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**TRANSPORTATION COMMISSION MEETING  
AGENDA**

**WEDNESDAY, SEPTEMBER 28, 2016  
6:00 p.m. (or immediately after IVRMA or LTA)**

**County of Imperial Administration Center  
Board of Supervisors Chambers  
940 W. Main Street, Second Floor  
El Centro, CA 92243**

**CHAIR: JAMES PREDMORE**

**VICE CHAIR: DOUG COX**

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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.

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**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 Commission for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Commission. The Commission 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**

(Executive Director recommends approval of consent calendar items)

- A. Approval of ICTC Board Draft Minutes: July 27, 2016 Pages 4-15  
B. Receive and File:  
1. ICTC Management Committee Draft Minutes: September 14, 2016  
C. Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Plan and Goal for FY 2017-2019 for Federal Transit funds Page 17

The ICTC Management Committee met on September 14, 2016 and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the proposed FY 2017-19 DBE plan and annual goal of 1.0%.

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

**V. REPORTS**

- A. ICTC Executive Director
  - See attached Executive Director Report on page 59
- B. Southern California Association of Governments
  - See attached report on page 76
- C. California Department of Transportation – District 11
  - See attached report on page 89
- D. Commission Member Reports

**VI. INFORMATION CALENDAR**

- A. Transportation Development Act FY 2015-16 Claims Page 105
- B. Update on the Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – ICTC grant application for Mobility Coordination Page 108
- C. Review of the Increase in IVC Express trips between Calexico and El Centro on Imperial Valley Transit (IVT) Fixed Route Bus System Page 113

**VII. ACTION CALENDAR**

- A. San Diego State University /Imperial Valley College Transit Shuttle Analysis Page 116

The ICTC Management Committee met on September 14, 2016 and forwards this item to the Commission for their review and approval after public comment, if any:

- 1. Approve the San Diego State University /Imperial Valley College Transit Shuttle Analysis

**VIII. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, October 26, 2016 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

**IX. ADJOURNMENT**

- A. Motion to adjourn

## **IV. CONSENT CALENDAR**

A. APPROVAL OF BOARD DRAFT MINUTES:

JULY 27, 2016

B. RECEIVE AND FILE:

1. ICTC MANAGEMENT DRAFT MINUTES:

SEPTEMBER 14, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION****DRAFT MINUTES FOR JULY 27, 2016****6:00 p.m.****VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calexico	Joong Kim
City of El Centro	Alex Cardenas (alt.)
City of Holtville	James Predmore
City of Imperial	Mark Gran (alt.)
City of Westmorland	Lawrence D. Ritchie
County of Imperial	Jack Terrazas
Imperial Irrigation District	Norma Sierra-Galindo

**NON-VOTING MEMBERS PRESENT:**

Caltrans District 11      Sam Amen

**STAFF PRESENT:** Mark Baza, Kathi Williams, Virginia Mendoza, Cristi Lerma, Michelle Bastidas, Guillermo Gonzalez

**OTHERS PRESENT:** Eric Havens: ICTC Counsel; David Salgado: SCAG; Will Calves: AECOM; Narci Silva: First Transit; Belen Leon, Miguel Coronel: Imperial County APCD

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 July 27, 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 6:08 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. | Approved ICTC Board Draft Minutes:          | June 22, 2016 |
| B. | Received and Filed:                         |               |
|    | 1. ICTC Management Committee Draft Minutes: | July 13, 2016 |

A motion was made by Ritchie and seconded by Cardenas to approve consent items A and B, **Motion carried unanimously.**

**V. REPORTS**

- A. ICTC Executive Director  
Mr. Baza and staff had the following announcements:
- Recruitment for the Office Technician and Transportation Planner positions at ICTC closed on June 24, 2016. For the Office Technician, 31 applications were received.

All candidates will undergo an advanced clerical exam in July. For the Transportation Planner, 27 applications were received. The applications were screened and interviews were held the last week of July to the top 10 candidates for both positions.

- 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 the SR 86 (Northbound) 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. A meeting was held on July 20<sup>th</sup> with all of the above stakeholders. Following the meeting input, Border Patrol will begin to draft concept alternates to meet short-term and mid-term needs.
- A complete list of ICTC updates can be found on Page 17 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- On April 7, 2016, SCAG's Regional Council adopted the 2016 RTP/SCS, and is available for download by chapter or as one file. Mr. Salgado stated that the 4 year document is a great tool. The executive summary is available upon request.
- The 2017 Active Transportation Program (ATP) application deadline was June 15, 2016. The ATP will award approximately \$240 million to infrastructure, non-infrastructure and planning projects with funding available in fiscal years 2019/20 to 2020/21. As with previous cycles, applicants will have two opportunities to receive funding, either through the Statewide and Small Rural and Urban process (Projects selected in December 2016) or the Regional Program (projects selected in March 2017). If you have any questions please contact SCAG's ATP Program Manager, Stephen Patchan, patchan@scag.ca.gov.
- On Thursday, July 28, 2016 between 10:00 am and 12:00 pm, an active transportation workshop will be held at the Imperial County Workforce Development Board 2799 South 4th Street, El Centro, CA, 92243. As part of the Go Human Campaign, SCAG and ICTC will be conducting a workshop on promoting safety and encouraging walking and in the community. Guided by a newly developed Active Transportation Toolbox, the workshop will provide new and longstanding active transportation champions with resources, tool, and strategies to advance walking and biking in Imperial County.
- SCAG will be dark for the month of August 2016. The next Regional Council and Policy Committee meetings will be held September 1st, 2016.
- Two local college bound graduates were selected by the SCAG Scholarship Committee to receive \$4,000 and a 2 week planning internship. The participants had to write a 500 word essay describing their interests in urban planning and public policy and 2 letters of recommendation. Imperial County was the only county with 2 awardees. SCAG received 42 applications and forwarded 17 for review by the committee. The committee was chaired by Immediate Past President Cheryl Viegas-Walker. One of the two students selected from Imperial County was introduced by Mr. Salgado. Ms. Miranda Montenegro, SCAG intern, gave a brief comment regarding her learning experience.
- The 2016 California Housing Summit will take place October 11, 2016 from 8:00am to 3:00pm at the L.A. Hotel, 333 S. Figueroa St., Los Angeles, CA.
- A SCAG report can be found on page 21.

C. California Department of Transportation (Caltrans)

- A full report of Caltrans updates can be found on page 24 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. INFORMATION CALENDAR

### A. San Diego State University /Imperial Valley College Transit Shuttle Analysis

The San Diego State University / Imperial Valley College Transit Shuttle Analysis completed by the AECOM consultant team assessed the feasibility of an inter-college campus shuttle service in Imperial County. A technical advisory committee team comprised of staff from SDSU - Imperial Valley Campuses, Imperial Valley College, SCAG, ICTC and Caltrans provided guidance in the development of the project deliverables. A critical element of the project deliverables included multiple outreach efforts at the campuses of SDSU-Calexico, IVC and SDSU - Brawley.

The study developed a phased approach for implementation and future consideration. The consultant team completed the 2<sup>nd</sup> round of outreach at SDSU - Calexico, IVC and SDSU - Brawley campuses to obtain input from the student body regarding these proposed route alternatives.

The study alternatives were presented to the IVC Board of Trustees on June 15, 2016. The IVC Board of Trustees expressed support for the project and future implementation of the first phase when funds are available.

The AECOM consultant team presented the draft study to the Commission on July 27, 2016 for informational purposes only. A request for approval of the final report and Technical Memorandums will be brought to the Commission at the September meeting.

## VII. ACTION CALENDAR

### A. Draft ICTC Overall Work Program (OWP) and Budget, FY 2016-2017

1. Approved the Draft ICTC Overall Work Program (OWP) and Budget for FY 2016-2017

A Motion was made by [Sierra-Galindo](#), seconded by [Terrazas](#), **Motion Carried** with 1 abstention.

### B. STIP/RTIP Consultant Agreement, COH and Associates, FY 2016-17 & FY 2017-18

1. Authorized the Chairman to sign the First Modification to the STIP/RTIP Consultant Agreement with the firm of *COH and Associates* for the not to exceed fee of \$60,000.00 effective July 1, 2016 through June 30, 2018.

A Motion was made by [Cardenas](#), seconded by [Gran](#), **Motion Carried** with 1 abstention.

### C. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Fiscal Year 2017-2019, Modification #7

1. Authorized the Chairperson to sign the modification #7 to the operating agreement with First Transit Inc. for the continued operation of Imperial Valley Transit, effective July 1, 2016 with an annual not to exceed operating subsidy, with an

annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:

- a. For the period July 1, 2016 through June 30, 2017, the annual not to exceed subsidy is set at \$2,599,451.
- b. For the period July 1, 2017 through June 30, 2018, the annual not to exceed subsidy is set at \$2,689,438.
- c. For the period July 1, 2018 through June 30, 2019, the annual not to exceed subsidy is set at \$2,689,438.

A Motion was made by [Cardenas](#), seconded by [Gran](#), **Motion Carried** with 1 abstention.

D. IVT ACCESS – ADA Paratransit Service Operating Agreement, Fiscal Year 2017-2019, Modification #3

1. Authorized the Chairman to sign a modification #3 to the operating agreement with FIRST TRANSIT, INC. for the continued operation of IVT ACCESS contract effective July 1, 2016 with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:
  - a. For the period July 1, 2016 through June 30, 2017, the annual not to exceed subsidy is set at \$1,437,068.
  - b. For the period July 1, 2017 through June 30, 2018 the annual not to exceed subsidy is set at \$1,476,122.
  - c. For the period July 1, 2018 through June 30, 2019, the annual not to exceed subsidy is set at \$1,513,909.

A Motion was made by [Cardenas](#), seconded by [Gran](#), **Motion Carried** with 1 abstention.

E. FY 2016-17 Revised Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

1. Authorized the Chairperson to sign the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT Turquoise #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT Blue #5) effective July 1, 2016 through June 30, 2017 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$138,710.32.

A Motion was made by [Kim](#), seconded by [Terrazas](#), **Motion Carried**.

F. Imperial County Air Pollution Control District Rule 310 – Operational Development Fee Committee Appointment

1. Appointed Cheryl Walker (El Centro) and Alex Cardenas (El Centro) as an alternate as members of the Commission to the Imperial County Air Pollution Control District Rule 310 – Operational Development Fee Committee

The next meeting is scheduled for August 4, 2016. Mr. Coronel requested a minute order for his records.

A Motion was made by [Nava](#), seconded by [Sierra-Galindo](#), **Motion Carried.**

- G. Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Plan and Goal for FY 2017-2019 for Federal Transit funds
1. Approved the proposed FY 2017-19 DBE plan and annual goal of 1.0%, for distribution for public comment.
  2. Directed staff to return with this item for review and adoption of the proposed DBE goal after the public review process has been completed.

A Motion was made by [Gran](#), seconded by [Nava](#), **Motion Carried.**

### VIII. CLOSED SESSION

- A. Motion to Adjourn to Closed Session  
A Motion was made by [Nava](#), seconded by [Sierra-Galindo](#), **Motion Carried.**
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation (1 matter) (Government Code § 54956.9(d)(2))
- C. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)  
Agency Designated Representative: AJ Gaddis  
Unrepresented Employee: Executive Director
- D. Announcement of Closed Session Action(s)
1. Direction was given, no action taken for item B.
  2. Direction was given and action will occur as part of the action calendar for item C.

### IX. ACTION CALENDAR (CONTINUED)

- A. Discussion / Action regarding the Employment Agreement for the Position of Executive Director

The Executive Director Employment agreement was presented to the Commission. There was discussion under closed session.

A Motion was made by [Nava](#), seconded by [Sierra-Galindo](#) to approve as amended, with Calexico opposed, **Motion Carried.**

After Counsel review, the agreement may be posted as part of the next month's agenda.

### X. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, October 26 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

### XI. ADJOURNMENT

- A. Meeting adjourned at 8:39 p.m.



**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE**

**DRAFT MINUTES OF September 14, 2016**

**10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Rosanna Bayon Moore
City of Calexico	Armando Villa
City of El Centro	Ruben Duran
City of Holtville	Nick Wells
City of Imperial	Jorge Galvan
County of Imperial	William Brunet

**STAFF PRESENT:** Mark Baza, Kathi Williams, Virginia Mendoza, Michelle Bastidas, Cristi Lerma, Guillermo Gonzalez, David Aguirre

**OTHERS PRESENT:** Liz Zarate: City of El Centro; David Salgado: SCAG; Sam Amen, Hanh-Dung Khuu: Caltrans; Reggie Gomez: Calexico Police Department; Tomas Oliva, Elvira Din: Office of Congressman Juan Vargas

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The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, September 14, 2016 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Galvan called the Committee meeting to order at 10:40 a.m. Roll call was taken. Introductions were made.

**II. EMERGENCY ITEMS**

A. There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

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

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

B. Received and filed:

1. ICTC Board Draft Minutes for July 27, 2016

C. Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Plan and Goal for FY 2017-2019 for Federal Transit funds

1. Approved the proposed FY 2017-19 DBE plan and annual goal of 1.0%.

**V. REPORT**

A. ICTC Executive Director

ICTC staff had the following announcements:

- Imperial Valley Transit (IVT) recently launched a Facebook Page. The concept is to communicate with FB users, particularly IVC students regarding service, schedules, detours etc.
- The next IMBA meeting will be on October 13, 2016 at 10 a.m. at the SDSU-IV Campus Library in Calexico, CA. The meeting will include presentations on the Southern California Association of Governments (SCAG) Goods Movement Border Study Phase 2 and the Calexico Urban Planning Feasibility Study presented by the U.S. General Services Administration.
- ICTC has two new staff persons; Vicky Hernandez, Office Technician and David Aguirre, Associate Transportation Planner. Mr. Aguirre attended the meeting and was introduced.
- The Federal Highways Administration (FHWA) passed the Consolidated Appropriations Act, 2016 which allows State to repurpose any earmark that was designated on or before September 2005. It is anticipated that FHWA will approve the repurposing project list by the end of September 2016. In Imperial County there is an opportunity to repurpose six projects. Details are on page 49 of the agenda.
- Funding for Phase II of the Calexico West Port of Entry Project in the President's FY17 Budget. 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. As part of the POE Expansion project, traffic will be rerouted from the existing roadways to SR-98 and Cesar Chavez Boulevard which are not designed to handle the high volumes of traffic associated with the border travel. As result, ICTC submitted a 2016 TIGER grant in the amount of \$12,046,400 to improve SR-98 and Cesar Chavez Boulevard. Improvements will include widening, signalization, channelization, lighting, pedestrian/bicycle and ADA improvements. The TIGER grant application was submitted on April 29, 2016.
- For the Calexico East Commercial Vehicle Port of Entry Expansion Project the 559 Donation proposal was not approved due to concerns related to the toll collections within federal property. The grant application submittals for FASTLane and TIGER grant programs were also not successful for this year's grant programs. There may be potential funding from the federal governments freight program.
- An EPA Workshop will be held on September 14<sup>th</sup> in Calexico. City Managers are invited to attend.
- A complete list of ICTC updates can be found on Page 48 of the September agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements

- The 2016 California Housing Summit will take place October 11, 2016 from 8:00am to 3:00pm at the L.A. Hotel, 333 S. Figueroa St., Los Angeles, CA.
- SCAG will be holding a series of 3 bike safety workshops in the communities of Calexico, El Centro, and Brawley. The workshops are being conducted as a part of the SCAG GO Human Campaign. GO Human is a community outreach campaign with the goals of reducing traffic collisions in Southern California and encouraging people to walk and bike more.
  - o City of Calexico  
Monday September 26th, 2016 5:00pm – 7:00pm  
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA
  - o Imperial County Transportation Commission  
Tuesday September 27th, 2016 9:00am – 11:00am  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Ste. 1, El Centro, CA
  - o City of Brawley  
Tuesday September 27th, 2016 4:00pm – 6:00pm

Brawley City Council Chambers  
383 W. Main St., Brawley, CA

- SCAG will be hosting a series of 7 workshops in the SCAG region. The workshops will be led by world renowned seismologist Dr. Lucy Jones. The workshops will be tailored to the region in which they are held to fit the areas physical/geographic make-up and needs. The workshops are scheduled for the end of October and early November. Further information and save the date cards will be provided as they are made available.
- A complete list of SCAG updates can be found on Page 54 of the June agenda.

C. Caltrans Department of Transportation – District 11

Mr. Amen and Ms. Khuu had the following updates:

- The I-8/Dogwood Road interchange is nearing completion with a Ribbon Cutting event scheduled for October 5, 2016 at 10:00 a.m. The location is tentatively scheduled to be held on the bridge, with invitations to be sent out the week of September 12, 2016.
- Phase 1 construction on the Caltrans El Centro Maintenance Station is completed. Phase 2 of the El Centro Maintenance Station is scheduled to be complete in spring 2017.
- Caltrans District 11 will be hosting the Southern California Local Assistance Management Meeting on September 28, 2016 from 9:00 a.m. to 3:30 p.m. This meeting will be held at the Caltrans District 11 Complex, Garcia Room 1-125A&B, 4050 Taylor Street, San Diego, CA 92110.
- The 2017-2018 Sustainable Transportation Grant applications are due November 4, 2016 by 5 p.m.
- A Caltrans report can be found on page 60 of the June agenda for more information on project updates.

D. Committee Member Reports

- There were none.

## VI. ACTION CALENDAR

A. San Diego State University /Imperial Valley College Transit Shuttle Analysis

The San Diego State University / Imperial Valley College Transit Shuttle Analysis completed by the AECOM consultant team assessed the feasibility of an inter-college campus shuttle service in Imperial County. A technical advisory committee team comprised of staff from SDSU - Imperial Valley Campuses, Imperial Valley College, SCAG, ICTC and Caltrans provided guidance in the development of the project deliverables. A critical element of the project deliverables included multiple outreach efforts at the campuses of SDSU-Calexico, IVC and SDSU - Brawley.

The study developed a phased approach for implementation and future consideration. The consultant team completed the 2<sup>nd</sup> round of outreach at SDSU - Calexico, IVC and SDSU - Brawley campuses to obtain input from the student body regarding these proposed route alternatives.

The study alternatives were presented to the IVC Board of Trustees on June 15, 2016. The IVC Board of Trustees expressed support for the project and future implementation of the first phase when funds are available. The AECOM consultant team presented to Management and Commission in July 2016 as an information item only. Attached is the

Draft Final Executive Summary. The Draft Final Study is on the ICTC website at <http://www.imperialctc.org/campus-transit-study/>.

A brief presentation was made by Ms. Mendoza.

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

1. Approve the San Diego State University /Imperial Valley College Transit Shuttle Analysis

A motion was made by **Bayon Moore** and seconded by **Villa**, **Motion Carried unanimously.**

B. Fund Request to the Local Transportation Authority (LTA) – City of Calexico

The City of Calexico has made a request to the LTA for funds from the regional highway set-aside for traffic control staff assistance on State Route 111/Imperial Avenue, for southbound traffic leading to the Downtown Calexico West Port of Entry (POE). During afternoon peak period delays the queue of vehicles can go as far back as 1.4 miles north of the Port of Entry (or .25 miles north of State Route 98/Birch St.). The average daily traffic volume on SR-111/Imperial Avenue is 26,000 to 34,000 vehicles. Based on border crossing volumes it is estimated that 75 percent of the daily vehicles on SR-111/Imperial Ave. have origin and destination in Mexicali, Mexico.

The City's request is \$150,000 for two years for a total request of \$300,000 for Fiscal Year 2016-17 and FY 2017-18. The City is committed to using \$493,580 in available funding sources for FY 2016-17. The City's contribution pays for three (3) full-time employees and three to seven (3 to 7) part-time traffic control staff (contract employees). The LTA request will provide funding for four (4) additional part-time traffic control staff to assist with the weekly afternoon peak hours of delay to the POE to fully fund the seven (7) part-time contract employees needed. The proposed request is a short-term solution to a longer term need as the federal government is under construction to expand the POE in 2018. In 2018, traffic will use SR-111/Imperial Avenue and Cesar Chavez Boulevard to access the Calexico West POE. See attached letter of request. With the two-year request for assistance the City is committed to work with all local, state and federal stakeholders to analyze and evaluate traffic control measures for the opening of the completed Phase 1 construction for the Calexico West POE.

SR-111/Imperial Avenue is a regional corridor for Imperial County and the revenue is available in the highway set-aside program.

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

1. Approve the allocation for additional funding needed in the amount \$150,000 for 2 years for a total request of \$300,000 from the Regional Highway set-aside from the Measure D allocations
2. Authorize the Executive Director to execute the necessary agreements between the City of Calexico and ICTC

A motion was made by **Bayon Moore** and seconded by **Villa**, **Motion Carried unanimously.**

**VII. INFORMATION CALENDAR**

**A. Transportation Development Act FY 2015-16 Claims**

The following agencies have pending items to be completed:

ARTICLE 8c Dial-A-Ride	Fiscal Year	Items Pending	Amount
Calexico	2014-15	No Claim turned In	\$96,358
El Centro	2015-16	No performance data turned in	0
Imperial	2014-15	No Claim, performance data or copy of the contract turned in	\$43,965
<b>ARTICLE 8e BENCHES AND SHELTERS</b>			
None			
<b>ARTICLE 3</b>			
Calexico	2015-16	TDA audit FY 2014-15	\$33,444
Westmorland	2013-14	TDA audit FY 2012-13	\$10,984
Westmorland	2014-15	TDA audit FY 2013-14	\$11,177
Westmorland	2015-16	TDA audit FY 2014-15	\$11,336

Agencies that ceased a contracted transit operation must continue to conduct audits including the Article 8c funds, until all unused 8c fund are expensed or returned to ICTC. Agency staff can contact ICTC staff for discussions on reconciliation of their TDA Article 8c account balances.

**B. Update on the Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – ICTC grant application for Mobility Coordination**

In February 2015, the Commission approved ICTC’s submittal of a FY 2014-15 FTA 5310 Grant application. The federal grant program had been revised to include funding for certain transit operational expenses and mobility management program functions.

It was staff’s recommendation to fund a Mobility Management/Coordination position with a new ICTC employee. The position was to be of a professional classification and require a standard recruitment process. The recruitment process was completed and the staff person has been engaged in Mobility Coordination since February 2016.

The Mobility Coordinator is responsible for assisting existing ICTC transit and contractor staff in addressing two primary areas:

1. The 2014 Human Services – Public Transit Coordinated Planning efforts goals; to use a bilingual Mobility Coordinator to bridge the gap between current public transit service providers, human service agencies, social service agencies and the senior citizen and disabled communities of Imperial County.
2. Address the recommendations in the consultant prepared ADA Certification and Eligibility Process, Demand Management Project; to revise the certification and eligibility process ( scheduled for January 2017)

As of August 2016, several presentations have been made to social service agencies, service clubs and agencies such as County Behavioral Health. In addition, public outreach was provided for the recent IVT RIDE El Centro and IVT MedTrans service launches.

C. Review of the Increase in IVC Express trips between Calexico and El Centro on Imperial Valley Transit (IVT) Fixed Route Bus System

In FY 2013, Staff had made the recommendation and the Commission approved this new service frequency after analyzing testimony, ridership data and passenger comments. Transit service had been in effect for many years, but demand was outpacing available trips. Students complained of being left at the bus stops due to overcrowding. As a result of the FY 2013-14 UTN Public Hearing, a need was established to increase the trips available.

Once a new route or trip has been implemented a demonstration phase ensues. The “demo” phase typically lasts for a minimum of twelve months. This allows for review and evaluation of the public’s acceptance and use of the transit service. Services adjustments can also be made as necessary in order to remain efficient and effective. In August 2013, the additional trips to increase capacity were introduced. Ridership responded favorably and no further complaints have been received. Due to other concerns expressed by students at that time, IVC also began to assist with supervising the loading and unloading at the IVC bus transfer terminal via security staff. IVC security staff now are present and direct the students to form a queue resulting in an orderly process.

In early Spring 2016, Wi-Fi was introduced on the buses and in September 2016, a Facebook page for IVT was created. Both of these services were introduced with the IVC college student in mind.

There has been a single question recently regarding interest in evening IVC express trips. In addition, it is noticed that in conversations with the students, they prefer to take the bus closest to their class start and end times, but are willing when necessary to take an earlier or later bus to campus. Passengers per trip data is indicating an average of 45 to 55 passengers on each IVC Express trip #21.

D. 2016 Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), Amendment #1

The Southern California Association of Governments (SCAG) has approved the regional 2016 RTP/SCS that has been accepted by the Air Resource Board. SCAG developed the RTP/SCS in collaboration with ICTC, other County Transportation Commissions, and local governments from the six county Southern California region through a bottoms-up, collaborative process. The RTP/SCS addresses many challenges including projected growth, changing demographics, climate change adaption, housing needs, and transportation demands.

SCAG has opened Amendment 1 of the 2016 RTP/SCS for any changes to existing projects or adding new projects. Projects listed in the RTP/SCS must be of regional significance and increase the road capacity. ICTC has received a request to submit 3 projects as part of Amendment 1.

Lead Agency	Project Description	Project Type
City of El Centro	Imperial Avenue Extension South – new roadway from I-8 to McCabe Road	New project
County of Imperial	Menvielle Road Widening, from 2 to 4 lanes between Carr Road to SR-98	New project
ICTC	Expansion of the Calexico East Port of Entry – increase Commercial Vehicle Lane inspection lanes and booths from existing 3 to 6 lanes and booth; and widen bridge over the All American Canal	Existing project – amending project timeline

- E. Sustainable Planning Grant Program – SCAG 2016 Call for Proposals; and, Sustainable Transportation Planning Grant Program – Caltrans Strategic Partnerships and Sustainable Communities, FY 2017-18
- The SCAG 2016 Call for Proposals deadline is November 18, 2016. Categories include:
    - o Active Transportation
    - o Green Region
    - o Integrated Land Use and Transportation
  - The Caltrans 2016 Call For Proposals deadline is November 4, 2016.
    - o Priority will be given to projects that address both greenhouse gas emission reductions and meet the Grant Specific Objectives outlined on pages 13-14 of the 2017-2018 Grant Application Guide.

#### **VIII. NEXT MEETING DATE AND PLACE**

The next meeting of the **Management Committee** will be held on **October 12, 2016** at the **City of Holtville, Holtville, CA.**

#### **IX. ADJOURNMENT**

- A. Meeting adjourned at 12:03 p.m.

## **IV. CONSENT CALENDAR**

**D. FEDERAL TRANSIT ADMINISTRATION  
DISADVANTAGED BUSINESS ENTERPRISE PLAN  
AND GOAL FY 2017-2019 FOR FEDERAL TRINIT  
FUNDS**





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

September 22, 2016

James Predmore, Chairman  
Imperial County Transportation Commission  
1405 N. Imperial Ave Suite 1  
El Centro, CA 92243

**SUBJECT: Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE)  
Plan and Goal for FY 2017-2019 for Federal Transit funds**

Dear Commission Members:

As a recipient of Federal Transit Administration (FTA) funds, the ICTC is required to adopt and implement a Disadvantaged Business Enterprise (DBE) program to provide opportunities to underprivileged firms in the award and administration of contracts utilizing FTA funds. As part of this program, the ICTC must adopt a triennial DBE goal. The goal is to be expressed as the percentage of FTA funds awarded to ICTC.

ICTC staff proposes a triennial DBE goal of 1.0%. This goal is calculated by examining all the expected contracting opportunities utilizing FTA funds in a given period of time, determining what proportion of potential DBE firms are qualified to bid on those contracts, and then using that information to establish a reasonable goal regarding the amount of FTA funds that will actually be awarded to DBE firms. This methodology is outlined in detail in the attached report.

On August 7, 2016, ICTC published its goal for a public comment period of no less than 45 days. On August 23, 2016, ICTC hosted a community meeting for a consultative process at the ICTC offices. As of the date of this letter no comments have been received. In addition, there were no participants at the community meeting. After these two events, the proposed DBE goal may be amended based on comments received or adopted as originally presented.

The Management Committee met on September 14, 2016 and forward this item to the Commission for review and approval after public comment, if any:

1. Approve the proposed FY 2017-19 DBE plan and annual goal of 1.0%.

Sincerely,

A handwritten signature in blue ink that reads 'Mark Baza'.

MARK BAZA  
Executive Director

MB/ksw/cl

attachment

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



**Disadvantaged Business Enterprise Plan (DBE)  
For Projects Funded Through  
the Federal Transit Administration (FTA)  
FY 2016-17 to FY 2018-19  
DRAFT**

# IMPERIAL COUNTY TRANSPORTATION COMMISSION

## DEPARTMENT OF TRANSPORTATION DBE PROGRAM – 49 CFR PART 26

### POLICY STATEMENT

#### Section 26.1, 26.23

#### Objectives/Policy Statement

The Imperial County Transportation Commission has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The ICTC has received federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the ICTC has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the ICTC to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Kathi Williams has been delegated as the DBE Liaison Officer. In that capacity, Kathi Williams is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the ICTC in its financial assistance agreements with the Department of Transportation.

ICTC has disseminated this policy statement to the ICTC Commission and all of the relative components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform, or are anticipated to perform work for our organization on DOT assisted contracts. This distribution is accomplished through 1. Adoption of the program by the Commission 2. Publication available to all interested parties via the Commission's website 3. Inclusion in all relative competitive bid documents.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

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## **SUBPART A – GENERAL REQUIREMENTS**

### **Section 26.1 Objectives**

The objectives are found in the policy statement on the first page of this program.

### **Section 26.3 Applicability**

The ICTC is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of the Teas-21, Pub. L. 105-178.

### **Section 26.5 Definitions**

The ICTC will adopt the definitions contained in Section 26.5 for this program.

### **Section 26.7 Non-discrimination Requirements**

The ICTC will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the ICTC will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

### **Section 26.11 Record Keeping Requirements**

#### Reporting to DOT: 26.11(b)

We will report DBE participation to DOT as follows:

We will report DBE participation on a quarterly basis, using DOT Form 4630 or through the FTA TEAM website. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

#### Bidders List: 26.11(c)

The ICTC will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

We will collect this information in the following ways: requiring prime bidders to report the names/addresses and possible other information, of all firms who quote to them on subcontracts, providing a notice in solicitations and post it on the Commission website.

### **Section 26.13 Federal Financial Assistance Agreement**

ICTC has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

#### Assurance: 26.13(a)

ICTC shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The ICTC shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The ICTC's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the ICTC of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

#### Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the ICTC deems appropriate.

## **SUBPART B - ADMINISTRATIVE REQUIREMENTS**

### **Section 26.21 DBE Program Updates**

Since the ICTC may receive a grant of \$250,000 or more for planning or development, planning capital, and or operating assistance in a federal fiscal year, by the statute for we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

### **Section 26.23 Policy Statement**

The Policy Statement is elaborated on the first page of this program.

**Section 26.25 DBE Liaison Officer (DBELO)**

We have designated the following individual as our DBE Liaison Officer:

Kathi Williams, Senior Transit Planner  
 Imperial County Transportation Commission  
 1405 N. Imperial Ave. Suite 1  
 EL Centro, Ca, 92243  
 760-592-4492  
[kathiwilliams@imperialctc.org](mailto:kathiwilliams@imperialctc.org)

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the ICTC complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Executive Director of ICTC concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment A to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of 0 to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all components within the ICTC to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes ICTC's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Executive Director/Commission on DBE matters and achievement.
9. Participates in pre-bid meetings.
10. Provides DBEs with information and assistance in preparing bids .
11. Plans and participates in DBE training seminars.
12. Acts as liaison to the Uniform Certification Process in California.
13. Provides outreach to DBEs and community organizations to advise them of opportunities.
14. Maintains the ICTC's updated directory on certified DBEs.

**Section 26.27 DBE Financial Institutions**

It is the policy of the ICTC to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. We have made the following efforts to identify and use such institutions: research the credit unions and commercials banks in the community through on site visits and website reviews.

To date we have identified the following such institutions: None



### **Section 26.29 Prompt Payment Mechanisms**

The ICTC will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from ICTC. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the ICTC. This clause applies to both DBE and non-DBE subcontracts.

Any failure to comply with this section by the prime contractor shall be considered as a breach of the contract, subject to the provisions of the agreement. In addition, the prime contractor will not be reimbursed for work performed by subcontractors unless and until the prime contractors ensures that the subcontractors are promptly paid for the work that they have performed.

### **Section 26.31 Directory**

The ICTC maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. We revise the Directory annually.

We make the Directory available online at [http://www.dot.ca.gov/hq/bep/find\\_certified.htm](http://www.dot.ca.gov/hq/bep/find_certified.htm).

Further information may be found about California's Uniform Certification Program at <http://www.dot.ca.gov/hq/bep/ucp.htm>

### **Section 26.33 Overconcentration**

ICTC has not identified that overconcentration exists in the types of work that DBEs perform.

### **Section 26.35 Business Development Programs**

ICTC has not established a business development program.

### **Section 26.37 Monitoring and Enforcement Mechanisms**

The ICTC will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts. Attachment 3 lists the regulation, provisions, and contract remedies available to us in the events of non-compliance with the DBE regulation by a participant in our procurement activities.

3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished via a reporting mechanism
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

## **SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING**

### **Section 26.43 Set-asides or Quotas**

The ICTC does not use quotas in any way in the administration of this DBE program.

### **Section 26.45 Overall Goals**

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 4 to this program. This section of the program will be updated annually.

In accordance with Section 26.45(f) the ICTC will submit its overall goal to DOT on August 1 of each year. Before establishing the overall goal each year, ICTC will consult with the Chambers of Commerce and CALTRANS Local District Offices to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the ICTCs efforts to establish a level playing field for the participation of DBEs.

Following this consultation, we will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at our office for 30 days following the date of the notice, and informing the public that you and DOT will accept comments on the goals for 45 days from the date of the notice. The notice will be available on the Commission's website and the local newspaper of general circulation. We, we will issue this notice by June 1 of each year. The notice must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses.

We will begin using our overall goal on October 1 of each year, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

### **Section 26.49 Transit Vehicle Manufacturers Goals**

ICTC will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, ICTC may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

### **Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation**

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 to this program. This section of the program will be updated annually when the goal calculation is updated.

### **Section 26.51(d-g) Contract Goals**

The ICTC will use contract goals to meet any portion of the overall goal ICTC does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of total amount of a DOT-assisted contract.

### **Section 26.53 Good Faith Efforts Procedures**

#### Demonstration of Good Faith Efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are located in Appendix A to 49 CFR Part 26.

The following personnel is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive

Kathi Williams, Senior Transit Planner  
Imperial County Transportation Commission  
1405 N. Imperial Ave. Suite 1  
EL Centro, Ca, 92243  
760-592-4492  
[kathiwilliams@imperialctc.org](mailto:kathiwilliams@imperialctc.org)

We will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

#### Information to be submitted (26.53(b))

ICTC treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsiveness.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;

4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 10 days of being informed by ICTC that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Mark Baza, Executive Director  
 Imperial County Transportation Commission  
 1405 N. Imperial Ave. Suite 1  
 El Centro Ca, 92243  
 760-592-4494  
[markbaza@imperialctc.org](mailto:markbaza@imperialctc.org)

The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

ICTC will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, ICTC will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the [Name of ICTC] to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the

requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of \_\_\_\_ percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

### **Section 26.55 Counting DBE Participation**

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

## **SUBPART D – CERTIFICATION STANDARDS**

### **Section 26.61 – 26.73 Certification Process**

ICTC will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

CALTRANS Civil Rights  
ATTN: Certification Unit  
1823 14<sup>th</sup> Street  
Sacramento, Ca. 95811  
(866) 810-6346  
[http://www.caltrans.ca.gov/hq/bep/business\\_forms.htm](http://www.caltrans.ca.gov/hq/bep/business_forms.htm)

## **SUBPART E – CERTIFICATION PROCEDURES**

### **Section 26.81 Unified Certification Programs**

ICTC adopts the California Unified Certification program (CUCP) procedures administered by the Certifying agencies of the CUCP. The ICTC is the member of a Unified Certification Program (UCP)]. The UCP meets all of the requirements of this section. The following is a description of the UCP ( as provided on the CUCP website located at <http://www.californiaucp.com/index.html>)

“The California Unified Certification Program (CUCP) went into effect on January 1, 2002. It is a one stop shopping certification procedure that eliminates the need for Disadvantaged Business Enterprises (DBE) firms to obtain certifications from multiple agencies within the State.

The CUCP is charged with the responsibility of certifying firms and compiling and maintaining a single Statewide database of certified DBEs, pursuant to 49 CFR Part 26. The database is intended to expand the use of DBE firms by maintaining complete and current information on those businesses and the products and services they can provide to all DOT assisted grantees in California.

The CUCP has established two regional DBE certification clusters throughout the State, designated by geographical boundaries to effectively facilitate Statewide DBE certification activities.

The CUCP certifying agencies are responsible for certifying DBE firms. It is not necessary to apply for DBE certification at more than one agency. If your firm meets the general criteria for DBE certification as provided on the Application package, please submit your completed application, along with the requested documentation to one of the Certifying agencies serving the County where your firm has its principal place of business. "

### **Section 26.83 Procedures for Certification Decisions**

#### Re-certifications 26.83(a) & (c)

We will review the eligibility of DBEs, to make sure that they will meet the standards of Subpart E of Part 26. We will complete this review no later than five years from the most recent certification date of each firm.

For firms that we have reviewed and found eligible under part 26, we will again review their eligibility every five years. These reviews will include the following components: filing out a new application, performing on site visits in the ICTC local area, and reviewing work history, qualifications and equipment of the firm.

#### "No Change" Affidavits and Notices of Change (26.83(j))

To the extent as required by the CUCP, we require all DBEs to inform us, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with the CUCP's application for certification.

We also require all owners of all DBEs to submit, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of 26.83(j). The test of this affidavit is the following:

I swear (or affirm) that there have been no changes in the circumstances of [*name of DBE firm*] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR part 26. There have been no material changes in the information provided with [*name of DBE*]'s application for certification, except for any changes about which you have provided written notice to the ICTC under 26.83(j). [*Name of firm*] meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$16.6 million.

We require DBEs to submit with this affidavit documentation of the firm's size and gross receipts.

We will notify all currently certified DBE firms of these obligations. This notification will inform DBEs that to submit the "no change" affidavit, their owners must swear or affirm that they meet all

regulatory requirements of part 26, including personal net worth. Likewise, if a firm's owner knows or should know that he or she, or the firm, fails to meet a part 26 eligibility requirement (e.g. personal net worth), the obligation to submit a notice of change applies.

#### **Section 26.85 Denials of Initial Requests for Certification**

If the CUCP denies a firm's application or decertify it, it may not reapply until 12 months have passed from the action.

#### **Section 26.87 Removal of a DBE's Eligibility**

In the event the CUCP proposes to remove a DBE's certification, we will follow procedures consistent with 26.87.

#### **Section 26.89 Certification Appeals**

Any firm or complainant may appeal the CUCP decision in a certification matter to DOT. Such appeals may be sent to:

Department of Transportation  
Office of Civil Rights Certification Appeals Branch  
400 7<sup>th</sup> Street, SW  
Room 2104  
Washington, D.C. 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting

## **SUBPART F – COMPLIANCE AND ENFORCEMENT**

#### **Section 26.109 Information, Confidentiality, Cooperation**

We will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

#### **Monitoring Payments to DBEs**

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be make available for inspection upon request by any authorized representative of the ICTC or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

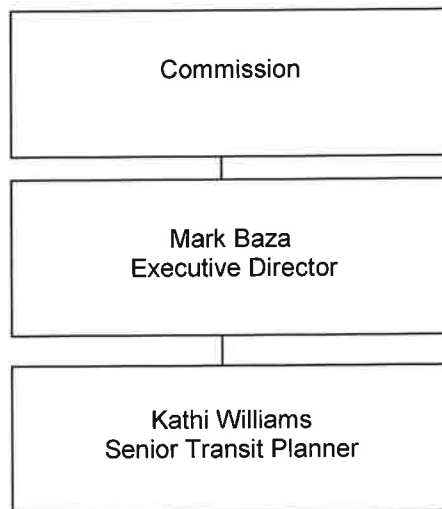
**ATTACHMENTS**

Attachment 1	Organizational Chart
Attachment 2	DBE Directory
Attachment 3	Monitoring and Enforcement Mechanisms
Attachment 4	Overall Goal Calculation
Attachment 5	Breakout of Estimated Race-Neutral & Race-Conscious Participation
Attachment 6	Forms for Demonstration of Good Faith Efforts
Attachment 7	Certification Application
Attachment 8	Procedures for Removal of DBE's Eligibility
Attachment 9	Regulations: 49 CFR part 26
Attachment 10	Affidavit of Publication
Attachment 11	Small Business Program



Attachment 1  
Organizational Chart

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM**



**Attachment 2**

**DBE Directory**

See the CUCP directory, found at <http://www.dot.ca.gov/ucp/GetLicenseForm.do>

ICTC encourages prime contract bidders to search this directory when seeking subcontractors that are certified as a DBE.

**Attachment 3****Monitoring and Enforcement Mechanisms**

The ICTC has available several remedies to enforce the DBE requirements contained in its contracts, including, but are not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;
2. Breach of contract action pursuant to California Civil Code S 3300, et. seq;
3. Any other enforcement mechanism in law or equity allowable in California

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 26
2. Enforcement action pursuant to 49 CFR part 31
3. Prosecution pursuant to 18 USC 1001.

**Attachment 4**

**ICTC Methodology for adopting an FY 2017- 2019 DBE goal  
for FTA purposes**

Pursuant to Section 49 CFR Part 26, The ICTC present the following information as it relates to the development of the ICTC Methodology for adopting a FY 2017 - 2019 DBE goal for FTA purposes.

The projects include various transit service oriented and professional contracting opportunities and are anticipated to be awarded during the first year of the triennial period. This is the third year of the triennial report period.

Anticipated ICTC contracting opportunities during this period of time utilizing FTA funds:

1. One (1) Contract for public fixed route transit services and One (1) Contract for ADA paratransit services.
  - Total approximate annual contract cost (including federal and non federal funds): \$6,462,085
  - Total FY 2015 FTA 5307 Funds: \$2,276,290, FTA 5311 Funds: \$261,436

These contracts are for turnkey operation of all public fixed route transit and ADA paratransit services currently or proposed to be administered by ICTC (i.e. Imperial Valley Transit and IVT Access). ICTC does not own transit facilities, therefore only those firms capable of providing facilities and the nonrevenue vehicles needed for operations will respond to ICTC's competitive bid processes.

Approximate total amounts were based upon:

1. Obligated funds based on revenue apportionments as posted by the FTA under the FY 2016-17 FTA 5307 and FY 2016-17 FTA 5311 program and documented in the FY 2015-16 ICTC OWP and Transit Budget.

Unique factors affecting the development of the DBE Goal for FY 2017 - 2019

1. Recognition and local knowledge that as a small urban turnkey transit system, the majority of the FTA 5307 and FTA 5311 funds are used for direct operating costs in turn key contracts for which limited opportunities exist for DBE and small business participation i.e. salaries and facility lease costs.
2. Recognition and local knowledge that there is limited DBE participation in the immediate geographic area. The area is 84 miles to the south of Riverside and 120 miles to the east of San Diego counties, which represent the closest populated areas. The market area, or region, therefore has been expanded to

include the Counties of Imperial, Riverside and San Diego Counties. The DBE firms certified by the California Unified Certification Program with the most appropriate NAICS classification code (485113 – Bus and motor vehicle transit systems) are generally charter services who are not ready, willing, or able to bid on public fixed route contracts of this size and complexity.

3. There may exist opportunities for the prime contractor (currently First Transit) to utilize outside firms to provide needed services. However the distance to cover providing these services when unbundled has not proven attractive or realistic to DBE providers from adjacent urbanized areas.

### Step 1 – Development of the Base Goal Figure

In order to determine an overall goal the first step is to determine a base figure:

Approximate potential annual funding available for the contracting opportunities

NAICS CODE	Description of the Work	Amount of DOT funds	Percent of Total Weight
423120	Parts (general)	\$ 385,038.00	0.118
423130	Tire products	\$ 653,220.00	0.019
424720	Fuel and Oil Suppliers	\$ 905,102.00	0.733
541614	Consulting Services	\$ 000,000.00	0.000
541850	Transit Advertising	\$ 210,000.00	0.084
541870	Transit printing	\$ 95,000.00	0.065
812331	Uniforms	\$ 95,000.00	0.065
TOTALS		\$ 2,248,360.00	100%

The number of DBE and non DBE firms ready, willing, and able to bid on contracting opportunities

NAICS CODE	Description of the Work	Available DBEs in the Region	Number of all Firms Available	Relative Availability
423120	Parts ( general)	0	21	0.000
423130	Tire products	0	32	0.000
424720	Fuel and Oil Suppliers	0	4	0.000
541614	Consulting Services	0	5	0.000
541850	Transit Advertising	0	4	0.000
541870	Transit printing	0	10	0.000
812331	Uniforms	1	4	0.250
TOTALS		1	80	0.13%

**Local Potential Subcontracting Opportunities**

There are currently a total of six certified DBE's in the entire County of Imperial. None perform the services that Imperial Valley Transit (IVT) needs. Two are general freight trucking companies, two provide engineering services, one is an electrical contractor, and one does fabricated structural metal manufacturing. Therefore, there are no DBE's available in the region to provide unbundled services i.e. printing, advertising, or website services.

Table 3 Step One - Base Goal Development			Relative	Weighted
NAICS CODE	Description of the Work	Weight	Availability	Base Figure
423120	Parts ( general)	0.174	0.000	0.000
423130	Tire products	0.250	0.000	0.000
424720	Fuel and Oil Suppliers	0.453	0.003	0.000
541614	Consulting Services	0.000	0.000	0.000
541850	Transit Advertising	0.072	0.000	0.000
541870	Transit printing	0.043	0.000	0.000
812331	Uniforms	0.008	0.000	0.002
TOTALS				0.2%

**Step 2: Adjustments to the Base DBE Relative Availability Figure**

Adjustments to the base figure goal may be necessary and justified for a variety of reasons including: lower or higher than expected past participation by DBE firms, additional evidence from disparity studies, etc. Unfortunately, very little data of this sort is currently available to ICTC. In past years FTA funds were spent solely on the turnkey operations contract. In addition, no comprehensive disparity study has been or is likely to be conducted in Imperial County. Therefore, ICTC cannot identify a valid reason to adjust its base goal upward or downward based on past participation or based upon other available studies.

However, ICTC does recognize that there are many firms within Imperial County currently eligible to be certified as DBE firms that simply have not gone through the application process. Based on recent conversation with potential applicants, this is because of a lack of understanding of said process but more to do with a lack of desire or monetary incentive to do so. ICTC encouraging these firms in contracting opportunities, especially local subcontracting opportunities.

An outreach program may be successful given the large proportion of minority and women owned firms without the County of Imperial. (The numbers reported below are from 2010 Census data.)

Hispanic owned firms	44.1%	Asian owned firms	6.3%
Women owned firms	25.8%	Black owned firms	1.6%

Table 4 Historical DBE Participation		
FFY	Goals	Annual Participation
2011	1.40%	0.00%
2012	1.40%	0.00%
2013	1.40%	0.00%
2014	2.00%	0.00%
2015	2.00%	0.00%
2016	2.00%	0.00%

The median participation FFYs and Step 2 Goal

DBE Median Participation	0.00%
Step One Base Goal	0.00%
Total	0.00%
Divided by 2 =	2
	0.00 %

However, ICTC feels an adjustment of its DBE goal is warranted. There have been opportunities for non federally funded projects to have DBE/WBE/MDE/UDBE participation. Most recently, three consultant developed projects were completed in FY 2012, 2013, 2014 and 2015:

1. Transit Drug and Alcohol Programs Compliance Audit \$11,000  
DBE participation =100%= \$11,000
2. Short Range Transit Plan \$97,317  
DBE participation =15.4% = \$14,986
3. IVT – Specific Operational Analysis \$112,500  
DBE Participation = 4% = \$4,500

In a desire to maintain the spirit of the law, it will be requested that consultants or subcontractors strive to attain a race neutral DBE goal of **FY 2017-19 DBE Goal = 1.5%**

**Attachment 5****Section 26.51: Breakout of Estimated  
Race-Neutral & Race Conscious Participation**

The ICTC is a small urban organization with the majority of its FTA funding used for operating expenses rather than for capital purchases. ICTC will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation as required in Section 26.51(a). Planned outreach efforts by ICTC are all race/gender neutral and it is anticipated that ICTC will accomplish its DBE goal solely through race/gender neutral means.

ICTC will use the following race neutral means to increase DBE participation:

1. Arranging solicitations, times for the presentations of bids, quantities, specifications and delivery schedules in a manner that facilitate DBE and other small businesses participation. i.e unbundling large contracts to make them more accessible, requiring large contractors to subcontract portions of the work effort
2. Reducing bonding requirements when possible
3. Providing technical assistance and other services
4. Providing information and communications in a bilingual format
5. Coordinating with resource agencies i.e. workforce development, small business alliance, chambers of commerce and economic development centers



**Attachment 6**

**Forms for Demonstration of Good Faith Efforts**

*[Forms should be provided as part of the solicitation documents.]*

Placeholder for form

Placeholder for form

Placeholder for form

Placeholder for form

**Attachment 7**  
**Certification Application Forms**

The certification application forms for the CUCP are found at:

[http://caltrans.ca.gov/hq/bep/downloads/pdf/UCP\\_application\\_package\\_rev\\_06\\_2](http://caltrans.ca.gov/hq/bep/downloads/pdf/UCP_application_package_rev_06_2)

The application package includes an affidavit of personal net worth.

**Attachment 8****Procedures for Removal of DBE's Eligibility**

The ICTC is not a certifying agency under the CUCP.

**Ineligibility complaints**

Any person may file a written complaint alleging that a currently certified firm is not eligible and specifying the alleged reasons why the firm is ineligible. ICTC is not required to accept a general statement or allegation that a firm is ineligible, or an anonymous complaint. The complaint must include information supporting the assertion that the firm is ineligible and should not continue to be certified. Complainants identified must be protected as provided in Sec 26.109(b)

ICTC will review its records concerning the firm and any materials provided by the complainant. ICTC may request additional information or conduct any other investigation that ICTC deems necessary.

If the ICTC determines that there is reasonable cause to believe that the firm is ineligible, ICTC will provide written notice to the firm that the ICTC proposes to find the firm ineligible, setting forth the reasons. If ICTC determines that reasonable cause does not exist, the ICTC will notify the complainant and the firm in writing of this determination and the reasons for it. All statement and reasons for findings on the issue of reasonable cause must specifically reference the evidence in the record on which the reason is based.

**Recipient initiated**

If based on notifications by the firm of a change in its circumstances or other information that comes to ICTC attention, the ICTC determines that there is reasonable cause to believe that a currently certified firm is ineligible, the ICC will provide written notice to the firm that ICTC proposes to find the firm ineligible, setting forth the reasons for the proposed determination. The statement of reasons for the finding of reasonable cause must specifically reference the evidence in the record on which each reason is based.

**DOT directive**

If the DOT determines that a firm does not meet the requirements for eligibility, the DOT will provide a notice setting forth the reasons for the record with relevant documentation and the ICTC may initiate appropriate actions after consultation with the DOT.

**Attachment 9**  
**Regulations: 49 CFR Part 26**

Please refer to: <http://www.fhwa.dot.gov/HEP/49cfr26.htm>



**Attachment 10**

Affadavit(s) of Publication



**AFFIDAVIT OF PUBLICATION  
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA**

**County of Imperial**

I am a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk\* of the printer of the

**Imperial Valley Press**

a newspaper of general circulation, printed and published daily in the City of El Centro, County of Imperial and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Imperial, State of California, under the date of October 9, 1951, Case Number 26775; that the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

08/07 .

all in the year 2016

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

  
SIGNATURE

Name of Account: IC TRANSPORTATION  
COMMISSION  
Order Number: 10954108  
Ad Number: 31144560

\* Printer, Foreman of the Printer, or Principal Clerk of the Printer \_\_\_\_\_

Date: 8 th day of August, 2016.  
at El Centro, California.

This space is for the County Clerk's Filing Stamp:

\_\_\_\_\_  
Proof of Publication of:

\_\_\_\_\_  
\_\_\_\_\_

**Public Notice  
Imperial County Transportation Commission  
Federal Transit Administration DBE Goal for Fiscal Years 2017-**

In accordance with 49 CFR Part 26.45(g), the Imperial County Transportation Commission announces a proposed Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) goal of 1.0 percent per year for Fiscal Years 2017-2019. This goal represents the goal to be accomplished by certified DBE subcontractors and consultants on FTA funds within Imperial County during FY 2017-19.

ICTC's proposed goal and the methodology used to determine that goal will be available within thirty (30) days from the date of this notice from 8:00am to 5:00pm M-F (excluding holidays) at 1405 N. Imperial Ave. Suite 1, El Centro, CA 92243, 760-592-4494. The methodology are also available for review on ICTC's website: [www.imperialctc.org](http://www.imperialctc.org).

The US Department of Transportation and ICTC will accept comments on this proposal from the date of this notice. Comments should be directed to the above email address: [kathiwilliams@imperialctc.org](mailto:kathiwilliams@imperialctc.org).

ICTC will also conduct an outreach meeting for those interested in discussing the proposed goal and associated contracts on August 23, at 5:00PM, at ICTC offices located at 1405 N. Imperial Ave. Suite 1, El Centro, CA 92243, 760-592-4494.  
L389 Au7



# The San Diego Union-Tribune

## PROOF of Publication



**Bill To:**  
TRANSPORTATION COMMISSION - CU00468489  
1405 N Imperial Ave  
Ste 1  
El Centro, CA 92243-6300

**STATE OF ILLINOIS  
COUNTY OF Cook**

Proof of Publication of

The Undersigned, declares under penalty of perjury under the laws of the State of California: That he/she is and at all times herein mentioned was a citizen of the United States, over the age of twenty-one years, and that he/she is not a party to, nor interested in the above entitled matter; that he/she is Chief Clerk for the publisher of

See Attached

### San Diego Union-Tribune

a newspaper of general circulation, printed and published daily in the City of San Diego, County of San Diego, and which newspaper is published for the dissemination of local news and intelligence of a general character, and which newspaper at all the times herein mentioned had and still has a bona fide subscription list of paying subscribers, and which newspaper has been established, printed and published at regular intervals in the said City of San Diego, County of San Diego, for a period exceeding one year next preceding the date of publication of the notice hereinafter referred to, and which newspaper is not devoted to nor published for the interests, entertainment or instruction of a particular class, profession, trade, calling, race, or denomination, or any number of same; that the notice of which the annexed is a printed copy, has been published in said newspaper in accordance with the instruction of the person(s) requesting publication, and not in any supplement thereof on the following dates, to wit:

**August 7, 2016**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated in the City of Chicago, State of Illinois  
on this 8th of August 2016.

A handwritten signature in blue ink that reads "Erin Julian".

Erin Julian  
San Diego Union-Tribune  
Legal Advertising

4368609

Attachment 11

**Imperial County Transportation Commission (ICTC)  
Small Business Program**

Consistent with Imperial County Transportation Commission's policy that firms certified as DBE, MBE, WBE and ESB have an equal opportunity to participate in the performance of contracts, as well as to foster small business participation in conformance with CFR 49 Part 26.39, ICTC has developed and administers a Small Business program.

Under the Small Business program, ICTC will facilitate participation by Small Businesses in its contracts and agreements through the development of procedures, documents and practices that are "Small Business friendly".

Elements of ICTC's Small Business Program are as follows:

**Size Standard**

1. Under ICTC's Small Business program, a Small Business is a business that:
  - a. Is organized for profit;
  - b. Has a place of business in the United States;
  - c. Is independently owned and operated
  - d. For its industry, does not exceed the numerical size standard established by the federal Small Business Administration pursuant to 13 Code of Federal Regulations Part 121. For more information on these standards see the following Internet site:  
<http://www.sba.gov/content/table-small-business-size-standards>
  
2. A business shall be presumed to meet the Small Business size standard and be a Small Business if the business comes within one of the following categories:
  - a. Is a participant in federal Small Business Administration programs such as, but not limited to Section 8(a) Business Development, Small Disadvantaged, and HUBZone.
  
  - b. Is certified by a public agency other than OMWESB and has a size standard that is no greater than the Small Business Administration Size Standard.

To obtain a listing of Small Businesses participating in the U.S. Small Business Administration programs or activities as eligible Small Businesses, contact the SBA's San Diego District Office at 550 West C Street Suite 550, San Diego, CA 92101.

3. If a business does not come within one of the categories set forth in the paragraph immediately above, the business may qualify if it can assure itself and demonstrate to ICTCt that the business does in fact meet the applicable Small Business size standard. The business may use tax records, certified annual audit reports of the business, or other documents reasonably related to showing that the business meets the Small Business definition and size standard.

4. Businesses are advised that in proving they meet the size standard for annual gross receipts, the amounts are averaged over the business' latest three (3) completed fiscal years to determine its average annual receipts. If a business has not been in business for three (3) years, the average weekly revenue for the number of weeks it has been in business is multiplied by 52 to determine its average annual receipts. If there are questions or issues about whether a business meets the applicable size standard, ICTC and the business will consult and, to the extent practicable, follow the methodologies established by the federal Small Business Administration in determining whether a business is within or exceeds an applicable size standard.

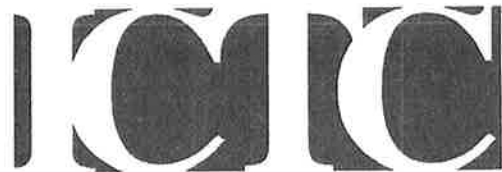
### **Facilitation of Contracting Opportunities**

In order to facilitate participation by Small Businesses in its contracts and agreements, ICTC will implement "Small Business friendly" strategies in its procurement process. These strategies may include the following, as appropriate, however at the current time, ICTC will not "set-aside" contracts for Small Businesses:

1. On larger contracts, require bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size Small Businesses can reasonably perform.
2. Require general contractors to provide subcontracting opportunities of a size that Small Businesses can reasonably perform.
3. Identify alternative procurement strategies; structure procurements to facilitate the ability of Small Businesses, or consortia or joint ventures including Small Businesses, to compete for and perform the work.
4. Require general contractors to describe historical usage of Small Businesses.
5. Require contractors to describe strategies for maximizing Small Business usage under the contract, through use of an outreach plan or other appropriate means.







**IMPERIAL COUNTY  
TRANSPORTATION COMMISSION**

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

**DISADVANTAGE BUSINESS ENTERPRISE (DBE)  
OUTREACH MEETING**

**DATE: August 23, 2016**

**TIME: 5:00 PM**

**LOCATION: ICTC  
1405 N. Imperial Ave. Suite 1  
El Centro, CA 92243**

1. Introductions
2. Overview of ICTC DBE Program
3. Questions and Comment
4. Adjournment

For questions please call Kathi Williams (760) 592-4494 or contact by email at [kathiwilliams@imperialctc.org](mailto:kathiwilliams@imperialctc.org)

# V. REPORTS

- A. ICTC EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
REPORT
- C. CALTRANS REPORTS



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

## Memorandum

**Date:** September 22, 2016  
**To:** ICTC Management Committee  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the Commission Meeting on September 28, 2016.

1. **Office Technician and Transportation Planner position update:** Recruitment for the two positions at ICTC closed and two new staff persons are in place at ICTC; Vicky Hernandez, Office Technician and David Aguirre, Associate Transportation Planner.
2. **IVT Facebook Page:** Imperial Valley Transit (IVT) recently launched a Facebook Page. The concept is to communicate with FB users, particularly IVC students regarding service, schedules, detours etc.
3. **Imperial Mexicali Binational Alliance Meeting:** The next IMBA meeting will be on October 13, 2016 at 10 a.m. at the SDSU-IV Campus Library in Calexico, CA. The meeting will include presentations on the Southern California Association of Governments (SCAG) Goods Movement Border Study Phase 2 and the Calexico Urban Planning Feasibility Study presented by the U.S. General Services Administration.
4. **Assembly Bill 2170 (AB 2170):** In August 2016, the bill was approved by the California legislature and is pending Governor Brown's signature. AB 2170 reauthorizes the Trade Corridor Improvement Fund (TCIF) process for allocating funds for freight and trade related projects. The current fund source available to California is from the U.S. governments Fixing America's Surface Transportation (FAST) Act. See attached letter of support to Governor Brown. If AB 2170 is adopted, Imperial County has potential opportunity to fund priority border projects, such as, the Calexico East Port of Entry Bridge Widening (\$30 million) and SR 98 Widening Phase 1 (\$10 million), from Rockwood to Ollie Ave.
5. **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. A meeting was held on July 20<sup>th</sup> with all of the above stakeholders. Following the meeting input, Border Patrol will begin to draft concept alternates to meet short-term and mid-term needs. Our follow-up meeting is tentative for late September / early October, 2016.
6. **Repurposing Demo Funds:** The Federal Highways Administration (FHWA) passed the Consolidated Appropriations Act, 2016 which allows State to repurpose any earmark that was designated on or before September 2005. It is anticipated that FHWA will approve the repurposing project list by the end of September 2016. In Imperial County there is an opportunity to repurpose the following projects:

Sponsoring Agency	Demo Description	Demo Amount (\$)
City of Brawley	Rio Vista Avenue between Allen Street and Cattle Call Drive, in the City of Brawley, Imperial County.	\$86,554.81
City of Holtville	Pavement Improvements. 6th Street between Holt Ave and Melon Avenue in the City of Holtville, Imperial County.	\$18,185.95
ICTC/Caltrans	Road Widening on SR98, from Rockwood Ave to Ollie Ave in the City of Calexico, Imperial County	\$3,594,849.51
Imperial County	Street paving, drainage and ADA sidewalk improvements on Heber Avenue from Highway 86 to Correll Road and south of Highway 86 to Fawcett Road	\$1,017,400
Imperial County/IV Desert Museum	Conservation easement, access improvements and parking facilities at the Desert museum, Imperial County	\$719,920.75
San Diego State University – IV Campus	Parking lot paving and ADA access improvements on CA-78 in the City of Brawley, Imperial County.	\$719,920.75
	<b>TOTAL</b>	<b>\$6,156,831.77</b>

7. **Executive Director Contract:** The Executive Director contract was approved on July 27, 2016 by the Commission for fiscal years 2016-17, 2017-18 and 2018-19. The executed final contract is attached to this report.
8. **2016 Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), Amendment #1:** The Southern California Association of Governments (SCAG) has approved the regional 2016 RTP/SCS that has been accepted by the Air Resource Board. SCAG developed the RTP/SCS in collaboration with ICTC, other County Transportation Commissions, and local governments from the six county Southern California region through a bottoms-up, collaborative process. The RTP/SCS addresses many challenges including projected growth, changing demographics, climate change adaption, housing needs, and transportation demands.

SCAG has opened Amendment 1 of the 2016 RTP/SCS for any changes to existing projects or adding new projects. Projects listed in the RTP/SCS must be of regional significance and increase the road capacity. ICTC has received a request to submit 3 projects as part of Amendment 1.

Lead Agency	Project Description	Project Type
City of El Centro	Imperial Avenue Extension South – new roadway from I-8 to McCabe Road	New project
County of Imperial	Menvielle Road Widening, from 2 to 4 lanes between Carr Road to SR-98	New project
ICTC	Expansion of the Calexico East Port of Entry – increase Commercial Vehicle Lane inspection lanes and booths from existing 3 to 6 lanes and booths; and widen bridge over the All American Canal	Existing project – amending project timeline

9. **IVT RIDE Update:** The IVT Ride El Centro began services on July 1, 2016. Public Outreach workshops were held in June, July and August. To date, approximately 462 persons have registered for the new service.
10. **IVT MedTrans Update:** The IVT MedTrans began services on July 1, 2016. A new brand and logo was developed and new vehicles are in operation. For the month of July, approximately 603 passenger trips were booked in comparison to 412 trips in July 2015.
11. **Transit Vehicle Procurement Update:** ICTC received twenty (20) new cutaway vehicles in June to be operated on the smaller IVT fixed route services, the new IVT MedTrans, and replacements for the IVT

Access services. In August, the five (5) final low floor vehicles for the IVT RIDE services were delivered. The vehicles are “low-floor” cutaway vehicles which took longer to build.

12. **IVT WiFi:** On April 15, 2016 ICTC launched a demonstration project of free public Wi-Fi aboard all sixteen (16) of the 40ft Gilligs on IVT regular fixed, Express and Direct routes. Passengers now have access to view the IVT bus route and schedule information at [www.ivtransit.com](http://www.ivtransit.com), as well as, have an opportunity to visit the internet while they “Ride with Us”. To date there are an average of 75,000 times that passengers have logged on to various websites daily.
13. **California HERO Program:** The California Hero Program was launched in April 2014 in Imperial County with ICTC as the administering agency. Attached is a copy of the program activity report through August 31, 2016.
14. **RSTP and CMAQ Obligation:** All FY 2015-2016 Congestion Mitigation Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) request for allocations (RFA) have been obligated by Imperial County. All RFA’s have been processed for FY 2015-2016 with the exception of the City of Holtville’s Cedar Avenue CMAQ project that was unable to submit the obligation request. The Cedar Avenue project funds will be used by the City of Brawley’s Sidewalk Rehabilitation project.
15. **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.

As part of the POE Expansion project, traffic will be rerouted from the existing roadways to SR-98 and Cesar Chavez Boulevard which are not designed to handle the high volumes of traffic associated with the border travel. As result, ICTC submitted a 2016 TIGER grant in the amount of \$12,046,400 to improve SR-98 and Cesar Chavez Boulevard. Improvements will include widening, signalization, channelization, lighting, pedestrian/bicycle and ADA improvements. The TIGER grant application was submitted on April 29, 2016. TIGER awards were approved by the U.S. Department of Transportation in July 2016 and ICTC did not receive an award.

16. **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.” In addition to the Sustainable Freight Action Plan submittal, ICTC also submitted a FASTLane grant application on April 14, 2016 and a 2016 TIGER program on April 29, 2016.

The 559 Donation proposal was not approved due to concerns related to the toll collections within federal property. The discretionary grant application submittals for FASTLane and TIGER grant programs were also not successful for this year’s grant programs.

17. **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 is 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. Mobility hubs can help maximize the capital investment in transit services and support the emphasis on smart growth and transit-oriented development.

The Consultant team hosted a series of public outreach events in Imperial Valley and gathered a total of 249 responses from the 3 day outreach event. During the month of September the Consultant will complete Existing Conditions Booklets and Conceptual Designs. The Consultant team will present the study during the Caltrans External Team Building meeting of September 22, 2016. Virginia Mendoza, Project Manager

18. **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.
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 consultant team is completing the development of the survey instrument that will be used in all 6 POEs. Survey sampling took place in late June. Imperial Valley surveys at the border crossings were completed in August 2016.
20. **Meetings attended on behalf of ICTC:**
  - August 23, 2016 - Calexico Transit Study Stakeholder meeting in Calexico, CA
  - August 24, 2016 – Self Help Counties Coalition Board Meeting in San Diego, CA
  - August 26, 2016 - US-Mexico Joint Working Committee - Border Wait Time Peer Exchange in San Diego, CA
  - September 1, 2016 – SCAG Regional Council in Los Angeles, CA
  - September 8, 2016 – Smart Border Coalition Board of Director’s Meeting in San Diego, CA
  - September 8-9, 2016 – National Transit Database Training in Los Angeles (attended by staff)
  - September 13, 2016 – Imperial County Board of Supervisors Meeting in El Centro, CA
  - September 16, 2016 – County Transportation Commission CEOs/SCAG Meeting in Los Angeles, CA
  - September 20, 2016 – Imperial County Board of Supervisors Meeting in El Centro, CA



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EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4497

September 15, 2016

Honorable Edmund G. Brown, Jr.  
Governor of California  
State Capitol, Room 1173  
Sacramento, CA 95814

RE: Assembly Bill 2170 (Frazier) – Trade Corridor Improvement Fund – Request for Signature

Dear Governor Brown:

The Imperial County Transportation Commission (ICTC) supports Assembly Bill 2170 (Frazier) and respectfully urges you to sign this important bill.

AB 2170 will ensure that much needed federal goods movement funds are allocated as efficiently as possible through the existing Trade Corridor Improvement Fund (TCIF) framework to build critically needed infrastructure in the state's most congested trade corridors. The Fixing America's Surface Transportation (FAST) Act of 2015 federal transportation authorization law, for the first time in U.S. history funds a national freight program, providing dedicated funding authorization over five years to freight and goods movement. AB 2170 provides that the formula portion of this funding be deposited into the TCIF and allocated by the California Transportation Commission according to program guidelines which will be revised in the near future with opportunity for input from all affected stakeholders.

The current TCIF process is the result of an unprecedented "bottoms-up" collaborative effort by the regions within the state to develop a consensus based list of priority goods movement projects, and it has been a resounding success. With a required match of at least 1:1 in non-state funds, the TCIF program to date has leveraged approximately \$2 billion in Prop 1B funds, delivering nearly \$6 billion in infrastructure projects statewide. Yet despite this excellent beginning California has barely scratched the surface of its true investment needs in trade corridor infrastructure, with billions of dollars' worth of significant projects identified throughout the state for needed funding. If additional TCIF funding is made available by passage of this bill, numerous trade corridor and gateway projects in Southern California stand ready to move into construction.

AB 2170 would allow the state to move as efficiently as possible to develop projects that are ready for construction without having to 'reinvent the wheel'; capitalizing on what it has learned from already completed implementation efforts to quickly accelerate delivery of projects.

For these reasons we respectfully urge you to sign AB 2170. Thank you very much for your consideration.

Sincerely,

A handwritten signature in blue ink that reads 'Mark Baza'.

Mark Baza  
Executive Director

**EMPLOYMENT AGREEMENT  
IMPERIAL COUNTY TRANSPORTATION COMMISSION  
EXECUTIVE DIRECTOR**

THIS EMPLOYMENT AGREEMENT is made and entered into this July 27, 2016 by and between the Imperial County Transportation Commission (“ICTC”), a public entity, and Mark Baza (“Baza”), an individual.

**WITNESSETH:**

**WHEREAS**, ICTC was established under and is governed by Division 12.8, commencing with Section 132800, of the California Public Utilities Code and other statutes relating to transportation commissions; and

**WHEREAS**, the Executive Director is the chief executive officer of ICTC and serves at the pleasure of the Board of Commissioners (“Board”) of ICTC; and

**WHEREAS**, the Board finds that Baza possesses the knowledge, skills and experience to act as the Executive Director of ICTC; and

**WHEREAS**, Baza has agreed to continue to act as ICTC Executive Director.

**NOW, THEREFORE**, it is agreed as follows:

**Section 1. Services.**

Baza agrees to perform the following services as Executive Director of ICTC:

- A. The Executive Director serves as the chief executive officer of ICTC and takes direction from the Board. The Executive Director manages the daily operations of ICTC, implements and monitors Board policy, and coordinates the activities of the ICTC on behalf of the Board. Baza shall have full executive authority to perform all duties, services, and actions necessary or advisable to carry out the policies of ICTC and the needs of ICTC and the Board. Baza shall diligently attend to the business of ICTC, including attendance at meetings and proper supervision of those individuals who report directly to the Executive Director. Baza shall provide the services in accordance with all applicable laws, regulations, ICTC Bylaws, and other policies adopted by the Board.
- B. The Executive Director shall perform all the duties described on the job description attached hereto as **Exhibit “A”** and incorporated herein.



## **Section 2. Compensation.**

- A. In consideration of the performance of Executive Director, ICTC agrees to pay Baza as detailed below effective the first full pay period following July 1, 2016. Baza shall continue to receive payments in the same amount as he currently receives under his current contract with ICTC until payments under this contract begin.
1. A salary of one hundred thirty nine thousand fifty three dollars and eighty two cents (\$139,053.82) annually or sixty six dollars and eighty five cents (\$66.85) hourly. This position is an FLSA exempt, managerial, position that is not entitled to overtime pay.
  2. Additionally, ICTC shall pay to the Executive Director a monthly car allowance of six hundred dollars (\$600.00).
  3. ICTC shall pay all holidays, sick leave, vacation and administrative leave as that paid to ICTC employees as defined in the Personnel Policy and Procedures for ICTC. Baza shall receive all benefits normally provided to ICTC employees except for health.
  4. In the event of termination of this Agreement by the Board, Baza may receive severance pay as detailed in Section 5 of this Agreement.
- B. Reimbursement: ICTC shall reimburse all reasonable and necessary travel and educational expenses for attending seminars and conferences representing ICTC as its Executive Director at meetings shall be reimbursed by ICTC.
- C. Status with ICERS: The Board and Baza will retain retirement membership services under the 1937 Retirement Act through the Imperial County Employees' Retirement System (ICERS). Baza and Board will make contributions consistent with the requirements of ICERS for employers and employees.
- D. Except as provided under Paragraph A, ICTC shall not be responsible to pay Baza any compensation, out-of-pocket expenses, fees, or other remuneration.

## **Section 3. Review.**

On an annual basis the Board shall identify a focused set of priority objectives for the organization and Baza. The Board will review the performance of the Executive Director annually. At the Board's option, a merit increase in salary of up to five percent (5%) may be considered upon each annual review.

- A. Prior to the Evaluation. Prior to the beginning of each performance evaluation cycle, Baza shall prepare a summary of the current year priority objectives, goals and accomplishments for review by the Board.
- B. Contents of the Evaluation. Employee shall be evaluated on effective management and the progress made on the Board's annual priorities, among other factors determined by the Board.
- D. Amendments and Changes to Evaluation Process. The Board may amend or change the evaluation process as needed provided that such changes will take place at the beginning of the next evaluation period.

#### **Section 4. Term.**

This Agreement shall commence July 1, 2016, and remain in effect for three (3) years.

#### **Section 5. Termination.**

- A. Either party may terminate this Agreement, without cause and without notice.
- B. Severance Pay. In the event the Board terminates Baza prior to the expiration of the employment agreement, Baza shall be entitled to severance pay as set forth below.
  - 1. If there are six (6) or more months remaining in the employment Agreement, Baza shall be entitled to an amount equal to six (6) months salary.
  - 2. If there are less than six (6) months remaining in the employment Agreement, Baza shall be entitled to an amount equal to the exact number of months remaining in the Agreement. For example, if Board terminates Baza with only two and one-half (2.5) months remaining in this Agreement, Baza shall receive two and one-half (2.5) months of severance pay.
  - 3. In the event Baza receives any severance pay, the amount shall be paid to Baza in monthly installments and shall not be paid in one lump sum. Such monthly installments shall be equivalent to the amount of Baza's regular monthly salary until the severance amount owed is exhausted.
  - 4. There shall be no severance pay if Baza elects to terminate his contract with Board.

- C. Upon termination of this Agreement, Baza shall immediately turn over to ICTC any and all copies of studies, reports, or analyses, whether or not completed, prepared by him in connection with this Agreement. Such materials shall become the permanent property of ICTC.
- D. Termination for Cause. In the event Baza is terminated For Cause, Baza will not be entitled to severance pay. However, ICTC shall pay Baza all wages owed through the date of termination For Cause as well as any accrued but unused vacation time in accordance with applicable local, state and federal law. Accrued but unused sick leave and administrative leave benefits are not paid upon termination For Cause. The precondition of termination For Cause is met if one or more of the following defined instances exists:
1. Baza is convicted of a felony or a crime involving moral turpitude;
  2. Baza makes an intentional and material act of dishonesty, misappropriation, embezzlement, intentional fraud, or similar conduct while acting within the scope of employment;
  3. Baza's willful or grossly negligent conduct results in material damage to ICTC property;
  4. Baza makes threats of violence or acts of violence in the workplace;
  5. Baza engages in conduct found to constitute illegal harassment, discrimination or retaliation of another employee, consultant, member representative or staff, client, customer, or independent contractor;
  6. Baza is unable to perform the essential functions of his position with or without reasonable accommodations due to a disability in conformity with applicable local, state and federal law;
  7. Baza's gross negligence or intentional and willful refusal to follow the reasonable and lawful directions of the Board that Baza fails to cure within fifteen (15) business days of receiving written notice from the Board;
  8. Baza's material non-performance or breach of this Agreement, violation of ICTC policy, or any other statutory duty owed by Baza to ICTC that Baza does not cure within fifteen (15) business days after Baza's receipt of written notice thereof from the Board (provided such violation is capable of cure).

#### **Section 6. Representations**

- A. Baza represents and warrants that the subject services shall be performed exclusively by him.
- B. Baza represents and warrants that all reports, analyses, grant applications or other

documents developed under this Agreement shall become the exclusive property of ICTC.

#### **Section 7. Indemnification**

- A. Except as provided below, ICTC shall indemnify and hold harmless Baza from any and all claims, liabilities, losses, damages, and expenses, including reasonable attorneys' fees, as a result of acts that Baza performed in the course and within the scope of his employment.
- B. ICTC's obligation shall not apply in the event that claims, liabilities, losses, damages or expenses, including reasonable attorneys, fees, are incurred as a result of Baza's acts which are intentional, grossly negligent, or undertaken outside of the course and scope of employment. ICTC's obligation shall not apply in the event that claims, liabilities, losses, damages or expenses, including reasonable attorney's fees, are incurred as a result of Baza's failure to promptly notify ICTC of any claim made or litigation filed against him; or he has settled or compromised the claim or litigation as to him without the ICTC's prior written consent.
- C. Baza shall, as a condition precedent to receipt of such indemnification, cooperate with ICTC and its legal counsel in the defense of any related action, claim or proceeding. ICTC will otherwise defend Baza with its own legal counsel and shall include the payment of his reasonable attorneys' fees only in the event ICTC requires Baza to retain separate counsel. Should Baza retain separate counsel not suitable to ICTC or upon his own initiative without being required to do so by ICTC, ICTC shall have no obligation to pay Baza's attorneys fees or costs.

#### **Section 8. Insurance.**

- A. At Baza's sole cost and expense, he shall obtain, and keep in force at all times during this Agreement, a policy of automobile liability insurance for any automobile that he may use in connection with his duties, or traveling to conferences or meetings, with coverage that is acceptable to the Board.
- B. ICTC shall maintain Workers' Compensation coverage and any other insurance that is required under California law, for all employees, including Baza.

#### **Section 9. Licenses and Permits.**

Baza represents and warrants that he possesses all required licenses to perform all aspects of this Agreement, such as a valid Driver's License.

may be changed by giving written notice of such change to the other party.

**Section 15. Governing Law and Venue.**

- A. The rights and obligations of the parties and all interpretation and performance of this Agreement shall be governed in all respects by the laws of the State of California.
  
- B. To the extent permitted by law, any action brought by either party with respect to this Agreement shall be brought in a court of competent jurisdiction within Imperial County.

**Section 16. Entire Agreement.**

This Agreement constitutes the entire agreement between Baza and ICTC with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, advertisements, publications, and understanding of any nature whatsoever unless expressly included in this Agreement.

**Section 17. Counterparts**

This Agreement may be executed in counterparts and by facsimile.

**Section 18. Review of Agreement Terms**

This Agreement has been reviewed by legal counsel for ICTC and Baza has been afforded an opportunity to have this Agreement reviewed by legal counsel, and no presumption or rule that ambiguities shall be construed against the drafting party shall apply to the interpretation or enforcement of the same or any subsequent amendments.


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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

EXECUTIVE  
DIRECTOR:

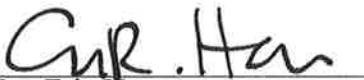
  
By: Mark Baza

IMPERIAL COUNTY  
TRANSPORTATION COMMISSION:

  
By: James Predmore, Chairman

Approved as to Form:

Katherine Turner  
County Counsel

  
By: Eric Havens  
Deputy County Counsel

# **EXHIBIT “A”**

**CLASS: EXECUTIVE DIRECTOR****BASIC FUNCTION**

Under the direction of the Governing Board, the Executive Director's duties shall be to plan, organize, direct, and review the activities and operations of the Imperial County Transportation Commission; to implement and administer Commission policies and directives in accordance with their Policies and Procedures Manual, and to provide highly responsible and complex administrative support to the Governing Board.

**ESSENTIAL FUNCTIONS**

Direct and participate in the operation and activities of the ICTC. Develop, plan and implement ICTC goals and objectives; recommend and administer policies and procedures to ensure effective and efficient operations. Forecast funds needed for program implementation, staffing, and materials. Direct, oversee, and participate in the development of the annual Overall Work Program; transit work plan, assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures. Prepare a variety of technical papers, administrative reports, and public communications. Prepare directives and informational reports for distribution to member cities and County. Represent ICTC in meetings with State and/or Federal agencies, as well as meetings with local and regional groups and organizations. Oversee the management of State and Federal grant programs and consulting contracts. Select, train, motivate, and evaluate personnel; provide or coordinate staff training. Ensure ICTC compliance with appropriate laws, rules, and regulations. Act as intergovernmental affairs liaison for the commission. Perform additional duties as assigned.

**KNOWLEDGE AND ABILITIES****Knowledge of:**

Principles and practices of regional transportation planning. Principles of transportation program development and management, including the relationship between Federal, State, regional and local transportation planning activities. Principles of public administrative and policy development. Principles and practices of personnel management including selection, training, safety, supervision, and evaluation. Local, State, Federal laws, rules and regulations pertaining to regional transportation planning. Principles and practices of budget development and administration and related funding sources. Transit, air quality, planning, and assessment district financing is desirable.

**Ability to:**

Organize and direct the staff and activities of a regional transportation planning agency. Develop and administer a comprehensive regional transportation planning program. Supervise and direct the work of supervisory, professional, technical, contract and clerical staff. Effectively represent ICTC to a wide variety of agencies, commissions, and groups. Conduct meetings with community groups, organizations, and government officials. Prepare and administer a complex multi-year budget and capital improvement plan. Monitor agency compliance with pertinent Federal, State, regional and local laws and regulations. Communicate effectively, both orally and in writing; establish and maintain cooperative relationships with governmental agencies, officials, and the public



**EDUCATION AND EXPERIENCE**

**Education:**

Completion of a bachelor's degree in Public Administration, Planning, Engineering, or closely related field. A Master's degree, AICP, and or P.E. is highly desirable.

**Experience:**

Seven years of extensive and progressively responsible management, supervisory, and professional experience in transportation planning, program management, construction management, contract administration, and related areas.

**Other Requirements:**

Must possess a valid Class C California driver's license.



California HERO Activity Report  
**Imperial County Transportation Commission**  
 Launch Date through July 31, 2016

**Program Activity through July 31, 2016**

Member	Launch Date	Eligible Housing Units *	Total Applications Received	Applications Approved	Approved Amount	Funded Projects	Funded Amount	Jobs Created***	Type of Projects			Solar kW Installed	Annual kWh Saved	Annual CO2 Reduced (Tons)
									Energy	Water	Renewable			
Brawley	5/23/2014	5,588	166	107	\$2,744,828	52	\$755,377	6	54	0	25	60	506,855	134
Calexico	3/24/2015	7,373	324	192	\$5,946,393	88	\$1,027,521	9	75	0	36	84	975,612	250
Calipatria	3/24/2015	757	6	2	\$41,249	1	\$6,022	0	1	0	0	0	11,848	3
El Centro	5/23/2014	9,250	275	179	\$5,014,284	76	\$1,062,556	9	70	2	30	89	807,971	210
Holtville	3/24/2015	1,248	34	24	\$608,970	13	\$157,138	1	11	0	8	14	124,526	33
Imperial	6/10/2015	4,618	124	93	\$2,939,286	46	\$687,893	6	39	5	21	72	515,150	136
Westmoreland		596												
Imperial County Unincorporated	11/14/2014	9,504	134	80	\$2,354,078	33	\$464,857	4	37	1	8	22	356,899	91
<b>Total</b>		<b>38,934</b>	<b>1063</b>	<b>677</b>	<b>\$ 19,649,089</b>	<b>309</b>	<b>\$ 4,161,363</b>	<b>35</b>	<b>287</b>	<b>8</b>	<b>128</b>	<b>341</b>	<b>3,298,862</b>	<b>857</b>

\*\* Participation rate based off of funded projects

\*\*\* 1 job for every \$117,000 invested.



California HERO Activity Report  
**Imperial County Transportation Commission**  
 Launch Date through August 31, 2016

**Program Activity through August 31, 2016**

Member	Launch Date	Eligible Housing Units *	Total Applications Received	Applications Approved	Approved Amount	Funded Projects	Funded Amount	Jobs Created***	Type of Projects			Solar kW Installed	Annual kWh Saved	Annual CO2 Reduced (Tons)
									Energy	Water	Renewable			
Brawley	5/23/2014	5,588	181	117	\$3,066,067	63	\$866,091	7	66	0	25	60	642,503	167
Calexico	3/24/2015	7,373	361	213	\$6,702,252	104	\$1,347,314	11	83	0	52	140	1,162,325	303
Calipatria	3/24/2015	757	6	3	\$71,908	2	\$13,137	0	2	0	0	0	23,697	6
El Centro	5/23/2014	9,250	301	198	\$5,645,995	86	\$1,201,895	10	79	5	32	92	898,709	233
Holtville	3/24/2015	1,248	41	30	\$762,603	15	\$176,605	2	13	0	8	14	148,223	39
Imperial	6/10/2015	4,618	130	100	\$3,186,446	49	\$719,369	6	41	5	23	75	537,240	142
Westmoreland		596												
<b>Has not adopted Resolution of Participation</b>														
Imperial County Unincorporated	11/14/2014	9,504	149	91	\$2,712,996	38	\$513,819	4	42	1	8	22	412,785	105
<b>Total</b>		<b>38,934</b>	<b>1169</b>	<b>752</b>	<b>\$ 22,148,268</b>	<b>357</b>	<b>\$ 4,838,230</b>	<b>41</b>	<b>326</b>	<b>11</b>	<b>148</b>	<b>403</b>	<b>3,825,480</b>	<b>994</b>

\*\* Participation rate based off of funded projects

\*\*\* 1 job for every \$117,000 invested.



# SOUTHERN CALIFORNIA ASSOCIATION of GOVERNMENTS

1405 N IMPERIAL AVE SUITE 1  
EL CENTRO, CA 92243-2875  
PHONE: (760) 353-7800  
FAX: (760) 353-1877

## Memorandum

**Date:** September 28, 2016  
**To:** ICTC Regular Meeting  
**From:** David Salgado, Regional Affairs Officer  
**Re:** **Southern California Association of Government's Report**

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The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Regular Meeting September 28, 2016.

1. **2016 California Housing Summit:** Please mark your calendars. The 2016 California Housing Summit will take place October 11, 2016 from 8:00am to 3:00pm at the L.A. Hotel, 333 S. Figueroa St., Los Angeles, CA. The program is presented in partnership with 30 partner agencies. The summit will connect attendees with strategies, resources, and opportunities created by State legislation and local policies to build more housing aligned with the goals of SCAG's RTP/SCS. The goal of the summit will clearly explain the causes of the California housing crisis and offer solutions to allow for more housing to be built. For any questions please contact David Salgado.
2. **2017 SCAG Sustainability Program Call for Proposals:** The 2016-17 DRAFT Sustainability Grants (SPG) Call for Proposals was presented to SCAG policy committees on September 1, 2016. The program was formerly known as the Compass Blueprint Program. The program is anticipated to be approved at the September 29, 2016 SCAG Regional Council meeting after any revisions. The effort is designed to support and implement the policies and initiatives of the 2016 RTP/SCS and continues the themes of the previous call. There is a funding commitment of \$3.5 million including \$1 million from SCAG in FY 2016-17.

The 2016 SPG Call for Proposals updates the program application and guidelines to promote implementation of the goals, objectives and strategies of the recently adopted 2016 RTP/SCS, and incorporates the planning components of SCAG's 2017 Regional Active Transportation Program (ATP). In addition, the Call for Proposals will support the development of concepts that contribute to a shared regional vision and support planning work that will help local agencies

compete for federal and statewide competitive grant programs offered through the statewide Cap & Trade program, ATP and other programs.

All SPG call for proposal information and documentation will be provided once the program is approved by the Regional Council at the September 29<sup>th</sup>, 2016 meeting. For any questions please contact David Salgado.

3. **Regional Bike Safety Training Workshops:** SCAG will be holding a series of 3 bike safety workshops in the communities of Calexico, El Centro, and Brawley. The workshops are being conducted as a part of the SCAG GO Human Campaign. GO Human is a community outreach campaign with the goals of reducing traffic collisions in Southern California and encouraging people to walk and bike more. For questions please contact [Geoff.england@sdgworld.net](mailto:Geoff.england@sdgworld.net).
  - **City of Calexico**  
Monday September 26<sup>th</sup>, 2016 5:00pm – 7:00pm  
Camarena Memorial Library, 850 Encinas Ave., Calexico, CA
  - **Imperial County Transportation Commission**  
Tuesday September 27<sup>th</sup>, 2016 9:00am – 11:00am  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Ste. 1, El Centro, CA
  - **City of Brawley**  
Tuesday September 27<sup>th</sup>, 2016 4:00pm – 6:00pm  
Brawley City Council Chambers  
383 W. Main St., Brawley, CA
4. **FY 2017-18 Sustainable Transportation Planning Grant Workshop and Opportunities:** On September 7<sup>th</sup>, 2016 SCAG hosted a workshop for all interested parties, in cooperation with Caltrans, regarding the FY 2017-18 Sustainable Planning Grant Workshop. There are 2 programs with a combined \$9.3 million funding availability.
  - I. **Strategic Partnerships Grant:** *Encourage regional agencies to partner with Caltrans to identify and address statewide/interregional transportation deficiencies in the state highway system, strengthen government-to-government coordination, and result in programmed system improvements that achieve the states overarching goals. Interested sub-recipients may also partner with their regional agencies for this grant.*
  - II. **Sustainable Communities Grant:** *Funds transportation planning to identify and address mobility deficiencies in the multimodal transportation system, encourage stakeholder collaboration, involve active public engagement, integrate Smart Mobility 2010 concepts, and ultimately result in programmed system improvements, and achieve the Caltrans Mission and overarching objectives.*

The call for applications was released August 26<sup>th</sup>, 2016. Sub-applicants in the SCAG region must submit their applications to SCAG by 5:00pm on October 7, 2016. The deadline for applications to Caltrans is November 4<sup>th</sup>, 2016. SCAG is willing to partner and assist partner agencies in the submittal of grants. Additional workshop information will be provided as it

becomes available. For questions please contact David Salgado or Beth Landrum, Caltrans District 11, (619)688-6017.

5. **Imperial County Essential Air Service (EAS):** The U.S. Department of Transportation has issued a tentative order to terminate Imperial Counties EAS eligibility. A waiver to continue service must be submitted to DOT by September 28, 2016. The data used for the determination shows enplanements average of 8.4 for year-end September 2015 and a subsidy per passenger of \$372. Current service data from Mokulele Air show favorable increases in enplanements (close to 18 per day) as well as a significant decrease in subsidy per passenger, which is down to under \$237 per passenger. The improved figures under Mokulele will help to justify acceptance of the waiver as the service has improved. SCAG's Regional Aviation Planner Specialist, Ryan Hall, will be assisting the County of Imperial in developing the waiver for DOT as the county will be the lead agency to submit. For questions please call David Salgado.
  
6. **SCAG Earthquake Resiliency Workshops:** SCAG will be hosting a series of 7 workshops in the SCAG region. The workshops will be led by world renowned seismologist Dr. Lucy Jones. The workshops will be tailored to the region in which they are held to fit the areas physical/geographic make-up and needs. The closest workshop for Imperial County will be held at the city of Coachella. The workshops are scheduled for the end of October and early November. Further information and save the date cards will be provided as they are made available. For questions please contact David Salgado.
  
7. **SCAG Regional Council and Policy Committees:** SCAG's Regional Council and policy committee meetings will take place Thursday September 29, 2016 at SCAG's main offices in Los Angeles.
  
8. **2016 RTP/SCS FINAL APPROVAL** – On April 7, 2016, SCAG's Regional Council adopted the 2016 RTP/SCS, a long range visioning plan that balances future mobility and housing needs with economic, environmental and public health goals. The Plan charts a course for closely integrating land use and transportation – so that the region can grow smartly and sustainably. It outlines more than \$556.5 billion in transportation system investments through 2040. The Plan was prepared through a collaborative, continuous, and comprehensive process with input from local governments, county transportation commissions, tribal governments, non-profit organizations, businesses and local stakeholders within the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura.

The 2016 RTP/SCS is available for download by chapter or as one file. Please note that some files are large and may take longer to download depending on individual connection speeds. We strongly recommend that you first download it onto your computer before opening the file. All files are in Adobe Acrobat PDF format. The executive summary is available upon request. For further information please contact David Salgado.

## REGISTRATION NOW OPEN FOR CALIFORNIA HOUSING SUMMIT

On Oct. 11, SCAG, along with 34 partners representing business and community leaders, developers and stakeholders, will host the California Housing Summit at the L.A. Hotel in downtown Los Angeles. The summit, "The Cost of Not Housing," will address the issue of housing affordability across the state and its impact on local, regional and statewide economies. The summit program will look at the root causes of the housing crisis and focus on actionable strategies for stakeholder partnerships that will ultimately lead to "YES" to housing. Registration is free for elected officials and \$50 for general admission. To register and for more information, visit [www.scag.ca.gov/housingsummit](http://www.scag.ca.gov/housingsummit).

## GO HUMAN EVENTS ROLLING OUT ACROSS THE REGION

In partnership with local agencies and community groups, SCAG is hosting a series of 20 free bike safety workshops and group rides across the region as part of the Go Human campaign. The workshops will educate participants on bicycle safety and group bicycle rides will explore existing and planned complete streets infrastructure in cities across the region. For more information and to RSVP, visit the [Go Human Events calendar](#).

Go Human is also continuing its series of regional open streets events and active transportation infrastructure demonstration projects. On July 30, SCAG and the City of Fontana hosted one such event in conjunction with the Fontana Arts Festival, attracting an estimated 8,000 people. Participant feedback, which will be considered in the development of the city's Active Transportation Plan, indicated overwhelming support for making the demonstrated temporary street improvements permanent. The next Go Human open streets event will be in the City of Long Beach on Oct. 1. Visit the [Go Human Events page](#) for more information.

## SCAG TO SHARE KNOWLEDGE AT CALIFORNIA ADAPTATION FORUM

On Sept. 7-8, the State of California and the Local Government Commission will host the second California Adaptation Forum in Long Beach. SCAG is proud to be a sponsor of the forum. SCAG President Michele Martinez and board member Pam O'Connor from the City of Santa Monica are scheduled to speak on the panel "Looking to the Future: Creating Equitable, Post-Carbon Communities" and discuss how to create equitable, sustainable communities in the face of climate change. Additionally, three SCAG CivicSpark Fellows will present at the forum's Tools Salon on Sept. 7, where they will share their Green Region Initiative Sustainability Indicators Map. For more information or to register, visit the event website at <http://www.californiaadaptationforum.org/>.

## SOUTH COAST ATTAINS 1997 FEDERAL AIR QUALITY STANDARDS FOR FINE PARTICULATE MATTER

On July 25, the U.S. Environmental Protection Agency (EPA) published a final rule in the Federal Register determining that the South Coast Air Basin has attained the 1997 fine particulate matter (PM<sub>2.5</sub>) National Ambient Air Quality Standards. This determination is based upon ambient air quality monitoring data since the 2011–2013 monitoring period. As a result of the EPA action, effective Aug. 24, 2016, certain Clean Air Act requirements that had applied to the South Coast region no longer apply (e.g., submittal of attainment-related air plans) so long as the area continues to attain the 1997 PM<sub>2.5</sub> standards. However, transportation conformity requirements continue to apply to our regional transportation plans and federal transportation improvement programs under those standards. Although the attainment represents a significant milestone in improving air quality in the region, the South Coast remains a nonattainment area under the two more recent and more stringent 2006 and 2012 PM<sub>2.5</sub> standards and is subject to all applicable Clean Air Act requirements. To view the Federal Register Notice, visit <http://bit.ly/2bPA8k>.

## TOOLBOX TUESDAY WORKSHOP HELD ON IMPLEMENTING FIRST/LAST MILE ACCESS

On Aug. 30, SCAG held the Toolbox Tuesday workshop "Funding & Implementing First/Last Mile Access at Metrolink and Other Transit Stations" for planning professionals across sectors. The morning session covered active transportation access strategies to Metrolink and other rail stations throughout the region, with presentations from practitioners at Metrolink, Orange County

Transportation Authority, Caltrans and San Bernardino Associated Governments. The afternoon session covered funding sources for active transportation plans as well as opportunities for transit oriented development and other sustainable planning initiatives. More than 70 individuals participated, both in-person at SCAG's downtown office and through videoconferencing. 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 Tuesday workshops, please visit: <http://sustain.scag.ca.gov/Pages/ToolboxTuesdayTraining.aspx>.

## **SCAG GIS SERVICES INITIATES PILOT INTERNSHIP PROGRAM**

This summer, SCAG initiated a pilot internship program to bring additional GIS services and resources to member agencies. The new program sends SCAG-sponsored interns to assist and work directly at selected jurisdictions, supporting local geographic information needs and planning projects. SCAG selected 24 jurisdictions based on a previous survey of GIS Services Program participants. Both staff and interns are now working to create a GIS-based pavement management system in Baldwin Park; a street signage geodatabase in La Puente; a general plan update mapping in Jurupa Valley; a geodatabase of city assets in San Fernando; and a 2040 General Plan Update in Santa Paula. In the coming weeks, SCAG staff will visit other jurisdictional partners to develop additional projects.

## **SCAG PROVIDES SUPPORT FOR REGIONAL CEQA LITIGATION STUDY**

SCAG recently provided GIS spatial analysis and mapping support in an update to law firm Holland & Knight's study of potential litigation abuse under the California Environmental Quality Act (CEQA) in the SCAG region. The 2015 study, "In the Name of the Environment," was the first comprehensive statewide report of all lawsuits filed under CEQA. With SCAG support, Holland & Knight completed an update to this report detailing CEQA lawsuits that targeted housing projects within the SCAG Region for the three-year period of 2013-2015. Staff geocoded these CEQA litigated housing projects and produced maps, charts and tables for Holland & Knight's study. The new report is available at <http://bit.ly/2byFTJb>.

## **SCAG SHARES KNOWLEDGE AT TRANSPORTATION RESEARCH BOARD CONFERENCES**

In early August, SCAG staff participated and presented at the 2016 Transportation Research Board (TRB) Summer Conference on Transportation Planning and Air Quality in Minneapolis, Minnesota. This year's conference theme was "The Changing Landscape of Transportation and Air Quality: Confronting the Challenges at the Global, Regional and Local Scales." Two staff members were invited to present at a podium session related to "Impacts of Urban Form and Travel Demand on Air Quality and Climate Change." The presentation's title was "LPPT-VMT: A Simulation Tool Measuring Transportation Use in an Aging City." SCAG staff was also invited to present at TRB's Conference on Use of Scenario Planning in Transportation Planning in Portland, Oregon, on Aug. 14-17. SCAG staff shared its award-winning poster, 3D GIS Visualization Tool for Scenario Planning, at the conference's Tools Exhibit and Reception.

## **SCAG CONTINUES INTERNATIONAL COOPERATION**

On July 22, SCAG hosted a seminar on regional planning and local governance for a delegation of Incheon National University (INU) students and professors. INU is one of SCAG's partner agencies in Korea. Staff provided the delegation with a presentation on SCAG's 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy and the agency's GIS, Public Health and internship programs. SCAG also hosted INU students Yu-Kyung Lim and Yu-Ri Kim as visiting researchers for six weeks. In August, SCAG welcomed Yi Wang, General Director of the Institute of Policy and Management at the China Academy of Sciences and his key staff visiting SCAG. The Institute of Policy and Management is SCAG's primary partner in China. SCAG's Executive Director Hasan Ikhata and Huasha Liu, Director of Land Use and Environmental Planning, hosted a meeting where the two agencies shared their latest developments, as well as areas for continued collaboration including sharing knowledge on SCAG's integrated planning/modeling process for greenhouse gas reduction.





## Imperial County Bike Safety Workshops

*Go Human* is a community outreach campaign with the goals of reducing traffic collisions in Southern California and encouraging people to walk and bike more. As part of the *Go Human* campaign, SCAG and our partner agencies invite you to attend a FREE Bike Safety Workshop.

Learn proper helmet and bike fitting, the ABC Quick Check and Rules of the Road to build confidence and support for safer and more enjoyable riding in Imperial County. Participants will receive a Smart Cycling Quick Guide with tips and safety information.

No bicycle is needed to participate and light refreshments will be served.

We hope to see you there!



### **Calexico**

Mon Sep 26th, 5:00 - 7:00 p.m.  
Camarena Memorial Library  
850 Encinas Ave.  
*Hosted by City of Calexico*

### **El Centro**

Tue Sep 27, 9:00 - 11:00 a.m.  
Imperial County  
Transportation Commission  
1405 N. Imperial Ave. Ste 1  
Large Conference Room  
*Hosted by ICTC*

### **Brawley**

Tue Sep 27, 4:00 - 6:00 p.m.  
Brawley Council Chambers  
383 W. Main St.  
*Hosted by City of Brawley*

### **Please RSVP:**

<http://svy.mk/2ayecPe>

Please direct questions to:  
[Geoff.England@sdcgworld.net](mailto:Geoff.England@sdcgworld.net)

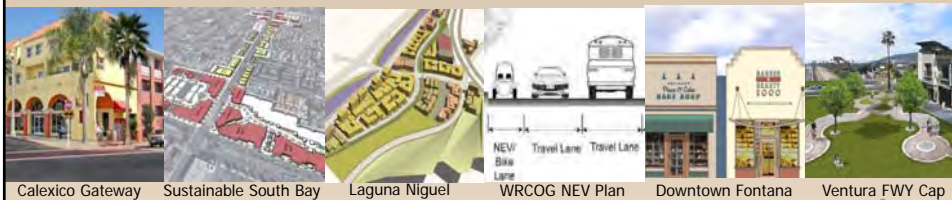
**Sustainability Planning Grant Program:**  
**DRAFT 2016 Call for Proposals**

September 1, 2016



## Background

- 202 Planning Grant Projects and \$ 22 M since 2005
- 2013 Call for Proposals resulted in 70 projects and \$ 9 M
- Categories
  - Active Transportation
  - Green Region
  - Integrated Land Use & Transportation



Calexico Gateway

Sustainable South Bay

Laguna Niguel

WRCOG NEV Plan

Downtown Fontana

Ventura FWY Cap

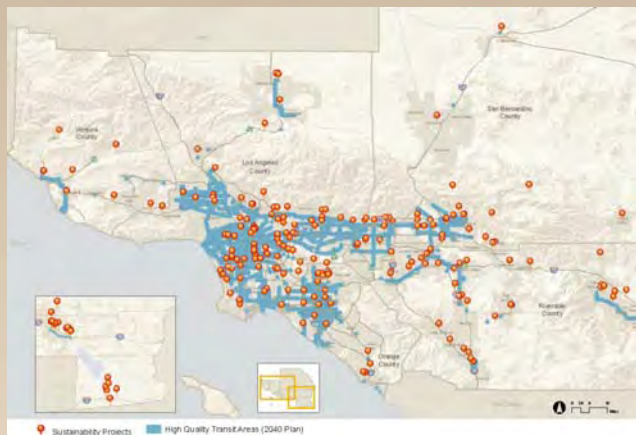
## Goals/Objectives

- Provide needed planning resources to local jurisdictions for sustainability planning efforts
- Develop local plans that support the implementation of the 2016 RTP/SCS
- Increase the region's competitiveness for federal and state funds, including the California Active Transportation Program and Greenhouse Gas Reduction Funds.

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## 2016-2040 RTP/SCS Strategies

- High Quality Transit Areas
- Transit Oriented Development
- Livable Corridors
- Complete Streets
- First/Last Mile
- Neighborhood Mobility Areas
- Resource Conservation

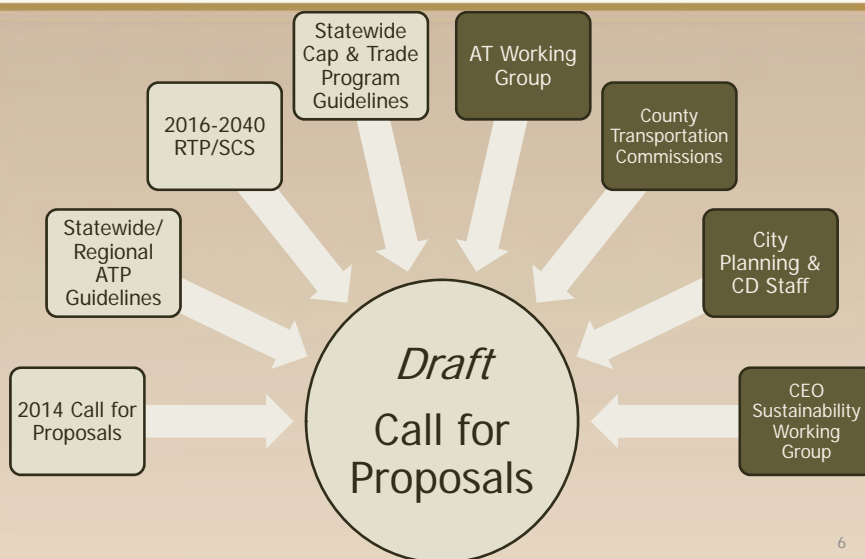


## Regional Need

- 40% of city/county general plans more than 10 years old
- Only 20% of Transit Priority Areas covered by specific plans; 60% of those 10 years old
- Only 25% of cities have GHG inventories
- Only 20% of transit stations have 1<sup>st</sup>/Last mile plans
- 40%+ of cities/counties lack comprehensive active transportation plans

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## Program Development



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## Planning Goals: Categories

Integrated Land-Use -or- Green Region	Active Transportation
<ul style="list-style-type: none"> <li>• Identify regional strategic areas for infill &amp; investment</li> <li>• Focus new growth around transit</li> <li>• Plan for growth around Livable Corridors</li> <li>• Support local sustainability planning and climate action planning</li> <li>• Continue jurisdictional support for 2016 RTP/SCS.</li> <li>• Encourage integrated concepts and produce plans that promote implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Increase proportion of trips accomplished by walk/bike</li> <li>• Increase safety</li> <li>• Build capacity/seed projects to compete for fed/state funds</li> </ul>

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## Project Type

Project Type	Awards/Project	Examples
Focused Program/Plan	<\$200K	<ul style="list-style-type: none"> <li>• Active Transportation Plan</li> <li>• Circulation Element</li> <li>• Specific Plan</li> <li>• Go Human Event</li> </ul>
Capacity Building (mini-grants)	<\$50K	<ul style="list-style-type: none"> <li>• Design Charrette</li> <li>• Planning Exercise</li> <li>• Training</li> <li>• Grant writing assistance</li> </ul>
Integrated Shared Vision	\$200K-\$1M	<ul style="list-style-type: none"> <li>• 3 combined elements</li> <li>• Transit and/or Active Transportation/Land Use Integration</li> <li>• Innovative Financing Strategies</li> <li>• Energy/Water Conservation</li> <li>• Green Infrastructure Design</li> </ul>

# Scoring Criteria

Criterion	Points	Considerations
Project Need	50	<ul style="list-style-type: none"> <li>Does the proposal address a major gap in meeting program goals?</li> <li>Would this project happen without the Sustainability Planning Grant?</li> </ul>
Goals, Objectives & Outcomes	35	<ul style="list-style-type: none"> <li>Does the project address the need?</li> <li>Will it lead to a tangible outcome?</li> </ul>
Partnerships & Leveraging	15	<ul style="list-style-type: none"> <li>Is there community/political support to advance the plan and its implementation?</li> </ul>

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# Example Projects: Active Transportation

## Open Streets/Demo Projects



City of Westminster

## Active Transportation Plan



City of Anaheim

## Education/ Encouragement Campaign



GoHuman Campaign

## Project Visioning/Charrette



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# Example Projects: Integrated Land-Use

## TOD/Land Use



City of South Gate

## Zoning Code Assistance



City of Chino Hills

## Community Visioning



City of Alhambra

## Livable Corridor Plans



San Gabriel Valley COG

## Capacity Building / Mini-Grant



South Bay Cities COG

# Example Projects: Green Region

## Resource Conservation



City of San Bernardino

## Climate Action Planning



Western Riverside COG

## Energy Generation Study



City of Rancho Mirage

## Green Infrastructure



City of Calimesa

# Integrated Shared Vision

## Connectivity & Strategic Location

- Housing and jobs proximity
- Habitat restoration & long-term conservation
- Reduced automobile dependence

## Community Design & Neighborhood Form

- Compact development & neighborhood centers
- Mixed-income diverse communities
- Transit facilities & walkable streets

## Green Buildings & Infrastructure

- On-site renewable energy sources
- Building water and energy efficiency
- Certified green buildings

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# Tentative Schedule

Call for Projects Opens <i>pending RC approval</i>	September 29, 2016
Call for Project Application Deadline	November 18, 2016
Proposal Evaluations	November - December 2016
Project List Finalized	December 2016
Program Update and Scoring Results	January 2017
Program Initiated	Spring 2017
Estimated Program Completion	Summer 2019

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**Date:** September 23, 2016  
**To:** ICTC Commissioner's  
**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) Commission meeting of September 28, 2016:

**1. Project Updates:**

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

**2. Maintenance:**

Caltrans Maintenance crews have been performing preparatory work on distressed pavement sections on SR-78 in advance of upcoming Construction work.

Excessive brush growth has been removed from the shoulders and the median on portions of I-8, SR-111, SR-86 and SR-7.

Inspections of existing guardrail have been completed and documented for any possible repairs or adjustments.

**3. Construction:**

Interstate 8 (I-8) Continuously Reinforced Concrete Pavement Project

The first three segments of the *Interstate 8 Continuously Reinforced Concrete Pavement Project* are under construction.

### **Construction (continued):**

- 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. It was awarded to Coffman Specialties, Inc. on November 18, 2015. Construction began the first week of February. Construction is expected to be completed early 2018.
- Segment 2, which is located 26 miles east of El Centro from 0.8 mile west of 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 began in early March 2016 and is scheduled to be complete in early 2019. Westbound traffic was been detoured on to Evans Hewes Highway from west of SR-98 to east of Gordons Well Road. Eastbound traffic has been diverted to the westbound lanes of I-8.
- Segment 3, near Winterhaven from 0.7 mile west of the SR-186/I-8 separation to 0.3 mile east of Fourth Avenue overcrossing, was awarded to Security Paving Company, Inc., on December 22, 2015. Construction began mid-March 2016 and is scheduled to be completed in early 2018.

The other two segments are scheduled to be advertised in October 2016 and begin construction in April 2017. These two 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.

### Evan Hewes Highway Pavement Rehabilitation & Detour

Construction is complete on the detour for Segment 2 of the I-8 CRCP project.

### I-8/Dogwood Road

The I-8/Dogwood Road interchange is nearing completion with a Ribbon Cutting event to be scheduled in the very near future. Invitations will be sent out shortly.

### SR-98/Cesar Chavez

The project to widen SR-98 between Eady Avenue and Ollie Avenue was advertised for construction in early September 2016, with construction anticipated to begin in early January 2017. Utility relocations will begin in October and the project is expected to be complete in late 2017.

## **Construction (continued):**

### Caltrans El Centro Maintenance Station

Phase 1 construction on the Caltrans El Centro Maintenance Station is completed.

Phase 2 of the El Centro Maintenance Station is scheduled to be complete in spring 2017.

### SR-86 Pavement Rehabilitation

Construction began in early September on SR-86 between Treshill Road and 15<sup>th</sup> Street in the City of Imperial with initial work being completed by mid-September, with the remainder of the work concluding by the end of October 2016. This work is related to the relinquishment of SR-86 to the City of Imperial which is scheduled for CTC vote on December 7, 2016.

Caltrans / City staff recently met to discuss impact to businesses, the airport, and the travelling public during construction.

## **4. Traffic Operations:**

### SR-98/C. N. Perry

Caltrans will proceed with a safety improvement project at this location which will include the installation of flashing beacons on the school speed limit signs ahead of the crosswalk, as well as refreshing the school crossing pavement markings and crosswalk delineations.

Procurement of the flashing beacons is being undertaken with full implementation expected in Fall 2016.

### SR-86/Customs & Border Protection Checkpoint

Coordination continues between Caltrans and CBP in the design of interim facility enlargement as well as a long-term, larger scale inspection station. CBP has recently completed an internal review of the initial design concepts, with a few changes recommended by their management. The next coordinated meeting will be scheduled for early October.

## **5. Planning Studies:**

### SDSU/IVC Transit Shuttle Analysis

This study will be presented to ICTC Executive Commission for approval in September 2016.

### Calexico Transit Needs Assessment Study

Initial public outreach events were held in August 2016 to begin discussion on the transit needs, users, and services currently available in Calexico. The existing conditions portion has been developed and is now under review.

## **6. Local Assistance:**

### Local Programs Procedures (LPP) 16-04 Manual Update

Please refer to the LPP 16-04 for various changes in the Local Assistance Procedures Manual (LAPM). <http://www.dot.ca.gov/hq/LocalPrograms/lpp/lpp1r1.htm>

### Inactive Projects

If you have not done so, please submit an invoice to the District by November 18, 2016. A complete list of inactive projects can be found at the link provided below.

<http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

### Southern California Local Assistance Management Meeting (SCLAMM)

Caltrans District 11 will be hosting the Southern California Local Assistance Management Meeting on September 28, 2016 from 9:00 a.m. to 3:30 p.m. This meeting will be held at the Caltrans District 11 Complex, Garcia Room 1-125A&B, 4050 Taylor Street, San Diego, CA 92110. To register for this meeting, please contact Alma Sanchez at [alma.sanchez@dot.ca.gov](mailto:alma.sanchez@dot.ca.gov) or at (619) 278-3735.

### Division of Local Assistance Listserver Subscription

Sign up to Division of Local Assistance Listserver to receive significant updates to changes or additions to Local Assistance web pages, including changes to the Local Assistance Procedures Manual and Local Assistance Program Guidelines or the issuance of Office Bulletins and Local Programs Procedures or Call for Projects.

<http://lists.dot.ca.gov/mailman/listinfo/dla-website-updates-announce>

### Division of Local Assistance Blog (LAB)

A Local Assistance Blog (LAB) was created to provide clarity on issues and contribute to the successful delivery of transportation projects using federal resources. Categories covered by the LAB are: Subsidized Classes for Local Agencies, Policy/Procedures, Program Guidelines, Training, Environmental and Right of Way.

<http://www.localassistanceblog.com/>

### Subsidized Classes for Local Agencies

FHWA and Caltrans provide local governments with training, information, technology and direct assistance in order to help improve their transportation infrastructure. Upcoming classes are available at the following link:

<https://registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing>

### Federal Aid Series

October 17 - 21, 2016

Marysville, CA

January 30 - February 3, 2017

Eureka, CA

March 13 - 17, 2017

San Luis Obispo, CA

June 12 - 16, 2017

Los Angeles, CA

Registration is available at the link below. Seating is limited.

<http://www.californialtap.org/index.cfm?pid=1077>

**Local Assistance (continued):**

**Resident Engineers Academy**

October 3 - 6, 2016	Folsom, CA
December 12 - 15, 2016	Fresno, CA
February 6 - 9, 2017	Redding, CA
April 24 - 27, 2017	San Jose, CA
June 5 - 8, 2017	Los Angeles, CA

If you are interested in participating, please contact Debora Ledesma-Ribera at [debora\\_ledesma-ribera@dot.ca.gov](mailto:debora_ledesma-ribera@dot.ca.gov).

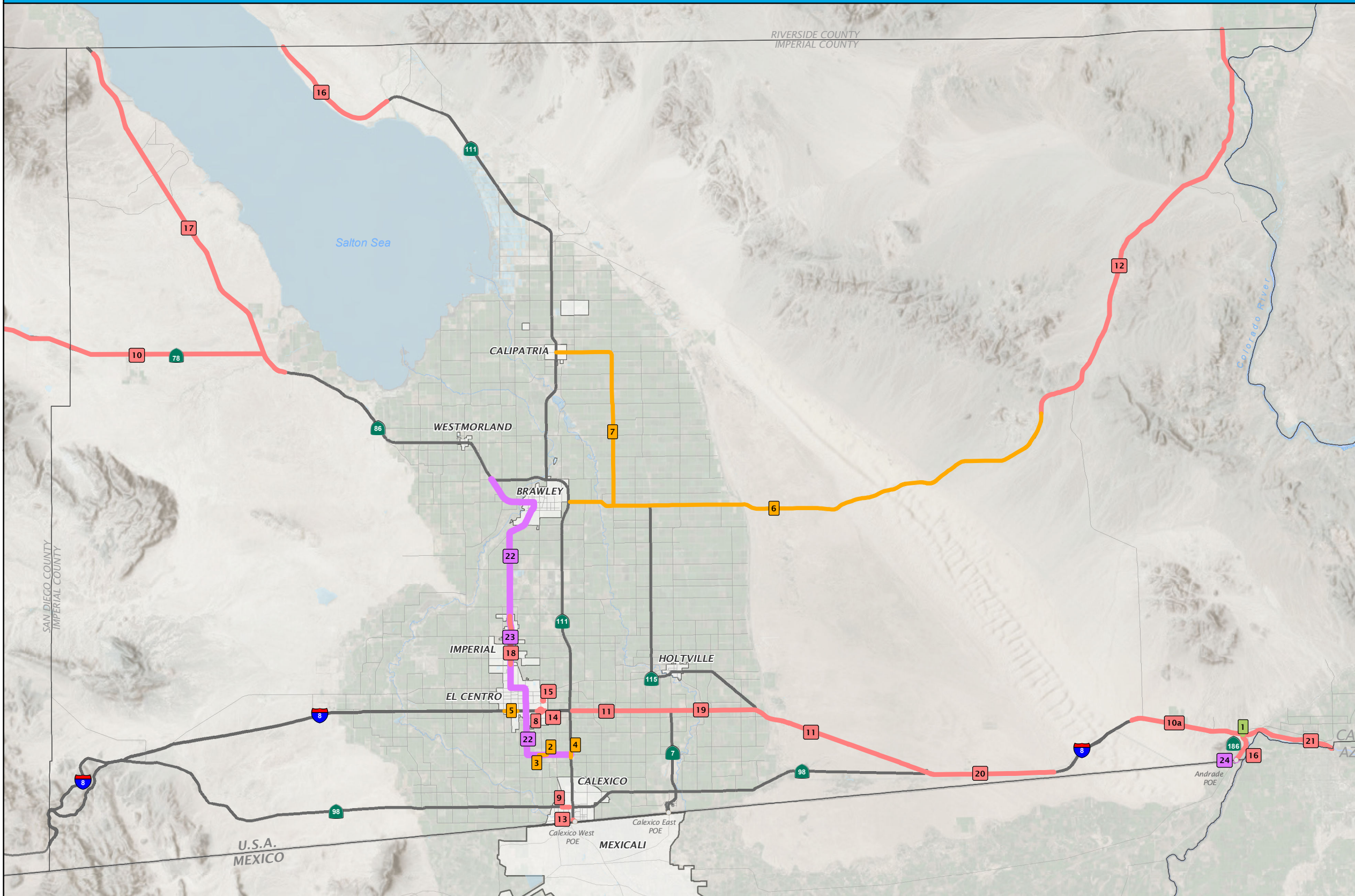
**7. Communications:**

For the I-8 Update Project (CRCP), Caltrans Public Information Office (PIO) is:

- Assisting with outreach to Off Road Vehicle (ORV) enthusiasts in preparation for the upcoming season (Segment 2).
- Securing articles and ads in ORV newsletters, and will send stakeholder alerts, Twitter messages and media releases.
- Developing a small informational brochure that will be widely distributed to ORV locations and stores, and local Imperial county businesses (Segments 1, 2, 3).
- Securing print and radio ads on detours, load restrictions related to Segment 3 construction.
- Improving I-8 Update Project information access on Caltrans District 11 website.

The 2016 third quarter version of the “Mile Marker” Caltrans publication is available at the following link: <http://www.dot.ca.gov/milemarker/docs/2016/MM-Q3-2016.pdf>

# 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 Fall 2016
3. SR-86/Dogwood Road Intersection Improvements\*  
Design Complete Fall 2016
4. SR-86/SR-111 Intersection Improvements\*  
Design Complete Summer 2017
5. I-8/Imperial Ave Interchange Improvements  
Design Complete Spring 2019
6. SR-78 Pavement Rehabilitation  
Design Complete Spring 2017
7. SR-115 Pavement Rehabilitation  
Design Complete Spring 2017

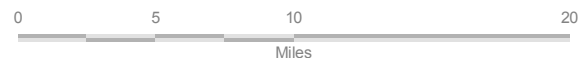
## CONSTRUCTION

8. Dogwood Road Landscape  
Construction Start Fall 2016
9. SR-98 West Widening Phase 1B  
Eady Ave to Ollie Ave  
Design Completed Spring 2016
10. I-8 Pavement Rehabilitation at Various Locations  
Design Complete Summer 2016
- 10a. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186  
Design Complete Summer 2016
11. SR-78 West of SR-86 Pavement Rehabilitation  
Construction Complete Fall 2016
12. SR-78 Pavement Rehabilitation  
Construction Complete Summer 2017
13. SR-111 Calexico West -  
GSA POE Reconfiguration\*  
Construction Complete Spring 2018
14. I-8/Dogwood Rd Interchange Improvements  
Construction Complete Fall 2016
15. El Centro Maintenance Station  
Phase I - Construction Completed Summer 2016  
Phase 2 - Construction Completed Spring 2017
16. SR-111/SR-186 Pavement Rehabilitation  
Construction Complete Fall 2016
17. SR-86 Pavement Rehabilitation  
Construction Complete Fall 2016
18. SR-86 Pavement Rehabilitation  
Construction Complete Fall 2016
19. I-8 Pavement Rehabilitation  
Construction Complete Spring 2018
20. I-8 Pavement Rehabilitation  
Construction Complete Spring 2019
21. I-8 Pavement Rehabilitation  
Construction Complete Spring 2018

## RELINQUISHMENT

22. SR-86 Relinquishment From SR-78 to SR-111  
Senate Bill 788 Approved Fall 2013
23. SR-86 Relinquishment for City of Imperial  
Coop Approved Spring 2016
24. SR-186 Relinquishment 500 Feet  
from Border to GSA\*  
Relinquishment Complete Summer 2017

- █ Environmental
- █ Design
- █ Construction
- █ Relinquishment



Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

Date: 09/09/2016

### Abbreviations:

GSA: General Services Administration

POE: Port of Entry

PSR: Project Study Report

SP&R: State Planning and Research

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

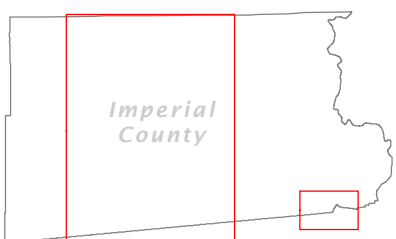
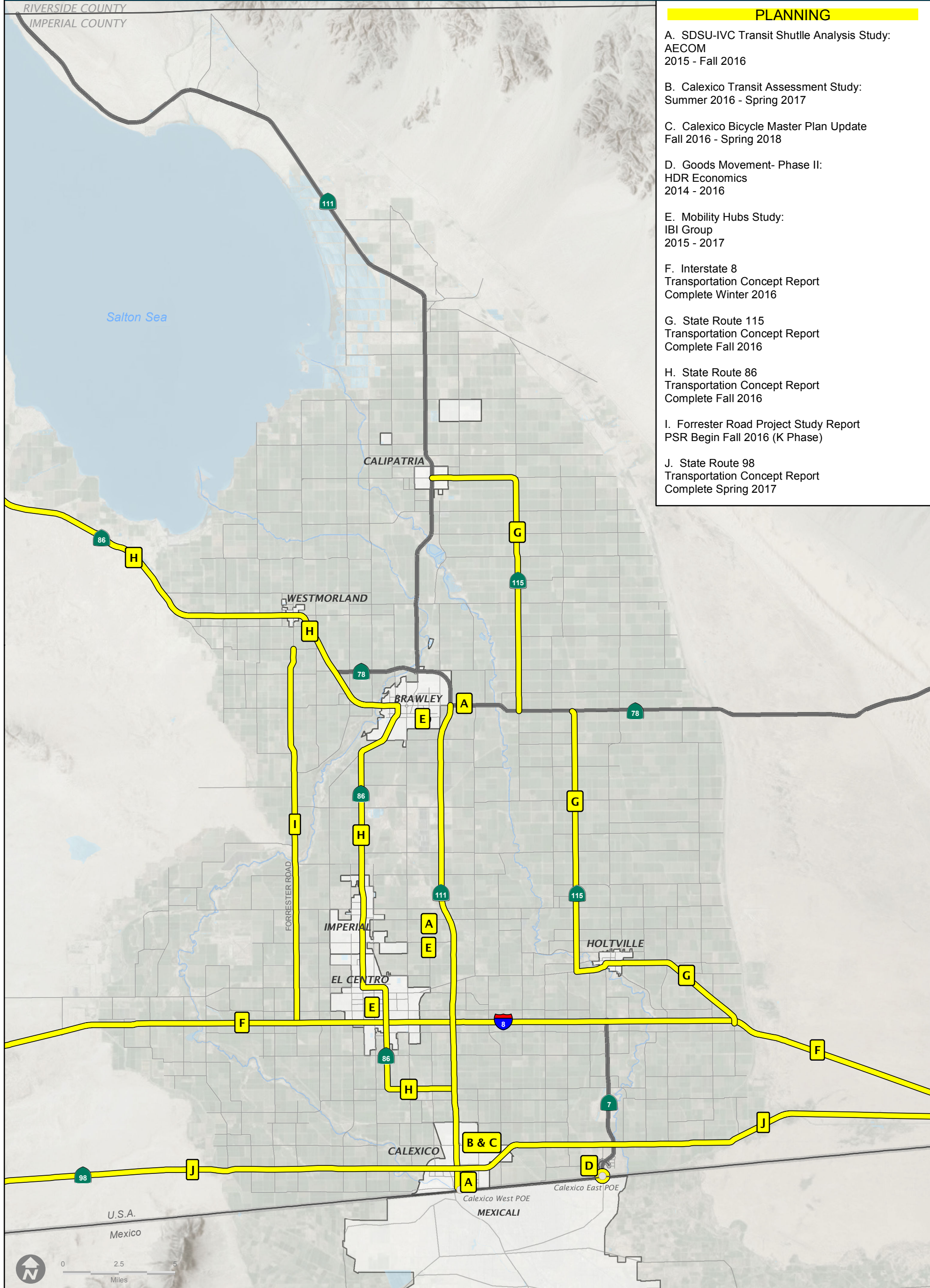


# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS

RIVERSIDE COUNTY  
IMPERIAL COUNTY

## PLANNING

- A. SDSU-IVC Transit Shuttle Analysis Study:  
AECOM  
2015 - Fall 2016
- B. Calexico Transit Assessment Study:  
Summer 2016 - Spring 2017
- C. Calexico Bicycle Master Plan Update  
Fall 2016 - Spring 2018
- D. Goods Movement- Phase II:  
HDR Economics  
2014 - 2016
- E. Mobility Hubs Study:  
IBI Group  
2015 - 2017
- F. Interstate 8  
Transportation Concept Report  
Complete Winter 2016
- G. State Route 115  
Transportation Concept Report  
Complete Fall 2016
- H. State Route 86  
Transportation Concept Report  
Complete Fall 2016
- I. Forrester Road Project Study Report  
PSR Begin Fall 2016 (K Phase)
- J. State Route 98  
Transportation Concept Report  
Complete Spring 2017



Portions of this map contain geographic information  
copyrighted by the Imperial County GIS program.  
All rights reserved. The data provided is "as is"  
without warranty of any kind.

Date:09/06/2016



# NEWS RELEASE

**Date:** September 22, 2016  
**District:** District 11 – San Diego and Imperial Counties  
**Contact:** Public Information Officer Carmen Sandoval  
**Phone:** (619) 688-6670

## FOR IMMEDIATE RELEASE

### **PAVEMENT REPLACEMENT WORK ON INTERSTATE 8 UPDATE PROJECT IN IMPERIAL COUNTY TRAFFIC DELAYS AND DETOURS**

EL CENTRO, Calif. – Caltrans crews continue work on the Interstate 8 (I-8) Update Project in Imperial County, from State Route 111 (SR-111) to the California/Arizona border. Lane closures and traffic detours for three separate segments along I-8 may cause significant delays as motorists travel between California and Arizona. Signage will be posted alerting motorists of the work and associated detours. Motorists traveling in Imperial County east of El Centro are urged to plan ahead.

**Segment One** is located between Orchard Road and East Highline Canal and is approximately 9.5 miles in length. The following detours begin the week of September 26 and will continue through 2017:

- Westbound traffic will be shifted to share the newly constructed I-8 eastbound lanes. Traffic will be reduced to one lane in each direction.
- Orchard Road will remain accessible to traffic in both directions.
- Eastbound on- and off-ramps at Bonds Corner Road and Vanderlinden Road will be re-opened.
- Westbound on- and off-ramps at Bonds Corner Road are closed with detour and signage in place using Orchard Road off-ramp to access I-8 East to exit Bonds Corner Road.
- Westbound on- and off-ramps at Vanderlinden Road are closed with detour and signage in place using Orchard Road off-ramp to access I-8 East to exit Vanderlinden Road.

**Segment Two** runs 9.5 miles from just west of State Route 98 (SR-98) to Gordons Well Road. The following detours are in place and will continue through 2017:

- Westbound traffic has been detoured to Evan Hewes Road west of Gordons Well Road to west SR-98.
- Eastbound traffic has been diverted to the westbound lanes for the entire length of the segment.
- The westbound I-8 off-ramp to Brock Research Center Road is closed. Westbound traffic will be detoured to SR-98 to eastbound I-8 to Brock Research Center Road.
- Eastbound off- and on-ramps at Gordons Well Road are closed with detour and signage in place:
  - Motorists on eastbound I-8 will be directed to Grays Well Road to access I-8 westbound and exit at Gordons Well Road (approximately 5 miles each way).
  - Traffic for eastbound I-8 from Gordons Well Road to use I-8 westbound and exit SR- 98 to enter I-8 eastbound lanes.



**BE WORK ZONE ALERT**







## NEWS RELEASE

**Segment Three** is located west of SR-186 to the state line with Arizona and is approximately 6.8 miles in length. Detours are in place and are on-going through 2017.

- Traffic is reduced to one lane in each direction between the Agricultural Checkpoint to the state line with Arizona.
- Eastbound off- and on-ramp at SR-186/Algodones Road are closed with detour and signage in place to use Winterhaven Drive and Sidewinder Road.
- Westbound off- and on-ramp at Fourth Avenue are closed with detour and signage in place to use Winterhaven Drive.
- Oversize vehicles and farm vehicles with a width greater than 12 feet are prohibited from traveling westbound I-8 between Stateline Road and the Winterhaven Drive/Fourth Avenue exit by using Giss Parkway.

The I-8 Update is a major pavement rehabilitation project which will construct Continuously Reinforced Concrete Pavement (CRCP) over 48 miles on Interstate 8 in Imperial County. The work will result in a long-lasting superior roadway, capable of withstanding the heaviest traffic loads. Construction began earlier this year on three segments. The remaining two segments will begin work in 2017. Work will be completed by 2019.

**Caltrans reminds motorists to slow down when driving through highway work zones.**

Visit [www.dot.ca.gov/dist11/](http://www.dot.ca.gov/dist11/) and [CaltransDistrict11](#) on Facebook and follow @SDCaltrans on Twitter for current transportation information, construction, closures, and major traffic incidents on state highways in San Diego and Imperial counties.

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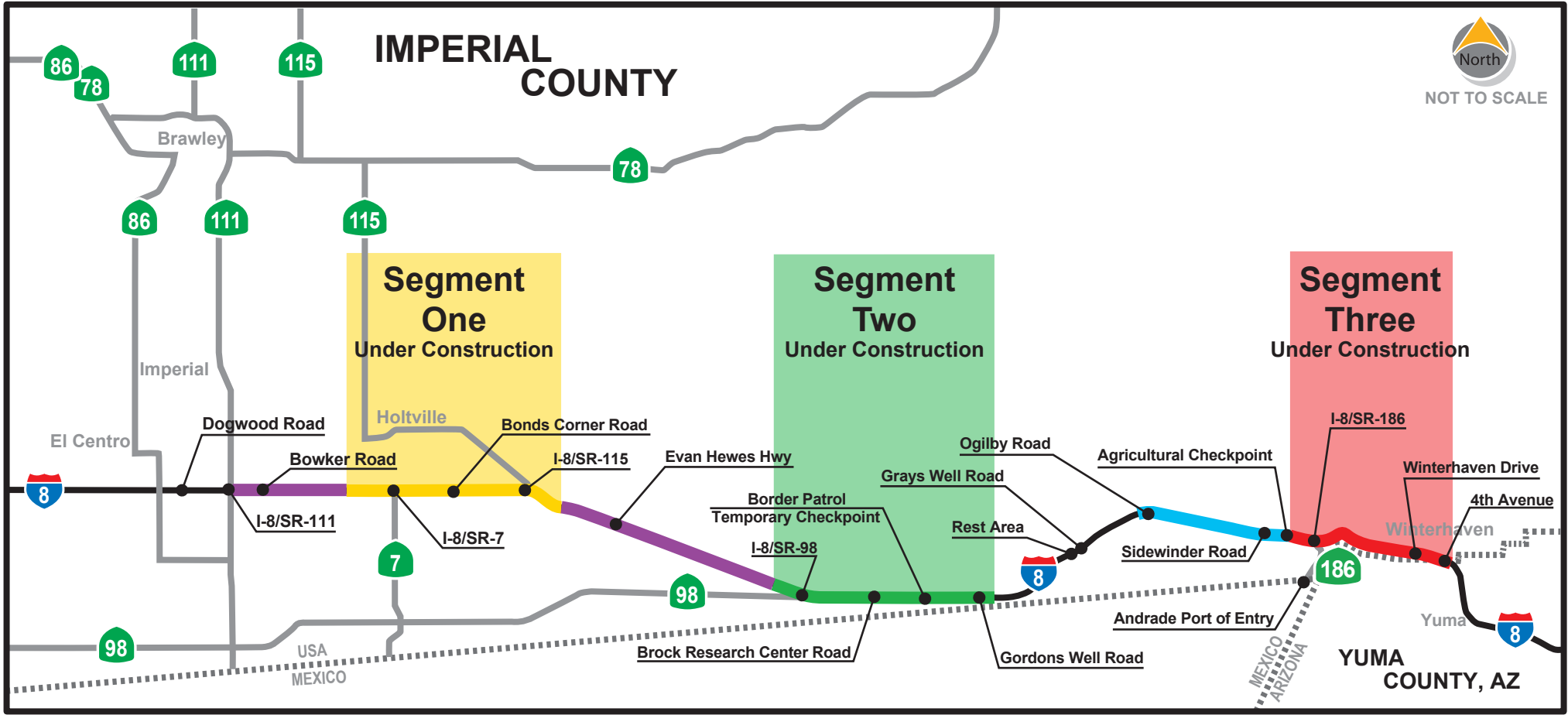


**BE WORK ZONE ALERT**



# I-8 UPDATE

IMPERIAL COUNTY



Segment Four and Segment Five scheduled for March 2017

Caltrans reminds motorists to slow down when driving through highway work zones.

# NEW GRANT CYCLE

## FISCAL YEAR 2017-2018



The Sustainable Transportation Planning Grant Program was created to support the California Department of Transportation's (Caltrans') Mission to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.

Caltrans provides these grants to promote a balanced, comprehensive, multimodal transportation system that encourages sustainability and addresses local, regional, and interregional transportation needs and issues.

**CALTRANS INVITES APPLICATIONS  
FOR THE SUSTAINABLE  
TRANSPORTATION PLANNING  
GRANT PROGRAM**

**Application Must Be Sent  
Via E-Mail By:  
Friday, November 4, 2016  
5:00 PM**

The 2017-2018 Transportation Planning Grant application package is accessible on the Caltrans Division of Transportation Planning's website at:  
[www.dot.ca.gov/hq/tpp/grants.html](http://www.dot.ca.gov/hq/tpp/grants.html)

Email completed Strategic Partnership and Sustainable Communities grant applications to:  
[Regional.Planning.Grants@dot.ca.gov](mailto:Regional.Planning.Grants@dot.ca.gov)  
with a cc to [Barby.Valentine@dot.ca.gov](mailto:Barby.Valentine@dot.ca.gov)

	<u>Statewide Estimated Funding</u>	<u>Grant Max</u>	<u>Grant Min</u>
Strategic Partnership	\$1,500,000	\$500,000	\$100,000
Sustainable Communities	\$7,800,000	\$500,000	\$50,000

Priority will be given to projects that address both greenhouse gas emission reductions and meet the Grant Specific Objectives outlined on pages 13-14 of the FY 2017-2018 Grant Application Guide.

For questions regarding the Strategic Partnership and Sustainable Communities grants, contact Barby Valentine by phone at (619) 688-6003 or by email at [Barby.Valentine@dot.ca.gov](mailto:Barby.Valentine@dot.ca.gov).



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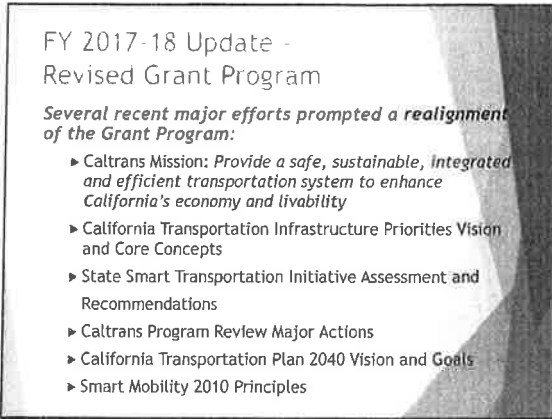
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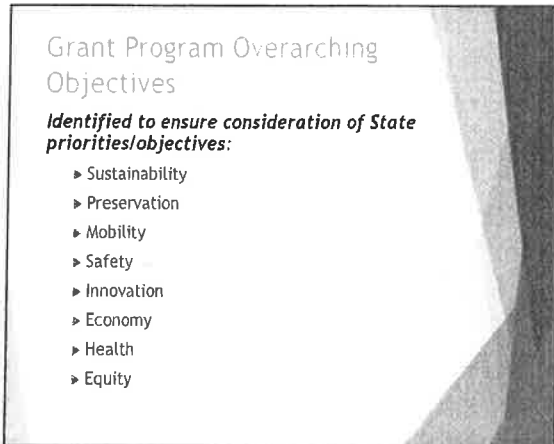
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**Strategic Partnerships**

**Example Project Types**

- Studies that identify interregional, inter-county, and/or statewide mobility and access needs
- Corridor studies and corridor performance/preservation studies
- Studies that evaluate transportation issues involving ground access to international borders, seaports, airports, intermodal facilities, freight hubs, and recreational sites
- Studies for relinquishment of state routes
- Statewide research or modeling tools
- Transportation demand management plans
- System investment prioritization plans

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**Sustainable Communities**

**Who May Apply?**

Eligible Primary Applicants Include:

- MPOs/RTPAs with a current Master Fund Transfer Agreement with Caltrans Headquarters Office of Regional Planning
- Cities & Counties
- Transit Agencies
- Native American Tribal Governments

Eligible sub-applicants include those listed above, as well as:

- Universities & Community Colleges
- Community-Based Organizations
- Non-Profit Organizations (501.c.3)
- Other Public Entities

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**Sustainable Communities**

**Budget**

- The Sustainable Communities Grants are funded by the Federal Transit Administration (FTA § 5304) and the State Highway Account. The FTA has authorized Caltrans to distribute these grant funds.
- Approximately \$7.8 million will be available for the fiscal Year 2017-18 grant cycle. Funding distribution will depend on the quality and quantity of applications in each applicant pool, i.e., (1) MPOs/RTPAs; and, (2) cities and counties, transit agencies, and Native American Tribal Governments.
- 11.47% local match of the total project amount.
- Minimum grant \$50,000;
- Maximum grant only MPOs \$1,000,000; All other \$500,000

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### Local Match Requirements

Strategic Partnerships FHWA 5307, Part I Funds (MPO/RTFAS)	Sustainable Communities FTA 5304 Funds (MPO/RTFAS)	Sustainable Communities SHA Funds (Cities/Counties, Transit Agencies, Tribal Governments)
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Any source, including federal if the source allows for this purpose

Non-federal match source      Non-federal match source

The minimum local match is a percentage of the total project cost (i.e., minimum local match amount plus the grant amount).

The minimum local match must be rendered during the invoicing period of requested reimbursement and must be provided with every invoice.

The local match can be all cash, all third party in-kind contributions, or a combination of the two.

In-kind contributions require an In-Kind Valuation Plan to be submitted for approval as a condition of grant acceptance.

The Local Match Calculator is accessible at:  
[http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/2015/Match\\_Calculator.xlsx](http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/2015/Match_Calculator.xlsx)

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### Characteristics of Competitive Applications

Tips for Writing a Competitive Application

<b>Include Caltrans' Roles</b>	Receive feedback from Caltrans District staff prior to the deadline
Provide letters of support	Provide photographs
Clearly demonstrate how the project promotes State and Federal Transportation Planning Goals	Clearly define the transportation problem and address every aspect of the Grant Specific Objective
Administrative tasks do not exceed 5 percent of the grant request	Support the problem with concrete data, if available
Applicants require to describe how they met goals under State Transportation & Federal Transportation Goals Checklist	Describe how this project will lead to implementation of future projects and the impact of not funding the grant application

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### Anticipated Schedule for FY 2016-17 Grant Awards

<b>Application Period</b>
<ul style="list-style-type: none"> <li>August 29, 2016 - Grant Application Guide Release Date</li> <li>November 4, 2016 - Grant Applications Due via E-mail by 5 PM to <a href="mailto:Regional.Planning.Grants@dot.ca.gov">Regional.Planning.Grants@dot.ca.gov</a></li> </ul>
<b>Invitation Period</b>
<ul style="list-style-type: none"> <li>November / December - District Review</li> <li>January / February - Headquarters Review</li> <li>February / March - Management Approval of Funding Recommendations</li> </ul>
<b>Preliminary Notifications</b>
<ul style="list-style-type: none"> <li>March / April - Preliminary E-mail Notices Inform Applicants of the Outcome</li> </ul>
<b>Official Award Letters</b>
<ul style="list-style-type: none"> <li>April - Award Letters with Conditions of Grant Acceptance</li> </ul>
<b>Project Start Work</b>
<ul style="list-style-type: none"> <li>July/September - Grantees may begin grant-funded work, pending State Budget approval.</li> </ul>

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# Questions?

Dan Kopulsky - Chief, Regional Planning & Goods Movement  
(213) 897-0213

[Dan.kopulsky@dot.ca.gov](mailto:Dan.kopulsky@dot.ca.gov)

Charles Lau - Associate Transportation Planner  
(213) 897-0197

[charles.lau@dot.ca.gov](mailto:charles.lau@dot.ca.gov)

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# VI. INFORMATION CALENDAR

A. TRANSPORTATION DEVELOPMENT ACT FY 2015-16  
CLAIMS





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

September 22, 2016

James Predmore, Chairman  
 Imperial County Transportation Commission  
 1405 N. Imperial Ave., Suite 1  
 El Centro, CA 92243

**SUBJECT: Transportation Development Act FY 2015-16 Claims**

Dear Commission Members:

TDA-LTF is derived from a ¼ cent of the general sales tax collected statewide. The TDA funds a wide variety of transportation programs, including planning and program activities, pedestrian and bicycle facilities, community transit services, public transportation, and bus and rail projects. Entities must submit a claim and past year's fiscal audit to ICTC for processing.

The following agencies have pending items to be completed:

<b>ARTICLE 8c Dial-A-Ride</b>	<b>Fiscal Year</b>	<b>Items Pending</b>	<b>Amount</b>
Calexico	2014-15	No Claim turned In	\$96,358
El Centro	2015-16	No performance data turned in	0
Imperial	2014-15	No Claim, performance data or copy of the contract turned in	\$43,965
<b>ARTICLE 8e BENCHES AND SHELTERS</b>			
None			
<b>ARTICLE 3</b>			
Calexico	2015-16	TDA audit FY 2014-15	\$33,444
Westmorland	2013-14	TDA audit FY 2012-13	\$10,984
Westmorland	2014-15	TDA audit FY 2013-14	\$11,177
Westmorland	2015-16	TDA audit FY 2014-15	\$11,336

Agencies that ceased a contracted transit operation must continue to conduct audits including the Article 8c funds, until all unused 8c fund are expensed or returned to ICTC. Agency staff can contact ICTC staff for discussions on reconciliation of their TDA Article 8c account balances.

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

This item is presented for informational purposes.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

MB/ksw/mb

# VI. INFORMATION CALENDAR

B. UPDATE ON THE FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT PROGRAM FOR ELDERLY AND DISABLED TRANSPORTATION SERVICES FY 2014-15 - ICTC GRANT APPLICATION FOR MOBILITY COORDINATION



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

September 22, 2016

James Predmore, Chairman  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Suite 1  
El Centro, CA 92243

**SUBJECT:** Project Update - Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 (Mobility Coordination)

Dear Commission Members:

In February 2015, the Commission approved ICTC's submittal of a FY 2014-15 FTA 5310 Grant application. The federal grant program had been revised to include funding for certain transit operational expenses and mobility management program functions.

It was staff's recommendation to fund a Mobility Management/Coordination position with a new ICTC employee. The position was to be of a professional classification and require a standard recruitment process. The recruitment process was completed and the staff person has been engaged in Mobility Coordination since February 2016.

The Mobility Coordinator is responsible for assisting existing ICTC transit and contractor staff in addressing two primary areas:

1. The 2014 Human Services – Public Transit Coordinated Planning efforts goals; to use a bilingual Mobility Coordinator to bridge the gap between current public transit service providers, human service agencies, social service agencies and the senior citizen and disabled communities of Imperial County.
2. Address the recommendations in the consultant prepared ADA Certification and Eligibility Process, Demand Management Project; to revise the certification and eligibility process ( scheduled for January 2017)

As of August 2016, several presentations have been made to social service agencies, service clubs and agencies such as County Behavioral Health. In addition, public outreach was provided for the recent IVT RIDE El Centro and IVT MedTrans service launches.

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

James Predmore, Chairman  
Imperial County Transportation Commission

-2-

September 22, 2016

Attached, is a sample list of the individualized coordination and training provided by the Mobility Coordinator directly, or with contractor's transit staff. The position has provided a needed and appreciated point of contact, including some personalized case management for the community, and in particular for seniors and persons with disabilities.

This item is presented for informational purposes.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

MB/ksw/gg

attachment

## **Mobility Training and Coordination**

### **1      Courtesy Transportation      May-16**

A resident of **Imperial**'s rear vehicle hitch broke while visiting a medical office, adjacent the ICTC offices. The hitch was used to transport a large electric wheel chair. Upon approach, it was determined that the gentleman was also an IVT ACCESS passenger. ICTC staff coordinated a courtesy trip back to their home with the gentleman in his wheelchair, in the MV1. The spouse followed in the private car.

### **2      Mobility Coordination Aug-16**

An Imperial Valley College (IVC) student with a hearing disability living in **Westmorland** sought to use IVT ACCESS to go to IVC. After ICTC staff talked with the mother and introduced her to the Northern IVC Express Route it was determined that it might suit the student best to be on IV Transit with the IVC Express Route.

### **3      Mobility Coordination Jun-16 through Jul-16**

Imperial Heights, a healthcare and wellness center in **Brawley** had three vehicles to provide local transportation. All vehicles were inoperative for maintenance and they had no way to transport their clients to the IVT MedTrans pick up location at the Brawley Transfer terminal. Taxi was not an option because of the clients' wheelchairs. For an additional fee equal to the IVT RIDE – Brawley fare, IVT MedTrans provided a facility pick up in the early AM. The return drop off was provided in the afternoon with IVT RIDE - Brawley.

### **4      Mobility Coordination Aug-16**

An IVC Express passenger in **Calexico** complained that the bus on route was too full and she was not able to board. After further discussion with the passenger by IVT staff, it was suggested they get an earlier trip on the route. The passenger indicated that she was not aware of any earlier trips.

### **5      Mobility Coordination Jun -16 through Present**

In order to properly register all IVT RIDE passengers, ICTC staff have also been facilitating the intake process at the ICTC office with potential clients. This has required mobility coordination appointments with IVT RIDE, and IVT ACCESS if they do not reside in El Centro. The trips have been fare free as a courtesy since it is for registration purposes.

### **6      Mobility Coordination May-16**

A passenger from **Seeley** sought to use IVT ACCESS to get into El Centro. ICTC staff explained the IVT "Rider's Guide" to him and his destinations and it was determined that they were very close to existing bus stops in El Centro. The passenger agreed to use IVT with the route deviation option available in Seeley. It was also explained in order to have the route deviated he would have to call at least 24 hours in advance to schedule the pickup.

**7. Mobility Training Jul-16**

A **Calexico** resident sought IVT ACCESS service to get to a cardiac doctor in Imperial located on Aten and La Brucherie Rds. The passenger was informed that the IV Transit service could take her almost directly to her doctor's office. She was hesitant due to the fact she did not know how to use the IV Transit service. Mobility Training was offered and the Passenger accepted. The passenger traveled first with an IVT transit supervisor fare free; from Calexico to Imperial using IV Transit and the next day traveled alone on her own. She indicated she was very happy she learned how to use the service and very grateful for the training.

**8 Mobility Training Jul-16**

A **Calexico** resident had concerns with the IVT MedTrans pick up and drop-off locations because of her disabled son's large and unique wheelchair. Training was provided by an IVT transit supervisor with an available vehicle in front of her residence showing her how the wheelchair would be secured and how she could be accommodated to be able sit next to her son. This resulted in providing a reasonable modification enabling the passengers to sit together with the wheel chair on the afternoon trip and having a home pick-up with IVT Ride – Calexico and a return drop off with IVT MedTrans for an additional fee equal to the IVT RIDE – Calexico.

**9 Classroom Training Oct-16**

**I.C. Behavioral Health** has requesting mobility training for their clients in El Centro. The number of clients is stated to be around 150 - 200. This is in the planning phase and is expected to be held sometime in late October. The class size will be between 10- 15 passengers at a time. It is expected to take several mobility training sessions to cover all the clients.

## **VI. INFORMATION CALENDAR**

**C. REVIEW OF THE INCREASE IN IVC EXPRESS TRIPS  
BETWEEN CALEXICO AND EL CENTRO ON IMPERIAL  
VALLEY TRANSIT (IVT) FIXED ROUTE BUS SYSTEM**





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

September 22, 2016

James Predmore, Chairman  
Imperial County Transportation Committee  
1405 N. Imperial Avenue, Suite 1  
El Centro, CA 92243

SUBJECT: Review of the Increase in IVC Express trips between Calexico and El Centro on the Imperial Valley Transit (IVT) Fixed Route Bus System

Dear Commission Members:

The Unmet Transit Needs (UTN) Public Hearing Finding Number VII. for Fiscal Year 2013-14 stated:

“...VII. The County-Wide Transit System shall implement two additional trips on route #21N and one additional trip on 21S in FY 2013-14 between Calexico and IVC on the IVC Express, to reduce overcrowding. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation...”

In FY 2013, Staff had made the recommendation and the Commission approved this new service frequency after analyzing testimony, ridership data and passenger comments. Transit service had been in effect for many years, but demand was outpacing available trips. Students complained of being left at the bus stops due to overcrowding. As a result of the FY 2013-14 UTN Public Hearing, a need was established to increase the trips available.

Once a new route or trip has been implemented a demonstration phase ensues. The “demo” phase typically lasts for a minimum of twelve months. This allows for review and evaluation of the public’s acceptance and use of the transit service. Services adjustments can also be made as necessary in order to remain efficient and effective.

In cases where services are not well received, the demo service can be retired. In cases where the services are well received, the service is recommended to be transferred out of its demo status and made a part of the regular fixed route system. This can be most important in situations where funding is reduced and decisions must be made regarding reductions or cessation of services. The services in a demo phase are also typically considered first for reductions in service when necessary.

In August 2013, the additional trips to increase capacity were introduced. Ridership responded favorably and no further complaints have been received.

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

Due to other concerns expressed by students at that time, IVC also began to assist with supervising the loading and unloading at the IVC bus transfer terminal via security staff. IVC security staff now are present and direct the students to form a queue resulting in an orderly process.

In early Spring 2016, Wi-Fi was introduced on the buses and in September 2016, a Facebook page for IVT was created. Both of these services were introduced with the IVC college student in mind.

There has been a single question recently regarding interest in evening IVC express trips. In addition, it is noticed that in conversations with the students, they prefer to take the bus closest to their class start and end times, but are willing when necessary to take an earlier or later bus to campus.

Passengers per trip data is indicating an average of 45 to 55 passengers on each IVC Express trip #21.

This item is presented for information purposes only, in response to an inquiry from a Commission member.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

MB/ksw/cl

## **VII. ACTION CALENDAR**

### **A. SAN DIEGO STATE UNIVERSITY/IMPERIAL VALLEY COLLEGE TRANSIT SHUTTLE ANALYSIS**



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

September 22, 2016

James Predmore, Chairman  
Imperial County Transportation Commission  
1405 N. Imperial Ave, Suite 1  
El Centro, CA 92243

SUBJECT: San Diego State University / Imperial Valley College Transit Shuttle Analysis

Dear Commission Members:

The San Diego State University / Imperial Valley College Transit Shuttle Analysis completed by the AECOM consultant team assessed the feasibility of an inter-college campus shuttle service in Imperial County. A technical advisory committee team comprised of staff from SDSU - Imperial Valley Campuses, Imperial Valley College, SCAG, ICTC and Caltrans provided guidance in the development of the project deliverables. A critical element of the project deliverables included multiple outreach efforts at the campuses of SDSU-Calexico, IVC and SDSU - Brawley.

The study developed a phased approach for implementation and future consideration. The consultant team completed the 2<sup>nd</sup> round of outreach at SDSU - Calexico, IVC and SDSU - Brawley campuses to obtain input from the student body regarding these proposed route alternatives.

The study alternatives were presented to the IVC Board of Trustees on June 15, 2016. The IVC Board of Trustees expressed support for the project and future implementation of the first phase when funds are available. The AECOM consultant team presented to Management and Commission in July 2016 as an information item only. Attached is the Draft Final Executive Summary. The Draft Final Study is on the ICTC website at <http://www.imperialctc.org/campus-transit-study/>.

The ICTC Technical Advisory Committee met on August 25, 2016, the Management Committee met on September 14, 2016 and both forward this item to the Commission for their review and approval after public comment, if any:

1. Approve the San Diego State University / Imperial Valley College Transit Shuttle Analysis

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark Baza', is written over a light blue horizontal line.

MARK BAZA  
Executive Director

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

IMPERIAL VALLEY COLLEGE/SAN DIEGO STATE UNIVERSITY  
TRANSIT STUDY  
**DRAFT** TECHNICAL MEMORANDUM:  
Executive Summary



July 2016

Prepared for:

Imperial County Transportation Commission (ICTC)  
Southern California Association of Governments (SCAG)



Prepared by:

AECOM



Contents

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2.0	Review of Public Input Process .....	2
3.0	Phased Implementation of Recommended Plan .....	5
4.0	Estimated Impacts of Recommended Plan .....	13
5.0	Greenhouse Gas Emissions Analysis .....	15
6.0	Summary .....	17

## 1.0 INTRODUCTION

Three of the college campuses in the Imperial Valley – Imperial Valley College (IVC) near the City of Imperial, and San Diego State University-Imperial Valley (SDSU-IV) with campuses in both Calexico and Brawley – have decided to pursue the development of a potential shuttle service linking the three facilities.

The IVC campus near the City of Imperial is currently served by several Imperial Valley Transit (IV Transit) routes. The SDSU-IV Calexico campus is not directly served by transit, although several IV Transit routes operate within walking distance. The SDSU-IV Brawley campus is currently unserved by transit.

The purpose of the Campus Transit Study is to recommend transit access improvements to and between the three campuses. These improvements may include creating a new dedicated transit service that serves the colleges and/or leveraging existing bus service.

This study is a collaborative effort between the Imperial County Transportation Commission (ICTC), Imperial Valley College (IVC), San Diego State University – Imperial Valley (SDSU-IV) and the Southern California Association of Governments (SCAG).

This Executive Summary describes the public outreach effort that informed the planning process throughout this study, as well as the phased implementation plan for a recommended set of services that serve all of these campuses.

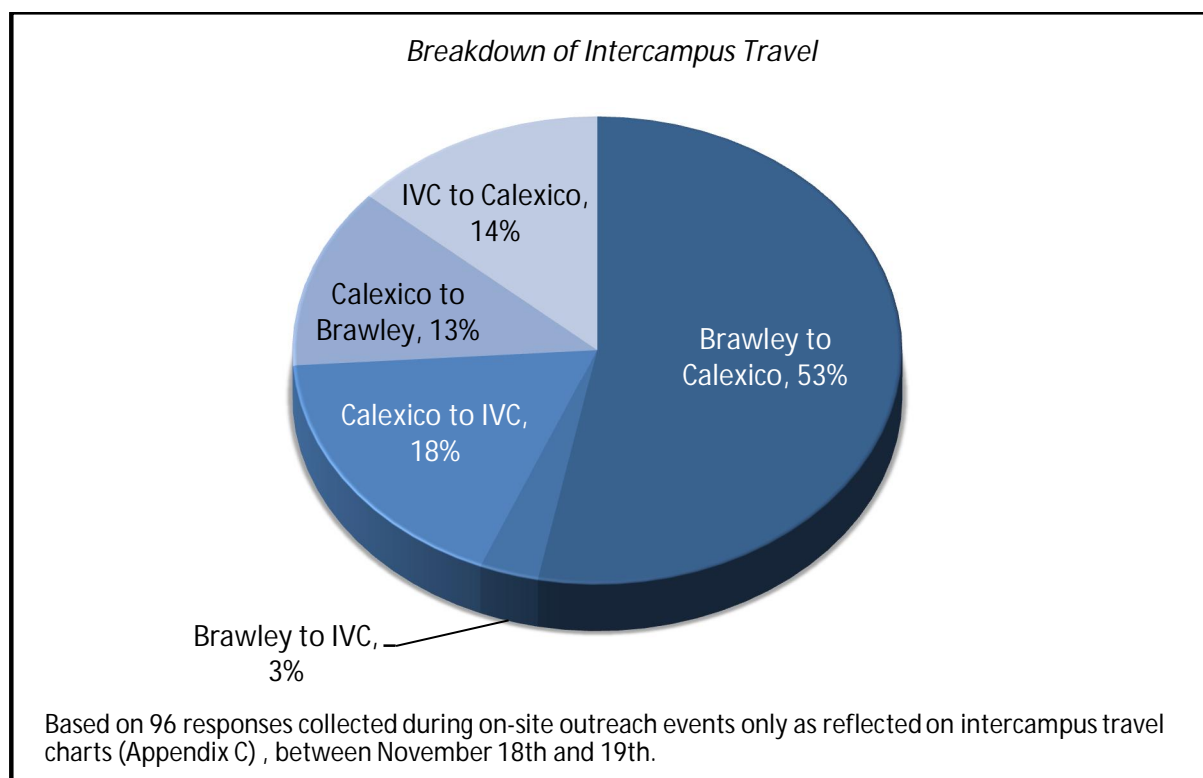
## 2.0 REVIEW OF PUBLIC INPUT PROCESS

Two rounds of public outreach activities took place for the Campus Transit Study. Initial public outreach efforts took place in November 2015, and gathered focused input from over 300 participants on intercampus travel patterns, student ridership, and other information to provide guidance on transit improvements. Based on initial public input, transit alternatives were developed to suite popular interests.

The second round of public outreach activities took place in April 2016, where transit alternatives were presented to the college communities. More than 100 people participated in the outreach activities to review transit alternatives and provide input to refine and prioritize the alternatives.

### First Round of Outreach

According to the intercampus travel charts, trips starting from SDSU-Brawley and ending at SDSU-Calexico were most common, accounting for roughly 53%, followed by trips between SDSU-Calexico and IVC (roughly one-third).



Of the most common intercampus trips documented by participants, travel from SDSU-Brawley to SDSU-Calexico was most frequent during the afternoon (roughly 38% of participants' intercampus trips), followed by IVC to SDSU-Calexico in the afternoon (13%) and SDSU-Brawley to SDSU Calexico in the evening (12%).



The following main trends were revealed:

- Over 90% of questionnaire respondents want bus service between the college campuses.
- Current IV Transit ridership within the sampled college communities is around 19%
- Driving (74%) was identified as the main reason for not taking IV Transit, while bus fares were not viewed as a barrier to taking transit.
- 42% of questionnaire respondents attend two college campuses, while nearly 7% attend all three, collectively comprising a total of 49% of the respondents currently having intercampus commutes.
- Nearly all survey respondents were students (98%), with little participation by instructors and staff.
- 21% of the questionnaire respondents were currently cross-enrolled between SDSU-Imperial Valley and IVC.

Table 1 – Breakdown of Intercampus Travel by Time of Day

FROM > TO	Morning	Afternoon	Evening
Brawley > Calexico	4%	38%	11%
Brawley > IVC	0%	2%	1%
Calexico > Brawley	0%	5%	7%
Calexico > IVC	4%	5%	8%
IVC > Brawley	0%	0%	0%
IVC > Calexico	0%	13%	1%

Frequency	
	0% - 5%
	5.01% - 10%
	10.01% +

### Second Round of Outreach

Nearly 500 sticker dots were placed on all the boards from the outreach events, amongst a total of 118 participants. The table below provides the percentage breakdowns of participants' votes for preferred service alternatives based on the alternative routes and services that were presented.

Over 50% of the participants were in favor of "Option A" (where IVC serves as a transfer point with buses circulating from SDSU-Brawley to IVC and SDSU-Calexico to IVC). "Option C" was also highly favorable amongst participants with approximately 27% of the votes.

Table 2 – Breakdown of Service Route Preferences based on Participants’ Votes

Campus	A	B	C	D	Participants Per Event
IVC Bus Stop	57.3%	7.3%	21.9%	13.5%	24
IVC Bldg 2700	50.4%	7.2%	31.1%	11.4%	66
SDSU-Brawley Lobby	25.0%	43.8%	18.8%	12.5%	4
SDSU-Calexico Quad	51.0%	19.8%	22.9%	6.3%	24
	51.1%	11.0%	27.1%	10.8%	118

Some comments specific to alternative services were as follows:

Option A:

- The level of ideal service frequency suggested by participants widely varied to include 30 minute, 45 minute, and 2 to 3 hour intervals between buses.
- Frequent service every 30 to 45 minutes seemed to align with preferences for flexibility in schedules (based on school and work).
- It was noted by several participants that the service provided in Option A could exist with some adjustments to current transit routes.

Option B:

- The start times of 10:30AM and noon were suggested by participants since IVUP students have morning classes at SDSU-Calexico.

Option C:

- Service frequency suggestions were recommended for every 2, 2 ½, and 3 hours.
- Extended service hours for later return times ranged between 7PM and 10PM to be on the safe side for those wanting to take late-afternoon classes, attend group meetings, and/or participate in on-campus events at SDSU’s main campus in San Diego.

Option D:

- Service frequency suggestions were recommended for every 1 or 2 hours.

Participants noted that Options C and D may be expensive to implement and operate, but provides a greatly needed service in the long-run due to the connections between the three college campuses and SDSU in San Diego, and NAU-Yuma.

### 3.0 PHASED IMPLEMENTATION OF RECOMMENDED PLAN

Several route and service alternatives were developed that would connect the three campuses – Imperial Valley College (IVC) and the San Diego State University (SDSU) – Imperial Valley satellite campuses in Calexico (SDSU-Calexico) and Brawley (SDSU-Brawley).

After a screening process, some of the route and service alternatives were eliminated from further consideration. The remaining route and service alternatives were then developed into a recommended plan, which is presented here. This recommended plan of services is also presented with its implementation phases, so as to allow for this new service in the Imperial Valley to be implemented gradually, as funding becomes available.

The phased implementation process for the recommended plan is as follows:

#### Phase 1 – Implement IVC Transfer Concept

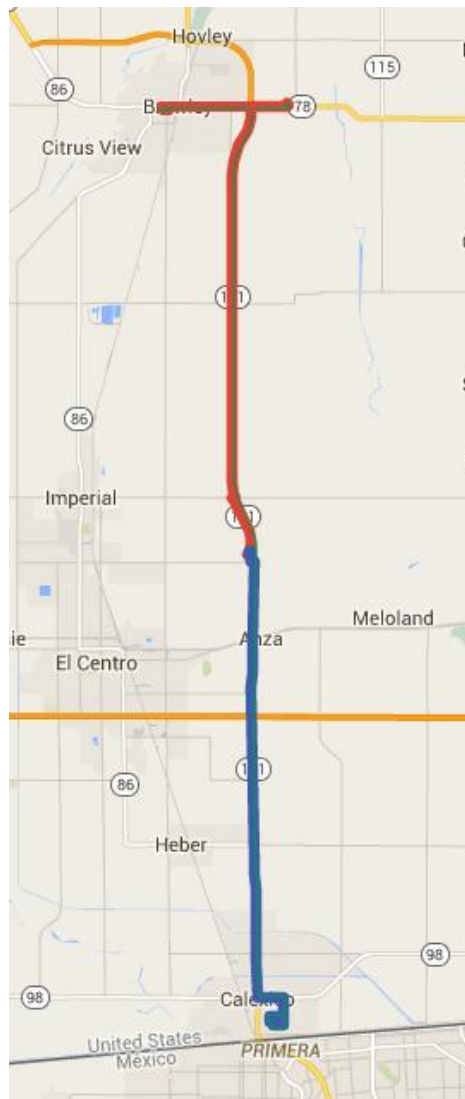
This initial phase is expected to be implemented between 2017 and 2025. With this phase, the IVC/SDSU-Calexico and IVC/SDSU-Brawley Shuttle Routes will be implemented, thus connecting the IVC campus with both of the SDSU campuses.

However, as has been previously noted, a person wishing to travel between the SDSU campuses will need to transfer at IVC, which will function as a “hub” for the shuttle system. Phase 1 is illustrated in Figure 1.

The service plan for Phase 1 is as follows:

- SDSU-Brawley/IVC Route is estimated to require approximately 60 minutes cycle time, and would utilize 1 bus to provide a 60 minute frequency of service
  - Service would operate from approximately 12:00PM to 10:30PM when school is in session
  - Would serve the IVC campus, the South Plaza transit center in Brawley and the SDSU-Brawley campus
- SDSU-Calexico/IVC Route is also estimated to require approximately 60 minutes cycle time, and would also utilize 1 bus to provide a 60 minute frequency of service
  - Service would operate from approximately 6:00AM to 10:30PM when school is in session
  - Would serve the IVC campus and the SDSU-Calexico campus

Figure 1 – Phase 1 Service – IVC Transfer Concept



### Phase 2 – Implement SDSU Express Shuttle Route In Addition to IVC Transfer Concept

The second (and final) phase is expected to be implemented between 2020 and 2028. With this phase, the IVC/SDSU-Calexico and IVC/SDSU-Brawley Shuttle Routes will be complemented by the implementation of the SDSU Express Shuttle Route, which operates “express” between the two SDSU campuses.

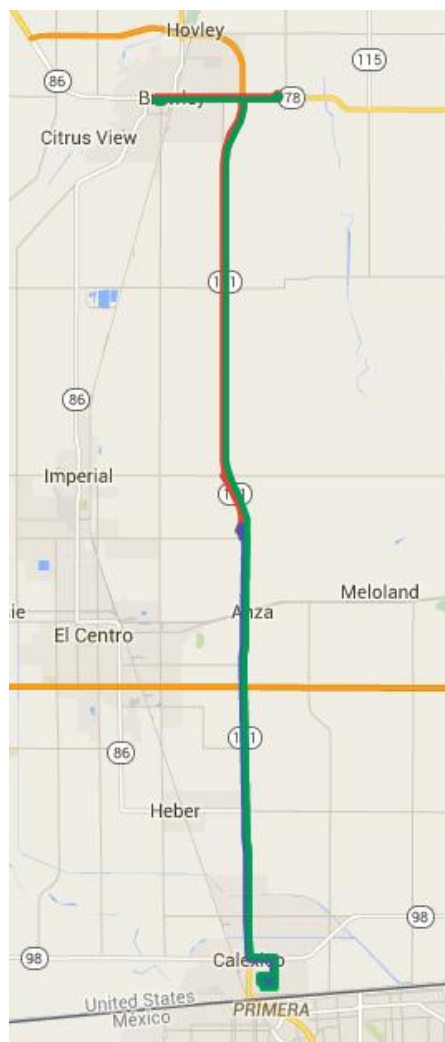
This service pattern allows any passenger traveling between any campus to have a “one seat ride” that does not require a transfer. Phase 2 is illustrated in Figure 2.

The service plan for Phase 2 is as follows:

- SDSU-Brawley/IVC Route is estimated to require approximately 60 minutes cycle time, and would utilize 1 bus to provide a 60 minute frequency of service
  - Service would operate from approximately 12:00PM to 10:30PM when school is in session

- Would serve the IVC campus, the South Plaza transit center in Brawley and the SDSU-Brawley campus
- SDSU-Calexico/IVC Route is also estimated to require approximately 60 minutes cycle time, and would also utilize 1 bus to provide a 60 minute frequency of service
  - Service would operate from approximately 6:00AM to 10:30PM when school is in session
  - Would serve the IVC campus and the SDSU-Calexico campus
- SDSU-Calexico/SDSU-Brawley Express Route is estimated to require approximately 90 minutes cycle time, and would utilize 1 bus to provide a 90 minute frequency of service
  - Service would operate from approximately 12:00PM to 10:30PM when school is in session
  - Would serve the SDSU-Calexico campus, the South Plaza transit center in Brawley and the SDSU-Brawley campus

Figure 2 – Phase 2 Service – Implement SDSU Express Shuttle Route



## Longer Term Phases

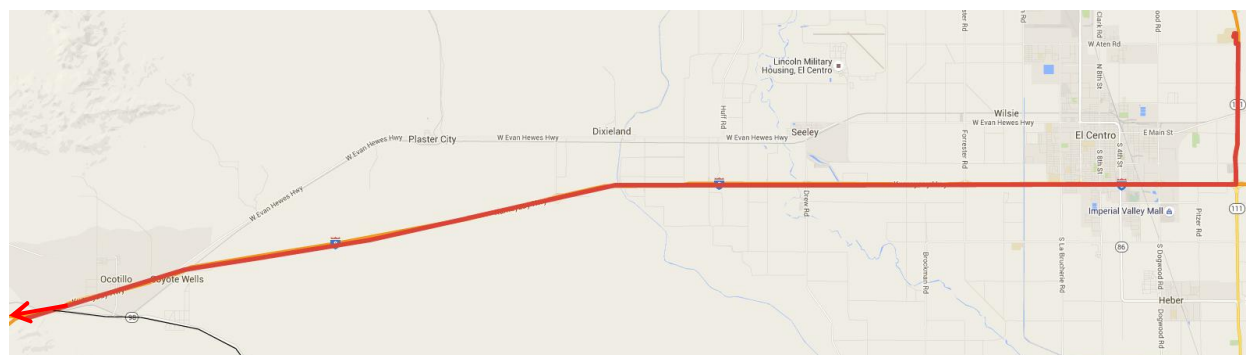
As was discussed in a prior section of the report, there are several service options which do not fit the current funding structure for providing public transportation services in the Imperial Valley, and thus would be implemented in the “longer term” (i.e., at some point after the completion of Phase 2). These phases serve locations outside of Imperial County, and as such extra-jurisdictional services fall outside the normal funding mechanisms utilized by the Imperial County Transportation Commission.

No detailed metrics beyond those utilized to estimate operating costs (and presented in a prior section of the report) were developed for these services. Nonetheless, the potential exists to operate these services in the longer term, depending on the ability to obtain additional funding from sources that may, for example, include the academic institutions.

The potential longer term phases are as follows:

- Phase 3 – Implement SDSU Main Campus Service – In this longer-term phase, shown in Figure 3, service would be provided between the IVC campus and the SDSU Main Campus in San Diego primarily via Interstate 8.

Figure 3 – SDSU Main Campus Service from IVC



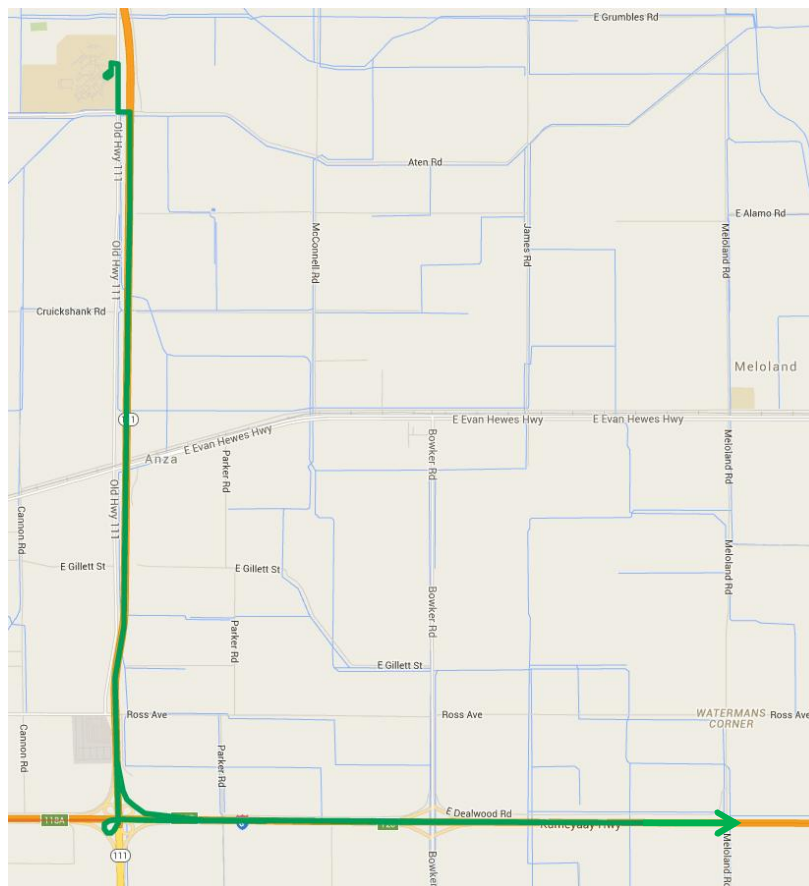
- Alternative Phase 3 – Implement SDSU Main Campus Service from SDSU-Calexico – As the option presented previously requires SDSU-Calexico students to first travel to or from IVC in order to travel to or from the SDSU Main Campus, an alternative option would instead provide the SDSU Main Campus service from SDSU-Calexico, as shown in Figure 4. This service would operate via State Route 98 (in Imperial County) and Interstate 8.

Figure 4 – SDSU Main Campus Service from SDSU-Calexico



- Phase 4 – Implement Northern Arizona University (NAU) Yuma Campus Service – In this ultimate longer term option, service would be provided between the IVC campus and the NAU Yuma Campus (primarily via Interstate 8), as shown in Figure 5.

Figure 5 – NAU Yuma Campus Service

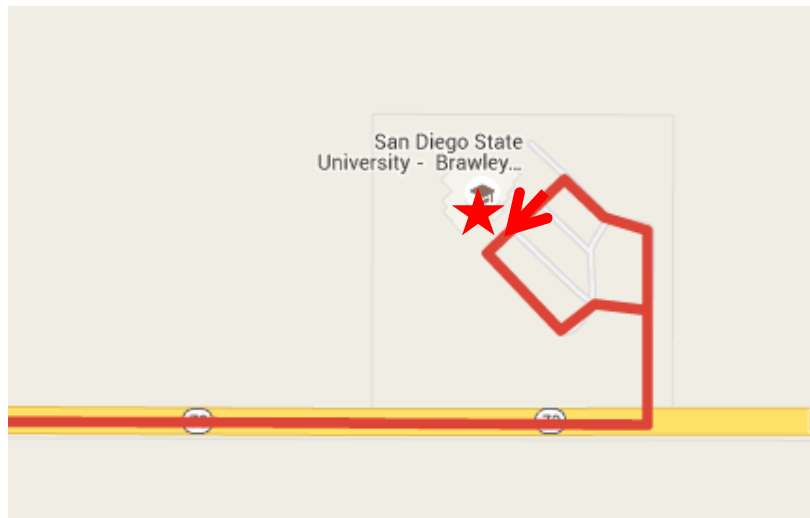


### Bus Stop Locations

In addition to utilizing the existing bus stops at the IVC campus and at the South Plaza transit center in Brawley, the proposed shuttle service alternatives would also use new bus stops at the SDSU-Brawley and SDSU-Calexico campuses.

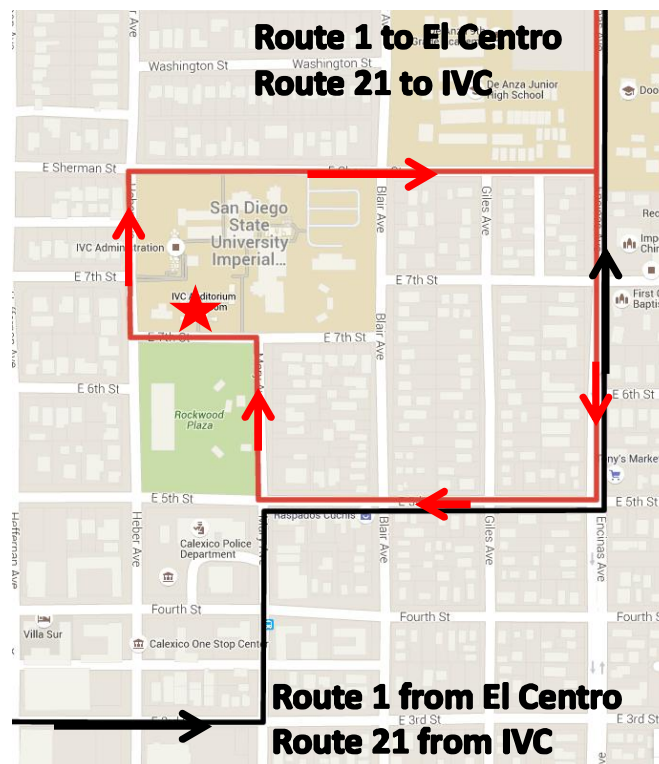
At the SDSU-Brawley campus, the new bus stop would be located along the front of the classroom building, as indicated by the star shown in Figure 6.

Figure 6 – New SDSU-Brawley Bus Stop Location



As was previously mentioned in the Existing Condition section of the report, the SDSU-Calexico campus is not directly served by the IV Transit system; however, several IV Transit routes are within walking distance. At the SDSU-Calexico campus, the new bus stop would be located along East 7<sup>th</sup> Street at the “main entrance” to the campus, as indicated by the star shown in Figure 7. Also shown are the existing IV Transit routes in the area.

Figure 7 – New SDSU-Calexico Bus Stop Location





It is assumed that each of the new bus stops would be equipped with a passenger waiting shelter as well as benches. The appropriate signage and trash containers will also be provided. It assumed – for the planning purposes of this study – that SDSU will maintain the two new bus stops, as they will be directly serving its facilities.

### Vehicle Number and Type

The service plan described above would require two vehicles in Phase 1 and three vehicles in Phase 2. With the need for a spare vehicle, this means that a total of three vehicles in Phase 1 and four vehicles in Phase 2 would be required to provide the recommended level of service.

It was determined that a standard transit bus – most likely in a 35 foot length – be recommended to provide the academic shuttle service in the Imperial Valley. A standard transit bus is shown in Figure 8. Although various factors were considered, the following were especially pertinent:

- Retains a level of commonality and interoperability with the existing fleet (and therefore to likely reduce life cycle maintenance costs);
- Standard transit bus frames typically have the most options available in terms of alternative powerplants and fuel sources, which will allow for the most flexibility in selecting an alternative fuel bus for the service (and which will be discussed in a subsequent section of the report); and
- The size of a standard transit bus would mean that should higher loads occur at particular times of day or on a certain repeating basis, a more comfortable ride along State Route 111 would be provided as more passengers would be likely to obtain a seat.

Figure 8 – Standard Transit Bus



## Other Transit Considerations

There are several additional transit planning considerations that should be explicitly described as part of this recommended plan. These are as follows:

- **Ridership Eligibility** – Throughout this report, it has been assumed that the Imperial County Transportation Commission would administer this academic shuttle service, and – most likely – integrate it into the existing IV Transit service (whether via the existing contract operator or by another contractor). If this service is to be part of the IV Transit system, then it must be available to the general public and not solely to members of the academic community.
- **Stopping Pattern** – It is assumed that the routes described in this recommended plan will only stop at the bus stops described in the route descriptions previously stated. Therefore, the shuttle services will provide an express “closed door” bus service between stops, and not make any additional stops.
- **Fare/Transfer Policy** – It is assumed that integration with the existing IV Transit fare structure will be undertaken in order to maximize convenience and increase potential ridership. In addition, this allows for no “fare advantage” to using any of the new shuttle routes as opposed to the existing IV Transit services.
- **Branding** – All three of the new shuttle services described in this recommended plan will be branded as the *“Imperial Valley University Transit Shuttle”*. Although it is recognized that branding such a small “sub-fleet” may create some dispatching issues for an operator, the study team determined that the benefits to a strong branding identity would allow not only the students but also the academic institutions themselves to have a stronger “sense of ownership” with regard to the service.
- **Operating/Maintenance/Storage Facility Considerations** – Adding four new buses to the existing IV Transit fleet shouldn’t pose any issues with regards to the existing operating and maintenance base or its operator.

However, it should be noted that should an alternative fuel source be selected to provide this service (i.e., especially should it be one that differs from the current fuel source), then additional capital infrastructure needs may be necessary, depending upon the fuel source selected.

## 4.0 ESTIMATED IMPACTS OF RECOMMENDED PLAN

The recommended plan described in this section of the report was further analyzed in order to develop additional metrics by which to gauge the potential efficacy of the service plan. These included approximate estimates – for planning purposes – of total operating costs, capital costs, ridership, revenue and farebox recovery.

### Annual Operating Cost Estimates

The total annual operating cost estimates are as follows:

- Phase 1
  - SDSU Brawley-IVC Route = \$248,100/year
  - SDSU Calexico-IVC Route = \$389,900/year
  - TOTAL Phase 1 Cost = \$638,000/year
  
- Phase 2
  - SDSU Brawley-SDSU Calexico Express = \$248,100/year
  - TOTAL Phases 1 & 2 Cost = \$886,200/year

### Capital Cost Estimates

These are as follows:

- New Bus Stops = approximately \$40,000
  - This assumes a capital cost of approximately \$20,000/bus stop, with one at SDSU-Brawley and one at SDSU-Calexico.
  
- New standard transit buses = approximately \$3,000,000 in vehicle costs
  - This assumes a unit cost of approximately \$750,000 per bus for an alternative fuel (or electric) bus. Costs may vary; however, an examination of approximate vehicle costs appears to indicate that this assumption is appropriate for planning purposes.
  
  - This also assumes three vehicles are needed for revenue service by Phase 2, with an additional spare bus (i.e., utilizing a 20% spare ratio).

### Annual Ridership and Revenue Estimates and Farebox Recovery Estimates

The estimated annual ridership, revenue and farebox recovery, by phase, are as follows:

- Phase 1 Estimates
  - Phase 1 Annual Ridership
    - SDSU Brawley-IVC Route = 19,000/year

- SDSU Calexico-IVC Route = 59,700/year (*approximately 30,000/year from existing IV Transit Route 21*)
- TOTAL Phase 1 Ridership = 78,700/year
  
- Phase 1 Annual Revenue
  - SDSU Brawley-IVC Route = \$23,700/year
  - SDSU Calexico-IVC Route = \$74,600/year
  - TOTAL Phase 1 Revenue = \$98,300/year
  
- Phase 1 Farebox Recovery = 15%
  
- Phase 2 Estimates
  - Phase 2 Annual Ridership
    - SDSU Brawley-IVC Route = 14,200/year
    - SDSU Calexico-IVC Route = 44,800/year (*approximately 30,000/year from existing IV Transit Route 21*)
    - SDSU Calexico-SDSU Brawley Express Route = 27,400/year
    - TOTAL Phase 2 Ridership = 86,400/year
  
  - Phase 2 Annual Revenue
    - SDSU Brawley-IVC Route = \$17,800/year
    - SDSU Calexico-IVC Route = \$56,000/year
    - SDSU Calexico-SDSU Brawley Express Route = \$34,300/year
    - TOTAL Phase 2 Revenue = \$108,100/year
  
  - Phase 2 Farebox Recovery = 12%

## 5.0 GREENHOUSE GAS EMISSIONS ANALYSIS

This section of the report summarizes the results of the greenhouse gas (GHG) emissions analysis for the proposed transit shuttle routes between Imperial Valley College (IVC) and the San Diego State University (SDSU) satellite campuses in Brawley and Calexico campuses. The recommended plan includes three potential transit routes that will be implemented in two phases from 2017 to 2028. The Imperial County Transportation Commission (ICTC), the Southern California Association of Governments (SCAG), IVC and SDSU are considering different engine and fuel types (e.g., diesel, electric, etc.) for the buses that will operate on the transit routes.

### Results

The results of the emission calculations are presented in Tables 1 through 4. Table 1 presents the annual GHG emissions for the different transit fuel types for Phase 1 of the project. As shown in Table 1, diesel and CNG buses would result in the largest net increase in GHG emissions at 363 and 312 MT CO<sub>2</sub>e per year, respectively. Electric buses would result in the lowest level of GHG emissions at 88 MT CO<sub>2</sub>e per year.

Table 1 – Phase 1 Bus Emissions (MT CO<sub>2</sub>e/yr)

Fuel Type	Brawley-IVC Route Emissions	Calexico-IVC Route Emissions	Total Bus Emissions
Diesel	162.41	200.65	363.06
CNG	139.54	172.40	311.94
Electric	39.57	48.89	88.46
Hydrogen	87.91	108.60	196.51

Table 2 presents the total net change in emissions for the different routes in Phase 1 based on the change in bus emissions and the corresponding VMT reduction in passenger vehicles. Consistent with the results in Table 1, electric buses would result in the most substantial reduction in GHG emissions at 196 MT CO<sub>2</sub>e per year.

Table 2 – Phase 1 Net Change in Emissions (MT CO<sub>2</sub>e/yr)

Fuel Type	Brawley-IVC Route	Calexico-IVC Route	Total Net Change in Emissions
Diesel	33.59	45.17	78.76
CNG	10.73	16.92	27.64
Electric	-89.25	-106.60	-195.85
Hydrogen	-40.91	-46.88	-87.79

Table 3 presents the annual GHG emissions for the different transit fuel types for Phase 2 of the project. Similar to the results of Phase 1, diesel and CNG buses would result in the largest net increase in GHG emissions. Electric buses would result in the lowest level of GHG emissions.

Table 3 – Phase 2 Bus Emissions (MT CO<sub>2</sub>e/yr)

Fuel Type	Brawley-IVC Route	Calexico-IVC Route	SDSU Calexico-Brawley Route	Total Bus Emissions
Diesel	162.41	200.65	193.56	556.62
CNG	139.54	172.40	166.31	478.25
Electric	39.57	48.89	47.16	135.62
Hydrogen	87.84	108.52	104.69	301.06

Table 4 presents the total net change in emissions for the different routes in Phase 2 based on the change in bus emissions and the corresponding VMT reductions in passenger vehicles. Similar to Phase 1, electric buses operating in Phase 2 would result in the most substantial reduction in GHG emissions. Hydrogen buses would also result in a net reduction in GHG emissions. Diesel and CNG buses would result in an overall net increase in annual GHG emissions. Based on the overall distance, annual ridership, and vehicle trips, the SDSU-Calexico/SDSU-Brawley Route would result in a net reduction in GHG emissions for all fuel types.

Table 4 – Phase 2 Net Change in Emissions (MT CO<sub>2</sub>e/yr)

Fuel Type	Brawley-IVC Route	Calexico-IVC Route	SDSU Calexico-Brawley Route	Total Net Change
Diesel	74.89	130.21	-93.97	111.13
CNG	52.02	101.96	-121.22	32.76
Electric	-47.95	-21.55	-240.37	-309.87
Hydrogen	0.32	38.09	-182.84	-144.43

## 6.0 SUMMARY

The recommended plan for the proposed academic shuttle service consists of three new routes that would be implemented over two primary phases; it is anticipated that these services would operate only during the academic year.

This recommended plan will also be evaluated as part of the upcoming Short Range Transit Plan (SRTP) to be prepared by the Imperial County Transportation Commission.