

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF May 12, 2021 10:30
a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Tyler Salcido
City of Calexico	Miguel Figueroa
City of Calipatria	Absent
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Tony Rouhotas
County of Imperial	Esperanza Colio-Warren
Imperial Irrigation District	Ismael Gomez
City of Westmorland	Absent
ICTC	Mark Baza

STAFF PRESENT: David Aguirre, Cristi Lerma, Audrie Tapia, Michelle Bastidas, Marlene Flores, Virginia Mendoza

OTHERS PRESENT: David Salgado: SCAG; Maurice Eaton, Rafael Reyes, Ryan Fallica, Ben Guerrero: Caltrans; Cesar Sanchez: First Transit; Alexis Brown: City of Imperial.

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, May 12, 2021 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Tyler Salcido called the Committee meeting to order at 10:33 a.m., roll call was taken and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by [Wells](#) seconded by [Morita](#) to approve the consent calendar as presented; Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Absent
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Rouhotas	Yes

County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion carried unanimously.

- A. Approval of Management Committee Draft Minutes: April 14, 2021
- B. Received and Filed:
1. ICTC Commission Draft Minutes: April 28, 2021
 2. ICTC TAC Minutes: March 25, 2021
 3. ICTC SSTAC Minutes: April 7, 2021
- C. FY 2021-22 Sixth Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

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

1. Authorize the Chairperson to sign the Sixth Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT Turquoise #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT Blue #5) effective July 1, 2021 through June 30, 2022 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$162,062.71.

- D. Agreement for Professional Financial Auditing Services - FY 2020-21 through FY 2022-23

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

1. Authorize the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2021, for the audit periods FY 2020-21 through FY 2022-23, with the firm of The Pun Group:
 - a. For the fiscal reporting period of July 1, 2020 through June 30, 2021, the annual not to exceed fee set at \$65,000.00
 - b. For the fiscal reporting period of July 1, 2021 through June 30, 2022, the annual not to exceed fee set at \$66,950.00
 - c. For the fiscal reporting period of July 1, 2022 through June 30, 2023, the annual not to exceed fee set at \$68,959.00

- E. Agreement for Professional Financial Reporting Services of the ICTC Transit Operations - FY 2020-21 through FY 2024-25

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

1. Authorize the Chairman to sign the agreement for the ICTC Transit Operators Fiscal Reporting services effective July 1, 2021, for the audit period FY 2020-21 through FY 2024-25, with the firm of Eide Bailly:
 - a. For the fiscal reporting period of July 1, 2020 through June 30, 2021, the annual not to exceed fee set at \$40,000.00
 - b. For the fiscal reporting period of July 1, 2021 through June 30, 2022, the annual not to exceed fee set at \$40,000.00
 - c. For the fiscal reporting period of July 1, 2022 through June 30, 2023, the annual not to exceed fee set at \$40,000.00
 - d. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$40,000.00
 - e. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$40,000.00

- F. Audit and Accountancy Agreement for the Local Transportation Authority (LTA) for FY 2020-21, FY 2021-22, and FY 2022-23.

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

1. Authorize the Chairman to sign the agreement and engagement letter for financial audit services effective July 1, 2021, for the audit period FY 2020-21, FY 2021-22 and FY 2022-23 with the firm of Vasquez and Co., LLP for the not to exceed annual fees per the following schedule:
 - a. For the audit period July 1, 2021 through June 30, 2022, the annual not to exceed fee set at \$73,000.00
 - b. For the audit period July 1, 2022 through June 30, 2023, the annual not to exceed fee set at \$75,190.00
 - c. For the audit period July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$77,446.00

V. REPORTS

A. ICTC Executive Director

- Mr. Baza provided updates from the report on page 33 of the agenda.
- Mr. Baza informed the committee the FY 2021/2022 Budget Workshop will be held on May 26, 2021, at 4 p.m. prior to the Commission Meeting.
- Mr. Baza announced the Hero Pace Program with the Western Riverside Council of Governments (WRCOG) was shut down due to the HERO program administrator Renovate America filing bankruptcy on December 23, 2020, which led to termination of the agreement. The Western Riverside Council of Governments (WRCOG) will continue to operate the Commercial PACE aspect of the program which provides support to commercial businesses for economic and environmental benefits for communities and regions throughout California.
- Mr. Baza shared the Imperial County Transportation Commission has recently advertised Request for Proposals for Construction Management Services for the Calexico East Port of Entry Bridge Widening Project to provide engineering support on behalf of the Imperial County Transportation Commission through design and construction.

- Mr. Baza announced the Calexico Intermodal Transportation Center (ITC) Environmental phase is in progress with the consultant team and agency partners, including the City of Calexico, Caltrans, and the Imperial County Transportation Commission. Design is also underway, and Right of Way Acquisition will begin in Summer 2021.
 - Mr. Baza informed the Committee Ms. Mendoza would be providing updates regarding the Imperial Mexicali Binational Alliance and the Imperial County Regional Climate Action Plan.
 - Ms. Mendoza announced the next Imperial Mexicali Binational Alliance Meeting will be held on May 13, 2021. Various updates will be provided regarding the variety of infrastructure projects that are ongoing with the Imperial County as well as the East Port of Entry phase 2A and protentional updates on the 2B funding which would complete improvements in the West Port of Entry. Partners in the State of Baja California will be providing updates regarding the two bridges that are currently serving the north bound of the West Port of Entry. Economic development updates from IVEDC and Mexicali counterparts will also be provided.
 - Ms. Mendoza provided an update regarding the status of the Imperial County Regional Climate Action Plan. The RCAP is intended to facilitate the reduction of GHG emissions throughout Imperial County in a way that is practical, efficient, and beneficial to the community and enhances Imperial County's desirable characteristics and qualities. Imperial County Transportation Commission member agencies had the opportunity to review the Final Draft CAP with the goal of having comments. The draft is available on the website at <http://www.imperialctc.org/regional-climate-action-plan/>. A final CAP will be presented to local jurisdictions Council/Board for review and approval in the months of May and June 2021. The final Regional CAP will be presented to ICTC for approval consideration starting with the Technical Advisory Committee beginning May 27, 2021, and subsequently to Management Committee and Commission in June 2021.
- B. Southern California Association of Governments (SCAG)
- Mr. Salgado provided updates from the report on page 41 of the agenda.
 - o SCAG May Regional Council Meeting took action to approve SCAG's 2021-2022 Final Comprehensive Budget and Overall Work Plan. The Regional Council also took action to approve SCAG's Racial Equity Early Action Plan which was developed to guide and sustain SCAG's regional Leadership moving Forward.
 - o The SCAG General Assembly was held remotely. Sustainability Award recipients were recognized for their innovative and transformational projects throughout the region. The new slate of executive board members was ratified along with the presentation of the annual "Year in Review" video which highlights SCAG's accomplishments from the previous year, which can be found at [SCAG 2020-2021 Year in Review - YouTube](#).
 - o On May 12, 2021, SCAG hosted an Electric Vehicle Charging Station Permit Streamlining Training with an audience of elected officials, city managers, and staff in building departments who manage permitting processes. The Electric Vehicle Charging Station Permit Streamlining Training will become available to all staff. The SCAG Clean Cities Coalition

teamed up with the Governor's Office of Business to provide this training for accelerating compliance among jurisdictions in Imperial County.

- CALeVIP is a state program that offers incentives for the purchase and installation of electric vehicle charging infrastructure at publicly accessible sites throughout California, and there is a current funding opportunity for EV charging in Imperial County under the Inland Counties Incentive Project. There is \$450,000 allocated for Level 2 charging and \$510,00 for DCFC fast charging for Imperial County. The application process will open on May 18, 2021. Please feel free to contact SCAG RAO David Salgado with any questions.
- SCAG has \$10,000 funding available for the GO-HUMAN Mini-Grant Program. Those who require advertising or Marketing for bicycle and pedestrian safety for the community are encouraged to apply on or before May 19, 2021.

C. Caltrans Department of Transportation – District 11

- Mr. Reyes provided updates from the report on page 45 of the agenda, stating they are currently not working night shifts for the I-8/Imperial Avenue Interchange project. The contractor is using extra workers and overtime to complete the project during regular hours.
 - The Niland Geyser detour has been completed on April 30th and has remained in place and is being monitored. Mr. Reyes demonstrated the area where the Geyser in Niland is located.
 - Caltrans District 11 is kicking off outreach efforts for the Caltrans Active Transportation Plan (CAT Plan). This plan will include an existing conditions analysis and a prioritized list of identified bicycle and pedestrian needs on and around the State Highway System. A survey to help gather information has been developed and District 11 will be contacting schools, cities, and community organizations to help spread the word of the survey. In addition, another outreach effort involves placing decals with scannable QR codes within Caltrans right of way. Approximately 500 12" diameter decals will be placed on sidewalks throughout San Diego and Imperial County. The decals will be in place for 2-3 months. Please visit <https://www.catplan.org/district-11> for more information.
- Mr. Guerrero provided information on page 49 of the agenda for Local Assistance.
 - The "Local Agency Disadvantaged Business Enterprise (DBE) Annual Submittal Form" (Exhibit 9-B) and a "Local Agency Americans with Disabilities Act (ADA) Annual Certification Form" (Exhibit 9-C) before June 1, 2021, for Federal Fiscal Year 21/22 (October 1, 2021, to September 30, 2022).
 - The FHWA Federal Lands Access Program (FLAP) funds project provides access to, are adjacent to, or are located within Federal Lands on facilities maintained or owned by a state, county, local or tribal government. The application deadline is May 27, 2021.
 - California Transportation Commission (CTC) Allocation Requests must be submitted two months prior to the preferred CTC meeting date. June 18, 2021 is the deadline for the August 18-19, 2021 CTC meeting.
 - Quality Assurance Program (QAP) approval expires in

September 2021 for the County of Imperial and in January 2022 for the City of Imperial. Updated Quality Assurance Program (QAP) packages must be submitted to the Local Area Engineer. Otherwise, no Construction funding authorization requests will be processed.

- Local agencies must comply with all Title VI requirements – LAPM Section 9.2, Title VI compliance is subject to review at any time.

- D. Committee Member Reports
 - There were no updates.

VI. ACTION CALENDAR

- A. Approving Participation in the Clean Mobility Options (CMO) Voucher Pilot Program for Calexico Mobility on Demand Service

Mr. Aguirre presented the Clean Mobility Options (CMO) Voucher Pilot Program to the Committee. The Clean Mobility Options (CMO) Voucher Pilot Program provides an opportunity for the Imperial County Transportation Commission (ICTC) to pursue grant funding to establish a zero-emission shared mobility option in Imperial County.

ICTC partnered with Via Transportation, Inc. (Via) to develop the grant application and to implement and operate the proposed service. Via is a leading developer of software for on-demand and dynamic transit systems. Under the proposed partnership, Via will provide turnkey operations, infrastructure, software applications, customer service, and maintenance, while ICTC will provide administration, oversight, and assistance with marketing efforts. ICTC pursued the grant opportunity to demonstrate the potential for micro-transit or “on-demand” type of public transportation services within the City of Calexico utilizing three (3) zero-emission vehicles and is currently developing the agreement between ICTC and Via to provide the required services associated with the CMO funded Calexico Mobility on Demand Service.

Mr. Baza informed Mr. Figueroa a meeting in the future would be scheduled to discuss further marketing and implementation of the program.

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

1. Authorize the Chairperson to sign the resolution authorizing the Executive Director to sign the CMO program Documentation and to ensure compliance with the CMO Program requirements; and,
2. Direct staff to submit the application to Caltrans.

A motion was made by [Figueroa](#) seconded by [Gomez](#). Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Absent
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes

County of Imperial Rouhotas	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion carried unanimously.

- B. Imperial County Service Authority for Freeway Emergencies (SAFE) for the Preventive and Corrective Maintenance of Call Boxes on Interstate 8 and State Route 86 in Imperial County: Award Recommendation: CASE Emergency Systems, Inc.

Ms. Flores stated the Imperial County Transposition Commission (ICTC) took responsibility as the administrator of the Service Authority for Freeway Emergencies (SAFE) Program on July 1, 2020. The SAFE Program for Imperial County is responsible for the installation, operations, and administration of approximately 166 call boxes located along with State Route 86 (SR-86) and Interstate 8 (I-8). SAFE’s were established by the State of California to encourage the placement of call boxes along the California Freeway systems for motorists in need of aid to obtain assistance.

SAFE has retained a maintenance contractor since the inception of the call box program to provide repair services and perform preventative measures to ensure the proper functionality of the call box system. The current vendor for these services is CASE Emergency Systems, Inc. (CASE). The existing contract between SAFE and CASE expires on May 31, 2021.

On March 15, 2021, SAFE released an RFP for Preventive and Corrective Maintenance of Call Boxes on Interstate 8 and State Route 86 in Imperial County. A total of one (1) consultant submitted a proposal which was CASE Emergency Systems, Inc. ICTC staff forwarded the RF document to various consultants and contacted various consultants to encourage possibly obtaining an additional response. Among the items reviewed to determine responsiveness, ICTC staff reviewed technical experience, proposed methodology, project team, and staff qualifications.

Ms. Flores stated the proposed average annual rate of \$45.66 per call box per month is consistent with the current pricing for similar agencies. The per call box rate would increase on an annual basis. The proposed contingency allowance for repairs is an estimated Not-To-Exceed value. ICTC staff is currently monitoring the usage of the call boxes since the program has been received ICTC has been keeping a database. More information will be shared along the lines as it is gathered.

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

1. Approve the award of the Agreement for the Preventive and Corrective Maintenance of Call Boxes on Interstate 8 and State Route 86 in Imperial County to *CASE Emergency Systems, Inc.* in the amount of \$504,773.60 for a five-year period.
2. Authorize the Chairperson to sign the agreement.

A motion was made by [Morita](#) seconded by [Colio-Warren](#). Roll call was taken:

Agency	Roll Call
--------	-----------

City of Brawley	Yes
City of Calipatria	Absent
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Rouhotas	Absent
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Absent

Motion carried unanimously.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **June 9, 2021** at the **ICTC Offices and via Zoom Meeting.**

VIII. ADJOURNMENT

A. Meeting adjourned at 11:10 a.m. ([Morita /Coilio-Warren](#))