

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF October 12, 2016
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	Armando Villa
City of El Centro	Norma Villicana for Ruben Duran
City of Holtville	Nick Wells
City of Imperial	Stefan Chatwin
County of Imperial	John Gay

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

OTHERS PRESENT: Liz Zarate: City of El Centro; David Salgado: SCAG; Sam Amen, Jacob Armstrong: Caltrans; Jorge Galvan: City of Imperial

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, October 12, 2016 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Chatwin called the Committee meeting to order at 10:35 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

- A. Ms. Villicana (City of El Centro) requested that an item be added to the action calendar [Bayon Moore/Gay](#), **Motion Carried**. The item, "*Funding Request by the City of El Centro to hire an armed security guard for the transfer terminal on 7th and State Streets*" was added as item B on the Action Calendar.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by [Wells](#) seconded by [Villa](#) to approve consent items 4A-4D. **Motion carried** unanimously.

- A. Approved ICTC Management Committee Minutes for September 14, 2016
- B. Received and filed:
1. ICTC Board Draft Minutes for September 28, 2016
 2. ICTC SSTAC Minutes for September 7, 2016
- C. FY 2016-17 Appointment of the Social Services Transportation Advisory Council (SSTAC)
1. Appointed the Social Services Transportation Advisory Council (SSTAC) for FY 2016-17 for the positions and terms per the enclosure.

D. 2016 Active Transportation Program Regional Guidelines

1. Approved the following methodology for assigning points of the 2016 Active Transportation Program Regional Guidelines:
 - a. 10 points for projects that have been identified in an adopted local and/or regional plan; and
 - b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

V. REPORT

A. ICTC Executive Director
ICTC staff had the following announcements:

- The next IMBA meeting will be on October 13, 2016 at 10 a.m. at the SDSU-IV Campus Library in Calexico, CA. The meeting will include presentations on the Southern California Association of Governments (SCAG) Goods Movement Border Study Phase 2 and the Calexico Urban Planning Feasibility Study presented by the U.S. General Services Administration.
- The Federal Highways Administration (FHWA) passed the Consolidated Appropriations Act, 2016 which allows State to repurpose any earmark that was designated on or before September 2005. It is anticipated that FHWA will approve the repurposing project list by the end of October 2016. In Imperial County there is an opportunity to repurpose the following projects:

Sponsoring Agency	Demo Description	Demo Amount (\$)
City of Brawley	Rio Vista Avenue between Allen Street and Cattle Call Drive, in the City of Brawley, Imperial County.	\$86,554.81
City of Holtville	Pavement Improvements. 6th Street between Holt Ave and Melon Avenue in the City of Holtville, Imperial County.	\$18,185.95
ICTC/Caltrans	Road Widening on SR98, from Rockwood Ave to Ollie Ave in the City of Calexico, Imperial County	\$3,594,849.51
Imperial County	Street paving, drainage and ADA sidewalk improvements on Heber Avenue from Highway 86 to Correll Road and south of Highway 86 to Fawcett Road	\$1,017,400
Imperial County/IV Desert Museum	Conservation easement, access improvements and parking facilities at the Desert museum, Imperial County	\$719,920.75
San Diego State University – IV Campus	Parking lot paving and ADA access improvements on CA-78 in the City of Brawley, Imperial County.	\$719,920.75
	TOTAL	\$6,156,831.77

- In August 2016, Assembly Bill 2170 (AB 2170) was approved by the California legislature and was pending Governor Brown's signature. AB 2170 reauthorizes the Trade Corridor Improvement Fund (TCIF) process for allocating funds for freight and trade related projects. The current fund source available to California is from the

U.S. governments Fixing America's Surface Transportation (FAST) Act. The Bill was vetoed by Governor Brown, however, there is potential to revisit the bill with opportunity for California's Border with Mexico. The letter from Governor to State Legislature was provided at the meeting.

- A complete list of ICTC updates can be found on Page 30 of the September agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following announcements:

- The 2016 California Housing Summit was held on October 11, 2016 from 8:00am to 3:00pm at the L.A. Hotel, 333 S. Figueroa St., Los Angeles, CA.
- The 2016 SCAG Economic Summit will be held at the LA Hotel on December 1, 2016.
- A complete list of SCAG updates can be found on Page 37 of the June agenda.

C. Caltrans Department of Transportation – District 11

Mr. Amen and Mr. Armstrong had the following updates:

- The I-8/Dogwood Road interchange is nearing completion and should be completely open in early November. The landscape project will begin shortly after the bridge widening is complete.
- The 2017-2018 Sustainable Transportation Grant applications are due November 4, 2016 by 5 p.m.
- A Caltrans report can be found on page 39 of the June agenda for more information on project updates.
- Mr. Armstrong presented on the California Transportation Plan 2040.

D. Committee Member Reports

- There were none.

VII. ACTION CALENDAR

A. Agreement for Professional Financial Reporting Services of the ICTC Transit Operations - FY 2015-16 through FY 2019-20

Ms. Williams stated that the Commission conducts fiscal reviews of its transit operators on an annual basis as a prudent management practice. The most recent five year agreement for this service completed its final year in FY 2014-15. The work associated includes but is not limited to; reviews and sampling of operator financial records i.e. invoices and billing, operator budget and schedule development, records management and financial controls, review of reportable revenue hours for billing purposes, review of spare parts inventories, monitoring of the accountability and security of the cash handling, conducted by each transit operator in the collection of fare revenue on a daily basis.

A competitive bid was completed in September 2016 for a new five year contract for the reporting period of FY 2015-16 through FY 2019-20. A Request for Proposal was circulated for the five year period in order to maximize pricing reductions, increase potential competition and reduce the level of effort for ICTC staff. An Evaluation Committee comprised of staff from Caltrans, the Southern California Association of Governments (SCAG) and ICTC conducted the proposal scoring and ranking process, as well as, an oral interview.

Two proposals were received as follows:

Firm	Annual/Total Hrs	Total 5 Yr Cost	Avg Cost/Per hour
Vavrinek, Trine, Day & Co., LLP	362 / 1810	\$228,227	\$126.10
Hutchinson and Bloodgood, LLP	284/1420	\$219,393	\$154.50

For comparison, the expiring contract final year allowed 459 hours at a rate of \$152 per hour, or a total annual cost of \$69,768.

It must be noted that the current four transit operations are under separate contracts, but with one operator, First Transit Inc. This reduces the physical locations and accounting systems etc. that must be reviewed by the audit team, thereby reducing the annual cost. Should future competitive bids be conducted for transit services during this five year period, a contract modification may be required for additional time and expense.

The Evaluation Team recommends that a contract be awarded to the firm of Vavrinek, Trine, Day & Co., LLP (VTD). The proposal from VTD indicated that their project team were focused on governmental accounting at several peer transit agencies in Southern California, and are familiar with transit regulations and transit administrative practices. In addition, the VTD project team offered value added benefits through their knowledge and association with larger transit agencies including periodic review sessions with ICTC staff on financial reporting, validating and reporting transit related metrics, best practices, or a variety of other topics depending on the future needs and interests of ICTC.

Funding for this project is in the ICTC adopted 2016-17 Budget and specifically in the ICTC Overall Work Program and Budget/Transit Finance Plan: through the Transportation Development Act (TDA) Fund, approved on July 27, 2016.

There was a discussion regarding the scoring of the proposals and cost.

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

1. Authorize the Chairman to sign the agreement for the ICTC Transit Operators Fiscal Reporting services effective October 1, 2016, for the audit period FY 2015-16 through FY 2019-20, with the firm of Vavrinek, Trine, Day & Co., LLP:
 - A. For the fiscal reporting period of July 1, 2015 through June 30, 2016, the annual not to exceed fee set at \$42,988
 - B. For the fiscal reporting period of July 1, 2016 through June 30, 2017, the annual not to exceed fee set at \$44,277
 - C. For the fiscal reporting period of July 1, 2017 through June 30, 2018, the annual not to exceed fee set at \$45,605
 - D. For the fiscal reporting period of July 1, 2018 through June 30, 2019, the annual not to exceed fee set at \$46,974.
 - E. For the fiscal reporting period of July 1, 2019 through June 30, 2020, the annual not to exceed fee set at \$48,383

A motion was made by [Bayon Moore](#) and seconded by [Villicana](#), **Motion Carried unanimously.**

- B. Funding Request from the City of El Centro to provide added Security at the El Centro Bus Transfer Terminal on 7th and State Streets

Ms. Villicana stated that she was given direction to request financial assistance for a three-year period from ICTC to hire an armed security guard for the transfer terminal on 7th and State Streets in El Centro. Ms. Villicana stated that there are serious safety concerns at the terminal that will be alleviated by on-site security. Mr. Baza stated that he supports the City's request; however staff would have to research available fund sources. There was further discussion, ultimately with direction to proceed with the request to the Commission.

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

1. Direct ICTC Staff to research funding sources to assist the City of El Centro in providing added security at the Bus Transfer Terminal on 7th and State Streets.

A motion was made by [Villa](#) and seconded by [Wells](#), **Motion Carried unanimously.**

VII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** will be held on **November 9, 2016** at the **City of Imperial**, Imperial CA.

VIII. ADJOURNMENT

- A. Meeting adjourned at 12:10 p.m.