TRANSPORTATION COMMISSION MEETING

REVISED AGENDA

WEDNESDAY, APRIL 24, 2013
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: JACK TERRAZAS       VICE CHAIR: LARRY RITCHIE

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

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

III. PUBLIC COMMENTS

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

IV. APPROVAL OF CONSENT CALENDAR

   (Executive Director recommends approval of consent calendar items)

   A. Approval of ICTC Board Draft Minutes: March 27, 2013

   B. Receive and File:

   1. ICTC TAC Committee Draft Minutes: March 28, 2013


   C. Specific Transit Operator Fiscal Reports FY 2011-12 for Imperial Valley Transit and IVT Access

   The ICTC Management Committee met on April 17, 2013 and forwards this item to the Commission for your review and approval, after public comment if any:

   1. Receive and file the Specific Transit Operator Fiscal Reports; IMPERIAL VALLEY TRANSIT and IVT ACCESS for the Imperial County Transportation Commission for FY 2011-12

   CITIES OF BRAWLEY, CALExico, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The ICTC Management Committee met on April 17, 2013 and forwards this item to the Commission for your review and approval, after public comment if any:

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2011-12; Med Express and West Shores Dial-A-Ride for the Imperial County Transportation Commission for FY 2011-12

V. INFORMATIONAL / DISCUSSION CALENDAR

A. Sea Port Air Lines Services Update
   1. Presentation by Geoff Dale, Sea Port Airlines

B. SCAG’s Comprehensive Goods Movement Plan
   1. Presentation by Mike Jones

VI. REPORTS

A. ICTC Executive Director
B. Southern California Association of Governments
C. California Department of Transportation – District 11
D. Commission Member Reports

VII. ACTION CALENDAR

A. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services FY 2012-13

The ICTC Management Committee met on April 17, 2013 and forwards this item to the Commission for your 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. Adopt the attached certification, (attached) as required by Caltrans.
3. Authorize the Chairman to sign the resolution as required by Caltrans.
4. Authorize staff to forward documentation to Caltrans for entry into the statewide competitive process.

B. Federal Transit Administration (FTA) Section 5317 New Freedom Grant Program for Disabled Transportation Services FY 2012-13

The ICTC Management Committee met on April 17, 2013 and forwards this item to the Commission for your review and approval, after public comment if any:

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

C. Federal Transit Administration (FTA) Section 5316 Job Access and Reverse Commute (JARC) Grant Program for Transportation Services FY 2012-13

The ICTC Management Committee met on April 17, 2013 and forwards this item to the Commission for your review and approval, after public comment if any:
1. Authorize the Executive Director or his designee to provide a letter of support for the YCIPTA FY 2012-13 FTA Sec 5316 JARC Grant

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, May 22, 2013 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. APPROVAL OF CONSENT CALENDAR

A. APPROVAL OF ICTC BOARD DRAFT MINUTES:
   MARCH 27, 2013

B. RECEIVE AND FILE:
   1. ICTC TAC COMMITTEE DRAFT MINUTES:
      MARCH 28, 2013
   2. ICTC SSTAC COUNCIL DRAFT MINUTES:
      APRIL 3, 2013
VOTING MEMBERS PRESENT:

City of Brawley                  George A. Nava
City of Calexico                 Bill Hodge
City of Calipatria               Maria Nava-Froelich
City of Holtville               Mike Goodsell
City of Imperial                 Mark Gran
City of Westmorland             Larry Ritchie
County of Imperial              John Renison (Alt)

NON-VOTING MEMBERS PRESENT:

Caltrans District 11            Bill Figge for Laurie Berman

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

OTHERS PRESENT:                 Sam Amen, Ross Cather: Caltrans; Charles Brockwell, Jean Chatel: First Transit/IVT; Ruben Duran: City of El Centro; Yvonne Cordero: SCAG intern; Rick Clickard, resident of Westmorland

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 March 27, 2013 together with staff reports and related documents attached thereto and incorporated therein by reference.

I.    CALL TO ORDER AND ROLL CALL

Vice-Chair Ritchie called the Commission meeting to order at 6:03 p.m. Roll call was taken.

II.   EMERGENCY ITEMS

A.    There were none.

III.  PUBLIC COMMENTS

A.    Resident of Westmorland, Rick Clickard made a statement regarding the use of Forrester Rd. He said he lives off of Forrester and he is concerned for the safety of his family because vehicles drive at extremely high speeds. He stated that better signage west of Westmorland for the Brawley Bypass was needed to alert drivers before they turn onto Forrester. Some of his other solutions included not allowing non-agriculture traffic, more CHP personnel on Forrester.

Mr. Baza stated that signage for the Brawley Bypass is forthcoming. Mr. Ritchie stated that he has seen the Caltrans posters at the local fuel stations as well.

IV.   APPROVAL OF CONSENT CALENDAR

A motion was made by Nava and seconded by Hodge to approve the consent calendar; Motion carried unanimously.
A. Approval of ICTC Board Draft Minutes: February 27, 2013

B. Received and Filed:
   1. ICTC Management Committee Minutes: February 13, 2013
   2. ICTC Management Committee Draft Minutes: March 13, 2013
   3. ICTC TAC Committee Draft Minutes: February 28, 2013

C. Application for Federal Transit Administration (FTA) Section 5311 Program Funds for FY 2012-13
   1. Adopted the resolution authorizing the Executive Director to sign the FTA 5311 FY 2012-13 grant application and all supporting documentation, and, submit the application to Caltrans.

D. Application for Federal Transit Administration (FTA) Section 5317 Program Funds for FY 2013-14 and FY 2014-15
   1. Adopted the resolution authorizing the Executive Director or his designee to develop and submit the FTA 5317 grant application with supporting documentation, and, submit the application to Caltrans.

V. REPORTS

A. ICTC Executive Director
   Mr. Baza had the following announcements:
   - The Imperial County/Mexicali working group has been very proactive group and there are changes being made in the short future that will make a positive impact on border crossing for autos and pedestrians. Mr. Baza stated that the focus started with transportation related issues and now the focus is broadening to include environmental and economic development issues.
   - The Federal Transportation Bill was approved. The new bill will utilize the same formula for distribution of funds as the previous one.

   Ms. Williams had the following announcements:
   - The consultant team for the Red, Orange and Gold Line study is moving forward. The stakeholders meetings took place in March and the Public Workshops will be taking place on April 22, 2013 in Imperial; April 23, 2013 in Calexico and on April 24, 2013 in Brawley.

B. Southern California Association of Governments (SCAG)
   Mr. Salgado had the following announcements, in Mr. Oliva’s absence:
   - The SCAG Strategic Plan was updated and includes 5 goals.
   - The SCAG FY 13-14 Draft Budget was approved.
   - Nominations for the FY 13-14 Imperial County SCAG representative are being accepted. The League of Cities will have a meeting on April 25, 2013 to appoint the next Imperial County SCAG representative. Mr. Baza stated that currently Council Member Cheryl Viegas-Walker (El Centro) serves in the role and has expressed interest in continuing her involvement with SCAG.
   - The SCAG General Assembly is scheduled for May 2-3, 2013 in Palm Desert at the JW Marriot.

C. California Department of Transportation (Caltrans)
   Mr. Figge had the following announcements:
- Greater efforts to advertise for the Brawley Bypass are underway. A sign package is being developed. Also GPS agencies have been contacted in an effort to get the Brawley Bypass route on all systems. The data and analysis for the recent traffic counts from the Brawley Bypass and Forrester Rd. will be available shortly. Caltrans staff is planning to present the information to Management Committee in April.
- The Brawley Bypass has been nominated for two awards. One is the American Society for Civil Engineers Award and the other is the California Transportation Foundation Award.
- The next Quarterly Team Building Meeting will be held on April 25, 2013 at the IID.

D. Commission Member Report
- The City of Calipatria will be hosting a Chamber mixer soon to discuss the 2nd Annual Fireworks show. They are currently in the planning stages, however there will be opportunities for businesses to apply for a booth and/or for entertainment.
- The City of Brawley will be having an event titled “Taking back Main” on April 27, 2013 to promote business in Brawley.
- Mr. Gran stated that a protest is being filed about how the F35 Strike Fighter Public Hearing was handled. Certain questions could not be answered by the consultants facilitating the public workshop. The operational costs were not in the information and when asked no one had an answer. The City of Imperial has hired an attorney to review the EIS and on April 8th a trip to Washington D.C. is scheduled for the lobbyist and others to attend.
- The City of Holtville will be having a Farmer’s Market on April 24, 2013.

VI. ACTION CALENDAR

A. Med-Express Services No Show/Late Cancellation Policy and Appeals Process – DRAFT

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

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

The lack of an approved No Show/Late Cancellation Policy for the Med-Express Service has led to consistent no-shows for service. In addition, the service has experienced an increase in “no shows” and “late cancellations”. From July 2012 to October 2012 the Med-Express service received 112 no shows. This is significant because only 1 small bus is dedicated to the service daily with a capacity of 16. This creates a negative affect whereby seats may be available, but cannot be utilized in the dispatch process.

A “no show” occurs when a scheduled rider fails to appear; fails to board the vehicle, and/or use his/her scheduled transportation within the standard 5 minute wait period a driver offers a passenger to board. A “late cancellation” occurs when a passenger fails to cancel the appointment for pick-up at least four (4) hours before the scheduled pick-up time.

In an attempt to help mitigate the no show issue on the Med-Express service the ARC-IV transportation management team has implemented a policy where riders with scheduled appointments are required to pay in advance for their scheduled trip. According to ARC staff this measure has helped to lower no-show occurrences as well.
In order to address the issue on the Med-Express service, ICTC staff formed an Ad-Hoc committee to create a draft “no-show” and “late cancellation” policy. There is currently no formal policy in place. It is the intention of this policy that implementation will encourage both current and future users to either take or cancel trips they know will not be needed. The reduction in “no shows” and “late cancellations” will allow access to the service for individuals who could utilize the canceled trip.

On January 29, 2013, an Ad-Hoc committee composed of social service provider agency representatives who participate on the ICTC Social Services Technical Advisory Committee (SSTAC), and Association for Retarded Citizens (ARC) Staff met with ICTC staff to create a draft policy. Attached is a Draft Policy for your review and consideration.

The Ad-Hoc Committee would recommend approval of the policy. ICTC staff would also recommend the establishment of a grace period effective April 1, 2013 through April 30, 2013 in order to promulgate the policy in English and Spanish, with an effective date of May 1, 2013.

The SSTAC also reviewed the policy on March 6, 2013 and recommends adoption after changing the 5th no-show occurrence penalty from “permanent suspension” to a suspension to last “1 year (12 months).”

The ICTC Management Committee met on March 13, 2013 and forwarded this item to the Commission for review and approval, after public comment if any:

1. Reviewed and approve the ICTC Med-Express No Show/Late Cancellation Policy and Appeals Process.
2. Directed staff to promulgate the Med-Express No Show/Late Cancellation Policy and Appeals Process in English and Spanish between April 1 and April 30, 2013.
3. Directed staff to implement the Med-Express Services No Show/Late Cancellation Policy and Appeals Process effective May 1, 2013.

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

B. FY 2013-14 Community Based Transportation Planning Grant (CBTP) submittal for Regional Safe Routes to School Master Plan

Mr. Salgado stated that the Safe Routes to Schools is a funding program developed to increase the number of children who walk or bicycle to school by funding projects that remove the barriers. Those barriers include lack of infrastructure, unsafe infrastructure, and a lack of programs that promote walking and bicycling aimed at children, parents, and the community.

ICTC staff has been working closely with the Imperial County Public Health Department, Southern California Association of Governments (SCAG), and other local stakeholders in an effort to improve SRTS efforts locally. A SRTS Regional Working Group was created to address the health and wellness of Imperial County youth, as well as, for the purpose of promoting and strengthening SRTS grant application efforts region wide. Imperial County competes directly with San Diego County for all SRTS funding. In order to facilitate more competitive applications and more successful grant submittals, the working group identified the need for a “Regional Safe Routes to School Master Plan”.

The project concept entails identification and prioritization of areas where future SRTS funds can be maximized. The consultant team would spend time accumulating data on student travel patterns, current infrastructure around schools, identifying outreach programs, and prioritizing each site’s needs. The consultant team would conduct a bilingual survey,
conduct bilingual public workshops for students, parents, teachers, and school staff, and interact with city and County staff to develop recommendations.

After the outreach and data collection occurs the consultant will use all information to formulate specific goals and identify different Federal, State, and Local fund sources which could be used to leverage future project implementation and SRTS funding. The end product of the completed study would be an “Imperial County Regional Safe Routes to School Master Plan”.

In December of 2012, Caltrans issued a call for projects for federal Transportation Planning Grants for Fiscal Year 2013-14. A component of the grant program is called the “Community Based Transportation Planning Grant (CBTP)”. These funds are allocated through the State Highway Account (SHA). The total budget amount Statewide for FY 2013-14 is $3 million dollars, and there is a project limit of $300,000.

The CBTP grant would allow for the completion of the Imperial County Regional Safe Routes to School Master Plan. The grant is for $175,000 and the local match requirement is 10%. A figure of 7.5% of the local match amount must be cash match with the remaining 2.5% as in-kind match. The total project cost is to be $192,500 with cash match amount of $13,125 and in-kind match of $4,375.

The ICTC Management Committee met on March 13.2013 and forwarded this item to the Commission for review and approval, after public comment if any:

1. Adopted the resolution authorizing the Executive Director or his designee to develop and submit the FY 2013-14 Community Based Transportation Planning (CBTP) Grant application and all supporting documentation for the Imperial County Regional Safe Routes to School Master Plan
2. Directed staff to submit the grant application to SCAG and Caltrans.
3. Directed staff to include the cash match amount of $13,125 in the upcoming FY 2013-14 ICTC Overall Work Program Budget and Finance Plan

A motion was made by Gran and seconded by Hodge, Motion Carried unanimously.


Ms. Williams stated that Section 99401.5 of the Public Utilities Code states:

“…The Transportation Planning Agency (TPA) shall hold at least one public hearing pursuant to Section 99238.5, for the purpose of soliciting comments on the Unmet Transit Needs that may exist within the jurisdiction…”

Unmet Needs that are determined to be reasonable to meet may be established by offering services directly, contracting for new services or the expansion of existing services.

On January 24, 2013, the Unmet Transit Needs Hearing Panel conducted the required local Public Hearing. The Hearing Panel reconvened on February 28, 2013 to consider the verbal and written testimony, and staff recommendations. After discussion of the analysis portion, the Panel developed the “Findings” regarding public transit services for FY 2013-2014. These “Findings” assist in the determination of the service levels to be provided and consequently guide the FY 2013-14 ICTC Transit Financing Plan development.

The “Findings” for FY 2013-14 represent a potential increase of approximately 10% in subsidy (net cost) to the Imperial Valley Transit system. The services recommended are listed individually and prioritized on the separate ICTC Unmet Transit Needs document.
Prioritization will allow staff to proceed with implementation as revenue estimates are confirmed.

The Social Services Transportation Advisory Council (SSTAC) has met and developed a response to the “Findings” on March 6, 2013 for consideration. After adoption of the “Findings”, staff will continue to develop the budget for the ICTC Transit Financing Plan and submit it for approval in the May/June 2013 time frame.

The ICTC Management Committee met on March 13, 2013 and forwarded this item to the Commission for review and approval, after public comment if any:

1. Adopted the FY 2013-14 “Findings” as presented or amended after a review of the SSTAC response.
2. Authorized the Chairman to sign the resolution.
3. Directed staff to forward the FY 2013-14 “Findings”, public hearing documentation and resolution to the State Department of Transportation.

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

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on April 24, 2013 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

A motion was made to adjourn the meeting by Renison and seconded by Nava, Motion carried. Meeting adjourned at 7:28 p.m.
1. The meeting was called to order by Chair Arellano at 10:10 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for February 28, 2013 (Falomir/Villicana) Motion Carried.

3. Adaptive Traffic Signal Timing

   A brief presentation was conducted by Andrew More of Miovision Technologies Inc. via teleconference call and slideshow on Adaptive Traffic Signal Timing. Mr. More stated that the Adaptive Signal Timing system would improve traffic flow and mobility through the city. The system also can create automated traffic counts through the software. Mr. More went into more detail about how the system actually works. He stated that if anyone had any questions to email him at amore@miovision.com.
4. ICTC Updates / Announcements
Ms. Mendoza had the following announcements:
- Ms. Mendoza stated that the public workshops for the circulator study for the Gold Line, Red Line and Orange lines will be taking place at various locations in the cities of Brawley, Calexico and Imperial.
  - In Imperial a Bus Stop Workshop will take place at Barioni Blvd. and Imperial Ave. on April 22, 2013 from 2:30 p.m. to 4:30 p.m. with a Bilingual Public Workshop at the Senior Center at Imperial City Hall from 5:00 p.m. to 7:00 p.m.
  - In Calexico a Bus Stop Workshop will take place at 3rd and Paulin Streets on April 23, 2013 from 2:30 p.m. to 4:30 p.m. with a Bilingual Public Workshop at the Calexico Camarena Public Library from 5:00 p.m. to 7:00 p.m.
  - In Brawley a Bus Stop Workshop will take place at E Street and Rio Vista on April 24, 2013 from 2:30 p.m. to 4:30 p.m. with a Bilingual Public Workshop at the Brawley City Council Chambers from 5:00 p.m. to 7:00 p.m.
- The Consolidated Paratransit RFP will be released after July 2013. The budget for Dial-A-Ride services is due on April 18, 2013. Please plan to submit a budget for the entire fiscal year.
- The 1st Quarterly Performance Review meeting with YCIPTA and Quechan regarding the YCAT Turquoise Route 10 from Yuma-Winterhaven-El Centro is set for April 2, 2013. More information on its progress will be available at the next TAC meeting.
- In an FTIP Amendment 6, ICTC staff submitted all CMAQ adjustments to SCAG.
- The Binational Imperial Valley / Mexicali workgroup continues to meet on a monthly basis; the next meeting is scheduled to take place in Mexicali. Brad Poiriez from Imperial County APCD will be attending the next meeting to discuss environmental issues.

5. SCAG Updates / Announcements
Mr. Oliva had the following updates:
- Planning grants are available through SCAG’s Sustainability Program which combines Compass Blueprint assistance for integrated land use and transportation planning with new Green Region initiative assistance aimed at local sustainability and Active Transportation assistance for bicycle and pedestrian planning efforts. Proposals will be accepted until 5:00 p.m. on May 31, 2013.
- Due to the reductions of the Federal and State budgets, the GIS program will have to be postponed until next year. Javier Aguilar was scheduled to work in Imperial County on a quarterly basis but because of funding reductions the program will have to wait until next fiscal year. He will be available to work with anyone remotely.
- The Commission (ICTC) approved the CBTP grant. The Safe Routes to School Working Group stakeholders have been meeting on a regular basis and have identified local goals, one being to create a Safe Routes to School Master Plan. The plan once completed will allow local applicants to submit more competitive grants. The grant will be submitted on Monday, April 1, 2013. Mr. Oliva thanked everyone for their support letters.

6. Caltrans Updates / Announcements
Mr. Medina had the following updates:
- The Obligation Plan is due by April 1st. The obligational authority will be available beginning May 1st and is on a first come first serve basis. Obligational Authority usually runs out in the August timeframe.
- Mr. Medina reviewed the Obligation Plan with all agencies. Most agencies planned their date of obligation to be May 1, 2013.
- The South Tehachapi Management meeting has changed its name to Southern California Local Assistance meeting. At the last meeting the following changes were made:
  - This meeting will be held the fourth Thursday of each March and September.
- The HSIP Call For Projects will be released beginning April 2013. For more information contact Wei Xia at 619-278-3734.
- To register and get information on the Resident Engineers Academy please visit [http://www.cce.csus.edu/conferences/caltrans/localAssistance/training_upcTraining.cfm](http://www.cce.csus.edu/conferences/caltrans/localAssistance/training_upcTraining.cfm)

7. General Discussion / New Business
   - Mr. Brunet stated that he was approached by IVECA and was notified that there is an open seat for Public Works representatives. Mr. Baza suggested that it will be added as an action item on the next agenda.
   - Mr. Medina stated that principle arterials were upgraded to National Highway Level (NHS) of importance. He suggested developing a PowerPoint presentation to address the issue. All were in concurrence.
   - Mr. Baza addressed the traffic counts conducted by Caltrans staff on the Brawley Bypass and surrounding areas, and Forrester Rd. Caltrans staff will be presenting to Management Committee and will have them present to the TAC as well. He stated that a signage package will be developed soon, with a suggestion of signage being posted north of Westmorland.

8. Meeting adjourned at 11:33 a.m.
   - The next meeting will be held on May 23, 2013 at 10 a.m. at the ICTC Offices.
   - Motion was made to adjourn the meeting (Brunet/Campos) **Motion Carried.**
1. Chair Martinez called the meeting to order at 10:05 am.  A quorum was present. Introductions were made.

2. Minutes adopted for March 6, 2013 as amended. (Leon/Hack) Motion Carried.

3. CTSA Reports

   - Mr. Salgado stated that the Med Express No Show Policy was approved by the Commission. The next step is to begin advertising to promulgate the policy. There will be notices in all Med-Express buses. Staff hopes the policy will eliminate late cancellations and no shows. The policy will take effect May 1, 2013.
   - Mr. Salgado stated that ICTC staff scored applications for FTA 5310 and FTA 5317 grants. Both grants came from ARC. The FTA 5310 grant requests 7 additional buses, for various services. The FTA 5317 grant requests additional ADA funds for Non-Emergency Medical transportation program funds.
   - Mr. Salgado stated that the public workshops for the circulator study for the Gold Line, Red Line and Orange lines will be taking place at various locations in the cities of Brawley, Calexico and Imperial.
     - In Imperial a Bus Stop Workshop will take place at Barioni Blvd. and Imperial Ave. on April 22, 2013 from 2:30 p.m. to 4:30 p.m. with a Bilingual Public Workshop at the Senior Center at Imperial City Hall from 5:00 p.m. to 7:00 p.m.
In Calexico a Bus Stop Workshop will take place at 3rd and Paulin Streets on April 23, 2013 from 2:30 p.m. to 4:30 p.m. with a Bilingual Public Workshop at the Calexico Camarena Public Library from 5:00 p.m. to 7:00 p.m.

In Brawley a Bus Stop Workshop will take place at E Street and Rio Vista on April 24, 2013 from 2:30 p.m. to 4:30 p.m. with a Bilingual Public Workshop at the Brawley City Council Chambers from 5:00 p.m. to 7:00 p.m.

- The El Centro Transfer Terminal is scheduled to be completed by the end of the year 2013.
- ICTC staff met with YCIPTA and Quechan staff for a quarterly meeting to discuss the YCAT Turquoise Route 10 service. Ridership seems to be good with about 4 or 5 people using the service daily. Staff will continue to have quarterly meetings.
- Mr. Salgado introduced the new IVT Manager Charles Brockwell.

4. Operator Reports

- Calexico Dial-a-Ride: Mr. Chatel stated that their 3 buses continue to be very busy all week, Sunday through Saturday. No issues were reported.
- El Centro Dial-a-Ride: Nothing new to report. Service is busy and doing well.
- Imperial Dial-a-Ride: Nothing new to report.
- Imperial Valley Transit: Mr. Brockwell stated that there are fewer passengers because IVC is on Spring break. He did state that a detour on Worthington was needed because of a road closure.
- IVT Access: Mr. Chatel stated that since the No Show / Late Cancellation Policy was adopted denials have gone down immensely and Access has not had any denials in the last two months. Mr. Chatel stated that a meeting took place with Day Out regarding client subscriptions. He stated that clients need to call IVT Access directly for cancellations for days they will not be utilizing the service. Another issue was that clients who have oxygen tanks, the oxygen tanks should be secured to the wheelchair; otherwise they cannot board the bus. Lastly, he stated that clients that are elderly should be received by a relative when they are dropped off, they cannot leave them alone.

5. General Discussion

- There was none.

6. Adjournment

- The next meeting of the SSTAC will be on May 1, 2013.
- Meeting adjourned at 10:34 a.m.
C. SPECIFIC TRANSIT OPERATOR FISCAL REPORTS FY 2011-12 FOR IMPERIAL VALLEY TRANSIT AND IVT ACCESS
April 19, 2013

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

SUBJECT: Specific Transit Operator Fiscal Reports FY 2011-12 for Imperial Valley Transit and IVT Access

Dear Commission Members:

The Commission must conduct fiscal reviews of its transit operators on an annual basis. This service is performed under a contract with FIRST TRANSIT, Inc.

Attached, please find the financial reports performed by the CPA firm, Hutchinson and Bloodgood:

The ICTC Management Committee met on April 17, 2013 and forwards this item to the ICTC Commission for their review and approval after public comment, if any.

1. Receive and file the Specific Transit Operator Fiscal Reports; IMPERIAL VALLEY TRANSIT and IVT ACCESS for the Imperial County Transportation Commission for FY 2011-12

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/cl

Attachments
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
FOR YEAR ENDED JUNE 30, 2012
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INDEPENDENT ACCOUNTANTS’ REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission’s Management, solely to assist the specified party in evaluating the specific First Transit, Inc. transit services contract items for the year ended June 30, 2012. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and First Transit, Inc. for the provisions of specific transit services to be provided.

2. We reviewed documents provided by the Imperial County Transportation Commission and First Transit, Inc. to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that First Transit, Inc. is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibits B through F as references for this review.

3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that First Transit, Inc. is in compliance with the contract terms and these expenditures are within budget and reported accordingly.

4. We reviewed First Transit’s internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines. See Exhibit A as reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.
This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

April 3, 2013

Hutchinson and Bloodgood LLP
ACCOUNTANTS’ NOTES

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and First Transit, Inc. was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2011 through June 30, 2012 and to assess the adequacy of First Transit Inc.’s internal controls over cash handling and reporting procedures.

FARE REVENUES

The service contract for each of the services provided by First Transit, Inc. states that the farebox ratio of fare revenue divided by operating costs shall be maintained at or above seventeen percent (17.0%) for the Imperial Valley Transit service line and four percent (4.0%) for the El Centro Shuttle (Blue and Green Line).

For the El Centro Shuttle (Blue and Green Line) the actual farebox recovery ratio was over three percent (3.4%); ($20,517 fare revenue divided by $597,212 operating costs). See Exhibit D.

For the Imperial Valley Transit service line the actual farebox recovery ratio was of over twenty-two percent (22.5%); ($510,306 fare revenue divided by $2,270,352 adjusted operating costs). See Exhibit E.

The letter from the California Department of Transportation dated March 4, 2010 states that the suggested blended farebox recovery ratio calculation for the transit services above was approved and the blended farebox recovery ratio was set at fourteen and a half percent (14.5%).

For fiscal year ended June 30, 2012 the actual blended farebox ratio for all transit services combined was of over eighteen percent (18.5%); ($530,823 fare revenue divided by $2,867,564 adjusted operating costs). See Exhibit F.

ICTC SUBSIDY

The contract, dated May 25, 2011, states that the compensation for the Imperial Valley Transit Line for the period of July 1, 2011 through June 30, 2012 is identified as $2,491,560 less the farebox of 17% for a net subsidy not to exceed $2,067,995, with a marketing budget of $124,578. Actual costs for the year reported to ICTC were $1,928,168 in operational expense, $48,202 in additional fuel expenses, and $33,551 in marketing expenses for a combined total of $2,009,921. See Exhibit E.

For the El Centro Shuttle service line, which includes the Blue and Green Lines, the compensation is identified as $590,592 less the farebox of 4.0% for a net subsidy not to exceed $566,968, with a marketing budget of $29,530. Actual costs for the year reported to ICTC were $572,178 in operational expense, $1,955 in additional fuel expenses, and $2,562 in marketing expenses for a combined total of $576,695. See Exhibit D.
OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed First Transit, Inc. established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares contained in farebox and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

During the performance of this review it was noted that transit operator’s report logs do not contain a column on which they could keep track of any overages or shortages in fares received. It was noted that it is common for passengers not to have the correct change and overpay but transit operators have no way of keeping track of this on their report logs. It is recommended to modify these reports with a section for any fare overages or shortages noted by transit operator. This would have an impact on reducing variances noted in the Farebox Accounting Report prepared by First Transit, Inc. It is noted that actual fares and not projected fares are those fares reported to the ICTC as fares received.

It was noted that empty fareboxes are placed inside the transit vehicle under dual custody. Also, at the end of the day, each full farebox is removed, also under dual custody, and locked inside a vault. Counting of total fares is performed by two different individuals in a locked room. Cash fares are placed in a bag for deposit and are kept in a safe.

CONCLUSION

We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.
El Centro Shuttle - Blue Line Service

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
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<td>July, 2011</td>
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<td>-</td>
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Contract Specifications
Paragraph 8.1.2
For Base Cost and Base Subsidy
$295,296 $13,812 $283,484

Over (Under) Contract Requirements
$1,078 $1,991 $913

Farebox Ratio Actual 4.6%
Farebox Ratio Contract 4.0%
## STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY

### JULY 1, 2011 THROUGH JUNE 30, 2012

**El Centro Shuttle-Green Line Service**

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
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<tbody>
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<td>July, 2011</td>
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<td><strong>$929</strong></td>
<td><strong>$544</strong></td>
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Contract Specifications
Paragraph 8.1.2
For Base Cost and Base Subsidy $295,296 $11,812 $283,484

Over (Under) Contract Requirements
$1,025 $(5,098) $6,123

Farebox Ratio Actual 2.3%
Farebox Ratio Contract 4.0%
## IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2011 THROUGH JUNE 30, 2012

### El Centro Shuttle (Blue and Green Line) Services

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2011</td>
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<td>$31,795</td>
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<td>$406</td>
<td>$32,238</td>
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<td>1,662</td>
<td>37,047</td>
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<td>527</td>
<td>37,574</td>
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<td>1,499</td>
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<td>46,218</td>
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<td>48,203</td>
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<td></td>
<td>46,445</td>
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<td>666</td>
<td>44,402</td>
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<td>March, 2012</td>
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<td>1,433</td>
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<td>48,760</td>
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<tr>
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<td>1,752</td>
<td>49,317</td>
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<td>402</td>
<td>50,219</td>
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<td>1,631</td>
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<td>47,946</td>
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<td><strong>Total</strong></td>
<td><strong>592,695</strong></td>
<td><strong>20,517</strong></td>
<td><strong>572,178</strong></td>
<td><strong>1,955</strong></td>
<td><strong>2,562</strong></td>
<td><strong>576,695</strong></td>
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### Contract Specifications

Paragraph 8.1.2
For Base Cost and Base Subsidy

<table>
<thead>
<tr>
<th>Over (Under) Contract Requirements</th>
<th>$2,103</th>
<th>$(3,107)</th>
<th>$5,210</th>
</tr>
</thead>
</table>

Farebox Ratio Actual: 3.4%
Farebox Ratio Contract: 4.0%
# Imperial County Transportation Commission and First Transit, Inc.

## Imperial Valley Transit Service Program

**Statement of Fixed Rate, Farebox Revenue and Net Subsidy**

**July 1, 2011 Through June 30, 2012**

### Imperial Valley Transit - Countywide Service Line

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2011</td>
<td>$200,259</td>
<td>$28,367</td>
<td>$171,892</td>
<td>$3,366</td>
<td>$845</td>
<td>$176,103</td>
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<td>45,882</td>
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<td>44,481</td>
<td>123,392</td>
<td>3,547</td>
<td>7,128</td>
<td>134,067</td>
</tr>
<tr>
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<td>199,604</td>
<td>41,393</td>
<td>158,211</td>
<td>4,358</td>
<td>837</td>
<td>163,406</td>
</tr>
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<td>December, 2011</td>
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<td>5,912</td>
<td>3,035</td>
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<td>193,606</td>
<td>40,288</td>
<td>153,318</td>
<td>3,081</td>
<td>5,793</td>
<td>162,192</td>
</tr>
<tr>
<td>February, 2012</td>
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<td>4,957</td>
<td>182,991</td>
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<td>41,589</td>
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<td>166,731</td>
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<td>39,518</td>
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<td>238</td>
<td>841</td>
<td>151,273</td>
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<tr>
<td>June, 2012</td>
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<td>40,288</td>
<td>171,892</td>
<td>6,077</td>
<td></td>
<td>182,991</td>
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</table>

**Total**

<table>
<thead>
<tr>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,438,474</td>
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### Contract Specifications

#### Paragraph 8.1.1

**For Base Cost and Base Subsidy**

<table>
<thead>
<tr>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
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</thead>
<tbody>
<tr>
<td>$2,491,560</td>
<td>$423,565</td>
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</table>

**Over (Under) Contract Requirements**

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>Depreciation</th>
<th>Adjusted Operating Costs</th>
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<tbody>
<tr>
<td>$2,520,227</td>
<td>(249,875)</td>
<td>$2,270,352</td>
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**Farebox Ratio Actual**

<table>
<thead>
<tr>
<th>Farebox Ratio Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.5%</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Farebox Ratio Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.0%</td>
</tr>
</tbody>
</table>
## IMPERIAL COUNTY TRANSPORTATION COMMISSION
### AND
### FIRST TRANSIT, INC.
### IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
### STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
### JULY 1, 2011 THROUGH JUNE 30, 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2011</td>
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<td>$30,211</td>
<td>$203,687</td>
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<td>$208,341</td>
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<td>1,985</td>
<td>7,501</td>
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<td>41,545</td>
<td>199,763</td>
<td>3,081</td>
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<td>208,637</td>
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<td>5,990</td>
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<td>50,407</td>
<td>217,817</td>
<td>10,401</td>
<td>4,957</td>
<td>233,175</td>
</tr>
<tr>
<td>April, 2012</td>
<td>251,634</td>
<td>42,679</td>
<td>208,955</td>
<td>6,536</td>
<td></td>
<td>215,491</td>
</tr>
<tr>
<td>May, 2012</td>
<td>261,020</td>
<td>41,270</td>
<td>219,750</td>
<td>4,634</td>
<td>2,079</td>
<td>226,463</td>
</tr>
<tr>
<td>June, 2012</td>
<td>253,677</td>
<td>55,732</td>
<td>197,945</td>
<td>433</td>
<td>841</td>
<td>199,219</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$3,031,169</td>
<td>$530,823</td>
<td>$2,500,346</td>
<td>$50,157</td>
<td>$36,113</td>
<td>$2,586,616</td>
</tr>
</tbody>
</table>

### Over (Under) Contract Requirements
<table>
<thead>
<tr>
<th>Requirements</th>
<th>$ (50,983)</th>
<th>$83,911</th>
<th>$(134,894)</th>
</tr>
</thead>
</table>

### Adjusted Operating Costs

<table>
<thead>
<tr>
<th>Component</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Costs</td>
<td>$3,117,439</td>
</tr>
<tr>
<td>Depreciation</td>
<td>(249,875)</td>
</tr>
<tr>
<td><strong>Adjusted</strong></td>
<td><strong>$2,867,564</strong></td>
</tr>
</tbody>
</table>

| Farebox Ratio Actual | 18.5% |
| Farebox Ratio Contract | 14.5% |
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-ACCESS PARATRANSIT SERVICE PROGRAM
FOR YEAR ENDED JUNE 30, 2012
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<td>Exhibit A – Internal Controls over Cash Handling</td>
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<tr>
<td>Procedures</td>
<td></td>
</tr>
<tr>
<td>Exhibit B – Statement of Fixed Rate, Farebox Revenue and Net Subsidy – IVT-ACCESS</td>
<td>7</td>
</tr>
</tbody>
</table>
INDEPENDENT ACCOUNTANTS' REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission's Management, solely to assist the specified party in evaluating the specific First Transit, Inc. IVT-ACCESS paratransit service contract items for the year ended June 30, 2012. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and First Transit, Inc. for the provisions of specific transit services to be provided.

2. We reviewed documents provided by the Imperial County Transportation Commission and First Transit, Inc. to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that First Transit, Inc. is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibit B as a reference for this review.

3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that First Transit, Inc. is in compliance with the contract terms and these expenditures are within budget and reported accordingly.

4. We reviewed First Transit’s internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines. See Exhibit A as a reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.
This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

April 3, 2013
ACCOUNTANTS’ NOTES

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and First Transit, Inc. was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2011 through June 30, 2012 and to assess the adequacy of First Transit Inc.’s internal controls over cash handling and reporting procedures.

FARE REVENUES

The service contract for the IVT-ACCESS Paratransit service provided by First Transit, Inc., states that the farebox recovery ratio of fare revenue divided by operating costs shall be maintained at or above 7.8 percent (7.8%).

For the fiscal year ended June 30, 2012 the actual farebox recovery ratio for the IVT-ACCESS Paratransit service was over five percent (5.5%): ($61,665 fare revenue divided by $1,123,629 operating costs, adjusted for depreciation). See Exhibit B.

The farebox recovery ratio was not met for this year.

ICTC SUBSIDY

The contract, dated May 25, 2011, states that the compensation for the IVT-ACCESS Paratransit service for the period of July 1, 2011 through June 30, 2012 is identified as $1,072,375 less the farebox of 7.8% for a net subsidy not to exceed $997,375, with a marketing budget of $53,619. However it was noted during this process that there was a calculation error in the contract concerning the “net subsidy not to exceed” amount. The correct “net subsidy not to exceed” amount is $988,730.

Actual costs for the year reported to ICTC were $1,197,630 in operational expense, $8,832 in additional fuel expenses, and $17,646 in marketing expenses for a combined total of $1,224,108. See Exhibit B.

During the September 26, 2012 ICTC Board meeting action was taken to approve payment of $136,601 to pay the final invoices from First Transit for the IVT-ACCESS Paratransit service.
OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed First Transit, Inc. established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares contained in farebox and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

During the performance of this review it was noted that transit operator’s report logs do not contain a column on which they could keep track of any overages or shortages in fares received. It was noted that it is common for passengers not to have the correct change and overpay but transit operators have no way of keeping track of this on their report logs. It is recommended to modify these reports with a section for any fare overages or shortages noted by the transit operator. This would have an impact on reducing variances noted in the Farebox Accounting Report prepared by First Transit, Inc. It is noted that actual fares and not projected fares are those fares reported to the ICTC as fares received.

It was noted that empty fareboxes are placed inside the transit vehicle under dual custody. Also, at the end of the day, each full farebox is removed, also under dual custody, and locked inside a vault. Counting of total fares is performed by two different individuals in a locked room. Cash fares are placed in a bag for deposit and are kept in a safe.

CONCLUSION

We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IVT-ACCESS PARATRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2011 THROUGH JUNE 30, 2012

IVT-ACCESS Service Line

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2011</td>
<td>$ 88,504</td>
<td>$ 5,197</td>
<td>$ 83,307</td>
<td>$ 229</td>
<td>-</td>
<td>$ 83,536</td>
</tr>
<tr>
<td>September, 2011</td>
<td>112,343</td>
<td>6,084</td>
<td>106,259</td>
<td>406</td>
<td>1,735</td>
<td>108,400</td>
</tr>
<tr>
<td>October, 2011</td>
<td>109,852</td>
<td>5,931</td>
<td>103,921</td>
<td>283</td>
<td>250</td>
<td>104,454</td>
</tr>
<tr>
<td>November, 2011</td>
<td>102,989</td>
<td>5,154</td>
<td>97,835</td>
<td>82</td>
<td>-</td>
<td>97,917</td>
</tr>
<tr>
<td>December, 2011</td>
<td>94,645</td>
<td>2,147</td>
<td>92,498</td>
<td>41</td>
<td>74</td>
<td>92,613</td>
</tr>
<tr>
<td>January, 2012</td>
<td>93,882</td>
<td>5,196</td>
<td>88,686</td>
<td>715</td>
<td>14,800</td>
<td>104,201</td>
</tr>
<tr>
<td>February, 2012</td>
<td>95,692</td>
<td>5,279</td>
<td>90,413</td>
<td>1,782</td>
<td>-</td>
<td>92,195</td>
</tr>
<tr>
<td>March, 2012</td>
<td>103,090</td>
<td>5,633</td>
<td>97,457</td>
<td>2,686</td>
<td>-</td>
<td>100,143</td>
</tr>
<tr>
<td>April, 2012</td>
<td>93,491</td>
<td>4,711</td>
<td>88,780</td>
<td>1,595</td>
<td>-</td>
<td>90,375</td>
</tr>
<tr>
<td>May, 2012</td>
<td>102,653</td>
<td>5,132</td>
<td>52,099</td>
<td>1,013</td>
<td>787</td>
<td>53,899</td>
</tr>
<tr>
<td>June, 2012</td>
<td>95,728</td>
<td>4,548</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 1,197,630</strong></td>
<td><strong>$ 61,665</strong></td>
<td><strong>$ 999,363</strong></td>
<td><strong>$ 8,832</strong></td>
<td><strong>$ 17,646</strong></td>
<td><strong>$ 1,025,841</strong></td>
</tr>
</tbody>
</table>

Contract Specifications
Paragraph 8.1.1
For Base Cost and Base Subsidy $1,072,375 $83,645 $988,730

Over (Under) Contract Requirements $125,255 $(21,980) $10,633

Operating Costs $1,224,108
Depreciation (100,479)
Adjusted Operating Costs $1,123,629

Farebox Ratio Actual 5.5%
Farebox Ratio Contract 7.8%
D. SPECIFIC TRANSIT OPERATOR FISCAL REPORTS FY 2011-12 FOR MED EXPRESS AND WEST SHORES DIAL-A-RIDE
April 19, 2013

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

SUBJECT: Specific Transit Operator Fiscal Reports FY 2011-12 for Med Express and West Shores Dial-A-Ride

Dear Commission Members:

The Commission must conduct fiscal reviews of its transit operators on an annual basis. The two services are performed under a contract with ARC-Imperial Valley.

Attached, please find the following financial reports performed by the CPA firm, Hutchinson and Bloodgood:

- Med Express – non emergency transportation to San Diego area medical facilities
- West Shores Dial-A-Ride – demand response transit service in the West Shores communities

The ICTC Management Committee met on April 17, 2013 and forwards this item to the ICTC Commission for their review and approval after public comment, if any:

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2011-12; Med Express and West Shores Dial-A-Ride for the Imperial County Transportation Commission for FY 2011-12

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/cl

Attachments

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
MED-EXPRESS TRANSIT SERVICE REPORT
FOR THE YEAR ENDED JUNE 30, 2012
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<td>SUPPLEMENTAL INFORMATION</td>
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<td></td>
<td></td>
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<tr>
<td>Exhibit A - Budget to Actual Expenditure Comparison</td>
<td>6</td>
</tr>
<tr>
<td>Exhibit B - Internal Controls over Cash Handling</td>
<td>7</td>
</tr>
</tbody>
</table>
INDEPENDENT ACCOUNTANTS’ REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission’s Management, solely to assist the specified party in evaluating the specific ARC-IV Med-Express items for the year ended June 30, 2012 identified by the service contract. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and ARC-Imperial Valley for the provisions of specific transit services to be provided.

2. We reviewed documents provided by the Imperial County Transportation Commission and ARC-Imperial Valley to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that ARC-Imperial Valley is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibits A as a reference for this review.

3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that ARC-Imperial Valley is in compliance with the contract terms and these expenditures are within budget and reported accordingly.

4. We reviewed ARC-Imperial Valley’s internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by ARC-Imperial Valley are adequate based on established guidelines. See Exhibit B as a reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.
This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

March 29, 2013
ACCOUNTANTS' COMMENTS

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and ARC – Imperial Valley Med Express was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2011 through June 30, 2012 and to assess the adequacy of ARC – Imperial Valley's internal controls over cash handling and reporting procedures.

FARE REVENUES

The contract states that the fare box ratio of fare revenue divided by operating costs shall be maintained at or above twenty percent (20%). The actual fare revenue was seventeen percent (17.00%); ($29,949 fare revenue divided by $176,173 operating costs). During the course of this engagement it was noted that fares decreased by less than one percent while expenditures increased by nearly five percent in comparison to prior year's activity.

ICTC SUBSIDY

The contract states that the subsidy shall not exceed the amount of $167,802 for the fiscal year ending June 30, 2012, which includes an additional subsidy in the amount of $6,065 for marketing costs. The maximum payments shall not exceed $13,478 per month of the service year. According to the contract, the Imperial County Transportation Commission (ICTC) will pay an additional amount, not to exceed $7,500 per year, for excessive wear and tear and mechanical repairs that exceed the line item budget amount. The ICTC will also pay an additional amount, if needed, at the end of the fiscal year to offset increased fuel costs of no more than $5,000. The total subsidy paid by the ICTC for July 1, 2011 through June 30, 2012, was $156,290.

EXPENDITURES

The budgeted expenditures for July 1, 2011 through June 30, 2012, were $208,239. The actual expenditures for this period were $186,239. This is a favorable variance of $22,000 (See Exhibit A). The following expenditures exceed the budgeted amount:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budget</th>
<th>Actual</th>
<th>Under/(Over) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety/Training</td>
<td>$473</td>
<td>$515</td>
<td>$42</td>
</tr>
<tr>
<td>Vehicle Fuel</td>
<td>30,238</td>
<td>37,339</td>
<td>(7,101)</td>
</tr>
<tr>
<td>Tax &amp; License Fees</td>
<td>318</td>
<td>362</td>
<td>(44)</td>
</tr>
</tbody>
</table>

However, as long as total expenditures are within the total budget per service contract, there is no language that specifically disallows costs that are over the line item budgeted amount.
## IMPEL COUNTY TRANSPORTATION COMMISSION
### AND
### ARC – IMPERIAL VALLEY
### MED-EXPRESS TRANSIT SERVICE CONTRACT
### COMPARATIVE STATEMENT OF BUDGET TO ACTUAL EXPENDITURES
### FOR THE YEAR ENDED JUNE 30, 2012

**EXHIBIT A**

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budget</th>
<th>Actual</th>
<th>Under/(Over) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$77,743</td>
<td>$73,921</td>
<td>$3,822</td>
</tr>
<tr>
<td>Supplies</td>
<td>1,229</td>
<td>565</td>
<td>664</td>
</tr>
<tr>
<td>Office Expense</td>
<td>1,540</td>
<td>622</td>
<td>918</td>
</tr>
<tr>
<td>Safety/Training</td>
<td>473</td>
<td>515</td>
<td>(42)</td>
</tr>
<tr>
<td>Laundry/Uniforms</td>
<td>1,923</td>
<td>1,349</td>
<td>574</td>
</tr>
<tr>
<td>Telephone</td>
<td>226</td>
<td>24</td>
<td>202</td>
</tr>
<tr>
<td>Utilities</td>
<td>830</td>
<td>520</td>
<td>310</td>
</tr>
<tr>
<td>Vehicle Repair/Maintenance</td>
<td>25,756</td>
<td>23,379</td>
<td>2,377</td>
</tr>
<tr>
<td>Vehicle Fuel</td>
<td>30,238</td>
<td>37,339</td>
<td>(7,101)</td>
</tr>
<tr>
<td>Other Repair/Maintenance</td>
<td>1,130</td>
<td>1,120</td>
<td>10</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>6,305</td>
<td>5,661</td>
<td>644</td>
</tr>
<tr>
<td>Tax &amp; License Fees</td>
<td>318</td>
<td>362</td>
<td>(44)</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>15,863</td>
<td>3,281</td>
<td>12,582</td>
</tr>
<tr>
<td>Workers’ Comp. Insurance</td>
<td>4,203</td>
<td>2,003</td>
<td>2,200</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>4,281</td>
<td>3,570</td>
<td>711</td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>80</td>
<td>--</td>
<td>80</td>
</tr>
<tr>
<td>Building Interest</td>
<td>726</td>
<td>626</td>
<td>100</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>11,772</td>
<td>10,734</td>
<td>1,038</td>
</tr>
<tr>
<td>Administration</td>
<td>11,343</td>
<td>10,582</td>
<td>761</td>
</tr>
<tr>
<td>Depreciation</td>
<td>6,195</td>
<td>5,131</td>
<td>1,064</td>
</tr>
<tr>
<td>Marketing</td>
<td>6,065</td>
<td>4,935</td>
<td>1,130</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$208,239</td>
<td>186,239</td>
<td>$22,000</td>
</tr>
</tbody>
</table>

| Fares Collected                   | 29,949  |
| Net Expenditures Eligible for Subsidy | $156,290 |
| Amount Paid Per Contract          | $156,290 |
OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed ARC-Imperial Valley’s established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares for a day of activity and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

During the performance of this walkthrough it was noticed that staff associated with the fare collection cycle were in compliance with established procedures. Dual custody procedures were noted throughout all levels of the fare collection cycle.

No cash or percentage variances were noted during our observation of the fare collection process.

CONCLUSION

We found that the internal controls procedures over cash handling set by ARC-Imperial Valley are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
WEST SHORES DIAL-A-RIDE TRANSIT SERVICE REPORT
FOR THE YEAR ENDED JUNE 30, 2012
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<td>7</td>
</tr>
</tbody>
</table>
INDEPENDENT ACCOUNTANTS’ REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission’s Management, solely to assist the specified party in evaluating the specific ARC-IV West Shores Dial-A-Ride items for the year ended June 30, 2012 identified by the service contract. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and ARC-Imperial Valley for the provisions of specific transit services to be provided.

2. We reviewed documents provided by the Imperial County Transportation Commission and ARC-Imperial Valley to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that ARC-Imperial Valley is in compliance with the contract terms and reporting properly as agreed per contract(s). See Exhibits A as a reference for this review.

3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that ARC-Imperial Valley is in compliance with the contract terms and these expenditures are within budget and reported accordingly.

4. We reviewed ARC-Imperial Valley’s internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by ARC-Imperial Valley are adequate based on established guidelines. See Exhibit B as a reference for this review.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.
This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

March 29, 2013
ACCOUNTANTS' COMMENTS

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and ARC – Imperial Valley West Shores Dial-A-Ride was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2011 through June 30, 2012 and to assess the adequacy of ARC – Imperial Valley's internal controls over cash handling and reporting procedures.

FARE REVENUES

The contract states that the fare box ratio of fare revenue divided by operating costs shall be maintained at or above ten percent (10%). The actual fare revenue was above six percent (6.44%); ($3,744 fare revenue divided by $58,108 operating costs). During the course of this engagement it was noted that fares increased by over ten percent while expenditures decreased by over seven percent in comparison to prior year's activity.

ICTC SUBSIDY

The contract states that the subsidy shall not exceed the amount of $74,784 for the fiscal year ending June 30, 2012, which includes an additional subsidy in the amount of $2,399 for marketing costs. The maximum payments shall not exceed $6,032 per month of the service year. According to the contract, the Imperial County Transportation Commission (ICTC) will pay an additional amount, not to exceed $3,500 per year, for excessive wear and tear and mechanical repairs that exceed the line item budget amount. The ICTC will also pay an additional amount, if needed, at the end of the fiscal year to offset increased fuel costs of no more than $5,000. The total subsidy paid by the ICTC for July 1, 2011 through June 30, 2012, was $57,958.

EXPENDITURES

The budgeted expenditures for July 1, 2011 through June 30, 2012, were $82,374. The actual expenditures for this period were $61,702. This is a favorable variance of $20,672 (See Exhibit A). The following expenditures exceed the budgeted amount:

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budget</th>
<th>Actual</th>
<th>Under/(Over) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety/Training</td>
<td>$163</td>
<td>$194</td>
<td>$ (31)</td>
</tr>
<tr>
<td>Vehicle Fuel</td>
<td>12,529</td>
<td>14,515</td>
<td>(1,986)</td>
</tr>
<tr>
<td>Other Repair/Maintenance</td>
<td>390</td>
<td>702</td>
<td>(312)</td>
</tr>
</tbody>
</table>

However, as long as total expenditures are within the total budget per service contract, there is no language that specifically disallows costs that are over the line item budgeted amount.
<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Budget</th>
<th>Actual</th>
<th>Under/(Over) Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$ 30,370</td>
<td>$ 23,276</td>
<td>$ 7,094</td>
</tr>
<tr>
<td>Supplies</td>
<td>424</td>
<td>207</td>
<td>217</td>
</tr>
<tr>
<td>Office Expense</td>
<td>531</td>
<td>186</td>
<td>345</td>
</tr>
<tr>
<td>Safety/Training</td>
<td>163</td>
<td>194</td>
<td>(31)</td>
</tr>
<tr>
<td>Laundry/Uniforms</td>
<td>653</td>
<td>496</td>
<td>157</td>
</tr>
<tr>
<td>Telephone</td>
<td>818</td>
<td>786</td>
<td>32</td>
</tr>
<tr>
<td>Utilities</td>
<td>286</td>
<td>191</td>
<td>95</td>
</tr>
<tr>
<td>Vehicle Repair/Maintenance</td>
<td>6,890</td>
<td>3,361</td>
<td>3,529</td>
</tr>
<tr>
<td>Vehicle Fuel</td>
<td>12,529</td>
<td>14,515</td>
<td>(1,986)</td>
</tr>
<tr>
<td>Other Repair/Maintenance</td>
<td>390</td>
<td>703</td>
<td>(313)</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>2,439</td>
<td>1,800</td>
<td>639</td>
</tr>
<tr>
<td>Tax &amp; License Fees</td>
<td>306</td>
<td>262</td>
<td>44</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>6,075</td>
<td>1,205</td>
<td>4,870</td>
</tr>
<tr>
<td>Workers’ Comp. Insurance</td>
<td>1,626</td>
<td>723</td>
<td>903</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>3,105</td>
<td>2,142</td>
<td>963</td>
</tr>
<tr>
<td>Dues &amp; Subscriptions</td>
<td>80</td>
<td>--</td>
<td>80</td>
</tr>
<tr>
<td>Building Interest</td>
<td>281</td>
<td>230</td>
<td>51</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>4,554</td>
<td>3,943</td>
<td>611</td>
</tr>
<tr>
<td>Administration</td>
<td>4,381</td>
<td>3,888</td>
<td>493</td>
</tr>
<tr>
<td>Depreciation</td>
<td>4,074</td>
<td>3,219</td>
<td>855</td>
</tr>
<tr>
<td>Marketing</td>
<td>2,399</td>
<td>375</td>
<td>2,024</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 82,374</strong></td>
<td><strong>61,702</strong></td>
<td><strong>$ 20,672</strong></td>
</tr>
</tbody>
</table>

Fares Collected		3,744

Net Expenditures Eligible for Subsidy $ 57,958

Amount Paid Per Contract $ 57,958
OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed ARC-Imperial Valley’s established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Observed cash count of total fares for a day of activity and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

During the performance of this walkthrough it was noticed that staff associated with the fare collection cycle were in compliance with established procedures. Dual custody procedures were noted throughout all levels of the fare collection cycle.

No cash or percentage variances were noted during our observation of the fare collection process.

CONCLUSION

We found that the internal controls procedures over cash handling set by ARC-Imperial Valley are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.
A. FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT PROGRAM FOR ELDERLY AND DISABLED TRANSPORTATION SERVICES FY 2012-13
April 19, 2013

Jack Terrazas, 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 2012-13

Dear Commission Members:

Caltrans administers a federal grant program specifically designed for non-profit agencies to acquire vehicles and other related equipment in support of transit services. The program is designed for non-profit agencies that provide, or are capable of providing social services transportation. This application cycle, ICTC staff were aware that there were several non-profit agencies that may wish to take advantage of the FY 2012-13 FTA 5310 Grant program. The program is competitive locally and also on a statewide basis.

The Local Review Committee (LRC) was formed to critique and evaluate the application(s) as a part of the initial submittal process. On March 22, 2013 the LRC met to review and score the applications. The LRC consisted of two representatives from the ICTC-SSTAC and a representative from ICTC-CTSA. The LRC has developed its recommendations regarding the ranking of the applications to ICTC for formal approval.

This year, one application with four parts was received from ARC-Imperial Valley. This application is requesting a total of seven (7) vehicles which include: three (3) replacement vehicles for ARC-Imperial Valley Paratransit Services, one (1) replacement vehicle for the Med-Express Service, one (1) service expansion vehicle for the El Centro Dial-A-Ride service, and two (2) vehicles for expansion of a local non-emergency medical transportation service which has yet to be implemented.

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.
The ICTC Management Committee met on April 17, 2013 and forwards 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.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/ds

attachments
**Project Rating Worksheet**

**Agency:** ARC-Imperial Valley  
**RTPA:** Imperial County Transportation Commission

<table>
<thead>
<tr>
<th>Project Request</th>
<th>If Replacement Vehicle - VIN</th>
<th>Sect I (Max 32pts)</th>
<th>Sect II (Max 18pts)</th>
<th>Sect III (Max 20pts)</th>
<th>Sect IV (Max 30pts)</th>
<th>Total (Max 100pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Replacement - MedExpress</td>
<td>36899</td>
<td>32</td>
<td>18</td>
<td>15</td>
<td>25</td>
<td>90</td>
</tr>
<tr>
<td>2 Replacement – ARC Paratransit</td>
<td>13171</td>
<td>32</td>
<td>18</td>
<td>5</td>
<td>25</td>
<td>80</td>
</tr>
<tr>
<td>3 Replacement – ARC Paratransit</td>
<td>13345</td>
<td>32</td>
<td>18</td>
<td>10</td>
<td>25</td>
<td>85</td>
</tr>
<tr>
<td>4 Replacement – ARC Paratransit</td>
<td>14687</td>
<td>32</td>
<td>18</td>
<td>15</td>
<td>25</td>
<td>90</td>
</tr>
<tr>
<td>5 Service Expansion – El Centro Dial-A-Ride</td>
<td>N/A</td>
<td>32</td>
<td>18</td>
<td>17</td>
<td>25</td>
<td>92</td>
</tr>
<tr>
<td>6 Service Expansion – Non Emergency Medical</td>
<td>N/A</td>
<td>32</td>
<td>18</td>
<td>15</td>
<td>25</td>
<td>90</td>
</tr>
<tr>
<td>7 Service Expansion – Non Emergency Medical</td>
<td>N/A</td>
<td>32</td>
<td>18</td>
<td>15</td>
<td>25</td>
<td>90</td>
</tr>
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<td>8</td>
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<tr>
<td>13</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Revised 4/1/10
Regional Transportation Planning Agency
Certification

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: ________________________________

T:\projects\FTA\5310\2013\RTPA Certification
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 four (4) 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 April 24,
2013, 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
B. FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5317 NEW FREEDOM GRANT PROGRAM FOR DISABLED TRANSPORTATION SERVICES FY 2012-13
April 19, 2013

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

SUBJECT: Federal Transit Administration (FTA) Section 5317 New Freedom Grant Program for Disabled Transportation Services, FY 2012-13

Dear Commission Members:

In March, ICTC staff became aware that there may be local agencies that may wish to take advantage of the remaining funds under the FY 2012-13 FTA 5317 New Freedom Grant program under SAFETEA-LU. Section 5317 contains capital and operating assistance grant money. The program is designed for agencies providing new social services transportation for persons with disabilities, that is beyond the requirements of the American’s With Disabilities Act.

ICTC staff conducts a local scoring and evaluation process. Then ICTC staff presents its recommendations regarding the ranking of the applications to ICTC for formal approval, prior to transmittal to CALTRANS for entry into the statewide completion.

One application was received from ARC-Imperial Valley. This application is requesting three years of operating funding for a new local non-emergency medical transportation to improve access to local medical care. This service will not be under contract with a public agency. ARC Imperial Valley has also applied for capital funding for the vehicles and radio equipment through a separate FTA 5310 Grant application.

CALTRANS requires as a course of business, ICTC certify that grant applications for federal funding are consistent with the regional transportation planning process and 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 now complete, no comments have been received, and no appeals have been lodged with regards to the ranking of the application. The application received a score of 97 within the CALTRANS’ required scoring categories as follows:

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Program Goals and Objectives: 19 out of a possible 20 points
Project Implementation Plan: 29 out of a possible 30 points
Program Performance Indicators: 20 out of a possible 20 points
Communication and Outreach: 19 out of a possible 20 points
Emergency Planning and Preparedness: 10 out of a possible 10 points

The ICTC Management Committee met on April 17, 2013 and forwards this item to the ICTC Commission for their review and approval after public comment, if any:

1. Adopt the listing of score(s) by project, after an opportunity for public comment including any appeals.
2. Adopt the attached certification, (attached) as required by CALTRANS.
3. Authorize the Chairman to sign the resolution, (attached) as required by CALTRANS.
4. Authorize staff to forward documentation to CALTRANS for entry into the statewide competitive process.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/ds

attachments
Regional Transportation Planning Agency
Certification

RTPA Name  Imperial County Transportation Commission (ICTC)

1. RTPA/MPO certifies that the requirements and conditions of 49 U.S.C. 5317 have been met by all applicants recommended for funding under the FTA Sec 5317 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:  

T:\Projects\FTA\5317\2013 ARC\RTPA Certification
RESOLUTION
OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

MAKING A DETERMINATION AS TO GRANT APPLICATIONS RECEIVED
UNDER THE FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5317 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 an evaluator to 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 from an eligible agency and is recommended by the ICTC for funding; and

WHEREAS, an opportunity for public comment and appeal was given in Imperial County on April 24, 2013, 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
C. FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5316 JOB ACCESS AND REVERSE COMMUTE GRANT PROGRAM FOR TRANSPORTATION SERVICES FY 2012-13
April 19, 2013

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

SUBJECT: Federal Transit Administration (FTA) Section 5316 Job Access and Reverse Commute (JARC) Grant Program for Transportation Services, FY 2012-13

Dear Commission Members:

In March, ICTC staff became aware that there may be local agencies that wish to take advantage of the remaining funds under the FY 2012-13 FTA 5316 JARC Grant program under SAFETEA-LU. Section 5316 contains capital and operating assistance grant money. The grant program is designed for agencies providing “…transit focused on welfare recipients and individuals with lower incomes, and access to employment/ job training and employment related activities…” The Yuma County Intergovernmental Public Transportation Authority (YCIIPTA) has developed an application. This application is requesting three years of operating funds for the continuation of the YCAT Route 10. This route is currently in a demonstration phase coordinated by the Quechan Tribe, YCIIPTA and ICTC and providing transit services between Yuma, AZ; Winterhaven, CA; the casinos in Eastern Imperial County and El Centro, CA. The service currently operates three days a week.

YCIIPTA has requested a letter of support from ICTC for inclusion in their grant application. This application proposes to continue transit services that may benefit residents of the Winterhaven CA. area. For the transit services that will directly serve our Winterhaven community, ICTC staff recommends the development and transmittal of a support letter on the behalf of the Commission.

The ICTC Management Committee met on April 17, 2013 and forwards this item to the ICTC Commission for their review and approval after public comment, if any:

1. Authorize the Executive Director or his designee to provide a letter of support for the YCIIPTA FY 2012-13 FTA Sec 5316 JARC grant.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/ds

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