

IMPERIAL COUNTY TRANSPORTATION COMMISSION**MINUTES FOR May 24, 2017
6:00 p.m.****VOTING MEMBERS PRESENT:**

City of Calipatria	Maria Nava-Froelich (Chair)
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore
City of Westmorland	Larry Ritchie
County of Imperial	Ryan Kelley
County of Imperial	Luis Plancarte (Vice-Chair)

NON-VOTING MEMBERS PRESENT: Caltrans District 11 Ann Fox

STAFF PRESENT: Mark Baza, Kathi Williams, David Aguirre, Virginia Mendoza, Michelle Bastidas, Vicky Hernandez, Cristi Lerma

OTHERS PRESENT: David Salgado: SCAG; Eric Havens: ICTC Counsel; Flavio Vargas, Rogelio Hernandez, Narcisa Silva, Eunice Galvan, Cesar Sanchez, Juan Lopez: First Transit; Rosanna Bayon Moore: City of Brawley

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday May 24, 2017 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Nava-Froelich](#) called the Commission meeting to order at 6:26 p.m. Roll call was taken and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

Mr. Chris Froelich made a public comment regarding concerns at Hwy 86 and Keystone. He stated that there have been two deaths at that intersection. Some of his suggestions were South/North signage with lights; rumble strips; re-evaluate speed limit. Mr. Baza stated that staff will address his concerns with Caltrans.

IV. CLOSED SESSION

- A. Motion to Adjourn to Closed Session ([Ritchie/Predmore](#))
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957)
Title: ICTC Executive Director
- C. Announcement of Closed Session Action(s): Mr. Havens stated that direction was given and no action was taken.

V. CONSENT CALENDAR

A request was made by Ms. Viegas-Walker to pull consent item E for questions.

- A. Approved ICTC Board Draft Minutes: April 26, 2017
- B. Received and Filed:
 - 1. ICTC Management Committee Draft Minutes: May 10, 2017
 - 2. ICTC TAC Minutes: April 27, 2017

A motion was made by [Viegas-Walker](#) and seconded by [Kelley](#) to approve consent items A through D, **Motion carried unanimously.**

- C. Application for Federal Transit Administration (FTA) Section 5311 Program Funds , FY 2016-17

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Adopted the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2016-17/2017-18 grant application and all supporting documentation, and, submit the application to Caltrans.

- D. California Transit Security Grant Program FY 2015-16

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2015-16 financial assistance, provided by the Governor's Office of Homeland Security under the California Transit Security Grant Program.

- E. FY 2016-17 & FY 2017-18 Contract Modification for the STIP/RTIP Consultant Agreement: *COH and Associates*

Ms. Viegas-Walker had questions regarding the consultant's website, resume and reason for extension. Ms. Viegas-Walker's questions were answered by staff.

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairperson to sign the Second Modification to Agreement for Services between ICTC and C.O.H. and Associates, Inc. for the not to exceed fee of \$50,000.00 effective July 27, 2016 through June 30, 2018.

A motion was made by [Viegas-Walker](#) and seconded by [Ritchie](#) to approve consent item E, **Motion carried unanimously.**

VI. REPORTS

- A. ICTC Executive Director
Mr. Baza stated that the Executive Report can be found on Page 63 of the agenda.
- B. Southern California Association of Governments (SCAG)
Mr. Salgado had the following announcements:
- The 2017 SCAG Regional Conference and General Assembly was held on May 4-5, 2017 in Palm Desert. Mr. Salgado stated that the officers were installed and the budget was approved. He thanked everyone for their attendance.
 - A second round of the GoHuman campaign is being developed and will be released at the end of May. May is also Bike month.
 - A Demographic Workshop will be held on June 26, 2017 from 8:30 a.m. to 3:30 p.m. at USC. For questions please contact David Salgado.

- SCAG is working with the Strategic Growth Council to provide Affordable Housing Sustainable Communities (AHSC) Workshops.
- Toolbox Tuesday will be on June 6, 2017 and June 22, 2017.
- Local Profiles have been published. They are available on the SCAG website and there are printed copies available.
- A SCAG report can be found on page 70.

C. California Department of Transportation (Caltrans)

Ms. Fox had the following updates:

- The I-8 CRCP project is underway; segments 1 and 2 should be completed by July and August, respectively. The remaining two segments will begin construction later this summer.
- The I-8 / Dogwood Road Landscape project will be completed during the summer 2017.
- Detours on SR-98 / Cesar Chavez Widening Project started Monday, May 22nd and will continue for 3 month.
- A full Caltrans report can be found on page 74 of the agenda.

D. Commission Member Reports

- There were various reports by Commission members of countywide issues and events happening in each of their respective cities/county.

VII. INFORMATION CALENDAR

A. ICTC Proposed Office Move

Mr. Baza stated that ICTC's lease is ending in September and a need for additional office space has motivated ICTC and its partners to pursue a new location. Currently, ICTC occupies approximately 2,200 square feet of office space. ICTC needs an additional 1,000 square feet of office space for current and additional staff, and a large conference room. The additional space will be adding a yearly cost of \$20,000. ICTC would be a sub-lessee of Imperial Regional Alliance and regional partners also occupying the space would be SCAG, IVEDC, SBDC, Accion and the Film Commission. Other potential partners will be the Imperial County Work Force Development. The new space is also near transit facilities and existing IVT routes which will allow easy access to our office.

Several questions were asked by Ms. Viegas-Walker and other Commissioners. Mr. Baza suggested that he would bring this item to the Commission next month potentially under closed session.

VIII. ACTION CALENDAR

A. Specific Transit Operator Fiscal Reports FY 2015-16 for Imperial Valley Transit, IVT Access and IVT Ride

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Received and filed the Specific Transit Operator Fiscal Reports FY 2015-16; IMPERIAL VALLEY TRANSIT, IVT ACCESS and IVT RIDE

A motion was made by [Kelley](#) and seconded by [Predmore](#), **Motion carried unanimously.**

B. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Amendment #8 Fiscal Year 2017-2019

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairperson to sign the modification #8 to the operating agreement with First Transit Inc. for the continued operation of Imperial Valley Transit, effective July 1, 2016 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, and with an annual fuel escalator clause:
 - a. For the period July 1, 2016 through June 30, 2017, the annual not to exceed subsidy is set at \$2,839,505.
 - b. For the period July 1, 2017 through June 30, 2018, the annual not to exceed subsidy is set at \$2,923,051.
 - c. For the period July 1, 2018 through June 30, 2019, the annual not to exceed subsidy is set at \$2,995,664.

A motion was made by [Viegas-Walker](#) and seconded by [Ritchie](#), **Motion carried unanimously.**

C. Agreement for Professional Maintenance Audit Reporting Services of the ICTC Transit Operations - FY 2017-18 through FY 2019-20

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign the agreement for the IVT Transit Maintenance Audit effective July 1, 2017, for the audit period FY 2017-18 through FY 2019-20, with the firm of TRC Engineering Services, LLC:
 - A. For the fiscal reporting period of July 1, 2016 through June 30, 2017, the annual not to exceed fee is set at \$14,242
 - B. For the fiscal reporting period of July 1, 2017 through June 30, 2018, the annual not to exceed fee is set at \$14,242
 - C. For the fiscal reporting period of July 1, 2018 through June 30, 2019, the annual not to exceed fee is set at \$14,242
 - D. For the post-delivery inspection service fee of \$560 per event, each event not to exceed five buses.

A motion was made by [Kelley](#) and seconded by [Nava-Froelich](#), **Motion carried unanimously.**

D. Agreement for Professional Services for the 2017 Imperial Valley Transit (IVT) Adams Avenue Bus Operations Facility Comprehensive Evaluation

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign the agreement with the firm of CH2M Hill for the 2017 IVT Adams Avenue Comprehensive Bus Operations Facility Evaluation Project, for a not to exceed fee set at \$231,821.00 effective July 1, 2017. The agreement will provide ICTC the ability to terminate the agreement should the Phase 1 findings prove the site is not suitable for transit operations.

A motion was made by [Kelley](#) and seconded by [Viegas-Walker](#), **Motion carried unanimously.**

IX. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, June 28, 2017 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

X. ADJOURNMENT

- A. Meeting adjourned at 8:25 p.m.