

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF AUGUST 9, 2017
10:00 a.m.**

VOTING MEMBERS PRESENT:

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

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

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

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, August 9, 2017 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Medina called the Committee meeting to order at 10:39 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

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

- A. Approved ICTC Management Committee Minutes for July 12, 2017
- B. Received and filed:
 - 1. ICTC Board Draft Minutes for July 26, 2017
 - 2. ICTC TAC Draft Minutes for July 27, 2017
- C. Extension of Contract for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE Public Outreach, Branding and Marketing

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

- 1. Authorize the Chairman to sign the amendment extension for one year, FY 2017-18, for the continuation of the IVT RIDE Public Outreach, Branding and

Marketing Consultant Agreement with the firm of Spectrum Advertising, for the not to exceed fee of \$31,700, effective July 1, 2017 through June 30, 2018.

V. REPORTS

A. ICTC Executive Director

Ms. Williams had the following update:

- ICTC staff is developing a Request for Proposals (RFP) for release on September 1, 2017 to complete an update to the 2011 Short Range Transit Plan (SRTP). This is a planning document that identifies transit services and capital improvements over the next three to five year period, with expected available resources. The project unfolds over an approximately 12 month period. The goal is to have an updated report with bilingual public participation. Special Planning Emphasis Areas anticipated in the report include but are not limited to:
 - A review of transit service options on the West side of the Salton Sea
 - Expansion of IVT RIDE into other member agencies' service areas
 - Expansion of the IVT Blue, Green and Gold lines for Saturday and Sunday services
 - Review of the proposed intra-city circulators in the Cities of Calexico and Imperial
 - Review of yet to be implemented recommendations in prior 2011 SRTP for continued applicability

Mr. Baza had the following update:

- ICTC is pursuing discretionary freight program funding for the bridge expansion, 3 new truck inspection lanes and Intelligent Transportation System (ITS) technologies for a total cost of \$35 million.
- A complete list of ICTC updates can be found on Page 22 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

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

C. Caltrans Department of Transportation – District 11

Mr. Amen had he following updates:

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

Mr. Vargas had the following updates:

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

Mr. Luu had the following updates:

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

D. Committee Member Reports

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

VI. ACTION CALENDAR

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

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

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

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

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

Revenues

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

Expenditures

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

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

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

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

B. IVT MedTrans Budget Adjustment for FY 2016-17

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VIII. INFORMATION / DISCUSSION CALENDAR

A. Senate Bill 1 Program Updates

This item was presented by Ms. Mendoza.

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

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

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

Local Streets and Roads Program (LSRP)

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

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

**City estimate source is from California League of Cities –
[FY 17-18 HUTA and RMRA Funding Estimates](http://www.ca.gov/programs/SB1.html)*

**County estimate source is from California State Association of Counties -
http://www.counties.org/sites/main/files/file-attachments/fy_2017-18_huta_and_sb_1_revenue_estimates_041317_0.pdf*

Important dates to consider for LSRP:

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

Local Partnership Program (LPP)

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

VII. NEXT MEETING DATE AND PLACE

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

VIII. ADJOURNMENT

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