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TECHNICAL ADVISORY COMMITTEE

MINUTES

September 28, 2017

Present:

Gordon Gaste	City of Brawley
Steven Sullivan	City of Brawley
Lily Falomir	City of Calexico
Mindy Hernandez	City of Calipatria
Abraham Campos	City of El Centro
Alex Espinoza	City of El Centro
Isabel Alvarez	City of Imperial
Jesus Villegas	City of Imperial
Joel Hamby	City of Westmorland
John Gay	County of Imperial
Veronica Atondo	County of Imperial

Others:

Virginia Mendoza	ICTC
David Aguirre	ICTC
Vicky Hernandez	ICTC
David Salgado	SCAG
George Galvan	The Holt Group
Joseph Chua	Caltrans
Kevin Hovey	Caltrans
Wishing Lima	Caltrans
Carol Vu	Caltrans
Barby Valentine	Caltrans
Roberto Martinez	Vexer Engineering
Ross Duenas	Chen Ryan Associates

1. The meeting was called to order by Chair Gaste at 10:05 a.m. A quorum was present and introductions were made. There were no public comments made.
2. A *motion* was made to adopt the minutes for July 27, 2017. (Galvan/Falomir) **Motion Carried.**
3. SB1 Grants

Ms. Valentine stated that Caltrans released the call for projects for SB1 Planning grants for FY

2017-18 on September 14, 2017. The applications are due via email on October 20, 2017 to adaptation.planning.grants@dot.ca.gov. Two types are being offered in through the SB1 program: Sustainable Communities and Adaptation Planning.

For the Sustainable Communities grant program, Ms. Valentine stated that MPO's will receive \$12.5 million in formula funds and an estimated \$12.38 million in competitive grant funds for the FY 2017-18 grant cycle.

For the Adaptation Planning grant program, Ms. Valentine state that an estimated \$7 million in competitive grants is available for the FY 2017-18 grant cycle.

Both programs requires a 11.47% local match. The grants minimum is \$100,000 or \$50,000 for disadvantaged communities and a maximum of \$1 million.

Ms. Valentine stated that these grants are for transporation planning related projects only, not for development of environmental documents, construction, or other ineligible activities that are identified in the grant application guide. Grant announcements will take place in December 2017.

Ms. Valentine stated that agencies will have another opportunity to apply for these grants during the next cycle, most likely will be announced in January 2018. Ms. Valentine stated that Caltrans will be available to assist agencies with questions and assistance.

4. Utility Relocation

Ms. Vu reviewed the Federal Unifrom Relocation Assistance and Real Propoerties Acquisition Policies Act of 1970: Just compensation, acquire expeditiously, opportunity to consider offer.

She described what a Right of Way Certification is:

- Major Project Delivery Milestone
- Written Statement
- Summary of Status
 - All parcels, residential and business displaces, untility facilities, operating railroad facilities and environmental mitigation

In order to comply when utility relocation is needed, the following must be completed:

- Identify utility conflicts
- Work with utlility owners
 - Resolve conflict and develop a relocation plan
 - Agree on liability or who is paying
- Furnish documents to DLAE
- Comply with Local Assistance Procedures Manual, Chapter 14
 - Before you start ROW you need Environmental Clearance
 - If seeking federal reimbursement a E-76 is needed and approved by FHWA
 - The following must also be authorized or approved prior to beginning the utility relocation
 - Exhibit 4-E
 - Exhibit 14-C – Dual Form
 - Buy America Basics
 - Buy America applies to a project if any federal funds are used on any phase of the project
 - Three types of certifications
 - On Highway system Form (17)

- Off system, no Right of Way (13-A)
- Off system, any Right of Way, besides to cover adjustments (13-B)

Ms. Vu stated that if utility relocation is discovered during construction, call the DLAE immediately and request special authorization to relocate.

5. ICTC Updates / Announcements

- Transit Planning Updates (By David Aguirre):
 - ICTC staff developed an RFP and released it on September 1, 2017 to complete an update to the 2011 Short Range Transit Plan (SRTP). A non-mandatory pre-bid meeting will be held on September 22, 2017 at the ICTC offices. Bids are due on October 6, 2017.
 - The TDA Triennial Review performance audit was presented to the Commission for approval at their last meeting. The Commission approved the audit and is posted on the ICTC website. The audit evaluates performance measures for transit operations.
 - The Bus Stop Inventory Project is underway. The consultants are conducting field surveys including the inventory of current bus stops. This project should be finalized by the end of this year.
- Transportation Planning Updates (By Virginia Mendoza):
 - ICTC staff is requesting that agency staff provide project updates on all programmed 2019 FTIP projects by October. ICTC staff will work with cities and county staff to meet the 2019 FTIP submittal to SCAG.
 - A FY 2019-20 Call for Projects is expected for the first quarter of 2018. Staff will be developing the guidelines.
 - ICTC was approved for a Climate Action Plan. The grant will be administered by SCAG. The RFP will be released later this year and will include proposals for regional and local plans.
- LTA Updates (By Virginia Mendoza):
 - Ms. Mendoza stated that the City of Brawley and the City of Calexico are the two agencies pending to expend all their LTA Bond monies. Both agencies have provided staff with information on the projects and an expected date of completion. Both projects should be wrapped up by mid-2018.

6. SCAG Updates / Announcements: (Ms. Mendoza for Mr. Salgado)

- SCAG will be having two special presentations before the regularly scheduled Management Committee meeting. Kimberly Clark will be providing an overview of the “The Bottom-Up Local Input & Envisioning Process for the 2020 RTP – SCS; and Ma'Ayn Johnson will be providing an overview on the Regional Housing Needs Assessment (RHNA) process.

7. Cities and County Planning / Public Works Updates:

- County of Imperial: Mr. Gay had the following announcements
 - The County conducted a Utility Coordination Kickoff Meeting in mid-September. IID, the Gas Company and AT&T was present. Mr. Gay stated that he would like agencies to attend the next meeting in an effort to foster communication.
 - Dogwood Road will be closed in December/January in the county limits for road improvements.

- City of Imperial: Mr. Villegas had the following announcements:
 - o There will be road closures during the overlay work on Dogwood Road on the end of October. Closures will last 30 days. Phase 4 of the Aten Road project will also begin in November. Following by Neckel Road and SR-86 installation of signal.
- Ms. Mendoza encouraged agencies to notify the ICTC transit team for detours, etc.

8. Caltrans Updates / Announcements

Mr. Lima and Mr. Chua had the following updates and announcements:

- Please transmit invoices to Bing Luu by November 10, 2017 to avoid being flagged for inactivity. A complete list of inactive projects can be found at the link provided below.
<http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>
- All Cooperative Work Agreement extensions are due by October 20, 2017.
- Exhibit 10-C has been revised effective October 1, 2017.

9. General Discussion / New Business

- The City of Westmorland will be having their annual Honey Festival in November.
- October 21, 2017, City of Imperial will have an Oktoberfest Market Days event.

10. Meeting adjourned at 11:26 a.m.