



**TECHNICAL ADVISORY COMMITTEE  
AGENDA**

**DATE:** Thursday, November 14, 2019  
**TIME:** 10:00 a.m. – 12:00 p.m.  
**LOCATION :** ICTC Offices  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

Chairperson: City of El Centro

Vice-Chair: City of Calexico

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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.

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**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. Regional Climate Action Plan: Memo included on page 3 *INFO*  
*Presented by: Consultant Team and ICTC Staff*
3. Adoption of the minutes for July 25, 2019 *Action Item*  
*Requesting a motion to adopt*
4. Adoption of the minutes for September 26, 2019 *Action Item*  
*Requesting a motion to adopt*
5. ICTC Updates / Announcements 15 minutes  
*Presented by ICTC Staff*
  - a. Transit Planning Updates
  - b. Transportation Planning Updates
  - c. FFY 2019-20 Programmed Project Updates
  - d. LTA Bond Updates: 2012 & 2018
6. SCAG Updates / Announcements 10 minutes  
*Presented by SCAG staff*
7. Cities and County Planning / Public Works Updates 10 minutes  
*All*

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,**

IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL

ICTC TAC MEETING AGENDA

(2)

November 14, 2019

- |     |  |            |
|-----|--|------------|
| 8.  | Caltrans Updates / Announcements<br><i>Presented by Caltrans Staff</i> | 15 minutes |
| 9.  | General Discussion / New Business<br><i>All</i>                        | 10 minutes |
| 10. | Adjournment  |            |

The next meeting of the ICTC TAC meeting is tentatively scheduled for December 19, 2019. For questions you may call Marlene Flores at (760) 592-4494 or contact by email at [marleneflores@imperialctc.org](mailto:marleneflores@imperialctc.org)



# Memo

**To:** TAC Members, Regional CAP lead members  
**From:** Marlene Flores  
**Date:** November 8, 2019  
**Re:** **Regional Climate Action Plan (CAP): Update and Greenhouse Gas Emissions Inventory Data Collection Task**

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Our next Technical Advisory Committee (TAC) meeting will provide an opportunity for ICTC staff and consultant team to gather valuable information from representatives from County and local agencies on the Regional CAP. It will also provide an opportunity for local agencies to ask questions on the Cap development.

This memorandum consists of two main parts:

1. **County and Local Agency Input is important**, it reflects the needs and wants of each municipality. A broad survey was conducted by ICTC soliciting input from CAP stakeholders and TAC members. The survey was sent via email on August 5<sup>th</sup> and September 23<sup>rd</sup> providing local agencies with examples of different CAP plans and see the difference of the level of detailed in each report. ICTC did receive several responses which helped to identify local agency needs and wants.

As of September 27<sup>th</sup>, the following represent responses of local agency staff members that participated on the survey.

- Would like to see what type of strategies the plan will recommend to mitigate extreme heat.
- "Qualified" CAP per CEQA guidelines that can be used to streamline future projects
- We would like to see a document that has more high-level strategies
- More examples of other CAP reports

2. **GHG Inventory Data Collection** is the first stage of the climate planning process. Completion of a greenhouse gas (GHG) inventory for the County and each of the participating cities is our next target. A GHG emissions inventory identifies the major sources and quantities of GHG emissions produced by government operations and community driven activities within a jurisdiction's boundaries for a given time period. This process has already started and we asked for your help in collecting this data. This request was sent via email on November 7, 2019.

We look forward to seeing you on our next TAC meeting on November 14<sup>th</sup>. Please come prepared to share and provide input.

If you have any questions please contact, Marlene Flores at [marleneflores@imperialctc.org](mailto:marleneflores@imperialctc.org) or at (760) 592- 4494. Thank you.



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**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

**July 25, 2019**

**Present:**

Lily Falomir	City of Calexico
Denise Marin	City of Calipatria
Guillermo Sillas	City of Brawley
Gordon Gaste	City of Brawley
Abraham Campos	City of El Centro
Isabel Alvarez	City of Imperial
Veronica Atondo	County of Imperial

**Others:**

Virginia Mendoza	ICTC
Marlene Flores	ICTC
Joseph Chua	Caltrans
Felix de Leon Jr.	City of El Centro
Angel Hernandez	City of El Centro
Christian Rodriguez	City of El Centro
Catherine Gutierrez	City of El Centro
David Salgado	SCAG

1. The meeting was called to order at 10:09 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 June 27, 2019 (**Falomir/Atondo**) **Motion Carried.**
3. **Regional Climate Action Plan-** TAC members received a Memo on the Overview of Climate Action Planning and its benefits. A brief review among TAC members was done. ICTC received feedback from all agencies. It was suggested, if ICTC can provide samples of other Climate Action Plans done and what kind of information it has. It was suggested if we could provide a sample of a robust Climate Action Plan as well as a small Climate Action Plan.
4. **ICTC Updates / Announcements**  
(Presented by ICTC Staff)
  - a. **Transit Planning Updates-** No updates were provided.
  - b. **Transportation Planning Updates (By Virginia Mendoza):**

- **Traffic Circulation Plan-** Ms. Mendoza mentioned how the Traffic Circulation was taken to Commission in June and it was presented to the board for approval.
  - **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study-** Ms. Mendoza provided an update on the current status of this project. Hopefully by September/October we will have a Consultant on board. Interviews will be in August.
  - **Assembly Bill 335-** The Governor signed the Bill on June 26, 2019. AB 335 will become effective in January 2020. This bill will allow ICTC to include non-transportation programs. The transition will be effective in January 2020.
  - **State Route 86 (Northbound) Border Patrol Checkpoint:** The project is still in process with 65% design.
- c. **FFY 2018-19 Programmed Project Updates (By Virginia Mendoza):**
- Update on State and Federal funding obligations. A complete list of programmed projects was provided as an attachment to the agenda. Each agency provided an update on the current status of each project.
- d. **SB 1 2018 Local Partnership Program (LPP) (by Virginia Mendoza):**
- A list of all LPP projects was provided to all agencies. The list provides agencies with programming dates. If there are any updates to the LPP projects, ICTC will contact each agency.
- e. **LTA Updates (Virginia Mendoza):**
- 2018 LTA Bond. The City of Calexico and City of Holtville invoices have been processed.
  - City of Brawley still have a balance on their respective 2012 LTA Bond accounts.
5. **SCAG Updates / Announcements:**
- SCAG GO-Human Marketing Materials: If any agencies are interested in having materials provided for promotion of safe walking and biking and driver awareness, please contact David Salgado.
  - RHNA 101 Webinar: Monday July 29<sup>th</sup>, 2019, 10:00 a.m. to 11:00 a.m. The webinar will cover the basics of the RNHA process and opportunity to ask questions via web text.
  - SCAG Safety Workshop- The workshop will feature expert panels and highlight successful strategies for improving traffic safety, centering on the essential elements of building safer streets. The workshop will be on August 7<sup>th</sup>, from 10:00 a.m. to 3:00 p.m. at the El Centro Caltrans Office.
6. **Cities and County Planning / Public Works Updates:**
- Local agencies gave an update on their local projects in progress.
7. **Caltrans Updates / Announcements (By Joseph Chua)**
- Caltrans provided updates on:
    - Inactive Projects: As of July 11, 2019, the inactive and future inactive list was updated. Action is required by the ICTC, and all cities. The next deadline to submit Inactive and Future Inactive Invoices is August 20, 2019.
    - Active Transportation Program Training- Two-day training will be held on August 19-20, 2019 at Sacramento State University.
    - DBE Annual Submittal & ADA Annual Certification forms: both the local Agency Disadvantage Business Enterprise (DBE) Annual Submittal Form (exhibit 9-B) and Local Agency Americans with Disabilities Act (ADA) Annual Certification Form (exhibit 9-C) were due on June 28, 2019, for the next Federal Fiscal Year.
    - Reporting Procedure: Local agencies notify their prime contractors of this reporting requirement. Local agencies notify their prime contractors of this reporting requirement.

Prime contractors, as well as each subcontractor, report this information to their respective local agency Resident Engineer who certifies that the information is correct and complete.

Local agency Resident Engineers send the reports to their respective Caltrans District Local Assistance Engineer (DLAE) who verifies that the information is complete.

**8. General Discussion / New Business**

- Mr. Abraham Campos provided information on Planet Bids and how the process has been much smoother now with the new program. Ms. Mendoza mentioned that TAC will go dark during the month of August. The next TAC meeting will be on September 26, 2019.

**9. Meeting adjourned at 11:30 a.m.**



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**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

**September 26, 2019**

**Present:**

Lily Falomir	City of Calexico
Guillermo Sillas	City of Brawley
Gordon Gaste	City of Brawley
Abraham Campos	City of El Centro
Isabel Alvarez	City of Imperial
Veronica Atondo	County of Imperial

**Others:**

Marlene Flores	ICTC
Cristi Lerma	ICTC
Angel Hernandez	City of El Centro
Jesus Villegas	City of Imperial
David Salgado	SCAG
Bing Luu	Caltrans
Beth Landrum	Caltrans

1. The meeting was called to order at 10:04 a.m. A quorum was present, and introductions were made. There were no public comments made.
2. ICTC provided minutes for July 25, 2019 as an informational item. No action was taken.
3. **Southern California Local Assistance Management Meeting (SCLAMM) Information**  
 Ms. Flores provided a presentation on the SCLAMM meeting that Virginia Mendoza and herself attended on September 11, 2019. SCLAMM was hosted by District 12 and Federal Highway Administration and the Division of Local Assistance Headquarters. Presentations and updates and information regarding Local Assistance to local agencies. SCLAMM also had presentations from Title VI and Right of Way. The next SCLAMM will be March 5, 2020 in Los Angeles.
4. **ICTC Updates / Announcements**  
*(Presented by ICTC Staff)*
  - a. **Transit Planning Updates-** No updates were provided.
  - b. **Transportation Planning Updates (by Marlene Flores):**
    - **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study-** Ms.

Flores provided a quick update on the project. Contract negotiations has been finalized with the consultant. It is anticipated that the kick-off meeting will be held in late September or early October 2019.

- **State Route 86 (Northbound) Border Patrol Checkpoint:** The project is still in process. Currently in draft status. The draft is scheduled for completion by October 2019.
  - c. **FFY 2018-19 Programmed Project Updates (by Marlene Flores):**
    - Update on State and Federal funding obligations. A complete list of programmed projects was provided as an attachment to the agenda. Each agency provided an update on the current status of each project.
  - d. **Imperial County Regional Climate Action Plan (by Marlene Flores):**
    - Ms. Flores provided a brief overview of the status on the Regional CAP. After the kick-off meeting in June 28, 2019, ICTC established Project Management Procedures and Communication Protocols with the Consultant as well as reviewing the Scope of Work and Schedule. Next steps will include: Confirming Technical Working Groups Members as well as identifying key internal and external stakeholders. Ms. Flores provided results of a survey that was conducted by ICTC on different kinds of CAP reports. The survey results will serve as an initial start to the CAP project.
  - e. **LTA Updates 2012 and 2018 (by Marlene Flores):**
    - City of Brawley still have a balance on their respective 2012 LTA Bond accounts.
    - 2018 LTA Bond. The City of Calexico and City of Holtville. ICTC is ready to receive invoices.
5. **SCAG Updates / Announcements (by David Salgado)**
- The RHNA webinar was a success. Thank you to everyone that participated. A hybrid methodology to present to stakeholders. SCAG will be holding numerous public workshops and outreach efforts to share the proposed methodologies and their potential effects on the region.
  - Connect So-Cal. SCAG is working to have a DRAFT Connect SOCAL out for public review in November 2019 with a tentative approval date in April 2020.
  - Affordable Housing Sustainable Communities Workshop will be held on October 28<sup>th</sup> at ICTC offices. This cycle is approximately \$5 million and the goal is greenhouse gas reductions.
6. **Cities and County Planning / Public Works Updates:**
- Local agencies gave an update on their local projects in progress.

7. **Caltrans Updates / Announcements (By Caltrans Staff)**

Quality Assurance Program (QAP)- Mr. Luu mentioned that every agency needs to be current with their QAP. He provided a list of local agencies that need to update their QAP or will be expiring soon.

Inactive Projects- As of September 13, 2019, the inactive and future inactive list was updated. Action is required by the Imperial County Transportation Commission and County of Imperial, as well as the cities of Calexico and Imperial. The deadline to submit Inactive invoices is November 20, 2019. District 11 must have complete and accurate invoices before this due date to avoid de-obligation of federal funds.

Reporting Procedure: Local agencies notify their prime contractors of this reporting requirement. Local agencies notify their prime contractors of this reporting requirement.



Prime contractors, as well as each subcontractor, report this information to their respective local agency Resident Engineer who certifies that the information is correct and complete. Local agency Resident Engineers send the reports to their respective Caltrans District Local Assistance Engineer (DLAE) who verifies that the information is complete.

Upcoming Trainings: January 30-31, 2020 there will be a Highway Program Funding Class in San Diego at Caltrans, District 11 Office. For a reduced fee of only \$175 (for local agency staff), the National Highway Institute is teaching a Federal-aid Highway Program overview focusing on various aspects of funding unique to FHWA.

Mr. Luu mentioned that Mr. Joseph Chua had retired and is no longer with Caltrans. He will be missed by everyone. Mr. Ben Guerrero will be the new coordinator staff that will be providing guidance to the Imperial Valley.

**8. General Discussion / New Business**

Mrs. Beth Landrum mentioned that the next Team Building Meeting will be on October 24<sup>th</sup>, 2019 to save the date for the meeting for TAC.

City of El Centro mentioned that the Aquatic Center will be having a grand opening on October 26<sup>th</sup>, 2019.

Mrs. Atondo mentioned that the Imperial County Public Works would like to begin with cleanup on all intersections that share right of way with a city. She will be contacting local agencies to work together.

**9. Meeting adjourned at 11:03 a.m.**