



**TECHNICAL ADVISORY COMMITTEE
AGENDA - REVISED**

DATE: **July 25, 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 June 27, 2013 ACTION
Requesting a motion to adopt
3. ICTC Updates / Announcements DISCUSSION
Presented by ICTC Staff
4. SCAG Updates / Announcements DISCUSSION
Presented by SCAG Staff
5. Caltrans Updates / Announcements DISCUSSION
Presented by Caltrans Staff
 - a. Obligation Plan
 - b. Inactive Obligation List Update
6. General Discussion / New Business DISCUSSION
All
7. Adjournment

The next meeting of the ICTC TAC is scheduled for August 22, 2013. Meeting will be held at the ICTC offices at 10 AM. For questions you may call Crisli Lerma at (760) 592-4494 or contact by email at crislierma@imperialctc.org.

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



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

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. Ikhata 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.