I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS
   A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

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

IV. APPROVAL OF CONSENT CALENDAR
   A. Approval of Management Committee Draft Minutes: March 12, 2014  Pages 4-17
   B. Receive and File:
      1. ICTC Board Draft Minutes: March 26, 2014
      2. ICTC SSTAC Draft Minutes: March 5, 2014

V. REPORTS
   A. ICTC Executive Director
      • See attached Executive Director Report on page 17
   B. Southern California Association of Governments
   C. California Department of Transportation – District 11
   D. Committee Member Reports
VI. ACTION CALENDAR

A. 2014 Competitive Bid for the Coordination of Paratransit Services Page 30

The project schedule calls for a presentation to the Commission for further direction on contract award in May 2014. At this point in the project schedule, it is requested that the participating Cities confirm by Council action to ICTC by May 8, 2014 that they desire to retain their current system of independent contracts/operators, or that they will participate in the consolidated contracting opportunity.

B. Imperial Valley Transit (IVT): 2014 Ten (10) Gillig Bus Buy Out from First Transit, Inc. Page 33

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

1. Authorize the Executive Director to proceed with the arrangements for the purchase of ten (10) Gillig 40ft. Clean Diesel, Low Sulfur, Low Floor Gillig Buses from First Transit Inc. for the sum of $3,396,458.25 with an effective date of July 1, 2014.

2. Direct staff to modify the Imperial Valley Transit contract with an effective date of July 1, 2014 and return to the Commission for final approval.

VII. DISCUSSION / ACTION CALENDAR

A. Active Transportation Program (ATP) Guidelines regarding project scoring for local and regional plans

B. Budget Workshop discussion for the ICTC Overall Work Program (OWP) and Budget, FY 2014-15

1. Set a Date and Time for May 28, 2014 from 4 p.m. to 6 p.m. (staff recommended)

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Management Committee is currently scheduled for Wednesday May 14, 2014 at 10:30 a.m., at the City of Westmorland, Westmorland, CA

IX. ADJOURNMENT

A. Motion to Adjourn
IV. APPROVAL OF CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE
   DRAFT MINUTES: MARCH 12, 2014

B. RECEIVE AND FILE:
   1. ICTC BOARD DRAFT MINUTES:
      MARCH 26, 2014
   2. ICTC SSTAC MINUTES:
      MARCH 5, 2014
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE

DRAFT MINUTES OF MARCH 12, 2014

10:30 a.m.

VOTING MEMBERS PRESENT:

City of Brawley  Rosanna Bayon Moore (Vice Chair)
City of Calipatria  Rom Medina
City of Calexico  Oscar Rodriquez
City of El Centro  Leticia Salcido for Ruben Duran
City of Holtville  Alex Meyerhoff (Chair)
City of Imperial  Marlene Best
County of Imperial  Bill Brunet

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

OTHERS PRESENT:  Tomas Oliva, SCAG; Sam Amen, Luis Medina: Caltrans, Krista Daly: IV Press; Grace Connor, City of El Centro

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, March 12, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Duran called the Committee meeting to order at 10:45 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

A. There were none.

IV. CONSENT ITEMS

A motion was made by Rodriquez seconded by Brunet to approve consent items 4A and 4B Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for February 12, 2014
B. Received and filed:
   1. ICTC Board Draft minutes for February 26, 2014
   2. ICTC SSTAC Draft Minutes for February 5, 2014

V. REPORTS

A. ICTC Executive Director

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Mr. Baza and staff had the following announcements and/or updates:

- Mr. Baza referred to the Executive Report on page 19 for information on activities and projects that ICTC is currently working on.

- Consolidated Paratransit (Dial-A-Ride) Requests for Proposal: The document has been finalized and released for a competitive bid process. The document is available on the ICTC website. Fourteen firms and individuals were contacted regarding its availability due to their stated interest in bidding the project. Bids are due on March 21, 2014. A scoring and evaluation committee is being developed and coordinated by ICTC staff and it is requested that a member from each City with paratransit services participate in this process. A contract award recommendation is expected to be forwarded to the participating City Councils in April for a decision on continuing the participation in the bid process. The results of the process would then be forwarded to the Commission for a final decision on contracting. A service start date is targeted for September 2, 2014.

- Calexico Intermodal Transportation Center: The feasibility study’s scope of work will also include: stakeholder meetings, public workshops, stakeholder surveys, site selection analysis, and financial and operational feasibility reports. See attached fact sheet. On March 6th, a community forum was held at the Camarena Memorial library from 4:30pm to 6:30pm. Community members and transit operators participated and gave input about site alternatives.

- The Imperial County Aerial Acquisition project is anticipated to cost up to $200,000 for a consultant to fly and process the aerial imagery in order to be used in GIS or CAD systems for planning and other analytical activities. For Imperial Valley region this update is important as our last update to our aerial imagery was in 2011. SCAG has already secured $50,000 for this fiscal year and plans to secure another $50,000 for the next fiscal year. SCAG has also offered to manage the procurement process. This project has a funding shortfall. The Imperial County Assessor’s office is working with ICTC, SCAG, the seven local jurisdictions of the Imperial Valley, and other potential partners to meet the funding shortfall for this project. Thus far, the collaborative efforts have secured $35,500. Others have expressed interest. The Assessor’s Office and ICTC will follow-up with appropriate staff for potential contribution amounts. The Imperial County Assessor’s Office will collect the funds from each agency and provide contributions to SCAG at the beginning of new fiscal year, July 2014. If the project falls short of its funding goal, the project will likely be scaled back and possibly delayed. SCAG staff is currently preparing the Request for Proposal (RFP) with the participation of Imperial County staff. The RFP is scheduled to be released on March 24, 2014 and vendor selected by May 2014.

- Meetings attended on behalf of ICTC:
  - February 28, 2014, State Assembly Hearing for the Jobs and Economic Development Committee. Presentations were given by SCAG, SANDAG and others regarding the importance of trade and ports of entry with Mexico.

B. Southern California Association of Governments (SCAG)

Mr. Oliva has the following updates:

- A bill was signed on March 1, 2014 by Gov. Brown for drought funding.
- The President proposed a $3.2 Billion Transportation Bill for the next 4 years. The new bill will include a freight program and will expend funds annually.
- There will be a 6th round of Tiger Grants of $600 million. For more information go to www.dot.gov/tiger. Mr. Baza stated that ICTC will be resubmitting their previous request.
- The Active Transportation Program will have available $360 million statewide for 3 fiscal years, with 60% for Caltrans and 40% to MPO’s. The first round of Call for Projects will be May 21, 2014 and applications due to Caltrans for “shovel ready” projects.
- 2014 Regional Conference & General Assembly will be held at the Renaissance Esmeralda Indian Wells Resort & Spa located at 44-400 Indian Wells Lane, Indian Wells, CA 92210 on
- SCAG staff is finalizing the scope of work for the Aerial Imagery Project.

C. California Department of Transportation – District 11
- Mr. Amen presented updates on local projects:
  o The Andrade POE project is going well.
  o Advertising for the Dogwood connector and the Brawley landscaping project will take place.
  o New Maintenance building for Caltrans will be going out to bid soon.
  o Westmorland signal will take place in the July – August timeframe.
  o Dogwood Landscape project will begin design in 1 month.
- A scholarship award from Caltrans was awarded to a Holtville resident.
- Mr. Medina had the following updates:
  o Active Transportation Program (ATP) Update: The CTC submitted the final draft ATP guidelines to the Joint Legislative Budget Committee on February 3, 2014. The final draft ATP guidelines, including milestones, can be viewed at: http://www.catc.ca.gov/programs/ATP.htm. A Call for Projects will be announced on March 21, 2014 and applications are due to Caltrans by May 21, 2014. Caltrans will be providing ATP training at the Gallegos Room, Caltrans District 11 on April15, 2014. Caltrans Division of Local Assistance has agreed to bring the ATP Training to ICTC and it is now scheduled for April 14, 2014 from 1:00 to 4:00 PM. Other training webinars will also be conducted.
  o Southern California Local Assistance Meeting (SCLAM) - The meeting will be held in the District 7 District Offices, located in Los Angeles, on Thursday, April 3, 2014 from 9:00 to 3:00. Regarding the agenda, please send potential subjects you would like to discuss to heather.cheyney@dot.ca.gov by February 21, 2014, so we may add them to the agenda.
  o A Procurement Fair will be held in San Diego on March 26, 2014 from 9:30 to 1:00 p.m. To register, go to sdprocurementfair.eventbrite.com

D. Committee Member Reports
- Mr. Meyerhoff invited all to the City of Holtville’s State of the City Address on March 24, 2014 at 6 p.m. at City Hall.

VI. ACTION CALENDAR

A. Unmet Transit Needs (UTN) Hearing – Fiscal Year 2014-15

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

1. Adopt the “Findings” as presented or amended.
2. Authorize the Chairman to sign the attached resolution.
3. Direct staff to forward the “Findings”, public hearing documentation and resolution to the State Department of Transportation.

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

B. Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Goal for FY 2013-14 for Federal Transit funds
It was 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 proposed FY 2013-14 DBE goal of 2%

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

C. Letter of Support for the Calexico West Port of Entry Funding

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

1. Authorize the Chairman to sign a letter of support for the Calexico Port of Entry Funding

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

VII. INFORMATION / DISCUSSION

A. Review of the Imperial County Local Transportation Authority Annual Financial Audits for the Fiscal Year June 30, 2013

Mr. Baza reviewed the finding and recommendations with Management Committee. Ms. Best suggested a small workshop convene with City Manager’s and staff to review LTA annual requirements.

B. Discuss Recommendation for Letters of Support from the Cities/County for the Calexico West Port of Entry Funding

Mr. Baza requested that the cities and the county send support letters regarding the West POE Funding. It was suggested that a template in WORD be emailed to all.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on April 9, 2014 at the City of Imperial, Imperial, CA.

IX. ADJOURNMENT

A. Meeting adjourned at 11:55 a.m.
The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday March 26, 2014 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL
   Chair Ritchie called the Commission meeting to order at 6:32 p.m. Roll call was taken.

II. EMERGENCY ITEMS
   A. Mr. Baza stated that there was a matter that came to the attention of ICTC after the posting of the agenda and that there was a matter of urgency. A motion was made by Sanders and seconded by Gran to add the following item to the agenda: Closed session – potential litigation; Motion carried with one abstention by the County.

III. PUBLIC COMMENTS
   There were none.

IV. APPROVAL OF CONSENT CALENDAR
   A motion was made by Nava and seconded by Gran to approve consent item A, Motion carried with one 3 abstentions by the County, Holtville and Calipatria.
   A. Approval of ICTC Board Draft Minutes: February 26, 2014
   
   A motion was made by Sanders and seconded by Terrazas to approve consent items B and C, Motion carried unanimously.
   B. Receive and File:
      1. ICTC Management Committee Draft Minutes March 12, 2014
      2. ICTC TAC Draft Minutes: February 27, 2014
   
   C. Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Goal for FY 2013-14: Approved the proposed FY 2013-14 DBE goal of 2%
V. REPORTS

A. ICTC Executive Director

Mr. Baza and staff had the following announcements:

- FY 2014 State Transportation Improvement Program (STIP): On March 20, 2014, the California Transportation Commission (CTC) approved ICTC’s project requests for the FY 2014 STIP. The approval fully funds the design and construction of the I-8/Imperial Avenue Interchange Reconstruction project for $37.9 million, and gives us the opportunity to begin Design for this summer 2014 with Right-of-Way and Construction to begin in 2017. A draft Press Release was available the day of the meeting.

- The Consolidated Paratransit (Dial-A-Ride) Requests for Proposal document was finalized and released for a competitive bid process. The document was made available on the ICTC website. Bids were due to ICTC on March 21, 2014 with 5 proposals received. A scoring and evaluation committee was conducted on March 25, 2014 by ICTC staff and a member from each City with paratransit services participated in this process. 4 of the 5 firms were selected for an oral interview and they are scheduled for April 3, 2014. A contract award recommendation is expected to be forwarded to the participating City Councils in April for a decision on continuing the participation in the bid process. The results of the process would then be forwarded to the Commission for a final decision on contracting. A service start date is targeted for September 2, 2014.

- The next Imperial-Mexicali Binational Alliance meeting will be held in El Centro at the SDG&E offices on Thursday, April 10, 2014 at 10:30AM.

- Transportation Development Act (TDA-State Funds) Claims are due at the end of the month for FY 2013-14.

- Active Transportation Program (ATP) Call for Projects Announcement. The ATP call for projects application period was released on Friday March 21, 2014. The Applications will be due to Caltrans NO LATER THAN 3 p.m. on MAY 21, 2014. The ATP guidelines, and the application forms and instructions can be found at http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html. There will not be a second call for projects under the ATP for our MPO SCAG. The applications submitted to the state will be passed onto the MPO’s once scored and ranked for further recommendations using the MPO designated pot of funds under ATP. If your agency plans to submit an application please contact David Salgado at ICTC in order to review the application.

- Meetings attended on behalf of ICTC:
  - February 28, 2014, State Assembly Hearing for the Jobs and Economic Development Committee. Presentations were given by SCAG, SANDAG and others regarding the importance of trade and ports of entry with Mexico.
  - CALCOG Regional Leadership Conference, March 12-14th, 2014
  - CTC Meeting, March 20th, 2014
  - Regional Economic Competitiveness Forum - California - Baja California, March 21, 2014

- Mr. Baza referred to the Executive Report on pages 56-57 for additional information on other projects that ICTC is currently working on.

B. Southern California Association of Governments (SCAG)

Mr. Oliva had the following announcements:

- California Active Transportation Program: The 2014 ATP will award three years of federal and state funding (FYs 2014-16), approximately $360 million statewide, to projects that are selected through a competitive call for projects that is scheduled to be released by Caltrans on March 21. Sixty-percent of the funds awarded will be
directed to projects selected by Caltrans, the remaining 40% will be awarded to projects selected by MPOs. After numerous meetings and workshops, SCAG has reached an agreement with the county transportation commissions, Caltrans and the CTC on a process for recommending funding awards for our region’s share of the 2014 ATP. The recommended process proposes a single Call for Projects for both the state and regional program that will be issued by Caltrans in March, as noted above. Applications not awarded funding by Caltrans will be returned to SCAG and the county transportation commissions for inclusion in the region’s recommended program of projects. This information has been widely disseminated to our stakeholders, including as a subject at SCAG’s March 4 Toolbox Tuesday program. Additional details on the region’s proposed project selection process will be submitted to the Regional Council for approval in April, and then submitted to Caltrans by May 21 for consideration and approval by the CTC during their June 25 meeting.

- 2014 Regional Conference & General Assembly - May 1st & 2nd: Mark your calendars! We look forward to having you join us at our 2014 Regional Conference and General Assembly. This year's conference will explore how rapidly emerging technologies may revolutionize the way we presently think about moving people and goods. Additionally, the 2014 Regional Conference & General Assembly presents meaningful regional coordination and networking opportunities to all participants. It will be held at the Renaissance Esmeralda Indian Wells Resort & Spa located at 44-400 Indian Wells Lane, Indian Wells, CA 92210. You can register online by visiting this website: http://www.scag.ca.gov/calendar/Pages/GA2014.aspx.

- Imperial County Aerial Imagery Acquisition Project: Through the SCAG GIS Service Program, SCAG staff is assisting Imperial County and its local jurisdictions acquire aerial imagery to assist with planning, engineering, and other related activities. As part of the service, SCAG staff will manage the project, assist to secure funds and coordinate activities with local stakeholders. On March 20, 2014, SCAG held a stakeholder meeting in the Imperial Regional Office to discuss current status of the project and to ask for local direction/preference on next steps.

- SCAG Regional Council and Policy Committees: The next SCAG Regional Council and Policy committee meetings will take place on April 3, 2014 at SCAG’s main office in Downtown Los Angeles.

C. California Department of Transportation (Caltrans)
Mr. Cather had the following announcements:
- The final draft ATP guidelines, including milestones, and the draft ATP Application Form can be viewed at: http://www.catc.ca.gov/programs/ATP.htm
- District 11 Active Transportation Program (ATP) Training will be held at the ICTC Offices on April 14, 2014 from 1:00 pm to 4:00 pm. Questions regarding the ATP training can be directed to: Wishing Lima or Debora Ledesma-Ribera at (619) 220-5485 (619) 278-3766 or wlima@dot.ca.gov, deborah.ledesma-ribera@dot.ca.gov
- Caltrans Local Assistance is hosting two separate workshops entitled “Construction Contract Administration Workshop for Federal Aid Projects.” The first workshop will be held on Tuesday, April 1, 2014 at the ICTC offices and the second workshop on Wednesday, April 2, 2014 at the County Administration Building.
- SCAG Sustainability Award: Caltrans recently provided a letter of support for the Cities of Brawley and El Centro as they pursue an award from the Southern California Association of Governments (SCAG) in the category of Sustainability for the recent completion of Bus Transfer Terminals within their respective cities.
  o The successful completion of these intermodal facilities will encourage and coordinate continued growth of Imperial Valley’s transit system. Additionally, they reduce congestion on the State Highway System and City streets; provide an economic stimulus to the Downtown Central Business Districts; and perhaps most importantly, the projects demonstrate the
commitment by the community and the region to provide transportation choices to its residents and those in underprivileged communities.

- A full report of Caltrans updates can be found on page 66 of the agenda.

D. Commission Member Report

- Ms. Nava-Froelich stated that the City of Calipatria had a Health and Children’s Fair on March 13, 2014.
- Mr. Hodge stated that the City of Calexico will be holding its State of the City Address on April 16, 2014.
- Ms. Sanders reminded all that the League of Cities meeting would be held on March 27, 2014 at Grasso’s Restaurant. Mark Gran will be honored for his time and service as the Chairman. Ms. Sanders stated that there have been social concerns at the Transit Center.
- Mr. Nava thanked Caltrans for their coordination with street projects in Brawley.
- Mr. Ritchie thanked Caltrans for all their effort and hard work on Westmorland’s street projects.
- Mr. Predmore stated there was a groundbreaking on a new home project in Holtville. He also stated that the State of the City address went very well and thanked all who attended.
- Mr. Gran stated that a pavement improvement study was just completed for the City of Imperial. Staff is preparing the RFP to get started on projects.

VI. ACTION CALENDAR


ICTC Management Committee met on March 12, 2014 and forwards this item to the Commission to take the following actions after consideration of the response by SSTAC and public comment, if any:

Section 99401.5 of the Public Utilities Code states:

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

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

On January 23, 2014, the Unmet Transit Needs Hearing Panel conducted the required local Public Hearing. The Hearing Panel reconvened on February 20, 2014 to consider the verbal and written testimony, and staff recommendations. After discussion of the analysis portion, the Panel developed the “Findings” regarding public transit services for FY 2014-2015. These “Findings” assist in the determination of the service levels to be provided and consequently guide the FY 2014-15 ICTC Transit Financing Plan and work program activities identified in the “Findings.”

After review of testimony by ICTC staff and the executive director, no findings were found to be “reasonable” to meet, and presented to the panel members as such. Over the past fiscal year ICTC has increased the fixed route service operations by approximately 21% with the implementation of Sunday services, increased Saturday service and IVC Express trips, and the introduction of the IVT Gold Line. The increase in service has addressed many of the prior concerns and need sufficient operational time before review and possible changes.

The Social Services Transportation Advisory Council (SSTAC) has met and developed a
response to the “Findings” on March 5, 2014 for consideration. After adoption of the “Findings”, staff will continue to develop the budget for the ICTC Transit Financing Plan and submit it for approval in the May/June 2014 time frame.

1. Adopted the FY 2014-15 “Findings” as presented or amended, after a review of the SSTAC response.
2. Authorized the Chairman to sign the attached resolution.
3. Directed staff to forward the FY 2014-15 “Findings”, public hearing documentation and resolution to the State Department of Transportation.

A motion was made by Terrazas and seconded by Sanders, Motion Carried unanimously.

B. Support for Funding of Calexico West Port of Entry, Phase 1 – $98 Million

Imperial County Transportation Commission staff has been working with Congressman Juan Vargas’ staff in coordinating outreach efforts in support of the Calexico West Land Port of Entry identified $98 million for Phase I of Calexico LPOE Renovation and Expansion Project.

In coordination with Congressman Vargas’ staff and the Imperial County business community, ICTC staff has assisted in the draft of letters of support. The letters have been addressed to Congressional Representatives Crenshaw and Serrano; and Senators Feinstein and Boxer. Attached are the draft letters by staff and the local chambers of commerce.

ICTC staff presented this item to the Management Committee and requested consideration for member agencies to provide similar letters. The goal of the effort is to demonstrate unified regional support to the project from ICTC, its member agencies, and the business community.

ICTC Management Committee met on March 12, 2014 and forwards this item to the Commission for review and approval after public comment, if any:

1. Authorized the Chairman to sign letters of support for the Calexico West Port of Entry Funding.

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

VII. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION, Government Code 54956.9(b), significant exposure to litigation (1 matter).
1. A motion was made by Nava and seconded by Hodge to go into closed session, Motion Carried with 1 abstention from the County.
2. Direction was given to staff and no actions were taken.

VIII. NEXT MEETING DATE AND PLACE

A. The next meeting of the Imperial County Transportation Commission will be held on Wednesday, April 23, 2014 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

A Motion was made to adjourn by Gran, seconded by Nava, Motion Carried. Meeting adjourned at 8:40 p.m.
1. Chair Vizcarra called the meeting to order at 10:05 a.m. A quorum was present. Introductions were made.

2. Minutes adopted for February 5, 2014. (Ramirez/Hack) **Motion Carried.**

3. FY 2013-14 UTN “Findings” Letter of Response

Mr. Salgado stated that the UTN hearing was held on January 23, 2014. At the hearing Ms. Leticia Vizcarra read the first letter the SSTAC created. The second meeting was held on February 22, 2014 and the “Findings” were adopted by the Panel. Copies of the “Findings” were provided to SSTAC. Mr. Salgado stated that there were no “Findings” that were reasonable to meet due mainly to the increase of services within the last year. He also stated that the SSTAC needs to develop a response to the “Findings” in the form of a letter. A motion was made using a draft letter as a sample to keep the introductory paragraphs the same as in past years. In response to the “Findings” for FY 2014-15, SSTAC included the additional comments:

- SSTAC would like to continue to express support for the El Centro Circulator concept which includes the Blue Line, Green Line and Transfer Terminal. This project developed as a result
of direction from ICTC to increase access within the City of El Centro and the City of Imperial. In addition, SST AC would also continue to express support for the IVT Gold Line in Brawley and proposed circulator routes in the City of Calexico, IVT Orange Line, and the City of Imperial, IVT Red Line.

- SSTAC would like to express continued support for the Four (4) Phase Bus Stop Improvement Program currently under development by ICTC Staff.
- SSTAC would like ICTC to pursue all potential options to maintain transit services in the West Shores communities.

(Ramirez/Leon) Motion Carried.

4. CTSA Reports

Mr. Salgado had the following announcements:
- The ADA Paratransit Service Certification and Eligibility Process, Demand Management Review and Growth Assessment project and Coordinated Plan Update are both moving along.
- The Consolidated Paratransit (Dial-A-Ride) Requests for Proposal was released for a competitive bid process. The document is available on the ICTC website, along with 8 addendums. Bids are due on March 21, 2014. ICTC has received a large response and interest in this RFP.
- The El Centro Transfer Terminal is now open and serving residents of Imperial County.
- The Calexico Intermodal Transit Center Study is also underway. This is being conducted to identify a potential site for the transfer terminal in Calexico. A community walk was held and was open to the public including, business owners, stakeholders, residents, etc. Six sites were identified all within ¼ to ½ mile to the Downtown Port of Entry. Staff and the consultant received a lot of good feedback.

5. Transit Operator Reports

- Brawley Dial-a-Ride: No update.
- Calexico Dial-a-Ride: Service is doing well, no issues.
- El Centro Dial-a-Ride: Service is busy and doing well.
- Imperial Dial-a-Ride: Service is busy and doing well.
- Imperial Valley Transit: Mr. Sanchez had the following update
  - Sundays were implemented on January 5, 2014
    - There were 979 passengers in the month of January.
    - There were 1380 passengers in the month of February, which is a 40% increase from January.
  - 35 Minute Headways
    - This added service began in October 2013. February 2013 there were 20,183 passengers; February 2014 there were 34,040 passengers.
  - IVC Express additional routes were implemented in August 2013
    - Buses are full in the morning and in the afternoon. There are an average of 55 passengers in the morning and an average of 50 passengers in the afternoon.
  - Saturday additional service began in August 2013.
    - 705 passengers in February 2013 compared to 1215 passengers in February 2014.
  - IVT Gold Line:
    - Implemented on December 18, 2013
    - An average of 50 passengers per day for January, an average 38 passengers per day in February.
- IVT Access: Updates were given by Ms. Montemayor
  - For the month of February on time performance was 98%
  - Passenger per revenue hour: 2.6
  - No Shows: 47
  - Late Cancellations: 113
  - Passenger Count: Weekday: 2671, Saturday: 78, Sunday: 43 totals for the month of February
  - Ms. Williams stated that the ADA No-Show Policy will have to be revised due to a recent audit by the FTA.
- Med-Express: Service is well and is busy.
- West Shores Dial-a-Ride: Service is doing well.
- YCAT Turquoise Line: Mr. Robinson stated that Turquoise Route 10 has had 1,182 passengers FY 2013-14 year to date. He distributed a handout with graphs with information regarding passenger count, passengers per hour and subsidy per passenger. He also provided information of monthly boarding by area served. Fare is currently $2.00 per trip.

6. General Discussion
- Mr. Hack stated that the People’s First Conference will be held on March 29, 2014 at the Barbara Worth Country Club. He also requested IVT and ARC to be available during the health fair between 12 p.m. and 1 p.m.
- Mr. Robinson inquired if there were any grant program available to purchase ticket fare for passengers. The resounding response was that local agencies will purchase transit passes for their clients if they meet a certain criteria, but not through a specific grant program.

7. Adjournment
- The next meeting of the SSTAC will be on March 5, 2014 at 10:00 a.m.
- Meeting adjourned at 10:43 a.m.
V. REPORTS

A. ICTC EXECUTIVE DIRECTOR
Memorandum

Date: April 9, 2014
To: ICTC Management Committee
From: Mark Baza, Executive Director
Re: Executive Director’s Report

The following is a summary of the Executive Director’s Report for the Management meeting of April 9, 2014.

1. **FY 2014 State Transportation Improvement Program (STIP):** On March 20, 2014, the California Transportation Commission (CTC) approved ICTC’s project requests for the FY 2014 STIP. The approval fully funds the design and construction of the I-8 / Imperial Avenue Interchange Reconstruction project for $37.9 million, and gives us the opportunity to begin Design for this Summer 2014 with Right-of-Way and Construction to begin in 2017. See attached draft press release for more information.

2. **Imperial-Mexicali Binational Alliance:** The next Binational Alliance meeting will be held in El Centro at the SDG&E offices on Thursday, April 10, 2014 at 10:30AM. See attached Draft Agenda.

3. **Consolidated Paratransit (Dial-A-Ride) Requests for Proposal (IVT RIDE):** Bids were received on March 21, 2014. A scoring and evaluation committee has been developed and coordinated by ICTC staff that includes a staff member from each City with paratransit services participate in this process. The committee met on March 24th and ranked the proposals. An oral interview will be conducted with proposers on April 3, 2014. A recommendation is expected to be forwarded to the participating City Councils in April for a decision on continuing the participation in the bid process. The results of the process would then be forwarded to the Commission for a final decision on contract award. A service start date is targeted for September 2, 2014.

4. **2014 Road Closures and Bus Delays:** It has been brought to the attention of ICTC staff that road closures will occur on Dogwood Rd. between Willoughby and McCabe Rd. This will affect IVT Routes 1S and 1N on time performance. The delays will occur from Early February through March. IVT will run riders alerts in order to allow riders to plan for delays. Routes 2N and 2S will also be affected beginning in March due to a street rehab project in Westmorland off North Center St. The only bus stop in Westmorland is located directly on North Center St. A detour will take place and a temporary bus stop identified. Rider’s alerts will also be posted of the future changes. The work will begin in Mid-March and is expected to last 30 to 60 days.

5. **Calexico Intermodal Transportation Center:** The feasibility study’s scope of work will also include: stakeholder meetings, public workshops, stakeholder surveys, site selection analysis, and financial and operational feasibility reports. See attached fact sheet. On April 29th the consultant will conduct a second steering committee meeting to review the project location alternatives and findings to date. A public hearing meeting is programmed for the Calexico’s City Council meeting on May 27, 2014.
6. **Heber Public Utility District request for bus shelters in the community of Heber:** ICTC received a request from the Heber Public Utility District for bus shelter and ADA access improvements in the community of Heber in the areas of SR 86 (East Main St.) and Parkyns. On February 26, 2014 ICTC and Caltrans met to review the area and potential improvements, such as, sidewalks with ADA ramps, and re-location of the current westbound bus stop. ICTC and Caltrans staff will have following discussions for scope of improvements, funding and next steps.

7. **Pedestrian and Bicycle Transportation Access Study:** The Study will focus on the California-Mexico border region, specifically its six Ports of Entry (POEs). On February 26, 2014, the Commission approved the selection of KOA and Associates. The project will kick-off is scheduled for April 8, 2014 at ICTC.

8. **IVT Bus Stop Safety and Design Standards Guidelines Project:** The final product will benefit ICTC, the cities and County in the implementation of future bus stop and terminal capital improvements throughout the region. This project is the second phase of the multi-year Four Phase Bus Stop Improvement Program. A draft is expected to be available for member agency review by May1, 2014.

9. **Transportation Development Act (TDA-State Funds) Triennial Performance Audit Project:** A kick off meeting was conducted on December 10th at ICTC offices. Requests for information have been emailed to member agency staff. The audit is a State mandated requirement every three years for all TDA funds received in Imperial County. Audit staff are expected to be in the Valley and visiting member agencies the week of April 28, 29 and 30th.

10. **ADA Paratransit Service Certification and Eligibility Process, Demand Management Review and Growth Assessment.** The stakeholders’ meeting was held on February 4, 2014 at the ICTC offices. The consultant will evaluate our certification and eligibility process for the ADA paratransit service; provide an assessment of the growth and subsequent demand for future years. The consultant is reviewing data gathered and developing recommendations.

11. **Update to the 2008 Coordinated Public Transit and Human Services Transportation Plan.** The stakeholders’ meeting was held on February 4, 2014 at the ICTC offices. In addition, additional stakeholders are meeting on an individual basis with the consultants through the end of the month. The primary purpose of the Coordinated Plan is to continue to meet the Federal Transit Administration’s (FTA) and other funding agency’s requirements for eligibility for various grants, including but not limited to the FTA Section 5310 program. The update to the Coordinated Plan will include a reassessment of all available public and private transportation services in Imperial County, a reassessment of public and social services transportation needs, development of strategies and/or activities to address gaps in service, identification of coordination actions to eliminate or reduce duplication in services where they exist, and a prioritization of implementation strategies.

12. **The San Diego State University / Imperial Valley College Transit Shuttle Analysis.** A Memorandum of Understanding between SCAG and ICTC was executed on December 19, 2013. The Transit Shuttle Analysis will assess the feasibility of an inter-college shuttle service in Imperial County. ICTC and SCAG staff are working on completing the RFP process in the summer of 2014.

13. **Imperial County Aerial Acquisition Project.** The Imperial County Aerial Acquisition project is for a consultant to fly-over and process the aerial imagery in order to be used in GIS or CAD systems for analytical activities. SCAG has committed resources and staff time for procurement and contract management. Other local contributions have been confirmed for another $50,000. The project may have a funding shortfall pending RFP process scheduled for completion in May 2014.

14. **Active Transportation Program (ATP) Call for Projects Announcement.** The ATP call for projects application period was released on Friday March 21, 2014. The Applications will be due to Caltrans NO LATER THAN 3 p.m. on MAY 21, 2014. The ATP guidelines, and the application forms and instructions can be found at [http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html](http://www.dot.ca.gov/hq/LocalPrograms/atp/index.html). There will not be a second call for projects under the ATP for our MPO SCAG. The applications submitted to the state will be passed onto the MPO’s once scored and ranked for further recommendations using the MPO designated pot of funds under ATP. If your agency plans to...
submit an application please contact David Salgado at ICTC in order to review the application and provide input prior to their submittal to the state.

15. **Meetings attended on behalf of ICTC:**
   - CALCOG Regional Leadership Conference, March 12-14\textsuperscript{th}, 2014
   - CTC Meeting, March 20\textsuperscript{th}, 2014
   - Regional Economic Competitiveness Forum - California - Baja California, March 21, 2014
   - SCAG Regional Council, April 3, 2014
I-8/Imperial Ave. Interchange
Imperial County’s #1 2014 STIP-RIP Highway Project

There is currently no vehicle or pedestrian access south of Interstate 8 at Imperial Avenue. The advance of STIP-RIP fund will allow this vital reconstruction project to be completed about 6 years ahead of schedule.
The project will reconstruct the existing interchange on I-8 at Imperial Avenue in the City of El Centro from two lanes to four lanes. The project will provide a new connection south of the freeway by extending Imperial Avenue 7,000 feet to McCabe Road as a 4-lane arterial roadway. Construction of the Imperial Avenue extension will immediately follow the interchange reconstruction. The project will also realign the westbound exit and entrance ramps to I-8, and reconstruct the eastbound exit and entrance ramps.

**Mobility & Accessibility**: The project is expected to save an annual average of 351,000 person-hours based on the Cal-B/C model analysis, with a total of 7 million person-hours saved over 20 years.

**Reliability**: Anticipated travel-time savings from the project is $3.2 million annually, and $63.1 million over 20 years based on the Cal B/C analysis.

**Productivity/Sustainability**: Current two-way annual average daily traffic (AADT) on I-8 at Imperial Avenue is 32,000, and is expected to increase to 56,500 by 2025. The two extra lanes will accommodate the expected increase in traffic. The existing interchange and overcrossing were constructed in 1967 as a trumpet-type or modified L-12 design with the purpose of providing access to developed areas north of I-8 in El Centro.

**Environmental Quality & Safety**: The project would reduce 3,741 tons in CO₂ emissions annually, and over 7 million tons of CO₂ over 20 years from reduced vehicle miles traveled based on the Cal-B/C analysis. Emission cost savings from reduction of all pollutants amounts to $0.2 million annually, and $4.2 million over 20 years. The project would improve travel safety by upgrading the overcrossing and entrance and exit ramps and replacing the existing ramps with new ramps, which incorporate current design standards. Accident cost savings $0.5 million are anticipated during the life of the project.
March 27, 2014

-Press Release-

**Interstate 8 / Imperial Avenue Interchange Reconstruction**

The Imperial County Transportation Commission is pleased to announce that the I-8 / Imperial Avenue Reconstruction project was approved for funding by the California Transportation Commission (CTC) on March 20, 2014.

The approval by the CTC was part of the State’s Transportation Improvement Program (STIP) for Fiscal Year (FY) 2014. The STIP is a five-year program of state and local projects throughout California.

As requested by the ICTC, the CTC approval commits the Design and Construction funds for the project at a total cost of $37.9 million. The ICTC is partnering with the California Department of Transportation (Caltrans) and the City of El Centro to complete the interchange project and local roadway extension. Caltrans will begin the Design phase in Summer of 2014. The Right-of-Way phase will follow Design with Construction phase to begin in 2017. The City of El Centro will separately complete the roadway extension of Imperial Avenue south to McCabe Road.

The projects have been a part of Imperial County’s planning process for nearly 20 years. The projects provide regional traffic circulation and connectivity solution south of Interstate 8 for cars, pedestrians and bicyclists.

For more information please contact ICTC at (760) 592-4494.

###
IMPERIAL – MEXICALI BINATIONAL ALLIANCE

AGENDA – 13TH MEETING

DATE: April 10, 2014

TIME: 10:00 a.m.

LOCATION: SDG&E Renewable Energy Resource Center
1452 W. Main Street
El Centro, CA 92243

DISCUSSION ITEMS

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presented By</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 – 10:05</td>
<td>Welcome and Introductions</td>
<td>IVEDC/ICTC</td>
</tr>
<tr>
<td>10:05 – 10:15</td>
<td>Funding for Calexico West POE – U.S. President’s Budget</td>
<td>Mark Baza ICTC</td>
</tr>
<tr>
<td>10:15 – 10:40</td>
<td>City of Mexicali Bicycle Master Plan</td>
<td>Juventino P. Brambila IMIP</td>
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<tr>
<td>10:40 – 11:05</td>
<td>Environmental Discussion at POEs</td>
<td>ICTC/APCD</td>
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<tr>
<td>11:05 – 11:30</td>
<td>Imperial Valley Economic Development Update</td>
<td>IVDQC</td>
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<tr>
<td>11:30 – 11:35</td>
<td>Agenda items for next meeting</td>
<td>ICTC</td>
</tr>
<tr>
<td>11:35 – 12:00</td>
<td>Break for Working Lunch</td>
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<tr>
<td>11:45 – 12:10</td>
<td>Overview of Mariposa LPOE and Highway Project – Lessons Learned and Innovative Highway Solutions</td>
<td>Dan Marum Wilson &amp; Company, Inc.</td>
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<tr>
<td>12:10</td>
<td>Adjournment</td>
<td>ICTC</td>
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The twelfth Imperial – Mexicali Binational Alliance meeting was held on Thursday February 13, 2014, at 10:30 a.m. at El Consejo de Desarrollo Economico de Mexicali (CDEM) in the City of Mexicali. Those in attendance were:

Rene Acuña, Consejo de Desarrollo Económico de Mexicali (CDEM)
Roberto Postlethwaite, CDEM
Tomas Oliva, Southern California Association of Governments (SCAG)
Karlos Limon Gonzalez, Secretaria de Infraestructura y Desarrollo Urbano del Estado (SIDUE)
Juventino Perez, (IMIP)
Anthony Kleepe U.S. General Services Administration (GSA)
Abdec Gharaui, GSA
Victor Carrillo, Kinsell, Newcombe & De Dios, Inc. (KND)/Safer Communities
Jeff Kinsell, KND/Safer Communities
Valente Merida, CEDEM
Marina Linn, Agencia Aduanal Linn Prop.
Bill Hodge, City of Calexico
Gary Wyatt, County of Imperial
Supervisor John Renison, County of Imperial
Alfredo Garcia, CDI
Daniel Fitzgerald, Imperial Valley Joint Chambers
Miguel Figueroa, Imperial County Workforce Development Board (ICWDB)
Mike Goodsell, City of Holtville
Alexander Meyerhoff, City of Holtville
Beth Landrum, Caltrans
Rene Felix, Office of Congressman Juan Vargas
Bob Ham, Calexico Chamber Border Ad Hoc
Ben Horton, Calexico EDC
Christian Ibarra, (COTUCO)
Ricardo Flores Daniels (COTUCO)
Mark Baza, Imperial County Transportation Commission (ICTC)
Virginia Mendoza, ICTC
Beatriz Cruz, ICTC
Tom E. DuBose, Imperial Valley Economic Development Corporation (IVEDC)
Cynthia Mancha, IVEDC
Jason Vorderstrasse, U.S. Consulate
Carmen Posada, Mexicali Health Care
Carlos Bonfante, Mexicali Health Care
Ana Luisa Garcia, Mexicali Health Care
Heric Rubio, Imperial Valley Press
Hector M. Lucero Velasco, Secretaria de Protección al Ambiente (SPA)
Carlos Salazar, SPA
Jorge Eugenio Nuñez, Turismo
Ana Maria Valenzuela
Fernando Cerda
Adrian Peña Marin, INAMI
Carmen C. Gordillo, SPA
Carlos Guillen
**Discussion**

I. Roberto Postlethwaite, (CDEM)
   - Welcome remarks.

II. Mark Baza, Executive Director Imperial County Transportation Commission (ICTC).
   - Overview of the Imperial – Mexicali Binational Alliance.
     - Border infrastructure, Economic Development, and Environmental Issues
   - Miguel Figueroa (ICWDB) gave an update of the New River project. It took approximately 18 months for 17 agencies to identify key issues for AB1079 that impacted both Mexico and the U.S. The U.S. efforts are moving forward with the identified improvements that will address public health and community development surrounding the New River area.
   - Karlo Limon (SIDUE) presented on the previous proposed concept of realignment of the SENTRI and Ready lanes on the East Port of Entry (POE). Based on coordination with the U.S. Customs and Border Protection (CBP), realignment of the lanes was determined not feasible due to physical constraints. An additional lane would need to be added to provide enough space for Recreational Vehicles/Trailers and buses. Further discussions will be held with GSA to look at the opportunity of financing an addition vehicle lane at the East POE.
   - Tom E. DuBose (IVEDC) gave an overview of Cali Baja San Diego County /Imperial County/Baja California, Mexico workgroup.
     - Becoming a powerful workgroup by working together
     - Goods movement within the region
   - Jeff Kinsell (KND/Safer Communities)
     - Update for public private partnership (P3) for funding of the West POE
     - Continued discussion at the congressional level in an effort to create a P3 opportunity
   - Carlos Lopez (SIDUE)
     - Update on the border crossing – Mexicali Rio Nuevo
     - 1st Phase of work has been completed
     - Completion of the POE project is contingent on funding for the U.S. improvements of the Calexico West POE
   - Anthony Kleepe (GSA)
     - Overview of full renovation and expansion of the Calexico West POE and short term pedestrian improvements
     - Seeking funding for Phase I of the renovation/expansion of the Calexico West POE
     - Estimated construction cost for the Calexico West POE Pedestrian expansion is estimated between 1 to 3 million
   - Mayor Bill Hodge (City of Calexico)
     - Requested that a factsheet for the Alliance be created so that it can be used to promote the expansions of the Calexico LPOEs

III. Environmental
   - Overview of air quality (Environmental Protection Agency of the State of Baja)
     - Health disadvantages such as premature death, Cancer, Chronic Bronchitis, Asthma, among other air quality related illnesses
- Economic disadvantages are decrease in productivity and increase in employee medical cost

- Regulations
  - Implementation of laws and regulations
  - Industrial/Commercial Licenses
  - Industrial/Commercial Audits

- Pilot project 2014
  - Green Shield Pilot Program would include pavement and green vegetation to 1-2 kilometers
  - Roberto Postlethwaite mentioned if there was any Federal or State environmental incentives in Mexico for purchase of Hybrid or Natural Gas vehicles
  - At this time no incentive are being offered by the Mexican Government

IV. Carlos Bonfante (Mexicali Health Care Medical Cluster)
   - Description of Mission, Vision, and Accomplishments of the Mexicali Health Care Medical Cluster
   - Overview of proposed Mexicali Health Care District
   - There was interest by the Alliance members to continue the discussion of the medical cluster and possible partnerships with U.S.

Next Meeting

- Proposed agenda items:
  1. Presentation from IMIP on the City of Mexicali’s Bicycle Master Plan
  2. Continuation of environmental discussion

- The next meeting is scheduled for Thursday, April 10, 2014 in Imperial County
Southern California Association of Governments (SCAG), Imperial County Transportation Commission (ICTC), Caltrans and the City of Calexico are conducting a collaborative study to determine the feasibility and preferred location for a new Intermodal Transportation Center in downtown Calexico.

Calexico’s Downtown Port of Entry (POE) is one of the three busiest ports in the nation. The POE accommodates an estimated 20,000 daily pedestrians. Projections indicate that the number of crossings will grow dramatically necessitating an expansion that has been proposed by the federal government.

Calexico’s Downtown Port of Entry is one of the three busiest ports in the nation. The downtown facility accommodates an estimated 20,000 daily pedestrians. Projections indicate that the number of crossings will grow dramatically necessitating an expansion that has been proposed by the federal government.

The Study
In addition to evaluating the feasibility, the study will examine alternate locations that can potentially serve multi-transportation services to accommodate the region’s unique needs. The study will also review designs and locations that compliment and leverage investments in the new POE planned by U.S. General Services Administration and U.S. Department of Homeland Security as well as reviewing traffic circulation, passenger security, comfort and amenities, environment and economic impacts. Crucial to the study will be the community’s input.

Together, We Move Forward

COMUNITY PARTICIPATION
Engaging community and providing opportunity for input is a priority of the study. The community will have opportunities through various mediums to provide input, review, comment and ask questions. Provided both in English and Spanish, traditional and nontraditional tools will be utilized including but not limited to surveys, community forums, community walk, social media, interactive website and online comment forms.

UPCOMING EVENTS:

>> Community Walk - February 8, 2014
Community will be invited to take an interactive walking tour and discussion of all study locations.

>> Community Forum - March 6, 2014
Community will be invited share, review and discuss all study locations.

For more information on community participation opportunities visit: WWW.IMPERIALCTC.ORG

Project Contact:
Gregory A Walker, AICP
Vice President | Huitt-Zollars
602.952.9123
The Study Area includes a range of alternative sites that will provide the basis for initial comparison and evaluation and will lead to selection of a maximum of three alternatives for a detailed evaluation. The community will be invited to take part in reviewing and providing comment for each site through a community walk, a community forum and a survey. The detailed evaluation will include developing a site plan for the final selected alternatives to determine the level of accommodation that can be achieved in providing a safe, comfortable, and convenient organization of transportation services and customer amenities.
A. 2014 COMPETITIVE BID FOR THE COORDINATION OF PARATRANSIT SERVICES
April 4, 2014

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

SUBJECT: 2014 Competitive Bid for the Coordination of Public Dial-a-Ride Paratransit Services – IVT RIDE

Dear Committee Members:

As a result of prior direction from the Commission, ICTC recently completed a competitive bid focused on the consolidation of the five public dial-a-ride services. ICTC currently administers turnkey contracted paratransit system in the West Shores communities of the Salton Sea. The Cities of Brawley, Calexico, El Centro and Imperial administer turnkey contracted intra-city Dial-A-Ride services. There are multiple operators under multiple contracts with these agencies.

The five (5) agencies determined that they were interested in determining if greater efficiencies, better compliance with regulations and cost reductions could be achieved through the consolidation of the management, dispatch, reservationists, maintenance and marketing etc. under one turnkey contractor with one administering agency. This process would be determined through this competitive bid, whereby one (1) operator may be offered a contract for all five services.

In February 2014, fourteen transportation providers were invited to submit written proposals for consideration for the service tentatively branded as IVT RIDE, and with primary colors of yellow, black and white. The providers were requested to submit one proposal for all five of the paratransit services; for a five year contract, with three one year extensions.

It was anticipated that any new contract would then be administered by ICTC. The participating public agencies would terminate their individual contracts during a scheduled transition effective in the new fiscal year. However, for management and accountability, a new Paratransit Coordination Committee (PCC) would also be created by which the participating public agencies will retain the ability to be responsive to their constituents, review system performance and make recommendations as necessary.
ICTC Management Committee (2) April 4, 2014

The RFP required several key issues be addressed including; compliance with the twenty-four mandatory functional areas in order to be eligible for federal transit funding, i.e., drug and alcohol testing, the Americans with Disabilities Act, performance measures, as well, as State requirements for driver training and offering employment to incumbent displaced transit personnel, and local requirements for facilities, marketing, bilingual drivers and reservationists, and participation with local agency Office of Emergency Services for emergency evacuation purposes etc.

Five proposals were ultimately received. Two proposals were from incumbent providers and three proposals were from new providers. All five proposals met the required initial screening for responsiveness and reference checks. ICTC staff also completed a labor allocation comparison and a vehicle usage report to identify shortcomings or other issues as compared to current operations, and a reference check.

A Proposal Evaluation Committee comprised of staff from Brawley, El Centro, Imperial and ICTC reviewed and scored the proposals on March 24, 2014. The proposals were evaluated and ranked based on the categories of: Technical Qualifications and Experience; Proposed Methodology; Staff Qualifications and DBE Goal Attainment; Facilities and Equipment; Cost and Best Value; References; and attainment with State Labor Code 1072.

Four of the five providers were invited to come to the oral interview phase based on the evaluation and scores for the respective proposals. For the interviews, the evaluation was based on responses to questions based on the following eight (8) categories: Operations and Management Experience; Vehicle Procurement; Proposed Facility; Use of Technology and Software; Transition Plan; Bilingual Capabilities; Eligibility Determinations; and, Interactions with the Administering Public Agency.

Based on the proposals received, we have an opportunity to achieve greater efficiencies, better compliance with regulations, new technology for reservations/dispatching and performance management, and cost reductions can be achieved through the consolidation of the operations including; management, dispatch, reservationists, maintenance and marketing under one provider under one contract. The range of costs in the proposals (not including marketing) for the eight-year period were between a 9% reduction in cost, to an 11.5% increase in cost when compared to the current budgeted year projected over the eight year period, with a 3% escalator per the consumer price index, at $9,738,556.

The Evaluation Committee forwards the following final ranking:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Provider</th>
<th>8 Year Costs</th>
<th>Budget vs. Proposal Comparison</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>First Transit</td>
<td>$ 9,226,154</td>
<td>-9%</td>
</tr>
<tr>
<td>2</td>
<td>MV Transportation</td>
<td>$ 10,017,439</td>
<td>-1%</td>
</tr>
<tr>
<td>3</td>
<td>Ride Right</td>
<td>$ 11,282,387</td>
<td>11.5%</td>
</tr>
<tr>
<td>4</td>
<td>ARC – Imperial Valley</td>
<td>$ 9,246,075</td>
<td>-6%</td>
</tr>
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</table>

The project schedule calls for a presentation to the Commission for further direction on contract award in May 2014. At this point in the project schedule, it is requested that the participating Cities confirm by Council action to ICTC by May 8, 2014 that they desire to retain their current system of independent contracts/operators, or that they will participate in the consolidated contracting opportunity.

Sincerely,

MARK BAZA
Executive Director

MB/ksw/el 31
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

Ms. Williams:

This letter is to confirm the City of Imperial’s support of the Imperial County Transportation Commission’s Request for Proposals for the Dial-A-Ride service. It is the City of Imperial’s intention to participate in this exercise and to provide input that will satisfy the city’s needs. We understand that if the results of the consolidated RFP process are not acceptable, the city may withdraw from the exercise at various points in the process.

The City of Imperial’s Dial-A-Ride services currently operate on the following schedule:

Days: Monday thru Friday
Hours: First Ride at 7:00 AM - Last Ride at 3:30 PM
Service Area: All Imperial and Imperial to El Centro
Eligibility: Senior Citizen or ADA Citizen
Fare: $0.75 in Imperial/$1.75 from Imperial to El Centro

The City requests that the proposed services are equivalent to our current contract. The city is also in support of a provision or clause in the contract allowing the City to retain certain control over the transportation service hours should a need to modify arise.

If you have any further questions, please direct them to my attention at (760) 355-4373 or you can also send your questions to my email address at mbest@cityofimperial.org. Please copy the information as well to pvalenzuela@cityofimperial.org.

The City of Imperial appreciates the efforts of ICTC and looks forward to participating in the process.

Sincerely,

[Signature]

Marlene Best
City Manager
September 26, 2011

Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243-2875

Ms. Williams,

The City of El Centro is aware that the ICTC is moving forward towards performing a consolidated RFP process for the Dial-A-Ride service. This letter is to confirm our intention to participate in this exercise and to provide parameters to serve the city’s needs. We understand that if the results are not acceptable to the city, there is opportunity for the city to withdraw from the exercise at various points in the process.

Our current contract operates as follows:

- Monday thru Friday 7:00 am to 6:00 pm = 20 service hours/day (two buses at 10 hours per day)
- Saturday 7:00 am to 6:00 pm = 10 service hours/day
- Maximum Total Annual Weekdays = 255 weekdays
- Total Annual Saturdays = 52
- Maximum Estimated Annual Hours = 5,620 hours including holidays
- Annual Service Miles = 58,000
- Current fare is $1.25
- Service is limited to senior (60 and older) and disabled.

We would ask that the proposed service matches as best as possible our current service. Further, we recommend the scope or contract to include a clause or provision where the city would retain certain control on the service hours should the city need to modify service.

Terry Hagen, City Engineer and Abraham Campos, Senior Engineer will serve as points of contact for this exercise. Please direct technical questions to both. They can be reached at 760.337.5182

We appreciate the effort being done by the ICTC and look forward to participating in the process.

Sincerely,

Ruben Duran
City Manager

Office of the City Manager
1275 Main Street, El Centro, CA 92243 (760) 337-4540 Fax (760) 352-6177
September 29, 2011

Ms. Kathi Williams, Administrative Analysis
Imperial County Transportation Commission (ICTC)
1405 N. Imperial Ave Suite 1
El Centro, California 92243

Re: Consolidation of Paratransit Service (Dial-A-Ride)

Dear Ms. Williams:

This letter is to inform you that the City of Calexico is interested in participating in the consolidation of the Paratransit Services (Dial-A-Ride) with the following conditions:

1. The City of Calexico will be allowed to customize our own service
2. The City of Calexico will have an option to opt out of the final contract after going through the bid process

If you have any questions or require additional information, please do not hesitate to contact Nick Fenley, Director of General Services at 760/768-2160.

Sincerely,

CITY OF CALEXICO

Oscar G. Rodriguez
City Manager

Cc: Judith Hashem, Finance Director
Nick Fenley, Director of General Services
10 October 2011

Ms. Kathi Williams  
Administrative Analyst III  
Imperial County Transportation Commission  
1405 N. Imperial Avenue, Suite 1  
El Centro, CA 92243

Re: Dial A Ride SOQ/RFP

Dear Ms. Williams:

The Brawley City Council took formal action in the form of a unanimous vote on 4 October 2011 to proceed with a consolidated Dial A Ride SOQ/RFP process that includes services within the City of Brawley. While participation in this process does not commit the City beyond the SOQ/RFP phase, there is interest in determining if economies of scale can be achieved from a combined bid process.

This communication is intended as authorization for Imperial County Transportation Commission to proceed with publication of a consolidated Request for Statement of Qualifications/Proposals (SOQ/RFP) for Dial A Ride service providers for the cities of Brawley, Calexico, El Centro and Imperial. It is understood that prospective bidders will be required to meet standards for receipt of State and Federal grants.

Please feel free to call me if you have any questions at (760) 351-3048.

Sincerely,

Rosanna Bayon Moore  
City Manager

cc: Yazmin Arellano, Public Works Director
VI. ACTION CALENDAR

B. IMPERIAL VALLEY TRANSIT (IVT): 2014 TEN (10) GILLIG BUS BUY OUT FROM FIRST TRANSIT, INC.
April 4, 2014

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


Dear Committee Members:

Since FY 2013, ICTC staff have observed that the ¼ cent of retail sales tax collected for transit services referred to as the Transportation Development Act (TDA) has increased in the last 16 months, beyond the amount budgeted for transit services the FY 2013 and FY 2014 fiscal years. The additional revenue represents an increase of approximately $3.8 million. It also appears that this increase in revenue is directly related to the local sales tax generated by the local point of sale transactions for the new solar power developments. This additional increase in revenue stream is not anticipated to continue beyond the FY 2015 fiscal year.

ICTC staff have been exploring a unique opportunity to lower contractual costs for IVT through discussions with our transit operator First Transit Inc. ICTC staff has asked for a “buyout” cost to purchase the current fleet of ten (10) 40ft. Clean Diesel, Low Sulfur, Low Floor Gillig Buses. On March 26, 2013, First Transit staff provided a buy-out cost in the amount of $3,396,458.25. The purchase price provided is good until July 27, 2014.

The ten (10) Gillig vehicles are 2012 year models which were purchased by First Transit, Inc. after extensive discussions on specifications with ICTC staff, and put into operation locally in January 2013. The Gillig buses have a life expectancy of ten (10) years, after which they are fully depreciated, yet still able to be used in back up or on lower mileage routes.

The purchase of the buses are expected to lower the monthly fixed cost rate by $27,307, annually by $327,684.12 and through the life of the contract (June 2019) by $1,638,420.60. This amounts to $339,458 per vehicle. The cost per service hour for the IVT contract is then expected to drop from the current rate of approximately $106/hour to approximately $90/hour.

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T: Projects\ICTC\2014 Gillig Procurement FT Buy Out Mr37
Ownership by transit vehicles by a public agency is common in the transit industry. Vehicles can be registered as “exempt” with “E” plates for a reduced registration fee as well. In addition to lowering the contract cost, purchasing the Gillig buses will provide more control to ICTC and will stimulate additional competition in future bid opportunities. Additional competition can potentially further reduce the cost per hour. Reductions in the cost per hour ultimately provide additional revenue to ICTC for additional transit service hours.

The Commission recently approved the purchase by ICTC of six (6) new State grant funded nearly identical Gillig buses which will be delivered in approximately May 2015. This will bring the ICTC owned fleet up to sixteen (16) buses.

The contract for Imperial Valley Transit must be modified in order to revise the cost and subsidy amounts. In addition, specific language must be added regarding roles and responsibilities for the care and maintenance of the public agency owned equipment. The additional language must be mutually agreeable to ICTC and First Transit Inc.

It is requested the ICTC Management Committee recommend that the ICTC Commission take the following actions, after public comment if any:

1. Authorize the Executive Director to proceed with the arrangements for the purchase of ten (10) Gillig 40ft. Clean Diesel, Low Sulfur, Low Floor Gillig Buses from First Transit Inc. for the sum of $3,396,458.25, with an effective date of July 1, 2014.
2. Direct staff to develop a modification to the Imperial Valley Transit contract with an effective date of July 1, 2014 and return to the Commission for final approval.

Sincerely,

MARK BAZA
Executive Director

Attachment

MB/kw/ds
Local Transportation Fund - Transportation Development Act (LTF-TDA) Realized Revenues
Multi Year Comparison
A. ACTIVE TRANSPORTATION PROGRAM (ATP) GUIDELINES REGARDING PROJECT SCORING FOR LOCAL AND REGIONAL PLANS
April 4, 2014

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

SUBJECT: 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 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.

SCAG, in consultation with ICTC and the other county transportation commissions in the SCAG region, must ensure that the SCAG MPO funds apportioned to the region are distributed in a geographically equitable manner and that they are consistent with adopted local and regional plans. SCAG must also ensure that 25% of the total funds in the region benefit disadvantaged communities. In order to meet these standards, SCAG has proposed regional guidelines which will allow each of the transportation commissions to score projects in their respective regions for consistency with adopted plans.

The process for project selection will be as follows:
- Projects selected for the regional program must be submitted as part of the statewide Call for Projects conducted by Caltrans between March 21 and May 21, 2014.
- Projects not selected for the statewide program will be considered for funding in the SCAG program.
- Each county will have the ability to modify preliminary scores by adding up to 10 points to projects that are consistent with local and regional plans within each county, as adopted by the respective county transportation commission.
- There will be two funding categories for the projects in the SCAG regional program: 1.) Planning, which includes the development of active transportation plans in disadvantaged communities and non-infrastructure projects, and 2.) Implementation, which may include the planning, design, and construction of facilities and/or non-infrastructure projects.

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• No less than 95% of the total SCAG funds will be awarded to Implementation Projects. If the total request in the Planning Category is less than 5% of the total regional funds, or if applications in this category fail to meet minimum requirements, then the remaining funds will be allocated to implementation projects. Geographic equity will be considered in this category as well but will not follow a strict dollar per capita formula.

• ICTC will receive SCAG funds in the amount proportionate to the population within Imperial County, which is equal to approximately $420,000 total for this round of funding.

• SCAG will retain the authority to modify the preliminary recommended project list in order to ensure 25% of the total regional program is dedicated to projects benefitting disadvantaged communities. The final recommended project list will be reviewed by the CEOs, Caltrans and CTC staff to make any final adjustments and achieve consensus prior to submitting the Regional Program of Projects to SCAG’s Regional Council as well as each respective County’s Board for approval prior to submission to the CTC.

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 first 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 in the month of April. ICTC staff will consult with the Technical Advisory Committee prior to developing the 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 April 23, 2014.

This item is provided for information/discussion and no action is required at this point in time.

Sincerely,

MARK BAZA
Executive Director

Attachment