



**TECHNICAL ADVISORY COMMITTEE
AGENDA**

DATE: **June 27, 2013**

TIME: **10:00 a.m. – 12:00 p.m.**

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

Chairperson: Yazmin Arellano, 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 May 23, 2013
Requesting a motion to adopt *ACTION*
3. Request for a City Public Works Representative to Participate as a Member of Imperial Valley Emergency Communications Authority (IVECA) *CITY/COUNTY
ACTION*
4. ICTC Updates / Announcements
Presented by ICTC Staff *DISCUSSION*
5. SCAG Update / Announcements
Presented by SCAG Staff *DISCUSSION*
6. Inactive Invoice Process
Presented by Caltrans Staff *DISCUSSION*
7. Design Team Action Plan
Presented by Caltrans Staff *DISCUSSION*

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

- | | | |
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| 8. | Caltrans Updates / Announcements
<i>Presented by Caltrans Staff</i> | DISCUSSION |
| 9. | General Discussion / New Business
<i>All</i> | DISCUSSION |
| 10. | Adjournment | |

The next meeting of the ICTC TAC is scheduled for July 25, 2013. 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.



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

March 28, 2013

Present:

Yazmin Arellano	City of Brawley
Gordon Gaste	City of Brawley
Lily Falomir	City of Calexico
Ivan Garcia	City of Calexico
Mindy Hernandez	City of Calipatria
Fumi Galvan	The Holt Group for City of Calipatria
Abraham Campos	City of El Centro
Terry Hagen	City of El Centro
Alex Meyerhoff	City of Holtville
Blanca Magana	The Holt Group for City of Holtville
Gracie Hauvermale	City of Imperial
Bill Brunet	County of Imperial
Jenell Guerrero	County of Imperial

Others:

Steven Sullivan	City of Brawley
Kathi Williams	ICTC
David Salgado	ICTC
Virginia Mendoza	ICTC
Cristi Lerma	ICTC
Erwin Gojuangco	Caltrans
Luis Medina	Caltrans
Tomas Oliva	SCAG
Yvonne Cordero	SCAG intern
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. TE Programming Requirements

- Ms. Mendoza distributed a handout of the 2012 TE Call for Projects list. Mr. Hernandez, the STIP Consultant was on the line to answer any questions. The following information was presented regarding PPRs:
 - o Projects in FY13/14 should not begin earlier than October 2013 to allow for the conversion of TE Reserves to projects.
 - o Project start dates should be consistent with available TE funding.
 - o Given Timely Use Dates Deadlines, best not to be overly optimistic with project schedules
 - o If the TE funds cover the whole project, only enter "TE" as the funding source (do not include a local match component)
 - o The "Funding Agency" for TE funds in the funding table should be "ICTC"
 - o Project Sponsor/Lead Agency should be the local agency
- The required forms are Exhibit 23-D, 23-N and 23-O and Timely Use Due Date information is summarized in the table below:

Timey Use of Funds Due Date MILESTONES	Timey Use of Funds Milestone DUE DATES	
	PA&ED, PS&E & ROW phases	Construction phase
Last opportunity to re-program funds from the current Fiscal Year to a future Fiscal Year	June 30 is the deadline to re-program projects/funds in future years for all project phases. Paperwork should be submitted to Caltrans Local Assistance no later than March to ensure action by the CTC by June. Projects programmed in the current fiscal year cannot be programmed to later fiscal years.	
CTC Allocation	June 30 is the deadline to obtain a CTC allocation for project phases programmed in any given fiscal year. Paperwork should be submitted to Caltrans Local Assistance no later than March to ensure action by the CTC by June.	
Contract Award	No contract award Timely Use requirement for PA&ED, PS&E & ROW phases	Award within 6 months of the allocation date – Construction and purchase projects must be awarded within six months of the CTC allocation date.
Project Completion*	For PA&ED, PS&E & ROW phases, project completion is due by the end of the 3rd fiscal year . Example: Projects allocated in FY 12/13 (any month) must be completed by then end of FY 14/15 (June 30, 2015).	For construction and purchase projects, project completion is due 3 Years from the Contract Award date.
Final Invoice*	The final invoice (closeout) is due 6 months after project completion .	

4. Four Phase Bus Stop Improvement Program

- Ms. Williams stated that a bus stop improvement program will be forthcoming that will include four phases.
 1. Transit Facilities Standards Guidebook that will be used as a reference tool for agencies during the installation of benches and shelters, etc. This is not federally funded and will take about 6-8 months for completion.
 2. Development of an MOU between the cities and ICTC establishing ICTC transit services priority at bus stops.
 3. Bus stop sign overhaul that will include smart phone capabilities.

4. A contract with ICTC for the bus stop maintenance responsibilities funded by ICTC. This will relieve the city staff with the task and complaints.
5. Appoint a Public Works Representative to the Imperial Valley Emergency Communications Authority (IVECA)
 - Mr. Brunet stated that he was approached by Tony Rouhotas regarding an open seat requiring a public works representative on the IVECA board. This individual will be a voting member. There was brief discussion regarding the appointment. Chair Arellano stated that since the appointment has to be ratified by their city it should be tabled until next meeting to give members an opportunity to discuss with their staff. The item was tabled until the June meeting.
6. ICTC Updates / Announcements

Ms. Mendoza had the following announcements:

 - The Binational Imperial Valley / Mexicali workgroup will be meeting in Mexicali on June 3, 2013.
 - ICTC with Caltrans assistance is working on a Tiger Grant that is due June 3, 2013. The application has 3 components that include a missing segment of SR 98, the widening of Cesar Chavez Blvd. and pedestrian improvements at the East Port of Entry.
 - An APA Cross-Border Regional Planning Webinar on "Regional Transportation Planning on the California/Baja California Border" will be held at the ICTC offices on Thursday, May 30th at 11am-12:30pm. AICP credit will be available to those that qualify.

Ms. Williams had the following announcements:

 - Construction continues on the transfer terminal at 7th and State Streets in El Centro. A wet signing of the concrete took place the day before to celebrate the halfway mark of the project. Mr. Campos stated that the project is 45-50% completed with the goal of October.
 - Sea Port Airlines provided an update at the Commission meeting. Flights are currently \$39 per trip.
 - A budget workshop was requested by the Commission. It will be held at the ICTC offices on June 19th at 4:30 p.m. The proposed budget includes an 18% increase in service hours for IVT. However because of the increased urbanized growth population we anticipate more funds.
 - An Article 3 Call for Projects will be held in the October / November timeframe.
 - A public hearing for an anticipated increase in fares will be held at the June Commission meeting.
7. SCAG Updates / Announcements

Mr. Oliva had the following updates:

 - SCAG's General Assembly in Palm Desert was very well attended by Imperial Valley folks. Councilmember Walker (El Centro) is the 2nd Vice Chair of SCAG for FY 2013-14.
 - SCAG's Sustainability Program Call for Proposals will be accepted until 5:00 p.m. on May 31, 2013. Mr. Oliva made himself available for assistance. ICTC is submitting an application to use as the local match for the CBTG grant to conduct a Countywide Safe Routes to School Master Plan submitted to Caltrans earlier this year.
 - The California Freight Advisory Committee will be adopting their mobility plan on June 12, 2013.
 - SCAG released local profiles. More information can be obtained from www.scag.gov/resources/profiles.htm
8. Caltrans Updates / Announcements
 - Mr. Gojuangco gave an update on the ROW certification process. All utilities have to be in compliance with MAP 21 and Buy America Provisions.

- A presentation on the Highway Safety Improvement Program (HSIP) Cycle 6 Call For Projects was conducted by Mr. Gojuangco. He described the eligible projects, key factors, funding, key dates and delivery milestones, and project delivery status. For more information please visit <http://www.dot.ca.gov/hq/LocalPrograms/HSIP/htm>
 - An overview of the Obligation Plan by Mr. Medina.
9. General Discussion / New Business
- On May 29th Mark Baza will be the guest speaker at the Association of Civil Engineers meeting at the PAL at 12 p.m.
 - Ms. Arellano stated that a ribbon cutting was held for the Cattle Call project that used Transportation Enhancement funds. The designer and project manager was Steven Sullivan.
 - The Brawley Bypass was nominated for a CTF Transportation Award. Mr. Baza was in Sacramento at the award ceremony.
10. Meeting adjourned at 11:33 a.m.
- The next meeting will be held on June 27, 2013 at 10 a.m. at the ICTC Offices.
 - Motion was made to adjourn the meeting ([Arellano/Campos](#)) **Motion Carried.**