

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

VOTING MEMBERS PRESENT:

City of Brawley	Rebecca Terrazas-Baxter
City of Calexico	Juan Contreras
City of Calipatria	Laura Gutierrez
City of El Centro	Robert Sawyer
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	Laura Fischer
ICTC	David Aguirre

STAFF PRESENT: Esperanza Avila, Cristi Lerma, Marlene Flores, Michelle Bastidas

OTHERS PRESENT: None

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, September 10, 2025, together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Ms. Laura Gutierrez called the meeting to order at 10:32 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 July 9, 2025
- B. Receive and File:
 - 1. ICTC Commission Minutes: June 25, 2025
 - 2. ICTC TAC Minutes: June 26, 2025

A motion was made by [Garcia](#) seconded by [Ortiz](#) to approve the consent calendar as presented;
Motion carried unanimously.

V. REPORTS

- A. ICTC Executive Director
Mr. Aguirre had the following updates:
 - The Local Transportation Authority (LTA) will be conducting a public hearing to consider a potential amendment to the Measure D ordinance regarding the

Maintenance of Effort (MOE) requirements. The purpose of the proposed amendment is to update and clarify the ordinance language to ensure a more equitable process among all jurisdictions. Specifically, the amendment seeks to replace existing language in Section 6 (sentences 2–4), which currently outlines how jurisdictions must maintain their commitment of transportation funds and how the Authority enforces this requirement. The revised language is intended to streamline compliance and provide consistency across all agencies.

- ICTC will be hosting its General Assembly on Thursday, January 22, 2026, from 5:00-8:00 p.m. at the Old Eucalyptus Schoolhouse. Admission for elected officials and city/county managers and distinguished guests will be complimentary. Staff are actively working to secure sponsorship opportunities to support the event. For questions or to learn more about sponsorship options, please contact Cristi Lerma. A follow-up email with more details, including how to register, will be sent soon.
- ICTC has been working towards developing a bus stop maintenance program for many years. Part of the program was to develop a bus stop inventory which noted the gps locations of the bus stops in addition to a description of the assets (if any) at the bus stop. Under its existing structure, the cities/county (where the bus stops are located) are responsible for the maintenance and repair of the bus stops. In return, ICTC provides each of the cities/county funding to maintain and repair the bus stops. To provide a consolidated maintenance effort, ICTC is working with each of the cities/county to transition the maintenance and replacement of the bus stops to ICTC. ICTC will in turn utilize the funding it currently provides to the cities/county to complete the same effort. ICTC has begun the maintenance efforts associated with the bus stops for the cities of El Centro, Calexico, Calipatria, Holtville and the unincorporated communities of Seeley, Niland and Heber. ICTC is working with the cities of Imperial and Brawley to transition maintenance efforts soon.
- Staff are working on developing a bus stop improvement project across multiple cities throughout the county. The project consists of installing various bus shelters and potentially other amenities. ICTC will be coordinating with the various cities to complete the development. ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies. The project design is ongoing and is anticipated to be completed in the next few months. ICTC obtained additional funding to incorporate additional bus stop locations. The new location designs are being incorporated into the overall project design. The 65% percent improvement plans have been completed and were distributed to participating agencies. ICTC has received agency comments, and the comments have been forwarded to the consultant for incorporation into the project improvement plans. The improvement plans have been finalized at the 100% completion level. Final preparation of the project specifications and contract documents plans is being completed. ICTC is working towards procurement and hopes to start construction in the fall of 2025.
- ICTC received news of an increase in Cycle 5 LPP funds following CTC's redistribution of unused Incentive Funds. This action resulted in a small increase of funds for FY 2025/26, available through June 2028. To access these funds, local

- agencies will work with ICTC and CTC staff in submitting Nomination Packet to the CTC for approval.
 - The Contractor continues with construction activities for the Callexico Intermodal Transportation Center (ITC) project. Project demolition activities have been completed, and construction efforts associated with the development of building infrastructure is ongoing. The project remains on schedule and is anticipated to be completed in early 2026.
 - The IVT Ride Now service began operating in its new capacity on September 2, 2025, and offered free rides to all. Ridership information will be shared to the Commission at the September 2025 meeting.
 - The Transit Comprehensive Operational Analysis is anticipated to take a year to complete. The project has kicked off and outreach efforts have taken place. The Analysis is currently being developed.
 - ICTC has completed a phase 1 and 2 site assessment for the proposed ICTC/IVT Operations and Maintenance Facility site. ICTC has obtained NEPA clearance from the FTA for the acquisition of the project. During the meeting on March 26, 2025, the Commission approved the acquisition of the property pending FTA concurrence. Staff have obtained FTA concurrence and are now working towards finalizing the acquisition. Staff are currently finalizing the Request for Proposals (RFP) for the Environmental and Design Services. Staff's goal is to release the RFP in September 2025. Staff was also able to submit multiple grant applications for the anticipated construction efforts under the FTA 5339 for Bus Facilities and Low No Emission Programs.
 - ICTC is proceeding with allocation of Right of Way Funding with the CTC in June 2025 for the Callexico East Port of Entry Intermodal Transportation Center.
 - All ICTC Executive Directors' updates can be found on page 15.
- B. Southern California Association of Governments (SCAG)
- SCAG updates can be found on page 22 of the agenda.
- C. Caltrans Department of Transportation – District 11
- Caltrans updates can be found on page 25 of the agenda.
- D. Committee Member Reports
- There were no other reports.

VI. ACTION CALENDAR

- A. Award of Contract for Consulting Services - Imperial County Region Electric Vehicle (EV) Charging Station Feasibility Study

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

1. Approve the award of the contract for the completion of the Imperial County EV Charging Station Passenger Vehicle Feasibility Study to C&S Engineers, Inc in the amount of \$166,388.00.
2. Authorize the executive director to sign the agreement.

A motion was made by [Terrazas-Baxter](#) seconded by [Gutierrez](#) for approval as presented; **Motion carried unanimously.**

VII. The next meeting is scheduled for **October 8, 2025**, at the ICTC Offices.

VIII. ADJOURNMENT

The meeting was adjourned at 10:54 a.m.