



**1405 N. IMPERIAL AVE., SUITE 1
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MANAGEMENT COMMITTEE

**City of El Centro
Community Center
375 S. 1st Street
El Centro, CA 92243**

**Wednesday, June 14, 2017
10:30 A.M.**

CHAIR: ROM MEDINA

VICE CHAIR: ARMANDO VILLA

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

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

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

III. PUBLIC COMMENTS

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

IV. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes: May 10, 2017 Page 5-19
- B. Receive and File:
 - 1. ICTC Board Draft Minutes: May 24, 2017
 - 2. ICTC TAC Minutes: April 27, 2017
 - 3. ICTC SSTAC Minutes: May 3, 2017
- C. Specific Transit Operator Fiscal Reports FY 2015-16 for Med Express Page 16

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 Specific Transit Operator Fiscal Reports; Med Express for the Imperial County Transportation Commission for FY 2015-16

**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 on page 30
- B. Southern California Association of Governments
 - See attached report on page 37
- C. California Department of Transportation – District 11
 - See attached report on page 44
- D. Committee Member Reports

VI. INFORMATION / DISCUSSION CALENDAR

- A. Proposed Office Location and Floor Plan Page 59

VII. ACTION CALENDAR

- A. Draft ICTC Overall Work Program (OWP) and Budget, FY 2017-2018 Page 61

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

- 1. Review and Approve the Overall Work Program (OWP) and Budget for FY 2017-2018

- B. Extension of the Transit Drug and Alcohol Auditor Agreement, *LPM and Associates*, FY 2017-18 through FY 2018-19 Page 91

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 two year extension to the agreement for transit drug and alcohol auditing and reporting services with the firm of *LPM and Associates* for the not to exceed annual fee of \$11,550.00 effective November 1, 2017 through November 30, 2019.

- C. FY 2017-18 Second Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5 Page 96

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 Chairperson to sign the Second Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT Turquoise #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT Blue #5) effective July 1, 2017 through June 30, 2018 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$138,708.07.

- D. Amendment #1 to Agreement for Professional Agency Auditing Services for FY 2016-17 Page 119

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 first amendment to the agreement for financial audit services effective July 1, 2017, for the audit period FY 2016-17, with the firm Hutchinson and Bloodgood LLP for the not to exceed fee set at \$69,905.

E. Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC) FY 2017-18 to FY 2018-19 Page 125

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 Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual fee not to exceed \$15,000, effective July 1, 2017 through June 30, 2019.
2. Direct staff to forward the agreement to the County of Imperial.

F. ICTC and the City of Imperial Agreement for Human Resource Staff Support, FY 2017-2018 Page 131

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 Chairperson to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of \$5,000.00, effective July 1, 2017 through June 30, 2018.

VIII. LTA ACTION CALENDAR

A. Administrative Services Budget FY 2017-18 Page 135

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

1. Approve the FY 2017-18 Administrative Services Budget for the Local Transportation Authority

B. Amendment to Legal Services Agreement FY 2017-18 to FY 2018-19: County of Imperial and the Local Transportation Authority (LTA) Page 138

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

1. Authorize the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed \$7,500 annually effective July, 1 2017 through June 30, 2019.
2. Direct staff to forward the agreement to the County of Imperial.

IX. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee is currently scheduled for **Wednesday, July 12, 2017 at 10:30 a.m.**, at the **City of Calipatria**, Calipatria, CA.

X. ADJOURNMENT

- A. Motion to Adjourn

IV. CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE

DRAFT MINUTES:

MAY 10, 2017

B. RECEIVE AND FILE:

1. ICTC BOARD DRAFT MINUTES:

MAY 24, 2017

2. ICTC TAC MINUTES:

APRIL 27, 2017

3. ICTC SSTAC MINUTES

MAY 3, 2017

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE**

DRAFT MINUTES OF May 10, 2017

10:00 a.m.

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina (Chair)
City of El Centro	Marcela Piedra
City of Imperial	Stefan Chatwin
County of Imperial	Joe Picazo Jr. for Ralph Cordova

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

OTHERS PRESENT: David Salgado: SCAG; Joseph Chua, Bing Luu and Beth Landrum: Caltrans;
Nicole Ochoa and Josh Brock: Renovate America

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, May 10, 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 10:40 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

Ms. Ochoa made a public comment regarding new legislation (SB 242) and lawsuit affecting the HERO Program. If SB 242 passes, it will prohibit contractual incentives and property owners will need to provide their income and debts to be considered for qualification. Currently the program relies on the equity of the property. There were no questions for Ms. Ochoa.

IV. CONSENT ITEMS

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

A. Approved ICTC Management Committee Minutes for April 12, 2017

B. Received and filed:

1. ICTC Board Draft Minutes for April 26, 2017
2. ICTC SSTAC Minutes for April 5, 2017

C. Application for Federal Transit Administration (FTA) Section 5311 Program Funds , FY 2016-17

It was 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 resolution authorizing the Executive Director to sign the FTA 5311 FY 2016-17/2017-18 grant application and all supporting documentation, and, submit the application to Caltrans.

D. California Transit Security Grant Program FY 2015-16

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

1. Approve the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2015-16 financial assistance, provided by the Governor's Office of Homeland Security under the California Transit Security Grant Program.

E. FY 2016-17 & FY 2017-18 Contract Modification for the STIP/RTIP Consultant Agreement: *COH and Associates*

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

1. Authorize the Chairperson to sign the Second Modification to Agreement for Services between ICTC and C.O.H. and Associates, Inc. for the not to exceed fee of \$50,000.00 effective July 27, 2016 through June 30, 2018.

V. REPORTS

A. ICTC Executive Director

Ms. Williams had the following updates:

- 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.
- The TDA Triennial Performance Audit project is ongoing. The consultant should be contacting agencies for requests for information and site visits in late April. The audit is a state mandated requirement every three years for all TDA funds received in Imperial County.

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. FHWA approved the Earmark Repurposing projects on April 13, 2017. Earmark Repurposing projects in Imperial County in the amount of \$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 agencies are encouraged to submit RFA's to Caltrans Local Assistance April/May 2017.
- The next Imperial Mexicali Binational Alliance (IMBA) meeting will be held at CETY's University in Mexicali on May 11, 2017. The meeting agenda will include a presentation from the San Diego Association of Governments (SANDAG) on the Fresh Look Impacts of Border Delay study. The meeting will also include updates on border infrastructure, economic development and Cali-Baja.

Mr. Baza had the following updates:

- 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; Vince Mammano, FHWA and Bill Higgins, CalCOG Executive Director.

- Following the Town Hall meeting and due to the recent passing of SB 1, we have an opportunity to accelerate the I-8 / Imperial Ave. project from FY 2019/20 to FY 2018/19 for construction.
- ICTC and its partners IVEDC and SCAG are pursuing a lease on a new larger facility. The new facility is the old Rabobank location on the corner of Main St. and Imperial Ave.
- Thank you to those that attended the California Transportation Commission (CTC) Town Hall Meeting in the City of Calexico on April 12, 2017.
- A complete list of ICTC updates can be found on Page 61 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- The 2017 General Assembly was very well attended. The new officers were installed and the 2017-18 Budget was approved. The breakout sessions were very informative and the Key Note Speaker, Data Scientist Ben Wellington, provided a great look at how “big data” can be utilized to improve programs, analyze issues, and address relevant current issues in the public sector. ICTC was also presented the Sustainability Award for “Collaborative Partnership” at the 2017 Awards Luncheon. Thank You for your continued support and attendance to the 2017 SCAG General Assembly. Please save the date for the 2018 General Assembly May 3rd and 4th at the Renaissance Indian Wells Resort.
- A second round of the GoHuman campaign is being developed and will be released at the end of May. It will be a driver directed advertisement and a toolkit will be provided by SCAG for agencies.
- The Imperial Valley Velo Club will have the 2017 Bike to Work Day on May 18th. SCAG is providing some “GO-Human” materials to promote bicycle and pedestrian safety throughout the day’s activities, which will include informational stations throughout El Centro for those biking to work to stop and receive free gifts.
- A complete list of SCAG updates can be found on Page 72 of the agenda.

C. Caltrans Department of Transportation – District 11

Ms. Landrum had the following updates:

- The deadline for the California Federal Lands Access Program (CA FLAP) 2017 Call for Projects has been extended 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. Only one application has been received.
- The new Deputy District Director for Planning is Ann Fox.
- The Imperial County and Caltrans External Teambuilding Meeting will be held on June 22, 2017 at the IID Water Control Conference Room at 9 a.m.

Mr. Luu had the following updates:

- Managers of the Highway Bridge Program in Local Assistance at Caltrans-HQ will be delivering free training at Caltrans District Office in San Diego on Tuesday, June 20, 2017. The tentative class time would be 10:00 AM - 3:00 PM, including a one-hour lunch break. As soon as possible, please advise with the number of representatives from your respective agencies who are interested and available then. To enroll, email Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or Joseph Chua at Joseph.Chua@dot.ca.gov.
- The Consolidated Appropriations Act of 2016 allowed repurposing of certain funds originally earmarked for specific projects more than ten years ago. FHWA approved most requests from California, and all processing was completed by April 7, 2017. For the six approved projects in Imperial County, Requests for Federal Authorization may now be submitted to the District Office. A Final Approved List of Repurposed Earmarks can be found at the link provided below: <http://www.dot.ca.gov/hq/LocaiPrograms/earmark>

- The City of Imperial has one project flagged for inactivity in submitting a project invoice. Please submit an invoice to the District by May 19, 2017, if not sent already. In addition, Imperial County, as well as the cities of Brawley and Calipatria, have projects that will soon be flagged for inactivity. Please submit invoices to the District before August 21, 2017. A complete list of inactive projects can be found at the link provided below.
- A full report is on page 75 of the agenda.

D. Committee Member Reports

- There were none.

VI. ACTION CALENDAR

A. Specific Transit Operator Fiscal Reports FY 2015-16 for Imperial Valley Transit, IVT Access and IVT Ride

It was 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 Specific Transit Operator Fiscal Reports FY 2015-16; IMPERIAL VALLEY TRANSIT, IVT ACCESS and IVT RIDE

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

B. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Amendment #8 Fiscal Year 2017-2019

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

1. Authorize the Chairperson to sign the modification #8 to the operating agreement with First Transit Inc. for the continued operation of Imperial Valley Transit, effective July 1, 2016 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, and with an annual fuel escalator clause:
 - a. For the period July 1, 2016 through June 30, 2017, the annual not to exceed subsidy is set at \$2,839,505.
 - b. For the period July 1, 2017 through June 30, 2018, the annual not to exceed subsidy is set at \$2,923,051.
 - c. For the period July 1, 2018 through June 30, 2019, the annual not to exceed subsidy is set at \$2,995,664.

A motion was made by [Chatwin](#) seconded by [Picazo](#), **Motion carried** unanimously.

C. Agreement for Professional Maintenance Audit Reporting Services of the ICTC Transit Operations - FY 2017-18 through FY 2019-20

It was 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 for the IVT Transit Maintenance Audit effective July 1, 2017, for the audit period FY 2017-18 through FY 2019-20, with the firm of **TRC Engineering Services, LLC**:
 - A. For the fiscal reporting period of July 1, 2016 through June 30, 2017, the annual not to exceed fee is set at \$14,242
 - B. For the fiscal reporting period of July 1, 2017 through June 30, 2018, the annual not to exceed fee is set at \$14,242
 - C. For the fiscal reporting period of July 1, 2018 through June 30, 2019, the annual not to exceed fee is set at \$14,242
 - D. For the post-delivery inspection service fee of \$560 per event, each event not to exceed five buses.

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

- D. Agreement for Professional Services for the 2017 Imperial Valley Transit (IVT) Adams Avenue Bus Operations Facility Comprehensive Evaluation

It was 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 CH2M Hill for the 2017 IVT Adams Avenue Comprehensive Bus Operations Facility Evaluation Project, for a not to exceed fee set at \$231,821.00 effective July 1, 2017. The agreement will provide ICTC the ability to terminate the agreement should the Phase 1 findings prove the site is not suitable for transit operations.

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

VII. INFORMATION / DISCUSSION CALENDAR

- A. Informational Item – Smoking at El Centro Transfer Terminal

Mr. Aguirre stated that due to recent complaints from passengers regarding smoking at the El Centro Transfer Terminal, the City of El Centro is working on installing signage at the terminal. This is per City local ordinance prohibiting smoking in public areas. Staff was directed to further address this issue regionally, has since requested input from the TAC and SSTAC committees regarding this issue. Both committees were in support of providing both smokers and non-smokers designated areas.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **June 14, 2017** at the **City of Calipatria**, Calipatria, CA and 10:30 a.m.

IX. ADJOURNMENT

- A. Meeting adjourned at 12:02 a.m.

IMPERIAL COUNTY TRANSPORTATION COMMISSION**DRAFT MINUTES FOR May 24, 2017****6:00 p.m.****VOTING MEMBERS PRESENT:**

City of Calipatria	Maria Nava-Froelich (Chair)
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore
City of Westmorland	Larry Ritchie
County of Imperial	Ryan Kelley
County of Imperial	Luis Plancarte (Vice-Chair)

NON-VOTING MEMBERS PRESENT: Caltrans District 11 Ann Fox

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

OTHERS PRESENT: David Salgado: SCAG; Eric Havens: ICTC Counsel; Flavio Vargas, Rogelio Hernandez, Narcisa Silva, Eunice Galvan, Cesar Sanchez, Juan Lopez: First Transit; Rosanna Bayon Moore: City of Brawley

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 May 24, 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 6:26 p.m. Roll call was taken and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

Mr. Chris Froelich made a public comment regarding concerns at Hwy 86 and Keystone. He stated that there have been two deaths at that intersection. Some of his suggestions were South/North signage with lights; rumble strips; re-evaluate speed limit. Mr. Baza stated that staff will address his concerns with Caltrans.

IV. CLOSED SESSION

- A. Motion to Adjourn to Closed Session (Ritchie/Predmore)
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957)
Title: ICTC Executive Director
- C. Announcement of Closed Session Action(s): Mr. Havens stated that direction was given and no action was taken.

V. CONSENT CALENDAR

A request was made by Ms. Viegas-Walker to pull consent item E for questions.

- A. Approved ICTC Board Draft Minutes: April 26, 2017
- B. Received and Filed:
 - 1. ICTC Management Committee Draft Minutes: May 10, 2017
 - 2. ICTC TAC Minutes: April 27, 2017

A motion was made by [Viegas-Walker](#) and seconded by [Kelley](#) to approve consent items A through D, **Motion carried unanimously.**

- C. Application for Federal Transit Administration (FTA) Section 5311 Program Funds , FY 2016-17

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Adopted the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2016-17/2017-18 grant application and all supporting documentation, and, submit the application to Caltrans.

- D. California Transit Security Grant Program FY 2015-16

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2015-16 financial assistance, provided by the Governor's Office of Homeland Security under the California Transit Security Grant Program.

- E. FY 2016-17 & FY 2017-18 Contract Modification for the STIP/RTIP Consultant Agreement: *COH and Associates*

Ms. Viegas-Walker had questions regarding the consultant's website, resume and reason for extension. Ms. Viegas-Walker's questions were answered by staff.

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairperson to sign the Second Modification to Agreement for Services between ICTC and C.O.H. and Associates, Inc. for the not to exceed fee of \$50,000.00 effective July 27, 2016 through June 30, 2018.

A motion was made by [Viegas-Walker](#) and seconded by [Ritchie](#) to approve consent item E, **Motion carried unanimously.**

VI. REPORTS

- A. ICTC Executive Director
Mr. Baza stated that the Executive Report can be found on Page 63 of the agenda.
- B. Southern California Association of Governments (SCAG)
Mr. Salgado had the following announcements:
- The 2017 SCAG Regional Conference and General Assembly was held on May 4th, 2017 in Palm Desert. Mr. Salgado stated that the officers were installed and the budget was approved. He thanked everyone for their attendance.
 - A second round of the GoHuman campaign is being developed and will be released at the end of May. May is also Bike month.
 - A Demographic Workshop will be held on June 26, 2017 from 8:30 a.m. to 3:30 p.m. at USC. For questions please contact David Salgado.

- SCAG is working with the Strategic Growth Council to provide Affordable Housing Sustainable Communities (AHSC) Workshops.
- Toolbox Tuesday will be on June 6, 2017 and June 22, 2017.
- Local Profiles have been published. They are available on the SCAG website and there are printed copies available.
- A SCAG report can be found on page 70.

C. California Department of Transportation (Caltrans)

Ms. Fox had the following updates:

- The I-8 CRCP project is underway; segments 1 and 2 should be completed by July and August, respectively. The remaining two segments will begin construction later this summer.
- The I-8 / Dogwood Road Landscape project will be completed during the summer 2017.
- Detours on SR-98 / Cesar Chavez Widening Project started Monday, May 22nd and will continue for 3 month.
- A full Caltrans report can be found on page 74 of the agenda.

D. Commission Member Reports

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

VII. INFORMATION CALENDAR

A. ICTC Proposed Office Move

Mr. Baza stated that ICTC's lease is ending in September and a need for additional office space has motivated ICTC and its partners to pursue a new location. Currently, ICTC occupies approximately 2,200 square feet of office space. ICTC needs an additional 1,000 square feet of office space for current and additional staff, and a large conference room. The additional space will be adding a yearly cost of \$20,000. ICTC would be a sub-lessee of Imperial Regional Alliance and regional partners also occupying the space would be SCAG, IVEDC, SBDC, Accion and the Film Commission. Other potential partners will be the Imperial County Work Force Development. The new space is also near transit facilities and existing IVT routes which will allow easy access to our office.

Several questions were asked by Ms. Viegas-Walker and other Commissioners. Mr. Baza suggested that he would bring this item to the Commission next month potentially under closed session.

VIII. ACTION CALENDAR

A. Specific Transit Operator Fiscal Reports FY 2015-16 for Imperial Valley Transit, IVT Access and IVT Ride

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Received and filed the Specific Transit Operator Fiscal Reports FY 2015-16; IMPERIAL VALLEY TRANSIT, IVT ACCESS and IVT RIDE

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

B. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Amendment #8 Fiscal Year 2017-2019

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairperson to sign the modification #8 to the operating agreement with First Transit Inc. for the continued operation of Imperial Valley Transit, effective July 1, 2016 with an annual not to exceed operating subsidy, with an annual not to exceed up to 5% marketing allowance, and with an annual fuel escalator clause:
 - a. For the period July 1, 2016 through June 30, 2017, the annual not to exceed subsidy is set at \$2,839,505.
 - b. For the period July 1, 2017 through June 30, 2018, the annual not to exceed subsidy is set at \$2,923,051.
 - c. For the period July 1, 2018 through June 30, 2019, the annual not to exceed subsidy is set at \$2,995,664.

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

C. Agreement for Professional Maintenance Audit Reporting Services of the ICTC Transit Operations - FY 2017-18 through FY 2019-20

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign the agreement for the IVT Transit Maintenance Audit effective July 1, 2017, for the audit period FY 2017-18 through FY 2019-20, with the firm of TRC Engineering Services, LLC:
 - A. For the fiscal reporting period of July 1, 2016 through June 30, 2017, the annual not to exceed fee is set at \$14,242
 - B. For the fiscal reporting period of July 1, 2017 through June 30, 2018, the annual not to exceed fee is set at \$14,242
 - C. For the fiscal reporting period of July 1, 2018 through June 30, 2019, the annual not to exceed fee is set at \$14,242
 - D. For the post-delivery inspection service fee of \$560 per event, each event not to exceed five buses.

A motion was made by [Kelley](#) and seconded by [Nava-Froelich](#), **Motion carried unanimously.**

D. Agreement for Professional Services for the 2017 Imperial Valley Transit (IVT) Adams Avenue Bus Operations Facility Comprehensive Evaluation

The ICTC Management Committee met on May 10, 2017 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign the agreement with the firm of CH2M Hill for the 2017 IVT Adams Avenue Comprehensive Bus Operations Facility Evaluation Project, for a not to exceed fee set at \$231,821.00 effective July 1, 2017. The agreement will provide ICTC the ability to terminate the agreement should the Phase 1 findings prove the site is not suitable for transit operations.

A motion was made by [Kelley](#) and seconded by [Viegas-Walker](#), **Motion carried unanimously.**

IX. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, June 28, 2017 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

X. ADJOURNMENT

- A. Meeting adjourned at 8:25 p.m.



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PHONE: (760) 592-4494
FAX: (760) 592-4497

TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

April 27, 2017

Present:

Gordon Gaste	City of Brawley
Guillermo Sillas	City of Brawley
Lily Falomir	City of Calexico
Isabel Alvarez	City of Imperial
John Gay	County of Imperial

Others:

David Aguirre	ICTC
Virginia Mendoza	ICTC
Cristi Lerma	ICTC
David Salgado	SCAG
Gustavo Gomez	The Holt Group
Joseph Chua	Caltrans
Roberto Martinez	Vexer Engineering

1. The meeting was called to order by Chair Gaste at 10:08 a.m. A quorum was present and introductions were made.
2. A *motion* was made to adopt the minutes for March 23, 2017, (Falomir/Alvarez) **Motion Carried.**
3. ICTC Updates / Announcements
 - Transit Planning Updates (By David Aguirre):
 - Mr. Aguirre stated that the TDA Article 3 Bike and Peds projects were approved by the Commission at their April meeting.
 - The Regional Bus Stop Inventory, Signage Replacement and Technology Assessment Project contract was approved in April.
 - Transportation Planning Updates (By Virginia Mendoza):
 - An agency RFA status was requested for FY 2016-17 RSTP and CMAQ projects. The table below indicates agency responses under status for each project. Agencies are encouraged to submit their RFA's to Caltrans Local Assistance by April/May 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>Request for Authorization (RFA) for Design expected to be submitted end of March.</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 th St. from Palm Ave. to Olive Ave.	\$633	<i>Obligation for ROW issued 12-27-16, RFA for CON will be submitted May 2017</i>
Holtville	CMAQ & RSTP & EAR-Repurpose	6 th Street Pavement	\$682	<i>RFA for CON was submitted on January 24, 2017, E76 received</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 submitted in April</i>
Imperial County	ATP	Pedestrian Master Plan	\$100	<i>RFA expected to be submitted in May</i>
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio Vista Street from San Diego Avenue to Holt Avenue in Seeley	\$1,119	<i>RFA expected to be submitted in May</i>
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 in May</i>
Westmorland	CMAQ	Paving H Street and 8 th Street	\$429	<i>RFA was submitted on April 20, 2017</i>
ICTC	CMAQ	Design of New Intermodal Transportation Center in the City of Calexico	\$559	<i>RFA expected to be submitted end of May</i>
		Total	\$9,978	

- Please “Save the Date” of May 17-18, 2017 for the Imperial Valley General Assembly and Economic Summit. We have confirmed three speakers: Laurie Berman, Caltrans District 11 Director; Vince Mammano, CA Division Administrator, FHWA and Bill Higgins, CalCOG Executive Director.
- CTC Commissioners attended a Town Hall Meeting in the City of Calexico on April 12, 2017 at the Carmen Durazo Cultural Arts Center. Presentations were provided by the following: City of El Centro staff; Laurie Berman, Caltrans; Mike Jones, SCAG; and Mark Baza. The last part of the Town Hall Meeting consisted of Q and A with Commissioners and local agency staffs. The following day, April 13th ICTC hosted a tour of the Calexico East Port of Entry and CHP truck inspection facility for CTC Commissioners, CTC staff and Caltrans.
- 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. FHWA approved the Earmark Repurposing projects on April 13, 2017. The following is a list of Earmark Repurposing projects Imperial County in the amount of \$6 million:

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

➤ LTA Updates (By Virginia Mendoza):

- Ms. Mendoza requested that all agencies submit their project requests for the LTA Bond and provide a status report. She stated that the County of Imperial and the City of Calipatria have spent all their funds. The City of Brawley has a balance as of February 28, 2017 of \$1.98 million; Calexico \$6 million; and, Imperial \$265,134. Agencies are highly encouraged to submit invoices.

4. El Centro Transfer Terminal – Prohibition of Smoking Signage

Mr. Aguirre stated that due to recent complaints from passengers regarding smoking at the El Centro Transfer Terminal, the City of El Centro is working on installing signage at the terminal. This is per City local ordinance prohibiting smoking in public areas. Staff was directed to further address this issue regionally, therefore requested input from the TAC regarding this issue. No comments were provided.

5. SCAG Updates / Announcements: (By Mr. Salgado)

- A second round of “GO-Human” advertising will be released throughout the SCAG region in May 2017. The “GO-Human” Campaign is an ATP Cycle 1 Grant funded program designed and developed to be utilized by all stakeholders and partners in the region to bring heightened awareness to pedestrian and bicycle safety as well as driver safety through a robust marketing and advertising campaign. ICTC has collaborated to include “Go-Human” advertising on their transit buses in order to promote safe walking and bicycling. Please feel free to contact David Salgado to participate.
- The Imperial Valley Velo Club will have the 2017 Bike to Work Day on May 18th. SCAG is providing some “GO-Human” materials to promote bicycle and pedestrian safety throughout the day’s activities, which will include informational stations throughout El Centro for those biking to work to astop and receive free gifts.
- The 2017 SCAG Regional Conference and General Assembly will be on May 4th and 5th, 2017.

6. Cities and County Planning / Public Works Updates:

- City of Brawley: Mr. Gaste announced that Guillermo Sillas is the new Public Works Director for the City of Brawley.

7. Caltrans Updates / Announcements

Mr. Chua had the following updates and announcements:

- Effective March 30, 2017, Caltrans is once again authorized to participate in the National Environmental Protection Act (NEPA) Assignment Program. This reauthorization ends the three month period of suspension that began on January 1, 2017. Caltrans has performed federal responsibilities for environmental decisions and approvals under NEPA on all Federal-aid projects in California since 2007.
- The deadline for the California Federal Lands Access Program (CA FLAP) 2017 Call for Projects has been extended 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.
- The Consolidated Appropriations Act of 2016 allowed repurposing of certain funds originally earmarked for specific projects more than ten years ago. FHWA approved most requests from California, and all processing was completed by April 7, 2017. For the six approved projects in Imperial County, Requests for Federal Authorization may now be submitted to the District Office. A Final Approved List of Repurposed Earmarks can be found at the link provided below: <http://www.dot.ca.gov/hq/LocaiPrograms/earmark>
- The City of Imperial has one project flagged for inactivity in submitting a project invoice. Please submit an invoice to the District by May 19, 2017, if not sent already. In addition, Imperial County, as well as the cities of Brawley and Calipatria, have projects that will soon be flagged for inactivity. Please submit invoices to the District before August 21, 2017. A complete list of inactive projects can be found at the link provided below. <http://www.dot.ca.gov/hq/LocaiPrograms/Inactiveprojects.htm>
- Managers of the Highway Bridge Program in Local Assistance at Caltrans-HQ will be delivering free training at Caltrans District Office in San Diego on Tuesday, June 20, 2017. The tentative class time would be 10:00 AM - 3:00 PM, including a one-hour lunch break. As soon as possible, please advise with the number of representatives from your respective agencies who are interested and available then. To enroll, email Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or Joseph Chua at Joseph.Chua@dot.ca.gov.
- Environmental Department will be conducting a training regarding SB 6at the next TAC meeting.
- Mr. Chua stated that Caltrans has received award packages where the bid is much higher than the engineers estimate, usually due to a gap in time. Caltrans usually gives 5% increase due to

inflation. Ms. Mendoza asked for clarification regarding what would be the most appropriate time and acceptable percentage of increase that won't necessarily raise flags to FHWA. Also what can ICTC do to help this process. Mr. Chua stated that if an award comes in at 25% or more, his recommendation would be to re-bid the project. Mr. Gay suggested that a process be set up where Caltrans and ICTC are emailed and informed of these situations before they are submitted to District 11, Local Assistance. Mr. Chua agreed that this process will allow Caltrans to informally notify an agency if it should be re-bid.

8. General Discussion / New Business

- Ms. Mendoza stated that she will be following up via email about the following topics and updates that were discussed today:
 - o Repurposed Earmarks
 - o General Assembly and Economic Summit
 - o Potential trainings at future TAC meetings
 - o The potential for identifying the framework of a clear communication process specifically regarding the award phase of projects.
 - o Create a sub-list of contacts
- Next TAC meeting will be on May 25, 2017.

9. Meeting adjourned at 11:01 a.m.

IV. CONSENT CALENDAR

- C. SPECIFIC TRANSIT OPERATOR FISCAL REPORTS FY 2015-16 MED EXPRESS



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

June 8, 2017

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

SUBJECT: Specific Transit Operator Fiscal Reports FY 2015-16 for Med Express

Dear Committee Members:

The Commission must conduct fiscal reviews of its transit operators on an annual basis. Attached, please find the financial report performed by the CPA firm; Vavrinek, Trine and Day LLP:

- Med Express – non emergency transportation to San Diego area medical facilities

There are no issues reported. This represents the final year of the five year contract as previously provided by the nonprofit agency, ARC-Imperial Valley.

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. Receive and file the Specific Transit Operator Fiscal Reports; Med Express for the Imperial County Transportation Commission for FY 2015-16

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

MB/mb/cl

Attachments

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

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Imperial County Transportation Commission
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified parties) solely to assist ICTC in monitoring the fiscal accountability and reporting of ARC Imperial Valley (ARC), and its records relating to the Med-Express transit services for the period ending June 30, 2016. ARC's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of ARC. The sufficiency of these procedures is solely the responsibility of management of ICTC. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are listed below.

1) Observation of service provided

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator.

Results: We inquired of ARC management, inspected the Med-Express Service Agreement (December 2006) and related amendments (#1-6), and inspected the ARC Med-Express Calendar Schedule (July 2015 - June 2016) in order to obtain an understanding of the services being provided. ARC Med-Express provides non-emergency transportation to medical facilities for persons that are transit dependent. The ARC Med-Express program operates through an advanced reservation system and covers much of the Imperial County and San Diego.

As part of our inquiries, we identified that there is no formal application or interview process to verify a passenger is eligible to receive the services being provided.

No other exceptions were found as a result of procedures performed.

2) *Cash Handling Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2016. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

Results: We inquired of ARC management, inspected the ARC Fares Protocol over cash handling and selected June 23, 2016 to perform an observation over the cash handling process. We observed the following:

The ARC drivers are required to complete the *Driver's Daily Route Manifest* which tracks the number of passengers picked up and dropped off and the cash collections received. Passengers often confirm their trip by paying the fare in advance; as a result, drivers do not collect much cash during their daily trips. Cash collected for trips paid in advance is kept in a separate folder throughout the month and included in the daily and monthly reconciliations.

Cash fares are collected and submitted to a Supervisor or Closing Dispatcher on a daily basis, along with the *Driver's Daily Route Manifest* and a *Cash Fares Green Slip* upon the vehicle's return to the yard. The Supervisor will count the cash fares and include a signature and the total amount on the *Cash Fares Green Slip*. We inspected the *Cash Fares Green Slip* for June 23, 2016 for signatures and compared the total Med-Express cash fares documented on the slip to the *Driver's Daily Route Manifest*. *Daily Driver's Route Manifest* indicates which passengers paid for the trip in advance. No exceptions were found as a result of procedures performed.

Per inspection of the Cash Handling policies and inquiry of ARC management, the cash fares, *Driver's Daily Route Manifest*, and *Cash Fares Green Slip* are placed in locked bags and left in a locked drawer in the Director of Transportation's office. The Director of Transportation and the Transportation Operations Coordinator have access to this drawer. The Director of Transportation or the Transportation Operations Coordinator will give the locked bags to the billings clerks to reconcile. The Daily Contract Reconciliation and locked bags will be given to the Administration Coordinator to submit to the Director of Transportation or the Transportation Operations Coordinator for review, along with a Cash Fares Pink Slip. The cash fares and accompanying documents will be reviewed to ensure they balance. The Cash fares deposits are prepared by the Director of Transportation and are deposited into their respective accounts by the Administration Coordinator, escorted by the Transportation Operations Coordinator.

We compared the Cash Fares Green Slip for June 23, 2016 to the Daily Contract Reconciliation and the June Monthly Contract Reconciliation, and compared the ending cash fares for the month to the deposit slip. No exceptions were found as a result of procedures performed.

The Billing clerks consolidate the Daily Contract Reconciliations into a Monthly Contract Reconciliation. The Administration Coordinator will review this spreadsheet for errors and prepare a Monthly Contracts Fare Reconciliation and submit it to the Director of Transportations for review. No exceptions were found as a result of procedures performed.

3) *Spare Parts and Inventory Control*

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's internal controls over the purchasing, safeguarding and use of spare parts and inventory, in the maintenance department. Identify how the maintenance department tracks the use of spare parts and inventory and identify the safeguards that are in place for the maintenance of inventory. Identify whether the procedures provide for periodic inventory counts and reconciliation of such counts to the general ledger. Perform an observation over the spare parts and inventory and compare the results of the observation to the policy. Identify evidence of pilferage, other losses, or instances of improper usage.

Results: We inquired of ARC management and inspected the ARC Med-Express Vehicle Fleet Inventory. We observed the following:

The buses used to operate the Med-Express service line are owned by ARC and no spare parts are purchased and kept on site. ARC does not have a Maintenance Department. The buses are taken to a third party for all maintenance repairs.

We observed that the budget for the fiscal year includes vehicle and maintenance expenses, which were not exceeded for fiscal year 2015-2016.

No exceptions were found as a result of procedures performed.

4) *Invoicing Process Control*

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's internal controls related to the invoicing process. Scan the current year detail for invoices and select a sample of three to ensure policy was followed.

Results: We inquired of ARC management and observed the following:

ARC submits an invoice to ICTC on a monthly basis which includes the monthly fixed costs, determined as part of the contractual agreement, the total revenue hours requested for reimbursement and any marketing expenses incurred during the month.

We observed the invoices were prepared by the Director of Transportation and were not reviewed by a second person. All invoices are prepared based on source documents which include *Driver's Daily Route Manifest*, *Cash Fares Green Slip*, *Daily Contract Reconciliations*, *Monthly Contract Reconciliations*, supporting marketing invoices, and the trial balance.

The Director of Transportation verifies each expenditure invoice with a preliminary Trial Balance generated by the accounts payable personnel within the ARC accounting department. Any adjustments or corrections are submitted by the Director of Transportation to the Director of Accounting. Once the final Trial Balance reflects the posting plus any noted adjustments or corrections, the Director of Accounting generates the profit and loss reports from which the Med Express invoice is prepared.

The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of July 2015, January 2016, and June 2016 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices for the period ending June 30, 2016 were reviewed and approved by the Director of Transportation.

No other exceptions were found as a result of procedures performed.

5) Reporting Process

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's internal controls related to the reporting process.

Results: We inquired of ARC management, inspected the Med-Express Service Agreement (December 2006) and related amendments (#1-6) and performed observations and observed the following:

The Transit Operator is required to submit monthly reports regarding the monthly operations, route statistics, management summary statements, and passenger data. ARC submits the required reporting information on a monthly basis as part of the monthly invoice process.

The invoices and required reports are prepared by the Director of Transportation and are not reviewed by a second person. All reports are prepared based on source documents which include *Driver's Daily Route Manifest, Cash Fares Green Slip, Daily Contract Reconciliations & Monthly Contract Reconciliations*, etc. The source documents are summarized in an excel file which generates the monthly reports.

No other exceptions were found as a result of procedures performed.

6) Financial Data Analysis

- 6.1 Inspect documents provided by ICTC and the transit operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.
- 6.2 Select a sample of three months of expense reports and compare amounts to supporting documentation.
- 6.3 Select a sample of three months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.
- 6.4 Select a sample of three daily fare collection reports in each of a sample of three months and compare to supporting documentation.
- 6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

Results: We inquired of ARC management, inspected the Med-Express Service Agreement (December 2006 to June 2016) and related amendments and inspected the ARC Med-Express Calendar Schedule (July 2015 - June 2016) and performed observations and identified the following:

- 6.1 We inspected the monthly invoices provided by ARC for Med-Express and observed the invoices provided by ARC agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of July 2015, January 2016 and June 2016 and obtained the monthly invoices for ARC Med-Express. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.
- 6.3 We inspected the monthly invoices for ARC Med-Express for the fiscal year ending June 30, 2016 and observed no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.

- 6.4 We selected the months of July 2015, January 2016 and June 2016 and obtained the cash fare collections by day from the daily reconciliations. We selected 3 days for each month to inspect the daily fares per the source document "Daily Fare Collections Report". We observed that for the samples selected for the months of July 2015, January 2016, and June 2016, the daily fare collections per the reconciliation agreed to the supporting source document, "Monthly Fare Collection Reports" without exception. See Exhibit B for details.
- 6.5 ARC Med-Express provides non-emergency transportation service transit dependent individuals and is not a fixed route with published schedules. The revenue hours in the monthly invoices are prepared based on the Driver's Daily Route Manifest.

7) *Budget Development*

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's methodology related to developing an annual budget.

Results: We inquired of ARC management and inspected the ARC Med-Express services budget for the fiscal year ending June 30, 2016. We observed the following:

The budget is developed primarily by the Transit Operator's Director of Transportation who follows a zero-based budget. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the ARC Med-Express Service Agreement (December 2006) and related amendments. The estimates include changes in seasonal expenditures. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

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

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

Riverside, California
[REDACTED], 2017

Exhibit A
Procedure #1- Services Provided
Fiscal Year Ending June 30, 2016
(Unaudited)

DRAFT COPY 10/2/17

ARC Imperial Valley Med-Express Service Line						
	A	B	C= (A-B)	D	E	F= (C-D)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to ARC
July 2015	\$ 17,898	\$ 2,567	\$ 15,331	\$ -	\$ 1,572	\$ 16,903
August 2015	15,880	2,627	13,253	-	2,389	15,642
September 2015	17,495	2,740	14,755	-	232	14,987
October 2015	17,407	3,090	14,317	-	668	14,985
November 2015	17,599	2,514	15,085	-	287	15,372
December 2015	17,939	2,986	14,953	-	232	15,185
January 2016	16,350	2,660	13,690	-	232	13,922
February 2016	16,525	2,626	13,899	-	458	14,357
March 2016	15,536	2,920	12,616	-	232	12,848
April 2016	16,327	2,496	13,831	-	232	14,063
May 2016	15,742	2,825	12,917	-	232	13,149
June 2016	14,799	2,774	12,025	-	232	12,257
Total:	<u>\$ 199,497</u>	<u>\$ 32,825</u>	<u>\$ 166,672</u>	<u>\$ -</u>	<u>\$ 6,998</u>	<u>\$ 173,670</u>

Contract Specifications paragraph 8.1.5 For Base Cost and Base Subsidy

	<u>\$ 231,910</u>	<u>\$ 34,786</u>	<u>\$ 197,124</u>
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Over (Under) Contract Requirements

	<u>\$ (32,413)</u>	<u>\$ (1,961)</u>	<u>\$ (30,452)</u>
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Operating Costs (A+E)	\$ 206,495
Depreciation*	2,605
Adjusted Operating Costs	<u>\$ 203,890</u>

Farebox Ratio Actual 16%

Minimum Farebox Ratio Contract 15%

* Obtained from ICTC

Exhibit B
Procedure #6.4- Daily Fare Collections
Fiscal Year Ending June 30, 2016
(Unaudited)

DRAFT COPY 06/12/17

Date	Daily Fare Collections- Per Monthly Invoice/Reporting	Daily Fare Collections- Per Daily Fare Collection Report
July 2015		
ARC Med-Express		
2	\$ 173.00	\$ 173.00
13	15.00	15.00
22	185.00	185.00
January 2016		
ARC Med-Express		
6	\$ 222.00	\$ 222.00
21	206.50	206.50
27	181.00	181.00
June 2016		
ARC Med-Express		
7	\$ 162.00	\$ 162.00
23	126.00	126.00
28	158.50	158.50

V. REPORTS

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



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

Memorandum

Date: June 7, 2017
To: ICTC Management Committee
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the Committee Meeting on June 14, 2017

- 1) **Proposed New Facility for ICTC:** ICTC and its partners IVEDC and SCAG are pursuing a lease on a new larger facility. The new facility is the old Rabobank location on the corner of Main St. and Imperial Ave.
- 2) **Closed Session Calendar Items for the Commission Meeting on June 28, 2017:**
 - a) Executive Director Evaluation and Labor Negotiations
 - b) Property negotiations / lease agreement for property located on Ross Road, currently leased to First Transit
 - c) Property negotiations / lease agreement for property located on Adams Avenue, currently owned by Caltrans
 - d) Property negotiations for property located on Main Street and Imperial Avenue, proposed new ICTC office space
- 3) **I-8 / Imperial Avenue Interchange Reconstruction:** The region has an opportunity to accelerate the I-8 / Imperial Ave. project from FY 2019/20 to FY 2018/19 for construction. ICTC staff will be submitting a request for a STIP Amendment to the CTC in the August 2017 timeframe.
- 4) **SCAG Sustainability Achievement Award:** ICTC and its partners, Caltrans and SANDAG, were presented 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.
- 5) **Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project:** The auditor staff will be in Imperial Valley visiting agencies and the transit operators on April 26, 27 and 28. 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) **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. Together we will be pursuing available grant opportunities to provide service connections. Update - On Friday, May 19, 2017, ICTC and IVT RIDE staff held a 2nd transit service outreach at the Imperial Valley Food Bank's distribution site in Westshores from 7:30 am – 9:30 am. ICTC staff met with SunLine staff in Palm Springs on June 2, 2017 to continue dialogue for potential opportunities.

- 7) **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. Service adjustments are proposed to be submitted to the Commission for consideration in July.
- 8) **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 16th, October 24th, and December 20th) 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 May ICTC, CBP and Caltrans were still reviewing conceptual alternatives for an interim expansion to two lanes.
- 9) **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 May 2017.
- 10) **RSTP, CMAQ Obligation and Repurposed Earmarks:** 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 June 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 was submitted in the amount of \$208. Construction costs in the amount of \$800K are programmed for FY2018-2019.</i>
Brawley	Earmark Repurpose	Rio Vista Avenue	\$86	<i>RFA pending</i>
Calexico	CMAQ	Paving of De Las Flores St.	\$466	<i>RFA was submitted, city is pending Caltrans HQ 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>Obligated in April</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 th St. from Palm Ave. to Olive Ave.	\$633	<i>Obligation for ROW issued 12-27-16, RFA for CON will be submitted May 2017</i>

Holtville	CMAQ & RSTP & EAR-Repurpose	6 th 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 submitted on May 18th</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 May 2017.</i>
Imperial County	ATP	Pedestrian Master Plan	\$100	<i>RFA expected to be submitted end of May 2017.</i>
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio Vista Street from San Diego Avenue to Holt Avenue in Seeley	\$1,119	<i>RFA expected to be submitted end of May 2017.</i>
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 May 2017.</i>
Imperial County	Earmark Repurpose	Sidewalks on various sites in Heber	\$1,017	<i>RFA pending</i>
Imperial County	Earmark Repurpose	IV Desert Museum easement access	\$719	<i>RFA pending</i>
Westmorland	CMAQ	Paving H Street and 8 th Street	\$429	<i>RFA was submitted on 4/26/17 and is pending E-76.</i>
ICTC	CMAQ	Design of New Intermodal Transportation Center in the City of Calexico	\$559	<i>RFA expected to be submitted end of May 2017.</i>
ICTC	Earmark Repurpose	SR98 Rockwood Ave to Ollie Ave	\$3,595	<i>RFA pending</i>
SDSU	Earmark Repurpose	Parking lot improvement SDSU Brawley campus	\$719	<i>RFA pending</i>
Subtotal			\$16,114	

11) **State Legislation for Transportation Funding – SB 1:** SB 1 was passed by the legislature and signed by the Governor. \$1.5 Billion annually will go to cities and counties for local road improvements. The following are projected annual revenues for the Cities and the County of Imperial. Attached is a factsheet that also includes funds for transit and the Active Transportation Program.

Brawley	\$608,000	Holtville	\$139,000
Calexico	\$920,000	Imperial	\$416,000
Calipatria	\$176,000	Westmorland	\$52,000
El Centro	\$1,034,000	County of Imperial	\$10,600,000
<i>Source: cacities.org</i>		TOTAL	\$13,945,000

12) **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.

- 13) **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.
- 14) **Imperial Mexicali Binational Alliance Meeting:** The Imperial Mexicali Binational Alliance (IMBA) meeting was held at CETY’s University in Mexicali on May 11, 2017. The meeting agenda included a presentation from the San Diego Association of Governments (SANDAG) on the Fresh Look Impacts of Border Delay study and updates on border infrastructure, economic development and Cali-Baja. The next meeting is scheduled for July 13, 2017 in Imperial County.
- 15) **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 & Cost
Widen bridge over the All American Canal at the Calexico East POE: Widen of bridge over the All American Canal to six lanes at the Calexico East Port of Entry	CRFC (\$30M)
Intelligent Transportation Systems (ITS) Implementation at Calexico East POE: Install border wait-time monitoring systems, radio frequency identification (RFID)/Bluetooth technology, and advanced traveler information systems	CRFC (\$3M)
SR-98 widening from VV Williams Avenue to Rockwood Avenue: Widen SR-98 from 4 to 6 lanes from VV Williams Avenue to Rockwood Avenue	CUFC (\$10M)
Forrester Road Corridor: Forrester Road bridge over the New River reconstruction, roadway realignment and operational improvements	CRFC (\$20M)
Menvielle Road Widening: Widen Menvielle Road from 2 to 4 lanes between Carr Road to SR-98	CRFC (\$4.4M)

- 16) **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 met on April 18, 2017. The project is scheduled to be completed by June 2017. Virginia Mendoza, Project Manager

- 17) **Community of Niland Bus Stop Bench and Shelter Request:** The ICTC submitted a formal request to the California Department of Transportation (Caltrans) District 11 requesting their assistance in identifying a

location for a bus stop bench and shelter in the Community of Niland along State Route 111 (SR-111). Caltrans and ICTC are finalizing a preferred location and any improvements necessary for installation of the bench and shelter. Project is in design phase. Construction will begin and completed in late 2017.

- 18) **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.
- 19) **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 5th 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

- 20) **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.

- 21) **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.

22) **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.

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

- May 4-5, 2017 – SCAG General Assembly in Palm Desert, CA.
- May 11, 2017 – Imperial Mexicali Binational Alliance Meeting in Mexicali, Mexico
- May 16, 2017 – California’s Regional Transportation Planning Agencies Meeting in San Diego (attended by staff)
- May 17, 2017 – California Transportation Commission Meeting in San Diego (attended by staff)
- May 17-18, 2017 – Imperial Valley Economic Summit and General Assembly
- May 22-23, 2017 – Legislative trip to Washington D.C.
- May 24, 2017 – ICTC Budget Workshop and Commission Meeting in El Centro
- May 25, 2017 – California League of Cities, Imperial County Division Meeting in El Centro
- June 1, 2017 – PERMA Board Meeting in Palm Desert (attended by staff)
- June 1, 2017 – SCAG Regional Council Meeting in Los Angeles
- June 6-8, 2017 – Paratransit Operations Training in Nashville (attended by staff)
- June 8-9, 2017 – California Transportation Commission Senate Bill 1 Implementation Forum and Workshop (attended by staff)



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

Program Activity through May 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	243	153	\$4,231,507	80	\$1,085,734	9	90	0	29	73	857,790	222
Calexico	3/24/2015	7,374	529	314	\$10,145,602	178	\$2,261,840	19	162	1	78	207	2,038,481	526
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	398	270	\$8,003,258	137	\$1,882,191	16	132	8	46	129	1,445,101	373
Holtville	3/24/2015	1,248	54	39	\$1,030,736	20	\$231,548	2	18	0	8	14	193,825	50
Imperial	6/10/2015	4,622	183	140	\$4,655,124	74	\$1,121,090	10	62	11	37	110	778,617	206
Westmoreland		596	Has not adopted Resolution of Participation											
Imperial County Unincorporated	11/14/2014	9,506	206	127	\$4,059,174	67	\$983,204	8	72	3	16	44	691,036	176
Total		38,944	1,622	1,047	\$ 32,227,475	560	\$ 7,615,318	65	540	23	214	577	6,041,467	1,563

** Participation rate based off of funded projects

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



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

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

Memorandum

Date: Wednesday, June 14, 2017
To: ICTC Management Committee Meeting
From: David Salgado, Regional Affairs Officer (RAO)
Re: **Southern California Association of Government's (SCAG) Report**

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee Meeting June 14, 2017.

- 1. SCAG "Go-Human" Campaign:** A second round of "GO-Human" advertising will be released throughout the SCAG region in May 2017. The "GO-Human" Campaign is an ATP Cycle 1 Grant funded program designed and developed to be utilized by all stakeholders and partners in the region to bring heightened awareness to pedestrian and bicycle safety as well as driver safety through a robust marketing and advertising campaign. ICTC has collaborated to include "Go-Human" advertising on their transit buses in order to promote safe walking and bicycling. Please feel free to contact David Salgado to participate.
- 2. 2017 SCAG Annual Demographic Workshop SAVE THE DATE!!! June 26, 2017:** SCAG will be holding its annual demographic workshop titled "Volatile Demographics: How High and How Low?" The workshop is held in collaboration with the USC Sol Price School of Public Policy. The workshop will be held at the USC Trojan Grand Ballroom from 8:30am to 3:30pm on Monday June 26, 2017. Information and registration is available online at www.scag.ca.gov/demographics. Please feel free to contact Imperial County RAO David Salgado with any questions.
- 3. Affordable Housing Sustainable Communities (AHSC) Program Co-Convening Workshops in Imperial County June 14th, 2017:** SCAG is working in partnership with the Strategic Growth Council (SGC) in order to provide workshops throughout the SCAG region in an effort to secure more Cap and Trade funding for the SCAG region and to continue to meet the goals of the 2016 RTP-SCS. The goal of the workshop is to convene important stakeholders who can leverage one another's resources to put forth successful applications under the AHS program. The workshop will be held following the ICTC Management Committee Meeting June 14th at 1:00pm at the City of El Centro Community Center, 375 S. 1st Street, El Centro, CA. Please feel free to contact Imperial County RAO David Salgado with any questions.
- 4. Tool Box Tuesday 27th, 2017: Replacing Redevelopment: Enhanced Infrastructure Financing Districts (EIFD) / Community Revitalization Investment Authority (CRIA) Technical Assistance Workshop:** This workshop will provide an overview and technical training for SCAG's new tool to evaluate Enhanced Infrastructure Finance Districts (EIFDs) and Community Revitalization and Investment Authorities (CRIAs). EIFDs and CRIAs empower



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local jurisdictions to finance infrastructure investment through tax increment financing. EIFDs and CRIAs are the major economic development strategies and financing mechanisms after the dissolution of Redevelopment Agencies (RDAs). SCAG has developed this tool for project sponsors to evaluate the viability of establishing an EIFD or CRIA for a given project area.

Speaker: Larry Kosmont, President and CEO of Kosmont Company

5. **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.
6. **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 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.
7. **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.
8. **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.
9. **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.
10. **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



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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.

2017 REGIONAL CONFERENCE ADDRESSED BIG DATA, INNOVATION AND THE REGION'S FUTURE

On May 4-5 in Palm Desert, SCAG held its 52nd Annual Regional Conference and General Assembly, which was attended by more than 850 civic, business and community leaders from throughout Southern California. At the General Assembly meeting, the slate of new board officers were sworn in – Margaret Finlay, Mayor of Duarte, as President; Alan Wapner, an Ontario City Council member, as First Vice President; and William “Bill” Jahn, Mayor of Big Bear Lake, as Second Vice President.

The conference, themed “Innovating for a Better Tomorrow,” highlighted the use of open data and smart analytics, and featured keynote speakers Ben Wellington, author of the blog I Quant NY and visiting assistant professor at the Pratt Institute in New York, and Jack Dangermond, founder and President of Esri. Panel sessions on smart city infrastructure, technological adaptation in industries and impacts of automation on the workforce gave attendees the opportunity to share ideas and learn how to prepare themselves (and their cities) for a promising but challenging future. SCAG also honored the region’s most innovative projects as part of the annual Sustainability Awards Luncheon.

On Friday, May 5, SCAG’s conference provided a showcase for outstanding student work from across the region, featuring digital Story Map projects using SCAG’s open data and sustainability planning posters at a special exhibit. SCAG promoted the use of open data in a Story Maps challenge and provided prizes to two outstanding projects. For highlights of the conference, you can follow this [Storify roundup](#) or check up on the [event website](#) to view a photo gallery and our Year-in-Review video for 2016-2017. Videos of full conference sessions are available on [SCAG-TV](#).

REGISTRATION IS NOW OPEN FOR THE 28TH ANNUAL DEMOGRAPHIC WORKSHOP

On June 26, SCAG and the USC Price School of Public Policy will co-host the 28th annual Demographic Workshop at the University of Southern California in Los Angeles. The Demographic Workshop has for decades been a significant resource for policymakers and business leaders to better understand the populations they serve. This year’s conference, “Volatile Demographics: How High & How Low?” will address the extraordinary volatility and uncertainty of the post-recession demographic and economic trends, accentuated by new policies of the Trump Administration. The workshop will be held on Monday, June 26, from 8:30 a.m. to 3:30 p.m. in the Trojan Grand Ballroom on the University of Southern California campus. Please join SCAG and the USC Price School for Public Policy at the workshop for this vital conversation about the forces shaping the region’s future. Early registration is \$75 until June 12 and \$50 for students. The event is free for elected officials. AICP CM credits also are available. To reserve your seat and for more information, visit: www.scag.ca.gov/demographics.

SCAG LAUNCHES ‘100 HOURS’ CAMPAIGN TO DISCUSS SOLUTIONS FOR TRAFFIC CONGESTION

This month, SCAG is launching “100 Hours,” a public engagement campaign to start a conversation about solving our region’s infamous traffic congestion. The name “100 Hours” is derived from the findings of an INRIX traffic study, which show that Los Angeles-area drivers now waste over 100 hours every year stuck in traffic. The campaign will run through summer 2017, offering the public an opportunity to weigh in on the ways they would otherwise like to spend the 100 hours they lose to traffic congestion, and discuss what alternatives might get traffic flowing again. The campaign includes billboards and social media tools to engage the public in a dialogue about potential solutions. The

campaign's ultimate goal is to establish a set of strategies ranging from ridesharing, first mile/last mile solutions, enhanced transit, active transportation or a decongestion fee system that could be packaged together and tested in a pilot program. This effort is consistent with the goals and policies in the adopted 2016 RTP/SCS, and will help to position SCAG for the 2020 RTP/SCS development and SB 375 targets.

SCAG SEEKS INPUT ON LOS ANGELES—SAN BERNARDINO TRANSIT AND RAIL STUDY

On June 7 and 8, SCAG will host two open house-style community meetings as part of the next phase of the Los Angeles-San Bernardino Inter-County Transit and Rail Study. As I have previously reported, SCAG is working in coordination with Metro and SANBAG to evaluate current and future travel needs in eastern Los Angeles County and western San Bernardino County, with a focus on the Metro Gold Line Foothill Extension, Metrolink service and access to/from Ontario International Airport. The Inter-County Study will identify recommendations for the optimal mix of transit services including light rail transit, commuter rail, bus rapid transit and express bus services. SCAG has engaged with two advisory committees, a Technical Working Group and a Stakeholder Review Committee, to ensure that the local jurisdictions, subregional councils of governments, transit operators and other transportation agencies have the opportunity to provide input. During the June 7 and 8 open house meetings, participants can view exhibits regarding proposed alternatives for detailed evaluation, discuss the transit and rail options with planners, and complete a survey to help shape the future of transportation for the area. More information, including time and location details for the two community meetings, is available at www.scag.ca.gov/programs/Pages/InterCountyTransitRail.aspx.

SACRAMENTO CAP-AND-TRADE BRIEFING

On May 17, SCAG's Chief Operating Officer Darin Chidsey and I travelled to Sacramento to meet with the Southern California Legislative Caucus, chaired by Assemblymember Sebastian Ridley-Thomas, to address funding deficiencies to the Southern California region from the implementation of cap-and-trade. Through the end of 2016, the Greenhouse Gas Reduction Fund expended \$1.2 billion of its cap-and-trade auction revenues, but only \$336 million, or 29.5 percent, was allotted to projects and purposes located in the SCAG region. This funding distribution is strikingly disproportional, considering that the region is home to more than 48 percent of the state's population, and two-thirds of its disadvantaged communities. The Governor has made the extension of cap-and-trade (currently set to expire in 2021) a priority to pass this year. That extension will require a two-thirds majority vote by the legislature, and SCAG urges the caucus to insist on a baseline regional equity threshold as a condition of support from its members.

SCAG LEADERS VISIT WASHINGTON, D.C. TO PUSH FOR FREIGHT INFRASTRUCTURE INVESTMENT

On May 15, transportation and policy leaders from Southern California and across the United States traveled to Washington, D.C. for national infrastructure week to encourage greater federal funding for freight infrastructure and much-needed improvements to the country's goods movement network. Representatives from SCAG, including Pam O'Connor, council member from Santa Monica, and Greg Pettis, councilmember from Cathedral City, joined members of the Coalition for America's Gateways and Trade Corridors in urging members of Congress and the U.S. Department of Transportation to make freight investment an urgent national priority. Directly or indirectly, trade and goods movement represents one-third of all jobs and economic activity in the region. Home to America's largest seaports, major international airports and vital ports of entry along the Mexican border, Southern California processes nearly half of all containerized freight entering and leaving the U.S. This includes more than \$131 billion in exports to other countries each year.

LOCAL PROFILES FOR MEMBER JURISDICTIONS NOW AVAILABLE

On May 4, SCAG released the 2017 Local Profiles to delegates attending the General Assembly. SCAG prepares the Local Profiles reports every two years as a service to our member jurisdictions, providing them with a wide variety of data and analysis related to demographics, housing, economics, education and transportation. A total of 201 reports were created this year - including one for each of the 189 SCAG

member cities, the region's 6 counties and 6 unincorporated county areas. The 2017 reports also introduced two new sections on active transportation and public health, which will be expanded in future editions as better and more reliable data becomes available. Data and analysis in the Local Profiles are used to identify emerging trends, support community planning, economic development decision-making, grant proposals and community outreach efforts. The reports are also useful resources for the local business community, academia and residents of Southern California who are interested in learning more about their community. The 2017 Local Profiles are now available on the SCAG website at: <http://www.scag.ca.gov/DataAndTools/Pages/LocalProfiles.aspx>.

TARGET UPDATE FOR GREENHOUSE GAS EMISSION REDUCTION

The California Air Resources Board (CARB) is updating targets for reducing per-capita greenhouse gas (GHG) emissions for the state's metropolitan planning organization (MPO) regions. These new targets will be set consistently with the Sustainable Communities and Climate Protection Act of 2008, or SB 375. SCAG, both individually and jointly with the state's three other large MPOs, submitted to CARB a recommended target of reducing GHG emissions per capita by 18 percent by the year 2035. This ambitious recommendation can only be achieved with commitments of additional state resources and the development of innovative strategies. CARB has estimated that statewide per capita GHG emission reductions of 25 percent by 2035 will be necessary to satisfy broader state climate goals. Based on a preliminary assessment, CARB has indicated that new state-level policies and measures will help support updated SB 375 targets that achieve up to 20 percent of the needed statewide reduction, as well as bridge the remaining gap. Discussions about target setting are ongoing, and CARB is expected to adopt the final SB 375 GHG targets in October 2017. SCAG will continue working with our MPO partners and CARB and provide updates to the Regional Council.

ADDITIONAL ACTIVE TRANSPORTATION PROGRAM FUNDING AVAILABLE VIA SENATE BILL 1

California's passage of Senate Bill 1 (SB 1) on April 6 will provide an increase of \$100 million annually for the Active Transportation Program (ATP). This increase is significant, and will help fund even more local projects that will improve safety for pedestrians at intersections and make it safer for bicyclists to ride in our communities. The ATP funding provided through SB 1 will be available starting in fiscal years 2018 and 2019. As such, a special 2017 ATP Augmentation will make funding available to all projects submitted during the 2017 ATP call for projects. Projects that were awarded funding in the 2017 ATP will be eligible to receive advanced funding awards, and projects that did not receive funding will also be considered for funding. The California Transportation Commission is hosting guidelines workshops on June 8 and 9, and project applications will be due in August 2017. For more information, visit <http://www.catc.ca.gov/programs/ATP>. If you have any questions about ATP funding, contact Stephen Patchan at patchan@scag.ca.gov.

SCAG COLLABORATES WITH ANTELOPE VALLEY AND MOJAVE DESERT AIR DISTRICTS ON NEW AIR PLAN

On May 25, the California Air Resources Board (ARB) approved the Western Mojave Desert Federal 75 ppb Ozone Attainment Plan. The adoption and ultimate approval of this plan by the U.S. Environmental Protection Agency will help the region comply with health-based national air quality standards set out by the Clean Air Act. This new air plan was prepared and previously adopted by the Antelope Valley Air Quality Management District (AQMD) and the Mojave Desert AQMD. It lays out a blueprint and control measures for achieving the health-based air quality standard in the Western Mojave Desert nonattainment area by 2026. The air plan includes motor vehicle emissions budgets, which set limits on ozone emissions for on-road transportation and will impact regional transportation planning. SCAG staff worked closely with the AQMD and ARB staff to set the air plan's new transportation conformity budgets. For more information about the Western Mojave Desert air plan, visit <https://www.arb.ca.gov/planning/sip/planarea/mojavesedsip.htm#2016>.

SCAG'S GO HUMAN CAMPAIGN LAUNCHES NEW ADS, RECEIVES FEDERAL AWARD FOR EXCELLENCE IN PLANNING

I'm proud to share with you that SCAG's Go Human Campaign was the recipient of the Federal Highway Administration's 2017 Transportation Planning Excellence Award. Co-sponsored by the American Planning Association, this awards program recognizes and celebrates exemplary planning practices in communities across the country. Go Human is one of SCAG's signature programs, promoting traffic safety, encouraging walking and biking as well as working with local cities to showcase potential street improvements to residents at community events. The campaign recently re-launched its advertising campaign in May (which is National Bike Month) across the region on billboards, bus shelters and digital ads as well. We will also be hosting upcoming demonstration events in Riverside and Orange County. For more information visit www.gohumansocal.org.

HOUSING DISPLACEMENT KEY FOCUS AT ULI L.A. URBAN MARKETPLACE

On April 12, I participated as keynote panel member at the ULI Los Angeles Urban Marketplace event in downtown Los Angeles, along with Los Angeles County Supervisor Hilda Solis and Dr. Raphael Bostic of the University of Southern California. This was a great event that addressed the critical issue of housing with the theme "Development Without Displacement- Can L.A. Grow Up Without Pushing People Out?" Each year, this event convenes senior city staff, elected officials and developers for a series of roundtable discussions of development strategies and real estate investment opportunities for L.A. County's low-income and high-poverty neighborhoods. For more information on the event, visit <http://la.uli.org/event/urban-marketplace-2017/>.

SHARING THE FUTURE OF MOBILITY AT UC TRANSPORTATION STUDIES POLICY FORUM

In late March and April, the Institutes of Transportation Studies at UC Berkeley, Davis, Irvine and Los Angeles presented a series of policy forums at the UC Center Sacramento, sharing the latest thinking and scientific insights on a range of transportation challenges facing our state and nation. I joined the forum on April 25 as a speaker, addressing "The 3 Revolutions in Transportation: Sharing, Electrification and Automation." My remarks covered the implications of changing transportation technology, and how regional-level transportation and land use planning will be crucial to balancing environmental goals with improving mobility. For more information on the event, visit <http://its.berkeley.edu/node/13341>.

SCAG SHARES KNOWLEDGE AT 2017 AMERICAN COMMUNITY SURVEY DATA USER CONFERENCE

In mid-May, SCAG's staff presented and participated at the 2017 American Community Survey (ACS) Data User Conference in Alexandria, Virginia. The conference included more than 50 contributed presentations by ACS data users, roundtable discussions and opportunities for networking. The numerous session topics ranged from model estimates to data visualization and applications. SCAG plays a large role in Southern California as the Regional Data Center for the U.S. Census Bureau and our staff was invited to the conference to share best practices on applying ACS data to regional transportation and land use planning.

SCAG GIS SERVICES PROGRAM UPDATE

This month, SCAG helped several local jurisdictions with geographic information system (GIS) projects that improved service delivery to their constituents. SCAG staff assisted the City of South Gate in complying with Senate Bill 1069, the Accessory Dwelling Unit legislation which will allow secondary dwelling units (or "granny flats") in single family or multi-family lots. SCAG staff trained South Gate planners to use GIS and their zoning and parcels data to identify the impacted parcel residential lots. In Yucca Valley, SCAG is assisting local staff to code their maintained and un-maintained streets in GIS, as well as their five-year cycle sewer Capital Improvement Projects. At La Quinta, SCAG staff coded in GIS the city's specific plan areas to assist its city planners more easily serve its constituents. For more information about SCAG's GIS and Data Services, visit our website: <http://gisdata.scag.ca.gov/Pages/Home.aspx>.



Date: June 14, 2017
To: ICTC Management Committee
From: Laurie Berman, Caltrans District 11, District Director
Re: **District Director's Report**

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management Committee meeting of June 14, 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. Both westbound and eastbound I-8 traffic are using the newly constructed freeway. This project will be completed by July, approximately eight 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 fall 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 on the \$12.9 million project beginning in April 2017 and ending in spring 2018. Utility relocation work is complete. Construction on Stage 1 from Eady Avenue to VV Williams is complete. Stage 2 work from VV Williams to Cesar Chavez is currently under construction.

SR-86/Heber Pedestrian Improvements

This project will sidewalks and a bus shelter. Construction has begun on this project and Phase 1 is expected to be complete by the end of summer 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 interim improvement alternative for this project, which meets the safety and operational needs of CBP and reduces delay for the traveling public. CBP has requested federal funds for the construction of an “ultimate” facility, although they are competing with 20 other sectors in the United States.

SR-86/Keystone Road

The project will install roadside signs at SR-86 and Keystone Road and relocate flashing beacons. This project should be out to construction summer 2017.

4. Maintenance:

The Brawley travel-way crew replaced damaged guardrail end treatments at various locations on SR-86 in Westmorland and at other locations north of the City.



Maintenance (continued):

The El Centro functional crew and paint crew covered up graffiti underneath the railroad bridge on I-8 in El Centro.



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. The consultant will be modeling the economic delay for 2025 and the air quality for 2025 and 2035 respectively

Planning Studies (continued):

Imperial County Transportation Model Update

The ICTM Update Project Team members from Caltrans, SCAG, and Cambridge Systematics are progressing in the following areas:

- a. The team held a Monthly Coordination Meeting on May 17, and discussed a work plan which compliments the scope of work in the project's Request for Proposal. The work plan includes details related to each task and subtasks, outlines timing for each task, defines responsibilities for SCAG, Caltrans, and Cambridge Systematics, respectively, and identifies specific calibration targets and sensitivity tests to be performed after development of a prototype base-year model.
- b. SCAG provided a sub-regional base-year highway network together with a TAZ (traffic analysis zone) system for Imperial County as a prototype model for the team to move forward. SCAG is currently developing a new social economic and demographic dataset for the new TAZ system within the county.
- c. Caltrans modeling staff reviewed the base-year highway network and the TAZ system of the latest version ICTM, and shared comments, concerns, and suggestions with the team to build a new version of the ICTM base-year highway network and TAZ system based on the prototype model.
- d. Cambridge Systematics with its sub-contractor began data collection and survey for base-year model calibration and validation. The effort at this stage is primarily focused on counting traffic volumes at 50 locations within the county. Other data such as transit routes and ridership, border crossing activities, are also in the process of survey or collection.

Imperial County Active Transportation Plan

Caltrans Planning recently met with the County of Imperial Public Works Department and held a kick-off meeting for this \$200,000 Planning Grant.

The plan will cover the unincorporated areas of Imperial County, specifically the Communities and Townsites; and areas near schools. The plan will be based on needs assessment through data gathering and analysis, public feedback, and consultation with local agencies.

The Plan will address issues such as safety and security, liability, environmental concerns, convenience, accessibility, usage, connections and linkages for bicycle users, as well as associated pedestrians and safe routes to school planning efforts.

It is expected to be out to contract by the end of 2017, with the Plan being complete by early 2019.

6. **Local Assistance:**

\$10 Million Available: Greenhouse Gas Reduction Fund for Active Transportation Projects

The California Transportation Commission (CTC) has reopened a “call for projects” for applications under the GHG Reduction Fund. Applications are due June 30, 2017. Please see the attachment at the end of this report for additional details.

Eligibility and other requirements can be found at the link provided below.

catc.ca.gov/programs/ATP/2017/ATP_102816/2017_ATP_GGRF_guidelines_102816_FINAL.pdf

June 20, 2017: Highway Bridge Program Training at Caltrans District Office in San Diego

Caltrans Headquarters Local Assistance office of the Highway Bridge Program will be delivering free training at Caltrans District Office in San Diego on Tuesday, June 20, 2017.

This training will be held from 10:00 a.m. to 3:00 p.m. If you are interested in participating, please provide the number of interested representatives from your agency to either Debora.Ledesma-Ribera@dot.ca.gov or Joseph.Chua@dot.ca.gov.

June 21, 2017: FHWA Project Management Plan Guidance for Major Projects Webinar

This hour-long webinar is at 10:00 a.m., on Wednesday, June 21, and offers an overview of Project Management Plan Guidance for Major Projects that the Federal Highway Administration (FHWA) updated on May 22, 2017 (see attached announcement).

Download this guidance from the following link:

<https://www.fhwa.dot.gov/majorprojects/pmp/guidance.cfm>

June 30 Deadline for “DBE Annual Submittal” and “ADA Annual Certification” Forms

Please submit both the “Local Agency Disadvantaged Business Enterprise (DBE) Annual Submittal Form” (Exhibit 9-B) and “Local Agency Americans with Disabilities Act (ADA) Annual Certification Form” (Exhibit 9-C) by June 30, 2017, for the next Federal Fiscal Year (October 1, 2017 to September 30, 2018) per *Local Assistance Procedures Manual (LAPM)* Chapter 9, sections 9.3 and 9.6. Include in your 9-B submittal an organizational chart showing the DBE Liaison Officer and his/her contact information.

Note that failure to submit the completed forms will result in delays to the processing of Requests for Authorization.

Link to the *LAPM*: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

July 7, 2017 Deadline for 16/17 Federal Fiscal Year Requests for Authorization/Obligation

Please coordinate with Joseph Chua to transmit Requests for Authorization, de-obligation, etc. due this Federal Fiscal Year before July 7, 2017. Presently, nine projects in Imperial County are programmed to be obligated.

Inactive Projects

If you have not yet done so, please submit an invoice to the District by August 21, 2017.

A complete list of inactive projects can be found at the link provided below.

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

Local Assistance (continued):

Approval of Architectural & Engineering (A&E) Consultants in a Management Support Role

Per the Stewardship and Oversight agreement between FHWA and Caltrans, in all situations where a Local Public Agency solicits for hire A&E consultants to act in a management support role, FHWA must approve the contract prior to execution. Delegating approval of A&E consultants in management support roles is not allowed.

Management support roles may include, although are not limited to:

- Providing oversight of an element of highway program/function
- Providing services on the behalf of the contracting agency
- Providing oversight of a project or series of projects
- Providing oversight of consultants and contractors on the behalf of the contracting agency.

After FHWA approval, Caltrans will provide oversight of solicitation documents, as well as revised consultant contracts, prior execution between a Local Public Agency and the A&E consultants.

Guidance and procedures on FHWA approval of contracts for consultants in a management role will be provided in a forthcoming Office Bulletin.

FHWA Freight Intermodal Connectors Study

FHWA has conducted a study that provides a comprehensive understanding of the condition and performance of a representative sample of National Highway System (NHS) freight intermodal connectors. Freight intermodal connectors are roads that provide the “last mile” connection between major intermodal freight facilities (ports, airports, intermodal rail yards, etc.) and the NHS. For more information, please contact Tiffany Julien at the FHWA Office of Freight Management and Operations: Tiffany.Julien@dot.gov or 202-366-9241.

This April 2017 study can be found at the link provided below.

<https://ops.fhwa.dot.gov/publications/fhwahop16057/fhwahop16057.pdf>

Roadway Departure Safety Workshops for 2017

Free workshops will be held 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. Southern California sites for training are being considered in 2018.

Crescent City - July 17, 2017

Hanford - September 27, 2017

For more information, please refer to the Caltrans Roadway Safety Training and Materials page:

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

Local Assistance (continued):

Reminder: Subsidized Classes for Local Agencies

The California Local Technical Assistance Program 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 courses are listed at this link:

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

Federal Aid Series

District 11 plans to host this series in the next fiscal year. Please check for updates through the online registration link below:

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

Resident Engineers Academy

Contact Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov to be considered for priority registration in future academies.

SENATOR JIM BEALL, Ex Officio
ASSEMBLY MEMBER JIM FRAZIER, Ex Officio

SUSAN BRANSEN, Executive Director



CALIFORNIA TRANSPORTATION COMMISSION

1120 N STREET, MS-52
SACRAMENTO, CA 95814
P. O. BOX 942873
SACRAMENTO, CA 94273-0001
(916) 654-4245
FAX (916) 653-2134
<http://www.catc.ca.gov>

Call For Projects Active Transportation Program Greenhouse Gas Reduction Funds

June 1, 2017

Dear Stakeholders:

Assembly Bill (AB) 1613 (Budget Act of 2016) appropriated \$10 million from the Greenhouse Gas Reduction Fund (GGRF) for the Active Transportation Program (ATP). On October 20, 2016, the California Transportation Commission (Commission) adopted guidelines entitled 2017 ATP Guidelines for Use of Greenhouse Gas Reduction Funds (Guidelines) for purposes of programming these funds. These Guidelines are posted on the Commission website at:

These Guidelines are posted on the Commission website at:

http://www.catc.ca.gov/programs/ATP/2017/ATP_102816/2017_ATP_GGRF_guidelines_102816_FINAL.pdf

The Commission, through its adopted guidelines, initially made ATP GGRF funds available to projects programmed for funding in the 2017 ATP. The deadline for eligible 2017 ATP project applicants to apply for the GGRF funds was May 12, 2017. The Commission received two eligible applications requesting a total of \$2,695 million. The Guidelines stipulate that, if there are an insufficient number of projects in the 2017 ATP to utilize the funding from the GGRF, the Commission may hold a stand-alone call for projects to utilize any unprogrammed funds. Since the Commission has not received requests from the 2017 ATP programmed projects to fully utilize the \$10 million available in ATP GGRF, this letter serves as notification that the Commission is holding a call for projects for the 2017 ATP GGRF according to the following:

Schedule

Commission Call for Projects	June 1, 2017
Project Applications Due to the Commission	June 30, 2017
Staff Recommendations Posted	July 21, 2017
Commission Approval of Projects	August 16-17, 2017

Active Transportation Program Stakeholders
Call for Projects - ATP Greenhouse Gas Reduction Funds
June 1, 2017
pg. 2

Project Eligibility

Project eligibility and other requirements are detailed in the Guidelines found at the website referenced above. **Projects eligible for the ATP GGRF must have submitted a project application and received a score in the 2017 ATP.**

The Commission's call for projects to utilize ATP GGRF funds should not be confused with the additional ATP funds made available through the passage of Senate Bill (SB) 1 (Beall, 2017). The ATP GGRF funds have specific requirements that differ from ATP SB 1 funds. The ATP funds provided through the Road Maintenance and Rehabilitation Account established by SB 1 are expected to be distributed through an augmentation of the 2017 ATP. The process for developing guidelines for the 2017 ATP augmentation will begin in early June. Information on the process to develop these guidelines can be found on the Commission's website at www.catc.ca.gov.

If you have questions concerning the Active Transportation Program, please contact Laurie Waters, Commission Associate Deputy Director, at (916) 651-6145 or Laurie.Waters@dot.ca.gov.

Sincerely,


SUSAN BRANSEN
Executive Director

c: Commissioners, California Transportation Commission



HIGHWAY BRIDGE TRAINING (HBP)
REFRESHER COURSE

FREE

DISTRICT 11

JUNE 20, 2017, TUESDAY

4050 TAYLOR ST., SAN DIEGO CA
92110

LOCATION: GALLEGOS RM-134

TIME: 10:00 AM-3:00 PM

Contact Local Assistance Training Coordinator

At: Debora.ledesma-ribera@dot.ca.gov or call at (619) 278-3766

2017 Project Management Plan Guidance for Major Projects Webinar

**Wednesday, June 21st
1:00-2:00 p.m. ET**

To join the meeting:

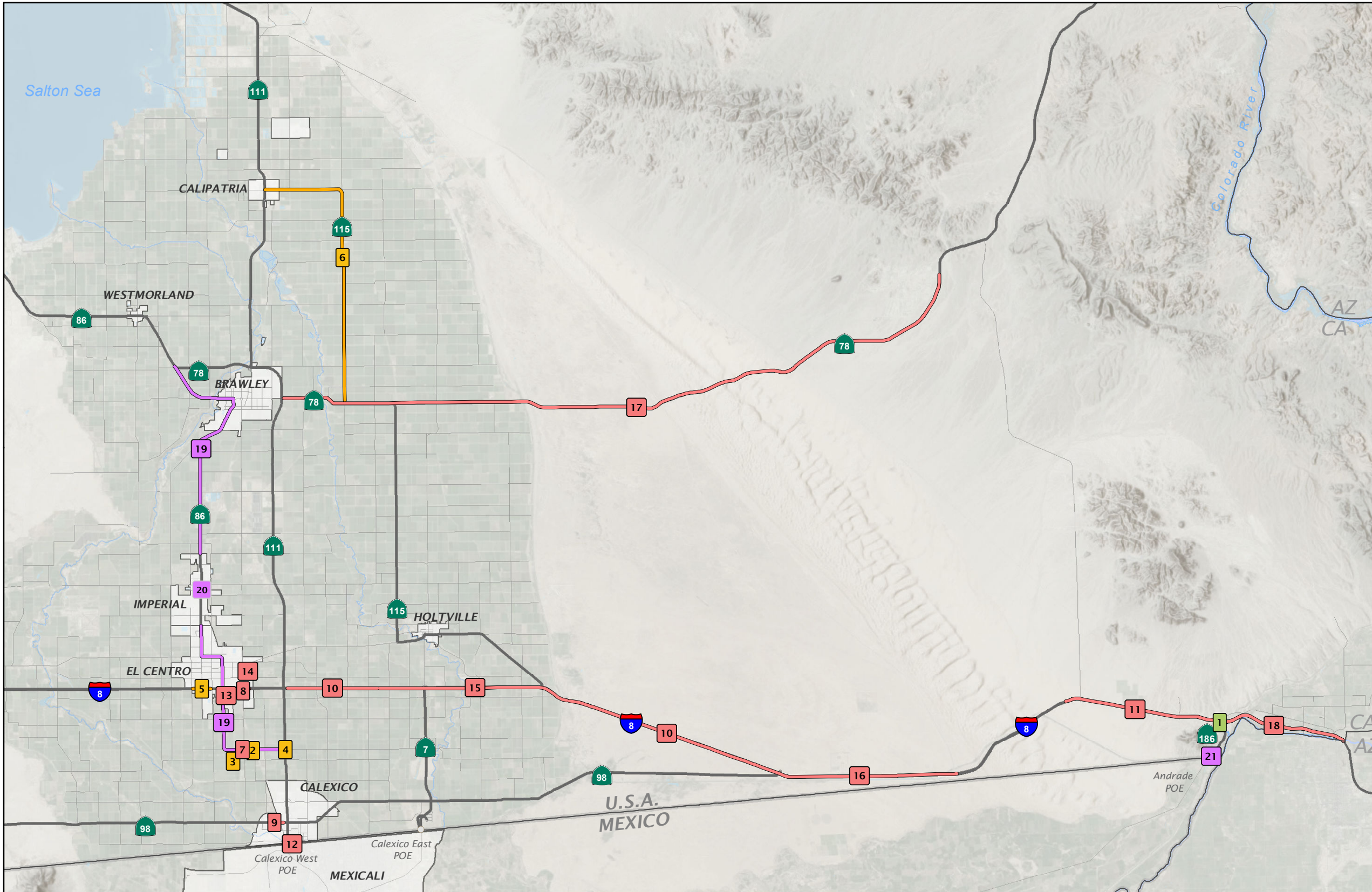
<https://connectdot.connectsolutions.com/fhwamajorprojectsdiscipline/>

Dial-In Number: 1-800-683-4564

Access Code: 796152

This webinar will provide an overview of the updated Project Management Plan Guidance for Major Projects issued by FHWA on May 22, 2017. The session will discuss the changes in the guidance as well as provide an opportunity for Q&A. The target audience includes FHWA employees, state and local DOT employees, and other stakeholders that are involved in the development of project management plans for FHWA major projects.

Participants are encouraged to download the guidance at
<https://www.fhwa.dot.gov/majorprojects/pmp/guidance.cfm>



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 Fall 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-115 Pavement Rehabilitation
Design Complete Spring 2017

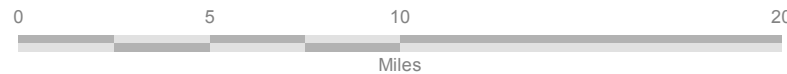
CONSTRUCTION

7. SR-86/"Heber Ave" Sidewalk, Transit, & ADA Improvements Phase 1*
Construction Start Spring 2017
8. Dogwood Road Landscape
Construction Start Fall 2016
9. SR-98 West Widening Phase 1B
Eady Ave to Ollie Ave
Construction Start Spring 2017
10. I-8 Pavement Rehabilitation at Various Locations
Construction Start Summer 2017
11. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186
Construction Start Summer 2017
12. SR-111 Calexico West - GSA POE Reconfiguration*
Construction Complete Spring 2018
13. I-8/Dogwood Rd Interchange Improvements
Construction Complete Summer 2017
14. El Centro Maintenance Station
Phase 2 – Construction Complete Summer 2017
15. I-8 Pavement Rehabilitation
Construction Complete Summer 2017
16. I-8 Pavement Rehabilitation
Construction Complete Summer 2017
17. SR-78 Pavement Rehabilitation
Construction Complete Fall 2017
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*
Complete Summer 2017

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



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Date: 05/18/2017

Abbreviations:
GSA: General Services Administration

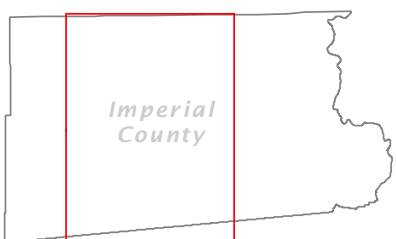
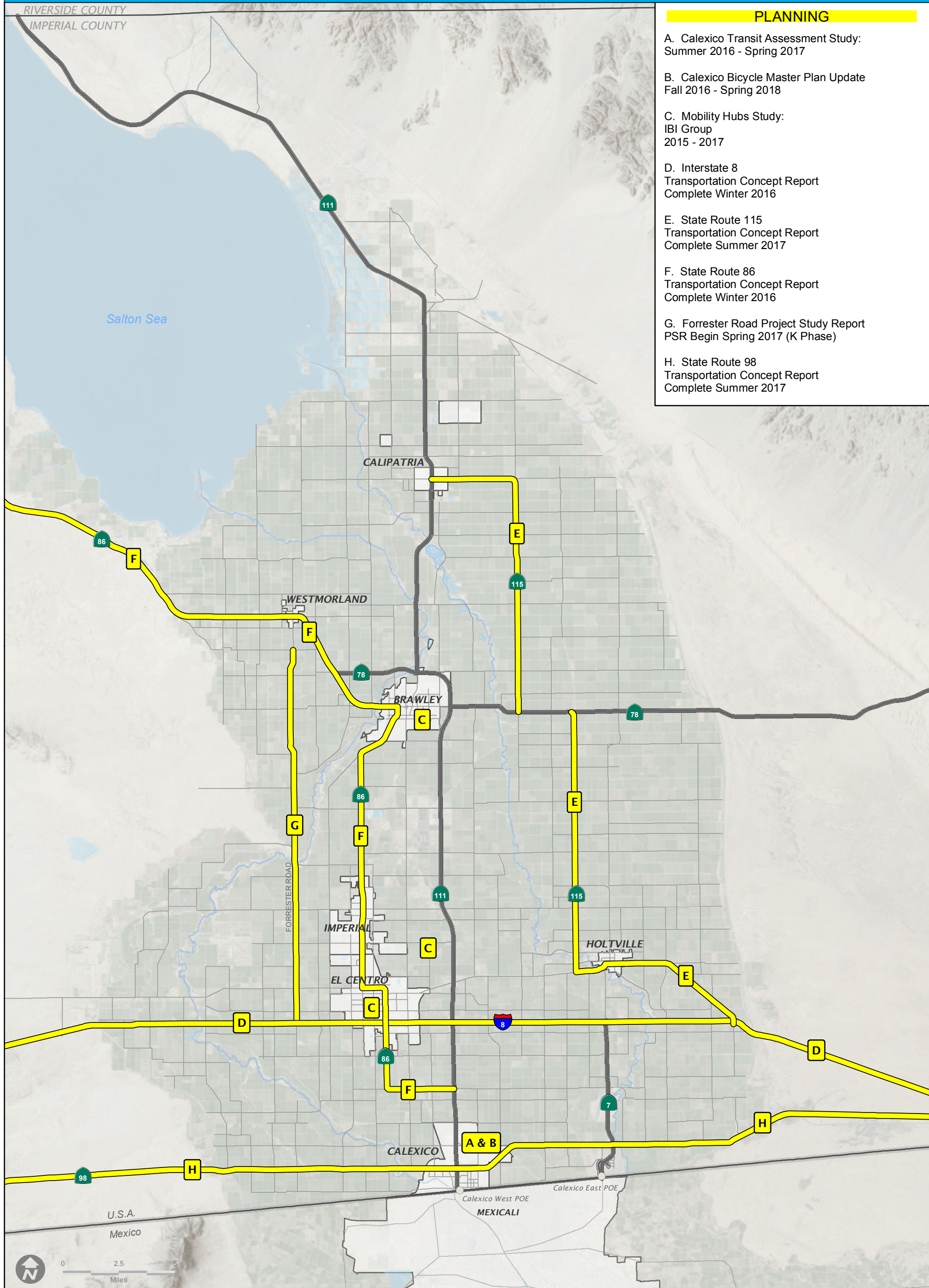
POE: Port of Entry

* 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

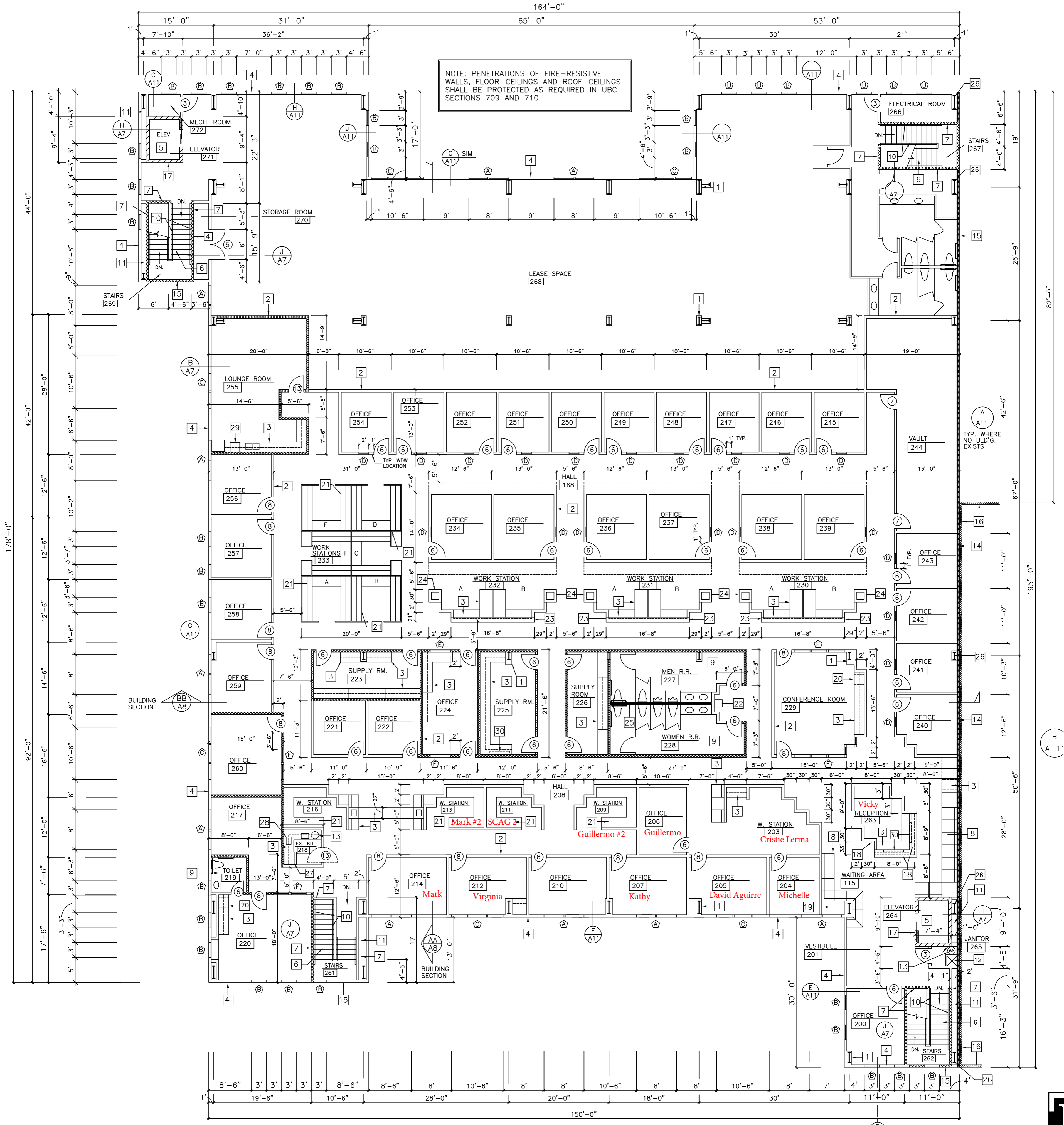


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Date: 12/07/2016

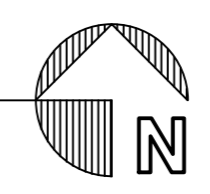
VI. INFORMATION / DISCUSSION CALENDAR

A. PROPOSED OFFICE LOCATION AND FLOOR PLAN



SECOND FLOOR PLAN

SCALE: 3/32" = 1' 59



VII. ACTION CALENDAR

- A. Draft ICTC Overall Work Program (OWP) and Budget, FY 2017-2018



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

June 9, 2017

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

SUBJECT: Draft ICTC Overall Work Program (OWP) and Budget, FY 2017-2018

Dear Committee Members:

The previous fiscal year of FY 2016-2017 was another productive year for ICTC in partnership with our member agencies, and our U.S. regional, state and federal transportation partners, such as, the Southern California Association of Governments (SCAG), California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), California Transportation Commission (CTC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), U.S. Customs and Border Protection, the U.S. General Services Administration (GSA); and our cross-border partners in the City of Mexicali and State of Baja California, Mexico. The following are highlights of our major accomplishments initiated or completed during FY 2016-2017:

- Completed the contract advertisement and award for IVT MedTrans and IVT Ride El Centro for transit services that began on July 1, 2016
- Launched a Wi-Fi demo service on all twenty one (21) 40 foot and smaller IVT buses, and, the four (4) IVT MedTrans buses
- Continued to add industry standard security cameras on all ICTC owned buses
- Continued to replace contractor owned vehicles, and, expanded the fleet for a total of sixty (60) new buses and transit operation service vehicles to our IVT branded fleet.
- Continued to expand our service outreach under the grant funded Mobility Coordinator for our senior citizen and Americans with Disabilities Act (ADA) transit programs and services – Staff has successfully assisted with the outreach and coordination with our transit operator, social service and medical service providers
- Achieved approval for the FY 2016-17 State Transportation Improvement Program (STIP) that includes \$38.7 million for the I-8 Imperial Avenue Interchange and ICTC's Regional Plans and Program funds
- Achieved approval for the FY 2016-17 Federal Transportation Improvement Program (FTIP) that includes \$470 million for a combination of local roadway and bridge projects, Interstate 8 and other state highway pavement improvement projects

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

- Successfully added \$6.1 million to local member agencies, Caltrans and ICTC in repurposed Federal Earmarked or Demonstration Funds for local and regionally significant projects.
- For FY 2016-17, managed and administered distribution of \$14.7 Million in Measure D (half-cent sales tax) revenues for member agency road projects, and regional transit and highway projects
- In partnership with Western Riverside Council of Governments (WRCOG) and Renovate America implemented the HERO/PACE energy savings program that has completed \$1.6 million in local residential projects and to date \$13 million in projects have been approved
- Completed the following transit and transportation studies of regional and national significance:
 - The Safe Routes to School Regional Master Plan
 - The SDSU-IVC Transit Shuttle Analysis and Feasibility Study
 - The Cross-Border and Goods Movement Analysis Study, Phase 2
- Received approvals for two planning grant awards in partnership with IVEDC:
 - Southern Border Broadband Consortium Study
 - EPA award for Brownfield Needs Assessment
- In partnership with the Imperial Valley Economic Development Corporation (IVEDC) hosted our third annual General Assembly and Economic Summit; and,
- Initiated the following studies in partnership with Caltrans, SCAG, SANDAG, member agencies and local partners:
 - Imperial/San Diego Mobility Hub Strategy
 - Fresh Look at Impacts of Border Delays for the California-Baja California Binational Region - The study area will include all six land ports of entry of Imperial and San Diego to determine Greenhouse Gas (GHG) emission and economic impacts of delay
 - Bus Stop Inventory and Information Study (Phase III)
 - IVT Passenger Statistical Study

The studies initiated are scheduled to be completed during the upcoming FY 2016-17.

As in the past, the OWP and Budget is divided into three sections: the Budget Summary, and the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC's budgeted activities and programs for the coming fiscal year. The total ICTC Budget is estimated at \$16.1 million that will maintain our key services and programs; ICTC salaries and benefits; ICTC's administration and operation costs; the 125 transit operations staff (bus drivers, dispatchers, supervisors and operation managers) and related contract costs. The \$16.1 million budget amount does not include Measure D revenues, or state and federal funds allocated for state highways, local roads and bridges in Imperial Valley.

This budget proposes ICTC staffing of ten (10) full-time positions (two are limited term) to manage the programs and services described in this budget. The full-time positions includes two Office Assistants, one Office Technician, one Secretary/Clerk to Commission, one Administrative Analyst, one Mobility Coordinator, three transportation planner positions from entry-level to senior-level in classifications (responsible for: Regional Transportation Planning and Programming, and Transit Planning, Programming, Contracts and Transit Service Administration), agency administration and the Executive Director.

The budget includes funding for consultant and vendor services to continue to support the Commission's administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, and support services for human resources, legal counsel, planning and project programming.

A workshop was conducted on May 24, 2017 and input was received from members of the Commission and the Management Committee.

The Draft Imperial County Transportation Commission (ICTC) FY 2017-2018 Overall Work Plan (OWP) and Budget is hereby presented for your review and recommendation prior to finalization for approval to our ICTC Board. Our Draft OWP and Budget is balanced and provides for development and implementation of vital transportation projects and programs for our region.

Following review and input, it is requested that the ICTC Management Committee recommend that the Draft ICTC Overall Work Program (OWP) and Budget for FY 2017-2018 be presented to the Commission for review and approval after public comment, if any.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Baza".

MARK BAZA
Executive Director

MB/ksw/cl

Attachments

IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2017-18

DRAFT

Consolidated Administration, Operations and Planning					TRANSIT FY 16-17	TRANSIT FY 17-18	%	PLANNING FY 16-17	PLANNING FY 17-18	%	TOTAL FY 16-17	TOTAL FY 17-18	%
1	2	3	4	5	6	7	8	9	10	11	12	13	14

REVENUES

A	7076/7416/74	17	430000	On hand balance/interest revenue	\$ 150,000	\$ 571,831	281%	\$ 7,900	\$ 209,332	2550%	\$ 157,900	\$ 781,163	395%
B	446010			State Aid Other - TDA (LTF)	\$ 1,127,870	\$ 882,101	-22%	\$ 264,000	\$ -	-100%	\$ 1,391,870	\$ 882,101	-37%
C	446445			State - STIP-PPM		\$ -		\$ 300,000	\$ 300,000	0%	\$ 300,000	\$ 300,000	0%
C	456040			FTA 5310 Mobility Coordination Program	\$ 129,210	\$ 104,977	-19%	\$ -	\$ -		\$ 129,210	\$ 104,977	-19%
D	493000			Local - Member Agency Contributions, SCAG/IVEDC Reimb and Reimbursement for Services Provided	\$ 15,000	\$ 25,000	67%	\$ 117,500	\$ 143,332	22%	\$ 132,500	\$ 168,332	27%
E Total Revenues					\$ 1,422,080	\$ 1,583,909	11%	\$ 689,400	\$ 652,664	-5%	\$ 2,111,480	\$ 2,236,573	6%

EXPENDITURES

Administration and Operations													
F	501000/525010			Administrative Staffing and Support-10 fulltime(1 shared w SCAG+1 shared w IVEDC)	\$ 515,180	\$ 656,207	27%	\$ 266,700	\$ 304,296	14%	\$ 781,880	\$ 960,503	23%
G	517055			Insurance - Liability	\$ 100,000	\$ 71,000	-29%	\$ 15,000	\$ 15,000	0%	\$ 115,000	\$ 86,000	-25%
H	522000			Memberships, office exp, communications, IT, fuel and maint	\$ 33,800	\$ 39,900	18%	\$ 24,000	\$ 24,850	4%	\$ 57,800	\$ 64,750	12%
I	526000			Legal notices, interpretive services	\$ 4,000	\$ 4,000	0%	\$ 500	\$ 600	20%	\$ 4,500	\$ 4,600	2%
J	528000			Rents, leases and utilities	\$ 35,900	\$ 57,432	60%	\$ 21,000	\$ 25,851	23%	\$ 56,900	\$ 83,283	46%
K	530005			Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$ 4,500	\$ 4,500	0%	\$ 6,000	\$ 4,500	-25%	\$ 10,500	\$ 9,000	-14%
L	531040			Training/Travel Expense	\$ 25,000	\$ 25,000	0%	\$ 22,000	\$ 22,000	0%	\$ 47,000	\$ 47,000	0%
M	549000			Equipment	\$ 6,000	\$ 8,000	33%	\$ 5,000	\$ 4,000	-20%	\$ 11,000	\$ 12,000	9%
N Administration and Operations Subtotal					\$ 724,380	\$ 866,039	20%	\$ 360,200	\$ 401,096	11%	\$ 1,084,580	\$ 1,267,136	17%
Professional and Specialized Projects and Services													
O	525010			Legal Consultation	\$ 10,000	\$ 7,500	-25%	\$ 7,500	\$ 7,500	0%	\$ 17,500	\$ 15,000	-14%
P	525010			Payroll Vendor Fees	\$ 6,700	\$ 7,500	12%	\$ 6,700	\$ 7,500	12%	\$ 13,400	\$ 15,000	12%
Q	525010			Website Consultation (www.imperialctc.org)	\$ 3,000	\$ 520	-83%	\$ 3,000	\$ 515	-83%	\$ 6,000	\$ 1,035	-83%
R	525065			COI Overhead Treasurer, Auditor Controller GSA	\$ 1,000	\$ 7,500	650%	\$ 500	\$ 250	-50%	\$ 1,500	\$ 7,750	417%
S	525010			HR consultant services	\$ 10,000	\$ 2,500	-75%	\$ 10,000	\$ 2,500	-75%	\$ 20,000	\$ 5,000	-75%
T	525090			CPA/auditors (external)	\$ 150,000	\$ 114,277	-24%	\$ 7,500	\$ 8,303	11%	\$ 157,500	\$ 122,580	-22%
U	525030			PM, Engineering Review and Support	\$ 20,000	\$ 20,000	0%	\$ -	\$ -		\$ 20,000	\$ 20,000	0%
V	525010			Transit Operator Drug and Alcohol Audits	\$ 12,000	\$ 12,000	0%	\$ -	\$ -		\$ 12,000	\$ 12,000	0%
W Subtotal					\$ 212,700	\$ 171,797	-19%	\$ 35,200	\$ 26,568	-25%	\$ 247,900	\$ 198,365	-20%
X	525010			IVT Bus Stop Inventory (Phase III)	\$ 150,000	\$ 150,000		\$ -	\$ -		\$ 150,000	\$ 150,000	
Y	525010			IVT Maintenance Audit		\$ 14,242		\$ -	\$ -		\$ -	\$ 14,242	
Z	525010			Update to the Short Range Transit Plan (SRTP)	\$ 150,000	\$ 150,000		\$ -	\$ -		\$ 150,000	\$ 150,000	
AA	525010			2017 IVT Adams Ave Bus Operations Facility Eval		\$ 231,831		\$ -	\$ -		\$ -	\$ 231,831	
BB	525010			STIP / RTIP Consultant	\$ -	\$ -		\$ 30,000	\$ 25,000		\$ 30,000	\$ 25,000	
CC	525010			TDA Triennial Performance Audit	\$ 85,000	\$ -		\$ -	\$ -		\$ 85,000	\$ -	
DD	525010			Passenger Statistical Summary (IVT)	\$ 100,000	\$ -		\$ -	\$ -		\$ 100,000	\$ -	
EE	525010			Calexico ITC Phase 1 (PE)	\$ -	\$ -		\$ 64,000	\$ -		\$ 64,000	\$ -	
FF	525010			Long Range Transportation Plan		\$ -		\$ 200,000	\$ 200,000		\$ 200,000	\$ 200,000	
GG Subtotal					\$ 485,000	\$ 546,073		\$ 294,000	\$ 225,000		\$ 779,000	\$ 771,073	
HH Professional and Specialized Projects and Services Subtotal					\$ 697,700	\$ 717,870	3%	\$ 329,200	\$ 251,568	-24%	\$ 1,026,900	\$ 969,438	-6%
II Total Expenditures					\$ 1,422,080	\$ 1,583,909	11%	\$ 689,400	\$ 652,664	-5%	\$ 2,111,480	\$ 2,236,574	6%

IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2017-18 OVERALL WORK PROGRAM AND TRANSIT PROGRAMS FINANCE PLAN DRAFT

Projected Revenues													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	FEDERAL					SUBTOTAL	TOTAL		STATE		SUBTOTAL		TOTAL
A	FTA 5307 Urban	2017	\$1,695,486			\$1,935,901			STA	2017-18	\$1,102,000	\$1,102,000	
B		2016	\$240,415			\$747,000							
C	FTA 5309 Capital	2011-12	\$747,000			\$104,977							
D	FTA 5310 MMP	2014-15	\$104,977						STIP - PPM	2016-17	\$300,000	\$300,000	
E													
F	FTA 5311 Rural	2017	\$206,018						LTF SB325	2017-18	\$6,100,000		
G		2016	\$95,893							2015-17	\$349,505	\$6,449,505	
H		2013-14/ 2014-15	\$957,142			\$1,259,053							
I	CMAQ	FY 2016-17	\$495,000			\$495,000		\$4,541,931	PTMISEA	2009-10	\$186,250	\$186,250	
	LOCAL												
J	Fare revenue	2017-18	\$1,113,941			\$1,113,941			CTSGP	2012-13	\$133,338		
K	On Hand /Int	2016-17	\$613,332			\$613,332				2015-16	\$133,338		
L	LTA 2% and 5%	2017-18	\$1,302,500			\$1,302,500				2016-17	\$133,338	\$400,014	\$8,437,769
M	SCAG/IVEDC/member cont	2017-18	\$168,332			\$168,332		\$3,198,105					
N												\$16,177,806	

Projected Expenditures																									
	Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ STIP PPM	2% and 5% LTA Transit	SCAG / member contributions	Prop 1B CTSGP & PTMISEA	FTA Sec 5309, 5310 & 5311	FTA Sec 5307	#7079 STA AB 2551	#7076 LTF SB325	Total Subsidy												
O	Regional Transit Services	Total \$	7,263,968 \$	938,190 \$	- \$	- \$	- \$	- \$	301,911 \$	1,935,901 \$	1,102,000 \$	2,985,966 \$	7,263,968												
P	Local Transit Services	Total \$	1,840,412 \$	175,751 \$	- \$	350,000 \$	- \$	- \$	- \$	- \$	- \$	1,314,661 \$	1,840,412												
Q	Transit Capital Vehicle and Facilities	Total \$	2,662,066 \$	- \$	64,000 \$	495,000 \$	95,000 \$	186,250 \$	1,704,142 \$	- \$	- \$	117,674 \$	2,662,066												
R	Transit Capital Miscellaneous	Total \$	435,014 \$	- \$	- \$	- \$	- \$	400,014 \$	- \$	- \$	- \$	35,000 \$	435,014												
S	Transit Ops Facility Maintenance	Total \$	220,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	220,000 \$	220,000												
T	Misc Projects and Improvements	Total \$	857,500 \$	- \$	- \$	857,500 \$	- \$	- \$	- \$	- \$	- \$	- \$	857,500												
U	ICTC Transit Admin/Operations	\$	866,039 \$	- \$	20,000 \$	- \$	25,000 \$	- \$	104,977 \$	- \$	- \$	716,062 \$	866,039												
V	ICTC Transit Plans/Programs	\$	717,870 \$	- \$	320,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	397,870 \$	717,870												
W	ICTC Regional Planning	\$	652,664 \$	- \$	209,332 \$	300,000 \$	143,332 \$	- \$	- \$	- \$	- \$	- \$	652,664												
X	Total	\$	2,236,574 \$	- \$	549,332 \$	300,000 \$	168,332 \$	- \$	104,977 \$	- \$	- \$	1,113,932 \$	2,236,574												
Y	ICTC Transit Fleet - Capital Reserve	\$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-												
Z	Revenue Stabilization/ Operating Reserve	\$	479,272 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	479,272 \$	479,272												
AA	Bikes and Peds Art 3	\$	183,000 \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	183,000 \$	183,000												
BB	Total	\$	16,177,806	\$	1,113,941	\$	613,332	\$	795,000	\$	1,302,500	\$	168,332	\$	586,264	\$	2,111,030	\$	1,935,901	\$	1,102,000	\$	6,449,505	\$	16,177,806

IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2017-18 TRANSIT PROGRAMS FINANCE PLAN

DRAFT

Projected Revenues														
	1	2	3	4	5	6	7	8	9	10	11	12	13	
	FEDERAL				SUBTOTAL	TOTAL	STATE						SUBTOTAL	TOTAL
A	FTA 5307 Urban	2017	\$1,695,486	\$2,906,547										
B		2016	\$240,415		\$1,935,901				TDA- STA	2017-18	\$1,102,000	\$1,102,000		
C	FTA 5309 Capital	2011-12	\$747,000		\$747,000									
D	FTA 5310 MMP	2014-15	\$104,977		\$104,977									
E									TDA - LTF SB325	2017-18	\$6,100,000			
F	FTA 5311 Rural	2017	\$206,018							2015-17	\$349,505	\$6,449,505		
G		2016	\$95,893											
H		2013-14/ 2014-15	\$957,142		\$1,259,053				PTMISEA	2009-10	\$186,250	\$186,250		
I	CMAQ	FY 2016-17	\$495,000		\$495,000	\$4,541,931								
LOCAL														
J	Fare revenue	2017-18	\$1,113,941		\$1,113,941				CTSGP	2012-13	\$133,338			
K	On Hand /Int	2016-17	\$404,000		\$404,000					2015-16	\$133,338			
L	LTA 2% and 5%	2017-18	\$1,302,500		\$1,302,500					2016-17	\$133,338	\$400,014		
M	SCAG/IVEDC/member con	2017-18	\$25,000		\$25,000	\$2,845,441							\$8,137,769	
N	Total												\$15,525,141	
Projected Expenditures														
	Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ STIP PPM	2% and 5% LTA Transit	SCAG/ member contributions	Prop 1B CTSGP & PTMISEA	FTA Sec 5309, 5310 & 5311	FTA Sec 5307	#7079 STA AB 2551	#7076 LTF SB325	Total Subsidy	
SERVICES														
O	CWTS - IVT	\$ 3,797,836	\$ 645,632	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,560	\$ 975,390	\$ -	\$ 2,082,254	\$ 3,797,836	
P	CWTS - IVT Blue/Green	\$ 717,279	\$ 35,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 537,959	\$ -	\$ 143,456	\$ 717,279	
Q	CWTS - IVT Gold	\$ 296,356	\$ 11,854	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,974	\$ -	\$ -	\$ 120,528	\$ 296,356	
R	CWTS IVT ACCESS	\$ 1,742,143	\$ 174,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,377	\$ 422,552	\$ 1,102,000	\$ -	\$ 1,742,143	
S	YCAT #5 and #10	\$ 138,709	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,709	\$ 138,709	
T	IVT MedTrans	\$ 571,645	\$ 70,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 501,020	\$ 571,645	
U	Total	\$ 7,263,968	\$ 938,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,911	\$ 1,935,901	\$ 1,102,000	\$ 2,985,967	\$ 7,263,968	
V	IVT RIDE	\$ 1,148,449	\$ 106,555	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 741,894	\$ 1,148,449	
W	IVT RIDE EC	\$ 691,963	\$ 69,196	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 572,767	\$ 691,963	
X	Total	\$ 1,840,412	\$ 175,751	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,314,661	\$ 1,840,412	
Construction														
Y	Imp Transf Trmnl	\$ 933,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,250	\$ 747,000	\$ -	\$ -	\$ -	\$ 933,250	
Z	Niland ADA and Bus Stop Improvements	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000	
AA	Brawley Bus Stops Phase 1 and 2	\$ 1,074,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 957,142	\$ -	\$ -	\$ 117,674	\$ 1,074,816	
BB	Calexico ITC PE&D	\$ 559,000	\$ -	\$ 64,000	\$ 495,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 559,000	
CC	Total	\$ 2,662,066	\$ -	\$ 64,000	\$ 495,000	\$ 95,000	\$ -	\$ 186,250	\$ 1,704,142	\$ -	\$ -	\$ 117,674	\$ 2,662,066	
Maintenance														
DD	EI Centro 7th /State Transfer Terminal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	
EE	Brawley (5th/Plaza) Transfer Terminal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	
FF	Calexico (3rd/Paulin) Transfer Terminal	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	
GG	EC Regional bus stop maintenance	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	
HH	Benches and Shelters	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	
II	Total	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ 220,000	
Miscellaneous														
JJ	EI Centro Transfer Terminal Security	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	
KK	CTSGP grants	\$ 400,014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ -	\$ 400,014	
LL	Forrester/Westmorland Bypass Project Study	\$ 617,500	\$ -	\$ -	\$ -	\$ 617,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 617,500	
MM	Calexico SR-111 Traffic Control	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
NN	Winterhaven Bus Stop	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	
OO	Total	\$ 1,292,514	\$ -	\$ -	\$ -	\$ 857,500	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ 35,000	\$ 1,292,514	
PP	ICTC Transit Admin/Operations	\$ 866,039	\$ -	\$ 20,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 104,977	\$ -	\$ -	\$ 716,062	\$ 866,039	
QQ	ICTC Transit Plans/Programs	\$ 717,870	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397,870	\$ 717,870	
RR	ICTC Regional Planning/Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SS	Total	\$ 1,583,909	\$ -	\$ 340,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 104,977	\$ -	\$ -	\$ 1,113,932	\$ 1,583,909	
TT	ICTC Transit Fleet - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
UU	Revenue Stabilization/ Operating Reserve	\$ 479,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 479,272	\$ 479,272	
VV	Bikes and Peds Art 3	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,000	\$ 183,000	
ww	Total		\$ 15,525,141	\$ 1,113,941	\$ 404,000	\$ 495,000	\$ 1,302,500	\$ 25,000	\$ 586,264	\$ 2,111,030	\$ 1,935,901	\$ 1,102,000	\$ 6,449,505	\$ 15,525,141

FY 2017-18 Imperial County Transportation Commission Cost Sharing Agreement

OPTION 3 (Population Distribution)

AGENCY	*POPULATION	%	Annual Base AMOUNT	Adjusted %	Annual Adjusted AMOUNT	Quarterly Billing Amount
City of Brawley	26,754	14.9%	\$ 14,944	12.4%	\$ 12,383	\$ 3,095.69
City of Calexico	40,821	22.8%	\$ 22,802	18.9%	\$ 18,893	\$ 4,723.37
City of Calipatria	3,696	2.1%	\$ 2,065	1.7%	\$ 1,711	\$ 427.66
City of El Centro	44,812	25.0%	\$ 25,031	20.7%	\$ 20,741	\$ 5,185.16
City of Holtville	6,255	3.5%	\$ 3,494	2.9%	\$ 2,895	\$ 723.76
City of Imperial	18,627	10.4%	\$ 10,405	8.6%	\$ 8,621	\$ 2,155.32
City of Westmorland	2,302	1.3%	\$ 1,286	1.1%	\$ 1,065	\$ 266.36
County of Imperial	35,756	20.0%	\$ 19,973	16.5%	\$ 16,549	\$ 4,137.30
**IID	0	0.0%	\$ -	17.1%	\$ 17,142	\$ 4,285.38
Total	179,023	100%	\$ 100,000	100%	\$ 100,000	#####

* population from Dept of Finance May 2017

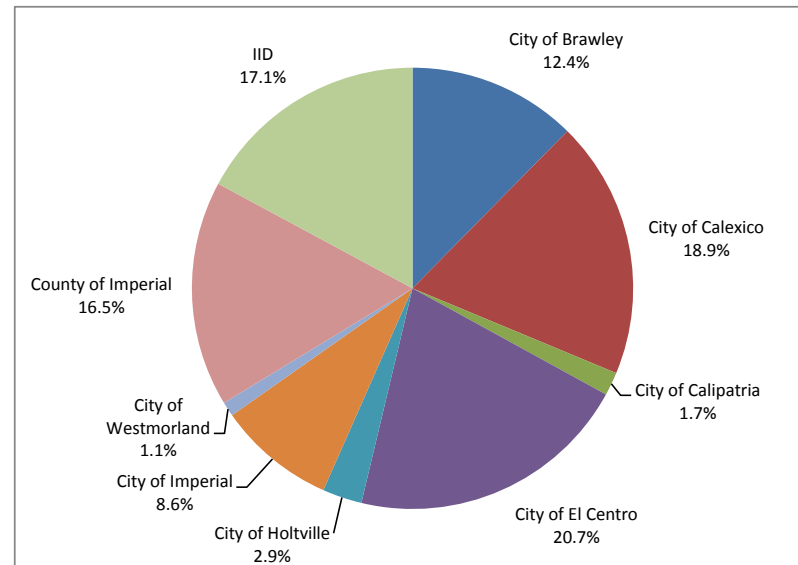
** IID percentage is based on an average of the 4 largest agencies = 36,224 which equates to 17.2% and reduces the base amount for the remaining member agencies to \$82,819

Brawley	26,754
Calexico	40,821
El Centro	44,812
County	35,756
	148,143

average 37,036

add IID average of the population to total population, then divide to get %

179,023		37,036	/	216,059		17.1%
37,036						
216,059	\$	100,000	*	17.1%	\$	17,142
	\$	100,000	-	\$ 17,142	\$	82,858



formula approved by the ICTC May 2010 for \$150K
reduced in FY 2013-14 to \$100K

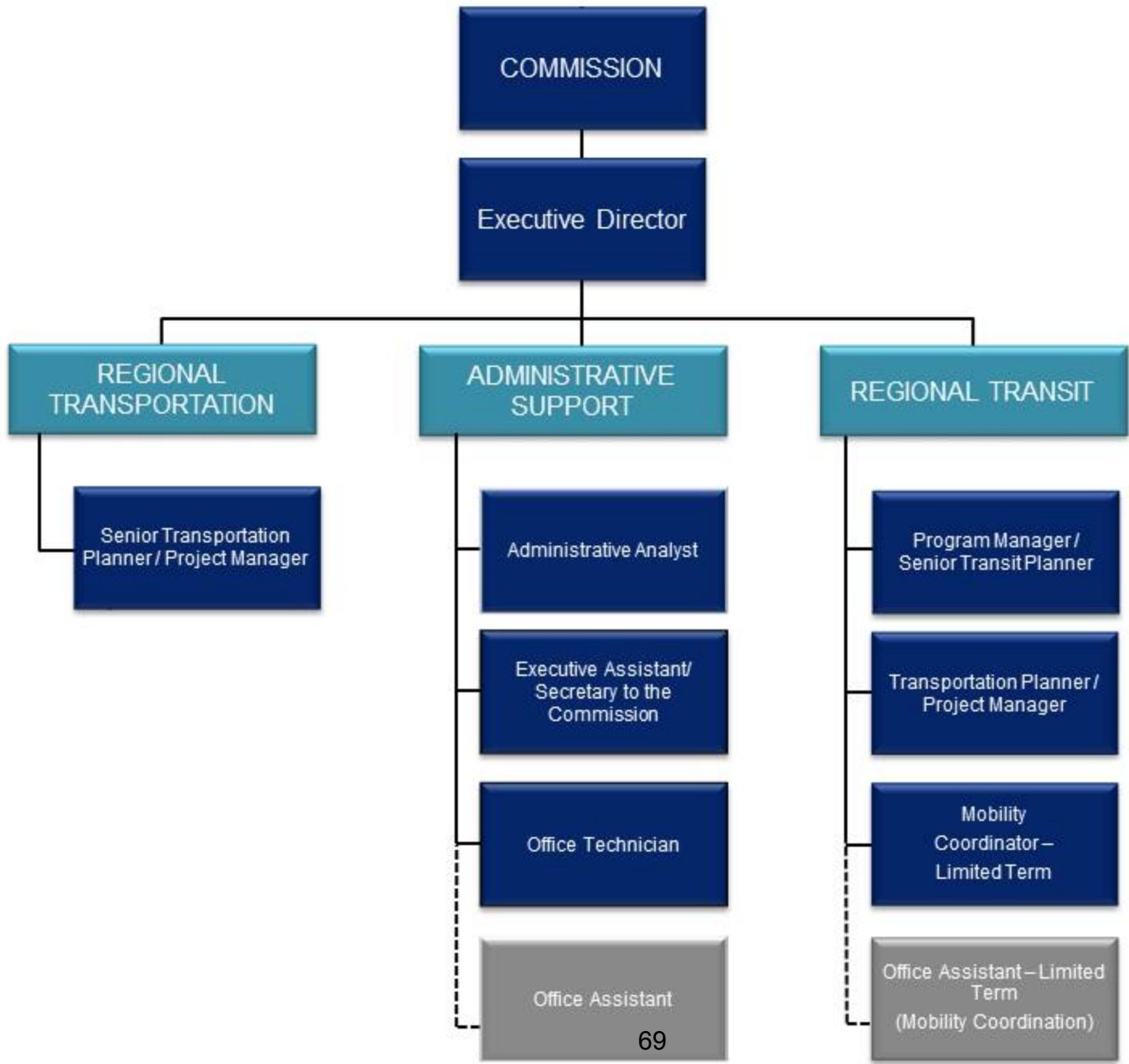
IMPERIAL COUNTY TRANSPORTATION COMMISSION FUNDING SOURCES

DRAFT

					Budget	Estimated Actual	Budget		
					FY 2016-17	FY 2016-17	FY 2017-18	%	
1	2	3	4	5	6	7	8	9	
REVENUES									
<u>FEDERAL</u>									
A	FTA SEC 5307 (Urban)				\$2,276,290	\$2,276,290	\$1,935,901	-15.0%	
B	FTA SEC 5309 - Imperial Transfer Terminal				\$747,000	\$0	\$747,000	0.0%	
C	FTA SEC 5310 Regional Mobility Management				\$129,210	\$60,233	\$104,977	-18.8%	
D	FTA SEC 5311 (Rural) - Rural Transit Services				\$1,218,578	\$261,436	\$1,259,053	3.3%	
E	CMAQ				\$0	\$0	\$495,000	0.0%	
F				SUBTOTAL	\$4,371,078	\$2,597,959	\$4,541,931	3.9%	
<u>STATE</u>									
G	TDA - LOCAL TRANSPORTATION FUND (LTF)				\$7,027,401	\$6,513,267	\$6,449,505	-8.2%	
H	TDA - STATE TRANSIT ASSISTANCE (STA)				\$1,169,031	\$1,169,031	\$1,102,000	-5.7%	
I	STIP- PLANNING, PROGRAMMING & MONITORING (PPM)				\$300,000	\$300,000	\$300,000	0.0%	
J	PROP 1B - PTMISEA				\$186,250	\$0	\$186,250	0.0%	
K	PROP 1B - CTSGP				\$133,338	\$133,338	\$400,014	200.0%	
L				SUBTOTAL	\$8,816,020	\$8,115,636	\$8,437,769	-4.3%	
<u>LOCAL</u>									
M	FARE REVENUE				\$1,033,157	\$846,581	\$1,113,941	7.8%	
N	ON HAND/INTEREST				\$157,900	\$193,500	\$613,332	288.4%	
O	LOCAL TRANSPORTATION AUTHORITY (LTA) 2% transit set a side				\$350,000	\$350,000	\$440,000	25.7%	
P	LOCAL TRANSPORTATION AUTHORITY (LTA) 5% set a side				\$803,240	\$708,240	\$862,500	7.4%	
Q	SCAG/IVEDC/MEMBER AGENCY CONTRIBUTIONS				\$132,500	\$137,500	\$168,332	27.0%	
R				SUBTOTAL	\$2,476,797	\$2,235,821	\$3,198,105	29.1%	
S	TOTAL				\$15,663,895	\$12,949,416	\$16,177,806	3.3%	

EXPENDITURES

T	REGIONAL TRANSIT				\$6,794,880	\$6,362,015	\$7,263,968	6.9%	
U	LOCAL TRANSIT				\$1,820,131	\$1,809,770	\$1,840,412	1.1%	
V	TRANSIT CAPITAL (Vehicle Prcmt & Transit Facilities)				\$3,425,066	\$1,322,000	\$2,662,066	-22.3%	
W	TRANSIT CAPITAL Miscellaneous				\$168,338	\$133,000	\$435,014	158.4%	
X	TRANSIT OPS maintenance				\$220,000	\$220,000	\$220,000	0.0%	
Y	MISC Projects and Improvements				\$0	\$0	\$857,500	0.0%	
Z	ADMINISTRATION AND PLANNING				\$2,111,480	\$1,413,631	\$2,236,574	5.9%	
AA	TRANSIT CAPITAL FLEET RESERVE				\$900,000	\$900,000	\$0	-100.0%	
BB	REVENUE STABILIZATION/ OPERATING RESERVES				\$35,000	\$600,000	\$479,272	1269.3%	
CC	BIKES AND PEDS Art 3				\$189,000	\$189,000	\$183,000	-3.2%	
DD	TOTAL				\$15,663,895	\$12,949,416	\$16,177,806	3.3%	



DRAFT
Overall Work Plan and Budget
Fiscal Year 2017-2018

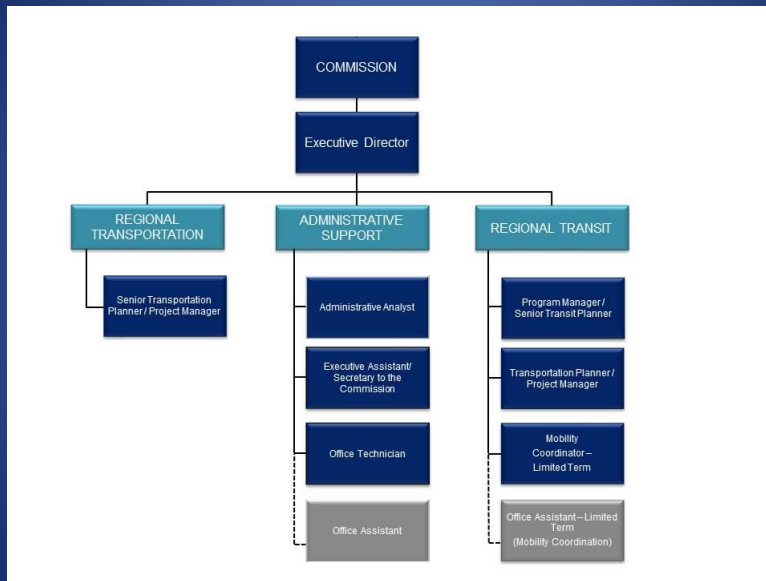


June 14, 2017

IMPERIAL COUNTY TRANSPORTATION COMMISSION FUNDING SOURCES					DRAFT			
					Budget	Estimated Actual	Budget	
					FY 2016-17	FY 2016-17	FY 2017-18	%
1	2	3	4	5	6	7	8	9
REVENUES								
FEDERAL								
A	FTA SEC 5307 (Urban)				\$2,276,290	\$2,276,290	\$1,935,901	-15.0%
B	FTA SEC 5309 - Imperial Transfer Terminal				\$747,000	\$0	\$747,000	0.0%
C	FTA SEC 5310 Regional Mobility Management				\$129,210	\$60,233	\$104,977	-18.8%
D	FTA SEC 5311 (Rural) - Rural Transit Services				\$1,218,578	\$261,436	\$1,259,053	3.3%
E	CMAQ				\$0	\$0	\$495,000	0.0%
F				SUBTOTAL	\$4,371,078	\$2,597,959	\$4,541,931	3.9%
STATE								
G	TDA - LOCAL TRANSPORTATION FUND (LTF)				\$7,027,401	\$6,513,267	\$6,449,505	-8.2%
H	TDA - STATE TRANSIT ASSISTANCE (STA)				\$1,169,031	\$1,169,031	\$1,102,000	-5.7%
I	STIP- PLANNING, PROGRAMMING & MONITORING (PPM)				\$300,000	\$300,000	\$300,000	0.0%
J	PROP 1B - PTMISEA				\$186,250	\$0	\$186,250	0.0%
K	PROP 1B - CTSGP				\$133,338	\$133,338	\$400,014	200.0%
L				SUBTOTAL	\$8,816,020	\$8,115,636	\$8,437,769	-4.3%
LOCAL								
M	FARE REVENUE				\$1,033,157	\$846,581	\$1,113,941	7.8%
N	ON HAND/INTEREST				\$157,900	\$193,500	\$613,332	288.4%
O	LOCAL TRANSPORTATION AUTHORITY (LTA) 2% transit set a side				\$350,000	\$350,000	\$440,000	25.7%
P	LOCAL TRANSPORTATION AUTHORITY (LTA) 5% set a side				\$803,240	\$708,240	\$862,500	7.4%
Q	SCAG/IVEDC/MEMBER AGENCY CONTRIBUTIONS				\$132,500	\$137,500	\$168,332	27.0%
R				SUBTOTAL	\$2,476,797	\$2,235,821	\$3,198,105	29.1%
S	TOTAL				\$15,663,895	\$12,949,416	\$16,177,806	3.3%
EXPENDITURES								
T	REGIONAL TRANSIT				\$6,794,880	\$6,362,015	\$7,263,968	6.9%
U	LOCAL TRANSIT				\$1,820,131	\$1,809,770	\$1,840,412	1.1%
V	TRANSIT CAPITAL (Vehicle Prmt & Transit Facilities)				\$3,425,066	\$1,322,000	\$2,662,066	-22.3%
W	TRANSIT CAPITAL Miscellaneous				\$168,338	\$133,000	\$435,014	158.4%
X	TRANSIT OPS maintenance				\$220,000	\$220,000	\$220,000	0.0%
Y	MISC Projects and Improvements				\$0	\$0	\$857,500	0.0%
Z	ADMINISTRATION AND PLANNING				\$2,111,480	\$1,413,631	\$2,236,574	5.9%
AA	TRANSIT CAPITAL FLEET RESERVE				\$900,000	\$900,000	\$0	-100.0%
BB	REVENUE STABILIZATION/ OPERATING RESERVES				\$35,000	\$600,000	\$479,272	1269.3%
CC	BIKES AND PEDS Art 3				\$189,000	\$189,000	\$183,000	-3.2%
DD	TOTAL				\$15,663,895	\$12,949,416	\$16,177,806	3.3%

2

STAFF ORGANIZATIONAL STRUCTURE



3

IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2017-18												
Consolidated Administration, Operations and Planning												
		TRANSIT FY			PLANNING			TOTAL FY				
		16-17	17-18	%	FY 16-17	FY 17-18	%	16-17	17-18	%		
REVENUES												
7076/7416/74												
A	430000	On hand balance/interest revenue	\$ 150,000	\$ 571,831	281%	\$ 7,900	\$ 209,332	2500%	\$ 157,900	\$ 781,163	395%	
B	446010	State Aid Other - TDA (LTF)	\$ 1,127,870	\$ 882,101	-22%	\$ 264,000	\$ -	-100%	\$ 1,391,870	\$ 882,101	-37%	
C	448445	State - STIP-PPM	\$ -	\$ -		\$ 300,000	\$ 300,000	0%	\$ 300,000	\$ 300,000	0%	
C	455040	FTA 5310 Mobility Coordination Program	\$ 129,210	\$ 104,977	-19%	\$ -	\$ -		\$ 129,210	\$ 104,977	-19%	
D	493000	Local - Member Agency Contributions, SCAG/IVEDC Reimb and Reimbursement for Services Provided	\$ 15,000	\$ 25,000	67%	\$ 117,500	\$ 143,332	22%	\$ 132,500	\$ 168,332	27%	
Total Revenues			\$ 1,422,080	\$ 1,583,909	41%	\$ 689,400	\$ 652,664	-6%	\$ 2,111,480	\$ 2,236,574	6%	
EXPENDITURES												
Administration and Operations												
F	501000	Administrative Staffing and Support-10 fulltime/1 shared w SCAG-1 shared w IVEDC	\$ 515,180	\$ 656,207	27%	\$ 266,700	\$ 304,296	14%	\$ 781,880	\$ 960,503	23%	
G	517055	Insurance - Liability	\$ 100,000	\$ 71,000	-29%	\$ 15,000	\$ 15,000	0%	\$ 115,000	\$ 86,000	-25%	
H	522000	Memberships, office exp, communications, IT, fuel and maint	\$ 33,800	\$ 39,600	18%	\$ 24,000	\$ 24,850	4%	\$ 57,800	\$ 64,750	12%	
I	525000	Legal policies, interpretive services	\$ 4,000	\$ 4,000	0%	\$ 500	\$ 600	20%	\$ 4,500	\$ 4,600	2%	
J	528000	Rents, leases and utilities	\$ 35,900	\$ 57,432	60%	\$ 21,000	\$ 25,851	23%	\$ 56,900	\$ 83,283	46%	
X	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$ 4,500	\$ 4,500	0%	\$ 6,000	\$ 4,500	-25%	\$ 10,500	\$ 9,000	-14%	
L	531040	Training/Travel Expense	\$ 25,000	\$ 25,000	0%	\$ 22,000	\$ 22,000	0%	\$ 47,000	\$ 47,000	0%	
M	549000	Equipment	\$ 6,000	\$ 8,000	33%	\$ 5,000	\$ 4,000	-20%	\$ 11,000	\$ 12,000	9%	
Administration and Operations Subtotal			\$ 724,380	\$ 866,039	20%	\$ 360,200	\$ 401,096	11%	\$ 1,084,580	\$ 1,267,136	17%	
Professional and Specialized Projects and Services												
O	525010	Legal Consultation	\$ 10,000	\$ 7,500	-25%	\$ 7,500	\$ 7,500	0%	\$ 17,500	\$ 15,000	-14%	
P	525010	Payroll Vendor Fees	\$ 6,700	\$ 7,500	12%	\$ 6,700	\$ 7,500	12%	\$ 13,400	\$ 15,000	12%	
Q	525010	Website Consultation (www.imperialctc.org)	\$ 3,000	\$ 520	-83%	\$ 3,000	\$ 515	-83%	\$ 6,000	\$ 1,035	-83%	
R	525065	COI Overhead - Treasurer, Auditor Controller GSA	\$ 1,000	\$ 7,500	650%	\$ 500	\$ 250	-50%	\$ 1,500	\$ 7,750	417%	
S	525010	HR consultant services	\$ 10,000	\$ 2,500	-75%	\$ 10,000	\$ 2,500	-75%	\$ 20,000	\$ 5,000	-75%	
T	525050	CPA/Auditors (external)	\$ 150,000	\$ 114,277	-24%	\$ 7,500	\$ 8,303	11%	\$ 167,500	\$ 122,580	-22%	
U	525030	PM, Engineering Review and Support	\$ 20,000	\$ 20,000	0%	\$ -	\$ -		\$ 20,000	\$ 20,000	0%	
V	525010	Transit Operator Drug and Alcohol Audits	\$ 12,000	\$ 12,000	0%	\$ -	\$ -		\$ 12,000	\$ 12,000	0%	
Subtotal			\$ 212,700	\$ 171,797	-19%	\$ 35,200	\$ 28,568	-25%	\$ 247,900	\$ 186,565	-26%	
X	525010	IVT Bus Stop Inventory (Phase III)	\$ 150,000	\$ 150,000		\$ -	\$ -		\$ 150,000	\$ 150,000		
Y	525010	IVT Maintenance Audit	\$ -	\$ 14,242		\$ -	\$ -		\$ -	\$ 14,242		
Z	525010	Update to the Short Range Transit Plan (SRTP)	\$ 150,000	\$ 150,000		\$ -	\$ -		\$ 150,000	\$ 150,000		
AA	525010	2017 IVT Adams Ave Bus Operations Facility Eval	\$ -	\$ 231,831		\$ -	\$ -		\$ -	\$ 231,831		
BB	525010	STIP / RTP Consultant	\$ -	\$ -		\$ 30,000	\$ 25,000		\$ 30,000	\$ 25,000		
CC	525010	TDA Triennial Performance Audit	\$ 85,000	\$ -		\$ -	\$ -		\$ 85,000	\$ -		
DD	525010	Passenger Statistical Summary (IVT)	\$ 100,000	\$ -		\$ -	\$ -		\$ 100,000	\$ -		
EE	525010	Calexico ITC Phase 1 (PE)	\$ -	\$ -		\$ 64,000	\$ -		\$ 64,000	\$ -		
FF	525010	Long Range Transportation Plan	\$ -	\$ -		\$ 200,000	\$ 200,000		\$ 200,000	\$ 200,000		
Subtotal			\$ 485,000	\$ 546,073		\$ 294,000	\$ 225,000		\$ 779,000	\$ 771,073		
Professional and Specialized Projects and Services Subtotal			\$ 697,700	\$ 717,870	3%	\$ 329,200	\$ 251,568	-24%	\$ 1,026,900	\$ 969,438	-6%	
Total Expenditures			\$ 1,422,080	\$ 1,583,909	11%	\$ 689,400	\$ 652,664	-6%	\$ 2,111,480	\$ 2,236,574	6%	

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IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2017-18 OVERALL WORK PROGRAM AND TRANSIT PROGRAMS FINANCE PLAN - 7/1/17														
Projected Revenues														
	1	2	3	4	5	6	7	8	9	10	11	12	13	
FEDERAL	SUBTOTAL				TOTAL				STATE	SUBTOTAL				TOTAL
A	FTA 5307 Urban	2017	\$1,095,480			\$1,930,301			STA	2017-18	\$1,102,000		\$1,102,000	
B	FTA 5308 Capital	2016	\$240,415		\$240,415									
C	FTA 5310 MNP	2014-15	\$104,977		\$104,977				STP - PPM	2016-17	\$300,000		\$300,000	
D														
E	FTA 5311 Rural	2017	\$206,018						LTF - SB225	2017-18	\$6,100,000		\$6,406,000	
F		2016	\$95,893							2015-17	\$349,505		\$6,448,505	
G														
H	DMAG	2013-14 2014-15	\$957,142		\$1,259,053				PTMSEA	2009-10	\$186,250		\$186,250	
I		FY 2016-17	\$465,000		\$465,000		\$4,541,931							
LOCAL														
J	Fare Revenue	2017-18	\$1,113,941		\$1,113,941				CTSGP	2012-13	\$133,338		\$133,338	
K	On Hand Int	2016-17	\$613,332		\$613,332					2015-16	\$133,338		\$133,338	
L	LTA 2% and 5%	2017-18	\$1,302,800		\$1,302,800					2016-17	\$133,338	\$400,014	\$8,437,769	
M	SCAG/VED/Member cont	2017-18	\$168,332		\$168,332		\$3,198,105							
N													\$16,177,806	

Projected Expenditures													
Service	Cost	Estimated	On Hand / In	CMAG	2% and 5%	SCAG/	Prop 18	FTA	FTA	#1075	#1076	Total	
		Fares	Balance	STP PPM	LTA	Transit	member	CTSGP & PTMSEA	Sec 5308, 5310 & 5311	Sec 5307	STA	LTF	Subsidy
Regional Transit Services													
O	Total	\$ 7,263,968	\$ 938,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,911	\$ 1,935,901	\$ 1,102,000	\$ 2,985,966	\$ 7,263,968
Local Transit Services													
P	Total	\$ 1,840,412	\$ 175,751	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,314,661	\$ 1,840,412
Transit Capital													
Vehicle and Facilities													
O	Total	\$ 2,892,065	\$ -	\$ 64,000	\$ 495,000	\$ 96,000	\$ -	\$ 186,250	\$ 1,704,142	\$ -	\$ -	\$ 117,674	\$ 2,692,066
Miscellaneous													
R	Total	\$ 435,014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ 35,000	\$ 435,014
Transit Ops Facility													
Maintenance													
S	Total	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ 220,000
Misc Projects and Improvements													
T	Total	\$ 857,500	\$ -	\$ -	\$ -	\$ 857,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 857,500
CTC Transit													
U	Admin/Operations	\$ 886,039	\$ -	\$ 20,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 104,977	\$ -	\$ -	\$ 716,062	\$ 886,039
CTC Transit													
V	Plan/Programs	\$ 717,870	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 387,870	\$ 717,870
W	CTC Regional Planning	\$ 652,654	\$ -	\$ 299,332	\$ 300,000	\$ -	\$ 143,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 652,654
Y	CTC Transit Fleet - Capital	\$ 2,236,574	\$ -	\$ 548,332	\$ 300,000	\$ -	\$ 188,332	\$ -	\$ 104,977	\$ -	\$ -	\$ 1,113,932	\$ 2,236,574
Reserve													
Y	Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Stabilization/ Operating Reserve													
Z	Operating Reserve	\$ 479,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 479,272	\$ 479,272
Bikes and Peds Act 3													
AA	Bikes and Peds Act 3	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,000	\$ 183,000
BB	Total	\$ 16,177,806	\$ 1,113,941	\$ 613,332	\$ 795,000	\$ 1,302,500	\$ 168,332	\$ 586,264	\$ 2,111,030	\$ 1,935,901	\$ 1,102,000	\$ 6,449,505	\$ 16,177,806

IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2017-18 TRANSIT PROGRAMS FINANCE PLAN - 7/1/17														
Projected Revenues														
	1	2	3	4	5	6	7	8	9	10	11	12	13	
FEDERAL	SUBTOTAL				TOTAL				STATE	SUBTOTAL				TOTAL
A	FTA 5307 Urban	2017	\$1,095,480			\$2,900,547							\$1,102,000	
B	FTA 5308 Capital	2016	\$240,415		\$240,415								\$1,102,000	
C	FTA 5310 MNP	2014-15	\$104,977		\$104,977								\$1,102,000	
D														
E	FTA 5311 Rural	2017	\$206,018											
F		2016	\$95,893											
G														
H	DMAG	2013-14 2014-15	\$957,142		\$1,259,053									
I		FY 2016-17	\$465,000		\$465,000		\$4,541,931							
LOCAL														
J	Fare Revenue	2017-18	\$1,113,941		\$1,113,941								\$133,338	
K	On Hand Int	2016-17	\$613,332		\$613,332								\$133,338	
L	LTA 2% and 5%	2017-18	\$1,302,800		\$1,302,800								\$400,014	
M	SCAG/VED/Member cont	2017-18	\$168,332		\$168,332		\$2,848,441						\$8,437,769	
N													\$15,025,141	

Projected Expenditures													
Service	Cost	Estimated	On Hand / In	CMAG	2% and 5%	SCAG/	Prop 18	FTA	FTA	#1075	#1076	Total	
		Fares	Balance	STP PPM	LTA	Transit	member	CTSGP & PTMSEA	Sec 5308, 5310 & 5311	Sec 5307	STA	LTF	Subsidy
SERVICES													
O	OWTS - RPT	\$ 3,797,636	\$ 645,632	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,500	\$ 876,300	\$ -	\$ 2,082,264	\$ 3,797,636
P	OWTS - RPT Blue/Green	\$ 717,279	\$ 35,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,488	\$ 717,279
Q	OWTS - RPT Gold	\$ 288,306	\$ 11,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,874	\$ -	\$ -	\$ 128,028	\$ 288,306
R	OWTS RPT ACCESS	\$ 1,742,143	\$ 174,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 422,852	\$ 1,102,000	\$ -	\$ 1,742,143
S	Local Rpt and RSD	\$ 188,709	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,709
T	RPT Maintenance	\$ 873,646	\$ 79,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 873,646
U	Total	\$ 7,263,968	\$ 938,190	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 301,911	\$ 1,935,901	\$ 1,102,000	\$ 2,985,966	\$ 7,263,968
V	RTD RIDE	\$ 1,148,448	\$ 106,055	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 741,894	\$ 1,148,448
W	RTD RIDE ETC	\$ 691,963	\$ 89,166	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 592,767	\$ 691,963
X	Total	\$ 2,940,412	\$ 175,751	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,314,661	\$ 2,940,412
Capital													
Y	Bus Transfer Project	\$ 933,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,250	\$ 747,000	\$ -	\$ -	\$ -	\$ 933,220
Z	Newark ADA and Bus Stop	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
AA	Newark Bus Stop Phase 1 and 2	\$ 1,074,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 897,142	\$ -	\$ -	\$ -	\$ 1,074,816
BB	DMAG TTC PERAD	\$ 589,000	\$ -	\$ 89,000	\$ 499,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 589,000
CC	Total	\$ 3,682,000	\$ -	\$ 89,000	\$ 499,000	\$ 95,000	\$ -	\$ 186,250	\$ 1,704,142	\$ -	\$ -	\$ 117,674	\$ 2,692,066
Maintenance													
DD	RTD Center/Transtop	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
EE	Transfer Terminal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
FF	Transfer Terminal	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
GG	CTC Regional bus stop	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
HH	Maintenance	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000
II	Miscellaneous	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000
JJ	RTD Center Transfer Terminal Security	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
KK	CTSGP grants	\$ 400,014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ -	\$ 400,014
LL	Transfer/Restroom/Busway Transit Stop	\$ 617,500	\$ -	\$ -	\$ -	\$ 617,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 617,500
MM	Center	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
NN	Restroom	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
OO	Newark Bus Stop	\$ 1,000,014	\$ -	\$ -	\$ -	\$ 897,000	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ -	\$ 1,000,014
Transit Operations													
PP	Admin/Operations	\$ 886,039	\$ -	\$ 20,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 104,977	\$ -	\$ -	\$ 716,062	\$ 886,039
QQ	Plan/Programs	\$ 717,870	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 387,870	\$ 717,870
RR	CTC Regional Planning	\$ 652,654	\$ -	\$ 299,332	\$ 300,000	\$ -	\$ 143,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 652,654
SS	CTC Transit Fleet - Capital	\$ 2,236,574	\$ -	\$ 548,332	\$ 300,000	\$ -	\$ 188,332	\$ -	\$ 104,977	\$ -	\$ -	\$ 1,113,932	\$ 2,236,574
TT	Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
UU	Operating Reserve	\$ 479,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 479,272	\$ 479,272
VV	Bikes and Peds Act 3	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,000	\$ 183,000
WW	Total	\$ 16,525,141	\$ 1,113,941	\$ 404,000	\$ 495,000	\$ 1,302,500	\$ 25,000	\$ 586,264	\$ 2,111,030	\$ 1,935,901	\$ 1,102,000	\$ 6,449,505	\$ 16,525,141

FY 2017-18 Imperial County Transportation Commission Cost Sharing Agreement						
OPTION 3 (Population Distribution)						
AGENCY	*POPULATION	%	Annual Base AMOUNT	Adjusted %	Annual Adjusted AMOUNT	Quarterly Billing Amount
City of Brawley	26,754	14.9%	\$ 14,944	12.4%	\$ 12,383	\$ 3,095.69
City of Calexico	40,821	22.8%	\$ 22,802	18.9%	\$ 18,893	\$ 4,723.37
City of Calipatria	3,696	2.1%	\$ 2,065	1.7%	\$ 1,711	\$ 427.66
City of El Centro	44,812	25.0%	\$ 25,031	20.7%	\$ 20,741	\$ 5,185.16
City of Holtville	6,255	3.5%	\$ 3,494	2.9%	\$ 2,895	\$ 723.76
City of Imperial	18,627	10.4%	\$ 10,405	8.6%	\$ 8,621	\$ 2,155.32
City of Westmorland	2,302	1.3%	\$ 1,286	1.1%	\$ 1,065	\$ 266.36
County of Imperial	35,756	20.0%	\$ 19,973	16.5%	\$ 16,549	\$ 4,137.30
**IID	0	0.0%	\$ -	17.1%	\$ 17,142	\$ 4,285.38
Total	179,023	100%	\$ 100,000	100%	\$ 100,000	\$25,000.00

* population from Dept of Finance May 2016
 ** IID percentage is based on an average of the 4 largest agencies = 36,224 which equates to 17.2% and reduces the base amount for the remaining member agencies to \$82,819

Brawley	26,754
Calexico	40,821
El Centro	44,812
County	35,756
Total	148,143

average 37,036

add IID average of the population to total population, then divide to get %

179,023	37,036 /	216,059	17.1%
<u>37,036</u>			
216,059	\$ 100,000 *	17.1%	\$ 17,142
	\$ 100,000 -	\$ 17,142	\$ 82,858

formula approved by the ICTC May 2010 for \$150K reduced in FY 2013-14 to \$100K

FY 2017-2018

Federal - Revenues and Fund Sources

Federal Transit Administration (FTA)

- *FTA Section 5307 – Urban Area Formula, for regional transit services for IVT, IVT ACCESS, IVT Blue and Green Lines*
- *FTA Section 5309 – Earmark for City of Imperial’s Transfer Terminal*
- *FTA Section 5311 – Rural Transit Operating Subsidies & Capital Projects (Brawley Bus Stops)*
- *FTA Section 5310 – Mobility Management Program*

FY 2017-2018

FEDERAL - Revenues and Fund Sources

FHWA (Caltrans Administered) Federal-Aid Funds for Local Roads and Highways:

- *Congestion Mitigation and Air Quality (CMAQ)*
- *Regional Surface Transportation Program (RSTP)*
- *Congressional Appropriations – Earmarks for Regional Highway Projects*
- *Active Transportation Program (ATP)*
- *State Highway Operations and Protection Program (SHOPP)*

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FY 2017-2018

STATE - Revenues and Fund Sources

- ***State Transportation Improvement Program (STIP)***
 - ✓ *Planning, Programming and Monitoring*
 - ✓ *Regional Highway Projects*
 - ✓ *State Local Partnership (SLP)*
- ***Transportation Development Act (TDA)***
 - ✓ *Local Transportation Funds (LTF)*
 - ✓ *State Transit Assistance (STA)*
- ***Cap & Trade Program (Cal EPA and CARB)***
- ***Low Carbon Transit Operations Program (LCTOP)***
- ***Proposition 1B***
 - ✓ *Public Transportation Modernization and Service Enhancement Account*
 - ✓ *California Transit Security Grant Program*

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FY 2017-2018

STATE - Revenues and Fund Sources

Senate Bill 1: Recommended Implementation Plan

- *Active Transportation Program (ATP)*
- *Local Partnership Program (LPP)*
- *Local Streets and Roads (\$1.5 billion annually statewide)*

Brawley	\$608,000	Holtville	\$139,000
Calexico	\$920,000	Imperial	\$416,000
Calipatria	\$176,000	Westmorland	\$52,000
El Centro	\$1,034,000	County of Imperial	\$10,600,000
<i>Source: cacities.org</i>		TOTAL	\$13,945,000

- *State Highway Operations and Protection Program (SHOPP)*
- *State Transportation Improvement Program (STIP)*
- *Trade Corridor Enhancement Account*

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FY 2017-2018

LOCAL - Revenues and Fund Sources

- *Transit Fare Revenue*
- *On-Hand (Prior year balance available)*
- *Local Transportation Authority*
 - ✓ *LTA 1% for Administration Services*
 - ✓ *LTA 2% for Senior Transit Services/Projects*
 - ✓ *LTA 5% for Regional Highway Program*
- *SCAG/IVEDC/Membership Contributions*

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Major Programs & Initiatives

Regional Transportation:

- *Regional Highway Capital Projects*
- *Transportation Improvement Programs*
- *Local Transportation Authority (LTA) 5% Regional Highway Program*
- *SCAG Sustainable Planning Grant – Regional Climate Action Plan*
- *Update 2013 Imperial Valley Long Range Transportation Plan*

Studies in Progress:

- *Smart Mobility Hubs Grant – SANDAG and ICTC Partnership (Caltrans Funded Study)*
- *Border Wide Economic Impacts of Delay and Greenhouse Gas Emission Reduction Strategies (Caltrans Funded Study – Partnership with Caltrans, SANDAG and ICTC)*

13

Major Programs & Initiatives

Regional Transit:

- *Regional Transit Planning*
- *Transit Contract Administration*
- *Regional and Local Transit Services & Programs*
- *Transit Capital Projects*
- *Regional Mobility Coordination Program*

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Major Programs & Initiatives

Binational Planning, Coordination and Project Development:

- *Imperial – Mexicali Binational Alliance, Bi-monthly Meetings*
- *Promote Phase 2 Funding – Calexico West POE Expansion*
- *Pursue Funding for Expansion Project – Calexico East POE Bridge Widening and Truck/Auto Lane Expansion*
- *Pursue Additional Funding for SR-98 Widening (SR-111 to Rockwood)*
- *Short –Term Transit and Pedestrian Access Improvements at Calexico East and West POEs*
- *Calexico Intermodal Transportation Center – Identify Funding Opportunity, i.e., Cap & Trade or other Transit programs*

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Major Programs & Initiatives

Financial Management

Grant Management - Administration & Oversight:

- *Activities as Administrator and Grantee*
- *Administer Capital Grant funding in partnership with Caltrans, Federal Grantors (FHWA and FTA), and SCAG*
- *Activities as Applicant and “Pass Through” to Member Agencies or Caltrans*
 - ✓ *Facilitate & administer “Call for Projects” for CMAQ & RSTP*
 - ✓ *Provide performance and expenditure reports*
 - ✓ *Maintain compliance with regulations and audit requirements*
 - ✓ *Project Management Coordination with Local, State & Federal agencies*

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Major Programs & Initiatives

Financial Management

Local Transportation Authority (LTA) Administration & Oversight:

- Member agency allocations – Bond Reimbursements
- Financial reporting and audits
- Coordination with Bond Trustee

ICTC Budget Management and Oversight:

- Accounts Payable and Receivable – Vendor payments
- Payroll and Benefits Administration
- Maintenance of appropriation limits

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Major Programs & Initiatives

Financial Management

Completed LTA Bond Requisitions

Original Bond Funds

- Brawley - \$8,155,000
- Calexico - \$15,410,000
- Calipatria - \$2,305,000
- Imperial - \$6,170,000
- County - \$21,935,000

TOTAL – \$53.9 Million

Bond Funded Projects Completed % Spent

- Brawley - \$6.2 Million 76%
- Calexico - \$9.3 Million 60%
- Calipatria - \$2.3 Million 100%
- Imperial - \$5.9 Million 96%
- County - \$21.9 Million 100%

TOTAL SPENT – \$45.6 Million

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Major Programs & Initiatives

Bilingual Community Outreach, Public Information & Marketing

- *Regional Mobility Coordination Program*
- *ICTC , IVT , IVT ACCESS, IVT RIDE and IVT MEDTRANS – Website Updates and Maintenance*
- *Transit Marketing: Transit Schedules, Service Brochures and Public Outreach*
- *Public Hearings and Workshops*
- *ADA and Title VI Compliance*

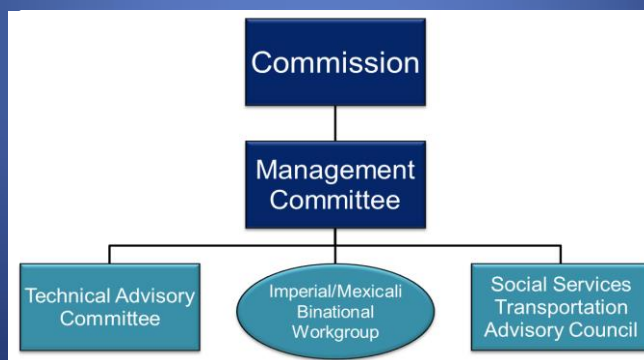
19

Major Programs & Initiatives

Community Outreach, Public Information & Marketing:

- *Commission, LTA, Management Committee, Technical Advisory Committees and Workgroups:*

ICTC Committee Structure



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Major Programs & Initiatives

Regional Transportation

- *Local Transportation Authority (LTA) - Administration & Oversight*
- *State and Federal Transportation Improvement Programs*
- *Regional Highway and Land Port Capital Projects*

Capital Projects	Funding
I-8/Dogwood Bridge Widening	\$33,120,000*
I-8/Imperial Avenue Interchange	\$37,840,000*
State Route 98 and Cesar Chavez Blvd. Improvements – Calexico West Port of Entry	\$21,253,000*
Calexico East Port of Entry Bridge Widening, Auto and Truck Lane Expansion	\$65,000,000
Phase 1 Construction & Expansion – Calexico West Port of Entry	\$98,000,000
Phase 2 Construction & Expansion – Calexico West Port of Entry	\$248,000,000
TOTAL	\$503,213,000

*Source: Federal Transportation Improvement Program (FTIP)

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Major Programs & Initiatives

Regional Transportation

Regional Transportation Planning Activities:

- ✓ *Development of the 2018 STIP in Collaboration with CTC and Caltrans*
- ✓ *Promote and Incorporate Projects from the 2013 Imperial County Long Range Transportation Plan (LRTP) Update – Into the 2016 SCAG RTP/SCS*
- ✓ *Participate in SCAG Planning Workgroups and Studies towards implementation of the 2016 RTP/SCS and related activities:*

*Imperial Valley Transportation Model Development;
Regional Transit and Highway Project Updates; and,
Land Use Network Updates*

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Major Programs & Initiatives

Regional Transportation

Regional Transportation Programming:

- *Federal-Aid Programming Activities; and*
- *ICTC & Partner Agencies*

Planning & Transportation Improvement Program Projects	Funding
Regional Surface Transportation Program (RSTP)	\$2,465,000*
Congestion Mitigation & Air Quality (CMAQ)	\$1,559,000*
SHOPP Roadway Preservation Program	\$455,687,000
National Highway System – STP – Highway Maintenance	\$3,681,000
Highway Bridge Program (HBP)	\$780,000
TOTAL	\$460,148,000

*Source RSTP & CMAQ estimated apportionments April 2017; Projected FY 2017-2018 Budget

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Major Programs & Initiatives

Regional Transit

- *Regional Transit Planning/Administration*
- *Transit Studies, and, Regional Operational and
Performance Analysis Projects*

Transit Planning and Program Management Projects	Funding
Update to the Short Range Transit Plan (SRTP)	\$150,000
IVT Maintenance Audit	\$14,242
IVT Bus Stop Inventory (Phase III)	\$150,000
IVT Adams Bus Operations Facility Evaluation	\$231,831
TOTAL	\$546,073

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Major Programs & Initiatives

Regional & Local Transit Service Programs

- *Imperial Valley Transit (IVT)*
- *IVT ACCESS (ADA-Paratransit)*
- *City Circulators*
 - ✓ *IVT Blue, Green & Gold Lines*
 - ✓ *IVT Red & Garnet Lines (Planned)*
- *IVT MedTrans*
- *IVT Ride*
- *YCAT*
 - ✓ *Blue & Turquoise*



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Major Programs & Initiatives

Regional Transit

Regional Transit Administration:

- *Regional Transit Management and Oversight:*
 - ✓ *Regional Mobility Coordination*
 - ✓ *Coordination with Developers*
 - ✓ *Americans with Disabilities Act (ADA) Certification and Eligibility*
 - ✓ *Agency Technical Assistance*
 - ✓ *Local Review Committee (LRC) for 5310 Program*
 - ✓ *Public Transit Marketing*
- *Consolidated Transportation Services Agency (CTSA):*
 - ✓ *Identification and Resolution of Transit Problems*
 - ✓ *Social Services Transportation Advisory Council (SSTAC)*
 - ✓ *Americans With Disabilities Act Advisory Committee (ADAAC)*

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Major Programs & Initiatives

Regional Transit

Transit / Non-Motorized Capital Projects:

- ✓ *Transit Fleet Replacements*
- ✓ *Transit Operations Facility Evaluation*
- ✓ *Bicycle and Pedestrian Projects*
- ✓ *Local Bus Stop Benches and Shelters*
- ✓ *Transit/Intermodal Transfer Terminals:
Calexico and Imperial*

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Major Programs & Initiatives

Non-Transportation Programs

- ***Hero / Pace Program Implementation:***
 - ✓ *Presentations / Community Outreach*
 - ✓ *Local Vendor Outreach*
 - ✓ *Marketing to Home Owners and Businesses*
- ***Council of Government (COG) Development***
- ***Continued Effort to Co-Host Annual Events:***
 - ✓ *General Assembly*
 - ✓ *Economic Summit*

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Accomplishments

Fiscal Year 2016-2017

Key Regional Transit Services and Capital Improvement Program:

- *RFP and award for Bus Stop Inventory Phase III*
- *RFP and award for the TDA Triennial Performance Audit*
- *Passenger Statistical Summary for Imperial Valley Transit*
- *FTA 5310 Mobility Program*
- *Revised ADA Certification Process*
- *IVT MedTrans Program*

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Accomplishments

Acquisitions - IVT Fleet

- *5 Additional 25 ft. Cutaway buses in September 2016 for IVT Ride El Centro*
- *5 Additional 25 ft. Cutaway buses expected in June for the Blue, Green and Gold lines*
- *3 MV-1 vehicle for IVT, IVT MedTrans, IVT ACCESS Services to assist wheelchair bound passengers*



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Accomplishments

Continuing Programs

Non-Transportation Program:

- *Hero / PACE Program – Partnership with Western Riverside Council of Governments (WRCOG), Renovate America, and Member Agencies*

City	# of Applications Approved	Total (\$) Approved	# of Completed Projects	Completed Projects (\$) Amount
Brawley	150	\$4,118,866	79	\$1,077,804
Calexico	292	\$9,418,690	168	\$2,162,014
Calipatria	4	\$102,074	4	\$49,711
El Centro	262	\$7,742,453	130	\$1,774,354
Holtville	38	\$1,001,541	19	\$211,845
Imperial	135	\$4,457,235	71	\$1,084,370
County	123	\$3,915,619	63	\$938,145
TOTAL	1,004	\$30,756,478	534	\$7,298,242

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Accomplishments

Fiscal Year 2016-2017

2016 State Transportation Improvement Program (STIP) for Imperial County – Adopted by CTC:

- *Funding approved (FY 2019-2020) for the I-8 / Imperial Ave. Interchange Reconstruction – Initiated Effort to Accelerate to FY 2018/2019*
- *Funding approved for Planning, Programming and Monitor – Regional Planning Staff Resources - \$300,000*

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Accomplishments

Fiscal Year 2016-2017

Completed Key Regional Planning Studies:

- *SDSU/IVC Transit Shuttle Analysis (Partnership with SCAG, Caltrans, SDSU and IVC)*
- *Goods Movement Border Crossing Study – Phase II (Partnership with SCAG)*

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Accomplishments

Fiscal Year 2016-2017

Federal Earmark Repurposing

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

Accomplishments

Fiscal Year 2016-2017

Federal Transportation Improvement Program (FTIP)

Agency	Fund Type	Project Name	Total Project Cost
Brawley	CMAQ	Paving Wildcat Drive	\$1,008
Calexico	CMAQ	Paving of De Las Flores St.	\$466
Calipatria	CMAQ & RSTP	Roadway & Pedestrian Improvements on N. Brown St.	\$1,233
El Centro	CMAQ	Signal Lights Synchronization along Dogwood Ave. & Danenberg Ave.	\$351
El Centro	ATP	Establish of SR2S Program and Bicycle Route Improvements	\$524
Holtville	CMAQ & RSTP	9 th St. from Palm Ave. to Olive Ave.	\$633
Holtville	CMAQ & RSTP & EAR-Repurpose	6 th Street Pavement	\$682
Imperial City	RSTP	Dogwood Road Pavement from Aten Rd. to Southeast City Limits	\$302

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Accomplishments

Fiscal Year 2016-2017

Federal Transportation Improvement Program (FTIP)

Agency	Fund Type	Project Name	Total Project Cost
Imperial County	RSTP	Dogwood Road Pavement between El Centro City Limits to Imperial City Limits	\$2,335
Imperial County	ATP	Pedestrian Master Plan	\$100
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio Vista Street from San Diego Avenue to Holt Avenue in Seeley	\$1,119
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio Vista Street from Holt Avenue to Heil Avenue in Seeley	\$237
Westmorland	CMAQ	Paving H Street and 8 th Street	\$429
ICTC	CMAQ	Design of New Intermodal Transportation Center in the City of Calexico	\$559
		Total	\$9,978

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Accomplishments

Fiscal Year 2016-2017

Prepared and submitted discretionary grant applications for state and federal funding:

- *LCTOP – Calexico Intermodal Transportation Center for Construction*
- *SCAG Sustainable Planning Grant – Regional Climate Action Plan*
- *Collaboration Award from SCAG’s 2017 Sustainability Award – Pedestrian and Bicycle Transportation Access Study*

Studies in progress:

- *Smart Mobility Hubs Grant – SANDAG and ICTC Partnership (Caltrans Funded Study)*
- *Border Wide Economic impact of Delay and Greenhouse Gas Emission Reduction Strategies (Caltrans Funded Study – Partnership with Caltrans, SANDAG and ICTC)*

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Accomplishments

California Transportation Commission Town Hall April 12-13, 2017



Accomplishments

Alianza Binacional de Mexicali-Imperial

Imperial-Mexicali Binational Alliance

IMBA is an advisory entity addresses action and information related items related to:



- Border Infrastructure
- Economic Development
- Environment



Accomplishments

Fiscal Year 2016-2017



3rd Annual

*General Assembly and
Economic Summit*



VII. ACTION CALENDAR

- B. Extension of the Transit Drug and Alcohol Auditor Agreement, LPM and Associates, FY 2017-18 through FY 2018-19



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

June 8, 2017

ICTC Management Committee
Imperial County Transportation Commission
1401 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Extension of the Transit Drug and Alcohol Auditor Agreement, *LPM and Associates*, FY 2017-18 through FY 2018-19

Dear Committee Members:

Since 1995, the Imperial County Transportation Commission (ICTC) has felt that it was a prudent practice to acquire an external auditor to determine compliance with the regulations under the Federal Drug and Alcohol legislation and all related mandated programs for the public regional transit contracts. Due to the complexity of the regulations and effort required to maintain the compliance status, including risk and liability, an external auditor is utilized to insure that the regional transit services fully comply with federal regulations.

Typically, the auditor inspects transit operator records, and visits collection sites and testing facilities. In addition, the auditor prepares the required annual federal reports and, as necessary provides some corrective training to ICTC and medical facility staff and the various transit operators.

The current contractual arrangement is with *LPM and Associates* for auditing activities. The contract allows for extensions subject to a mutual agreement on compensation. ICTC staff are recommending that the contract be extended for an additional two year time period. The audit work effort commences in November and concludes in March annually. There is no increase in fee requested by the consultant for this two year period.

Funding for this project is in the ICTC adopted 2017-18 Budget and specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through the Transportation Development ACT (TDA) Fund, anticipated to be approved on June 28, 2017.

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

The original contract and all exhibits referenced in the extension document are available for review at the ICTC administrative offices by request.

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 two year extension to the agreement for transit drug and alcohol auditing and reporting services with the firm of *LPM and Associates* for the not to exceed annual fee of \$11,550.00 effective November 1, 2017 through November 30, 2019.

Sincerely,

MARK BAZA
Executive Director

BY:



Kathi Williams
Senior Transit Planner

MB/ksw/cl

Attachment

1 **FIFTH AMENDMENT TO AGREEMENT FOR AUDITING SERVICES**

2 This Amendment (the "Amendment") dated _____, 2017, amends the
3 Agreement For Auditing Services dated November 18, 2008 ("the Agreement"), and amended on
4 October 12, 2010; July 27, 2011; October 23, 2013; and June 24, 2015 between Imperial County
5 Transportation Commission, a political subdivision of the State of California ("ICTC"), and LPM &
6 ASSOCIATES, a sole proprietorship as CONSULTANT.

7 **WITNESSETH:**

8 **WHEREAS**, Imperial County, on behalf of and at the direction of the Imperial Valley
9 Association of Governments ("IVAG"), entered into that certain Agreement For Auditing Services for
10 an audit and report whether safety-sensitive personnel involved in the delivery of transit services are in
11 compliance with Federal Transit Administration rules (49 CFR Part 655) and the U.S. Department of
12 Transportation rules (49 CFR Part 40) regarding drug and alcohol testing, and is attached hereto as
13 **Exhibit "1"** and incorporated by this reference; and

14 **WHEREAS**, on March 24, 2010, ICTC assumed all of the assets and liabilities of IVAG as
15 well as the authority to enter into contracts; and

16 **WHEREAS**, on October 12, 2010 that certain Agreement was amended, and is attached hereto
17 as **Exhibit "2"** and incorporated by this reference; and

18 **WHEREAS**, on July 27, 2011 that certain Agreement was again amended, and is attached
19 hereto as **Exhibit "3"** and incorporated by this reference; and

20 **WHEREAS**, on October 23, 2013 that certain Agreement was again amended, and is attached
21 hereto as **Exhibit "4"** and incorporated by this reference; and

22 **WHEREAS**, on June 24, 2015 that certain Agreement was again amended, and is attached
23 hereto as **Exhibit "5"** and incorporated by this reference;

24 **NOW THEREFORE**, the parties agree as follows:

25 1. Paragraph 19 of the Agreement is deleted and replaced by the following:

26 "19. TERM OF AGREEMENT

27 This Agreement shall be effective on November 1, 2008 and shall continue in effect
28 until November 30, 2019, unless sooner terminated as provided herein."

- 1 2. Paragraph 3.2.2 of the Agreement is deleted and replaced by the following:
2 "3.2.2 CONSULTANT shall outline which reports are to be issued by ICTC to the FTA for the
3 annual compliance submittals for FY 2008 through 2019."
4 3. Paragraph 4.1.1 of the Agreement is deleted and replaced by the following:
5 "4.1.1 CONSULTANT shall be compensated on an hourly fee and cost basis as identified in
6 Exhibit "A" for the completion of the Audit. The amount shall not exceed eleven
7 thousand dollars (\$11,000) annually for the period of November 18, 2008 through
8 November 1, 2015; and eleven thousand five hundred fifty dollars (\$11,550) annually
9 for the time period of November 2, 2015 through November 30, 2019."
10 4. All other terms and conditions are and will remain in full force and effect. There are no other
11 modifications, express or implied, except as herein provided.

12 **IN WITNESS WHEREOF**, the parties have executed this Amendment on the day and year
13 first above written.

14 **IMPERIAL COUNTY**
15 **TRANSPORTATION COMMISSION:**

16 By: _____
17 Chair of the Board

CONSULTANT:
LPM & ASSOCIATES

By: Leila Procopio-Makuh
LEILA PROCOPIO-MAKUH
Principal

18
19 **ATTEST:**

20
21 By: _____
22 CRISTI LERMA
Secretary to the Commission

23
24 **APPROVED AS TO FORM:**

25 KATHERINE K. TURNER
26 County Counsel

27 By: _____
28 SARAH A. SAUER
Deputy County Counsel

VII. ACTION CALENDAR

- C. FY 2017-18 Second Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10



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

June 8, 2017

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

SUBJECT: FY 2017-18 Second Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

Dear Committee Members:

In 2012, ICTC staff entered into discussions, at the request of staff of the Quechan Tribe and YCIPTA, regarding the potential for a public transit route between Yuma AZ, the Winterhaven Ca. area, and El Centro, CA. Discussions ensued over an eight month period regarding operational issues including routing, scheduling, funding, access to bus stop locations and the continuation of travel once in El Centro on Imperial Valley Transit (IVT) for access to social service and commercial activities.

The project required the Boards of the three agencies to approve and give final direction on implementation for services. The **Turquoise** Route 10 started operation in January 2013. The business plan initially proposed twice daily roundtrips, three days a week on a YCAT bus. The new YCAT route offered travel opportunities that connected in El Centro to IVT intercity and intracity routes at 7th and State Streets. The price was established at a \$2.00 one way fare.

Previously, as a result of the federal transportation bill, *Moving Ahead for Progress in the 21st Century Act (MAP-21)*, the FTA 5311(c) funding would no longer be available to the Quechan Indian Tribe in the future. 5311(c) funding is also known as the Tribal Transit Grant Funding Program and allowed the tribe to apply and be a direct recipient of public transit operational funding. Previously those 5311(c) funds were used to operate the **Blue** Route 5 in cooperation with YCIPTA. Blue Route 5 is a circulator route with stops in the eastern Imperial County, the Fort Yuma Indian reservation and Yuma. In FY 2015-16 ICTC received a request to share in the cost to provide funding for the Blue Route 5 service, as it does serve eastern Imperial County residents in an amount of \$172,270. However, based on additional funding opportunities that developed for the Quechan Indian Tribe in FY 2016-17, ICTC received a request for \$138,710.32.

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

Through quarterly coordination and evaluation sessions, the current performance measures have determined that while modest, the **Turquoise** Route 10 and **Blue** Route 5 have shown a slight increase in ridership over the previous year. However the thrice weekly round trips on the **Turquoise** Route 10 have been reduced to twice a week for efficiency.

ICTC staff continues to support and recommends the participation in the revised MOU due to the increased access for Eastern Imperial County residents. ICTC will continue to meet with both agencies and continue to monitor both the **Turquoise** Route 10 and **Blue** Route 5, in cooperation with YCIPTA and the Quechan Tribe, in order to ensure the proper portion of funding is provided to supplement the transit service in eastern Imperial County. Recommendations from ICTC staff for funding in future years will continue to be based on service needs and service performance for the eastern Imperial County, Winterhaven community.

The original MOU and previous extensions, and performance related documentation is available for review at ICTC administrative offices.

Funding for this service is derived from the Transportation Development ACT (TDA) Fund, a contribution from the Quechan Tribe, the YCIPTA organization and passenger fares, anticipated to be approved on June 28, 2017.

The Table for the breakdown of the subsidy allocations is on page 9 and 10 of the attached "Eastern Imperial County Transit Services Operations and Implementation Business Plan".

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 Chairperson to sign the Second Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2017 through June 30, 2018 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$138,708.07.

Sincerely,

MARK BAZA
Executive Director

BY:



Kathi Williams
Senior Transit Planner

MB/ksw/cl

**SECOND EXTENSION AND AMENDMENT OF MEMORANDUM OF
UNDERSTANDING BETWEEN THE YUMA COUNTY INTERGOVERNMENTAL
PUBLIC TRANSPORTATION AUTHORITY, IMPERIAL COUNTY
TRANSPORTATION COMMISSION AND QUECHAN INDIAN TRIBE FOR TRANSIT
SERVICES IN EASTERN IMPERIAL COUNTY.**

This Extension and Amendment (“Extension and Amendment”) made and entered into effective _____, 2017, is by and between **Yuma County Intergovernmental Public Transportation Authority**, a political subdivision of the State of Arizona (“YCIPTA”), **Imperial County Transportation Commission**, a regional transportation planning agency and political subdivision of the State of California (“ICTC”), and **Quechan Indian Tribe** (“QUECHAN”). The terms “Party” or “Parties” shall mean the collective or individual participants of this Extension.

WITNESSETH:

WHEREAS, YCIPTA, ICTC and QUECHAN entered into that certain Memorandum of Understanding dated October 28, 2015 for Transit Services in Eastern Imperial County (“MOU”) attached hereto and incorporated by reference herein as **Exhibit “1”**; and

WHEREAS, the term of the MOU is set to expire on June 30, 2016 unless the Parties agree in writing to extend the MOU; and

WHEREAS, paragraph VII.A of the MOU provides that the Parties, upon their mutual, written agreement, may extend the MOU on an annual basis, so long as such extension is requested by April 31, and the extension shall be approved and executed by all of the Parties by June 30; and

WHEREAS, paragraph VIII.J of the MOU provides that the Parties may amend the MOU in writing, dated, signed by duly authorized representatives of each Party to the MOU and attached thereto; and

WHEREAS, the Parties did so amend the MOU through the First Extension and Amendment made and entered into effective July 1, 2016, attached hereto and incorporated by reference herein as **Exhibit “2”**; and

WHEREAS, YCIPTA, ICTC and QUECHAN wish to extend the term of the MOU for an additional one year term in accordance with paragraph VII.A of the MOU, and to amend the MOU to specify the payments to YCIPTA during the additional year term in accordance with paragraph VIII.J of the MOU, with no other changes.

NOW THEREFORE, for and in consideration of the promises and payments herein set forth, YCITA, ICTC and QUECHAN have and hereby agree as follows:

1. The MOU shall be extended for an additional one year term effective July 1, 2017 and shall terminate on June 30, 2018 unless the MOU is further extended in accordance with paragraph VII.A of the MOU.
2. Paragraph III.A of the MOU is deleted and replaced by the following:

“III. Compensation, Reporting and Performance Standards

A. Payments to YCIPTA

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Thirty-Eight Thousand, Seven Hundred Eight Dollars and Seven Cents (\$138,708.07) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall ICTC be liable to QUECHAN for payments that exceed One Hundred Thirty-Eight Thousand, Seven Hundred Eight Dollars and Seven Cents (\$138,708.07)

QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of Seventy Thousand, One Hundred Ninety-Three Dollars and Forty-Seven Cents (\$70,193.47) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN. Such payments are due within thirty (30) days after receipt of invoice and supporting documentation from YCIPTA, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall QUECHAN be liable to YCIPTA for payments that exceed Seventy Thousand, One Hundred Ninety-Three Dollars and Forty-Seven Cents (\$70,193.47)

In no event shall QUECHAN be liable to YCIPTA for payments to be made by ICTC. In no event shall ICTC be liable to YCIPTA for payments to be made by QUECHAN”.

3. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.

---SIGNATURES ON THE NEXT PAGE---

IN WITNESS WHEREOF, the Parties hereto have executed this Extension and Amendment on the day and year first above written.

YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

By: _____
Shelly Kreger, Transit Director

ATTEST:

By: _____
Carol Perez, Administrative Assistant

APPROVED AS TO FORM:

By: _____
Wayne C. Benesch, YCIPTA Legal Counsel

IMPERIAL COUNTY TRANSPORTATION COMMISSION

By: _____
Chairperson, Imperial County Transportation Commission

ATTEST:

By: _____
Cristi Lerma, Secretary to the Commission

APPROVED AS TO FORM:
Katherine Turner, County Counsel

By: _____
Deputy County Counsel

QUECHAN INDIAN TRIBE

By: _____
Keeny Escalanti, Sr., President

APPROVED AS TO FORM:

By: _____
Tribal Attorney



Eastern Imperial County Transit Services Operations and Implementation Business Plan



Presented by:
Yuma County Intergovernmental Public Transportation Authority
October 2012

Amended October 2013
Amended September 2014
Amended July 2015
Amended April 2016
Amended April 2017

**Eastern Imperial County
Transit Operations and Implementation Business Plan**

Table of Contents

Section 1	Overview of Routes Statement of Purpose and Need
Section 2	Roles and Responsibilities
Section 3	Overview of Operating Plan & Funding
Section 4	Marketing and Outreach Plan
Section 5	Additional Details of Operating Plan
Exhibits	1. Schedules and Route Maps Effective July 1, 2016

Section 1

Overview of Routes

The Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”), on behalf of the Quechan Indian Tribe (“QUECHAN”), is proposing to operate the following transit services in eastern Imperial County effective July 1, 2017 :



Yuma County Area Transit Service Summary – Effective July 1, 2017

Route Number/Name	Type of Route	Number of Stops	Frequency Of Route	Peak Bus Requirement	Service Hours	Where Does Route Go?
Blue Route 5 Quechan Shuttle	Rural Flex Route	43 Stops	60 minutes	1	7:15 am to 7:10 pm – Monday-Friday 9:15 am to 4:10 pm – Saturday	Flex route service in a counter clockwise direction within the Fort Yuma Indian Reservation and Winterhaven from Paradise Casino via Picacho Road and Interstate 8 to Andrade Port of Entry, Downtown Yuma Transit Center and Quechan Casino Resort.
Turquoise Route 10 Interstate 8/El Centro	Special Service	29 Stops	2 round trips	1	9:15 am to 11:30 am/2:00 pm to 5:30 pm Monday & Wednesday	Fixed route service from Yuma Palms Regional Center to downtown El Centro via Paradise Casino, Winterhaven, Quechan Casino Resort and Interstate 8 with service to Imperial Valley Mall on request.

These routes do not operate on Sundays and major holidays observed by YCIPTA. YCIPTA-observed holidays are: New Year’s Day, Dr. Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. Saturday service operates on the day after Thanksgiving, Christmas Eve and New Year’s Eve. One (1) bus will operate on each route for a maximum peak vehicle demand of two (2) in eastern Imperial County.

YCIPTA shall oversee and operate these routes in conjunction with the QUECHAN and Imperial County Transportation Commission (“ICTC”).

Under the California Transportation Development Act (“TDA”), new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the rest of the year in the year that service was modified plus two full fiscal years. Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, which takes its exemption period through June 30, 2016. Blue Route 5 will begin its fourth year of operations and will be partially funded with TDA funding provided by ICTC beginning July 1, 2017. Turquoise Route 10

was treated as a new route for purposes of the TDA exemption effective January 7, 2013, which takes its exemption period through June 30, 2015. Turquoise Route 10 will start its fifth year using TDA funding provided by ICTC beginning July 1, 2017.

YCIPTA, QUECHAN, and ICTC initially developed this business plan in October 2012 as the Regional Connector Operations and Implementation Business Plan to coincide with the launch of the Turquoise Route 10 on January 7, 2013. On an annual basis, YCIPTA, QUECHAN, and ICTC review the Business Plan, with the following key amendments:

- October 2013 – reduced to 12% the initial goal of an 18% farebox recovery ratio for the Turquoise Route 10.
- September 2014 – included the Blue Route 5's operations, funding, and performance standards.
- July 2015 – redesignated the Business Plan to address Eastern Imperial County Transit Services
- July 2016 – eliminated Saturday service on the Turquoise Route 10 to improve its prospect of meeting the 12% farebox recovery ratio, since the Route's exemption period ended June 30, 2015.

The routes identified in the plan will continue to act as an extension of the Imperial Valley Transit (IVT) system and continue to replace the former IVT Route 3 between Holtville and Winterhaven, California on Wednesdays. IVT Route 3 continues to operate west of Holtville to El Centro, Monday through Saturday.

Statement of Purpose and Need

The purpose of operating transit services in eastern Imperial County is to provide mobility for Winterhaven and Fort Yuma Indian Reservation residents and visitors within eastern Imperial County and to Yuma, Arizona. Six (6) days a week the Blue Route 5 services extend to Andrade Port of Entry as well as providing access to services to Yuma. Two (2) days a week the Turquoise Route 10 services would be extended to El Centro to access services at the County Seat, as well as other quality of life opportunities that are not available in Winterhaven.

Regional and local travel needs were identified below:

- Access to California State and Imperial County agencies and services in El Centro (DMV, courts, Imperial County Public Health Department, Imperial County Department of Social Services).
- Access to medical care in El Centro (health specialists, El Centro Regional Medical Center, Pioneer Memorial Hospital).
- Access to medical care in San Diego, Phoenix (Phoenix Indian Medical Center), and Tucson.
- Access to destinations within Winterhaven and the Fort Yuma Indian Reservation.
- Access to medical care, social services and other destinations in Yuma.

Two (2) studies were completed to assess the potential demand for improved service; Winterhaven Quechan Reservation Rural Connector Report (July, 2008) and the Quechan – Tribal Transit Planning, Service Strategies Report (July, 2011), and a recommendation was derived from these studies to provide a local shuttle connecting the Fort Yuma Indian Reservation with Winterhaven and Yuma as well as a lifeline service connecting the Fort Yuma Indian Reservation with El Centro to provide additional access for the eastern portion of Imperial County with the County Seat.

Section 2 Roles and Responsibilities

YCIPTA - Operating and Contract Authority and Oversight: YCIPTA will use its present transit operations contractor (National Express Transit Services Corporation) to operate both Blue Route 5 - Quechan Shuttle and Turquoise Route 10 – Interstate 8/El Centro/Yuma. However, YCIPTA, in its sole discretion, reserves the right to replace the transit operations contractor with another company or entity as it deems appropriate.

YCIPTA will administer the operating contract; provide the legal operating authority for this transit service as well as umbrella operating insurance through its operations contractor. YCIPTA will receive monthly reports on project operations and program results, as prepared by the operations contractor. YCIPTA's Project Liaison shall be the primary contact between the operations contractor, QUECHAN and ICTC.

YCIPTA Project Liaison - Planning, Contract Management and Marketing: YCIPTA shall designate its Transit Director, or designee, as the Project Liaison. The Project Liaison shall conduct daily interactions with the operations contractor, ensuring compliance with all contract terms and conditions, receipt and review of all reports required by the operations contractor, and the coordination of all marketing and promotional programs designed and implemented to support the routes. The Project Liaison will ensure the development and implementation of all programs so that employers, YCIPTA, the contractor, and other partners work together to maximize ridership and the overall effectiveness of the routes.

The Project Liaison shall be responsible for the review and payment of monthly subsidy statements provided by the transit operations and maintenance contractor.

ICTC – Supporting Role:

ICTC will provide a supporting role related to these routes, including providing recommendations to YCIPTA through technical and policy levels, marketing the service in Imperial County and contributing up to One Hundred Thirty-Eight Thousand, Seven Hundred Eight Dollars and Seven Cents (\$138,708.07) of Transportation Development Act ("TDA") Local Transportation Fund ("LTF") Article 8(c) funds for a continuation of these routes.

QUECHAN – Supporting Role:

QUECHAN will provide a supporting role related to these funds, including providing recommendations to YCIPTA through technical and policy levels, marketing the route on the Fort Yuma Indian Reservation and contributing Seventy Thousand, One Hundred Ninety-Three Dollars and Forty-Seven Cents (\$70,193.47) of Federal Transit Administration (“FTA”) Section 5311(c) monies to operate these routes.

YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the Fort Yuma Indian Reservation that is in Arizona, plus YCIPTA-generated match, fare revenue collected from the routes, and a portion of the Quechan Business Enterprise parking lot in-kind revenue to cover the remaining costs required to operate these routes.

**Section 3
Overview of Operating Plan**

Route Plans

The transit service will cover two (2) routes, Blue Route 5, Quechan Shuttle operating between Yuma, Winterhaven and Fort Yuma Indian Reservation, and Turquoise Route 10 between Yuma, Arizona, Winterhaven, California and El Centro via Interstate 8. The routes would be branded under the name Yuma County Area Transit (“YCAT”).

The routes and bus stop placement are subject to concurrence by QUECHAN, City of El Centro, Imperial County and ICTC. YCIPTA staff shall work with the staff from these agencies regarding route changes/development and to obtain approval to place a YCAT bus stop sign in their area of jurisdiction.

Bus stops in the City of Yuma and Fort Yuma Indian Reservation would be coordinated through YCIPTA's existing encroachment permits for bus stops that are already in place in those jurisdictions.

Imperial Valley Transit (IVT) shall have priority use of its bus stops within the El Centro-Calexico Urbanized Area (“UZA”) as well as other areas of Imperial County served by IVT buses that YCAT would also serve and if a conflict arises where two (2) buses arrive at the bus stop at the same time, IVT's use of the bus stop shall take priority. IVT's use of the bus stops shall not, however, unreasonably interfere with YCIPTA's obligations under this Business Plan and other agreements between YCIPTA, City of El Centro, Imperial County, ICTC and/or QUECHAN.

Exhibit 1 includes the route map, bus stop list and schedules effective July 1, 2017.

The Blue Route 5 will travel 23.9 miles one way, in a clockwise loop from Downtown Yuma Transit Center, through Fort Yuma Indian Reservation and Winterhaven, California serving 41 bus stops. The Turquoise Route 10 will travel 69.4 miles one way, between Yuma, Arizona, and El Centro, California, serving 27 bus stops.

Service Hours

The service hours, days and routes are outlined in Section One – Overview of Proposed Routes above.

Fares – Effective January 9, 2012¹

The following fares apply to all routes in YCIPTA's transit system, including Blue Route 5 and Turquoise Route 10. However, effective July 1, 2016, a “cash only-no passes” fare policy will apply to Turquoise Route 10.

Description	Basic <ul style="list-style-type: none"> • Ages 19-64 years old • Youth ages 5-18 years old without school ID 	Discount <ul style="list-style-type: none"> • Seniors age 65 & older • Persons with Disabilities • Medicare Card Holders • ADA Certified • Student ages 5-18 years old with school ID 	Express Commuter routes for all fare categories
One Way	\$2.00	\$1.00	\$5.00
One Way (Using Smart Card)	\$1.75	\$0.75	\$4.00
Day YCAT Pass	\$5.00 (valued at 2.5 trips)	\$2.50 (valued at 2.5 trips)	\$12.50 (valued at 2.5 trips)
Day YCAT Pass (Using Smart Card)	\$3.50 (valued at 1.75 trips)	\$1.75 (valued at 1.75 trips)	\$10.00 (valued at 2.5 trips)
10-Ride YCAT Pass (Use Smart Card)	\$17.50 (\$1.75 per ride)	\$7.50 (\$0.75 per ride)	\$45.00 (valued at \$4.50 per ride)
31-Day YCAT Pass (Use Smart Card)	\$60.00 (\$1.50 per ride/20 days/2 trips each)	\$30.00 (\$0.75 per ride/20 days/2 trips each)	\$150.00 (valued at \$3.75 per ride/20 days/2 trips each)

- No transfers – use Day YCAT Pass or pay one-way fares.
- Cocopah Tribe members can ride free by showing their tribal ID card.
- AWC, UA and NAU students and employees can ride free by showing their student ID card with the current semester sticker.
- YPIC Charter High School and Aztec High School students and employees can ride free by showing their student or employee ID card with current semester sticker.
- YRMC and ACCT employees can ride free by showing their employee ID card.

¹ Fares are subject to change based upon the costs associated with YCIPTA's operation of the route.

- Children under 5 years old ride free – up to four (4) children; five (5) or more children pay discount fare.
- Smart Card Initial Fee - \$2.00.
- Lost Smart Card Replacement Fee - \$5.00.
- Yuma Sun newspaper on buses – \$0.75 .
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride).
- This fare structure would be applicable on the evening NightCAT service from AWC/NAU/UA.

Ridership Forecasts

While the two studies identified in Section One did not provide any ridership forecasts, based on historical data in regard to Blue Route 5 and Turquoise Route 10, YCIPTA staff initially projected that approximately fifty (50) passengers may ride Blue Route 5 each operating day and that approximately fifteen (15) passengers may ride Turquoise Route 10 each operating day, or 5.87 and 3.00 passengers per hour, respectively.

Based on data from YCIPTA in regard to Fiscal Year (FY) 2013-2014, Blue Route 5 carried approximately 4.82 passengers per hour which is an increase from 3.41 from FY 2012-2013, as this was the second fiscal year of the route's operation. (Blue Route 5 started on June 1, 2012). In FY 2014-2015, the increase in ridership continued, as Blue Route 5 carried approximately 5.41 passengers per hour. The data for FY 2015-2016 shows continuing improvement, as Blue Route 5 carried approximately 5.62 passengers per hour. So far in FY 2016-2017 through February 2017, Blue Route 5 carried 5.45 passengers per hour.

In determining a forecast ridership number for Turquoise Route 10, several factors were considered. This included reconciliation of passengers boarding from Winterhaven on IVT Route 3/300/350, the use of the demographic information in the Winterhaven /Quechan Reservation Rural Connector Report and Quechan Service Strategies Report and data from public workshops held by QUECHAN.

Based on data from ICTC in regard to FY 2011-2012, IVT Routes 3/300/350 carried approximately 3.75 passenger trips in the morning and 3.50 passenger trips in the afternoon/evening on Wednesdays. With the transition to Turquoise Route 10, the route performance was 3.41 passengers per hour which is an increase from 2.99 from FY 2012-2013. According to YCIPTA's data for FY 2014-2015, Turquoise Route 10 carried approximately 6.17 passengers per hour, an increase for the second consecutive year since the route's start on January 7, 2013. Data for FY 2015-2016 shows that Turquoise Route 10 carried 3.69 passengers per hour. Data for FY 2016-2017 has been reported through February 2017, and so far Turquoise Route 10 is carrying 3.34 passengers per hour.

In light of the initial forecasts and actual data described above, the projected ridership for FY 2017-2018 on Blue Route 5 is 6.49 passengers per hour/55.26 per day, while on Turquoise Route 10 it is 4.03 passengers per hour/23.13 per day.

Fare Revenue Forecasts

Based on the projected ridership and historical data for each of the two routes and to take a conservative approach, the fare revenue forecast of Thirty Thousand, Seven hundred Forty-Two Dollars and Seventy-Six Cents (\$30,742.76) for Blue Route 5 and Seven Thousand, Eight Hundred Fifty Dollars and Forty-Three Cents (\$7,850.43) for Turquoise Route 10 is projected for FY 2017-2018. It is imperative that a fare structure is established to ensure the maximum farebox recovery in compliance with the TDA. As part of the performance measures, YCIPTA, QUECHAN, and ICTC review the farebox recovery ratio to ensure compliance with TDA requirements. The farebox ratio and route classification requirements are established below:

Route	Proposed Classification	Route	Farebox Recovery Ratio
Blue Route 5	Rural Flex Route		10%
Turquoise Route 10	Special Service		12% (blended rural/urban)

Cost and Subsidy Projections

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Thirty-Eight Thousand, Seven Hundred Eight Dollars and Seven Cents (\$138,708.07) to fund Eastern Imperial County Transit Services after QUECHAN files a TDA Article 8c claim and supporting documentation with ICTC and QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of Seventy Thousand, One Hundred Ninety-Three Dollars and Forty-Seven Cents (\$70,193.47) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN.

For cost and subsidy projections, see the chart below.

	1	2	3
	Routes	Blue Route 5	Turquoise Route 10
	Days Operating	Monday-Saturday	Mon, Wed
	Fiscal Year 2017 -2018	Budget	Budget
a	Fully Allocated Operating Cost (<i>minus ADA paratransit, other YCAT hours, YMPO Audit, Vanpool and Greyhound</i>)	\$307,427.59	\$65,420.23
b	Fare Revenue Collected	\$30,742.76	\$7,850.43
c	Subsidy Required	\$276,684.83	\$57,569.80
d	Quechan Subsidy	\$58,103.81	\$12,089.66
e	ICTC Subsidy	\$114,817.91	\$23,890.16
f	YCIPTA Subsidy	\$103,763.11	\$21,589.99

g	TOTAL SUBSIDY (Over)/Under	\$276,684.83	\$57,569.80
h	Total Miles	89,132.80	27,648.00
i	Total Revenue Miles	87,187.20	26,649.60
j	Total Deadhead Miles	1,945.60	998.40
k	service days	304	96
l	Total Hours	2,692.66	621.72
m	Total Revenue Hours	2,589.30	551.00
n	Total Deadhead Hours	103.36	70.72
o	employees	1.50	1.50
p	Passenger Trips	16,800	2,220
q	pass/hour	6.49	4.03
r	pass/day	55.26	23.13
s	pass/mile	0.19	0.08
t	cost/pass	\$18.30	\$29.47
u	sub/pass	\$16.47	\$25.93
v	cost/mile	\$3.53	\$2.45
w	cost/hour	\$118.73	\$118.73
x	farebox ratio	10.0%	12.0%
y	FTE (based on 2000 hrs)	0.000750	0.000750
z	Depreciation Adjustments based on Service Miles*	\$34,406	\$34,406
aa	Operating Cost minus Depreciation	\$273,022.00	\$31,014.00
ab	farebox ratio + Adjustments	11.3%	25.3 %

Performance Standards

Since ICTC would contribute TDA-LTF Article 8(c) funds in support of these routes, the following performance standards apply towards these routes, and YCIPTA will report these figures to ICTC and QUECHAN quarterly. These reports may be reviewed by ICTC's Social Services Transportation Advisory Council.

According to the TDA requirements, new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the

rest of the year in the year that service was modified plus two full fiscal years, and if the farebox recovery ratio remains below the established standard, efforts must be made to modify the route(s) to improve performance within the (3) three year time frame. If a claimant fails to meet a required ratio for a fiscal year, its TDA funding level will be reduced by the amount of required revenues that was not maintained.

Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, which takes its exemption period through June 30, 2015. At the end of that exemption period, Turquoise Route 10 achieved a 6.36% farebox recovery ratio, falling short of the 12% standard. Under the TDA regulations, if the required farebox recovery ratio is not met for FY 2015-2016, then that year would be deemed a "non-compliant year", resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2016-2017 amounts. To increase the chances of Turquoise Route 10 meeting its 12% farebox ratio performance standard, it was agreed to eliminate Saturday service and to establish a "cash only-no passes" fare policy for Turquoise Route 10, effective July 1, 2016. As of April 2017, Turquoise Route 10 is achieving a 6.4% farebox recovery ratio, and appears to be off track toward meeting the standard.

Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, which takes its exemption period through June 30, 2016. If the required farebox recovery ratio is not met for FY 2016-2017, then that year would be deemed a "non-compliant year", resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2017-2018 amounts. As of April 2017, Blue Route 5 is achieving a 5.6% farebox recovery ratio, and appears to be off track toward meeting the standard.

Effective January 1, 2016, California Senate Bill 508 (SB 508) clarified the types of revenues that transit operators may consider in the farebox recovery calculation. If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating costs, an operator may satisfy that requirement by supplementing its fare revenues with "local funds", which the TDA as amended by SB 508, defines as any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator. Examples of local funds that may be available to operators include bus advertising (shelters and buses) local county transportation sales taxes, general fund contributions from a local jurisdiction, sales from alternative fuels sold on the transit property, and contract revenues from institutions such as local college fare subsidy programs. The Tribe will include in its Business Plan the use of SB508 to add local funds to meet the fare box ratio. In light of SB 508, YCIPTA and QUECHAN intend to document their use of local funds to cover any shortfall in fare revenue for FY 2017-2018 and beyond in order to ensure attainment of the required farebox recovery ratio. YCIPTA and QUECHAN assure that such local funds will not include State or Federal funding sources, unless inclusion thereof is authorized by such sources.

As necessary and required by the FTA, financial and non-financial data shall be collected and reported to the National Transit Database (NTD). YCIPTA would report miles both in the Yuma UZA and El Centro-Calexico UZA.

Fiscal Audits and Triennial Performance Audits

Though ICTC will make payment of TDA funds to QUECHAN to fund a portion of these routes, QUECHAN will track its expenses associated with the use of these funds, TDA funds will be listed as a separate line item of funds in the Basic Financial Statements each year and submit a copy of the report to ICTC before December 31 of the given funded year. ICTC will send a triennial performance auditor to audit this service and its performance measures.

Section 4

Marketing and Community Outreach Plan

Branding, Marketing and Community Outreach

Marketing to support these routes will be essential to its success. Consistent, coordinated marketing collateral and programs will be developed by YCIPTA, with input and assistance from ICTC and QUECHAN. The Marketing Plan will include printed ads, flyers, rack cards, media, coordination with employers and other advertising materials. The buses will be marketed and branded as YCAT routes.

The marketing program outlined above will be targeted in Yuma and Imperial Counties. YCIPTA, QUECHAN and ICTC will work to engage the support of residents in the Yuma, Fort Yuma and Winterhaven areas to help ensure project success and sustainability. The marketing program is funded by YCIPTA administrative budget and these costs are not reflected in the business plan.

- YCIPTA will focus the routes' marketing efforts in Yuma County.
- ICTC will focus the routes' marketing efforts in Imperial County.
- QUECHAN will focus the routes' marketing efforts on the Fort Yuma Indian Reservation.

YCIPTA will have the YCAT Rider's Guide distributed through its networks in Yuma County, including on YCAT buses. The routes will be included in YCAT Rider's Guide, online at www.ycat.az.gov and on all YCAT marketing pieces. YCIPTA will seek vendors in El Centro to sell bus passes on behalf of YCIPTA. This includes El Centro City Hall and Circle K.

ICTC will have the Imperial Valley Transit Rider's Guide distributed throughout Imperial County, on IVT buses and have information related to Blue Route 5 and Turquoise Route 10 operated by YCIPTA inside its Rider's Guide, online at www.ivtransit.com and www.imperialctc.org and on appropriate IVT marketing pieces. In addition, signs will be placed on the IVT buses to promote the routes at ICTC discretion.

QUECHAN will have IVT and YCAT Rider's Guides available for distribution throughout the Reservation, promote the routes through door-to-door distribution of information,

placement of route information online, on social media, on Casino bulletin boards and may offer IVT and YCAT bus passes for sale at its retail enterprises and casinos on the Reservation.

Section 5

Additional Details of the Operating Plan

Daily operations of the routes are the responsibility of the contractor, as described in Section 2 Roles and Responsibilities, and managed through YCIPTA, consistent with the terms of the Operating Contract. The Project Liaison, as designated by YCIPTA, has the responsibility to ensure that the contractor complies with all terms of the Operating Contract. The Project Liaison also has the lead responsibility for development and implementation of the Marketing and Outreach Plan, to be accomplished with support from YCIPTA, QUECHAN and ICTC.

1. Transit Service Information

The schedules and route information will be maintained on the www.ycat.az.gov and www.ivtransit.com websites and available via the YCAT telephone information system at 928.783.2235 and the IVT telephone information system at 760.482.2900. Service will be noted as a YCAT service.

2. Dispatch

A dispatcher will be on duty to support all service hours of the program to ensure excellent customer service. Contingency plans must be made to reasonably accommodate for service delays due to weather, traffic and vehicle failure by the transit operations contractor.

Dispatchers must have a communications system in place with their drivers via two-way radio or cell phone (depending on distance). Under no circumstances should the bus operators use the communications system in such a manner as to endanger the lives of the passengers or in violation of any laws. YCIPTA intends to use radios from the Yuma Regional Communication System on Blue Route 5 and the San Diego-Imperial County Regional Communication System on Turquoise Route 10.

3. Spare Ratio

YCIPTA would be responsible for providing road support to the YCIPTA vehicle should the vehicle experience any maintenance difficulties. YCIPTA shall be responsible to ensure that a replacement vehicle is provided within sixty (60) minutes of a determination that a YCAT bus is inoperable, and that ample comfort, such as water, is provided on the vehicle on days with extreme temperature (115 degrees or higher) and when extended breakdowns occur.

4. Bus Operators

Bus Operators are expected to be courteous, friendly and professional at all times.

Bus Operators shall be bilingual in English and Spanish to ensure that the distribution of information is available to both languages.

Bus Operator uniforms will be required to be consistent with the branding/marketing of YCIPTA transit services. Uniforms must be kept clean and ironed for a professional appearance at all times.

Bus Operator are prohibited from smoking in the vehicles. Smoking outside of the vehicles is also prohibited near the door of the vehicle or in the presence of customers. Eating is prohibited in front of customers or while driving.

Bus Operator breaks shall be established with dispatch according to transit operations contractor policy. Bus Operator breaks should never be allowed to disrupt customer service or routing.

Training shall be given to all Bus Operators so that clear expectations are in place to ensure excellent customer service. Bus Operators will keep the inside of the vehicles neat and tidy, i.e. picking up trash and newspapers left behind.

5. Vehicles

YCIPTA will provide two (2) vehicle types to operate the routes as outlined in this Business Plan. The vehicles used on these routes can carry up to 32 seated passengers, is 34 feet in length and have up to two (2) wheelchair tie down spaces. To comply with the California Air Resources Board ("CARB") requirements, YCIPTA will only operate vehicles in California with a level 3 diesel particulate trap. YCIPTA currently has nine (9) of these buses called the El Dorado National Passport, a low floor cutaway vehicle on a medium duty chassis. Furthermore, the bus is durable for highway travel. In addition, YCIPTA has six (6) 21-foot El Dorado National Aerolite buses which may also be used on these routes as these buses seat six (6) to eight (8) passengers and has up to two (2) wheelchair tie down spaces, which uses gasoline fuel and are exempt from the CARB Transit Fleet Rule.

Vehicles must be kept clean. Mechanical and cosmetic repairs must be prompt. There should be a spare vehicle that would easily fit into the program when one of the main vehicles is out for maintenance. All YCIPTA vehicles are ADA compliant and use a low floor ramp for the loading/unloading of mobility devices.

These types of vehicles will provide the most passenger comfort and meet passenger demand. Their size and relative maneuverability will be better suited for the identified routes than larger vehicles, such as transit buses. They will also be more cost effective to operate than larger transit buses.

The Passport buses features two (2) bicycle spaces, electronic destination signs, farebox, smart card system and security cameras. The Aerolite buses features manual destination signs, farebox and smart card system (only on two of these buses).

Pictures of the buses used on these routes are provided below:



Maintenance of the buses will take place at the YCAT bus facility located at 2715 East 14th Street, Yuma, Arizona.

6. Customer Service

Customer service, marketing and safety are paramount to the success of this program. Service and mechanical failures will be logged and used as a tool by the contractor to ensure quality control and maintenance standards. On board customer surveys will be used to help guide route improvements and to adjust marketing plans, as appropriate.

7. Schedules

Schedules are defined in Exhibit A and are subject to change. Schedules have been developed to ensure that there are no conflicts between YCAT and IVT buses at all shared bus stops in El Centro.

8. Newspapers

Yuma Sun newspapers on Blue Route 5 and Turquoise Route 10 would be placed, Monday through Saturday, under an existing arrangement.

9. Transfer Agreements

At the present time, passengers transferring to IVT would be required to pay a full fare as if they transferred back to YCAT.

10. Complementary ADA Paratransit Program

Blue Route 5 is treated as a flex route and is exempt from the ADA paratransit requirement since flex routes are treated as "general public demand response services" under the 49 C.F.R. Part 37 of Federal Regulations. The route deviation component is available to all passengers for an additional \$2.00 fare unless passengers board at specific bus stop locations defined by YCIPTA. Turquoise Route 10 has been designated as a commuter route under 49 C.F.R. Part 37 of Federal Regulations, therefore ADA complementary paratransit requirements do not apply. Passengers requesting ADA paratransit service would either ride YCAT OnCall in Yuma County or IVT Access in Imperial County, both within a ¾ mile radius of a non-commuter or flex bus route. Timed connections between the paratransit services and these routes would be established. YCIPTA allows for free transfers between YCAT OnCall and YCAT fixed route buses for these patrons.

11. Former Route 3 to Winterhaven

It is YCIPTA's and QUECHAN's desire that ICTC continue the discontinuance of Route 3 east of Holtville.

12. The Future

With the provision of ICTC funding in FY 2015-2016 to cover a greater share of the costs for all eastern Imperial County transit services, ICTC took a more active role in the planning and operation of transit services in eastern Imperial County. Under Moving Ahead with Progress for the 21st Century (MAP-21), and continuing under the Fixing America's Surface Transportation Act (FAST Act), Tribal Transit funding was reduced to the extent that Quechan Indian Tribe will only be eligible for formula funding unless the Quechan Indian Tribe applies for capital expenses (excluding preventative maintenance). In FY 2016, the Quechan Indian Tribe received Forty-Five Thousand, One Hundred Sixty-Six Dollars and No Cents (\$45,166.00) and anticipates receiving only slight annual increases for the foreseeable future.

In FY 2017-2018, the Quechan Indian Tribe would need to request a minimum of One Hundred Thirty-Eight, Seven Hundred Ten Dollars and Thirty-Two Cents (\$138,708.07) from ICTC to continue transit services at the present levels. This is due to not being able to use discretionary Tribal Transit funds for operations. YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the reservation that is in Arizona, plus YCIPTA generated match, fare revenue collected from the routes and Quechan Business Enterprises parking lot in-kind revenue to cover the remaining costs required to operate these routes.

A comprehensive review of these routes occurred in Spring 2016, prior to the YCIPTA, QUECHAN and ICTC budget planning to determine the appropriate level of transit

service and population in eastern Imperial County as compared to central and northern Imperial County. This review will also take into consideration need in eastern Imperial County and the routes' ability to meet TDA and MOU specific performance measures.

Any continuation of transit services beyond June 30, 2018 at the present levels will require additional contributions by ICTC. If service reductions are to occur based on available funding by QUECHAN, YCIPTA and ICTC that are known today, public hearings for route changes would take place in May 2017 as part of the adoption of the YCIPTA FY 2017-2018 operating and capital budget with the route changes taking effect on July 1, 2017. To assist in the determination of future service levels and contribution shares by all parties for FY 2018-2019 ICTC will minimally need from YCIPTA a sample of daily ridership data (boardings and alightings) by route direction and bus stop locations during the months of January through March 2018. The sample of data was agreed to by all parties prior to December 15, 2015. The actual daily ridership data should be provided to all parties by April 17, 2018. This would allow a comprehensive analysis of recommended service levels, contribution shares, and funds available for FY 2018-2019.

VII. ACTION CALENDAR

- D. Amendment #1 to Agreement for Professional Agency Auditing Services for FY 2016-17 and Blue Route #5



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

June 8, 2017

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

SUBJECT: Amendment #1 to Agreement for Professional Agency Auditing Services for FY 2016-17

Dear Committee Members:

The five year professional services agreement for financial audit service recently concluded as of the delivery of the reports for FY 2015-16. A request for proposal needs to be circulated for another five year period in order to maximize pricing reductions and reduce the level of effort for ICTC staff. However, due to the number of projects underway, the competitive bid would not be conducted in time to allow the completion of the financial audits, and meet State and federal deadlines.

The work involves the agency multiple financial reports and program audits including:

- the State Controller's Office Annual Report of Financial Transactions of Transit Operators
- the Annual Report of Financial Transactions of Regional Transportation Planning Agencies
- the Government Compensation Report

ICTC staff request that the existing agreement with the firm of Hutchinson and Bloodgood LLP, be extended for one additional year, for a not to exceed fee of \$69,905. The not to exceed fee for the previous year was \$64,017. The increase in fee represents the additional fund and grant reporting that needs to be included in the additional year.

Funding for this project is in the ICTC adopted 2017-18 Budget and specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through the Transportation Development ACT (TDA) Fund, anticipated to be approved on June 28, 2017.

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

ICTC Management Committee
Imperial County Transportation Commission

(2)

June 8, 2017

The original RFP from 2012 and resulting contractual agreement are available for review at ICTC administrative offices

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 First amendment to the agreement for financial audit services effective July, 1 2017, for the audit period FY 2016-17, with the firm of Hutchinson and Bloodgood LLP for the not to exceed fee set at \$69,905.

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

MB/ksw/cl

1 **FIRST AMENDMENT TO ACCOUNTANCY AGREEMENT**

2 This Amendment (the "Amendment") dated _____, 2017, amends the
3 Accountancy Agreement dated August 22, 2012 ("the Agreement") between Imperial County
4 Transportation Commission, a political subdivision of the State of California ("ICTC"), and Hutchinson
5 and Bloodgood, LLP, a limited liability partnership ("AUDITOR"). The terms "Party" or "Parties"
6 shall mean the individual or collective participants of this Amendment.

7 **RECITALS**

8 **WHEREAS**, ICTC entered into that certain Accountancy Agreement to perform audits, and is
9 attached hereto as **Exhibit "1"** and incorporated by this reference; and

10 **WHEREAS**, Paragraph 14 of the Agreement provides that no modification, waiver,
11 amendment, discharge, or change of the Agreement shall be valid unless the same is in writing and
12 signed by both Parties; and

13 **WHEREAS**, the Parties wish a one-year extension of the Agreement with a corresponding
14 annual fee of sixty-nine thousand nine hundred five dollars (\$69,905.00).

15 **NOW THEREFORE**, the Parties agree as follows:

16 1. Paragraph 1 of the Agreement is deleted and replaced by the following:

17 "1. TERM.

18 This Agreement shall be effective on August 22, 2012 and shall continue in effect until the
19 services provided for herein have been performed, but no later than December 31, 2017."

20 2. Paragraph 2.1. of the Agreement shall be amended to read as follows:

21 "2.1. AUDITOR will conduct the Audits, for the fiscal years ending June 30, 2011, June 30, 2012,
22 June 30, 2013, June 30, 2014 and June 30, 2015, as detailed in the "Imperial County
23 Transportation Commission Request for Proposals For Fiscal and Compliance Audit Services"
24 attached as **Exhibit "A"** and "Audit Proposal to the Imperial County Transportation
25 Commission Request for Proposals For Fiscal and Compliance Audit Services" attached as
26 **Exhibit "B"**, both of which are incorporated by this reference. AUDITOR will conduct an
27 additional Audit for the fiscal year ending June 30, 2017 as detailed in the scope of work
28 attached as **Exhibit "C"**, which is incorporated by this reference."

1 3. Paragraph 2.6 shall be added to the Agreement to read as follows:

2 “2.6. In the event of a conflict between this Agreement or any amendment thereto, and any
3 attached exhibit, this Agreement or any amendment thereto shall take precedence over
4 any attached exhibit.”

5 4. Paragraph 5.2 of the Agreement is deleted and replaced by the following:

6 “5.2. ICTC agrees to compensate AUDITOR for all services provided under this contract, for
7 both audits and reports, in an amount not to exceed three hundred seventy-seven
8 thousand eight hundred seventy-six dollars (\$377,876.00), including all out-of-pocket
9 expenses. The total amount that cannot be exceeded in each fiscal year, including all
10 out-of-pocket expenses, is:

Fiscal Year in which work is performed	Fiscal Year audited and reported	Amount
Fiscal Year 2012-2013	Fiscal Year 2011-2012	\$62,973.00
Fiscal Year 2013-2014	Fiscal Year 2012-2013	\$58,482.00
Fiscal Year 2014-2015	Fiscal Year 2013-2014	\$60,327.00
Fiscal Year 2015-2016	Fiscal Year 2014-2015	\$62,172.00
Fiscal Year 2016-2017	Fiscal Year 2015-2016	\$64,017.00
Fiscal Year 2017-2018	Fiscal Year 2016-2017	\$69,905.00”

11
12
13
14
15
16
17
18 5. Paragraph 6 of the Agreement shall be amended to read as follows:

19 “6. **INDEMNIFICATION.**

20 6.1. As between ICTC and AUDITOR, AUDITOR is deemed to assume responsibility
21 and liability for, and AUDITOR shall indemnify and hold harmless and defend
22 ICTC and any and all of its officers, agents, servants or employees against any and
23 all claims, loss damage, charge or expense, including attorneys’ fees, whether direct
24 or indirect, to which ICTC or such officers, agents, servants or employees may be
25 put or subject, by reason of any damage, loss or injury or any kind or nature
26 whatever to person or property caused by or resulting from or in connection with
27 any negligent act or action, or any neglect, omission or failure to act when under a
28 duty to act on the part or AUDITOR, or any to its or their performance hereunder.

1 In addition to any other remedy authorized by law, so much of the money due
2 AUDITOR under this AGREEMENT as shall be considered necessary by ICTC
3 may be retained until disposition has been made of any claims for damages.

4 6.2. ICTC agrees to hold harmless and release AUDITOR and its partners and
5 employees from all claims, liabilities, losses and costs arising in circumstances
6 where there has been a knowing misrepresentation by a member of the ICTC's
7 management that has caused, in any respect, AUDITOR's breach of contract or
8 negligence."

9 6. All other terms and conditions are and will remain in full force and effect. There are no other
10 modifications, express or implied, except as herein provided.

11 **IN WITNESS WHEREOF**, the Parties have executed this Amendment on the day and year
12 first above written.

13
14 **IMPERIAL COUNTY**
15 **TRANSPORTATION COMMISSION:**

16 By: _____

17 Chair of the Board

AUDITOR:

18 By:  _____

Hutchinson and Bloodgood, LLP

19 **ATTEST:**

20
21 By: _____

22 CRISTI LERMA
Secretary to the Commission

23
24 **APPROVED AS TO FORM:**

25 KATHERINE TURNER
County Counsel

26
27 By: _____

28 SARAH SAUER
Deputy County Counsel

VII. ACTION CALENDAR

E. Legal Services Agreement – County of Imperial –
Imperial County Transportation Commission (ICTC)
FY 2017-18 to FY 2018-19



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

June 8, 2017

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

SUBJECT: Legal Services Agreement – County of Imperial - Imperial County Transportation Commission (ICTC) FY 2017-18 to FY 2018-19

Dear Committee Members:

On March 24th 2010, the Commission adopted a resolution that authorized continuous consultant legal services for the Commission through the County Counsel's office at the County of Imperial. ICTC and County Counsel staff have developed another agreement for FY 2017-18 through FY 2018-19. The requested reimbursement remains at \$15,000 per year.

Funding for this project is in the ICTC adopted 2017-18 Budget and specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through the Transportation Development ACT (TDA) Fund, anticipated to be approved on June 28, 2017.

The original agreement and subsequent extensions are on file at the ICTC administrative offices.

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 Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual fee not to exceed \$15,000, effective July 1, 2017 through June 30, 2019.
2. Direct staff to forward the agreement to the County of Imperial.

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

Attachment

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

1 **AGREEMENT FOR LEGAL SERVICES BETWEEN**
2 **IMPERIAL COUNTY AND**
3 **IMPERIAL COUNTY TRANSPORTATION COMMISSION**
4

5 This Agreement for legal services (hereinafter "Agreement") made by and between
6 Imperial County, a political subdivision of the State of California (hereinafter "County"), and
7 Imperial County Transportation Commission (hereinafter "ICTC") (individually, "Party;"
8 collectively, "Parties") shall be as follows:

9 **WITNESSETH:**

10 **WHEREAS**, ICTC intends to function in compliance with California Public Utilities Code
11 Section 132800 *et. seq.* as an independent agency while minimizing the costs of independence;
12 and

13 **WHEREAS**, the ICTC desires to utilize the services most fiscally responsible including
14 services available through County; and

15 **WHEREAS**, County will employ its best efforts to ensure that legal services are provided
16 in the most efficient and professional manner; and

17 **WHEREAS**, ICTC has in the past utilized services of County to provide services as
18 needed and County and ICTC desire to maintain an arrangement whereby County provides such
19 legal services as deemed necessary by ICTC, subject to reimbursement by ICTC.

20 **NOW, THEREFORE**, in consideration of the mutual promises contained herein, the
21 Parties hereby agree as follows:

22 1. **TERM.** This Agreement shall become effective July 1, 2017 and remain in effect
23 until June 30, 2019. It may be renewed upon the mutual, written, consent of both Parties.

24 2. **TERMINATION.** This Agreement may be terminated by either Party, without
25 cause, upon ninety (90) days prior written notice to the other Party.

26 3. **SCOPE OF SERVICES.** County Counsel shall provide ICTC with the following
27 general legal services if such service is authorized by the Executive Director or his/her designee:
28 act as legal advisor to ICTC; attend ICTC public and private meetings on an as-needed basis;

1 provide legal opinions or analysis on issues that arise; draft contracts or other documents; attend
2 training sessions or conferences; provide any additional services necessary for general legal
3 representation. Specifically excluded from the scope of services are matters pertaining to
4 litigation. Any legal services for matters involving litigation shall be provided only after both
5 Parties have agreed in writing to such services being provided.

6 **4. COMPENSATION FOR SERVICES.** In consideration of all services rendered
7 by County Counsel, ICTC agrees to pay County Counsel for the performance of legal services
8 described above. The annual cost of the services shall be fifteen thousand dollars (\$15,000.00), to
9 be paid on a quarterly basis of three thousand seven hundred fifty dollars (\$3,750.00). ICTC shall
10 also pay for the cost of all appropriate training for attorneys and staff as approved by ICTC and
11 County Counsel.

12 **5. DELEGATION AND ASSIGNMENT.** County and the ICTC Executive Director
13 may enter into such other subsidiary agreements as may be necessary to implement and effectuate
14 the intention of this Agreement and fulfill its purposes; provided, however, no such agreement
15 may change the total amount of obligation payable by ICTC without the prior approval of ICTC.

16 **6. INDEMNIFICATION.**

17 a. ICTC agrees to indemnify, defend, and hold County harmless from any and
18 all claims or lawsuits that may be made against County which arise out of any action or decision
19 made by County as part of its statutorily prescribed duties and which lawsuit may be premised
20 upon the activities of an employee provided by County under this Agreement. If any judgment is
21 rendered against County in any such lawsuit, ICTC shall, at its own expense, satisfy and discharge
22 any judgment.

23 b. The foregoing duty to indemnify shall not be applicable if the action of the
24 employee that gives rise to the claim or lawsuit is performed while the employee is acting on
25 behalf of County and not ICTC.

26 c. Notwithstanding the limitations of any insurance, County shall indemnify,
27 protect, and hold harmless ICTC and its authorized agents, officers, volunteers, and employees
28 from and against any and all claims, liabilities, or actions arising from County's negligent acts or

1 omissions in the administration of this Agreement and for any costs or expenses incurred by ICTC
2 on account of any claim thereof.

3 7. **NOTICE.** All notices to either Party shall be in writing and either sent through the
4 United States Mail, certified, and return receipt requested; or personally delivered. The notice
5 shall be effective upon date of personal delivery or date of mailing. Notices shall be sent or
6 delivered to:

7 **ICTC:**

8 Imperial County Transportation Commission
9 1405 N. Imperial Avenue, Suite 1
10 El Centro, CA 92243

11
12 **Imperial County:**

13 Imperial County Executive Office
14 940 Main Street, Suite 208
15 El Centro, CA 92243

16 and

17 Imperial County Office of the County Counsel
18 940 Main Street, Suite 205
19 El Centro, CA 92243

20
21 8. **WAIVER.** Waiver of any default shall not be considered a waiver of any
22 subsequent default. Waiver of any breach of any provision of the Agreement shall not be
23 considered a waiver of any subsequent breach. Waiver of any default or breach shall not be
24 considered a modification of the terms of this Agreement.

25 9. **SEVERABILITY.** If any provision of this Agreement is for any reason held to be
26 invalid, it should not affect the validity of any other provision of this Agreement.

27 10. **MODIFICATION.** This Agreement may not be modified except upon the mutual
28 written consent of the Parties.

1 **11. ENTIRE AGREEMENT.** This Agreement contains the entire and complete
2 understanding of the Parties and supersedes any and all other agreements, oral or written, with
3 respect to the provision of administration of services under this Agreement.

4 IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed
5 on behalf of the persons duly authorized by the governing boards of the Parties hereto.

6 **IMPERIAL COUNTY:**
7
8
9 By: _____
10 MICHAEL W. KELLEY
11 Chairman of the Board of Supervisors

**IMPERIAL COUNTY
TRANSPORTATION COMISSION:**
By: _____
Chair of the Board

12 **ATTEST:**
13
14 By: _____
15 BLANCA ACOSTA
16 Clerk of the Board of Supervisors

ATTEST:
By: _____
CRISTI LERMA
Secretary to the Commission

17 **APPROVED AS TO FORM AND CONTENT:**
18 KATHERINE K. TURNER
19 County Counsel
20 By: _____
21 KATHERINE K. TURNER
22 County Counsel

KATHERINE K. TURNER
County Counsel
By: _____
SARAH A. SAUER
Deputy County Counsel

VII. ACTION CALENDAR

- F. ICTC and the City of Imperial Agreement for Human Resource Staff Support, FY 2017-2018



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

June 8, 2017

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

SUBJECT: ICTC and the City of Imperial Agreement for Human Resource Staff Support, FY 2017-2018

Dear Committee Members:

The Imperial County Transportation Commission has received Human Resource Staff Support from the City of Imperial since 2011. ICTC staff is requesting approval for another one year agreement with the City of Imperial. The original agreement was for a not to exceed fee of \$20,000 annually for ongoing development and operation of the agency. The City of Imperial will now provide professional Human Resource Staff Support on an as needed basis, to assist ICTC for the not to exceed annual fee of \$5,000.00.

Funding for this project is in the ICTC adopted 2017-18 Budget and specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through the Transportation Development ACT (TDA) Fund, anticipated to be approved on June 28, 2017.

The original agreement and subsequent extensions are on file at the ICTC administrative offices.

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 for Human Resource Services with the City of Imperial for the not to exceed fee of \$5,000.00, effective July 1, 2017 through June 30, 2018.

Sincerely,

MARK BAZA
Executive Director

BY: 

Kathi Williams
Senior Transit Planner

MB/ksw/cl

Attachment

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

SECOND MODIFICATION AGREEMENT

1
2
3 THIS SECOND MODIFICATION AGREEMENT (“Modification”), dated this _____ day of
4 _____, 2017, modifies the Agreement for Services dated June 26, 2013 and amended on June 24,
5 2015 between the IMPERIAL COUNTY TRANSPORTATION COMMISSION, a political subdivision
6 of the State of California (“ICTC”), and the CITY OF IMPERIAL, a municipal corporation (“CITY”)
7 (individually, “Party;” collectively, “Parties”).

8 **WITNESSETH**

9 **WHEREAS**, ICTC and CITY entered into that certain agreement for professional Human
10 Resource services dated June 26, 2013, attached hereto as **Exhibit “1”** and incorporated herein by this
11 reference; and

12 **WHEREAS**, on June 24, 2015, that certain agreement was modified, and is attached hereto as
13 **Exhibit “2”** and incorporated herein by this reference; and

14 **WHEREAS**, the agreement dated June 26, 2013, and the agreement dated June 24, 2015 are
15 collectively referred to herein as “Agreement”; and

16 **WHEREAS**, the Parties wish to modify the Agreement to extend the term to June 30, 2018,
17 and modify the annual compensation for fiscal year 2017-2018 to five thousand dollars (\$5,000); and

18 **WHEREAS**, Paragraph 18 of the Agreement provides that no modification, waiver,
19 amendment, discharge, or change of the Agreement shall be valid unless the same is in writing and
20 signed by both Parties.

21 **NOW THEREFORE**, for and in consideration of the promises and payments herein set forth,
22 ICTC and CITY have and hereby agree as follows:

- 23 1. Paragraph 8 of the Agreement shall be modified to read as follows:

24 “8. TERM

25 The term of this Agreement shall be from July 1, 2013 through June 30, 2018.”

- 26 2. Paragraph 6.3 shall be added to the Agreement to read as follows:

27 “6.3 For the period of July 1, 2017 through June 30, 2018, the total compensation payable
28 under this Agreement shall not exceed \$5,000 per year.”

DRAFT

3. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.

IN WITNESS WHEREOF, the Parties have executed this Second Modification on the day and year first above written.

**IMPERIAL COUNTY
TRANSPORTATION COMMISSION**

CITY OF IMPERIAL

By: _____
Chairperson

By: _____
Mayor

Imperial County Transportation Commission,
State of California

City of Imperial,
State of California

ATTEST:

ATTEST:

CRISTI LERMA
Secretary to the Commission

DEBRA JACKSON, City Clerk
City of Imperial, State of California

APPROVED AS TO FORM:

KATHERINE TURNER
County Counsel

By: _____
SARAH SAUER
Deputy County Counsel

By: _____
DENNIS MORITA
City Attorney, City of Imperial

VIII. LTA ACTION CALENDAR

A. Administrative Services Budget FY 2017-18

Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

June 5, 2017

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

SUBJECT: Administrative Services Budget FY 2017-18

Dear Committee Members:

Attached, please find the Administrative Services Budget for the Local Transportation Authority (LTA). The Administrative Budget is funded by 1% of the funds received annually for the LTA program. Staff has estimated costs for the auditing, legal, office expense and staff salaries associated for the proper oversight functions.

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

1. Approve the FY 2017-18 Administrative Services Budget for the Local Transportation Authority

Sincerely,



MARK BAZA
Executive Director

Attachment

MB/ksw/cl

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



Local Transportation Authority

	Estimated Actual FY 2016-17	Requested FY 2017-18	DRAFT
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REVENUES

LOCAL TRANSPORTATION AUTHORITY 1% Administration (7418001)	\$138,569	\$138,286	0%
TOTAL	\$138,569	\$138,286	0%

EXPENSES

MEMBERSHIPS - Self Help Counties Coalition (SHCC)	\$2,800	\$2,800	0%
OFFICE EXPENSE	\$700	\$800	14%
LTA STAFFING & SUPPORT (ICTC)	\$55,447	\$35,684	-36%
INDEPENDENT LEGAL SUPPORT	\$0	\$0	0%
ICTC/LTA LEGAL SUPPORT (COUNTY OF IMPERIAL)	\$7,500	\$7,500	0%
MELLON BANK AGENT FEES	\$3,950	\$4,500	14%
INDEPENDENT CPA AUDIT SERVICES	\$76,735	\$79,100	3%
PUBL AND LEGAL NOTICES	\$0	\$0	0%
RENTS AND LEASES - EQUIPMENT	\$675	\$1,140	69%
RENTS AND LEASES	\$4,500	\$6,072	0%
TRAVEL/TRAINING	\$0	\$0	0%
COMMUNICATIONS	\$840	\$690	0%
TOTAL	\$153,147	\$138,286	-10%

VIII. LTA ACTION CALENDAR

- B. Amendment to Legal Services Agreement FY 2017-18 to FY 2018-19: County of Imperial and the Local Transportation Authority (LTA)

Brawley
Calipatria
Holtville
Westmorland



Calexico
El Centro
Imperial
County of Imperial

June 5, 2017

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

SUBJECT: Amendment to Legal Services Agreement FY 2017-18 to FY 2018-19; County of Imperial and the Local Transportation Authority (LTA)

Dear Committee Members:

The County's Office of County Counsel has provided generalized legal services to the Authority since 2012. LTA and County Counsel staff have calculated an approximate cost for services and developed an agreement for the continuation of services for an additional two years; FY 2017-18 and FY 2018-19 for the same annual amount of \$7,500.

Funding for this project is in the LTA Administrative Services Budget 2017-18, anticipated to be approved on June 28, 2017.

The original contract and all exhibits referenced in the extension document are available for review at the ICTC administrative offices by request.

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

1. Authorize the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed \$7,500 annually effective July, 1 2017 through June 30, 2019.
2. Direct staff to forward the agreement to the County of Imperial.

Sincerely,


MARK BAZA
Executive Director

Attachment

MB/ksw/cl

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

1 **FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES BETWEEN**
2 **IMPERIAL COUNTY AND**
3 **IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY**
4

5 This First Amendment to Agreement (“First Amendment”) is made and entered into this
6 _____, 2017, by and between **Imperial County**, a political subdivision of the
7 State of California, hereinafter referred to as “County”, and **Imperial County Local Transportation**
8 **Authority**, hereinafter referred to as “LTA”.

9 **WITNESSETH**

10 **WHEREAS**, County and LTA entered into that certain Agreement for Legal Services between
11 Imperial County and Imperial County Local Transportation Authority dated June 24, 2015, hereinafter
12 the “Agreement”, attached hereto as **Exhibit “A”**; and

13 **WHEREAS**, the Agreement is set to expire on June 30, 2017; and

14 **WHEREAS**, sections 1 and 10 of the Agreement provide that the Agreement may be renewed
15 and modified upon the mutual written consent of both parties; and

16 **WHEREAS**, County and LTA desire to extend the Agreement for an additional two (2) years
17 with no other changes; and

18 **WHEREAS**, the Parties agree to enter into this First Amendment to Agreement.

19 **NOW THEREFORE**, and in consideration of the promises and payments herein set forth, the
20 parties have and hereby agree as follows:

21 1. Section 1 of the Agreement is deleted and replaced with the following:

22 **“TERM.** This Agreement shall become effective July 1, 2015 and remain in effect
23 until June 30, 2019. It may be renewed upon the mutual, written, consent of both
24 parties.”

25 2. Section 4 of the Agreement regarding annual compensation is reiterated and remains unchanged.

26 3. All other terms and conditions of the Agreement are and will remain in full force and effect.

27 ///

28 ///

1 **IN WITNESS WHEREOF**, the Parties hereto have caused this First Amendment to be executed
2 the day and year first above written.

3 **IMPERIAL COUNTY**

4 **IMPERIAL COUNTY LOCAL
5 TRANSPORTATION AUTHORITY:**

6 By: _____
7 **MICHAEL W. KELLEY**
8 Chairman of the Board of Supervisors

6 By: _____
7 Chair of the Authority

9 **ATTEST:**

9 **ATTEST:**

10
11
12 By: _____
13 **BLANCA ACOSTA**
14 Clerk of the Board of Supervisors

10
11
12 By: _____
13 **CRISTI LERMA**
14 Secretary to the Authority

15 **APPROVED AS TO FORM AND CONTENT:**

16 **KATHERINE TURNER**
17 County Counsel

16 **KATHERINE TURNER**
17 County Counsel

18
19 By: _____
20 **KATHERINE TURNER**
21 County Counsel

18
19 By: _____
20 **Eric Havens**
21 Deputy County Counsel