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EL CENTRO, CA 92243-2875
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MANAGEMENT COMMITTEE

**City of Westmorland
City Hall – Council Chambers
355 S. Center Street
Westmorland, CA 92281**

**Wednesday, January 8, 2020
10:30 A.M.**

CHAIR: NICK WELLS

VICE CHAIR: MARCELA PIEDRA

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 Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. CONSENT CALENDAR

- | | | |
|--|-------------------|-----------|
| A. Approval of Management Committee Draft Minutes: | December 11, 2019 | Page 4-25 |
| B. Receive and File: | | |
| 1. ICTC SSTAC Draft Minutes: | December 4, 2019 | |

V. REPORTS

- A. ICTC/LTA Executive Director
 - See attached Executive Director Report(s) on page 27
- B. Southern California Association of Governments
- C. California Department of Transportation – District 11
 - See attached report on page 36
- D. Committee Member Reports

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

VI. ACTION CALENDAR

- A. Rotation of the Chair and Vice-Chair Positions Page 60

It is requested that the Management Committee take any appropriate action in the consideration of the rotation and assignment of the two positions.

- B. Unmet Transit Needs Public Hearing - for Fiscal Year 2020-21 Page 63

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

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates.
2. Select a Public Hearing date of February 20, 2020, and the set the time of the hearing.
3. Direct staff to conduct the administrative arrangements.

VII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee will be on **Wednesday, February 12, 2020 at 10:30 a.m.**, at the **County of Imperial**, El Centro, CA.

VIII. ADJOURNMENT

- A. Motion to Adjourn

IV. CONSENT CALENDAR

IV. CONSENT CALENDAR

- A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT
MINUTES:
DECEMBER 11, 2019
- B. RECEIVE AND FILE:
 - 1. ICTC SSTAC DRAFT MINUTES:
DECEMBER 4, 2019

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
DRAFT MINUTES OF December 11, 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	Tony Rouhotas

STAFF PRESENT: Mark Baza, David Aguirre, Virginia Mendoza, Cristi Lerma**OTHERS PRESENT:** David Salgado: SCAG; Beth Landrum, Jesus “Chi” Vargas, Hanh-Dung Khun: Caltrans; Liz Zarate: City of El Centro; Alexis Brown: City of Imperial; Don Hunt: Norton Rose Fulbright US LLP; Carmen Vargas: Ramirez & Co., Inc.

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, December 11, 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 10:38 a.m. Roll call was taken at 10:52, 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 [Medina](#) seconded by [Chatwin](#) to approve the consent calendar as presented, **Motion carried unanimously.**

- A. Approved Management Committee Minutes for November 13, 2019
- B. Received and Filed:
 - 1. ICTC Commission Meeting Notes for November 13, 2019
 - 2. ICTC TAC Minutes for November 14, 2019
 - 3. ICTC SSTAC Draft Minutes for November 6, 2019

V. REPORTS

- A. ICTC Executive Director
Mr. Baza had the following updates:

- Mr. Baza gave an update regarding the SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study. He stated the project is fully underway and the second technical working group meeting was held on December 10, 2019 at the ICTC office in El Centro and there was good attendance. He stated that an outreach plan is being finalized with a scheduled public outreach event being held on January 18, 2019 in Glamis during Glamis clean-up day.
- Mr. Baza stated that ICTC proposes to deliver the Calexico East Port of Entry Bridge Expansion project using the Design-Build process with the environmental process completed by the end of this year.

Ms. Mendoza had the following updates:

- Ms. Mendoza stated that the Calexico Intermodal Transportation Center is still underway. She stated that the project is currently in the environmental phase and expected to be completed in December.
- Ms. Mendoza stated that the next IMBA meeting is scheduled in the City of Mexicali on January 9, 2020. Staff will be presenting the 2020 goals attained during the Strategic Planning session.
- A report with additional updates can be found on page 18 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following updates:

- 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.
- 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 the SCAG regional offices, including Imperial County's office in El Centro on Tuesday, December 10, 2019; 10:00 AM-12:00 PM and on Saturday, December 14, 2019; 10:00 AM-12:00 PM
- A report with additional updates can be found on page 27 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. Caltrans and ICTC will hold a Ribbon Cutting Ceremony on December 18, 2019 at 10:30 a.m. at the Caltrans Midway Maintenance Yard.
- 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:

- 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.”
- A report with additional updates can be found on page 30 of the agenda.

D. Committee Member Reports

- There were none.

VI. ACTION CALENDAR

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

Mr. Aguirre presented this item.

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. 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 firms can complete the project. Both firms also proposed completing all 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.

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 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.

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

VII. LTA ACTION CALENDAR

- A. Imperial County Local Transportation Authority – Sales Tax Revenue Refunding Bonds (Limited Tax Bonds), Series 2020 A, B, C, D & E

Mr. Baza introduced Ms. Carmen Vargas and Mr. Don Hunt; they both presented this item.

Background: The Authority and each of Brawley, Calexico, Calipatria, Imperial and the County (each a “Participating Local Agency”) desire to achieve debt service savings by refunding a portion of the 2012 Bonds with the proceeds of the Authority’s Sales Tax Revenue Bonds (Limited Tax Bonds), Series 2020, to be issued in five series on a taxable basis (the “2020 Bonds”).

In connection with the issuance of the 2012 Bonds, each Participating Local Agency entered into a separate agreement with Authority, whereby each such Participating Local Agency pledged its share of the Measure D Sales Revenues (the “Pledged Measure D Sales Tax Revenues”) to the repayment of its Series of 2012 Bonds (the “Original Pledge Agreement”).

In connection with the issuance of the 2020 Bonds, each Participating Local Agency will enter into an Amended and Restated Pledge Agreement (the “Amended and Restated Pledge Agreements”), which amends the Original Pledge Agreement to streamline the process for the issuance of future series of bonds payable from the Pledged Measure D Sales Tax Revenues of such respective Participants. Under each Amended and Restated Pledge Agreement, the Participating Local Agency pledges its Pledged Measure D Sales Taxes Revenues to all outstanding bonds that are payable from its Pledged Measure D Sales Tax Revenues, the Series of 2020 Bonds that are payable from its Pledged Measure D Sales Tax Revenues and any future series of bonds that will be payable from its Pledged Measure D Sales Tax Revenues.

Ms. Vargas stated that if the resolution is approved, it will allow us to move forward with the credit rating agency. In 2020 the underwriting cost will not exceed .75%.

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

1. RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY SALES TAX REVENUE REFUNDING BONDS IN ONE OR MORE SERIES, APPROVAL OF SUPPLEMENTAL INDENTURES, A PURCHASE CONTRACT, A CONTINUING DISCLOSURE AGREEMENT, PLEDGE AGREEMENTS, AN ESCROW AGREEMENT AND A PRELIMINARY OFFICIAL STATEMENT, AND AUTHORIZING OFFICIAL ACTIONS AND EXECUTION OF DOCUMENTS RELATED THERETO

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

VIII. INFORMATION CALENDAR

- A. FY 2019-20 ICTC Budget Back-up Documentation Request – County of Imperial Legal, Auditor-Controller and Treasurer Services
Presented by David Aguirre

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.

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.

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 staffs 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. Like 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 was for informational purposes only.

- B. Federal Transit Administration (FTA) Triennial Review; FY 2017, 2018, and 2019
Presented by David Aguirre

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. A matrix was provided 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.

- C. Update on Calipatria and Niland Implementation of Bus Stop and Bench Shelters
Presented by David Aguirre

A request was made by the City of Calipatria / Niland to provide service to the east side of the town. After review, staff is proposing to add it to the IVC Express Route, which will add about 8-10 minutes to this route. This item was for informational purposes only.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **January 8, 2019** at the **City of Westmorland**, Westmorland, CA

VIII. ADJOURNMENT

- A. Meeting adjourned at 11:46 a.m.



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

December 4, 2019

Present

Voting Attendees:

Michael Hack – Vice-Chair	Consumer
Ted Ceasar	Consumer
Sarah M. Enz	Area Agency on Aging/Public Administrator
Monica De Leon	Area Agency on Aging
Raul Cordova	Work Training Center
Sonia Silva	Access to Independence
David Aguirre	CTSA-ICTC
Maricela Galarza	CTSA-ICTC
Gustavo Gomez	CTSA-ICTC

Non-Voting Attendees:

Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Jose Guillen	IVT MedTrans
Karla Aguilar	IVT Ride
Karla Pacheco	IVT Access

1. Mr. Hack called the meeting to order at 10:05 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for November 6, 2019 ([Ceasar, Cordova](#)), **Motion Carried.**
3. CTSA Reports:

Mr. Gomez had the following updates:

- There were about 10 ADA certifications for the month of November.
- IVT Ride services continue to have at least 4 people on average signing up per week.
- A presentation of IVT and IVT Ride services in addition to a mobility training was conducted for seniors at Villa de Flores apartments, organized by Access to Independence. There are future plans to return and conduct IVT Ride sign-ups.
- Attended the California Health & Wellness Imperial County Community Advisory Committee meeting.
- Staff attended the Caregiver Appreciation Day event and promoted all IVT services.

Ms. Galarza had the following updates:

- A presentation was conducted at the Area Agency on Aging Advisory Committee.
- A presentation at the 1000 Women's club was conducted with the main focus on IVT Access and IVT Ride service.
- Staff conducted IVT Ride sign ups towards the end of the month of September at the Villa de Flores apartments. There are current plans to go back and conduct more IVT Ride sign-ups at the same location and other possible locations.

Mr. Aguirre had the following updates:

- Stuff a Bus event concluded and there was a total of 1076 pounds delivered to the Food Bank.
- The Veteran's Day event concluded and there were some veterans that took advantage of a free ride.
- The RFP for the TDA Triennial Audit is complete and processed. It is expected to be awarded by the end of December.
- ICTC is currently working on more infrastructure projects.
- A new bus shelter was added to the 5th & Park stop. This stop will benefit anyone who is trying to visit the new El Centro Aquatic Center.
- ICTC hopes to work on improving communication with the cities, thus creating more time-effective responses.

4. Continuance of Agencies Presentations:

A presentation was made by Monica De Leon, Information & Assistance Coordinator, a representative for the Area Agency on Aging (attached).

- ❖ All programs are free of charge.
- ❖ Programs include; Information & Assistance, Long term Care Ombudsman, In-Home Respite Care, Senior Nutrition, Legal Assistance, Health Insurance Counseling & Advocacy, and Transportation.
- ❖ Area Agency on Aging connects seniors 60+ with resources that are currently available for them.
- ❖ Elder abuse training available for anyone interested.
- Mr. Ceaser asked what is the limit of hours for Respite Care participants.
 - Ms. De Leon stated that it all depends on the needs of the person receiving respite care, based on an assessment given to the person in need.

A presentation was made by Sarah Enz, Assistant Public Administrator, a representative for the Imperial County Public Administrator (attached).

- ❖ Programs include; Public Administrator, Public Guardian, Public Conservator, Representative Payee, Indigent Burial and Area Agency on Aging.

5. Setting Date for January SSTAC Meeting:

- SSTAC members voted on moving the upcoming January SSTAC meeting to Thursday, January 9, 2020. It would originally fall on January 1st, which is a holiday (Ceasar, Cordova).
Motion Carried.

6. FY 2020-21 Master Needs List:

- The FY 2020-21 Master Needs List was presented to SSTAC members.
 - Mr. Aguirre informed SSTAC members that the Unmet Transit Needs process is beginning, therefore the FY 2020-21 Master Needs List can be adjusted as to what SSTAC members believe is the priority or move items that may have changed priority. Mr. Aguirre informed SSTAC members that newly uncovered needs may be listed in addition. Mr. Aguirre stated that it does not have to be finalized this meeting so agencies' have a chance to address any needs or changes for the following SSTAC meeting in the month of January.
 - Ms. Enz asked the reason that item "10" and "11" were close to the same verbiage:
 - ❖ Item 10 states, "Allow IVT Ride to provide transportation services to Seniors to congregate meal sites in Heber. Service would be operated on three weekdays."
 - ❖ Item 11 states, "Allow IVT Ride to provide transportation services to Seniors to congregate meal sites in Heber. Service would be operated on four weekdays."
 - Ms. Galarza stated Item 10 was originally going to be implemented. Feedback regarding item was received from Ms. Blankenship to attempt to reach for a fourth day to cover for the Nutrition program in Heber. Therefore, item 11 was then created.
 - Mr. Aguirre added that Item 11 was implemented to assist for the 4 days of Nutrition program in Heber instead of the 3 days that was originally planned. The implementation of the IVT Ride Heber service is planned to continue for the future but it is considered to be in a demo phase. It will be continuously monitored on its performance.
 - Ms. Enz mentioned that items "10" and "11" were already implemented, therefore it be removed from the list.
 - Mr. Ceaser stated that Item 9 should be looked at as a high priority.
 - ❖ Item 9 states, "Add an IVC Express route from Calexico to IVC and from IVC to Calexico in the evening after 5:30 p.m."
 - Mr. Aguirre stated that Item 9 can be further discussed at the next meeting, allowing some feedback from Mr. Torres.

7. Unmet Transportation Needs Letter (Sample):

- Mr. Aguirre presented SSTAC members with a sample of last year's Unmet Transportation Needs final draft letter. Mr. Aguirre informed SSTAC members to review the letter and further discussion on any adjustments can be made at the next meeting in January.

8. Transit Operator Reports:

- Imperial Valley Transit: Mr. Guillen reported the following:
 - Presented the statistics for the months of July-August-Septembers, 1st quarter.
 - The service is running well.
 - The Stuff a Bus and Veteran's Day event went well.
- IVT Access: Ms. Pacheco reported the following:
 - Presented the statistics for the months of July-August-Septembers, 1st quarter.

- The service has been busy and running well.
- IVT Ride: Ms. Aguilar reported the following:
 - Presented the statistics for the months of July-August-Septembers, 1st quarter.
 - There were a total of 140 sign ups for the 3 month period.
 - Ms. Enz reported that Ms. Estrada, advocate and coordinator at the Heber nutrition site, passed away. The service may see a decrease in passengers attending the nutrition site.
 - Mr. Aguirre mentioned that the Heber statistics drastically increased from July to August for the reason that the Area Agency on Aging was still using their previous mode of transportation, ARC-IV. Therefore IVT Ride Heber service was still operating in July with little passengers actually utilizing it.
 - Ms. Silva asked about the sudden increase of no shows for IVT Ride Heber service.
 - Mr. Aguirre mentioned that the increase is due to the transit service is new to the area and a constant issue with nutrition participants that don't call to confirm reservations. This issue leads up to IVT Ride Heber service still picking up all registered nutrition participants listed even if not confirmed. Recently, there has been an agreement with the Area Agency on Aging in regards also invoicing the nutrition participants no shows.
- IVT MedTrans: Mr. Guillen reported the following:
 - Presented the statistics for the months of July-August-Septembers, 1st quarter.
 - The 2nd bus service was suspended a few times due to a lack of passengers.

9. General Discussion

- No further comments.

10. Adjournment

- The meeting adjourned at 11:25 a.m. ([Hack](#)), **Motion Carried.**
- The next meeting will be held on Thursday, January 9, 2020, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.



1

IN-HOME RESPITE CARE

Provider: AlzCare | 760.344.4654

In home care for the frail or impaired elderly, to provide short term relief for unpaid family caretakers. Seeks to prevent or delay nursing home admissions of the person receiving care and/or the physical decline of the one giving care.



4

INFORMATION & ASSISTANCE

Provider: Area Agency on Aging | 442.265.7030 or 800.510.2020

Provides information, links individuals to community services available. Assesses the individual's problems and capabilities. Provides follow-up, where possible, to ensure that the services were received.



2


SENIOR NUTRITION PROGRAMS

PROVIDER: CATHOLIC CHARITIES

Home Delivered Meals 760.353.6822	Congregate Meals 760.353.2748
--------------------------------------	----------------------------------

Nutrition for the homebound to help in recovery.

Nutrition in a group setting to help physical and social well being.




5

LONG-TERM CARE OMBUDSMAN

Provider: Area Agency on Aging | 442.265.7032

Ensures the rights and entitlement of persons in long-term care facilities by investigating and resolving complaints, initiating corrective action and asserting civil and human rights.



3

LEGAL ASSISTANCE

Provider: Elder Law & Advocacy | 760.353.0223

Provides legal advice, referral services, counseling, and representation by an attorney or paralegal acting under the supervision of an attorney to senior and their caregiver.



6

HEALTH INSURANCE COUNSELING & ADVOCACY PROGRAM (HICAP)

Provider: Elder Law & Advocacy | 760.339.9977

Provides Medicare beneficiaries and those soon becoming eligible for Medicare with counseling and advocacy as to Medicare, private health insurance, and related health coverage plans.



7

TRANSPORTATION

Provider: IVT Ride | 760.337.1760

Curb-to-Curb transit access to group lunch.



8



Imperial County Public Administrator/Area Agency on Aging

778 W. State Street
El Centro, CA 92243
(442)265-7000

Rosie Blankenship, Public Administrator/Guardian/Conservator
Area Agency on Aging Director

1

PA Budget

Revenue: \$231,920

Expenses: \$1,033,705

4

Department Description

Effective September 30, 2017, AB 798 (Garcia) was signed into law by the Governor of California making the position of the Public Administrator an appointed position by the Board of Supervisors (Gov. Code Section 24011). The Public Administrator directs, manages, and reviews the operation of various programs including:

- Public Administrator
- Public Guardian
- Public Conservator
- Representative Payee Program
- Indigent Burial
- Area Agency on Aging

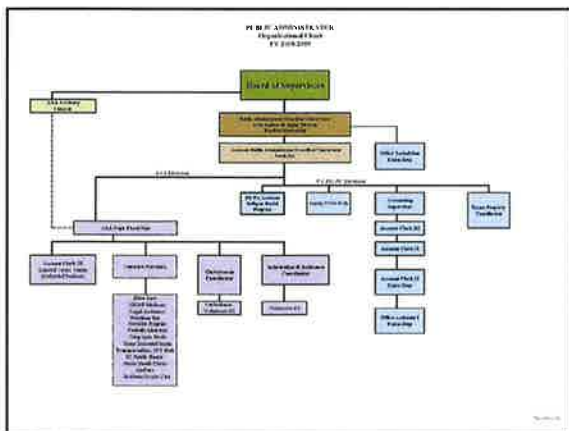
2



Mission Statement

Protecting, assisting and advocating for individuals by coordinating community based services to maintain their independence at home; and protecting the assets and managing the estates of those who have passed away.

5




3

Public Administrator Programs and Activities

6

- Probate the Estates of decedents who die without a will or where there is no family living in the State willing or able to do so
- The PA will make burial arrangements if the estate has sufficient funds and if other parties who have higher priority have not claimed the deceased.

Public Administrator



7

Indigent Burial Budget


Revenue: \$7,000

Expenses: \$39,100

10

- The PC/PG provides services required under the Probate Code &/or Welfare & Institutions Code when appointed by the court or upon its own petitions when there is no one living in the State who is willing and able to.
- The PC/PG acts as the legally appointed guardian/conservator for persons found by the Superior Courts to be unable to properly care for themselves or their finances or who can't resist undue influence or fraud.
- Such persons usually suffer from severe mental illness or are older, frail and vulnerable adults. The court can appoint a conservator of the person only or both person and estate.


Public Conservator / Guardian



8

- Designed to help families who are financially unable to pay for a funeral
- When the responsibility for disposition becomes the duty of the County, the decedent's evidence assessment takes priority.
- All deceased persons shall be afforded a dignified burial commensurate with their pre-need arrangements and/or ability to pay.
- The program does not supplement funds already available to the family


Indigent Burial



11

- Manage the financial needs of persons unable to handle their own funds due to age, mental illness or disability.
- PA is the only agency approved by Social Security Administration in this County
- Case Management to target population (when needed)

Representative Payee Program



9

Client Case Load

Year	Decedent	Payee	Probate
2013	268	285	18
2014	289	305	25
2015	311	329	28
2016	370	390	32
2017	373	438	38
2018	420	500	42

Current Overall Caseload: 962
Each Deputy Manages About 320 Cases

12

Area Agency on Aging Programs and Activities

13

- All the County's State and Federal funds for aging programs are managed through this office.
- Provides or contracts with other Providers, to provide services pursuant to the Older Americans Act and Older Californians Act
- Provide services to seniors 60 years of age and older with the greatest need.

Area Agency on Aging

Services Provided:

1. Congregate Meals
2. Home Delivered Meals
3. Nutrition
4. Long Term Care Ombudsman Services
5. Legal Assistance
6. Respite Services
7. Health Clinics
8. Transportation
9. Dementia Training & Education
10. Information and Assistance
 - Heber is a diverse community with a wide range of needs and needs that are not met by standard services. We are committed to providing services to all community members, regardless of their ability to pay.
 - We are committed to providing services to all community members, regardless of their ability to pay.

16

"I want to be young for as old as I can"

Belief of the late President George H. W. Bush

14

Provider Service Units

PROVIDER	TITLE	DESCRIPTION OF SERVICE	CONTRACT HOURS FY 17-18	CONTRACT UNITS TO BE SERVED FY 17-18	CONTRACT CONTACTS FY 17-18	CONTRACT HOURS SERVED FY 16-17	CONTRACT UNITS SERVED FY 16-17	CONTRACT CONTACTS SERVED FY 16-17
MidCare, Inc.	MR	In-Home Respite	230	0	0	133	0	0
MidCare, Inc.	MR	Carryover Respite	6000	0	0	972	0	0
Area Agency on Aging	MR	Transportation	0	16237	163	0	1479	400
Catholic Charities	MR	Congregate Meals	0	44375	905	0	8947	1124
Catholic Charities	MR	Home Delivered Meals	0	19400	73	0	2053	183
Heber Law & Advocacy	MR	Senior Legal	850	0	275	606	0	377
Heber Law & Advocacy	MR	Carryover Legal	85	0	50	330	0	70
C. Public Health	MR	Senior Health	0	100	200	0	100	824
C. Public Health	MR	Health Promotion	0	240	500	0	1	1
Nutrition Link	MR, LR, PR	Nutrition Education	258	0	0	258	0	0

17

AAA Budget

Revenue: \$1,471,285

Expenses: \$1,471,285

Revenue Includes grants totaling \$387,693


15

Perceived Senior Transportation Needs

- Heber: Currently no IVTRide in Heber to Congregate Meal Site. ARC Transportation currently in use.
- Intercity IVTRide: Currently only Intracity available.
- Calexico: Designated IVTRide bus for Seniors attending congregare meal site.
- Post Bus Route Schedule at Bus Stops
- Other:

18

CHALLENGES WE FACE



- Increased senior population; with no one to care for them resulting in increased referrals for PC and Payee services
- Increase in Financial Elder Abuse and lack of PA Staff for Case Management and DA staff to prosecute perpetrators
- Lack of resources to provide Senior services due to decrease in State and Federal Funding (e.g., home delivered meals, transportation and respite care)
- Limited Board and Care facilities in the County
- Central location for Dementia/Alzheimer's education/training
- Local board and care providers willing to take seniors with Dementia or Alzheimer's
- Increased PA & PC case load and insufficient staff to provide needed services

19

Questions or Comments?

Thank you for your time!

Imperial County Public Administrator
Area Agency on Aging
778 W. State Street
El Centro, CA 92243
(442) 265-7000



20



**IMPERIAL COUNTY
PUBLIC ADMINISTRATOR
Conservator / Guardian
AREA AGENCY ON AGING**



AREA AGENCY ON AGING

All Imperial County's State and Federal funds for aging programs are managed through this office and are under the direct supervision of the Public Administrator & staff. Some services are contracted with local providers.

INFORMATION AND ASSISTANCE

Information and Assistance is designed to connect and refer individuals to the services they are seeking within and outside of the community. Through an assessment between the individual and coordinator, the coordinator will strive to ensure that the individual is linked to the proper service. After a referral or connection is made, a follow-up will be conducted to ensure services were received. Information and Assistance can be reached at 1-800-510-2020.

The INFO-VAN is our mobile information and assistance office. The INFO-VAN is available for community fairs, presentations and community outreach.

OMBUDSMAN

Advocates for the protection of Resident's Rights in long-term care facilities by investigating and resolving complaints, initiating corrective action and asserting civil and human rights.

**Public Administrator
Public Conservator / Public Guardian
(442) 265-7000 + (442) 265-7034 Fax**

**Area Agency on Aging - PSA 24
(442) 265-7033 + (442) 265-7035 Fax**

**Local Toll Free
1-800-510-2020**

**Long Term Care Ombudsman Program
(442) 265-7032 + (442) 265-7036 Fax**

**Ombudsman Crisis Line
1-800-231-4024**

www.aaa24.org



778 W State Street
El Centro, CA 92243
(442) 265-7000



PUBLIC CONSERVATOR / GUARDIAN

The Public Guardian or Public Conservator (PG/PC) conducts the official County investigation into conservatorship matters. The PG/PC also acts as the legally appointed guardian or conservator for persons found by the Superior Courts to be unable to properly care for themselves or their finances or who can't resist undue influence or fraud. Such persons usually suffer from severe mental illness or are older, frail and vulnerable adults.

The court can appoint a conservator of the person only, or of both person and estate.

REPRESENTATIVE PAYEE PROGRAM

The Social Security Administration (SSA) administers two programs that provide income security for aged, blind or disabled persons. Most people receive their payments directly; however, others are unable to manage or direct the management of their own funds. SSA pays these people through the representative payee program, and this office manages payments for them.

PUBLIC ADMINISTRATOR

The Public Administrator (PA) investigates and may administer the estates of persons who die with no will or without an appropriate person willing or able to act as administrator. The Public Administrator has the same duties as private administrators.

- Protect the decedent's property from waste, loss or theft.
- Make appropriate burial arrangements.
- Conduct thorough investigations to marshal all assets.
- Ensure that the estate is administered according to the decedent's wishes.
- Pay creditor claims and taxes.
- Locate persons entitled to inherit from the estate and ensure that these individuals receive their inheritance.



INDIGENT BURIAL

Decedents meeting the criteria for the County Indigent Burial Program shall be afforded a dignified burial commensurate with their pre-need arrangements and/or ability to pay. When the responsibility for disposition becomes the duty of the County of Imperial, the decedent's evidenced intent is to take priority. The Imperial County Indigent Burial program has been designed to help families who, at this difficult time are financially unable to pay for a funeral. Upon approval, applicants are limited to direct burial or direct cremation. The County does not supplement funds already available to the family or decedent for funeral arrangements.



Newsletter

Together We Can

The Imperial County Area Agency on Aging (AAA) is committed to addressing the needs and enhancing the resources for dementia care in Imperial County through its multi-faceted countywide initiative **Together We Can**.

The AAA, in partnership with the Alzheimer's Association San Diego Imperial Chapter and Southern Caregiver Resource Center (SCRC), provides a variety of services for the community to increase skills and knowledge related to dementia care.



Walk to End Alzheimer's



The **Together We Can** initiative was launched with the First Walk to End Alzheimer's on Saturday November 3rd of 2018. The Area Agency on Aging in partnership with the Alzheimer's Association San Diego/Imperial/Chapter joined forces to bring the Agency's first walk. There were over 100 participants that attended and we had 8 informational resource tables. Various sectors of the Imperial County community participated in this walk provided momentum to this valuable initiative, and they also empowered County-wide efforts for enhancing Alzheimer's care throughout the County of Imperial. The 2nd Annual Walk occurred recently on Nov. 2nd and details of the outcome of this walk will be released soon. For more information about this event please contact Debbie Garcia at (760) 482-2995 or Lydia Greiner (203) 767-1598.

Money raised at the 2019 Imperial Valley Walk to End Alzheimer's allowed the association to serve more people with dementia, their caregivers and others in the community by providing outreach, education, advocacy and research.

Safe Return Program

The Imperial County Area Agency on Aging (AAA) - Dementia Care Division and the Alzheimer's Association San Diego Imperial Chapter offered free memberships for the MedicAlert + Safe Return program. This program is a 24 hour nationwide emergency response service for individuals with Alzheimer's, or related dementia, who wander or have a medical emergency. The AAA - Dementia Care Division had several informational presentations at senior apartments, congregate sites, and other community locations to promote this program.

The AAA-Dementia Care Division also has expanded its public outreach by distributing flyers & material about this program. During April and June of 2019, the AAA - Dementia Care Division signed up 53 members to this program. Feedback received from members using this program indicates that the bracelet makes people feel safer because it reassures them that someone may recognize them and return them home safely if they were to wander off. The program also makes the caregivers feel more at ease about patients who wander off.





Become a Dementia Friend

Become a Dementia Friend. A Dementia Friend learns about dementia and then turns that understanding into action. We all have a part to play in creating a dementia friendly community!

The Public Administrator/Area Agency on Aging staff displaying their Become a Dementia Friend certificates after completing their training with the Dementia Friends U.S.A. organization.

The Imperial County is in the process of getting the Board of Supervisors approval to be recognized as a Dementia Friendly county.

What is a dementia friendly community? Join the movement!



Dementia Care Division Trainings

Training

To provide training opportunities for non-family caregivers in dementia care, the Imperial County –Area Agency on Aging (AAA) promotes the CARES online training tool, which is a web-based program consisting of 8 modules dealing with topics in dementia care. Marisol Luna currently has 6 primary care sites that have signed up for this program at no cost.

This online training is for non-family caregiver's working in home care, hospice, residential care, skilled facilities, IHSS, and other primary care sites. It also offers certification for professional caregivers. Participants taking this training have up to one year to complete the program.

Training community educators using Alzheimer's Association San Diego and Imperial County materials

El Centro DayOut has had monthly trainings using the Alzheimer's Association/Imperial County materials online. They have also incorporated this information in their monthly support groups that are scheduled every 2nd Tuesday of the month at 375 1st Street El Centro, CA 92243. This support group is facilitated by Maribelle Mendez, Director.

There is another support group facilitated by LCSW Mr. Jim Shinn every 1st and 3rd Wednesday of the month at Dr. Sampat's

office located at 1665 S. Imperial Avenue El Centro, CA 92243. Mr. Shinn implements Alzheimer's Association/Imperial material into his support groups as well.

Classes

The Dementia Care Division Caregivers and the community at large attended classes hosted by Alzheimer's Association & Southern Caregiver Resource Center. Some of these classes were in partnership with Imperial County Public Administrator-AAA. These classes were designed for families, caregivers or individuals with Alzheimer's or another related condition.

SCRC classes were livestreamed and aired through social media to reach out to family caregivers about this training opportunities.

The classes held in April, discussed different topics for understanding Alzheimer's and dementia and exploring the relationship between Alzheimer's disease and dementia. The "Healthy Living for Your Brain and Body" topic focused on how to make good lifestyle choices for maintaining and optimizing brain and body health, and "The Basics of Memory Loss" described age related changes involving bad decisions.

SCRC classes also covered concepts like managing the difficult behaviors of dementia, the aging process, life expectancy, healthy aging, and learning how to handle difficult situations like changes in personality, wandering, and communication.



Outreach Efforts

On May 1st 2019, the Public Administrator / AAA - Dementia Care Division attended a Law Day Event that was hosted locally in Imperial Valley for working with law enforcement officers and first responders to disseminate information about the Alzheimer's Association/AAA First Responder Training. The training

that was sponsored in this event is a free online course that prepares first responders and law enforcement personnel to respond to common calls involving people with dementia. After completing the training, certificates are issued. There were 10 law enforcement officers / first responders who signed up for the training.

The Dementia Care Division joined (AAA) Information & Assistance Coordinator Monica De Leon presenting older adult services at senior apartments all over the county. The AAA held several presentations for the community to increase outreach and inform others about the services available.

Elder Abuse Awareness Conference 2019

The AAA has an Elder Abuse Conference every other year. This year, we had 80 attendees that participated in this conference. There were 5 speakers from different agencies that shared valuable elder abuse information. The (AAA) Dementia Care Division was invited to partici-

pate in this conference and also had a resource table where staff members handed out flyers and talked to different organizations about services available to seniors with dementia or a related condition.



Caring for the Caregiver Conference

On May 30th 2019, the Southern Caregiver Resource Center (SCRC) had its 2nd Annual Conference Caring for the Caregivers. This year, the conference was in Spanish and was well attended by the community. There were various topics that were discussed such as memory loss and the importance of a healthy diet for maintaining better physical and mental health. There were several booths from different agencies that participated in this event. Speakers from SCRC and other organizations educated the group about different topics related to dementia care. SCRC engaged the group by sharing new exercise techniques like dancing, stretching, and provided them with stress balls and other items to take home. They had giveaways and a virtual resource table with an experimental tool kit for anyone seeking to understand the physical and mental challenges of those suffering from Alzheimer's and Dementia. The Imperial County - AAA Dementia Care Division promoted this event in 56 places during April and May.



10 Early Signs and Symptoms of Alzheimer

Memory loss that disrupts daily life may be a symptom of Alzheimer's or other dementia. Alzheimer's is a brain disease that causes a slow decline in memory, thinking and reasoning skills. There are 10 warning signs and symptoms. If you notice any of them, don't ignore them. Schedule an appointment with your doctor.

- 1 **Memory loss that disrupts daily life**
- 2 **Challenges in planning or solving problems**
- 3 **Difficulty completing familiar tasks at home, at work or at leisure**
- 4 **Confusion with time or place**
- 5 **Trouble understanding visual images and spatial relationships**
- 6 **New problems with words in speaking or writing**
- 7 **Misplacing things and losing the ability to retrace steps**
- 8 **Decreased or poor judgment**
- 9 **Withdrawal from work or social activities**
- 10 **Changes in mood and personality**

Dementia Word Search

It's fun and interesting!

U U R J I Q M E M O R Y L O S S N
 E B E H A V I O R L O V E V F T O
 P S U N D O W N I N G C Q F L T T
 A D D S S K S V P A R A N O I A U
 T F O R G E T F U L N E S S A X C
 I U C M Q Q A C V I G B J K Q M A
 E R O E Y A G O H X G Y X C D N R
 N Z N O K T I M U B R A I N R W E
 T Y F F E H N M X B C P V L Y U G
 H R U M F E G O S E N I O R S X I
 F O S N B R D D D E M E N T I A V
 Q X I L A A C E K C U C R P H R E
 L D O B T P N V G R S E P M S R R
 T T N W H Y X B U C O P E N C U S
 H E L P I N G Z G G P T L J I M Z
 H P A Q N I N C O N T I N E N C E
 K V G O G H A G I T A T I O N J F

Therapy	Aging	Agitation	Bathing
Behavior	Brain	Caregivers	Commode
Confusion	Cope	Dementia	Forgetfulness
Helping	Incontinence	Love	Memory Loss
Paranoia	Patient	Seniors	Sundowning

A Self-Help Approach to Coping with Caregiver Stress

Carol Bradley Bursack, *Minding Our Elders* Caregiving can bring forth an ever-changing kaleidoscope of emotions. These feelings are often bittersweet, and without the proper preparations and assistance, things can quickly skew towards bitter. Left unchecked, many of these emotions may lead to guilt, depression, anxiety and caregiver burnout.

While therapy is recommended for people who are struggling with these negative feelings, many wish to handle such challenges on their own. Professional help can be extremely beneficial, but there are steps that caregivers can take by themselves to better handle the emotional complexities of caregiving and get more comfortable with the idea of seeking outside assistance.

Realize That You Matter, Too

Former graphic designer Koko Kawasaki is no stranger to the importance of respite and self-care for caregivers. The experience of caring for her father who suffered from multiple health issues, including stroke and vascular dementia, inspired her to earn her master's degree in gerontology to help other families like hers.

Self-care tends to be one of the biggest challenges for those who are caring for ill and aging loved ones, but Kawasaki agrees that it is a necessity for wellness of the entire care team. Even though this is a need we all understand the importance of, there is something about caregiving that triggers guilt in anyone who yearns for a moment alone to pursue physical and mental healing.

"I initially did not think of caring for myself because I thought it would take time away from caring for my father," Kawasaki admits. Determining how much time and effort to devote to oneself is a common dilemma for many family caregivers. Even when they allow themselves a marginal amount of respite, many fear they are being selfish with their resources.

"In time, though," Kawasaki, recalls, "I realized that if I didn't make self-care a priority, my attitude and my ability to look after my father would both be negatively affected. In hindsight, I believe that making time for myself enhanced the caregiving experience for both of us." This realization is a fundamental part of the care journey that comes too late for many. Unfortunately, failing to recognize that your own health matters can have significant and often lasting physical and mental consequences.

V. REPORTS

- A. ICTC/LTA EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REPORT
- C. CALTRANS REPORTS



1503 N IMPERIAL AVE SUITE 104
EL CENTRO, CA 92243-2875
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Memorandum

Date: January 3, 2020
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 Management Committee Meeting on January 8, 2020

- 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 was held on December 10, 2019 at the ICTC office in El Centro. *A project page has been created on the ICTC website at <http://www.imperialctc.org/sr-78-glamis-crossing/>. As part of the outreach plan, an online survey has begun as of January 1st through January 31st. The survey can be found at <http://sgiz.mobi/s3/SR-78-Glamis-Crossing>. Also, a public outreach event is scheduled in Glamis on January 18, 2020 from 9am to 3pm.*
- 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 early 2020.*
- 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 public outreach plan is being finalized between the City of El Centro, Caltrans, and ICTC. A media outreach is scheduled during the week of January 6, 2020.*

- 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 (address: Ave. Callejón Reforma #360, Primera Sección o Zona Centro (Mexicali Downtown). 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 was 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 was presented to the Commission in December.*
- 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 construction 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) **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.*
- 20) **State and Federal funding Obligations:** *Beginning October 1, 2019, agencies can 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) **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.

On the following page 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

22) 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.

- 23) **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.*
- 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:**
- December 18, 2019: I-8 Update Project Ribbon Cutting held at the Midway Caltrans Yard
 - December 19, 2019: CTC / SCAG CEO's and Regional CEO's Meetings held at Metro in Los Angeles
 - December 19, 2019: Imperial County Air Pollution Control District Ribbon Cutting Ceremony held in Ocotillo, CA

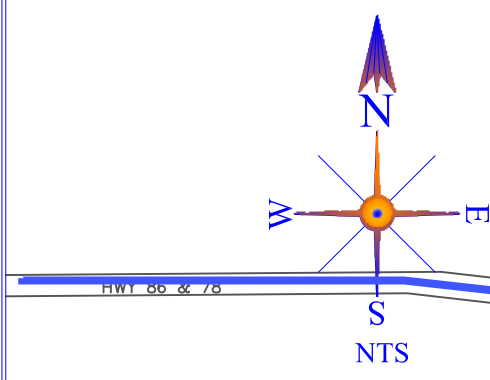
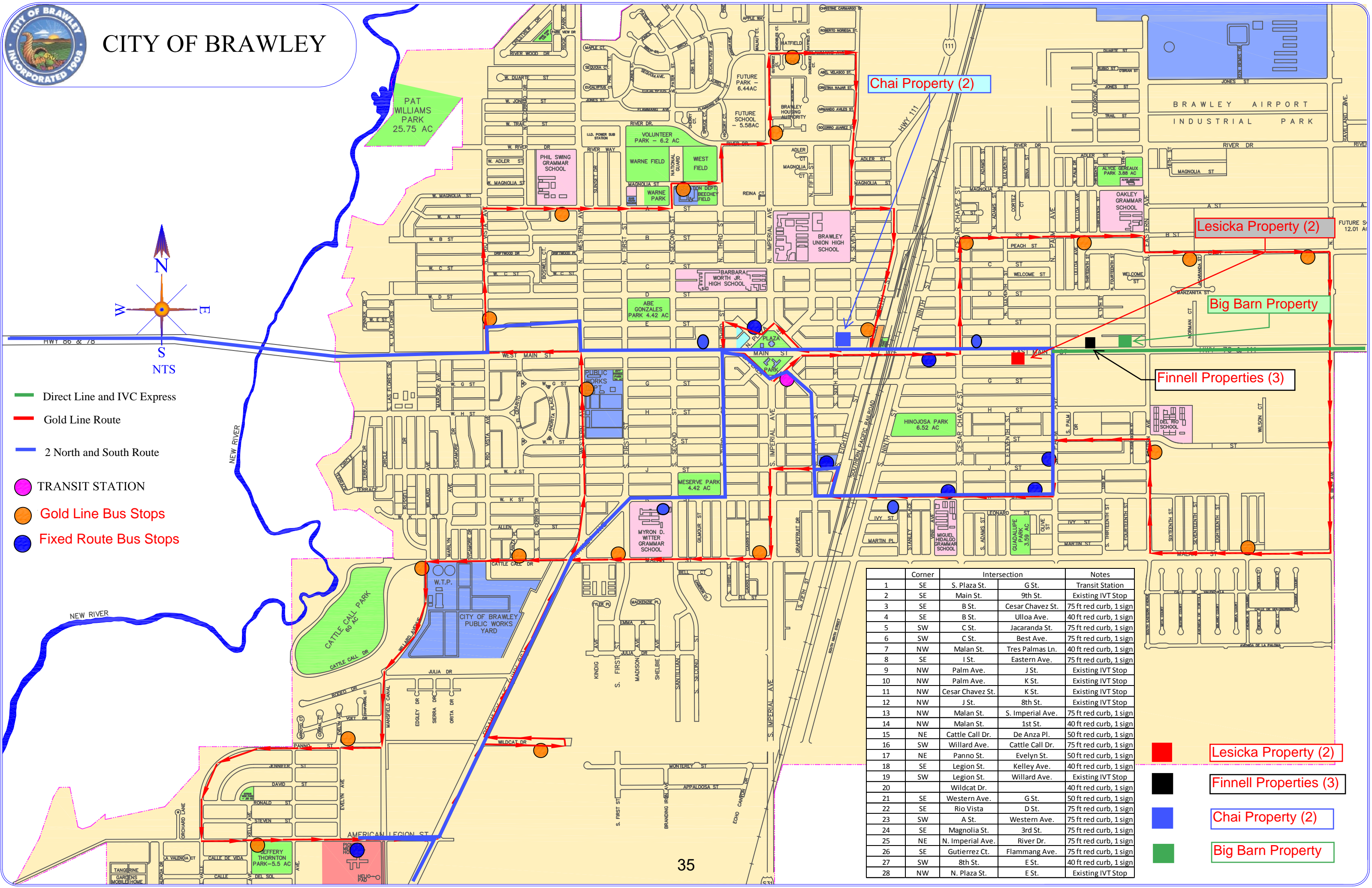
FY2019/2020 Project List

Updated 1/03/20

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							
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 8th St.	STBG	Engineering/Plans, Specifications and Estimates (PS&E)	\$52,000	\$8,000	\$60,000	
Calxico	Weakley Street between Scaroni Blvd. and Portico Blvd. (unpaved street)	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$173,000	\$20,000	\$193,000	CRS Map has been updated
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	Environmental cleared
					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

Chai Property (2)

Lesicka Property (2)

Big Barn Property

Finnell Properties (3)

	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



Date: January 3, 2020
To: ICTC Management Committee
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) Management meeting of January 8, 2020:

1. **Project Updates:**

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

2. **Construction:**

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.

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.

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.

Signs were installed in December 2019.

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 bike ways and providing additional linkages between the affected neighborhoods.

This will be presented to the Calipatria City Council on January 8, 2020.

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 II 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=CtJGAzhlijc&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 11 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 11 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).

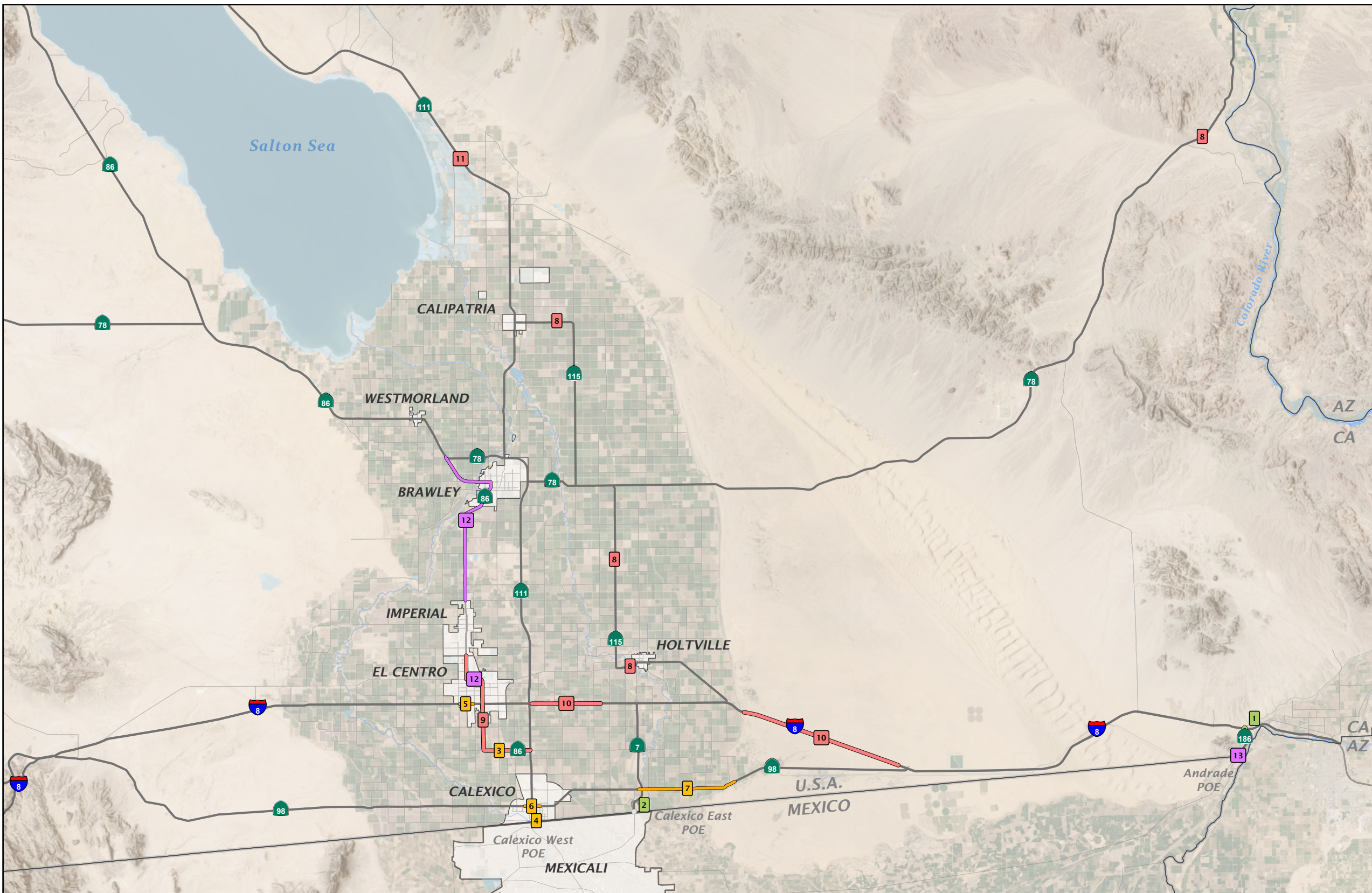
Local Assistance (continued):

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

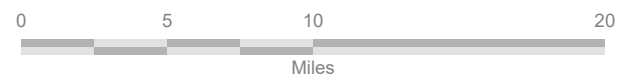
CONSTRUCTION

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

46: Port of Entry

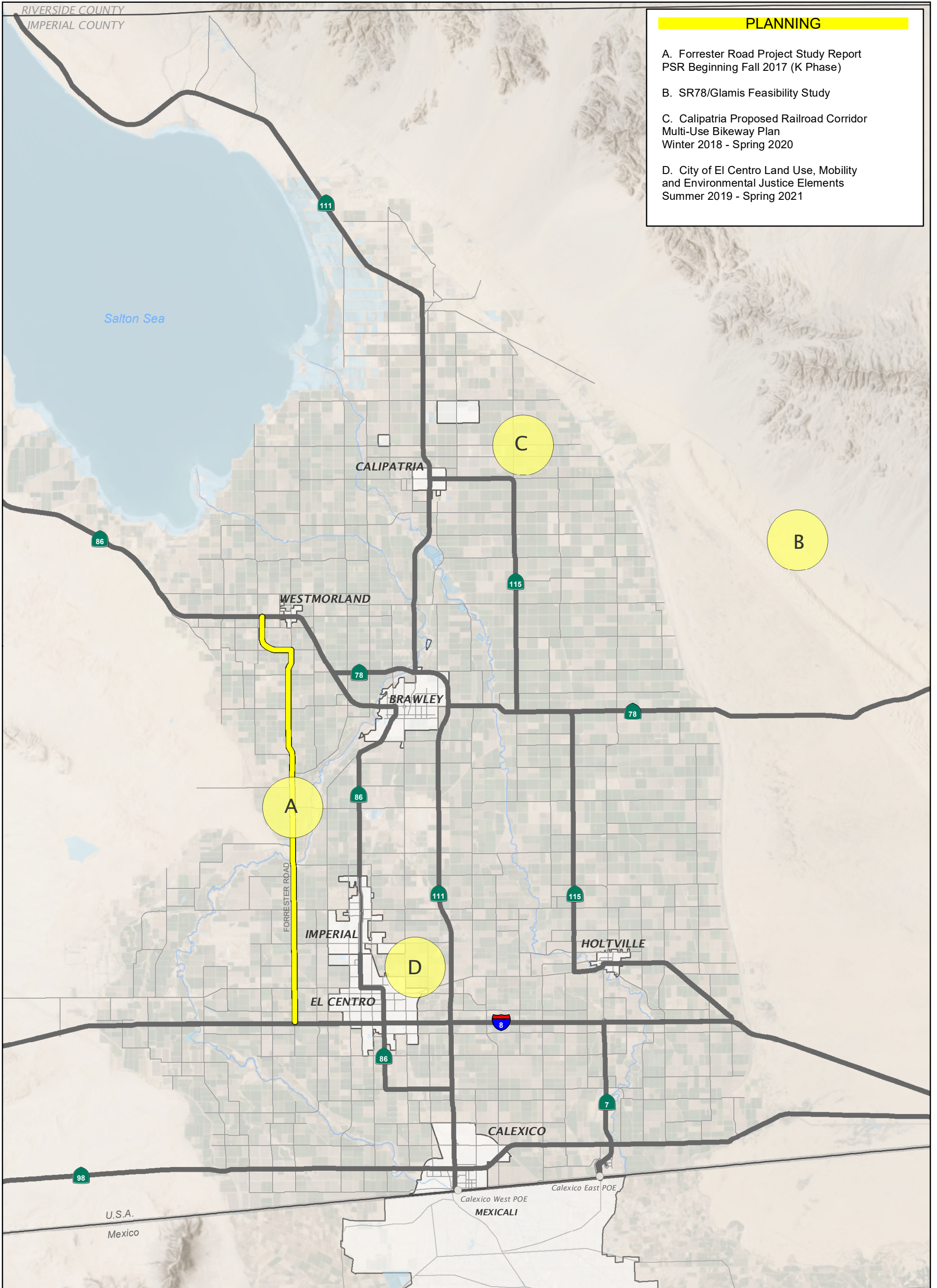
Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

Date:10/29/2019

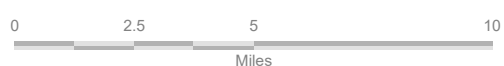
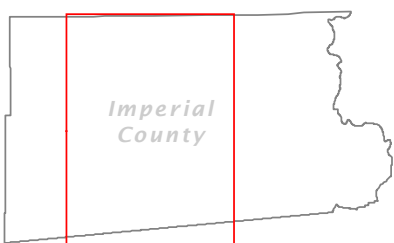
* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



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

**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



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

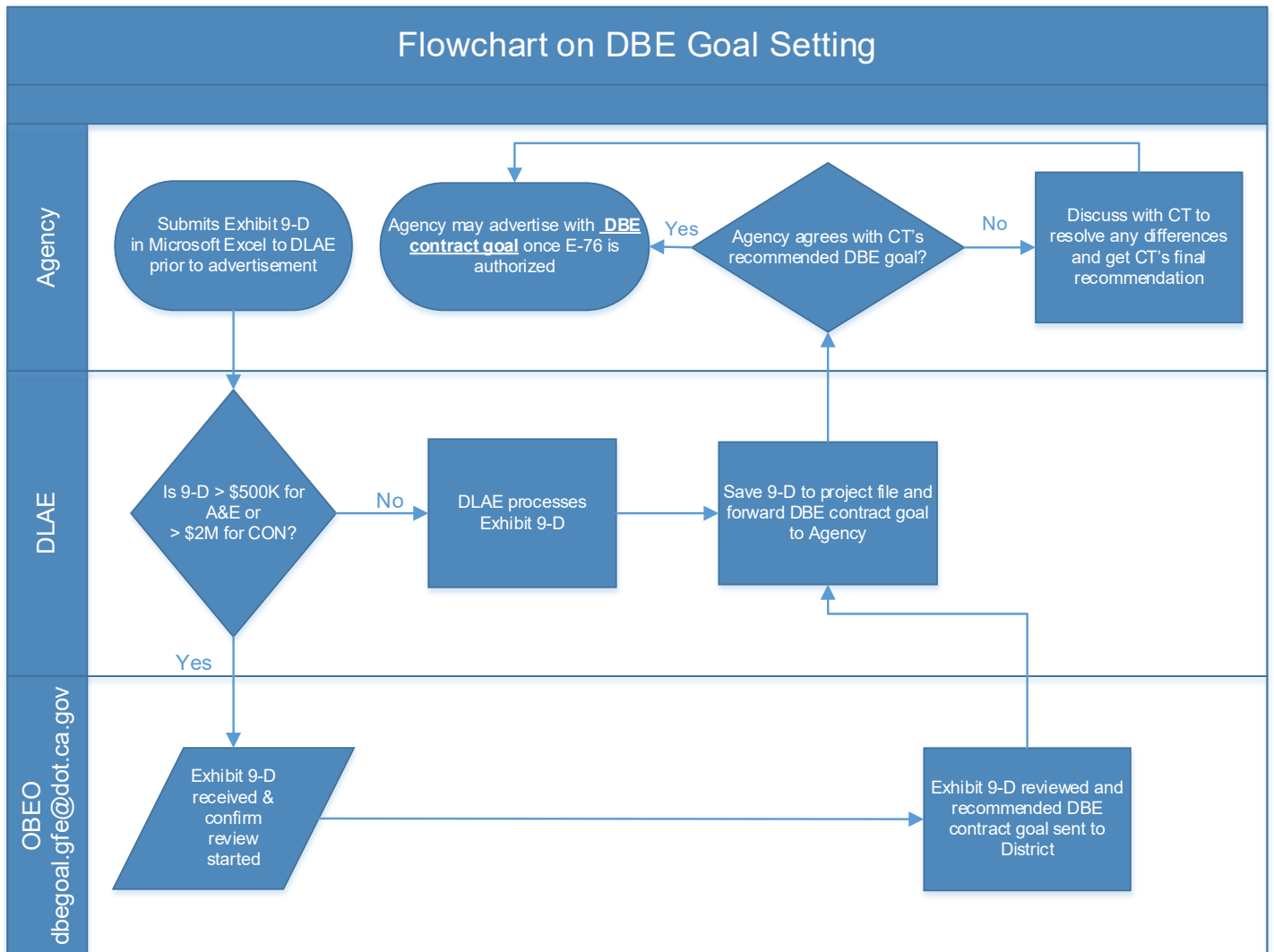
- For construction contract estimates greater than \$2 million and consultant contract estimates greater than \$500,000, e-mail the [Exhibit 9-D, DBE Contract Goal Methodology](#) in Microsoft Excel format to HQ DLA: DBEgoal.GFE@dot.ca.gov.
 - Once the [Exhibit 9-D, DBE Contract Goal Methodology](#) 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

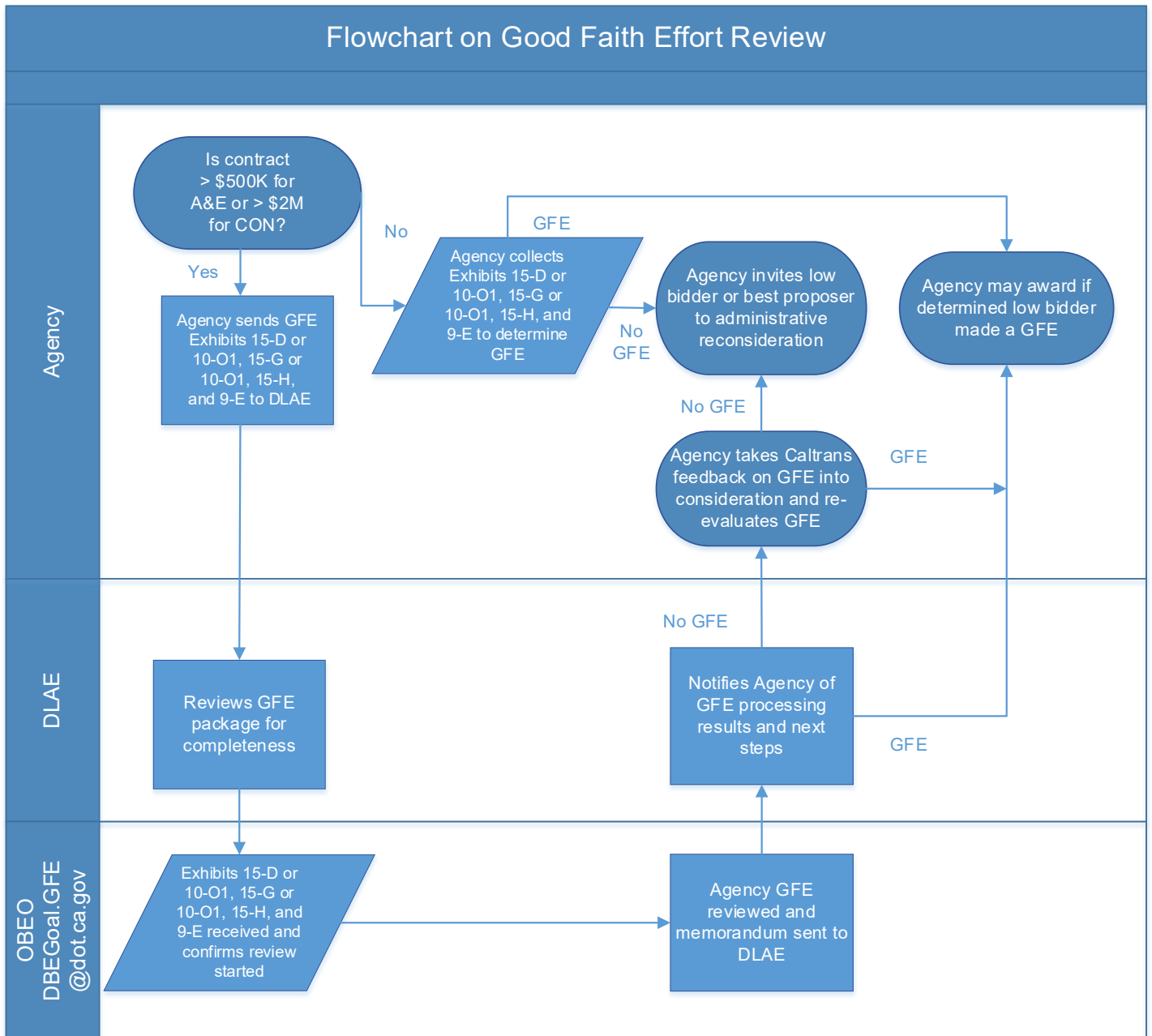
- For construction contracts greater than \$2 million and consultant contracts greater than \$500,000, e-mail all completed GFE documentation including the local agency's bid summary (Exhibit 15-D or Exhibit 10-O1), DBE commitments (Exhibit 15-G or Exhibit 10-O1), the bidders' GFEs (Exhibit 15-H), and 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.



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.

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	

VI. ACTION CALENDAR

VI. ACTION CALENDAR

A. ROTATION OF CHAIR AND VICE-CHAIR POSITIONS



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

January 3, 2020

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Ave Suite 104
El Centro, CA 92243

SUBJECT: Rotation of Chair and Vice-Chair Positions

Dear Committee Members:

The ICTC Management Committee has historically rotated the Chair and Vice Chair positions from amongst the member agencies. Both of these positions serve for a period of approximately one year. Attached is a review of Chair positions since 2004.

It is requested that the Management Committee take any appropriate action in the consideration of the rotation and assignment of the two positions.

Sincerely,

A handwritten signature in blue ink that reads 'Mark Baza'.

MARK BAZA
Executive Director

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

IVAG / ICTC CHAIR & VICE CHAIR positions (Management Committee)

	CHAIR	VICE CHAIR
calendar year		
2019	Holtville	El Centro
2018	Calexico	Holtville
2017	Calipatria	Calexico
2016	Imperial	Calipatria
2015	Brawley	Imperial
2014	Holtville	Brawley
2013	El Centro	Holtville
2012	County	Imperial
2011	Calipatria	County
2010	Calipatria	County
2009	Calexico	Calipatria
2008	Brawley	Calexico
2007	Holtville	Brawley
2006	County	Holtville
2005	El Centro	Calexico
2004	Calexico	Imperial

Frequency of Positions

Brawley	2	Brawley	2
Calipatria	3	Calipatria	2
Calexico	3	Calexico	3
El Centro	2	El Centro	2
Holtville	3	Holtville	3
Imperial	1	Imperial	3
Westmorland	1	Westmorland	1
County	2	County	2
IID	0	IID	0

VI. ACTION CALENDAR

VI. ACTION CALENDAR

B. UNMET TRANSIT NEEDS PUBLIC HEARING— FOR FY 2020-21



**IMPERIAL COUNTY
TRANSPORTATION COMMISSION**

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

January 3, 2020

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Ave. Suite 104
El Centro, Ca. 92243

SUBJECT: Unmet Transit Needs Public Hearing - for Fiscal Year 2020-21

Dear Committee Members:

Section 99401.5 of the Public Utilities Code states that:

"The Transportation Planning Agency (TPA) shall hold at least one public hearing pursuant to 99238.5, for the purpose of soliciting comments on the Unmet Transit Needs that may exist within the jurisdiction."

Unmet Transit Needs that are determined to be "Reasonable to Meet" by ICTC may be established by providing transit services directly, by contracting for new transit services, or the expansion of existing services. In addition, consultant studies are also conducted when practical to evaluate options or complete evaluations.

In the recent past, these Public Hearings have been held in the January - March time frame at the El Centro Chambers, at approximately 3:00 PM. ICTC is required to select the Hearing Panel from the elected official members of the Commission. It has been customary to appoint five members with two alternates. Typically, two members from the County are selected, with three City representatives. The alternates are also from the Cities.

The Panel meets twice, once for the actual hearing and then reconvenes approximately one month later to review testimony and adopt the "Findings" or actions to be implemented in the subsequent fiscal year. The date of the second meeting is determined by the panel members during the preliminary meeting. ICTC staff issue the public notices and coordinates administrative arrangements, which includes bilingual translation.

Last year the appointed panel members were:

- | | |
|-----------------|--|
| George Nava | Councilmember, City of Brawley |
| Lewis Pacheco | Councilmember, City of Calexico |
| Robert Amparano | Councilmember, City of Imperial |
| Luis Plancarte | Supervisor #2, County of Imperial |
| Ryan Kelley | Supervisor #4, County of Imperial |
| Larry Ritchie | Councilmember, City of Westmorland, Alternate #1 |
| James Predmore | Councilmember, City of Holtville, Alternate #2 |

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

A Thursday afternoon or evening hearing is recommended, as there are typically no regularly scheduled City Council Board meetings; and the public is generally able to attend.

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

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates.
2. Select a Public Hearing date of February 20, 2020, and the set the time of the hearing.
3. Direct staff to conduct the administrative arrangements.

Sincerely,

MARK BAZA
Executive Director

BY: 

David Aguirre
Transit Programs Manager

MB/da/cl