



**1405 N. IMPERIAL AVE., SUITE 1
EL CENTRO, CA 92243-2875
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**TECHNICAL ADVISORY COMMITTEE
DRAFT AGENDA**

DATE: December 29, 2011

TIME: 10:00 a.m. – 12:00 p.m.

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

Chairperson: Virginia Mendoza

Vice-Chair: Terry Hagen

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 December 1, 2011
Requesting a motion to adopt *ACTION*
3. ICTC Updates / Announcements
A presentation will be made by ICTC staff DISCUSSION
4. Apportionment Recommendation for FY 11-12
RSTP Funding
A presentation will be made by ICTC staff
ICTC staff will be requesting a motion to adopt *ACTION*
5. Recommendation for CMAQ Call For Projects
A presentation will be made by ICTC staff
ICTC staff will be requesting a motion to adopt DISCUSSION/ACTION

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

6. Caltrans Updates
A presentation will be made by Caltrans staff DISCUSSION
7. General Discussion/New Business DISCUSSION
8. Adjournment

The next meeting of the ICTC TAC is scheduled for January 26, 2012. Meeting will be held at the ICTC offices at 10 AM. For questions you may call Cristi Lerma at (760) 592-4494 or contact by email at cristilerma@imperialctc.org.

Dates to Remember

Caltrans-Imperial Partnership Meeting

To assist in communication, Caltrans will be organizing two multi-jurisdictional meetings for 2012. Information exchange, plan and project updates, and an open discussion will be included in the agenda. The first meeting is scheduled on April 26, 2012, following the TAC meeting with the second meeting scheduled for October 25, 2012. For further information or to place items on the agenda, please contact Beth Landrum at 619-688-6017 or by email at beth.landrum@dot.ca.gov.



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

December 1, 2011

Present:

Steven Sullivan	City of Brawley
Gordon Gaste	City of Brawley
Alex Espinoza	City of Calexico
Mindy Hernandez	City of Calipatria
Terry Hagen	City of El Centro
Abraham Campos	City of El Centro
Alex Meyerhoff	City of Holtville
Ana Salazar	The Holt Group/City of Holtville
Virginia Mendoza (Chair)	City of Imperial
Joel Hamby	City of Imperial
Wayne Walker	City of Westmorland
Bill Brunet	County of Imperial
John Gay	County of Imperial
Frank Fiorenza	IID

Others:

Oscar Espinosa	City of El Centro
Jose Castaneda	County of Imperial-Public Works
Jenell Guerrero	County of Imperial-Public Works
Manuel Ortiz	County of Imperial-Public Works
Codie Rowin	County of Imperial-Public Works
Emmanuel Sanchez	County of Imperial-APCD
Fumi Galvan	The Holt Group/City of Holtville
Kathi Williams	ICTC
Cristi Lerma	ICTC
David Salgado	ICTC
Dolores Valadez	Caltrans
Luis Medina	Caltrans
Chili Cilch	Caltrans
Jacob Armstrong	Caltrans

1. The meeting was called to order by Chair Mendoza at 10:02 a.m. A quorum was present. Introductions were made.
2. A motion was made to adopt the October 27, 2011 minutes. (Sullivan/Campos) **Motion Carried.**
3. ICTC Updates / Announcements
 - Mr. Salgado urged agencies to submit their TDA Article 3 requests via a letter. ICTC would like to take the Article 3 package to the Commission in January.
 - Ms. Williams stated that ICTC staff are working with the FTA 5309 earmark grant funds for the Imperial and Brawley transfer terminals.
 - Staff is still working on submitting the 2013 FTIP. Staff is pending information regarding the County's projects.
 - ICTC continues their efforts to become an independent agency. Recently, ICTC was approved retirement benefits through ICERS. Currently, staff is reviewing comparable health benefits. Current county employees will be ICTC employees on January 1, 2012.
 - Staff is still working on the CMAQ Call For Projects with more information to come in January or if a special meeting is preferred, staff can come back later this month preferably on the Thursday before New Years.
 - ICTC staff will be recommending to the Commission that the West Shores Dial-A-Ride services be retired effective June 30, 2012. It has not been able to meet the performance standards set forth by the State for farebox ratio.
 - Ms. Williams and Ms. Lerma participated in the interview process for the Regional Office Assistant position. This individual will be working for SCAG 50% and ICTC 50%. SCAG also filled the Regional Affairs Officer position, with a Mr. Tomas Olivas.
 - It is anticipated that the STIP will be approved at the next Commission meeting. The STIP document is submitted to the California Transportation Commission for approval and covers a five year period. There are some STP TEA funds available for FY 2013-14-2016-17, in an amount approximate to \$800K. Staff plans to come back to the TAC in early spring for a STIP TEA Call For Projects.
4. RSTP Call For Projects
 - Ms. Williams stated that staff was notified by SCAG that Regional Surface Transportation Program Funds (RSTP) were available. The total amount available between Fiscal years 2012-13 to 2015-16 is \$7,355 (millions).

Staff proposed a schedule as follows:

ICTC issues call for projects: December 19, 2011

- Call For Projects Effective December 19, 2011 – January 30, 2012
 - ICTC RSTP Evaluation Committee: February 2012
 - ICTC Management Committee/Commission endorses project submittals, region's financial plan and conducts final public comment period: March 2012
 - Projects submitted to SCAG in an RTIP amendment: March to April 2012
- A motion was made to proceed with the proposed schedule with a change to the Call For Projects effective dates to be December 19, 2012 to February 24, 2012, (Hamby/Gay) **Motion Carried.**
 - FY 2011-12 has \$310 (thousands) available. These funds are recommended for use on current projects since they have to be programmed and obligated in this FFY. Agencies were reminded that these funds should be submitted to Caltrans for obligation by May 1, 2012. Also, if funds were added to an existing project that it didn't exceed 40% of the total project

cost so that the funds could be programmed in an Administrative Amendment. Agencies discussed and proposed different projects and it was determined that further time was needed for agencies to discuss it internally. A motion was made to delay discussions for use of the \$310,000 and to reconvene on December 29, 2011, (**Hamby/Hagen**) **Motion Carried.**

5. Value Analysis Study

- An overview of the Value Analysis Study conducted in partnership with Imperial County and the City of El Centro to improve the oversight process for local projects on the State Highway System was presented by Ms. Chili Cilch of Caltrans. Ms. Cilch shared key study findings, recommendations, including plans for implementing process improvements.
- Mr. Armstrong encouraged agencies contact his department during the preliminary stages of a new project to schedule and discuss early on preliminary scope of the project and cost estimates among other things.
- For more information on this study, you may contact Ms. Cilch at 619 688-4217.

6. Caltrans Updates

Mr. Medina had the following announcements and updates:

- Mr. Medina reviewed status of active projects, as of 09/07/2011. He indicated which projects had red flags and discussed with each agency what is needed if anything to clear each project.
- Mr. Medina stated that there was an overview of the ARRA projects and FHWA found many deficiencies such as, labor compliance, support documentation among other things.
- At the last TAC meeting Local Assistance agreed to provide a response to each agencies Good Faith Efforts (GFE) memorandum within 10 days. A GFE training will be held Wednesday, December 7, 2011 from 9 am to 1 pm at the Caltrans offices in San Diego.
- Buy America requirements will apply to all CMAG funded vehicle and equipment purchase contracts.
- DLA-OB 11-11 Dispute Resolution Process has been posted to the Local Assistance website at http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm.
- Discretionary Call For Projects applications are due December 9, 2011 by close of business.
- Mr. Medina reviewed the Formula OA Funds delivery report.
- Mr. Medina reviewed the Obligation Plan for FFY 2011-12.
- For any questions on any of these announcements or updates please contact Luis Medina at (619) 278-3735.

7. General Discussion

- There was none.

8. Meeting adjourned at 12:24 p.m.

- The next meeting will be held on December 29, 2011 at 10 a.m. at the ICTC Offices.