



**1503 N. IMPERIAL AVENUE, SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
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**TRANSPORTATION COMMISSION
AGENDA**

**WEDNESDAY, DECEMBER 11, 2019
6:00 PM**

**County of Imperial Administration Center
Board of Supervisors Chambers
940 W. Main Street, Second Floor
El Centro, CA 92243**

CHAIR: ROBERT AMPARANO

VICE CHAIR: GEORGE NAVA

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.

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 Commission for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Commission. The Commission 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. CONSENT CALENDAR

(Executive Director recommends approval of consent calendar items)

- | | | | |
|----|--|-------------------|------------|
| A. | Approval of the ICTC Commission Draft Minutes: | November 13, 2019 | Pages 3-17 |
| B. | Receive and File: | | |
| | 1. ICTC Management Committee Draft Minutes: | November 13, 2019 | |
| | 2. ICTC SSTAC Minutes: | November 6, 2019 | |
| | 3. ICTC Draft TAC Minutes: | November 14, 2019 | |

V. REPORTS (Up to 5 minutes per staff report)

- A. ICTC Executive Director
- See attached Executive Director Report on page 18
- B. Southern California Association of Governments
- See attached report on page 27
- C. California Department of Transportation – District 11
- See attached report on page 30
- D. Commission Member Reports (if any)

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

VI. ACTION CALENDAR

- A. FY 16-17, 17-18 and 18-19 TDA Triennial Performance Audit – Award Recommendation Page 53

The ICTC Management Committee will meet on November 13, 2019 and it is anticipated that they will forward this item to the Commission for their review and approval after public comment, if any:

1. Approve the award of the Agreement for the FY 16-17, 17-18 and 18-19 TDA Triennial Performance Audit to Moore and Associates in the amount of \$71,537.40.
2. Authorize the Chairperson to sign the agreement.

VII. INFORMATION CALENDAR

- A. FY 2019-20 ICTC Budget Back-up Documentation Request – County of Imperial Legal, Auditor-Controller and Treasurer Services Page 55
Presented by ICTC Staff
- B. Federal Transit Administration (FTA) Triennial Review; FY 2017, 2018, and 2019 Page 57
Presented by ICTC Staff
- C. Update on Calipatria and Niland Implementation of Bus Stop and Bench Shelters

VIII. MEETING DATE AND PLACE

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, January 22, 2019 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

- A. Motion to adjourn

IMPERIAL COUNTY TRANSPORTATION COMMISSION
DRAFT MINUTES FOR NOVEMBER 13, 2019
6:00 p.m.

VOTING MEMBERS PRESENT:

- | | |
|---------------------|-------------------------|
| City of Brawley | George Nava |
| City of Calipatria | Maria Nava-Froelich |
| City of Calexico | Lewis Pacheco |
| City of El Centro | Cheryl Viegas-Walker |
| City of Holtville | James Predmore |
| City of Imperial | Robert Amparano (Chair) |
| City of Westmorland | Larry Ritchie |

NON-VOTING MEMBERS PRESENT: Caltrans District 11 Gustavo Dallarda

STAFF PRESENT: Mark Baza, Cristi Lerma, Virginia Mendoza, Eric Havens (Counsel)

OTHERS PRESENT: David Salgado: SCAG; Erwin Gojuangco, Jose Ornelas: Caltrans; John Gay: County of Imperial; Bod Douthitt: IVRMA

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, November 13, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Amparano](#) called the Commission meeting to order at 6:24 p.m. Roll call was taken, and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT CALENDAR

A motion was made by [Nava-Froelich](#) and seconded by [Nava](#) to approve the consent calendar as presented; **Motion carried with one abstention from El Centro** only for October 23, 2019 Commission minutes.

- A. Approval of the ICTC Commission Draft Minutes: October 23, 2019
- B. Receive and File:
 - 1. ICTC Management Committee Draft Minutes: October 9, 2019
 - 2. ICTC SSTAC Minutes: September 4, 2019
 - 3. ICTC Draft SSTAC Minutes: October 2, 2019
- C. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2018-19 – Regional Applications
 - 1. Authorized the Chairman to sign the resolution as required by Caltrans
 - 2. Authorized staff to forward documentation to Caltrans as required.
- D. Authorize travel for an ICTC Commission Member to attend the CALCOG Board Meeting

in November

1. Approved travel for Commissioner Cheryl Viegas-Walker to attend the CALCOG Board Meeting on November 15, 2019 for an estimated expenditure amount of \$318.00
- E. Quality Assurance Program (QAP) Adoption
1. Approved the proposed 2019 Quality Assurance Program (QAP).

VI. REPORTS

- A. ICTC Executive Director
- Mr. Baza stated that a meeting will be held on November 20, 2019 at ICTC with local leaders to discuss regional priorities regarding several topics following attendance at the State Economic Summit. Mr. Baza stated that this will be a good opportunity to discuss Imperial Valley priorities with State leaders of California Forward.
 - Ms. Viegas Walker requested that staff provide the items needed by the FTA Triennial Auditors at the next meeting.
 - Ms. Nava-Froelich asked about bus stops and bench shelters in the City of Calipatria and Niland. Mr. Baza stated that we will provide detailed information at the next meeting.
 - Ms. Viegas-Walker would like more information on the ICTC Bus Stop Bench and Shelter Inventory project and would also like to see a map of our transit corridor in the City of Brawley as it pertains to the Brownfield Assessment project.
 - A full list of updates and announcements can be found on page 62 of the agenda.
- B. Southern California Association of Governments (SCAG)
- The Draft Connect SOCAL Plan was released on Thursday, November 7th by the Regional Council at its regular meeting. The plan incorporates the Sustainable Communities Strategy (SCS) for a second time. All the documentation is available on the Connect SOCAL website. The Program Environmental Impact Report (PEIR) will be released concurrently for comment and review. SCAG will be traveling the region to brief officials and solicit feedback from folks through January 2020. Public Hearings are also scheduled for January 2020. The Regional Housing Needs Assessment was also approved at the last meeting. SCAG will also be presenting at the League meeting in January.
 - Mr. Darin Chidsey will be at the meeting in December.
 - A full list of updates and announcements can be found on page 71 of the agenda.
- C. California Department of Transportation (Caltrans)
- Mr. Dallarda, Acting District Director was present at the meeting.
- D. Commission Member Reports
- Commissioners had various announcements regarding events occurring in their jurisdictions.

VII. ACTION CALENDER

- A. ICTC Intern and ICTC Student Intern Polices and Programs

The ICTC Management Committee met on November 13, 2019 and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Approved the ICTC Standard Internship Program
2. Approved the ICTC Student Intern Program
3. Authorized the Chairman to sign the resolution providing Workman's Compensation for unpaid interns under Section 3363.5 of the California Labor Code.

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

- B. Resolution for the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) transition to ICTC

In early 2018, the Commission directed the Executive Director to work with the City/County Managers to discuss the potential benefits for creating a Council of Governments (COG) for regional non-transportation programs. City Managers, County CEO, and the ICTC Executive Director developed a strategy for creation and development of a Council of Governments (COG). On October 24, 2018, the Commission directed staff to meet with legislative staff to pursue legislation that give ICTC the authority to administer non-transportation programs.

As originally proposed the COG was to take on the administration of two existing programs: The Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) with the City of El Centro and County Public Works continuing to administer the programs, respectively. However, with the adoption of Assembly Bill 335 (AB 335), both IVRMA and SAFE programs can now be administered by ICTC with majority approval by the member agencies.

Staff have met and will continue meeting with staff from both the City of El Centro and the County of Imperial in order to move forward with the transition, it is requested that a resolution is adopted, as described in Chapter 11 Section "e" of AB 335. As recommended by legal counsel, this resolution is the first step in the transition. Subsequent approvals/resolutions by each of the member agencies of IVRMA and SAFE will be required.

The ICTC Management Committee met on November 13, 2019 and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Authorized the Chairman to sign the resolution for the transition of the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) to ICTC

A motion was made by [Pacheco](#) and seconded by [Nava](#); **Motion carried unanimously, no opposition.**

- C. 2020 State Transportation Improvement Program (STIP) Recommendations for Imperial County

The 2020 STIP Consultation Meeting between ICTC staff and Caltrans District 11 staff, a requirement of the STIP process, was held on August 21, 2019 in San Diego. The purpose of the meeting was to discuss options and draft recommendations for the 2020 STIP and future STIP cycles. The discussion included the future funding of Forrester Road with STIP RIP funds, and the possibility of funding the SR-115 Extension project with Caltrans STIP IIP funds. None of these projects were recommended for funding at this time because Project Study Reports required for programming of projects in the STIP have not been

developed and funding is limited. The only recommended funding for the 2020 STIP is to fund PPM activities at the levels permitted: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.

The following schedule lists the major milestones for the development and adoption of the 2020 STIP:

Caltrans presents draft Fund Estimate	June 26-27, 2019
STIP Guidelines & Fund Estimate Workshop	July 22, 2019
CTC adopts Fund Estimate & Guidelines	August 14-15, 2019
Caltrans identifies State highway needs	September 15, 2019
Caltrans submits draft ITIP	October 1, 2019
CTC ITIP hearing, North	October 8, 2019
CTC ITIP hearing, South	October 15, 2019
Regions submit RTIPs	December 15, 2019
Caltrans submits final ITIP	December 15, 2019
CTC STIP hearing, North	January 30, 2020
CTC STIP hearing, South	February 6, 2020
CTC publishes staff recommendations	February 28, 2020
CTC adopts STIP	March 25-26, 2020

The ICTC Management Committee met on November 13, 2019 and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Approved the 2020 STIP Recommendations for Imperial County, requesting to fund Planning, Programming and Monitoring (PPM) activities in the following distributions: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.
1. Approved the award of Consultant Agreement for the State Route 78/Glamis Multiuse Grade Separated Crossing to Kleinfelder in the amount of \$271,098.76.
2. Authorized the Chairperson to sign the consultant agreement.

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

VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **December 11, 2019 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

- A. Meeting adjourned at 8:12 p.m.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
DRAFT MINUTES OF November 13, 2019
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	David Dale
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Stefan Chatwin
County of Imperial	Esperanza Colio-Warren
County of Imperial	John Gay

STAFF PRESENT: Mark Baza, Virginia Mendoza, Cristi Lerma**OTHERS PRESENT:** David Salgado: SCAG; Beth Landrum, Jesus “Chi” Vargas, Jose Ornelas, Hanh-Dung Khun: Caltrans; Sean Wilcock, Glenna Barrett, Victor Ramirez: IVEDC

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, November 13, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Wells called the Committee meeting to order at 10:41 a.m. Roll call was taken, and a quorum was present.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by [Chatwin](#) seconded by [Bayon Moore](#) to approve the consent calendar as presented, **Motion carried unanimously.**

- A. Approved Management Committee Minutes for October 9, 2019
- B. Received and Filed:
 - 1. ICTC Commission Meeting Notes for October 23, 2019
 - 2. ICTC TAC Minutes for September 26, 2019
 - 3. ICTC SSTAC Draft Minutes for October 2, 2019
- C. Quality Assurance Program (QAP) Adoption

It was requested that ICTC Management Committee forward this item to the Commission for review and approval after public comment, if any:

1. Approve the proposed 2019 Quality Assurance Program (QAP).

V. REPORTS

A. ICTC Executive Director

- Mr. Baza stated that a meeting will be held on November 20, 2019 at ICTC with local leaders to discuss regional priorities regarding several topics following attendance at the State Economic Summit. Mr. Baza stated that this will be a good opportunity to discuss Imperial Valley priorities with State leaders of California Forward.
- Ms. Barrett and Mr. Wilcock were present to give an overview of the efforts with the Southern Border Broadband Consortium. Ms. Barrett stated that the goal for Imperial County is 98% deployment. Mr. Wilcock stated that working with City Managers will help see where easements are needed. Staff will be in contact to schedule meetings soon. Mr. Baza stated that the next steps after needs are identified will be infrastructure implementation and additional funding will be needed for that effort.
- A report with additional updates can be found on page 54 of the agenda.

B. Southern California Association of Governments (SCAG)

- The Draft Connect SOCAL Plan was released on Thursday, November 7th by the Regional Council at its regular meeting. The plan incorporates the Sustainable Communities Strategy (SCS) for a second time. All the documentation is available on the Connect SOCAL website. The Program Environmental Impact Report (PEIR) will be released concurrently for comment and review. SCAG will be traveling the region to brief officials and solicit feedback from folks through January 2020. Public Hearings are also scheduled for January 2020. The Regional Housing Needs Assessment was also approved at the last meeting.
- Mr. Salgado stated that a response is needed from Imperial County to Javier Aguilar at SCAG regarding the GIS Aerial Imagery Project. Mr. Baza stated that a new meeting will have to be scheduled with Mr. Aguilar. Ms. Colio-Warren stated that the County of Imperial will be taking the lead on this project, however a person has not been identified yet.
- A report with additional updates can be found on page 62 of the agenda.

C. Caltrans Department of Transportation – District 11

Mr. Vargas provided the following updates:

- The I-8 concrete project is still scheduled to be completed by the end of the year. Other projects are also on time. No delays have been reported.
- Regarding the mud pots in Niland, phase 1 and 2 are complete. Phase 3 detour will not begin until mud pots begins shifting.
- The I-8/Imperial Interchange project is still expected to begin construction in February 2020. A public outreach campaign is underway between Caltrans, City of El Centro and ICTC staff.

Ms. Khun had the following updates:

- There have not been any changes to the SR-86/Customs and Border Protection Checkpoint expansion project.
- Sign installation and pavement refreshment was completed on October 24, 2019 for the road at SR-98 and Barbara Worth just outside of Calexico. The sign reads, “Cross Traffic Does Not Stop Here.”

Ms. Landrum had the following updates:

- A Feasibility Study is underway for a possible Grade Separated Crossing at SR-78 and Glamis. The Technical Working Group meetings have begun and initial outreach to the PHV community will occur in January 2020.

- A draft report is being circulated for public comment with copies placed in City Hall and the Library regarding the City of Calipatria – Railroad Corridor Multi-Use Bikeway Master Plan. Comments are due on December 4, 2019.
- A Technical Working Group is being formed to seek input regarding the Active Transportation Plan in San Diego and Imperial Counties.

D. Committee Member Reports

- Ms. Bayon Moore thanked ICTC staff for their efforts in preparing funding parameters for Legion road.

VI. ACTION CALENDAR

A. Resolution for the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) transition to ICTC

In early 2018, the Commission directed the Executive Director to work with the City/County Managers to discuss the potential benefits for creating a Council of Governments (COG) for regional non-transportation programs. City Managers, County CEO, and the ICTC Executive Director developed a strategy for creation and development of a Council of Governments (COG). On October 24, 2018, the Commission directed staff to meet with legislative staff to pursue legislation that give ICTC the authority to administer non-transportation programs.

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Staff have met and will continue meeting with staff from both the City of El Centro and the County of Imperial in order to move forward with the transition, it is requested that a resolution is adopted, as described in Chapter 11 Section “e” of AB 335. As recommended by legal counsel, this resolution is the first step in the transition. Subsequent approvals/resolutions by each of the member agencies of IVRMA and SAFE will be required.

It was requested that ICTC Management Committee forward this item to the Commission for review and approval after public comment, if any:

1. To Authorize the Chairman to sign the resolution for the transition of the Imperial Valley Resource Management Agency (IVRMA) and the Service Authority for Freeway Emergencies (SAFE) to ICTC

A motion was made by [Chatwin](#) seconded by [Piedra](#). **Motion carried unanimously.**

B. 2020 State Transportation Improvement Program (STIP) Recommendations for Imperial County

The 2020 STIP Consultation Meeting between ICTC staff and Caltrans District 11 staff, a requirement of the STIP process, was held on August 21, 2019 in San Diego. The purpose of the meeting was to discuss options and draft recommendations for the 2020 STIP and future STIP cycles. The discussion included the future funding of Forrester Road with STIP RIP funds, and the possibility of funding the SR-115 Extension project with Caltrans STIP

IIP funds. None of these projects were recommended for funding at this time because Project Study Reports required for programming of projects in the STIP have not been developed and funding is limited. The only recommended funding for the 2020 STIP is to fund PPM activities at the levels permitted: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.

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It was requested that ICTC Management Committee forward this item to the Commission for review and approval after public comment, if any:

1. Approve the 2020 STIP Recommendations for Imperial County, requesting to fund Planning, Programming and Monitoring (PPM) activities in the following distributions: \$92,000 in fiscal year 2023-24 and \$202,000 in fiscal year 2024-25.

A motion was made by [Bayon Moore](#) seconded by [Colio-Warren](#). **Motion carried unanimously.**

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **December 11, 2019** at the **City of Imperial, Imperial, CA**

VIII. ADJOURNMENT

- A. Meeting adjourned at 11:40 a.m.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

November 6, 2019

Present

Voting Attendees:

Michael Hack – Vice-Chair	Consumer
Ted Ceasar	Consumer
Sarah M. Enz	Area Agency on Aging/Public Administrator
Dr. Kathleen Lang	California Health & Wellness
Mitzi Perez	ARC-Imperial Valley
Raul Cordova	Work Training Center
David Aguirre	CTSA-ICTC
Maricela Galarza	CTSA-ICTC
Gustavo Gomez	CTSA-ICTC

Non-Voting Attendees:

Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Helio Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Jose Guillen	IVT/IVT Access/IVT Ride/IVT MedTrans
David Salgado	SCAG

1. Mr. Hack called the meeting to order at 10:07 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for October 2, 2019 ([Lang](#), [Cordova](#)), **Motion Carried.**
3. CTSA Reports:

Mr. Aguirre had the following updates:

- Outreach events for the Fare Analysis Study occurred on October 23rd & 24th at different times during the day. The approach for this study outreach was to go to consumers and obtain feedback on the proposed concepts. The outreach events took place in different cities, including transfer terminals. There was a good turnout. A report from the consultants is currently pending and it will be shared with SSTAC. The report will provide recommendations to help the transit system.
- The AVL project is still ongoing. Routematch is currently working on a database that is expected to be completed by the end of the month of November. The project is expected to be implemented between the end of this year to the beginning of the upcoming year. There are plans for outreach efforts.

- Dr. Lang asked Mr. Aguirre to reiterate the purpose of the project.
 - Mr. Aguirre stated that the CAD AVL project's purpose is to allow passengers to see the location of the fixed-route buses. Fixed route buses will be equipped with a GPS system to help the passenger look it up on a mobile app.
- An RFP for the TDA Performance Audit is in the final process, the award is expected to be awarded in the month of December.
- Mr. Aguirre announced that the IVT transit service initiated the annual "Stuff a Bus" event, where passengers can donate a canned or dry item for one ride. The event started on November 4, 2019, and will run through November 15, 2019. Our goal is to beat the total collection of the previous year of ~1,700 pounds. Flyers are available for SSTAC members to take and share with anyone interested (attached).
- Mr. Aguirre announced that all IVT services, excluding IVT MedTrans, will be having the annual "Veteran's Day" event, where passengers that are veterans can ride the services free for a week period of time, when showing military identification. The event will initiate on November 12, 2019, and will run through November 18, 2019. Flyers are available for SSTAC members to take and share with anyone interested (attached).

Mr. Gomez had the following updates:

- IVT Access service had 18 certifications for the month of October
- There was an average of 4-5 sign ups per week for the IVT Ride service in the month of October.
- On October 15th, staff attended the 15th Annual Senior Health Fair. The event was well attended. During the event, staff conducted IVT Ride sign-ups, with a result of 20-25 new passengers.
- On October 16th, Ms. Galarza attended the 7th Annual Employment and Resource Fair in the morning and attended the Safety and Wellness Fair during the afternoon. Ms. Galarza will give further details.
- Mobility Management staff have upcoming presentations and mobility training. The staff gives more information at the next meeting.

Ms. Galarza had the following updates:

- On October 16th, there were two events in which mobility management staff and some of First Transit attended. There was the 7th Annual Employment and Resource Fair that occurred during the morning and the Safety and Wellness Fair that occurred during the afternoon. The 7th Annual Employment and Resource Fair had more of a general public audience, whereas the Safety and Wellness Fair consisted more of elementary kids and parents. Both had a good outcome.

4. A presentation was made by Dr. Lang, California Health and Wellness, and a fact sheet with statistics was handed out to SSTAC members (attached).
 - ❖ Medical Transportation, Statistics
 - ❖ Partnership with Uber-Lift
 - ❖ Reservation at least 3 days ahead of time by calling logistics phone number after a series of questions are answered.
 - ❖ Transportation offered to any person that is under a MediCal provider.
 - ❖ Transportation can be provided up to 200 miles without prior authorization required.
- Mr. Aguirre stated that presentations will continue on the next meeting's agenda, therefore anyone that is interested still has the opportunity to do so. Mr. Aguirre informed STACC members that ARC-Imperial Valley will present information next STACC meeting.

5. Transit Operator Reports:

- Imperial Valley Transit: Mr. H. Sanchez had the following updates:
 - o There were more service days for the month of October.
 - o There were no construction closures that interrupted service.
 - o The “Stuff a Bus” event for the IVT service started on the 4th of November and will continue until the 15th of November. Participation from passengers has been know to begin slow and then starts to grow throughout the event. Passengers start sharing the information about the event, as a result more people start to participate.
 - o The IVT service will not be in service on Veteran’s Day, November 11th. On the 12th, “Veteran’s Day” event will start and will end on November 18th. The event’s purpose is to show appreciation to the veterans that served the country. All veterans will ride free by showing their military identification to any IVT services, excluding IVT MedTrans.

- IVT Access: Ms. Pacheco had the following updates:
 - o IVT Access does not participate in the “Stuff a Bus” event.
 - o IVT Access does participate in the “Veteran’s Day” event.
 - o IVT Access service is running well.

- IVT Ride: Ms. Aguilar had the following updates:
 - o IVT Ride does not participate in the “Stuff a Bus” event.
 - o IVT Ride does participate in the “Veteran’s Day” event.
 - o IVT Ride service is running well.

- IVT MedTrans: Mr. Guillen reported the following:
 - o The service for the second bus has been suspended a few times due to a lack of passengers.
 - o There are plans to go out and pass out more brochures within the Calexico, Brawley, Imperial, and El Centro. There are also plans to go back to San Diego to do more outreach.

6. General Discussion

- Ms. Galarza informed SSTAC members that the January meeting will fall on the New Year’s Day holiday, therefore ICTC staff is looking for other date options to discuss with STACC members.
 - SSTAC members' discussion consisted of the possible dates of Thursday, January 2nd or Wednesday, January 8th.
 - Ms. Galarza stated that on the 8th of January there will be an event, Seniors Appreciation Day, where ICTC will be participating, so that day is not possible.
 - SSTAC members discussed that the 2nd that many would be out on vacation, therefore attendance would not be assured. Another possible option was Thursday, January 9th. Further discussion is needed.
 - Discussion and motion will continue for the next SSTAC meeting.
- Mr. Aguirre stated that there are plans with City of Calexico and City of El Centro to upgrade some bus stops within the cities. This might include the bus stop by the El Centro Library.

- Mr. Aguirre reported that the Clinica de Salud bus stop is still in progress, it has been more of a complex situation since permission has to go through owner. The owner requires to go through his own process. A follow up will be attempted at least one time per week.
- Mr. Aguirre reported that there has been a preliminary discussion with the City of El Centro in regards a potential stop for the new ECRMC. One issue that has been brought up is that the area is very narrow. This is still open for discussion.

7. Adjournment

- The meeting adjourned at 10:40 a.m. ([Hack](#)), **Motion Carried.**
- The next meeting will be held on December 4, 2019, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

November 14, 2019

Present:

Lily Falomir	City of Calexico
Gordon Gaste	City of Brawley
Abraham Campos	City of El Centro
Veronica Atondo	County of Imperial
Joel Hamby	City of Westmorland

Others:

Marlene Flores	ICTC
Cristi Lerma	ICTC
Felix DeLeon	City of El Centro
Christian Rodriguez	City of El Centro
Jesus Villegas	City of Imperial
David Salgado	SCAG
Beth Landrum	Caltrans

1. The meeting was called to order at 10:07 a.m. A quorum was present, and introductions were made. There were no public comments made.
2. **Regional Climate Action Plan Update:** Consultant Team presented the current status of the data collection to TAC members. Andrew from Rincon Consultants spoke primarily on the progress in the data collection and what still needs to be accomplished. Consultant team would like to meet in person with local agencies to make sure progress is being made before the holidays. Andrew also provided a summary of existing emission reduction documents by jurisdiction that could be relevant to this project. The consultant team provided their contact information and will continue assisting our local agencies with their data collection. Local agencies had the opportunity to ask questions in regards to the CAP.
3. A *motion* was made to adopt the minutes for July 25, 2019 (**Campos/Gaste**) **Motion Carried.**
4. A *motion* was made to adopt the minutes for September 26, 2019 (**Campos/Gaste**) **Motion Carried.**

5. **ICTC Updates / Announcements**

(Presented by ICTC Staff)

- a. **Transit Planning Updates-** No updates were provided.
- b. **Transportation Planning Updates (by Marlene Flores):**
 - **Local Partnership Program (LPP)** Ms. Flores provided a brief presentation on the LPP Competitive Program. The Local Partnership Program allocates money statewide for projects in regions that have a dedicated funding source for transportation on a competitive basis. The LPP competitive program requires a 1:1 match of local, state or federal funds. The LPP Guideline and schedule for Cycle 2 of the LPP competitive program is out and application deadline is January 20, 2020. Ms. Flores provided a guideline of the evaluation criteria on key focus areas that the commission will give higher priority. The LPP guidelines are expected to be relatively similar to Cycle 1, with a few exceptions relating to project readiness (completed environmental documents) and recognition of geographic distribution.
- c. **FFY 2019-20 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. **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 Holtville already utilize all their 2018 LTA money and City of Calexico is still in the works.

6. **SCAG Updates / Announcements (by David Salgado)**

- **RHNA update:** SCAG has released the DRAFT RHNA Allocation Methodology. The goal is to present the methodology to the RHNA Sub Committee and Community Housing and Economic Development (CEHD) Policy Sub Committee in the late 2019 timeframe. The approved RHNA Allocation Methodology would then move forward for formal approval in the subsequent months early in 2020.
- **10th Annual SCAG Economic Summit:** SCAG will be holding its 10th annual Economic Summit at the L.A. Grand Hotel on December 5th, 2019. The Economic Summit will be held in lieu of a Regional Council Meeting. This year's program will cover how the regional economy impacts Connect SoCal as we work to approve the upcoming Regional Transportation Plan (RTP).
- **DRAFT Connect SOCAL:** The DRAFT Connect SOCAL Plan was released on Thursday November 7th by the Regional Council at its regular meeting. The plan incorporates the Sustainable Communities Strategy (SCS) for a second time. All of the documentation is available on the Connect SOCAL website.

7. **Cities and County Planning / Public Works Updates:**

- Local agencies gave an update on their local projects in progress.

8. **Caltrans Updates / Announcements (By: Beth Landrum)**

- **Local Assistance:** Beth provided updates on local assistance. 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.
- **New Invoice Format Required:** Effective October 15, 2019
- **Call for Local Roadway Safety Plan (LRSP) Applications:** Caltrans announced a call for

LRSP applications on October 8, 2019. The funds will be awarded to the applicants on a “first-come, first-serve” basis. There is no application deadline. There will be a training in Camarillo on February 12, 2020.

- Beth mentioned Cycle 2 Obligation Authority Plan for Federal FY 19-20 due to Local Assistance. Additional information is forthcoming.

-January 31st of 2020 deadline for RFA submittals for FY 19/20. Please transmit funding request for RFA’s.

- Quality Assurance Program (QAP)- A quick reminder to all local agencies of their QAP expiration or expired QAP. An updated QAP package must be submitted as soon as possible to the Local Area Engineer, Ben Guerrero.

- Upcoming trainings- Architectural & Engineering Contract Procurement Training Webinar Recording is now available. Beth provided a link to the webinar.

- A reminder of the January 30-31, 2020 Highway Program Funding Class in San Diego CA. has been moved to Sacramento. Beth will ask if they will be doing a webinar for this training.

Planning: Beth provided an update on local projects in progress.

- City of Calipatria Railroad Corridor Multi-User Bikeway Master Plan: the draft report is being is being circulated for public comment with copies placed in City Hall and the Library.

Comments are due on December 4, 2019.

Traffic Operations:

- Orchard Road Truck Traffic: Traffic signs have been ordered. It is anticipated that the above Elements will be put into place by January 2020.

9. **General Discussion / New Business**

10. Meeting adjourned at 11:30 a.m.



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Memorandum

Date: December 6, 2019
To: ICTC Commission Members
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the ICTC Commission Meeting on December 11, 2019.

- 1) **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study:** The study will analyze and develop feasible design alternatives and locations for a Grade Separated Crossing (GSC) for Off-Highway Vehicle (OHV) use at or near SR-78 and the Union Pacific Railroad (UPRR) in Imperial County. The successful consultant will provide conceptual GSC design alternatives, analysis of site alternatives, public/stakeholder outreach and cost estimates for construction, operations and maintenance. The consultant selection process was completed on September 25th. The consultant selected was Kleinfelder. A kick-off meeting was held on Wednesday, October 9, 2019. The first technical working group meeting was held on October 24, 2019. *The second technical working group meeting will be held on December 10, 2019 at the ICTC office in El Centro.*
- 2) **Calexico Intermodal Transportation Center (ITC):** A new Intermodal Transportation Center in the City of Calexico has been part of ICTC's long range transit planning. The new Calexico ITC will serve as a regional mobility hub that will accommodate bus bays for Imperial Valley Transit in addition to the City of Calexico's private transit operators, taxis and farm labor buses. ICTC received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. ICTC staff is in the process of completing the contract award for a consultant firm that will complete the environmental and design phase. Currently, ICTC staff is completing the Caltrans award review process with multiple Caltrans' departments. The ICTC Board adopted the agreement with Psomas on September 26, 2018. *Environmental phase is in progress with consultant team and agency partners, including the City of Calexico, Caltrans and ICTC. Preliminary site analysis has been completed and a meeting was held at the Psomas office on April 3, 2019. The project is currently in the environmental phase and expected to be completed by December 2019.*
- 3) **Imperial County Regional Climate Action Plan:** *Imperial County Regional Climate Action Plan: After the kick-off meeting on June 28, 2019, ICTC established Project Management Procedures and Communication Protocols with the Consultant as well as reviewing the Scope of Work and Schedule. The consultant is conducting data collection from project stakeholders. The next stakeholder meeting will be schedule in January 2020.*
- 4) **I-8 / Imperial Avenue Interchange Reconstruction:** ICTC staff submitted the 2018 State Transportation Improvement Plan to the CTC on December 15, 2017. Caltrans is working to complete the right-of-way acquisition, utility relocation and final design. As presented to the CTC, the current schedule to begin construction is in FY 2019/2020. Mr. Baza presented the STIP recommendations to the CTC at the STIP Hearing on January 25, 2018. The 2018 STIP was adopted by CTC at the March 2018 meeting. ICTC staff coordinated a meeting with Caltrans and City of El Centro staff to discuss the project schedule of the interchange and the Imperial Avenue Extension South projects. The project schedules will be compatible and the closure of the I-8/Imperial

Avenue Interchange Bridge is tentatively scheduled to begin February 2020 pending construction contract award. Caltrans and El Centro project management teams have initiated inter-agency meetings to discuss the public information campaign for both the Interchange Project and the Imperial Avenue Extension South Project. The next inter-agency meeting will be scheduled for mid-December 2019.

- 5) **Assembly Bill 335 (Garcia):** In December 2018, staff met with Assemblymember Eduardo Garcia and his staff to discuss legislation that would amend ICTC's authority to include non-transportation programs. The Bill was approved on Consent with the Assembly Transportation Committee on April 22, 2019, and on Consent with the Senate Transportation Committee on June 11, 2019. The Governor signed the Bill on June 26, 2019. AB 335 will become effective in January 2020. *ICTC will have on-going meetings with the City of El Centro and County of Imperial Public Works Department to carry out the transition of the Imperial Valley Resource Management Authority (IVRMA) and the Service Authority for Freeway Emergencies (SAFE).*
- 6) **Calexico East Port of Entry Bridge Expansion over the All-American Canal Project:** The Project proposes to widen the bridge over the All-American Canal at the U.S./Mexico border approximately 0.7 miles south of State Route (SR) 7. The project proposes to widen the existing structure by adding four-lanes: Two New Northbound Auto Lanes and Two New Northbound Commercial Vehicle Lanes. In May 2018, Caltrans and ICTC received \$3,000,000 from the California Transportation Commission and the Trade Corridor Enhancement Program (TCEP) to complete the Project Approval and Environmental Document (PA/ED) for the project. In June 2018, Caltrans completed a Project Initiation Document (PID). In Fall of 2018, the PA/ED phase was initiated by Caltrans, technical studies for the National Environment Policy Act (NEPA) document under Federal Highway Administration as the NEPA lead are in progress and is scheduled for completion in May 2020. In December, ICTC in partnership with Caltrans was awarded \$20 million under the U.S. Department of Transportation's BUILD discretionary grant program to complete the Design-Build construction phase. ICTC proposes to deliver the project under Design-Build process, with ICTC leading the Request for Qualifications in Fall 2019 and Request for Proposals in August 2020 for Design and Construction teams. The Design-Build phase is scheduled to begin in February 2021. *As described above, NEPA studies are in progress and scheduled for approval in May 2020. Upon NEPA approval, ICTC will request authorization for the \$20 million in federal funding and proceed with the Request for Proposals for Design-Build in Fall 2020.*
- 7) **Imperial Mexicali Binational Alliance Meeting:** *The last IMBA meeting was held on November 7, 2019 at the CDEM Office in Mexicali. The meeting included updates on the Calexico West/Mexicali I Port of Entry Expansion Project by ICTC and Secretaria de Infraestructura y Desarrollo Urbano (SIDUE). Economic Development Updates and presentations from City of Mexicali staff on their downtown revitalization master plan. The next IMBA meeting is scheduled for January 9, 2020 in the City of Mexicali. Staff will present on the Strategic Planning session highlighting the 2020 goals of IMBA. Staff will be pursuing education opportunities with partners such as Imperial Valley College, CETYS, San Diego State University, and Universidad Autonoma de Baja California (UABC).*
- 8) **State Route 86 (Northbound) Border Patrol Checkpoint:** In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017, staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Currently design is underway. A draft of 35% plans were completed and submitted for review on October 12, 2018. Input from all stakeholders is still pending to proceed with 65% design. *A meeting was held on April 23rd at the ICTC offices to review the 65% design. A draft of 90% plans are pending technical comments by Caltrans and CBP.*
- 9) **State Route 98 from Ollie to Rockwood:** *As part of the POE Expansion project, SR-98 and Cesar Chavez Boulevard are being widened and improved to serve the expansion to the west. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018. Caltrans is working on a second segment on SR-98 between Rockwood Avenue and Ollie Avenue is in the design and right-of-way phase and is anticipated to begin construction in spring 2020. ICTC and Caltrans submitted a grant application through SB 1 Trade Corridor Enhancement Program. The CTC approved \$3.4 million from the SB 1 Trade Corridor Enhancement Program to complete construction for SR 98. Cesar Chavez Blvd has been completed and open to the public.*

Additional funds were allocated for the expansion: \$2 million of 2016 Earmark repurposing, \$1.63 million from Demo funds and \$1 million from Traffic Congestion Relief funds, a total of \$4.63 million additional funds.

- 10) **FY 2019 Public Transit Fare Analysis:** The Request for Proposal for a consultant for the ICTC FY 2019 Public Transit Fare Analysis was released on March 1, 2019. The project is for professional services to develop a Public Transit Fare Pricing Analysis. This planning document is expected to provide recommendations for the current fares/fee structure and media for the four public transit services under the Imperial Valley Transit brand for the next three to five years. *The award recommendation was approved at the May 22, 2019 Commission meeting. AECOM was selected to complete the Analysis. A project kick-off meeting was held on June 20, 2019 and the study is underway. The first round of public outreach efforts were held on October 23-24, 2019. Outreach was held in various areas throughout the County including IVC.*
- 11) **Federal Triennial Review:** The Federal Transit Administration (FTA) is conducting a Triennial Review of the Imperial County Transportation Commission in early 2019. The review determines whether a grant recipient and its subrecipients are administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions. It assesses the recipient's management practices and program implementation to ensure that the programs are administered in accordance with FTA requirements and are meeting program objectives. Grant subrecipients that may be included in this cycle include the Cities of Brawley, El Centro and Imperial for the transfer terminal projects. Site visits were scheduled for October 7-8, 2019. The FTA Audit team completed their review in two days where they reviewed accounting and procurement records. ICTC did receive a few deficiencies, specifically in policy updates and transit asset management plan. We will be working closely with the FTA to provide the updated documents in the required time. *An information item describing in greater detail what the deficiencies are will be on the December Commission agenda.*
- 12) **SR-186 Bridge Replacement over the All-American Canal:** *Caltrans has completed a feasibility study for the replacement of the SR-186 Bridge over the All-American Canal. The stakeholders that have been involved in this effort include the U.S. Bureau of Reclamation (BOR), the Imperial Irrigation District (IID), Caltrans and ICTC. As a follow-up, BOR is moving forward with their commitment to issue a media release regarding the future public closure of the bridge carrying SR-186 over the All-American Canal. The BOR anticipates issuing the media release in 1-3 weeks requesting for Caltrans to provide a new public crossing by 2025 to ensure public access is maintained.*
- 13) **Westshores Transit Opportunities:** As part of the Short-Range Transit Plan, ICTC has explored connection opportunities with Sunline Transit who serves the Coachella Valley region. *ICTC and Sunline Transit have discussed pursuing grant opportunities for interregional transit services to/from Westshores and Coachella. ICTC and Sunline Transit continue to have regular dialogue about the potential opportunities most recently engaging in discussions in January 2019. ICTC will be implementing an adjustment to the IVT Ride Westshores service to provide service to Eisenhower Medical Center on Bob Hope Drive and facilities ¾ of a mile from Highway 111 between Eisenhower Medical Center and Avenue 52 in Coachella. The service will operate every other Tuesday and reservations will be required. Service began on April 16, 2019. On September 9, 2019, ICTC staff attended a meeting at the West Shores Senior Center to inform the attendees about IVT Ride West Shores and the updates to the service. On September 11, 2019 the Regional Mobility Coordinators distributed IVT Ride West Shores brochures in the West Shores High School, West Shores Elementary School and Senior Center. Staff will continue outreach efforts within the area.*
- 14) **2018 Trade Corridor Enhancement Program:** The Trade Corridor Enhancement Program (TCEP), created by Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), provides approximately \$300 million annually for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, and along other corridors that have a high volume of freight movement. ICTC in partnership with Caltrans and the San Diego Association of Governments (SANDAG) were successful in receiving TCEP funds for Advanced Technology Corridors at the California-Mexico Ports of Entry (POE). The goal project is to implement Intelligent Transportation System (ITS) strategies that will improve border travel delays. Some of the ITS strategies will include Bluetooth and Wi-Fi readers to help track vehicle delays, as well as implement changeable message signs on State Routes to inform border travelers of POE delays. Caltrans will serve as the implementing agency of this project and has an estimated completion date of early 2020. *Caltrans*

has initiated the environmental phase and preliminary design of the project. TCEP funds will be used in collaboration with the BUILD grant award for the design and construction phases.

- 15) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** \$1.5 Billion annually will go to cities and counties for local road improvements. The following are projected annual revenues of RMRA for the Cities and the County of Imperial for FY 2018/2019. This list of projects for all cities and the county can also be found on the ICTC website at: <http://www.imperialctc.org/senate-bill-1/>

The following is a list of projects funded by SB1 for FY 2018-2019.

Agency	Project
Brawley	Rehabilitation of Legion Street from Highway 86 to Evelyn Street
Brawley	Street Rehabilitation – Phase 11
Calexico	Cesar Chavez Boulevard Improvement
Calexico	De Las Flores Street Improvement
Calexico	Second Street Bridge
Calipatria	Freeman Street Rehabilitation between Brown and Commercial Avenues
El Centro	2018 Streets Overlay and Rehabilitation Project
Holtville	Citywide Pavement Rehabilitation Project
Imperial	Storm Drain Installation – Northwest Quadrant of City – Continuing
Imperial County	Includes a total of 70 road improvement projects. List can be found on the ICTC website here .
Westmorland	North H Street Improvements
Westmorland	Street Rehabilitation Program – Phase 2
Caltrans/ICTC	Calexico East Port of Entry Truck Crossing Improvements
Caltrans	State Route 111 from State Route 98 to Ross Avenue near Calexico
Caltrans	State Route 98 from Rockwood Avenue to east of Cole Road near Calexico
Caltrans	Bridges on Interstate 8 and State Route 86, 98, 11 and 186
Caltrans	State Route 86 from I Street to Brandt Road near Brawley
Caltrans	State Route 86 south of B Street to Martin Road near Westmorland

Below are the projected annual revenues for FY 2019/2020. On May 1, 2019 a list was submitted to the CTC. All Imperial County cities and the county are required to submit their list of projects in order to be eligible for funding distribution.

Agency	RMRA Amount FY 2019-2020
Brawley	\$453,796
Calexico	\$681,911
Calipatria	\$127,530
El Centro	\$766,589
Holtville	\$107,602
Imperial	\$320,638
Westmorland	\$38,483
County of Imperial	\$7,501,204
TOTAL	\$9,997,753*

*Estimate source is from the California League of Cities dated January 22, 2019 - <http://californiacityfinance.com/LSR1901.pdf>

- 16) **Rio Vista and Pioneers Memorial Hospital Bus Stops:** ICTC has engaged in several discussions with the City of Brawley Staff regarding the potential relocation of the existing bus stops along Rio Vista Avenue/SR78 and at Pioneers Memorial Hospital. Caltrans recently completed improvements to SR 78 and provided on street concrete bus pads with an approximate value of \$80,000. ICTC recently met with the City of Brawley Staff to

discuss incorporating the relocation of the bus stop at Pioneers Memorial Hospital as part of an upcoming City of Brawley capital project. *Funding previously set aside for the Rio Vista Project was approved and reallocated towards the Pioneers Memorial Hospital Project at the July 2019 commission meeting. The project is currently in the procurement phase as part of a larger scale construction project associated with Legion Road.*

- 17) **2018 ICTC Bus Stop Bench and Shelter Inventory:** 2018 ICTC Bus Stop Bench and Shelter Inventory: The Project Consultant team Kimley Horn and Associates, and Agency Stakeholders from ICTC, Brawley, Calexico, El Centro and Imperial met on January 31, 2018 to review and discuss the current status of the ICTC Bus Stop Inventory, Signage Replacement and Technology Assessment Project. The items reviewed included the consultant prepared Bus Stop Inventory, Asset Condition Report, ADA Assessment Report, Bus Stop Usage Priority List and Bus Stop Signage installation parameters and requirements. ICTC and member agency staff have worked together to complete the priority list for implementation and pursuit of funding. Bus stop signage specifications with specific route information have been finalized. The consultant and staff are working towards finalizing the Technology Memorandum which will provide ICTC with possible technology solutions for the fixed route bus system.

- 18) **Heber Bus Stop & Pedestrian Access Improvements on State Route 86:** The community of Heber has had a need to improve pedestrian and bus stop access along State Route 86. The ICTC Commission granted the use of Regional Set-Aside Local Transportation Authority (LTA) funds for the project. Caltrans has served as the project lead; the first phase was recently completed in November 2017. Phase 1 included bench, bus shelter and ADA access improvements. Phase 2 was recently completed in mid-June 2018 and consisted of curb and sidewalks improvements from Parkyns Ave to Heber Ave. Phase 3 will also have curb and sidewalk improvements and is located between Heffernan to Parkyns Ave. ICTC participated in a Heber Community Outreach event together with County Public Works and led by Supervisor Plancarte. The County of Imperial discussed sidewalk pavement projects, and ICTC gave transit updates and a status of the SR-86 improvements. The Phase 3 construction improvements have been completed and project is nearing completion and closeout. A ribbon cutting will be scheduled soon.

- 19) **State Legislation for Transportation Funding – SB 1 2018 Local Partnership Program (LPP):** The 2018 Local Partnership Program is comprised of formulaic program and competitive programs. In FY2017/2018 total amount available statewide is \$200M and distribution is 50/50 for both formulaic and competitive programs. The formulaic program share distributions for the Local Partnership Program were presented at the CTC meeting in December 6-7, 2017. During the meeting the CTC Commission took action and approved the distribution of funds for the formulaic portion, the funding share for Imperial County in FY2017/2018 is \$538,000. For FY2017/2018, no projects were submitted for the formulaic program and funds will be rolled over to FY2018/2019.

The following is the list of projects for Imperial County:

Local Partnership Program (LPP) Programing Date						
Agency	Project Name	LPP Formulaic Funds	Local Match	Total Cost	Project Implementation Fiscal Year	Proposed CTC Programming Date
Brawley	2020 Legion Street Improvements	\$ 209,000	\$ 209,000	\$ 418,000	2019-2020	1/30/2020
Calexico	Scaroni Road Improvements	\$ 305,000	\$ 550,000	\$ 855,000	2019-2020	5/16/2019
Calipatria	Calipatria Date Street Sidewalk Improvement Project	\$ 41,000	\$ 41,000	\$ 82,000	2019-2020	5/16/2019
County	Overlay of Picacho Road from Winterhaven Road to Quechan Drive	\$ 523,000	\$ 523,000	\$ 1,046,000	2019-2020	5/16/2019
Imperial	Aten/Clark Road Improvements	\$ 154,000	\$ 327,000	\$ 481,000	2019-2020	5/16/2019
El Centro	Dogwood Road from Villa Road to Commercial Avenue	\$ 339,000	\$ 339,000	\$ 678,000	2020-2021	5/14/2020
Holtville	Orchard Road/Cedar Avenue	\$ 60,000	\$ 60,000	\$ 120,000	2020-2021	5/14/2020

The following is the link to the 2019 Local Partnership Program guidelines:
http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended_LPP%20Guidelines.pdf

20) **State and Federal funding Obligations:** *Beginning October 1, 2019, agencies are allowed to move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant program (STBG) and Active Transportation Program (ATP) programmed in FY 2019/2020. See complete project list attached.*

21) **Partnerships with IVEDC:**

a) **Southern Border Broadband Consortium (SBBC):** ICTC in partnership with IVEDC received a California Advanced Services Regional Consortia Grant award of \$450,000 from their Rural and Regional Consortia program. The grant covers a 3-year period. ICTC is fiscal agent and developed an MOU which defines roles and responsibilities (Audits, Administration and Project Management) for ICTC and IVEDC. Since the project's approval, IVEDC staff Sean Wilcock designed a new logo for SBBC to assist the clarity in larger marketing materials. An update was presented to the Commission at the August 2018 meeting. Currently, the project is in year two of the contract. In year two/quarter two, Ms. Barrett began working with other consortiums on the Caltrans Strategic Corridors Plan. SBBC submitted corridors that would need better broadband sources in Imperial and San Diego Counties. A new staff was hired during this time; Mr. Rene Pollard has been attending meetings with Ms. Barrett since September. An Area Agency on Aging (AAA) Board Meeting was attended in October, along with another AAA event in Bombay Beach; and SBBC is planning to attend more AAA events to assist seniors attain internet access in their homes. The SBBC staff designed a USB with both their logo and AAA's logo to hand out to seniors when they complete the "internet needs questionnaire" and has worked as a great incentive. *Glenna Barrett provided an update at the Commission meeting in September. The goals for the third year of the program are to continue to work with local stakeholders to identify, prioritize and advance digital access projects; facilitate and promote broadband education and conduct community and business surveys; work with the Boys and Girls Club of IV and the Workforce Development Board to create Digital Literacy Centers throughout Imperial County; form a preferred scenario for 98% deployment in Imperial County and present to the California Advanced Service Fund and the CPUC in January 2020, and; work with Spectrum to install five Wi-Fi towers in Imperial County.*

b) **The Brawley Transit Corridor Brownfield Assessment:** ICTC in partnership with IVEDC received a U.S. Environmental Protection Agency (EPA) Brownfields Communitywide Assessment Grant award of \$300,000 from the Environmental Protection Agency's Brownfields Assessment Program. This assessment will be focused along the transit circulator route within the 13-mile Imperial Valley Transit's (IVTs) Brawley Gold Line Transit Route and the Brawley Transit Center that serves as the IVTs North Imperial County transfer terminal. The commercial corridors in the target assessment area include over 100 known commercial properties and suspected historical gas station sites with known or suspected underground tanks in the target area. ICTC will be the fiscal agent and has developed an MOU which will define roles and responsibilities (Audits, Administration and Project Management) or ICTC and IVEDC. SCS Engineers have initiated early Tasks that include the Quality Assurance Project Plan (QAPP) and project management plan as required by EPA. The Steering Committee consisting of agency partners and stakeholders met on August 22, 2018. The draft QAPP is nearing completion. The first community outreach meeting was held on October 11, 2018. The consultant and IVEDC presented an overview of the project and the opportunities available for property owners to consider participating and requesting Phase 1 or 2 Brownfield Assessments. Currently we are processing 4 Property Eligibility applications with the Dept. of Toxic Substance Control (DTSC) which will be later submitted to the Environment Protect Agency for final approval. All 4 of these properties are seeking to redevelop or sell properties for redevelopment within the project's subject area. These properties will be processed for Phase 1 and potentially Phase 2 Environmental Site Assessments to clear them of contamination concern or evaluate them for site cleanup planning if necessary.

Mr. Sean Wilcock provided an update at the October Commission meeting regarding the status of the properties.

- *The Finnell Property has 3 parcels. It received DTSC approval on March 8, 2019. Phase 1 report completion occurred on October 15, 2019. Pending is Field Sampling Plan and Phase 2 report completion.*
- *The Chai Property has 2 parcels. It received DTSC approval on March 28, 2019. Phase 1 report completion occurred on October 15, 2019 and no further work is necessary.*
- *The Lesicka Property has 2 parcels. It received DTSC approval on August 29, 2019 and Phase 1 and Phase 2 report completion, and Field Sampling Plan are all still pending.*

A map of the transit corridor in Brawley as it pertains to this project will be provided at the December Commission meeting.

- 22) **California HERO Program:** The California Hero Program was launched in April 2014 in Imperial County with ICTC as the administering agency. *A copy of the program quarterly activity report will be provided at the next meeting.*
- 23) **Community of Niland Bus Stop Bench and Shelter Request:** The ICTC submitted a formal request to the California Department of Transportation (Caltrans) District 11 requesting their assistance in identifying a location for a bus stop bench and shelter in the Community of Niland along State Route 111 (SR-111). *The shelter has been installed in an existing parking lot on the east side of SR-111.*
- 24) **Funding for Phase II of the Calexico West Port of Entry:** As previously noted, Congress authorized \$98 million for Phase 1. The U.S. General Services Administration (GSA) began construction for Phase 1 in December 2015 with completion now scheduled for July 2018. *Phase 2A was awarded in the amount of \$191million and will include six additional northbound privately-owned vehicle (POV) inspection lanes, permanent southbound POV inspection, expanded secondary inspection and adding a pre-primary canopy, new administration building, and employee parking structure. Funding for phase 2B is estimated at \$85million; however, has not been secured. Work for phase 2B will include demolition of the old port building and construction of the new pedestrian building. The total estimated cost for phases 2A plus 2B are \$276million.*
- 25) **California-Baja California Binational Region:** A Fresh Look at Impacts of Border Delays: Building upon previous Caltrans, SANDAG, and ICTC studies, this project will refine the economic models developed to assess economic impacts of delays at the land ports of entry (POEs) between the San Diego and Imperial Counties region and Baja California, Mexico, on the border region economies. It will also estimate greenhouse gas (GHG) emissions of passenger and commercial vehicles due to northbound and southbound border delays at the six California POEs and propose strategies to reduce GHG emissions at the border region. Lastly, extensive outreach to government agencies, local border communities, and private sector stakeholders was conducted. *A final report is scheduled to be completed in the spring of 2020.*
- 26) **Meetings attended on behalf of ICTC:**
- November 14, 2019 – IVEDC 15th Annual Dinner in Imperial
 - November 17-19, 2019 – 2019 Self Help Counties Coalition Focus on the Future Conference in San Diego
 - November 19, 2019 – California-Mexico Border Relations Council (CMBRC) Meeting in Calexico
 - November 19, 2019 – 2020 Competitive Programs-LPP Workshop in San Diego (attended by staff)
 - November 20, 2019 – 2019 Economic Summit wrap-up meeting with California Forward Leaders in Imperial Valley at the ICTC offices
 - November 21, 2019 – Mobility Coordination staff presentation at the Area Agency on Aging Council Meeting
 - November 26, 2019 – IVT Ride Sign-ups in Calexico by Mobility Coordination staff
 - December 2-3, 2019 – FY 2019-20 First Quarter Review Meeting with First Transit management staff (attended by ICTC staff)
 - December 4-5, 2019 – California Transportation Commission Meeting in Riverside, CA
 - December 5, 2019 – 10th Annual Southern California Economic Summit in Los Angeles (attended by staff)
 - December 5, 2019 – 2021 ATP Guideline Development Central Workshop Webinar (attended by staff)

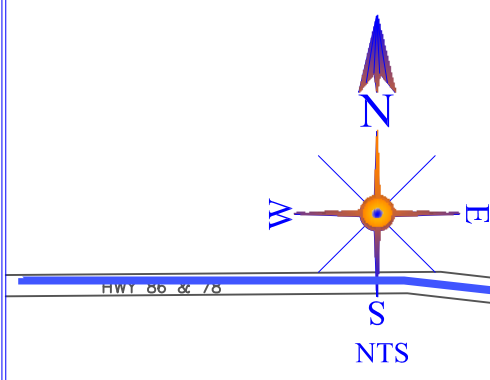
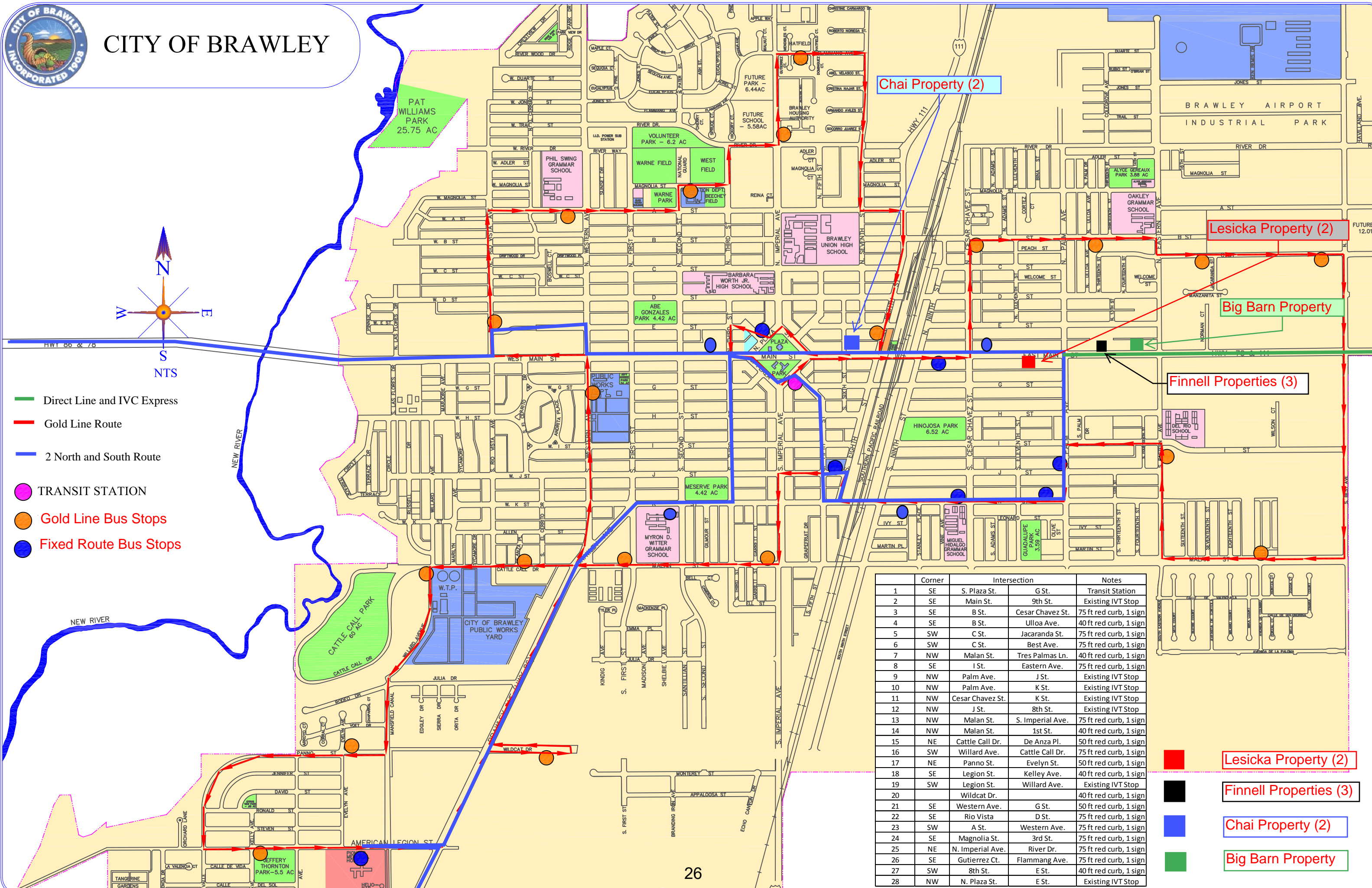
FY2019/2020 Project List

Updated 12/6/19

State and Federal funding Obligations: Beginning October 1, 2019, agencies are allowed to move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant Program (STBG) and Active Transportation Program (ATP) programmed in FY 2019/2020							
Agency	Project Name	Funding Type	Phase	Federal Amount in FY 2019/20	Local Match	Total Phase Cost	Status
Brawley	Pedestrian and street improvements (paving of dirt road on Legion Street between State Route 86 and Western Avenue	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$177,000	\$23,000	\$200,000	
Brawley	Construct street improvements (paving of dirt road) along Western Avenue from Legion Street to Wildcat Drive	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$177,000	\$23,000	\$200,000	
Brawley	Street improvements (repavement) along Legion Street from East of Kelley Ave. to West St. deflection point near West City limits	STBG	CON	\$620,000	\$81,000	\$701,000	
Brawley	Street improvement (repavement) along K Street from Highway 86 to to 8th St.	STBG	Engineering/Plans, Specifications and Estimates (PS&E)	\$52,000	\$8,000	\$60,000	
Calexico	Weakley Street between Scaroni Blvd. and Portico Blvd. (unpaved street)	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$173,000	\$20,000	\$193,000	Need to update CRS MAP
Calipatria	Date Street between HWY 111/Sorenson Ave. and Railroad Ave. pedestrian improvements	CMAQ & STBG	CON	\$528,000	\$69,000	\$597,000	
El Centro	Traffic Signal Synchronization Dogwood Avenue and 8th Street	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$48,000	\$7,000	\$55,000	
Holtville	Cedar Avenue Sidewalk Improvements	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$17,000	\$3,000	\$20,000	
Holtville	9th Street Sidewalk Improvements from Beale Avenue to Oak Avenue	CMAQ	CON	\$331,000	\$43,000	\$374,000	
Holtville	Orchard Road from Alamo River Bridge to 4th Street	STBG	CON	\$396,000	\$52,000	\$448,000	
Imperial	Class II Bike facility north side of Aten Road from Dogwood Road to Puerto Vallarta Ave.	CMAQ	CON	\$432,000	\$56,000	\$488,000	
County	Clark Road Improvements from Wahl Road to 0.5 miles north of SR-98	STBG	CON	\$1,348,000	\$175,000	\$1,523,000	
					Regional Total FY2019/20	\$4,859,000	



CITY OF BRAWLEY



- Direct Line and IVC Express
- Gold Line Route
- 2 North and South Route
- TRANSIT STATION
- Gold Line Bus Stops
- Fixed Route Bus Stops

	Corner	Intersection		Notes
1	SE	S. Plaza St.	G St.	Transit Station
2	SE	Main St.	9th St.	Existing IVT Stop
3	SE	B St.	Cesar Chavez St.	75 ft red curb, 1 sign
4	SE	B St.	Ulloa Ave.	40 ft red curb, 1 sign
5	SW	C St.	Jacaranda St.	75 ft red curb, 1 sign
6	SW	C St.	Best Ave.	75 ft red curb, 1 sign
7	NW	Malan St.	Tres Palmas Ln.	40 ft red curb, 1 sign
8	SE	I St.	Eastern Ave.	75 ft red curb, 1 sign
9	NW	Palm Ave.	J St.	Existing IVT Stop
10	NW	Palm Ave.	K St.	Existing IVT Stop
11	NW	Cesar Chavez St.	K St.	Existing IVT Stop
12	NW	J St.	8th St.	Existing IVT Stop
13	NW	Malan St.	S. Imperial Ave.	75 ft red curb, 1 sign
14	NW	Malan St.	1st St.	40 ft red curb, 1 sign
15	NE	Cattle Call Dr.	De Anza Pl.	50 ft red curb, 1 sign
16	SW	Willard Ave.	Cattle Call Dr.	75 ft red curb, 1 sign
17	NE	Panno St.	Evelyn St.	50 ft red curb, 1 sign
18	SE	Legion St.	Kelley Ave.	40 ft red curb, 1 sign
19	SW	Legion St.	Willard Ave.	Existing IVT Stop
20		Wildcat Dr.		40 ft red curb, 1 sign
21	SE	Western Ave.	G St.	50 ft red curb, 1 sign
22	SE	Rio Vista	D St.	75 ft red curb, 1 sign
23	SW	A St.	Western Ave.	75 ft red curb, 1 sign
24	SE	Magnolia St.	3rd St.	75 ft red curb, 1 sign
25	NE	N. Imperial Ave.	River Dr.	75 ft red curb, 1 sign
26	SE	Gutierrez Ct.	Flammang Ave.	75 ft red curb, 1 sign
27	SW	8th St.	E St.	40 ft red curb, 1 sign
28	NW	N. Plaza St.	E St.	Existing IVT Stop

- Lesicka Property (2)
- Finnell Properties (3)
- Chai Property (2)
- Big Barn Property



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017
T: (213) 236-1800 www.scag.ca.gov

Memorandum

Date: December 11th, 2019
To: ICTC Commission Meeting
From: David Salgado, Regional Affairs Officer (RAO)
Re: **Southern California Association of Government's (SCAG) Report**

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Meeting Wednesday December 11th, 2019.

- 1. RHNA Update – DEC 2019:** The California Department of Housing and Community Development (HCD) provided their Regional Housing Need determination for the SCAG region – a total of 1,344,740 housing units that the six-county region must plan for in the October 2021 – October 2029 planning period.

The current draft methodology can be found on the SCAG website as well as a calculator tool for viewing the potential RHNA Allocation number a municipality will receive. SCAG is currently awaiting a response from HCD regarding the proposed methodology. Once HCD provides comments and feedback regarding the proposed methodology a response will be provided to SCAG and further approval may occur.

- 2. DRAFT Connect SOCAL-** The DRAFT Connect SOCAL Plan was released on Thursday November 7th by the Regional Council at its regular meeting. The plan incorporates the Sustainable Communities Strategy (SCS) for a second time. All of the documentation is available on the Connect SOCAL website. The Program Environmental Impact Report (PEIR) will be released concurrently for comment and review. SCAG will be traveling the region to brief officials and solicit feedback from folks through January 2020. Public Hearings are also scheduled for December 2019 as well, dates and times are listed below. The hearings will be held in the Los Angeles Office with live video conference available in all of the SCAG regional offices, including Imperial County's office in El Centro.

- **When: Tuesday, Dec 10, 2019; 10:00 AM-12:00 PM**
- **When : Saturday, Dec 14, 2019; 10:00 AM-12:00 PM**

- 3. SCAG Connect SOCAL Elected Official Briefing-Imperial County:** On December 11th at the ICTC Commission meeting at 5:00pm SCAG will be giving an “Elected Official Briefing” which will cover the core tenants of the current CONNECT SOCAL Regional Transportation Plan and Sustainable Communities Strategy. SCAG Executive Director Kome Ajise is scheduled to attend to provide the presentation and answer any questions relative to the plan and its components.

SCAG has also committed to present at the January 2020 League of California Cities Imperial County Division Dinner, tentatively scheduled for January 9th, 2020. This will be a great opportunity to have a larger audience of elected officials to present to regarding the 2020 Connect SOCAL.

- 4. SCAG GO-HUMAN Marketing Materials:** SCAG’s Active Transportation Department has secured funding from the state Office of Traffic Safety (OTS) for another round of Go-Human advertising materials development and provision. If any agencies or stakeholders are interested in having materials provided for promotion of safe walking and biking and driver awareness, there is a simple order form process for requesting materials. SCAG is looking for any creative ways to incorporate the materials into any of your facilities. The materials are created and provided to you at no cost. SCAG is working with a consultant to incorporate logos of those agencies which are interested as well as develop the signage to fit any specific marketing spaces or opportunities you may have available.

Also as a part of our ongoing efforts to provide resources to our members and stakeholders, we’ve developed a “Kit of Parts” designed to facilitate the demonstration of safe multi-modal temporary bicycle and pedestrian friendly infrastructure.

- 5. CONNECT SO-CAL Website:** The official website is now live for Connect SoCal, SCAG’s Regional Transportation Plan/Sustainable Communities Strategy. The newly launched page, ***connectsocial.org***, offers a clear and user-friendly way to get updates about the ongoing process of building the plan. Check it out!

This website will be a cornerstone of public participation for Connect SoCal, a plan that provides Southern California with a comprehensive transportation vision through 2045. Plan development takes many years to complete and involves working with six county transportation commissions, 15 sub-regional organizations, 191 cities, numerous other stakeholder organizations and the public. Adoption of a final plan is anticipated in April 2020.

SCAG is working to have the DRAFT Connect SOCAL out for public review in November 2019 with a tentative approval date in April 2020. SCAG is working hard to ensure the Connect SOCAL plan

compliments and takes into consideration the RHNA process as they are both critical components to the future development and success of the SCAG region. There are a number of elements being developed as a part of Connect SOCAL. These include a Job Centers Strategy, SoCal Electric Vehicle Strategy, Transportation Safety Element, and a Goods Movement Environmental Strategy.

- 6. Regional Housing Needs Assessment (RHNA) Working Group:** As a part of the upcoming RHNA Cycle SCAG President Alan Wapner has appointed 2 elected officials from each SCAG county to participate in the SCAG RHNA Working Group. The group will meet periodically to ensure participation from each county throughout the RHNA development process. Imperial Counties representative is City of Holtville Councilman, ICTC Commissioner, and SCAG Regional Council and Policy Committee Member Jim Predmore with Councilman Bill Hodge as the alternate. Please feel free to contact SCAG RAO David Salgado with any questions regarding RHNA or reach out to your local delegate to carry any concerns to the presidents sub-committee. We appreciate everyone's responsiveness to requests to provide the most accurate and current information for the RHNA process.



Date: December 6, 2019
To: ICTC Commission
From: Gustavo Dallarda, Caltrans District 11, Acting District Director
Re: **District Director's Report**

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Commissioner's meeting of December 11, 2019:

1. **Project Updates:**

Please see maps at end of report for project level detail.

2. **Construction:**

Interstate 8 (I-8) Continuously Reinforced Concrete Pavement Project (CRCP):

The entire project is scheduled for completion in mid-December. Caltrans and ICTC will hold a Ribbon Cutting Event on Wednesday, December 18 at 10:30 a.m. at the Caltrans Midway Maintenance Yard located at the east I-8/SR-98 junction near Evan Hewes Highway.

SR-111 Detour to Bypass Moving Mud Pot

Major work has been completed with temporary striping in place. Remaining work on the temporary bypass road includes sealing the pavement, and installing guardrail, followed by permanent striping. Caltrans is prepared to tie in the bypass road when needed by movement of the mud pot.

Construction (continued):

The mud pot has moved about 15 feet between November 22 and December 5, 2019. The water is gravity fed into the gravel wash. It is still on railroad right-of-way.

I-8/Imperial Avenue Interchange

The I-8/Imperial Avenue interchange replacement project is expected to begin construction in late February 2020. Caltrans is working with the City of El Centro, County of Imperial, ICTC and other stakeholders to develop a Public Outreach Campaign, with the next meeting scheduled for December 13, 2019.

The construction bids were opened in November and award is expected in mid-December.

A public Open House meeting is scheduled on January 15, 2020, from 4:00 to 7:00 p.m. at the El Centro Regional Medical Center - Medical Office Building, 1271 Ross Avenue, Floor 2, El Centro, CA 92243. Further details on outreach and notification efforts will be provided soon.

3. Traffic Operations:

SR-86/Customs & Border Protection Checkpoint Expansion

Caltrans continues to work on design reviews with the goal being to have a design approved project ready for when funding becomes available. Structural design review is still pending. Recent discussions with CBP have indicated that federal funding may be available in this federal Fiscal Year; more information will be provided as it becomes available.

Orchard Road Truck Traffic

Caltrans, in coordination with the County of Imperial, Holtville and ICTC have developed a comprehensive package which will encourage commercial truck drivers traveling from the Calexico East Port of Entry to use the State Highway System rather than Orchard Road to access areas north and east of Imperial County. A citizen group has been involved with bringing their concerns about increased truck traffic, noise, and safety concerns to the involved agencies over the course of the last year. By working in partnership, we have developed a number of strategies that will educate, inform, and increase awareness of the changes for the trucking industry.

This awareness campaign includes installing guide signs to inform truckers of the preferred routes. Additional resources will include flyers placed at the Commercial Vehicle Enforcement Facility just north of the Calexico East POE, direct outreach to the trucking industry both in California and Mexico, and an enforcement effort by our partners at the CHP.

Similar signs will be installed on SR-98 near Cole Road to assist with routing trucks away from the residential and school zones in Calexico.

It is anticipated that the above elements will be put into place by January 2020.

4. Planning:

SR-78/Glamis Grade Separated Crossing Feasibility Study

Caltrans was successful in obtaining State Planning and Research funds for a feasibility study to develop alternatives for a grade separated crossing over the Union Pacific rail line in Glamis. ICTC is the project manager for this study with Caltrans providing contract oversight and participation on the Technical Working Group.

The Technical Working Group meetings have begun, and initial outreach to the Off Highway Vehicle (OHV) community will occur in January 2020.

City of Calipatria – Railroad Corridor Multi-Use Bikeway Master Plan

The City of Calipatria was awarded a 2018-2019 Sustainable Communities Planning Grant administered by Caltrans for the development of a bikeway plan to connect the easterly area of Calipatria to the western side of the City and the development of a safe corridor to cross the Union Pacific Railroad.

This Railroad Corridor Multi-Use Master Plan will build upon the Bicycle Master Plan by combining Class I and Class II bikeways and providing additional linkages between the affected neighborhoods.

The draft report is being circulated for public comment with copies placed in City Hall and the Library; comments were due on December 4, 2019.

El Centro Land Use, Mobility Element and Environmental Justice Update:

The City of El Centro was successful in obtaining a Sustainable Communities Planning Grant from Caltrans which will address such topics as reducing suburban sprawl and vehicle dependency, and encouraging multimodal activity. The updated Plan will embrace key planning principles and goals such as GHG emission reduction targets, provide consistency with the Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), provide improvements to public health, reduce vehicle miles traveled (VMT), and seek improvements to transportation technology as well as to incorporate Active Transportation Planning goals.

This contract was awarded to Chen Ryan and City Place Planning. The kick-off meeting was held on August 20, 2019 and the contract is expected to be complete in early 2021.

The City of El Centro and consultant staff set up an informational booth at the recent Aquatic Center Grand Opening. A Technical Advisory Committee has been formed, with the first meeting being held and a second scheduled for later in December. The Consultant has worked with the City to develop a number of intersections that will be targeted for traffic counts in the very near future.

5. Senate Bill 1 Projects:

The remaining project which received SBI funding, is the widening of the bridge over the All American Canal at the Calexico East POE. Caltrans is providing design and environmental services.

Caltrans began internal District circulation of the Draft Project Report on October 31, 2019, *with an anticipated completion date by February 2020*. The Project Report will then be circulated to outside agencies for comments. It is estimated that the PA&ED phase will be complete by May 2020.

The Design-Build phase could potentially begin in September 2020. Construction is expected to last two years with completion expected in September or October 2022.

6. Upcoming Projects:

For 2019, there are several projects that have been confirmed in the Caltrans Project Delivery Plan in Imperial County. They are:

- Culvert rehabilitation on SR-78, from approximately Midway Well to Palo Verde.
- Construction of the full replacement interchange at I-8 and Imperial Avenue.
- Widening on SR-98/SR-111, from Ollie to Rockwood.
- Upgrade curve warning signs along various routes.
- Paving on SR-86 from the SR-111/SR-86 junction to the City of El Centro.

As these projects move forward to construction, additional information will be provided.

7. Local Assistance:

Contact Information

Ben Guerrero, Local Area Engineer:

619-220-5485

Benjamin.Guerrero@dot.ca.gov

California Department of Transportation District II

4050 Taylor St., MS # 244

San Diego, CA 92110

Inactive Projects

“Future Inactive” projects should be billed within the specified and agreed-upon timeframe to avoid deobligation of funds.

As of November 25, 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 Calexico.

Local Assistance (continued):

The deadline to submit Inactive invoices was November 20, 2019. District 11 must receive complete and accurate invoices to avoid de-obligation of federal funds.

Verify by using the “Inactive” link shown below for exact Inactive Project dates. Note: An invoice is not cleared from either the “Inactive” or “Future Inactive” list until paid by the State Controller’s Office. Provided Local Agencies adhere to the format described in Chapter 5 of the Local Assistance Procedures Manual (LAPM), invoices are typically paid by check within 60 days after receipt (or 50 days if paid through Electronic Funds Transfer).

A complete list of Inactive Projects can be found online. *Please note this new link for Inactive Projects:*

<https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>

New Invoice Format Required – Effective October 15, 2019

Please transmit all invoices on LAPM Exhibit 5-A. This consolidated format is now required.

<https://dot.ca.gov/programs/local-assistance/projects/local-agency-invoice-process>

For questions, please phone either Ben Guerrero, Local Area Engineer, at 619-220-5485, or the District 11 Local Assistance Program Support Analyst, Alma Sanchez, at 619-278-3735.

Call for Local Roadway Safety Plan (LRSP) Applications

Caltrans announced a Call for Local Roadway Safety Plan (LRSP) Applications on October 8, 2019. The funds will be awarded to the applicants on a “first-come, first-serve” basis. There is no application deadline. Caltrans will continue to accept applications as long as funding is available.

Highway Safety Improvement Program (HSIP) Cycle 11 (around April 2022) begins a requirement for the LRSP (or an equivalent) from any agency applying for HSIP project funds. To assist local agencies with LRSP development, a total of \$10 million through the HSIP has been set-aside and exchanged for state funds. Each applicant agency may request up to \$72,000 from these state funds.

Agencies that received Systemic Safety Analysis Report Program (SSARP) funds in 2016 or 2017 are not priority candidates now. Applications from SSARP-recipient agencies may be considered after January 1, 2020, if funds remain. Details regarding this Call for LRSP Applications are available through the following link:

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/local-roadway-safety-plans>

Local Assistance (continued):

January 21, 2020: Obligation Authority Plan (Cycle 21) for Federal FY 19/20 Due to Local Assistance

An agency Obligation Authority Plan must indicate amount of federal dollars being obligated for each project by fund type and planned date of obligation. Additional information is forthcoming.

January 31, 2020: Federal Fiscal Year 18/19 Requests for Authorization/Obligation Due

Please transmit funding Requests for Authorization (RFA) for this federal fiscal year by January 31, 2020. Early RFA submittals will minimize delay to obtaining fund authorizations.

Preparation Schedule for California Transportation Commission (CTC) Allocation Requests

Please review the attached schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval by the June 2020 CTC meeting. When possible, do not wait to submit requests. All documents must be received by the Caltrans District 11 Office at least two months prior to the CTC meeting date; January 24, 2020 is the next deadline.

Quality Assurance Program (QAP) – Documentation Expired in 2019 or Expiring in 2020

As a reminder, the Quality Assurance Program (QAP) approval expired for the City of Holtville. The County of Imperial, Calexico, El Centro, and Westmorland have until early 2020. Imperial County Transportation Commission needs QAP approval if accepting future federal funds. A list with specific dates for each agency is attached.

An updated QAP package must be submitted ASAP to the Local Area Engineer, Ben Guerrero; otherwise, no funding requests will be processed. *Thank you for prompt responses from Brawley and Calipatria.*

Disadvantaged Business Enterprise (DBE) Contract Goal Calculation and Good Faith Efforts (GFE) Review Procedures: Office Bulletin (OB) 19-03

Caltrans Division of Local Assistance released the attached Office Bulletin (OB) 19-03 effective November 22, 2019. OB-19-03 implements Local Assistance Procedures Manual (LAPM) Exhibit 9-D, Disadvantaged Business Enterprise (DBE) Contract Goal Methodology by setting DBE contract goals and providing simplified responsibilities for all stakeholders.

Interim Active Transportation Program (ATP) Count Guidance: Office Bulletin (OB) 19-02

All projects seeking Construction Allocation at and after the October 2019 California Transportation Commission (CTC) meeting, will be required to use the Draft Interim Count Guidance (ICG) to perform pre-construction user counts prior to construction award and post-construction user counts according to ICG instructions. This new guidance shall be used by Active Transportation Program (ATP) project sponsors to help ensure capture and reporting of consistent and reliable non-motorized user counts.

Local Assistance (continued):

Please refer to OB 19-02 Interim ATP Count Guidance for more information at the following link:

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2019/ob19-02-attachment.pdf>

Plans, Specifications & Estimate Review: Caltrans Oversight Information Notice (COIN) 19-02

Caltrans requires Master Agreements with local agencies to implement State and federally funded projects. Master Agreements include requirements for local agencies to ensure compliance with State and federal mandates. One of these requirements is the Division of State Architect plan review for some projects. The Caltrans Oversight Information Notice (COIN) 19-02 clarifies that Active Transportation Program (ATP) “Safe Routes to School” (SRTS) projects need plan approval in advance of advertisement.

Please refer to COIN 19-02 Plans, Specifications & Estimate Review for more information at the following link:

<http://www.localassistanceblog.com/2019/10/08/coin-19-02-plans-specifications-and-estimate-dsa-review/>

Division of Local Assistance Blog (LAB)

A Caltrans Local Assistance Blog (LAB) provides clarity on issues and contributes to the successful delivery of transportation projects using federal resources. Categories covered by the LAB include: Subsidized Classes for Local Agencies, Policy/Procedures, Program Guidelines, Training, Environmental Review, and Right of Way.

<http://www.localassistanceblog.com>

Architectural & Engineering Contract Procurement Training Webinar Recording Now Available

This recording of a recently delivered class is available online. Training focuses on Chapter 10 of the Local Assistance Procedures Manual (LAPM) and provides an overview of step-by-step procedures that local agencies must follow to select and procure Architectural & Engineering service contracts related to State and federal aid highway projects. Specific topics include:

- Procurement Planning
- Full & Open Competition
- Qualifications-Based Selection
- Fair & Reasonable Costs
- Contract Execution

Local Assistance (continued):

Caltrans conducted this same training in 2019 live at locations statewide, including Caltrans District 11. Click the following link to view the two-hour recording:

<https://www.youtube.com/watch?v=CtJGAzhIjcc&feature=youtu.be>

December 12, 2019 – California Office of Traffic Safety Grant Application Workshop in San Diego

The California Office of Traffic Safety (OTS) will be hosting a series of workshops this month to provide grant program information for Federal Fiscal Year 2021 Grant Applications. A workshop in San Diego is scheduled for Thursday, December 12, 2019. Please refer to the attached announcement for the registration link with more details. Please note: Caltrans neither coordinates nor manages these OTS Grants. Call OTS for further information at 916-509-3030.

January 29-30, 2020 – Highway Program Funding Class in Sacramento (relocated from San Diego)

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. Interested agencies must enroll quickly once registration is open. For updates, please see the following link:

<http://californialtap.org/index.cfm?pid=1077>

February 12, 2020 – Local Road Safety Plan (LRSP) Training in Camarillo

The Local Road Safety Plan (LRSP) Training is designed to teach participants LRSP development skills. The focus will be on California's path toward zero deaths and a systemic approach for roadway safety. Discussion items will include preparing a LRSP, next steps resulting from the plan and funding available. Those involved with an agency's safety program or developing Highway Safety Improvement Program (HSIP) applications are welcome.

Please register online at the following link:

<http://www.localassistanceblog.com/2019/10/24/local-road-safety-plan-trainings>

March 25, 2020 – Southern California Local Assistance Management Meeting (SCLAMM)

Caltrans welcomes the Federal Highway Administration, as well as local public agency staff in regions covered by the Southern California Association of Governments and the San Diego Association of Governments, to attend a biannual Southern California Local Assistance Management Meeting (SCLAMM).

More information is forthcoming. SCLAMM will be held at the Caltrans District 7 Office located at 100 South Main Street, Los Angeles, CA 90012

Local Assistance (continued):

Resident Engineers Academy – Spring 2020 – Dates Available in Marysville and Sacramento

The Resident Engineers Academy provides core training in state and federal regulations for Local Agency Resident Engineers. The Academy, partially subsidized by Caltrans, is ideal for both seasoned and newer Resident Engineers. This four-day course provides practical, hands-on training for Resident Engineers. The subject matter experts and instructors use a real-life approach to deliver information utilizing examples, problem-solving activities, and exercises. The Resident Engineers Academy also provides a unique learning environment designed to promote networking. Specifically, participants will learn how to efficiently manage a project from beginning to completion in compliance with state and federal regulations.

Registration information and availability for all Resident Engineers Academy dates may be found online:

<http://www.localassistanceblog.com/2019/08/27/resident-engineers-academy-fy-schedule>

Register at the provided “Request to Attend” link only, not through the District II Office. Send any questions to the California Local Technical Assistance Program Center:

californialtap@csus.edu

Subsidized Classes for Local Agencies

The California Local Technical Assistance Program is a jointly funded effort between Caltrans and the FHWA to provide local governments with training, information, technology and direct assistance to help transportation infrastructure. Upcoming courses are listed at the following link:

<http://registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing>

For additional training opportunities, please contact the District II Local Assistance Training Coordinator, Alma Sanchez, via email at Alma.Sanchez@dot.ca.gov or by phone: 619-278-3735.

Title VI Nondiscrimination Program

A reminder that local agencies shall comply with all Title VI requirements. See LAPM Section 9.2, Title VI of the Civil Rights Act of 1964 and Related Statutes:

Title VI and the additional nondiscrimination requirements are applicable to all programs and activities administered by a recipient, in addition to programs receiving federal financial assistance, due to the Civil Rights Restoration Act of 1987. Nondiscrimination provisions apply to all programs and activities of federal-aid recipients, subrecipients, and contractors, regardless of tier (49 CFR 21).

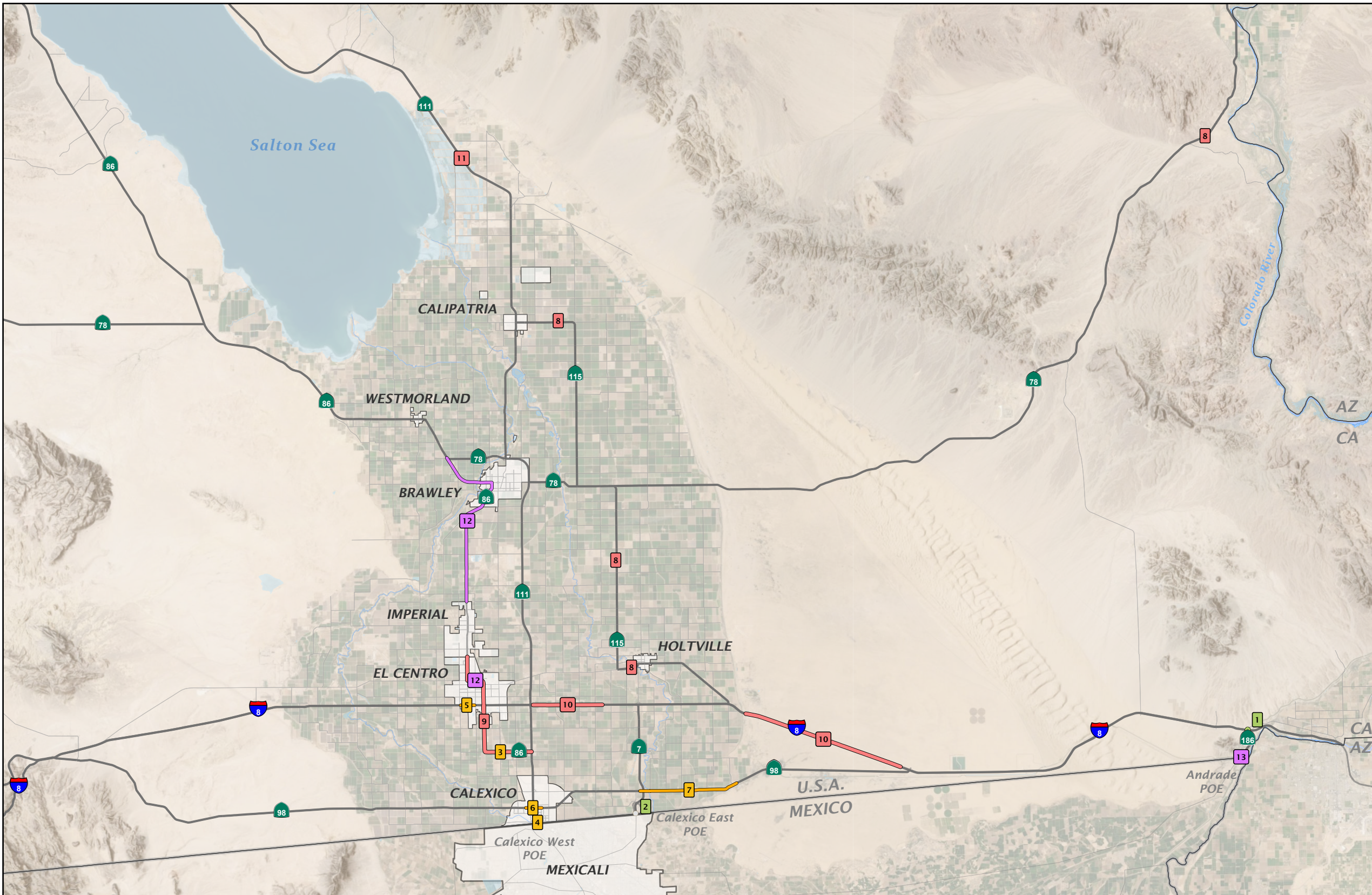
Local Assistance (continued):

The requirements include providing and maintaining the following, as detailed in LAPM Section 9.2: Title VI Nondiscrimination Statement, Assurances (as part of the Master Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training, Limited English Proficiency (LEP) accessibility, Dissemination of Information, Contracts and Agreements, Environmental Justice, Public Hearings and Meetings, Right-of-Way activities, Construction Contract Compliance, Monitoring, and others.

Note that an agency is subject to a Title VI program and compliance review at any time by Caltrans, Division of Local Assistance.

The following link provides guidance to local agencies for processing Title VI complaints.

<https://dot.ca.gov/programs/local-assistance/environmental-and-other-policy-issues/title-vi>



ENVIRONMENTAL

1. SR-186/I-8 Interchange Improvements
2. SR-7 All American Canal Bridge Widening



DESIGN

3. SR-86/Dogwood Road Intersection Improvements* Design Complete Fall 2019
4. SR-111 Pavement Rehabilitation Design Complete Spring 2020
5. I-8/Imperial Ave Interchange Improvements Design Complete Summer 2019
6. SR-98 Widening Phase 1C Ollie Ave to Rockwood Ave Design Complete Summer 2019
7. SR-98 Pavement Rehabilitation Design Complete Spring 2020



CONSTRUCTION

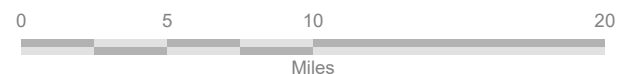
8. SR-78/115 Culvert Repairs Construction Start Summer 2019
9. SR-86 Pavement Rehabilitation Construction Start Summer 2019
10. I-8 Pavement Rehabilitation at Various Locations Construction Complete Fall 2019
11. SR-111 Niland Geyser Detour Construction Fall 2019



RELINQUISHMENT

12. SR-86 Relinquishment From SR-78 to SR-111 Senate Bill 788 Approved Fall 2013
13. SR-186 Relinquishment 500 Feet from Border to GSA* Complete Fall 2019

- █ Environmental
- █ Design
- █ Construction
- █ Relinquishment



: Project funded by Senate Bill 1

Abbreviations:

GSA: General Services Administration

40: Port of Entry

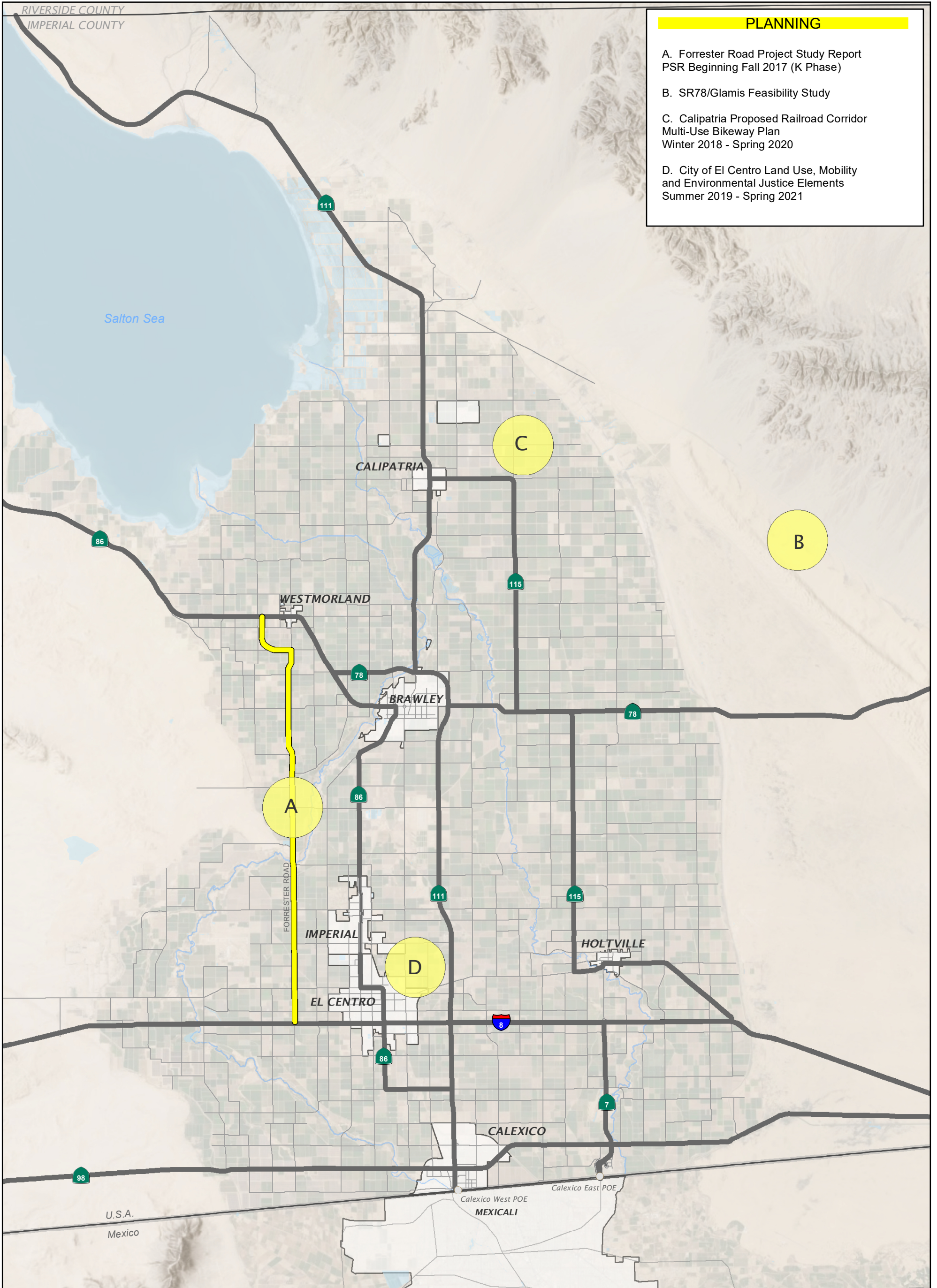
Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

Date: 10/29/2019

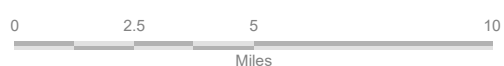
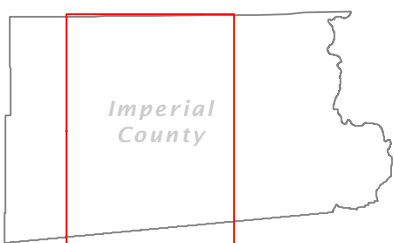
* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



- PLANNING**
- A. Forrester Road Project Study Report
PSR Beginning Fall 2017 (K Phase)
 - B. SR78/Glamis Feasibility Study
 - C. Calipatria Proposed Railroad Corridor
Multi-Use Bikeway Plan
Winter 2018 - Spring 2020
 - D. City of El Centro Land Use, Mobility
and Environmental Justice Elements
Summer 2019 - Spring 2021



Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

Date: 09/09/2019

Office of Traffic Safety FFY2021 Grant Application Workshops

Active Transportation Resource Center (ATRC)

Thu 11/21/2019

To: Owen, Robin@DOT <robin.owen@dot.ca.gov>

The ATRC is sending the following message on behalf of OTS.

OTS FFY2021 Grant Application Workshop



Dear Traffic Safety Partners,

Do you have new and innovative traffic safety ideas that you would like to start in your area? Come learn more about turning those ideas into action with grant funding from the California Office of Traffic Safety (OTS). Traffic fatalities continue to be a significant problem in California so let's work together to save lives!

The OTS will be hosting a series of workshops next month where you can learn more about our grant programs and applying for 2021 Federal Fiscal Year funding.

We would also like to hear your ideas on improving traffic safety in your community.

The workshops will be held December 10-19, 2019. To register, click on the link below for the city you would like to attend.

- December 10th from 9am-11am – Los Angeles – Register [here](#)
- December 10th from 1pm-3pm – Baldwin Park – Register [here](#)
- December 11th from 9am-11am – Ontario – Register [here](#)
- December 11th from 1pm-3pm – Anaheim – Register [here](#)
- December 12th from 9am-11am – **San Diego – Register [here](#)**

For more application information, visit www.ots.ca.gov or call 916-509-3030.

2020 PREPARATION SCHEDULE
CALIFORNIA TRANSPORTATION COMMISSION (CTC) MEETINGS
AGENDA ITEM(S) DUE DATES

Prepared by:
OFFICE OF CTC LIAISON
DIVISION OF TRANSPORTATION PROGRAMMING
CALIFORNIA DEPARTMENT OF TRANSPORTATION

As of:
August 2019

2020 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due from HQ Divisions to Office of CTC Liaison
Date and Location:	10:00 AM District & CTC	10:00 AM HQ Divisions	5:00 PM Budgets	10:00 AM CTC Liaison	10:00 AM CTC Liaison
Jan 29-30 - Sacramento Area	Mon, Dec 2, 19	Mon, Dec 9, 19	Fri, Dec 13, '19	Fri, Dec 20, '19	Tue, Dec 24, '19
Mar 25-26 - Santa Barbara	Mon, Jan 27, 20	Mon, Feb 3, 20	Mon, Feb 10, '20	Wed, Feb 19, '20	Thu, Feb 20, '20
May 13-14 - San Diego	Mon, Mar 16, 20	Mon, Mar 23, 20	Mon, Mar 30, '20	Wed, Apr 8, '20	Thu, Apr 9, '20
June 24-25 - Sacramento Area	Mon, Apr 27, 20	Mon, May 4, 20	Mon, May 11, '20	Wed, May 20, '20	Thu, May 21, '20
Aug 12-13 - Oakland	Mon, Jun 15, 20	Mon, Jun 22, 20	Mon, Jun 29, '20	Wed, Jul 8, '20	Thu, Jul 9, '20
Oct 14-15 - Central Valley	Mon, Aug 17, 20	Mon, Aug 24, 20	Mon, Aug 31, '20	Wed, Sep 9, '20	Thu, Sep 10, '20
Dec 2-3- Riverside	Mon, Oct 5, 20	Mon, Oct 12, 20	Mon, Oct 19, '20	Wed, Oct 28, '20	Thu, Oct 29, '20

* No Scheduled Meeting in: February, April, July, September and November

Moved due to Holiday

Moved due to Holiday

QUALITY ASSURANCE PROGRAM (QAP)

LAST UPDATED ON: 11/25/2019 BY A.SANCHEZ

Agency	QAP Current	QAP Expires	Date Agency Submitted the QAP?
BRAWLEY	10/21/2014	10/21/2019	11/4/2019
CALEXICO	4/13/2015	4/13/2020	
CALIPATRIA	7/14/2014	9/30/2019	11/13/2019
COUNTY OF IMPERIAL	4/4/2015	9/14/2021	
EL CENTRO	4/27/2015	4/27/2020	
HOLTVILLE	7/14/2014	9/29/2019	
IMPERIAL	1/9/2017	1/9/2022	
ICTC			(non-compliant)
WESTMORLAND	4/21/2015	4/21/2020	



Expires – Upon Issuance of LPP

Disadvantaged Business Enterprise (DBE) Contract Goal Calculation and Good Faith Efforts (GFE) Review Procedures

NOTE: This Office Bulletin supersedes DLA-OB 14-06

I. BACKGROUND

On September 24, 2014, Caltrans Division of Local Assistance (DLA) issued Office Bulletin (OB) #14-06 “Review of the DBE Contract Goals and Good Faith Efforts – Pilot Study.” The Pilot Study required Caltrans to review and approve all contract goals on construction contract estimates over \$2 million and consultant contract estimates over \$500,000. If the aforementioned contracts are awarded on the basis of a GFE, Caltrans will review and provide feedback to the local agency on the bidder/proposer’s GFE prior to awarding the contract.

This office bulletin implements Exhibit 9-D: DBE Contract Goal Methodology, setting contract goals and incorporates OB #14-06 by:

- Incorporating DLA-OB 14-06 pilot program as a permanent process
- Updating Section 9.7 Disadvantaged Business Enterprise (DBE) Participation on the Contract and Section 9.8 Good Faith Efforts (GFE) of the Local Assistance Procedures Manual (LAPM)
- Providing simplified responsibilities for all stakeholders

II. POLICY

Agencies will need to provide Exhibit 9-D “DBE Contract Goal Methodology” to their DLAE for review and concurrence for all contracts.

For construction contract estimates greater than \$2 million and consultant contract estimates greater than \$500,000, the DLAE will email Exhibit 9-D in Microsoft Excel format to HQ DLA: dbegoal.gfe@dot.ca.gov to have the contract goal approved by Caltrans prior to advertising. If these contracts are awarded based on a GFE, have Caltrans review and provide feedback on the bidder/proposer’s GFE prior to award. Local agencies will have an opportunity to discuss and resolve any differences in the respective goal calculations; however, the final decision rests with Caltrans.

The District Local Assistance Engineers will conduct a cursory review of Exhibit 9-D for consultant contract estimates ≤ \$500,000 and construction contract estimates ≤ \$2,000,000. The DLAE’s will not review GFEs as these will be administered directly by local agencies as subrecipients of federal-aid contracts consistent with 49 CFR 26.53.

A copy of the approved Exhibit 9-D must be kept in the agency file.



III. PROCEDURE

New/updated sections have been added to Sections 9.7 and Sections 9.8 of the LAPM included at the end of this Office Bulletin.

IV. APPLICABILITY/IMPACTS

This Office Bulletin applies to all federal-aid contracts and simplifies responsibilities for all stakeholders.

Recommended: Original Signature By 11/22/2019
Wenyi Long, Date
Local Programs Disadvantaged Business Enterprise
(DBE) Coordinator

Approved: Original Signature By 11/22/2019
Felicia Haslem, Acting Chief Date
Office of Guidance & Oversight

- Attachments: (1) Exhibit 9-D: Contract Goal Methodology
(2) Exhibit 9-E: Sample Local Agency Good Faith Effort Review
(3) Exhibit 15-H: Proposer/Contractor Good Faith Efforts

**[The following sections are replaced and added in
Section 9.7: DBE Participation on the Contract]**

Participation Opportunities

The local agency should structure its contracts and cost estimates by task to provide opportunities for DBE participation. Participation by DBEs is possible during the Preliminary Engineering, Environmental, Final Design, Right of Way, and Construction phases of the project, and includes work as lead consultants, prime contractors, sub-consultants, subcontractors, suppliers, vendors and truckers.

DBE Contract Goals

All federal-aid contracts that have subcontracting opportunities must have a DBE goal set. This includes, but is not limited to: construction, consultant services such as project specific Architectural & Engineering (A&E), and master on-call A&E contracts. A DBE contract goal is a percentage of the total contract amount that is expected to be performed by certified DBE firms. The DBE contract goal will vary depending on the type of work involved, the location of the work, and the availability of DBEs for the work of the particular contract.

The contract goal may be zero in situations such as extremely limited subcontracting opportunities, the lack of certified DBEs in the District for the work to be performed, or other reasons. Documentation is required when a local agency has determined that a zero percent DBE contract goal is appropriate.

Some contracts, such as Emergency Opening, Sole-source, Nonprofit or Force Account do not require a DBE goal. In these cases, there is no contract goal (different from zero percent goal).

Setting the DBE Contract Goal

DBE contract goals are established to encourage more participation of DBEs for federal-aid transportation contracts. The bullets below provide a summary guidance of how to set the DBE contract goal. For a detailed set of instructions and a template example, please refer to [Exhibit 9-D: DBE Contract Goal Methodology](#).

- The project analysis starts with finalizing the cost estimate and determining potential sub-contractable items of work in the Exhibit 9-D: DBE Contract Goal Methodology template.
- The local agency must consider the type of work involved (Work Category Code), location of the work (by Caltrans District number), and the potential DBEs listed in the database. For each work category code, determine the number of available DBE subcontractor / subconsultants by conducting a search in the California Unified Certification Program (CUCP) database geographically by Caltrans district only. Use the district where the work will take place.
- Determine the DBE Work Factor for each task:
 - If the number of available DBE subcontractors or sub-consultants is 7 or more, use 100 percent.
 - If there are less than 7 DBEs available: for consultant contracts, use 0 Work Factor; for construction projects, determine whether or not there is a component of trucking or material supply, and apply a 10 or 12 percent DBE Work Factor, respectively, otherwise use 0.

Submitting Exhibit 9-D

All federal-aid contracts must have an [Exhibit 9-D: DBE Contract Goal Methodology](#) submitted to the DLAE. The following are responsibilities and a flowchart for local agencies, DLAEs, and HQ DLA.

Local Agency Responsibilities

- Local agencies must submit an [Exhibit 9-D, DBE Contract Goal Methodology](#) in Microsoft Excel format to their DLAE for all federal-aid contracts, including master on-call A&E contracts, prior to advertisement and/or with the request for authorization (RFA) package as applicable.
- Local agencies may not advertise the contract before receiving DLAE feedback on the DBE goals and notification from the DLAE that the authorization to proceed (E-76) has been issued.
 - For construction contract estimates greater than \$2 million and consultant contract estimates greater than \$500,000, the DBE goal will need to be reviewed and approved by Caltrans. Local agencies will have an opportunity to discuss and resolve any differences in the respective goal calculations; however, the final decision rests with Caltrans.

DLAE Responsibilities

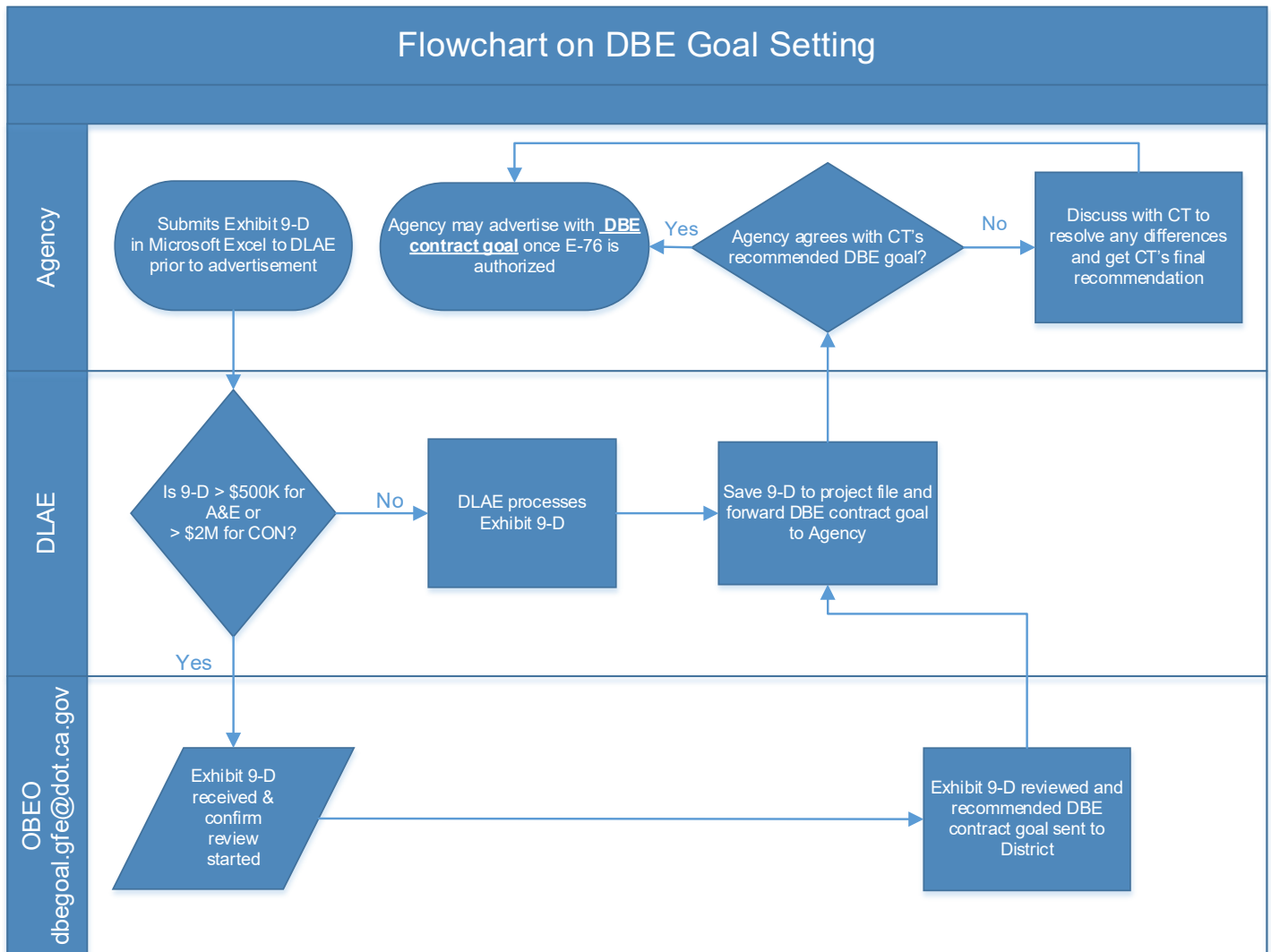
- For construction contract estimates greater than \$2 million and consultant contract estimates greater than \$500,000, e-mail the [Exhibit 9-D, DBE Contract Goal Methodology](#) in Microsoft Excel format to HQ DLA: DBEgoal.GFE@dot.ca.gov.
 - Once the [Exhibit 9-D, DBE Contract Goal Methodology](#) has been reviewed by the Office of Business & Economic Opportunity (OBEO), send a confirmation e-mail to the local agency with the recommended DBE contract goal.
- For construction contract estimates less than or equal to \$2 million and consultant contract estimates less than or equal to \$500,000, conduct a cursory review of the Exhibit 9-D and send an email to the local agency to confirm the DBE contract goal.

DLA Responsibilities

The following applies to DBE goal setting for construction contract estimates greater than \$2 million or consultant contract estimates greater than \$500,000:

- Send confirmation to the DLAE that Exhibit 9-D is being processed.
- After processing, reply to the DLAE with the recommended DBE contract goal.
- If the agency disagrees with the DBE contract goal, review the reasoning and make a decision if the goal needs to be adjusted.

It will take 15 business days to review the Exhibit 9-D after receipt from the District. If there is no response from DLA after 15 days, the DLAE has the discretion to move forward.



[The following section is added to Section 9.8: Good Faith Efforts]

Submitting the GFE and Supporting Document for Review

For construction contracts less than or equal to \$2 million and consultant contracts less than or equal to \$500,000, the agency must perform the GFE review if DBE goal is not met.

For construction contracts greater than \$2 million and consultant contracts greater than \$500,000 that had their DBE goal approved by Caltrans, if the low bidder or the most qualified consultant did not meet or exceed the DBE contract goal, the local agency must submit the GFE documentation to their DLAE for review.

The following are responsibilities and a flowchart on Good Faith Effort Review for local agencies, DLAEs, and DLA.

Local Agency Responsibilities

- The local agency must obtain, complete, and review all of the following documentation prior to determining if the low bidder or the most qualified consultant made a GFE:
 - A bid tabulation summary sheet such as included in [Exhibit 15-D: Bid Tabulation Summary Sheet](#) or [Exhibit 10-O1: Consultant Proposal DBE Commitment](#).
 - All bidders' [Exhibits 15-G: Construction Contract DBE Commitment](#) or [Exhibit 10-O1: Consultant Proposal DBE Commitment](#).
 - All bidders' [Exhibit 15-H: Proposer/Bidder Good Faith Efforts](#) or other documentation that all bidders' submit in lieu of Exhibit 15-H. If bidders did not submit GFE documentation within five (5) days after bid opening, it should be noted in [Exhibit 9-E: Local Agency Good Faith Effort Review](#).
 - [Exhibit 9-E: Local Agency Good Faith Effort Review](#).
- For construction contracts less than or equal to \$2 million and consultant contracts less than or equal to \$500,000, the agency has responsibility to perform the GFE review.
- For construction contracts greater than \$2 million and consultant contracts greater than \$500,000, if the low bidder or the most qualified consultant did not meet or exceed the DBE contract goal, the local agency must submit the above GFE documentation to their DLAE **prior to awarding a contract or starting the negotiation**.
 - Local agencies **may not** award a contract to the low bidder or negotiate with the most qualified consultant without first receiving a memorandum from their DLAE that Caltrans has determined that they made a GFE.
 - If Caltrans determines the GFE was inadequate, the local agency will take Caltrans feedback on GFE into consideration and re-evaluate the GFE. After the re-evaluation:
 - If the local agency still thinks the GFE is adequate, they can award the contract or start the negotiation process.
 - If the local agency concludes that the GFE is inadequate, they must invite the low bidder or the most qualified consultant to an Administrative Reconsideration.



DLAE Responsibilities

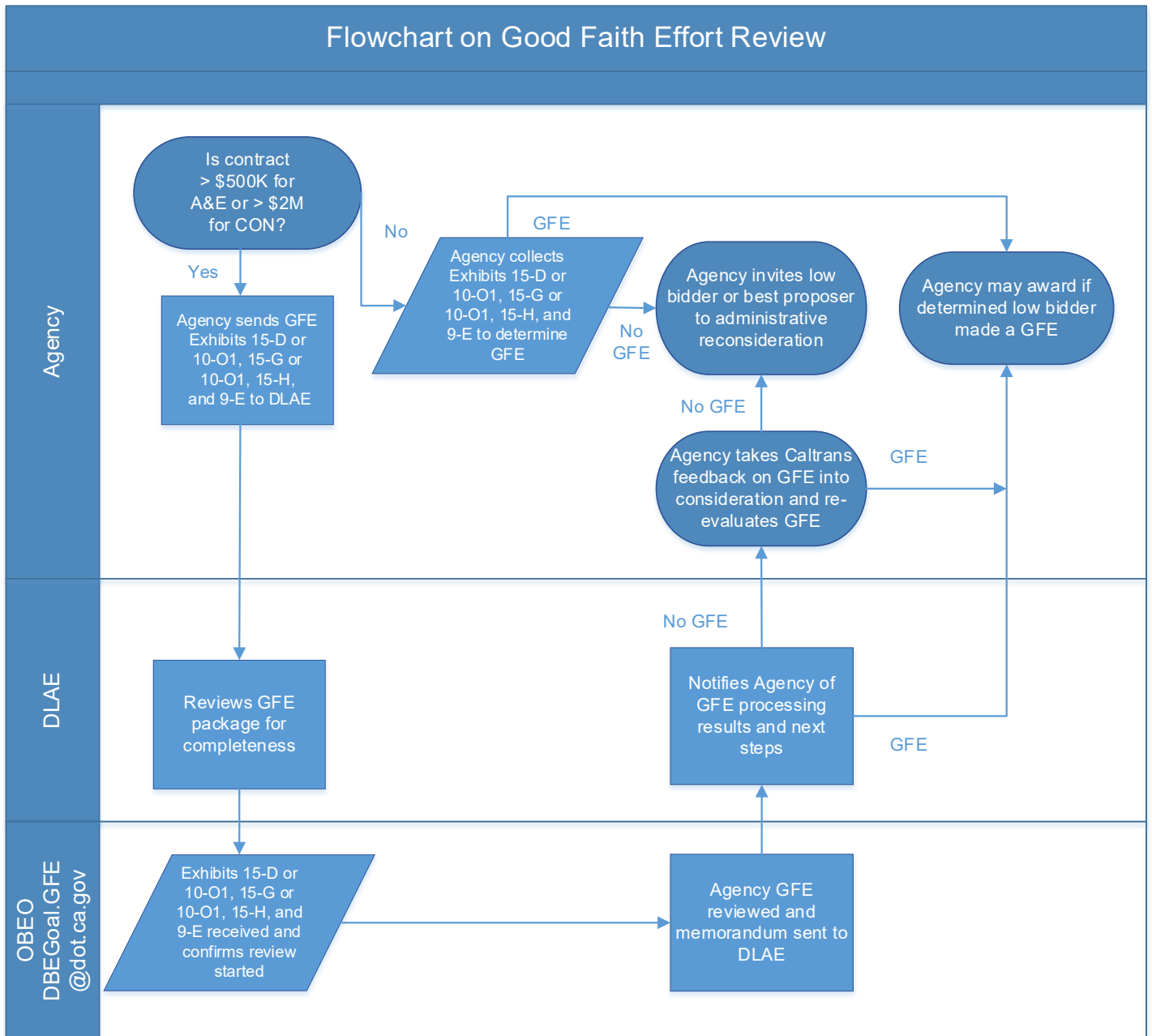
- For construction contracts greater than \$2 million and consultant contracts greater than \$500,000, e-mail all completed GFE documentation including the local agency's bid summary (Exhibit 15-D or Exhibit 10-O1), DBE commitments (Exhibit 15-G or Exhibit 10-O1), the bidders' GFEs (Exhibit 15-H), and the local agency's GFE evaluation (Exhibit 9-E) to DBEgoal.GFE@dot.ca.gov.
- Communicate the outcome of Caltrans GFE review to local agencies.

DLA Responsibilities

The following applies to the GFE evaluation for construction contracts greater than \$2 million and consultant contracts greater than \$500,000:

- After receiving a complete GFE package from the DLAE, reply to the DLAE when evaluation starts on the GFE review.
- Once the GFE review has been finished, reply to the DLAE with Caltrans' GFE review conclusion in a memorandum.

The process will take 15 business days after receipt of the GFE package from the District. If there is no response from DLA after 15 days, the DLAE has the discretion to move forward.





1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

December 6, 2019

Robert Amparano, Chairman
Imperial County Transportation Commission
1503 N. Imperial Ave Suite 104
El Centro, CA 92243

SUBJECT: FY 16-17, 17-18 and 18-19 TDA Triennial Performance Audit – Award Recommendation

Dear Committee Members:

The State of California requires that Transportation Planning Agencies undergo a performance audit every three years as a result of receiving Transportation Development Act (TDA) funds. The audit is primarily focused on administration of TDA funded programs and services over a three-year period of time. The period of time to be audited are fiscal years 16-17, 17-18 and 18-19.

The audit is not solely a financial audit, but a review of compliance with transit service-related Public Utilities Codes and prudent administrative and management practices. More specifically the audit involves reviewing the processes and policies including, but not limited to; the ICTC Budget and Transit Financing Plan, the TDA Allocation Schedule, the Article 3 and 8 financial claims processing, administration of the Social Services Transportation Advisory Council, conduct of the annual Unmet Transit Needs Public Hearing process, and transit planning and operations management of the public transit services by the public agencies.

ICTC staff recently completed a competitive bid via a Request for Proposals (RFP) process to acquire the services of a qualified consulting team to complete the TDA Triennial Performance Audit. The RFP requested multiple consulting services in accordance with the requirements of the Transit Performance Guidance Handbook. The RFP was circulated to various professional service firms who have experience completing similar work for other agencies.

A total of two (2) consultants submitted responses to ICTC's RFP. The consultants that submitted a response included: Moore and Associates and Michael Baker International.

A proposal evaluation committee was established to complete the review of proposals of qualified consultants. The evaluation committee was comprised of staff from SCAG, ICTC and the city of Imperial. The committee completed the scoring and ranking of each of the responses the week of November 4th, 2019. The evaluation committee elected not to complete oral interviews of the consulting teams.

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

The scoring and ranking of the consultants was based on the following criteria: Technical Experience, Proposed Methodology and Approach to Work; Project Team and Staff Qualifications; Price and Best Value; and Completeness of Response and References.

The ranking is listed as follows:

<u>NAME</u>	<u>RANKING</u>	<u>PRICE</u>	<u>Cost/Hour</u>
Moore and Associates	1	\$71,537.40	\$128.20
Michael Baker International	2	\$74,710.00	\$144.79

Both of the firms are capable of completing the project. Both firms also proposed completing all of the services internally with no subconsultants required. Moore and Associates and Michael Baker International both have experience working with ICTC on previous projects. Michael Baker International completed the previous TDA Triennial Performance Audit. Neither firm is local with Moore and Associates utilizing its Valencia office and Michael Baker International utilizing its Rancho Cordova office.

A budget of \$75,000 was identified and approved in the ICTC FY 2019-20 OWP and budget (7416001-525010).

The original procurement documents; RFP and consultant response proposals; and, all contract exhibits referenced in the contract document are available for review at the ICTC administrative offices by request.

It is requested that Management Committee recommend that the Commission review and approve after public comment, if any:

1. Approve the award of the Agreement for the FY 16-17, 17-18 and 18-19 TDA Triennial Performance Audit to *Moore and Associates* in the amount of \$71,537.40.
2. Authorize the Chairperson to sign the agreement.

Sincerely,



MARK BAZA
Executive Director

MB/da/cl

Attachment



**IMPERIAL COUNTY
TRANSPORTATION COMMISSION**

1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

December 6, 2019

Robert Amparano, Chairman
Imperial County Transportation Commission
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: FY 2019-20 ICTC Budget Back-up Documentation Request – County of Imperial Legal, Auditor-Controller and Treasurer Services

Dear Commission Members:

The Commission met at a special meeting at the ICTC offices on June 28, 2019. During this meeting ICTC staff presented the FY 2019-20 Overall Work Program (OWP) and Budget to the Commission. The Commission approved the budget as presented, however a request was made to staff to provide back-up documentation regarding the amount that the County of Imperial charges ICTC for services provided. ICTC utilizes the County of Imperial's Legal, Auditor-Controller and Treasurer Departments to provide various services.

ICTC has a contract with County Legal Services through 2021 for a not to exceed fee of \$30,000 annually. ICTC's contract with County Legal Services provides ICTC with miscellaneous legal services as requested by ICTC. ICTC is billed approximately \$150.00 per hour for legal services. Any remaining funds associated with the contract not utilized by ICTC are reimbursed at the end of the year.

ICTC also uses the County Auditor-Controller and Treasurer Departments for accounting purposes, vendor payments and use of its accounting database. The fees for the services associated with the County Auditor-Controller and Treasurer Departments are derived from a state approved cost allocation plan. The annual cost allocation plan can be located at https://sco.ca.gov/ard_county_cost_approvals.html. ICTC's portion of the costs associated with the Auditor-Controller and Treasurer Departments is approximately .7% (estimated at \$70,000) of the total allocated cost of departments noted in the cost allocation plan for FY 2019-20. ICTC is billed on a quarterly basis for services provided.

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

Prior to FY 19-20, the County of Imperial Staff encountered numerous errors with its cost allocation for ICTC. Staff has engaged in various discussions with the County Auditor-Controller's office to review the past errors associated with ICTC's cost allocation. In previous years, ICTC was either credited funds, not charged any fees or charged below actual fees due to various accounting errors. As a result of the errors, the actual value allocated to ICTC for FY 19-20 seems out of the ordinary or excessive. Since the errors have been corrected, ICTC should not experience major discrepancies in its annual cost allocation. Services rendered include but are not limited to the Auditor-Controller staff's recording of all ICTC financial transactions, issuance of payments to vendors, receipt and proper allocation of funds received from various federal and state agencies and use of the county accounting system. In FY 18-19, ICTC incurred 2,597 transactions and deposited and issued 687 checks. Similar to the legal agreement, any funds not utilized will be credited back to ICTC at the end of the fiscal year.

ICTC appreciates the support provided by the County of Imperial's Legal, Auditor-Controller and Treasurer Departments. They are a crucial part of ICTC's day to day activities and we look forward to the continued positive relationship.

This item is for informational purposes only.

Sincerely,



MARK BAZA
Executive Director

MB/da/mb/cl



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4497

December 6, 2019

Robert Amparano, Chairman
Imperial County Transportation Commission
1503 N. Imperial Ave Suite 104
El Centro, CA 92243

SUBJECT: Federal Transit Administration (FTA) Triennial Review; FY 2017, 2018, and 2019

Dear Commission Members:

As a recipient of Federal Transit Administration (FTA) dollars, ICTC is required to comply with numerous federal regulations in the administration and operations of the public transit services. The Triennial Review is less exacting than an audit, it is FTA's assessment of ICTC's compliance of regulations that cover 21 areas including but not limited to: Financial Management and Financial Capacity, Maintenance, Procurement, Civil Rights, Drug Free Workplace and Drug and Alcohol Program, Grant Management, and Program Implementation Practices.

The Triennial Review process began in April 2019 with FTA's request for and review of ICTC's program files and data. Subsequently in October 2019, FTA staff performed on-site reviews and observations of ICTC, our transit operator, and sub-recipients records and operational practices over a two-day period. The FTA staff recently completed the 2019 Triennial Review and provided a formal response letter dated November 22, 2019.

Within the various areas of compliance, ICTC received a notice of deficiency for seven of these areas. Within these areas there are 11 items that require corrective actions. Additionally, the FTA staff made a few recommendations for further program development of ICTC as it pertains to transit operations. Following the cover letter, we have provided a matrix of the findings and our proposed corrective actions to meet FTA's required response and implementation.

ICTC staff is actively addressing the items and are confident in our ability to meet the deadline of corrective actions and response to FTA by March 2020. Many of the actions require the amendment or development of procedures to improve our requirements pertaining to ADA guidelines, documentation requests for our member agency sub-recipients and financial documentation policy adjustments.

This item is presented to you for information and discussion purposes.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark Baza', is written over a light blue circular stamp.

MARK BAZA
Executive Director

Attachments
MB/da/cl

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

FTA Triennial Review – Findings and Responses

	Financial Capacity
Finding	ICTC has financial policies and procedures contained in a number of documents, and primarily relies on the Imperial County Cash Control and Accounting Standard Practice Manual. However, two requirements, Allowable Costs in accordance with 2 CFR Part 200 Subpart E-Cost Principles, and Cash Management and Payment in accordance with 2 CFR 200.305 Payment, were not found and must be in writing.
Response	ICTC has obtained sample verbiage and will amend its policies and procedures to incorporate the required language.
	Technical Capacity
Finding	Recipients must ensure that every subaward is clearly identified to the subrecipient as a subaward and meets the requirements of 2 CFR 200.331, <i>Requirements for pass-through entities</i> . ICTC uses a Memorandum of Understanding (MOU) as a subrecipient agreement for FTA program funds. This MOU lacks some of the required elements as noted in the corrective action.
Response	ICTC has obtained sample language to include in any upcoming MOU’s with our member agencies. ICTC anticipates drafting an MOU with the city of Calexico which will have the updated language. A draft copy of the MOU with the required language will be forwarded to the FTA.
	Technical Capacity
Finding	As required by 49 CFR 20.110 Certifications and Disclosures, a recipient must obtain signed lobbying certifications from subrecipients before entering into agreements exceeding \$100,000. ICTC does not have a process for collecting lobbying certifications from its subrecipients.
Response	ICTC will require that all city agencies sign lobbying certifications when passing through FTA funds. ICTC has its operations contract First Transit sign lobbying certifications.
	Technical Capacity
Finding	As required by 2 CFR 180.300, a recipient must ensure, to the best of its knowledge and belief, that none of its subrecipients are suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions. ICTC does not have a process for collecting certifications from its subrecipients receiving \$25,000 or more in FTA funds.
Response	ICTC will run SAM’s checks for all municipalities when receiving pass through funds. ICTC currently only runs SAM’s checks for private clients and for all procurements.
	Transit Asset Management
Finding	ICTC has subrecipients that own and manage FTA-funded capital assets in public transit service. The regulations at 49 CFR 200.331 require that ICTC monitor the activities of their subrecipients as necessary to ensure that the subawards are used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subawards. ICTC did not ensure that its subrecipients El Centro, Imperial, and Brawley had developed TAM plans or were participating in a group TAM plan.
Response	ICTC currently has its own Transit Asset Management (TAM) Plan. ICTC will review the possibility of developing a TAM Group Plan and incorporating the agencies that have

	major transit facilities (Brawley, El Centro, Imperial, IVC and eventually Calexico) into the TAM Group Plan or provide the option to the agencies to develop their own TAM Plan.
	Maintenance
Finding	As set forth in FTA Circular FTA C. 5010.1E Ch. IV (4) (n) (4), Maintenance and Warranty, recipients must maintain federally assisted property in good operating order and in compliance with any applicable federal regulations. Recipients must require that subrecipients and contractors meet FTA requirements and follow acceptable maintenance standards for FTA-funded assets and require or have a written maintenance plan; and recipients with subrecipients and contractors must have an effective mechanism for monitoring subrecipients' and contractors' maintenance of FTA-funded assets as outlined in 2 CFR 200.318(b). ICTC has a process that includes a compliance checklist for monitoring subrecipient maintenance activities. The checklist includes a determination if subrecipient maintenance was performed on-time and if they are maintaining accessibility features. However, the subrecipient site visit to the City of Imperial revealed the lack of a written maintenance plan, evidence of periodic preventive maintenance activity at their transfer center, or any monitoring by ICTC.
Response	ICTC is working with the city of Imperial towards the development of a maintenance plan for the newly constructed transfer facility. A sample document has been forwarded to the city of Imperial for review and use.
	DBE
Finding	On April 25, 2019, the FTA Regional Civil Rights Officer (RCRO) issued a concurrence letter to ICTC after reviewing its DBE program. ICTC was instructed to correct the following issues in the DBE program before its next oversight review.
Response	ICTC will be making the required corrections as requested by the FTA.
	ADA
Finding	Regulation 49 CFR 37.3 prohibits public entities from setting weight or size limitations on wheelchairs it will transport that understate the weight capacity that the vehicle fleet can actually accommodate. ICTC's website defines a wheelchair as a 3- or 4-wheeled mobility aid that does not exceed 30 inches in width and 48 inches in length and does not weigh more than 600 pounds when occupied. ICTC buses are equipped with ramps, not lifts; however, administration staff did not know the actual dimensions and design load of the vehicles or equipment.
Response	ICTC will amend its policy to reflect the actual specifications of the wheelchair ramp or lift.
	ADA
Finding	Regulation 49 CFR 37.3 prohibits placing conditions upon the transport of wheelchairs. The ICTC website states that all mobility devices must have a working brake system and be secured to the bus in order to ride. It was noted that the information in the Bus Operator training material did not state these restrictions.
Response	ICTC will remove the requirement from its website and documentation.
	ADA
Finding	Under 49 CFR 37.125, a recipient may establish an administrative procedure to suspend, for a reasonable period of time, the provision of complementary paratransit service to ADA eligible individuals who establish a pattern or practice of missing scheduled trips. The recipient must consider the rider's frequency of use of the

	<p>paratransit service. ICTC’s suspension policy states that three no-shows in 30 days will result in a rider’s suspension for 14 days. This threshold does not take into consideration frequency of use, such as whether a rider uses the service daily to commute to and from work and for other purposes, or schedules only six trips a month. In addition, the 14-day period for the first suspension of service is considered excessive.</p>
Response	<p>ICTC will amend its policy to reflect the required changes. Adjustments to potential suspension days will be implemented.</p>
	<p>ADA</p>
Finding	<p>Under 49 CFR 37.125, a recipient may not count no-shows that are not under the rider’s control toward a suspension. ICTC’s No-show Policy states that a “Late Cancellation” shall be recognized as an ADA eligible person who fails to cancel an appointment for pick-up at least four hours before the scheduled pick-up time, and in the event of a “No-show,” ICTC will automatically cancel any previously scheduled return trips for that rider for that day.</p>
Response	<p>ICTC will amend its policy to reflect the required changes.</p>