

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF SEPTEMBER 9, 2020  
10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Tyler Salcido
City of Calexico	Miguel Figueroa
City of Calipatria	Rom Medina
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
County of Imperial	Rebecca Terrazas-Baxter for Tony Rouhotas
County of Imperial	Esperanza Colio-Warren
ICTC	Mark Baza (Non-Voting)

**STAFF PRESENT:** David Aguirre, Cristi Lerma, Daveline Villasenor

**OTHERS PRESENT:** David Salgado: SCAG; Jose Ornelas, Hanh-Dung Khuu, Ben Guerrero, Bing Luu: Caltrans; Liz Zarate: City of El Centro

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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, September 9, 2020 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Piedra called the Committee meeting to order at 10:38 a.m., roll call was taken and a quorum was present.

**II. EMERGENCY ITEMS**

- A. Donation Acceptance Agreement between U. S. General Services Administration (GSA) and Imperial County Transportation Commission (ICTC) for the Calexico East Port of Entry Bridge Widening Project

A motion was made by Wells and seconded by Colio-Warren to accept the emergency item. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

Mr. Baza stated that the Imperial County Transportation Commission, in coordination with

General Services Administration (GSA-Owner of the bridge); and, in partnership with the Federal Highway Administration (FHWA) and Caltrans will facilitate and deliver the Calexico East Port of Entry (POE) bridge widening over the All-American Canal. The project will improve traffic flow to the existing U.S. federal primary inspection booths, reduce delays, idling times, and improve air quality emissions.

The attached Donation Acceptance Agreement outlines the principles, terms and conditions that will govern the proposed donation to GSA for the base work to widen the bridge and the optional work described in the approved Project Report, Environmental Document and Request for Qualifications. The agreement defines and establishes the joint project management framework, membership, roles, and responsibilities of the GSA and ICTC project teams through to completion.

The ICTC Management Committee met on September 9, 2020 and forwarded this item to the Commission for their review and approval after the receipt of public comment, if any:

1. Authorized the Chairman to sign the Donation Acceptance Agreement between U. S. General Services Administration (GSA) and Imperial County Transportation Commission (ICTC) for the Calexico East Port of Entry Bridge Widening Project

A motion was made by [Wells](#) and seconded by [Colio-Warren](#). Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

A motion was made by [Medina](#) seconded by [Piedra](#) to approve the consent calendar as presented; Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes

City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

- A. Approved Management Committee Draft Minutes: June 10, 2020
- B. Received and Filed:
  - 1. ICTC Commission Minutes: June 24, 2020
  - 2. ICTC TAC Minutes: July 23, 2020
  - 3. ICTC SSTAC Minutes: June 3, 2020
- C. 2021 Active Transportation Program Regional Guidelines
  - 1. Approved the following methodology for assigning points of the 2021 Active Transportation Program Regional Guidelines:
    - a. 20 points for projects that have been identified in an adopted local and/or regional plan; and
    - b. Zero points for projects that have not been identified in an adopted local and/or regional plan.
- D. State of Good Repair Grant Program, FY 2020-21
  - 1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2020-21 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

**V. REPORTS**

- A. ICTC Executive Director  
Mr. Baza provided updates from the report on page 28 of the agenda with a focus on items 1, 2, and 6.
- B. Southern California Association of Governments (SCAG)  
Mr. Salgado provided updates from the report on page 36 of the agenda with a focus on items 1-4.
- C. Caltrans Department of Transportation – District 11  
Caltrans updates were provided from the report on page 43 of the agenda by Ms. Khuu with an emphasis Traffic.  
  
Ms. Piedra stated that she is appreciative of all the hard work from Caltrans on the Imperial Ave. / I-8 Project. Patrick Jenkins in the new Program Manager.  
  
Mr. Baza stated that Al Herrera from Caltrans has been assigned to oversee Imperial County by Gustavo Dallarda.
- D. Committee Member Reports  
- There were no updates.

**VI. INFORMATION CALENDAR**

- A. IVRMA Program Report  
The IVRMA program report was presented by Ms. Villasenor. A full report is on page 56 of the agenda.

- B. LTA 2012 Refunding Opportunity Update  
Mr. Baza and Ms. Vargas provided an update to the current refunding process. Ms. Vargas stated that due to COVID-19 we were waiting to see number stabilize. We will proceed with the refunding since there will be cost savings at this time. Ms. Piedra asked what Ms. Vargas envisioned the credit rating to be; Ms. Vargas responded with A- overall.

**VII. ACTION CALENDAR**

- A. IVRMA FY 2020-21 Budget, Amendment #1

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

- 1. Approved the FY 2020-2021 IVRMA Budget, Amendment #1

A motion was made by [Terrazas-Baxter](#) seconded by [Salcido](#). Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

- B. Coordinated Public Transit – Human Services Transportation Plan Update – Award Recommendation

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

- 1. Approved the award of the Agreement for the Coordinated Public Transit – Human Services Transportation Plan Update to *Moore and Associates* in the amount of \$74,293.46.
- 2. Authorized the Chairperson to sign the agreement.

A motion was made by [Colio-Warren](#) seconded by [Wells](#). Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes

City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

- C. Agreement for Professional Maintenance Audit Reporting Services of the ICTC Transit Operations – Calendar Years 2020-2022

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

1. Authorized the Chairman to sign the agreement for the IVT Transit Maintenance Audit effective October 1, 2020, for the audit period of calendar years 2020, 2021 and 2022, with the firm of **TRC Engineering Services, LLC**:
  - A. For the fiscal reporting period of July 1, 2020 through June 30, 2021, the annual not to exceed fee is set at \$16,796
  - B. For the fiscal reporting period of July 1, 2021 through June 30, 2022, the annual not to exceed fee is set at \$16,796
  - C. For the fiscal reporting period of July 1, 2022 through June 30, 2023, the annual not to exceed fee is set at \$16,796
  - D. For the post-delivery inspection service fee of \$860 per event.

A motion was made by [Wells](#) seconded by [Piedra](#). Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

- D. On Call Engineering, Architecture and Professional Support Services – Task Order Issuance – Civil Pros – Calexico Intermodal Transportation Center (ITC) – Engineering Support Services

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

1. Approved the Task Order Award for engineering support services for the Calexico ITC to Civil Pros in the amount of \$103,727.00.
2. Authorized the Chairperson to sign the Task Order.

A motion was made by [Figueroa](#) seconded by [Wells](#). Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

- E. Memorandum of Understanding (MOU) between Imperial County Transportation Commission (ICTC) and the U.S. Border Patrol Air & Marine, Program Management Office (BPAM PMO) for the Border Patrol Checkpoint Project at SR-86

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

1. Authorized the Chairman to sign the Memorandum of Understanding (MOU) for the State Route 86 (Northbound) Border Patrol Checkpoint Project between ICTC and the U.S. Border Patrol Air & Marine, Program Management Office

A motion was made by [Medina](#) seconded by [Terrazas-Baxter](#). Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

- F. Fund Request to the Local Transportation Authority (LTA) – State Route 98 from Ollie Avenue and Rockwood Avenue

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

1. Approved the allocation for funding needed in the amount of \$200,000 as a local match for the SR-98 Widening Project from Ollie and Rockwood Avenues, from the LTA 5% Regional Highway Set-Aside from the Measure D allocations
2. Authorized the Executive Director to execute the necessary agreements between Caltrans and the Imperial County Transportation Commission.

A motion was made by [Wells](#) seconded by [Salcido](#). Roll call was taken:

<b>Agency</b>	<b>Roll Call</b>
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Absent
County of Imperial Baxter	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

**Motion carried unanimously.**

#### **VIII. NEXT MEETING DATE AND PLACE**

The next meeting of the **Management Committee** is scheduled for **October 14, 2020** at the **ICTC Offices and via Zoom Meeting**.

#### **IX. ADJOURNMENT**

A. Meeting adjourned at 11:50 a.m. ([Wells/Piedra](#))