be reviewed and scored on March 20, 2018, interviews will be held on March 27, 2018 (if needed) and a consultant will be on board shortly thereafter.
- Four applications were submitted for Imperial County for the ATP program. Caltrans will be offering a debrief for agencies that were not successful.

D. Committee Member Reports

- Ms. Bayon Moore stated that there was a complaint with the HERO program regarding a local contractor. The consumer was well served during the complaint process and the issue was resolved.

VI. LTA INFORMATION / DISCUSSION CALENDAR

A. Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2017

Ms. Bastidas stated that the Measure D Local Taxpayer Supervising Committee met on March 13, 2018 to discuss the LTA audits. The following were the auditor's comments regarding the Measure D Sales Tax Fund revenues and expenditures and not a reflection of the financial position of the agency as a whole.

- The City of Brawley: Per the auditor, there were no instances of non-compliance, no significant deficiencies or material weaknesses as it relates to the measure D program.

- The City of Calexico: There were no instances of non-compliance, no significant deficiencies or material weaknesses as it relates to the measure D program. The City of Calexico, for FY 2015-16 had a finding regarding timely performance of reconciliation which has been corrected.
- The City of Calipatria: There were no instances of non-compliance, no significant deficiencies or material weaknesses as it relates to the measure D program.
- The City of El Centro: There were no instances of non-compliance, no significant deficiencies or material weaknesses as it relates to the measure D program.
- The City of Holtville: There were no instances of non-compliance, no significant deficiencies or material weaknesses as it relates to the measure D program. The City of Holtville had a finding in FY 2015-16 regarding their five year list of projects which has been corrected.
- The City of Imperial: There was an instance of non-compliance of \$46,000. Although the costs were eligible it was not in the 5 year plan.
- The County of Imperial: There were no instances of non-compliance, no significant deficiencies or material weaknesses as it relates to the measure D program.
- ICLTA: There were no instances of non-compliance, no significant deficiencies or material weaknesses as it relates to the measure D program. The LTA had a finding in FY 2015-16 regarding year-end closing procedures which have now been implemented.

The recommendations from the Oversight Committee were:

- That the City of Brawley remove “Various Alleys” from their Five year program of projects.
- That City and County staff ensure allowability of costs by assuring the street is on the five year program of projects and if not on the list to amend by council or board action.
- Regarding the City of Imperial \$46,000 ineligible cost, the recommendation was that the ICLTA board shall decide what the resolution shall be. Currently the City is working on a management response that will be included in the final draft of the audit.
- Regarding the City of Westmorland, audit staff has now been in contact with Joel Hamby and he has been assisting auditors with documentation needed. No specific timeline was given for the draft of the report as the auditors are waiting for documentation.

This item was presented for informational purposes and to accept any comments that the committee wishes to convey to the LTA Board.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **April 11, 2018** at the **City of Calexico**, Calexico, CA.

VIII. ADJOURNMENT

- A. Meeting adjourned at 11:33 a.m. ([Piedra/Chatwin](#)), **Motion Carried.**