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**MANAGEMENT COMMITTEE  
REVISED AGENDA**

**City of Calexico  
Carmen Durazo Cultural Arts Center  
421 Heffernan St.  
Calexico, CA 92231**

**WEDNESDAY, APRIL 12, 2017  
10:00 A.M.**

**CHAIR: ROM MEDINA**

**VICE CHAIR: ARMANDO VILLA**

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

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

**II. EMERGENCY ITEMS**

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

**III. PUBLIC COMMENTS**

Any member of the public may address the 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: March 8, 2017 Page 4  
B. Receive and File:  
1. ICTC Board Draft Minutes: March 22, 2017  
2. ICTC TAC Minutes: March 23, 2017  
C. Transportation Development Act (TDA) and Miscellaneous Fiscal Audits for FY 2015-16 Page 15

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

1. Receive and file the Transportation Development Act and other fiscal audits for the Imperial County Transportation Commission, for FY 2015-16.
2. Direct staff to transmit the fiscal audits to the State Controller's Office.

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

## V. REPORTS

- A. ICTC/LTA Executive Director
  - See attached Executive Director Report page 106
- B. Southern California Association of Governments
  - See attached report page 118
- C. California Department of Transportation – District 11
  - See attached report page 126
- D. Committee Member Reports

## VI. ACTION CALENDAR

- A. Unmet Transit Needs Public Hearing – Fiscal Year 2017-2018 Page 137

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

- 1. Adopt the FY 2017-18 “Findings” as presented or amended, after a review of the SSTAC response
- 2. Authorize the Chairman to sign the attached resolution
- 3. Direct staff to forward the FY 2017-18 “Findings”, public hearing documentation and resolution to the State Department of Transportation

- B. LTF (SB821), Article 3, Bicycle and Pedestrian Project Distribution List, Fiscal Year 2016-17 Page 145

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

- 1. Adopt the attached LTF (SB821) Bicycle and Pedestrian Project Distribution List for Fiscal Year 2016-17
- 2. Authorize the claimant agencies to file Article 3 Claims for the approved amount

- C. Agreement for Professional Services for the ICTC Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Page 158

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

- 1. Authorize the Chairman to sign the agreement with the firm of Kimley Horn and Associates, Inc. for the ICTC Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Project, for a not to exceed fee set at \$90,035.00

## VII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee is currently scheduled for **Wednesday, May 10, 2017 at 10:30 a.m.**, at the **City of Brawley, Brawley, CA.**

## VIII. ADJOURNMENT

- A. Motion to Adjourn

## **IV. CONSENT CALENDAR**

### **A. APPROVAL OF MANAGEMENT COMMITTEE**

**DRAFT MINUTES:**

**MARCH 8, 2017**

### **B. RECEIVE AND FILE:**

#### **1. ICTC BOARD DRAFT MINUTES:**

**MARCH 22, 2017**

#### **2. ICTC TAC MINUTES:**

**MARCH 23, 2017**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE**

**DRAFT MINUTES OF March 8, 2017**

**10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina (Chair)
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
County of Imperial	Joe Picazo for Ralph Cordova
County of Imperial	John Gay

**STAFF PRESENT:** Mark Baza, Kathi Williams, Virginia Mendoza, Cristi Lerma

**OTHERS PRESENT:** Liz Zarate: City of El Centro; David Salgado: SCAG; Bing Luu Caltrans

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The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, March 8, 2017 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Medina called the Committee meeting to order at 10:38 a.m. Roll call was taken. Introductions were made.

**II. EMERGENCY ITEMS**

A. There were none.

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. CONSENT ITEMS**

A motion was made by Wells seconded by Bayon Moore to approve consent items 4A-4B. **Motion carried** unanimously.

A. Approved ICTC Management Committee Minutes for February 8, 2017

B. Received and filed:

1. ICTC Board Draft Minutes for February 22, 2017
2. ICTC TAC Minutes for February 23, 2017
3. ICTC SSTAC Minutes for February 1, 2017

**V. REPORTS**

A. ICTC Executive Director

Ms. Williams had the following updates:

- The FY 2017-18 Unmet Transit Needs Public Hearing was held on February 9, 2017 at the City Council Chambers in El Centro. The second meeting is scheduled for March 9, 2017 at 3 p.m. at the City Council Chambers in El Centro.
- A kick off meeting for the TDA Triennial Performance Audit project was conducted on January 24, 2017 at ICTC offices. Requests for information have been emailed to member agency staff by the audit consultants. The audit is a state mandated requirement every three years for all TDA funds received in Imperial County.

- On January 6th, ICTC issued the Request for Proposals (RFP) to complete the “Regional Bus Stop Inventory, Signage Replacement and Technology Assessment” project. The requested services will provide ICTC with a comprehensive bus stop inventory inclusive of an assessment of supporting infrastructure, uniform bus stop signage and recommendations for technology based upgrades pertaining to real time route and schedule service information and kiosk upgrades. The project goal is to have an inventory database and assessment for use by ICTC and its member agencies, and that can be used to acquire and prioritize funding for future infrastructure and facility/equipment improvements. The project budget is established in the FY 2015-16 ICTC Overall Work Plan and Budget. On February 10, ICTC staff received responses from multiple consultants bidding for the services. The project scoring committee comprised of staff from ICTC, Caltrans, SCAG and the County of Imperial Public Works Department has begun the evaluation, scoring and ranking process for the project.
- ICTC Staff met with SunLine Transit Agency management on February 10, 2017. We will be pursuing available grant opportunities together and perform Westshores community outreach to promote our current service and gather input about future service needs. On Saturday, March 4<sup>th</sup> from 6:00 a.m. to 10:30 a.m., ICTC and IVT RIDE staff, in coordination with Sunline Transit Agency staff from the Palms Springs area, held a transit service outreach at the weekly West Shores Swap meet. We gathered 33 surveys and reached around 100 people. Data collected is being reviewed at this time.
- In recent years ICTC began the transition of acquiring and taking ownership of the majority of the Imperial Valley Transit Vehicle Bus Fleet. The expansion of the vehicle fleet has impacted the available space for storage and operations, and has created a need for additional capacity and facility needs. ICTC is pursuing the opportunity to acquire the existing (soon to be vacated) Caltrans Maintenance Yard located at 1605 Adams Avenue in the City of El Centro. ICTC Staff have circulated a Request for Proposals (RFP) to complete a comprehensive evaluation of the Adams Avenue facility. ICTC and Caltrans Staff are working towards establishing a temporary lease agreement for the facility while the evaluation process is completed. Anticipated costs for the facility evaluation and proposed facility lease have yet to be established.

Ms. Mendoza had the following updates:

- 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. Some states have been approved, FHWA expects for California to be approved by April 1, 2017. For Imperial County this is an opportunity to preserve over \$6 million.
- Ms. Mendoza highlighted FY 2016-2017 Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP), and Active Transportation Program (ATP) projects that are pending request for authorization (RFA) by agency. For ease of receiving approvals, the local agency RFA’s should be submitted to Caltrans Local Assistance in March/April 2017.

Mr. Baza had the following updates:

- ICTC has initiated discussions with management and staff with Customs and Border Protections (CBP) Border Patrol regarding the potential to add a second inspection lane at the SR-86 checkpoint. Coordination efforts have been continuous with Border Patrol, Caltrans and the region to determine feasibility, costs and funding of required improvements within Caltrans right-of-way. A meeting was held on July 20<sup>th</sup> with all of the above stakeholders. Following the meeting input, Border Patrol drafted concept alternatives to meet short-term and mid-term needs. A second meeting was held on October 24, 2016, concept alternatives were reviewed. Discussion determined the need to develop a streamlined feasible option for possible

funding from the Measure D Regional Highway Set-aside fund. The follow-up meeting was held on December 20, 2016. All parties agreed to a concept that has potential to be cost-effective. Caltrans Traffic Operations has completed a draft concept that would include four canopied inspection lanes (allowing two inspection lanes for vehicles and two inspection lanes for trucks) and improved secondary inspection, impound and employee parking areas. The concept has been emailed to USCBP to expedite review and then cost estimates will be estimated by Caltrans. The next meeting is scheduled for March 14, 2017.

- The next IMBA meeting is scheduled for March 17, 2017 at Imperial Palms Resort. The meeting will be included as part of the Imperial Valley Economic Development Corporation's Annual Renewal Energy Summit.
- Mr. Baza thanked all for letters of support for the funding for Phase II of the Calexico West Port of Entry Project.
- Assemblyman Jim Frazier introduced a new bill and funding package for \$6 billion to repair maintain our state and local roads, improve our trade corridors, and support public transit and active transportation. See attached summary and supporting documentation as prepared by the Self Help Counties Coalition (SHCC). Additionally, an urgent provision permanently extends the existing National Environmental Policy Act (NEPA) delegation to Caltrans – this is very critical to our federal-aid funded projects as Caltrans currently assist us in streamlining the review and approval of our local projects, such as projects with CMAQ, RSTP, HSIP, federal earmark funds, etc. Staff is still hopeful this will be approved soon.
- A complete list of ICTC updates can be found on Page 19 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- SCAG Scholarship Program is designed to offer local government and planning experience that students can use to develop long-term career goals. The scholarship will provide a \$4,000 scholarship award for seven high school or community college students from the SCAG region (and potentially an additional eighth scholarship award that is not tied to a specific county, but would be awarded at the Committee's discretion) and a two-week internship with a local planning agency, council of governments or SCAG. Recipients will also have an opportunity to meet with their local government representatives and practicing planners to discuss the importance of urban planning and a future career in public service. Further information and the application are available on the SCAG website. Applications are due Friday April 21, 2017.
- The California Air Resources Board (ARB) will be holding a series of workshops throughout the State on Senate Bill 375 (SB 375) greenhouse gas emission target setting updates. The SCAG-area workshop will be held on Tuesday, March 7 from 1:30 to 3:30 p.m. at the SCAG downtown Los Angeles office. Videoconferencing will be available at our SCAG regional offices in Imperial, Orange, Riverside, San Bernardino, and Ventura.
- SCAG will be holding a public hearing for a second amendment to the RTP-SCS. The public hearing will take place Tuesday April 25, 2017 from 3:00pm to 5:00pm. The meeting will be held in the Los Angeles SCAG office and will be available in the regional offices, too including Imperial County.
- Please save the date of May 4-5, 2017. SCAG will be having the 2017 General Assembly at the J.W. Marriot Desert Springs Resort and Spa in Palm Desert, CA.
- SCAG will be developing a sustainability database to use as a tool that will pull projects and relative data into one spot as it relates to sustainable projects. It was requested that agency public works and finance staff participate in the survey.

- 2017 Draft Local Profiles were sent to all planning directors and stakeholders for review on March 3, 2017. Please review and provide comments to [localprofiles@scag.ca.gov](mailto:localprofiles@scag.ca.gov) by Friday, March 24, 2017.
- A second round of the GoHuman campaign is being developed and will be released at the end of May.
- A complete list of SCAG updates can be found on Page 28 of the agenda.

C. Caltrans Department of Transportation – District 11

Mr. Luu had the following updates:

- The County of Imperial and the Cities of Imperial and El Centro have projects that will soon be flagged for inactivity in submitting a project invoice. Please submit an invoice to the District by May 19, 2017.
- The California Federal Lands Access Program (FLAP) 2017 Call for Projects is now open with proposals being accepted through April 7, 2017. The goal of the FLAP is to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. Specific program requirements and project proposal packet materials can be accessed via the CA FLAP webpage.
- Below are subsidized classes for Local Agencies:

- o Federal Aid Series

March 13-17, 2017

San Luis Obispo, CA

June 12-16, 2017

Los Angeles, CA

Interested participants must request admittance by sending an email to Debora Ledesma-Ribera at [debora\\_ledesma-ribera@dot.ca.gov](mailto:debora_ledesma-ribera@dot.ca.gov). Once the priority registration list has been compiled and you have been admitted, you will receive an email from the registrar with instructions on how to register online.

- o Resident Engineers Academy

April 24-27, 2017

San Jose, CA

June 5-8, 2017

Los Angeles, CA

Due to limited seating, we request no more than 2-3 employees per agency. LTAP may contact you if the class fills up and the agency has multiple staff who signed on-line. <http://www.californialtap.org/index.cfm?pid=1077>

- A complete list of SCAG updates can be found on Page 35 of the agenda.

D. Committee Member Reports

- There were none.

## VI. ACTION CALENDAR

A. Low Carbon Transit Operations Program (LCTOP) Application for FY 2016-2017 Funds

Ms. Mendoza stated that ICTC proposes to submit an application for use of Low Carbon Transit Operations Program (LCTOP) funds in Fiscal Year (FY) 2016-2017. The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas (GHG) emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support the following:

1. Expenditures that directly enhance or expand bus or rail service, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.

2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.

Per the State Controller's Office, ICTC has an eligible allocation in FY 2016-2017 in the amount of \$89,254. LCTOP guidelines provide an opportunity to request a roll-over of funds in order to accumulate program funds prior to implementation. In FY 2015-2016, ICTC requested the rollover of \$193,483 for the future use of the planned Calexico Intermodal Transportation Center (ITC). It is the intent of ICTC staff to also roll over the FY 2016-2017 funds toward capital costs associated with the planned Calexico ITC. The Calexico ITC will be a large multi-modal bus transit transfer facility and access point. A site selection study has been completed by ICTC and Congestion Mitigation and Air Quality (CMAQ) funding has been obtained through a call for projects to fund the environmental and design phases of the project. Following the LCTOP guidelines, ICTC staff recommends to submit an application requesting the roll-over of FY 2016-2017 LCTOP funds in the amount of \$89,254 to FY 2017-2018 with the intent to use the funds for the Calexico ITC. The total LCTOP for both FY 2015-2016 and FY 2016-2017 is \$282,737. Implementation of the Calexico ITC is not proposed for FY2016-2017. The rollover funding will be used as match to possibly leverage other cap and trade funding for the overall construction of the facility.

ICTC staff forwards this item to the Commission for review and approval after public comment, if any:

1. Direct staff to submit an application to the Low Carbon Transit Operations Program (LCTOP) for FY 2016-2017;
2. Authorize the ICTC Chairperson to sign the attached resolution;
3. Authorization for the Execution of the LCTOP Project: Capital construction costs for the Calexico Intermodal Transportation Center (ITC).

A motion was made by [Bayon Moore](#) seconded by [Piedra](#), **Motion carried** unanimously.

## VII. INFORMATION CALENDAR

- A. Detailed Briefing of Upcoming California Transportation Commission (CTC) Town Hall Meeting

Mr. Baza requested that agencies save the date of April 12, 2017 for a California Transportation Commission (CTC) Town Hall Meeting in the City of Calexico's Carmen Durazo Cultural Arts Center that will take place on the same day as Management Committee. The CTC wants to hear about our region. Mr. Baza has requested that the City of El Centro present regarding recent ATP projects.

The following day, April 13<sup>th</sup> ICTC will host a tour of the Calexico East Port of Entry and CHP truck inspection facility for CTC Commissioners, CTC staff and Caltrans.

## VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **April 12, 2017** at the **City of Calexico**, Calexico, CA at 10 a.m.

## IX. ADJOURNMENT

- A. Meeting adjourned at 11:25 a.m.



**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**DRAFT MINUTES FOR MARCH 22, 2017**

**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich (Chair)
City of Calexico	Bill Hodge
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore
City of Imperial	Robert Amparano
City of Westmorland	Larry Ritchie
County of Imperial	Ryan Kelley

**NON-VOTING MEMBERS PRESENT:**      Caltrans District 11                      Marcelo Peinado

**STAFF PRESENT:**      Mark Baza, Kathi Williams, David Aguirre, Virginia Mendoza, Vicky Hernandez, Cristi Lerma

**OTHERS PRESENT:**      Sam Amen: Caltrans; David Salgado: SCAG

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 March 22, 2017 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Nava-Froelich called the Commission meeting to order at 6:11 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:       | February 22, 2017 |
| B. | Received and Filed:                      |                   |
| 1. | ICTC Management Committee Draft Minutes: | March 8, 2017     |
| 2. | ICTC SSTAC Minutes:                      | February 1, 2017  |
| 3. | ICTC TAC Minutes                         | February 23, 2017 |

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

**V.     REPORTS**

A.      ICTC Executive Director  
Ms. Williams had the following announcements:

- The FY 2017-18 Unmet Transit Needs Public Hearing process has concluded and the findings will be presented to the Social Services Transportation Advisory Council (SSTAC) at the April 5, 2017 meeting. Staff anticipates presenting to the Commission for consideration of approval at the April Commission meeting. Staff is working with the audit team on the TDA Triennial Performance Audit. They have requested that ICTC staff and agency staff upload all requested documentation to an FTD site. The audit team will be contacting agency staff to select a date to meet in person.
- The contract agreement for the Regional Bus Stop Inventory Signage Replacement and Technology Assessment Project is anticipated to be on the Commission agenda in April.
- The IVT Transit Services Maintenance Audit contract is being developed and may be on the April Commission agenda for consideration of approval in April. The proposed contract is for 3 years at \$14,000.00 per year. There were several questions regarding the nature of the maintenance audit. Ms. Williams stated that since ICTC has acquired all its fleet, this audit will provide a comprehensive review of the care and maintenance performed on the transit vehicles now owned by ICTC. The project goal is to have an annual report for use by ICTC that can be used to manage fleet resources and insure compliance with industry practices and contractual requirements. Another question was in regards to the respondents. Ms. Williams stated that the respondents are from San Diego and Florida, none locally.
- The IVT Adams Avenue Comprehensive Bus Operations Facility Evaluation Proposals are due on April 7, 2017. Mr. Aguirre did a walk-through of the facility last week prior to the pre-bid meeting that took place at the ICTC offices. ICTC and Caltrans Staff are working towards establishing a temporary lease agreement for the facility while the evaluation process is completed. Anticipated costs for the facility evaluation and proposed facility lease have yet to be established.
- ICTC and transit operator staff has started an evaluation and review process of the performance data for the first 3 years of operation. The review will focus primarily on the Brawley, Calexico, Imperial and Westshores areas, as the City of El Centro service did not begin until July 1, 2016. The Paratransit Coordinating Committee (PCC) met on March 13, 2017 to develop recommendations for service adjustments. If there are service adjustments it is likely they would be for Commission consideration in May/June timeframe, which then would be effective July 1, 2017. Ms. Williams stated that there has been a struggle with meeting the 10% fare box ratio.

Mr. Baza had the following announcements:

- Mr. Baza recognized Sam Amen from Caltrans and his 8.4 years of service. He stated that Mr. Amen will be greatly missed. Ms. Mendoza reviewed the status of each agencies RSTP and CMAQ obligations. Pending Request for Authorizations (RFA's) were from the Cities of Brawley for the paving of Wildcat Drive; the City of Calexico for the paving of De Las Flores Street, additionally the City is pending a single audit approval by Caltrans; City of Imperial for Dogwood Road; County of Imperial for Dogwood Road and for a Pedestrian Master Plan; City of Westmorland for the paving of H Street; and, ICTC for the Design of the New Intermodal Transportation Center in the City of Calexico. Ms. Mendoza stated that for the County and the City of Westmorland, Amendment 17-02 was pending approval but has since been approved and can now move forward.
- Assembly Bill 28 provides a three year extension to the existing delegation of the NEPA to Caltrans, and is very critical to the Imperial region's federal-aid funded projects. Mr. Hovley from Caltrans District 11 works on Imperial County's local projects. The bill is on the Governor's chair pending signature. Once it is signed it will be submitted to FHWA.

- Mr. Baza stated that a partnership was initiated with Smart Border Coalition. Mr. Baza participated on a Border Tour in Mexicali. He also stated that General Services Administration (GSA) is part of a project with the New River Committee. There was further discussion regarding New River issues.
- Estimates of the State Legislation for Transportation Funding through proposed AB 1 and SB 1 were provided in the Executive Director's report. For estimates of annual revenue for Cities and the County of Imperial, please see the report.
- Mr. Baza stated that the Presidents 2018 proposed Budget may have impacts on transportation projects locally. The Imperial Mexicali Binational Alliance Meeting was held on March 17, 2017 and there was a great turnout. A presentation was provided by Kevin Kelly from the IID regarding Mexicali/Imperial water agreement and transmission updates.
- A complete list of ICTC updates can be found on Page 23 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- The 2017 SCAG Scholarship Program is offered to students that would like to develop long-term career goals. Applications are due by April 21, 2017. For more information please contact David Salgado.
- The SCAG 2017 Local profiles were sent to planning directors and stakeholders for review. Comments are due on March 24, 2017.
- There will be a SCAG Regional Council District 1 Election on March 23, 2017. The election is for the District 1 seat.. All interested candidates please contact David Salgado.
- The 2017 SCAG Regional Conference and General Assembly will be held on May 4-5, 2017 in Palm Desert. Mr. Salgado stated that all electeds will be comped and can reserve a room for \$124 a night.
- A second round of the GoHuman campaign is being developed and will be released at the end of May.
- A SCAG report can be found on page 36.

C. California Department of Transportation (Caltrans)

Mr. Peinado had the following updates:

- The first three segments of the Interstate 8 Continuously Reinforced Concrete Pavement Project (CRCP) are under construction.
  - o 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. Expected to be completed by June 2017.
  - o 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. Expected to be completed by July 2017.
  - o 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. Expected to be completed by early 2018.

The two remaining segments were advertised in November 2016 and are scheduled to begin construction in summer 2017.

  - o 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.
  - o Segment 5, near Winterhaven from 0.7 mile west of Ogilby Road overcrossing to 0.7 west
- The March 2017 edition of the Mile Marker was distributed to all.
- A full Caltrans report can be found on page 39 of the agenda.

- D. Commission Member Reports
- Mr. Ritchie stated that N. Center Street is at the end of the project.
  - Ms. Nava-Froelich stated that she will attend the LAFCO and League of California Cities Imperial meetings. She also stated that she will be receiving an Iron Woman Award, sponsored by the Sure Helpline.
  - Mr. Hodge thanked ICTC and staff for their participation on the Transit Needs Assessment Study.
  - Mr. Predmore stated the City of Holtville submitted 2 RFP's for a total of \$3million. The Farmers Market in Holtville will be on March 30, 2017 and everyone is invited.
  - Ms. Viegas-Walker stated the RFP will released today for security services and available. Today we had 2,000 plus hits on our website.

## VI. ACTION CALENDAR

### A. Low Carbon Transit Operations Program (LCTOP) Application for FY 2016-2017 Funds

Ms. Mendoza stated that ICTC proposes to submit the LCTOP grant application for FY 2016-17. She also stated that the LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas (GHG) emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support the following:

1. Expenditures that directly enhance or expand bus or rail service, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, and maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support these zero-emission buses.

In FY 2015-2016, ICTC requested the rollover of \$193,483 for the future use of the planned Calexico Intermodal Transportation Center (ITC). It is the intent of ICTC staff to also roll over the FY 2016-2017 funds toward capital costs associated with the planned Calexico ITC. The Calexico ITC will be a large multi-modal bus transit transfer facility and access point. A site selection study has been completed by ICTC and Congestion Mitigation and Air Quality (CMAQ) funding has been obtained through a call for projects to fund the environmental and design phases of the project. Following the LCTOP guidelines, ICTC staff recommends to submit an application requesting the roll-over of FY 2016-2017 LCTOP funds in the amount of \$89,254 to FY 2017-2018 with the intent to use the funds for the Calexico ITC. The total LCTOP for both FY 2015-2016 and FY 2016-2017 is \$282,737. Implementation of the Calexico ITC is not proposed for FY2016-2017. The rollover funding will be used as match to possibly leverage other cap and trade funding for the overall construction of the facility.

The ICTC Management Committee met on March 8, 2017 and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Direct staff to submit an application to the Low Carbon Transit Operations Program (LCTOP) for FY 2016-17;
2. Authorize the ICTC Chairperson to sign the attached resolution;
3. Authorization for the Execution of the LCTOP Project: Capital construction costs for the Calexico Intermodal Transportation Center (ITC).

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

## VII. INFORMATION CALENDAR

- A. Detailed Briefing of Upcoming California Transportation Commission (CTC) Town Hall Meeting

Mr. Baza stated that an Imperial County Town Hall Meeting is set for April 12, 2017 from 12-4 p.m. at the Carmen Durazo Cultural Arts Center in Calexico, immediately after the regularly scheduled ICTC Management Committee meeting. He encouraged all to attend. He also stated that the next day, April 13, 2017 from 8:30 a.m.-12 p.m., ICTC will be hosting a Border Tour of the Calexico East Port of Entry and CHP truck inspection facility for CTC Commissioners, CTC staff and Caltrans. Mr. Baza stated that everyone is welcome to join the border tour. Pick up and drop off will be at the Fairfield Inn and Suites in El Centro. If you are interested please notify ICTC. A draft agenda was also provided to the Commission.

- B. Update for Proposed Expansion of SR-86 Border Patrol Checkpoint

Mr. Baza presented the Commission with the design and cost of the proposed alternative, which includes a truck inspection approach lane, a vehicle inspection approach lane, primary and secondary vehicle inspection sites, truck inspection primary and secondary sites; employee parking; and, an impound storage. The proposed design will cost \$1.5 million in capital costs and \$900 thousand in support costs for a total of \$2.4 million. Customs and Border Protection (CBP) is committed to man the expansion if created. CBP is not prepared to pay for it due to the frozen federal budget. Mr. Baza stated that he planned to bring a fund request to the LTA Board in April from the 5% set-aside state highway fund. Mr. Kelley stated he did not expect it to cost so much. Mr. Nava commented in regards to the cost as well. Mr. Baza stated that all parties (ICTC, Caltrans and CBP) can revisit the design and cost and bring it back to the Commission for review.

## VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, April 26, 2017 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 7:52 p.m. ([Viegas-Walker/Hodge](#)) **Motion carried.**

## **IV. CONSENT CALENDAR**

### **C. TDA AND MISCELLANEOUS FISCAL AUDITS FOR FY 2015-16**



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

April 5, 2017

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

**SUBJECT:** Transportation Development Act (TDA) and Miscellaneous Fiscal Audits for  
FY 2015-16

Dear Committee Members:

As required by the State of California, the Commission must conduct independent fiscal audits of its own financial activities on an annual basis. Attached, please find the following financial audits and reports for FY 2015-16, performed by the CPA firm, Hutchinson and Bloodgood:

- Transportation Development Act – receipt and allocation of State funding under Articles 8c, 8e and Article 3 under the TDA, for itself and member agencies for transit programs and services (#7076001)
- State Transit Assistance – receipt and allocation of funding under the State Transit Assistance (STA) Program, the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA) and the California Transit Security Grant Program (CTGSP) (#7079001,7481001,7482001)
- Regional Transit Planning and Programs – receipt and allocation of funding by ICTC for programs and services including transit service contracts, grants, project consultants and program staffing (#7416001)
- Regional Planning and Programming – receipt and allocation of funding by ICTC for planning programs and services including long and short range highway, motorized and non-motorized projects, call for projects, project consultants and program staffing (#7417001)
- SB325 report for the State Controller’s Office

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

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

1. Receive and file the Transportation Development Act and other fiscal audits for the Imperial County Transportation Commission, for FY 2015-16.
2. Direct staff to transmit the fiscal audits to the State Controller's Office.

Sincerely,



MARK BAZA  
Executive Director

MB/ksw/cl

Attachments



# **IMPERIAL COUNTY TRANSPORTATION COMMISSION**

Financial Report of the  
SB 325 Funds for Article 8(c)  
June 30, 2016 and 2015

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## **INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the SB 325 Funds for Article 8(c) of the Imperial County Transportation Commission as of and for the years ended June 30, 2016 and 2015, and the related notes to the financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the SB 325 Funds for Article 8(c) of the Imperial County Transportation Commission as of June 30, 2016 and 2015, and the results of its operations and the cash flows of its proprietary fund types for the years then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Other Information*

As discussed in Note 2, the financial statements present only the SB 325 Funds for Article 8(c) and are not intended to present fairly the financial position of the Imperial County Transportation Commission and the changes in financial position and cash flows in accordance with accounting principles generally accepted in the United States of America.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated March 16, 2017 on our consideration of the Imperial County Transportation Commission Management's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, the Transportation Development Act (TDA) Statutes and California Codes of Regulation (CCR) and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Imperial County Transportation Commission's internal control over financial reporting and compliance.

*Hutchinson and Bloodgood LLP*

March 16, 2017

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**SB 325 FUND ARTICLE 8(c)**  
**PERTAINING TO SECTION 994000(c) OF THE PUBLIC UTILITIES CODE**  
 Statements of Net Position  
 June 30, 2016 and 2015

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	2016	2015
<b>ASSETS</b>		
Cash and Investments	\$ _____ --	\$ _____ --
Total Assets	_____ --	_____ --
<b>NET POSITION</b>		
Restricted	_____ --	_____ --
Total Net Position	\$ _____ --	\$ _____ --

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**SB 325 FUND ARTICLE 8(c)**  
**PERTAINING TO SECTION 994000(c) OF THE PUBLIC UTILITIES CODE**  
 Statements of Revenues, Expenses, and Changes in Net Position  
 For the Fiscal Years Ended June 30, 2016 and 2015

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	2016	2015
Operating Revenues:		
SB 325 Article 8(c)	<u>\$ 6,687,780</u>	<u>\$ 6,389,936</u>
Total Operating Revenues	<u>6,687,780</u>	<u>6,389,936</u>
Operating Expenses:		
Purchased Transportation Services	<u>6,687,780</u>	<u>6,389,936</u>
Total Operating Expenses	<u>6,687,780</u>	<u>6,389,936</u>
Operating Income	<u>--</u>	<u>--</u>
Changes in Net Position	--	--
Net Position Beginning, July 1	<u>--</u>	<u>--</u>
Net Position Ending, June 30	<u>\$ --</u>	<u>\$ --</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**SB 325 FUND ARTICLE 8(c)**  
**PERTAINING TO SECTION 994000(c) OF THE PUBLIC UTILITIES CODE**  
 Statements of Cash Flows  
 For the Fiscal Years Ended June 30, 2016 and 2015

	2016	2015
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from Transit Services	\$ 6,687,780	\$ 6,389,936
Payment for Transportation Services	<u>(6,687,780)</u>	<u>(6,389,936)</u>
Net Cash Provided By (Used For) Operating Activities	<u>          --</u>	<u>          --</u>
Net Increase (Decrease) in Cash and Cash Equivalents	--	--
Cash and Cash Equivalents Beginning, July 1	<u>          --</u>	<u>          --</u>
Cash and Cash Equivalents Ending, June 30	<u>\$          --</u>	<u>\$          --</u>
<b>Reconciliation of Operating Income (Loss) to Net Cash Provided By (Used For) Operating Activities:</b>		
Operating Income (Loss)	<u>\$          --</u>	<u>\$          --</u>
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided By (Used For) Operating Activities:		
(Increase) Decrease in Accounts Receivable	--	--
(Decrease) Increase in Accounts Payable	<u>          --</u>	<u>          --</u>
Total Adjustments	<u>          --</u>	<u>          --</u>
Net Cash Provided by (Used for) Operating Activities	<u>\$          --</u>	<u>\$          --</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**SB 325 FUND ARTICLE 8(c)**  
**PERTAINING TO SECTION 994000(c) OF THE PUBLIC UTILITIES CODE**  
Notes to the Financial Statements  
June 30, 2016 and 2015

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**Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Reporting Entities***

The operations of the SB 325 Fund of the Imperial County Transportation Commission, "the ICTC," are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, net position, revenues and expenses.

Article 8(c) of the SB 325 Fund is provided by the Imperial County Transportation Commission through five contracts with outside vendors. Three contracts are held with First Transit, Inc. to provide the *Imperial Valley Transit* fixed route bus service, the *IVT ACCESS* which provides paratransit service exclusively for disabled persons under the Americans with Disabilities Act (ADA), and IVT-RIDE an intra city dial-a-ride for seniors and persons with disabilities; Brawley, Calexico, Imperial and the West Shores. One contract is held with the ARC-Imperial Valley to provide the *Med-Express* which provides non-emergency transportation to medical facilities in San Diego.

***Basis of Accounting***

The Public Service Transit Fund, Article 8(c), is accounted for in a proprietary fund using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

***Comparative Data***

Comparative data for the prior year is presented in the accompanying financial statements in order to provide an understanding of changes in the funds' financial positions and operations.

**Note 2. ANNUAL FINANCIAL STATEMENTS**

The financial statements are intended to present the financial position, results of operations and compliance with the Transportation Development Act for only the Public Service Transit Fund of the Imperial County Transportation Commission.

**Note 3. CASH AND INVESTMENTS**

Cash is pooled with other cash of the County of Imperial to maximize investment opportunity and yields. Investment income resulting from this pooling is allocated to the respective funds, including the SB 325 Fund, based upon monthly average cash balances. Information regarding categorization of investments and risk can be found in the County's financial statements. The financial statements for the County of Imperial may be obtained by contacting the Auditor-Controller's office in El Centro, CA.

Investments are stated at fair value in accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.



**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**SB 325 FUND ARTICLE 8(c)**  
**PERTAINING TO SECTION 994000(c) OF THE PUBLIC UTILITIES CODE**  
Notes to the Financial Statements  
June 30, 2016 and 2015

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**Note 4. TRANSPORTATION DEVELOPMENT ACT COMPLIANCE REQUIREMENTS**

In accordance with Section 99400(c) of the Public Utilities Code, funds received pursuant to this section may only be used for public transportation services. The Imperial County Transportation Commission has complied with the guidelines in respect to the use of funds.

The Imperial County Transportation Commission is subject to provisions pursuant to Section 6634 and 6637 of the California Administrative Code (CAC) and Sections 99268.3, 99268.4, and 99268.5 of the Public Utilities Code.

**Section 6634**

Pursuant to Section 6634, a transit claimant is precluded from receiving monies from the Local Transportation Fund and the State Transit Assistance Fund in an amount which exceeds the claimant's capital and operating costs less the required fare, local support and the amount received during the year from a city or county to which the operator has provided service beyond its boundaries.

**Section 6637**

Pursuant to Section 6637, the claimant must maintain its accounts and records in accordance with the Uniform System of Accounts and Records adopted by the State Controller. The Imperial County Transportation Commission did maintain its accounts and records in accordance with the Uniform System of Accounts and Records.

**Section 99268.3, 99268.4 and 99268.5**

The Imperial County Transportation Commission has several fare box recovery ratios for the various services.

	<u>2015</u>	<u>2015</u>	<u>2016</u>	<u>2016</u>
	Required	Actual	Required	Actual
IVT	17%	22.0%	17%	19.8%
IVT Access	10%	5.0%	10%	4.4%
IVT RIDE	10%	5.6%	10%	6.9%
Medexpress	20%	15.9%	16%	15.1%

The blended fare box recovery ratio requirement for IVT is 17.0%.

For fiscal year June 30, 2016 the fare box recovery ratio requirement was not met for IVT ACCESS, IVT RIDE or Medexpress.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**SB 325 FUND ARTICLE 8(c)**  
**PERTAINING TO SECTION 994000(c) OF THE PUBLIC UTILITIES CODE**  
Notes to the Financial Statements  
June 30, 2016 and 2015

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**Note 5. NET POSITION**

The net position represents restricted funds for use in the TDA programs for which these funds have been authorized.

**Note 6. SUBSEQUENT EVENTS**

Management has evaluated its June 30, 2016 and 2015, financial statements for subsequent events through March 16, 2017, the date of issuance of the financial statements. The Commission is not aware of any subsequent events that would require recognition or disclosure in the financial statements.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the SB 325 Funds for Article 8(c) of the Imperial County Transportation Commission as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the SB 325 Funds for Article 8(c) of the Imperial County Transportation Commission's financial statements, and have issued our report thereon dated March 16, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audits of the financial statements, we considered the Imperial County Transportation Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Imperial County Transportation Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Imperial County Transportation Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the SB 325 Funds for Article 8(c) of the Imperial County Transportation Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, the Transportation Development Act (TDA) Statutes and the California Code of Regulation Section 6667, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Imperial County Transportation Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Imperial County Transportation Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hutchinson and Bloodgood LLP*

March 16, 2017

# **IMPERIAL COUNTY TRANSPORTATION COMMISSION**

Financial Report of the  
Transportation Development Act Fund (TDA)  
June 30, 2016 and 2015

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## **INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Transportation Development Act fund (TDA) of the Imperial County Transportation Commission as of and for the years ended June 30, 2016 and 2015, and the related notes to the financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting polices used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transportation Development Act fund (TDA) of the Imperial County Transportation Commission as of June 30, 2016 and 2015, and the changes in financial position thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Other Information*

As discussed in Note 2, the financial statements present only the Transportation Development Act fund (TDA) and are not intended to present fairly the financial position of the Imperial County Transportation Commission and the results of its operations in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated March 16, 2017 on our consideration of the Imperial County Transportation Commission Management's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, the Transportation Development Act (TDA) Statutes and California Codes of Regulation (CCR) and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Imperial County Transportation Commission's internal control over financial reporting and compliance.

*Hutchinson and Bloodgood LLP*

March 16, 2017



**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSPORTATION DEVELOPMENT ACT FUND (TDA)**

Balance Sheets  
June 30, 2016 and 2015

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	2016	2015
<b>ASSETS</b>		
Cash and Investments	\$ 8,804,519	\$ 9,301,323
Accounts Receivable	10,668	808,074
Interest Receivable	<u>19,111</u>	<u>15,817</u>
Total Assets	<u>\$ 8,834,298</u>	<u>\$ 10,125,214</u>
 <b>LIABILITIES AND FUND BALANCE</b>		
Liabilities		
Accounts Payable	\$ <u>10,668</u>	\$ 9,957
Total Liabilities	<u>10,668</u>	<u>9,957</u>
Fund Balance		
Fund Balance - Assigned	8,404,938	5,400,688
Fund Balance - Unassigned	<u>418,692</u>	<u>4,714,569</u>
Total Fund Balance	<u>8,823,630</u>	<u>10,115,257</u>
Total Liabilities and Fund Balance	<u>\$ 8,834,298</u>	<u>\$ 10,125,214</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSPORTATION DEVELOPMENT ACT FUND (TDA)**

Statements of Revenues, Expenditures and Changes in Fund Balance  
For the Fiscal Years Ended June 30, 2016 and 2015

	2016	2015
Revenues		
Transportation Development Act fund	\$ 6,767,577	\$ 6,897,960
Interest Pooled Money	<u>68,733</u>	<u>54,514</u>
Total Revenues	<u>6,836,310</u>	<u>6,952,474</u>
Expenditures		
City of Brawley	149,157	23,163
City of Calexico	--	73,354
City of Calipatria	37,166	--
City of El Centro	490,670	476,144
City of Holtville	29,411	27,076
City of Imperial	7,478	118,418
City of Westmorland	10,668	10,827
County of Imperial	43,903	41,742
IC Transportation Commission	<u>7,359,484</u>	<u>7,564,256</u>
Total Expenditures	<u>8,127,937</u>	<u>8,334,980</u>
Change in Fund Balance	(1,291,627)	(1,382,506)
Fund Balance Beginning, July 1	<u>10,115,257</u>	<u>11,497,763</u>
Fund Balance Ending, June 30	<u>\$ 8,823,630</u>	<u>\$ 10,115,257</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSPORTATION DEVELOPMENT ACT FUND (TDA)**

Notes to Financial Statements  
June 30, 2016 and 2015

---

**Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Reporting Entities***

The operations of the Transportation Development Act fund (TDA) of the Imperial County Transportation Commission are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures.

The County's Auditor-Controller's office acts as a trustee for the funds received and disbursed. The revenues of the fund are derived from ¼ cent of the local general sales tax collected statewide. The State Board of Equalization returns the ¼ cent to each county according to the amount of the tax collected.

The County's Auditor-Controller, based upon allocation instructions received from the Imperial County Transportation Commission, makes disbursements from the TDA fund to the County of Imperial and the cities, located within the County for projects, which are eligible for TDA funds. The allocation instructions apportion the revenues received by the TDA fund among the eligible projects in the incorporated and unincorporated areas of the County and based on population.

***Basis of Accounting***

The TDA funds are accounted for in a special revenue fund using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues and expenditures are recognized as soon as they are both measurable and available.

***Comparative Data***

Comparative data for the prior year is presented in the accompanying financial statements in order to provide an understanding of changes in the funds' financial positions and operations.

**Note 2. ANNUAL FINANCIAL STATEMENTS**

The financial statements are intended to present the financial position, results of operations and compliance with the Transportation Development Act for only the Transportation Development Act fund (TDA) of the Imperial County Transportation Commission.

**Note 3. CASH AND INVESTMENTS**

Cash is pooled with other cash of the County to maximize investment opportunity and yields. Investment income resulting from this pooling is allocated to the respective funds, including the TDA fund, based upon monthly average cash balances. Information regarding categorization of investments and risk can be found in the County's financial statements. The financial statements for the County of Imperial may be obtained by contacting the Auditor-Controller's office in El Centro, CA.

Investments are stated at fair value in accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSPORTATION DEVELOPMENT ACT FUND (TDA)**

Notes to Financial Statements  
June 30, 2016 and 2015

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**Note 4. ACCOUNTS RECEIVABLE**

During fiscal years ended June 30, 2016 and 2015 there was an amount of \$10,668 and \$808,074, respectively, to recognize the amounts owed from City of Holtville and the STA fund which was used to provide paratransit services.

**Note 5. ACCOUNTS PAYABLE**

During fiscal years ended June 30, 2016 and 2015 there was an amount of \$10,668 and \$9,957, respectively, to recognize the amount owed to City of Westmorland and to recognize operational expenses for the year that were paid in the following fiscal year.

**Note 6. FUND BALANCE**

The TDA fund distributes funds according to the annual regional ICTC Overall Work Plan & Budget and in accordance with the annual disbursements schedule adopted each year by ICTC. Any monies allocated and assigned in the local transportation fund and not authorized for payment within three years after the date of allocation shall cease to be allocated or assigned and shall become and be treated as an unallocated apportionment retained in the fund in accordance with Section 6655.1. Also, allocations for benches and shades made in accordance with PUC Code Section 99400(e) do not carryover, and lapse if not claimed in the year allocated.

Out of the total fund balance for fiscal years 2015-16 and 2014-15 the amounts of \$8,404,938 and \$5,400,688 represent the reserve of the apportioned but unallocated TDA funds as of June 30, 2016 and June 30, 2015, respectively. The assigned funds are for claims that have been submitted by member entities that have not completed the requirements for disbursement as well as reserves for capital outlay and revenue stabilization, contingencies and operations.

**Note 7. BUDGETED EXPENDITURES**

The TDA distributes funds in accordance with the annual disbursements schedule and according to the annual regional ICTC Overall Work Plan & Budget adopted each year by ICTC. Any variance is due to cities not spending their current year's budgeted appropriations or spending prior year's appropriations in the current year.

**Note 8. SUBSEQUENT EVENTS**

Management has evaluated its June 30, 2016 and 2015, financial statements for subsequent events through March 16, 2017, the date of issuance of the financial statements. The Commission is not aware of any subsequent events that would require recognition or disclosure in the financial statements.



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Transportation Development Act fund (TDA) of the Imperial County Transportation Commission as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Transportation Development Act fund (TDA) of the Imperial County Transportation Commission's financial statements, and have issued our report thereon dated March 16, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audits of the financial statements, we considered the Imperial County Transportation Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Imperial County Transportation Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Imperial County Transportation Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Transportation Development Act fund (TDA) of the Imperial County Transportation Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, the Transportation Development Act (TDA) Statutes and the California Code of Regulation Section 6661, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Imperial County Transportation Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Imperial County Transportation Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hutchinson and Bloodgood LLP*

March 16, 2017

## **SUPPLEMENTARY INFORMATION**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSPORTATION DEVELOPMENT ACT FUND (TDA)**

Schedule of Allocations and Disbursements  
For the Fiscal Year Ended June 30, 2016

<b>ALLOCATIONS</b>	<b>PUC Section</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance Favorable (Unfavorable)</b>
<u>City of Brawley</u>				
Bicycles	99233.3	\$ 24,947	\$ 24,947	\$ --
Transit	99400(c)	--	62,998	(62,998)
Benches and Shades	99400(e)	<u>61,212</u>	<u>61,212</u>	<u>--</u>
Total		<u>86,159</u>	<u>149,157</u>	<u>(62,998)</u>
<u>City of Calexico</u>				
Bicycles	99233.3	33,444	--	33,444
Benches and Shades	99400(e)	<u>17,580</u>	<u>--</u>	<u>17,580</u>
Total		<u>51,024</u>	<u>--</u>	<u>51,024</u>
<u>City of Calipatria</u>				
Bicycles	99233.3	12,130	35,569	(23,439)
Benches and Shades	99400(e)	<u>1,597</u>	<u>1,597</u>	<u>--</u>
Total		<u>13,727</u>	<u>37,166</u>	<u>(23,439)</u>
<u>City of El Centro</u>				
Bicycles	99233.3	35,217	35,217	--
Transit	99400(c)	367,040	367,040	--
Benches and Shades	99400(e)	<u>88,415</u>	<u>88,413</u>	<u>2</u>
Total		<u>490,672</u>	<u>490,670</u>	<u>2</u>
<u>City of Holtville</u>				
Bicycles	99233.3	13,577	26,726	(13,149)
Benches and Shades	99400(e)	<u>2,685</u>	<u>2,685</u>	<u>--</u>
Total		<u>16,262</u>	<u>29,411</u>	<u>(13,149)</u>
<u>City of Imperial</u>				
Bicycles	99233.3	19,974	--	19,974
Benches and Shades	99400(e)	<u>7,478</u>	<u>7,478</u>	<u>--</u>
Total		<u>27,452</u>	<u>7,478</u>	<u>19,974</u>



**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSPORTATION DEVELOPMENT ACT FUND (TDA)**

Schedule of Allocations and Disbursements  
For the Fiscal Year Ended June 30, 2016

<u>ALLOCATIONS</u>	<u>PUC Section</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<u>City of Westmorland</u>				
Bicycles	99233.3	11,336	10,668	668
Benches and Shades	99400(e)	<u>1,005</u>	<u>--</u>	<u>1,005</u>
Total		<u>12,341</u>	<u>10,668</u>	<u>1,673</u>
<u>County of Imperial</u>				
Bicycles	99233.3	29,375	29,375	--
Benches and Shades	99400(e)	<u>14,528</u>	<u>14,528</u>	<u>--</u>
Total		<u>43,903</u>	<u>43,903</u>	<u>--</u>
<u>IC Transportation Commission</u>				
SB 325 - IVT-RIDE	99400(c)	734,947	734,947	--
SB 325 - County Wide Transit	99400(c)	2,185,724	2,185,724	--
SB 325 - Med Express	99400(c)	283,698	283,698	--
SB 325 - Bus Purchase - IVT Gilligs	99400(c)	155,095	155,095	--
SB 325 - Bus Purchase - IVT-RIDE	99400(c)	900,000	900,000	--
SB 325 - Program Vehicles	99400(c)	74,646	74,646	--
SB 325 - YCAT	99400(c)	172,270	172,270	--
SB 325 - Capital Reserve	99400(c)	1,814,360	1,814,360	--
SB 325 - ICTC Admin	92233.1	851,744	851,744	--
SB 325 - ICTC Planning	99400(a)	<u>187,000</u>	<u>187,000</u>	<u>--</u>
Total		<u>7,359,484</u>	<u>7,359,484</u>	<u>--</u>
Grand Total		<u>\$ 8,101,024</u>	<u>\$ 8,127,937</u>	<u>\$ (26,913)</u>

# **IMPERIAL COUNTY TRANSPORTATION COMMISSION**

Financial Report of the  
State Transit Assistance Fund  
June 30, 2016 and 2015

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## **INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

### **Report on the Financial Statements**

We have audited the accompanying combined financial statements of the State Transit Assistance fund of the Imperial County Transportation Commission as of and for the years ended June 30, 2016 and 2015, and the related notes to the combined financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of combined financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these combined financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America, the Guidelines on Auditing for Conformance, published by the Imperial Valley Association of Governments and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the combined financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the combined financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the combined financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the combined financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the combined financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of the State Transit Assistance fund of the Imperial County Transportation Commission as of June 30, 2016 and 2015, and the changes in financial position thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Other Information*

As discussed in Note 2, the combined financial statements present only the State Transit Assistance fund and are not intended to present fairly the financial position of the Imperial County Transportation Commission and the results of its operations in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the combined financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the combined financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the combined financial statements. The information has been subjected to the auditing procedures applied in the audits of the combined financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the combined financial statements or to the combined financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the combined financial statements as a whole.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated March 16, 2017 on our consideration of the Imperial County Transportation Commission Management's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, the Transportation Development Act (TDA) Statutes and California Codes of Regulation (CCR) and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Imperial County Transportation Commission's internal control over financial reporting and compliance.

We have also issued a report dated March 16, 2017 on our consideration of the State Transit Assistance Fund's compliance over financial reporting based on an audit performed in accordance with statutes, rules and regulations of the California Development Act and the allocation instructions and resolutions of the Transportation Commission. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Imperial County Transportation Commission's internal control over financial reporting and compliance.

*Hutchinson and Bloodgood LLP*

March 16, 2017

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
STATE TRANSIT ASSISTANCE FUND**

Combined Balance Sheets  
June 30, 2016 and 2015

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	2016	2015
<b>ASSETS</b>		
Cash and Investments	\$ 2,087,444	\$ 6,453,924
Interest Receivable	<u>4,201</u>	<u>8,894</u>
Total Assets	<u>\$ 2,091,645</u>	<u>\$ 6,462,818</u>
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities		
Accounts Payable	\$ <u>          --</u>	\$ <u>808,074</u>
Total Liabilities	<u>          --</u>	<u>808,074</u>
Fund Balance		
Fund Balance - Unassigned	943,469	1,173,882
Fund Balance - Restricted	<u>1,148,176</u>	<u>4,480,862</u>
Total Fund Balance	<u>2,091,645</u>	<u>5,654,744</u>
Total Liabilities and Fund Balance	<u>\$ 2,091,645</u>	<u>\$ 6,462,818</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
STATE TRANSIT ASSISTANCE FUND**

Combined Statements of Revenues, Expenditures, and Changes in Fund Balance  
For the Fiscal Years Ended June 30, 2016 and 2015

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	<b>2016</b>	2015
Revenues		
STA Funds	\$ 664,090	\$ 969,328
LCTOP Funds	193,483	--
PTMISEA Funds	--	1,730,000
CTS GP Funds	133,338	--
Interest - STA	9,705	9,984
Interest - PTMISEA	13,185	21,363
Interest - CTS GP	<u>1,304</u>	<u>976</u>
Total Revenues	<u>1,015,105</u>	<u>2,731,651</u>
Expenditures		
STA Projects	904,208	871,392
PTMISEA Projects	3,562,606	989,429
CTS GP Projects	<u>111,390</u>	<u>135,133</u>
Total Expenditures	<u>4,578,204</u>	<u>1,995,954</u>
Change in Fund Balance	<b>(3,563,099)</b>	735,697
Fund Balance Beginning, July 1	<u>5,654,744</u>	<u>4,919,047</u>
Fund Balance Ending, June 30	<u>\$ 2,091,645</u>	<u>\$ 5,654,744</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**STATE TRANSIT ASSISTANCE FUND**

Notes to the Combined Financial Statements

June 30, 2016 and 2015

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**Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Reporting Entities***

The State Transit Assistance fund (STAF) of the County of Imperial, California, an agency fund was created pursuant to SB 620 to supplement existing funding sources for public transit services. The Imperial County Transportation Commission (ICTC) administers the STAF.

The revenues of the fund are derived from a portion of the sales tax on gasoline, and are subject to appropriation by the legislature. Disbursements from the fund are made by the Imperial County Auditor-Controller based upon allocation instructions received from ICTC.

***Basis of Accounting***

The accounting policies of the State Transit Assistance fund of the County of Imperial conform to generally accepted accounting principles as applicable to governments.

The State Transit Assistance fund of the County of Imperial, California, is accounted for by the Imperial County Transportation Commission in a special revenue fund using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues and expenditures are recognized as soon as they are both measurable and available.

***Combination Policy***

The accompanying combined balance sheets and combined statements of revenues, expenditures and changes in fund net assets referred to as "State Transit Assistance Fund," include the account balances of:

- STA
- PTMISEA
- CTSGP
- LCTOP

Interfund balances and transactions are eliminated in the combination. There were no interfund balances per fiscal years 2016 and 2015.

***Comparative Data***

Comparative data for the prior year is presented in the accompanying combined financial statements in order to provide an understanding of changes in the fund's financial positions and operations.

**Note 2. ANNUAL FINANCIAL STATEMENTS**

The combined financial statements are intended to present the financial position, results of operations and compliance with the Transportation Development Act for the State Transit Assistance Fund of the County of Imperial.



**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**STATE TRANSIT ASSISTANCE FUND**

Notes to the Combined Financial Statements

June 30, 2016 and 2015

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**Note 3. CASH AND INVESTMENTS**

Cash is pooled with other cash of the County of Imperial to maximize investment opportunity and yields. Investment income resulting from this pooling is allocated to the respective funds based upon monthly average cash balances. Information regarding categorization of investments and risk can be found in the County of Imperial's financial statements. The financial statements for the County of Imperial may be obtained by contacting the Auditor-Controller's office in El Centro, California.

Investments are stated at fair value in accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.

**Note 4. ACCOUNTS PAYABLE**

During fiscal years ended June 30, 2016 and 2015 there was an amount of \$0 and \$808,074, respectively, to recognize the amount owed to the TDA fund which was used to provide paratransit services.

**Note 5. PTMISEA**

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement

Each year the State of California solicits grant requests for projects meeting the necessary criteria and then finances the programs through the sale of bonds.

During the fiscal year ended June 30, 2011, ICTC applied for FY 2009-10 funds of \$754,290 from the State's PTMISEA account for the various right of way acquisition, design and construction phases for the Brawley (\$511,290) and Imperial (\$243,000) bus transfer terminals. The proceeds were received in FY 2011-12. The funds for the Brawley Transfer terminal have been expensed. For the Imperial project funds expensed to date total \$56,750.

During the fiscal year ended June 30, 2013, ICTC applied for \$3,332,677 from the State's PTMISEA account for six (6) Gillig buses (IVT) and nine (9) cutaway (IVT RIDE) bus purchases. The proceeds were received in FY 2012-13. All FY 2012-13 funds have been expensed.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
STATE TRANSIT ASSISTANCE FUND**

Notes to the Combined Financial Statements  
June 30, 2016 and 2015

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**Note 5. PTMISEA (Continued)**

During the fiscal year ended June 30, 2015 ICTC applied for FY 2014-15 funds of \$1,730,000 from the State's PTMISEA account for up to twenty (20) cutaway buses (various contracts) (IVT) and one (1) MV1 (IVT RIDE) purchase. The proceeds were received in FY 2014-15. Funds expensed include purchases of six (6) IVT cutaways, one (1) IVT Ride MV1, four (4) MedTrans cutaways & four (4) ACCESS cutaways. For the cutaway buses funds expensed to date total \$1,060,004.

As of June 30, 2016 the remaining balance of the proceeds is \$819,811 which includes; the remainder of FY 2009-10 funds from the Imperial bus transfer terminal project of \$192,121 and the remainder of FY 2014-15 funds for additional cutaway bus purchases of \$627,688.

Qualifying expenditures must be encumbered within three years from the date of the allocation and expended within three years from the date of the encumbrance.

**Note 6. CTSGP**

In November 2006, California Voters passed a bond measure (Proposition 1B) enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of state general obligation bonds authorized, \$1 billion was set aside by the State as instructed by statute as the Transit System Safety, Security and Disaster Response Account.

Sixty percent of this set aside (\$600 million) is available to agencies and transit operators eligible to receive State Transit Assistance (STA) funds through the California Transit Security Grant Program (CTSGP). These funds are to be used for capital expenditures to provide increased protection against security or safety threats or to increase the capacity of transit operators to develop disaster response transportation systems.

During the fiscal year ended June 30, 2012 ICTC applied for FY 2010-11 CTSGP funds of \$133,338 for the procurement and installation of security camera systems for the IVT Access bus system. The proceeds were received in FY 2012-13. The FY 2010-11 funds were fully expended on the procurement and installation of security camera systems for the IVT bus and the IVT RIDE paratransit systems.

During the fiscal year ended June 30, 2015 ICTC applied for FY 2012-13 funds of \$133,338 for the city of Imperial Transfer Terminal Solar Lighting project. The proceeds were received in FY 2015-16.

As of June 30, 2016, the remaining balance is \$134,882 from the FY 2012-13 CTSGP City of Imperial Transfer Terminal Solar Lighting project.

Qualifying expenditures must be encumbered within three years from the date of the allocation and expended within three years from the date of the encumbrance.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**STATE TRANSIT ASSISTANCE FUND**

Notes to the Combined Financial Statements

June 30, 2016 and 2015

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**Note 7. LCTOP**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities.

During the fiscal year ended June 30, 2016 ICTC applied for FY 2015-16 Low Carbon Transit Operations Program (LCTOP) funds of \$193,483 for the Calexico Intermodal Transportation Center, the proceeds were received in FY 2015-16.

**Note 8. SUBSEQUENT EVENTS**

Management has evaluated its June 30, 2016 and 2015, financial statements for subsequent events through March 16, 2017, the date of issuance of the financial statements. The Commission is not aware of any subsequent events that would require recognition or disclosure in the financial statements.



**REPORT ON COMPLIANCE OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH STATUTES, RULES, AND REGULATIONS OF THE CALIFORNIA TRANSPORTATION DEVELOPMENT ACT AND THE ALLOCATION INSTRUCTIONS AND RESOLUTIONS OF THE TRANSPORTATION COMMISSION**

**INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

We have audited the financial statements of the State Transit Assistance fund of the Imperial County Transportation Commission as of and for the year ended June 30, 2016 and have issued our report therein dated March 16, 2017. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

As part of obtaining reasonable assurance about whether the State Transit Assistance fund of the Imperial County Transportation Commission's financial statements are free of material misstatement we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that allocations made and expenditures paid by the State Transit Assistance Fund of the Imperial County Transportation Commission were made in accordance with allocation instructions and resolutions of the Imperial County Transportation Commission and in conformance with the Transportation Development Act (TDA) Statutes and California Code of Regulation 6751. In connection with our audit, nothing came to our attention that caused us to believe the State Transit Assistance Fund of the Imperial County Transportation Commission failed to comply with the the Transportation Development Act (TDA) Statutes and California Codes of Regulation (CCR) and the allocation instructions and resolutions of the Imperial County Transportation Commission. However, providing an opinion on compliance with those provisions was not an objective of our audits and accordingly, we do not express such an opinion.

Also as part of our audits we performed tests of compliance to determine whether certain state funds were received and expended in accordance with the PTMISEA guidelines and state accounting requirements.

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic reduction, Air Quality and Port Security Bond Act of 2006. This Bond Act set aside funds for two categories of transportation improvement programs:

1. The Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) to fund capital projects that relate to infrastructure improvement

2. The California Transit Security Grant Program-California Transit Assistance Fund (CTSGP) for transit system safety, security and disaster response capital projects

Each year the State of California solicits grant requests for projects meeting the necessary criteria and then finances the programs through the sale of bonds.

The Imperial County Transportation Commission has successfully applied and received proceeds from the State's PTMISEA account for the design and construction of several bus transfer terminals projects in the Imperial County.

As of June 30, 2016, the PTMISEA funds received, interest earned and expended were verified in the course of our audits as follows:

PTMISEA Funds Current Year Activity:	
Beginning Balance	\$ 4,369,232
Interest earned	<u>13,185</u>
	4,382,417
Expenditures Incurred this Year:	
Bus Purchases - IVT	2,927,009
Bus Purchases - MedTrans	299,316
Bus Purchases - ACCESS	284,446
Bus Purchases - IVT RIDE	<u>51,835</u>
	3,562,606
Unexpended proceeds as of June 30, 2016	<u>\$ 819,811</u>

The Imperial County Transportation Commission has successfully applied for CTSGP grants each year for the procurement and installation of security infrastructure for several bus transfer terminals projects in the Imperial County.

As of June 30, 2016, CTSGP funds received, interest earned and funds expended were verified in the course of our audits as follows:

CTSGP Funds Current Year Activity:	
Beginning Balance	\$ 111,630
Interest earned	<u>1,304</u>
	246,272
Expenditures Incurred this Year:	
Bus Security Cameras	<u>111,390</u>
Unexpended proceeds as of June 30, 2016	<u>\$ 134,882</u>

This report is intended solely for the information and use of the State Transit Assistance Fund of the Imperial County Transportation Commission's management, the California Department of Transportation, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specified parties.

*Hutchinson and Bloodgood LLP*

March 16, 2017

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the combined financial statements of the State Transit Assistance fund of the Imperial County Transportation Commission as of and for the year ended June 30, 2016, and the related notes to the combined financial statements, which collectively comprise the State Transit Assistance fund of the Imperial County Transportation Commission's combined financial statements, and have issued our report thereon dated March 16, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audits of the combined financial statements, we considered the Imperial County Transportation Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the combined financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Imperial County Transportation Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Imperial County Transportation Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's combined financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the State Transit Assistance fund of the Imperial County Transportation Commission's combined financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, the Transportation Development Act (TDA) Statutes and the California Code of Regulation Section 6751, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Imperial County Transportation Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Imperial County Transportation Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hutchinson and Bloodgood LLP*

March 16, 2017

## **SUPPLEMENTARY INFORMATION**



**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	2016	2015
<b>Schedule I - Balance Sheets - STA</b>		
<b>ASSETS</b>		
Cash and Investments- STA	\$ 941,861	\$ 1,978,893
Accounts Receivable - Interest on STA	<u>1,608</u>	<u>3,063</u>
Total Assets	<u>\$ 943,469</u>	<u>\$ 1,981,956</u>
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities		
Accounts Payable	<u>\$ --</u>	<u>\$ 808,074</u>
Total Liabilities	<u>--</u>	<u>808,074</u>
Fund Balance		
Fund Balance - Unassigned- STA	<u>943,469</u>	<u>1,173,882</u>
Total Fund Balance	<u>943,469</u>	<u>1,173,882</u>
Total Liabilities and Fund Balance	<u>\$ 943,469</u>	<u>\$ 1,981,956</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule II - Statements of Revenues, Expenditures and Changes in Fund Balances - STA</b>		
Revenues		
STA Funds	\$ 664,090	\$ 969,328
Interest - STA	<u>9,705</u>	<u>9,984</u>
Total Revenues	<u>673,795</u>	<u>979,312</u>
Expenditures		
Transfer Out	904,208	--
ADA Paratransit Service	<u>--</u>	<u>871,392</u>
Total Expenditures	<u>904,208</u>	<u>871,392</u>
Change in Fund Balance	<b>(230,413)</b>	107,920
Fund Balance Beginning, July 1	<u>1,173,882</u>	<u>1,065,962</u>
Fund balance Ending, June 30	<u>\$ 943,469</u>	<u>\$ 1,173,882</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule III - Balance Sheets - PTMISEA</b>		
<b>ASSETS</b>		
Cash and Investments - PTMISEA	\$ <b>817,509</b>	\$ 4,363,582
Accounts Receivable - Interest on PTMISEA	<u>2,302</u>	<u>5,650</u>
Total Assets	<u>\$ <b>819,811</b></u>	<u>\$ 4,369,232</u>
<b>FUND BALANCE</b>		
Fund Balance - Restricted PTMISEA	<u>\$ <b>819,811</b></u>	<u>\$ 4,369,232</u>
Total Fund Balance	<u>\$ <b>819,811</b></u>	<u>\$ 4,369,232</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule IV - Statements of Revenues, Expenditures and Changes in Fund Balances - PTMISEA</b>		
Revenues		
PTMISEA Funds	\$ --	\$ 1,730,000
Interest - PTMISEA	<u>13,185</u>	<u>21,363</u>
Total Revenues	<u>13,185</u>	<u>1,751,363</u>
Expenditures		
Buses - Transit Services	3,562,606	--
Imperial Bus Transfer Terminal - PTMISEA	--	56,750
Buses - IVT-RIDE	<u>--</u>	<u>932,679</u>
Total Expenditures	<u>3,562,606</u>	<u>989,429</u>
Change in Fund Balance	<b>(3,549,421)</b>	761,934
Fund Balance Beginning, July 1	<u>4,369,232</u>	<u>3,607,298</u>
Fund Balance Ending, June 30	<u>\$ 819,811</u>	<u>\$ 4,369,232</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule V - Balance Sheets - CTSGP</b>		
<b>ASSETS</b>		
Cash and Investments - CTSGP	\$ 134,591	\$ 111,449
Accounts Receivable - Interest on CTSGP	<u>291</u>	<u>181</u>
Total Assets	<u>\$ 134,882</u>	<u>\$ 111,630</u>
<b>FUND BALANCE</b>		
Fund Balance - Restricted CTSGP	<u>\$ 134,882</u>	<u>\$ 111,630</u>
Total Fund Balance	<u>\$ 134,882</u>	<u>\$ 111,630</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule VI - Statements of Revenues, Expenditures and Changes in Fund Balances - CTSGP</b>		
Revenues		
CTSGP Funds	\$ <b>133,338</b>	\$ --
Interest - CTSGP	<u>1,304</u>	<u>976</u>
Total Revenues	<u><b>134,642</b></u>	<u>976</u>
Expenditures		
Security Cameras - CTSGP	<u>111,390</u>	<u>135,133</u>
Total Expenditures	<u><b>111,390</b></u>	<u>135,133</u>
Change in Fund Balance	<b>23,252</b>	(134,157)
Fund Balance Beginning, July 1	<u>111,630</u>	<u>245,787</u>
Fund Balance Ending, June 30	<u><b>\$ 134,882</b></u>	<u>\$ 111,630</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule VII - Balance Sheets - LCTOP</b>		
<b>ASSETS</b>		
Cash and Investments - LCTOP	<u>\$ 193,483</u>	<u>\$ --</u>
Total Assets	<u>\$ 193,483</u>	<u>\$ --</u>
<b>FUND BALANCE</b>		
Fund Balance - Restricted LCTOP	<u>\$ 193,483</u>	<u>\$ --</u>
Total Fund Balance	<u><u>\$ 193,483</u></u>	<u><u>\$ --</u></u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**STATE TRANSIT ASSISTANCE FUND**  
Schedules of Supplementary Information  
June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule VIII - Statements of Revenues, Expenditures and Changes in Fund Balances - LCTOP</b>		
Revenues		
LCTOP Funds	<u>\$ 193,483</u>	<u>\$ --</u>
Total Revenues	<u>193,483</u>	<u>--</u>
Change in Fund Balance	<b>193,483</b>	--
Fund Balance Beginning, July 1	<u>--</u>	<u>--</u>
Fund Balance Ending, June 30	<u>\$ 193,483</u>	<u>\$ --</u>



# **IMPERIAL COUNTY TRANSPORTATION COMMISSION**

Financial Report of the  
Transit Planning and Programs Management Fund  
June 30, 2016 and 2015

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## **INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Transit Planning and Programs Management fund of the Imperial County Transportation Commission as of and for the years ended June 30, 2016 and 2015, and the related notes to the financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Transit Planning and Programs Management fund of the Imperial County Transportation Commission as of June 30, 2016 and 2015, and the changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Other Information*

As discussed in Note 2, the financial statements present only the Transit Planning and Programs Management fund and are not intended to present fairly the financial position of the Imperial County Transportation Commission and the changes in financial position and cash flows in accordance with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated March 16, 2017 on our consideration of the Imperial County Transportation Commission Management's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, the Transportation Development Act (TDA) Statutes and California Codes of Regulation (CCR) and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Imperial County Transportation Commission's internal control over financial reporting and compliance.

*Hutchinson and Bloodgood LLP*

March 16, 2017

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**

Statements of Net Position  
June 30, 2016 and 2015

	2016	2015
<b>ASSETS</b>		
Current Assets:		
Cash and Investments	\$ 7,819,772	\$ 4,608,918
Federal Grant Receivable	789,497	278,987
Interest Receivable	<u>10,631</u>	<u>7,954</u>
Total Current Assets	<u>8,619,900</u>	<u>4,895,859</u>
Noncurrent Assets:		
Fixed Assets	9,574,433	5,073,143
Less Accumulated Depreciation	<u>(1,305,708)</u>	<u>(535,448)</u>
Total Noncurrent Assets	<u>8,268,725</u>	<u>4,537,695</u>
Total Assets	<u>16,888,625</u>	<u>9,433,554</u>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable	706,264	542,287
Due To Other Funds	<u>158</u>	<u>--</u>
Total Current Liabilities	<u>706,422</u>	<u>542,287</u>
<b>NET POSITION</b>		
Net Position:		
Investment in Fixed Assets	8,268,725	4,537,695
Restricted	5,404,928	3,858,382
Unrestricted	<u>2,508,550</u>	<u>495,190</u>
Total Net Position	<u>\$ 16,182,203</u>	<u>\$ 8,891,267</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
Statements of Revenues, Expenses, and Changes in Net Position  
For the Fiscal Years Ended June 30, 2016 and 2015

	2016	2015
Operating Revenues:		
State Transit Revenues	\$ 10,898,944	\$ 9,001,423
Federal Grant Revenues	2,933,425	3,302,283
Passenger Fares	866,903	892,019
ICTC Reimbursements	<u>1,132,025</u>	<u>820,450</u>
Total Operating Revenues	<u>15,831,297</u>	<u>14,016,175</u>
Operating Expenses:		
Purchased Transportation Services	7,009,743	7,152,860
Professional Services	201,589	155,014
General Administration	1,367,399	984,828
Capital Projects	<u>--</u>	<u>1,410,027</u>
Total Operating Expenses	<u>8,578,731</u>	<u>9,702,729</u>
Operating Income	<u>7,252,566</u>	<u>4,313,446</u>
Nonoperating Revenues:		
Interest Revenue	<u>38,370</u>	<u>30,274</u>
Total Nonoperating Revenues	<u>38,370</u>	<u>30,274</u>
Change in Net Position	7,290,936	4,343,720
Net Position Beginning, July 1	<u>8,891,267</u>	<u>4,547,547</u>
Net Position Ending, June 30	<u>\$ 16,182,203</u>	<u>\$ 8,891,267</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**

Statements of Cash Flows

For the Fiscal Years Ended June 30, 2016 and 2015

	2016	2015
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Passenger Fares	\$ 866,903	\$ 892,019
Receipts from Transit Services	13,321,859	12,590,630
Other Receipts	1,132,025	820,450
Payment for Transportation Services	(6,845,608)	(8,571,207)
Payment for General Administration	(597,139)	(463,010)
Payment for Professional Services	<u>(201,589)</u>	<u>(155,014)</u>
Net Cash Provided by Operating Activities	<u>7,676,451</u>	<u>5,113,868</u>
<b>CASH FLOWS FROM CAPITAL ACTIVITIES</b>		
Acquisition of Fixed Assets	<u>(4,501,290)</u>	<u>(5,031,689)</u>
Net Cash Used for Capital Activities	<u>(4,501,290)</u>	<u>(5,031,689)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest Earned	<u>35,693</u>	<u>26,146</u>
Net Cash Provided by Investing Activities	<u>35,693</u>	<u>26,146</u>
Net Increase in Cash and Cash Equivalents	3,210,854	108,325
Cash and Cash Equivalents, July 1	<u>4,608,918</u>	<u>4,500,593</u>
Cash and Cash Equivalents, June 30	<u>\$ 7,819,772</u>	<u>\$ 4,608,918</u>
<b>Reconciliation of Operating Income to Net Cash Provided by Operating Activities:</b>		
Operating Income	<u>\$ 7,252,566</u>	<u>\$ 4,313,446</u>
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:		
Depreciation Expense	770,260	521,818
(Increase) Decrease in:		
Accounts Receivable	(510,510)	286,924
(Decrease) Increase in:		
Accounts Payable	163,977	(4,623)
Encumbrances Payable	--	(3,262)
Due To Other Funds	<u>158</u>	<u>(435)</u>
Total Adjustments	<u>423,885</u>	<u>800,422</u>
Net Cash Provided by Operating Activities	<u>\$ 7,676,451</u>	<u>\$ 5,113,868</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT**

Notes to the Financial Statements  
June 30, 2016 and 2015

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**Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Reporting Entities***

The Transit Planning and Programs Management Section of the Imperial County Transportation Commission was established in order to effectively administer the various transit programs, grants and services provided either in house or under contract with various providers. The program utilizes various State and federal grants including the Federal Transportation Administration "FTA" Sections 5307, 5310 and 5311. The specific federal funds received are programmed to be utilized for operational costs of Imperial Valley Transit (IVT), the IVT Blue, Green and Gold Lines and IVT ACCESS, the ADA paratransit system and the Mobility Coordination program.

The Imperial County Auditor-Controller's office acts as a trustee for the funds received and disbursed. The FTA Section 5307 and 5311 funds are not accessed until a scope of work is approved. The FTA Section 5307 and 5311 grants are developed based on estimates for each fiscal year, which are not available until October of each year.

***Basis of Accounting***

The funds are accounted for in a proprietary fund using the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

***Cash Equivalents***

For purposes of the statement of cash flows, the Imperial County Transportation Commission considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

***Comparative Data***

Comparative data for the prior year is presented in the accompanying financial statements in order to provide an understanding of changes in the funds' financial positions and operations.

**Note 2. ANNUAL FINANCIAL STATEMENTS**

The financial statements are intended to present the financial position, results of operations and compliance with the Transportation Development Act for the Imperial County Transportation Commission Transit Planning and Programs Management fund only.

**Note 3. CASH AND INVESTMENTS**

Cash is pooled with other cash of the County of Imperial to maximize investment opportunity and yields. Investment income resulting from this pooling is allocated to the respective funds based upon monthly average cash balances. Information regarding categorization of investments and risk can be found in the County's financial statements. The financial statements for the County of Imperial may be obtained by contacting the Auditor-Controller's office in El Centro, CA.



**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT**

Notes to the Financial Statements  
June 30, 2016 and 2015

**Note 3. CASH AND INVESTMENTS (Continued)**

Investments are stated at fair value in accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.

**Note 4. FEDERAL GRANTS RECEIVABLE**

During fiscal years ended June 30, 2016 and 2015 there was an amount of \$789,497 and \$278,987, respectively, to recognize the Federal Grant revenues accrued for the year that were received in the subsequent year.

**Note 5. FIXED ASSETS**

During fiscal years ended June 30, 2016 and 2015 there was an amount of \$8,268,725 and \$4,537,695, respectively, which is the total fixed assets less accumulated depreciation and represents the total net investment in fixed assets. During the fiscal year ended June 30, 2016 there was an acquisition of six 2015 Gillig buses (IVT), six 2016 cutaways (IVT), two ICTC vehicles, one 2014 MV1 (IVT Ride), eleven 2016 cutaways (IVT ACCESS) by \$4,501,290 for the year, including a net increase of \$770,259 in accumulated depreciation.

**Note 6. ACCOUNTS PAYABLE**

During fiscal years ended June 30, 2016 and 2015 there was an amount of \$706,264 and \$542,287, respectively, to recognize operational expenses for the year that were paid in the following fiscal year.

**Note 7. NET POSITION**

The total net position is composed of those funds invested in fixed assets, restricted funds and all other net position is unrestricted. Investment in fixed assets includes fixed assets net of accumulated depreciation. Net position is restricted and it includes funds reserved for future capital expenditures and other liabilities.

Net Position at June 30,	2016	2015
Investment in Fixed Assets	\$ <b>8,268,725</b>	\$ 4,537,695
Restricted	\$ <b>5,404,928</b>	\$ 3,858,382
Unrestricted	\$ <b>2,508,550</b>	\$ 495,190

During the fiscal years ended June 30, 2016 and 2015 the total net position amount of \$16,182,203 and \$8,891,267, respectively.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT**

Notes to the Financial Statements  
June 30, 2016 and 2015

**Note 8. FEDERAL TRANSIT FORMULA GRANTS**

The following consists of the Activity of the U.S. Department of Transportation Federal Transit Grant (Urbanized Area Formula Program - Federal Grant 5307 and 5310):

Program Number CA-90-Z195		50% Federal	100% Federal	
		Reimbursement	Reimbursement	
for IVT, IVT Access		Operations	Capital	Total
Fiscal Year 14/15	Operations	<u>\$ 2,371,399</u>	<u>\$ --</u>	<u>\$ 2,371,399</u>
Requested	6/30/16	<u>523,324</u>	<u>--</u>	<u>523,324</u>
	Per grant	<u>832,920</u>	<u>--</u>	<u>832,920</u>
FTA 5307	Available Grant	<u>\$ 309,596</u>	<u>\$ --</u>	<u>\$ 309,596</u>
fully expended	Balance at 6/30/16			
Program Number CA-90-Z258		50% Federal	100% Federal	
		Reimbursement	Reimbursement	
for IVT, IVT Access		Operations	Capital	Total
Fiscal Year 15/16	Operations	<u>\$ 2,133,875</u>	<u>\$ --</u>	<u>\$ 2,133,875</u>
Requested	6/30/16	<u>1,605,814</u>	<u>--</u>	<u>1,605,814</u>
	Per grant	<u>2,133,875</u>	<u>--</u>	<u>2,133,875</u>
FTA 5307	Available Grant	<u>\$ 528,061</u>	<u>\$ --</u>	<u>\$ 528,061</u>
	Balance at 6/30/16			
Program Number SA64AM16-0045		50% Federal	80% Federal	
		Reimbursement	Reimbursement	
Mobility		Operations	Capital	Total
Management				
Fiscal Year 14/15	Operations	<u>\$ 180,000</u>	<u>\$ --</u>	<u>\$ 180,000</u>
Requested	6/30/16	<u>14,790</u>	<u>--</u>	<u>14,790</u>
	Per grant	<u>180,000</u>	<u>--</u>	<u>180,000</u>
FTA 5310	Available Grant	<u>\$ 165,210</u>	<u>\$ --</u>	<u>\$ 165,210</u>
	Balance at 6/30/16			
Program Number SA 643720		50% Federal	80% Federal	
		Reimbursement	Reimbursement	
New Freedom		Operations	Capital	Total
Fiscal Year 13/14	Operations	<u>\$ 200,000</u>	<u>\$ --</u>	<u>\$ 200,000</u>
Requested	6/30/16	<u>1,937</u>	<u>--</u>	<u>1,937</u>
	Per grant	<u>200,000</u>	<u>--</u>	<u>200,000</u>
FTA 5317	Available Grant	<u>\$ 198,063</u>	<u>\$ --</u>	<u>\$ 198,063</u>
	Balance at 6/30/16			

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT**

Notes to the Financial Statements  
June 30, 2016 and 2015

**Note 8. FEDERAL TRANSIT FORMULA GRANTS (Continued)**

The following consists of the Activity of the U.S. Department of Transportation Federal Transit Grant (Rural Area Formula Program - Federal Grant 5311) Passthrough the State Department of Transportation CALTRANS:

Program Number 64B015-00315		50% Federal	80% Federal	
		Reimbursement	Reimbursement	
for IVT		Operations	Capital	Total
Fiscal Year 14/15	Operations	\$ 97,936	\$ --	\$ 97,936
Requested	6/30/16	<u>97,936</u>	<u>--</u>	<u>97,936</u>
	Per grant	<u>97,936</u>	<u>--</u>	<u>97,936</u>
FTA 5311	Available Grant	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>
fully expended	Balance at 6/30/16			
Program Number 64B015-00316		50% Federal	80% Federal	
		Reimbursement	Reimbursement	
for IVT Access		Operations	Capital	Total
Fiscal Year 14/15	Operations	\$ 44,964	\$ --	\$ 44,964
Requested	6/30/16	<u>44,964</u>	<u>--</u>	<u>44,964</u>
	Per grant	<u>44,964</u>	<u>--</u>	<u>44,964</u>
FTA 5311	Available Grant	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>
fully expended	Balance at 6/30/16			
Program Number SA 6414202		50% Federal	80% Federal	
		Reimbursement	Reimbursement	
for IVT - GOLD		Operations	Capital	Total
Fiscal Year 14/15	Operations	\$ 134,150	\$ --	\$ 134,150
Requested	6/30/16	<u>134,150</u>	<u>--</u>	<u>134,150</u>
	Per grant	<u>134,150</u>	<u>--</u>	<u>134,150</u>
FTA 5311	Available Grant	<u>\$ --</u>	<u>\$ --</u>	<u>\$ --</u>
fully expended	Balance at 6/30/16			

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT**

Notes to the Financial Statements  
June 30, 2016 and 2015

**Note 9. RESTATEMENT OF PRIOR PERIOD**

A failure to capitalize a purchase of fixed assets and record related annual depreciation resulted in the following changes on financial statement line items as of June 30, 2012.

	<b>As Previously Reported</b>	<b>As Restated</b>	<b>Effect of Correction</b>
Statement of Net Position at June 30, 2015:			
Federal Grant Receivable	\$ 800,933	\$ 278,987	\$ (521,946)
Encumbrance Payable	\$ 1,101,498	\$ --	\$ (1,101,498)
Net position- Investment in Fixed Assets	\$ --	\$ 4,537,695	\$ 4,537,695
Net position- Unrestricted	\$ 4,453,333	\$ 495,190	\$ (3,958,143)
Statement of Revenues, Expenses, and Changes in Net Position for year ended June 30, 2015:			
Federal Grant Revenues	\$ 3,473,378	\$ 3,302,283	\$ (171,095)
Net income	\$ 4,514,815	\$ 4,343,720	\$ (171,095)

**Note 10. RECLASSIFICATIONS**

Certain amounts in the 2015 financial statements have been reclassified to conform with the 2016 financial statement presentation. Such reclassifications had no effect on net position reported.

**Note 11. SUBSEQUENT EVENTS**

Management has evaluated its June 30, 2016 and 2015, financial statements for subsequent events through March 16, 2017, the date of issuance of the financial statements. The Commission is not aware of any subsequent events that would require recognition or disclosure in the financial statements.

## **SUPPLEMENTARY INFORMATION**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**

Schedules of Supplementary Information  
For the Fiscal Years Ended June 30, 2016 and 2015

	2016	2015
<b>Schedule I - State Transit Revenues</b>		
State Transit Revenue - TDA/LTF/STA	\$ 7,224,948	\$ 7,877,311
State Transit Revenue - PTMISEA	3,562,606	989,429
State Transit Revenue - CTSGP	<u>111,390</u>	<u>134,683</u>
State Transit Revenues - Total	<u>\$ 10,898,944</u>	<u>\$ 9,001,423</u>
<b>Schedule II - Federal Grant Revenues</b>		
Federal Grant Revenue - Section 5307	\$ 2,657,199	\$ 2,796,296
Federal Grant Revenue - Section 5310	14,790	--
Federal Grant Revenue - Section 5311	261,436	277,050
Federal Grant Revenue - Section 5309	--	227,000
Federal Grant Revenue - Section 5317	<u>--</u>	<u>1,937</u>
Federal Grant Revenues - Total	<u>\$ 2,933,425</u>	<u>\$ 3,302,283</u>
<b>Schedule III - ICTC Reimbursements Revenues</b>		
Transfer from Admin, Plans and Programs Funds	\$ 851,744	\$ 558,337
Membership Revenues	--	92,113
LTA Transit 2% Allocation	270,000	170,000
Miscellaneous Revenue	<u>10,281</u>	<u>--</u>
ICTC Reimbursement Revenues - Total	<u>\$ 1,132,025</u>	<u>\$ 820,450</u>
<b>Schedule IV - Purchased Transportation Services</b>		
Countywide Transit System	\$ 2,524,693	\$ 2,355,005
YCAT	172,270	15,000
IVT - Blue/Green Line	647,139	619,876
IVT- Gold Line	256,457	253,874
IVT-ACCESS	1,502,926	1,436,186
Med Express	206,497	225,046
IVT-Ride	832,858	791,044
West Shores - Dial-a-Ride	--	28,428
Transportation Reserves & Fare Adjustments	<u>866,903</u>	<u>1,428,401</u>
Purchased Transportation Services - Total	<u>\$ 7,009,743</u>	<u>\$ 7,152,860</u>
<b>Schedule V - Professional Services</b>		
Professional & Special Services	\$ 71,368	\$ 239,052
Prof & Spec Svs Data Pro	3,215	2,531
Prof & Spec Svs Data Pro	126,868	96,048
Adm-Legal & Accounting Fees	138	398
Professional Services Reserves Adjustments	<u>--</u>	<u>(183,015)</u>
Professional Services - Total	<u>\$ 201,589</u>	<u>\$ 155,014</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
Schedules of Supplementary Information  
For the Fiscal Years Ended June 30, 2016 and 2015

	2016	2015
<b>Schedule VI - General Administration</b>		
<i>General Administration - Salaries &amp; Benefits</i>		
Prof & Spec Svs Data Pro	\$ 311,716	\$ 223,460
Tuition Reimbursement	--	1,000
Social Security - Medicare	9,040	6,686
County Contr Retirement	56,732	38,435
Ins-Workers Comp	10,730	10,026
Ins-Unemployment	2,156	1,274
Group Insurance	47,997	54,585
Retirement-Pension Bond	--	15,218
Retirement - Health Plan	13,648	14,123
Redemption of Benefits	15,782	15,184
Ins- Dental/Vision	6,904	7,396
Payroll Taxes	2,450	900
Insurance - Voluntary Life	<u>348</u>	<u>339</u>
<i>General Administration - Salaries &amp; Benefits Total</i>	<u>477,503</u>	<u>388,626</u>
<i>General Administration - Other</i>		
Communications - Phone Charge	1,954	1,466
Communications - Services	3,421	--
Communications - Cell Phones	4,595	4,435
Insurance Liability	21,454	14,101
Memberships	1,820	1,680
Office Expenses	9,262	8,157
Fuel Expense	745	606
Publications and Legal Notices	5,294	4,257
Rents & Leases	29,316	18,298
Maintenance	926	171
Travel Out of Cnty Misc	17,073	12,530
Special Dept Expense	1,585	618
Utilities	3,609	3,679
Equipment	18,582	4,386
Depreciation Equipment	<u>770,260</u>	<u>521,818</u>
<i>General Administration - Other Total</i>	<u>889,896</u>	<u>596,202</u>
<b>General Administration - Grand Total</b>	<b><u>\$ 1,367,399</u></b>	<b><u>\$ 984,828</u></b>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
Schedules of Supplementary Information  
For the Fiscal Years Ended June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule VII - Capital Project Expenses</b>		
Imperial Transfer Terminal	\$ --	\$ 283,750
El Centro Transfer Terminal	<u>          --</u>	<u>1,126,277</u>
Capital Project Expenses - Total	<u>\$ --</u>	<u>\$ 1,410,027</u>



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Transit Planning and Programs Management fund of the Imperial County Transportation Commission as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Transit Planning and Programs Management fund of the Imperial County Transportation Commission's financial statements, and have issued our report thereon dated March 16, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audits of the financial statements, we considered the Imperial County Transportation Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Imperial County Transportation Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Imperial County Transportation Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Transit Planning and Programs Management fund of the Imperial County Transportation Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, the Transportation Development Act (TDA) Statutes and the California Code of Regulation Section 6667, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Imperial County Transportation Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Imperial County Transportation Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hutchinson and Bloodgood LLP*

March 16, 2017

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

**INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

**Report on Compliance for Each Major Federal Program**

We have audited the Imperial County Transportation Commission's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Imperial County Transportation Commission's major federal programs for the year ended June 30, 2016. The Imperial County Transportation Commission's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, contracts, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Imperial County Transportation Commission's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Imperial County Transportation Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Imperial County Transportation Commission's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the Imperial County Transportation Commission complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

### **Report on Internal Control Over Compliance**

Management of the Imperial County Transportation Commission is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Imperial County Transportation Commission's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Imperial County Transportation Commission's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the Imperial County Transportation Commission's Transit Planning and Programs Management fund as of and for the year ended June 30, 2016, and have issued our report thereon dated March 16, 2017, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

*Hutchinson and Bloodgood LLP*

March 16, 2017

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
 Schedule of Expenditures of Federal Awards  
 For the Fiscal Year Ended June 30, 2016

<u>Federal Grant/Pass-Through Grantor</u>	<u>Federal C.F.D.A. Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Program Expenditures</u>
<b><u>U.S. DEPARTMENT OF TRANSPORTATION</u></b>			
FTA Section 5307 - Urban Funding **	20.507	CA-90-Z258	\$ 1,605,814
FTA Section 5307 - Urban Funding **	20.507	CA-90-Z195	<u>523,324</u>
		Subtotal 20.507	<u>2,129,138</u>
Passed Through State Department of Transportation:			
FTA Section 5310 -Mobility Management	20.513	SA-64AM16-0045	<u>14,790</u>
		Subtotal 20.513	<u>14,790</u>
FTA Section 5317 - New Freedom	20.521	SA 643720	1,937
		Subtotal 20.521	<u>1,937</u>
FTA Section 5311 - Rural Funding	20.509	64B015-00315	97,936
FTA Section 5311 - Rural Funding	20.509	64B015-00316	44,964
FTA Section 5311 - Rural Funding	20.509	SA 6414202	<u>134,150</u>
		Subtotal 20.509	<u>277,050</u>
<b>TOTAL U.S. DEPARTMENT OF TRANSPORTATION</b>			<b><u>2,422,915</u></b>
<b>TOTAL FEDERAL ASSISTANCE</b>			<b><u>\$ 2,422,915</u></b>

\*\* Major Fund

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
 Schedule of Findings and Responses  
 For the Fiscal Year Ended June 30, 2016

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**SECTION I - SUMMARY OF AUDITORS' RESULTS**

**Financial Statements**

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified?  yes  no  
 Significant deficiency(ies) identified not considered to be material weaknesses?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

**Federal Awards**

Internal Control over major programs:

Material weakness(es) identified?  yes  no  
 Significant deficiency(ies) identified not considered to be material weaknesses?  yes  none reported

Type of auditors' report issued on compliance Unmodified

Any audit findings disclosed that are required to be reported in accordance with Uniform Grants Guidance, at 2 CFR Part 200.515(d)(1)(vi)?  yes  no

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
20.507	Department of Transportation

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee?  yes  no

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
Schedule of Findings and Responses  
For the Fiscal Year Ended June 30, 2016

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**SECTION II – FINANCIAL STATEMENTS FINDINGS**

There are no current year findings.



**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
Schedule of Findings and Responses  
For the Fiscal Year Ended June 30, 2016

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**SECTION III – STATUS OF PRIOR YEAR FINDINGS AND RESPONSES**

There are no prior year findings.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**TRANSIT PLANNING AND PROGRAMS MANAGEMENT FUND**  
Notes to Schedule of Expenditures of Federal Awards  
For the Fiscal Year Ended June 30, 2016

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**Note 1.      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Imperial County Transportation Commission and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

# **IMPERIAL COUNTY TRANSPORTATION COMMISSION**

Financial Report of the  
Regional Planning and Programs  
June 30, 2016 and 2015

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## **INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Regional Planning and Programs fund of the Imperial County Transportation Commission as of and for the years ended June 30, 2016 and 2015, and the related notes to the financial statements, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Regional Planning and Programs fund of the Imperial County Transportation Commission as of June 30, 2016 and 2015, and the changes in financial position thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### *Other Information*

As discussed in Note 2, the financial statements present only the Regional Planning and Programs fund and are not intended to present fairly the financial position of the Imperial County Transportation Commission and the results of its operations in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated March 16, 2017 on our consideration of the Imperial County Transportation Commission Management's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, the Transportation Development Act (TDA) Statutes and California Codes of Regulation (CCR) and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Imperial County Transportation Commission's internal control over financial reporting and compliance.

*Hutchinson and Bloodgood LLP*

March 16, 2017

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
REGIONAL PLANNING AND PROGRAMS**

Balance Sheets  
June 30, 2016 and 2015

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	2016	2015
<b>ASSETS</b>		
Cash and Investments	\$ 283,674	\$ 311,757
Interest Receivable	<u>464</u>	<u>485</u>
Total Assets	<u>\$ 284,138</u>	<u>\$ 312,242</u>
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities		
Accounts Payable	\$ <u>470</u>	\$ <u>33,866</u>
Total Liabilities	<u>470</u>	<u>33,866</u>
Fund Balance		
Fund Balance - Unassigned	256,259	250,967
Fund Balance - Assigned	<u>27,409</u>	<u>27,409</u>
Total Fund Balance	<u>283,668</u>	<u>278,376</u>
Total Liabilities and Fund Balance	<u>\$ 284,138</u>	<u>\$ 312,242</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
REGIONAL PLANNING AND PROGRAMS**

Statements of Revenues, Expenditures, and Changes in Fund Balance  
For the Fiscal Years Ended June 30, 2016 and 2015

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	<b>2016</b>	2015
Revenues		
Revenues	\$ <b>376,928</b>	\$ 626,413
Membership Revenues	<b>99,723</b>	50,279
Interest Revenues	<u><b>2,224</b></u>	<u>1,076</u>
Total Revenues	<u><b>478,875</b></u>	<u>677,768</u>
Expenditures		
STIP-PPM Category A	<b>80,144</b>	75,552
STIP-PPM Category B	<b>95,314</b>	85,749
STIP-PPM Category C	<b>56,600</b>	85,030
General and Administrative Expenditures	<b>59,959</b>	47,617
Professional Services	<u><b>181,566</b></u>	<u>352,008</u>
Total Expenditures	<u><b>473,583</b></u>	<u>645,956</u>
Change in Fund Balance	<b>5,292</b>	31,812
Fund Balance Beginning, July 1	<u><b>278,376</b></u>	<u>246,564</u>
Fund Balance Ending, June 30	<u><b>\$ 283,668</b></u>	<u>\$ 278,376</u>



**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**REGIONAL PLANNING AND PROGRAMS**

Notes to the Financial Statements

June 30, 2016 and 2015

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**Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Reporting Entities***

The Imperial County Transportation Commission (ICTC) Regional Planning and Programs fund was established by ICTC in order to administer regional transportation programs and services.

The operations of the Regional Planning and Programs fund of the Imperial County Transportation Commission are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues and expenditures.

The County's Auditor-Controller's office acts as a trustee for the State and federal funds received and disbursed.

***Basis of Accounting***

The Regional Planning and Programs funds are accounted for in a special revenue fund using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues and expenditures are recognized as soon as they are both measurable and available.

***Comparative Data***

Comparative data for the prior year is presented in the accompanying financial statements in order to provide an understanding of changes in the funds' financial positions and operations.

**Note 2. ANNUAL FINANCIAL STATEMENTS**

The financial statements are intended to present the financial position, results of operations and compliance with the Transportation Development Act for only the Regional Planning and Programs fund of the Imperial County Transportation Commission.

**Note 3. CASH AND INVESTMENTS**

Cash is pooled with other cash of the County to maximize investment opportunity and yields. Investment income resulting from this pooling is allocated to the respective funds, including the Regional Planning and Programs fund, based upon monthly average cash balances. Information regarding categorization of investments and risk can be found in the County's financial statements. The financial statements for the County of Imperial may be obtained by contacting the Auditor-Controller's office in El Centro, CA.

Investments are stated at fair value in accordance with GASB 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**REGIONAL PLANNING AND PROGRAMS**

Notes to the Financial Statements

June 30, 2016 and 2015

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**Note 4. ACCOUNTS PAYABLE**

During fiscal year ended June 30, 2016 there was an amount of \$470 in accounts payable that is the total of accrued expenditures for the year related to day to day operations. For fiscal year ended June 30, 2015 the amount of accrued expenditures was \$33,866.

**Note 5. FUND BALANCE - ASSIGNED**

The amount of \$27,409 represents the assigned fund balance amount for fiscal years 2014-15 and 2015-16, respectively. This amount represents the total purchase price of a vehicle acquired during fiscal year 2011-12 which is part of this fund's general capital assets.

**Note 6. STIP-PLANNING, PROGRAMMING & MONITORING PROGRAM**

The California State Budget Act of 2010 appropriates State Highway funds under local assistance for the State Transportation Improvement Program (STIP) Planning, Programming and Monitoring Program (PPM). PPM is defined as the project planning, programming and monitoring activities related to development of the Regional Transportation Improvement Program and the STIP required by Government Code Section 14527 and for the monitoring of project implementation for approved projects, referred as PPM projects. The California Transportation Commission (ICTC) is tasked to allocate these funds in accordance with the amounts approved in the STIP in accordance with section 14527 (h) of the California Government code.

These funds are to be used for the following expenditure categories:

Category A: Regional transportation planning activities including development of the Regional Transportation Plan Update.

Category B: Program development and monitoring including the preparation of the ICTC Improvement Program and the State Transportation Improvement Program, monitoring the implementation of projects including project delivery and compliance with federal and state law, and California Transportation Commission Guidelines.

Category C: Regional transit planning activities, including program development and monitoring.

During the fiscal year ended June 30, 2015, the Imperial County Transportation Commission applied for and received proceeds of \$300,000 from the State of California STIP-PPM Program based on an agreement entered. As of June 30, 2015, the remaining balance of the total in STIP-PPM proceeds received for the year is of \$257,823 which includes; the remaining funds of the Category A proceeds in the amount of \$79,295, the remainder of Category B proceeds in the amount of \$89,314 and the remainder of Category C proceeds in the amount of \$89,214 have been fully expended.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**REGIONAL PLANNING AND PROGRAMS**

Notes to the Financial Statements

June 30, 2016 and 2015

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**Note 6. STIP-PLANNING, PROGRAMMING & MONITORING PROGRAM (Continued)**

During the fiscal year ended June 30, 2016, the Imperial County Transportation Commission applied for and received proceeds of \$19,000 from the State of California STIP-PPM Program based on an agreement entered. As of June 30, 2016, the remaining balance of the total in STIP-PPM proceeds received for the year is of \$44,765 which includes; the remaining of 2016 Category A proceeds in the amount of \$6,151, the remainder of Category C in the amount of \$38,614 (2015 C proceeds are \$32,614 and 2016 C proceeds are \$6,000). Category B proceeds have been fully expended.

Qualifying expenditures must be encumbered within three years from the date of the allocation and expended within three years from the date of the encumbrance.

**Note 7. STATE HIGHWAY PLANNING AND RESEARCH FUNDS PROGRAM**

During the fiscal year ended June 30, 2016, the Imperial County Transportation Commission applied for and received proceeds of \$300,000 from Caltrans for a State Highway Planning and Research Funds Program grant for the "Pedestrian and Bicycle Transportation Access Study for the California/Baja California Land Ports of Entry". As of June 30, 2016, the full amount awarded was expended.

**Note 8. SUBSEQUENT EVENTS**

Management has evaluated its June 30, 2016 and 2015, financial statements for subsequent events through March 16, 2017, the date of issuance of the financial statements. The Commission is not aware of any subsequent events that would require recognition or disclosure in the financial statements.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

**INDEPENDENT AUDITORS' REPORT**

To the Commission Board Members  
County of Imperial, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Regional Planning and Programs fund of the Imperial County Transportation Commission as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Regional Planning and Programs fund of the Imperial County Transportation Commission's financial statements, and have issued our report thereon dated March 16, 2017.

**Internal Control Over Financial Reporting**

In planning and performing our audits of the financial statements, we considered the Imperial County Transportation Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Imperial County Transportation Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Imperial County Transportation Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charge with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audits we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Regional Planning and Programs fund of the Imperial County Transportation Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, the Transportation Development Act (TDA) Statutes and the California Code of Regulation Section 6662, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Imperial County Transportation Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Imperial County Transportation Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Hutchinson and Bloodgood LLP*

March 16, 2017

## **SUPPLEMENTARY INFORMATION**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**REGIONAL PLANNING AND PROGRAMS**  
Schedules of Supplementary Information  
For the Fiscal Years Ended June 30, 2016 and 2015

	2016	2015
<b>Schedule I - General Administration</b>		
Communications - Phone Charges	\$ 1,008	\$ 880
Communications - Cell Phone/Pager	1,951	2,007
Communications - Services	2,230	--
Overhead Reimbursement	2,341	1,171
Insurance Liability	12,283	14,126
Memberships	6,175	5,275
Fuel Expense	959	823
Publications and Legal Notices	303	62
Rents & Leases	15,205	11,359
Special Dept Expenditure	5,181	1,566
Utilities	3,609	3,679
Office Expenditures	4,545	4,741
Equipment	3,616	1,733
Maintenance	<u>553</u>	<u>195</u>
General Administration - Total	<u>\$ 59,959</u>	<u>\$ 47,617</u>
<b>Schedule II - Professional Services</b>		
Professional & Special Service	\$ 176,244	\$ 343,651
Professional & Special Services - Legal and Accounting	4,302	7,424
Professional & Special Services - Data Pro	<u>1,020</u>	<u>933</u>
Professional Services - Total	<u>\$ 181,566</u>	<u>\$ 352,008</u>
<b>Schedule III - STIP-PPM Category A</b>		
Salaries & Benefits	\$ 79,295	\$ 68,503
Professional & Special Services	849	569
Travel	<u>--</u>	<u>6,480</u>
STIP-PPM Category A - Total	<u>\$ 80,144</u>	<u>\$ 75,552</u>
<b>Schedule IV - STIP-PPM Category B</b>		
Salaries & Benefits	\$ 88,101	\$ 74,806
Professional & Special Services	7,213	7,055
Travel	<u>--</u>	<u>3,888</u>
STIP-PPM Category B - Total	<u>\$ 95,314</u>	<u>\$ 85,749</u>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**REGIONAL PLANNING AND PROGRAMS**  
Schedules of Supplementary Information  
For the Fiscal Years Ended June 30, 2016 and 2015

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	<b>2016</b>	2015
<b>Schedule V - STIP-PPM Category C</b>		
Salaries & Benefits	\$ --	\$ 80,032
Professional & Special Services	<b>34,595</b>	2,406
Travel	<u><b>22,005</b></u>	<u>2,592</u>
STIP-PPM Category C - Total	<u><b>\$ 56,600</b></u>	<u>\$ 85,030</u>



# V. REPORTS

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



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## Memorandum

**Date:** April 12, 2017  
**To:** ICTC Commission  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the Committee Meeting on April 12, 2017.

- 1) **SCAG Sustainability Achievement Award:** ICTC and its partners, Caltrans and SANDAG will be receiving a sustainability achievement award at the SCAG General Assembly on May 4-5, 2017 for the Pedestrian and Bicycle Transportation Access Study of the California/Mexico Land Ports of Entry.
- 2) **SAVE THE DATE - California Transportation Commission (CTC) Town Hall Meeting and Tour of the East Port of Entry:** CTC Commissioners will be having a Town Hall Meeting in the City of Calexico the afternoon of April 12, 2017 at the Carmen Durazo Cultural Arts Center. The following day, April 13<sup>th</sup> ICTC will host a tour of the Calexico East Port of Entry and CHP truck inspection facility for CTC Commissioners, CTC staff and Caltrans. A draft agenda is attached to this report.
- 3) **SAVE THE DATE - Imperial Valley General Assembly and Economic Summit:** Please "Save the Date" of May 17-18, 2017 for the Imperial Valley General Assembly and Economic Summit. We have confirmed two speakers: Laurie Berman, Caltrans District 11 Director; and Bill Higgins, CalCOG Executive Director. A draft "Save the Date" flyer is attached to this report.
- 4) **SAVE THE DATE - ICTC Budget Workshop:** Please "Save the Date" of May 24, 2017 at 5 p.m. for a budget workshop for FY 2017-18 at the County of Imperial, Conference Room C/D.
- 5) **Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project:** A kick off meeting was conducted on January 24, 2017 at ICTC offices. Requests for information have been emailed to member agency staff by the audit consultants. The audit is a state mandated requirement every three years for all TDA funds received in Imperial County.
- 6) **IVT Transit Services Maintenance Audit Request for Proposals:** On December 14th, ICTC issued the Request for Proposals (RFP) to complete an annual maintenance audit for the IVT fleet. The requested services will provide ICTC with a comprehensive review annually of the care and maintenance performed on the 53 transit vehicles now owned by ICTC. The project goal is to have an annual report for use by ICTC that can be used to manage fleet resources and insure compliance with industry practices and contractual requirements. ICTC and Caltrans received proposals for the requested services and completed the evaluation, scoring and ranking of the received proposals. Staff is currently working to complete the selection process and anticipates presenting the project to the Commission in April 2017.

- 7) **Westshores Transit Opportunities:** In Preparation for the Short Range Transit Plan, staff is exploring transit connection opportunities with Sunline Transit that serves the Coachella Valley region, and pursuing grant opportunities for interregional transit services to/from Westshores and Coachella. ICTC Staff met with SunLine Transit Agency management on February 10, 2017. We will be pursuing available grant opportunities together and perform Westshores community outreach to promote our current service and gather input about future service needs. On Saturday March 4th from 6:00 am to 10:30 am, ICTC and IVT RIDE staff, in coordination with Sunline Transit Agency staff from the Palms Springs area, held a transit service outreach at the weekly West Shores Swap meet. The Outreach was done to promote the service.
- 8) **IVT Adams Avenue Comprehensive Bus Operations Facility Evaluation:** In recent years ICTC began the transition of acquiring and taking ownership of the majority of the Imperial Valley Transit Vehicle Bus Fleet. The expansion of the vehicle fleet has impacted the available space for storage and operations, and has created a need for additional capacity and facility needs. ICTC is pursuing the opportunity to acquire the existing (soon to be vacated) Caltrans Maintenance Yard located at 1605 Adams Avenue in the City of El Centro. ICTC Staff have circulated a Request for Proposals (RFP) to complete a comprehensive evaluation of the Adams Avenue facility. ICTC and Caltrans Staff are working towards establishing a temporary lease agreement for the facility while the evaluation process is completed. Anticipated costs for the facility evaluation and proposed facility lease have yet to be established.
- 9) **IVT RIDE:** ICTC and transit operator staff have started an evaluation and review process of the performance data for the first three years of operations. The review will focus primarily on the Brawley, Calexico, Imperial and Westshores areas, as the City of El Centro service did not begin until July 1, 2016. The Paratransit Coordinating Committee (PCC) met on March 13 to develop recommendations for service adjustments. If there are service adjustments it is likely they would be for Commission consideration in May/June, which then would be effective July 1, 2017.
- 10) **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. Since July 2016, ICTC has been meeting (July 16<sup>th</sup>, October 24<sup>th</sup>, and December 20<sup>th</sup>) with Border Patrol, Caltrans and the County of Imperial to determine feasibility, costs and funding of required improvements within Caltrans and Border Patrol right-of-way. A goal of the meetings is to identify a streamlined feasible option for possible funding from the Measure D Regional Highway Set-aside fund since there are no current funds available in the foreseeable future. Caltrans assisted by completing a draft alternatives that would include four canopied inspection lanes (allowing two inspection lanes for vehicles and two inspection lanes for trucks) and improved secondary inspection, impound and employee parking areas. In Mid-March ICTC, CBP and Caltrans were still reviewing conceptual alternatives.
- 11) **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 for March 2017.
- 12) **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. Some states have been approved, FHWA expects for California to be approved April 2017. For Imperial County this is an opportunity to preserve over \$6 million for the following projects:

Sponsoring Agency	Demo Description	Demo Amount (\$)
City of Brawley	Rio Vista Avenue between Allen Street and Cattle Call Drive, in the City of Brawley, Imperial County.	\$86,554.81
City of Holtville	Pavement Improvements. 6th Street between Holt Ave and Melon Avenue in the City of Holtville, Imperial County.	\$18,185.95
ICTC/Caltrans	Road Widening on SR98, from Rockwood Ave to Ollie Ave in the City of Calexico, Imperial County	\$3,594,849.51

Imperial County	Street paving, drainage and ADA sidewalk improvements on Heber Avenue from Highway 86 to Correll Road and south of Highway 86 to Fawcett Road	\$1,017,400
Imperial County/IV Desert Museum	Conservation easement, access improvements and parking facilities at the Desert museum, Imperial County	\$719,920.75
San Diego State University – IV Campus	Parking lot paving and ADA access improvements on CA-78 in the City of Brawley, Imperial County.	\$719,920.75
	<b>TOTAL</b>	<b>\$6,156,831.77</b>

13) **RSTP and CMAQ Obligation:** The table below is a list of all FY 2016-2017 Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP), and Active Transportation Program (ATP) that are pending request for authorization (RFA). For ease of receiving approvals, the local agency RFA's should be submitted to Caltrans Local Assistance in March/April 2017.

Agency	Fund Type	Project Name	Total Project Cost (in thousands)	Status
Brawley	CMAQ	Paving Wildcat Drive	\$1,008	<i>Request for Authorization (RFA) for Design expected to be submitted in April.</i>
Calexico	CMAQ	Paving of De Las Flores St.	\$466	<i>RFA will be submitted in April – city is pending Caltrans approval of single audit submitted on 3/16/17. No federal funds will be processed until audit is approved.</i>
Calipatria	CMAQ & RSTP	Roadway & Pedestrian Improvements on N. Brown St.	\$1,233	<i>Obligation issued 9-16-16</i>
El Centro	CMAQ	Signal Lights Synchronization along Dogwood Ave. & Danenberg Ave.	\$351	<i>Re-submitted RFA at the end of December 2016, waiting for obligation</i>
El Centro	ATP	Establish of SR2S Program and Bicycle Route Improvements	\$524	<i>Obligation completed, it's been awarded for design</i>
Holtville	CMAQ & RSTP	9 <sup>th</sup> St. from Palm Ave. to Olive Ave.	\$633	<i>Obligation for ROW issued 12-27-16, RFA for CON will be submitted April 2017</i>
Holtville	CMAQ & RSTP & EAR-Repurpose	6 <sup>th</sup> Street Pavement	\$682	<i>RFA for CON was submitted on January 24, 2017, pending obligation</i>
Imperial City	RSTP	Dogwood Road Pavement from Aten Rd. to Southeast City Limits	\$302	<i>RFA expected to be submitted end of April</i>
Imperial County	RSTP	Dogwood Road Pavement between El Centro City Limits to Imperial City Limits	\$2,335	<i>RFA expected to be submitted end of April</i>
Imperial County	ATP	Pedestrian Master Plan	\$100	<i>RFA expected to be submitted end of April</i>
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio	\$1,119	<i>RFA expected to be submitted end of April</i>

		Vista Street from San Diego Avenue to Holt Avenue in Seeley		
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio Vista Street from Holt Avenue to Heil Avenue in Seeley	\$237	<i>RFA expected to be submitted end of April</i>
Westmorland	CMAQ	Paving H Street and 8 <sup>th</sup> Street	\$429	<i>RFA expected to be submitted end of April</i>
ICTC	CMAQ	Design of New Intermodal Transportation Center in the City of Calexico	\$559	<i>RFA expected to be submitted end of April</i>
		<b>Total</b>	<b>\$9,978</b>	

14) **Assembly Bill (AB) 28:** This urgent bill by Assembly member Frazier provides a three-year extension to the existing delegation of the National Environmental Policy Act (NEPA) to Caltrans – this is very critical to our Imperial region’s federal-aid funded projects as Caltrans currently assist us in streamlining the review and approval of our City and County projects with federal funding such as projects with Congestion Mitigation and Air Quality, Regional Surface Transportation Program and Highway Safety Improvement Program (CMAQ, RSTP, HSIP), and other federal funds. If this bill were not approved, our local City and County projects may be delayed so significantly that could result in the loss of funds to our region. The bill was sponsored by the Self Help Counties Coalition (SHCC) that ICTC is a member. I am pleased to report that AB 28 was voted off the Assembly floor on March 21<sup>st</sup> 75-0 in concurrence with the amendments from the Senate and will be enrolled and sent to the Governor for his signature. SHCC has already met with the Governor's staff and feel confident he will sign the bill in advance of the March 31<sup>st</sup> deadline. It’s concluded that AB 28 was signed by the Governor and approved by FHWA by the March deadline.

15) **State Legislation for Transportation Funding – AB 1 and SB 1:** Lead staffs for Senator Jim Beall, Assemblyman Jim Frazier and Governor Brown are working to finalize a funding package for \$6 billion to repair and maintain our state and local roads, improve our trade corridors, and support public transit and active transportation. See attached summaries provided by the League of Cities. It is projected that approximately \$2 Billion annually will go to cities and counties for local road improvements. Recent visits at the State Capitol indicate a strong possibility to get a bill passed through the Senate and onto the Governor in April. The following is an estimate of annual revenue for our Imperial Valley Cities and the County of Imperial. The Bill was approved on April 6, 2017 by the Senate and the Assembly and is expected to be signed by the Governor.

Brawley	\$903,810	Holtville	\$214,867
Calexico	\$1,411,564	Imperial	\$600,155
Calipatria	\$265,057	Westmorland	\$80,257
El Centro	\$1,542,769	County of Imperial	\$15,559,193
<i>Source: CaliforniaCity.com</i>		<b>TOTAL</b>	<b>\$20,577,672</b>

16) **President’s 2018 Budget/Transportation Impacts:** The proposed transportation budget could have a direct impact to Imperial County as it eliminates funding for the Essential Air Service (EAS) program that provides subsidy to the Mokulele Air service to/from Imperial to LAX. Other impacts include the elimination of the TIGER discretionary transportation grant program and the Nationally Significant Freight and Highway Projects program – both programs are opportunities to fund some of Imperial Valley’s freight projects in the region serving our trade with Mexico and our agricultural trade corridors such as Forrester Road. Other impacts include limited funding for the Federal Transit Administration’s Capital Investment Program and federal subsidies for Amtrak’s long distance train services.

17) **Update to the 2011 Short Range Transit Plan (SRTP) Request for Proposals:** ICTC staff is developing a Request for Proposals (RFP) for release in early summer to complete an update to the 2011 Short Range Transit Plan (SRTP). This is a planning document that identifies transit services and capital improvements over the

next three to five year period, with expected available resources. The project unfolds over an approximately 12 month period. The goal is to have an updated report with bilingual public participation. Special Planning Emphasis Areas anticipated in the report include but are not limited to: a review of transit service options on the West side of the Salton Sea, expansion of IVT RIDE into other member agencies' service areas and expansion of the IVT Blue, Green and Gold lines for Saturday and Sunday services. The project budget is established in the FY 2016-17 ICTC Overall Work Plan and Budget.

- 18) **Imperial Mexicali Binational Alliance Meeting:** On March 17, 2017 the Imperial Mexicali Binational Alliance (IMBA) held its bimonthly meeting at Imperial Palms Hotel and Resort at Barbara Worth. The meeting was included as part of the Imperial Valley Economic Development Corporation's Annual Renewal Energy Summit. During the IMBA meeting an update was given by ICTC regarding the Calexico Intermodal Transportation Center. A presentation was provided by Kevin Kelley of IID on Mexicali/Imperial water agreement and transmission updates. The next meeting is scheduled for May 11, 2017 in the City of Mexicali.
- 19) **Critical Rural Freight Corridors (CRFC) and Critical Urban Freight Corridors (CUFC):** The Southern California Association of Government (SCAG) requested a CRFC and CUFC project nomination list from all Regional Transportation Planning Agency (RTPA). On January 10, 2017, ICTC reviewed the regional project list and submitted the following projects to SCAG:

Project Description	Designation
<b>Widen bridge over the All American Canal at the Calexico East POE:</b> widen of bridge over the All American Canal to six lanes at the Calexico East Port of Entry	CRFC
<b>Intelligent Transportation Systems (ITS) Implementation at Calexico East POE:</b> install border wait-time monitoring systems, radio frequency identification (RFID)/Bluetooth technology, and advanced traveler information systems	CRFC
<b>SR-98 widening from VV Williams Avenue to Rockwood Avenue:</b> Widen SR-98 from 4 to 6 lanes from VV Williams Avenue to Rockwood Avenue	CUFC
<b>Forrester Road Corridor:</b> Forrester Road bridge over the New River reconstruction, roadway realignment and operational improvements	CRFC
<b>Menvielle Road Widening:</b> widen Menvielle Road from 2 to 4 lanes between Carr Road to SR-98	CRFC

- 20) **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 has completed draft Mobility Hub Concept Designs for the intermodal facilities in the City of Brawley, Imperial Valley College and the City of El Centro. The draft concept designs will be distributed for feedback from project stakeholders. For more information about the project or to access the draft concepts please visit the ICTC website at <http://www.imperialctc.org/mobility-hubs-strategy/>. Project team will meet on April 18, 2017. The project is scheduled to be completed by June 2017. Virginia Mendoza, Project Manager

- 21) **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. Project is in design phase. Construction will begin and completed in late 2017.

- 22) **Heber Bus Stop & Pedestrian Access Improvements on State Route 86:** The community of Heber has had a need to improve pedestrian and bus stop access along State Route 86. The ICTC Commission granted the use of Regional Set-Aside Local Transportation Account (LTA) funds for the project. Caltrans has served as the project lead; the first phase will begin in January and completed February 2017. Phase 2 is scheduled for completion in June/July 2017 and Phase 3 in October/November 2017. Community outreach will be necessary prior to initiating construction in Phase 2 and 3 as road closures and detours will be necessary.
- 23) **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. The amendments are necessary to our ability to fund and complete these projects if funding is made available. At their January 5<sup>th</sup> meeting SCAG Regional Council approved the release of the draft amendment for 30 day public review.

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

- 24) **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 March 2018. Phase II funding is pending Congressional approval.

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. The City of Calexico is finalizing their right of way acquisition for widening Cesar Chavez Blvd. and Caltrans has initiated construction for widening SR-98. Both are currently scheduled for completion in March 2018 to coincide with GSA’s Phase 1 completion of the Port expansion.

- 25) **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.

ICTC is pursuing discretionary freight program funding for the bridge expansion, 3 new truck inspection lanes and Intelligent Transportation System (ITS) technologies for a total cost of \$35 million.

- 26) **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.

**27) Meetings attended on behalf of ICTC:**

- March 9, 2017 – Unmet Transit Needs Second Meeting
- March 14, 2016 – SR-98 Widening Project Open House in Calexico
- March 14, 2017 – SR-86 CBP Checkpoint discussion in El Centro
- March 15, 2017 – SCAG/SCLC Joint Legislative Briefing in Sacramento
- March 16, 2017 – SD-TJ Smart Coalition Border Tour and Meeting in Mexicali
- March 17, 2017 – Imperial-Mexicali Binational Alliance Meeting in Holtville
- March 24, 2017 – SANDAG Borders Committee Meeting in San Diego
- March 28-31, 2017 – CalCOG Leadership Conference in Sacramento (attended by Mark Baza and Commissioner James Predmore)
- April 2-3, 2017 – Mobility 21 Legislative Trip in Sacramento





California HERO Activity Report  
**Imperial County Transportation Commission**  
 Launch Date through March 31, 2017

**Program Activity through March 31, 2017**

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	5,590	229	147	\$4,014,351	79	\$1,077,804	9	89	0	29	73	845,942	219
Calexico	3/24/2015	7,374	474	279	\$8,951,172	157	\$2,029,220	17	137	0	74	194	1,761,818	457
Calipatria	3/24/2015	758	9	4	\$102,074	4	\$49,711	0	4	0	0	0	36,617	9
El Centro	5/23/2014	9,250	379	257	\$7,589,183	122	\$1,677,581	14	114	8	42	115	1,247,288	322
Holtville	3/24/2015	1,248	52	38	\$1,001,541	19	\$211,845	2	17	0	8	14	181,977	47
Imperial	6/10/2015	4,622	169	130	\$4,259,670	70	\$1,058,625	9	58	9	35	103	744,248	196
Westmoreland		596							<b>Has not adopted Resolution of Participation</b>					
Imperial County Unincorporated	11/14/2014	9,506	196	120	\$3,801,488	59	\$879,732	7	64	1	14	41	601,155	154
<b>Total</b>		<b>38,944</b>	<b>1,508</b>	<b>975</b>	<b>\$ 29,719,479</b>	<b>510</b>	<b>\$ 6,984,517</b>	<b>59</b>	<b>483</b>	<b>18</b>	<b>202</b>	<b>541</b>	<b>5,419,044</b>	<b>1,405</b>

\*\* Participation rate based off of funded projects

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

# Transportation Infrastructure and Economic Investment Act

## ***A \$6 billion funding package to improve our roads and transportation infrastructure***

### **Where will the money come from?**

#### **Revenues Adjustments and Enhancements: \$5 billion annually**

The transportation funding package proposes a series of new revenue enhancements and adjustments to fix our roads and improve mobility throughout the state. Specifically, this proposal eliminates the Board of Equalization's annual adjustment of the gas excise tax, restores the price-based gas excise tax rate to 17.3 cents, plus enhances and indexes the base gas excise tax by an additional 12 cents to raise approximately \$2.9 billion annually at the end of the phase-in period. The base gas tax would be increased gradually over three years; increasing by 6 cents in the first fiscal year, to 9 cents in year two, ultimately to 12 cents in year three. The proposal also increases the diesel excise tax by 20 cents and sales tax by 4% to generate an estimated \$853 million annually and, specifically, approximately \$300 for transit. Additional revenue enhancements include an annual \$100 fee for zero-emission vehicles, and a vehicle registration adjustment of \$38 per vehicle.

#### **Restoration of existing weight fees: \$500 million**

- Vehicle weight fees generate approximately \$1 billion annually and are currently used to pay down transportation debt service. The package will progressively shift a portion of these revenues back to transportation by annually redirecting a portion of weight fee revenues in gradual amounts (\$100 million increments) over a five year period (i.e. \$100 million – year one, \$200 million – year two, etc) until \$500 million in weight fees are restored and used for transportation purposes. The estimated \$500 million remaining will continue to be used to pay down transportation debt service.

#### **Increase Cap and Trade allocation for transit**

- Existing law requires a portion of C&T revenues to fund several transit related programs. This package increases the existing percentage of funding for the C&T's Transit and Intercity Rail Capital Program from the current 10% allocation to 20% and the Low Carbon Transit Operations Program from the current 5% to 10% in order to increase transit services that reduce greenhouse gas emissions throughout the state.

#### **CalTrans Efficiency improvements: Estimated \$70 Million**

- The package authorizes Caltrans to generate up to \$70 million in department efficiencies. The revenue generated through the efficiencies will be allocated to the Active Transportation Program.

#### **Accelerate General Fund Loan Repayment obligations: \$706 million in one-time revenue**

- This package provides that outstanding loans (approximately \$706 billion) made to the General Fund from the State Highway Account, the Motor Vehicle Fuel Account, the Highway Users Tax Account, and the Motor Vehicle Account will be repaid over a two year period. The package would further evenly split these revenues to provide transportation dollars to local agencies and SHOPP.

**Total Estimated funding: \$5.5 billion annually + \$706 million one-time revenue**

## **How will the money be spent?**

### **Funding for Self-Help Counties**

- To assist local governments in maximizing transportation dollars to invest in improving California's transportation infrastructure, this proposal sets aside \$200 million annually to local agencies that have adopted local sales tax measures commonly referred to as "self-help" counties as well as local agencies that have adopted fees (such as uniform developer fees) that are used for transportation improvements.

### **50/50 funding split between state and local agencies**

- The package establishes a balanced approach to ensure transportation maintenance and rehabilitation needs are sufficiently met throughout the state. Thus, new transportation revenue will be split equally between locals and state for road and bridge repair and maintenance.

### **Trade Corridors**

- As regional ports serve as one of the primary economic engines for the state, the transportation funding package allocates 20 cents of the diesel excise tax or approximately \$600 million annually to support the movement of goods in California's critically important trade corridors.

### **Transit**

- Additional funding for the State Transit Assistance (STA) program will provide for additional resources for local transit providers throughout the state. This revenue will provide transit agencies with the opportunity to purchase zero-emissions buses and be used for various capital projects. Additionally, a portion of the diesel sales tax will be specifically allocated to improve intercity and commuter passenger rail services.

### **Workforce, job training, & Opportunity Act (Pre-Apprenticeship Programs)**

- The transportation package addresses the state's projected labor shortage by providing high-quality training and skills development to individuals entering the workforce. The proposal specifies all projects funded with new transportation revenue will be required to engage in a pre-apprenticeship program for individuals, including low-income/disadvantaged individuals. State and local California Conservation Corps shall be an eligible partner under this act. The transportation package additionally requires Caltrans to develop a plan to increase participation from small and disadvantage businesses.

## **Reforms:**

### **CTC Independence**

- The package establishes CTC as an independent agency as a means to design a more efficient project delivery system and use of state resources. Further transfers responsibility for the approval of the State Highway Operations and Protection Program (SHOPP) from Caltrans to CTC. Specifically, requires Caltrans to submit additional information on the proposed SHOPP program prior to CTC review and approval including cost, scope, schedule, and performance metrics. Additionally requires CTC to conduct public hearings in Northern and Southern California to get feedback on the proposed SHOPP from stakeholders and the public.

### Office of Transportation Inspector General

- Creates the Office of the Transportation Inspector General (OIG) and notes that the TIG shall not be a subdivision of any other governmental entity. Specifies the TIG is to serve as an independent office to ensure that all state agencies expending state transportation funds are operating efficiently, effectively, and in compliance with federal and state laws. The TIG will be appointed by the Governor and confirmed by the Senate for a six-year term.

### **Additional transportation improvements:**

#### **Active Transportation**

- Improve existing Active Transportation Program through increased funding from an annual appropriation of \$80 million plus any additional revenues generated through Caltrans efficiencies.

#### **Improved Project Delivery**

- Provides a number of statutory changes that will improve and make more efficient the project delivery process for transportation infrastructure projects.

## **AB 1 (Frazier) Transportation Funding Package**

- A \$6 billion annual funding package to repair and maintain our state and local roads, improve our trade corridors, and support public transit and active transportation.
- A \$706 million repayment of outstanding transportation loans for state and local roads.
- Eliminates the BOE “true up” that causes funding uncertainty and is responsible for drastic cuts to regional transportation projects.
- Indexes transportation taxes and fees to the California CPI to keep pace with inflation.
- Includes reforms and accountability for state and local governments to protect taxpayers.
- Streamlines transportation project delivery to help complete projects quicker and cheaper.
- Protects transportation revenue from being diverted for non-transportation purposes.\*
- Helps local governments raise revenue at home to meet the needs of their communities.\*

### **New Annual Funding**

- **State** -- \$1.9 billion annually for maintenance and rehabilitation of the state highway system.
- **Locals** -- \$2.4 billion annually for maintenance and rehabilitation of local streets and roads.
- **Regions** -- \$577 million annually to help restore the cuts to the State Transportation Improvement Program (STIP).
- **Transit** -- \$563 million annually for transit capital projects and operations.
- **Freight** -- \$600 million annually for goods movement.
- **Active Transportation** -- \$80 million annually, with up to \$150 million possible through Caltrans efficiencies, for bicycle and pedestrian projects.
- Constitutional Amendment to help locals raise funding at home by lowering the voter threshold for transportation tax measures to 55 percent.\*

### **Reforms and Accountability**

- Restores the independence of the California Transportation Commission (CTC).
- Creates the Office of Transportation Inspector General to oversee all state spending on transportation.
- Increases CTC oversight and approval of the State Highway Operations and Protection (SHOPP) program.
- Requires local governments to report streets and roads projects to the CTC and continue their own funding commitments to the local system.

### **Streamlining Project Delivery**

- Permanently extends existing CEQA exemption for improvements in the existing roadway.
- Permanently extends existing federal NEPA delegation for Caltrans.
- Creates an Advance Mitigation program for transportation projects to help plan ahead for needed environmental mitigation.

### **New Annual Funding Sources**

- Gasoline Excise Tax -- \$1.8 billion (12 cents per gallon increase)
- End the BOE “true up” -- \$1.1 billion
- Diesel Excise Tax -- \$600 million (20 cents per gallon increase)
- Vehicle Registration Fee -- \$1.3 billion (\$38 per year increase)
- Zero Emission Vehicle Registration Fee -- \$21 million (\$165 per year starting in 2nd year)
- Truck Weight Fees -- \$500 million (return to transportation over five years)
- Diesel Sales Tax -- \$263 million (increase increment to 5.25%)
- Cap and Trade -- \$300 million (from unallocated C&T funds)
- Miscellaneous transportation revenues -- \$185 million

### **Keeping Promises and Protecting Revenues**

- One-time repayment of outstanding loans from transportation programs over two years. (\$706 million)
- Return of half of the truck weight fees to transportation projects over five years. (\$500 million)
- Constitutional amendment to ensure new funding cannot be diverted for non-transportation uses.

*\*These provisions will be in companion bills.*

*\*Revenue estimates using 2016 LAO funding projections and \$500 million weight fee return in 2021*



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:** Wednesday April 12, 2017  
**To:** ICTC Management Committee Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**Re:** **Southern California Association of Government's (SCAG) Report**

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The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Meeting April 12, 2017.

- 1. SB 1 Road Repair and Accountability Act of 2017:** The bill passed by a vote of 27-11. The bill provides \$52.4 billion over 10 years for transportation by raising California's gas excise tax 12 cents to 30 cents a gallon, with annual adjustments for inflation. The diesel excise tax will also go up 20 cents to 36 cents a gallon. Funds will also be raised by fee increases on vehicle registrations which will be proportionate to the vehicle model year and will range from \$25 to \$175 a year annually. Zero emission vehicles will incur a \$100 annual fee. There will be a constitutional amendment put on the 2018 ballot to allow a vote to ensure the funds will be provided for road projects.
- 2. 2017 SCAG Scholarship Program:** SCAG Scholarship Program is designed to offer local government and planning experience that students can use to develop long-term career goals. The scholarship will provide a \$4,000 scholarship award for seven high school or community college students from the SCAG region (and potentially an additional eighth scholarship award that is not tied to a specific county, but would be awarded at the Committee's discretion) and a two-week internship with a local planning agency, council of governments or SCAG. Recipients will also have an opportunity to meet with their local government representatives and practicing planners to discuss the importance of urban planning and a future career in public service. Further information and the application are available on the SCAG website. Applications are due Friday April 21, 2017. For information please contact Imperial County RAO David Salgado.
- 3. SCAG Toolbox Tuesday April 18, 2017 Webinar - Demographics Data for Public Health Planning 10:00am to 12:00pm:** Toolbox Tuesdays provides a range of practical skills and knowledge for local planning practitioners including training in the use of technology and education for practical approaches to timely issues. All classes and webinars are FREE for staff of SCAG-member local governments and other SCAG partners in Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura Counties. Private sector planners, non-profit staff, academics, and students are welcome to attend as long as space is available. April 18th (10:00 am – 12:00 pm).



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The planning profession was borne from a call to action from public health. What's old is new again and planners are once again tasked with reducing the affects from chronic disease. However, finding the right health data to inform transportation and/or land use projects can be challenging. This webinar will provide an overview of new, free online tools for integrating public health data into planning and policy, particularly assessing chronic disease at the neighborhood level; designing for safety to maximize increasing the rate of physical activity to reduce the risk of chronic disease; successful strategies for communicating with non-health professionals on the project team about the determinants of health; and evaluating design options. To RSVP and receive webinar log-in information, please contact India Brookover at Brookover@scag.ca.gov.

4. **SCAG 2017 Local Profiles:** 2017 DRAFT Local Profiles were sent to all planning directors and stakeholders for review on March 3, 2017. Please review and provide comments to [localprofiles@scag.ca.gov](mailto:localprofiles@scag.ca.gov) by **Friday, March 24, 2017**. The final Local Profiles are scheduled for release at the SCAG General Assembly in May. When reviewing, please also think about how Local Profiles could be further improved in contents as well as utilization. SCAG staff plans to conduct a mini-survey of all member jurisdictions after everyone finishes the review by March 24th. Questions can be directed to Ping Chang or Mike Gainor at SCAG.
5. **2017 SCAG Regional Conference and General Assembly:** Please save the date of May 4<sup>th</sup> and 5<sup>th</sup>! SCAG will be having the 2017 GA at the J.W. Marriot Desert Springs Resort and Spa in Palm Desert, CA. SCAG is working to present a new Strategic Plan at the GA which will drive SCAG moving forward. For questions please contact Imperial County RAO, David Salgado.
6. **SCAG RTP-SCS Amendment #2 Public Hearing April 25, 2017:** SCAG will be holding a public hearing for a second amendment to the RTP-SCS. The public hearing will take place Tuesday April 25, 2017 from 3:00pm to 5:00pm. The meeting will be held in the Los Angeles SCAG office and will be available in the regional offices, too including Imperial County. Please feel free to contact Imperial County RAO, David Salgado, with any questions.
7. **SCAG Policy Committee Appointments:** The Imperial County Transportation Commission (ICTC) took action to formally appoint members from the ICTC to SCAG Policy Committees at the January ICTC Meeting held January 26, 2017. Calexico Councilman Bill Hodge was appointed to the Community, Economic and Human Development Committee (CEHD). Also appointed was City of Westmorland Councilperson Ana Beltran who will serve on Energy and Environment Committee (EEC). Imperial County Supervisor Luis Plancarte's appointment to the SCAG Energy and Environment Committee was formalized as well. Supervisor Plancarte also serves as the SCAG Regional Council Rep for the County of Imperial, replacing former Supervisor and Commissioner Jesus "Jack" Terrazas.

The SCAG Committees generally meet on the first Thursday of each month at 10 AM at their downtown Los Angeles office. SCAG does provide reimbursement for travel expenses. For more information contact David Salgado, SCAG Regional Affairs Officer at [salgado@scag.ca.gov](mailto:salgado@scag.ca.gov) or 760-353-7800.



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- 8. 2017 SCAG Presidents Strategic Plan (PSP) Update:** SCAG has convened a strategic planning committee composed of executive management, leadership, and staff in order to develop and update SCAG's Strategic Planning Document. The Strategic Plan has not been updated since 2009 and provides a framework for the agencies Work Plan and continued success. A Staff Strategic Planning (SSP) Committee has been composed to support the work of the PSP. Imperial County RAO David Salgado is participating on the PSP Committee. It is the goal to have the document finalized for presentation and approval at the 2017 General Assembly in May.
- 9. SCAG Regional Council and Policy Committees:** SCAG's Regional Council and policy committee meetings will take place Thursday March 2, 2017 at SCAG's main offices in Los Angeles.
- 10. CalEPA-Cal Enviro Screen Tool 3.0 UPDATE:** The revised CalEnviro Screen Tool has been revised. Version 3.0 has been released and is improved from the 2.0 version. CalEPA previously held a workshop in Imperial County to gather feedback from stakeholders regarding issues which may not be considered when establishing the disadvantage communities and environmental justice criteria for grant awards. Border air quality impacts were considered in the new tool amongst a whole host of other new criteria for implementation. A summary of the revisions can be found on the CalEPA website.
- 11. 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.



## **2017 REGIONAL CONFERENCE & GENERAL ASSEMBLY PROGRAM HIGHLIGHTS INNOVATION**

I am pleased to share with you an exciting program for SCAG 52nd Annual Regional Conference and General Assembly. This year's conference, "Innovating for a Better Tomorrow," will be held May 4-5 at the JW Marriott Desert Springs Resort & Spa in Palm Desert. The conference program includes guest speakers and breakout panels on a variety of topics including housing, smart city infrastructure and how automation and artificial intelligence will impact the future workforce. At the conference luncheon, we will also present the winners of the 2017 SCAG Sustainability Awards, the region's highest honors for projects that promote and improve mobility, livability, prosperity and sustainability in Southern California. This year, a total of seven planning projects were selected. Please join us in recognizing the cities of Long Beach, Lynwood and San Bernardino, the Imperial County Transportation Commission, Los Angeles County Department of Parks and Recreation, the Transportation Corridor Agencies and University of California Los Angeles Department of Transportation on May 4. The event is free for elected officials and city managers. For other guests, there is a special \$250 early bird rate that's been extended until April 14. For more information, visit the conference website: [scag.ca.gov/ga2017](http://scag.ca.gov/ga2017).

## **WELCOME ART YOON, SCAG'S NEW DIRECTOR OF POLICY & PUBLIC AFFAIRS**

I am pleased to announce SCAG's new Director of Policy and Public Affairs, Art Yoon. Art has over 27 years of experience working as a public relations professional in the private and public sectors and joins SCAG with an extensive background in government, having served as a member of the Hermosa Beach City Council and also as Mayor and as a staffer to three U.S. Congressional Representatives and one U.S. Senator. Prior to joining SCAG, Art was the Executive Vice President of FilmLA for four years. Among his many accomplishments, Art worked with FilmLA in collaboration with SCAG to secure a \$1.65 billion tax credit for the entertainment industry in 2014, making California more competitive for productions. Art has a Bachelor's degree in Economics from Johns Hopkins, a Master's in Public Policy from Georgetown and a Master's in Business Administration from USC and resides in Newport Beach with his wife and 5 year old son.

## **SCAG DELEGATION MEETS WITH STATE LAWMAKERS IN SACRAMENTO**

On March 14-16, SCAG led a delegation of Southern California leaders to the state Capitol to meet with a bipartisan group of state lawmakers and promote the region's legislative priorities. The visit, organized in partnership with the Southern California Leadership Council (SCLC) and including many cross-sector leaders, sought to develop a more active and engaged Southern California Delegation within the legislature. We held meetings with 23 senators and assemblymembers and several legislative staff, discussing Southern California's regional priorities related to housing, transportation infrastructure and cap-and-trade funding. SCAG will continue to work with the region's elected leadership in Sacramento to advance SCAG's legislative priorities, which were formally adopted by the Regional Council in January. For more details, visit: <http://newsletter.scag.ca.gov/scagupdate/032017.htm>.

## **'FIX OUR ROADS' COALITION MEETING WITH SOCAL NEWS GROUP EDITORIAL BOARD**

On March 22, SCAG President Michele Martinez, Orange County Business Council President Lucy Dunn and I were part of a 'Fix Our Roads' coalition meeting with the editorial board of the Southern California News Group (SCNG). Our meeting was to encourage

the editorial board to support transportation funding solutions in California. While there is broad agreement that California needs more revenue devoted to transportation, there is division on where that revenue should come from. The SCNG recently came out against raising revenues for transportation, but at our meeting we provided the big-picture view of the state's transportation funding and President Martinez outlined the extent of the region's transportation and infrastructure needs. I'm pleased to say that our meeting had a positive effect in educating the editorial board and their readership. Their latest editorial is available online: <http://bit.ly/2oK0Bau>.

## SCAG JOINS GOV. BROWN AND STATE LEADERS ON ROAD REPAIR BILL

On April 4, I joined Governor Edmund G. Brown Jr., Senate President pro Tempore Kevin de León and Assembly Speaker Anthony Rendon, along with city and county officials in Riverside, at a press conference to discuss the [Road Repair and Accountability Act of 2017](#), or Senate Bill 1. The legislation invests \$52.4 billion over the next decade to fix roads, freeways and bridges in communities across California and put more dollars toward transit and safety. Governor Brown spoke in strong support of roads as the key to California's greatness. In my remarks, I emphasized the state of disrepair of our roads and bridges and corroborating the need for investment in infrastructure repair. The video from our press conference is available at: <http://bit.ly/2oK6fJP>.

## SCAG 2016 RTP/SCS UPDATE

For the past several months, staff has been working with our county transportation commission partners on two amendments to the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS), the region's vision for balancing future mobility and housing needs with economic, environmental and public health goals. The proposed changes were to the plan's list of transportation projects, making additions or changes to project scopes, costs and/or schedules. At this week's meeting, SCAG's Regional Council will be voting to approve the Proposed Final Amendment #1 and the Transportation Committee will consider releasing Draft Amendment #2 for a 30-day public comment and review period. Federal approvals of the two amendments will ensure that Measure M and other critical transportation projects will be able to proceed towards implementation in a timely manner.

In March, SCAG convened a meeting of the Natural & Farm Lands Working Group as well as the Active Transportation and Public Health working groups. These working groups have been meeting since 2014 and were instrumental in finalizing the policies and strategies in the 2016 RTP/SCS. This most recent meeting provided participants with an overview of recent statewide plans and initiatives, funding opportunities and ways to implement strategies proposed in the 2016 RTP/SCS.

## GO HUMAN MEDIA CAMPAIGN RELAUNCHES ACROSS THE REGION

In partnership with county transportation commissions and health departments across the region, SCAG will relaunch its successful Go Human advertising campaign during the month of May to coincide with National Bike Month. The marketing campaign promotes traffic safety and encourages people to walk and bike. During the months of May and June, new advertisements featuring messages that encourage drivers to slow down and look for people walking and biking will begin appearing in all six SCAG counties. The campaign will include Go Human billboard, transit and bus shelter advertisements, digital ads and radio spots. Placement of advertisements are prioritized in places that have been designated as collision priority areas based on local data and we hope that the campaign will generate 120 million impressions across the region and reduce the number of injuries and fatalities to pedestrians and bicyclists. Financial support for this effort is provided by the Office of Traffic Safety.

SCAG's Go Human campaign is also partnering with the cities of Santa Ana and Rancho Cucamonga by co-hosting open-streets events that promote safer and more accessible bicycling. The events are part of a broader effort to support local planning projects and making walking and biking safer and more convenient. For more details, please visit the Go Human Events page: <http://gohumansocal.org/Events>.

## SCAG JOINS STATE ADVISORY COMMITTEE ON CLIMATE RESILIENCY

On March 27, SCAG staff participated in the inaugural meeting of the technical advisory committee for California's Integrated Climate Adaptation and Resiliency Program (ICARP), which is designed to develop a coordinated response to the impacts of climate change across the state. The program was established by the state Office of Planning and Research via Senate Bill 246, signed in 2015. The committee, which will meet quarterly, will facilitate coordination among local, regional and state-level efforts to adapt to climate change. More information on the state's climate adaptation strategy, "Safeguarding California," is available here: <http://resources.ca.gov/climate/safeguarding/>.

## TOURS HIGHLIGHT SOCIAL AS GOODS MOVEMENT GATEWAY

SCAG and partner agencies in the region took part in a tour in February for the Federal Highway Administration Office of Freight Management division. The delegation began their tour in Imperial County and San Diego before arriving in the Inland Empire for a meeting with SCAG, Caltrans, Riverside County Transportation Commission (RCTC) and San Bernardino County Transportation Authority (SBCTA). SBCTA Executive Director Ray Wolfe, RCTC Executive Director Anne Mayer and I presented on goods movement in the SCAG region and the group toured an intermodal facility owned by BNSF Railway. This meeting comes at a critical time as the SCAG region continues to advocate for funding for goods movement projects necessary to grow the economy and trade through mechanisms like discretionary grant monies to be awarded through the FASTLANE program.

On March 9, SCAG President Michele Martinez led a delegation of 30 SCAG elected officials and special guests on a tour of the Port of Long Beach, to educate members on the importance of goods movement to the region. Harbor Commissioner Doug Drummond welcomed the group and Port staff presented information on the magnitude of the daily operations at POLB, while SCAG staff shared how the port's activities were part of a larger goods movement industry throughout the region.

## DEMONSTRATION SHOWCASES NEXT GENERATION TRUCKS ON AUTOPILOT

On March 8, SCAG staff, Regional Council members and regional partners attended the Southern California Truck Platooning Demonstration at the Port of Los Angeles. Three heavy duty trucks demonstrated Cooperative Adaptive Cruise Control. This technology provides communication between vehicles, automatically controlling speed, spacing and braking. This allows vehicles to travel closer together creating greater efficiencies. Caltrans organized the demonstration in partnership with the Federal Highway Administration, the Partners for Advanced Transportation Technology, Gateway Cities Council of Government, the Volvo Group, Cambridge Systematics and Los Angeles County Metropolitan Transportation Authority.

## SCAG ROLLS OUT OPEN DATA TO STUDENTS

SCAG is providing two exciting opportunities for university students to compete for scholarships and share their research with a variety of public, private and non-profit leaders at our Regional Conference and General Assembly in May. The SCAG/Esri Story Maps Student Challenge invites students to conceptualize, create and submit story maps using the Esri ArcGIS Online platform and the SCAG GIS Open Data Portal. Esri Story Maps are web applications that let authors combine maps with narrative text, images and multimedia, including video. SCAG is also soliciting submissions of student-led projects for the annual Student Poster Exhibition that will be displayed at the Regional Conference and General Assembly. Eligible projects include any applied projects or research papers that demonstrate innovative solutions to sustainability-related planning issues on a local or regional scale. Applications for both programs are due April 11th. Guidelines and submissions instructions can be found here: <http://bit.ly/2nFv08e>.

## AIR QUALITY AND EMISSION REDUCTION TARGET UPDATE

On Thursday, March 23, I testified before the Air Resources Board at their meeting to discuss the process for setting new targets for reducing per-capita greenhouse gas (GHG) emissions. Alongside my counterparts from metropolitan planning organizations in the San Francisco, San Diego and Sacramento regions, I emphasized the importance of keeping the next round of GHG reduction targets both ambitious and achievable. Highlighting the hard work the region of Southern California has been doing to reduce emissions, including transit investments, “fix-it-first” infrastructure policy implementation and active transportation programs, I maintained that further progress will require collaboration and support from the state. I also advised that SCAG’s Regional Council would be asked to make a formal recommendation for new per-capita GHG reduction targets in April. The Los Angeles Times also quoted my testimony in a story about the reduction targets: <http://lat.ms/2p2o32q>.

I am pleased to report that both the South Coast Air Quality Management District (SCAQMD) and the California Air Resources Board (ARB) have adopted the 2016 South Coast Air Quality Management Plan (AQMP). This plan was jointly developed by SCAQMD and ARB, along with SCAG, to meet federal and state Clean Air Act requirements. Upon approving the plan, ARB also adopted a resolution directing staff to develop concepts for an Indirect Source rule that would control pollution from large facilities including ports, railyards, warehouses and distribution centers. The adoption and ultimate approval of this plan by the U.S. EPA will help the region comply with health-based national air quality standards set out by the Clean Air Act and allow SCAG to perform the required transportation conformity analysis. Further details are available in this month’s staff report to the Regional Council and Policy Committees.

On March 13, the U.S. Environmental Protection Agency (EPA) determined that Imperial County has attained the 2006 National Ambient Air Quality Standards for fine particulate matter. This means that as of May 12, Imperial County will no longer be subject to certain Clean Air Act requirements (such as submitting attainment-related air plans) as long as they continue to meet the 2006 standards for fine particulate matter. The attainment represents a significant milestone in improving air quality in the county, but Imperial must now set its sights on attaining the more stringent 2012 standards. To view the Federal Register Notice, visit <http://bit.ly/2o4Fdi1>.

## CAP-AND-TRADE FUNDING UPDATE

The California Strategic Growth Council (SGC) has released draft guidelines for the third round of the Affordable Housing and Sustainable Communities (AHSC) program. The AHSC provides grants and affordable housing loans for compact transit-oriented development and related programs that reduce greenhouse gas emissions. SCAG staff is currently assessing the draft guidelines to determine what impacts the revisions may have on policies and projects in the region. SGC will be accepting comments on the draft guidelines until April 14. SGC will also hold a public workshop to solicit comments on the guidelines on Monday, April 10 from 1:00 p.m. – 4:00 p.m. at the SCAG office in downtown Los Angeles. For additional information on SCAG’s ongoing capacity-building efforts and technical assistance for AHSC applicants, contact Sarah Dominguez at: [dominguezs@scag.ca.gov](mailto:dominguezs@scag.ca.gov).

The California Natural Resources Agency is currently soliciting applications for the Urban Greening grant program. This program supports projects that either achieve greenhouse gas reductions through urban forestry, reducing energy use in buildings through the strategic planting of trees to shade buildings, or projects that reduce vehicle miles traveled by constructing bicycle or pedestrian facilities. Eligible applicants include cities, counties, special districts and nonprofit organizations. Concept proposals are due by April 11 and projects are due by May 1. For more information, please visit <http://resources.ca.gov/grants/urban-greening/>.

## SCAG ADVOCATES FOR SOCIAL INVESTMENT ON VOLKSWAGEN INVESTMENT PLAN

Early in March, SCAG staff advocated for investment in the region in public comments submitted to the ARB in response to the Cycle 1 Volkswagen Investment Plan for California. Volkswagen is required to invest \$800 million in Zero Emission Vehicle (ZEV) projects in California over a 10-year period, pursuant to a settlement agreement. The full funding commitment will be spent in \$200 million increments over four 30-month cycles. In SCAG's comments, staff stressed the importance of allocating adequate resources to the region of Southern California, which is home to half of the state's population. Staff also expressed support for the City of Los Angeles' application to be candidate to be one of the first two Green Cities in the state. A successful Green City applicant will receive concentrated investment in ZEV programs like car sharing, ZEV transit or freight services and infrastructure and public awareness efforts to support those programs. Investments in Southern California will be essential to helping the entire state achieve its air quality and climate change goals.

## SCAG PRESENTS AT YOSEMITE POLICYMAKERS CONFERENCE

On March 18, I joined a group of California mayors, city council members, county supervisors, city managers and other civic leaders in Yosemite National Park for the 26th Annual Yosemite Policymakers Conference. The event focused on strategies for protecting and advancing critical elements of the "American Dream," including affordable housing, reliable transportation options and sustainable natural resources. The agenda was designed to provide the state's policymakers with the tools and support they need to implement innovative solutions to these concerns. I made a presentation to the conference on "California's Transportation System in a New Political Era," sharing highlights from the 2016 RTP/SCS and outlining potential implications of upcoming demographic shifts for transportation funding and project implementation.

## CLEAN CITIES COALITION UPDATE

The SCAG Clean Cities Coalition, a program that supports local government partnership efforts to expand the use of alternative-fuel vehicles in the region, submitted its annual Transportation Technology Deployment Report to the U.S. Department of Energy in early March. This annual report highlights regional stakeholder activities and accomplishments from the previous calendar year, including: Data on the sales of alternative fuels, deployment of alternative-fuel vehicles and hybrid electric vehicles, idle-reduction initiatives, fuel economy activities and programs to reduce vehicle miles traveled. The Department of Energy will now analyze and translate the data to quantify the total reduction of petroleum use and greenhouse gas emissions, both in the region and nationwide. In 2016, the SCAG Clean Cities Coalition region reduced petroleum use by 49 million gallons and reduced greenhouse gas emissions by 75 tons.

## SCAG GIS SERVICES PROGRAM UPDATE

This month, SCAG welcomes the City of Hawaiian Gardens into the GIS Service Program. Staff will conduct a GIS rollout, presenting the city with a free laptop computer, ArcGIS software, spatial data and software training. SCAG also held a customized two-day GIS training workshop for staff at the City of La Quinta, teaching them entry-level GIS skills including map making, spatial queries, data creation and geocoding. SCAG has also continued a pilot internship program to bring additional GIS services and resources to member agencies. SCAG interns have been placed in nine different local jurisdictions: the cities of Baldwin Park, Jurupa Valley, La Puente, San Fernando, Los Alamitos, Colton, Irwindale, Pico Rivera and Santa Paula, where they are supporting a wide range of mapping and planning activities. In the coming months, SCAG staff will to expand this program to cities in the Coachella and Imperial Valleys.



**Date:** April 7, 2017  
**To:** ICTC Management Committee  
**From:** Laurie Berman, Caltrans District 11, District Director  
**Re:** **District Director's Report**

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The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management committee meeting of April 12, 2017:

**1. Project Updates:**

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

**2. Construction:**

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

The first three segments of the *Interstate 8 Continuously Reinforced Concrete Pavement Project (CRCP)* 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 2016. Construction is expected to be completed in June 2017. Both westbound and eastbound I-8 traffic are using the newly constructed freeway. This project will be completed by June, approximately nine months ahead of schedule.
- 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. Both westbound and eastbound I-8 traffic are using the newly constructed freeway except for a small portion on westbound I-8 near the All American Canal. This project will be completed by August, approximately one year ahead of schedule.

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

- 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 remaining two segments have been awarded and are scheduled to begin construction in summer 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.

#### **I-8/Dogwood Road**

The I-8/Dogwood Road interchange project is completed and all lanes are open to traffic. Decorative fencing will be installed in spring 2017.

#### **I-8/Dogwood Road Landscape Project**

The follow-up landscape project has started and will be completed in summer of 2017.

#### **Caltrans El Centro Maintenance Station**

Phase 1 construction of the Caltrans El Centro Maintenance Station is complete.

Phase 2 is scheduled to be complete in summer 2017.

#### **SR-98 / Cesar Chavez Widening Project**

Contract approval was received in January 2017, with construction scheduled to begin in April 2017 and end in spring 2018. Utility relocation work is complete.

Construction on the \$12.9 million project is scheduled to begin early April with completion in early 2018.

#### **SR-86/Heber Pedestrian Improvements**

This project will add much needed sidewalks and a bus shelter. Bids were opened and construction is scheduled to begin in spring 2017. This project is a coordinated effort between Caltrans and ICTC.



**Construction (continued):**

SR-111/Main Street in Niland

This project will install a bus stop and shelter in an existing parking lot on the east side of SR-111. Efforts have begun and a Cooperative Agreement has been drafted and is in the process of completion between ICTC and Caltrans.

**3. Traffic Operations:**

SR-86/Customs & Border Protection Checkpoint Expansion

Caltrans continues to work on a preferred alternative for this project, which meets the needs of CBP and improves travel for the motoring public.

**4. Maintenance:**

Major maintenance activities included repairing distressed pavement sections on SR-111, just south of Ross Avenue.





### **Maintenance (continued):**

Maintenance employees were onsite at the “Careers on Wheels” Day at Harding Elementary School in El Centro which provided students with the opportunity to see maintenance equipment firsthand, and interact with maintenance staff about their profession.



### **5. Planning Studies:**

#### **A Fresh Look at Impacts of Border Delays at CA/BC POEs**

In May 2016, the San Diego Association of Governments received two Caltrans grants for a total of \$670,000 to study the Effects of Border Wait Times on the Economy and Air Quality/Climate Change Emissions. This is a cooperative effort between SANDAG, ICTC and Caltrans under contract with HDR.

- a. The Economic Impacts of Border Delays will update and enhance previous studies to estimate the effects of delays at the San Diego and Imperial Counties Ports of Entry (POEs) on the regional, statewide, and national economies of the United States and Mexico.
- b. The Air Quality and Climate effects of Border Wait Times will develop a methodology to estimate air quality pollution and greenhouse gas emissions due to vehicular delays to cross the San Diego and Imperial Counties POEs.
- c. Two Economic Peer Review Panels are scheduled for mid-April, and will include subject matter experts for the purpose of seeking technical input and modeling variables.

### **Planning Studies (continued):**

Caltrans is currently working with SCAG and Cambridge Systematics in an effort to update the Regional Transportation Model for Imperial County. A kick-off meeting was held on April 3, 2017, and initial efforts are focused on developing an inventory of existing data, and future data collection needs. The project is funded by SCAG with a cost of \$78,000, and will be completed in December 2017.

### **6. Local Assistance:**

#### Local Roadway Departure Safety Workshop

A free workshop will be held on Wednesday, April 19, 2017 from 08:00 a.m. to 3:00 p.m. for training on roadway departure crashes which occur after a vehicle crosses an edge line or a center line, or otherwise leaves the traveled way. Participants will learn how to apply for federal funds, common locations of crashes, and types of countermeasures.

Please register by April 17, 2017 at EventBrite:

<https://www.eventbrite.com/e/state-transportation-innovation-council-stic-initiative-roadway-departure-safety-workshop-tickets-33281644294>

#### California Federal Lands Access Program (CA FLAP) 2017 Call for Projects

The California Federal Lands Access Program (CA FLAP) 2017 Call for Projects is now open with proposals being accepted through May 12, 2017. The goal of the CA FLAP is to improve transportation facilities that provide access to, are adjacent to, or are located within federal lands. Specific program requirements and project proposal packet materials can be accessed via the CA FLAP webpage.

<http://flh.fhwa.dot.gov/programs/flap/ca>

#### Start of Review for Emergency Relief Projects from January-February 2017 Storms

The Federal Highway Administration released \$10 million of Emergency Relief (ER) funds for the January-February 2017 Storms Disaster Event which is immediately available for Local Agency ER authorization requests on projects associated with this event.

*Clarification:* The specific dates of this disaster were January 3 through February 28, 2017.

*Review of Damage Assessment Form (DAF) drafts is now underway.* If Caltrans and/or FHWA needs verification of work scope, funding eligibility, etc., an unsigned draft of the DAF may be submitted with as much supporting material as possible to make a determination. Agencies should not delay DAF completion with considerable statewide competition for federal disaster funds. The earlier FHWA approves a DAF, the greater an opportunity for securing federal funds.

### **Local Assistance (continued):**

Funding will be distributed on a “first come-first served” basis to applicants requesting authorization. More information is available at the following link:

<http://dot.ca.gov/hq/LocalPrograms/erp/erp.html>

#### **Inactive Projects**

Please submit an invoice to the District by **May 19, 2017**, if you have not yet done so. A complete list of inactive projects can be found at the link provided below.

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

#### **Quarterly “Buy America” Waivers for Vehicle Purchases**

District 11 must receive requests with supporting documentation before April 13, 2017. Instructions and the “Sample List” can be found at the link provided below.

<http://www.dot.ca.gov/hq/LocalPrograms/hooles-rules.html>

#### **Roadway Safety Training and Materials**

FHWA, in collaboration with Caltrans, the California Local Technical Assistance Program (LTAP) Center, and the County Engineers Association of California, recently held training on Roadside Safety Systems Design, Inspection and Maintenance, specifically Guardrail and End Terminals. LTAP recorded this 2016 training into seven sessions, which is now available on the Caltrans Local Assistance Roadway Safety Training and Materials website. Also posted are the participants’ notebook, roadside safety pocket guide and five technical briefs. The target audience includes designers, inspectors, and maintenance staff who have direct responsibility for designing, installing, inspecting or maintaining traffic barriers (including end terminals, barrier transitions and crash cushions).

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

#### **Subsidized Classes for Local Agencies**

California LTAP is a jointly funded effort between FHWA and Caltrans to provide local governments with training, information, technology and direct assistance to help improve transportation infrastructure. Upcoming classes are listed by following the link provided below:

[registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing](http://registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing)

## **Local Assistance (continued):**

### Federal Aid Series

The next training on June 12-16, 2017 (Los Angeles) is at capacity. However, District 11 plans to host this series in the next fiscal year. Please check for updates through the LTAP online registration link below:

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

### Resident Engineers Academy

April 24-27, 2017    San Jose, CA  
May 22-25, 2017    San Francisco, CA  
June 5-8, 2017      Los Angeles, CA

Interested participants must request admission by emailing Debora Ledesma-Ribera at [Debora.Ledesma-Ribera@dot.ca.gov](mailto:Debora.Ledesma-Ribera@dot.ca.gov). Upon completion of the priority registration list, those who have been admitted will receive online registration instructions via email.

### May 3-5, 2017: California Transportation Planning Conference in Walnut Creek

Caltrans, in partnership with the Institute of Transportation Studies (ITS) at University of California, Berkeley present the 2017 California Transportation Planning Conference: *"Partnering for Sustainable Transportation: Meeting the Challenge Now and into the Future"*.

<http://www.techtransfer.berkeley.edu/2017-california-transportation-planning-conference>

### Architectural & Engineering (A&E) Contract Training Survey

A&E Contract Training is one of the many tools that Caltrans Local Assistance provides to local agencies. The goal of this survey is to receive feedback that allows us to focus on your agencies' needs pertaining to the success of procuring A&E consultant contracts.

<https://www.surveymonkey.com/r/D8DLKWR>

### 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/>

### 2017 Local Assistance Procedures Manual (LAPM) Released

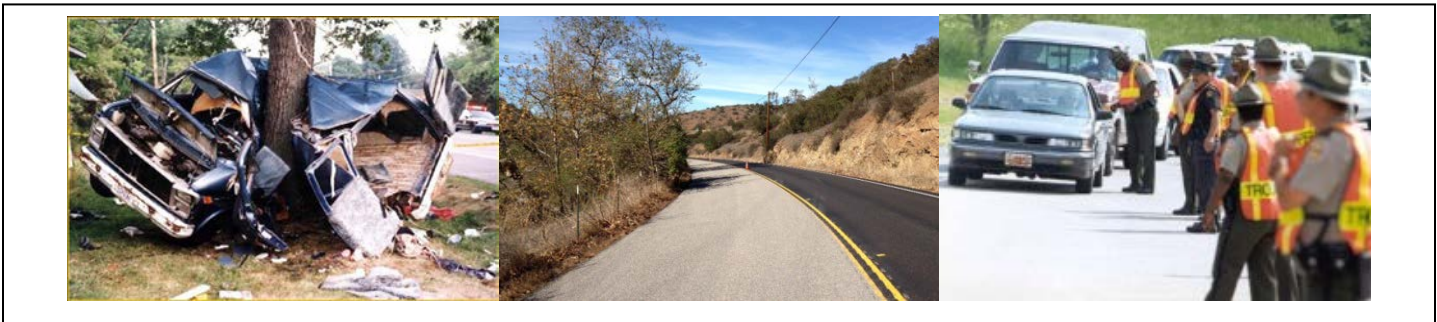
This 2017 edition incorporates all updates, changes, Office Bulletins, and Local Programs Procedures. Annual LAPM updates will be released each January.

<http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.html>

# 1<sup>ST</sup> STATE TRANSPORTATION INNOVATION COUNCIL – LOCAL ROADWAY DEPARTURE SAFETY WORKSHOP

A roadway departure crash is defined as a crash which occurs after a vehicle crosses an edge line or a center line, or otherwise leaves the traveled way. Roadway Departure crashes are frequently severe and account for the majority of highway fatalities. In 2015, there were 18,695 fatalities as a result of roadway departure crashes, which was 53.3 percent of all the traffic fatalities in the United States. Roadway departure crashes account for 46 percent of all traffic fatalities in California.

This **FREE** workshop consists of three main parts. Participants will learn how to apply for federal funds, where their crashes happen, and what types of countermeasures are available. Learn from UC Berkeley, Caltrans, CHP, FHWA, NHTSA, OTS and PWD how to improve safety and save lives.



**Date:** Wednesday, April 19, 2017

**Time:** 8:00 AM – 3:00 PM

8:00	Sign-In
8:30	Introductions and Opening Remarks
8:45	Overview of Roadway Departure
9:45	Break
10:00	National Proven Safety Countermeasures
11:00	Lunch
12:15	Local Proven Safety Countermeasures
1:30	Break
1:45	Funding Opportunities through the HSIP/HSP
2:30	Roundtable Discussion

**Location:** Board of Chambers (810 Court St, Jackson, CA 95642)

**Target Audience:** Planners, Designers, Engineers, Rural Agencies, Law Enforcement, Transportation Professionals

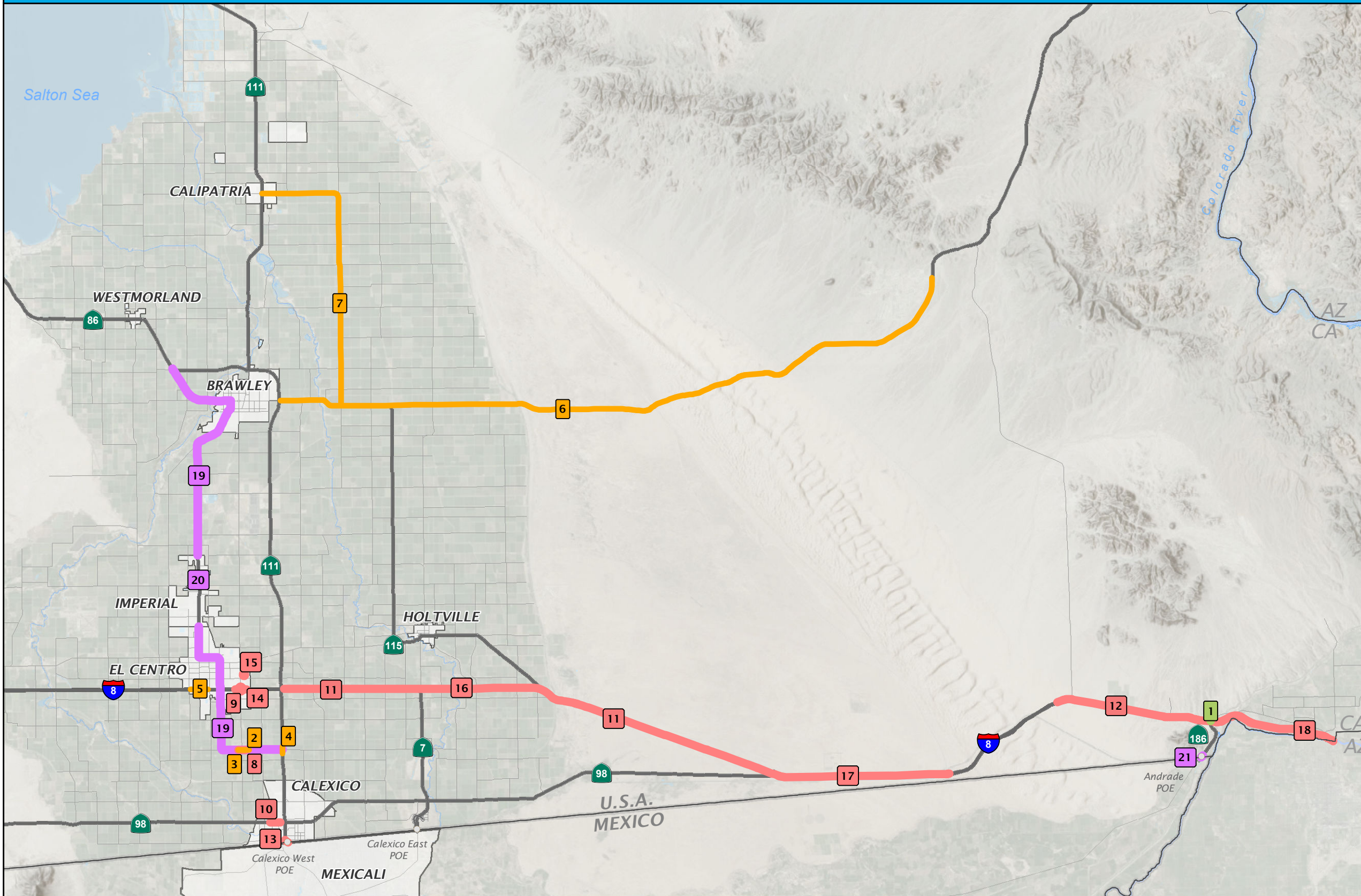
**You must register by April 17<sup>th</sup> by signing up at EventBrite:**

**<https://www.eventbrite.com/e/state-transportation-innovation-council-stic-initiative-roadway-departure-safety-workshop-tickets-33281644294>**

**Space is limited so register today!**



# IMPERIAL COUNTY STATUS OF TRANSPORTATION PROJECTS



## ENVIRONMENTAL

1. SR-186/I-8 Interchange Improvements

## DESIGN

2. SR-86/"Heber Ave" Sidewalk, Transit, & ADA Improvements Phases 2 & 3  
Design Complete Spring 2017

3. SR-86/Dogwood Road Intersection Improvements\*  
Design Complete Summer 2017

4. SR-86/SR-111 Intersection Improvements\*  
Design Complete Fall 2017

5. I-8/Imperial Ave Interchange Improvements  
Design Complete Spring 2019

6. SR-78 Pavement Rehabilitation  
Design Complete Spring 2017

7. SR-115 Pavement Rehabilitation  
Design Complete Spring 2017

## CONSTRUCTION

8. SR-86/"Heber Ave" Sidewalk, Transit, & ADA Improvements Phase 1  
Construction Start Spring 2017

9. Dogwood Road Landscape  
Construction Start Fall 2016

10. SR-98 West Widening Phase 1B  
Eady Ave to Ollie Ave  
Construction Start Spring 2017

11. I-8 Pavement Rehabilitation at Various Locations  
Construction Start Summer 2017

12. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186  
Construction Start Summer 2017

13. SR-111 Calexico West - GSA POE Reconfiguration\*  
Construction Complete Spring 2018

14. I-8/Dogwood Rd Interchange Improvements  
Construction Complete Spring 2017

15. El Centro Maintenance Station  
Phase 1 - Construction Completed Spring 2017  
Phase 2 - Construction Completed Summer 2017

16. I-8 Pavement Rehabilitation  
Construction Complete Spring 2018

17. I-8 Pavement Rehabilitation  
Construction Complete Spring 2019

18. I-8 Pavement Rehabilitation  
Construction Complete Spring 2018

## RELINQUISHMENT

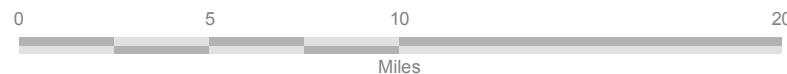
19. SR-86 Relinquishment From SR-78 to SR-111  
Senate Bill 788 Approved Fall 2013

20. SR-86 Relinquishment for City of Imperial  
Completed January 2017

21. SR-186 Relinquishment 500 Feet  
from Border to GSA\*  
Relinquishment Complete Summer 2017



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



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

Date: 01/06/2017

Abbreviations:  
GSA: General Services Administration

POE: Port of Entry

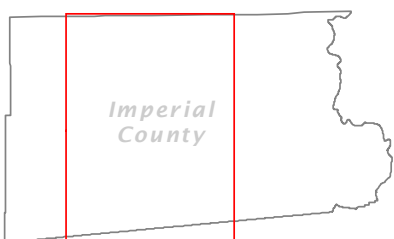
\* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS

## PLANNING

- A. Calexico Transit Assessment Study:  
Summer 2016 - Spring 2017
- B. Calexico Bicycle Master Plan Update  
Fall 2016 - Spring 2018
- C. Mobility Hubs Study:  
IBI Group  
2015 - 2017
- D. Interstate 8  
Transportation Concept Report  
Complete Winter 2016
- E. State Route 115  
Transportation Concept Report  
Complete Summer 2017
- F. State Route 86  
Transportation Concept Report  
Complete Winter 2016
- G. Forrester Road Project Study Report  
PSR Begin Spring 2017 (K Phase)
- H. State Route 98  
Transportation Concept Report  
Complete Summer 2017



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Date: 12/07/2016

# **VI. ACTION CALENDAR**

## **VI. ACTION CALENDAR**

### **A. UNMET TRANSIT NEEDS PUBLIC HEARING** **—FY 2017-18**





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

March 27, 2017

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

SUBJECT: Unmet Transit Needs Public Hearing Process - Fiscal Year 2017-2018

Dear Committee Members:

Section 99401.5 of the Public Utilities Code states:

“...The Transportation Planning Agency (TPA) shall hold at least one public hearing pursuant to Section 99238.5, for the purpose of soliciting comments on the Unmet Transit Needs that may exist within the jurisdiction...”

Unmet Needs that are determined to be reasonable to meet may be established by offering services directly, contracting for new services or the expansion of existing services.

On February 9, 2017, the Unmet Transit Needs Hearing Panel conducted the required local Public Hearing. The Hearing Panel reconvened on March 9, 2017 to consider the verbal and written testimony, and staff recommendations. After discussion of the analysis portion, the Panel developed the “Findings” regarding public transit services for FY 2017-2018. These “Findings” assist in the determination of the service levels to be provided and consequently guide the FY 2017-18 ICTC Transit Financing Plan and work program activities identified in the “Findings.”

After review of testimony by ICTC staff, no new requests were found to be “reasonable” to meet at this time, and were presented to the panel members as such. In prior fiscal years ICTC has increased the fixed route service operations by approximately 21% with the implementation of Sunday services, increased Saturday service and IVC Express trips, and the introduction of the IVT Gold Line. ICTC staff have also recently taken on the consolidation of the regional Dial-A-Ride services, including recent participation from City of El Centro, under the newly created “*IVT RIDE*” paratransit service. The increases in services has addressed many of the prior concerns and need sufficient operational time before evaluation and possible changes.

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

The Social Services Transportation Advisory Council (SSTAC) has met and developed a response to the "Findings" on April 5, 2017 for consideration. After adoption of the "Findings", staff will continue to develop the budget for the ICTC Transit Financing Plan and submit it for approval in the May/June 2017 time frame.

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

1. Adopt the FY 2017-18 "Findings" as presented or amended, after a review of the SSTAC response.
2. Authorize the Chairman to sign the attached resolution.
3. Direct staff to forward the FY 2017-18 "Findings", public hearing documentation and resolution to the State Department of Transportation.

Sincerely,

MARK BAZA  
Executive Director

BY:

Kathi Williams  
Senior Transit Planner

MB/ksw/cl

attachment

**RESOLUTION \_\_\_\_\_ OF  
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)  
MAKING A DETERMINATION AS TO UNMET TRANSIT NEEDS WITHIN THE  
REGION OF THE COUNTY OF IMPERIAL FOR FY 2017-18**

**WHEREAS**, the Imperial County Transportation Commission (ICTC), is the designated Transportation Planning Agency for the County of Imperial, and is therefore responsible for the administration of the Transportation Development Act, Public Utilities Code 99200 et seq; and

**WHEREAS**, under Sections 99238, 99238.5, 99401.5 and 99401.6, of the Public Utilities Code, because the legislative intent for the use of the funds is for transit purposes, and a public hearing should be held. From a review of the testimony received and the adopted Regional Transportation Plan, a finding must be made that there are no unmet public transit needs in the jurisdiction that can be reasonably met; and

**WHEREAS**, a public hearing and subsequent public meeting was held in Imperial County on February 9, 2017 and March 9, 2017, after sufficient public notice was given, and at which time the public testimony and comment was received; and

**WHEREAS**, the Social Services Transportation Advisory Council reviewed the proposed “Findings” on April 5, 2017 in accordance with the requirements of the Act; and

**WHEREAS**, the comments of the Social Services Transportation Advisory Council have been taken into consideration; and

**WHEREAS**, a final opportunity for further public comment was provided on April 26, 2017; and

**THEREFORE, BE IT RESOLVED** that the Imperial County Transportation Commission, hereby resolves that the Unmet Transit Needs Adopted “Findings” as attached, are identified, and that there are no further unmet public transit needs within the County of Imperial that can be reasonably met at this time;

**PASSED AND ADOPTED** at a regular meeting of the Imperial County

Transportation Commission held on April 26, 2017.

By: \_\_\_\_\_  
Chairperson

ATTEST:

By:

\_\_\_\_\_  
Cristi Lerma  
Secretary to the Commission



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

March 9, 2017

**UNMET TRANSIT NEEDS FINDINGS  
FISCAL YEAR 2017-18**

The Imperial County Unmet Transit Needs Public Hearing was conducted at 3:00 p.m., on February 9<sup>th</sup>, 2017 at the City of El Centro City Council Chambers, in El Centro, Ca. After review and consideration of the testimony received at the hearing, this Panel reconvened on March 9<sup>th</sup>, 2017 to make the following “Findings”:

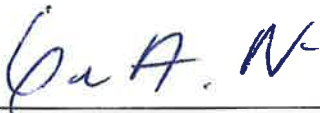
The following “Findings” are unmet transit needs or transit needs which are reasonable to meet. The ICTC Transit Financing Plan and TDA claims for Fiscal Year 2017-18 shall be approved consistent with these stated “Findings”.

- I. Existing transit services should be continued:
  - A. IVT RIDE – Brawley, Calexico, El Centro, Imperial and West Shores
  - B. County-Wide Transit System- Imperial Valley Transit
  - C. ADA Paratransit Services – IVT Access
  - D. IVT MedTrans
  
- II. Continue coordination between existing transit services, including paratransit services provided by both public and social service agencies. ICTC staff shall provide recommendations and technical assistance when requested by social service and public agencies.
  
- III. All transit services shall comply with the American's with Disabilities Act of 1990; provisions specific to respective services offered.
  
- IV. All transit services shall comply with the Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA) Drug and Alcohol Testing rules; provisions specific to respective services offered.

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

- V. Staff will continue to pursue resources for the implementation of the proposed IVT Red Line in Imperial and IVT Garnet Line in Calexico.
- VI. Staff will continue to provide assistance to the Cities of Calexico and Imperial for the development of the Cities' transfer terminal projects.
- VII. Staff will continue to review the expansion of transit service and schedule information.

All other services and issues as presented by written or verbal testimony are hereby declared as not reasonable to meet, at this time.



George Nava, Chairman  
Councilmember, City of Brawley



Cheryl Viegas-Walker, Councilmember,  
City of El Centro



Larry Ritchie, Councilmember  
City of Westmorland

**STAFF:**



Mark Baza  
Executive Director



Kathi Williams  
Transit Programs Manager

## SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

Leticia Zuno, Chairperson  
Michael Hack, Vice-Chair  
Kathi Williams, Secretary

1405 N. Imperial Ave., Suite 1  
El Centro, CA 92243  
(760) 592-4494

---

April 5, 2017

Maria Nava-Froelich, Chairperson  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Suite 1  
El Centro, CA 92243

Dear Commission Members:

One of the responsibilities of the Social Services Transportation Advisory Council (SSTAC) is to advise ICTC on existing public transportation needs. In addition, the SSTAC must review the "Findings" as developed by the Public Hearing Panel. SSTAC met on April 5, 2017 and reviewed the "Findings" as developed by the Panel on March 9, 2017.

SSTAC understands that the FY 2017-18 Hearing UTN Panel considered the requests as "Not Reasonable to Meet" at this time. SSTAC also appreciates the proactive consideration given by the Transit Hearing Panel for the acknowledgement of addressing the "Findings" in previous years.

As a result, in response to the "Findings" for FY 2017-18 the following comments are provided.

It is the interest of the SSTAC that should funding be identified for FY 2017-18 or subsequent years, that the following issues and concerns in order of priority be reconsidered as "Reasonable to Meet":

1. Allow IVT RIDE to provide transportation services to Seniors to congregate meal sites in Heber from June to September.
2. Add an IVC Express Route from Calexico to IVC and from IVC to Calexico in the evening after 5:30 p.m.
3. Review of a proposed Transit Mobility Summit.

We appreciate the opportunity to participate in the evaluation and delivery of transit services.

Sincerely,



Michael Hack  
Vice-Chairperson

# **VI. ACTION CALENDAR**

## **VI. ACTION CALENDAR**

### **B. LTF (SB821), ARTICLE 3, BICYCLE AND PEDESTRIAN PROJECT DISTRIBUTION LIST FOR FISCAL YEAR 2016-17**





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

April 5, 2017

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

**SUBJECT:** LTF (SB821), Article 3, Bicycle and Pedestrian Project Distribution List,  
Fiscal Year 2016-17

Dear Committee Members:

The Transportation Development Act (TDA) makes funds available for facilities for the exclusive use of pedestrians and bicycles. The adopted Article 3 claims for funds must correspond to the prioritized list of eligible projects submitted by the agency.

This list is based upon agency input and subsequent review by the Subcommittee to remain within the funds available. Agencies file the claims on standard forms after governing body authorization.

The funds are allocated first with an even distribution of \$10,000 among all agencies. The remaining funds are then distributed to all agencies based on percentage of population. The total allocation of Article 3 funding for all agencies in Fiscal Year 2016-17 is \$189,000.

ICTC staff requests that the ICTC Management Committee recommend that the ICTC Commission take the following actions:

1. Adopt the attached LTF (SB821) Bicycle and Pedestrian Project Distribution List for Fiscal Year 2016-17.
2. Authorize the claimant agencies to file Article 3 Claims for the approved amount.

Sincerely,

MARK BAZA  
Executive Director

BY:

A handwritten signature in blue ink, appearing to read 'Kathi Williams', is written over the 'BY:' label.

Kathi Williams  
Senior Transit Planner

Attachment  
MB/ksw/ds

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

## ICTC LTF TDA Article 3 Bikes and Pedestrian Funding FY 2016-17 Distribution

Agency	\$10 K Minimum	Population	Population % of Total	Population Minimum	Total Allocation
<b>Brawley</b>	\$10,000	26,392	14.90%	\$16,245	\$26,245
<b>Calexico</b>	\$10,000	40,111	22.65%	\$24,689	\$34,689
<b>Callipatria</b>	\$10,000	3,631	2.05%	\$2,235	\$12,235
<b>El Centro</b>	\$10,000	44,354	25.05%	\$27,300	\$37,300
<b>Holtville</b>	\$10,000	6,093	3.44%	\$3,750	\$13,750
<b>Imperial</b>	\$10,000	18,134	10.24%	\$11,162	\$21,162
<b>Westmorland</b>	\$10,000	2,256	1.27%	\$1,389	\$11,389
<b>County</b>	\$10,000	36,117	20.39%	\$22,230	\$32,230
	<b>\$80,000</b>	<b>177,088</b>	<b>100.00%</b>	<b>\$109,000</b>	<b>\$189,000</b>

reviewed by the ICTC TAC  
 recommended by ICTC Management Committee  
 approved by ICTC

# **VI. ACTION CALENDAR**

- C. AGREEMENT FOR PROFESSIONAL SERVICES FOR THE ICTC REGIONAL BUS STOP INVENTORY, SIGNAGE REPLACEMENT AND TECHNOLOGY ASSESSMENT



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

April 5, 2017

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

**SUBJECT:** Agreement for Professional Services for the ICTC 2017 Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Project

Dear Committee Members:

ICTC has observed a significant increase in use of bus stop facilities by the public transit passengers over the last five years. ICTC as a result has developed a four-phase bus stop improvement program. A previous phase of the bus stop improvement program included the development of clear and uniform guidance document for the design and placement of bus stop related facilities and amenities. The member public agencies currently implement and maintain the bus stops and transfer terminals based upon requests and funding from ICTC. However, there is not a current region wide database on the status and location of bus stops, in addition to uniform bus stop signage.

The purpose of the 2017 Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Project is multifold. The project would provide ICTC and its member agencies with a comprehensive bus stop inventory including: multiple photos of each bus stop/terminal, a categorization based on passenger usage, GPS coordinates for each bus stop/terminal, listing of existing and recommended prioritized improvements and amenities, i.e. benches and shelters, and an assessment of the location/facility in addition to surrounding and adjoining infrastructure with recommendations for compliance with the Americans with Disabilities Act (ADA). In addition to the physical inventory, the consultant will assist with development of new bus stop signage including bus stop signage procurement and acquisition, distribution to the member agencies for installation and disposal of old signage. The consultant will also conduct a review and develop appropriately scaled recommendations for new technology for real time route and schedule service information at identified high usage bus stops.

A Request for Proposal (RFP) was circulated in January 2017. The RFP was posted on the ICTC website and multiple transit industry agency websites, in addition to being forwarded to various transit planning and engineering firms. An Evaluation Committee comprised of staff from Caltrans, the County of Imperial Public Works Department, the Southern California Association of Governments (SCAG) and ICTC conducted the proposal scoring and ranking process, as well as, the subsequent oral interviews.

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

Four proposals were received and deemed responsive as follows:

<b>Firm</b>	<b>Total Hours</b>	<b>Total Cost</b>	<b>Avg. Cost/Per Hour</b>
AMMA Transit Planning	678	\$80,940.00	\$119.38
KOA Corporation	716	\$89,370.00	\$124.82
Kimley Horn and Associates, Inc.	653	\$90,035.00	\$137.88
NV5, Inc.	490	\$89,070.00	\$181.78

The Evaluation Team and the Executive Director, recommends that a contract be awarded to the firm of Kimley Horn and Associates, Inc. (KH). The superior proposal from KH indicated that their project team has the necessary staffing, experience, completed similar type inventory projects and have extensive knowledge pertaining to the Americans with Disabilities Act (ADA). In addition, the KH project team offered value added benefits through their knowledge and association with larger transit agencies including transit system signage and technology infrastructure.

Funding for this project is in the ICTC adopted 2016-17 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 with the firm of Kimley Horn and Associates, Inc. for the ICTC 2017 Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Project, for a not to exceed fee set at \$90,035.00.

Sincerely,

MARK BAZA  
Executive Director

BY:



Kathi Williams  
Senior Transit Planner

MB/ksw/cl

1 **AGREEMENT FOR SERVICES**

2  
3 THIS AGREEMENT FOR SERVICES (“Agreement”), made and entered into this \_\_\_\_\_ day  
4 of \_\_\_\_\_, 2017, is by and between the **IMPERIAL COUNTY TRANSPORTATION**  
5 **COMMISSION** (“ICTC”) and **KIMLEY-HORN AND ASSOCIATES, INC.**, a North Carolina  
6 corporation qualified to do business in California (“**CONSULTANT**”) (individually, “Party;” collectively,  
7 “Parties”).

8 **WITNESSETH**

9 **WHEREAS**, ICTC desires to retain a qualified individual, firm or business entity to provide  
10 professional services for an inventory and professional assessment of bus stops and transfer terminals  
11 utilized by the IVT branded public transit services throughout the region (“the Project”); and

12 **WHEREAS**, ICTC desires to engage CONSULTANT to provide services by reason of its  
13 qualifications and experience for performing such services, and CONSULTANT has offered to provide the  
14 required services for the Project on the terms and in the manner set forth herein.

15 **NOW, THEREFORE**, ICTC and CONSULTANT have and hereby agree to the following:

16 1. **DEFINITIONS.**

17 1.1. “RFP” shall mean ICTC’s request for proposals entitled “ICTC 2017 Regional Bus Stop  
18 Inventory, Signage Replacement and Technology Assessment” dated January 2017. The RFP is attached as  
19 **Exhibit “A”** and incorporated herein by this reference.

20 1.2. “Proposal” shall mean CONSULTANT’s proposal entitled “Proposal 2017 Regional Bus  
21 Stop Inventory, Signage Replacement and Technology Assessment” dated February 10, 2017. The  
22 Proposal is attached as **Exhibit “B”** and incorporated herein by this reference.

23 2. **CONTRACT COORDINATION.**

24 2.1. CONSULTANT shall assign a single Contract Manager to have overall responsibility for  
25 the progress and execution of this Agreement. Matt Horton, AICP, is hereby designated as the Contract  
26 Manager for CONSULTANT. Should circumstances or conditions subsequent to the execution of this  
27 Agreement require a substitute Contract Manager for any reason, the Contract Manager’s designee shall be  
28 subject to the prior written acceptance and approval of ICTC.

1 3. DESCRIPTION OF WORK.

2 3.1. CONSULTANT shall provide all materials and labor to perform this Agreement. In the  
3 event of a conflict among this Agreement, the RFP and the Proposal, the RFP shall take precedence over the  
4 Proposal and this Agreement shall take precedence over both.

5 3.2. CONSULTANT shall perform additional or extra work if required, utilizing the per hour  
6 rate set forth in Exhibit "B".

7 4. WORK TO BE PERFORMED BY CONSULTANT.

8 4.1. CONSULTANT shall comply with all terms, conditions and requirements of the RFP,  
9 Proposal and this Agreement.

10 4.2. CONSULTANT shall perform such other tasks as necessary and proper for the full  
11 performance of the obligations assumed by CONSULTANT hereunder.

12 4.3. CONSULTANT shall:

13 4.3.1. Procure all permits and licenses, pay all charges and fees, and give all notices that  
14 may be necessary and incidental to the due and lawful prosecution of the services to be performed  
15 by CONSULTANT pursuant to this Agreement;

16 4.3.2. Use the standard of care usual to CONSULTANT's profession to keep itself fully  
17 informed of all applicable existing and proposed federal, state and local laws, ordinances,  
18 regulations, orders and decrees which may affect those engaged or employed under this Agreement,  
19 any materials used in CONSULTANT's performance under this Agreement or the conduct of the  
20 services under this Agreement;

21 4.3.3. At all times observe and comply with, and cause all of its employees to observe and  
22 comply with all of said laws, ordinances, regulations, orders and decrees mentioned above; and

23 4.3.4. Immediately report to ICTC in writing any discrepancy or inconsistency it discovers  
24 in said laws, ordinances, regulations, orders and decrees mentioned above in relation to any plans,  
25 drawings, specifications or provisions of this Agreement.

26 4.4. Any videotape, reports, information, data or other material given to, or prepared or  
27 assembled by, CONSULTANT pursuant to this Agreement shall be the property of ICTC and shall not be  
28 made available to any individual or organization by CONSULTANT without the prior written approval of

1 ICTC. The preceding restriction shall not apply to information which is in the public domain, was  
2 previously known to CONSULTANT, was acquired by CONSULTANT from others who have no  
3 confidential relationship to ICTC with respect to same, or which through no fault of CONSULTANT  
4 comes into the public domain. CONSULTANT shall not be restricted from releasing information,  
5 including confidential information, in response to a subpoena, court order, or other legal process.  
6 CONSULTANT shall not be required to resist such subpoena, court order, or legal process, but shall  
7 promptly notify ICTC in writing of the demand for information before responding to such demand.

8 5. REPRESENTATIONS BY CONSULTANT.

9 5.1. CONSULTANT understands and agrees that ICTC has limited knowledge in the multiple  
10 areas specified in the Proposal. CONSULTANT has represented itself to be expert in these fields and  
11 understands that ICTC is relying upon such representation.

12 5.2. Subject to 5.2.1, CONSULTANT represents and warrants that it is a lawful entity  
13 possessing all required licenses and authorities to do business in the State of California and perform all  
14 aspects of this Agreement.

15 5.2.1. CONSULTANT shall not commence any work pursuant to this Agreement or  
16 provide any other services, or materials, in connection therewith until CONSULTANT has received  
17 written authorization from ICTC to do so.

18 5.3. CONSULTANT represents and warrants that the people executing this Agreement on behalf  
19 of CONSULTANT have the authority of CONSULTANT to sign this Agreement and bind  
20 CONSULTANT to the performance of all duties and obligations assumed by CONSULTANT herein.

21 5.4. CONSULTANT represents and warrants that any employee, contractor and/or agent who  
22 will be performing any of the duties and obligations of CONSULTANT herein possess all required licenses  
23 and authorities, as well as the experience and training, to perform such tasks.

24 5.5. CONSULTANT represents and warrants that the allegations contained in the Proposal are  
25 true and correct.

26 5.6. CONSULTANT understands that ICTC considers the representations made herein to be  
27 material and would not enter into this Agreement with CONSULTANT if such representations were not  
28 made.



1 6. COMPENSATION.

2 The total compensation payable under this Agreement shall not exceed ninety thousand and thirty  
3 five dollars (\$90,035.00) unless otherwise previously agreed to by ICTC.

4 7. PAYMENT.

5 CONSULTANT will bill ICTC on a time and material basis upon completion of the project or as set  
6 forth in the cost schedule attached hereto as **Exhibit "C"**. ICTC shall pay CONSULTANT for completed  
7 and approved services upon presentation of its itemized billing. Notwithstanding the foregoing, ICTC shall  
8 retain 10% of the total compensation until the work to be performed has been completed in accordance with  
9 this Agreement, as determined by ICTC, and payment in full of all subcontractors of CONSULTANT.

10 8. METHOD OF PAYMENT.

11 CONSULTANT shall at any time prior to the 15th day of any month, submit to ICTC a written  
12 claim for compensation for services performed. The claim shall be in a format approved by ICTC.  
13 CONSULTANT may expect to receive payment within a reasonable time thereafter and in any event in the  
14 normal course of business within thirty (30) days after the claim is submitted.

15 9. TERM AND TIME FOR COMPLETION OF THE WORK.

16 9.1. This Agreement shall commence on the date first written above and shall remain in effect  
17 for one (1) year unless otherwise terminated as provided herein.

18 9.2. Program scheduling shall be as described in Exhibit "A" unless revisions to Exhibit "A" are  
19 approved by both ICTC and CONSULTANT's Contract Manager. Time extensions may be allowed for  
20 delays caused by ICTC, other governmental agencies, or factors not directly brought about by the  
21 negligence or lack of due care on the part of CONSULTANT.

22 10. SUSPENSION OF AGREEMENT.

23 ICTC shall have the authority to suspend this Agreement, wholly or in part, for such period as  
24 deemed necessary due to unfavorable conditions or to the failure on the part of CONSULTANT to perform  
25 any provision of this Agreement. CONSULTANT will be paid the compensation due and payable to the  
26 date of suspension.

27 11. SUSPENSION AND/OR TERMINATION.

28 11.1. ICTC retains the right to terminate this Agreement for any reason by notifying

1 CONSULTANT in writing seven (7) days prior to termination and by paying the compensation due and  
2 payable to the date of termination; provided, however, if this Agreement is terminated for fault of  
3 CONSULTANT, ICTC shall be obligated to compensate CONSULTANT only for that portion of  
4 CONSULTANT's services which have been performed in accordance with the terms and conditions of this  
5 Agreement. Said compensation is to be arrived at by mutual agreement between ICTC and  
6 CONSULTANT; should the Parties fail to agree on said compensation, an independent arbitrator shall be  
7 appointed and the decision of the arbitrator shall be binding upon the Parties.

8 11.2. Upon such termination, CONSULTANT shall immediately turn over to ICTC any and all  
9 copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed,  
10 prepared by CONSULTANT in connection with this Agreement. Such materials shall become the  
11 permanent property of ICTC.

12 12. INSPECTION.

13 CONSULTANT shall furnish ICTC with every reasonable opportunity for ICTC to ascertain that  
14 the services of CONSULTANT are being performed in accordance with the requirements and intentions of  
15 this Agreement. All work done and materials furnished, if any, shall be subject to ICTC's inspection and  
16 approval. The inspection of such work shall not relieve CONSULTANT of any of its obligations to fulfill  
17 its Agreement as prescribed.

18 13. OWNERSHIP OF MATERIALS.

19 All original drawings, videotapes and other materials prepared by or in possession of  
20 CONSULTANT pursuant to this Agreement shall become the permanent property of ICTC and shall be  
21 delivered to ICTC upon demand.

22 14. INTEREST OF CONSULTANT.

23 14.1. CONSULTANT covenants that it presently has no interest, and shall not acquire any  
24 interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the  
25 performance of the services hereunder.

26 14.2. CONSULTANT covenants that, in the performance of this Agreement, no sub-contractor or  
27 person having such an interest shall be employed.

1           14.3. CONSULTANT certifies that no one who has or will have any financial interest pursuant to  
2 this Agreement is an officer or employee of ICTC.

3 15. INDEMNIFICATION.

4           To the furthest extent allowed by law, CONSULTANT shall indemnify, hold harmless and  
5 defend ICTC and its members, board members, officers, officials, employees, agents and volunteers  
6 from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort  
7 or strict liability, including but not limited to personal injury, death at any time and property damage),  
8 and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees  
9 and litigation expenses) that arise out of, pertain to, or relate to the negligence, recklessness or willful  
10 misconduct of CONSULTANT, its principals, officers, employees, agents or volunteers in the  
11 performance of this Agreement.  
12

13  
14           If CONSULTANT should subcontract all or any portion of the services to be performed under  
15 this Agreement, CONSULTANT shall require each subcontractor to indemnify, hold harmless and  
16 defend ICTC and its members, board members, officers, officials, employees, agents and volunteers in  
17 accordance with the terms of the preceding paragraph.  
18

19           This section shall survive termination or expiration of this Agreement.

20 16. INDEPENDENT CONTRACTOR.

21           In all situations and circumstances arising out of the terms and conditions of this Agreement,  
22 CONSULTANT is an independent contractor, and as an independent contractor, the following shall  
23 apply:

24           16.1. CONSULTANT is not an employee or agent of ICTC and is only responsible for the  
25 requirements and results specified by this Agreement or any other agreement.

26           16.2. CONSULTANT shall be responsible to ICTC only for the requirements and results  
27 specified by this Agreement and except as specifically provided in this Agreement, shall not be subject  
28 to ICTC's control with respect to the physical actions or activities of CONSULTANT in fulfillment of  
the requirements of this Agreement.

1           16.3. CONSULTANT is not, and shall not be, entitled to receive from, or through, ICTC, and  
2 ICTC shall not provide, or be obligated to provide, CONSULTANT with Worker's Compensation  
3 coverage or any other type of employment or worker insurance or benefit coverage required or provided  
4 by any Federal, State or local law or regulation for, or normally afforded to, an employee of ICTC.

5           16.4. CONSULTANT shall not be entitled to have ICTC withhold or pay, and ICTC shall not  
6 withhold or pay, on behalf of CONSULTANT, any tax or money relating to the Social Security Old Age  
7 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability  
8 program required or provided by any Federal, State or local law or regulation.

9           16.5. CONSULTANT shall not be entitled to participate in, or receive any benefit from, or  
10 make any claim against any ICTC fringe program, including, but not limited to, ICTC's pension plan,  
11 medical and health care plan, dental plan, life insurance plan, or any other type of benefit program, plan,  
12 or coverage designated for, provided to, or offered to ICTC's employee.

13           16.6. ICTC shall not withhold or pay, on behalf of CONSULTANT, any Federal, State, or local  
14 tax, including, but not limited to, any personal income tax, owed by CONSULTANT.

15           16.7. CONSULTANT is, and at all times during the term of this Agreement, shall represent  
16 and conduct itself as an independent contractor, not as an employee of ICTC.

17           16.8. CONSULTANT shall not have the authority, express or implied, to act on behalf of, bind  
18 or obligate ICTC in any way without the written consent of ICTC.

19 17. INSURANCE.

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

- 26           (i)    COMMERCIAL GENERAL LIABILITY insurance which shall be at least as  
27           broad as the most current version of Insurance Services Office (ISO) Commercial General  
28           Liability Coverage Form CG 00 01 and include insurance for "bodily injury," "property damage"

1 and "personal and advertising injury" with coverage for premises and operations (including the  
2 use of owned and non-owned equipment), products and completed operations, and contractual  
3 liability (including, without limitation, indemnity obligations under the Contract) with limits of  
4 liability of not less than the following:

5 \$1,000,000 per occurrence for bodily injury and property damage

6 \$1,000,000 per occurrence for personal and advertising injury

7 \$2,000,000 aggregate for products and completed operations

8 \$2,000,000 general aggregate

9 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least  
10 as broad as the most current version of Insurance Service Office (ISO) Business Auto Coverage  
11 Form CA 00 01, and include coverage for all owned, hired, and non-owned automobiles or other  
12 licensed vehicles (Code 1 - Any Auto) with limits of liability of not less than \$1,000,000 per  
13 accident for bodily injury and property damage.

14 (iii) WORKERS' COMPENSATION insurance as required under the California Labor  
15 Code.

16 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than  
17 \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each  
18 employee.

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

22 In the event CONSULTANT maintains insurance or self-insurance with broader coverage and/or  
23 limits of liability greater than those shown above, ICTC requires and shall be entitled to the broader  
24 coverage and/or the higher limits of liability maintained by CONSULTANT. Any available insurance  
25 proceeds in excess of the specified minimum limits of insurance and coverage shall be available to  
26 ICTC.

27 CONSULTANT shall be responsible for payment of any deductibles contained in any insurance  
28 policies required hereunder and CONSULTANT shall also be responsible for payment of any self-

1 insured retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the  
2 ICTC's Executive Director or his/her designee. At the option of the ICTC's Executive Director or  
3 his/her designee, either: (i) the insurer shall reduce or eliminate such deductibles or self-insured  
4 retentions as respects to ICTC, its board members, officers, employees, agents and volunteers: or (ii)  
5 CONSULTANT shall provide a financial guarantee, satisfactory to ICTC's Executive Director or his/her  
6 designee, guaranteeing payment of losses and related investigations, claim administration and defense  
7 expenses. At no time shall ICTC be responsible for the payment of any deductibles or self-insured  
8 retentions.

9 All policies of insurance required hereunder shall be endorsed to provide that the coverage shall  
10 not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day written  
11 notice has been given to ICTC. Upon issuance by the insurer, broker, or agent of a notice of  
12 cancellation, nonrenewal, or reduction in coverage or in limits, CONSULTANT shall furnish ICTC with  
13 a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to  
14 expire during the work to be performed for ICTC, CONSULTANT shall provide a new certificate, and  
15 applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the  
16 expiration date of the expiring policy.

17 The General Liability and Automobile Liability insurance policies shall be written on an  
18 occurrence form and shall name ICTC, its members, board members, officers, employees, agents and  
19 volunteers as an additional insured. Such policy(ies) of insurance shall be endorsed so  
20 CONSULTANT'S insurance shall be primary and no contribution shall be required of ICTC. The  
21 coverage shall contain no special limitations on the scope of protection afforded to ICTC, its members,  
22 board members, officers, employees, agents and volunteers. The Workers' Compensation insurance  
23 policy shall contain a waiver of subrogation as to ICTC, its members, board members, officers,  
24 employees, agents and volunteers.

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

- 27 1. The retroactive date must be shown, and must be before the effective date of the  
28 Agreement or the commencement of work by CONSULTANT.

- 1           2.     Insurance must be maintained and evidence of insurance must be provided for at least 3
- 2                     years after any expiration or termination of the Agreement or, in the alternative, the
- 3                     policy shall be endorsed to provide not less than a 3-year discovery period.
- 4           3.     If coverage is canceled or non-renewed, and not replaced with another claims-made
- 5                     policy form with a retroactive date prior to the effective date of the Agreement or the
- 6                     commencement of work by CONSULTANT, CONSULTANT must purchase extended
- 7                     reporting coverage for a minimum of 3 years following the expiration or termination of
- 8                     the Agreement.
- 9           4.     A copy of the claims reporting requirements must be submitted to ICTC for review.
- 10           5.     These requirements shall survive expiration or termination of the Agreement.

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

18           If at any time during the life of this Agreement or any extension, CONSULTANT or any of its  
19 subcontractors fail to maintain any required insurance in full force and effect, all work under this  
20 Agreement shall be discontinued immediately, and all payments due or that become due to  
21 CONSULTANT shall be withheld until notice is received by ICTC that the required insurance has been  
22 restored to full force and effect and that the premiums therefore have been paid for a period satisfactory  
23 to ICTC. Any failure to maintain the required insurance shall be sufficient cause for ICTC to terminate  
24 this Agreement. No action taken by ICTC hereunder shall in any way relieve CONSULTANT of its  
25 responsibilities under this Agreement.

26           The fact that insurance is obtained by CONSULTANT shall not be deemed to release or  
27 diminish the liability of CONSULTANT, including, without limitation, liability under the indemnity  
28 provisions of this Agreement. The duty to indemnify ICTC shall apply to all claims and liability  
regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation  
upon the amount of indemnification to be provided by CONSULTANT. Approval or purchase of any  
insurance contracts or policies shall in no way relieve from liability nor limit the liability of  
CONSULTANT, its principals, officers, employees, agents, persons under the supervision of

1 CONSULTANT, vendors, suppliers, invitees, consultants, sub-consultants, subcontractors, or anyone  
2 employed directly or indirectly by any of them.

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

9 18. ASSIGNMENT.

10 Neither this Agreement nor any duties or obligations hereunder shall be assignable by  
11 CONSULTANT without the prior written consent of ICTC. CONSULTANT may employ other  
12 specialists to perform services as required with prior approval by ICTC.

13 19. NON-DISCRIMINATION.

14 During the performance of this Agreement, CONSULTANT shall not unlawfully discriminate  
15 against any employee or applicant for employment or employee of ICTC or member of the public  
16 because of race, religion, color, national status, age, or sex. CONSULTANT shall ensure that the  
17 evaluation and treatment of its employees and applicants for employment and employees and members  
18 of the public are free of such discrimination. CONSULTANT shall comply with all provisions of the  
19 Fair Employment and Housing Act (Government Code §12900, *et seq.*). The applicable regulations of  
20 the Fair Employment Housing Commission implementing Government Code §12900 set forth in  
21 Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this  
22 Agreement by reference and made a part hereof as if set forth in full. CONSULTANT shall abide by the  
23 Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and  
24 regulations issued pursuant to said Act. CONSULTANT shall also abide by the American Disabilities  
25 Act and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act.  
26 CONSULTANT shall give written notice of its obligations under this clause to labor organizations with  
27 which it has a collective bargain or other agreement. CONSULTANT shall include the non-



1 discrimination and compliance provision of this paragraph in all subcontracts to perform work pursuant  
2 to this Agreement.

3 20. NOTICES AND REPORTS.

4 20.1. All notices and reports pursuant to this Agreement shall be in writing and may be given  
5 by personal delivery or by mailing by certified mail, addressed as follows:

6 **ICTC**

7 Attn: Executive Director  
8 Imperial County Transportation Commission  
9 1405 N. Imperial Ave., Ste 1  
El Centro, CA 92243

**CONSULTANT**

Attn: Project Manager  
Kimley-Horn and Associates, Inc.  
401 B Street, Suite 600  
San Diego, CA 92101

10 20.2. All notices and reports pursuant to this Agreement may be given by personal delivery or  
11 by mailing by certified mail at such other address as either Party may designate in a notice to the other  
12 Party given in such manner.

13 20.3. Any notice given by mail shall be considered given when deposited in the United States  
14 Mail, postage prepaid, addressed as provided herein.

15 21. ENTIRE AGREEMENT.

16 This Agreement contains the entire agreement between ICTC and CONSULTANT relating to the  
17 transactions contemplated hereby and supersedes all prior or contemporaneous agreements,  
18 understandings, provisions, negotiations, representations, or statements, either written or oral.

19 22. MODIFICATION.

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

22 23. PARTIAL INVALIDITY.

23 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid,  
24 void, or unenforceable, the remaining provisions will nevertheless continue in full force without being  
25 impaired or invalidated in any way.

26 24. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.

27 As used in this Agreement and whenever required by the context thereof, each number, both  
28 singular and plural, shall include all numbers, and each gender shall include a gender. CONSULTANT

1 as used in this Agreement or in any other document referred to in or made a part of this Agreement shall  
2 likewise include both singular and the plural, a corporation, a partnership, individual, firm or person  
3 acting in any fiduciary capacity as executor, administrator, trustee or in any other representative capacity  
4 or any other entity. All covenants herein contained on the part of CONSULTANT shall be joint and  
5 several if more than one person, firm or entity executes the Agreement.

6 25. WAIVER.

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

10 26. CHOICE OF LAW.

11 This Agreement shall be governed by the laws of the State of California. This Agreement is  
12 made and entered into in Imperial County, California. Any action brought by either Party with respect  
13 to this Agreement shall be brought in a court of competent jurisdiction within said County.

14 27. ATTORNEY'S FEES.

15 If either Party herein brings an action to enforce the terms thereof or declare rights hereunder,  
16 each Party in any such action, on trial or appeal, shall bear its own attorney's fees and costs.

17 28. AUTHORITY.

18 Each individual executing this Agreement on behalf of CONSULTANT represents and warrants  
19 that:

20 28.1. He/She is duly authorized to execute and deliver this Agreement on behalf of  
21 CONSULTANT;

22 28.2. Such execution and delivery is in accordance with the terms of the Articles of  
23 Incorporation or Partnership, any by-laws or Resolutions of CONSULTANT and;

24 28.3. This Agreement is binding upon CONSULTANT accordance with its terms.

25 29. COUNTERPARTS.

26 This Agreement may be executed in counterparts.

27 \\\

28 \\\

1 30. REVIEW OF AGREEMENT TERMS.

2 This Agreement has been reviewed and revised by legal counsel for both ICTC and  
3 CONSULTANT, and no presumption or rule that ambiguities shall be construed against the drafting  
4 Party shall apply to the interpretation or enforcement of the same or any subsequent amendments  
5 thereto.

6 **IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first  
7 above written.

8 **IMPERIAL COUNTY TRANSPORTATION COMMISSION:**


9  
10 \_\_\_\_\_

11 Chair

12 ATTEST:

13  
14 \_\_\_\_\_  
15 CRISTI LERMA  
16 Secretary to the Commission

17 **CONSULTANT:**

18 By:   
19 \_\_\_\_\_  
20 DENNIS LANDAAL, P.E., Principal-in-Charge  
21 with signing authority

22 APPROVED AS TO FORM:

23 KATHERINE TURNER  
24 COUNTY COUNSEL

25 By: \_\_\_\_\_  
26 Eric Havens  
27 Deputy County Counsel  
28



March 17, 2017

David Aguirre  
Transit Planner  
Imperial County Transportation Commission  
1405 N. Imperial Ave., Suite 1, El Centro, CA 92243

Re: 2017 ICTC Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Project

Dear Mr. Aguirre,

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this scope of work (the “Scope”) to the Imperial County Transportation Commission (“Client” or “ICTC”) for providing inventory and transit services.

## **Project Understanding**

ICTC has observed a significant increase in use in bus stop facilities by the public transit passengers over the last five years. To support ICTC’s efforts to accommodate this new demand, Kimley-Horn will assist ICTC with a regional bus stop inventory, bus stop signage replacement program, and an assessment of transit information technology.

## **Scope of Services**

Kimley-Horn will provide the services specifically set forth below.

### **1.0 KICK OFF AND PROJECT MEETINGS**

#### **1.1 Kick Off/Scoping Meeting**

Kimley-Horn will have up to three (3) staff attend a two (2) hour project Kick-Off meeting to discuss the draft scope, project schedule, inventory locations and attributes, project stakeholders, and data needed from the Client. Kimley-Horn will prepare meeting notes for distribution to the Client.

#### **1.2 Data Request**

Kimley-Horn will prepare a formal data request to ICTC outlining the information needed to complete the scope of work. Some of these elements may include:

- Bus route ridership
- Bus stop utilization
- Bus stop locations
- Service provider contacts
- Current bus technologies and capabilities

This data will be used to complete prioritized recommendations for bus stop improvements and technology assessment. It is assumed that the Client is responsible for the completeness and accuracy of the data provided.

**1.3 Project Meetings**

Kimley-Horn will have up to two (2) staff attend up to six (6) meetings with the project team. It is assumed that up to three (3) of the meeting will be held in-person at ICTC and remaining will be held via conference call. Kimley-horn will prepare agendas and meeting notes for distribution to the project team.

Deliverables:

- Attendance at meetings
- Meeting agendas and notes
- Final list of existing bus stops and transfer terminals
- Project schedule
- Principal stakeholder contact list
- Data request
- Finalized scope

**2.0 BUS STOP AND TRANSFER TERMINAL INVENTORY**

**2.1 Database Development**

Kimley-Horn will prepare an inventory database utilizing ArcGIS and Collector for ArcGIS software. The database will likely contain the following data fields and the data format:

- |   |  |
|---|--|
| • major cross streets (text)  | • trash enclosures (yes/no)                  |
| • sidewalk (text)   | • newspaper kiosks (yes/no)                  |
| • sidewalk width (number)   | • water fountains (yes/no)                   |
| • curb returns at nearest intersection corner (yes/no)                  | • telephones (yes/no)                        |
| • roadway crossing infrastructure at nearest intersection corner (text) | • bike racks (yes/no)                        |
| • nearest intersection control type (text)                              | • asset condition concern at stop (yes/no)   |
| • loading pad (yes/no)  | • asset condition concern description (text) |
| • painted curb area length (number)                                     | • existing stop number (number)              |
| • signage (yes/no)  | • transit routes served (text)               |
| • street lighting (yes/no)  | • GPS coordinates (number)                   |
| • bench (text)  | • unique stop identification number (number) |
| • shelter (yes/no)  | • meets minimum ADA requirements (yes/no)    |

Final data fields and format will be determined with ICTC at the kick-off/scoping meeting.

## 2.2 Data Collection

The Kimley-Horn team will use the inventory created in **Task 2.1** to field verify each of the attributes at each of the bus stops and transfer terminals. Kimley-Horn will travel to each location, document the attributes using Collector for ArcGIS on mobile phones and/or tablets, and take up to three (3) pictures of the stop amenities, the stop's position in relation to the nearest intersection/crossing, and any other notable features observed by the field team. This scope assumes there are 150 unique one-directional bus stops or transfer terminals to be included in the inventory.

## 2.3 Stop and Transfer Terminal Condition and ADA Assessment

Kimley-Horn will utilize information collected in **Task 2.2** to prepare a Physical Condition and ADA Assessment Memorandum. This Memorandum will catalog the stops and terminals that were flagged as having an asset condition concern, provide a description of the concern, and pictures, if available. The Memorandum will also detail the requirements of ADA as it relates to bus stops and identify stops and terminals that have sidewalk, loading pad, or curb return infrastructure that does not meet ADA minimum requirements.

## 2.4 Prioritization Methodology and Recommendations

Kimley-Horn will use data provided in **Task 1.2** to develop an amenity prioritization strategy for bus stops and terminals. Based on ICTC and member agency policies, staff recommendations, and ridership performance, thresholds will be determined for each of the amenities that are currently provided. Based on each stop's existing condition and performance against the established thresholds, a priority of low, medium, and high will be assigned for each amenity at each stop. The prioritization methodology and recommendations will be detailed in a Bus Stop Amenity Recommendations Memorandum.

Deliverables:

- Database of inventory fields
- Completed field inventory of identified bus stops and transfer terminals in GIS and Excel format
- Up to three (3) pictures at each location
- Map of bus stops and bus routes in electronic PDF format
- Stop and Transfer Terminal Condition and ADA Assessment Memorandum
- Bus Stop Amenity Recommendations Memorandum

## 3.0 BUS STOP SIGNAGE

### 3.1 Schematic Design Palette

Kimley-Horn will develop a schematic bus stop signage palette and criteria for placement utilizing the existing system branding and 2014 ICTC Bus Stop Design and Safety Guideline Handbook. Placement of each sign type will be schematically shown on a typical bus stop layout. Quantities of necessary sign types required for each stop will be identified from and integrated into database information compiled in **Task 2.1**. Graphics will be distributed to project stakeholders for up to two (2) rounds of comments.

### 3.2 Design Guidelines and Performance Specifications

Based on the guidelines developed in the 2014 ICTC Bus Stop Design and Safety Guideline Handbook, Kimley-Horn will refine the existing signage guidelines and performance specifications to provide greater detail for placement and fabrication methods for the signage outlined in **Task 3.1**. These guidelines and specifications will be used to create detailed cost estimates and be incorporated into the procurement documents.

### 3.3 Opinion of Probable Cost and List of Potential Vendors

Kimley-Horn will prepare an opinion of probable cost for the procurement of new bus stop signage based on the information from **Task 3.2** and necessary quantities. Kimley-Horn will also provide ICTC with a list of, up to three (3) potential vendors that the signage could potentially be procured by.

### 3.4 Bus Stop Signage Procurement, Delivery, and Inspection Assistance

Kimley-Horn will assist ICTC in the procurement, delivery, and inspection of signage. Vendors will be instructed to package signs in a way that is easily distributed to and understood by member agencies (e.g. by municipality and by bus ID number). Final packaging and delivery requirements will be made in consultation with member agencies prior to the signage procurement. It is assumed that the member agencies will be responsible for the installation of the signage. Kimley-Horn will review photos of each installation at each site to determine the correctness of the installation. Kimley-Horn will coordinate with stakeholders about options for sign disposal including options to recycle. It is assumed that this task will not exceed 50 hours of effort by the Consultant.

#### Deliverables:

- Schematic Design Palette
- Signage Design Guidelines
- Signage Performance Specifications and Quantities
- Signage Replacement Opinion of Probable Cost
- List of Potential Vendors
- Procurement Documents

## 4.0 TRANSIT INFORMATION TECHNOLOGY

### 4.1 Existing System Assessment

Kimley-Horn will review documents submitted by ICTC and member agencies to assess current technology systems and capabilities. Kimley-Horn will produce an ICTC Existing Transit Information Technology Assessment Memorandum to document findings.

### 4.2 Transit Information Technology Implementation Plan

Kimley-Horn will develop recommendations and create a Transit Information Technology Implementation Plan to highlight the steps necessary to implement the recommended technologies. The plan may include both short-term and long-term recommendations.

### 4.3 Transit Information Technology Procurement

Kimley-Horn will prepare procurement documents to solicit bids for the short-term technology chosen in **Task 4.2**. Kimley-Horn will provide ICTC with a list of up to three (3) firms to contact that are capable of providing the recommended technology. It is assumed that this task will not exceed 50 hours of effort by the Consultant.

Deliverables:

- ICTC Existing Transit Information Technology Assessment Memorandum Signage Design Guidelines
- Transit Information Technology Implementation Plan Signage Replacement Opinion of Probable Cost
- Transit Information Technology Procurement Documents

#### Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional field data collection locations and/or attributes
- Additional meetings
- ArcGIS software
- Creation of new signage branding, identity, sign types and/or color palettes
- Installation of signs or information technologies

#### Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kimley-Horn during the project, including but not limited to the following:

- Bus route ridership
- Bus stop utilization
- Bus stop locations
- Service provider contacts
- Current bus technologies and capabilities
- Existing branding, identity, signage and all associated graphic files



**Fee and Expenses**

Kimley-Horn will perform the services in Tasks 1 - 4 for the "not to exceed" labor fee below. Individual task amounts are informational only.

1 – Kick Off and Project Meetings	\$16,400
2 – Bus Stop and Transfer Terminal Inventory	\$37,300
3 – Bus Stop Signage	\$17,600
4 – Transit Information Technology	\$18,000
Total Labor Fee	\$89,300
Expenses	\$700
<b>Total Not to Exceed Fee</b>	<b>\$90,000</b>

Cost plus maximum labor fees will be invoiced monthly based upon the services performed. Reimbursable expenses will be invoiced based upon expenses incurred. Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.