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**MANAGEMENT COMMITTEE**

**REVISED AGENDA**

**City of El Centro  
Council Chambers  
1275 W. Main Street  
El Centro, CA 92243**

**Wednesday, June 13, 2018  
10:30 A.M.**

**CHAIR: DAVID DALE**

**VICE CHAIR: NICK WELLS**

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

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

**II. EMERGENCY ITEMS**

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

**III. PUBLIC COMMENTS**

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

**IV. CONSENT CALENDAR**

- A. Approval of Management Committee Draft Minutes: May 9, 2018 Pages 6-20  
B. Receive and File:  
1. ICTC Draft Commission Minutes: May 23, 2018  
2. ICTC TAC Minutes: April 26, 2018  
3. ICTC SSTAC Minutes: May 2, 2018  
C. Application for Federal Transit Administration (FTA) Section 5311 Program Funds , FY 2018-19 Page 22

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

1. Adopt the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2018-19 grant application and all supporting documentation, and, submit the application to Caltrans.

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

- D. Resolution to Adopt the Caltrans Local Assistance Procedures Manual policies and procedures from Chapter 10 – Consultant Selection for the Calexico Intermodal Transportation Center Project Page 27

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

1. Authorize the Chairman to sign the resolution authorizing the Imperial County Transportation Commission's adoption of the policies and procedures of the California Department of Transportation Local Assistance Procedures Manual Chapter 10: Consultation Selection for all Congestion Mitigation and Air Quality funded projects

- E. Acceptance of First Transit Inc. Drug and Alcohol Policy for Transit Operations Page 30

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

1. Accept the Drug and Alcohol Policy (revised 2018) from First Transit Inc., as approved by *LPM and Associates*.
2. Direct staff to forward revised Drug and Alcohol Policy (revised 2018) from First Transit Inc. to Caltrans.

## V. PRESENTATION

- A. Imperial County Transportation Model  
Presentation by Caltrans Staff

## VI. REPORTS

- E. ICTC/LTA Executive Director
- See attached Executive Director Report on page 52
- F. Southern California Association of Governments
- See attached report on page 64
- G. California Department of Transportation – District 11
- See attached report on page 67
- Committee Member Reports

## VII. ACTION CALENDAR

- A. Draft ICTC Overall Work Program (OWP) and Budget, FY 2018/2019 Page 79

Following review and input, it is requested that the ICTC Management Committee forward this item to the Commission for review and approval after public comment, if any.

1. Adopt the Draft ICTC Overall Work Program (OWP) and Budget for FY 2018-2019
2. Authorize the Chairman to sign the Resolution of the Imperial County Transportation Commission establishing a Compensatory Stipend for Commissioners

- B. FY 2018-19 and FY 2019-20 Contract Modification for the STIP/RTIP Consultant Agreement: *COH and Associates, Inc.* Page 94

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

1. Authorize the Chairperson to sign the Third Modification to Agreement for Services between ICTC and C.O.H. and Associates, Inc. for the not to exceed fee of \$50,000.00 effective July 1, 2018 through June 30, 2020.

- C. FY 2018-19 Third Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5 Page 104

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

1. Authorize the Chairperson to sign the Third Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2018 through June 30, 2019 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$138,717.07.

- D. 2nd Extension of Contract for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE Public Outreach, Branding and Marketing Page 127

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

1. Authorize the Chairman to sign the second amendment extension for one year, FY 2018-19, 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, 2018 through June 30, 2019.

- E. Memorandum of Understanding (MOU) for the State Route 86 (Northbound) Border Patrol Checkpoint Project between ICTC and the U.S. Border Patrol Air & Marine, Program Management Office Page 132

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

1. Authorize the Chairman to sign the Memorandum of Understanding (MOU) for the State Route 86 (Northbound) Border Patrol Checkpoint Project between ICTC and the U.S. Border Patrol Air & Marine, Program Management Office

## VIII. LTA ACTION CALENDAR

- A. Continuing Resolution for the FY 2017-18 Local Transportation Authority (LTA) Budget Page 142

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

1. Authorize the Chairman to sign the continuing resolution in order to pay expenditures of the LTA prior to the adoption of the Budget for Fiscal Year 2018-19, at the levels set by the Budget for Fiscal Year 2017-18 (adopted on June 28, 2017).

- B. LTA 1% Administrative Budget Resolution Amending the Measure D Expenditure Plan Page 145

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

1. Direct staff to conduct the administrative requirements for a public hearing on July 25, 2018 at 6:00PM for the purpose of attaining public comment on the LTA 1% Administrative Budget Resolution Amending the Measure D Expenditure Plan.

- C. Additional Fund Request to the Local Transportation Authority (LTA) – Traffic Control Assistance for Southbound Peak Traffic on State Route 111-Imperial Avenue to the Downtown Calexico West Port of Entry Page 151

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

1. Approve the allocation for additional funding needed in the amount of \$150,000 for one additional year from the 5% Highway set-aside from the Measure D allocations.
2. Authorize the Chairman to sign a one-year extension for FY 2018-19 to the Memorandum of Understanding (MOU) between the City of Calexico and the Imperial County Local Transportation Authority.

- D. Additional Fund Request to the Local Transportation Authority (LTA) – Security Services at the El Centro 7<sup>th</sup> and State Streets Bus Transfer Terminal Page 165

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

1. Approve the allocation for funding needed in the amount of \$90,000 for one additional year for the City of El Centro for security services at the 7<sup>th</sup> an State Street transfer terminal, from the LTA 2% Transit set-aside from the Measure D allocations.
2. Authorize the Chairman to sign a one-year extension for FY 2018-19 to the Memorandum of Understanding (MOU) between the City of El Centro and the Imperial County Local Transportation Authority.

## IX. INFORMATION CALENDAR

- A. Follow Up Relative to the Expansion of the IVT RIDE El Centro Service to Heber, Unmet Transit Needs Public Hearing Process - Fiscal Year 2018-2019 Page 177

## X. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee is currently scheduled for **Wednesday, July 11, 2018 at 10:30 a.m.**, at the **City of Holtville, Holtville, CA.**

## XI. ADJOURNMENT

- A. Motion to Adjourn



## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT  
MINUTES:  
MAY 9, 2018

B. RECEIVE AND FILE:

1. ICTC BOARD DRAFT MINUTES:  
MAY 23, 2018

2. ICTC TAC MINUTES:  
APRIL 26, 2018

3. ICTC SSTAC MINUTES:  
MAY 2, 2018

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE**

**DRAFT MINUTES OF May 9, 2018**

**10:00 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Rosanna Bayon Moore
City of Calexico	David Dale
City of Calipatria	Rom Medina
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Stefan Chatwin

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

**OTHERS PRESENT:** David Salgado: SCAG; Beth Landrum, Jesus “Chi” Vargas: Caltrans; Liz Zarate: City of El Centro

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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, May 9, 2018 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Dale called the Committee meeting to order at 10:35 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 [Medina](#) seconded by [Chatwin](#) to approve the consent calendar as presented. **Motion carried unanimously.** Items 4A and 4B were approved.

**V. REPORTS**

A. ICTC Executive Director

Mr. Baza had the following updates:

- ICTC will have a budget workshop for FY 2018-19 on May 23, 2018 at 4 p.m., before the Commission meeting.
- The Imperial Valley General Assembly and Economic Summit will be on May 31, 2018 at the Old Eucalyptus Schoolhouse in El Centro. Congressman Juan Vargas is confirmed to be the keynote speaker at ICTC’s General Assembly.
- The cities of Calipatria, Calexico and Holtville are pursuing a new series of LTA bonding to assist in the completion of projects. The cities will take action to proceed by mid-June2018. The LTA Board will take final action to proceed on June 27, 2018.

- The City of Calexico received CTC approval for allocation of Border Infrastructure Program funds for State Route 98 and Cesar Chavez Blvd. on March 21, 2018; the City also received federal approval of earmark funds on April 12, 2018, the project is scheduled to begin construction in early summer 2018. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018. Caltrans is working on a second segment on SR-98 between Rockwood Avenue and Ollie Avenue is in the design and right-of-way phase. ICTC and Caltrans submitted a grant application through SB 1 Trade Corridor Enhancement Program. The project is recommended by CTC staff to receive \$3.4 million from the SB 1 Trade Corridor Enhancement Program to complete construction.
- In October 2017, ICTC staff coordinated with Caltrans to submit an application for grant funding under the State's Freight funding available under SB-1 and the State's share of the 2015 federal transportation bill (FAST Act) for Calexico East Commercial Vehicle Port of Entry Expansion Project, response for this grant program is anticipated by late May 2018. The CTC has ranked our request for \$3 million to complete the project approval and environmental proceed for the bridge expansion. It is expected that the awards be approved at the next CTC meeting.
- An SB 1 media event is scheduled for May 23, 2018 in the City of Calexico.

Mr. Aguirre had the following updates:

- The City of Brawley, in conjunction with ICTC, obtained funding to complete citywide bus stop improvements. Improvements consisted of but were not limited to sidewalk, loading pad and bus shelter improvements. The City of Brawley has served as the project lead and has kept ICTC staff informed of the construction progress. The contractor has completed construction and installation of the bus shelter infrastructure. Final grant closeout is expected in June 2018.
- 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). The shelter has been installed in an existing parking lot on the east side of SR-111.
- The ICTC Bus Stop Inventory, Signage Replacement and Technology Assessment Project consisted of a Bus Stop Inventory, Asset Condition Report, ADA Assessment Report, Bus Stop Usage Priority List and Bus Stop Signage installation parameters and requirements. ICTC and member agency staff met to prioritize the list for implementation. Currently under development are ideas for real time technology at the bus stops.

Ms. Mendoza had the following updates:

- The Imperial Mexicali Binational Alliance (IMBA) Meeting will meet on May 10, 2018 at the Cultural Arts Center in the City of Calexico. On the agenda are the following items: Calexico POE Phase I Improvements by GSA and Aduanas; Border Delay Study by SANDAG, Air Quality Coordination Update; New River Improvements by the City of Calexico.
- The project kick-off meeting for the Calexico West Port of Entry Traffic Management Study took place on April 19, 2018 in the City of Calexico. In attendance at the Kick-off meeting was staff from SCAG, ICTC, Caltrans, KOA, and the City of Calexico. A technical stakeholder meeting was held on May 1, 2018 in Calexico. The next technical stakeholder meeting is scheduled for June 6, 2018, location to be determined. Detour plans will be implemented as these efforts develop to assist with traffic control. Caltrans has been a huge support on this effort.
- Federal funding obligations request for authorization (RFA's) for CMAQ, RSTP and ATP projects programmed in FY 2017/2018 update. Pending agencies are Calexico and El Centro

Ms. Williams had the following updates:

- Public workshops for the 2018 Short Range Transit Plan (SRTP) were held on April 23<sup>rd</sup> and 24<sup>th</sup> in the communities of Calexico, Niland, Brawley and El Centro. The public workshop concepts can be reviewed on the ICTC website at <http://www.imperialctc.org/short-range-transit-plan/>. The consultant team is currently reviewing and analyzing all the data. Following review will be public comment period and adoption by the Commission.
- A list of ICTC updates can be found on Page 19 of the agenda.

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

Updates were provided by Mr. Salgado:

- Mr. Salgado thanked all who attended the SCAG General Assembly. He stated that there were over 900 participants this year.
- SCAG Go Human Campaign is entering its 3<sup>rd</sup> year. If agencies would like to participate and partner with SCAG to promote Go Human, contact David Salgado. A one-page form must be completed to request materials.
- ATP Cycle 4 Call for Projects was released on May 16, 2018. Applications are due by July 31, 2018. SCAG is committed to ensure the region is successful and can assist you upon request. All agencies are encouraged to apply for ATP funds.
- The 29<sup>th</sup> Annual SCAG Demographic Workshop will be held on June 11, 2018 at the University of California. Any electeds interested will be able to attend at no cost.
- A list of SCAG updates can be found on Page 36 of the agenda.

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

The following updates were provided by Ms. Landrum:

- The CRCP project on I-8 is expected to be fully complete in 2019, one full year ahead of schedule.
- The I-8/Dogwood Interchange Reconfiguration Project was selected as a top three finalist for a California Transportation Foundation Award. The winner will be announced in May.
- The Calexico Traffic Circulation Study is under way. A ½ day workshop conducted by Caltrans and ICTC was held May 1, 2018 in the City of Calexico. This effort will have a two-phase approach. Phase one will address access for Calexico West POE opening day traffic conditions. Phase two will provide further analysis and recommendations for potential traffic shifts for the 60-90 period beyond opening day conditions. Under a separate contract, the Public Participation Plan is being developed. This additional effort is funded by Caltrans.
- A list of Caltrans updates can be found on page 39 of the agenda.

**D. Committee Member Reports**

- Mr. Chatwin stated that the City of Imperial is moving forward with the Imperial Transit Park.

**VI. INFORMATION CALENDAR**

**A. IVT/ICTC Bus Maintenance/Operations and Administration Facility Property Evaluation of Multiple Locations**

This item was presented by Mr. Aguirre as an informational item and no action was taken. A staff report was provided and is attached on page 53 of the May agenda. An over view of the properties discussed is below.

1. Previous Bar Lumber Location – Located along north side of Ross Avenue, east of 4<sup>th</sup> Street and west of the railroad tracks.
2. Empty Lot – Located along north side of Pico Avenue (behind existing ICTC Office) between Imperial Avenue and 12<sup>th</sup> Street.
3. Empty Lots – Located along south side of Wake Avenue between 6<sup>th</sup> Street and 4<sup>th</sup> Street.
4. Empty Lot – Located along the north side of Cruickshank Drive between LaBrucherie Avenue and Waterman Avenue.
5. Empty Lots – Located along the east side of Waterman Avenue between Bradshaw and Lincoln Avenues.
6. Previous Shopping Center – Located along the north side of Scott Avenue between Waterman Avenue and Frontage Road.
7. Empty Lots – Located along the west side of Dogwood Avenue between Ross Avenue and Aurora Drive.
8. Empty Lots – Located along the west side of Dogwood Avenue between Ross Avenue and Aurora Drive.
9. Empty Lots – Located along the east side of Fairfield Drive between Aurora Drive and Dogwood Drive

Ms. Piedra suggested that a ranking and rating matrix be available for Commissioners that includes availability, cost, including zoning and permitting. Mr. Aguirre stated that staff will be meeting with City Public Works staff to review sites. Ms. Bayon Moore stated that we should also consider what the future will be for bus routes.

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

The next meeting of the **Management Committee** will be held on **June 13, 2018** at the **City of El Centro, El Centro, CA.**

#### **VIII. ADJOURNMENT**

- A. Meeting adjourned at 11:52 a.m. ([Wells/Medina](#)), **Motion Carried.**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION****DRAFT MINUTES FOR May 23, 2018****6:00 p.m.**


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**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich
City of El Centro	Cheryl Viejas-Walker
City of Holtville	Jim Predmore
City of Westmorland	Larry Ritchie

**NON-VOTING MEMBERS PRESENT:** Caltrans District 11 Jesus "Chi" Vargas

**STAFF PRESENT:** Mark Baza, Kathi Williams, Cristi Lerma, Michelle Bastidas

**OTHERS PRESENT:** Eric Havens: ICTC Counsel; David Salgado: SCAG; Eric Estell: First Transit

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The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, May 23, 2018 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

[Former Chair Nava-Froelich](#) called the Commission meeting to order at 6:12 p.m. Roll call was taken and a quorum was not present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT CALENDAR**

A.	Approval of the ICTC Commission Draft Minutes:	April 25, 2018
B.	Receive and File:	
1.	ICTC Management Committee Draft Minutes:	May 9, 2018
2.	ICTC TAC Minutes:	April 26, 2018
3.	ICTC SSTAC Minutes:	April 4, 2018
4.	ICTC SSTAC Draft Minutes:	May 2, 2018

*There was not a quorum and the consent calendar was not adopted. All items will be brought forth to the June meeting.*

**V. REPORTS****A. ICTC Executive Director**

Mr. Baza and staff had the following announcements:

- Mr. Baza asked the Commission to register for the Imperial Valley General Assembly and Economic Summit for May 31, 2018. Congressman Juan Vargas is confirmed to be the keynote speaker at the ICTC's General Assembly on the evening of May 31<sup>st</sup>. The keynote speakers for the Economic Summit are Michael Bracken, Development Management Group and Iddo Benzeevi, Highland Fairview.

- The cities of Calipatria, Calexico and Holtville are pursuing a new series of LTA bonding to assist in the completion of projects. The cities will take action to proceed by mid-June 2018. The LTA Board will take final action to proceed on June 27, 2018.
  - Currently design is underway by the consultant for the SR-86 (Northbound) Border Patrol Checkpoint project. The Consultant has completed 15% of the conceptual design. The consultant team and project stakeholders met on May 8, 2018. All stakeholders provided good input to the consultant team towards development of 35% design plans. Drafts of 35% plans are scheduled for completion in late June 2018.
- B. Southern California Association of Governments (SCAG)
- Mr. Salgado had the following announcements:
- SCAG Go Human Campaign is entering its 3<sup>rd</sup> year. If agencies would like to participate and partner with SCAG to promote Go Human, contact David Salgado. A one-page form must be completed to request materials.
  - ATP Cycle 4 Call for Projects was released on May 16, 2018. Applications are due by July 31, 2018. SCAG is committed to ensure the region is successful and can assist you upon request. All agencies are encouraged to apply for ATP funds. An informal workshop will be held at the Imperial office on May 30<sup>th</sup>.
- C. California Department of Transportation (Caltrans)
- Mr. Vargas provided Caltrans updates.
- The CRCP project on I-8 is expected to be fully complete in 2019, one full year ahead of schedule.
  - An Imperial County Active Transportation Plan is underway. The County of Imperial, Caltrans and the consultant, KOA, met in March to discuss the final scope of work details and initiate work on the contract. The plan will cover 6 areas of the county: Heber, Ocotillo, Niland, Salton Sea, Seeley and Winterhaven/Bard.
  - The 2019 ATP (Cycle 4) call for projects is tentatively scheduled for May 16, 2018. Caltrans District 11 will be available for training and assistance on developing ATP applications.
  - The deadline to submit the DBE and ADA annual forms to Caltrans is June 30, 2018.
  - A Highway Safety Improvement Program (HSIP) webinar will be available on May 16, 2018.
  - The next SCLAMM meeting will be held at District 11 on September 13, 2018. To register contact Alma Sanchez at [alma.sanchez@dot.ca.gov](mailto:alma.sanchez@dot.ca.gov).
- D. Commission Member Reports
- Mr. Nava expressed appreciation for SCAG, specifically Mr. Salgado for their effort at the SCAG General Assembly.
  - Ms. Nava-Froelich stated that the City will be fundraising for their 4<sup>th</sup> of July festivities.
  - Mr. Predmore stated that the city will be participating in a LTA bond effort that will assist the city in a citywide street and rehabilitation project. The city will be having a Farmer's Market on June 8<sup>th</sup>.
  - Mr. Ritchie stated that the voters of Westmorland authorized Measure C. Measure C will allow funding to build a new gymnasium. He also stated that a new traffic center project is underway. The city will also be getting a swimming pool with construction tentatively beginning on July 1, 2018.
  - Ms. Viegas-Walker stated that the city of El Centro was nominated for 2 awards:
    - o 8<sup>th</sup> Street ATP project through the ASCE
    - o I-8 Dogwood Interchange Reconfiguration Project through the California Transportation Foundation

**VI. ACTION CALENDAR**

- A. Resolution to Reimburse Certain Expenditures from the Proceeds of one or more Tax-exempt Bond Financings

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

1. Authorize the Chairman to sign the Resolution of the Imperial County Transportation Commission declaring its intention to reimburse certain expenditures from the proceeds of one or more tax-exempt bond financings, as required by United States Department of Treasury regulations section 1.50-2; and authorizing certain other actions in connection with the costs associated with the proposed new transit operations facility and office building

*A quorum was not present and this item was forwarded to the June agenda.*

**VII. INFORMATION CALENDER**

- A. IVT/ICTC Bus Maintenance/Operations and Administration Facility Property Evaluation of Multiple Locations

This item was presented by Mr. Baza as an informational item and no action was needed. A staff report was also provided as a part of the backup. An overview of the properties discussed is below. The properties that are in bold are those that the consultant will be doing a preliminary evaluation of.

1. **Previous Bar Lumber Location – Located along north side of Ross Avenue, east of 4<sup>th</sup> Street and west of the railroad tracks.**
2. Empty Lot – Located along north side of Pico Avenue (behind existing ICTC Office) between Imperial Avenue and 12<sup>th</sup> Street.
3. **Empty Lots – Located along south side of Wake Avenue between 6<sup>th</sup> Street and 4<sup>th</sup> Street.**
4. Empty Lot – Located along the north side of Cruickshank Drive between La Brucherie Avenue and Waterman Avenue.
5. **Empty Lots – Located along the east side of Waterman Avenue between Bradshaw and Lincoln Avenues.**
6. Previous Shopping Center – Located along the north side of Scott Avenue between Waterman Avenue and Frontage Road.
7. Empty Lots – Located along the west side of Dogwood Avenue between Ross Avenue and Aurora Drive.
8. Empty Lots – Located along the west side of Dogwood Avenue between Ross Avenue and Aurora Drive.
9. Empty Lots – Located along the east side of Fairfield Drive between Aurora Drive and Dogwood Drive

**VIII. CLOSED SESSION**

- A. Motion to adjourn to closed session.

*A quorum was not present, therefore it was recommended by counsel to postpone this item to the June meeting.*

- B. PUBLIC EMPLOYEE PERFORMANCE EVALAUTION (Government Code §54957)



Title: Executive Director

**IX. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, June 27, 2018 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

**X. ADJOURNMENT**

- A. Meeting adjourned at 7:01 p.m.



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

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

April 26, 2018

Present:

Gordon Gaste	City of Brawley
Guillermo Sillas	City of Brawley
Lily Falomir	City of Calexico
Isabel Alvarez	City of Imperial
Veronica Atondo	County of Imperial
Manuel Ortiz	County of Imperial
Joel Hamby	City of Westmorland
Erika Garcia	The Holt Group

Others:

Mark Baza	ICTC
Virginia Mendoza	ICTC
Cristi Lerma	ICTC
Joseph Chua	Caltrans
Beth Landrum	Caltrans

1. The meeting was called to order at 10:04 a.m. A quorum was present and introductions were made. There were no public comments made.
2. A *motion* was made to adopt the minutes for March 22, 2018. ([Hamby\Atondo](#)) **Motion Carried.**
3. ICTC Updates / Announcements  
(By Mark Baza and Virginia Mendoza)
  - a. Transit Planning Updates:
    - The Short Range Transit Plan update is underway. The consultant team recently held public workshops on April 23rd and 24th in the communities of Calexico, Niland, Brawley and El Centro. The input from the previous stakeholder interviews, bus stop workshops and the recent public workshops will be compiled in a report with recommendations that will be presented for approval at a later time.
  - b. Transportation Planning Updates:
    - The Calexico Traffic Management Circulation Plan is underway. The project team and consultant had their kick-off meeting recently. A stakeholder meeting

- is scheduled for May 1, 2018 in the City of Calexico.
- Please save the date for ICTC’s upcoming General Assembly and Economic Summit on May 31, 2018.
- ICTC will be having a FY 2018-19 Budget Workshop on May 23, 2018 at 4 p.m. at the County of Imperial’s Conference Room C/D.
- The next IMBA Meeting is scheduled for May 10, 2018 at 10 a.m. at the City of Calexico.
- A Calexico West Port of Entry Traffic Management Study is underway. The Request for Proposals (RFP) were due on March 14, 2018 and the consultant selected was KOA. The project kick-off meeting took place on April 19, 2018 in the City of Calexico. In attendance at the Kick-off meeting was staff from SCAG, ICTC, Caltrans, KOA, and the City of Calexico. The first stakeholder meeting is scheduled for May 1, 2018.
- Funds were approved through the LTA in September 2017 for the expansion of State Route 86 (Northbound) Border Patrol Checkpoint. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Currently design is underway by the consultant. The Consultant has completed 15% of the conceptual design.
- Staff is moving forward with the RFP process for the Calexico Intermodal Transportation Center project. An award date should be authorized in June or July for the design.

c. FFY 2017-18 Programmed Project Updates

- An update for agency request for authorization (RFA’s) for Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP) and Active Transportation Program (ATP) projects programmed in FY 2017/2018 were requested from all agencies present. Below is the status of each project. For questions please follow up with Ms. Mendoza, project manager.

<b>FY2017/2018 Project List</b>			
<b>Agency</b>	<b>Project Name</b>	<b>Funding Type</b>	<b>Status</b>
Calexico	De Las Flores Street paving and sidewalk installation	CMAQ	Pending
Calipatria	N. Brown Street road and pedestrian improvements	CMAQ & RSTP	Obligated
El Centro	Dogwood and Danenberg synchronization	CMAQ	Pending
El Centro	Imperial Ave. extension south	RSTP	Pending
El Centro	SR2S Program & bicycle improvements	ATP-MPO	Obligated
Holtville	9th Street improvements from Palm Ave. to Olive Ave.	CMAQ & RSTP	Obligated

Imperial County	Rio Vista Sidewalk improvements from San Diego Ave. to Holt Ave.in Seeley	CMAQ	Obligated
Imperial County	Rio Vista Sidewalk improvements from Holt Ave. to Imperial Ave. in Seeley	ATP-MPO	Obligated

d. LTA Updates:

- The City of Calexico has submitted a \$1.9M requisition and a \$1M requisition that are currently under review by staff.
- The City of Brawley has stated that they are working on a Phase XI project that will conclude in September 2018, and that they will start submitting invoices shortly thereafter.
- The Cities of Calipatria, Calexico and Holtville are in the process of a bonding series.
- After confirmation from bond council, it was determined that alleys are an eligible expense under Measure Program. This was an item that has come up for discussion during Audit review with the Oversight Committee.

e. SB1 Updates:

- Staff reiterated on the importance of reporting for SB1 funds. All agencies should have received disbursements from the State Board of Equalization.

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

- The SCAG Regional Council and General Assembly is scheduled for May 3-4, 2018.
- The SCAG Go Human Campaign is entering its 3rd year of the Go-Human Marketing and Advertising Safety and Encouragement Campaign. It was implemented throughout the 6 county SCAG Regions. We have had good participation and engagement in Imperial County and would like to build upon the success. The campaign will run through the month of May to coincide with “National Bike Month” and during July and August to promote safe walking and biking during “back to school”. If agencies would like to participate and partner with SCAG to promote GO Human, please reach out to SCAG Regional Affairs Officer (RAO) David Salgado. Funding is available through the GoHuman Local Community Engagement Call for Projects. Applications are due May 11, 2018.

5. Cities and County Planning / Public Works Updates:

- There were various local agencies that gave an update on their local projects in progress.

6. Caltrans Updates / Announcements

Mr. Chua provided a Local Assistance Handout and had the following updates:

- All inactive and future inactive invoices should have been submitted to Caltrans by April 20, 2018.
- Please submit all FY 2017/18 Requests for Authorization/Obligation as soon as possible.
- Caltrans anticipates the CTC will announce the 2019 ATP Cycle 4 call-for-projects around May 2018. The call will include about \$440 Million in ATP funds.
- The next HSIP Cycle 9 call-for-projects is expected to be announced late April / early May 2018.
- The DBE Annual Submittal and ADA Annual Certification deadline is June 30, 2018.
- On May 24, 2018 a procuring Architectural and Engineering (A&E) training is taking place at the District 11 offices.

- Save the Date for October 2-3, 2018 for a Labor Compliance Training.
- Ms. Landrum had the following updates:
- The Trade Corridor Enhancement Program, created by SB 1 provides about \$300 million annually for infrastructure improvements on federally designated trade corridors of national and regional significance on the primary freight network. A project was submitted named California-Mexico Border System Network Improvements with six sections. This project was rated medium high by CTC staff. The Commission will consider staff recommendation and adoption of the Commission's May 16-17, 2018 meeting in San Diego. The six sections include the following and will greatly benefit Imperial County:
    1. State Route 125/905 Connector
    2. State Route 11/Segment 2B
    3. Otay Mesa East Port of Entry Segment 3A
    4. Advanced Technology Corridors at Border Port of Entry's
    5. State Route 98 Improvements
    6. Calexico Port of Entry Truck Crossing Improvement
  - The Calexico Traffic Circulation Study is underway. A ½ day workshop conducted by Caltrans and ICTC is scheduled for May 1, 2018 in the City of Calexico which will include stakeholders, business and community members. Caltrans will be utilizing their current public engagement contract with MIG consulting to create a fact sheet for this project.
  - The bus stop on SR-111 in Niland was installed this week.
  - The I-8 CRCP project will continue to have some closures for segment 4 until the end of 2018.
7. General Discussion / New Business
- There were none.
8. Meeting adjourned at 11:01 a.m. ([Atondo/Gaste](#)) **Motion Carried.**



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

**DRAFT MINUTES**

May 2, 2018

Present

Voting Attendees:

Ted Ceasar – Chair	Consumer
Michael Hack – Vice Chair	Consumer
Sonia Silva	Access to Independence
Mitzi Perez	ARC – Imperial Valley
Lorena Arambula	San Diego Regional Center
Raul Cordova	Work Training Center
Rosie Blankenship	Area Agency on Aging
Kathi Williams	CTSA – ICTC
David Aguirre	CTSA – ICTC
Guillermo Gonzalez	MMP – ICTC
Debora Garcia	Imperial County Public Authority / IHSS
Victor Torres	Imperial Valley College

Non-Voting Attendees:

Cristi Lerma	CTSA– ICTC
Maricela Galarza	MMP– ICTC
Annie Gottwig	Caltrans
Eric Estell	IVT/IVT Access/IVT Ride/IVT MedTrans
Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Karla Aguilar	IVT/IVT Access/IVT Ride/IVT MedTrans
Karla Pacheco	IVT/IVT Access/IVT Ride/IVT MedTrans
Helio Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans

1. Mr. Ceasar called the meeting to order at 10:05 a.m. A quorum was present. Introductions were made.
  - New employee for ICTC, Maricela Galarza, introduced herself as the Office Technician for the MMP. She stated that she will be working closely with Guillermo Gonzalez on the MMP.
2. Minutes adopted for April 4, 2018 ([Blankenship/Hack](#)), Motion Carried.
3. CTSA Reports:  
Mr. Aguirre had the following updates:
  - We are looking to potentially move forward with the expanded frequency of transit services, if funding is available in accordance with the priorities in the FY 2018-19 Unmet Needs List, which are identified as the following:
    - o Increase frequency on Imperial Valley Transit (IVT) routes 2N and 2S. This action includes the addition of service hours on the corresponding ADA paratransit service, IVT Access.

- Implement two additional trips on Imperial Valley Transit route 41S (Brawley to El Centro FAST) to reduce overcrowding on route 2S in the primary corridor.
- Implement IVT Express schedule modifications and an additional late round trip from IVC to Calexico after 5:30 PM, after IVC adjusts it “college hour” scheduling.
- As requested by Area Agency on Aging staff, ICTC staff will also be looking to provide IVT Ride services to seniors in Heber to attend nutrition during the summer months. Staff will be moving forward with this request which will require coordination with the City of El Centro.
  - Ms. Williams stated that Ms. Galarza will be coordinating a meeting between the City of El Centro, the Area Agency on Aging and Catholic Charities.
- The Bus Stop Improvement Project is now complete. Mr. Aguirre reported that there were over 30 new bus stops improved in Brawley and the project was completed a month earlier than planned.
- The Niland bus stop project is now complete. Staff will continue to work with Caltrans.
- The Calexico ITC Request for Proposals is moving forward and proposals are due on May 4, 2018.

Mr. Gonzalez had the following announcements:

- Mr. Gonzalez stated that his absence for last month’s SSTAC meeting was due to attending the CalACT conference.
- Mr. Gonzalez reported that the 5310 grant was approved for funding, which included the Office Technician position and the hiring of the new employee Ms. Galarza.
- Mr. Gonzalez reviewed the status of the Short-Range Transit Plan. Public Workshops were conducted in Niland, Brawley, Calexico and El Centro. The consultant gathered information and will provide a report for ICTC.
- Outreach will be conducted at the Imperial Valley Food bank event on Friday, May 18, 2018 at 4:30pm. A booth will be set up to share information on transit services to the public. Transportation will be provided in the North and South end to those clients that may need it.
- Staff will be preparing for next years Children’s Fair. Staff was not ready for this year’s event due to the criteria required. Mr. Gonzalez asked for suggestions or ideas members might have in preparation of next year. Ms. Blankenship suggested allowing the children to board a transit bus and/or creating IVT coloring books.
- Staff is in the process of ADA re-certifications. Mr. Gonzalez stated that Ms. Galarza will be assisting with this process.

#### 4. Transit Operator Reports

- Imperial Valley Transit: Updates were given by Mr. Sanchez:
  - Mr. Sanchez stated that there are new bus stops in Brawley with shaded area. Nothing else to report at this time.
- IVT Access: Updates were given by Ms. Pacheco:
  - Months of January thru March have been consistent, nothing else to report at this time.
- IVT Ride – Updates were given by Ms. Aguilar:
  - IVT Ride: West Shores, started service to Brawley on February 27, 2018. A total of 16 passengers have used the service.
  - The Area Agency on Aging provided funds to ICTC for IVT Ride seniors to give free rides (except Day Out). As of April 17, 2018 a total of about \$1034.00 has been expensed, with a remainder of less than a \$1000 left.
  - Ms. Blankenship mentioned to make sure all riders are over the age of 60+, this is how the Area Agency on Aging can cover the cost.
  - Ms. Aguilar stated that she will confirm only 60 and up are getting rides at no cost to them.

- IVT MedTrans – Updates were given by Mr. Sanchez:
  - o MedTrans had the highest numbers in January for the 3<sup>rd</sup> quarter. February was slow, and in March there were more cancellations.
  - o IVT MedTrans had a blowout (rear door side) in Ocotillo. For situations like these, back up has been set up with San Diego Transit Services. In this certain situation a bus was sent from El Centro, since it was short distance from El Centro. There was only a small to no delay because of the fast response time.

#### 5. General Discussion

- Ms. Blankenship had the following announcements:
  - o On May 31, 2018, at the Crest Event Center, a workshop for caregivers in Spanish will be held. It will be provided by the Southern Caregivers Resource Center. Assessments were conducted and concluded that more education was needed. Area Agency on Aging will be receiving grant funding from the San Diego State Research Foundation.
  - o An Elder Abuse Conference will be held on June 6, 2018 at the Crest Event Center. This conference is held every other year with about 125 attendees. First Transit drivers are encouraged to participate.
  - o Ms. Blankenship stated that she will forward flyers and information to Ms. Lerma for distribution.
- Mr. Torres had the following announcements:
  - o There will be an event on May 19, 2018 from 9 a.m. to 1 p.m. for the First Step Program. The program is for first time enrolling high school seniors. Mr. Torres encouraged ICTC/First Transit to attend.
  - o Ms. Williams stated that if there is staff availability on that calendar day we will contact him to make any necessary arrangements.
  - o Mr. Torres stated that the results of their survey will be sent to staff.

#### 6. Adjournment

- Meeting adjourned at 10:42 a.m. (Torres/Hack), **Motion Carried.**
- Next meeting will be on June 6, 2018.



# **IV. CONSENT CALENDAR**

## IV. CONSENT CALENDAR

C. APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 PROGRAM FUNDS, FY  
2018-19



IMPERIAL COUNTY  
TRANSPORTATION COMMISSION

1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 7, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: Application for Federal Transit Administration (FTA) Section 5311 Program Funds  
FY 2018-19

Dear Committee Members:

The Federal Transit Administration (FTA) Section 5311 program provides an annual source of rural grant funding to offset operational costs within an identified rural area for mass transit purposes as specified by the Legislature. The rural grant program is administered by Caltrans, who has issued a single year call for projects, for grants that are due by July 31, 2018.

FTA 5311 Rural Transit Grant Funds in the amount of approximately \$377,203 for FY 2018-19 are to be applied to IMPERIAL VALLEY TRANSIT, the countywide transit system and IVT ACCESS, the regional ADA complimentary paratransit service and the IVT GOLD LINE – Brawley Circulator Route.

The IMPERIAL VALLEY TRANSIT, IVT ACCESS, and IVT GOLD LINE budgets include the following for FY 2018-19:

**FY 18-19**

Operating Cost:	\$ 5,979,788
Less Fares Anticipated:	\$ 852,026
Less LTF/STAF (State) Revenue:	\$ 2,129,701
Less 5307 (Federal urban) grant revenue	\$ 2,761,336
Less 5311 (Federal rural) grant revenue	\$ 236,725
<b>NET COST</b>	<b>\$ 0</b>

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

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

1. Authorize the Chairman to sign the resolution authorizing the Executive Director to sign the FTA 5311 FY 2018-19 grant application with all supporting documentation.
2. Direct staff to submit the application to Caltrans.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Programs Manager

Attachment

MB/ksw

**RESOLUTION \_\_\_\_\_ OF  
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)**

**AUTHORIZING THE FILING OF APPLICATIONS FOR FEDERAL  
TRANSPORTATION FUNDING, WITH THE CALIFORNIA DEPARTMENT OF  
TRANSPORTATION FOR ASSISTANCE AS AUTHORIZED BY 49 U.S.C. CHAPTER  
53, TITLE 23 UNITED STATES CODE; UNDER FTA SECTION 5311, FOR USE  
WITHIN THE REGIONAL COUNTY-WIDE TRANSIT SYSTEM**

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, ICTC desires to apply for said financial assistance to permit the continued operation of transit service in ICTC's rural service area; and

**WHEREAS**, ICTC will program the FTA 5311 funds in the Regional Transportation Improvement Program (RTIP); and

**WHEREAS**, ICTC has the requisite combination of state and local funding sources committed to provide the required local share; and

**WHEREAS**, ICTC has sufficient funds to operate the vehicles and equipment utilized or purchased under this project or operate the service, as applicable; and

**WHEREAS**, ICTC has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the ICTC does hereby Authorize the Executive Director or his designee, to file and execute applications on behalf of ICTC with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1), as amended.

1. That the Executive Director or his designee is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.
2. That the Executive Director or his designee is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.
3. That the Executive Director or his designee is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 project(s).

**PASSED AND ADOPTED** by the Imperial County Transportation Commission at a regular meeting of said Commission on \_\_\_\_\_.

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

**ATTEST:**

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

**CRISTI LERMA**  
Secretary to the Commission

## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

**D. RESOLUTION TO ADOPT THE CALTRANS LOCAL ASSISTANCE PROCEDURES MANUAL POLICIES AND PROCEDURES FROM CHAPTER 10-CONSULTANT SELECTION FOR THE CALEXICO INTERMODEL TRANSPORTATION CENTER PROJECT**



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 8, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave, Suite 104  
El Centro, CA 92243

**SUBJECT:** Resolution to Adopt the Caltrans Local Assistance Procedures Manual policies and procedures from Chapter 10 – Consultant Selection for the Calexico Intermodal Transportation Center Project

Dear Committee Members:

The Imperial County Transportation Commission (ICTC) has received a Mitigation Congestion and Air Quality (CMAQ) grant which will be utilized to complete architectural and engineering services for the Calexico Intermodal Transportation Center. ICTC will serve as the contract administrator for architectural and engineering consulting services for the Calexico Intermodal Transportation Center.

As required by the California Department of Transportation (Caltrans) Local Assistance Procedures Manual (LAPM), local agencies serving as contract administrators for federal or state funded projects must adopt the policies and procedures of the LAPM Chapter 10: Consultation Selection. By adopting LAPM Chapter 10, ICTC will comply with the required policies and procedures of contract administrators requesting federal or state funds to reimburse Architectural and Engineering Consulting services.

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

1. Authorize the Chairman to sign the resolution authorizing the Imperial County Transportation Commission's adoption of the policies and procedures of the California Department of Transportation Local Assistance Procedures Manual Chapter 10: Consultation Selection for all Congestion Mitigation and Air Quality funded projects

Sincerely,

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

MARK BAZA  
Executive Director

MB/vm  
Attachment

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

**RESOLUTION XXXXXX-XX OF  
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)**

**AUTHORIZING THE IMPERIAL COUNTY TRANSPORTATION COMMISSION TO  
ADOPT THE POLICIES AND PROCEDURES OF THE CALIFORNIA DEPARTMENT  
OF TRANSPORTATION LOCAL ASSISTANCE PROCEDURES MANUAL CHAPTER  
10: CONSULTATION SELECTION FOR ALL CONGESTION MITIGATION AND AIR  
QUALITY FUNDED PROJECTS**

**WHEREAS**, Administered by the Federal Highway Administration, the Congestion Mitigation and Air Quality (CMAQ) program has been reauthorized under every successive Transportation Bill up to and including the FAST Act in 2015; and

**WHEREAS**, the California Department of Transportation (Caltrans) has been designated by the Governor of the State of California to administer CMAQ funded projects; and

**WHEREAS**, the Caltrans Local Assistance Procedures Manual (LAPM), Chapter 10: Consultant Selection provides guidance to local agencies serving as contract administrators requesting federal or state funds reimbursement for Architectural and Engineering Consulting services; and

**WHEREAS**, ICTC will serve as the contract administrator for CMAQ funded projects; and

**WHEREAS**, Caltrans requires that agencies utilizing federal funds adopt LAPM Ch. 10 for federally funded projects,

**WHEREAS**, ICTC as the contract administrator for CMAQ funded projects will adhere to the regulations and policies of LAPM Ch. 10, required as part of accepting federal CMAQ funds; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the ICTC does hereby authorize: The Executive Director or his designee, to file and execute the use of Caltrans Local Assistance Procedures Manual, Chapter 10: Consultant Selection for all CMAQ funded projects, as amended.

**PASSED AND ADOPTED** at a regular meeting of the Imperial County Transportation Commission held on June 27, 2018.

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

ATTEST:

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

CRISTI LERMA  
Secretary to the Commission



## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

- E. ACCEPTANCE OF FIRST TRANSIT INC. DRUG AND ALCOHOL POLICY FOR TRANSIT OPERATIONS



1503 N. IMPERIAL AVE. SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 6, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave. Suite 104  
El Centro, CA 92243

SUBJECT: Acceptance of the First Transit Inc. Drug and Alcohol Policy for Transit Operations

Dear Committee Members:

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

The current contractual arrangement is with *LPM and Associates* for auditing activities. Typically, the auditor annually inspects transit operator records, and visits collection sites and testing facilities. In addition, the auditor prepares the required annual federal reports, reviews the Drug and Alcohol Policy created by First Transit Corporate staff and, as necessary provides some corrective training to ICTC and medical facility staff and the various transit operators.

Effective January 2018, there were several changes to the regulation language and procedures language that were required to be made including:

1. The “old” custody and control form (CCF) are authorized to be used only until June 30, 2018. The “new” CCF that removes the Department of Transportation (DOT) checkbox in Step 1D and adds the 4 new semi-synthetic opioids in Step 5A must be used by July 1, 2018, or the test will be cancelled unless the flaw is corrected through a signed Memorandum for the Record.
2. The January 1, 2018 revisions to Part 40 contain provisions affecting DOT urine specimen collectors. Specifically, three additional items were included in the list of “fatal flaws” that would cause the test to be cancelled. (Sec. 40.199). There is also a change in the “shy bladder process” in Sec. 40.193(b)(4). Insure that all DOT collectors are knowledgeable about the changes and are trained on the new procedures.

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

3. Effective January 1, 2018, individual collectors and Breath Alcohol Technicians are required to subscribe to the ODAPC list serve to stay current with regulatory amendments at <http://www.transportation.gov/ODAPC/get-ODAPC-email-updates>.

While the Federal Transit Administration requires that all of the documentation including the policy be in place for the federal Triennial Review Process, Caltrans is now requiring that grantees submit the Drug and Alcohol policy for review. The request is that the Boards of transit agencies "accept" the report, to indicate awareness before submitting it for review.

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

1. Accept the Drug and Alcohol Policy (revised 2018) from First Transit Inc., as approved by *LPM and Associates*.
2. Direct staff to forward revised Drug and Alcohol Policy (revised 2018) from First Transit Inc. to Caltrans.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Program Manager

MB/ksw/cl

Attachment

## FEDERAL TRANSIT ADMINISTRATION (FTA) DRUG & ALCOHOL POLICY



Federal Transit  
Administration

**EFFECTIVE DATE:**

August 1, 2001

**REVISION DATES:**

June 1, 2008

Merged policies from Legacy FirstGroup America and Legacy Laidlaw Transit Services

September 1, 2008

Added revisions to 49 CFR Part 40 which became effective August 25, 2008

February 1, 2009

Policy updated per 49 CFR Part 40 and 49 CFR Part 655

August 31, 2009

Policy updated per 49 CFR Part 40 and 49 CFR Part 655

January 10, 2011

Policy updated per 49 CFR Part 40 and 49 CFR Part 655

March 3, 2011

Policy updated per 49 CFR Part 40 and 49 CFR Part 655

September 25, 2014

Policy updated per 49 CFR Part 40 and 49 CFR Part 655

January 1, 2018

Policy updated per 49 CFR Part 40 and 49 CFR Part 655

This document sets forth FirstGroup America's policy on alcohol misuse and controlled substance abuse and details FirstGroup America's substance abuse testing program which applies to all FirstGroup America's employees who work at the Company's FTA regulated locations.

This policy is based on the DOT requirements set forth in the DOT regulation 49 CFR Part 40 and FTA 49 CFR Part 655. The Federal Regulations are available upon request.

Requirements and/or disciplinary actions established by FirstGroup America are entered in **bold-faced type**; otherwise, the FTA mandates the requirements and/or actions contained in this policy.

On August 1, 2001 the governing board approved this policy. Subsequent revisions and board approval dates are noted above.



Brad Thomas  
President

Revised On: 1/1/2018  
Effective Date: 08/01/2011

# A Zero Tolerance Company

FirstGroup America supports a policy of a drug-free workforce. To implement the policy, FirstGroup America has instituted a program of drug abuse education for employees, drug and alcohol testing for all employees and applicants for employment, a statement of prohibited behavior(s), corrective action related to positive tests or a refusal to test, and resources for employee assistance and rehabilitation.

The Company recognizes that its employees' use of illegal drugs and misuse of alcohol pose a significant risk to public safety, as well as the employee's health and well being. Drug use includes, but is not limited to, marijuana, amphetamines, phencyclidine, cocaine and opioids, as well as any substance which causes the presence of these drugs or drug metabolites such as hemp-related products, coca leaves or any substance not approved for medical use by the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. The "use" of drugs means presence in an employee's body system while on duty. FirstGroup America and all operating

Companies cooperate fully with local, state, and federal authorities in matters pertaining to the use, possession, or sale of controlled substances by anyone on Company premises.

## A. PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect FirstGroup America employees, customers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal, state and local legislation and regulations governing workplace anti-drug use and alcohol misuse. They include DOT 49 CFR Part 40; FTA 49 CFR Part 655; as well as Company zero tolerance policy. This policy incorporates the requirements of the above regulations for safety-sensitive and **non-safety sensitive** employees.

Reporting to work in an impaired or unfit condition because of the use or consumption of controlled substances or alcohol is strictly prohibited. Any employee who uses, possesses, or is involved in the sale or purchase of any prohibited drugs, while on Company premises, conducting Company business or operating Company equipment is considered to be in violation of Company policy.

If any conflict occurs between state and local laws and any requirement of the above-mentioned Federal regulations, the Federal regulations prevail. However, Federal regulations do not pre-empt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

## B. EDUCATION AND TRAINING

The education and ongoing awareness component of this policy will include display of posters, distribution to all covered employees and representatives of employee organizations of the drug and alcohol policy and other informational materials, and periodic information seminars. Each employee will be required to sign an acknowledgment form.

As required by FTA regulations, the Company will provide a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

All supervisory personnel or Company officials who are in a position to determine employee fitness for duty will receive an initial 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. Periodic retraining will also be required of supervisory personnel.

Revised On: 1/1/2018  
Effective Date: 08/01/2011

Page 2

### C. COVERED EMPLOYEES

#### **General**

As a condition of employment, **all** employees are required to submit to drug and alcohol testing as allowed by law. Those of Safety Sensitive positions (refer to Appendix A) shall be in accordance with 49 CFR Part 655. A refusal to submit to a test as directed will be considered a refusal and the employee **will be disciplined up to and including termination.**

#### **Safety-Sensitive**

As defined by the FTA, safety-sensitive employees include those who perform, or may be called upon to perform, the following safety-sensitive functions:

1. Operating a revenue service vehicle, even when the vehicle is not in revenue service;
2. Operating a non-revenue service vehicle when required to be operated by a Commercial Driver's License (CDL) holder;
3. Controlling dispatch or movement of a revenue service vehicle;
4. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; and
5. Carrying a firearm for security purposes.

### D. PRESCRIPTION OR OVER-THE-COUNTER MEDICATION

**Please note there are risks associated with the use of certain prescription and over the counter medications.**

**Under Company policy, the use of legally prescribed drugs and over the counter medications is not prohibited. However, before beginning a work shift, Company employees must report to his or her supervisor the use of substances that may potentially impair performance or increase the probability of accident, injury, or damage to property. It is the employee's responsibility to advise their supervisor of over the counter medication and/or prescription medications taken. It is also the employee's responsibility to obtain and provide documentation to the employee's supervisor from a certified medical professional confirming the employee's fitness to safely perform his/her job responsibilities.**

**A verified positive drug test result whether for illegal substances, illegal use of prescriptions, or misuse of prescriptions will result in disciplinary action up to and including termination. A prescription is considered valid only if it is in writing and indicates the employee's name, date, the name of the substance, quantity or amount to be taken, and the period of authorization. It is a violation of this policy to use any controlled substance in a manner that is inconsistent with the prescription.**

### E. TYPES OF TESTING

#### **Safety Sensitive Employees**

##### Pre-Employment Testing

A verified negative drug test result must be received before any applicant shall be permitted to perform any safety sensitive job function. A pre-employment drug test must also be performed and a negative result received for an employee who transfers from a non-safety sensitive position to a safety sensitive position prior to the employee assuming his or her new position.

If the applicant previously worked for any DOT-covered employer in the past two years, FirstGroup America also will conduct a pre-employment drug and alcohol background check from the previous employers. The Company will also inquire in writing if the applicant has previously failed or refused a DOT drug or alcohol test in the previous two years. If there was any previous violation, the employee must provide the Company proof of having successfully completed a SAP-recommended referral, evaluation and treatment plan.

If a pre-employment test is canceled by the MRO, the individual will be required to undergo another test and successfully pass the test with a verified negative result before performing safety-sensitive duties. If an

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applicant tests positive for drug(s), or alcohol at .04 or above, or refuses to submit to a test when required, the Company shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse and document such referral. He or she shall be given the name, address and phone number of a local Substance Abuse Professional (SAP).

When a covered employee or applicant has not performed a safety sensitive function or an employee's employment status has changed, (temporary layoff, leave of absence, lost time Worker's Compensation claim, etc) for 90 or more consecutive calendar days regardless of the reason, and the employee has not been in the employer's random selection pool during that time, the Company shall ensure that the employee takes a pre-employment drug test with a verified negative result prior to resuming safety-sensitive functions.

In cases of temporary leave, less than 30 days (such as vacation, sick leave, jury duty, etc.) when the employee has not been taken out of the random pool, a DOT pre-employment test is not required prior to returning to a safety sensitive position.

**If the temporary leave extends beyond 30 days but less than 90 days, the employee must have a non-DOT pre-employment test with a verified negative result prior to resuming safety-sensitive functions under Company policy.**

**For those employees who are in a non-safety-sensitive position and are not covered by federal regulations, they will be required, prior to returning to work, to have a non-DOT pre-employment drug test with a negative test result. This drug test will be conducted only after employee has been out on leave for more than 30 days.**

**Note: The Return-to-Duty testing category should not be used under these testing circumstances. The pre-employment category is to be used.**

**NOTE: The Company may conduct pre-employment alcohol testing where mandated by contract.**

#### Reasonable Suspicion Testing

The Company shall conduct a drug and/or alcohol test when the Company has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.

- The Company's determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor or other company official (s) who is trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.
- Alcohol testing is authorized under this section only if the observations required by the above paragraph of this section are made during, just preceding, or just after the period of the workday that the covered employee is required to be in compliance with this part, The Company shall direct a covered employee to undergo reasonable suspicion testing for alcohol only while employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions.
- If an alcohol test required by this section is not administered within two hours following the determination under this section, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the determination of this section, the employer shall cease attempts to administer an alcohol test and state in the record the reasons for not administering the test.

**All Company employees are subject to reasonable suspicion testing for drugs and/or alcohol. Whenever a trained supervisor or other Company official has reason to believe that an employee has misused alcohol or a prohibited drug, reasonable suspicion testing will be conducted. The identifying supervisor's observations will be documented and such documentation shall be kept in the employee's confidential drug and alcohol testing file. **Employees directed to submit to reasonable suspicion testing shall be escorted by a****

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**supervisor who will drive the employee to the collection site. The employee shall not be permitted to return to duty until a negative test has been confirmed. An employee who produces a negative result shall be promptly returned to his or her regular work and be made whole for any lost wages.** The Company will only direct a covered employee to undergo reasonable suspicion alcohol testing while the employee is performing, is just about to perform, or has just ceased performing safety-sensitive functions.

#### Post-Accident Testing

Any safety-sensitive employee involved in an accident shall be required to submit to drug and alcohol test(s) as soon as practicable after the accident.

Thresholds for FTA Post Accident testing:

- Fatality. In the event of a fatality, any surviving covered employee operating a public transportation vehicle at the time of an accident will be required to submit to tests for alcohol and prohibited drugs as soon as practicable. The company also will test any other employee whose performance could have contributed to the accident, as determined by the company using the best information available at the time of the decision.
- Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

In the event of a non-fatal accident that otherwise meets the FTA post-accident testing threshold, the decision to administer or not administer a post-accident test shall be based on FirstGroup America's determination of whether or not the covered employee was a contributing factor to the accident, using the best information available at the time of the accident. The company also will test any other employee whose performance could have contributed to the accident, as determined by the company using the best information available at the time of the decision. At FirstGroup America, for all accidents, we use the Post Accident Substance Abuse Testing Decision Maker to make our decision to test or not to test and document the file.

Covered employees are prohibited from using alcohol for eight hours following any accident or until the required post-accident test is administered, whichever comes first. Every effort will be made to conduct post-accident drug and alcohol tests within two hours following an accident. Covered employees involved in accidents must remain readily available for testing, including notifying the Company of their location if they leave the scene of the accident before testing, and will be considered to have refused to submit to testing if they fail to do so. This requirement will not require the delay of necessary medical attention for injured people following an accident or prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or obtain necessary emergency medical care.

In the event an alcohol test is not administered within two hours following an accident, the Company will prepare and maintain a record stating the reasons why the test was not promptly administered. If an alcohol test is not administered within eight hours following an accident, the Company will make no further effort to administer an alcohol test and document the reasons why the test was not administered within eight hours. In the event a drug test is not administered within 32 hours following an accident, the Company will cease its attempts to administer any further testing and document the reasons why the test was not performed.

**FirstGroup America's policy is such that following a post-accident test; the employee is not allowed to perform any safety-sensitive function until the Company has received negative test results. So long as they are not subject to any disciplinary action related to the accident, any employee whose drug test and/or alcohol test produces a negative result shall be promptly returned to his or her regular work and be made whole for any lost wages, unless the employee is suspended for any additional purposes concurrent with the waiting of the test results.**

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### Random Drug and Alcohol Testing

The Company will conduct random drug and alcohol tests at a minimum annual percentage of covered employees as required by the FTA. The random testing rates are subject to change on an annual basis, depending on the industry-wide positive rate determined by the FTA from the annual MIS reports submitted by covered employers. Management does not have discretion and/or influence concerning the selection process.

The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as a random number table or a computer based random number generator matched with employee's social security numbers, payroll identification numbers, or other comparable identifying numbers. This method ensures each employee the same fair and equal chance of selection for testing. A covered employee may be randomly tested for prohibited drug use anytime while on duty. The testing will be unannounced and unpredictable. The Company will ensure that testing will be reasonably spread throughout the course of the year, all days of the week and hours of the day when safety-sensitive duties are being performed.

Random lists are only valid for the month indicated on the list and expire on the last day of each month. No employee can be tested after the random selection period has expired. Therefore, the DER must make every effort to test all employees selected during the month in which they are selected. If an employee is unavailable for testing due to an approved leave (i.e. vacation, leave of absence, illness) the DER must test that employee when they return as long as it is within the random selection period. All employees selected for random testing are required to be tested during the random selection period. For missed tests, a legitimate reason must be documented and kept on file with the random selection list.

Employees are required to immediately proceed to the designated collection site testing facility following notification of selection.

Covered employees will only be required to submit to random alcohol tests if they are performing a safety-sensitive function, about to perform a safety-sensitive function, or have just ceased performing a safety-sensitive function.

Failure to submit to a test, failure to comply with the instructions of the testing facility staff or leaving the facility prior to the completion of the test shall be treated as a "refusal-to-test", which is treated as a failed test.

**Failure to submit to or complete the test as outlined above will subject the employee to immediate suspension and disciplinary action up to and including termination.**

### Return-To-Duty/Follow-Up Testing

FirstGroup America is zero tolerance employer, and therefore does not conduct Return-To-Duty or Follow-up testing.

### **Non-Safety Sensitive Employees**

**Employees in non-safety sensitive positions are subject to the Company's drug and alcohol testing program pursuant to an applicable Collective Bargaining Agreement or State law. The same guidelines for testing under DOT/safety sensitive will be used for a non-safety sensitive test, only using non-federal forms.**

### **Refusal to Submit/Test**

Any covered employee who refuses to submit to an alcohol and/or drug test will be prohibited from performing or continuing to perform a safety-sensitive function and be subject to discipline. "Refusal to Submit" to an alcohol and/or drug test carries the same consequences as a positive test result, a violation of this policy, and includes the following conduct:

- Failure to appear for any test (except a pre-employment) at the collection site in the time allotted.
- Failure to remain at the test site until the testing process is completed, except in pre-employment situations where leaving before the testing process begins is not deemed to be a test refusal.
- Failure to attempt to provide a breath or urine specimen.
- Failure to provide a urine, breath, or saliva specimen collection when it is required by DOT Part 40.

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- Failure to permit the observation or monitoring or specimen collection when it is required.
- Failure to provide a sufficient amount of urine or breath specimen without a valid medical explanation.
- Failing to cooperate with any part of the testing process (e.g. refusing to empty pockets when so directed by the collector or behaving in a confrontational way that disrupts the collection process).
- For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if individual is wearing any type of prosthetic device that could be used to interfere with the collection process.
- Failure or refusal to take a second test FirstGroup America, the MRO, or collector has directed the employee to take.
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- Admitting adulteration or substitution of the specimen to the collector or the MRO.
- Failure to sign the certification at Step 2 of the ATF (Alcohol Testing Form).
- If the MRO reports a verified adulterated or substituted test result.
- Failure to undergo a medical evaluation when required by the MRO or DER.
- Leaving the scene of the accident without just cause prior to submitting to post-accident test.

#### F. DRUG & ALCOHOL TESTING PROCEDURES

##### **General**

FirstGroup America will conduct all DOT drug and alcohol testing in accordance with 49 CFR Part 40, as amended.

To test for prohibited drugs, an initial screening test using an immunoassay technique will be performed at a DHHS certified laboratory. If the specimen is positive, a DOT authorized confirmatory test will be performed. If the test is confirmed positive, the Medical Review Officer (MRO) will conduct a verification process, which includes giving the employee an opportunity to provide a valid medical explanation for the positive test result.

The Company will require the employee to immediately provide another specimen collection under direct observation if the creatinine concentration of a negative-dilute specimen was greater than or equal to 2mg/dL but less than or equal to 5mg/dL. If the result of the second test is again negative-dilute, the Company will accept the result as negative.

If the laboratory reports to the MRO an "Invalid Result" or "Rejected for Testing" (because of a fatal or uncorrectable flaw), a recollection may be required by the MRO, and depending on the circumstances, the recollection may be directly observed. Urine is collected at a DOT approved collection site and is sent to a DHHS certified laboratory for testing. The employee must produce at least 45 mL of urine or will be considered to have a "shy bladder". If the employee cannot produce the required quantity of urine ("shy bladder"), the collection site will offer employee the opportunity to consume up to 40oz. of water within a three (3) hour time frame in order to produce the required 45mL of urine. The employee may NOT exit the premises of the testing facility during this time. If employee leaves the testing facility, the test will be considered a refusal subjecting the employee to **immediate suspension and disciplinary action up to and including termination.**

In the event of a "shy bladder," **employee will be placed on administrative leave** and must undergo a medical evaluation. The Company will refer the employee to a physician acceptable to the MRO and employee will be required to provide evidence of a medical condition hindering the production of urine. The employee has 5 days to get a medical evaluation once a shy bladder occurs. **If the medical evaluation proves that there is a valid medical condition, the employee shall be reimbursed and returned to duty with full pay or placed back into the recruiting process**

To test for alcohol, the employee shall be required to provide a breath sample using an Evidential Breath Testing (EBT) device on the NHTSA conforming products list and operated by a trained Breath Alcohol Technician (BAT). If the initial test result is 0.02 or higher, the employee will be directed to take a confirmation test. In the event of a "shy lung", where the employee is unable to provide a sufficient breath sample for testing, the Company will refer the employee to a physician of our choice for medical

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examination within 5 days to determine if there is a valid medical condition that makes it unable for the employee to provide a sufficient amount of breath.

If the physician finds:

1. That a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the test is cancelled. Each time an employee of the Company is selected for testing, they must make a valid attempt to provide a breath sample. All previous testing scenarios do not apply and any previous letters that have been kept on file regarding a medical condition are no longer valid.
2. That there is not an adequate basis for determining that a medical condition has, or with a high degree of probability could have, precluded the employee from providing a sufficient amount of breath, the employee will be considered to have refused the test.

#### **Dilute Results**

If there is a dilute test result, unless the creatinine concentration of a negative-dilute specimen was greater than or equal to 2mg/dL but less than or equal to 5mg/dL, **the Company will accept the test result and there will be no re-test.**

#### **Prohibited Substances**

The following uses unless legally prescribed, consumption of these substances is prohibited at all times. Covered employees may be tested for drugs any time they are on duty. Off duty use may result in an on duty positive.

In accordance with US DOT 49 CFR Parts 655 and 40, the following are prohibited substances:

- Cocaine
- Phencyclidine (PCP)
- Cannabinoids (Marijuana)
- Amphetamines (includes methamphetamine and MDMA- Ecstasy)
- Opioids (includes Codeine, Morphine, Heroin, Hydrocodone, Hydromorphone, Oxycodone, and Oxymorphone)
- Alcohol Misuse as defined in Prohibited Usage of Alcohol, below.

#### **Medical Marijuana**

In accordance with US DOT 49 CFR Parts 655 and Part 40, state laws legalizing marijuana for medicinal purposes will not constitute a valid medical explanation for an employee's positive drug test result. Marijuana remains a Schedule I drug and the use of marijuana by safety sensitive employees is prohibited.

#### **Alcohol Testing**

The Company will be testing for alcohol in the following circumstances:

- Post Accident
- Reasonable Suspicion
- Random

#### **Prohibited Usage of Alcohol**

The following uses of alcohol are prohibited under this policy:

1. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
2. Using alcohol while performing safety-sensitive functions.
3. Using alcohol within four hours prior to performing a safety-sensitive function.
4. Employees are prohibited from using alcohol during their specified on-call hours. However, any on-call employee who has used alcohol during his/her on call hours will be given the opportunity to acknowledge such use and/or their inability to perform a safety-sensitive function at the time they are called to report to duty. If an on-call employee acknowledges the use of alcohol, but claims to be able to perform their safety-sensitive function, they will be required to submit to an alcohol test.
5. Eight hours following an accident, or until after the test is completed.

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### Directly Observed Urine Specimen Collection

Under DOTs 49 CFR Part 40 directly observed collections are permissible only under one of the following circumstances:

- Creatinine between 2 mg/dL but less than or equal to 5 mg/dL as verified by the MRO;
- If the collector observes employee conduct that clearly indicates an attempt to tamper with a specimen;
- If the temperature on the original specimen was out of range;
- If the original specimen appeared to have been tampered with;
- If the laboratory reported to the MRO that a specimen is invalid and there was no adequate medical explanation for the result;
- If the MRO reported that the original positive, adulterated, or substituted test result had to be canceled because the split specimen testing could not be performed;
- The test is a follow-up test or a return to duty test.

The observer shall be the same gender as the employee, but need not be the collector. The observer is responsible for ensuring that the specimen goes from the employee's body into the collection container. If the employee declines to allow a directly observed collection when required or permitted under this policy, it is considered a refusal to test.

### Split Specimen Testing

After notification by the MRO of a verified positive drug test or refusal to test because of adulteration or substitution, the employee has 72 hours to request a test of the split specimen; DOT does not authorize split specimen testing if the test result is invalid. If more than 72 hours have passed, but the employee can present information that demonstrates to the satisfaction of the MRO that extenuating circumstances unavoidably prevented the employee from making a timely request, the split specimen may be tested. **The employee will be suspended without pay or removed from the hiring process until the result of the split sample test is received from the MRO. Should the result of the second test be positive, the employee shall be required to reimburse the Company for the cost of the test. The employee shall be returned to duty with full pay if the second test invalidates the original test or if the test was cancelled.**

### G. CONSEQUENCES/DISCIPLINE

In addition to the immediate removal from safety-sensitive functions required by Federal Transit Administration Regulations, the Company will take the following disciplinary action against any individual who violates this policy:

- A) An individual who tests positive on a pre-employment or pre-duty test for a prohibited drug will not be hired for a covered function position. A referral to an SAP will be provided.
- B) Any covered employee who has a verified positive drug or confirmed alcohol test result with an alcohol concentration of 0.04 or greater, or who refuses to submit to a drug or alcohol test under this part, will be removed immediately from his or her safety-sensitive function and be evaluated by a Substance Abuse Professional. **The consequences of verified positive drug or confirmed alcohol test the employee is subject to disciplinary action up to and including termination under Company policy**
- C) **If an employee's alcohol test result is 0.02 or above, but less than 0.04, the employee will be removed from safety-sensitive functions and the employee will be subject to the consequences of disciplinary action up to and including termination under Company policy (unless prohibited by Collective Bargaining Agreement).**

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H. REFERRAL, EVALUATION AND TREATMENT

If an employee or applicant tests positive for drug(s) or alcohol or refuses to submit to a test when required, the Company shall refer the employee to a local Substance Abuse Professional (SAP), advise the individual of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse, and document such referral. He or she shall be given the name, address and phone number of Substance Abuse Professional (SAP) acceptable to the Company and a list of community hot line numbers if available.

**The employee will be responsible for any and all costs associated with the SAP evaluation and recommendation(s), unless otherwise required by applicable federal or state law.**

**Voluntary Self-Referral**

**An employee who voluntarily (not in response to a Company request to take a drug or alcohol test, or the positive result of a drug or alcohol test) admits to management that he or she has a substance abuse or alcohol problem, and who wishes to voluntarily submit to a Rehabilitation Program, shall be placed on unpaid medical leave. Any voluntary requests for treatment must be made prior to any pending drug/alcohol test or disciplinary related action.**

- **An appropriate leave of absence may be granted for treatment and rehabilitation.**
- **The employee may be permitted to take accrued sick leave or administrative leave to participate in the Substance Abuse Counselor prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the Substance Abuse Counselor has determined that the employee has successfully completed the required treatment program and releases him/her to return to safety sensitive duties.**
- **Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.**
- **Payment for treatment will be coordinated through the employee's health insurance provider. Employees who do not have health insurance coverage are responsible for the entire cost of any recommended treatment or rehabilitation services.**
- **The employee must present evidence of having enrolled in and successfully completed, at his or her own expense, a rehabilitation program approved by FirstGroup America.**
- **The employee must submit to a non-DOT pre-employment drug and alcohol test, at his or her own expense, which produces a negative result.**
- **The employee must sign FirstGroup America's Post-Rehabilitation Return to Work Agreement.**
- **If a test result is canceled by the lab, the individual will be required to undergo another test and successfully pass the test with a verified negative result before performing safety-sensitive duties.**

**An employee placed on unpaid leave as provided in this section must satisfy the provisions of the items above not later than 12 weeks from the commencement of this leave. An employee failing to do so shall be deemed to have abandoned his or her job. Any employee who is returned to work as provided in this section of the policy and who fails to comply with any of the terms of the Post – Rehabilitation Return to Work Agreement will be discharged. Employees will not be disciplined for requesting treatment, but will be expected to observe job performance standards and work rules as they apply to every employee. Any decision to seek help will not interfere with an employee's eligibility for promotional opportunities. Confidentiality of information will be maintained at all times.**

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## **APPENDIX A - Safety-Sensitive Job Functions/Descriptions**

The following positions have been designated as safety-sensitive functions and shall be subject to testing under the requirements of the policy.

**All Drivers of Company Vehicles** - Any employee who operates a revenue service vehicle, even when not in revenue service, which includes driving on company property and behind-the-wheel training. Any employee who operates a non-revenue service vehicle, when required to be operated by a holder of a Commercial Drivers License (CDL).

**Vehicle Maintenance Workers** - Those employees that maintain a revenue vehicle or equipment used in revenue service.

**Employees Holding A CDL** - Any employee who holds a CDL, and is subject to revenue vehicle operation, may operate a non-revenue vehicle when required to be operated by a holder of a CDL, and / or perform vehicle maintenance on equipment used in revenue service.

**Dispatchers / General Managers / Supervisors** - Employees who control the dispatch or movement of revenue service vehicles including all executive staff during a crisis situation. Supervisors who may have job descriptions that include safety-sensitive functions will be subject to the requirements of the policy while they are performing the safety-sensitive duty. This includes General Managers, Operations Managers, Assistant Operations Managers, Maintenance Managers, and Managers.

**Senior Staff Positions** - President, Senior Vice President, Region Vice President, Director of Safety, Region Manager, Assistant Manager, and General Manager. This includes all senior staff positions that have the ability to control the movement of revenue service vehicles (dispatch) in a crisis situation.

**Clerk / Receptionist / Dispatchers** - Those employees that work as clerks or receptionists in the Location who will occasionally control the dispatch or movement of a revenue vehicle.

### **NOTE:**

- In addition to the above, all FirstGroup America positions are subject to review for safety-sensitive qualifications and may be added to the random testing protocol at any time.
- If you have a location specific job function that is not included in the above, please contact the Drug and Alcohol Program Manager (DAPM) to clarify the job duties regarding safety-sensitive or non-safety-sensitive testing.

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## **APPENDIX B - To Find a Local DOT-qualified Substance Abuse Professional (SAP) in Your Area**

SAPlist.com - [www.saplist.com](http://www.saplist.com)

Primary goal: to help employers find, contract and engage the services of qualified and trained SAPs.

National Counseling Resource – (800) 607-1010

- Managed SAP Services
- Works with qualified DOT SAPs nationwide
- Employer/Employee contacts provider and contracts through them for SAP services for a flat fee
- Oversees process and reports to make sure compliant

National Substance Abuse Professionals – [www.nsapn.com](http://www.nsapn.com) (800) 879-6428

- Managed SAP Services
- Works with qualified DOT SAPs nationwide
- Employer/Employee contacts provider and contracts through them for SAP services for a flat fee
- Oversees process and reports to make sure compliant

American Substance Abuse Professionals (ASAP) – [www.go2asap.com](http://www.go2asap.com) (888) 792-2727

- Managed SAP Services
- Works with qualified DOT SAPs nationwide
- Employer/Employee contacts provider and contracts through them for SAP services for a flat fee
- Oversees process and reports to make sure compliant

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**Drug and Alcohol Policy  
Employee Acknowledgement Form**

By signing, I acknowledge that I have received, read, understand and shall comply with the FirstGroup America Drug and Alcohol Policy. I have also received the required 60 minutes of training on the effects and consequences of prohibited drug use.

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

Company/Location Code: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Return this form to your Supervisor for inclusion in your drug and alcohol file)**

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# Drug and Alcohol Policy Contact Information

## Corporate Contacts

Any questions about the Drug and Alcohol Policy or any aspect of the Company's drug- and alcohol-free program should first be referred to your direct Manager and/or the Designated Employer Representative (DER). If you are unable to seek resolution at your local office please seek assistance through the below contacts:

- National Drug and Alcohol Compliance Administrator (513) 684-8736  
600 Vine Street, STE 1400  
Cincinnati, Ohio 45014
- Corporate Human Resources (513) 241-2200

## Drug Testing Laboratories

The following DHHS-certified laboratories have been designated by FirstGroup America to conduct the analysis of all urine specimens tested under the terms of this policy.

Name:	Laboratory Corporation of America (LabCorp)	Quest Diagnostics
Address:	1904 Alexander Drive Research Triangle Park, NC 27709	101001 Renner BLVD Lenexa, KS 66700

## Medical Review Officer

The following physician(s) has been designated by FirstGroup America to perform Medical Review Officer functions for all drug tests conducted under the terms of this policy.

Name: Dr. T.E. Simo  
Address: 4600 Park Rd, Suite 500  
Charlotte, NC 28209  
Phone: 800-733-1676 or 804-346-1010

## Local Substance Abuse Professional

Substance Abuse Professional (SAP) services, including information, referral, assessment, and evaluation, are available from the following Companies can be found in appendix B. please fill out below

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Local DER

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

Phone: \_\_\_\_\_

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## **GENERAL INFORMATION: EFFECTS OF CONTROLLED SUBSTANCE AND ALCOHOL**

### **Alcohol**

Alcohol is the most commonly abused substances in the United States. It is a depressant and it slows down physical responses and progressively impairs mental functions. Signs and symptoms of use include the following:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy reaction rate
- Slurred speech

Chronic consumption of alcohol (average of three serving per day of beer [12 ounces], whiskey [1 ounce], or wine [6-ounce glass]) over time may result in the following health hazards:

- Neurological problems, including dementia and stroke
- Cardiovascular problems
- Cancer of the mouth, throat, esophagus, liver, and colon. In general, the risk of cancer increases with increasing amounts of alcohol.
- Liver diseases, including alcohol hepatitis and cirrhosis.
- Gastrointestinal problems, including pancreatitis and gastritis
- Psychiatric problems, including depression, anxiety, and suicide

### **Cannabinoids/Marijuana**

Marijuana is a solid form made of THC. THC binds to certain nerve cells and kicks off a series of cellular reactions that ultimately lead to the high by affecting other chemical processes. Within a few minutes of inhaling marijuana smoke, a person will experience one or more of the following:

- Dreamy relaxation
- An increased or vivid sense of smell, taste, and hearing
- A dry mouth
- Rapid heartbeat
- Some loss of coordination
- Poor sense of balance
- A distorted sense of distance
- A diminished sense of time
- Slower muscular reaction times
- A general feeling of intoxication

Use of marijuana has both short term and long term health effects such as:

- Problems with the transfer of information from short to long term memory, and thus difficulty learning/remembering

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- Distorted visual perception
- Difficulty thinking clearly
- Decreased ability to solve problems
- Loss of muscular coordination
- Increased heart rate
- Lung and other cancers, decreased immune responses and a significant decrease in the ability to learn new information
- A stronger tolerance for the drug, which requires increased dosage
- Increased risk of heart attacks
- Increased difficulty sustaining and shifting attention even in emergency situations
- Increased difficulty registering, organizing, and applying information which at first lasts several days after the “high”, and can continue for many weeks
- Brain cell damage
- Mood swings as the drug ebbs and flows in the body
- Altered psycho-social behavior which can manifest as a lack of caring
- The development of an entire new set of friends who “use.”

#### **Cocaine and Crack Cocaine**

Cocaine is a powerfully addictive central nervous stimulant that directly affects the brain but is also a topical deadening agent. Cocaine closes down the blood vessels that supply blood to the body. Ingestion of cocaine results in the user feeling:

- Euphoric;
- Energetic;
- Talkative;
- Mentally alert, especially to the sensations of sight, sound, and touch;
- Without appetite; and
- With little need for sleep.

Use of cocaine has both short term and long term health effects such as:

- Bizarre, erratic, and violent behavior;
- Tremors;
- Nose bleeds;
- Paranoia;
- Restlessness;
- Irritability;
- Anxiety;
- Sudden death;
- Constricted blood vessels;
- Increased temperature;
- Increased heart rate;
- Dilated pupils; and
- Increased blood pressure.

Revised On: 1/1/2018  
Effective Date: 08/01/2011

**Amphetamines/Methamphetamines** – Amphetamines/Methamphetamines is a highly altered chemical mixture that releases large amounts of neurotransmitter dopamine and has a stimulant-like effect. Use of Amphetamines/Methamphetamines has both short term and long term effects to your health such as:

- A “rush”;
- Increased activity level;
- Decreased appetite;
- Heightened sense of well-being;
- Increased respiration;
- Increased body temperature;
- Insomnia;
- Compulsive drug-seeking and drug use;
- Functional and molecular changes in the brain;
- Violent behavior;
- Anxiety;
- Confusion;
- Mood disturbances and delusions;
- Pain and withdrawal; and
- Homicidal and/or suicidal thoughts.

### **Opiates**

Opiates are a broad family derived from the processing of opium, which is extracted from the seed pod of certain varieties of poppy plants. The morphine derived from this process is one of the most powerful painkillers known. Heroin is the more famous of the opiates and is highly addictive. Use of opiates has both short term and long term effects to your health such as:

- Drowsiness lasting for several hours;
- Clouded mental function;
- Slowed heart rate;
- Severely slowed breathing;
- A warm flushing of the skin;
- Dry mouth;
- Heavy feeling in the arms and legs which may be accompanied by nausea, vomiting and severe itching;
- Suppression of pain;
- Addiction
- Infectious diseases (i.e., HIV/AIDS and hepatitis B and C)
- Collapsed veins
- Bacterial infections
- Abscesses
- Infection of heart lining and valves; and
- Arthritis and other rheumatologic problems.

Revised On: 1/1/2018  
Effective Date: 08/01/2011

**Phencyclidine (PCP)**

PCP is classified as a dissociative anesthetic and effects are unpredictable and often times trance-like. When PCP is snorted, or smoked, PCP rapidly moves from the blood to the brain to disrupt the functioning of sites known as NMDA (N-methyl-D-aspartate) receptor complexes. Use of PCP has both short term and long term effects on your health such as:

- Shallow, rapid breathing;
- Increased blood pressure;
- Increased heart rate;
- Elevated temperature;
- Feelings of detachment from reality;
- Distortions of space, time, and how the user perceives his/her body;
- Hallucinations;
- Panic;
- Fear;
- Feelings of invulnerability and exaggerated strength;
- Severe disorientation;
- Violence;
- Suicidal tendencies;
- Memory loss; and
- Addiction.

**Methylenedioxymethamphetamine (MDMA, Ecstasy)**

The user of Ecstasy will feel a euphoria which takes effect 15-60 minutes after beginning use and lasts for many hours. Other effects include:

- Mild intoxication;
- Relaxation;
- Euphoria;
- Discomfort
- Disorientation
- Elevated blood pressure and heart rate;
- Irritation and nervousness;
- Optical and acoustic hallucinations;
- An excited calm or peace;
- Lack of appetite;
- Feelings of well-being;
- Increase in physical and emotional energy;
- Increased sociability and closeness;
- Heightened sensitivity;
- Increased responsiveness to touch;
- Changes in perception and;
- Empathy.

Revised On: 1/1/2018  
Effective Date: 08/01/2011

At higher doses and long terms use:

- Agitation;
- Panic attacks;
- Illusory or hallucinatory experiences may occur;
- Cerebral hemorrhage;
- Frequent bouts of dysphoria;
- Heart and circulatory failure;
- Neurotoxicity;
- Paranoid psychoses and;
- Stroke
- Users develop a strong psychological dependence on the drug. Chronic users develop increasing tolerance as they increase their doses. Those undergoing withdrawal will suffer bouts of depression and headaches.

**Semi-Synthetic Opioids** (i.e. hydrocodone, hydromorphone, oxymorphone, and oxycodone)

When you have a mild headache or muscle ache, an over-the-counter pain reliever is usually enough to make you feel better. But if your pain is more severe, your doctor might recommend something stronger -- a prescription opioid. Opioids are a type of narcotic pain medication. Common types are oxycodone (OxyContin), hydrocodone (Vicodin), morphine, and methadone. They can have serious side effects if you don't use them correctly.

Opiates usually produce a "high" of some type; the faster-acting they are, the more intense the high they produce. Heroin produces a very intense high thanks to its very short duration of action: its half-life is between 15 and 30 minutes. Morphine is much longer, lasting from 4 to 6 hours.

The short-term effects of opiate use can include:

- Feelings of euphoria.
- Pain relief.
- Drowsiness.
- Sedation.

Because of the intense high produced by the interaction of several opiates and the brain, the drugs remain extremely addictive, sometimes causing measurable symptoms of addiction in under three days.

# V. REPORTS

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



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## Memorandum

**Date:** June 8, 2018  
**To:** ICTC Management Committee 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 Management Committee Meeting on June 13, 2018.

- 1) **Imperial Valley General Assembly and Economic Summit:** ICTC and IVEDC hosted the Imperial Valley General Assembly and Economic Summit on May 31, 2018 at the Old Eucalyptus Schoolhouse in El Centro. The keynote speakers for the Economic Summit were Michael Bracken from Development Management Group and Iddo Benzeev from Highland Fairview. The keynote speaker for the General Assembly was Congressman Juan Vargas of the 51<sup>st</sup> District of California. The event was well received with over 130 people that attended.
- 2) **LTA Bonding opportunity:** *The cities of Calipatria, Calexico and Holtville are pursuing a new series of LTA bonding to assist in the completion of projects. The cities will take action to proceed by mid-June 2018. The LTA Board will take final action to proceed on June 27, 2018.*
- 3) **State Route 98 and Cesar Chavez Blvd.:** As part of the POE Expansion project, SR-98 and Cesar Chavez Boulevard are being widened and improved to serve the expansion to the west. *The City of Calexico received CTC approval for allocation of Border Infrastructure Program funds on March 21, 2018; and the project is scheduled to begin construction in early summer 2018. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018. Caltrans is working on a second segment on SR-98 between Rockwood Avenue and Ollie Avenue is in the design and right-of-way phase. ICTC and Caltrans submitted a grant application through SB 1 Trade Corridor Enhancement Program. The CTC approved \$3.4 million from the SB 1 Trade Corridor Enhancement Program to complete construction.*
- 4) **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 proposed elements of the Calexico East Expansion include: bridge expansion, commercial vehicle primary inspection booths and road construction is estimated at \$65 million. ICTC is pursuing discretionary freight program funding for the bridge expansion for an estimated total cost of \$28 million. Pending the possible funds for the bridge expansion, ICTC will pursue a donation authority request to U.S. Customs and Border Protection. *In October 2017, ICTC staff coordinated with Caltrans to submit an application for grant funding under the State's Freight funding available under SB-1 and the State's share of the 2015 federal transportation bill (FAST Act), response for this grant program in May 2018. The CTC approved our request for \$3 million to complete the project approval and environmental proceed for the bridge expansion.*



- 5) **Executive Director Annual Evaluation Process:** As described in the ICTC Executive Director Evaluation Policy, the process began in April with the creation of the evaluation committee. The Commission is convening in an evaluation committee.
- 6) **Brawley Bus Stop Improvement Project** ICTC obtained funding to complete citywide bus stop improvements for the city of Brawley. Improvements consisted of but were not limited to sidewalk, handicap access ramps, loading pad and bus shelter improvements. The project was awarded to Pyramid Construction for approximately \$1 million and construction activities began in February 2018. *The City of Brawley's contractor has completed construction and installation of the bus shelter infrastructure. Final grant closeout is expected in June 2018.*
- 7) **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). *The shelter has been installed in an existing parking lot on the east side of SR-111.*
- 8) **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 was recently completed in November 2017. Phase 1 included bench, bus shelter and ADA access improvements. Phase 2 and 3 pavement rehab construction will begin Summer 2018. Phase 2 will also consist of curbs and sidewalks improvements from Parkyns Ave to Heber Ave. Phase 3 will also have curb and sidewalk improvements from Heffernan to Parkyns Ave. Phase 2 and 3 Curb and Sidewalks construction will have to be delayed to Fall 2018 when temperatures cool down. Community outreach will be necessary prior to initiating construction in Phase 2 and 3 as road closures and detours will be necessary.*
- 9) **State Route 86 (Northbound) Border Patrol Checkpoint:** In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017, staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. The request was approved. Staff met with Caltrans and CBP on December 20, 2017 at the ICTC to finalize agreements and discuss next steps. A meeting was held on February 13, 2018 with CBP, Caltrans, County of Imperial and ICTC at the ICTC offices. The project team proposes to design and construct two lanes for primary inspection, a newly constructed canopy placed over State Route 86, and two lanes of secondary inspection to use during peak periods. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. *Currently design is underway by the consultant. The Consultant has completed 15% of the conceptual design. The consultant team and project stakeholders met on May 8, 2018. All stakeholders provided good input to the consultant team towards development of 35% design plans. Drafts of 35% plans are scheduled for completion in late June 2018.*
- 10) **2018 ICTC Bus Stop Bench and Shelter Inventory:** The Project Consultant team Kimley Horn and Associates, and Agency Stakeholders from ICTC, Brawley, Calexico, El Centro and Imperial met on January 31, 2018 to review and discuss the current status of the ICTC Bus Stop Inventory, Signage Replacement and Technology Assessment Project. The items reviewed included the consultant prepared Bus Stop Inventory, Asset Condition Report, ADA Assessment Report, Bus Stop Usage Priority List and Bus Stop Signage installation parameters and requirements. *ICTC and member agency staff have worked together to complete the priority list for implementation and pursuit of funding. Bus stop signage specifications with specific route information are being finalized.*
- 11) **Preparation of FTIP 2019:** 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. The ICTC Board approved the resolution in February and was submitted to SCAG to proceed with project analysis. FTIP approval is scheduled for December 2018.

- 12) **Imperial Mexicali Binational Alliance Meeting:** IMBA met on May 10, 2018 at the Cultural Arts Center in the City of Calexico. The following items were addressed: Calexico POE Phase I Improvements by GSA and Aduanas; Border Delay Study by SANDAG, Air Quality Coordination Update; and, the New River Improvements by the City of Calexico. The next IMBA meeting is scheduled for July 19, 2018 in the city of Mexicali.
- 13) **Calexico West Port of Entry Traffic Circulation Plan:** Caltrans authorized a special planning grant to perform a traffic management study to assist the City of Calexico and the Imperial Valley region to analyze and propose traffic management strategies and alternatives to serve traffic flow for the Calexico West Port of Entry expansion. The expansion will have two access points: One, from current access at SR-111/Imperial Ave.; and, a Second at Cesar Chavez Blvd and 2<sup>nd</sup> St. SCAG, Caltrans and ICTC will lead study in partnership with the City of Calexico, Customs and Border Protection and General Services Administration. The Request for Proposals (RFP) was due on March 14, 2018 and the consultant selected was KOA. The project kick-off meeting took place on April 19, 2018 in the City of Calexico. In attendance at the Kick-off meeting was staff from SCAG, ICTC, Caltrans, KOA, and the City of Calexico. A technical stakeholder meeting was held on May 1, 2018 in Calexico. The second technical stakeholder meeting was held on June 6, 2018, at the Carmen Durazo Cultural Arts Center in Calexico. The consultant presented a proposed traffic plan for Phase 1 opening of the new southbound gates at 2<sup>nd</sup> St. and Cesar Chavez Blvd. Agencies are preparing to implement some improvements to serve the port expansion from SR-111/Imperial, 2<sup>nd</sup> Street and Cesar Chavez Blvd.
- 14) **2018 Short Range Transit Plan (SRTP):** ICTC staff developed a Request for Proposals (RFP) that was released 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. ICTC awarded the contract to the firm AECOM at the December 13, 2017 Commission meeting. The project kick off meeting was held on January 17 at the ICTC offices. The outreach process began in February. The consultant team held intercept interviews at bus stops on February 13<sup>th</sup> and stakeholder meetings were held with social service agencies at the ICTC offices on February 14, 2018. Public workshops were held on April 23<sup>rd</sup> and 24<sup>th</sup> in the communities of Calexico, Niland, Brawley and El Centro. The public workshop concepts can be reviewed on the ICTC website at <http://www.imperialctc.org/short-range-transit-plan/>. The consultant team is currently reviewing and analyzing data; and preparing a list of proposed service improvements to evaluate and prioritize.
- 15) **Funding for Phase II of the Calexico West Port of Entry:** 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 now scheduled for July 2018. \$275 million for Phase 2 has been identified in the President’s budget for FY 2018/2019 and is pending Congressional approval.
- 16) **State and Federal funding Obligations:** Beginning October 1, 2017, agencies are allowed to move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Regional Surface Transportation Program (RSTP) and Active Transportation Program (ATP) programmed in FY 2017/2018. Agencies are encouraged to submit their RFA’s in May 2018.

FY2017/2018 Project List							
Agency	Project Name	Funding Type	Phase	Federal Amount in FY2017/18	Local Match	Total Phase Cost	Status
Calexico	De Las Flores Street paving and sidewalk installation	CMAQ	CON	\$403,000	\$52,000	\$455,000	Submitted Pending
Calipatria	N. Brown Street road and pedestrian	CMAQ & RSTP	ROW	\$51,000	\$6,000	\$57,000	Obligated

	improvements						
El Centro	Dogwood and Danenberg synchronization	CMAQ	CON	\$275,000	\$36,000	\$311,000	Pending
El Centro	Imperial Ave. extension south	RSTP	CON	\$2,023,000	\$2,090,000	\$4,113,000	Submitted Pending
El Centro	SR2S Program & bicycle improvements	ATP-MPO	CON	\$247,000	\$ -	\$247,000	Obligated
Holtville	9th Street improvements from Palm Ave. to Olive Ave.	CMAQ & RSTP	CON	\$216,000	\$28,000	\$244,000	Obligated
Imperial County	Rio Vista Sidewalk improvements from San Diego Ave. to Holt Ave. in Seeley	CMAQ	CON	\$792,000	\$103,000	\$895,000	Obligated
Imperial County	Rio Vista Sidewalk improvements from Holt Ave. to Imperial Ave. in Seeley	ATP-MPO	ENG	\$193,000	\$26,000	\$219,000	Obligated
<b>Regional Total FY2017/2018</b>						<b>\$6,541,000</b>	

**17) Partnerships with IVEDC:**

- a) Southern Border Broadband Consortium (SBBC): 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. Since award, IVEDC staff has been meeting monthly with Consortia members and other webinars toward development of strategies for providing Broadband services for underserved communities. *On April 27, 2018, the SBBC held its quarterly meeting highlighting activities by key stakeholders in San Diego and Imperial Valley. See attached minutes and list of attendees.*
- b) The Brawley Transit Corridor Brownfield Assessment: ICTC in partnership with IVEDC received a U.S. Environmental Protection Agency (EPA) 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 has developed an MOU which will define roles and responsibilities (Audits, Administration and Project Management) for ICTC and IVEDC. ICTC and IVEDC coordinated to develop a Request for Proposals (RFP) for qualified firms to carry out the study analysis. Ten proposals were received. The contract has been awarded to SCS Engineers and the kick-off meeting was on May 1, 2018. *SCS Engineers has initiated early Tasks that include the Quality Assurance Project Plan (QAPP) and project management plan as required by EPA.*

- 18) **I-8 / Imperial Avenue Interchange Reconstruction:** ICTC staff submitted the 2018 State Transportation Improvement Plan to the CTC on December 15, 2017. *Caltrans is working to complete the right-of-way acquisition, utility relocation and final design. As presented to the CTC, the current schedule to begin construction is in FY 2019/2020. Mr. Baza presented the STIP recommendations to the CTC at the STIP Hearing on January 25, 2018. The 2018 STIP was adopted by CTC at the March 2018 meeting.*

- 19) **California HERO Program:** The California Hero Program was launched in April 2014 in Imperial County with ICTC as the administering agency. A copy of the program activity report up to May 2018 is attached for your review.
- 20) **State Legislation for Transportation Funding – SB 1:** On August 24<sup>th</sup> ICTC staff hosted a TAC workgroup to discuss the upcoming expected actions to be undertaken by cities and county. The workshop discussed the Local Streets and Roads Program and the Local Partnership Program. Representatives from the cities and county were recommended to focus on the upcoming deadlines under the Local Streets and Roads Program. An estimate of Local Streets and Roads Program revenues were provided during the workshop. The estimates per agency included FY2017/2018 and FY2018/2019 Local Streets and Roads Program revenues. All cities and the county were responsible to submit a project list and an amended budget for FY2017/2018 to the California Transportation Commission (CTC) by October 16, 2017. ICTC staff has received confirmation that all agencies submitted a project list for FY 2017/2018 to CTC.

\$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 for FY 2017/2018.

<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 - <http://www.californiacityfinance.com/LSR1801.pdf>*

Below are the projected annual revenues beyond FY 2018/2019.

<b>Agency</b>	<b>RMRA Amount FY 2018-2019</b>
Brawley	\$447,168
Calexico	\$679,536
Calipatria	\$127,950
El Centro	\$757,701
Holtville	\$103,871
Imperial	\$309,836
Westmorland	\$38,227
County of Imperial	\$7,748,702
<b>TOTAL</b>	<b>\$10,212,991*</b>

The **2018 Local Partnership Program** is comprised of formulaic program and competitive programs. In FY2017/2018 total amount available statewide is \$200M and distribution is 50/50 for both formulaic and competitive programs. The formulaic program share distributions for the Local Partnership Program were presented at the CTC meeting in December 6-7, 2017. During the meeting the CTC Commission took action and approved the distribution of funds for the formulaic portion, the funding share for Imperial County in

FY2017/2018 and in FY2018/2019 is estimated at \$538,000. According to the program guidelines and CTC staff, there is one time opportunity to rollover funds to the following fiscal year in order to maximize opportunity to use funds. Project applications for formulaic program are due December 15, 2017 to CTC. *For FY2017/2018, no projects were submitted for the formulaic program and funds will be rolled over to FY2018/2019.* Applications for the competitive program are due January 30, 2018 to CTC. The following is the link to the 2018 Local Partnership Program guidelines:

[http://www.catc.ca.gov/programs/SB\\_1/11617\\_Final\\_LPP\\_Guidelines.pdf](http://www.catc.ca.gov/programs/SB_1/11617_Final_LPP_Guidelines.pdf)

- 21) **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 County of Imperial was awarded an ATP Augmentation Grant for sidewalk improvements on Rio Vista in the Community of Seeley. The grant is \$369,000 with a local match of 1.2 million for a total project of \$1.5 million.

The CTC has announced ATP Cycle 4 Call for Projects at the state level. The Cycle 4 Call for Projects is expected to include about \$440M in ATP funding made up of Federal funding and State SB1 and State Highway Account (SHA) funding. The funding/programming years are expected to include 19/20, 20/21, 21/22 and 22/23 funding years. Applications were due on May 16, 2018. For more information refer to the Caltrans ATP page: <http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>

- 22) **SCAG's Sustainability Grant Program – Imperial County Regional Climate Action Plan:** ICTC was awarded a SCAG Sustainable Planning Grant to develop a Regional Climate Action Plan. ICTC staff will work in collaboration with SCAG staff to develop and release a request for proposal to select a consultant that will develop the Regional Climate Action Plan. ICTC will serve as the day to day project manager and SCAG staff will serve as the administrative project manager. The goal of the project is to develop a regional framework for addressing Green House Gas (GHG) emissions for a Regional Climate Action Plan that allows each local agency to customize and fit into the context of the community each jurisdiction serves, that can be used at the local level in the development of jurisdiction – specific Climate Action Plans (CAPs). *ICTC staff is currently finalizing the scope of work language in collaboration with SCAG staff and plans to release a request for proposal August 2018.*
- 23) **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. *This area has been listed for review of services in the Short Range Transit Plan.*
- 24) **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. *The Consultant team is currently working on the emission analysis deliverables. A project team meeting was held on May 22, 2018 to discuss the findings of the emission and economic impacts for Imperial County.*

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

- May 16, 2018 – California Transportation Commission Meeting in San Diego, CA
- May 22-23, 2018 – FTA Real Estate Training in Denver, CO (attended by staff)
- May 23, 2018 – Senate Bill 1 News Conference and SR-98/SR-111 Pavement Project Groundbreaking in Calexico
- May 23, 2018 – ICTC Budget Workshop and Commission Meeting
- May 24, 2018 – Procurement Training at Caltrans District 11 (attended by staff)
- May 25, 2018 – SANDAG Borders Committee in San Diego
- May 31, 2018 – Imperial Valley Economic Summit and General Assembly in El Centro

**26) Community Outreach Events attended on behalf of ICTC:**

- May 8, 2018 – El Centro, CA – Work Training Center Presentation
- May 18, 2018 – El Centro, CA – CalFresh Awareness Event

**27) Upcoming Community Outreach Events:**

- June 14, 2018 – Westshores CA – Senior Nutrition Center



California HERO Activity Report  
**Imperial County Transportation Commission**  
 Launch Date through May 31, 2018

**Program Activity through May 31, 2018**

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	314	192	\$5,242,417	105	\$1,424,890	13	120	0	39	97	1,091,784	283
Calexico	3/24/2015	7,374	673	390	\$12,681,312	225	\$2,899,337	26	207	4	96	243	2,533,708	651
Calipatria	3/24/2015	758	11	5	\$134,632	5	\$61,615	1	6	0	0	0	49,993	12
El Centro	5/23/2014	9,250	515	339	\$10,283,609	182	\$2,460,221	22	189	8	60	169	1,921,585	495
Holtville	3/24/2015	1,248	66	48	\$1,277,602	25	\$319,008	3	23	0	10	18	222,189	58
Imperial	6/10/2015	4,622	222	165	\$5,558,223	91	\$1,450,994	13	82	14	45	129	967,984	254
Westmoreland		596	Has not adopted Resolution of Participation											
Imperial County Unincorporated	11/14/2014	9,506	272	163	\$5,260,192	91	\$1,324,081	12	97	3	30	75	944,113	242
<b>Total</b>		<b>38,944</b>	<b>2,073</b>	<b>1,302</b>	<b>\$ 40,437,986</b>	<b>724</b>	<b>\$ 9,940,147</b>	<b>90</b>	<b>724</b>	<b>29</b>	<b>280</b>	<b>730</b>	<b>7,731,356</b>	<b>1,996</b>

\*\* Participation rate based off of funded projects

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

**SBBC Quarterly Meeting Attendees**

First Name	Last Name	Title	Firm	Phone	Email
Jo	Alegria	Board President	Cajon Valley USD	619.504.4438	<a href="mailto:joalegria@yahoo.com">joalegria@yahoo.com</a>
Glenna	Barrett	Coordinator	SBBC	760.425.0688	<a href="mailto:glenna@ivedc.com">glenna@ivedc.com</a>
Brady	Bishop	Director of Hardware Operations	San Diego Futures Foundation		<a href="mailto:brady@sdfutures.org">brady@sdfutures.org</a>
Charlie	Born		Frontier Communications		<a href="mailto:charlie.born@ftr.com">charlie.born@ftr.com</a>
Tiffany	Bromfield	Community and Government Outreach	Charter		<a href="mailto:Tiffany.Bromfield@charter.com">Tiffany.Bromfield@charter.com</a>
Erik	Bruvold	CEO	SDNEDC	760.510.5919	<a href="mailto:ebruvoid@sdnedc.org">ebruvoid@sdnedc.org</a>
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Connie	Chen		CPUC		<a href="mailto:Connie.Chen@cpuc.ca.gov">Connie.Chen@cpuc.ca.gov</a>
Ignacio	De la Torre	Assistant VP External Affairs	AT&T	619 574 3050	<a href="mailto:id9354@att.com">id9354@att.com</a>
Jo Marie	Diamond	President/CEO	San Diego East County Economic Development Council	(442) 265-1050	<a href="mailto:jo-marie.diamond@eastcountyedc.org">jo-marie.diamond@eastcountyedc.org</a>
Michael	Elder	TSA	Cal OES	916.657.9205	<a href="mailto:michael.elder@caloes.ca.gov">michael.elder@caloes.ca.gov</a>
Andrew	Hayes	District Rep	Senator Joel Anderson	619.546.3136	<a href="mailto:andrew.hayes@sen.ca.gov">andrew.hayes@sen.ca.gov</a>
Barry	Jantz	CEO	Grossmont Healthcare		<a href="mailto:barryjantz1@cox.net">barryjantz1@cox.net</a>
Tim	Kelley	CEO/President	IVEDC	760.353.8332	<a href="mailto:tim@ivedc.com">tim@ivedc.com</a>
Christine	Mailloux	Mg. Dir. SD	TURN	619.398.3680	<a href="mailto:cmailloux@turn.org">cmailloux@turn.org</a>
Magali	Meza		ICOE		<a href="mailto:mmeza@icoe.org">mmeza@icoe.org</a>
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Shaina	Richardson	Community Liaison	Supervisor Bill Horn -SD County		<a href="mailto:shaina.richardson@sdcounty.ca.gov">shaina.richardson@sdcounty.ca.gov</a>
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**Southern Border Broadband Consortium Meeting Agenda**  
**Hosted by the East County Economic Development Corporation**  
**East County Chamber Business Resource Center**  
**April 27, 2018 9:00AM to 11:00AM**

I. Call to order at 9:06AM

II. New business

a) Meeting Introduction by Timothy E. Kelley

b) Member Introduction

i) Sign in sheet attached

c) Member Project Updates/ Presentations

i) Tribal Digital Village update by Matt Rantanen

(1) Covers San Diego and Riverside counties. There are 23 towers in mountain regions that do not have access to grid power. They need generators because of outages. Matt is working on 16 towers and always looking for cheaper rates. He is working on Middle Mile Fiber Mapping, maybe he could possibly meet with ICOE? Matt is working with UCSD on a High Performance Wireless Research Network as well as a fire network. The Torres Martinez tribe might have been left out. Matt is working with Jason Howard in IT department. EMS and First Responders are something we need to work on together.

ii) Imperial County Office of Education Borderlink Project update by Magali Meza

(1) The BorderLink Project is a wireless program that ICOE is partnering with schools assist with bridging the Homework Gap. They are currently serving Westmorland, Brawley, El Centro, Heber, Southwest High School, and Seeley. They are distributing 1,000 devices at Imperial Valley College and San Diego State University- Calexico Campus. ICOE is working on getting broadband on school buses.

iii) Charter Communications update on broadband services by Tiffany Bromfield



- (1) Tiffany discussed Charter's low-cost internet program called the Internet Assist Program which offers low-income community members affordable services. There is an event in San Diego and Imperial Counties coming up.

iv) Any additional presentations

- (1) T-Mobile by Brad Cantrell: Nothing is going to be perfect, but we can work together. T-Mobile has programs starting at \$10.00. Empower Ed is free and reduced lunch programs, provides up to \$200 towards equipment purchases. This program has seen test scores increased by 20%. T-Mobile offers a static IP for parental locks.
- (2) OES First Responders by Michael Elder: Discussed FirstNet for LA offering priority and prevention. AT&T has done a great job presenting a solution. Public Safety Network will be the first of its kind in 2018. Pricing on Cal Net soon hopefully. Michael has brochures regarding building redundancy in their towers. LTE data services are not replacing land mobile radio. Timothy Kelley mentioned helicopter services save lives.
- (3) AT&T Programs by John Osbourne: They do not have 100% broadband because of Economies of Scale. Uverse is a fiber to a mode program. They are working on the last mile at 50megs. There are still a lot of unserved areas. AT&T is working with Connect America Funds which provides funding to ISPs to provide services to unserved areas. They accepted CAF2 funds to work on the Fixed Local Loop technology which is wireless technology that looks like a pizza box. AT&T needs advocacy and support from SBBC when they go into communities to build this technology. They have affordable programs from \$5-\$10 for people on SSI or supplemental lunch programs. AT&T received CAF funds in San Diego county for approximately 54 nodes targeting the East and North parts of the county. With regards to Net Neutrality, AT&T does not block or dictate what anyone sees. Timothy Kelley mentioned discussed China slowing down the internet and older homes versus newer homes regarding services. RCRC has 35 members and broadband is a top issue at their meetings. Telemedicine is an important issue. He mentioned that only 10% of SD is urban, the rest is rural.
- (4) San Diego North Economic Development Council by Eric Bruvold: Viasat needs to be here, it has 100 speeds, cannot do a lot of services, more of a download solution. Matt Rantanen mentioned wireless is a great solution. Poverty levels and data caps really limit services.



- (5) Frontier Communications Programs by Amy Warshauer and Asia Powell: Only offer wireline services. Desert Shores application is pending. They are participating at the CPUC Workshops regarding AB 1665 bringing 791 households internet. Always looking for partners. CAF2 updates in Salton City. Looking at broadband adoption suggestions.
- (6) WPNP by Marco Perrone mentioned the work he was doing in San Diego and is looking at two more tower sites and a connection to Jurupa.
- (7) TURN by Christine Maillouix: Their main office is in San Francisco. Their San Diego office opened one year ago. They work with the CPUC, FCC, Regina Costa is the chair of NASUCA. A lot of low income work and advocacy in rural areas.
- (8) Jo Marie with the San Diego East County Economic Development Council invited the SBBC to present at her Board meeting in the upcoming months.
- (9) The Chamber of Commerce presented their Leadership Program, it is 11 months long. Applications were dispersed.

d) Update on SBBC activities and goals accomplished

- i) CalSPEED app- updates to the CPUC's website within 24 hours
- ii) Broadband maps from the CPUC- link to interactive maps attached
- iii) Marketing and Outreach - SBBC is working with the USPO and IID on adding the CalSPEED app to their carrier's phones.
- iv) Internet Needs Questionnaire – please complete them here or online.

III. Adjournment at 10:50AM



## Memorandum

**Date:** June 13<sup>th</sup>, 2018  
**To:** ICTC Management Committee Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**Re:** **Southern California Association of Government's Report**

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The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee Meeting June 13<sup>th</sup>, 2018.

- 1. SCAG Go Human Campaign:** SCAG is entering the 3<sup>rd</sup> year of the GO-Human Marketing and Advertising Safety and Encouragement Campaign implemented throughout the 6 county SCAG region. We've had great participation and engagement in Imperial County and would like to build upon the success. The new round of advertising will integrate Vision Zero and new messaging developed from gathered feedback. The campaign will run through the month of May to coincide with "National Bike Month" and during July and August to promote safe walking and biking during "back to school." If any agencies would like to participate and partner with SCAG to promote GO Human, please reach out to SCAG Regional Affairs Officer (RAO) David Salgado or Assistant Regional Planner Julia Lippe-Klein (213) 236-1856.
- 2. 2018 Active Transportation Program Call for Projects:** It is anticipated Cycle 4 of the Active Transportation Program (ATP) Call for Projects was released May 16, 2018 after adoption of the draft guidelines and fund estimates by the California Transportation Commission (CTC). **Applications will be due July 31, 2018.** SCAG is committed to ensuring the region is successful under the state call for projects and may be able to assist upon request. SCAG will also receive a separate pot of "regional" ATP funding following the state call for projects to be distributed at the regional level. This provides two opportunities for funding under one call for projects. All applications must be received under the initial state call for projects. Please feel free to contact SCAG RAO David Salgado with any questions.
- 3. 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (RTP-SCS) –** On June 7, 2018 SCAG held a joint policy committee meeting before it regularly scheduled

Regional Council meeting. This joint meeting served to provide SCAG staff an opportunity to present the framework for the 2020-2045 RTP/SCS which is the SCAG 6 county region long range regional transportation plan. The RTP/SCS provides for the development and integrated management and operation of transportation systems and facilities that will function as an intermodal transportation network for the SCAG metropolitan planning area. The overview was provided by the Director of Planning, Kome Ajise and provided a high level overview of the components, processes, and potential time frames of the plan. The process for development of the RTP takes into account all modes of transportation and is accomplished by a “continuing, cooperative and comprehensive” (3 C’s) planning approach, which is also performance driven and outcome based. Please feel free to contact SCAG with any questions.

4. **SCAG 2018 Public Participation Plan – DRAFT:** SCAG has developed a Draft 2018 Public Participation Plan, and would like your input. SCAG does transportation and land use planning for a large, diverse region-- this plan is key to helping us make sure we're engaging the public effectively & inclusively. The plan is available online for review until April 2018. For questions please contact SCAG RAO David Salgado.
5. **2018 Regional Conference and General Assembly:** Thank you to those of you who attended this year’s General Assembly and Regional Council meetings at the Renaissance Esmeralda Indian Wells Resort and Spa in Indian Wells on May 3<sup>rd</sup> and 4<sup>th</sup>, 2018. SCAG had a great program line-up with over 900 registered attendees. This year SCAG will not be providing the breakout sessions in recorded files for later review. For questions please feel free to contact David Salgado @ SCAG.
6. **SCAG Policy Committee Appointments:** At the April 5<sup>th</sup>, 2018 Regional Council Policy Committee meetings Imperial County Supervisor and Regional Council Member Luis Plancarte was appointed as the Vice-Chair of the Energy and Environment Committee (EEC). El Centro Mayor and SCAG Past President Cheryl Viegas-Walker was appointed as the Vice Chair of the Transportation Committee (TC) Vice-Chair.
7. **SCAG Downtown Los Angeles Relocation:** SCAG relocated to the new Downtown Headquarters located at The Wilshire Grand Center. The new address is 900 Wilshire Boulevard, 17<sup>th</sup> Floor, Los Angeles, CA 90017. The building is a brand new LEED Certified Class A Building and provides for a more advanced space for SCAG to grow into. The new space will also have improved spaces for SCAG’s regular public meetings and workshops.



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017  
T: (213) 236-1800 www.scag.ca.gov

8. **SB 1 Road Repair and Accountability Act of 2017:** The bill passed by a vote of 27-11. The bill provides \$52.4 billion over 10 years for transportation by raising California's gas excise tax 12 cents to 30 cents a gallon, with annual adjustments for inflation. The diesel excise tax will also go up 20 cents to 36 cents a gallon. Funds will also be raised by fee increases on vehicle registrations which will be proportionate to the vehicle model year and will range from \$25 to \$175 a year annually. Zero emission vehicles will incur a \$100 annual fee. There will be a constitutional amendment put on the 2018 ballot to allow a vote to ensure the funds will be provided for road projects.
9. **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.
10. **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 new SCAG Strategic Plan was adopted as one of the first items of the new year at the February 2018 Regional Council Meeting. The Strategic Plan has not been updated since 2009 and provides a framework for the agencies work Plan and continued success. Imperial County RAO David Salgado participated on the PSP Committee.
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:** June 8, 2018  
**To:** ICTC Commissioner's  
**From:** Tim Gubbins, Caltrans District 11, Acting District Director  
**Re:** **District Director's Report**

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The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management meeting of June 13, 2018:

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 (CRCP)

I-8 CRCP Project was divided into five segments with segments 1-3 being complete. The entire project is scheduled for completion in 2019.

Segment 4: This segment 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 switched to the completed eastbound concrete lanes in late March. The westbound lanes are under construction with work expected to be completed in *October 2018*, before moving to section two.

Segment 5: Located near Winterhaven from west of Ogilby Road overcrossing to west of the I-8/SR-186 separation. This seven-mile segment began construction the week of June 12, 2017. All lanes are opened (with minor closures), and *work is expected to be completed by the end of June*.

This project is expected to be completed *one year* ahead of schedule.



### Construction (continued):

#### SR-86/Heber Pedestrian Improvements

This project will construct sidewalks and a bus shelter. Construction on Phase 1 is complete. *Due to issues with high temperatures, Phases two and three will be starting in fall 2018.*

### 3. Traffic Operations:

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

Caltrans recently provided a design alternative with cost estimate to ICTC. The design will allow for two lanes for use by CBP under a newly constructed canopy to be placed over SR-86, and two lanes of secondary inspection during peak periods, which should reduce or eliminate queuing of traffic during these time periods. This was approved by the Commission late 2017.

The consultant met with ICTC, CBP and Caltrans to review the first design submittal on May 8, 2018. AECOM will revise the design concept based on inputs from Caltrans and CBP and will submit the preliminary design

#### SR-98/Birch Street

Caltrans Highway Operations is *obtaining quotes* for new speed feedback posts. The speed feedback signs will be reset to a 24 hour schedule.

#### Signage on I-8 Directing Trucks to SR-7:

The TIR to install signs to direct trucks to use SR-7 on I-8 and SR-111 was approved on November 27, 2017. Per the approved TIR, guide signs to direct trucks to use SR-7 will be installed on eastbound I-8 prior to SR-98 and SR-111. An additional guide sign will be installed on southbound SR-111 to direct trucks to use east I-8 to south SR-7, for a total of three guide signs.

No additional guide signs will be installed on westbound I-8 as there are existing guide signs to direct trucks to use SR-7 for border crossing prior to the I-8/SR-7 connector. The proposed signs were sent to Operations Planning Support on November 30, 2017 to process the sign order.

#### All American Canal Bridge/SR-186

A public hearing was held on February 21, 2018 at the County of Imperial Department of Public Works office in El Centro *to place warning signs for weight restrictions.*



### Traffic Operations (continued):

Also, in February the County of Imperial, Imperial Irrigation District (IID), Bureau of Reclamations (BOR), and Caltrans met regarding traffic on the existing structure. The BOR has requested that Caltrans investigate constructing a separate structure over the All American Canal. Caltrans has agreed to do a Feasibility study to look at options for a new crossing.

#### 4. Planning:

##### Trade Corridor Enhancement Projects (TCEP):

Caltrans has been working diligently to develop a comprehensive suite of projects to benefit the U.S./Mexico border region, in the area of goods movement and cross-border traffic. To that end, District II has developed a multi-project application submittal that includes projects for both Imperial and San Diego counties. In Imperial, this includes the final phase of the SR-98 widening in Calexico as well as the environmental and design work for the expansion of the bridge over the All American Canal at the Calexico East POE.

The California Transportation Commission (CTC) has approved funding for this project.

##### Calexico Traffic Circulation Plan

Caltrans has been awarded a grant from the Federal Highways Administration (FHWA) State Planning & Research funds, with an 80/20 in-kind match by the Imperial County Transportation Commission (ICTC) to fund a \$100,000 Traffic Circulation Plan (TCP) for access to the Calexico West Port of Entry (POE).

This effort will have a two-phase approach. Phase one will address access for opening day traffic conditions. Phase two will provide further analysis and recommendations for potential traffic shifts for the 60-90 day period beyond opening day conditions.

The Calexico West POE is scheduled to be complete in *late Summer 2018*. Opening of the POE will require the City of Calexico to make necessary improvements to Cesar Chavez Boulevard which will serve as future access to the POE. Caltrans and the City of Calexico will work cooperatively with other local and regional partners to identify other traffic improvements and changes which may be required by changing patterns. Additionally, while Mexico has completed their roadway improvements; their federal customs facility remains to be constructed.

*The second Technical Working Group meeting was held on June 6, 2018 and attended by numerous local and regulatory agencies. The Consultant presented various scenarios for changes in traffic patterns to address the new access. Plans will be finalized within the next few weeks, and public outreach meetings will be held in June and August to inform the public of the new access, as well as present details of the various elements of the Plan.*

## 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.

#### Recent Activities:

Meetings with the Project Study Team (PST) and the consultant team were held in *March and April 2018, with the next meeting scheduled for May 15, 2018.*

*The Air Quality portion of the grant ended on April 30, 2018. The consultant is running the Air Quality model portion of the grant and will produce a draft document by the end of FY 17/18 in order to include data from the SR-11 model runs. Work on the Economic portion of the grant will continue until December 31, 2018.*

#### Imperial County Transportation Model Update

SCAG has delivered the future years' Social, Economic and Demographic (SED) data to, Cambridge Systematics. They are reviewing the SED data, and working on model run iterations to test the trip generation and traffic assignment results for the future years. As far as the mode-choice is concerned, the consultant has developed a procedure to calibrate mode choice, and the next step is to begin mode choice calibration.

*The Imperial County Transportation Model will be presented to ICTC Management June 13, 2018.*

#### Imperial County Active Transportation Plan

The County of Imperial, Caltrans and the selected consultant, KOA, met in mid March 2018 to discuss final scope of work details and initiate work on this ATP contract. The plan will cover six areas of the county; Heber, Ocotillo, Niland, Salton Sea, Seeley, and Winterhaven/Bard.

*Initial outreach efforts have been held in each location; however, due to limited attendance and input, another series of outreach is being held in June. This secondary effort has been much better attended, and valuable input received.*

## 5. Local Assistance:

### Inactive Projects

Future inactives should be billed within the specified and agreed upon timeframe to avoid a unilateral deobligation of funds.

The inactive and future inactive list was updated as of *May 31, 2018*. *Action is required by the following agencies: Calxico, City of Imperial, El Centro, and Imperial County. All inactive and future inactive invoices should have been submitted to the District Local Assistance Engineer (DLAE) before the District II deadline of April 20, 2018.*

Note: An invoice is not cleared off the inactive or future inactive until it has been paid by the State Controller's Office.

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

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

### ATP Cycle 4 Call-For Projects

*The ATP Cycle 4 Call for Projects opening date was May 16, 2018.*

*Video webinar recordings providing application details, eligibility, and all necessary documentation have been posted online under ATP Cycle 4 Training Information at:*

<http://www.dot.ca.gov/hq/LocalPrograms/atp/cycle-4.html>

The Cycle 4 Call for Projects is expected to include about \$440M in ATP funding made up of Federal funding and State SBI and SHA funding. The funding/programming years are expected to include 19/20, 20/21, 21/22 and 22/23 funding years.

Potential applicants are encouraged to check the Caltrans and CTC ATP websites for future updates.

CTC – ATP website: <http://www.catc.ca.gov/programs/ATP.htm>

For project specific and call for project questions, please contact Bryan Ott, District II ATP Coordinator at (619) 220-5310 or via email at [bryan.ott@dot.ca.gov](mailto:bryan.ott@dot.ca.gov)

### Active Transportation Program (ATP) Project Reporting Status

Upon acceptance into the ATP, implementing agencies must submit semi-annual reports to Caltrans on the activities and progress made toward implementation of the project, and a final delivery report.

### Local Assistance (continued):

Reports were due on May 15, 2018, which cover activities between October 16, 2017 and April 15, 2018. If your project's initial FY of programmed funding is between this timeframe, a report is due; regardless of an approved time extension. Refer to the ATP Reporting Web page for the most current reporting forms and instructions:

<http://www.localassistanceblog.com/2018/04/20/atp-project-reporting-status/>

### June 30, 2018 Deadline for “DBE Annual Submittal” and “ADA Annual Certification” Forms

Please submit both the “Local Agency Disadvantaged Business Enterprise (DBE) Annual Submittal Form” (Exhibit 9-B) and “Local Agency Americans with Disabilities Act (ADA) Annual Certification Form” (Exhibit 9-C) by June 30, 2018, for the next Federal Fiscal Year (October 1, 2018 to September 30, 2019) per Local Assistance Procedures Manual (LAPM) Chapter 9, Sections 9.3 and 9.6. Include in your 9-B submittal an organizational chart showing the DBELO and his/her contact information.

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

### Local Assistance Manuals Updated

The Local Assistance Procedures Manual (LAPM) and the Local Assistance Program Guidelines (LAPG) were updated in January 2018. Below are the links for the manuals:

-LAPM: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm>

-LAPG: <http://www.dot.ca.gov/hq/LocalPrograms/lam/lapg.htm>

### Highway Safety Improvement Program (HSIP)

*The Caltrans HSIP Cycle 9 Call for Projects is now open. Applications are due Friday, August 31, 2018. All applications will be submitted electronically only (no hard copy submissions). Any submittal after midnight of August 31, 2018 will not be accepted. For questions regarding the call for projects and how to submit an application, please contact Bryan Ott, District 11 HSIP Coordinator at (619) 220-5310 or via email at [bryan.ott@dot.ca.gov](mailto:bryan.ott@dot.ca.gov) or visit the Caltrans HSIP Cycle 9 website.*

[http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply\\_now.html](http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply_now.html)

*Applicants are expected to review the HSIP Guidelines and Local Roadway Safety Manual for California Local Road Owners prior to working on their specific applications:*

## Local Assistance (Continued)

- HSIP Guidelines - Provides overall guidance and general information for the HSIP program.
- Local Roadway Safety Manual for California Local Road Owners - Assists local agencies in preparing a proactive safety analysis of their roadway networks, identifying their safety improvement priorities and applying appropriate countermeasures. The local agencies are expected to utilize the concepts in this manual in developing safety projects for competing the HSIP federal funding.

For questions, you may contact Bryan Ott, District 11 HSIP Coordinator at (619) 220-5310 or via email at [bryan.ott@dot.ca.gov](mailto:bryan.ott@dot.ca.gov).

## Highway Bridge Program (HBP) Update

The HBP October Survey notification and submittal will occur in mid-August 2018.

## 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)

## Reminder: Division of Local Assistance Listserver Email Subscription

Sign up for a Division of Local Assistance “Listserver” to receive significant updates or additions to Local Assistance webpages, including changes to the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG), new Office Bulletins and Local Programs Procedures, as well as Calls for Projects.

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

## Reminder: Division of Local Assistance Blog (LAB)

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

<http://www.localassistanceblog.com>

## Local Assistance (Continued)

### Local Assistance Events

SAVE THE DATE: September 13, 2018 - Next SCLAMM

The September SCLAMM Meeting will tentatively be held at the Caltrans, District 11 San Diego Office in the Garcia Conference Room on September 13, 2018. Please register with Alma Sanchez at (619) 278-3735 or via email at [alma.sanchez@dot.ca.gov](mailto:alma.sanchez@dot.ca.gov) by September 6, 2018. District 11 will request topics and discussion items prior to the meeting.

### Training

For questions or to register for any training, please contact Local Assistance Training Coordinator, Alma Sanchez at (619) 278-3735 or via email at: [alma.sanchez@dot.ca.gov](mailto:alma.sanchez@dot.ca.gov).

Additional dates and location are available statewide for the Federal Aid Series - Please check for updates below.

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

### Procuring Architectural & Engineering (A&E) Training, May 24, 2018:

*There are three other locations this training will take place if your agency is not attending the session on May 24, 2018. Registration is now open at:*

<http://www.californialtap.org/index.cfm?pid=1078> or  
<http://www.localassistanceblog.com/ae-training/>

*If your agency was unable to register and/or attend, our HQ-Training Division will be breaking the session down into sections and recording the training videos. These training videos should be released online by the end of June.*

### October 2 & 3, 2018: Labor Compliance Training – Registration is Now Open

*This two-day course is designed to teach local agency staff the basic requirements of prevailing wage requirements and how to apply these requirements, including reviewing and confirming certified payroll records and on-site documentation. Using hands-on-exercises, and instructional aides, students will learn how to apply Davis-Bacon and Related Acts, the Code of Federal Regulations, the California Labor Code, and California Code of Regulations to all public works contracts. This two-day training will be held in Caltrans, District 11, at 4050 Taylor Street, San Diego in the Gallegos Conference room. The start time will be announced at a later date. .*

### November 2, 2018: Bicycle Transportation: An Introduction to Planning & Design Training

*Join the Active Transportation Resource Center (ATRC), in collaboration with Caltrans, for a new training course on Bicycle Transportation: An Introduction to Planning and Design. This hands-on course challenges you to explore the tools used to assess and evaluate the suitability of a transportation route and facilitate its*

## Local Assistance (Continued)

*use by all types of bicyclists. Participants will learn how to apply bicycle design concepts that best balance competing needs on a specific route. Current policy related to the future of active transportation will be discussed, and some supporting design documents will be identified. This one-day training will be held in Caltrans, District 11, at 4050 Taylor Street, San Diego, in the Gallegos Conference room. The start time will be announced at a later date. Registration is not currently open.*

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

### Reminder: Local Assistance Customer Service Survey

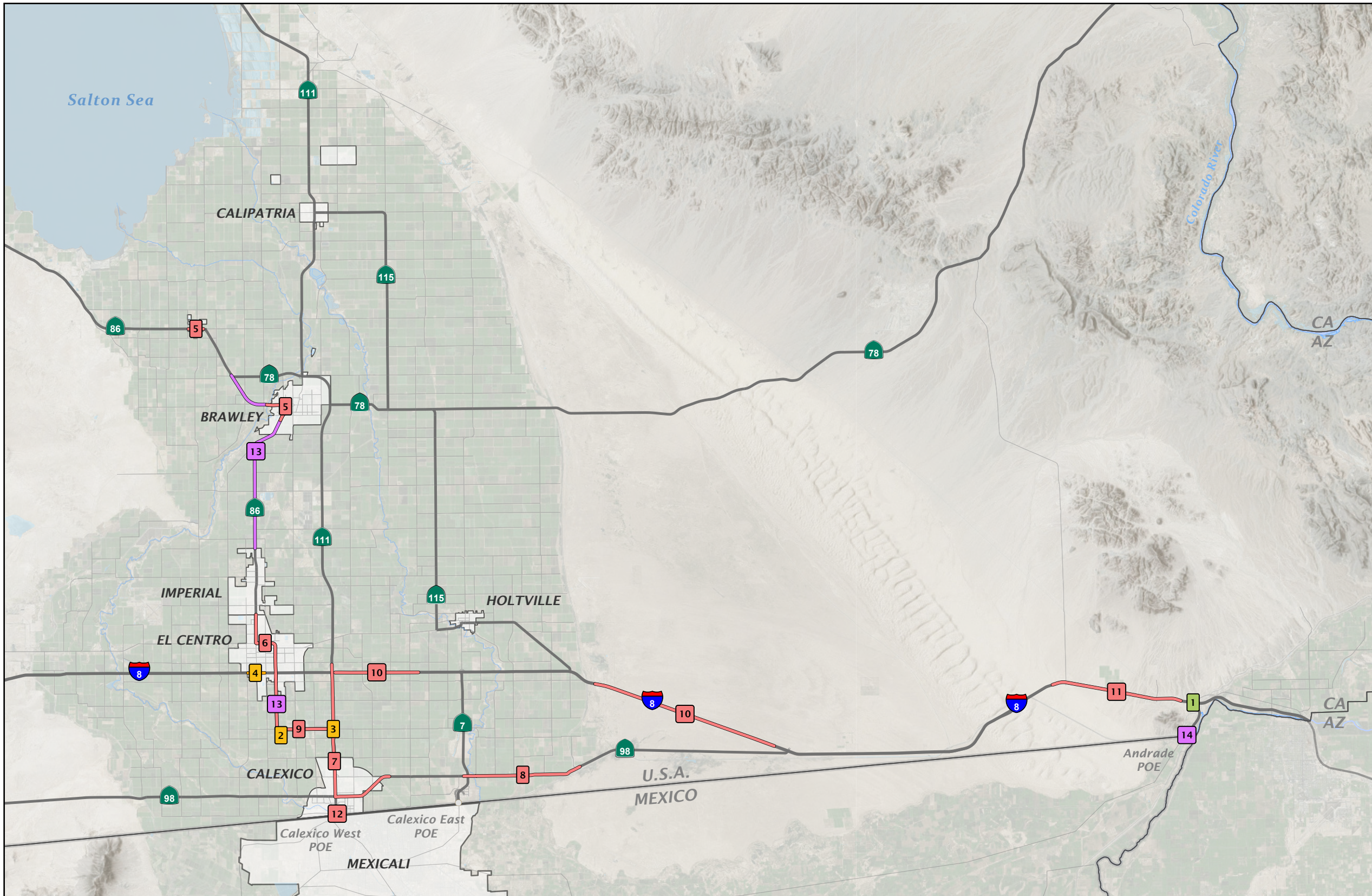
This pilot program supports a Caltrans Strategic Management Plan Goal: Organizational Excellence. A survey ranked Local Assistance as the Division of Caltrans that external agencies interact with most on a regular basis. Headquarters, Division of Local Assistance and District Offices will recognize employees 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

1. SR-186/I-8 Interchange Improvements

## DESIGN

2. SR-86/Dogwood Road Intersection Improvements\*  
Design Complete Fall 2018
3. SR-86/SR-111 Intersection Improvements\*  
Design Complete Fall 2018
4. I-8/Imperial Ave Interchange Improvements  
Design Complete Spring 2019

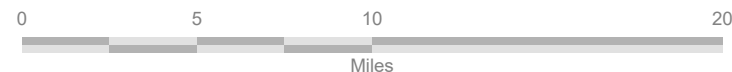
## CONSTRUCTION

5. SR-86 Pavement Rehabilitation  
Construction Start Spring 2018
6. SR-86 Pavement Rehabilitation  
Construction Start Summer 2018
7. SR-111/SR-98 Pavement Rehabilitation  
Construction Start Summer 2018
8. SR-98 Pavement Rehabilitation  
Construction Start Spring 2018
9. SR-86/"Heber Ave" Sidewalk, Transit,  
& ADA Improvements Phases 2 & 3\*  
Construction Start Spring 2018
10. I-8 Pavement Rehabilitation at Various Locations  
Construction Start Summer 2017
11. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186  
Construction Complete Summer 2018
12. SR-111 Calexico West - GSA POE Reconfiguration\*  
Construction Complete Summer 2018

## RELINQUISHMENT

13. SR-86 Relinquishment From SR-78 to SR-111  
Senate Bill 788 Approved Fall 2013
14. SR-186 Relinquishment 500 Feet  
from Border to GSA\*  
Complete Summer 2018

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



### Abbreviations:

GSA: General Services Administration

POE: Port of Entry

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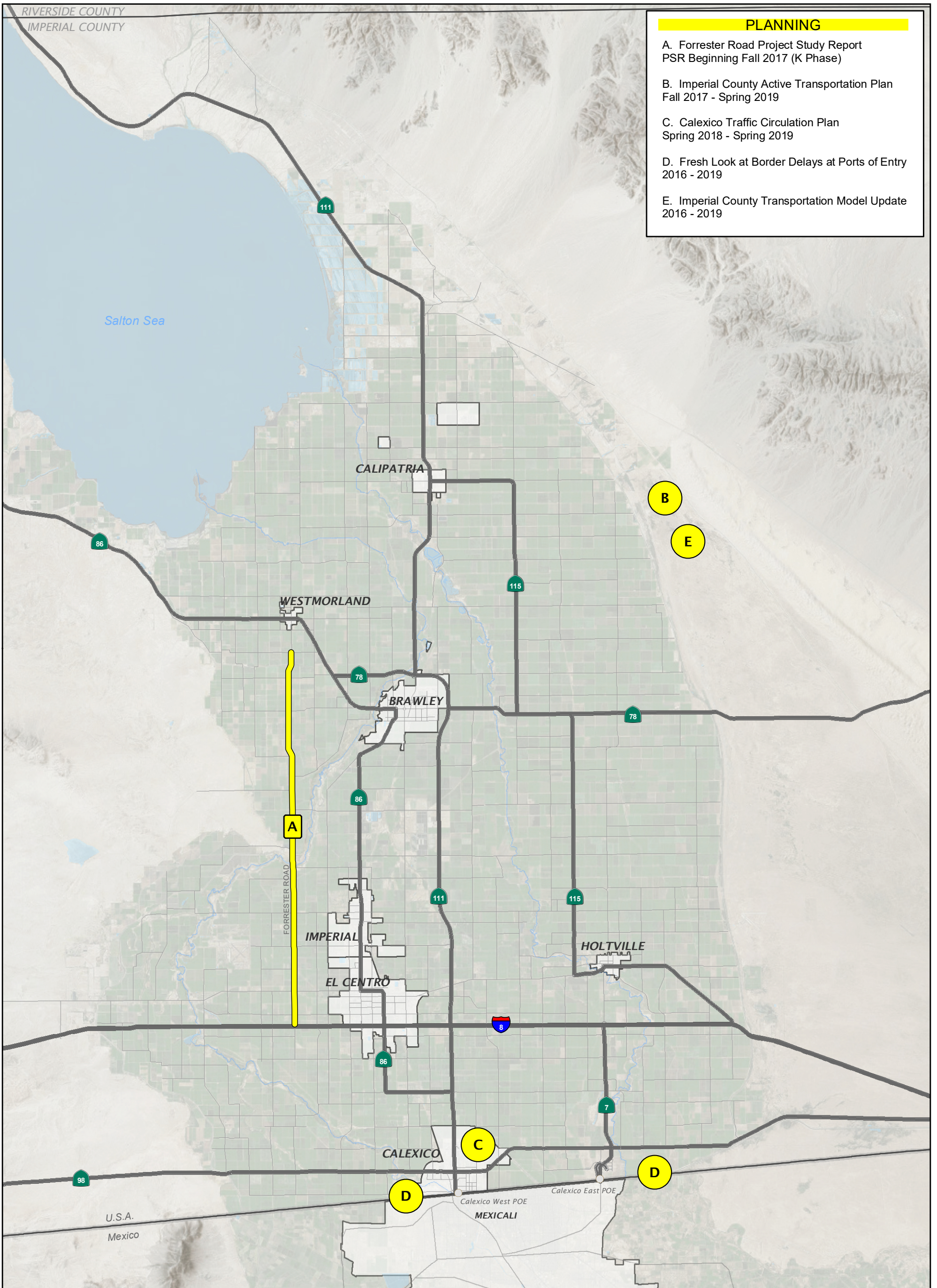
Date: 04/23/2018

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

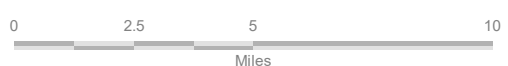
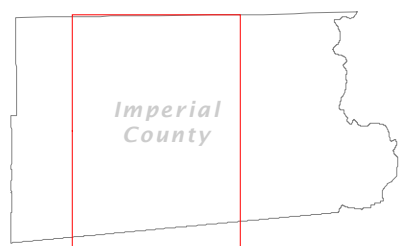




# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



- PLANNING**
- A. Forrester Road Project Study Report  
PSR Beginning Fall 2017 (K Phase)
  - B. Imperial County Active Transportation Plan  
Fall 2017 - Spring 2019
  - C. Calexico Traffic Circulation Plan  
Spring 2018 - Spring 2019
  - D. Fresh Look at Border Delays at Ports of Entry  
2016 - 2019
  - E. Imperial County Transportation Model Update  
2016 - 2019



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Date: 04/18/2018



# **VI. ACTION CALENDAR**

## **VI. ACTION CALENDAR**

- A. DRAFT ICTC OVERALL WORK PROGRAM (OWP)  
AND BUDGET, FY 2018-2019



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 8, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Avenue, Suite 104  
El Centro, CA 92243

**SUBJECT: Draft ICTC Overall Work Program (OWP) and Budget, FY 2018-2019**

Dear Committee Members:

The previous fiscal year of FY 2017-2018 was another productive year for ICTC in partnership with our member agencies and our U.S. regional, state and federal transportation partners, such as, the Southern California Association of Governments (SCAG), California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), California Transportation Commission (CTC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), U.S. Customs and Border Protection, the U.S. General Services Administration (GSA); and our cross-border partners in the City of Mexicali and State of Baja California, Mexico. The following are highlights of our major accomplishments initiated or completed during FY 2017-2018:

- Completed the I-8/Dogwood Bridge Widening, Landscaping and Lighting Project in partnership with the City of El Centro and Caltrans, \$33.6 million
- Coordinated with Caltrans, for the removal of Changeable Message and Directional Signs from the I-8 Dogwood Ave. Bridge
- Completed the SR-98 Widening Project (from VV Williams to Ollie Ave.), \$9 million
- Assisted the City of El Centro and Caltrans to complete environmental phase for new Imperial Avenue – South Extension Project
- Assisted the City of Calexico to achieve approval from the California Transportation Commission of \$4.5 million allocation for Cesar Chavez Blvd. Widening Project
- Achieved approval for the 2018 State Transportation Improvement Program (STIP) that includes \$44.2 million for the I-8 Imperial Avenue Interchange and ICTC's Regional Plans and Program funds - The 2018 STIP was approved at the March 2018 CTC meeting
- Submitted the 2019 Federal Transportation Improvement Program (FTIP) that includes \$748 million for a combination of local roadway and bridge projects, Interstate 8, transit and other state highway pavement improvement projects - The 2019 FTIP is anticipated to be approved in December 2019
- Received award of \$11 million from the CTC to complete SR-98 Widening (from VV Williams to Rockwood Ave.), Calexico East Bridge Expansion (Design and Environmental), and border crossing Intelligent Transportation System technology

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

- Completed ICTC Office Relocation
- Completed Phase 1 Heber / SR-86 Pedestrian/ADA and Bus Shelter Improvements
- Continued to add industry standard security cameras on all ICTC owned buses
- Continued to replace contractor owned vehicles, and, expanded the fleet for a total of sixty three (63) new buses and transit operation service vehicles to our IVT branded fleet.
- Received a new three-year grant award to continue our effort to expand our service outreach under our Disabilities Act (ADA) transit programs and services – Staff has successfully assisted with the outreach and coordination with our transit operator, social services and medical service providers
- For FY 2017-18, managed and administered distribution of \$14 Million in Measure D (half-cent sales tax) revenues for member agency road projects, and regional transit and highway projects
- In partnership with Western Riverside Council of Governments (WRCOG) and Renovate America implemented the HERO/PACE energy savings program that has completed \$9.8 million in local residential projects and to date \$40 million in projects have been approved
- Completed the following transit and transportation studies of regional or national significance:
  - Passenger Statistical Analysis Report
  - Imperial Valley Transit Maintenance Audit
  - The Imperial Valley / San Diego Mobility Hub Strategy
  - Fresh Look at Impacts of Border Delays for the California-Baja California Binational Region - The study area will include all six land ports of entry of Imperial and San Diego to determine Greenhouse Gas (GHG) emission and economic impacts of delay – Draft Report
- In partnership with the Imperial Valley Economic Development Corporation (IVEDC) and SCAG hosted our fourth annual General Assembly and Economic Summit; and,
- Initiated the following studies in partnership with Caltrans, IVEDC, SCAG, and member agencies:
  - Short Range Transit Plan Update
  - Bus Stop Inventory and Information Study (Phase III)
  - Calexico Traffic Circulation Plan
  - Southern Border Broadband Consortium Study
  - Brawley Transit Corridor Brownfield Needs Assessment
  - Forrester Road – Project Study Report
  - Calexico Intermodal Transit Center – Design and Environmental Approval

The studies initiated are scheduled to be completed during the upcoming FY 2018-19.

The OWP and Budget is divided into four sections: the Budget Summary, and the core programs of Regional Transportation Planning and Programming, Transit Planning and Program Management and Regional Collaboration. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC’s budgeted activities and programs for the coming fiscal year. The total ICTC Budget is estimated at \$18.2 million that will maintain our key services and programs; ICTC salaries and benefits; ICTC’s administration and operation costs; the 125 transit operations staff (bus drivers, dispatchers, supervisors and operation managers) and related contract costs. The \$18.2 million budget amount does not include Measure D revenues, or state and federal funds allocated for state highways, local roads and bridges in Imperial Valley.

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

The budget includes funding for consultant and vendor services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits,

and support services for legal counsel, planning and project programming.

A workshop was conducted on May 23, 2018 and input was received from members of the Commission and the Management Committee.

The Draft Imperial County Transportation Commission (ICTC) FY 2018-2019 Overall Work Plan (OWP) and Budget is hereby presented for your review and recommendation prior to finalization for approval to our ICTC Board. Our Draft OWP and Budget is balanced and provides for development and implementation of vital transportation projects and programs for our region.

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

1. Adopt the Draft ICTC Overall Work Program (OWP) and Budget for FY 2018-2019.
2. Authorize the Chairman to sign the Resolution of the Imperial County Transportation Commission establishing a Compensatory Stipend for Commissioners

Sincerely,



MARK BAZA  
Executive Director

MB/ksw/cl

Attachments

**RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION  
ESTABLISHING A COMPENSATORY STIPEND FOR COMMISSIONERS**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, Public Utilities Code section 132801 and By-Laws Articles 3 and 4 of the Imperial County Transportation Commission (“ICTC”) provide that the ICTC governing board is composed of 10 voting members and 1 nonvoting member (“Commissioners”) and regularly meets on the fourth Wednesday of every month at 6:00 p.m. in the Imperial County Board Chambers at 940 Main Street, El Centro, CA 92243; and

**WHEREAS**, ICTC Commissioners are charged with review of increasingly complex reports and other documents in preparation for attendance at regular monthly meetings to carry out the statutory requirements for regional transportation planning and programming activities in accordance with the short-range and long-range transportation plans; and

**WHEREAS**, ICTC By-Laws contain no provision for any stipend or other form of remuneration to compensate Commissioners for their diligent preparation and attendance at regular monthly meetings; and

**WHEREAS**, Public Utilities Code subsection 130108(a) provides that each member of a county transportation commission may be compensated at a rate not exceeding one hundred dollars (\$100) for any day attending to the business of the commission, but not to exceed four hundred dollars (\$400) in any month; and

**WHEREAS**, a statutory stipend of fifty dollars (\$50) per regular meeting would be a fitting symbolic expression of appreciation for Commissioners’ continued dedication to the region; and

**WHEREAS**, the ICTC governing board is desirous of establishing said compensatory stipend for Commissioners allowed pursuant to Public Utilities Code subsection 130108(a).

**WHEREFORE, THE IMPERIAL COUNTY TRANSPORTATION COMMISSION  
RESOLVES AS FOLLOWS:**

1. The above recitals are true and correct.
2. A compensatory stipend for Commissioners in an amount of fifty dollars (\$50) per regular meeting held on the fourth Wednesday of every month at 6:00 p.m. in the Imperial County Board Chambers at 940 Main Street, El Centro, is hereby instituted and established to take effect as of July 1, 2018.
3. The ICTC Executive Director is authorized to order staff to incorporate said stipend into the FY 2018-19 budget and begin releasing warrants to Commissioners, payable quarterly based on documented attendance at regular monthly Commission meetings, as of the effective date of this resolution.
4. The stipend amount shall be reviewed every three (3) years at the time of the annual budget adoption.

**PASSED AND ADOPTED** by the Imperial County Transportation Commission, County of Imperial, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the following roll call vote:

---

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Cristi Lerma  
Secretary of the Commission

# FY 2018-19 OWP DETAILED FUNDING SOURCES WITH BUDGET COMPARISON

**DRAFT**

					Budget	Estimated Actual	Budget		
					FY 2017-18	FY 2017-18	FY 2018-19	%	
1	2	3	4	5	6	7	8	9	
<b>REVENUES</b>									
<u>FEDERAL</u>									
A	FTA SEC 5307 (Urban)				\$1,935,901	\$1,935,901	\$3,399,885	75.6%	
B	FTA SEC 5309 - Imperial Transfer Terminal				\$747,000	\$0	\$747,000	0.0%	
C	FTA SEC 5310 Regional Mobility Management				\$104,977	\$106,621	\$110,976	5.7%	
D	FTA SEC 5311 (Rural) - Rural Transit Services				\$1,259,053	\$1,259,053	\$248,768	-80.2%	
E	EPA - Brownfields				\$300,000	\$12,000	\$288,000	-4.0%	
F	CMAQ				\$495,000	\$3,148	\$491,852	-0.6%	
G	SUBTOTAL				\$4,841,931	\$3,316,723	\$5,286,481	9.2%	
<u>STATE</u>									
H	TDA - LOCAL TRANSPORTATION FUND (LTF)				\$6,449,505	\$6,400,000	\$6,300,000	-2.3%	
I	TDA - STATE TRANSIT ASSISTANCE (STA)				\$1,102,000	\$920,739	\$916,683	-16.8%	
J	STIP- PLANNING, PROGRAMMING & MONITORING (PPM)				\$300,000	\$300,000	\$300,000	0.0%	
K	STATE - LOW CARBON TRANSIT OPS PROGRAM				\$0	\$0	\$282,737	0.0%	
L	PUC - Broadband				\$150,000	\$30,000	\$120,000	-20.0%	
M	PROP 1B - PTMISEA				\$186,250	\$0	\$186,250	0.0%	
N	PROP 1B - CTS GP				\$400,014	\$31,301	\$475,384	18.8%	
O	SUBTOTAL				\$8,587,769	\$7,682,040	\$8,581,054	-0.1%	
<u>LOCAL</u>									
P	FARE REVENUE				\$1,113,941	\$802,163	\$1,150,980	3.3%	
Q	ON HAND/INTEREST				\$613,332	\$340,000	\$632,115	3.1%	
R	LOCAL TRANSPORTATION AUTHORITY (LTA) 2% transit set a side				\$440,000	\$440,000	\$440,000	0.0%	
S	LOCAL TRANSPORTATION AUTHORITY (LTA) 5% set a side				\$862,500	\$150,000	\$2,037,965	136.3%	
T	SCAG/MEMBER AGENCY CONTRIBUTIONS				\$168,332	\$125,000	\$137,500	-18.3%	
U	SUBTOTAL				\$3,198,105	\$1,857,163	\$4,398,560	37.5%	
V	<b>TOTAL</b>				\$16,627,806	\$12,855,926	\$18,266,095	9.9%	
<b>EXPENDITURES</b>									
W	REGIONAL TRANSIT				\$7,263,968	\$6,856,883	\$7,410,812	2.0%	
X	LOCAL TRANSIT				\$1,840,412	\$1,683,327	\$1,855,880	0.8%	
Y	TRANSIT CAPITAL (vehicle prcmt )				\$0	\$0	\$236,026	0.0%	
Z	TRANSIT CAPITAL (construction)				\$2,662,066	\$1,077,964	\$3,346,447	25.7%	
AA	TRANSIT (maintenance)				\$220,000	\$220,000	\$220,000	0.0%	
BB	TRANSIT / PLANNING (miscellaneous )				\$1,292,514	\$90,000	\$1,243,349	465.2%	
CC	ADMINISTRATION AND PLANNING				\$2,236,574	\$2,223,480	\$2,425,519	8.4%	
DD	REGIONAL COLLABORATION				\$450,000	\$42,000	\$408,000	-9.3%	
EE	TRANSIT CAPITAL ( fleet reserve)				\$0	\$0	\$931,063	0.0%	
FF	REVENUE STABILIZATION/ OPERATING RESERVES				\$479,272	\$479,272	\$0	-100.0%	
GG	BIKES AND PEDS Art 3				\$183,000	\$183,000	\$189,000	3.3%	
HH	<b>TOTAL</b>				\$16,627,806	\$12,855,926	\$18,266,095	9.9%	



**FY 2018-19 OVERALL WORK PROGRAM DRAFT**

Projected Revenues													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	FEDERAL				SUBTOTAL	TOTAL			STATE			SUBTOTAL	TOTAL
A	FTA 5307 Urban	2017-18	\$1,683,634		\$3,399,885				STA	2018-19	\$916,683	\$916,683	
B		2016-17	\$1,716,251						TDA/LTF SB325	2018-19	\$6,300,000	\$6,300,000	
C	FTA 5309 Capital	2011-12	\$747,000		\$747,000								
D	FTA 5310 MMP	2015-17	\$110,976		\$110,976				STIP - PPM	2018-19	\$300,000	\$300,000	
E													
F	FTA 5311 Rural	2018-19	\$248,768		\$248,768				LCTOP	2015-16	\$193,483		
G										2016-17	\$89,254	\$282,737	
H	EPA - Brownfields	2016-17	\$288,000		\$288,000				PUC - Broadband	2018-19	\$120,000	\$120,000	
I	CMAQ	2016-17	\$491,852		\$491,852	\$5,286,481			PTMISEA	2009-10	\$186,250	\$186,250	
J	<b>LOCAL</b>												
K	Fare revenue	2018-19	\$1,150,980		\$1,150,980				CTSGP	2012-13	\$133,338		
L	On Hand /Int	2018-19	\$632,115		\$632,115					2014-15	\$102,037		
M	LTA 2% and 5%	2018-19	\$2,477,965		\$2,477,965					2015-16	\$133,338		
N	SCAG/member cont	2018-19	\$137,500		\$137,500	\$4,398,560				2016-17	\$106,671	\$475,384	\$8,581,054
<b>TOTAL</b>												<b>\$18,266,095</b>	

Projected Expenditures													
Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ STIP PPM EPA / PUC	2% and 5% LTA Transit	SCAG / member contributions	Prop 1B CTSGP LCTOP & 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 \$	7,410,812	\$ 972,972	\$ -	\$ -	\$ -	\$ -	\$ 248,768	\$ 3,399,885	\$ 916,683	\$ 1,872,504	\$ 7,410,812	
<b>Local Transit Services</b>													
P	Total \$	1,855,880	\$ 178,008	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 1,327,872	\$ 1,855,880	
<b>Transit Capital Vehicles</b>													
Q	Total \$	236,026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,026	\$ 236,026	
<b>Transit Capital Construction/Facilities</b>													
R	Total \$	3,346,447	\$ -	\$ 63,608	\$ 491,852	\$ 1,395,000	\$ 468,987	\$ 747,000	\$ -	\$ -	\$ 180,000	\$ 3,346,447	
<b>Transit Facility Maintenance</b>													
S	Total \$	220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ 220,000	
<b>Transit / Planning Miscellaneous</b>													
T	Total \$	1,243,349	\$ -	\$ -	\$ -	\$ 732,965	\$ 475,384	\$ -	\$ -	\$ -	\$ 35,000	\$ 1,243,349	
<b>ICTC Transit Admin/Operations</b>													
U	\$	1,014,978	\$ -	\$ 45,000	\$ -	\$ -	\$ 17,500	\$ 110,976	\$ -	\$ -	\$ 841,502	\$ 1,014,978	
<b>ICTC Transit Plans/Programs</b>													
V	\$	696,354	\$ -	\$ 320,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,747	\$ 696,354	
<b>ICTC Regional Planning</b>													
W	\$	714,186	\$ -	\$ 202,900	\$ 300,000	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 91,286	\$ 714,186	
<b>ICTC Regional Collaboration</b>													
X	\$	408,000	\$ -	\$ -	\$ 408,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 408,000	
Y	Total \$	2,833,519	\$ -	\$ 568,507	\$ 708,000	\$ -	\$ 137,500	\$ 110,976	\$ -	\$ -	\$ 1,308,535	\$ 2,833,519	
<b>ICTC Transit Fleet - Capital Reserve</b>													
Z	\$	931,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 931,063	\$ 931,063	
<b>Revenue Stabilization/ Operating Reserve</b>													
AA	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Bikes and Peds Art 3</b>													
BB	\$	189,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,000	\$ 189,000	
CC	<b>Total</b>	<b>\$ 18,266,095</b>	<b>\$ 1,150,980</b>	<b>\$ 632,115</b>	<b>\$ 1,199,852</b>	<b>\$ 2,477,965</b>	<b>\$ 137,500</b>	<b>\$ 944,371</b>	<b>\$ 1,106,744</b>	<b>\$ 3,399,885</b>	<b>\$ 916,683</b>	<b>\$ 6,300,000</b>	<b>\$ 18,266,095</b>

**FY 2018-19 TRANSIT PROGRAMS FINANCE PLAN DRAFT**

Projected Revenues													
	1	2	3	4	5	6	7	8	9	10	11	12	13
	FEDERAL				SUBTOTAL	TOTAL	STATE				SUBTOTAL	TOTAL	
A	FTA 5307 Urban	2018	\$1,683,634										
B		2017	\$1,716,251		\$3,399,885				TDA- STA	2018-19	\$916,683	\$916,683	
C	FTA 5309 Capital	2011-12	\$747,000		\$747,000								
D	FTA 5310 MMP	2015-17	\$110,976		\$110,976				TDA - LTF SB325	2018-19	\$6,300,000		
E										2017-18	\$0	\$6,300,000	
F	FTA 5311 Rural	2018	\$248,768		\$248,768				LCTOP	2015-16	\$193,483		
G										2016-17	\$89,254	\$282,737	
H													
I	CMAQ	FY 2016-17	\$491,852		\$491,852	\$4,998,481			PTMISEA	2009-10	\$186,250	\$186,250	
J	<b>LOCAL</b>												
K	Fare revenue	2018-19	\$1,150,980		\$1,150,980				CTSGP	2012-13	\$133,338		
L	On Hand /Int	2018-19	\$429,215		\$429,215					2014-15	\$102,037		
M	LTA 2% and 5%	2018-19	\$2,477,965		\$2,477,965					2015-16	\$133,338		
N	SCAG/member cont	2018-19	\$17,500		\$17,500	\$4,075,660				2016-17	\$106,671	\$475,384	\$8,161,054
<b>Total</b>												<b>\$17,235,195</b>	

Projected Expenditures													
	Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ STIP PPM	2% and 5% LTA	SCAG/ member contributions	CTGSP LCTOP PTMISEA	FTA Sec 5309, 5310 & 5311	FTA Sec 5307	#7079 STA AB 2551	#7076 LTF SB325	Total Subsidy
<b>SERVICES</b>													
O	CWTS - IVT	\$ 3,889,696	\$ 661,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,109	\$ 1,892,337	\$ -	\$ 1,278,002	\$ 3,889,696
P	CWTS - IVT Blue/Green	\$ 728,997	\$ 36,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,498	\$ -	\$ 328,049	\$ 728,997
Q	CWTS - IVT Gold	\$ 303,865	\$ 12,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 163,974	\$ -	\$ -	\$ 127,736	\$ 303,865
R	CWTS IVT ACCESS	\$ 1,786,227	\$ 178,623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,685	\$ 868,999	\$ 711,920	\$ -	\$ 1,786,227
S	YCAT #5 and #10	\$ 138,717	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,717	\$ 138,717
T	IVT MedTrans	\$ 563,311	\$ 84,497	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,051	\$ 204,763	\$ -	\$ 563,311
U	Total	\$ 7,410,813	\$ 972,972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248,768	\$ 3,399,885	\$ 916,683	\$ 1,872,504	\$ 7,410,812
V	IVT RIDE	\$ 1,141,346	\$ 106,555	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 734,791	\$ 1,141,346
W	IVT RIDE EC	\$ 714,534	\$ 71,453	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 593,081	\$ 714,534
X	Total	\$ 1,855,880	\$ 178,008	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,327,872	\$ 1,855,880
<b>Vehicles</b>													
Y	ADA Vans ( 3)	\$ 236,026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,026	\$ 236,026
Z	Total	\$ 236,026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,026	\$ 236,026
<b>Construction</b>													
AA	Imp Transf Trmnl	\$ 933,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,250	\$ 747,000	\$ -	\$ -	\$ -	\$ 933,250
BB	Niland ADA and Bus Stop Improvements	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000
CC	Brawley Rio Vista Bus Stops & Shelter	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000
DD	SR-86 Border Patrol Checkpoint	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
EE	Calexico ITC PE&D	\$ 838,197	\$ -	\$ 63,608	\$ 491,852	\$ -	\$ -	\$ 282,737	\$ -	\$ -	\$ -	\$ -	\$ 838,197
FF	Total	\$ 3,346,447	\$ -	\$ 63,608	\$ 491,852	\$ 1,395,000	\$ -	\$ 468,987	\$ 747,000	\$ -	\$ -	\$ 180,000	\$ 3,346,447
<b>Maintenance</b>													
GG	EI Centro 7th /State Transfer Terminal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
HH	Brawley (5th/Plaza) Transfer Terminal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
II	Calexico (3rd/Paulin) Transfer Terminal	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
JJ	EC Regional bus stop maintenance	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
KK	Benches and Shelters	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
LL	Total	\$ 220,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ 220,000
<b>Miscellaneous</b>													
MM	EI Centro Transfer Terminal Security	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
NN	CTSGP grants Forrester/Westmorland	\$ 475,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,384	\$ -	\$ -	\$ -	\$ -	\$ 475,384
OO	Bypass Project Study Calexico SR-111 Traffic	\$ 492,965	\$ -	\$ -	\$ -	\$ 492,965	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 492,965
PP	Control	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
QQ	Winterhaven Bus Stop	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
RR	Total	\$ 1,243,349	\$ -	\$ -	\$ -	\$ 732,965	\$ -	\$ 475,384	\$ -	\$ -	\$ -	\$ 35,000	\$ 1,243,349
SS	ICTC Transit Admin/Operations	\$ 1,014,978	\$ -	\$ 45,000	\$ -	\$ -	\$ 17,500	\$ -	\$ 110,976	\$ -	\$ -	\$ 841,502	\$ 1,014,978
TT	ICTC Transit Plans/Programs	\$ 696,354	\$ -	\$ 320,607	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,747	\$ 696,354
UU	ICTC Regional Planning/Programs	\$ 91,286	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,286	\$ 91,286
VV	Total	\$ 1,802,618	\$ -	\$ 365,607	\$ -	\$ -	\$ 17,500	\$ -	\$ 110,976	\$ -	\$ -	\$ 1,308,535	\$ 1,802,618
WW	ICTC Transit Fleet - Capital Reserve	\$ 931,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 931,063	\$ 931,063
XX	Revenue Stabilization/ Operating Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YY	Bikes and Peds Art 3	\$ 189,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,000	\$ 189,000
ZZ	<b>Total</b>	<b>\$ 17,235,195</b>	<b>\$ 1,150,980</b>	<b>\$ 429,215</b>	<b>\$ 491,852</b>	<b>\$ 2,477,965</b>	<b>\$ 17,500</b>	<b>\$ 944,371</b>	<b>\$ 1,106,744</b>	<b>\$ 3,399,885</b>	<b>\$ 916,683</b>	<b>\$ 6,300,000</b>	<b>\$ 17,235,195</b>

					TRANSIT	TRANSIT		PLANNING	PLANNING		REGIONAL	REGIONAL		TOTAL FY	TOTAL FY 18-	
					FY 17-18	FY 18-19	%	FY 17-18	FY 18-19	%	COLLABORATION	COLLABORATION	%	17-18	19	%
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
<b>REVENUES</b>																
A	430000	On hand balance / interest revenue			\$ 571,831	\$ 365,607	-36%	\$ 209,332	\$ 202,900	-3%	\$ -	\$ -		\$ 781,163	\$ 568,507	-27%
B	446010	State Aid Other - TDA (LTF)			\$ 882,101	\$ 1,217,249	38%	\$ -	\$ 91,286		\$ -	\$ -		\$ 882,101	\$ 1,308,535	48%
C	446445	State - STIP-PPM			\$ -	\$ -		\$ 300,000	\$ 300,000	0%	\$ -	\$ -		\$ 300,000	\$ 300,000	0%
C	456040	FTA 5310 Mobility Coordination Program			\$ 104,977	\$ 110,976	6%	\$ -	\$ -		\$ -	\$ -		\$ 104,977	\$ 110,976	6%
D	456040	EPA - Brownfields Assessment			\$ -	\$ -		\$ -	\$ -		\$ 300,000	\$ 288,000	-4%	\$ 300,000	\$ 288,000	-4%
E	446010	PUC - Broadband			\$ -	\$ -		\$ -	\$ -		\$ 150,000	\$ 120,000	-20%	\$ 150,000	\$ 120,000	-20%
F	493000	Local - Member Agency Contributions, SCAG Reimb and Reimbursement for Services Provided			\$ 25,000	\$ 17,500	-30%	\$ 143,332	\$ 120,000	-16%	\$ -	\$ -		\$ 168,332	\$ 137,500	-18%
<b>G Total Revenues</b>					<b>\$ 1,583,909</b>	<b>\$ 1,711,332</b>	<b>8%</b>	<b>\$ 652,664</b>	<b>\$ 714,186</b>	<b>9%</b>	<b>\$ 450,000</b>	<b>\$ 408,000</b>	<b>-9%</b>	<b>\$ 2,686,573</b>	<b>\$ 2,833,518</b>	<b>5%</b>
<b>EXPENDITURES</b>																
<b>Administration and Operations</b>																
H	501000 / 525010	Administrative Staffing and Support - 10 fulltime (1 shared w SCAG & 1 pending planner recruitment)			\$ 656,207	\$ 734,619	12%	\$ 304,296	\$ 331,265	9%	\$ 8,360	\$ 8,360	0%	\$ 968,863	\$ 1,074,244	11%
I	501140	Stipend			\$ -	\$ 7,200	0%	\$ -	\$ 4,800		\$ -	\$ -		\$ -	\$ 12,000	
J	517055	Insurance - Liability			\$ 71,000	\$ 78,000	10%	\$ 15,000	\$ 17,500	17%	\$ -	\$ -		\$ 86,000	\$ 95,500	11%
K	522000	Memberships, office exp, communications, IT, fuel and maint			\$ 39,900	\$ 36,100	-10%	\$ 24,850	\$ 22,545	-9%	\$ 6,300	\$ 1,800	-71%	\$ 71,050	\$ 60,445	-15%
L	526000	Legal notices, interpretive services			\$ 4,000	\$ 4,000	0%	\$ 600	\$ 600	0%	\$ -	\$ -		\$ 4,600	\$ 4,600	0%
M	528000	Rents, leases and utilities			\$ 57,432	\$ 63,559	11%	\$ 25,851	\$ 34,923	35%	\$ -	\$ -		\$ 83,283	\$ 98,482	18%
N	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp			\$ 4,500	\$ 4,500	0%	\$ 4,500	\$ 5,000	11%	\$ -	\$ -		\$ 9,000	\$ 9,500	6%
O	531040	Training/Travel Expense			\$ 25,000	\$ 25,000	0%	\$ 22,000	\$ 22,000	0%	\$ 2,000	\$ 1,400	-30%	\$ 49,000	\$ 48,400	-1%
P	549000	Equipment - Computerized Dispatch, office computer replacement & conference room table and technology upgrades			\$ 8,000	\$ 62,000	675%	\$ 4,000	\$ 25,600	540%	\$ -	\$ -		\$ 12,000	\$ 87,600	630%
<b>Q Administration and Operations Subtotal</b>					<b>\$ 866,039</b>	<b>\$ 1,014,978</b>	<b>17%</b>	<b>\$ 401,096</b>	<b>\$ 464,233</b>	<b>16%</b>	<b>\$ 16,660</b>	<b>\$ 11,560</b>	<b>-31%</b>	<b>\$ 1,283,796</b>	<b>\$ 1,490,771</b>	<b>16%</b>
<b>Professional and Specialized Projects and Services</b>																
R	525010	Legal Services and Consultation			\$ 7,500	\$ 7,500	0%	\$ 7,500	\$ 7,500	0%	\$ -	\$ -		\$ 15,000	\$ 15,000	0%
S	525010	Payroll Vendor Fees			\$ 7,500	\$ 8,300	11%	\$ 7,500	\$ 8,300	11%	\$ -	\$ -		\$ 15,000	\$ 16,600	11%
T	525010	Website Consultation (www.imperialctc.org)			\$ 520	\$ 600	15%	\$ 515	\$ 600	17%	\$ -	\$ -		\$ 1,035	\$ 1,200	16%
U	525065	COI Overhead Treasurer, Auditor Controller GSA			\$ 7,500	\$ 7,500	0%	\$ 250	\$ 250	0%	\$ -	\$ -		\$ 7,750	\$ 7,750	0%
V	525010	HR consultant services			\$ 2,500	\$ -	-100%	\$ 2,500	\$ -	-100%	\$ -	\$ -		\$ 5,000	\$ -	-100%
W	525090	CPA/auditors (external)			\$ 114,277	\$ 125,605	10%	\$ 8,303	\$ 8,303	0%	\$ 26,000	\$ 18,000	-31%	\$ 148,580	\$ 151,908	2%
X	525030	PM, Engineering Review and Support			\$ 20,000	\$ 50,000	150%	\$ -	\$ -		\$ -	\$ -		\$ 20,000	\$ 50,000	150%
Y	525010	Transit Operator Drug and Alcohol Audits			\$ 12,000	\$ 12,000	0%	\$ -	\$ -		\$ -	\$ -		\$ 12,000	\$ 12,000	0%
Z		Subtotal			\$ 171,797	\$ 211,505	23%	\$ 26,568	\$ 24,953	-6%	\$ 26,000	\$ 18,000	-31%	\$ 224,365	\$ 254,458	13%
AA	525010	2017 IVT Bus Stop Inventory (Phase III)			\$ 150,000	\$ 60,490	-60%	\$ -	\$ -		\$ -	\$ -		\$ 150,000	\$ 60,490	-60%
BB	525010	IVT Maintenance Audit (2nd of 3 year)			\$ 14,242	\$ 14,242	0%	\$ -	\$ -		\$ -	\$ -		\$ 14,242	\$ 14,242	0%
CC	525010	2017 Update to the Short Range Transit Plan (SRTP)			\$ 150,000	\$ 80,066	-47%	\$ -	\$ -		\$ -	\$ -		\$ 150,000	\$ 80,066	-47%
DD	525010	2017 IVT Bus Operations Facility Eval			\$ 231,831	\$ 180,051	-22%	\$ -	\$ -		\$ -	\$ -		\$ 231,831	\$ 180,051	-22%
EE	525010	2018 Regional Transit Fare Analysis			\$ -	\$ 150,000		\$ -	\$ -		\$ -	\$ -		\$ -	\$ 150,000	150%
FF	525010	Consultant - Engineering & Contract Labor			\$ -	\$ -		\$ -	\$ -		\$ 307,980	\$ 307,980	0%	\$ 307,980	\$ 307,980	0%
GG	525010	IVEDC Grant Administrative Support			\$ -	\$ -		\$ -	\$ -		\$ 99,360	\$ 70,460	-29%	\$ 99,360	\$ 70,460	-29%
HH	525010	STIP / RTIP Consultant			\$ -	\$ -		\$ 25,000	\$ 25,000		\$ -	\$ -		\$ 25,000	\$ 25,000	0%
II	525010	2018 Long Range Transportation Plan			\$ -	\$ -		\$ 200,000	\$ 200,000		\$ -	\$ -		\$ 200,000	\$ 200,000	0%
JJ		Subtotal			\$ 546,073	\$ 484,849	-11%	\$ 225,000	\$ 225,000	0%	\$ 407,340	\$ 378,440	-7%	\$ 1,178,413	\$ 1,088,289	-8%
<b>KK Professional and Specialized Projects and Services Subtotal</b>					<b>\$ 717,870</b>	<b>\$ 696,354</b>	<b>-3%</b>	<b>\$ 251,568</b>	<b>\$ 249,953</b>	<b>-1%</b>	<b>\$ 433,340</b>	<b>\$ 396,440</b>	<b>-9%</b>	<b>\$ 1,402,778</b>	<b>\$ 1,342,747</b>	<b>-4%</b>
<b>LL Total Expenditures</b>					<b>\$ 1,583,909</b>	<b>\$ 1,711,332</b>	<b>8%</b>	<b>\$ 652,664</b>	<b>\$ 714,186</b>	<b>9%</b>	<b>\$ 450,000</b>	<b>\$ 408,000</b>	<b>-9%</b>	<b>\$ 2,686,574</b>	<b>\$ 2,833,518</b>	<b>5%</b>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2018-19 DRAFT**

**ICTC TRANSIT PLANNING AND PROGRAM MANAGEMENT 7416001**

1                      2                      3                      4                      5                      6                      7

**REVENUES**

A	7076/7416	On hand balance/interest revenue	\$	365,607
B	446010	State Aid Other - TDA	\$	1,217,249
C	446445	FTA 5310 Mobility Management Program	\$	110,976
D	493000	Local - Member Agency Contributions, SCAG Reimbursements and Reimbursement for Services Provided	\$	17,500

<b>E</b>	<b>Total Revenues</b>			<b>\$</b>	<b>1,711,332</b>
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**EXPENDITURES**

**Administration and Operations**

F	501000/525010	Administrative Staffing and Support (2 fulltime 7 halftime)	\$	734,619
G		- Transit contract admin: grants, reporting, compliance & oversight		
H		- SSTAC Subcommittee Admin		
I		- ICTC Management Committee/Commission Admin		
J		- TDA Finance Admin		
K		- ADA Eligibility Certifications,CTSA Admin, UTN Admin		
L	501140	Stipend	\$	7,200
M	517055	Insurance - Liability	\$	78,000
N	522000	Memberships, office exp, communications, IT, fuel and maint	\$	36,100
O	526000	Legal notices, interpretive services	\$	4,000
P	528000	Rents, leases and utilities	\$	63,559
Q	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$	4,500
R	531040	Training/Travel Expense	\$	25,000
S	549000	Equipment	\$	62,000

T	Administration and Operations Subtotal			\$	1,014,978
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**Professional and Specialized Projects and Services**

U	525010	Payroll vendor fees	\$	8,300
V	525010	Website Consultation (www.imperialctc.org)	\$	600
W	525010	Legal Consultation	\$	7,500
X	525065	COI Overhead Treasurer, Auditor Controller, GSA	\$	7,500
Y	525010	HR consultant services	\$	-
Z	525090	CPA/auditors (external)	\$	125,605
AA	525030	PM, Engineering Review and Support	\$	50,000
BB	525010	Drug and Alcohol Audits	\$	12,000
CC			\$	211,505
DD	525010	Update to the Short Range Transit Plan (SRTP)	\$	80,066
EE	525010	IVT Bus Stop Inventory (Phase III)	\$	60,490
FF	525010	Regional Fare Analysis	\$	150,000
GG	525010	IVT Maintenance Audit	\$	14,242
HH	525010	2017 IVT Bus Operations Facility Eval	\$	180,051
II			\$	484,849

JJ	Total Projects,Services, Plans and Programs			\$	696,354
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<b>KK</b>	<b>Total Expenditures</b>			<b>\$</b>	<b>1,711,332</b>
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**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2018-19**

**DRAFT**

**ICTC REGIONAL PLANNING AND PROGRAM MANAGEMENT 7417001**

1 2 3 4 5 6 7

**REVENUES**

A	430000	On hand balance/Interest revenue	\$	202,900
B	446010	State Aid Other - TDA	\$	91,286
C	446445	State - STIP-PPM	\$	300,000
D	493000	Local - Member Agency Contributions, SCAG Reimbursements and Reimbursement for Services Provided	\$	120,000

**E Total Revenues** \$ 714,186

**EXPENDITURES**

**Administration and Operations**

F	501000/525010	Administrative staffing and Support (7 halftime)	\$	331,265
G		- TAC Subcommittee Administration		
H		- Contract admin: grants, reporting and oversight		
I		- ICTC Management Committee/Commission Admin		
J		- RTIP/ STIP and project coordination		
K		- Interagency consultation, legislative affairs		
L	501140	Stipend	\$	4,800
M	517055	Insurance - liability	\$	17,500
N	522000	Memberships, office exp, communications, IT, fuel and maint	\$	22,545
O	526000	Legal notices, interpretive services	\$	600
P	528000	Rents, leases and utilities	\$	34,923
Q	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$	5,000
R	531040	Training/Travel Expense	\$	22,000
S	549000	Equipment	\$	25,600

**T Administration and Operations Subtotal** \$ 464,233

**Professional and Specialized Projects and Services**

U	525010	Payroll Vendor fees	\$	8,300
V	525010	Website Consultation (www.imperialctc.org)	\$	600
W	525010	Legal Consultation	\$	7,500
X	525065	COI Overhead, Treasurer, Auditor Controller, GSA	\$	250
Y	525010	HR Consultant Services 50%	\$	-
Z	525090	CPA/auditors (external)	\$	8,303
AA			\$	24,953
BB	525010	STIP / RTIP Consultant	\$	25,000
CC	525010	Long Range Transportation Plan	\$	200,000
DD			\$	225,000

**EE Total Projects, Services, Plans and Programs** \$ 249,953

**FF Total Expenditures** \$ 714,186

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2018-19**

**ICTC REGIONAL COLLABORATION 7577001**

1                      2                      3                      4                      5                      6                      7

**REVENUES**

A	430000	On hand balance/Interest revenue	\$	-
B	446010	State Aid - SBBC - CAFS	\$	120,000
C	456040	Federal - EPA Brownfields Assessment - Brawley	\$	288,000
<b>D Total Revenues</b>			<b>\$</b>	<b>408,000</b>

**EXPENDITURES**

**Administration and Operations**

E	525010	ICTC Administrative Staffing and Support	\$	8,360
F		- Fiscal Agent admin, grant reporting and oversight		
G		- Interagency consultation		
H	524000	Office exp, communications, IT (ICTC)	\$	1,800
I	531040	Travel Expense (ICTC)	\$	1,400
J	525090	Audits	\$	18,000
K		Administration and Operations Subtotal	\$	29,560

**Professional and Specialized Projects and Services**

L	525010	IVEDC Administrative staffing and support	\$	70,460
M		- Contract admin, grant reporting and oversight		
N	525010	Consultant Contract Labor	\$	50,000
O		- Research and Analyst Consultant, Project Coordinator		
P	525010	Environmental Engineering Consultant Services	\$	257,980
Q			\$	378,440
R		Total Projects, Services, Plans and Programs	\$	378,440

<b>S Total Expenditures</b>			<b>\$</b>	<b>408,000</b>
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# FY 2018-19 TDA / LTF DISTRIBUTION TABLE

**DRAFT**

Department of Finance Population as of : May18

<http://www.dof.ca.gov/research/demographic/reports/estimates/e-5/2011-20/view.php>

1	2	3	4	5	6	7	8	9
	Agency	Population Total	2019 Allocation	Prior Year	Grand Total	Population % to Total	Art 8e benches shelters	Totals
A	Revenue		\$ 6,300,000	\$ -	\$ 6,300,000			
B	CWTS- IVT		\$ 1,278,002	\$ -	\$ 1,278,002			
C	CWTS - Blue/Green		\$ 328,049	\$ -	\$ 328,049			
D	CWTS - Gold		\$ 127,736	\$ -	\$ 127,736			
E	ADA Para		\$ -	\$ -	\$ -			
F	CWTS - Yuma		\$ 138,717	\$ -	\$ 138,717			
G	IVT MedTrans		\$ -	\$ -	\$ -			
H	CWTS - IVT Ride		\$ 734,791	\$ -	\$ 734,791			
I	CWTS -IVT Ride EC		\$ 593,081	\$ -	\$ 593,081			
J	ADA Vans (3)		\$ 236,026	\$ -	\$ 236,026			
K	Rio Vista Bus Stops & Shelter		\$ 180,000	\$ -	\$ 180,000			
L	EC Tmnl maint		\$ 45,000	\$ -	\$ 45,000			
M	Bra Trmnl maint		\$ 50,000	\$ -	\$ 50,000			
N	CA Tmnl maint		\$ 25,000	\$ -	\$ 25,000			
O	EC Reg maint		\$ 25,000	\$ -	\$ 25,000			
P	Wntrhvn bus stp		\$ 35,000	\$ -	\$ 35,000			
Q	ICTC Transit Admin		\$ 841,502	\$ -	\$ 841,502			
R	ICTC Transit Plan		\$ 375,747	\$ -	\$ 375,747			
S	ICTC Transp Plan		\$ 91,286	\$ -	\$ 91,286			
T	Bikes/Peds 3%		\$ 189,000	\$ -	\$ 189,000			
U	capital outlay - veh		\$ 931,063	\$ -	\$ 931,063			
V	op reserve		\$ -	\$ -	\$ -			
W	<b>Remainder Totals</b>		<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>		Art 8e	Total
X	Brawley	27,243	\$ 11,245	\$ -	\$ 11,245	15.0%	\$ 11,245	\$ 11,245
Y	Calexico	41,099	\$ 16,965	\$ -	\$ 16,965	22.6%	\$ 16,965	\$ 16,965
Z	Calipatria	3,744	\$ 1,545	\$ -	\$ 1,545	2.1%	\$ 1,545	\$ 1,545
AA	El Centro	45,499	\$ 18,781	\$ -	\$ 18,781	25.0%	\$ 18,781	\$ 18,781
BB	Holtville	6,501	\$ 2,683	\$ -	\$ 2,683	3.6%	\$ 2,683	\$ 2,683
CC	Imperial	19,341	\$ 7,983	\$ -	\$ 7,983	10.6%	\$ 7,982	\$ 7,982
DD	Westmorland	2,325	\$ 960	\$ -	\$ 960	1.3%	\$ 960	\$ 960
EE	County	35,946	\$ 14,838	\$ -	\$ 14,838	19.8%	\$ 14,838	\$ 14,838
FF	<b>Totals</b>	<b>181,698</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>100%</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>



**FY 2018-19 Imperial County Transportation Commission Cost Sharing Agreement DRAFT**

**OPTION 3 (Population Distribution)**

AGENCY	*POPULATION	%	Annual Base AMOUNT	Adjusted %	Annual Adjusted AMOUNT	Quarterly Billing Amount
City of Brawley	27,243	15.0%	\$ 14,994	12.4%	\$ 12,432	\$ 3,107.88
City of Calexico	41,099	22.6%	\$ 22,619	18.8%	\$ 18,754	\$ 4,688.57
City of Calipatria	3,744	2.1%	\$ 2,061	1.7%	\$ 1,708	\$ 427.11
City of El Centro	45,499	25.0%	\$ 25,041	20.8%	\$ 20,762	\$ 5,190.52
City of Holtville	6,501	3.6%	\$ 3,578	3.0%	\$ 2,967	\$ 741.63
City of Imperial	19,341	10.6%	\$ 10,645	8.8%	\$ 8,826	\$ 2,206.42
City of Westmorland	2,325	1.3%	\$ 1,280	1.1%	\$ 1,061	\$ 265.24
County of Imperial	35,946	19.8%	\$ 19,783	16.4%	\$ 16,403	\$ 4,100.71
**IID	0	0.0%	\$ -	17.1%	\$ 17,088	\$ 4,271.92
<b>Total</b>	<b>181,698</b>	<b>100%</b>	<b>\$ 100,000</b>	<b>100%</b>	<b>\$ 100,000</b>	<b>\$ 25,000.00</b>

\* population from Dept of Finance May 2018

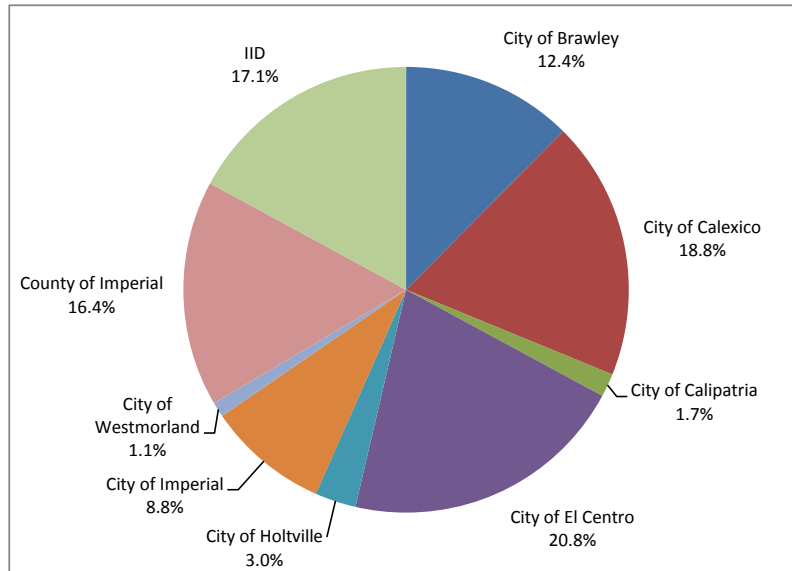
\*\* IID percentage is based on an average of the 4 largest agencies = 37,477 which equates to 17.1% and reduces the base amount for the remaining member agencies to \$82,912

Brawley	27,243
Calexico	41,099
El Centro	45,499
County	35,946
	<hr/>
	149,787

average 37,447

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

181,698	37,447	/	219,145	17.1%
<hr/>	<hr/>			
219,145	\$ 100,000	*	17.1%	\$ 17,088
	\$ 100,000	-	\$ 17,088	\$ 82,912



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



# VI. ACTION CALENDAR

- B. FY 2018-19 AND FY 2019-20 CONTRACT MODIFICATION FOR THE STIP/RTIP CONSULTANT AGREEMENT:  
*COH AND ASSOCIATES, INC*



**IMPERIAL COUNTY  
TRANSPORTATION COMMISSION**

1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 8, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave, Suite 104  
El Centro, CA 92243

**SUBJECT:** FY 2018-19 & FY 2019-20 Extension Modification for the STIP/RTIP Consultant Agreement: *COH and Associates, Inc.*

Dear Committee Members:

Since 2006, ICTC has had specific consultant assistance to maintain, evaluate and participate in the programmatic functions of the regional State Transportation Improvement Program (STIP) and Regional Transportation Improvement Program (RTIP) for the Imperial region.

These activities include assistance with the development and submittal of financial and project programming related documentation to the Southern California Association of Governments (SCAG) and the California Transportation Commission (CTC). The consultant assists ICTC staff and member agencies in keeping informed of changes to federal and State requirements. In addition, there is the periodic need for attendance at CTC or CALTRANS sponsored meetings, participation in teleconferences and the development of specific technical documentation for regional transportation projects and assistance with “call for projects” for specific State and or federal funding.

An agreement for services with *COH and Associates* was executed in 2014 to ensure that ICTC staff had up to date information and assistance in the development of these programs. The consultant also attended various meetings and has provided staff training and recommendations in these subject areas.

The contract will expire on June 30, 2018. ICTC staff is recommending that the ICTC maintain this valuable relationship by executing a two year extension contract. In the extension contract, ICTC staff is also recommending an increase in funding over the two year period for an increase in assistance to pursue future complex grant and other funding opportunities.

Funding for this project is in the ICTC 2018-19 Budget. The STIP allocation of Planning and Program Management (PPM) funding offsets the costs of this project.

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

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

1. Authorize the Chairman to sign the First Modification to the STIP/RTIP Consultant Agreement with the firm of *COH and Associates* for the not to exceed fee of \$50,000.00 effective July 1, 2018 through June 30, 2020.

Sincerely,



MARK BAZA  
Executive Director

MB/vm

Attachment

1 **THIRD MODIFICATION TO AGREEMENT FOR SERVICES**

2  
3 THIS THIRD MODIFICATION TO AGREEMENT FOR SERVICES (“Third Modification”) made  
4 and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, is by and between the **IMPERIAL**  
5 **COUNTY TRANSPORTATION COMMISSION** (“ICTC”), and **C.O.H. & ASSOCIATES, INC.**, a  
6 California corporation (“CONSULTANT”) (individually, “Party;” collectively, “Parties”).

7  
8 **RECITALS**

9 **WHEREAS**, ICTC and CONSULTANT entered into that certain Agreement for Services on June  
10 25, 2014 (“Agreement”), through ICTC Minute Order No.062514-6G; modified on July 27, 2016 (“First  
11 Modification”), through ICTC Minute Order No. 072716-7B; and modified on May 24, 2017 (“Second  
12 Modification”), through ICTC Minute Order No. 052417-5E. The Agreement, First Modification, and Second  
13 Modification are incorporated by this reference as though fully set forth herein; and

14 **WHEREAS**, the term of the Agreement is set to expire on June 30, 2018, and the Parties wish to  
15 extend the term of the Agreement for an additional two (2) years FY 2018-19 and FY 2019-20; and

16 **WHEREAS**, the Parties wish to update the description of work and compensation as described in the  
17 document entitled, “Proposed Work Plan: Fiscal Years 18/19 & 19/20,” attached hereto and incorporated by  
18 this reference herein as **Attachment “1”**; and

19 **WHEREAS**, Paragraph 22 of the Agreement provides that no modification, waiver, amendment,  
20 discharge, or change of the Agreement shall be valid unless the same is in writing and signed by both  
21 Parties.

22 **NOW, THEREFORE**, in consideration of their mutual covenants, ICTC and CONSULTANT have  
23 and hereby agree to the following:

- 24 1. Paragraph 3 of the Agreement shall be amended to read as follows:

25 **“DESCRIPTION OF WORK**

26 CONSULTANT shall provide all materials and labor to complete the Project as set forth in  
27 **Attachment “1”**.”

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

1           **“6.3** The total compensation payable under this Agreement for services for the additional  
2 two (2) years FY 2018-19 and FY 2019-20 shall not exceed fifty thousand dollars  
3 (\$50,000.00) as set forth in **Attachment “1”.**”

4           3. Paragraph 29 of the Agreement shall be amended to read as follows:

5           **“TERM OF AGREEMENT**

6           The term of this Agreement shall be for July 1, 2014 to June 30, 2020.”

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

9           **IN WITNESS WHEREOF**, the Parties have executed this Third Modification on the day and  
10 year first above written.

11  
12 **IMPERIAL COUNTY**  
13 **TRANSPORTATION COMMISSION**

**CONSULTANT**  
**C.O.H. & ASSOCIATES, INC.**

14  
15 \_\_\_\_\_  
16 By:  
17 Chairman

15 \_\_\_\_\_  
16 By: Carlos Ortiz Hernandez

17 **ATTEST:**

18  
19 \_\_\_\_\_  
20 By: MARK BAZA  
21 Executive Director

22 **APPROVED AS TO FORM:**  
23 KATHERINE TURNER  
24 County Counsel

25  
26 \_\_\_\_\_  
27 Sarah Sauer  
28 Deputy County Counsel

**Table of Contents**

**A. WORKPLAN ..... 1**  
**B. SCHEDULE ..... 2**  
**C. COST PROPOSAL ..... 2**

## **A. WORK PLAN**

COH & Associates, Inc. is very pleased to submit this proposed work plan to the Imperial County Transportation Commission (ICTC) to provide on-call transportation consultant services for Fiscal Years 2018-19 and 2019-20, starting July 1, 2018 and ending June 30, 2020.

Carlos O. Hernandez, owner and principal of COH & Associates, Inc., would be the project lead for all tasks described in this proposal. Mr. Hernandez would not be removed or replaced during the contract period without prior written concurrence from ICTC. Subcontractors will not be utilized.

The Scope of Work is presented below.

### **TASK 1: Transportation Funding Grant Activities**

COH & Associates, Inc. will assist ICTC staff to develop and submit project funding grant applications administered by, but not limited to, federal and state agencies, including but not limited to:

- Writing grant applications
- Conducting Benefit-Cost Analysis (BCA)
- Calculating project-related emissions/savings
- Developing project maps, figures and graphs
- Producing project updates and reports as required.

### **TASK 2: Project Planning Support- Federal and State Programs**

Provide State and Federal funding programming assistance including, but not limited to developing/updating funding program guidelines and project selection.

**TASK 3: State Transportation Improvement Program (STIP)**

Assist with developing and monitoring the State Transportation Improvement Program (STIP). Activities include, but not limited to, working with ICTC staff and Caltrans to implement and monitor the STIP, developing the 2020 STIP, and preparing programming documents and staff reports.

**B. SCHEDULE**

Project Start: July 1, 2018; Project End: June 30, 2020 (2 Years)

<b>Task</b>	<b>Total Hours</b>	<b>FY18-19 Hours</b>	<b>FY19-20 Hours</b>
1	<b>188.0</b>	94.0	94.0
2	<b>47.5</b>	29.0	18.5
3	<b>77.0</b>	19.0	58.0
<b>Total</b>	<b>312.5</b>	142.0	170.5

**C. COST PROPOSAL**

**FY 2018-19: \$160.00 per hour (fully-loaded hourly rate)**

142.0 Hours X \$160.00/hour = \$22,720.00

**FY 2019-20: \$160.00 per hour (fully-loaded hourly rate)**

170.5 Hours X \$160.00/hour = \$27,280.00

**TOTAL = \$50,000.00 over two years.**



# Carlos Ortiz Hernandez

President, COH & Associates, Inc.

315 Meigs Road, Suite A-137, Santa Barbara, CA 93109

---

## Professional History

- *Owner and President, COH & Associates, Inc.*
- *Director of Programming, Grants & Legislation, Ventura County Transportation Commission (1998)*
- *State Transportation Improvement Program Project Manager, Ventura County Transportation Commission (2008)*
- *Transportation Planner, Santa Barbara County Association of Governments (1991)*
- *Transportation Analyst-Fiscal Analysis, Los Angeles County Transportation Commission (1990)*
- *Capital Programs Coordinator, New York Metropolitan Transportation Authority (1989)*

## Education

- *Master of Public Policy, Harvard University, Kennedy School of Government (1987)*
- *B.A. Political Science, University of California at Irvine; Phi Beta Kappa and Cum Laude (1984)*
- *B.A. Social Ecology, University of California at Irvine (1984)*

Carlos Ortiz Hernandez, founder and sole owner of COH & Associates, Inc. (2003), has over 28 years of experience in transportation planning, programming and project implementation. Mr. Hernandez has served as the project Principal for all Company contracts. Work performed by Mr. Hernandez for COH & Associates, Inc. includes:

## Orange County Transportation Authority (OCTA) (present and past contracts)

- Completed the Performance Evaluation for the State Transportation Improvement Program (STIP) for the past 6 STIP cycles (2006, 2008, 2010, 2012, 2014 & 2016) including Benefit-Cost Analysis (BCA) for all highway, bus and rail projects, and assessment of project consistency with planning goals and objectives.
- Completed BCA for 16 Active Transportation Program (ATP) and TIGER applications.
- Calculated the emission reductions of CMAQ projects.
- Provided project funding application reviews submitted by local agencies to OCTA for funding (call for projects).
- Review and comment on new funding program guidelines to assess their impacts to Orange County.

## Ventura County Transportation Commission (VCTC) (present and past contracts)

- Completed the FTA DBE Program Goal Report and Evaluation for VCTC and local agency sub-recipients (approved by FTA in 2017).
- Completed a Federal Railroad Administration (FRA) grant application and BCA to fund the design phase of the Rice Avenue/UPRR Grade Separation project (FRA awarded \$1.5 million to the project in 2016).
- Kickstarted the Ventura County Bicycle Wayfinding Project (from inception to consultant selection) including consultation with local agencies and bicycle clubs (2015).
- Completed a significant update of the Transportation Development Act Unmet Transit Needs Process including revising the evaluation criteria (2014-2015).
- Completed the 2013 and 2009 Ventura County Congestion Management Program (CMP) / Congestion Management System (CMS) updates.
- Assisted with developing the STIP (various cycles).

### **Imperial County Transportation Commission (ICTC)**

(present and past contracts)

- Developed the STIP for the past 6 cycles (2006 Augmentation, 2008, 2010, 2012, 2014 & 2016) including Benefit-Cost Analysis (BCA) working in collaboration with Caltrans District 11. Successfully worked to obtain funding for various road projects including the Dogwood Road and Imperial Avenue Interchange Projects.
- Assist with managing the STIP.
- Assisted with developing funding guidelines for the allocation of CMAQ and STP funds (call for projects).
- Completed funding applications including BCA and emission reduction calculations for infrastructure projects associated with the Calexico West and East POE improvements.

### **City of Ojai**

(present and past contracts)

- Assist with managing the Caltrans Local Assistance process for the City's bicycle and pedestrian and road rehabilitation projects.
- Provide funding assistance.
- Completed the City's Cycle 2 Active Transportation Program (ATP) funding application for downtown bicycle and pedestrian improvements. The City was awarded \$2.3 million in ATP funds to design and construct the project.

### **Santa Barbara County Association of Governments (SBCAG)**

(previous contracts)

- Advisor (team member) to SBCAG for the widening of Highway 101 (sub-consultant to Point C, LLC, (2014 – 2016). Conducted the BCA for the Highway 101 project and provided input on various project matters.
- Developed the existing agency website.
- Assisted with TIGER funding applications including BCA.

### **Kern Council of Governments (COG)**

(previous contract)

- Completed an evaluation and update of the Kern Council of Governments (COG) project selection process of all funding programs. Developed new performance measures and selection criteria. Over 10 workshops were held with local agencies and COG staff to develop and approve the major update (2008-2010)

### **Gold Coast Transit**

(previous contracts)

- Completed the Vineyard Ave Corridor (SR232) Community Transit Plan to implement new fixed-route and paratransit service along the corridor for Gold Coast Transit (2010).
- Completed the FTA "State of Good Repair" discretionary funding application to construct a new transit administration, operations and maintenance facility. The project received \$15 million which represented one of the highest awards granted to a project under the program in 2010.
- Completed application for a 3-yr transit demonstration. Project was awarded \$1.7 million.

# VI. ACTION CALENDAR

- C. FY 2018-19 THIRD REVISION TO MEMORANDUM OF UNDERSTANDING (MOU); ICTC-QUECHAN INDIAN TRIBE-YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSIT AUTHORITY (YCIPTA) FOR TURQUOISE ROUTE #10 AND BLUE ROUTE #5



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 6, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: FY 2018-19 Third Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

Dear Committee Members:

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

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

Previously, as a result of the federal transportation bill, *Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)*, the FTA 5311(c) funding would no longer be available to the Quechan Indian Tribe in the future. 5311(c) funding is also known as the Tribal Transit Grant Funding Program and allowed the tribe to apply and be a direct recipient of public transit operational funding. Previously those 5311(c) funds were used to operate the **Blue** Route 5 in cooperation with YCIPTA. Blue Route 5 is a circulator route with stops in the eastern Imperial County, the Fort Yuma Indian reservation and Yuma. In FY 2015-16 ICTC received a request to share in the cost to provide funding for the Blue Route 5 service, as it does serve eastern Imperial County residents in an amount of \$172,270. However, based on additional funding opportunities that developed for the Quechan Indian Tribe in FY 2016-17 and FY 2017-18, ICTC received a request for \$138,710.32. The funding request for FY 2018-19 is \$138,717.07

Through quarterly coordination and evaluation sessions, the current performance measures have determined that while modest, the **Turquoise** Route 10 and **Blue** Route 5 have shown a slight increase in ridership over the previous year.

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

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

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

Funding for this service is derived from the Transportation Development ACT (TDA) Fund, a contribution from the Quechan Tribe, the YCIPTA organization and passenger fares, anticipated to be approved on June 27, 2018.

The Table for the breakdown of the subsidy allocations is on page 10 and 11 of the attached "Eastern Imperial County Transit Services Operations and Implementation Business Plan".

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

1. Authorize the Chairperson to sign the Third Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2018 through June 30, 2019 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$138,717.07.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Program Manager

MB/ksw/cl

atatchments

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

This Extension and Amendment (“Extension and Amendment”) made and entered into effective \_\_\_\_\_, 2018, is by and between **Yuma County Intergovernmental Public Transportation Authority**, a political subdivision of the State of Arizona (“YCIPTA”), **Imperial County Transportation Commission**, a regional transportation planning agency and political subdivision of the State of California (“ICTC”), and **Quechan Indian Tribe** (“QUECHAN”). The terms “Party” or “Parties” shall mean the collective or individual participants of this Extension.

**WITNESSETH:**

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

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

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

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

**WHEREAS**, the Parties did so amend the MOU through the Second Extension and Amendment made and entered into effective July 1, 2017, attached hereto and incorporated by reference herein as **Exhibit “2”**; and

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

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

1. The MOU shall be extended for an additional one year term effective July 1, 2018 and shall terminate on June 30, 2019 unless the MOU is further extended in accordance with paragraph VII.A of the MOU.
2. Paragraph III.A of the MOU is deleted and replaced by the following:

**“III. Compensation, Reporting and Performance Standards**

**A. Payments to YCIPTA**

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Thirty-Eight Thousand, Seven Hundred Seventeen Dollars and Ninety-One Cents (\$138,717.91) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall ICTC be liable to QUECHAN for payments that exceed One Hundred Thirty-Eight Thousand, Seven Hundred Seventeen Dollars and Ninety-One Cents (\$138,717.91)

QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of One Hundred Thousand, Two Hundred Ninety-Three Dollars and Eighty-Nine Cents (\$100,293.89) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN. Such payments are due within thirty (30) days after receipt of invoice and supporting documentation from YCIPTA, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall QUECHAN be liable to YCIPTA for payments that exceed One Hundred Thousand, Two Hundred Ninety-Three Dollars and Eighty-Nine Cents (\$100,293.89)

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

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

**---SIGNATURES ON THE NEXT PAGE---**

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

**YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Shelly Kreger, Transit Director

ATTEST:

By: \_\_\_\_\_  
Carol Perez, Administrative Assistant

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Wayne C. Benesch, YCIPTA Legal Counsel

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

By: \_\_\_\_\_  
Chairperson, Imperial County Transportation Commission

ATTEST:

By: \_\_\_\_\_  
Cristi Lerma, Secretary to the Commission

APPROVED AS TO FORM:  
Katherine Turner, County Counsel

By: \_\_\_\_\_  
Eric Havens, Deputy County Counsel

**QUECHAN INDIAN TRIBE**

By: \_\_\_\_\_  
Keeny Escalanti, Sr., President

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Tribal Attorney





## Eastern Imperial County Transit Services Operations and Implementation Business Plan



**Presented by:**  
**Yuma County Intergovernmental Public Transportation Authority**  
**October 2012**

*Amended October 2013*  
*Amended September 2014*  
*Amended July 2015*  
*Amended April 2016*  
*Amended April 2017*  
*Amended May 2018*

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

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Section 1	Overview of Routes Statement of Purpose and Need
Section 2	Roles and Responsibilities
Section 3	Overview of Operating Plan & Funding
Section 4	Marketing and Outreach Plan
Section 5	Additional Details of Operating Plan
<b>Exhibits</b>	1. Schedules and Route Maps Effective July 1, 2018

**Section 1**

**Overview of Routes**

The Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”), on behalf of the Quechan Indian Tribe (“QUECHAN”), is proposing to operate the following transit services in eastern Imperial County effective July 1, 2018:



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

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

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

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

Under the California Transportation Development Act (“TDA”), new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the rest of the year in the year that service was modified plus two full fiscal years. Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, and its exemption period expired on June 30, 2016. Blue Route 5 will begin its fifth year of operations and will be partially funded with TDA funding provided by ICTC beginning July 1, 2018. Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, and its

exemption period ended on June 30, 2015. Turquoise Route 10 will start its sixth year using TDA funding provided by ICTC beginning July 1, 2018.

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

- October 2013 – reduced to 12% the initial goal of an 18% farebox recovery ratio for the Turquoise Route 10.
- September 2014 – included the Blue Route 5's operations, funding, and performance standards.
- July 2015 – redesignated the Business Plan to address Eastern Imperial County Transit Services
- July 2016 – eliminated Saturday service on the Turquoise Route 10 to improve its prospect of meeting the 12% farebox recovery ratio, since the Route's exemption period ended June 30, 2015.
- April 2017 – implemented use of local funds, as authorized by SB 508, effective January 1, 2016, which were contributed by YCIPTA and counted toward the farebox recovery ratio requirement.
- May 2018 – reintroduce a third day, Friday, to the Turquoise Route 10 to allow more accessibility to Eastern Imperial County.

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

### **Statement of Purpose and Need**

The purpose of operating transit services in eastern Imperial County is to provide mobility for Winterhaven and Fort Yuma Indian Reservation residents and visitors within eastern Imperial County and to Yuma, Arizona. Six (6) days a week the Blue Route 5 services extend to Andrade Port of Entry as well as providing access to services to Yuma. Three (3) days a week the Turquoise Route 10 services would be extended to El Centro to access services at the County Seat, as well as other quality of life opportunities that are not available in Winterhaven.

Regional and local travel needs were identified below:

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

- Access to destinations within Winterhaven and the Fort Yuma Indian Reservation.
- Access to medical care, social services and other destinations in Yuma.

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

## **Section 2 Roles and Responsibilities**

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

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

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

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

### **ICTC – Supporting Role:**

ICTC will provide a supporting role related to these routes, including providing recommendations to YCIPTA through technical and policy levels, marketing the service in Imperial County and contributing up to One Hundred Thirty-Eight Thousand, Seven Hundred Seventeen Dollars and Ninety-One Cents (138,717.91) of Transportation Development Act ("TDA") Local Transportation Fund ("LTF") Article 8(c) funds for a continuation of these routes.

### **QUECHAN – Supporting Role:**

QUECHAN will provide a supporting role related to these funds, including providing recommendations to YCIPTA through technical and policy levels, marketing the route on the Fort Yuma Indian Reservation and contributing Seventy Thousand, One Hundred Thousand Two Hundred Ninety-Three Dollars and Eighty-Nine Cents (\$100,293.89) of Federal Transit Administration (“FTA”) Section 5311(c) monies to operate these routes.

YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the Fort Yuma Indian Reservation that is in Arizona, plus YCIPTA-generated match, fare revenue collected from the routes, and a portion of the Quechan Business Enterprise parking lot in-kind revenue to cover the remaining costs required to operate these routes. YCIPTA will also contribute local funds it receives from non-State and non-Federal sources to be counted toward the farebox recovery ratio requirement of the TDA LTF funds contributed by ICTC.

### **Section 3 Overview of Operating Plan**

#### **Route Plans**

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

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

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

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

Exhibit 1 includes the route map, bus stop list and schedules effective July 1, 2018

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

### Service Hours

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

### Fares – Effective January 9, 2012<sup>1</sup>

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

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

- No transfers – use Day YCAT Pass or pay one-way fares.
- Cocopah Tribe members can ride free by showing their tribal ID card.
- AWC, UA and NAU students and employees can ride free by showing their student ID card with the current semester sticker.
- YPIC Charter High School and Aztec High School students and employees can ride free by showing their student or employee ID card with current semester sticker.
- YRMC and ACCT employees can ride free by showing their employee ID card.
- Children under 5 years old ride free – up to four (4) children; five (5) or more children pay discount fare.
- Smart Card Initial Fee - \$2.00.

<sup>1</sup> Fares are subject to change based upon the costs associated with YCIPTA’s operation of the route.

- Lost Smart Card Replacement Fee - \$5.00.
- Yuma Sun newspaper on buses – \$0.75.
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride).
- This fare structure would be applicable on the evening NightCAT service from AWC/NAU/UA.

### **Ridership Forecasts**

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

Based on data from YCIPTA in regard to Fiscal Year (FY) 2013-2014, Blue Route 5 carried approximately 4.82 passengers per hour which is an increase from 3.41 from FY 2012-2013, as this was the second fiscal year of the route's operation. (Blue Route 5 started on June 1, 2012). In FY 2014-2015, the increase in ridership continued, as Blue Route 5 carried approximately 5.41 passengers per hour. The data for FY 2015-2016 shows continuing improvement, as Blue Route 5 carried approximately 5.62 passengers per hour. In FY 2016-2017 Blue Route 5 carried 5.45 passengers per hour. So far in FY 2017-2018 through December 2017, Blue Route 5 carried an average of 5.95 passengers per hour.

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

Based on data from ICTC in regard to FY 2011-2012, IVT Routes 3/300/350 carried approximately 3.75 passenger trips in the morning and 3.50 passenger trips in the afternoon/evening on Wednesdays. With the transition to Turquoise Route 10, the route performance was 3.41 passengers per hour which is an increase from 2.99 from FY 2012-2013. According to YCIPTA's data for FY 2014-2015, Turquoise Route 10 carried approximately 6.17 passengers per hour, an increase for the second consecutive year since the route's start on January 7, 2013. Data for FY 2015-2016 shows that Turquoise Route 10 carried 3.69 passengers per hour. Data for FY 2016-2017 is 3.34 passengers per hour. So far in FY 2018-2019 through December 2017, Turquoise Route 10 is carrying 2.72 passengers per hour.

In light of the initial forecasts and actual data described above, the projected ridership for FY 2018-2019 on Blue Route 5 is 6.95 passengers per hour/59.21 per day, while on Turquoise Route 10 it is 3.35 passengers per hour/19.86 per day.

### **Fare Revenue Forecasts**

Based on the projected ridership and historical data for each of the two routes and to take a conservative approach, the fare revenue forecast of Fifty-Eight Thousand, Two Hundred Sixty Dollars and Forty-Two Cents (\$58,260.42) for Blue Route 5 and Forty-



Two Thousand, Thirty-Three Dollars and Forty-Seven Cents (\$42,033.47) for Turquoise Route 10 is projected for FY 2018-2019. It is imperative that a fare structure is established to ensure the maximum farebox recovery in compliance with the TDA. As part of the performance measures, YCIPTA, QUECHAN, and ICTC review the farebox recovery ratio to ensure compliance with TDA requirements. The farebox ratio and route classification requirements are established below:

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

### Cost and Subsidy Projections

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Thirty-Eight Thousand, Seven Hundred Seventeen Dollars and Ninety-One Cents (\$138,717.91) to fund Eastern Imperial County Transit Services after QUECHAN files a TDA Article 8c claim and supporting documentation with ICTC and QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of One Hundred Thousand, Two Hundred Ninety-Three Dollars and Eighty-Nine Cents (\$100,293.89) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN.

For cost and subsidy projections, see the chart below.

	1	2	3
	<b>Routes</b>	<b>Blue Route 5</b>	<b>Turquoise Route 10</b>
	<b>Days Operating</b>	<b>Monday-Saturday</b>	<b>Mon, Wed</b>
	<b>Fiscal Year 2017 -2018</b>	<b>Budget</b>	<b>Budget</b>
a	Fully Allocated Operating Cost ( <i>minus ADA paratransit, other YCAT hours, YMPO Audit, Vanpool and Greyhound</i> )	\$308,256.17	\$99,469.85
b	Fare Revenue Collected	\$30,825.62	\$11,936.38
c	Subsidy Required	\$277,430.55	87,533.47
d	Quechan Subsidy	\$58,260.42	\$42,033.47
e	ICTC Subsidy	\$114,817.91	\$23,900.00
f	YCIPTA Subsidy	\$104,352.22	\$21,600.00
g	<b>TOTAL SUBSIDY (Over)/Under</b>	<b>\$277,430.55</b>	<b>\$87,533.47</b>
h	Total Miles	89,132.80	40,140.00

i	Total Revenue Miles	87,187.20	39,141.60
j	Total Deadhead Miles	1,945.60	998.40
k	service days	304	151
l	Total Hours	2,692.66	906.25
m	Total Revenue Hours	2,589.30	835.53
n	Total Deadhead Hours	103.36	70.72
o	employees	1.50	1.50
p	Passenger Trips	18,000	2,800
q	pass/hour	6.95	3.35
r	pass/day	59.21	19.86
s	pass/mile	0.21	0.07
t	cost/pass	\$17.31	\$35.52
u	sub/pass	\$15.41	\$31.26
v	cost/mile	\$3.54	\$2.54
w	cost/hour	\$119.05	\$119.05
x	farebox ratio	10.0%	12.0%
y	FTE (based on 2000 hrs)	0.000750	0.000750
z	Depreciation Adjustments based on Service Miles*	\$34,406	\$34,406
aa	Operating Cost minus Depreciation	\$273,850	\$65,064
ab	farebox ratio + Adjustments	11.3%	18.4%

### Performance Standards

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

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

Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, and its exemption period ended on June 30, 2015. At the end of that exemption period, Turquoise Route 10 achieved a 6.36% farebox recovery ratio, falling short of the 12% standard. Under the TDA regulations, if the required farebox recovery ratio is not met for FY 2015-2016, then that year would be deemed a “non-compliant year”, resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2016-2017 amounts. To increase the chances of Turquoise Route 10 meeting its 12% farebox ratio performance standard, it was agreed to eliminate Saturday service and to establish a “cash only-no passes” fare policy for Turquoise Route 10, effective July 1, 2016. As of June 30, 2017, Turquoise Route 10 achieved a 10% farebox recovery ratio, and met the standard. As of July 2018, Turquoise Route 10 will be adding Fridays to the schedule. This addition will allow passengers to now access Eastern Imperial County for a third day. The route will be closely monitored for effectiveness.

Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, and its exemption period expired on June 30, 2016. If the required farebox recovery ratio is not met for FY 2016-2017, then that year would be deemed a “non-compliant year”, resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2017-2018 amounts. As of June 30, 2017, Blue Route 5 achieved a 12% farebox recovery ratio, and met the standard.

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

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

#### **Fiscal Audits and Triennial Performance Audits**

Though ICTC will make payment of TDA funds to QUECHAN to fund a portion of these routes, QUECHAN will track its expenses associated with the use of these funds, TDA funds will be listed as a separate line item of funds in the Basic Financial Statements

each year and submit a copy of the report to ICTC before December 31 of the given funded year. ICTC will send a triennial performance auditor to audit this service and its performance measures.

## **Section 4**

### **Marketing and Community Outreach Plan**

#### **Branding, Marketing and Community Outreach**

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

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

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

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

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

QUECHAN will have IVT and YCAT Rider's Guides available for distribution throughout the Reservation, promote the routes through door-to-door distribution of information, placement of route information online at [www.quechantribe.com](http://www.quechantribe.com), regularly sharing information to Tribal departments, and encouraging the purchase of YCAT bus passes.

## **Section 5**

### **Additional Details of the Operating Plan**

Daily operations of the routes are the responsibility of the contractor, as described in Section 2 Roles and Responsibilities, and managed through YCIPTA, consistent with

the terms of the Operating Contract. The Project Liaison, as designated by YCIPTA, has the responsibility to ensure that the contractor complies with all terms of the Operating Contract. The Project Liaison also has the lead responsibility for development and implementation of the Marketing and Outreach Plan, to be accomplished with support from YCIPTA, QUECHAN and ICTC.

### **1. Transit Service Information**

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

### **2. Dispatch**

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

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

### **3. Spare Ratio**

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

### **4. Bus Operators**

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

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

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

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

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

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

## 5. Vehicles

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

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

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

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

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







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

#### **6. Customer Service**

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

#### **7. Schedules**

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

#### **8. Newspapers**

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

## **9. Transfer Agreements**

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

## **10. Complementary ADA Paratransit Program**

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

## **11. Former Route 3 to Winterhaven**

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

## **12. The Future**

With the provision of ICTC funding in FY 2015-2016 to cover a greater share of the costs for all eastern Imperial County transit services, ICTC took a more active role in the planning and operation of transit services in eastern Imperial County. Under Moving Ahead with Progress for the 21st Century (MAP-21), and continuing under the Fixing America's Surface Transportation Act (FAST Act), Tribal Transit funding was reduced to the extent that QUECHAN will only be eligible for formula funding unless QUECHAN applies for capital expenses (excluding preventative maintenance). For FY 2016, QUECHAN received Forty-Five Thousand, One Hundred Sixty-Six Dollars and No Cents (\$45,166.00) in FTA Formula Funding. However, its FY 2017 FTA Formula Funding dropped to Twenty-Eight Thousand, Six Hundred Thirty-Eight Dollars and No Cents \$28,638.00 as a consequence of eliminating Saturday service on the Turquoise Route 10, which reduced the annual Revenue Vehicle Miles on this route. QUECHAN will see a modest increase in FY 2018 at Thirty-Six Thousand, Four Hundred Five Dollars and No Cents.

In FY 2017-2018, QUECHAN would need to request a minimum of One Hundred Thirty-Eight Thousand, Seven Hundred Seventeen Dollars and Ninety-One Cents (\$138,717.91) from ICTC to continue transit services at the present levels. QUECHAN intends to increase its contribution to One Hundred Thousand, Two Hundred Ninety-Three Dollars and Eighty-Nine Cents (\$100,293.89) in order to restore a third day of service on Fridays for the Turquoise Route 10. QUECHAN will use its FY 2014-2015 FTA Discretionary Grant funding to cover its contribution, with the intention of increasing ridership among those needing to access services at the County Seat and that are unavailable in Winterhaven. YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the



small portion of the reservation that is in Arizona, plus YCIPTA generated match, fare revenue collected from the routes and Quechan Business Enterprises parking lot in-kind revenue to cover the remaining costs required to operate these routes.

A comprehensive review of these routes occurred in Spring 2016, prior to the YCIPTA, QUECHAN and ICTC budget planning to determine the appropriate level of transit service and population in eastern Imperial County as compared to central and northern Imperial County. This review will also take into consideration need in eastern Imperial County and the routes' ability to meet TDA and MOU specific performance measures.

Any continuation of transit services beyond June 30, 2019 at the present levels will require additional contributions by ICTC. If service reductions are to occur based on available funding by QUECHAN, YCIPTA and ICTC that are known today, public hearings for route changes would take place in May 2018 as part of the adoption of the YCIPTA FY 2018-2019 operating and capital budget with the route changes taking effect on July 1, 2018. To assist in the determination of future service levels and contribution shares by all parties for FY 2019-2020 ICTC will minimally need from YCIPTA a sample of daily ridership data (boardings and alightings) by route direction and bus stop locations during the months of January through March 2019. The sample of data was agreed to by all parties prior to December 15, 2015. The actual daily ridership data should be provided to all parties by April 17, 2019. This would allow a comprehensive analysis of recommended service levels, contribution shares, and funds available for FY 2019-2020.

# VI. ACTION CALENDAR

## VI. ACTION CALENDAR

D. 2ND EXTENSION OF CONTRACT FOR THE COORDINATION OF PUBLIC DIAL-A-RIDE PARATRANSIT SERVICES-IVT RIDE PUBLIC OUTREACH, BRANDING AND MARKETING



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 6, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: 2<sup>nd</sup> Extension of Contract for the Coordination of Public Dial-a-Ride Paratransit Services – *IVT RIDE Public Outreach, Branding and Marketing*

Dear Committee 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.

The marketing contract allows for extensions subject to a mutual agreement on compensation. ICTC staff recommends extending the contract for \$31,700 for a second additional 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.

During the last four 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 fifty eight (58) bilingual public outreach events have been conducted over the four year period.

**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 2018-19 Budget and specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan; through the Transportation Development ACT (TDA) Funding, anticipated to be approved on June 27, 2018.

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

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

1. Authorize the Chairman to sign the second amendment extension for one year, FY 2018-19, 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, 2018 through June 30, 2019.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Program Manager

MB/ksw/cl

1 SECOND AMENDMENT TO AGREEMENT FOR SERVICES

2  
3 This SECOND AMENDMENT TO AGREEMENT FOR SERVICES for public outreach,  
4 marketing, and brand and logo development services ("Amendment"), made and entered into effective this  
5 \_\_\_\_ day of \_\_\_\_\_, 2018 is by and between the IMPERIAL COUNTY  
6 TRANSPORTATION COMMISSION ("ICTC") and NSD INVESTMENTS, INC., a California  
7 Corporation, d/b/a Spectrum Advertising, ("CONSULTANT").

8 **WITNESSETH**

9 **WHEREAS**, ICTC entered into that certain Agreement for Services dated August 27, 2014, as  
10 amended by that certain First Amendment to Agreement for Services dated August 23, 2017, hereinafter  
11 the "Agreement", attached hereto as **Exhibit "1"**; and

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

14 **WHEREAS**, ICTC and CONSULTANT desire to extend the Agreement for an additional one (1)  
15 year and establish the compensation for FY 2018-19; and

16 **WHEREAS**, the Parties agree to enter into this Second Amendment to Agreement.

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

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

20 COMPENSATION.

21 This Agreement shall be extended one (1) year. The total compensation payable  
22 under this Agreement for FY 2018-19 shall not exceed thirty one thousand seven  
23 hundred dollars (\$31,700), unless otherwise previously agreed to by ICTC."

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

25 ///

26 ///

27 ///

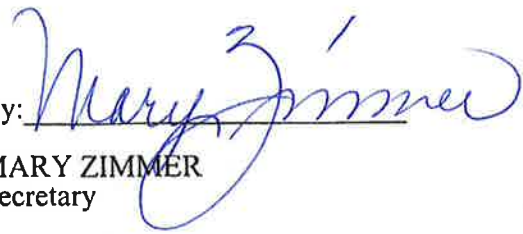
28 ///

1           **IN WITNESS WHEREOF**, the Parties hereto have caused this Second Amendment to be  
2 executed 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. ACTION CALENDAR

E. MEMORANDUM OF UNDERSTANDING (MOU) FOR THE STATE ROUTE 86 (NORTHBOUND) BORDER PATROL CHECKPOINT PROJECT BETWEEN ICTC AND THE U.S. BORDER PATROL AIR & MARINE, PROGRAM MANAGEMENT OFFICE



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 8, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Memorandum of Understanding (MOU) for the State Route 86 (Northbound) Border Patrol Checkpoint Project between ICTC and the U.S. Border Patrol Air & Marine, Program Management Office

Dear Committee Members:

The “*State Route 86 U.S. Border Patrol Checkpoint*” improvement project was identified as a regional priority by the Imperial County Local Transportation Authority (LTA) and the Imperial County Transportation Commission (ICTC). The current configuration of the checkpoint has been a bottleneck and creates delays for regional travel and goods movement in Imperial Valley. Extensive meetings have been held among the stakeholders involved that resulted in improvement alternatives that were presented and approved by the LTA. Ultimately, on September 27, 2017, the LTA approved funding for the project as part of the five percent Regional Highway Set-Aside from Measure D in the amount of \$1.3 million dollars.

The project proposes to design and construct two (2) lanes for primary inspection by U.S. Border Patrol (BP) under a newly constructed canopy placed over State Route 86, and two (2) lanes of secondary inspection to use during peak periods. The goal of the project is to reduce or eliminate queuing of traffic during peak periods.

To coordinate and facilitate this project a draft MOU has been established between ICTC and BP. The goal of the MOU is to serve as a guide for the coordination between ICTC and BP through every step from design to construction of the project. The draft MOU is pending edits from federal review.

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

1. Authorize the Chairman to sign the Memorandum of Understanding (MOU) for the State Route 86 (Northbound) Border Patrol Checkpoint Project between ICTC and the U.S. Border Patrol Air & Marine, Program Management Office.

Sincerely,

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

MARK BAZA  
Executive Director

MB/ksw/cl

Attachment

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



**MEMORANDUM OF UNDERSTANDING BETWEEN THE U.S. BORDER PATROL –  
AIR & MARINE PROGRAM MANAGEMENT OFFICE AND IMPERIAL COUNTY  
TRANSPORTATION COMMISSION FOR THE  
STATE ROUTE 86 BORDER PATROL CHECKPOINT EXPANSION**

This Memorandum of Understanding (hereinafter “MOU”) made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, is by and between **the U.S. Border Patrol Air & Marine, Program Management Office** (hereinafter “BPAM PMO”) **Imperial County Transportation Commission**, a regional transit and transportation planning agency created pursuant to California Public Utilities Code section 132800 (hereinafter “ICTC”). The terms “Party” or “Parties” shall mean the collective or individual participants of this MOU, as appropriate, who agree as follows:

**RECITALS**

**WHEREAS** the U.S. Border Patrol Air & Marine, Program Management Office “BPAM PMO” is responsible for the Facilities Management & Engineering for the Department of Homeland Security and has its principal office at 24000 Avila Road, Laguna Niguel, California, 92677.

**WHEREAS** the Imperial County Transportation Commission “ICTC” is a public entity whose primary objective is regional transportation planning, including providing public transit services and regional highway improvements, and has its principal office located at 1503 North Imperial Avenue, Suite 104, El Centro, California 92243.

**WHEREAS** ICTC will serve as the lead agency to complete the design and construction of the State Route 86 Border Patrol Checkpoint Expansion (hereinafter “Project”). ICTC will work in cooperation with the BPAM PMO and the California Department of Transportation (Caltrans), the owner/operator of State Route 86 in Imperial County, California to complete the Project.

**WHEREAS** ICTC will use \$1,300,000.00 authorized by the Imperial County Local Transportation Authority (“LTA”) for the purposes of completing the design and construction of

the checkpoint expansion project as described in Exhibit A. The Exhibit A describes the mutually agreed scope of services to be performed by consultant firm "AECOM" procured by LTA on February 28, 2018 in the amount of \$319,000 to carry out the design engineering and construction management support services of the Project.

**NOW THEREFORE**, for and in consideration of the mutual promises set herein, ICTC and BPAM PMO have and hereby agree as follows:

1. On September 27, 2017, LTA authorized \$1,300,000.00 of Regional Highway Set-Aside Measure D funds for the completion of design and construction of the State Route 86 Border Patrol Checkpoint Expansion project as described in Exhibit A. This MOU shall commence on the date set forth above, and shall remain in effect through January 31, 2021, or completion / termination of the Project as confirmed by all parties.
2. ICTC, as the administrator of LTA, shall serve as the lead agency and be the administrator of this MOU ensuring the timely and proper execution of all terms and conditions.
3. ICTC will procure the consultant(s) or contractor(s) in compliance with all federal, state, and local laws, regulations, and requirements. ICTC will issue the Request for Proposals and selection and award of contracts. ICTC will consult with BPAM PMO and Caltrans in making selections of consultants and contractors and negotiating the terms of agreements.
4. ICTC, in conjunction with BPAM PMO, has created an Implementation Plan which is titled "State Route 86 Border Patrol Checkpoint Expansion," attached hereto as **Exhibit A** and incorporated by reference as though fully set forth herein. This Implementation Plan provides the framework for ICTC to complete design and construction of the State Route 86 Border Checkpoint Expansion project to include two primary inspection lanes and two secondary inspection lanes within the right-of-way of State Highway 86 and intersection of State Highway 78 near the Salton Sea, in Imperial County.

5. Upon completion of construction for the State Route 86 Border Patrol Checkpoint Expansion the U.S. Border Patrol will operate the two lane primary and secondary inspection lanes as specified in Exhibit A.
6. Parties agree to comply with all state and federal guidelines and requirements for U.S. Border Patrol inspection and state highway facilities.
7. Parties agree that they enter into this MOU with the understanding that funding for the Project is limited to the funds provided by the Imperial County Local Transportation Authority in the amount of \$1,300,000.00. If additional funds are necessary for elements outside of the planned scope of work and can be acquired, the Parties will work cooperatively to incorporate into the design and construction.
8. Representatives of each Party to this MOU shall meet in person or by conference call at least quarterly, or as necessary, to discuss the project's scheduling and coordination through design and construction of the checkpoint expansion, and other issues related to the specifications of the project, including, but not limited to, actual costs of the Service and any necessary adjustments based on actual costs of the project.
9. Each Party, on its own behalf and on the behalf of its agents and employees, agrees that each is acting in an independent capacity and not as an agent, officer, or employee of any of the other parties.
10. Parties represent and warrant that the people executing this MOU on their respective behalf have the authority to sign this MOU and bind all Parties to the performance of all duties and obligations herein.
11. It is understood and agreed that ICTC and BPAM PMO maintain insurance policies or self-insured programs to fund their respective liabilities. Parties agree that such respective programs or policy coverage for Workers' compensation shall contain a waiver subrogation as to the other Party and each of its members, board members, officers, officials, employees, agents or third-party contractors.

Evidence of insurance, e.g., Certificates of Insurance or other similar documentation, shall not be required of either party under this MOU.

12. BPAM PMO shall indemnify, hold harmless and defend ICTC and its members, board members, officers, officials, employees and agents from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by BPAM PMO, ICTC or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of BPAM PMO or any of its members, board members, officers, officials, employees or agents in the performance of this MOU.

ICTC shall indemnify, hold harmless and defend BPAM PMO and each of its members, board members, officers, officials, employees and agents from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by ICTC, BPAM PMO or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of ICTC or any of its members, board members, officers, officials, employees or agents in the performance of this MOU.

In the event of concurrent negligence on the part of BPAM PMO and any of its members, board members, officers, officials, employees and agents, and ICTC or any of its members, board members, officers, officials, employees and agents, the liability for any and all such claims, demands and actions in law or equity for such losses, fines, penalties, forfeitures, costs and damages shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

This section shall survive termination or expiration of this MOU.

13. Nothing herein contained shall be construed to create, and the Parties hereto expressly disclaim any intent to create, any form of agency relationship, joint venture, or partnership.
14. If any term or provision of this MOU, or the application of such provision to a particular situation, is held by a court of competent jurisdiction to be void, invalid or otherwise unenforceable, the remaining terms and provisions shall continue in full force and effect.
15. This MOU is made and entered into in Imperial County, California. This MOU shall be construed and enforced in accordance with the laws of the State of California, except that the Parties agree that any action brought by either Party regarding this MOU shall be brought in a court of competent jurisdiction in Imperial County.
16. The Parties hereto agree to act in good faith and deal fairly with the other Party in the performance of this MOU.
17. Notices required hereunder shall be in writing and may be given either personal or by registered or certified mail, postage prepaid, return receipt requested. If given by registered or certified mail, such notice shall be addressed as indicated below and shall be deemed given when delivered and received upon the earlier of actual receipt by the Party to whom the notice was sent or return of the requested receipt to the Party giving notice. Notice personally given shall be deemed given when delivered to the Party to whom the notice is addressed. Any Party may upon ten (10) days written notice to the other Parties, change the address where notices are to be sent.

NOTICES TO ICTC

Imperial County Transportation Commission  
Attn: Executive Director  
1503 N. Imperial Ave., Suite 104  
El Centro, California 92243  
Tel: (760) 592-4494  
Fax (760) 592-4497  
Email: [Markbaza@imperialctc.org](mailto:Markbaza@imperialctc.org)

NOTICES TO BPAM PMO

Border Patrol Air & Marine  
Attn: Program Management Office  
Facilities and Engineering  
24000 Avila Road, Rm 5020  
Laguna Niguel, CA 92677  
Tel: (949)  
Fax: (949)  
Email:

18. This MOU constitutes the full and complete agreement between the Parties. All prior agreements and understandings with respect to the subject matter of this MOU are merged herein. This MOU may be executed in counterparts.
19. Any modifications within the scope of the MOU shall be made by mutual consent of the Parties, by the issuance of a written modification, signed and dated by both Parties, prior to any changes made.

**DRAFT**

**---SIGNATURES ON THE NEXT PAGE---**

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding on this \_\_\_\_ day of \_\_\_\_\_, 2018.

**IMPERIAL COUNTY  
TRANSPORTATION COMMISSION**

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

ATTEST:

By: \_\_\_\_\_  
CRISTI LERMA  
Secretary to the Board

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Legal Counsel

**U.S. BORDER PATROL AIR & MARINE**

By: \_\_\_\_\_, XXXXX

ATTEST:

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

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Legal Counsel

**Attachments:**

- Exhibit A:

**EXHIBIT A:**

DRAFT



# VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

## VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

### A. CONTINUING RESOLUTION FOR THE FY 2017-18 LOCAL TRANSPORTATION AUTHORI- TY (LTA) BUDGET

*Brawley*

*Calipatria*

*Holtville*

*Westmorland*



Local Transportation Authority

*Calexico*

*El Centro*

*Imperial*

*County of Imperial*

June 5, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

**SUBJECT:** Continuing Resolution for the FY 2017-18 Local Transportation Authority (LTA) Budget


Dear Committee Members:

Pending a proposed amendment to the ordinance, the budget for FY 2018-19 is under development, therefore, a detailed report is not ready to submit for approval at this time. It is anticipated that a final draft of the budget will be submitted for approval at our meeting on July 25, 2018. Attached is a continuing resolution for the interim period of time in order to meet commitments.

With Management Committee concurrence, The LTA Executive Director will forward the following recommendation(s) to the Authority, after the review of public comment, if any:

1. Authorize the Chairman to sign the continuing resolution in order to pay expenditures of the LTA prior to the adoption of the Budget for Fiscal Year 2018-19, at the levels set by the Budget for Fiscal Year 2017-18 (adopted on June 28, 2017).

Sincerely,

  
*for* MARK BAZA  
Executive Director

Attachments

**1503 N. Imperial Ave., Suite 104, El Centro, CA 92243**  
**Phone: (760) 592-4494, Fax: (760) 592-4410**

**RESOLUTION \_\_\_\_\_ OF  
THE LOCAL TRANSPORTATION AUTHORITY**

**AUTHORIZATION FOR AND APPROVING INTERIM EXPENDITURES PRIOR TO THE  
ADOPTION OF THE BUDGET FOR FY 2018-2019**

**WHEREAS**, the LTA adopted an annual budget representing a financial plan for conducting the affairs of the LTA for the fiscal year beginning July 1, 2017 and ending June 30, 2018; and

**WHEREAS**, it is anticipated that the proposed operating budget and capital funds budget for fiscal year 2018-19 may not be submitted to the LTA before July 1, 2018.

**WHEREAS**, the proposed Budget for Fiscal Year 2018-19 includes several expenditures that must be undertaken prior to the adoption of the Budget for Fiscal Year 2018-19;

**THEREFORE BE IT RESOLVED** by the BOARD of the LTA hereby approves interim expenditures of the LTA prior to the adoption of the Budget for Fiscal Year 2018-19 at the levels set by the Budget for Fiscal Year 2017-18 to allow payment of routine expenses, including payroll and vendor expenses at the prior year's level.

**PASSED AND ADOPTED** at a regular meeting of the Local Transportation Authority held on \_\_\_\_\_.

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

ATTEST:

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

CRISTI LERMA  
Clerk of the Authority

## VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

### B. LTA 1% ADMINISTRATIVE BUDGET RESOLUTION AMENDING THE MEASURE D EXPENDITURE PLAN

***Brawley***

***Calipatria***

***Holtville***

***Westmorland***



Local Transportation Authority

***Calexico***

***El Centro***

***Imperial***

***County of Imperial***

June 5, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: LTA 1% Administrative Budget Resolution Amending the Measure D Expenditure Plan

Dear Committee Members:

The administrative oversight and the daily responsibilities for the LTA are provided by staff of the Imperial County Transportation Commission (ICTC). LTA revenue is provided for the expenses incurred.

Section 8 of the existing LTA Ordinance's Expenditure Plan, currently provides that revenues may be expended by the Authority for salaries, wages, benefits, overhead, and those services including contractual services necessary to administer the Ordinance; however, in no case shall such expenditures exceed one percent (1%) of the annual revenues provided by the Measure.

The largest expense categories for the LTA has been and continues to be: 1) Staffing and Support services provided by ICTC staff; 2) Independent CPA audit services; and. 3) the allocation of facility and equipment rent/lease.

After an increase which peaked in FY 2014-15, the revenue available for the 1% administrative budget has been declining back to approximately FY 2012-13 levels. For FY 2018-19, the annual expense exceeds the 1% administrative revenue forecast, and a remedy has been sought.

Legal counsel assisted staff in a review of other Self Help counties ordinances and determined that several other counties limit the 1% administrative expense strictly to staff salaries and benefits. The remaining reasonable expense attributed to categories such as; rent, office expense, audit fees, etc. is funded at the full expense from the total annual revenues allocated to the LTA.

In addition, the Public Utilities Code subsection 180109(b) provides that the Authority shall not expend more than 1 percent of the funds generated for salary and benefits of its staff, but does not set a particular limit on the other reasonable costs of administration.

Section 10 of the LTA's Ordinance's Expenditure Plan provides that the Expenditure Plan may be amended to further its purposes by ordinance or resolution, passed by roll call vote entered in the minutes, with two-thirds of the Authority, or six board members concurring.

Staff would therefore request that the LTA amend the Ordinance's Section 8 Expenditure Plan so that it is not more restrictive that the Public Utilities Code Section 180109.

***1503 N. Imperial Ave., Suite 104, El Centro, CA 92243***  
***Phone: (760) 592-4494, Fax: (760) 592-4410***

Upon approval of such a resolution for amendment, the fiscal impact to the member agencies would be an approximately \$41,000 decrease in annual revenues available region wide that are distributed. If the resolution is not approved, the fiscal impact would be borne by the other non LTA programs and services provided by ICTC, which would be required to increase their share of the cost allocation formula for expenses including rent/leases, utilities, salaries/benefits etc.

A separate action is sought for a continuing resolution for the continuance of budgeted activities at FY 2017-18 levels pending the outcome of the approval of the resolution.

As required, staff can schedule a public hearing on this matter for the upcoming full LTA Board meeting on July 25, 2018, with the requisite ten-day publication of notice pursuant to Government Code section 6062. If the Expenditure plan amendment is then approved in July by the resolution, staff would send notification to the Board of Supervisors and the city council of each city in the county, providing them with a copy of the amendment, which would become effective 45 days after notice is given.

With Management Committee concurrence, the LTA Executive Director forwards the following recommendation(s) to the Authority, after the review of public comment, if any:

1. Direct staff to conduct the administrative requirements for a public hearing on July 25, 2018 at 6:00PM for the purpose of attaining public comment on the LTA 1% Administrative Budget Resolution Amending the Measure D Expenditure Plan.

Sincerely,



*MB*  
MARK BAZA  
Executive Director

Attachment

MB/ksw\cl

7418001 Local Transportation Authority 1% Administration																										
Org Key:	Dept:																									
	Budget	Actuals	FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15	Budget	Actuals	FY 2014-15	FY 2015-16	Budget	Actuals	FY 2015-16	FY 2016-17	Budget	Actuals	FY 2016-17	FY 2017-18	Budget	Actuals	FY 2017-18	FY 2018-19	Budget	Actuals	FY 2018-19	
Revenues	\$ 140,000	\$ 150,872	\$ 151,000	\$ 190,678	\$ 185,300	\$ 149,869	\$ 155,800	\$ 147,246	\$ 153,032	\$ 153,032	\$ 146,661	\$ 138,286	\$ 144,410	\$ 146,344	\$ 146,410	\$ 138,286	\$ 162,028	\$ 144,410	\$ 146,344	\$ 146,410	\$ 144,410	\$ 146,344	\$ 146,344	\$ 146,344	\$ 146,344	\$ -
Expenditures	\$ 140,000	\$ 151,289	\$ 151,000	\$ 140,664	\$ 185,300	\$ 165,468	\$ 155,800	\$ 157,867	\$ 153,032	\$ 153,032	\$ 157,432	\$ 138,286	\$ 162,028	\$ 187,344	\$ 162,028	\$ 138,286	\$ 176,618	\$ 162,028	\$ 187,344	\$ 162,028	\$ 162,028	\$ 187,344	\$ 187,344	\$ 187,344	\$ 187,344	\$ -
Net	\$ -	\$ (417)	\$ -	\$ 50,014	\$ -	\$ (15,599)	\$ -	\$ (10,621)	\$ -	\$ -	\$ -	\$ (10,771)	\$ -	\$ (17,618)	\$ -	\$ -	\$ (17,618)	\$ -	\$ (41,000)	\$ -	\$ (41,000)	\$ -	\$ -	\$ -	\$ -	\$ -

Notes:

1. Negative actual net balances are paid through fund balance (unrestricted). FY 2017-18 estimated actual net balance may exceed total by \$-5,021
2. Budgets from FY 2015-16 through FY 2017-18 have been prorated with LTA administration not expensed the full share of program cost for rent, utilities, office expenses and staff salaries/benefits.
3. FY 2018-19 proposed budget is comprised of salaries and benefits of \$70,227 with full share of LTA program's cost
4. Should the additional revenue not be realized, then the other ICTC programs will require budget adjustments to absorb these LTA programmatic expenses



**RESOLUTION OF THE IMPERIAL COUNTY LOCAL TRANSPORTATION  
AUTHORITY AMENDING THE MEASURE D EXPENDITURE PLAN**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the Imperial County Local Transportation Authority (hereinafter “LTA” or “Authority”) was created by the Imperial County Board of Supervisors in 1989 with the concurrence of a majority of the cities having a majority of the population in the incorporated area of the County to administer a local option sales tax, namely, the Imperial County Local Transportation Authority Retail Transactions and Use Tax Ordinance and Expenditure Plan, commonly called Measure D (hereinafter “Ordinance” or “Measure”), attached hereto as **Exhibit “A”**, as adopted by the electorate on November 7, 1989 and readopted on November 4, 2008; and

**WHEREAS**, LTA by-laws section 3 and Ordinance section 3 provide that LTA is governed by, and the Ordinance enacted pursuant to, the Local Transportation Authority and Improvement Act of 1987 codified at Division 19 (sections 180000-180264) of the Public Utilities Code; and

**WHEREAS**, the Ordinance’s Expenditure Plan section 8 currently provides that revenues may be expended by the Authority for salaries, wages, benefits, overhead, and those services including contractual services necessary to administer the Ordinance; however, in no case shall such expenditures exceed one percent (1%) of the annual revenues provided by the Measure; and

**WHEREAS**, in order to ensure that the cost of administration, implementation, and oversight of the Measure are not borne by other programs and sources, such as Transportation Development Act-funded programs, any funds necessary for administrative, implementation, and oversight of the Ordinance and Expenditure Plan should be paid by Measure revenues; and

**WHEREAS**, Public Utilities Code subsection 180109(b) provides that the Authority shall not expend more than 1 percent of the funds generated for salary and benefits of its staff but does not set a particular limit on other reasonable costs of administration; and

**WHEREAS**, ordinances for Santa Barbara, Santa Cruz, Contra Costa, Stanislaus, and San Joaquin LTAs currently provide that revenues may be expended for salaries, benefits, overhead, technical, auditing, legal, and other contractual services; however, pursuant to Public Utilities Code subsection 180109(b), in no event shall an amount exceeding one percent (1%) of the annual revenue go towards paying the administrative salaries and benefits of staff; and

**WHEREAS**, the Ordinance’s Expenditure Plan section 10 provides that the Expenditure Plan may be amended to further its purposes by ordinance or resolution, passed by roll call vote entered in the minutes, with two-thirds of the Authority concurring; and

**WHEREAS**, Public Utilities Code section 180207 provides that the Authority shall notify the board of supervisors and the city council of each city in the county and provide them



with a copy of the proposed amendments, and the proposed amendments shall become effective 45 days after notice is given; and

**WHEREAS**, LTA desires to amend Ordinance’s Expenditure Plan section 8 to be congruent with and not more restrictive than Public Utilities Code section 180109.

**WHEREFORE, THE IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY RESOLVES AS FOLLOWS:**

1. Section 8 of the Ordinance’s Expenditure Plan is deleted and replaced by the following:

**“SECTION 8. Administrative Expenses.** For purposes of this Expenditure Plan, “Administrative expenses” shall mean salaries and benefits of staff. Revenues provided by the Measure may be expended by the Authority for salaries and benefits of staff (administrative expenses); rents, publication of legal notices and agendas, membership fees, office expenses, utilities, and other overhead; and technical, auditing, legal, and those services including contractual services necessary to administer the Ordinance; however, pursuant to Public Utilities Code subsection 180109(b), in no event shall an amount exceeding one percent (1%) of the annual revenues provided by the Measure go towards paying salaries and benefits of staff (administrative expenses). Costs of performing or contracting for project related work shall be paid from the revenues allocated to the appropriate purpose as set forth in Section 4 herein.”

2. Except as provided herein, the terms of the Ordinance and Expenditure Plan are confirmed in all respects and shall continue in full force and effect.
3. Subsequent to the passage of this Resolution, LTA staff shall send notification to the Board of Supervisors and the city council of each city in the county and provide them with a copy of the amendments, which shall become effective 45 days after notice is given.

**PASSED AND ADOPTED** by the Local Transportation Authority after a public hearing duly noticed pursuant to Government Code section 6062, with two-thirds of the Authority concurring, County of Imperial, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by the following roll call vote:

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Chairman of the LTA

ATTEST:

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Cristi Lerma  
Clerk of the Authority

## VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

C. ADDITIONAL FUND REQUEST TO THE LOCAL TRANSPORTATION AUTHORITY (LTA)- TRAFFIC CONTROL ASSISTANCE FOR SOUTH-BOUND PEAK TRAFFIC ON STATE ROUTE 111- IMPERIAL AVENUE TO THE DOWNTOWN CALEXICO WEST PORT OF ENTRY

*BRAWLEY*  
*CALIPATRIA*  
*HOLTVILLE*  
*WESTMORLAND*



*CALEXICO*  
*EL CENTRO*  
*IMPERIAL*  
*IMPERIAL COUNTY*

June 12, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

**SUBJECT:** Additional Fund Request to the Local Transportation Authority (LTA) – Traffic Control Assistance for Southbound Peak Traffic on State Route 111-Imperial Avenue to the Downtown Calexico West Port of Entry

Dear Committee Members:

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

The City's request for \$150,000 is for one additional year for a total three year request of \$450,000. The previous \$300,000 for Fiscal Years 2016-17 and FY 2017-18 has been expensed.

The City's total annual traffic control costs are estimated at \$300,000. The City's contribution pays for three (3) full-time employees and three to seven (3 to 7) part-time traffic control staff (contract employees). The LTA request of \$150,000 will provide funding for additional part-time traffic control staff and/or traffic control equipment necessary to assist with the daily afternoon peak hours of southbound delays to the POE.

The proposed request is a short-term solution to a longer term need as the federal government is under construction to expand the POE in 2018. In 2018, traffic will use SR-111/Imperial Avenue and Cesar Chavez Boulevard to access the Calexico West POE. The City is committed to work with all local, state and federal stakeholders to analyze and evaluate traffic control measures for the phased opening of the Phase 1 construction of the Calexico West POE. Additionally, the City will soon begin construction of the Cesar Chavez Blvd. Widening project, and a multi-agency Traffic Circulation Plan led by ICTC is underway to develop short and long term traffic management strategies.

***1503 N. Imperial Ave., Suite 104, El Centro, CA 92243***  
***Phone: (760) 592-4494, Fax: (760) 592-4410***

SR-111/Imperial Avenue and Cesar Chavez Blvd. are regional corridors for Imperial County and the revenue is available in the Regional Highway set-aside program.

With Management Committee concurrence, the LTA Executive Director forwards the following recommendation(s) to the Authority, after the review of public comment, if any:

1. Approve the allocation for additional funding needed in the amount of \$150,000 for one additional year from the 5% Highway set-aside from the Measure D allocations.
2. Authorize the Chairman to sign a one year extension for FY 2018-19 to the Memorandum of Understanding (MOU) between the City of Calexico and the Imperial County Local Transportation Authority.

Sincerely,



MARK BAZA  
Executive Director

MB/ksw/cl

Attachments



# CITY OF CALEXICO

608 Heber Avenue  
Calexico, CA 92231  
Tel: 760.768.2110  
Fax: 760.768.2103  
[www.calexico.ca.gov](http://www.calexico.ca.gov)

June 6, 2018

Mr. Luis Plancarte  
Imperial County Local Transportation Authority  
1405 N. Imperial Ave., Ste. 1  
El Centro, CA 92243

Honorable Committee Members,

The City of Calexico respectfully requests consideration of granting one additional year of funding in the amount of \$150,000 for traffic controllers. The funding, if granted, would be used to address the existing and anticipated traffic congestion created within the City of Calexico by traffic crossing the International Border at the new Calexico Land Port of Entry (LPOE) during the Cesar Chavez Blvd expansion project.

The Calexico LPOE is deemed the third busiest in the State of California by the General Services Administration (GSA), with northbound vehicle crossings alone totalling approximately 4 million each year. As a result, a new LPOE has been under construction since 2015 to increase capacity. It is scheduled to be operational between July and September of 2018. The location of the new LPOE will result in Cesar Chavez Blvd becoming the new border crossing corridor, as it feeds directly into the new LPOE. It will be heavily impacted by the excess through traffic to and from the new LPOE. To accommodate the anticipated traffic, Cesar Chavez Blvd. will be expanded. The expansion project will include widening of the street, inclusion of turn lanes, sidewalks, gutters, signal lights and resurfacing

The opening of the new LPOE and the completion of the Cesar Chavez Blvd expansion project were originally scheduled to occur simultaneously. An unanticipated delay in funding of the Cesar Chavez Blvd expansion project has resulted in construction beginning in July, 2018 with a tentative completion date in January, 2019. Cesar Chavez Blvd. will be heavily impacted by both southbound and northbound traffic to and from the new LPOE. With the additional factor of on-going construction impacting traffic flow, along with the unpredictable nature of border traffic in general, human judgement will be needed to control traffic and ensure safety during the Cesar Chavez Blvd expansion project. We propose scheduling traffic controllers at six key intersections along the new border corridor to prevent gridlock and ensure the safety of our residents and regional travelers during the 6 months required to complete the necessary Cesar Chavez Blvd expansion.

*Viva Calexico!*

The City of Calexico greatly appreciates your past assistance in funding traffic controllers along the existing border corridor of Hwy 111/Imperial Ave. in Calexico. Your financial commitment over the past two fiscal years allowed the city to continue to address safety concerns created by traffic congestion along the existing border corridor and ensure the community was able to receive public safety assistance during these times. Traffic control staffing was utilized at 5-6 intersections along the existing border corridor, with costs totaling over \$300,000 per fiscal year. The border traffic congestion acts as a divider by creating a barrier along Imperial Ave./Hwy. 111 between the east and west areas of our city. There is a constant need for public safety to cross intersections impacted by the border traffic. The Calexico Fire Department responds to approximately 1,800 calls per year that are considered "overlapping" because they require crossing sides of town in order to assist residents. Without the necessary traffic controllers, public safety response time would have been adversely impacted and residents' lives and property would have been placed at risk.

While the actual impacts of the new LPOE increased capacity remain to be seen, the established correlation between border wait times and revenue losses for the region, leads us to anticipate that the increased capacity at the new LPOE will result in a reduction in border wait times. This reduction will likely lead to an increase in international border travelers, which will benefit our entire region economically. Unfortunately, our past experience with the border traffic flow has shown that the LPOE traffic flow can be unpredictable and inconsistent. The increased LPOE traffic flow is anticipated to bottleneck onto either Cesar Chavez Blvd or East Second Street towards Imperial Ave., creating the potential need for solutions to ensure safety, minimize gridlock, and prevent the dangerous blocking of intersections that would otherwise hinder public safety emergency response time and movement of travelers and goods. Therefore, in addition to requesting funding for traffic controllers during the Cesar Chavez Blvd. expansion project to accommodate border traffic to and from the new LPOE, we respectfully request your continued support to find solutions for the anticipated long term effects of the new LPOE and its increased capacity.

Sincerely,



David B. Dale  
City Manager

*Viva Calexico!*

**MEMORANDUM OF UNDERSTANDING**

This MEMORANDUM OF UNDERSTANDING (“MOU”), made and entered into this 21st day of December, 2016, is by and between the **IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY** (“LTA”), and the **CITY OF CALEXICO**, a municipal corporation of the State of California (“CITY”), (individually, “Party;” collectively, “Parties”).

**RECITALS**

**WHEREAS**, on September 12, 2016, CITY made a request to LTA for funds from the regional highway set-aside for traffic control staff assistance on State Route 111 / Imperial Avenue, for southbound traffic leading to the Downtown Calexico West Port of Entry (POE); and

**WHEREAS**, CITY’s request is \$150,000 for each of two (2) years for a total request of \$300,000 for Fiscal Year 2016-17 and FY 2017-18; and

**WHEREAS**, on September 28, 2016, the LTA Board approved the allocation for additional funding needed in the amount \$150,000 for each of two (2) years for a total request of \$300,000 from the Regional Highway set-aside from the Measure D allocations and authorized the Executive Director to execute the necessary agreements between CITY and LTA.

**NOW THEREFORE**, for and in consideration of the mutual promises set out herein, LTA and CITY have and hereby agree as follows:

**1. LTA SHALL:**

A. Reimburse CITY for additional funding needed in a not to exceed amount of \$150,000 for each of two (2) years Fiscal Year 2016-17 and FY 2017-18 for a total request of \$300,000 from the Regional Highway set-aside from the Measure D allocations for the specific purposes set forth in **Exhibit “A”** attached hereto and incorporated herein by reference.

B. Reimbursement shall be provided in arrears after receipt of documentation for expenses including but not limited to payroll and other related expenses.

**2. CITY SHALL:**

A. Utilize funds only for those purposes set forth in **Exhibit “A”**.

B. Invoices, clearly indicating the period for which the bill is made, shall be submitted to:  
Attn: Executive Director  
Imperial County Local Transportation Authority

1405 N. Imperial Ave. Suite 1  
El Centro, CA 92243

1  
2 C. Payment shall not be due and payable until such time as CITY has provided LTA with a  
3 monthly service statement / invoice itemizing with sufficient particularity all expenses and work  
4 performed. Said statements / invoices must meet with the approval of LTA and be received by LTA  
5 with annotations so as to clearly identify the expense and/or work performed.

6 D. CITY acknowledges LTA is under no obligation to reimburse CITY if services  
7 performed or expenses incurred are not authorized by LTA for the specific purposes set forth in  
8 **Exhibit "A"**.

9 **3. IT IS FURTHER MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN**  
10 **THE PARTIES THAT:**

11 A. Term and Termination. The term of this agreement shall begin on the Effective Date  
12 and terminate two (2) years thereafter. Either party may terminate this MOU at any time with or  
13 without cause.

14 B. Relationship of the Parties. This MOU does not create a joint venture, partnership, or  
15 any other legal relationship of association among the Parties. Each Party is an independent legal entity  
16 and is not acting as an agent of the other Party in any respect. In all situations and circumstances  
17 arising out of the terms and conditions of this MOU, CITY, and any of its employees, is not an  
18 employee or agent of LTA and is only responsible for the requirements and results specified by this  
19 MOU. CITY shall not be subject to LTA's control with respect to the physical actions or activities in  
20 fulfillment of the requirements of this MOU. CITY, and any of its employees, is not, and shall not be,  
21 entitled to receive from, or through, LTA, and LTA shall not provide, or be obligated to provide, CITY  
22 with Workers' Compensation coverage or any other type of employment or worker insurance or  
23 benefit coverage required or provided by any Federal, State or local law or regulation for, or normally  
24 afforded to, an employee of LTA. CITY shall not be entitled to have LTA withhold or pay, and LTA  
25 shall not withhold or pay, on behalf of CITY, any tax or money relating to the Social Security Old Age  
26 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or  
27 disability program required or provided by any Federal, State or local law or regulation. CITY, and  
28 any of its employees, shall not be entitled to participate in, nor receive any benefit from, or make any



1 claim against any LTA fringe program, including, but not limited to, LTA's pension plan, medical and  
2 health care plan, dental plan, life insurance plan, or any other type of benefit program, plan, or  
3 coverage designated for, provided to, or offered to LTA's employees. LTA shall not withhold or pay,  
4 on behalf of CITY, or any of its employees, any Federal, State, or local tax, including, but not limited  
5 to, any personal income tax, owed by CITY. CITY shall not have the authority, express or implied, to  
6 act on behalf of, bind or obligate LTA in any way.

7 C. Indemnification. To the furthest extent allowed by law, CITY shall indemnify, hold  
8 harmless and defend LTA and each of its members, board members, officers, officials, employees,  
9 agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages  
10 (whether in contract, tort or strict liability, including but not limited to personal injury, death at any  
11 time and property damage), and from any and all claims, demands and actions in law or equity  
12 (including reasonable attorney's fees and litigation expenses) arising or alleged to have arisen directly  
13 or indirectly out of performance of this MOU. CITY'S obligations under the preceding sentence shall  
14 apply regardless of whether LTA or any of its members (excluding the member CITY who is a party to  
15 this MOU), board members, officers, officials, employees, agents and volunteers are passively  
16 negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused  
17 by the active or sole negligence, or the willful misconduct, of LTA and each of its members (excluding  
18 the member CITY who is a party to this MOU), board members, officers, officials, employees, agents  
19 and volunteers.

20 If CITY should subcontract all or any portion of the services to be performed under this MOU,  
21 CITY shall require each subcontractor to indemnify, hold harmless and defend LTA and each of its  
22 members, board members, officers, employees, agents and volunteers in accordance with the terms of  
23 the preceding paragraph.

24 This section shall survive termination or expiration of this MOU.

25 D. Insurance.

26 Throughout the life of this MOU, CITY shall pay for and maintain in full force and effect all  
27 policies of insurance required hereunder with an insurance company(ies) either (i) admitted by the  
28 California Insurance Commissioner to do business in the State of California and rated not less than "A-

1 VII" in Best's Insurance Rating Guide, or (ii) authorized by LTA's Executive Director or his/her  
2 designee at any time and in his/her sole discretion. The following policies of insurance are required:

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

10 \$2,000,000 per occurrence for bodily injury and property damage

11 \$1,000,000 per occurrence for personal and advertising injury

12 \$4,000,000 aggregate for products and completed operations

13 \$4,000,000 general aggregate

14 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least  
15 as broad as the most current version of Insurance Service Office (ISO) Business Auto Coverage  
16 Form CA 00 01, and include coverage for all owned, hired, and non-owned automobiles or  
17 other licensed vehicles (Code 1 - Any Auto) with limits of liability of not less than \$2,000,000  
18 per accident for bodily injury and property damage.

19 (iii) WORKERS' COMPENSATION insurance as required under the California  
20 Labor Code.

21 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than  
22 \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each  
23 employee.

24 In the event Contractor purchases an Umbrella or Excess insurance policy(ies) to meet the  
25 minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford  
26 no less coverage than the primary insurance policy(ies).

27 CITY shall be responsible for payment of any deductibles contained in any insurance policies  
28 required hereunder and CITY shall also be responsible for payment of any self-insured retentions. Any

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

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

16 The General Liability and Automobile Liability insurance policies shall be written on an  
17 occurrence form and shall name LTA, its members, board members, officers, officials, employees,  
18 agents and volunteers as an additional insured. Such policy(ies) of insurance shall be endorsed so  
19 CITY's insurance shall be primary and no contribution shall be required of LTA. The Workers'  
20 Compensation insurance policy shall contain a waiver of subrogation as to LTA, its members, board  
21 members, officers, employees, agents and volunteers. The coverage(s) shall contain no special  
22 limitations on the scope of protection afforded to LTA, its members, board members, officers,  
23 officials, employees, agents and volunteers. Should CITY maintain insurance or self-insurance with  
24 broader coverage and/or limits of liability greater than those shown above, LTA requires and shall be  
25 entitled to the broader coverage and/or the higher limits of liability maintained by CITY. Any  
26 available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall  
27 be available to LTA.

28

1 CITY shall furnish LTA with all certificate(s) and applicable endorsements effecting coverage  
2 required hereunder. All certificates and applicable endorsements are to be received by LTA and  
3 approved by LTA's Executive Director or his/her designee prior to LTA's execution of the MOU and  
4 before work commences. Upon request of LTA, CITY shall immediately furnish LTA with a complete  
5 copy of any insurance policy required under this MOU, including all endorsements, with said copy  
6 certified by the underwriter to be a true and correct copy of the original policy. This requirement shall  
7 survive expiration or termination of this MOU.

8 If at any time during the life of this MOU or any extension, CITY or any of its subcontractors  
9 fail to maintain any required insurance in full force and effect, all work under this MOU shall be  
10 discontinued immediately, and all payments due or that become due to CITY shall be withheld until  
11 notice is received by LTA that the required insurance has been restored to full force and effect and that  
12 the premiums therefore have been paid for a period satisfactory to LTA. Any failure to maintain the  
13 required insurance shall be sufficient cause for LTA to terminate this MOU. No action taken by LTA  
14 hereunder shall in any way relieve CITY of its responsibilities under this MOU.

15 The fact that insurance is obtained by CITY shall not be deemed to release or diminish the  
16 liability of CITY, including, without limitation, liability under the indemnity provisions of this MOU.  
17 The duty to indemnify LTA shall apply to all claims and liability regardless of whether any insurance  
18 policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification  
19 to be provided by CITY. Approval or purchase of any insurance contracts or policies shall in no way  
20 relieve from liability nor limit the liability of CITY, its officers, employees, agents, volunteers, persons  
21 under the supervision of CITY, vendors, suppliers, invitees, consultants, sub-consultants, contractors,  
22 subcontractors, or anyone employed directly or indirectly by any of them.

23 If CITY should subcontract all or any portion of the services to be performed under this MOU,  
24 CITY shall require each subcontractor to provide insurance protection in favor of LTA, its members,  
25 board members, officers, officials, employees, agents and volunteers in accordance with the terms of  
26 each of the preceding paragraphs, except that the subcontractors' certificates and endorsements shall be  
27 on file with CITY and LTA prior to the commencement of any work by the subcontractor.

28

1 E. Nondiscrimination. During the performance of this MOU, CITY and its subcontractors  
2 shall not unlawfully discriminate against any employee or applicant for employment or member of the  
3 public because of race, religion, color, national origin, ancestry, physical or mental disability, medical  
4 condition, marital status, age or gender. CITY shall insure that the evaluation and treatment of their  
5 employees and applicants for employment and members of the public are free of such discrimination.  
6 CITY shall comply with the provisions of the Fair Employment and Housing Act (California  
7 Government Code §12900 et seq.). The applicable regulations of the Fair Employment and Housing  
8 Commission implementing Government Code §12900, set forth in Chapter 5 of Division 4 of Title 1 of  
9 the California Administrative Code, are incorporated into this MOU by reference and made a part  
10 thereof as if set forth in full. CITY shall also abide by the Federal Civil Rights Act of 1964 and all  
11 amendments thereto, and all administrative rules and regulations issued pursuant to said Act. CITY  
12 shall give written notice of its obligations under this clause to labor organizations with which it has a  
13 collective bargain or other agreement. CITY shall include the non-discrimination and compliance  
14 provision of this paragraph in all subcontracts to perform work under this MOU.

15 F. Nonappropriation. This MOU is valid and enforceable only if sufficient funds are made  
16 available for the purposes of this MOU. If sufficient funds are not available for this MOU, it shall be  
17 invalid and of no further force and effect. In that event, LTA shall have no liability to pay any funds to  
18 CITY. CITY will be due the share of reimbursement of expenses incurred as represented by the  
19 proportion of services rendered and expenses charged, if any, at the time of termination once a final  
20 billing is approved by LTA.

21 G. Notices. All payments, notices hereunder and communications regarding interpretation  
22 of the terms of this MOU or changes thereto shall be provided by the mailing thereof by registered or  
23 certified mail, return receipt requested, postage prepaid and addressed, as follows:

24 **LTA:**  
25 Imperial County Local Transportation Authority  
26 1405 N. Imperial Avenue, Suite 1  
El Centro, CA 92243

27 ///  
28 ///

**CITY:**  
City of Calexico  
608 Heber Avenue  
Calexico, CA 92231

H. Waiver. No waiver of any breach of a provision in this MOU shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

I. Authority. Each of the individuals executing this MOU represents and warrants that he or she is duly authorized to execute and deliver this MOU on behalf of the appropriate entity.

J. Governing Law and Venue. This MOU shall be governed by and construed with the laws of the State of California. All activities conducted or undertaken by any Party will be in compliance with all applicable laws governing such Party. Venue shall be in Imperial County.

K. Amendment. This MOU may be amended in writing by mutual agreement of the Parties.

L. Assignment. This MOU shall not be assigned without written permission.

M. Entire Agreement. This MOU contains the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior negotiations, agreements or understandings.

N. Counterparts. This MOU may be signed in counterparts, each of which shall constitute an original.

O. Compliance with laws. CITY shall keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, decrees, and licensing requirements, including but not limited to all labor and employment laws, ordinances, regulations, orders, decrees, and licensing requirements, that may relate to this MOU, and at all times observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders, decrees, and licensing requirements mentioned above.

///

///


1           **IN WITNESS WHEREOF**, the Parties hereto have executed this MOU on the day and year  
2 first above written.

3  
4 **IMPERIAL COUNTY LOCAL  
TRANSPORTATION AUTHORITY:**

**CITY OF CALEXICO**

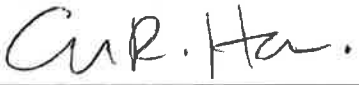
5  
6 By: , Chairperson

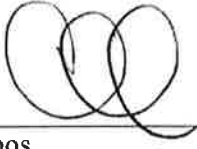
By:   
ARMANDO G. REAL, Mayor

8 ATTEST:  
9   
10 CRISTI LERMA  
11 Secretary to the Authority

ATTEST:  
  
GABRIELA T. GARCIA  
Deputy City Clerk

12  
13 APPROVED AS TO FORM:

14 KATHERINE TURNER  
15 COUNTY COUNSEL  
16 By:   
17 Eric Havens  
18 Deputy County Counsel

By:   
Carlos Campos  
Interim City Attorney

## VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

D. ADDITIONAL FUND REQUEST TO THE LOCAL TRANSPORTATION AUTHORITY (LTA)- SECURITY SERVICES AT THE EL CENTRO 7TH AND STATE STREETS BUS TRANSFER TERMINAL



*BRAWLEY*

*CALIPATRIA*

*HOLTVILLE*

*WESTMORLAND*



*CALEXICO*

*EL CENTRO*

*IMPERIAL*

*IMPERIAL COUNTY*

June 8, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Additional Fund Request to the Local Transportation Authority (LTA) – Security Services at the El Centro 7<sup>th</sup> and State Streets Bus Transfer Terminal

Dear Committee Members:

The City of El Centro has made a request for \$90,000 in funds for a second year to assist with security services at the 7<sup>th</sup> and State Street Transfer Terminal in El Centro. Passengers using the bus terminal have complained about their ability to safely use the terminal due to excessive loitering, vandalism, the appearance of drug use/transactions and other violent crimes.

Due to the presence of the security officers, in the past year the complaints have decreased significantly. ICTC staff recommends use of the LTA Transit 2% set aside.

With Management Committee concurrence, the LTA Executive Director forwards the following recommendation(s) to the Authority, after the review of public comment, if any:

1. Approve the allocation for funding needed in the amount of \$90,000 for one additional year for the City of El Centro for security services at the 7<sup>th</sup> and State Street transfer terminal, from the LTA 2% Transit set-aside from the Measure D allocations.
2. Authorize the Chairman to sign a one year extension for FY 2018-19 to the Memorandum of Understanding (MOU) between the City of El Centro and the Imperial County Local Transportation Authority.

Sincerely,

A handwritten signature in blue ink that reads "Mark Baza". The signature is written in a cursive, flowing style.

MARK BAZA  
Executive Director

MB/ksw/cl  
Attachment

**1503 N. Imperial Ave., Suite 104, El Centro, CA 92243**  
**Phone: (760) 592-4494, Fax: (760) 592-4410**



March 6, 2018

Chairman and Members  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

**RE:       REQUEST FOR CONTINUED FUNDING FOR SECURITY SERVICES**

Honorable Chairman and Members of the Commission,

The City of El Centro is respectfully requesting consideration to continue funding through the Imperial County Transportation Commission or any other available funding source for security services at the El Centro Bus Transfer Terminal located at State Street and 7<sup>th</sup> Street in El Centro.

As you are aware, Securitas Security Services began services at the terminal in October 2017. This security measure has alleviated the concerns, such as nuisances, loitering of homeless, and criminal activity. Feedback from the ridership is that they feel that the added security by the guard gives them a sense of comfort and security.

The City of El Centro is respectfully requesting continued funding in the amount of \$90,000 for Fiscal Year 2018-2019 to continue providing armed security services.

Sincerely,

Marcela Piedra  
City Manager

***Office of the City Manager***

***1275 Main Street, El Centro, CA 92243 (760) 337-4540 Fax (760) 352-6177***

**MEMORANDUM OF UNDERSTANDING**

This MEMORANDUM OF UNDERSTANDING (“MOU”), made and entered into this 21<sup>st</sup> day of March, 2017, is by and between the **IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY (“LTA”)**, and the **CITY OF EL CENTRO**, a municipal corporation of the State of California (“CITY”), (individually, “Party;” collectively, “Parties”).

**RECITALS**

**WHEREAS**, on October 20, 2016, CITY made a request to LTA for funds from the LTA Transit 2% set-aside for security services assistance at the 7<sup>th</sup> and State Street Transfer Terminal in El Centro; and

**WHEREAS**, CITY’s request is \$90,000 for a one (1) year period; and

**WHEREAS**, on December 14, 2016, the LTA Board approved the allocation for funding needed in the amount of \$90,000 for one year for the City of El Centro for security services at the 7th and State Street transfer terminal, from the LTA 2% Transit set-aside from the Measure D allocations as a one-year demonstration and authorized the Executive Director to execute the necessary agreements between CITY and LTA.

**NOW THEREFORE**, for and in consideration of the mutual promises set out herein, LTA and CITY have and hereby agree as follows:

**1. LTA SHALL:**

A. Reimburse CITY for additional funding needed in a not to exceed amount of \$90,000 for a one (1) year period from the LTA Transit 2% set-aside from the Measure D allocations for the specific purposes set forth in **Exhibit “A”** attached hereto and incorporated herein by reference.

B. Reimbursement shall be provided in arrears after receipt of documentation for expenses including but not limited to payroll and other related expenses.

**2. CITY SHALL:**

A. Utilize funds only for those purposes set forth in **Exhibit “A”**.

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

Attn: Executive Director  
Imperial County Local Transportation Authority  
1405 N. Imperial Ave. Suite 1  
El Centro, CA 92243

1           C.       Payment shall not be due and payable until such time as CITY has provided LTA with a  
2 monthly service statement / invoice itemizing with sufficient particularity all expenses and work  
3 performed. Said statements / invoices must meet with the approval of LTA and be received by LTA  
4 with annotations so as to clearly identify the expense and/or work performed.

5           D.       CITY acknowledges LTA is under no obligation to reimburse CITY if services  
6 performed or expenses incurred are not authorized by LTA for the specific purposes set forth in  
7 **Exhibit "A"**.

8 **3.       IT IS FURTHER MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN**  
9 **THE PARTIES THAT:**

10           A.       Term and Termination. The term of this agreement shall begin on the Effective Date  
11 and terminate one (1) year thereafter. Either party may terminate this MOU at any time with or  
12 without cause.

13           B.       Relationship of the Parties. This MOU does not create a joint venture, partnership, or  
14 any other legal relationship of association among the Parties. Each Party is an independent legal entity  
15 and is not acting as an agent of the other Party in any respect. In all situations and circumstances  
16 arising out of the terms and conditions of this MOU, CITY, and any of its employees, is not an  
17 employee or agent of LTA and is only responsible for the requirements and results specified by this  
18 MOU. CITY shall not be subject to LTA's control with respect to the physical actions or activities in  
19 fulfillment of the requirements of this MOU. CITY, and any of its employees, is not, and shall not be,  
20 entitled to receive from, or through, LTA, and LTA shall not provide, or be obligated to provide, CITY  
21 with Workers' Compensation coverage or any other type of employment or worker insurance or  
22 benefit coverage required or provided by any Federal, State or local law or regulation for, or normally  
23 afforded to, an employee of LTA. CITY shall not be entitled to have LTA withhold or pay, and LTA  
24 shall not withhold or pay, on behalf of CITY, any tax or money relating to the Social Security Old Age  
25 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or  
26 disability program required or provided by any Federal, State or local law or regulation. CITY, and  
27 any of its employees, shall not be entitled to participate in, nor receive any benefit from, or make any  
28 claim against any LTA fringe program, including, but not limited to, LTA's pension plan, medical and

1 health care plan, dental plan, life insurance plan, or any other type of benefit program, plan, or  
2 coverage designated for, provided to, or offered to LTA's employees. LTA shall not withhold or pay,  
3 on behalf of CITY, or any of its employees, any Federal, State, or local tax, including, but not limited  
4 to, any personal income tax, owed by CITY. CITY shall not have the authority, express or implied, to  
5 act on behalf of, bind or obligate LTA in any way.

6 C. Indemnification. To the furthest extent allowed by law, CITY shall indemnify, hold  
7 harmless and defend LTA and each of its members, board members, officers, officials, employees,  
8 agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages  
9 (whether in contract, tort or strict liability, including but not limited to personal injury, death at any  
10 time and property damage), and from any and all claims, demands and actions in law or equity  
11 (including reasonable attorney's fees and litigation expenses) arising or alleged to have arisen directly  
12 or indirectly out of performance of this MOU. CITY'S obligations under the preceding sentence shall  
13 apply regardless of whether LTA or any of its members (excluding the member CITY who is a party to  
14 this MOU), board members, officers, officials, employees, agents and volunteers are passively  
15 negligent, but shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused  
16 by the active or sole negligence, or the willful misconduct, of LTA and each of its members (excluding  
17 the member CITY who is a party to this MOU), board members, officers, officials, employees, agents  
18 and volunteers.

19 If CITY should subcontract all or any portion of the services to be performed under this MOU,  
20 CITY shall require each subcontractor to indemnify, hold harmless and defend LTA and each of its  
21 members, board members, officers, employees, agents and volunteers in accordance with the terms of  
22 the preceding paragraph.

23 This section shall survive termination or expiration of this MOU.

24 D. Insurance.

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

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

10 \$2,000,000 per occurrence for bodily injury and property damage

11 \$1,000,000 per occurrence for personal and advertising injury

12 \$4,000,000 aggregate for products and completed operations

13 \$4,000,000 general aggregate

14 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least  
15 as broad as the most current version of Insurance Service Office (ISO) Business Auto Coverage  
16 Form CA 00 01, and include coverage for all owned, hired, and non-owned automobiles or  
17 other licensed vehicles (Code 1 - Any Auto) with limits of liability of not less than \$2,000,000  
18 per accident for bodily injury and property damage.

19 (iii) WORKERS' COMPENSATION insurance as required under the California  
20 Labor Code.

21 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than  
22 \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each  
23 employee.

24 In the event Contractor purchases an Umbrella or Excess insurance policy(ies) to meet the  
25 minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford  
26 no less coverage than the primary insurance policy(ies).

27 CITY shall be responsible for payment of any deductibles contained in any insurance policies  
28 required hereunder and CITY shall also be responsible for payment of any self-insured retentions. Any

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

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

16 The General Liability and Automobile Liability insurance policies shall be written on an  
17 occurrence form and shall name LTA, its members, board members, officers, officials, employees,  
18 agents and volunteers as an additional insured. Such policy(ies) of insurance shall be endorsed so  
19 CITY's insurance shall be primary and no contribution shall be required of LTA. The Workers'  
20 Compensation insurance policy shall contain a waiver of subrogation as to LTA, its members, board  
21 members, officers, employees, agents and volunteers. The coverage(s) shall contain no special  
22 limitations on the scope of protection afforded to LTA, its members, board members, officers,  
23 officials, employees, agents and volunteers. Should CITY maintain insurance or self-insurance with  
24 broader coverage and/or limits of liability greater than those shown above, LTA requires and shall be  
25 entitled to the broader coverage and/or the higher limits of liability maintained by CITY. Any  
26 available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall  
27 be available to LTA.

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1 CITY shall furnish LTA with all certificate(s) and applicable endorsements effecting coverage  
2 required hereunder. All certificates and applicable endorsements are to be received by LTA and  
3 approved by LTA's Executive Director or his/her designee prior to LTA's execution of the MOU and  
4 before work commences. Upon request of LTA, CITY shall immediately furnish LTA with a complete  
5 copy of any insurance policy required under this MOU, including all endorsements, with said copy  
6 certified by the underwriter to be a true and correct copy of the original policy. This requirement shall  
7 survive expiration or termination of this MOU.

8 If at any time during the life of this MOU or any extension, CITY or any of its subcontractors  
9 fail to maintain any required insurance in full force and effect, all work under this MOU shall be  
10 discontinued immediately, and all payments due or that become due to CITY shall be withheld until  
11 notice is received by LTA that the required insurance has been restored to full force and effect and that  
12 the premiums therefore have been paid for a period satisfactory to LTA. Any failure to maintain the  
13 required insurance shall be sufficient cause for LTA to terminate this MOU. No action taken by LTA  
14 hereunder shall in any way relieve CITY of its responsibilities under this MOU.

15 The fact that insurance is obtained by CITY shall not be deemed to release or diminish the  
16 liability of CITY, including, without limitation, liability under the indemnity provisions of this MOU.  
17 The duty to indemnify LTA shall apply to all claims and liability regardless of whether any insurance  
18 policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification  
19 to be provided by CITY. Approval or purchase of any insurance contracts or policies shall in no way  
20 relieve from liability nor limit the liability of CITY, its officers, employees, agents, volunteers, persons  
21 under the supervision of CITY, vendors, suppliers, invitees, consultants, sub-consultants, contractors,  
22 subcontractors, or anyone employed directly or indirectly by any of them.

23 If CITY should subcontract all or any portion of the services to be performed under this MOU,  
24 CITY shall require each subcontractor to provide insurance protection in favor of LTA, its members,  
25 board members, officers, officials, employees, agents and volunteers in accordance with the terms of  
26 each of the preceding paragraphs, except that the subcontractors' certificates and endorsements shall be  
27 on file with CITY and LTA prior to the commencement of any work by the subcontractor.

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1 E. Nondiscrimination. During the performance of this MOU, CITY and its subcontractors  
2 shall not unlawfully discriminate against any employee or applicant for employment or member of the  
3 public because of race, religion, color, national origin, ancestry, physical or mental disability, medical  
4 condition, marital status, age or gender. CITY shall insure that the evaluation and treatment of their  
5 employees and applicants for employment and members of the public are free of such discrimination.  
6 CITY shall comply with the provisions of the Fair Employment and Housing Act (California  
7 Government Code §12900 et seq.). The applicable regulations of the Fair Employment and Housing  
8 Commission implementing Government Code §12900, set forth in Chapter 5 of Division 4 of Title 1 of  
9 the California Administrative Code, are incorporated into this MOU by reference and made a part  
10 thereof as if set forth in full. CITY shall also abide by the Federal Civil Rights Act of 1964 and all  
11 amendments thereto, and all administrative rules and regulations issued pursuant to said Act. CITY  
12 shall give written notice of its obligations under this clause to labor organizations with which it has a  
13 collective bargain or other agreement. CITY shall include the non-discrimination and compliance  
14 provision of this paragraph in all subcontracts to perform work under this MOU.

15 F. Nonappropriation. This MOU is valid and enforceable only if sufficient funds are made  
16 available for the purposes of this MOU. If sufficient funds are not available for this MOU, it shall be  
17 invalid and of no further force and effect. In that event, LTA shall have no liability to pay any funds to  
18 CITY. CITY will be due the share of reimbursement of expenses incurred as represented by the  
19 proportion of services rendered and expenses charged, if any, at the time of termination once a final  
20 billing is approved by LTA.

21 G. Notices. All payments, notices hereunder and communications regarding interpretation  
22 of the terms of this MOU or changes thereto shall be provided by the mailing thereof by registered or  
23 certified mail, return receipt requested, postage prepaid and addressed, as follows:

24 **LTA:**  
25 Imperial County Local Transportation Authority  
26 1405 N. Imperial Avenue, Suite 1  
El Centro, CA 92243

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**CITY:**  
Attn: City Manager  
City of El Centro  
1275 Main Street  
El Centro, CA 92243

H. Waiver. No waiver of any breach of a provision in this MOU shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

I. Authority. Each of the individuals executing this MOU represents and warrants that he or she is duly authorized to execute and deliver this MOU on behalf of the appropriate entity.

J. Governing Law and Venue. This MOU shall be governed by and construed with the laws of the State of California. All activities conducted or undertaken by any Party will be in compliance with all applicable laws governing such Party. Venue shall be in Imperial County.

K. Amendment. This MOU may be amended in writing by mutual agreement of the Parties.

L. Assignment. This MOU shall not be assigned without written permission.

M. Entire Agreement. This MOU contains the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior negotiations, agreements or understandings.

N. Counterparts. This MOU may be signed in counterparts, each of which shall constitute an original.

O. Compliance with laws. CITY shall keep itself fully informed of all existing and proposed federal, state and local laws, ordinances, regulations, orders, decrees, and licensing requirements, including but not limited to all labor and employment laws, ordinances, regulations, orders, decrees, and licensing requirements, that may relate to this MOU, and at all times observe and comply with, and cause all of its employees to observe and comply with all of said laws, ordinances, regulations, orders, decrees, and licensing requirements mentioned above.

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**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU on the day and year


first above written.

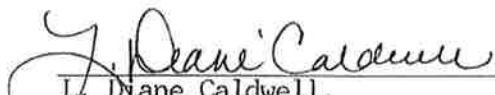
**IMPERIAL COUNTY LOCAL  
TRANSPORTATION AUTHORITY:**

**CITY OF EL CENTRO**

By:   
JAMES PREDMORE, Chairperson

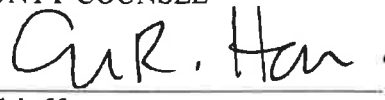
By:   
Alex Cardenas, Mayor

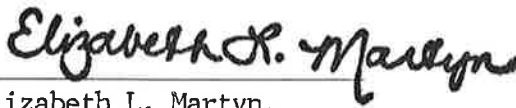
ATTEST:  
  
CRISTI LERMA  
Secretary to the Authority

ATTEST:  
  
L. Diane Caldwell,  
City Clerk

APPROVED AS TO FORM:

KATHERINE TURNER  
COUNTY COUNSEL

By:   
Eric Havens  
Deputy County Counsel

By:   
Elizabeth L. Martyn,  
City Attorney

## VI. INFORMATION / DISCUSSION CALENDAR

- A. FOLLOW UP RELATIVE TO THE EXPANSION OF THE IVT RIDE EL CENTRO SERVICE TO HEBER, UNMET TRANSIT NEEDS PUBLIC HEARING PROCESS-FISCAL YEAR 2018-2019



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

June 6, 2018

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave. Suite 104  
El Centro, CA 92243

**SUBJECT:** Follow Up Relative to the Expansion of the IVT RIDE El Centro Service to Heber,  
Unmet Transit Needs Public Hearing Process - Fiscal Year 2018-2019

Dear Committee Members:

On May 23, 2018 staff delivered the results of the annual Unmet Transit Needs Public Hearing Process as conducted for FY 2018-19. The Commission reviewed staff prepared recommendations relative to unmet transit needs that were determined to be reasonable to meet.

One additional request that staff considered as revenue neutral was the request for an expansion of the IVT RIDE service. The request was to provide access to the nutrition site in Heber for approximately 20 senior residents during four summer months only. Staff considered that one of the IVT RIDE El Centro area vehicles may be able to extend their service area to Heber during the hours of the nutrition services. Staff requested and received direction to contact the City of El Centro for concurrence and return to the Commission for further direction.

ICTC staff met with the staff from the City of El Centro on several occasions. On one occasion, staff from the requesting agency, the County's Area Agency on Aging (AAA), was also present. After discussion and consideration, ICTC staff cannot guarantee that trip denials will not occur to passengers within El Centro. In addition, the AAA indicated that they had another option for transportation for the upcoming current summer months. Therefore, ICTC staff do not recommend the expansion of the IVT RIDE El Centro service into Heber at this time and are focusing on a longer term solution.

This item is presented for informational purposes.

Sincerely,

MARK BAZA  
Executive Director

BY: 

Kathi Williams  
Transit Program Manager

MB/ksw/cl

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