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 Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee 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

   A. Approval of Management Committee Draft Minutes: March 13, 2013

   B. Receive and File:
      1. ICTC Board Draft Minutes: March 27, 2013
      2. ICTC TAC Committee Minutes: February 28, 2013

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

      It is requested that the ICTC Management Committee forward this item to the 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
D. Specific Transit Operator Fiscal Reports FY 2011-12 for Med Express and West Shores Dial-A-Ride

It is requested that the ICTC Management Committee forward this item to the 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

V. REPORTS

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

VI. INFORMATION / DISCUSSION CALENDAR

A. Consultant Selection Criteria Presentation
   Presentation by Caltrans District 11, Local Assistance – Erwin Gojuangco and Luis Medina

VII. ACTION CALENDAR

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

   It is requested that the ICTC Management Committee forward this item to the 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. 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

   It is requested that the ICTC Management Committee forward this item to the 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.

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

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

   1. Authorize the Executive Director for his designee to provide a letter of support for the YCRIPTA FY 2012-13 FTA Sec 5316 JARC Grant
VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on Wednesday, May 8, 2013 at 10:30 a.m., at the City of Holtville, Holtville, CA.

IX. ADJOURNMENT

A. Motion to Adjourn
IV. APPROVAL OF CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT MINUTES: MARCH 13, 2013

B. RECEIVE AND FILE:
   1. ICTC BOARD DRAFT MINUTES: MARCH 27, 2013
   2. ICTC TAC COMMITTEE MINUTES: FEBRUARY 28, 2013
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE

MINUTES OF MARCH 13, 2013
10:30 a.m.

VOTING MEMBERS PRESENT:
City of Brawley  Rosanna Bayon Moore
City of Calipatria  Rom Medina
City of Calexico  Nick Servin for Oscar Rodriquez
City of El Centro  Ruben Duran (Chair)
City of Holtville  Alex Meyerhoff (Vice-Chair)
City of Imperial  Marlene Best
County of Imperial  Bill Brunet

STAFF PRESENT:  Kathi Williams, David Salgado, Cristi Lerma

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

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, March 13, 2013 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chairman Duran called the Committee meeting to order at 10:38 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

A. There were none.

IV. CONSENT ITEMS

A motion was made by Bayon Moore seconded by Servin to approve consent items 4A through 4D. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for February 13, 2013
B. Received and filed:
   1. ICTC Board Draft minutes for February 27, 2013
   2. ICTC TAC Committee minutes for January 24, 2013
   3. ICTC SSTAC Committee Draft Minutes for March 6, 2013
C. Application for Federal Transit Administration (FTA) Section 5311 Program Fund for FY 2012-13

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
It was requested that the ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:

1. Adopt the attached 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

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

1. Adopt the attached resolution authorizing the Executive Director or his designee develop and submit the FTA 5317 grant application with supporting documentation, and, submit the application to Caltrans.

V. REPORTS

A. ICTC Executive Director

Ms. Williams had the following announcements and/or updates:

- Ms. Williams provided an update on the binational work group meeting Mr. Baza is a part of in his absence. She stated that a 4th Imperial Valley/Mexicali binational meeting was held on March 4, 2013 at the SDG&E office in El Centro. The group expressed great support for the realignment of the SENTRI and Ready lanes in the East Port of Entry. In addition, Jon Ballard of GSA presented some interim pedestrian improvements along the Downtown port. The first phase of the improvements would consist of adding 3 additional pedestrian inspection stations. It was agreed by the group that the following meetings will continue the discussion of infrastructure along the border in addition to economic development and environmental border issues. The next meeting is scheduled for April 11, 2013 at 10:30 a.m. in Mexicali.

- The circulator bus study for the Red, Orange and Gold Lines will have stakeholder meetings in the cities of Brawley, Calexico and Imperial next week. Public workshops will be held on April 23, 24 & 25, 2013 in the same cities from 4:00 p.m. to 7:30 p.m.

B. Southern California Association of Governments (SCAG)

- Nothing to report, Mr. Oliva was not present

C. California Department of Transportation – District 11

Mr. Amen had the following updates:

- A local assistance package was given to the group with updates announcements. For Caltrans Local Assistance questions you may contact Luis Medina.

- Traffic counts were conducted at the Brawley Bypass and Forrester areas and the preliminary results are in. The data will be available and shared with the City of Brawley and the County of Imperial in about three weeks. Mr. Meyerhoff requested that the results also be shared with the group at the next meeting.

- The Dogwood project is still on schedule.

- Mr. Amen will be meeting with the City of Calexico to discuss the SR-98 widening project and a landscaping option in the median. The city will need to maintain the landscaping.

- California Assembly Bill (AB) 62 is moving forward, there will be a hearing in April. Mr. Amen stated that there are discrepancies between the bill and the law. Caltrans is working
with SCAG and ICTC. He also stated that a new bill AB 574 was proposed which will remove legislature from relinquishments and directly to CTC for approval (no bill creation necessary).

- A PSR regarding Forrester Rd. was given to all interested parties.

D. Committee Member Reports

- There were none

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
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 recommended adoption after changing the 5th no-show occurrence penalty from “permanent suspension” to a suspension to last “1 year (12 months).”

There was discussion regarding the policy. A policy will be mailed to all affected individuals and posted on the website.

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

1. Review and approve the ICTC Med-Express No Show/Late Cancellation Policy and Appeals Process.
2. Direct 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. Direct staff to implement the Med-Express Services No Show/Late Cancellation Policy and Appeals Process effective May 1, 2013.

A motion was made by Meyerhoff and seconded by Bayon Moore, 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 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.

Mr. Brunet asked if this plan will be necessary to be able to apply for the SR2S grants. Mr. Salgado replied, not necessarily however applicants will gain more points during the scoring and ranking process. Mr. Meyerhoff asked if staff have been working with Caltrans to develop scope of work for the grant. Mr. Salgado stated that Caltrans has been helpful during this process. Ms. Best asked if changes occur in the next few years will a new study be conducted. Mr. Salgado and Ms. Williams stated that updates to plans are very common and every 3 years seems reasonable for a plan like this one.

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

1. Adopt the attached 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. Direct staff to submit the grant application to SCAG and Caltrans.
3. Direct 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 Bayon Moore and seconded by Brunet, Motion carried unanimously.

Ms. Williams stated that 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) 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 “Findings” are as follows:

- The County-Wide Transit System shall implement two additional trips on route #21N and one additional trip on 21S in FY 2013-14 between Calexico and IVC on the IVC Express, to reduce overcrowding. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.
- The County-Wide Transit System shall implement four additional trips on routes 1N, 1S, 2N and 2S in FY 2013-14 in the Primary Corridor; Brawley to Calexico, on Saturdays. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.
- The County-Wide Transit System shall implement four additional trips on routes 1N and 1S between Calexico and El Centro, to reduce overcrowding and strive for a 35 minute headway, during peak service hours. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.
- The County-Wide Transit System shall implement four new trips on routes 1N, 1S, 2N and 2S in FY 2013-14 in the Primary Corridor; Brawley to Calexico, on Sundays. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.
- Staff will research options to provide as resources permit; schedules and information for passengers on public transit services, on the internet, through marketing programs and on IVT affiliated bus stops. Staff is to return with options and cost estimates for consideration on implementation.

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

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

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

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held tentatively on April 10, 2013 at the City of El Centro, El Centro, CA. and the location will be the ICTC offices at 1405 N. Imperial Ave.

IX. ADJOURNMENT

A. Meeting adjourned at 11:25 a.m.
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 stakeholder 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 Marriott.

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

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

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.

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 Sullivan at 10:04 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for January 24, 2013 (Gaste/Hagen) 1 Abstention by Mr. Meyerhoff. **Motion Carried.**

3. **Presentation on Monument Preservation**

   A brief presentation was conducted by Tim Jones on Monument Preservation. He stated that section 8771 of California Business and Professional Code (PBP) states monument preservation is a requirement and a licensed land surveyor or registered civil engineer prior to the time when any streets, highways, other rights-of-way, or easements are improved, constructed, be constructed, maintained, resurfaced, or relocated, and a corner record or record of survey of the

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references shall be filed with the county surveyor. The fee at the recorder’s office is $10.00. Mr. Jones stated that if anyone has any questions to contact the County Surveyor’s Office.

4. ICTC Updates / Announcements
Ms. Mendoza had the following announcements:
- Ms. Williams has been reaching out to the Cities of Calexico, Brawley and Imperial regarding the Circulator Study for the Red, Orange and Gold Line to secure a location, date and time for the stakeholders meetings and public workshops. Still waiting from Calexico and Imperial for a response.
- ICTC will be applying for a CBTG grant to conduct a Countywide Safe Routes to School Master Plan. Mr. Salgado has been reaching out to all agencies for a letter of support. Mr. Meyerhoff stated that the City of Holtville is a big supporter of this project and has been involved with the County Department of Public Health’s initiative.
- During the 2012 Call For Projects ICTC staff programmed $1.825 million in CMAQ funds for FY 2012-13, which was the projected allocation. Staff was informed by SCAG that the revised allocation for FY 2012-13 was $1.498 million, a reduction of $327,019.00. Ms. Mendoza distributed a revised handout with a couple option staff had come up with. The group recommended that an even 12% deduction be made for every agency. Ms. Mendoza stated that an amendment was due next week and she would decrease each agencies project(s) by 12%. Ms. Mendoza also stated she would email everyone a new distribution list with the 12% reduction for CMAQ FY 2012-13.

5. SCAG Updates / Announcements
- Mr. Oliva was not present.

6. Caltrans Updates / Announcements
Mr. Medina had the following updates:
- A handout was provided regarding MAP 21. A new Transportation Alternative Program (TAP) was introduced. TAP is funded through set-aside from the National Highway Performance Program (NHPP), Surface Transportation Program (STP), Highway Safety Improvement Program (HSIP), CMAQ Improvement Program, and Metropolitan Planning. TAP consolidated the Transportation Enhancement (TE), Recreational Trails and the Safe Routes to School (SRTS) programs. MAP-21 eliminated the SRTS program. SRTS type of projects can now be funded under TAP, STP, or HSIP. For the state of California, a proposed program called Active Transportation Program (ATP) will combine funding from: Federal TAP; Federal SHIP/STP from “previous” SRTS; State funding from “previous” EEM, SR2S and BTA programs. This will eliminate existing EEM, SR2S and BTA programs. State legislation that was introduced in 2013 will be enacted in January of 2014.
- An HSIP workshop will be held on March 6, 2013 from 2:00 p.m. to 4:00 p.m. in San Diego to help agencies to prepare for the upcoming HSIP call for projects. Agencies can also participate via conference call at 877-336-1839, access code 1878229. One line per agency please.
- A SRTS webinar will be held on March 11, 2013 at 10:00 a.m. For access go to https://www3.gotomeeting.com/register/781322358
- To register and get information on the Resident Engineers Academy please visit http://www.cce.csus.edu/conferences/caltrans/localAssistance/training_upcTraining.cfm
- The Federal Aid series is now open for the San Diego session being held March 11, 2013 at the Doubletree by Hilton Hotels located in Hotel Circle. To register please contact Nickie Haynes at Nickie.Haynes@dot.ca.gov or 619-220-5311.
- Mr. Roy Abboud from Caltrans Planning was present and stated he and his team will be doing some public participation transportation concept reports in different corridors in Imperial County.
- Mr. Medina gave a power point presentation regarding Chapter 10 of the Local Assistance Manual “Consultant Selection.” The general idea for the presentation was to remind agencies the importance and responsibility agencies have in selecting and initiating a federal aid and/or state financed highway project. The consultant, who should be a registered engineer, is responsible for performing the work required under the agreement in a manner acceptable to the local agency. Mr. Medina reviewed “identifying and defining a need for a consultant; case example provided by the A&E Consultant Audit; Consultant selection methods; completing the project; and, miscellaneous considerations.

7. General Discussion / New Business
   - None

8. Meeting adjourned at 12:00 p.m.
   - The next meeting will be held on March 28, 2013 at 10 a.m. at the ICTC Offices.
C. SPECIFIC TRANSIT OPERATOR FISCAL REPORTS FY 2011-12 FOR IMPERIAL VALLEY TRANSIT AND IVT ACCESS
April 3, 2013

ICTC Management Committee
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 Committee 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:

It is requested that the ICTC Management Committee forward 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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<tr>
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</tr>
<tr>
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</tr>
<tr>
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<tr>
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<tr>
<td>Revenue and Net Subsidy – Imperial Valley Transit</td>
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</tr>
<tr>
<td>Exhibit F – Statement of Fixed Rate, Farebox</td>
<td></td>
</tr>
<tr>
<td>Revenue and Net Subsidy – All Services Combined</td>
<td>11</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. 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.

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 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.
### STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY

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

#### 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>
<tbody>
<tr>
<td>July, 2011</td>
<td>$ 16,816</td>
<td>$ 1,445</td>
<td>$ 15,371</td>
<td>$ 20</td>
<td>$ 406</td>
<td>$ 15,797</td>
</tr>
<tr>
<td>August, 2011</td>
<td>$ 19,346</td>
<td>$ 1,220</td>
<td>$ 18,126</td>
<td>-</td>
<td>$ 263</td>
<td>$ 18,389</td>
</tr>
<tr>
<td>September, 2011</td>
<td>$ 17,664</td>
<td>$ 1,428</td>
<td>$ 16,236</td>
<td>$ 47</td>
<td>-</td>
<td>$ 16,283</td>
</tr>
<tr>
<td>October, 2011</td>
<td>$ 45,773</td>
<td>$ 665</td>
<td>$ 45,108</td>
<td>$ 30</td>
<td>$ 250</td>
<td>$ 45,388</td>
</tr>
<tr>
<td>November, 2011</td>
<td>$ 23,850</td>
<td>$ 927</td>
<td>$ 22,923</td>
<td>$ 9</td>
<td>-</td>
<td>$ 22,932</td>
</tr>
<tr>
<td>December, 2011</td>
<td>$ 24,704</td>
<td>$ 800</td>
<td>$ 23,904</td>
<td>-</td>
<td>$ 31</td>
<td>$ 23,935</td>
</tr>
<tr>
<td>February, 2012</td>
<td>$ 23,884</td>
<td>$ 2,918</td>
<td>$ 20,966</td>
<td>$ 41</td>
<td>$ 666</td>
<td>$ 21,673</td>
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<tr>
<td>March, 2012</td>
<td>$ 25,550</td>
<td>$ 767</td>
<td>$ 24,783</td>
<td>$ 269</td>
<td>-</td>
<td>$ 25,052</td>
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<tr>
<td>April, 2012</td>
<td>$ 24,693</td>
<td>$ 596</td>
<td>$ 24,097</td>
<td>$ 242</td>
<td>-</td>
<td>$ 24,339</td>
</tr>
<tr>
<td>May, 2012</td>
<td>$ 25,537</td>
<td>$ 1,161</td>
<td>$ 24,376</td>
<td>$ 268</td>
<td>$ 402</td>
<td>$ 25,046</td>
</tr>
<tr>
<td>June, 2012</td>
<td>$ 24,686</td>
<td>$ 1,129</td>
<td>$ 23,557</td>
<td>$ 100</td>
<td>-</td>
<td>$ 23,657</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 296,374</td>
<td>$ 13,803</td>
<td>$ 282,571</td>
<td>$ 1,026</td>
<td>$ 2,018</td>
<td>$ 285,615</td>
</tr>
</tbody>
</table>

**Contract Specifications**

**Paragraph 8.1.2**

For Base Cost and Base Subsidy $295,296 $11,812 $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>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2011</td>
<td>$16,823</td>
<td>$399</td>
<td>$16,424</td>
<td>$17</td>
<td>-</td>
<td>$16,441</td>
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<tr>
<td>August, 2011</td>
<td>$19,363</td>
<td>442</td>
<td>18,921</td>
<td>-</td>
<td>264</td>
<td>19,185</td>
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<tr>
<td>September, 2011</td>
<td>$17,678</td>
<td>470</td>
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<td>-</td>
<td>17,248</td>
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<tr>
<td>October, 2011</td>
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<td>462</td>
<td>45,310</td>
<td>27</td>
<td>250</td>
<td>45,587</td>
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<td>November, 2011</td>
<td>$23,850</td>
<td>572</td>
<td>23,278</td>
<td>8</td>
<td>-</td>
<td>23,286</td>
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<tr>
<td>December, 2011</td>
<td>$24,680</td>
<td>442</td>
<td>24,238</td>
<td>-</td>
<td>30</td>
<td>24,268</td>
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<tr>
<td>February, 2012</td>
<td>$23,856</td>
<td>1,164</td>
<td>22,692</td>
<td>37</td>
<td>-</td>
<td>22,729</td>
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<tr>
<td>March, 2012</td>
<td>$25,542</td>
<td>666</td>
<td>24,876</td>
<td>256</td>
<td>-</td>
<td>25,132</td>
</tr>
<tr>
<td>April, 2012</td>
<td>$24,698</td>
<td>494</td>
<td>24,204</td>
<td>217</td>
<td>-</td>
<td>24,421</td>
</tr>
<tr>
<td>May, 2012</td>
<td>$25,532</td>
<td>591</td>
<td>24,941</td>
<td>232</td>
<td>-</td>
<td>25,173</td>
</tr>
<tr>
<td>June, 2012</td>
<td>$24,696</td>
<td>502</td>
<td>24,194</td>
<td>95</td>
<td>-</td>
<td>24,289</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$296,321</strong></td>
<td><strong>$6,714</strong></td>
<td><strong>$289,607</strong></td>
<td><strong>$929</strong></td>
<td><strong>$544</strong></td>
<td><strong>$291,080</strong></td>
</tr>
</tbody>
</table>

**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>
<td>$33,639</td>
<td>$1,844</td>
<td>$31,795</td>
<td>$37</td>
<td>$406</td>
<td>$32,238</td>
</tr>
<tr>
<td>August, 2011</td>
<td>38,709</td>
<td>1,662</td>
<td>37,047</td>
<td>-</td>
<td>527</td>
<td>37,574</td>
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<tr>
<td>September, 2011</td>
<td>35,342</td>
<td>1,898</td>
<td>33,444</td>
<td>87</td>
<td>-</td>
<td>33,531</td>
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<tr>
<td>October, 2011</td>
<td>91,545</td>
<td>1,127</td>
<td>90,418</td>
<td>57</td>
<td>500</td>
<td>90,975</td>
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<tr>
<td>November, 2011</td>
<td>47,700</td>
<td>1,499</td>
<td>46,201</td>
<td>17</td>
<td>-</td>
<td>46,218</td>
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<tr>
<td>December, 2011</td>
<td>49,384</td>
<td>1,242</td>
<td>48,142</td>
<td>-</td>
<td>61</td>
<td>48,203</td>
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<tr>
<td>January, 2012</td>
<td>47,702</td>
<td>1,257</td>
<td>46,445</td>
<td>-</td>
<td>-</td>
<td>46,445</td>
</tr>
<tr>
<td>February, 2012</td>
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<td>4,082</td>
<td>43,658</td>
<td>78</td>
<td>666</td>
<td>44,402</td>
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<tr>
<td>March, 2012</td>
<td>51,092</td>
<td>1,433</td>
<td>49,659</td>
<td>525</td>
<td>-</td>
<td>50,184</td>
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<tr>
<td>April, 2012</td>
<td>49,391</td>
<td>1,090</td>
<td>48,301</td>
<td>459</td>
<td>-</td>
<td>48,760</td>
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<tr>
<td>May, 2012</td>
<td>51,069</td>
<td>1,752</td>
<td>49,317</td>
<td>500</td>
<td>402</td>
<td>50,219</td>
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<td>June, 2012</td>
<td>49,382</td>
<td>1,631</td>
<td>47,751</td>
<td>195</td>
<td>-</td>
<td>47,946</td>
</tr>
</tbody>
</table>

**Total** $592,695 $20,517 $572,178 $1,955 $2,562 $576,695

**Contract Specifications**

**Paragraph 8.1.2**

For Base Cost and Base Subsidy $590,592 $23,624 $566,968

**Over (Under) Contract Requirements** $2,103 $(3,107) $5,210

**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

<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>
</tr>
<tr>
<td>August, 2011</td>
<td>223,244</td>
<td>44,221</td>
<td>179,023</td>
<td>1,985</td>
<td>6,974</td>
<td>187,982</td>
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<tr>
<td>September, 2011</td>
<td>222,698</td>
<td>45,882</td>
<td>176,816</td>
<td>3,145</td>
<td>-</td>
<td>179,961</td>
</tr>
<tr>
<td>October, 2011</td>
<td>167,873</td>
<td>44,481</td>
<td>123,392</td>
<td>3,547</td>
<td>7,128</td>
<td>134,067</td>
</tr>
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<td>November, 2011</td>
<td>199,604</td>
<td>41,393</td>
<td>158,211</td>
<td>4,358</td>
<td>837</td>
<td>163,406</td>
</tr>
<tr>
<td>December, 2011</td>
<td>197,903</td>
<td>35,583</td>
<td>162,320</td>
<td>2,483</td>
<td>1,464</td>
<td>166,267</td>
</tr>
<tr>
<td>January, 2012</td>
<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>
<td>199,666</td>
<td>45,909</td>
<td>153,757</td>
<td>5,912</td>
<td>3,035</td>
<td>162,704</td>
</tr>
<tr>
<td>March, 2012</td>
<td>217,132</td>
<td>48,974</td>
<td>168,158</td>
<td>9,876</td>
<td>4,957</td>
<td>182,991</td>
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<tr>
<td>April, 2012</td>
<td>202,243</td>
<td>41,589</td>
<td>160,654</td>
<td>6,077</td>
<td>-</td>
<td>166,731</td>
</tr>
<tr>
<td>May, 2012</td>
<td>209,951</td>
<td>39,518</td>
<td>170,433</td>
<td>4,134</td>
<td>1,677</td>
<td>176,244</td>
</tr>
<tr>
<td>June, 2012</td>
<td>204,295</td>
<td>54,101</td>
<td>150,194</td>
<td>238</td>
<td>841</td>
<td>151,273</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,438,474</strong></td>
<td><strong>$510,306</strong></td>
<td><strong>$1,928,168</strong></td>
<td><strong>$48,202</strong></td>
<td><strong>$33,551</strong></td>
<td><strong>$2,009,921</strong></td>
</tr>
</tbody>
</table>

Contract Specifications

Paragraph 8.1.1

For Base Cost and Base Subsidy  

$2,491,560  

$423,565  

$2,067,995

Over (Under) Contract Requirements

$ (53,086)  

$ 86,741  

$ (139,827)

Operating Costs  

$2,520,227

Depreciation  

(249,875)

Adjusted Operating Costs  

$2,270,352

Farebox Ratio Actual  

22.5%

Farebox Ratio Contract  

17.0%
## 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**

---

### All First Transit Services Combined

<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>
<td>$233,898</td>
<td>$30,211</td>
<td>$203,687</td>
<td>$3,403</td>
<td>$1,251</td>
<td>$208,341</td>
</tr>
<tr>
<td>August, 2011</td>
<td>261,953</td>
<td>45,883</td>
<td>216,070</td>
<td>1,985</td>
<td>7,501</td>
<td>225,556</td>
</tr>
<tr>
<td>September, 2011</td>
<td>258,040</td>
<td>47,780</td>
<td>210,260</td>
<td>3,232</td>
<td>-</td>
<td>213,492</td>
</tr>
<tr>
<td>October, 2011</td>
<td>259,418</td>
<td>45,608</td>
<td>213,810</td>
<td>3,604</td>
<td>7,628</td>
<td>225,042</td>
</tr>
<tr>
<td>November, 2011</td>
<td>247,304</td>
<td>42,892</td>
<td>204,412</td>
<td>4,375</td>
<td>837</td>
<td>209,624</td>
</tr>
<tr>
<td>December, 2011</td>
<td>247,287</td>
<td>36,825</td>
<td>210,462</td>
<td>2,483</td>
<td>1,525</td>
<td>214,470</td>
</tr>
<tr>
<td>January, 2012</td>
<td>241,308</td>
<td>41,545</td>
<td>199,763</td>
<td>3,081</td>
<td>5,793</td>
<td>208,637</td>
</tr>
<tr>
<td>February, 2012</td>
<td>247,406</td>
<td>49,991</td>
<td>197,415</td>
<td>5,990</td>
<td>3,710</td>
<td>207,106</td>
</tr>
<tr>
<td>March, 2012</td>
<td>268,224</td>
<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><strong>$3,031,169</strong></td>
<td><strong>$530,823</strong></td>
<td><strong>$2,500,346</strong></td>
<td><strong>$50,157</strong></td>
<td><strong>$36,113</strong></td>
<td><strong>$2,586,616</strong></td>
</tr>
</tbody>
</table>

### Contract Specifications

Paragraphs 8.1.1 and 8.1.2 For Base Cost and Base Subsidy

| Over (Under) Contract Requirements | $ (50,983) | $ 83,911 | $(134,894) |

### Adjusted Operating Costs

- Operating Costs: $3,117,439
- Depreciation: $(249,875)
- **Adjusted Operating Costs**: $2,867,564

### Farebox Ratios

- **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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<th>Section</th>
<th>Page</th>
</tr>
</thead>
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<td>5</td>
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<td>SUPPLEMENTAL INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Exhibit A – Internal Controls over Cash Handling Procedures</td>
<td>6</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>
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<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>
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<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

<table>
<thead>
<tr>
<th>For Base Cost and Base Subsidy</th>
<th>$1,072,375</th>
<th>$83,645</th>
<th>$988,730</th>
</tr>
</thead>
</table>

Over (Under) Contract Requirements

<table>
<thead>
<tr>
<th>Operating Costs</th>
<th>$1,224,108</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation</td>
<td>(100,479)</td>
</tr>
<tr>
<td><strong>Adjusted Operating Costs</strong></td>
<td><strong>$1,123,629</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Farebox Ratio Actual</th>
<th>5.5%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farebox Ratio Contract</td>
<td>7.8%</td>
</tr>
</tbody>
</table>
D. SPECIFIC TRANSIT OPERATOR FISCAL REPORTS FY 2011-12 FOR MED EXPRESS AND WEST SHORES DIAL-A-RIDE
April 3, 2013

Management Committee
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 Committee 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

It is requested that the ICTC Management Committee forward 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
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDEPENDENT ACCOUNTANTS' REPORT</td>
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<tr>
<td>ACCOUNTANTS' COMMENTS</td>
<td>5</td>
</tr>
<tr>
<td>SUPPLEMENTAL INFORMATION</td>
<td></td>
</tr>
<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.
## IMPERIAL 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>
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<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>
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<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>
<tr>
<td>Fares Collected</td>
<td></td>
<td>29,949</td>
<td></td>
</tr>
<tr>
<td><strong>Net Expenditures Eligible for Subsidy</strong></td>
<td></td>
<td>$ 156,290</td>
<td></td>
</tr>
<tr>
<td><strong>Amount Paid Per Contract</strong></td>
<td></td>
<td>$ 156,290</td>
<td></td>
</tr>
</tbody>
</table>
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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</thead>
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<td>6</td>
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<tr>
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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.

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 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.
## IMPERIAL COUNTY TRANSPORTATION COMMISSION
### AND
### ARC – IMPERIAL VALLEY
### WEST SHORES DIAL-A-RIDE 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>$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>
<tr>
<td>Fares Collected</td>
<td></td>
<td></td>
<td>3,744</td>
</tr>
<tr>
<td><strong>Net Expenditures Eligible for Subsidy</strong></td>
<td></td>
<td><strong>$57,958</strong></td>
<td></td>
</tr>
<tr>
<td>Amount Paid Per Contract</td>
<td></td>
<td></td>
<td><strong>$57,958</strong></td>
</tr>
</tbody>
</table>
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
ARC – IMPERIAL VALLEY
ARC-IV TRANSIT SERVICE CONTRACT
INTERNAL CONTROLS OVER CASH HANDLING PROCEDURES
FOR THE YEAR ENDED JUNE 30, 2012

EXHIBIT B

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.
VII. ACTION CALENDAR

A. FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT PROGRAM FOR ELDERLY AND DISABLED TRANSPORTATION SERVICES

FY 2012-13
April 12, 2013

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

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

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>
</tbody>
</table>

8

9

10

11

12

13
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  59
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 12, 2013

ICTC Management Committee
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 Committee 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
ICTC Management Committee

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

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

1. Adopt the 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 (JARC) GRANT PROGRAM FOR TRANSPORTATION SERVICES FY 2012-13
April 12, 2013

ICTC Management Committee
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 Committee 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 (YCIPTA) 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, YCIPTA 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.

YCIPTA 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.

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

1. Authorize the Executive Director or his designee to provide a letter of support for the YCIPTAFY 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 AGENCY OF IMPERIAL COUNTY OF IMPERIAL