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MANAGEMENT COMMITTEE

**City of Holtville
Council Chambers
121 W. 5th Street
Holtville, CA 92250**

**WEDNESDAY, OCTOBER 12, 2016
10:30 A.M.**

CHAIR: STEFAN T. CHATWIN

VICE CHAIR: ROM MEDINA

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

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

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

III. PUBLIC COMMENTS

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

IV. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes: September 14, 2016 Pages 4-21
B. Receive and File:
1. ICTC Board Draft Minutes: September 28, 2016
2. ICTC SSTAC Minutes: September 7, 2016

- C. FY 2016-17 Appointment of the Social Services Transportation Advisory Council (SSTAC) Page 23

ICTC Staff requests that the Management Committee forward this item to the Commission for their review and approval after public comment(s), if any:

1. Appoint the Social Services Transportation Advisory Council (SSTAC) for FY 2016-17 for the positions and terms per the enclosure.

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

- D. 2016 Active Transportation Program Regional Guidelines Page 27

ICTC Staff requests that the Management Committee forward this item to the Commission for their review and approval after public comment(s), if any:

1. Approve the following methodology for assigning points of the 2016 Active Transportation Program Regional Guidelines:
 - a. 10 points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

V. REPORTS

- A. ICTC/LTA Executive Director
 - See attached Executive Director Report on page 30
- B. Southern California Association of Governments
 - See attached report on page 37
- C. California Department of Transportation – District 11
 - See attached report on page 39
- D. Committee Member Reports

VI. ACTION CALENDAR

- A. Agreement for Professional Financial Reporting Services of the ICTC Transit Operations - FY 2015-16 through FY 2019-20 Page 48

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

1. Authorize the Chairman to sign the agreement for the ICTC Transit Operators Fiscal Reporting services effective October 1, 2016, for the audit period FY 2015-16 through FY 2019-20, with the firm of Vavrinek, Trine, Day & Co., LLP:
 - A. For the fiscal reporting period of July 1, 2015 through June 30, 2016, the annual not to exceed fee set at \$42,988
 - B. For the fiscal reporting period of July 1, 2016 through June 30, 2017, the annual not to exceed fee set at \$44,277
 - C. For the fiscal reporting period of July 1, 2017 through June 30, 2018, the annual not to exceed fee set at \$45,605
 - D. For the fiscal reporting period of July 1, 2018 through June 30, 2019, the annual not to exceed fee set at \$46,974.
 - E. For the fiscal reporting period of July 1, 2019 through June 30, 2020, the annual not to exceed fee set at \$48,383

VII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee is currently scheduled for **Wednesday, November 9, 2016 at 10:30 a.m.**, at the **City of Imperial**, Imperial, CA.

VIII. ADJOURNMENT

- A. Motion to Adjourn

IV. CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE

DRAFT MINUTES:

SEPTEMBER 14, 2016

B. RECEIVE AND FILE:

1. ICTC BOARD DRAFT MINUTES:

SEPTEMBER 28, 2016

2. ICTC SSTAC MINUTES:

SEPTEMBER 7, 2016

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE**

DRAFT MINUTES OF September 14, 2016

10:30 a.m.

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

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 14th 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 2nd 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
ARTICLE 8e BENCHES AND SHELTERS			
None			
ARTICLE 3			
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.

IMPERIAL COUNTY TRANSPORTATION COMMISSION**DRAFT MINUTES FOR SEPTEMBER 28, 2016****6:00 p.m.****VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore
City of Imperial	Doug Cox
City of Westmorland	Lawrence D. Ritchie
Imperial Irrigation District	Matt Dessert (alt.)

NON-VOTING MEMBERS PRESENT:

Caltrans District 11 Bill Figge

STAFF PRESENT: Mark Baza, Kathi Williams, David Aguirre, Michelle Bastidas, Cristi Lerma, Guillermo Gonzalez, Vicky Hernandez

OTHERS PRESENT: Eric Havens: ICTC Counsel; David Salgado: SCAG; Charles Brockwell: First Transit; Sam Amen, Marcelo Peinado: Caltrans

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 September 28, 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 6:26 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: July 27, 2016
- B. Received and Filed:
 - 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
 - 1. Approved the proposed FY 2017-19 DBE plan and annual goal of 1.0%.

A motion was made by Ritchie and seconded by Viegas-Walker to approve consent items A.B and C, **Motion carried unanimously.**

V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:

- Mr. Baza introduced the new Associate Transportation Planner, David Aguirre and the new Office Technician, Vicky Hernandez. He also re-introduced Mobility Coordinator Guillermo Gonzalez.
- 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.
- In August 2016, Assembly Bill 2170 was approved by the California legislature and was 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. The Bill was vetoed by Governor Brown, however, there is potential to revisit the bill with opportunity for California's Border with Mexico.
- A meeting was held regarding the SR-86 (Northbound) Border Patrol Checkpoint between all 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 early October 2016.
- 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
City of Brawley	Rio Vista Avenue between Allen Street and Cattle Call Drive, in the City of Brawley, Imperial County.
City of Holtville	Pavement Improvements. 6th Street between Holt Ave and Melon Avenue in the City of Holtville, Imperial County.
ICTC/Caltrans	Road Widening on SR98, from Rockwood Ave to Ollie Ave in the City of Calexico, Imperial County
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
Imperial County/IV Desert Museum	Conservation easement, access improvements and parking facilities at the Desert museum, Imperial County
San Diego State University – IV Campus	Parking lot paving and ADA access improvements on CA-78 in the City of Brawley, Imperial County.

- 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.

- A complete list of ICTC updates can be found on Page 59 of the 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.
- 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 29th, 2016 meeting.
- 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.
 - 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
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 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.
- A SCAG report can be found on page 76.

C. California Department of Transportation (Caltrans)

Mr. Figge had the following announcements:

- The first three segments of the I-8 CRCP Project are under construction.
 - o Segment 1 is expected to be completed in early 2018.
 - o Segment 2 is expected to be completed in early 2019.
 - o Segment 3 is expected to be completed in early 2018.

- Segment 4 and 5 will be advertised in October 2016 and begin construction in April 2017.
- The I-8/Dogwood Road interchange is nearing completion with a Celebration event scheduled for October 5, 2016 at 10 a.m. Invitations will be sent out shortly.
- A full report of Caltrans updates can be found on page 89 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. 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
ARTICLE 8e BENCHES AND SHELTERS			
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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 is now 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.

VII. ACTION CALENDAR

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

Mr. Baza stated that a presentation was made by the consultant team of the draft study to the Commission on July 27, 2016 as an informational item, as the final report was not ready for approval.

The intent of the study was to develop a phased approach for implementation and future consideration, depending on the availability of funding. The first 2 alternatives will be implemented in the Short Range Transit Plan which will be going out to bid next Spring.

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

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

VIII. 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.

IX. ADJOURNMENT

- A. Meeting adjourned at 7:31 p.m. ([Ritchie/Nava](#)) **Motion carried.**



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

MINUTES

September 7, 2016

Present

Voting Attendees:

Michael L. Hack	Consumer
Sofia Gonzalez	Area Agency on Aging
Letty Zuno	Access to Independence
Michelle Soto	California Children's Services
Mitzi Perez	ARC – Imperial Valley
Angie Pena	Work Training Center
Kathi Williams	CTSA – ICTC
David Aguirre	CTSA – ICTC

Non-Voting Attendees:

Rosie Blankenship	Area Agency on Aging
Guillermo Gonzalez	ICTC
Cristi Lerma	ICTC
Raul Martinez	Imperial County Public Health/AFLP
Kitty Gay	Imperial County Public Health/MCAH
David Salgado	SCAG
Charles Brockwell	IVT/IVT Access/IVT Ride/IVT MedTrans
Cesar Sanchez	IVT
Narcisa Silva	IVT Ride
Karla Pacheco	IVT Access
Helio Sanchez	IVT MedTrans

1. Chair Zuno called the meeting to order at 10:00 a.m. A quorum was present. Introductions were made.
2. Minutes adopted for June 8, 2016. **(Hack/Zuno) Motion Carried.**
3. Discuss / Review of SSTAC's Roles and Responsibilities

Ms. Williams described the charge of the SSTAC and referred to Public Utilities Code (PUC) 99238. Each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232(c). The social service transportation advisory council has the following responsibilities:

- Participate in the identification of transit needs including unmet transit needs which are "Reasonable to Meet"
- Annually review and recommend action by the ICTC through the Unmet Transit

Needs Hearing process:

- a. No Unmet Transit Needs
 - b. No Unmet Transit Needs which are “Reasonable to Meet”
 - c. There are Unmet Transit Needs which are “Reasonable to Meet”
- Advise RTPA on any major transit issues, including coordination and consolidation of specialized transportation services
- SSTAC’s Membership:
- a. Participants in the Social Services Transportation Advisory Council (SSTAC) under Section A are users, purchasers or providers of transit services. Voting members serve three year terms and are appointed by the Commission. Alternates attend and vote as necessary in the absence of the Primary Appointee.
 - The SSTAC is made up of the following groups;
 - One potential transit users who is a representatives of the general public, senior
 - One potential transit users who is a representatives of the general public, disabled
 - Two social service providers for seniors
 - Two social service providers for disabled
 - One social service providers for persons of limited means
 - Two representatives from the local consolidated transportation service agency (CTSA)
 - The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b) of PUC 99238.
 - b. Section B refers to Non-Voting Technical Resource members such as:
 - Public Transit Providers, Private Transit Providers, Caltrans, Interested Parties and Advocates, and Others
- SSTAC Officers, such as the Chairperson, Vice Chairperson and the Secretary are nominated for terms from voting membership for one year terms.
- The Consolidated Transportation Services Agency (CTSA) works to expand the availability and use of specialized transportation services; serves as an information resource and provides technical assistance for specialized transportation providers; provides public outreach to increase awareness of specialized transportation options.
- After reviewing SSTAC’s Charge, Ms. Williams gave an update regarding the focus for FY 2015-16
- Review of Demonstration Routes
 - for Transition into the permanent fixed route system
 - for Suspension / for Retirement
 - Recruitment of a Mobility Coordinator
 - Competitive Bids for IVT RIDE El Centro and IVT MedTrans
 - Replacement of Vehicles
- Ms. Williams gave an update regarding the focus for FY 2016-17
- Develop an update to the Short Range Transit Plan
 - Complete the region wide Bus Stop Inventory
 - Final Replacement of Vehicles – IVT Blue, Green and Gold Lines
 - Implement the Revised ADA Certification Process
- Ms. Williams provided a monthly schedule of anticipated topics for discussion and events for FY 2016-17

- October 5, 2016 - Transit 101
 - Review of Transit Services
 - Imperial Valley Transit (IVT)
 - IVT Access
 - IVT Ride
 - IVT MedTrans
 - Review of specialized transportation options
 - Static display of transit vehicles
- November 2, 2016
 - Review of Agencies' Missions and Clientele; transportation provided; and, perceived transportation gaps
- December 7, 2016
 - Identification of Perceived Transportation Gaps
 - Review of Potential Transportation Solutions
 - Review of ICTC's Definition of "Reasonable to Meet" and "Unmet Transit Need"
 - Identification of Unmet Transit Needs
- January 4, 2017
 - Adoption of the SSTAC Master Unmet Needs List
 - Selection of Priorities for the FY 2016-17 Unmet Transit Needs Public Hearing Process
 - Development of the SSTAC Letter
 - SSTAC Representative to deliver the SSTAC Letter at the public hearing
- February 2017
 - Unmet Transit Needs Public Hearing process / date to be determined
- March 2017
 - Review and Respond to the Unmet Transit Needs Public Hearing Panel "Findings" and panel recommendations / date to be determined
- For April 2017 to June 2017 – there will be updates on services
- For July 2017 and August 2017 – there is no meeting scheduled

4. Reappointment of Voting Positions

For category 3 (two service providers for seniors) a [motion](#) was made to appoint Sofia Gonzalez with Area Agency on Aging (AAA) and Angie Pena with Work Training Center (WTC) for a three year period, term being from November 2016 to November 2019, ([Hack/Williams](#)) **Motion Carried.**

For category 4 (three service providers for the disabled) a [motion](#) was made to appoint ARC – Imperial Valley for a three year period, term being from November 2016 to November 2019, ([Lang/Hack](#)), **Motion Carried.**

For category 2 (potential transit user, with a disability) it was discussed whether or not a parent of a child with a disability can be a voting member. Currently, there is one vacancy for an alternate member. A [motion](#) was made to amend the category to state "potential transit user, with disability or his/her parent or guardian," ([Pena/Hack](#)), **Motion Carried.**

5. Installation of Officers

A [motion](#) was made to re-appoint Ms. Letty Zuno (Chair) and Mr. Mike Hack (Vice-Chair) as the Chair and Vice-Chair of the SSTAC, ([Lang/Williams](#)), **Motion Carried.**

6. CTSA Reports:

- IVT Ride – El Centro has 664 registered passengers to date.
- Staff is developing a “Do not leave alone” policy that will be on the agenda for next months meeting for review and comment.
- IVT Access – there have been an increase in ADA applications received.
- IVT MedTrans – the brochures have been printed and they do have quarterly calendars in them.
- IVT has a new Facebook page.
- Wi-Fi services have been installed in the 40 ft. IVT buses and passengers are using it. There is an average of 70,000 pages viewed daily by those using the services.
- Mr. Gonzalez provided examples of real life situations where individuals are being assisted through mobility coordination. Mobility training is available to anyone that is interested. If more information is needed you can reach out to Guillermo Gonzalez.
- Ms. Blankenship stated that ICTC was a big supporter of the senior directory this year and funds go to senior services including the annual food distribution.

7. Transit Operator Reports:

- a. Imperial Valley Transit: Updates were given by Mr. Sanchez for the month of August
 - o 2000 average passengers per day, 3000 average passengers per day when IVC began
 - o Gold Line: 50 average passengers per day
 - o IVC Express: An average of 44 passengers per trip in the morning and an average of 47 passengers in the evening.
 - o Holtville: 46 passengers for the month
 - o El Centro to Brawley: 3 passengers for the month
- b. IVT Access: Updates were given by Ms. Pacheco for the month of August
 - o On time performance was 96%
 - o Passenger per revenue hour: 2.25
 - o No Shows: 108
 - o Wheelchairs: 915
 - o Passenger Count: 3,079
 - o Weekdays: 2,975
 - o Saturdays: 66 per Saturday
 - o Sundays: 38 per Sunday
- c. IVT Ride – Updates were given by Ms. Montemayor for the month of August
 - i. City of Brawley
 - o 60 or older or disabled can use this service with an ID card
 - o Passenger per revenue hour: 2.7
 - o On time performance was 97%
 - o Wheelchairs: 334
 - o Passenger Count: 995 weekday 955, Saturday 40
 - o 16 No-Shows
 - ii. City of Calexico
 - o 60 or older or disabled can use this service with an ID card
 - o On time performance was 96%
 - o Passenger per revenue hour: 3.22
 - o Wheelchairs: 314

- Passenger Count: 2,016; weekday; 1814 Saturday; 83 Sunday 119
 - 46 No-Shows
 - iii. City of El Centro
 - 60 or older or disabled can use this service with an ID card
 - On time performance was 93%
 - Passenger per revenue hour: 2.73
 - Wheelchairs: 488
 - Passenger Count: 2509; weekday; 2442 Saturday; 67
 - 88 No-Shows
 - iv. City of Imperial
 - 60 or older or disabled can use this service with an ID card
 - On time performance was 98%
 - Passenger per revenue hour: 1.72
 - Passenger Count: 400; weekday 370; Saturday 30
 - 4 No-Shows
 - v. West Shores
 - 60 or older or disabled can use this service with an ID card
 - On time performance was 93%
 - Tuesdays/Thursdays service
 - Passenger per revenue hour: 1.08
 - Wheelchairs: 2
 - Passenger Count: 61, average 6 per day
 - 0 No-Shows
 - d. IVT MedTrans
 - Transportation services to San Diego County medical facilities
 - On time performance was 100%
 - Passenger per revenue hour: 2.08
 - Wheelchairs: 44
 - Passenger Count: 715
8. General Discussion
- Ms. Blankenship expressed appreciation to all that provide services to the clients of Imperial County.
9. Adjournment
- The next meeting of the SSTAC will be on October 5, 2016 at 10:00 a.m.
 - Meeting adjourned at 11:40 a.m.

IV. CONSENT CALENDAR

C. FY 2016-17 APPOINTMENT OF THE SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL (SSTAC)



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October 6, 2016

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

SUBJECT: FY 2016-17 Appointment of the Social Services Transportation Advisory Council (SSTAC)

Dear Committee Members:

ICTC is the Transportation Planning Agency (TPA) for the region of the County of Imperial for matters pertaining to the administration of the Transportation Development Act (TDA).

Per PUC Section 99238:

"...The TPA shall provide for the establishment of a Social Services Transportation Advisory Council (SSTAC)..."

The SSTAC has three responsibilities:

1. Participate in the identification of transit needs in the jurisdiction, including unmet transit needs
2. Annually review and recommend action by the TPA for the area within the jurisdiction of the council
3. Advise the TPA on any other major transit issues, including coordination and consolidation of specialized transportation services

One third of the voting members of the SSTAC are appointed annually for three year terms in a specific category. These agencies represent a cross section of the local social service and transit providers in the Imperial Valley.

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

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

1. Appoint the Social Services Transportation Advisory Council (SSTAC) for FY 2016-17 for the positions and terms per the enclosure.

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

Attachment

MB/ksw/da

**SOCIAL SERVICES TRANSPORTATION
ADVISORY COUNCIL
OF
IMPERIAL COUNTY**

	CATEGORY	VOTING MEMBER	TERM	ALTERNATE
1.	One (1) Potential Transit User, age 60+	HEDDY MCNEER El Centro	Nov 14 Nov 17	TED CEASAR
2.	One (1) Potential Transit User, with Disability	MIKE HACK El Centro	Nov 14 Nov 17	VACANT
3.	Two (2) Service Providers for Seniors, Include Transit Provider if Exists	SOFIA GONZALEZ Area Agency on Aging ANGIE M. PENA Work Training Center	Nov 16 Nov 19 Nov 16 Nov 19	VACANT VACANT
4.	Three (3) Service Providers for the Disabled, Include Transit Provider if Exists	LETICIA ZUNO Access to Independence DR. MARTHA GARCIA IVC-Student Services K.C. KENNEDY ARC	Nov 15 Nov 18 Nov 15 Nov 18 Nov 16 Nov 19	LORENA ARAMBULA Regional Center MICHELLE SOTO CCS - California Childrens' Services
5.	Two (2) Service Providers for Limited Means	ROSYO RAMIREZ I.C. Public Authority/ IHSS DR. KATHLEEN LANG California Health & Wellness	Nov 15 Nov 18 Nov 15 Nov 18	JOHN GRASS IC Behavioral Health Agustin Urbina CALWORKS
6.	Two (2) Consolidated Transportation Service Agency (CTSA)	DAVID AGUIRRE ICTC KATHI WILLIAMS ICTC	Nov 14 Nov 17 Nov 15 Nov 18	GUILLERMO GONZALEZ ICTC MARK BAZA ICTC
		Non Voting Technical Resource Members		
	NAME	PROGRAM\SERVICE		COMPANY/AGENCY
1.	Charles Brockwell	Imperial Valley Transit/ IVT ACCESS/ IVT RIDE/ IVT MEDTRANS		First Transit
2.	Ramon Aguirre/K.C. Kennedy	ARC Paratransit Services		ARC - Imperial Valley
3.	Chris Schmidt/ Anicia Gottwig	CALTRANS		CALTRANS
4.	Shelly Kreger	YCAT Turquoise Routes 5 & 10		YCIPTA

IV. CONSENT CALENDAR

IV. CONSENT CALENDAR

D. 2016 ACTIVE TRANSPORTATION PROGRAM REGIONAL GUIDELINES



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October 11, 2016

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

SUBJECT: 2017 Active Transportation Program Regional Guidelines

Dear Committee Members:

Imperial County Transportation Commission (ICTC) staff has been working with staff from the Southern California Association of Governments (SCAG) in the review of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools (SR2S).

Per the 2017 guidelines issued by the California Transportation Commission (CTC), the program is divided into state and regional shares. Project applications that are not selected for funding from the state's share of the funds will be passed on to the other Metropolitan Planning Organizations (MPOs) for consideration for regional share funding.

Program funding is segregated into three components and is distributed as follows:

- 50% to the state for a statewide competitive program
- 10% to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program
- 40% to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000 for the larger urbanized area competitive program

In this third call for projects of ATP funds, SCAG does not intend to host a separate Call for Projects. Caltrans will instead forward grant proposals from the SCAG region that were not awarded funding at the statewide selection round for consideration in the Regional Program. Therefore, all project applications must meet the state's criteria and be submitted to Caltrans first. To date, five applications have been submitted by member agencies for this current cycle.

ICTC is responsible for scoring from within Imperial County for their consistency with plans adopted by local and regional governments within the county. In this round of funding, there is an emphasis on projects that are ready to go.

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

Assigning a methodology for assigning the ten (10) points needs to be completed by ICTC. During the programs first funding cycle in 2014, ICTC was required to establish the ten point scoring methodology. Previously, if a project was determined to be consistent with plans adopted by local and regional governments within the county, ICTC could add up to 10 points. In 2014, 2015 and 2016 ICTC adopted the following scoring methodology: 10 points for projects that have been identified in an adopted local and/or regional plan; zero points for projects that have not been identified in an adopted local and/or regional plan. ICTC staff is recommending the same methodology for cycle three (3) of ATP funding.

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

1. Approve the following methodology for assigning points of the 2017 Active Transportation Program Regional Guidelines:
 - a. 10 points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

Sincerely,



MARK BAZA
Executive Director

MB/vm

V. REPORTS

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



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Memorandum

Date: October 6, 2016
To: ICTC Management Committee
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the Management Committee Meeting on October 12, 2016.

- 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.
- 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.
- Assembly Bill 2170 (AB 2170):** In August 2016, the bill was approved by the California legislature and was 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. The Bill was vetoed by Governor Brown, however, there is potential to revisit the bill with opportunity for California's Border with Mexico. See attached letter from Governor to State Legislature.
- 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 20th 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.
- 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 October 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
	TOTAL	\$6,156,831.77

6. **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

7. **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.
8. **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.
9. **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.ivttransit.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.
10. **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.

11. **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.
12. **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.

13. **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. All stakeholders are considering options that will address federal agencies concerns.

14. **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 presented the study at the Caltrans External Team Building meeting of September 22, 2016. Virginia Mendoza, Project Manager

15. **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.

16. **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.

17. **Meetings attended on behalf of ICTC:**

- September 8, 2016 – Smart Border Coalition Board of Director’s Meeting in San Diego
- 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
- September 16, 2016 – County Transportation Commission CEOs/SCAG Meeting in Los Angeles
- September 20, 2016 – Imperial County Board of Supervisors Meeting in El Centro
- September 23, 2016 – SANDAG Borders Committee in San Diego
- September 27, 2016 – California Council of Governments Board Meeting in Sacramento
- September 27, 2016 – Women’s Transportation Seminar in Inland Empire
- September 27-29, 2016 - APWA 2016 Public Works Institute in San Diego (attended by staff)
- September 28, 2016 – Southern California Local Assistance Management Meeting (SCLAMM) in San Diego (attended by staff)
- September 29, 2016 – Small Business Resource Fair in El Centro
- September 29, 2016 – Binational Trade and Investment Luncheon in Imperial
- September 30, 2016 – Imperial County Air Monitoring Launch and Tour in Heber



OFFICE OF THE GOVERNOR

SEP 28 2016

To the Members of the California State Assembly:

I am returning Assembly Bill 2170 without my signature.

This bill allocates federal funds through the California Transportation Commission to improve trade corridors in the state.

Unfortunately, the bill does not include key amendments agreed to by the author to ensure urgent state priorities are addressed, including improvements to California's border with Mexico and important rail safety projects.

I direct the Transportation Agency to work with the Commission and the author to ensure these funds are allocated to high-priority trade projects as soon as practicable.

Sincerely,


Edmund G. Brown Jr.



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
Total		38,934	1063	677	\$ 19,649,089	309	\$ 4,161,363	35	287	8	128	341	3,298,862	857

** 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												
Has not adopted Resolution of Participation														
Imperial County Unincorporated	11/14/2014	9,504	149	91	\$2,712,996	38	\$513,819	4	42	1	8	22	412,785	105
Total		38,934	1169	752	\$ 22,148,268	357	\$ 4,838,230	41	326	11	148	403	3,825,480	994

** Participation rate based off of funded projects

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



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

818 West 7th Street, 12th Floor, Los Angeles, CA 90017 T: (213) 236-1800 F: (213) 236-1825

Memorandum

Date: October 12, 2016
To: ICTC Management Committee Meeting
From: David Salgado, Regional Affairs Officer
Re: **Southern California Association of Government's Report**

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 Management Committee Meeting September 14, 2016.

1. **2016 California Housing Summit:** The 2016 California Housing Summit took place October 11, 2016 from 8:00am to 3:00pm at the L.A. Hotel, 333 S. Figueroa St., Los Angeles, CA. The program was 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 Sustainability Grants (SPG) Call for Proposals was approved September 29, 2016 by the Regional Council. The program was formerly known as the Compass Blueprint Program. 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 approximately \$5 million including \$1 million from SCAG in FY 2016-17. There will be an informational workshop on October 13, 2016 broadcast from the Los Angeles office to SCAG's Satellite offices, TIME TBD. All available information has been distributed to partner agencies and is available online.

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. For any questions please contact David Salgado.

3. **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 workshop is scheduled for Wednesday November 9, 2016 from 9:00am to 12:00pm. The workshop will be held at the City of Coachella Corporate Yard 53-462 Enterprise Way, Coachella, CA 92236. This workshops is available only to elected officials as it is the goal to provide information which will assist in developing policy for earthquake resiliency. For questions please contact David Salgado.



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

818 West 7th Street, 12th Floor, Los Angeles, CA 90017 T: (213) 236-1800 F: (213) 236-1825

4. **Regional Bike Safety Training Workshops:** SCAG held a series of 3 bike safety workshops in the communities of Calexico, El Centro, and Brawley. The workshops were 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. The Go Human campaign will continue throughout region and is a great resource for SCAG partner agencies to utilize. For questions please contact David Salgado.
5. **FY 2017-18 Sustainable Transportation Planning Grant Workshop and Opportunities:** On September 7th, 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.

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.*

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 26th, 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 4th, 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.

6. **SCAG Regional Council and Policy Committees:** SCAG's Regional Council and policy committee meetings will take place Thursday November 3, 2016 at SCAG's main offices in Los Angeles.
7. **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.



Date: October 7, 2016
To: ICTC Management Committee
From: Laurie Berman, Caltrans District 11, District Director
Re: **District Director's Report**

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management Committee meeting of October 12, 2016:

1. **Project Updates:**

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

2. **Maintenance:**

Work continues on repaving distressed sections of pavement on SR-78 between Glamis and Palo Verde.

Vegetation removal from freeway and expressway shoulders, repairing damage to fence, signs and guardrail at locations throughout the valley continues.

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.

- 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. Both westbound and eastbound I-8 traffic are using the newly constructed eastbound side of the freeway.

Construction (continued):

- 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. Traffic is reduced to one lane in each direction from the Agricultural Checkpoint to the Arizona state line.

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 project team held a project completion celebration on October 5, 2016 at 10:00 a.m. The project is scheduled to be fully complete on November 8, 2016.

I-8/Dogwood Road Landscape Project

The follow-up landscape project contract has been awarded and is scheduled to begin early November 2016.

Caltrans El Centro Maintenance Station

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

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

Construction (continued):

SR-98 / Cesar Chavez Widening Project

The contract bid opening is scheduled for October 12, 2016. Utility relocation work with AT&T and IID is scheduled to begin in either late October, or early November 2016.

SR-86 Pavement Rehabilitation

Construction began on September 7, 2016 on SR-86 between Treshill Road and 15th Street in the City of Imperial with initial work being completed by September 16, 2016 and followed by 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 met in early September to discuss impact to businesses, the airport, and the travelling public during construction.

SR-86/Heber Improvements

Caltrans staff met with Supervisor Terrazas, Assemblyman Garcia and the Heber Utility District on October 4, 2016 to discuss pedestrian improvement projects on SR-86 in Heber. The first project underway is adding sidewalks and a bus shelter that will begin construction in December. This project is a coordinated effort between Caltrans and ICTC.

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. The next meeting will be held in late October 2016.

5. Planning Studies:

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. Next steps will include the development of an existing conditions plan and analysis.

Planning Studies (continued):

Caltrans Sustainability & Partnership Planning Grant Opportunities

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.

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

For additional information or to have your application reviewed prior to submittal, please contact beth.landrum@dot.ca.gov or at 619-403-3217. Please see attachment at end of report for further details.

6. Local Assistance:

Subsidized Classes for Local Agencies

The California Local Technical Assistance Program (LTAP) is a jointly funded effort between the FHWA and Caltrans to provide local governments with training, information, technology and direct assistance. Upcoming classes are available provided below.

<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

Please note that seating is limited to two-three participants per agency. Register at the following link:

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

Resident Engineers Academy

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

Local Assistance (continued):

Interested participants please send an email to Debora Ledesma-Ribera at debora_ledesma-ribera@dot.ca.gov. Once admitted, you will receive an email from the registrar with instructions on how to register online.

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>

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.

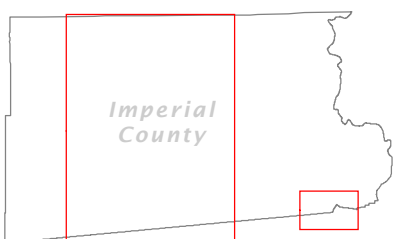
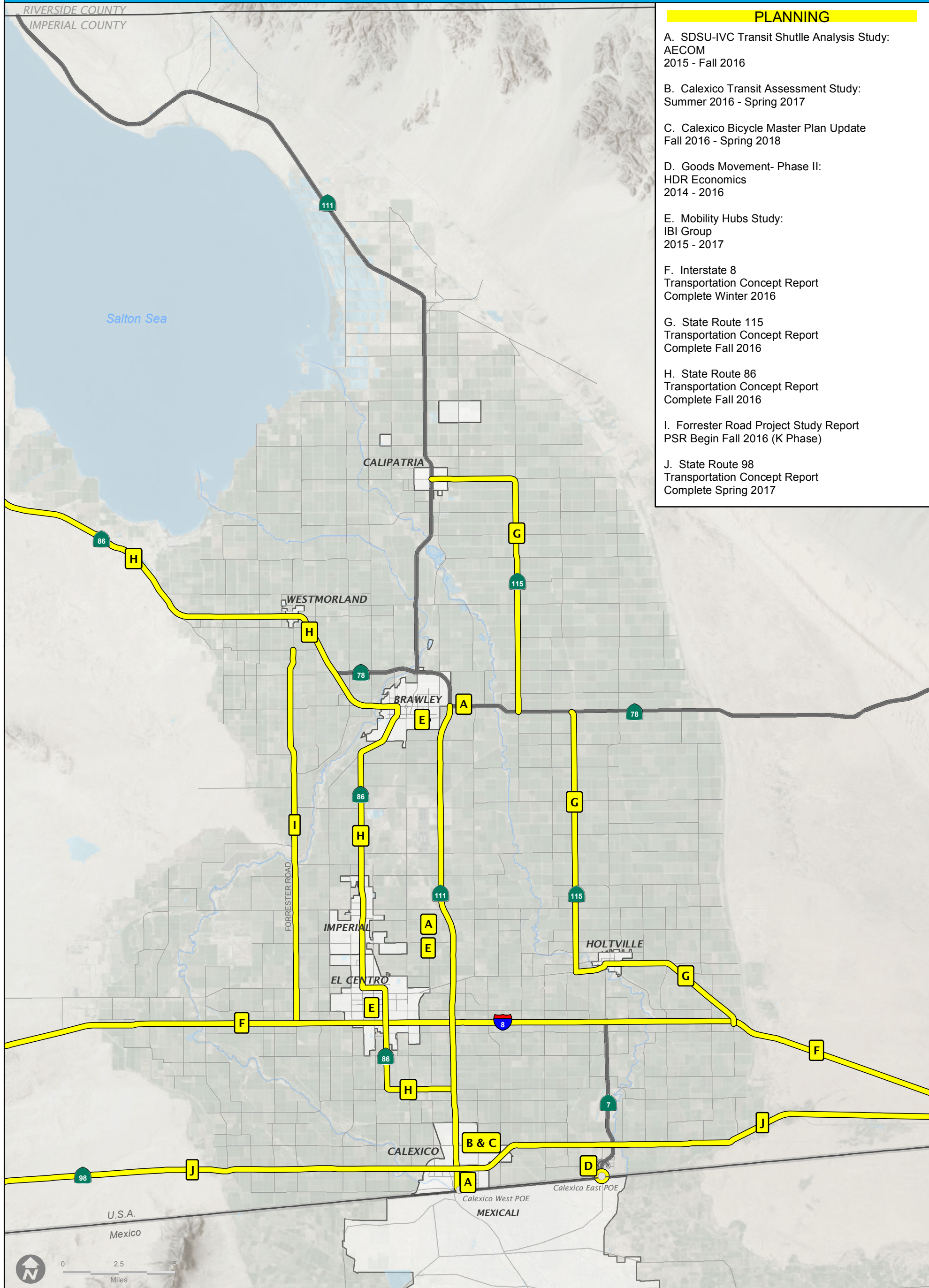
<http://www.localassistanceblog.com/>

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
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without warranty of any kind.

Date: 09/06/2016

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

Email completed Strategic Partnership and Sustainable Communities grant applications to:

Regional.Planning.Grants@dot.ca.gov
with a cc to 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.

VI. ACTION CALENDAR

- A. Agreement for Professional Financial Reporting Services of the ICTC Transit Operations - FY 2015-16 through
FY 2019-20



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

October 7, 2016

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

SUBJECT: Agreement for Professional Financial Reporting Services of the ICTC Transit Operations - FY 2015-16 through FY 2019-20

Dear Committee Members:

The Commission conducts fiscal reviews of its transit operators on an annual basis as a prudent management practice. The most recent five year agreement for this service completed its final year in FY 2014-15. The work associated includes but is not limited to; reviews and sampling of operator financial records i.e. invoices and billing, operator budget and schedule development, records management and financial controls, review of reportable revenue hours for billing purposes, review of spare parts inventories, monitoring of the accountability and security of the cash handling, conducted by each transit operator in the collection of fare revenue on a daily basis.

A competitive bid was completed in September 2016 for a new five year contract for the reporting period of FY 2015-16 through FY 2019-20. A Request for Proposal was circulated for the five year period in order to maximize pricing reductions, increase potential competition and reduce the level of effort for ICTC staff. An Evaluation Committee comprised of staff from Caltrans, the Southern California Association of Governments (SCAG) and ICTC conducted the proposal scoring and ranking process, as well as, an oral interview.

Two proposals were received as follows:

Firm	Annual/Total Hours	Total 5 Yr Cost	Avg Cost/Per hour
Vavrinek, Trine, Day & Co., LLP	362 / 1810	\$228,227	\$126.10
Hutchinson and Bloodgood, LLP	284 / 1420	\$219,393	\$154.50

For comparison, the expiring contract final year allowed 459 hours at a rate of \$152 per hour, or a total annual cost of \$69,768.

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

It must be noted that the current four transit operations are under separate contracts, but with one operator, First Transit Inc. This reduces the physical locations and accounting systems etc. that must be reviewed by the audit team, thereby reducing the annual cost. Should future competitive bids be conducted for transit services during this five year period, a contract modification may be required for additional time and expense.

The Evaluation Team recommends that a contract be awarded to the firm of Vavrinek, Trine, Day & Co., LLP (VTD). The proposal from VTD indicated that their project team were focused on governmental accounting at several peer transit agencies in Southern California, and are familiar with transit regulations and transit administrative practices. In addition, the VTD project team offered value added benefits through their knowledge and association with larger transit agencies including periodic review sessions with ICTC staff on financial reporting, validating and reporting transit related metrics, best practices, or a variety of other topics depending on the future needs and interests of ICTC.

Funding for this project is in the ICTC adopted 2016-17 Budget and specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan: through the Transportation Development Act (TDA) Fund, approved on July 27, 2016.

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

1. Authorize the Chairman to sign the agreement for the ICTC Transit Operators Fiscal Reporting services effective October 1, 2016, for the audit period FY 2015-16 through FY 2019-20, with the firm of Vavrinek, Trine, Day & Co., LLP:
 - A. For the fiscal reporting period of July 1, 2015 through June 30, 2016, the annual not to exceed fee set at \$42,988
 - B. For the fiscal reporting period of July 1, 2016 through June 30, 2017, the annual not to exceed fee set at \$44,277
 - C. For the fiscal reporting period of July 1, 2017 through June 30, 2018, the annual not to exceed fee set at \$45,605
 - D. For the fiscal reporting period of July 1, 2018 through June 30, 2019, the annual not to exceed fee set at \$46,974.
 - E. For the fiscal reporting period of July 1, 2019 through June 30, 2020, the annual not to exceed fee set at \$48,383

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

MB/ksw/cl

1 **ACCOUNTANCY AGREEMENT**

2 THIS AGREEMENT is made and entered into this _____, 2016 by and
3 between the IMPERIAL COUNTY TRANSPORTATION COMMISSION (“ICTC”) and
4 VAVRINEK, TRINE, DAY & CO., LLP (“CPA”) (individually, “Party;” collectively, “Parties”).

5 **RECITALS**

- 6 **A.** CPA is a California Limited Liability Partnership, and a duly licensed certified public
7 accounting firm in good standing under the laws of the State of California and is in the
8 business of supplying independent accounting services and assistance to clients.
- 9 **B.** ICTC requires auditing services relating to the performance of First Transit, Inc., a
10 Delaware corporation qualified to do business in California and ARC - Imperial Valley,
11 an active California corporation.
- 12 **C.** CPA will examine the fiscal reports and financial records of First Transit Inc. for all
13 lines of transit service in regards to:
 - 14 • Imperial Valley Transit (IVT) service; and
 - 15 • Imperial Valley Transit (IVT) Blue Green and Gold Lines; and
 - 16 • IVT - Access service; and
 - 17 • IVT RIDE; and
 - 18 • IVT - MedTrans (FY 2016-17, 17-18, 18-19, and 19-20 only).
- 19 **D.** CPA will examine the following fiscal reports and financial records of ARC - Imperial
20 Valley in regards to:
 - 21 • Med-Express service (FY 2015-16 only).
- 22 **E.** The objective of the agreed upon procedures engagement is to assist ICTC in
23 evaluating whether the fiscal reporting and financial records, invoicing and the cash
24 handling procedures of First Transit, Inc. and the ARC - Imperial Valley are presented
25 in all material respects in conformity with the contractual provisions as set forth by
26 ICTC.
- 27 **F.** ICTC wishes to employ CPA to perform agreed upon procedures and CPA is willing
28 to accept such engagement for First Transit, Inc. and ARC - Imperial Valley for the

1 following five fiscal years (FY): FY 2015-2016; FY 2016-2017; FY 2017-2018; FY
2 2018-2019; and FY 2019-2020.

3 NOW THEREFORE, ICTC hereby engages and CPA hereby accepts such engagement upon
4 the terms and conditions set forth herein.

5 **1. TERM.**

6 **1.1.** This Agreement shall become effective on the date first written above and shall
7 continue in effect until the services provided for herein have been performed, but no later than March
8 31, 2021, unless sooner terminated as provided herein.

9 **2. SERVICES TO BE PERFORMED BY CPA.**

10 **2.1.** CPA will conduct the following agreed upon procedures:

11 **2.1.1.** First Transit, Inc. as to the Imperial Valley Transit Service for all lines of
12 service, the IVT - Access Service and the IVT RIDE service for the fiscal years
13 ending:

14 -June 30, 2016;

15 -June 30, 2017;

16 -June 30, 2018;

17 -June 30, 2019; and

18 -June 30, 2020; and

19 -IVT - MedTrans (FY 2016-17, 17-18, 18-19, and 19-20 only).

20 CPA will perform the services as described in the attached "Imperial County
21 Transportation Commission Request For Proposals For Fiscal Reporting
22 Services For Transit Operators" attached as **Exhibit "A"** and "Imperial County
23 Transportation Commission Proposal For Transit Operator Fiscal Reporting
24 For the Fiscal Years 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20"
25 attached as **Exhibit "B"**, both of which are incorporated by this reference as
26 though fully set forth herein.

27 **2.1.2.** ARC - Imperial Valley as to the Med-Express Service, for the fiscal year
28 ending:

-June 30, 2016 (FY 2015-16 only)

CPA will perform the services as described in the attached **Exhibits “A” and “B”**.

2.2. The agreed upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include test of records and other procedures that are considered necessary to enable the CPA assist ICTC in evaluating whether the fiscal reports and financial records of First Transit, Inc. and ARC - Imperial Valley are presented, in all material respects, in conformity with the contractual provisions as set forth by the ICTC.

2.3. If requested by ICTC Board or Caltrans or U.S. Transit Administration, CPA will appear before the requesting body and explain their report.

3. RETENTION AND AVAILABILITY OF WORK PAPERS.

All supporting papers and work papers prepared by CPA in connection with the agreed upon procedures shall be retained for a minimum of four (4) fiscal years following the close of the agreed upon procedures for the applicable fiscal year and shall be available for inspection and examination during CPA’s normal business hours upon request from ICTC or the State Controller.

4. TIME FOR COMPLETION.

CPA shall annually submit reports within the following time frame:

Fiscal Year	Draft Deadline	Final Deadline
FY 2015-2016	January 13, 2017	February 28, 2017
FY 2016-2017	January 12, 2018	February 28, 2018
FY 2017-2018	January 11, 2019	February 28, 2019
FY 2018-2019	January 10, 2020	February 28, 2020
FY 2019-2020	January 8, 2021	February 26, 2021

1 For the annual agreed upon procedures, CPA will furnish one (1) electronic (PDF) of the draft audit
2 reports to ICTC. Upon further direction from ICTC staff, CPA will furnish three (3) paper copies and
3 one (1) electronic (PDF) of the final audit reports to ICTC.

4 **5. COMPENSATION OF CPA.**

5 **5.1.** In consideration for the services to be performed by CPA, ICTC agrees to pay CPA as
6 follows:

7

Fiscal Year in which work is performed	Fiscal Year audited and reported	Amount
Fiscal Year 2016-2017	Fiscal Year 2015-2016	\$42,988.00
Fiscal Year 2017-2018	Fiscal Year 2016-2017	\$44,277.00
Fiscal Year 2018-2019	Fiscal Year 2017-2018	\$45,605.00
Fiscal Year 2019-2020	Fiscal Year 2018-2019	\$46,974.00
Fiscal Year 2020-2021	Fiscal Year 2019-2020	\$48,383.00

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15 **5.2.** Except as provided under Paragraph 5.1, ICTC shall not be responsible to pay CPA
16 any other compensation, out-of-pocket expenses, fees or other remuneration.

17 **5.3.** Said payment shall not be due and payable until such time as CPA has provided ICTC
18 with a monthly service statement which shall itemize all out-of-pocket expenses and
19 work performed for each said period. Said statements must meet with the approval of
20 ICTC and be received by ICTC with annotations so as to clearly identify the work by
21 fund or project name, from other audit services performed for ICTC.

22 **5.4.** Invoices, clearly indicating the period for which the bill is made, shall be submitted to:

23
24 Attn: Executive Director
25 Imperial County Transportation Commission
26 1405 N. Imperial Ave. Suite 1
27 El Centro, CA 92243

28 **5.5.** CPA acknowledges ICTC is under no obligation to compensate CPA for services rendered or expenses accrued under this Agreement not authorized by ICTC.

1 **5.6.** If ICTC requires work in addition to that defined in the “Services to be Performed By
 2 CPA,” Paragraph 2, CPA shall provide a cost estimate and written description of the
 3 additional work needed to perform such services. Compensation and the time for
 4 completing such additional services must be negotiated and approved in writing by
 5 ICTC prior to the commencement of any such services based on the following pricing
 6 per hour:
 7

Fiscal Year in which work is performed	Fiscal Year audited and reported	Cost / hour
Fiscal Year 2016-2017	Fiscal Year 2015-2016	\$118.75
Fiscal Year 2017-2018	Fiscal Year 2016-2017	\$122.31
Fiscal Year 2018-2019	Fiscal Year 2017-2018	\$125.98
Fiscal Year 2019-2020	Fiscal Year 2018-2019	\$129.76
Fiscal Year 2020-2021	Fiscal Year 2019-2020	\$133.65

15 **5.7.** This Agreement is valid and enforceable only if sufficient funds are made available for
 16 the purposes of this Agreement. If sufficient funds are not available for this
 17 Agreement, it shall be invalid and of no further force and effect. In that event, ICTC
 18 shall have no liability to pay any funds to CPA and CPA shall not be obligated to
 19 perform any provisions of this Agreement. CPA will be due the share of
 20 compensation earned and reimbursement of expenses incurred as represented by the
 21 proportion of services rendered and expenses charged, if any, at the time of
 22 termination once a final billing is approved by ICTC.
 23

24 **6. INDEMNIFICATION.**

25 To the furthest extent allowed by law, CPA shall indemnify, hold harmless and defend ICTC
 26 and each of its board members, officers, officials, employees, agents and volunteers from any and all
 27 loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict
 28 liability, including but not limited to personal injury, death at any time and property damage), and

1 from any and all claims, demands and actions in law or equity (including reasonable attorney's fees
2 and litigation expenses) that arise out of, pertain to, or relate to the negligence, recklessness or willful
3 misconduct of CPA, its principals, officers, employees, agents or volunteers in the performance of
4 this Agreement. If CPA should subcontract all or any portion of the services to be performed under
5 this Agreement, CPA shall require each subcontractor to indemnify, hold harmless and defend ICTC
6 and each of its board members, officers, employees, agents and volunteers in accordance with the
7 terms of the preceding paragraph. This section shall survive termination or expiration of this
8 Agreement.

9 **7. INSURANCE.**

10 Throughout the life of this Agreement, CPA shall pay for and maintain in full force and effect all
11 policies of insurance required hereunder with an insurance company(ies) either (i) admitted by the
12 California Insurance Commissioner to do business in the State of California and rated not less than
13 "A- VII" in Best's Insurance Rating Guide, or (ii) authorized by ICTC's Executive Director or his/her
14 designee at any time and in his/her sole discretion. The following policies of insurance are required:

15 (i) COMMERCIAL GENERAL LIABILITY insurance which shall be at least as
16 broad as the most current version of Insurance Services Office (ISO) Commercial General
17 Liability Coverage Form CG 00 01 and include insurance for "bodily injury," "property
18 damage" and "personal and advertising injury" with coverage for premises and operations
19 (including the use of owned and non-owned equipment), products and completed operations,
20 and contractual liability (including, without limitation, indemnity obligations under the
21 Contract) with limits of liability of not less than the following:

22 \$1,000,000 per occurrence for bodily injury and property damage

23 \$1,000,000 per occurrence for personal and advertising injury

24 \$1,000,000 aggregate for products and completed operations

25 \$2,000,000 general aggregate

26 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at
27 least as broad as the most current version of Insurance Service Office (ISO) Business Auto
28 Coverage Form CA 00 01, and include coverage for all owned, hired, and non-owned

1 automobiles or other licensed vehicles (Code 1 - Any Auto) with limits of liability of not less
2 than \$1,000,000 per accident for bodily injury and property damage.

3 (iii) WORKERS' COMPENSATION insurance as required under the California
4 Labor Code.

5 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than
6 \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each
7 employee.

8 (v) PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) insurance
9 appropriate to CPA'S profession, with limits of liability of not less than \$1,000,000 per
10 claim/occurrence and \$2,000,000 policy aggregate.

11 In the event CPA maintains higher limits than the minimums shown above, ICTC requires and shall
12 be entitled to coverage for the higher limits maintained by CPA. Any available insurance proceeds in
13 excess of the specified minimum limits of insurance and coverage shall be available to ICTC.

14 CPA shall be responsible for payment of any deductibles contained in any insurance policies required
15 hereunder and CPA shall also be responsible for payment of any self-insured retentions. Any
16 deductibles or self-insured retentions must be declared to, and approved by, the ICTC's Executive
17 Director or his/her designee. At the option of the ICTC's Executive Director or his/her designee,
18 either: (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects
19 to ICTC, its board members, officers, employees, agents and volunteers: or (ii) CPA shall provide a
20 financial guarantee, satisfactory to ICTC's Executive Director or his/her designee, guaranteeing
21 payment of losses and related investigations, claim administration and defense expenses. At no time
22 shall ICTC be responsible for the payment of any deductibles or self-insured retentions.

23 All policies of insurance required hereunder shall be endorsed to provide that the coverage
24 shall not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day
25 written notice has been given to ICTC. Upon issuance by the insurer, broker, or agent of a notice of
26 cancellation, non-renewal, or reduction in coverage or in limits, CPA shall furnish ICTC with a new
27 certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire
28 during the work to be performed for ICTC, CPA shall provide a new certificate, and applicable

1 endorsement, evidencing renewal of such policy not less than 15 calendar days prior to the
2 expiration date of the expiring policy.

3 The General Liability and Automobile Liability insurance policies shall be written on an
4 occurrence form and shall name ICTC, its board members, officers, employees, agents and volunteers
5 as an additional insured. Such policy(ies) of insurance shall be endorsed so CPA's insurance shall be
6 primary and no contribution shall be required of ICTC. The coverage shall contain no special
7 limitations on the scope of protection afforded to ICTC, its board members, officers, employees,
8 agents and volunteers. The Workers' Compensation insurance policy shall contain a waiver of
9 subrogation as to ICTC, its board members, officers, employees, agents and volunteers.

10 If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-
11 made form:

- 12 1. The retroactive date must be shown, and must be before the effective date of the
13 Agreement or the commencement of work by CPA.
- 14 2. Insurance must be maintained and evidence of insurance must be provided for at least 3
15 years after any expiration or termination of the Agreement or, in the alternative, the policy
16 shall be endorsed to provide not less than a 3-year discovery period.
- 17 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy
18 form with a retroactive date prior to the effective date of the Agreement or the
19 commencement of work by CPA, CPA must purchase extended reporting coverage for a
20 minimum of 3 years following the expiration or termination of the Agreement.
- 21 4. A copy of the claims reporting requirements must be submitted to ICTC for review.
- 22 5. These requirements shall survive expiration or termination of the Agreement.

23 CPA shall furnish ICTC with all certificate(s) and applicable endorsements effecting coverage
24 required hereunder. All certificates and applicable endorsements are to be received by ICTC and
25 approved by ICTC's Executive Director or his/her designee prior to ICTC's execution of the
26 Agreement and before work commences. Upon request of ICTC, CPA shall immediately furnish
27 ICTC with a complete copy of any insurance policy required under this Agreement, including all
28 endorsements, with said copy certified by the underwriter to be a true and correct copy of the original
policy. This requirement shall survive expiration or termination of this Agreement.

If at any time during the life of this Agreement or any extension, CPA or any of its
subcontractors fail to maintain any required insurance in full force and effect, all work under this

1 Agreement shall be discontinued immediately, and all payments due or that become due to CPA shall
2 be withheld until notice is received by ICTC that the required insurance has been restored to full
3 force and effect and that the premiums therefore have been paid for a period satisfactory to ICTC.
4 Any failure to maintain the required insurance shall be sufficient cause for ICTC to terminate this
5 Agreement. No action taken by ICTC hereunder shall in any way relieve CPA of its responsibilities
6 under this Agreement.

7 The fact that insurance is obtained by CPA shall not be deemed to release or diminish the
8 liability of CPA, including, without limitation, liability under the indemnity provisions of this
9 Agreement. The duty to indemnify ICTC shall apply to all claims and liability regardless of whether
10 any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of
11 indemnification to be provided by CPA. Approval or purchase of any insurance contracts or policies
12 shall in no way relieve from liability nor limit the liability of CPA, its principals, officers, employees,
13 agents, persons under the supervision of CPA, vendors, suppliers, invitees, consultants, sub-
14 consultants, subcontractors, or anyone employed directly or indirectly by any of them.

15 If CPA should subcontract all or any portion of the services to be performed under this
16 Agreement, CPA shall require each subcontractor to provide insurance protection in favor of ICTC,
17 its board members, officers, employees, agents and volunteers in accordance with the terms of each
18 of the preceding paragraphs, except that the subcontractors' certificates and endorsements shall be on
19 file with CPA and ICTC prior to the commencement of any work by the subcontractor.

20 **8. TERMINATION.**

21 **8.1. Termination by Either Party.** This Agreement may be terminated, without cause, by
22 either party upon thirty (30) days prior written notice to the other party.

23 **8.2. Compensation in Early Termination.** Subject to Paragraph 5.7, in the event that this
24 Agreement is terminated prior to the completion of the term of contract as specified
25 herein, CPA shall be entitled to the compensation earned prior to the date of
26 termination as provided for in this Agreement, computed pro rata up to and including
27 that date. The compensation earned and unpaid at the time of termination shall be
28

1 paid without abatement or reduction immediately upon termination of this Agreement.
2 CPA shall be entitled to no further compensation as of the date of termination.

3 **9. INDEPENDENT CONTRACTOR.**

4 **9.1.** CPA shall be responsible to ICTC only for the requirements and results specified by
5 this Agreement. CPA shall not be subject to ICTC's control with respect to the
6 physical actions or activities of CPA or of CPA's employees or agents in connection
7 with the operation of the business or CPA's fulfillment of the requirements of the
8 Agreement, except as specifically provided in this Agreement.

9 **9.2.** CPA is, and at all times during the term of this Agreement shall represent and conduct
10 itself as, an independent contractor and not as an agent or employee of ICTC. CPA
11 shall not have the authority, express or implied, to bind or obligate ICTC in any way.

12 **10. ASSIGNMENT.**

13 Neither this Agreement nor any duties or obligations hereunder shall be assignable by CPA
14 without the prior, written, consent of ICTC.

15 **11. NON-DISCRIMINATION.**

16 **11.1.** During the performance of this Agreement, CPA and its subcontractors shall not
17 unlawfully discriminate against any employee or applicant for employment or member
18 of the public because of race, religion, color, national origin, ancestry, physical or
19 mental disability, medical condition, marital status, age or gender. CPA shall insure
20 that the evaluation and treatment of their employees and applicants for employment
21 and members of the public are free of such discrimination. CPA shall comply with the
22 provisions of the Fair Employment and Housing Act (California Government Code
23 §12900 *et seq.*). The applicable regulations of the Fair Employment and Housing
24 Commission implementing Government Code §12900, set forth in Chapter 5 of
25 Division 4 of Title 1 of the California Administrative Code, are incorporated into this
26 Agreement by reference and made a part thereof as if set forth in full. CPA shall also
27 abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all
28 administrative rules and regulations issued pursuant to said Act. CPA shall give

1 written notice of its obligations under this clause to labor organizations with which it
2 has a collective bargain or other agreement.

3 **11.2.** CPA shall include the non-discrimination and compliance provision of this paragraph
4 in all subcontracts to perform work under this Agreement.

5 **12. NOTICES.**

6 All notices under this Agreement shall be in writing and may be given by personal delivery or
7 by sending through the U.S. Post Office, certified mail, return receipt requested, addressed to ICTC at
8 1405 N. Imperial Ave, Suite 1, El Centro, CA 92243 and to CPA at 10681 Foothill Boulevard, Suit
9 300, Rancho Cucamonga, CA 91730, or at such other address as either party may designate in a
10 notice to the other party given in such manner. Any notice sent by mail shall be considered given
11 when received.

12 **13. ENTIRE AGREEMENT.**

13 This Agreement contains the entire agreement between ICTC and CPA relating to the
14 transactions contemplated hereby and supersedes all prior or contemporaneous agreements,
15 understanding, provisions, negotiations, representations or statements, either written or verbal.

16 **14. MODIFICATION.**

17 No modification, waiver, amendment, discharge or change of this Agreement shall be valid
18 unless the same is in writing and signed by both parties.

19 **15. PARTIAL INVALIDITY.**

20 If any of the provisions in this Agreement is held by a court of competent jurisdiction to be
21 invalid, void or unenforceable, the remaining provisions will continue to be in full force and effect.

22 **16. WAIVER.**

23 No waiver of any breach or of any of the covenants or conditions of this Agreement shall be
24 construed to be a waiver of any other breach or to be a consent to any further or succeeding breach of
25 the same or any other covenant or condition.

26 **17. CHOICE OF LAW.**

27 The laws of the State of California shall govern this Agreement. This Agreement is made and
28 entered into in Imperial County, California. To the extent permitted by law, any action brought by

1 either party with respect to this Agreement shall be brought in a court of competent jurisdiction
2 within said County.

3 **18. ATTORNEYS' FEES.**

4 If either party herein brings an action to enforce the terms thereof or declare rights hereunder,
5 the prevailing party in any such action, on trial or appeal, shall be entitled to its reasonable attorneys'
6 fees to be paid by the losing party as fixed by the court.

7 **19. AUTHORITY.**

8 Each of the individuals executing this Agreement on behalf of CPA and ICTC represent and
9 warrant that:

10 **19.1.** He or she is duly authorized to execute and deliver this Agreement on behalf of CPA
11 or ICTC as applicable;

12 **19.2.** Such execution and delivery on behalf of CPA is in accordance with the terms of the
13 Articles of Incorporation or Partnership, any By-Laws or Resolutions of CPA; and

14 **19.3.** Such execution and delivery on behalf of ICTC is duly authorized by the ICTC Board
15 and within the authority of the signatory identified below.

16 **20. COUNTERPARTS.**

17 This Agreement may be executed in counterparts.

18 **21. REVIEW OF AGREEMENT TERMS.**

19 This Agreement has been reviewed and revised by legal counsel for both ICTC and CPA, and
20 no presumption or rule that ambiguities shall be construed against the drafting party shall apply to the
21 interpretation or enforcement of the same or any subsequent amendments thereto.

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