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**TRANSPORTATION COMMISSION  
AGENDA  
REVISED  
WEDNESDAY, FEBRUARY 27, 2019  
6:00 PM**

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

**CHAIR: ROBERT AMPARANO**

**VICE CHAIR: GEORGE NAVA**

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

**IV. CONSENT CALENDAR**

(Executive Director recommends approval of consent calendar items)

- A. Approval of the ICTC Commission Draft Minutes: January 23, 2019 Page 5
- B. Receive and File:
1. ICTC Management Committee Draft Minutes: February 20, 2019
  2. ICTC TAC 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 17

The ICTC Management Committee met on February 20, 2019 and forwards this item to the ICTC Commission for their review and approval after public comment, if any.

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.

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

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 22

The ICTC Management Committee met on February 20, 2019 and forwards 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.

E. Request to Authorize travel for an ICTC Commission Member to attend the CalCOG Annual Meeting Page 57

ICTC Staff forwards this item to the ICTC Commission for their review and approval after public comment, if any.

1. Approve travel for Commissioner Cheryl Viegas-Walker to attend the CALCOG Annual Leadership Forum for an estimated amount of \$1,860.00

**V. REPORTS** (Up to 5 minutes per staff report)

- A. ICTC Executive Director
  - See attached Executive Director Report on page 67
- B. Southern California Association of Governments
  - See attached report on page 77
- C. California Department of Transportation – District 11
  - See attached report on page 80
- D. Commission Member Reports (if any)

**VI. INFORMATION CALENDAR**

- A. Assembly Bill 335 (Garcia) – Imperial Valley Regional Authority
- B. Status of Call for Projects for Article 3, Bicycle and Pedestrian Project Funding for Fiscal Year 2018-19 Page 92
- C. ICTC Overall Work Program (OWP) and Budget, FY 2018-2019 Midyear Update Page 95

**VII. PRESENTATION CALENDAR**

- A. Mud Pot North of Niland on SR-111 – presentation by Caltrans

**VIII. ACTION CALENDAR**

- A. 2018 Automatic Vehicle Location (AVL) Systems – Award Recommendation Page 101

The ICTC Management Committee met on February 20, 2019 and forwards 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 119

The ICTC Management Committee met on February 20, 2019 and forwards 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

- C. Resolution naming ICTC as the administrator of federal funds to conduct a feasibility study for a multimodal grade separated crossing at State Route 78 / Glamis Page 173

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

1. Adopt the resolution naming the Imperial County Transportation Commission as the grant recipient of Federal Highway Administration, State Planning & Research, Part 1 – Strategic Partnerships for a feasibility study for a multimodal grade separated crossing at State Route 78 / Glamis
2. Authorize the Executive Director to execute the necessary agreements between Caltrans and ICTC
3. Authorize the Chairperson to sign the resolution

#### **IX. MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, March 27, 2019 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

#### **X. ADJOURNMENT**

- A. Motion to adjourn

# **IV. CONSENT CALENDAR**

## **A. APPROVAL OF COMMISSION DRAFT MINUTES:**

**JANUARY 23, 2019**

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

### **1. ICTC MANAGEMENT COMMITTEE DRAFT MINUTES:**

**FEBRUARY 20, 2019**

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

**JANUARY 24, 2019**

### **3. ICTC SSTAC MINUTES:**

**JANUARY 6, 2019**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION****DRAFT MINUTES FOR January 23, 2019****6:00 p.m.****VOTING MEMBERS PRESENT:**

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

**NON-VOTING MEMBERS PRESENT:**

Caltrans District 11

Ann Fox

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

**OTHERS PRESENT:** David Salgado: SCAG, Marcela Piedra: City of El Centro, Liz Zarate: City of El Centro, Eric Havens: County Counsel, Jesus Vargas: Caltrans, Gerard Chadegian: Caltrans, Helio Sanchez, IVT Medtrans, Tony Rouhotas: County of Imperial, Esperanza Colio: County of Imperial, Rosanna B. Moore, City of Brawley, Nick Wells: City of Holtville

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, January 23, 2019 together with staff reports and related documents attached thereto and incorporated therein by reference.

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

[Chair Plancarte](#) called the Commission meeting to order at 6:00 p.m. Roll call was taken and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT CALENDAR**

A motion was made by [Nava-Froelich](#) and seconded by [Predmore](#) to approve the consent colander as presented. **Motion Carried** unanimously.

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

Mr. Baza had the following announcements:

- 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 the border expansion. SCAG, Caltrans and ICTC have led the Traffic Circulation Plan in partnership with the City of Calexico, Customs and Border Protection and General Service Administration. The draft Traffic Circulation Plan is currently under review

by the project stakeholder group. A technical workgroup meeting will be scheduled in February 2019 to discuss the Draft Plan.

- 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 was awarded discretionary freight program funding for the bridge expansion for an estimated total cost of \$28 million under the Build grant program.
- Mrs. Nava-Froelich requested a bus shelter in her region. Mr. Baza stated that staff would review the area. If it is on a state highway, staff will work with Caltrans.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- The SCAG General Assembly is in May. More information will be forthcoming. Please save the dates of May 2-3, 2019.
- 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.
- SCAG is committed to highlighting excellence in sustainable planning efforts and development projects in the SCAG Region. Each year, SCAG honors projects that best exemplify the core principles of sustainability with awards at the Annual Regional Conference and General Assembly.
- 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.

C. California Department of Transportation (Caltrans)

Ms. Fox had the following announcements:

- 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.
- Caltrans Highway Operations has placed the order for two new speed feedback signs for SR-98/C.N. Perry Intersection and is waiting for a delivery date from the manufacturer. A new Traffic Investigative Report (TIR) was generated to update existing school zone signs, pavement markings and to provide two rectangular rapid flashing beacons at the C.N. Perry Avenue pedestrians crossings. The cone beacons were installed. Maintenance crew will install crosswalk crossings on January 26<sup>th</sup>.
- All American Canal Bridge/SR-186. The Bureau of Reclamation 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. Comments on the draft feasibility study are due in late January. IID asked for an extension.
- Caltrans Maintenance crews completed work on I-8 from Dunaway Road to Ocotillo in December. This was done to address complaints of humps, dips and an overall rough ride. Corrective measures involved the use of grinding equipment and surface sealers over the entire area. The work was completed.
- Local Assistance Inactive Projects should be billed within the specified and agreed upon timeframe to avoid deobligation of funds. As of December 20, 2018, the inactive and future inactive list was updated. Action is required by the cities of Calexico and 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. Outstanding invoices from El Centro and Calexico are still due. Due by February 20, 2019. Mrs. Maricela Piedra stated that Abraham Campos had already submitted the invoices.

Mr. Nava asked is there can be a presentation on the Mud Pods. Ms. Fox replied yes and to please contact Caltrans to get it set-up.

Ms. Viegas-Walker asked about the light poles that were supposed to be replaced and had not been ordered until December. Ms. Fox replied that the signs were on back order and will put an expedite order on them today.

**D. Commission Member Reports**

- Mr. Amparano announced that February 16<sup>th</sup> is the City of Imperial Tri-Tip Cook-off along with the State of City Address.
- Mr. Kelley announced the Rib-Cook-off on March 14<sup>th</sup> at the Dockstader Organic in Calipatria.
- Mr. Nava invited everyone on February 8<sup>th</sup> to the State City of Address, presented by Donnie Wharton, Mayor of Brawley and will be held at the Brawley Airport.
- Mr. Ritchie announced that the construction with Westmorland Swimming Pool is going out to bid again. Also, Caltrans has completed their painting in Westmorland.
- Mrs. Nava-Froelich announced that City of Calipatria is planning their Centennial 100 years on March 1<sup>st</sup> and 2<sup>nd</sup>; they will have all day events.
- Mrs. Viegas-Walker announced the new City of El Centro Mayor Edgard Garcia, Pro-tem is Efrain Silva and Marcela Piedra is the City Manager.
- Mr. Predmore stated that the Citywide Rehabilitation Project I is going well and just in time for Saturday's Rib Cook-off. The parade is on February 8<sup>th</sup> with cooking contests on February 4<sup>th</sup>-7<sup>th</sup>.

**VI. INFORMATION CALENDAR**

**A. Draft Legislation for the Imperial County Regional Authority**

Mr. Baza stated he met with Assembly member Eduardo Garcia and staff to discuss the draft legislation. The proposed language states that ICTC would take over the responsibilities of the proposed Authority by July 1<sup>st</sup> 2019 or something to that affect. We will have more information in February or March as we continue to work with the Assembly Member Garcia's staff.

The commission discussed the item at length, with several questions for Mr. Baza. City Managers were present at the meeting. Ms. Bayon-Moore, City of Brawley, Mr. Wells, City of Holtville, Ms. Pierda, City of El Centro all had valuable comments. Specifically it was agreed that a transition plan would need to be formulated for agencies such as IVRMA and SAFE. Mr. Rouhotas, County of Imperial also present stated that regionalization is very important.

Direction was given to Mr. Baza to make the described changes and bring back to the next meeting in February.

**VII. ACTION CALENDER**

**A. Rotations of Chair and Vice-Chair for 2019**

It was requested that the Commission take action to consider the rotation and assignment of the Chair and Vice-Chair positions for 2019.

A motion was made by [Nava](#) seconded by [Viegas-Walker](#) to nominate Mr. Amparano as Chair. **Motion Carried unanimously.**

A motion was made by [Nava-Froelich](#) seconded by [Ritchie](#), to nominate [Viegas-Walker](#) as Vice-Chair.

A second nomination was made by [Kelley](#) and seconded by [Nava](#) to nominate Mr. Nava as Vice-Chair. The Commission voted by written ballot.

Neither nomination carried a majority vote of six. Ms. Viegas-Walker then withdrew her nomination. The motion on the table made by Mr. Kelley was re-voted by the Commission and the **motion was carried unanimously.**

B. Appointment of an ICTC Commissions Member to the SCAG Regional Council

It was recommended that the ICTC Commission take the following actions:

1. Appoint one ICTC Commission Member to the SCAG Regional Council

A motion was made by [Viegas-Walker](#) seconded by [Ritchie](#) to nominate Mr. Predmore to the Southern California Association of Governments (SCAG) Regional Council (RC) as a voting member representing ICTC, **Motion Carried unanimously.**

Mr. Predmore said he appreciated the confidence in him to serve on behalf of ICTC on the Regional Council.

C. 2019 Active Transportation Program (ATP) Project Nomination List

Mr. Baza presented this item.

The Imperial County Transportation Commission (ICTC) and Southern California Association of Governments (SCAG) staff have completed the review and selection of the Active Transportation Program (ATP) projects. The regional share of ATP funds for Imperial County is in the amount of \$840,000. ICTC staff reviewed all projects that did not qualify under the State ATP Program. The following table describes the scoring and ranking of projects after the additional 10 points projects were included in local and/or regional plans:

Agency	Project Name	Total Project Cost	Total ATP Funds Requested	Final Score
Imperial County	Heffernan Avenue from 11 <sup>th</sup> St. to 6 <sup>th</sup> St.	\$1,493,000	\$1,311,000	85
City of Calipatria	City of Calipatria Non-motorized Community Safety Project	\$4,563,000	\$4,517,000	85
Imperial County	Heffernan Avenue from 14 <sup>th</sup> St. to 10 <sup>th</sup> St.	\$727,000	\$642,000	81
Imperial County	West Side of Heber Avenue from 10 <sup>th</sup> St. to Fawcett	\$1,045,000	\$923,000	63
City of Calexico	Calexico New River Parkway Project	\$2,589,000	\$2,489,000	50
Imperial County	Orchard Road Bike Lane from I-8 to Holtville City Limits	\$1,944,000	\$1,719,000	47



Totals	\$12,361,000	\$11,601,000
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After consideration of the final scores and following the ATP guidelines, ICTC staff recommends to award the regional ATP funds of the third highest ranking project: Imperial County's Heffernan Avenue from 14<sup>th</sup> Street to 10<sup>th</sup> 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.

ICTC Staff forwarded this item to the Commission for review and approval after public comment:

1. Approved the Project Nomination List for the Imperial County's 2019 Active Transportation Program (ATP)
2. Approved the award of ATP funds to the Imperial County's Heffernan Avenue from 14<sup>th</sup> Street to 10<sup>th</sup> Street project in the amount of \$642,000
3. Directed staff to submit a Formal Nomination List to SCAG and proceed with the State/Federal programming and documentation

A motion was made by [Predmore](#) seconded by [Nava](#), **Motion Carried unanimously.**

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

- A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, February 27, 2019 at 6:00 p.m.**, at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

#### **IX. ADJOURNMENT**

- A. Meeting adjourned at 7:30 p.m.



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**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.



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**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 20, 2019

Robert Amparano, Chairman  
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 Commission 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**

The ICTC Management Committee met on February 20, 2019 forwards this item to th 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**

## 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 22, 2019

Robert Amparano, Chairman  
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 Commission 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.

### **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.

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

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.

Robert Amparano, Chairman (3)  
Imperial County Transportation Commission

February 22, 2018

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.

The ICTC Management Committee met on February 20, 2019 and 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,

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

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  
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Suite 165  
Winter Springs, FL 32708  
Phone: (407) 977-4500  
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January 10, 2019

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

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**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:

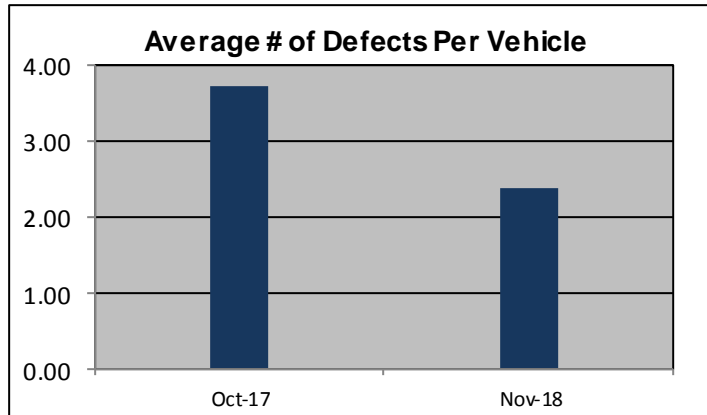
- PMI sheets going back to the previous three PMIs were selected and examined for each of the fifty-three (53) vehicles to determine if and when defects defined during the PMI process were repaired. TRC Engineering Services also reviewed Driver's Vehicle Inspection (DVI) reports to determine if defects 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.

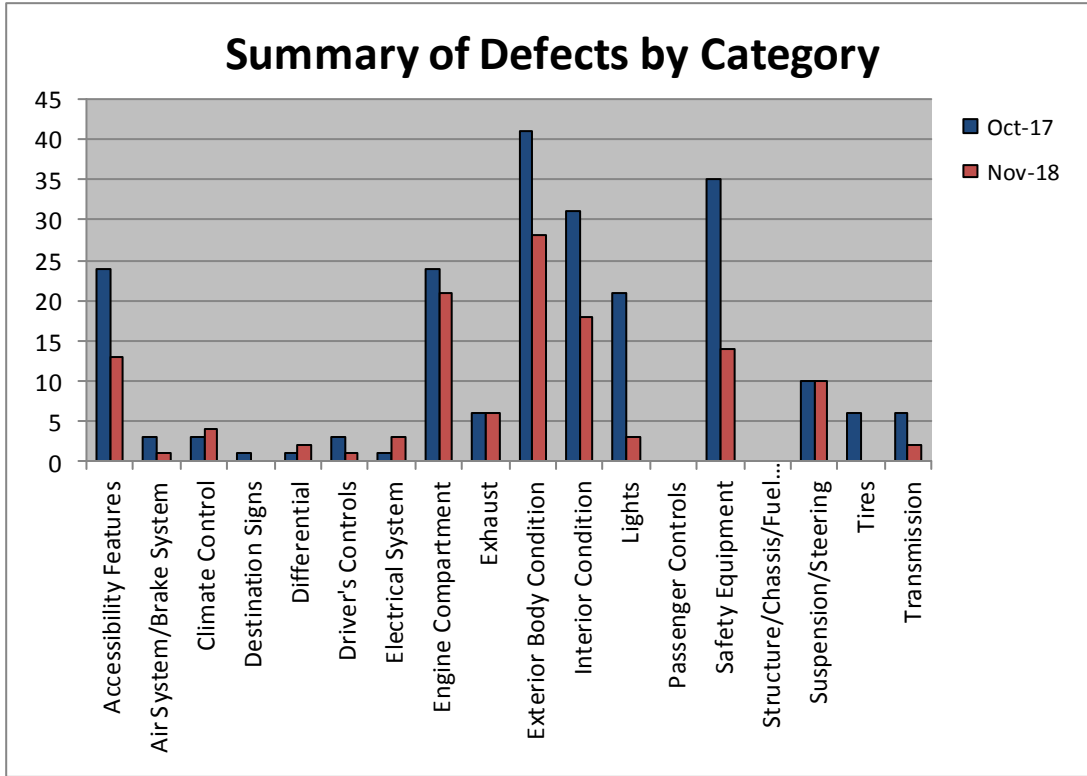


**Defects Findings**

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

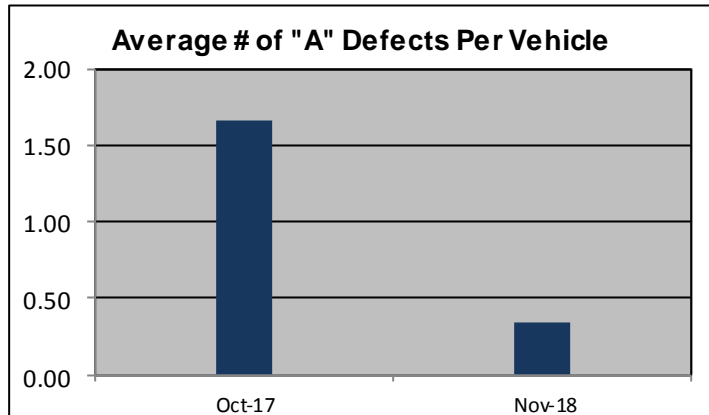
Defects identified by TRC Engineering Services were analyzed to determine the severity or detrimental impact they pose in terms of safety, comfort and convenience, and structural integrity. TRC informed First Transit staff that any Class "A" defects discovered would need immediate repairs before the 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.

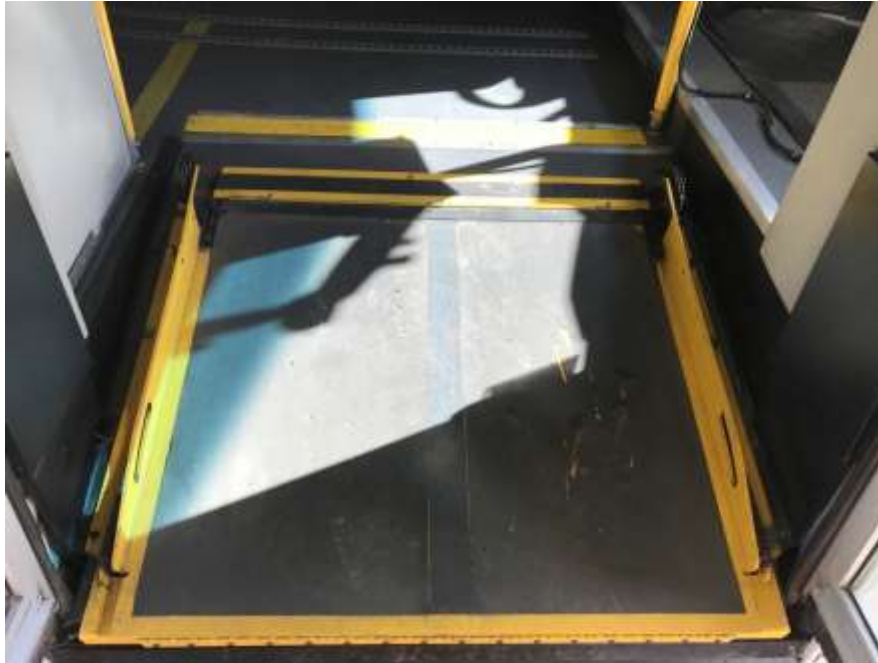
**APPENDIX A: Electronic copy of EXCEL spreadsheet reports**

## **APPENDIX B:**

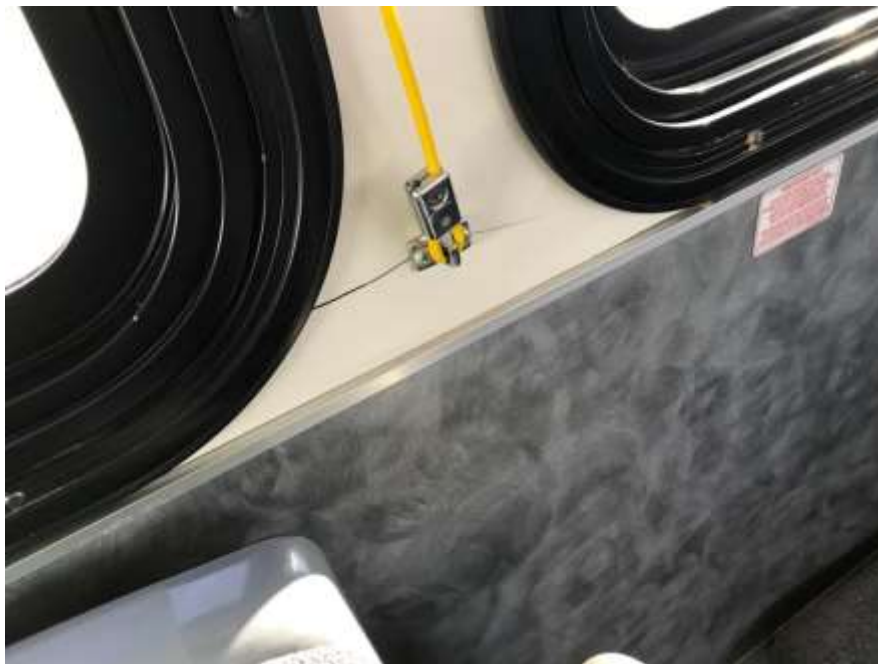
### **Master Class "A" Defects**

- 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

## **IV. CONSENT CALENDAR**

- E. AUTHORIZE TRAVEL FOR AN ICTC COMMISSION MEMBER  
TO ATTEND THE CALCOG ANNUAL MEETING





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

February 27, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: Authorize travel for an ICTC Commission Member to attend the CALCOG Annual Leadership Forum

Dear Commission Members:

The Imperial County Transportation Commission is a member of the California Association of Councils of Governments (CALCOG). CALCOG is a nonprofit, social welfare organization formed to serve regional governments.

CALCOG serves 46 member agencies. Each appoints a representative from their legislative body to serve on the CALCOG Board. Commissioner Cheryl Viegas-Walker has been currently serving as a CALCOG Board of Directors representing ICTC since January 2016.

Each year a Leadership Forum is held by CALCOG. For 2019, CALCOG and the Local Government Commission are working "Better Together" by joining their winter policy and leadership events, the Yosemite Policymakers Conference and the Regional Leadership Forum on March 14-17, 2019 in Yosemite, California.

The fiscal impact for travel is listed below:

Conference Registration:	\$400
Hotel Accommodations:	\$860.16
Airfare and/rental car: Approximately*	\$500
<u>Meals not covered by the conference: Approximately*</u>	<u>\$100</u>
Approximate total:	\$1,860.16

\*All receipts are collected and approved prior to reimbursement.

For more information regarding the conference you may visit <https://www.lgc.org/yosemite-conference/>.

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

1. Approve travel for Commissioner Cheryl Viegas-Walker to attend the CALCOG Annual Leadership Forum for an estimated amount of \$1860.00

Sincerely,

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

MARK BAZA  
Executive Director

MB/cl  
Attachments

**Cristi Lerma**

---

**From:** form\_engine@fs27.formsite.com on behalf of dmacauley at lgc.org  
<form\_engine@fs27.formsite.com>  
**Sent:** Monday, November 26, 2018 9:59 AM  
**To:** cristilerma@imperialctc.org  
**Subject:** Yosemite Policymakers Conference Registration Confirmation and Receipt



Yosemite  
POLICYMAKERS  
CONFERENCE

**Building Livable Commu**  
March 14-17, 2019  
Yosemite National Park

**Thank You for Registering!**

Thank you for registering for the [2019 Yosemite Policymakers Conference!](#) Please see below for your event registration details:

**Receipt/Order Information**

**First Name:=** Cheryl

**Last Name:=** Viegas-Walker

**Organization:=** ICTC

**Order Total:=** 400.00

**Paid:=** 400.00

**Reference #:=** 3570614

**Conference Dates/Location**

**When:** March 14-17, 2019

**Where:** Yosemite National Park ([view map](#))

**Don't forget to book your lodging!**

Yosemite National Park

**Lodging Reservations Group Code: 11I7NC**

[Click here to make your reservation online](#)

Reservations (Toll-Free): 1-888-413-8969

**Primary Contact for Conference Registration and Program Details:**

Dunstanette Macauley

[dmacauley@lgc.org](mailto:dmacauley@lgc.org)

This email was sent to [cristilerna@imperialctc.org](mailto:cristilerna@imperialctc.org) as a result of a form being completed.  
[Click here](#) to report unwanted email.

**Cristi Lerma**

---

**From:** TravelYosemite-CustomerService@Aramark.com  
**Sent:** Thursday, January 17, 2019 4:42 PM  
**To:** cristilerma@imperialctc.org  
**Subject:** Reservation Confirmation

Your reservation confirmation for Yosemite National Park



**YOSEMITE**  
NATIONAL PARK

[HOME](#) | [THINGS TO DO](#) | [GETTING HERE](#)

**888-439-5003**



**Mark Baza,**

We're pleased to confirm your upcoming stay at **Yosemite Valley Lodge**. This email contains important details about your reservation.

To make the most of your stay we've also included helpful details on [things to do](#), and information on [getting here](#).

**Please note** Yosemite Valley Lodge does not have air-conditioners in the hotel rooms. Fans are provided in each room for your comfort.

*Thank you for your reservation and we look forward to seeing you!*

## YOUR RESERVATION DETAILS

**Guest Name:** Mark Baza  
**Number of Adults:** 2  
**Number of Children:** 0

**Confirmation Number**  
1261EJ  
**Itinerary Number**  
10001A1ND

## YOUR STAY

**Property:** Yosemite Valley Lodge  
**Check In:** Thursday, March 14, 2019, 4pm  
**Check Out:** Sunday, March 17, 2019, 11am  
**Room Type:** Traditional Rm 2 Bed

## YOUR ROOM RATE

**Total Cost:** \$860.16  
**Taxes:** \$84.66  
**Deposit:** \$286.72  
**Package Type:** Local Government Commiss

"An optional \$2 per night donation to the Yosemite Conservancy has been automatically included in the total cost of your stay. If you do not wish to contribute, please see the front desk at check-in to have this donation removed from your final bill, or you can contact our reservation center at 1-888-413-8869 to remove once you have completed your booking. This donation helps support the preservation of the park." \*\*All rates are non-commissionable

## CANCELLATION POLICY

Cancellations made 7 or more days prior to arrival will receive a full refund. Cancellations within 7 days of arrival will forfeit the deposit paid.

## THINGS TO DO



Yosemite and its surrounding areas are so expansive, you'll need a few days to truly relax and enjoy its many attractions.



[EXPLORE MORE](#)

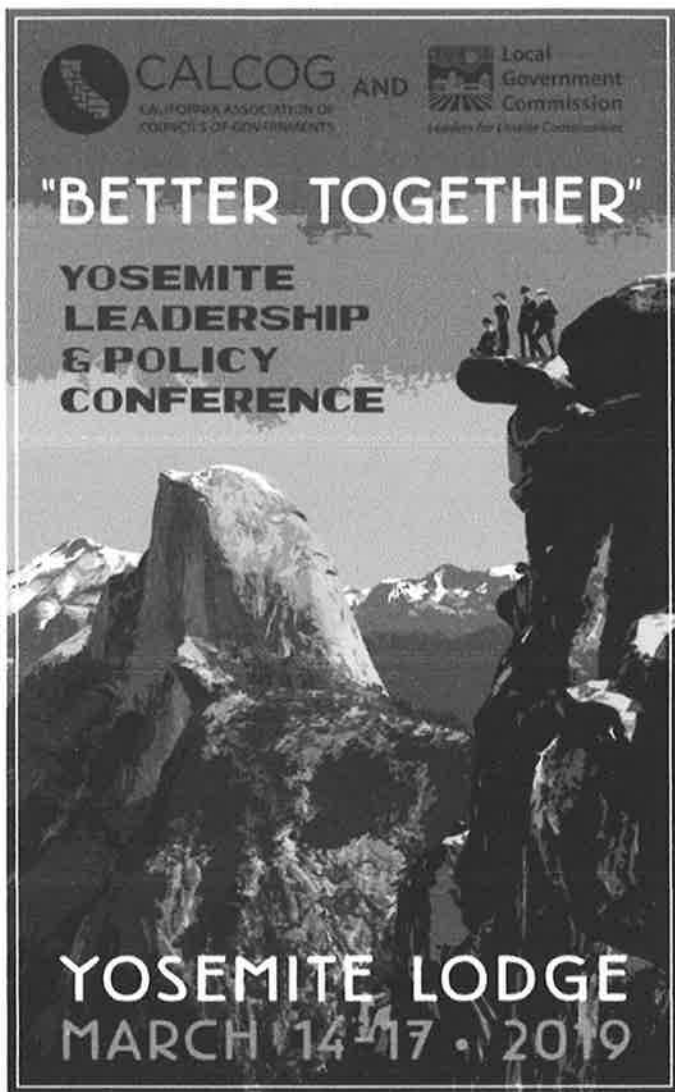
## GETTING HERE



Getting to Yosemite is part of the adventure; you'll be immersed in scenery whether you drive, come by bus or fly from a major airport.



[MAPS & DIRECTIONS](#)



This year the **California Association of Councils of Governments** and the **Local Government Commission** are working Better Together by joining their winter policy and leadership events, the Yosemite Policymakers Conference and the Regional Leadership Forum.

Join this cross-section of California city and county elected officials, regional leaders and executives, and senior policymakers to take a comprehensive deep dive into best practices and current policy issues that impact the future of our communities and our state at the Yosemite Leadership and Policy Conference, set in breathtaking Yosemite National Park, March 14-17, 2019.

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Registration is Almost Full!

**REGISTER TODAY!**

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Program

The conference often sells out because attendees say the format is uniquely structured to address today's most pressing problems and showcase fresh ideas with hands-on discussion of how to implement them. The conference begins at 7:30pm on Thursday, March 14, and continues through noon on Sunday, March 17.



We encourage you to bring your family, attend the opening session on Thursday evening, and use the session breaks to ski, hike, skate or just enjoy the breathtaking beauty of Yosemite in the winter. All conference sessions will be held at the Yosemite Lodge.



Thursday, March 14 (*Yosemite Valley Lodge*)

6:00 PM

**Conference Registration**

Networking / Cocktails

8:00 PM

**Opening Remarks**

Super California-istic-Let's-All-Be-Precocious Trivial Contest

9:00 PM

**Adjourn for Evening**

## Friday, March 15 (*Yosemite Valley Lodge*)

9:30 AM

### **LGC/CALCOG Better Together**

10:30 AM

Break

10:45 AM

### **Balancing Growth and Resiliency**

Kate Gordon, Director, Governor's Office of Planning and Research

### **How will the San Joaquin Valley Grow?**

Daron McDaniel, *Supervisor, County of Merced*

12:00 – 6:00 PM

### **Conference Break**

6:00 PM

Cocktails and light food

7:30 PM

### **Getting Back on Track: Curbing our VMT**

Steven Cliff, *Deputy Executive Officer, California Air Resources Board*

### **Putting our Money Where our Mouth is: Garnering Support for Transportation and Housing**

Carl Guardino, *President and CEO, Silicon Valley Leadership Group*

9:00 PM

### **Adjourn for Evening**

## Saturday, March 16 (*Yosemite Valley Lodge*)

8:00 AM

### **Continental Breakfast**

8:30 AM

### **MicroTransit**

Mayor Christopher Cabaldon, City of West Sacramento

9:20 AM

### **Opportunity Zones**

Ian Ross, *Cofounder and CEO, OppSites*

Carolyn Coleman, *Executive Director, League of California Cities*

Ken Hira, *Senior Vice President, Kosmont Companies*

10:10 AM



10:25 AM

**Disaster Relief**

David Guhin, *Assistant City Manager, City of Santa Rosa*

Tim Snellings, *Director of Developmental Services, County of Butte*

Glenda Humiston, *Vice President of Agriculture and Natural Resources, University of California*

11:15 AM

**Housing: Local and Regional Best Practices**

Anya Lawler, *Policy Advocate, Western Center on Law and Poverty*

Steve Heminger, *Executive Director, Metropolitan Transportation Commission*

Jake Mackenzie, *Councilmember, City of Rohnert Park*

12:00 – 5:00 PM

Boxed Lunch and Conference Break

12:00 – 1:00 PM

*Optional Lunchtime Discussions in the Falls Room*

4:45 PM

**Networking Reception**

5:45 PM

**Housing: Legislative Leadership in 2019**

Senator Scott Wiener, *California State Senator, District 11*

Senator Bob Wieckowski, *California State Senator, District 10*

6:45 PM

**An Evening with John Muir**

**Sunday, March 17 (Yosemite Valley Lodge)**

8:30 AM

**Breakfast**

9:00 AM

**Regional Roundtable Discussions**

11:15 AM

**Conference Adjourns**

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**Speakers**

# **V. REPORTS**

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



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## Memorandum

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

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The following is a summary of the Executive Director's Report for the Commission Meeting on January 27, 2019

- 1) **Assembly Bill 335 (Garcia) - 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. *Draft legislation is starting to go through committees in Sacramento. The goal of the draft is to primarily give ICTC authority to address or carry out non-transportation programs. If we are successful the legislation will become effective in January 2020.*
- 2) **SAVE THE DATE – Imperial Valley Economic Summit and General Assembly:** *Please "Save the Date" of May 30, 2019 for the Imperial Valley Economic Summit and General Assembly. It will be held at the Old Eucalyptus Schoolhouse. This year our tentative keynote speakers will be Michael Bracken of Development Management Group; Sunne Wright McPeak of California Emerging Technology Fund; and, Bill Higgins of California Association of Council of Governments.*
- 3) **Unmet Transit Needs Hearing, FY 2019-20:** *ICTC conducted its annual Unmet Transit Needs Public Hearing on February 21, 2019 at 3:00 p.m. at the City of El Centro Council Chambers. The hearing aims to obtain public feedback regarding transit services. Commissioners George Nava and Lewis Pacheco attended and participated as the Hearing Panel. A subsequent meeting will be held on March 28, 2019 to review the feedback received during the Public Hearing.*
- 4) **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.*
- 5) **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.
- 6) **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.

- 7) **LTA Audit for FY 2017-18:** *Draft audit documents were circulated to member agencies for review the week of February 11<sup>th</sup>. The Local Taxpayer Supervising Committee met on February 21, 2019. In attendance were committee members Robertta Burns, John Gay and Tim Jones, along with ex officio members Josue Mercado, County Auditor-Controller and LTA Vice-Chair George Nava. LTA staff was present and the consultant, the Pun Group, presented the audits for LTA, all cities (with the exception of Westmorland) and the County of Imperial. This item will be on the LTA agenda for the meeting on February 27, 2019.*
- 8) **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.*
- 9) **State Route 86 (Northbound) Border Patrol Checkpoint:** *In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017, staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. 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 65% design.*
- 10) **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.*
- 11) **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.*
- 12) **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.*

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

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

- 13) **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.
- 14) **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.*

- 15) **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.*
- 16) **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.*
- 17) **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.*
- 18) **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 June 2019.*
- 19) **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.*

20) **Heber Bus Stop & Pedestrian Access Improvements on State Route 86:** The community of Heber has had a need to improve pedestrian and bus stop access along State Route 86. The ICTC Commission granted the use of Regional Set-Aside Local Transportation 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.*

21) **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)

22) **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	CMAQ & RSTP	CON	\$958,000	\$125,000	\$1,083,000	Out to bid

	improvements on N. Brown from E. Alamo St. to Delta St.						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**

- 23) **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 with a city ribbon cutting ceremony at the end of March.*



#### 24) **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 concluded 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) or 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.*
- 25) **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.*
- 26) **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.*
- 27) **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.*
- 28) **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.*

- 29) **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.*
- 30) **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.
- 31) **Meetings attended on behalf of ICTC:**
- 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
  - February 15, 2019 – SCAG / CTC’s CEO’s Meeting in Los Angeles
  - February 15, 2019 – Mobility 21 Advisory Board / Board of Director’s Joint Meeting in Los Angeles
  - February 20, 2019 – ICTC Management Committee Meeting in the City of Holtville
  - February 20-22, 2019 – California Academy for Regional Leaders (CARL) in Stockton, CA (attended by staff)
  - February 21, 2019 – Unmet Transit Needs Hearing in the City of El Centro
  - February 22, 2019 – SANDAG Border’s Committee in San Diego
  - February 25-27, 2019 – 2019 California Transportation Planning Conference in San Diego (attended by staff)



# IMPERIAL VALLEY

ECONOMIC SUMMIT

and

GENERAL ASSEMBLY

**SAVE THE DATE!**

**Thursday, May 30, 2019**

**LOCATION**

**Old Eucalyptus  
Schoolhouse**

791 W. Evan Hewes Hwy  
El Centro, CA 92243

**KEYNOTE SPEAKERS**

**Michael Bracken**  
Development Management Group

**Sunne Wright McPeak**  
California Emerging Technology Fund

**Bill Higgins**  
California Association of Council of  
Governments

**HOSTED BY**



**ORGANIZED BY**



75



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									Inactive					
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 27<sup>th</sup>, 2019  
**To:** ICTC Commission Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**Re:** **Southern California Association of Government's Report**

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The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Meeting February 27<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 election 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. SCAG President Visit:** SCAG President Alan Wapner is committed to attending sub-regional partner and COG executive meetings in order to address sub-regional leaders about current initiatives under his tenure as SCAG President. President Wapner is committed to attend the March 2019 Imperial County Transportation Commission Meeting scheduled for March 27<sup>th</sup>. All elected officials and city managers are invited and encouraged to attend.
- 4. 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.

5. **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.
6. **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 Assembly Members and Senators from Southern California to share some of SCAG's core and priorities and principles.
7. **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.
- 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.

- 8. 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 County representatives are 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.
- 9. 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.
- 10. 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 22, 2019  
**To:** ICTC Commission  
**From:** Cory Binns, Caltrans District 11, District Director  
**Re: District Director's Report**

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The following is the California Department of Transportation, District II report for the Imperial County Transportation Commission (ICTC) Commissioner's meeting of February 27, 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 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 will be held on March 5, 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. Upcoming Projects:

*For 2019, there are two projects that have been confirmed in the Caltrans Project Delivery Plan in Imperial County. They are:*

- *Culvert rehabilitation on SR-78, from approximately Midway Well to Palo Verde.*
- *Construction of the full replacement interchange at I-8 and Imperial Avenue.*

*As these projects move forward to construction, additional information will be provided.*

## 7. 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 most recent deadline to submit Inactive and Future inactive invoices was February 20, 2019; 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>

## Local Assistance (continued):

### 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.
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>

## Local Assistance (continued):

### 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>

### 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>

## Local Assistance (continued):

### 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.

#### Download Updated Exhibit 9-D

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

### Background:

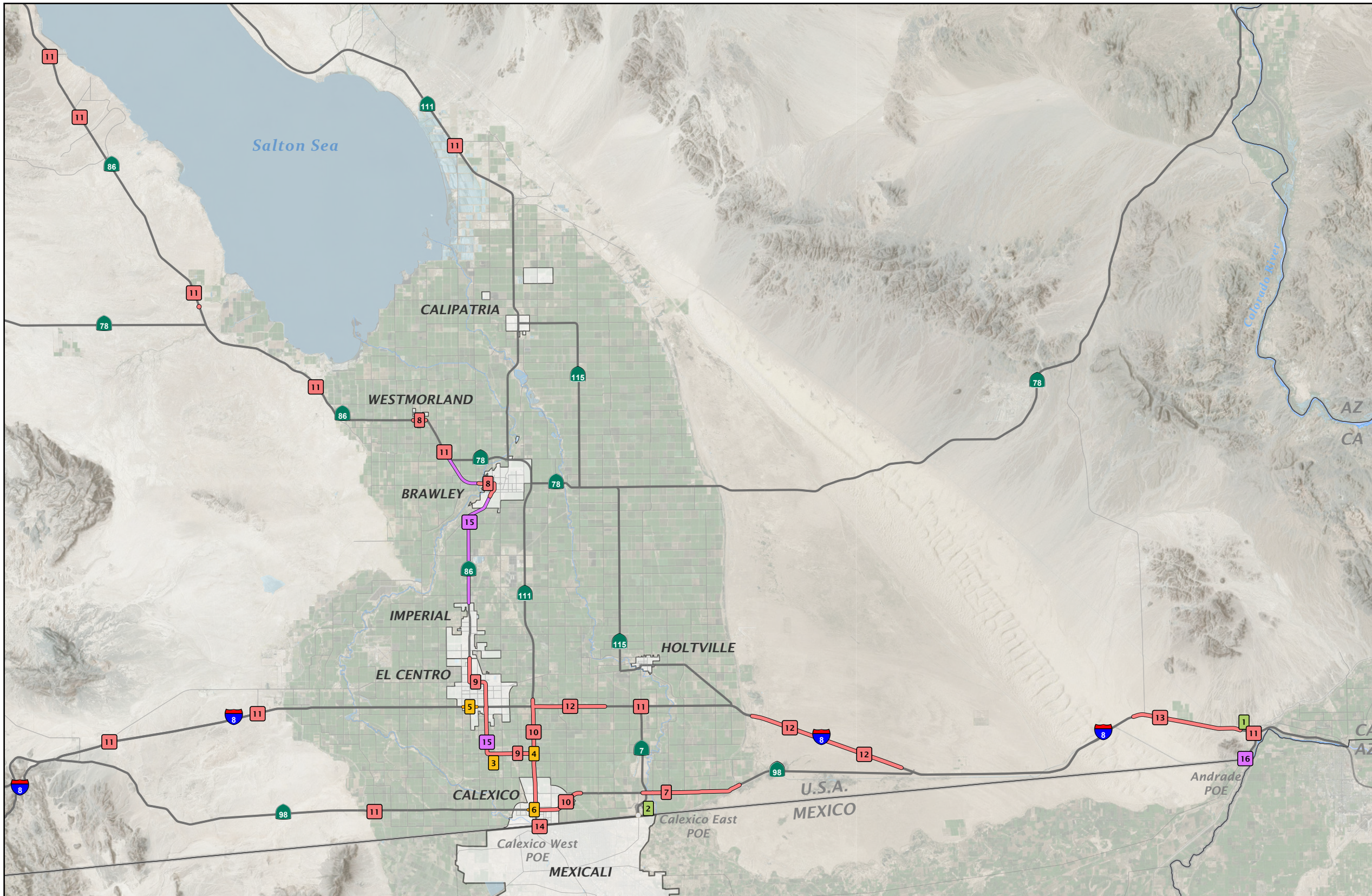
On July 31, 2018, Caltrans submitted a Proposed Overall DBE Goal and Methodology of 17.6% for 2018-19 through 2020-21 to the Federal Highway Administration. California must make efforts to achieve this target on all DBE commitments effective October 1, 2018. Updates to the DBE contract goal methodology 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.

Please 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

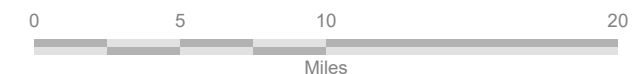
- 8. SR-86 Pavement Rehabilitation  
Construction Complete Spring 2019 
- 9. SR-86 Pavement Rehabilitation  
Construction Start Spring 2019
- 10. SR-111/SR-98 Pavement Rehabilitation  
Construction Start Spring 2019 
- 11. Routes 8, 86, 98, 111, and 186 Bridges  
Construction Complete Spring 2019 
- 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

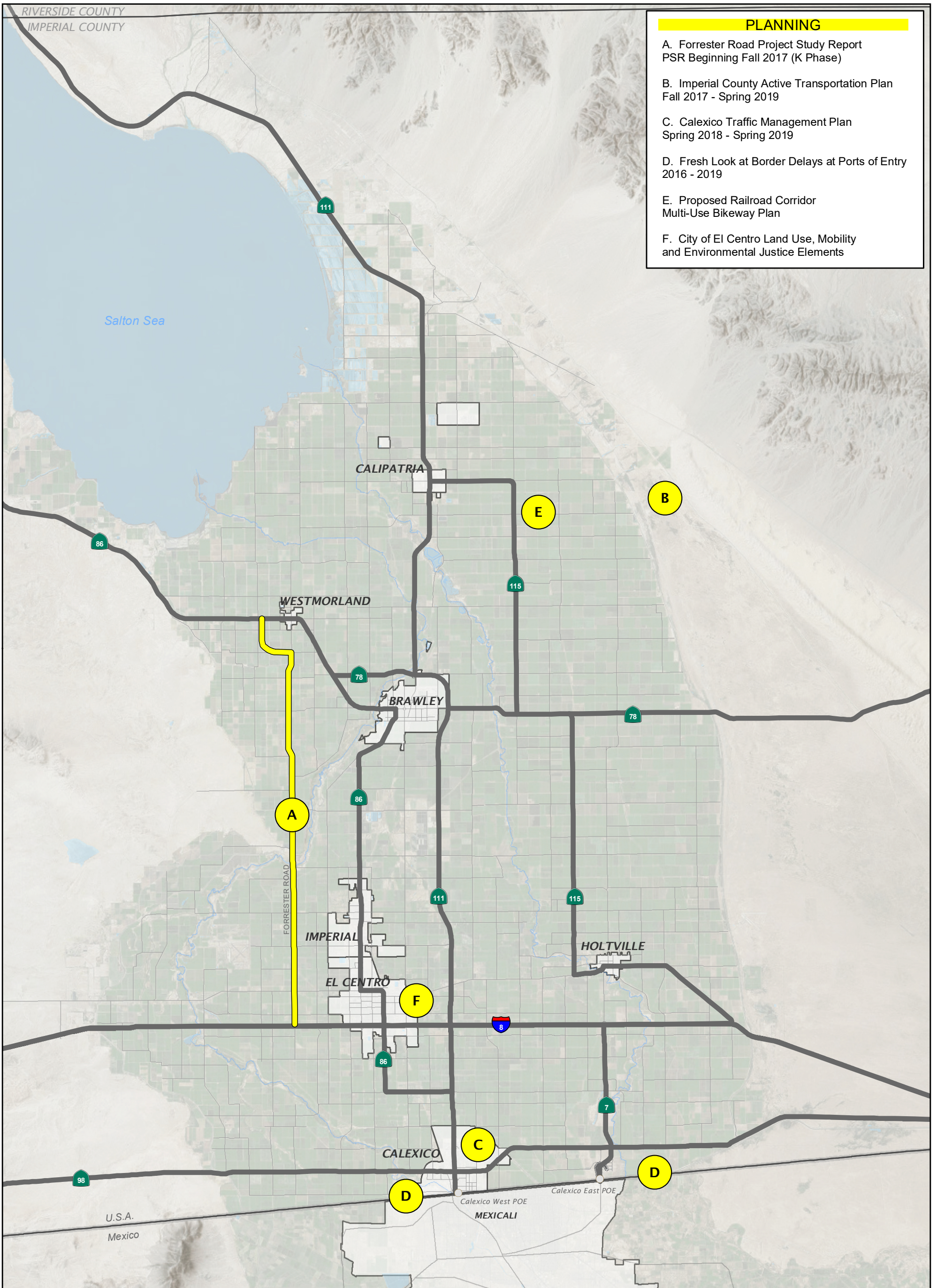
Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.  
Date:01/16/2019

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

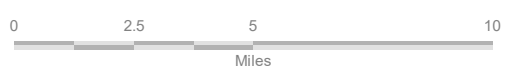
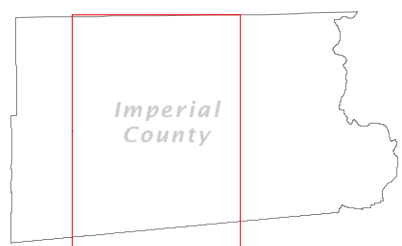




# IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS



- 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. 4<sup>th</sup> 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 20, 2019

Robert Amparano, Chairman  
 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 Commission 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,

A handwritten signature in blue ink that reads "Mark Baza". The signature is fluid and cursive, with the first name "Mark" and last name "Baza" clearly distinguishable.

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  
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February 20, 2019

Robert Amparano, Chairman  
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 Commission 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 (CTSGP) 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 expensed 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 expensed 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 expensed 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 expensed 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 expensed 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 expensed 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 expensed 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 expensed 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 expensed 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 expensed 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 expensed 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

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

					Adopted Budget	Mid Year Estimated Actual	
					FY 2018-19	FY 2018-19	%
1	2	3	4	5	8	7	9
<b>REVENUES</b>							
<u>FEDERAL</u>							
A	FTA SEC 5307 (Urban)				\$3,399,885	\$1,674,056	49.2%
B	FTA SEC 5309 - Imperial Transfer Terminal				\$747,000	\$187,822	25.1%
C	FTA SEC 5310 Regional Mobility Management				\$110,976	\$27,396	24.7%
D	FTA SEC 5311 (Rural) - Rural Transit Services				\$248,768	\$0	0.0%
E	EPA - Brownfields				\$288,000	\$11,602	4.0%
F	CMAQ				\$491,852	\$0	0.0%
G			SUBTOTAL		\$5,286,481	\$1,900,876	36.0%
<u>STATE</u>							
H	TDA - LOCAL TRANSPORTATION FUND (LTF)				\$6,300,000	\$3,429,824	54.4%
I	TDA - STATE TRANSIT ASSISTANCE (STA)				\$916,683	\$779,417	85.0%
J	STIP- PLANNING, PROGRAMMING & MONITORING (PPM)				\$300,000	\$0	0.0%
K	STATE - LOW CARBON TRANSIT OPS PROGRAM				\$282,737	\$0	0.0%
L	PUC - Broadband				\$120,000	\$27,792	23.2%
M	PROP 1B - PTMISEA				\$186,250	\$90,574	48.6%
N	PROP 1B - CTSGP				\$475,384	\$57,784	12.2%
O			SUBTOTAL		\$8,581,054	\$4,385,391	51.1%
<u>LOCAL</u>							
P	FARE REVENUE				\$1,150,980	\$428,544	37.2%
Q	ON HAND/INTEREST				\$632,115	\$594,615	94.1%
R	LOCAL TRANSPORTATION AUTHORITY (LTA) 2% transit set a side				\$440,000	\$43,893	10.0%
S	LOCAL TRANSPORTATION AUTHORITY (LTA) 5% set a side				\$2,037,965	\$134,416	6.6%
T	SCAG/MEMBER AGENCY CONTRIBUTIONS				\$137,500	\$89,162	64.8%
U			SUBTOTAL		\$4,398,560	\$1,290,630	29.3%
V	<b>TOTAL</b>				\$18,266,095	\$7,576,897	41.5%
<b>EXPENDITURES</b>							
W	REGIONAL TRANSIT				\$7,410,812	\$2,400,140	32.4%
X	LOCAL TRANSIT				\$1,855,880	\$644,246	34.7%
Y	TRANSIT CAPITAL (vehicle prcmt )				\$236,026	\$54,956	23.3%
Z	TRANSIT CAPITAL (construction)				\$3,346,447	\$631,182	18.9%
AA	TRANSIT (maintenance)				\$220,000	\$0	0.0%
BB	TRANSIT / PLANNING (miscellaneous )				\$1,243,349	\$57,787	4.6%
CC	ADMINISTRATION AND PLANNING				\$2,425,519	\$1,913,878	78.9%
DD	REGIONAL COLLABORATION				\$408,000	\$40,426	9.9%
EE	TRANSIT CAPITAL ( fleet reserve)				\$931,063	\$0	0.0%
FF	REVENUE STABILIZATION/ OPERATING RESERVES				\$0	\$0	0.0%
GG	BIKES AND PEDS Art 3				\$189,000	\$0	0.0%
HH	<b>TOTAL</b>				\$18,266,095	\$5,742,615	31.4%

# VIII. 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 20, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

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

Dear Commission 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.

The ICTC Management Committee met on February 20, 2019 and forwards 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 **ROUTEMATCH SOFTWARE, INC.**, a Georgia corporation authorized  
6 to do business in California (“CONSULTANT”) (individually, “Party;” collectively, “Parties”).

7 **W I T N E S S E T H**

8 **WHEREAS**, ICTC desires to retain a qualified individual, firm or business entity to provide  
9 professional services to provide and implement Computer Aided Dispatch / Automatic Vehicle Location  
10 (CAD/AVL) to its fixed route system vehicles (“the Project”); and

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

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

15 1. **DEFINITIONS.**

16 1.1. “RFP” shall mean ICTC’s request for proposals entitled “Imperial County Transportation  
17 Commission (ICTC) Computer Aided Dispatch / Automatic Vehicle Location (CAD/AVL) of fixed route  
18 system vehicles” dated December 2018. The RFP is attached as **Exhibit “A”** and incorporated herein by  
19 this reference.

20 1.2. “Proposal” shall mean CONSULTANT’s proposal entitled “Request for Proposal Response:  
21 Imperial County Transportation Commission 2018 Automatic Vehicle Location Systems” dated January 18,  
22 2019. The Proposal is attached as **Exhibit “B”** and incorporated herein by this reference.

23 2. **CONTRACT COORDINATION.**

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

1 3. DESCRIPTION OF WORK.

2 3.1. CONSULTANT shall provide all materials and labor to perform this Agreement. In the  
3 **event of a conflict among this Agreement, the RFP and the Proposal, the RFP shall take precedence**  
4 **over the 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. Except for CONSULTANTS pre-existing proprietary software and related documentation,  
27 any videotape, reports, information, data or other material given to, or prepared or assembled by,  
28 CONSULTANT specifically for the ICTC pursuant to this Agreement shall be the property of ICTC and



1 shall not be made available to any individual or organization by CONSULTANT without the prior written  
2 approval of ICTC. The preceding restriction shall not apply to information which is in the public domain,  
3 was previously known to CONSULTANT, was acquired by CONSULTANT from others who have no  
4 confidential relationship to ICTC with respect to same, or which through no fault of CONSULTANT  
5 comes into the public domain. CONSULTANT shall not be restricted from releasing information,  
6 including confidential information, in response to a subpoena, court order, or other legal process.  
7 CONSULTANT shall not be required to resist such subpoena, court order, or legal process, but shall  
8 promptly notify ICTC in writing of the demand for information before responding to such demand.

9 5. REPRESENTATIONS BY CONSULTANT.

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

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

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

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

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

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

1           5.6.   CONSULTANT understands that ICTC considers the representations made herein to be  
2 material and would not enter into this Agreement with CONSULTANT if such representations were not  
3 made.

4   6.   COMPENSATION.

5           The total compensation payable under this Agreement shall not exceed **two hundred thirty four**  
6 **thousand seven hundred forty dollars (\$234,740)** unless otherwise previously agreed to by ICTC.

7   7.   PAYMENT.

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

13   8.   METHOD OF PAYMENT.

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

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

19           9.1.   This Agreement shall commence on the date first written above and shall remain in effect  
20 for five (5) years unless otherwise terminated as provided herein.

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

25   10.   SUSPENSION OF AGREEMENT.

26           ICTC shall have the authority to suspend this Agreement, wholly or in part, for such period as  
27 deemed necessary due to unfavorable conditions or to the failure on the part of CONSULTANT to perform  
28

1 any provision of this Agreement. CONSULTANT will be paid the compensation due and payable to the  
2 date of suspension.

3 11. SUSPENSION AND/OR TERMINATION.

4 11.1. ICTC retains the right to terminate this Agreement for any reason by notifying  
5 CONSULTANT in writing seven (7) days prior to termination and by paying the compensation due and  
6 payable to the date of termination; provided, however, if this Agreement is terminated for fault of  
7 CONSULTANT, ICTC shall be obligated to compensate CONSULTANT only for that portion of  
8 CONSULTANT's services which have been performed in accordance with the terms and conditions of this  
9 Agreement. Said compensation is to be arrived at by mutual agreement between ICTC and  
10 CONSULTANT; should the Parties fail to agree on said compensation, an independent arbitrator shall be  
11 appointed and the decision of the arbitrator shall be binding upon the Parties.

12 11.2. Upon such termination, CONSULTANT shall immediately turn over to ICTC any and all  
13 copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed,  
14 prepared by CONSULTANT in connection with this Agreement. Such materials shall become the  
15 permanent property of ICTC.

16 12. INSPECTION.

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

22 13. OWNERSHIP OF MATERIALS.

23 Except for CONSULTANTS pre-existing proprietary software and related documentation, all  
24 original drawings, videotapes and other materials prepared by or in possession of CONSULTANT pursuant  
25 to this Agreement specifically for ICTC shall become the permanent property of ICTC and shall be  
26 delivered to ICTC upon demand.

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1 14. INTEREST OF CONSULTANT.

2 14.1. CONSULTANT covenants that it presently has no interest, and shall not acquire any  
3 interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the  
4 performance of the services hereunder.

5 14.2. CONSULTANT covenants that, in the performance of this Agreement, no sub-contractor or  
6 person having such an interest shall be employed.

7 14.3. CONSULTANT certifies that no one who has or will have any financial interest pursuant to  
8 this Agreement is an officer or employee of ICTC.

9 15. INDEMNIFICATION.

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

18 B. Other Indemnities. Other than in the performance of professional services, and to the  
19 fullest extent allowed by law, Consultant shall indemnify, hold harmless and defend ICTC and its  
20 members, board members, officers, officials, employees, agents and volunteers from any and all loss,  
21 liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability,  
22 including but not limited to personal injury, death at any time and property damage), and from any and  
23 all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation  
24 expenses) arising or alleged to have arisen directly or indirectly out of performance of this Agreement.  
25 Consultant's obligations under the preceding sentence shall apply regardless of whether ICTC or any of  
26 its members, board members, officers, officials, employees, agents or volunteers are negligent, but shall  
27 not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross  
28

1 negligence, or caused by the willful misconduct, of ICTC, or any of its members, board members,  
2 officers, officials, employees, agents or volunteers.

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

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

8 16. INDEPENDENT CONTRACTOR.

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

12 16.1. CONSULTANT is not an employee or agent of ICTC and is only responsible for the  
13 requirements and results specified by this Agreement or any other agreement.

14 16.2. CONSULTANT shall be responsible to ICTC only for the requirements and results  
15 specified by this Agreement and except as specifically provided in this Agreement, shall not be subject  
16 to ICTC's control with respect to the physical actions or activities of CONSULTANT in fulfillment of  
17 the requirements of this Agreement.

18 16.3. CONSULTANT is not, and shall not be, entitled to receive from, or through, ICTC, and  
19 ICTC shall not provide, or be obligated to provide, CONSULTANT with Worker's Compensation  
20 coverage or any other type of employment or worker insurance or benefit coverage required or provided  
21 by any Federal, State or local law or regulation for, or normally afforded to, an employee of ICTC.

22 16.4. CONSULTANT shall not be entitled to have ICTC withhold or pay, and ICTC shall not  
23 withhold or pay, on behalf of CONSULTANT, any tax or money relating to the Social Security Old Age  
24 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability  
25 program required or provided by any Federal, State or local law or regulation.

26 16.5. CONSULTANT shall not be entitled to participate in, or receive any benefit from, or  
27 make any claim against any ICTC fringe program, including, but not limited to, ICTC's pension plan,  
28

1 medical and health care plan, dental plan, life insurance plan, or any other type of benefit program, plan,  
2 or coverage designated for, provided to, or offered to ICTC's employee.

3 16.6. ICTC shall not withhold or pay, on behalf of CONSULTANT, any Federal, State, or local  
4 tax, including, but not limited to, any personal income tax, owed by CONSULTANT.

5 16.7. CONSULTANT is, and at all times during the term of this Agreement, shall represent  
6 and conduct itself as an independent contractor, not as an employee of ICTC.

7 16.8. CONSULTANT shall not have the authority, express or implied, to act on behalf of, bind  
8 or obligate ICTC in any way without the written consent of ICTC.

9 17. INSURANCE.

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

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

22 \$2,000,000 per occurrence for bodily injury and property damage

23 \$1,000,000 per occurrence for personal and advertising injury

24 \$4,000,000 aggregate for products and completed operations

25 \$4,000,000 general aggregate

26 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least as broad as  
27 the most current version of Insurance Service Office (ISO) Business Auto Coverage Form CA 00 01,  
28 and include coverage for all owned, hired, and non-owned automobiles or other licensed vehicles (Code

1 1 - Any Auto) with limits of liability of not less than \$2,000,000 per accident for bodily injury and  
2 property damage.

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

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

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

9 In the event Consultant purchases an Umbrella or Excess insurance policy(ies) to meet the  
10 minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford  
11 no less coverage than the primary insurance policy(ies).

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

22 All policies of insurance required hereunder shall be endorsed to provide that the coverage shall  
23 not be cancelled, non-renewed, reduced in coverage or in limits except after 30 calendar day written  
24 notice has been given to ICTC. Upon issuance by the insurer, broker, or agent of a notice of  
25 cancellation, non-renewal, or reduction in coverage or in limits, Consultant shall furnish ICTC with a  
26 new certificate and applicable endorsements for such policy(ies). In the event any policy is due to  
27 expire during the work to be performed for ICTC, Consultant shall provide a new certificate, and  
28

1 applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the  
2 expiration date of the expiring policy.

3 The General Liability and Automobile Liability insurance policies shall be written on an  
4 occurrence form. The General Liability (including ongoing operations and completed operations) and  
5 Automobile Liability insurance policies shall name ICTC, its members, board members, officers,  
6 officials, employees and agents as an additional insured. All such policies of insurance shall be  
7 endorsed so Consultant's insurance shall be primary and no contribution shall be required of ICTC, its  
8 members, board members, officers, officials, employees, agents or volunteers. The coverage(s) shall  
9 contain no special limitations on the scope of protection afforded to ICTC, its members, board members,  
10 officers, officials, employees and agents. Should Consultant maintain insurance with broader coverage  
11 and/or limits of liability greater than those shown above, ICTC requires and shall be entitled to the  
12 broader coverage and/or the higher limits of liability maintained by Consultant. Any available insurance  
13 proceeds in excess of the specified minimum limits of insurance and coverage shall be available to  
14 ICTC.

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

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

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

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

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

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

27 Consultant shall furnish ICTC with all certificate(s) and applicable endorsements effecting  
28 coverage required hereunder. **All certificates and applicable endorsements are to be received and**



1 **approved by ICTC's Executive Director or his/her designee in his/her sole discretion prior to**  
2 **ICTC's execution of the AGREEMENT and before work commences.** Upon request of ICTC,  
3 Consultant shall immediately furnish ICTC with a complete copy of any insurance policy required under  
4 this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and  
5 correct copy of the original policy. This requirement shall survive expiration or termination of this  
6 Agreement.

7 If at any time during the life of the Agreement or any extension, Consultant or any of its sub-  
8 Consultants fail to maintain any required insurance in full force and effect, all work under this  
9 Agreement shall be discontinued immediately, until notice is received by ICTC that the required  
10 insurance has been restored to full force and effect and that the premiums therefore have been paid for a  
11 period satisfactory to ICTC. Any failure to maintain the required insurance shall be sufficient cause for  
12 ICTC to terminate this Agreement. No action taken by ICTC hereunder shall in any way relieve  
13 Consultant of its responsibilities under this Agreement.

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

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

1 18. ASSIGNMENT.

2 18.1 Neither this Agreement nor any duties or obligations hereunder shall be assignable by  
3 CONSULTANT without the prior written consent of ICTC, which shall not be unreasonably withheld,  
4 including in the case of sale of all or substantially all of CONSULTANT'S assets. CONSULTANT may  
5 employ other specialists to perform services as required with prior approval by ICTC.

6 18.2 ICTC may demand such assurances, including financial assurances, modification of this  
7 Agreement, or such other requirements as, in its sole discretion, it deems advisable, as a condition to  
8 granting its consent to any assignee hereunder. Nothing herein shall be construed as requiring ICTC to  
9 grant such approval if ICTC, in its sole opinion, deems such grant of consent to be not in the best  
10 interests of ICTC. Consent by ICTC to an assignment shall not release CONSULTANT from its  
11 primary liability under this Agreement, and ICTC's consent to one assignment shall not be deemed  
12 consent to other assignments.

13 18.3 Any attempt by the CONSULTANT to assign or otherwise transfer any interest in this  
14 Agreement without obtaining the prior written consent of ICTC shall be void.

15 19. NON-DISCRIMINATION.

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

1 which it has a collective bargain or other agreement. CONSULTANT shall include the non-  
2 discrimination and compliance provision of this paragraph in all subcontracts to perform work pursuant  
3 to this Agreement.

4 20. NOTICES AND REPORTS.

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

7 **ICTC**

8 Attn: Executive Director  
9 Imperial County Transportation Commission  
10 1503 N. Imperial Ave., Ste 104  
11 El Centro, CA 92243

**CONSULTANT**

Attn: Project Manager  
Routematch Software, Inc.  
1230 Peachtree St NE Ste 2800  
Atlanta, GA 30309

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

15 20.3. Any notice given by mail shall be considered given when deposited in the United States  
16 Mail, postage prepaid, addressed as provided herein.

17 21. ENTIRE AGREEMENT.

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

21 22. MODIFICATION.

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

24 23. PARTIAL INVALIDITY.

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

28 24. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.

As used in this Agreement and whenever required by the context thereof, each number, both

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

7 25. WAIVER.

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

11 26. CHOICE OF LAW.

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

15 27. ATTORNEY'S FEES.

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

18 28. AUTHORITY.

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

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

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

25 28.3. This Agreement is binding upon CONSULTANT accordance with its terms.

26 29. COUNTERPARTS.

27 This Agreement may be executed in counterparts.

28 30. REVIEW OF AGREEMENT TERMS.

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

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

7 **IMPERIAL COUNTY TRANSPORTATION COMMISSION:**

8  
9 \_\_\_\_\_  
10 Chair

11 ATTEST:

12  
13 \_\_\_\_\_  
14 CRISTI LERMA  
15 Secretary to the Commission

16 **CONSULTANT:**

17  
18 By: \_\_\_\_\_  
19 BAHMAN IRVANI  
20 Chief Executive Officer

21 APPROVED AS TO FORM:

22 KATHERINE TURNER  
23 COUNTY COUNSEL

24 By: \_\_\_\_\_  
25 Eric Havens  
26 Deputy County Counsel

# VIII. ACTION CALENDAR

## B. TRANSIT OPERATOR FISCAL REPORTS FY 2017-18 FOR ALL IVT SERVICES



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

February 20, 2019

Robert Amparano, Chairman  
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 Commission 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.

The ICTC Management Committee met on February 20, 2019 forwards this item to the Commission for their review and approval after public comment, if any.

1. Receive and file the Specific Transit Operator Fiscal Reports 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**

# ICTC Specific Transit Operator Fiscal Reports

## Multi Year Comparison

1	2	3	4	5	6	7
	IVT FY 2015-16	IVT FY 2016-17	IVT FY 2017-18	IVT Access FY 2015-16	IVT Access FY 2016-17	IVT Access FY 2017-18
<b>A Scope of Work Categories</b>						
B Observation of Service Provided	FT/ICTC	FT/ICTC	FT/ICTC	FT/ICTC	FT/ICTC	FT/ICTC
C Cash Handling Controls	FT	FT	FT	FT	FT	FT
D Spare Parts Inventory and Controls	FT	FT	FT	FT	FT	FT
E Invoice Process Control						
F Data Reporting Process Controls						
G Financial Data Analysis			FT			
H Budget Development						
				IVT MEDTRANS N/A	IVT MEDTRANS FY 2016-17	IVT MEDTRANS FY 2017-18
I	IVT RIDE FY 2015-16	IVT RIDE FY 2016-17	IVT RIDE FY 2017-18			
J Observation of Service Provided	FT/ICTC	FT/ICTC	FT/ICTC	N/A	FT/ICTC	FT/ICTC
J Cash Handling Controls	FT	FT	FT	N/A	FT	FT
K Spare Parts Inventory and Controls	FT	FT	FT	N/A	FT	FT
L Invoice Process Control				N/A		
M Data Reporting Process Controls				N/A		
N Financial Data Analysis				N/A		
O Budget Development				N/A		

**P LEGEND**

satisfactory

requires response

requires immediate action



source: Vavrinik, Trine and Day Co, LLP FY 2015-16, FY 2016-17 and FY 2017-18 reports





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

Imperial County Transportation Commission  
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the Imperial Valley Transit Line, Green Line, Blue Line and Gold Line for the period ending June 30, 2018. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are listed below.

**1) *Observation of service provided***

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments (#1-8), and inspected the Imperial Valley Transit (IVT) Rider's Guide (April 2017) in order to obtain an understanding of the services being provided. The Imperial Valley Transit provides public bus services throughout the Imperial County. The fixed routes operate on a set pattern of travel and published schedules.

We selected a sample of 6 fixed routes (1 South, 2 North, 3 East, Green 850PM, Blue 750PM, and 2 South) and observed the following:

- Route 1 South: On December 10, 2018, we boarded a First Transit bus leaving the 7<sup>th</sup> and State Street station at 11:15am (on schedule). We rode the bus for a total of 6 stops noting the driver would stop based on passenger's needs. The bus arrived at the Hacienda Plaza stop at 12:05pm (scheduled time was 12:00).
- Route 2 North: On December 10, 2018, we observed the First Transit bus depart from the 7<sup>th</sup> and State Street station at 12:50pm (on schedule). We observed the shuttle operate for a total of 3 stops. We observed the shuttle stop at the Aten Rd. and La Brucherie stop at 1:00pm (on schedule).
- Route 3 East: On December 10, 2018, we observed the First Transit shuttle depart from the Costco (El Centro) location at 1:10pm (on schedule). We observed the bus operate for a total of 2 stops. We observed the bus stop at the E. Hewes & Dogwood stop at 1:28pm (scheduled time was 1:25).

- Route 850PM Green Line: On December 10, 2018, we observed the First Transit shuttle depart from the El Centro Regional Hospital location at 1:48 (on schedule). We observed the shuttle operate for a total of 3 stops. We observed the shuttle arrive at the State and 7<sup>th</sup> Street station at 1:58pm (on schedule).
- Route 750PM Blue Line: On December 10, 2018, we observed the First Transit shuttle depart from the 7<sup>th</sup> & State Street station at 2:10pm (on schedule). We observed the shuttle operate for a total of 6 stops. We observed the shuttle stop at the Ross & 10<sup>th</sup> stop at 2:26pm (scheduled time was 2:23).
- Route 2 South: On December 10, 2018, we observed the First Transit bus depart from the E St. & Rio Vista stop at 4:20pm (scheduled time is 4:19). We observed the bus operate for a total of 5 stops. We observed the bus stopped at the Imperial Irrigation District stop at 4:48 (on schedule).

In addition, we noted that the Transit Operator did not meet the Farebox Ratio for the Green line and Blue line as required by the First Transit Fixed Route Transit Service Agreement.

See Exhibit A for further details of procedure #1. See complete listing of routes listed as part of Exhibit C.

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

## 2) *Cash Handling Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2018. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

**Results:** We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on December 11, 2018. We observed the following:

The Transit Operator drivers are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and the estimated cash collections. We observed that the driver does not have access to the cash deposited into the cash box within the farebox located on each bus.

Cash boxes are collected and exchanged on a daily basis upon the vehicle's return to the yard. A key is required to release the cash box from the farebox. A separate key is required to access the contents of the cash box. The key to access the cash boxes are located in the Safety Manager's office. Access to the cash box keys is limited to the dispatchers. We observed that the cash boxes are equipped with a security feature in which the cash box is to automatically lock when the cash box is removed from the farebox cabinet.

Per inspection of the Cash Handling policies, cash boxes are to be stored in a locked vault until the cash is counted and picked up by the armored service. We observed that not all cash boxes are stored in the locked vault prior to being counted as there is limited space in the vault, which is an exception to the documented policies. The remaining cash boxes not stored in the vault are stored in the locked cash count room. Access to the vault and cash count room is limited to First Transit dispatchers and is under video surveillance.

Per inspection of the Cash Handling policies, cashbox pullers must wear special pocket-less clothing provided by the Transit Operator during the cashbox pulling process. We observed that the bus driver pulling the cash box was wearing a uniform consistent with their primary driving responsibilities which have pockets. However, the dispatchers performing the cash count each morning wear pocket-less coveralls for the duration of the cash counting process.

We observed the cash counting process is under video surveillance.

We observed that two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the *IVT Vault & Farebox LogDay Sheet*, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by the third party armored service truck.

A spreadsheet summarizing the monthly cash collections is maintained. On a monthly basis, a Senior Financial Analyst at the Transit Operator's corporate office will reconcile the total balance counted and reported by the dispatchers with the balance deposited per the bank statement.

We observed actual cash collections and the estimated cash collections based on the number of riders over the *Driver's Daily Log Sheet* is subject to fluctuate as the driver cannot provide change for customers and cannot verify payment once the fare is deposited into the farebox.

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

### 3) *Spare Parts and Inventory Control*

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2018. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory count is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

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

#### 4) *Invoicing Process Control*

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

**Results:** We inquired of the Transit Operator management and performed an observation on December 11, 2018 over the invoicing process and observed the following:

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

The invoices are prepared by the IVT Operations Manager and then reviewed and approved by the Transit Operator's General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, IVT Fault & Farebox LogDay Sheets*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of August 2017, January 2018, and April 2018 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details of samples tested documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices for the period ending June 30, 2018 were reviewed and approved by the Transit Operator's General Manager.

No exceptions were found as a result of procedures performed.

#### 5) *Reporting Process*

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (May 2011), related amendments and annexes and performed observations and observed the following:

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

The invoices and required reports are prepared by the IVT Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, IVT Fault & Farebox LogDay Sheets*, etc. The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

#### 6) *Financial Data Analysis*

6.1 Inspect documents provided by ICTC and the Transit Operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.

6.2 Select a sample of three months of expense reports and compare amounts to supporting documentation.

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments, inspected the First Transit Riders Guide (April 2017) and performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the Transit Operator for the IVT Line, Green Line, Blue Line, and Gold Line services and noted the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of August 2017, January 2018 and April 2018 and obtained the monthly invoices for the IVT Line, Green Line, Blue Line, and Gold Line services. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.

The revenue hours in the monthly invoices are prepared based on the *Driver's Daily Log Sheets* and the *Time Sheets*. The *Driver's Daily Log Sheets* and the *Time Sheets* should agree; the *Time Sheets* are to be reviewed and approved by the supervisor on duty. We selected the following lines and obtained all related *Driver's Daily Log Sheets* and *Time Sheets* for a selected date and compared them to the data schedule which supports the monthly invoices. We observed the following:

- Line 1S - Date: August 23, 2017
  - We noted that the time sheet for the bus driver operating Work Run #5 (Bus 1207) was not approved by a supervisor.
  - We noted that the time sheet for the bus driver operating Work Run #11 (Bus 1213) was not approved by a supervisor.
  - We noted that the time sheet for the bus driver operating Work Run #15 (Bus 1202) was not approved by a supervisor.
- Line 2N - Date: August 30, 2017
  - No exceptions were observed.
- Line 1N - Date: January 4, 2018
  - We noted that the time sheet for the bus driver operating Work Run #5 (Bus 1207) was not approved by a supervisor.
  - We noted that the time sheet for the bus driver operating Work Run #7 (Bus 1216) was not approved by a supervisor.
- Line 3E - Date: January 9, 2018
  - We noted that the time sheet for the bus driver operating Work Run #23 (Bus 1100) was not approved by a supervisor.
- Line 2S - Date: April 23, 2018
  - No exceptions were observed.
- Blue Line - Date: April 30, 2018
  - No exceptions were observed.

- Green Line - Date: January 18, 2018
    - We noted that the time sheet for the bus driver operating Work Run Green, Line 850, Bus #504 was not approved by a supervisor.
  - Gold Line - Date: April 23, 2018
    - We noted that the time sheet for the bus driver operating Work Run #28, Line 950, Bus #504 was not approved by a supervisor.
    - We noted that the time sheet for the bus driver operating Work Run #28, Line 950, Bus #129 was not approved by a supervisor.
- 6.3 We inspected the monthly invoices for the IVT Line, Green Line, Blue Line, and Gold Line services for the fiscal year ending June 30, 2018 and observed no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.
- 6.4 We selected the months of August 2017, January 2018 and April 2018 and obtained the fare collections by day from the “Farebox Accounting” report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the source document “Daily Fare Collections Report”. We observed that for the samples selected for the months of August 2017, January 2018 and April 2018, the daily fare collections per the “Farebox Accounting” report agreed to the supporting source document, “Daily Fare Collection Reports” with the exception of one day (IVT Line August 2, 2017). See Exhibit B for details.
- 6.5 We prepared an estimate of the service hours per inspection of the First Transit Riders Guide (April 2017) and compared the calculated estimate to the revenue hours per the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments and the revenue hours billed for the IVT Line, Green Line, Blue Line and Gold Line services. See Exhibit C for details.

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

## 7) *Budget Development*

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

**Results:** We inquired of the Transit Operator management and inspected the IVT Line, Green Line, Blue Line, and Gold Line services budget for the fiscal year ending June 30, 2018 and observed the following:

The budget is developed primarily by the Transit Operator’s General Manager who follows the “Preparing Fiscal Year Budget” policies of the Transit Operator. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which in total do not exceed the agreed upon subsidy in the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments. The estimates are based on prior year’s data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

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

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

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



Riverside, California

February 13, 2019

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

IVT Operating Services						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 286,073	\$ 36,851	\$ 249,222	\$ -	\$ 1,689	\$ 250,911
August 2017	258,510	50,295	208,215	-	14,982	223,197
September 2017	281,161	60,247	220,914	-	1,689	222,603
October 2017	296,668	61,441	235,227	-	444	235,671
November 2017	275,909	50,355	225,554	-	1,439	226,993
December 2017	266,609	40,512	226,097	-	1,724	227,821
January 2018	286,296	49,353	236,943	-	11,286	248,229
February 2018	260,754	52,211	208,543	-	4,400	212,943
March 2018	299,644	55,788	243,856	-	11,074	254,930
April 2018	281,110	49,969	231,141	-	-	231,141
May 2018	295,357	56,350	239,007	-	-	239,007
June 2018	282,077	40,580	241,497	-	11,770	253,267
Total:	<u>\$ 3,370,168</u>	<u>\$ 603,952</u>	<u>\$ 2,766,216</u>	<u>\$ -</u>	<u>\$ 60,497</u>	<u>\$ 2,826,713</u>
Contract Specifications paragraph 8.1.1.2 For Base Cost and Base Subsidy						
	<u>\$ 3,521,749</u>	<u>\$ 598,697</u>	<u>\$ 2,923,052</u>			
Over (Under) Contract Requirements						
	<u>\$ (151,581)</u>	<u>\$ 5,255</u>	<u>\$ (156,836)</u>			
Operating Costs (A+E)	\$ 3,430,665					
Farebox Ratio Actual	17.60%					
Minimum Farebox Ratio Contract	17%					



**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

Green Line Services							
	A	B	C= (A-B)	D	E	F= (C+E)	
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit	
July 2017	\$ 25,635	\$ 631	\$ 25,004	\$ -	\$ -	\$ 25,004	
August 2017	28,452	561	27,891	-	-	27,891	
September 2017	25,631	678	24,953	-	-	24,953	
October 2017	27,505	649	26,856	-	-	26,856	
November 2017	26,570	580	25,990	-	3,282	29,272	
December 2017	25,647	574	25,073	-	41	25,114	
January 2018	26,566	514	26,052	-	-	26,052	
February 2018	24,711	655	24,056	-	-	24,056	
March 2018	27,526	631	26,895	-	-	26,895	
April 2018	26,576	594	25,982	-	-	25,982	
May 2018	27,519	715	26,804	-	-	26,804	
June 2018	26,579	673	25,906	-	-	25,906	
<b>Total:</b>	<b>\$ 318,917</b>	<b>\$ 7,455</b>	<b>\$ 311,462</b>	<b>\$ -</b>	<b>\$ 3,323</b>	<b>\$ 314,785</b>	
Contract Specifications paragraph 8.1.2.7 For Base Cost and Base Subsidy							
	\$ 332,038	\$ 16,602	\$ 315,436				
Over (Under) Contract Requirements							
	\$ (13,121)	\$ (9,147)	\$ (3,974)				
Operating Costs (A+E)		\$ 322,240					
Farebox Ratio Actual		2.31%					
Minimum Farebox Ratio Contract		5%					

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

<b>Blue Line Services</b>						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 25,637	\$ 697	\$ 24,940	\$ -	\$ -	\$ 24,940
August 2017	28,441	1,305	27,136	-	-	27,136
September 2017	25,618	1,760	23,858	-	-	23,858
October 2017	27,511	910	26,601	-	-	26,601
November 2017	26,565	1,341	25,224	-	3,289	28,513
December 2017	25,624	689	24,935	-	42	24,977
January 2018	26,574	2,207	24,367	-	641	25,008
February 2018	24,705	799	23,906	-	-	23,906
March 2018	27,514	886	26,628	-	-	26,628
April 2018	26,572	873	25,699	-	-	25,699
May 2018	27,509	752	26,757	-	-	26,757
June 2018	26,576	593	25,983	-	-	25,983
Total:	<u>\$ 318,846</u>	<u>\$ 12,812</u>	<u>\$ 306,034</u>	<u>\$ -</u>	<u>\$ 3,972</u>	<u>\$ 310,006</u>
Contract Specifications paragraph 8.1.2.7 For Base Cost and Base Subsidy						
	<u>\$ 332,038</u>	<u>\$ 16,602</u>	<u>\$ 315,436</u>			
Over (Under) Contract Requirements						
	<u>\$ (13,192)</u>	<u>\$ (3,790)</u>	<u>\$ (9,402)</u>			
Operating Costs (A+E)		\$ 322,818				
Farebox Ratio Actual		3.97%				
Minimum Farebox Ratio Contract		5%				

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

Gold Line Services						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 19,335	\$ 813	\$ 18,522	\$ -	\$ -	\$ 18,522
August 2017	22,295	972	21,323	-	526	21,849
September 2017	19,387	822	18,565	-	-	18,565
October 2017	21,311	868	20,443	-	-	20,443
November 2017	20,356	878	19,478	-	3,372	22,850
December 2017	19,387	808	18,579	-	38	18,617
January 2018	20,350	779	19,571	-	-	19,571
February 2018	18,417	799	17,618	-	-	17,618
March 2018	21,322	886	20,436	-	-	20,436
April 2018	20,358	844	19,514	-	-	19,514
May 2018	21,328	966	20,362	-	-	20,362
June 2018	20,356	902	19,454	-	-	19,454
Total:	<u>\$ 244,202</u>	<u>\$ 10,337</u>	<u>\$ 233,865</u>	<u>\$ -</u>	<u>\$ 3,936</u>	<u>\$ 237,801</u>
Contract Specifications paragraph 8.1.3.5 For Base Cost and Base Subsidy						
	<u>\$ 272,720</u>	<u>\$ 10,909</u>	<u>\$ 261,811</u>			
Over (Under) Contract Requirements						
	<u>\$ (28,518)</u>	<u>\$ (572)</u>	<u>\$ (27,946)</u>			
Operating Costs (A+E)		\$ 248,138				
Farebox Ratio Actual		4.17%				
Minimum Farebox Ratio Contract		4%				

Exhibit B  
 Procedure #6.4- Daily Fare Collections  
 Fiscal Year Ending June 30, 2018  
 (Unaudited)

Date	Farebox Accounting - Per Monthly Invoice/Reporting	Daily Fare Collections - Per Daily Fare Collection Report	Variance
<b>August 2017</b>			
<b>IVT</b>			
2	\$ 1,359.07	\$ 1,380.21	\$ (21.14)
8	1,206.13	1,206.13	-
25	1,613.77	1,613.77	-
<b>Green Line</b>			
8	33.15	33.15	-
15	19.56	19.56	-
23	24.13	24.13	-
<b>Blue Line</b>			
9	19.63	19.63	-
17	26.61	26.61	-
25	17.57	17.57	-
<b>Gold Line</b>			
2	32.99	32.99	-
10	48.39	48.39	-
24	41.09	41.09	-
<b>January 2018</b>			
<b>IVT</b>			
2	\$ 1,670.82	\$ 1,670.82	\$ -
10	1,666.75	1,666.75	-
24	1,546.40	1,546.40	-
<b>Green Line</b>			
10	23.28	23.28	-
18	24.00	24.00	-
25	19.41	19.41	-
<b>Blue Line</b>			
5	22.80	22.80	-
11	46.24	46.24	-
22	21.74	21.74	-
<b>Gold Line</b>			
8	30.95	30.95	-
12	39.52	39.52	-
23	19.65	19.65	-

**Exhibit B**  
**Procedure #6.4- Daily Fare Collections**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

<b>Date</b>	<b>Farebox Accounting -</b>		<b>Daily Fare Collections -</b>		<b>Variance</b>
	<b>Per Monthly Invoice/Reporting</b>		<b>Per Daily Fare Collection Report</b>		
<b>April 2018</b>					
<b>IVT</b>					
2	\$	1,440.71	\$	1,440.71	\$ -
6		1,270.15		1,270.15	-
9		1,819.74		1,819.74	-
<b>Green Line</b>					
4		38.66		38.66	-
11		28.22		28.22	-
25		20.93		20.93	-
<b>Blue Line</b>					
6		21.17		21.17	-
17		26.55		26.55	-
25		22.45		22.45	-
<b>Gold Line</b>					
12		30.50		30.50	-
16		37.29		37.29	-
30		39.43		39.43	-

Exhibit C  
 Procedure #6.5- Annual Revenue Hours Analytic  
 Fiscal Year Ending June 30, 2018  
 (Unaudited)

<b>Gold Line-</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
11.03	2	3,284	3,276	3,296

<b>Blue Line</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
10.63	2	3,184	3,200	3,183

<b>Green Line</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
10.63	2	3,184	3,200	3,184

<b>IVT Service Line</b>				
<i>Route</i>	<i>Sched. Run Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
1 South (Weekdays)	15.52	3,910		
1 South (Weekends)	9.75	1,014		
1 North (Weekdays)	27.05	6,817		
1 North (Weekend)	18.08	1,881		
2 South (Weekdays)	18.12	4,565		
2 South (Weekends)	17.15	1,784		
2 North (Weekdays)	15.97	4,024		
2 North (Weekends)	17.83	1,855		
3 East (Weekdays)	5.08	1,281		
3 East (Saturday Only)	2.00	104		
3 West (Weekdays)	4.88	1,231		
3 West (Saturday Only)	2.50	130		
4 West (Weekdays)	2.00	504		
4 West (Saturday Only)	2.37	123		
4 East (Weekdays)	2.00	504		
4 East (Saturday Only)	2.37	123		
21 IVC Express*	9.33	1,748		
22 IVC Express*	4.62	942		
31 Direct (Weekdays)	2.58	651		
31 Direct (Saturday Only)	2.67	139		
32 Direct (Weekdays)	2.58	651		
32 Direct (Saturday Only)	2.67	139		
41 S	0.88	223		
41 N	0.42	105		
45W	0.75	189		
45E	0.42	105		
51S	1.92	96		
51N	2.12	106		
		34,941	34,600	34,339

<b>Total for all Service Lines:</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
225.92	6	44,593	44,276	44,002

\*Estimated that the Monday through Friday routes run 204 days per year and the Monday through Thursday routes run 166 days per year.

To: Mark Baza, Executive Director, ICTC

From: Cesar Sanchez, General Manager, First Transit 

Subject: IVT Fixed Route Audit Response

Date: February 11, 2019

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

First Transit has read the Independent Accountants' report on Applying Agreed Upon Procedures for the IVT Fixed Route service. The following is First Transit's response to the findings of that audit.

1) Observation of service provided:

Six various fixed routes were selected as a sample and it was observed that each was operating as indicated in the IVT Rider's Guide.

Based upon procedures performed, the auditor noted that First Transit did not meet the Farebox ratio for the Green Line and Blue Line.

Response: The main reason why the 5% farebox ratio on the Blue and Green lines were not met is because much of the ridership are senior/disabled passengers that pay half the regular fare.

2) Cash Handling Control:

Response: As noted last year, due to the size of the vault, all cash boxes are not stored in the locked vault. All cash boxes are stored in the cash counting room which is locked and under surveillance. Access to the cash counting room and vault is limited to Dispatchers and Management. Bus drivers pulling cash boxes do not have access to the contents of the box due to the security feature which automatically locks the box as soon as it is removed from the farebox stand. Therefore, First Transit only requires the use of pocket-less clothing for Dispatcher performing cash count.

3) Spare Parts and Inventory Control:

Response: First Transit's inventory is monitored and controlled in a software called "Infor." The inventory levels noted in Infor are reviewed regularly by the local Maintenance Manager, Regional Maintenance Manager, Regional Maintenance Director and the local General Manager. Both the Regional Maintenance Manager and local Maintenance Manager review inventory levels at least twice a month at random times. The inventory reviewed includes information pertaining to bus parts, tires and fluids. Inventory levels are reviewed on 0-6 months, 7-12 months, and 1-2-year time frames. First Transit is always working on keeping inventory levels no older than 6 months unless there is contractual obligation to keep the item always available. An in depth completed inventory is performed every quarter by the Maintenance Manager accompanied by another member of the management team. The results are then sent to the Director of Maintenance for review. There is not an official paper signed by the Director of

Maintenance that proves their review because this process is by email. Going forward, we will make sure to receive a confirmation that the inventory was received and reviewed.

4) Invoicing Process Control:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

5) Reporting Process:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

6) Financial Data Analysis:

The auditor randomly selected and compared several manifests. The only issue found was that some of the manifests were not signed.

Response: This does not mean that the paperwork was not reviewed because every manifest must be reviewed to gather all the information for proper invoicing. They were not signed mainly because of a misunderstanding between dispatch and management. Proper measures have been taken for all manifests to be signed.

7) Budget Development:

No exceptions were found as a result of procedures performed in this area.

Response: N/A





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

Imperial County Transportation Commission  
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT-Access transit services for the period ending June 30, 2018. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are listed below.

**1) *Observation of service provided***

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

**Results:** We inquired of the Transit Operator management, inspected the ADA Paratransit Service Agreement (May 2011) and related amendments (#1-3), and inspected the Imperial Valley Transit (IVT) Rider's Guide in order to obtain an understanding of the services being provided. IVT-Access provides curb-to-curb transportation service with wheelchair lifts for mobility disadvantaged persons that have completed a certification and eligibility process. The IVT-Access program operates through an advanced reservation system and covers much of the County of Imperial. See Exhibit A for details of procedure #1.

Based on procedures performed as documented at Exhibit A, we noted that the Transit Operator exceeded the not-to-exceed amount of subsidy and did not meet the Farebox Ratio as required per the First Transit ADA Paratransit Service Agreement (as amended by amendment #3).

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

**2) *Cash Handling Control***

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2018. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

**Results:** We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on December 11, 2018. We observed the following:

The Transit Operator drivers are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and the estimated cash collections. We observed that the driver does not have access to the cash deposited into the cash box within the farebox located on each bus.

Cash boxes are collected and exchanged on a daily basis upon the vehicle's return to the yard. A key is required to release the cash box from the farebox. A separate key is required to access the contents of the cash box. The key to access the cash boxes are located in the Safety Manager's office. Access to the cash box keys is limited to the dispatchers. We observed that the cash boxes are equipped with a security feature in which the cash box is to automatically lock when the cash box is removed from the farebox cabinet.

Per inspection of the Cash Handling policies, cash boxes are to be stored in a locked vault until the cash is counted and picked up by the armored service. We observed that not all cash boxes are stored in the locked vault prior to being counted as there is limited space in the vault, which is an exception to the documented policies. The remaining cash boxes not stored in the vault are stored in the locked cash count room. Access to the vault and cash count room is limited to First Transit dispatchers and is under video surveillance.

Per inspection of the Cash Handling policies, cashbox pullers must wear special pocket-less clothing provided by the Transit Operator during the cashbox pulling process. We observed that the bus driver pulling the cash box was wearing a uniform consistent with their primary driving responsibilities which have pockets. However, the dispatcher performing the cash count each morning wear pocket-less coveralls for the duration of the cash counting process.

We observed the cash counting process is under video surveillance.

We observed that two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the *IVT Access Vault & Farebox LogDay Sheet*, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by the third party armored service truck.

A spreadsheet summarizing the monthly cash collections is maintained. On a monthly basis, a Senior Financial Analyst at the Transit Operator's corporate office will reconcile the total balance counted and reported by the dispatchers with the balance deposited per the bank statement.

We observed actual cash collections and the estimated cash collections based on the number of riders over the *Driver's Daily Log Sheet* is subject to fluctuate as the driver cannot provide change for customers and cannot verify payment once the fare is deposited into the farebox.

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

### 3) *Spare Parts and Inventory Control*

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2018. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory count is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

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

#### 4) *Invoicing Process Control*

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

**Results:** We inquired of the Transit Operator management and performed an observation on December 11, 2018 over the invoicing process and observed the following:

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

The invoices are prepared by the Operations Manager and then reviewed and approved by the First Transit General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets*, *Time Sheets*, *IVT Access Vault & Farebox LogDay Sheets*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of November 2017, January 2018, and May 2018 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices for the period ending June 30, 2018 were reviewed and approved by the First Transit General Manager.

No exceptions were found as a result of procedures performed.

## 5) *Reporting Process*

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

**Results:** We inquired of the Transit Operator management, inspected the ADA Paratransit Service Agreement (May 2011) and related amendments and performed observations and observed the following:

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

The invoices and required reports are prepared by the IVT-Access Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, IVT Access Vault & Farebox LogDay Sheets*, etc. The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

## 6) *Financial Data Analysis*

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

**Results:** We inquired of First Transit management, inspected the First Transit ADA Paratransit Service Agreement (May 2011) and related amendments, inspected the First Transit Rider's Guide, performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the transit operator for IVT-Access and identified the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of November 2017, January 2018 and May 2018 and obtained the monthly invoices for IVT-Access. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.

- 6.3 We inspected the monthly invoices for IVT-Access for the fiscal year ending June 30, 2018 and identified no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.
- 6.4 We selected the months of November 2017, January 2018 and May 2018 and obtained the fare collections by day from the “Farebox Accounting” report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the source document “Daily Fare Collections Report”. We observed that for the samples selected for the months of November 2017, January 2017, and May 2018, the daily fare collections per the “Farebox Accounting” report agreed to the supporting source document, “Daily Fare Collection Reports” without exception. See Exhibit B for details.
- 6.5 The IVT-Access provides curb to curb transportation service with wheelchair lifts for mobility disadvantaged persons that have completed a certification and eligibility process and is not a fixed route with published schedules. The revenue hours in the monthly invoices are prepared based on the Driver’s Daily Log Sheets and the Time Sheets. The Driver’s Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected the following IVT-Access Routes and obtained all related Driver’s Daily Log Sheets and Time Sheets for a selected date and compared them to the data schedule which supports the monthly invoices. We observed the following:

<u>Route</u>	<u>Date</u>	<u>First PU</u>	<u>Last DO</u>	<u>Rev Hours</u>
300	6/21/2018	6:49	13:56	6.12
301	6/21/2018	7:00	14:50	7.08
302	6/21/2018	14:13	20:25	5.70
303	6/21/2018	6:12	13:09	6.45
304	6/21/2018	6:48	13:56	6.13
305A	6/21/2018	7:00	10:08	3.13
305B	6/21/2018	12:04	15:14	3.17
306	6/21/2018	6:53	10:46	3.88
307	6/21/2018	12:35	15:08	2.55
308	6/21/2018	9:07	17:04	6.95
<b>Total</b>				51.17
<b>Invoiced to ICTC</b>				52.92
<b>Difference</b>				1.75

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

## 7) *Budget Development*

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

**Results:** We inquired of the Transit Operator management and inspected the IVT-Access services budget for the fiscal year ending June 30, 2018 and observed the following:

The budget is developed primarily by the Transit Operator’s General Manager who follows the “Preparing Fiscal Year Budget” policies of First Transit, Inc. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit ADA Paratransit Service Agreement (May 2011) and related amendments. The estimates are based on prior year’s data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

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

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

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

*Vavreck, Trine, Day & Co LLP*

Riverside, California  
February 13, 2019

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

IVT-ACCESS ADA Paratransit Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 124,380	\$ 4,385	\$ 119,995	\$ -	\$ 64	\$ 120,059
August 2017	132,392	6,194	126,198	-	53	126,251
September 2017	122,704	5,312	117,392	-	288	117,680
October 2017	131,056	5,813	125,243	-	53	125,296
November 2017	120,695	4,932	115,763	-	2,471	118,234
December 2017	118,001	4,523	113,478	-	140	113,618
January 2018	119,858	4,951	114,907	-	1,392	116,299
February 2018	113,004	5,768	107,236	-	101	107,337
March 2018	125,334	5,326	120,008	-	71	120,079
April 2018	120,897	5,346	115,551	-	68	115,619
May 2018	125,185	5,407	119,778	-	130	119,908
June 2018	120,129	5,181	114,948	-	68	115,016
Total:	<u>\$ 1,473,635</u>	<u>\$ 63,138</u>	<u>\$ 1,410,497</u>	<u>\$ -</u>	<u>\$ 4,899</u>	<u>\$ 1,415,396</u>
Contract Specifications paragraph 8.1.2 For Base Cost and Base Subsidy						
	<u>\$ 1,640,136</u>	<u>\$ 164,014</u>	<u>\$ 1,476,122</u>			
Over (Under) Contract Requirements						
	<u>\$ (166,501)</u>	<u>\$ (100,876)</u>	<u>\$ (65,625)</u>			
Operating Costs (A+E)		\$ 1,478,534				
Farebox Ratio Actual		4.27%				
Minimum Farebox Ratio Contract		10%				

**Exhibit B**  
**Procedure #6.4- Daily Fare Collections**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

<b>Date</b>	<b>Farebox Accounting - Per Monthly Invoice/Reporting</b>		<b>Daily Fare Collections- Per Daily Fare Collection Report</b>	
<b>November 2017</b>				
<b>IVT Access</b>				
13	\$	99.64	\$	99.64
22		120.64		120.64
27		145.56		145.56
<b>January 2018</b>				
<b>IVT Access</b>				
2	\$	110.39	\$	110.39
11		125.99		125.99
23		32.00		32.00
<b>May 2018</b>				
<b>IVT Access</b>				
3	\$	135.55	\$	135.55
15		105.51		105.51
29		107.55		107.55



To: Mark Baza, Executive Director, ICTC

From: Cesar Sanchez, General Manager, First Transit 

792 E Ross Ave  
El Centro, CA 92243  
Tel: 760-482-2900

Subject: IVT Access Audit Response

Date: February 11, 2019

First Transit has read the Independent Accountants' report on Applying Agreed Upon Procedures for the IVT Access Paratransit service. The following is First Transit's response to the findings of that audit.

1) Observation of service provided:

Based upon procedures performed, the auditor noted First Transit exceeded the not-to-exceed amount of subsidy and did not meet the Farebox Ratio.

Response: The demand has been growing slowly but not as high to achieve a 10% recovery ratio. The fares have been the same for many years, hence it makes it more difficult to meet the requirements for the farebox.

2) Cash Handling Control:

Response: As noted last year, due to the size of the vault, all cash boxes are not stored in the locked vault. All cash boxes are stored in the cash counting room which is locked and under surveillance. Access to the cash counting room and vault is limited to Dispatchers and Management. Bus drivers pulling cash boxes do not have access to the contents of the box due to the security feature which automatically locks the box as soon as it is removed from the farebox cabinet. Therefore, First Transit only requires the use of pocket-less clothing for Dispatcher performing cash count.

3) Spare Parts and Inventory Control:

Response: First Transit's inventory is monitored and controlled in a software called "Infor." The inventory levels noted in Infor are reviewed regularly by the local Maintenance Manager, Regional Maintenance Manager, Regional Maintenance Director and the local General Manager. Both the Regional Maintenance Manager and local Maintenance Manager review inventory levels at least twice a month at random times. The inventory reviewed includes information pertaining to bus parts, tires and fluids. Inventory levels are reviewed on 0-6 months, 7-12 months, and 1-2-year time frames. First Transit is always working on keeping inventory levels no older than 6 months unless there is contractual obligation to keep the item always available. An in depth completed inventory is performed every quarter by the Maintenance Manager accompanied by another member of the management team. The results are then sent to the Director of Maintenance for review. There is not an official paper signed by the Director of

Maintenance that proves their review because this process is by email. Going forward, we will make sure to receive a confirmation that the inventory was received and reviewed.

4) Invoicing Process Control:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

5) Reporting Process:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

6) Financial Data Analysis:

The auditor randomly selected and compared 1 day which was 6/21/18.

Response: After reviewing it, I concluded that First Transit invoiced ICTC correctly. We spoke with the auditor and we found that he had used the front page of the driver's manifest to make calculations. After examining the manifest, we found the driver had some errors. Transit will also take the proper measures to ensure the drivers write the correct information in the front page of the manifest so it can perfectly match with what we input.

7) Budget Development:

No exceptions were found as a result of procedures performed in this area.

Response: N/A



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

Imperial County Transportation Commission  
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT-Ride transit services for the period ending June 30, 2018. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are listed below.

**1) *Observation of service provided***

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Agreement for Paratransit Services (September 2014 and April 2016), and inspected the IVT-Ride published brochure in order to obtain an understanding of the services being provided. IVT-Ride provides dial-a-ride services for seniors and persons with disabilities. The IVT-Ride program operates upon request and services the cities of Brawley, Calexico, El Centro, Imperial, and West Shores. See Exhibit A for details of procedure #1.

Based on procedures performed as documented at Exhibit A, we noted that the Transit Operator did not meet the Farebox Ratio for any of the Ride Service lines as required by the First Transit Agreement for Paratransit Services and its related amendments. Additionally, we noted that the IVT-Ride Calexico service line exceeded the not-to-exceed subsidy limit as stipulated in the agreement.

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

**2) *Cash Handling Control***

Inspect the Transit Operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the Transit Operator's internal controls over cash handling during the year ending June 30, 2018. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

**Results:** We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on December 11, 2018. We observed the following:

The Transit Operator drivers are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and the estimated cash collections. We observed that the driver does not have access to the cash deposited into the cash box within the farebox located on each bus.

Cash boxes are collected and exchanged on a daily basis upon the vehicle's return to the yard. A key is required to release the cash box from the farebox. A separate key is required to access the contents of the cash box. The key to access the cash boxes are located in the Safety Manager's office. Access to the cash box keys is limited to the dispatchers. We observed that the cash boxes are equipped with a security feature in which the cash box is to automatically lock when the cash box is removed from the farebox cabinet.

Per inspection of the Cash Handling policies, cash boxes are to be stored in a locked vault until the cash is counted and picked up by the armored service. We observed that not all cash boxes are stored in the locked vault prior to being counted as there is limited space in the vault, which is an exception to the documented policies. The remaining cash boxes not stored in the vault are stored in the locked cash count room. Access to the vault and cash count room is limited to First Transit dispatchers and is under video surveillance.

Per inspection of the Cash Handling policies, cashbox pullers must wear special pocket-less clothing provided by the Transit Operator during the cashbox pulling process. We observed that the bus driver pulling the cash box was wearing a uniform consistent with their primary driving responsibilities which have pockets. However, the dispatchers performing the cash count each morning wear pocket-less coveralls for the duration of the cash counting process.

We observed the cash counting process is under video surveillance.

We observed that two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the *IVT Ride Vault & Farebox LogDay Sheet*, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by the third party armored service truck.

A spreadsheet summarizing the monthly cash collections is maintained. On a monthly basis, a Senior Financial Analyst at the Transit Operator's corporate office will reconcile the total balance counted and reported by the dispatchers with the balance deposited per the bank statement.

We observed actual cash collections and the estimated cash collections based on the number of riders over the *Driver's Daily Log Sheet* is subject to fluctuate as the driver cannot provide change for customers and cannot verify payment once the fare is deposited into the farebox.

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

### 3) *Spare Parts and Inventory Control*

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2018. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory count is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

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

#### **4) *Invoicing Process Control***

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

**Results:** We inquired of the Transit Operator management and performed an observation on December 11, 2018 over the invoicing process and observed the following:

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

The invoices are prepared by the IVT-Ride Operations Manager and then reviewed and approved by the Transit Operator's General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, IVT Ride Vault & Farebox LogDay Sheets*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of September 2017, February 2018, and March 2018 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices for the period ending June 30, 2018 were reviewed and approved by the First Transit General Manager.

No exceptions were found as a result of procedures performed.

## 5) *Reporting Process*

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Paratransit Service Agreement (September 2014 and April 2016), and performed observations and observed the following:

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

The invoices and required reports are prepared by the IVT- Ride Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, IVT Ride Vault & Farebox LogDay Sheets*, etc. The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

## 6) *Financial Data Analysis*

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

**Results:** We inquired of First Transit management, inspected the First Transit Paratransit Service Agreement (September 2014 and April 2016) and related amendments and inspected the IVT-Ride published brochure and performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the Transit Operator for IVT-Ride Brawley, IVT-Ride Calexico, IVT-Ride Imperial, IVT-Ride West Shores, and IVT-Ride El Centro service lines and identified the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of September 2017, February 2018 and March 2018 and obtained the monthly invoices for IVT-Ride Brawley, IVT-Ride Calexico, IVT-Ride Imperial, IVT-Ride West Shores, and IVT-Ride El Centro service lines. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.
- 6.3 We inspected the monthly invoices for IVT-Ride Brawley, IVT-Ride Calexico, IVT-Ride Imperial, IVT-Ride West Shores, and IVT-Ride El Centro service lines for the fiscal year ending June 30, 2018 and identified no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.

**6.4** We selected the months of September 2017, February 2018 and March 2018 and obtained the fare collections by day from the “Farebox Accounting” report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the source document “Daily Fare Collections Report”. We observed that for the samples selected for the months of September 2017, February 2018, and March 2018, the daily fare collections per the “Farebox Accounting” report agreed to the supporting source document, “Daily Fare Collection Reports” with the exception of 2 samples in which we noted trivial variances. See Exhibit B for details.

**6.5** The IVT-Ride provides curb to curb transportation services upon advance reservations and operates upon request by eligible persons. The revenue hours in the monthly invoices are prepared based on the Driver’s Daily Log Sheets and the Time Sheets. The Driver’s Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected the following IVT-Ride Routes and obtained all related Driver’s Daily Log Sheets and Time Sheets for a selected date and compared them to the data schedule which supports the monthly invoices. We excluded hours for breaks and lunch to estimate the revenue hours that would be reported for the selected day. We observed the following:

<u>Route</u>	<u>Date</u>	<u>First PU</u>	<u>Last DO/ Route End</u>	<u>Rev Hours</u>
Brawley 1	6/21/2018	8:15	15:50	6.58
Brawley 2	6/21/2018	6:35	14:30	7.42
			<b>Total</b>	14.00
			<b>Invoiced to ICTC</b>	15.30
			<b>Difference</b>	1.30
Calexico 1	6/21/2018	7:05	16:48	8.72
Calexico 2	6/21/2018	7:00	16:08	8.13
Calexico 3	6/21/2018	7:02	15:33	7.52
			<b>Total</b>	24.37
			<b>Invoiced to ICTC</b>	26.25
			<b>Difference</b>	1.88
El Centro 1	6/21/2018	7:08	17:25	8.78
El Centro 2	6/21/2018	7:11	17:02	8.35
El Centro 3	6/21/2018	7:11	12:13	4.53
El Centro 3	6/21/2018	13:23	17:20	1.95
El Centro 4	6/21/2018	6:45	17:10	8.92
El Centro 5	6/21/2018	9:08	14:40	5.03
			<b>Total</b>	37.56
			<b>Invoiced to ICTC</b>	36.95
			<b>Difference</b>	(0.61)
Imperial	6/21/2018	6:30	15:49	7.82
			<b>Total</b>	7.82
			<b>Invoiced to ICTC</b>	8.22
			<b>Difference</b>	0.40
Westshores	6/21/2018	5:45	17:45	9.50
			<b>Total</b>	9.50
			<b>Invoiced to ICTC</b>	6.50
			<b>Difference</b>	(3.00)

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

7) ***Budget Development***

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

**Results:** We inquired of the Transit Operator management and inspected the IVT-Ride services budgets for the fiscal year ending June 30, 2018 and observed the following:

The budget is developed primarily by the Transit Operator’s General Manager who follows the “Preparing Fiscal Year Budget” policies of First Transit, Inc. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit Paratransit Service Agreements (September 2014 and April 2016). The estimates are based on prior year’s data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

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

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

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



Riverside, California  
February 13, 2019



**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

All IVT-Ride Combined Services						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 119,454	\$ 5,166	\$ 114,288	\$ -	\$ -	\$ 114,288
August 2017	129,445	5,640	123,805	-	1,415	125,220
September 2017	121,116	5,302	115,814	-	6	115,820
October 2017	129,146	5,033	124,113	-	11	124,124
November 2017	122,709	5,355	117,354	-	1	117,355
December 2017	122,215	4,430	117,785	-	278	118,063
January 2018	122,626	4,702	117,924	-	3	117,927
February 2018	116,818	4,491	112,327	-	1	112,328
March 2018	127,044	5,026	122,018	-	13	122,031
April 2018	123,465	5,243	118,222	-	3	118,225
May 2018	127,228	5,422	121,806	-	18	121,824
June 2018	124,811	5,432	119,379	-	14,590	133,969
Total:	<u>\$ 1,486,077</u>	<u>\$ 61,242</u>	<u>\$ 1,424,835</u>	<u>\$ -</u>	<u>\$ 16,339</u>	<u>\$ 1,441,174</u>
Combined Contract Specifications For Base Cost and Base Subsidy						
	<u>\$ 1,671,821</u>	<u>\$ 163,344</u>	<u>\$ 1,508,477</u>			
Over (Under) Contract Requirements						
	<u>\$ (185,744)</u>	<u>\$ (102,102)</u>	<u>\$ (83,642)</u>			
Operating Costs (A+E)	\$ 1,502,416					
Farebox Ratio Actual	4.08%					

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

<b>IVT Ride Brawley Service Line</b>						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 21,314	\$ 1,153	\$ 20,161	\$ -	\$ -	\$ 20,161.00
August 2017	22,717	1,266	21,451	-	130	21,581
September 2017	21,379	1,178	20,201	-	-	20,201
October 2017	22,904	992	21,912	-	-	21,912
November 2017	21,694	1,221	20,473	-	-	20,473
December 2017	22,223	917	21,306	-	62	21,368
January 2018	20,657	964	19,693	-	-	19,693
February 2018	19,607	827	18,780	-	-	18,780
March 2018	21,343	998	20,345	-	-	20,345
April 2018	20,893	1,291	19,602	-	-	19,602
May 2018	21,449	1,356	20,093	-	-	20,093
June 2018	21,164	1,253	19,911	-	2,429	22,340
Total:	<u>\$ 257,344</u>	<u>\$ 13,416</u>	<u>\$ 243,928</u>	<u>\$ -</u>	<u>\$ 2,621</u>	<u>\$ 246,549</u>
Contract Specifications paragraph 8.1.1.4 For Base Cost and Base Subsidy						
	<u>\$ 307,172</u>	<u>\$ 30,717</u>	<u>\$ 276,455</u>			
Over (Under) Contract Requirements						
	<u>\$ (49,828)</u>	<u>\$ (17,301)</u>	<u>\$ (32,527)</u>			
Operating Costs (A+E)	\$ 259,965					
Farebox Ratio Actual	5.16%					
Minimum Farebox Ratio Contract	10%					

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

IVT Ride Calexico Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 34,165	\$ 1,359	\$ 32,806	\$ -	\$ -	\$ 32,806
August 2017	36,356	1,506	34,850	-	260	35,110
September 2017	33,698	1,380	32,318	-	-	32,318
October 2017	35,645	1,474	34,171	-	-	34,171
November 2017	34,404	1,380	33,024	-	-	33,024
December 2017	34,057	1,276	32,781	-	62	32,843
January 2018	34,280	1,316	32,964	-	-	32,964
February 2018	32,741	1,245	31,496	-	-	31,496
March 2018	35,750	1,404	34,346	-	-	34,346
April 2018	35,227	1,252	33,975	-	-	33,975
May 2018	35,887	1,231	34,656	-	-	34,656
June 2018	35,164	1,264	33,900	-	-	33,900
Total:	<u>\$ 417,374</u>	<u>\$ 16,087</u>	<u>\$ 401,287</u>	<u>\$ -</u>	<u>\$ 322</u>	<u>\$ 401,609</u>
Contract Specifications paragraph 8.1.2.4 For Base Cost and Base Subsidy						
	<u>\$ 432,419</u>	<u>\$ 43,242</u>	<u>\$ 389,177</u>			
Over (Under) Contract Requirements						
	<u>\$ (15,045)</u>	<u>\$ (27,155)</u>	<u>\$ 12,110</u>			
Operating Costs (A+E)	\$ 417,696					
Farebox Ratio Actual	3.85%					
Minimum Farebox Ratio Contract	10%					

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

IVT Ride Imperial Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 14,605	\$ 561	\$ 14,044	\$ -	\$ -	\$ 14,044
August 2017	15,485	526	14,959	-	656	15,615
September 2017	14,359	450	13,909	-	-	13,909
October 2017	14,998	449	14,549	-	-	14,549
November 2017	14,111	425	13,686	-	-	13,686
December 2017	13,593	360	13,233	-	16	13,249
January 2018	13,926	363	13,563	-	-	13,563
February 2018	13,402	361	13,041	-	-	13,041
March 2018	14,051	385	13,666	-	-	13,666
April 2018	13,871	346	13,525	-	-	13,525
May 2018	14,085	371	13,714	-	-	13,714
June 2018	14,448	419	14,029	-	2,429	16,458
Total:	<u>\$ 170,934</u>	<u>\$ 5,016</u>	<u>\$ 165,918</u>	<u>\$ -</u>	<u>\$ 3,101</u>	<u>\$ 169,019</u>
Contract Specifications paragraph 8.1.3.4 For Base Cost and Base Subsidy						
	<u>\$ 210,735</u>	<u>\$ 21,074</u>	<u>\$ 189,661</u>			
Over (Under) Contract Requirements						
	<u>\$ (39,801)</u>	<u>\$ (16,058)</u>	<u>\$ (23,743)</u>			
Operating Costs (A+E)	\$ 174,035					
Farebox Ratio Actual	2.88%					
Minimum Farebox Ratio Contract	10%					

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

IVT Ride West Shores Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 4,384	\$ 124	\$ 4,260	\$ -	\$ -	\$ 4,260
August 2017	4,717	132	4,585	-	104	4,689
September 2017	5,354	91	5,263	-	-	5,263
October 2017	5,648	54	5,594	-	-	5,594
November 2017	5,354	89	5,265	-	-	5,265
December 2017	5,354	61	5,293	-	24	5,317
January 2018	5,648	59	5,589	-	-	5,589
February 2018	5,354	93	5,261	-	-	5,261
March 2018	5,648	90	5,558	-	-	5,558
April 2018	5,354	99	5,255	-	-	5,255
May 2018	5,941	132	5,809	-	-	5,809
June 2018	5,354	174	5,180	-	-	5,180
Total:	<u>\$ 64,110</u>	<u>\$ 1,198</u>	<u>\$ 62,912</u>	<u>\$ -</u>	<u>\$ 128</u>	<u>\$ 63,040</u>
Contract Specifications paragraph 8.1.4.4 For Base Cost and Base Subsidy						
	<u>\$ 76,768</u>	<u>\$ 3,838</u>	<u>\$ 72,930</u>			
Over (Under) Contract Requirements						
	<u>\$ (12,658)</u>	<u>\$ (2,640)</u>	<u>\$ (10,018)</u>			
Operating Costs (A+E)		\$ 64,238				
Farebox Ratio Actual		1.86%				
Minimum Farebox Ratio Contract		5%				

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

IVT Ride El Centro Service Line							
	A	B	C= (A-B)	D	E	F= (C+E)	
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit	
July 2017	\$ 44,986	\$ 1,969	\$ 43,017	\$ -	\$ -	\$ 43,017	
August 2017	50,170	2,210	47,960	-	265	48,225	
September 2017	46,326	2,203	44,123	-	6	44,129	
October 2017	49,951	2,064	47,887	-	11	47,898	
November 2017	47,146	2,240	44,906	-	1	44,907	
December 2017	46,988	1,816	45,172	-	114	45,286	
January 2018	48,115	2,000	46,115	-	3	46,118	
February 2018	45,714	1,965	43,749	-	1	43,750	
March 2018	50,252	2,149	48,103	-	13	48,116	
April 2018	48,120	2,255	45,865	-	3	45,868	
May 2018	49,866	2,332	47,534	-	18	47,552	
June 2018	48,681	2,322	46,359	-	9,732	56,091	
Total:	<u>\$ 576,315</u>	<u>\$ 25,525</u>	<u>\$ 550,790</u>	<u>\$ -</u>	<u>\$ 10,167</u>	<u>\$ 560,957</u>	
Contract Specifications paragraph 8.3.2 For Base Cost and Base Subsidy							
	<u>\$ 644,727</u>	<u>\$ 64,473</u>	<u>\$ 580,254</u>				
Over (Under) Contract Requirements							
	<u>\$ (68,412)</u>	<u>\$ (38,948)</u>	<u>\$ (29,464)</u>				
Operating Costs (A+E)		\$ 586,482					
Farebox Ratio Actual		4.35%					
Minimum Farebox Ratio Contract		10%					

**Exhibit B**  
**Procedure #6.4- Daily Fare Collections**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

<b>Date</b>	<b>Farebox Accounting - Per Monthly Invoice/Reporting</b>		<b>Daily Fare Collections - Per Daily Fare Collection Report</b>		<b>Variance</b>
<b>September 2017</b>					
<b>Brawley</b>					
5	\$	4.50	\$	4.50	\$ -
12		7.00		7.00	-
20		6.50		6.50	-
<b>Calexico</b>					
5		59.00		59.00	-
13		57.00		57.00	-
20		50.00		50.00	-
<b>Imperial</b>					
5		11.27		11.27	-
13		15.75		15.75	-
19		-		-	-
<b>Westshores</b>					
7		-		-	-
12		4.00		4.00	-
28		-		-	-
<b>El Centro</b>					
7		53.52		53.52	-
11		34.10		34.10	-
25		34.22		34.22	-
<b>February 2018</b>					
<b>Brawley</b>					
1	\$	9.00	\$	9.00	\$ -
6		6.00		6.00	-
8		4.35		4.35	-
<b>Calexico</b>					
7		59.65		59.65	-
14		57.00		57.00	-
20		38.00		38.00	-
<b>Imperial</b>					
1		12.28		12.28	-
15		12.75		12.75	-
20		13.95		14.00	(0.05)
<b>Westshores</b>					
8		-		-	-
15		-		-	-
27		15.00		15.00	-
<b>El Centro</b>					
9		44.95		44.95	-
20		34.76		34.76	-
28		38.84		38.84	-

**Exhibit B**  
**Procedure #6.4- Daily Fare Collections (Continued)**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

<b>Date</b>	<b>Farebox Accounting - Per Monthly Invoice/Reporting</b>	<b>Daily Fare Collections - Per Daily Fare Collection Report</b>	<b>Variance</b>
<b>March 2018</b>			
<b>Brawley</b>			
1	\$ 9.73	\$ 9.73	\$ -
7	10.50	10.50	-
21	7.35	7.35	-
<b>Calexico</b>			
5	51.82	51.82	-
14	55.60	55.60	-
28	55.00	55.00	-
<b>Imperial</b>			
1	16.15	16.15	-
13	15.70	15.70	-
20	8.25	8.50	(0.25)
<b>Westshores</b>			
8	4.00	4.00	-
13	5.00	5.00	-
29	-	-	-
<b>El Centro</b>			
5	43.16	43.16	-
20	45.06	45.06	-
29	42.34	42.34	-



To: Mark Baza, Executive Director, ICTC

From: Cesar Sanchez, General Manager, First Transit

*CS*

792 E Ross Ave  
El Centro, CA 92243  
Tel: 760-482-2900

Subject: IVT Ride Audit Response

Date: February 11, 2019

First Transit has read the Independent Accountants' report on Applying Agreed Upon Procedures for the IVT Ride Paratransit service. The following is First Transit's response to the findings of that audit.

1) Observation of service provided:

Based upon procedures performed, the auditor noted First Transit did not meet the Farebox Ratio for any Ride service lines and exceeded the not-to-exceed amount of subsidy for IVT Ride Calexico service line.

Response: The demand has been growing slowly but not as high to get to a 10% recovery ratio. The fare prices are low, which makes it more difficult to meet the requirements for the farebox. Some improvements have been done in some cities to reduce service hours at times with less demand. By improving the service hours, the effectiveness of the service, budget wise, will improve too.

2) Cash Handling Control:

Response: As noted last year, due to the size of the vault, all cash boxes are not stored in the locked vault. All cash boxes are stored in the cash counting room which is locked and under surveillance. Access to the cash counting room and vault is limited to Dispatchers and Management. Bus drivers pulling cash boxes do not have access to the contents of the box due to the security feature which automatically locks the box as soon as it is removed from the farebox cabinet. Therefore, First Transit only requires the use of pocket-less clothing for Dispatcher performing cash count.

3) Spare Parts and Inventory Control:

Response: First Transit's inventory is monitored and controlled in a software called "Infor." The inventory levels noted in Infor are reviewed regularly by the local Maintenance Manager, Regional Maintenance Manager, Regional Maintenance Director and the local General Manager. Both the Regional Maintenance Manager and local Maintenance Manager review inventory levels at least twice a month at random times. The inventory reviewed includes information pertaining to bus parts, tires and fluids. Inventory levels are reviewed on 0-6 months, 7-12 months, and 1-2-year time frames. First Transit is always working on keeping inventory levels no older than 6 months unless there is contractual obligation to keep the item always available. An

in depth completed inventory is performed every quarter by the Maintenance Manager accompanied by another member of the management team. The results are then sent to the Director of Maintenance for review. There is not an official paper signed by the Director of Maintenance that proves their review because this process is by email. Going forward, we will make sure to receive a confirmation that the inventory was received and reviewed.

4) Invoicing Process Control:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

5) Reporting Process:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

6) Financial Data Analysis:

The auditor randomly selected and compared 1 day which was 6/21/18.

Response: After reviewing it, I concluded that First Transit invoiced ICTC correctly. We spoke with the auditor and we found that he had used the front page of the driver's manifest to make calculations. After examining the manifest, we found the driver had some errors. Transit will also take the proper measures to ensure the drivers write the correct information in the front page of the manifest so it can perfectly match with what we input.

7) Budget Development:

No exceptions were found as a result of procedures performed in this area.

Response: N/A



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

Imperial County Transportation Commission  
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT MedTrans transit services for the period ending June 30, 2018. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are listed below.

**1) *Observation of service provided***

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

**Results:** We inquired of the Transit Operator management, inspected the MedTrans Service Agreement (April 2016) and inspected the IVT MedTrans Rider's Guide (July 2017 - June 2018) in order to obtain an understanding of the services being provided. IVT MedTrans is specifically intended to link Imperial Valley and San Diego County for non-emergency transportation to access medical facilities, clinics and doctor offices.

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

Per procedures performed as documented at Exhibit A we noted that the Transit Operator exceeded the not-to-exceed amount of subsidy and did not meet the Farebox Ratio as required per the First Transit Agreement for MedTrans Paratransit Services.

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

## 2) *Cash Handling Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2018. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

**Results:** We noted that the Transit Operator does have written policies in place over the cash handling procedures as they relate to the IVT MedTrans service line. However, the Transit Operator could not provide evidence of the formal approval of the written cash handling procedures.

The Transit Operator shuttle operators are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and fare amount per rider. We noted that passengers must call the IVT MedTrans office to book a reservation and must pay their fare in person prior to their trip. As such, money is not collected by the MedTrans shuttle operators and the IVT MedTrans shuttles are not equipped with fare boxes.

We observed the First Transit Inc. dispatch offices on December 11, 2018 and noted that the money for the IVT MedTrans fares is received by an Office Clerk within the Safety Manager's Office. The customer is given a receipt and a copy is kept for the Operations Manager to retrieve. We noted that cash is kept in a locked cash box within a locker in the Safety Manager's office. The Safety Manager's office is under 24 hour video surveillance which is monitored by the Maintenance Manager.

The Operations Manager will retrieve receipts for the IVT MedTrans fare multiple times throughout the workday. We noted that the receipts are cataloged by date of scheduled ride and are kept in the Operations Manager's office. We noted receipts are cataloged daily and are reconciled against bank deposit receipts on a monthly basis.

We noted that there is no set schedule as to when deposits are to be made. Per inquiry with the Transit Operator we noted that bank deposits are typically performed three times a month by the Dispatch Manager. The amount to be deposited at the end of each month should be the remainder for the month based on the receipts kept by the Operations Manager.

We noted that the Dispatch Manager will keep a spreadsheet that summarizes the total amount of money collected for all of the IVT service lines and will send the spreadsheet to an offsite Senior Financial Analyst for reconciliation to the total balance by the counters and balance per the bank statement. We noted that this procedure is performed at the First Transit corporate offices and contact will only be made with the El Centro location if a discrepancy was noted during the reconciliation. As such, evidence of this process could not be obtained.

We selected June 26, 2018 and obtained the catalog of IVT MedTrans receipts for that day as well as the *Driver's Daily Log Sheet*. We noted that the log sheet was approved by the shuttle driver's supervisor and the fare information had been entered by an Office Dispatcher. We noted that the amount from the receipts agreed to the fare revenue for the day on the "Farebox" tab of the electronic invoice file that is sent to ICTC without error.

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

## 3) *Spare Parts and Inventory Control*

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2018. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Manager, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

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

#### 4) *Invoicing Process Control*

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

**Results:** We inquired of the Transit Operator management and performed an observation on December 11, 2018 over the invoicing process and observed the following:

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

The invoices are prepared by the IVT MedTrans Operations Manager and then reviewed and approved by the Transit Operator's General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets*, *Time Sheets*, *Fare Receipt Catalogs*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of February 2018, April 2018, and June 2018 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details of samples tested documented at procedure 6 (Financial Data Analysis).

We observed that all invoices for the period ending June 30, 2018 were reviewed and approved by the Transit Operator's General Manager.

No exceptions were found as a result of procedures performed.

## 5) *Reporting Process*

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

**Results:** We inquired of the Transit Operator management, inspected the First Transit MedTrans Paratransit Services Agreement (April 2016) and performed observations and observed the following:

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

The invoices and required reports are prepared by the IVT MedTrans Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, Fare Receipts Catalogs, etc.* The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

## 6) *Financial Data Analysis*

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

**Results:** We inquired of the Transit Operator management, inspected the MedTrans Paratransit Services Agreement (April 2016) and performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the Transit Operator for MedTrans and observed the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of February 2018, April 2018 and June 2018 and obtained the monthly invoices for IVT MedTrans. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.
- 6.3 We inspected the monthly invoices for IVT MedTrans for the fiscal year ending June 30, 2018 and observed no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.
- 6.4 We selected the months of February 2018, April 2018 and June 2018 and obtained the cash fare collections by day from the Daily Fare Collections report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the fare receipt catalogs. We observed that for the samples selected for the months of February 2018, April 2018, and June 2018, the daily fare collections per the Daily Fare Collections report agreed to the supporting source document without exception. See Exhibit B for details.

6.5 IVT MedTrans provides non-emergency transportation services for transit dependent individuals and is not a fixed route with published schedules. The revenue hours in the monthly invoices are prepared based on the Driver's Daily Log Sheet. The Driver's Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected June 26, 2018 and obtained the Driver's Daily Log Sheets and Time Sheets and compared them to the data schedule which supports the monthly invoices. We observed the following:

<u>Route/Paddle</u>	<u>Date</u>	<u>1st PU</u>	<u>Last DO</u>	<u>Rev. Hours</u>
MedTrans 1	6/26/2018	6:30	17:10	8.67
MedTrans 2	6/26/2018	9:25	19:45	8.83
			Total	17.50
			Invoiced to ICTC	16.72
			Variance	(0.78)

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

### 7) **Budget Development**

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

**Results:** We inquired of Transit Operator management and inspected the IVT MedTrans services budget for the fiscal year ending June 30, 2018. We observed the following:

The budget is developed primarily by the Transit Operator's General Manager who follows the "Preparing Fiscal Year Budget" policies of the Transit Operator. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit MedTrans Paratransit Services Agreement (April 2016). The estimates were based on internal calculations prepared by the Transit Operator's prior General Manager. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

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

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

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

*Vavinck, Trine, Day & Co LLP*

Riverside, California  
February 13, 2019

**Exhibit A**  
**Procedure #1- Services Provided**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

First Transit - IVT MedTrans Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2017	\$ 38,085	\$ 2,633	\$ 35,452	\$ -	\$ -	\$ 35,452
August 2017	40,281	3,247	37,034	-	-	37,034
September 2017	37,677	3,146	34,531	-	-	34,531
October 2017	40,101	3,059	37,042	-	-	37,042
November 2017	39,661	3,833	35,828	-	-	35,828
December 2017	38,774	3,119	35,655	-	-	35,655
January 2018	39,432	3,780	35,652	-	-	35,652
February 2018	37,506	2,829	34,677	-	-	34,677
March 2018	38,547	3,633	34,914	-	-	34,914
April 2018	36,602	3,042	33,560	-	251	33,811
May 2018	41,050	3,732	37,318	-	-	37,318
June 2018	38,517	2,931	35,586	-	-	35,586
Total:	<u>\$ 466,233</u>	<u>\$ 38,984</u>	<u>\$ 427,249</u>	<u>\$ -</u>	<u>\$ 251</u>	<u>\$ 427,500</u>
Contract Specifications paragraph 8.3.2 For Base Cost and Base Subsidy						
	<u>\$ 464,833</u>	<u>\$ 69,725</u>	<u>\$ 395,108</u>			
Over (Under) Contract Requirements						
	<u>\$ 1,400</u>	<u>\$ (30,741)</u>	<u>\$ 32,141</u>			
Operating Costs (A+E)		\$ 466,484				
Farebox Ratio Actual		8.36%				
Minimum Farebox Ratio Contract		15%				



**Exhibit B**  
**Procedure #6.4- Daily Fare Collections**  
**Fiscal Year Ending June 30, 2018**  
**(Unaudited)**

Date	Daily Fare Collections- Per Monthly Invoice/Reporting		Daily Fare Collections- Per Daily Fare Collection Report	
<b>February 2018</b>				
<b>First Transit IVT MedTrans</b>				
5	\$	156	\$	156
14		233		233
21		59		59
<b>April 2018</b>				
<b>First Transit IVT MedTrans</b>				
5	\$	156	\$	156
17		245		245
26		241		241
<b>June 2018</b>				
<b>First Transit IVT MedTrans</b>				
4	\$	252	\$	252
13		82		82
29		253		253

To: Mark Baza, Executive Director, ICTC

From: Cesar Sanchez, General Manager, First Transit 

792 E Ross Ave  
El Centro, CA 92243  
Tel: 760-482-2900

Subject: IVT MedTrans Audit Response

Date: February 11, 2019

First Transit has read the Independent Accountants' report on Applying Agreed Upon Procedures for the IVT MedTrans service. The following is First Transit's response to the findings of that audit.

1) Observation of service provided:

Based upon procedures performed, the auditor noted First Transit did not meet the Farebox Ratio and exceeded the not-to-exceed amount of subsidy.

The auditor also identified that there is no formal application or interview process to verify if passenger is eligible for services provided.

Response: The demand has been steady at a 10% recovery ratio. With a recent fare increase we expect to see the farebox ratio well over 11%

2) Cash Handling Control:

The audit states there are written policies in place over the cash handling process.

Response: As far for the SOP cash handling process there is in fact a formally approved version that does exist which we have provided to the auditor. First Transit makes deposits twice a month depending on the cash on hand. We will be making bank deposits every 15<sup>th</sup> and 30<sup>th</sup> of each month as a set schedule.

3) Spare Parts and Inventory Control:

Response: First Transit's inventory is monitored and controlled in a software called "Infor." The inventory levels noted in Infor are reviewed regularly by the local Maintenance Manager, Regional Maintenance Manager, Regional Maintenance Director and the local General Manager. Both the Regional Maintenance Manager and local Maintenance Manager review inventory levels at least twice a month at random times. The inventory reviewed includes information pertaining to bus parts, tires and fluids. Inventory levels are reviewed on 0-6 months, 7-12 months, and 1-2-year time frames. First Transit is always working on keeping inventory levels no older than 6 months unless there is contractual obligation to keep the item always available. An in depth completed inventory is performed every quarter by the Maintenance Manager accompanied by another member of the management team. The results are then sent to the Director of Maintenance for review. There is not an official paper signed by the Director of

Maintenance that proves their review because this process is by email. Going forward, we will make sure to receive a confirmation that the inventory was received and reviewed.

4) Invoicing Process Control:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

5) Reporting Process:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

6) Financial Data Analysis:

The auditor randomly selected and compared 1 day which was 6/26/18.

Response: After reviewing it, I concluded that there was a discrepancy of about 6 minutes that could very well be deadhead time that was calculated incorrectly.

7) Budget Development:

No exceptions were found as a result of procedures performed in this area.

Response: N/A

## **VIII. ACTION CALENDAR**

- C. RESOLUTION NAMING ICTC AS THE ADMINITRATOR OF FEDERAL FUNDS TO CONDUCT A FEASIBILITY STUDY FOR A MULTIMODAL GRADE SEPARATED CROSSING AT STATE ROUTE 78/GLAMIS



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

February 22, 2019

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: Resolution naming ICTC as the administrator of federal funds to conduct a feasibility study for a multimodal grade separated crossing at State Route 78 / Glamis

Dear Commission Members:

The Imperial County Transportation Commission in partnership with Caltrans has been awarded a planning grant from the Federal Highway Administration (FHWA) for State Planning & Research, Part 1 – Strategic Partnerships that will fund a Feasibility Study for an Off-Highway Vehicle (OHV) Grade Separated Crossing at State Route (SR) 78 in Glamis.

For many years, there has been an on-going concern in the SR 78/Glamis area. The need for the study has been accelerated following proceedings led by the California Public Utilities Commission (CPUC) related to OHVs illegal use on the state highway and crossing the Union Pacific railroad tracks. A goal of the study will be to identify feasible options and/or locations to allow OHVs to safely cross the railroad tracks. The study will develop grade separated project concepts and order of magnitude costs for each feasible alternative identified. The study will further evaluate potential safety, liability, maintenance, funding options, and agency or stakeholder responsibilities to implement and maintain any proposed feasible alternative(s).

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

1. Adopt the resolution naming the Imperial County Transportation Commission as the grant recipient of Federal Highway Administration, State Planning & Research, Part 1 – Strategic Partnerships for a feasibility study for a multimodal grade separated crossing at State Route 78 / Glamis
2. Authorize the Executive Director to execute the necessary agreements between Caltrans and ICTC
3. Authorize the Chairperson to sign the resolution

Sincerely,

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

MARK BAZA  
Executive Director

MB/cl

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

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRANSPORTATION PLANNING

P.O. BOX 942873, MS-32

SACRAMENTO, CA 94273-0001

PHONE (916) 654-2596

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TTY 711

www.dot.ca.gov



Making Conservation  
a California Way of Life.

February 20, 2019

Mr. Mark Baza  
Executive Director  
Imperial County Transportation Commission  
1503 North Imperial Avenue, #103  
El Centro, CA 92243

Dear Mr. Baza,

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Imperial County Transportation Commission (Imperial CTC) for the recent award of the following State transportation planning grant for fiscal year (FY) 2018–19:

Grant Program: Federal Highway Administration, State Planning & Research, Part I – Strategic Partnerships

Grant Title:	Feasibility Study for a Multimodal Grade Separated Crossing at State Route 78/Glamis
Grant Award:	\$350,000
Local Match:	\$87,500
Total Project Amount:	\$437,500

Please see the list below which identifies specific conditions for a grantee to accept grant funding, to program funds, and to begin work. Failure to fulfill these conditions will result in forfeiture of funds. Also note, all work must be completed no later than February 28, 2021. Final requests for reimbursements and final products must be submitted to Caltrans no later than April 28, 2021. Time extensions will not be granted due to the lapsing date of these funds.

Conditions of Grant Acceptance

These State grant funds cannot be expended or reimbursed until the following conditions are satisfied:

1. A local resolution from the Imperial CTC governing board stating the grant project title and title of the person authorized to enter into a contract with Caltrans must be provided no later than March 22, 2019.
2. The Imperial CTC receives a fully executed contract and has been formally notified by Caltrans District staff to begin work.

Mr. Mark Baza  
February 20, 2019  
Page 2

A Quarterly Progress Report with a brief narrative of completed project activities will need to be submitted quarterly to the district grant manager once the project is under way. A Request for Reimbursement with the required local match can be submitted monthly, but must be submitted quarterly.

As a reminder, Imperial CTC is responsible for satisfying local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every invoice or Request for Reimbursement. The local match above will also be part of the Restricted Grant Agreement between Caltrans and Imperial CTC.

Please contact Beth Landrum, in Caltrans District 11, at (619) 688-6017, or Brenda Hernandez, Headquarters Liaison, at (916) 653-5995 if you have any questions concerning these grant funds or program requirements.

Sincerely,



ERIN THOMPSON  
Chief, Office of Regional Planning

c: Virginia Mendoza, Senior Transportation Planner, Imperial CTC  
Maurice Eaton, Senior Transportation Planner, Caltrans, District 11  
Beth Landrum, Associate Transportation Planner, Caltrans, District 11  
Brenda Hernandez, Transportation Planner, Caltrans, Headquarters

**RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION  
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH  
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR A FEASIBILITY  
STUDY FOR A MULTIMODAL GRADE SEPARATED CROSSING AT STATE ROUTE  
78 / GLAMIS**

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

**WHEREAS**, the California Department of Transportation (“Caltrans”), Division of Transportation Planning, has issued an award letter dated February 20, 2019 for the following state transportation planning grant for fiscal year (FY) 2018-19:

- Grant Program: Federal Highway Administration, State Planning & Research, Part 1—Strategic Partnerships
- Grant Title: **Feasibility Study for a Multimodal Grade Separated Crossing at State Route 78 / Glamis**
- Grant Award: \$350,000
- Local Match: \$87,500 (In-Kind – Staff Contribution)
- Total Project Amount: \$437,500; and

**WHEREAS**, the Imperial County Transportation Commission (ICTC) is eligible to receive Federal and / or State funding for certain transportation planning related projects through the California Department of Transportation; and

**WHEREAS**, ICTC wishes to prepare a feasibility study for a multimodal grade separated crossing at SR 78 / Glamis (“project”); and

**WHEREAS**, ICTC wishes to authorize the Executive Director or designee to execute all fund transfer agreements and other contracts for the project. The total project cost is \$437,500, of which ICTC agrees to provide a local match of \$87,500 (20%). The local match will be in the form staff time as in-kind contributions; and

**WHEREAS**, ICTC wishes to delegate authorization to execute these agreements and any amendments thereto.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Imperial County Transportation Commission, authorize the Executive Director or designee to execute all fund transfer agreements and any other contracts needed for the project with the California Department of Transportation.

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**APPROVED AND ADOPTED** by the Imperial County Transportation Commission, County of Imperial, State of California, this 27<sup>th</sup> day of February 2019.

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Chairman

ATTEST:

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Cristi Lerma  
Secretary of the Commission