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: June 12, 2013 Page 4
   B. Receive and File:
      1. ICTC Board Draft Minutes: June 28, 2013 Page 8
      2. ICTC TAC Minutes: May 23, 2013 Page 15
      3. ICTC SSTAC Draft Minutes June 5, 2013 Page 19

V. REPORTS
   A. ICTC Executive Director
      • See attached Executive Director Report on page 24
   B. Southern California Association of Governments
   C. California Department of Transportation – District 11
   D. Committee Member Reports

VI. INFORMATION / DISCUSSION CALENDAR
   A. IVT Website Revision

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
B. SCAG Executive Director Report

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on **Wednesday, September 11, 2013 at 10:30 a.m.**, at the **City of Westmorland**, Westmorland, CA.

VIII. ADJOURNMENT

A. Motion to Adjourn
A. APPROVAL OF MANAGEMENT COMMITTEE
DRAFT MINUTES: JUNE 12, 2013

B. RECEIVE AND FILE:
1. ICTC BOARD DRAFT MINUTES:
   JUNE 28, 2013
2. ICTC TAC MINUTES:
   MAY 23, 2013
3. ICTC SSTAC MINUTES:
   JUNE 5, 2013
VOTING MEMBERS PRESENT:

City of Brawley       Rosanna Bayon Moore
City of Calipatria    Rom Medina
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:        Mark Baza, Kathi Williams, David Salgado, Cristi Lerma
OTHERS PRESENT:       Sam Amen, Erwin Gojuangco, Wishing Lima, Nick Krula; Caltrans, Grace Connor; City of El Centro; Tomas Oliva, Yvonne Cordero; SCAG

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, June 12, 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 10:45 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 Meyerhoff seconded by Bayon Moore to approve consent items 4A through 4B. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for May 8, 2013
B. Received and filed:
   1. ICTC Board Draft minutes for May 22, 2013
   2. ICTC SSTAC Draft Minutes for May 1, 2013
V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements and/or updates:
- A Public Hearing is set for June 26, 2013 at 6 p.m. for a proposed fare increase on IVT and IVT Access.
- A Budget Workshop was scheduled for June 19, 2013 at the ICTC offices.
- An Imperial Valley/Mexicali binational work group meeting is scheduled for June 13, 2013 in Mexicali. Staff is working on an MOU amongst key partners (ICTC, IVEDC, County of Imperial and Mexicali counterparts) to formalize the workgroups priorities and goals. Their goals are:
  1. Border infrastructure
  2. Economic Development
  3. Environment in particular Air Quality
- Interviews are being held for the Calexico Border Intermodal Transportation Center Feasibility Study proposals today, June 12, 2013 at the ICTC offices.
- There are issues regarding the CMAQ funding for FY 2012-13 CNG street sweepers due to Buy America requirements that are a part of MAP 21. Cities affected are Brawley, Calexico and Westmorland. The Buy America Waiver was approved by FHWA California division, according to Erwin Gojuangco, and is sitting in Washington D.C. for approval. CMAQ funds in jeopardy are $800K if waivers are not approved.

B. Southern California Association of Governments (SCAG)

Mr. Oliva had the following announcements:
- On June 21, 2013 Senator Ben Hueso will be hosting an open house from 4 p.m. to 7 p.m. and SCAG will be hosting drinks.
- The Coachella Valley Association of Governments (CVAG) will be having its General Assembly on June 24, 2013 at The Club in Indian Wells.
- A Toolbox Tuesday’s workshop will be held on July 25, 2013 on Bike and Peds Accounts. Video Conferencing is available at the ICTC/SCAG offices.
- On July 10, 2013 Hasan Ikhrata is planning to visit Imperial Valley to discuss the next steps of the RTP. He will be presenting at the ICTC Management Committee meeting.

C. California Department of Transportation – District 11

- A presentation on the Highway Safety Improvement Program (HSIP) Cycle 6 Call For Projects was conducted by Mr. Gojuangco. He described the eligible projects, key factors, funding, key dates and delivery milestones, and project delivery status. For more information please visit http://www.dot.ca.gov/hq/LocalPrograms/HSIP/htm
- Mr. Amen gave a status update on several local projects, including dogwood overpass, SR 98 West and the New Maintenance station.

D. Committee Member Reports

- There were none.

VII. ACTION CALENDAR

A. Staff Presentation of the ICTC Overall Work Program (OWP) and Budget, FY 2013-2014

Mr. Baza gave a PowerPoint presentation on the ICTC OWP and Budget where he described in detail ICTC’s funding sources, revenues and expenditures, and plans and programs for FY 2013-14.
It was suggested by Ms. Bayon Moore that the slides be condensed and to provide a table or diagram that shows the increase in funds in the last four years as an example of ICTC’s growth and need for additional staff.

It was requested that the ICTC Management Committee support the draft OWP and Budget as presented (with recommendations provided) as part of the ICTC budget workshop scheduled for June 19, 2013.

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

B. Amendment to the Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC), FY 2013-14 to 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. Authorize the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual cost not to exceed $10,000, effective July 1, 2012 through June 30, 2015.

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

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

C. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Fiscal Year 2012-2016, Modification #3

This modification is a result of the Unmet Transit Needs Process. Four unmet needs were identified and this modification will cover three of those four. A possible modification to implement Sunday transit service may occur in January 2014. The additional funds for this request are identified in the proposed FY 2013-14 OWP and Budget.

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. Authorize the Chairperson to sign the modification #3 to the Fixed Route Transit Services Operating Agreement with First Transit Inc. for the continued operation of Imperial Valley Transit for the period effective July 1, 2012 through June 30, 2016, for the not to exceed subsidy as listed:
   a. For the period July 1, 2013 through June 30, 2014, the cost is identified as $3,194,325, the farebox ratio is set at 17%, and the resulting subsidy is then set at $2,651,290.
   b. For the period July 1, 2014 through June 30, 2015, the cost is identified as $3,332,409, the farebox ratio is set at 17%, and the resulting subsidy is then set at $2,765,899.
   c. For the period July 1, 2015 through June 30, 2016, the cost is identified as $3,439,765, the farebox ratio is set at 17%, and the resulting subsidy is then set at $2,855,005.

A motion was made by Bayon Moore and seconded by Meyerhoff, Motion carried unanimously.
D. Fourth Amendment to the Med-express Operating Agreement, ARC-Imperial Valley FY 2013-14

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. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2013 through June 30, 2014, with an annual not to exceed operating subsidy ($161,737.00) with 3% marketing funding ($6,065.00), maintenance escalator ($7,500.00) and fuel escalator.

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

E. Amendment 6 to the West Shores Dial-A-Ride Operating Agreement, ARC-Imperial Valley, FY 2013-14

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. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the West Shores Dial-A-Ride for the period effective July 1, 2013 through June 30, 2014 with an annual not to exceed operating subsidy ($66,147.00), a farebox ratio of 5%, with marketing funding of ($1,000.00), maintenance escalator ($3,500.00) and fuel escalator.

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

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held tentatively on July 10, 2013 at the ICTC Offices, El Centro, CA.

IX. ADJOURNMENT

A. Meeting adjourned at 12:10 p.m.
VOTING MEMBERS PRESENT:

City of Brawley       George A. Nava
City of Calipatria    Maria Nava-Froelich
City of Calexico     Bill Hodge
City of El Centro    Sedalia Sanders
City of Holtville    Mike Goodsell
City of Imperial    Mark Gran
City of Westmorland Larry Ritchie – Vice Chair
County of Imperial  Jack Terrazas – Chairman
County of Imperial  Ryan Kelley

NON-VOTING MEMBERS PRESENT:

Caltrans District 11 Bill Figge (Alt.)

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

OTHERS PRESENT:  Ross Cather: Caltrans; Tomas Oliva: SCAG, Charles Brockwell, Jean Chatel, Cesar Sanchez; First Transit.

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday June 26, 2013 together with staff reports and related documents attached thereto and incorporated therein by reference.

I.  CALL TO ORDER AND ROLL CALL

Chair Terrazas called the Commission meeting to order at 6:10 p.m. Roll call was taken.

II.  EMERGENCY ITEMS

A.  There were none.

III.  PUBLIC COMMENTS

There were none.

IV.  APPROVAL OF CONSENT CALENDAR

A motion was made by Hodge and seconded by Ritchie to approve consent items A and B; Motion carried with 1 abstention from Ms. Sanders (El Centro).

A.  Approval of ICTC Board Draft Minutes: May 22, 2013
B.  Received and Filed:
   1.  ICTC Management Committee Minutes: June 12, 2013

V.  PUBLIC HEARING

A.  Public Hearing on Imperial Valley Transit and IVT Access for Fiscal Year 2013-14

A presentation regarding the Fare increase was presented by Mr. Baza with Spanish translation by Ms. Mendoza. The key elements are as follows.

- Beginning in July 2013 the Farebox Ratio was set at 17% for IVT and IVT ACCESS (Previous 14.5%)
- The increase to 17% ratio was primarily due to our increase in transit service hours within our newly expanded urbanized area – 2010 Census
A Fare Study was completed in Fiscal Year (FY) 2008
  - The study evaluated fare pricing and made a recommendation for a two
    phase pricing increase
  - The first increase was implemented in FY 2009
  - A second fare increase was scheduled for FY 2010 – but was not
    recommended or implemented
  - Fare increases also were not implemented in following Fiscal Years 2011, 2012 and 2013

FY 2013-14 Budget Proposes to Implement High Priority Unmet Needs:
  - Increased Saturday Service
  - Additional Trips for IVC Express (Calexico to IVC)
  - Increased Bus Service between Calexico and El Centro during peak morning
    and afternoon periods – Increase in # of Bus Trips from standard 70 minutes
    to 35 minutes

For FY 2013-14 the proposed increase in service results in the following:
  - 5,000 more service hours - an 18.5% increase over FY 2012-13
  - An 11.8% increase in service costs

For FY 2014-15 (Full year implementation) the proposed increase in service results
in the following:
  - 6,300 more service hours - an 23.2% increase over FY 2012-13
  - An 13.8% increase in service costs

Additional revenues from grants has also created the opportunity to implement and
evaluate additional services prioritized such as:
  - The “Gold Line” in City of Brawley (Funded)
  - Limited Service on Sundays (Unmet Need - To be evaluated)
  - The “Orange Line” in City of Calexico (Planned – To be evaluated)
  - The “Red Line” in City of Imperial (Planned – To be evaluated)

In summary, ICTC must meet the established “Farebox Ratio”; a Fare increase has
not been implemented since Fiscal Year 2009; FY 2013-14 Budget Proposes to
Implement High Priority Unmet Needs: IVC Express; Increased Saturday Service;
Increased Peak Hour Service (Between Calexico and El Centro); Proposed fare
increases are a critical element to enable the addition of high priority services
identified through our “Unmet Needs” and Planning Process

Below is a table with the current and proposed fares.

<table>
<thead>
<tr>
<th>IVT Fares one way per Zone</th>
<th>Current FY 2012-13 FARES</th>
<th>Proposed FY 2013-2014 FARES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Zone Fare</td>
<td>$0.75</td>
<td>$1.00</td>
</tr>
<tr>
<td>Senior/Disabled Local Zone</td>
<td>$0.35</td>
<td>$0.50</td>
</tr>
<tr>
<td>Regional Zone Fare</td>
<td>$1.00</td>
<td>$1.25</td>
</tr>
<tr>
<td>Senior/Disabled Regional Zone</td>
<td>$0.50</td>
<td>$0.65</td>
</tr>
<tr>
<td>Direct</td>
<td>$2.00</td>
<td>$2.50</td>
</tr>
<tr>
<td>IVC Express Students</td>
<td>$1.00</td>
<td>$1.25</td>
</tr>
<tr>
<td>IVC Express Non-Students</td>
<td>$1.50</td>
<td>$1.75</td>
</tr>
<tr>
<td>Fast Trip</td>
<td>$2.00</td>
<td>$2.25</td>
</tr>
<tr>
<td>20 Ride Student<em><strong>To be used on Express Routes Only</strong></em></td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>20 Ride Local Zone (20% discount)</td>
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<td>$16.00</td>
</tr>
<tr>
<td>20 Ride Regional-Zone (20% discount)</td>
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<td>$20.00</td>
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<tr>
<td>20 Ride Senior/Disabled Local Zone</td>
<td>$7.00</td>
<td>$10.00</td>
</tr>
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<td>20 Ride Senior/Disabled Regional Zone</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

<table>
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<th>IVT Access Fares one way per Zone</th>
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</tr>
<tr>
<td>Regional Zone Fare</td>
<td>$2.00</td>
<td>$2.50</td>
</tr>
</tbody>
</table>
- Public comment was presented by Mr. Jesse Garcia, a resident of Calexico. He stated that he rides the bus 2-3 times a week and has been using public transportation for 10 years. He said that the 6:49 a.m. and 8:14 a.m. routes from Calexico to El Centro are always extremely packed. He also said that the seats reserved for seniors and disabled are not always honored.

- Public comment was presented by Ms. Ana Flores, a resident of El Centro. She stated that fares should be maintained where they are because transit users have a fixed income. She also requested more buses from Calexico to El Centro between 12 p.m. and 1 p.m.

- Public comment was presented by Maria Martinez, a resident of El Centro. Translation services were provided by Ms. Mendoza. Ms. Martinez stated that she is thankful for the services and that her needs are being met. The only request she has is that stop at Wal-Mart be pushed back by 10 minutes. Ms. Williams said that a new line called the IVT Orange Line will offer the City of Calexico more stops throughout the city. It is unknown at this time when the Orange Line will begin.

- The public hearing was closed at 6:44 p.m. At this time the Commission was able to comment on the public comment and offer their suggestions. A main concern was the disregard for seniors and disabled on reserved seating on public transportation. A suggestion by multiple commissioners was that a pre-recorded message continuously play on the bus overhead to remind passengers to leave the reserved seats for the elderly and the disabled. Or if that is not an option, the bus driver can state announcements after every departure. Mr. Gran stated that regular mystery shoppers may improve the overall experience by secretly evaluating trips. Mr. Brockwell approached the podium and described First Transits protocol and training to address riders who do not regard rules on the bus.

On June 5th the fare increase documentation was presented to the Social Services Transportation Advisory Council (SSTAC). SSTAC made a motion to support the fare increase and expressing support of the timeline and process developed regarding; public notification, public hearing, grace period and implementation schedule

The proposed schedule for the fare price increase is as follows:

- ICTC conducts public hearing on June 26th
- Following the public hearing, the Commission considers action to approve implementation of the fare price increase for IVT and IVT Access
- ICTC staff conduct education and outreach to inform public about new fares – Summer 2013
- Implement fare price increase September 2013 – amnesty period for coupon and ticket holders
- Implement fare price increase – October 2013

Staff are requesting that the Commission take the following actions:

1. Provide staff with direction as to the implementation of a fare increase in FY 2013-14.

A motion was made by Kelley and seconded by Sanders to approve the fare increase as presented by staff, Motion Carried.

VI. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:

- Imperial-Mexicali Bilingual Workgroup: ICTC presented a draft Memorandum of Understanding (MOU) at the last meeting held at the Consejo de Desarrollo Economico de Mexicali (CDEM) offices on June 13, 2013. The draft MOU was well
received by the group and it is anticipated that the document will be finalized and signed at our September 2013. A copy of the draft MOU has been attached to this report. We also received an update on the City of Calexico’s New River project. The next meeting will be hosted by the City of Calexico and is scheduled for July 11, 2013, 10:30 AM, at the Carmen Durazo Cultural Arts Center in the City of Calexico. The following meeting in August is scheduled to go dark.

- **Calexico Intermodal Transportation Center**: ICTC in collaboration with SCAG, City of Calexico and Caltrans have been moving forward with the Request for Proposal (RFP) process. On June 12, 2013, consultant interviews were held at the ICTC office and a firm was selected. ICTC and SCAG are planning to provide a Notice to Proceed (NTP) to the consultant by September 2013. The feasibility study’s scope of work will begin after the release of the NTP and will include: Kick off meeting, stakeholder meetings, public workshops, surveys, site selection analysis, and financial and operational feasibility reports.

- **IVT Circulator Design Project Progress**: ICTC is continuing the project development for the intricacy circulator route designs. ICTC staff was presented with a set of initial conceptual route designs for each city (Brawley, Calexico and Imperial) from the AECOM consultant in Early May 2013. The project steering committee reviewed those initial route designs and provided comments. In June, ICTC staff met with the staff from the Cities of Brawley and Imperial. The IVT Orange and Red Lines are still in the conceptual phase. The City of Calexico staff is working to schedule a meeting with ICTC and the consultant to review the draft conceptual route of the Orange Line. Meetings with City of Imperial staff have taken place and a refinement of the Red Line route with bus stop locations is underway. Route reconnaissance for the Red Line will be scheduled with further refinement is probable. The City of Calexico staff is working to schedule a meeting with ICTC and the consultant to review the draft conceptual route of the Orange Line.

- **The IVT Gold Line (City of Brawley) Progress**: Since the IVT Gold Line is funded the conceptual route has progressed towards the implementation phase. For the Gold Line all bus stops have been identified. The route has been finalized and the concept is ready for review and approval by the City Council. The design and bus stop approval is expected to go to the City council mid-July 2013. The city will move forward with the installation of the bus stops upon approval, during which time final route time trials will take place to develop the route schedule and cycle time and in order to incorporate synchronized time transfers with the IVT system. Those time transfers will occur at the new transfer terminal on 5th and Plaza, which is scheduled to be completed late-July 2013. The goal is to have the IVT Gold Line demonstration route in operation by November 1, 2013. The first year will be a demonstration phase in order to gauge ridership and adjust for any other operational issues which may arise from start-up of a new service.

- **YMPO-YCIPTA Short Range Transit Plan Kick Off Meeting**: ICTC is participating in the Yuma County Intergovernmental Transportation Authorities (YCIPTA) Short Range Transit Plan (SRTP) Development. The project is funded by the Yuma Metropolitan Planning Organization (YMPO). ICTC will assist with possible demographic info for the Winterhaven area as well as by participating in any regional discussion regarding possible interstate connectivity. It is the goal of YCIPTA to develop a plan which allows for growth of their transit system while utilizing their current apportionments allowed to the agency for transit. ICTC participated in a kick off meeting designed to identify key constituents as well as to present the goals of the study. ICTC’s participation is a part of our ongoing partnership with YMPO and YCIPTA to ensure consistency with Imperial Valley’s short- and long-term plans, as well as to ensure our eastern Imperial County residents are considered and serviced.
Mr. Oliva had the following announcements:
- SCAG will be going dark in July.
- On July 10, 2013 Hasan Ikhrata will be attending the Management Committee meeting to discuss the next steps for the new RTP/SCS 2016 adoption.
- The Imperial Valley SCAG scholarship award recipient was Alexandra Maloof. If anyone is interested in having Ms. Maloof intern this summer at your city please advise Mr. Oliva.

C. California Department of Transportation (Caltrans)
Mr. Figge had the following announcements:
- The Dogwood project on I-8 is still on schedule. Construction will begin early next year. Construction will last about a year and a half. More information regarding road closures will be forthcoming.
- Design for Ollie and VB Williams is almost complete, with construction scheduled for late 2014.
- Caltrans will be presenting at the Brawley City Council meeting in July regarding the Brawley Bypass. Regarding Ms. Nava Froelich’s concern regarding the center median on the Brawley Bypass near Best, Hovely and Brandt Roads, Caltrans staff will be meeting with Brawley’s Mayor Pro Tem to discuss.

D. Commission Member Report
- Ms. Sanders stated she is very appreciative of Mr. Silva for stepping in during her absence.
- Mr. Goodsell stated that the City of Holtville’s State of the City Address went great.
- Mr. Ritchie thanked the City of Brawley for assisting the City of Westmorland with the South Center Street project.
- Mr. Gran stated that an Open House for the Children’s Rainforest project was being held on June 27, 2013.
- Mr. Hodge stated that the Lava Lamp Awards and Dinner are taking place on June 27, 2013 at 6 p.m. in Calexico.
- Ms. Nava-Froelich invited all to attend the 4th of July festivities in Calipatria. The event will take place on International Blvd. from 5 p.m. to 10 p.m. with a fireworks show at 9 p.m.

There was a recess at 7:10 p.m., meeting reconvened at 7:33 p.m.

VII. ACTION CALENDAR
A motion was made by Nava and seconded by Gran to approve the Action Calendar items A through G, Motion Carried.

A. ICTC Overall Work Program (OWP) and Budget, FY 2013-14

The ICTC Management Committee met on June 12, 2013 and forwarded this item to the Commission for your review and approval, after public comment if any:

1. Recommended Approval of the ICTC Overall Work Program and Budget for FY 2013-14

B. Amendment to the Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC), FY 2013-14 to FY 2014-15

The ICTC Management Committee met on June 12, 2013 and forwarded this item to the Commission for review and approval, pending budget approval and after public comment if any:
1. Authorized the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual cost not to exceed $10,000, effective July 1, 2012 through June 30, 2015.

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

C. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Fiscal Years 2012-2016, Modification #3

The ICTC Management Committee met on June 12, 2013 and forwarded this item to the Commission for review and approval, pending budget approval and after public comment if any:

1. Authorized the Chairperson to sign the modification #3 to the Fixed Route Transit Services Operating Agreement with First Transit Inc. for the continued operation of Imperial Valley Transit for the period effective July 1, 2012 through June 30, 2016, for the not to exceed subsidy as listed:

   a. For the period July 1, 2013 through June 30, 2014, the cost is identified as $3,194,325, the farebox ratio is set at 17%, and the resulting subsidy is then set at $2,651,290.

   b. For the period July 1, 2014 through June 30, 2015, the cost is identified as $3,332,409, the farebox ratio is set at 17%, and the resulting subsidy is then set at $2,765,899.

   c. For the period July 1, 2015 through June 30, 2016, the cost is identified as $3,439,765, the farebox ratio is set at 17%, and the resulting subsidy is then set at $2,855,005.

D. Fourth Amendment to the Med-express Operating Agreement, ARC- Imperial Valley FY 2013-14

The ICTC Management Committee met on June 12, 2013 and forwarded this item to the Commission for review and approval, pending budget approval and after public comment if any:

1. Authorized the Chairman to sign a fourth amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2013 through June 30, 2014, with an annual not to exceed operating subsidy ($161,737.00) with 3% marketing funding ($6,065.00), maintenance escalator ($7,500.00) and fuel escalator.

E. Amendment 6 to the West Shores Dial-A-Ride Operating Agreement, ARC- Imperial Valley, FY 2013-14

The ICTC Management Committee met on June 12, 2013 and forwarded this item to the Commission for review and approval, pending budget approval and after public comment if any:

1. Authorized the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the West Shores Dial-A-Ride for the period effective July 1, 2013 through June 30, 2014 with an annual not to exceed operating subsidy ($66,147.00), a farebox ratio of
5%, with marketing funding of ($1,000.00), maintenance escalator ($3,500.00) and fuel escalator.

F. Imperial Valley Transit (IVT) Website Development and Hosting Agreement, Conveyor Group FY 2013-14 (ivtransit.com)

The ICTC staff forwarded this item to the Commission for review and approval, pending budget approval and after public comment if any:

1. Authorized the Chairman to sign the Imperial Valley Transit website consultant agreement with the firm of Conveyor Group, for the not to exceed fee of $38,120.00 effective July 1, 2013 through June 30, 2014.

G. ICTC and the City of Imperial Agreement for Human Resource Services, FY 2013-14 and FY 2014-15

The ICTC staff forwarded this item to the Commission for review and approval, pending budget approval and after public comment if any:

1. Authorized the Chairman to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of $15,000.00 annually, effective July 1, 2013 through June 30, 2015.

VIII. CLOSED SESSION- PERSONNEL MATTER

A. Motion to Adjourn to Closed Session by Gran and seconded by Nava at 8:09 p.m. Motion Carried.

B. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code sec. 54957.6)
Agency designated representatives: {Jack Terrazas, George Nava, Maria Nava-Froelich}
Unrepresented employee: Executive Director of ICTC

C. Reconvened in Open Session and announcement of Closed Session Action(s) at 8:25 p.m. No actions taken in Closed Session

D. Employment Agreement for the Position of Executive Director
1. Approved the Employee Agreement for the Position of Executive Director

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

IX. NEXT MEETING DATE AND PLACE

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

X. ADJOURNMENT

A motion was made to adjourn the meeting by Nava and seconded by Kelley, Motion carried. Meeting adjourned at 8:25 p.m.
1. The meeting was called to order by Chair Arellano at 10:02 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for March 28, 2013 (Brunet/Sullivan) Motion Carried.
3. TE Programming Requirements

- Ms. Mendoza distributed a handout of the 2012 TE Call for Projects list. Mr. Hernandez, the STIP Consultant was on the line to answer any questions. The following information was presented regarding PPRs:
  - Projects in FY13/14 should not begin earlier than October 2013 to allow for the conversion of TE Reserves to projects.
  - Project start dates should be consistent with available TE funding.
  - Given Timely Use Dates Deadlines, best not to be overly optimistic with project schedules
  - If the TE funds cover the whole project, only enter "TE" as the funding source (do not include a local match component)
  - The “Funding Agency” for TE funds in the funding table should be “ICTC”
  - Project Sponsor/Lead Agency should be the local agency

- The required forms are Exhibit 23-D, 23-N and 23-O and Timely Use Due Date information is summarized in the table below:

<table>
<thead>
<tr>
<th>Timey Use of Funds Due Date</th>
<th>Timey Use of Funds Milestone DUE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILESTONES</td>
<td>PA&amp;ED, PS&amp;E &amp; ROW phases</td>
</tr>
</tbody>
</table>

- Last opportunity to re-program funds from the current Fiscal Year to a future Fiscal Year
  - **June 30** is the deadline to re-program projects/funds in future years for all project phases. Paperwork should be submitted to Caltrans Local Assistance no later than March to ensure action by the CTC by June. Projects programmed in the current fiscal year cannot be programmed to later fiscal years.

- CTC Allocation
  - **June 30** is the deadline to obtain a CTC allocation for project phases programmed in any given fiscal year. Paperwork should be submitted to Caltrans Local Assistance no later than March to ensure action by the CTC by June.

- Contract Award
  - No contract award Timely Use requirement for PA&ED, PS&E & ROW phases
  - Award within 6 months of the allocation date – Construction and purchase projects must be awarded within six months of the CTC allocation date.

- Project Completion*
  - For PA&ED, PS&E & ROW phases, **project completion is due by the end of the 3rd fiscal year**. Example: Projects allocated in FY 12/13 (any month) must be completed by then end of FY 14/15 (June 30, 2015).
  - For construction and purchase projects, **project completion is due 3 Years from the Contract Award date**.

- Final Invoice*
  - The final invoice (closeout) is due 6 months after project completion.

4. Four Phase Bus Stop Improvement Program

- Ms. Williams stated that a bus stop improvement program will be forthcoming that will include four phases.
  1. Transit Facilities Standards Guidebook that will be used as a reference tool for agencies during the installation of benches and shelters, etc. This is not federally funded and will take about 6-8 months for completion.
  2. Development of an MOU between the cities and ICTC establishing ICTC transit services priority at bus stops.
  3. Bus stop sign overhaul that will include smart phone capabilities.
4. A contract with ICTC for the bus stop maintenance responsibilities funded by ICTC. This will relieve the city staff with the task and complaints.

5. Appoint a Public Works Representative to the Imperial Valley Emergency Communications Authority (IVECA)
   - Mr. Brunet stated that he was approached by Tony Rouhotas regarding an open seat requiring a public works representative on the IVECA board. This individual will be a voting member. There was brief discussion regarding the appointment. Chair Arellano stated that since the appointment has to be ratified by their city it should be tabled until next meeting to give members an opportunity to discuss with their staff. The item was tabled until the June meeting.

6. ICTC Updates / Announcements
   Ms. Mendoza had the following announcements:
   - The Binational Imperial Valley / Mexicali workgroup will be meeting in Mexicali on June 3, 2013.
   - ICTC with Caltrans assistance is working on a Tiger Grant that is due June 3, 2013. The application has 3 components that include a missing segment of SR 98, the widening of Cesar Chavez Blvd. and pedestrian improvements at the East Port of Entry.
   - An APA Cross-Border Regional Planning Webinar on “Regional Transportation Planning on the California/Baja California Border” will be held at the ICTC offices on Thursday, May 30th at 11am-12:30pm. AICP credit will be available to those that qualify.
   Ms. Williams had the following announcements:
   - Construction continues on the transfer terminal at 7th and State Streets in El Centro. A wet signing of the concrete took place the day before to celebrate the halfway mark of the project. Mr. Campos stated that the project is 45-50% completed with the goal of October.
   - Sea Port Airlines provided an update at the Commission meeting. Flights are currently $39 per trip.
   - A budget workshop was requested by the Commission. It will be held at the ICTC offices on June 19th at 4:30 p.m. The proposed budget includes an 18% increase in service hours for IVT. However because of the increased urbanized growth population we anticipate more funds.
   - An Article 3 Call for Projects will be held in the October / November timeframe.
   - A public hearing for an anticipated increase in fares will be held at the June Commission meeting.

7. SCAG Updates / Announcements
   Mr. Oliva had the following updates:
   - SCAG’s General Assembly in Palm Desert was very well attended by Imperial Valley folks. Councilmember Walker (El Centro) is the 2nd Vice Chair of SCAG for FY 2013-14.
   - SCAG’s Sustainability Program Call for Proposals will be accepted until 5:00 p.m. on May 31, 2013. Mr. Oliva made himself available for assistance. ICTC is submitting an application to use as the local match for the CBTG grant to conduct a Countywide Safe Routes to School Master Plan submitted to Caltrans earlier this year.
   - The California Freight Advisory Committee will be adopting their mobility plan on June 12, 2013.
   - SCAG released local profiles. More information can be obtained from www.scag.gov/resources/profiles.htm

8. Caltrans Updates / Announcements
   - Mr. Gojuangco gave an update on the ROW certification process. All utilities have to be in compliance with MAP 21 and Buy America Provisions.
- A presentation on the Highway Safety Improvement Program (HSIP) Cycle 6 Call For Projects was conducted by Mr. Gojuangco. He described the eligible projects, key factors, funding, key dates and delivery milestones, and project delivery status. For more information please visit http://www.dot.ca.gov/hq/LocalPrograms/HSIP/htm
- An overview of the Obligation Plan by Mr. Medina.

9. General Discussion / New Business
- On May 29th Mark Baza will be the guest speaker at the Association of Civil Engineers meeting at the PAL at 12 p.m.
- Ms. Arellano stated that a ribbon cutting was held for the Cattle Call project that used Transportation Enhancement funds. The designer and project manager was Steven Sullivan.
- The Brawley Bypass was nominated for a CTF Transportation Award. Mr. Baza was in Sacramento at the award ceremony.

10. Meeting adjourned at 11:33 a.m.
- The next meeting will be held on June 27, 2013 at 10 a.m. at the ICTC Offices.
- Motion was made to adjourn the meeting (Arellano/Campos) **Motion Carried.**
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

June 6, 2013

Present

Griselda Martinez (Chair) Work Training Center
Heddy McNeer Consumer
Michael L. Hack Consumer
Sherry Leon Area Agency on Aging
Erica Matinez ARC – Imperial Valley
Rosyo Ramirez Imperial County Public Authority / IHSS
Iris Montes Imperial County Dept. of Social Services – Calworks
Ted Ceasar Imperial Valley College
Kathi Williams CTSA – ICTC
David Salgado CTSA – ICTC

Non-Voting Attendees:

Cristi Lerma ICTC
Charles Brockwell IVT/IVT Access/Calexico Dial-A-Ride
Jean Chatel IVT/IVT Access/Calexico Dial-A-Ride
Cesar Sanchez IVT/IVT Access/Calexico Dial-A-Ride
Lily Falomir City of Calexico
Isabel Pacheco Brawley Dial-A-Ride
Isabel Pacheco Brawley Dial-A-Ride

1. Chair Martinez called the meeting to order at 1:40 p.m. A quorum was present. Introductions were made.

2. Minutes adopted for May 1, 2013. (Ramirez/McNeer) Motion Carried.

3. IVT and IVT Access Fare Increase Public Hearing

A public hearing will be held at the ICTC Commission meeting on June 26, 2013. Ms. Williams reviewed the proposed fare increases. She stated that the public will have an opportunity to give their oral or written comments, with written comments turned into ICTC staff by 5 p.m. that same day. If approved, implementation would take place on September 1, 2013 with an amnesty period until October 1, 2013 for passengers with old tickets.

Ms. Williams stated that an additional fare increase in the future is not anticipated but is possible.
The current and proposed fares are as follows:

<table>
<thead>
<tr>
<th>Fares one way per Zone</th>
<th>Current FY 2012-13 FARES</th>
<th>Proposed FY 2013-14 FARES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Zone Fare</td>
<td>$0.75</td>
<td>$1.00</td>
</tr>
<tr>
<td>Senior/Disabled Local Zone</td>
<td>$0.35</td>
<td>$0.50</td>
</tr>
<tr>
<td>Regional Zone Fare</td>
<td>$1.00</td>
<td>$1.25</td>
</tr>
<tr>
<td>Senior/Disabled Regional Zone</td>
<td>$0.50</td>
<td>$0.65</td>
</tr>
<tr>
<td>Direct</td>
<td>$2.00</td>
<td>$2.50</td>
</tr>
<tr>
<td>IVC Express Students</td>
<td>$1.00</td>
<td>$1.25</td>
</tr>
<tr>
<td>IVC Express Non-Students</td>
<td>$1.50</td>
<td>$1.75</td>
</tr>
<tr>
<td>Fast Trip</td>
<td>$2.00</td>
<td>$2.25</td>
</tr>
<tr>
<td>20 Ride Student<em><strong>To be used on Express Routes Only</strong></em></td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>20 Ride Local Zone (20% discount)</td>
<td>$12.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>20 Ride Regional-Zone (20% discount)</td>
<td>$16.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>20 Ride Senior/Disabled Local Zone</td>
<td>$7.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>20 Ride Senior/Disabled Regional Zone</td>
<td>$10.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>ADA Fares per trip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Zone Fare</td>
<td>$1.50</td>
<td>$2.00</td>
</tr>
<tr>
<td>Regional Zone Fare</td>
<td>$2.00</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

A motion was made to support the IVT and IVT Access Fare Increase Proposal (Ceasar/Ramirez), Motion Carried.

4. CTSA Reports

- Ms. Williams stated that ICTC will be receiving an FTA Triennial Audit later this year. Recently Ms. Williams and Mr. Salgado attended a workshop in San Francisco to prepare for the upcoming audit.
- The proposed budget and IVT contract modification will include the additional IVC express routes, 30 minute headways from Calexico to El Centro during peak hours and extended Saturday schedule. A possible Sunday schedule may be implemented on January 1, 2014 but currently not in the proposed budget.
- Ms. Williams stated that the IVT website is still under construction. The new and improved website should be up and running in by July 1, 2013.
- Preliminary design of the Brawley Gold Line (circulator route) is currently taking place with City staff.

5. Operator Reports

- Brawley Dial-a-Ride: Ms. Pacheco stated that they continue to be very busy. Also, the 2013-14 budget was approved and an extended contract was executed. A new office building has been acquired and staff are in the process of moving.
- Calexico Dial-a-Ride: In the process of extending the contract for one year. This item is on the Calexico City Council agenda later this month.
- El Centro Dial-a-Ride: Nothing new to report. Service is busy and doing well.
- Imperial Dial-a-Ride: Nothing new to report.
- Imperial Valley Transit: Mr. Brockwell stated that IVC is currently in session and IVT Express is running smoothly.
- IVT Access: Mr. Chatel stated that since the No Show/ Late Cancellation Policy was adopted on time efficiency is close to 100%.
- Med-Express: A contract extension for one year is on the Commission agenda for approval for June. Since the pre-payment policy was adopted no late cancellations and no shows have occurred.
- West Shores Dial-a-Ride: A contract extension for one year is on the Commission agenda for approval for June.
- YCAT Turquoise Line: Mr. Hack inquired about the Turquoise Route in Winterhaven. Ms. Williams stated that it is working well. The cost is $2.00 per trip.

6. General Discussion

- There was none.

7. Adjournment

- The next meeting of the SSTAC will be on July 3, 2013 at 10:00 a.m.
- Meeting adjourned at 2:25 p.m.
V. REPORTS

A. ICTC EXECUTIVE DIRECTOR
Memorandum

Date: June 19, 2013
To: ICTC Commissioners
From: Mark Baza, Executive Director
Re: Executive Director’s Report

The following is a summary of the Executive Director’s Report for the ICTC Board meeting of June 26, 2013:

1. Imperial-Mexicali Binational Workgroup: ICTC presented a draft Memorandum of Understanding (MOU) at the last meeting held at the Consejo de Desarrollo Economico de Mexicali (CDEM) offices on June 13, 2013. The draft MOU was well received by the group and it is anticipated that the document will be finalized and signed at our September 2013. A copy of the draft MOU has been attached to this report. We also received an update on the City of Calexico’s New River project.

The next meeting will be hosted by the City of Calexico and is scheduled for July 11, 2013, 10:30 AM, at the Carmen Durazo Cultural Arts Center in the City of Calexico. The following meeting in August is scheduled to go dark.

2. Calexico Intermodal Transportation Center: ICTC in collaboration with SCAG, City of Calexico and Caltrans have been moving forward with the Request for Proposal (RFP) process. On June 12, 2013, consultant interviews were held at the ICTC office and a firm was selected.

ICTC and SCAG are planning to provide a Notice to Proceed (NTP) to the consultant by September 2013. The feasibility study’s scope of work will begin after the release of the NTP and will include: Kick off meeting, stakeholder meetings, public workshops, surveys, site selection analysis, and financial and operational feasibility reports.

3. IVT Circulator Design Project Progress: ICTC is continuing the project development for the intracity circulator route designs. ICTC staff was presented with a set of initial conceptual route designs for each city (Brawley, Calexico and Imperial) from the AECOM consultant in Early May 2013. The project steering committee reviewed those initial route designs and provided comments. In June, ICTC staff met with the staff from the Cities of Brawley and Imperial. The IVT Orange and Red Lines are still in the conceptual phase. The City of Calexico staff is working to schedule a meeting with ICTC and the consultant to review the draft conceptual route of the Orange Line. Meetings with City of Imperial staff have taken place and a refinement of the Red Line route with bus stop locations is underway. Route reconnaissance for the Red Line will be
scheduled with further refinement is probable. The City of Calexico staff is working to schedule a meeting with ICTC and the consultant to review the draft conceptual route of the Orange Line.

4. **The IVT Gold Line (City of Brawley) Progress:** Since the IVT Gold Line is funded the conceptual route has progressed towards the implementation phase. For the Gold Line all bus stops have been identified. The route has been finalized and the concept is ready for review and approval by the City Council. The design and bus stop approval is expected to go to the City council mid-July 2013. The city will move forward with the installation of the bus stops upon approval, during which time final route time trials will take place to develop the route schedule and cycle time and in order to incorporate synchronized time transfers with the IVT system. Those time transfers will occur at the new transfer terminal on 5th and Plaza, which is scheduled to be completed late-July 2013.

The goal is to have the IVT Gold Line demonstration route in operation by November 1, 2013. The first year will be a demonstration phase in order to gauge ridership and adjust for any other operational issues which may arise from start-up of a new service.

5. **YMPO-YCIPTA Short Range Transit Plan Kick Off Meeting:** ICTC is participating in the Yuma County Intergovernmental Transportation Authorities (YCIPTA) Short Range Transit Plan (SRTP) Development. The project is funded by the Yuma Metropolitan Planning Organization (YMPO). ICTC will assist with possible demographic info for the Winterhaven area as well as by participating in any regional discussion regarding possible interstate connectivity. It is the goal of YCIPTA to develop a plan which allows for growth of their transit system while utilizing their current apportionments allowed to the agency for transit. ICTC participated in a kick off meeting designed to identify key constituents as well as to present the goals of the study.

ICTC’s participation is a part of our ongoing partnership with YMPO and YCIPTA to ensure consistency with Imperial Valley’s short- and long-term plans, as well as to ensure our eastern Imperial County residents are considered and serviced.