TRANSPORTATION COMMISSION MEETING
AGENDA

WEDNESDAY, JANUARY 28, 2015
6:00 p.m. (or immediately after IVRMA or LTA)

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

CHAIR: LAWRENCE D. RITCHIE VICE CHAIR: BRUCE KUHN

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

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

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

III. PUBLIC COMMENTS

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

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

A. Approval of ICTC Board Draft Minutes: October 22, 2014
   Approval of ICTC Board Draft Minutes: December 17, 2014
   Approval of ICTC Board Draft Notes: December 10, 2014

B. Receive and File:
   1. ICTC Management Committee Minutes December 10, 2014
   2. ICTC TAC Draft Minutes: January 14, 2015
   3. ICTC SSTAC Minutes: December 18, 2014
   ICTC SSTAC Minutes: December 3, 2014

V. REPORTS

A. ICTC Executive Director
   • See attached Executive Director Report on page 37

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
B. Southern California Association of Governments
   - See attached report on page 42
C. California Department of Transportation – District 11
   - See attached report on page 50
D. Commission Member Reports

VI. ACTION CALENDAR

A. Rotation of Chair and Vice-Chair Positions Page 60
   1. It is requested that the Commission take any appropriate action in the consideration of the rotation and assignment of the two positions.

B. Public Transit-Human Services Transportation Coordination Plan for Imperial County – FY 2014-15 Page 63
   ICTC Management Committee met on December 10, 2014 and forwards this item to the Commission for review and approval after public comment, if any:
   1. Approve the 2014 Public Transit-Human Services Transportation Coordination Plan for Imperial County.

C. Triennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission – FY 2010-11, 2011-12, 2012-13 Page 78
   ICTC Management Committee met on December 10, 2014 and forwards this item to the Commission for review and approval after public comment, if any:
   1. Approve the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission.
   2. Direct staff to forward the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission to Caltrans.

D. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – Regional Applications Page 129
   ICTC Management Committee met on January 14, 2015 and forwards this item to the Commission for review and approval after public comment, if any:
   1. Adopt the following listing of scores by project listing after an opportunity for public comment.
   2. Authorize the Chairman to sign the resolution as required by Caltrans.
   3. Adopt attached certification as required by Caltrans (see attached).
   4. Authorize staff to forward documentation to Caltrans for entry into the statewide competitive process.

E. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – ICTC Grant Applications Page 136
   ICTC Management Committee met on January 14, 2015 and forwards this item to the Commission for review and approval after public comment, if any:
   1. Authorize the Executive Director or his designee to submit two (2) FTA 5310 FY 2014-15 Expanded Project Grants, execute all required documents and any amendments with the California Department of Transportation:
a. in an amount of $180,000 for the funding of one (1) Mobility Manager position
b. in an amount of $120,000 for the funding of increased service hours to be used on the IVT RIDE senior and disabled service operations
2. Authorize the ICTC Chairperson to sign the attached resolution
3. Direct staff to forward the FTA 5310 Grant Applications and associated documentation to the California Department of Transportation.

F. Appointment to the California Council of Governments (CALCOG) and the California Vanpool Authority (Cal'Vans) Boards  Page 141

It is requested that the Commission take the following actions after public comment, if any:

1. Appoint a representative and an alternate from the Commission to the CALCOG Board.
2. Appoint a representative and an alternate from the Commission to the Cal'Vans Board.

G. Appointment to the SCAG Community, Economy and Housing Development Committee (CEHD) and the Transportation Committee  Page 148

It is requested that the Commission take the following actions after public comment, if any:

1. Appoint a member of the Commission to sit on the SCAG CEHD Committee
2. Appoint Mr. Don Campbell, Council Member for the City of Brawley and an ICTC Alternate Board Member, to serve on SCAG’s Transportation Committee attending as a voting member of Imperial County and ICTC Representative.

VII. INFORMATIONAL CALENDAR

A. Calexico East Land Port of Entry Section 559 Proposal to Customs and Border Protection and Government Services Administration  Page 151

B. Strategic Planning Workshop Draft Report  Page 178

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, February 25, 2015 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 BOARD DRAFT MINUTES:
   OCTOBER 22, 2014
   DECEMBER 17, 2014

APPROVAL OF BOARD DRAFT NOTES
   DECEMBER 10, 2014

B. RECEIVE AND FILE:

   1. ICTC MANAGEMENT DRAFT MINUTES:
      DECEMBER 10, 2014
      JANUARY 14, 2015

   2. ICTC TAC MINUTES:
      DECEMBER 18, 2014

   3. ICTC SSTAC MINUTES
      NOVEMBER 5, 2014
      DECEMBER 3, 2014
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 October 22, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

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

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were none.

IV. APPROVAL OF CONSENT CALENDAR

A motion was made by Nava and seconded by Sanders to approve consent item A, Band C, Motion carried.

A. Approved the ICTC Board Draft Minutes: September 24, 2014

B. Received and Filed:

1. ICTC Management Committee Draft Minutes October 8, 2014

2. ICTC TAC Draft Minutes: September 24, 2014

C. FY 2014-15 Appointment of the Social Services Transportation Advisory Council (SSTAC)

1. Appointed the Voting Members of the Social Services Transportation Advisory Council (SSTAC) for FY 2014-15 for the positions and terms per the enclosure.

VI. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:
- California HERO Program: To date, the cities of Brawley, Calipatria, El Centro and the County of Imperial have adopted resolutions to participate in the California HERO program. For Imperial Valley, the California HERO program is administered by Western Riverside Council of Governments (WRCOG) and ICTC. The cities of El Centro and Brawley were launched in May 2014 and the County of Imperial is expected to launch in November 2014. In September 2014 the City of Calipatria adopted their resolution and is projected to launch in early 2015. Attached is an update on HERO activities that are occurring in the cities of Brawley and El Centro. The report describes the number of applications received and approved since their launch date through September 30, 2014. The cities of Calexico, Holtville, Imperial, and Westmorland still have an opportunity to consider participation.

- Local Transportation Authority (LTA) Revenue Distributions - Measure D Program Sales Tax Revenues: In September 2014, the county-wide revenue distributions received for the LTA’s Measure D program was a total amount of $94,576.06. Staff has made contact with staff at the Board of Equalization (BOE) and was provided an explanation for the short-fall and steps for resolution moving forward. The following is a summary of input received, resulting impacts and actions to follow. The explanation of the reduction is tied to the substantial increase in revenues received in the prior year’s distributions that resulted from the solar panel project’s point of sales. Each year the BOE distributes the New Year’s monthly distribution based on the previous year’s allocations. In August, the BOE did an evaluation to reconcile actual revenues to their monthly distributions processed based on previous year estimates. In short, the month of September was BOE’s reconciliation. Moving forward, the BOE is very aware of the problem and is working to stabilize our revenue distributions for the next three months (October through November) and subsequently into the new calendar year. Aside from the minimal revenues for all parties and our regional set-asides; the September short-fall created a challenge for the bond participating agencies and our principal and interest payment structure. Staff has been working with our Underwriting and Bond Counsel team and subsequently working with the agencies staff to resolve the issue and staff will have following communication with the BOE.

- Imperial –Mexicali Binational Alliance: A meeting was held on Thursday, October 9, 2014 at 10:00 a.m. at CDEM board room in Mexicali, BC with 25 attendees from several Local/State/Federal Agencies. The next Alliance meeting will be hosted in Imperial Valley and is scheduled for December 11, 2014.

- California / Baja California Pedestrian and Bicycle Transportation Access Study: The Study is focused on the California-Baja California border region, and access to/from the six existing Ports of Entry (POEs). The purpose of the study is to identify and prioritize projects at all six POEs that will improve pedestrian and cyclist mobility at the California-Baja California border. The second agency working group meeting was held on September 25, 2014 at the Caltrans office in San Diego to summarize progress from the workshops and the existing conditions analysis. The consultant will complete the Existing Conditions Report by early November 2014. On October 16, 2014, supplemental origin and destination surveys will be conducted at the following POEs: Calexico West, Tecate, and Otay Mesa. The next agency working group meeting is scheduled for November 12, 2014 at the ICTC offices in El Centro.

- IVT Ride started operations in Calexico and in Imperial. There have been 5 workshops to date in Calexico and 2 in Imperial and over 350 people have been added to the service. Advocacy will continue in all communities to include West Shores and Brawley in November and December. The new low floor vehicles are scheduled to arrive in the January/February 2015 timeframe.

- All other updates are located on Page 21 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Oliva had the following announcements:
A Cap and Trade Public Workshop is scheduled for October 27, 2014 from 1 p.m. to 4 p.m.

As SCAG prepares for the 2016 RTP/SCS, staff is requesting local input from local jurisdictions. Any feedback is encouraged as soon as possible.

SCAG will hold its next Regional Council on November 6, 2014.

Several items were covered under legislative update. If you have any questions please contact Mr. Oliva.

- A full report was distributed to the Commission the day of the meeting.

C. California Department of Transportation (Caltrans)

Mr. Amen had the following announcements:
- Mr. Amen stated that Ms. Berman, Mr. Figge and Mr. Cather are all in Sacramento.
- I-8 at Dogwood has been delayed for 3-4 weeks.
- SR-7 CRCP Project was just awarded.
- SR-86 Pavement Rehabilitation Project had some issues but has been resolved.
- State Route 78 / Best Road met on October 22nd. Cameras will be installed on Best and Hovley to evaluate traffic and will meet in 4 weeks with the City of Brawley to evaluate the data collected.
- Training will be held on Storm Damage soon.
- A full report is on page 25 of the Commission agenda.

D. Commission Member Report
- There were various city announcements for each of the cities/county.

VII. ACTION CALENDAR

A. Calexico Intermodal Transportation Center Feasibility Study, presentation by Virginia Mendoza, Regional Transportation Planner

Ms. Mendoza introduced the project and stated that the project was approved by Calexico City Council on October 7th. She also stated that it was a concerted effort between SCAG, Caltrans and the consultant team, and took about a year to complete.

A presentation was made by the consultants, Mr. Walker and Mr. Castaneda.

The next steps will be to secure funding similar to the funding acquired for the transit centers in El Centro and Brawley.

The Technical Advisory Committee met on September 24th and the Management Committee met on October 8, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Approved the Calexico Border Intermodal Transportation Center Feasibility Study Draft Final Report.

A motion was made by Sanders and seconded by Nava, **Motion Carried unanimously.**

B. IVT RIDE Vehicle Acquisition Schedule and Budget Amendment #2

Staff forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Executive Director to proceed with all of the arrangements for the lease of four (4) Starcraft Allstar lift equipped cutaway paratransit vehicles from **Creative Bus Sales**, for the fee of $33,156.00.
2. Approved an ICTC Overall Work Program and Budget Amendment #2 to increase the appropriation level in an amount of $48,156.00 for the IVT RIDE service (7416001-526045).

A motion was made by Sanders and seconded by Predmore, **Motion Carried unanimously.**

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, December 10, 2014 at 6:00 p.m.,** at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

ICTC will be going dark in November and will hold a tentative Strategic Planning Workshop on December 1, 2014.

IX. ADJOURNMENT

Meeting adjourned at 7:25 p.m.
VOTING MEMBERS PRESENT:

City of Brawley  George A. Nava
City of Calipatria  Maria Nava-Froelich
City of Calexico  Maritza Hurtado
City of Holtville  Jim Predmore
City of Imperial  Mark Gran
County of Imperial  Ryan Kelley
Imperial Irrigation District  Bruce Kuhn (Chair)

NON-VOTING MEMBERS PRESENT:

None

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

OTHERS PRESENT:  Sandy Sierra, IV Press

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 December 17, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Vice-Chair Kuhn called the Special Commission meeting to order at 10:04 a.m. Roll call was taken.

II. ACTION CALENDAR

A. Public Transportation Modernization, Improvement and Services Enhancement Account (PTMISEA) Bus Procurement Allocation Requests FY 2014-15

Mr. Baza thanked everyone for taken some time to review and approve the PTMISEA Grant program. He stated it was crucial to meet to move forward with the grant process, otherwise ICTC would lose out on the funds and have to wait for FY 2015-16 for an allocation request. There was some discussion regarding leased versus ICTC owned buses; capacity of the buses and MV-1 vehicle; liability insurance; and, fuel escalator.

ICTC Management Committee met on December 10, 2014 and forwarded this item to the Commission for review and approval after public comment, if any:

1. Authorized the Executive Director or his designee to submit two (2) PTMISEA FY 2014-15 Allocation Requests, execute all required documents and any amendments with the California Department of Transportation:
   a. in an amount of $1,680,000 for the purchase of twelve (12) 25ft. cutaway buses and declare it as consistent with the regional transportation planning effort
   b. in an amount of $50,000 for the purchase of one (1) MV-1 Wheelchair passenger transport vehicle, and declare it as consistent with the regional transportation planning effort

2. Authorized the ICTC Chairperson to sign the attached resolution
3. Directed staff to forward the PTMISEA allocation requests and associated documentation to the California Department of Transportation.

A motion was made by Kelley and seconded by Nava, **Motion Carried unanimously.**

### III. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on **Wednesday, January 28, 2015** at **6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

### VIII. ADJOURNMENT

A. A motion was made by Nava-Froelich and seconded by Gran, **Motion Carried unanimously**. Meeting adjourned at **10:16 a.m.**
VOTING MEMBERS PRESENT:
City of El Centro       Sedalia Sanders
City of Holtville      Jim Predmore
City of Westmorland    Lawrence Ritchie (Chair)
County of Imperial     Ryan Kelley

NON-VOTING MEMBERS PRESENT:
Caltrans               Ross Cather

STAFF PRESENT:         Mark Baza, Kathi Williams, David Salgado, Michelle Bastidas, Virginia Mendoza, Beatriz Cruz

OTHERS PRESENT:        Sam Amen, Caltrans; Tomas Oliva, SCAG; Charles Brockwell, First Transit

The following meeting notes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday December 10, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

Chair Ritchie called the Commission meeting to order at 6:15 p.m. Roll call was taken. A quorum was not present and no actions were taken on any of the items on the agenda. All items were rolled over to the next meeting date of January 28, 2015. Meeting adjourned at 6:30 p.m.
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, December 10, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL
Chair Wells called the Committee meeting to order at 10:46 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS
A. There were none.

III. PUBLIC COMMENTS
A. There were none.

IV. CONSENT ITEMS
A motion was made by Bayon Moore seconded by Medina to approve consent items 4A, 4B and 4C. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for October 8, 2014
B. Received and filed:
   1. ICTC Board Draft minutes for October 22, 2014
   2. ICTC SSTAC Minutes for October 8, 2014
   3. ICTC SSTAC Minutes for November 5, 2014

C. Public Transportation Modernization, Improvement and Services Enhancement Account (PTMISEA) Bus Procurement Allocation Requests FY 2014-15

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

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
1. Authorized the Executive Director or his designee to submit two (2) PTMISEA FY 2014-15 Allocation Requests, execute all required documents and any amendments with the California Department of Transportation:
   a. For an amount of $1,680,000 for the purchase of twelve (12) 25ft. cutaway buses and declare it as consistent with the regional transportation planning effort
   b. For an amount of $50,000 for the purchase of one (1) MV-1 Wheelchair passenger transport vehicle, and declare it as consistent with the regional transportation planning effort
2. Authorized the ICTC Chairperson to sign the attached resolution
3. Directed staff to forward the PTMISEA allocation requests and associated documentation to the California Department of Transportation.

V. REPORTS
   A. ICTC Executive Director
      Mr. Baza had the following updates. All items were also made available on page 24 of the agenda.
      - An Executive Committee meeting of the LTA was held on December 3, 2014 to discuss the adoption of a sixth supplemental indenture for the 2012 Sales Tax Bond by the LTA Board and Participating agencies’ City Councils. All participating agencies agreed to take the supplemental indenture to their City Council with a recommendation for approval in December, with a potential adoption by the LTA Board at a special meeting in early January.
      - The Executive Director has been working with the County of Imperial, the private/non-profit group – “Safer Communities,” and U.S. federal agency staff toward our local effort to prepare for a successful proposal to the U.S. CBP and GSA to implement a toll pilot project that would pay for the port expansion infrastructure and required CBP staffing. In October 2014, the U.S. government released new regulations under Section 559 that would allow for proposals to complete land port of entry improvements using a public-private partnership (P3) model and toll pilot project as the financing mechanism. A proposal must include project specific details about the infrastructure improvements required and costs, operations and maintenance costs, CBP staffing costs, and a toll feasibility analysis. To this end, the ED is working with Safer Communities to prepare a proposal that would address all elements required by the U.S. government. As allowed under section 559 a proposal is expected to be submitted by December 23, 2014.
      - A copy of the Strategic Planning Workshop draft report was distributed to City Managers. They were asked to give their feedback, with a final report coming in February for adoption by Commission.
      - Mr. Salgado had the following updates:
        - IVT RIDE service began operations in the Cities of Calexico and Imperial October 1, 2014 after some initial outreach and marketing. Public Outreach Workshops were held on September 25th and 26th in Calexico and on September 29th and 30th in Imperial. Additional workshops were also held on October 14, 2014 in Calexico and on October 17, 2014 in Imperial. Public Outreach Workshops were held on November 20, 2014 in the West Shores community with a service start date of December 1, 2014. Public Workshops are scheduled for the City of Brawley on December 16th and 17th with an anticipated service start date of January 2, 2015.
        - A “Stuff a Bus” Food drive is set for December 16, 2014 for 1 day only. All passengers that bring a non-perishable food item can ride the bus for free on IVT only. All items will benefit the Imperial Valley Food Bank.
        - Holly Trolley event in Imperial will be on December 18, 2014.
        - The Safe Routes to School Master Plan consultant selection is underway and a contract should be executed in the January/February 2015 timeframe.
      - Ms. Mendoza had the following updates:
        - The California / Baja California Pedestrian and Bicycle Transportation Access Study is focused on the California-Baja California border region, and access to/from the six

T: Projects\ICTC MC\2015 Meetings\December\M121014
existing Ports of Entry (POEs). The purpose of the study is to identify and prioritized projects at all six POEs that will improve pedestrian and cyclist mobility at the California-Baja California border. The second agency working group meeting was held on September 25, 2014 at the Caltrans office in San Diego to summarize progress from the workshops and the existing conditions analysis. On October 16, 2014, the supplemental origin and destination surveys were conducted at the following POEs: Calexico West, Tecate, and Otay Mesa. The consultant completed an Existing Conditions Report in November 2014. The third Agency working group meeting was held on November 12, 2014 at the ICTC offices in El Centro. A second focus group meeting was held in Imperial County on November 19th and San Diego County on November 20th. The proposed project list is currently under review and a final agency working group meeting will take place on January 15, 2015 where a draft final report is tentatively scheduled to be released for public comment.

B. Southern California Association of Governments (SCAG)
- There were no announcements.

C. Caltrans Department of Transportation – District 11
- Mr. Amen had the following updates:
  - I-8 at Dogwood Project, Replace connector, Start Construction, October 2014, Complete Construction, September 2016, changeable message has been installed. Currently working with IID on schedule.
  - SR-86 Pavement Rehabilitation Project, From 15th Street (City of Imperial) to SR-78 (City of Brawley), Project includes rubber chip seal and repairing pot holes. Work began in August and end in November 2014.
  - SR-98 Pavement Rehabilitation Project, On SR-98 from SR-111 to SR-7, Project completed in September, several weeks early.
  - I-8 Pavement Rehabilitation Project, Asphalt rubberized overlay from 0.6 miles east of Westside Road to 0.3 miles west of SR-111, Advertisement, March 2015.
- The traffic counts were recently completed in Brawley with more information at the next meeting.
- Mr. Medina had the following updates:
  - For all successful ATP projects, Local Agencies need to submit an allocation request package regardless of the type of funding (Federal or State). For projects with federal ATP funds only, a request for authorization (RFA) package must be submitted together with each of the California Transportation Commission (CTC) allocation request package. Failure to receive a CTC allocation approval for the year the ATP funding is programmed will result in the forfeiture of the ATP funds for the project. The upcoming deadline for ATP allocation request packages to the DLAE is January 26, 2015 for the March 25-26, 2015 CTC Meeting in Orange County.
  - Division of Local Assistance Office Bulletin (DLA-OB) 13-3, Construction Oversight Program, established Caltrans' policy and procedures for the Construction Oversight Program for Federal-aid highway projects administered by local agencies off the State Highway System (SHS). To properly administer the program, it is essential that the Construction Oversight Engineer (COE) be apprised of when projects are scheduled to begin the construction phase. This will aid the COE in scheduling oversight reviews, and
will provide real time project information consistent with FHWA direction. The new policy requires that local agencies shall now submit a copy of their notice of contract award, Notice to Proceed letter, or equivalent, to the DLAE concurrent with its issuance to the contractor, for ALL Federal-aid projects. The notice may be transmitted to the DLAE via email attachment, or fax. The DLAE will provide a copy of the notice to the COE immediately upon receipt from the local agency. The COE will use the notice to assist in scheduling construction oversight reviews. The Contact information for District 11’s respective DLAE and COE is Erwin Gojuangco via email at Erwin.Gojuangco@dot.ca.gov or by phone (619) 278-3756 and Anna Alonso via email at Anna.Alonso@dot.ca.gov or by phone at (949) 440-4461.

- On December 5, 2014, DLA issued COIN 14-02 to provide information and guidance for Local Agencies to follow to ensure compliance with Senate Bill (SB) 854. Local agencies are responsible for implementing the following procedures corresponding to the above on all public works projects, regardless of funding source:
  1. For projects advertising after January 1, 2015, incorporating the following contract language (Labor Code Section 1771.1 (a)) in their boiler plate/special provisions as follows: "A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded."
  2. Notifying DIR when awarding a public works project (regardless of funding source) using the online PWC-100 form. This notification shall occur within five (5) days of the project's award. The following is the link to this online form: www.dir.ca.gov/pwc100ext/
  3. Assuring that any prime contractors and their subcontractors possess and maintain such registration with DIR in order to be awarded and to perform work on public works projects (regardless of funding source). The following is the link to DIR's Contractor Registration searchable database: https://efiling.dir.ca.gov/PWCR/Search.action
  4. In addition, as part of this Bill, effective April 1, 2015, contractors and subcontractors shall furnish electronic payroll records for new projects to the Labor Commissioner.

- Effective November 10, 2014, Caltrans suspended the use of ET-Pius, ET-Pius 31, ET-2000 Plus, and ET-2000 guardrail end treatments in state highway projects until further notice. The FHWA is currently coordinating with Trinity Highway Products on developing a crash test plan for the ET-Pius guardrail end treatment system. These crash tests are necessary in order for Caltrans to continue utilizing the ET Plus systems on the State Highway System. Trinity has halted shipments of the its ET-Pius guardrail end treatments.

- On October 2, 2014, the US Department of Transportation published a final rule amending 49 Code of Federal Regulations (CFR) Part 26 and the Disadvantaged Business Enterprise (DBE) program. The changes were effective November 3, 2014. Major changes are:
  1. DBE Trucking Participation - Allows DBE to take credit for the total value of hauling services even when the DBE firm's drivers use trucks leased from non-DBE truck leasing company.
  2. Uniform Report of DBE Awards or Commitments and Payments - Adds a requirement to report payments made to DBEs on ongoing contracts during the reporting period.
  3. Contracts/Subcontract Language - Requires agencies to include assurance language in contracts and prime contractors to insert assurance language into subcontracts with
ICTC MANAGEMENT COMMITTEE MINUTES

DECEMBER 10, 2014

DBEs.

4. Additional Guidance on Good Faith Efforts:
   - Provides additional examples of actions taken by bidders that may be considered when evaluating good faith efforts.
   - Requires bidder to submit good faith effort documentation to the agency no later than 7 days after bid opening. The 7 days is shortened to 5 days on January 1, 2016.
   - For substitutions of DBE firms after contract award, requires good faith effort documentation to be submitted to the agency within 7 days of the request for substitution.

   - Upcoming Trainings:
     - Procuring A&E Contracts- March 10, 2015, located at Caltrans District 11, in the Garcia RM 125A and 1258. Training is now open for enrollment. Space is limited so please reserve your spot as soon as possible.
     - ATP Training- March 12, 2015, located at Caltrans District 11, in the Gallegos RM134
     - Federal Aid Series- May 18 - May 22, 2015, located at Caltrans District 11.
   - For questions and to register for an upcoming training, please contact the District 11 Local Assistance Training Coordinator Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or by calling 619-278-3766.

D. Committee Member Reports
   - There were none

VI. ACTION CALENDAR
A. Triennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission – FY 2010-11, 2011-12, 2012-13

Ms. Williams stated that the TDA is a major funding source in California. This audit is not solely a financial audit, but a review of compliance with transit service related Public Utilities Codes and prudent administrative and management practices. More specifically this audit involved reviewing the processes and policies including, but not limited to; the ICTC Budget and Transit Financing Plan, the TDA Allocation Schedule, the Article 3 and 8 financial claims processing, administration of the Social Services Transportation Advisory Council, conduct of the annual Unmet Transit Needs Public Hearing process, and transit planning and operations management of the public transit services by the public agencies.

During the process, public and social service agencies, as well as, the transit operators were contacted for input. The transit operations were evaluated on site.

The nine draft audit documents were made available to all agencies and the transit operators, via the ICTC website in the month of October and November. Comments were solicited from October 1st through November 21st. As of the date of this letter, no comments were received. The documents can be viewed at the following link:

http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/

Mr. Derrick Wong has been working with ICTC for the last 12 years and has 20 years of experience with the TDA. His presentation included his recommendations for ICTC which included:
• Review TDA provisions for planning and programming allocations for ICTC activities.
• Maintain final records of key submittals including TDA performance audit.
• Implement the State Transit Assistance efficiency test.
• Revise the TDA claims forms and provide training to the claimants.
• Update the blended farebox recovery ratio for IVT.

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

1. Approve the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission.
2. Direct staff to forward the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission to Caltrans.

A motion was made by Bayon Moore (with a correction on page 42) seconded by Duran. Motion carried unanimously.

B. Public Transit-Human Services Transportation Coordination Plan for Imperial County – FY 2014-15

Ms. Williams stated that staff has been working with the consultant team from AMMA consultants to develop an update to the 2008 Public Transit-Human Services Transportation Coordination Plan for Imperial County (Coordinated Plan). A Coordinated Plan is required under federal transportation legislation. The primary purpose of a Coordinated Plan is to document resources in order to continue to meet the Federal Transit Administration’s (FTA) and other funding agency’s requirements for eligibility for various grants, including but not limited to the FTA Section 5310 program.

The update to the Coordinated Plan included a reassessment of all available public and private transportation services in Imperial County, a reassessment of public and social services transportation needs, development of strategies and/or activities to address gaps in service, identification of coordination actions to eliminate or reduce duplication in services where they exist, and a prioritization of implementation strategies.

To achieve the goals in the scope of work the consultant reviewed the existing plan, conducted bilingual interviews and/or focus group meetings with all transportation service providers, community leaders and transportation stakeholders, collected and analyzed transportation data related to the existing transportation system, reassessed the needs of the public transportation and social services transportation system, and developed alternatives and solutions to address the needs.

The draft document was made available to all agencies and the transit operators, via the ICTC website in the month of November. Comments were solicited through November 21st. As of the date of this letter, no comments were received. The draft document can be reviewed at the following link:

http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/

Ms. Menninger and Ms. Barlow gave a detailed presentation of the goals and strategies of response to the mobility needs and gaps in service in Imperial County. The goals and strategies they developed are:

• Goal 1 – Sustain Enhanced Public Transportation, Human Services and Private Transportation Network in Imperial County
- Financially sustain recent expansion of public transportation services in Imperial County.
- Regularly coordinate with major human service agencies who directly provide or subsidize transportation.
- Promote FTA 5310 grants-making to public transit and human transportation service providers and encourage high quality projects for vehicle replacement, vehicle operations and Mobility Management oriented to older adults and persons with disabilities.

- **Goal 2 – Strategically Expand IVT Services to Increase Mobility Options When Financially Feasible**
  - Build capacity for out-of-town medical trips, in partnership with others and to the extent financial resources allow.
  - Implement Red, Orange and Purple Lines, when financially viable.
  - Implement Saturday service on circulators as identified in SRTP when financially sustainable.
  - Continue to address capacity issues on Calexico and IVT routes as identified in the SRTP, as funding allows.
  - Develop a bus stop and path-of-access improvement program to support mobility of the Coordinated Plan target groups, to implement as financial resources allow.

- **Goal 3 – Continue to Build Collaborative Partnerships to Leverage Available Mobility Options for Transportation Disadvantaged Populations**
  - Establish an Imperial County Mobility Management function to move forward the Coordinated Plan Goals.
  - Continue to Leverage additional funding for expanded transportation services.
  - Hold annual mobility summits to share ideas and explore coordination opportunities among public, human service and private transportation sectors.

- **Goal 4 – Provide Affordable Transportation to Disadvantaged Populations**
  - Provide information and referral service for low-income families to social service agencies that provide subsidized transit coupons for immediate needs.
  - Enhance carpool and vanpool matching capabilities for origins and destinations not well served by IVT.
  - Establish a targeted mileage reimbursement program to assist with door-through-door transportation.

- **Goal 5 – Promote and Expand Transportation Information Portals**
  - Integrate all Imperial County public transportation into Google Maps trip planner.
  - Develop an online web portal that will provide access to comprehensive information about local transportation options and programs.
  - Provide route/schedule information at the bus stop, particularly for low-frequency routes.

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

1. Approve the **2014 Public Transit-Human Services Transportation Coordination Plan for Imperial County.**

A motion was made by Best seconded by Bayon Moore, **Motion carried** unanimously.
C. Unmet Transit Needs Public Hearing - for Fiscal Year 2015-2016

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

1. Appoint the Unmet Transit Needs Hearing Panel: two members from the County, three City representatives with two City alternates.
2. Select a Public Hearing date of February 5, or February 12, 2015.
3. Select the time of the meeting.

A motion was made by Best seconded by Bayon Moore, Motion carried unanimously.

D. Employee Benefit Program – SDRMA Special District Risk Management Authority

Ms. Gaddis gave an overview of the current comprehensive employee benefit program for its employees. The current benefit program includes medical, dental and vision as well as term life. Special District Risk Management Authority (SDRMA) is a not-for-profit public agency formed to provide full-service risk management program for local government that includes Health Benefits Program in conjunction with California State Association of Counties Excess Insurance Authority (CSAC-EIA Health).

Since 2012, ICTC purchased comprehensive health insurance on an age banded basis from a broker. Age banded premiums for medical, dental, vision and life are determined by the employees’ current age. ICTC employees are composed mostly of a younger population therefore rates have traditionally been lower.

Due to the change in retiree health, ICTC looked into SDRMA’s benefit program which provides composite rates, and submitted an interest statement which was recently approved. SDRMA’s composite rates are based upon employee status not age which traditionally costs a little more in premiums. ICTC employees’ contributions towards SDRMA plan will be raised to a fixed rate of 10%. Previously, the total employee contribution was approximately 9%.

SDRMA offers an overall better benefit program with lower out of pocket fees for the employees. ICTC sees this as an opportunity to provide a steady carrier of comprehensive insurance for future years. SDRMA comprehensive health insurance plan, if approved, will become effective January 1, 2015. The overall estimated increase in cost of premiums for FY 2014-15 is estimated at $17,625 for the remaining six months which is offset by the 10% employee contributions. Therefore staff is requesting a transfer of appropriations between accounts to cover the additional cost for FY 2014-15.

Attached for your review and consideration are the following:

1. ICTC Transit and Planning appropriations table
2. 2015 SDRMA Health Benefits Program
3. The Resolution authorizing participation in the SDRMA Health Program
4. The Memorandum of Understanding between ICTC and SDRMA
5. The SDRMA Program Participation Agreement

After discussion from several managers and comparison to their agencies benefit programs, there was continued apprehension to recommend approval. The consensus was that employees should contribute more to the cost. Mr. Baza expressed his appreciation for comments but suggested to move forward with SDRMA.
It was requested that ICTC Management Committee forward this item to the Commission for review and approval after the receipt of public comment, if any:

1. Approve and authorize the Executive Director to sign the Resolution, Memorandum of Understanding, and Program Participation Agreement to become a participating member of Special District Risk Management Authority (SDRMA) for ICTC’s employee benefit program
2. Approve and authorize a transfer of appropriations between accounts for Transit and Planning

A motion was made by Duran (with additional revisions in a few months to discuss labor negotiations in closed session) seconded by Best,Motion carried unanimously.

Mr. Medina suggested that 2 members from Management Committee be assigned for any further discussion (if needed).

E. FY 2014-15 ICTC FTA 5310 Grant Public Hearing Requirement

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

1. Select a Public Hearing date and time of 6:30 PM January 28, 2015 for the receipt of public comment regarding the FTA 5310 Enhanced grant submittal from ICTC for the increase of service on the IVT Ride system.
2. Direct staff to make necessary administrative arrangements.

A motion was made by Best seconded by Bayon Moore, Motion carried unanimously.

VII. INFORMATION / DISCUSSION CALENDAR

(Not on the agenda) Matt Messina with the Hero Program dropped by for a quick review of the program in Imperial County. He made himself available for questions and handed out his business card to all.

A. Appointment to the California Council of Governments and CalVans Boards
   This will be an action to the Commission later this month.
B. Appointment to the SCAG Community, Economy and Housing Development Committee (CEHD) and the Transportation Committee
   This will be an action to the Commission later this month.
C. ICTC General Assembly and Economic Summit
   A summit is scheduled for Spring of 2015.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on January 14, 2015 at the City of Imperial, Imperial CA.

IX. ADJOURNMENT

A. Motion to adjourn by Duran/Medina. Motion Carried. Meeting adjourned at 12:45 p.m.
VOTING MEMBERS PRESENT:

- City of Brawley: Rosanna Bayon Moore
- City of Calipatria: Rom Medina
- City of Calexico: Nick Servin for Richard Warne
- City of El Centro: Terry Hagen for Ruben Duran
- City of Holtville: Nick Wells (Chair)
- City of Imperial: Marlene Best
- County of Imperial: Ralph Cordova

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

OTHERS PRESENT:  Sam Amen; Caltrans, Grace Connor; City of El Centro, Tomas Oliva; SCAG

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, January 14, 2015 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL
Chair Wells called the Committee meeting to order at 10:37 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS
A. There were none.

III. PUBLIC COMMENTS
A. There were none.

IV. CONSENT ITEMS
A motion was made by Bayon Moore seconded by Best to approve consent items 4A and 4B. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for December 10, 2014
B. Received and filed:
   1. ICTC Board Draft notes for December 10, 2014
   2. ICTC Board Draft Minutes for December 17, 2014
   3. ICTC TAC Draft Minutes for December 18, 2014
   4. ICTC SSTAC Minutes for December 3, 2014

V. REPORTS
A. ICTC Executive Director
   Mr. Baza had the following updates. All items were also made available on page 25 of the agenda.
To date, the cities of Brawley, Calipatria, El Centro, Holtville and the County of Imperial have adopted resolutions to participate in the California HERO program. For Imperial Valley, the California HERO program is administered by Western Riverside Council of Governments (WRCOG) and ICTC. The cities of El Centro and Brawley were launched in May 2014 and the County of Imperial launched in November 2014. Attached is an update on HERO activities that are occurring in the County of Imperial, and the cities of Brawley and El Centro. The report describes the number of applications received and approved since their launch. Holtville is expected to launch in March 2015. Calipatria and Calexico are scheduled to launch in March. The city of Imperial would like a presentation in February and Westmorland will soon consider action to participate in the program. Mr. Wells mentioned that a resident was interested in Holtville. Mr. Servin stated that Matt Messina (contractor) would be the contact. Ms. Bayon Moore stated that a valley based workshop for local contractors will be held in mid-March.

The California / Baja California Pedestrian and Bicycle Transportation Access Study is focused on the California-Baja California border region, and access to/from the six existing Ports of Entry (POEs). The purpose of the study is to identify and prioritize projects at all six POEs that will improve pedestrian and cyclist mobility at the California-Baja California border. The fourth and final Agency working group meeting will be held on January 15, 2015 at the San Diego Association of Governments (SANDAG) offices to discuss the prioritization of the proposed project list. The draft final document will be released for comment period on January 14, 2015 and end on February 6, 2015. The draft final report will be presented to ICTC Management Committee and Commission in the month of February 2015 for consideration of approval. Additional presentations are scheduled SANDAG’s Committee on Binational and Regional Opportunities (COBRO) and Borders Committee. A copy of the full draft report is on the ICTC website at http://www.imperialctc.org/border-study/.

Mr. Baza stated that there may be an opportunity to obtain discretionary funds through Cap and Trade. The funds can be used for projects such as the Orange and Red Lines, and the Calexico ITC.

B. Southern California Association of Governments (SCAG)

There were no announcements. Mr. Hasan Ikhrata was visiting Imperial County and he made several announcements during a short meeting after the Management Committee meeting.

C. Caltrans Department of Transportation – District 11

Mr. Amen had the following updates:

Projects updates:
- I-8 at Dogwood Project, Replace connector, Started Construction, October 2014, ongoing meetings with IID continue.
- SR-7 Project is currently in Construction.
- SR-98 Pavement Rehabilitation Project, On SR-98 from SR-111 to SR-7, Project completed in September, several weeks early.
- Best Rd. - Changeable Message signs will be posted to notify the traveling public of these changes approximately one week prior to work beginning. A traffic lane separation and barrier systems along with delineators will be installed to create the traffic island. Caltrans Maintenance Division will be completing the
necessary work. The California Highway Patrol will be assisting with traffic control during this operation.

D. Committee Member Reports
   - There were none

VI. ACTION CALENDAR

A. Rotation of Chair and Vice-Chair Positions

1. It was requested that the Management Committee take any appropriate action in the consideration of the rotation and assignment of the two positions.

A motion was made by Cordova seconded by Medina, to appoint Ms. Rosanna Bayon Moore, City of Brawley, as the Chairperson for 2015. Motion carried unanimously.

A motion was made by Medina seconded by Wells, to appoint Ms. Marlene Best, City of Imperial, as the Vice-Chair for 2015. Motion carried unanimously.

B. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – Regional Applications

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

1. Adopt the following listing of scores by project listing after an opportunity for public comment.
2. Authorize the Chairman to sign the resolution as required by Caltrans.
3. Adopt attached certification as required by Caltrans (see attached).
4. Authorize staff to forward documentation to Caltrans for entry into the statewide competitive process.

A motion was made by Best seconded by Medina, Motion carried unanimously.

C. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – ICTC Grant Applications

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

1. Authorize the Executive Director or his designee to submit two (2) FTA 5310 FY 2014-15 Expanded Project Grants, execute all required documents and any amendments with the California Department of Transportation:
   a. in an amount of $180,00 for the funding of one (1) Mobility Manager position
   b. in an amount of $120,000 for the funding of increased service hours to be used on the IVT RIDE senior and disabled service operations
2. Authorize the ICTC Chairperson to sign the attached resolution
3. Direct staff to forward the FTA 5310 Grant Applications and associated documentation to the California Department of Transportation.

A motion was made by Cordova seconded by Wells, Motion carried unanimously.
VII. INFORMATION / DISCUSSION CALENDAR

A. Calexico East Land Port of Entry Section 559 Proposal to Customs and Border Protection and Government Services Administration

As you are aware, ICTC has been working with our binational partners toward development of a Toll Pilot Project for the Calexico East of Entry. In 2014, the U.S. government authorized Section 559 Donation Acceptance Authority and opportunity to submit formal proposals to improve land ports of entry for mutual benefit. Attached for your review is a copy of the Calexico East Land Port of Entry Proposal to Customs & Border Protection (CBP) and Government Services Administration (GSA) that was submitted on December 23, 2014.

Section 559 Donation Acceptance Authority allows CBP and GSA to accept donation of real property, personal property (including monetary donations) and non-personal services from private sector and Government entities. Section 559 requires that CBP, in consultation with GSA, establish procedures for evaluating donation proposals and it is pursuant to said procedures that the Calexico East Land Port of Entry was prepared and submitted.

The Proposal will be evaluated in three phases, including Phase I: Proposal Evaluation and Selection; Phase II: A fully planned and developed donation proposal that fulfills CBP’s operational needs at an acceptable cost, schedule and risk; and Phase III: A signed Donation Acceptance Agreement formalizing acceptance of the proposed real property, personal property or non-personal services donation by CBP or GSA, or both. In order to continue to the next phase, the proposal must meet the criteria of the preceding phase.

The Proposal includes the addition of six passenger vehicle lanes, three commercial vehicle lanes and three additional lanes to the bridge across the all American canal. It is anticipated that the expansion will result in the average border crossing time being reduced and maintained at or below 15 minutes per vehicle.

It is proposed that tolling of the new lanes will provide appropriate funding for the capital, operation and maintenance cost of the proposed expansion. However, a further funding feasibility is subject to a detailed traffic and revenue study that will be undertaken if our proposal is approved for Phase II of Section 559 process.

The Proposal also includes a yet to be formed joint powers authority (JPA) between the County and ICTC with an eventual partnership (contractual relationship) with Safer Communities. This JPA will be the tolling authority. The authority to toll on federal property comes with the acceptance of the proposal by the federal government.

The following items B to F were highlighted for information only as they were recommended to the Commission at the December Management Committee meeting however still require approval this month:

B. Triennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission – FY 2010-11, 2011-12, 2012-13

1. Approve the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission.
2. Direct staff to forward the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission to Caltrans.
C. Public Transit-Human Services Transportation Coordination Plan for Imperial County – FY 2014-15
   1. Approve the 2014 Public Transit-Human Services Transportation Coordination Plan for Imperial County.
   2. Approve and authorize a transfer of appropriations between accounts for Transit and Planning

D. Appointment to the California Council of Governments and CalVans Boards

E. Appointment to the SCAG Community, Economy and Housing Development Committee (CEHD) and the Transportation Committee

F. Strategic Planning Workshop Draft Report

VIII. NEXT MEETING DATE AND PLACE

   The next meeting of the Management Committee will be held on February 11, 2015 at the City of Imperial, Imperial CA.

IX. ADJOURNMENT

   A. Motion to adjourn by Best/Wells. Motion Carried. Meeting adjourned at 11:31 a.m.
1. The meeting was called to order by Vice-Chair Brunet at 10:05 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for September 24, 2014. (Hamby/Hagen) **Motion Carried.**

3. ICTC Updates / Announcements
   a. Pedestrian & Bicycle Transportation Access Study
      - The goal of the study was to analyze all 6 Ports of Entry and identify pedestrian and bicycle projects at each location. Ms. Mendoza stated that the Border Community Workshops and existing conditions assessments have concluded and a draft recommendation list with 96 recommendations was developed that included 6 policy and many infrastructure improvements in all 6 Ports of Entry’s. Staff will be presenting to the recommendation list to Management Committee and Commission in January, with a recommendation to adopt a draft final report in February 2015 to ICTC and SANDAG.
   b. Transit Updates
      - IVT Ride began operations in Calexico and Imperial on October 1, 2014; in
West Shores on December 1, 2014 and will begin in Brawley on January 2, 2015.

- Due to the lack of a quorum at the regularly scheduled Commission meeting, a special meeting was held on December 17th to approve the PTMISEA grant.

c. Other

- The 2015 FTIP Amendment #4 is due next week. If there are any changes to any projects please let staff know by tomorrow, December 19th.

- Ms. Mendoza reviewed current CMAQ and RSTP project and stated that Westmorland and Calipatria do not have any projects for FY 2014-15. Also, during the 1st quarter of 2015 we may see adjustments from Caltrans. Projects are only programmed for FY’s 2014-15, 2015-16 only. Mr. Baza emphasized the importance to obligate all projects so that ICTC will have opportunities for reobligation. He stated to submit packages to Caltrans by April to give them enough time to review them.

4. Cities and County Planning / Public Works Updates:
- Mr. Hamby stated that Westmorland was awarded their Street Sweeper project.
- Mr. Villegas stated that Imperial awarded the Aten/Dogwood Project to Granite Construction.
- Mr. Brunet stated that their HSIP project for SR86/S22 to Hazard Construction.

5. SCAG Updates / Announcements
- SCAG Economic Summit was recently held in Los Angeles. A hot topic was how technology plays a large role in transportation. The next RTP/SCS will implement technology and demographic changes and shifts in society.
- The Aerial Imagery project is in progress, a final product will be available in March/April 2015.
- Staff is currently in the process of selecting a consultant for the Imperial County State Route to School Master Plan. A final product is scheduled for the end of 2015.

6. Caltrans Updates / Announcements
- Mr. Medina provided the following Caltrans updates:

  - For all successful ATP projects, Local Agencies need to submit an allocation request package regardless of the type of funding (Federal or State). For projects with federal ATP funds only, a request for authorization (RFA) package must be submitted together with each of the California Transportation Commission (CTC) allocation request package. Failure to receive a CTC allocation approval for the year the ATP funding is programmed will result in the forfeiture of the ATP funds for the project. The upcoming deadline for ATP allocation request packages to the DLAE is January 26, 2015 for the March 25-26, 2015 CTC Meeting in Orange County.

  - Division of Local Assistance Office Bulletin (DLA-OB) 13-3, Construction Oversight Program, established Caltrans' policy and procedures for the Construction Oversight Program for Federal-aid highway projects administered by local agencies off the State Highway System (SHS). To properly administer the program, it is essential that the Construction Oversight Engineer (COE) be apprised of when projects are scheduled to begin the construction phase. This will aid the COE in scheduling oversight reviews, and will provide real time project information consistent with FHWA direction. The new policy requires that local agencies shall now submit a copy of their notice of contract award, Notice to Proceed letter, or equivalent, to the DLAE concurrent with its issuance to the contractor, for ALL Federal-aid projects. The notice may be transmitted to the DLAE via email attachment, or fax. The DLAE will provide a copy of the notice to the COE immediately upon receipt from
the local agency. The COE will use the notice to assist in scheduling construction oversight reviews. The Contact information for District 11’s respective DLAE and COE is Erwin Gojuangco via email at Erwin.Gojuangco@dot.ca.gov or by phone (619) 278-3756 and Anna Alonso via email at Anna.Aionso@dot.ca.gov or by phone at (949) 440-4461.

- On December 5, 2014, DLA issued COIN 14-02 to provide information and guidance for Local Agencies to follow to ensure compliance with Senate Bill (SB) 854. Local agencies are responsible for implementing the following procedures corresponding to the above on all public works projects, regardless of funding source:

1. For projects advertising after January 1, 2015, incorporating the following contract language (Labor Code Section 1771.1 (a)) in their boiler plate/special provisions as follows: "A contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded."

2. Notifying DIR when awarding a public works project (regardless of funding source) using the online PWC-1 00 form. This notification shall occur within five (5) days of the project's award. The following is the link to this online form: www.dir.ca.gov/pwc100ext/

3. Assuring that any prime contractors and their subcontractors possess and maintain such registration with DIR in order to be awarded and to perform work on public works projects (regardless of funding source). The following is the link to DIR's Contractor Registration searchable database: https://efiling.dir.ca.gov/PWCR/Search.action

4. In addition, as part of this Bill, effective April 1, 2015, contractors and subcontractors shall furnish electronic payroll records for new projects to the Labor Commissioner.

- Effective November 10, 2014, Caltrans suspended the use of ET-Pius, ET-Pius 31, ET-2000 Plus, and ET-2000 guardrail end treatments in state highway projects until further notice. The FHWA is currently coordinating with Trinity Highway Products on developing a crash test plan for the ET-Pius guardrail end treatment system. These crash tests are necessary in order for Caltrans to continue utilizing the ET Plus systems on the State Highway System. Trinity has halted shipments of the its ET-Pius guardrail end treatments.

- On October 2, 2014, the US Department of Transportation published a final rule amending 49 Code of Federal Regulations (CFR) Part 26 and the Disadvantaged Business Enterprise (DBE) program. The changes were effective November 3, 2014. Major changes are:

1. DBE Trucking Participation - Allows DBE to take credit for the total value of hauling services even when the DBE firm's drivers use trucks leased from non-DBE truck leasing company.

2. Uniform Report of DBE Awards or Commitments and Payments- Adds a requirement to report payments made to DBEs on ongoing contracts during the reporting period.

3. Contracts/Subcontract Language- Requires agencies to include assurance language in contracts and prime contractors to insert assurance language into subcontracts with DBEs.

4. Additional Guidance on Good Faith Efforts:
   - Provides additional examples of actions taken by bidders that may be considered when evaluating good faith efforts.
- Requires bidder to submit good faith effort documentation to the agency no later than 7 days after bid opening. The 7 days is shortened to 5 days on January 1, 2016.
- For substitutions of DBE firms after contract award, requires good faith effort documentation to be submitted to the agency within 7 days of the request for substitution.


- Upcoming Trainings:
  - Procuring A&E Contracts- March 10, 2015, located at Caltrans District 11, in the Garcia RM 125A and 1258. Training is now open for enrollment. Space is limited so please reserve your spot as soon as possible.
  - ATP Training- March 12, 2015, located at Caltrans District 11, in the Gallegos RM134
  - Federal Aid Series- May 18 - May 22, 2015, located at Caltrans District 11.
  - For questions and to register for an upcoming training, please contact the District 11 Local Assistance Training Coordinator Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or by calling 619-278-3766.

7. General Discussion / New Business
   - Mr. Brunet asked Mr. Medina about the possibility of using toll credits for the Desert Museum project. Mr. Medina stated that he will need to get back to him.

8. Meeting adjourned at 11:26 a.m.  (Campos/Hamby) Motion carried.
Present

Heddy McNeer  Consumer
Michael L. Hack (Vice-Chair)  Consumer
Ted Ceasar  Imperial Valley College
Mitzi Perez  ARC – Imperial Valley
Lorena Arambula  San Diego Regional Center (SDRC)
Rosyo Ramirez  Imperial County Public Authority/IHSS
Kathi Williams  CTSA – ICTC
David Salgado  CTSA – ICTC

Non-Voting Attendees:

Cristi Lerma  ICTC
Charles Brockwell  IVT/IVT Access/IVT Ride
Cesar Sanchez  IVT/IVT Access/IVT Ride
Narcisa Montemayor  IVT/IVT Access/IVT Ride

1. Vice-Chair Hack called the meeting to order at 10:05 a.m. A quorum was present. Introductions were made.


3. CTSA Reports
   Mr. Salgado and Ms. Williams had the following announcements:
   - SSTAC voting membership was approved by the Commission in October.
   - The primary purpose of the Coordinated Plan is to continue to meet the Federal Transit Administration’s (FTA) and other funding agency’s requirements for eligibility for various grants, including but not limited to the FTA Section 5310 program. The update to the Coordinated Plan will include a reassessment of all available public and private transportation services in Imperial County, a reassessment of public and social services transportation needs, development of strategies and/or activities to address gaps in service, identification of coordination actions to eliminate or reduce duplication in services where they exist, and a prioritization of implementation strategies. A Community Mobility Workshop was held on October 21, 2014 at the ICTC offices.
   o At the workshop the consultant presented the plan findings on mobility needs and transit gaps; reviewed the proposed strategies for addressing the needs; and, considered project development for new transit projects.
   o The 5310 grant program is currently open and accepting grant application. ICTC staff encouraged social service agencies to apply. Applications are due to the RTPA (ICTC) by December 1, 2014. If there are any volunteers willing to sit on the Local Review
Committee, please notify ICTC staff. It is anticipated that review of all submitted 5310 grant applications will be on the 3rd week of December. Caltrans provides the guidelines to follow.

- The TDA Triennial Audit team has concluded its review and draft reports were sent October 2nd to agencies providing transit services comments are requested by November 21, 2014. They are due to Caltrans in January/February.
- November 10th is military appreciation day for all IVT services, no fee with identification

4. Transit Operator Reports
   - Brawley Dial-a-Ride: No update.
   - El Centro Dial-a-Ride: Nothing to report.
   - Imperial Valley Transit: Mr. Sanchez had the following update
     o Sundays were implemented on January 5, 2014
       ▪ In October there was an average of 501 passengers per Saturday.
     o 35 Minute Headways
       ▪ No update on 35 minute headways at this meeting.
     o Saturday additional service began in August 2013.
       ▪ In October there was an average of 1316 passengers per Saturday.
     o IVT Gold Line:
       ▪ Implemented on December 18, 2013
       ▪ The average passengers per day for October were 55, per day.
     o Holtville to El Centro
       ▪ 4 average passengers per trip
     o Brawley to El Centro / El Centro to Brawley (FAST)
       ▪ 5 average passenger per trip
     o Slab City on Thursdays
       ▪ 8 average passengers per trip
   - IVT Access: Updates were given by Ms. Montemayor
     o For the month of October on time performance was 97%
     o Passenger per revenue hour: 2.5
     o No Shows: 66
     o Late Cancellations: 47
     o Wheelchairs: 1,649
     o Passenger Count: 3,317
   - IVT Ride (Calexico)
     o 60 or older or disabled can use this service with an ID card
     o Service hours vary from one city to the next
     o 3 buses are running for Calexico with 548 registered residents
     o For the month of October on time performance was 95%
     o Passenger per revenue hour: 4
     o No Shows: 563
     o Late Cancellations: 49
     o Wheelchairs: 1,401
     o Passenger Count: 2,654
   - IVT Ride (Imperial)
     o 60 or older or disabled can use this service with an ID card
     o Service hours vary from one city to the next
     o For the month of October on time performance was 97%
     o Passenger per revenue hour: 3.5
     o Wheelchairs: 48
     o Passenger Count: 543
   - Public Outreach for IVT Ride scheduled in Calexico for November 12th and in Salton City on November 20th from 9 a.m. to 12 p.m. at the Nutrition Center and from 1 p.m. to 3 p.m. at the Clinicas De Salud Del Pueblo office. Public Outreach is also scheduled for Brawley on December 17th and 18th.
   - The IVT Ride website should be live in December.
5. General Discussion
- The Unmet Transit Needs will be scheduled for February 5, 2015 or February 12, 2015 from 3 p.m. to 6 p.m. at the IID Board Room on Broadway in El Centro. The Commission will decide at their December meeting. Ms. Williams suggested that everyone start thinking about the Unmet needs process for next meeting.
- Mr. Hack suggested that the Transit Operator’s be listed on the agenda.
- Caregiver Appreciation Day in scheduled for November 19, 2014 at the CalWorks offices.

6. Adjournment
- The next meeting of the SSTAC will be on December 3, 2014 at 10:00 a.m.
- Meeting adjourned at 11:00 a.m.
Present

Voting Attendees:

Michael L. Hack (Vice-Chair) Consumer
Ted Ceasar Imperial Valley College
Maria G. Cordova ARC – Imperial Valley
Lorena Arambula San Diego Regional Center (SDRC)
Kathi Williams CTSA – ICTC
David Salgado CTSA – ICTC

Non-Voting Attendees:

Cristi Lerma ICTC
Cesar Sanchez IVT/IVT Access/IVT Ride
Narcisa Montemayor IVT/IVT Access/IVT Ride
Karla Pacheco IVT/IVT Access/IVT Ride
Kitty Gay County of Imperial – Public Health Dept.
Heather Menninger AMMA Transit Planning

1. Vice-Chair Hack called the meeting to order at 10:06 a.m. A quorum was present. Introductions were made.

2. Minutes adopted for November 5, 2014. (Ceasar/Ramirez) **Motion Carried.**

3. CTSA Reports

   Mr. Salgado and Ms. Williams had the following announcements:
   - A “Stuff a Bus” Food drive is set for December 16, 2014 for 1 day only. All passengers that bring a non-perishable food item can ride the bus for free on IVT only. All items will benefit the Imperial Valley Food Bank.
   - The Unmet Transit Needs hearing is set for February 2015.
   - One 5310 grant application was received from ARC-Impperial Valley. ICTC staff encouraged social service agencies to apply. Applications were due to the RTPA (ICTC) on December 1, 2014. A Local Review Committee will meet soon to review the application, and then it will be forwarded to Caltrans. ICTC also submitted two 5310 grant applications. One is for expansion funding for IVT Ride and the other is for a Mobility Manager position. ICTC’s applications will be directly submitted to Caltrans for review and scoring.
   - ICTC submitted a PTMISEA grant application to purchase a MV1 vehicle for IVT Ride and cutaways for the fixed route to be owned by ICTC.
   - IVT RIDE service began operations in the Cities of Calexico and Imperial October 1, 2014 after some initial outreach and marketing. Public Outreach Workshops were held on September 25th and 26th in Calexico and on September 29th and 30th in Imperial. Additional workshops were also held on October 14, 2014 in Calexico and on October 17, 2014 in Imperial. Public Outreach
Workshops were held on November 20, 2014 in the West Shores community with a service start date of December 1, 2014. Public Workshops are scheduled for the City of Brawley on December 16th and 17th with an anticipated service start date of January 2, 2015.

- The TDA Triennial Audit team has concluded its review and draft reports were sent October 2nd to agencies providing transit services comments were requested by November 21, 2014. They are due to Caltrans in January/February and will be on the Commission agenda requesting approval in December.

4. 2014 Coordinated Public Transit / Human Services Plan Update by AMMA Transit Planning
- Ms. Heather Menninger gave a presentation regarding the update to the Coordinated Plan. The Coordinated Plan Public Transit / Human Service Plan Update has several purposes, one of which is to continue to meet the Federal Transit Administration’s (FTA) and other funding agency’s requirements for eligibility for various grants, including but not limited to the FTA Section 5310 program. The update to the Coordinated Plan includes a reassessment of all available public and private transportation services in Imperial County, a reassessment of public and social services transportation needs, development of strategies and/or activities to address gaps in service, identification of coordination actions to eliminate or reduce duplication in services where they exist, and a prioritization of implementation strategies. A Community Mobility Workshop was held on October 21, 2014 at the ICTC offices. A full report is located on the ICTC website at http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/

5. FY 2015-16 Master Needs List
- Ms. Williams reviewed the Master Needs List, which she indicated that it is a living document. There was some discussion regarding additions and deletions but no actions were taken. Instead the group decided to bring it back on the agenda in January for finalization.

6. FY 2015-16 UTN Letter to the Hearing Panel
- There was consensus that this item would be addressed in January.

7. Transit Operator Reports
   b. El Centro Dial-a-Ride: Nothing to report.
   c. West Shores Dial-a-Ride: December 2, 2014 was the first day as IVT Ride, and there was 1 passenger.
   d. Med-Express: service has been a little slower due to the holidays, however service is good.
   e. Imperial Valley Transit: Mr. Sanchez had the following update for November
      o Sundays were implemented on January 5, 2014
      ▪ In November there was an average of 400-500 passengers per Sunday.
      o IVT Gold Line:
      ▪ Implemented on December 18, 2013
      ▪ The average passengers for November were 50 per day.
      o Holtville to El Centro
      ▪ 10-12 passengers for the month of November
      o Brawley to El Centro / El Centro to Brawley (FAST)
      ▪ 5 average passenger for the month of November
      o Slab City on Thursdays
      ▪ 6 average passengers per trip
   f. IVT Access: Updates were given by Ms. Montemayor
      o For the month of November on time performance was 97%
      o Passenger per revenue hour: 2.4
      o No Shows: 55
      o Late Cancellations: 36
      o Wheelchairs: 686
      o Passenger Count: 2,264
   g. IVT Ride (Calexico)
      o 60 or older or disabled can use this service with an ID card
3 buses are running for Calexico with 650 registered residents
For the month of November on time performance was 96%
Passenger per revenue hour: 4
No Shows: 312
Late Cancellations: 0
Wheelchairs: 1,106
Passenger Count: 2,669

IVT Ride (Imperial)
60 or older or disabled can use this service with an ID card
31 passengers are currently registered to use the service
The information for the month of November is below
Passenger per revenue hour: 3
No Shows: 12
Late Cancellations: 0
Wheelchairs: 21
Passenger Count: 537

8. General Discussion
- Ms. Williams stated that a draft of the ADA Certification Study will be available in 2-3 weeks.
- Ms. Gay inquired about the service days and times to Niland (Slab City). Currently IVT is going to Slab City on Thursday only at 8:35 a.m. from Slab City to Niland and at 6:35 p.m. from Niland to Slab City.
- Mr. Hack stated that a silent auction would be held at ARC-Imperial Valley from 12 p.m. to 4 p.m. (same day) as a fundraiser for the Peoples First annual conference. He encouraged everyone to attend.

9. Adjournment
- The next meeting of the SSTAC will be on January 7, 2015 at 10:00 a.m.
- Meeting adjourned at 11:42 a.m.
V. REPORTS

A. ICTC EXECUTIVE DIRECTOR REPORT
B. SCAG REPORT
C. CALTRANS - DISTRICT 11 REPORT
Memorandum

Date: January 23, 2015
To: ICTC Commission
From: Mark Baza, Executive Director
Re: Executive Director’s Report

The following is a summary of the Executive Director’s Report for the Commission meeting of January 28, 2015.

1. **2015 ICTC Master Calendar**: The 2015 ICTC Master Calendar is available on the ICTC website and is located at the attached link. [http://www.imperialctc.org/media/managed/news/2015_ICTC_Master_Calendar1.pdf](http://www.imperialctc.org/media/managed/news/2015_ICTC_Master_Calendar1.pdf)

2. **California HERO Program**: To date, the cities of Brawley, Calipatria, El Centro, Holtville and the County of Imperial have adopted resolutions to participate in the California HERO program. For Imperial Valley, the California HERO program is administered by Western Riverside Council of Governments (WRCOG) and ICTC. The cities of El Centro and Brawley were launched in May 2014 and the County of Imperial launched in November 2014. Attached is an update on HERO activities that are occurring in the County of Imperial, and the cities of Brawley and El Centro. The report describes the number of applications received and approved since their launch. Holtville is expected to launch in March 2015. Calipatria and Calexico are scheduled to launch in Summer 2015. The cities of Imperial and Westmorland will soon consider action to participate in the program.

3. **Local Transportation Authority (LTA) Revenue Distributions - Measure D Program Sales Tax Revenues**: To address the fluctuation in sales tax revenues, the 2012 bond participating agencies adopted a resolution allowing the LTA to approve and adopt a 6th supplemental indenture. Following the bond agency approvals, the LTA Board met and adopted the supplemental indenture at a special meeting on January 14, 2015 at ICTC’s large Conference Room.

4. **Downtown Calexico West Port of Entry**: Congress authorized $98 million for Phase 1 of the port expansion. The U.S. General Services Administration (GSA) will be developing construction bid documents. Construction begin date is pending formal announcement from GSA.

5. **Calexico East/Mexicali II Port of Entry Proposed Binational Toll Pilot Project**: The Executive Director has been working with the County of Imperial, the private/non-profit group – “Safer Communities,” and U.S. federal agency staff toward our local effort to prepare for a successful proposal to the U.S. CBP and GSA to implement a toll pilot project that would pay for the port expansion infrastructure and required CBP staffing. In October 2014, the U.S. government released new regulations under Section 559 that would allow for proposals to complete land port of entry improvements using a public-private partnership (P3) model and toll pilot project as the financing mechanism. A proposal must include project specific details about the infrastructure improvements required and costs, operations and maintenance costs, CBP staffing costs, and a toll feasibility analysis. To this end, the ED worked with Safer Communities to prepare a proposal that would address all elements required by the U.S.
A proposal was submitted by Safer Communities with support by the County of Imperial and ICTC before the December 23, 2014 CBP deadline. The submittal application is attached for your review.

6. Imperial – Mexicali Binational Alliance: The next Alliance meeting will be hosted in Mexicali at the Comisión de Desarrollo Económico de Mexicali (CDEM) offices on February 12, 2015.

7. Consolidated Paratransit (Dial-A-Ride) Requests for Proposal (IVT Ride): Following the recent actions of the participating agencies and the Commission to proceed, a contract was executed with First Transit Inc. and a purchase order was given to the bus sales vendor. IVT RIDE service began operations in the Cities of Calexico and Imperial October 1, 2014 after initial outreach and marketing. Public Outreach Workshops were held on September 25th and 26th in Calexico and on September 29th and 30th in Imperial. Additional workshops were also held on October 14, 2014 in Calexico and on October 17, 2014 in Imperial. The demand in Calexico has increased significantly and ICTC is working with IVT Staff to ensure the community is aware of the changes and continued outreach events. Public Outreach Workshops were held on November 20, 2014 in the West Shores community with a service start dates of December 1, 2014. Public Workshops were held in Brawley on December 16th and 17th. The service started on January 2, 2015. ICTC staff are observing the implementation and developing the structure for the participating agencies Paratransit Coordination Committee. The Committee held its first meeting on January 22, 2015.

8. California / Baja California Pedestrian and Bicycle Transportation Access Study: The Study is focused on the California-Baja California border region, and access to/from the six existing Ports of Entry (POEs). The purpose of the study is to identify and prioritized projects at all six POEs that will improve pedestrian and cyclist mobility at the California-Baja California border. The fourth and final Agency working group meeting will be held on January 15, 2015 at the San Diego Association of Governments (SANDAG) offices to discuss the prioritization of the proposed project list. The draft final document will be released for comment period on January 14, 2015 and end on February 6, 2015. The draft final report will be presented to ICTC Management Committee and Commission in the month of February 2015 for consideration of approval. Additional presentations are scheduled SANDAG’s Committee on Binational and Regional Opportunities (COBRO) and Borders Committee. A copy of the full draft report is on the ICTC website at http://www.imperialctc.org/border-study/.

9. Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project: This project is scheduled for presentation and adoption at the Commission meeting on January 28, 2015.

10. ADA Paratransit Service Certification and Eligibility Process, Demand Management Review and Growth Assessment: The consultant team recently completed the draft recommendations presentations to stakeholders for comment. The study is ongoing and the consultant team is working with ICTC to develop draft recommendations to be brought to the Commission for approval in February. The draft plan is posted on the ICTC website for public comment at: http://www.imperialctc.org/media/managed/pdf/ICTC_ADA_Certification_DRAFT_0_1_2015_Final_Report.pdf. This project is scheduled for presentation and adoption at the Commission meeting on February 25, 2015.

11. Update to the 2008 Coordinated Public Transit and Human Services Transportation Plan: This project is scheduled for presentation and adoption at the Commission meeting on January 28, 2015.

12. The San Diego State University / Imperial Valley College Transit Shuttle Analysis: A Memorandum of Understanding between SCAG and ICTC was executed on December 19, 2013. The Transit Shuttle Analysis will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staffs are working with both Imperial Valley College and San Diego State University staff to make final edits on the scope of work prior to the release of the RFP.

13. Imperial County Regional Safe Routes to School (SRTS) Masterplan: The Imperial County Safe Routes to School (SRTS) Regional Masterplan Request for Proposals (RFP) was released by the Southern California Association of Governments (SCAG) in October 2014. 5 proposals were received by SCAG and were reviewed and evaluated in cooperation with ICTC. The project is funded by the Community Based Transportation Planning (CBTP) program administered by Caltrans. The local match was provided by the Southern California Association
of Governments (SCAG) from the Sustainability Grant program. SCAG has administered the consultant procurement process and will continue to be a partner with ICTC during project completion. A notice to proceed should be issued in the coming month with project kickoff February 2015.

14. **Meetings attended on behalf of ICTC:**
   - December 11, 2014: Imperial–Mexicali Binational Alliance (IMBA) meeting
   - December 12, 2014: ITSP Public Workshops at SANDAG in San Diego
   - December 17, 2014: ICTC Commission Special Meeting at the ICTC offices
   - December 19, 2014: County Transportation Commission CEOs/SCAG Meeting in Los Angeles
   - January 6, 2015: County Board of Supervisor’s meeting in El Centro
   - January 8, 2015: CalVans Vanpool Authority Meeting, teleconference
   - January 9, 2015: California State Transportation Agency Secretary Brian Kelly, Conference call to discuss transportation as outlined in the Governor’s 2015-16 budget proposal
   - January 16, 2015: Mobility 21 Joint Board and Advisory Board Meetings in Los Angeles
   - January 16, 2015: County Transportation Commission CEOs'/SCAG Meeting in Los Angeles
   - January 20, 2015: Transit and Intercity Rail Capital Program Guidelines Workshop in Los Angeles
   - January 22, 2015: League of California Cities - Imperial County Division Dinner in Brawley
   - January 23, 2015: ICTC-SANDAG-Caltrans-SCAG Joint Planning Meeting in San Diego
   - January 23, 2015: SANDAG Borders Committee in San Diego
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<td>COUNTY OF IMPERIAL - BOARD OF</td>
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| MANAGEMENT COMMITTEE |
| MEETINGS ARE HOSTED BY A |
| CITY/AGENCY AND ROTATE |
| MONTHLY |
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| SOCIAL SERVICES |
| TRANSPORTATION ADVISORY COUNCIL (SSTAC) |

| VALLEY CENTER |
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| EL CENTRO, CA |
| 10:00A.M. |

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| TECHNICAL ADVISORY COMMITTEE |

| VALLEY CENTER |
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| STANDING AND SPECIAL COMMITTEES |
| (MONTHLY OR AS NEEDED) |

- IMPERIAL-MEXICALI BINATIONAL ALLIANCE |
- AMERICAN'S WITH DISABILITIES ACT ADVISORY COMMITTEE |
- ICTC TECHNICAL ADVISORY COMMITTEE (TAC) |
- SANDAG BORDERS COMMITTEE |
- 20 YEAR TRANSPORTATION PLAN COMMITTEE |
- SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) |
  - REGIONAL COUNCIL |
  - TRANSPORTATION COMMITTEE |
  - SUBREGIONAL COORDINATORS |
  - GOODS MOVEMENT TASK FORCE |

ANY ITEMS ON THE AGENDA MUST BE SUBMITTED 10 DAYS PRIOR TO THE REQUESTED DATE. DATES, TIMES, AND MEETING PLACES ARE SUBJECT TO CHANGE.

2015 MASTER CALENDAR
## Program Activity through November 30, 2014

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<th>Eligible Housing Units</th>
<th>Total Applications Received</th>
<th>Applications Approved</th>
<th>Approved Amount</th>
<th>Funded Projects</th>
<th>Funded Amount</th>
<th>Jobs Created**</th>
<th>Energy</th>
<th>Water</th>
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<th>Solar kW Installed</th>
<th>Annual kWh Saved</th>
<th>Annual CO2 Reduced (Tons)</th>
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<td>$526,321</td>
<td>5</td>
<td>$50,855</td>
<td>0.43</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Eligible housing units based on Total Single Family Homes minus 5 units or more from the Department of Finance City/County Population and Housing Estimates, 2013.

** Job by average $100,000 invested.
Memorandum

Date: January 23, 2015
To: ICTC Commission
From: Tomás Oliva, Regional Affairs Officer
Re: Southern California Association of Government’s Report

The following is a summary of the SCAG Executive Director’s Report, Federal and State Legislature Staff Report, and other sources for the Imperial County Transportation Commission meeting of January 28, 2015.

1. Imperial County City Managers Meeting: SCAG Executive Director, Hasan Ikhrata, met with the Imperial County City Managers & County CEO to discuss the update to the RTP/SCS, which is expected to be adopted in 2016. At least one of the public outreach workshops, to collect public input, will be conducted in Imperial County; and is expected to take place in June. Mr. Ikhrata also thanked every City for having submitted updated land-use and growth forecast data to SCAG. It was also mentioned that there was one City that has not submitted their information, and we would greatly appreciate a response in order to have a complete data set for Imperial County. Hasan also congratulated the cities of Westmorland and El Centro, who collectively received $1.8 million in ATP grants. Cycle 2 of the Caltrans ATP grants was announced as starting this March 2015. Lastly, Hasan updated the City Managers on the VMT pilot program. The City Managers raised the point that a VMT program may not capture the impact of international or out-of-state drivers who cannot be tracked by California authorities.

2. Regional Affairs Division Imperial County Tours: SCAG’s Regional Affairs staff toured portions of Imperial County on January 11th & 12th. Staff received a presentation on the major transportation related projects that are underway in the county, as well as the major economic development projects that have been accomplished. The Team also toured the Salton Sea and Red Hill Marina, to see first hand the importance of the Salton Sea to the region as it relates to environmental issues, public health concerns, and wildlife habitat conservation. On the second day, Regional Affairs staff visited Mexicali, Mexico in to understand the role that the International Boarder plays in the county’s identity and culture. Finally, the team visited an emergency homeless shelter site that had just recently been constructed in the City of Calexico. Adjacent to City Hall, the City of Calexico placed four military style tents that house up to 20 individuals each, in order to shelter them from the county’s extreme weather. On a planning perspective, the Regional Staff were very interested in the project.

3. Imperial County Safe Routes to School Master Plan: The Imperial County Transportation Commission (ICTC) in partnership with SCAG and various local agencies and stakeholders, have been working on the creation of a region wide Safe Routes to School (SRTS) plan. The Plan, once created, will increase the safety and mobility of students, improve the health of our youth, and provide improved infrastructure
which will promote safe alternatives for students to walk or bike to school. This effort has been ongoing since 2012, and was identified as the region’s best option to address Imperial County’s childhood obesity rates and to make the region more competitive in applying for Active Transportation/Safe Routes to School funding for projects in or near our schools. The project Working Group has evaluated consultant applications and has selected a final candidate. Once the contract has been signed, SCAG will be more than happy to share more details with the Commission. The project is expected to begin late February–early March, and will continue to the end of the year.

4. **Naval Air Facility El Centro – Air Show:** Per the direction of SCAG’s 1st Vice-President, Cheryl Viegas-Walker, SCAG’s Aviation staff will be holding its next meeting in Imperial County during the Air Show. The Aviation department focuses on airports and aviation as it relates to transportation throughout the region and as a mode of goods movement transportation. The visit will serve as an opportunity to promote the aviation industry cluster in Imperial County, as well as view first hand the Aeronautics Industry in Mexicali. The El Centro Air Show is scheduled to take place on March 13th & 14th of 2015.

5. **Mark Your Calendars!**: SCAG will be hosting the 2015 Regional Conference & General Assembly on May 7th–8th, 2015. For SCAG’s 50th Anniversary, this event will be held at the JW Marriott Desert Springs Resort & Spa, 74855 Country Club Drive, Palm Desert, CA. You are all welcome to attend. If you would like more information, please visit our website at: [http://www.scag.ca.gov/calendar/Pages/GA2015.aspx](http://www.scag.ca.gov/calendar/Pages/GA2015.aspx).

6. **SCAG Regional Council and Policy Committees**: SCAG will hold its next Regional Council and Policy Committee meetings on February 5, 2015.

7. **Legislative Update:**
   a. **STATE LEGISLATIVE PRIORITIES**
      i. **Project Streamlining & Expediting**: Support California Environmental Quality Act (CEQA) modernization and process reform to expedite project delivery and promote job creation. Promote “designbuild”, innovative procurement of projects, and Public-Private-Partnerships (P3s) where appropriate for more efficient project delivery.
      ii. **Financing, Economic Development & Community Reinvestment**: Support legislation to expand use of innovative finance structures to create new opportunities for economic development, community reinvestment and the development of transportation projects and infrastructure investment.
      iii. **Cap-and-Trade Funding**: Support legislation to equitably distribute revenues from the implementation of the Cap-and-Trade program to transportation improvements and sustainable communities that maximize resources to the SCAG region.
      iv. **Maintenance of State and Local Roads and Transit Systems**: Support dedicated, secure funding to state highways, streets, and roads to support the maintenance and rehabilitation of the state and local road and transit system.
      v. **International Trade and Ports**: Support legislation to increase California exports and prevent the loss of international trade-related jobs in the Southern California region at jeopardy from the expanded investments by East and Gulf Coast Ports and the Panama Canal. Support increased funding for goods movement through the region and, specifically, for the Trade Corridor Improvement Fund to fund project corridor improvements throughout the region and state.
      vi. **Workforce Development & Education**: Support increased opportunities for workforce development and education, particularly initiatives that focus on regional coordination and investment in education and skills development in the region’s top industry clusters.
   b. **Summary of the Governor’s Proposed Budget for 2015-2016**: (Attached)
c. FEDERAL LEGISLATIVE PRIORITIES
   i. **Surface Transportation Authorization Legislation:** Support a long term Surface
      Transportation Authorization bill that includes the recommendations of the Special Panel
      on 21st Century Freight Transportation including full restoration of the $2B annual
      funding to the National Freight Program; findings of the House T&I Committee Special
      Panel on Public-Private Partnerships to support P3s that are transparent, accountable, and
      synergistically marry the policy goals of the public sector with the financial needs and
      expertise of the private sector; build upon the provisions of MAP-21 to continue to
      improve efficiency of environmental reviews without diminishing the effectiveness of
      environmental review processes; and continues to support the Transportation Alternatives
      Program.
DATE: January 20, 2015

TO: Legislative/Communications and Membership Committee (LCMC)

FROM: Darin Chidsey, Director, Policy, Strategy & Public Affairs (Chidsey@scag.ca.gov)

SUBJECT: Summary of 2015-16 Proposed State Budget

RECOMMENDED ACTION:
Information Only – no action required.

EXECUTIVE SUMMARY:
Governor Brown has released the Administration's proposed 2015-16 state budget which is subject to change by the Governor’s May Revision as well as amendment and approval by the California legislature. The Constitutional deadline to pass the state budget is June 15, 2015. This report summarizes major funding provisions of the proposed budget with emphasis on Transportation sector provisions.

STRATEGIC PLAN:
This item supports SCAG’s Strategic Plan: Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; and Goal 2: Obtain Regional Transportation infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

BACKGROUND:
On Friday, January 9, 2015, Governor Brown released the proposed California state budget for fiscal year 2015-16, which projects total General Fund revenues from all sources, after contributing the required amounts to the state’s ‘Rainy Day Fund’ to be $113,380 billion, with total budgeted General Fund expenditures of $113,298 billion. The following tables illustrate in more detail General Fund revenues sources and expenditures for the fiscal year:

<table>
<thead>
<tr>
<th>General Fund Revenue Sources</th>
<th>2014-15</th>
<th>2015-16</th>
<th>Change from 2014-15</th>
<th>Dollar</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Income Tax</td>
<td>$71,699</td>
<td>$75,213</td>
<td>$3,514</td>
<td>4.9%</td>
<td></td>
</tr>
<tr>
<td>Sales and Use Tax</td>
<td>$23,438</td>
<td>$25,166</td>
<td>$1,728</td>
<td>7.4%</td>
<td></td>
</tr>
<tr>
<td>Corporation Tax</td>
<td>$9,618</td>
<td>$10,173</td>
<td>$555</td>
<td>5.8%</td>
<td></td>
</tr>
<tr>
<td>Insurance Tax</td>
<td>$2,490</td>
<td>$2,531</td>
<td>$41</td>
<td>1.6%</td>
<td></td>
</tr>
<tr>
<td>Alcoholic Beverage Taxes and Fees</td>
<td>$367</td>
<td>$374</td>
<td>$7</td>
<td>1.9%</td>
<td></td>
</tr>
<tr>
<td>Cigarette Tax</td>
<td>$84</td>
<td>$82</td>
<td>-$2</td>
<td>-2.4%</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Fees</td>
<td>$20</td>
<td>$21</td>
<td>$1</td>
<td>5.0%</td>
<td></td>
</tr>
</tbody>
</table>
## General Fund Expenditures by Agency
(Dollars in Millions)

<table>
<thead>
<tr>
<th>Agency</th>
<th>2014-15</th>
<th>2015-16</th>
<th>Dollar</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative, Judicial, Executive</td>
<td>$3,007</td>
<td>$3,131</td>
<td>$124</td>
<td>4.1%</td>
</tr>
<tr>
<td>Business, Consumer Services &amp; Housing</td>
<td>$839</td>
<td>$839 $639</td>
<td>$200</td>
<td>23.8%</td>
</tr>
<tr>
<td>Transportation</td>
<td>$158</td>
<td>$237</td>
<td>$79</td>
<td>50.0%</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>$2,497</td>
<td>$2,561</td>
<td>$64</td>
<td>2.6%</td>
</tr>
<tr>
<td>Environmental Protection</td>
<td>$78</td>
<td>$68</td>
<td>-$10</td>
<td>-12.8%</td>
</tr>
<tr>
<td>Health and Human Services</td>
<td>$30,490</td>
<td>$31,929</td>
<td>$1,439</td>
<td>4.7%</td>
</tr>
<tr>
<td>Corrections and Rehabilitation</td>
<td>$9,995</td>
<td>$10,160</td>
<td>$165</td>
<td>1.7%</td>
</tr>
<tr>
<td>K-12 Education</td>
<td>$47,121</td>
<td>$47,173</td>
<td>$52</td>
<td>0.1%</td>
</tr>
<tr>
<td>Higher Education</td>
<td>$12,947</td>
<td>$14,063</td>
<td>$1,116</td>
<td>8.6%</td>
</tr>
<tr>
<td>Labor &amp; Workforce Development</td>
<td>$282</td>
<td>$265</td>
<td>-$17</td>
<td>-6.0%</td>
</tr>
<tr>
<td>Government Operations</td>
<td>$730</td>
<td>$701</td>
<td>-$29</td>
<td>-4.0%</td>
</tr>
<tr>
<td>General Government:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Non-Agency Departments</td>
<td>$1,267</td>
<td>$676</td>
<td>-$591</td>
<td>-46.6%</td>
</tr>
<tr>
<td>• Tax Relief/Local Government</td>
<td>$446</td>
<td>$444</td>
<td>-$2</td>
<td>-0.4%</td>
</tr>
<tr>
<td>• Statewide Expenditures</td>
<td>$256</td>
<td>$1,251</td>
<td>$995</td>
<td>388.7%</td>
</tr>
<tr>
<td>Supplemental Payment to the Economic Recovery Bonds</td>
<td>1,606</td>
<td>$ -</td>
<td>-$1,606</td>
<td>-100.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$111,719</strong></td>
<td><strong>$113,298</strong></td>
<td><strong>$1,579</strong></td>
<td><strong>1.4%</strong></td>
</tr>
</tbody>
</table>

The proposed 2015-16 state budget builds upon previous budgets implementing permanent spending cuts and temporary taxes from Proposition 30 to balance the structural deficits built up over years of
borrowing to cure temporary shortfalls. Additionally, the passage of Proposition 2 in the November election, which requires the state to add a portion of capital gains-related taxes to the Budget Stabilization Account in years when such revenues exceed a certain level, provides the state a great opportunity to save money and pay down the state’s debts and liabilities, rather than make long-term commitments for new programs based upon temporary spikes in revenues from capital gains.

The proposed 5015-16 Budget seeks to continue to implement many of the significant structural changes made in previous budget years. Highlights of these implementing measures include:

- **Health Care Reform**—Due principally to the implementation of federal health care reform, Medi-Cal caseload has increased from 7.9 million in 2012-13 to an estimated 12.2 million this coming year. This large expansion of health care coverage for low-income Californians requires that the Budget cover billions of additional dollars of expenses and to also greatly expand its reliance on managed care health plans, including the Coordinated Care Initiative.

- **Climate Change**—The Budget proposes $1 billion in Cap and Trade expenditures for the state’s continuing investments in low carbon transportation, sustainable communities, energy efficiency, urban forests and high-speed rail. The successful implementation of these projects and continued and even steeper reductions in carbon pollutants are necessary to address the ongoing threat posed by climate change.

- **Infrastructure**—The deferred maintenance on all existing state infrastructure, including roads, bridges and facilities is estimated to total $66 billion, with $59 billion of that amount needed for Department of Transportation deferred maintenance. The Budget includes $478 million ($125 million General Fund) for critical deferred maintenance at the universities and community colleges and in state parks, prisons, state hospitals and other state facilities. The state’s largest deferred maintenance is on its highways, roads and bridges. *Annual maintenance and repairs are billions more than can be funded annually within existing resources. The state must address deferred maintenance on the state’s highways and key freight corridors through expanded and ongoing funding sources.*

- **Water Action Plan**—The Water Action Plan is the Administration’s five-year roadmap towards sustainable water management. The Budget includes the first $532 million in expenditures from the Proposition 1 water bond to continue the plan’s implementation.

- **Redevelopment Dissolution**—By the end of the budget year, the elimination of redevelopment agencies will have returned more than $4 billion to cities, counties, and special districts, with an additional $5 billion returned to K-14 schools. Oversight of the dissolution process has progressed to the point where the Budget proposes legislation to streamline the state review process to continue the wind-down activities.

- **Pension Reform**—In 2014, the Governor signed a new funding plan to close a $74 billion shortfall for teacher pensions over the next three decades. The Budget includes $1.4 billion ($371 million General Fund) to implement the second year of the teacher pension funding plan.
• **Rainy Day Fund**—Proposition 2 is designed to help the state save when higher revenues are achieved from increased capital gains. By the end of the year, it is estimated the state’s Rainy Day Fund will have a total balance of $2.8 billion. The Budget spends an additional $1.2 billion from Proposition 2 funds on paying off loans from special funds and past liabilities. In addition, the Budget repays the remaining $1 billion in deferrals to schools and community colleges, makes the last payment on the $15 billion in Economic Recovery Bonds that was borrowed to cover budget deficits from as far back as 2002, and repays local governments $533 million in mandate reimbursements.

**Transportation**
The state Transportation Agency is responsible for developing and coordinating the policies and programs of the state’s transportation entities to improve the mobility, safety, and environmental sustainability of the state’s transportation system.

The Budget includes total funding of $15.8 billion for all programs administered within the Agency. The Budget recognizes that there remains ongoing funding challenges for the maintenance and repair of core infrastructure—state highways, roads, and bridges. While Proposition 1B, provided $20 billion for transportation infrastructure, it largely focused on capacity, local streets and roads, and transit. Repair and maintenance of the state highway system has largely been overlooked. Of nearly $11.5 billion in ongoing transportation revenues available for the state’s transportation infrastructure, about 70 percent is devoted to local streets and roads, transit, capacity expansions, and debt service. As a consequence, the state’s highway system has deteriorated over time.

Despite revenues to the State Highway Operation and Protection Program (SHOPP) from the annual state share of federal and state fuel excise taxes, Proposition 1B, and the American Recovery and Reinvestment Act of 2009 (ARRA), there is a current identified gap in the SHOPP of $6 billion annually. The state has already started to explore new and expanded financing strategies for the state’s ongoing maintenance and repair needs, including within the Budget the following:

• **Road Usage Charge Pilot Program**—The Budget proposes five positions and $9.4 million in State Highway Account funding to implement a Road Usage Charge Pilot Program pursuant to Chapter 835, Statutes of 2014 (SB 1077). The purpose of this pilot program is to explore a potential mileage-based revenue collection system, or Road Usage Charge, to support maintenance and operations of California’s roads and highways as a possible replacement to the gasoline tax system currently in place. A final report and recommendations, based on the results of the pilot, is due no later than June 30, 2018.

• **Toll Roads**—The state highway system currently includes high-occupancy vehicle lanes, the access to which is limited during rush hours to only those vehicles with two or more passengers. This often leaves unused capacity in these lanes. By converting these lanes to high-occupancy toll lanes and opening these lanes to paying drivers, the state is able to better maximize capacity as well as generate additional revenues. Legislation is proposed that will restore authority for new high-occupancy toll lane projects, including conversions of existing high-occupancy vehicles lanes to toll lanes. This legislation will expand the authority of the California Transportation Commission to approve these lanes.
These strategies alone are not sufficient to address the state’s ongoing maintenance and repair needs. The state must consider other funding options to provide for the long-term sustainability of the state’s core highway system, which must address the deferred maintenance needs of the highway system, key freight corridor investments, and include an ongoing pay-as-you-go funding structure that aligns funding with use of the system. Consideration of vehicle weight, which directly relates to wear and tear is also appropriate to consider for options to maintain and invest in state highways and key trade corridors.

**Cap-and-Trade**

With respect to Cap-and-Trade, the budget proposes to continue implementation with an additional $1 billion of Cap-and-Trade revenues funded under the existing statutory structure of Cap-and-Trade funding. One-quarter of these investments will be specifically targeted to benefit disadvantaged communities. Within sustainable communities and transportation, these funds are proposed to be distributed:

- 25 percent for the high-speed rail project ($250M);
- 5 percent to local transit agencies for operational improvements ($50M);
- 10 percent in competitive grants for state or local transit improvement projects ($100M);
- 20 percent for affordable housing and other development that support transit ridership ($200M);
- 20 percent to Air Resources Board for low carbon transportation ($200M).

The remaining 20 percent of Cap-and-Trade revenues proposed for allocation is for energy efficiency/clean energy and for natural resources and waste diversion purposes, as follows:

- 7.5 percent for energy efficiency upgrades/weatherization ($75M);
- 2 percent for energy efficiency for public buildings ($20M);
- 1.5 percent for agricultural energy and operational efficiency ($15M);
- 2.5 percent for wetlands and watershed restoration ($25M);
- 4 percent for fire prevention and urban forestry projects ($42M);
- 2.5 percent for waste diversion ($25M).

For more information on the Governor’s proposed 2015-16 state budget, please go to: [http://www.ebudget.ca.gov/](http://www.ebudget.ca.gov/)
The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) meeting of January 28, 2015:

1. Project Updates:

**I-8 at Dogwood Project:**
Replace connector
Started Construction, October 2014
Complete Construction, September 2016

**Signal Project at SR-86/Center Street (City of Westmorland):**
Contract Approved, September 2014
Started Construction, November 2014
Complete Construction, March 2015

**El Centro Maintenance Station:**
Contract Approved, April 2014
Construction Began, July 2014
Complete Construction, July 2017

**SR-111 Rest Area Project:**
Caltrans District 11, the County of Imperial, CHP and the City of Calipatria are working together to determine that this rest area will be closed in 2015/16. Signage to inform the travelling public of the closure has been installed at the rest area.

**I-8/Imperial Avenue Interchange:**
Design Complete, late 2016
A two year construction phase will begin in 2017 (fully funded)
**Project Updates (continued):**

**SR-7 Continuous Reinforced Concrete Pavement (CRCP) Project:**
From the Calexico East Port of Entry to SR-98
Construction Contract Acceptance, March 2016
Construction Begins, February 2015
Construction Ends, February 2016

**I-8 CRCP Pavement Project:**
Three projects on I-8 at various locations to replace concrete pavement with long-life pavement. Traffic will be detoured as necessary to complete work.
Project Report, January 2015
Design Complete, April 2015
HQ Advertised, September 2015
HQ Award, October 2015
Construction Begins, Late 2015
Construction Ends, February 2017

**SR-111 Pavement Rehabilitation Project:**
From Niland (Main Street) to Imperial County line
Project will include grinding and chip seal.
Work began in August and will end in March 2015

**SR-86 Pavement Rehabilitation Project:**
From 15th Street (City of Imperial) to SR-78 (City of Brawley)
Project includes rubber chip seal and repair of pot holes.
Work began in August and will end in March 2015.

**Brawley Bypass Landscape Mitigation Project:**
Contract Approved, October 2014
Construction Complete, March 2015

**I-8 Pavement Rehabilitation Project:**
Asphalt rubberized overlay
From 0.6 miles east of Westside Road to 0.3 miles west of SR-111
Advertisement, March 2015

**SR-111 Pavement Rehabilitation Project**
Asphalt rubberized seal coat
From 0.1 mile north of Del Rio Road to Main Street
Advertisement, March 2015

**SR-115 Pavement Rehabilitation Project**
Chip seal
From 0.2 miles east of Towland Road to Taecker Road
Advertisement, March 2015
**Project Updates (continued):**

**SR-86 Pavement Rehabilitation Project**
Chip seal  
From 0.4 miles south of SR-78 west junction to the County line  
Advertised, March 2015

**Dogwood Landscape Project:**
Design Complete, December 2015  
HQ Advertisement, April 2016  
HQ Award, June 2016  
Construction Begins, February 2016  
Construction Ends, May 2016

**State Route 78 (SR-78) Intersections:**

**Best Road**
As previously reported, changes will be made at this intersection which will allow only right turn access from Best Road (NB/SB) to SR-78 (EB/WB). The striping work is currently scheduled for February 21, 2015. Portable Changeable Message signs will be posted to notify the traveling public of these changes approximately one week prior to work beginning. A traffic lane separation and barrier systems along with delineators will be installed to create the traffic island. Caltrans Maintenance Division will be completing the necessary work. The California Highway Patrol will be assisting with traffic control during this operation. The City of Brawley has been informed of these changes and has offered assistance in informing those travelling in this area.

**Hovley Road**
Traffic data is being obtained via a computerized videotaping option (MioVision) which, when analyzed, generates the volume and daily traffic for the intersection based on data collected at various times.

The California Highway Patrol (CHP) has provided collision report data which the Traffic Operations Division has used to create traffic collision diagrams.

Once the final MioVision data is obtained and analyzed, a Traffic Impact Report is planned as a follow-up.

**Maintenance Issues:**
The Maintenance Department recently completed a slurry seal project on SR-115 in the City of Holtville. This project will extend the pavement life in this area for five to eight years. The product chosen for this seal project is one of the most durable available and allows for placement during nighttime hours, which causes less disruption to traffic and provides for an expedited project completion. See attached photos.
4. **Local Assistance:**

*Active Transportation Program (ATP)*

The upcoming deadline for ATP Allocation and/or Extension Request packages to the DLAE is January 26, 2015 for the March 25-26, 2015 CTC Meeting in Orange County.

Two ATP grants were awarded to Imperial County; one to the City of Westmorland for improvements to SR-86 and Center Street, and one to the City of El Centro for Pedestrian & Bicyclist Improvements. Please note that training is available for ATP Cycle 2 Call for Projects listed below under “Training”.

*Office Bulletin - Notice to Proceed*

A new Office Bulletin policy now requires that local agencies shall submit a copy of their notice of contract award, Notice to Proceed letter, or equivalent, to their respective DLAE concurrent with its issuance to the contractor, for all Federal-aid projects. For additional information please contact: Erwin Gojuangco – DLAE, Erwin.Gojuangco@dot.ca.gov

*Upcoming Training*

Training is now open for enrollment. Space is limited so please reserve your spot as soon as possible.

**Procuring A&E Contracts** - March 10, 2015 - 8:00 a.m. to 5:00 p.m., located at Caltrans District 11 in the Garcia Room 125A and Room 125B.

**Federal Aid Series** – May 18 - May 22, 2015, located at Caltrans District 11.

**ATP Training Cycle 2 Call for Projects** – March 12, 2015 - 8:00 a.m. to 5:00 p.m., located at Caltrans District 11 in the Gallegos Room 134. For questions and to register for an upcoming training, please contact the District 11 Local Assistance Training Coordinator Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or by calling 619-278-3766.

5. **California Freight Mobility Plan:**

The CFMP was completed in December 2014. The primary purpose of the CFMP is to identify freight routes and transportation facilities that are critical to California’s economic growth and that are of high priority for investment to meet federal and state transportation and air quality goals. Under federal law, states that identify projects in a coherent freight plan can be eligible to have the federal government fund up to 95 percent of a freight project located on an Interstate and 90 percent for freight projects located off the Interstate system. Additionally, the California Transportation Commission must consult this freight plan when selecting projects for funding through the Trade Corridors Improvement Fund.

The California Department of Transportation values SCAG and ICTC’s participation in the development of the CFMP.
Local Assistance (continued):

The next deadline for submittals to the Caltrans Local Assistance Office is January 26, 2015 for the March 25-26, 2015 CTC Meeting. The CTC website has additional dates for opportunities to submit an allocation request.

Please note that the availability of state-only funds will be allocated on a first-come-first-serve basis. Once state-only funds have been depleted, your project will receive Federal-aid funds and will be required to adhere to all federal-aid funding guidelines. There is approximately $53 million available in State funds.

Should you have any questions, please contact your Local Assistance area engineer.

U.S. DOT Final Rule on DBE
On October 2, 2014, the U.S. DOT published a final rule amending the Disadvantaged Business Enterprise (DBE) program. The changes can be found at the following website: https://cms.dot.gov/small-business/disadvantaged-business-enterprise/disadvantaged-business-enterprise-dbe-program-fin-0. Caltrans is working with FHWA and is developing a Local Assistance Office Bulletin that will provide detailed procedural directions to implementing the changes, including a reasonable transition dates for implementing these changes.

Office Bulletin (OB) 14-08 Notice to Proceed Submittal
Division of Local Assistance Office Bulletin (DLA-OB) 13-3, Construction Oversight Program, has established Caltrans’ policy and procedures for the Construction Oversight Program for Federal-aid highway projects administered by local agencies off the State Highway System (SHS). This OB may be found by accessing the link provided below: http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/2014/ob14-08.pdf

Central Federal Lands Highway Division FFY2015 “Call for FLAP Projects”
FHWA’s Central Federal Lands Highway Division (CFL) administers the Federal Lands Access Program (FLAP). On 11/3/14, CFL announced the FFY 2015 California Call for FLAP Projects. The California Programming Decisions Committee (PDC) is currently accepting applications for the 2014 Call for Projects for FFY 2015. Applications will be accepted through January 30, 2015. Information can be found on at: http://www.cflhd.gov/programs/flap/ca/index.cfm

Upcoming Training
Federal Aid Series – The training is scheduled for May 18 - May 22, 2015 and will be held at the Caltrans District 11 office. For questions and to register, please contact the District 11 Local Assistance Training Coordinator Debora Ledesma-Ribera at Debora.Ledesma-Ribera@dot.ca.gov or by calling 619-278-3766
### Notice to Proceed Submittal

#### I. BACKGROUND

Division of Local Assistance Office Bulletin DLA-OB 13-3, *Construction Oversight Program*, established Caltrans’ policy and procedures for the Construction Oversight Program for Federal-aid highway projects administered by local agencies off the State Highway System (SHS).

To properly administer the program, it is essential that the Construction Oversight Engineer (COE) be apprised of when projects are scheduled to begin the construction phase. This will aid the COE in scheduling oversight reviews, and will provide real time project information consistent with FHWA direction.

Section 12.7 “Standard Specifications” of the *Local Assistance Procedures Manual* (LAPM) allows a local agency to use either Caltrans’ *Standard Specifications*, or the *Standard Specifications for Public Works Construction* (commonly referred to as the “Green Book”). In certain situations, locally developed standard specifications may be used.

In accordance with Section 8 – *Prosecution and Progress*, Caltrans’ Standard Specifications uses a notice of contract approval to establish the date the contractor is to begin work.

The Green Book uses a Notice to Proceed as per Section 6-1.2 – *Commencement of Work*, to establish when contract time shall commence. In addition, the Green Book defines a Notice to Proceed as “A written notice given by the Agency to the Contractor fixing the date on which the Contract time will start.”

Section 15.6 – *Contract Award* of the LAPM allows the administering agency to follow its normal procedures for award of the project without concurrence by Caltrans or the Federal Highway Administration.

Section 15.7 – *Award Package* of the LAPM requires the administering agency to complete and forward one package to the District Local Assistance Engineer (DLAE) after award of the contract and prior to submitting the first invoice of the contract phase. Currently, this package does not include the notice of contract award or Notice to Proceed to the contractor. In addition, the package is often not submitted timely enough to allow for scheduling of construction oversight reviews.

The purpose of this Office Bulletin is to establish Caltrans policy and procedures for receiving a notice of contract approval or a Notice to Proceed issued to contractors for Federal-aid highway projects administered by local agencies off the SHS.

#### II. POLICY

Local agencies shall submit a copy of their notice of contract award or Notice to Proceed letter, or equivalent, to the DLAE concurrent with its issuance to the contractor, for all Federal-aid projects.
III. PROCEDURE

The notice may be transmitted to the DLAE via email attachment, or fax.

The DLAE will provide a copy of the notice to the COE immediately upon receipt from the local agency. The COE will use the notice to assist in scheduling construction oversight reviews.

IV. APPLICABILITY/IMPACTS

This policy applies to all projects receiving Federal-aid funds administered by a local public agency.

Sections 15.6 and 15.7 of the LAPM will be modified to require submission of the notice concurrently with its issuance to the contractor by the local agency.

________________________________________
Original Signed By
Tim Buchanan, Construction Oversight Engineer       Date
11/12/2014

Approved:

________________________________________
Original Signed By
Mike Giuliano, Acting Chief        Date Office of Project Oversight
11/12/2014
VI. ACTION CALENDAR

A. ROTATION OF CHAIR AND VICE-CHAIR
January 22, 2015

Lawrence D. Ritchie, Chairperson
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Rotation of Chair and Vice-Chair Positions

Dear Commission Members:

The ICTC Board has historically rotated the Chair and Vice Chair positions amongst the member agencies with a goal to have a mix of small and large agency. Both positions serve for a period of one year.

It is requested that the Commission take appropriate action in the consideration of the rotation and assignment of the two positions. Attached for your review is an analysis of previous appointments.

Sincerely,

MARK BAZA
Executive Director

Attachment

MB/kw/cl
### IVAG / ICTC Chair and Vice Chairs

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<thead>
<tr>
<th>Calendar Year</th>
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<th>Vice Chair</th>
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<tr>
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<td>IID</td>
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### Previous Number of Appointments from 2004 to the Present

<table>
<thead>
<tr>
<th>Previous Year</th>
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<td>Calexico</td>
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VI. ACTION CALENDAR

B. PUBLIC TRANSIT-HUMAN SERVICES
TRANSPORTATION COORDINATION PLAN FOR
IMPERIAL COUNTY—FY 2014-15
December 4, 2014

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

SUBJECT: Public Transit-Human Services Transportation Coordination Plan for Imperial County – FY 2014-15

Dear Commission Members:

ICTC staff have been working with a consultant team from AMMA consultants to develop an update to the 2008 Public Transit-Human Services Transportation Coordination Plan for Imperial County, hereafter referred to as the “Coordinated Plan”. A Coordinated Plan has previously been and is still required under federal transportation legislation. The primary purpose of a Coordinated Plan is to document resources in order to continue to meet the Federal Transit Administration’s (FTA) and other funding agency’s requirements for eligibility for various grants, including but not limited to the FTA Section 5310 program.

The update to the Coordinated Plan included a reassessment of all available public and private transportation services in Imperial County, a reassessment of public and social services transportation needs, development of strategies and/or activities to address gaps in service, identification of coordination actions to eliminate or reduce duplication in services where they exist, and a prioritization of implementation strategies.

To achieve the goals in the scope of work the consultant reviewed the existing plan, conducted bilingual interviews and/or focus group meetings with all transportation service providers, community leaders and transportation stakeholders, collected and analyzed transportation data related to the existing transportation system, reassessed the needs of the public transportation and social services transportation system, and developed alternatives and solutions to address the needs.

The draft document was made available to all agencies and the transit operators, via the ICTC website in the month of November. Comments were solicited through November 21st. As of the date of this letter, no comments were received. The draft document can be reviewed at the following link:

http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/

The Executive Summary is attached. Staff from the consultant team of AMMA will present an overview and answer questions at the meeting.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
ICTC Management Committee will meet on December 10th and it is anticipated that they will forward this item to the Commission for review and approval after the receipt of public comment:

1. Approve the 2014 Public Transit-Human Services Transportation Coordination Plan for Imperial County.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/cl

Attachment
# 2014 Public Transit—Human Services
## Transportation Coordination Plan for Imperial County

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2014 Coordinated Public Transit—Human Services Transportation Plan for Imperial County

5.0 Executive Summary

This Coordinated Plan’s Purposes

The 2014 Public Transit – Human Services Transportation Coordination Plan Update will address the following four objectives on behalf of Imperial County:

1. To ensure compliance with law by Imperial County, including Federal Transit Administration Circular 9070.1G that requires the regular conduct of a Coordinated Plan.

2. To validate past or identify new unmet transportation needs and mobility gaps of the target groups: older persons, persons with disabilities and persons of low-income. Veterans are also included as their mobility needs may differ from the general public.

3. To engender dialogue between two service sectors—public transportation and human services—for purposes of identifying coordinated projects to address unmet needs and mobility gaps. The populations of interest here overlap with those of many Imperial County human service agencies. And trip needs described are often those most difficult to make or cannot be made on public transportation. Seeking solutions to these trip needs for Imperial County’s older adults, persons with disabilities and those of low income will require solutions that go beyond what public transportation can do alone, hence the need for this Coordinated Plan.

4. To establish a list of responsive and prioritized mobility projects and strategies, positioning Imperial County stakeholders to pursue grant and specialized transportation funding opportunities that support such strategies over the next four to five years.

Context for the Coordinated Plan

Chapter 2 reports on the changes to and distribution of this Plan’s target populations throughout Imperial County. The County’s 2012 population of almost 173,500 persons has grown considerably over the previous decade, a 22% increase from 2000, adding an additional 142,000 persons. There are changes among groups within the overall population that will impact the mobility of individuals.

Older adults in Imperial County are 10.6% of the population, at 18,360 persons. The proportion of older adults is increasing at rates faster than for the general population, and three times that of the national growth rate for persons age 65 and older.
The distribution of Imperial County residents supports provision of transit services with the greatest density of the population living in and around cities of Brawley, El Centro, and Calexico. Nonetheless, there are pockets of persons living throughout the county where it is inefficient and not feasible for Imperial Valley Transit to provide service, given overall low-densities and low ridership potential. Some of these areas include significant identifiable clusters low-income individuals surrounding the Salton Sea and in the Eastern portion of the County.

Transportation Resources

Chapter 3 reports on the available resources that assist in transporting older adults, persons with disabilities, persons of low income, and military veterans throughout Imperial County and to destinations outside of the county. Exhibit ES-2 identifies the four categories of service, including public and private transportation, as well as human service agency transportation that is either directly operated or are subsidy and mileage reimbursement programs.
As presented in Exhibit E-3, Imperial Valley Transit has an extensive fixed-route public transit system of zone-based routes, express routes that provide fast and direct travel for commuters and students, local circulators for travel within cities, and remote-zone routes that provide lifeline service to the more distant communities of the county.

There are many human service transportation programs that include directly operated transportation, contracted transportation and the subsidization of transportation through bus passes, tokens, and direct fare reimbursement to other transportation providers. Private sector fixed-route, agricultural buses and taxis also provide services within and beyond Imperial County for its residents and visitors. A growing vanpool program is helping to support work trips to distant locations.

Appendix B is a Transportation Inventory presenting detail about passenger fares, service area, and other service-related data, including available information on fleet size and annual passenger trips.

**Mobility Needs and Gaps**

Chapter 4 describes the mobility needs and gaps developed from the Coordinated Plan’s extensive outreach efforts. Overall, responses from about 240 persons inform this discussion. These included interviews with 29 key stakeholder agencies involving about 50 individuals; a 117-person intercept-survey of the public in eight community settings; an agency E-survey with 44 respondents; and two community workshops with 15 to 20 participants each. Five key areas of findings are summarized here.

**About Existing Imperial Valley Transit Services**

Of the existing Imperial Valley public transit, there is both considerable awareness and appreciation for its value. Stakeholders from human service agencies and the general public presented evidence of large numbers of transportation-disadvantaged persons for whom the growing network of Imperial County’s public transportation services is very important. Evidence of success of Imperial Valley Transportation (IVT) services lies in its steady and continuing ridership growth. Stakeholders are complimenting drivers and finding the service responsive. There were very few concerns about service reliability or service quality. Riders appreciate what they have and want more, partly because some vehicle trips are beyond capacity on some runs, even with recent increases to service frequency on key routes.

While the central corridor of Imperial Valley is well served, transit riders want more frequent service, and service that goes into neighborhoods and travels within the local community, in addition to along the corridor and between communities. There is confusion about fares, in part a consequence of many public and private individual services, possibly because the IVT zone-based fare policy confuses some. There were some accessibility concerns—desiring more wheelchair capacity on both fixed-route and demand-responsive services—in part related to large numbers of transportation-disadvantaged customers in wheelchairs, and in part because loading wheelchairs onto transit vehicles filled to capacity is difficult if not impossible.
fields. Collaboration and cooperation with these services is an ongoing goal but not always easy to realize. Private transportation also includes shared ride and vanpool opportunities, mobility choices that have seen significant growth, both in Imperial County and elsewhere, and have been compellingly aided by advancements in technology.

About More Services for Long Distance Trip Needs

Outlying areas reported as underserved or not served by IVT were identified. Sometimes, stakeholders were unfamiliar with IVT’s existing lifeline levels of service to West Shores, Bombay Beach and Slab City, or they did not know of IVT and YCAT connections to Holtville or Winterhaven to the east, or IVT services to west to Westmoreland and Seeley.

Medical trip needs were most commonly long-distance trips presented to human service personnel, some well aware of Med-Express and its regular four-day-a-week service into San Diego medical facilities. Others, including medical personnel at UCSD Health Sciences facilities and at El Centro Regional Hospital, Clinicas de Salud, and the VA’s Community Based Outpatient Clinic, were unaware of Med-Express and immediately saw its value. Various stakeholders, including at outreach workshops, reported concern that Med-Express was at capacity with same week or next day trips that could not be scheduled. Administrators at UCSD Health Sciences are interested in continuing dialogue about expanding Imperial County’s non-emergency medical transportation services.

Med-Express supervisors identified strategies for addressing capacity concerns, but prospective riders appear unaware of the system’s ability to add vehicle capacity for those who show up in the early morning hours when a trip is needed. In-home Supportive Services personnel who work with frail, often homebound clients are a potential transportation resource able to assist with needed door-through-door transport, but because there is no mechanism to reimburse mileage and fuel costs, they usually choose not to provide transportation.

Long-distance trips for work purposes are also a challenge for some. One-third of the Intercept survey respondents report they rideshare to work locations, often distant, and half indicate it is sometimes or often difficult to get to work due to lack of transportation. Many agricultural and seasonal workers rely on others for transportation assistance.

Expanding options to individuals for long-distance trip planning and developing more shared-ride opportunities – whether for health care or for work – will aid the Coordinated Plan’s target markets.

About Information Portal Needs

There is high visibility of IVT services and solid awareness of its network among many, reported by human service personnel and demonstrated by high and growing utilization by riders. IVT printed information is available bilingually, clearly of critical importance in a county where 31% of residents are
### Exhibit ES-4 – Imperial County Coordinated Plan Goals

<table>
<thead>
<tr>
<th>Goal 1 – Sustain Enhanced Public Transportation, Human Services and Private Transportation Network in Imperial County</th>
<th>This goal supports continued attention to the existing transportation network through careful IVT financial planning, including assessment of high demand services, as well as ongoing dialogue with human service providers and public transit providers to craft high quality grant applications that bring more Federal transportation funding to specialized transportation projects.</th>
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<tr>
<td>Goal 2 – Strategically Expand IVT Services to Increase Mobility Options When Financially Feasible</td>
<td>This goal builds transit capacity by expanding IVT services: increasing capacity of non-emergency medical transportation by IVT and in partnership with others; implementing IVT Red, Orange and Purple lines; adding Saturday and local circulators services; and continuing to address capacity issues on key routes.</td>
</tr>
<tr>
<td>Goal 3 – Continue to Build Collaborative Partnerships to Leverage Available Mobility Options for Transportation Disadvantaged Populations</td>
<td>This goal envisions development of a Mobility Manager capacity to encourage various Coordinated transportation initiatives, strategies for leveraging funding for expanded services, consideration of a private sector transportation safety monitoring role, and annual agency summits to continue exploration of coordinated transportation projects.</td>
</tr>
<tr>
<td>Goal 4 – Provide Affordable Transportation to Transportation Disadvantaged Populations</td>
<td>This goal identifies ways to extend more transportation to the lowest income Imperial County residents through projects that connect them with available transportation subsidy initiatives, enhanced carpool and vanpool options and a mileage reimbursement program to assist with door-through-door transportation.</td>
</tr>
<tr>
<td>Goal 5 – Promote and Expand Transportation Information Portals</td>
<td>This goal directs continued attention to transit service information tools useful to the Coordinated Plan’s key ridership groups, including both riders themselves as well as agency personnel and family members who assist them. Information portal projects include website enhancements, trip planning tools and bus stop signage strategies.</td>
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Chapter 5 presents detailed information about these strategies, including discussion of the roles and responsibilities necessary to implementation. Congressional intent for this Coordinated Plan process was that the implementation responsibilities be shared across service systems. The needs identified in this Plan cannot be met through the public transit system alone but only in partnership and through projects coordinated with interested, willing and able human service agencies and organizations.

Chapter 6 describes the prioritization process that resulted in priorities summarized here and enumerated in Exhibit ES-5 following.
opportunities (Strategy 3.4). This will in part be led by a new Mobility Management function, initially within ICTC but in time possibly in other human service agency settings (Strategy 3.1).

Finally, also rated as of critical priority within Goal 4 – Promote and Expand Transportation Information Portals was the strategy to create an on-line web portal to provide access to comprehensive information about local transportation options and programs (Strategy 5.2). Agency personnel recognized the portal as a key tool for “discovering” transit services that exist and to communicate these to their consumers.

High Priorities

Other strategies were identified by human service agency representatives as highly important, although perhaps of second level consideration for implementation. With that said, it is always possible to implement a strategy or project from within this group – in advance of some of the already mentioned strategies – if there are interested, willing and able partners who can do so. In a Coordinated Plan environment, strategies and their prioritization must remain fluid in order to take advantage of discretionary funding opportunities as they present.

Goal 1 - Sustain Enhanced Public Transportation, Human Services and Private Transportation Network in Imperial County included the strategy of regularly coordinating with major human service agencies who provide transportation (Strategy 1.2) that was voted as of high priority, to be enabled by the Mobility Management activities supported by Goal 3 collaborative efforts which ranked as a critical priority.

Other high priority activities included Goal 4 – Provide Affordable Transportation to Disadvantaged Populations: enhancing carpool and vanpool matching capabilities for origins and destinations not well served by IVT (Strategy 4.2). Efforts along these lines are already in place with the Calvans program and expansion will serve the target rider groups.

Goal 5 – Promote and Expand Transportation Information Portal has two strategies ranked as high priority by human services agencies, although each may yet be realized in the near-term and will facilitate riders’ and prospective riders’ use of available transportation. An activity likely undertaken by ICTC, initially in relation to fixed route transit, is to Integrate all Imperial County public transportation into Google Maps trip planner (Strategy 5.1). Also of high priority is provision of route and schedule information at the bus stop, particularly for low-frequency routes (Strategy 5.3). This will be enabled by early implementation of Goal 2’s strategy to identify high priority bus stops for improvement and enhancement. Strategy 5.3 will help to ensure that lower-ridership, outlying area bus stops are also included in an overall, system-wide bus stop program.

Exhibit ES-5 following presents a listing of the prioritized Imperial County 2014 Coordinated Plan strategies.
### Exhibit ES-5, Imperial County Coordinated Plan Prioritized Strategies

<table>
<thead>
<tr>
<th>Goal and Strategy</th>
<th>Strategies</th>
<th>Priorities</th>
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<tbody>
<tr>
<td><strong>GOAL 1 – Sustain Enhanced Public Transportation, Human Services and Private Transportation Network in Imperial County</strong></td>
<td>1.1 Financially sustain recent expansion of public transportation services in Imperial County.</td>
<td>SRTP Critical Priority</td>
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<tr>
<td></td>
<td>1.2 Regularly coordinate with major human service agencies that directly provide or subsidize transportation</td>
<td>High Priority</td>
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<td>1.3 Promote FTA 5310 grants-making to public transit and human transportation service providers and encourage high quality projects for vehicle replacement, vehicle operations and Mobility Management oriented to older adults and persons with disabilities.</td>
<td>Critical Priority</td>
</tr>
<tr>
<td><strong>Goal 2 – Strategically Expand IVT Services to Increase Mobility Options When Financially Feasible</strong></td>
<td>2.1 Build capacity for out-of-town medical trips, in partnership with others and to the extent financial resources allow.</td>
<td>Critical Priority</td>
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<td>2.2 Implement Red, Orange and Purple Lines, when financially viable.</td>
<td>SRTP Critical Priority</td>
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<td>2.3 Implement Saturday service on circulators as identified in the Short Range Transit Plan (SRTP) when financially sustainable.</td>
<td>SRTP High Priority</td>
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<td>2.4 Continue to address capacity issues on Calexico and IVT routes as identified in the SRTP, as funding allows.</td>
<td>SRTP Critical Priority</td>
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<td>2.5 Develop a bus stop and path-of-access improvement program to support mobility of the Coordianted Plan target groups, to implement as financial resources allow.</td>
<td>SRTP Critical Priority</td>
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<tr>
<td>Goal and Strategy</td>
<td>Strategies</td>
<td>Priorities</td>
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<tr>
<td><strong>Goal 3 – Continue to Build Collaborative Partnerships to Leverage Available Mobility Options for Transportation Disadvantaged Populations Mobility Options for Transportation Disadvantaged Populations</strong></td>
<td>3.1 Establish an Imperial County Mobility Management function to move the Coordinated Plan Goals forward.</td>
<td>Critical Priority</td>
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<td>3.2 Leverage additional funding for expanded transportation services.</td>
<td>Critical Priority</td>
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<td></td>
<td>3.3 Hold annual mobility summits to share ideas and explore coordination opportunities among public, human service and private transportation sectors.</td>
<td>Critical Priority</td>
</tr>
<tr>
<td><strong>Goal 4 – Provide Affordable Transportation to Disadvantaged Populations</strong></td>
<td>4.1 Provide information and referral service for low-income families to social service agencies that provide subsidized transit coupons for immediate needs.</td>
<td>Critical Priority</td>
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<td></td>
<td>4.2 Enhance carpool and vanpool matching capabilities for origins and destinations not well served by IVT.</td>
<td>High Priority</td>
</tr>
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<td></td>
<td>4.3 Establish a targeted mileage reimbursement program to assist with door-through-door transportation.</td>
<td>Critical Priority</td>
</tr>
<tr>
<td><strong>Goal 5 – Promote and Expand Transportation Information Portals</strong></td>
<td>5.1 Integrate all Imperial County public transportation into Google Maps Trip Planner.</td>
<td>High Priority</td>
</tr>
<tr>
<td></td>
<td>5.2 Develop an online Web portal that will provide access to comprehensive information about local transportation options and programs.</td>
<td>Critical Priority</td>
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<td></td>
<td>5.3 Provide route and schedule information at bus stops, particularly for low-frequency routes.</td>
<td>High Priority</td>
</tr>
</tbody>
</table>
January 22, 2015

Larry Ritchie, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, Ca. 92243

SUBJECT: Triennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission -- FY 2010-11, 2011-12, 2012-13

Dear Commission Members:

The State of California requires that Transportation Planning Agencies undergo a performance audit every three years as a result of receiving Transportation Development Act (TDA) funds. The consultant conducted audit focused primarily on administration of the TDA funded programs and services over a three year period of time. This is the sixth audit of this type to be conducted since the requirement was created in the TDA, however the first audit of the newly established Commission.

This audit is not solely a financial audit, but a review of compliance with transit service related Public Utilities Codes and prudent administrative and management practices. More specifically this audit involved reviewing the processes and policies including, but not limited to, the ICTC Budget and Transit Financing Plan, the TDA Allocation Schedule, the Article 3 and 8 financial claims processing, administration of the Social Services Transportation Advisory Council, conduct of the annual Unmet Transit Needs Public Hearing process, and transit planning and operations management of the public transit services by the public agencies.

During the process, public and social service agencies, as well as, the transit operators were contacted for input. The transit operations were evaluated on site.

The nine draft audit documents were made available to all agencies and the transit operators, via the ICTC website in the month of October and November. Comments were solicited from October 1st through November 30th. As of the date of this letter, no comments have been received. The documents can be viewed at the following link:

http://www.imperialctc.org/publications-&-reports/transit-and-non-motorized/

A final draft report for the ICTC itself is attached, however all documents are available for review and approval. Staff from the consultant firm of Pacific Municipal Consultants (PMC) are not able to attend the Commission meeting, however ICTC staff will present an overview.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
ICTC Management Committee met on December 10th, and recommends that the ICTC Commission review and approve this project, after the receipt of public comment:

1. Approve the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission.
2. Direct staff to forward the FY 2010-11, 2011-12, 2012-13 Triennial Performance Audit of the Imperial County Transportation Commission to Caltrans.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

attachment
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Executive Summary

The Imperial County Transportation Commission (ICTC) retained PMC to conduct its Transportation Development Act (TDA) performance audit covering the most recent triennial period, Fiscal Years (FY) 2010–2011 through 2012–2013. ICTC is required by Public Utilities Code (PUC) Section 99246 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans) as a condition of receiving TDA funding. TDA funds are expended for ICTC administration and planning of public transportation, and distribution to local jurisdictions for operations of public transit systems and bicycle and pedestrian projects.

This performance audit is intended to describe how well ICTC is meeting its administrative and planning obligations under the TDA, as well as its organizational management and efficiency as a regional transportation entity. To gather information for the TDA performance audit, PMC undertook several efforts including conducting interviews with ICTC Board members and stakeholders that participate on ICTC’s committees, as well as with agency staff and the transit operators. PMC also reviewed various documents pertaining to the agency’s activities over the last three years and evaluated ICTC’s responsibilities, functions, and performance of the TDA guidelines and regulations.

Below is a summary of the findings from the analysis:

1. ICTC has accomplished many of its objectives as a regional planning entity and built good relationships with key partners such as Caltrans while maintaining ongoing communication with its member local jurisdictions. With significant growth in Imperial County over the past decade, as evidenced by the 2010 Census figures, it is recognized that ICTC should continue its regional approach to delivery of service and compliance with increased mandates.

2. ICTC has satisfactorily complied with state legislative mandates for Regional Transportation Planning Agencies, with the exception of one relatively minor aspect. For the requirement that ICTC submit the triennial performance audit to Caltrans, it must certify in writing to Caltrans that all audits have been completed. While the performance auditor is confident that ICTC has submitted the prior performance audits to Caltrans, it should have a copy on file of the final cover letter accompanying the submittal.

3. With the creation and transition to an independent transportation commission in January 2011, ICTC staffing levels have been augmented in recent years in order to meet the demands and expanded responsibilities of a multidisciplinary transportation planning agency. ICTC staff transitioned to “official” employment with the independent transportation commission, which included establishing a salary and benefits structure as well as addressing and developing human resource and employment-related materials.
4. Of the four prior audit recommendations, two have been fully implemented, one was not applicable during the audit period, and another has not yet been implemented. The prior recommendation not yet implemented is for ICTC to update its TDA claims form to simplify and enhance its usability.

5. Stakeholders that were interviewed for this audit, including ICTC Commissioners and public agency staff and citizens who serve on an ICTC committee, were satisfied with ICTC’s activities, responsiveness, and direction being taken toward regionalism. Its independence and the presence of an Executive Director have improved the perception that the agency serves all member jurisdictions in a fair manner. In part as a consequence of the Commissioners’ strong confidence with staff recommendations on projects, it was suggested during the interviews that Commissioners be encouraged to further discuss projects prior to voting including fully digesting the decision-making process conducted through the ICTC standing committees.

6. A core activity held annually by ICTC is the Strategic Planning Workshop. The intent of the workshop is to identify, discuss, and prioritize core activities at ICTC. The strategic planning process conducted during the audit period represented the first time that Commission decision-makers have been asked to provide direction for the organization’s overall focus.

7. Significant work includes adoption of the Short Range Transit Plan, completion of the Imperial Valley region’s update of the transportation improvement program that includes key regional projects, completion of the Brawley Bypass, initiation of work with ICTC member agency staff, and achievement of grantee status with the Federal Transit Administration (FTA), the California Department of Transportation (Caltrans), and the Federal Highway Administration (FWHA) for eligibility and receipt of state and federal transportation funds.

8. The Transit Planning and Program Management portion of the ICTC Overall Work Program has incorporated the former annual Transit Finance Plan that provides the annual budget and planned expenditure commitments for each of the transit operators, including regional services and those provided by the local cities. ICTC designs a detailed funding table of federal, state, and local grants and revenues it receives for public transit.

9. ICTC continues to conduct the annual unmet transit needs process in consultation with the statutorily required Social Services Transportation Advisory Council (SSTAC). ICTC staff make an effort to educate Commissioners on the unmet needs hearings that have resulted in greater awareness and reception of the outcomes by the Commission.

10. ICTC continued its monitoring of public transit performance trends through the collection of performance data from each operator. The continual collection and review of the data on a regular basis by ICTC, as well as taking action to preserve transit service, demonstrates the agency’s active role in providing oversight of TDA-funded transit services. In addition, ICTC
staff utilize additional proactive monitoring techniques including in-person on-board observations for the ICTC administered transit programs.

11. ICTC has created a community outreach/public information/marketing program that will consider ways to incorporate all ICTC services into one comprehensive identifiable entity. The main focus has been twofold: (1) creating a new independent ICTC website that provides easy access to its member agencies, key stakeholders, and the general public; and (2) creating separate new websites for IVT and IVT Access. All website materials are bilingual.

12. ICTC’s success in obtaining grants has resulted in several significant transit projects including acquisition of new bus vehicles, construction of transfer terminals in El Centro and Brawley and at Imperial Valley College, and increased security assets at bus facilities.

Five recommendations are provided based on our assessment of ICTC’s administration and management. Each recommendation is described in detail in the last chapter of this audit. These recommendations are summarized as follows:

1. **Review TDA provisions for planning and programming allocations for ICTC activities.**

   ICTC claims a portion of TDA funds for administration and planning purposes that are allowable by the statute. The TDA allocation for planning was less than 3 percent in FYs 2011 and 2012, but over this amount in FY 2013. As a statutorily created transportation planning agency, ICTC should consider the TDA provision governing use of Local Transportation Funds for planning by an RTPA which limits allocations up to 3 percent of annual LTF revenues for transportation planning and programming process (PUC Section 99233.2). While there is no allocation limitation for administration of the TDA fund, statutory limitations do apply for planning purposes.

2. **Maintain final records of key submittals including TDA performance audit.**

   As a compliance measure requiring that ICTC submit the triennial performance audit to Caltrans, it must certify in writing to Caltrans that all required audits have been completed. While the performance auditor is confident that ICTC has submitted the prior performance audits to Caltrans, it should have a copy on file of the final cover letter accompanying the submittal as evidence of the date of submittal and what documents were submitted.

3. **Implement the State Transit Assistance efficiency test.**

   As a carryover from the prior performance audit, under PUC Section 99314.6, before any STA funds can be used for operations, ICTC must conduct a test using a formula to determine the operator’s year-over-year growth in cost per revenue hour or average three-year change. With the state legislative exemption from this provision expiring in FY 2014–15, the Commission should conduct the efficiency test beginning in FY 2015–16. ICTC
currently allocates all STA funds for the operation of IVT Access ADA paratransit service. Typically this test is conducted during the TDA claims process before funds are approved and distributed for their intended expenditures. Alternatively, ICTC could request that the IVT fiscal auditor conduct the verification as part of the annual fiscal and compliance audit.

Given that ICTC allocates all STA funds for IVT Access for required ADA paratransit service, the statute allows exclusions of cost increases beyond the change in the Consumer Price Index for such expenses as comparable complementary paratransit. This exclusion would enable STA funds to continue to be used for the ADA service provided by IVT Access.

4. **Revise the TDA claims forms and provide training to the claimants.**

As a carryover from the prior performance audit, the current TDA claims forms were developed in January 2006 as part of the Transportation Development Act Guidebook update. During their subsequent use for the claims process, staff has found the claims forms to be complex relative to the claims being made and the information that is required from the claimants. A streamlined claims form would serve the agency better and should be revised as agency resources allow, along with providing further training to the claimants. The revised claims forms should include a requirement that the claimants report at least annually the status of implementing the fiscal audit and performance audit recommendations. This requirement can be inserted as part of the annual TDA claims package. A few samples of alternative claims forms are shown in the appendix section of prior performance audits of ICTC’s predecessor, IVAG.

5. **Update the blended farebox recovery ratio for IVT.**

Historically, ICTC updates the required farebox recovery ratio and submits to Caltrans every three to five years. ICTC develops a calculation method to integrate rural and urban service areas into the formula to derive a ratio for IVT. With recent operational changes to service such as with ADA paratransit, there may be opportunity to review options for the farebox ratio. In one example, the Public Utilities Code has provisions that allow a transit system to incorporate both fixed-route and specialized service farebox ratios under one combined ratio. The combined farebox ratio of fixed-route and ADA paratransit service must meet the farebox ratio of the fixed route alone. For IVT, it is the blended ratio developed and adopted by ICTC for fixed route that is then submitted to Caltrans. With the lower IVT Access farebox recovery ratio, IVT fixed route would be required to generate a higher farebox ratio on its own to compensate for the inclusion of the ADA service ratio. In this manner, rather than meeting two separate farebox standards, the transit system would be subject to one. ICTC adopted a new farebox ratio which took effect after the audit period, but should consider further options.
Section I

Introduction – Initial Review of ICTC Functions

The Imperial County Transportation Commission (ICTC) retained PMC to conduct its Transportation Development Act (TDA) performance audit covering the most recent triennial period, Fiscal Years (FY) 2010–2011 through 2012–2013. ICTC is required by Public Utilities Code (PUC) Section 99246 to prepare and submit an audit of its performance on a triennial basis to the California Department of Transportation (Caltrans) as a condition of receiving TDA funding.

This performance audit, as required by the TDA, is intended to describe how well ICTC is meeting its administrative and planning obligations under the act.

Overview of Imperial County and ICTC

Imperial County is geographically located in the southeastern corner of California, stretching from the United States-Mexico border to the south, Riverside County to the north, San Diego County to the west, and Arizona and the Colorado River to the east. The terrain varies from 235 feet below sea level at the Salton Sea to 4,548 feet above sea level at Blue Angel Peak. The county’s geographical land area encompasses 4,176 square miles and is traversed by 2,555 miles of roadway. Major highways include Interstate 8 and State Routes (SR) 7, 78, 86, 98, 111, and 115. A demographic snapshot of key cities and the county is presented below in Table I-1.

<table>
<thead>
<tr>
<th>City/Jurisdiction</th>
<th>2010 US Census Population</th>
<th>Change from 2000 US Census Percentage</th>
<th>Population 65 Years &amp; Older Percentage</th>
<th>Land Area (in square miles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brawley</td>
<td>24,953</td>
<td>+13.1%</td>
<td>10.05%</td>
<td>7.68</td>
</tr>
<tr>
<td>Calexico</td>
<td>38,572</td>
<td>+42.5%</td>
<td>11.43%</td>
<td>8.39</td>
</tr>
<tr>
<td>Calipatria</td>
<td>7,705</td>
<td>+5.7%</td>
<td>4.65%</td>
<td>3.72</td>
</tr>
<tr>
<td>El Centro</td>
<td>42,598</td>
<td>+11.4%</td>
<td>10.70%</td>
<td>11.08</td>
</tr>
<tr>
<td>Holtville</td>
<td>5,939</td>
<td>+5.8%</td>
<td>12.26%</td>
<td>1.15</td>
</tr>
<tr>
<td>Imperial</td>
<td>14,758</td>
<td>+91.8%</td>
<td>6.48%</td>
<td>5.86</td>
</tr>
<tr>
<td>Westmorland</td>
<td>2,225</td>
<td>+3.4%</td>
<td>11.24%</td>
<td>0.59</td>
</tr>
<tr>
<td>Total Imperial County</td>
<td>174,528</td>
<td>+22.6%</td>
<td>10.40%</td>
<td>4,176.60</td>
</tr>
</tbody>
</table>

Source: 2010 US Census

The city of El Centro is the county seat and the largest city in Imperial County. The county and its incorporated cities saw notable growth between the 2000 and 2010 US Census, in particular in the cities of Calexico and Imperial. The senior citizen population, comprising residents aged 65 and over, is 10.4 percent countywide. The 2014 population for Imperial County is estimated to be 180,672 as reported by the California Department of Finance. The population of El Centro
is followed in descending order by those of Calexico, Brawley, Imperial, Calipatria, Holtville, and Westmorland.

In 2012, an estimated 40,000 people crossed daily into the United States from Mexico through the US Customs and Border Protection Agency’s two busiest land ports of entry between Imperial County and Mexicali: Mexico at Calexico West/Mexicali I and Calexico East/Mexicali II (by car and as pedestrians).

Legislation creating the Imperial County Transportation Commission, an independent agency, became effective January 1, 2010. Senate Bill (SB) 607 (Ducheny) was passed and chaptered by the Secretary of State on August 6, 2009. The legislation added Division 12.8 (commencing with Section 132800) to the Public Utilities Code establishing ICTC’s general provisions and creation of the Commission, administration, and powers and functions. ICTC is an independent subregional entity of the Southern California Association of Governments (SCAG). A resolution recognizing the new agency was passed and adopted on March 24, 2010, by an affirmative vote of a majority of the members of the board.

The resolution also approved the Local Transportation Authority’s (LTA) request for ICTC to accept the responsibilities of administration of the LTA program of Measure D sales tax transportation funds. Previously, these responsibilities were managed by the County of Imperial’s Public Works Department. Following approval of the resolution, the LTA and ICTC Board’s directed staff to initiate all necessary steps toward implementing this transfer of responsibilities effective July 1, 2010. These responsibilities include but are not limited to providing staff support to the LTA Board and administration of the LTA funds. Language in the new LTA ordinance allows the use of 2 percent of the funding for transit services for seniors. The LTA took action on May 26, 2010, authorizing the use of these funds for local transit services.

As established under SB 607, the ICTC Board is currently composed of ten voting members and one non-voting member. The voting members include two members of the Imperial County Board of Supervisors, one member from each incorporated city (seven) within Imperial County who is the mayor of the city or a member of its city council, and one member of the Board of Directors of the Imperial Irrigation District. The non-voting member is appointed by the Governor representing Caltrans. In the future, the ICTC Board may also include the following ex-officio or non-voting members: one member representing the State of Baja California, Mexico, who may be appointed by the governor of the state; one member representing the municipality of Mexicali, Mexico, who may be the mayor or his or her designee; one member representing the Consul of Mexico in Calexico, California, who may be the consul or his or her designee; and one member representing any federally recognized Native American tribe in Imperial County.

In its capacity as a Regional Transportation Planning Agency (RTPA) for TDA administration, ICTC administers and allocates TDA revenues to eligible claimants, including transit operators and local jurisdictions for bicycle and pedestrian projects. Among its planning responsibilities, ICTC is required to develop and approve a five-year transportation improvement program as well as
a short-range transit plan. In addition, ICTC plans and programs local and regional transportation projects for funding and coordination with SCAG’s regional programs.

ICTC’s TDA appropriations for administration of the program and planning during the fiscal years addressed by this audit ranged from $374,975 in FY 2010–11, to $502,336 in FY 2011–12, to $484,378 in FY 2012–2013.\(^1\) Regional transit planning continues to be a significant part of the ICTC work program including development and implementation of intracity transit circulators, reduction of bus headways, and transition to an alternative-fuel transit fleet.

**Role and Structure of ICTC**

As an independent county transportation commission, ICTC member agencies are enabled to exercise basic initiative and leadership in the transportation planning and programming process. ICTC guides the following:

- Development of the Long-Range Transportation Plan Update for Imperial County
- Development of the Short Range Transit Plan that guides transit investment
- Development of regional, state, and federal transportation improvement programs (TIPs) and their updates
- Provision of liaison services with external agencies such as SCAG and Caltrans for planning, programming, and funding
- Approval of the allocation of and claims for Transportation Development Act funds
- Provision for the distribution and oversight of Local Transportation Fund monies
- Preparation and submission of applications for transportation-related funds
- Coordination with the local jurisdictions on transportation-related issues
- Provision of the planning, programming, and administration of regional transit services
- Encouragement of active citizen participation in the development and implementation of various transportation-related plans and programs
- Designation of ICTC as the Consolidation Transportation Services Agency for the county
- ADA certification and monitoring of transit performance standards

During the audit period, the ICTC Overall Work Plan and Budget reflect staffing of five full-time positions and one temporary office assistant to manage the agency’s programs and services. The full-time positions include the Secretary/Clerk to the Commission, three transportation/transit planner positions from entry level to senior level in classifications responsible for Regional Transportation Planning and Programming plus Transit Planning,

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\(^1\) ICTC TDA appropriations for FYs 2011–2013 as shown in Annual Disbursement Schedule.
Programming and Administration, and the Executive Director position. The following organization chart shows the staffing positions and structure.

**Figure I-1 Staff Organizational Structure**

![Organizational Structure Diagram]

Source: ICTC OWP and Budget

To encourage regional and public participation in the development of ICTC’s policies and priorities, staff provides support to standing regional committees, described below.

**Management Committee**: The purpose of the Management Committee is to serve as a policy advisory to the Board. Membership of the Management Committee includes two members from the County of Imperial and one member from each member city or agency including city managers, chief executive officers, general managers, or their designated representative.

**Social Services Transportation Advisory Council (SSTAC)**: The SSTAC is statutorily created (PUC Section 99238) to serve a broad representation of youth, students, elderly, disabled persons, persons of limited means, social service agencies, the transit dependent, and transit providers. The three tenets of the SSTAC are to participate in the identification of transit needs; review and recommend action; and provide advice and technical recommendations.
**ICTC Technical Advisory Committee (TAC):** The TAC is composed of planning and public works department representatives from each member agency and a representative from the Imperial Irrigation District. The purpose of the TAC is to coordinate the plans and development of regional transportation improvement program of projects, transportation planning programs, and transportation funding programs.

ICTC has the option of creating special purpose committees as the need arises. These include the Americans with Disabilities Act Advisory Committee, which meets on an as-needed basis, and the Imperial-Mexicali Bi-National Workgroup that generally meets on a bimonthly basis.

An organization chart of ICTC and its standing committees, drawn from the Overall Work Program and Budget, is shown in the following figure.

**Figure I-2 ICTC Committee Structure**

![ICTC Committee Structure Diagram](image)

**Transit Operators**

ICTC approves TDA fund claims for and monitors public transportation systems in the county. Each of the transit services in ICTC’s jurisdiction is currently operated on a contract basis by the sponsoring local public agency. Public transportation in Imperial County during the audit period consists of ten systems, some of which are operated by the same contract provider. Separate performance audits of the public transit systems are provided under separate cover. Each service is described briefly below (adapted from the OWP), and services are separated between regional public transit services and individual agency services.
Regional Public Transit Services

**Imperial Valley Transit (IVT):** IVT is an intercity fixed-route bus system, subsidized and administered by ICTC and operated by First Transit, Inc., a private for-profit service. The service uses a fleet of vehicles ranging from 40-foot clean diesel low emission-powered buses to smaller cutaway buses. Service is provided from 6:00 AM until approximately 11:00 PM weekdays while Imperial Valley College is in session, and 6:00 AM to 5:00 PM on Saturdays within the areas classified as the Primary Zone (a north–south axis throughout Brawley, Imperial, El Centro, Heber, and Calexico). Service is provided from 6:00 AM until approximately 6:00 PM in the Secondary Zone (communities of Niland, Calipatria, Westmorland, Seeley, and Holtville). The outlying Remote Zone communities are served once a week on a lifeline basis (including the east and west sides of the Salton Sea, Desert Shores, Salton City, Salton Sea Beach, and Bombay Beach).

**Imperial Valley Transit – Blue/Green Lines:** This transit system is an extension of IVT. The intracity system operates utilizing smaller buses and connects to the public facilities and services that are not currently served by the larger bus system. There are timed transfer points at 14th and State streets in El Centro for passengers to transfer to and from both bus systems. A transfer terminal to facilitate synchronized transfers between modes was recently opened in El Centro. The service is subsidized and administered by ICTC and operated by First Transit, Inc. (Note: The IVT Gold Line commenced service in Brawley after the audit period.)

**IVT Access:** The Americans with Disabilities Act (ADA) Comparable Complementary Paratransit Service is a federally mandated service requiring equal access to the public fixed-route bus system for individuals with disabilities. The service uses wheelchair-accessible minibuses as a demand-response service in tandem with the IVT fixed-route bus system. The service is available to disabled passengers who are certified as eligible by ICTC. The service area and hours are the same as the fixed-route bus system. The service is subsidized and administered by ICTC and operated by First Transit, Inc.

**Yuma County Area Transit (YCAT) Turquoise Route 10:** In the spring of 2012, ICTC was approached by the Quechan Indian Tribe and the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) to form a partnership to provide increased public transit services to eastern Imperial County residents and the Quechan Indian Tribe of the Fort Yuma Indian Reservation. As a result of the collaboration, the Turquoise Route 10 was created as a demonstration service and implemented January 1, 2013. The route provides service three days a week, Monday, Wednesday, and Saturday, with two round trips daily, one in the morning and one in the afternoon. The route operates between Yuma and El Centro with stops in Winterhaven and the Fort Yuma Indian Reservation and casinos.

The service is operated by the Yuma County Transit Agency (YCAT). The service is funded by a State Tribal Transit Grant and ICTC TDA funds. Being a fairly new service, it is in a “demonstration” phase and provides service to eastern Imperial County residents who require...
regular access to local government offices, medical services, and commercial retail opportunities in El Centro.

Med-Express: Med-Express is a nonemergency medical transportation service between communities in Imperial County and the large hospitals and medical facilities in San Diego County. Demand response service is provided four days a week, with three pickup spots in Brawley, El Centro, and Calexico. Pickup service is available on a limited basis from the home for an additional fare. The service is designed to provide persons with disabilities and low-income and transit-dependent persons access to medical facilities and services not available within Imperial County; for example, to Children’s Hospital in San Diego. The service is subsidized and administered by ICTC and operated by ARC-Imperial Valley, a local private nonprofit transportation carrier.

**Individual Agency Public Transit Services**

**Brawley Dial-A-Ride:** Brawley Dial-A-Ride is a demand-response transit service in Brawley. The service transports passengers within the city limits as well as to the San Diego State University Imperial Campus located 1 mile east of the city. Demand-response service is available to the general public and provided six days a week. The service is subsidized by ICTC, administered by the City of Brawley, and operated by Sunrise Driving Service, Inc., a local private nonprofit transportation carrier.

**Calexico Dial-A-Ride:** Calexico Dial-A-Ride is a demand-response transit service in Calexico. Demand-response service is available to seniors and persons with disabilities and provided seven days a week. The service is subsidized by ICTC, administered by the City of Calexico, and operated by First Transit, Inc.

**El Centro Dial-A-Ride:** El Centro Dial-A-Ride is a demand-response transit service in El Centro. Demand-response service is provided six days a week for seniors and persons with disabilities. The service is subsidized by ICTC, administered by the City of El Centro, and operated by ARC-Imperial Valley.

**Imperial Dial-A-Ride:** Imperial Dial-A-Ride is a demand-response transit service in the city of Imperial. The service also operates between the city of Imperial and El Centro. Demand-response service is provided five days a week to seniors and persons with disabilities. The service is subsidized by ICTC, administered by the City of Imperial, and operated by ARC-Imperial Valley.

**West Shores Roadrunner Dial-A-Ride:** West Shores Roadrunner Dial-A-Ride is a demand-response transit service in Imperial County. The service operates in the communities on the west side of the Salton Sea. Demand-response service is available to the general public and provided two days a week. The service is subsidized and administered by ICTC and operated by ARC-Imperial Valley.
Audit Methodology

To gather information for this performance audit, PMC accomplished the following activities:

Document Review: PMC conducted an extensive review of documents including various ICTC files and publications.

Interviews: PMC interviewed ICTC staff and Commissioners, Management Committee, TAC, and SSTAC, as well as the transit operators, to gain their perspective about the agency’s efficiency and economy.

Analysis: PMC evaluated the responses from the interviews as well as the documents reviewed about ICTC’s responsibilities, functions, and performance to TDA guidelines and regulations.

All of the activities described above were intended to provide PMC with the information necessary to assess ICTC’s efficiency and effectiveness in two key areas:

- Compliance with state TDA requirements
- Organizational management and efficiency

The remainder of this report is divided into four chapters. In Chapter II, PMC provides a review of the compliance requirements of the TDA administrative process. Chapter III describes ICTC’s responses to the recommendations provided in the previous performance audit. In Chapter IV, PMC provides a detailed review of ICTC’s functions, while Chapter V summaries our findings and recommendations.
Section II

RTPA Compliance Requirements

Fourteen key compliance requirements are suggested in the Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities September 2008, which was developed by Caltrans to assess transit operators’ conformance with the TDA. Our findings concerning ICTC’s compliance with state legislative requirements are summarized in Table II-1.

<table>
<thead>
<tr>
<th>RTPA Compliance Requirements</th>
<th>Reference</th>
<th>Compliance Efforts</th>
</tr>
</thead>
<tbody>
<tr>
<td>All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund (LTF) monies apportioned to that area.</td>
<td>Public Utilities Code, Section 99231</td>
<td>ICTC accounts for its claimants’ areas of apportionment and has not allowed those claimants to claim more that what is apportioned for their area. ICTC develops an annual Transit Programs Finance Plan that includes an LTF distribution table identifying the level of funds available to both ICTC and the claimants. The Transit Programs Finance Plan is integrated as part of the Overall Work Program of ICTC and combines all transit funds and expenditures, including operations and capital. ICTC utilizes a formula based on population to determine each local jurisdiction’s apportionments. Conclusion: Complied</td>
</tr>
</tbody>
</table>
### TABLE II-1
ICTC Compliance Requirements Matrix

<table>
<thead>
<tr>
<th>RTPA Compliance Requirements</th>
<th>Reference</th>
<th>Compliance Efforts</th>
</tr>
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<tbody>
<tr>
<td>The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles.</td>
<td>Public Utilities Code, Sections 99233.3 and 99234</td>
<td>ICTC has an adopted set of policies governing the Article 3 Bicycle and Pedestrian Facilities Program. On an annual basis, ICTC sets aside 3 percent of LTF for bicycle- and pedestrian-related projects. Each year in September, the member agencies submit candidate projects that are approved by the ICTC Board. An application guideline is provided to each claimant that explains the rules and procedures for claiming the funds, including consistency with the Regional Bicycle Plan, and approval by the ICTC Board. Items to be filed include a checklist, Article 3 Non-Transit Claim Form, Financial Reporting Form, Project Information Form, Sample Governing Body Resolution, and Standard Statement of Assurances. According to the Transit Programs Finance Plans during the audit period, the annual allocation (excluding carryover) under this code section was $129,000 in FY 2010–11, $129,000 in FY 2011–12, and $141,000 in FY 2012–13. Conclusion: Complied</td>
</tr>
<tr>
<td>The RTPA has established a social services transportation</td>
<td>Public Utilities Code, Sections 99238 and 99238.5</td>
<td>The SSTAC meets monthly and participates on a number of</td>
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The RTPA has established a social services transportation
### TABLE II-1
ICTC Compliance Requirements Matrix

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<tr>
<th>RTPA Compliance Requirements</th>
<th>Reference</th>
<th>Compliance Efforts</th>
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<tr>
<td>advisory council. The RTPAs must ensure that there is a citizen participation process which includes at least an annual public hearing.</td>
<td></td>
<td>issues, including the annual unmet transit needs process and hearings, and coordination of specialized transportation services. The ICTC unmet transit needs public hearing is scheduled annually in late winter/early spring at the County Board of Supervisors’ Chambers in El Centro. The SSTAC participates in the identification of transit needs, reviews and recommends action, and provides advice and technical recommendations. <strong>Conclusion: Complied</strong></td>
</tr>
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</table>

The RTPA has annually identified, analyzed, and recommended potential productivity improvements which could lower the operating costs of those operators which operate at least 50 percent of their vehicle service miles within the RTPA’s jurisdiction. Recommendations include, but are not limited to, those made in the performance audit.
- A committee for the purpose of providing advice on productivity improvements may be formed.

| | Public Utilities Code, Section 99244 | ICTC uses several means to identify and recommend productivity improvements. ICTC staff collect transit performance data from the transit operators on a quarterly basis to provide current and historic comparison and trend analysis. A series of eight performance measures is used to identify trends on a semiannual and annual basis. The data are compared to performance standards specific to each type of transit service based on objectives contained in the last Short Range Transit Plan (SRTP). |
### TABLE II-1
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<tr>
<td>• The operator has made a reasonable effort to implement improvements recommended by the RTPA, as determined by the RTPA, or else the operator has not received an allocation which exceeds its prior year allocation.</td>
<td></td>
<td>The 2011 SRTP reviewed the transit operators’ performance and provided recommendations for improvement. ICTC staff also conduct independent checks of bus performance through ride-alongs. Staff complete an Operator Observation Form rating the bus driver and services provided to the passengers. Deficiencies are noted and shared with the operator for improvement. ICTC has also commissioned TDA performance audits of all public transit operators. The findings and recommendations from these performance audits contribute to ICTC’s compliance with this measure. In addition, the annual TDA claims forms include a section for Productivity Improvement Statement enabling the transit agency to describe recommendations received and the status of implementing those recommendations. While ICTC has not established a committee for</td>
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<tr>
<td><strong>RTPA Compliance Requirements</strong></td>
<td><strong>Reference</strong></td>
<td><strong>Compliance Efforts</strong></td>
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<tr>
<td><strong>TABLE II-1</strong>&lt;br&gt;ICTC Compliance Requirements Matrix</td>
<td></td>
<td>the purpose of providing advice on productivity improvements (e.g., transit operators committee), the SSTAC and TAC could serve in some capacity. <strong>Conclusion: Complied</strong></td>
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<td></td>
<td></td>
<td>The RTPA has ensured that all claimants to whom it allocates Transportation Development Act (TDA) funds submits to it and to the State Controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (December 27). The RTPA may grant an extension of up to 90 days as it deems necessary (March 26). Public Utilities Code, Section 99245</td>
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<td></td>
<td>The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennium). For operators, the audit was made and calculated the required performance indicators, and the audit report was transmitted to the entity that acted as the performance auditor. Public Utilities Code, Sections 99246 and 99248</td>
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### TABLE II-1
ICTC Compliance Requirements Matrix

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<td>allocates the operator’s TDA monies, and to the RTPA within 12 months after the end of the triennium. If an operator’s audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.</td>
<td></td>
<td>Conclusion: Complied</td>
</tr>
<tr>
<td>The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director that the performance audits of operators located in the area under its jurisdiction have been completed.</td>
<td>Public Utilities Code, Section 99246(c)</td>
<td>ICTC submitted the completed triennial performance audits to Caltrans. However, a final cover letter accompanying the audits to Caltrans was not available to verify the date of submittal and certify in writing that all performance audits were completed, although ICTC indicated a draft letter was written and dated October 11, 2011. It is suggested that ICTC maintain and file the final letter verifying the submittal of the performance audits to Caltrans and also certifying in writing that the performance audits of operators located in the area under its jurisdiction have been completed.</td>
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<td>Table II-1  ICTC Compliance Requirements Matrix</td>
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<tr>
<td><strong>RTPA Compliance Requirements</strong></td>
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<td>The performance audit of the operator providing public transportation services shall include, but not be limited to, a verification of the operator’s operating cost per passenger, operating cost per vehicle service hour, passengers per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include, but not be limited to, consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of Section 99260.2.</td>
<td>Public Utilities Code, Section 99246(d)</td>
<td>The separate performance audits of the operators providing public transportation services include the required verification of performance measures and analyses. Conclusion: Complied</td>
</tr>
<tr>
<td>The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and new urbanized areas.</td>
<td>Public Utilities Code, Sections 99270.1 and 99270.2</td>
<td>ICTC instituted rules and regulations in January 2010 for developing a blended farebox recovery ratio for the IVT regional fixed-route service. An analysis was conducted that examined three new methods for determining the blended farebox. The approved method is based on projected service</td>
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### TABLE II-1
ICTC Compliance Requirements Matrix

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<td>hours between urban and rural areas. This method yielded the highest farebox recovery goal of the alternatives studied as a sign of holding the service to a higher standard. It was adopted by ICTC as well as approved by Caltrans in March 2010. ICTC's predecessor, IVAG, and Caltrans have historically reviewed the blended farebox ratio every five years. Due to results of the 2010 Census, subsequent federal urbanized grant apportionments, and expansion of IVT service, ICTC adopted a revised ratio in May 2013. The revised ratio is effective for three years which is beyond the current audit period. <strong>Conclusion: Complied</strong></td>
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<tr>
<td></td>
<td>Public Utilities Code, Section 99275.5</td>
<td>There are currently no Article 4.5 claimants for funds. However, as stated in the ICTC TDA Guidebook and Claims Forms document, the agency has adopted the following criteria for evaluating Article 4.5 claims:</td>
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<td>- High level of impact from the service in meeting a transportation need.</td>
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<td>- Priority for groups</td>
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<td>RTPA Compliance Requirements</td>
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<tr>
<td>ICTC Compliance Requirements Matrix</td>
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<td>requiring special transportation assistance.</td>
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<td></td>
<td></td>
<td>• Minimizing adverse impacts on existing and taxi and transit services.</td>
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<td>• Innovative and efficient services.</td>
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<td>These criteria were adopted in December 1997 as part of the Consolidated Transportation Service Agency Goals and Objectives.</td>
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<td>Conclusion: Complied</td>
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<tr>
<td>State transit assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes.</td>
<td>Public Utilities Code, Sections 99310.5 and 99313.3, and Proposition 116</td>
<td>ICTC allocates State Transit Assistance (STA) funds for transit services only. During the audit period, funds were used to support regional ADA service as well as IVT fixed-route service.</td>
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<td></td>
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<td>Conclusion: Complied</td>
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<tr>
<td>The amount received pursuant to Public Utilities Code, Section 99314.3 by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller’s Office.</td>
<td>Public Utilities Code, Section 99314.3</td>
<td>STA funds under this section are allocated to support regional ADA service as well as IVT fixed-route service.</td>
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<td>Conclusion: Complied</td>
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<tr>
<td>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or</td>
<td>Public Utilities Code, Section 99401.5</td>
<td>ICTC conducts the annual unmet transit needs process and hearing in consultation with the SSTAC. One of the</td>
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<td>RTPA Compliance Requirements</td>
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<td>Compliance Efforts</td>
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<tr>
<td>facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</td>
<td></td>
<td>SSTAC’s primary responsibilities is to advise ICTC on existing public transportation needs.</td>
</tr>
<tr>
<td>• Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to Public Utilities Code Section 99238;</td>
<td></td>
<td>Annually during the late winter/early spring, the SSTAC delivers letters regarding transit needs to the Unmet Transit Needs Hearing Panel, which is a subcommittee of ICTC and comprises elected officials.</td>
</tr>
<tr>
<td>• Identified transit needs, including:</td>
<td></td>
<td>One letter provides the transit issues and concerns, another letter presents the list of recommendations for TDA funding, and another reviews the “findings” of the Transit Hearing Panel.</td>
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<tr>
<td>o Groups that are transit-dependent or transit disadvantaged,</td>
<td></td>
<td>A master list of identified transit needs is kept annually and used for discussion by the SSTAC. The issues are prioritized for the unmet needs hearings and forwarded to ICTC for consideration. Discussions with SSTAC members indicate that the number of unmet needs has diminished over time as ICTC has been able to fulfill many requests. This is a positive indicator of the process.</td>
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<tr>
<td>o Adequacy of existing transit services to meet the needs of groups identified, and</td>
<td></td>
<td>The SSTAC also meets monthly or as needed and</td>
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<tr>
<td>o Analysis of potential alternatives to provide transportation services;</td>
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### TABLE II-1
ICTC Compliance Requirements Matrix

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<td>streets and roads.</td>
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<td>reviews and evaluates services and needs throughout the year.</td>
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<td></td>
<td>LTF funds are no longer allocated to streets and roads.</td>
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<td><strong>Conclusion: Complied</strong></td>
</tr>
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</table>

The RTPA has caused an audit of its accounts and records to be performed for each fiscal year by the county auditor or a certified public accountant. The RTPA must transmit the resulting audit report to the State Controller within 12 months of the end of each fiscal year, and must be performed in accordance with the Basic Audit Program and Report Guidelines for California Special Districts prescribed by the State Controller. The audit shall include a determination of compliance with the TDA and accompanying rules and regulations. Financial statements may not commingle with other revenues or funds. The RTPA must maintain fiscal and accounting records and supporting papers for at least four years following fiscal year close.

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<tr>
<td></td>
<td>California Administrative Code, Section 6662</td>
<td>ICTC has had an audit of its accounts and records performed for each fiscal year by a certified public accountant. The firm of Hutchinson and Bloodgood LLP has performed the audit annually for FYs 2010–11 through 2012–13.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ICTC also maintains fiscal and accounting records and supporting papers for at least four years following fiscal year close.</td>
</tr>
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<td><strong>Conclusion: Complied</strong></td>
</tr>
</tbody>
</table>
Findings from RTPA Compliance Requirements Matrix

ICTC has satisfactorily complied with state legislative mandates for Regional Transportation Planning Agencies, with the exception of one relatively minor aspect. For the requirement that ICTC submit the triennial performance audit to Caltrans, it must certify in writing to Caltrans that all audits have been completed. While the performance auditor is confident that ICTC has submitted the prior performance audits to Caltrans, it should have a copy on file of the final cover letter accompanying the submittal. The cover letter should include the date of submittal to Caltrans as well as certification in writing of the completion of all performance audits.

With regard to the blended farebox ratio policy for IVT fixed-route service, the approved farebox ratio applicable to this audit period occurred in March 2010. ICTC’s predecessor, IVAG, and Caltrans have historically reviewed the blended farebox ratio every five years. Due to results of the 2010 Census, subsequent federal urbanized grant apportionments, and expansion of IVT service, ICTC adopted a revised ratio in May 2013. The revised ratio is effective for three years which is beyond the current audit period. The revised ratio uses a new methodology that, according to ICTC, more accurately captures the measurement of the use of public transit services in Imperial Valley. The method is also consistent with the apportionment of federal grant revenues.
Section III

Responses to Prior Triennial Performance Audit Recommendations

This chapter describes ICTC’s response to the recommendations included in the prior triennial performance audit. For this purpose, each prior recommendation for the agency is described, followed by a discussion of ICTC’s efforts to implement the recommendation. Conclusions concerning the extent to which the recommendations have been adopted by the agency are then presented.

Prior Recommendation 1

Develop an orientation program for ICTC board and committee members.

Actions Taken by ICTC

ICTC undertakes several means to orient its programs to ICTC Commissioners and standing committee members. The Executive Director informally schedules time as needed with Commissioners to review the Overall Work Program and Budget. The Executive Director and ICTC staff, in general, maintain an open door philosophy to meet and speak with any member wishing to understand ICTC activities.

Annual strategic plan workshops provide opportunities for staff and Commissioners to align their goals and expectations for the agency. Staff make presentations on transportation topics and budgeted activities to educate and inform Commissioners on the work program that the agency undertakes. Regular meetings of the SSTAC, TAC, and Management Committee provide additional opportunities for ICTC and its members to interact and discuss transportation issues affecting the region. Meetings are supplemented by staff reports that document the data and recommendations for decision-making.

Conclusion

This recommendation has been implemented.

Prior Recommendation 2

Complete separate State Controller Reports for IVT general public transit and specialized service.

Actions Taken by ICTC

The State Controller transit report that must be filed each year by ICTC instructs that “transit operators providing two types of service (general public use and transit service exclusively for
the elderly/handicapped) must complete a separate report for each type of service…” During the triennial period, ICTC generated separate reports to the State Controller as required, one for general public service (IVT) and a second for specialized service for seniors and disabled persons (IVT Access). Copies of both reports were provided to the auditor as evidence of compliance with this recommendation.

Conclusion

This recommendation has been implemented.

Prior Recommendation 3

Implement the State Transit Assistance efficiency test.

Actions Taken by ICTC

The State Transit Assistance (STA) efficiency test is required by TDA statute if STA funds are to be used for operations rather than capital expenditures. During the audit period, the passage of SB 565 (DeSaulnier) in September 2011 provided an extension to the exemptions from this test for transit systems. The exemption from the efficiency test under PUC Section 99314.6 was scheduled to expire in FY 2011–12, but SB 565 extended the date through FY 2014–15. Therefore, the exemptions applied during the entire audit period and ICTC was not required to apply the test to use STA funds for operations.

However, barring new legislation, the efficiency test is reinstated in FY 2014–15 which determines the operator’s year-over-year growth in cost per revenue hour or average three-year change. Typically this test is conducted during the TDA claims process before funds are approved and distributed for their intended expenditures. The ICTC TDA claims form currently includes the efficiency test in its Standard Assurances form. Alternatively, ICTC could request the fiscal auditor for IVT to conduct the verification as part of the annual fiscal and compliance audit. As ICTC currently allocates all STA funds for the operation of IVT Access, it should comply with conducting the test in the coming triennial cycle to continue using STA for operations.

Conclusion

This recommendation is not applicable during the audit period. However, with the provision expiring in FY 2014–15, ICTC should implement the State Transit Assistance efficiency test. Therefore, the recommendation is carried forward in this audit for implementation during the next triennial cycle.

Prior Recommendation 4

Revise the TDA claims forms and provide training to the claimants.
Actions Taken by ICTC

The current TDA claims forms were developed in January 2006. Staff has found the claims forms to be complex relative to the claims being made and the information that is required from the claimants. While staff desires a more streamlined claims form that would serve the agency better and should be revised as agency resources allow, the claims forms have not yet been revised due to other priorities and limited staff resources. Samples of alternative claims forms have been provided in prior performance audits for ICTC/IVAG for consideration once ICTC begins the revision.

Conclusion

The recommendation has not been implemented and is forwarded for full implementation to improve ICTC administration of the TDA.
Section IV

Detailed Review of ICTC Functions

In this section, a detailed assessment of ICTC’s functions and performance as an RTPA during this audit period is provided. Adapted from Caltrans’ Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities, ICTC’s activities can be divided into the following activities:

- Administration, Management, and Coordination
- Transportation Planning and Programming
- TDA Claimant Relationships and Oversight
- Marketing and Transportation Alternatives
- Grant Applications and Management

Administration, Management, and Coordination

ICTC is driven by its focus on transportation as described in its enabling legislation creating the independent county transportation commission. ICTC acts in accordance with all applicable laws and statutes for county transportation commissions.

Contained in the ICTC Overall Work Program (OWP) is a mission statement guiding ICTC activities:

*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.*

In addition, the ICTC Transit Planning and Program Management section of the OWP includes a vision and mission statement guiding transit investment in the county:

**Transit Mission Statement:**

*The mission of the Imperial County Transportation Commission (ICTC) public transit systems is to improve the quality of life for the residents of the Imperial Valley through a coordinated, accessible, affordable and efficient countywide transit system.*
Transit Vision Statement:

The transit network provides a safe, affordable and reliable transit system that meets the needs of the transit dependent in communities within the Imperial Valley, by providing access to health care, education, public services, employment, commercial and recreational activities.

By these above statements, ICTC as a relatively young agency continues to administer and implement plans and programs that meet community needs and values.

During the audit period, ICTC completed many transitions to an independent agency, including the following:

- Developed and adopted 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), Caltrans, and the Federal Highway Administration (FWHA) for eligibility and receipt of state and federal transportation funds.
- Completed required audits, policies, and procedures for management of state and federal funds.
- Transferred administrative duties of the Local Transportation Authority (Measure D Sales Tax Program) to ICTC.
- Initiated and developed partnerships with Southern California transportation leaders located within the multicounty Southern California region of Los Angeles, Orange, Riverside, San Bernardino, and Ventura, as well as with the Ports of Los Angeles and Long Beach, the San Diego Association of Governments, Caltrans, the California Transportation Commission, FTA, FHWA, the US Customs and Border Protection, and the General Services Administration.
- Launched a new ICTC website.

Staffing and Administration

ICTC staffing levels have been augmented in recent years in order to meet the demands and expanded responsibilities of a multidisciplinary transportation planning agency. The transition to an independent transportation commission resulted in a significant change in ICTC’s staffing composition. One of the most important hires was a full-time Executive Director to manage the fully operational agency. The Executive Director had already been well connected to the agency through prior employment as a former transportation planner with Caltrans District 11 in San Diego. District 11 has been providing services to the Imperial region for many years on larger projects and conducting regional transportation modeling and coordination with SCAG.
The Executive Director is working with statewide and Southern California stakeholders to advocate and pursue future funding opportunities and transportation policies for the Imperial Valley. As part of this effort, the Executive Director represents the region with participation in statewide organizations such as the California Association of Councils of Government (CALCOG), Self-Help Counties Coalition (SHCC), and Mobility 21, and is a member of the Southern California Transportation CEO’s monthly meetings. The CEO meetings include executives for the six county transportation commissions, SCAG, the US Department of Transportation agencies responsible for highways, transit, and maritime, Caltrans, and the Ports of Los Angeles and Long Beach. At the beginning of 2013, the Executive Director served as the chair for the CEO group for a year.

ICTC staff transitioned to “official” employment with the independent transportation commission, as opposed to operating under the County employment umbrella as was the case during the prior performance audit. The movement of staff from County employment status to the independent agency included establishing a salary and benefits structure, and addressing and developing human resource and employment-related materials. These materials are contained in the ICTC Personnel Policies and Procedures Manual that was developed during the audit period. ICTC contracts for payroll services and human resource functions, and continues to contract with the County for legal counsel. A salary survey was conducted to determine parity for positions that are more similar to those at transportation agencies. With these measures in place, ICTC filled several vacant positions for transportation planning, contract oversight, and administration.

**ICTC Board and Committees**

**Governing Board**

As established by its enabling legislation, the ICTC Board receives representation from each city, the County, and the Imperial Irrigation District (IID) as voting members. One non-voting member appointed by the Governor representing Caltrans also serves on the board. Although the composition of the ICTC Board is similar to that of the former IVAG Regional Council, the legislation also provides in the future an opportunity for the governing board to also include the following ex-officio or non-voting members: one member representing the State of Baja California, Mexico; one member representing the State of Baja California, Mexico; one member representing the Consul of Mexico in Calexico, California; and one member representing any federally recognized Native American tribe in Imperial County. The Board’s expansion in this manner recognizes the cross-border and tribal relations that ICTC may seek to further develop through these entities’ contributions.

Several Board members were interviewed by telephone for this audit. Those interviewed expressed satisfaction with staff administration, responsiveness, and productivity, as well as the direction being taken by the agency. Its independence and the presence of an Executive Director have improved the perception that ICTC serves all member jurisdictions in a fair
manner, including the rotation of the chairmanship between small and large jurisdictions. These observations are made through development of a separate culture away from any one member. The Executive Director maintains relations with key partners including the League of Cities, Imperial Valley Economic Development Corporation, SCAG, and other state and federal agencies. Also, the annual strategic plan process among ICTC staff, its committees, and the Board has been helpful for the Board to receive information and provide guidance on regional activities that align with community goals and can be accomplished within budget constraints for the upcoming year.

Board members are aware of the impacts of the annual unmet transit needs process and attribute that process to ICTC being able to meet community transportation needs. Also, because ICTC is an independent agency created through state statute, Commissioners recognize the extended focus on regional transportation through work on cross-border transportation infrastructure, economic development, and the environment. Some Commissioners also acknowledge that while ICTC has a clear regional mission defined in state law that enables organizational efficiencies, a perceived drawback of this mission is that ICTC is limited in its consideration of other potential regional services that are not transportation related.

In part as a consequence of the Commissioners’ strong confidence in staff recommendations on projects, it was suggested during the interviews that Commissioners be encouraged to further discuss projects prior to voting including fully digesting the decision-making process conducted through the ICTC standing committees. Whether the discussion is conducted outside of ICTC by a Commissioner and their staff member(s) that sit on the committees, or through one-on-one meetings with the ICTC Executive Director, good industry practice for holding public meeting discussions encourages Commissioners to debate the merits of projects before taking a vote.

Management Committee

The Management Committee serves as the management body that provides staff direction, coordinates the activities of the other committees, and advises the ICTC Commissioners on policy issues. Interviews with responding city managers indicated overall satisfaction with staff competencies and the direction that is being taken. Several indicated that an independent agency has spurred greater cooperation among the members as the focus of ICTC is placed on regionalism and inclusive participation. Regional issues are being moved forward and addressed through the aggressive grant- and fund-seeking ability of ICTC staff to secure funds to plan, program, and then implement transportation improvement projects. Those interviewed felt a greater sense of equity, responsiveness, and fairness from ICTC in establishing a more even playing field for the member jurisdictions. Increased implementation and promotion of public transportation alternatives and infrastructure has also raised ICTC’s image as a partner in redevelopment of areas around its new transit centers.
Technical Advisory Committee

The Technical Advisory Committee provides input on the coordination and development of the regional transportation improvement program of projects, transportation planning programs, and transportation funding programs.

Interviews conducted with various city public works members of the TAC indicated positive responses to staff’s capabilities, preparedness for TAC meetings, communications, and general working relations. Similar to Management Committee responses, the TAC members approve of the independent agency and the greater awareness of regional issues and transportation funding opportunities. They iterated ICTC’s willingness and ability to assist when requested.

Social Services Transportation Advisory Council

The SSTAC reviews public transportation needs, especially services for the elderly, persons with disabilities, and those of limited means. The council maintains an annual unmet transit needs matrix of potential transit improvements. The matrix helps determine which transit needs are forwarded to the Unmet Transit Needs Hearing Panel and the Board for action. During this process, the SSTAC submits letters to the Board and the Unmet Transit Needs Hearing Panel advising on transit needs in the county while supporting transit improvement efforts. One letter provides a listing of transit issues and concerns for consideration by the hearing panel, and the second letter provides a review of the panel’s “findings.”

Several SSTAC members responded to requests for interviews for this audit. Most of those interviewed have been on the SSTAC for many years. Those interviewed expressed overall approval of how ICTC staff administer the unmet needs process and fund reasonable transit requests as depicted by the declining number of unmet needs and complaints at the public hearings. Staff’s effort to educate Commissioners of the unmet needs hearings has resulted in greater awareness and reception of the outcomes by the Commission. It was expressed that ICTC has significantly expanded the role of public transportation in the community as well in the public dialog. Staff promote fair and open discussion, are more visible, and are knowledgeable about the issues while keeping members informed. The enforcement of dial-a-ride rider policies has also helped with facilitating service geared toward those who are eligible and in the most need.

Management and Coordination

Strategic Planning

A core activity held annually by ICTC is the Strategic Planning Workshop. The intent of the workshop is to identify, discuss, and prioritize core activities at ICTC. The strategic planning process conducted during the audit period represented the first time that Commission decision-makers have been asked to provide direction for the organization’s overall focus. In order to facilitate that discussion, the participants engage in a number of exercises designed to
illuminate issues, stimulate discussion, and gain consensus. In the end, in one of the workshop sessions the participants agreed on five core priorities and developed a basis for constructing a core mission statement for the organization to synthesize the agreed-upon outcome.

The structured workshop program consisted of seven key elements.

1. Context Setting
2. Environmental Scan
3. Current Focus
4. Strengths/Weaknesses Analysis
5. Prioritizing Products and Services
6. Plan for Action
7. Mission Statement

The group agreed on the following core priorities and established a plan for action that identified responsible parties, timelines, and desired outcomes. The final listed ICTC priorities were:

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

The transition from IVAG to ICTC brought new challenges and issues as the newly created agency continues to mature. The Commission gave its approval for ICTC to be modeled after other fully operational county transportation commissions such as the Ventura County Transportation Commission, San Bernardino Associated Governments, and Riverside County Transportation Commission. The transition provided an opportunity for the Board to discuss the dynamics of how the new agency conducts its business and how it reduces its reliance on SCAG and Caltrans for technical and funding assistance. Similar to SCAG, however, ICTC has plans for a general assembly–style meeting that broadens the inclusion and array of local and regional participants.

With greater autonomy, ICTC is able to further its regional coordination through more active participation with SCAG as a partner. ICTC staff is a member of SCAG’s Subregional Plans and Programs Technical Advisory Committee and is part of the County Commission subgroup. Two ICTC Board members are also on the SCAG Regional Council, one currently serving as first vice president. Adding to this relationship is the SCAG Regional Council Districts in which members serve as liaisons between SCAG and the local agencies. This elevated participation has benefitted Imperial County and results in more active coordinated efforts to place important
projects into SCAG’s Regional Transportation Plan. ICTC also serves as a representative on the San Diego Association of Governments (SANDAG) Borders Committee.

**Transportation Planning and Programming**

Planning and programming functions are organized along ICTC’s core responsibilities. They include two primary areas: Regional Transportation Planning and Program Management; and Transit Planning and Program Management.

ICTC activities emphasize the implementation of the Regional Transportation Plan (RTP) and Sustainable Community Strategies (SCS) for Imperial County. ICTC and SCAG work in partnership with each of the cities and the county agencies to implement the strategies and projects identified in the RTP. Additionally, ICTC in participation with Caltrans and SCAG began development of the scope of work for a comprehensive update of the Imperial County Long Range Transportation Plan (LRTP).

ICTC continues 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, local stakeholders, and Caltrans formed a partnership in the development of a project study report for the Forrester Road corridor from Interstate 8 (I-8) to State Route 78/86. Staff will also work to identify funding opportunities to pursue critical planning studies necessary for the Forrester Road corridor.

The work conducted and completed during the audit period includes the following:

- Completion and adoption of the Short Range Transit Plan (SRTP).
- Completion of the Imperial Valley region’s update for the 2012 State Transportation Improvement Program (STIP) that includes two key regional projects—the Interstate 8/Dogwood Avenue Reconstruction and Bridge Widening, and the I-8/Imperial Avenue Interchange Reconstruction.
- Completion of the 2013 Regional Transportation Improvement Program (RTIP) that includes local road and state highway improvements throughout the region.
- Completion and approval of the Call for Projects for the federal-aid programs of the Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality (CMAQ) for local road and pedestrian/bicycle transportation improvements.
- Completion of the Brawley Bypass, a major milestone for the regional highway network.
- Initiation of work with ICTC member agency staff, Caltrans, and SCAG for planning studies such as the Intracity Transit Circulator Study, the Calexico Intermodal Transportation Center Feasibility Study, and the California/Baja California Pedestrian and Bicycle Access Study.
The Transportation Improvement Program activity for ICTC 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. These activities include development and submittal of specific documentation to the California Transportation Commission. Since 2008, ICTC has contracted with a consultant to maintain, evaluate, and participate in the programmatic functions of the STIP and RTIP. These activities include development and submittal of specific documentation to the California Transportation Commission. In addition, the consultant represents ICTC, attends Caltrans-sponsored meetings, and participates in teleconferences and the development of specific technical documentation for regional transportation projects.

An activity that was not a part of IVAG but is now under ICTC is the Commission’s acceptance of the responsibilities of administration of the Local Transportation Authority program of Measure D sales tax transportation funds. Previously, these responsibilities were managed by the County of Imperial’s Public Works Department. The sales tax was renewed by voters and became effective April 1, 2010, and is in effect for a period of 40 years. Following all necessary steps toward implementing transfer of responsibilities on July 1, 2010, these responsibilities include but are not limited to providing staff support to the LTA Board and administration of the LTA funds. The ICTC Executive Director also serves as the LTA Executive Director. New to the sales tax program is allocation of 2 percent of funding to support transit projects, primarily for dial-a-ride service.

**Overall Work Program**

ICTC develops an annual Overall Work Program (OWP) and Budget that serves as the agency’s planning and financial blueprint for the allocation of funds for tasks contained in the plan. In June 2010, the Board approved ICTC’s first budget and work plan. The OWP is divided into three sections including the Budget Summary and the core programs of Regional Transportation Planning and Programming, and Transit Planning and Program Management.

The Transit Planning and Program Management portion of the OWP incorporates the former annual Transit Finance Plan that provides the annual budget and planned expenditure commitments for each of the transit operators, including regional services and those provided by the local cities. The Transit Finance Plan has been incorporated into the OWP under the new title Transit Planning and Program Management for consistency with ICTC overall responsibilities. Many aspects of the former transit finance plan continue to be included in the OWP, including financial tables and graphic displays of the information; distribution of local transportation funds; descriptions and highlights of new and ongoing activities by ICTC and the transit operators such as capital improvements and new services; and status of planning studies and related projects by ICTC and the local jurisdictions. Additional information has been added such as accomplishments from the prior year, a description of funding sources, and an expanded financial plan.
As part of the description of funding sources, ICTC designs a detailed funding table of federal, state, and local grants and revenues it receives for public transit. ICTC receives FTA grant funds which require ICTC to maintain exclusive tables for the tracking of revenues and expenditures as required by the FTA. Budgeted and estimated actual data is reported in the tables.

**TDA Claimant Relationships and Oversight**

This functional area addresses ICTC’s interaction with the transit operators in Imperial County and its administration of the provisions of TDA. The sub-functions described include costs to administer the program, technical and managerial assistance to operators, TDA claims processing, and the unmet transit needs process.

**ICTC Administration and Planning**

According to the Transit Planning and Program Management plan, between FYs 2010–2011 and 2012–2013, ICTC allocated between $4.3 million and $5.4 million in total Local Transportation Funds (LTF), including reserves. Over the same period, State Transit Assistance funds ranged from slightly over $700,000 to close to $1 million. The uses of the LTF revenues apportioned to Imperial County flow through the priority process prescribed in state law.

Prior to apportionment of funds to the Article 3 Bicycle and Pedestrian Program, to the transit operators, and for streets and roads, ICTC claims LTF revenues for transit administration, auditing, and planning. Table V-1 shows the annual LTF claims retained by ICTC. The allocation of LTF for ICTC administration and planning ranged from $374,975 in FY 2011 to $502,336 in FY 2012 to $484,378 in FY 2013, excluding encumbrances. Increases in budgets were attributed to the agency’s need to keep up with its growing responsibilities, including the addition of administrative support costs, increases in training expenses to manage certain programs, meeting federal grant compliance, and staff time dedicated to regional plans and project coordination. The growth in expenditures for ICTC transit administration and special projects is an indication of the growth in public transportation in the county and the use of TDA funds for these intended purposes. It also indicates the necessity of paying for a number of required reports as regional population growth continues.

**Table IV-1**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>LTF Claim*</th>
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<tbody>
<tr>
<td>2010–2011</td>
<td>$374,975</td>
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<tr>
<td>2011–2012</td>
<td>$502,336</td>
</tr>
<tr>
<td>2012–2013</td>
<td>$484,378</td>
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</table>

*Excludes LTF carryover and reserves from prior years
Source: OWP Transit Planning and Program Management
In FY 2011, the amount claimed by ICTC for administration/operations/plan/programs equaled approximately 8.7 percent of Local Transportation Funds available to the County. In FY 2012, the amount claimed was 10.1 percent, and for FY 2013, the amount claimed was 9 percent. The planning portion from TDA funds was less than 3 percent in FYs 2011 and 2012, but over this amount in FY 2013. As a statutorily created transportation planning agency, ICTC should consider the TDA provision governing use of LTF for planning and programming by a RTPA which limits allocations up to 3 percent of annual LTF revenues for transportation planning and programming process (PUC Section 99233.2).

During the triennial audit period, ICTC commissioned several important studies and projects to further the transit program such as the update to the Short Range Transit Plan, a circulator design study for the IVT Gold, Orange, and Red Lines, and update to the IVtransit.com website.

**Technical and Managerial Assistance to Operators**

ICTC transit staff provides assistance to the operators as needed. Assistance has been provided in a number of instances, including helping fill out and process TDA claims, and leading coordination efforts among the regional and local transit services.

ICTC collects performance data from each operator on a quarterly basis to develop performance trends and monitor service. The performance data is entered in a master spreadsheet by operating system and compared to nine performance benchmark indicators that were developed from the latest Short Range Transit Plan. Many of the benchmark indicators are the same as those contained in the TDA statute. While the data submitted by the transit agencies is not audited information and does not always match information provided in other reports (i.e., 90-day State Controller Report), the continual collection and review of the data on a regular basis by ICTC demonstrates its active role in providing oversight of TDA-funded transit services.

As part of performance monitoring of the ICTC-administered services (IVT, Blue/Green Line, AIM, Med-Express, West Shores Roadrunner Dial-A-Ride, and YCAT Turquoise Route 10), ICTC staff utilize additional proactive techniques including in-person on-board observations and shadowing where staff will follow the bus/vehicle from behind. An on-board observation form is used and includes a checklist and operations-type criteria that are filled out by ICTC staff. Observations include the start and end time, driving habits, customer service, and bus requirements. A comments section is also provided for notes and other observations about the trip.

Based on a sample observation schedule provided by ICTC, IVT is observed at least monthly using these techniques, the Blue/Green Lines and AIM are observed quarterly, and Med-Express and West Shores are observed semiannually. These techniques provide first-hand information that supplements the performance measurement data submitted by the operators on paper to enable ICTC to gain a greater understanding of daily operations.
TDA Claims Processing

Claims and required documents for TDA funding in accordance with the adopted transit finance plan can be submitted throughout the claim’s fiscal year. During the audit time period, claims were submitted toward the end of the fiscal year of apportionment or rolled over to the next fiscal year. As policy, ICTC does not allocate funding to those jurisdictions which have outstanding TDA claims to submit.

ICTC utilizes elements of the 2006 IVAG Transportation Development Act Guidebook and claims forms. The purpose of the guidebook is to serve as a reference document for TDA claimants and ICTC staff managing the TDA claims process. While the TDA guidebook provides ample information and definitions to complete the claims, ICTC staff indicated as it has in the past the difficulty of using the claims forms, citing their complexity, which has contributed to a lack of proper data submitted by the claimants for transit funds. Staff indicated that due to the form’s complexity, the claimants only fill in the minimum information and ICTC staff must spend time filling in as much remaining information as their limited time allows before processing the claims. The submittal process for the revised claims forms via electronic mail was also to become standardized, but that has not been the case. While the TDA guidebook is available online to the TDA claimants, it does not appear to have provided the intended assistance to the claimants or to ICTC.

Claim application instructions are provided in the guidebook, and specific claims forms have been developed for TDA Articles 3, 4, 4.5, 6.5, 8a, 8c, and 8e. The forms vary according to the funding program being requested, and each form has a standard assurances checklist identifying all of the items required by that funding program. The forms provide the justification for the revenues and that the necessary compliance standards, such as the farebox recovery ratio, have been met. Within ICTC’s jurisdiction, claims are made under Articles 3 and 8 for local transportation funds and under Article 6.5 for State Transit Assistance (STA) funding. Currently, there are no Article 4 or 4.5 claimants in Imperial County.

For Article 3 bike and pedestrian claims, the checklist includes the non-transit claim form, financial reporting form, project information, governing body authorization, and other exhibits. Article 8c and STA transit claims include the transit claim form, standard assurances, governing body authorization, financial statements for both operating and capital, justification statements, cooperative agreement or copy of current contract, proposed commitment statement, and additional exhibits such as the terminal inspection certificate, annual State Controller’s Financial Transactions Report, and annual fiscal audit. Each September, member agencies submit candidate projects, which ICTC approves in a public process. Agencies then submit claims forms for approved projects throughout the fiscal year.

Under Article 8e, ICTC allocates funds toward the Bus Stop Benches and Shelters Program, which involves the installation and maintenance of bus stops for IVT. The program sets aside funding annually for member agencies that then choose the amenities and aesthetics desired as
per local requirements and values. Further, ICTC does not allocate LTF funds for street and road projects.

STA funds were allocated to IVT service in FY 2010–11 as these funds became more predictable from the state gas tax swap legislation in 2010 that changed the funding source. Because of this predictability, ICTC reverted to using STA to fund the ADA paratransit service, ICT Access, starting in FY 2011–12. Historically, STA supported AIM Transit, as the amount of STA funding in past years was comparable with the subsidy amount for AIM Transit.

As a condition of using STA for operational expenses, the TDA statute requires that ICTC conduct an efficiency test. This test has been exempt statewide for the past five years through FY 2014–15 as a result of SB 565 (DeSaulnier). Beginning in FY 2015–16, the efficiency test per PUC Section 99314.6 relating to operating cost per hour will need to re-commence to use STA for operations. However, given that ICTC allocates all STA to IVT Access for required ADA paratransit, the statute allows exclusions of cost increases beyond the change in the Consumer Price Index for such expenses as comparable complementary paratransit. This exclusion enables STA to continue to be used for the ADA service provided by IVT Access.

**Unmet Transit Needs**

Unmet transit needs hearings are required by the TDA where claims can be made for streets and roads. Although ICTC has not allocated LTF revenues for street and road purposes since FY 2009–2010, the agency continues to conduct the annual unmet needs process in consultation with the statutorily required Social Services Transportation Advisory Council (SSTAC). The SSTAC discusses and analyzes the master list of transit needs to help form the priority needs that are advocated and recommended to the Unmet Needs Hearing Panel and ultimately to the ICTC Board. A letter prepared on behalf of the SSTAC is submitted to the Unmet Needs Hearing Panel in the spring with the recommended transit needs.

The Unmet Needs Hearing Panel, comprising ICTC Commissioners, attends the annual unmet needs hearings required by the TDA. From a review of documentation, ICTC complies with the unmet needs process including properly advertising the public hearings in newspapers of general circulation in both English and Spanish as well as in radio ads. The agency makes annual findings of unmet transit needs that are reasonable to meet. As described in the earlier portion of this section, ICTC staff make an effort to educate Commissioners of the unmet needs hearings that have resulted in greater awareness and reception of the outcomes by the Commission.

ICTC has defined unmet transit needs as “those public transportation or specialized transportation services that are identified in the Regional Short Range Transit Plan, Regional Transportation Plan or similar Mobility Plan, that have not been implemented or fund.” The definition of “reasonable to meet” encompasses the following factors: community acceptance, timing, equity, economy, and cost effectiveness. The test of reasonable to meet is conducted using definitions that date back to 1992.
A summary of unmet transit needs findings following the first public hearing each January is prepared for the Unmet Transit Needs Hearing Panel, which convenes a second hearing in February or early March. The summary describes the list of recommended findings that are reasonable to meet, the public hearing process, and the unmet transit needs definitions. TDA funding for transit has increased due to documented transit needs that are identified during the annual unmet transit needs process. The unmet transit needs findings and Board resolution are submitted to Caltrans generally in May for review of completeness.

Marketing and Transportation Alternatives

ICTC has created a community outreach/public information/marketing program that considers ways to incorporate all ICTC services into one comprehensive identifiable entity. The main focus has been twofold: (1) creating a new independent ICTC website that provides easy access to its member agencies, key stakeholders, and the general public; and (2) creating separate new websites for IVT and IVT Access. ICTC’s home website provides links through rolling logos of the member agencies and partners that enable the user to obtain additional information and direct the user to the respective agencies’ home websites. Additionally, links to transit websites for IVT, IVT Access, Med-Express/West Shores Roadrunner Dial-A-Ride, and YCAT are available. Other aspects of the outreach program include the administration and management of information provided for board meetings and ICTC subcommittees, as well as other public outreach events for regional transportation planning and transit planning activities.

ICTC has made a significant effort to increase its communication with the public by providing information in a bilingual English/Spanish format, including its website and those of IVT and IVT Access. When feasible, ICTC has created bilingual media and provided interpreters at public meetings to enhance participation and communication. These efforts have proven useful for such activities as the annual unmet transit needs and communication with transit drivers.

ICTC completed an update to its Public Participation Plan in November 2011 to ensure a proactive public involvement process with an opportunity for the public to be involved in all phases of the planning process by providing complete information, timely public notice, opportunities for making comments, full access to key decisions, and early and continuing involvement in developing transportation plans and programs. Because ICTC is a subregion of SCAG in which SCAG acts as the metropolitan planning organization (MPO) for Imperial County, the public participation plan complies with SCAG public participation plan requirements. The plan describes the key policy documents (such as Air Quality Conformity Analysis, Overall Work Program, Regional Transportation Plan, Transportation Improvement Program, and environmental documents), public meeting noticing, public comment periods, citizen advisory committees, and agency protocol.

With regard to transit marketing, ICTC publishes brochures on both Imperial Valley Transit and local circulator services. Transit brochures are also available on other transit systems, including IVT Access, Med-Express, and YCAT. Separate websites for several transit services are linked
through the ICTC home website. The IVT website includes a description of the service, route schedules and map, a trip planner function, FAQs, contact information, and links to Imperial Valley College, IVT Access, and ICTC. Within this site are other links to information for the local circulators including the Blue, Green, and Gold Lines, which follow the same web format as the intercity service. The IVT Access website also follows the same format as IVT and includes descriptions of rider eligibility, rules, fares, and making an appointment. Information about Med-Express and West Shores Roadrunner Dial-A-Ride are provided on the ARC Imperial Valley website, which is also linked to the ICTC website. Due to budget constraints, marketing materials for transit in the county have generally been minimized.

**Grant Applications and Management**

ICTC achieved grantee status with the Federal Transit Administration (FTA), the 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.

ICTC’s success in obtaining grants has resulted in several significant transit projects during the audit period such as the following examples:

- Completing acquisition of ten new large (40-foot) buses for IVT regional fixed-route service, eight new buses (25-foot) for IVT Access paratransit service, and two service vehicles for transit supervisors to monitor and respond to urgent or emergency situations.
- Completing Phase 2 of the Imperial Valley College Transit Transfer Terminal. Concurrent with the development of a new technology and science center at IVC, the project includes an enhanced waiting area with benches, shelters, and landscaping on the northeast section of the campus.
- Completing construction of regional transit transfer terminals in Brawley and El Centro.
- Expanding intercity and local circulator routes.
- Installing lighting, cameras, and security phones at the IVC Phase I bus transfer facilities, as well as solar lighting facilities at the Brawley Transfer Terminal.
- Obtaining a grant for installation of security cameras on IVT and IVT Access buses.
- Obtaining a grant for the Calexico Intermodal Transportation Facility.

ICTC has used American Recovery and Reinvestment Act (ARRA) stimulus grant funds to invest in major transit facilities including the 7th and State Streets Intermodal Transfer Terminal in El Centro, the Brawley Transfer Terminal, Gold Line circulator bus service, and dial-a-ride. ICTC submitted certifications to the federal government as required under ARRA Section 1511 to verify that the investments have gone through the necessary review and vetting required by
law. Also, through the State Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA), grant funds were programmed for the completion of the IVC Transfer Terminal Phase II and for the Brawley and Imperial Transfer Terminals totaling $1.6 million. Additionally, grant funds through the California Security and Transit Grant Program (CSTGP) were awarded for the installation of security cameras on IVT and IVT Access buses totaling $266,670.

FTA Section 5317 funds received in arrears totaling $200,000 are utilized for the IVT Access ADA paratransit system for persons with disabilities. This was a new grant for ICTC for FY 2012–13, which was developed and submitted by ICTC staff and approved by Caltrans.

ICTC staff, also acting as the transit administrator for IVT, provide assistance in the planning and programming of federal transit grants such as FTA Sections 5307, 5309, and 5311 grants. FTA Section 5307 funds have been programmed for IVT, the IVT circulator lines, and the El Centro Transfer Terminal design and construction. FTA Section 5309 funds have been programmed for construction of the Brawley and Imperial Transfer Terminals. Section 5311 funds are programmed for the operation of IVT fixed routes outside of the El Centro urbanized area.

ICTC serves as a clearinghouse for funding programs available to the Imperial Valley, including notifying the operators and cities of the availability and status of funds, assisting in technical matters, and ensuring timely submittal of grant applications. The federal transportation grants process is coordinated by ICTC and through the TAC, whose members discuss and prioritize projects requiring funding. These projects then follow an approval process through the Management Committee and the Commission.

Along with its urbanized area status, ICTC is subject to additional federal reporting requirements as the administrator of the IVT bus system. The agency has been compiling financial, performance, and facility information for inclusion in the National Transit Database (NTD). The NTD is the FTA’s primary national database for statistics on transit agencies. Recipients of FTA Section 5307 and 5311 grants are required by statute to submit significant amounts of data to the NTD. ICTC staff attended specific training for the NTD and also participated in the FTA triennial review of IVT in September 2010 that audited ICTC’s compliance with federal regulations and practices. A more recent FTA review was also conducted after the audit period.

The federal government requires transportation agencies that receive US Department of Transportation (USDOT) funds to implement the Federal Disadvantaged Business Enterprise (DBE) Program designed to encourage the participation of minority- and women-owned businesses (MBE/WBEs) in transportation contracting. ICTC receives USDOT funds through the Federal Transit Administration (FTA) and thus must implement the Federal DBE Program. ICTC retained a consultant to conduct a “disparity study” to inform its implementation of the Federal DBE Program. The study’s primary objective was to examine whether there were any disparities between ICTC’s utilization of MBE/WBEs on its transportation contracts and the availability of those businesses to perform that work. Separately, ICTC has also made available its Title VI
discrimination complaint procedure on its website, both in English and Spanish. Title VI of the Civil Rights Act of 1964 prohibits discrimination with respect to transit services.
Section V

Findings and Recommendations

The following material summarizes the major findings obtained from the triennial audit covering FYs 2011 through 2013. A set of recommendations is then provided.

Findings

1. ICTC has accomplish many of its objectives as a regional planning entity and built good relationships with key partners such as Caltrans while maintaining ongoing communication with its member local jurisdictions. With significant growth in Imperial County over the past decade, as evidenced by the 2010 Census figures, it is recognized that ICTC should continue its regional approach to delivery of service and compliance with increased mandates.

2. ICTC has satisfactorily complied with state legislative mandates for Regional Transportation Planning Agencies, with the exception of one relatively minor aspect. For the requirement that ICTC submit the triennial performance audit to Caltrans, it must certify in writing to Caltrans that all audits have been completed. While the performance auditor is confident that ICTC has submitted the prior performance audits to Caltrans, it should have a copy on file of the final cover letter accompanying the submittal.

3. With the creation and transition to an independent transportation commission in January 2011, ICTC staffing levels have been augmented in recent years in order to meet the demands and expanded responsibilities of a multidisciplinary transportation planning agency. ICTC staff transitioned to “official” employment with the independent transportation commission, which included establishing a salary and benefits structure as well as addressing and developing human resource and employment-related materials.

4. Of the four prior audit recommendations, two have been fully implemented, one was not applicable during the audit period, and another has not yet been implemented. The prior recommendation not yet implemented is for ICTC to update its TDA claims form to simplify and enhance its usability.

5. Stakeholders that were interviewed for this audit, including ICTC Commissioners and public agency staff and citizens who serve on an ICTC committee, were satisfied with ICTC’s activities, responsiveness, and direction being taken toward regionalism. Its independence and the presence of an Executive Director have improved the perception that the agency serves all member jurisdictions in a fair manner. In part as a consequence of the Commissioners’ strong confidence with staff recommendations on projects, it was suggested during the interviews that Commissioners be encouraged to further discuss
projects prior to voting including fully digesting the decision-making process conducted through the ICTC standing committees.

6. A core activity held annually by ICTC is the Strategic Planning Workshop. The intent of the workshop is to identify, discuss, and prioritize core activities at ICTC. The strategic planning process conducted during the audit period represented the first time that Commission decision-makers have been asked to provide direction for the organization’s overall focus.

7. Significant work includes adoption of the Short Range Transit Plan, completion of the Imperial Valley region’s update of the transportation improvement program that includes key regional projects, completion of the Brawley Bypass, initiation of work with ICTC member agency staff, and achievement of grantee status with the Federal Transit Administration (FTA), the California Department of Transportation (Caltrans), and the Federal Highway Administration (FWHA) for eligibility and receipt of state and federal transportation funds.

8. The Transit Planning and Program Management portion of the ICTC Overall Work Program has incorporated the former annual Transit Finance Plan that provides the annual budget and planned expenditure commitments for each of the transit operators, including regional services and those provided by the local cities. ICTC designs a detailed funding table of federal, state, and local grants and revenues it receives for public transit.

9. ICTC continues to conduct the annual unmet transit needs process in consultation with the statutorily required Social Services Transportation Advisory Council (SSTAC). ICTC staff make an effort to educate Commissioners of the unmet needs hearings that have resulted in greater awareness and reception of the outcomes by the ICTC.

10. ICTC continued its monitoring of public transit performance trends through the collection of performance data from each operator. The continual collection and review of the data on a regular basis by ICTC, as well as taking action to preserve transit service, demonstrates the agency’s active role in providing oversight of TDA-funded transit services. In addition, ICTC staff utilize additional proactive monitoring techniques including in-person on-board observations for the ICTC administered transit programs.

11. ICTC has created a community outreach/public information/marketing program that considers ways to incorporate all ICTC services into one comprehensive identifiable entity. The main focus has been twofold: (1) creating a new independent ICTC website that provides easy access to its member agencies, key stakeholders, and the general public; and (2) creating separate new websites for IVT and IVT Access. All website materials are bilingual.

12. ICTC’s success in obtaining grants has resulted in several significant transit projects including acquisition of new bus vehicles, construction of transfer terminals in El Centro and Brawley and at Imperial Valley College, and increased security assets at bus facilities.
Triennial Audit Recommendations

1. Review TDA provisions for planning and programming allocations for ICTC activities.

ICTC claims a portion of TDA funds for administration and planning purposes that are allowable by the statute. The TDA allocation for planning was less than 3 percent in FYs 2011 and 2012, but over this amount in FY 2013. As a statutorily created transportation planning agency, ICTC should consider the TDA provision governing use of Local Transportation Funds for planning by an RTPA which limits allocations up to 3 percent of annual LTF revenues for transportation planning and programming process (PUC Section 99233.2). While there is no allocation limitation for administration of the TDA fund, statutory limitations do apply for planning purposes.

2. Maintain final records of key submittals including TDA performance audit.

As a compliance measure requiring that ICTC submit the triennial performance audit to Caltrans, it must certify in writing to Caltrans that all required audits have been completed. While the performance auditor is confident that ICTC has submitted the prior performance audits to Caltrans, it should have a copy on file of the final cover letter accompanying the submittal as evidence of the date of submittal and what documents were submitted.

3. Implement the State Transit Assistance efficiency test.

As a carryover from the prior performance audit, under PUC Section 99314.6, before any STA funds can be used for operations, ICTC must conduct a test using a formula to determine the operator’s year-over-year growth in cost per revenue hour or average three-year change. With the state legislative exemption from this provision expiring in FY 2014–15, the Commission should conduct the efficiency test beginning in FY 2015–16. ICTC currently allocates all STA funds for the operation of IVT Access ADA paratransit service. Typically this test is conducted during the TDA claims process before funds are approved and distributed for their intended expenditures. Alternatively, ICTC could request that the IVT fiscal auditor conduct the verification as part of the annual fiscal and compliance audit.

Given that ICTC allocates all STA funds for IVT Access for required ADA paratransit service, the statute allows exclusions of cost increases beyond the change in the Consumer Price Index for such expenses as comparable complementary paratransit. This exclusion would enable STA funds to continue to be used for the ADA service provided by IVT Access.

4. Revise the TDA claims forms and provide training to the claimants.

As a carryover from the prior performance audit, the current TDA claims forms were developed in January 2006 as part of the Transportation Development Act Guidebook update. During their subsequent use for the claims process, staff has found the claims forms
to be complex relative to the claims being made and the information that is required from the claimants. A streamlined claims form would serve the agency better and should be revised as agency resources allow, along with providing further training to the claimants. The revised claims forms should include a requirement that the claimants report at least annually the status of implementing the fiscal audit and performance audit recommendations. This requirement can be inserted as part of the annual TDA claims package. A few samples of alternative claims forms are shown in the appendix section of prior performance audits of ICTC’s predecessor, IVAG.

5. **Update the blended farebox recovery ratio for IVT.**

Historically, ICTC updates the required farebox recovery ratio and submits to Caltrans every three to five years. ICTC develops a calculation method to integrate rural and urban service areas into the formula to derive a ratio for IVT. With recent operational changes to service such as with ADA paratransit, there may be opportunity to review options for the farebox ratio. In one example, the Public Utilities Code has provisions that allow a transit system to incorporate both fixed-route and specialized service farebox ratios under one combined ratio. Under PUC Section 99238(b), “an operator which provides both exclusive transportation services for elderly and disabled persons and regular scheduled public transportation services may be allocated funds...and the ratio of fare revenues to operating cost for the combined service shall not be less than the ratio required in order to make allocations to the operator for its regular scheduled services.” This describes that the combined farebox ratio of fixed-route and ADA paratransit service must meet the farebox ratio of the fixed route alone. For IVT, it is the blended ratio developed and adopted by ICTC for fixed route that is then submitted to Caltrans. With the lower IVT Access farebox recovery ratio, IVT fixed route would be required to generate a higher farebox ratio on its own to compensate for the inclusion of the ADA service ratio. In this manner, rather than meeting two separate farebox standards, the transit system would be subject to one. ICTC adopted a new farebox ratio which took effect after the audit period, but should consider further options.
VI. ACTION CALENDAR

D. FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT PROGRAM FOR ELDERLY AND DISABLED TRANSPORTATION SERVICES FY 2014-15—REGIONAL APPLICATIONS
January 22, 2015

Lawrence D. Ritchie, Chairperson
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – Regional Applications

Dear Committee Members:

Caltrans administers a federal grant program primarily designed for non-profit agencies to acquire vehicles and other related equipment in support of social service and public transit services. The program is designed for non-profit agencies that provide, or are capable of providing social services transportation. This application cycle as in previous years, ICTC staff were aware that there were several non-profit agencies that may wish to take advantage of the FY 2014-15 FTA 5310 Grant program. The program is competitive first locally and also on a statewide basis. The program has also been revised to include funding for operations and mobility manager function funding.

The Local Review Committee (LRC) was formed to critique and evaluate the application(s) as a part of the initial submittal process. On December 19th and 22nd the LRC met to review and score the applications. The LRC consisted of two representatives from the Social Services Transportation Advisory Council (SSTAC); Regional Center for the Developmentally Disabled and Imperial Valley College and staff from ICTC. The LRC has developed its recommendations regarding the ranking of the applications to ICTC for formal approval.

This year, one application with 3 parts was received from ARC-Imperial Valley. This application is requesting a total of three (3) vehicles which include: one (1) replacement vehicle for ARC-Imperial Valley Paratransit Services, two (2) replacement vehicles for the El Centro Dial-A-Ride service, and one equipment purchase of dispatching and scheduling software for use across all ARC transportation services.

Caltrans requires as a course of business, ICTC certify that Section 5310 applications have been included in a public participation and comment process. In addition, Caltrans requires that ICTC will entertain an appeals process, should one be required regarding the ranking of the applications.

The review process is complete, no comments have been received, and no appeals have been submitted with regards to the ranking of the applications to date.

CITIES OF BRAWLEY, CALExico, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
ICTC Management Committee met on January 14, 2015 and forwards this item to the Commission for review and approval after public comment, if any:

1. Adopt the following listing of scores by project listing after an opportunity for public comment
2. Authorize the Chairman to sign the resolution as required by Caltrans
3. Adopt attached certification as required by Caltrans (see attached)
4. Authorize staff to forward documentation to Caltrans for entry into the statewide competitive process.

Sincerely,

MARK BAZA
Executive Director

BY:

Kathi Williams
Senior Transit Planner

MB/ksw/ds

attachments
RESOLUTION OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

MAKING A DETERMINATION AS TO GRANT APPLICATIONS RECEIVED
UNDER THE FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 PROGRAM
FOR IMPERIAL COUNTY

WHEREAS, the Imperial County Transportation Commission ("ICTC") is the designated Transportation Planning Agency for the County of Imperial; and

WHEREAS, ICTC has appointed a Local Review Committee to evaluate and score local project applications in order to ensure that limited resources are used to fund the most effective programs; and

WHEREAS, one application was received containing three (3) parts from an eligible agency and is recommended by the Local Review Committee for funding; and

WHEREAS, an opportunity for public comment and appeal was given in Imperial County on January 28, 2014, after sufficient notice was given, and;

THEREFORE, BE IT RESOLVED that the ICTC hereby resolves that the applications as submitted by ARC – Imperial Valley are consistent with the local area Regional Transportation Planning process; and

BE IT FURTHER RESOLVED that the ICTC hereby endorses these application(s) and authorizes their submittal to the State Department of Transportation for entry into the statewide competitive process.

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on ____________________________.

By: ____________________________________________
Chairman of the Commission

ATTEST:

By:

________________________
Cristi Lerma
Secretary to the Commission
Regional Transportation Planning Agency
Certification 2014-15

RTPA Name  Imperial County Transportation Commission (ICTC)

1. RTPA/MPO certifies that the requirements and conditions of 49 U.S.C. 5310 have been met by all applicants recommended for funding under the FTA Sec 5310 program.

2. RTPA/MPO certifies that prior to finalizing the Regional Priority List applicants have been notified of their regional score and provided information regarding the local appeal process.

Certifying Representative:

Name: Mark Baza Signature: ______________________________

Title: Executive Director Date: January 28, 2015
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**Vehicle - VIN**

- 13057
- 44157
- 14467
- 00000

**Overview**

- Imperial County Transportation Commission
- Revised 7/21/14

**Agency:** ARC Imperial Valley

**Project Rating Worksheet**
VI. ACTION CALENDAR

E. FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT PROGRAM FOR ELDERLY AND DISABLED TRANSPORTATION SERVICES FY 2014-15—ICTC GRANT APPLICATIONS
January 23, 2015

Lawrence D. Ritchie, Chairman
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2014-15 – ICTC grant applications

Dear Commission Members:

Caltrans administers a federal grant program primarily designed for non-profit agencies to acquire vehicles and other related equipment in support of social service and public transit services. The program is designed for non-profit agencies that provide, or are capable of providing social services transportation.

The FY 2014-15 FTA 5310 Grant program is first competitive locally and then on a statewide basis. Traditionally, the FTA 5310 program was limited to rolling stock bus purchases and replacements. But the program has recently been revised to include funding for operations expenses and mobility manager functions. Staff desire to submit two (2) applications for FTA 5310 funding under the new “Expanded Program” funding criteria. The applications are due to Caltrans no later than February 2nd, 2015.

It is staff’s recommendation to fund a Mobility Manager position and fill that grant funded position with a new ICTC employee. The grant process is expected to be completed by Caltrans in approximately September 2015. The position would be a professional classification and proposed as a “Limited Term” Administrative Analyst I.

The funding is anticipated to cover the fully loaded cost of filling the Mobility Manager position. The grant amount to be applied for will be $180,000, which will cover two (2) funding years of the position. The Mobility Manager would be responsible for assisting existing transit staff in addressing two primary areas:

1. the 2014 Human Services – Public Transit Coordinated Planning efforts goals, which is to use a bilingual Mobility Manager to bridge the gap between current public transit service providers, human service agencies, social service agencies and the senior citizen and disabled communities of Imperial County.
2. The second responsibility would be to address the recommendations in the consultant prepared ADA Certification and Eligibility Process, Demand Management Project (to be delivered to the Commission for approval in February).
Staff also proposes to submit an application for additional operational funding for the expansion of the IVT RIDE paratransit service. While IVT RIDE has recently started operations in all four communities, there are indications that more service hours may be needed to meet the increasing demand. This funding request of $120,000 would put ICTC at the maximum allowable funding threshold per agency of $300,000.

This is a 100% Federally funded program using Toll Credits as match at the ratio of 80% Federal and 20% Toll Credit. With the state’s Toll Credits, ICTC is not required to provide cash contribution for the 20% local match.

ICTC Management Committee met on January 14, 2015 and forwards this item to the Commission for review and approval after public comment, if any:

1. Authorize the Executive Director or his designee to submit two (2) FTA 5310 FY 2014-15 Expanded Project Grants, execute all required documents and any amendments with the California Department of Transportation:
   a. in an amount of $180,00 for the funding of one (1) Mobility Manager position
   b. in an amount of $120,000 for the funding of increased service hours to be used on the IVT RIDE senior and disabled service operations
2. Authorize the ICTC Chairperson to sign the attached resolution
3. Direct staff to forward the FTA 5310 Grant Applications and associated documentation to the California Department of Transportation.

Sincerely,

MARK BAZA
Executive Director
RESOLUTION OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

AUTHORIZING THE FILING OF APPLICATIONS FOR FEDERAL TRANSPORTATION FUNDING, WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR ASSISTANCE AS AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE; UNDER FTA SECTION 5310, FOR USE WITHIN THE REGIONAL COUNTY-WIDE TRANSIT SYSTEM

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5310 of the Federal Transit Act (FTA C 9070.1G); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5310 grants for transportation projects that enhance mobility of seniors and individuals with disabilities; and

WHEREAS, ICTC desires to apply for said financial assistance to permit the continued operation of transit service under contract to and within in ICTC’s service areas; and

WHEREAS, ICTC will ensure the programming of the FTA 5310 funds in the Regional Transportation Improvement Program (RTIP); and

WHEREAS, ICTC has or will acquire the requisite combination of state and local funding sources or toll credits to be committed to provide the required local share; and

WHEREAS, ICTC has sufficient funds to operate the vehicles and equipment utilized or purchased under this project or operate the service, as applicable; and

WHEREAS, ICTC has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the ICTC does hereby authorize:

1. That the Executive Director or his designee, to file and execute applications on behalf of ICTC with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5310 of the Federal Transit Act (FTA C 9070.1G), as amended.

2. That the Executive Director or his designee is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

3. That the Executive Director or his designee is authorized to provide additional information as the Department may require in connection with the application for the Section 5310 projects.
4. That the Executive Director or his designee is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5310 project(s).

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on ________________.

By: ____________________________
   Chairman

ATTEST:

By: ____________________________

CRISTI LERMA
Secretary to the Commission
F. APPOINTMENT TO THE CALIFORNIA COUNCIL OF GOVERNMENTS (CALCOG) AND THE CALIFORNIA VANPOOL AUTHORITY (CALVANS) BOARDS
January 22, 2015

Larry Ritchie, Chairperson
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Appointment to the California Council of Governments (CALCOG) and the California Vanpool Authority (CalVans) Boards

Dear Commission Members:

The California Council of Governments:

The California Association of Councils of Government (CALCOG) works to ensure the success of its members by facilitating communication and information sharing between our members, other local officials, state and federal agencies, and the public. Most members are formed as councils of governments (COGs), meaning they represent joint powers agreements of cities and counties, while others are transportation commissions created by statute. All members are governed by locally elected officials chosen by their peers.

COGs engage in regional planning and program implementation on a wide variety of issues, including transportation, housing, the economy, energy, and the environment. As such, they are uniquely positioned to build consensus across political boundaries and create important efficiencies for local governments. CALCOG is becoming increasingly important as state policy focuses on regional planning and cooperation. CALCOG has 3 Board meetings scheduled in 2015. They are being held on April 8, 2015, June 18, 2015 and in November (date to be announced). One meeting is always in Monterey, CA in the Spring as part of the Regional Leadership forum. This year it is being held on April 8-10, 2015.

The California Vanpool Authority:

The CalVans Joint Powers Agency was formally established in January 2012 as a public transit agency with Board Members representing 10 agencies. The CalVans Board is made up of a Board member from each of the member agencies. The agency does not require contributions from member agencies, other than the Board Member and Staff time devoted to the monthly meetings. As a public transit agency, CalVans is simply an addition to the public transit options provided to the residents and businesses in the Board Member’s jurisdiction. Guidance and input from each Board member guides CalVans staff in providing vanpool services that benefit each area, particularly those who may have difficulty finding transportation due to economic conditions.

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

T:\project\ICTCAppointments 141
Meetings are held monthly at 10:00 a.m. on the second Thursday. Members call in to the meeting from a location of their choice that is open to the public, meetings normally last 30 to 45 minutes. Some meetings are skipped for lack of necessary agenda items.

On November 13, 2014, the CalVans Board approved ICTC as an official member. ICTC has been a de facto partner for the past few years as vanpools have moved to the region for winter work. CalVans staff has currently established an office in El Centro to oversee the project. This will allow CalVans to service the year around request and respond quickly. The Imperial County area is similar in makeup to areas that are successfully served by CalVans. The cost of being in the region will be recovered from those using the program in the area. ICTC recognizes the valuable service that CalVans offers to agricultural workers in Imperial County and the potential for future benefit to the region. Currently, there are 47 vanpools that operate in Imperial and another 60 in Yuma.

Therefore, staff is requesting the following actions after public comment, if any:

1. Appoint a representative and an alternate from the Commission to the CALCOG Board.
2. Appoint a representative and an alternate from the Commission to the CalVans Board.

Sincerely,

Mark Baza
Executive Director

MB/kl

Attachments
Update for Imperial/Yuma area

Date: December 3, 2014

Number of Vanpools in area: 107

Imperial 47
Yuma 60

Growers/Companies in the area using the vanpool service:

- ALCO HARVESTING
- ALFRED URQUIDEZ
- BRAGA RANCH
- D AND J PACKING
- DEL REAL PACKING
- DOMINGUEZ FARMS
- ELKHORN PACKING
- FRESH HARVEST
- FOUR SEASONS
- HARTNELL PACKING
- JETT HARVEST
- PREFFERED PRODUCE
- RAMCO
- VISTA HERMOSA
- WESTERN PACKING

All vanpool riders are receiving vouchers from their employers that cover the cost of their daily ride.

For any additional questions please contact Ronald Hughes, Executive Director of CalVans.
CalVans (California Vanpool Authority) is celebrating its second anniversary this year. It has been 12 years since its predecessor KCAPTA (Kings County Area Public Transit Agency) established its vanpool program in Kings County. It has also been two years since the vanpool program was formally established as CalVans. There have been many challenges and changes over the years as Staff has worked to craft and expand a program that was challenged by both public and private agencies. Today CalVans is an 8.5 million dollar operation that is self funded from it’s users with a safety record that’s being used as a model by other agencies.

Background:

The CalVans Joint Powers Agency was formally established in January 2012 as a public transit agency with Board Members representing each of the following 10 agencies:

- Association of Monterey Bay Area Governments
- Fresno Council of Governments
- Kern Council of Governments
- Kings County Association of Governments
- Madera County Transportation Commission
- Merced County Association of Governments
- Napa County Transportation and Planning Agency
- Santa Barbara County Association of Governments
- Tulare County Association of Governments
- Ventura County Transportation Commission

Board Member Role and Responsibility

The CalVans Board is made up of a Board member from each of the member agencies. The agency does not require contributions from member agencies, other than the Board Member and Staff time devoted to the monthly meetings. As a public transit agency, CalVans is simply an addition to the public transit options provided to the residents and businesses in the Board Member’s jurisdiction. Guidance and input from each Board member guides CalVans Staff helps guide Staff in providing vanpool services that benefit each area, particularly those who may have difficulty finding transportation due to economic conditions. Meetings are held monthly at 10:00 AM on the second Thursday. Members call in to the meeting from a location of their choice that is open to the public, meetings normally last 30 to 45 minutes.
**Benefits from the Reporting of CalVans Data:**

As a public agency, CalVans is part of your county’s public transit fleet, operating along side of your Route buses and Dial-A-Ride vehicles. The biggest difference is that the volunteer drivers determine their routes on a daily basis. However, agency local gets credit for each trip through the information gathering and reporting efforts of CalVans’ Staff. The relationship of vanpool trips between counties is why vanpools are such an important tool in an agencies toolbox. Fixed routes buses generally stop at the County line, vanpools, more often than not, vanpools cross these lines in the course of their daily trip to work.

Gathering and reporting of passenger data has generated additional Federal 5307 funds for many of the cities its vanpools travel to or from. This is possible because, as a public transit agency, CalVans is able to report all transportation data into the National Transit Database system. Information in this system is used to apportion Federal funds to cities with public transit systems providing service to the public. Transit services being reported include the number of passengers, how far they traveled and how long they spent traveling. This information is reported for all transit modes, including vanpools provided by a public transit agency. CalVans presently reports this information for 27 cities that its vanpools travel to or from.

Over the past 4 years CalVans has generated a total of $10 million dollars for use by local transit agencies. CalVans receives none of these funds and has no legal authority to claim them. This growth in funds will continue as the number of vans and cities eligible for vanpool revenue increase.

The gathering of information for NTD purposes also gives the agency the ability to sort and report passenger information by County. This is important, as it gives each the county data that it can then report to CARB (California Air Resources Board) in its effort to meet the green house gas reduction mandated by AB32. The following shows what was reported for FY 13/14 for several of the 27 counties CalVans reports data for:

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<th>County</th>
<th>Passengers</th>
<th>Miles</th>
<th>Pass Lane Miles</th>
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<tr>
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<td>467,791</td>
<td>2,446,214</td>
<td>23,511,975</td>
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<td>Tulare</td>
<td>409,298</td>
<td>2,112,383</td>
<td>17,642,149</td>
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<td>Kings</td>
<td>351,216</td>
<td>1,750,843</td>
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<td>69,882</td>
<td>351,776</td>
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<tr>
<td>Madera</td>
<td>45,897</td>
<td>279,217</td>
<td>3,009,165</td>
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**Agricultural Worker Focus:**

What started out as funding from individual farmworkers has evolved as the project has grown and become accepted by growers whose workers use the system. Because each vanpool is a public transit vehicle Growers are able to provide their workers with vouchers that cover the worker’s cost of riding in the vanpool. Over 900 farmworkers now receive vouchers from their employers that pay for all or part of their daily cost. Growers state they are doing this to insure they have enough workers and to insure workers will remain with them through out the harvest period. Vouchers are a large benefit for agricultural workers. A worker receiving $45 per week in vouchers will end up saving close to $ 200 a month or $2,000 a year. For someone who makes $30,000 a year this results in a substantial tax free savings.
The program has always provided farmworkers to travel where they wanted to seek work. Over the past two years this ability has been expanded, providing residents and employers the ability to move their entire operation from the Salinas Valley to the Yuma/Imperial area for the winter months when crops are not grown in the Salinas Valley. Approximately 75 vanpool groups move between Salinas Valley and Yuma/Imperial area on a yearly basis, with employers providing vouchers that cover the riders weekly cost of using the vanpool.

**Promotion of the Public Vanpool Model:**

CalVans faces the challenge of being one of the few public transit agencies advocating for the use of public vanpools as means of getting people to work. Inquires frequently come from in and outside of California on how the program might be enlarged or duplicated to insure individuals in other areas to receive the same benefits of a safe and insured ride. Unlike private vanpool operators, CalVans simply requires a valid license and a clean driving record to start a vanpool. Credit and/or Background checks are not required. Vanpool drivers are also not required to give a 30 notice before turning in their vanpool; billing is stopped when the van is no longer being used.

CalVans Staff works closely with each of its member agencies to address local issues. This includes working with Caltrans, CHP, and the Federal Department of Labor. Besides promoting the program, Staff works to address issues raised by other agencies or organizations that might threaten the program. The threats come from agencies that do not understand how the program works and argue that it violates some law or statute, as well as private companies that argue the program is in unfair competition with their vanpool program. In all cases, Staff has been able to address issues such as these, but they still continue.

**Managing Program:**

CalVans Staff has established a cloud based system for tracking drivers and vans. This system allows full time monitoring of who is driving a vehicle and where. It also allows for real-time reporting that supports maintenance of the vans as well as providing the ability to send bills to each driver using the on-board GPS system. The system also incorporates phone and messaging capabilities for communicating with or between each vanpool.

For additional information or questions Contact:

Ronald Hughes, Executive Director  
1340 North Drive  
Hanford, CA 93230  
(559) 852-2696  
www.CalVans.org
VI. ACTION CALENDAR

G. APPOINTMENT TO THE SCAG COMMUNITY, ECONOMY AND HOUSING DEVELOPMENT (CEHD) COMMITTEE AND THE TRANSPORTATION COMMITTEE
December 5, 2014

Lawrence D. Ritchie, Chairperson
Imperial County Transportation Commission
940 Main Street Suite 208
El Centro, CA 92243

SUBJECT: Appointment to the SCAG Community, Economy and Housing Development Committee (CEHD) and the Transportation Committee

Dear Commission Members:

The Southern California Association of Governments (SCAG) has requested that an elected representative from the Imperial County region be appointed to serve as a voting member on their Community, Economy and Housing Development Committee (CEHD) and their Transportation Committee.

The CEHD Committee has oversight of the Growth Visioning and Growth Forecasting processes, as well as the Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy. This committee reviews projects, plans and programs of regional significance for consistency and conformity with applicable regional plans.

The role of the SCAG 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 SCAG Transportation Committee are Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Aviation, Highway, Transportation Finance and Transportation Conformity. For the last few years, Councilman Don Campbell, Brawley, has diligently represented Imperial County on the CEHD Committee. Through this time, Councilman Campbell has gained extensive knowledge of the Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS) development process and has requested the opportunity to represent our region on the SCAG Transportation Committee.
It is recommended that the ICTC Commission take the following actions:

1. Appoint a member of the Commission to sit on the SCAG CEHD Committee
2. Appoint Mr. Don Campbell, Council Member for the City of Brawley and ICTC Alternate Board Member, to serve on SCAG’s Transportation Committee attending as a voting member of Imperial County and as an ICTC Representative.

Sincerely,

MARK BAZA
Executive Director
VII. INFORMATIONAL CALENDAR

A. CALEXICO EAST LAND PORT OF ENTRY SECTION 559 PROPOSAL TO CUSTOMS AND BORDER PROTECTION AND GOVERNMENT SERVICES ADMINISTRATION
January 22, 2015

Lawrence D. Ritchie, Chairperson
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: Calexico East Land Port of Entry Section 559 Proposal to Customs & Border Protection and Government Services Administration

Dear Commission Members:

As you are aware, ICTC has been working with our binational partners toward development of a Toll Pilot Project for the Calexico East of Entry. In 2014, the U.S. government authorized Section 559 Donation Acceptance Authority and opportunity to submit formal proposals to improve land ports of entry for mutual benefit. Attached for your review is a copy of the Calexico East Land Port of Entry Proposal to Customs & Border Protection (CBP) and Government Services Administration (GSA) that was submitted on December 23, 2014.

Section 559 Donation Acceptance Authority allows CBP and GSA to accept donation of real property, personal property (including monetary donations) and non-personal services from private sector and Government entities. Section 559 requires that CBP, in consultation with GSA, establish procedures for evaluating donation proposals and it is pursuant to said procedures that the Calexico East Land Port of Entry was prepared and submitted.

The Proposal will be evaluated in three phases, including Phase 1: Proposal Evaluation and Selection; Phase II: A fully planned and developed donation proposal that fulfills CBP’s operational needs at an acceptable cost, schedule and risk; and Phase III: A signed Donation Acceptance Agreement formalizing acceptance of the proposed real property, personal property or non-personal services donation by CBP or GSA, or both. In order to continue to the next phase, the proposal must meet the criteria of the preceding phase.

The Proposal includes the addition of six passenger vehicle lanes, three commercial vehicle lanes and three additional lanes to the bridge across the all American canal. It is anticipated that the expansion will result in the average border crossing time being reduced and maintained at or below 15 minutes per vehicle.
It is proposed that tolling of the new lanes will provide appropriate funding for the capital, operation and maintenance cost of the proposed expansion. However, a further funding feasibility is subject to a detailed traffic and revenue study that will be undertaken if our proposal is approved for Phase II of Section 559 process.

The Proposal also includes a yet to be formed joint powers authority (JPA) between the County and ICTC with an eventual partnership (contractual relationship) with Safer Communities. This JPA will be the tolling authority. The authority to toll on federal property comes with the acceptance of the proposal by the federal government.

Sincerely,

MARK BAZA
Executive Director
SECTION I – Offeror Information Page

Donation Proposal for the Calexico East Land Port of Entry

Presented to US Customs and Border Protection (CBP) and US General Services Administration (GSA)

Proposal Presented Pursuant to Section 559 Donation Acceptance Authority and the Proposal Evaluation Procedures & Criteria Framework Issued by CBP and GSA

This proposal is submitted by:

Safer Community Foundation, Inc.
In Cooperation with
Imperial County Transportation Commission and
The County of Imperial

Donation Proposal Contact Information:

T. Daniel Neveau
Safer Community Foundation
2697 Coventry Road
Carlsbad, CA 92010
(310) 729-0086
tdneveau@aol.com

Signed:

T. Daniel Neveau,
President, Safer Community Foundation

In Support:

Mark Bazo, Executive Director,
Imperial County Transportation Commission

In Support:

Ralph Cordova, Jr., Executive Officer.
County of Imperial, California
SECTION II – Description of Proposal / Offer

This donation proposal contemplates expanding the passenger vehicle and commercial vehicle (truck) capacity at the Calexico East Land Port of Entry (CELPOE) through the addition of six new passenger vehicle lanes and three new commercial vehicle lanes along with three new access lanes on the bridge over the All American Canal leading to the CELPOE. Upon completion all of the proposed improvements will be donated to CBP and/or GSA. Implementation of a tolling program will provide the necessary funding for the capital, operations and maintenance costs required as part of the CELPOE expansion project.

As a result of the CELPOE expansion, average border wait times are expected to be reduced due to the expanded capacity. Current project goals suggest the border crossing time at the expanded facility will be maintained at or below 15 minutes for all types of vehicles. The required cost of building the infrastructure and operate the facility will be financed by the toll revenues. Initial estimates show that the expected revenue potential from the tolling once the expanded facility goes into full operation will be sufficient to fund the costs to design and construct the facility as well as provide an annual operating subsidy to CBP to fund costs of expanded operations together with various facility maintenance costs.

The Proposal is being submitted by Safer Community Foundation, Inc. ("SCF"), a California non-profit, with the Imperial County Transportation Commission ("ICTC") and County of Imperial in support. It is anticipated that a to-be-formed Imperial Valley Port Authority ("IVPA"), a California joint powers authority, with membership consisting of representatives from ICTC and County of Imperial, will serve as the tolling authority with responsibility to meet the ongoing obligations outlined in this proposal once the improvements to the CELPOE are completed. To implement the proposal, SCF, subject to the approval of IVPA, has put together all of the key team members (CELPOE Project Team) necessary to develop, finance, design, engineer, construct, and implement the proposed expansion project. The CELPOE Project Team is described in more detail below to demonstrate the comprehensive scope that the team members will bring to the implementation of expansion of CELPOE.

Separate sections of this proposal describe (i) the proposed CELPOE improvements, (ii) the CELPOE Project Team, (iii) the methodology that will be used to implement the tolling concept of operations, (iv) an evaluation of the proposal based on the Government’s operational criteria, (v) an evaluation of the proposal based on the Government's non-operational criteria, and (vi) a summary of the projects benefits. The economic forecasts presented in this proposal have been derived using high-level analysis of socio-economic and border-crossing conditions in the Calexico-Mexicali area and represent preliminary estimates of the revenue-generation potential for the facility. A more comprehensive and detailed traffic and revenue study will be prepared if the project is selected for Phase II consideration to validate its financial feasibility and support further consideration by CBP and GSA.
SECTION III – Proposed Land Port of Entry Improvements

Background
The CELPOE was constructed and opened for service in 1997 and is located approximately 12 miles east of the Downtown Calexico West Land Port of Entry (DCWLPOE). The CELPOE was constructed to relieve pressure on the DCWLPOE and allow for the re-direction of growing commercial truck traffic from the DCWLPOE to the new CELPOE.

Currently, the CELPOE is accessed via a bridge over the All-American Canal that connects the border crossing with Mexico. The bridge currently provides three northbound vehicular lanes and three southbound vehicular lanes for passenger and other non-commercial traffic and two northbound commercial truck traffic lanes and two southbound commercial truck traffic lanes. Additional lanes become available once the traffic leaves the bridge, transition to grade and approaches the CELPOE. At present, there are eight vehicular lanes for passenger and other non-commercial traffic that feed into eight inspection stations for inbound passenger traffic. There are three commercial truck lanes that feed into three inspection stations for inbound commercial truck traffic.

Below is an aerial view of the existing facility:

Proposed Improvements
The Offeror is proposing to design and construct improvements which will aid in the movement of the growing port of entry traffic including the following:
Site improvements including grading, storm water management during and after construction, wet and dry utilities as required, and modifying the existing layout and improving previously unimproved areas for new lanes and inspection stations.

- Increasing the number of northbound lanes on the bridge crossing over the All American Canal accessing the CELPOE from five (5) lanes to eight (8) lanes. The plan is to add two lanes on the vehicular side and one on the commercial truck traffic side. This will require new foundations and possibly a temporary coffer dam for foundation placement. The bridge expansion will be poured in place concrete or precast construction, whichever design is deemed more cost efficient will be used.

- Road construction including asphalt paving of the new lanes from the bridge expansion, concrete curb and gutter at all perimeters as well as any required fencing and new landscaping.

- Six (6) new vehicle check stations servicing the new capacity for passenger vehicles and other non-commercial traffic. These check stations will include the conditioned prefabricated structures similar to what is in place now. Foundations and all utilities for the structures will be provided. Communication and security will be serviced from the main building.

- Three (3) new vehicle check stations servicing the new capacity for new commercial truck traffic. These check stations will include conditioned prefabricated structures similar to what is in place now. Foundations and all utilities for the structures will be provided. Communication and security will be serviced from the main building.

- New canopies, designed to be consistent with the existing canopy structure, will be installed over the new vehicle check stations. These structures will be tension structures and include all structural foundations.

- Tolling infrastructure to include concrete foundations, conduit for power and communication back to main building together with the tolling equipment as described in the next section of this proposal.

An aerial view indicating new facilities is shown on the following page.

Schedule

The overall schedule for the project is approximately 16-18 months of preconstruction activities, including design and permitting and 14-16 months of construction. The most significant factor affecting construction will be the bridge expansion which is estimated to require the entire construction duration to complete. The additional work on site for the lane construction and inspection stations will be carried out concurrent with the bridge construction. As much work as deemed necessary will occur at night to reduce the impact to the border traffic. Night work has been incorporated into the preliminary budget and schedule provided as part of this proposal.

Budget

The estimated cost for the development, financing, design, engineering, permitting, constructing, testing, commissioning and placing the improvement in service is $72.00M. A proforma budget, funding plan and preliminary traffic analysis is included in the section of this proposal entitled Pro Forma.
An aerial view indicating new facilities.
SECTION IV – Project Team

The Donor/Offeror, subject to the approval by IVPA, has assembled an experienced and capable team to design, engineer, enhance and expand the CELPOE. The Project Team brings together best-in-class designers, engineers, and consultants who can manage the project from inception through operation. The assembly of a team of this depth and experience is critical to not only the delivery of the facility, but also to its long term operational success. Each team member is uniquely qualified in this respect. The following identifies and highlights the capabilities and experience of each of the team members:

**Project Lead, Owner/Developer – IVPA and Safer Community Foundation** The IVPA will act as the development authority and contracting entity, while Safer Community Foundation will be the project coordinator and primary sponsor.

**Transaction Consultant - CBRE**
The CBRE Federal Lessor Advisory Group (CBRE FLAG) will serve as the transaction structuring and financing consultant and is a specialized consulting group which represents private sector investors and developers in real estate transactions involving the Federal Government on a nationwide basis. The success of this group is based on its ability to fully understand, comply with and capitalize on the Government’s rules, regulations, policies and requirements for transactions involving the Federal Government’s real estate needs.

**Project Architect – Perkins+Will**
Perkins+Will will serve as the project architect and will oversee all elements of the design and engineering of the project. As the project architect that worked with GSA and CBP on the design of the proposed DCWLPOE improvements, Perkins+Will is uniquely qualified to lead the design efforts on this project. Perkins+Will worked with GSA to develop the complete construction drawings for the DCWLPOE improvements. While Perkins+Will has maintained all client confidentiality, their experiences with respect to the design of the DCWLPOE improvements will provide regional knowledge as well as important relationships as it brings its expertise to the CELPOE design development process.

**General Contractor - Lusardi Construction**
Lusardi Construction will act as general contractor for the construction of the planned improvements at the CELPOE. Lusardi brings extensive experience delivering large, complex projects on time and on budget for government users. The projects they have completed include technical infrastructure, state-of-the-art technology, and high security. Having the general contractor on board from the start of the project is critical to a comprehensive budgeting and scheduling process.

**Structural Engineer - ARUP**
ARUP will act as the structural engineer for the project. ARUP was a key member of the design team led by Perkins+Will that developed the current design for the DCWLPOE improvements on behalf of CBP and GSA. ARUP has extensive experience designing LPOEs having completed projects in New York, California, and Maine that integrate cutting edge solutions in sustainability and security.

**Civil Engineer - Psomas**
Psomas will serve as the civil engineer services for the project. They were also a critical component of the design team led by Perkins+Will that developed the current design for the DCWLPOE improvements.
MEP Engineer – ARUP
In addition to providing structural engineering services, ARUP will provide consulting (MEP) engineering services for the project.

Toll Operator – Cambria
Cambria Solutions will coordinate the design and installation of the tolling system and will manage the toll collection operations for the project. Cambria Solutions bring extensive public private partnership experience and successful toll operation management experience to the project. Cambria Solutions is a technology driven firm with a dedicated focus on transportation.

HDR
HDR will provide transportation planning guidance and brings to the team its deep knowledge on border-related issues such as border-crossing procedures and economic integration that have a direct impact on the characteristics of people and freight movements along the U.S.-Mexico border. Specific to the Imperial Valley, HDR is very familiar with the impacts of various local, state and federal policies on traffic volumes, trade flows and security issues through previous engagements with a number of local and regional agencies.

Consultant – Crossborder Group, Inc
Crossborder Group Inc. will provide expertise in business consulting and strategy in Mexico and along the US-Mexico border region – with a specialization in market research for manufacturing, transportation, regional policy issues, technology, tourism and consumer industries. Crossborder will provide high-quality data, regional insights, and fact-based advisory services to the team.

Research and Analytics - Sutra
Sutra Research & Analytics will lend its expertise in pedestrian facility research and planning. An industry expert in technology project management & planning, systems engineering & architecture, Sutra also specializes in integrating real-world freight and commercial vehicle operations experience into strategic planning and systems engineering projects.

Legal Support – Norton Rose Fulbright
Norton Rose Fulbright will provide legal services and counsel on navigating the legal and regulatory complexities of executing this innovative and cutting edge project, at the federal, state and local levels and in connection with the expected project financing.
SECTION V – implementation of Tolling / Concept of Operations

This section of the proposal describes the toll system Concept of Operations or the ConOps. A ConOps is a foundation document that frames the overall system and sets the technical course for the project. Its purpose is to clearly convey a high-level view of the system to be developed and implemented. It is understood that a more comprehensive ConOps will be required should the project move forward to support further consideration by CBP and GSA, the project financing, and to guide the detailed facility design and tolling system development. This Con Ops includes an overview of the guiding principles, operational philosophy, tolling concept, proposed tolling infrastructure configuration, operating scenarios, future considerations and implementation timeline contemplated for the CELPOE.

Guiding Principles

The proposed implementation of the toll system at the CELPOE passenger and commercial vehicle border crossing facilities is guided by five principles. The proposed system must:

- be simple and easy to understand for users,
- make use of proven technologies,
- incorporate a consistent process,
- minimize potential toll violations,
- be easy to operate and maintain.

Incorporating these guiding principles will help ensure a cost-effective, implementable toll solution that meets the operational and financing needs of the project. Other tolling concepts and approaches may be considered in the future, based on traffic mix and volumes, the availability of enforcement mechanisms for vehicles with Mexican plates, emerging technologies, and other similar border crossing deployment scenarios.

Operational Philosophy

The purpose for applying tolls to northbound lanes at the CELPOE facility will be to pay for the infrastructure expansion and associated on-going operations, maintenance, and additional CBP staffing for the toll facility. This ConOps assumes that tolling of designated lanes will begin after new infrastructure construction has been completed. It is expected that the expansion of the CELPOE passenger and commercial facilities will expedite traffic through the respective crossings enough that drivers will determine that it mitigates the cost of paying the toll. CBP will determine the number of lanes that will be SENTRI or Ready Lanes for the passenger facility, and FAST lanes for the commercial vehicle facility.

The toll rate will be a standard flat rate toll, although it will vary based on vehicle type, i.e., passenger and commercial vehicles will pay different rates. The primary benefit of the fixed toll rate is that it will be easy to understand, easy to communicate, easy to reconcile, and consistently applied. Tolls will only be imposed on northbound lanes (inbound to the U.S.).

Tolling Concept

Lanes Tolled

There will be a total of 14 passenger occupancy vehicle (POV) and 6 commercial vehicle (CV) lanes as part of the expanded CELPOE facility. Studies will be conducted to determine which and how many passenger and commercial vehicles lanes must be tolled to pay for the infrastructure expansion and associated on-going operations and maintenance for the toll facility, and for additional CBP staffing. Limiting tolls to the expanded lanes and using expedited travel times in those lanes as an incentive to pay the toll adds a significant level of complexity to the tolling
process and system, particularly in light of how the expanded lanes would interact/compete with non-tolled SENTRI and FAST lanes, if they were available.

**Toll Collection Technology and Operations**

The currently recommended tolling infrastructure consists of hardened field equipment that would be located on the island in each lane just after (north) of the CBP primary inspection booth. The toll device is known as an Automated Toll Payment Machine (ATPM). Information regarding ATPMs can be seen at [http://www.acs-inc.com/transportation/wp_atpm.pdf](http://www.acs-inc.com/transportation/wp_atpm.pdf). ATPMs have been in use throughout the world for many years and are proven to successfully operate in all weather and environmental conditions. Drivers are able to access the ATPM without exiting their vehicle. To accommodate trucks and busses, two vertical levels of access are offered with each machine to service different height vehicles. The ATPMs are housed within a weather-proof, lighted shelter to protect drivers and transactions. Bollards are also installed to protect the ATPMs in crash situations. Each ATPM offers the ability to accept a toll payment via cash/coin, credit/debit card, or smartphone proximity reader. Monthly or annual passes can also be made available using the ATPM. Credit/debit card processing at an ATPM is a three to five second transaction. The communications to/from the ATPM is through a wireless connection to a credit card processing service. The cash/coin transactions are retrieved daily by an armored car service. Existing power infrastructure will be expanded to support the toll equipment. A lift gate arm is positioned at the end of the lane island to ensure that the toll payment is made. After the toll payment is accepted by the ATPM, the gate arm rises and the driver is able to exit the lane. The gate arm responds within one to two seconds of toll payment.

There is a push-to-talk intercom capability which calls an onsite Lane Monitor, who is equipped with wireless/cellular notification application on a mobile device. The Lane Monitor will answer questions or service the ATPM if there are any issues. The Lane Monitor's responsibility is to keep traffic flowing through the facility, including overriding the tolling mechanism and gate arm if necessary. The Lane Monitor position is staffed at both the passenger and commercial facilities at all hours that the facilities are open, with three shifts per day. The Lane Monitor will have the use of a golf-cart-type vehicle at their disposal for quick response in the vicinity of the toll lanes.

The tolling infrastructure also includes non-intrusive vehicle detection and separation equipment in the lanes so that proper vehicle counts and reconciliation can occur. A static sign series (in English and Spanish) is placed before each access point to the toll lanes to provide drivers with information on the toll requirement and the current toll rate.

**Violation Enforcement**

Toll facilities using ATPMs and gate arms traditionally experience very low violation rates compared to facilities that rely on RFID or "pay by license plate" methods for toll collection. Violation enforcement of Mexican license plates is problematic for U.S. based toll agencies, as they do not have the same access to department of motor vehicle
records or remedies as they do with U.S. based vehicles. This is one reason why we propose ATPMs with gate arms as the preferred tolling approach.

If a driver chooses to not pay the toll, the driver will be directed by the Lane Monitor to move the vehicle to secondary processing. The vehicle and driver information will be recorded by the security staff and if the driver is unable to pay the toll, the driver will be provided an envelope for mailing in the toll payment. The driver will also be informed that their information will be entered into a database for record-keeping purposes and potentially further violation processing, should they violate again in the future. It is our understanding that SANDAG is in discussions with CBP and California Highway Patrol regarding assistance with violation enforcement. To the extent these discussions result in new implementation policies, such cooperation could also be used at CELPOE.

Toll Infrastructure Configuration

Proposed ATPM locations are depicted in the conceptual aerial graphics shown on this and the previous pages. Locations will be finalized according to CBP requirements for safety, security, and other operational considerations. The proposed locations offer efficient access to existing power and communications infrastructure, while minimizing the need for vehicle acceleration, braking, and idling. This strategy assists with emissions control—particularly for heavier, commercial vehicles and allows vehicles to proceed through the border facility with minimal delay. The red dots on the graphics indicate an approximate ATPM location.

Operating Considerations

Staffing consists of the Lane Monitor team, which is anticipated to be comprised of eight personnel. This team is managed by a Toll Manager, who is also responsible for the day-to-day operations, reporting, and general management of the tolling facility. The Toll Manager is supported by an accountant, whose responsibility it is to perform all the financial and fiduciary duties of the operation.

Non-staff operating costs will include electric utility expenses, communications, marketing expense and insurance. Third-party support service contracts will be engaged for:

- Armored car services
- Credit card clearing house services
- Data processing and IT services
- Private security services
- Audit/tax/accounting services as needed

Emergency Operations

From an operational perspective, key consideration was given to keeping traffic flowing in the lanes should various situations arise such as equipment malfunctions or emergencies. Therefore, a by-pass function for the lift gate arm will be offered and available to CBP officers and/or available inside a keyed access panel for the Lane Monitor. In addition, in case of a power outage, the default condition of the gate arm will be in the upright position allowing traffic to flow. Should there also ever be a need to flow traffic through a lane without collecting a toll the gate arm will have a mechanism to lock it in an upright position.
Operational Scenarios

The following two operational scenarios represent possible scenarios for the vehicular lanes and the commercial truck lanes respectively. Each scenario depicts the operation of the toll system from the perspectives of the user, the operator, and management.

Personal Vehicular Entry Scenario

A family from Mexicali travels north to the CELPOE border crossing to visit grandparents living in Calexico and to shop at local stores for the day. The driver approaches the CBP kiosk, displays the proper documentation, speaks briefly with the CBP agent at the kiosk, and then follows the agent’s instructions to proceed to the toll payment machine, the ATPM. The red and white striped gate arm is dropped in front of the vehicle awaiting toll payment. At the ATPM, the driver inserts a credit card into the card slot and removes the card. Cash (U.S. currency, coins or bills) may also be used to pay the toll at the ATPM. Within a few seconds, the driver’s card is validated, the payment is processed, and the toll is paid. No receipt is provided, since the driver will have a record of the transaction through the card issuing financial institution. The gate arm lifts and the family is on their way to enjoy a day with their grandparents and do some shopping before returning to Mexico later that evening.

Commercial Truck Entry Scenario

A trucker picks up a trailer load of green onions at a packing shed south of Mexicali and proceeds to the CELPOE commercial vehicle border crossing. The driver joins the queue into the Mexican northbound border crossing compound and is subsequently cleared for departure to the US. The trucker, trucking company, and packing shed are all CTPAT certified, so the trucker uses their FAST credentials and is expedited through the CBP commercial vehicle compound. Upon departure from the compound, the trucker pulls the tractor and trailer ahead approximately 70 feet, about tractor-trailer length, from the exit gate to the toll payment machine, the ATPM. This ATPM is designed to be tall enough for the driver to access from inside of the cab of the truck. The driver has three options for payment because the ATPM accepts cash, credit cards and proximity payments via smart phone. The driver reaches out and deposits cash into the bill acceptor of the ATPM. A gate arm a few feet in front of the truck lifts to indicate that payment has been accepted. Once the trailer is clear of the gate arm, a sensor detects the absence of a vehicle and the gate arm returns to the lowered position and the system resets for the next truck.

Future Considerations

There are numerous considerations that may be included as future enhancements and expansions of the described toll facility concepts. Some of these considerations provide additional convenience to crossers while capitalizing on existing electronic toll automation in Mexico and commercial vehicle by-pass programs in the US. These additional opportunities will also be considered as the facility is designed to ensure ease of upgrade and expansion. Potential enhancements include:

The deployment of a Title 21 compatible electronic toll collection system provides numerous efficiencies from the perspective of the border crosser and management and is a natural future consideration for the CELPOE border crossing facility. Title 21 is the technology protocol used by California FastTrak transponders. This type of deployment will require significant coordination among U.S. and Mexico stakeholders, particularly as it relates to violation enforcement.

The current system of electronic toll collection in Mexico, IAVE (Identificación Automática Vehicular Electronica), offers an opportunity for collaboration such that current users of the system only will need one transponder for both the US and Mexico. If there is sufficient penetration of IAVE users in the population of Calexico border crossers – a future system may possibly use their transponders, communicate with their database, and, in general, create a cooperative system that benefits both border crossers and toll facility management.
PrePass integration for commercial vehicles (PrePass Plus), provides an opportunity for commercial crossers to use a single transponder for both toll and Pre-pass by-pass facilities.

**Implementation Timeline**

The estimated time required for toll system development, installation, testing, commissioning is approximated at 18 months. ATPM procurement, including purchase, storage and warranties commensurate with actual installation is estimated at 4-5 months (for entire ATPM procurement and testing process for first article) plus 1 year to finalize delivery.
SECTION VI - Pro Forma Budget and Support Information

Below is a Pro Forma Project Budget which includes rough order of magnitude project cost numbers, estimated annual tolling revenue, annual facility operating costs, the annual contribution to CBP operations, annual debt service including debt service coverage and the annual payment to a repair and replacement sinking fund. Following the Budget are estimated traffic counts used to calculate anticipate toll revenue and a narrative traffic study providing the methodology used to determine the traffic counts. This Pro Forma Budget and support information shows a single tolling scenario. As noted there are numerous approaches to tolling that include tolling greater or lesser number of vehicles at varying tolling rates, but for the purpose of this Phase I this approach is intended to demonstrate the viability of funding the proposed CELPOE expansion improvements via tolling.

Calexico East Land Port Of Entry Expansion Project
Preliminary Budget and Proforma
December 22, 2014

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| Operating Expense (as a percentage of Gross Revenue) | 20.0% |

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<td>Year 1 Gross Revenue</td>
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<td>303,552</td>
</tr>
<tr>
<td>2011</td>
<td>312,973</td>
</tr>
</tbody>
</table>

Forecast: 2012 322,424 165,111 171,917 252 2,564 3,016,974 318,599

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CELPOE TOLLED PILOT PRELIMINARY T&R FORECASTS

Introduction

This section of the proposal addresses revenue-generation potential for CELPOE tolling. As the required cost of building the infrastructure and operating the facility will be financed by the toll revenues it is important to quantify, at a preliminary level, the revenue potential for the expanded facility. The forecasts presented in this section are derived using high-level analysis of socio-economic and border-crossing conditions in the Calexico-Mexicali area and therefore represent preliminary estimates of the revenue-generation potential for the facility. A more comprehensive and detailed traffic and revenue study will be required should the project move forward.

Approach

This section describes the approach followed to assess the revenue potential of the proposed facility. The approach consists of two steps:

- Develop preliminary high-level projections of traffic, by vehicle type, at the CELPOE for the 2013 – 2047 period of analysis; and,
- Based on these projections and additional assumptions on diversion rates and average toll rates at the new facility, produce preliminary estimates of revenues for the proposed tolled facility.

Data Used in the Preliminary Forecast

The following materials were used in the forecast of preliminary traffic and revenue for the proposed tolled facility.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Main Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fact Sheet: Calexico East Land POE, County of Imperial, CA</td>
<td>Provides project scope, auto and truck volumes and POE configurations</td>
</tr>
<tr>
<td>2014 Calexico West POV survey-sample data</td>
<td>Contains data on willingness to pay tolls</td>
</tr>
<tr>
<td>Vehicle Idle Emissions Study at Calexico POEs, Cross Border Group</td>
<td>Provides border delays and volumes by time of day</td>
</tr>
<tr>
<td>Mexicali population and border crossing trends, Cross Border Group</td>
<td>Demographic projections for Mexicali</td>
</tr>
<tr>
<td>Calexico East POE: Proposed Bi-national Toll Project</td>
<td>P3 Concept</td>
</tr>
<tr>
<td>East Port Raw Data (from BTS)</td>
<td>Provides historical truck and auto volumes 1995-2012</td>
</tr>
<tr>
<td>West Port Raw Data (from BTS)</td>
<td>Provides historical truck and auto volumes 1995-2012</td>
</tr>
<tr>
<td>Goods Movement Border Crossing Study and Analysis by HDR for SCAG, June 2012</td>
<td>Provides Economic evaluation, Origin-destination data for traffic, willingness to pay and border crossing times</td>
</tr>
<tr>
<td>SR11 Toll and Revenue Study by SANDAG</td>
<td>Provides traffic forecast assumptions, toll estimates, willingness to pay data, diversion rates and revenue streams.</td>
</tr>
</tbody>
</table>
Assumptions Used in the Forecast of Overall Traffic Volumes

One of the key assumptions used in any toll and revenue estimates in a border crossing study relates to the growth rates utilized in projecting the overall traffic volumes crossing the border. Two sources of information are commonly analyzed to determine the future growth rate of traffic: historic border-crossing data at the POEs and future socio-economic projections in the region.

Based on historic border-crossing data collected from 1997 to 2012, the average annual growth in truck and passenger traffic across the CELPOE varies considerably. For truck traffic, the growth between 2000 and 2012 has been over 40 percent. With the exception of three different years (2005, 2006 and 2009), the annual growth in truck traffic at the CELPOE has been quite robust, according to the observed data. As for the auto traffic, the observed data shows a different pattern. From 1999 to 2006, auto traffic grew from 2.2 million to 3.7 million (or 72 percent) but since then it decreased to 3 million in 2012. It is not clear what factors contributed to this decline, but in general it is assumed the Great Recession is the main contributing factor.

The growth in cross border traffic is most correlated to growth in population and employment on both sides of the border. The demographic forecasts developed by California Department of Finance, Demographic Research Unit indicate over the 2008-2035 period, population in Imperial County is expected to increase by 69 percent (from 170,000 to 288,000 residents). Based on a comparative evaluation of these different demographic projections and similar traffic and revenue studies in the region, the growth rate assumption for extrapolating auto traffic used in this preliminary estimate is 2.00 percent annually. Similarly, an annual growth rate of 2.00 percent for trucks was assumed to be appropriate for these preliminary projections.

Assumptions Used in the Forecast of the Toll Rate for Users of the Proposed Tollel Facility

The estimation of the toll rate to be used at the proposed toll facility depends on a series of policy decisions (such as the choice of toll scheme, the decision to process all commercial vehicle crossings exclusively at the tolled facility or the guarantee of a maximum border-crossing wait time at the expanded CELPOE). The amount of toll a driver is willing to pay depends on his/her perceived value of time (VOT). In general, if the toll value relative to the amount of time saved is less than or equal to the VOT perceived by the driver, he or she is more likely to pay the toll to receive a better level of service. As part of other studies in the California – Baja California border region, HDR collected a large amount of data pertaining to the VOT perceived by auto drivers. The analysis indicates the VOT for northbound shopping trips is about $8.50 for general lane users and $12.50 for ReadySENTRI users. For work and personal business trips, the VOT ranged from $6.50 to $7.50 for general lane users and $10 to $24 for ReadySENTRI users.

The border crossing times at CELPOE collected by HDR in 2012 indicates on average auto passengers experience a delay of about 35 minutes in the northbound direction (adjusted for all lane types). Using the assumption that the
expanded tolled facility at the CELPOE would try to maintain a border crossing time of 15 minutes or less, this would imply, on average, an auto passenger using the tolled facility would save at least 20 minutes compared to current conditions. For most passengers, the time savings would be higher during the peak times. The toll rate assumed in the preliminary forecasts for auto traffic is $2.00. This would imply the toll value for auto passengers relative to time saved is about $6.00 for one hour. Since the toll value is less than the general VOT perceived by most passengers (based on similar studies conducted in the Southern California border region), a $2.00 toll is reasonable and affordable and therefore a majority of the passengers would be willing to pay the toll in exchange for expedited border crossing experience.

Similar to auto traffic, the amount of toll a shipping/truck company would pay is related to the VOT associated with the trucking operation and the type of goods being transported. For example, for trucks carrying perishable goods, faster crossing times through a tolled facility would be a great benefit but at the same time, the value of the goods itself may not be very high. Therefore the VOT associated with such a trucking operation may not be that high. In contrast, the VOT for a truck carrying sophisticated electronic goods with high retail value and having a time sensitive delivery schedule may be very high. As part of other studies in the California – Baja California border region, HDR conducted a series of detailed stated preference surveys and collected value of time data for trucking companies. Their results indicate the VOT for trucks using general lanes is around $18 to $20 and for FAST lanes, around $32 to $35.

According to the wait time data collected by HDR in 2012, the average delays at the CELPOE for trucks is about 48 minutes in the northbound direction. The maximum delays encountered were close to 3.5 hours. Again, working with average metrics, on a typical weekday, a truck on average, can save about 30 to 35 minutes by using the tolled facility when compared to current conditions. During peak border-crossing hours for trucks (11 am to 3 pm), the 2012 data show the truck delays are more than 90 minutes consistently. In this scenario, the travel time savings for truckers would be about 75 minutes. During those hours, a $20 toll would be slightly higher yet consistent with the results of a stated preference survey HDR conducted in 2012. As a result, the preliminary projections for the CELPOE assume a toll rate of $17.50 for trucks.
SECTION VII - Operational Criteria

Operational Impact
The CELPOE expansion proposal will be designed and implement to minimize any impacts of the actual construction at the CELPOE. The complete design supported by all necessary testing and due diligence will be place prior to the commencement of actual construction. This will allow the work to be scheduled and sequenced so as to have least impact on current operations at the CELPOE. Work requiring lane closures will be scheduled when the CELPOE is closed or at off peak hours to ensure minimum disruption to current operations. The construction of the CELPOE improvements and the installation of tolling equipment will not require the involvement of CBP personnel leaving them free to perform their core border security mission.

Operational Benefits
The proposed CELPOE improvements will significantly increase the handling capacity of the bridge across the All American Canal which can be a major chock point for northbound traffic entering the United States and will essentially double both the number of non-commercial and commercial vehicle entrance stations used by the CPB to screen cars and truck along with their occupants and cargo seeking entry into the United States. As studies have shown, the CELPOE is currently operating at or near capacity with waiting times averaging over 30 minutes and sometimes exceeding 3 hours. The proposed improvements will add sufficient capacity to address expected traffic increases for the foreseeable future. Further this proposal includes an annual payment to CBP, which will escalate annually by the percentage change in the US Labor Cost Index to fund the anticipated cost to staff and operate the additional entry control booths.

Funding Strategy
The funding for the proposal is based on well understood tolling metrics that have been implemented at numerous other land ports of entry and which have been used to fund road and related infrastructure improvements in this country for the past 150 years. As a result of well documented, existing passenger and truck traffic volume data, and the numerous studies which have been done regarding both expected increases in such traffic over the next 35 years and the public willingness to pay reasonable tolls to maintain a well operated border entry system critical for both personal and commercial operations, the foundation on which the funding strategy will be built is sound. Further the capital markets are familiar with and receptive to toll revenue bonds and the current investment climate ensures that more than sufficient capital will be available at reasonable interest rates to purchase the necessary bonds.

Health & Safety Requirements
The CELPOE expansion project construction timeline and sequencing of work will minimize disruption to the existing operations at the CELPOE and this in turn will minimize any health and safety impacts to both CBP employees as well as people accessing the border crossing facilities. As part of their construction approach, Perkins+Will and Lusardi are committed to both the safety of their workers and the safety of anyone effected by the construction project. For this purpose, the project team will have a dedicated safety officer assigned to the project who in addition to be responsible that the work is carried out in safe manner in accordance with all applicable State and Federal laws and regulations, will also hold a weekly safety meeting to which both GSA and CBP will be invited.

Economic & Community Benefits
We believe the proposal speaks for itself in terms of its economic and community benefits. Cross border commercial transportation both at the commercial level and at the individual level are the life blood of the Calexico – Mexicali community and the availability to cross border access in a manner that both promotes cross border activities while maintaining the vital national security interests of the United States is critical to the local and regional economies.
Community Support
The greater Calexico and Mexicali communities are fully in favor of the CELPOE expansion with project funding via a tolling program. The final two pages of this proposal is a letter from Imperial/Mexicali Bi-National Alliance evidencing its full support of the project. Further this letter of support is endorsed by among others the Mayor of Calexico, the Imperial County Farm Bureau, the Calexico Chamber of Commerce and the Mexican Counsel in Calexico.

Other Agency Support for Operations
As noted in the Operational Benefits Section above, the proposal not only provides for the construction of a critical land port of entry expansion, it also provides for the installation of a rational, well-conceived tolling system, the operation and maintenance of the tolling system, including replacements as necessary and for an annual payment to CBP with built in inflation protection to provide the funding for the increased staffing that will be required to operate the expanded facility. This amount was not arbitrarily chosen, but instead represents the amount calculated by CBP as the amount necessary to staff the expanded facility presumably including any sister agency staffing which may be added.

Project Duration & Timeline
The CELPOE expansion project is based on a realistic design and construction timeline and a sequencing of work which will minimize disruption to the existing operations at the CELPOE. As noted above all design, due diligence, permitting, approvals and full funding will be in place before any construction actually begins. This ensures that once the project begins it can be expeditiously pursued and completed within the anticipated timeline. Construction is anticipated to take 14 months as demonstrated by the schedule below. As the work mainly involves adding new lanes without changing the current right of ways, the work will have only minor impacts on the existing facilities. To the extent work will impact current facilities it will be scheduled for off-peak hours or when the CELPOE is closed.
SECTION VIII  Non-Operational Criteria

Financial Feasibility
This proposal is made with the expectation that toll revenue bond financing will fund the infrastructure costs, all planning, design and construction fees, funding for capital maintenance and an annual contribution toward operations to be contributed to CBP.

As mentioned above, the financing of the project is dependent upon the projected toll revenue from the CELPOE and not on the full faith and credit of the US Government. To advance the design and due diligence to the point where the toll revenue bonds can be issued preliminary support funding is anticipated to be provided by the County of Imperial.

This financing strategy has been used to fund countless other infrastructure development projects nationally. Detailed studies will be conducted to show toll income with predicted traffic counts over time. From the studies, predictable income will be determined and that income stream is a financeable investment vehicle. This is not a newly created financing strategy for this specific project.

Legal Implications
The success of the donation is based on the mutually agreed upon improvements and their design and construction schedule, placement of the ATPMs, agreement on the tolling strategy to meet the projected income stream, and the implementation of the plan. Maintenance plans, routines and schedules will need to be agreed to in advance to ensure predictable maintenance conditions. There are no additional conditions precedent to the success of the donation and long term success of the maintenance and operation of CELPOE.

The legal authority to implement a new tolling mechanism resides with the Donor/Offeror. Such authority will be transferred to the IVPA upon its creation and reside with the IVPA as a condition to the financing of the project.

Real Estate Implications
The project team's expansion plans have been designed to simplify the improvements and keep within the existing CELPOE real estate envelope with no intended additional real estate acquisition required. However, there is an expectation that easement agreements will need to be carefully reviewed for the planned bridge expansion. The team will include the research and any recommendations required in Phase II of this proposal development.

Given the Donor/Offeror's experience with the parties associated with the CELPOE and the border crossing, including the US Army Corps of Engineers and other interested parties, the project team will develop a detailed strategy for identifying and acquiring the necessary right-of-way and/or easements determined to be required for the bridge expansion that are studied in Phase II of this project. The project team will need to research and meet with all of the affected parties to complete the infrastructure planning, design and scheduling.

An easement will also be required for the placement of the tolling equipment and its support infrastructure.

Environmental & Cultural Resource Implications
The benefits of this donation are robust. There are significant safety and environmental benefits to moving POVs and CVs through the LPOE at a higher rate due to the expanded capability. Commerce movement through the facility is the primary expected benefit and this alone will increase local, regional, national, and international exchange. Environmental improvements are expected as a result of improved traffic flow and reduced car and truck idling. Benefits will result from increased traffic finding CELPOE a more convenient crossing. The increased ease of the crossing is a response to the growth in the local and regional economies and will respond to the increased rate
that the economies are developing beyond original projections. The existing road improvements on both sides of the crossing are already in place to address the expanded facilities.

The project team expects to complete all of the required studies and approvals to complete the infrastructure improvements required for the success of this donation. All of the studies and approvals will be more thoroughly vetted and scheduled during Phase II of this proposal. Further, it is the project team’s expectation that any existing environmental conditions will be reviewed, researched and addressed during Phase II so that the infrastructure improvement plan can be assessed as a complete CELPOE design. As the team moves into Phase II, any environmental concerns and their remedies will be reviewed with CBP and its partner agencies.

Technical Feasibility

It is the Donor/Offeror’s intent that CBP and its partner agencies will find this proposal technically feasible. Many years of research and planning, meeting and political collaboration have culminated in this donation proposal attempting to respond to all of the project team’s understanding of CBP’s needs and concerns in an expanded facility.

The Donor/Offeror has an extensive project team bringing all of their unique experiences to bare looking to incorporate the most current technologies with the intent to utilize the established securities and protocols. Phase II of this proposal process will flush out all of the requirements that will be incorporated into the planning, design and construction of the expansion of CELPOE.

Planning Implications

The expansion of the CELPOE has been included in the list of CBP’s five-year project investment plan and it is the project team’s understanding that it comports with out-year investment priorities of CBP’s interagency and international partners. Although a newer LPOE, Calexico East has been a fast growing port as the commercial and industrial development of Mexicali has continued to migrate east. Actual expansion of the use of CELPOE has far outpaced the projections when CELPOE was developed. This LPOE is critical to the entire southern California commercial and agri-business development and movement of people and commerce will only continue to grow as Mexicali develops.

The project team has laid out a planning and delivery schedule that should meet construction project standards and, if selected for Phase II consideration, the team will work with the Federal Government stakeholders to refine the schedule and address in more detail the interactivity of the existing LPOE activities with construction activities.

One of the key success features of this proposal is the sustainability of the project, ongoing maintenance and operation of the expanded facility. The project team is committed to supporting CBP and its partner agencies expanded missions once operations are open. This is an important component of the financial planning and will weigh heavily as tolling studies are conducted in support of the financing plan.

Proposal Support

The project team has sought and received the political support of agencies and stakeholders at the local, regional, State, National and International levels. A letter of support from the Calexico Mexico Bi-National Alliance is included at the end of this proposal to demonstrate this support. In addition, the project team has received letters or other indications of support from the Governor of California, the California State Senate, US Senators Feinstein and Boxer, Congressman Juan Vargas, as well as many other local and national stakeholders.

The project team itself fully supports this proposal and has been engaged for several years to develop the expansion plan set forth. As part developing this plan, various members of the Project Team have communicated with the affected federal agencies to understand their needs and priorities for the expansion plan. Accordingly, the Project Team understands that all affected federal agencies support the expansion plans outlined in this Proposal.
SECTION IX    Summary of Project Benefits

The Donor/Offeror is pleased to submit this proposal to CBP and GSA for a unique collaborative effort to expand, renovate, upgrade, enhance and provide continuing facility operations for the CELPOE. The key benefits of this proposal include but are not limited to:

- A transaction which will be a model of public private cooperation;
- A project approach that will result in the completion of over $70M in improvements to a critical border station which currently handles 6M annual border crossings with no outlay of federal construction funding;
- A project which provides for an estimated annual contribution to the cost to operate the CELPOE of $1.2M escalating by the percentage change in the CPI.
- An overall project schedule that will place these critically needed improvements in service three (3) to five (5) years faster than with federal construction given that no appropriation is currently planned or projected for these improvements;
- A project that will address ever increasing border congestion at the CELPOE;
- A project that will enhance border and national security by providing CBP and the agencies it works with to protect our borders, the modern facilities they need to effectively carry out its mission;
- An undertaking that will provide major environmental benefits especially through reduced vehicle emissions as border wait times are lessened;
- A project that will spur economic growth throughout Southern California and Northern Mexico;
- A project implementation plan that relies on the design and development expertise of the private sector for the expansion of the CELPOE thereby freeing up CBP to focus on its primary mission – border security;
- A project approach that insulates and protects the Government from development and operating cost overruns;
- The implementation of tolling in a fashion that will reduce and/or eliminate capital and increased operating costs to the Federal Government while not overburdening pedestrian and non-commercial vehicles crossing the border.

The Offeror and its Project Team look forward to working with CBP and GSA in Phase II of the Section 559 donation process should this proposal be selected for further consideration.
DECEMBER 9, 2014

TO: Imperial County, California
    Imperial County Transportation Commission
    Safer Community Foundation

As you know, our working group has been meeting every month for over nine years to provide guidance and political lobbying efforts for social, political, economic and environmental issues related to border crossings between Mexicali, Baja and Imperial Valley. We appreciate your efforts and others, including the many appearances and reports to our group indicating the activities you and others have undertaken to realize the most timely delivery of the much-needed improvements and operations.

It has now come to our attention that you plan to submit a proposal to the U.S. General Services Administration (GSA) and Customs and Border Protection (CBP) utilizing the new legislation allowing private capital and resources to upgrade the East Port of Entry.

This letter is delivered as an indication of our strong support of these activities, specifically the proposal submission. Also, kindly use this letter as an indication of our strong desire to assist the proposal implementation.

The realization and acceptance of the proposal will require a clear understanding of the working arrangements between federal, State and local governments on both sides of the border. This bi-national group has long recognized this need. The recognition of the need was, in fact, the catalyst for its formation and its ongoing activity. The Cross Border Working Group stands ready to facilitate and assist the bi-national cooperation needed.

Sincerely,

[Signatures]

This letter is also endorsed by the elected and appointed officials as indicated by signatures on the following page.
Imperial County, California
Imperial County Transportation Commission
Safer Community Foundation
December 9, 2014
Page Two

[Handwritten signatures]

MAYOR-CITY OF Calexico

EXECUTIVE DIRECTOR Calexico Chamber of Commerce

Consul of Mexico Calexico
B. STRATEGIC PLANNING WORKSHOP
DRAFT REPORT
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## APPENDIX A

## APPENDIX B

## APPENDIX C

## APPENDIX D
On Dec. 1, 2014, ICTC Board members, staff, agency and personnel convened a strategic planning process to map out how to build on all that the agency has accomplished since its formation in 2010. Workshop participants progressed through a series of structured processes and discussions to reach consensus on the organization’s and the region’s future planning priorities and the next steps necessary to achieve those goals.

Outcomes

Participants concluded that the priority for the future is the development of an Imperial Valley Council of Governments (COG) – either as a stand-alone organization or as a part of ICTC. Participants also concluded that they are satisfied with the direction ICTC is taking.

PROCESS

The strategic planning processes focused both on ICTC and on concern about the need for a regional COG.

The strategic planning process started two weeks prior to the workshop with a survey sent by email to Commission members and alternates; Management Committee members and alternates; Public Agency Partners, and ICTC staff. The results of the survey indicated satisfaction with the direction of ICTC and also interest in the formation of a COG.

During the workshop, processes and discussions focused on gaining context; scanning the horizon; conducting a SWOT analysis of ICTC and regional needs; priority ranking; and, arriving at consensus on next steps.

Next steps

At the conclusion of the workshop, workshop participants agreed by consensus on several “next steps” that lead to the development of an Imperial Valley Council of Governments

1. Resolve the legal issues regarding formation of a COG.
2. Present the report of the ICTC Strategic Planning Workshop conclusions to the Dec. 10 City/County Managers Association (CCMA) and Commission meetings.
3. Reach agreement by all cities as well as the county and IID to form a COG by February 2015.
4. If legislation is not necessary to form an Imperial Valley COG, have one in operation by the end of 2015.
5. If legislation is found to be necessary, immediately begin work with local legislators to amend legislation authorizing ICTC to specifically allow formation of a COG.

The following are the ICTC-specific items that workshop participants requested ICTC staff to address:

1. Develop recommendations regarding expansion of the authority of the executive director to streamline decision-making processes.
2. Streamline the agendas of ICTC meetings.
ICTC STRATEGIC PLANNING WORKSHOP
OVERVIEW DRAFT

On Dec. 1, 2014, ICTC Board members, staff, agency and personnel convened a strategic planning process to map out how to build on all that the agency has accomplished since its formation in 2010. Working with the assistance of facilitators, the workshop participants progressed through a series of structured processes and discussions to reach consensus on the organization’s (region’s) future priorities and the next steps necessary to achieve its goals. A total of 6 Commission members and alternates; Management Committee members and alternates; Public Agency Partners; and ICTC staff participated in the strategic planning workshop. A complete list of participants is attached as Appendix A.

OUTCOMES

The participants concluded the priority is the development of an Imperial Valley Council of Governments (COG) – either as a stand-alone organization or as a part of ICTC. While participants indicated a significant interest in formation of a COG has grown since the former Imperial Valley Association of Governments was dissolved with the formation of ICTC nearly four years ago, they spoke extensively about continued uncertainty over legal issues, lines of authority, funding and specifics of how that to structure a COG.

After extensive discussion, the participants agreed on a series of next steps to be taken by specific dates to ensure an Imperial Valley COG is in operation by the end of 2015. [There was discussion about whether the COG would or should be part of ICTC or a separate organization. There was also discussion about the specific issues a COG should address.] In the end, the participants chose to focus strictly on addressing issues specific to the formation of the COG.

The participants agreed to some specific actions and to getting answers to lingering questions and uncertainties. The action plan for the creation of an Imperial Valley COG starts with:

- Presenting the report on the ICTC Strategic Planning Workshop conclusions to the City/County Managers Association (CCMA) and Commission meetings set for Dec. 10, 2014.
- By the end of February get buy-in from each of the cities to form a COG.

Based on the work that must be completed, the participants set the deadline for the COG operation as follows:

- An Imperial Valley COG will be in operation by the end of 2015.

In addition, the participants laid out a series of lingering unanswered questions to address, key decisions needed and opportunities that may be available prior to the formation of a COG. In no particular order, the issues and questions articulated are:

- Does ICTC have the legal authority to be a COG or to carry out non-transportation programs? If
so, will this require an amendment to ICTC Bylaws?

- Since ICTC legislation replaced the Imperial Valley Association of Governments (IVAG) for all transportation purposes, is it legally feasible that IVAG can still exist without creating a new COG?
- Is state legislation required to form a COG or what are the steps necessary to create a Joint Powers Authority to establish a COG?
- Are there current state legal requirements for a COG?
- If the cities are interested, the County Counsel may provide a legal opinion on the formation of a COG by ICTC.
- More Information is needed about how other COGs operate and were formed.
- If ICTC can form a COG, when should the ICTC Board vote on the formation?
- The concurrent discussion about the creation of a countywide animal control system may tie in with the creation of a COG.
- Where would funding for the COG come from?
- Start-up funds for a COG might be available from the state or SCAG.

**PROCESS**

The strategic planning process was designed to provide the participants with tools to assist them in evaluating the progress ICTC has made since its last strategic plan was finalized and to steer the organization’s course for the future. The process also was devised to assist participants in was determining whether regional governments also want to form a COG.

The need for a uniquely flexible, bifurcated process became clear through a survey conducted of ICTC board members, partner agencies, staff and others prior to the day of the planning workshop. Survey respondents indicated they were highly satisfied with ICTC’s progress in all areas – except its progress toward the goal of developing a COG.

A series of processes and facilitated discussions were conducted to engage participants in the evaluation of ICTC’s direction and also to stimulate a free flowing and collaborative dialogue about the formation of a COG.

Throughout the workshop the participants engaged in a number exercises designed to illuminate issues, stimulate discussion and gain consensus.

The structured workshop key elements were:

1) Gain context
2) Scan the horizon
3) SWOT analysis
4) Priority ranking
5) Consensus on next steps

**SURVEY**

The process of arriving at a strategic plan began about two weeks prior to the facilitated workshop with an email survey via SurveyMonkey. It was sent to approximately 60 ICTC stakeholders that include the following: Commission members and alternates; Management Committee members and alternates; Public Agency Partners; and ICTC staff. There were 16 responses.

The survey was intended to give respondents an opportunity to evaluate the work of ICTC since its last strategic planning session in 2011 and also express their opinions regarding the potential formation of a COG.
The 2011 Strategic Planning Workshop had identified five programs or priorities that needed to be accomplished:

1. Assumption of Regional Transportation Planning Functions
2. Consolidation of Transportation Services
3. Advocacy and Exposure of ICTC and the Region
5. Build ICTC’s Administrative Capability.

The results of the survey indicated satisfaction with the direction of ICTC. More than 80 percent responded that all of the objectives—with the exception of the Development of a COG—are being accomplished.

In another survey question: “Should ICTC form a Council of Government” only two of the 16 respondents responded “no” with another 5 responding they were “unsure.” In a follow up question, on whether a COG should be a stand-alone JPA or part of ICTC, nearly 70 percent (10 respondents) felt it should be stand-alone.

While there were only 16 survey respondents, the survey’s results were also reflected during the workshop with the COG getting the most focus.

The survey also asked about major issues facing the region and it had a separate question asking which of the major issues. In a separate question respondents were asked to identify the issues that should be addressed by a COG.

A complete copy of the survey is attached as Appendix B.

GAIN CONTEXT

Executive Director Mark Baza opened the workshop with a brief overview of the work undertaken by ICTC since its establishment in 2011. A complete report is attached as Appendix C.

Workshop participants had few questions or comments on ICTC matters. Instead, discussion turned to the one 2011 goal that was left unfinished: Development of a Council of Government.

SCAN THE HORIZON

The Executive Director reviewed the various ways COGs can operate, focusing specifically on two very different COGs.

**CVAG and VCOG**

The Coachella Valley Association of Government, which has a staff of 13, handles transportation as well as many other programs in the Coachella Valley ranging from habitat protection to traffic synchronization.

The other model discussed was the Ventura Council of Governments, which recently separated from the Ventura Transportation Commission. The VCOG does not have fulltime staff. It has a part-time executive director and it also relies on local elected officials in partnership with municipal staff members to accomplish its goals. The VCOG is currently engaged in looking at a countywide internet program, housing and homeless issues.
**Legal Issues**
The workshop participants discussed the legal foundations of the Imperial County Transportation Commission and whether the legislation that formed ICTC would prohibit formation of a COG.

There was a consensus that the legal situation must be clarified. If current legislation does prohibit formation of an Imperial Valley COG, participants indicated work must begin immediately with legislative representatives to amend the legislation that established ICTC.

**SWOT ANALYSIS**
The workshop participants conducted an analysis of the internal strengths and weaknesses and regional opportunities and threats of the region as they relate both to ICTC as well as the region’s needs for collaborative planning and policy formation through an organization such as a COG. To facilitate the process, participants agreed to follow a set of guidelines aimed stimulating far-reaching ideas and observations.

**PRIORITY RANKING**
Participants agreed to use the following list of criteria to evaluate and rank priorities:

- Is the function of regional significance/impact?
- Will the function further consolidate services in the spirit of joint cooperation?
- Will accomplishing the function enhance the region’s quality of life?
- Will the function have a quantifiable economic benefit for the community?
- Does the function have economic development implications for the region?
- Does the function build on existing work?
- Can the function generate revenue to sustain its cost?

Funding issues in connection with formation of a COG drew more concern than any other issue from workshop participants; however they also noted a number of opportunities from the formation of a new Council of Government.

Participants were asked to select three items from each category (Strengths, Weaknesses, Opportunities and Threats). Participants voted with dots for COG issues/ideas and with check marks for ICTC related ideas/issues. The total vote indicates much more interest COG-related items. There were 141 votes cast for COG-related issues compared to 58 for ICTC SWOT items.

Individual elements have been synthesized for clarity purposes below. A complete listing and vote of all elements of the SWOT is attached as Appendix D.

**Strengths of ICTC**
1. The ICTC staff is highly competent and has a single focus on transportation issues and programs.
2. The existing organization has garnered transportation funding and has been able to meet most local transportation needs. As someone observed: “ICTC Delivers.”
3. ICTC has developed and nurtured excellent partnerships with other agencies on the federal, state and local level. Those specifically mentioned include Caltrans, the Southern California Association of Governments and the Imperial Valley Economic Development Commission.

**Strengths of a COG formation**
1. There is a growing identify for Imperial County outside of the Valley that is positive.
2. The excellent existing partnerships with federal, state, and local agencies were identified as asset to assist ICTC in forming a COG.
3. ICTC is the only currently existing commission (JPA) that has elected representatives and top staff from all Imperial County cities, the county as well as the IID and current ICTC board members have continuity and long-term experience in working together.
4. Informal cooperation already exists among the ICTC members regarding some functions that a COG would undertake.

Weaknesses of ICTC
1. There are internal structural issues that limit the authority of the executive director and of ICTC as a body. The challenge sometimes occurs because the Commission only meets monthly. As a result, these restrictions inhibit quick action and timely response.
2. There is a fear that non-transportation projects could water down the focus of ICTC.

Weaknesses regarding formation of a COG
1. ICTC needs a better understanding of other agencies in Imperial County and what they do. Advocacy groups were specifically mentioned. This was discussed as an opportunity and a role that the COG could fill, particularly for non-transportation issues.
2. Current revenue structure of ICTC prohibits expenditure of transportation funds on other projects.
3. There are occasional communication issues with other agencies regarding no transportation issues and studies that result in duplication of efforts.

Opportunities for ICTC
1. There is potential for ICTC to expand its collaboration with other agencies.
2. ICTC needs to work closer with Union Pacific Railroad
3. ICTC has the potential to become an expert in Federal funding processes and pursue Environmental Justice funding.

Opportunities regarding formation of a COG
1. With a COG, there is an ability to expand collaboration and form new partnerships with agencies such as the BLM and State Parks for projects in the Valley. Union Pacific was also mentioned, but mostly in context of ICTC transportation issues.
2. Areas were identified as programs that could be undertaken by a COG:
   A. Animal control
   B. Public Safety
   C. Tourism
   D. Become a facilitator/administrator of funding resources
   E. Establishment of regional jail locations
   F. Development of uniform mitigation fees
3. A COG could become an administrator and facilitator to generate federal funding opportunities for other agencies.
4. With a COG, there is a single agency that has accountability for agreed upon projects that are undertaken.

Threats for ICTC
1. Limits of authority of executive director.
2. Linkage between ICTC and the COG.
3. Funding issues including the restrictions on use of transportation funding for other purposes and the unequal disbursement of funds for transportation.

Threats of forming a COG
1. Funding was identified as the overriding threat to formation of a COG. Included were unequal distribution of funding and the lack of flexibility on how funds can be used.
2. Inter-jurisdictional authority and lines of communication.
CONSENSUS ON NEXT STEPS

At the conclusion of the workshop, workshop participants agreed by consensus on several “next steps” as noted in the Outcomes section.

1. Resolve the legal issues regarding formation of a COG.
2. Present the report of the ICTC Strategic Planning Workshop conclusions to the Dec. 10 CCMA meeting.
3. Seek agreement from all cities as well as the county and IID to form a COG.
4. In the event legislation is not necessary to form an Imperial Valley COG, have one in operation by the end of 2015.
5. If legislation is found to be necessary, immediate begin work with local legislators to amend legislation authorizing ICTC to specifically allow formation of a COG.

The following are the ICTC-specific items that workshop participants requested ICTC staff to address:

1. Develop recommendations regarding expansion of the authority of the executive director to streamline decision-making processes.
2. Streamline the agendas of ICTC meetings.
Appendix A (List of ICTC strategic planning workshop attendees)

1. George Nava, City of Brawley
2. Rosanna Bayon Moore, City of Brawley
3. Sedalia Sanders, City of El Centro
4. James Predmore, City of Holtville
5. Nick Wells, City of Holtville
6. Mark Gran, City of Imperial
7. Marlene Best, City of Imperial
8. Jack Terrazas, County of Imperial
9. Ryan Kelley, County of Imperial
10. Rosa Lopez, County of Imperial
11. Tomas Oliva, SCAG
12. Ross Cather, Caltrans
13. Sam Amen, Caltrans
14. Mark Baza, ICTC staff
15. Kathi Williams, ICTC staff
16. David Salgado, ICTC staff
17. Virginia Mendoza, ICTC staff
18. Michelle Bastidas, ICTC staff
19. Beatriz Cruz, ICTC staff
20. Cristi Lerma, ICTC staff
Appendix B (Complete SurveyMonkey survey results)
Q1 In 2011, the following core priorities were established for ICTC. Please indicate those items or programs that have been accomplished or established as an ongoing work program for ICTC.

Answered: 15  Skipped: 1

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assumption of Regional Transportation Planning Functions</td>
<td>86.67% 13</td>
</tr>
<tr>
<td>Consolidation of Transportation Services</td>
<td>80.00% 12</td>
</tr>
<tr>
<td>Advocacy and Exposure of ICTC and the Region</td>
<td>93.33% 14</td>
</tr>
<tr>
<td>Development of a Council of Government (COG)</td>
<td>13.33% 2</td>
</tr>
<tr>
<td>Build ICTC’s Administrative Capacity</td>
<td>86.67% 13</td>
</tr>
</tbody>
</table>

Total Respondents: 15
Q2 Should ICTC form a Council of Government (COG)?

Answered: 16  Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>56.25%</td>
</tr>
<tr>
<td>No</td>
<td>12.50%</td>
</tr>
<tr>
<td>Unsure</td>
<td>31.25%</td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>
Q3 If ICTC forms a COG, should it be a stand-alone Joint Power Agreement (JPA) or part of ICTC?

Answered: 16  Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand-alone JPA</td>
<td>62.50%</td>
</tr>
<tr>
<td>Part of ICTC</td>
<td>25.00%</td>
</tr>
<tr>
<td>Unsure</td>
<td>12.50%</td>
</tr>
</tbody>
</table>

Total 16
Q4 In your opinion, what are the major issues facing the region? (Mark all that apply)

Answered: 16  Skipped: 0

<table>
<thead>
<tr>
<th>Answer Choices</th>
<th>Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care</td>
<td>68.75%</td>
</tr>
<tr>
<td>Energy Conservation</td>
<td>12.50%</td>
</tr>
<tr>
<td>Water Conservation</td>
<td>62.50%</td>
</tr>
<tr>
<td>Homelessness</td>
<td>50.00%</td>
</tr>
<tr>
<td>Animal Control</td>
<td>56.25%</td>
</tr>
<tr>
<td>Job Creation/Economic Development</td>
<td>87.50%</td>
</tr>
<tr>
<td>Public Safety</td>
<td>31.25%</td>
</tr>
<tr>
<td>Affordable Housing</td>
<td>10.00%</td>
</tr>
<tr>
<td>Environmental Issues (Air...)</td>
<td>40.00%</td>
</tr>
<tr>
<td>Salton Sea Mitigation/Remediation</td>
<td>37.50%</td>
</tr>
<tr>
<td>Tourism</td>
<td>31.25%</td>
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<tr>
<td>ICTC Strategic Planning</td>
<td>SurveyMonkey</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Tourism</td>
<td>50.00% 8</td>
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<tr>
<td>Affordable Housing</td>
<td>43.75% 7</td>
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<tr>
<td>Environmental Issues (Air Quality, Water Quality, New River, Etc.)</td>
<td>75.00% 12</td>
</tr>
<tr>
<td>Salton Sea Mitigation/Restoration</td>
<td>75.00% 12</td>
</tr>
<tr>
<td><strong>Total Respondents:</strong> 16</td>
<td></td>
</tr>
</tbody>
</table>
Q5 If a COG is formed, which are the first three issues it should tackle

Answered: 16  Skipped: 0

Answer Choices | Responses
---|---
Health Care | 12.50% 2
Energy Conservation | 6.25% 1
Water Conservation | 12.50% 2
Homelessness | 25.00% 4
Animal Control | 56.25% 9
Job Creation/Economic Development | 43.75% 7
Public Safety | 12.50% 2
Tourism | 31.25% 5

ICTC Strategic Planning | SurveyMonkey
<table>
<thead>
<tr>
<th>Problem Area</th>
<th>Percentage</th>
<th>Respondents</th>
</tr>
</thead>
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<tr>
<td>Affordable Housing</td>
<td>25.00%</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Issues (Air Quality, Water Quality, New River, Etc.)</td>
<td>62.50%</td>
<td>10</td>
</tr>
<tr>
<td>Salton Sea Mitigation/Restoration</td>
<td>12.50%</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Respondents:</strong></td>
<td><strong>16</strong></td>
<td></td>
</tr>
</tbody>
</table>
Fiscal Year 2014

In partnership with the two cities the Transit Transfer Terminals in the Cities of Brawley and El Centro were completed.

Increased regional transit service hours on Imperial Valley Transit (IVT) and IVT ACCESS:

- The Imperial Valley College (IVC) Express Trips
- Increased Saturday Service
- Reduced service headways from 70 minutes to 35 minutes from Calexico to El Centro
- Implemented the Brawley Gold Line Circulator; and
- Introduced for the first time, a limited Sunday service schedule

Initiated several transit and transportation studies of regional significance, for example:

- Calexico Border Intermodal Transportation Center Feasibility Study
- IVT Bus Stop Safety and Design Standards and Guidelines Project
- ADA Paratransit Service Certification and Eligibility Process, Demand Management, and Growth Assessment
- 2014 Coordinated Public Transit and Human Services Transportation Plan
- 2014 Imperial County Disparity Study
- California/Baja California Border Master Plan
- California/Baja California Bicycle and Pedestrian Access Study
- County of Imperial’s 2014 Comprehensive Economic Development Strategy (CEDS) – Transportation Update

In partnership with the Imperial Valley Economic Development Corporation and Baja California partners executed a Memorandum of Understanding to institutionalize our binational partnership and programs for the Imperial-Mexicali Binational Alliance.

In partnership with Caltrans and CTC, the 2014 State Transportation Improvement Programs (STIP) was adopted to include full state funding for:

- I-8 Imperial Avenue Interchange Re-Construction Project ($39.1 Million)
- Planning, Programming and Monitoring (PPM) funding for Regional Planning Staff Resources through FY 2018-2019 ($1.2 Million)

Fiscal Year 2013

- Completed the acquisition of 10 new large (40 foot) buses for our Imperial Valley Transit (IVT) regional fixed route service and 8 new buses (25 foot) for our IVT ACCESS paratransit service, and two service vehicles for transit supervisors to monitor and respond to urgent or emergency situations;
Phase 2 of the Imperial Valley College Transit Transfer Terminal was completed in August 2012.
The Brawley Bypass was completed in October 2012, a major milestone for our regional highway
network.
In preparation for this budget we aggressively worked to develop our proposals to implement
some of our highest priorities for increasing transit services as documented in our recent annual
Unmet Transit Needs process. These proposals will be presented to the Commission as part of our draft
budget. Pending budget approvals, new services will strategically be implemented in FY 2013-2014.
In partnership with our ICTC member agency staff, Caltrans and SCAG teams, and the five other
County Transportation Commissions have been working to implement our projects and strategies
as identified in the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy
(RTP/SCS) and to initiate our work to prepare for an update of the RTP/SCS in 2016.
Additionally, ICTC initiated and continues to work with our statewide and Southern California
stakeholders to advocate and pursue future funding opportunities and transportation policies for
Imperial Valley benefit. As part of this effort Mr. Baza was honored to represent our region with
participation in statewide organizations, such as, the California Association of Councils of
Government (CALCOG), Self-Help Counties Coalition (SHCC), and Mobility 21. Mr. Baza is
also am an active member of the CEO’s Working Group for the SCAG region’s county
transportation commissions, SCAG, the U.S. Department of Transportation agencies responsible
for highways, transit and maritime; Caltrans and the Ports of Los Angeles and Long Beach. At
the start of 2013, Mr. Baza was selected as the 2013 Chair for the CEO group.

Fiscal Year 2012

- Completion and adoption of the Short Range Transit Plan (SRTP)
- Completed the employee transition from County to ICTC employees, complete with established
  salary and benefits structure
- Completed the Imperial Valley region’s update for the 2012 State Transportation Improvement
  Program (STIP) that includes two key regional projects, the Interstate 8/Dogwood Avenue
  Reconstruction and Bridge Widening and the I-8/Imperial Avenue Interchange Reconstruction
- Completed and approved the Call for Projects for the federal-aid programs of Regional Surface
  Transportation Program (RSTP) $7.4 Million and Congestion Mitigation and Air Quality
  (CMAQ) $7.4 Million for local projects throughout region, including road improvements and
  rehabilitation, and bicycle and pedestrian access improvements
- On behalf of the Local Transportation Authority (Measure D Sales Tax Program) and
  participating agencies of Brawley, Calexico, Calipatria, Imperial and the County of Imperial
  completed bond financing issuance of $54 Million toward the acceleration of roadway
  improvements over the next three years.

Fiscal Year 2011

- Development and adoption of 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 audits, 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 partnerships with our Southern California transportation leaders within Southern California Association of Governments (SCAG) multi-county region 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 Service 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”
• 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)
• 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)
• 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
### Appendix D

#### Strengths Identified

<table>
<thead>
<tr>
<th>Strengths Identified</th>
<th>ICTC</th>
<th>COG Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff highly competent</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Informal cooperation already exists</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Very responsive</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Able to meet transportation needs</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Getting transportation funding</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Ability to scale services</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Board members have continuity/long term background</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Group melds well together</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>There is a growing identity for Imperial County outside of the area that is positive</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Staff focuses only on transportation needs</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Developed relationships with state/federal agencies</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CalTrans relationship</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>SCAG relationship</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ICTC Delivers</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Great partnerships/nurtured partnerships i.e. IVEDC</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Only commission representative of all Imperial County cities/county/IID</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL OF VOTES</strong></td>
<td><strong>21</strong></td>
<td><strong>30</strong></td>
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#### Weaknesses Identified

<table>
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<tr>
<th>Weaknesses Identified</th>
<th>ICTC</th>
<th>COG Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Watering down focus</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>ICTC presents itself as a COG on agencies indicating conflicted roles/responsibilities</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Limited authority</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Restricted in meeting priorities because board meets only once per month. Problems with timely response</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Limited Scope (transportation)</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Need better understanding of other I.C. agencies and what they do</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Communication issues with other agencies—need to avoid duplication</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Lack of communication on non-transportation issues</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Limited focus</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Don’t know all groups working on issues here (i.e. advocacy groups)</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Revenue restriction</td>
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<td>7</td>
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<tr>
<td>Opportunities Identified</td>
<td>ICTC</td>
<td>COG Organization</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------</td>
<td>------------------</td>
</tr>
<tr>
<td>Animal control</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Expanding Collaboration</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Accountability—single agency</td>
<td>0</td>
<td>4</td>
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<tr>
<td>Environmental justice funding</td>
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<td>1</td>
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<tr>
<td>Public Safety</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Public Safety Academy</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Regional jail locations</td>
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<td>2</td>
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<tr>
<td>Hero program</td>
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<td>Property tax sharing agreements</td>
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<td>Uniform mitigation fees</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Administrator/facilitator of funding sources</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Environmental issues</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Ability to form new partnerships i.e. BLM, State Parks, Union Pacific</td>
<td>3</td>
<td>8</td>
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<tr>
<td>Dual Use Roads</td>
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<td>TOTAL OF VOTES</td>
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<td>42</td>
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<tr>
<th>Threats Identified</th>
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<th>COG Organization</th>
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<tbody>
<tr>
<td>Funding</td>
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<td>11</td>
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<tr>
<td>Inter-jurisdictional authority</td>
<td>0</td>
<td>5</td>
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<tr>
<td>Lines of communications</td>
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<td>5</td>
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<tr>
<td>Linkage between ICTC and COG</td>
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<td>3</td>
</tr>
<tr>
<td>Funding disbursement unequal</td>
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<td>4</td>
</tr>
<tr>
<td>Lack of flexibility of fund use now</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Limits on executive director authority</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL OF VOTES</td>
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<td>34</td>
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