



**1405 N. IMPERIAL AVENUE, SUITE 1
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TRANSPORTATION COMMISSION MEETING

**WEDNESDAY, OCTOBER 26, 2011
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: DAVID BRADSHAW

VICE CHAIR: SEDALIA SANDERS

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. APPROVAL OF CONSENT CALENDAR

(Executive Director recommends approval of consent calendar items)

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|----|---------------------------------------|--------------------|---------|
| A. | Approval of ICTC Board Draft Minutes: | September 28, 2011 | Page 4 |
| B. | Receive and File: | | |
| | 1. ICTC TAC Draft Minutes | September 29, 2011 | Page 9 |
| | 2. ICTC SSTAC Draft Minutes | September 7, 2011 | Page 11 |

V. REPORTS

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

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

VI. ACTION CALENDAR

- A. Request from the Imperial County Transportation Commission (ICTC) to participate in the Imperial County Employees Retirement System (ICERS) Page 15
 - 1. Authorize the Executive Director to request ICTC's participation into the Imperial County Employees Retirement System (ICERS) for all staff, including the Executive Director.

VII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **Wednesday, November 16, 2011 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

- A. Motion to adjourn

IV. CONSENT CALENDAR

A. APPROVAL OF ICTC BOARD DRAFT MINUTES: SEPTEMBER 28, 2011

B. RECEIVE AND FILE:

- 1. ICTC TAC DRAFT MINUTES:
SEPTEMBER 29, 2011**
- 2. ICTC SSTAC DRAFT MINUTES:
SEPTEMBER 7, 2011**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MINUTES FOR SEPTEMBER 28, 2011
6:00 p.m.**

VOTING MEMBERS PRESENT:

City of Calexico	Luis Castro
City of Calipatria	Hector Cervantes
City of El Centro	Sedalia Sanders (Vice-Chair)
City of Holtville	David Bradshaw (Chair)
City of Imperial	Mark Gran
City of Westmorland	Larry Ritchie
County of Imperial	Jack Terrazas
County of Imperial	Mike Kelley

NON-VOTING MEMBERS PRESENT:

Caltrans District 11	Bill Figge (alt.)
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VOTING MEMBERS NOT PRESENT:

City of Brawley	Ryan Kelley
Imperial Irrigation District	John Pierre Menvielle

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

OTHERS PRESENT: David Jones, IV Transit; Sam Amen, Caltrans; Ross Cather, Caltrans; Dr. Richard Parker; Bill Brunet, County of Imperial; Jerry Santillan, County of Imperial; Derek Wong; Dr. Rae

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 September 28, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Bradshaw](#) called the Commission meeting to order at 6:00 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 [Sanders](#) and seconded by [Terrazas](#) to approve the consent calendar; **Motion carried** unanimously.

4A. Approved ICTC Board Minutes for July 27, 2011

4B. Received and filed ICTC Management Committee Draft minutes for September 14, 2011

Received and filed ICTC TAC Draft minutes for July 28, 2011

Received and filed ICTC SSTAC minutes for August 3, 2011

- 4C. Amendment to the Agreement for the FY 2010-11 Financial Service Audit of the Regional Transportation Planning Agency
1. Authorized the Chairman to sign the amendment to the agreement for financial audit services for FY 2010-11, with the firm *Hutchinson and Bloodgood* for the not to exceed annual fee of \$32,800.00, effective July 1, 2011 through June 30, 2012.

V. REPORTS

A. ICTC Executive Director

Ms. Williams had the following announcements and updates:

- Staff is working on a Consolidated Paratransit RFP. A letter confirming or declining participation is requested. The idea is to see if there will be cost savings or efficiencies through economy of scale. The proposed timeline is as follows:
 - RFP released in January 2012
 - RFP due date in February 2012
 - A RFP review committee in March 2012
 - Award a contract in April 2012
 - Start service on July 1, 2012

Mr. Baza had the following announcements and updates:

- A Council of Governments (COG) workshop will be held on Friday, September 30, 2011 in Coachella Valley to gather ideas on how to create a COG in Imperial County that will administer non transportation items. This will be a good introduction to see how other COGs manage governance issues.
- The HR efforts are continuing. There have been discussions initiated with David Prince, the Retirement Administrator for the Imperial County Employee Retirement System. The idea is to provide existing ICTC employees comparable retirement benefits.

B. Southern California Association of Governments (SCAG)

Mr. Baza had the following announcements and updates:

- SCAG is proceeding with the advertisement for the shared office assistant position.
- There will be a lunch meeting with City Managers by video conference in regards to the Regional Transportation Plan 2035.

C. California Department of Transportation

Mr. Figge had the following announcements and updates:

- Brawley Stage 3 is moving forward and remains on schedule. There have been no changes to the completion date of November 2012.
- The Value Analysis Study has been finalized. A presentation will be made at a later time. The study was initiated to look at ways Caltrans can improve the process with local agencies on local projects that are being conducted on state highways. The report is available on the Caltrans website.

D. Commission Member Reports

- Mr. Gran announced the City of Imperial City Hall ribbon cutting on September 29th at 5:30 p.m.
- A League of Cities meeting will be held at the end of next month (October).

- Mr. Castro inquired if City staff had been notified of the Paratransit RFP. Ms. Williams replied in the affirmative. However ICTC staff has not received a letter as of today.

VI. ACTION CALENDAR

A. Statewide Local Streets and Roads Assessment Project

Mr. Baza stated that the ICTC received a request from the California State Association of Counties (CSAC) and the League of Cities. This request was in regards to a contribution from all California regional agencies for financing for a Statewide needs assessment report on the condition of local streets and roads. A Statewide report was previously prepared in 2009. Both organizations indicate that this prior report was very beneficial in providing information to the several key organizations and the State legislature, as decisions were made on funding policies for local infrastructure, roadways and transportation. The total cost to update the report is estimated to be \$250,000. Our region's share would be \$1,051. Staff would recommend participation in this process as the cost is minimal as compared to the possible benefits for our local streets and roads systems.

The ICTC Management Committee met on September 14, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign a resolution authorizing the Imperial County Transportation Commission to contribute Regional Surface Transportation Program (RSTP) Funding to the ongoing *Statewide Local Streets and Roads Needs Assessment Project*.

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

B. IMPERIAL VALLEY TRANSIT, Regional Fixed Route Bus Transit Service Year End Invoicing for the IVT - Blue and Green Lines for FY 2010-11

Ms. Williams stated that the FY 2010-11 year end invoices were processed, ICTC staff identified that the fare revenue for IVT was higher than anticipated. The subsidy was therefore underutilized. This continues to reflect the increasing demand and increasing passenger ridership on the main line bus routes. As the FY 2010-11 year end invoices were processed, ICTC staff identified that the fare revenues for IVT Blue and Green Lines were lower than anticipated. However, there continues to be an increasing demand and passenger ridership continues to increase. Because the IVT system did not utilize its full subsidy amount, there is a cost savings that can be utilized to make an adjustment on the IVT Blue and Green Lines final invoice.

The ICTC Management Committee met on September 14, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Authorize a FY 2010-11 year end payment to FIRST TRANSIT Inc. in an amount of \$53,643.00 from cost savings for the Imperial Valley Transit (PY 01265) for a final payment for the IVT Blue and Green Lines (PY 01264).

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

C. Adoption of the Passenger Statistical Summary (PSS) Project for FY 2010-11 for Imperial Valley Transit (IVT)

Ms. Williams stated that due to the receipt of federal grants for public transit, federal reporting requirements state that transit systems are required to report on “passenger miles”.

This process takes place every three years and is utilized to track the individual distance or mileage travelled by each boarding passenger. The County has administered this project since its original inception in 2008, on behalf of the ICTC. The County awarded the second iteration of this project for FY 2010-11 to the firm of *Rea and Parker Research, Inc.* again in May 2010. The project work effort commenced on July 1, 2010. The consultant has since developed the sampling methodology, and acquired staff who will monitor various bus routes throughout the fiscal year. A final report will be prepared based on the guidance of the federal requirements. This final report is due to the federal agency by October 2011

Dr. Richard Parker of Rea and Parker Research presented a PowerPoint slideshow with very detailed information to the Commission.

The ICTC Management Committee met on September 14, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Approve the Passenger Statistical Sampling Project for FY 2010-11.
2. Direct staff to forward the report to the National Transit Database (NTD)

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

D. Tri-ennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission - FY 2007-08, 2008-09, 2009-10

Ms. Williams stated that the Triennial Audit is a requirement to receive TDA funds. It's a review of communication and management of and between ICTC, member agencies and transit operators that receive TDA funding. Ms. Williams introduced Mr. Derek Wong, with the firm PMC, whose presentation included recommendations and findings to ICTC and the transit providers.

Mr. Oscar Gonzalez, resident of Calexico, stated that current transit system needs to be improved. He gave an example of a gentleman waiting 45 minutes for a bus in 115 degree weather. Mr. Gonzalez said he would like to be kept informed on any transit related information through email.

The ICTC Management Committee met on September 14, 2011 and forwards this item to the ICTC Commission for review and approval:

1. Approve the FY 2007-08, 2008-09, 2009-10 Tri-ennial Performance Audit of the Imperial County Transportation Commission.
2. Direct staff to forward the FY 2007-08, 2008-09, 2009-10 Tri-ennial Performance Audit of the Imperial County Transportation Commission to Caltrans.

A motion was made by M. Kelley and seconded by Sanders, **Motion was carried** unanimously.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on Wednesday, October 26, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

Meeting adjourned at 6:54 p.m.



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

September 29, 2011

Present:

Steven Sullivan	City of Brawley
Gordon Gaste	City of Brawley
Alex Espinoza	City of Calexico
Abraham Campos	City of El Centro
Norma Villicana	City of El Centro
Nick Wells	City of Holtville
Blanca Magana	The Holt Group/City of Holtville
Joel Hamby (Chair)	City of Imperial
Wayne Walker	City of Westmorland
Bill Brunet	County of Imperial
John Gay	County of Imperial

Others:

Oscar Espinoza	City of El Centro
Fumi Galvan	The Holt Group
Mark Baza	ICTC
Kathi Williams	ICTC
Cristi Lerma	ICTC
David Salgado	ICTC

1. The meeting was called to order by Vice-Chair Joel Hamby at 10:07 a.m. A quorum was present. Introductions were made.
2. A motion was made to adopt the July 28, 2011 minutes. **(Gaste/Campos) Motion Carried.**
3. Election of Chair and Vice-Chair
 - Ms. Williams stated that in the month of September the Chair and Vice-Chair usually rotate in a normal progression. Currently, the City of Imperial is the Vice-Chair and was nominated to become the Chair of the TAC, there was no opposition. A motion was made to appoint the City of Imperial as the Chair and the City of El Centro as the Vice-Chair. **(Gaste/Campos) Motion Carried.**

4. ICTC Staff Updates / Announcements

Mr. Baza gave an update regarding the items discussed at the Commission meeting the night before.

- A COG Workshop is scheduled for September 30th in Coachella Valley.
- SCAG is in the process of hiring an office assistant and will be shared by SCAG and ICTC.
- There will be an update to the 2009 Streets and Roads Needs Assessment report. ICTC at last night's meeting authorized the chairman to sign a resolution authorizing the ICTC to contribute RSTP funds to this project in the amount of \$1051.00. Mr. Brunet confirmed that this is a 4 year report and the contribution covers all four years.

Ms. Williams had the following updates:

- Article 3 projects are to be sent to David Salgado by September 30, 2011 in pdf format.
- The Triennial Performance Audit was approved by the Commission at last night's meeting. The reports are on the ICTC website. Staff will proceed and submit the report to Caltrans next week.
- The Statistical Sampling Project was approved by the Commission at last night's meeting as well. Dr. Parker (the consultant) gave a detailed presentation to Commissioners. It is estimated that 950,000 passengers are traveling on IVT annually.

5. Caltrans Updates / Announcements

- Ms. Williams distributed an updated obligation plan that was provided by Mr. Medina from Caltrans prior to the meeting. Caltrans staff was not in attendance. Ms. Williams stated that if there is anything pressing questions or concerns to contact Luis Medina directly. Mr. Walker (Westmorland) mentioned that he has had some issues with Caltrans approving the contractors DBE/ Good Faith Efforts. Stating that they did not meet the UDBE goal. Mr. Brunet stated that the County of Imperial has had similar issues with one of their projects. The County of Imperial appealed the decision to the FHWA and was denied. The project will have to be deobligated. There was further discussion regarding how more training would be beneficial to this region.

6. General Discussion

- Mr. Brunet stated that new call boxes have been installed on State Route 86, beginning in Brawley up to the Riverside county line.
- Mr. Hamby stated that a meeting between the City of Imperial and Caltrans will be held on October 16, 2011 to discuss the relinquishment of SR 86 in Imperial, from Treshill to Ralph Roads.

7. Meeting adjourned at 11:35 a.m. The next ICTC TAC meeting will be on October 27, 2011 at the ICTC offices.



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

September 7, 2011

Present

Voting Attendees:

Michael L. Hack	Consumer Chair (Chair)
Rebecca Sanchez	Area Agency on Aging (Vice Chair)
Michelle Schenck –Soto	Imperial County California Children Services
Heddy McNeer	Consumer
Griselda Martinez	Imperial County Work Training Center
Kathi Williams	CTSA – ICTC
David Salgado	CTSA – ICTC
Pablo Cerda	Imperial County Department of Social Services
Erika Martinez	ARC – Imperial Valley

Non-Voting Attendees:

Mark Baza	ICTC
Cristi Lerma	ICTC
Adriana C. Pacheco	Brawley Dial-A-Ride
Isabel C. Pacheco	Brawley Dial-A-Ride

1. Chair Hack called the meeting to order at 10:07 am. A quorum was present. Introductions were made.
2. Minutes adopted for September 7, 2011. **(Cerda/McNeer) Motion Carried.**
3. CTSA Reports
 - Ms. Williams went over the public utilities code 99238 which describes the charge and purpose of the Social Services Transportation Advisory Council (SSTAC) as an advisory body to the ICTC. The SSTAC shall consist of the following members: (1) One representative of potential transit users who is 60 years of age or older; (2) One representative of potential transit user who is disabled; (3) Two representatives of the local social service providers for seniors; (4) Two representatives of the local social service providers for disabled persons; (5) One representative of a local social service provider for persons with limited means; (6) Two representatives from the local consolidated transportation service agency; (7) The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision b of public utilities code 99238. These voting positions have a 3 year term. Ms. Williams stated the responsibilities of the SSTAC: (1) Annually participate in the identification of transit needs in

the jurisdiction, which includes the Unmet Transit Needs hearing; (2) Annually review and recommend action by the transportation planning agency within the jurisdiction of the council which identifies by resolution, that (a) there are no unmet transit needs, (b) there are no unmet transit needs that reasonable to meet, (c) there are transit needs, including needs that are reasonable to meet; (3) Advise the transportation planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services. Ms. Williams stated that normally in September new members are introduced and discussions are initiated about the reappointment of voting positions and the installation of officers. The previous practice has been that the Chair can serve for a two year term or, if there is no opposition, the Vice-Chair would move up as the Chair, unless someone wanted to volunteer. It was discussed and agreed that the same officers would remain for FY 2011-12. An informal motion was made by Sanchez and seconded by Williams to accept the request. A formal motion will be made in October.

- Ms. Williams distributed a Master Needs list and reviewed each item with SSTAC. All of these items are being addressed.
- The ICTC Budget and OWP was approved in July. There are extra funds in the budget for FY 2011-12 to re-implement Dial-A-Ride services that were cut in FY 2010-11 due to budget cuts.
- Mr. Salgado gave an update on the IVC transfer terminal. Phase II of the project is in design with construction to begin on January 1, 2012 and tentatively scheduled for completion on June 2012. The site is on the south east side of the gym. This section will serve the ADA Paratransit student population.
- Mr. Salgado gave an update on IVT Access. ICTC staff has done 3 onsite visits since the service began on June 1st. They are very busy with phone calls in the morning hours. There have been some issues that have been resolved. Passengers are not scheduling return trips and IVT Access is having difficulty in this area, they are being encouraged to schedule a return trip even though they may not have a definite time. ICTC has received over 100 new applications in two months.
- Ms. Williams and Mr. Salgado will be attending the Cal Act Fall Conference in Berkley in October.
- Ms. Williams stated that she hopes to have a recommendation and a public review adoption for the SRTP by November or December.
- The Triennial Performance Audit should be adopted at the October ICTC meeting.

4. Operator Reports

- Ms. Pacheco stated that the Brawley Dial-A-Ride launched a new website www.brawleydialaride.com.
- IVT was not present. Ms. Williams stated that the Statistical Passenger Summary (PSS) report has been finalized which estimated 950,000 riders for FY 2010-11.
- There was no new information provided by the operators for the El Centro, Calexico, Imperial and West Shores Dial-a-Ride services.

5. General Discussion

- Ms. McNeer announced that on September 20, 2011 at 7:30 a.m. the United Way will be holding its annual breakfast at the El Centro PAL. Tickets are \$10.00 in advance or \$14.00 at the door.
- Mr. Hack mentioned he changed addresses.

- Ms. Sanchez announced that the El Centro Community Senior Club will be having a Senior Senior Prom event on October 22, 2011 from 6 PM to 11 PM at the El Centro Community Center located at 375 South First St. in El Centro. Price per ticket is \$25.00 and tickets are available at the El Centro Adult Center. For more information, please contact Jane Taylor at eccommunitysrclub@yahoo.com.

6. Adjournment

- Meeting adjourned at 11:20 a.m. The next meeting will be on October 5, 2011 at the ICTC offices, located at 1405 N. Imperial Ave., Suite 1, El Centro, CA 92243.

VI. ACTION CALENDAR

- A. REQUEST FROM THE IMPERIAL COUNTY
TRANSPORTATION COMMISSION (ICTC) TO
PARTICIPATE IN THE IMPERIAL COUNTY
EMPLOYEE RETIREMENT SYSTEM (ICERS)**



1405 N. IMPERIAL AVE., SUITE 1
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October 21, 2011

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

SUBJECT: Formal Request for Imperial County Transportation Commission (ICTC) to participate in the Imperial County Employees Retirement System (ICERS)

Dear Members of the Commission:

As previously discussed, ICTC is in the process of transitioning as an independent public entity, and is currently developing operating policies and procedures as well as a comparable benefit structure for its employees. Obtaining retirement services through ICERS would assist ICTC to maintain its current level of services to the employees, and allow ICTC to have access to an established and stable retirement system.

It is recommended that the ICTC Commission take the following action(s) after their review and approval:

1. Authorize the Executive Director to request ICTC's participation into the Imperial County Employees Retirement System (ICERS) for all staff including the Executive Director.

Sincerely,

MARK BAZA
Executive Director

Attachments

MB/cl