



**940 W. MAIN STREET, SUITE 208
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MANAGEMENT COMMITTEE

**WEDNESDAY, MARCH 9, 2011
10:30 a.m.**

CITY OF BRAWLEY

**Brawley Chamber of Commerce
204 South Imperial Ave.
Brawley, CA 92227
(760) 351-3069**

CHAIR: ROM MEDINA

VICE CHAIR: RALPH CORDOVA

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) 482-4292. Please note that 48 hours advance notice will be necessary to honor your request.

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

- A. Discussion/Action of emergency items, if necessary.

III. 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 action on items that are not on the agenda.

IV. APPROVAL OF CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes: February 9, 2011 Page 4
- B. Receive and File:
 - 1. ICTC Board Draft Minutes: February 23, 2011 Page 10
 - 2. ICTC SSTAC of Imperial Valley Draft Minutes: February 2, 2011 Page 14
 - 3. ICTC TAC Subcommittee Draft Minutes: February 24, 2011 Page 16

V. REPORTS

- A. ICTC Executive Director
- B. Southern California Association of Governments
- C. California Department of Transportation – District 11
- D. Committee Member Reports

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

VI. DISCUSSION CALENDAR

A. Strategic Planning

Discussion to initiate the development of a comprehensive strategic planning process and plan for the region, including the development of ICTC as an independent agency. The plan would ultimately include the establishment of a mission statement, goals and objectives and priorities.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **Wednesday, April 13, 2011 at 10:30 a.m.**, at the **City of Calipatria**, Calipatria, CA

VIII. ADJOURNMENT

IV. CONSENT CALENDAR

A. APPROVAL OF ICTC MANAGEMENT COMMITTEE MINUTES

FEBRUARY 9, 2011

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE**

DRAFT MINUTES OF FEBRUARY 09, 2011

10:30 a.m.

VOTING MEMBERS PRESENT:

	City of Brawley	Gary Burroughs
	City of Calexico	Victor Carrillo (Chairman)
	City of Calipatria	Rom Medina (Vice Chairman)
	City of El Centro	Ruben Duran
	City of Imperial	Marlene Best
	County of Imperial	Ralph Cordova
	County of Imperial	Jerry Santillan
(Non-voting)	ICTC	Mark Baza

ABSENT:

City of Westmorland	Henry Graham
Imperial Irrigation District	Jennifer Goodsell
City of Holtville	Laura Fischer
County of Imperial	William Brunet

STAFF PRESENT: Kathi Williams, Cristi Lerma, Sandi Flores

OTHERS PRESENT: Grace Connor (City of El Centro), Rosanna Bayon Moore (SCAG), Sam Amen (Caltrans), Ross Cather (Caltrans)

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, February 9, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chairman Medina called the Committee to order at 10:40 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

There was none.

III. PUBLIC COMMENTS

There were none.

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

IV. CONSENT ITEMS

A motion was made by [Burroughs](#), seconded by [Duran](#) to approve consent items 4A and 4B.
Motion carried unanimously.

- 4A. Approved ICTC Management Committee Minutes for January 12, 2011.
- 4B.
 - 1. Received and filed ICTC Board Draft minutes for January 23, 2011
 - 2. Received and filed ICTC SSTAC of Imperial Valley Draft Minutes for January 2, 2011
 - 3. Received and filed ICTC TAC Subcommittee Draft Minutes for January 24, 2011

V. REPORTS

A. ICTC Executive Director

Ms. Williams' announcements and updates included:

- Derrick Wong and Rick Williams of PMC Consulting will be in Imperial Valley this week visiting with the transit operators, the Cities and ICTC staff for the Triennial Performance Audit.
- ICTC has acquired a new clerical staff employee, Sandi Flores, Office Assistant II, Extra Help. In addition ICTC is advertising for a limited term Administrative Analyst I or II through the County. The position should be listed in the Imperial Valley Press as well as the County website.

Mr. Baza' announcements and updates included:

- A new Chair and Vice-Chair were appointed to the ICTC Commission. Mr. David Bradshaw from the City of Holtville will be the Chairman and Ms. Sedalia Sanders from the City of El Centro was appointed as the Vice-Chair.
- The ICTC Commission took action to appoint Imperial County Supervisor John Renison as a voting member of the Borders Committee for the San Diego Association of Governments (SANDAG). Mr. Baza was appointed as a non-voting alternate member.
- Mr. Baza will be doing some outreach around the Imperial Valley regarding the Measure D LTA Local Taxpayer Supervising Committee (LTSC) with a stop at the Joint Chambers of Commerce tomorrow.
- Mr. Baza stated he is participating in a group called Mobility 21 and the Self Help Coalition. Both groups are reaching out to Legislature to address some of the issues associated with the Federal Transportation Bill.
- ICTC and transportation agencies across the state are promoting a comprehensive fix with Proposition 22 and 26.
- Caltrans staff will be considering planning grants for discretionary grant funding that will be used for a proposed Calexico Intermodal Transit Center; and Regional Transit, Paratransit, Private Transportation grants that will be used in a partnership with Kings County to develop a farm workers transportation survey that may lead to potential vanpool services.

B. Southern California Association of Governments

Ms. Rosanna Bayon Moore had the following announcements and updates:

- SCAG will be meeting at the Cultural Arts Center in Calexico on February 23, 2011 from 1 p.m. to 4 p.m. to discuss the Cross Border Study in detail.
- GIS staff will be in Imperial Valley on February 17th and 18th, 2011. They will be meeting at the Imperial County Assessor's office on February 17, 2011 to provide an update of the GIS Pilot Initiative. Any feedback on ways we can support further development is welcomed. A new online tool has been developed and training will soon be available.
- District Elections for SCAG Regional Council will soon be held. Further discussion will be held at the League of Cities meeting on February 25, 2011 which will be hosted by the City

of El Centro. Ms. Catherine Hill will have more information at this meeting. Also, there are vacancies on several policy committees.

- The deadline for the Call for Scholarship applications is February 11, 2011.
- The Master Lease Agreement with SCAG, ICTC and IVEDC is finalizing. Tentative move-in date is March 15, 2011.
- The Sustainable Communities Strategies (SCS) training was held on January 26, 2011 (before the TAC meeting) and was very successful. Intended to get Technical Staff up to date with SCS developments.

C. California Department of Transportation – District 11

Mr. Sam Amen had the following announcements and updates:

- The Transportation Planning Grant Program is now accepting applications for Fiscal Year 2011-12. Planning Grants available are Environmental Justice Planning Partnership, Community-Based Transportation Planning Grants and Transit Planning. The deadline to submit grant applications to Caltrans is March 30, 2011. The deadline to submit to SCAG is February 17, 2011.
- Mr. Luis Medina is conducting the final inspection for eight local projects today.
- Brawley ground breaking is scheduled for March 23, 2011 at 10 a.m. Caltrans Director and District Director will be present. A California Transportation (CTC) event will be held the evening of March 23, 2011 in San Diego. Caltrans staff is hoping for a good turn-out from CTC staff.
- The Sunbeam Rest Area on Interstate 8 is scheduled to open its restroom facilities on April 24, 2011. Only the restrooms facilities will be open, no RV Dumping.
- Caltrans announced that General Services Administration (GSA) will take over Hwy 111 from 2nd Street to the International border. This means Caltrans will no longer be responsible with this sections upkeep.

Mr. Ross Cather had the following announcements and updates:

- Mr. Cather and District Director Laurie Berman recently met with Mr. Ruben Duran, Ms. Sedalia Sanders and Mayor Efrain Silva regarding the Dogwood Interchange Project. They discussed recent communication barriers they've had and agreed that a value analysis study on how to improve in this area should be pursued.
- A list of local contacts was given by Mr. Cather. Questions regarding Construction Management contact Sam Amen; for Local Assistance contact Erwin Gojuangco; for New Development Review contact Jacob Armstrong; and for any management level issues that need to be elevated contact Ross Cather, Deputy District Director, Program and Project Management.
- DBE training will be coordinated with local agencies in the short future. Stay tuned for an email from Erwin Gojuangco with more information.

D. Committee Members

- Mr. Ralph Cordova stated that he can coordinate with the General Services Administration (GSA) to make a presentation to better explain the relinquishment of Hwy 111 from the Border to 2nd Street and the port of entry expansion project.
- Mr. Victor Carrillo stated that Calexico has benefitted greatly from the support from Caltrans.

VI. ACTION ITEMS

A. Adoption and Public Hearing for the Conflict of Interest Code

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval:

1. Conduct a public hearing for the adoption of the ICTC Conflict of Interest Code.
2. Adopt the ICTC Conflict of Interest Code.
3. Direct staff to submit the Conflict of Interest Code to the County Board of Supervisors for approval.

A motion was made by [Cordova](#) and seconded by [Carrillo](#) to forward this item to the ICTC Commission for review and approval. **Motion Carried** unanimously.

It was clarified that there is currently only one management level employee employed by ICTC.

B. Specific Transit Operator Fiscal Audits FY 2009-10 – AIM Transit, Med-Express, West Shores Dial-A-Ride

Ms. Williams stated that the Commission must conduct fiscal audits of its transit operators on an annual basis. In FY 2009-10 the audits covered a time period that the administration was conducted by both the Imperial Valley Association of Governments (IVAG) and by the Imperial County Transportation Commission (ICTC). The three services are performed under contract with ARC-Imperial Valley.

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval:

1. Receive and file the Specific Transit Operator Fiscal Audits FY 2009-10; AIM Transit, Med-Express and West Shores Dial-A-Ride for the Imperial County Transportation Commission for FY 2009-10.

Mr. Burroughs stated that the word “audit” be changed to “report”. A motion was made by [Burroughs](#) and seconded by [Best](#) to approve as amended. **Motion Carried** unanimously.

C. Transportation Development Act and Miscellaneous Fiscal Audits for FY 2009-10

The following audits were included:

- Transportation Development Act – receipt and allocation of funding under Article 8a, 8c, 8e and Article 3 under the TDA for member agencies and transit programs and services (#7076).
- State Transit Assistance – receipt and allocation of funding under the State Transit Assistance Program, the PTMISEA and the CTGSP (#7079)
- Countywide Transit Assistance Program – receipt and allocation of funding by the County and IVAG for programs and services including transit contracts, consultants and program staffing (#5002)
- IVAG Administration, planning and programming – receipt and allocation of funding for transit administration, programming and planning (#7147 and #7148).

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval:

1. Receive and file the FY 2009-10 Transportation Development Act and Miscellaneous Fiscal Audits for the Imperial County Transportation Commission for FY 2009-10.

A motion was made by [Best](#) and seconded by [Carrillo](#), **Motion Carried** unanimously.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **Wednesday, March 9, 2011 at 10:30 a.m.**, at the **City of Brawley**, Brawley, CA.

VIII. The meeting was adjourned at 11:21 a.m.

IV. CONSENT CALENDAR

B. RECEIVE AND FILE:

**ICTC BOARD DRAFT MINUTES:
FEBRUARY 23, 2011**

**ICTC SSTAC OF IMPERIAL VALLEY
DRAFT MINUTES:
FEBRUARY 2, 2011**

**ICTC TAC SUBCOMMITTEE DRAFT
MINUTES:
FEBRUARY 24, 2011**

IMPERIAL COUNTY TRANSPORTATION COMMISSION**DRAFT MINUTES FOR FEBRUARY 23, 2011****6:00 p.m.****VOTING MEMBERS PRESENT:**

City of Brawley	Ryan Kelley
City of Calexico	Luis Castro
City of El Centro	Sedalia Sanders (Vice-Chair)
City of Holtville	David Bradshaw (Chairman)
City of Imperial	Mark Gran
City of Westmorland	Stanley Brummet
County of Imperial	Jack Terrazas
County of Imperial	John Renison
Imperial Irrigation District	John Pierre Menvielle

NON-VOTING MEMBERS PRESENT:

Caltrans District 11	Laurie Berman
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VOTING MEMBERS NOT PRESENT:

City of Calipatria

STAFF PRESENT: Mark Baza, Kathi Williams, Cristi Lerma, Sandi Flores

OTHERS PRESENT: David Jones, IV Transit; Rosanna Bayon Moore, SCAG; Bill Figge, Caltrans; Sam Amen, Caltrans; Linda Tucker, County Counsel; Elizabeth Varin, I.V. Press

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 January 26, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Bradshaw](#) called the Commission meeting to order at 6:00 p.m. Roll call was taken.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. APPROVAL OF CONSENT CALENDAR

A motion was made by [Menvielle](#) and seconded by [Terrazas](#) to approve the consent calendar; **Motion carried** unanimously.

4A. Approved ICTC Board Minutes for January 26, 2011.

4B. Received and filed ICTC Management Committee Draft minutes for February 9, 2011.
Received and filed ICTC SSTAC Draft minutes for February 2, 2011.

V. REPORTS**A. ICTC Executive Director**

Ms. Williams had the following announcements and updates:

- A project status was given by Ms. Williams regarding the Triennial Performance Audit. She stated that the data collection process is currently underway and that the audit team was in the Imperial Valley in early February.
- A project status was also given for the Short Range Transit Plan project. A Project Kick off meeting was held on February 22, 2011. At this meeting, a timeline was set and data needs list was distributed. This project should be finalized in 11 months.

Mr. Baza had the following announcements and updates:

- Mr. Baza stated that the position for Administrative Analyst I Limited Term is currently open. Ms. Sandi Flores has been hired as “extra help” and will be helping out during this transition.
- Currently, ICTC will be submitting two grant proposals for Caltrans Planning Grants. One grant proposal is for a Feasibility Study for a Proposed Calexico Intermodal Transportation Center for \$100,000 through the Caltrans Planning Grant Program, FTA 5304. The second is for an Imperial Valley Farm Worker Transportation Survey for \$250,000 through the Caltrans Planning Grant Program, Environmental Justice.
- Previous discussion regarding the passage of Proposition 22 and Proposition 26 and the issues they have was held at the January Commission meeting. Mr. Baza stated that both houses and their respective Budget Committees have voted to move forward in addressing the issues associated with the Prop 26 Re-Enactment and weight fee proposal and will hopefully soon go to the full legislative floor for approval the first week of March.
- Mr. Baza is working with the Mobility 21 and the Self Help Counties groups on promoting issues for the reauthorization of the Federal Transportation Bill. Such as improving processes that delay transportation projects and help create thousands of much-needed jobs, providing innovative federal financing tools to allow transportation agencies to leverage local dollars to accelerate the delivery of critical transportation projects and jump-start the economy, among others. A handout was distributed.

B. Southern California Association of Governments (SCAG)

Ms. Rosanna Bayon Moore had the following announcements and updates:

- SCAG hosted a meeting with ICTC and HDR Consultants regarding a Cross Border Model. There were 15 stakeholders present and meeting was used as the RTP kickoff. The RTP will look closely at the cross border movement, which will also include participation from Caltrans.
- The first round of planning sessions for State Community Strategies (SCS) kicked off before the ICTC Technical Advisory Committee (TAC) meeting in January. The next round of SCS workshops will have focus groups that include elected officials and the public at large.
- SCAG held a series of meetings last week with Imperial County regarding GIS. SCAG is encouraging agencies to communicate in GIS format. The pilot program SCAG launched years back is now a permanent program for SCAG.
- The major issues with the Master Lease for the new office location have been resolved with the property owners. A move in date of March 22, 2011 with the sub tenants as ICTC and IVEDC.

At this time Chairman Bradshaw called the public hearing to begin, with the conclusion of V. Reports directly following.

VI. PUBLIC HEARING**Scheduled hearing – 6:30 p.m.**

- A. A public hearing was conducted to consider approval of the proposed ICTC Conflict of Interest Code. The public was encouraged to address the Commission with comments in reference to the proposed ICTC Conflict of Interest Code.

Mr. Baza reported that the ICTC Management Committee met on February 9th and forwarded this item to the ICTC Commission for their review and approval, after the receipt of any public comment.

No public comment was received.

ICTC Management Committee and ICTC staff requests the following:

1. Conduct a public hearing for the adoption of the ICTC Conflict of Interest Code.
2. Adopt the ICTC Conflict of Interest Code.
3. Direct staff to submit the Conflict of Interest Code to the County Board of Supervisors for approval.

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

V. **REPORTS continued**

C. California Department of Transportation – District 11

- Ms. Berman stated that the consultant has been hired for the Valued Analysis study being conducted for Imperial Valley.
- The Quarterly External Relations meeting will be on March 24, 2011. Planning and Engineering staff are invited to attend, with all agenda items to be sent to Mark Baza. This meeting will be held after the ICTC TAC meeting.
- The Brawley Bypass ribbon cutting for phase II and groundbreaking for phase III will be held March 23, 2011 at 10:00 a.m. The Caltrans Director, Cindy McKim will be present.

D. Commission Member Reports

- Vice Chair Sanders announced that the League of Cities meeting will be hosted by the City of El Centro this month and will be held at the Steaks and Antipasto Restaurant on February 24, 2011. For more information or to RSVP, contact Carol Obeso with the City of El Centro.
- Supervisor Renison stated that he was happy to be present and filling in for Supervisor Kelley.

VII. **ACTION CALENDAR**

A. Specific Transit Operator Fiscal Reports FY 2009-10 – AIM Transit, Med-Express, West Shores Dial-A-Ride

Ms. Williams stated that these Fiscal Reports are for 3 contracts ICTC has with ARC and must be conducted on an annual basis. The reports were conducted by CPA firm, Hutchinson and Bloodgood.

ICTC Management Committee met on February 9th and forwarded this item to the ICTC Commission for their review and approval after the receipt of any public comment.

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2009-10; AIM Transit, Med-Express and West Shores Dial-A-Ride for the Imperial County Transportation Commission for FY 2009-10.

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

B. Transportation Development Act and Miscellaneous Fiscal Audits for FY 2009-10

Ms. Williams stated that these audits are required by state and federal agencies, such as, the State Controller's Office and the Board of Equalization, on an annual basis. These audits were also conducted by the CPA firm Hutchinson and Bloodgood and cover the Transportation Development Act (TDA), State Transit Assistance (STA), Countywide Transit Assistance Program (CTAP) and the ICTC Administration, Planning and Programming.

ICTC Management Committee met on February 9th and forwarded this item to the ICTC Commission for their review and approval after the receipt of any public comment.

1. Receive and file the FY 2009-10 Transportation Development Act and other miscellaneous fiscal audits for the Imperial County Transportation Commission for FY 2009-10

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

C. Regional Transportation Improvement Program (RTIP) FY 2010-11 to FY 2015-16 Amendment #6

Ms. Williams explained the RTIP process to the Commission. She also stated that changes to the RTIP in Amendment #6 included:

- o An increase in State Highway Operations Preservation Program (SHOPP- Roadway Preservation) in the amount of \$22,497,000.00 for 2 local projects.
- o An increase in State CASH – Caltrans (CT) Minor Program Funds in the amount of \$306,000 for 3 local projects along the Interstate corridor and within the region.
- o Reprogramming of Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Demonstration (SAFETEA-LU DEMO) Funds and City of Holtville Funds from FY 2009-10 to FY 2010-11.

Ms. Williams stated that total funding programmed in the RTIP for FY 2010-11 through FY 2015-16 has now increased from \$255,237,000 to \$278,040,000.

In cooperation with Caltrans and the City of Holtville, staff recommends the following actions for Commission review and approval; after receipt of public comment:

1. Adopt the recommended 2011 RTIP AMENDMENT #6; and,
2. Authorize staff to submit the documentation to SCAG for inclusion into the 2011 RTIP.

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

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on Wednesday, March 23, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

Chairman Bradshaw reminded Commissioners of the Unmet Transit Needs Hearing scheduled for March 10, 2011 at 6:30 p.m. in the County Board Chambers.

A motion was made to adjourn by [Sanders](#) and seconded by [Menvielle](#), **Motion carried** unanimously.

Meeting adjourned at 6:45p.m.



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL
DRAFT MINUTES

February 2, 2011

Present

Voting Attendees:

Mike Hack	Consumer (Chair)
Rebecca Sanchez	Area Agency on Aging (Vice Chair)
Kathi Williams	CTSA – ICTC
Mark Baza	CTSA – ICTC
KC Kennedy	ARC – Imperial Valley
Heddy McNeer	Consumer
Pablo Cerda	Imperial County DSS - Cal Works
Michelle Schenck-Soto	Imperial County - CCS
Griselda Martinez	Imperial County Work Training Center
Ted Ceasar	IVC
Claudia Macias	Imperial County Public Authority/IHSS

Non-Voting Attendees:

Cristi Lerma	ICTC
David A. Jones	IVT – First Transit
Rosanna Bayon Moore	SCAG
Adriana Pacheco	Brawley Dial-A-Ride
Isabel Pacheco	Brawley Dial-A-Ride

1. Chair Hack called the meeting to order at 10:05 AM. A quorum was present. Introductions were made.
2. Minutes adopted for January 5, 2011. **(Cerda/Sanchez) Motion carried.**
3. CTSA Reports
 - A new Chair and Vice Chair were appointed to the ICTC Commission at their last meeting. Councilman David Bradshaw from the City of Holtville is the new chairman and Councilwoman Sedalia Sanders from the City of El Centro is the new Vice-Chair.
 - ICTC completed the competitive bid process for the Short Range Transit Plan. A consultant, AECOM, was selected and the contract was approved at the last Commission meeting. A kick off meeting is scheduled for the end of February. This project should be completed in 9 to 10 months and will include public input and participation, as well as, bi-lingual workshops.
 - Staff is currently working on the Request For Proposal (RFP) for Imperial Valley Transit (fixed route) and AIM transit (Paratransit).

- A continued effort regarding the Consolidated Paratransit Dial-A-Ride RFP will begin soon. Staff will proceed with discussions with all individuals from the respective public agencies involved, with a tentative deadline of late summer/early fall for release of an RFP.
- Ms. Williams stated that the Triennial Performance Audit is under way. PMC Consultants, Derrick Wong and Rick Williams will be in Imperial Valley next week, February 8th – 11th. Meetings have been scheduled with all the participating transit operators and cities.
- Reminder: FTA Section 5310 applications are due to the regional planning agency by March 4, 2011. For more information contact the ICTC office or go directly to the CALTRANS website at <http://www.dot.ca.gov/hq/MassTrans/5310.html>

4. FY 2011-12 UTN Master Needs List

The Master Needs list, a copy of last year's Unmet Transit Needs letter from SSTAC to the Panel, and a copy of the SSTAC Findings letter were all distributed to SSTAC members. The purpose of this was to go over the letter that SSTAC usually presents to the Panel members, which are priorities to the SSTAC body. A discussion was held regarding what should be on the letter. Using last year's letter, changes were made to reflect what SSTAC members wanted to convey as priorities. A motion was made by Kennedy and seconded by Sanchez to change the phrasing on the 3rd paragraph of last year's letter to include "in order of priority" after the word consideration, **Motion Carried unanimously.**

A motion was made by Williams and seconded by Sanchez to change the phrasing for #4 on last's years letter to replace the word "explore" with "continue" and to add "as documented as Finding #8 on FY 2010-11 Findings" at the end of the sentence, **Motion Carried unanimously.**

A motion was made by Kennedy and seconded by Williams to provide a final version of the letter to the SSTAC body at the meeting on March 2, 2011, **Motion Carried unanimously.** Ms. Rebecca Sanchez volunteered to read the letter to the Unmet Transit Needs Panel Members during the hearing, there was no opposition.

There was more discussion regarding the item to provide schedule information at bus shelters. Ms. Kennedy stated that her staff has placed brochures in doctor's offices, etc. Some offices agree and others do not, stating they do not want unnecessary traffic in their offices. Mr. Jones stated he also already provides schedule information to all the Cities' Chambers of Commerce and Social Service agencies.

5. Operator Reports

- Mr. Jones stated that he recently went to Social Services and provided a presentation and explained in detail the bus schedules, including the Blue and Green Lines.
- A second round of schedules was delivered last week.
- Blue and Green Lines do not operate on Saturdays
- IVT is getting ready for performance and fiscal audits.
- Ms. Pacheco stated that Brawley Dial-A-Ride is also getting ready for the performance audit.

6. General Discussion

- Mr. Ceasar gave an update on the construction of the entrances at IVC. Currently, the entrances on Aten Road and Old Hwy 111 are closed but on track to open on February 14, 2011. The only entrance currently open is the new entrance on Hwy 111.
- Mr. Hack announced he will be a Bocce ball Coach for the Special Olympics of Imperial Valley.

7. Meeting adjourned at 11:35 a.m.



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

February 24, 2011

Present:

Ana Gutierrez	City of Brawley
Veronica Atondo (Chair)	City of Calexico
Bill Brunet	County of Imperial

Others:

Kathi Williams	ICTC
Cristi Lerma	ICTC
Sandi Flores	ICTC
Luis Medina	Caltrans
Nadine Martin	Caltrans
Rosanna Bayon Moore	SCAG
Sam Corbett	Alta Planning

1. Call to order by Chairperson Veronica Atondo at 10:20 a.m. A quorum was not present. Introductions were made.
2. January 27, 2011 minutes were not adopted because a quorum was not present.
3. ICTC Staff Updates / Announcements

Ms. Williams had the following announcements and updates:

- The Short Range Transit Plan (SRTP) Consultants held a Kick-off meeting on Tuesday, February 22, 2011. ICTC staff referred AECOM consultants to staff from the Cities to assist in conceptual planning questions and data collection. AECOM staff is bilingual and are very excited to be working on this project.
- PMC Consultants Derrick Wong and Rick Williams visited our offices in the middle of February. If agencies are receiving TDA funds, the team will contact city staff and ask about the administrative process. They should have a draft report in April, the final in May and should be presented to the Commission in June for approval.
- The STIP consultant is working with ICTC Staff in completing paperwork for Transportation Enhancement (TE) Funds for projects in both the cities of Brawley and El Centro. A

conference call is scheduled for Friday, February 25, 2011 to discuss completion and filing of proper documents and paperwork.

4. Caltrans Staff Updates / Announcements

Mr. Medina's updates and announcements included:

- Mr. Medina provided information regarding the city obligation plans and provided a handout to all attendees. An update is due to Sacramento by April 1, 2011. There has been no update since December 2010. Mr. Medina suggested that if we can spread out obligations within the next 6 months that would be helpful. Caltrans has received only 3 obligation plans.
- As a reminder, RSTP and CMAQ funds needs to be obligated by the Federal Fiscal Year, which is in September. Mr. Brunet mentioned that the County should have an idea by next week as to their obligations.
- Ms. Martins stated that March 1st is the eligibility review for the Winterhaven & Arraz projects.
- Ms. Martins addressed the ICTC project of two (2) hybrid vehicles. Caltrans will look into the possible need for an audit. She believes any federal money needs an audit.
- Mr. Medina mentioned that Ms. Martins is organizing a retirement lunch on April 29th for Kathy Buell's retirement.
- Mr. Medina stated that there are some delays in accounting, due to a switch to a more sophisticated program and the training associated with it. As a result Caltrans accounting is backlogged on processing finance letters and therefore invoices are being delayed. Holtville is high priority; they have two (2) projects on hold. Also, Imperial has an invoice on hold on one project. Caltrans will follow up with both those cities through email. Mr. Gojuangco has advised the accounting office to expedite payment to the three projects on high priority to keep those agencies from going on the inactive list.
- Caltrans will hold an External Relations meeting on March 24th, after the TAC meeting. Mr. Brunet suggested not holding the External Relations meeting on March 24th due to a possibility of low attendance because there is an event out of town that day for Public Works Management. Mr. Medina informed us that we might need to move the TAC meeting in March to the following Thursday; 2nd Thursday or 4th Thursday in April.
- Mr. Medina stated that the Safe Route to School program is coming in April. Caltrans staff is planning on providing a training session for the Safe Routes to School program, along with trainings on DBE and invoicing sometime thereafter.

5. SCAG Updates / Announcements

Ms. Bayon Moore's updates and announcements included:

- Ms. Bayon Moore stated that the tentative office move is scheduled for March 22, 2011. A large meeting space will be available for ICTC, SCAG, and IVEDC staff.
- The Countywide GIS Committee had a meeting chaired by the Assessor's Office. SCAG is encouraging agencies to communicate in GIS format. The pilot program SCAG launched years back is now a permanent program for SCAG. Since the pilot program began there have been two updates to the GIS. Ms. Bayon Moore stated that SCAG has dollars for a new aerial with high resolution and staff is currently looking at ways to modify the scope for an RFP. If member agencies want the higher resolution GIS product, it will mean that only the urbanized areas will be GIS formatted. The Assessor's Office is pushing for high resolution.
- Ms. Bayon Moore is scheduling meetings with local agencies to talk about the SCAG General Assembly that will take place the first week of May in La Quinta. SCAG will cover the registration and one night accommodations for one elected official for each city that wishes to attend.

- 2011 Compass Blueprint Recognition Awards will be presented in recognition of projects that demonstrate excellence and achievement in the four key elements of Compass Blueprint planning: Livability, Mobility, Prosperity and Sustainability. The deadline for nomination submission is: Tuesday, March 15, 2011 at 2:00 pm.
- The next scheduled training of the Tool Box Tuesday's sessions will be on March 22 from 10:00 am – 1:00 pm. The topic will be Economic Development for Planners.
- For any questions on any of these announcements you can contact Ms. Bayon Moore at moorer@scag.ca.gov.

6. General Discussion

- Mr. Sam Corbett from Alta Planning & Design introduced himself to the group. Mr. Corbett was invited to attend the TAC meeting by Mr. Mark Baza to address possible data needs for an updated Master Bicycle Plan study his firm is conducting on the County's master bicycle plan. Mr. Corbett explained that Bicycle Transportation Account (BTA) funds would be available for the County of Imperial when the study has concluded. According to Caltrans regulation each cities/counties Master Bicycle Plan must be updated every five years. Because of this, Imperial County has not been eligible to apply as of late.
- Mr. Corbett stated that his firm would like to review all City Bicycle Plans and develop a comprehensive, seamless network throughout the county. Ms. Bayon Moore stated that she can assist him in obtaining this data.
- Mr. Corbett is in the process of coordinating a public outreach workshop and is scheduled for April 18th. Some of the key aspects to be discussed are bike racks, end of trip facilities, surveys and a project website. Another round of public outreach will be done once the plans been drafted, possibly end of summer or early fall. The project website is <http://www.imperialcountybicyclemasterplan.com>
- Ms. Bayon Moore suggested that Mr. Corbett create a flyer to distribute at the Tour de Manure bike race scheduled to take place in El Centro on Saturday, February 26th.
- Mr. Brunet announced that Mr. Frank Fiorenza is leaving the County after 19 years of service, and is going to work for the IID.

7. The next meeting for the ICTC TAC was tentatively set for March 24, 2010 at the IID Water Control Conference Room at 10:00 a.m.

Meeting adjourned at 11:30 a.m.