I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS
   A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

IV. APPROVAL OF CONSENT CALENDAR
   A. Approval of Management Committee Draft Minutes:  July 10, 2013  Pages 4-20
   B. Receive and File:
      1. ICTC Board Draft Minutes:  July 24, 2013
      2. ICTC TAC Minutes:  June 27, 2013
      3. ICTC TAC Minutes  July 25, 2013
      4. ICTC SSTAC Draft Minutes  July 3, 2013

V. REPORTS
   A. ICTC Executive Director
   B. Southern California Association of Governments
   C. California Department of Transportation – District 11
   D. Committee Member Reports
VI. ACTION CALENDAR

A. FY 2014 State Transportation Improvement Program (STIP) Recommendations for Imperial County

The Technical Advisory Committee (TAC) met on August 22, 2013 and requests that ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:

1. Approve the 2014 STIP Recommendations for Imperial County, requesting $600,000 in Planning, Programming and Monitoring, $33,650.00 for construction and construction support of the I-8/Imperial Avenue Interchange, and remove TE reserves in the amount of $2,522,000.

VII. INFORMATION / DISCUSSION

A. HERO – Residential and Commercial Pace Program
   Presentation by Western Riverside Council of Governments (WRCOG)

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on Wednesday, October 9, 2013 at 10:30 a.m., at the County of Imperial, El Centro, CA.

IX. ADJOURNMENT

A. Motion to Adjourn
IV. APPROVAL OF CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE
   DRAFT MINUTES: JULY 10, 2013

B. RECEIVE AND FILE:
   1. ICTC BOARD DRAFT MINUTES:
      JULY 24, 2013
   2. ICTC TAC MINUTES:
      JUNE 27, 2013
   3. ICTC TAC MINUTES
      JULY 25, 2013
   4. ICTC SSTAC MINUTES:
      JULY 3, 2013
VOTING MEMBERS PRESENT:

City of Brawley         Rosanna Bayon Moore
City of Calipatria     Rom Medina
City of Calexico       Oscar Rodriguez
City of El Centro      Ruben Duran (Chair)
City of Holtville      Alex Meyerhoff (Vice-Chair)
City of Imperial       Marlene Best
County of Imperial     Ralph Cordova
County of Imperial     Bill Brunet

STAFF PRESENT:         Mark Baza, Kathi Williams, David Salgado, Cristi Lerma, Virginia Mendoza

OTHERS PRESENT:        Tomas Oliva, Hasan Ikhrata, Sharon Neely, Huasha Liu Cheryl Viegas-Walker, Ryan Kelley, Jack Terrazas; SCAG, Michael Bracken; Development Management Group (DMG)

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, July 10, 2013 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

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

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

A. There were none.

IV. CONSENT ITEMS

A motion was made by Meyerhoff seconded by Bayon Moore to approve consent items 4A through 4B. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for June 12, 2013
B. Received and filed:
   1. ICTC Board Draft minutes for June 28, 2013
   2. ICTC TAC Minutes for May 23, 2013
   3. ICTC SSTAC Draft Minutes for June 5, 2013

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements and/or updates:

- A Public Hearing was held on June 26, 2013 at 6 p.m. for a proposed fare increase on IVT and IVT Access. There was public comment from a few individuals, however no opposition to the increase if additional services were added. The additional service will be 35 minute headways from Calexico to El Centro during peak hours; additional routes from Calexico to IVC; and extended hours on Saturdays.

- The FY 2013/2014 OWP and Budget was approved at the June Commission meeting. Mr. Baza’s contract was extended for 3 years.

- Imperial-Mexicali Binational Workgroup: ICTC presented a draft Memorandum of Understanding (MOU) at the last meeting held at the Consejo de Desarrollo Economico de Mexicali (CDEM) offices on June 13, 2013. The draft MOU was well received by the group and it is anticipated that the document will be finalized and signed at our September 2013. A copy of the draft MOU has been attached to this report. We also received an update on the City of Calexico’s New River project. The next meeting will be hosted by the City of Calexico and is scheduled for July 11, 2013, 10:30 AM, at the Carmen Durazo Cultural Arts Center in the City of Calexico. The following meeting in August is scheduled to go dark.

- Calexico Intermodal Transportation Center: ICTC in collaboration with SCAG, City of Calexico and Caltrans have been moving forward with the Request for Proposal (RFP) process. On June 12, 2013, consultant interviews were held at the ICTC office and a firm was selected. ICTC and SCAG are planning to provide a Notice to Proceed (NTP) to the consultant by September 2013. The feasibility study’s scope of work will begin after the release of the NTP and will include: Kick off meeting, stakeholder meetings, public workshops, surveys, site selection analysis, and financial and operational feasibility reports.

- IVT Circulator Design Project Progress: ICTC is continuing the project development for the intracity circulator route designs. ICTC staff was presented with a set of initial conceptual route designs for each city (Brawley, Calexico and Imperial) from the AECOM consultant in Early May 2013. The project steering committee reviewed those initial route designs and provided comments. In June, ICTC staff met with the staff from the Cities of Brawley and Imperial. The IVT Orange and Red Lines are still in the conceptual phase. The City of Calexico staff is working to schedule a meeting with ICTC and the consultant to review the draft conceptual route of the Orange Line. Meetings with City of Imperial staff have taken place and a refinement of the Red Line route with bus stop locations is underway. Route reconnaissance for the Red Line will be scheduled with further refinement is probable. The City of Calexico staff is working to schedule a meeting with ICTC and the consultant to review the draft conceptual route of the Orange Line.

- The IVT Gold Line (City of Brawley) Progress: Since the IVT Gold Line is funded the conceptual route has progressed towards the implementation phase. For the Gold Line all bus stops have been identified. The route has been finalized and the concept is ready for review and approval by the City Council. The design and bus stop approval is expected to go to the City council mid-July 2013. The city will move forward with the installation of the bus stops upon approval, during which time final route time trials will take place to develop the route schedule and cycle time and in order to incorporate synchronized time transfers with the IVT system. Those time transfers will occur at the new transfer terminal on 5th and Plaza, which is scheduled to be completed late-July 2013. The goal is to have the IVT Gold Line demonstration route in operation by November 1, 2013. The first year will be a demonstration phase in order to gauge ridership and adjust for any other operational issues which may arise from start-up of a new service.

- YMPO-YCIPTA Short Range Transit Plan Kick Off Meeting: ICTC is participating in the Yuma County Intergovernmental Transportation Authorities (YCIPTA) Short Range Transit Plan (SRTP) Development. The project is funded by the Yuma Metropolitan Planning Organization (YMPO). ICTC will assist with possible demographic info for the Winterhaven
area as well as by participating in any regional discussion regarding possible interstate connectivity. It is the goal of YCIPTA to develop a plan which allows for growth of their transit system while utilizing their current apportionments allowed to the agency for transit. ICTC participated in a kick off meeting designed to identify key constituents as well as to present the goals of the study. ICTC’s participation is a part of our ongoing partnership with YMPO and YCIPTA to ensure consistency with Imperial Valley’s short- and long-term plans, as well as to ensure our eastern Imperial County residents are considered and serviced.

B. Southern California Association of Governments (SCAG)

- All updates were covered under item 6B.

C. California Department of Transportation – District 11

Ms. Mendoza had the following announcement on Caltrans behalf:

- HSIP application are due July 26, 2013
- A CTC meeting is scheduled for August 12, 2013 and the TE projects will be on the agenda.

D. Committee Member Reports

- There were none.

VI. INFORMATION / DISCUSSION

A. IVT Website Revision

- Ms. Williams demonstrated the newly launched IVT website. She explained the new features of the site which include mapping capabilities, points of interest, easily accessible riders guide for smart phone users. She stated that it will also include a function to enlarge the font for those with limited visibility and it will also be in Spanish. It was suggested that an app be created for smart phones. Ms. Williams stated that any suggestions be directed to Mr. Salgado or herself for consideration.

B. SCAG Executive Director Report

- Mr. Ikhrata and executive staff, including Ms. Neely and Ms. Lui with participation from a consultant, Mr. Bracken gave an overview of the 2012-2035 RTP/SCS Implementation update including an Imperial County Fact Sheet on Benefits; Economic Outlook; Funding Outlook; Green Region Grant applications update.
- A Bottom-up Local Input Process for 2016-2040 RTP/SCS and Growth Forecast Development and a preliminary schedule for the process was discussed by Ms. Lui. The Executive summary provided was as follows: SCAG staff recommends a bottom up local input process again for the successful completion of the 2016-2040 RTP/SCS. Based upon lessons learned from the 2012 RTP/SCS input process, it is necessary to clarify who speaks for the jurisdiction when submitting growth forecasting information. As a follow-up to the discussion by the CEHD Committee at its February 7, 2013 meeting, staff sought direction and approval from the CEHD Committee as to a preferred protocol for communicating, approving, and submitting input from local jurisdictions to SCAG as it relates to land use and socioeconomic data for the 2016-2040 RTP/SCS. The following will be the protocol for submitting data.

1. A jurisdiction’s City Manager, County Administrator, Subregional Executive Director (in the case where a subregional organization is submitting the input on behalf of its member jurisdictions), or their respective designee provides approval on growth forecast and land use data. While not required as a method of submittal of information, SCAG jurisdictions may voluntarily choose to utilize the optional
Data Verification and Approval Form. If another transmittal method of information is utilized, it should include the signature of the official designee; and

2. Local jurisdictions may also choose to adopt, while optional, a resolution designating a position representing the jurisdiction’s input on the growth forecast and land use data for the 2016-2040 RTP/SCS. Other options for the designation may include formal action by the jurisdiction, the transmittal of a letter to SCAG, or meeting minutes.

The above options were approved by the CEHD Committee for recommendation to SCAG’s Regional Council on June 6, 2013. The deadline for submitting data is September 3, 2014.

- Ms. Neely gave a Legislative update regarding MAP 22, which will be a 5 year bill.
- Ms. Bayon Moore thanked SCAG Executive staff for all of the useful information.

IX. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on September 11, 2013 at the City of Westmorland, Westmorland, CA.

X. ADJOURNMENT

A. Meeting adjourned at 12:30 p.m.
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 July 24, 2013 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL
Vice-Chair Ritchie called the Commission meeting to order at 6:03 p.m. Roll call was taken.

II. EMERGENCY ITEMS
A. There were none.

III. PUBLIC COMMENTS
There were none.

IV. APPROVAL OF CONSENT CALENDAR
A motion was made by Nava and seconded by Hodge to approve consent items A and B; Motion carried.

A. Approval of ICTC Board Draft Minutes: June 26, 2013
B. Received and Filed:
   1. ICTC Management Committee Draft Minutes: July 10, 2013
   2. ICTC TAC Committee Draft Minutes: June 27, 2013
   3. ICTC SSTAC Council Minutes: June 6, 2013

V. REPORTS
A. ICTC Executive Director
Mr. Baza and staff had the following announcements:

1. Imperial-Mexicali Binational Workgroup: ICTC continued the discussion of the draft Memorandum of Understanding (MOU) at the last meeting held at the Carmen Durazo Cultural Arts Center in City of Calexico on July 11, 2013. The group provided recommendations to include additional agencies to the list of participants.
The Secretaria de Infraestructura y Desarrollo Urbano del Estado (SIDUE) and the Instituto Municipal de Investigacion y Planeacion Urbana de Mexicali (IMIP) were both changed from participating agencies to signing agencies. The draft MOU has been circulated among all participating and signing agencies starting July 12, 2013. A signing ceremony is scheduled for September 12, 2013 in the City of Mexicali. We also received an update from the Air Pollution Control District (APCD) on their Binational Air Quality Task Force. Also, APCD staff will be pursuing a Border Environment Cooperation Commission (BECC) Border 2012 Program grant for an Air Quality/Health Impacts of Idling Vehicles at the Calexico-Mexicali Ports of Entry.

The next meeting will be hosted by the Consejo de Desarrollo Economic de Mexicali (CDEM) and is scheduled for September 12, 2013, 10:30 AM, at the CDEM offices in the City of Mexicali. It has been agreed upon by the group that the meetings will be scheduled bimonthly starting September 2013.

2. Calexico Intermodal Transportation Center: ICTC and SCAG have completed the budget modification agreement to meet the awarded grant amount. The consultant agreement is anticipated be completed by the end of July 2013. ICTC and SCAG are still planning to provide a Notice to Proceed (NTP) to the consultant by September 2013. The feasibility study’s scope of work will begin after the release of the NTP and will include: Kick off meeting, stakeholder meetings, public workshops, surveys, site selection analysis, and financial and operational feasibility reports.

3. IVT Circulator Design Project Progress: ICTC is continuing the project development for the intracity circulator route designs. The AECOM consultant team presented a set of initial conceptual route designs for each city (Brawley, Calexico and Imperial) to the project steering committee. Initial Route recons have been completed for Brawley and Imperial. Conceptual route plans have been tentatively scheduled for the Imperial and Calexico routes to each respective City Council on September 3rd and 4th.

4. The IVT Gold Line (City of Brawley) Progress: The Brawley City Council approved the conceptual plan on July 16th after a presentation by AECOM and ICTC staff. The conceptual route has progressed towards the implementation phase. For the Gold Line all bus stops have been identified. The City will move forward with the installation of the bus stops. Final route time trials will take place to develop the cost estimate, route cycle time in order to incorporate synchronized time transfers with the IVT system. Those time transfers will occur at the new transfer terminal on 5th and Plaza, which is scheduled to be completed late-July 2013.

The goal is to have the IVT Gold Line demonstration route in operation by November 1, 2013. The first three years are anticipated to be a demonstration phase in order to gauge ridership and adjust for any other operational issues which may arise after start up.

5. Active Transportation Projects: The new federal transportation bill “Moving Ahead for Progress in the 21st Century” (MAP-21) eliminated the Transportation Enhancement (TE) program. As a result, TE funds are no longer available through the STIP based on the Draft 2012 STIP Guidelines and information provided by staff from the California Transportation Commission (CTC). Per CTC staff directive, CTC will allow bicycle and pedestrian construction projects to be submitted for funding through the State Transportation Improvement Program (STIP) in place of TE funding.
On July 16, 2013, ICTC staff sent a call for projects request to all agencies to submit a STIP funded project request (not to exceed $200,000). All member agencies were offered the opportunity to submit one Project Programming Request (PPR) proposal by July 19, 2013. ICTC will evaluate the project submittals and forward the proposed projects to Caltrans for the scheduled October 8, 2013, CTC meeting. As discussed with city/county staff, there are no guarantees that these projects will be approved for funding but they will be considered and evaluated with other active transportation projects submitted throughout the State as well as our current regional project priorities that are to be funded by the State, such as, the I-8 Dogwood Avenue Overpass (Bridge widening), and I-8 Imperial Avenue Interchange.

6. Preparation for 2014 State Transportation Improvement Program (STIP): On July 17, 2013, ICTC staff met with Caltrans programming staff and Carlos Hernandez, STIP Consultant. The purpose of the meeting was to discuss the preparation of ICTC’s 2014 STIP programming submittal. Caltrans staff confirmed that the Dogwood/I-8 Interchange project is fully funded and the next priority project will be the Imperial Avenue/I-8 interchange. Currently there is preliminary engineering and right of way funding. It was agreed upon during the meeting that ICTC’s 2014 STIP submittal would request the full funding for the Imperial Avenue Interchange project.

A STIP performance evaluation and recommendations is tentatively scheduled to be presented to the Commission in September 2013.

B. Southern California Association of Governments (SCAG)

Mr. Oliva had the following announcements:

- SCAG and Calexico entered into an MOU agreement for a Transit Needs Assessment Study. SCAG is the lead agency on this study.
- SCAG will be hosting the Imperial Valley scholarship winner. Senator Ben Hueso’s office was contacted; Frank Salazar will be hosting the individual from August 1 – 14, 2013.
- Governor Jerry Brown will attend the SCAG Regional Council meeting on August 1, 2013 and will discuss the State water issues. Mr. Ritchie inquired if the Salton Sea will be addressed. Mr. Oliva stated that probably not, however he will be sure to give the Commission an update at the next meeting regarding the presentation by Governor Brown and on the Salton Sea and Assemblymember Manuel Perez activities.
- On August 2, 2013 there will be a press conference regarding a check presentation by Senator Ben Hueso to ICTC for Prop 1b funds awarded. The press conference will be held at the El Centro Transfer Terminal construction site at 11 a.m.

C. California Department of Transportation (Caltrans)

- There were none.

D. Commission Member Report

- Mr. Goodsell announced that a Family Dollar store is coming to Holtville.
- Mr. Ritchie stated that South Center St. is now open. A stop light is next on the list items to be done. Mr. Ritchie thanked Caltrans for becoming the lead agency.

VI. INFORMATION / DISCUSSION CALENDAR

A. Imperial Valley Transit (IVT) Website Revision

- Mr. Salgado demonstrated the newly launched IVT website. He explained the new features of the site which include mapping capabilities, points of interest, easily
accessible riders guide for smart phone users. He stated that it will also include a function to enlarge the font for those with limited visibility and it will also be in Spanish.

VII. ACTION CALENDAR

A. Authority for Chairman to sign the Memorandum of Understanding for the Imperial – Mexicali Binational Alliance on behalf of the Commission

Mr. Baza stated that in November 2012, the Imperial County Transportation Commission (ICTC) in partnership with the Imperial Valley Economic Development Corporation (IVEDC) and the Consejo de Desarrollo Economic de Mexicali (CDEM) implemented the Imperial-Mexicali Binational Workgroup. Our goals for this group are focused on cross-border transportation infrastructure, economic development and environment issues. This group is important to ICTC as we have a focus on trying to implement short-term low cost improvements if possible and to have consensus of priorities for issues and specific improvements.

In an effort to formalize the binational group, a Memorandum of Understanding (MOU) has been drafted establishing the “Imperial – Mexicali Binational Alliance”. The proposed MOU spells out the basic framework of the group including the signing and participating agencies. The lead agencies that are proposed to sign the MOU are: IVEDC, ICTC, County of Imperial, City of Calexico, City of Holtville, CDEM, State of Baja California’s Cabinet Offices of Transportation/Urban Planning (SIDUE), and City of Mexicali’s Institute of Planning and Urban Development (IMIP). In addition to the lead agencies, the participants for this group include the Caltrans; US and Mexico Federal Agencies at the border, such as General Services Administration (GSA) and Custom and Border Protection (CBP); and Secretariat for Communications and Transportation (SCT) and Aduanas (Mexico’s Customs Agency). Participating agencies are defined as active participants that commit to attend to the Imperial – Mexicali Binational Alliance meetings. Please refer to the attached draft MOU for a complete list of participating agencies.

An electronic copy of the draft MOU has been circulated among all participating and signing agencies for comments starting July 12, 2013 to August 14, 2013. All signing and participating agencies will have an opportunity to complete any procedural and/or legal reviews beginning August 16, 2013 to September 11, 2013. A signing ceremony is scheduled for September 12, 2013 in the City of Mexicali and will be hosted by CDEM.

ICTC staff forwarded this item to the Commission for review and approval, after public comment if any:

1. Authorized the Chairman to sign a Memorandum of Understanding for the Imperial – Mexicali Binational Alliance on behalf of the Imperial County Transportation Commission.

A motion was made by Hodge and seconded by Sanders; Motion carried.

IX. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on September 25, 2013 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

X. ADJOURNMENT

A motion was made to adjourn the meeting by Nava and seconded by Hodge, Motion carried. Meeting adjourned at 6:45 p.m.
June 27, 2013

Present:

Steven Sullivan   City of Brawley
Gordon Gaste   City of Brawley
Lily Falomir   City of Calexico
Ivan Garcia   City of Calexico
Mindy Hernandez   City of Calipatria
Oscar Espinoza   City of El Centro
Terry Hagen   City of El Centro
Alex Meyerhoff   City of Holtville
Jesus Villegas   City of Imperial
Blanca Magana   The Holt Group
Bill Brunet   County of Imperial

Others:

Kathi Williams   ICTC
David Salgado   ICTC
Virginia Mendoza   ICTC
Cristi Lerma   ICTC
Luis Medina   Caltrans
Nicholas Krula   Caltrans
Tomas Oliva   SCAG
Tony Rouhotas   County of Imperial
Phil Kern   Nolte

1. The meeting was called to order by Chair Arellano at 10:02 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for March 28, 2013 (Brunet/Sullivan) Motion Carried.

3. Request for a City Public Works Representative to Participate as a Member of the Imperial Valley Emergency Communications Authority (IVECA)
   - Mr. Rouhotas stated that there is currently an open seat for a public works representative on
the IVECA Board. He also stated that the individual will be a voting member and meetings are once a month about an hour long. Mr. Terry Hagen volunteered for the position. A motion was made to appoint Terry Hagen to the IVECA Board (Meyerhoff/Gaste) Motion Carried.

4. ICTC Updates / Announcements
Ms. Williams had the following announcements:
- A Public Hearing was held for a fare increase at the Commission meeting the night before. The Commission voted to approve staff recommendation after a presentation and public comment.
- The OWP and Budget was approved by the Commission. In the budget there was a change in the Cost Sharing agreement. It was reduced from last fiscal year from $150K to $100K. The first invoice will be forthcoming in the August timeframe. Ms. Williams also gave a breakdown of the Transit Finance Plan which was a part of the OWP and Budget adoption.
- TDA claim forms for FY 12/13 for Calexico, Holtville and Westmorland will be rolled over to FY 13/14.

Ms. Mendoza had the following announcements:
- The consultant selection process was recently concluded and a consultant was selected for the Calexico Intermodal Transit Center Study.
- A Transportation Enhancement (TE) meeting will take place at 3p.m.
- A Q&A sheet was created and given to all regarding the SLPP program. Any other questions are always welcome.
- The last communication from FHWA regarding the CMAQ CNG street sweepers and Buy America restrictions was to proceed with the waiver. In the meantime staff will wait and hope that the funds are captured and not lost.

5. SCAG Updates / Announcements
Mr. Oliva had the following updates:
- SCAG will be dark in July and reconvene in August.
- Mr. Ikhrata will be present at the July Management Committee meeting where he and staff will discuss the next steps of the 2016 RTP/SCS.
- A SCAG scholarship was awarded to a Central Union High School graduate. Part of the award includes a 2 week internship this summer. Any cities interested in having an intern for 2 weeks please let Mr. Oliva know.

6. Inactive Invoice Process
- Mr. Medina gave a presentation regarding the updated inactive obligation policy. The highlights are as follows.
  o Effective July 1, 2013
  o If no invoice is received for more than 6 months a project will be deemed inactive
  o If no invoice is received in the following 6 month (1 year without invoicing, the unexpended funds will be de-obligated.
  o Actions considered to be project modifications:
    ▪ Obligation of Federal funds
    ▪ Increase in federal share
    ▪ Moving funds between phases
  o Invoicing Strategies
    ▪ Invoice projects regularly
    ▪ Award packages within 90 days of contract award
    ▪ No first and final invoices
    ▪ Include Construction Engineering when authorizing construction
7. Design Team Action Plan
   - Mr. Medina provided TAC members with a Design Team – CEAC/TCC Action Plan. He stated that Mr. John Gay and Ms. Yazmin Arellano are a part of the team and can relay ideas back to the group if any.

8. Caltrans Updates / Announcements
   - There were no additional Caltrans updates.

9. General Discussion / New Business
   - Ms. Mendoza reminded all about the TE meeting later in the afternoon. She stated that there would be conference call capabilities.

10. Meeting adjourned at 10:50 a.m.
    - The next meeting will be held on July 25, 2013 at 10 a.m. at the ICTC Offices.
TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES
July 25, 2013

Present:

Yazmin Arellano  City of Brawley
Lily Falomir   City of Calexico
Ivan Garcia    City of Calexico
Mindy Hernandez City of Calipatria
Oscar Espinoza City of El Centro
Terry Hagen    City of El Centro
Abraham Campos City of El Centro
Nick Wells     City of Holtville
Angel Hernandez The Holt Group
Wayne Walker   City of Westmorland
Bill Brunet    County of Imperial

Others:

David Salgado   ICTC
Virginia Mendoza ICTC
Cristi Lerma    ICTC
Luis Medina     Caltrans
Ricardo Rodriguez Caltrans
Tomas Oliva     SCAG
Phil Kern       Nolte
Carlos Hernandez COH & Associates

1. The meeting was called to order by Vice Chair Wells at 10:02 a.m. A quorum was present. Introductions were made. Chair Arellano took over the meeting a few moments later.

2. A motion was made to adopt the minutes for June 27, 2013 (Hagen/Falomir) Motion Carried.

3. ICTC Updates / Announcements
   Ms. Mendoza had the following announcements:
   
      a. With Mr. Hernandez on the line, Ms. Mendoza and he updated all on the Active Transportation Projects status.
ICTC staff reviewed the 8 Alternative Transportation projects submitted by local agencies for funding through the State Transportation Improvement Program (STIP), and has determined none of the projects can be recommended for funding at this point. The primary reason is that each project does not meet the specific criteria of “ready to go” to construction. Additional reasons are noted below.

ICTC staff and its consultant take responsibility for the results because the instructions should have clearly defined what constitutes “ready-to-go”. Based on the expectations of the California Transportation Commission (CTC), “ready-to-go” means projects are ready to be advertised for construction that occurs after completion of the environmental and design phases. The CTC is specifically looking for projects where environment and design has already been completed or, at the very minimum, projects with NEPA and CEQA clearance has been achieved.

The following are reasons for our current recommendation:

- None of the projects have obtained both NEPA and CEQA clearance.
- Alternative Transportation projects should demonstrate a reduction in Vehicle Miles Traveled (VMT) or improved Levels of Service (LOS). We understand that this usually requires long project segments or that projects be part of larger funded projects. Minimally, there should be supporting documentation to establish project need.
- The STIP is currently over-programmed in FY13/14; therefore, ICTC projects will compete with state highway and local projects throughout the State ready to be advertised for construction. This includes the I-8/Dogwood Avenue Interchange project that will be ready for construction and the CTC STIP allocation vote in FY13/14.
- ICTC staff will seek full funding (over $30 million) to reconstruct the I-8/Imperial Avenue Interchange project as part of the 2014 STIP to be submitted this fall. The request will require an advance of STIP funds that are not usually granted by the CTC.

ICTC staff remains open to the possibility of project submittals from one or more local agencies that meet the minimum criteria having already obtained both NEPA and CEQA clearance.

b. The Maintained Mileage requests for the LTA distribution was received and appreciate response from all. Staff is requesting that submittals with this information have a letter signed by the City Manager.

c. Please submit any backup documents when submitting the Notice of Award document for LTA requests.

d. The six month deadline to award the SLPP projects is approaching. Clarification to the exact date will be sent via email.

e. A formal request to submit the LTA Maintenance of Effort and 5 year expenditure plan will be made next week.

f. Staff is working with Caltrans on the 2014 STIP for Imperial County. The item will be on the August agenda with tentative approval at the September Commission meeting.

g. A demonstration of the new IVT website was given by Mr. Salgado. He stated that suggestions and comments are being accepted. New features of the website include a
h. On August 2, 2013 Senator Ben Hueso will be conducting a Press Conference for a check presentation to ICTC for Prop 1b funds at the El Centro Transfer Terminal location on 7th and State Streets.

4. SCAG Updates / Announcements
   Mr. Oliva had the following updates:
   a. Strategic Growth Council
      - Public workshops have ended
      - Currently in the public comment timeframe
      - A revised draft of the report will be released August 22, 2013
      - A Final draft will be approved in November 2013
      - With a Call For Projects in Mid-November
      - The grant has four focus areas

5. Caltrans Updates / Announcements
   - Mr. Amen gave an update of the Dogwood and Imperial Ave projects. Both are on schedule.
   - Mr. Amen stated that a $27M grant is being used to replace I-8 freeway in the mountain area both eastbound and westbound.
   - The TAC recessed at 10:42 a.m. to 10:50 a.m. to allow Mr. Medina to arrive to the ICTC offices from San Diego.
   - Mr. Medina gave an update on the Obligation Plan and the Inactive Obligations.

6. General Discussion / New Business
   - None

7. Meeting adjourned at 11:26 a.m.
   - The next meeting will be held on August 22, 2013 at 10 a.m. at the ICTC Offices.
   - Motion to adjourn (Wells/Hagen) Motion Carried.
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

July 3, 2013

Present       Voting Attendees:

Leticia Vizcarra (Vice-Chair) Access to Independence
Heddy McNeer Consumer
Michael L. Hack Consumer
Sherry Leon Area Agency on Aging
Erica Matinez ARC – Imperial Valley
Rosyo Ramirez Imperial County Public Authority / IHSS
Iris Montes Imperial County Dept. of Social Services – Calworks
Lorena Arambula San Diego Regional Center
Michelle Soto California Children’s Services
David Salgado CTSA – ICTC
Cristi Lerma CTSA – ICTC

Non-Voting Attendees:

Charles Brockwell IVT/IVT Access/Calexico Dial-A-Ride
Lily Falomir City of Calexico
Isabel Pacheco Brawley Dial-A-Ride
Adriana Pacheco Brawley Dial-A-Ride

1. Vice Chair Vizcarra called the meeting to order at 10:05 a.m. A quorum was present.
   Introductions were made.


3. IVT and IVT Access Fare Increase Update

   A public hearing was held at the Commission meeting on June 26, 2013. The item was approved
   after the receipt of public comments from 3 individuals. They spoke positively about the service
   and said that an increase was understood, if more services were added. Mr. Salgado stated that
   the goal was to phase in the fare increase. Implementation will take place on September 1, 2013
   with an amnesty period until October 1, 2013 for passengers with old tickets. During the summer
   the public will be noticed through rider alerts and public notices.

   The approved fare increase is as follows:
<table>
<thead>
<tr>
<th>Fares one way per Zone</th>
<th>Current FY 2012-13 FARES</th>
<th>Adopted FY 2013-14 FARES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Zone Fare</td>
<td>$0.75</td>
<td>$1.00</td>
</tr>
<tr>
<td>Senior/Disabled Local Zone</td>
<td>$0.35</td>
<td>$0.50</td>
</tr>
<tr>
<td>Regional Zone Fare</td>
<td>$1.00</td>
<td>$1.25</td>
</tr>
<tr>
<td>Senior/Disabled Regional Zone</td>
<td>$0.50</td>
<td>$0.65</td>
</tr>
<tr>
<td>Direct</td>
<td>$2.00</td>
<td>$2.50</td>
</tr>
<tr>
<td>IVC Express Students</td>
<td>$1.00</td>
<td>$1.25</td>
</tr>
<tr>
<td>IVC Express Non-Students</td>
<td>$1.50</td>
<td>$1.75</td>
</tr>
<tr>
<td>Fast Trip</td>
<td>$2.00</td>
<td>$2.25</td>
</tr>
<tr>
<td>20 Ride Student<em><strong>To be used on Express Routes Only</strong></em></td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>20 Ride Local Zone (20% discount)</td>
<td>$12.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>20 Ride Regional-Zone (20% discount)</td>
<td>$16.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>20 Ride Senior/Disabled Local Zone</td>
<td>$7.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>20 Ride Senior/Disabled Regional Zone</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADA Fares per trip</th>
<th>Current FY 2012-13 FARES</th>
<th>Adopted FY 2013-14 FARES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Zone Fare</td>
<td>$1.50</td>
<td>$2.00</td>
</tr>
<tr>
<td>Regional Zone Fare</td>
<td>$2.00</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

4. IVT Website Revisions and Updates July 2013

- Mr. Salgado gave a brief presentation of the new IVT website. He stated that it is a soft opening of the site and would appreciate any feedback including deficiencies before August. There was positive input from many attendees. Ms. Ramirez suggested adding a trip planner to assist clients in planning. She said it would help agencies as well as individuals. There was support from others to include a trip planner on the site.

5. FY 2013-14 Budget Adoption

- The 2013-14 Budget was adopted at the Commission meeting in June. A handout of the Transit Finance Plan was included in the agenda backup. Also included in the budget was the IVT contract modification which included the additional IVC express routes, 30 minute headways from Calexico to El Centro during peak hours and an extended Saturday schedule.

6. CTSA Reports

- Staff is moving forward with the Circulator Study which includes the Cities of Brawley, Calexico and Imperial. Staff and the Consultant will be presenting to the Brawley City Council on July 16, 2013. Approval is anticipated due in part that the service is fully funded for Brawley. Staff is also working with the other cities on funding avenues.

7. Operator Reports

- Brawley Dial-a-Ride: Ms. Pacheco stated that they continue to be very busy with wheelchairs. Calexico Dial-a-Ride: Service is doing well. A 1 year extension to the contract was approved with First Transit Inc.
- El Centro Dial-a-Ride: Nothing new to report. Service is busy and doing well.
- Imperial Dial-a-Ride: Nothing new to report. Service is busy and doing well.
- Imperial Valley Transit: Currently in the process of hiring new drivers for the new services.
- IVT Access: Service is doing very well.
- Med-Express: No update.
- West Shores Dial-a-Ride: No update.
- YCAT Turquoise Line: Service is doing well with 2 trips 3 days a week. There is some concern with the policy between the YCAT and IVT service regarding luggage. Passengers are arriving at 14th and State Streets with luggage and IVT buses cannot always accommodate the luggage as IVT does not accept bags that cannot fit on the lap or under the seat. Bus seats have been full and this would reduce space available for passengers.

8. General Discussion

- Mr. Hack inquired about the El Centro and Brawley Transit Stations. El Centro should be finished by January 2014 and Brawley should be finished by July 2013.

9. Adjournment

- The next meeting of the SSTAC will be on September 4, 2013 at 10:00 a.m.
- Meeting adjourned at 10:33 a.m.
VI. ACTION CALENDAR

A. FY 2014 STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) RECOMMENDATION FOR IMPERIAL COUNTY
September 5, 2013

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA  92243

SUBJECT:  2014 State Transportation Improvement Program (STIP) Recommendations for Imperial County

Dear Members of the Committee:

The State Transportation Improvement Program (STIP) provides funding for larger transportation projects on the State Highway System over a 5-year period. The STIP is administered by the California Transportation Commission (CTC) and is updated every other year (biennially). Additional funding is usually made available for programming during each STIP cycle. The Imperial County Transportation Commission (ICTC) is required under State law to select STIP projects for Imperial County working closely with Caltrans.

ICTC staff met with Caltrans District 11 and ICTC’s STIP consultant, COH and Associates, Inc., on July 17, 2013 to discuss options for the 2014 STIP. The recommendations included in the attached report represent the recommendations developed and agreed to at the July 17, 2013 meeting. The recommendations maintain the integrity and priority of the projects in the current 20 Year Regional Transportation Plan (RTP) and the adopted STIP.

In summary, the proposed changes are as follows: $600,000 in Planning, Programing and Monitoring, $33,650,000 for construction and construction support for the I-8/Imperial Avenue Interchange, and remove Transportation Enhancement Reserve funds in the amount of $2,522,000. The total request amount is $31,728,000. Please refer to the attached 2014 STIP Recommendations Report for details.

ICTC is required to adopt and submit the 2014 STIP for Imperial County by December 15, 2013. The CTC has scheduled a hearing in February 2014 prior to adoption of the STIP scheduled for March 2014.
On August 22, 2013, the TAC reviewed the attached 2014 STIP Recommendations for Imperial County and recommended forwarding to the ICTC Management Committee.

Therefore it is requested the ICTC Management Committee forward this item to the Commission for their approval and recommends forwarding the attached 2014 STIP Recommendations for Imperial County to the ICTC Management Committee for review and recommendation to forward onto the Commission to:

1. Approve the 2014 STIP Recommendations for Imperial County, requesting $600,000 in Planning, Programming and Monitoring, $33,650,000 for construction and construction support of the I-8/Imperial Avenue Interchange, and remove TE reserves in the amount of $2,522,000.

Sincerely,

MARK BAZA
Executive Director

Attachment

MB/vm
MEMO TO:    Mark Baza, Executive Director


SUBJECT: 2014 State Transportation Improvement Program (STIP) Recommendations for Imperial County

RECOMMENDATION

- Advance $4,250,000 in design funds from FY 15/16 to FY 14/15 for the I-8/Imperial Avenue Interchange project to accommodate the programming of construction funds in FY 17/18.

- Program a total of $33,650,000 in STIP funds in FY 17/18 for construction and construction support of the I-8/Imperial Avenue Interchange project. This includes a request to advance $16,743,000 from future STIP county shares based on the Total Target share of $14,985,000.

- Program $300,000 for Planning, Program and Monitoring (PPM) activities in FY 17/18 and FY 18/19 for a total of $600,000.

- Remove $2,522,000 in TE Reserves from the STIP ($872,000 in FY13/14; $871,000 in FY 14/15, and $779,000 in FY 15/16) pursuant to the STIP Guidelines.

BACKGROUND

The State Transportation Improvement Program (STIP) provides funding for larger transportation projects on the State Highway System over a 5-year period. The STIP is administered by the California Transportation Commission (CTC) and is updated every other year (biennially). Additional funding is usually made available for programming during each STIP cycle. The Imperial County Transportation Commission (ICTC) is required under State law to select STIP projects for Imperial County working closely with Caltrans.

ICTC staff met with Caltrans District 11 and ICTC’s STIP consultant, COH and Associates, Inc., on July 17, 2013 to discuss options for the 2014 STIP. The recommendations included in this staff report represent the recommendations developed and agreed to at the July 17th meeting. The recommendations maintain the integrity and priority of the projects in the current 20 Year Regional Transportation Plan (RTP) and the adopted STIP.
ICTC is required to adopt and submit the 2014 STIP for Imperial County by December 15, 2013. The CTC has scheduled a hearing in February 2014 prior to adoption of the STIP scheduled for March 2014.

DISCUSSION

**STIP Funding – County Shares**

STIP funds, referred to “county shares”, are allocated to counties by formula. The new county share amounts for the 2014 STIP are listed in the **2014 STIP Fund Estimate** adopted by the CTC August 6, 2013. The new funds will primarily be made available for programming in the last two years of the 2014 STIP (FY17/18 and FY18/19) because the first three years are currently over-programmed.

The 2014 STIP Fund Estimate provides two separate funding targets for each county that represent new funds for programming in the STIP: a Total Target and a Maximum Target. The Total Target is based on estimated STIP revenue through FY18/19 (the end of the 2014 STIP period), and the Maximum Target is based on estimated revenue through FY19/20. In addition to these two targets, counties with a population under 1 million may request an advance from future shares but no more than twice the Maximum Target share (pursuant to Streets & Highways code section 118.8(i)) to complete a large project. Target share amounts for ICTC are:

- **Total Target Share**: $14,985,000
- **Maximum Target Share**: $21,237,000
- **S&H Code § 118.8(i)**: $42,474,000

The diagram below displays the county share and STIP periods by fiscal year. County shares are calculated in 4-year periods, whereas the STIP is a 5-year program.

<table>
<thead>
<tr>
<th>Current FY</th>
<th>New Programming</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 12/13</td>
<td>FY 13/14</td>
</tr>
<tr>
<td>FY 14/15</td>
<td>FY 15/16</td>
</tr>
<tr>
<td>FY 16/17</td>
<td>FY 17/18</td>
</tr>
<tr>
<td>FY 18/19</td>
<td>FY 19/20</td>
</tr>
<tr>
<td>County Share Period</td>
<td>County Share Period</td>
</tr>
</tbody>
</table>

**2012 STIP Period**

<table>
<thead>
<tr>
<th>2014 STIP Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong> Target Share = $14,985,000</td>
</tr>
<tr>
<td><strong>Maximum</strong> Target Share = $21,237,000</td>
</tr>
<tr>
<td><strong>Streets &amp; Highways Code § 118.8(i)</strong> Max¹ = $42,474,000</td>
</tr>
</tbody>
</table>

¹A county with population under 1 million may request an advance not to exceed 200% of the County share for the four-year share period that extends beyond the current STIP period.
State law places a 5% cap on the amount of STIP funds that can be programmed for **Planning, Programming & Monitoring (PPM)** activities in each county share period. PPM pays for ICTC staff planning and programming activities and planning studies. The PPM limitation for ICTC is $773,000. These funds are available beginning in FY 16/17 but not available prior to FY 16/17 because the 5% limitation has been met for the county share period that ends FY 15/16.

The **Transportation Enhancement (TE)** program was removed from the STIP because federal law (MAP-21) eliminated the program. The new federal Transportation Alternatives Program (TAP) that replaced the TE program will not be included in the STIP process.

**2014 STIP for Imperial County**

**State Highway Improvements**

The adopted STIP includes two highway improvement projects in Imperial County: the I-8/Dogwood Avenue Interchange Reconstruction project and the I-8/Imperial Avenue Interchange Improvement project. These projects represent ICTC’s #1 and #2 priority for STIP funds respectively.

**I-8/Dogwood Avenue Interchange Project**

The I-8/Dogwood Avenue Interchange project is fully funded and will be ready for construction in the current fiscal year. The adopted STIP includes $22.32 million for construction; and additional funds are not required based on the most recent Caltrans project cost estimate. **No further action is required for the 2014 STIP.**

**I-8/Imperial Avenue Interchange Project**

The I-8/Imperial Avenue Interchange Improvement project is currently partially funded through the design phase. The construction phase is not funded. Design funds in the amount of $4.25 million are currently programmed in FY 15/16.

The construction cost estimate for the I-8/Imperial Avenue Interchange Improvement project is $33,650,000 including $6,000,000 for construction support (engineering). Because neither the Total Target share of $14.985 million or the Maximum Target share of $21.23 million are sufficient to fully-fund construction, ICTC staff recommends requesting an advance of $16,743,000 from future county shares to complete the project. The $16,743,000 figure is based on the Total Target share amount of $14,985,000 and removal of TE Reserves. Advances are permitted for counties with a population under 1 million. The advance of STIP funds would allow the project to
advance by at least 2 years. Allocating the available STIP funds to other projects is not recommended because: 1) the CTC expects projects to be fully funded before adding new projects to the STIP; and 2) the I-8/Imperial Avenue Interchange Improvement project is ICTC’s #2 priority project.

ICTC staff and Caltrans recommend the design phase be advanced one year, from FY 15/16 to FY 14/15, to accommodate the programming of construction funds in FY 17/18. No additional funds are required to complete the design phase.

Planning, Programming & Monitoring (PPM)

ICTC staff recommends continuing the historical practice of programming $300,000 in STIP funds for annual PPM activities. PPM pays for ICTC staff planning and programming activities and planning studies. The annual amount of $300,000 was selected because it equals the amount that may be obtained upfront in a lump sum rather than waiting for reimbursement based on expenditures. ICTC staff recommends $300,000 in PPM funds be programmed in each of the last 2 years of the STIP (FY 17/18 and FY 18/19) where PPM have not been programmed for a total of $600,000. The remaining $173,000 in available PPM funds cannot be programmed beyond the 5-year period of the STIP; nor can the remaining funds be programmed in FY15/16 where needed because of the 5% limitation. The 5% PPM limitation on PPM funds is calculated based on 4-year county share periods. New PPM funds available in the 2014 STIP are based on the county share period that begins in FY16/17. Because ICTC has programmed up to the 5% limitation through FY15/16 (the end of a county share period), additional PPM funds cannot be added in FY15/16.

Transportation Enhancement (TE)

As requested by the CTC through the STIP Guidelines, staff recommends deleting $2.522 million in TE Reserves from the STIP ($872,000 in FY13/14, $871,000 in FY 14/15, and $779,000 in FY 15/16). These funds will remain in Imperial County as regular STIP funds.

Summary of Recommended Changes

The table on the next page summarizes the changes to the existing STIP based on Staff recommendations. The top section of the table under the heading “Adopted 2012 STIP” displays the existing projects and STIP funds programmed in the current STIP. The middle section titled “Recommended Changes” displays the recommended amount of funds to be added or subtracted for each project, and the bottom section titled “Recommended 2014 STIP” displays the proposed 2014 STIP based on the changes described in this staff report.
In summary, the proposed changes are:

+ $600,000     Planning, Programming & Monitoring
+ $33,650,000    Construction & Con. Support I-8/Imperial Ave Interchange
- $2,522,000    TE Reserve (remove from STIP)
$31,728,000     Total requested

As with previous STIP submittals, a performance assessment of the proposed STIP will be conducted and included with the STIP submittal pursuant to Section 19 of the STIP Guidelines. Caltrans and ICTC’s STIP consultant will perform the assessment including a benefit-cost analysis for the I-8/Imperial Avenue Interchange project. Project Programming Request (PPR) forms and project location maps will also be included with the STIP submittal.