TECHNICAL ADVISORY COMMITTEE  
DRAFT AGENDA

DATE: Thursday, October 26, 2017
TIME: 10:00 a.m. – 12:00 p.m.
LOCATION: ICTC Offices  
1405 N. Imperial Ave., Suite 1  
El Centro, CA  92243

Chairperson: City of Brawley  
Vice-Chair: City of Holtville

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 September 28, 2017  
   Requesting a motion to adopt

3. SCAG ITS Regional Architecture  
   Presented by SCAG Consultant Staff

4. ICTC Updates / Announcements  
   Presented by ICTC Staff
   a. Transit Planning Updates
      - Short Range Transit Plan
      - IVT Ride Triennial Review
   b. Transportation Planning Updates
      - 2019 FTIP
      - SB1
   c. LTA Updates
      - LTA Bond

5. SCAG Updates / Announcements  
   Presented by SCAG staff

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

T: Projects\ICTC TAC\2018\October\A102617
6. Cities and County Planning / Public Works Updates  
   All  
   20 minutes  

7. Caltrans Updates / Announcements  
   Presented by Caltrans Staff  
   20 minutes  

8. General Discussion / New Business  
   All  
   10 minutes  

9. Adjournment  

The next meeting of the ICTC TAC meeting is scheduled for December 14, 2017. For questions you may call Cristi Lerma at (760) 592-4494 or contact by email at cristilerma@imperialtc.org.
TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

September 28, 2017

Present:

Gordon Gaste  City of Brawley
Steven Sullivan  City of Brawley
Lily Falomir  City of Calexico
Mindy Hernandez  City of Calipatria
Abraham Campos  City of El Centro
Alex Espinoza  City of El Centro
Isabel Alvarez  City of Imperial
Jesus Villegas  City of Imperial
Joel Hamby  City of Westmorland
John Gay  County of Imperial
Veronica Atondo  County of Imperial

Others:

Virginia Mendoza  ICTC
David Aguirre  ICTC
Vicky Hernandez  ICTC
David Salgado  SCAG
Jeorge Galvan  The Holt Group
Joseph Chua  Caltrans
Kevin Hovey  Caltrans
Wishing Lima  Caltrans
Carol Vu  Caltrans
Barby Valentine  Caltrans
Roberto Martinez  Vexer Engineering
Ross Duenas  Chen Ryan Associates

1. The meeting was called to order by Chair Gaste at 10:05 a.m. A quorum was present and introductions were made. There were no public comments made.

2. A motion was made to adopt the minutes for July 27, 2017. (Galvan/Falomir) Motion Carried.

3. SB1 Grants

Ms. Valentine stated that Caltrans released the call for projects for SB1 Planning grants for FY
2017-18 on September 14, 2017. The applications are due via email on October 20, 2017 to adaptation.planning_grants@dot.ca.gov. Two types are being offered in through the SB1 program: Sustainable Communities and Adaptation Planning.

For the Sustainable Communities grant program, Ms. Valentine stated that MPO’s will receive $12.5 million in formula funds and an estimated $12.38 million in competitive grant funds for the FY 2017-18 grant cycle.

For the Adaptation Planning grant program, Ms. Valentine state that an estimated $7 million in competitive grants is available for the FY 2017-18 grant cycle.

Both programs requires a 11.47% local match. The grants minimum is $100,000 or $50,000 for disadvantaged communities and a maximum of $1 million.

Ms. Valentine stated that these grants are for transportation planning related projects only, not for development of environmental documents, construction, or other ineligible activities that are identified in the grant application guide. Grant announcements will take place in December 2017.

Ms. Valentine stated that agencies will have another opportunity to apply for these grants during the next cycle, most likely will be announced in January 2018. Ms. Valentine stated that Caltrans will be available to assist agencies with questions and assistance.

4. Utility Relocation

Ms. Vu reviewed the Federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970: Just compensation, acquire expeditiously, opportunity to consider offer.

She described what a Right of Way Certification is:

- Major Project Delivery Milestone
- Written Statement
- Summary of Status
  - All parcels, residential and business displaces, utility facilities, operating railroad facilities and environmental mitigation

In order to comply when utility relocation is needed, the following must be completed:

- Identify utility conflicts
- Work with utility owners
  - Resolve conflict and develop a relocation plan
  - Agree on liability or who is paying
- Furnish documents to DLAE
- Comply with Local Assistance Procedures Manual, Chapter 14
  - Before you start ROW you need Environmental Clearance
  - If seeking federal reimbursement a E-76 is needed and approved by FHWA
    - The following must also be authorized or approved prior to beginning the utility relocation
      - Exhibit 4-E
      - Exhibit 14-C – Dual Form
    - Buy America Basics
      - Buy America applies to a project if any federal funds are used on any phase of the project
    - Three types of certifications
      - On Highway system Form (17)
• Off system, no Right of Way (13-A)
• Off system, any Right of Way, besides to cover adjustments (13-B)

Ms. Vu stated that if utility relocation is discovered during construction, call the DLAE immediately and request special authorization to relocate.

5. ICTC Updates / Announcements

➢ Transit Planning Updates (By David Aguirre):
- ICTC staff developed an RFP and released it on September 1, 2017 to complete an update to the 2011 Short Range Transit Plan (SRTP). A non-mandatory pre-bid meeting will be held on September 22, 2017 at the ICTC offices. Bids are due on October 6, 2017.
- The TDA Triennial Review performance audit was presented to the Commission for approval at their last meeting. The Commission approved the audit and is posted on the ICTC website. The audit evaluates performance measures for transit operations.
- The Bus Stop Inventory Project is underway. The consultants are conducting field surveys including the inventory of current bus stops. This project should be finalized by the end of this year.

➢ Transportation Planning Updates (By Virginia Mendoza):
- ICTC staff is requesting that agency staff provide project updates on all programmed 2019 FTIP projects by October. ICTC staff will work with cities and county staff to meet the 2019 FTIP submittal to SCAG.
- A FY 2019-20 Call for Projects is expected for the first quarter of 2018. Staff will be developing the guidelines.
- ICTC was approved for a Climate Action Plan. The grant will be administered by SCAG. The RFP will be released later this year and will include proposals for regional and local plans.

➢ LTA Updates (By Virginia Mendoza):
- Ms. Mendoza stated that the City of Brawley and the City of Calexico are the two agencies pending to expend all their LTA Bond monies. Both agencies have provided staff with information on the projects and an expected date of completion. Both projects should be wrapped up by mid-2018.

6. SCAG Updates / Announcements: (Ms. Mendoza for Mr. Salgado)

- SCAG will be having two special presentations before the regularly scheduled Management Committee meeting. Kimberly Clark will be providing an overview of the “The Bottom-Up Local Input & Envisioning Process for the 2020 RTP – SCS; and Ma'Ayn Johnson will be providing an overview on the Regional Housing Needs Assessment (RHNA) process.

7. Cities and County Planning / Public Works Updates:

- County of Imperial: Mr. Gay had the following announcements
  o The County conducted a Utility Coordination Kickoff Meeting in mid-September. IID, the Gas Company and AT&T was present. Mr. Gay stated that he would like agencies to attend the next meeting in an effort to foster communication.
  o Dogwood Road will be closed in December/January in the county limits for road improvements.
City of Imperial: Mr. Villegas had the following announcements:
  o There will be road closures during the overlay work on Dogwood Road on the end of October. Closures will last 30 days. Phase 4 of the Aten Road project will also begin in November. Following by Neckel Road and SR-86 installation of signal.
- Ms. Mendoza encouraged agencies to notify the ICTC transit team for detours, etc.

8. Caltrans Updates / Announcements

Mr. Lima and Mr. Chua had the following updates and announcements:
- Please transmit invoices to Bing Luu by November 10, 2017 to avoid being flagged for inactivity. A complete list of inactive projects can be found at the link provided below. http://www.dot.ca.gov/hq/LocalPrograms/InactiveProjects.htm
- All Cooperative Work Agreement extensions are due by October 20, 2017.
- Exhibit 10-C has been revised effective October 1, 2017.

9. General Discussion / New Business
- The City of Westmorland will be having their annual Honey Festival in November.
- October 21, 2017, City of Imperial will have an Oktoberfest Market Days event.

10. Meeting adjourned at 11:26 a.m.