

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MINUTES FOR JANUARY 24, 2018**

**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore
City of Imperial	Robert Amparano
City of Westmorland	Lawrence Ritchie
County of Imperial	Luis Plancarte
County of Imperial	Ryan Kelley

**NON-VOTING MEMBERS PRESENT:**

Caltrans District 11	Ann Fox
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**STAFF PRESENT:** Mark Baza, Kathi Williams, Virginia Mendoza, Vicky Hernandez, Cristi Lerma

**OTHERS PRESENT:** David Salgado: SCAG; Eric Havens: ICTC Counsel; Jesus Vargas: Caltrans, Marcelo Pinedo: Caltrans; Tim Kelley: IVEDC, Glenna Barrett: IVEDC

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 January 24, 2018 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

[Chair Plancarte](#) called the Commission meeting to order at 6:28 p.m. Roll call was taken and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT CALENDAR**

- A. Approval and ratification of all actions on the Commission Draft Minutes: December 13, 2017.
- B. ICTC Management Committee Draft Minutes: January 10, 2018

A motion was made by [Viegas-Walker](#) and seconded by [Nava](#) to approve consent items A and B, **Motion carried unanimously.**

**V. REPORTS**

- A. ICTC Executive Director  
Mr. Baza and staff had the following announcements:
  - Mr. Baza introduced Eric Havens, ICTC Counsel. Mr. Havens stated that as a follow up to the point of order quorum discussion from the previous meeting, 6 voting members are needed under Robert's Rules of Order.

- The last IMBA meeting was held on October 5, 2017 at the Carmen Durazo Cultural Arts Center in the City of Calexico. The next meeting is scheduled February 8, 2018 in Imperial County.
- The Calexico West Port of Entry Traffic Management Study will assist the City of Calexico and the Imperial Valley Region to analyze and purpose traffic management strategies and alternatives to serve traffic flow for the Calexico West Port of Entry expansion. The study is expected to proceed with a Request for Proposals in late January 2018.
- Beginning October 1, 2017, agencies are allowed to move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP) and Active Transportation Program (ATP) programmed in FY 2017/2018. A complete list of programmed projects was provided in the Executive Director report on page 21.
- 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 will cover a 3-year period. ICTC will be the fiscal agent and is working on developing an MOU which will define roles and responsibilities (Audits, Administration and Project Management) for ICTC and IVEDC. Since award, IVEDC staff has been meeting monthly with Consortia members and other webinars toward development of strategies for providing Broadband services for underserved communities. A SBBC stakeholder outreach event is scheduled for Thursday, February 9, 2018 at the Farm Credit Services, starting at 8:30AM.
- Staff met with Caltrans and CBP on December 20, 2017 at the ICTC office to finalize agreements and discuss next steps regarding the improvements to the State Route 86 (northbound) Border Patrol Checkpoint.
- A complete list of ICTC updates can be found on Page 20 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. David Salgado-had the following announcements:

- SCAG staff had one on one meetings with local agencies regarding the RTP-SCS Local Input Process from December 11<sup>th</sup> to December 13<sup>th</sup>. at the City of El Centro RDA Conference Room in order to review the “Bottom-Up Local Input Process for the 2020 RTP-SCS and RHNA. Data will be accepted up to October of 2018. As a part of the Local Input Process SCAG is making interns available to help input data or complete any tasks related to the Local Data Input Process and 2020 RTP-SCS development.
- SCAG is entering the 3<sup>rd</sup> year of the GO-Human Marketing and Advertising Safety and Encouragement Campaign implemented throughout the 6 county SCAG region. There has been great participation and engagement in Imperial County.. The new round of advertising will integrate Vision Zero and new messaging developed from gathered feedback. The campaign will run through the month of May to coincide with “National Bike Month” and during July and August to promote safe walking and biking during “back to school.” If any agencies would like to participate and partner with SCAG to promote GO Human, please reach out to SCAG Regional Affairs Officer (RAO) David Salgado or Assistant Regional Planner Julia Lippe-Klein (213) 236-1856.
- A “save the date” was announced for the SCAG 2018 Regional Conference and General Assembly. The conference will be held at the Renaissance Esmeralda Indian Wells Resort and Spa in Indian Wells on May 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup>, 2018. City clerks should have received notice to begin the formal process for selecting the 2018 GA delegate and alternate. For questions please contact Regional Affairs Officer (RAO) David Salgado.

- SCAG's Regional Council and Policy Committee meetings will take place Thursday, February 1st, 2018 at SCAG's main offices in Los Angeles. SCAG will be dark the month of January 2018.
- A SCAG report can be found on page 26.

C. California Department of Transportation (Caltrans)

Ms. Fox had the following updates:

- The quarterly Mile Marker report was distributed to all.  
The I-8 Continuously Reinforced Concrete Pavement Project is divided into five segments.  
Segments 1-3 have been completed and segments 4-5 are underway and scheduled for completion in 2019.  
Segment 4 is divided into two sections located near El Centro from west of I-8/SR-111 separation to just west of Anderholt Road overcrossing and from east of the East Highline Canal Bridge to west of the I-8/SR-98 separation. This segment began construction on July 10, 2017.  
Segment 5 is located near Winterhaven from west of Ogilby Road overcrossing to west of the I-8/SR-186 separation. This seven-mile segment began construction the week of June 12, 2017. This project is expected to be completed one year ahead of schedule.
- The I-8 Dogwood Road Landscape Project has been completed with plant establishment continuing.
- Caltrans scheduled a 24-hour closure on westbound I-8 from East 16th Street in Yuma, Arizona to Winterhaven Drive in California on Sunday, January 21, 2018 at 3:00 a.m., to complete repairs on the Colorado River Viaduct Bridge spanning Gateway Park in the City of Yuma. The Howard C Giss Parkway on-ramp to westbound I-8 was also closed. Caltrans coordinated project work and closures with the City of Yuma and Arizona Department of Transportation. A News Release was issued January 18, 2018 to Imperial County and Arizona media and stakeholders and was provided at the end of the report.
- The funding for the SR-86/Customs & Border Protection Checkpoint expansion was approved by the LTA Board late 2017. Caltrans is working on developing a schedule with the assistance of ICTC and CBP.
- Caltrans launched two new planning grant programs with funding from Senate Bill 1, the Road Repair & Accountability Act of 2017. The new planning grant funds include:
  - o \$25 million annually for Sustainable Communities Grants to encourage local and regional planning that further state goals, including, but not limited to, the goals and best practices cited in the regional transportation plan guidelines adopted by the California Transportation Commission.
  - o \$20 million over three years for Adaptation Planning Grants to local and regional agencies for climate change adaptation planning.
- Caltrans District 11 will host two Transportation Grant Workshops for the Fiscal Year 2018-2019 Grant Program. A total of \$40.8 million is available. A workshop will be held in Imperial County on Thursday, January 25, 2018 at 1 p.m. at the ICTC Offices.
- Caltrans Planning recently met with the County of Imperial Public Works Department and held a kick-off meeting for a \$200,000 Planning Grant. The plan will cover the unincorporated areas of Imperial County, specifically the Communities and Townsites; and areas near schools. The plan will be based on needs assessment through data gathering and analysis, public feedback, and consultation with local agencies. The study will address issues such as safety and security, liability, environmental concerns, convenience, accessibility, usage, connections and linkages for bicycle users, as well as associated pedestrians and safe routes to school planning

efforts. Requests for Proposals (RFPs) have been received, reviewed and interviews held with consultant selection finalized. Final contract negotiations are underway and it is anticipated that project kickoff will be in early 2018, with the Plan being complete by early 2019.

- D. Commission Member Report
- Mr. Amparano stated that next month on February 24, 2018 is Tri-Tip Cook-Off and Market Days in Imperial.
  - Mr. Nava stated that the State of City Address is on February 16, 2018 at the Stockman's Club in Brawley.
  - Mrs. Viegas-Walker announced the new City Manager Marcela Piedra and new Interim Public Works Director Abraham Campos. The State of the City Address will be on February 15, 2018 in the evening at the MLK Pavilion in El Centro. It is anticipated that El Centro will come back to the LTA Board and request for funds for Security Services at the 7<sup>th</sup> and State Streets Transfer Terminal. The Department of Transportation (DOT) received 4 proposals for Essential Air Service (EAS) in Imperial County. EAS ends on May 1, 2018. The last day to submit support letters to the DOT is February 14, 2018. El Centro will be taking action to submit a support letter on February 6, 2018.
  - Mr. Predmore announced that the Rib Cook-Off is Saturday, January 27, 2018. and the Carrot Festival is February 11, 2018.
  - Mr. Ritchie stated that a West-end Travel Center, a10 mile project, is underway. Currently, Caltrans is finalizing the encroachment permit. . Currently the City of Westmorland is in the design phase of a new swimming pool is and should be completed by June 1, 2018.

## VI. INFORMATION CALENDAR

- A. 2016 Regional Transportation Plan/Sustainable Communities Strategy – Amendment 1

Mr. Baza presented this item to the Commission.

The Southern California Association of Governments (SCAG) approved the 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that has been accepted by the Air Resource Board. SCAG developed the RTP/SCS in collaboration with ICTC, other County Transportation Commissions, and local governments from the six county Southern California region through a bottoms-up, collaborative process. The RTP/SCS addresses many challenges including projected growth, changing demographics, climate change adaption, housing needs, and transportation demands.

SCAG opened Amendment 3 of the 2016 RTP/SCS for any changes to existing projects or for the addition of new projects. Projects listed in the RTP/SCS must be of regional significance and increase the road capacity. ICTC will be preparing to submit one project as part of Amendment 3.

Project Description was as follows: ICTC Expansion of the Calexico East Port of Entry – Phase 1: widen bridge over the All American Canal. Phase 2: increase the number of Commercial Vehicle lanes from existing 3 to 6 lanes; add 6 new northbound Privately Owned Vehicle (POV) lanes; pedestrian pathway improvements including shaded sidewalks and transit lot (pick-up and drop-off area).

This item was provided as an informational item only.

- B. Senate Bill 1 Trade Corridor Enhancement Program – Grant Application

Mr. Baza presented this item to the Commission.

Senate Bill 1 (SB 1) provides an ongoing source of state funding dedicated to freight-related projects by establishing the new Trade Corridor Enhancement Program (TCEP). The objective of the TCEP is to fund infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, as identified in the California Freight Mobility Plan, and along other corridors that have a high volume of freight movement as determined by the California Transportation Commission.

Caltrans District 11 in partnership with the Imperial County Transportation Commission (ICTC) will be submitting the following two applications under the Trade Corridor Enhancement Program:

- Expansion of the Calexico East Port of Entry – widen bridge over the All American Canal (Environmental & Design, \$3 Million)
- State Route 98 Widening Phase 1C between Ollie Avenue and Rockwood Avenue (Construction, \$7 Million)

The projects submitted under this call of TCEP are part of Imperial County's freight network priority needs. If awarded, the projects would alleviate congestion, decrease cross border wait times, and enhance international trade and commerce for the Imperial Valley Region.

This item was provided as an informational item only.

C. Overview of the Brawley Transit Corridor Brownfield Assessment

Mr. Baza provided the following presentation.

Project background:

- A \$300,000 grant was approved by U.S. Environmental Protection Agency (EPA) for the Brawley Transit Corridor Brownfield Assessment project
- The project will be focused along the 13 mile transit circulator route known as the IVT "Gold Line" and the Brawley Transit Center
- The target assessment area includes over 100 known commercial properties with some known or suspected historical gas stations or underground tanks

Goals and Objectives:

In Phase I, the project will conduct the following:

- Conduct bilingual community outreach
- Prepare a prioritized brownfield inventory
- Perform Phase I and II Environmental Site Assessments (ESAs); and,
- Develop cleanup plans that are consistent with State regulatory programs

Deliverables:

- A Community Involvement Plan that clearly documents all of the meetings and activities undertaken to complete the ESAs
- A generic Quality Assurance Project Plan (QAPP) will be developed and reviewed and approved by EPA prior to undertaking Phase I and II Assessment activities
- A Draft and Final QAPP or Sampling Analysis Plan (SAP) will be completed documenting the rationale for the Phase I sites selected and the data analysis and project plans prepared for each of the Phase I sites and the selection of the Phase II Assessment sites

- With consent from EPA, the Phase II ESA Project Reports will be initiated and completed with property profile forms for each property with required Quarterly Progress Reports; Field Reports; and other technical reports required by EPA
- Clean-up and remedial re-use plans will also be completed for all Phase II sites and project reports – The project reports and plans create an opportunity to pursue grant funds for eligible sites to carry out clean-up and remediation

Process to Date:

- A Draft Memorandum of Agreement (MOA) between ICTC and IVEDC has been prepared with consensus to proceed for Board approvals
- ICTC and IVEDC have been working to develop a Scope of Work and Request For Proposals (RFP)
- The RFP is scheduled for release on January 12, 2018 with Notice to Proceed projected for late March/early April 2018
- Project is tentatively scheduled for completion in December 2018

D. Overview of the Southern Border Broadband Consortium (SBBC)

Mr. Kelly and Ms. Barrett provided a presentation on this item. ICTC is the Fiscal agent of this grant.

- IVEDC was awarded \$450,000 to be spent over three years to further broadband deployment, access and/or adoption in the Southern region of California (Imperial and San Diego counties).
- Goals for the first year:
  - Work with local stakeholders to identify, prioritize and advance digital access projects
  - Identify funding sources and funding gaps
  - Facilitate and promote broadband education
  - Research, compile and analyze data from surveys and maps
  - Conduct community and business surveys
  - Perform and promote ground truth speed testing
  - Work with local agencies to facilitate applications for public housing grants and broadband infrastructure grant
  - Attend Quarterly Consortia meetings
  - Identify two disconnected areas where broadband is not available but needs to exist
  - Identify low adoption areas where broadband is not available but needs to exist
  - Research and surveys to identify the homework gap
- SBBC will be hosting a Roundtable with CASF on February 9th from 9-12 in Imperial County.

## VII. ACTION CALENDAR

A. Rotation of Chair and Vice-Chair Positions

A motion was made to appoint Luis Plancarte from County of Imperial as Chair of ICTC by [Kelley](#) and seconded by [Ritchie](#), **Mr. Plancarte abstained, motion carried.**

A motion was made to appoint Robert Amparano from City of Imperial as Vice-Chair by [Kelley](#) and seconded by [Ritchie](#), **Motion Carried unanimously.**

B. Draft Regional Collaboration (RC) Budget, FY 2017-2018

Ms. Williams stated that ICTC, in partnership IVEDC submitted a grant to the U.S. Environmental Protection Agency (EPA) and was awarded a grant for \$300,000 under the *Brownfields Assessment* program.

A new budget unit entitled “Regional Collaboration” (7557001) has tentatively been created to track the grant revenues and expenditures. This budget unit is separate from other ICTC transit and transportation related projects.

This budget proposes expenditures for contract administration, grant reporting and related staffing expense, as well as, funding for consultant and other office related expenses.

The RC Budget is balanced and provides for development and implementation of this specific project. It is anticipated that future non transit or non-transportation related projects would also use this budget unit with amendments in the future.

A motion was made by [Nava](#) and seconded by [Kelley](#), **Motion Carried unanimously.**

C. SCAG-ICTC Memorandum of Understanding (MOA)

Ms. Williams stated that SCAG seeks to enter into an MOU with ICTC to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning and programming processes, in accordance with 23 CFR 450.314

The MOU reflects the most recent metropolitan transportation planning regulations as set forth under 23 CFR Section 450.314, which requires that SCAG, the State and providers of public transportation to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process, including specific provisions including but not limited to the development of financial plans that support the Regional Transportation Plan, Federal Transportation Improvement Program (FTIP), and the development of the annual listing of obligated projects.

An MOU between SCAG and the other subregions has been in effect for several years. This is the first opportunity for ICTC to enter into the same type of MOU.

A motion was made by [Viegas-Walker](#) and seconded by [Predmore](#), **Motion Carried with 1 abstention (Kelley).**

D. Memorandum of Agreement (MOA) between the Imperial County Transportation Commission (ICTC) and Imperial Valley Economic Development Corporation (IVEDC) – Brownsfield Assessment Project.

Mr. Baza stated that ICTC was awarded a grant from the EPA to conduct Community Brownfield Assessment focused on the City of Brawley’s downtown area and transit corridor. The grant award identifies IVEDC as a co-lead and project partner. ICTC will serve as the administrative agency handling the procurement of the project and IVEDC will work with the selected consultant to carry out the day to day work in cooperation with ICTC. The memorandum of agreement establishes the roles and responsibilities between ICTC and IVEDC required for administration and completion of the project. The funding summary for the project is as follows:

Grant Funds:	\$ 300,000
Consultant Services:	\$ 257,980
ICTC/IVEDC Staff Support & Travel:	\$ 42,020

