

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF October 9, 2019  
10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	David Dale
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
County of Imperial	Esperanza Colio-Warren

**STAFF PRESENT:** Mark Baza, David Aguirre, Cristi Lerma**OTHERS PRESENT:** David Salgado: SCAG; Beth Landrum, Jesus “Chi” Vargas, Jose Ornelas, Hanh-Dung Khun: Caltrans; Liz Zarate: City of El Centro; Sean Wilcock: IVEDC

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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, October 9, 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 10:38 a.m. Roll call was taken at 11:07 when a quorum was present.

**II. EMERGENCY ITEMS**

A. There were none.

**III. PUBLIC COMMENTS**

Mr. Sean Wilcock from IVEDC made a positive comment regarding the new Aquatic Center in the City of El Centro. He also stated that he was there to encourage City Managers to attend the EPA Brownfield Conference on December 11<sup>th</sup>. He stated that the current partnership with ICTC has been very successful. Currently, the consultant is doing an assessment of the City of Brawley. Phase one is being concluded with qualifying properties going into phase two. He stated that a Brownfield is part of a property with perceived contamination issues that can inhibit development.

**IV. CONSENT ITEMS**

A motion was made by [Medina](#) seconded by [Bayon Moore](#) to approve the consent calendar as presented, **Motion carried unanimously.**

- A. Approved Management Committee Minutes for September 11, 2019
- B. Received and Filed:
  - 1. ICTC TAC Minutes for July 25, 2019
  - 2. ICTC SSTAC Draft Minutes for September 4, 2019
- C. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2018-19 – Regional Applications

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

1. Authorize the Chairman to sign the resolution as required by Caltrans
2. Authorize staff to forward documentation to Caltrans as required.

## V. REPORTS

- A. ICTC Executive Director  
Updates were provided can be found on page 22 of the agenda.
- B. Southern California Association of Governments (SCAG)  
Updates were provided by Mr. Salgado and are on page 30 of the agenda.
- C. Caltrans Department of Transportation – District 11  
Mr. Vargas provided the following updates:
  - The I-8 concrete project is still scheduled to be completed by the end of the year. Other projects are also on time. No delays have been reported.
  - Local Assistance updates included:
    - o Inactive Projects – The deadline to submit an invoice for inactive projects was September 27, 2019.

Ms. Landrum had the following updates:

  - Caltrans, in coordination with the County of Imperial, Holtville and ICTC have developed a comprehensive package which will encourage commercial truck drivers traveling from the Calexico East Port of Entry to use the State Highway System rather than Orchard Road to access areas north and east of Imperial County. A citizen group has been involved with bringing their concerns about increased truck traffic, noise, and safety concerns to the involved agencies over the course of the last year. By working in partnership, we have developed several strategies that will educate, inform, and increase awareness of the changes for the trucking industry. This awareness campaign includes installing “no truck parking signs” in the residential area of Orchard Road, removing Orchard Road as a designated truck route, and installing guide signs to inform truckers of the preferred routes. Additional resources will include flyers placed at the Commercial Vehicle Enforcement Facility just north of the Calexico East POE, direct outreach to the trucking industry both in California and Mexico, and an enforcement effort by our partners at the CHP. It is anticipated that the above elements will be put into place by January 2020.
  - Caltrans received concerns by residents as well as CBP officers regarding the intersection of SR-98 and Barbara Worth Road just outside of the City of Calexico. Traffic Operations developed a Traffic Investigative Report (TIR), which included recommendations for increased signage to include “Cross Traffic Does Not Stop”, enhanced “Stop” signs, and refreshed pavement markings. It is anticipated that these improvements will be installed by November 2019.
  - All other Caltrans updates can be found on page 33 of the agenda.
- D. Committee Member Reports
  - There were none.

## VI. ACTION CALENDAR

- A. ICTC Intern and ICTC Student Intern Polices and Programs

Mr. Aguirre presented this item. Ms. Colio-Warren suggested that we contact the County of Imperial Workforce Development Agency. She stated that they are always looking for agencies to place interns.

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

1. Approve the ICTC Standard Internship Program
2. Approve the ICTC Student Intern Program
3. Authorize the Chairman to sign the resolution providing Workman's Compensation for unpaid interns under Section 3363.5 of the California Labor Code.

A motion was made by **Piedra** seconded by **Colio-Warren**. **Motion carried unanimously.**

## VII. INFORMATIONAL CALENDAR

### A. Lean 6 Sigma for Encroachment Permit Process, with Q and A

Ms. Khun presented regarding the encroachment process. She stated that the department has a strategic management plan:

- Strategic Objective: Efficiently manage operations of the transportation system
- Performance Measure: % of encroachment permits approved or denied within 30 days of receiving completed application
- Target: 95% of permits

The timeline is important and begins as soon as they receive a packet with 30 days for the entire process.

- Two days to accept permit package
- Two days to assign permit number
- 8 days for a permit functional review time
- 2 days to approve, request additional information or deny determination
- 10 days to request revisions from applicant
- 6 days to review revisions and issue or deny permit

## VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **November 13, 2019** at the **City of Holtville, Holtville, CA**

## IX. ADJOURNMENT

### A. Meeting adjourned at 11:22 a.m.