

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF May 15, 2019 10:30 a.m.**

VOTING MEMBERS PRESENT:

| | |
|--------------------|------------------------|
| City of Brawley | Rosanna Bayon Moore |
| City of Calexico | David Dale |
| City of El Centro | Marcela Piedra |
| City of Holtville | Nick Wells |
| City of Imperial | Stefan Chatwin |
| County of Imperial | Tony Rouhotas |
| County of Imperial | Esperanza Colio-Warren |

STAFF PRESENT: Mark Baza, David Aguirre, Cristi Lerma**OTHERS PRESENT:** David Salgado: SCAG; Jesus "Chi" Vargas: Caltrans; Liz Zarate: City of El Centro; Rebecca Terrazas-Baxter: County of Imperial; Jim Forrester: Public

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, May 15, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Wells called the Committee meeting to order at 10:33 a.m. Roll call was taken and a quorum was present at that time.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

Jim Forrester, member of the public, attended the meeting to request a street light on the corner of Austin and Ross Roads. Chair Wells asked Mr. Forrester to state his address for the record. Mr. Rouhotas asked Mr. Forrester for his phone number and stated that County Public Works Director John Gay will be contacting him soon. Mr. Forrester also asked about issues with semi-trucks parking on private property and signs being posted also on public property. Ms. Piedra stated that she will notify the proper department at the City of El Centro.

IV. CONSENT ITEMS

- A. Approved Management Committee Minutes for March 13, 2019
- B. Receive and File:
 - 1. ICTC TAC Minutes for February 28, 2019
 - 2. ICTC SSTAC Minutes for February 6, 2019
- C. Extension of the Transit Drug and Alcohol Auditor Agreement, LPM and Associates, FY 2019-20 through FY 2020-21

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

- 1. Authorize the ICTC Chairperson to sign the two-year extension to the agreement for transit drug and alcohol auditing and reporting services with the firm of LPM and Associates for the not to exceed annual fee of \$12,000 effective November 1,

2019 through November 30, 2021

- D. Request to Authorize travel for an ICTC Commission Member to attend the CalCOG Board Meeting on May 29, 2019

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

1. Approve travel for Commissioner Cheryl Viegas-Walker to attend the CALCOG Board Meeting on May 29, 2019 for an estimated expenditure amount of \$250.00

- E. Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC) FY 2019-20to FY 2020-21

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

1. Authorize the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual fee not to exceed \$20,000, effective July 1, 2019 through June 30, 2021.
2. Direct staff to forward the agreement to the County of Imperial.

- F. Legal Services Agreement FY 2019-20 to FY 2020-21; County of Imperial and the Local Transportation Authority (LTA)

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

1. Authorize the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Local Transportation Commission for an annual fee not to exceed \$10,000, effective July 1, 2019 through June 30, 2021.
2. Direct staff to forward the agreement to the County of Imperial.

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

V. REPORTS

- A. ICTC Executive Director
- Please “Save the Date” of May 22, 2019 at 4 p.m. for the ICTC Budget Workshop for FY 2019/20, to be held at the County of Imperial Administration Center, Conference Room C&D in El Centro.
 - A complete list of ICTC updates can be found on Page 37 of the agenda.
- B. Southern California Association of Governments (SCAG)
- The complete report can be found on Page 53 of the agenda.
- C. Caltrans Department of Transportation – District 11
- A full report is located on page 59 of the agenda.
- D. Committee Member Reports

- There were none.

VI. ACTION CALENDAR

A. Agreement for Human Resource Services, FY 2018-19 to FY 2019-20

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

1. Authorize the Chairman to sign the agreement for Human Resource Consultant Services with Argelia M. Gaddis,
 - a. for the fees up to \$3,990 effective May 1, 2019 through June 30, 2019.
 - b. for the fees up to \$22,800 effective July 1, 2019 through June 30, 2020.

A *Motion* was made by [Piedra](#) and seconded by [Rouhotas](#) to table the action item. Since there was no immediate need regarding ICTC's Human Resource policies and procedures, the Committee recommended exploring other agency/vendor options and alternatives for discussion at the next Management Committee meeting. After discussion, majority was in favor and one voted no ([Chatwin](#)).

B. ICTC Overall Work Program (OWP) and Budget FY 2018-2019, Amendment #1

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

1. Approve the FY 2018-19 Overall Work Program and Transit Finance Plan Budget Amendment #1

By caveat, the Committee continued this item pending the approval of a Human Resources contract (action a).

C. 2019 Public Transit Fare Analysis – Award Recommendation

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

1. Approve the award of the Agreement for the 2019 Public Transit Fare Analysis to AECOM in the amount of \$149,379.
2. Authorize the Chairperson to sign the agreement.

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

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **June 12, 2019** at the **City of Brawley**, Brawley, CA.

IX. ADJOURNMENT

- A. Meeting adjourned at 11:04 a.m.