



**TECHNICAL ADVISORY COMMITTEE
AGENDA**

DATE: **May 22, 2014**

TIME: **10:00 a.m. – 12:00 p.m.**

LOCATION: **ICTC Offices
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243**

Chairperson: Nick Wells, City of Holtville Vice-Chair: Bill Brunet, 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) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

PUBLIC COMMENTS

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

DISCUSSION/ACTION ITEMS

1. Introductions
2. Adoption of the minutes for March 27, 2014 *ACTION*
Adoption of the minutes for April 15, 2015 (special meeting) *ACTION*
Requesting a motion to adopt
3. ICTC Updates / Announcements *DISCUSSION*
Presented by ICTC Staff
 - a. Transit updates
 - b. Pedestrian & Bicycle Transportation Access Study
 - c. Calexico ITC Study
 - d. Other
4. Active Transportation Program (ATP) Update *DISCUSSION*
All
5. Cities and County Planning / Public Works Updates *DISCUSSION*
All
6. ICTC Bus Stop Safety and Design Standards Guidelines *PRESENTATION / DISCUSSION*
Presented by NV5
7. SCAG Updates / Announcements *DISCUSSION*
Presented by SCAG staff

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

8. Caltrans Updates / Announcements
Presented by Caltrans Staff DISCUSSION
9. General Discussion / New Business
All DISCUSSION
10. Adjournment

The next meeting of the ICTC TAC will on June 26, 2014 at the ICTC offices at 10:00 a.m.

For questions you may call Cristi Lerma at (760) 592-4494 or contact by email at crستيرlerma@imperialctc.org.



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TECHNICAL ADVISORY COMMITTEE MINUTES

March 27, 2014.

Present:

Gordon Gaste	City of Brawley
Ana Gutierrez	City of Brawley
Mindy Hernandez	City of Calipatria
Oscar Valenzuela	City of Calexico
Robert Ortiz	City of Calexico
Adriana Nava	City of El Centro
Abraham Campos	City of El Centro
Terry Hagen	City of El Centro
Nick Wells	City of Holtville
Gracie Hauvermale	City of Imperial
Joel Hamby	City of Westmorland

Others:

Mark Baza	ICTC
David Salgado	ICTC
Virginia Mendoza	ICTC
Cristi Lerma	ICTC
Luis Medina	Caltrans
Khaled Mohame Noor	Caltrans
Angel Hernandez	The Holt Group
Tomas Oliva	SCAG
Phil Kern	NV5

1. The meeting was called to order by Chair Wells at 10:05 a.m. A quorum was present. Introductions were made.
2. A **motion** was made to adopt the minutes for February 27, 2014. (**Hauvermale/Hagen**) **Motion Carried.**
3. ICTC Updates / Announcements
 - a. Transit Updates
Mr. Salgado had the following updates:
 - The Consolidated Paratransit (Dial-A-Ride) Requests for Proposal was released

and there seems to be a lot of interest. It is being referred as IVT – Ride for the time being. Three addendums have been posted on the website. There is a pre-bid non-mandatory meeting on Monday, March 3, 2014. If there are any questions, please let staff know.

- TDA audits were due to the State Controller’s Office on December 31, 2013. Please follow up with staff.
- The Bus Stop Design Guidelines Handbook will have a draft for review in late March.

b. Active Transportation Program (ATP) Update

- The ATP guidelines Program goals are:
 1. Increase the proportion of trips accomplished by biking and walking.
 2. Increase the safety and mobility of non-motorized users.
 3. Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to Senate Bill 375 (Chapter 728, Statutes of 2008) and Senate Bill 391 (Chapter 585, Statutes of 2009).
 4. Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
 5. Ensure that disadvantaged communities fully share in the benefits of the program.
 6. Provide a broad spectrum of projects to benefit many types of active transportation users.
- The following schedule lists the major milestones for the development and adoption of the 2014 Active Transportation Program:
 - ✓ Commission adopts Fund Estimate December 11, 2013
 - ✓ Guidelines hearing, South January 22, 2014
 - ✓ Guidelines hearing, North January 29, 2014
 - ✓ Guidelines submitted to the Joint Legislative Budget Committee February 3, 2014
 - Commission adopts Active Transportation Program Guidelines March 20, 2014
 - Call for projects March 21, 2014
 - Project applications to Caltrans May 21, 2014
 - Large MPOs submit optional guidelines to Caltrans May 21, 2014
 - Commission approves or rejects MPO guidelines June 25, 2014
 - Staff recommendation for statewide and rural/small urban portions of the program August 8, 2014
 - Commission adopts statewide and rural/small urban portions of the program August 20, 2014
 - Projects not programmed distributed to large MPOs based on location August 20, 2014
 - Deadline for MPO project programming recommendations to the Commission September 30, 2014
 - Commission adopts MPO selected projects November 2014
- Matching requirements: 11.47% unless project is benefitting a disadvantaged community, stand-alone non-infrastructure projects and safe routes to school projects.

c. 2013 FTIP Administrative Modification 13-18

- The 2013 FTIP Administrative Modification 13-18 is due April 1, 2014. This

amendment is for minor modifications and should be approved end of April for current requests for proposals (RFA's). Please submit changes one week before April 1st.

- d. Callexico Intermodal Transportation Center Study
 - A Community Walk was held on February 8, 2014. A Community Forum will be held on March 6, 2014 at Kiki Camarena Library from 4:30 p.m. – 6:30 p.m. A Fact Sheet was attached to the agenda.
- e. Pedestrian & Bicycle Transportation Access Study
 - The agreement was approved at the Commission meeting the night before. The goal of the study will be to analyze all 6 Ports of Entry and identify pedestrian and bicycle projects at each location.

Other Updates:

- Ms. Mendoza took a poll of individuals interested in a Resident Engineer Academy in Imperial County. The minimum people needed are 20. The training would be 3 ½ days sometime after July 1st of this year.
- Mr. Baza stated that \$600,000 of FY 13/14 TE funds are available to all member agencies. Packages are due to the CTC by March 24, 2014. Interested agencies should contact staff for specifics right away.

4. Caltrans Updates / Announcements (by Luis Medina)

- a. The Obligation Plan was reviewed with cities/county.
- b. National Highway System (NHS) Update
The existing National Highway System (NHS) has been expanded to include all Principal Arterials. (i.e. Functional Classifications 1,2 and 3) to the new Enhanced NHS. More detailed information can be found in the Caltrans Local Assistance weblink:
http://dot.ca.gov/hq/tsip/hseb/map21_nhs.html

MAP-21 Legislation:

<http://www.fhwa.dot.gov/map21/legislation.cfm>

The only official functional classification for Federal Aid Funding can be found on the California Road System (CRS Maps) displayed on the website below:

http://www.dot.ca.gov/hq/tsip/hseb/crs_maps/

Agencies needing support for removing a principal arterial from being upgraded to NHS standards can get guidance on how to change the functional classification of a principal arterial by contacting: Navneet Singh (Branch Chief) at (916) 654-6585 or navneet.singh@dot.ca.gov.

- c. Southern California Local Assistance Meeting (SCLAM)
The meeting will be held in the District 7 District Offices, located in Los Angeles, on Thursday, April 3, 2014 from 9:00 to 3:00. Regarding the agenda, please send potential subjects you would like to discuss to heather.cheyney@dot.ca.gov by Thursday February 21, 2014, so we may add them to the agenda.
- d. Upcoming Trainings
 - Active Transportation Program (ATP) Update
The CTC submitted the final draft ATP guidelines to the Joint Legislative Budget

Committee on February 3, 2014. The final draft ATP guidelines, including milestones, can be viewed at: <http://www.catc.ca.gov/programs/ATP.htm> Call for Projects will be announced on March 21, 2014 and applications are due to Caltrans by May 21, 2014. Caltrans will be providing ATP training at the Gallegos Room, Caltrans District 11 on April 15, 2014. Caltrans Division of Local Assistance has agreed to bring the ATP Training to ICTC and it is now scheduled for April 14, 2014 from 1:00 to 4:00 PM. Other training webinars will also be conducted.

- Every Day Counts (EDC) is designed to focus on a finite set of initiatives. Teams from the Federal Highway Administration will work with state, local, and industry partners to deploy the initiatives and will develop performance measures to gauge their success. Another Every Day Counts Webinar is coming up on March 26, 2014 from 11:00 a.m. to 1:00 p.m. A room will be reserved in Caltrans District 11 for the event. Details of the webinar will be provided as soon as information is available.

Other Caltrans updates:

- The next Southern California Local Assistance Meeting (SCLAM) meeting will be held in the District 7 District Offices located in Los Angeles, on Thursday, April 3, 2014 from 9:00 to 3:00. Regarding the agenda, please send potential subjects you would like to discuss to heather.cheyney@dot.ca.gov by Thursday March 6, 2014, so we may add them to the agenda.

5. SCAG Updates / Announcements

Mr. Oliva had the following announcements:

- 2014 SCAG Public Participation Plan: SCAG released the 2014 Draft Public Participation Plan on January 22, 2014 for a mandatory 45-day public review and comment period, which ends at 5:00 p.m. on March 7, 2014.
- 2014 Regional Conference & General Assembly is scheduled for May 1-2, 2014. It will be held at the Renaissance Esmeralda Indian Wells Resort & Spa located at 44-400 Indian Wells Lane, Indian Wells, CA 92210. You can register online by visiting this website: <http://www.scag.ca.gov/calendar/Pages/GA2014.aspx>, the cost to register will be \$150 before April 1, 2014.
- Imperial County Aerial Imagery Acquisition Project: Through the SCAG GIS Service Program, SCAG staffs are assisting Imperial County and its local jurisdictions acquire aerial imagery and possibly derived products to assist with their planning, engineering, and other related activities. As part of the service, SCAG staff will manage the project, assist to secure funds and coordinate activities with other stakeholder technical staffs. In addition, SCAG staff will take the opportunity of this coordination /collaboration with the many Imperial Valley stakeholders to draft an agreement for the next cycle of aerial imagery acquisition, so that all jurisdictions and other stakeholders are able to program their funds ahead of time. Mr. Oliva thanked all jurisdictions that have contributed to the project cost.
- Annual SCAG Sustainability Awards are due to SCAG by March 21, 2014

6. General Discussion / New Business

- Adriana Nava, Associate Planner for the City of El Centro was introduced to the group.

7. Meeting adjourned at 11:45 a.m.

- The next meeting will be replaced with the Caltrans / ICTC External meeting held on April, 24, 2014 at 9:30 a.m. at the IID Water Control Conference Room.



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**Special Meeting of the
TECHNICAL ADVISORY COMMITTEE
MINUTES**

April 15, 2014

Present:

Gordon Gaste	City of Brawley
Nick Fenley	City of Calexico
Terry Hagen	City of El Centro
Abraham Campos	City of El Centro
Nick Wells	City of Holtville
Jesus Villegas	City of Imperial
Gracie Hauvermale	City of Imperial
Joel Hamby	City of Westmorland

Others:

Mark Baza	ICTC
David Salgado	ICTC
Virginia Mendoza	ICTC
Cristi Lerma	ICTC
Angel Hernandez	The Holt Group
Tomas Oliva	SCAG

1. The meeting was called to order by Chair Wells at 9:40 a.m. A quorum was present. Introductions were made.
2. ATP Scoring Guidelines

Ms. Mendoza called this meeting to specifically discuss the ATP scoring guidelines with the TAC committee.

ICTC staff has been working with staff from SCAG in the review of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools (SR2S).

Per the guidelines issued by the California Transportation Commission (CTC), the program is divided into state and regional shares. Project applications that are not selected for funding from the state's share of the funds will be passed on to the other Metropolitan Planning Organizations (MPOs) for consideration for regional share funding.

SCAG, in consultation with ICTC and the other county transportation commissions in the SCAG region, must ensure that the SCAG MPO funds apportioned to the region are distributed in a geographically equitable manner and that they are consistent with adopted local and regional plans. SCAG must also ensure that 25% of the total funds in the region benefit disadvantaged communities. In order to meet these standards, SCAG has proposed regional guidelines which will allow each of the transportation commissions to score projects in their respective regions for consistency with adopted plans.

The process for project selection will be as follows:

- Projects selected for the regional program must be submitted as part of the statewide Call for Projects conducted by Caltrans between March 21 and May 21, 2014.
- Projects not selected for the statewide program will be considered for funding in the SCAG program.
- Each county will have the ability to modify preliminary scores by adding up to 10 points to projects that are consistent with local and regional plans within each county, as adopted by the respective county transportation commission.
- There will be two funding categories for the projects in the SCAG regional program: 1.) Planning, which includes the development of active transportation plans in disadvantaged communities and non-infrastructure projects, and 2.) Implementation, which may include the planning, design, and construction of facilities and/or non-infrastructure projects.
- No less than 95% of the total SCAG funds will be awarded to Implementation Projects. If the total request in the Planning Category is less than 5% of the total regional funds, or if applications in this category fail to meet minimum requirements, then the remaining funds will be allocated to implementation projects. Geographic equity will be considered in this category as well but will not follow a strict dollar per capita formula.
- ICTC will receive SCAG funds in the amount proportionate to the population within Imperial County, which is equal to approximately \$420,000 total for this round of funding.
- SCAG will retain the authority to modify the preliminary recommended project list in order to ensure 25% of the total regional program is dedicated to projects benefitting disadvantaged communities. The final recommended project list will be reviewed by the CEOs, Caltrans and CTC staff to make any final adjustments and achieve consensus prior to submitting the Regional Program of Projects to SCAG's Regional Council as well as each respective County's Board for approval prior to submission to the CTC.

ICTC is responsible for scoring from within Imperial County for their consistency with plans adopted by local and regional governments within the county. In this first round of funding, there is an emphasis on projects that are ready to go. Assigning a methodology for assigning the ten (10) points needs to be completed in the month of April. Once a methodology is proposed, the item will be presented for review and consideration at the regularly scheduled Commission meeting of April 23, 2014. The Management Committee met on April 9, 2014 and forwards this item to the Technical Advisory Committee for their discussion and recommendation to the Commission on April 23, 2014. The

Mr. Campos made a motion with a second by Ms. Arellano to adopt the following recommendation and adoption of a methodology for scoring regional ATP Projects:

1. 10 points for projects that have been identified in an adopted local and/or regional plan
2. Zero points for projects that have not been identified in an adopted local and/or regional plan

Motion Carried unanimously.

3. Meeting adjourned at 10:29 a.m.
 - The next meeting will be replaced with the Caltrans / ICTC External meeting held on April, 24, 2014 at 9:30 a.m. at the IID Water Control Conference Room.