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 11, 2011 Page 4
   B. Receive and File:
      1. ICTC Board Draft Minutes: May 25, 2011 Page 9
      2. ICTC SSTAC of Imperial Valley Minutes: May 4, 2011 Page 15
      3. ICTC TAC Subcommittee Draft Minutes: May 26, 2011 Page 17

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

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
VI. ACTION CALENDAR

A. Continuing Resolution for the FY 2010-11 Overall Work Program (OWP) and Budget

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

1. Authorize the Chairman to sign the continuing resolution in order to pay interim expenditures of the ICTC prior to the adoption of the Overall Work Plan and Budget for Fiscal Year 2011-12 at the levels set by the Overall Work Plan and Budget for Fiscal Year 2010-11 to allow payment of routine expenses including payroll and vendor expenses at the prior year’s level.

B. Public Transportation Modernization, Improvement and Services Enhancement Account (PTMISEA) Allocation Request—Brawley Bus Transfer Terminal

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

1. Approve the submittal PTMISEA Allocation Request in the amount of $511,000 for the Brawley Bus Transfer Station as an eligible project under the PTMISEA, and declare it as consistent with the regional transportation planning effort.

C. Regional Transportation Improvement Program (RTIP) FY 2010-11 to FY 2015-16 Amendment #10

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

1. Adopt the recommended 2011 RTIP AMENDMENT #10
2. Authorize staff to submit the documentation to SCAG for inclusion into the 2011 RTIP

D. ICTC appointment protocol for SCAG policy committee vacancies

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

1. Review and adopt the Protocol for ICTC Appointments to SCAG Regional Council or Policy Committees

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on Wednesday, July 13, 2011 at 10:30 a.m., at the City of Holtville, Holtville CA.

VIII. ADJOURNMENT
IV. CONSENT CALENDAR

A. APPROVAL OF ICTC MANAGEMENT COMMITTEE MINUTES

MAY 11, 2011
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 11, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chairman Bradshaw called the Committee/Commission to order at 8:15 a.m. Roll call was taken. Introductions were made.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by Sanders, seconded by Ritchie to approve consent items 4A and 4B. Motion carried unanimously.

4A. Approved ICTC Management Committee Minutes for April 13, 2011.

4B. 1. Received and filed ICTC Board Draft minutes for April 28, 2011
2. Received and filed ICTC SSTAC of Imperial Valley Draft Minutes for April 20, 2011
3. Received and filed ICTC TAC of Imperial Valley Draft Minutes for April 28, 2011

V. REPORTS

A. ICTC Executive Director

Mr. Baza’ announcements and updates included:
- There were none.

B. Southern California Association of Governments

Ms. Rosanna Bayon Moore’s announcements and updates included:
- There was great participation at SCAG’s General Assembly.
- A survey will be conducted to member agencies that did not provide input regarding the local sustainable planning tool. Also, as part of the Sustainable Communities Strategies effort, SCAG will be asking for a high quality photograph from all member agencies.
- More information on the joint SCAG, ICTC and IVEDC open house will be provided soon, as well as more information on the signage for our new offices.

C. California Department of Transportation – District 11

- There were none.

D. Committee Member Reports

- Ms. Sanders announced that a Town Hall meeting will be held on May 16th, 2011 from 6:30 – 7:30 p.m. at 385 S. 1st Street in El Centro. Present will be Congressman Filner. Among other topics, the State budget will be discussed.

VI. ACTION CALENDAR

A. Direction on Award of Contract Agreement for Imperial Valley Transit and ADA Paratransit Services - FY 2011-12 through 2015-16
Ms. Williams presented this item to Committee/Commission members. She stated that this has been a working item since January that began with the development of a bid document (RFP). The Request For Proposal (RFP) was solicited and two bids were received. During the Review Committee’s proposal review and scoring process, it was determined that there was one response for both the fixed route and ADA Paratransit service that was determined as complete. This proposal was evaluated and scored based on the criteria established in the RFP. The second proposal received was only for the ADA Paratransit services. This proposal was missing required documentation as specified in the RFP. Therefore, this proposal was not scored and was rejected as non-responsive.

Based on the established criteria, the Review Committee’s evaluation of the proposal received by First Transit, Inc. was found to be highly qualified and capable to perform both the fixed route and ADA Paratransit services. Therefore, this proposal was recommended for consideration pending contract negotiation and Commission approval.

If the award to First Transit Inc. is completed, a transition plan has been developed for the continuation of the ADA Paratransit services currently provided by ARC – Imperial Valley. Per federal requirements, the new operator is required to review qualifications and offer employment to non-management employees of the incumbent operator. In addition, since the name of the existing service is not owned by the ICTC, a new service name, logo and website will be created. ICTC staff is recommending the name of “IVT Access.”

There was some discussion and inquiries. It was determined that upon negotiation, the contract will be for 8 years in the amount of $32 million.

It is requested that the ICTC Management Committee and Commission consider this item for their review and approval, after any public comment that may be received:

1. Proceed with the process to award the contract for the operating agreement for IMPERIAL VALLEY TRANSIT/IMPERIAL VALLEY TRANSIT Blue and Green lines with FIRST TRANSIT INC.:
   a. for the period effective, July 1, 2011 through June 30, 2016 with three one year extensions
   b. with an annual not to exceed annual operating subsidy
   c. with an annual not to exceed 5% marketing allowance
   d. with an annual fuel escalator clause
   e. with performance standards and goals

2. Direct staff to finalize negotiations and return to the Commission with an operating agreement for Imperial Valley Transit /Imperial Valley Transit Blue and Green Lines

3. Proceed with the process to award the contract for the operating agreement for the ADA Paratransit Service with FIRST TRANSIT INC.:
   a. for the period effective, July 1, 2011 through June 30, 2016 with three one year extensions
   b. with an annual not to exceed annual operating subsidy
   c. with an annual not to exceed 5% marketing allowance
   d. with an annual fuel escalator clause
   e. with performance standards and goals
4. Direct staff to finalize negotiations and return to the Commission with an operating agreement for the ADA Paratransit Services.

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

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on Wednesday, June 8, 2011 at 10:30 a.m., at the City of El Centro, El Centro, CA.

VIII. A motion was made by Sanders and seconded by Ritchie to adjourn the meeting. The meeting was adjourned at 8:30 a.m.
IV. CONSENT CALENDAR

B. RECEIVE AND FILE:

ICTC BOARD DRAFT MINUTES:
MAY 25, 2011

ICTC SSTAC OF IMPERIAL VALLEY
DRAFT MINUTES:
MAY 4, 2011

ICTC TAC SUBCOMMITTEE DRAFT
MINUTES:
MAY 26, 2011
IMPERIAL COUNTY TRANSPORTATION COMMISSION
DRAFT MINUTES FOR MAY 25, 2011
6:00 p.m.

VOTING MEMBERS PRESENT:

City of Calipatria Hector Cervantes
City of Calexico John Moreno
City of El Centro Sedalia Sanders (Vice-Chair)
City of Holtville David Bradshaw (Chair)
City of Imperial Mark Gran
City of Westmorland Larry Ritchie
County of Imperial Jack Terrazas
County of Imperial Mike Kelley
Imperial Irrigation District John Pierre Menvielle

NON-VOTING MEMBERS PRESENT:

Caltrans District 11 Bill Figge (alt.)

VOTING MEMBERS NOT PRESENT:

City of Brawley Ryan Kelley

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

OTHERS PRESENT: David Jones, IV Transit; Eric Estell, First Transit; Rosanna Bayon Moore, SCAG; Ross Cather, Caltrans; Kyle Sand, ICTC Counsel; KC Kennedy, ARC-Imperial Valley, Ramon Aguirre, ARC-Imperial Valley; Bill Brunet, County of Imperial; Jerry Santillan, County of Imperial; Elizabeth Varin, IV Press

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 25, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Bradshaw called the Commission meeting to order at 6:07 p.m. Roll call was taken.

II. EMERGENCY ITEMS

A. No emergency items. However at this time a motion was made by Sanders and seconded by Menvielle to move item B from the Action Calendar up as item A, Motion carried unanimously.

III. PUBLIC COMMENTS

There were none.
IV. APPROVAL OF CONSENT CALENDAR

A motion was made by Menvielle and seconded by Gran to approve the consent calendar; Motion carried unanimously.

4A. Approved ICTC Board Minutes for April 27, 2011
4B. Received and filed ICTC Management Committee Draft minutes for May 11, 2011
Received and filed ICTC TAC Draft minutes for April 28, 2011
Received and filed ICTC SSTAC minutes for April 20, 2011
Received and filed ICTC SSTAC Draft minutes for May 4, 2011

V. REPORTS

A. ICTC Executive Director

Mr. Baza had the following announcements and updates:
- Mr. Baza introduced and welcomed new employee David Salgado to the Commissioners. He stated that Mr. Salgado recently graduated from San Diego State University, Imperial Valley Campus with a Master’s Degree in Public Administration and that he was going to be an asset to ICTC.
- Mr. Baza stated that he was very pleased with the results and participation during the Strategic Planning Workshop. More information will follow once a report is received from the consultant group.
- Recently Mayor Don Campbell (Brawley) agreed to participate on one of SCAG’s policy committees. Mr. Baza suggested that ICTC develop a protocol for the appointment of elected officials to SCAG committees that will go through the Commission for approval. Ms. Sanders stated that she had a discussion with Ms. Bayon Moore and Ms. Catherine Hill (league of Cities), and they also agreed that the ICTC governing body should be used as a hybrid for policy committee appointments. It was noted that Supervisor Terrazas’ appointment to the SCAG Regional Council did go through the ICTC for consensus. Ms. Bayon Moore explained the two types of appointments are available to elected officials: SCAG governing body (Regional Council) and SCAG policy committees. Currently there is no one serving on the Transportation Committee.

At this time a motion was made by Gran and seconded by Menvielle to add an item to the agenda that would appoint Mayor Don Campbell to the SCAG policy committee of Community, Economic and Human Development, Motion Carried.

- Mr. Baza stated that a combined open house at the new offices will be held soon and will be working with Ms. Bayon Moore to set a date that works for all three agencies.
- The goal was to bring a budget to the Commission in June but due to work load and other challenges, staff will bringing forth a continuing resolution. Staff will be working on the FY 2011-12 budgets with the goal of bringing it forth in July for approval.
- Ms. Williams stated that she had two updates regarding the Triennial Performance Audit and the Short Range Transit Plan (SRTP) update. The completion and presentation of the Triennial Performance Audit’s reports will be delayed a few months due to injuries sustained in a sporting accident suffered by the project manager with the consultant team. An extension was granted by Caltrans. The SRTP is continuing on its current schedule. The recent bus stop workshops were very successful; the consultant team estimated that they were able to gain feedback from over 200 participants.

B. Southern California Association of Governments (SCAG)

Ms. Rosanna Bayon Moore had the following announcements and updates:
- In preparation for the 2012 Regional Transportation Program (RTP) and Sustainable Communities Strategies (SCS) update, SCAG will be holding two Scoping meetings at their Los
Angeles office with videoconferencing availability at the Imperial office. The meetings will be held from 2 pm to 4 pm and 4 pm to 6 pm on May 26, 2011. A 2012 RTP SCS Workshop will be scheduled for June 22, 2011 from 3 pm to 6 pm at the County Board Chambers, with the ICTC meeting immediately following. The target audience will be planners, elected officials, environmental justice affiliates and the public in general.

C. California Department of Transportation

Mr. Figge had the following announcements and updates:
- Mr. Figge stated that Brawley Stage 2 is open to the public and Stage 3 is on schedule.
- Caltrans has initiated a value analysis study with the City of El Centro and the County of Imperial. The study will look at how Caltrans effectively works with its member agencies. The kick off meeting was held in the month of May. A report will be ready in the month of June and will gladly share it with ICTC.

D. Commission Member Reports

- Mr. Cervantes introduced himself as the newly appointed councilmember to the Calipatria City Council and to the ICTC.
- Ms. Sanders stated that the League of Cities will be meeting Thursday, May 26, 2011 at 6 pm in Calexico, CA. Ms. Sanders commended staff on a successful Strategic Planning Workshop.
- Mr. Terrazas stated that he attended the SCAG meeting last week and that Ms. Bayon Moore continues her efforts recruiting elected officials for SCAG policy committees.
- Mr. Menvielle welcomed Mr. Cervantes to the ICTC Commission and is glad to see IID employees doing public service to their community.
- Mr. Bradshaw also mentioned that he will be attending the League of Cities dinner in Calexico. Also, the City of Holtville will have a flag raising ceremony on Saturday, May 28, 2011 at 5 pm in front of City Hall. The flag pole was damaged during the Easter earthquake and this is a replacement.

VI. ACTION CALENDAR

A. Award of Contract Agreement for ADA Paratransit Services; FY 2011-12 through 2015-16 to First Transit, Inc.

Ms. Williams presented this item to the Commission. She stated that on May 12th, 2011, ICTC staff received direction from the Commission to proceed with contract negotiations and the award of the contracts for the fixed route bus system and the ADA Paratransit bus system to First Transit, Inc.

In review, she stated that the ADA Paratransit Service is the regional complementary service required under the Americans with Disabilities Act and has been in operation since June 1994. The service operates in tandem with Imperial Valley Transit (IVT), with coordinated service schedules and service areas. The service provides wheelchair lift equipped and demand response service for persons with disabilities that cannot utilize the regular bus system. This service is contracted out as a turnkey operation. ARC-Imperial Valley is the current operator. The service has approximately 900 certified passengers and averages 2,000 passenger trips a month.

The background that formulated the decision to go out to bid at this time is as follows:

1. The First Transit contract for the fixed route operation and the ARC Imperial Valley contract for the ADA paratransit operation current contract or extension have expiration dates of Jun 30, 2011.
2. Based upon an audit conducted by the FTA in FY 2009-10, the existing AIM TRANSIT and IVT contract extensions are not eligible for federal funding subsidies effective July 1, 2011 because there are no pricing options in the current agreements for the extension years.

3. From 2006-07 through FY 2010-11 there was a 28% increase over the 5 year period for the cost per hour for the ADA paratransit service and a 13% increase over the 5 year period for the cost per hour for the fixed route.

5. Seek to improve efficiency and economy through consolidated operations
   a. Single dispatching, single customer service
   b. single management
   c. single marketing efforts
   d. introduce technological improvements i.e. scheduling software, cameras on board buses, AVL on board buses

6. Seek improvements to customer service based on small number of reoccurring but increasing complaints for both the fixed route and the ADA paratransit services
   a. Through single dispatch i.e. possibility of real time dispatching
   b. Improve responsiveness/timeliness for passengers
   c. Improve bilingual capabilities of customer service and driver personnel and acknowledge the priority this has in service delivery

7. Seek improvements to independence and self sufficiency by seeking possible options for in house maintenance for support services in the event of an emergency i.e. earthquake, tornado.

The RFP was released in March and ICTC received 2 proposals. The Review Committee rejected the proposal from the incumbent, ARC-Imperial Valley, as it was deemed non-responsive because it was missing required certification and the DBE program documentation. The proposal from First Transit was reviewed and scored as qualified. ICTC staff recommended to the Commission to proceed with award of both contracts to First Transit. On May 11, 2011 the Committee directed staff to proceed with the award.

The features included in this new service contract include the following:
- The continued use of lower emissions ultra low sulfur diesel fuel
- A fuel escalator for diesel fuel prices that exceed $3.80 a gallon
- A 5% marketing allowance (to be developed annually based on available funding per year)
- Replacement of the current seven (7) vehicles with eight (8) new, smaller Paratransit buses
- The continuation of the leased dedicated local facility to accommodate bus parking, office personnel, training and maintenance activities and future long term growth
- Continuation of a web site for certification and eligibility information
- Introduction of the dispatch software “Trapeze”
- Ten (non cumulative) vehicle community service hours per month
- Service efficiencies through consolidated and computerized dispatching with coordination between fixed route and ADA paratransit service
- Centralized facility for services associated with fixed route and ADA services
- Consolidated in house independent maintenance services
- New emission compliant vehicles
- New additional office trailer – dedicated paratransit trailer and emergency response services capabilities
- Increased level of field/street supervision throughout the County
- Local management experience in the operations of fixed route and paratransit operations
Increased exposure, visibility and participation at service club functions and community events
Added value through corporate staff with experience and industry contacts at the national level

Ms. Williams stated that an appeal letter was received from ARC-Imperial Valley on May 20, 2011. Ms. Kennedy, Transportation Director for ARC, read a letter to the Commission. In her letter, Ms. Kennedy stated that the miscommunication with staff was a million dollar mistake. She also stated that ARC will work with ICTC and First Transit staff to ensure a smooth transition. Ms. Kennedy said that it has been an honor to provide quality service for the community, and that it’s not a business to them but rather a pledge to the community.

Ms. Williams then stated that the contract negotiations have been completed and are presented for contract award.

It is requested that the Commission consider the following for their review and approval, after any public comment that may be received:

1. Authorize the Chairman to sign an operating agreement with FIRST TRANSIT, INC. for the continued operation of the ADA Paratransit Service with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:

   A. For the period July 1, 2011 through June 30, 2012, the annual not to exceed subsidy is set at $997,375.
   B. For the period July 1, 2012 through June 30, 2013, the annual not to exceed subsidy is set at $1,006,380.
   C. For the period July 1, 2013 through June 30, 2014 the annual not to exceed subsidy is set at $1,039,076.
   D. For the period July 1, 2014 through June 30, 2015, the annual not to exceed subsidy is set at $1,071,886.
   E. For the period July 1, 2015 through June 30, 2016, the annual not to exceed subsidy is set at $1,105,568.

2. Adopt the revised Performance Goals for the operation of the ADA Paratransit Service

A motion was made by Sanders and seconded by Terrazas, with additional discussion.

There was some concern by Commissioners that the service would be interrupted during the transition process. Mr. Terrazas requested that First Transit management address this issue. Mr. Estell, First Transit Regional Manager, came forward and ensured Commissioners that his staff will provide a smooth transition and make it as seamless as possible for the riders. He also guaranteed that those employees working for AIM Transit will be offered employment.

There was sympathy for the loss of contract for ARC-Imperial Valley by various Commissioners. ARC-Imperial Valley was encouraged to participate in future competitive bids for transit services.

With no further discussion the Motion was carried unanimously.

B. Award of Contract Agreement for Imperial Valley Transit, Imperial Valley Transit Blue and Green Lines; FY 2011-12 through 2015-16 to First Transit, Inc.
It is requested that the Commission consider the following for their review and approval, after any public comment that may be received:

1. Authorize the Chairman to sign an operating agreement with FIRST TRANSIT, INC. for the continued operation of Imperial Valley Transit/Imperial Valley Transit Blue and Green lines with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause:

   Imperial Valley Transit:
   A. For the period July 1, 2011 through June 30, 2012, the annual not to exceed subsidy is set at $2,067,995.
   B. For the period July 1, 2012 through June 30, 2013, the annual not to exceed subsidy is set at $2,206,265.
   C. For the period July 1, 2013 through June 30, 2014 the annual not to exceed subsidy is set at $2,270,357.
   D. For the period July 1, 2014 through June 30, 2015, the annual not to exceed subsidy is set at $2,324,365.
   E. For the period July 1, 2015 through June 30, 2016, the annual not to exceed subsidy is set at $2,396,974.

   Imperial Valley Transit Blue and Green Lines:
   A. For the period July 1, 2011 through June 30, 2012, the annual not to exceed subsidy is set at $566,968.
   B. For the period July 1, 2012 through June 30, 2013, the annual not to exceed subsidy is set at $604,877.
   C. For the period July 1, 2013 through June 30, 2014 the annual not to exceed subsidy is set at $615,965.
   D. For the period July 1, 2014 through June 30, 2015, the annual not to exceed subsidy is set at $630,617.
   E. For the period July 1, 2015 through June 30, 2016, the annual not to exceed subsidy is set at $650,317.

2. Adopt the revised Performance Goals for the operation of the Imperial Valley Transit
3. Adopt the revised Performance Goals for the operation of the Imperial Valley Transit Blue and Green Lines

A motion was made by Moreno and seconded by Menvielle, Motion carried unanimously.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on Wednesday, June 22, 2011 at 6:00 p.m., at the County of Imperial Board Chambers, at 940 W. Main Street, El Centro, CA.

VIII. ADJOURNMENT

Meeting adjourned at 7:07 p.m.
May 4, 2011

Present

Voting Attendees:

- Mike Hack, Consumer (Chair)
- Rebecca Sanchez, Area Agency on Aging (Vice Chair)
- Kathi Williams, CTSA – ICTC
- Cristi Lerma, CTSA – ICTC
- KC Kennedy, ARC – Imperial Valley
- Michelle Schenck-Soto, Imperial County California Children Services (CCS)
- Ted Ceasar, Imperial Valley College (IVC)
- Hedy McNeer, Consumer
- Griselda Martinez, Imperial County Work Training Center

Non-Voting Attendees:

- Jerry Arguelles, City of Calexico
- David A. Jones, Imperial Valley Transit (IVT)
- Isabel Pacheco, Brawley Dial-A-Ride
- Adriana Pacheco, Brawley Dial-A-Ride

1. Chair Hack called the meeting to order at 10:10 AM. A quorum was present. Introductions were made.

2. Minutes adopted for April 20, 2011. (Sanchez/Ceasar) Motion carried.

3. CTSA Reports (reports and updates by Ms. Williams)
   - The Commission met on April 27, 2011 and reviewed the UTN Findings and the SSTAC response. The Commissioners agreed to amend the UTN list to include reinstating Dial-A-Ride services for both weekdays and weekends. If funds become available, the Commission will address this as a priority. Marketing funding was also in question but the Commission will address it as an independent item when the budget for FY 2011-12 is adopted.
   - The Short Range Transit Plan Stakeholder interviews that were held on May 2, 2011 had good attendance. The consultant team will return on May 23, 2011 for the Bilingual Public Workshop that will be held at the County Board Chambers from 6 p.m. to 8 p.m. The Bilingual Bus Stop Workshops will take place on May 24, 2011 beginning at 3rd and Paulin in Calexico and going to Calipatria, Westmorland, Brawley, IVC and 14th and State Streets in El Centro. There continues to be significant outreach efforts thus far.
   - The FTA 5310 grants were approved at the April Commission meeting. Applicants now need to submit to Caltrans by May 6, 2011.
The new ICTC employee will be on board soon and will be introduced at the next meeting.
- The IVT/ Blue and Green Lines had a record month in March with passenger ridership.
- Ms. Williams asked if there were any questions or comments about the new meeting location. There was consensus that we would continue to hold the SSTAC meetings at the ICTC offices until further notice.

4. Operator Reports

- Mr. Jones stated he and the safety manager will be taking courses in Emergency Management through Caltrans.
- There was a question regarding having an increase in ridership due to the high gas prices. Ms. Williams responded that in the contract there is a clause for a fuel escalator and it has been used recently due to the high fee for gas. The question was posed if fares would be increased soon, Ms. Williams responded that staff will wait for the Short Range Transit Plan to be finalized.

5. General Discussion

- None

6. Meeting adjourned at 10:35 a.m.
- The next meeting will be on June 1, 2011 at the ICTC offices, located at 1405 N. Imperial Ave., Suite 1, El Centro, CA 92243.
The meeting was called to order by Chairperson Veronica Atondo at 10:07 a.m. A quorum was present. Introductions were made.

A motion was made to change the order of the agenda and move number 6, SCAG updates, to number 3. (Brunet/Hamby) Motion Carried.

A motion was made to adopt the April 28, 2011 minutes, as amended. (Hamby/Brunet) Motion Carried.

SCAG Updates / Announcements
Ms. Bayon Moore’s updates and announcements included:
- The General Assembly in La Quinta had strong participation from Imperial County.
There are currently SCAG policy committee vacancies. Mayor Don Campbell (Brawley) was appointed to the Community, Economic and Human Development Committee. Ms. Bayon Moore is hoping that all policy committee vacancies are filled in the future.

In preparation for the 2012 Regional Transportation Program (RTP) and Sustainable Communities Strategies (SCS) update, SCAG will be holding two Scoping meetings at their Los Angeles office with videoconferencing availability at the Imperial office. The meetings will be held from 2 pm to 4 pm and 4 pm to 6 pm on May 26, 2011. A 2012 RTP SCS Workshop will be scheduled for June 22, 2011 from 3 pm to 6 pm at the County Board Chambers, with the ICTC meeting immediately following. The target audience will be public works directors, planners, elected officials, environmental justice affiliates and the public in general.

For any questions on any of these announcements you can contact Ms. Bayon Moore at moorer@scag.ca.gov.

4. ICTC Staff Updates / Announcements

Ms. Williams had the following announcements and updates:
- The Triennial Performance Audit is still underway. The schedule has been delayed by 60 days and a final report will be available in September.
- The Short Range Transit Plan is also underway. A Public Workshop was held at the County Board Chambers and had no attendance, however the very next day Bus Stop Workshops were conducted at various bus stops in Imperial County and at least 200 riders were interviewed. It proved to be a very effective way to gather information. The SRTP will look at the existing conditions, budget, constraints, etc.; it is a basic document for planning activities.
- Items discussed and took action at the Commission meeting the night before were both the IVT fixed route and the ADA Paratransit service. Both contracts were awarded to First Transit.
- At the Strategic Planning Workshop it was discussed and agreed that staff would begin to work on a competitive bid for the Dial-A-Ride services. Staff will start to develop a scope of work beginning September/October timeframe, with an adopted contract for July 1, 2012. All current DAR contracts should be extended until June 30, 2012. Staff would like to develop a committee with representatives from each of the cities.

Mr. Baza had the following announcements and updates:
- Mr. Baza introduced and welcomed new employee David Salgado. He stated that Mr. Salgado recently graduated from San Diego State University, Imperial Valley Campus with a Master’s Degree in Public Administration and that he is going to be an asset to ICTC.
- Another item that was important to Commissioners and City Managers during the Strategic Planning session was that ICTC should be more visible by making presentations to the community. Mr. Baza said that he will create a presentation that will be able to be used by himself or Commissioners if necessary.
- ICTC along with SCAG and IVEDC will be having an open house in July or August.
- In regards to the Local Transportation Authority (LTA), there is interest by member cities to bond for the next 20 years. All cities seem interested and the LTA Board will be the approving body of bond financing. Ms. Williams mentioned that if there will be any updates or changes to the 5 year expenditure plan they must also be approved by the LTA Board.
- There were 3 names submitted to the LTA Board for the Oversight Committee. Those individuals are Robertta Burns, former CEO for the County of Imperial; John Lau, Vice
President of Business Services at IVC; and Harry Orf anos, retired former Director of Public Works.
- Chair Atondo commended staffs efforts for the bus stop workshops.

5. Caltrans Updates / Announcements

Mr. Medina had the following announcements and updates:
- Mr. Medina requested some feedback as to how to discuss the delivery of projects. Whether to meet individually with the cities or at the TAC meeting. There was consensus that they should be discussed at the TAC because many of the agencies have similar projects and the TAC forum is a good way to share ideas, however if an agency has questions they should meet separately. Ms. Martins stated that Caltrans offered them an office space at the local maintenance yard on Adams Ave. Caltrans staff will be available twice a month to assist agencies with all their questions. Mr. Baza stated that ICTC offices are also available to Caltrans if they need to meet with agencies.
- Mr. Medina stated that there have been difficulties clearing the environmental process and with Right of Way for the bridge project on Forrester Rd. Mr. Medina suggested that ICTC write a letter of support.
- Invoicing is keeping Caltrans local assistance staff very busy.
- Discretionary grants were due May 25, 2011.
- There will be a Call For Projects and training for the Federal Safe Routes to School program. Applications are due July 15, 2011. A review committee will need to be formed. It was requested that ICTC staff be a part of the review committee.
- For all other updates you can access the local assistance portion of the Caltrans website. Mr. Medina stated that he will try and keep updates focused on project specific items.
- Mr. Medina provided TAC members with an updated Local Assistance Obligation Plan, dated 5/25/11. He went down the list and updated agencies on their specific projects.

6. The next meeting for the ICTC TAC is scheduled for June 23, 2011 at the IID Water Control Conference Room at 10:00 a.m.

Meeting adjourned at 11:35 a.m.
VI. ACTION CALENDAR

A. CONTINUING RESOLUTION FOR THE FY 2010-11 OVERALL WORK PROGRAM (OWP) AND BUDGET
June 2, 2011

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

SUBJECT: Continuing Resolution for the FY 2010-11 Overall Work Program (OWP) and Budget

Dear Members of the Committee:

The ICTC adopted its first Overall Work Program and Budget on June 23, 2011. The OWP and Budget for FY 2011-12 is under development but not ready to submit for approval at this time. It is anticipated that the budget will be submitted for approval on July 27, 2011.

Attached is a continuing resolution for the interim period of time in order to meet commitments with vendors, contractors and payroll for the interim period of time.

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

1. Authorize the Chairman to sign the continuing resolution in order to pay interim expenditures of the ICTC prior to the adoption of the Overall Work Plan and Budget for Fiscal Year 2011-12 at the levels set by the Overall Work Plan and Budget for Fiscal Year 2010-11 to allow payment of routine expenses including payroll and vendor expenses at the prior year’s level.

Sincerely yours,

MARK BAZA
Executive Director

BY: Kathi Williams
Administrative Analyst III

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
RESOLUTION ________ OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

AUTHORIZATION FOR AND APPROVING INTERIM EXPENDITURES PRIOR TO THE
ADOPTION OF THE OVERALL WORK PLAN AND BUDGET FOR FY 2011-12

WHEREAS, the ICTC adopts an annual budget representing a financial plan for conducting the affairs of the ICTC for the fiscal year beginning July 1, 2010 and ending June 30, 2011; and

WHEREAS, the proposed Overall Work Plan and Budget for Fiscal Year 2011-12 will be submitted to the ICTC Commission at the meeting of July, 27, 2011; and

WHEREAS, the proposed Overall Work Plan and Budget for Fiscal Year 2011-12 includes several expenditures that must be undertaken prior to the adoption of the Overall Work Plan and Budget for Fiscal Year 2011-12;

THEREFORE BE IT RESOLVED by the Commissioners of the ICTC hereby approves interim expenditures of the ICTC prior to the adoption of the Overall Work Plan and Budget for Fiscal Year 2011-12 at the levels set by the Overall Work Plan and Budget for Fiscal Year 2010-11 to allow payment of routine expenses including payroll and vendor expenses at the prior year’s level.

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on ________________________________.

By: ________________________________
Chairman

ATTEST:

By: ________________________________

CRISTI LERMA
Secretary to the Commission
VI. ACTION CALENDAR

B. PUBLIC TRANSPORTATION, MODERNIZATION, IMPROVEMENT AND SERVICES ENHANCEMENT ACCOUNT (PTMISEA) ALLOCATION REQUEST-BRAWLEY BUS TRANSFER TERMINAL
June 3, 2011

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

SUBJECT: Public Transportation Modernization, Improvement and Services Enhancement Account (PTMISEA) Allocation Request—Brawley Bus Transfer Terminal.

Dear Committee Members:

PTMISEA is a program created by SB 1266, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Prop 1B). Of the $19.925 billion available to Transportation, PTMISEA is expected to be comprised of $3.6 billion dollars available to transit operators over a ten-year period Statewide.

Funds are to be used for Public Transportation Modernization, Improvement and Service Enhancements. The funding is to be distributed by formula, based on population and fare-box revenue, to transit operators for capital projects. The formula distribution will follow the existing State Transit Assistance program.

ICTC staff are pleased to submit and sponsor a revised application on behalf of the City of Brawley. This is an application for funding for regional public transit transfer facilities within the City. The City recently received a federal congressional award in the FTA Section 5309 Bus and Bus facilities program. The previous PTMISEA request was for the allocation of $75,000 in PTMISEA funding which would be utilized for the local match amount to the federal congressional award. This allocation request now for approximately $511,000.00, is for additional funding available under the PTMISEA program for construction.

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

1. Approve the submittal PTMISEA Allocation Request in the amount of $511,000 for the Brawley Bus Transfer Station as an eligible project under the PTMISEA, and declare it as consistent with the regional transportation planning effort

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORELAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
RESOLUTION__OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES FOR THE PUBLIC TRANSPORTATION
MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT
(PTMISEA) BOND PROGRAM

WHEREAS, the ICTC is an eligible project sponsor and may receive state funding from the State’s
Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA)
now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing
agency to abide by various regulations; and

WHEREAS, Senate Bill 88 (2007) named the Department of Transportation (Department) as the
administrative agency for the PTMISEA; and

WHEREAS, ICTC desires to apply for said financial assistance to permit the continued operation and
development of projects in support of public transit service in ICTC’s service area; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing
PTMISEA funds to eligible project sponsors (local agencies); and

WHEREAS, the ICTC wishes to delegate authorization to execute these documents and any
amendments thereto to the Executive Director or his designee;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the ICTC that the fund recipient
agrees to comply with all conditions and requirements set forth in the Certification and Assurances
document and applicable statutes, regulations and guidelines for all PTMISEA funded transit projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Executive Director or his designee be
authorized to execute all required documents of the PTMISEA program and any Amendments thereto
with the California Department of Transportation.

PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on

By: ________________________________
Chairman

ATTEST:

By: ________________________________

CRISTI LERMA
Secretary to the Commission

Ksw/projects/ptmisc/gy/2010-11 resolution 2011
VI. ACTION CALENDAR

C. REGIONAL TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) FY 2010-11 TO FY 2015-16, AMENDMENT #10
June 8, 2011

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

SUBJECT: Regional Transportation Improvement Program (RTIP) FY 2010-11 to FY 2015-16 Amendment #10

Dear Committee Members:

The Federal Highway Administration (FHWA) recently approved the new 2011 Regional Transportation Improvement Program (RTIP) submitted by the Southern California Association of Governments (SCAG) for inclusion in the 2011 Federal Transportation Improvement Program (FTIP).

This RTIP Amendment #10 will redistribute funds from FY 08-09 to projects in the City of Imperial; an update to the Brawley Transit Transfer Terminal project that includes the redistribution of ARRA FTA 5311 funds; and program High Risk Rural Road Program (HR3) funds to the City of Westmorland. Projects are listed as part of the 2011 RTIP and are submitted to SCAG (along with amendments to existing project programming) by the ICTC on a periodic basis in the form of amendments to the adopted RTIP.

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

1. Adopt the recommended 2011 RTIP AMENDMENT #10

2. Authorize staff to submit the documentation to SCAG for inclusion into the 2011 RTIP

Sincerely yours,

MARK BAZA
Executive Director

Attachment

KW/ds/cl

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
<table>
<thead>
<tr>
<th>Agency</th>
<th>Project ID</th>
<th>Title/Description</th>
<th>Changes Requested</th>
<th>Amendment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imperial</td>
<td>IMP050507</td>
<td>Rehabilitation of <strong>Aten Rd.</strong> (2.25 miles) from Vilore Way to Cross Rd. and signalization of one intersection; Phase one in FY 2007/08 of signalization and Phase two in FY 2008/09 of rehabilitation</td>
<td><strong>Cost Increase</strong>&lt;br&gt;-Add RSTP Funds in FY 2010-11 in the amount of $142 in CON.&lt;br&gt;-Add City Funds in FY 2010-11 in the amount of $23 in CON.</td>
<td>Cost Increase</td>
</tr>
<tr>
<td>Imperial</td>
<td>IMP090105</td>
<td>Rehabilitation and Reconstruction of existing pavement on <strong>Barioni Road</strong> from B Street to P Street</td>
<td><strong>Cost Increase</strong>&lt;br&gt;-Add ARRA Funds in FY 2010-11 in the amount of $202 in CON.&lt;br&gt;-Add Agency Funds in FY 2010-11 in the amount of $49 in CON.</td>
<td>Cost Increase</td>
</tr>
<tr>
<td>Imperial</td>
<td>IMP070928</td>
<td>Rehabilitation and Reconstruction of existing pavement on <strong>P Street</strong> from Barioni to 13th</td>
<td><strong>Cost Increase</strong>&lt;br&gt;-Add RSTP Funds in FY 2010-11 in the amount of $237 in CON.&lt;br&gt;-Add Agency Funds in FY 2010-11 in the amount of $31 in CON.</td>
<td>Cost Increase</td>
</tr>
<tr>
<td>Westmorland</td>
<td>IMP110601</td>
<td><strong>South Center Street</strong>- from Baughman Rd. to SR 78/86 construct median island; install traffic calming devices; install in-pavement crosswalk lights and flashing school crossing signs</td>
<td>New Project&lt;br&gt;- Add <strong>Federal High Risk Rural Roads Program (HR3)</strong> funds in FY 2012-2013 in the amount of $756 to CON&lt;br&gt;- Add Agency Funds in FY 2012-13 in the amount of $100 to CON</td>
<td><strong>NEW PROJECT</strong></td>
</tr>
<tr>
<td>Agency</td>
<td>Project ID</td>
<td>Title/Description</td>
<td>Changes Requested</td>
<td>Amendment Reason</td>
</tr>
<tr>
<td>--------</td>
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</tr>
</tbody>
</table>
| Brawely | IMP090106 | Transfer Transit Terminal in the City of Brawley | Cost Redistribution  
- Decrease existing ARRA - FTA 5311 funds in FY 08-09 in ROW from 470 to 156  
- Increase ARRA - FTA 5311 funds in FY 08-09 from 151 to 183 in ENG  
- Increase ARRA - FTA 5311 funds in FY 08-09 CON from 0 to 281 in CON | Cost redistribution |
|        |            |                   | Total Project cost $620 | ROW funds programmed determined to be in excess of actual need by City of Brawley |
VI. ACTION CALENDAR

D. PROTOCOL FOR ICTC APPOINTMENTS TO SCAG REGIONAL COUNCIL OR POLICY COMMITTEES
June 7, 2011

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

SUBJECT: Protocol for ICTC Appointments to SCAG Regional Council or Policy Committees

Dear Committee Members:

The Imperial County Transportation Commission (ICTC) currently does not have a protocol for the appointment of elected officials, both from City Councils or Board of Supervisors, to the Southern California Association of Governments (SCAG) Regional Council or their Policy Committees. Attached for your review are SCAG policy documents that describe the roles and responsibilities of the Regional Council and different policy committees, and the established protocol for Regional Council District Representatives Election Procedures. It is the intent of staff that a protocol be considered and adopted for all future appointments. The proposed protocol is noted below:

Notification Process

1. Thirty days in advance of the appointment, ICTC shall communicate in writing via email or U. S. mail to City Clerks and Board Clerks the vacancies on SCAG policy committees. ICTC shall request that City Clerks and Board Clerks post the notice and notify the elected officials of the respective governing bodies of the call for candidates.

2. The notice shall at minimum include the following:
   a. Description of the vacancy and associated responsibilities, including the expressed expectation for quarterly reporting to ICTC
   b. Date, time and location of ICTC meeting at which the SCAG appointment shall occur
   c. Instructions for submitting names, including a deadline by which candidate names can be submitted to ICTC

3. At least 2 weeks prior to the appointment, a second written notice shall be distributed via email or U. S. mail to City Clerks and Board Clerks, identifying the candidate names under consideration and restating the date, time and location of ICTC meeting at which the SCAG appointment shall occur. ICTC shall request that City Clerks and Board Clerks post this notice upon receipt.
Appointment Procedure

1. Appointments shall take place at a regularly scheduled meeting of the ICTC. The ICTC Chair shall consider all candidates and recommend to ICTC the preferred candidate for the full body to take action to appoint.
2. Proxy votes are not permitted.
3. Nominations from the floor shall not be permitted.
4. Elected officials from non-member (SCAG) jurisdictions are not eligible to be candidates.

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

A. Review and adopt the Protocol for ICTC Appointments to SCAG Regional Council or Policy Committees

Sincerely yours,

MARK BAZA
Executive Director

MB/cl

Attachments
Vision Statement

An international and regional planning forum trusted for its leadership and inclusiveness in developing plans and policies for a sustainable Southern California.

Mission Statement

Under the guidance of the Regional Council and in collaboration with out partners, our mission is to facilitate a forum to develop and foster the realization of regional plans that improve the quality of life for Southern California.

Core Values

Collaboration - SCAG fosters collaboration through open communications, cooperation and a commitment to teamwork.

Service - SCAG’s commitment to service and leadership is second to none.

Trust - The hallmark of SCAG is trust and is accomplished through a professional staff, transparency in decision making and objectivity and accuracy in our day-to-day work.

Revolutionary - SCAG is revolutionary in our thinking to achieve a cutting edge work program that is emulated by others.

Sustainability - SCAG works with our partners and local governments to achieve a quality of life that provides resources for today’s generation while preserving an improved quality of life for future generations.

Empowering - The empowering of staff occurs to reward initiative, confidence and creativity while promoting inclusionary decision-making.

Rewarding - SCAG promotes a work environment that allows for professional and personal growth, recognizes astounding achievement, and makes a positive difference in the lives of the staff and the community.
ARTICLE II: GUIDELINES AND PRINCIPLES FOR THE CONDUCT OF SCAG REGIONAL COUNCIL AND COMMITTEE MEETINGS (Amended April 5, 2009)

Section 1

1.1 Time of Meetings: Unless otherwise determined by the President or the Regional Council, the Regional Council, the Executive/Administration Committee and the Policy Committees shall meet regularly on the first Thursday of each month with the actual time of said meetings to be determined by the President and respective Policy Committee Chair. Additional meetings may be called in accordance with the Bylaws. (Art. V, Sec. A (3))

SCAG REGIONAL COUNCIL

As SCAG's 84 member governing board, the Regional Council conducts the affairs of SCAG; implements the General Assembly's policy decisions; acts upon policy recommendations from SCAG policy committees and external agencies; appoints committees to study specific problems and programs; and amends, decreases or increases the proposed budget to be reported to the General Assembly.

ARTICLE V - REGIONAL COUNCIL

A. Regional Council Organization: There shall be a Regional Council of the Association which shall be organized as set forth below and which shall be responsible for such functions as are hereinafter set forth:

(1) Membership: The membership of the Regional Council shall be comprised of: one (1) representative from each member county Board of Supervisors, except for the County of Los Angeles which shall have two (2) representatives; one (1) representative from the Tribal Government Regional Planning Board, who shall be a locally elected Tribal Council member from a federally recognized Tribal Government within the SCAG region; one (1) representative from each District; the Mayor of the City of Los Angeles serving as the Los Angeles City At-Large Representative; one (1) general purpose local government elected representative, defined as either an elected city council member or member of a County Board of Supervisors, from the governing boards of each of the six (6) County Transportation Commissions ("CTC"); one (1) local government elected representative from one of the five (5) Air Districts within SCAG to represent all five (5) Air Districts operating within the SCAG region; and one (1) local government elected representative from the Transportation Corridor Agencies (TCA).

Terms of Office:

(b) The terms of District representatives who represent even-numbered Districts shall be two (2) years and shall expire in even-numbered years. Terms of District representatives who represent odd-numbered Districts shall be two (2) years and shall expire in odd-numbered years.

ARTICLE VI: STIPENDS, EXPENSE REIMBURSEMENTS, AND OTHER GENERAL FUND EXPENDITURES

Section 1: Regional Council Stipend and Meeting Expense Policy

1.1 Regional Council (RC) members shall receive a minimum $120 stipend for attendance and travel to SCAG sponsored meetings or other SCAG business as authorized by the Regional Council. Regional Council members may also receive reimbursement for public transit expenses or a mileage reimbursement based on travel distance between the member’s seat of government and SCAG’s downtown Los Angeles offices. Parking at SCAG’s downtown Los Angeles office will be validated for RC Board members.

1.10 Elected official representatives appointed by the President to SCAG policy committees or task forces shall serve with compensation. Elected official representatives to SCAG policy committees or task forces are eligible to receive a $120.00 stipend for up to four (4) meetings per month pursuant to signing the meeting attendance form.

Section 2: Regional Council Travel Policy

(Amended April 7, 2005, September 2, 2004, November 1, 2001; Adopted June 6, 1996)

2.4 Any Regional Council member or elected official representative to policy committees that is required to travel 75 miles or more one way to attend a SCAG meeting at the main SCAG office in Los Angeles or are on the Executive / Administration Committee can be reimbursed for overnight lodging costs not to exceed $150.00 + taxes. This provision does not apply to attendance at the General Assembly or retreat.
SCAG POLICY COMMITTEES

E. Policy Committees

(1) Membership:

(a) The Policy Committees may include as voting members the following: Regional Council members; one (1) representative from the California Department of Transportation; local government elected representatives from each of the general purpose subregional organizations as established under Article V(A)(1)(a)(5) of these Bylaws; and one (1) duly appointed board member, who is a general purpose local elected official from an agency with which the Association has a statutory or Memorandum of Understanding relationship.

(2) Appointments to Policy Committees: The President with regard to each Policy Committee shall:

(a) Appoint all Regional Council members to one (1) of the Policy Committees for two (2) year terms. In making such appointments, the President shall to the extent practicable appoint an equal number of members to each policy committee taking into consideration regional representation, geographical balance, diversity of views and other factors deemed appropriate by the President.

(b) Appoint to the Policy Committees members representing public agencies which have a statutory or Memorandum of Understanding relationship with SCAG. The members shall be appointed for two (2) year terms based on a written request from the agency's governing board. Appointments shall be limited to one (1) representative from each public agency. In making such appointments, the President shall consider regional representation.

Transportation Committee

The role of the Transportation Committee is to study problems, programs and other matters which pertain to the regional issues of mobility, air quality, transportation control measures and communications, and make recommendations on such matters to the Regional Council.

Major programs that are under the purview of Transportation Committee are Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Aviation, Highway, Transportation Finance and Transportation Conformity.

Energy & Environment Committee

The Energy & Environment Committee considers environmental and energy issues of regional significance, including but not limited to air quality, water quality, solid and hazardous waste, habitat preservation, environmental justice, and environmental impact analysis.

Community, Economic & Human Development Committee

The role of the Community, Economic and Human Development Committee is to study problems, programs and other matters which pertain to the regional issues of community, economic and human development and growth. This
committee reviews projects, plans and programs of regional significance for consistency and conformity with applicable regional plans.

The CEHD Committee has oversight of the Growth Visioning and Growth Forecasting processes, as well as the Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy.

Attachments:

DATE: June 2, 2011

TO: Regional Council

FROM: Joann Africa, Chief Counsel, africa@scag.ca.gov, (213) 236-1928

SUBJECT: Regional Council District Representative Election Procedures

EXECUTIVE DIRECTOR’S APPROVAL: [Signature]

RECOMMENDED ACTION:
Approve the proposed revised Regional Council District Representative Election Procedures and incorporate the same into the Regional Council Policy Manual.

EXECUTIVE SUMMARY:
In an effort to improve SCAG’s policies, attached are proposed revised Regional Council District Representative Election Procedures for the review and the approval of the Regional Council. These revised procedures are intended to replace the current procedures outlined in Article I, Section 1.1 of the Regional Council Policy Manual (a copy of which is attached herein as Attachment 1) and seeks to incorporate the supplemental procedures which have been followed in the past by SCAG staff and the Subregional Coordinators from the various subregional organizations within SCAG regarding the conduct of these elections. These proposed revised District Representative Election Procedures were reviewed by the Subregional Coordinators, and their comments and input have been incorporated into these procedures.

STRATEGIC PLAN:
This item supports SCAG’s Strategic Plan, Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective b: Develop external communications and media strategy to promote partnerships, build consensus and foster inclusiveness in the decision making process.

BACKGROUND:
Each year, elections are conducted for Regional Council District representatives, which are facilitated by the Subregional Coordinators of the various subregional organizations within SCAG. While SCAG currently has in place procedures to guide the election process, set forth in Article I, Section 1.1 of the Regional Council Policy Manual, these official procedures have in the past been annually supplemented by additional procedures provided by SCAG staff to the Subregional Coordinators (see, sample memorandum included as Attachment 2).

In an effort to improve and provide clarity to the District Representative election process, staff has prepared the proposed revised District Representative Election procedures (see Attachment 3), which incorporates the supplemental procedures. These revised procedures are intended to replace the procedures currently outlined in Article I, Section 1.1 of the Regional Council Policy Manual. These revised procedures were previously reviewed by the Subregional Coordinators, whose input has been incorporated.
FISCAL IMPACT:
Work on these proposed revised Election procedures are funded by the Legal Department’s Indirect Cost Budget (WBS#810-0120.09).

ATTACHMENTS:
2. Sample Memorandum related to supplemental election procedures
3. Proposed Revised District Representative Election Procedures
ARTICLE I: REGIONAL COUNCIL PROCEDURES
(Amended November 6, 2008; May 8, 2008; Effective May 3, 2007; Adopted March 1, 2007)

Section 1

1.1 District Representative Election Procedures: Upon establishment of Districts by the Regional Council, an election of a District representative for each District shall be held as set forth below.

A. For purposes of this section 1.1, a quorum shall be recorded votes from at least two-thirds (2/3) of the SCAG Member Cities in each District.

B. District representative elections shall take place not later than one (1) month prior to the annual General Assembly meeting for applicable District election years or as otherwise set forth by the Regional Council.

C. District representatives for each District shall be elected by their peers from among locally elected city council members of cities who are members of SCAG within a District by a majority vote of a quorum. The District shall conduct the election and tabulate the results of said election at regular meetings of formally or informally constituted local government associations, division meetings of the League of California Cities and/or special meetings requested by all SCAG Member Cities within a District. Notwithstanding the above, in the event one or more SCAG Member Cities in a District are located a substantial distance from the location where the election is to take place, the SCAG Member Cities in the District may permit one or more SCAG Member Cities to participate in such election by video teleconferencing or other telephonic means pursuant to procedures adopted by the Regional Council and the Ralph M. Brown Act (commencing with Section 54950 of the California Government Code) ("Brown Act").

Section 2

2.1 Regional Council Meetings:

A. Notice for Regional Council meetings shall be provided in accordance with the Brown Act.

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1 These procedures were formerly SCAG Bylaws provisions, which were moved from the Bylaws into this separate Regional Council Policy Manual, pursuant to Regional Council action on March 1, 2007 and SCAG Bylaws Amendment #3 approved by the General Assembly on May 3, 2007.
MEMO

TO: 
FROM: 
DATE: January 12, 2010
SUBJECT: 2010 SCAG Regional Council District Representative Elections

The time is approaching for Regional Council (RC) District Representative elections for even-numbered districts. The term of office for current Regional Council Members representing even-numbered districts will expire at the conclusion of the General Assembly on May 6, 2010.

Please schedule an election for including the cities of and

DISTRICT REPRESENTATIVE ELECTION PROCEDURE

Candidates
- All elected officials serving on city councils from SCAG member cities within the District are eligible candidates.

Election Notice
- The subregional organization is required to communicate to each city mayor and councilmember in the SCAG District the date, time and location of the SCAG District election at least 30 days prior to the election.
- The election should be scheduled in connection with a regularly scheduled subregional governing board meeting.
- The election notice should also be sent to the City Clerk in each city with the District with a request to post the election notice.

The election notice is a two-step process. The first notice calls for candidates within two weeks from the notice date, and establishes the election date, time and location. The second notice within two weeks of the election includes the candidate’s names and repeats the election date, time and location. The District elections should take place no later than one (1) month prior to the annual General Assembly, scheduled for May 6, 2010. The first meeting of the new Regional Council representative will be on May 7, 2010 at the Regional Council retreat.
**Election Procedure**

- District Representatives shall be elected by a majority of a quorum. A quorum is defined as at least one (1) elected official from 2/3 of the member cities within a district.  
  **Example:** If District X is comprised of 6 cities, than at least 1 elected official from 4 of those member cities within the district must be present to constitute a quorum. When a quorum is present, the election may be conducted. All elected officials from all member cities can vote.  
- Please note that proxy votes are not permitted.  
- Also note that elected officials from non-member cities are not eligible to vote or to be candidates.  
- If there is only one candidate, that individual shall be declared the SCAG District Representative without having to conduct an election.
Proposed Revisions to Article 1, Section 1.1 of the Regional Council Policy Manual

1.1 District Representative Election Procedures:

The following shall serve as procedures for the election of a District representative for each SCAG Regional Council District.

A. District representative elections shall take place no later than the month prior to the annual General Assembly meeting for applicable District election years or as otherwise set forth by the Regional Council, except in the case of special elections of District representatives.

B. District representatives for each District shall be elected by their peers from among the local elected officials of SCAG member cities within a District by a majority vote of a quorum. For purposes of these procedures, "local elected officials" shall mean all mayors and city council members of SCAG member cities. All local elected officials serving on city councils from SCAG member cities within the District are eligible candidates for the election of the District representative. Subregional organizations shall conduct the election and may seek the assistance of SCAG staff, if necessary.

C. The subregional organization is required to communicate to each local elected official of SCAG member cities in the applicable Regional Council District the date, time and location of the SCAG District election. Communication may be provided either by electronic mail or by U.S. postal mail. The election should be scheduled in connection with a regularly scheduled subregional governing board meeting, or other local government association meeting (e.g. League of California Cities Division meeting).

D. The election notice is a two-step process. This first notice is a call for candidates, allowing for local elected officials to submit their names as a candidate for the District representative seat within two weeks from the date of this notice, and establishes the proposed election date, time and location. The second notice provides the names of the candidates and confirms the election date, time and location, and should be communicated within two weeks of the date of the election. The first notice and the second notice may be communicated by the subregional organization to the local elected officials by either electronic mail or by U.S. postal mail, provided, however, that a hard copy of the second notice shall also be sent by U.S. postal mail to the City Clerk in each city within the District with a request to post this notice prior to the date of the election.

E. The Regional Council District representative shall be elected by a majority of a quorum. A quorum is defined as at least one (1) local elected official from 2/3rds of the member cities within a District. For example, if District X is comprised of six member (6) cities, then at least one (1) local elected official from four (4) of the member cities within District X must be present to constitute a quorum.
When a quorum is present, the election may be conducted. Nominations from the floor shall not be permitted. All local elected officials from all member cities can vote. Local elected officials may also participate in the election by teleconferencing or video-conferencing into the meeting, provided that all applicable rules of the Ralph M. Brown Act are followed. Proxy votes are not permitted. If there is only one candidate, that individual shall be declared the District representative without having to conduct an election.

F. These procedures shall not be applicable for Regional Council Districts which comprise a single city (e.g. Regional Council Districts #14 (Irvine), #16 (Santa Ana), #19 (Anaheim) and #64 (Huntington Beach), or cities which have multiple Regional Council Districts (e.g. the Cities of Los Angeles and Long Beach).

G. Special elections are elections resulting from a vacancy of the District representative seat. These procedures may be followed for special elections of District representatives, but may be revised by the subregional organization based upon the circumstances. For example, the timing of the two-step process of the election notice may be shortened by the subregional organizations, if necessary.