

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF February 8, 2017
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina (Chair)
City of Calexico	Armando Villa (Vice-Chair)
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Alexis Chalupnik for Stefan Chatwin
City of Westmorland	Ana Beltran and Mary Ann Smith

STAFF PRESENT: Mark Baza, Kathi Williams, Virginia Mendoza, Cristi Lerma, David Aguirre, Guillermo Gonzalez

OTHERS PRESENT: Liz Zarate: City of El Centro; David Salgado: SCAG; Sam Amen, Jacob Armstrong: Caltrans

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, February 8, 2017 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Medina called the Committee meeting to order at 10:42 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were no public comments, *however a request was made by Mr. Baza to pull Action item B from the Action calendar. The item will be brought back next month.*

IV. CONSENT ITEMS

A motion was made by Wells seconded by Bayon Moore to approve consent items 4A-4B. **Motion carried** unanimously.

A. Approved ICTC Management Committee Minutes for January 11, 2017

B. Received and filed:

1. ICTC Board Draft Minutes for January 25, 2017
2. ICTC TAC Minutes for January 19, 2017
3. ICTC SSTAC Minutes for January 4, 2017

V. REPORTS

A. ICTC Executive Director

- The California-Mexico Border Relations Council held their first meeting of 2017 in Imperial Valley on January 31, 2017 in the City of Calexico. Mr. Baza was asked to present an overview of our Imperial-Mexicali Ports of Entry and a status of projects and plans.

- Staff has started an evaluation and review process of the performance data for the first three years of operations for IVT Ride. The review will focus primarily on the Brawley, Calexico, Imperial and Westshores areas, as the City of El Centro service did not begin until July 1, 2016. The next step will be to meet with City staff and the Paratransit Coordinating Committee (PCC) in March to develop recommendations for service adjustments. If there are any service adjustments it is likely they would be for Commission consideration in May/June, which then could be effective as soon as July 1, 2017.
- On December 14th, ICTC issued the IVT Transit Services Maintenance Audit Request for Proposals (RFP) to complete an annual maintenance audit for the IVT fleet. The requested services will provide ICTC with a comprehensive review annually of the care and maintenance performed on the 53 transit vehicles now owned by ICTC. The project goal is to have an annual report for use by ICTC that can be used to manage fleet resources and insure compliance with industry practices and contractual requirements.
- In Preparation for the Short Range Transit Plan, staff is exploring transit connection opportunities with Sunline Transit that serves the Coachella Valley region, and pursuing grant opportunities for interregional transit services to/from Westshores and Coachella. A meeting is scheduled with SunLine Transit Agency on February 10, 2017.
- ICTC has initiated discussions with management and staff with Customs and Border Protections (CBP) Border Patrol regarding the potential to add a second inspection lane at the State Route 86 Border Patrol Checkpoint. Coordination efforts with Border Patrol and Caltrans have been initiated to determine feasibility, costs and funding of required improvements within Caltrans right-of-way. Meetings were held with all stakeholders on July 20, 2016, October 24, 2016 and December 20, 2016. Concept alternatives have been reviewed and discussions held to determine the need to develop a streamlined feasible option for possible funding from the Measure D Regional Highway Set-aside fund. Caltrans Traffic Operations has completed a draft concept that would include four canopied inspection lanes (allowing two inspection lanes for vehicles and two inspection lanes for trucks) and improved secondary inspection, impound and employee parking areas. The concept has been emailed to CBP to expedite review and then cost estimates will be estimated by Caltrans. Another meeting is scheduled for March 14, 2017.
- The Federal Highways Administration (FHWA) passed the Consolidated Appropriations Act 2016 which will allow States to repurpose any earmark that was designated on or before September 2005. All states are still waiting for approval of the repurposing of project lists from FHWA possibly in mid to late February 2017. For Imperial County this is an opportunity to preserve over \$6 million.
- FY 2016-2017 Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP), and Active Transportation Program (ATP) that are pending request for allocations (RFA) should be submitted to Caltrans Local Assistance in March/April 2017 to avoid any loss of funds and for opportunities of redistribution of funds.
- A complete list of ICTC updates can be found on Page 24 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- Two regional projects were selected under the SCAG 2017 Sustainability Grant Program. The Imperial County Transportation Commission submitted an application for the development of a Regional Climate Action Plan and the County of Imperial Public Health Department submitted an application for a Safe Routes to School (SRTS) Safety and Encouragement Campaign. Both projects were awarded and were approved at the February 2, 2017 Regional Council Meeting. Combined the projects

account for \$400,000 awarded to Imperial County. Mr. Salgado recommended that all agencies submit a project at the next call for projects because SCAG is committed to funding as many projects as possible.

- Please save the date of May 4-5, 2017. SCAG will be having the 2017 General Assembly at the J.W. Marriot Desert Springs Resort and Spa in Palm Desert, CA.
- A complete list of SCAG updates can be found on Page 36 of the agenda.

C. Caltrans Department of Transportation – District 11

- Mr. Amen gave project updates listed on page 42 of the agenda.
- Mr. Armstrong reviewed updates listed on page 45 of the agenda.

D. Committee Member Reports

- Ms. Chalupnik stated that construction will be taking place on SR-86 between Aten and the airport beginning on February 16, 2017.

VI. INFORMATION CALENDAR

A. A Fresh Look at Impacts of Border Delays at California-Baja California Ports of Entry

In April 2016, the San Diego Association of Governments (SANDAG), in partnership with the California Department of Transportation (Caltrans) and the Imperial County Transportation Commission (ICTC), began a study called *A Fresh Look at Impacts of Border Delays at California-Baja California Land Ports of Entry*. This study will assess the economic and air quality/climate impacts caused by border delays at California-Baja California ports of entry (POEs): San Ysidro-Puerta México, Otay Mesa-Mesa de Otay, Tecate-Tecate, Calexico West-Mexicali I, Calexico East-Mexicali II, and Andrade-Los Algodones. The study is scheduled to be completed in late 2017.

The main tasks of this study include:

- Conduct surveys/interviews at California-Baja California POEs
- Collect border wait time data
- Develop and implement an outreach plan for both economic and air quality/climate
- Estimate economic and air quality/climate impacts of border delays
- Develop study recommendations

The study team has conducted assessment of gaps in existing border data; developed survey questionnaires and conducted pre-test; completed three waves of surveys at border crossings; and identified key industries and businesses to conduct interviews. As part of the economic outreach plan, the team will identify key industries vulnerable to cross border delays in the Imperial County/Mexicali and San Diego-Tijuana region. The team will interview businesses in an effort to understand impact of cross border delays on local businesses. The study developed a phased approach for implementation and future consideration. The upcoming tasks of the study are the implementation of economic and emissions outreach plans. On February 16, 2017, SANDAG will host an emission peer review roundtable to discuss a variety of both technical and non-technical items related emissions at POEs.

Ms. Mendoza presented this item for information purposes only.

B. Project Update - Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 (Regional Mobility Coordination)

In February 2015, the Commission approved ICTC's submittal of FY 2014-15 FTA 5310 Grant application. It was staff's recommendation to fund a Mobility

Management/Coordination position with a new ICTC employee. The position was to be of a professional classification and require a standard recruitment process. The recruitment process was completed and the staff person has been engaged in Mobility Coordination since February 2016.

The Mobility Coordinator is responsible for assisting existing ICTC transit and contractor staff in addressing several areas:

1. The 2014 Human Services – Public Transit Coordinated Planning efforts goals; to use a bilingual Mobility Coordinator to bridge the gap between current public transit service providers, human service agencies, social service agencies and the senior citizen and disabled communities of Imperial County.
2. Address the recommendations in the consultant prepared ADA Certification and Eligibility Process, Demand Management Project; to revise the certification and eligibility process (scheduled for implementation in January 2017)

As of January 2017, numerous informational presentations have been made to social service agencies, service clubs and agencies such as County Behavioral Health. Mobility training sessions have been conducted for various social agencies and their clients and in addition, public outreach was provided for the recent launch of the IVT RIDE El Centro and IVT MedTrans services.

Mr. Gonzalez provided a sample list of the individualized coordination and training that has been provided by the Mobility Coordinator directly or with contractor's transit staff in the last quarter. The position has provided a needed and appreciated point of contact, including numerous cases of personalized case management for seniors and persons with disabilities.

Mr. Gonzalez presented this item for informational purposes only.

VII. ACTION CALENDAR

- A. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2017-19 – ICTC grant application

Caltrans administers a federal grant program primarily designed for non-profit agencies to acquire vehicles and other related equipment in support of social service and transit services. The program is designed for non-profit agencies that provide, or are capable of providing social services transportation. It is first competitive locally and then again on a statewide basis.

Caltrans has announced a call for projects for the FY 2017-19 FTA 5310 Grant program. Historically, the FTA 5310 program was limited to rolling stock bus purchases and replacements. But the program is continuing to include funding for operations expenses and mobility management program functions. Approximately \$300,000 is available per year, for the three year period.

Mr. Aguirre stated that it is staff's recommendation to continue our Regional Mobility Coordination program and submit a funding request for a second time, one (1) application for FTA 5310 funding. The applications are due to Caltrans no later than March 1st, 2017. The grant approval process is expected to be completed by Caltrans in approximately September 2017.

The funding is anticipated to cover the loaded cost of staff and activities to maintain the Regional Mobility Coordination Program. The grant amount to be applied for will be \$490,370 for three (3) year period.

The Regional Mobility Coordinator position and one proposed administrative staff that will be responsible to assist the implementation in the following programs:

1. Continue the implementation of the consultant prepared *2014 Human Services – Public Transit Coordinated Plan*, which included to using a bilingual Mobility Coordinator to bridge the gap between current public transit service providers, human service agencies, social service agencies and the senior citizen and disabled communities of Imperial County.
2. Continue the implementation of the recommendations that the consultant prepared *2014 ADA Certification and Eligibility Process, Demand Management Project*. This includes the eligibility and certification process for the Americans with disabilities paratransit service known as IVT Access.
3. Continue to promote, facilitate, educate, and help streamline transition between transportation services particularly for seniors and people with disabilities including scheduling mobility training.

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

1. Authorize the Executive Director or his designee to submit an FTA 5310 FY 2017-19 Grants, execute all required documents and any amendments with the California Department of Transportation, in an amount of \$471,144 for the funding of the Regional Mobility Coordination Program.
2. Authorize the ICTC Chairperson to sign the attached resolution
3. Direct staff to forward the FTA 5310 Grant Application and associated documentation to the California Department of Transportation.

A motion was made by [Bayon Moore](#) seconded by [Villa](#), **Motion carried** unanimously.

- B. Agreement for Professional Maintenance Audit Reporting Services of the ICTC Transit Operations - FY 2016-17 through FY 2018-19

Item was pulled from the agenda and will be brought back next month for approval.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **March 8, 2017** at the **County of Imperial**, El Centro, CA.

IX. ADJOURNMENT

- A. A motion was made by [Wells](#) seconded by [Bayon Moore](#), **Motion carried unanimously**. Meeting adjourned at 12:10 p.m.