Transportation Commission Meeting

Wednesday, March 23, 2011
6:00 p.m. (or immediately after IVRMA or LTA)

County of Imperial Administration Center
Board of Supervisors Chambers
940 W. Main Street, Second Floor
El Centro, CA 92243

Chair: David Bradshaw  Vice Chair: Sedalia Sanders

I. Call to Order and Roll Call

II. Emergency Items
   A. Discussion/Action of emergency items, if necessary.

III. Public Comments

Any member of the public may address the Commission for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Commission. The Commission will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. Approval of Consent Calendar
   (Executive Director recommends approval of consent calendar items)

   A. Approval of ICTC Board Draft Minutes: February 23, 2011
   B. Receive and File:
      1. Management Committee Draft Minutes: March 9, 2011
      2. ICTC SSTAC of Imperial Valley Draft Minutes: March 2, 2011
      3. ICTC TAC Subcommittee Draft Minutes: February 24, 2011

V. Reports
   A. ICTC Executive Director
   B. Southern California Association of Governments
   C. California Department of Transportation – District 11
   D. Commission Member Reports

Cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, Imperial Irrigation District and County of Imperial

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 482-4292. Please note that 48 hours advance notice will be necessary to honor your request.
VI.  ACTION CALENDAR

A.  Discussion and Action for an Imperial County Transportation Commission (ICTC) Strategic Planning Workshop  
ICTC Staff and ICTC Management Committee recommend that the ICTC Commission take the following action(s), after public comment, if any:

1.  Authorize staff to prepare an outline for the April 2011 Management Committee and Commission meetings.

2.  Authorize staff to hold a strategic planning workshop on Wednesday, May 11, 2011 (start time and location is to be determined).

B.  City of Brawley’s Bicycle Master Plan Adoption

After review of the plan, ICTC Staff recommends that the Commission take the following action, after public comment, if any:

1.  Approve ICTC staff recommendation to support and confirm that the City of Brawley’s Bicycle Master Plan remains consistent within our region’s transportation planning efforts.

C.  City of El Centro’s Bicycle Master Plan Adoption

After review of the plan, ICTC Staff recommends that the Commission take the following action, after public comment, if any:

1.  Approve ICTC staff recommendation to support and confirm that the City of El Centro’s Bicycle Master Plan remains consistent within our region’s transportation planning efforts.

VII.  NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on Wednesday, April 27, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII.  ADJOURNMENT
IV. APPROVAL OF CONSENT CALENDAR

A. APPROVAL OF ICTC BOARD DRAFT
   MINUTES:
   FEBRUARY 23, 2011

B. RECEIVE AND FILE:
   1. MANAGEMENT COMMITTEE DRAFT
      MINUTES:
      MARCH 9, 2011
   2. SSTAC OF IMPERIAL VALLEY DRAFT
      MINUTES:
      MARCH 2, 2011
   3. ICTC TAC SUBCOMMITTEE DRAFT
      MINUTES:
      FEBRUARY 24, 2011
IMPERIAL COUNTY TRANSPORTATION COMMISSION

DRAFT MINUTES FOR FEBRUARY 23, 2011
6:00 p.m.

VOTING MEMBERS PRESENT:

- City of Brawley  Ryan Kelley
- City of Calexico  Luis Castro
- City of El Centro  Sedalia Sanders (Vice-Chair)
- City of Holtville  David Bradshaw (Chairman)
- City of Imperial  Mark Gran
- City of Westmorland  Stanley Brummet
- County of Imperial  Jack Terrazas
- County of Imperial  John Renison
- Imperial Irrigation District  John Pierre Menvielle

NON-VOTING MEMBERS PRESENT:

- Caltrans District 11  Laurie Berman

VOTING MEMBERS NOT PRESENT:

- City of Calipatria

STAFF PRESENT:

- Mark Baza, Kathi Williams, Cristi Lerma, Sandi Flores

OTHERS PRESENT:

- David Jones, IV Transit; Rosanna Bayon Moore, SCAG; Bill Figge, Caltrans; Sam Amen, Caltrans; Linda Tucker, County Counsel; Elizabeth Varin, I.V. Press

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 January 26, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Bradshaw called the Commission meeting to order at 6:00 p.m. Roll call was taken.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. APPROVAL OF CONSENT CALENDAR

A motion was made by Menvielle and seconded by Terrazas to approve the consent calendar; Motion carried unanimously.

4A. Approved ICTC Board Minutes for January 26, 2011.
4B. Received and filed ICTC Management Committee Draft minutes for February 9, 2011.

Received and filed ICTC SSTAC Draft minutes for February 2, 2011.
V. REPORTS

A. ICTC Executive Director

Ms. Williams had the following announcements and updates:
- A project status was given by Ms. Williams regarding the Triennial Performance Audit. She stated that the data collection process is currently underway and that the audit team was in the Imperial Valley in early February.
- A project status was also given for the Short Range Transit Plan project. A Project Kick off meeting was held on February 22, 2011. At this meeting, a timeline was set and data needs list was distributed. This project should be finalized in 11 months.

Mr. Baza had the following announcements and updates:
- Mr. Baza stated that the position for Administrative Analyst I Limited Term is currently open. Ms. Sandi Flores has been hired as “extra help” and will be helping out during this transition.
- Currently, ICTC will be submitting two grant proposals for Caltrans Planning Grants. One grant proposal is for a Feasibility Study for a Proposed Calexico Intermodal Transportation Center for $100,000 through the Caltrans Planning Grant Program, FTA 5304. The second is for an Imperial Valley Farm Worker Transportation Survey for $250,000 through the Caltrans Planning Grant Program, Environmental Justice.
- Previous discussion regarding the passage of Proposition 22 and Proposition 26 and the issues they have was held at the January Commission meeting. Mr. Baza stated that both houses and their respective Budget Committees have voted to move forward in addressing the issues associated with the Prop 26 Re-Enactment and weight fee proposal and will hopefully soon go to the full legislative floor for approval the first week of March.
- Mr. Baza is working with the Mobility 21and the Self Help Counties groups on promoting issues for the reauthorization of the Federal Transportation Bill. Such as improving processes that delay transportation projects and help create thousands of much-needed jobs, providing innovative federal financing tools to allow transportation agencies to leverage local dollars to accelerate the delivery of critical transportation projects and jump-start the economy, among others. A handout was distributed.

B. Southern California Association of Governments (SCAG)

Ms. Rosanna Bayon Moore had the following announcements and updates:
- SCAG hosted a meeting with ICTC and HDR Consultants regarding a Cross Border Model. There were 15 stakeholders present and meeting was used as the RTP kickoff. The RTP will look closely at the cross border movement, which will also include participation from Caltrans.
- The first round of planning sessions for State Community Strategies (SCS) kicked off before the ICTC Technical Advisory Committee (TAC) meeting in January. The next round of SCS workshops will have focus groups that include elected officials and the public at large.
- SCAG held a series of meetings last week with Imperial County regarding GIS. SCAG is encouraging agencies to communicate in GIS format. The pilot program SCAG launched years back is now a permanent program for SCAG.
- The major issues with the Master Lease for the new office location have been resolved with the property owners. A move in date of March 22, 2011 with the sub tenants as ICTC and IVEDC.

At this time Chairman Bradshaw called the public hearing to begin, with the conclusion of V. Reports directly following.

VI. PUBLIC HEARING

Scheduled hearing – 6:30 p.m.

A. A public hearing was conducted to consider approval of the proposed ICTC Conflict of Interest Code. The public was encouraged to address the Commission with comments in reference to the proposed ICTC Conflict of Interest Code.
Mr. Baza reported that the ICTC Management Committee met on February 9th and forwarded this item to the ICTC Commission for their review and approval, after the receipt of any public comment.

No public comment was received.

ICTC Management Committee and ICTC staff requests the following:
1. Conduct a public hearing for the adoption of the ICTC Conflict of Interest Code.
2. Adopt the ICTC Conflict of Interest Code.
3. Direct staff to submit the Conflict of Interest Code to the County Board of Supervisors for approval.

A motion was made by Sanders and seconded by Terrazas, Motion carried unanimously.

V. REPORTS continued

C. California Department of Transportation – District 11

- Ms. Berman stated that the consultant has been hired for the Valued Analysis study being conducted for Imperial Valley.
- The Quarterly External Relations meeting will be on March 24, 2011. Planning and Engineering staff are invited to attend, with all agenda items to be sent to Mark Baza. This meeting will be held after the ICTC TAC meeting.
- The Brawley Bypass ribbon cutting for phase II and groundbreaking for phase III will be held March 23, 2011 at 10:00 a.m. The Caltrans Director, Cindy McKim will be present.

D. Commission Member Reports

- Vice Chair Sanders announced that the League of Cities meeting will be hosted by the City of El Centro this month and will be held at the Steaks and Antipasto Restaurant on February 24, 2011. For more information or to RSVP, contact Carol Obeso with the City of El Centro.
- Supervisor Renison stated that he was happy to be present and filling in for Supervisor Kelley.

VII. ACTION CALENDAR

A. Specific Transit Operator Fiscal Reports FY 2009-10 – AIM Transit, Med-Express, West Shores Dial-A-Ride

Ms. Williams stated that these Fiscal Reports are for 3 contracts ICTC has with ARC and must be conducted on an annual basis. The reports were conducted by CPA firm, Hutchinson and Bloodgood.

ICTC Management Committee met on February 9th and forwarded this item to the ICTC Commission for their review and approval after the receipt of any public comment.


A motion was made by Renison and seconded by Menvielle, Motion carried unanimously.

B. Transportation Development Act and Miscellaneous Fiscal Audits for FY 2009-10
Ms. Williams stated that these audits are required by state and federal agencies, such as, the State Controller’s Office and the Board of Equalization, on an annual basis. These audits were also conducted by the CPA firm Hutchinson and Bloodgood and cover the Transportation Development Act (TDA), State Transit Assistance (STA), Countywide Transit Assistance Program (CTAP) and the ICTC Administration, Planning and Programming.

ICTC Management Committee met on February 9th and forwarded this item to the ICTC Commission for their review and approval after the receipt of any public comment.

1. Receive and file the FY 2009-10 Transportation Development Act and other miscellaneous fiscal audits for the Imperial County Transportation Commission for FY 2009-10

A motion was made by Menvielle and seconded by Sanders, Motion carried unanimously.

C. Regional Transportation Improvement Program (RTIP) FY 2010-11 to FY 2015-16 Amendment #6

Ms. Williams explained the RTIP process to the Commission. She also stated that changes to the RTIP in Amendment #6 included:

- An increase in State Highway Operations Preservation Program (SHOPP- Roadway Preservation) in the amount of $22,497,000.00 for 2 local projects.
- An increase in State CASH – Caltrans (CT) Minor Program Funds in the amount of $306,000 for 3 local projects along the Interstate corridor and within the region.
- Reprogramming of Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Demonstration (SAFETEA-LU DEMO) Funds and City of Holtville Funds from FY 2009-10 to FY 2010-11.

Ms. Williams stated that total funding programmed in the RTIP for FY 2010-11 through FY 2015-16 has now increased from $255,237,000 to $278,040,000.

In cooperation with Caltrans and the City of Holtville, staff recommends the following actions for Commission review and approval; after receipt of public comment:

1. Adopt the recommended 2011 RTIP AMENDMENT #6; and,
2. Authorize staff to submit the documentation to SCAG for inclusion into the 2011 RTIP.

A motion was made by Sanders and seconded by Terrazas, Motion carried unanimously.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on Wednesday, March 23, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

Chairman Bradshaw reminded Commissioners of the Unmet Transit Needs Hearing scheduled for March 10, 2011 at 6:30 p.m. in the County Board Chambers.

A motion was made to adjourn by Sanders and seconded by Menvielle, Motion carried unanimously.

Meeting adjourned at 6:45p.m.
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE

DRAFT MINUTES OF MARCH 09, 2011
10:30 a.m.

VOTING MEMBERS PRESENT:

City of Brawley  Gary Burroughs
City of Calipatria  Rom Medina (Chairman)
City of Calexico  Veronica Atondo
City of El Centro  Ruben Duran
City of Holtville  Laura Fischer
City of Imperial  Marlene Best
City of Westmorland  Henry Graham
County of Imperial  Jerry Santillan

(Non-voting)  ICTC  Mark Baza

ABSENT:

Imperial Irrigation District  Jennifer Goodsell
County of Imperial  William Brunet

STAFF PRESENT:  Kathi Williams, Cristi Lerma, Sandi Flores

OTHERS PRESENT:  Grace Connor (City of El Centro), Sam Amen (Caltrans), Jacob Armstrong (Caltrans), John Jordan (Heber Public Utility District)

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, March 9, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I.  CALL TO ORDER AND ROLL CALL

Chairman Medina called the Committee to order at 10:35 a.m. Roll call was taken. Introductions were made.

II.  EMERGENCY ITEMS

There were none.

III.  PUBLIC COMMENTS

There were none.
IV. CONSENT ITEMS

A motion was made by Burroughs, seconded by Graham to approve consent items 4A and 4B. Motion carried unanimously.

4A. Approved ICTC Management Committee Minutes for February 9, 2011.

4B. 1. Received and filed ICTC Board Draft minutes for February 23, 2011
    2. Received and filed ICTC SSTAC of Imperial Valley Draft Minutes for February 2, 2011
    3. Received and filed ICTC TAC Subcommittee Draft Minutes for February 24, 2011

V. REPORTS

A. ICTC Executive Director

Mr. Baza’ announcements and updates included:
- The Unmet Transit Needs (UTN) Public Hearing is scheduled for tomorrow, March 10, 2011 at 6:30 at the Imperial County Board Chambers. Scheduled to attend on the UTN Panel are Councilmember Larry Ritchie, Councilmember David Bradshaw, Councilmember Ryan Kelley, and Director John Pierre Menvielle.
- Mr. Baza had no update on the Border Crossing study at this time.
- Caltrans staff should be here to announce regarding the Brawley Bypass ribbon cutting ceremony.

Mr. Baza suggested we skip items B and C to give Ms. Bayon Moore and Caltrans staff an opportunity to address the committee if necessary. There was no opposition.

D. Committee Member Reports

- Ms. Best informed the group that she traveled to Sacramento, CA with Mayor Gran and met with CTC and Caltrans commissioners and staff. She stated that both she and Mayor Gran are very pleased with CTC and Caltrans and their support to the ICTC. As well as, CTC commissioners/staff expressed they are also very pleased with ICTC progress. Both meetings were fairly short, however she shared that one Caltrans representative had done some research on the recent projects and had quite a bit of information to hand out. They are very interested in holding a meeting with CTC in the Imperial Valley.

C. California Department of Transportation – District 11

Mr. Sam Amen had the following announcements and updates:
- Brawley Bypass ribbon cutting for phase 2 and ground breaking for phase 3 is scheduled for March 23, 2011 at 10 a.m. Caltrans Director Cindy McKim and District 11 Director Laurie Berman will be present. A California Transportation (CTC) event will be held the evening of March 23, 2011 in San Diego. Caltrans staff is hoping for a good turnout from CTC staff. Mr. Amen stated that Congressman Bob Filner will also be at the groundbreaking ceremony. Some local electives will be there as well, such as, Jo Shields, who once served on the Brawley City Council and as an IVAG Board member; Mayor Don Campbell; and possibly Supervisor Terrazas (Chairman) or Supervisor Wyatt who represents District 4. Mr. Baza also stated that Laurie Berman will be the Master of Ceremonies for the event.
- The deadline for the HSIP (Highway Safety Improvement Program) was February 23, 2011.
- Mr. Amen stated that the Governor decided not to go forth with bond sales. He is not sure how that will affect anything but will find out come mid June or July. He just wants to make
sure our funding is secure. He did mention that the Brawley Bypass funding should not be affected.

- Mr. Armstrong stated that the reimbursement deadline for planning grants were due on February 28, 2011.
- Mr. Baza mentioned that ICTC will be submitting two planning grants. One is a Feasibility of the Calexico Border Intermodal Transportation Center which is through the Caltrans Planning Grant Program Federal Transit Authority 5304 for $113,000. The other is a Southern California Interregional Farm worker Transportation Assessment for $200,000 also through a Caltrans Planning Grant Program under the category of Environmental Justice.
- Mr. Armstrong stated that if anyone was interested in applying for planning grants, staff is available to assist with writing the scope of work.

VI. DISCUSSION CALENDAR

A. Strategic Planning

- Mr. Baza stated that he would like to look into the possibility of holding a ½ day Strategic Planning Workshop where any input and ideas that would assist ICTC in its regional and programming activities and priorities would be the emphasis of the meeting. Staff is requesting to set a date and time for City Managers and Commissioners to participate in this process. Mr. Baza stated that what he is hoping to establish is to prioritize goals and objectives, develop a core mission statement and prioritize planning and programming activities. In addition, City Managers may need to request that their Human Resource Managers assist in the development process regarding all Human Resources related items.
- Mr. Santillan stated that we need to understand what our purpose is and then decide what steps we need to take to get there. Currently, the Commission is more focused on transit related activities and it should have a more leveled platform with transit and transportation projects both.
- Mr. Medina mentioned that when the ICTC was in its early inception, SCAG offered to assist ICTC in creating a Strategic Plan and the funding associated with that. Mr. Baza stated that Planning, Programming Management (PPM) funds are still available through SCAG. Both SCAG and Caltrans have offered their staff for assistance in the past and ICTC is certainly amenable to any help from both agencies.
- Ms. Best mentioned that she recalled that Caltrans also offered 2 part-time Planners to assist ICTC. Mr. Baza stated that Beth Landrum and other Caltrans staff have been available to help with the coordination on the Long Range Transportation Plan with an update to SGAC’s Regional Transportation Plan, and other technical support for planning and programming activities.
- Mr. Medina suggested holding the workshop at the ICTC Management Committee meeting in May. All other City managers concurred.
- Mr. Duran was concerned that the Commissioners may want the Managers to come up with a draft structure of what was discussed before involving them. He stated that the core functions will drive the goals and what essentially we need to discover are the objectives.
- Mr. Burroughs disagreed and preferred they do it together.
- Ms. Best suggested staff take a look at other strategic plans and develop a skeleton frame work.
- Mr. Baza stated that he will have an outline for the strategic planning workshop ready for the April 2011 Management Committee meeting.
- Ms. Williams reminded the group that in May staff had planned to discuss budget planning and may make for a heavy agenda for the May meeting.
V. B. Southern California Association of Governments

Ms. Bayon Moore was not present however, Mr. Baza announced that the move in date for ICTC is March 22, 2011. The address of location is 1405 Imperial Ave. In El Centro.

Mr. Duran suggested that Ms. Bayon Moore provide a summary of her updates and send them in an email.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on Wednesday, April 13, 2011 at 10:30 a.m., at the City of Calipatria, Calipatria CA.

VIII. The meeting was adjourned at 11:20 a.m.
ICTC TAC minutes 02/24/11

940 MAIN STREET, SUITE 208
EL CENTRO, CA  92243-2875
PHONE: (760) 482-4292
FAX: (760) 352-7876

TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

February 24, 2011

Present:

Ana Gutierrez   City of Brawley
Veronica Atondo (Chair)  City of Calexico
Bill Brunet   County of Imperial

Others:

Kathi Williams   ICTC
Cristi Lerma   ICTC
Sandi Flores   ICTC
Luis Medina   Caltrans
Nadine Martin   Caltrans
Rosanna Bayon Moore   SCAG
Sam Corbett   Alta Planning

1. Call to order by Chairperson Veronica Atondo at 10:20 a.m. A quorum was not present. Introductions were made.

2. January 27, 2011 minutes were not adopted because a quorum was not present.

3. ICTC Staff Updates / Announcements

   Ms. Williams had the following announcements and updates:
   - The Short Range Transit Plan (SRTP) Consultants held a Kick-off meeting on Tuesday, February 22, 2011. ICTC staff referred AECOM consultants to staff from the Cities to assist in conceptual planning questions and data collection. AECOM staff is bilingual and are very excited to be working on this project.
   - PMC Consultants Derrick Wong and Rick Williams visited our offices in the middle of February. If agencies are receiving TDA funds, the team will contact city staff and ask about the administrative process. They should have a draft report in April, the final in May and should be presented to the Commission in June for approval.
   - The STIP consultant is working with ICTC Staff in completing paperwork for Transportation Enhancement (TE) Funds for projects in both the cities of Brawley and El Centro. A
conference call is scheduled for Friday, February 25, 2011 to discuss completion and filing of proper documents and paperwork.

4. Caltrans Staff Updates / Announcements

Mr. Medina’s updates and announcements included:
- Mr. Medina provided information regarding the city obligation plans and provided a handout to all attendees. An update is due to Sacramento by April 1, 2011. There has been no update since December 2010. Mr. Medina suggested that if we can spread out obligations within the next 6 months that would be helpful. Caltrans has received only 3 obligation plans.
- As a reminder, RSTP and CMAQ funds needs to be obligated by the Federal Fiscal Year, which is in September. Mr. Brunet mentioned that the County should have an idea by next week as to their obligations.
- Ms. Martins stated that March 1st is the eligibility review for the Winterhaven & Arraz projects.
- Ms. Martins addressed the ICTC project of two (2) hybrid vehicles. Caltrans will look into the possible need for an audit. She believes any federal money needs an audit.
- Mr. Medina mentioned that Ms. Martins is organizing a retirement lunch on April 29th for Kathy Buell’s retirement.
- Mr. Medina stated that there are some delays in accounting, due to a switch to a more sophisticated program and the training associated with it. As a result Caltrans accounting is backlogged on processing finance letters and therefore invoices are being delayed. Holtville is high priority; they have two (2) projects on hold. Also, Imperial has an invoice on hold on one project. Caltrans will follow up with both those cities through email. Mr. Gojuangco has advised the accounting office to expedite payment to the three projects on high priority to keep those agencies from going on the inactive list.
- Caltrans will hold an External Relations meeting on March 24th, after the TAC meeting. Mr. Brunet suggested not holding the External Relations meeting on March 24th due to a possibility of low attendance because there is an event out of town that day for Public Works Management. Mr. Medina informed us that we might need to move the TAC meeting in March to the following Thursday; 2nd Thursday or 4th Thursday in April.
- Mr. Medina stated that the Safe Route to School program is coming in April. Caltrans staff is planning on providing a training session for the Safe Routes to School program, along with trainings on DBE and invoicing sometime thereafter.

5. SCAG Updates / Announcements

Ms. Bayon Moore’s updates and announcements included:
- Ms. Bayon Moore stated that the tentative office move is scheduled for March 22, 2011. A large meeting space will be available for ICTC, SCAG, and IVEDC staff.
- The Countywide GIS Committee had a meeting chaired by the Assessor’s Office. SCAG is encouraging agencies to communicate in GIS format. The pilot program SCAG launched years back is now a permanent program for SCAG. Since the pilot program began there have been two updates to the GIS. Ms. Bayon Moore stated that SCAG has dollars for a new aerial with high resolution and staff is currently looking at ways to modify the scope for an RFP. If member agencies want the higher resolution GIS product, it will mean that only the urbanized areas will be GIS formatted. The Assessor’s Office is pushing for high resolution.
- Ms. Bayon Moore is scheduling meetings with local agencies to talk about the SCAG General Assembly that will take place the first week of May in La Quinta. SCAG will cover the registration and one night accommodations for one elected official for each city that wishes to attend.
- 2011 Compass Blueprint Recognition Awards will be presented in recognition of projects that demonstrate excellence and achievement in the four key elements of Compass Blueprint planning: Livability, Mobility, Prosperity and Sustainability. The deadline for nomination submission is: Tuesday, March 15, 2011 at 2:00 pm.
- The next scheduled training of the Tool Box Tuesday’s sessions will be on March 22 from 10:00 am – 1:00 pm. The topic will be Economic Development for Planners.
- For any questions on any of these announcements you can contact Ms. Bayon Moore at moorer@scag.ca.gov.

6. General Discussion

- Mr. Sam Corbett from Alta Planning & Design introduced himself to the group. Mr. Corbett was invited to attend the TAC meeting by Mr. Mark Baza to address possible data needs for an updated Master Bicycle Plan study his firm is conducting on the County’s master bicycle plan. Mr. Corbett explained that Bicycle Transportation Account (BTA) funds would be available for the County of Imperial when the study has concluded. According to Caltrans regulation each cities/counties Master Bicycle Plan must be updated every five years. Because of this, Imperial County has not been eligible to apply as of late.
- Mr. Corbett stated that his firm would like to review all City Bicycle Plans and develop a comprehensive, seamless network throughout the county. Ms. Bayon Moore stated that she can assist him in obtaining this data.
- Mr. Corbett is in the process of coordinating a public outreach workshop and is scheduled for April 18th. Some of the key aspects to be discussed are bike racks, end of trip facilities, surveys and a project website. Another round of public outreach will be done once the plans been drafted, possibly end of summer or early fall. The project website is http://www.imperialcountybicyclemasterplan.com
- Ms. Bayon Moore suggested that Mr. Corbett create a flyer to distribute at the Tour de Manure bike race scheduled to take place in El Centro on Saturday, February 26th.
- Mr. Brunet announced that Mr. Frank Fiorenza is leaving the County after 19 years of service, and is going to work for the IID.

7. The next meeting for the ICTC TAC was tentatively set for March 24, 2010 at the IID Water Control Conference Room at 10:00 a.m.

Meeting adjourned at 11:30 a.m.
VI. ACTION CALENDAR

A. DISCUSSION AND ACTION FOR AN IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC) STRATEGIC PLANNING WORKSHOP
March 17, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
940 Main Street Suite 208
El Centro, CA 92243

SUBJECT: Discussion and Action for an Imperial County Transportation Commission (ICTC) Strategic Planning Workshop

Dear Members of the Commission:

The Imperial County Transportation Commission (ICTC) staff and Management Committee request that a workshop take place to initiate the development of a Strategic Plan for the region. The Strategic Plan proposes to include elements towards the development of the ICTC as an independent agency. Other elements of the plan would address and prioritize the core agency responsibilities in Regional Planning, Transit Planning, Project Management and Programming of transportation funds. A goal of the plan and the workshop will be to create an ICTC mission statement based on goals, objectives and priorities established by the Commission and Management Committee members. After discussion with the ICTC Management Committee on March 9, 2011, it was determined that a workshop that includes Management Committee members as well as Commissioners would be beneficial to the development of a strategic plan.

Therefore, it is recommended that the ICTC Commission take the following action(s) after any public comment, if any:

1. Authorize staff to prepare an outline for the April 2011 Management Committee and Commission meetings.
2. Authorize staff to hold a strategic planning workshop on Wednesday, May 11, 2011 (start time and location is to be determined).

Sincerely yours,

MARK BAZA
Executive Director

MB/cl

Enclosures
CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Strategic Planning Discussion

Transition – from Total Reliance from SCAG and Caltrans, to ICTC Active Partnership

Regional Planning and Programming Activities

SCAG – Current Activities

- 2012 Regional Transportation Plan (RTP)
- Sustainable Community Strategy
- SB375 Regional Implementation Process
- Border Crossing Study
- Imperial Valley Transportation Model Update
- Regional Transportation Improvement Program (RTIP) and Federal Transportation Improvement Program (FTIP)
- Transportation Planning Grant Coordination
- SCAG Overall Work Program
  - Scope of Work development
  - Agreements
  - ICTC Progress Reports
  - Invoicing
- Planning Coordination Committees
  - Plans and Programs Transportation Advisory Council
  - Sub-Regional Coordinators
  - Goods Movement Steering Committee
Regional Planning and Programming Activities

Southern California Region – Current Activities

- Legislative Advocacy / Regional Partnerships and Planning
  - Southern California Region CEO’s
  - Mobility 21
  - Self Help Counties Coalition

  *Primary focus: So Cal Region to address state and federal initiatives from our regional perspective.*

SANDAG – Current Activities

- Borders Committee
- Committee on Bi-national and Regional Opportunities
- Interregional Partnership Planning
  - Quarterly staff meetings – ICTC/SANDAG/Caltrans
Regional Planning and Programming Activities

Caltrans – Current Activities

- Planning Coordination Committees
  - Caltrans External Advisory Liaison (CEAL) and Team Building

- Program Planning, Project Management, and Project Coordination
  - Schedule, fund allocations reporting, implementation and close-out
  - Regional Transportation Plan (RTIP), State Transportation Improvement Program (STIP) and Federal Transportation Improvement Program (FTIP) development
  - Imperial Valley Long Range Transportation Plan
  - SCAG 2012 RTP Coordination and Development

- Local Assistance Coordination and Programming
  - Technical assistance with Cities and the County
  - Federal Aid Grant Programs

- Project Coordination
  - Scope and schedule development
  - Preliminary Engineering
  - Environmental
  - Right of Way
  - Construction
ICTC Agency Development

Human Resources Support Services:

ICTC

➢ Strategic/Business Plan Development
  o Goals and Objectives
  o Mission Statement
    o Core Agency Responsibilities and Priorities
➢ Comparative Analysis for Salaries and Benefits
  o Structure (other County Transportation Commissions, or Regional
    Transportation Planning Agencies)
➢ Duty Statements / Job Specifications
  o Administrative Analysts
  o Transportation Planners
➢ Development of Policies and Procedures
  o Personnel
  o Implementation of hiring process
  o Recruitment
  o Training and Development
  o Equal Opportunity Employment (EEO)
  o Procurement
  o Contract Management
VI. ACTION CALENDAR

B. CITY OF BRAWLEY’S BICYCLE MASTER PLAN ADOPTION

(backup to be provided the day of the meeting)
VI. ACTION CALENDAR

C. CITY OF EL CENTRO’S BICYCLE MASTER PLAN ADOPTION
March 17, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
940 Main Street Suite 208
El Centro, CA 92243

SUBJECT: City of El Centro’s 2010 Master Bicycle Plan Adoption

Dear Members of the Commission:

The City of El Centro is requesting that the Imperial County Transportation Commission, acting as the Regional Transportation Planning Agency, concur with their adopted 2010 Bicycle Master Plan.

The City of El Centro has recently adopted their Bicycle Master Plan dated October 2010. This was done to increase non-motorized transportation options for the residents and to be eligible for Bicycle Transportation Account (BTA) funds. The Imperial County Transportation Commission (ICTC) is in support of the existing City’s Bicycle Master Plan.

After review of the plan, ICTC Staff recommends that the Commission take the following action, after public comment, if any:

1. Approve ICTC staff recommendation to support and confirm that the City of El Centro’s 2010 Bicycle Master Plan remains consistent with our region’s transportation planning efforts.

Sincerely,

Mark Baza
Executive Director
January 10, 2011

Mark Baza
ICTC Executive Director
940 West Main Street, Suite 208
El Centro, CA 92243

Subject: El Centro 2010 Bicycle Master Plan

Mr. Baza,

The City of El Centro has recently completed and adopted the City of El Centro Bicycle Master Plan (BMP) dated October 2010. This has been done in an effort to increase non-motorized transportation options for our residents and to be eligible for Bicycle Transportation Account (BTA) funding to advance this goal. To be eligible for Bicycle Transportation Account (BTA) funds, a city must prepare and adopt a Bicycle Transportation Plan (BTP) that addresses items a. - k. in Streets and Highways Code Section 891.2. The plan must then be sent to the local agency’s regional transportation planning agency (RTPA) for approval. RTPA approval consists of verifying the plan’s compliance with the Streets and Highways Code Section 891.2 and the Regional Transportation Plan (RTP).

We request your review of the City of El Centro’s BMP for verification of addressing items a. thru k. in the Streets and Highways Code Section 891.2 and compliance with the Regional Transportation Plan (RTP).

A checklist of items a thru k is attached with this letter detailing where you may find a discussion within the BMP regarding these sections.

Respectfully,

[Signature]

David Campos, PE
Associate Engineer

Attached:
1. Bicycle Master Plan
2. City of El Centro Resolution 10-98 (inside BMP)
3. Bicycle Transportation Plan Checklist

Cc: Terry Hagen, PE – City Engineer/Public Works Director
Norma Villicana – Planning Director
Kristie Riester – Parks and Recreation Director

Department of Public Works • Engineering Division
1275 Main Street, El Centro, CA 92243  (760) 337-5182  Fax (760) 337-3856
## Bicycle Transportation Plan Checklist

**BTP TITLE:** City of El Centro Bicycle Master Plan, October 2010  
**LOCAL AGENCY:** City of El Centro  
**TRANSPORTATION PLANNING AGENCY:** Imperial County Transportation Commission  
**BFC REVIEW:** APPROVED  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Requirement</th>
<th>Pages</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td></td>
<td>(a) The estimated number of existing bicycle commuters in the plan area and the estimated increase in the number of bicycle commuters resulting from implementation of the plan.</td>
<td>24</td>
<td>Section A. Latent Demand</td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td>(b) A map and description of existing and proposed land use and settlement patterns which shall include, but not be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, and major employment centers.</td>
<td>9</td>
<td>City of El Centro Land Use Map</td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td>(c) A map and description of existing and proposed bikeways.</td>
<td>45</td>
<td>City of El Centro Proposed Bicycle Master Plan Update for 2010</td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td>(d) A map and description of existing and proposed end-of-trip bicycle parking facilities. These shall include, but not be limited to, parking at schools, shopping centers, public buildings, and major employment centers.</td>
<td>36</td>
<td>Section C. Support Facilities</td>
</tr>
</tbody>
</table>
| ✔  |    | (e) A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These shall include, but not be limited to, parking facilities at transit stops, rail and transit terminals, ferry docks and landings, park and ride lots, and provisions for transporting bicyclists and bicycles on transit or rail vehicles or ferry vessels. | 14, 36 | Page 14, Section 3. Bus Services  
Page 36, Section C. Support Facilities |
| ✔  |    | (f) A map and description of existing and proposed facilities for changing and storing clothes and equipment. These shall include, but not be limited to, locker, restroom, and shower facilities near bicycle parking facilities. | 36 | Section C. Support Facilities |
| ✔  |    | (g) A description of bicycle safety and education programs conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the Vehicle Code pertaining to bicycle operation, and the resulting effect on accidents involving bicyclists. | 32 | Section H. Local Education Services |
| ✔  |    | (h) A description of the extent of citizen and community involvement in development of the plan, including, but not limited to, letters of support. | vi | Section C. City Approval |
| ✔  |    | (i) A description of how the bicycle transportation plan has been coordinated and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, programs that provide incentives for bicycle commuting. | 19, 20 | Section E. Relationship to General Plan  
Section F. Consistency with other adopted BMP's |
| ✔  |    | (j) A description of the projects proposed in the plan and a listing of their priorities for implementation. | 44 | Section F. Route Phasing and Estimated Probable Cost |
| ✔  |    | (k) A description of past expenditures for bicycle facilities and future financial needs for projects that improve safety and convenience for bicycle commuters in the plan area. | 49 | Section B. Funds spent to date  
Section D. Funding sources |