

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF April 09, 2025  
10:30 a.m.**

**VOTING MEMBERS PRESENT:**

City of Brawley	Jimmy Duran
City of Calexico	Absent
City of Calipatria	Laura Gutierrez
City of El Centro	Daniel Paramo
City of Holtville	Nick Wells
City of Imperial	Thomas Garcia
County of Imperial	Absent
County of Imperial	Absent
Imperial Irrigation District	Manuel Ortiz
City of Westmorland	Absent
ICTC	David Aguirre

**STAFF PRESENT:** Esperanza Avila, Cristi Lerma

**OTHERS PRESENT:** David Salgado: SCAG; John Garcia, Alejandro Lopez-Rangel, Rebecca Villarino, Hanh-Dung Khuu, Nick Ventrilla: Caltrans D11; Emmet Fried: City of Brawley

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, April 9, 2025, together with staff reports and related documents attached thereto and incorporated therein by reference.

**I. CALL TO ORDER AND ROLL CALL**

Vice-Chair Laura Gutierrez called the meeting to order at 10:36 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. Approval of Management Committee Draft Minutes: March 12, 2025
- B. Received and Filed:
  - 1. ICTC Commission Minutes: February 26, 2022
  - 2. ICTC TAC Minutes February 27, 2025
  - 3. ICTC SSTAC Minutes February 5, 2025
- C. Workplace Violence Prevention Plan (WVPP)
  - 1. Approved and Adopted of the ICTC Workplace Violence Prevention Plan
- D. Travel Policy and Guidelines
  - 1. Approved and Adopted of the ICTC Travel Policy and Guidelines

A motion was made by Garcia seconded by Paramo to approve the consent calendar as presented;  
**Motion carried unanimously.**

## V. REPORTS

### A. ICTC Executive Director

Mr. Aguirre had the following updates:

- The Unmet Transit Needs Meeting was held on April 7, 2025. Approximately 50 comments were received through various methods including in-person attendance, Zoom participation, electronic surveys, and physical submissions. The team is currently evaluating these comments and will have another meeting on April 28th to approve the findings.
- All cities and the County of Imperial must submit projects under the CMAQ and STBG call for projects by May 16, 2025, at 5 PM.
- A California Transportation Commission Town Hall is planned for Imperial County, offering agencies an opportunity to present their priority projects. Agencies that are interested in presenting at the CTC Town Hall Meeting on April 24th please notify ICTC. ICTC will be finalizing the agenda within the next couple of days and will send it to CTC for consideration.
- Construction has begun on the Calexico Intermodal Transportation Center, starting with building abatement and demolition. ICTC will continue to provide updates on the Calexico Intermodal Transportation Center construction progress.
- ICTC to finalize the grant submittal for electronic fare payment mechanisms for fixed route services.
- ICTC to proceed with construction procurement for the Bus Stop Improvement Project in the next couple of months.
- All ICTC Executive Directors' updates can be found on page 48.

### B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following updates:

- Registration for the 2025 SCAG Regional Conference & General Assembly is still open. The SCAG RC & GA will be held on May 1-2, 2025, at JW Marriott Desert Springs Resort & Spa, Palm Desert, Ca. The JW Marriot room block is full, however there will be other host hotels to book upon registration. Mr. Salgado encouraged attendees to register, noting that city managers and elected officials receive free registration.
- Mr. Salgado reminded everyone about the CMAQ STBG Call for Projects, urging submission of applications.
- SCAG updates can be found on page 56 of the agenda.

### C. Caltrans Department of Transportation – District 11

Mr. Garcia and Mr. Lopez-Rangel provided the following updates:

- Caltrans announced a highway worker memorial ceremony on April 29th at 10 a.m. Everyone is encouraged to attend.
- Caltrans had a successful Imperial Valley Procurement and Resource Fair on April 3, 2025.
- The final submittal deadline for CTC requests is April 25, 2025, for the CTC meeting scheduled for June 26-27, 2025.

- The District 11 Local Assistance Report starts are page 66 of the agenda. There are several links for grant opportunities. Please review the report for more information.
- Resident Engineers Academy sessions begin May 12-16, 2025.
- Caltrans updates can be found on page 59 of the agenda.

- D. Committee Member Reports
- There were no other reports.

## VI. ACTION CALENDAR

- A. Approval of Master Agreement between the Imperial County Transportation Commission (ICTC) and the California Department of Transportation (Caltrans) – Transit Intercity Rail Capital Program – Calexico East Intermodal Transportation Center
1. Approved the attached resolution authorizing the Executive Director or his designee to execute the Master Agreement and to take any actions necessary on behalf of the ICTC for use of TIRCP Funds.
  2. Authorized the Executive Director or his designee to execute the Master Agreement between ICTC and Caltrans for use of TIRCP funds.

A motion was made by [Contreras](#) seconded by [Ortiz](#) for approval as presented; **Motion carried unanimously.**

- B. Calexico Intermodal Transportation Center (ITC) Project – Contract Change Order No. 1
1. Approved Change Order No. 1 to Hazard Construction Engr. LLC for the Calexico ITC Project in the amount of (\$284,756.00) modifying the total contract value to \$12,728,349.10.
  2. Authorized the Executive Director to sign Change Order No. 1.
  3. Authorized the Executive Director to execute potential Change Order(s) for a total Not-To-Exceed value of seventy-five thousand (\$75,000.00) dollars.

A motion was made by [Wells](#) seconded by [Ortiz](#) for approval as presented; **Motion carried unanimously.**

- VII. The next meeting is scheduled for **May 14, 2025, at 10:30 a.m.** At the ICTC Office.

## VIII. ADJOURNMENT

The meeting was adjourned at 11:04 a.m.