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: May 13, 2015 Pages 5-14
   B. Receive and File:
      1. ICTC Board Draft Minutes: May 27, 2015
      2. ICTC TAC Draft Minutes: May 28, 2015
      3. ICTC SSTAC Minutes May 6, 2015

V. REPORTS

   A. ICTC Executive Director
      - See attached Executive Director Report on page 16
   B. Southern California Association of Governments
   C. California Department of Transportation – District 11
      - See attached Caltrans Report on page 20
   D. Committee Member Reports
VI. ACTION CALENDAR

A. Draft ICTC Overall Work Program (OWP) and Budget, FY 2015-16  Page 25

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

1. Adoption of the Draft Fiscal Year (FY) 2015-16 Imperial County Transportation Commission (ICTC) Overall Work Plan (OWP) and Budget

B. Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC) FY 2015-16 to FY 2016-17  Page 34

It is requested that ICTC Management Committee forward this item to the Commission for review and approval after the receipt of 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 $15,000, effective July 1, 2015 through June 30, 2017.

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

C. Extension of the Transit Drug and Alcohol Auditor Agreement, LPM and Associates, FY 2015-16 through FY 2016-17  Page 40

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

1. Authorize the Chairman to sign the two year extension to the agreement for transit drug and alcohol auditing and reporting services with the firm of LPM and Associates for the not to exceed annual fee of $11,550.00 effective November 1, 2015 through November 30, 2017.

D. Sixth Amendment to the Med-Express Operating Agreement, ARC – Imperial Valley FY 2015-16  Page 45

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

1. Authorize the Chairman to sign an sixth amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2015 through June 30, 2016, with an annual not to exceed operating subsidy ($197,1247) with 3% marketing funding ($7,000), maintenance escalator ($7,500.00) and fuel escalator.

E. ICTC and the City of Imperial Agreement for Human Resource Services, FY 2015-2017  Page 52

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

2. Authorize the Chairman to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of $20,000.00, effective July 1, 2015 through June 30, 2017.

F. 2015 Active Transportation Program Regional Guidelines  Page 56

It is requested that ICTC Management Committee forward this item to the Commission for review and approval after the receipt of public comment, if any:
1. Approve the following methodology for assigning points of the Active Transportation Program Regional Guidelines:
   a. 10 points for projects that have been identified in an adopted local and/or regional plan; and
   b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

VII. LOCAL TRANSPORTATION AUTHORITY (LTA) ACTION CALENDAR

A. Administrative Services Budget FY 2015-16 Page 59

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

   1. Approve the FY 2015-16 Administrative Services Budget for the Local Transportation Authority

B. Legal Services Agreement FY 2015-16 to FY 2016-17; County of Imperial and the Local Transportation Authority (LTA) Page 62

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

   1. Authorize the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed $7,500 annually effective July 1, 2015 through June 30, 2017
   2. Direct staff to forward the agreement to the County of Imperial

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Management Committee is currently scheduled for Wednesday, July 8, 2015 at 10:30 a.m., at the City of Calipatria, Calipatria, CA.

IX. ADJOURNMENT

A. Motion to Adjourn
A. APPROVAL OF MANAGEMENT COMMITTEE
DRAFT MINUTES: MAY 13, 2015

B. RECEIVE AND FILE:

1. ICTC BOARD DRAFT MINUTES: MAY 27, 2015
2. ICTC TAC DRAFT MINUTES: MAY 28, 2015
3. ICTC SSTAC MINUTES: MAY 6, 2015
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
DRAFT MINUTES OF May 13, 2015
10:30 a.m.

VOTING MEMBERS PRESENT:
City of Brawley   Rosanna Bayon Moore
City of Calipatria  Rom Medina
City of El Centro  Ruben Duran
City of Holtville  Nick Wells
City of Imperial  Marlene Best
County of Imperial  Joe Picazo for Ralph Cordova

STAFF PRESENT:  Kathi Williams, David Salgado, Michelle Bastidas, Cristi Lerma

OTHERS PRESENT:  Sam Amen, Luis Medina: Caltrans, Tomas Oliva: SCAG, Liz Zarate and Grace Connor: City of El Centro, Nicole Ochoa: Hero Program

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, May 13, 2015 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL
Chair Marlene Best called the Committee meeting to order at 10:33 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 Best seconded by Duran to approve consent items 4A, 4B and 4C. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for April 8, 2015
B. Received and filed:
   1. ICTC Board Draft Minutes for April 22, 2015
   2. ICTC Draft SSTAC Minutes for April 1, 2015
C. Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Goal for FY 2016 for Federal Transit funds

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

   1. Approve the proposed FY 2016 DBE goal of 2.0%, for distribution for public comment.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
2. Direct staff to return with this item for review and adoption of the proposed DBE goal after the public review process has been completed.

V. REPORTS

A. ICTC Executive Director

Mr. Baza had the following updates.

- The General Assembly and Economic Summit went very well. If there are any suggestions please let staff know.
- A Budget Workshop is scheduled on May 27, 2015 at 4 p.m. at the County of Imperial Administration Building, Conference Room C&D.
- Congress authorized $98 million for Phase 1 of the Calexico West Port of Entry expansion, however $98 million may not be enough to complete phase 1 the project. GSA is more than likely going to scope out an adequate project for the awarded amount. Their goal is to award in July.
- Calexico East/Mexicali II Port of Entry - Proposed Binational Toll Pilot Project: The Executive Director has been working with the County of Imperial, the private/non-profit group – “Safer Communities,” and U.S. federal agency staff toward our local effort to prepare for a successful proposal to the U.S. CBP and GSA to implement a toll pilot project that would pay for the port expansion infrastructure and required CBP staffing. In October 2014, the U.S. government released new regulations under Section 559 that would allow for proposals to complete land port of entry improvements using a public-private partnership (P3) model and toll pilot project as the financing mechanism. A proposal must include project specific details about the infrastructure improvements required and costs, operations and maintenance costs, CBP staffing costs, and a toll feasibility analysis. To this end, the ED worked with Safer Communities to prepare a proposal that would address all elements required by the U.S. government. A proposal was submitted by Safer Communities with support by the County of Imperial and ICTC before the December 23, 2014 CBP deadline. In late April 2015, a response was received from CBP. The proposal was temporarily rejected for concerns regarding toll collection locations proposed near security operations. CBP welcomes a re-submittal in late 2015 and is willing to work with Safer Communities to address safety concerns and the toll collection locations prior to re-submittal.
- IVT Ride public outreach workshops are scheduled in the City of Brawley on May 21, 2015 from 9 a.m. to 12 p.m. at the Senior Center and in the City of Calexico on May 14, 2015 from 10 a.m. to 1 p.m. at the Senior Center. The No-Show Policy was implemented in the City of Calexico and will be implemented at a later time for all other cities. Ms. Bayon Moore complimented staff on their efforts.
- The Imperial County Safe Routes to School (SRTS) Regional Masterplan Project has been kicked off. The consultant selected to carry out the study is Ryan Snyder and Associates. The project is funded by the Community Based Transportation Planning (CBTP) program administered by Caltrans. The local match was provided by the Southern California Association of Governments (SCAG) from the Sustainability Grant program. Outreach has been conducted in the communities of Calipatria, Westmorland, and San Pasqual. Outreach will continue throughout the county over the coming months. A workshop is scheduled for May 28, 2015 at Central Union High School. The project is scheduled for completion Fall 2015. For further information please contact David Salgado at (760) 592-4494.
- The Transit Shuttle Analysis will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staff are working with Imperial Valley College and San Diego State University staff to complete the consultant selection process. SCAG staff will complete the contract agreement for the selected consultant...
and recommendation of award to the Regional Council. The selection and award process is anticipated to be completed in July 2015.
- All items were also made available on page 53 of the agenda.

B. Southern California Association of Governments (SCAG)
Mr. Oliva had the following updates:
- Mr. Oliva thanked all who attended the SCAG Regional Conference and General Assembly where Council Member Cheryl Viegas-Walker was officially elected at the SCAG President.
- A RTP/SCS open house will take place on May 26, 2015 from 3 p.m. to 5 p.m. at the Workforce Development Board. Input from community is welcome.
- The Environmental Justice Workshop for the 2016-2040 RTP/SCS that was held on April 23, 2015 was the second highest attended workshop next to LA in the SCAG region.

C. Caltrans Department of Transportation – District 11
Mr. Amen had the following updates:
- Mr. Medina had several Local Assistance announcements.
- Mr. Amen had several project updates.
- There will be a coordinated effort between Caltrans, ICTC, IVEDC and Imperial County Workforce Development to have a large workshop that will help individuals with becoming DBE certified. The workshop will be taking place at Imperial Valley College on June 18, 2015 from 9 a.m. to 12 p.m. (tentative).
- A full report is on page 57 of the agenda.

D. Committee Member Reports
- There were none.

VI. INFORMATION / DISCUSSION CALENDAR

A. HERO Program Update
- Ms. Ochoa presented on the Hero Program that is available to all homeowners in Imperial County. It is easy to qualify for the program and it is based on equity and is not a loan. The City of Imperial is in pre-launch phase and the City of Westmorland is in pre-adoption phase, all other cities are signed up.

B. 2015 Active Transportation Program Regional Guidelines
- Ms. Mendoza stated that The ATP program is divided into state and regional shares. Project applications that are not selected for funding from the state’s share of the funds will be passed on to the Metropolitan Planning Organizations (MPOs) for consideration for regional share funding. Program funding is segregated into three components and is distributed as follows: 50% to the state for a statewide competitive program; 10% to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program; 40% to MPO’s in urban areas with populations greater than 200,000 for the larger urbanized area competitive program. In this second call for projects of ATP funds, SCAG does not intend to host a separate Call for Projects. Caltrans will instead forward grant proposals from the SCAG region that were not awarded funding the first statewide selection round for consideration in the Regional Program. All project applications must meet the state’s criteria and be submitted to Caltrans first. ICTC is responsible for scoring from within Imperial County for their consistency with plans adopted by local and regional governments within the county.
Previously, if a project was determined to be consistent with plans adopted by local and regional governments within the county, ICTC could add up to 10 points. The following was the previous adopted methodology for assigning points: 10 points for projects that have been identified in an adopted local and/or regional plan; Zero points for projects that have not been identified in an adopted local and/or regional plan. ICTC staff will consult with the Technical Advisory Committee prior to developing this cycles’ methodology for assigning points. Once a methodology is proposed, the item will be presented for review and consideration at the regularly scheduled Commission meeting of June 24, 2015.

C. LTA Bond Update
- Mr. Baza reviewed the 5% Regional Highway Set-Aside. Projects that have utilized this fund are Westmorland – SR-86/South Main Street Traffic Signal and Bus Stop for a total of LTA funds of $373,000; County – SR-86/S-22 Salton City Traffic Signal for a total of LTA funds of $438,858; and, ICTC – SR-86/Heber Bus Stop & Pedestrian Access Improvements for a total of LTA funds of $707,000. The current fund balance is $4,746,853.
- Mr. Baza and Ms. Williams reviewed the 2% Regional Set-Aside. Currently those funds are being used for Dial-A-Ride operations.
- Ms. Mendoza gave an overview of the LTA Bond to include the requisition submittal process. The bond total was $53.9M. In FY 2013-2014 $7,395,998.24 was expended; FY 2014-2015 $6,604,532.37 was expended; pending project submittals will be an estimated $10M, with remaining funds being at $29M. Remaining funds do not include accumulated interest.
- A copy of the presentation can be obtained by calling our office at 760-592-4494.

D. California’s Road Charge Pilot
- In 2014, Legislature passed Senate Bill 1077 (SB 1077) directing California to conduct a pilot program to study the feasibility of a road charge as a replacement for the gas tax to pay for road maintenance and repairs. A 15-member technical advisory committee (TAC), composed of representatives from diverse interests, is now working to study the potential for a road charge and outline the parameters of the pilot program. The TAC will craft the parameters of the road charge pilot program by the end of 2015. Beginning no later than January 1, 2017, thousands of California drivers will make history by volunteering to participate in the road charge pilot program to test new approaches. The pilot program will be implemented by the California State Transportation Agency. The outcomes of the road charge pilot program will be reported back to the TAC, the California Transportation Commission (CTC), and the Legislature no later than June 30, 2018. The CTC will provide recommendations on the pilot program to the Legislature in December 2018. The Legislature will then decide whether and how to enact a full-scale permanent road charge program.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on June 10, 2015 at the City of Calexico, Calexico, CA.

VIII. ADJOURNMENT

A. Motion to adjourn by Wells/Medina. Motion Carried. Meeting adjourned at 12:16 p.m.
IMPERIAL COUNTY TRANSPORTATION COMMISSION  
DRAFT MINUTES FOR MAY 27, 2015  
6:00 p.m.

VOTING MEMBERS PRESENT:

City of Brawley  George A. Nava  
City of Calipatria  Maria Nava-Froelich  
City of El Centro  Sedalia Sanders  
City of Holtville  James Predmore (Vice-Chair)  
City of Imperial  Doug Cox (alt.)  
City of Westmorland  Lawrence D. Ritchie  
County of Imperial  Jack Terrazas

NON-VOTING MEMBERS PRESENT:

Caltrans District 11  Laurie Berman

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

OTHERS PRESENT:  Geoff Holbrook: ICTC Counsel; Sam Amen, Marcelo Peinado, and Bill Figge: Caltrans; Ryan Snyder: Ryan Snyder and Associates

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 May 27, 2015 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL  
Vice-Chair Predmore called the Commission meeting to order at 6:03 p.m. Roll call was taken and a quorum was present.

II. EMERGENCY ITEMS  
There were none.

III. PUBLIC COMMENTS  
There were none.

IV. APPROVAL OF CONSENT CALENDAR  
A motion was made by Predmore and seconded by Sanders to approve the consent calendar, Motion carried.

A. Approved ICTC Board Draft Minutes: April 22, 2015

B. Received and Filed:
   1. ICTC Management Committee Minutes May 13, 2015
   2. ICTC SSTAC Minutes: April 1, 2015

C. Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Goal for FY 2016 for Federal Transit funds
   1. Approved the proposed FY 2016 DBE goal of 2.0%, for distribution for public comment.
   2. Directed staff to return with this item for review and adoption of the proposed DBE goal after the public review process has been completed.
V. REPORTS

A. ICTC Executive Director
   Mr. Baza and staff had the following announcements:
   - Mr. Salgado provided an update regarding IVT RIDE. He stated that all new low floor cutaway bus vehicles are in operation and equipped with camera systems. The use of wireless tablet devices on the service was implemented April 1st and the service has experienced increased efficiencies, such as increased ability to accommodate same day trips, increased passengers per hour and less need for constant radio contact as manifests are updated in real time via wireless connection. A Public Workshop was recently held in the City of Calexico on May 14, 2015 at the Senior Center and in the City of Brawley on May 21, 2015 from 9 a.m. to 12 p.m. at the Senior Center.
   - Mr. Salgado stated that a Safe Routes to School presentation is scheduled for later in the meeting.
   - The Transit Shuttle Analysis is also underway. This study will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staff are working with Imperial Valley College and San Diego State University staff to complete the consultant selection process. SCAG staff will complete the contract agreement for the selected consultant and recommendation of award to the Regional Council. The selection and award process is anticipated to be completed in July 2015.
   - A full Executive Director report is located on page 53 of the agenda.

B. Southern California Association of Governments (SCAG)
   - A SCAG report is attached on page 60 of the agenda

C. California Department of Transportation (Caltrans)
   Ms. Berman had the following updates and announcements:
   - Bill Figge is back at District 11
   - Caltrans has kicked off a safety awareness campaign aimed at getting motorists to pay special attention when crossing highway intersections, particularly the Brawley Bypass.
   - The state has recently been awarded with additional funds to be used on the state highway system. Ms. Berman stated that Caltrans currently has 8 projects for Imperial County, with the additional funds included as estimated $500 million will be brought to Imperial County in the form of employment and an enhanced interstate. There will be active outreach efforts to notify travelers of all road construction.
   - On June 18, 2015 from 9 a.m. to 12 p.m. Caltrans in coordination with ICTC and IVEDC will be having a workshop at IVC geared towards contractors and small business outreach.
   - An environmental study is currently being conducted on the SR-111 Rest Area to determine if they will be closing the facility permanently or upgrade the facility to meet standards.
   - A full report of Caltrans updates can be found on page 69 of the agenda.

D. Commission Member Report
   - There were various reports by Commission members of countywide events happening in each of their respective cities.

VI. PRESENTATIONS

A. Imperial County Regional Safe Routes to School (SRTS) Masterplan Overview
Ryan Snyder, the consultant acquired for this project presented to the Commission an overview of the activities that will be occurring within the next few months. The project is funded by the Community Based Transportation Planning (CBTP) program administered by Caltrans. The local match was provided by the Southern California Association of Governments (SCAG) from the Sustainability Grant program. Outreach has been conducted in the communities of Calipatria, Westmorland, and San Pasqual. Outreach will continue throughout the county over the coming months. The project is scheduled for completion Fall 2015.

VII. CLOSED SESSION

A. Motion to Adjourn to Closed Session by Cox seconded by Nava, Motion Carried.

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code §54957)
   Title: ICTC Executive Director

C. Announcement of Closed Session Action(s)
   1. No action was taken
   2. Schedule on the agenda for next month’s meeting

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, June 24, 2015 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

Meeting adjourned at 7:38 p.m.
1. Vice-Chair Hack called the meeting to order at 10:02 a.m. A quorum was present. Introductions were made.

2. Minutes adopted for April 1, 2015 (Ramirez/Martinez) **Motion Carried.**

3. CTSA Reports
   - Mr. Salgado had the following updates:
     - Staff is working on end of year activities, budgets and grants.
     - There is new development in the transit park in City of Imperial. Currently the project is in design with the location east on Barioni Avenue across from IID. There was some concern with the location being east of the highway and away from downtown Imperial. Mr. Salgado stated that the current bus stops would remain and those individuals could get on the bus from the downtown area using those bus stops.
     - Staff is working with the transit operator during all road construction projects in particular the closure of Aten Road at Dogwood. All of Aten Road will be closed beginning May 11th for about 30 days. Other closures with minimum one lane open are SR 98, Cesar Chavez Blvd. and Dogwood and Interstate 8.
     - All FTA 5311 applications will be submitted this week.
     - Safe Routes to School Masterplan is underway. The plan will identify hazardous areas near schools and funding opportunities.
The restrooms at the City of El Centro Transfer Terminal will only be open between 8 a.m. and 5 p.m. to keep vandalism down.
- Outreach workshops are continuing for IVT Ride. A workshop in Brawley will take place on May 21, 2015. No date has been set for Calexico.

4. Transit Operator Reports
   c. Imperial Valley Transit: Updates were given by Mr. Sanchez for the month of April
      o Gold Line: There were an average of 51 passengers per day
      o Sunday services: There were an average of 264 passengers per Sunday
      o Saturday services: There were an average of 1100 per Saturday
      o IVC Express: There were an average of 37 passengers per trip in the morning and an average of 40 passengers in the evening.
   d. IVT Access: Updates were given by Ms. Pacheco for the month of April
      o On time performance was 95%
      o No Shows: 43
      o Late Cancellations: 20
      o Wheelchairs: 740
      o Passenger Count: 2,639
      o Saturdays: 14 per Saturday
      o Sundays: 10 per Sunday
      o Passengers per revenue hour: 2.12
   e. IVT Ride – Updates were given by Ms. Montemayor for the month of April
      i. City of Brawley
         o 60 or older or disabled can use this service with an ID card
         o On time performance was 98%
         o Passenger per revenue hour: 3.26
         o Wheelchairs: 196
         o Passenger Count: 44 average per weekday; 11 average per Saturday
      ii. City of Calexico
          o 60 or older or disabled can use this service with an ID card
          o On time performance was 98%
          o Passenger per revenue hour: 3.82
          o Wheelchairs: 501
          o Passenger Count: 98 average passengers per weekday; 27 average passengers per Saturday; 24 average passengers per Sunday
      iii. City of Imperial
          o 60 or older or disabled can use this service with an ID card
          o On time performance was 99%
          o Passenger per revenue hour: 1.74
          o Wheelchairs: 12
          o Passenger Count: 352 weekday passengers; 30 passengers (Saturday)
      vi. West Shores
          o 60 or older or disabled can use this service with an ID card
          o On time performance was 95%
          o Tuesdays/Thursdays service
          o Passenger per revenue hour: 1.33
          o Wheelchairs: 2
          o Passenger Count: 76 passengers for the month

5. General Discussion
   - Mr. Salgado stated that there may not be a meeting in June.
- Ms. Ramirez stated that May is Elderly Abuse Awareness month.
- Mr. Nunez stated that May is also Mental Health Awareness month.

6. Adjournment
   - Meeting adjourned at 10:30 a.m.
V. REPORTS

A. ICTC EXECUTIVE DIRECTOR

C. CALTRANS—DISTRICT 11
Memorandum

Date: June 5, 2015
To: ICTC Management Commission
From: Mark Baza, Executive Director
Re: Executive Director’s Report

The following is a summary of the Executive Director’s Report for the Management Committee meeting of June 10, 2015.

1. **Transportation Development Act Current FY 2014-15 Claims**: TDA-LTF is derived from a ¼ cent of the general sales tax collected statewide. The TDA funds a wide variety of transportation programs, including planning and program activities, pedestrian and bicycle facilities, community transit services, public transportation, and bus and rail projects. Entities must submit a claim and past year’s fiscal audit to ICTC for processing. Kathi Williams, Project Manager. The following agencies have pending items to be turned in:

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Note 1 - Claim turned in, pending performance data and contract.
Note 2 - No claim turned in.
Note 3 - No claim turned in, pending performance data and contract.

*Claims will be on a prorated basis according to the actual expenses incurred minus any prior year money the cities’ might have in their 8c accounts.*
2. **Imperial–Mexicali Binational Alliance**: The next meeting is scheduled for June 11, 2015 at CETYS University in the City of Mexicali. Virginia Mendoza, Project Manager

3. **Local Transportation Authority Annual Financial Audit for Fiscal Year June 30, 2014**: The FY 2013-14 LTA Audit is published on the ICTC website at under the LTA tab at [http://www.imperialctc.org/about-lta/financial-reports/](http://www.imperialctc.org/about-lta/financial-reports/). The LTA Board approved it at their meeting on May 27, 2015. Kathi Williams, Project Manager

4. **California HERO Program**: To date, the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial and the County of Imperial have adopted resolutions to participate in the California HERO program. For Imperial Valley, the California HERO program is administered by Western Riverside Council of Governments (WRCOG) and ICTC. The cities of El Centro and Brawley were launched on May 23, 2014; the County of Imperial on November 14, 2014; and, the cities of Calexico, Calipatria and Holtville on March 24, 2015. Attached is a program activity report through May 31, 2015 of the HERO activities that are occurring in the County of Imperial and the cities of Brawley and El Centro. The report describes the number of applications received and approved since their launch. The city of Imperial is expected to launch in June 2015. The City of Westmorland will soon consider action to participate in the program.

5. **2015 Active Transportation Program (ATP) Regional Guidelines**: The ATP program is divided into state and regional shares. Project applications that are not selected for funding from the state’s share of the funds will be passed on to the Metropolitan Planning Organizations (MPOs) for consideration for regional share funding. Program funding is segregated into three components and is distributed as follows: 50% to the state for a statewide competitive program; 10% to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program; 40% to MPO’s in urban areas with populations greater than 200,000 for the larger urbanized area competitive program. In this second call for projects of ATP funds, SCAG does not intend to host a separate Call for Projects. Caltrans will instead forward grant proposals from the SCAG region that were not awarded funding the first statewide selection round for consideration in the Regional Program. All project applications must meet the state’s criteria and be submitted to Caltrans first. ICTC is responsible for scoring from within Imperial County for their consistency with plans adopted by local and regional governments within the county. Previously, if a project was determined to be consistent with plans adopted by local and regional governments within the county, ICTC could add up to 10 points. The following was the previous adopted methodology for assigning points: 10 points for projects that have been identified in an adopted local and/or regional plan; Zero points for projects that have not been identified in an adopted local and/or regional plan. ICTC staff has consulted with the Technical Advisory Committee (TAC) prior to developing this cycles’ methodology for assigning points. The TAC met on May 28, 2015 and approved to forward the item to the Management Committee. Once the Management Committee takes action, the item will be presented for review and consideration at the regularly scheduled Commission meeting of June 24, 2015.

6. **California's Road Use Charge Pilot**: In 2014, Legislature passed Senate Bill 1077 (SB 1077) directing California to conduct a pilot program to study the feasibility of a road charge as a replacement for the gas tax to pay for road maintenance and repairs. A 15-member technical advisory committee (TAC), composed of representatives from diverse interests, is now working to study the potential for a road charge and outline the parameters of the pilot program. The TAC will craft the parameters of the road charge pilot program by the end of 2015. Beginning no later than January 1, 2017, thousands of California drivers will make history by volunteering to participate in the road charge pilot program to test new approaches. The pilot program will be implemented by the California State Transportation Agency. The outcomes of the road charge pilot program will be reported back to the TAC, the California Transportation Commission (CTC), and the Legislature no later than June 30, 2018. The CTC will provide recommendations on the pilot program to the Legislature in December 2018. The Legislature will then decide whether and how to enact a full-scale permanent road charge program. More information is attached to this report.

7. **Downtown Calexico West Port of Entry**: Congress authorized $98 million for Phase 1 of the port expansion. The U.S. General Services Administration (GSA) will be developing construction bid documents. Phase I construction is scheduled to begin in August 2015 with completion in January 2018. GSA will be hosting a groundbreaking for Phase 1 on November 2015. Exact time and location of the groundbreaking are yet to be finalized by GSA.
8. **Calexico East/Mexicali II Port of Entry - Proposed Binational Toll Pilot Project:** The Executive Director has been working with the County of Imperial, the private/non-profit group – “Safer Communities,” and U.S. federal agency staff toward our local effort to prepare for a successful proposal to the U.S. CBP and GSA to implement a toll pilot project that would pay for the port expansion infrastructure and required CBP staffing. In October 2014, the U.S. government released new regulations under Section 559 that would allow for proposals to complete land port of entry improvements using a public-private partnership (P3) model and toll pilot project as the financing mechanism. A proposal must include project specific details about the infrastructure improvements required and costs, operations and maintenance costs, CBP staffing costs, and a toll feasibility analysis. To this end, the ED worked with Safer Communities to prepare a proposal that would address all elements required by the U.S. government. A proposal was submitted by Safer Communities with support by the County of Imperial and ICTC before the December 23, 2014 CBP deadline. In late April 2015, a response was received from CBP. The proposal was temporarily rejected for concerns regarding toll collection locations proposed near security operations. CBP welcomes a re-submittal in late 2015 and is willing to work with Safer Communities to address safety concerns and the toll collection locations prior to re-submittal.

9. **IVT RIDE Update:** IVT RIDE service began operations in the Cities of Calexico and Imperial October 1, 2014; in the West Shores community on December 1, 2014; and, in the City of Brawley on January 2, 2015. Several Public Outreach Workshops were held in each of the four communities before the service began. Staff also implemented the no show/late cancellation policy on March 1, 2015 in the Cities of Calexico and Imperial only. The policy has lowered no-show occurrences significantly. All 9 of the newly purchased low floor cutaway bus vehicles are in operation and equipped with camera systems. The use of wireless tablet devices on the service was implemented April 1st and the service has experienced increased efficiencies, such as increased ability to accommodate same day trips, increased passengers per hour and less need for constant radio contact as manifests are updated in real time via wireless connection. Not including West Shores, the IVT Ride service is averaging 3.14 passengers per hour with close to 4 passengers per hour in the City of Calexico. An IVT Ride Paratransit Coordinating Committee (PCC) meeting was held on April 30, 2015 to review operational issues and performance data, and to review upcoming projects and activities. Public Workshops were recently held in the City of Calexico on May 14, 2015 and in the City of Brawley on May 21, 2015. The next PCC is tentatively scheduled for July 30, 2015. David Salgado, Project Manager

10. **The San Diego State University / Imperial Valley College Transit Shuttle Analysis:** The Transit Shuttle Analysis will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staffs are working with Imperial Valley College and San Diego State University staff to complete the consultant selection process. SCAG staff will complete the contract agreement for the selected consultant and recommendation of award to the Regional Council. The selection and award process is anticipated to be completed in July 2015. Virginia Mendoza, Project Manager

11. **Imperial County Regional Safe Routes to School (SRTS) Masterplan:** The Imperial County Safe Routes to School (SRTS) Regional Masterplan Project has been kicked off. The consultant selected to carry out the study is Ryan Snyder and Associates. The project is funded by the Community Based Transportation Planning (CBTP) program administered by Caltrans. The local match was provided by the Southern California Association of Governments (SCAG) from the Sustainability Grant program. Outreach has been conducted in the communities of Calipatria, Westmorland, San Pasqual, Brawley, Imperial and El Centro. Outreach will continue throughout the county over the coming months. The project is scheduled for completion Fall 2015. David Salgado, Project Manager

12. **Meetings attended on behalf of ICTC:**
   - May 21-22: Civil Engineering and Infrastructure National Congress meeting in Tijuana Mexico
   - May 19, 2015: Council of Governments (COG) Directors Association Meeting at the SACOG Board Room in Sacramento
   - May 20, 2015: California Transit Association (CTA) Spring Legislative Day at the Sacramento Convention Center
   - May 22, 2015: SANDAG Borders Committee in San Diego
   - June 2, 2015: 2015 Binational Seminar in San Diego
## Program Activity through May 31, 2015

<table>
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<tr>
<th>Member</th>
<th>Launch Date</th>
<th>Eligible Housing Units *</th>
<th>Total Applications Received</th>
<th>Applications Approved</th>
<th>Approved Amount</th>
<th>Funded Projects</th>
<th>Funded Amount</th>
<th>Jobs Created***</th>
<th>Energy</th>
<th>Water</th>
<th>Renewable</th>
<th>Solar kW Installed</th>
<th>Annual kWh Saved</th>
<th>Annual CO2 Reduced (Tons)</th>
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<td>161,882</td>
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</table>

* Participation rate based off of funded projects

*** 1 job for every $117,000 invested.
Date: June 5, 2015
To: ICTC Commissioners
From: Laurie Berman, Caltrans District 11, District Director
Re: District Director's Report

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management Committee meeting of June 10, 2015:

1. Project Updates:

   I-8 at Dogwood Project:
   Replace connector
   Construction Began, October 2014
   Complete Construction, September 2016
   Total Cost: $27.0 million

   El Centro Maintenance Station:
   Contract Approved, April 2014
   Construction Began, July 2014
   Complete Construction, July 2017
   Addition of Sub-Shop Building via Informal Bid with Director’s Order
   Total Cost: $12.4 million

   I-8/Imperial Avenue Interchange:
   Design Complete, late 2016
   Construction Begins, 2017
   Construction Ends, 2019
   Total Cost: $39 million (fully funded)

   SR-98 Phase 1B:
   Widen from two to four lanes between VV Williams and Ollie Avenue
   Design Complete, July 2015
   Construction Begins, Spring 2016
   Construction Ends, Fall 2017
   Total Cost: $13.5 million
**Project Updates (continued):**

**SR-111 Rest Area Project:**
The rest area currently does not meet the State Water Quality Standards for Wastewater Treatment. Therefore, Caltrans is analyzing two alternatives:

1. Upgrade facility to meet standards
2. Close the facility

PA&ED Scheduled for June 2015  
Total Cost: $243,000

**SR-7 Continuous Reinforced Concrete Pavement (CRCP) Project:**
From the Calexico East Port of Entry to SR-98
Construction Began, January 2015  
Construction Ends, September 2015  
Total Cost: $16.3 million

**I-8 CRCP Pavement Project:**
Three projects on I-8 at various locations to replace concrete pavement with long-life pavement. Traffic will be detoured as necessary to complete work.
Project Report, February 2015  
Design Complete, April 2015  
HQ Advertised, September 2015  
HQ Award, October 2015  
Construction Begins, Late 2015  
Construction Ends, February 2017  
Total Cost: $214 million

**SR-111 Pavement Rehabilitation Project:**
From Niland (Main Street) to Imperial County line  
Project will include grinding and chip seal.  
Construction Began, August 2014  
Construction Ends, May 2015  
Total Cost: $5.6 million

**SR-86 Pavement Rehabilitation Project:**
From 15th Street (City of Imperial) to SR-78 (City of Brawley)
Project includes rubber chip seal and repair of pot holes.
Construction Began, August 2014  
Construction Ends, June 2015  
Total Cost: $3.9 million

**SR-111 Pavement Rehabilitation Project**
Asphalt rubberized seal coat
From 0.1 mile north of Del Rio Road to Main Street
Advertisement, March 2015  
Total Cost: $5.7 million
Project Updates (continued):

I-8 Pavement Rehabilitation Project:
Asphalt rubberized overlay
From 0.6 miles east of Westside Road to 0.3 miles west of SR-111
Design Complete, February 2015
Advertisement, April 2015
Contract Approval, August 2015
Total Cost: $6.7 million

SR-115 Pavement Rehabilitation Project
Chip seal
From 0.2 miles east of Towland Road to Taecker Road
Project moved to FY15/16
Total Cost: $2.9 million

SR-86 Pavement Rehabilitation Project
Chip seal
From 0.4 miles south of SR-78 west junction to the County line
Bid Open, May 2015
Total Cost: $4.5 million

Dogwood Landscape Project:
Design Complete, December 2015
HQ Advertisement, April 2016
HQ Award, June 2016
Construction Begins, September 2016
Construction Ends, December 2016
Total Cost: $3.7 million

SR-78 Pavement Preservation Project:
Place Asphalt-Rubber Binder Seal Coat
3.7 miles west of Vallecitos Road to North Junction SR-86 (SD & IMP Counties)
Design Complete, December 2015
Construction Begins, Spring 2016
Construction Ends, Fall 2016
Total Cost: $7.3 million

SR-111 and SR-186 Pavement Preservation Project:
Apply Rubberized Hot Mix Asphalt Overlay
SR-111 from 9.4 miles south of Imperial County Line to Imperial County Line
Apply Asphalt-Rubber Binder Seal Coat
SR-186 at Andrade from International Border to I8/SR186 Separation
Design Complete, December 2015
Construction Begins, Spring 2016
Construction Ends, Fall 2016
Total Cost: $4.0 million
Project Updates (continued):

SR-78 Pavement Preservation Project:
Apply Asphalt-Rubber Binder Seal Coat
SR78 in Imperial County from PM R50.0 to Riverside County Line
Design Complete, December 2015
Construction Begins, Spring 2016
Construction Ends, Fall 2016
Total Cost: $4.5 million

Total Estimated Investment – Imperial County Projects*: $371.2 million
*Includes both capital and support costs
VI. ACTION CALENDAR

A. DRAFT ICTC OVERALL WORK PROGRAM (OWP) AND BUDGET, FY 2015-16
June 5, 2015

Rosanna Bayon-Moore, Chair
Management Committee
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

SUBJECT: Draft ICTC Overall Work Program (OWP) and Budget, FY 2015-2016

Dear Management Committee Members:

The previous fiscal year (FY) of 2014-2015 was a productive year for ICTC in partnership with our member agencies, and our U.S. regional, state and federal transportation partners, such as, the Southern California Association of Governments (SCAG), California Department of Transportation (Caltrans), San Diego Association of Governments (SANDAG), California Transportation Commission (CTC), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), U.S. Customs and Border Protection, and the U.S. General Services Administration (GSA); and our cross-border partners in the City of Mexicali and State of Baja California, Mexico. The following are highlights of our major accomplishments initiated or completed during FY 2014-2015:

- Completed the consolidation of Dial-a-Ride services for cities of Brawley, Calexico, Imperial, and Westshores community
- Completed several transit and transportation studies of regional and national significance:
  - Calexico Border Intermodal Transportation Center Feasibility Study
  - IVT Bus Stop Safety and Design Standards and Guidelines Project
  - ADA Paratransit Service Certification and Eligibility Process, Demand Management, and Growth Assessment
  - 2014 Coordinated Public Transit and Human Services Transportation Plan
  - 2014 Imperial County Disparity Study
  - California/Baja California Border Master Plan, 2014 Update
  - California/Baja California Bicycle and Pedestrian Access Study
  - County of Imperial’s 2014 Comprehensive Economic Development Strategy (CEDS) – Transportation Update
- In partnership with the Imperial Valley Economic Development Corporation (IVEDC) hosted our first annual General Assembly and Economic Summit; and,
- Initiated the following studies in partnership with Caltrans, SCAG, SANDAG, member agencies and local partners:
  - The Safe Routes to School Regional Master Plan
  - The SDSU-IVC Transit Shuttle Analysis and Feasibility Study
  - The Cross-Border and Goods Movement Analysis Study, Phase 2
  - Mobility Hub Strategy for San Diego and Imperial

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The studies initiated are scheduled during the upcoming fiscal year (FY). The Draft Imperial County Transportation Commission (ICTC) FY 2015-2016 Overall Work Plan (OWP) and Budget is hereby presented for your review and recommendation prior to finalization for approval to our ICTC Board. Our Draft OWP and Budget is balanced and provides for development and implementation of vital transportation projects and programs for our region.

As in the past, the OWP and Budget is divided into three sections: the Budget Summary, and the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC’s budgeted activities and programs for the coming fiscal year. Within each of the other program sections, the key services and programs are also described. A summary description of the revenue sources, work activities, overall budget summary and work program elements are provided in the report attached. The total ICTC Budget is estimated at $19.7 million. This amount does not include state and federal funds allocated for state highways and local roads in Imperial Valley.

This budget proposes staffing of seven full-time positions to manage the programs and services described in this budget. The full-time positions includes one Office Assistant, one Secretary/Clerk to Commission, one Administrative Analyst, three transportation planner positions from entry-level to senior-level in classifications (responsible for: Regional Transportation Planning and Programming, and Transit Planning, Programming, Contracts and Transit Service Administration), and the Executive Director. Pending a grant award, a new position is proposed within the Regional Transit Program. The position is proposed as a “Mobility Coordinator” with responsibilities to perform outreach for the IVT ACCESS and IVT RIDE services and administration of the certification and eligibility process for senior citizens and persons with disabilities as defined under the Americans with Disabilities Act (ADA).

The budget includes funding for consultant and vendor services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, Human Resource activities and legal counsel. In addition, consultant services are identified for our on-going planning, programming, and transit programs. A workshop was conducted on May 27, 2015 and input was received from members of the Management Committee and Commission. The work program elements and budget identify specific activities and priorities identified in our OWP and the associated costs.

Following review and input, it is requested that ICTC Management Committee recommend that the Draft ICTC Overall Work Program (OWP) and Budget, FY 2015-2016 be presented to the Commission for review and approval.

Sincerely,

MARK BAZA
Executive Director

MB/ksw/cl

Attachments
## IMPERIAL COUNTY TRANSPORTATION COMMISSION FUNDING SOURCES

### REVENUES

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<tr>
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<td><strong>FEDERAL</strong></td>
<td></td>
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<tr>
<td>A FTA SEC 5307 (Urban)</td>
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<td>$3,281,395</td>
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<td>G SUBTOTAL</td>
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<td>J STIP- PLANNING, PROGRAMMING &amp; MONITORING</td>
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<td>$300,000</td>
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### EXPENDITURES

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<td>33%</td>
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### Consolidated Administration and Operations

#### REVENUES

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<td>$800</td>
<td>$150,800</td>
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<td>B 446010 State Aid Other - TDA (LTF)</td>
<td>$775,744</td>
<td>$187,000</td>
<td>$962,744</td>
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<td>C 446445 State - STIP-PPM, SP and R</td>
<td>$-</td>
<td>$194,000</td>
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<tr>
<td>D 493000 Local - Member Agency Contributions, SCAG Reimbursements and Reimbursement for Services Provided</td>
<td>$15,000</td>
<td>$115,000</td>
<td>$130,000</td>
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**E Total Revenues**

|               | $940,744 | $496,800 | $1,437,544 |

#### EXPENDITURES

**Administration and Operations**

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<th>Description</th>
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<tr>
<td>F 501000 Administrative Staffing and Support (six fulltime and one shared w SCAG)</td>
<td>$490,894</td>
<td>$170,033</td>
<td>$660,927</td>
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<td>G 517055 Insurance - Liability</td>
<td>$18,100</td>
<td>$9,317</td>
<td>$27,417</td>
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<td>H 522000 Memberships, office exp, communications, IT, fuel and maint</td>
<td>$18,200</td>
<td>$20,700</td>
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<td>I 526000 Legal notices, interpretive services</td>
<td>$5,000</td>
<td>$1,500</td>
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<tr>
<td>J 528000 Rents, leases and utilities</td>
<td>$29,500</td>
<td>$20,300</td>
<td>$49,800</td>
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<tr>
<td>K 530005 Regional Plans/Project Coordination, Webinars</td>
<td>$4,500</td>
<td>$8,000</td>
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<td>L 531040 Training/Travel Expense</td>
<td>$12,500</td>
<td>$12,600</td>
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<td>M 549000 Equipment</td>
<td>$12,000</td>
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**Administration and Operations Subtotal**

|               | $590,694 | $252,450 | $843,144 |

**Professional and Specialized Projects and Services**

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<tr>
<td>O 525010 Legal Consultation</td>
<td>$10,000</td>
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<td>P 525010 Payroll Vendor Fees</td>
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<td>Q 525065 County GSA accounting</td>
<td>$500</td>
<td>$350</td>
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<td>R 525010 HR consultant services</td>
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<td>S 525090 CPA/auditors (external)</td>
<td>$140,000</td>
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<td>T 525030 PM, Engineering Review and Support</td>
<td>$20,000</td>
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<tr>
<td>U 525010 Transit Operator Drug and Alcohol Audits</td>
<td>$11,550</td>
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<td>V Subtotal</td>
<td>$197,050</td>
<td>$30,350</td>
<td>$227,400</td>
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**Subtotal**

|               | $197,050 | $30,350 | $227,400 |

| W 525010 Bus Stop Inventory and Information Program                        | $150,000| $-       | $150,000 |
| X 525010 Specific Transit Analysis - IVC/SDSU shuttle analysis (in kind local match) | $-      | $-       | $-       |
| Y 525010 STIP / RTIP Consultant                                            | $-      | $20,000  | $20,000  |
| Z 525010 Website Consultant (www.imperialctc.org)                          | $3,000  | $1,000   | $4,000   |
| AA 525010 CBTP Sr2S Regional Master Plan                                   | $-      | $193,000 | $193,000 |
| BB Subtotal                                                               | $153,000| $214,000 | $367,000 |

**Total Professional and Specialized Projects and Services**

|               | $350,050 | $244,350 | $594,400 |

**Total Expenditures**

|               | $940,744 | $496,800 | $1,437,544 |
## Projected Revenues

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**Notes:**
- All figures are in thousands of dollars.
- FY 2014-15 to FY 2018-19 represent the projected years for revenues and expenditures.
- Total represents the sum of all projected years.
## LTF DISTRIBUTION TABLE

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<th>Agency</th>
<th>Population</th>
<th>2016 Allocation</th>
<th>2014-2015 Reserve</th>
<th>Grand Total</th>
<th>% to Total</th>
<th>Transit / DAR Services</th>
<th>Art 8c</th>
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IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2015-16 TRANSIT PROGRAMS FINANCE PLAN

LTF DISTRIBUTION TABLE

Department of Finance Population as of: May 15


1 2 3 4 5 6 7 8 9 10

A Revenue
B ICTC Admin
C ICTC Plan
D Bikes/Peds 3%
E Gillig Purchase(6)
F Program Vehicle(1)
G CWTS- IVT
H CWTS - EC
I CWTS - Bra
J ADA Para
K CWTS - Yuma
L Medex
M CWTS - IVT Ride
N EC Tmnl maint
O Bra Tmnl maint
P CA Tmnl maint
Q EC Reg maint
R Bra Bus Stop Imp Ph 1 & 2
S Heber ADA Bus Stop
T Wntrhvn bus stp
U Capital outlay
V Op reserve
X Totals
Y Brawley
Z Calexico
AA Calipatria
BB El Centro
CC Holtville
DD Imperial
EE Westmorland
FF County
GG Totals
**FY 2015-16 Imperial County Transportation Commission Cost Sharing Agreement**

**OPTION 3 (Population Distribution)**

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<th>AGENCY</th>
<th>*POPULATION</th>
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<th>Adjusted %</th>
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<th>Quarterly Billing Amount</th>
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<td>44,031</td>
<td>25.2%</td>
<td>$25,217</td>
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<td>$9,974</td>
<td>8.3%</td>
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<td>County of Imperial</td>
<td>33,834</td>
<td>19.4%</td>
<td>$19,377</td>
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<td><strong>IID</strong></td>
<td>0</td>
<td>0.0%</td>
<td>$-</td>
<td>17.2%</td>
<td>$17,181</td>
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<td><strong>Total</strong></td>
<td>174,610</td>
<td>100%</td>
<td>$100,000</td>
<td>100%</td>
<td>$100,000</td>
<td>$25,000.00</td>
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* population from Dept of Finance May 2015
** IID percentage is based on an average of the 4 largest agencies = 36,224 which equates to 17.2% and reduces the base amount for the remaining member agencies to $82,819

Brawley 26,099  
Calexico 40,933  
El Centro 44,031  
County 33,834  

average 36,224

add IID average of the population to total population, then divide to get %

\[
\frac{174,610}{36,224} / \frac{210,834}{17.2%} = \text{17.2%} \\
\frac{210,834}{100,000} * \text{17.2%} = \text{17,181} \\
\frac{100,000}{82,819} - \text{17,181} = \text{82,819}
\]

formula approved by the ICTC May 2010 for $150K  
reduced in FY 2013-14 to $100K
VI. ACTION CALENDAR

B. LEGAL SERVICES AGREEMENT—COUNTY OF IMPERIAL—ICTC, FY 2015-16 TO 2016-17
June 2, 2015

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Legal Services Agreement – County of Imperial - Imperial County Transportation Commission (ICTC) FY 2015-16 to FY 2016-17

Dear Members of the Committee:

On March 24th 2010, the Commission adopted a resolution that authorized consultant legal services for the Commission through the County Counsel’s office at the County of Imperial. ICTC staff is recommending the continuation of these services and a two year agreement for general legal services.

ICTC and County Counsel staff have developed an agreement for FY 2015-16 through FY 2016-17. The requested reimbursement has increased from the original amount of $10,000 to $15,000 per year.

It is requested that the ICTC Management Committee forward this item to the Commission for their review and approval pending budget approval and 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 $15,000, effective July 1, 2015 through June 30, 2017.

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

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

Attachment

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
AGREEMENT FOR LEGAL SERVICES BETWEEN
IMPERIAL COUNTY AND
IMPERIAL COUNTY TRANSPORTATION COMMISSION

This Agreement is made by and between Imperial County, a political subdivision of the State of California, hereinafter referred to as “County”, and Imperial County Transportation Commission, hereinafter referred to as “ICTC”.

WITNESSETH:

WHEREAS, ICTC intends to function in compliance with California Public Utilities Code Section 132800 et. seq. as an independent agency while minimizing the costs of independence; and

WHEREAS, the ICTC desires to utilize the services most fiscally responsible including services available through County; and

WHEREAS, the County will employ its best efforts to ensure that legal services are provided in the most efficient and professional manner; and

WHEREAS, ICTC has in the past utilized services of the County to provide services as needed and the County and ICTC desire to maintain an arrangement whereby County provides such legal services as deemed necessary by ICTC, subject to reimbursement by ICTC.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. TERM. This Agreement shall become effective July 1, 2015 and remain in effect until June 30, 2017. It may be renewed upon the mutual, written, consent of both parties.

2. TERMINATION. This Agreement may be terminated by either party, without cause, upon ninety (90) days prior written notice to the other party.

3. SCOPE OF SERVICES. County Counsel shall provide ICTC with the following general legal services if such service is authorized by the Executive Director or his/her designee: act as legal advisor to ICTC; attend ICTC public and private meetings on an as-needed basis; provide legal opinions or analysis on issues that arise; draft contracts or other documents; attend...
training sessions or conferences; provide any additional services necessary for general legal representation. Specifically excluded from the scope of services are matters pertaining to litigation. Any legal services for matters involving litigation shall be provided only after both parties have agreed in writing to such services being provided.

4. COMPENSATION FOR SERVICES. In consideration of all services rendered by the County Counsel, ICTC agrees to pay County Counsel for the performance of legal services described above. The annual cost of the services shall be fifteen thousand dollars ($15,000.00), to be paid on a quarterly basis of three thousand seven hundred fifty dollars ($3,750.00) per quarter. ICTC shall also pay for the cost of all appropriate training for attorneys and staff as approved by ICTC and County Counsel.

5. DELEGATION AND ASSIGNMENT. The County and the ICTC Executive Director may enter into such other subsidiary agreements as may be necessary to implement and effectuate the intention of this Agreement and fulfill its purposes; provided, however, no such agreement may change the total amount of obligation payable by ICTC without the prior approval of ICTC.

6. INDEMNIFICATION.

a. ICTC agrees to indemnify, defend, and hold County harmless from any and all claims or lawsuits that may be made against County which arise out of any action or decision made by County as part of its statutorily prescribed duties and which lawsuit may be premised upon the activities of an employee provided by County under this Agreement. If any judgment is rendered against County in any such lawsuit, ICTC shall, at its own expense, satisfy and discharge any judgment.

b. The foregoing duty to indemnify shall not be applicable if the action of the employee that gives rise to the claim or lawsuit is performed while the employee is acting on behalf of the County and not ICTC.

c. Notwithstanding the limitations of any insurance, County shall indemnify, protect and hold harmless ICTC and its authorized agents, officers, volunteers and employees from and against any and all claims, liabilities or actions arising from County’s negligent acts or
omissions in the administration of this Agreement and for any costs or expenses incurred by ICTC on account of any claim thereof.

7. NOTICE. All notices to either party shall be in writing and either sent through the United States Mail, certified and return receipt requested, or personally delivered. The notice shall be effective upon date of personal delivery or date of mailing. Notices shall be sent or delivered to:

ICTC:
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

Imperial County:
Imperial County Executive Office
940 Main Street, Suite 208
El Centro, CA 92243
and
Imperial County Office of the County Counsel
940 Main Street, Suite 205
El Centro, CA 92243

8. WAIVER. Waiver of any default shall not be considered a waiver of any subsequent default. Waiver of any breach of any provision of the Agreement shall not be considered a waiver of any subsequent breach. Waiver of any default or breach shall not be considered a modification of the terms of this Agreement.

9. SEVERABILITY. If any provision of this Agreement is for any reason held to be invalid, it should not affect the validity of any other provision of this Agreement.

10. MODIFICATION. This Agreement may not be modified except upon the mutual written consent of the parties.
11. **ENTIRE AGREEMENT.** This Agreement contains the entire and complete understanding of the parties and supersedes any and all other agreements, oral or written, with respect to the provision of administration of services under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on behalf of the persons duly authorized by the governing boards of the parties hereto.

**IMPERIAL COUNTY:**

By: ____________________________

RYAN E. KELLEY
Chairman of the Board of Supervisors

**IMPERIAL COUNTY TRANSPORTATION COMISSION:**

By: ____________________________

Chair of the Board

**ATTEST:**

By: ____________________________

BLANCA ACOSTA,
Clerk of the Board of Supervisors

**ATTEST:**

By: ____________________________

CRISTI LERMA
Secretary to the Commission

**APPROVED AS TO FORM AND CONTENT:**

MICHAEL L. ROOD
County Counsel

By: ____________________________

KATHERINE K. TURNER,
Assistant County Counsel

MICHAEL L. ROOD
County Counsel

By: ____________________________

GEOFFREY P. HOLBROOK,
Senior Deputy County Counsel
C. EXTENSION OF THE TRANSIT DRUG AND ALCOHOL AUDITOR AGREEMENT, LPM AND ASSOCIATES, FY 2015-16 THROUGH FY 2016-17
June 2, 2015

ICTC Management Committee
Imperial County Transportation Commission
1401 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Extension of the Transit Drug and Alcohol Auditor Agreement, *LPM and Associates*, FY 2015-16 through FY 2016-17

Dear Members of the Committee:

Since 1995, the Imperial County Transportation Commission (ICTC) has felt that it was a prudent practice to acquire an external auditor to determine compliance with the regulations under the Federal Drug and Alcohol legislation and all related mandated programs for the public regional transit contracts. Due to the complexity of the regulations and effort required to maintain the compliance status, including risk and liability, an external auditor is utilized to insure that the regional transit services fully comply with federal regulations.

Typically, the auditor inspects transit operator records, and visits collection sites and testing facilities. In addition, the auditor prepares the required annual federal reports and, as necessary provides some corrective training to staff and the various transit operators.

The current contractual arrangement is with *LPM and Associates* for auditing activities. The contract allows for extensions subject to a mutual agreement on compensation. ICTC staff are recommending that the contract be extended for an additional two year time period. The audit work effort commences in November and concludes in March annually.

Funding for this project is in the FY 2015-16 Overall Work Program and Budget and specifically in the Transit Finance Plan; through the Transportation Development ACT (TDA) Fund.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Management Committee
Imperial County Transportation Commission

June 2, 2015

It is requested that the ICTC Management Committee forward this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign the two year extension to the agreement for transit drug and alcohol auditing and reporting services with the firm of LPM and Associates for the not to exceed annual fee of $11,550.00 effective November 1, 2015 through November 30, 2017.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/cl

Attachment
FOURTH AMENDMENT TO AGREEMENT FOR AUDITING SERVICES

This Amendment (the “Amendment”) dated ______________, 2015, amends the Agreement For Auditing Services dated November 18, 2008 (“the Agreement”), and amended on October 12, 2010, July 27, 2011, and October 23, 2013 between Imperial County Transportation Commission, a political subdivision of the State of California (“ICTC”), and LPM & ASSOCIATES, a sole proprietorship as CONSULTANT.

WITNESSETH:

WHEREAS, Imperial County, on behalf of and at the direction of the Imperial Valley Association of Governments (“IVAG”), entered into that certain Agreement For Auditing Services for an audit and report whether safety-sensitive personnel involved in the delivery of transit services are in compliance with Federal Transit Administration policies regarding drug and alcohol testing, and is attached hereto as Exhibit “1” and incorporated by this reference; and

WHEREAS, on March 24, 2010, ICTC assumed all of the assets and liabilities of IVAG as well as the authority to enter into contracts; and

WHEREAS, on October 12, 2010 that certain Agreement was amended, and is attached hereto as Exhibit “2” and incorporated by this reference;

WHEREAS, on July 27, 2011 that certain Agreement was again amended, and is attached hereto as Exhibit “3” and incorporated by this reference;

WHEREAS, on October 23, 2013 that certain Agreement was again amended, and is attached hereto as Exhibit “4” and incorporated by this reference;

NOW THEREFORE, the parties agree as follows:

1. Paragraph 19 of the Agreement is deleted and replaced by the following:

“19. TERM OF AGREEMENT

This Agreement shall be effective on November 1, 2008 and shall continue in effect until November 30, 2017, unless sooner terminated as provided herein.”

2. Paragraph 3.2.2 of the Agreement is deleted and replaced by the following:

“3.2.2 CONSULTANT shall outline which reports are to be issued by ICTC to the FTA for the annual compliance submittals for FY 2008 through 2017.”
3. Paragraph 4.1.1 of the Agreement is deleted and replaced by the following:

“4.1.1 CONSULTANT shall be compensated on an hourly fee and cost basis as identified in Exhibit “A” for the completion of the Audit. The amount shall not exceed eleven thousand dollars ($11,000) annually for the period of November 18, 2008 through November 1, 2015 and eleven thousand five hundred fifty dollars ($11,550) annually for the time period of November 2, 2015 through November 30, 2017.”

4. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first above written.

IMPERIAL COUNTY
TRANSPORTATION COMMISSION:

By: __________________________

Chair of the Board

ATTEST:

By: __________________________

CRISTI LERMA
Secretary to the Commission

CONSULTANT:

LPM & ASSOCIATES

By: __________________________

LEILA PROCOPIO-MAKUH
Principal

APPROVED AS TO FORM:

MICHAEL L. ROOD
County Counsel
D. SIXTH AMENDMENT TO THE MED-EXPRESS OPERATING AGREEMENT, ARC—IMPERIAL VALLEY, FY 2015-16
June 4, 2015

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Sixth Amendment to the Med-express Operating Agreement, ARC- Imperial Valley FY 2015-16

Dear Members of the Committee:

Medexpress is the public non-emergency transportation to medical facilities in the San Diego County area and is currently 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 medical facilities, clinics and other medical 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. Currently the service operates 4 days a week, with a 30 day advance reservation system. There are an average of 23 passengers a trip and the farebox ratio is approximately 14.9%.

In November 2014, the service recognized its 20th year of operation. ICTC and ARC staff discussed the manner in which this event could be recognized. The Commission then approved a slight increase in marketing funding in FY 2014-15 to provide temporary celebratory window logos for the vehicles and tokens of appreciation to passengers, just for the month of November.

There is a 3% increase in subsidy requested by the operator for the final year of the current contract. The cost is expected to be $231,910, less fares of $34,786 (15% farebox ratio) and a resulting subsidy of $197,124.

Funding for this service is derived from the Transportation Development ACT (TDA) Fund and passengers fares. Funding for this project is in the FY 2015-16 ICTC Overall Work Program and Budget.
Therefore, it is requested the Management Committee forward this item to the ICTC Commission for review and approval, pending public comment, if any:

1. Authorize the Chairman to sign an sixth amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2015 through June 30, 2016, with an annual not to exceed operating subsidy ($197,1247) with 3% marketing funding ($7,000), maintenance escalator ($7,500.00) and fuel escalator.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

Attachment
SIXTH AMENDMENT TO AGREEMENT

This Sixth Amendment (the "Fifth Amendment") dated _____________, 2015, amends the Agreement between the Imperial County for and on behalf of Imperial Valley Association of Governments ("IVAG") and ARC – Imperial Valley, a California nonprofit corporation, as PROVIDER, dated December 19, 2006, and amended on August 17, 2010, July 27, 2011, July 25, 2012, July 1, 2013. And July 1, 2014 for the MedExpress program.

WITNESSETH:

WHEREAS, Imperial County, on behalf of IVAG, and PROVIDER entered into that certain agreement for paratransit services dated December 19, 2006 and attached hereto as Exhibit "1" and incorporated by this reference; and

WHEREAS, on March 24, 2010, the Imperial County Transportation Commission ("ICTC") assumed all of the assets and liabilities of IVAG as well as the authority to enter into contracts; and

WHEREAS, on August 17, 2010, that certain Agreement was amended, and is attached hereto as Exhibit "2" and incorporated by this reference; and

WHEREAS, on July 27, 2011, that certain Agreement was amended, and is attached hereto as Exhibit "3" and incorporated by this reference; and

WHEREAS, on July 25, 2012, that certain Agreement was amended, and is attached hereto as Exhibit "4" and incorporated by this reference; and

WHEREAS, on July 1, 2013, that certain Agreement was amended, and is attached hereto as Exhibit "5" and incorporated by this reference; and

WHEREAS, on July 1, 2014, that certain Agreement was amended, and is attached hereto as Exhibit "6" and incorporated by this reference.

NOW THEREFORE, the parties agree as follows:

1. Paragraph 1.1 of the Agreement is deleted and replaced by the following:
   "1.1 This Agreement shall commence on October 1, 2006 and shall continue until June 30, 2016."

2. A new paragraph 8.1.8 is added as follows:
“8.1.7 For the period July 1, 2015 through June 30, 2016, the cost is identified as Two Hundred Thirty-One Thousand Nine Hundred Ten Dollars ($231,910.00). The fare box is established at fifteen percent (15%); therefore the annual not-to-exceed subsidy shall be One Hundred Ninety-Seven Thousand One Hundred Twenty-Four Dollars ($197,124.00).”

3. Paragraph 8.3 of the Agreement is deleted and replaced by the following:

“8.3 For the Term of this Agreement, COUNTY will pay to PROVIDER an amount for excessive wear and tear and mechanical repairs that exceed the line item budget amount annually. The additional mechanical subsidy will be calculated as follows: the full amount that maintenance and repair costs exceed the vehicle budget line item adjusted downward by any savings in any other budget line item which has not been fully utilized annually. PROVIDER shall submit request for the additional subsidy to COUNTY at the conclusion of the fiscal year in which the costs are incurred. The request shall state the reasons for the increased costs, and shall be accompanied by additional invoices substantiating said increases. This additional amount can be paid annually based on submitted documentation and will not exceed Five Thousand Dollars ($5,000) for fiscal year 2006-2007 and will not exceed Seven Thousand Five Hundred Dollars ($7,500) for fiscal years 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014, 2014-2015, and 2015-2016.”

4. Paragraph 13.1 of the Agreement is deleted and replaced by the following:

“13.1 Approval. Not later than thirty (30) days after the execution of this Agreement and thirty (30) days prior to the end of the fiscal year thereafter, PROVIDER shall deliver a marketing plan to COUNTY for COUNTY’s final approval. The marketing plan shall indicate all proposed activities with a corresponding budget of three percent (3%) of the total cost of the service for Fiscal Year 2006-2007; for Fiscal Years 2007-2008, 2008-2009, 2009-2010, 2010-2011, and 2011-2012, the marketing plan shall indicate all proposed activities with a corresponding budget of five percent (5%) of the total cost of the service for the fiscal year. For fiscal years 2012-2013 and 2013-2014,
the marketing plan shall indicate all proposed activities with a corresponding budget of three percent (3%) of the total cost of the service for the fiscal year, which shall not exceed an amount of Six Thousand Sixty-Five Dollars ($6065.00). For fiscal year 2014-2015, the marketing plan shall indicate all proposed activities with a corresponding budget of six percent (6%) of the total cost of the service for the fiscal year, which shall not exceed an amount of Thirteen Thousand Five Hundred Dollars ($13,500.00). For fiscal year 2015-2016, the marketing plan shall indicate all proposed activities with a corresponding budget of three percent (3%) of the total cost of the service for the fiscal year, which shall not exceed an amount of Seven Thousand Dollars ($7,000.00). PROVIDER shall be responsible for development and preparation of all marketing materials for the services, subject to the approval of COUNTY. PROVIDER shall coordinate the placement, scheduling and distribution of all advertising and promotional materials designed to inform patrons of COUNTY services and to promote ridership. PROVIDER is strongly encouraged to subcontract the marketing services to a qualified marketing firm or agency.”

5. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.
IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year first above written.

IMPERIAL COUNTY TRANSPORTATION COMMISSION:

By: ________________
   Chair of the Board

APPROVED AS TO FORM:
ICTC COUNSEL

By: ____________________
   CRISTI LERMA
   Secretary to the Commission

MICHAEL L. ROOD
County Counsel

ART SANTOS
Chief Executive Officer

By: ____________________
   GEOFFREY P. HOLBROOK
   Senior Deputy County Counsel

PROVIDER:
ARC – IMPERIAL VALLEY
VI. ACTION CALENDAR

E. ICTC AND THE CITY OF IMPERIAL AGREEMENT FOR HUMAN RESOURCES SERVICES, FY 2015-2017
June 5, 2015

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

SUBJECT: ICTC and the City of Imperial Agreement for Human Resource Services, FY 2015-2017

Dear Members of the Committee:

The Imperial County Transportation Commission staff is requesting approval for an agreement with the City of Imperial for Human Resource Staff Support. The City of Imperial will provide professional Human Resource services as needed to assist ICTC in the ongoing development and operation of the agency for the not to exceed fee of $20,000.00. Funding for these services has been identified in the ICTC Overall Work Program and Budget, FY 2015-16.

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval for the following:

1. Authorize the Chairman to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of $20,000.00, effective July 1, 2015 through June 30, 2017.

Sincerely,

MARK BAZA
Executive Director

MB/ksw/cl

Attachment
MODIFICATION AGREEMENT

THIS MODIFICATION AGREEMENT, dated this ___ day of __________, 2015, is by and between the IMPERIAL COUNTY TRANSPORTATION COMMISSION, a political subdivision of the State of California ("ICTC"), and the CITY OF IMPERIAL, a municipal corporation ("CITY").

WITNESSETH:

THAT WHEREAS, ICTC and CITY entered into that certain agreement for professional Human Resource services dated June 26, 2013, ("the Agreement"), attached hereto as Exhibit "1" and incorporated herein by this reference; and

WHEREAS, during the course of the performance of that Agreement the parties thereto became aware that additional work would be required; and

WHEREAS, the parties to that Agreement have identified the nature and cost of such additional work and wish to provide for the completion of the additional work so identified;

NOW THEREFORE, for and in consideration of the promises and payments herein set forth, COUNTY and PROVIDER have and hereby agree as follows:

1. Paragraph 8 of the Agreement shall be modified to read as follows:

   "8. TERM
   The term of this Agreement shall be from July 1, 2013 through June 30, 2017."

2. Paragraph 6 of the Agreement shall be modified to read as follows:

   "6. COMPENSATION
   6.1 For the period of July 1, 2013 through June 30, 2015, the total compensation payable under this Agreement shall not exceed $15,000 per year.
   6.2 For the period of July 1, 2015 through June 30, 2017, the total compensation payable under this Agreement shall not exceed $20,000 per year."

3. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.

///

///
IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

IMPERIAL COUNTY TRANSPORTATION COMMISSION:

By: __________________________
    Chairperson

Imperial County Transportation Commission
State of California

ATTEST:

CRISTI LERMA,
Secretary to the Commission

PROVIDER: CITY OF IMPERIAL

By: __________________________
    Mayor

City of Imperial,
State of California

ATTEST:

DEBRA JACKSON, City Clerk
City of Imperial, State of California

APPROVED AS TO FORM:

MICHAEL L. ROOD
County Counsel

By: __________________________
    GEOFFREY P. HOLBROOK
    Senior Deputy County Counsel

By: __________________________
    DENNIS MORITA,
    City Attorney, City of Imperial
VI. ACTION CALENDAR

F. 2015 ACTIVE TRANSPORTATION PROGRAM
REGIONAL GUIDELINES
June 5, 2015

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA  92243

SUBJECT:  2015 Active Transportation Program Regional Guidelines

Dear Committee Members:

Imperial County Transportation Commission (ICTC) staff has been working with staff from the Southern California Association of Governments (SCAG) in the review of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools (SR2S).

Per the 2015 guidelines issued by the California Transportation Commission (CTC), the program is divided into state and regional shares. Project applications that are not selected for funding from the state’s share of the funds will be passed on to the other Metropolitan Planning Organizations (MPOs) for consideration for regional share funding.

Program funding is segregated into three components and is distributed as follows:

- 50% to the state for a statewide competitive program
- 10% to small urban and rural regions with populations of 200,000 or less for the small urban and rural area competitive program
- 40% to Metropolitan Planning Organizations (MPO) in urban areas with populations greater than 200,000 for the larger urbanized area competitive program

In this second call for projects of ATP funds, SCAG does not intend to host a separate Call for Projects. Caltrans will instead forward grant proposals from the SCAG region that were not awarded funding at the statewide selection round for consideration in the Regional Program. Therefore, all project applications must meet the state’s criteria and be submitted to Caltrans first.

ICTC is responsible for scoring from within Imperial County for their consistency with plans adopted by local and regional governments within the county. In this round of funding, there is an emphasis on projects that are ready to go.
Assigning a methodology for assigning the ten (10) points needs to be completed by ICTC. In April 2014, ICTC was required to establish the same scoring methodology. Previously, if a project was determined to be consistent with plans adopted by local and regional governments within the county, ICTC could add up to 10 points. In 2014 ICTC adopted the following scoring methodology: 10 points for projects that have been identified in an adopted local and/or regional plan; zero points for projects that have not been identified in an adopted local and/or regional plan.

This Technical Advisory Committee met on May 28, 2015 and forward this item to the Management Committee for review and consideration. 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. Approve the following methodology for assigning points of the Active Transportation Program Regional Guidelines:
   a. 10 points for projects that have been identified in an adopted local and/or regional plan; and
   b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

Sincerely,

MARK BAZA
Executive Director

MB/vm

Attachment
A. ADMINISTRATIVE SERVICES BUDGET,
FY 2015-16
June 4, 2015

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Administrative Services Budget FY 2015-16

Dear Committee Members:

Attached, please find the Administrative Services Budget for the Local Transportation Authority (LTA). The Administrative Budget is funded by 1% of the funds received annually for the LTA program. Staff has estimated costs for the auditing, legal, office expense and staff salaries associated for the proper oversight functions.

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

1. Approve the FY 2015-16 Administrative Services Budget for the Local Transportation Authority

Sincerely,

MARK BAZA
Executive Director

Attachment

MB/ksw/ct
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</tr>
<tr>
<td>MEMBERSHIPS</td>
<td>$550</td>
<td>$400</td>
<td>-27%</td>
</tr>
<tr>
<td>OFFICE EXPENSE</td>
<td>$1,600</td>
<td>$1,500</td>
<td>-6%</td>
</tr>
<tr>
<td>LTA STAFFING &amp; SUPPORT (ICTC)</td>
<td>$81,146</td>
<td>$65,225</td>
<td>-20%</td>
</tr>
<tr>
<td>INDEPENDENT LEGAL SUPPORT</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
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<tr>
<td>ICTC/LTA LEGAL SUPPORT (COUNTY OF IMPERIAL)</td>
<td>$5,000</td>
<td>$7,500</td>
<td>50%</td>
</tr>
<tr>
<td>MELLON BANK AGENT FEES</td>
<td>$3,950</td>
<td>$3,950</td>
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<tr>
<td>INDEPENDENT CPA AUDIT SERVICES</td>
<td>$70,173</td>
<td>$74,500</td>
<td>6%</td>
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<tr>
<td>PUBL AND LEGAL NOTICES</td>
<td>$1,000</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>RENTS AND LEASES - EQUIPMENT</td>
<td>$1,175</td>
<td>$1,225</td>
<td>4%</td>
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<tr>
<td>RENTS AND LEASES</td>
<td>$6,800</td>
<td>$7,200</td>
<td>0%</td>
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<tr>
<td>TRAVEL/TRAINING</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>COMMUNICATIONS, FUEL &amp; MAINTENANCE</td>
<td>$1,650</td>
<td>$1,000</td>
<td>0%</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$173,044</td>
<td>$162,500</td>
<td>-6%</td>
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B. LEGAL SERVICES AGREEMENT FY 2015-16 TO FY 2016-17; COUNTY OF IMPERIAL AND THE LOCAL TRANSPORTATION AUTHORITY (LTA)
June 5, 2015

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Legal Services Agreement FY 2015-16 to FY 2016-17; County of Imperial and the Local Transportation Authority (LTA)

Dear Committee Members:

The County’s Office of County Counsel has provided generalized legal services to the Authority for several years for an annual amount of $5,000. LTA and County Counsel staff have calculated an approximate cost for services and developed an agreement for the continuation of services for FY 2015-16 and FY 2016-17 for an annual amount of $7,500.

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

1. Authorize the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed $7,500 annually effective July 1, 2015 through June 30, 2017.

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

Sincerely,

MARK BAZA
Executive Director

Attachment

MB/ksw/cl
AGREEMENT FOR LEGAL SERVICES BETWEEN

IMPERIAL COUNTY AND

IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY

This Agreement is made by and between Imperial County, a political subdivision of the State of California, hereinafter referred to as “County”, and Imperial County Local Transportation Authority, hereinafter referred to as “LTA”.

WITNESSETH:

WHEREAS, LTA intends to function as an independent agency while minimizing the costs of independence; and

WHEREAS, the LTA desires to utilize the services most fiscally responsible including services available through County; and

WHEREAS, the County will employ its best efforts to ensure that legal services are provided in the most efficient and professional manner; and

WHEREAS, LTA has in the past utilized services of the County to provide services as needed and the County and LTA desire to maintain an arrangement whereby County provides such legal services as deemed necessary by LTA, subject to reimbursement by LTA.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. TERM. This Agreement shall become effective July 1, 2015 and remain in effect until June 30, 2017. It may be renewed upon the mutual, written, consent of both parties.

2. TERMINATION. This Agreement may be terminated by either party, without cause, upon ninety (90) days prior written notice to the other party.

3. SCOPE OF SERVICES. County Counsel shall provide LTA with the following general legal services if such service is authorized by the Executive Director or his/her designee: act as legal advisor to LTA; attend LTA public and private meetings on an as-needed basis; provide legal opinions or analysis on issues that arise; draft contracts or other documents; attend training sessions or conferences as permitted by County Counsel; provide any additional
services necessary for general legal representation. Specifically excluded from the scope of services are matters pertaining to litigation. Any legal services for matters involving litigation shall be provided only after both parties have agreed in writing to such services being provided.

4. COMPENSATION FOR SERVICES. In consideration of all services rendered by the County Counsel, ICTC agrees to pay County Counsel for the performance of legal services described above. The annual cost of the services shall be seven thousand five hundred dollars ($7,500.00), to be paid on a quarterly basis of one thousand eight hundred seventy-five dollars ($1,875.00) per quarter. ICTC shall also pay for the cost of all appropriate training for attorneys and staff as approved by ICTC and County Counsel.

5. DELEGATION AND ASSIGNMENT. The County and the LTA Executive Director may enter into such other subsidiary agreements as may be necessary to implement and effectuate the intention of this Agreement and fulfill its purposes; provided, however, no such agreement may change the total amount of obligation payable by LTA without the prior approval of LTA.

6. INDEMNIFICATION.

a. LTA agrees to indemnify, defend, and hold County harmless from any and all claims or lawsuits that may be made against County which arise out of any action or decision made by County as part of its statutorily prescribed duties and which lawsuit may be premised upon the activities of an employee provided by County under this Agreement. If any judgment is rendered against County in any such lawsuit, LTA shall, at its own expense, satisfy and discharge any judgment.

b. The foregoing duty to indemnify shall not be applicable if the action of the employee that gives rise to the claim or lawsuit is performed while the employee is acting on behalf of the County and not LTA.

c. Notwithstanding the limitations of any insurance, County shall indemnify, protect and hold harmless LTA and its authorized agents, officers, volunteers and employees from and against any and all claims, liabilities or actions arising from County’s negligent acts or
omissions in the administration of this Agreement and for any costs or expenses incurred by LTA on account of any claim thereof.

7. **NOTICE.** All notices to either party shall be in writing and either sent through the United States Mail, certified and return receipt requested, or personally delivered. The notice shall be effective upon date of personal delivery or date of mailing. Notices shall be sent or delivered to:

**LTA:**
Imperial County Local Transportation Authority
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

**Imperial County:**
Imperial County Executive Office
940 Main Street, Suite 208
El Centro, CA 92243

and

Imperial County Office of the County Counsel
940 Main Street, Suite 205
El Centro, CA 92243

8. **WAIVER.** Waiver of any default shall not be considered a waiver of any subsequent default. Waiver of any breach of any provision of the Agreement shall not be considered a waiver of any subsequent breach. Waiver of any default or breach shall not be considered a modification of the terms of this Agreement.

9. **SEVERABILITY.** If any provision of this Agreement is for any reason held to be invalid, it should not affect the validity of any other provision of this Agreement.

10. **MODIFICATION.** This Agreement may not be modified except upon the mutual written consent of the parties.
11. **ENTIRE AGREEMENT.** This Agreement contains the entire and complete understanding of the parties and supersedes any and all other agreements, oral or written, with respect to the provision of administration of services under this Agreement.

**IN WITNESS WHEREOF,** the parties hereto have caused this Agreement to be executed on behalf of the persons duly authorized by the governing boards of the parties hereto.

**IMPERIAL COUNTY:**

By: ______________

RYAN E. KELLEY
Chairman of the Board of Supervisors

**IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY:**

By: ______________

Chair of the Board

**ATTEST:**

By: ______________

BLANCA ACOSTA,
Clerk of the Board of Supervisors

**SECRETARY:**

By: ______________

CRISTÍ LERMA
Secretary to the Authority

**APPROVED AS TO FORM AND CONTENT:**

MICHAEL L. ROOD
County Counsel

By: ______________

KATHERINE K. TURNER,
Assistant County Counsel

MICHAEL L. ROOD
County Counsel

By: ______________

GEOFFREY P. HOLBROOK,
Senior Deputy County Counsel