

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF JANUARY 13, 2016
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	Nick Fenley
City of El Centro	Ruben Duran
City of Holtville	Nick Wells
City of Imperial	Marlene Best
County of Imperial	Armando Villa
County of Imperial	William Brunet

STAFF PRESENT: Kathi Williams, Virginia Mendoza, Cristi Lerma, David Salgado, Michelle Bastidas

OTHERS PRESENT: Sam Amen: 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, January 13, 2016 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Bayon Moore called the Committee meeting to order at 10:31 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

A. There were none.

IV. CONSENT ITEMS

A motion was made by Fenley seconded by Best to approve consent items 4A- 4C. **Motion carried** unanimously.

A. Approved ICTC Management Committee Minutes for December 9, 2015

B. Received and filed:

1. ICTC Board Draft Minutes for December 9, 2015
2. ICTC SSTAC Draft Minutes for December 2, 2015

C. Transportation Development Act (TDA) and Miscellaneous Fiscal Audits for FY 2014-15

Management Committee forwarded this item to the Commission for review and approval:

1. Receive and file the Transportation Development Act and other fiscal audits for the Imperial County Transportation Commission, for FY 2014-15
2. Direct staff to transmit the fiscal audits to the State Controller's Office

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

V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:

- The annual Unmet Transit Needs (UTN) hearing process has been scheduled for Thursday, February 11, 2016 at 3:30pm. The meeting will be held at the City of Brawley Council Chambers located at 383 Main Street in the City of Brawley. Free bus transportation to the hearing will be provided from the 7th and State St. Transit Transfer Terminal in the City of El Centro at approximately 2:30pm. Reservations must be made no later than 5:00pm Wednesday February, 10, 2016 for transportation to the hearing from El Centro. A return trip back to 7th and State St. in El Centro will be provided at the conclusion of the hearing. Public comment in the form of letters or e-mails will be read into the record and should be provided to ICTC 1405 N. Imperial Ave., Suite 1, El Centro, CA 92243 Attn: Hearing Coordinator, no later than 5:00pm Wednesday February 10, 2016.
- ICTC submitted the Calexico East Commercial Vehicle Port of Entry Expansion Project under the California Sustainable Freight Action Plan: Pilot Project Ideas. The project is a proposed public-private partnership for the construction costs of the freight elements of the Calexico East Expansion that include: bridge expansion, commercial vehicle primary inspection booths and road construction totaling \$30 million. The California Environmental Protection Agency Air Resources Board will review the project ideas submitted and will prepare a preliminary pilot project list for public comment at regional workshops planned for early 2016.
- Recruitment is underway for a new bilingual position at ICTC. This is a federally grant funded role that is a common position in transit service agencies. The primary duties will include the certification and eligibility process for the Americans with Disabilities Act, mobility travel training and other interaction with seniors and persons with disabilities. The interviews are scheduled for the second week in January. It is anticipated that the hiring process will be completed in January 2016.
- A complete list of ICTC updates can be found on Page 107 of the agenda.

B. Southern California Association of Governments (SCAG)

- There will be a RTP/SCS Workshop on January 19th and January 23rd

C. Caltrans Department of Transportation – District 11

- Mr. Amen attended the meeting and provided a handout of Local Assistance updates and announcements.
- Mr. Amen reviewed projects underway in Imperial County. A full Caltrans Report is on page 111 of the January agenda.

D. Committee Member Reports

- There were none.

VI. ACTION CALENDAR

A. Rotation of Chair and Vice-Chair Positions

1. It was requested that the Management Committee take any appropriate action in the consideration of the rotation and assignment of the two positions.

A motion was made by **Villa** seconded by **Duran**, to appoint Marlene Best (Imperial) as the Chair, **Motion carried** unanimously. A motion was made by **Duran** seconded by **Best**, to appoint Rom Medina (Calipatria) as the Vice-Chair, **Motion carried** unanimously.

B. ICTC Overall Work Program (OWP) and Budget FY 2015-2016, Amendment #1

Ms. Williams presented the item to the Committee. The additional revenues are the result of new grant funding, as well as, an increase in the State revenue above our budgeted amounts. The increase allows us to proceed with additional vehicle purchases in order to achieve the goal of ICTC ownership of the entire bus fleet.

The attachment provided illustrated the requested Budget Amendment. There were no changes in the Regional Transportation Planning Budget at this time. The result is an overall increase in revenue and expenses by 8.1%, or from \$19,698,389 to \$21,423,136. The changes are summarized as follows:

Revenues

1. Addition of the federal 5310 grant program revenue for the Mobility Management Coordinator position and program
2. Increase in the receipt of the Local Transportation Fund (LTF) revenue
3. Increase in the receipt of the Public Transit Modernization Improvement and Service Enhancement Account (PTMISEA) and California Transit Security Grant revenues

Expenditures

1. Addition of the program expense for the Med-Express paratransit services for public outreach
2. Addition of the program expense for the IVT RIDE – El Centro consolidated paratransit services for public outreach
3. Increase in the capital expense for ten (10) IVT Access cutaway buses
4. Increase for the ICTC agency vehicle expense
5. Increase in the capital expense for fixed route Automated Vehicle Location (AVL) system
6. Addition of the program expense for the Mobility Management Coordinator position and program, and adjustments for liability insurance and staff travel expense
7. Adjustment to the ICTC transit vehicle capital reserve for future bus replacement
8. Adjustment to the TDA Operating reserve

The Management Committee forwarded this item to the Commission for review and approval:

1. Approved the FY 2015-16 Overall Work Program and Transit Finance Plan Budget Amendment #1

A motion was made by [Fenley](#) seconded by [Best](#), *with the caveat that the Budget spreadsheet be emailed to City Managers*, **Motion carried** unanimously.

VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

A. Fund Request to the Local Transportation Authority (LTA) - Extension of Existing Concrete Island at Intersection of Austin Road and Brewer Road in Imperial County

Ms. Mendoza presented the item to the committee stating that the County of Imperial has made a request to the LTA for funds from the regional highway set-aside for the extension of the existing concrete island at the intersection of Austin Road and Brewer Road in Imperial County. Austin Road is identified in our Imperial County Long Range Transportation Plan as one of our regionally significant corridors as it serves our agricultural

truck traffic/farm equipment, and county-wide vehicle traffic. Austin Road is a two-lane road that handles over 3,000 vehicles per day. The intersection is in need of improvements because of safety concerns identified by the County and community stakeholders. The total project cost is \$362,735. The County will be using \$125,000 in available funding sources and are requesting \$237,735 in LTA funds. The proposed improvement is a short term solution to a longer term need to expand the intersection. Austin Road is a regional corridor for Imperial County and the revenue is available in the highway set-aside program.

Mr. Brunet stated that he worked with the City of Imperial, IID and COLAB to agree on this short term solution. Along term solution will cost an estimated 5\$ million.

The Management Committee forwarded this item to the LTA Board for review and approval:

1. Approved the allocation for additional funding needed in the amount \$237,735 from the Regional Highway set-aside from the Measure D allocations.
2. Authorized the Executive Director to execute the necessary agreements between the County and ICTC.

A motion was made by [Fenley](#) seconded by [Wells](#), **Motion carried** unanimously.

VI. INFORMATION / DISCUSSION CALENDAR

A. LTA Bond Update

Ms. Mendoza provided the committee with a PowerPoint presentation regarding the LTA Bond. She reminded all the total amount of the bonds including the amounts for each agency. She described the amounts that were expended in Fiscal Years 13-14, 14-15, 15-16 (thus far). A summary of the presentation is below.

- Total bond dated May 1, 2012 is for \$53,975,000
- The participating agencies are the City of Brawley (\$8,155,000); City of Calexico (\$15,410,000); City of Calipatria (\$2,305,000); City of Imperial (\$6,170,000); County of Imperial (\$21,935,000).
- Requested in FY 2013-14 was \$7,395,998.24
- Requested in FY 2014-15 was \$7,377,516.08
- Requested in FY 2015-16 (thus far) is \$16,526,005.22
- Remaining funds are \$22.6 million (remaining funds include reserve fund amounts that will not be available to participating agencies until the completion of the LTA bond. The 20th payment will be made by the reserve amounts.) The remaining funds breakdown for each agency is below.
 - o Brawley: \$4,586,736.66
 - o Calexico: \$6,555,431.32
 - o Calipatria: \$0
 - o Imperial: \$541,055.99
 - o County; \$6,960,575.12

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **February 10, 2016** at the **City of Westmorland**, Westmorland, CA.

IX. ADJOURNMENT

- A. Motion to adjourn by [Medina/Duran](#), Motion Carried. Meeting adjourned at 11:26 a.m.