

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF June 14, 2017 10:00
a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina (Chair)
City of Calexico	Armando Villa
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
County of Imperial	Joe Picazo Jr. for Ralph Cordova

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

OTHERS PRESENT: David Salgado: SCAG; Joseph Chua, Bing Luu and Beth Landrum: 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, June 14, 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 10:39 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 [Piedra](#) seconded by [Picazo](#) to approve consent items 4A-4C. **Motion carried** unanimously.

- A. Approved ICTC Management Committee Minutes for May 10, 2017
- B. Received and filed:
 - 1. ICTC Board Draft Minutes for May 24, 2017
 - 2. ICTC TAC Minutes for April 27, 2017
 - 3. ICTC SSTAC Minutes for May 3, 2017
- C. Specific Transit Operator Fiscal Reports FY 2015-16 for Med-Express

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

- 1. Received and filed the Specific Transit Operator Fiscal Reports; Med Express for the Imperial County Transportation Commission for FY 2015-16

V. REPORTS

A. ICTC Executive Director

Ms. Mendoza had the following updates:

- Ms. Mendoza highlighted FY 2016-2017 Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP), and Active Transportation Program (ATP) projects that are pending request for authorization (RFA) by agency. For ease of receiving approvals, the local agencies are encouraged to submit RFA's to Caltrans Local Assistance June 2017.
- SB 1 provides new funding for transportation purposes, with investments fix-it-first purposes on local streets and roads, highways, transit operations and maintenance, capital investments, and active transportation. Over the next 10 years it is estimated SB 1 will provide \$52.4 billion for transportation purposes. The California Transportation Commission (CTC) is in the process of preparing guidelines for several programs that are part of SB 1. The programs include: State Highway Operation and Protection; Local Streets and Roads Program; Trade Corridor Enhancement Account; Active Transportation Program; Solutions for Congested Corridors Program; and Local Partnership Program.
 - o The CTC has indicated that it will not have estimates available for this program until the end of July/early August timeframe, agencies are recommended use the League of Cities estimate as a placeholder. The CTC has indicated that following the submittal of the budgeted list of projects, the local agency would have flexibility to administratively update or change the project list, but must report on SB1 expenditures on projects.
 - o In developing local agency lists, consideration should be made to PCI of less than 80 based on the CSAC Statewide Streets and Roads Needs Assessment from 2016; agencies will be limited to road maintenance/rehabilitation, safety, railroad grade separation, complete street and traffic control device projects.
 - o \$1.5 Billion annually will go to cities and counties for local road improvements. The following are projected annual revenues for the Cities and the County of Imperial. Attached is a factsheet that also includes funds for transit and the Active Transportation Program.

Brawley	\$608,000	Holtville	\$139,000
Calexico	\$920,000	Imperial	\$416,000
Calipatria	\$176,000	Westmorland	\$52,000
El Centro	\$1,034,000	County of Imperial	\$10,600,000
 - o Staff recommends that the Cities and the County incorporate the estimates in their budget amendments and develop a prioritized list of specific projects and improvements that can be submitted to the CTC at the end of 2017.

Mr. Baza had the following updates:

- Closed Session Calendar Items for the Commission Meeting on June 28, 2017 include the following:
 - o Executive Director Evaluation and Labor Negotiations
 - o Property negotiations / lease agreement for property located on Ross Road, currently leased to First Transit
 - o Property negotiations / lease agreement for property located on Adams Avenue, currently owned by Caltrans
 - o Property negotiations for property located on Main Street and Imperial Avenue, proposed new ICTC office space
- The region has an opportunity to accelerate the I-8 / Imperial Ave. project from FY 2019/20 to FY 2018/19 for construction. ICTC staff will be submitting a request for a STIP Amendment to the CTC in the August 2017 timeframe.

- Caltrans submitted a revised plan to CBP regarding the SR-86 Border Patrol Checkpoint. CBP will be including the expansion of the checkpoint in their budget request to the federal government.
- A complete list of ICTC updates can be found on Page 30 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- A second round of “GO-Human” advertising will be released throughout the SCAG region in May 2017. The “GO-Human” Campaign is an ATP Cycle 1 Grant funded program designed and developed to be utilized by all stakeholders and partners in the region to bring heightened awareness to pedestrian and bicycle safety as well as driver safety through a robust marketing and advertising campaign. ICTC has collaborated to include “Go-Human” advertising on their transit buses in order to promote safe walking and bicycling. The Imperial Valley Velo Club will have the 2017 Bike to Work Day on May 18th. SCAG is providing some “GO-Human” materials to promote bicycle and pedestrian safety throughout the day’s activities, which will include informational stations throughout El Centro for those biking to work to stop and receive free gifts.
- SCAG will be holding its annual demographic workshop titled “Volatile Demographics: How High and How Low?” The workshop is held in collaboration with the USC Sol Price School of Public Policy. The workshop will be held at the USC Trojan Grand Ballroom from 8:30am to 3:30pm on Monday June 26, 2017. Information and registration is available online at www.scag.ca.gov/demographics.
- SCAG is working in partnership with the Strategic Growth Council (SGC) in order to provide workshops throughout the SCAG region in an effort to secure more Cap and Trade funding for the SCAG region and to continue to meet the goals of the 2016 RTP-SCS. The goal of the workshop is to convene important stakeholders who can leverage one another’s resources to put forth successful applications under the AHS program. The workshop will be held following the ICTC Management Committee Meeting June 14th at 1:00pm at the City of El Centro Community Center, 375 S. 1st Street, El Centro, CA.
- A Tool Box Tuesday Workshop will take place on June 27th, 2017. The topic will be “Replacing Redevelopment: Enhanced Infrastructure Financing Districts (EIFD) / Community Revitalization Investment Authority (CRIA)”
- SCAG 2017 Local Profiles are on the SCAG website.
- A complete list of SCAG updates can be found on Page 37 of the agenda.

C. Caltrans Department of Transportation – District 11

Ms. Landrum had the following updates:

- The I-8/Dogwood Road Landscape Project will be completed in fall 2017.
- Construction for the SR-98/Cesar Chavez Widening Project has began with a completion date of spring 2018.
- The SR-86/Heber Pedestrian Improvements Project is scheduled to be completed end of summer 2017.
- The Imperial County and Caltrans External Teambuilding Meeting will be held on June 22, 2017 at the IID Water Control Conference Room at 9 a.m.

Mr. Luu had the following updates:

- Managers of the Highway Bridge Program in Local Assistance at Caltrans-HQ will be delivering free training at Caltrans District Office in San Diego on Tuesday, June 20, 2017. The tentative class time would be 10:00 AM - 3:00 PM, including a one-hour lunch break. As soon as possible, please advise with the number of representatives from your respective agencies who are interested and available then. To enroll, email Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or Joseph Chua at Joseph.Chua@dot.ca.gov.

- Call for Projects for ATP projects under the GHG Reduction Fund are due June 30, 2017.
- An FHWA Project Management Webinar will be held on June 21, 2017 at 10 a.m.
- The deadline to submit the Annual DBE and ADA Certification Form is June 30, 2017.
- The deadline to submit RFA's for FY 2016-17 projects is July 7, 2017.
- A full report is on page 44 of the agenda.

D. Committee Member Reports

- There were none.

VI. INFORMATION / DISCUSSION CALENDAR

A. Proposed Office Location and Floor Plan

Mr. Baza reviewed ICTC's Proposed New Office Needs with Management Committee. Below a review:

- Current lease is ending in September 2017 (90 day notice is due – June 30, 2107)
- ICTC currently occupies approximately 2,200 square feet of office space
- ICTC's Current Needs:
 - Additional 1,000 square feet of office space for current and proposed additional staff; Small meeting space for ADA Consultations; Mid-size conference Room; and a large conference room
 - Office space near primary Transfer Terminal in El Centro and transit user base
 - Office space that is accessible to transit users for purchasing bus passes
 - Near existing and proposed transit operation facilities (Ross Road and Adams Avenue)
 - Adequate office space for existing Regional Partners: SCAG, IVEDC, SBDC, Accion and Film Commission
 - Other Potential Partners: Imperial County Work Force Development; and Senate, Assembly and Congressional staff
- Benefits of Proposed New Location
 - Meets Proposed Needs for ICTC:
 - ICTC Space is approximately 3,200 square feet
 - SCAG can recapture space currently occupied by ICTC
 - Current and Proposed staff for FY 2018+
 - Proposed Space is within walking/biking distance of highly traveled bus routes and bus stops (e.g., El Centro DMV, 14th and State St., and El Centro Transfer Terminal)
 - Office space is easily accessible to the public and transit users for purchasing bus passes
 - Cost is comparable to current leased space
 - Added benefit of secure covered parking

Mr. Baza also reviewed financial estimates, cost will be comparable.

VII. ACTION CALENDAR

A. Draft ICTC Overall Work Program (OWP) and Budget, FY 2017-2018

Ms. Williams presented the Draft OWP and Budget for FY 2017-18.

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

1. Review and Approve the Overall Work Program (OWP) and Budget for FY 2017-2018

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

*A motion was made by [Bayon Moore](#) seconded by [Piedra](#) to approve action items B through F, **Motion carried** unanimously.*

- B. Extension of the Transit Drug and Alcohol Auditor Agreement, *LPM and Associates*, FY 2017-18 through FY 2018-19

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

1. Authorize the Chairman 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 \$11,550.00 effective November 1, 2017 through November 30, 2019.

- C. FY 2017-18 Second Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

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 Chairperson to sign the Second Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT Turquoise #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT Blue #5) effective July 1, 2017 through June 30, 2018 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$138,708.07.

- D. Amendment #1 to Agreement for Professional Agency Auditing Services for FY 2016-17

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 Chairman to sign the first amendment to the agreement for financial audit services effective July 1, 2017, for the audit period FY 2016-17, with the firm Hutchinson and Bloodgood LLP for the not to exceed fee set at \$69,905.

- E. Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC) FY 2017-18 to FY 2018-19

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 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 \$15,000, effective July 1, 2017 through June 30, 2019.
 2. Direct staff to forward the agreement to the County of Imperial.
- F. ICTC and the City of Imperial Agreement for Human Resource Staff Support, FY 2017-2018

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 Chairperson to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of \$5,000.00, effective July 1, 2017 through June 30, 2018.

VIII. LTA ACTION CALENDAR

- A. Administrative Services Budget FY 2017-18

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

1. Approve the FY 2017-18 Administrative Services Budget for the Local Transportation Authority

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

- B. Amendment to Legal Services Agreement FY 2017-18 to FY 2018-19: County of Imperial and the Local Transportation Authority (LTA)

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

1. Authorize the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed \$7,500 annually effective July, 1 2017 through June 30, 2019.
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.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **July 12, 2017** at the **City of Calipatria**, Calipatria, CA and 10:30 a.m.

VIII. ADJOURNMENT

- A. Meeting adjourned at 12:12 a.m.