



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

**MANAGEMENT COMMITTEE**

**City of Holtville  
Council Chambers  
121 W. 5<sup>th</sup> Street  
Holtville, CA 92250**

**Wednesday, February 20, 2019  
10:30 A.M.**

**CHAIR: NICK WELLS**

**VICE CHAIR: MARCELA PIEDRA**

---

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

---

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

**II. EMERGENCY ITEMS**

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

**III. PUBLIC COMMENTS**

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

**IV. CONSENT CALENDAR**

- A. Approval of Management Committee Draft Minutes: January 9, 2019 Page 5
- B. Receive and File:
  - 1. ICTC Commission Draft Minutes: January 23, 2019
  - 2. ICTC TAC Draft Minutes: January 24, 2019
  - 3. ICTC SSTAC Minutes: January 6, 2019
- C. Public Transportation Modernization, Improvement and Services Enhancement Account (PTMISEA) Bus Improvement Allocation Requests FY 2014-15 and Residual Funds Page 12

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.

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

1. Authorize the Executive Director or his designee to submit one (1) PTMISEA FY 2014-15 and Residual Funds Allocation Request, execute all required documents and any amendments with the California Department of Transportation:
    - a. in an amount of \$70,766 for the purchase of a new Dodge Van for the IVT Ride service or vehicle technology improvements for the IVT fixed route system.
  2. Authorize the ICTC Chairperson to sign the attached resolution
  3. Direct staff to forward the PTMISEA allocation requests and associated documentation to the California Department of Transportation.
- D. Professional Maintenance Audit Reporting Services of the ICTC Transit Operations – IVT Maintenance Audit Findings Report Page 19

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. Accept/Approve the 2018 IVT Maintenance Audit Report dated January 2019.

## V. REPORTS

- A. ICTC/LTA Executive Director
  - See attached Executive Director Report Page 54
- B. Southern California Association of Governments
  - See attached report Page 63
- C. California Department of Transportation – District 11
  - See attached report Page 66
- D. Committee Member Reports

## VI. INFORMATION CALENDAR

- A. Imperial Valley Transit 30<sup>th</sup> Anniversary Discussion
- B. Status of Call for Projects for Article 3, Bicycle and Pedestrian Project Funding for Fiscal Year 2018-19 Page 77
- C. ICTC Overall Work Program (OWP) and Budget, FY 2018-2019 Midyear Update Page 81

## VII. ACTION CALENDAR

- A. 2018 Automatic Vehicle Location (AVL) Systems – Award Recommendation Page 86

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. Approve the award of the Agreement for the 2018 Automatic Vehicle Location Systems Project to RouteMatch in the amount of \$234,740.
  2. Authorize the Chairperson to sign the agreement.
- B. Specific Transit Operator Fiscal Reports FY 2017-18 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans Page 103

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

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2017-18; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans

**VIII. LTA ACTION CALENDAR**

- A. Fund Request to the Local Transportation Authority (LTA) – Calexico East Port of Entry Bridge Expansion Project Page 157

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

1. Approve the allocation for funding needed in the amount of \$1.844 Million for expansion of the Calexico East Port of Entry Bridge Expansion project, from the LTA 5% Regional Highway Set-Aside from the Measure D allocations; and,
2. Authorize the Executive Director to execute the necessary agreements between Caltrans, the Imperial County Local Transportation Authority, and the U.S. Department of Transportation.

**IX. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the Management Committee will be on **Wednesday, March 13, 2019 at 10:30 a.m.**, at the **City of Imperial, Imperial CA.**

**X. ADJOURNMENT**

- A. Motion to Adjourn

## **IV. CONSENT CALENDAR**

- A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT MINUTES:
  - JANUARY 9, 2019
- B. RECEIVE AND FILE:
  - 1. ICTC BOARD DRAFT MINUTES:
    - JANUARY 23, 2019
  - 2. ICTC TAC Draft Minutes:
    - JANUARY 24, 2019
  - 3. ICTC SSTAC Minutes:
    - JANUARY 6, 2019



**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE**

**DRAFT** MINUTES OF JANUARY 9, 2019

**10:30 a.m.**

---

**VOTING MEMBERS PRESENT:**

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

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

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

---

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, January 9, 2019 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 10:45 a.m. Roll call was taken and a quorum was present at that time.

**II. EMERGENCY ITEMS**

A. There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

A motion was made by Chatwin seconded by Bayon Moore to approve the consent calendar as presented. **Motion carried unanimously.**

**V. REPORTS**

- A. ICTC Executive Director
  - A complete list of ICTC updates can be found on Page 17 of the agenda.
- B. Southern California Association of Governments (SCAG)
  - The complete report can be found on Page 25 of the agenda.
- C. Caltrans Department of Transportation – District 11
  - A full report is located on page 30 of the agenda.
- D. Committee Member Reports
  - Mr. Chatwin stated that the Imperial Transit Park project has been delayed about 30 days due to the weather. A Ribbon Cutting Ceremony will be held and ICTC will be invited.

**VI. ACTION CALENDAR**

A. Rotation of the Chair and Vice-Chair Positions

A motion was made by [Dale](#) seconded by [Medina](#) to appoint Nick Wells (City of Holtville) as the Chair for 2019, **Motion carried** unanimously.

A motion was made by [Chatwin](#) seconded by [Wells](#) to appoint Marcela Piedra (City of El Centro) as the Vice-Chair for 2019, **Motion carried** unanimously.

**VII. NEXT MEETING DATE AND PLACE**

The next meeting of the **Management Committee** will be held on **February 20, 2019** at the **City of Holtville, Holtville, CA.**

**VIII. ADJOURNMENT**

A. Meeting adjourned at 11:25 a.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**

**January 24, 2019**

**Present:**

Gordon Gaste	City of Brawley
Guillermo Sillas	City of Brawley
Rom Medina	City of Calipatria
Lily Falomir	City of Calexico
Javier Luna	City of El Centro
Abraham Campos	City of El Centro
Kariza Preciado	City of Holtville
Alex Chavez	City of Holtville
Isabel Alvarez	City of Imperial
Veronica Atondo	County of Imperial
Joel Hamby	City of Westmorland

**Others:**

Mark Baza	ICTC
Cristi Lerma	ICTC
Marlene Flores	ICTC
David Salgado	SCAG
Francisco Olmedo	ICDPW
George Galvan	The Holt Group
Anh-Vu Pham	Caltrans
Karemy Valdez	Caltrans
Kevin Hovey	Caltrans
Bob Douthitt	IVRMA
Daveline Villasenor	IVRMA

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. Rotation of Chair and Vice-Chair Positions

A motion was made by [Gordon Gaste](#) and seconded by [Rom Medina](#) to nominate the City of El Centro as the Chair for 2019, **Motion Carried.**

A motion was made by [Rom Medina](#) and seconded by [Veronica Atondo](#) to nominate the City of

Calexico as the Vice-Chair for 2019, **Motion Carried.**

3. A *motion* was made to adopt the minutes for December 6, 2018 (Atondo/Falomir) **Motion Carried.**

4. **IVRMA AB341 and AB1826 Regional Update**

-Abraham Campos introduced Mr. Bob Douthitt from the Imperial Valley Resource Management Agency (IVRMA). Mr. Douthitt made a presentation on regional updates on the AB341 and AB1826. He provided information about mandatory state requirements.

5. **2019 Active Transportation Program (ATP) Project Nomination List**

-Mr. Baza provided a brief summary of the finals scores of the 2019 Active Transportation Program (ATP) Project and action was taken by Commission. The Commission approved the following:

After consideration of the final scores and following the ATP guidelines, ICTC recommends to award the regional ATP funds of the third highest ranking project: Imperial County's Heffernan Avenue from 14th Street to 10th Street project in the amount of \$642,000. The recommended award would result in an ATP Regional share balance of \$198,000. Per the direction of CTC and the ATP guidelines ICTC or project sponsors are not allowed to partially award a project. Thus, the remaining regional ATP funds of \$198,000 will be redistributed under SCAG's discretion.

6. **ICTC Updates / Announcements**

*(Presented by ICTC Staff)*

a. **Transit Planning Updates (By Mr. Baza):**

- **Calexico ITC Updates-** Mr. Baza provided an update on the Calexico Intermodal Transportation Center (ITC). Environmental phase is in progress with consultant team and agency partners, including the City of Calexico, Caltrans and ICTC.
- **2018 ICTC Bus Stop Bench and Shelter Inventory-** 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 have been finalized. The consultant and staff are working towards finalizing the Technology Memorandum which will provide ICTC with possible technology solutions for the fixed route bus system. Staff anticipates providing a presentation of project materials at the February 2019 commission meeting.
- **Imperial Valley Council of Governments (IVCOG) –** Mr. Baza provided an update on how staff is working with City/County Managers and Legislative staff to prepare and submit initial legislative language to expand ICTC's authority in early 2019. The draft legislation was presented at the Commission meeting on January 23, 2019. Staff and City/County Managers will continue working on the proposed Imperial Valley Regional Authority (IVRA).
- **Article 3-** A quick reminder to all agencies to submit project proposals for FY2018/19 TDA Article 3 funds. Claims are due February 8, 2019.

b. **Transportation Planning Updates (By Marlene Flores):**

- Ms. Flores provided an update on the Calexico West Port of Entry Traffic Circulation Plan. Traffic Circulation Plan is under review by the project stakeholder group. A technical workgroup meeting will be scheduled in February 2019 to discuss the Draft plan.
- CMAQ and STBG Call for project's deadline is March 1, 2019 for both projects, any questions please contact ICTC.

- c. **FFY 2019-20 Programmed Project Updates (By Mr. Baza)**
    - An update on FY 2018/2019 federal funded projects under CMAQ, RSTP, ATP programs including earmarks. Requests for authorization (RFA's) are due to Caltrans by February 2019.
  - d. **SB 1 2018 Local Partnership Program (LPP) (by Marlene Flores):**
    - Ms. Flores informed all agencies about the deadline for the SB 1 2018 LPP. ICTC staff is working with the local agencies to submit project forms accordingly. Deadline to submit to ICTC is Friday, February 15, 2019 at end of day.
  - e. **LTA Updates (By Marlene Flores):**
    - **2012 LTA Bond.** Ms. Flores mentioned that ICTC has been in contact with the cities of Brawley and Calexico regarding the balance on their respective LTA bond projects.
    - **2018 LTA Bond.** We will soon be processing the 1<sup>st</sup> request from the City of Holtville. The other two participant cities are Calipatria and Calexico.
7. **SCAG Updates / Announcements:**
- There were none.
8. **Cities and County Planning / Public Works Updates:**
- Local agencies gave an update on their local projects in progress.
9. **Caltrans Updates / Announcements**
- Caltrans provided general information on inactive projects. The next deadline to submit Inactive projects and Future inactive invoices is February 20, 2019. Provided a brief summary on the 2016 Repurposed Projects. Agencies need to work with the MPO/RTPA (SCAG/ICTC) if the funds still need to be programmed this FFY and require a formal amendment. February 1, 2019 is the deadline for the Federal Fiscal Year 18/19 request for Authorization/Obligation. Caltrans provided information on upcoming meetings and trainings that will be available.
10. **General Discussion / New Business**
- Mr. Baza mentioned that the Engineers (R.E.) Academy Class in San Diego CA. had several slots available. If agencies were still interested in attending the Academy to contact Alma Sanchez, Local Assistance Training Coordinator from Caltrans.
  - Mr. Baza mentioned that the ICTC Commission now has a new Chair and Vice-Chair for the 2019. Mr. Amparano is the new Chair and Mr. Nava is the Vice-Chair for the 2019 year.
11. Meeting adjourned at 11:25 a.m.



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

**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

**MINUTES-DRAFT**

January 2, 2019

Present

Voting Attendees:

Michael Hack – Vice Chair	Consumer
Raul Cordova	Work Training Center WTC
Kathleen Lang	California Health & Wellness
Debora Garcia	Imperial County Public Authority/IHSS
Rosalina Blankenship	Area Agency on Aging/Public Administrator
Sarah M. Enz	Area Agency on Aging/Public Administrator
Mitzi Perez	ARC-Imperial Valley
David Aguirre	CTSA– ICTC
Kathi Williams	CTSA– ICTC
Gustavo Gomez	CTSA– ICTC

Non-Voting Attendees:

Maricela Galarza	CTSA– ICTC
David Salgado	Southern California Association of Governments SCAG
Karla Aguilar	IVT/IVT Access/IVT Ride/IVT MedTrans
Karla Pacheco	IVT/IVT Access/IVT Ride/IVT MedTrans
Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans

1. Mr. Hack called the meeting to order at 10:04 a.m. **A quorum was present.** Introductions were made.
  - Ms. Williams re-introduced Mr. Sanchez as the new General Manager for First Transit for those that were not able to attend last meeting.
  - Ms. Blankenship introduced the new Assistant Public Administrator, Ms. Enz.
2. Minutes adopted for December 5, 2018 ([Lang, Blankenship](#)), **Motion Carried.**
3. CTSA Reports:

Mr. Gomez had the following updates:

  - There is an average of 4-5 interviews per week for IVT Access service. The number of interviews has decrease, it is assumed that it may be because of cool weather and holidays.
  - There are about an average of 5 sign ups per week for IVT Ride service.

- ICTC will be participating in Senior Appreciation Day, IVT Ride sign ups will be conducted. Mr. Gomez stated that he will be attending a training during that week, he will no be present on the day of the event. Ms. Galarza and Mr. Aguirre will be attending the event.
- IVT MedTrans ride along was conducted, passengers gave compliments on the service.
- Next target is to go on a ride along on either a blue, green or gold line.
- Commission approved vendor policy program. If an agency wants more information, they can contact ICTC.
  - o Ms. Williams stated that Area Agency on Aging was interested on selling tickets to clients. Ms. Williams requested a meeting to be coordinated so it can be discussed further and proceed to the next steps.
- MedTrans prices went up starting January 2, 2019, passengers are continuously being informed of changes.
  - o Ms. Williams stated that tickets purchased last year are going to be honored until June 30, 2019.
- Happy Holiday happened last month, Mr. Sanchez will have more details on that event.

Mr. Aguirre had the following updates:

- RFP for the AVL System is set to be implemented at the end of March. This RFP will provide an app that helps a passenger see real time information on bus location. It will only be applied on the Fixed Route service.
- Changes have been made to the master list 2019-2020, pertaining from last meeting.

4. FY 2019-20 Master Needs list:

- Mr. Aguirre asked if there are any changes/deletions regarding the master list 2019-2020.
  - o Mr. Hack asked on information for the IVT Ride Zone plan implementation.
  - o Ms. Williams stated that IVT Ride Northern and Southern zone will be costly, the budget is not present to implement it sooner than year 10 as it is planned in the SRTP. This calendar year, IVT Ride to Heber is expected to be implemented.
  - o Ms. Blankenship stated that since transportation will be requested for 3 days a week for Heber, other transportation will be coordinated for the 4<sup>th</sup> day of senior nutrition. Ms. Blankenship asked if the 4<sup>th</sup> day can be expanded at a later date.

5. UTN Letter to the Hearing Panel (Sample):

- Mr. Aguirre stated that the UTN hearing is scheduled for February 21, 2019 @ 3:00pm, at the El Centro City Hall. Comment period is open up until February 20, 2019 before 5:00pm. Mr. Aguirre stated that an amendment to the UTN letter can be done, for the 4<sup>th</sup> day.
- SSTAC members are to decide what will be added/deleted/changed, with a motion, to finalize the UTN letter.
  - o Ms. Blankenship requested to change the UTN letter on page 2, under issues and concerns identified for consideration in order of priority for Fiscal Year 2019-20, #1, it will now state:  
*Allow IVT Ride to provide transportation services to seniors to congregate meals sites in Heber, 4 days a week.*  
**(Blankenship, Lang). Motion Carried.**
- Draft UTN letter will be presented to SSTAC members next meeting.

6. Transit Operator Reports:

- Imperial Valley Transit: Mr. Sanchez gave the following updates.
  - o Happy Holiday event took place on December 18, 2018, there were about 2,000 passengers that were given a free ride. Passengers enjoyed event.
  - o Construction on 111 is causing delays for the buses.
- IVT Access: Ms. Pacheco gave the following updates.
  - o Happy Holiday event allowed 124 trips for free.
  - o Passengers have been making reservations for January.
  - o Service have been slow for the month of December.
- IVT Ride: Ms. Aguilar gave the following updates.
  - o On Happy Holiday event, there were a total of 140 passengers.
  - o Passenger counts are going up.
    - Mr. Aguirre stated that there has been a preliminary discussion with Sunline Transit Agency (STA), in regards linking IVT Ride with Sunline to provide passengers access to the Coachella area. Currently IVT Ride provides services in Westshore area on Tuesdays (Brawley), and Thursday (Inner-WSA). The idea is to have Tuesday's alternate destinations. Looking into implementing soon. Westshore area is open to the general public, but its still in discussion if Coachella will be the same.
- IVT MedTrans: Mr. Sanchez gave the following updates.
  - o December 24, 2018 there were no passengers, bus did not make trip to San Diego.
  - o December 31, 2018 there was only 1 passenger, only one bus made a trip to San Diego.
  - o It was very slow these particular days.

## 7. General Discussion

- Ms. Blankenship announced that the 14<sup>th</sup> Annual Seniors Appreciation Day will be on January 31, 2019. There are about 50 agencies and 800 anticipated seniors will attend the event. It is Mexican themed and will include: prize to the best folkloric, a band, free lunch, and health screenings.
- Ms. Blankenship announced that on February 20, 2019 the Alzheimer's Community Forum will take place at El Centro Community Center from 6:00pm-8:30pm. It is geared towards seniors and caregivers. There is funding available for the next 5 years that will help agencies provide trainings. Music & Memory is expanding and benefiting the senior population, it helps with a senior's cognitive behavior.
- Ms. Blankenship announced that Dementia Work Group will be meeting bi-monthly, an upcoming date is January 17, 2019 @ 12:00pm, in the Public Health Conference room. Anyone who is interested in participating can call for information.
- Alzheimer's Association's Caregiver Support Groups are every 1<sup>st</sup> Wednesday of the month @ 10:00am, location Dr. Sampat's office, 1665 S. Imperial Ave., El Centro, CA 92243. Facilitator will be Jim Shinn (Eng.). Spanish facilitation will be located at Day Out, first Thursdays' in the morning.

## 8. Adjournment

- Meeting adjourned at 10:42 a.m. (**Hack**), **Motion Carried.**
- Next meeting will be held on March 6, 2019, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.



## **IV. CONSENT CALENDAR**

### **C. PTMISEA BUS IMPROVEMENT ALLOCATION REQUESTS FY 2014-15 AND RESIDUAL FUNDS**



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

February 15, 2019

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

**SUBJECT:** Public Transportation Modernization, Improvement and Services Enhancement Account (PTMISEA) Bus Improvement Allocation Requests FY 2014-15 and Residual Funds

Dear Committee Members:

PTMISEA is a program created by SB 1266, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Prop 1B). Of the \$19.925 billion available to transportation projects, PTMISEA is expected to be comprised of \$3.6 billion dollars available to public transit operators over a ten-year period statewide.

Funds are to be used for Public Transportation Modernization, Improvement and Service Enhancements. The funding was distributed by formula based on population and fare-box revenues, to eligible public transit operators for capital projects. All program funds have been distributed in prior years.

The previous PTMISEA requests submitted by ICTC were for local match amounts for grants for the IVC, Brawley and Imperial Transfer terminals. In addition, allocation requests were submitted for vehicle procurement for *Imperial Valley Transit* (IVT) and *IVT RIDE* services.

ICTC Staff was informed of additional funding availability in the amount of \$32,098 for FY 2014-15 and residual funds in the amount of \$38,668, for a total of \$70,766.

ICTC Staff recommend submitting an expenditure plan for available funding for either additional vehicle procurements or the acquisition of vehicle technology improvements. There are two drafted allocation requests for funding for regional public transit vehicle purchases by the ICTC. ICTC staff proposes to purchase one (1) new Dodge Van equipped with a wheelchair lift to assist with the IVT Ride Service or to acquire vehicle technology for the IVT fixed route system. Either purchase is within the funding availability limit.

No local match is anticipated for the purchase of either item.

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

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

1. Authorize the Executive Director or his designee to submit one (1) PTMISEA FY 2014-15 and Residual Funds Allocation Request, execute all required documents and any amendments with the California Department of Transportation:
  - a. in an amount of \$70,766 for the purchase of a new Dodge Van for the IVT Ride service or vehicle technology improvements for the IVT fixed route system.
2. Authorize the ICTC Chairperson to sign the attached resolution
3. Direct staff to forward the PTMISEA allocation requests and associated documentation to the California Department of Transportation.

Sincerely yours,



MARK BAZA  
Executive Director

MB/ksw/da

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

**AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES  
FOR THE PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND  
SERVICE ENHANCEMENT ACCOUNT BOND PROGRAM**

**WHEREAS**, the ICTC is an eligible project sponsor and may receive state funding from the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 88 (2007) named the Department of Transportation (Department) as the administrative agency for the PTMISEA; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing PTMISEA funds to eligible project sponsors (local agencies); and

**WHEREAS**, the ICTC desires to apply for said financial assistance for FY 2014-15 and residual funding to permit the continued operation and development of projects in support of public transit service in ICTC's service area; and

**WHEREAS**, the amount requested by the ICTC for FY 14-15 and the residual funding will total in sum \$70,766.00, the ICTC will spend the PTMISEA allocation for the purchase of vehicles and/or technology hardware and required software for public transit vehicles; and

**WHEREAS**, the ICTC wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director or his designee;

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of the ICTC that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director or his designee be authorized to execute all required documents of the PTMISEA program and any Amendments thereto with the California Department of Transportation.

**AGENCY BOARD DESIGNEE:**

**BY:** \_\_\_\_\_

## **IV. CONSENT CALENDAR**

### **D. PROFESSIONAL MAINTENANCE AUDIT REPORTING SERVICES OF THE ICTC TRANSIT OPERATIONS—IVT MAINTENANCE AUDIT FINDINGS REPORT**



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

February 15, 2019

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

**SUBJECT: Professional Maintenance Audit Reporting Services of the ICTC Transit Operations – IVT Maintenance Audit Findings Report**

Dear Committee Members:

In May 2017, the Commission awarded a 3-year contract to Transit Resource Center (TRC) Engineering Services to complete annual maintenance audits on all of ICTC's revenue and non-revenue fleet (63 combined vehicles). The agreement between ICTC and TRC required the consultant to complete a number of services including: a comprehensive fleet inspection including engine components, and vehicle interior and exterior; review of safety procedures and policies; reviews of the transit contractor's preventative maintenance records; maintenance shop operations and facility adequacy; and fluid samples and laboratory analysis on an annual basis.

TRC also completed a review of the existing contractual agreements between ICTC and the transit contractor (First Transit) to determine that contract language is in place to hold the operator accountable, that contractual definitions of maintenance terms are consistent with industry practices and understood by ICTC and the First Transit staff, that pricing is in line with industry practices for parts and maintenance services and that contractor maintenance staffing requirements are sufficient to ensure proper and efficient turnaround for the maintenance of the vehicles.

TRC completed the second year documentation review, comprehensive fleet inspection, fluid sample and laboratory analysis in November 2018 (A copy of the report and support documentation is included in the packet). TRC proceeded to prepare a comprehensive report noting the inspection findings, laboratory results, contract review summary, facility review summary and recommendations. The following is a summary of the Findings and Recommendations.

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

## **Findings**

1. The inspection found a total of 126 physical defects. Of the 126 total defects, 18 were considered Class A (safety related) and 108 were considered Class B (non-safety related). Safety related defects (Class A) included such items as missing reflectors and decals, rock chipped windshields, lighting issues, check lights and similar items. Non-safety related defects (Class B) included such items as deteriorated decals, missing panel trims, minor oil leaks, missing sun shades and camera adjustments.
2. Mileage between the last three scheduled PMIs was calculated to determine that PMI's were completed in accordance with vehicle specifications.
3. Due to height restrictions within the building, the single operating set of lifts is not able to lift 40 foot buses more than 4 feet. This presents a hazard and makes working on the underside of the bus very difficult.
4. The maintenance facility includes three bays, but only one bay is fully usable. The other bays are either partially or fully blocked with spare parts and toolboxes. A single operating bay to maintain 60 vehicles is inadequate.
5. TRC found no OSHA or safety violations during the inspections. No actual repairs were witnessed to determine if mechanics use the proper personal protective equipment when necessary.
6. TRC reviewed the maintenance language within the contract with ICTC and found that:
  - a. The contract provides ICTC with sufficient oversight tools to hold First Transit accountable. TRC indicates that ICTC is not actually using these contractual provisions with sufficient frequency.
  - b. The staffing requirement outlined in the contract is insufficient to ensure that an adequate number of fully trained mechanics are available to service buses.
7. The report noted that there were minor issues pertaining to fluid sampling. Maintenance staff will be making adjustments to the types of coolants and transmission fluid utilized. .

## **Recommendations**

1. Parts storage and its impact on service bay availability must be reviewed by ICTC. An alternate part storage area must be discussed with First Transit.
2. ICTC must verify that First Transit is properly conducting fluid sampling and that it has procedures in place to follow in the event of abnormal results.
3. TRC recommends that the defects found in the Accessibility Features category section of the spreadsheet be reviewed closely and that these items be addressed and reviewed during normal PMI work.
4. It was recommended that ICTC consider additional auditing functions. The existing agreement provides that one audit take place on an annual basis. Request for additional audits would result in an increased expense and change to the existing agreement.

\*The list of all findings and recommendations can be found within the contents of the Vehicle Maintenance Audit Report.

Upon receipt of the Audit Findings at the beginning of December 2018, ICTC staff met with the transit contractor's First Transit maintenance and management staff. A series of meetings was held to review the findings, and prepare a plan of action to remedy the various items noted in the Audit Findings. First Transit was very responsive and immediately prepared a plan of action to remedy the corrective items noted in the Audit Findings with safety being the first priority. First Transit has since worked diligently to complete the repair of all items noted within the Audit Findings.



ICTC Staff met with the First Transit every two (2) weeks since the receipt of the Audit Findings to monitor the status of the completion of required repairs to the transit fleet. At the beginning of February 2019, First Transit had completed the majority of the required repairs. None of the remaining repairs have safety impacts.

First Transit also prepared a response to the Maintenance Audit by issuing letter correspondence (included in the packet) noting various methods at which they intend to proactively eliminate the list of repair items from occurring in the future. First Transit's noted adjustments include but are not limited to; taking oil and coolant fluid samples during PMI inspections and transmission fluid samples every 48,000 miles, putting a stronger emphasis on repairs during PMI work, and monitoring various wear and tear items associated with the vehicles.

The audit report also recommended increasing the inspection services more than once on an annual basis. This would increase the annual expense for this project. ICTC staff has observed an increase in the level of attention to maintenance responsibilities and does not recommend an increase in the inspection schedule at this time.

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

1. Accept/Approve the 2018 IVT Maintenance Audit Report dated January 2019.

Sincerely,



MARK BAZA  
Executive Director

MB/ksw/cl

# Imperial County Transportation Commission

Fleet Maintenance Audit  
Fifty-three (53) Vehicles

Conducted November 15 - 18, 2018



TRC Engineering Services, LLC  
5840 Red Bug Lake Road  
Suite 165  
Winter Springs, FL 32708  
Phone: (407) 977-4500  
Fax: (407) 977-7333  
tranrc@earthlink.net

January 10, 2019

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
VEHICLE MAINTENANCE AUDIT  
FIFTY-THREE (53) VEHICLES  
Conducted November 15 – 18, 2018**

**TABLE OF CONTENTS**

<b>SECTION</b>	<b>PAGE</b>
<b>1 – Executive Summary .....</b>	<b>1</b>
<b>2 – Background .....</b>	<b>4</b>
<b>3 – Vehicles Inspected .....</b>	<b>4</b>
<b>4 – Evaluation Criteria and Methodology .....</b>	<b>5</b>
Fleet Inspection .....	6
Records Audit .....	7
<b>5 – Findings .....</b>	<b>7</b>
Overall Fleet Condition .....	7
Defect Findings .....	8
Specific Defects Summaries.....	10
Defect Analysis .....	10
Records Audit Findings.....	11
Fluid Analysis Results .....	12
<b>6 –Recommendations .....</b>	<b>15</b>
<b>Appendix A – Electronic Copy of Excel Spreadsheets</b>	
▪ Defects Summary	
▪ All Defects	
▪ Defects by Category	
▪ “A” Defects	
▪ “B” Defects	
▪ Vehicles Inspected	
<b>Appendix B – Master List: Class “A” Safety Defects</b>	
<b>Appendix C – Various Defect Pictures</b>	
<b>Appendix D – Various Shop and Equipment Pictures</b>	

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
VEHICLE MAINTENANCE AUDIT  
FIFTY-THREE (53) VEHICLES  
Conducted November 15 – 18, 2018**

**EXECUTIVE SUMMARY**

TRC Engineering Services was contracted by Imperial County Transportation Commission (ICTC) in 2017 to conduct annual fleet maintenance audits for ICTC over the next three years to ensure that its contractor, First Transit, is maintaining the vehicles owned by ICTC in accordance with its contract provisions. The first of three annual fleet maintenance audits was conducted on October 25 - 29, 2017. The results of this audit will serve as the baseline to inform ICTC if First Transit's maintenance performance is remaining the same, deteriorating, or improving over time. Sixty (60) vehicles were scheduled for inspection and maintenance record review during this second annual fleet maintenance audit which was conducted on November 15 – 18, 2018; however, seven vehicles were not available for inspection. Five of the vehicles (units S5, 136, 138, 1202 and 1216) were off site for repairs, and the remaining two vehicles (units 1206 and 1214) were hard down for major repairs.

The results of this audit showed:

- The total number of defects found during this audit was 126, or an average 2.38 defects per vehicle, compared to a total of 216 defects, or an average of 3.72 defects per bus during the initial October 2017 audit. The Summary of Defects by Category table can be found on Page 8.
- A total of eighteen (18) Class "A" defects were found during this audit, or an average of .34 Class "A" defects per vehicle, compared to a total of 96 Class "A" defects, or an average of 1.66 Class "A" defects per vehicle. A Class "A" defect is a safety-related defect that requires immediate repair and keeps the vehicle from returning to revenue service until the defect is corrected. Class "A" defects were found on fourteen (14) of the fifty-three (53) vehicles inspected. TRC informed First Transit staff that all Class "A" defects discovered during this audit needed to be repaired immediately before the buses could be allowed back into revenue service. TRC did not witness any repairs conducted during the inspection timeframe.
- Three (3) MV1 vehicles were inspected during this audit. The fourth MV1 vehicle (Unit S5) was not available due to being off site because of a recall by the dealer for repairs.
- Mileage between the last three scheduled PMIs was calculated to determine if the inspections and oil changes were performed on time (within 10% or 600 miles of the scheduled 6,000 mile interval on the full-size fixed-route buses and within 10% or 300 miles of the scheduled 3,000 mile interval on the paratransit vehicles), or if they were late. TRC Engineering Services found that the work was performed within the mileage and time requirements for all vehicles. The overall condition and appearance of the fleet was found to be

good. Vehicles were generally clean, with no significant signs of abuse or damage.

- The shop area includes three bays; however, only two bays are fully usable. The other bay is either partially or fully blocked with spare parts and toolboxes. Having only two operating bays to maintain 60 vehicles makes it difficult to properly maintain the fleet.
- Due to height restrictions within the building, the single operating set of lifts is not able to lift 40ft buses more than four feet. This presents a hazard and makes working on the underside of the bus very difficult.
- TRC found no OSHA or safety violations during our inspections. No repairs were witnessed to determine if mechanics use the proper personal protective equipment when necessary.
- In the review of the spare parts storage area, TRC found that First Transit appeared to have a normal supply of spare parts. This included spare parts for maintenance (e.g. filters) that were in stock for all bus models. TRC also found that the spare parts area took a much-needed service bay away from being fully usable for repair activities.
- TRC reviewed the maintenance contract and found that:
  - The contract provides ICTC with sufficient oversight tools to hold First Transit accountable. TRC suspects that ICTC is not actually using these contractual provisions with sufficient frequency.
  - The staffing requirement outlined in the contract is insufficient to ensure that an adequate number of fully-trained mechanics are available to service buses.
  - The contract has many reporting requirements. It is unclear if all reports are filed on time and are being interpreted and used by ICTC.
- It should be noted that during TRC's inspections:
  - First Transit management and staff were cooperative and prepared in providing a constant supply of vehicles for TRC Engineering Services to inspect, thus, ensuring that the audit inspections were efficiently carried out;
  - PMI records were well organized and easy to locate;
  - Work areas were clean and well maintained.

Detailed findings are presented throughout this report and the attached electronic file. The tables are based on data contained in Excel spreadsheets included in the flash drive provided as Appendix A to this report. A summary of recommendations is provided at the end of this report.

**Summary of Recommendations**

Based on TRC's observations during the second annual audit, the following actions are recommended. Greater detail is included in the body of the report.

- ICTC must continue to receive and review PMI results from First Transit. This report provides ICTC evidence of severe defects which still need to be addressed during maintenance operations.
- TRC recommends that ICTC review the current audit cycle and consider more frequent as well as random inspections.
- ICTC must establish stronger oversight of Class "A" defects and their repair.
- TRC recommends that ICTC review First Transit's policies to ensure that there is zero tolerance for allowing buses to enter service with known safety defects.
- Parts storage and its impact on service bay availability should be reviewed by ICTC. Alternate part storage area(s) should be discussed with First Transit.
- ICTC must review working conditions and their impact on worker safety and maintenance capability, in particular with respect to lifting of buses.
- ICTC must verify that First Transit is properly conducting fluid sampling and that it has procedures in place to follow in the event of abnormal results.
- ICTC must review First Transit's procedure for topping off coolant during service.
- TRC recommends stronger control of fueling operations.
- TRC recommends that the defects found in the Accessibility Features category section of the spreadsheet be reviewed closely and that these items be addressed and reviewed during normal PMI work.
- TRC recommends that the maintenance staff review and repair all check engine indicator light defects.
- TRC recommends that all safety systems be reviewed and repaired during PMI operations. Many of these defects can be easily repaired.
- TRC continues to recommend that all drivers and maintenance personnel be instructed on tire wear limits to ensure proper tire treads are used on the fleet.
- TRC recommends that Interior Condition defects be reviewed by maintenance personnel and that these items are included in PMI inspections.

## **Audit Report**

### **BACKGROUND**

Imperial County Transportation Commission (ICTC) contracted TRC Engineering Services (TRC) to audit the maintenance performance of its operator, First Transit. ICTC is responsible for ensuring that its assets are properly maintained and public funds are properly used. The results from the initial audit conducted in October 2017 will serve as the baseline to inform ICTC if First Transit’s maintenance performance is remaining the same, deteriorating, or improving over time.

TRC Engineering Services conducted the second of a series of three annual fleet maintenance audits for ICTC on November 15 – 18, 2018. Sixty (60) vehicles were scheduled for inspection and maintenance record review; however, seven vehicles were not available for inspection. Five of the vehicles (units S5, 136, 138, 1202 and 1216) were off site for repairs, and the remaining two vehicles (units 1206 and 1214) were hard down for major repairs.

### **VEHICLES INSPECTED**

Table 1 identifies the fifty-three (53) vehicles that received a physical inspection.

<b>Table 1 Vehicles Inspected</b>		
<b>PHYSICAL INSPECTION</b>	<b>MODEL YEAR</b>	<b>VEHICLE MAKE</b>
S3	2015	MV1
S4	2014	MV1
S6	2015	MV1
132	2014	Ford E450
133	2014	Ford E450
134	2014	Ford E450
135	2014	Ford E450
137	2015	Ford E450
139	2014	Ford E450
140	2014	Ford E450
141	2016	Ford E450
142	2016	Ford E450
143	2016	Ford E450
144	2016	Ford E450
145	2016	Ford E450
500	2016	Ford E450
501	2016	Ford E450
502	2016	Ford E450
503	2016	Ford E450
504	2016	Ford E450
1100	2015	Ford E450
1101	2015	Ford E450
1102	2015	Ford E450
1103	2015	Ford E450
1104	2015	Ford E450
1105	2015	Ford E450

Table 1 Vehicles Inspected		
1201	2012	Gillig
1203	2012	Gillig
1204	2012	Gillig
1205	2012	Gillig
1207	2012	Gillig
1208	2012	Gillig
1209	2012	Gillig
1210	2015	Gillig
1211	2015	Gillig
1212	2015	Gillig
1213	2015	Gillig
1215	2015	Gillig
1300	2016	Ford E450
1301	2016	Ford E450
1302	2016	Ford E450
1303	2016	Ford E450
1304	2016	Ford E450
1305	2016	Ford E450
1306	2016	Ford E450
1307	2016	Ford E450
1308	2016	Ford E450
1309	2016	Ford E450
1310	2016	Ford E450
1400	2016	Ford E450
1401	2016	Ford E450
1402	2016	Ford E450
1403	2015	Ford E450

**EVALUATION CRITERIA & METHODOLOGY**

TRC Engineering Services assigned a team of three (3) inspectors and a project manager to perform the maintenance audit and physically inspect the vehicles. The inspection team members were Vim Villapana, Sean Burr, and Greg Dowell. Mr. Villapana served as the on-site supervisor and recorded the defects identified by the inspection team. Mr. Denman served as Project Manager who organized the overall inspection process and prepared the final report.

The material which follows describes the evaluation criteria and methodology used by TRC Engineering Services to conduct the fleet inspection and the records review audit.



## Fleet Inspection

The fleet was physically inspected by three (3) TRC inspectors (Vim Villapana, Sean Burr, and Greg Dowell). This work included functional testing of all bus systems such as windshield wipers and washers, door operation, heating and air conditioning systems, lighting, wheelchair lifts, etc. TRC also had the buses lifted to review the underbody systems such as brake components, suspension components, steering components, tires, etc. The inspection also included engine compartment components such as batteries, belts, motor mounts, and fluid systems. Lastly, fluid samples were drawn and sent to an independent laboratory for analysis. During these inspections, all defects were categorized and recorded for each individual bus.

Defects documented during the inspections were classified under 18 functional categories:

- 1) Accessibility Features
- 2) Air System/Brake System
- 3) Climate Control
- 4) Destination Signs
- 5) Differential
- 6) Driver's Controls
- 7) Electrical System
- 8) Engine Compartment
- 9) Exhaust
- 10) Exterior Body Condition
- 11) Interior Condition
- 12) Lights
- 13) Passenger Controls
- 14) Safety Equipment
- 15) Structure/Chassis/Fuel Tank
- 16) Suspension/Steering
- 17) Tires
- 18) Transmission

An "A/B" designation system was used to distinguish defects requiring immediate repair from those that could be repaired at a later time.

**Class A** – Indicates a safety-related defect that requires immediate repair and keeps the vehicle from returning to revenue service until the defect is corrected.

**Class B** – Indicates a non-safety critical defect that requires attention during the next scheduled preventive maintenance service interval.

Class "A" safety defects were discussed and agreed upon between ICTC and the TRC Engineering Services inspectors prior to the initial audit conducted in October 2017. A list of the Class "A" defects regarded as being safety related for this audit is attached as Appendix B. These defects are based on Federal Motor Carrier Safety

Administration regulations included in CFR 49 B III B 393, as well as California regulations CCR Title 13 2 6.5-3.

During the inspection, TRC Engineering Services provided First Transit and the ICTC staff with copies of the defect lists for use in scheduling repairs. The TRC Engineering Services inspectors also verified operation of certain controls to ensure that defects were legitimate ones and not the result of the inspectors being unfamiliar with specific equipment.

### **Records Audit**

The records examination set out to determine if:

- Preventive maintenance (PM) had been performed correctly and at prescribed intervals;
- Repairs had been performed properly and made promptly.

#### PM Intervals

To determine if preventive maintenance inspections (PMIs) were performed correctly and on time, TRC Engineering Services examined the PMI records of the fifty-three (53) vehicles. Mileage between the last three scheduled PMIs was calculated to determine if the inspections were performed on time (within 10% or 600 miles of the scheduled 6,000 mile interval on the full-size fixed-route buses and within 10% or 300 miles of the scheduled 3,000 mile interval on the paratransit vehicles) or if they were late.

#### Repairs

To determine if repairs were performed properly and made promptly, two audit procedures were used:

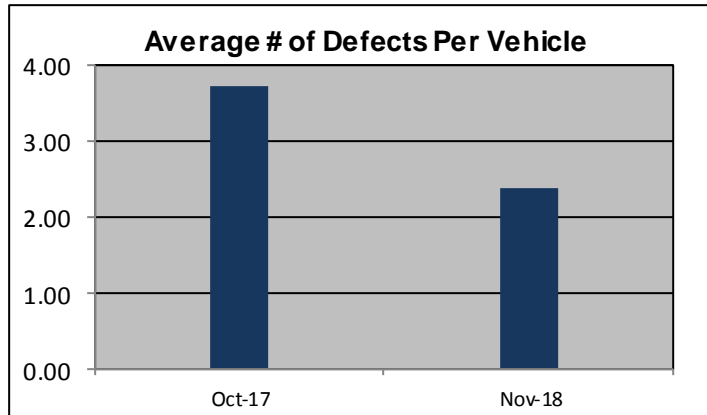
- PMI sheets going back to the previous three PMIs were selected and examined for each of the fifty-three (53) vehicles to determine if and when defects defined during the PMI process were repaired. TRC Engineering Services also reviewed Driver's Vehicle Inspection (DVI) reports to determine if defects found by drivers during pre-trip inspections were addressed and, if needed, repaired.
- Defects from the previous three PMIs were then compared to determine if any defects were repeated from one PMI to the next.

From this comparison, TRC Engineering Services can determine if the defects were repaired or if they were simply noted on subsequent inspections.

### **FINDINGS**

#### **Overall Fleet Condition**

The total number of defects identified by TRC Engineering Services during this inspection was 126, or an average of 2.38 defects per vehicle, down considerably when compared to 216 total defects, or 3.72 average defects per vehicles, found during the initial audit. TRC's experience with other operators suggests that the total number of defects found during this latest audit is normal for an operation of this size and duty cycle.

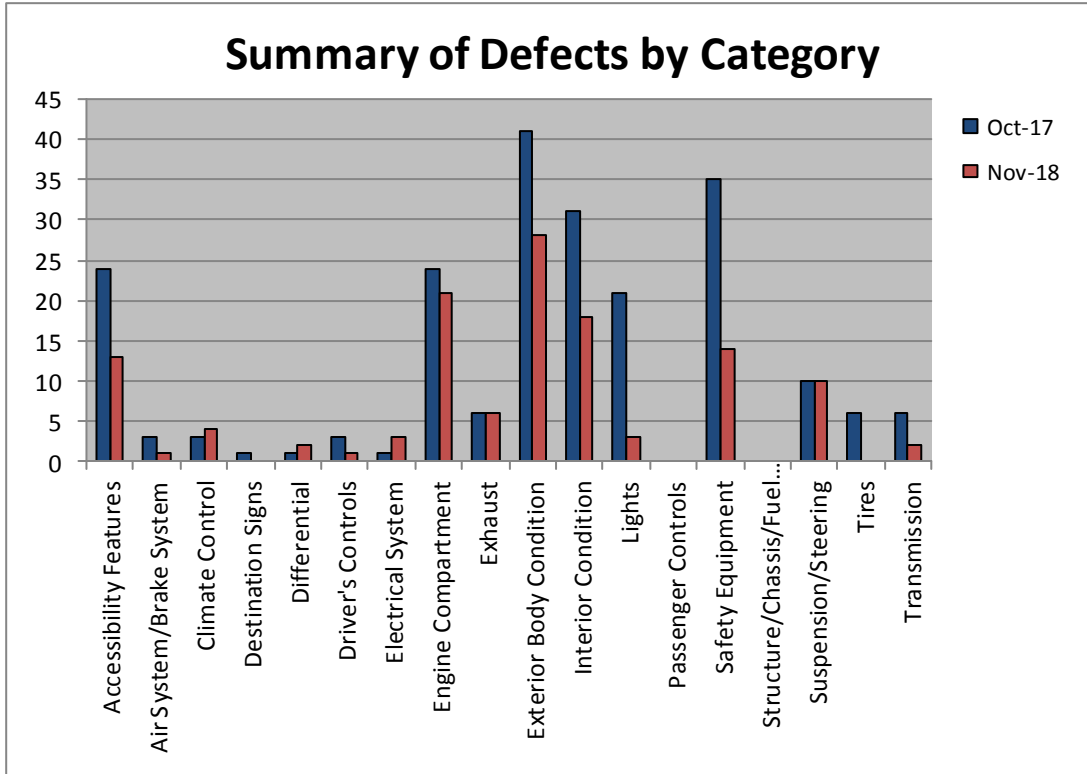


**Defects Findings**

Defects were found in the Accessibility Features, Air System/Brake System, Climate Control, Differential, Driver’s Controls, Electrical Systems, Engine Compartment, Exhaust, Exterior Body Condition, Interior Condition, Lights, Safety Equipment, Suspension/Steering, and Transmission categories. The Exterior Body Condition category showed the most defects during this audit with a total of twenty-eight (28) defects. Most of these defects were minor body damage, which is very common among other operators. The Engine Compartment category followed with a total of twenty-one (21) defects.

A breakdown of all defects by category is shown in the Table 2 and chart which follow.

<b>Summary of Defects By Category</b>	<b>Oct. 2017</b>	<b>Nov. 2018</b>
Accessibility Features	24	13
Air System/Brake System	3	1
Climate Control	3	4
Destination Signs	1	0
Differential	1	2
Driver's Controls	3	1
Electrical System	1	3
Engine Compartment	24	21
Exhaust	6	6
Exterior Body Condition	41	28
Interior Condition	31	18
Lights	21	3
Passenger Controls	0	0
Safety Equipment	35	14
Structure/Chassis/Fuel Tank	0	0
Suspension/Steering	10	10
Tires	6	0
Transmission	6	2
<b>Total Defects:</b>	<b>216</b>	<b>126</b>
<b>Avg. Defects Per Vehicle:</b>	<b>3.72</b>	<b>2.38</b>



During the inspection cycle, TRC Engineering Services also evaluated the general condition of the First Transit shop. The shop and vehicle storage areas were found to be in good condition with work areas clear of items not required for vehicle maintenance work. See Appendix D which includes pictures of various garage areas. The garage has three potential work bay areas, but only one is equipped with bus lifts and is utilized to conduct vehicle repairs. The second bay is currently utilized for mechanic tool box storage and additional parts storage and not available for any vehicle service work. The third bay is partly fenced off and used to store bus parts used for maintenance. Some minor repairs and servicing may be conducted in this bay. TRC noted that a 40ft bus could not be fully lifted for maintenance operations in any bay. A 40ft bus can only be lifted approximately four feet for underbody access. This is due to shop design and access door style and location. This constraint limits movement and access below the bus and is hazardous to employees conducting underbody repairs. TRC continues to recommend a close examination of shop facilities that is warranted to ensure that shop conditions are not negatively impacting First Transit’s ability to service vehicles as required in the contract. As shown below, the contract does not specify a building size or bays, but it does require it to be “sufficient to support the operation”.

**FACILITIES**

**17.1** All facilities and arrangements including office space, furniture, dispatch, maintenance bays, paved, secured and lighted parking areas, storage, on/off site fueling, radio, telephone and computer connections are the responsibility of Provider and shall be sufficient to support the operation of the paratransit services described herein.

## Specific Defect Summaries

All of the defects identified during the inspections were entered in a database which was used to generate a Master Defect Sheet. Data contained in that spreadsheet were then used to produce a series of detailed Excel reports.

The following Excel spreadsheets produced by TRC Engineering Services for ICTC are included as attachments to this report via flash drive:

- **Defect Summary:** includes a summary of defect totals and a summary of the 18 defect categories
- **All Defects (Master Defect Sheet):** identifies all defects for all vehicles inspected
- **Defects by Category:** identifies specific defects under each of the 18 categories
- **"A" Defects:** identifies all Class "A" defects
- **"B" Defects:** identifies all Class "B" defects
- **Vehicles Inspected:** lists all vehicles inspected during the audit

As mentioned earlier, each defect was given a severity code:

**Class A** – Indicates a safety-related defect that requires immediate removal from service and keeps the vehicle from returning to revenue service until the defect is corrected.

**Class B** – Indicates a non-safety critical defect that requires attention during the next scheduled preventive maintenance service interval.

## Defect Analysis

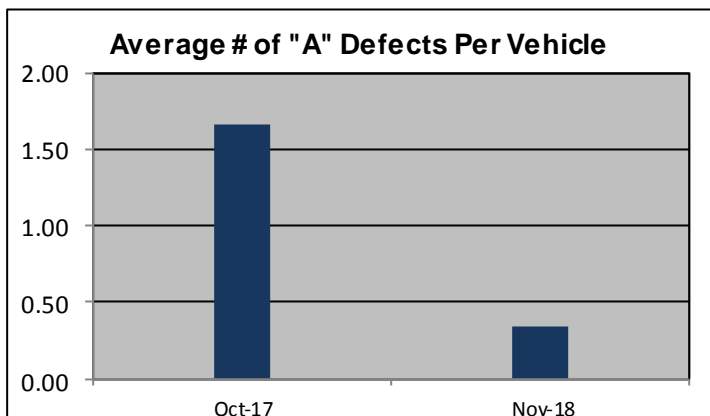
Defects identified by TRC Engineering Services were analyzed to determine the severity or detrimental impact they pose in terms of safety, comfort and convenience, and structural integrity. TRC informed First Transit staff that any Class "A" defects discovered would need immediate repairs before the bus would be allowed back into revenue service. TRC did not witness any repairs during the inspection timeframe.

### Safety

A total of eighteen (18) Class "A" defects were found during this audit, for an average of .34 Class "A" defects per bus, compared to 96 Class "A" defects, or 1.66 average Class "A" defects per bus during the initial audit. A Class "A" defect is a safety-related defect that requires immediate repair and keeps the vehicle from returning to revenue service until the defect is corrected. Although the total number of Class "A" defects is down significantly when compared to the previous audit, the level of Class "A" defects is still higher compared to peer agencies. TRC believes that buses are still potentially being operated with Class "A" defects which may pose an increased risk to ICTC. This could indicate that either First Transit is not finding

these defects during their inspections or that there is a culture of complacency by First Transit which permits operating buses with known defects.

Class "A" defects were found on fourteen (14) of the fifty-three (53) vehicles inspected. As noted earlier, TRC discussed with First Transit that all Class "A" defects needed to be repaired before the vehicles should be allowed to return to revenue service. TRC did not see Class "A" defect repairs being performed during the audit.



Comfort and Convenience

TRC Engineering Services found the interiors and exteriors of vehicles to be in acceptable condition based on the age of the vehicles. The vehicles had some expected wear and tear but were in good working condition.

Structural Integrity

No structural issues were found on the vehicles inspected during this audit.

**Records Audit Findings**

PMI Paperwork Review

TRC Engineering Services performs a PMI paperwork review during each inspection cycle. TRC Engineering Services found that First Transit's records showed that the required PMI work was recorded properly. The PMI records were well organized and easy to locate.

DVI Paperwork Review

TRC Engineering Services examined the DVI (daily vehicle inspection) documents to determine if defects found during driver pre-trip inspections were being addressed and repaired by the First Transit mechanical staff. This audit found that DVI reported defects were being addressed quickly by the First Transit staff. During the review, TRC did not find defects repeated for multiple days before repair work was performed on all vehicles inspected.

PMI Interval Inspection

TRC Engineering Services examined the records of the sixty (60) vehicles to determine if the PMIs were being done at the scheduled 3,000 and 6,000-mile intervals. PMI intervals were considered "on time" if performed within 10% or 600 miles of the scheduled 6,000-mile interval on the full-size fixed-route buses and within 10% or 300 miles of the scheduled 3,000-mile interval on the paratransit vehicles. All the vehicles inspected during this audit had work performed on time.

The records examination also reviewed the oil change intervals. This review showed on-time oil changes for all 60 vehicles.

TRC also drew engine, transmission, and coolant fluid samples from fifteen (15) buses selected at random (45 samples). Results can be found in Table 3 which follows.

<b>Table 3 Fluid Analysis Results</b>	
<b>Engine Oil:</b>	<b>Results</b>
S4	Normal
137	Normal
501	Normal
502	Normal
1100	Normal
1105	Normal
1301	Normal
1303	Normal
1304	Normal
1305	Normal
1307	Normal
1308	Normal
1309	Normal
1401	Normal
1403	Normal
<b>Transmission Fluid:</b>	
S4	Abnormal: Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: Resample at a reduced service interval to monitor and establish wear trend.
137	Normal
501	Abnormal: Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: Resample at a reduced service interval to monitor and establish wear trend.
502	Severe: Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: Change oil and filter(s) if not already done. Resample after corrective action to further monitor.
1100	Normal
1105	Normal
1301	Normal
1303	Caution: Lack of information regarding time on compartment limits accuracy of diagnosis. Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: Resample at a reduced service interval to monitor and establish wear trend.
1304	Caution: Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable.

<b>Table 3 Fluid Analysis Results</b>	
	Viscosity within specified operating range. Action: Resample at a reduced service interval to monitor and establish wear trend.
1305	Abnormal: Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: Resample at a reduced service interval to monitor and establish wear trend.
1307	Normal
1308	Normal
1309	Normal
1401	Caution: Lack of information regarding time on compartment limits accuracy of diagnosis. Torque converter/pump wear indicated. Silicon level (dirt/sealant material) satisfactory. Water content acceptable. Viscosity within specified operating range. Action: Resample at a reduced service interval to monitor and establish wear trend.
1403	Normal
<b>Coolant:</b>	
S4	Normal
137	Abnormal: pH is low. Suggest drain, flush and refill cooling system.
501	Normal
502	Normal
1100	Abnormal: pH is low. Suggest drain, flush and refill cooling system.
1105	Normal
1301	Normal
1303	Normal
1304	Normal
1305	Caution: Please verify product in use. pH is low. Glycol level is normal. Recommend drain 50% and Re-Inhibit. Recommend take corrective action and resample to monitor.
1307	Normal
1308	Normal
1309	Normal
1401	Normal
1403	Normal

Note: Fluid samples are rated as Normal, Abnormal, Caution, or Critical.

First Transit is required to conduct fluid sampling per contract as shown below.

**16.3.4.3** At scheduled oil change intervals, a laboratory engine and transmission oil analysis shall be performed on every ICTC-provided bus engine or transmission. The analysis program used by Provider shall be subject to approval by ICTC.

TRC continues to recommend that ICTC request copies of sampling results from First Transit to ensure it is compliant with contractual requirements. In addition, ICTC must review First Transit’s policies and procedures after it receives results from its fluid sampling. It is unclear if First Transit is properly trained to evaluate laboratory results.



### Repairs

TRC Engineering Services staff reviewed the PMI paperwork going back to the previous three PMIs to determine if defects identified during the PMI process were repaired. TRC Engineering Services verified that PMI corrective work was being performed by the First Transit maintenance staff. TRC Engineering Services also reviewed the Driver's Vehicle Inspection (DVI) reports. This review showed that defects found by drivers during pre-trip inspections were also being addressed by First Transit maintenance staff.

### Fueling

TRC observed that fueling of the buses each day after service was done via a fuel delivery truck. This type of fueling is not typical and can introduce risks (spills, inventory control, cost control, etc.). TRC recommends that the fueling process be reviewed, and the review should include how the process is performed and how much fuel is issued per vehicle, costs of fuel, costs of delivery of fuel, costs of fueling staff and requirements, etc. All aspects of the fueling process should be determined and, if needed, adjustments can be made for any deficiencies in the process.

### Parts and Inventory

Inspectors observed the spare parts inventory and the location of parts storage. Common maintenance items such as filters, bulbs, and fluids seemed readily in stock and were kept in a fenced-off area inside the building. TRC did notice, however, that larger parts were being stored in one of the service bays which reduces the maintenance workspace in the shop. This configuration significantly reduces the size and operation of this service bay.

TRC recommends a review of the parts storage area in order to determine if another area of the shop could be better utilized for parts storage. This effort could help in allowing full access to the work bay currently being used for parts storage for additional maintenance operations.

First Transit appears to be compliant with the contractual requirement shown below, but its impact on service is not fully understood yet.

4.10. Contractor, as manager of the fleet, shall establish and maintain a spare parts inventory based on the age and variety of vehicles, sufficient to ensure that peak hour vehicle requirements are met. Vehicles may not be used to supply spare parts for other buses.

### Contract Review

TRC reviewed the operating agreement between ICTC and First Transit. The contract is performance based and has minimum maintenance practices which must be adhered to. From this inspection, it appears that First Transit is abiding by most contract requirements. The contract includes multiple provisions for ICTC (or its agent) to conduct inspections, including the two highlighted below:

termination of the Agreement. ICTC shall determine Contractor's compliance with the above requirements by reviewing detailed monthly PMI reports, and or by utilizing an independent maintenance consultant. ICTC may select buses randomly for independent third party inspections.

ICTC may inspect any vehicle at any time. Contractor shall allow ICTC, or its designated agent, access to Contractor's facilities and records for the purpose of monitoring the Contractor's maintenance performance, as ICTC deems necessary. ICTC shall be permitted to view and copy any vehicle maintenance records, inspect vehicles, and request Contractor's personnel to drive vehicles and/or position vehicles to inspect the undercarriage, as is necessary to evaluate the condition of vehicles used in the performance of this Agreement. ICTC, or its designated agent(s), shall conduct such inspections on a regular basis.

It is unclear if ICTC is utilizing these contractual provisions with any regularity. Based on the quantity of Class "A" defects and the garage space dedicated for actual vehicle maintenance, TRC recommends more frequent inspections, including some random visits. Annual inspections are helpful to evaluate the general condition of the fleet and review the contractor's adherence to PM schedules but are too infrequent to evaluate the responsiveness to defects identified. The contract properly allows for cyclical or random inspections as well as monthly reports to track ongoing maintenance of buses. To begin this oversight process, ICTC should request the PMI quarterly report identified in the contract and highlighted below.

Copies of the "Preventive Maintenance Inspection" report will be submitted to ICTC on a quarterly basis, if so requested by ICTC. ICTC shall coordinate with Contractor for submittal of selected summary type reports from the computerized maintenance system. Any Daily Bus Report shall be submitted to ICTC upon request. Contractor shall submit the entire vehicle file, or selected reports,

## RECOMMENDATIONS

- ICTC must continue to receive and review PMI results from First Transit. This report provides ICTC continued evidence of declining maintenance.
- TRC recommends that ICTC review the current audit cycle and consider more frequent as well as random inspections. Many fleet systems with similar maintenance contracts rely on quarterly audits to ensure that the buses are maintained in accordance with the work scope defined in the contract of the maintenance provider.
- ICTC must establish stronger oversight of Class "A" defects and their repairs. This may be accomplished through detailed reports submitted by First Transit of repairs completed, coupled with more frequent garage visits by ICTC or its agent.
- Based on the number of Class "A" defects, TRC recommends a review of First Transit's policies to ensure that there is zero tolerance for allowing buses to enter service with known safety defects.
- Parts storage and its impact on service bay availability must be reviewed by ICTC. Alternate part storage area must be discussed with First Transit.
- Bus lifting capabilities are insufficient to safely conduct underbody repair. ICTC must review working conditions and their impact on worker safety and maintenance capability. First Transit must consider an alternative bus lifting arrangement.

- ICTC must verify that First Transit is properly conducting fluid sampling and that it has procedures in place to follow in the event of abnormal results. First Transit may require additional training to ensure results are interpreted correctly and the proper action taken.
- TRC recommends stronger control of fueling operations. Utilizing fuel trucks may lead to a loss of inventory, increased risk of spills, and does not allow tracking of fuel consumption by bus.
- TRC recommends that the maintenance staff review all check engine indicator light defects. Check engine indicator lights were illuminated on the dashes of several buses during this audit. Buses with illuminated check engine lights should not be placed back in service until the defect is repaired. Drivers should be trained to understand that this type of defect should be reported and that the buses should not be put back in service until repairs are made. ICTC should request First Transit's training and experience requirements for its mechanics to determine if additional training is required to properly diagnose and repair issues. Lack of trained mechanics is an industry-wide problem.
- TRC found many Interior Condition issues during this audit, including missing instructional decals, damaged flooring, and drivers' sun shades either missing or not operational. Many of these items are required for safe operation of the buses in the fleet. TRC recommends that these defects be reviewed by maintenance personnel and that these items be included in PMI inspections to make sure these types of defects are correctly repaired so the buses are safe and are all operational and instructional decals are in place.

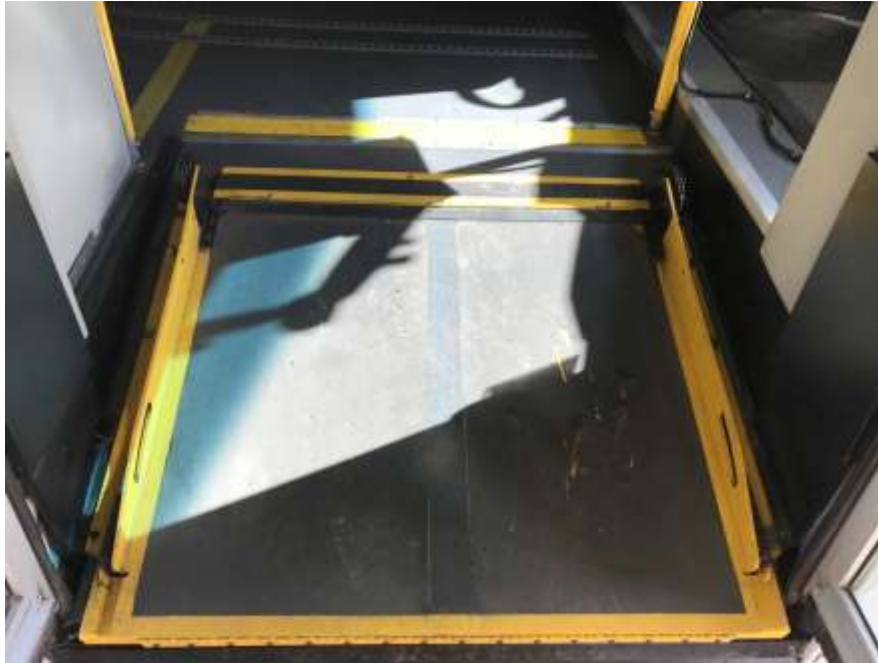
**APPENDIX A: Electronic copy of EXCEL spreadsheet reports**

## **APPENDIX B:**

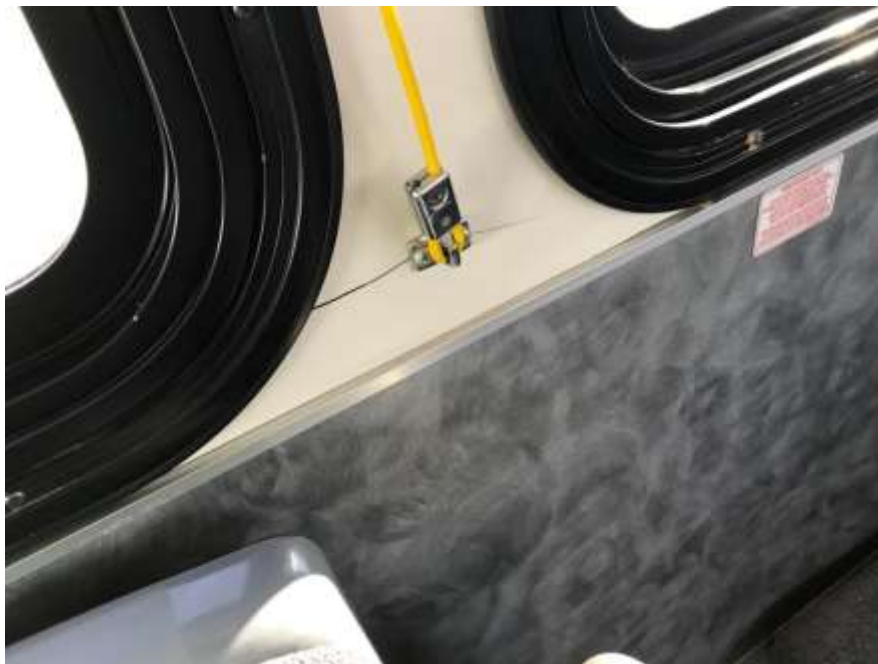
### **Master Class "A" Defects**

- Fire extinguisher
- Headlights
- Wipers
- Washers
- Cracked windshield in driver's view
- Seat belts, driver
- Turn signals
- Horn
- Emergency flashers
- Brake lights
- Air pressure/Air leaks
- Brake lining thickness
- Tire tread depth @ front tires 4/32, 2/32 at rear tires
- Fuel leak
- Exposed wires
- Proximity to exhaust – oil, harness, etc.
- Oil/Grease on Brakes
- Wheelchair lift/ramp & securement
- Sharp edges – interior
- Tripping hazard – interior
- Critical steering/suspension play, wear
- Sensitive edges – doors – not working properly
- Tire pressure below 80 psi
- Wheel lug nuts
- Exhaust leak into vehicle
- Back up alarm
- Excessive slack adjuster throw
- Excessive oil in air system
- Missing battery label for shutoff
- Missing emergency exit signs
- Emergency window won't open

**Appendix C – Various Defect Pictures**



**Bus 140 – Anti skid surface worn**



**Bus 1201 – Interior body panel cracked**



**Bus 1201 – Fire extinguisher not secure**



**Bus 1210 – Graffiti on window**





**Bus 1210 – Windshield with rock chip damage**



**Appendix D – Various Shop and Equipment Pictures**



**Shop bay entrances**



**Parts storage area**



**Parts storage area**



**Shop fluid storage**



**Shop fluid storage**



**MSDS safety data sheet storage**



**Fluid storage cabinet**



**Flammable fluid storage area**





**Safety eye and shower station**

February 11, 2019

Mr. Mark Baza, Executive Director, ICTC  
1503 N. Imperial Ave, Suite 104  
El Centro, Ca 92243-2875

792 E. Ross Road "B"  
El Centro, CA 92243  
Tel: 790 482 2900

Re: Response to Audit of Vehicle Maintenance

Mr. Baza,

First Transit has received, read and acted on the vehicle maintenance audit performed by TRC Engineered Services, dated November 15-18, 2018. First Transit corporate maintenance support was instrumental in assisting with the actions taken. The following is First Transit's responses to all the results and recommendations noted by TRC in their report.

Response to Results:

- The total number of defects found during this audit was 126, or an average of 2.38 defects per vehicle.  
Response: First Transit accepts the fact that this is a high number. However, in comparison with last year there was a great improvement. First Transit is already looking at items that should have been seen before. But there were also items that would have been discovered in the following routine maintenance inspection.
- A total of 18 Class A (safety related) defects were noted from this audit in comparison to 96 from last year.  
Response: As already noted, many of these, although certainly categorized as "safety related" did not put the vehicle in danger of an accident or significant situation. Several were exit decals, clearance lights and missing reflectors. TRC notes they did not witness any repairs during inspection time frame but First Transit can assure ICTC that many of the repairs started immediately upon notation. All class A defects have been repaired.
- 3 MV1 vehicle were inspected during the audit. The 4<sup>th</sup> was at the dealer due to a recall  
Response: N/A
- Miles between PMI's (600 miles of the scheduled 6,000 mile intervals on full size vehicles) or (300 miles of the scheduled 3,000 mile intervals on the paratransit vehicles).  
Response: TRC found all PMI's were performed within the time frame.
- TRC noted that our shop has 3 bays and only two are in use.  
Response: Although First Transit agrees that we are space challenged, we do have two working bays and quite frequently have as many as four vehicles being repaired within two bays. First Transit is in the process of looking for another facility with more space.

- TRC found restrictions in the height of the building.  
Response: Although First Transit agrees that the shop is not perfect like it was mentioned before, the search of a new facility is in process.
- TRC found no OSHA or safety violations.  
Response: N/A
- TRC Found that First Transit has a normal supply of spare parts and that the storage space used for storage is adequate.  
Response: Even though the space for spare parts storage was found adequate again this storage area takes away valuable space which could be a working bay.
- TRC under the maintenance contract believes that our staffing is inadequate, and that the contract provision for staffing is also inadequate.  
Response: First Transit has an established threshold based on 9 buses per technician ratio when the fleet is a mix of transit and paratransit vehicles. Using this formula, the current staffing is one technician per 9.3 buses, just barely outside the goal. Another measurement to consider is techs per annual miles, with the average goal being between 220k-270k annual total miles. Measuring total miles for all IVT vehicles, the total falls around 1.6 million miles. Our tech level falls within the goal for techs per annual miles with our current level being 1 tech per 260k miles. First Transit is monitoring this threshold and will make appropriate adjustments to staffing should they be required.

#### Response to TRC Recommendations

- ICTC must continue to receive and review PMI results from First Transit.  
Response: First Transit welcomes this oversight and will review with ICTC on an interval determined to be adequate.
- TRC recommends that ICTC review the current audit cycle and consider more frequent and random inspections.  
Response: First Transit believes a once per year audit is adequate but will not be opposed to more than once per year.
- ICTC must establish stronger oversight of Class "A" defects and their repairs.  
Response: First Transit will elevate Class A defects to a more immediate repair time frame, knowing that a Class A defect is about safety.
- TCR recommends First Transit policies to ensure that there is zero tolerance for allowing buses to enter service with known safety defects.  
Response: First Transit agrees that there is a zero tolerance on this matter and that actions for this are already in place.
- Parts storage and its impact on service bay availability should be reviewed by ICTC.  
Response: First Transit is seeking solutions to the bay availability in the current shop. With two bays available for buses the third bay is sometimes being used to store parts.
- ICTC must review working conditions and their impact on worker safety and maintenance capability, in particular with respect to lifting of buses.  
Response: First Transit agrees that our bay does not have an ideal height. However, OSHA has already inspected the maintenance area and no issues were found.

- ICTC must verify that First Transit is properly conducting fluid sampling and that it has procedures in place to follow in the event of abnormal results.  
Response: Oil and coolant is sampled at each PMI. Transmission fluid is sampled every 48k miles as the manufacturer recommends.
- ICTC must review First Transit procedure for topping off coolant during service.  
Response: First Transit has their own procedures to make sure we are putting the proper amount of coolant during service.
- TRC recommends stronger control of fueling operations.  
Response: First Transit is uncertain of this recommendation as there have been no issues relative to vehicle fueling. Paratransit operators fuel at a nearby service stations and transit buses are fueled every morning by a local vendor truck on site.
- TRC recommends that the defects found in the accessibility features category section of the spreadsheet be reviewed closely and that these items be addressed and reviewed during normal PMI work.  
Response: First Transit agrees with this recommendation.
- TRC recommends that the maintenance staff review and repair all check engine indicator light defects.  
Response: First Transit can assure ICTC that this is already a practice with review of all check engine light indicators.
- TRC recommends that all safety systems be reviewed and repaired during PMI operations.  
Response: First Transit has a good understanding of what is considered "safety related" as a result of this audit hence safety issues will be reviewed and repaired during PMI.
- TRC recommends that all drivers and maintenance personnel be instructed on tire wear limits to ensure proper tire treads are used on the fleet.  
Response: All personnel are instructed on tire wear limits as is part of a daily pre-trip conducted by drivers every day.
- TRC recommends that interior condition defects be reviewed by maintenance personnel and that these items are included in PMI inspections.  
Response: This subject will be addressed in an upcoming technician meeting to ensure proper actions are taken.

Thank you



Cesar Sanchez, General Manager  
First Transit



# **V. REPORTS**

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



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

## Memorandum

**Date:** February 12, 2019  
**To:** ICTC Management Committee Meeting  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

---

The following is a summary of the Executive Director's Report for the Management Committee Meeting on January 20, 2019

- 1) **Unmet Transit Needs Hearing, FY 2019-20:** ICTC will be conducting its annual Unmet Transit Needs Public Hearing on February 21, 2019 at 3:00 p.m. The hearing aims to obtain public feedback regarding transit services. Commissioners Luis Plancarte, Ryan Kelley, George Nava, Lewis Pacheco, Robert Amparano are anticipated to attend and participate as the Hearing Panel. A subsequent meeting will be held to review any feedback received during the Public Hearing.
- 2) **SCAG Sustainability Awards 2019:** *ICTC submitted the Short Range Transit Plan project under the Environmental Justice category of the program. SCAG is committed to highlighting excellence in sustainable planning efforts and development projects in the SCAG Region. These plans and projects are integral to carrying out the goals and policies of the 2016 RTP/SCS. Each year, SCAG honors projects that best exemplify the core principles of sustainability with awards at the Annual Regional Conference & General Assembly.*
- 3) **Imperial Valley Transit 30 Year Anniversary:** Imperial Valley Transit (IVT) will be celebrating its 30th Year Anniversary in November 2019. During IVT's 20th Year Anniversary, IVT installed a custom 20 Year Anniversary Bus Wrap and provided free bus trips on different bus routes to passengers throughout the month of November. ICTC would like to implement a similar event in 2019 to celebrate IVT's 30th Year Anniversary.
- 4) **Federal Triennial Review:** The Federal Transit Administration (FTA) is conducting a Triennial Review of the Imperial County Transportation Commission in early 2019. The review determines whether a grant recipient and its subrecipients are administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions. It assesses the recipient's management practices and program implementation to ensure that the programs are administered in accordance with FTA requirements and are meeting program objectives. Grant subrecipients that may be included in this cycle include the Cities of Brawley, El Centro and Imperial for the transfer terminal projects.
- 5) **LTA Audit for FY 2017-18:** The Pun Group consultant team visited the ICTC offices the last week of October. They have scheduled visits for Calipatria and El Centro on Dec 3<sup>rd</sup> & 4<sup>th</sup>, Imperial on Dec 5<sup>th</sup> & 6<sup>th</sup>, Westmorland and the County of Imperial on Dec 11<sup>th</sup> & 12<sup>th</sup>, Calexico on 13<sup>th</sup> & 14<sup>th</sup>, Holtville on Dec 18<sup>th</sup> & 19<sup>th</sup> and Brawley on Jan 7<sup>th</sup> & 8<sup>th</sup>. *Draft audit documents have been circulated to member agencies for review. A tentative meeting is scheduled with the Local Taxpayer Supervising Committee during the morning of February 21, 2019.*

- 6) **SR-186 Bridge Replacement over the All American Canal:** Caltrans has led a feasibility study for the replacement of the SR-186 Bridge over the All American Canal. The stakeholders that have been involved in this effort include the U.S. Bureau of Reclamation (BOR), the Imperial Irrigation District (IID), Caltrans and ICTC. As a follow-up, BOR is moving forward with their commitment to issue a media release regarding the future public closure of the bridge carrying SR-186 over the All-American Canal. The BOR anticipates issuing the media release in 1-3 weeks requesting for Caltrans to provide a new public crossing by 2025 to ensure public access is maintained.
  
- 7) **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. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. *Currently design is underway. A draft of 35% plans were completed and submitted for review on October 12, 2018. Input from all stakeholders is still pending to proceed with 60% design.*
  
- 8) **Imperial Mexicali Binational Alliance Meeting:** A Strategic Planning Meeting by the IMBA Memorandum of Understanding Signees was held on Thursday, October 11, 2018 and members discussed the 2018 accomplishments and established 2019 goals and objectives. A December meeting had to be cancelled due to unforeseen circumstances by our proposed host, Constellation Brewery. *An IMBA meeting was held on Thursday, January 10, 2019 at the ICTC office in El Centro. The next IMBA meeting is planned for March 14, 2019 in the City of Mexicali.*
  
- 9) **2018 Trade Corridor Enhancement Program:** The Trade Corridor Enhancement Program (TCEP), created by Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), provides approximately \$300 million annually for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, and along other corridors that have a high volume of freight movement. ICTC in partnership with Caltrans and the San Diego Association of Governments (SANDAG) were successful in receiving TCEP funds for Advanced Technology Corridors at the California-Mexico Ports of Entry (POE). The goal project is to implement Intelligent Transportation System (ITS) strategies that will improve border travel delays. Some of the ITS strategies will include Bluetooth and Wi-Fi readers to help track vehicle delays, as well as implement changeable message signs on State Routes to inform border travelers of POE delays. Caltrans will serve as the implementing agency of this project and has an estimated completion date of early 2020. *Caltrans has initiated the environmental phase and preliminary design of the project. TCEP funds will be used in collaboration with the BUILD grant award for the design and construction phases.*
  
- 10) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** \$1.5 Billion annually will go to cities and counties for local road improvements. The following are projected annual revenues of RMRA for the Cities and the County of Imperial for FY 2018/2019. *This list of projects for all cities and the county can also be found on the ICTC website at:*  
<http://www.imperialctc.org/senate-bill-1/>

The following is a list of projects funded by SB1 for FY 2018-2019.

<b>Agency</b>	<b>Project</b>
Brawley	Rehabilitation of Legion Street from Highway 86 to Evelyn Street
Brawley	Street Rehabilitation – Phase 11
Calexico	Cesar Chavez Boulevard Improvement
Calexico	De Las Flores Street Improvement
Calexico	Second Street Bridge
Calipatria	Freeman Street Rehabilitation between Brown and Commercial Avenues
El Centro	2018 Streets Overlay and Rehabilitation Project
Holtville	Citywide Pavement Rehabilitation Project
Imperial	Storm Drain Installation – Northwest Quadrant of City – Continuing
Imperial County	Includes a total of 70 road improvement projects. List can be found on the

	<a href="#">ICTC website here.</a>
Westmorland	North H Street Improvements
Westmorland	Street Rehabilitation Program – Phase 2
Caltrans/ICTC	Calexico East Port of Entry Truck Crossing Improvements
Caltrans	State Route 111 from State Route 98 to Ross Avenue near Calexico
Caltrans	State Route 98 from Rockwood Avenue to east of Cole Road near Calexico
Caltrans	Bridges on Interstate 8 and State Route 86, 98, 11 and 186
Caltrans	State Route 86 from I Street to Brandt Road near Brawley
Caltrans	State Route 86 south of B Street to Martin Road near Westmorland

Below are the projected annual revenues beyond FY 2018/2019. *According to CTC staff, all Imperial County cities and the county have completed their project submittals for FY 2018/2019 and are eligible for funding distribution.*

Agency	RMRA Amount FY 2018-2019
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>

*\*City estimate source is from California League of Cities - <http://www.californiacityfinance.com/LSR1801.pdf>*

- 11) **Rio Vista and Pioneers Memorial Hospital Bus Stops:** ICTC has engaged in several discussions with the City of Brawley Staff regarding the potential relocation of the existing bus stops along Rio Vista Avenue/SR78 and at Pioneers Memorial Hospital. Caltrans is currently completing improvements to SR 78 and will be providing on street concrete bus pads with an approximate value of \$80,000.
- 12) **Imperial Valley Regional Authority (IVRA):** In December 2018, staff met with Assemblymember Eduardo Garcia and his staff to discuss legislation that would amend ICTC’s authority to include non-transportation programs. Staff is working with City/County Managers and Legislative staff to prepare and submit initial legislative language to expand ICTC’s authority in early 2019. The draft legislation was presented at the Commission meeting on January 23, 2019. *Staff and City/County Managers will continue working on the proposed IVRA.*
- 13) **2018 ICTC Bus Stop Bench and Shelter Inventory:** 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 have been finalized. The consultant and staff are working towards finalizing the Technology Memorandum which will provide ICTC with possible technology solutions for the fixed route bus system. *Staff anticipates providing a presentation of project materials at the March 2019 commission meeting.*
- 14) **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 and SCAG are in the process of completing the consultant selection process and anticipate issuing a notice to proceed in March 2019.*

- 15) **Calexico Intermodal Transportation Center (ITC):** A new Intermodal Transportation Center in the City of Calexico has been part of ICTC’s long range transit planning. The new Calexico ITC will serve as a regional mobility hub that will accommodate bus bays for Imperial Valley Transit in addition to the City of Calexico’s private transit operators, taxis and farm labor buses. ICTC received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. ICTC staff is in the process of completing the contract award for a consultant firm that will complete the environmental and design phase. Currently, ICTC staff is completing the Caltrans award review process with multiple Caltrans’ departments. The ICTC Board adopted the agreement with Psomas on September 26, 2018. *Environmental phase is in progress with consultant team and agency partners, including the City of Calexico, Caltrans and ICTC.*
- 16) **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. SCAG, Caltrans and ICTC have led the Traffic Circulation Plan in partnership with the City of Calexico, Customs and Border Protection and General Services Administration. The Request for Proposals (RFP) was completed and the consultant selected was KOA. A series of public stakeholder meetings were held to develop the Plan in preparation for the north and southbound port of entry openings in July and September 2018. In November 2018, the consultant team conducted traffic counts and field observations to analyze the traffic after the north and southbound traffic shifts have been in operation and will be presenting draft recommendations for traffic management in preparation for the opening of Cesar Chavez Blvd. *The draft Traffic Circulation Plan is currently under review by the project stakeholder group. A technical workgroup meeting is scheduled in the Carmen Durazo Cultural Arts Building on March 5, 2019, to discuss the Draft Plan.*
- 17) **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. *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. Cesar Chavez Blvd is under construction by the City of Calexico and is scheduled for completion in May 2019.*
- 18) **Calexico East Port of Entry Bridge Expansion over the All American Canal 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 process for the bridge expansion. On October 23, 2018, Caltrans and ICTC hosted a kick-off meeting with IID, GSA and Bureau of Reclamation at the ICTC Offices. An environmental staff meeting between project stakeholders was held on November 26, 2018.

In December 2018, ICTC was awarded a discretionary grant under U.S. Department of Transportation’s Better Utilizing Investments to Leverage Development (BUILD) grant in the amount \$20 million. The funds will be utilized to complete design and construction costs of the widening of the bridge over the All-American Canal of the Calexico East Port of Entry. *ICTC staff is working with U.S. Department of Transportation to complete the grant agreement. ICTC is submitting a request for advance construction and tapered match to advance the project along and meet the obligation deadline of September 2020.*

- 19) **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 Authority (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 was recently completed in mid-June 2018 and consisted of curb and sidewalks improvements from Parkyns Ave to Heber Ave. *Phase 3 will also have curb and sidewalk improvements and is located between Heffernan to Parkyns Ave. ICTC participated in a Heber Community Outreach event together with County Public Works and led by Supervisor Plancarte. The County of Imperial discussed sidewalk pavement projects, and ICTC gave transit updates and a status of the SR-86 improvements. The Phase 3 construction improvements have been completed and project is nearing completion and closeout. A ribbon cutting will be scheduled soon.*
- 20) **State Legislation for Transportation Funding – SB 1 2018 Local Partnership Program (LPP):** 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 is \$538,000. For FY2017/2018, no projects were submitted for the formulaic program and funds will be rolled over to FY2018/2019. *Currently, ICTC staff is working with the local agencies to submit project forms accordingly. Deadline to submit to ICTC is Friday, February 15, 2019 at end of day. All eligible projects will be forwarded to CTC for a March 2019 allocation vote.*

The following is the link to the 2019 Local Partnership Program guidelines:

[http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended\\_LPP%20Guidelines.pdf](http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended_LPP%20Guidelines.pdf)

- 21) **State and Federal funding Obligations:** *Beginning October 1, 2018, 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 2018/2019.*

FY2018/2019 Project List							
Agency	Project Name	Funding Type	Phase	Federal Amount in FY2018/19	Local Match	Total Phase Cost	Status
Brawley	Paving of dirt road Wildcat Dr. from S. Western Ave. to S. First St.	CMAQ	CON	\$708,000	\$92,000	\$800,000	Completed for design. Will submit by May-June
Calipatria	Roadway and pedestrian improvements on N. Brown from E. Alamo St. to Delta St.	CMAQ & RSTP	CON	\$958,000	\$125,000	\$1,083,000	Out to bid Mid-Feb
El Centro	Imperial Ave. Extension South	RSTP	CON	\$653,000	\$3,197,000	\$3,850,000	CON-FTIP Amendment

Imperial County	Heber Ave. from Hwy 86 to Correll Rd. and S. of Hwy 86 to Fawcett Rd.	EARMARK	CON	\$1,017,000	\$0	\$1,017,000	ROW Certification. Submit by Mid-March
Imperial County	Conservation easement, access improvements, parking facilities at Desert Museum	EARMARK	CON	\$720,000	\$0	\$720,000	PS&E completed. Will submit by end of March
Imperial County	Rio Vista St. in Community of Seeley	CMAQ	CON	\$145,000	\$19,000	\$162,000	Working with consultant. They advertise twice.
Imperial County	Sidewalk improvements on Rio Vista St. in Seeley	CMAQ	CON	\$1,189,000	\$178,000	\$1,365,000	Early June to submit
ICTC & Caltrans	Calexico Est POE Truck Crossing Improvement	SB1 TCE	ENG	\$3,000,000	\$0	\$3,000,000	SB-1 \$\$\$ has been obligated
ICOE	Project Ride, Walk, Learn	ATP	CON	\$224,000	\$0	\$224,000	Obligate by March/April
Westmorland	Paving of dirt roads H St. & 8 <sup>th</sup> St. segments	CMAQ	CON	\$350,000	\$45,000	\$395,000	Award packet submitted

**Regional Total FY2018/2019 \$12,616,000**

22) **Imperial Transit Park Project:** ICTC obtained funding to complete a bus stop facility in the city of Imperial. The project improvements will include the installation of concrete bus pads, sidewalks, curb returns, pavement, landscaping, a parking lot, bus shelters and various other amenities. The project was awarded to Pyramid Construction for approximately \$1.8 million and construction activities are expected to begin in late August 2018. The city of Imperial had the project groundbreaking ceremony on August 9, 2018. The project has an anticipated construction period of 120 calendar day and is currently underway. *Completion is scheduled for March 2019.*

23) **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 covers a 3-year period. ICTC is fiscal agent and developed an MOU which defines roles and responsibilities (Audits, Administration and Project Management) for ICTC and IVEDC. *Since the projects approval, IVEDC staff Sean Wilcock designed a new logo for SBBC to assist the clarity in larger marketing materials. An update was presented to the Commission at the August 2018 meeting. Currently, the project is in year two of the contract. In year two/quarter two, Ms. Barrett began working with other consortiums on the Caltrans Strategic Corridors Plan. SBBC submitted corridors that would*



*need better broadband sources in Imperial and San Diego Counties. A new staff was hired during this time; Mr. Rene Pollard has been attending meetings with Ms. Barrett since September. An Area Agency on Aging (AAA) Board Meeting was attended in October, along with another AAA event in Bombay Beach; and SBBC is planning to attend more AAA events to assist seniors attain internet access in their homes. The SBBC staff designed a USB with both their logo and AAA's logo to hand out to seniors when they complete the "internet needs questionnaire" and has worked as a great incentive. Quarter two will conclude with a quarterly meeting on February 8th at the Caltrans District 11 offices. Staff continues to reach out to schools and is scheduled to attend the Calipatria School District Resource Fair this Spring.*

- 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) of ICTC and IVEDC. SCS Engineers have initiated early Tasks that include the Quality Assurance Project Plan (QAPP) and project management plan as required by EPA. The Steering Committee consisting of agency partners and stakeholders met on August 22, 2018. The draft QAPP is nearing completion. The first community outreach meeting was held on October 11, 2018. The consultant and IVEDC presented an overview of the project and the opportunities available for property owners to consider participating and requesting Phase 1 or 2 Brownfield Assessments. *Currently we are processing 4 Property Eligibility applications with the Dept. of Toxic Substance Control (DTSC) which will be later submitted to the Environment Protect Agency for final approval. All 4 of these properties are seeking to redevelop or sell properties for redevelopment within the project's subject area. These properties will be processed for Phase 1 and potentially Phase 2 Environmental Site Assessments to clear them of contamination concern or evaluate them for site cleanup planning if necessary.*
- 24) **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 January 2019 is attached for your review.*
- 25) **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.*
- 26) **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.*
- 27) **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. *ICTC staff will work with Caltrans and City of El Centro staff to coordinate a meeting to discuss the project schedule of the interchange and the Imperial Avenue Extension South projects.*
- 28) **Westshores Transit Opportunities:** Westshores Transit Opportunities: As part of the Short Range Transit Plan, ICTC has explored connection opportunities with Sunline Transit who serves the Coachella Valley region. ICTC and Sunline Transit have discussed pursuing grant opportunities for interregional transit services to/from Westshores and Coachella. ICTC and Sunline Transit continue to have regular dialogue about the



potential opportunities most recently engaging in discussions in January 2019. *Staff is currently working on a concept to expand IVT Ride Westshores to the north.*

29) **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 was conducted. A final report is scheduled to be completed in the summer of 2019.

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

- January 10, 2019 – Imperial Mexicali Binational Alliance (IMBA) Meeting at the ICTC offices
- January 15, 2019 – CALCOG CDAC Meeting in Sacramento
- January 18, 2019 – WTS January program in San Diego
- January 22-23, 2019 – Human Resources Training in San Diego (attended in San Diego)
- January 23, 2019 – ICTC Commission Meeting in El Centro
- January 24, 2019 ICTC Technical Advisory Committee Meeting at the ICTC offices
- January 24-25, 2019 – California Academy for Regional Leaders (CARL) in Stockton, CA (attended by staff)
- January 25, 2019 – SANDAG Borders Committee in San Diego
- January 28-31, 2019 – Disadvantaged Business Enterprise (DBE) Training in Tucson, AZ (attended by staff)
- January 31, 2019 – 14<sup>th</sup> Annual Senior Appreciation Day in Imperial (attended by staff)
- February 4-6, 2019 – Mobility 21 Sacramento Legislative Trip
- February 5-7, 2019 – Fare Policy Training in Nashville, TN (attended by staff)
- February 6, 2019 – ICTC Social Services Transportation Advisory Council (SSTAC) at the ICTC offices
- January 7, 2019 – SCAG Regional Council Meeting in Los Angeles
- February 12-14, 2019 – Public Agency Risk Management Association (PARMA) 45<sup>th</sup> Conference in Anaheim, CA (attended by staff)
- February 12-14, 2019 – The Transit Bus Summit in Las Vegas, NV



California HERO Activity Report  
**Imperial County Transportation Commission**  
 Launch Date through January 31, 2019

**Program Activity through January 31, 2019**

Member	Launch Date	Eligible Housing Units *	Total Applications Received	Applications Approved	Approved Amount	Funded Projects	Funded Amount	Jobs Created***	Type of Projects			Solar kW Installed	Annual kWh Saved	Annual CO2 Reduced (Tons)
									Energy	Water	Renewable			
Brawley	4/14/2014	5,762	332	199	\$5,460,822	108	\$1,456,041	13	124	0	39	97	1,103,997	287
Calexico	3/24/2015	7,439	709	401	\$13,005,090	237	\$3,061,191	28	227	4	98	250	2,711,235	694
Calipatria	3/24/2015	764	11	5	\$134,632	5	\$61,615	1	6	0	0	0	49,993	12
El Centro	5/23/2014	9,374	566	363	\$11,013,533	194	\$2,636,473	24	206	8	62	174	2,101,301	540
Holtville	3/24/2015	1,284	71	48	\$1,277,602	25	\$319,008	3	23	0	10	18	222,189	58
Imperial	6/10/2015	5,207	241	179	\$6,049,349	100	\$1,620,517	15	96	17	47	133	1,084,104	282
Westmoreland									<b>Inactive</b>					
Imperial County Unincorporated	11/14/2014	10,119	288	169	\$5,485,864	93	\$1,358,347	12	98	3	32	79	963,579	247
<b>Total</b>		<b>39,949</b>	<b>2,218</b>	<b>1,364</b>	<b>\$ 42,426,891</b>	<b>762</b>	<b>\$ 10,513,193</b>	<b>95</b>	<b>780</b>	<b>32</b>	<b>288</b>	<b>751</b>	<b>8,236,399</b>	<b>2,120</b>

\*\* Participation rate based off of funded projects

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



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

---

## Memorandum

**Date:** February 13<sup>th</sup>, 2019  
**To:** ICTC Management Committee Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**Re:** **Southern California Association of Government's Report**

---

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee Meeting February 20<sup>th</sup>, 2019.

- 1. 2019 SCAG RC Election:** In the early part of 2019 SCAG will hold an election for the Regional Council (RC) District 1 seat in collaboration with the California League of Cities. District 1 includes all 7 incorporated cities in Imperial County. The County of Imperial maintains its own RC seat. The 30 day notice is almost completed. All elected officials are eligible to run for the seat and vote. Only those in attendance are able to cast a vote the day of the election. The elections is tentatively scheduled for March 21<sup>st</sup>, 2019. Please feel free to contact RAO David Salgado with any questions.
- 2. 2019 SCAG 54<sup>th</sup> Annual General Assembly:** The 54th Regional Conference and General Assembly will convene on May 1-3 at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. The annual conference brings together over 900 of Southern California's most influential leaders, innovators and policymakers for collaborative, solution-oriented discussions on the region's greatest challenges. Registration for the 2019 Regional Conference will be available shortly. The event is free for elected officials and city managers in the region, and a special early bird registration rate will be available until March 30. For information about sponsorship opportunities, contact Communications Manager Jeff Liu at [liuj@scag.ca.gov](mailto:liuj@scag.ca.gov).
- 3. CONNECT SO-CAL Website:** The official website is now live for Connect SoCal, SCAG's Regional Transportation Plan/Sustainable Communities Strategy. The newly launched page, [connectsocial.org](http://connectsocial.org), offers a clear and user-friendly way to get updates about the ongoing process of building the plan. Check it out!

This website will be a cornerstone of public participation for Connect SoCal, a plan that provides Southern California with a comprehensive transportation vision through 2045. Plan development takes many years to complete and involves working with six county transportation commissions, 15 sub-regional organizations, 191 cities, numerous other stakeholder organizations and the public. Adoption of a final plan is anticipated in April 2020.

- 4. Connect So-CAL PEIR Scoping Meeting:** Wednesday, February 13, 2019 | 3:00 p.m. - 5:00 p.m. and 6:30 p.m. - 8:30 p.m. This will be an open public meeting to give a presentation on the Connect So-Cal Program Environmental Impact Report (PEIR). Satellite offices will carry the meeting from the main office in downtown Los Angeles. Public comment will be received at this time as well.
- 5. SCAG in Sacramento: Delegation Prepares to Advocate for the Region:** A delegation of SCAG’s leadership is gearing up for the agency’s annual advocacy trip to Sacramento, coming up on Feb. 13. The SCAG envoys will meet with a bipartisan group of state lawmakers to promote policy priorities on behalf of the region. This year’s trip will focus on the many issues areas that relate to the state’s intractable housing crisis, advocating for modernization of the California Environmental Quality Act, use of redevelopment/tax increment financing, and increased funding for housing programs in the region. Meetings with numerous members of the Transportation and Housing Committees of both chambers have been confirmed. The delegation will also meet with newly-elected Assemblymembers and Senators from Southern California to share some of SCAG’s core and priorities and principles.
- 6. SCAG Future Communities Pilot Project:** SCAG and the Mobile Source Air Pollution Reduction Committee (MSRC) are pleased to make available the Future Communities Pilot Program, a new \$2.7 million grant opportunity designed to provide local cities and counties with the resources needed to reduce vehicle miles traveled (VMT) through the use of new technology and data solutions, as well as help implement SCAG’s 2016 Regional Transportation Plan/Sustainable Communities Strategy. Examples of VMT reducing projects being considered include fleet telematics, Internet of Things applications, route optimization and Mobility as a Service pilots.

*The goals of the Future Communities Pilot Program are to:*

- Apply new technologies and data analytics to test innovative approaches for reducing emissions-producing VMT from local travel and municipal operations.



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

- Explore opportunities for data analytics and technology projects in a variety of contexts/communities, including projects that support and engage disadvantaged communities.
- Improve efficiency and reduce the costs of city and county municipal services.
- Identify and quantify relative impacts of a variety of technology-based VMT reduction strategies.
- Promote replicable Pilot Projects that support new policy development, improve processes for government service provision, and pilot innovative engagement practices with private sector mobility providers.

The maximum project size is \$500,000, and requires a 25 percent match from applicants. Applications are due to SCAG by December 13, 2018, by 5:00 p.m.

City and municipal applicants from within the South Coast Air Quality Management District (SCAQMD) portions of Los Angeles, Orange, Riverside and San Bernardino counties are eligible to apply, with potential for partnerships as needed to implement projects. Projects will be scored on rationale, design, readiness and sustainability.

- 7. Regional Housing Needs Assessment (RHNA) Working Group:** As a part of the upcoming RHNA Cycle SCAG President Alan Wapner has appointed 2 elected officials from each SCAG county to participate in the SCAG RHNA Working Group. The group will meet periodically to ensure participation from each county throughout the RHNA development process. Imperial Counties representative is City of Holtville Councilman, ICTC Commissioner, and SCAG Regional Council and Policy Committee Member Jim Predmore with Councilman Bill Hodge as the alternate. Please feel free to contact SCAG RAO David Salgado with any questions regarding RHNA or reach out to your local delegate to carry any concerns to the presidents sub-committee. We appreciate everyone's responsiveness to requests to provide the most accurate and current information for the RHNA process.
- 8. SCAG Executive Director:** On Thursday October 4<sup>th</sup>, 2018 the SCAG Regional Council took a number of actions pertaining to the SCAG Executive Director Position. The first action taken approved the resignation of Hasan Ikhata. The board also took action to appoint Darin Chidsey, former Chief Operating Officer, as the Interim Executive Director effective Monday October 8<sup>th</sup>. The search is ongoing to secure a new SCAG Executive Director.
- 9. 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.



**Date:** February 15, 2019, 2019  
**To:** ICTC Management Committee  
**From:** Cory Binns, Caltrans District 11, District Director  
**Re:** **District Director's Report**

---

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management meeting of February 20, 2019:

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. Section One was fully open to traffic on September 28, 2018 with only minor work remaining which will cause temporary lane closures. On Section Two, westbound traffic was shifted onto Evan Hewes Highway on August 6, 2018 and paving has started in the westbound lanes. *Work on Section Two is expected to continue through the end of 2019.*



### 3. Traffic Operations:

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

Caltrans 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 in late 2017.

#### SR-98 Intersection Improvements

Caltrans Maintenance crews have installed two rectangular rapid flashing beacons at the intersection of C.N. Perry and the ladder crosswalks pavement markings at Encinas Avenue on January 23, 2019. The ladder crosswalks at Rockwood Avenue were installed on January 29, 2019.

Two speed feedback signs were replaced at the original locations on January 31, 2019.

Additional school zone crosswalks at Andrade Avenue/Meadows Road and Rivera Street, as well as the “slow school xing” pavement markings located east and west of C.N. Perry will be updated by a separate Caltrans Construction project. It is expected that the installation of the additional pavement markings will be completed by April 2019.



## Traffic Operations (continued):



### All American Canal Bridge/SR-186

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. On September 25, 2018 a meeting to review proposed alternatives was held with several of the agencies. *Comments on the feasibility study have been delayed to mid -February due to the federal government shut down.*

#### **4. Planning:**

##### Calexico Traffic Management 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 Management Plan (TMP) for access to the Calexico West Port of Entry (POE). A Public Outreach Contract was also awarded which provided an additional \$60,000 for public involvement, workshops and communication strategies.

This effort has a two-tier approach. Tier one has addressed access for opening day traffic conditions. Tier two will provide further analysis and recommendations for potential traffic shifts for the 60-90 day period beyond opening day conditions.



### Planning (continued):

The Calexico West POE Expansion (Phase 1) is complete. The POE Expansion requires the City of Calexico to widen and improve Cesar Chavez Boulevard which will serve as future access to the POE. It is anticipated that construction on Cesar Chavez Boulevard will be complete in *late Spring 2019*.

The next portion of the TMP will focus on analyzing the traffic circulation patterns resulting from the traffic shifts, and make recommendations for improvements in the 60-90 day period post opening day conditions. *Draft documents have been provided to the TWG for review, and the next TWG meeting will be held in March 2019.*

### Imperial County Active Transportation Plan

The consultant performing work on the Imperial County Active Transportation Plan for Rural Communities has released the draft report which covers the areas of Salton City, Ocotillo, Seeley, Heber, Niland and Winterhaven/Bard.

The Plan prioritizes projects for improvements to pedestrians, bicyclists and access to transit for these six communities. This is a Caltrans funded grant and will be complete in February 2019.

### City of Calipatria – Railroad Corridor Multi-Use Bikeway Master Plan

The City of Calipatria was awarded a 2018-2019 Sustainable Communities Planning Grant administered by Caltrans for the development of a bikeway plan to connect the easterly area of Calipatria to the western side of the City and the development of a safe corridor to cross the Union Pacific Railroad.

This Railroad Corridor Multi-Use Master Plan will build upon the Bicycle Master Plan by combining a Class I and a Class II bikeways and providing additional linkages between the affected neighborhoods. This will provide the underserved community to the east of the railroad tracks with a safer crossing point to reach destinations on the west. It will also include landscaping features and a sound wall to encourage bicycle use and to improve the quality of life of the residents affected by noise pollution from the railroad use.

A kick-off meeting was held in early December with the City of Calipatria, KOA Corporation (consultant), and Caltrans. *The initial outreach is expected to be held in early March 2019.* This project is expected to be complete in late 2019.

## 5. Senate Bill 1 Projects:

Caltrans is working on three projects in Imperial County that are funded through SBI.

- SR-86 Pavement Improvement Project - Construction began July 9, and is expected to be complete by *February 2019*.
- SR-111 & SR-98 Pavement Overlay - Construction began on September 17, 2018.
- I-8, SR-86, SR-98, SR-111, SR-186 Bridges Project - Construction began in September 2018 *and was completed on January 31, 2019*.

A fourth project received funding from the CTC for the Design and Environmental phases; for the widening of the bridge over the All American Canal at the Calexico East POE. Caltrans is providing design and environmental services for this project.

## 6. Local Assistance:

### Inactive Projects

Future Inactive” projects should be billed within the specified and agreed-upon timeframe to avoid deobligation of funds. *As of February 2, 2019, the inactive and future inactive list was updated. Action is required by these agencies: County of Imperial and the Imperial County Transportation Commission, as well as the cities of Brawley, Calexico, El Centro.*

*The next deadline to submit Inactive and Future inactive invoices is February 20, 2019, which is the District 11 due date to avoid unilateral deobligation of federal funds. Verify by using the “Inactive” link shown below for exact Inactive Project dates. Note: An invoice is not cleared from either the “Inactive” or “Future Inactive” list until paid by the State Controller’s Office.*

A complete list of Inactive Projects can be found online -  
<http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>

### 2016 Repurposed Projects: Need to Program/Obligate ASAP

*Funding obligations for projects with 2016 Earmark Repurposing funds must be completed by September 30, 2019, or the funds will lapse. Below is the weblink to the FHWA-approved list, with six projects located in Imperial County. Some important items to remember:*

1. *Agencies need to work with the MPO/RTPA (SCAG/ICTC) if the funds still need to be programmed this FFY, and require a formal amendment. Funds will be at greater risk of lapsing if not properly programmed. Once programmed, Requests for Authorization (the E76) must be sent to District 11 Local Assistance as soon as possible.*

### Local Assistance (continued):

2. *If an agency plans to designate any of the funds for the Construction phase, the PE phase (including NEPA clearance) and R/W certification must be completed prior to the CON funding request; otherwise, CON funds will lapse.*

<http://www.dot.ca.gov/hq/LocalPrograms/earmark/2016/Approved-Earmark-Repurposing-Project-List20170801.pdf>

3. *Since the Federal Aid Database System (FADS) tends to shut down prior to the Federal Fiscal Year (FFY) end in September, funds must be obligated no later than July/August 2019.*

### March 20, 2019: Southern California Local Assistance Management (SCLAM) Meeting

*The next SCLAM meeting will be taking place at the Caltrans District 8 Office in San Bernardino Wednesday, March 20, 2019. (An announcement is attached). Caltrans District 8 welcomes agenda/discussion item subjects: [D8.Local.Assistance@dot.ca.gov](mailto:D8.Local.Assistance@dot.ca.gov)*

### February 1, 2019: Federal Fiscal Year 18/19 Requests for Authorization/Obligation Past Due

*Funding Requests for Authorization (RFA) for this federal fiscal year were due by February 1, 2019. Early RFA submittals will minimize delay to obtaining fund authorizations. Notify the Area Engineer of any pending requests.*

### 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>

### Division of Local Assistance Blog (LAB)

A 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: Subsidized Classes for Local Agencies, Policy/Procedures, Program Guidelines, Training, Environmental Review, and Right of Way.  
<http://www.localassistanceblog.com>

## Local Assistance (continued):

### Training

For questions or to register for any training, you may contact the District II Local Assistance Training Coordinator, Alma Sanchez, via email at [Alma.Sanchez@dot.ca.gov](mailto:Alma.Sanchez@dot.ca.gov) or phone at 619-278-3735.

### March 26-29, 2019, Resident Engineers Academy – This Class is Full

The Resident Engineers Academy provides core training in state and federal regulations for Local Agency Resident Engineers. The Academy, partially subsidized by Caltrans, is ideal for both seasoned and newer Resident Engineers. This four-day course provides practical, hands-on training for Resident Engineers. The subject matter experts and instructors use a real-life approach to deliver information utilizing examples, problem-solving activities, and exercises. The Resident Engineers Academy also provides a unique learning environment designed to promote networking. Specifically, participants will learn how to efficiently manage a project from the beginning to completion in compliance with state and federal regulations.

*Registration information and availability for other Resident Engineers Academies may be found online*

<http://www.localassistanceblog.com/2018/09/18/resident-engineers-academy-2018-19-schedule/>

Register at the provided “Request to Attend” link only, not through District Office staff. Contact Pauline Cueva at [Pauline.Cueva@dot.ca.gov](mailto:Pauline.Cueva@dot.ca.gov) or 916-651-6872.

### Subsidized Classes for Local Agencies

The California Local Technical Assistance Program is a jointly funded effort between Caltrans and the FHWA to provide local governments with training, information, technology and direct assistance to help transportation infrastructure. Upcoming courses are listed at this link below –

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

### Mandatory Requirements

DBE Methodology Update:

For all federal contracts (consultant and construction) advertised or authorized since October 1, 2018, local agencies must use the updated Local Assistance Procedures Manual Exhibit 9-D template to calculate Disadvantaged Business Enterprise (DBE) goals.

Local Assistance (continued):

Download Updated Exhibit 9-D

<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/chapter9/9d20180830.xlsx>

Background:

On July 31, 2018, Caltrans submitted a Proposed Overall DBE Goal and Methodology of 17.6% for 2018-19 through 2020-21 to the Federal Highway Administration. California must make efforts to achieve this target on all DBE commitments effective October 1, 2018. Updates to the DBE contract goal methodology now require federal local assistance contracts to base goals upon seven DBE firms per sub-contractable task and factoring the total DBE work made available by 80%. Supply and trucking component calculations remain unchanged at 12% and 10%, respectively, for all tasks that are not determined to be sub-contractable. The latest Local Assistance Procedures Manual forms can be found at:

<http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm>

Title VI Nondiscrimination Program:

A reminder that local agencies shall comply with all Title VI requirements. See LAPM Section 9.2, Title VI of the Civil Rights Act of 1964 and Related Statutes:

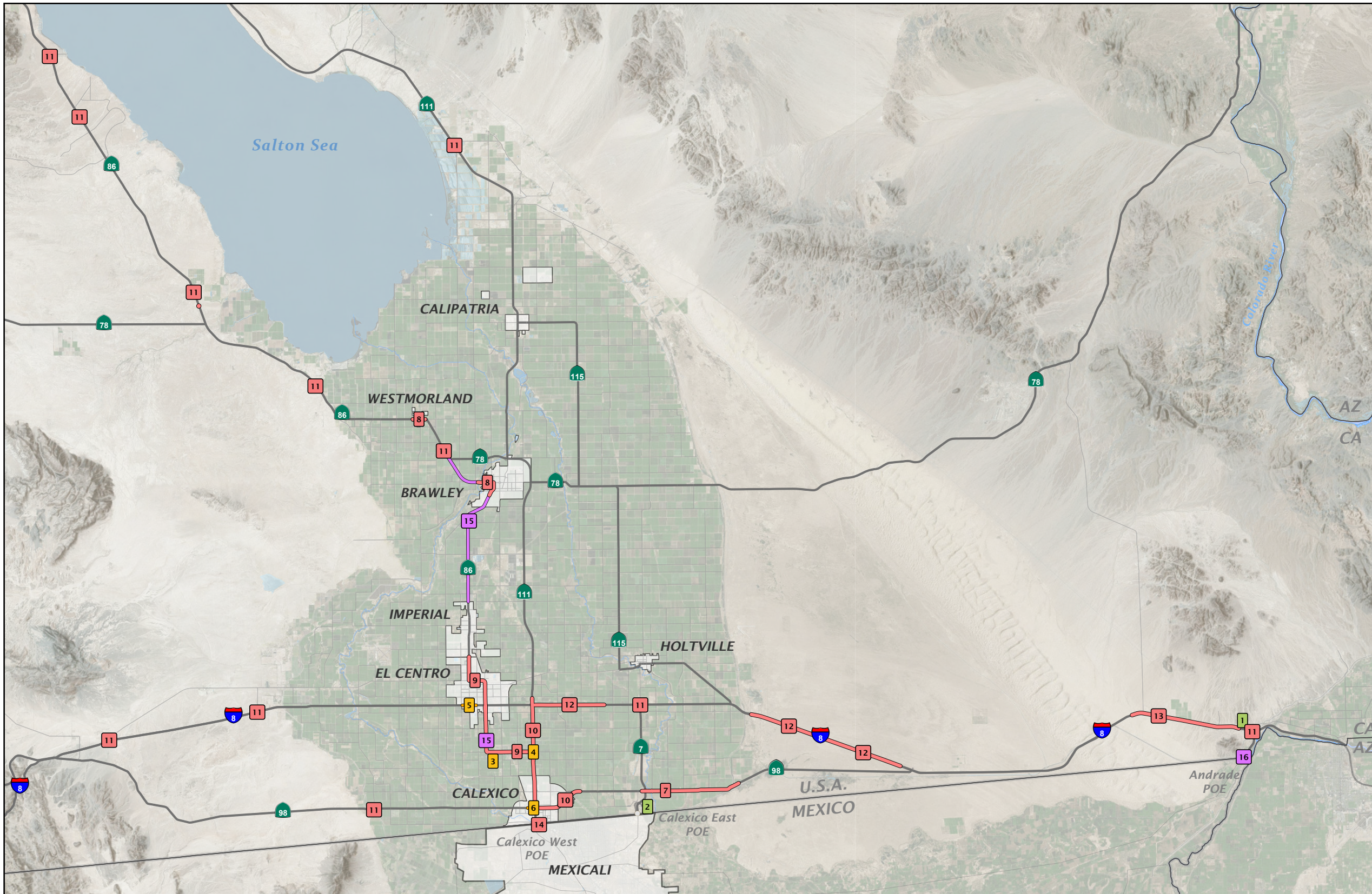
Title VI and the additional nondiscrimination requirements are applicable to all programs and activities administered by a recipient, in addition to programs receiving federal financial assistance, due to the Civil Rights Restoration Act of 1987.

Nondiscrimination provisions apply to all programs and activities of federal-aid recipients, subrecipients, and contractors, regardless of tier (49 CFR 21).


The requirements include providing and maintaining the following, as detailed in LAPM Section 9.2: Title VI Nondiscrimination Statement, Assurances (as part of the Master Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training, Limited English Proficiency (LEP) accessibility, Dissemination of Information, Contracts and Agreements, Environmental Justice, Public Hearings and Meetings, Right-of-Way activities, Construction contract compliance, Monitoring, and others.

Note that an agency is subject to a Title VI program and compliance review at any time by Caltrans, Division of Local Assistance.





## ENVIRONMENTAL

1. SR-186/I-8 Interchange Improvements
2. SR-7 All American Canal Bridge Widening 

## DESIGN





3. SR-86/Dogwood Road Intersection Improvements\*  
Design Complete Fall 2019
4. SR-86/SR-111 Intersection Improvements\*  
Design Complete Fall 2019
5. I-8/Imperial Ave Interchange Improvements  
Design Complete Summer 2019
6. SR-98 Widening Phase 1C  
Ollie Ave to Rockwood Ave  
Design Complete Summer 2019 
7. SR-98 Pavement Rehabilitation  
Design Complete Spring 2020

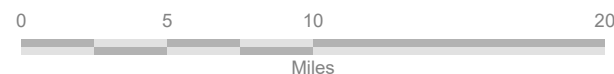
## CONSTRUCTION

8. SR-86 Pavement Rehabilitation  
Construction Complete Spring 2019 
9. SR-86 Pavement Rehabilitation  
Construction Start Spring 2019
10. SR-111/SR-98 Pavement Rehabilitation  
Construction Start Spring 2019 
11. Routes 8, 86, 98, 111, and 186 Bridges  
Construction Complete Spring 2019 
12. I-8 Pavement Rehabilitation at Various Locations  
Construction Complete Fall 2019
13. I-8 Pavement Rehabilitation at Ogilby Rd to SR-186  
Construction Complete Spring 2019
14. SR-111 Calexico West - GSA POE Reconfiguration\*  
Construction Complete Spring 2019

## RELINQUISHMENT

15. SR-86 Relinquishment From SR-78 to SR-111  
Senate Bill 788 Approved Fall 2013
16. SR-186 Relinquishment 500 Feet  
from Border to GSA\*  
Complete Spring 2019

-  Environmental
-  Design
-  Construction
-  Relinquishment



 :Project funded by Senate Bill 1

Abbreviations:

GSA: General Services Administration

 : Port of Entry

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

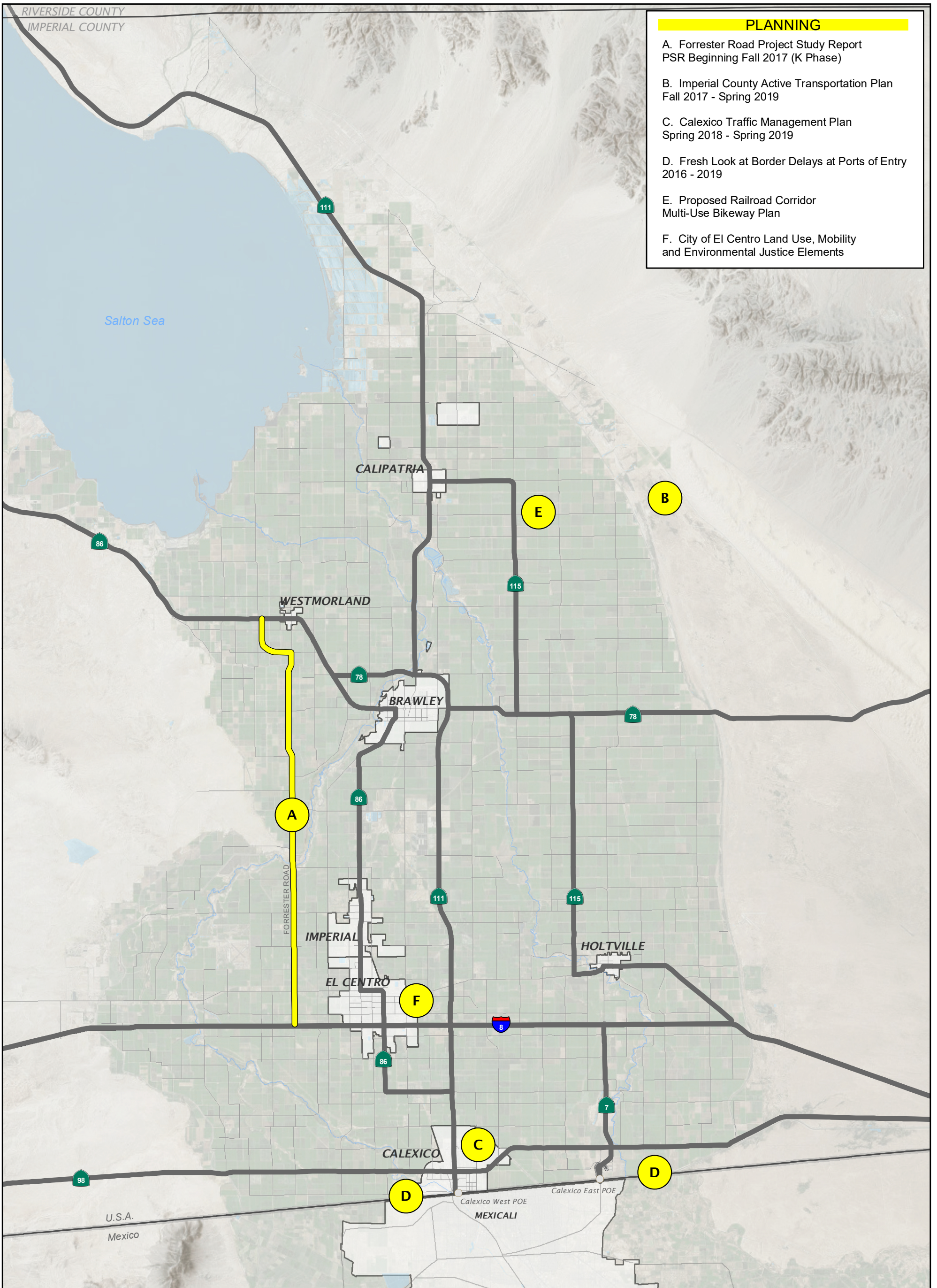
Date:01/16/2019

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

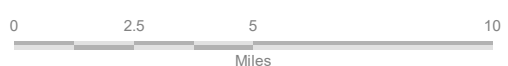
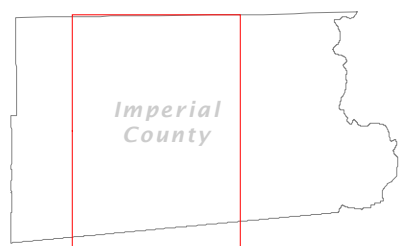




# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



- 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 Management Plan  
Spring 2018 - Spring 2019
  - D. Fresh Look at Border Delays at Ports of Entry  
2016 - 2019
  - E. Proposed Railroad Corridor  
Multi-Use Bikeway Plan
  - F. City of El Centro Land Use, Mobility  
and Environmental Justice Elements



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

Date: 10/01/2018



# SCLAMM

Hosted By District 8

Southern California Local Assistance Management Meeting

**When**

Wednesday, March 20, 2019

**Where**

District 8 Office  
464 W. 4th Street, RM 805, San Bernardino,  
CA 92401

**Attendees**

HQ  
FHWA  
Local Assistance  
Districts 7, 8, 11, and 12  
SoCal Local Agencies  
In the Counties of:  
Los Angeles  
Ventura  
San Bernardino  
Riverside  
San Diego  
Imperial  
Orange

**We need YOUR help!**

In order maximize our efforts to best serve our local partners, the Division of Local Assistance and FHWA would like for you to throw some talking points at us!



**Submit your ideas to:**

[D8.Local.Assistance@dot.ca.gov](mailto:D8.Local.Assistance@dot.ca.gov)





# **VI. INFORMATION CALENDAR**

## **B. STATUS OF CALL FOR PROJECTS FOR ARTICLE 3, BICYCLE AND PEDESTRIAN PROJECT FUNDING FOR FISCAL YEAR 2018-19**



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

February 15, 2019

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

**SUBJECT:** Status of Call for Projects for Article 3, Bicycle and Pedestrian Project Funding for Fiscal Year 2018-19

Dear Committee Members:

ICTC issued a Call for Projects at the January 2019 Technical Advisory Committee (TAC) Meeting for the FY 18-19 TDA Article 3 Bikes and Pedestrian Funding. All participants were provided a summary noting the funding allocation associated with their respective jurisdiction, in addition to being informed of the project submittal requirements. Said project submittals were to note the proposed project in addition to providing a cost estimate for the proposed project.

The funding allocation associated with all agencies is as follows:

<b>Population Agency</b>	<b>Population \$10 K Minimum</b>	<b>Total Population</b>	<b>% of Total</b>	<b>Minimum</b>	<b>Allocation</b>
<b>Brawley</b>	\$10,000	27,243	14.99%	\$16,343	<b>\$26,343</b>
<b>Calexico</b>	\$10,000	41,099	22.62%	\$24,655	<b>\$34,655</b>
<b>Calipatria</b>	\$10,000	3,744	2.06%	\$2,235	<b>\$12,246</b>
<b>El Centro</b>	\$10,000	45,499	25.04%	\$27,300	<b>\$37,295</b>
<b>Holtville</b>	\$10,000	6,501	3.58%	\$3,750	<b>\$13,900</b>
<b>Imperial</b>	\$10,000	19,341	10.64%	\$11,162	<b>\$21,603</b>
<b>Westmorland</b>	\$10,000	2,325	1.28%	\$1,389	<b>\$11,395</b>
<b>County</b>	10,000	35,946	19.78%	\$22,230	<b>\$31,563</b>
	<b>\$80,000</b>	<b>181,698</b>	<b>100.00%</b>	<b>\$109,000</b>	<b>\$189,000</b>

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

During the TAC Meeting, the participants were informed staff would be reaching out to agency staff to discuss project submittals. Funding allocations not requested will be accumulated. ICTC staff will continue efforts to work with city/county to receive their project submittals in March 2019, and subsequent funding requests in May 2019.

This item is for informational purposes only.

Sincerely,



MARK BAZA  
Executive Director

MB/ds/cl

# **VI. INFORMATION CALENDAR**

## **C. ICTC OWP AND BUDGET, FY 2018-19 MID-YEAR UPDATE**



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

February 15, 2019

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

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

Dear Committee Members:

As of December 31, 2018, fifty percent (50%) of the fiscal year has elapsed, therefore the following is a summary and midyear budget review. The \$18.2 million budget adopted in June 2018 maintains our key services and programs; ICTC salaries and benefits; ICTC's administration and operation costs; the 125 transit operations staff (bus drivers, dispatchers, road supervisors and operation managers) and related contract costs. This budget does not include general Measure D revenues, or State and federal funds allocated for the state highways, local roads and bridges in Imperial Valley.

### **Revenues**

#### **Federal Revenues and Fund Sources**

Federal Transportation Administration (FTA) Section 5307 Urban grant funds received in arrears ICTC totaling \$3.3 million are programmed to be utilized for the IVT, IVT - Blue and Green Line, IVT Access and IVT MedTrans systems. To date funds received in arrears totaling \$1,674,056 are for the first two quarters of the fiscal year.

Federal Transportation Administration (FTA) Section 5309 Federal earmark funds are budgeted for the construction phase of bus transfer terminal in Imperial in the amount of \$747,000. To date funds received in arrears totaling \$187,822 are for the progress payments towards the Imperial Transit Park project.

Federal Transportation Administration (FTA) Section 5310 The Regional Mobility Program is budgeted for FY 2018/19 in the amount of \$110,976. To date funds received in arrears totaling \$27,396 are for the first quarter of the fiscal year.

Federal Transportation Administration (FTA) Section 5311 Rural funds received in arrears totaling \$248,768 are programmed to be utilized for the IVT , IVT Access and IVT Gold Line. To date applications have been submitted for the funding.

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

Environmental Protection Agency (EPA) Brownfields funds received in arrears totaling \$288,000 are programmed to be utilized for the Regional Collaboration Project with the IVEDC. To date funds received in arrears totaling \$11,602 are for the first and second quarter of the fiscal year.

Congestion Mitigation and Air Quality funds received in arrears totaling \$491,852 are programmed to be utilized for the Calexico Intermodal Transit Center.

### **State Revenues and Fund Sources**

Local Transportation Funds (LTF) Funds received monthly from the State Controllers office based on the retail sales tax collected locally totaling near \$6.4 million for transit purposes. To date funds received totaling \$3,429,834 are for the first and second quarter of the fiscal year.

State Transit Assistance (STA) Funds received monthly from the State Controllers office based on the retail sales tax collected locally totaling near \$1 million for transit purposes. To date funds received totaling \$779,417 are for the first and second quarter of the fiscal year.

State Low Carbon Transit Operations Program (LCTOP) Funds received from the State Controllers office totaling near \$282,737 for transit purposes.

State Transportation Improvement Program Planning and Program Management (STIP-PPM) Funds have been utilized for expenses associated with planning and programming activities. The California Transportation Commission approved the use of these funds annually since May 2010 based on the region's request. The funds available in FY 2018/2019 are \$300,000. The funds are available for use after application. The application is expected to be made in May 2019.

Public Utilities Commission (PUC) Broadband funds received in arrears totaling \$120,000 are programmed to be utilized for the Regional Collaboration Project with the IVEDC. To date funds received in arrears totaling \$27,792 are for the first and second quarter of the fiscal year.

Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA) Funds are expected to be received annually, under the Bond Act Prop 1b approved by voters in November 2006. Grant funds are programmed for the Imperial Transfer Terminal for a total sum of \$186,250. To date funds received totaling \$90,574 are for the match amounts required for the federal FTA 5309 funding.

California Transit and Security Grant Program (CTSGBP) Funds will be utilized for solar lighting facilities at the Imperial Transfer Terminal, security camera upgrades and for the installation of Advanced Vehicle Location (AVL) systems for the IVT fixed route bus fleet for a total sum of \$474,164. To date funds received totaling \$57,784 for solar lighting infrastructure at the Imperial Transfer Terminal and security camera upgrades.

### **Local Revenues and Fund Sources**

Fare Revenue funds to be received from passengers or affiliated agencies on their behalf, as a portion of a cost of the passenger's trip. To date funds received total approximately \$428,544.

On-Hand/Interest funds are programmed when there is a balance on account typically as a result of a cost savings, a delay in a project start date or unanticipated revenues from the prior year.

Local Transportation Authority (LTA 2%) these funds are listed due to language in the new LTA ordinance allowing for the use of 2% of the funding for transit services. The Authority took original action on May 26th 2010, authorizing the use of these funds for the IVT RIDE local transit services for seniors and persons with Disabilities, and for security at the El Centro Transfer Terminal for a total sum of \$440,000. Funds are expected to be received in March totaling \$440,000.

SCAG / Member Agency Contributions SCAG contributions include shared costs for the Office Technician / Receptionist position, facility lease etc. Member agency contributions are based upon a formula adopted by the Commission originally on May 26th, 2010. To date funds received total approximately \$89,162 for the first and second quarters of the fiscal year.

## **Expenditures**

### **Expenses**

Expenses in this report are summarized under the following categories:

Regional Transit Services Public transit serving multiple jurisdictions and multiple population groups. To date funds expended total approximately \$2,400,140 for the first and partial second quarter of the fiscal year.

Local Transit Services Public transit serving individual jurisdictions and single population groups. To date funds expended total approximately \$644,246 for the first and partial second quarter of the fiscal year.

Transit Capital Projects- Vehicle Procurement Projects with capital expenditures for vehicles. To date funds expended total approximately \$54,956 for the first and second quarter of the fiscal year.

Transit Capital Projects Projects with design and/or capital expenditures for fixed facilities. To date funds expended total approximately \$631,182 for the first and second quarter of the fiscal year.

Transit Maintenance Projects with capital expenditures for maintenance and upkeep of fixed facilities and bus stop facilities. To date funds expended total approximately \$0 for the first and second quarter of the fiscal year.

Transit / Planning (miscellaneous) Projects with design and/or capital expenditures for fixed facilities and vehicles. To date funds expended total approximately \$57,787 for the first and second quarter of the fiscal year.

ICTC Administration and Planning These expenses are separated into three sub-elements: Transit Administration, Transit Planning and Program Management; and, Transportation Planning (Regional Planning activities). To date funds expended total approximately \$1,913,878 for the first and second quarter of the fiscal year.

Regional Collaboration Projects under development or ongoing with IVEDC. To date funds expended total approximately \$40,426 for the first and second quarter of the fiscal year.

Transit Capital Fleet Reserve Funds are set aside annually to provide capital for replacement of the vehicle fleet. To date funds expended total approximately \$0 as this transaction occurs at the end of the fiscal year.

Revenue Stabilization/Operating Reserve An operating reserve is established to provide revenue stabilization. To date funds expended total approximately \$0 as this transaction occurs at the end of the fiscal year.

Bikes and Peds Article 3 (Bicycle and Pedestrian Projects) An expense for 3% of the available LTF revenue has been listed. A call for local agency projects is scheduled on an annual basis. To date funds expended total approximately \$0 as this transaction occurs at the end of the fiscal year.

The budget contains 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.

As of January 2019, the additional transportation planner has been hired.

This item is for informational purposes only.

Sincerely,



MARK BAZA  
Executive Director

MB/ksw/ds



# VII. ACTION CALENDAR

## VII. ACTION CALENDAR

### A. 2018 AVL SYSTEMS—AWARD RECOMMENDATION



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

February 15, 2019

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

**SUBJECT:** 2018 Automatic Vehicle Location (AVL) Systems – Award Recommendation

Dear Committee Members:

ICTC staff recently completed a competitive bid process via a Request for Proposals (RFP) to acquire a contractor to install Computer Aided Dispatch and Automatic Vehicle Location System (CAD/AVL) hardware and software on the Imperial Valley Transit (IVT) Fixed Route Buses. There are a total of twenty seven (27) fixed route buses that are anticipated to receive the infrastructure improvements. The RFP requested hardware and software improvements pertaining to CAD/AVL, emergency notification hardware and software, real time mobile and website applications, robust transit data capabilities and software, driver speed monitors, external vehicle monitoring capabilities, connection to existing WIFI routers, cameras and other required items. All infrastructure improvements have been implemented to provide additional safety features for drivers and passengers. The project is expected to be implemented for a five (5) year period.

This project is funded by California Transit Security Grant Program (CSTGP) program funds with the possibility of additional funding by the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA). The CSTGP grant is for \$240,009 with a possibility of additional funding from PTMISEA in the amount of \$70,766.00.

A total of five (5) contractors submitted responses to ICTC's RFP. The contractors that submitted a response included: GMV Synchronatics, DoubleMap, RouteMatch, TripSpark and Connexionz.

A proposal evaluation committee was coordinated to complete the review of proposals of qualified contractors. The evaluation committee was comprised of staff from SCAG, First Transit Technology Management and ICTC. The committee completed the scoring and ranking of each of the responses.

The final ranking of the contractor teams listed below was based on the following criteria: Technical Experience and References; Concurrence with RFP; Price; and Support, Service, Maintenance and Warranty.

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

The ranking is listed as follows:

<u>NAME</u>	<u>RANKING</u>
RouteMatch	1
DoubleMap	2
Synchromatics	3
TripSpark	4
Connexionz	5

The proposed cost by each contractor is as follows:

<b>Contractor</b>	<b>Total Base Price</b>	<b>Total Outlying Year Costs (5 Years)</b>	<b>Total Project Cost</b>
RouteMatch	\$139,333	\$95,407	\$234,740
DoubleMap	\$157,582	\$0	\$157,582
Synchromatics	\$205,379	\$151,295	\$356,674
TripSpark	\$275,659	\$248,385	\$524,044
Connexionz	\$239,500	\$62,000	\$301,500

The original RFP (Exhibit A) and Proposal (Exhibit B) and all other documentation are available for review at the ICTC administrative offices.

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

1. Approve the award of the Agreement for the 2018 Automatic Vehicle Location Systems Project to RouteMatch in the amount of \$234,740.
2. Authorize the Chairperson to sign the agreement.

Sincerely,



MARK BAZA  
Executive Director

MB/da

1 **AGREEMENT FOR SERVICES**

2  
3 THIS AGREEMENT FOR SERVICES (“Agreement”), made and entered into this \_\_\_\_\_ day  
4 of \_\_\_\_\_, 2019, is by and between the **IMPERIAL COUNTY TRANSPORTATION**  
5 **COMMISSION** (“ICTC”) and [business name] [business type] (“CONSULTANT”) (individually,  
6 “Party;” collectively, “Parties”).

7 **WITNESSETH**

8 **WHEREAS**, ICTC desires to retain a qualified individual, firm or business entity to provide  
9 professional services for [specify services] (“the Project”); and

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

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

14 1. **DEFINITIONS.**

15 1.1. “RFP” shall mean ICTC’s request for proposals entitled “Imperial County Transportation  
16 Commission (ICTC) [name of RFP]” dated [date]. The RFP is attached as **Exhibit “A”** and incorporated  
17 herein by this reference.

18 1.2. “Proposal” shall mean CONSULTANT’s proposal entitled “Proposal to Provide: [name of  
19 proposal]” dated [date]. The Proposal is attached as **Exhibit “B”** and incorporated herein by this reference.

20 2. **CONTRACT COORDINATION.**

21 CONSULTANT shall assign a single Contract Manager to have overall responsibility for the  
22 progress and execution of this Agreement. [name of manager] is hereby designated as the Contract  
23 Manager for CONSULTANT. Should circumstances or conditions subsequent to the execution of this  
24 Agreement require a substitute Contract Manager for any reason, the Contract Manager’s designee shall be  
25 subject to the prior written acceptance and approval of ICTC.

26 ///

27 ///

28 ///

1 3. DESCRIPTION OF WORK.

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

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

7 4. WORK TO BE PERFORMED BY CONSULTANT.

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

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

12 4.3. CONSULTANT shall:

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

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

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

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

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

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

8 5. REPRESENTATIONS BY CONSULTANT.

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

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

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

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

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

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

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

1 6. COMPENSATION.

2 The total compensation payable under this Agreement shall not exceed [ ] dollars (\$[ ]) unless  
3 otherwise previously agreed to by ICTC.

4 7. PAYMENT.

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

10 8. METHOD OF PAYMENT.

11 8.1 CONSULTANT shall at any time prior to the 15th day of any month, submit to ICTC a  
12 written claim for compensation for services performed. The claim shall be in a format approved by ICTC.  
13 CONSULTANT may expect to receive payment within a reasonable time thereafter and in any event in the  
14 normal course of business within thirty (30) days after the claim is submitted.

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

16 9.1. This Agreement shall commence on the date first written above and shall remain in effect  
17 through completion of the Project unless otherwise terminated as provided herein.

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

22 10. SUSPENSION OF AGREEMENT.

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

27 11. SUSPENSION AND/OR TERMINATION.

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

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

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

12 12. INSPECTION.

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

18 13. OWNERSHIP OF MATERIALS.

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

22 14. INTEREST OF CONSULTANT.

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

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



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

3 15. INDEMNIFICATION.

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

12           B. Other Indemnities. Other than in the performance of professional services, and to the  
13 fullest extent allowed by law, Consultant shall indemnify, hold harmless and defend ICTC and its  
14 members, board members, officers, officials, employees, agents and volunteers from any and all loss,  
15 liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability,  
16 including but not limited to personal injury, death at any time and property damage), and from any and  
17 all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation  
18 expenses) arising or alleged to have arisen directly or indirectly out of performance of this Agreement.  
19 Consultant's obligations under the preceding sentence shall apply regardless of whether ICTC or any of  
20 its members, board members, officers, officials, employees, agents or volunteers are negligent, but shall  
21 not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross  
22 negligence, or caused by the willful misconduct, of ICTC, or any of its members, board members,  
23 officers, officials, employees, agents or volunteers.

24           C. If Consultant should subcontract all or any portion of the services to be performed under  
25 this Agreement, Consultant shall require each subcontractor to indemnify, hold harmless and defend  
26 ICTC and its members, board members, officers, officials, employees, agents and volunteers in  
27 accordance with the terms of the preceding paragraphs.

28           D. This section shall survive termination or expiration of this Agreement.

1 16. INDEPENDENT CONTRACTOR.

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

5 16.1. CONSULTANT is not an employee or agent of ICTC and is only responsible for the  
6 requirements and results specified by this Agreement or any other agreement.

7 16.2. CONSULTANT shall be responsible to ICTC only for the requirements and results  
8 specified by this Agreement and except as specifically provided in this Agreement, shall not be subject  
9 to ICTC's control with respect to the physical actions or activities of CONSULTANT in fulfillment of  
10 the requirements of this Agreement.

11 16.3. CONSULTANT is not, and shall not be, entitled to receive from, or through, ICTC, and  
12 ICTC shall not provide, or be obligated to provide, CONSULTANT with Worker's Compensation  
13 coverage or any other type of employment or worker insurance or benefit coverage required or provided  
14 by any Federal, State or local law or regulation for, or normally afforded to, an employee of ICTC.

15 16.4. CONSULTANT shall not be entitled to have ICTC withhold or pay, and ICTC shall not  
16 withhold or pay, on behalf of CONSULTANT, any tax or money relating to the Social Security Old Age  
17 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability  
18 program required or provided by any Federal, State or local law or regulation.

19 16.5. CONSULTANT shall not be entitled to participate in, or receive any benefit from, or  
20 make any claim against any ICTC fringe program, including, but not limited to, ICTC's pension plan,  
21 medical and health care plan, dental plan, life insurance plan, or any other type of benefit program, plan,  
22 or coverage designated for, provided to, or offered to ICTC's employee.

23 16.6. ICTC shall not withhold or pay, on behalf of CONSULTANT, any Federal, State, or local  
24 tax, including, but not limited to, any personal income tax, owed by CONSULTANT.

25 16.7. CONSULTANT is, and at all times during the term of this Agreement, shall represent  
26 and conduct itself as an independent contractor, not as an employee of ICTC.

27 16.8. CONSULTANT shall not have the authority, express or implied, to act on behalf of, bind  
28 or obligate ICTC in any way without the written consent of ICTC.

1 17. INSURANCE.

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

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

14 \$2,000,000 per occurrence for bodily injury and property damage

15 \$1,000,000 per occurrence for personal and advertising injury

16 \$4,000,000 aggregate for products and completed operations

17 \$4,000,000 general aggregate

18 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least as broad as  
19 the most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01,  
20 and include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code  
21 1 - Any Auto) with limits of liability of not less than \$2,000,000 per accident for bodily injury and  
22 property damage.

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

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

26 (v) PROFESSIONAL LIABILITY (Errors and Omissions) insurance appropriate to  
27 Consultant's profession, with limits of liability of \$2,000,000 per claim/occurrence and \$2,000,000  
28 policy aggregate.

1 In the event Consultant purchases an Umbrella or Excess insurance policy(ies) to meet the  
2 minimum limits of insurance set forth above, this insurance policy(ies) shall “follow form” and afford  
3 no less coverage than the primary insurance policy(ies).

4 Consultant shall be responsible for payment of any deductibles contained in any insurance policies  
5 required hereunder and Consultant shall also be responsible for payment of any self-insured retentions.  
6 Any deductibles or self-insured retentions must be declared to, and approved by, the ICTC’s Executive  
7 Director or his/her designee in his/her sole discretion. At the option of the ICTC’s Executive Director or  
8 his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured  
9 retentions as respects ICTC, its members, board members, officers, officials, employees and agents; or  
10 (ii) Consultant shall provide a financial guarantee, satisfactory to the ICTC’s Executive Director or  
11 his/her designee in his/her sole discretion, guaranteeing payment of losses and related investigations,  
12 claim administration and defense expenses. At no time shall ICTC be responsible for the payment of  
13 any deductibles or self-insured retentions.

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

22 The General Liability and Automobile Liability insurance policies shall be written on an  
23 occurrence form. The General Liability (including ongoing operations and completed operations) and  
24 Automobile Liability insurance policies shall name ICTC, its members, board members, officers,  
25 officials, employees and agents as an additional insured. All such policies of insurance shall be  
26 endorsed so Consultant’s insurance shall be primary and no contribution shall be required of ICTC, its  
27 members, board members, officers, officials, employees, agents or volunteers. The coverage(s) shall  
28 contain no special limitations on the scope of protection afforded to ICTC, its members, board members,

1 officers, officials, employees and agents. Should Consultant maintain insurance with broader coverage  
2 and/or limits of liability greater than those shown above, ICTC requires and shall be entitled to the  
3 broader coverage and/or the higher limits of liability maintained by Consultant. Any available insurance  
4 proceeds in excess of the specified minimum limits of insurance and coverage shall be available to  
5 ICTC.

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

8 (i) The retroactive date must be shown, and must be before the effective date of this Agreement  
9 or the commencement of work by Consultant.

10 (ii) Insurance must be maintained and evidence of insurance must be provided for at least 5  
11 years after completion of the work or termination of the Agreement, whichever first occurs.

12 (iii) If coverage is canceled or non-renewed, and not replaced with another claims-made policy  
13 form with a retroactive date prior to the effective date of the Agreement, or work commencement date,  
14 Consultant must purchase extended reporting period coverage for a minimum of 5 years after  
15 completion of the work or termination of the Agreement, whichever first occurs.

16 (iv) A copy of the claims reporting requirements must be submitted to ICTC for review.

17 (v) These requirements shall survive expiration or termination of the Agreement.

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

26 If at any time during the life of the Agreement or any extension, Consultant or any of its sub-  
27 Consultants fail to maintain any required insurance in full force and effect, all work under this  
28 Agreement shall be discontinued immediately, until notice is received by ICTC that the required

1 insurance has been restored to full force and effect and that the premiums therefore have been paid for a  
2 period satisfactory to ICTC. Any failure to maintain the required insurance shall be sufficient cause for  
3 ICTC to terminate this Agreement. No action taken by ICTC hereunder shall in any way relieve  
4 Consultant of its responsibilities under this Agreement.

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

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

20 18. ASSIGNMENT.

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

24 19. NON-DISCRIMINATION.

25 During the performance of this Agreement, CONSULTANT shall not unlawfully discriminate  
26 against any employee or applicant for employment or employee of ICTC or member of the public  
27 because of race, religion, color, national status, age, or sex. CONSULTANT shall ensure that the  
28 evaluation and treatment of its employees and applicants for employment and employees and members

1 of the public are free of such discrimination. CONSULTANT shall comply with all provisions of the  
2 Fair Employment and Housing Act (Government Code §12900, *et seq.*). The applicable regulations of  
3 the Fair Employment Housing Commission implementing Government Code §12900 set forth in  
4 Chapter 5 of Division 4 of Title 2 of the California Administrative Code are incorporated into this  
5 Agreement by reference and made a part hereof as if set forth in full. CONSULTANT shall abide by the  
6 Federal Civil Rights Act of 1964 and all amendments thereto, and all administrative rules and  
7 regulations issued pursuant to said Act. CONSULTANT shall also abide by the American Disabilities  
8 Act and all amendments thereto, and all administrative rules and regulations issued pursuant to said Act.  
9 CONSULTANT shall give written notice of its obligations under this clause to labor organizations with  
10 which it has a collective bargain or other agreement. CONSULTANT shall include the non-  
11 discrimination and compliance provision of this paragraph in all subcontracts to perform work pursuant  
12 to this Agreement.

13 20. NOTICES AND REPORTS.

14 20.1. All notices and reports pursuant to this Agreement shall be in writing and may be given  
15 by personal delivery or by mailing by certified mail, addressed as follows:

16 **ICTC**

17 Attn: Executive Director  
18 Imperial County Transportation Commission  
19 1503 N. Imperial Ave., Ste 104  
20 El Centro, CA 92243

**CONSULTANT**

Attn: Project Manager

21 20.2. All notices and reports pursuant to this Agreement may be given by personal delivery or  
22 by mailing by certified mail at such other address as either Party may designate in a notice to the other  
23 Party given in such manner.

24 20.3. Any notice given by mail shall be considered given when deposited in the United States  
25 Mail, postage prepaid, addressed as provided herein.

26 21. ENTIRE AGREEMENT.

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

1 22. MODIFICATION.

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

4 23. PARTIAL INVALIDITY.

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

8 24. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.

9 As used in this Agreement and whenever required by the context thereof, each number, both  
10 singular and plural, shall include all numbers, and each gender shall include a gender. CONSULTANT  
11 as used in this Agreement or in any other document referred to in or made a part of this Agreement shall  
12 likewise include both singular and the plural, a corporation, a partnership, individual, firm or person  
13 acting in any fiduciary capacity as executor, administrator, trustee or in any other representative capacity  
14 or any other entity. All covenants herein contained on the part of CONSULTANT shall be joint and  
15 several if more than one person, firm or entity executes the Agreement.

16 25. WAIVER.

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

20 26. CHOICE OF LAW.

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

24 27. ATTORNEY'S FEES.

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

27 ///

28 ///



1 28. AUTHORITY.

2 Each individual executing this Agreement on behalf of CONSULTANT represents and warrants  
3 that:

4 28.1. He/She is duly authorized to execute and deliver this Agreement on behalf of  
5 CONSULTANT;

6 28.2. Such execution and delivery is in accordance with the terms of the Articles of  
7 Incorporation or Partnership, any by-laws or Resolutions of CONSULTANT and;

8 28.3. This Agreement is binding upon CONSULTANT accordance with its terms.

9 29. COUNTERPARTS.

10 This Agreement may be executed in counterparts.

11 30. REVIEW OF AGREEMENT TERMS.

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

16 ///

17 ///

18 ///

19 ///

20 ///

21 ///

22 ///

23 ///

24 ///

25 ///

26 ///

27 ///

28 ///

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

3 **IMPERIAL COUNTY TRANSPORTATION COMMISSION:**

4  
5 \_\_\_\_\_  
6 Chair

7 **ATTEST:**

8  
9 \_\_\_\_\_  
10 Secretary to the Commission

11 **CONSULTANT:**

12  
13 By: \_\_\_\_\_

14  
15 **APPROVED AS TO FORM:**

16 **COUNTY COUNSEL**

17  
18 By: \_\_\_\_\_  
19 Deputy County Counsel

# VII. ACTION CALENDAR

## VII. ACTION CALENDAR

- B. SPECIFIC TRANSIT OPERATOR FISCAL REPORTS FY  
2017-18 FOR IVT, IVT ACCESS, IVT RIDE, IVT MED-  
TRANS



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

February 15, 2019

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

SUBJECT: Specific Transit Operator Fiscal Reports FY 2017-18 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans

Dear Committee Members:

The Commission conducts fiscal reviews of its transit operators on an annual basis. For FY 2017-18 they were performed by the CPA firm, Vavrinek, Trine and Day LLP, on the four transit services under contract with FIRST TRANSIT, Inc. Attached, please find the FY 2017-18 fiscal reports for: Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans.

The review focuses on observations and sampling of administrative and operational areas that have a direct impact on service cost including; a review of services hours operated versus budgeted, cash handling of fare revenues, controls over spare parts usage and inventories, invoicing etc.

There have been several areas identified for improvement in the report including; the handling of the fareboxes and management participation in the inventory of spare parts. There has been improvement in these areas as compared to the same reports for FY 2015-16 and FY 2016-17. While meaningful, none of the findings present a serious violation to ICTC. ICTC staff have discussed the appropriate actions with First Transit. First Transit has also provided a written response to the findings presented in the reports which includes actions to be used as a remedy. Remedies for findings include setting a fixed schedule for cash pickups at the maintenance yard and increased driver and dispatcher manifest completion training.

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

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2017-18; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans

Sincerely,

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

MARK BAZA  
Executive Director

MB/ksw/da

Attachment

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

# VIII. LTA ACTION CALENDAR

- A. FUND REQUEST TO THE LTA—CALEXICO  
EAST PORT OF ENTRY BRIDGE EXPANSION



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

February 15, 2019

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

**SUBJECT: Fund Request to the Local Transportation Authority (LTA) – Calexico East Port of Entry Bridge Expansion Project**

Dear Committee Members:

The U.S. Department of Transportation awarded the Imperial County Transportation Commission (ICTC) with a 2018 Better Utilizing Investment to Leverage Development (BUILD) grant in the amount of \$20 million for the Calexico East Port of Entry Bridge Expansion project. The project will widen the Calexico East Port of Entry bridge along the US-Mexico border to accommodate two additional northbound commercial truck lanes and two additional northbound passenger vehicle lanes. The project also includes improvements to the bicycle and pedestrian facilities at the border crossing.

The project is funded by a \$20 million BUILD award, \$3 million Trade Corridor Enhancement Program (TCEP), and proposed Local Transportation Authority 5% Regional Highway Set-Aside funds in the amount of \$1,844,000. The project funds will be utilized to complete environmental, design and construction costs of the widening of the bridge over the All-American Canal of the Calexico East Port of Entry. The project may have a funding need of \$5 million that may be requested from potential local, state or federal funds. Attached to this letter is a project cost summary.

The proposed local match for the grant was \$1,844,000 cost of the proposal to complete any advance construction components such as development of the request for proposal of design and construction in addition to design and construction costs. The Measure D, Regional Highway Set-aside fund request makes up less than 10% of the total project costs. ICTC staff is prepared to take the fund request to the LTA Board. If funding is approved, Caltrans will continue to deliver the project on behalf of the region.

Attached is an illustration of the project area; a summary of the estimated costs; and, a summary of the LTA expenditures and funding available from the 5% Regional Highway Set-Aside.

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

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

1. Approve the allocation for funding needed in the amount of \$1.844 Million for expansion of the Calexico East Port of Entry Bridge Expansion project, from the LTA 5% Regional Highway Set-Aside from the Measure D allocations; and,
2. Authorize the Executive Director to execute the necessary agreements between Caltrans, the Imperial County Local Transportation Authority, and the U.S. Department of Transportation.

Sincerely,

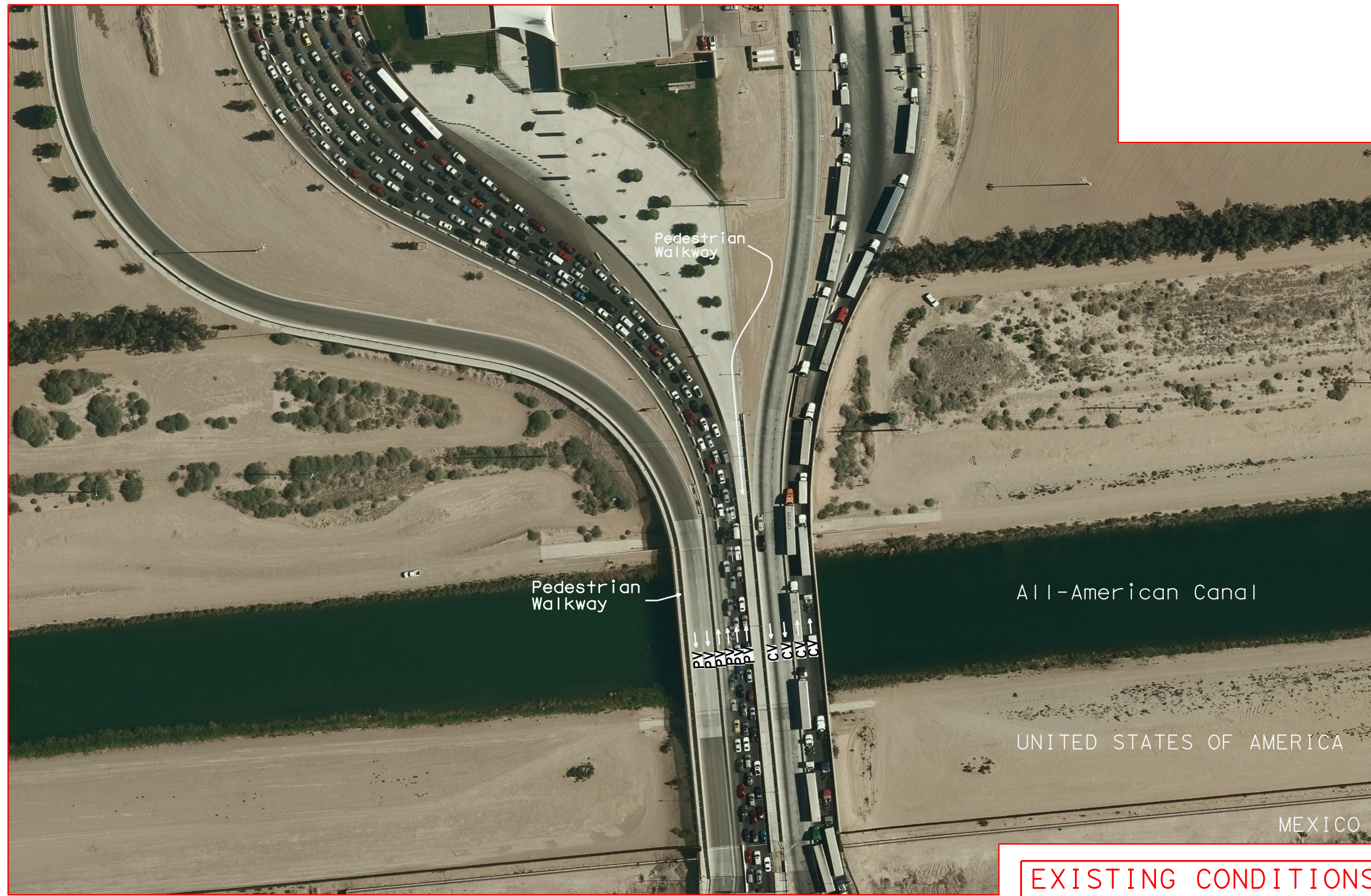


MARK BAZA  
Executive Director



MB/vm

Attachments



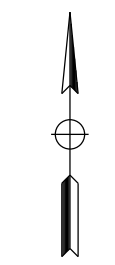


Existing	
Number of Lanes:	
2	NB Lanes (CV)
2	SB Lanes (CV)
4	NB Lanes (PV)
2	SB Lanes (PV)
10 Lanes Total	

 Passenger Vehicles  
 Commercial Vehicles

**EXISTING CONDITIONS**

FOR PRELIMINARY STUDY ONLY



NO SCALE



**Calexico East Port of Entry Bridge Expansion  
 BUILD Grant Project Budget  
 February 2019**

<b>Funding Source Category</b>	<b>Match to BUILD</b>	<b>Description of Category</b>	<b>Status of Funding</b>	<b>Amount</b>	<b>Percent</b>
BUILD		BUILD Discretionary Grant Funding	Secured - awarded in December 2018 by USDOT	\$ 20,000,000	67%
Local/State-TCEP	Match	Trade Corridor Enhancement	Secured - awarded June 2018	\$ 3,000,000	10%
Local	Match	Mearsure D - Regional Highway	Secured - awarded Feb. 2019	\$ 1,844,000	6%
Local, State or Federal	Match	Potential Local, State or Federal	Unsecured - award pending	\$ 5,000,000	17%

**TOTAL COST: \$ 29,844,000**

*Brawley*  
*Calipatria*  
*Holtville*  
*Westmorland*



*Calexico*  
*El Centro*  
*Imperial*  
*County of Imperial*

**7243000 LTA 5% State Hwy Set-Aside**

***Disbursements***

Agency	Project Description	Amount	LTA Board Approval	Funds Disbursed
Caltrans	Traffic Signal SR 86 & S Main St. Westmorland	\$373,000	7/24/2013	4/30/2014
County of Imperial	Traffic Signal SR 22 & SR 86 Salton City	\$438,858	9/24/2014	1/12/2015
Caltrans	Heber Bus Stop & Ped Access SR 86	\$708,240	8/27/2014	11/2/2016
City of Calexico	Two year funding for SR 111 Traffic Controllers	\$300,000	10/26/2016	1/10/2018 & 2/22/2018
Caltrans	Forrester Road PSR	\$186,443	1/25/2017	Invoiced to date
Caltrans/ICTC	SR 86 Border Patrol Checkpoint	\$122,161	9/27/2017	Invoiced to date

**Total Disbursements**      \$2,128,702

***Pending Disbursements***

Agency	LTA 5% Regional Hwy Balance as of 2/15/2019	\$6,345,568	Pending projects	
County of Imperial	Traffic Signal SR 86 & Dogwood Rd Imperial County	\$1,680,815	LTA Board approved on 9/23/2015	
Caltrans	Forrester Road PSR	\$431,057	LTA Board approved on 1/25/2017	Multiple Invoices (\$617,500 approved amount)
Caltrans/ICTC	SR 86 Border Patrol Checkpoint	\$1,177,839	LTA Board approved on 9/27/2017	Multiple Invoices (\$1,300,000 approved amount)
City of Calexico	One year funding for SR 111 Traffic Controllers	\$150,000	LTA Board approved on 6/27/18	

**Total pending to be Disbursed**      \$3,439,711

**Available Balance Remaining**      **\$2,905,857**