

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF August 14, 2024  
10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Tyler Salcido
City of Calexico	Juan Contreras
City of Calipatria	Edgar Self
City of El Centro	Cedric Ceseña
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Absent
County of Imperial	Rebecca Terrazas-Baxter
Imperial Irrigation District	Manuel Ortiz
City of Westmorland	Absent
ICTC	David Aguirre

**STAFF PRESENT:** Cristi Lerma, Katie Luna, Michelle Bastidas, Angela Delgadillo, Esperanza Avila

**OTHERS PRESENT:** Alejandro Lopez, Bryan OTT: Caltrans, David Salgado: SCAG

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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, August 14, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Morita called the meeting to order at 10:30 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: June 12, 2024

B. Received and Filed:

1. ICTC Commission Minutes: June 26, 2024
2. ICTC TAC Minutes: June 27, 2024

C. IVRMA Fiscal Audits for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23

1. Received and file the fiscal audits for the Imperial Valley Resource Management Agency, for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23.

**D. State of Good Repair Grant Program, FY 2024-25**

1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

**E. Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance**

1. Approved the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
2. Authorized the Executive Director to sign the agreement.

**F. ATP Guidelines 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology**

1. Approved the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
  - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
  - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.

A motion was made by [Salcido](#) seconded by [Wells](#) 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 Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion carried.**

**V. REPORTS****A. ICTC Executive Director**

- Mr. Aguirre had the following updates:
  - Active Transportation Program, Cycle 7: Applications were due to the CTC by June 17, 2024.
  - 2024 Local Partnership Program, Cycle 5: is scheduled to adopt the 2024 LPP Program Cycle 5 Guidelines on August 15-16, 2024. Upon adoption of the Cycle 5 Guidelines the Call for Projects will open. The LPP Grant funds require

a one-to-one match. The Imperial County Region's estimated allocation amount for FY 2025/26 is \$524million and \$520 million for FY2026/27 for a total of \$1,044 million. The Call for Projects for the CTC is anticipated to open on August 16, 2024, with a deadline of November 15, 2024.

- ICTC/IVT Operations and Maintenance Facility: The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project. More information to come.
- Community Project Funding/Congressionally Directed Spending (CPFCDs): ICTC will continue to work with all the awardees to ensure that their projects are programmed to enable the use of the project funding.
- Imperial Valley Transit and Associated Services Operations and Maintenance Request for Proposals: ICTC's existing agreement with its current operator (Transdev) has concluded. As required by federal law, ICTC issued a Request for Proposals (RFP) to qualified transit operations and maintenance operators. The RFP was issued on February 16th, 2024. The new agreement will be for a 5-year fixed period with two additional single-year options. ICTC received multiple responses to its RFP and ultimately ICTC awarded the agreement to Transdev, services continue to be provided and ICTC Staff is working with Transdev staff to strategically improve services.
- Imperial County EV Charging Infrastructure Feasibility Study – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities. Staff is currently working on the development of the Scope of Work for the project to proceed to the issuance of a Request for Proposals.
- Calexico East Port of Entry Bridge Widening Project: The final project improvements which consisted of the reinstallation of new bolts under the existing bridge section was completed in early August 2024. The project is now in the closeout phase.
- IVT Ride Potential Service Modifications: IVT Ride is a dial-a-ride service that is available to seniors (55 years of age or older) and people with disabilities in the communities of Calexico, Heber, El Centro, Imperial, and Brawley. Staff anticipate bringing the further evaluated concept to the Management Committee and Commission in the coming months. Staff are also pursuing funding opportunities to facilitate the possible transition of the service.
- Calexico Intermodal Transportation Center (ITC): It is anticipated that the project will start construction in October 2024. The final set of contract documents is being prepared in anticipation of the construction bidding phase.
- Bus Stop Improvement Project: 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 new few months.

- Transit Comprehensive Operational Analysis: Staff recently released the Request for Proposals to the public and are anticipated to work towards a contract award in September/October 2024. The analysis is anticipated to take a year to complete.
- All ICTC Executive Directors' updates can be found on page 131.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following updates:

- Regional Early Action Plan: Full Funding Anticipated for REAP 2.0 Grants Following \$231.5 Million Allocation: Following the 2024 Budget Act, the state allocated \$560 million to restore the Regional Early Action Planning (REAP 2.0) grant program. SCAG received a final award of \$231.5 million from the California Department of Housing and Community Development, which represents a reduction of \$14.5 million from SCAG's initial allocation. Despite this reduction, SCAG anticipates full funding for all competitive and formula-based grant awards previously approved by the Regional Council.
- Sustainable Communities Program- Active Transportation and Safety Call for Applications Guidelines: The Active Transportation and Safety call for applications for the Sustainable Communities Program (SCP) opened on July 8, 2024. Available funding in this call for applications is estimated to be \$10.4 million, comprising Active Transportation Program Cycle 7 regional funds and 2023 Safe Streets and Roads for All federal grant.
- SCAG Receives \$1 Million In Sustainable Transportation Planning Grants From Caltrans: The California Department of Transportation (Caltrans) recently announced \$76.1 million in fiscal year 2024-2025 Sustainable Transportation Planning Grant Awards, including two \$500,000 grants for SCAG in the Strategic Partnerships funding category. With the first grant, SCAG will conduct a survey and study airport passenger surface transportation behaviors and attitudes in the SCAG region. SCAG anticipates launching the study later this year and completing it in late 2027. With the second grant, SCAG will partner with Caltrans Districts 7, 8, 11, and 12 and local jurisdictions on the "Planning for Main Streets" project, conducting planning work to enable improvements on state highways in the SCAG region that double as main streets given existing and planned land uses, related projects, and community priorities. The "Planning for Main Streets" project is anticipated to kick off in Spring 2025 and be completed in Summer 2027.
- SCAG updates can be found on page 140.

C. Caltrans Department of Transportation – District 11

- Mr. Lopez-Rangel had the following updates:
  - October 04, 2024, is the final deadline for the CTC meeting request.
  - Friday, June 14, 2024, is the final deadline (for the August 15-16, 2024, CTC meeting).
  - Unique Entity Identifier (UEI) Renewals: For assistance, please contact the Caltrans Imperial Area Engineer, Alejandro Lopez- Rangel: at 858-229-1721.
  - 2025 Active Transportation Program (Cycle 7): ATP Cycle 7 Application deadline has passed. Applications were due by June 17, 2024.
  - Highway Safety Improvement Program (HSIP) – Cycle 12: Deadline is Monday, September 9, 2024.
  - All Caltrans updates can be found on page 144.

**VI. ACTION CALENDAR****A. ICTC audit award Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26**

1. Authorized the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
  - a. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,000.00
  - b. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$84,460.00
  - c. For the fiscal reporting period of July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$86,994.00

A motion was made by Wells seconded by Ceseña to approve Action A. 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 Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion carried.**

**B. Audit and Accountancy Agreement for the Local Transportation Authority (LTA) for FY 2023-24, FY 2024-25 and FY 2025-26.**

1. Authorized the Chairman to sign the agreement and engagement letter for financial audit services effective July 1, 2024, for the audit period FY 2023-24, FY 2024-25 and FY 2025-26 with the firm of The Pun Group for the not to exceed annual fees per the following schedule:
  - a. For the audit period July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,750.00
  - b. For the audit period July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$86,060.00
  - c. For the audit period July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$89,502.00

A motion was made by Ceseña seconded by Contreras to approve Action B. 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 Figueroa	Absent
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion carried.**

- VII.** The next meeting is scheduled for **September 11, 2024, at 10:30 a.m.** at the County of Imperial and via Zoom Meeting for non-voting members and the public.

**VIII. ADJOURNMENT**

The meeting was adjourned at 11:59 a.m.