

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF MARCH 24, 2021
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Tyler Salcido
City of Calexico	Miguel Figueroa
City of Calipatria	Rom Medina
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Absent
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, Daveline Villasenor

OTHERS PRESENT: David Salgado: SCAG; Ryan Fallica, Hanh-Dung Khuu, Patrick Jenkins, Rafael Reyes, Daniel Hernandez: Caltrans; Liz Zarate: City of El Centro, Coley Delaney: The Pun Group; Carmen Vargas, Michael Fleishman, Liza Koulikova, Tony Hughes, Mauricio Salazar: Barclays; Cesar Sanchez: First Transit; Zachary Hernandez, Rachel Kennedy: SANDAG; Jason Mordhorst: Hazard Construction; Eric Panzer, Allison Holmstedt, Placeworks; Sohab Mehmood: Department of Housing and Community Development; Karalee Brownell: Institute for Local Government.

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, March 24, 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 [Colio-Warren](#) to approve the consent calendar as presented; Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes

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	Yes

Motion carried unanimously.

- A. Approval of Management Committee Draft Minutes: December 9, 2020
- B. Received and Filed:
1. ICTC TAC Minutes: December 16, 2020
January 28, 2021
 2. ICTC SSTAC Minutes: January 7, 2021
February 4, 2021
- C. Low Carbon Transit Operations Program (LCTOP) Application for FY 2020-21 Funds
1. Authorized the ICTC Chairperson to sign the attached resolution
 2. Authorization for the Execution of the LCTOP Project: Free Fare Program for eligible ICTC administered transit services.

V. REPORTS

- A. ICTC Executive Director
- Mr. Baza provided updates from the report on page 29 of the agenda with a focus on the Calexico East Port of Entry Bridge Widening Project. He stated that the project will continue using the original canopy concept previously presented. Border Patrol has committed an estimated \$2 million and ICTC has a remaining \$1 million from the approved LTA 5% set-aside.
 - Mr. Baza informed committee members that the IVRMA Report was attached to the agenda. Ms. Villasenor provided an update on programs and projects. She stated that Cal recycle will be conducting their annual spring review.
- B. Southern California Association of Governments (SCAG)
- Mr. Salgado provided updates from the report on page 42 of the agenda.
 - o The racial equity and regional planning survey have been released. Mr. Salgado requested the survey be completed by as many as possible to ensure that Imperial County continues to be represented amongst the SCAG region.
 - o At SCAG's March 4th Regional Council Meeting the board took action to approve the final 6th cycle Regional Housing Needs Assessment (RHNA) Allocation Plan. SCAG has completed all final reviews and appeals of the RHNA Allocation Plan.
 - o SCAG announced the 2020-2021 Sustainable Communities Program (SCP) – Smart Cities & Mobility Innovations Call for Applications is now open to eligible applicants. Deadline is April 23, 2021.

- The SCAG General Assembly is scheduled for May 6th. Thank you to those agencies that have selected their delegates. As a reminder only delegates and their alternates can vote at the General Assembly.

- C. Caltrans Department of Transportation – District 11
 - Ms. Khuu introduced Ryan Fallica as one of the new Route Managers for Caltrans.
 - Ms. Khuu reported the Project Report for the Collision Reduction Project on Highway 111 is on schedule and is expected to be completed by June 2021, design by July 2021, and project roll out by fall 2021. There were a few items that will require outside agency coordination and funding. A coordination meeting was requested with ICTC and the City of Calipatria. Mr. Medina stated he is available to meet.
 - Mr. Reyes provided updates from the report on page 45 of the agenda, stating the project development for the AAC has been discussed with the Imperial Irrigation District and is expected to have more reporting on the project sometime in April.

- D. Committee Member Reports
 - Ms. Colio-Warren provided a presentation regarding the Emergency Rental Assistance Program (ERAP).
 - Ms. Colio-Warren stated that the State of California set aside total of 13 million dollars for the County of Imperial and encourages those who meet the criteria to apply for the program. More information on the ERAP can be found on <https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>.

VI. ICTC ACTION CALENDAR

A. Calexico East Port of Entry Bridge Expansion Project- Contract Award

Mr. Baza reviewed the staff report with the committee. He stated that the U.S. Department of Transportation awarded the Imperial County Transportation Commission (ICTC) with BUILD grant in the amount of \$20 million for the Calexico East Port of Entry Bridge Expansion project. The Project will widen the existing Calexico East Port of Entry (POE) Bridge over the All-American Canal at the USA/Mexico Border to facilitate traffic flow to the existing U.S. federal primary inspection booths, and to reduce delays, idling times, and improve air quality emissions.

Besides the \$20 million BUILD award, the project is fully funded with the following funding: \$3 million Trade Corridor Enhancement Program (TCEP), Cycle 1, \$7.5 million TCEP, Cycle 2, and Local Transportation Authority 5% Regional Highway Set-Aside funds in the amount of \$1,844,000. The project funds have been and will be used to complete environmental, preliminary engineering, design, construction, and construction management costs of the widening of the bridge over the All-American Canal of the Calexico East Port of Entry.

He stated that the procurement process consisted of a two-phased approach. The Request for Qualifications (RFQ) was released in May 2020. Three qualified firms responded to the RFQ. The Request for Proposals (RFP) was released September 21, 2020.

Only two of the three firms submitted proposals to ICTC. A Best Value Determination process was utilized for the evaluation of the proposals. A Best Value Determination is a Caltrans proposal evaluation process which is comprised of a formal scoring process that factors the project cost resulting in a Best Value Determination. An evaluation team comprised of representatives from Caltrans, General Services Administration (GSA), Imperial Irrigation District (IID) and ICTC participated in the evaluation of the proposals. The evaluation was conducted on February 3, 2021 and cost estimates were opened on February 5, 2021, resulting in the selection of the firm Hazard Construction and their designated Design firm of Mark Thomas Company for a total project cost of \$19,965,000.00.

Mr. Baza stated that Mr. Mordhorst was on the line and available to answer any questions. There were no questions.

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

1. Authorize the Executive Director to sign the Agreement for Services between ICTC and Hazard Construction Company for the Contract Price of \$19,965,000 Effective March 24, 2021.
2. Issuance of Notice to proceed to Hazard Construction Company upon receipt and verification of required documentation.

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

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial	Absent
County of Imperial Colio-Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

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

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

1. Adoption of the Resolution Authorizing the Issuance and Sale of Imperial County Local Transportation Authority Sales Tax Revenue Refunding Bonds in One or More Series

2. Approval of the following documents:
 - a. Supplemental Indentures
 - b. A Purchase Contract
 - c. A Continuing Disclosure Agreement
 - d. Pledge Agreements
 - e. An Escrow Agreement
 - f. A Preliminary Limited Official Statement
3. Authorizing Official Actions and Executions of Documents Related Thereto

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

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial	Absent
County of Imperial Colio-Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion carried unanimously.

- B. Adoption of the Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2021

Mr. Aguirre introduced Mr. Delaney, LTA Auditor. Mr. Delaney summarized the results for the Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2020. Mr. Delaney shared the Audit Responsibilities, Overview of Financial Statements, Measure D Sales Tax Fund Audits, and Audit Findings. The audit findings were the following:

City of Brawley

- 2020 – None
- 2019 – City did not formally approve five-year list of projects

City of Calexico

- 2020 - City did not certify its Maintenance of Effort requirement
- 2019 - City did not certify its Maintenance of Effort requirement

City of Calipatria

- 2020 – None
- 2019 - None

City of El Centro

- 2020 – None
- 2019 – City did not formally approve five-year list of projects

City of Holtville

- 2020 – none
- 2019 – PPA for 2018 items charged to 2019

City of Imperial

- 2020 – City did not formally approve the five-year list of projects

- 2019 – PPA for 2018 items charged to 2019
- County of Imperial
- 2020 – none
 - 2019 – PPA for 2018 items charged to 2019
- City of Westmorland
- 2020 – Prior period adjustment was made to record Measure D revenue in proper periods
 - City did not formally approve the five-year list of projects
 - 2019 – PPA for beginning fund balance understatement for not recording amounts due from other funds

The LTSC met on March 17, 2021 and provided the following feedback and recommendations. The Committee had the following recommendations:

- Audit documentation shall be provided by the City/County by no later than December 31st or will be subject to their funding being withheld until documentation is turned in.

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

1. Receive, Approve and File the FY 2019-20 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, the County of Imperial, and the ICLTA.
2. Agency shall submit audit documentation to the Authority auditor no later than October 31st (or another date specified by ICLTA or its auditor). If audit documentation is not received in a timely manner, the Authority shall withhold funding until the agency complies.

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

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial	Absent
County of Imperial	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

Motion carried unanimously.

VIII. INFORMATION CALENDAR

- A. Impacts of Border Delays at the California-Baja California Land Ports of Entry
A presentation was made by SANDAG staff regarding a study conducted on the Impacts of Border Delays at the California-Baja California Land Ports of Entry. Ms. Kennedy

provided estimates for the economic impacts on both sides of the border and shared accounts for most recent research findings. More information and contact link can be found on <http://sandag.org/borderdelays>.

IX. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **April 14, 2021** at the **ICTC Offices and via Zoom Meeting**.

IX. ADJOURNMENT

A. Meeting adjourned at 11:47 a.m. (Salcido/Piedra)