

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MINUTES FOR DECEMBER 9, 2015**

**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich
City of Calexico	Maritza Hurtado
City of El Centro	Cheryl Viegas-Walker
City of Holtville	Jim Predmore
City of Imperial	Doug Cox
City of Westmorland	Lawrence D. Ritchie
County of Imperial	Jack Terrazas
Imperial Irrigation District	Bruce Kuhn

**NON-VOTING MEMBERS PRESENT:**

Caltrans District 11                      Laurie Berman

**STAFF PRESENT:** Mark Baza, Kathi Williams, Virginia Mendoza, David Salgado, Michelle Bastidas, Cristi Lerma, Digna Herrera

**OTHERS PRESENT:** Geoff Holbrook: ICTC Counsel; Sam Amen, Bill Figge: Caltrans; Tomas Oliva: SCAG; Tim Kelley, Cynthia Mancha: IVEDC; Ryan Snyder, Melody Wu: Consultant; Victor Carrillo: Safer Community Foundation, Inc.

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday December 9, 2015 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

[Chair Kuhn](#) called the Commission meeting to order at 6:00 p.m. Roll call was taken and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

Ms. Sedalia Sanders was recognized for her 23 years of service on the IVAG/ICTC Board and was awarded a Lifetime Achievement Award. In turn Ms. Sanders said some words expressing her appreciation to the staff and the Commission. Kind words were expressed by Commission members. The message echoed by all was that Ms. Sanders' dedication and leadership, among other things, made significance to Imperial County Transportation.

**IV. CLOSED SESSION**

- A. Motion to Adjourn to Closed Session was made by [Nave Froelich](#) and seconded by [Nava](#), with one abstention from the County, **Motion Carried.**
- B. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION, Government Code 54956.9(d)(2), Significant exposure to litigation (1 matter)
- C. Announcement of Closed Session Action(s) – no final action was taken.

**V. INFORMATION / DISCUSSION CALENDAR**

- A. Update of the Safe Routes to School Master Plan Draft Report and Progress to Date by the consultant Ryan Snyder

Mr. Snyder, the consultant conducting the SRTS Master Plan presented the draft analysis to the Commission. Mr. Snyder produced a map of each school with the intent to make one improvement at every school. Potential projects will be provided by the sub-consultant as part of the report. The final report will also be a tool to use when applying for active transportation funds. An introduction of the draft report was made available through the agenda and the full draft Report can be found on the ICTC website at <http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/>. A final report will be submitted for approval in February 2016.

## VI. APPROVAL OF CONSENT CALENDAR

A motion was made by [Nava](#) and seconded by [Terrazas](#) to approve the consent calendar, **Motion carried unanimously.**

- A. Approved ICTC Board Draft Minutes: October 28, 2015
- B. Received and Filed:
  - 1. ICTC TAC Minutes: November 19, 2015
  - 2. ICTC SSTAC Minutes: November 4, 2015
- C. LTF (SB821), Article 3, Bicycle and Pedestrian Project Distribution List, Fiscal Year 2015-16
  - 1. Adopted the attached LTF (SB821) Bicycle and Pedestrian Project Distribution List for Fiscal Year 2015-16.
  - 2. Authorized the claimant agencies to file Article 3 Claims for the approved amount.
- D. California Transit Security Grant Program FY 2013-14
  - 1. Adopted the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of ICTC for the purposes of obtaining FY 2013-14 financial assistance provided by the Governor's Office of Homeland Security under the California Transit Grant Program.

## VII. REPORTS

- A. ICTC Executive Director
 

Mr. Baza and staff had the following announcements:

  - The community outreach and public workshop component of the SRTS Master Plan has been completed. The consultant team has released the draft report and is on the ICTC website at <http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/>. Staff is requesting that agency comments be submitted by December 11, 2015 to the consultant. The final plan is scheduled for approval in February 2016.
  - ICTC submitted the Calexico East Commercial Vehicle Port of Entry Expansion Project under the California Sustainable Freight Action Plan: Pilot Project Ideas. The project is a proposed public-private partnership for the construction costs of the freight elements of the Calexico East Expansion that include: bridge expansion, commercial vehicle primary inspection booths and road construction totaling \$30 million. The California Environmental Protection Agency Air Resources Board will review the project ideas submitted and will prepare a preliminary pilot project list for public comment at regional workshops planned for early 2016. A copy of the application was attached to the agenda.
  - ICTC submitted an order for 6 smaller 25ft. cutaway transit vehicles to be operated on the fixed route services with lower ridership. Those vehicles will be purchased under the CalACT statewide cooperative purchasing agreement. All 6 vehicles will replace a mixture of leased and First Transit owned vehicles to eventually make the entire fixed route fleet owned by ICTC. The receipt of the vehicles should take place over the coming months with project completion scheduled for January 2016. ICTC

is currently working with a vendor to receive a quote for the five (5) 25ft. cutaway transit vehicles for the IVT RIDE – El Centro service as well.

- Recruitment is underway for a Regional Mobility Coordinator, a bilingual position at ICTC. This is a federally grant funded role that is a common position in transit service agencies. The primary duties will include the certification and eligibility process for the Americans with Disabilities Act, mobility travel training and other interaction with seniors and persons with disabilities. The recruitment is anticipated to take place in December 2015 with the hiring process completed in January 2016.
- Every three years the Federal Transit Administration (FTA) conducts an intensive review of practices and procedures to determine compliance with twenty one (21) areas for the continued use of federal transit grant funding. The anticipated date of review is February 9<sup>th</sup> to 11<sup>th</sup>, 2016. ICTC staff have attended a review workshop and are preparing a preliminary submittal of documents and materials for the audit team in advance of the visitation. The review team will visit transfer terminals and the bus operations yard, and are expected to talk with staff from ICTC, Brawley, Imperial and El Centro and Imperial Valley Transit (IVT).
- Inspectors with the Department of Homeland Security visited the transfer terminals and bus operations yard 12/2 through 12/4 to complete a safety and security assessment. ICTC and IVT staff were also interviewed. A final report is expected in several months for the Commission which may recommend possible improvements and which may be able to be used as justification in future grant requests.
- The last Imperial Mexicali Binational Alliance (IMBA) meeting was held at CETY's University on November 5, 2015. The meeting covered border infrastructure updates, economic development updates and overview the Alliance's Strategic Planning meeting that discussed the short and long term goals of the Alliance. The next meeting is scheduled for January 14, 2016 at 10:00 a.m. and will be held in the City of Mexicali.
- Mr. Baza stated that a five-year, \$305 billion transportation bill called Fixing America's Surface Transportation (FAST) Act will give the region stability as we move forward with long term projects.
- Staff and the Commission will be recognizing Sedalia Sanders at the Commission meeting for her 23 years of service.
- A complete list of ICTC updates can be found on Page 37 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Oliva had the following announcements:

- The stated that the five-year, \$305 billion transportation bill called Fixing America's Surface Transportation (FAST) Act was approved on December 1, 2015 and will include a fully funded freight program.
- The comment period for the SCAG RTP/SCS 2016/2040 was approved by SCAG Regional Council on December 3, 2015. The comment period will be for 55 days until February 1, 2016. An Elected Officials only workshop will be held in January before the scheduled ICTC Commission meeting.
- The SCAG 6<sup>th</sup> Annual Economic Summit will be on January 7, 2016 from 9 a.m. to 2 p.m. at the LA Hotel in Downtown Los Angeles. The will be in lieu of Regional Council. All City Managers are welcome to attend.

B. California Department of Transportation (Caltrans)

Ms. Berman had the following updates and announcements:

- The traffic signal project at SR-78 and Hovley Road in Brawley has been awarded.
- Caltrans will be doing some preparations to be ready for the winter storms.
- Utility work continues on Dogwood and I-8. Demo work will be done after the holiday where Dogwood will be completely closed for one night.
- A map of all projects was included in the back up of the agenda.
- A full report of Caltrans updates can be found on page 54 of the agenda.

- C. Commission Member Report
- There were various reports by Commission members of countywide issues and events happening in each of their respective cities.

## VIII. ACTION CALENDAR

- A. Congestion Mitigation and Air Quality (CMAQ) Call for Projects – FY 2016/2017 to FY 2018/2019
1. Approved the 2015 CMAQ Programming Project List for FFY 2016/2017 to FFY 2018/2019;
  2. Directed staff to program projects in the next available Federal Transportation Improvement Program Formal Amendment.

A motion was made by [Nava-Froelich](#) and seconded by [Nava](#), **Motion Carried unanimously.**

- B. Regional Surface Transportation Program (RSTP) Call for Projects – FY 2016/2017 to FY 2018/2019
1. Approved the 2015 RSTP Programming Project List for FFY 2016/2017 to FFY 2018/2019;
  2. Directed staff to program projects in the next available Federal Transportation Improvement Program Formal Amendment.

A motion was made by [Nava-Froelich](#) and seconded by [Nava](#), **Motion Carried unanimously.**

- C. 2016 State Transportation Improvement Program (STIP) Recommendations for Imperial County
1. Approved the 2016 STIP Recommendations for Imperial County, requesting:
    - Imperial Avenue Interchange project
      - Decrease funding for construction by \$2.238 million from \$27.650 million to \$25.412 million (remains programmed in FY17/18).
      - Increase funding for PS&E (Design) by \$1.489 million from \$1.8 million to \$3.289 million (remains programmed in FY14/15).
      - Increase R/W Support by \$0.689 million from \$0.8 million to \$1.489 million (remains programmed in FY14/15).
    - Planning, Programming and Monitoring (PPM)
      - Add \$300,000 in FY19-20 and \$300,000 in FY20-21 to fully-fund PPM activities through the end of the 2016 STIP period.

A motion was made by [Nava-Froelich](#) and seconded by [Nava](#), **Motion Carried unanimously.**

- D. Unmet Transit Needs Public Hearing for Fiscal Year 2016/17
1. Appointed the Unmet Transit Needs Hearing Panel:
    - a. George Nava, City of Brawley
    - b. Maria Nava-Froelich, City of Calipatria
    - c. Maritza Hurtado, City of Calexico
    - d. Jack Terrazas, County of Imperial
    - e. Ryan Kelley, County of Imperial
    - f. Larry Ritchie, City of Westmorland (alternate)

## g. Doug Cox, City of Imperial (alternate)

2. Selected the Public Hearing date of February 11, 2016.
3. Selected the time of the meeting to be 3:30 p.m. Included in the action was the location change to the City of Brawley.
4. Directed staff to conduct the administrative arrangements.

A motion was made by [Hurtado](#) and seconded by [Viegas-Walker](#), **Motion Carried unanimously**

## E. Americans with Disabilities Act (ADA) Reasonable Modification Policy

1. Authorized the Chairperson to sign the resolution adopting the ICTC Americans with Disabilities Act (ADA) Reasonable Modification Policy.
2. Directed staff to implement the ICTC Americans with Disabilities Act (ADA) Reasonable Modification Policy.

A motion was made by [Viegas-Walker](#) and seconded by [Cox](#), **Motion Carried unanimously**

## F. Calexico East Land Port of Entry Section 559 Proposal to Customs and Border Protection (CBP) and General Services Administration (GSA)

1. Approved the Section 559 Donation Proposal for the Calexico East Land Port of Entry submitted by Safer Community Foundation, Inc. in cooperation with ICTC and the County of Imperial

A motion was made by [Terrazas](#) and seconded by [Predmore](#), **Motion Carried unanimously**

## G. Appointment of an Alternate Member to the SANDAG Borders Committee

1. Appointed *Maritza Hurtado*, City of Calexico, to serve on the SANDAG Border's Committee as an alternate voting member for Imperial County and ICTC.

A motion was made by [Nava](#) and seconded by [Cox](#), **Motion Carried unanimously**

## H. Environment Protection Agency (EPA) Brownfields Assessment Grant

1. Authorized the Executive Director to submit the Brownfields Assessment Grant Application in partnership with Imperial Valley Economic Development Corporation (IVEDC) for \$400,000.

A motion was made by [Cox](#) and seconded by [Walker](#), **Motion Carried unanimously**

**IX. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, January 27, 2016 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

**X. ADJOURNMENT**

- A. Meeting adjourned at 8:44 p.m. Motion by [Nava-Froelich](#), seconded by [Cox](#). **Motion Carried.**