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**TRANSPORTATION COMMISSION MEETING  
AGENDA**

**WEDNESDAY, AUGUST 23, 2017  
6:00 PM**

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

**CHAIR: MARIA NAVA-FROELICH**

**VICE CHAIR: LUIS PLANCARTE**

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

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

**II. EMERGENCY ITEMS**

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

**III. PUBLIC COMMENTS**

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

**IV. CLOSED SESSION**

- A. Motion to Adjourn to Closed Session
  
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)
  - i. Property: 792 E. Ross Road, El Centro, CA, Assessor's Parcel Number #051-310-027-000.  
Use: Bus Parking / Storage  
Agency negotiator: Mark Baza  
Negotiating parties: Ed C. and Mary C. Mealey.  
Instructions to negotiator will concern price, terms of payment.
  
  - ii. Property: 1498 Main Street, El Centro, CA Assessor's Parcel Number # 053-081-013  
Use: Office Space  
Agency negotiator: Mark Baza  
Negotiating parties: Quan & Woo Investment Company  
Instructions to negotiator will concern price, terms of payment.

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

- iii. Property: 1405 N. Imperial Ave., Suite 1, El Centro, CA Assessor's Parcel Number # 044-261-018 01  
Use: Office Space  
Agency negotiator: Mark Baza  
Negotiating parties: Pico Group LLC  
Instructions to negotiator will concern price, terms of payment.

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code § 54957)  
Title: ICTC Executive Director

D. Announcement of Closed Session Action(s)

**V. CONSENT CALENDAR**

(Executive Director recommends approval of consent calendar items)

- A. Approval of Commission Draft Minutes: July 26, 2017 Pages 5-18
- B. Receive and File:
  - 1. ICTC Management Committee Draft Minutes: July 12, 2017
  - 2. ICTC TAC Committee Draft Minutes: July 27, 2017
- C. Extension of Contract for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE Public Outreach, Branding and Marketing Page 20

The ICTC Management Committee met on July 12, 2017 and forwards this item to the Commission for review and approval after public comment, if any:

- 1. Authorize the Chairman to sign the amendment extension for one year, FY 2017-18, for the continuation of the IVT RIDE Public Outreach, Branding and Marketing Consultant Agreement with the firm of Spectrum Advertising, for the not to exceed fee of \$31,700, effective July 1, 2017 through June 30, 2018.

**VI. REPORTS**

- A. ICTC Executive Director
  - See attached Executive Director Report on page 25
- B. Southern California Association of Governments
  - See attached report on page 35
- C. California Department of Transportation – District 11
  - See attached report on page 38
- D. Commission Member Reports

**VII. ACTION CALENDAR**

- A. ICTC Overall Work Program (OWP) and Budget FY 2017-18, Amendment #1 Page 51

The ICTC Management Committee met on July 12, 2017 and forwards this item to the Commission for review and approval after public comment, if any:

- 1. Approve the FY 2017-18 Overall Work Program and Transit Finance Plan Budget, Amendment #1

- B. IVT MedTrans Budget Adjustment for FY 2016-17 Page 27

The ICTC Management Committee met on July 12, 2017 and forwards this item to the Commission for review and approval after public comment, if any:

- 1. Approve the IVT MedTrans Budget Adjustment for FY 2016-17

- C. Authorization for the Examination of Sales or Transaction Use Tax Records Page 62

The ICTC Management Committee met on July 12, 2017 and forwards this item to the Commission for review and approval after public comment, if any:

- 1. Authorize the Chairman to sign attached agreement and resolution authorizing MuniServices, LLC to examine ICTC's Sales or Transactions and Use Tax Records

**VIII. INFORMATION / DISCUSSION CALENDAR**

- A. Senate Bill 1 Program Updates Page 67

**IX. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, September 27, 2017 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

**X. ADJOURNMENT**

- A. Motion to adjourn

# V. CONSENT CALENDAR

## A. APPROVAL OF COMMISSION DRAFT MINUTES:

JULY 26, 2017

## B. RECEIVE AND FILE:

### 1. ICTC MANAGEMENT COMMITTEE DRAFT MINUTES:

JULY 12, 2017

### 2. ICTC TAC DRAFT MINUTES:

JULY 27, 2017

**IMPERIAL COUNTY TRANSPORTATION COMMISSION****DRAFT MINUTES FOR JULY 26, 2017****6:00 PM****VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich (Chair)
City of El Centro	Cheryl Viegas-Walker
City of Imperial	Robert Amparano
City of Westmorland	Larry Ritchie
County of Imperial	Luis Plancarte (Vice-Chair)
Imperial Irrigation District	Erik Ortega

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

**STAFF PRESENT:** Mark Baza, Kathi Williams, Michelle Bastidas, Vicky Hernandez

**OTHERS PRESENT:** David Salgado: SCAG; Ana Beltran; City of Westmorland, AJ Gaddis; City of Imperial; Jesus Vargas; Caltrans, Eric Havens; County of Imperial, Tomas Oliva: Congressman Vargas' Office

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday July 26, 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 6:02 p.m. Roll call was taken and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

Mr. Oliva wanted to re-introduce himself to the Commission. He shared that Supervisor Plancarte and himself will be participating in "Baliando Con Un Sueno" on October 20, 2017. This is an event to raise money for cancer.

**IV. CLOSED SESSION**

- A. Motion to Adjourn to Closed Session: Viegas-Walker/Ritchie *Motion Carried.* 8:05 p.m.
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code § 54957)  
Title: ICTC Executive Director
- C. CONFERENCE WITH LABOR NEGOTIATORS (Government Code § 54957.6)  
Agency Designated Representative: AJ Gaddis  
Unrepresented Employee: Executive Director
- D. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code § 54956.8)
  - i. Property: 792 E. Ross Road, El Centro, CA, Assessor's Parcel Number #051-310-027-000.

Use: Bus Parking / Storage  
 Agency negotiator: Mark Baza  
 Negotiating parties: Ed C. and Mary C. Mealey.  
 Instructions to negotiator will concern price, terms of payment.

- ii. Property: 1605 Adams Avenue, El Centro, CA Assessor’s Parcel Number # 052-061-017  
 Use: Bus Maintenance Yard  
 Agency negotiator: Mark Baza  
 Negotiating parties: Caltrans  
 Instructions to negotiator will concern price, terms of payment.
- iii. Property: 1448 Main Street, El Centro, CA Assessor’s Parcel Number # 053-081-013  
 Use: Office Space  
 Agency negotiator: Mark Baza  
 Negotiating parties: Quan &Woo Investment Company, LLC and Imperial Regional Alliance  
 Instructions to negotiator will concern price, terms of payment.

E. Announcement of Closed Session Action(s)  
 At 6:45 p.m., ICTC Counsel reported out.  
 On items B and C, *direction was given and no final action was taken.*  
 On item D i-iii, *direction was given and no final action was taken.*

**V. CONSENT CALENDAR**

- A. Approved ICTC Board Draft Minutes: June 28, 2017
- B. Received and Filed:
  - 1. ICTC Management Committee Draft Minutes: July 12, 2017
- C. California Transit Security Grant Program FY 2016-17
  - 1. Approved the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purpose of obtaining FY 2016-17 financial assistance, provided by the Governor’s Office of Homeland Security under the California Transit Security Grant Program.

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

**VI. REPORTS**

- A. ICTC Executive Director  
 Mr. Baza had the following announcements:
  - FY 2017-18 Overall Work Program and Budget was approved by the Commission on June 28, 2017.
  - Caltrans Adams Avenue site for proposed acquisition, ICTC staff and consultants team have initiated the first phase of the feasibility analysis, and do not have to enter into an agreement.
  - LTA Board requested additional information regarding the LTA budget details. The board was notified that staff will provide the information at the next LTA meeting in August.

- State route 86 (Northbound) Border Patrol Checkpoint update was provided. Agency staffs are working on a solution.
  - All parties are considering all funding that becomes available for the Calexico East Commercial Vehicle Port of Entry Expansion Project.
  - An update was given regarding SB 1 funding.
  - A complete list of ICTC updates can be found on Page 20 of the agenda.
- B. Southern California Association of Governments (SCAG)  
Mr. Salgado had the following announcements:
- SCAG 2017 Active Transportation Program (ATP) Supplemental Call for Projects is due August 31, 2017. This call is only for non-infrastructure projects.
  - SCAG gave out two scholarships to two students in the Imperial County.
  - A full SCAG report can be found on page 29.
- C. California Department of Transportation (Caltrans)  
Mr. Peinado had the following updates:
- The new Caltrans Imperial Valley Project Manager was introduced, Mr. Jesus Vargas.
  - Information for workshops regarding SB 1 is available on the Caltrans website.
  - Highway 98 will be closed for 4 months. Currently, there are no complaints or issues.
  - Sidewalk projects have begun in Heber.
  - There have been 2 fatal accidents at Keystone and Highway 86. One accident was caused by impaired vision and the other accident was caused by a hazardous spill on the road. Further discussion regarding possible solutions. Caltrans stated that they would look into flashing lights.
  - A Traffic Management Analysis will be conducted in the City of Calexico. Caltrans is working on the scope of work and funding.
  - A full Caltrans report can be found on page 35 of the agenda.
- D. Commission Member Reports
- Commissioners had various announcements regarding their communities.

## VII. ACTION CALENDAR

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

The Commission met in closed session and took action in open session to award the Executive Director a 2.5% merit increase. A motion was made by [Viegas-Walker](#) and seconded by [Nava](#), **Motion carried unanimously.**

## VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, August 23, 2017 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

## IX. ADJOURNMENT

- A. Meeting adjourned at 8:37 p.m. ([Ritchie/Nava](#)) **Motion Carried.**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE**

**DRAFT MINUTES OF AUGUST 9, 2017**

**10:00 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Rosanna Bayon Moore
City of Calexico	Armando Villa
City of Calipatria	Rom Medina (Chair)
City of El Centro	Norma Vllicana for Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Stefan Chatwin
County of Imperial	John Gay

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

**OTHERS PRESENT:** David Salgado: SCAG; Bing Luu, Sam Amen, Jesus Vargas and Beth Landrum: Caltrans; Alandra Perea: Senator Ben Hueso's Office

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The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, August 9, 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 10:39 a.m. Roll call was taken. Introductions were made.

**II. EMERGENCY ITEMS**

A. There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

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

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

B. Received and filed:

1. ICTC Board Draft Minutes for July 26, 2017
2. ICTC TAC Draft Minutes for July 27, 2017

C. Extension of Contract for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE Public Outreach, Branding and Marketing

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 amendment extension for one year, FY 2017-18, for the continuation of the IVT RIDE Public Outreach, Branding and Marketing Consultant Agreement with the firm of Spectrum Advertising, for the not to exceed fee of \$31,700, effective July 1, 2017 through June 30, 2018.

## V. REPORTS

### A. ICTC Executive Director

Ms. Williams had the following update:

- ICTC staff is developing a Request for Proposals (RFP) for release on September 1, 2017 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
  - Expansion of the IVT Blue, Green and Gold lines for Saturday and Sunday services
  - Review of the proposed intra-city circulators in the Cities of Calexico and Imperial
  - Review of yet to be implemented recommendations in prior 2011 SRTP for continued applicability

Mr. Baza had the following update:

- 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.
- A complete list of ICTC updates can be found on Page 22 of the agenda.

### B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- On June 26, 2017, the California Transportation Commission (CTC) is expected to approve the 2017 ATP Augmentation Guidelines to provide direction on the allocation and programming of FY 17-18, FY 18-19 funds, for a total of \$200 million. The guidelines maintain the program's traditional funding structure of awarding grants through three competitive components: Statewide Component, Small Urban & Rural Component and Metropolitan Planning Organization (MPO) Component. SCAG's share of the MPO Component is \$40 million. The majority of new awards across all three components will be directed to the augmentation of the 2017 ATP, either through advancement of projects previously recommended for funding or to support projects that were submitted and scored, but not funded, as part of the 2017 ATP. SCAG will also reissue the regional 2017 supplemental call for projects for planning and non-infrastructure projects to fund new project proposals that are aimed at building local capacity for future ATP funding cycles. A minimum of five (5) percent, or \$2 million, will be awarded for planning and non-infrastructure projects. Applications are due August 31, 2017. GoHuman projects are eligible.
- SCAG will be dark in December and January due to their office move.
- Ms. Bayon Moore thanked Mr. Salgado for delivering the GoHuman materials to the City of Brawley.
- SCAG will be administering the ICOE ATP funds.
- A complete list of SCAG updates can be found on Page 32 of the agenda.

### C. Caltrans Department of Transportation – District 11

Mr. Amen had the following updates:

- The new Imperial County Project Manager (Liaison) was introduced. Jesus “Chi” Vargas will be the new point of contact for Imperial County. Mr. Amen will still manage both Dogwood Landscape Project and SR 98 Project.
- The I-8/Dogwood Road Landscape Project will be completed in fall 2017.
- Construction for the SR-98/Cesar Chavez Widening Project has begun with a completion date of spring 2018.

Mr. Vargas had the following updates:

- New SB 1 Caltrans funds will be used for 4 local projects in Calexico, El Centro and Brawley.

Mr. Luu had the following updates:

- The Southern California Local Assistance Management Meeting (SCLAMM) will be held on September 15, 2017 at Caltrans District 12 in Santa Ana, CA.
- A full report is on page 35 of the agenda.

D. Committee Member Reports

- Mr. Villa stated he attended the International Borders Mayors Summit recently and that the group will be sending a resolution to the President regarding NAFTA.

## VI. ACTION CALENDAR

A. ICTC Overall Work Program (OWP) and Budget FY 2017-18, Amendment #1

This item was presented by Ms. Williams and referred to page 48 of the agenda.

The Fiscal Year (FY) 2017/2018 Imperial County Transportation Commission (ICTC) Overall Work Plan (OWP) and Budget was presented and approved by the Commission on June 28, 2017. The OWP and Budget is divided into the core programs of Transit Planning and Program Management and the Regional Transportation Planning and Programming.

The additional federal revenues are the result of recently confirmed grant funding, as well as, a decrease in the State revenue – State Transit Assistance (STA) program in the budget. The increase allows us to expand the use of the federal funding for transit operations, and shift the previously budgeted Local Transportation Fund (LTF) revenues to the transit capital fleet reserve in order to continue to achieve the goal of scheduled replacement of the ICTC owned bus fleet.

Attachment A illustrates the requested Budget Amendment #1. The changes are also highlighted within the OWP and the Transit Programs Finance Plan, also attached. There are no changes in the Regional Transportation Planning Budget at this time. The result is an overall increase in revenue and expenses by 7.2%, or from \$16,177,806 to \$17,337,584. The changes are summarized as follows:

### Revenues

1. Increase to the federal Section 5307 grant program revenue for the operations of transit services
2. Reduction of the State Transit Assistance (STA) revenue

### Expenditures

1. Increase to the ICTC Transit Fleet Capital Reserve for future bus replacement
2. Reduction of the TDA Operating Reserves

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 FY 2017-18 Overall Work Program and Transit Finance Plan Budget, Amendment #1

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

B. IVT MedTrans Budget Adjustment for FY 2016-17

This item was presented by Ms. Williams and referred to page 54 of the agenda.

From 1994 through 2016, the **Medexpress** had been the public non-emergency transportation to medical facilities in the San Diego County area and had been in existence without any service changes since 1994. The service operated four days a week for disabled and transit dependent persons, focusing on getting children to Rady's Hospital for specialized services. The **IVT MedTrans** service was created in 2016 and replaced the **MedExpress** service model with significant changes in the scope of services.

The service has completed its first year of operation in its three-year demonstration phase. Several items have been observed during this first year.

1. The service is in its first year and is continuing to attract new riders and is operating with unsold seats. The unrealized fare revenue contributes to the subsidy shortfall.
2. The first bus is typically full. Shifting the departure time of the second bus may increase ridership, who will then be able access appointments earlier in the day.
3. There have been a number of trips whereby the bus has been delayed due to passengers who almost miss the return trip pick up due to delayed medical appointments or other reasons. On several occasions, a third vehicle has been dispatched to San Diego to recover these passengers, adding additional hours and mileage expense.
4. Public outreach should continue by ICTC and First Transit staff.
5. First Transit should continue to pursue vendor relationships where vouchers are appropriate to facilitate the sale of seats.
6. The fare price has not been increased since inception of the service in 1994. It may be appropriate increase the fare price. Staff recommends reviewing data at the mid-year and end of the second year to determine if this is a viable option.
7. Additionally the farebox ratio may need to be adjusted downward from the 15%. This would require a contract modification and would increase the annual not to exceed subsidy for the operator.

As a result of not attaining the projected 15% fare revenue goal, the contractor did not receive the compensation amount that meets the operational cost of the service. First Transit is requesting an additional year end payment for FY 2016-17 in an amount of \$32,202.56.

New transit services can take several years to mature. First Transit and ICTC staff have agreed on several actions mentioned previously, that both entities can take to insure the continued success in the second and third of operations.

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 IVT MedTrans Budget Adjustment for FY 2016-17

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

C. Authorization for the Examination of Sales or Transaction Use Tax Records

This item was presented by Mr. Baza and referred to page 61 of the agenda.

ICTC is pursuing an agreement with MuniServices, LLC to provide reporting services for FY 2017-18 for ICTC's sales or transactions and use tax records. MuniServices, LLC will provide ICTC with the following quarterly analysis reports: sales tax cash performance; multi-year sales tax forecast; economic overview; and an executive two-page summary. No payment is due from the Commission to the Contractor for any of the reports or services including but not limited to the annual meeting service.

At the Management Committee meeting in July, it was requested that ICTC staff provide a sample of the quarterly analysis data that we can expect to receive from MuniServices, LLC as part of the proposed agreement. We provided a sample of the data that we can expect to receive from Muniservices, LLC on a quarterly basis. We can also expect to receive additional data that will be confidential and not available to any outside parties. This was a point of concern expressed by the Management Committee. It was requested that staff confirm with Muniservices, LLC that they will follow confidential regulations with the information and data for Imperial County.

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 attached agreement and resolution authorizing MuniServices, LLC to examine ICTC's Sales or Transactions and Use Tax Records

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

## VIII. INFORMATION / DISCUSSION CALENDAR

A. Senate Bill 1 Program Updates

This item was presented by Ms. Mendoza.

The California Transportation Commission (CTC) has provided updates as it relates to Senate Bill 1(SB 1). Beginning November 1, 2017, the State Controller (Controller) will deposit various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on diesel fuel, and registration taxes on motor vehicles and dedicates these revenues to transportation purposes. Portions of these revenues flow to cities and counties through the Highway Users Tax Account (HUTA) and the newly established RMRA created by SB 1. It is estimated that cities and counties would begin to receive RMRA revenues in January 2018.

The Local Streets and Roads Program and Local Partnership Program are two (2) separate programs supported under RMRA funding. It is important to distinguish that RMRA funding is in addition to HUTA funds. The following is a summary of important SB 1 Program information for the Local Streets and Roads Program and Local Partnership Program. *Cities and counties should pay special attention to the Local*

**Streets and Roads Program** that requires a Council/Board approved project list in addition to a budget amendment, refer to the summary listed below for details on estimates, deadlines and requirements.

**Local Streets and Roads Program (LSRP)**

1. Program Guidelines will be adopted at the August 16-17 CTC meeting.
2. Cities and Counties list is due to CTC by October 16, 2017.
  - a. Project list and estimated LSRP funding revenues should be included as part of Cities and Counties budgets.
  - b. Cities and Counties should make these amendment during their scheduled Council/Board meetings in the month of September in order to meet the October 16<sup>th</sup> CTC deadline.
  - c. For the initial submittal of project lists in 2017, cities and counties are required to use the standard form available in the Final Reporting Guidelines – available after August 16-17 on CTC website: <http://catc.ca.gov/programs/SB1.html>
  - d. Per section V-15 of the Program Reporting Guidelines, cities and counties that fail to comply with Project Expenditure Reporting and Auditing will be subject to reimburse the state and funds will be reapportioned to other counties or cities whose expenditures are in compliance.
3. Cities and the County must prepare a project list based on the RMRA amounts listed below. Per CTC staff, the Local Streets and Roads Program list of projects must be submitted to the CTC by October 16<sup>th</sup> using RMRA funds (in combination with other funds as applicable). The RMRA FY2017-18 estimates below come from the California League of Cities and the California State Association of Counties.

<b>Agency</b>	<b>RMRA Amount FY 2017/2018</b>
Brawley	\$150,100
Calexico	\$227,196
Calipatria	\$43,534
El Centro	\$255,215
Holtville	\$34,426
Imperial	\$102,634
Westmorland	\$12,747
County of Imperial	\$2,656,079
<b>TOTAL</b>	<b>\$3,481,931*</b>

*\*City estimate source is from California League of Cities – [FY 17-18 HUTA and RMRA Funding Estimates](#)*

*\*County estimate source is from California State Association of Counties - [http://www.counties.org/sites/main/files/file-attachments/fy\\_2017-18\\_huta\\_and\\_sb\\_1\\_revenue\\_estimates\\_041317\\_0.pdf](http://www.counties.org/sites/main/files/file-attachments/fy_2017-18_huta_and_sb_1_revenue_estimates_041317_0.pdf)*

**Important dates to consider for LSRP:**

1. **August 11, 2017** – “Implementing SB 1 – What Cities and Counties Need to Know” Webinar co-hosted by League of California. For more information see attached flyer.
2. **August – September 2017** – Approve project list and amended budget for Local Streets and Roads Program.
3. **October 16, 2017** – Submit Project List for Local Streets and Roads Program to CTC

**Local Partnership Program (LPP)**

The other program that cities and counties need to keep in mind is the Local Partnership Program (LPP). In fiscal year 2017-2018, this program has an estimated \$200 million annual revenue of which \$100 million would be distributed via formula and \$100 million would be competitive. Unlike the prior program, there are no estimates estimated for the formula funds of the program. The draft program guidelines for this program are scheduled to be released on August 16-17, 2017. Adoption of the guidelines is anticipated for October 18-19, 2017.

**VII. NEXT MEETING DATE AND PLACE**

The next meeting of the **Management Committee** will be held on **September 20, 2017** at the **City of Imperial**, Imperial, CA and 10:30 a.m.

**VIII. ADJOURNMENT**

A. Meeting adjourned at 12:17 p.m.



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

**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

July 27, 2017

Present:

Gordon Gaste	City of Brawley
Guillermo Sillas	City of Brawley
David Dale	City of Calexico
Mindy Hernandez	City of Calipatria
Abraham Campos	City of El Centro
Nick Wells	City of Holtville
Isabel Alvarez	City of Imperial
Othon Mora	City of Imperial
Veronica Atondo	County of Imperial

Others:

Mark Baza	ICTC
Virginia Mendoza	ICTC
David Aguirre	ICTC
Vicky Hernandez	ICTC
David Salgado	SCAG
George Galvan	The Holt Group
Joseph Chua	Caltrans
Kevin Hovey	Caltrans
Michelle Blake	Caltrans
Roberto Martinez	Vexer Engineering

1. The meeting was called to order by Chair Gaste at 10:01 a.m. A quorum was present and introductions were made.
2. A *motion* was made to adopt the minutes for April 27, 2017. (Alvarez/Sillas) **Motion Carried.**
3. ICTC Updates / Announcements
  - Transit Planning Updates (By David Aguirre):
    - The consultant conducting the Regional Bus Stop Inventory will be reaching out to the cities and county while they are completing services in their jurisdictions.

- The Caltrans Adams Avenue site project is underway. The consultant team have begun the feasibility analysis that will determine if the site will meet ICTC's transit needs

➤ Transportation Planning Updates (By Virginia Mendoza):

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 and the project has been obligated.</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. Caltrans HQ has not given direction on the audit approval; 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 <sup>th</sup> St. from Palm Ave. to Olive Ave.	\$633	<i>Obligation for ROW issued 12-27-16, RFA for CON will be submitted 2017</i>
Holtville	CMAQ & RSTP & EAR-Repurpose	6 <sup>th</sup> 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 submitted on May 18<sup>th</sup>, project received E76</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 June</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 June</i>
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio	\$237	<i>RFA expected to be submitted in June</i>



		Vista Street from Holt Avenue to Heil Avenue in Seeley		
Westmorland	CMAQ	Paving H Street and 8 <sup>th</sup> Street	\$429	<i>RFA was submitted on April 20, 2017 and the E-76 was received by the agency.</i>
ICTC	CMAQ	Design of New Intermodal Transportation Center in the City of Calexico	\$559	<i>RFA was submitted on July 20, 2017.</i>
		<b>Total</b>	<b>\$9,978</b>	

- Ms. Mendoza and Mr. Baza gave an update on SB 1 Programs and guidelines. Emphasis was made on the Local Streets and Roads Program and the State Local Program. Staff agreed to provide more program details via email and more information would be shared in the August TAC meeting.
- LTA Updates (By Virginia Mendoza):
  - Ms. Mendoza requested that all agencies with an LTA Bond balance submit their project requests. 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 April 2017 of \$1.98 million; Calexico \$6 million; and, Imperial \$265,134. Agencies are highly encouraged to submit invoices.

4. Presentation on NEPA Process for Local Assistance Projects

Ms. Blake gave a Power Point Presentation on the NEPA process for Local Assistance projects. An overview of the presentation consisted of the following:

- context in project delivery
- laws and regulations
- process
- resources and compliance
- technical studies/reports
- NEPA documentation
- reevaluations
- PS&E and Construction

For a complete copy of the presentation, please contact the ICTC office.

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

- The Active Transportation Program (ATP) Augmentation grant applications are due to SCAG by 8/31/17. The grants will have a focus on disadvantage communities and are for non-infrastructure projects. All agencies are eligible to apply with the exception of the County of Imperial, City of El Centro and City of Westmorland.

6. Cities and County Planning / Public Works Updates:

- Agencies had no project updates.

7. Caltrans Updates / Announcements

Mr. Hovey had the following updates and announcements:

- Mr. Hovey stated he will ask Caltrans Right of Way division staff about coming out to make a presentation. Another environmental presentation will be considered focusing on Hazardous

Waste.

Mr. Chua had the following updates and announcements:

- Mr. Chua presented on upcoming trainings, meetings for Local Assistance.
- A complete list of inactive projects can be found at the link provided below.  
<http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

8. General Discussion / New Business

- Discussion was had about meeting in August. The TAC August meeting will be focused on SB 1 program requirements and announcements.

9. Meeting adjourned at 11:21 a.m.

# **V. CONSENT CALENDAR**

**C. EXTENSION OF CONTRACT FOR THE COORDINATION OF PUBLIC DIAL-A-RIDE PARATRANSIT SERVICES—IVT RIDE PUBLIC OUTREACH, BRANDING AND MARKETING**



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

August 10, 2017

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

**SUBJECT:** Extension of Contract for the Coordination of Public Dial-a-Ride Paratransit Services – *IVT RIDE Public Outreach, Branding and Marketing*

Dear Commission Members:

In 2014, ICTC completed a competitive bid focused on the public outreach, brand and logo development and marketing for the consolidation of the public dial-a-ride services for Brawley, Calexico, Imperial and the West Shores under the name of IVT RIDE. The Commission awarded the contract to the firm of Spectrum Advertising. In 2017, the El Centro service area was included by the Commission under the IVT RIDE services contracts and the marketing effort was then adjusted to accommodate the expanded service area.

The scope of work in the marketing Request for Proposal (RFP) was for a three-year period of time and included numerous bilingual public outreach meetings at the onset of the project within the communities for seniors and persons with disabilities. In addition, a brand and logo would be developed at the beginning of the project. The ensuing two years would primarily be focused on marketing activities including photography, brochures, radio and TV spots and the creation of an informative website.

During the last three years, a team approach was used whereby the brand and logo was created, a website was launched, videos, coin purses, magnets and pens with logos, brochures, a radio spot and a TV commercial aired. Approximately twenty three (23) bilingual public outreach events were conducted.

The IVT RIDE system is also currently undergoing a three-year review and a report is anticipated to be delivered to the Commission in September 2017.

The marketing contract allows for extensions subject to a mutual agreement on compensation. ICTC staff recommends extending the contract for \$31,700 for one year. This amount is consistent with the previous annual contract funding amount. It is recommended in order to maintain the basic marketing activities including but not limited to the website and informational brochures, until it is determined if any changes recommended by staff to the actual transit services are approved by the Commission.

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

Funding for this project is identified 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) Funding, 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.

The ICTC Management Committee met on August 9, 2017 and forwards this item to the Commission for their review and approval after public comment, if any:

1. Authorize the Chairman to sign the amendment extension for one year, FY 2017-18, for the continuation of the IVT RIDE Public Outreach, Branding and Marketing Consultant Agreement with the firm of Spectrum Advertising, for the not to exceed fee of \$31,700, effective July 1, 2017 through June 30, 2018.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Program Manager

MB/ksw/cl

1 **FIRST AMENDMENT TO AGREEMENT FOR SERVICES**

2  
3 This FIRST AMENDMENT TO AGREEMENT FOR SERVICES for public outreach, marketing,  
4 and brand and logo development services (“Amendment”), made and entered into effective this \_\_\_\_ day  
5 of \_\_\_\_\_, 2017 is by and between the IMPERIAL COUNTY TRANSPORTATION  
6 COMMISSION (“ICTC”) and NSD INVESTMENTS, INC., a California Corporation, d/b/a Spectrum  
7 Advertising, (“CONSULTANT”).

8 **WITNESSETH**

9 **WHEREAS**, ICTC entered into that certain Agreement for Services dated August 27, 2014,  
10 hereinafter the “Agreement”, and attached hereto as **Exhibit “1”**; and

11 **WHEREAS**, as set forth in section 6 of the Agreement, the Agreement has a three (3) year term;  
12 and

13 **WHEREAS**, section 22 of the Agreement provides that the Agreement may be amended and  
14 modified upon the mutual written consent of both parties; and

15 **WHEREAS**, ICTC and CONSULTANT desire to extend the Agreement for an additional one  
16 (1) year and establish the compensation for FY 2017-18; and

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

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

20 1. Section 6 of the Agreement is supplemented with the following:

21 **“COMPENSATION.**

22 This Agreement shall be extended one (1) year. The total compensation payable  
23 under this Agreement for FY 2017-18 shall not exceed thirty one thousand seven  
24 hundred dollars (\$31,700), unless otherwise previously agreed to by ICTC.”

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

26 ///

27 ///

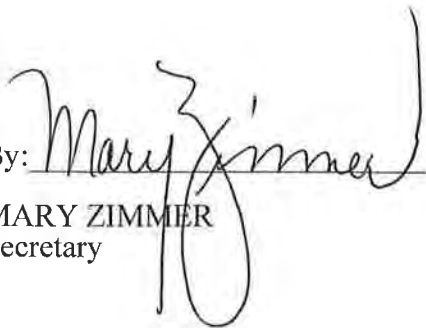
28 ///

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

3  
4 **IMPERIAL COUNTY**  
5 **TRANSPORTATION COMMISSION:**

**CONSULTANT:**

6  
7 By: \_\_\_\_\_  
8 Chairman

By:   
MARY ZIMMER  
Secretary

9  
10 **ATTEST:**  
11 \_\_\_\_\_  
12  
13 **CRISTI LERMA**  
14 **Secretary to the Commission**

15 **APPROVED AS TO FORM:**  
16 **KATHERINE TURNER**  
17 **COUNTY COUNSEL**

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

# **VI. REPORTS**

- A. ICTC EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF  
GOVERNMENTS
- C. CALTRANS - DISTRICT 11





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

## Memorandum

**Date:** August 1, 2017  
**To:** ICTC Commission Meeting  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the Commission Meeting on August 23, 2017.

- 1) **Update to the 2011 Short Range Transit Plan (SRTP) Request for Proposals:** ICTC staff is developing a Request for Proposals (RFP) for release on September 1, 2017 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) A review of transit service options on the West side of the Salton Sea
  - b) Expansion of IVT RIDE into other member agencies' service areas
  - c) Expansion of the IVT Blue, Green and Gold lines for Saturday and Sunday services
  - d) Review of the proposed intra-city circulators in the Cities of Calexico and Imperial
  - e) Review of yet to be implemented recommendations in prior 2011 SRTP for continued applicabilityThe project budget is established in the FY 2017-18 ICTC Overall Work Plan and Budget.
- 2) **Tour of Proposed New Facility for ICTC:** Members of the Commission received a tour of the proposed new ICTC facility in El Centro on August 9<sup>th</sup> from 4 p.m. to 6 p.m. The new proposed facility is the old Rabobank location on the corner of Main St. and Imperial Ave. (1498 W. Main St.).
- 3) **Caltrans Adams Avenue Site:** For the proposed acquisition, ICTC staff and consultant team have initiated the first phase of the feasibility analysis. ICTC is no longer pursuing a short-term lease. ICTC is coordinating access with Caltrans. Phase I of the feasibility analysis is scheduled to be completed in late September 2017.
- 4) **State Legislation for Transportation Funding – SB 1:** SB 1 was passed by the legislature and signed by the Governor. SB 1 provides new funding for transportation purposes, with investments fix-it-first purposes on local streets and roads, highways, transit operations and maintenance, capital investments, and active transportation. Over the next 10 years it is estimated SB 1 will provide \$52.4 billion for transportation purposes. The California Transportation Commission (CTC) is in the process of preparing guidelines for several programs that are part of SB 1. The programs include: State Highway Operation and Protection; Local Streets and Roads Program; Trade Corridor Enhancement Account; Active Transportation Program; Solutions for Congested Corridors Program; and Local Partnership Program.

Agencies will need to pay attention early to requirements that may impact your agency's budget process. Funding provided under the SB 1 Road Maintenance and Rehabilitation Account (RMRA) for local

streets and roads will be distributed to the cities and county based on the same formula as the Highway User Tax Account distribution. SB 1 also outlines a role for the CTC in the funding of projects. In order to receive an agency's formula share of the RMRA funds, the agency is required to submit a list of budgeted projects (having projects listed in CIPs is not sufficient) and ensure that its maintenance of effort is consistent with general fund expenditures as reported through the State Controller's office report for fiscal years 2010 through 2012. Both of these requirements pertain to the adoption of your local agency's 2017-18 budget. The list of potential projects submitted to the CTC must be included as SB1 funded in your agency's adopted annual budget. Agencies are recommended to consider SB 1 related requirement when working on their FY 2017-18 budget. Agency budgets should include potential projects that may be funded through the SB1 RMRA formula program and to also consider the new maintenance of effort requirement.

The CTC has indicated that for fiscal year 2017/2018, cities and counties should use the estimates prepared by the League of Cities and the State Association of Counties. The CTC has indicated that following the submittal of the budgeted list of projects, the local agency would have flexibility to administratively update or change the project list, but must report on SB1 expenditures on projects.

In developing local agency project specific lists, consideration should be made to Pavement Condition Index (PCI) of less than 80 based on the CSAC Statewide Streets and Roads Needs Assessment from 2016; agencies will be limited to road maintenance/rehabilitation, safety, railroad grade separation, complete street and traffic control device projects.

\$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.

<b>Agency</b>	<b>RMRA Amount FY 2017/2018</b>
Brawley	\$150,100
Calexico	\$227,196
Calipatria	\$43,534
El Centro	\$255,215
Holtville	\$34,426
Imperial	\$102,634
Westmorland	\$12,747
County of Imperial	\$2,656,079
<b>TOTAL</b>	<b>\$3,481,931*</b>

\*City estimate source is from California League of Cities - [FY 17-18 HUTA and RMRA Funding Estimates](#)

\*County estimate source is from California State Association of Counties - [http://www.counties.org/sites/main/files/file-attachments/fy\\_2017-18\\_huta\\_and\\_sb\\_1\\_revenue\\_estimates\\_041317\\_0.pdf](http://www.counties.org/sites/main/files/file-attachments/fy_2017-18_huta_and_sb_1_revenue_estimates_041317_0.pdf)

Staff recommends the Cities and the County to incorporate these estimates in your budget amendments and develop your prioritized list of specific projects and improvements that can be submitted to the CTC at the end of 2017.

CTC staff will be conducting SB 1 Program workshops throughout the state. ICTC staff plans to participate in the workshops and provide pertinent information with Imperial County member agencies. For more details of the SB 1 Programs Implementation Schedule, refer to the following link:

[http://www.catc.ca.gov/programs/SB\\_1/CTC\\_SB1\\_Implementation\\_Overview\\_Revised\\_080217.pdf](http://www.catc.ca.gov/programs/SB_1/CTC_SB1_Implementation_Overview_Revised_080217.pdf)

During the CTC meeting of August 16<sup>th</sup> and 17<sup>th</sup> the Local Streets and Roads Program guidelines were approved, refer to the following link:

[http://www.catc.ca.gov/programs/SB\\_1/081717\\_Final\\_LSR\\_Program\\_Reporting\\_Guidelines.pdf](http://www.catc.ca.gov/programs/SB_1/081717_Final_LSR_Program_Reporting_Guidelines.pdf) In addition,

the CTC also released the draft guidelines for the Local Partnership Program, refer to the following link:

[http://www.catc.ca.gov/programs/SB\\_1/LPP\\_Guidelines\\_Rev\\_081017.pdf](http://www.catc.ca.gov/programs/SB_1/LPP_Guidelines_Rev_081017.pdf)

- 5) **State Route 86 (Northbound) Border Patrol Checkpoint:** ICTC has initiated discussions with management and staff with Customs and Border Protections (CBP) Border Patrol regarding the potential to add a second inspection lane at this very busy checkpoint. Since July 2016, ICTC has been meeting (July 16<sup>th</sup>, October 24<sup>th</sup>, and December 20<sup>th</sup>) with Border Patrol, Caltrans and the County of Imperial to determine feasibility, costs and funding of required improvements within Caltrans and Border Patrol right-of-way. A goal of the meetings is to identify a streamlined feasible option for possible funding from the Measure D Regional Highway Set-aside fund since there are no current funds available in the foreseeable future. Caltrans assisted by completing a draft alternatives that would include four canopied inspection lanes (allowing two inspection lanes for vehicles and two inspection lanes for trucks) and improved secondary inspection, impound and employee parking areas. In May ICTC, CBP and Caltrans were still reviewing conceptual alternatives for an interim expansion to two lanes. On July 19, 2017, ICTC, Caltrans and County of Imperial met with CBP staff to review a new conceptual alternative. Comments were provided for subsequent review by CBP management and operations. Input is expected in late July/Early August 2017.
  
- 6) **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 expansions and Intelligent Transportation System (ITS) technologies for a total cost of \$35 million. Pending the possible funds for the bridge expansion ICTC is pursuing a donation authority request to U.S. Customs and Border Protection for the proposal bridge expansion.
  
- 7) **Active Transportation Program (ATP) Augmentation Planning Grant Opportunity:** As a part of Senate Bill (SB) 1, the 2017 Active Transportation Program (ATP) Augmentation is funded from the approximately \$200 million allocated from the Road Maintenance and Rehabilitation Account to the ATP in fiscal years 2017-18 and 2018-19. The Road Maintenance and Rehabilitation Account funds are state funds. Therefore, projects funded in the 2017 ATP Augmentation do not need to be federal-aid eligible. The initial programming capacity for the 2017 ATP Augmentation program is in fiscal years 2017-18 and 2018-19. Some fiscal year 2019-20 and 2020-21 programming capacity may become available as previously programmed projects request advancement into fiscal years 2017-18 and 2018-19.

The call for projects has opened on June 30, 2017 and applications are due by August 31, 2017. Project eligibility will be restricted to the following:

- Projects programmed in the adopted 2017 ATP that can be delivered earlier than currently programmed
- Projects that applied for funding in the 2017 ATP but were not selected for funding
- Under the Metropolitan Planning Organization (MPO) component, SCAG will accept ***New Planning Projects*** from agencies that have ***NOT*** been awarded ATP funds in prior cycles. For Imperial Valley, all agencies are eligible for this opportunity with the exception of: City of Westmorland, City of El Centro, and County of Imperial.

For a complete copy of the ATP Augmentation guidelines, refer to the following link: [http://www.catc.ca.gov/programs/ATP/2017/Final\\_2017\\_ATP\\_Augmentation\\_Guidelines.pdf](http://www.catc.ca.gov/programs/ATP/2017/Final_2017_ATP_Augmentation_Guidelines.pdf)

- 8) **Preparation of FTIP 2019 and RTP/SCS Amendment #3:** The 2019 Federal Transportation Improvement Program (FTIP) Guidelines have been prepared to facilitate the work of the County Transportation Commissions (CTCs) (Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura Counties), transit operators, and the State of California Department of Transportation Caltrans) in development of county Transportation Improvement Programs (TIPs) for inclusion in the Southern California Association of Governments (SCAG) 2019 FTIP. These Guidelines assist in the development of the county TIPs that fulfill the legal, administrative and technical requirements prescribed by the law and which minimizes duplicate efforts by the CTCs, Caltrans, SCAG and/or other agencies.

SCAG staff has released the draft guidelines for the 2019 FTIP. SCAG staff will receive input from ICTC and other member agencies on the draft guidelines prior to submitting them to the CTC on September 29, 2017. In addition, SCAG will open Amendment 3 of the 2016 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) to update or include new projects to meet the 2019 FTIP adoption. More information regarding RTP/SCS Amendment 3 will be provided by SCAG.

- 9) **Imperial Mexicali Binational Alliance Meeting:** A meeting was held on July 13, 2017 at the conference room of the Fairfield Inn & Suites in El Centro. The agenda included border infrastructure updates, economic development updates and a presentation of the 2017 Imperial Valley Border Economic Impact Study. The next meeting will be scheduled in Mexicali on September 14, 2017.
- 10) **Partnerships with IVEDC:**
  - a. Southern Border Broadband Consortium: ICTC in partnership with IVEDC received a California Advanced Services Regional Consortia Grant award of \$450,000 from their Rural and Regional Consortia program. The grant will cover a 3-year period. ICTC will be the fiscal agent and is working on developing an MOU which will define roles and responsibilities (Audits, Administration and Project Management) for ICTC and IVEDC. The MOU will be brought forth to the Commission for review and approval in late summer. For Imperial Valley, the project will evaluate broadband needs for our disadvantaged communities and identify opportunities to increase broadband availability.
  - b. The Brawley Transit Corridor Brownfield Assessment: ICTC in partnership with IVEDC received a Brownfields Communitywide Assessment Grant award of \$300,000 from the Environmental Protection Agency's Brownfields Assessment Program. This assessment will be focused along the transit circulator route within the 13 mile Imperial Valley Transit's (IVTs) Brawley Gold Line Transit Route and the Brawley Transit Center that serves as the IVTs North Imperial County transfer terminal. The commercial corridors in the target assessment area include over 100 known commercial properties and suspected historical gas station sites with known or suspected underground tanks in the target area. ICTC will be the fiscal agent and is working on developing an MOU which will define roles and responsibilities (Audits, Administration and Project Management) for ICTC and IVEDC. The MOU will be brought forth to the Commission for review and approval in late summer/early fall. The project will evaluate and prioritize properties for remediation with cost estimates. This will create opportunities for clean-up and remediation grants.
- 11) **I-8 / Imperial Avenue Interchange Reconstruction:** The region has an opportunity to accelerate the I-8 / Imperial Avenue 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 September 2017.
- 12) **Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project:** The audit is a state mandated requirement every three years for all TDA funds received in Imperial County. The audit is expected to be presented to the Commission in September.
- 13) **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.
- 14) **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 under development.

- 15) **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 July 2017.
- 16) **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. Caltrans HQ has not given direction on the audit approval; 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 <sup>th</sup> St. from Palm Ave. to Olive Ave.	\$633	<i>Obligation for ROW issued 12-27-16, RFA for CON was submitted July 2017</i>
Holtville	CMAQ & RSTP & EAR-Repurpose	6 <sup>th</sup> Street Pavement	\$682	<i>RFA for CON was submitted on January 24, 2017, pending obligation</i>
Imperial City	RSTP	Dogwood Road Pavement from Aten Rd. to Southeast City Limits	\$302	<i>RFA submitted on May 18<sup>th</sup></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 July 2017.</i>
Imperial County	ATP	Pedestrian Master Plan	\$100	<i>RFA expected to be submitted end of July 2017.</i>
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio Vista Street from San Diego Avenue to Holt	\$1,119	<i>RFA expected to be submitted end of July 2017.</i>

		Avenue in Seeley		
Imperial County	CMAQ	Pedestrian and Bicycle improvements along Rio Vista Street from Holt Avenue to Heil Avenue in Seeley	\$237	<i>RFA expected to be submitted end of July 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 <sup>th</sup> 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>E-76 was issued on 8/14/17</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>
		<b>Subtotal</b>	<b>\$16,114</b>	

17) **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:

<b>Project Description</b>	<b>Designation &amp; Cost</b>
<b>Widen bridge over the All American Canal at the Calexico East POE:</b> Widen of bridge over the All American Canal to six lanes at the Calexico East Port of Entry	CRFC (\$30M)
<b>Intelligent Transportation Systems (ITS) Implementation at Calexico East POE:</b> Install border wait-time monitoring systems, radio frequency identification (RFID)/Bluetooth technology, and advanced traveler information systems	CRFC (\$3M)
<b>SR-98 widening from VV Williams Avenue to Rockwood Avenue:</b> Widen SR-98 from 4 to 6 lanes from VV Williams Avenue to Rockwood Avenue	CUFC (\$10M)
<b>Forrester Road Corridor:</b> Forrester Road bridge over the New River reconstruction, roadway realignment and operational improvements	CRFC (\$20M)
<b>Menvielle Road Widening:</b> Widen Menvielle Road from 2 to 4 lanes between Carr Road to SR-98	CRFC (\$4.4M)

18) **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 consultant team has completed the contract work and SANDAG project team will be submitting the final report to ICTC and Caltrans by June 30, 2017. SANDAG project team is refining document design and using non-grant funding to carry out professional copyediting services on all public-facing documents. The final deliverables will be posted online Fall 2017. Virginia Mendoza, Project Manager

- 19) **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.
- 20) **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.
- 21) **2016 Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS), Amendment #1:** The Southern California Association of Governments (SCAG) has approved the regional 2016 RTP/SCS that has been accepted by the Air Resource Board. SCAG developed the RTP/SCS in collaboration with ICTC, other County Transportation Commissions, and local governments from the six county Southern California region through a bottoms-up, collaborative process. The RTP/SCS addresses many challenges including projected growth, changing demographics, climate change adaption, housing needs, and transportation demands.

SCAG has opened Amendment 1 of the 2016 RTP/SCS for any changes to existing projects or adding new projects. Projects listed in the RTP/SCS must be of regional significance and increase the road capacity. ICTC has received a request to submit 3 projects as part of Amendment 1. The amendments are necessary to our ability to fund and complete these projects if funding is made available. At their January 5<sup>th</sup> meeting SCAG Regional Council approved the release of the draft amendment for 30 day public review.

<b>Lead Agency</b>	<b>Project Description</b>	<b>Project Type</b>
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

- 22) **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 Boulevard; however, the city has faced a challenged and will need to amend the project’s CEQA document that will result in a 3 to 4 month delay. Caltrans has initiated construction for widening SR-98 for more details on the project, refer to Caltrans report. Caltrans is currently scheduled for completion in March 2018 to coincide with GSA’s Phase 1 completion of the Port expansion.

- 23) **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.

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

- July 28, 2017 – SANDAG Border’s Committee
- August 3, 2017 – SCAG Regional Council Meeting in Los Angeles
- August 9, 2017 – ICTC Management Committee and CCMA Meetings in Holtville
- August 9, 2017 – Tour of Potential New ICTC Offices
- August 15, 2017 – IVEDC Executive Board and Board of Directors - Strategic Partners Meeting in San Diego (attended by staff)
- August 16-17, 2017 – California Transportation Commission (CTC) Meeting in Oakland (attended by staff)





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

**Program Activity through July 31, 2017**

Member	Launch Date	Eligible Housing Units *	Total Applications Received	Applications Approved	Approved Amount	Funded Projects	Funded Amount	Jobs Created and/or Retained***	Type of Projects			Solar kW Installed	Annual kWh Saved	Annual CO2 Reduced (Tons)
									Energy	Water	Renewable			
Brawley	5/23/2014	5,590	259	164	\$4,540,117	86	\$1,156,245	10	96	0	31	75	896,431	232
Calexico	3/24/2015	7,374	575	341	\$11,128,514	197	\$2,480,852	21	179	2	86	222	2,240,871	578
Calipatria	3/24/2015	758	10	4	\$102,074	4	\$49,711	0	4	0	0	0	36,617	9
El Centro	5/23/2014	9,250	436	291	\$8,752,301	148	\$1,995,027	17	147	8	48	134	1,593,261	409
Holtville	3/24/2015	1,248	55	40	\$1,066,043	20	\$231,548	2	18	0	8	14	193,825	50
Imperial	6/10/2015	4,622	194	148	\$4,938,943	81	\$1,280,021	11	69	13	39	116	832,577	220
Westmoreland		596							Has not adopted Resolution of Participation					
Imperial County Unincorporated	11/14/2014	9,506	224	138	\$4,472,759	69	\$1,017,850	9	73	3	18	49	711,463	182
<b>Total</b>		<b>38,944</b>	<b>1,753</b>	<b>1,126</b>	<b>\$ 35,000,751</b>	<b>605</b>	<b>\$ 8,211,253</b>	<b>70</b>	<b>586</b>	<b>26</b>	<b>230</b>	<b>610</b>	<b>6,505,045</b>	<b>1,681</b>

\*\* 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, August 23, 2017  
**To:** ICTC Commission Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**Re:** **Southern California Association of Government's (SCAG) Report**

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The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Meeting August 23, 2017.

- 1. SCAG 2017 Active Transportation Program (ATP) Supplemental Call for Projects:** The Road Maintenance and Rehabilitation Account established through the adoption of Senate Bill 1(SB1) provides an additional \$100 million a year, starting in fiscal year 2017-18, for the California Active Transportation Program (ATP). On June 26, 2017, the California Transportation Commission (CTC) is expected to approve the 2017 ATP Augmentation Guidelines to provide direction on the allocation and programming of fiscal year (FY) 17-18, FY 18-19 funds, for a total of \$200 million. The guidelines maintain the program's traditional funding structure of awarding grants through three competitive components: Statewide Component, Small Urban & Rural Component and Metropolitan Planning Organization (MPO) Component. SCAG's share of the MPO Component is \$40 million. The majority of new awards across all three components will be directed to the augmentation of the 2017 ATP, either through advancement of projects previously recommended for funding or to support projects that were submitted and scored, but not funded, as part of the 2017 ATP. SCAG will also reissue the regional 2017 supplemental call for projects for planning and non-infrastructure projects to fund new project proposals that are aimed at building local capacity for future ATP funding cycles. A minimum of five (5) percent, or \$2 million, will be awarded for planning and non-infrastructure projects. The supplemental call for projects will be released today, July 6, 2017, as the Sustainability Planning Grants: 2017 Active Transportation Call for Proposals. ***An informational workshop for potential applicants will be hosted at SCAG on July 20, 2017 and will be available in webinar format.*** Questions can be directed to Stephen Patchan, Senior Planner, Active Transportation & Special Programs, (213) 236-1936, [patchan@scag.ca.gov](mailto:patchan@scag.ca.gov).
- 2. 2017 SCAG Housing and Economic Summit:** SCAG has set the date of November 9<sup>th</sup> for a joint Economic and Housing Summit. The event will be held in downtown Los Angeles at the L.A. Hotel. Further details will be made available as they are confirmed.



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- 3. Open Data/Big Data – Smart and Connected SCAG Region Committee and Survey:** This committee comprises elected officials, university partners, private sector interests, and other regional stakeholders in an effort to support local agencies in developing capacity around big and open data. This is an opportunity to help our member cities to exploit the benefits of data driven decision-making in the face of rapidly changing technology by identifying key regional data needs and gaps to provide resources and expertise that our local jurisdictions will need to be successful.

As part of that effort, we will be conducting a regional data survey to ascertain the data needs of the region. The survey was sent August 15th and will be open until September 8th COB, so that we can report back preliminary findings at the September Committee meeting. The primary audience for the survey is local governments. However, Committee members have requested that we also send the survey out to stakeholders such as health departments, community based organizations, and universities. If you have any questions, please contact Rye Baerg, Kim Clark, or Mike Jones.

- 4. SCAG “Go-Human” Campaign:** A second round of “GO-Human” advertising is underway. 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. Other Imperial County agencies and Cities will receive yard signs and other promo materials. Please feel free to contact David Salgado if interested.
- 5. 2017 SCAG Internship Program:** The SCAG Scholarship Committee met and approved 2 awardees for the County of Imperial. The interns will work to complete eighty hours in the local SCAG office and will be awarded \$4,000 each to be used on college expenses. SCAG Past President and City of El Centro Mayor Pro-Tem, Cheryl Viegas-Waker, Chairs the committee.
- 6. SCAG Cap and Trade Regional Equity Legislative Effort:** Governor Brown is actively pushing for an extension of the state’s Cap and Trade program. As a part of the push for renewal SCAG is actively advocating for language in the extension to include “regional equity” in order to ensure the SCAG region receives an equal share of the program funds moving forward. Under previous cycles SCAG has received approximately 30% of funds while representing over 50% of the state’s population and many urban population centers where funding can be best utilized and is needed. Cap and Trade funds are vital in the achievement of GHG reduction goals at a time when the state is actively pushing for increases in required reductions in the SCAG region.
- 7. 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



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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.

8. **SCAG 2017 Local Profiles:** 2017 Final Local Profiles are posted on the SCAG website and readily available. Hard copies may be provided upon request. Questions can be directed to Ping Chang or Mike Gainor at SCAG.
9. **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.
10. **SCAG Regional Council and Policy Committees:** SCAG's Regional Council and policy committee meetings will take place Thursday September 7<sup>th</sup>, 2017 at SCAG's main offices in Los Angeles. **SCAG will be dark the month of August and January 2018.**
11. **2016 RTP/SCS FINAL APPROVAL:** On April 7, 2016, SCAG's Regional Council adopted the 2016 RTP/SCS, a long range visioning plan that balances future mobility and housing needs with economic, environmental and public health goals. The Plan charts a course for closely integrating land use and transportation – so that the region can grow smartly and sustainably. It outlines more than \$556.5 billion in transportation system investments through 2040. The Plan was prepared through a collaborative, continuous, and comprehensive process with input from local governments, county transportation commissions, tribal governments, non-profit organizations, businesses and local stakeholders within the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura.

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



**Date:** August 18, 2017  
**To:** ICTC Commissioner's  
**From:** Laurie Berman, Caltrans District 11, District Director  
**Re:** **District Director's Report**

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Commissioner's meeting of August 23, 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. Completion of the entire project is scheduled for 2019.

- 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 in September, approximately five months ahead of schedule.
- Segment 2, which is located 26 miles east of El Centro from west of SR-98/I-8 separation to 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 in September, approximately one year ahead of schedule.

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

- Segment 3, near Winterhaven from west of the SR-186/I-8 separation to 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. Both westbound and eastbound I-8 traffic are using the newly constructed freeway.

The remaining two segments have been awarded and are scheduled to begin construction in summer 2017. These two segments are:

- Segment 4, is divided into two sections located near El Centro from west of I-8/SR-111 separation to just west of Anderholt Road overcrossing and from east of the East Highline Canal Bridge to west of the I-8/SR-98 separation. This segment began construction on July 10, 2017. Traffic was reduced to one lane in each direction on the five-mile section of I-8 from west of SR-111 to just east of Barbara Worth Drive beginning July 20, 2017.
- Segment 5, is located near Winterhaven from west of Ogilby Road overcrossing west of the I-8/SR-186 separation. This seven-mile segment began construction the week of June 12, 2017. Both travel directions have been switched to the I-8 eastbound lanes divided by k-rail, reducing traffic to one lane in each direction. In addition, the westbound on- and off-ramps at Ogilby Road (Exit 159) are closed to traffic.

### **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.

Beginning on Tuesday, July 18, 2017 - the SR-98 closure from VV William Avenue to Cesar Chavez Boulevard in Calexico will extend through the intersection for four months for Stage 3 work.

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

The Caltrans Public Information Office issued a News Release with Detour Map on July 13, 2017. The project team conducted outreach in advance to some businesses, agencies and schools.

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

This project will sidewalks and a bus shelter. Construction has begun on this project, however; Phase 1 has halted on this project due to the summer heat. Design will be complete for the remaining phases in fall 2017. This project is a coordinated effort between Caltrans and ICTC.

#### **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. Planning:**

#### **Senate Bill 1 – New Grant Opportunities:**

The Department of Transportation (Caltrans) Division of Transportation Planning is on a fast track to develop grant guides and launch the new Senate Bill 1, The Road Repair & Accountability Act of 2017, planning grant funds. Caltrans encourages input from all stakeholders in the development of the grant guides. Caltrans anticipates that the final grant guide for the Senate Bill 1 Transportation Planning Grants will be released with the call for grant applications in September 2017. There will be \$25 million available statewide.

The Senate Bill 1 Adaptation Planning Grants call for grant applications is anticipated to be in January 2018. The Senate Bill 1 planning grant funds are in addition to the FY 2018/2019 Sustainable Transportation Planning Grants which are also expected to have a call for applications in January 2018. This category will have \$20 million over three years available statewide.

## **Planning (Continued):**

### Grants Underway:

#### *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.
- d. The data has been collected and the cross border business interviews are almost completed. The consultants are working on the model development component of the grant at this point. The consultants developed a white paper on available technology that could provide on-going border wait times data collection. It would be up to the Federal Government to decide what technology may work best at these POEs.

#### *Imperial County Transportation Model Update*

The Project Team held monthly coordination meetings on the project status, actions taken, and next steps. The last two meetings addressed issues from traffic analysis zones (TAZs) updates and refinement, centroid connector editing, highway network adjustment including extra nodes additions based on review and comments provided by Caltrans/D11, to traffic counts analysis following the field study which was completed by Traffic Research & Analysis, Inc. in early July. Next, SCAG will be working on the social, economic and demographic (SED) data forecasting in a zonal basis for future years, and the consultant is ready to move into base-year model calibration

### Upcoming Grant Projects

#### *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.



## **Planning (continued):**

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.

This 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.

## **5. Local Assistance:**

### Inactive Projects

The cities of Brawley, El Centro, and Holtville have projects *soon to be flagged* for inactivity. Please transmit invoices to Joseph Chua in District 11 by November 20, 2017. A complete list of inactive projects can be found at the link provided below.

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

### Safe Harbor Rate Test and Evaluation Period Extended Again

Beginning July 1, 2013, the Federal Highway Administration (FHWA) initiated a Safe Harbor Cost Rate Test and Evaluation program for Architectural and Engineering (A&E) consulting firms involved in federal-aid highway funded projects. FHWA has informed participating states that the program has been extended to run through December 31, 2017.

The Safe Harbor program provides a framework for A&E consulting firms to establish a cost history for the eventual development of an indirect cost rate compliant with Title 48 Code of Federal Regulation Section 31. The framework:

- Removes a financial management barrier inhibiting new, small, or disadvantaged but qualified architectural and engineering consulting firms from entering the local agency administered, Federally-funded engineering services market;
- Provides a framework for these consulting firms to establish a cost history for the eventual development of an indirect cost rate for the firm in accordance with the Federal Cost Principles; and
- Enhances State DOT oversight of consulting firm compliance with the Federal Cost Principles by allowing limited State DOT audit resources to shift to higher risk firms and contracts under a risk-based approach.

### New Senate Bill 1 – “Rebuilding California” Workshop/Events Schedule and Website

Senate Bill 1 (SB1) invests \$54 billion over the next decade to fix roads, freeways and bridges in communities across California and puts more dollars toward transit and safety, half of

### **Local Assistance (Continued):**

which will go to cities and counties for local road projects. Upcoming event/workshop schedules, as well as the previous meeting materials/presentations, can be found at this link provided below.

<http://catc.ca.gov/programs/SB1.html>

Learn more details about SB1 by visiting the newly launched SB1 website as well.

<http://www.rebuildingca.ca.gov>

#### **September 15: Southern California Local Assistance Management Meeting (SCLAMM)**

Caltrans welcomes the FHWA, as well as Local Public Agency staff in regions represented by SCAG and SANDAG, to attend SCLAMM.

More information will be provided prior to the meeting (see attached reminder).

Location: Caltrans District 12, 1750 East 4th Street, San Clemente Room, Santa Ana, CA 92705 Contact: Monroe Johnston, Caltrans District 12, at [Monroe.Johnston@dot.ca.gov](mailto:Monroe.Johnston@dot.ca.gov) or 657-328-6274.

#### **Revised: "Transportation Conformity. A Basic Guide for State & Local Officials"**

FHWA recently updated this guide to help State and local officials understand transportation conformity and how conformity requirements relate to community transportation investments. This February 2017 revision can be found at the link provided below.

[https://www.fhwa.dot.gov/environment/air\\_quality/conformity/2017\\_guide/](https://www.fhwa.dot.gov/environment/air_quality/conformity/2017_guide/)

#### **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](mailto:Tiffany.Julien@dot.gov) or 202-366-9241.

This April 2017 study can be found at the link provided below. This study is an example that can be used by the Imperial County Region for freight fund opportunities.

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

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

### **September 20 (San Diego) and September 21 (El Centro): A&E Consultant Contracts**

Learn how to comply with federal and state regulations for Architectural & Engineering (A&E) Consultant Contracts. Local agencies are at risk of losing funding due to noncompliance. Please check for updates through an online registration link below.

<http://www.localassistanceblog.com/ae-training>

### **October 30 – November 3, 2017: Resident Engineers (RE) Academy**

*Location: Caltrans District 11, 4050 Taylor Street, Gallegos Room, San Diego 92110*

This week-long course "is a practical, interactive academy that provides core training for resident engineers. The subject matter experts and instructors use a real-life approach to deliver information utilizing examples, problem-solving activities, and exercises. The Resident Engineers Academy also provides a unique learning environment designed to promote networking."

RE Academy registration is expected to remain only \$50.00 for local agencies. However, fees have yet to be announced.

Contact Debora Ledesma-Ribera at [Debora.Ledesma-Ribera@dot.ca.gov](mailto:Debora.Ledesma-Ribera@dot.ca.gov) to be considered for priority registration.

### **November 14, 2017: Emergency Relief (ER) Refresher Course**

*Location: Caltrans District 11, 4050 Taylor Street, Gallegos Room, San Diego 92110*

Caltrans program managers will provide an ER Program presentation and be available to answer questions. For further information on the ER Program, please refer to the Local Assistance program page: <http://dot.ca.gov/hq/LocalPrograms/erp/erp.html>

### **April 9-13, 2018: Federal Aid Series**

*Location: Caltrans District 11, 4050 Taylor Street, Gallegos Room, San Diego 92110*

Please check for updates through an online registration link below:

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

**Local Assistance (continued):**

Federal Aid Series

District 11 plans to host this series in the 2017-18 fiscal year. Please check for updates through the online registration link below:

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

Final Roadway Departure Safety Workshop for 2017

Hanford, CA – September 27, 2017 (Southern California training sites will be considered for 2018.)

Free workshops will be held for training on roadway departure crashes occurring 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.

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

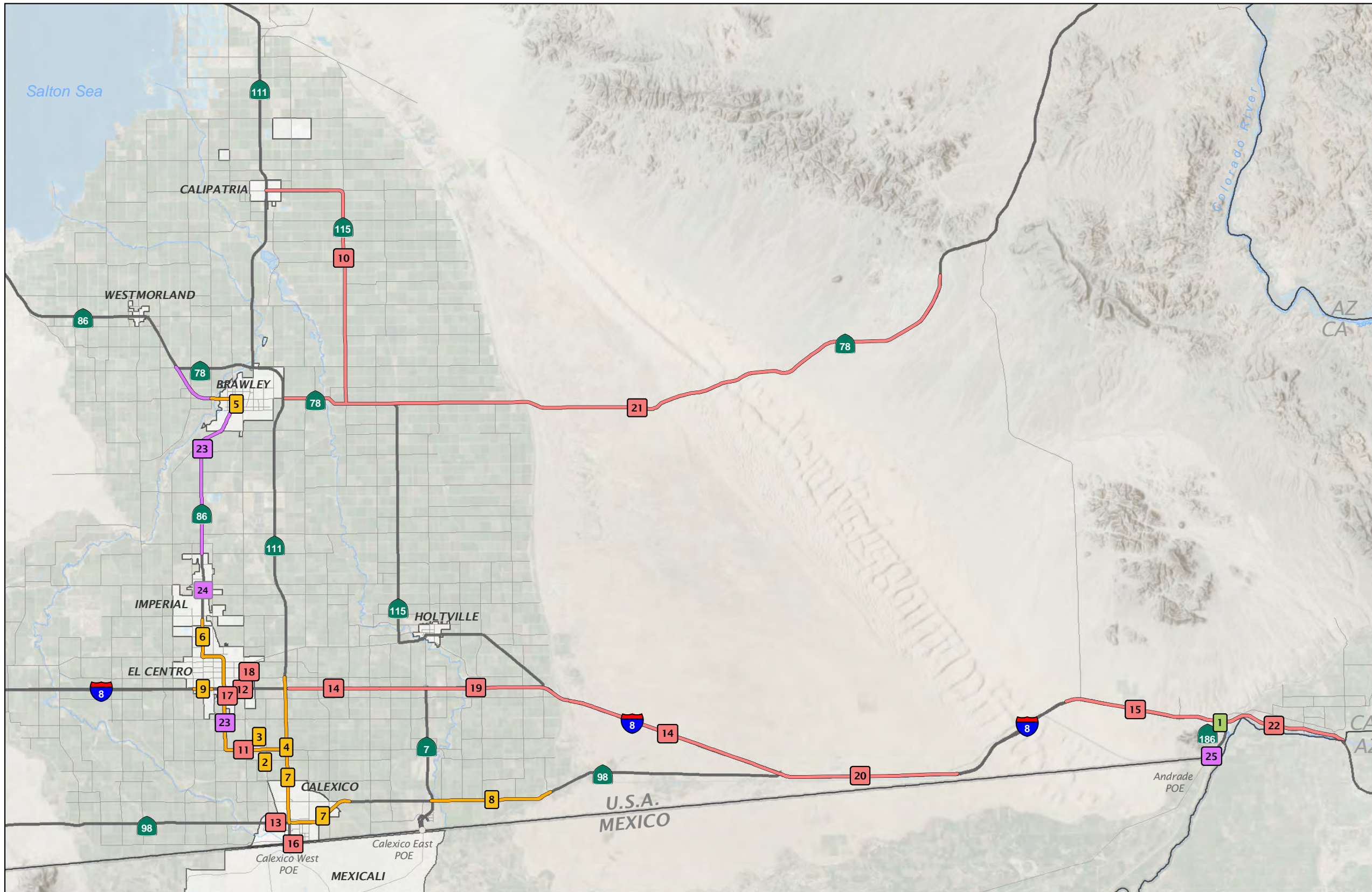
<http://www.dot.ca.gov/hq/LocalPrograms/HSIP/training.htm>

Customer Service Survey

This pilot program supports a Caltrans Strategic Management Plan Goal of Organizational Excellence. An external survey ranked Local Assistance as the Division of Caltrans that external agencies interact with most on a regular basis. HQ-Division of Local Assistance and District Offices will recognize employees who go above and beyond, document best practices and identify needed training.

So, how did we do? Help us serve you better! The Caltrans Local Assistance Customer Service Survey can be found at the link provided below.

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



## ENVIRONMENTAL

## DESIGN

1. SR-186/I-8 Interchange Improvements
2. SR-86/"Heber Ave" Sidewalk, Transit, & ADA Improvements Phases 2 & 3\*  
Design Complete Fall 2017
3. SR-86/Dogwood Road Intersection Improvements\*  
Design Complete Fall 2017
4. SR-86/SR-111 Intersection Improvements\*  
Design Complete Fall 2017
5. SR-86 Pavement Rehabilitation  
Design Complete Fall 2017
6. SR-86 Pavement Rehabilitation  
Design Complete Fall 2017
7. SR-111/SR-98 Pavement Rehabilitation  
Design Complete Fall 2017
8. SR-98 Pavement Rehabilitation  
Design Complete Fall 2017
9. I-8/Imperial Ave Interchange Improvements  
Design Complete Spring 2019

## CONSTRUCTION

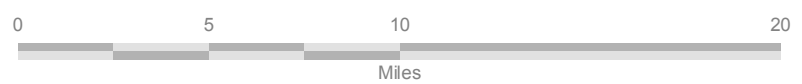
10. SR-115 Pavement Rehabilitation  
Construction Complete Fall 2017
11. SR-86/"Heber Ave" Sidewalk, Transit, & ADA Improvements Phase 1\*  
Construction Start Fall 2017
12. Dogwood Road Landscape  
Construction Start Fall 2016
13. SR-98 West Widening Phase 1 B  
Eady Ave to Ollie Ave  
Construction Complete Spring 2018
14. I-8 Pavement Rehabilitation at Various Locations  
Construction Start Summer 2017
15. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186  
Construction Start Summer 2017
16. SR-111 Calexico West - GSA POE Reconfiguration\*  
Construction Complete Spring 2018
17. I-8/Dogwood Rd Interchange Improvements  
Construction Complete Fall 2017
18. El Centro Maintenance Station  
Phase 2 - Construction Complete Summer 2017
19. I-8 Pavement Rehabilitation  
Construction Complete Summer 2017
20. I-8 Pavement Rehabilitation  
Construction Complete Summer 2017
21. SR-78 Pavement Rehabilitation  
Construction Complete Fall 2017
22. I-8 Pavement Rehabilitation  
Construction Complete Spring 2018

## RELINQUISHMENT

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



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



**Abbreviations:**  
GSA: General Services Administration

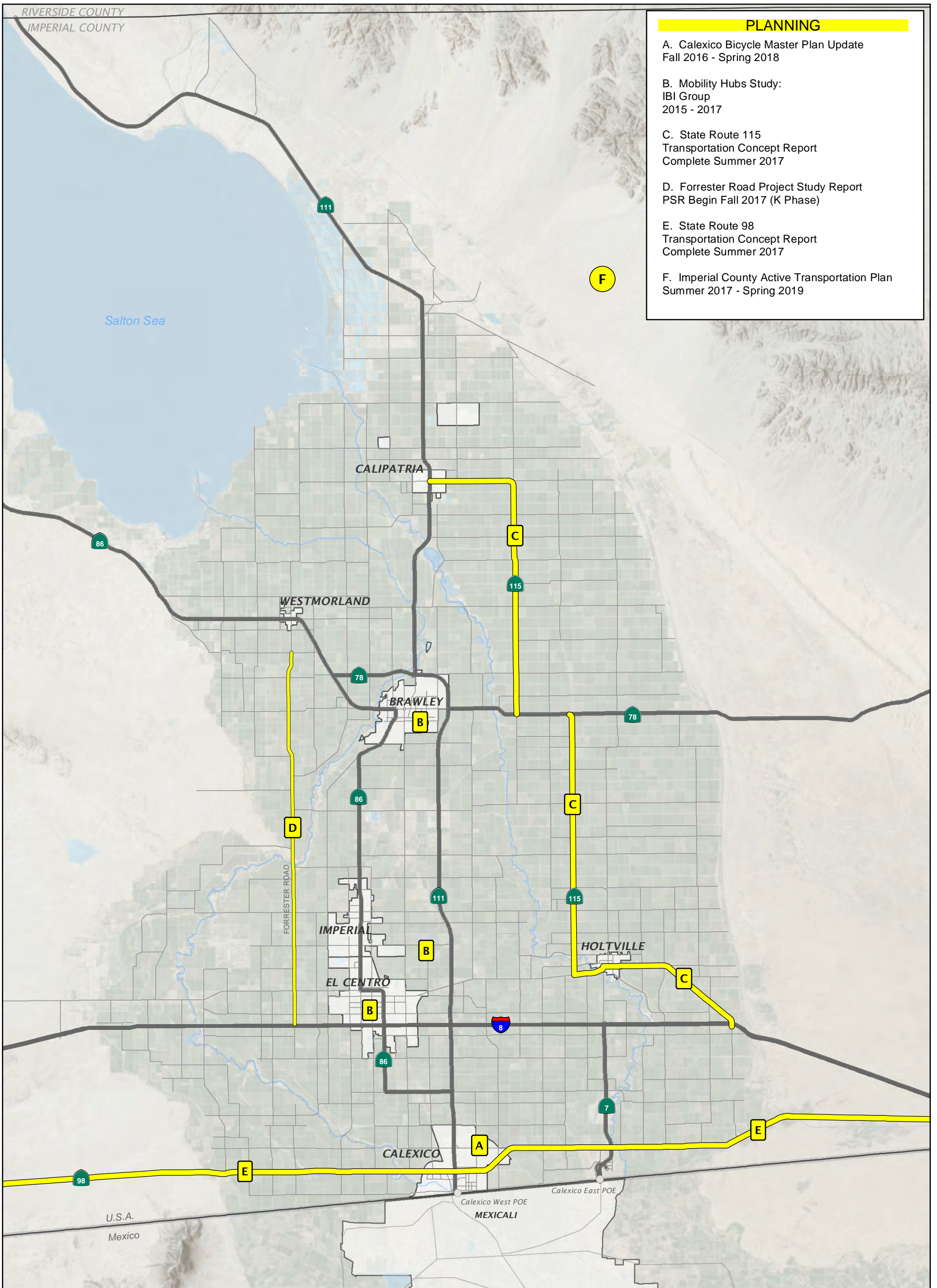
POE: Port of Entry



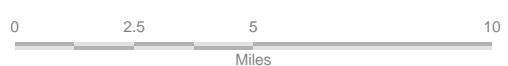
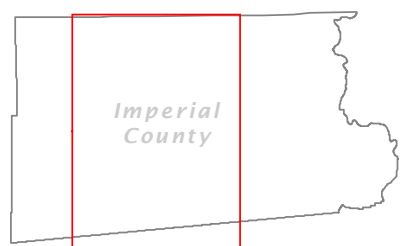
Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. data provided is "as is" without warranty of any kind.

\* 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 Bicycle Master Plan Update  
Fall 2016 - Spring 2018
  - B. Mobility Hubs Study:  
IBI Group  
2015 - 2017
  - C. State Route 115  
Transportation Concept Report  
Complete Summer 2017
  - D. Forrester Road Project Study Report  
PSR Begin Fall 2017 (K Phase)
  - E. State Route 98  
Transportation Concept Report  
Complete Summer 2017
  - F. Imperial County Active Transportation Plan  
Summer 2017 - Spring 2019



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

Date:06/08/2017

# A&E CONSULTANT CONTRACTS

## 2-Hour Intensive

### Learn How to Comply with Federal and State Regulations for Architectural & Engineering (A&E) Consultant Contracts

#### Topics Covered:

- Revised Consultant Contract Reviewer Checklist (Exhibit 10-C)
- New Submittal Process
- 2017 Process Review Results and Common Deficiencies

There is no fee for this training.

#### Who Should Attend?

All California local agency staff who work on consultant contracts should attend.

#### Why Is This Training Important to Local Agencies?

New procedure starting October 1, 2017. Local agencies are at risk of losing funding due to noncompliance. Learn how to avoid the risk of noncompliance by attending this class.

#### How to Register?

Register online at:

[www.localassistanceblog.com/ae-training/](http://www.localassistanceblog.com/ae-training/)



CALTRANS DIVISION OF  
LOCAL ASSISTANCE



For more information on this A&E training, please contact Pauline Cueva, Caltrans, Division of Local Assistance at [pauline.cueva@dot.ca.gov](mailto:pauline.cueva@dot.ca.gov) or 916-651-6872.



**Caltrans**<sup>®</sup>



**SCLAMM**

Southern California

Local Assistance

Management Meeting

**Hosted By District 12**

<u>PLACE</u>	<u>DATE</u>	<u>ROOM</u>
1750 East 4 <sup>th</sup> Street Santa Ana, CA 92705	September 15, 2017  <b>MARK YOUR CALENDARS!</b>	Ground Floor San Clemente Room

If you have any questions please contact: Andrew at [andrew.le@dot.ca.gov](mailto:andrew.le@dot.ca.gov) (657) 328-6314 or Monroe at [Monroe.johnston@dot.ca.gov](mailto:Monroe.johnston@dot.ca.gov) (657) 328-6274. More information will be provided as we approach the SCLAMM meeting date.

**SCLAMM, Presented by Caltrans Staff for Local Public Agencies.**

**Who is invited:**

**Southern California Local Agencies; Districts 7, 8, 11, and 12; FHWA**



# **VII. ACTION CALENDAR**

## **A. ICTC OVERALL WORK PROGRAM (OWP) AND BUDGET FY 2017-18, AMENDMENT #1**



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

August 10, 2017

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

SUBJECT: ICTC Overall Work Program (OWP) and Budget FY 2017-2018  
Amendment #1

Dear Commission Members:

The Fiscal Year (FY) 2017/2018 Imperial County Transportation Commission (ICTC) Overall Work Plan (OWP) and Budget was presented and approved by the Commission on June 28, 2017. The OWP and Budget is divided into the core programs of Transit Planning and Program Management and the Regional Transportation Planning and Programming.

The additional federal revenues are the result of recently confirmed grant funding, as well as, a decrease in the State revenue – State Transit Assistance (STA) program in the budget. The increase allows us to expand the use of the federal funding for transit operations, and shift the previously budgeted Local Transportation Fund (LTF) revenues to the transit capital fleet reserve in order to continue to achieve the goal of scheduled replacement of the ICTC owned bus fleet.

Attachment A illustrates the requested Budget Amendment #1. The changes are also highlighted within the OWP and the Transit Programs Finance Plan, also attached. There are no changes in the Regional Transportation Planning Budget at this time. The result is an overall increase in revenue and expenses by 7.2%, or from \$16,177,806 to \$17,337,584. The changes are summarized as follows:

#### Revenues

1. Increase to the federal Section 5307 grant program revenue for the operations of transit services (row A)
2. Reduction of the State Transit Assistance (STA) revenue (row H)

#### Expenditures

1. Increase to the ICTC Transit Fleet Capital Reserve for future bus replacement (row AA)
2. Reduction of the TDA Operating Reserves (row BB)

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

The ICTC Management Committee met on August 9, 2017 and forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the FY 2017-18 Overall Work Program and Transit Finance Plan Budget Amendment #1

Sincerely,



MARK BAZA  
Executive Director

MB/ksw/cl

Attachment

## Attachment A

## IMPERIAL COUNTY TRANSPORTATION COMMISSION FUNDING SOURCES

					Budget	amend 1	
					FY 2017-18	FY 2017-18	%
1	2	3	4	5	6	7	8
<b>REVENUES</b>							
<b>FEDERAL</b>							
A	FTA SEC 5307 (Urban)				\$1,935,901	\$3,276,940	69.3%
B	FTA SEC 5309 - Imperial Transfer Terminal				\$747,000	\$747,000	0.0%
C	FTA SEC 5310 Regional Mobility Management				\$104,977	\$104,977	0.0%
D	FTA SEC 5311 (Rural) - Rural Transit Services				\$1,259,053	\$1,259,053	0.0%
E	CMAQ				\$495,000	\$495,000	0.0%
F	SUBTOTAL				\$4,541,931	\$5,882,970	29.5%
<b>STATE</b>							
G	TDA - LOCAL TRANSPORTATION FUND (LTF)				\$6,449,505	\$6,449,505	0.0%
H	TDA - STATE TRANSIT ASSISTANCE (STA)				\$1,102,000	\$920,739	-16.4%
I	STIP- PLANNING, PROGRAMMING & MONITORING (PPM)				\$300,000	\$300,000	0.0%
J	PROP 1B - PTMISEA				\$186,250	\$186,250	0.0%
K	PROP 1B - CTS GP				\$400,014	\$400,014	0.0%
L	SUBTOTAL				\$8,437,769	\$8,256,508	-2.1%
<b>LOCAL</b>							
M	FARE REVENUE				\$1,113,941	\$1,113,941	0.0%
N	ON HAND/INTEREST				\$613,332	\$613,332	0.0%
O	LOCAL TRANSPORTATION AUTHORITY (LTA) 2% transit set a side				\$440,000	\$440,000	0.0%
P	LOCAL TRANSPORTATION AUTHORITY (LTA) 5% set a side				\$862,500	\$862,500	0.0%
Q	ICTC MEMBER AGENCY CONTRIBUTIONS				\$100,000	\$100,000	0.0%
R	SCAG/IVEDC CONTRIBUTIONS				\$68,332	\$68,332	0.0%
S	SUBTOTAL				\$3,198,105	\$3,198,105	0.0%
T	TOTAL				\$16,177,806	\$17,337,584	7.2%

## EXPENDITURES

U	REGIONAL TRANSIT				\$7,263,968	\$7,263,968	0.0%
V	LOCAL TRANSIT				\$1,840,412	\$1,840,412	0.0%
W	TRANSIT CAPITAL (Vehicle Prcmt & Transit Facilities)				\$2,662,066	\$2,662,066	0.0%
X	TRANSIT CAPITAL Miscellaneous				\$435,014	\$435,014	0.0%
Y	TRANSIT OPS Maintenance				\$220,000	\$220,000	0.0%
Z	MISC Projects and Improvements				\$857,500	\$857,500	0.0%
AA	ADMINISTRATION AND PLANNING				\$2,236,574	\$2,236,574	0.0%
BB	TRANSIT CAPITAL FLEET RESERVEs				\$0	\$1,500,467	0.0%
CC	REVENUE STABILIZATION/ OPERATING RESERVES				\$479,272	\$138,583	-71.1%
DD	BIKES AND PEDS Art 3				\$183,000	\$183,000	0.0%
EE	TOTAL				\$16,177,806	\$17,337,584	7.2%

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2017-18 OVERALL WORK PROGRAM AND TRANSIT PROGRAMS FINANCE PLAN Amend 1**

Projected Revenues													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	<u>FEDERAL</u>					<u>SUBTOTAL</u>	<u>TOTAL</u>		<u>STATE</u>		<u>SUBTOTAL</u>	<u>TOTAL</u>	
A	FTA 5307 Urban	2017	\$3,276,940		\$3,276,940				STA	2017-18	\$920,739	\$920,739	
B	FTA 5309 Capital	2011-12	\$747,000		\$747,000								
C	FTA 5310 MMP	2014-15	\$104,977		\$104,977				STIP - PPM	2016-17	\$300,000	\$300,000	
D													
E	FTA 5311 Rural	2017	\$206,018		\$206,018				LTF SB325	2017-18	\$6,100,000		
F		2016	\$95,893		\$95,893					2015-17	\$349,505	\$6,449,505	
G		2013-14/ 2014-15	\$957,142		\$1,259,053								
H	CMAQ	FY 2016-17	\$495,000		\$495,000	\$5,882,970			PTMISEA	2009-10	\$186,250	\$186,250	
I													
J	<u>LOCAL</u>												
K	Fare revenue	2017-18	\$1,113,941		\$1,113,941				CTSGP	2012-13	\$133,338		
L	On Hand /Int	2016-17	\$613,332		\$613,332					2015-16	\$133,338		
M	LTA 2% and 5%	2017-18	\$1,302,500		\$1,302,500					2016-17	\$133,338	\$400,014	\$8,256,508
N	SCAG/IVEDC/member cont	2017-18	\$168,332		\$168,332	\$3,198,105							
													\$17,337,584

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	
<b>Regional Transit Services</b>													
O	Total \$	7,263,968	\$ 938,190	\$ -	\$ -	\$ -	\$ -	\$ 301,911	\$ 3,276,940	\$ 920,739	\$ 1,826,188	\$ 7,263,968	
<b>Local Transit Services</b>													
P	Total \$	1,840,412	\$ 175,751	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,314,661	\$ 1,840,412	
<b>Transit Capital Vehicle and Facilities</b>													
Q	Total \$	2,662,066	\$ -	\$ 64,000	\$ 495,000	\$ 95,000	\$ -	\$ 186,250	\$ 1,704,142	\$ -	\$ 117,674	\$ 2,662,066	
<b>Transit Capital Miscellaneous</b>													
R	Total \$	435,014	\$ -	\$ -	\$ -	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ 35,000	\$ 435,014	
<b>Transit Ops Facility Maintenance</b>													
S	Total \$	220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ 220,000	
<b>Misc Projects and Improvements</b>													
T	Total \$	857,500	\$ -	\$ -	\$ -	\$ 857,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 857,500	
<b>ICTC Transit Admin/Operations</b>													
U	\$	866,039	\$ -	\$ 20,000	\$ -	\$ 25,000	\$ -	\$ 104,977	\$ -	\$ -	\$ 716,062	\$ 866,039	
<b>ICTC Transit Plans/Programs</b>													
V	\$	717,870	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397,870	\$ 717,870	
<b>ICTC Regional Planning</b>													
W	\$	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	
<b>ICTC Transit Fleet - Capital Reserve</b>													
Y	\$	1,500,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,467	\$ 1,500,467	
<b>Revenue Stabilization/ Operating Reserve</b>													
Z	\$	138,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,583	\$ 138,583	
AA	Bikes and Peds Art 3	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,000	\$ 183,000	
BB	<b>Total</b>	<b>\$ 17,337,584</b>	<b>\$ 1,113,941</b>	<b>\$ 613,332</b>	<b>\$ 795,000</b>	<b>\$ 1,302,500</b>	<b>\$ 168,332</b>	<b>\$ 586,264</b>	<b>\$ 2,111,030</b>	<b>\$ 3,276,940</b>	<b>\$ 920,739</b>	<b>\$ 6,449,505</b>	<b>\$ 17,337,584</b>

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

AMEND 1

Projected Revenues															
	1	2	3	4	5	6	7	8	9	10	11	12	13		
FEDERAL					SUBTOTAL	TOTAL							STATE	SUBTOTAL	TOTAL
FTA 5307 Urban	2017		\$3,276,940		\$3,276,940										
FTA 5309 Capital	2011-12		\$747,000		\$747,000										
FTA 5310 MMP	2014-15		\$104,977		\$104,977										
FTA 5311 Rural	2017		\$206,018												
	2016		\$95,893												
	2013-14/ 2014-15		\$957,142		\$1,259,053										
CMAQ	FY 2016-17		\$495,000		\$495,000	\$5,882,970									
LOCAL															
Fare revenue	2017-18		\$1,113,941		\$1,113,941										
On Hand /Int	2016-17		\$404,000		\$404,000										
LTA 2% and 5%	2017-18		\$1,302,500		\$1,302,500										
SCAG/IVEDC/member con	2017-18		\$25,000		\$25,000	\$2,845,441									
<b>Total</b>													<b>\$16,684,919</b>		

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
<b>SERVICES</b>												
CWTS - IVT	\$ 3,797,836	\$ 645,632	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,580	\$ 1,813,467	\$ -	\$ 1,244,177	\$ 3,797,836
CWTS - IVT Blue/Green	\$ 717,279	\$ 35,864	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 358,640	\$ -	\$ 322,775	\$ 717,279
CWTS - IVT Gold	\$ 296,356	\$ 11,854	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,974	\$ -	\$ -	\$ 120,528	\$ 296,356
CWTS IVT ACCESS	\$ 1,742,143	\$ 174,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,377	\$ 831,873	\$ 692,679	\$ -	\$ 1,742,143
YCART #5 and #10	\$ 138,709	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,709	\$ 138,709
IVT MedTrans	\$ 571,645	\$ 70,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272,950	\$ 228,080	\$ -	\$ 571,645
<b>Total</b>	\$ 7,263,968	\$ 938,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 301,911	\$ 3,276,940	\$ 920,739	\$ 1,826,189	\$ 7,263,968
IVT RIDE	\$ 1,148,449	\$ 106,555	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,148,449
IVT RIDE EC	\$ 691,963	\$ 69,196	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 691,963
<b>Total</b>	\$ 1,840,412	\$ 175,751	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,840,412
<b>Construction</b>												
Imp Transf Trmnl Niland ADA and Bus Stop Improvements	\$ 933,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,250	\$ 747,000	\$ -	\$ -	\$ -	\$ 933,250
Brawley Bus Stops Phase 1 and 2	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
Calexico ITC PE&D	\$ 1,074,816	\$ -	\$ 64,000	\$ 495,000	\$ -	\$ -	\$ -	\$ 957,142	\$ -	\$ -	\$ 117,674	\$ 1,074,816
<b>Total</b>	\$ 2,662,066	\$ -	\$ 64,000	\$ 495,000	\$ 95,000	\$ -	\$ 186,250	\$ 1,704,142	\$ -	\$ -	\$ 117,674	\$ 2,662,066
<b>Maintenance</b>												
EI Centro 7th /State Transfer Terminal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
Brawley (5th/Plaza) Transfer Terminal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Calexico (3rd/Paulin) Transfer Terminal	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
EC Regional bus stop maintenance	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Benches and Shelters	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
<b>Total</b>	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ 220,000
<b>Miscellaneous</b>												
EI Centro Transfer Terminal Security	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
CTS GP grants	\$ 400,014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ -	\$ 400,014
Forrester/Westmorland Bypass Project Study	\$ 617,500	\$ -	\$ -	\$ -	\$ 617,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 617,500
Calexico SR-111 Traffic Control	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Winterhaven Bus Stop	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
<b>Total</b>	\$ 1,292,514	\$ -	\$ -	\$ -	\$ 857,500	\$ -	\$ 400,014	\$ -	\$ -	\$ -	\$ 35,000	\$ 1,292,514
ICTC Transit Admin/Operations	\$ 866,039	\$ -	\$ 20,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 104,977	\$ -	\$ -	\$ 716,062	\$ 866,039
ICTC Transit Plans/Programs	\$ 717,870	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 397,870	\$ 717,870
ICTC Regional Planning/Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 1,583,909	\$ -	\$ 340,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 104,977	\$ -	\$ -	\$ 1,113,932	\$ 1,583,909
ICTC Transit Fleet - Capital Reserve	\$ 1,500,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,467	\$ 1,500,467
Revenue Stabilization/ Operating Reserve	\$ 138,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,583	\$ 138,583
Bikes and Peds Art 3	\$ 183,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183,000	\$ 183,000
<b>Total</b>	\$ 16,684,919	\$ 1,113,941	\$ 404,000	\$ 495,000	\$ 1,302,500	\$ 25,000	\$ 586,264	\$ 2,111,030	\$ 3,276,940	\$ 920,739	\$ 6,449,505	\$ 16,684,919

# **VII. ACTION CALENDAR**

## **B. IVT MEDTRANSBUDGET ADJUSTMENT FOR FY 2016-17**



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

August 11, 2017

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

**SUBJECT:** First Year Review for the **IVT MedTrans**; Non-emergency Transportation to Medical Facilities in San Diego - Operating Agreement, FY 2016-17 to FY 2020-21

Dear Commission Members:

From 1994 through 2016, the **Medexpress** had been the public non-emergency transportation to medical facilities in the San Diego County area and had been in existence without any service changes since 1994. The service operated four days a week for disabled and transit dependent persons, focusing on getting children to Rady's Hospital for specialized services. The **IVT MedTrans** service was created in 2016 and replaced the **MedExpress** service model with significant changes in the scope of services.

The service has completed its first year of operation in its three-year demonstration phase. Several items have been observed during this first year.

1. The service is in its first year and is continuing to attract new riders and is operating with unsold seats. The unrealized fare revenue contributes to the subsidy shortfall.
2. The first bus is typically full. Shifting the departure time of the second bus may increase ridership, who will then be able access appointments earlier in the day.
3. There have been a number of trips whereby the bus has been delayed due to passengers who almost miss the return trip pick up due to delayed medical appointments or other reasons. On several occasions, a third vehicle has been dispatched to San Diego to recover these passengers, adding additional hours and mileage expense.
4. Public outreach should continue by ICTC and First Transit staff.
5. First Transit should continue to pursue vendor relationships where vouchers are appropriate to facilitate the sale of seats.
6. The fare price has not been increased since inception of the service in 1994. It may be appropriate increase the fare price. Staff recommends reviewing data at the mid-year and end of the second year to determine if this is a viable option.
7. Additionally the farebox ratio may need to be adjusted downward from the 15%. This would require a contract modification and would increase the annual not to exceed subsidy for the operator.

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



Maria Nava-Froelich, Chair  
Imperial County Transportation Commission

(2)

August 11, 2017

As a result of not attaining the projected 15% fare revenue goal, the contractor did not receive the compensation amount that meets the operational cost of the service. First Transit is requesting an additional year end payment for FY 2016-17 in an amount of \$32,202.56. See attached summary describing the first year of service.

New transit services can take several years to mature. First Transit and ICTC staff have agreed on several actions mentioned previously, that both entities can take to insure the continued success in the second and third of operations.

The ICTC Management Committee met on August 9, 2017 and forwards this item to the Commission for their review and approval after public comment, if any:

1. Authorize an FY 2016-17 year end payment to FIRST TRANSIT Inc. for the IVT MedTrans service, in an amount of \$32,202.56 from the transit services account (7416) fund balance.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Program Manager

Attachment

## **First Year Review for the IVT MedTrans; Non-Emergency Transportation to Medical Facilities in San Diego - Operating Agreement, FY 2016-17 to FY 2020-21**

From 1994 through 2016, the **Medexpress** had been the public non-emergency transportation to medical facilities in the San Diego County area and had been in existence without any service changes since 1994. The service operated four days a week for disabled and transit dependent persons, focusing on getting children to Rady's Hospital for specialized services.

The service was designed for access to medical facilities, clinics and other medical services that are not available in Imperial Valley. The vehicle utilized a lift equipped minibus designed for the physically and/or cognitively disabled passenger. The service operated 4 days a week, with a 30 day advance reservation system. There were an average of 15 roundtrip passengers and the fare box ratio was approximately 14.9%.

The federally mandated "Update to the Regional Coordinated Plan" and subsequent process was completed in 2014 and conducted by the independent third party consultant *AMMA Transit Planning* for ICTC. During the year long study process it was identified that the Medexpress scope of service was at capacity. There were several passenger groups that indicated they were not able to make appointments on the service due to a lack of available seats.

When the Medexpress came up for the latest competitive bid cycle in February 2016, ICTC staff completed another review of the operational statistics, latent passenger demand and service area. Subsequently, ICTC staff adjusted the Scope of Work in the Request for Proposal to add a 2nd revenue service bus and extended the span of service hours during the day. The new service equated to approximately 3,400 annual service hours which was an approximate 100% increase in service. The Scope of Work based on demand and optimum utilization of resources included:

1. Two (2) ICTC owned cutaway buses with services alternating four days a week.
2. The two (2) cutaway buses will leave at staggered hours; departing the Imperial Valley at approximately 7:00 AM and returning at approximately 3:00PM, and, departing the Imperial Valley at approximately 11:00 AM and returning at approximately 6:00PM.
3. A "sweeper" bus providing limited pick up and drop off in Brawley, Imperial, El Centro and Calexico

In addition, the service start up planned for a new name, brand and logo owned by and consistent with other ICTC branded services, to be known as "**IVT MedTrans.**" This service would have the primary colors of purple, black and white, a website, brochures and other marketing materials developed through a separate bid process for marketing and advertising services.

The Request For Proposal was advertised locally and nationwide from February 19<sup>th</sup> through April 1, 2016. The Commission awarded the service contract for a three-year term, with two, one-year option years to First Transit Inc. The total price for the five year period is \$2,395,097. After subtraction of the farebox revenue calculated at 15%, the five year subsidy would be \$2,035,832. The pricing was comparable with the other existing IVT service contracts.

The following are key elements and benefits of the new service and include:

- Local coordinated multi-service call center with bilingual dispatching and computerized reservation system
- Three (3) new paratransit buses and one (1) sweep van (owned by ICTC)
- In house shared maintenance support services
- Shared local management team
- Shared local facility for bus parking, office personnel, training and maintenance activities

- A new IVT MedTrans web site for service and eligibility information
- A fuel escalator for fuel prices that exceed a negotiated price per gallon
- A marketing allowance (to be approved annually based on available funding per year)

Start-up and other first year tasks completed included:

1. Contract start date of July 2016.
2. Procurement of vehicles (4) for operations. Leased vehicles from the operator were utilized initially on a short term basis for an additional fee.
3. First Transit recruited incumbent drivers from the prior operator
4. Development of brand and logo, website, coin purses, pens and refrigerator magnets, public outreach meetings and media in May, June and July 2016 by the public outreach and marketing consultant team (Conveyor Group)
5. The established performance goals for the five year period for the IVT MedTrans service are as follows:

53.9	Passengers Per Day	3.2	Passengers Per Hour,
\$42.75	Cost Per Passenger	\$36.34	Subsidy Per Passenger
\$138.32	Cost Per Hour	\$4.95	Cost per Mile
15%	Farebox Ratio		

6. The established fare pricing for the IVT MedTrans service at the “existing fare” of \$15.00 per person and \$7.00 per additional passenger for the round trip, in that the previous fares will remain in effect until further analysis and recommendation for revision is provided by ICTC staff.
7. A new “No Show and Late Cancellation Policy” was established
8. Conducted multiple public outreach meetings at several medical facilities in Imperial Valley and in the San Diego area.

The service has completed its first year of operation of a three-year demonstration phase. Several items have been observed during this first year.

1. The service is continuing to attract new riders and is operating with unsold seats. The unrealized fare revenue contributes to the subsidy shortfall.
2. The first bus is typically full. Shifting the departure time of the second bus (to an hour earlier departure) may increase the ridership, who will then be able access appointments in the midday.
3. There have been a number of trips whereby the bus has been delayed due to passengers who almost miss the return trip pick up due to delayed medical appointments or other reasons. On several occasions, a third vehicle has been dispatched to San Diego in the early evening to recover these passengers, adding additional hours and mileage expense.
4. Public outreach should continue by ICTC and First Transit staff.
5. First Transit should continue to pursue vendor relationships where vouchers are appropriate to facilitate the sale of seats.
6. The fare price has not changed since inception of the service in 1994. It may be appropriate increase the fare price. Staff recommend reviewing data at the mid and end of the second year to determine if this is a viable option.
7. The farebox ratio may also need to be adjusted downward from the 15%. This would require a contract modification and would increase the annual not to exceed subsidy for the operator.
8. The FY 2016-17 performance goals achieved for the first year (see attached) for the IVT MedTrans service as follows:

26.8	Passengers Per Day	1.6	Passengers Per Hour,
\$84.12	Cost Per Passenger	\$71.48	Subsidy Per Passenger
\$135.32	Cost Per Hour	\$4.07	Cost per Mile
7.9%	Farebox Ratio		

## **VII. ACTION CALENDAR**

- C. AUTHORIZATION FOR THE EXAMINATION OF SALES OR TRANSACTION USE TAX RECORDS



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

August 10, 2017

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

SUBJECT: Authorization for the Examination of Sales or Transaction Use Tax Records

Dear Commission Members:

ICTC is pursuing an agreement with MuniServices, LLC to provide reporting services for FY 2017-18 for ICTC's sales or transactions and use tax records. MuniServices, LLC will provide ICTC with the following quarterly analysis reports: sales tax cash performance; multi-year sales tax forecast; economic overview; and an executive two-page summary. No payment is due from the Commission to the Contractor for any of the reports or services including but not limited to the annual meeting service.

At the Management Committee meeting in July, it was requested that ICTC staff provide a sample of the quarterly analysis data that we can expect to receive from MuniServices, LLC as part of the proposed agreement. Attached is a sample of the data that we can expect to receive from MuniServices, LLC on a quarterly basis. We can also expect to receive additional data that will be confidential and not available to any outside parties. This was a point of concern expressed by the Management Committee. We have confirmed with MuniServices, LLC that they will follow Section 7056 of the California Revenue and Taxation Code as it relates to confidential information and data for Imperial County.

The ICTC Management Committee met on August 9, 2017 and forwards this item to the Commission for their review and approval after public comment, if any:

1. Authorize the Chairperson to sign the agreement and resolution authorizing MuniServices, LLC to examine ICTC's Sales or Transactions and Use Tax Records

Sincerely,

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

MARK BAZA  
Executive Director

Attachment

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

June 23, 2017

Imperial County Transportation Commission  
Attn: Mr. Mark Baza, Executive Director  
1405 N. Imperial Avenue  
El Centro, CA 92243

Re: Agreement to Provide Reporting Services

Dear Mr. Baza:

The purpose of this Agreement between the Imperial County Transportation Commission ("Commission") and MuniServices, LLC ("Contractor"), collectively the Parties, is for Contractor to provide Commission the services described below.

**Services to be performed by Contractor**

In consideration of the obligations herein set forth, Contractor shall provide Commission with the Reports and Services in accordance with the terms, conditions and specifications set forth herein.

**Contract Term**

The term of this Agreement shall be from July 1, 2017 through June 30, 2018 unless terminated earlier by the Parties, or otherwise amended.

**Scope of Work**

**1. Contractor agrees:**

- A. *Reports.* Each calendar quarter starting on the first full quarter commencing July 1, 2017, Contractor will provide to Commission:
- Cash Receipts Analysis report – analysis of sales tax cash performance updated quarterly and delivered electronically
  - Multi-year sales tax forecast – updated quarterly and delivered electronically
  - Sales Tax Capture and Gap Analysis Report – updated quarterly and delivered electronically
  - Economic Overview – news summary of current sales tax related events updated quarterly and delivered electronically
  - Executive Two-page Summary – highlights economic changes, historical performance and news updated quarterly and delivered electronically
- B. *Sales Tax Review Meeting.* Contractor will annually conduct an in-person discussion of the Commission's sales tax and economic performance. Commission will select the quarter that Commission wants to make the meeting quarter. Contractor will meet in person on each anniversary of the quarter. Contractor may also provide additional relevant reports during the meeting.

- C. Contractor will comply with Section 7056 of the Revenue and Taxation Code. Contractor understands and acknowledges that:
- Contractor is authorized by this Agreement to examine sales or transactions and use tax records of the State Board of Equalization (BOE) provided to Commission pursuant to contract under the Bradley-Burns Uniform Sales and Use Tax Law and California Revenue & Taxation Code applicable to sales or transactions and use taxes.
  - Contractor is authorized to disclose information contained in, or derived from, those sales or transactions and use tax records only to those Commission officers or employees who have been authorized by resolution to examine such information. This Agreement does not authorize Contractor to disclose such information to any other persons.
  - Contractor is prohibited from performing consulting services for a retailer during the term of this Agreement.
  - Contractor is prohibited from retaining the information contained in, or derived from, those sales or transactions and use tax records, after this Agreement has expired.
- D. No payment is due from the Commission to Contractor for any of the reports or services, including but not limited to the annual meeting service.

**2. The Commission agrees:**

- A. Commission will provide to the State Board of Equalization (BOE) a resolution authorizing Contractor to receive the sales, transaction, and use tax data, along with a copy of this agreement.
- B. Commission will treat Contractor's reports as Contractor's proprietary information and will not share them with any potential competitors, including the Hinderliter de Llamas companies or any of their subsidiaries or affiliates.
- C. No payment is due from the Commission to Contractor for any of the reports or services, including but not limited to the annual meeting service.

Please sign this Agreement in the space provided below and return by email to [contracts@muniservices.com](mailto:contracts@muniservices.com). By signing in the space below, you represent that you have authority to bind the Commission to this Agreement.



We look forward to working with the Commission on this project.

Sincerely yours,



Patricia A. Dunn  
Client Services-Operations Manager

**"COMMISSION"**

Imperial County Transportation Commission

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**"CONTRACTOR"**

MuniServices, LLC

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

Name: Doug Jensen

Title: SVP Client Services





# VIII. INFORMATION CALENDAR

## A. SENATE BILL1 PROGRAM UPDATES



IMPERIAL COUNTY  
TRANSPORTATION COMMISSION

1405 N. IMPERIAL AVE., SUITE 1

EL CENTRO, CA 92243-2875

PHONE: (760) 592-4494

FAX: (760) 592-4497

August 10, 2017

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

SUBJECT: Senate Bill 1 Program Updates

Dear Commission Members:

The California Transportation Commission (CTC) has provided updates as it relates to Senate Bill 1 (SB 1). Beginning November 1, 2017, the State Controller (Controller) will deposit various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on diesel fuel, and registration taxes on motor vehicles and dedicates these revenues to transportation purposes. Portions of these revenues flow to cities and counties through the Highway Users Tax Account (HUTA) and the newly established RMRA created by SB 1. It is estimated that cities and counties would begin to receive RMRA revenues in January 2018.

The Local Streets and Roads Program and Local Partnership Program are two (2) separate programs supported under RMRA funding. It is important to distinguish that RMRA funding is in addition to HUTA funds. The following is a summary of important SB 1 Program information for the Local Streets and Roads Program and Local Partnership Program. ***Cities and counties should pay special attention to the Local Streets and Roads Program that requires a Council/Board approved project list in addition to a budget amendment, refer to the summary listed below for details on estimates, deadlines and requirements.***

**Local Streets and Roads Program (LSRP)**

1. Program Guidelines will be adopted at the August 16-17 CTC meeting.
2. Cities and Counties list is due to CTC by October 16, 2017.
  - a. Project list and estimated LSRP funding revenues should be included as part of Cities and Counties budgets.
  - b. Cities and Counties should make these amendment during their scheduled Council/Board meetings in the month of September in order to meet the October 16<sup>th</sup> CTC deadline.
  - c. For the initial submittal of project lists in 2017, cities and counties are required to use the standard form available in the Final Reporting Guidelines – available after August 16-17 on CTC website: <http://catc.ca.gov/programs/SB1.html>

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

- d. Per section V-15 of the Program Reporting Guidelines, cities and counties that fail to comply with Project Expenditure Reporting and Auditing will be subject to reimburse the state and funds will be reappropriated to other counties or cities whose expenditures are in compliance.
3. Cities and the County must prepare a project list based on the RMRA amounts listed below. Per CTC staff, the Local Streets and Roads Program list of projects must be submitted to the CTC by October 16<sup>th</sup> using RMRA funds (in combination with other funds as applicable). The RMRA FY2017-18 estimates below come from the California League of Cities and the California State Association of Counties.

<b>Agency</b>	<b>RMRA Amount FY 2017/2018</b>
Brawley	\$150,100
Calexico	\$227,196
Calipatria	\$43,534
El Centro	\$255,215
Holtville	\$34,426
Imperial	\$102,634
Westmorland	\$12,747
County of Imperial	\$2,656,079
<b>TOTAL</b>	<b>\$3,481,931*</b>

*\*City estimate source is from California League of Cities –  
[FY 17-18 HUTA and RMRA Funding Estimates](#)*

*\*County estimate source is from California State Association of Counties -  
[http://www.counties.org/sites/main/files/file-attachments/fy\\_2017-18\\_huta\\_and\\_sb\\_1\\_revenue\\_estimates\\_041317\\_0.pdf](http://www.counties.org/sites/main/files/file-attachments/fy_2017-18_huta_and_sb_1_revenue_estimates_041317_0.pdf)*

**Important dates to consider for LSRP:**

1. **August 11, 2017** – “Implementing SB 1 – What Cities and Counties Need to Know” Webinar co-hosted by League of California. For more information see attached flyer.
2. **August – September 2017** – Approve project list and amended budget for Local Streets and Roads Program.
3. **October 16, 2017** – Submit Project List for Local Streets and Roads Program to CTC

**Local Partnership Program (LPP)**

The other program that cities and counties need to keep in mind is the Local Partnership Program (LPP). In fiscal year 2017-2018, this program has an estimated \$200 million annual revenue of which \$100 million would be distributed via formula and \$100 million would be competitive. Unlike the prior program, there are no estimates estimated for the formula funds of the program. The draft program guidelines for this program are scheduled to be released on August 16-17, 2017. Adoption of the guidelines is anticipated for October 18-19, 2017.

This item is for informational purposes only and no action is required at this time.

Sincerely,



MARK BAZA  
Executive Director

MB/vm

Attachment