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. APPROVAL OF CONSENT CALENDAR
   (Executive Director recommends approval of consent calendar items)

   A. Approval of ICTC Board Draft Minutes:       June 22, 2011       Page 5
   B. Receive and File:
      1. Management Committee Draft Minutes:       July 13, 2011       Page 10
      2. ICTC TAC Draft Minutes           June 23, 2011       Page 15
      3. ICTC SSTAC Draft Minutes       July 6, 2011       Page 18
   C. Extension of the Transit Drug and Alcohol Audits Agreement FY 2011-12 and FY 2012-13, LPM and Associates.      Page 21

The ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
1. Authorize the Chairman to sign the extension to the agreement for transit drug and alcohol auditing services with the firm of LPM and Associates for the not to exceed annual fee of $11,000.00, effective November 1, 2011 through November 30, 2013.

D. Extension of the Legal Services Agreement FY 2011-12, County Counsel - County of Imperial

The ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual cost not to exceed $10,000, effective July 1, 2011 through June 30, 2012.
2. Direct staff to forward the agreement to the County of Imperial

E. Amendment to the Medexpress Operating Agreement FY 2011-12, ARC – Imperial Valley for the continued operation of the Medexpress.

The ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2011 through June 30, 2012, with an annual not to exceed operating subsidy ($161,737.00) with 3% marketing funding ($6,065.00), maintenance escalator ($7,500.00) and fuel escalator.

F. Amendment to the West Shores Dial-A-Ride Operating Agreement FY 2011-12, ARC – Imperial Valley for the continued operation of the West Shores Dial-A-Ride.

The ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the West Shores Dial-A-Ride for the period effective July 1, 2011 through June 30, 2012, with an annual not to exceed operating subsidy ($72,385.00) with 3% marketing funding ($2,399.00), maintenance escalator ($3,500.00) and fuel escalator.

G. Regional Transportation Improvement Program (RTIP) FY 2010-11 to FY 2015-16; Amendment #12

ICTC Staff forwards this item to the ICTC Commission for their review and approval:

1. Adopt the recommended 2011 RTIP Amendment #12
2. Authorize staff to submit the documentation to SCAG for inclusion into the 2011 RTIP.

V. REPORTS

A. ICTC Executive Director
B. Southern California Association of Governments
C. California Department of Transportation – District 11
D. Commission Member Reports
   1. New Appointments
      a. Appointment to SCAG Transportation Policy Committee
      - Ryan Kelley, Councilperson, City of Brawley; ICTC Commissioner

VI. ACTION CALENDAR

A. ICTC Overall Work Program (OWP) and Budget, Fiscal Year 2011-2012
For your review and approval, staff has prepared the Draft Fiscal Year 2011-2012 Overall Work Program and Budget Summary. The proposed budget is a culmination of efforts to identify all available revenues and expenditures for the new fiscal year.

The ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

1. As recommended by staff and the Management Committee, it is requested that the ICTC Board adopt the ICTC OWP and Budget for Fiscal Year 2011-2012.

B. Adoption of ICTC’s Mission Statement

1. As recommended by staff and the Management Committee, it is requested that the ICTC Board adopt ICTC’s Mission Statement:

“Our mission is to enhance the quality of life and regional economy of Imperial County by ensuring safe, responsive and efficient transportation and transit solutions.”

C. Adoption of ICTC’s priorities as established at the Strategic Planning Workshop

1. As recommended by staff and the Management Committee, it is requested that the ICTC Board adopt ICTC’s priorities as established at the Strategic Workshop:

   a) Regional Transportation Planning Functions
   b) Consolidation of Fractured Transportation Services
   c) Advocacy and Exposure for ICTC and the Region
   d) Development of a Council of Governments (COG)
   e) Build ICTC’s Administrative Capacity

D. Agreement between the Imperial County Transportation Commission and City of Imperial for Human Resource Services for FY 2011-12

ICTC staff recommends that the ICTC Commission take the following action(s), after receipt of public comments, if any:

1. Authorize the Chairman to sign the agreement for human resource services with the City of Imperial for the not to exceed fee of $40,000.00 effective July 1, 2011 through June 30, 2012.

VII. CLOSED SESSION – PERSONNEL MATTER

A. Pursuant to Government Code §54957, performance evaluation of the ICTC Executive Director.
   1. Motion to Adjourn to Closed Session
   2. Reconvene Open Session
   3. Report out any action(s) taken in Closed Session

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, August 24, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

A. Motion to adjourn
IV. CONSENT CALENDAR

A. APPROVAL OF ICTC BOARD DRAFT MINUTES:  
   JUNE 22, 2011

B. RECEIVE AND FILE:

1. MANAGEMENT COMMITTEE DRAFT MINUTES:  
   JULY 13, 2011
2. ICTC TAC DRAFT MINUTES:  
   JUNE 23, 2011
3. ICTC SSTAC DRAFT MINUTES:  
   JULY 6, 2011
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MINUTES FOR MAY 25, 2011
6:00 p.m.

VOTING MEMBERS PRESENT:
City of Calipatria Hector Cervantes
City of Calexico Luis Castro
City of El Centro Sedalia Sanders (Vice-Chair)
City of Imperial Mark Gran
City of Westmorland Larry Ritchie
County of Imperial Jack Terrazas
County of Imperial Mike Kelley
Imperial Irrigation District John Pierre Menvielle

NON-VOTING MEMBERS PRESENT:
Caltrans District 11 Bill Figge (alt.)

VOTING MEMBERS NOT PRESENT:
City of Brawley Ryan Kelley
City of Holtville David Bradshaw (Chair)

STAFF PRESENT: Mark Baza, Kathi Williams, Cristi Lerma, David Salgado

OTHERS PRESENT: David Jones, IV Transit; Rosanna Bayon Moore, SCAG; Ross Cather, Caltrans; Morgan Greenwood, Local Government for Sustainability (ICLEI); William Moreno, Imperial Valley resident; Oscar Luis Gonzales, Imperial Valley resident

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday May 25, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Vice-Chair Sanders called the Commission meeting to order at 6:06 p.m. Roll call was taken.

II. EMERGENCY ITEMS

A. None

III. PUBLIC COMMENTS

Mr. Oscar Luis Gonzalez voiced concerns over transit. Mr. Gonzalez would like to see transportation from Brawley to the Valley Plaza; from Calexico to the Valley Plaza; from the New Port of Entry to the East side of Calexico; and from SDSU to Brawley. Ms. Williams replied to his comments with regard to transportation to the mall, stating that currently there is a bus stop with service by Imperial Valley Transit at the mall. Ms. Williams also stated that there is other for profit transit providers that service the mall as well. With regard to Mr. Gonzales’ other bus stop requests, Ms. Williams encouraged him to participate in the Unmet Transit Needs Hearing process, in which most services are generated through. Ms. Williams also stated that currently the Short Range Transit Plan (SRTP) is in the data gathering stage which will address
the need for more buses and routes due to overcrowding, etc. Mr. Salgado gave Mr. Gonzales a business card for further discussion.

Ms. Morgan Greenwood from the Local Government for Sustainability (ICLEI) gave a brief presentation regarding programs funded through Southern California Edison that would educate the public and public entities how to assess and navigate Greenhouse Gas Emissions from a general plan. For more information you may contact Ms. Greenwood at (949) 292-8807 or by email at morgan.greenwood@iclei.org.

IV. APPROVAL OF CONSENT CALENDAR

A motion was made by Terrazas and seconded by Menvielle to approve the consent calendar; Motion carried unanimously.

4A. Approved ICTC Board Minutes for May 25, 2011
4B. Received and filed ICTC Management Committee Draft minutes for June 8, 2011
    Received and filed ICTC TAC Draft minutes for May 26, 2011
    Received and filed ICTC SSTAC minutes for June 1, 2011

V. REPORTS

A. ICTC Executive Director

Mr. Baza had the following announcements and updates:
- Mr. Baza stated that a combined open house at the new offices will be held on July 28, 2011 from 4 p.m. to 7 p.m. and will be sending out invites soon.
- A presentation by ICTC staff to the Kiwanis group is scheduled for this month in El Centro. Staff is also lining up opportunities with the Rotary Club and Chambers of Commerce.

B. Southern California Association of Governments (SCAG)

Ms. Rosanna Bayon Moore had the following announcements and updates:
- An Environmental Justice Workshop will be held via videoconference at the SCAG/ICTC offices on June 30th from 9 a.m. to 12:30 p.m. There will be an overview of the RTP and a summary of the framework used at evaluating transit issues.
- A RTP Sustainable Communities public workshop will be held on July 27, 2011 from 2:30 p.m. to 5:30 p.m. at the County Board Chambers. The workshop will precede the ICTC Commission meeting.
- Ms. Bayon Moore also touched on the joint open house stating that the program will include the Benefits and Synergies of Co-Location of the three organizations working together will have to the community. The open house will be held at the SCAG/ICTC/IVEDC offices, also known as Valley Center, 1405 N. Imperial Avenue, El Centro, CA 92243.
- At the last Commission meeting Mayor Don Campbell (Brawley) was appointed to the SCAG CEHD Committee. The SCAG President named Mayor Campbell at the last Regional Council meeting and is excited to welcome him at next month’s meeting.

C. California Department of Transportation

Mr. Figge had the following announcements and updates:
- Mr. Figge stated that Brawley Stage 2 is open to traffic and Stage 3 is on schedule and beginning to build embankments and is moving forward.
- Caltrans has initiated a value analysis study with the City of El Centro and the County of Imperial. The study will look at how Caltrans effectively works with its member agencies. The kick off meeting was held in the month of May. A report will be ready next month.
- Unfortunate accidents have taken the lives of 3 Caltrans District 11 employees in the last 7 weeks. The department has initiated safety meetings with all employees. The department is also working on publicizing the “move over” law.

D. Commission Member Reports

- There were none.

VI. ACTION CALENDAR

A. Continuing Resolution for the FY 2010-11 Overall Work Program (OWP) and Budget

Mr. Baza stated that the FY 2011-12 budget is under development and is not ready to submit for approval. A budget workshop has been scheduled with City Managers for June 29th. Staff plans to bring a budget for approval in July.

ICTC Management forwards this item to the ICTC Commission for their review and approval, after the receipt of public:

1. Authorize the Chairman to sign the continuing resolution in order to pay interim expenditures of the ICTC prior to the adoption of the Overall Work Plan and Budget for Fiscal Year 2011-12 at the levels set by the Overall Work Plan and Budget for Fiscal Year 2010-11 to allow payment of routine expenses including payroll and vendor expenses at the prior year’s level.

A motion was made by Terrazas and seconded by Menvielle, **Motion was carried unanimously.**

B. Public Transportation Modernization, Improvement and Services Enhancement Account (PTMISEA) Allocation Request- Brawley Bus Transfer Terminal

ICTC staff are pleased to submit and sponsor a revised application on behalf of the City of Brawley. This is an application for funding for regional public transit transfer facilities within the City. The City recently received a federal congressional award in the FTA Section 5309 Bus and Bus facilities program. The previous PTMISEA request was for the allocation of $75,000 in PTMISEA funding which would be utilized for the local match amount to the federal congressional award. This allocation request now for approximately $511,000 is for additional funding available under the PTMISEA program for construction. Ms. Williams stated that the Brawley Transfer Terminal is proceeding in the Right of Way (ROW) phase.

It is requested that the Commission consider the following for their review and approval, after any public comment that may be received:

1. Approve the submittal PTMISEA Allocation Request in the amount of $511,000 for the Brawley Bus Transfer Station as an eligible project under the PTMISEA, and declare it as consistent with the regional transportation planning effort.

A motion was made by Menvielle and seconded by Cervantes, **Motion was carried unanimously.**

C. Regional Transportation Improvement Program (RTIP) FY 2010-11 to FY 2015-16 Amendment #10
Ms. Williams stated that this RTIP Amendment #10 will redistribute funds from FY 08-09 to projects in the City of Imperial; an update to the Brawley Transit Transfer Terminal project that includes the redistribution of ARRA FTA 5311 funds; program FTA Sec. 5307 funds to the ICTC’s County Wide Transit System; program FTA Sec. 5307 funds, Fare Revenue funds, Local Transportation Funds and State Transit Assistance funds to the ADA Paratransit Service. Projects are listed as part of the 2011 RTIP and are submitted to SCAG (along with amendments to existing project programming) by the ICTC on a periodic basis in the form of amendments to the adopted RTIP.

It is requested that the Commission consider the following for their review and approval, after any public comment that may be received:

1. Adopt the recommended 2011 RTIP AMENDMENT #10
2. Authorize staff to submit the documentation to SCAG for inclusion into the 2011 RTIP

A motion was made by Menvielle and seconded by Cervantes, Motion was carried unanimously.

D. Protocol for ICTC Appointments to SCAG Policy Committees

Mr. Baza stated that a protocol for appointments to SCAG Policy Committees was discussed and created because there is no such protocol in place. Mr. Baza read both the notification process and appointment procedure to the Commission. He also stated that management committee discussed this item earlier in the month at their meeting.

Notification Process

1. Thirty days in advance of the appointment, ICTC shall communicate in writing via email or U. S. mail to City Clerks and Board Clerks the vacancies on SCAG policy committees. ICTC shall request that City Clerks and Board Clerks post the notice and notify the elected officials of the respective governing bodies of the call for candidates.

2. The notice shall at minimum include the following:
   
   a. Description of the vacancy and associated responsibilities, including the expressed expectation for quarterly reporting to ICTC
   b. Date, time and location of ICTC meeting at which the SCAG appointment shall occur
   c. Instructions for submitting names, including a deadline by which candidate names can be submitted to ICTC

At least 2 weeks prior to the appointment, a second written notice shall be distributed via email or U. S. mail to City Clerks and Board Clerks, identifying the candidate names under consideration and restating the date, time and location of ICTC meeting at which the SCAG appointment shall occur. ICTC shall request that City Clerks and Board Clerks post this notice upon receipt.

Appointment Procedure

1. Appointments shall take place at a regularly scheduled meeting of the ICTC. The ICTC Chair shall consider all candidates and recommend to ICTC the preferred candidate for the full body to take action to appoint.
2. Proxy votes are not permitted.
3. Nominations from the floor shall not be permitted.
4. Elected officials from non-member (SCAG) jurisdictions are not eligible to be candidates.

Mr. Baza stated that Management Committee wanted to verbally consider that the Chair of the Commission be allowed to make the appointment without a vote. There was a consensus to this request from all commissioners.

ICTC Management Committee forwards this item to the ICTC Commission for their review and approval after the receipt of public comment:

1. Review and adopt the Protocol for ICTC Appointments to SCAG Policy Committees

A motion was made by Kelley and seconded by Gran, Motion was carried unanimously.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on Wednesday, July 27, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

Meeting adjourned at 6:54 p.m.
VOTING MEMBERS PRESENT:

City of Brawley                Mark Gillmore
City of Calipatria            Rom Medina
City of El Centro             Ruben Duran
City of Holtville             Alex Meyerhoff
City of Imperial              Marlene Best
County of Imperial            William Brunet
Imperial Irrigation District  Jennifer Goodsell

(Non-voting)                ICTC                Mark Baza

STAFF PRESENT:  Kathi Williams, David Salgado, Cristi Lerma

OTHERS PRESENT:  San Amen (Caltrans), Erwin Gojuangco (Caltrans), Rosanna Bayon Moore (SCAG), Grace Conner (El Centro)

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, July 13, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chairman Medina called the Committee meeting to order at 10:34 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by Best, seconded by Duran to approve consent items 4A through 4F. Motion carried unanimously.

A. Approved ICTC Management Committee revised Minutes for June 8, 2011.
B. Received and filed:
1. ICTC Board Draft minutes for June 22, 2011
2. ICTC SSTAC of Imperial Valley Minutes for June 1, 2011
3. ICTC TAC of Imperial Valley Draft Minutes for June 23, 2011

C. ICTC Management Committee forwarded this item to the ICTC Commission for their review and approval.
1. Authorized the Chairman to sign the extension to the agreement for transit drug and alcohol auditing services with the firm of LPM and Associates for the no to exceed annual fee of $11,000.00, effective November 1, 2011 through November 30, 2013.

D. ICTC Management Committee forwarded this item to the ICTC Commission for their review and approval.
1. Authorized the Chairman to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual cost not to exceed $10,000, effective July 1, 2011 through June 30, 2012.
2. Directed staff to forward the agreement to the County of Imperial.

E. ICTC Management Committee forwarded this item to the ICTC Commission for their review and approval.
1. Authorized the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2011 through June 30, 2012, with an annual not to exceed operating subsidy ($161,737.00) with 3% marketing funding ($6,065.00), maintenance escalator ($7,500.00) and fuel escalator.

F. ICTC Management Committee forwarded this item to the ICTC Commission for their review and approval.
1. Authorized the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the West Shores Dial-A-Ride for the period effective July 1, 2011 through June 30, 2012, with an annual not to exceed operating subsidy ($72,385.00) with 3% marketing funding ($2,399.00), maintenance escalator ($3,500.00) and fuel escalator.

V. REPORTS

A. ICTC Executive Director

Mr. Baza’ announcements and updates included:
- There is a Tiger III grant opportunity recently announced by the U.S. Department of Transportation.
- The State budget included $3.3 million in Prop 1B funds, which creates potential opportunities for Imperial Valley.
- The Calexico West Port of Entry project is scheduled for completion, pending fund allocations.
Mark distributed an invitation postcard for the Valley Center Open House and Reception for July 28, 2011. Likely speakers will be ICTC Vice-Chair Sedalia Sanders, IVEDC Chair and SCAG Executive Director.

B. Southern California Association of Governments

Ms. Rosanna Bayon Moore’s announcements and updates included:
- A 2012 RTP SCS Workshop is scheduled for July 27, 2011 from 2:30 p.m. to 5:30 p.m. at the County Board Chambers, preceding the ICTC evening meeting. The target audience will be planners, elected officials and environmental justice affiliates are welcome and the public as well. Real time technology will be used with the participants. The expectation is that the workshop will be short on presentation and long on audience interaction.
- SCAG awarded Imperial Valley resident and recent high school graduate Anna Paulina Briceno Romo with a scholarship. Ms. Paulina will be attending UCSD and will major in engineering. The County of Imperial has agreed to host her as an intern for two weeks in August.
- SCAG has a new policy committee member from Imperial Valley, Mayor Don Campbell (Brawley). There are two remaining vacancies, one for the Transportation Committee and one for the Energy and Environment Committee. The Commission approved a modified procedure at the June meeting. We will be supporting the local effort to fill the remaining vacancies.

C. California Department of Transportation – District 11

- Mr. Amen stated that there is a conflict with GSA on the Traffic Enhancement project. The Caltrans application was for design and GSA has 100% design completed.
- Mr. Amen provided an update regarding the Dogwood Interchange/I8 bridge project. A project development meeting will be held in August. The plan for this project is to maintain 2 lanes open for traffic during construction.
- Mr. Amen stated that Caltrans is finalizing the co op agreement with Calexico regarding the 98 west project. Caltrans will be closing access from SR 111 to the West POE after 2nd Street.
- Brawley Stage 3 is moving forward and remains on schedule. There have been no changes to the completion date. Aerial images are available.
- FHWA tour will be announced in October.
- Mr. Gojuangco gave an update on move over law campaign that is taking place to educate drivers and pedestrians to be more cautious on highways and roadways.
- $1.7 million dollars have been obligated in Imperial County. Five projects still need obligation requests. July 29th is the deadline to guarantee that those projects have secured funding.
- The Call for Projects for Federal Safe Routes to School deadline in July 15, 2011. An electronic copy along with 2 postmarked hard copies will be required for submittal.
- On June 2, 2009 the DBE goal went from race neutral to UDBE. FHWA will be looking closely to see if contract goals are being met, and if they are not then a look at good faith effort will be more thoroughly looked at. If it is determined that good faith efforts are not met as well, a program review will be likely conducted by FHWA.

D. Committee Member Reports

- Ms. Best announced that the City of Imperial recently had a program review by FHWA. FHWA selects, at random, 7 jurisdictions every year and conducts a thorough program review. The FHWA staff spent 2 days in Imperial interviewing staff and procedures such as the DBE/UDBE, ADA and Title 6 procedures. Ms. Best said that it was an interesting experience since they are a very small city with employees sometimes doing the job of 2 or 3
positions. A preliminary report will be available July 22, 2011, with a final report in early September.
- Ms. Best stated that a Title 6 workshop will be held soon and Imperial will attend.
- There was a discussion initiated by Mr. Duran regarding the relinquishment of Hwy 86. The subject has been put on hold for a while now because of the unavailability of funds.
- Ms. Best handed out some goodies from their City’s State of the City Address.
- Ms. Goodsell announced that the IID will be celebrating 100 years on July 22, 2011 at the Casa de Manana. Ms. Goodsell distributed invitation postcards to the event and encouraged all to attend.

VI. ACTION CALENDAR

A. Draft Fiscal Year 2011-12 Overall Work Program (OWP) and Budget

The Draft Fiscal Year (FY) 2011/2012 Imperial County Transportation Commission (ICTC) Overall Work Program (OWP) and Budget was presented review and recommendation for approval to our ICTC Board.

Mr. Baza made the Committee aware that last year was a historic period as the ICTC was created through Senate Bill 607 (Ducheny) and was in operation in January 2010. In June 2010, staff collectively prepared and our Board approved the ICTC’s first budget and work program for FY 2010-2011. Other key accomplishments in 2010-2011, include the following milestones:

- Development and adoption of the ICTC Bylaws
- Completed the transfer of legal responsibilities from the Imperial Valley Association of Governments (IVAG) to ICTC
- Achieved Grantee status with the Federal Transit Administration (FTA), California Department of Transportation (Caltrans) and the Federal Highway Administration (FWHA) for eligibility and receipt of state and federal transportation funds of nearly $10 million for FY 2011-2012.
- Completed required policies and procedures for management of state and federal funds
- Transfer of administrative duties of the Local Transportation Authority (Measure D Sales Tax Program) to the ICTC
- Initiated and developed our partnerships with our Southern California transportation leaders within Southern California Association of Governments (SCAG) multi-county region of Los Angeles, Orange, Riverside, San Bernardino, and Ventura, the Ports of Los Angeles and Long Beach, the San Diego Association of Governments, Caltrans, California Transportation Commission, FTA and FHWA
- A new ICTC website was launched and will be further enhanced in the coming year (www.imperialctc.org)
- Completed the procurement process and the award of our turn-key transit operations contracts for the Imperial Valley Transit (IVT) system and created a new identity for our ADA paratransit service called “IVT ACCESS”
  o The IVT ACCESS will have roll out of a new vehicle fleet in the coming months and launched a new website for greater access to information for ADA passengers (www.IVTAcess.org)
  o The IVT fixed route services will have a new fleet of 40 ft. buses within in year two of the contract and a complete redesign of the outdated IVT website is planned (ivtransit.org)
  o Implemented the computerized dispatch and scheduling software for greater efficiencies.
- Completed our relocation to a new shared office with SCAG and the Imperial Valley Economic Development Corporation (IVEDC)
- Completed the ICTC’s first Strategic Plan that guides our priorities in this work plan and budget and the foreseeable future
Mr. Baza stated that Fiscal Year 2011/2012 OWP and Budget will be our second step toward implementation of a comprehensive agency-wide budget that thoroughly conveys the work to be performed by the Commission in the coming year. The budget is divided into three sections: the Budget Summary and the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management, in which both Mr. Baza and Ms. Williams went into detail with Committee members. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC’s budgeted activities and programs for the coming fiscal year. Within each of the other program sections, the key services and programs are also described.

This budget proposes minimal staffing of five full-time positions and one temporary office assistant proposed to manage the programs and services described in this budget. The full-time positions proposed, includes the Secretary/Clerk to Commission, three 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), and the Executive Director’s position. As identified in the Strategic Plan, the ICTC will initiate a dedicated Human Resources effort to complete the employment transition for all ICTC permanent positions.

The budget also includes funding for consultant services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, HR activities and legal counsel. In addition to our on-going planning, programming, and transit programs our work program elements and budget identifies specific priorities identified in our ICTC Strategic Plan and the associated costs.

After a detailed presentation of revenues and expenditures by both Ms. Williams and Mr. Baza and a revision on the Cost Sharing Agreement, Committee members had no questions, however commended staff on a job well done.

It was requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval:

1. Recommend approval of the ICTC Overall Work Program and Budget for Fiscal Year 2011-2012

A motion was made by Duran, seconded by Gillmore, Motion carried unanimously.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on Wednesday, July 13, 2011 at 10:30 a.m., at the Holtville, Holtville CA.

VIII. Meeting adjourned at 12:06 p.m.
1. The meeting was called to order by Vice-Chair Joel Hamby at 10:12 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the May 27, 2011 minutes. (Brunet/Gaste) Motion Carried.

3. ICTC Staff Updates / Announcements

   - Mr. Baza stated that a Continuing Resolution for the ICTC Budget was adopted at the Commission meeting the night before. Staff plans to bring forth a budget for FY 2011-12 for adoption in July. A budget workshop is scheduled for June 29th. Also approved at the Commission meeting the night before were the STIP RTIP Consultant contract extension; a revision to the RTIP in the form of Amendment #10, which included an increase in funds for projects in Imperial and Brawley; and an additional $436K PTMISEA funds were awarded to the City of Brawley. The revised application for Brawley totaled $511K of PTMISEA funds and will be all used towards construction. An extension to the FTA 5311 grant was also granted to the City of Brawley.
- Due to the Measure D funds allotted for transit and the continuance of the STA funds, staff will be working towards re-establishing Saturday hours and possibly weekday hours to the El Centro and Imperial Dial-A-Rides.

- Ms. Williams said there will be an estimated $129K in TDA Article 3 funds and asked the cities to start thinking about how they want to use the funds. She stated to turn in project descriptions to David Salgado by August 31, 2011. The projects will be on the Commission agenda for September for approval and funds should be available by October or November, considering that all FY 09-10 audits are submitted to ICTC by then.

- The Local Transportation Authority (LTA) is proceeding with the potential for bonding. Informational meetings have been conducted with all or most of the cities. All cities seem interested and the LTA Board will be the approving body of bond financing. The County initiated the process and the benefit to the cities is they will be able to piggyback on cost savings. Another benefit to doing now is that after the state approves the budget, the state will go out to bid as well and rates will be higher then. There was some discussion in regards to the LTA Measure D ordinance. Ms. Williams mentioned that the 5 year expenditure plan must be updated on a yearly basis and approved by the LTA Board.

4. Caltrans Updates / Announcements

Mr. Medina had the following announcements and updates:

- Applications for the Federal Safe Routes to School program are due July 15, 2011. A review committee will be formed and more information will be available soon. Informational webinars were available on May 4, 9 & 11, 2011 that tackled 3 topics and are available for download on the Caltrans website. Mr. Medina stated that each agency submitting a grant application will be given a user name and password and will need to submit the application electronically along with 2 copies. Mr. Medina stated that the Federal SR2S website describes in detail the guidelines, application form, approved project list, list of delivery status of past cycles, federal aid process, link for data collection and evaluation. He also stated that AB 57 assured the funding for California for the SR2S program. The limit for $1M but typical size foe Imperial County is $500K. There is no match required for the federal SR2S program. It was agrees that aSR2S workshop be conducted at the ICTC offices for those individuals needed more guidance on Tuesday, June 28, 2011.

- Mr. Medina provided TAC members with an updated Local Assistance Obligation Plan, dated 06/22/11. He went down the list and updated agencies on their specific projects.

- Ms. Williams asked Mr. Medina regarding the apportionments for FY’s 2011-12, 2012-13 and 2013-14, in order to do a call for projects. Mr. Medina stated that the previous year’s numbers were likely to be used but would look into it a bit further and get back to ICTC staff.

5. SCAG Updates / Announcements

Ms. Bayon Moore’s updates and announcements included:

- On June 30th an Environmental Justice workshop will be held at the SCAG offices with videoconferencing available at the local office from 9 a.m. to 12:30 p.m.

- A 2012 RTP SCS Workshop will be scheduled for July 27, 2011 from 2:30 p.m. to 5:30 p.m. at the County Board Chambers, with the ICTC meeting immediately following. The target audience will be public works directors, planners, elected officials, environmental justice affiliates and the public in general.

- For any questions on any of these announcements you can contact Ms. Bayon Moore at moorer@scag.ca.gov.
6. General Discussion

   - There was none.

7. The next meeting for the ICTC TAC is scheduled for July 28, 2011 at the ICTC offices at 10:00 a.m.

   Meeting adjourned at 11:35 a.m.
1. Chair Hack called the meeting to order at 10:06 am. A quorum was present. Introductions were made.

2. Minutes adopted for June 1, 2011. (McNeer/Martinez) Motion Carried.

3. CTSA Reports

- Ms. Williams handed out flyers for the newly designated Valley Center open house and reception to be held on July 28, 2011 from 4 – 7 PM. All SSTAC Members were invited to attend.
- Ms. Williams clarified the current parking situation at our current location.
- Ms. Williams announced that the Drug and Alcohol Audit contract for the regional transit operations with LPM and Associates will be extended for an additional two years.
- Ms. Williams commented on the SRTP. The first two chapters are in draft form and concern the existing conditions and the public input to date. General information gathering is underway. No recommendations have been made and that part of the project will be in future chapters.
- The draft triennial performance audits are anticipated to be released soon. The draft audits will be released in order to gain feedback from service providers. They will be posted on the ICTC website. The goal is to have the document completed by September or October of this year.
- Mr. Salgado gave an update on the new IVT ACCESS website which was up and running on July 1, 2011. The website has all updated and current information. The current ADA applications are available for download. It is similar to the previous AIM website but has the new IVT ACCESS color scheme reflected.
- Mr. Balin responded to a question from Mike Hack about Saturday service for the IVT ACCESS service. He stated ACCESS will be operating during the same hours of the IVT Transit fixed route services.
- Mr. Salgado commented that the ICTC is currently about to begin the process of redoing the entire IV Transit website for the fixed route services. A goal of the ICTC is to make the site as functional and accessible as possible. ICTC is focused on increasing the usage of the site for all demographics however would like to utilize new technology as long as it is not cost prohibitive to provide access to passengers with smart phones as they are waiting at bus stop locations.
- Ms. Williams discussed and went over the draft FY 2011-12 budget handout. She covered some of the important revenues and costs incorporated with the budget. She mentioned the operating reserves may be sufficient enough to increase some services to address some of the previously identified unmet transit needs. However, ICTC staff will wait until the release of the SRTP to receive direction from the Commission.
  - STA Funds were reinstated and will be beneficial because they were previously not in the budget.
  - Federal funding was increased and it is felt that this is a result of positive numbers from the 2010 census
  - The budget contains additional funding to reinstate the Saturday and weekday service hours previously reduced in FY 2009-10 due to budget constraints. Those decisions will be dependent upon the cities. It will be up to the cities to reinstate those services through discussions with their operators
  - The city managers recently attended a budget workshop at ICTC to give feedback regarding the budget. The budget is scheduled to be presented to the Commission at the next Commission meeting on July 28, 2011.
- Mr. Aguirre brought up the issue that 10% fare revenue was not reflected in the ADA Paratransit services. He asked why the 10% was not in the budget for FY 2011-12 when it has been in previous years. Ms. Williams responded by stating that because the services are under the same contract and with the IVT fixed route services, the service farebox may be averaged for budget purposes. Mr. Aguirre claimed bias on the part of the new contract and departed the meeting.

4. Operator Reports

- There was no new information provided by the operators for the Brawley, Calexico, El Centro, Imperial and West Shores Dial-a-Ride services.
- Ms. Sanchez asked about the fare increase for the City of Brawley Dial-A-Ride, which were increased from $1 to $1.50 without notification to AAA. Ms. Sanchez asked that notification of increases be given in the future. Adriana Pacheco said the increase was necessary and endorsed by most passengers because the price had been a dollar for almost 27 years.

5. General Discussion

- Rebecca Sanchez announced that her organization is currently working on a Senior Directory which will provide information for seniors. Any agency wishing to be included in the directory will be able to purchase advertisement space.

6. Meeting adjourned at 11:30 a.m.
- The next meeting will be on September 7, 2011 at the ICTC offices, located at 1405 N. Imperial Ave., Suite 1, El Centro, CA 92243.
IV. CONSENT CALENDAR

C. EXTENSION OF THE TRANSIT DRUG AND ALCOHOL AUDITS AGREEMENT FY 2011-12 AND FY 2012-13, LPM AND ASSOCIATES
July 15, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Extension of the Transit Drug and Alcohol Audits Agreement, LPM and Associates, FY 2011-12 through FY 2012-13

Dear Members of the Commission:

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

Typically the auditor inspects operator records, and visits collection sites and testing facilities. In addition, the auditor prepares the required annual reports and, as necessary provides some corrective training to staff and the various transit operators.

In 2007, the County on behalf of IVAG entered into the current contractual arrangement with LPM and Associates for auditing activities. The contract allows for extensions subject to a mutual agreement on compensation. In July 2010, the ICTC received this contract as it transitioned from the County. ICTC staff are recommending that the contract be further extended at this time.

Funding for this project is in the ICTC 2011-12 Budget and specifically in the Transit Finance Plan; through the Transportation Development ACT (TDA) Fund.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign the extension to the agreement for transit drug and alcohol auditing services with the firm of LPM and Associates for the not to exceed annual fee of $11,000.00 effective November 1, 2011 through November 30, 2013.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

Attachment
AMENDMENT TO AGREEMENT FOR AUDITING SERVICES

This Amendment (the “Amendment”) dated ________________, 2011, amends the Agreement For Auditing Services dated November 18, 2008 (“the Agreement”), and amended on October 12, 2010, between Imperial County and LPM & ASSOCIATES, a sole proprietorship as CONSULTANT.

WITNESSETH:

WHEREAS, Imperial County, on behalf of and at the direction of the Imperial Valley Association of Governments (“IVAG”), entered into that certain Agreement For Auditing Services for an audit and report whether safety-sensitive personnel involved in the delivery of transit services are in compliance with Federal Transit Administration policies regarding drug and alcohol testing, and is attached hereto as Exhibit “1” and incorporated by this reference; and

WHEREAS, on March 24, 2010, the Imperial County Transportation Commission (“ICTC”) assumed all of the assets and liabilities of IVAG as well as the authority to enter into contracts; and

WHEREAS, on October 12, 2010 that certain Agreement was amended, and is attached hereto as Exhibit “2” and incorporated by this reference;

NOW THEREFORE, the parties agree as follows:

1. Paragraph 19 of the Agreement is deleted and replaced by the following:

“19. TERM OF AGREEMENT

This Agreement shall be effective on November 1, 2008 and shall continue in effect until November 1, 2013, unless sooner terminated as provided herein.”

2. Paragraph 3.2.2. of the Agreement is deleted and replaced by the following:

“3.2.2. CONSULTANT shall outline which reports are to be issued by ICTC to the FTA for the annual compliance submittals for FY 2008 through 2013.”

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

///

///

///
IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year
first above written.

IMPERIAL COUNTY
TRANSPORTATION COMMISSION:

By: __________________________
    DAVID BRADSHAW
    Chairman

ATTEST:

By: __________________________
    CRISTI LERMA
    Secretary to the Commission

APPROVED AS TO FORM:

MICHAEL L. ROOD
County Counsel

By: __________________________
    GEOFFREY P. HOLBROOK
    Senior Deputy County Counsel

CONSULTANT:
LPM and Associates

BY: __________________________
    LEILA PROCOPIO-MAKUH
    Principal
IV. CONSENT CALENDAR

D. EXTENSION OF THE LEGAL SERVICES AGREEMENT
FY 2011-12, COUNTY COUNSEL – COUNTY OF IMPERIAL
July 15, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Legal Services Agreement – County of Imperial - Imperial County Transportation Commission (ICTC) FY 2011-12

Dear Members of the Commission:

On March 24th 2010, the Commission adopted a resolution that authorized consultant legal services for the Commission through the County Counsel’s office at the County of Imperial. The first year of the legal agreement has now ended and ICTC staff are recommending an extension of this agreement.

ICTC and County Counsel staff have developed an agreement for FY 2011-12. The requested reimbursement remains at $10,000.

ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for their review and approval.

1. Authorize the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual cost not to exceed $10,000, effective July 1, 2011 through June 30, 2012.

2. Direct staff to forward the agreement to the County of Imperial

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

Attachment

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
AGREEMENT FOR LEGAL SERVICES BETWEEN
IMPERIAL COUNTY AND
IMPERIAL COUNTY TRANSPORTATION COMMISSION

This Agreement is made by and between Imperial County, a political subdivision of the State of California, hereinafter referred to as "County", and Imperial County Transportation Commission, hereinafter referred to as "ICTC".

WITNESSETH:

WHEREAS, ICTC intends to function in compliance with California Public Utilities Code Section 132800 et. seq. as an independent agency while minimizing the costs of independence; and

WHEREAS, the ICTC desires to utilize the services most fiscally responsible including services available through County; and

WHEREAS, the County will employ its best efforts to ensure that legal services are provided in the most efficient and professional manner; and

WHEREAS, ICTC has in the past utilized services of the County to provide services as needed and the County and ICTC desire to maintain an arrangement whereby County provides such legal services as deemed necessary by ICTC, subject to reimbursement by ICTC.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. TERM. This Agreement shall become effective July 1, 2011 and remain in effect until June 30, 2012. It may be renewed upon the mutual, written, consent of both parties.

2. TERMINATION. This Agreement may be terminated by either party, without cause, upon ninety (90) days prior written notice to the other party.

3. SCOPE OF SERVICES. County Counsel shall provide ICTC with the following general legal services if such service is authorized by the Executive Director or his/her designee: act as legal advisor to ICTC; attend ICTC public and private meetings on an as-needed basis; provide legal opinions or analysis on issues that arise; draft contracts or other documents;
attend training sessions or conferences as permitted by County Counsel; provide any additional
services necessary for general legal representation.

Due to the time involved, specifically excluded from the scope of services of this contract
are matters involving litigation and measures to be put on the ballot for any election. Such
services excluded shall be provided at a negotiated rate to be set at the onset of litigation or
election.

4. COMPENSATION FOR SERVICES. In consideration of all services rendered
by the County Counsel, ICTC agrees to pay County Counsel for the performance of legal services
described above. The annual cost of the services shall be ten thousand dollars ($10,000.00), to be
paid on a quarterly basis of two thousand five hundred dollars ($2,500.00) per quarter. ICTC shall
also pay for the cost of all appropriate training for attorneys and staff as approved by ICTC and
County Counsel.

5. DELEGATION AND ASSIGNMENT. The County and the ICTC Executive
Director may enter into such other subsidiary agreements as may be necessary to implement and
effectuate the intention of this Agreement and fulfill its purposes; provided, however, no such
agreement may change the total amount of obligation payable by ICTC without the prior approval
of ICTC.

6. INDEMNIFICATION.

a. ICTC agrees to indemnify, defend, and hold County harmless from any and
all claims or lawsuits that may be made against County which arise out of any action or decision
made by County as part of its statutorily prescribed duties and which lawsuit may be premised
upon the activities of an employee provided by County under this Agreement. If any judgment is
rendered against County in any such lawsuit, ICTC shall, at its own expense, satisfy and discharge
any judgment.

b. The foregoing duty to indemnify shall not be applicable if the action of the
employee that gives rise to the claim or lawsuit is performed while the employee is acting on
behalf of the County and not ICTC.
c. Notwithstanding the limitations of any insurance, County shall indemnify, protect and hold harmless ICTC and its authorized agents, officers, volunteers and employees from and against any and all claims, liabilities or actions arising from County’s negligent acts or omissions in the administration of this Agreement and for any costs or expenses incurred by ICTC on account of any claim thereof.

7. NOTICE. All notices to either party shall be in writing and either sent through the United States Mail, certified and return receipt requested, or personally delivered. The notice shall be effective upon date of personal delivery or date of mailing. Notices shall be sent or delivered to:

ICTC:
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

Imperial County:
Imperial County Executive Office
940 Main Street, Suite 208
El Centro, CA 92243

and

Imperial County Office of the County Counsel
940 Main Street, Suite 205
El Centro, CA 92243

8. WAIVER. Waiver of any default shall not be considered a waiver of any subsequent default. Waiver of any breach of any provision of the Agreement shall not be considered a waiver of any subsequent breach. Waiver of any default or breach shall not be considered a modification of the terms of this Agreement.
9. **SEVERABILITY.** If any provision of this Agreement is for any reason held to be invalid, it should not affect the validity of any other provision of this Agreement.

10. **MODIFICATION.** This Agreement may not be modified except upon the mutual written consent of the parties.

11. **ENTIRE AGREEMENT.** This Agreement contains the entire and complete understanding of the parties and supersedes any and all other agreements, oral or written, with respect to the provision of administration of services under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on behalf of the persons duly authorized by the governing boards of the parties hereto.

**IMPERIAL COUNTY:**

By: ____________________________

JESUS J. TERRAZAS
Chairman of the Board of Supervisors

**IMPERIAL COUNTY TRANSPORTATION COMMISSION:**

By: ____________________________

Chairperson

**ATTEST:**

By: ____________________________

SYLVIA BERMUDEZ, Clerk of the Board of Supervisors

**ATTEST:**

By: ____________________________

CRISTI LERMA Secretary to the Commission

**APPROVED AS TO FORM AND CONTENT:**

MICHAEL L. ROOD
County Counsel

By: ____________________________

GEOFFREY P. HOLBROOK, Senior Deputy County Counsel
IV. CONSENT CALENDAR

E. AMENDMENT TO THE MEDEXPRESS OPERATING AGREEMENT FY 2011-12, ARC-IMPERIAL VALLEY FOR THE CONTINUED OPERATION OF THE MEDEXPRESS
July 15, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Amendment to the Med-express Operating Agreement, ARC- Imperial Valley FY 2011-12

Dear Members of the Commission:

Medexpress is the public non emergency transportation to medical facilities in the San Diego County area and is operated by ARC-Imperial Valley. The service has been in existence since 1994. The service operates four days a week for disabled and transit dependent persons.

The service is designed for access to facilities, medical clinics and services that are not available in Imperial Valley. The vehicle operated is a lift equipped minibus designed for the physically and/or mentally disabled passenger.

Funding for this service is derived from the Transportation Development ACT (TDA) Fund and passengers fares. Funding for this project is in the ICTC 2011-12 OWP and Budget.

ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2011 through June 30, 2012, with an annual not to exceed operating subsidy ($161,737.00) with 3% marketing funding ($6,065.00), maintenance escalator ($7,500.00) and fuel escalator.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

Attachment

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

T: Projects/ICTC/medexpress FY 2011-12 com
AMENDMENT TO AGREEMENT

This Amendment (the "Amendment") dated ________________, 2011, amends the Agreement between Imperial County for and on behalf of Imperial Valley Association of Governments ("IVAG") and ARC – Imperial Valley, a California nonprofit corporation, as PROVIDER, dated December 19, 2006, and amended on August 17, 2010, for the MedExpress program.

WITNESSETH:

WHEREAS, Imperial County, on behalf of IVAG, and PROVIDER entered into that certain agreement for paratransit services dated December 19, 2006 and attached hereto as Exhibit “1” and incorporated by this reference; and

WHEREAS, on March 24, 2010, the Imperial County Transportation Commission ("ICTC") assumed all of the assets and liabilities of IVAG as well as the authority to enter into contracts; and

WHEREAS, on August 17, 2010, that certain Agreement was amended, and is attached hereto as Exhibit “2” and incorporated by this reference;

NOW THEREFORE, the parties agree as follows:

1. Paragraph 1.1 of the Agreement is deleted and replaced by the following:
   "1.1 This Agreement shall commence on October 1, 2006 and shall continue until June 30, 2012."

2. A new paragraph 8.1.5. is added as follows:
   "8.1.5 For the period July 1, 2011 through June 30, 2012, the cost is identified as $202,171.00. The fare box is established at 20 percent; therefore the annual not-to-exceed subsidy shall be $161,737.00."

3. Paragraph 8.3 of the Agreement is deleted and replaced by the following:
   "8.3 For the Term of this Agreement, COUNTY will pay to PROVIDER an amount for excessive wear and tear and mechanical repairs that exceed the line item budget amount annually. The additional mechanical subsidy will be
calculated as follows: the full amount that maintenance and repair costs exceed the vehicle budget line item adjusted downward by any savings in any other budget line item which has not been fully utilized annually. PROVIDER shall submit request for the additional subsidy to COUNTY at the conclusion of the fiscal year in which the costs are incurred. The request shall state the reasons for the increased costs, and shall be accompanied by additional invoices substantiating said increases. This additional amount can be paid annually based on submitted documentation and will not exceed five thousand dollars ($5,000) for fiscal year 2006-2007 and will not exceed seven thousand five hundred dollars ($7,500) for fiscal years 2007-2008, 2008-2009, 2009-2010, 2010-2011, and 2011-2012.”

4. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.
IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first above written.

IMPERIAL COUNTY TRANSPORTATION COMMISSION:

By: ______________________________
    DAVID BRADSHAW
    Chairman

ATTEST:

By: ______________________________
    CRISTI LERMA
    Secretary to the Commission

APPROVED AS TO FORM:

MICHAEL L. ROOD
County Counsel

By: ______________________________
    GEOFFREY P. HOLBROOK
    Senior Deputy County Counsel

PROVIDER:
ARC-IMPERIAL VALLEY

BY: ______________________________
    ART SANTOS
    Chief Executive Officer
IV. CONSENT CALENDAR

July 15, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Amendment to the West Shores Dial-A-Ride Operating Agreement, ARC-Imperial Valley, FY 2011-12

Dear Members of the Commission:

The West Shores Dial-A-Ride is the public paratransit service operated by ARC-Imperial Valley within the communities of the West side of the Salton Sea. The County has administered and managed the contract since its inception in 1994. This contract is a localized service in that it provides service to a distinct population base in the northwestern portion of the County. The County has requested that the ICTC take over the administrative and management responsibilities for this service.

Observations continue to indicate that the use of the service revolves primarily around access by transit dependent residents to the nutrition program and medical clinic. There is also some use of the connection to Imperial Valley Transit in Westmorland, for those that need to travel into the more urbanized area (i.e. Brawley) for banking and other necessities.

The contract has been modified several times since 2007, due to the service’s difficulty in meeting the minimum farebox ratio requirement of 10%. Staff and the operator have provided public presentations and marketing within the area in an attempt to increase ridership. The service hours have been reduced to two (2) days per week on Tuesdays and Thursdays.

Funding for this service is derived from the Transportation Development ACT (TDA) Fund and the Local Transportation Authority, and is included in the FY 2011-12 ICTC Transit Budget.
ICTC Management Committee met on July 13, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the West Shores Dial-A-Ride for the period effective July 1, 2011 through June 30, 2012, with an annual not to exceed operating subsidy ($72,385.00) with 3% marketing funding ($2,399.00), maintenance escalator ($3,500.00) and fuel escalator.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

attachment
MODIFICATION AGREEMENT No. 4

THIS MODIFICATION AGREEMENT, dated this ___________________, 2011, is by and between the IMPERIAL COUNTY TRANSPORTATION COMMISSION ("ICTC") as the successor entity to the IMPERIAL VALLEY ASSOCIATION OF GOVERNMENTS ("IVAG"), and ARC–IMPERIAL VALLEY, a California non-profit corporation ("PROVIDER").

WITNESSETH:

WHEREAS, IMPERIAL COUNTY, a political subdivision of the State of California, on behalf of IVAG, and PROVIDER entered into that certain agreement for paratransit services dated March 30, 2007, ("the Agreement") attached hereto as Exhibit "1" and incorporated by this reference; and

WHEREAS, the Agreement was modified on July 7, 2009 ("Modification Agreement"); March 16, 2010 ("Modification Agreement No. 2"); and on November 9, 2010 (Modification Agreement No. 3"), all of which are attached hereto as Exhibits "2", "3", and "4", respectively, and incorporated by this reference; and

WHEREAS, ICTC, as the successor entity to IVAG, on March 24, 2010, adopted a resolution authorizing it to enter into contracts pursuant to Public Utilities Code Section 132800, et seq.

NOW THEREFORE, the parties agree as follows:

1. Paragraph 1.1 is deleted and replaced with a new 1.1 to read as follows:
   
   "1.1 This Agreement shall commence on September 1, 2006 and shall continue until June 30, 2012 ("the Term")."

2. Paragraph 8.1.8. is added and reads as follows:
   
   "8.1.8. For the period of July 1, 2011 through June 30, 2012, the cost is identified as $79,975.00. The fare box is established at ten percent; therefore the annual not-to-exceed subsidy shall be $72,385.00."

3. Paragraph 8.3.1 is deleted and replaced with a new 8.3 to read as follows:
   
   "8.3. For the Term of this Agreement, COUNTY will pay to PROVIDER an amount for excessive wear and tear and mechanical repairs that exceed the line item budget
amount annually. The additional mechanical subsidy will be calculated as follows: the full amount that maintenance and repair costs exceed the vehicle budget line item adjusted downward by any savings in any other budget line item which has not been fully utilized annually. PROVIDER shall submit request for the additional subsidy to COUNTY at the conclusion of the fiscal year in which the costs are incurred. The request shall state the reasons for the increased costs, and shall be accompanied by additional invoices substantiating said increases. This additional amount can be paid based on submitted documentation and will not exceed two thousand five hundred dollars ($2,500) for fiscal year 2006-2007 and will not exceed three thousand five hundred dollars ($3,500) for fiscal years 2007-2008, 2008-2009, 2009-2010, 2010-2011, and 2011-2012.”

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

IN WITNESS WHEREOF, the parties have executed this Modification Agreement No. 4 on the day and year first above written.

IMPERIAL COUNTY:
TRANSPORTATION COMMISSION

By: DAVID BRADSHAW
Chairman

By: ART SANTOS,
Chief Executive Officer

Attest:

By: CRISTI LERMA
Secretary to the Commission

PROVIDER:
ARC-IMPERIAL VALLEY

APPROVED AS TO FORM:
COUNTY COUNSEL
Michael L. Rood

By: GEOFFREY P. HOLBROOK
Senior Deputy County Counsel
V. REPORTS

D. COMMISSION MEMBER REPORTS

1. NEW APPOINTMENTS
MEMO

Date: July 21, 2011

From: David Bradshaw, Chair

To: Imperial County Transportation Commissioners

Re: Appointment to SCAG Transportation Committee

Since I am unable to attend the ICTC meeting scheduled for July 27, 2011, I am forwarding this communication to seated members of the ICTC. On June 22, 2011, ICTC adopted the Protocol for SCAG Policy Committee Appointments. The protocol assigns authority to the ICTC Chair to name SCAG policy committee members, following a defined advertising period. Within the last 30 calendar days, existing SCAG Policy Committee vacancies have been posted and distributed to the elected bodies of member cities and the County of Imperial. Please be advised that I have appointed Brawley Council Member Ryan Kelley to the SCAG Transportation Policy Committee and will be forwarding Mr. Kelley's name to SCAG Regional Council President, Pam O'Connor for formal appointment to the Transportation Committee. The role of the Transportation Committee is to study problems, programs and other matters which pertain to the regional issues of mobility, air quality, transportation control measures and communications, and make recommendations on such matters to the SCAG Regional Council. Major programs that are under the purview of Transportation Committee are the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Aviation, Highway, Transportation Finance and Transportation Conformity. Improved participation in regional bodies is a strategic priority for ICTC. Please join in me in expressing the region's gratitude to Mr. Kelley for his willingness to serve.
VI. ACTION CALENDAR

A. ICTC OVERALL WORK PROGRAM (OWP) AND BUDGET, FISCAL YEAR 2011-2012
July 20, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA  92243

SUBJECT:  ICTC Overall Work Program (OWP) and Budget for the Allocation of Funds, FY 2011-2012

Dear Members of the Commission;

The Draft Fiscal Year (FY) 2011/2012 Imperial County Transportation Commission (ICTC) Overall Work Program (OWP) and Budget is hereby presented for your review and approval. In spite of the weak economy, our Draft OWP and Budget is balanced and minimizes impacts to vital transportation projects and programs for our region.

As the Commission is aware, last year was a historic period as the ICTC was created through Senate Bill 607 (Ducheny) and was in operation in January 2010. In June 2010, the Board approved the ICTC’s first budget and work plan for FY 2010-2011. Other key accomplishments in 2010-2011, include the following milestones:

- Development and adoption of the ICTC Bylaws
- Completed the transfer of legal responsibilities from the Imperial Valley Association of Governments (IVAG) to ICTC
- Achieved Grantee status with the Federal Transit Administration (FTA), California Department of Transportation (Caltrans) and the Federal Highway Administration (FWHA) for eligibility and receipt of state and federal transportation funds of nearly $10 million for FY 2011-2012.
- Completed required policies and procedures for management of state and federal funds
- Transfer of administrative duties of the Local Transportation Authority (Measure D Sales Tax Program) to the ICTC
- Initiated and developed our partnerships with our Southern California transportation leaders within Southern California Association of Governments (SCAG) multi-county region of Los Angeles, Orange, Riverside, San Bernardino, and Ventura, the Ports of Los Angeles and Long Beach, the San Diego Association of Governments, Caltrans, California Transportation Commission, FTA, FHWA, the U.S. Customs and Border Protection, and General Services Administration.
- A new ICTC website was launched and will be further enhanced in the coming year (www.imperialctc.org)
• Completed the procurement process and the award of our turn-key transit operations contracts for the Imperial Valley Transit (IVT) system and created a new identity for our ADA paratransit service called “IVT ACCESS”
  o The IVT ACCESS will have roll out of a new vehicle fleet in the coming months and launched a new website for greater access to information for ADA passengers (www.IVTAccess.org)
  o The IVT fixed route services will have a new fleet of 40 ft. buses within in year two of the contract and a complete redesign of the outdated IVT website is planned (ivtransit.org)
  o Implemented the computerized dispatch and scheduling software for greater efficiencies.

• Completed our relocation to a new shared office with SCAG and the Imperial Valley Economic Development Corporation (IVEDC)
• Completed the ICTC’s first Strategic Plan that guides our priorities in this work plan and budget and the foreseeable future

The Fiscal Year 2011/2012 OWP and Budget will be our second step toward implementation of a comprehensive agency-wide budget that thoroughly conveys the work to be performed by the Commission in the coming year. The budget is divided into three sections: the Budget Summary and the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC’s budgeted activities and programs for the coming fiscal year. Within each of the other program sections, the key services and programs are also described. A summary description of the revenue sources, work activities, overall budget summary and work program elements are provided in the report attached.

This budget proposes minimal staffing of five full-time positions and one temporary office assistant proposed to manage the programs and services described in this budget. The full-time positions proposed, includes the Secretary/Clerk to Commission, three 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), and the Executive Director’s position. As identified in the Strategic Plan, the ICTC will initiate a dedicated Human Resources (HR) effort to complete the employment transition for all ICTC permanent positions.

The budget also includes funding for consultant services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, HR activities and legal counsel. In addition to our on-going planning, programming, and transit programs our work program elements and budget identifies specific priorities identified in our ICTC Strategic Plan and the associated costs.

ICTC Staff and Management Committee convened a Budget Workshop on June 23, 2011 and reviewed a final draft at the regularly scheduled ICTC Management Committee meeting on July 13, 2011. Following this effort, the Management Committee and staff present the Fiscal Year 2011-2012 OWP and Budget to the ICTC Commission for your review and approval.

Sincerely yours,

[Signature]

MARK BAZA
Executive Director

MB/ksw

Attachments
Summary of Major Programs and Initiatives:

Financial Management

ICTC will strive to provide fiscally responsible and economic services that also produce timely and accurate data for the Commission and the public. Staff and consultant services have been established for performing the day to day accounting functions consisting of cash management, accounts receivable, accounts payable, payroll, general ledger and financial reports for each of the various federal, state and local program fund sources and the agency’s budget.

Community Outreach/Public Information/Marketing

The Fiscal Year 2011/2012 ICTC Community Outreach/Public Information/Marketing program will consider ways to incorporate all ICTC services into one comprehensive identifiable entity. For this year, our focus will be to enhance our new ICTC website as well as the IVT and IVT ACCESS web site. Our goal will be to provide easy access for our member agencies, key stakeholders and the general public. We will continue our work to create a recognizable brand with the services and programs offered by the ICTC. In partnership with SCAG, key outreach activities will be undertaken during the development and completion of SCAG’s 2012 Regional Transportation Plan (RTP) and the Sustainable Communities Strategy (SCS). Other outreach activities for Imperial Valley studies include, the Short Range Transit Plan, the recently funded Transit Circulator Project, and a proposed Calexico Border Intermodal Transit Facility Study, in which a grant was submitted and is under consideration for funding by Caltrans in FY 2011-2012.

Other aspects of the Outreach program include the administration and management of information provided for Commission and Management Committee meetings; and the two Technical Advisory Committee’s of ICTC, as well, as other public outreach opportunities within Imperial Valley.

Regional Transportation Planning and Program Management

Fiscal Year 2011/2012 will see an even greater emphasis in regional transportation planning than in previous years. In the passage of SB 375, the relationship between land use and transportation planning has been formalized and ICTC must be prepared to provide leadership in the development of Sustainable Community Strategies (SCS) for Imperial County. In the upcoming year, ICTC and Southern California Association of Governments (SCAG) will work in partnership with each of the Cities and the County’s planning agencies and our regional planning partners to reach consensus on an approach to reduce greenhouse gases generated in Imperial County. Under ICTC this work began for the first time in FY 2009/2010 with our regional partners at SCAG, together we reached out to the community at large to gather the public’s input. While ICTC will not be alone in the SB 375 effort it will take a substantial amount of ICTC’s resources to support this effort.

ICTC will continue efforts with SCAG and Caltrans District 11 to update the Imperial County Transportation Model. This regional transportation model is a critical planning tool for evaluating and prioritizing major transportation improvements in the County. Staff will also work to identify funding opportunities to pursue critical planning studies necessary for the Forrester Road Corridor from I-8 to SR-78/86.

For Regional Transportation Programming, the ICTC efforts for Fiscal Year 2011/2012 will be focused on the Capital Projects Program and the Transportation Improvement Program.
Capital Projects  The Capital Projects programs provide oversight, planning, project management and monitoring for on-going roadway and highway improvement projects. One of the highest priorities in this program in recent years has been to expedite the completion of the State Route 78 Brawley Bypass. Caltrans District 11 has completed construction of Stage 2 and began construction of Stage 3, the final stage of the project during FY 2010-2011. Completion is scheduled for December 2012.

Other key regional projects include the, I-8/Dogwood Road Bridge Widening, I-8/Imperial Avenue Interchange, State Route 98 Widening (West of SR-111)/Cesar Chavez Blvd. Improvements, Proposed Widening of existing Forrester Road Corridor, Phase 1 construction and expansion of the Calexico West Port of Entry, Proposed Expansion of the Calexico East Port of Entry; and, other transit, pedestrian, and bicycle capital improvements referenced in the following sections.

Transportation Improvement Program (TIP) The Transportation Improvement Program activity encompasses development and amendments to the State and Federal Transportation Improvement Programs (TIPs), including selection of projects to provide the greatest benefit based on approved criteria. With on-going extensions of the previous federal transportation bill the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) and the potential authorizations of a “TIGER 2” of the American Reinvestment and Recovery Act (ARRA), we anticipate submitting projects previously identified for programming once the proposed funds are approved by the federal government. Staff will also be finalizing development of the 2011 Federal TIP incorporating all federally funded transportation projects. ICTC has also submitted project nominations to the California Transportation Commission (CTC) for inclusion in the State TIP (STIP).

Transit Planning and Program Management

This budget receives input from three sources; the Annual Unmet Transit Needs Public Hearing, a review of available revenues, and the development of service budgets from member agencies. The attached document contains this year’s recommended plan for funding transit planning, programs and operational requirements throughout Imperial County.

Approximately ninety-five additional persons are employed indirectly through contracts with transit operators, local vendors and consultants in support of these programs and services. Funding is also spent locally when and where possible for additional services including; fuel, tires, uniforms, heavy duty mechanical, internet and marketing services.

The budget reflects revenue and expenses of approximately $15 million. Approximately $3.5 million of this funding is reserved for the construction of the El Centro Transfer Terminal at 7th and State Streets, the Brawley Transfer Terminal at 5th and Plaza Streets, the Phase 2 Imperial Valley College (IVC) Transfer Terminal, and proposed in the City of Imperial. Another proposed but unfunded is the Calexico Intermodal Transportation Facility, however, a grant for feasibility study is under consideration for funding by Caltrans.

With regards to specific revenues and expenditures, the following information is provided:

**FEDERAL REVENUES AND FUND SOURCES**

Federal Transportation Administration (FTA) Section 5307 Urban grant funds received in arrears ICTC totaling $4.4 million are programmed to be utilized for the IVT, IVT Access and IVT- Blue and Green Line transit systems, and the El Centro transfer terminal. Actual apportionments for this fund are typically not available until October of each year. The numbers for FY 2011-12 are estimates based on apportionments from prior years.
Federal Transportation Administration (FTA) Section 5307 – ARRA Funds are budgeted for the improvement of the transfer terminal in El Centro.

Federal Transportation Administration (FTA) Section 5311 Rural funds received in arrears totaling $363K are programmed to be utilized for the IVT fixed route transit system in the rural area. Actual apportionments for this fund are typically not available until October of each year. The numbers for FY 2011-12 are estimates based on apportionments from prior years.

Federal Transportation Administration (FTA) Section 5311 – ARRA Funds are budgeted for the right of way acquisition and design of a bus transfer terminal in Brawley

Southern California Association of Governments Overall Work Program (SCAG – OWP) Funds are budgeted based on estimates of funds available from the OWP for specific planning projects and related administrative expenses. In the SCAG OWP there are funds identified for specific planning projects for Imperial Valley, such as, Imperial County Transportation Model Update and Imperial County Border Crossing Study.

STATE REVENUES AND FUND SOURCES

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 in May 2010 based on the region’s request. The funds available in FY 2011-2012 are $300,000.

State Transit Assistance (STA) funds received quarterly which were withheld by the Governor are anticipated to be released by the recent passage of ABX8 6 and ABX8 9. These funds are restricted to transit expenses only.

Local Transportation Funds (LTF): funds received monthly from the State Controllers offices based on the retail sales tax collected locally totaling near $5 million for transit purposes.

Funds in excess of transit services, if any, are then available for bus stop maintenance and improvements, bicycle, pedestrian, street and road projects, etc. Available revenue received in the prior year, in excess of the previous year’s budgeted amount is reprogrammed as “200X reserve”.

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. Funding has been frozen, however the State Controller’s office reports an anticipated bond sale that may provide revenues. Funds are programmed for the completion of the IVC transfer terminal phase 2 and as matching funds for the Brawley and Imperial transfer terminals.

California Security and Transit Grant Program (CSTGP) Funds are budgeted for grants that will provide lighting, cameras and security phones at the bus transfer facilities. Funds are expected to be received totaling approximately $133K annually, under the Bond Act Prop 1b approved by voters in November 2006. Funding has been frozen, however the State Controller’s office reports an anticipated bond sale that may provide revenues.

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.
On Hand funds are programmed when there is a balance on account typically as a result of a cost savings 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 recently took action on May 26th 2010, authorizing the use of these funds for local transit services.

Member Contributions this funding is received from member agencies based upon an adopted formula. The formula was adopted by the Commission on May 26th, 2010.
Overview:
On May 11, 2011 ICTC board members, staff, agency personnel and media convened the first ever strategic planning process for the organization. The group, aided by the assistance of a facilitator worked through a progression of exercises intended to indentify, rank and reach consensus on issues relative to the organization’s focus, mission and priorities. Ultimately, the group formulated a list of organization priorities and proposed mission statements for the agency.

The Process:
The strategic planning workshop gave consideration to both the long-term view and the short-term requirements in the context of the organization’s overall charge. Elements included exercises in context setting, environmental scanning, current focus, strengths and weaknesses, services and products prioritization, planning for action and the development of a mission statement.

Strategic Planning Process Component Outcomes:
At the conclusion of each exercise, the group was asked to distill their input into a definitive list of parameters and goals. Specifically, the group was asked to provide direction in four (4) key planning areas: priority setting criteria, priorities, a plan for action and the development of a mission statement. Each component was designed to focus the discussion on answering four results-based questions:

1) Who are we?
2) What do we have to work with?
3) Where do we want to be?
4) How do we get there?

The result was a consensus-based list of parameters that guided the development of the priorities, implementation action plan and draft mission statement. Element outcomes are listed below.

a.) Priority Setting Criteria
The group agreed upon a list of criteria in which to evaluate and qualify priorities for the organization. The list considers the relative capacity of the organization and seeks to focus efforts on issues in the context of the regional organization’s original charge. The following should be considered when weighing the potential ICTC priority:

1) What impact would the ICTC product and/or service have on staff resources?
2) Do the ICTC products and or services have regional significance/impact?
3) Is there an economic benefit to the community; can it be quantifiably measured?
4) Consideration: Completion of existing projects; i.e. accommodating project timelines, schedules and deadlines.
5) What are the ICTC products and services that impact the regional “quality of life?” (i.e. clean energy, environmental impacts, etc.)
6) Prioritize activities (products/programs/projects) that generate revenue; explore available and eligible revenue sources with the state and federal government while maintaining as well as developing new revenue streams.
7) Prioritize products and services consistent with the ICTC’s “core mission”.
8) ICTC activities should endeavor to collaborate with other entities to limit liability and share costs.

b.) Priorities
Utilizing the criteria listed above, the group underwent a series of exercises and a voting process to winnow a large list of initiatives to five (5) ICTC proposed priorities.

Proposed ICTC Priorities
1) Regional Transportation Planning Functions
2) Consolidation of Fractured Transportation Services
3) Advocacy and Exposure for ICTC and the Region
4) Development of a Council of Governments (COG)
5) Build ICTC's Administrative Capacity

c.) Plan for Action
With the core priorities that were approved, the following action plan was established during the workshop. As part of the budget development process, the costs associated with staffing and support services are identified in the table below. These costs are incorporated in the draft Overall Work Program and Budget for FY 2011-2012.

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<tr>
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</thead>
<tbody>
<tr>
<td>1) Regional Transportation Planning</td>
<td>ICTC Staff and Member Agencies together with other outside agencies</td>
<td>Ongoing through December 2011</td>
<td>Imperial County Long and Short Term Planning - SCAG RTP and SCS Development; and Programming – STIP, RTIP and FTIP</td>
<td>$275,000</td>
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<tr>
<td>2) Consolidation of Services</td>
<td>ICTC Staff and other Member Agencies</td>
<td>Anticipated release of RFP Oct 2011; Contract in place by July 2012</td>
<td>Consolidated &quot;Walk-In-Ride&quot; Services</td>
<td>$28,000</td>
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<tr>
<td>3) Advocacy</td>
<td>ICTC Staff, Member Agencies and External Entities</td>
<td>Ongoing through the end of Fiscal Year 2011/2012</td>
<td>ICTC has memberships with Mobility 21, Self-Help Counties, etc. Completed Community/Outreach &amp; Education</td>
<td>$22,000</td>
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<td>4) COG Development</td>
<td>CALCOG Membership, Mayor's Roundtable, CCMA Meetings, ICTC and County</td>
<td>Begin discussion in May 2011 through July 2012</td>
<td>Assist with the Development of an Action Plan for Implementing the COG</td>
<td>$5,000</td>
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<td>5) Improve Administrative Capacity (H.R., Accounting &amp; Legal)</td>
<td>Expertise amongst both internal and external agencies (e.g. LAFCO), outside consultants ICTC Staff</td>
<td>Begin process July 2011 with additional staff person on board by the end of the calendar year (July 1, 2011 to June 30, 2012)</td>
<td>Completion of Staffing Transition (Human Resource support to complete transition and hire 4* ICTC employee)</td>
<td>$40,000</td>
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<td>Total</td>
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<td>$369,000</td>
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*Total Sum of OWP Planning and Program Management Work Element

d.) Mission Statement
Based on the established core priorities, participants were split into subgroups and asked to formulate a draft mission statement for the organization to capture the essence of the organization’s charge. It was agreed that the ICTC Board would review the draft recommendations and adopt an official mission statement at a subsequent meeting.

Suggested Mission Statements:

“Our mission is to enhance the quality of life and regional economy of Imperial County by ensuring safe, responsive and efficient transportation and transit solutions.”

“ICTC will guide the development of the regional transportation plan for the Imperial region and its Regional, State and Federal transportation improvement plans and updates.”

“ICTC will take the lead in the provision of transportation facilities and services to provide mobility and support economic development.”

“ICTC will provide local and regional transportation services and programs to enhance the quality of life for the Imperial County.”

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<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>FY 2010-11</th>
<th>FY 2011-12</th>
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<td><strong>FEDERAL</strong></td>
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<tr>
<td>FEDERAL TRANSIT ADMINISTRATION (FTA) SEC 5307 (Urban)</td>
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<td>FEDERAL TRANSIT ADMINISTRATION (FTA) SEC 5311 (Rural)</td>
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<td>SCAG - Overall Work Program (OWP)</td>
<td>$85,000</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
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<td>$6,393,869</td>
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<td><strong>STATE</strong></td>
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<td>STIP- PLANNING, PROGRAMMING &amp; MONITORING</td>
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<td>STATE TRANSIT ASSISTANCE (STA)</td>
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<td>LOCAL TRANSPORTATION FUND</td>
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<td>PROP 1B - PTMISEA</td>
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<td>PROP 1B - CTSGP</td>
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<td><strong>SUBTOTAL</strong></td>
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<td><strong>LOCAL</strong></td>
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<td>FARE REVENUE</td>
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<td>LOCAL TRANSPORTATION AUTHORITY (LTA) 2% transit set a side</td>
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<td>MEMBER AGENCY CONTRIBUTIONS</td>
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<td><strong>SUBTOTAL</strong></td>
<td>$1,160,963</td>
<td>$1,045,845</td>
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<td><strong>TOTAL FUNDING SOURCES</strong></td>
<td>$15,058,751</td>
<td>$15,372,583</td>
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The table above summarizes the revenues available during FY 2010-2011, and the projected revenues for FY 2011-2012.
IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2011-12

<table>
<thead>
<tr>
<th>Projected Revenues</th>
<th>2011-12</th>
<th>2010-11</th>
<th>TOTAL</th>
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<tr>
<td>FTA-SER Sec 5307</td>
<td>$279,000</td>
<td>$241,500</td>
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<td>FTA-SER Sec 5311</td>
<td>$1,022,911</td>
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<td>Other</td>
<td>$3,236,703</td>
<td>$2,985,000</td>
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<td>Local</td>
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<td>Gross</td>
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<th>TOTAL</th>
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<td>Regional Transit</td>
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<td>Local Transit</td>
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<tr>
<td>Total</td>
<td>$50,315,511</td>
<td>$51,911,476</td>
<td>$102,226,987</td>
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| TOTAL                  | $50,315,511| $51,911,476| $102,226,987 |

Notes:
- FTA-SER Sec 5307 Urban
- FTA-SER Sec 5311 Rural
- Other contributions
- Local
- Gross

55
# IMPERIAL COUNTY TRANSPORTATION COMMISSION

## ICTC REGIONAL PLANNING AND PROGRAM MANAGEMENT  7417001

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<td><strong>E Total Revenues</strong></td>
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## EXPENDITURES

### Administration and Operations

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<td>Administrative staffing and support - 1 fulltime and 1 half time</td>
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<td>G</td>
<td>- Contract admin: grants, reporting and oversight</td>
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<td>- ICTC Management/Commission Council Admin</td>
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<td>- Project coordination and management</td>
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<td>- Interagency consultation, legislative affairs</td>
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<td></td>
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<td>$9,000</td>
<td></td>
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<tr>
<td>Q</td>
<td>549000 Equipment (Office Equipment)</td>
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<td><strong>R Administration and Operations Subtotal</strong></td>
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### Professional and Specialized Projects and Services - County Reimbursable

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<td>Legal Support</td>
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### Professional and Specialized Projects and Services

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<tr>
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<td>V</td>
<td>STIP / RTIP Consultant</td>
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W Total Projects, Services, Plans and Programs $27,000

X Total Expenditures

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T:\Projects\ICTC Budget and Finance\11-12\for ICTC COM\ICTC 1112 planning admin page

56
# IMPERIAL COUNTY TRANSPORTATION COMMISSION

## TRANSIT PLANNING AND PROGRAM MANAGEMENT 7416001

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>A</td>
<td>On-hand Balance</td>
<td>$0</td>
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<tr>
<td>B</td>
<td>Administration</td>
<td>$456,436</td>
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<tr>
<td>C</td>
<td>Plans/Programs</td>
<td>$45,900</td>
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<tr>
<td>D</td>
<td>STIP-PPM Planning and Programming</td>
<td>$100,000</td>
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<tr>
<td>E</td>
<td>Member Agency Contributions</td>
<td>$75,000</td>
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<tr>
<td>F</td>
<td>SCAG OWP</td>
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<tr>
<td>G</td>
<td><strong>Total Revenues</strong></td>
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### EXPENDITURES

#### Administration and Operations

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<th>Amount</th>
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<td>H</td>
<td>Administrative Staffing and Support (3 fulltime 2 halftime)</td>
<td>$323,408</td>
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<tr>
<td>I</td>
<td>- Transit contract admin: grants, reporting and oversight</td>
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</tr>
<tr>
<td>J</td>
<td>- SSTAC and TAC Subcommittee Admin</td>
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<tr>
<td>K</td>
<td>- ICTC Management Committee/Commission Admin</td>
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</tr>
<tr>
<td>L</td>
<td>- TDA Finance Admin, RTIP STIP Coordination</td>
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<tr>
<td>M</td>
<td>- ADA Eligibility Certifications, CTSA Admin, UTN Admin</td>
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<tr>
<td>N</td>
<td>Insurance - Liability</td>
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<tr>
<td>O</td>
<td>Memberships, office expense, communications, IT</td>
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<tr>
<td>P</td>
<td>Legal notices and interpretive services</td>
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<tr>
<td>Q</td>
<td>Rents, leases and utilities</td>
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<tr>
<td>R</td>
<td>Regional Plans/Project Coordination, Webinars</td>
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<td>S</td>
<td>Training/Travel Expense</td>
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<td>T</td>
<td>Equipment</td>
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#### Professional and Specialized Projects and Services - County Reimbursable

<table>
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<tr>
<td>V</td>
<td>County Cost Allocation Plan - Accounting, Auditor, HR, Treasurer</td>
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<td>W</td>
<td>Legal Consultation</td>
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<td>$30,288</td>
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#### Professional and Specialized Projects and Services - External

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<th>Description</th>
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<td>Z</td>
<td>CPA/auditors (external) Required</td>
<td>$110,000</td>
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<td>AA</td>
<td>Drug/Alcohol Programs Auditor Required</td>
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<tr>
<td>BB</td>
<td>Specific Transit Analysis local match Required</td>
<td>$12,950</td>
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<tr>
<td>CC</td>
<td>Specific Transit Analysis local match Optional</td>
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<tr>
<td>DD</td>
<td>ICTC staff recruitment /recategorization Optional</td>
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<td>EE</td>
<td>Engineering Review and Support Optional</td>
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<tr>
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<td>$206,900</td>
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| HH| **Total Projects, Services, Plans and Programs**                           | **$237,188** |

### Total Expenditures

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<tr>
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<th>FY 2011-12</th>
<th>$677,336</th>
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<tr>
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<td>FY 2010-11</td>
<td>$761,428</td>
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T:\Projects\ICTC Budget and Finance\11-12\ICTC COM\ICTC 1112 transit admin page

57
## Projected Revenues

<table>
<thead>
<tr>
<th>Service</th>
<th>2011-12</th>
<th>Subtotal</th>
<th>Total</th>
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<tbody>
<tr>
<td>FTA Sec 5307 Urban</td>
<td>$2,783,409</td>
<td>$2,783,409</td>
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<tr>
<td>FTA ARRA Sec 5327</td>
<td>$1,440,680</td>
<td>$4,224,069</td>
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<tr>
<td>FTA Sec 5311 Rural</td>
<td>$1,221,911</td>
<td>$3,446,386</td>
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<tr>
<td>FTA Sec 5311 Rural</td>
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<td>$585,000</td>
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<tr>
<td>FTA ARRA Sec 5311</td>
<td>$2,689,869</td>
<td>$2,689,869</td>
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<tr>
<td>Total</td>
<td>$6,593,869</td>
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### Local

<table>
<thead>
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<th>Service</th>
<th>2011-12</th>
<th>Subtotal</th>
<th>Total</th>
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<tbody>
<tr>
<td>Fare Revenue</td>
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<td>$745,844</td>
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<tr>
<td>On Hand</td>
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<tr>
<td>Member Contributions</td>
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<tr>
<td>Total</td>
<td>$750,844</td>
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### Total

<table>
<thead>
<tr>
<th>Service</th>
<th>2011-12</th>
<th>Subtotal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
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## Projected Expenditures

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
<th>Estimated Fares</th>
<th>On Hand balance</th>
<th>STP/PPM</th>
<th>LTA</th>
<th>Member Contributions</th>
<th>Prop 1B</th>
<th>CTSGP &amp; PTMSEA</th>
<th>Sec 5311</th>
<th>Sec 5307</th>
<th>STA</th>
<th>LTE</th>
<th>Total</th>
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<tr>
<td>O: UWS - RTY</td>
<td>$2,616,136</td>
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<td>362,809</td>
<td>800,000</td>
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<td>P: CMTS - Int/BlueGreen</td>
<td>$670,122</td>
<td>$36,805</td>
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<td>Q: ADA Paratransit</td>
<td>$1,175,964</td>
<td>$77,211</td>
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<tr>
<td>R: Metexpres</td>
<td>$236,736</td>
<td>$45,147</td>
<td>-</td>
<td>$</td>
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<td>S: Total</td>
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<tr>
<td>T: Easley Dial-A-Ride</td>
<td>$265,700</td>
<td>$26,570</td>
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<tr>
<td>U: Calero Dial-A-Ride</td>
<td>$551,007</td>
<td>$35,101</td>
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<tr>
<td>V: El Centro Dial-A-Ride</td>
<td>$281,562</td>
<td>$28,156</td>
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<tr>
<td>W: Imperial Dial-A-Ride</td>
<td>$176,632</td>
<td>$17,663</td>
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<td>X: West Shore Dial-A-Ride</td>
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<td>$9,447</td>
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<td>Y: Total</td>
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<tr>
<td>Z: Total</td>
<td>$402,428</td>
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## Imperial County Transportation Commission FY 2011-12 Transit Finance Plan

- **Total**: $15,097,583
- **Proposed Increase**: $4,996,190
- **Prop. 1B**: $2,337,395
- **PTMSEA**: $2,337,395
- **Transportation Projects and Services**: $4,996,190
- **Total**: $15,097,583
- **Subsidy**: $154,589

### Projected Expenditures by Service

- **Fares**: $745,844
- **On Hand**: $0
- **Member Contributions**: $75,000
- **Total**: $750,844

### Total

- **Total**: $15,097,583
- **Prop. 1B**: $2,337,395
- **PTMSEA**: $2,337,395
- **Transportation Projects and Services**: $4,996,190
- **Subsidy**: $154,589

### T: Projects/KCTC Budget and Finance/11-12/k CTC COM/Transit Financing Plan 1112
# LTF DISTRIBUTION TABLE

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<th>Agency</th>
<th>2012 Allocation</th>
<th>2011 Reserve</th>
<th>Grand Total</th>
<th>Population % to Total</th>
<th>Art 8c DAR Services</th>
<th>Art 8c benches &amp; shelters</th>
<th>Art 8c Streets &amp; Roads</th>
<th>Totals</th>
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</thead>
<tbody>
<tr>
<td>A Revenue</td>
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<td>$4,986,199</td>
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<td>B ICTC Admin</td>
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<td>C ICTC Plan</td>
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<td>D Bikes/Peds 3%</td>
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<td>I Tnfr Tmnl</td>
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<td>$686,199</td>
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<table>
<thead>
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<th>M Totals</th>
<th>$952,438</th>
<th>$686,199</th>
<th>$952,438</th>
<th>Art 8c DAR Services</th>
<th>Art 8c benches &amp; shelters</th>
<th>Art 8c Streets &amp; Roads</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>N Brawley</td>
<td>25,130 $144,714</td>
<td>-</td>
<td>$144,714</td>
<td>15.19%</td>
<td>$209,130</td>
<td>$7,597</td>
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<tr>
<td>O Calexico</td>
<td>38,977 $224,453</td>
<td>-</td>
<td>$224,453</td>
<td>23.57%</td>
<td>$285,906</td>
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<td>P Calipatria</td>
<td>3,501 $20,161</td>
<td>-</td>
<td>$20,161</td>
<td>2.12%</td>
<td>- $1,058</td>
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<td>42,329 $243,756</td>
<td>$686,199</td>
<td>$929,955</td>
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<td>$223,406</td>
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<td>- $236,202</td>
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<td>R Holtville</td>
<td>6,015 $34,638</td>
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<td>$34,638</td>
<td>3.64%</td>
<td>- $1,818</td>
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<tr>
<td>S Imperial</td>
<td>15,058 $86,713</td>
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<td>$86,713</td>
<td>9.10%</td>
<td>$128,069</td>
<td>$4,552</td>
<td>- $133,521</td>
</tr>
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<td>T Westmorland</td>
<td>2,255 $12,966</td>
<td>-</td>
<td>$12,966</td>
<td>1.36%</td>
<td>- $682</td>
<td>- $682</td>
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<tr>
<td>U County</td>
<td>32,129 $185,018</td>
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<td>$185,018</td>
<td>19.43%</td>
<td>$55,027</td>
<td>$9,713</td>
<td>- $64,740</td>
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<td>$1,038,037</td>
<td>100%</td>
<td>$802,438</td>
<td>$50,000</td>
<td>- $952,436</td>
</tr>
</tbody>
</table>

T:\Projects\ICTC Budget and Finance\11-12\for ICTC COM\LTF Distribution 1112
### FY 2011-12 Imperial County Transportation Commission Cost Sharing Agreement

#### OPTION 3 (Population Distribution)

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>*POPULATION</th>
<th>%</th>
<th>Base AMOUNT</th>
<th>Adjusted %</th>
<th>Adjusted AMOUNT</th>
<th>Quarterly Billing Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Brawley</td>
<td>25,130</td>
<td>15.2%</td>
<td>$ 22,791</td>
<td>12.6%</td>
<td>$ 18,861</td>
<td>$4,715.37</td>
</tr>
<tr>
<td>City of Calexico</td>
<td>38,977</td>
<td>23.6%</td>
<td>$ 35,349</td>
<td>19.5%</td>
<td>$ 29,254</td>
<td>$7,313.61</td>
</tr>
<tr>
<td>City of Calipatria</td>
<td>3,501</td>
<td>2.1%</td>
<td>$ 3,175</td>
<td>1.8%</td>
<td>$ 2,628</td>
<td>$656.92</td>
</tr>
<tr>
<td>City of El Centro</td>
<td>42,329</td>
<td>25.6%</td>
<td>$ 38,389</td>
<td>21.2%</td>
<td>$ 31,770</td>
<td>$7,942.58</td>
</tr>
<tr>
<td>City of Holtville</td>
<td>6,015</td>
<td>9.1%</td>
<td>$ 5,455</td>
<td>7.5%</td>
<td>$ 4,515</td>
<td>$1,128.65</td>
</tr>
<tr>
<td>City of Imperial</td>
<td>15,056</td>
<td>9.4%</td>
<td>$ 13,656</td>
<td>7.5%</td>
<td>$ 11,302</td>
<td>$2,825.47</td>
</tr>
<tr>
<td>City of Westmorland</td>
<td>2,255</td>
<td>1.4%</td>
<td>$ 2,045</td>
<td>1.1%</td>
<td>$ 1,693</td>
<td>$423.13</td>
</tr>
<tr>
<td>County of Imperial</td>
<td>32,129</td>
<td>19.4%</td>
<td>$ 29,139</td>
<td>16.1%</td>
<td>$ 24,115</td>
<td>$6,028.66</td>
</tr>
<tr>
<td><strong>IID</strong></td>
<td>0</td>
<td>0.0%</td>
<td>$ 0.00</td>
<td>0.0%</td>
<td>$ 25,862</td>
<td>$6,465.61</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>165,394</td>
<td>100%</td>
<td>$ 150,000</td>
<td>100%</td>
<td>$ 150,000</td>
<td>$37,500.00</td>
</tr>
</tbody>
</table>

* population from Dept of Finance May 2011 includes group housing (incarcerated)

** IID percentage is based on an average of the 4 largest agencies = 34,641 which equates to 17.2% and reduces the base amount for the remaining member agencies to $124,138

Brawley: 25,130  
Calexico: 38,977  
El Centro: 42,329  
County: 32,129  

average: 34,641  

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

\[
\begin{align*}
\text{average} & = \frac{166,275}{34,641} = 4,831.95 \\
\text{IID average} & = \frac{34,641}{200,916} = 0.172 \\
\text{Total average} & = \frac{200,916}{200,916} = 1 \\
\text{Adjusted %} & = \frac{17.2 \%}{100 \%} \\
\text{Adjusted AMOUNT} & = \frac{25,862}{150,000} = 0.172 \\
\text{Quarterly Billing Amount} & = 124,138 \\
\end{align*}
\]

formula approved by the ICTC May 2010
VI. ACTION CALENDAR

B. ADOPTION OF ICTC’S MISSION STATEMENT
July 21, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

SUBJECT: Adoption of ICTC’s Mission Statement

Dear Members of the Commission:

On May 11th, 2011, ICTC board members, management committee members and staff held its first Strategic Planning Workshop. The workshop was very beneficial to prioritize our core work programs and activities for the short term. A final element of the Strategic Planning Workshop encompassed the group’s development of proposed mission statements for the ICTC. Four proposals were recommended for future consideration and adoption. The suggested mission statements are as follows:

a. “Our mission is to enhance the quality of life and regional economy of Imperial County by ensuring safe, responsive and efficient transportation and transit solutions.”

b. “ICTC will guide the development of the regional transportation plan for the Imperial region and its Regional, State and Federal transportation improvement plans and updates.”

c. “ICTC will take the lead in the provision of transportation facilities and services to provide mobility and support economic development.”

d. “ICTC will provide local and regional transportation services and programs to enhance the quality of life for the Imperial County.”

It is recommended by staff and the Management Committee that the ICTC Board review and consider for adoption the following as ICTC’s Mission Statement:

a. “Our mission is to enhance the quality of life and regional economy of Imperial County by ensuring safe, responsive and efficient transportation and transit solutions.”

Sincerely yours,

MARK BAZA
Executive Director

MB/cl

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
VI. ACTION CALENDAR

C. ADOPTION OF ICTC’S PRIORITIES AS ESTABLISHED AT THE STRATEGIC PLANNING WORKSHOP
March 17, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
940 Main Street Suite 208
El Centro, CA 92243

SUBJECT: Discussion and Action for an Imperial County Transportation Commission (ICTC) Strategic Planning Workshop

Dear Members of the Commission:

The Imperial County Transportation Commission (ICTC) staff and Management Committee request that a workshop take place to initiate the development of a Strategic Plan for the region. The Strategic Plan proposes to include elements towards the development of the ICTC as an independent agency. Other elements of the plan would address and prioritize the core agency responsibilities in Regional Planning, Transit Planning, Project Management and Programming of transportation funds. A goal of the plan and the workshop will be to create an ICTC mission statement based on goals, objectives and priorities established by the Commission and Management Committee members. After discussion with the ICTC Management Committee on March 9, 2011, it was determined that a workshop that includes Management Committee members as well as Commissioners would be beneficial to the development of a strategic plan.

Therefore, it is recommended that the ICTC Commission take the following action(s) after any public comment, if any:

1. Authorize staff to prepare an outline for the April 2011 Management Committee and Commission meetings.
2. Authorize staff to hold a strategic planning workshop on Wednesday, May 11, 2011 (start time and location is to be determined).

Sincerely yours,

MARK BAZA
Executive Director

MB/Cl

Enclosures
CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Overview:
On May 11, 2011 ICTC board members, staff, agency personnel and media convened the first ever strategic planning process for the organization. The group, aided by the assistance of a facilitator worked through a progression of exercises intended to indentify, rank and reach consensus on issues relative to the organization’s focus, mission and priorities. Ultimately, the group formulated a list of organization priorities and proposed mission statements for the agency.

The Process:
The strategic planning workshop gave consideration to both the long-term view and the short-term requirements in the context of the organization’s overall charge. Elements included exercises in context setting, environmental scanning, current focus, strengths and weaknesses, services and products prioritization, planning for action and the development of a mission statement.

Strategic Planning Process Component Outcomes:
At the conclusion of each exercise, the group was asked to distill their input into a definitive list of parameters and goals. Specifically, the group was asked to provide direction in four (4) key planning areas: priority setting criteria, priorities, a plan for action and the development of a mission statement. Each component was designed to focus the discussion on answering four results-based questions:

1) Who are we?
2) What do we have to work with?
3) Where do we want to be?
4) How do we get there?

The result was a consensus-based list of parameters that guided the development of the priorities, implementation action plan and draft mission statement. Element outcomes are listed below.

a.) Priority Setting Criteria
The group agreed upon a list of criteria in which to evaluate and qualify priorities for the organization. The list considers the relative capacity of the organization and seeks to focus efforts on issues in the context of the regional organization’s original charge. The following should be considered when weighing the potential ICTC priority:

1) What impact would the ICTC product and/or service have on staff resources?
2) Do the ICTC products and or services have regional significance/impact?
3) Is there an economic benefit to the community; can it be quantifiably measured?
4) Consideration: Completion of existing projects; i.e. accommodating project timelines, schedules and deadlines.
5) What are the ICTC products and services that impact the regional “quality of life?” (i.e. clean energy, environmental impacts, etc.)
6) Prioritize activities (products/programs/projects) that generate revenue; explore available and eligible revenue sources with the state and federal government while maintaining as well as developing new revenue streams.
7) Prioritize products and services consistent with the ICTC’s “core mission”.
8) ICTC activities should endeavor to collaborate with other entities to limit liability and share costs.

b.) Priorities
Utilizing the criteria listed above, the group underwent a series of exercises and a voting process to winnow a large list of initiatives to five (5) ICTC proposed priorities.

Proposed ICTC Priorities
1) Regional Transportation Planning Functions
c.) Plan for Action
With the core priorities that were approved, the following action plan was established during the workshop. As part of the budget development process, the costs associated with staffing and support services are identified in the table below. These costs are incorporated in the draft Overall Work Program and Budget for FY 2011-2012.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Regional Transportation Planning</td>
<td>ICTC Staff and Member Agencies together with other outside agencies</td>
<td>Ongoing through December 2011</td>
<td>Imperial County Long and Short Term Planning – SCAG RTP and SCS Development; and Programming – STIP, RTIP and FTIP</td>
<td>$275,000</td>
</tr>
<tr>
<td>2) Consolidation of Services</td>
<td>ICTC Staff and other Member Agencies</td>
<td>Anticipated release of RFP Oct 2011; Contract in place by July 2012</td>
<td>Consolidated “Dial-a-Ride” Services</td>
<td>$28,000</td>
</tr>
<tr>
<td>3) Advocacy</td>
<td>ICTC staff, Member Agencies and External Entities</td>
<td>Ongoing through the end of Fiscal Year 2011/2012</td>
<td>ICTC has memberships with Mobility 21, Self-Help Counties, etc. Completed Community/Outreach &amp; Education</td>
<td>$22,000</td>
</tr>
<tr>
<td>4) COG Development</td>
<td>CALCOG Membership, Mayor’s Roundtable, CCMA Meetings, ICTC and County</td>
<td>Begin discussion in May 2011 through July 2012</td>
<td>Assist with the Development of an Action Plan for Implementing the COG</td>
<td>$5,000</td>
</tr>
<tr>
<td>5) Improve Administrative Capacity (H.R., Accounting &amp; Legal)</td>
<td>Expertise amongst both internal and external agencies (e.g. LAFCO), outside consultants ICTC Staff</td>
<td>Begin process July 2011 with additional staff person on board by the end of the calendar year (July 1, 2011 to June 30, 2012).</td>
<td>Completion of Staffing Transition (Human Resource support to complete transition and hire 4th ICTC employee)</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

Total $369,000

*d.) Mission Statement
Based on the established core priorities, participants were split into subgroups and asked to formulate a draft mission statement for the organization to capture the essence of the organization’s charge. It was agreed that the ICTC Board would review the draft recommendations and adopt an official mission statement at a subsequent meeting.

*Suggested Mission Statements:

“Our mission is to enhance the quality of life and regional economy of Imperial County by ensuring safe, responsive and efficient transportation and transit solutions.”

“ICTC will guide the development of the regional transportation plan for the Imperial region and its Regional, State and Federal transportation improvement plans and updates.”

“ICTC will take the lead in the provision of transportation facilities and services to provide mobility and support economic development.”

“ICTC will provide local and regional transportation services and programs to enhance the quality of life for the Imperial County.”
VI. ACTION CALENDAR

D. AGREEMENT BETWEEN THE IMPERIAL COUNTY TRANSPORTATION COMMISSION AND THE CITY OF IMPERIAL FOR HUMAN RESOURCE SERVICES FOR FISCAL YEAR 2011-2012
July 21, 2011

David Bradshaw, Chairman
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

SUBJECT:ICTC and the City of Imperial Agreement for Human Resource Services

Dear Members of the Commission:

The Imperial County Transportation Commission staff is requesting approval for an agreement with the City of Imperial for Human Resource Staff Support. At the recent Strategic Planning Workshop, it was agreed and made core priority #5, to build ICTC’s Administrative Capacity, to include HR support. The primary goal of this Strategic Plan priority is to support the ICTC’s transition and further development as an independent agency. This agreement for support services will allow for the development of ICTC job classifications, duty statements; complete with benefits and salary structure. It will also facilitate the hiring and employment transition process and the development of required policies and procedures. Funding for this project has been identified in the ICTC OWP and Budget, FY 2011-12.

ICTC staff recommends that the ICTC Commission take the following action(s):

1. Authorize the Chairman to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of $40,000.00 effective July 1, 2011 through June 30, 2012.

Sincerely yours,

MARK BAZA
Executive Director

MB/cl

Attachment

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, Holtville, Imperial, Westmorland, Imperial Irrigation District and County of Imperial