



**1405 N. IMPERIAL AVE., SUITE 1
EL CENTRO, CA 92243-2875
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MANAGEMENT COMMITTEE

**County of Imperial
County Administration Offices
940 Main St.
Conference Room C/D**

**WEDNESDAY, MARCH 9, 2016
10:30 A.M.**

CHAIR: MARLENE BEST

VICE CHAIR: ROM MEDINA

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

- A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

Any member of the public may address the Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes: February 10, 2016 Pages 4-14
- B. Receive and File:
- 1. ICTC Board Draft Minutes Meeting: February 24, 2016
 - 2. ICTC TAC Draft Minutes: February 24, 2016
 - 3. ICTC SSTAC Draft Minutes: February 3, 2016
- C. Specific Transit Operator Fiscal Reports FY 2014-15 for Med Express and West Shores Dial-A-Ride Page 16

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

- 1. Receive and file the Specific Transit Operator Fiscal Reports; Med Express and West Shores Dial-A-Ride for the Imperial County Transportation Commission for FY 2014-15

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

- D. Specific Transit Operator Fiscal Reports FY 2014-15 for IMPERIAL VALLEY TRANSIT Page 32

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

1. Receive and file the Specific Transit Operator Fiscal Reports; IMPERIAL VALLEY TRANSIT for the Imperial County Transportation Commission for FY 2014-15

V. REPORTS

- A. ICTC/LTA Executive Director
- See attached Executive Director Report on page 68
- B. Southern California Association of Governments
- See attachments on page 118 for the following items:
 1. SCAG 2016 General Assembly and Regional Conference Save the Date Postcard
 2. SCAG Executive Director Monthly Report March 2016
 3. SCAG & County Transportation Commissions Comment Letter on “Revised Proposal on Updates to the CEQA Guidelines on Evaluating Transportation Impacts in CEQA” to Implement SB 743
 4. SCAG 27th Annual Demographic Workshop -The Continued Rise of the Millennials Save the Date Postcard
 5. SCAG Support Letter – Calexico West LPOE Phase II Project
- C. California Department of Transportation – District 11
- D. Committee Member Reports

VI. ACTION CALENDAR

- A. Applications for Federal Transit Administration (FTA) Section 5311 Program Funds FY 2015-16 Page 140

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

1. Adopt the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2015-16 grant application and all supporting documentation, and, submit the application to Caltrans.

- B. Imperial County Safe Routes to School Regional Master Plan Page 145

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

1. Review and adopt the Imperial County Safe Routes to School Regional Master Plan

VII. LTA INFORMATIONAL CALENDAR

- A. Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2015 Page 168

VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee is currently scheduled for **Wednesday, April 13 at 10:30 a.m.**, at the **City of Brawley**, Brawley, CA.

IX. ADJOURNMENT

- A. Motion to Adjourn

IV. CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE

DRAFT MINUTES:

FEBRUARY 10, 2016

B. RECEIVE AND FILE:

1. ICTC BOARD DRAFT MINUTES:

FEBRUARY 24, 2016

2. ICTC TAC DRAFT MINUTES:

FEBRUARY 24, 2016

3. ICTC SSTAC MINUTES:

FEBRUARY 3, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE**

DRAFT MINUTES OF FEBRUARY 10, 2016

10:30 a.m.

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	Nick Fenley
City of El Centro	Ruben Duran
City of Holtville	Nick Wells
City of Imperial	Jorge Galvan for Marlene Best
County of Imperial	Armando Villa

STAFF PRESENT: Mark Baza, Cristi Lerma

OTHERS PRESENT: Sam Amen, Luis Medina: Caltrans; Liz Zarate: City of El Centro; Arnold San Miguel: SCAG

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, February 10, 2016 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Vice-Chair Medina called the Committee meeting to order at 10:36 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. Mr. Baza stated that he'd like to take get the Commission's approval in the proposed dates for the Imperial Valley General Assembly and Economic Summit of May 18-19, 2016. The committee had consensus that Mr. Baza could move forward with the proposed dates.

III. PUBLIC COMMENTS

A. There were none.

IV. CONSENT ITEMS

A motion was made by [Bayon Moore](#) seconded by [Fenley](#) to approve consent items 4A-4B. **Motion carried** unanimously.

A. Approved ICTC Management Committee Minutes for January 13, 2016

B. Received and filed:

1. ICTC Board Draft Minutes for January 27, 2016
2. ICTC SSTAC Draft Minutes for January 6, 2016

V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:

- Caltrans will be presenting the Excellence in Transportation Award to ICTC at the Commission meeting on February 24, 2016 for the Andrade Port of Entry (POE) – Quechan Crossing Transportation Enhancement (TE) Project. The Project completed

pedestrian access and landscaping improvements along SR-186 at the Andrade/Algodones Port of Entry.

- ICTC has initiated discussions with management and staff with Customs and Border Protections (CBP) Border Patrol regarding the potential to add a second inspection lane at this very busy checkpoint. Coordination efforts will follow with Border Patrol, Caltrans and the region to determine feasibility, costs and funding of required improvements within Caltrans right-of-way.
- The annual Unmet Transit Needs (UTN) hearing process has been scheduled for Thursday, February 11, 2016 at 3:30pm. The meeting will be held at the City of Brawley Council Chambers located at 383 Main Street in the City of Brawley. Free bus transportation to the hearing will be provided from the 7th and State St. Transit Transfer Terminal in the City of El Centro at approximately 2:30pm. Reservations must be made no later than 5:00pm Wednesday February, 10, 2016 for transportation to the hearing from El Centro. A return trip back to 7th and State St. in El Centro will be provided at the conclusion of the hearing. Public comment in the form of letters or e-mails will be read into the record and should be provided to ICTC 1405 N. Imperial Ave., Suite 1, El Centro, CA 92243 Attn: Hearing Coordinator, no later than 5:00pm Wednesday February 10, 2016.
- The IVT Ride El Centro Service Area Request for Proposals (RFP) has been approved by Caltrans Procurement and was released to the public on February 8, 2016.
- A complete list of ICTC updates can be found on Page 18 of the agenda.

B. Southern California Association of Governments (SCAG)

- Mr. San Miguel stated that SCAG will be accepting scholarship applications from high juniors or seniors or college freshmen enrolled in a college with a 3.0 grade point average or better. Applications are due on March 1, 2016.
- Sustainability awards are open to all agencies, eligible projects are projects completed from January 1, 2012 to March 1, 2016. The deadline to submit to SCAG is March 2016 by 20 p.m. for questions or additional information can be found at

C. Caltrans Department of Transportation – District 11

- Mr. Medina provided Local Assistance updates and announcements.
- Mr. Amen provided project updates for Imperial County.

D. Committee Member Reports

- There were none.

VI. ACTION CALENDAR

A. Imperial County Transportation Commission (ICTC) resolution for Federal Fiscal Year (FFY) 2016/17 – 2021/2022 Federal Transportation Improvement Program (FTIP)

A draft project list was distributed at the meeting.

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

1. Authorize the Chairman to sign the resolution that certifies funding has been identified for the projects in the FFY 2016/17-2021/22 FTIP and affirms our commitment to implement all projects in the program.

A motion was made by Galvan seconded by Bayon Moore, Motion carried unanimously.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **March 9, 2016** at the **County of Imperial, El Centro, CA.**

IX. ADJOURNMENT

A. Meeting adjourned at 11:41 a.m.

IMPERIAL COUNTY TRANSPORTATION COMMISSION**DRAFT MINUTES FOR FEBRUARY 24, 2016****6:00 p.m.****VOTING MEMBERS PRESENT:**

City of Calexico	Maritza Hurtado
City of El Centro	Cheryl Viegas-Walker
City of Holtville	Jim Predmore
City of Westmorland	Lawrence D. Ritchie
County of Imperial	Ryan Kelley

NON-VOTING MEMBERS PRESENT:

Caltrans District 11	Bill Figge for Laurie Berman
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STAFF PRESENT: Mark Baza, Kathi Williams, Virginia Mendoza, David Salgado, Cristi Lerma, Guillermo Gonzalez

OTHERS PRESENT: Sam Amen, Marcelo Peinado: Caltrans; Arnold San Miguel: SCAG; Bill Brunet, Codie Rowin: County of Imperial; Bob Douthitt: IVRMA; Ruben Duran, Aimee Osuna: City of El Centro

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday February 24, 2016 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Predmore](#) called the Commission meeting to order at 6:01 p.m. Roll call was taken and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT CALENDAR

A motion was made by [Walker](#) and seconded by [Hurtado](#) to approve the consent calendar, **Motion carried unanimously.**

A.	Approved ICTC Board Draft Minutes:	January 27, 2016
B.	Received and Filed:	
	1. ICTC Management Committee Draft Minutes:	February 10, 2016
	2. ICTC TAC Draft Minutes:	January 28, 2016
	3. ICTC SSTAC Minutes:	January 6, 2016

V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:

- On January 15th, SeaPort Airlines announced that it will discontinue all scheduled service to destinations in California and Mexico as of 11:59 pm on January 15, 2016. According to their press release, the company was forced to take this action because of the impact on SeaPort's business and operations following the effects of

the shortage of airline pilots in the United States. Stations will be closed and service is to be ceased at the following California cities: Imperial, Burbank, Sacramento, San Diego, and Visalia, as well as, San Felipe, BC, Mexico. The U.S. DOT issued an emergency RFP that closed on February 3, 2016. Three proposals were received. The proposals received were from Mokulele Airlines, Boutique Air, Inc. and Great Lakes Aviation, Ltd.

- The City of El Centro is supporting the proposal from Mokulele Airlines. They are a Hawaii based inter-island carrier and propose aircraft similar to Sea Port with service to LAX and interoperability with Alaska, Air New Zealand and potential for others coming online.
 - The County of Imperial is supporting Boutique Air Inc. They are headquartered in San Francisco and has been in operation since 2007 as a charter service provider, and operating as a commuter operator since 2014. Boutique proposes an 8-9 seat, modern, pressurized Pilatus PC-12 aircraft, with a term of 2 years, and 24 nonstop roundtrips to LAX, and one potential roundtrip to Phoenix.
 - The third proposer was Great Lakes Aviation, Ltd and is based in Cheyenne, Wyoming. They have been in operation for over 30 years. Great Lakes proposes 14 roundtrip flights from Imperial to Los Angeles and 14 roundtrip flights from Visalia to Los Angeles in Beech 1900-D aircraft.
- Every three years, the Federal Transit Administration (FTA) conducts an intensive review of practices and procedures to determine compliance with twenty-one (21) areas for the continued use of federal transit grant funding. The FTA review team visited ICTC on February 9th and 10th, 2016. ICTC staff received a comprehensive site review package for the on-site portion of the review. The FTA review team visited transfer terminals and the bus operations yard, and talked with staff from ICTC, Brawley, Imperial and El Centro and Imperial Valley Transit (IVT). The final draft report is anticipated within 30 days. The review was intensive and we received positive feedback on many of our requirements with minor direction for improvements.
 - Guillermo Gonzalez, the recently hired Regional Mobility Coordinator was introduced at the meeting.
 - The second Unmet Transit Needs (UTN) meeting will be held at the City of Brawley Council Chambers located at 383 Main Street on March 16, 2016 and will begin at 3:30 p.m.
 - A complete list of ICTC updates can be found on Page 21 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. San Miguel had the following announcements:

- The deadline to submit a SCAG Sustainability Award is March 1, 2016 at 2 p.m. Sustainability Awards recognize excellence in green region, active transportation and integrated planning. The award winners will be notified in late March, with an Awards Program to be held at the SCAG General Assembly on March 5-6, 2016 in La Quinta.
- The SCAG scholarship program is accepting applications from students that are Junior/Seniors in high school with a GPA of 3.0 or higher. The deadline to submit an application is April 1, 2016. For more information go to: <http://scag.ca.gov/opportunities/Pages/ScholarshipProgram.aspx>

C. California Department of Transportation (Caltrans)

Mr. Figge had the following updates and announcements:

- The signal posts are up on SR-78 and Hovley Road in Brawley for the Traffic Signal Project. Crews were busy raising four posts for the new traffic signals and two posts

for flashing beacons. Work will continue next week to install the electrical connections. The job is on track to be completed and the new traffic signals activated in March.

- Caltrans initiated a traffic investigation to review field conditions, collision history and traffic collision reports for the intersection of SR-115/Worthington Road in Holtville. The investigation analysis resulted in the recommendation of signing and pavement marking enhancements which are being installed in the next couple of months at different times.
- Caltrans District 11 will host the 2016 Imperial Transportation Update/Interstate 8 Update Project Groundbreaking Ceremony on Wednesday, Feb. 24 at noon. The event will take place in front of the new El Centro Maintenance Station at 1102 Montenegro Street in El Centro in Imperial County. Featured speakers are Caltrans District 11 Director Laurie Berman, Imperial County Transportation Commission Executive Director Mark Baza and California Highway Patrol Captain Mentek. The event will provide an update to the media about transportation projects and related issues in Imperial County covering FY 16/17 and serve as a groundbreaking ceremony for the I-8 Update Pavement project. The five segments of the project will construct 48 miles of Continuously Reinforced Concrete Pavement along I-8 from the Arizona border.
- On March 16, 2016 the California Transportation Commission (CTC) will approve the Cycle 3 ATP Guidelines. The Cycle 3 Call for Projects is tentatively scheduled for late March 2016 through mid-June 2016. And includes 19/20 and 20/21 state funding years totaling about \$230M.
- Caltrans presented the Excellence in Transportation Award to the Imperial County Transportation Commission for the Andrade Port of Entry (POE) – Quechan Crossing Transportation Enhancement (TE) Project. The Project completed pedestrian access and landscaping improvements along SR-186 at the Andrade/Algodones Port of Entry.
 - o The Andrade Port of Entry (POE) is located on State Route 186 (SR-186) in Imperial Valley on the Quechan Indian Reservation and is the nation's 11th busiest crossing for pedestrians entering into Mexico. The U.S. Customs and Border Protection processed over one million pedestrians in 2010, and in the peak season (late September through April) approximately 5,000 pedestrians cross the border every day. Before the project, Americans with Disabilities Act (ADA) standards were not met and walkways were inadequate to accommodate wheelchairs and walkers. While deficient by any standards, this was especially problematic in an area where a large proportion of the users are either elderly or disabled.
 - o The project has improved the accessibility, character and visual quality of the area with enhancements and design themes reflecting the regional character of the Quechan Indian Tribe and capturing historical context of this very unique area. The Andrade POE project was a collaborative effort with the Tribe, Customs and Border Protection and the Department of General Services Administration; and is a successful project that provides a more effective, safe and pleasant travel experience for all modes of transportation, with an emphasis on pedestrian circulation.
- A full report of Caltrans updates can be found on page 70 of the agenda.

D. Commission Member Report

- There were various reports by Commission members of countywide issues and events happening in each of their respective cities/county.

VI. ACTION CALENDAR

- A. Imperial County Transportation Commission (ICTC) resolution for Federal Fiscal Year (FFY) 2016/17 – 2021/2022 Federal Transportation Improvement Program (FTIP)

1. Authorized the Chairman to sign the resolution that certifies funding has been identified for the projects in the FFY 2016/17-2021/22 FTIP and affirms our commitment to implement all projects in the program.

A motion was made by [Hurtado](#) and seconded by [Walker](#), **Motion Carried unanimously.**

- B. Resubmit the 2016 State Transportation Improvement Program (STIP) Recommendations for Imperial County

1. Approved the 2016 STIP Recommendations for Imperial County, requesting:

Imperial Avenue Interchange project

- Decrease funding for construction by \$2.238 million from \$27.650 million to \$25.412 million (remains programmed in FY17/18).
- Increase funding for PS&E (Design) by \$1.489 million from \$1.8 million to \$3.289 million (remains programmed in FY14/15).
- Increase R/W Support by \$0.689 million from \$0.8 million to \$1.489 million (remains programmed in FY14/15).

Planning, Programming and Monitoring (PPM)

- Add \$300,000 in FY19-20 and \$300,000 in FY20-21 to fully-fund PPM activities through the end of the 2016 STIP period.

A motion was made by [Walker](#) and seconded by [Ritchie](#), **Motion Carried unanimously.**

- C. Low Carbon Transit Operations Program (LCTOP) FY 2015-2016 Funds

1. Directed staff to submit an application to the Low Carbon Transit Operations Program (LCTOP);
2. Authorized for the execution of the certifications and assurances and authorized agent forms for the LCTOP;
3. Authorized the Execution of the LCTOP Project: Capital construction costs for the Calexico Intermodal Transportation Center (ITC)

A motion was made by [Hurtado](#) and seconded by [Walker](#), **Motion Carried unanimously.**

- D. Imperial Valley Regional Assembly and Economic Summit – Proposed Dates

1. Approved the proposed dates of May 18 – May 19, 2016 for the Imperial Valley General Assembly and Economic Summit

A motion was made by [Ritchie](#) and seconded by [Hurtado](#), **Motion Carried unanimously.**

VII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, March 23, 2016 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

- A. Meeting adjourned at 8:00 p.m. Motion by [Ritchie](#), seconded by [Hurtado](#), **Motion Carried.**



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

MINUTES

February 3, 2016

Present

Voting Attendees:

Letty Zuno (Chair)	Access to Independence
Heddy McNeer	Consumer
Maria Cordova	ARC – Imperial Valley
Rosie Blankenship	Area Agency on Aging
Michael L. Hack	Consumer
Lorena Arambula	San Diego Regional Center
Alexa Garcia	Work Training Center
Adrian Celis	Imperial County Behavioral Health
Kathi Williams	CTSA – ICTC
Cristi Lerma	CTSA – ICTC

Non-Voting Attendees:

Raul Martinez	Imperial County Public Health
Charles Brockwell	IVT/IVT Access/IVT Ride
Cesar Sanchez	IVT/IVT Access/IVT Ride
Narcisa Montemayor	IVT/IVT Access/IVT Ride
Karla Pacheco	IVT/IVT Access/IVT Ride

1. Chair Zuno called the meeting to order at 10:00 a.m. A quorum was present. Introductions were made.
2. Minutes adopted for January 6, 2016. **(Hack/Williams) Motion Carried.**
3. CTSA Reports:

Ms. Williams had the following announcements:

- Ms. Williams stated that Mr. Salgado and Ms. Bastidas are attending a Caltrans workshop for Federal Transit Administration (FTA) grant training in San Bernardino. Caltrans will be moving to computerized grant application process from now on.
- An offer has been made for the Mobility Coordinator position. The new employee will be busy learning all things for the paratransit services and should be at the next SSTAC meeting.
- At the last SSTAC meeting there was a request to provide more data and trend reports for the transit service agencies. A handout was distributed to all that compared FY 2013/14 to 2014/15 for Imperial Valley Transit services only. After some discussion it was agreed that the transit operators will keep their standard method of updates at the SSTAC meeting. Ms. Zuno stated that agencies should remember the role of the SSTAC and their responsibility to social services agencies.

- A conference call with ICTC staff and Caltrans is scheduled to discuss the IVT Ride – El Centro and Med-Express RFP's. A release date in the next 2 weeks is anticipated if everything goes as planned. ICTC Staff will be reaching out to members to see if they will want to be a part of the Proposal review committee.

4. FY 2016-17 Master Needs List

The Master Needs list was presented to everyone at this meeting. During the meetings in December and January, changes were made to the list and no more changes were recommended at this meeting. A *motion* was made to approve the Master Needs list, (Hack/McNeer) **Motion Carried.**

5. FY 2016-17 UTN Letter to the Hearing Panel

Ms. Williams stated that this letter is read and submitted to the hearing panel and should contain general comments as well as specific issues. The following changes were made to the UTN Letter for FY 2016-17 via a motion at the January meeting. For review purposes only the changes are below.

- FY year changed to 2016-17
- Restart the numbering at 1 on the second section of the letter and the priority be changed to:
 - o Improve cleanliness and upkeep at all El Centro City area stops, and other stops in the region as identified.
 - o Enhance communication of available services as a way to disseminate information to the passengers, as documented as in the intent of Finding #8 in FY 2010-11 UTN Findings: *(Staff will research options to provide schedules and information for passengers for Imperial Valley Transit (IVT) bus stops. Staff is to return with options and cost estimates by December 2010, for consideration on implementation from the ICTC).*
 - o Review of capacity restraints on Med-Express.
 - o Review of a proposed Transit Mobility Summit.
- An edit was recommended to change the “Orange Line” in Calexico to the “Garnet Line.”
- A *motion* was made to approve the letter with the proposed changes, (Hack/Garcia), **Motion Carried.**
- Ms. Zuno volunteered to read the letter to the Unmet Transit Needs meeting on February 11, 2016.

6. Transit Operator Reports:

- El Centro Dial-a-Ride: Updates were given by Ms. Cordova for the month of December
 - o Passengers per hour were 4.4, weekdays were 117, Saturday were 26.3
 - o Wheelchairs: 808 (30.5%)
 - o On Time Performance was 100%
 - o No-shows: 50 and Late Cancellations: 6
- Med-Express: Updates were given by Ms. Cordova for the month of December
 - o Passengers per hour were 3.4
 - o Passengers for the month were 458
 - o Wheelchairs: 11 (2.4%)
 - o On Time Performance was 98%
 - o No-shows: 0 and Late Cancellations: 16
- A trend report was provided for Imperial Valley Transit, IVT Access and IVT Ride due to the data request at the previous meeting.

7. General Discussion

- Mr. Ceasar stated that IVC recently signed an agreement with NAU, U of A and Arizona State Universities. All 3 schools have campuses in Yuma and have programs not offered in Imperial

Valley, such as the Bachelor's in Social Work and Agriculture programs. The program is promoting to High Schools. Currently a carpool system in place, but as the program grows; transit to Yuma may be a good idea.

- Mr. Hack stated that the Peoples First Conference will be on March 5, 2016 at the Palms Resort. The theme is "Royal Prom" with the crowning of a king and queen.
- Ms. Blankenship thanked ICTC for providing transportation services to the Senior Appreciation event. 466 seniors attended the event and 200 were transported by Imperial Valley Transit. Next year the event will be held on January 25, 2017.
- Ms. McNeer stated that the Med-Express has wonderful customer service.

8. Adjournment

- The next meeting of the SSTAC will be on March 2, 2016 at 10:00 a.m.
- Meeting adjourned at 10:45 a.m.

IV. CONSENT CALENDAR

- C. SPECIFIC TRANSIT OPERATOR FISCAL
REPORTS FY 2014-15 FOR MED-EXPRESS
AND WEST SHORES DIAL-A-RIDE



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March 4, 2016

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Specific Transit Operator Fiscal Reports FY 2014-15 for Med Express and West Shores
Dial-A-Ride

Dear Committee Members:

The Commission must conduct fiscal reviews of its transit operators on an annual basis. The two services are performed under contracts with ARC-Imperial Valley.

Attached, please find the financial reports performed by the CPA firm, Hutchinson and Bloodgood:

- Med Express – non emergency transportation to San Diego area medical facilities
- West Shores Dial-A-Ride – demand response transit service in the West Shores communities (July 2014- November 2014)

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

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2014-15; Med Express and West Shores Dial-A-Ride for the Imperial County Transportation Commission for FY 2014-15

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

MB/mb/cl

Attachments

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL
IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

Imperial County Transportation Commission & ARC-Imperial Valley

Med-Express Transit Service Report
For The Year Ended June 30, 2015

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INDEPENDENT ACCOUNTANTS' REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission's Management, solely to assist the specified party in evaluating the specific ARC-IV Med-Express items for the year ended June 30, 2015 identified by the service contract. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and ARC-Imperial Valley for the provisions of specific transit services to be provided.
2. We reviewed documents provided by the Imperial County Transportation Commission and ARC-Imperial Valley to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that ARC-Imperial Valley is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibit A as a reference for this review.
3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that ARC-Imperial Valley is in compliance with the contract terms and these expenditures are within budget and reported accordingly.
4. We reviewed ARC-Imperial Valley's internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by ARC-Imperial Valley are adequate based on established guidelines. See Exhibit B as a reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

February 17, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
MED-EXPRESS TRANSIT SERVICE CONTRACT
FOR THE YEAR ENDED JUNE 30, 2015**

ACCOUNTANTS' COMMENTS

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and ARC – Imperial Valley Med Express was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2014 through June 30, 2015 and to assess the adequacy of ARC – Imperial Valley's internal controls over cash handling and reporting procedures.

FARE REVENUES

The contract states that the fare box ratio of fare revenue divided by operating costs shall be maintained at or above twenty percent (20%). The actual fare revenue was over sixteen percent (16.18%); (\$33,641 fare revenue divided by \$207,862 operating costs). The farebox recovery ratio was not met for this year. During the course of this engagement it was noted that fares increased by nearly five percent while expenditures increased by nine percent in comparison to prior year's activity.

ICTC SUBSIDY

The contract states that the subsidy shall not exceed the amount of \$193,467 for the fiscal year ending June 30, 2015, which includes an additional subsidy in the amount of \$13,500 for marketing costs. The maximum payments shall not exceed \$14,997 per month of the service year. According to the contract, the Imperial County Transportation Commission (ICTC) will pay an additional amount, not to exceed \$7,500 per year, for excessive wear and tear and mechanical repairs that exceed the line item budget amount. The ICTC will also pay an additional amount, if needed, at the end of the fiscal year to offset increased fuel costs of no more than \$5,000. The total subsidy paid by the ICTC for July 1, 2014 through June 30, 2015, was \$191,404.

EXPENDITURES

The budgeted expenditures for July 1, 2014 through June 30, 2015, were \$238,463. The actual expenditures for this period were \$225,045. This is a favorable variance of \$13,418 (See Exhibit A). The following expenditures exceed the budgeted amount:

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Under/(Over) Budget</u>
Telephone	\$ 493	\$ 975	\$ (482)
Liability Insurance	4,329	4,581	(252)
Employee Benefits	11,772	15,182	(3,410)
Administration	15,707	18,147	(2,440)
Depreciation	2,720	4,071	(1,351)

However, as long as total expenditures are within the total budget per service contract, there is no language that specifically disallows costs that are over the line item budgeted amount.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
MED-EXPRESS TRANSIT SERVICE CONTRACT
COMPARATIVE STATEMENT OF BUDGET TO ACTUAL EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2015**

EXHIBIT A

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Under/(Over) Budget</u>
Salaries	\$ 101,120	\$ 98,238	\$ 2,882
Supplies	1,229	971	258
Office Expense	1,540	1,352	188
Safety/Training	835	277	558
Laundry/Uniforms	1,923	1,826	97
Telephone	493	975	(482)
Utilities	830	759	71
Vehicle Repair/Maintenance	25,480	21,626	3,854
Vehicle Fuel	34,374	30,278	4,096
Other Repair/Maintenance	1,400	525	875
Payroll Taxes	7,736	7,212	524
Tax & License Fees	360	293	67
Unemployment Insurance	7,253	1,873	5,380
Workers' Comp. Insurance	5,056	3,110	1,946
Liability Insurance	4,329	4,581	(252)
Dues & Subscriptions	80	--	80
Building Interest	726	637	89
Employee Benefits	11,772	15,182	(3,410)
Administration	15,707	18,147	(2,440)
Depreciation	2,720	4,071	(1,351)
Marketing	<u>13,500</u>	<u>13,112</u>	<u>388</u>
Subtotal	<u>\$ 238,463</u>	225,045	<u>\$ 13,418</u>
Fares Collected		<u>33,641</u>	
Net Expenditures Eligible for Subsidy		<u>\$ 191,404</u>	
Amount Paid Per Contract		<u>\$ 191,404</u>	
Farebox Ratio Actual		16.18%	
Farebox Ratio Contract		20.00%	

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
ARC-IV TRANSIT SERVICE CONTRACT
INTERNAL CONTROLS OVER CASH HANDLING PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2015**

EXHIBIT B

OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed ARC-Imperial Valley's established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares for a day of activity and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

During the performance of this walkthrough it was noted that staff associated with the fare collection cycle were in compliance with established procedures. The majority of the passengers pay their fares days prior to their scheduled trip, however, a morning clerk is available to collect fares from those unscheduled passengers that arrive on the day of the trip. Fares are not collected by drivers except in the event that a driver picks up an unscheduled passenger from a San Diego area pick up point. When this occurs, the driver will prepare a receipt, add the name to the passenger list, place cash in a locked bag and provide the list along with the cash collected to the evening clerk. Dual custody procedures were noted throughout all levels of the fare collection cycle.

The driver also keeps records of the time and miles driven, including deadhead time and miles. This information is recorded in the driver manifest and is provided to the evening clerk at the end of the driver's shift.

No cash or percentage variances were noted during our observation of the fare collection process.

CONCLUSION

We found that the internal controls procedures over cash handling set by ARC-Imperial Valley are adequate based on established guidelines and that actual fares received are properly reported to the Imperial County Transportation Commission (ICTC).

Imperial County Transportation Commission & ARC-Imperial Valley

West Shores Dial-A-Ride Transit Service Report
For The Year Ended June 30, 2015

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INDEPENDENT ACCOUNTANTS' REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission's Management, solely to assist the specified party in evaluating the specific ARC-IV West Shores Dial-A-Ride items for the year ended June 30, 2015 identified by the service contract. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and ARC-Imperial Valley for the provisions of specific transit services to be provided.
2. We reviewed documents provided by the Imperial County Transportation Commission and ARC-Imperial Valley to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that ARC-Imperial Valley is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibit A as a reference for this review.
3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that ARC-Imperial Valley is in compliance with the contract terms and these expenditures are within budget and reported accordingly.
4. We reviewed ARC-Imperial Valley's internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by ARC-Imperial Valley are adequate based on established guidelines. See Exhibit B as a reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

February 17, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
WEST SHORES DIAL-A-RIDE TRANSIT SERVICE CONTRACT
FOR THE YEAR ENDED JUNE 30, 2015**

ACCOUNTANTS' COMMENTS

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and ARC – Imperial Valley West Shores Dial-A-Ride was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2014 through June 30, 2015 and to assess the adequacy of ARC – Imperial Valley's internal controls over cash handling and reporting procedures. This contract ended on November 30, 2014 which results in the fiscal year only reflecting five (5) months of service.

FARE REVENUES

The contract states that the fare box ratio of fare revenue divided by operating costs shall be maintained at or above five percent (5%). The actual fare revenue was above five percent (5.22%); (\$1,476 fare revenue divided by \$28,259 operating costs). During the course of this engagement it was noted that fares decreased by over eleven percent while expenditures increased by over one percent in comparison to prior year's activity.

ICTC SUBSIDY

The contract states that the subsidy shall not exceed the amount of \$29,011 for the fiscal year ending June 30, 2015, which includes an additional subsidy in the amount of \$900 for marketing costs. The maximum payments shall not exceed \$2,343 per month of the service year. According to the contract, the Imperial County Transportation Commission (ICTC) will pay an additional amount, not to exceed \$2,500 per year, for excessive wear and tear and mechanical repairs that exceed the line item budget amount. The ICTC will also pay an additional amount, if needed, at the end of the fiscal year to offset increased fuel costs of no more than \$2,500. The total subsidy paid by the ICTC for July 1, 2014 through June 30, 2015, was \$26,952.

EXPENDITURES

The budgeted expenditures for July 1, 2014 through June 30, 2015, were \$30,489. The actual expenditures for this period were \$28,428. This is a favorable variance of \$2,061 (See Exhibit A). The following expenditures exceed the budgeted amount:

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Under/(Over) Budget</u>
Supplies	\$ 100	\$ 171	\$ (71)
Office Expense	95	114	(19)
Vehicle Repair/Maintenance	2,871	4,731	(1,860)
Administration	2,013	2,145	(132)

However, as long as total expenditures are within the total budget per service contract, there is no language that specifically disallows costs that are over the line item budgeted amount.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
WEST SHORES DIAL-A-RIDE TRANSIT SERVICE CONTRACT
COMPARATIVE STATEMENT OF BUDGET TO ACTUAL EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2015**

EXHIBIT A

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Under/(Over) Budget</u>
Salaries	\$ 11,689	\$ 10,396	\$ 1,293
Supplies	100	171	(71)
Office Expense	95	114	(19)
Safety/Training	123	27	96
Laundry/Uniforms	228	211	17
Telephone	629	534	95
Utilities	92	89	3
Vehicle Repair/Maintenance	2,871	4,731	(1,860)
Vehicle Fuel	6,129	5,844	285
Other Repair/Maintenance	318	134	184
Payroll Taxes	894	778	116
Tax & License Fees	74	4	70
Unemployment Insurance	429	49	380
Workers' Comp. Insurance	438	413	25
Liability Insurance	1,080	756	324
Dues & Subscriptions	33	--	33
Building Interest	105	73	32
Employee Benefits	1,820	1,790	30
Administration	2,013	2,145	(132)
Depreciation	429	169	260
Marketing	<u>900</u>	<u>--</u>	<u>900</u>
Subtotal	<u>\$ 30,489</u>	28,428	<u>\$ 2,061</u>
Fares Collected		<u>1,476</u>	
Net Expenditures Eligible for Subsidy		<u>\$ 26,952</u>	
Amount Paid Per Contract		<u>\$ 26,952</u>	
Farebox Ratio Actual		5.22%	
Farebox Ratio Contract		5.00%	

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
ARC-IV TRANSIT SERVICE CONTRACT
INTERNAL CONTROLS OVER CASH HANDLING PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2015**

EXHIBIT B

OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed ARC-Imperial Valley's established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares for a day of activity and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

During the performance of this walkthrough it was noted that staff associated with the fare collection cycle were in compliance with established procedures. The majority of the passengers pay their fares days prior to their scheduled trip, however, a morning clerk is available to collect fares from those unscheduled passengers that arrive on the day of the trip. Fares are not collected by drivers except in the event that a driver picks up an unscheduled passenger from a San Diego area pick up point. When this occurs, the driver will prepare a receipt, add the name to the passenger list, place cash in a locked bag and provide the list along with the cash collected to the evening clerk. Dual custody procedures were noted throughout all levels of the fare collection cycle.

The driver also keeps records of the time and miles driven, including deadhead time and miles. This information is recorded in the driver manifest and is provided to the evening clerk at the end of the driver's shift.

No cash or percentage variances were noted during our observation of the fare collection process.

CONCLUSION

We found that the internal controls procedures over cash handling set by ARC-Imperial Valley are adequate based on established guidelines and that actual fares received are properly reported to the Imperial County Transportation Commission (ICTC).

IV. CONSENT CALENDAR

- D. SPECIFIC TRANSIT OPERATOR FISCAL
REPORTS FY 2014-15 FOR IMPERIAL
VALLEY TRANSIT



1405 N. IMPERIAL AVE. SUITE 1
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4497

March 4, 2016

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Specific Transit Operator Fiscal Reports FY 2014-15 for Imperial Valley Transit, IVT Access and IVT Ride

Dear Committee Members:

The Commission must conduct fiscal reviews of its transit operators on an annual basis. The three services are performed under contracts with FIRST TRANSIT, Inc.

Attached, please find the financial reports performed by the CPA firm, Hutchinson and Bloodgood:

- Imperial Valley Transit
- IVT Access
- IVT Ride

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

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2014-15; IMPERIAL VALLEY TRANSIT, IVT ACCESS and IVT RIDE for the Imperial County Transportation Commission for FY 2014-15

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

MB/mb/cl

Attachments

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL

Imperial County Transportation Commission & First Transit, Inc.

Imperial Valley Transit Service Report

For the Year Ended June 30, 2015

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INDEPENDENT ACCOUNTANTS' REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission's Management, solely to assist the specified party in evaluating the specific First Transit, Inc. transit services contract items for the year ended June 30, 2015. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and First Transit, Inc. for the provisions of specific transit services to be provided.
2. We reviewed documents provided by the Imperial County Transportation Commission and First Transit, Inc. to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that First Transit, Inc. is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibits C through H as references for this review.
3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that First Transit, Inc. is in compliance with the contract terms and these expenditures are within budget and reported accordingly.
4. We reviewed First Transit's internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines. See Exhibit A as reference for this review.
5. We reviewed that transit vehicles owned by the Imperial County Transportation Commission are utilized as part of the transit service assigned for, are maintained in a secure location and are serviced accordingly by First Transit, Inc. See Exhibit B as reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

February 17, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
FOR YEAR ENDED JUNE 30, 2015**

ACCOUNTANTS' COMMENTS

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and First Transit, Inc. was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2014 through June 30, 2015, to assess the adequacy of First Transit Inc.'s internal controls over cash handling and reporting procedures and document the performance of our observation of the transit vehicles owned by ICTC under the custody of First Transit, Inc.

FARE REVENUES

The service contract for each of the services provided by First Transit, Inc. states that the farebox ratio of fare revenue divided by operating costs shall be maintained at or above seventeen percent (17.0%) for the Imperial Valley Transit service line, five percent (5.0%) for the El Centro Shuttle (Blue and Green Line) and four percent (4.0%) for the Brawley Shuttle (Gold Line).

For the El Centro Shuttle (Blue and Green Line) the actual farebox recovery ratio was over four percent (4.2%); (\$26,312 fare revenue divided by \$619,876 operating costs). See Exhibit E.

For the Brawley Shuttle (Gold Line) the actual farebox recovery ratio was over four percent (4.1%); (\$10,426 fare revenue divided by \$253,874 operating costs). See Exhibit F.

For the Imperial Valley Transit service line the actual farebox recovery ratio was over twenty-six percent (26.3%); (\$711,302 fare revenue divided by \$2,701,779 adjusted operating costs). See Exhibit G.

The letter from the California Department of Transportation dated May 9, 2013 states that the suggested blended farebox recovery ratio calculation for the transit services above was approved and the blended farebox recovery ratio was set at seventeen percent (17.0%).

For fiscal year ended June 30, 2015 the actual blended farebox ratio for all transit services combined was of over twenty percent (20.9%); (\$748,041 fare revenue divided by \$3,575,528 adjusted operating costs). See Exhibit H.

ICTC SUBSIDY

The contract's sixth modification, dated June 25, 2013, states that the compensation for the Imperial Valley Transit Line for the period of July 1, 2014 through June 30, 2015 is identified as \$3,131,869 less the farebox of 17% for a net subsidy not to exceed \$2,599,451, with a marketing budget of \$156,593. Actual costs for the year reported to ICTC were \$2,459,263 in operational expense, \$6,294 in additional fuel expenses, and \$41,412 in marketing expenses for a combined total of \$2,506,969. See Exhibit G.

For the El Centro Shuttle service line, which includes the Blue and Green Lines, the compensation is identified as \$663,808 less the farebox of 5.0% for a net subsidy not to exceed \$630,618, with a marketing budget of \$33,190. Actual costs for the year reported to ICTC were \$590,221 in operational expense, \$333 in additional fuel expenses, and \$3,009 in marketing expenses for a combined total of \$593,563. See Exhibit E.

For the Brawley Shuttle service line, which is known as the Gold Line, the compensation is identified as \$252,437 less the farebox of 4.0% for a net subsidy not to exceed \$242,340, with an adjusted marketing budget of \$12,622. Actual costs for the year reported to ICTC were \$242,308 in operational expense, \$146 in additional fuel expenses, and \$994 in marketing expenses for a combined total of \$243,447. See Exhibit F.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
INTERNAL CONTROLS OVER CASH HANDLING PROCEDURES
FOR YEAR ENDED JUNE 30, 2015**

OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed First Transit, Inc. established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares contained in farebox and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

It was noted that empty fareboxes are placed inside the transit vehicle under dual custody. Drivers observe that boarding passengers place money inside the farebox and keep a log of boarding passengers separated by fare type. At the end of the day, each full farebox is removed, also under dual custody, and locked inside the vault. All cash fares are counted the following day by two staff members in a locked room. Once cash is counted it is placed in sealed deposit bags and kept under key until ready to be deposited at the bank. If foreign currency is detected, it is separated, exchanged once a significant amount is collected and allocated among all transit services.

During the performance of this review it was noted that variances are generated when comparing the number of passengers to the projected fare they are required to pay. Some passengers do not have the correct fare and this results in most of them paying more than the required fare. Frequently it results in positive fare variances since the passengers that overpay is larger than those that underpay. It is recommended to perform a cost benefit analysis of upgrading fareboxes to those that can make change, accept only U.S. currency and are able to accept other forms of payment. Actual fares and not projected fares are those fares reported to the ICTC as fares received.

CONCLUSION

We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
TRANSIT VEHICLES IN CUSTODY OF SERVICE PROVIDER
FOR YEAR ENDED JUNE 30, 2015**

OBJECTIVE

Review that transit vehicles property of the Imperial County Transportation Commission (ICTC) are used for the contracted IVT transit service as well as are maintained in a secure location when not in service, and are being serviced as scheduled.

PROCEDURES

Perform a site visit of the First Transit, Inc. Bus and Maintenance Yard located at 792 East Ross Road in the City of El Centro. Observed and evaluated the condition of every ICTC owned vehicle based on vehicle list provided by ICTC.

OBSERVATIONS

When not in operation the transit vehicles are maintained inside the fenced and gated bus yard. There is only one entrance and exit point and the gate is locked once all vehicles are in. There are several outdoor lights that light up the parked vehicles and around the Maintenance Shop. The Maintenance Shop has cameras inside as well as an alarm system that is activated by the last person to leave the Bus Yard and deactivated by the morning dispatcher. There were no cameras noted in the Bus Yard area. Each transit vehicle is equipped with several cameras outside and inside the vehicle and activated when in service.

Each transit vehicle was observed prior to the start of the service day. Each vehicle number and description was compared to the vehicle list provided by ICTC. Each vehicle was inspected inside and outside for any visible damage, farebox placement, and overall working condition. Of the sixteen transit vehicles used for the IVT-Transit service, one was inside the Maintenance Shop for the scheduled service and another one is out of service waiting for the transmission to be repaired. No other issues were noted with the remaining fourteen transit vehicles.

Service files for each transit vehicle are maintained in an office inside the Maintenance Shop under the custody of the Maintenance Manager. They contain records of all maintenance and services performed to each transit vehicle.

CONCLUSION

It appears that First Transit, Inc. is properly maintaining the ICTC owned vehicles in a secure location and servicing them as scheduled or as required.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

El Centro Shuttle - Blue Line Service

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ 25,699	\$ 1,072	\$ 24,626	\$ 167	\$ -	\$ 24,793
August, 2014	24,847	2,482	22,365	-	640	23,005
September, 2014	24,851	1,834	23,017	-	460	23,477
October, 2014	27,652	1,926	25,726	-	-	25,726
November, 2014	23,387	1,535	21,853	-	-	21,853
December, 2014	26,785	825	25,960	-	20	25,980
January, 2015	25,100	891	24,210	-	-	24,210
February, 2015	24,262	1,342	22,920	-	-	22,920
March, 2015	26,797	931	25,866	-	640	26,506
April, 2015	26,822	881	25,941	-	250	26,191
May, 2015	25,125	495	24,630	-	-	24,630
June, 2015	26,821	1,999	24,822	-	-	24,822
Total	\$ 308,150	\$ 16,214	\$ 291,936	\$ 167	\$ 2,009	\$ 294,112

Contract Specifications

Paragraph 8.1.2.4

For Base Cost

and Base Subsidy \$ 331,904 \$ 16,595 \$ 315,309

Over (Under) Contract

Requirements \$ (23,754) \$ (382) \$ (23,373)

Farebox Ratio Actual 5.2%

Farebox Ratio Contract 5.0%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

El Centro Shuttle-Green Line Service

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ 25,705	\$ 1,092	\$ 24,613	\$ 166	\$ -	\$ 24,780
August, 2014	24,862	747	24,116	-	-	24,116
September, 2014	24,842	701	24,141	-	460	24,601
October, 2014	27,676	790	26,885	-	-	26,885
November, 2014	23,413	662	22,751	-	-	22,751
December, 2014	26,812	858	25,954	-	23	25,976
January, 2015	25,129	777	24,352	-	-	24,352
February, 2015	24,288	1,061	23,227	-	-	23,227
March, 2015	26,819	857	25,962	-	267	26,229
April, 2015	26,846	809	26,036	-	250	26,286
May, 2015	25,158	667	24,490	-	-	24,490
June, 2015	26,834	1,076	25,758	-	-	25,758
Total	\$ 308,384	\$ 10,099	\$ 298,285	\$ 166	\$ 999	\$ 299,451

Contract Specifications

Paragraph 8.1.2.4

For Base Cost

and Base Subsidy

\$ 331,904	\$ 16,595	\$ 315,309
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Over (Under) Contract

Requirements

\$ (23,520)	\$ (6,496)	\$ (17,024)
-------------	------------	-------------

Farebox Ratio Actual

3.3%

Farebox Ratio Contract

5.0%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

El Centro Shuttle (Blue and Green Line) Services

<u>Date</u>	<u>Base Cost</u>	<u>Farebox</u>	<u>Net Subsidy</u>	<u>Fuel Escalator</u>	<u>Marketing</u>	<u>Net Cost and Total Paid to First Transit</u>
July, 2014	\$ 51,404	\$ 2,165	\$ 49,240	\$ 333	\$ -	\$ 49,573
August, 2014	49,709	3,228	46,481	-	640	47,121
September, 2014	49,692	2,535	47,158	-	920	48,078
October, 2014	55,328	2,716	52,612	-	-	52,612
November, 2014	46,800	2,197	44,604	-	-	44,604
December, 2014	53,597	1,684	51,914	-	43	51,956
January, 2015	50,230	1,668	48,561	-	-	48,561
February, 2015	48,551	2,403	46,147	-	-	46,147
March, 2015	53,616	1,788	51,828	-	906	52,734
April, 2015	53,668	1,691	51,978	-	500	52,478
May, 2015	50,282	1,162	49,120	-	-	49,120
June, 2015	53,655	3,075	50,580	-	-	50,580
Total	\$ 616,534	\$ 26,312	\$ 590,221	\$ 333	\$ 3,009	\$ 593,563

Contract Specifications

Paragraph 8.1.2.4

For Base Cost

and Base Subsidy \$ 663,808 \$ 33,190 \$ 630,618

Over (Under) Contract

Requirements \$ (47,274) \$ (6,878) \$ (40,396)

Farebox Ratio Actual 4.2%

Farebox Ratio Contract 5.0%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

Brawley Shuttle - Gold Line Service

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ 22,185	\$ 807	\$ 21,378	\$ 146	\$ -	\$ 21,523
August, 2014	21,301	761	20,540	-	-	20,540
September, 2014	21,305	872	20,433	-	460	20,893
October, 2014	22,866	941	21,925	-	-	21,925
November, 2014	18,466	887	17,579	-	-	17,579
December, 2014	21,990	712	21,278	-	25	21,302
January, 2015	20,228	720	19,508	-	-	19,508
February, 2015	19,356	780	18,576	-	-	18,576
March, 2015	22,015	1,440	20,575	-	259	20,835
April, 2015	22,000	786	21,214	-	250	21,464
May, 2015	20,228	807	19,421	-	-	19,421
June, 2015	20,793	913	19,880	-	-	19,880
Total	\$ 252,734	\$ 10,426	\$ 242,308	\$ 146	\$ 994	\$ 243,447

Contract Specifications

Paragraph 8.1.3.2

For Base Cost

and Base Subsidy \$ 252,437 \$ 10,097 \$ 242,339

Over (Under) Contract

Requirements \$ 297 \$ 329 \$ (31)

Farebox Ratio Actual 4.1%

Farebox Ratio Contract 4.0%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

Imperial Valley Transit - Countywide Service Line

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ 299,291	\$ 77,066	\$ 222,225	\$ 3,212	\$ 6,092	\$ 231,529
August, 2014	259,728	59,288	200,440	2,805	4,784	208,029
September, 2014	269,499	67,297	202,202	277	-	202,479
October, 2014	282,382	75,104	207,278	-	-	207,278
November, 2014	239,491	55,424	184,068	-	10,295	194,363
December, 2014	257,785	48,199	209,586	-	1,321	210,907
January, 2015	256,711	54,282	202,428	-	8,262	210,690
February, 2015	239,847	50,453	189,393	-	-	189,393
March, 2015	273,471	60,990	212,481	-	1,565	214,046
April, 2015	266,797	57,582	209,216	-	3,608	212,823
May, 2015	260,308	54,845	205,463	-	2,624	208,087
June, 2015	265,255	50,772	214,484	-	2,861	217,345

Total	\$ 3,170,565	\$ 711,302	\$ 2,459,263	\$ 6,294	\$ 41,412	\$ 2,506,969
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Contract Specifications

Paragraph 8.1.1.4

For Base Cost

and Base Subsidy

\$ 3,131,869	\$ 532,418	\$ 2,599,451
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Over (Under) Contract

Requirements

\$ 38,696	\$ 178,884	\$ (140,188)
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Operating Costs	\$ 3,218,271
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Depreciation	(516,492)
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Adjusted Operating Costs	<u>\$ 2,701,779</u>
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Farebox Ratio Actual	26.3%
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Farebox Ratio Contract	17.0%
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**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

All First Transit Services Combined

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ 372,879	\$ 80,037	\$ 452,916	\$ 3,691	\$ 6,092	\$ 462,699
August, 2014	330,738	63,277	394,016	2,805	5,423	402,244
September, 2014	340,496	70,704	411,200	277	1,380	412,857
October, 2014	360,577	78,761	439,338	-	-	439,338
November, 2014	304,758	58,508	363,266	-	10,295	373,561
December, 2014	333,372	50,595	383,967	-	1,388	385,356
January, 2015	327,169	56,671	383,840	-	8,262	392,102
February, 2015	307,753	53,637	361,390	-	-	361,390
March, 2015	349,103	64,219	413,322	-	2,731	416,053
April, 2015	342,465	60,058	402,524	-	4,358	406,881
May, 2015	330,818	56,814	387,632	-	2,624	390,256
June, 2015	339,703	54,760	394,463	-	2,861	397,324
Total	\$ 4,039,833	\$ 748,041	\$ 4,787,874	\$ 6,773	\$ 45,414	\$ 4,840,061

Combined Contract
Specifications
For Base Cost
and Base Subsidy

\$ 4,048,114	\$ 586,977	\$ 3,461,137
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Over (Under) Contract
Requirements

<u>\$ (8,281)</u>	<u>\$ 161,064</u>	<u>\$ 1,326,736</u>
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Operating Costs	\$ 4,092,020
Depreciation	<u>(516,492)</u>
Adjusted Operating Costs	<u>\$ 3,575,528</u>

Farebox Ratio Actual 20.9%

Farebox Ratio Contract 17.0%

Imperial County Transportation Commission & First Transit, Inc.

IVT-ACCESS Paratransit Service Program

For the Year Ended June 30, 2015

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INDEPENDENT ACCOUNTANTS' REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission's Management, solely to assist the specified party in evaluating the specific First Transit, Inc. IVT-ACCESS paratransit service contract items for the year ended June 30, 2015. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and First Transit, Inc. for the provisions of specific transit services to be provided.
2. We reviewed documents provided by the Imperial County Transportation Commission and First Transit, Inc. to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that First Transit, Inc. is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibit B as a reference for this review.
3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that First Transit, Inc. is in compliance with the contract terms and these expenditures are within budget and reported accordingly.
4. We reviewed First Transit's internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines. See Exhibit A as a reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

February 17, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-ACCESS PARATRANSIT SERVICE PROGRAM
FOR YEAR ENDED JUNE 30, 2015**

ACCOUNTANTS' COMMENTS

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and First Transit, Inc. was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2014 through June 30, 2015 and to assess the adequacy of First Transit Inc.'s internal controls over cash handling and reporting procedures.

FARE REVENUES

The service contract for the IVT-ACCESS Paratransit service provided by First Transit, Inc., states that the farebox recovery ratio of fare revenue divided by operating costs shall be maintained at or above ten percent (10.0%).

For the fiscal year ended June 30, 2015 the actual farebox recovery ratio for the IVT-ACCESS Paratransit service was over five percent (5.4%); (\$72,130 fare revenue divided by \$1,334,912 operating costs, adjusted for depreciation). See Exhibit B.

The farebox recovery ratio was not met for this year.

ICTC SUBSIDY

The contract modification, dated December 11, 2013, states that the compensation for the IVT-ACCESS Paratransit service for the period of July 1, 2014 through June 30, 2015 is identified as \$1,612,176 less the farebox of 10.0% for a net subsidy not to exceed \$1,450,959 with a marketing budget of \$80,609.

Actual costs for the year reported to ICTC were \$1,414,241 in operational expense, \$1,445 in additional fuel expenses, and \$19,704 in marketing expenses for a combined total of \$1,435,391. See Exhibit B.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-ACCESS PARATRANSIT SERVICE PROGRAM
INTERNAL CONTROLS OVER CASH HANDLING PROCEDURES
FOR YEAR ENDED JUNE 30, 2015**

OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed First Transit, Inc. established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares contained in farebox and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

It was noted that empty fareboxes are placed inside the transit vehicle under dual custody. Also, at the end of the day, each full farebox is removed, also under dual custody, and locked inside a vault. All cash fares are counted the following day by two staff members in a locked room. Once cash is counted it is placed in sealed deposit bags and kept under key until ready to be deposited at the bank.

During the performance of this review it was noted that transit operator's report logs do not contain a column on which they could keep track of any overages or shortages in fares received. It was noted that it is common for passengers not to have the correct change and overpay but transit operators have no way of keeping track of this on their report logs. It is recommended to modify these reports with a section for any fare overages or shortages noted by transit operator. This would have an impact on reducing variances noted in the Farebox Accounting Report prepared by First Transit, Inc. It is noted that actual fares and not projected fares are those fares reported to the ICTC as fares received.

CONCLUSION

We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-ACCESS PARATRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

IVT-ACCESS Paratransit Service Line

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ 120,627	\$ 6,610	\$ 114,017	\$ 673	\$ 1,431	\$ 116,121
August, 2014	115,613	6,234	109,379	703	621	110,703
September, 2014	123,853	6,846	117,007	69	-	117,076
October, 2014	124,315	7,279	117,036	-	-	117,036
November, 2014	110,945	5,326	105,619	-	-	105,619
December, 2014	116,282	5,473	110,808	-	1,989	112,797
January, 2015	108,796	4,819	103,978	-	-	103,978
February, 2015	110,279	5,566	104,713	-	1,250	105,963
March, 2015	125,528	6,618	118,910	-	535	119,445
April, 2015	121,485	5,905	115,580	-	9,867	125,447
May, 2015	118,357	5,789	112,568	-	795	113,363
June, 2015	118,160	5,666	112,494	-	3,217	115,711
Total	\$ 1,414,241	\$ 72,130	\$ 1,342,110	\$ 1,445	\$ 19,704	\$ 1,363,260

Contract Specifications

Paragraph 8.1.4

For Base Cost

and Base Subsidy \$ 1,612,176 \$ 161,218 \$ 1,450,958

Over (Under) Contract

Requirements \$ (197,935) \$ (89,087) \$ (108,848)

Operating Costs \$ 1,435,391

Depreciation (100,479)Adjusted Operating Costs \$ 1,334,912

Farebox Ratio Actual 5.4%

Farebox Ratio Contract 10.0%

Imperial County Transportation Commission & First Transit, Inc.

IVT-RIDE Transit Service Report

For the Year Ended June 30, 2015

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INDEPENDENT ACCOUNTANTS' REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission's Management, solely to assist the specified party in evaluating the specific First Transit, Inc. IVT-Ride transit services contract items for the year ended June 30, 2015. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and First Transit, Inc. for the provisions of specific transit services to be provided.
2. We reviewed documents provided by the Imperial County Transportation Commission and First Transit, Inc. to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that First Transit, Inc. is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibits C through G as references for this review.
3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that First Transit, Inc. is in compliance with the contract terms and these expenditures are within budget and reported accordingly.
4. We reviewed First Transit's internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines. See Exhibit A as reference for this review.
5. We reviewed that transit vehicles owned by the Imperial County Transportation Commission are utilized as part of the transit service assigned for, are maintained in a secure location and are serviced accordingly by First Transit, Inc. See Exhibit B as reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

February 17, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-RIDE TRANSIT SERVICE PROGRAM
FOR YEAR ENDED JUNE 30, 2015**

ACCOUNTANTS' COMMENTS

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and First Transit, Inc. was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2014 through June 30, 2015, to assess the adequacy of First Transit Inc.'s internal controls over cash handling and reporting procedures and document the performance of our observation of the transit vehicles owned by ICTC under the custody of First Transit, Inc.

FARE REVENUES

The service contract for each of the services provided by First Transit, Inc. states that the farebox ratio of fare revenue divided by operating costs shall be maintained at or above ten percent (10.0%) for the Brawley, Calexico and Imperial IVT-Ride transit service line and five percent (5.0%) for the West Shores IVT-Ride transit service line.

For the IVT-Ride Brawley the actual farebox recovery ratio was over four percent (4.8%); (\$7,732 fare revenue divided by \$160,492 operating costs). See Exhibit C.

For the IVT-Ride Calexico the actual farebox recovery ratio was over six percent (6.7%); (\$21,309 fare revenue divided by \$318,986 operating costs). See Exhibit D.

For the IVT-Ride Imperial the actual farebox recovery ratio was over four percent (4.3%); (\$6,341 fare revenue divided by \$148,609 operating costs). See Exhibit E.

For the IVT-Ride West Shores the actual farebox recovery ratio was over two percent (2.5%); (\$1,348 fare revenue divided by \$54,034 operating costs). See Exhibit F.

For fiscal year ended June 30, 2015 the combined actual farebox ratio for all IVT-Ride transit services was over five percent (5.4%); (\$36,730 fare revenue divided by \$682,121 operating costs). See Exhibit G.

The farebox recovery ratio for all four IVT-Ride services was not met for this year.

ICTC SUBSIDY

The service contract, dated September 24, 2014, states that the compensation for the IVT-Ride Brawley service line for the period of January 1, 2015 through June 30, 2015 is identified as \$181,108 less the farebox of 10% for a net subsidy not to exceed \$162,997, with a marketing budget of \$9,055. Actual costs for the year reported to ICTC were \$152,387 in operational expense, and \$8,105 in marketing expenses for a combined total of \$160,492. See Exhibit C.

The service contract, dated September 24, 2014, states that the compensation for the IVT-Ride Calexico service line for the period of October 1, 2014 through June 30, 2015 is identified as \$325,527 less the farebox of 10% for a net subsidy not to exceed \$292,974, with a marketing budget of \$16,276. Actual costs for the year reported to ICTC were \$306,340 in operational expense, and \$12,646 in marketing expenses for a combined total of \$318,986. See Exhibit D.

The service contract, dated September 24, 2014, states that the compensation for the IVT-Ride Imperial service line for the period of October 1, 2014 through June 30, 2015 is identified as \$162,101 less the farebox of 10% for a net subsidy not to exceed \$145,891, with a marketing budget of \$8,105. Actual costs for the year reported to ICTC were \$144,382 in operational expense, and \$4,227 in marketing expenses for a combined total of \$148,609. See Exhibit E.

The service contract, dated September 24, 2014, states that the compensation for the IVT-Ride West Shores service line for the period of December 1, 2014 through June 30, 2015 is identified as \$54,619 less the farebox of 5% for a net subsidy not to exceed \$51,888, with a marketing budget of \$2,731. Actual costs for the year reported to ICTC were \$51,267 in operational expense, and \$2,766 in marketing expenses for a combined total of \$54,034. See Exhibit F.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-RIDE TRANSIT SERVICE PROGRAM
INTERNAL CONTROLS OVER CASH HANDLING PROCEDURES
FOR YEAR ENDED JUNE 30, 2015**

OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed First Transit, Inc. established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares contained in farebox and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

It was noted that empty fareboxes are placed inside the transit vehicle under dual custody. Drivers observe that boarding passengers place money inside the farebox and keep a log of boarding passengers separated by fare type. At the end of the day, each full farebox is removed, also under dual custody, and locked inside the vault. All cash fares are counted the following day by two staff members in a locked room. Once cash is counted it is placed in sealed deposit bags and kept under key until ready to be deposited at the bank.

During the performance of this review it was noted that variances are generated when comparing the number of passengers to the projected fare they are required to pay. Some passengers do not have the correct fare and this results in most of them paying more than the required fare. Frequently it results in positive fare variances since the passengers that overpay is larger than those that underpay. It is recommended to perform a cost benefit analysis of upgrading fareboxes to those that can make change, accept only U.S. currency and are able to accept other forms of payment. Actual fares and not projected fares are those fares reported to the ICTC as fares received.

CONCLUSION

We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-RIDE TRANSIT SERVICE PROGRAM
TRANSIT VEHICLES IN CUSTODY OF SERVICE PROVIDER
FOR YEAR ENDED JUNE 30, 2015**

OBJECTIVE

Review that transit vehicles property of the Imperial County Transportation Commission (ICTC) are used for the contracted IVT transit service as well as are maintained in a secure location when not in service, and are being serviced as scheduled.

PROCEDURES

Perform a site visit of the First Transit, Inc. Bus and Maintenance Yard located at 792 East Ross Road in the City of El Centro. Observed and evaluated the condition of every ICTC owned vehicle based on vehicle list provided by ICTC.

OBSERVATIONS

When not in operation the transit vehicles are maintained inside the fenced and gated bus yard. There is only one entrance and exit point and the gate is locked once all vehicles are in. There are several outdoor lights that light up the parked vehicles and around the Maintenance Shop. The Maintenance Shop has cameras inside as well as an alarm system that is activated by the last person to leave the Bus Yard and deactivated by the morning dispatcher. There were no cameras noted in the Bus Yard area. Each transit vehicle is equipped with several cameras outside and inside the vehicle and activated when in service.

Each transit vehicle was observed prior to the start of the service day. Each vehicle number and description was compared to the vehicle list provided by ICTC. Each vehicle was inspected inside and outside for any visible damage, farebox placement, and overall working condition. No issues were noted with the nine transit vehicles used for the IVT-Ride transit service.

Service files for each transit vehicle are maintained in an office inside the Maintenance Shop under the custody of the Maintenance Manager. They contain records of all maintenance and services performed to each transit vehicle.

CONCLUSION

It appears that First Transit, Inc. is properly maintaining the ICTC owned vehicles in a secure location and servicing them as scheduled or as required.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-RIDE TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

IVT Ride Brawley Service Line

<u>Date</u>	<u>Base Cost</u>	<u>Farebox</u>	<u>Net Subsidy</u>	<u>Fuel Escalator</u>	<u>Marketing</u>	<u>Net Cost and Total Paid to First Transit</u>
July, 2014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August, 2014	-	-	-	-	-	-
September, 2014	7,007	-	7,007	-	-	7,007
October, 2014	-	-	-	-	-	-
November, 2014	-	-	-	-	-	-
December, 2014	-	-	-	-	-	-
January, 2015	20,794	1,195	19,599	-	5,339	24,938
February, 2015	19,970	1,258	18,712	-	-	18,712
March, 2015	21,084	1,441	19,643	-	1,780	21,422
April, 2015	27,932	1,368	26,564	-	313	26,876
May, 2015	27,556	1,125	26,431	-	-	26,431
June, 2015	28,045	1,346	26,698	-	674	27,373
Total	\$ 152,387	\$ 7,732	\$ 144,655	\$ -	\$ 8,105	\$ 152,760

Contract Specifications

Paragraph 8.1.1.1

For Base Cost

and Base Subsidy

\$ 181,108	\$ 18,111	\$ 162,997
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Over (Under) Contract

Requirements

\$ (28,721)	\$ (10,379)	\$ (18,342)
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Farebox Ratio Actual

4.8%

Farebox Ratio Contract

10.0%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-RIDE TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

IVT Ride Calexico Service Line

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August, 2014	-	-	-	-	-	-
September, 2014	15,233	-	15,233	-	1,929	17,161
October, 2014	39,035	4,792	34,243	-	3,586	37,829
November, 2014	34,110	1,839	32,270	-	4,309	36,580
December, 2014	42,153	1,807	40,346	-	56	40,402
January, 2015	31,290	1,854	29,436	-	-	29,436
February, 2015	29,390	2,118	27,272	-	-	27,272
March, 2015	32,513	2,220	30,293	-	1,780	32,072
April, 2015	27,961	2,281	25,680	-	313	25,992
May, 2015	26,701	2,139	24,563	-	-	24,563
June, 2015	27,954	2,258	25,696	-	674	26,370
Total	\$ 306,340	\$ 21,309	\$ 285,031	\$ -	\$ 12,646	\$ 297,678

Contract Specifications
Paragraph 8.1.2.1
For Base Cost
and Base Subsidy

\$ 325,527	\$ 32,553	\$ 292,974
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Over (Under) Contract
Requirements

\$ (19,187)	\$ (11,244)	\$ (7,943)
-------------	-------------	------------

Farebox Ratio Actual

6.7%

Farebox Ratio Contract

10.0%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-RIDE TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

IVT Ride Imperial Service Line

Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August, 2014	-	-	-	-	-	-
September, 2014	6,702	-	6,702	-	-	6,702
October, 2014	22,626	1,399	21,227	-	1,430	22,657
November, 2014	21,485	692	20,793	-	-	20,793
December, 2014	12,927	661	12,265	-	30	12,295
January, 2015	13,450	598	12,852	-	-	12,852
February, 2015	12,958	521	12,437	-	-	12,437
March, 2015	13,501	603	12,897	-	1,780	14,677
April, 2015	13,580	601	12,979	-	313	13,292
May, 2015	13,281	587	12,695	-	-	12,695
June, 2015	13,872	679	13,193	-	674	13,867
Total	\$ 144,382	\$ 6,341	\$ 138,041	\$ -	\$ 4,227	\$ 142,267

Contract Specifications

Paragraph 8.1.3.1

For Base Cost
and Base Subsidy

\$ 162,101	\$ 16,210	\$ 145,891
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Over (Under) Contract
Requirements

\$ (17,719)	\$ (9,869)	\$ (7,850)
-------------	------------	------------

Farebox Ratio Actual

4.3%

Farebox Ratio Contract

10.0%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-RIDE TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2014 THROUGH JUNE 30, 2015**

All IVT-Ride Combined Services						
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost and Total Paid to First Transit
July, 2014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August, 2014	-	-	-	-	-	-
September, 2014	30,465	-	30,465	-	1,929	32,394
October, 2014	61,661	6,191	67,852	-	5,016	72,868
November, 2014	55,594	2,531	58,126	-	4,309	62,435
December, 2014	61,981	2,684	64,664	-	1,865	66,530
January, 2015	74,595	3,866	78,461	-	5,339	83,800
February, 2015	69,060	4,114	73,174	-	-	73,174
March, 2015	74,080	4,418	78,498	-	5,339	83,837
April, 2015	76,254	4,460	80,714	-	1,251	81,964
May, 2015	74,173	4,016	78,189	-	-	78,189
June, 2015	76,515	4,450	80,964	-	2,697	83,661
Total	\$ 654,377	\$ 36,730	\$ 691,107	\$ -	\$ 27,744	\$ 718,851
Combined Contract Specifications						
Base Cost and Base Subsidy	<u>\$ 723,355</u>	<u>\$ 69,605</u>	<u>\$ 653,750</u>			
Over (Under) Contract Requirements	<u>\$ (68,978)</u>	<u>\$ (32,874)</u>	<u>\$ 37,357</u>			
Operating Costs	<u>\$ 682,121</u>					
Farebox Ratio Actual	5.4%					

V. REPORTS

A. ICTC EXECUTIVE DIRECTOR

B. SCAG REPORTS

C. CALTRANS REPORTS



1405 N IMPERIAL AVE SUITE 1
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4497

Memorandum

Date: February 29, 2016
To: ICTC Management Committee
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the Management Committee Meeting on March 9, 2016.

- 1. Excellence in Transportation Award:** Caltrans presented the Excellence in Transportation Award to ICTC at the Commission meeting on February 24, 2016 for the Andrade Port of Entry (POE) – Quechan Crossing Transportation Enhancement (TE) Project. The Project completed pedestrian access and landscaping improvements along SR-186 at the Andrade/Algodones Port of Entry.
- 2. Essential Air Service (EAS) From Imperial Valley:** Following the sudden closure of Seaport Airline service in Imperial, the U.S. DOT issued an emergency RFP that closed on February 3, 2016. Three proposals were received. The proposals received were from Mokulele Airlines, Boutique Air, Inc. and Great Lakes Aviation, Ltd. Attached to this report are the proposals from each agency and below is a summary.
 - The proposer, Mokulele Airlines (a Hawaii based inter-island carrier) proposes aircraft similar to Sea Port with service to LAX and interoperability with Alaska, Air New Zealand and potential for others coming online. Mokulele offers ability for travel arrangements through major booking engines and governmental travel portals. Mokulele presented two options for service: a 2 year bid or a 4 year bid. In both bids Mokulele is offering 48 weekly trips between El Centro and Los Angeles and 48 weekly trips between Visalia and Los Angeles. The cost for the first year is \$2,240,634; second year \$2,128,169.
 - The proposer, Boutique Air Inc. is headquartered in San Francisco and has been in operation since 2007 as a charter service provider, and operating as a commuter operator since 2014. Boutique proposes an 8-9 seat, modern, pressurized Pilatus PC-12 aircraft, with a term of 2 years, and 24 nonstop roundtrips to LAX, and one potential roundtrip to Phoenix. Total subsidy request is \$3,817,747.
 - The proposer, Great Lakes Aviation, Ltd is based in Cheyenne, Wyoming and has been in operation for over 30 years. Great Lakes proposes 14 roundtrip flights from Imperial to Los Angeles and 14 roundtrip flights from Visalia to Los Angeles in Beech 1900-D aircraft. Great Lakes annual compensation requirement is \$2,654,475 and \$2,611,510 respectively.
- 3. Federal Triennial Review:** Every three years, the Federal Transit Administration (FTA) conducts an intensive review of practices and procedures to determine compliance with twenty-one (21) areas for the continued use of federal transit grant funding. The FTA review team visited ICTC on February 9th and 10th, 2016. The FTA review team visited transfer terminals and the bus operations yard, and talked with staff

from ICTC, Brawley, Imperial and El Centro and Imperial Valley Transit (IVT). The final draft report is anticipated within 30 days. The review was comprehensive and positive feedback was received on meeting many of the programmatic requirements, with minor direction for improvements.

4. **Regional Mobility Coordinator (Transit):** Recruitment has concluded for a new bilingual position at ICTC. This is a federally grant funded role that is a common position in transit service agencies. The primary duties will include public outreach, the certification and eligibility process for the Americans with Disabilities Act, mobility travel training and other interaction with seniors and persons with disabilities. The new employee will be introduced at the Management Committee meeting.
5. **Funding for Phase II of the Calexico West Port of Entry Project in the President's FY17 Budget – Press Release (Summary):** *“(February 9, 2016) – Rep. Juan Vargas (CA-51) announced the inclusion of \$248 million for the Calexico West Land Port of Entry (LPOE) reconfiguration and expansion project in the Fiscal Year (FY) 2017 budget released today. If approved, the funding would be sufficient to complete the project.”* As previously noted, Congress authorized \$98 million for Phase 1. The U.S. General Services Administration (GSA) began construction for Phase 1 in December 2015 with completion scheduled for January 2018.
6. **State Route 86 (Northbound) Border Patrol Checkpoint:** ICTC has initiated discussions with management and staff with Customs and Border Protections (CBP) Border Patrol regarding the potential to add a second inspection lane at this very busy checkpoint. Coordination efforts will follow with Border Patrol, Caltrans and the region to determine feasibility, costs and funding of required improvements within Caltrans right-of-way.
7. **ICTC High Desert Pathways to Commercialization Project:** ICTC is partnering with Antelope Valley Transit Authority (AVTA), Antelope Valley Air Quality Management District (AVQMD), and the Imperial County Air Pollution Control District (ICAPCD) to submit a grant under the California Air Resources Board (CARB) Zero-Emission Truck and Bus Pilot Commercial Deployment program. The project proposed will deploy a mixture of 23 zero emission battery electric buses. ICTC will acquire 6 of the 23 vehicles for a cost of \$2,700,000. The vehicles will operate in the cities of Brawley and El Centro on the established circulator routes. The project requires a 25% matching amount which totals \$675,000. ICTC is partnering with the ICAPCD, which has agreed to match ICTC's cash match amount of \$337,500, covering the required 25% match dollar amount. The grant is competitive and is expected to be awarded in the April/May 2016 time frame with potential implementation Fall 2017. David Salgado, Project Manager.
8. **Imperial County Transportation Commission Unmet Transit Needs (UTN) Hearing:** The annual Unmet Transit Needs (UTN) hearing was held on Thursday, February 11, 2016 at 3:30pm. The meeting was held at the City of Brawley Council Chambers located at 383 Main Street in the City of Brawley. Free bus transportation to the hearing was provided from the 7th and State St. Transit Transfer Terminal in the City of El Centro. A return trip back to 7th and State St. in El Centro was also provided at the conclusion of the hearing. The Second UTN Meeting to present alternatives and possible recommendations will be held on March 16, 2016 at the City of Brawley Council Chambers at 3:30 p.m. David Salgado, Project Manager
9. **Imperial County Regional Safe Routes to School (SRTS) Masterplan:** The Imperial County Safe Routes to School (SRTS) Regional Masterplan Project is underway. The consultant selected to carry out the study is Ryan Snyder and Associates. The project is funded by the Community Based Transportation Planning (CBTP) program administered by Caltrans. The local match was provided by the Southern California Association of Governments (SCAG) from the Sustainability Grant program. The community outreach and public workshop component of the project has been completed. Currently engineers cost estimates are under development. The final plan is scheduled for approval in March 2016. David Salgado, Project Manager
10. **Imperial–Mexicali Binational Alliance (IMBA):** An IMBA meeting is scheduled for March 10, 2016 at 10 a.m. at the Barbara Worth Country Club in Imperial County. Virginia Mendoza, Project Manager

11. **Calexico East Commercial Vehicle Port of Entry Expansion Project:** ICTC submitted the Calexico East Commercial Vehicle Port of Entry Expansion Project under the California Sustainable Freight Action Plan: Pilot Project Ideas. The project is a proposed public-private partnership for the construction costs of the freight elements of the Calexico East Expansion that include: bridge expansion, commercial vehicle primary inspection booths and road construction totaling \$30 million. The California Environmental Protection Agency Air Resources Board has reviewed the project ideas submitted and presented pilot project concepts at the Sustainable Freight Action Plan workshop held on February 1, 2016. The concepts presented in the workshop included “Advanced Technology Truck Fast Lane (Border)”. Additionally in December 2015, Safer Community Foundation, Inc. in partnership with the County of Imperial and ICTC submitted the expansion proposal to Customs and Border Protection through their “559 Donation Authority.”
12. **IVT RIDE Update:** The IVT Ride El Centro Service Area Request for Proposals (RFP) has been approved by Caltrans Procurement and was released to the public on February 8, 2016. Proposals are due on March 11, 2016 to ICTC. David Salgado, Project Manager
13. **IVT MedTrans Update:** The IVT MedTrans Request for Proposals (RFP) has been approved by Caltrans Procurement and was released to the public on February 19, 2016. Proposals are due on April 1, 2016 to ICTC. David Salgado, Project Manager
14. **Transit Vehicle Procurement Update:** ICTC has submitted an order for six smaller 25ft. cutaway transit vehicles to be operated on the fixed route services with lower ridership. Those vehicles will be purchased under the CalACT statewide cooperative purchasing agreement. All 6 vehicles will replace a mixture of leased and First Transit owned vehicles to eventually make the entire fixed route fleet owned by ICTC. The receipt of the vehicles should take place over the coming months with project completion scheduled for February 2016. ICTC is also currently working with a vendor to receive a quote for the five (5) 25ft. cutaway transit vehicles for the IVT RIDE – El Centro service, and, the IVT MedTrans projects as well.
15. **Regional Mobility Hubs Strategy for Imperial and San Diego:** This project funded by Caltrans will develop a Regional Mobility Hubs Implementation Plan for San Diego County and Imperial Valley. This project will be led by SANDAG in collaboration with ICTC. The focus of the plan will be to develop recommended improvements, conceptual designs, and implementation strategies for different mobility hub station place types for both regions. Consultant work is underway with preparation for a full range of stakeholder outreach. Virginia Mendoza, Project Manager

Mobility hubs provide an integrated suite of transportation services, supporting amenities, and urban design enhancements that reduce the need for single occupant vehicle trips by increasing first mile/last mile access to high-frequency transit stations. Mobility hubs are places of connectivity where different modes of transportation - walking, biking, ridesharing, and public transit – come together seamlessly at concentrations of employment, housing, shopping, and/or recreation. Hub features can include: bikeshare, carshare, neighborhood electric vehicles, bike parking, dynamic parking management strategies, real-time traveler information, real-time ridesharing, demand based shuttle or jitney services, bicycle and pedestrian facility improvements, wayfinding, urban design enhancements, and supporting systems like mobile applications, electric vehicle charging, smart intersections, and a universal payment system to make it easy to access a wide range of travel.

Mobility hubs can help maximize the capital investment in transit services and support the emphasis on smart growth and transit-oriented development. The project and Consultant team hosted an agency workshop in Imperial County on December 2, 2015. The meeting covered the study purpose, roundtable discussion of criteria for locating mobility hubs, amenity priorities, and what are potential locations. The Consultant team is planning a public outreach event in the first or second quarter of 2016.

16. **The San Diego State University / Imperial Valley College Transit Shuttle Analysis:** The Transit Shuttle Analysis will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staffs worked together with Imperial Valley College and San Diego State University staff to

complete the consultant selection process. SCAG staff completed the contract agreement with the selected consultant AECOM. Student surveys and campus workshops at SDSU-Calexico and IVC were held on Wednesday, November 18, 2015 and Thursday, November 19, 2015. The existing conditions analysis has been drafted and is under staff review. A second round of outreach is tentatively scheduled for late March / early April 2016. Virginia Mendoza, Project Manager

17. **Community of Niland Bus Stop Bench and Shelter Request:** The ICTC submitted a formal request to the California Department of Transportation (Caltrans) District 11 requesting their assistance in identifying a location for a bus stop bench and shelter in the Community of Niland along State Route 111 (SR-111). Caltrans and ICTC are finalizing a preferred location and any improvements necessary for installation of the bench and shelter.
18. **FALL 2015 SCAG “GO HUMAN” Campaign:** As a part of the SCAG Active Transportation Safety and Encouragement Campaign community outreach and advertising will kick off Fall 2015. SCAG is launching the “GO HUMAN” campaign with the goals of reducing traffic collisions in Southern California and encouraging the public to walk and bike more. ICTC has participated in the ongoing steering committee meetings with SCAG in order to help facilitate the planning and outreach efforts to occur in the Imperial County region. Those interested in participating in the “GO HUMAN” campaign please contact: Julia Lippe-Klein at lippe-klein@scag.ca.gov.
19. **California-Baja California Binational Region:** A Fresh Look at Impacts of Border Delays: Building upon previous Caltrans, SANDAG, and ICTC studies, this project will refine the economic models developed to assess economic impacts of delays at the land ports of entry (POEs) between the San Diego and Imperial Counties region and Baja California, Mexico, on the border region economies. It will also estimate greenhouse gas (GHG) emissions of passenger and commercial vehicles due to northbound and southbound border delays at the six California POEs, and propose strategies to reduce GHG emissions at the border region. Lastly, extensive outreach to government agencies, local border communities, and private sector stakeholders will be conducted. Extensive data collection and modeling work has been conducted on these areas by ICTC, SANDAG and other agencies, this project will build upon that work.

The critical economic link between San Diego and Imperial Counties, and Baja California border region has local, regional, statewide, and national importance in both the U.S. and Mexico, and as such, the economic impacts of delays at the border have been shown to be significant. Additionally, the GHG emissions impacts of these delays to border communities are unknown. This study will primarily address these two concerns. The project will be funding is provided by Caltrans, SANDAG, and in-kind contributions from ICTC.

20. **California's Road Use Charge Pilot:** In 2014, Legislature passed Senate Bill 1077 (SB 1077) directing California to conduct a pilot program to study the feasibility of a road charge as a replacement for the gas tax to pay for road maintenance and repairs. A 15-member technical advisory committee (TAC), composed of representatives from diverse interests, is now working to study the potential for a road charge and outline the parameters of the pilot program. The TAC will craft the parameters of the road charge pilot program by the end of 2015. Beginning no later than January 1, 2017, thousands of California drivers will make history by volunteering to participate in the road charge pilot program to test new approaches. The pilot program will be implemented by the California State Transportation Agency. The outcomes of the road charge pilot program will be reported back to the TAC, the California Transportation Commission (CTC), and the Legislature no later than June 30, 2018. The CTC will provide recommendations on the pilot program to the Legislature in December 2018. The Legislature will then decide whether and how to enact a full-scale permanent road charge program.
21. **Meetings attended on behalf of ICTC:**
 - February 9-10, 2016 – Caltrans FTIP/STIP Workshop in Sacramento (attended by Virginia Mendoza)
 - February 11, 2016 – Unmet Transit Needs Hearing at the Brawley Council Chambers
 - February 19, 2016 – Mobility 21 Executive Summit Steering Committee Meeting in Los Angeles
 - February 19, 2016 – County Transportation Commission CEOs'/SCAG Meeting in Los Angeles

- February 24, 2016 – Imperial County Transportation Update and Kickoff for the major I-8 repaving project in El Centro
- February 25, 2016 – Regional Safety Summit at Caltrans District 11
- February 26, 2016 – SANDAG Borders Committee in San Diego
- March 3, 2016 – SCAG Regional Council Meeting in Los Angeles



Hawaii's Favorite Island Hopper

Proposal to provide subsidized Essential Air Service for:

El Centro / Imperial, California
Visalia, California

OST – 2008 – 0299

OST – 2004 - I99I6



Correspondence with regard to this document should be addressed to:

Mr. Ron Hansen, CEO
Mokulele Airlines
P O Box 4409, Kailua-Kona, HI 96745
Telephone: 808.840.9002
Fax: 808.326.1266
E-mail: ron.hansen@mokulelehawaii.com



Mokulele Flight Service Inc, dba Mokulele Airlines hereby proposes the following response to DOT Emergency Order 2016-I-9 to provide Essential Air Service to the communities of El Centro and Visalia, California. Mokulele is pleased to present two options for service.

Please note that El Centro and Visalia are inseparable as presented. Should DOT only select Mokulele for only ONE community, the subsidy rate will need to increase \$200,000 per year in order to offset higher maintenance costs.

Option #1: Standard Two Year Bid

48 weekly frequencies between El Centro and Los Angeles Intl Airport for a cost of \$2,240,634

48 weekly frequencies between Visalia and Los Angeles Intl Airport for a cost of \$2,128,169

Option #2: Preferred Four Year Bid

48 weekly frequencies between El Centro and Los Angeles Intl Airport for each year –

1st year- \$2,240,634 2 – 4th years: \$2,115,634 – a \$375,000 savings!

48 weekly frequencies between Visalia and Los Angeles Intl Airport for each year –

1st year - \$2,128,169 2 – 4th years: \$2,003,169 – a \$375,000 savings!



Who are we?

Based in Kona, Hawaii, Mokulele was founded in 1994 as an inter-island charter & flight seeing airline, now currently offering service to nine destinations on five islands. The management team of Mokulele is highly experienced in the airline industry and has seized on the opportunity for expansion by providing greater efficiencies and operational controls. Mokulele is a “scheduled” FAA Part 135 Air Carrier with an excellent service record. Mokulele operates more than 120 daily flights and carries 22,000 passengers monthly with its fleet of ELEVEN NEW Cessna Grand Caravan 208EX aircraft and four Cessna Grand Caravan 208B aircraft.



Each market will receive:

- 24 roundtrip frequencies a week to LAX
- flights operated with 9 seat Cessna Grand Caravan 208B/208EX
- 2 qualified pilots on EVERY flight
- 99% or higher planned dispatch reliability
- Working to go into LAX to Terminal 6*
- Interline connectivity to Alaska, Air New Zealand, and other potentials coming on line**
- Full distribution in all the major booking engines and government travel portals
- Affordable fares
- Mokulele Ali'i program will be extended to California, providing for free changes, baggage fee waivers, and reduced fares depending on productivity
- Spare aircraft in the network
- Extra flight crew placed in system on “reserve” or standby should there be a shortage or illness
- 9 passenger van in each city for guest recovery efforts



*Terminal 6 is our expected location, however this is dependent on finalization of discussions and contracts with LAWA

** We are in active talks with 2 international carriers and a domestic carrier that serve LAX and also feed our Hawai'i network

- Children receive 25% off our regular, everyday fares
- Pets **always** fly free
- Free carry-on luggage, up to 15 pounds
- Baggage fees starting at \$20 per piece – California residents will receive 1st bag free during initial start-up phase
- Ability to carry 2 or more bags per passenger, even when booked to 9
- \$20 fee for phone reservations, PER booking, NOT per passenger
- \$25 change fee for most fares
- \$25 fee to change a name on a reservation
- Ticket counters will be staffed during normal business hours; no fee at counter for purchasing tickets
- Discounts for U.S. Military & Coast Guard
- Social media discounts for last minute tickets
- Fares bookable on our website 24 hours a day, including cancels & changes via our booking portal
- Very active & responsive on social media & email
- Ali'i program rewards our business partners, where they can earn discounts on airfare, change fee waivers and free baggage
- Simple frequent flyer program – fly 12 segments, get 1 free
- Very active in our communities with donations, free tickets
- We advertise in local newspapers, radio, and television
- Partnered with the American Cancer Society to help transport cancer patients & caregivers in Hawai'i **AND** Angel Flight West– we will do the same in your communities

Our statistics....

Planes:

11 NEW build Cessna 208B & EX Grand Caravan
4 late 1990s Cessna 208B Grand Caravans

Pilots:

86, with hundreds of applicants in our "inbox"

Completion Rate for January 2016:

98.8%

Ontime rate for January 2016:

94.6%

Flights cancelled due to crew shortage in 2015:

0

Number of EAS routes flown:

1 – Kamuela/Waimea, Big Island

Pax flown to/from Kamule in 2015:

9,714

Pax flown the year BEFORE Mokulele:

16

Percentage of EAS revenue ratio to total revenue:

1.8%

Year we were born:

1994 by Hawaiian native Kawehi "Rebecca" Inaba

that's right... no pilot shortage at Mokulele

- > 86 pilots currently on payroll
- > over 250 applicants wanting to come fly
- > over 80% of our FO's will upgrade to Captain and continue flying at Mokulele
- > This includes our 3 out-station bases in Pennsylvania
- > We have a large number of captains with 6 years seniority or higher



Everyone has a lot of baggage

“Standard” baggage allowance on Mokulele is...



One carry-on, up to
15#s, free of charge



Up to two CHECKED BAGS, weighing
up to 50#s each for \$20 for the first
bag, \$25 for the 2nd.

some comments from social media...

 **Sikuka Kuresa Tuivailala** I love flying Mokulele Airlines. Service is awesome and it's just so very convenient. Bigger airlines have such bad service. Keep up the good work Mokulele!
Unlike · Reply · Message ·  3 · January 13 at 2:25pm

 **Mokulele Airlines** Mahalo!!
Like · Reply ·  1 · Commented on by Jen Hansen Ladedá [?] · January 26 at 12:50am

 **Sikuka Kuresa Tuivailala** I flew with the owner once, from Kona to Kapalua. Very nice, soft spoken man. I was shocked he spoke to me. It just shows the kind of character leads the airline. Interacts with anyone with a smile. Mokulele, is a certain 5 stars airline. Thank you Mokulele for your awesome customer service and aliha spirit.
Unlike · Reply · Message ·  1 · January 26 at 1:53am

 Write a reply...

 **Karen Hekekia** It sucks for Hilo people cause we don't have they're flights. We usta' have Aloha Island Air and Pacific Wings too. I loved riding the smaller planes cause the view of the waterfalls, whales etc. was so majestic. Miss out on the bigger planes.
Unlike · Reply · Message ·  4 · January 12 at 2:17am

 **Mokulele Airlines** Karen Hekekia we would love to fly to Hilo but after much market analysis we are not able to provide a competitive rate in that market 😊
Like · Reply ·  1 · Commented on by Wind On Water Communications [?] · January 12 at 3:52pm

 Unlike · Reply · Message ·  3 · January 10 at 9:04pm

 **Mokulele Airlines** Carrie we wish we could fly to Kauai too! But sadly it's a little to far away from Oahu for our current fleet. 😊
Like · Reply ·  1 · Commented on by Wind On Water Communications [?] · January 11 at 7:54pm

 **Alexander S. Petok Jr.** Mokulele Airlines.....I'm flying out of Maui in a week...Any good deals?
Unlike · Reply · Message ·  1 · January 12 at 8:13pm

 **Mokulele Airlines** Always! Which airport are you flying from? Kahului, Kapalua or Hana and what is your final destination?
Like · Reply · Commented on by Wind On Water Communications [?] · January 12 at 8:16pm

 View more replies

 **Jane Jamie McGunn** I don't mind flying out of Waimea, I live in Hilo, mokulele is the only way to go, if can!
Unlike · Reply · Message ·  3 · January 14 at 11:39am

 **Mokulele Airlines** Mahalo!!!
Like · Reply · Commented on by Wind On Water Communications [?] · January 14 at 3:32pm

 **Shane Lono** Do you only fly to Maui and Molokai?
Like · Reply · Message · January 12 at 2:26am

 **Mokulele Airlines** We also fly to Kona and Waimea. 9 airports total!
Like · Reply ·  1 · Commented on by Wind On Water Communications [?] · January 12 at 11:52am

 **Moretta Balai** I never did fly on Mokulele yet ...
Unlike · Reply · Message ·  1 · January 11 at 8:42pm

 **Mokulele Airlines** Try us!!
Like · Reply ·  1 · Commented on by Wind On Water Communications [?] · January 12 at 11:52am

 **Kirk Tolai** Id like to take you, yes you pilot, out to dinner. You, me, candle light, and a sunset over the waters of waikiki. What do u say?
Unlike · Reply · Message ·  1 · January 11 at 11:50pm

 **Lance Furuyama** Maybe Friday, I'm working til then.

- 

Jamie Perreira Tracey Librando Souza Kayzlen Lono Mili Librando ...Just booked my flight from Kona to Kahului!!! Will you be having any evening flights on Sunday, Dec 27? I would love to change my flight to that date. 😊

Unlike Reply 👍 1 · December 17, 2015 at 5:50pm · Edited

↳ 10 Replies
- 


Christine Medeiros Mahi Please come to Hilo!!!

Unlike Reply Message 👍 3 · December 17, 2015 at 8:07pm
- 

Jonell O'Brien What about from Kalaeloa?

Unlike Reply Message 👍 2 · December 18, 2015 at 10:29am
- 

Charlotte Flanagan Love this airline!!!

Unlike Reply Message 👍 2 · December 17, 2015 at 10:20pm
- 

Michele Missy McFadden Going to book flights

Unlike Reply Message 👍 2 · December 17, 2015 at 10:37pm
- 

Liana Bishop Wow come back to see us !!!!

Unlike Reply Message 👍 1 · December 18, 2015 at 8:53pm
- 


Mamo Lei Wow, I just got back from Molokai.

Unlike Reply Message 👍 2 · December 18, 2015 at 5:46pm
- 

Faith Kaolulo Awesome ... 😊

Unlike Reply Message 👍 1 · December 18, 2015 at 11:07pm
- 

Arlene Arturo Kahahane Ake Omg....

Unlike Reply Message 👍 1 · December 19, 2015 at 11:05pm
- 


Mamo Lei Wow! What a deal.

Unlike Reply Message 👍 1 · December 18, 2015 at 5:43pm
- 

Gail Martin Love um

Unlike Reply Message 👍 1 · December 20, 2015 at 7:15pm
- 

Kehau Cobb-Adams Kahookano Mokulele nothing from the best destination Kalaeloa?

Like Reply Message 👍 5 · December 17, 2015 at 6:52pm
- 

Michelle Fitts I use them from Kapalua to Honolulu and return! So convenient and fun!

Like Reply Message · December 20, 2015 at 8:00am
- 

Irene Perrigo Eklund Love Mokulele Airlines. ❤️

 **Luc La** ▸ Mokulele Airlines
January 28 at 5:35pm · 🌐

Kobe loves fling on Mokulele Airlines



2 Likes 1 Comment

👍 Like 💬 Comment ➦ Share

 **Leigh Fitzgerald** ▸ Mokulele Airlines
January 9 at 7:27am · 🌐

I fly Mokulele with my mom because it helps take her to work everyday but bring her home to my family each night . Love, Nel (age 4 weeks in photo)



24 Likes

Our communities and customers love us.... so why not let your community have an airline they can be proud of and say the same things?!?!

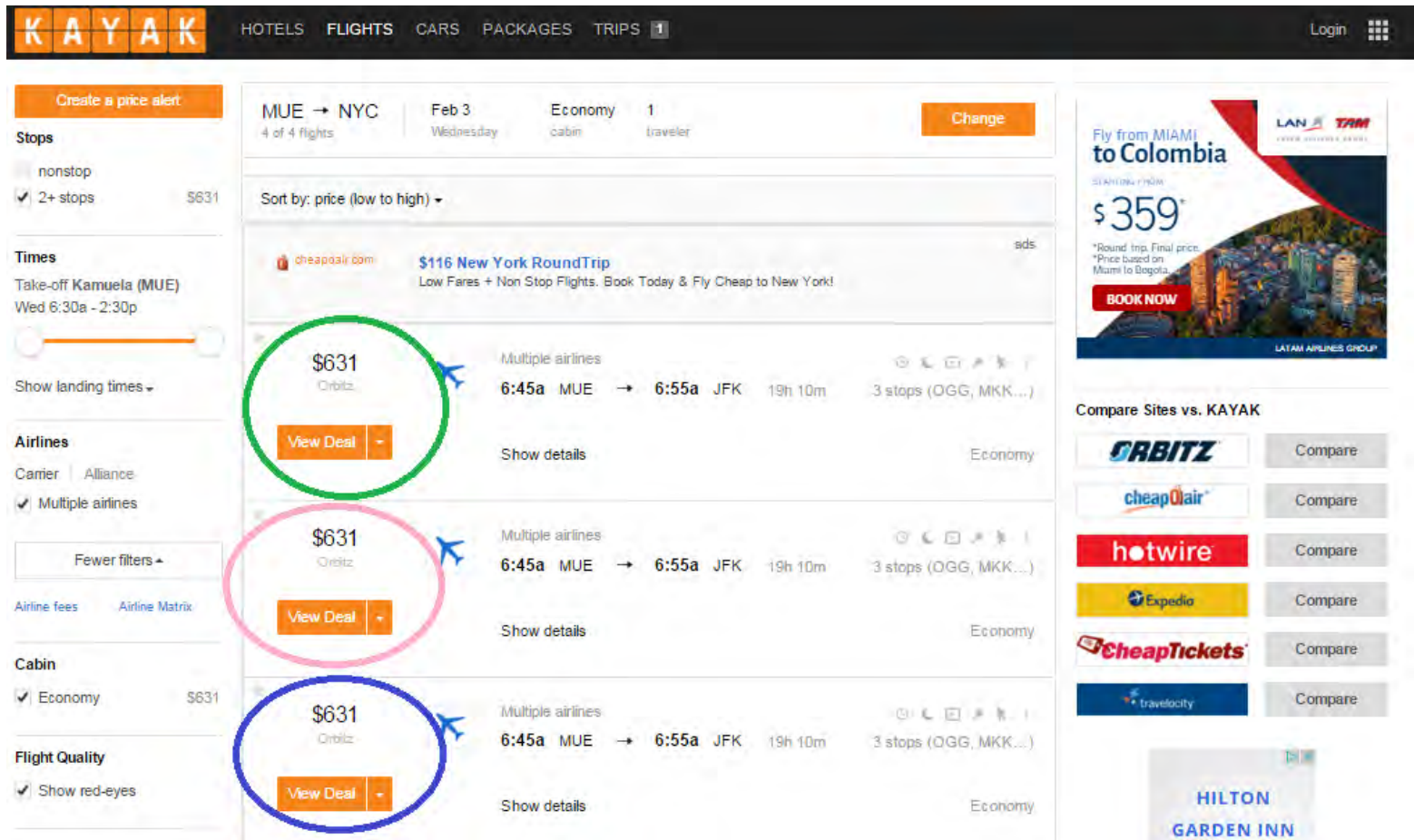


Mokulele Airlines meets the core criteria of the EAS program – notably CONNECTIVITY TO THE WORLD. All flights are sold and marketed in all the major GDS systems, and we active interline agreements with Alaska Airlines, Air New Zealand, Island Air, and Hahn Air. (we also have a few extras coming up in 2016).

Visibility is KEY to making your markets work.... We've been doing this for years and have the relationships and proven experience that travel agents and industry suppliers trust.



Many travelers rely on sites like Kayak.com, Expedia, and Orbitz for travel planning. Mokulele flights and connections are clearly visible when searching from our own EAS market – Kamuela/Waimea.



KAYAK HOTELS FLIGHTS CARS PACKAGES TRIPS 1 Login

Create a price alert

MUE → NYC Feb 3 Wednesday Economy cabin 1 traveler [Change](#)

Sort by: price (low to high) ▾

\$116 New York Round Trip
Low Fares + Non Stop Flights. Book Today & Fly Cheap to New York!

Price	Carrier	Class	Time	Duration	Stops	Action
\$631	Multiple airlines	Economy	6:45a MUE → 6:55a JFK	19h 10m	3 stops (OGG, MKK...)	View Deal
\$631	Multiple airlines	Economy	6:45a MUE → 6:55a JFK	19h 10m	3 stops (OGG, MKK...)	View Deal
\$631	Multiple airlines	Economy	6:45a MUE → 6:55a JFK	19h 10m	3 stops (OGG, MKK...)	View Deal

Compare Sites vs. KAYAK

- [ORBITZ](#) Compare
- [cheapOair](#) Compare
- [hotwire](#) Compare
- [Expedia](#) Compare
- [CheapTickets](#) Compare
- [travelfactory](#) Compare

HILTON GARDEN INN

And speaking of Waimea/Kamuela, Big Island, Hawai'i..



Kamuela (Kohala Coast)

Weekly Frequencies
 Completion Factor
 Annual Departures
 Block Time (in minutes)
 Annual Block Hours
 Stage length (statute miles)
 Available Seat Miles (9 seats)
 Load Factor
 Passengers
 Revenue Passenger Miles
 Average Fare

Kamuela to Kahului Option #2 - Year 1	
24	
99%	
1224	
0.7	
857	
79	
870264	
28%	
3060	
241740	
\$63.26	
\$68 fare	
\$193,562.79	
\$12,240.00	
<u>\$205,802.79</u>	

Revenue:	
Passenger	
Ancillaries	\$4.00 per passenger
Total Revenue	

Assumptions	
Fuel Cost P/Gal	\$3.50
Fuel Burn Gallons P/Hr	55.00

We've added a 3rd flight during peak months, more flights to the community means better use of the airport

We've met the 99% controllable completion factor, easy.

2015 saw 9,714 pax, NOT 3,000
 Select us and let us try to do this in YOUR communities!

Local airports and airlines can “combat” this by doing extensive advertising and marketing however the power of being in the major booking engines AND showing connections will greatly increase ridership and success of the airline at your local airport... so while other airlines may be bidding for service at your community, simply asking if they are visible is one thing, but are they bookable is another!

Los Angeles - Terminal 6 snapshot

Our requested gate space in LAX is at Terminal 6 – which offers INSIDE CONNECTIONS (MEANING YOU DON'T HAVE TO EXIT SECURITY!) to ALL the SOUTH terminals – 4,5,6,7, and 8. This covers over 66% of LAX's departures! And interline partner Alaska Airlines flies to almost 20 destinations from LAX!

Alaska Destinations

Seattle
 Portland
 Anchorage
 Washington Natl/Reagan
 Baltimore
 Salt Lake city
 Vancouver
 Medford
 Mammoth Lakes
 Monterey
 Santa Rosa
 Sun Valley
 Gunnison
 Liberia, Costa Rica
 San Jose, Costa Rica
 Ixtapa
 Manzanillo
 Mazatlan
 Cabo San Lucas
 Loreto

Los Angeles International Airport (LAX)



Sample Flight Schedule for both IPL & VIS

Proposed start date: 21 March – 4 April 2016 Window (30 days after DOT award, if not earlier)

FROM Imperial, CA [IPL]

TO Los Angeles Intl [LAX]

5:40a	7:05a	100	0	XSA/SU
7:20a	8:45a	104	0	SA
10:00a	11:25a	111	0	XSA
11:05a	12:30p	115	0	SA
3:00p	4:25p	102	0	XTU/SA
6:30p	7:55p	113	0	XSA

FROM Los Angeles Intl [LAX]

TO Imperial, CA [IPL]

7:50a	9:15a	110	0	XSA/SU
9:10a	10:35a	114	0	SA
12:00p	1:25p	101	0	XSA
2:05p	3:30p	105	0	SA
4:20p	5:45p	112	0	XTU/SA
9:30p	10:55p	103	0	XSA

TO Visalia, Ca [VIS]

7:35a	9:00a	100	0	XSA/SU
10:00a	11:25a	104	0	SA
12:05p	1:30p	111	0	XSA
1:30p	2:55p	115	0	SA
5:15p	6:40p	102	0	XTU/SA
9:10p	10:35p	113	0	XSA

FROM Visalia, Ca [VIS]

TO Los Angeles Intl [LAX]

5:50a	7:15a	110	0	XSA/SU
7:00a	8:25a	114	0	SA
9:55a	11:20a	101	0	XSA
12:10p	1:35p	105	0	SA
2:20p	3:45p	112	0	XTU/SA
7:00p	8:25p	103	0	TU
7:20p	8:45p	103	0	XTU/SA

And what about when things don't go well..

We can't realistically plan for everything. But when things go wrong we will do our best to take care of our guests.

We will have comfortably configured vans in our locations to drive our guests to the nearest airport should there be an unrecoverable delay/cancellation. And when Visalia gets socked in due to clouds or fog, we are working on an agreement to use the Fresno Airport, so that when the plane lands, we board our guests flying Visalia to LAX out of the Fresno terminal, and when the plane from LA arrives, guests will collect their bags in Fresno and hop in our van for the drive to Visalia.

We presently do this in our high-end destination of Kapalua/West Maui. JHM Airport gets hit by crosswinds or other weather that doesn't allow for our scheduled operations – we simply fly to Kahului and then our staff will drive the guests to Lahaina/Kapalua. The last big airline to fly to JHM would simply cancel the flight – leaving the customers looking for their own way.



Just think, this could be you...




Hot Rates

- \$37** one way*
Molokai to Kahului
- \$48** one way*
Kalaheo to Molokai
- \$50** one way*
Honolulu to Molokai
- \$74** one way*
Waimea to Kahului
- \$77** one way*
Hona to Kapalua to Kahului
- \$80** one way*
Kapalua to Honolulu

*Price includes tax and fees. Seating at these prices are limited and available online. Rates subject to change, valid through 9/30/15.

Just think, this could be you...





Mokulele Airlines is a Hawaiian based airline. We've been focused on our core routes and have weathered many storms; including hurricanes, government shut downs, increased competition, failed competitors (yet we did NOT raise prices!), and a few economic recessions in Hawai'i. Yet our model still survives; because we empower our team to deliver a HIGH QUALITY product that your community can be proud of.

Our growth to California is only to help augment our overall operations. We aren't here to just chase the government money, we are here because we feel we can deliver air service your community deserves.

Please select Mokulele Airlines as your preferred airline for the Emergency RFP & continue your 9 seat waiver. We promise to NOT let you down!

Sincerely,

Ron Hansen & all 290 team members



The Numbers - Joint, Standard Award

Mokulele Airlines California EAS Proposal

		Year 1	
Market		IPL-LAX	VIS-LAX
Flts/day		4	4
		Req VIS	*Req IPL*
Miles		181	173
Block Hours/Segment		1.2	1.25
Frequency/Week		48	48
Completion Factor		99%	99%
Annual departures		2471	2471
Annual block hours		2965.2	3088.8
Est Load Factor		55%	65%
Est Pax		12232	14456
Est Fare		\$ 73.86	\$ 83.16
Ancillary		\$ 92,000.00	\$ 105,000.00
Total Revenue		\$ 995,435.21	\$ 1,307,166.71
Flt Ops		\$ 385,482.24	\$ 401,544.00
Ow nership		\$ 450,000.00	\$ 450,000.00
Maintenance		\$ 518,918.40	\$ 581,000.00
Fuel		\$ 370,656.00	\$ 386,100.00
Reserves		\$ 280,000.00	\$ 300,000.00
Insurance		\$ 60,000.00	\$ 60,000.00
Reservations/Distribution		\$ 90,000.00	\$ 110,000.00
Marketing		\$ 30,000.00	\$ 45,000.00
Admin		\$ 200,000.00	\$ 245,000.00
Airport Ops		\$ 747,760.00	\$ 747,760.00
			95
Expenses		\$ 3,132,816.64	\$ 3,326,404.00

		Year 1	
Market		IPL-LAX	VIS-LAX
Flts/day		4	4
		Req VIS	*Req IPL*
Income (loss)		\$ (2,137,381.43)	\$ (2,019,237.29)
Profit Element		\$ 103,252.83	\$ 108,932.20
Subsidy		\$ (2,240,634.26)	\$ (2,128,169.49)
Subsidy/Pax		\$ (183.18)	\$ (147.22)
Year 2 - 4 Subsidy		\$ 2,115,634.26	\$ 2,003,169.49
Subsidy / pax		\$ 144.14	\$ 115.48

The above bid is **ONLY** valid if the Department selects Mokulele at **BOTH** communities and does not award a 4 year award.

The Numbers - Joint Four Year Award

City	Year I Subsidy	Year I per pax	Year 2-4 Subsidy	Year 2-4 per pax
El Centro /Imperial	\$2,240,634.26	\$183.18	\$2,115,634.26	\$144.14
Visalia	\$2,128,169.49	\$147.22	\$2,003,169.49	\$115.26

Above bids are only if the Department does select Mokulele for BOTH communities and requires a 4 year award.

The Numbers - Separate Four Year Award

City	Year I Subsidy	Year I per pax	Year 2-4 Subsidy	Year 2-4 per pax
El Centro /Imperial	\$2,390,634.26	\$195.45	\$2,265,634.26	\$185.23
Visalia	\$2,278,169.49	\$185.23	\$2,153,169.49	\$148.95

Above bids are only if the Department does not select Mokulele for BOTH communities and requires a 4 year award.



BOUTIQUE AIR
548 Market St
San Francisco, CA
415.449.0505

About Boutique Air

Our Story

Headquartered in San Francisco, California, Boutique Air has been in operation since 2007. We began by flying fire surveillance missions for the U.S. Forestry Service and Bureau of Land Management. We evolved to provide air charter services from the Burbank, Hawthorne, Las Vegas and Redding airports with our Pilatus and Cessna fleet of aircraft. As a charter operator we have received certifications from both industry leading safety organizations, ARG/US and Wyvern. Boutique Air has pilots that are highly experienced and hold the most advanced FAA ratings - a key reason for our continued perfect safety record.

In July of 2012 Boutique Air applied for commuter operating authority from the Department of Transportation. We quickly passed tests on financial fitness and management competency, receiving authority for scheduled service in January of 2013.

We began scheduled service between Los Angeles and Las Vegas in January of 2014.

We have worked to develop our distribution channels. We have connections in place with all of the major Global Distribution Systems (GDSs), which travel agents use to access the market. You will find us on Worldspan and Apollo (Travelport), Sabre, and Amadeus. In addition, we are on the major Online Travel Agencies (OTAs), including Expedia, Travelocity, Priceline, Orbitz, CheapTickets, and CheapOAir.

EAS Contracts

<u>Route</u>	<u>Start Date</u>
Clovis (CVN) - Dallas (DFW)	July 15, 2014
Silver City (SVC) - Albuquerque (ABQ)	January 5, 2015
Carlsbad (CNM) - Dallas (DFW)	June 1, 2015
Carlsbad (CNM) - Albuquerque (ABQ)	June 1, 2015
Alliance, NE (AIA) - Denver (DEN)	July 1, 2015
Chadron, NE (CDR) - Denver (DEN)	July 15, 2015
Show Low AZ (SOW) - Phoenix (PHX)	August 1, 2015
Merced, CA (MCE) - Los Angeles (LAX)	October 5, 2015
Merced, CA (MCE)- Oakland (OAK)	October 5, 2015



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<u>Route</u>	<u>Start Date</u>
Merced, CA (MCE) - Las Vegas (LAS)	November 1, 2015
Phoenix, AZ (PHX) - Las Vegas (LAS)	November 1, 2015
Los Alamos (LAM) - Albuquerque (ABQ)	November 1, 2015
Greenville, MS (GLH) - Dallas (DFW)	November 10, 2015
Greenville, MS (GLH) - Nashville (BNA)	November 10, 2015
Muscle Shoals, AL (MSL) - Nashville (BNA)	February 15, 2016
Muscle Shoals, AL (MSL) - Atlanta (ATL)	February 15, 2016
Moab, UT (CNY) - Salt Lake City (SLC)	March 1, 2016
Moab, UT (CNY) - Denver (DEN)	March 1, 2016
Vernal, UT (CNY) - Denver (DEN)	March 1, 2016

Special Note on Boutique Air's TSA Security Program

During early 2015, Boutique Air has been working with the TSA and DHS on obtaining a full security program. This security program will allow Boutique Air to operate from sterile airport locations allowing our passengers a seamless and more efficient travel experience by only having to go through Airport/TSA security once. We began sterile security operations from EAS communities in Nebraska and Arizona to and from Denver International Airport and Phoenix Sky Harbor International Airport in June. The TSA approved Boutique Air's full AOSSP Security Program in June 2015. We continue to grow our EAS route network with the addition of Merced, CA and Greenville, MS which includes operations from LAX, OAK, LAS, and BNA.

Special Note on Boutique Air's Advertising

In order to increase brand recognition in the community, Boutique Air will spend at least \$20,000 per year on advertising & marketing to make El Centro's air service a success. We will utilize a combination of radio, print, billboard, TV, and internet advertising.

Special Note on Service Start Date

Boutique Air will begin service 60-90 days after the DOT issues the order selecting Boutique Air as the EAS Carrier. Boutique air will start service as early as operationally possible.



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What People Are Saying About Boutique Air

*Boutique Air PC-12, one of the **best turboprop aircraft** on the market!... Give them a try!!*

-Tarek A. via Yelp.com

*We also feel that the PC-12 aircraft bid by Boutique Air presents the **safest and most comfortable option for the traveling public.***

-Hon. Mayor David Lansford in Recommendation Letter
City of Clovis, NM

*Flew with Boutique from LA to Vegas and back and must say I was extremely surprised. From the ease of check-in, To the flight itself, **the whole process was great.** Price was competitive with any other airline out there. I plan on flying boutique for all my Vegas outings, and may even look into renting the whole plane for a group trip. Thanks Boutique!*

-Kevin J. via Yelp.com

*We find that Boutique Air is fit, willing and able to operate as a commuter air carrier, and **capable of providing reliable Essential Air Service...***

-Susan L. Kurland in Clovis EAS Award
Asst. Sec. for Aviation and International Affairs
US DOT

*Right now Boutique Air is **a very cool secret.***

-Examiner.com

*Flew with Boutique Air from LA to Las Vegas round trip and it was a great experience. **Good service, on time departures, and a hassle free and nice way to travel** in general. A really nice pilot and copilot as well.*

-Patrick S. via Yelp.com

***Smooth flights and personable staff** are part of the experience...*

-Clovis News Journal



BOUTIQUE AIR
548 Market St
San Francisco, CA
415.449.0505

Route Map





BOUTIQUE AIR
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San Francisco, CA
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Aircraft

Boutique Air currently flies a fleet of 11 Pilatus PC-12 aircraft. We operate a modern fleet of aircraft ranging from 2004-2007. All flights are flown by Captains with over 1200 hours of flight experience and an instrument rating. While we are certified to fly single pilot we opt to fly with a two member crew.

- 8 Passenger Executive Configuration OR 9 Passenger Commuter Configuration
- Pressurized Cabin
- Power Outlets
- Enclosed Lavatory

Photos of Boutique Air Aircraft





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Photos of Boutique Air Aircraft





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Reliability & Performance
Clovis, NM (CVN)

CVN	Date range	Scheduled	Flown	Cancelled Weather	Cancelled Other	Passengers	Pax per Flight	Completion Factor
July 2014	7/15 to 7/31	90	84	2	4	167	1.99	93.3%
August 2014	8/1 to 8/31	156	154	0	2	551	3.58	98.7%
September 2014	9/1 to 9/30	156	156	0	0	658	4.22	100%
October 2014	10/1 to 10/31	162	162	0	0	788	4.86	100%
November 2014	11/1 to 11/30	150	148	2	0	732	4.95	98.7%
December 2014	12/1 to 12/31	158	158	0	0	837	5.30	100.0%
January 2015	1/1 to 1/31	162	152	10	0	734	4.83	93.8%
February 2015	2/1 to 2/28	144	140	4	0	707	5.05	97.2%
March 2015	3/1 to 3/31	160	158	2	0	881	5.576	98.8%
April 2015	4/1 to 4/30	154	152	2	0	857	5.638	98.7%
May 2015	5/1 to 5/31	160	158	0	2	882	5.582	98.8%
June 2015	6/1 to 6/30	154	154	0	0	854	5.545	100%
July 2015	7/1 to 7/31	160	160	0	0	828	5.175	100%
August 2015	8/1 to 8/31	160	158	0	2	770	4.873	98.8%
September 2015	9/1 to 9/30	152	152	0	0	745	4.90	100%
October 2015	10/1 to 10/31	161	159	2	0	781	4.91	98.8%
November 2015	11/1 to 11/30	156	146	10	0	638	4.37	94%
December	12/1 to	154	142	12	0	596	4.20	92.2%



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2015	12/31							
Totals		2749	2693	46	10	13,006	4.83	97.9%

Silver City, NM (SVC)

SVC	Date range	Scheduled	Flown	Cancelled Weather	Cancelled Other	Pax.	Pax. per flight	Completion factor
January 2015	1/5 to 1/31	187	187	0	0	186	0.99	100%
February 2015	2/1 to 2/28	192	190	2	0	452	2.38	99%
March 2015	3/1 to 3/31	213	213	0	0	503	2.36	100%
April 2015	4/1 to 4/30	208	208	0	0	587	2.82	100%
May 2015	5/1 to 5/31	208	204	0	4	715	3.51	98.1%
June 2015	6/1 to 6/30	208	208	0	0	712	3.42	100%
July 2015	7/1 to 7/31	216	214	0	2	760	3.55	99.1%
August 2015	8/1 to 8/31	208	208	0	0	761	3.66	100%
September 2015	9/1 to 9/30	208	208	0	0	762	3.66	100%
October 2015	10/1 to 10/31	210	210	0	0	832	3.96	100%
November 2015	11/1 to 11/30	205	205	0	0	690	3.37	100%
December 2015	12/1 to 12/31	206	204	0	2	672	3.29	99%
Totals		2469	2459	2	8	7631	3.10	99.9%



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Carlsbad, NM (CNM)

CNM	Date range	Scheduled	Flown	Cancelled Weather	Cancelled Other	Pax.	Pax. per flight	Completion factor
June 2015	6/1 to 6/30	104	104	0	0	409	3.93	100%
July 2015	7/1 to 7/31	108	108	0	0	563	5.21	100%
August 2015	8/1 to 8/31	104	104	0	0	492	4.73	100%
September 2015	9/1 to 9/30	104	104	0	0	478	4.596	100%
October 2015	10/1 to 10/31	105	105	0	0	475	4.524	100%
November 2015	11/1 to 11/30	102	102	0	0	458	4.490	100%
December 2015	12/1 to 12/31	108	94	14	0	370	3.936	87%
Totals		735	721	14	0	3245	4.50	98%

Alliance, NE (AIA)

AIA	Date range	Scheduled	Flown	Cancelled Weather	Cancelled Other	Pax.	Pax. per flight	Completion factor
July 2015	7/1 to 7/31	108	108	0	0	217	2.01	100%
August 2015	8/1 to 8/31	104	104	0	0	275	2.64	100%
September 2015	9/1 to 9/30	104	102	2	0	253	2.48	98.1%
October 2015	10/1 to 10/31	106	105	1	0	364	3.47	99.1%
November 2015	11/1 to 11/30	102	98	4	0	296	3.02	96.1%
December 2015	12/1 to 12/31	104	95	9	0	366	3.85	91.3%
Totals		628	612	16	0	1771	2.91	97%

Chadron, NE (CDR)

CDR	Date range	Scheduled	Flown	Cancelled Weather	Cancelled Other	Pax.	Pax. per flight	Completion factor
July 2015	7/15 to 7/31	60	60	0	0	175	2.92	100%
August 2015	8/1 to 8/31	104	104	0	0	540	5.19	100%



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September 2015	9/1 to 9/30	104	102	2	0	391	3.83	98.1%
October 2015	10/1 to 10/31	105	105	0	0	373	3.55	100%
November 2015	11/1 to 11/30	103	103	0	0	336	3.26	100%
December 2015	12/1 to 12/31	104	99	5	0	373	3.76	95.1%
Totals		580	573	7	0	2018	3.48	99%

Show Low, AZ (SOW)

SOW	Date range	Scheduled	Flown	Cancelled Weather	Cancelled Other	Pax.	Pax. per flight	Completion factor
August 2015	8/1 to 8/31	160	160	0	0	626	3.91	100%
September 2015	9/1 to 9/30	152	152	0	0	739	4.86	100%
October 2015	10/1 to 10/31	160	160	0	0	669	4.18	100%
November 2015	11/1 to 11/30	156	154	2	0	390	2.53	99%
December 2015	12/1 to 12/31	152	152	0	0	458	3.01	100%
Totals		780	778	2	0	2882	3.70	99.9%

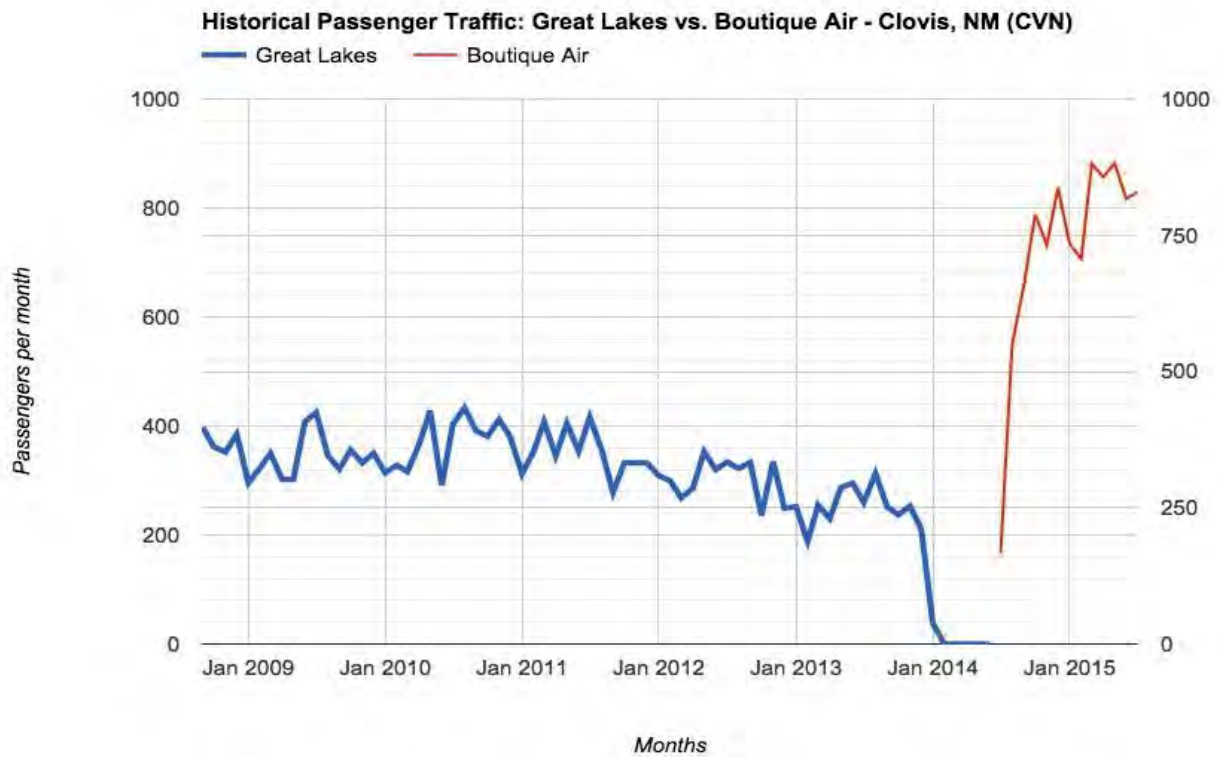
Merced, CA (MCE)

MCE	Date range	Scheduled	Flown	Cancelled Weather	Cancelled Other	Pax.	Pax. per flight	Completion factor
October 2015	10/1 to 10/31	225	225	0	0	654	2.907	100%
November 2015	11/1 to 11/30	322	320	2	0	1048	3.275	99.4%
December 2015	12/1 to 12/31	328	314	6	8	1096	3.490	96%
Totals		875	859	8	8	2798	3.22	98%



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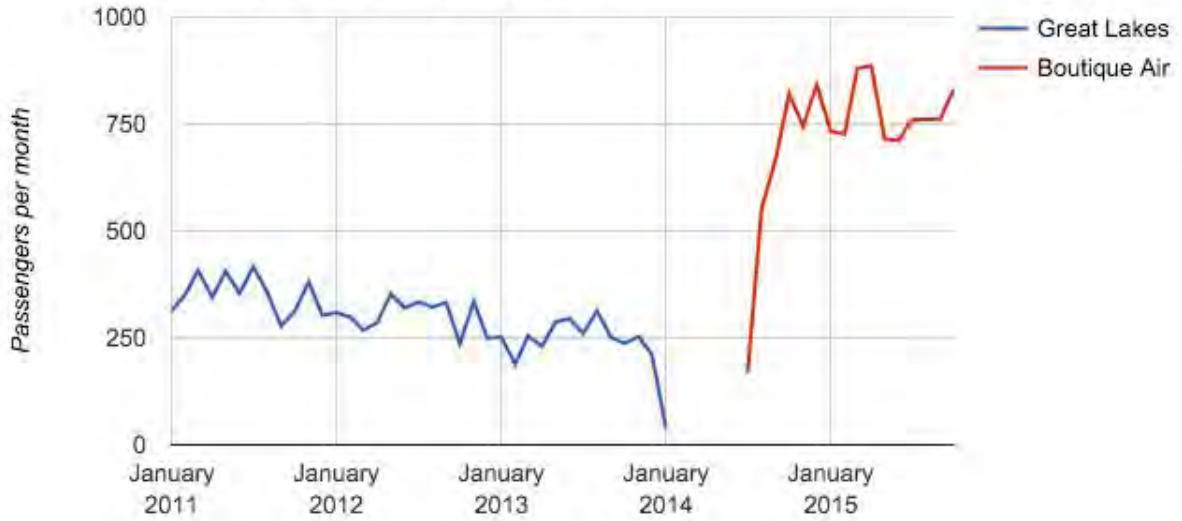
Historic Passenger Traffic





BOUTIQUE AIR
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Historical Passenger Traffic: Pacific Wings vs Boutique Air - Silver City, NM (SVC)



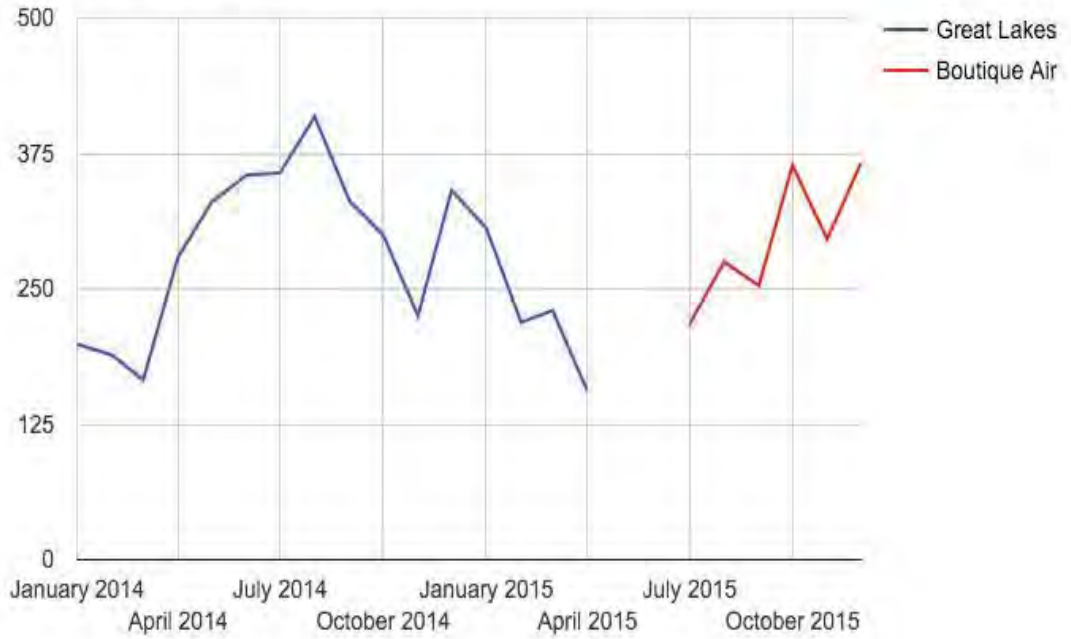
Historical Passenger Traffic: Great Lakes and Boutique Air - Chadron, NE (CDR)





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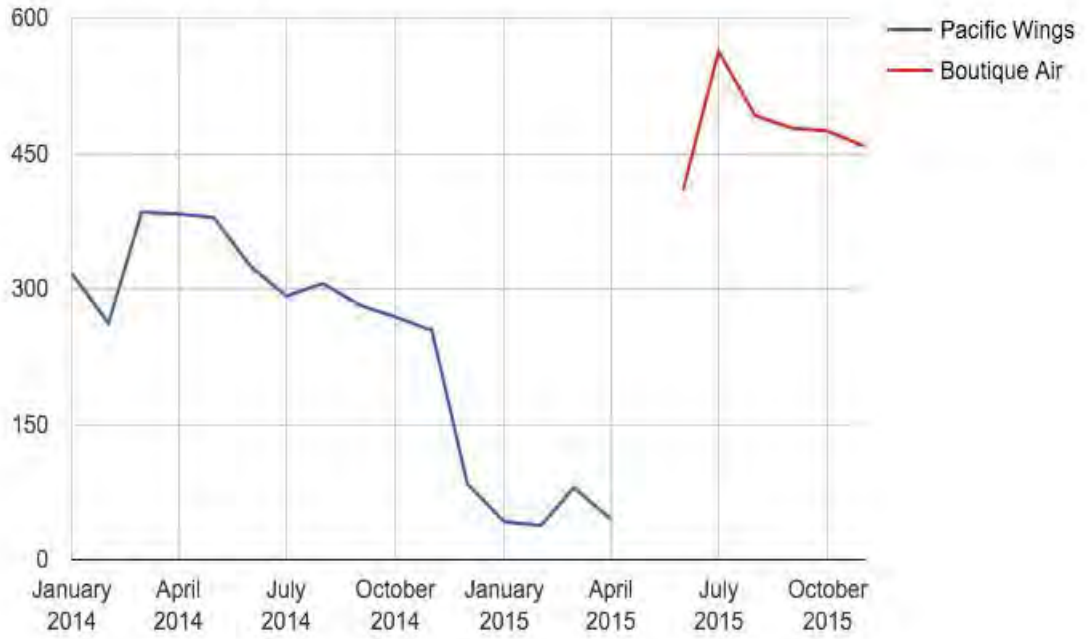
Historical Passenger Traffic: Great Lakes and Boutique Air - Alliance, NE (AIA)





BOUTIQUE AIR
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415.449.0505

Historical Passenger Traffic: Pacific Wings vs Boutique Air - Carlsbad, NM (CNM)





BOUTIQUE AIR
548 Market St
San Francisco, CA
415.449.0505

Proposal

Overview

Our proposal would be flown in eight or nine-seat, modern, pressurized Pilatus PC-12 aircraft. The term is two years.

From time to time we will also have sales to increase both awareness and passenger counts.

Community Input

Shortly after the bids are complete, Boutique Air will schedule meetings to meet with airport and/or city officials. This will allow us to answer any questions and provide additional information.

While we can't promise we will be able to implement everyone's suggestions, we welcome feedback from the citizens of these communities, as well as anyone who may have an interest in the proposed flights. What we can promise is that we will listen to your feedback, and give it the attention and consideration it deserves.

With respect and appreciation,

Shawn Simpson
CEO



BOUTIQUE AIR
548 Market St
San Francisco, CA
415.449.0505

El Centro, CA (KIPL)

24 Nonstop RT Weekly IPL-LAX (4 Daily RTs)*

*Boutique Reserves the right to switch up to one daily RT to PHX

<u>Community:</u>	<u>El Centro, CA</u>
Operations	
Scheduled Flights	2,592
Completed Flights (98%)	2,541
Scheduled Block Hours	2,280
Scheduled Seats	20,736
Scheduled ASMs	3,911,040
Revenue	
Passengers	14,000
Average Fare	\$75
Fare Revenue	\$1,050,000
Total Revenue	\$1,050,000
Expenses	
Fuel	\$1,139,880
Ownership	\$960,000
Maintenance and Reserves	\$1,416,000
Staff	\$577,781
Marketing and Distribution	\$20,000
Other Indirect Costs	\$525,927
Total Costs	\$4,639,588
Profit Element	\$228,159
Margin	5.00%
Total Subsidy	\$3,817,747



BOUTIQUE AIR
548 Market St
San Francisco, CA
415.449.0505



Before the United States Department of Transportation

Washington, DC

February 3, 2016

Essential Air Service at:

**EL CENTRO, CALIFORNIA
VISALIA, CALIFORNIA**

**Docket OST-2008-0299
Docket OST-2004-19916**

under 49 U.S.C. 41731 et.seq.

This document contains Great Lakes Aviation, Ltd.'s response to Order Requesting Proposals 2016-1-9.

Our proposals contemplates conveniently timed connecting services to our Los Angeles hub. Local service will be marketed and priced utilizing the Great Lakes (ZK) brand and reservations system. Additionally, Great Lakes maintains interline ticketing and baggage agreements with the majority of the other carriers serving the hub, including interline e-ticketing agreements with American Airlines, Delta Airlines (with the ability to earn Delta Skymiles) and United Airlines. All of which will offer passengers traveling to and from these communities supplemental access to the domestic and international air transportation system.

Great Lakes is proposing two roundtrips on weekdays and two weekend roundtrips utilizing Beech 1900-D aircraft. By operating this twin engine, pressurized and two pilot crew aircraft, Great Lakes believes that we will be enabled, with the support of the community, to stimulate traffic development. Attractive fares competitive with nearby regional markets will be offered. Great Lakes currently owns 28 Beech 1900-D aircraft and has a 29 year history of operating this aircraft type.

Our proposals assumes the establishment of a California pilot domicile and the placement of spare aircraft in the California network in order to enhance reliability and maintain schedule integrity.

Questions and comments may be referred to:

Chuck Howell
President
Great Lakes Aviation, Ltd.
1022 Airport Parkway
Cheyenne, WY 82001
(307) 432-7000

Great Lakes Aviation, Ltd.

Annual Compensation Requirements for Essential Air Service at
 El Centro, California to Los Angeles (LAX)
 Two Round Trips - Beech 1900-D
 98.0% completion factor

Departures:	1,223
Block Hours:	1,264
Revenue Passenger Miles:	2,117,700
Available Seat Miles:	4,205,897

Operating Revenues:					
Passenger:	IPL - LAX	11,700	psgrs at	\$59.95	\$701,415
Other:	(at 0.62% of passenger revenue)				\$4,349
Total Operating Revenues:					\$705,764

Operating Expenses:				
Direct:	Aircraft and Hull Insurance		\$721,710	
	Fuel and Oil		\$616,808	
	Flying Operations		\$352,555	
	Maintenance		\$602,896	
Total Direct Expenses:				\$2,293,969
Total Indirect Expenses:				<u>\$906,258</u>
Total Operating Expenses:				\$3,200,227
Operating Loss				(\$2,494,463)
Profit Element (5.0% of Total Operating Expenses)				\$160,011
Annual Compensation Requirement:				\$2,654,475

Representative Schedule
 *** [IPL] El Centro, California ***

----- D E P A R T U R E S -----					
FLT	DPT	ARR	TO	EQP	FREQ
3020	6:45	7:47	LAX	BE-1900	123456
3023	13:30	14:32	LAX	BE-1900	12345.7
----- A R R I V A L S -----					
FLT	EQP	FREQ	FROM	DPT	ARR
3023	BE-1900	123456	LAX	11:30	12:32
3029	BE-1900	12345.7	LAX	17:00	18:02

No Upline Scheduling Restrictions

Great Lakes Aviation, Ltd.

Annual Compensation Requirements for Essential Air Service at
 Visalia, California to Los Angeles (LAX)
 Two Round Trips - Beech 1900-D
 98.0% completion factor

Departures:	1,223
Block Hours:	1,223
Revenue Passenger Miles:	2,044,500
Available Seat Miles:	4,043,238

Operating Revenues:					
Passenger:	VIS - LAX	11,750	psgrs at	\$59.58	\$700,065
Other:	(at 0.62% of passenger revenue)				\$4,340
Total Operating Revenues:					\$704,405

Operating Expenses:				
Direct:	Aircraft and Hull Insurance		\$721,710	
	Fuel and Oil		\$602,436	
	Flying Operations		\$341,119	
	Maintenance		\$592,446	
Total Direct Expenses:				\$2,257,710
Total Indirect Expenses:				<u>\$900,304</u>
Total Operating Expenses:				\$3,158,015
Operating Loss				(\$2,453,609)
Profit Element (5.0% of Total Operating Expenses)				\$157,901
Annual Compensation Requirement:				\$2,611,510

Representative Schedule
 *** [VIS] Visalia, California ***

----- D E P A R T U R E S -----					
FLT	DPT	ARR	TO	EQP	FREQ
3030	6:45	7:45	LAX	BE-1900	123456
3037	13:30	14:30	LAX	BE-1900	12345.7
----- A R R I V A L S -----					
FLT	EQP	FREQ	FROM	DPT	ARR
3037	BE-1900	123456	LAX	11:55	12:55
3039	BE-1900	12345.7	LAX	16:45	17:45

No Upline Scheduling Restrictions



SOUTHERN CALIFORNIA
**ASSOCIATION of
GOVERNMENTS**

2016 REGIONAL CONFERENCE & **GENERAL ASSEMBLY**

POWER OF THE PAST,
FORCE OF THE FUTURE

La Quinta Resort & Club
49-499 Eisenhower Drive
La Quinta, CA 92253

MAY 5-6

scag.ca.gov/ga2016

SAVE THE DATE

May 5-6, 2016

SCAG's 2016 Regional Conference and General Assembly promises to be both stimulating and exciting, and will feature a number of truly unique activities and experiences! We are hard at work ensuring that the conference exceeds your expectations.

Take advantage of the conference's early bird registration while it lasts. Early bird pricing of \$250 ends April 1, so grab your spot at this rate while it lasts!

Register at scag.ca.gov/ga2016

We look forward to seeing you in La Quinta!

2016 RTP/SCS DEVELOPMENT UPDATE

The 60-day public review and comment period for the Draft 2016 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) and the plan's Draft Program Environmental Impact Report (PEIR) ended on Feb. 1. SCAG received a total of 158 verbal and written comment submissions on the Draft 2016 RTP/SCS and 81 comment submissions on the Draft PEIR. Comments included both support and opposition for specific transportation projects as well as concerns on environmental factors and housing affordability in the region, among others. SCAG staff will present a summary report on the public comments received, including an approach to addressing comments in the plan, at the Joint Regional Council and Policy Committee meeting on Thursday, March 3.

REGISTER FOR SCAG'S 2016 REGIONAL CONFERENCE AND GENERAL ASSEMBLY IN LA QUINTA

Join SCAG for the 51st Annual Regional Conference and General Assembly, May 5-6, at the La Quinta Resort & Club. This year's event theme, "Power of the Past, Force of the Future," builds upon the release of the 2016 RTP/SCS as well as last year's celebration of the agency's 50-year anniversary. This exciting and dynamic event brings together state and local elected officials, CEOs, business and civic leaders, transportation and environmental stakeholders, local government staff and others. Early bird registration and sponsorship information is available on the conference website: <http://www.scag.ca.gov/ga2016>

SCAG PREPARES REGION FOR AHSC GRANTS

On Feb. 8 – 9, the Strategic Growth Council conducted two well-attended informational workshops for the competitive Affordable Housing and Sustainable Communities (AHSC) grant program in Riverside and Los Angeles, respectively. SCAG hosted the Los Angeles workshop at its headquarters and provided staff at both locations to assist interested applicants. Workshop participants included parties interested in learning more about the program and those planning to submit applications in this current funding cycle. The AHSC program is intended to fund projects that reduce greenhouse gas (GHG) emissions through more compact infill development patterns, integrating affordable housing, encouraging active transportation and mass transit usage and protecting agricultural land from sprawl development. SCAG sees this program as an important funding source to implement its Sustainable Communities Strategy and has created a Cap-and-Trade Technical Assistance Team to help position the region for future funding. For more information, please contact Kristen Pawling at pawling@scag.ca.gov.

RANDALL LEWIS HEALTH POLICY FELLOWSHIP FORUM ON APRIL 28

Join Partners in Better Health and SCAG in recognizing healthy communities' efforts throughout the Southern California region at the annual Randall Lewis Health Policy Fellowship Forum, April 28, 5:30 p.m. to 7:30 p.m., at the Ontario Convention Center. The Randall Lewis Health Policy Fellowship is an internship program for graduate students in public health, urban planning and public policy. Ten Southern California universities currently participate in the program and fellows work for one academic year with local governments on health policy and policy implementation which supports the Regional Transportation Plan and Sustainable Communities Strategy. This year's program includes an opportunity to interact with the 20 current fellows who are working in cities and government associations throughout the region on local health policy and policy implementation. The event is free, but RSVP is required at <http://bit.ly/1L3QR4t>. For additional information, please contact Rye Baerg at baerg@scag.ca.gov.

STATE HIGH-SPEED RAIL AUTHORITY RELEASES DRAFT 2016 BUSINESS PLAN

The California High-Speed Rail Authority (CHSRA) recently released its Draft 2016 Business Plan for a 60-day public review and comment period, ending on April 18, 2016. The Draft includes a significant change to the initial operating segment. Whereas previously the initial operating segment was proposed to connect Merced to the San Fernando Valley by 2022, it is now proposed to connect San Jose to north of Bakersfield by 2025. High-speed rail service would therefore not reach the SCAG region until completion of the full Phase 1 system in 2029. However, the Draft 2016 Business Plan proposes an additional \$2.1 billion to enhance the segment from Los Angeles Union Station to Anaheim to allow direct high-speed rail service to Anaheim (one-seat ride), which was not assumed in the previous business plan. These enhancements incorporate commitments from the Memorandum of Understanding with CHSRA and Southern California transportation agencies approved by the Regional Council in 2012, which provides for \$1 billion in early investments in the SCAG region. The intention is to put in place much of the infrastructure required for high-speed train service, including tracks and grade separations, which would have independent utility and provide near-term benefits to commuter, passenger and freight rail in the corridor. According to the Draft 2016 Business Plan, additional details on specific investments will be identified as the CHSRA completes the environmental documents for this section by December 2017. SCAG staff will present draft comments to the Transportation Committee for approval at its next meeting on April 7, 2016.

SUSTAINABILITY PLANNING GRANTS UPDATE

SCAG is pleased to update that the agency has successfully contracted 70 of the 75 total Sustainability Planning Grants approved by the Regional Council in 2013 and 2014. At present, 69 grant projects have had Requests for Proposals (RFPs) released, have selected consultants and have had contracts executed (this includes contracts resulting from Memoranda of Understanding between SCAG and four member cities). Five grant projects have decided to not proceed. Thirty-two grant projects have been completed, 31 projects are scheduled to be completed by the end of June 2016 and the remaining 7 grant projects are scheduled to be completed by the end of FY 2016-2017.

TOOLBOX TUESDAY INTRODUCES NEW REVISION SOFTWARE

On Feb. 2, SCAG held a Toolbox Tuesday training session on REVISION, a new free web application developed by SCAG and the UCLA Lewis Center for Regional Policy Studies. REVISION is a regional mapping and analysis application that integrates public and private data for sustainable communities planning and trend visualization. With a range of metrics related to accessibility, livability, employment and health, REVISION helps both professional planners and stakeholders without a technical background monitor the progress of the SCAG's Sustainable Communities Strategy. For more information about REVISION and future training sessions, visit <http://revision.lewis.ucla.edu>. Toolbox Tuesdays provide free classes for staff of SCAG-member local governments and other partners and offer a range of practical skills and knowledge on timely planning issues. For more information about future Toolbox Tuesdays workshops, please visit: <http://sustain.scag.ca.gov/Pages/ToolboxTuesdayTraining.aspx>.

SCAG'S CLEAN CITIES COALITION RECEIVES RENEWED DESIGNATION

On Jan. 29, the SCAG Clean Cities Coalition, a program that supports locally-based and government partnership efforts to expand the use of alternative fuel vehicles in the region, was re-designated by the U.S. Department of Energy for another three-year cycle. SCAG staff gave a presentation on the Clean Cities Coalition's recent achievements and goals for the next cycle to the co-directors of the national program and other Department of Energy staff. EEC Vice-Chair Mayor Pro Tem Carmen Ramirez from the City of Oxnard and EEC member Councilwoman Sandra Genis from the City of Costa Mesa also participated, representing SCAG policy makers. They joined diverse stakeholders including representatives from South Coast Air Quality Management District, Los Angeles County Metropolitan Transportation Authority (Metro), the City of Los Angeles Department of Water & Power and the California Fuel Cell Partnership. The Clean Cities program leadership commented that they were impressed with the commitment demonstrated by the attendees in a fuel-neutral approach to increasing the penetration of alternative fuel vehicle technologies. They were also impressed by the extensive area and diverse fleets covered by the coalition.

U.S. CENSUS WORKSHOP HELD ON BLOCK BOUNDARIES

On Feb. 18, SCAG hosted a training workshop for the 2020 Census Block Boundary Suggestion Project, presented by the U.S. Census Bureau and the UC Berkeley Statewide Database. The Block Boundary Suggestion Project is an important part of the geographic preparations for the 2020 Census and allows counties the opportunity to provide input about the features that will be designated as boundaries for census tabulation blocks. It also allows counties to suggest block boundary changes that may be of use in the post-2020 Census redistricting process or for other data tabulation purposes. Approximately 50 practitioners participated in the workshop.

SCAG GIS SERVICES PROGRAM UPDATE

As a service to its member jurisdictions, SCAG distributes laptops, ArcGIS software, spatial data and training through the agency's GIS Services Program. The cities of Avalon and Signal Hill will receive these GIS resources in March, bringing the total for the GIS roll-out to 20 jurisdictions this year. In addition, SCAG recently provided GIS training to staff from Apple Valley, Cudahy, Huntington Park, Loma Linda and South Gate. In the coming months, staff will be holding various GIS trainings throughout the region with venues in Imperial, Los Angeles, Orange, Riverside and San Bernardino counties. For more information on SCAG's GIS Rollout Program, please contact Javier Aguilar at aguilar@scag.ca.gov.

SCAG STAFF PRESENTS AT WESTERN REGIONAL SCIENCE ASSOCIATION MEETING

In mid-February, SCAG staff was invited to present at the 2016 Western Regional Science Association (WRSA) 55th Annual Meeting on the Island of Hawaii. Founded in 1961, the Western Regional Science Association is an international multidisciplinary group of university scholars, government and private-sector practitioners dedicated to the scientific analysis of regions. This year's meeting brought more than 300 professionals with 200 papers from around the world and SCAG staff made two paper presentations: The Influence of the Built Environment on Asthma Hotspots (Simon Choi) and Analyzing the Impact of Transit Oriented Development on Gentrification and Displacement—Incorporating Margins of Error of the American Community Survey (John Cho).



Metro



February 29, 2016

Christopher Calfee, Senior Counsel
Governor's Office of Planning and Research
1400 Tenth Street
Sacramento, CA 95814

RE: Comments on the "Revised Proposal on Updates to the CEQA Guidelines on Evaluating Transportation Impacts in CEQA" to Implement SB 743

Dear Mr. Calfee:

The Southern California Association of Governments (SCAG) and the County Transportation Commissions (CTCs) undersigned would like to express our sincere appreciation for the extensive efforts put forth by the Office of Planning and Research (OPR) staff in developing this latest proposal in support of the draft CEQA Guidelines update, pursuant to SB 743. We thank you for the opportunity to provide comments.

As the Metropolitan Planning Organization representing 6 counties and 191 cities in Southern California, SCAG is responsible for implementing SB 375 in our region. In April 2012, SCAG's Regional Council adopted the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy, a transformational plan for Southern California. SCAG is now in the final stages of developing the 2016-2040 RTP/SCS, which is focused on further achieving regional sustainability objectives and reducing greenhouse gas emissions.

SCAG recognizes the importance of SB 743 for the effective implementation of SB 375. The development of an alternative metric to evaluate CEQA transportation impacts that serves to reduce greenhouse gas emissions, supports development of multimodal networks, and encourages mixed-use transit oriented development, will also serve to facilitate implementation of the 2016 RTP/SCS. SCAG recognizes that the proposed transition to a VMT based metric will facilitate implementation of many of the sustainability strategies outlined in the RTP/SCS and will support regional investments, particularly in active transportation and transit.

OPR's extensive outreach efforts, which most recently included a well-attended stakeholder meeting at the SCAG offices on February 18, 2016, have provided our local stakeholders the opportunity to gain a better understanding of the Revised Proposal and to offer timely

and meaningful input. We very much appreciate the exemplary diligence OPR has demonstrated throughout this process to maximize participation by our regional and local stakeholders in developing the revised CEQA Guidelines through the several meetings and workshops conducted by OPR in support of this effort over the past two years. We also commend the responsiveness of OPR staff in engaging our stakeholders in meaningful discussions.

OVERALL CONCERNS

Despite OPR staff's efforts, SCAG still has serious concerns if the current version of the Revised Proposal document is adopted. It is important to note that the ability of our RTP/SCS to meet both state and federal statutory requirements is dependent upon implementation of the Plan as a whole, including the addition of highway and roadway capacity to meet the existing and projected future transportation mobility needs of millions of residents living and working in our region.

The 2016 RTP/SCS presents a balanced and integrated land use and transportation plan for the Southern California region that respects local input from our member cities and counties, and is consistent with respecting local control over land use issues as required by state laws, including SB 375. SB 743 and its implementation through the CEQA Guidelines will greatly facilitate the region's ability to plan for and implement transit supportive development patterns and encourage built environment conditions that support increased active and public transportation. However, the highway capacity improvement projects included in the 2016 RTP/SCS are also an integral component of the Plan, and any VMT impact that individual projects may produce, either direct or induced, is balanced at the regional level by a wide array of other projects and strategies that serve to reduce VMT and meet regional GHG reduction targets. Therefore, it is imperative that OPR's proposal be modified to assure that individual capacity improvement transportation projects that are identified in the RTP/SCS, sales tax measures, or STIP be grandfathered and not be evaluated or required to comply with a new project-specific VMT metric in isolation of the integrated regional plan of which they are a part.

Implementation of the current version of the Revised Proposal, with the proposed new VMT and induced demand impact analysis requirement, creates new litigation risks for transportation projects that have already been included in the approved 2012 RTP/SCS (and evaluated in the accompanying certified Programmatic Environmental Impact Report (PEIR)), and those that are included in the pending 2016 RTP/SCS and PEIR. Imposition of new project-level VMT and traffic inducement CEQA impact analyses jeopardizes the integrity of our transportation plan, and could create unwarranted new legal risks for voter-approved, federally-approved, and state-approved transportation capacity investment projects. For these reasons, we strongly urge OPR to limit the new Guidelines to approving the suggested VMT impact metric aimed at streamlining the CEQA process for infill projects by SB 743 to the Transit Priority Areas at the present time, or at minimum, extend the opt-in period for non-Transit Priority Areas and the grandfathered projects identified in the RTP/SCS, sales tax measures, or STIP.

ADDITIONAL SPECIFIC COMMENTS

Below are additional specific comments as related to the induced demand analysis, mitigation requirements for capacity improvements projects, fair share allocation, RTP/SCS consistency, and grace period.

Induced Demand Analysis

- Induced demand is a major new CEQA impact concept, and the following is a partial list of issues that should be comprehensively addressed in a workshop setting prior to issuing this revision to the CEQA Guidelines. We would like to invite OPR staff to lead the workshop, and we appreciate our continued collaboration with OPR toward achieving successful implementation of the revised Guidelines.
 - Requiring induced demand and related VMT analysis for individual projects will increase the risk of litigation due to the general infeasibility of providing the required mitigation measures in many areas, thereby mandating the preparation of a large number of separate EIRs for a multitude of individual projects.
 - Recalibrate the fair share of VMT threshold so that the fair share is apportioned to capacity only projects.
 - Develop models that adequately assess the regional effects of VMT.
 - OPR should provide clarification regarding what specifically constitutes induced demand with respect to VMT. The addition of a definitions section in the Technical Appendix may allow the opportunity to provide more precise descriptions of some of the terms used in the document.
 - Freight corridors documented in the California Freight Mobility Plan should be exempted from the induced growth analysis requirement. This is consistent with Executive Order B-32-15, which highlights competitiveness as one of the pillars of sustainable freight and a sustainable economy. In addition, special consideration should be given to projects that promote dedicated freight corridors or zero/near-zero vehicle technology.
 - More direction is needed regarding how to determine the CEQA baseline for induced impact analysis.
 - Clarification is needed on the approach to be used for analyzing induced demand by project type.
 - Providing the option for use of a programmatic approach to project-level induced growth evaluation, including the use of tiering from previously adopted EIRs, such as the 2012 or the pending 2016 RTP/SCS PEIR, would relieve local jurisdictions of the significant and costly burden of having to perform separate analyses for each individual transportation project.
 - Grandfather in projects in the 2016 RTP/SCS, sales tax measures, or in the STIP.

Mitigation Requirements for Capacity Improvement Projects

- Many of the mitigation measures suggested in the Technical Advisory are clearly in line with regional and local priorities including active transportation, first/last mile connectivity, transit supportive development patterns, transit expansion, and

complete streets. We particularly appreciate the suggestion of a fee-based mitigation option, though we would welcome more guidance on the suggestion. Nevertheless, many of the recommended VMT mitigation measures included in the Technical Advisory are not feasible options in some areas, particularly suburban, rural, and other non-transit amenable locations. In addition, capacity improvement projects that are not of a scale large enough to impact regional VMT performance should be considered for exemption from this requirement.

- The Draft Guidelines should clearly state that only capacity increasing transportation projects would require mitigation.
- Additional guidance regarding the presentation of feasible mitigation options for projects in suburban and other outlying non-TPA areas is recommended. Many of the options presented in the Technical Advisory are not feasible for highway improvement projects.

Fair Share Allocation

- The 'fair share' VMT allocation methodology presented in the Technical Advisory could prove to be more beneficial as a tool for estimating the VMT threshold of a capacity increasing project by revising the allocation calculation to make it more responsive to the multitude of factors that affect a project's VMT impact.
 - Clarification is needed regarding the appropriate methodology for calculating 'fair share' VMT at the project-level.
 - The 'fair share' allocation methodology should be revised to take into account the scale of a project including, for example, lane miles, costs, and facility type.
 - The 'fair share' allocation methodology should be applicable only to projects that increase highway capacity.
 - The 'fair share' methodology should be crafted not to penalize fast growing areas or roadway projects that provide much needed connectivity and accessibility.
 - However, the data and assumptions required to determine the statewide VMT cap and allocation are fluid, which would result in the need to constantly monitor and adjust the fair share allocations. The development of a programmatic approach to VMT allocation may reduce the uncertainties introduced by the currently recommended project-oriented 'fair share' methodology.

RTP/SCS Consistency

- The land use assumptions and data being used in support of the 2016 RTP/SCS for the SCAG region are to be adopted at the jurisdictional level. Any interpretation of RTP/SCS data at a geographic scale smaller than the jurisdictional level should not be used for purposes of determining consistency with the RTP/SCS.
 - Language is needed in the revised Guidelines that clearly states that RTP/SCS consistency is to be determined at the discretion of the lead agency and is to be based on the aggregation of TAZ data to the jurisdictional level.
 - Cities and counties control local land use decisions under the California constitution and other statutes, such as General Plan laws. SB 375, which creates the statutory framework for reducing GHG from the land use and transportation sectors, specifically calls out and respects local control over land

use decisions. Successful collaborative planning efforts have allowed our region to meet and exceed GHG reduction targets. As a result, we strongly urge the guidelines allow for flexibility among the local region to address and resolve issues as best fits the local context.

Grace Period Extension

- It is beneficial that OPR has included a 2-year opt-in period to allow less prepared jurisdictions the opportunity to gradually develop the resources needed for successful implementation of the revised Guidelines.

To further promote successful implementation in non-TPA areas, an extension of the process to allow for technical and policy workshops, and refinements of the proposal, is required in addition to an eventual proposed grace period to allow more time to absorb lessons learned from the initial implementation is recommended. It is imperative that local jurisdictions have adequate tools and resources in place to implement any new analytical requirements established by the revised Guidelines before Guideline revisions are adopted or implemented.

For example, the VMT averaging approach suggested for unincorporated areas and incorporated cities for various types of land uses requires the availability of VMT data for these sub-areas of a region, and further requires the creation of average VMT for existing land use categories within a region. These VMT methodologies should be developed, and tested, before any Guideline revisions are proposed or adopted.

- OPR should consider granting an extension of the 2 year ‘opt-in’ period to allow suburban localities and other non-TPA areas adequate time to resolve issues regarding the limited availability of feasible mitigation options in these areas.
- Reconvening stakeholders approximately 18 months after initial implementation of the revised Guidelines in the TPAs is recommended so that OPR will be able to report on lessons learned to stakeholders, and to establish a strong foundation of implementation experience which can be used to evaluate how best to proceed to further improve implementation.
- We strongly encourage OPR to grandfather capacity projects that are approved and/or identified in the 2016 RTP/SCS, sales tax measures, and the STIP, and that OPR focus the CEQA streamlining measures in support of SB 743 in the Transit Priority Areas at the present time, which will help promote transit-oriented infill development in those locations while also providing a strong foundation for achievement of both the regional transportation sustainability goals of the 2016 RTP/SCS and the statewide GHG reduction goals of SB 375. At a minimum, the opt-in period should be extended for implementation in non-Transit Priority Areas.

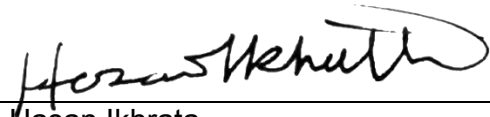
In summary, it is our contention that the most efficient means for preventing sprawl, and the concomitant greenhouse gas emissions it produces, is to incentivize compact development, and focusing implementation of the revised CEQA Guidelines to the Transit Priority Areas, at least until such a time that a more complete understanding of the implications that may be presented by a more expansive implementation of the revised Guidelines is obtained. We support our region’s and our state’s mutual goal of sustainable development and

greenhouse gas reduction, but feel strongly that to succeed we must have the ability to implement the projects that were authorized in the regional transportation plans and sales tax measures. In order to deliver on the commitments made in these plans, it is critical that the opt-in period be extended for non-Transit Priority Areas and that capacity projects identified in these plans be grandfathered.

SCAG and the CTCs undersigned look forward to continuing to assist OPR in the development of the CEQA Guidelines Update pursuant to SB 743 to ensure that the revision does not place undue burdens to our member jurisdictions and delays in project implementation. Please keep us apprised of the status of this initiative, and let us know of any means by which we may be able to further assist OPR staff to ensure the successful implementation of the revised CEQA Guidelines in the SCAG region.

If you have any question, please contact Ms. Huasha Liu, Director, Land Use and Environmental Planning, at (213) 236-1838.

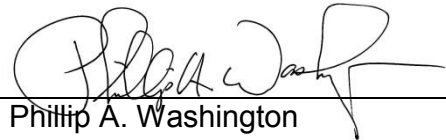
Sincerely,



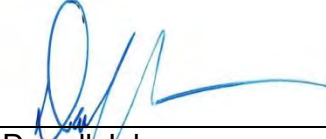
Hasan Ikhata
Executive Director
Southern California Association of
Governments



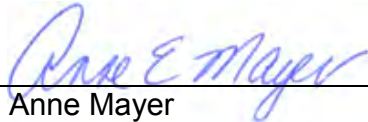
Mark Baza
Executive Director
Imperial County Transportation
Commission



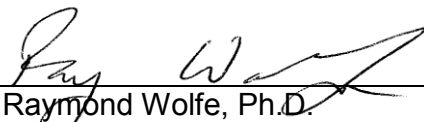
Phillip A. Washington
Chief Executive Officer
Los Angeles County Metropolitan
Transportation Authority



Darrell Johnson
Chief Executive Officer
Orange County Transportation Authority



Anne Mayer
Executive Director
Riverside County Transportation
Commission



Raymond Wolfe, Ph.D.
Executive Director
San Bernardino Associated Governments



Darren Kettle
Executive Director
Ventura County Transportation
Commission

SAVE THE DATE

27TH ANNUAL
DEMOGRAPHIC WORKSHOP

THE CONTINUED RISE OF THE **MILLENNIALS?**



MONDAY, JUNE 13, 2016

8:00a.m. - 3:00p.m.

California Science Center

Loker Conference Center
700 Exposition Park Drive
Los Angeles, CA 90037

Presented by

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Sol Price School
of Public Policy



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JOIN US FOR THE 27TH ANNUAL DEMOGRAPHIC WORKSHOP

The Southern California Association of Governments and the University of Southern California Sol Price School of Public Policy are pleased to invite you to the 27th Annual Demographic Workshop at the California Science Center on Monday, June 13, 2016. This year's program, "The Continued Rise of the Millennials?" provides new insights and research on this important demographic group and what that means for the region's future, including housing, employment and services. The program will include guest speakers and panels related to this topic and will be attended by over 150 thought leaders, business representatives and city officials.

MONDAY, JUNE 13, 2016 // 8a.m. – 3p.m.

Continental breakfast served at 7:30am.

Register online at www.scag.ca.gov/demographics

Early bird registration (ends May 31): \$75/person

Registration (after May 31): \$100/person

Student registration: \$50/person

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For more information, contact John Cho
(213) 236-1847 or choj@scag.ca.gov

7 hours of CM credit is available for this event

www.scag.ca.gov/demographics

March 2, 2016

The Honorable Ander Crenshaw
Chairman
House Appropriations Committee
Subcommittee on Financial Services and General Government
B-300 Rayburn House Office Building
Washington, DC 20515

The Honorable José E. Serrano
Ranking Member
House Appropriations Committee
Subcommittee on Financial Services and General Government
1016 Longworth House Office Building
Washington, DC 20515

RE: Calexico West Land Port of Entry Phase II Reconfiguration and Expansion Project

Dear Chairman Crenshaw and Ranking Member Serrano,

On behalf of the Southern California Association of Governments (SCAG), I would like to offer this letter of support for the inclusion of \$248 million in funding for the Calexico West Land Port of Entry (LPOE) Phase II Reconfiguration and Expansion Project in the Financial Services and General Government Appropriations bill, as proposed by the President's FY 2017 Budget. This funding will ensure completion of the project, which will improve crucial domestic supply chains, strengthen our national security, reduce the Port's carbon footprint, and facilitate economic growth not only for the County of Imperial and the State of California, but for the entire nation as a whole.

For our region to remain competitive both domestically and internationally, we need the direct flow of goods through the ports to not be hindered by any means. The Calexico West LPOE project includes new pedestrian processing, personal occupancy vehicle (POV) inspection facilities, as well as new administration facilities. Phase I of the Expansion project is currently underway and is expected to be completed in 2018. Phase II will consist of the balance of the project, including additional site-work, an expanded pedestrian processing facility, administrative offices, and six additional northbound POV inspection lanes. The completion of this project guarantees the economic activity of the border will not be lost or delayed.

SCAG respectfully asks that you include the \$248 million in funding to complete Phase II of the Calexico West LPOE Reconfiguration and Expansion project in order to realize the many benefits and improvements of this project. Many thanks in advance for your thoughtful consideration.

Sincerely,



Hasan Ikhata
Executive Director



Date: March 4, 2016
To: ICTC Management Committee
From: Laurie Berman, Caltrans District 11, District Director
Re: **District Director's Report**

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management Committee meeting of March 9, 2016:

1. Project Updates:

Please see map at end of report for project level detail.

2. Traffic Operations:

SR-78/Hovley Road, Brawley

The signal posts are up on SR-78 and Hovley Road in Brawley for the Traffic Signal Project. Crews were busy raising four posts for the new traffic signals and two posts for flashing beacons. Work will continue next week to install the electrical connections. The job is on track to be completed and the new traffic signals activated by the end of the month.

SR-115/Worthington Road, Holtville

Caltrans initiated a traffic investigation to review field conditions, collision history and traffic collision reports for the intersection of SR-115/Worthington Road in Holtville. The investigation analysis resulted in the recommendation of signing and pavement marking enhancements which are being installed in the next couple of months at different times.

3. Communications:

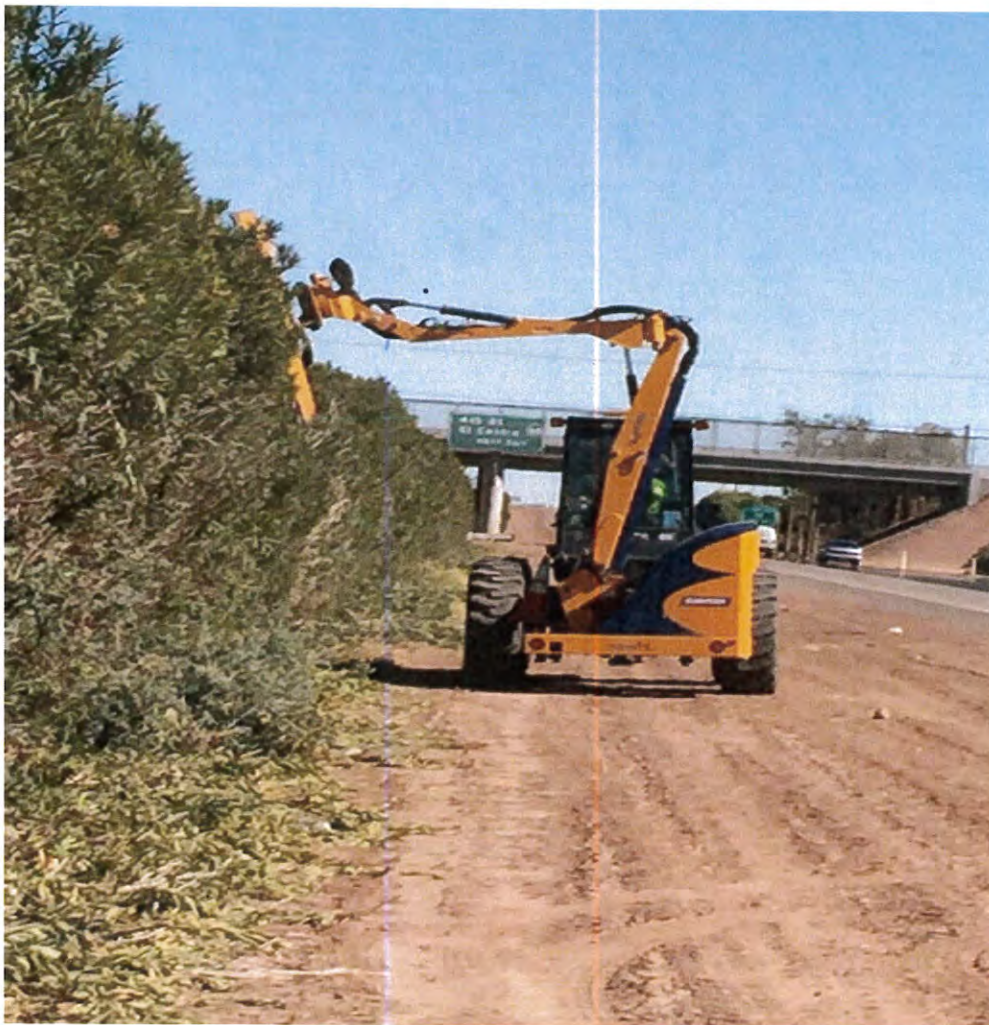
Caltrans District 11 will host the 2016 Imperial Transportation Update/Interstate 8 Update Project Groundbreaking Ceremony on Wednesday, Feb. 24 at Noon. The event will take place in front of the new El Centro Maintenance Station at 1102 Montenegro Street in El Centro in Imperial County. Featured speakers are Caltrans District 11 Director Laurie Berman, Imperial County Transportation Commission Executive Director Mark Baza and California Highway Patrol Captain Menteck. The event will provide an update to the media about transportation projects and related issues in Imperial County covering FY 16/17 and serve

as a groundbreaking ceremony for the I-8 Update Pavement project. The five segments of the project will construct 48 miles of *Continuously Reinforced Concrete Pavement* along I-8 from the Arizona border. The new roadway will extend the life expectancy of the pavement, provide a smoother ride for motorists, and reduce the need for maintenance. The total cost is \$417.7 million from state funds. The first three segments begin construction in early 2016 and are expected to be completed in 2018. The remaining two segments will start in early 2017 and finish in 2019. More details about the project is in the “Maintenance” section of the report.

4. Maintenance:

Caltrans Maintenance crew are involved with the pruning of median oleanders that is taking place on I-8 in the El Centro area. This is an annual undertaking to shape and create an aesthetic appeal to this section. This work will be completed in mid-March.

The Caltrans El Centro Functional and Landscape Crew recently removed graffiti on all state property along SR-86 between State Street and Western Avenue.



The first three segments of the *Interstate 8 Continuously Reinforced Concrete Pavement Project* will begin construction early 2016:

- **Segment 1**, is near El Centro from 0.6 mile west of Anderholt Road Overcrossing to 0.5 mile east of the East Highline Canal Bridge, was awarded to Coffman Specialties, Inc. on November 18, 2015. Construction began the first week of February. Construction is expect to be completed early 2018.
- **Segment 2**, 26 miles east of El Centro from 0.8 mile west of State Route (SR) 98/I-8 separation to 0.6 mile east of the All American Canal, was awarded to Coffman Specialties, Inc. on December 15, 2015. Construction is expected to begin the first part of March 2016 and be completed in the spring of 2019.
- **Segment 3**, near Winterhaven from 0.7 mile west of SR 186/I-8 separation to 0.3 mile east of Fourth Avenue Overcrossing, was awarded to Security Paving Company, Inc. December 22, 2015. Construction is expected to begin the mid-March 2016 and be completed in the spring of 2018.

The other 2 segments are scheduled to begin construction in February 2017. These 2 segments are:

- **Segment 4**, near El Centro from 0.6 mile west of I-8/SR-111 separation to 0.6 mile west of Anderholt Road overcrossing and from 0.5 mile east of the East Highline Canal Bridge to 0.8 mile west of I-8/SR-98 separation.
- **Segment 5**, near Winterhaven from 0.7 mile west of Ogilby Road Overcrossing to 0.7 west of the I-8/SR-186 separation.

5. **Planning Studies:**

There are a number of on-going planning studies in Imperial County, one of which is highlighted below.

Completed *Interstate 8 Transportation Concept Report* (TCR).

The document can be viewed at the following link:

http://dot.ca.gov/dist11/departments/planning/pdfs/tcr/2016_TCR_I_8.pdf

6. **Local Assistance:**

ATP Cycle 3 Call-for-Projects

On March 16, 2016 the California Transportation Commission (CTC) will approve the Cycle 3 ATP Guidelines. The Cycle 3 Call for Projects is tentatively scheduled for late March 2016 through mid-June 2016. And includes 19/20 and 20/21 state funding years totaling about \$230 M.

Systemic Safety Analysis Report Program Call for Applications

The Systemic Safety Analysis Report Program announced a call for applications on February 16, 2016. The deadline to submit applications is Friday, March 25, 2016.

\$10 million from the Highway Safety Improvement Program (HSIP) was set aside and exchanged for state funds to implement a new safety analysis program, the Systemic Safety Analysis Report Program (SSARP). The intent of the SSARP is to assist local agencies in performing collision analysis, identifying safety issues on their roadway network, and developing a list of systemic low-cost countermeasures that can be used to prepare future HSIP and other safety program applications.

For more information including program guidelines, application form, and application instructions, please visit our [HSIP and SSARP webpage](#).

Training

Caltrans Audits and Investigations will be holding a training on Architectural & Engineering Firms' Indirect Cost Rate on **March 15, 2016** from 8:30 am to 4:30 pm at Caltrans District 12 in Irvine. Topics include: Federal Acquisitions Regulation (FAR) Compliant Indirect Cost Rate (ICR), CPA Indirect Cost Rate Audits, Safe Harbor Indirect Cost Rate and LAPM Chapter 10.3 A&E Consultant Audit and Review Process.

Caltrans District 12
3347 Michelson Drive, Suite 100
Irvine, CA 92612

Parking fee for one day is \$20.

New Signal Ahead on SR-78 and Hovley Road

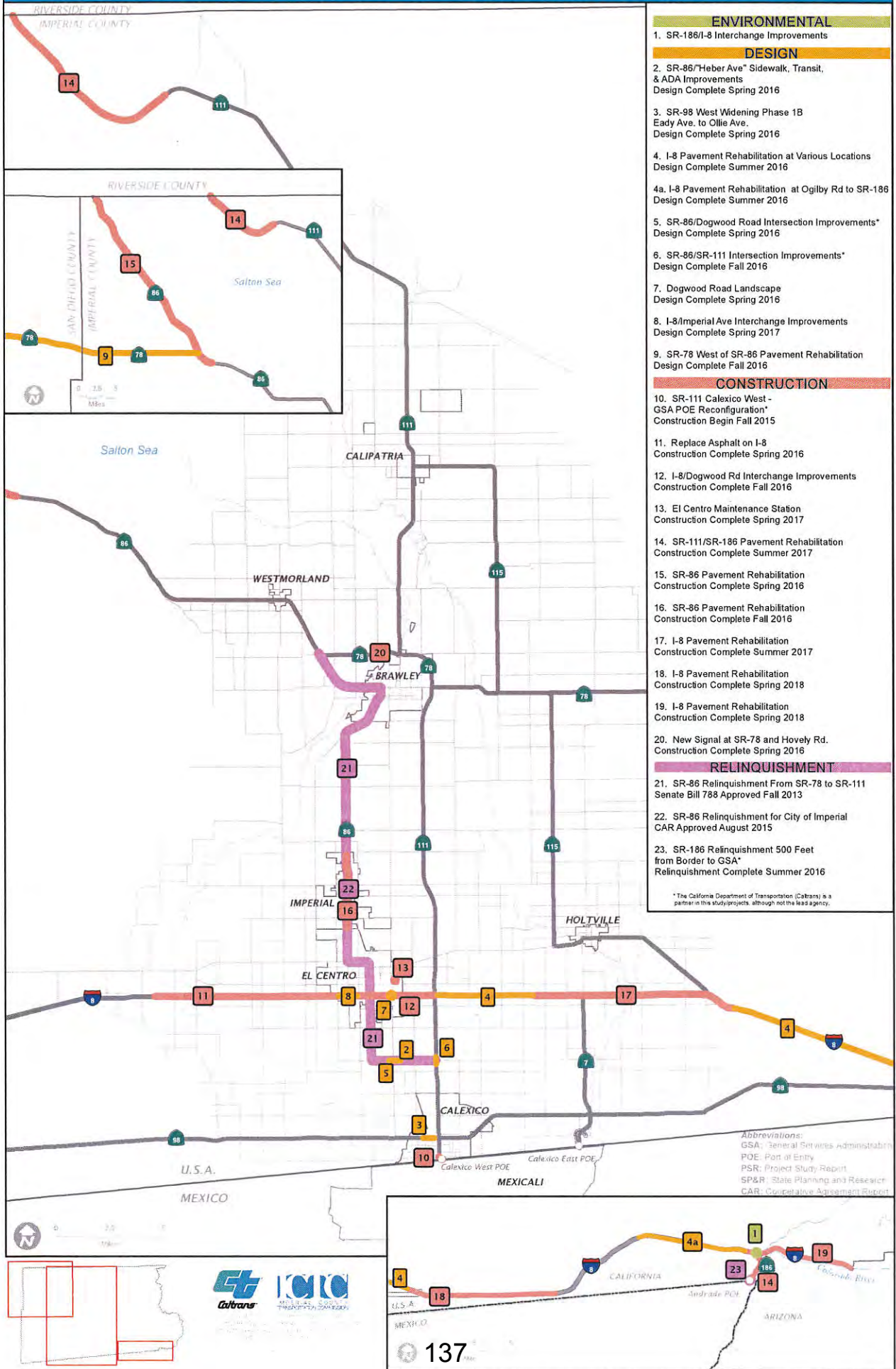


SIGNAL FOR SAFETY

Motorists are reminded to drive safely,
obey all laws and to pay special attention
to vehicles crossing at intersections.



IMPERIAL COUNTY STATUS OF TRANSPORTATION PROJECTS



ENVIRONMENTAL

1. SR-186/I-8 Interchange Improvements

DESIGN

2. SR-86/Heber Ave* Sidewalk, Transit, & ADA Improvements
Design Complete Spring 2016
3. SR-98 West Widening Phase 1B Eady Ave. to Ollie Ave.
Design Complete Spring 2016
4. I-8 Pavement Rehabilitation at Various Locations
Design Complete Summer 2016
- 4a. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186
Design Complete Summer 2016
5. SR-86/Dogwood Road Intersection Improvements*
Design Complete Spring 2016
6. SR-86/SR-111 Intersection Improvements*
Design Complete Fall 2016
7. Dogwood Road Landscape
Design Complete Spring 2016
8. I-8/Imperial Ave Interchange Improvements
Design Complete Spring 2017
9. SR-78 West of SR-86 Pavement Rehabilitation
Design Complete Fall 2016

CONSTRUCTION

10. SR-111 Calexico West - GSA POE Reconfiguration*
Construction Begin Fall 2015
11. Replace Asphalt on I-8
Construction Complete Spring 2016
12. I-8/Dogwood Rd Interchange Improvements
Construction Complete Fall 2016
13. El Centro Maintenance Station
Construction Complete Spring 2017
14. SR-111/SR-186 Pavement Rehabilitation
Construction Complete Summer 2017
15. SR-86 Pavement Rehabilitation
Construction Complete Spring 2016
16. SR-86 Pavement Rehabilitation
Construction Complete Fall 2016
17. I-8 Pavement Rehabilitation
Construction Complete Summer 2017
18. I-8 Pavement Rehabilitation
Construction Complete Spring 2018
19. I-8 Pavement Rehabilitation
Construction Complete Spring 2018
20. New Signal at SR-78 and Hovely Rd.
Construction Complete Spring 2016

RELINQUISHMENT

21. SR-86 Relinquishment From SR-78 to SR-111
Senate Bill 788 Approved Fall 2013
22. SR-86 Relinquishment for City of Imperial
CAR Approved August 2015
23. SR-186 Relinquishment 500 Feet from Border to GSA*
Relinquishment Complete Summer 2016

* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.

Abbreviations:
GSA: General Services Administration
POE: Port of Entry
PSR: Project Study Report
SP&R: State Planning and Research
CAR: Cooperative Agreement Report

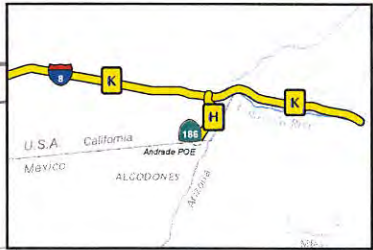
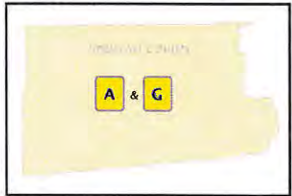


IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



PLANNING

- A. Safe Routes to Schools Regional Master Plan:
Ryan Snyder & Associates
2015 - 2016
- B. Holtville Complete Streets Plan:
LGC Consultants & Alta Planning
2014 - 2016
- C. SDSU-IVC Transit Shuttle Analysis Study:
AECOM
2015 - 2017
- D. Calexico Transit Assessment Study:
RFP released 2015
- E. Calexico Bicycle Master Plan Update
Contract Begins 2016
- F. Goods Movement- Phase II:
HDR Economics
2014 - 2016
- G. Mobility Hubs Study:
IBI Group
2015 - 2017
- H. State Route 186
Transportation Concept Report
Complete Fall 2015
- I. State Route 78
Transportation Concept Report
Complete Fall 2015
- J. State Route 7
Transportation Concept Report
Complete Fall 2015
- K. Interstate 8
Transportation Concept Report
Complete Winter 2016
- L. State Route 115
Transportation Concept Report
Complete Summer 2016
- M. State Route 86
Transportation Concept Report
Complete Summer 2016
- N. Forrester Road Project Study Report
PSR Begin Summer 2016 (K Phase)



VI. ACTION CALENDAR

A. APPLICATION FOR FTA SECTION 5311 PROGRAM FUNDS
FY 2015-16



1405 N. IMPERIAL AVE., SUITE 1
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4497

March 4, 2016

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Application for Federal Transit Administration (FTA) Section 5311 Program Funds
FY 2015-16

Dear Committee Members:

The Federal Transit Administration (FTA) Section 5311 program provides an annual source of rural grant funding to offset operational costs within an identified rural area for mass transit purposes as specified by the Legislature. The rural grant program is administered by Caltrans, who has issued a call for projects, for grants that are due by April 15, 2016.

The Commission previously approved the annual FY 2015-16 Budget and Finance Plan on June 24, 2015. FTA 5311 Rural Transit Grant Funds in the amount of approximately \$261,436 are to be applied to IMPERIAL VALLEY TRANSIT, the countywide transit system and IVT ACCESS, the regional ADA complimentary paratransit service and the IVT GOLD LINE – Brawley Circulator Route.

The IMPERIAL VALLEY TRANSIT, IVT ACCESS, and IVT GOLD LINE budget fund #7416001-531075 includes the following for FY 2015-16:

Operating Cost:	\$ 5,693,314
Less Fares Anticipated:	\$ 803,676
Less LTF/STAF (State) Revenue:	\$ 2,659,420
Less 5307 (Federal urban) grant revenue	\$ 1,968,782
Less 5311 (Federal rural) grant revenue	<u>\$ 261,436</u>
NET COST	\$ 0

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

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

1. Adopt the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2015-16 grant application and all supporting documentation, and, submit the application to Caltrans.

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

Attachment

MB/ksw/ds

**RESOLUTION _____ OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)**

AUTHORIZING THE FILING OF APPLICATIONS FOR FEDERAL TRANSPORTATION FUNDING, WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR ASSISTANCE AS AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE; UNDER FTA SECTION 5311, FOR USE WITHIN THE REGIONAL COUNTY-WIDE TRANSIT SYSTEM

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, ICTC desires to apply for said financial assistance to permit the continued operation of transit service in ICTC's rural service area; and

WHEREAS, ICTC will program the FTA 5311 funds in the Regional Transportation Improvement Program (RTIP); and

WHEREAS, ICTC has the requisite combination of state and local funding sources committed to provide the required local share; and

WHEREAS, ICTC has sufficient funds to operate the vehicles and equipment utilized or purchased under this project or operate the service, as applicable; and

WHEREAS, ICTC has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the ICTC does hereby authorize:

1. That the Executive Director or his designee, to file and execute applications on behalf of ICTC with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F), as amended.
2. That the Executive Director or his designee is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.
3. That the Executive Director or his designee is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

4. That the Executive Director or his designee is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 project(s).

By: _____
Chairman

ATTEST:

By: _____
CRISTI LERMA
Secretary to the Commission

VI. ACTION CALENDAR

B. IMPERIAL COUNTY SAFE ROUTES TO SCHOOL REGIONAL MASTER PLAN



1405 N. IMPERIAL AVE., SUITE 1
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4497

March 4, 2016

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Imperial County Safe Routes to School (SRTS) Regional Master Plan

Dear Committee Members:

Since February 2014 the Imperial County Transportation Commission (ICTC) and the Southern California Association of Governments (SCAG), in close coordination with regional partners and Caltrans, have been working with a consultant team to develop an Imperial County Regional Safe Routes to School (SRTS) Master Plan. The goal for developing the plan is to provide a tool for the Imperial County Region to be more competitive in the Active Transportation Planning (ATP) Grant Process, which provides funding for SRTS projects and other non-motorized bicycle and pedestrian projects.

The plan was funded by a Caltrans Community Based Transportation Planning Grant (CBTP) and a SCAG Sustainability Grant. The total budget for the project is \$193,000. The consultant team was selected through SCAG's open Request For Proposal (RFP) process. The project and grant management has been administered cooperatively by SCAG and ICTC. The selected consultant was Ryan Snyder and Associates.

The Imperial County SRTS Master Plan developed approximately 50 individual SRTS school projects throughout the Imperial region. Each plan was developed through local stakeholder outreach, input, and feedback. Each school district hosted a community stakeholder meeting to gather feedback regarding each school's most important site for improvement. All public participants and stakeholders were provided a short educational presentation of the SRTS program from the consultant team prior to giving comment and completing the workshop activities.

Most school districts received a plan for each school within their district. The plans also include cost estimates which are broken down by the different improvement elements and their costs. The feedback from the stakeholders at each school site was a vital component of the planning process and is incorporated as part of the plan development in the form of surveys and brief in-class student travel tallies. At the workshops the consultant also did a mapping exercise which allowed the stakeholders to identify on the map the areas where children walk and where improvements are most needed.

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**

The DRAFT final document includes planning components for funding and implementation, transportation demand management benefits, design guidance and all relative survey data and results. The final plan will be available on the ICTC website and for a fee can be printed at the ICTC main office. ICTC will also hold, and make available, the completed surveys, informal classroom survey results, and all other related outreach and documents such as sign-in sheets and meeting exercise documents. The first twenty (20) pages of the document are provided as back-up to the agenda as they provide the background for the plans development and completion.

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

1. Approve the Imperial County Safe Routes to School Regional Master Plan.

Sincerely yours,

MARK BAZA
Executive Director

BY:



Kathi Williams
Senior Transit Planner

MB/ksw/ds

IMPERIAL COUNTY
Safe Routes to School
REGIONAL MASTER PLAN



FEBRUARY
2016



Acknowledgements

Imperial County Transportation Commission (ICTC)

David Salgado

Southern California Association of Governments (SCAG)

Rye Baerg

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Jonathan Delgado

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The contents of this report reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of SCAG, Caltrans or ICTC. This report does not constitute a standard, specification or regulation.

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1. Introduction

Imperial County has embarked on an effort to improve transportation safety at all of its public schools. A California State Department of Transportation (Caltrans) grant, in partnership with the Southern California Association of Governments (SCAG), was awarded to the Imperial County Transportation Commission (ICTC) to create a countywide Safe Routes to School (SRTS) Plan (the Plan). The Plan includes results of public workshops where local stakeholders identified safety issues and other barriers that discourage more students from walking or bicycling to the schools in Imperial County. It also includes a plan for each school to make engineering improvements to the most important location as was identified by stakeholders. These improvements range from intersection modification to new sidewalks or bikeways. This Plan details work completed thus far and future steps.

The Plan provides a roadmap for physical improvements and programs for implementation of physical modifications to the street and an enactment of programs. There are two primary purposes for SRTS plans:

1. To make it safer for students to walk and bicycle to school
2. To increase the number of students walking and bicycling to school

In addition to safety benefits, there are health benefits for students who walk and bike to school. Environmental benefits result as fewer parents drive their children to school every day. Additionally, as children and families adopt more active lifestyles, their quality of life increases, they have more free time from driving less, and community relationships are strengthened. All of these benefits combine to create more livable neighborhoods surrounding schools where children walk or bike to school.

The Imperial County Public Health Department (ICPHD) served as a key partner in the process to develop and implement the Plan. The Plan follows earlier efforts by ICPHD to spearheaded SRTS efforts in Imperial County over the last several years. Previous efforts by ICPHD include:

- Completed SRTS surveys at selected schools.
- A SRTS workshop conducted by the California Department of Public Health as part of National Walk to School Day in 2013.
- Supporting the San Pasqual Valley Unified School District in producing a SRTS Plan in 2011 to use as the basis for funding applications and the beginning of programs.

As part of the current Plan, the schools conducted surveys to obtain information from parents about their children's trip to and from school, including perceptions of safety, traffic conditions, and parents' opinions regarding whether walking and bicycling to school is appropriate for their child.

The Plan was initiated in March of 2015 when a consultant team was brought on to conduct the core work. The consultant team coordinated the Plan development, including contacting each of the school districts and schools, setting up and facilitating workshops together to gather key information, circulating surveys, and developing the SRTS Plan.

A nationally certified SRTS instructor from the consultant team facilitated the SRTS workshops in each school district. The workshops began with a presentation that described why SRTS is important, along with a sampling of engineering devices that can be applied to make walking and bicycling safer. The presentation also included information about the programmatic components: education, encouragement, enforcement and evaluation. After the presentation, stakeholder attendees drew on large-scale maps of their schools and the surrounding areas. Each group marked common walking and cycling routes to their school and identified key issues and locations needing improvement. They identified general safety issues, as well as location-specific safety issues. The groups then identified their number one location-specific concern at each of

the schools. These led to the creation of SRTS plans for each school. As part of the workshops the SRTS instructor also collected information regarding the types of education, encouragement and enforcement programs the schools currently carry out, and might like to enact in the future. Attendees also discussed the importance of forming SRTS committees to manage the programs.

Following the workshop, the consultant team conducted fieldwork for each of school's number one location-specific concern to provide engineering recommendations. This can be found under the "Existing Conditions and Engineering Recommendations" section in each school's SRTS plan.

This Plan contains a program for a "5 E" approach to making walking and bicycling safer and more attractive to Imperial County's students and parents. The 5Es include the following:

- **Engineering**—to make physical improvements to the routes that students use to walk or bicycle to school
- **Education**—to teach students safe walking and bicycling habits, to teach parents the importance of safe driving habits, and to emphasize health and environmental benefits
- **Encouragement**—to promote walking and bicycling to school so more students choose to do so
- **Enforcement**—to ensure that rules and laws of the road are followed, as well as safe pick-up and drop-off practices are adhered to at the schools
- **Evaluation**—to track the Plan to assess its success and to modify it accordingly.

Experience shows that this approach yields successful results in both making our communities safer to walk and bicycle in, and increasing the number of students doing so.

2. Planning Context

Some of the improvement locations listed in this Plan coincide with work conducted for other planning efforts. This Plan compliments and expands upon these previous efforts to create a well-connected network for pedestrians and bicyclists throughout the County.

Following is a brief summary of each of the County’s respective non-motorized transportation studies.

City of Brawley Non-Motorized Transportation Plan (NMTP) (2013)

The City of Brawley’s NMTP serves as a guiding document for a comprehensive pedestrian and bicycle network and an update to the existing 2002 Bicycle Master Plan. The purpose is to improve the overall safety and enhance multi-modal connections through a well-established pedestrian and bicycle network.

For an estimated cost of \$6,137,500, 46 miles of bikeways are proposed to emphasize connectivity to key destinations, including schools, activity centers and residential areas. This includes 6 miles of Class I bike paths, 22.5 miles of Class II bike lanes, and 17.5 miles of Class III bike route facilities. The plan also proposes pedestrian networking improvements, including sidewalk infill projects, intersection improvements, streetscape enhancements, suggested routes to schools, and traffic calming recommendations. The cost estimates for these pedestrian improvements total to \$6,064,000.

Imperial County Bicycle Master Plan (2012)

The County of Imperial’s Bicycle Master Plan aims to create an integrated network of bicycle facilities and programs for the unincorporated areas of the County. The purpose of this Plan is to expand on the existing network spelled out in the 2003 Countywide Plan in order to qualify for state and federal funding for implementation.

The Plan recommends approximately 270 miles of on-street bikeways (Class II bike lanes and Class III bike routes), 63.8 miles of off-street Class I bike paths, and 102.9 miles of Class III bike routes along shoulders of state highways. The Plan provides a detailed prioritization strategy for implementation and estimates a total cost for the bikeway network (not including the Class III bike routes along state highways) to be \$68,291,000. At full build out, the County of Imperial will have over 435 miles of proposed bikeways to improve connections between key destinations, as well as the incorporated cities and the more rural unincorporated areas of the County.

San Pasqual Unified School District’s Fort Yuma Safe Routes to School Project (2011)

The San Pasqual Valley Unified School District produced a Safe Routes to School (SRTS) plan in 2011 called the “Fort Yuma Safe Routes to School Project”. This project proposes a comprehensive “5E” approach—engineering, education, encouragement, enforcement and evaluation—to make walking and bicycling safer and more attractive around the school. A SRTS Committee was formed to carry out the programs.

City of El Centro Bicycle Master Plan (2010)

The 2010 City of El Centro Bicycle Master Plan is an update to the 2000 Master Plan. The purpose of this Plan is to create continuous and interconnected bicycle facility links to the County of Imperial’s regional and proposed network. It serves as the basis for applying for federal funding for the implementation of the Plan.

The Plan examines existing facilities, bicycle needs assessment, recommended bicycle network, funding costs and a phased implementation strategy. This Plan recommends the implementation of 20.60 miles of bicycle facilities for an estimated cost of \$5,181,521. The plan includes 5.9 miles of Class I bike paths, 5.5 miles of Class II bike lanes, and 9.2 miles of Class III bike route facilities. Developers will construct an additional 27.3 miles of bike routes. These facilities will provide strong connections to local destinations and surrounding areas.

County of Imperial Bicycle Master Plan (2003)

The previous County of Imperial Bicycle Master Plan includes summaries of the existing and proposed bicycle facilities for the Holtville Bicycle Master Plan (2008), City of Imperial Bicycle Master Plan (2003), Calexico Bicycle Master Plan (2002), Westmorland Bicycle Master Plan (2002), and Calipatria Bicycle Master Plan. The City of Holtville has prioritized approximately 10.35 miles of bikeways at an estimated cost of \$932,460. A complete document for the cities of Imperial, Calexico, Westmorland, and Calipatria were not available for review as of the publication of this report.

3. Evaluation

In the first months of the planning process, baseline surveys were taken to learn about existing commute to school patterns. As the Plan's programs unfold, they should show increases in the number of students walking and bicycling. Since engineering improvements (physical modifications made to streets and intersections) will likely be made after this planning effort ends, initial increases in bicycling and walking will result from the programs alone. Further increases can be expected once the physical improvements are made. The Table B.1, the Baseline Commute to School Tally in Appendix B shows the results of a school tally conducted in the classrooms, where teachers ask their students how they got to school.

A more in depth parent survey was circulated. This questionnaire used the survey instrument, described in Appendix A, created by the National Center for Safe Routes to School. These surveys were passed out by teachers to each student to take home to their parents to gather information about current commute to school patterns, and the attitudes parents hold regarding permitting their children to walk or bicycle to school. This gave us further information regarding barriers preventing parents from allowing their children to walk or bicycle, as well as what might be done to alleviate those barriers. The results of this survey are displayed in the Appendix B. These surveys were conducted in English and Spanish.

Summary of Results from Parent Surveys

To be filled out when data is received.

4. Ongoing Programs

The recommendations that follow are the result of school and community outreach, background research, fieldwork, and experience for what makes effective Safe Routes to School programs. Throughout the outreach process, each school identified specific programs for education, encouragement, and enforcement that would work best for it. What follows here are programs the County could consider offering and implementing citywide, with the opportunity for each school to tailor the programs to its needs.

“Using a comprehensive “5 E” approach will allow the County to have the greatest impact and encourage more students to walk and bike to school. The Education programs will teach students, parents, and neighbors safe walking, bicycling, and driving habits, as well as the health and environment benefits of SRTS. The Encouragement programs aim to engage students, parents, school staff, and neighbors to promote walking and cycling to and from school. The Enforcement efforts seek to ensure that traffic laws and drop-off and pick-up procedures are followed. Evaluation tracks the program to assess what is effective and what might be modified. The Engineering improvements make physical changes to streets and intersections to remedy safety issues, and create a more comfortable environment for people walking and bicycling.

4.1. General Guide to Program Development

As the County develops each program, staff should keep in mind the following concepts recommended by the Pedestrian and Bicycle Information Center (PBIC):

1. **Make walking and bicycling “try-able.”** Give people a chance to try walking and bicycling instead of driving. This could be by organizing a group ride to school or providing route maps for a citywide walk event, etc.
2. **Communicate the behavior you want to see.** Bumper stickers, banners, signs, pamphlets, and public service announcements can all convey messages to encourage travel by foot or bicycle.
3. **Reward behavior.** Provide incentives and gifts to motivate people to try walking and bicycling for a trip. These strategies are especially effective for school children.
4. **Make it convenient.** Design pedestrian and bike-friendly places throughout the city; prioritize improvements to key destinations.
5. **Institutionalize support for walking and bicycling.** Strong policies that support walking and bicycling will help guide programs and ensure ideas have staying power.
6. **Capitalize on other agendas.** Make walking and bicycling part of the solution to a wider range of issues the community faces, such as obesity, health, environmental concerns, and economic development.

4.2. Education

Educational programs should be tailored to specific audiences in order to effectively address the behaviors the programs seek to modify. For example, a child bicyclist will need different education on how to ride compared to an adult bicyclist. Similarly, different messaging will resonate with teen drivers than adult drivers. The most common audiences that will benefit from education programs include:

- Road users—bicyclists, pedestrians (children, teens, adults, parents, neighbors, seniors), and drivers (young, adult, older)
- Commuters and employers
- Officials and policy makers—engineers, planners, council members, law enforcement
- Students
- Teachers
- Neighbors
- Visitors

For each group, the County should consider when and how the audience should receive the information, and the demographic factors that may affect how the audience understands and perceives the information. Descriptions of educational campaigns and programs that were prioritized during the SRTS outreach process are detailed below.

Table 4.2. Education Programs

Program	Description	Implementation Steps
Bicycle rodeo	A bicycle safety clinic featuring bike safety inspections and a safety lecture, followed by a ride on a miniature "chalk street" course where young cyclists are shown where and how to apply the rules.	Work with Imperial County Sheriff's Department, IUSD, each school, and IUSD School Police to sponsor at least annual bicycle rodeos for each school.
Pedestrian and bicycle safety skills course for adults	Adults often do not know current regulations or protocols for safe walking or bicycling. These skills are important for parents to pass on to their children.	Work with organizations such as the League of American Bicyclists, Imperial County Sheriff's Department, and IUSD School Police to offer regularly scheduled multilingual skills courses in walking and bicycling for adults at local parks and the civic center.
Pedestrian and bicycle safety skills course for youth	These courses provide hands-on learning for young children on how to walk safely and ride a bicycle. Pedestrian skills training should be targeted to first and third graders, and bicycle skills training for third and fifth graders.	Work with organizations such as the League of American Bicyclists, Imperial County Sheriff's Department, and IUSD School Police to offer regularly scheduled, multilingual skills courses in walking and bicycling for adults at local parks and/or each school. Work with IUSD to institutionalize bicycle and pedestrian skills course training at each school.

Program	Description	Implementation Steps
Personal safety training	Training on personal safety prepares students to address any issues on their way to school, where they feel unsafe due to crime, harassment or violence.	Work with the Imperial County Sheriff's Department and IUSD School Police to understand what materials exist around personal safety to train and distribute to students and parents.
Print and media campaign with safe walking, bicycling, and driving messages	Promote educational messages such as "STOP! It could be someone you love in the crosswalk" or "Use the other pedal and slow down" into media coverage, events, street banners, maps, posters, stickers, guides, etc. Consider distributing "neighborhood slow zone" signage for residents to place in their yards, and flyers to schools. Messaging should be multilingual.	The County can develop or adapt nationally recognized media campaign materials, including flyers, stickers, and talking points, and distribute to the schools. Communication channels include messages from the principal through tele-parent (automatic calls), parent meetings, the family center, flyers, coffee with the principal, back to school night, parent-teacher meetings, school marquis, a monthly newsletter, and social media.
Safe driving tips	Information about safe driving in Cudahy and around schools.	Create and/or adapt existing materials on safe driving to distribute to community members and parents who are dropping off or picking up their children at school.
Safe walking and bicycling tips	Information about safe walking and bicycling.	Create and/or adapt existing materials on safe walking and bicycling to distribute to community members and parents. Materials are available through the National Center for Safe Routes to School, FHWA, and others.

4.3. Encouragement

These programs generate excitement about walking and bicycling, and help spread the message that walking and bicycling is not only beneficial for health, social, and economic reasons, but enjoyable as well. Encouragement strategies are especially important when working with youth. Coordinating with individual schools to select prizes that are appropriate and customized will enhance encouragement programs. In addition to youth, parents should also be targeted in order to increase their involvement in SRTS.

Table 4.3. Encouragement Programs

Program	Description	Implementation Steps
“Caught being good”	Law enforcement officers distribute “tickets” to students that are “caught being good,” which means they were following safety rules. The “tickets” are typically coupons for discounts at local businesses or a certificate.	The County can approach law enforcement officials to see whether they are interested in spearheading such an encouragement program, as well as coordinate with local businesses to receive coupons that appeal to youth.
International Walk-to-School Day	International Walk to School Day, held in October each year, joins children and adults from around the world to celebrate walking and bicycling to school.	Generally, the County can help provide support to schools by providing incentive items, law enforcement support along pre-determined walking routes, and meeting locations throughout the county, as well as participating in the event.
Open streets events	Local streets are closed to vehicle traffic for a short period of time, so residents and visitors can experience this public space in a new way. CicLAvia in Los Angeles helps residents get used to walking and bicycling in a safe environment without cars.	The County can work with organizations to organize an open streets event in the community and encourage attendance. Volunteers are needed to support the event.
Parent awards	Distribute awards to parents that support the SRTS program.	Provide the schools with certificates to recognize parents who have been exemplary volunteers to support SRTS. Recognize key school and parent staff at City Council meetings.
Park and walk	A pre-determined parking lot acts as the meeting area for families who drive and then park and walk the remaining distance to school.	Work with local businesses to create agreements that allow their parking lots to serve as park and walk meeting locations. Distribute this information to the schools and promote the opportunity throughout the community.
Principal, mayor, and/or teacher-led walks	Key community leaders, such as the mayor, council members, principals and teachers, can lead regular walks in the community outside of school hours to encourage walking.	The County can organize staff to help lead walking events and/or a separate walk as part of existing events, such as the Imperial Valley Expo.

Program	Description	Implementation Steps
<p>Student or classroom competitions with prizes</p>	<p>Contests encourage children either to begin walking and bicycling to school or to increase their current amount of physical activity by making it fun and rewarding. Competitions can be between students (e.g., student with most miles walked), or between classrooms (e.g., classroom with the most students walking to school). Generally, children track their progress and get a small gift or a chance to win a prize after they reach a certain goal.</p>	<p>The implementation of student or classroom competitions is typically school-driven. There are many existing templates for tracking progress. These include templates for punch cards that are marked whenever a child walks and programs such as “Fire up your Feet” which track information online. The County can support a citywide competition and provide materials for competitions, such as pedometers, reflectors, stickers, and plaques.</p>
<p>Walk and roll Wednesdays</p>	<p>Designated day where students are encouraged to ride their bicycles or walk together to school and/or for short trips.</p>	<p>The County can promote a regular walking and bicycling day of the week or month for the community, and advertise it through available channels (at school, town hall, council meetings, etc.).</p>
<p>Walking school bus/ bicycle train</p>	<p>A walking school bus consists of groups of students accompanied by adults who walk a pre-planned route to school. Bicycle trains work like walking school buses. Adults, or older students, can lead the ride to school along a route that others can join on.</p>	<p>The implementation of walking school buses and bicycle trains is typically parent and school-driven. The County can support walking school buses and bicycle trains by volunteering to lead walks/rides, providing police support along pre-determined routes, and reviewing routes for any safety concerns.</p>

4.4. Enforcement

Enforcement programs help deter unsafe behaviors of drivers, pedestrians, and bicyclists, and encourage all road users to obey traffic laws and share the road safely. The Imperial County Sheriff's Department, local school police, and other law enforcement agencies will need to be involved in the execution of these programs.

Table 4.4. Enforcement Programs

Program	Description	Implementation Steps
Corner captains	Adult volunteers stand at corners along routes to school so they can monitor students walking and deter any activity that may be harmful to students.	The County can alert neighbors along key routes to school to participate in the corner captain program by coming out to their front yard during the morning walk to school.
Crossing guards	Crossing guards promote safe behaviors at crosswalks by helping children safely cross the street at key locations and reminding drivers of the presence of pedestrians.	The County already has a crossing guard program, which could be expanded to cover additional intersections near each school.
Law enforcement presence	Provide an enforcement presence that discourages dangerous behaviors on and off the school campus. This may mean issuing warnings to drivers breaking traffic laws. Drivers who have made a minor error will often respond to a warning from an officer by being more careful. Drivers who continue to violate traffic laws need to be ticketed.	The County can work with the Sheriff's Department and local school police to target enforcement based on areas of most concern.
Neighborhood watch	Neighborhoods work with police to observe motor vehicle speeds and report crimes.	The County can provide regular updates to the local Neighborhood Watch group about any activity, and on the Safe Routes to School program.
Pedestrian decoy program	This program is used in areas where drivers are not yielding to pedestrians in marked crosswalks. Plainclothes police officers cross the street, while another officer monitors driver behavior from a distance. The officer then will issue a warning or citation and educational materials depending on the situation.	The County can share this idea with the Imperial County Sheriff's Department, and collect data from observational surveys to understand appropriate locations for law enforcement to monitor.

Program	Description	Implementation Steps
Radar enforcement	Strict enforcement of speed laws in school zones can improve the safety for children walking and bicycling to school. A 'zero tolerance' policy for speeders in school zones, and an increase in fines for drivers who violate the posted school zone speed limit, are both potential approaches.	The County can work with the Sheriff's Department and local school police to target enforcement based on areas of most concern.
Speed trailers, active speed monitors, and photo enforcement	Speed trailers and active speed monitors display the speed of oncoming vehicles. Both devices help officers track motorist speed, display current speed to motorists, and create awareness of the posted speed limit.	The County can work with the Sheriff's Department to use and/or purchase equipment to monitor and enforce speed, and target areas of known speeding.
Student safety patrol (valet)	Student safety patrols enhance enforcement of drop-off and pick-up procedures at school by increasing safety for students and traffic flow efficiency for parents.	The school typically spearheads a student safety patrol or valet system. The County can assist by providing vests for participating students, as well as information material about setting up successful valet programs.

4.5. Future Evaluation

Evaluation of this program will consist of periodic surveys to determine how commute to school patterns have changed, as well as to assess what is working and what may need modifying. Annual student tallies like the baseline tallies conducted for this Plan will inform the County and schools if fewer students are arriving by car and more are walking or bicycling, and by how much.

Table 4.5. Evaluation Programs

Program	Description	Implementation Steps
Bicycle and pedestrian counts	Counting numbers of bicyclists and pedestrians around the County can help staff prioritize improvements. These counts can also be included in travel demand models. The Southern California Association of Governments developed a count methodology that is now available for use by local jurisdictions.	The County should conduct a pedestrian and bicycle count at least every other year and preferably annually. The County can work with organizations to organize and administer a count. The counts typically require volunteers.
Parent attitudinal surveys	Survey questions, such as “what deters you from bicycling?” or “what mode do you use for short trips?” aim to understand attitudes toward walking, bicycling, and common concerns with letting students walk or bicycle to school.	The National Center for Safe Routes to School has a standard parent survey form that the County should distribute to schools annually for administration. The County should collect completed forms, analyze data, and submit results to the schools and the National Center.
Student tallies	This survey asks what mode a respondent used for a certain trip. Mode of travel surveys are commonly done in schools as part of SRTS to find out how many children walked, bicycled, were driven, etc.	The National Center for Safe Routes to School has a standard student tally form that the County should distribute to schools annually for administration. Or, the schools can use a simple “how did you get to school today” raise your hand tally. Ideally, this should be done every year.

4.6. Engineering (Conceptual)

Imperial County aspires to have streets that enhance quality of life available to all residents and provide safe and comfortable means of travel by foot, bicycle, transit, and vehicle. The pedestrian and bicycle engineering treatments included in this Plan will certainly help the County towards this goal. However, the recommendations included here are specific to the trip to and from school, with an eye toward students safely walking and bicycling to school. The County will continue to actively engage the community to ensure safety of all street users is a priority.

The recommendations included here are summarized in the following section “SRTS Plans by School”.

5. SRTS Plans by School

Comments from SRTS workshops were brought along when fieldwork was conducted so that the resulting plans address the issues raised. The fieldwork also identified new issues, which the plans address at each of the following schools:

Brawley Elementary School District

- Barbara Worth Junior High School
- J.W. Oakley Elementary School
- Miguel Hidalgo Elementary School
- Myron D. Witter Elementary School
- Phil D. Swing Elementary School

Brawley Union High School District

- Brawley Union High School
- Desert Valley High School

Calexico Unified School District

- Aurora High School
- Blanche Charles Elementary School
- Calexico High School
- Cesar Chavez Elementary
- De Anza 9th Grade Academy
- Dool Elementary
- Enrique Camarena Junior High School
- Jefferson Elementary
- Kennedy Gardens Elementary
- Mains Elementary
- Rockwood Elementary
- William Moreno J.H.S.

Calipatria Unified School District

- Bill Smith Jr. Middle School
- Calexico Community School
- Calipatria High School
- Fremont Primary School
- Grace Smith Elementary School

Central Union High School District

- Central High School
- Desert Oasis High School
- Southwest High School

El Centro Elementary School District

- Ballington Academy for the Arts and Sciences

- De Anza Magnet School
- Desert Garden Elementary School
- Harding Elementary School
- Hedrick Elementary School
- Imagine Imperial Valley
- John F. Kennedy Middle School
- Lincoln Elementary School
- Martin Luther King Jr. Elementary School
- McKinley Elementary School
- Sunflower Elementary School
- Woodrow Wilson Junior High School

Heber Elementary School District

- Dogwood Elementary School
- Heber Elementary School

Holtville Unified School District

- Emmett S. Finley Elementary School
- Holtville Middle School
- Holtville High School

Imperial Unified School District

- Ben Hulse Elementary School
- Frank Wright Middle School
- Imperial Avenue Holbrook High School
- Imperial High School
- T.L. Waggoner Elementary School

San Pasqual Valley Unified School District

- San Pasqual Elementary School
- San Pasqual Middle School
- San Pasqual Valley High School

Seeley Union School District

- Seeley Elementary School

Westmorland Union Elementary School District

- Westmorland Elementary School

The planned physical improvements along school routes are described in the following pages. The design section at the end of this Plan provides definitions and guidance on these improvements. All bulb-outs and curb extensions will include perpendicular curb ramps and truncated dome tactile devices for the sight-impaired. All pedestrian signals will include audible signals for the sight-impaired.

For each school, a planned list of improvements was created. The list gives the County and local jurisdictions projects that they can seek funds for. The County and local jurisdictions may want to change the list over time, as the list is conceptual. Engineering will need to be conducted prior to construction.

Maps on the following pages illustrate common routes that students take to get to school. The proposed improvements were planned along these routes. The crossing improvements are numbered and shown on the map with their corresponding numbers.

Shade from trees also serves as an important factor to encourage more walking and bicycling. It is encouraged to plant native, drought-tolerant shade trees along walking and bicycling routes, where appropriate. Shade trees are important given the county has half the days of the year over 90 degrees.

VII. LOCAL TRANSPORTATION AUTHORITY (LTA) INFORMATIONAL CALENDAR

A. IMPERIAL COUNTY LTA ANNUAL FINANCIAL AUDIT
FOR FISCAL YEAR ENDED JUNE 30, 2015

Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

March 4, 2016

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Imperial County Local Transportation Authority Annual Financial Audit for
Fiscal Year Ended June 30, 2015

Dear Committee Members:

According to Section VIII of the ordinance dated July 1, 1989, the Local Transportation Authority (LTA) must conduct fiscal audits of its financial activities on an annual basis. The ordinance states: *“An annual independent audit shall be conducted to assure that the revenues expended by the Authority under this section are necessary and reasonable in carrying out its responsibility under the Ordinance.”*

For the year ending 2014-15, drafts of the LTA Measure D reports were distributed for review and comment to the Cities and the County on the week of February 16, 2016. The LTA Local Taxpayer Supervising Committee (LTSC) is set to meet on the week of March 14, 2016. In addition, Staff of the office of Vavrinek, Trine, Day & Co, LLP will be presenting the Audit and Recommendations at the March 23, 2016 LTA Board meeting.

For your review, the annual financial report performed by the Audit firm, Vavrinek, Trine, Day & Co, LLP: *LTA Annual Financial and Compliance Report, for fiscal year ended June 20, 2015* is available on the ICTC website at <http://www.imperialctc.org/about-lta/financial-reports/>.

This item is presented for informational purposes.

Sincerely,

MARK BAZA
Executive Director

BY:



Kathi Williams
Senior Transit Planner

MB/mb/cl

***1405 N. Imperial Ave., Suite 1, El Centro, CA 92243
Phone: (760) 592-4494, Fax: (760) 592-4497***