CALL TO ORDER AND ROLL CALL

EMERGENCY ITEMS

A. Discussion/Action of emergency items, if necessary.

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.

APPROVAL OF CONSENT CALENDAR

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

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

1. Adopt the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2012-13 grant application and all supporting documentation, and, submit the application to Caltrans.
D. Application for Federal Transit Administration (FTA) Section 5317 Program Funds for FY 2013-14 and FY 2014-15

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

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

V. REPORTS

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

VI. ACTION CALENDAR

A. Med-Express Services No Show/LateCancellation Policy and Appeals Process – DRAFT

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

1. Review and approve the ICTC Med-Express No Show/Late Cancellation Policy and Appeals Process.
2. Direct staff to promulgate the Med-Express No Show/Late Cancellation Policy and Appeals Process in English and Spanish between April 1 and April 30, 2013.
3. Direct staff to implement the Med-Express Services No Show/Late Cancellation Policy and Appeals Process effective May 1, 2013.

B. FY 2013-14 Community Based Transportation Planning Grant (CBTP) submittal for Regional Safe Routes to School Master Plan

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

1. Adopt the attached resolution authorizing the Executive Director or his designee to develop and submit the FY 2013-14 Community Based Transportation Planning (CBTP) Grant application and all supporting documentation for the Imperial County Regional Safe Routes to School Master Plan
2. Direct staff to submit the grant application to SCAG and Caltrans.
3. Direct staff to include the cash match amount of $13,125 in the upcoming FY 2013-14 ICTC Overall Work Program Budget and Finance Plan


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

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

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on Wednesday, April 10, 2013 at 10:30 a.m., at the City of El Centro, El Centro, CA.

VIII. ADJOURNMENT

A. Motion to Adjourn
IV. APPROVAL OF CONSENT CALENDAR

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

B. RECEIVE AND FILE:

1. ICTC BOARD DRAFT MINUTES:
   FEBRUARY 27, 2013

2. ICTC TAC COMMITTEE MINUTES:
   JANUARY 24, 2013

3. ICTC SSTAC COMMITTEE DRAFT MINUTES:
   MARCH 6, 2013
IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE

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

VOTING MEMBERS PRESENT:

City of Brawley  Rosanna Bayon Moore
City of Calexico  Oscar Rodriguez
City of El Centro  Ruben Duran (Chair)
City of Holtville  Alex Meyerhoff (Vice-Chair)
City of Imperial  Marlene Best
County of Imperial  Joe Picazo for Ralph Cordova

(Non-voting) ICTC  Mark Baza

STAFF PRESENT:  Kathi Williams, David Salgado, Cristi Lerma, Beatriz Cruz

OTHERS PRESENT:  Sam Amen; Caltrans

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, February 13, 2013 together with staff reports and related documents attached thereto and incorporated therein by reference.

I.  CALL TO ORDER AND ROLL CALL

Chairman Duran called the Committee meeting to order at 10:39 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 Rodriguez seconded by Picazo to approve consent items 4A through 4C.  Motion carried unanimously.

A.  Approved ICTC Management Committee Minutes for January 9, 2013
B.  Received and filed:
   1.  ICTC Board Draft minutes for January 23, 2013
C.  Specific Transit Operator Fiscal Reports FY 2010-11 – AIM Transit, Med-Express, West Shores Dial-A-Ride
It was requested that the ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:

1. Received and filed the Transportation Development Act and other fiscal audits for the Imperial County Transportation Commission for FY 2011-12

V. INFORMATION / DISCUSSION CALENDAR

A. ICTC Overall Work Program (OWP) and Budget Update FY 2012-2013

The FY 2012/2013 Imperial County Transportation Commission (ICTC) Overall Work Plan (OWP) and Budget was presented and approved by the Commission on June 27, 2012. A budget update was presented for review and recommendation prior to finalization for presentation to our ICTC Board.

The OWP and Budget is divided into the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management.

This budget contains six full-time positions to manage the programs and services. The full-time positions includes one Office Assistant, the Secretary/Clerk to Commission, three transportation planner positions from entry-level to senior-level in classifications (responsible for: Regional Transportation Planning and Programming, and Transit Planning, Programming, Contracts and Transit Service Administration), and the Executive Director.

The budget also includes funding for consultant services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, HR activities and legal counsel. In addition, consultant services are identified for our on-going planning, programming, and transit programs.

This item was presented for informational purposes and to receive input on the format. It was the intention to send this item to the ICTC Commission for their information.

A revised handout was distributed. Ms. Williams described the changes.

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<tr>
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<table>
<thead>
<tr>
<th>Expenses</th>
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<tr>
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<td>$17,793,040</td>
<td>105.53%</td>
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</tr>
</tbody>
</table>

Ms. Best stated that it was easily understood. Mr. Rodriguez stated that an adopted policy for the operations reserve would be beneficial. Also, create a policy giving the Executive Director the authority if it’s within the approved budget. There was no opposition to go forward to the Commission with a budget amendment.

B. Sea Port Air Lines Services Update
Mr. Geoff Dale from Sea Port Airlines was present to give a brief update regarding the new contract Imperial County Airport attained. He said that service to Burbank will begin on May 1, 2013 with 2 flights to Burbank and 2 flights to San Diego Monday through Saturday. There will be no Sunday service. Starting March 1, 2013 there will be 5 rounds of flights to San Diego at the price of $39.90 per trip. After that prices may vary from $75.00 to $109.00 per trip. Mr. Dale also stated that if the flights get full, Sea Port will get another plane if necessary.

VI. REPORTS

A. ICTC Executive Director

Ms. Williams and Mr. Salgado had the following announcements and/or updates:
- Two new vehicles were funded by FTA 5317 New Freedom funds for IVT and IVT Access, as well as two supervisor positions. The vehicles are MV4 vehicles that will serve the public in an emergency, specifically if a wheelchair passenger is left behind.
- Both the El Centro and Brawley Transfer Terminals are under construction and proceeding at a rapid rate.
- The consultant team and interested parties for the Red, Orange and Gold Line study will have a meeting on February 21, 2013 at the ICTC offices. An agenda will be forthcoming.
- The UTN Hearing met on January 24, 2013. There was good participation, especially from the IVC student body. The second meeting will be held on February 28, 2013 at the same location.

Mr. Baza had the following announcements and/or updates:
- A press release will be released soon regarding the new IVC Express route. This expedited request was done to alleviate the overcrowding in Calexico from students going to IVC. The riders guide is now posted on the IVT website.
- A meeting was held in the City of Calexico for the potential move of bus stops on 3rd and Paulin to 3rd and Heber.
- Staff is currently working with the County of Imperial to put benches and shelters in Niland.
- Caltrans had scheduled traffic counts in Brawley traveling through the city on February 5-7th, 2013. Raw data will be available in about 3-4 weeks. Caltrans also installed a changeable message sign notifying vehicles to use the Brawley Bypass.
- The Imperial County/Mexicali working group has been very proactive group and there are changes being made in the short future that will make a positive impact on border crossing for autos and pedestrians.

B. Southern California Association of Governments (SCAG)

- Nothing to report, Mr. Oliva was not present

C. California Department of Transportation – District 11

Mr. Amen had the following updates:
- Caltrans Planning Grants for FY 2013-14 are due to Caltrans by April 2, 2013, 5:00 p.m.
- A local assistance package was given to the group with other updates.
- There is a section in MAP 21 indicating the closure of nonfunctional rest areas. The location on Hwy 111 in Calipatria will be under review. The closure may also be due to close proximity to city limits (3 miles from Calipatria).
- The Dogwood project is still on schedule. Right of Way is 95% complete. The design is in the final comment stage with comments due by February. There will be lighting over the bridge. The CTC will be meeting to approve/allocate the construction funds.
- The SR-98 project (railroad section) is still in design and should be completed by June 2013. Mr. Amen said that their just waiting for CPUC approval.
- The Caltrans maintenance station in El Centro will be re-opening in June.
- Final phase of the Andrade sidewalk improvements is underway.

D. Committee Member Reports

- Ms. Bayon Moore inquired about the IVC/SDSU planning study. Mr. Baza stated that the grant was approved and procurement is scheduled for the summer. The goal is to have a inter campus circulator.
- Ms. Bayon Moore thanked all for attending the groundbreaking for the Brawley Transit Terminal.
- Ms. Best thanked everyone who attended the State of the City Address. She is excited with the new projects coming downtown including the transit center.
- Mr. Rodriguez stated that the intermodal transfer study should include a bus stop at the Grand Plaza Outlets. He stated that staff if waiting on SCAG for procurement.
- Mr. Meyerhoff stated that a Safe Routes to School workshop is scheduled in the City of Holtville on February 25, 2013 from 9:30 a.m. to 1:00 p.m.

VII. ACTION CALENDAR

A. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Fiscal Year 2012-2016, Modification #2

IVT is the public fixed route bus system operated by First Transit, Inc. The ICTC administers and manages the fixed route contract on behalf of the member agencies. The service operates in tandem with IVT ACCESS for persons with disabilities, with coordinated service schedules and services areas. There currently is an average of 58,000 passenger trips a month, Monday through Saturday. The services are provided by a fleet of 40 ft. and 22 ft. ramp or wheel chair lift equipped buses.

In accordance with the FY 2013-14 Unmet Transit Needs Public Hearing process conducted on January 24, 2013, ICTC staff have coordinated two immediate service adjustments in order to relieve overcrowding on the morning trips on the IVT Express route from Calexico to IVC.

1. The operator, First Transit Inc. has agreed to provide one trip effective February 11th, through February 28th (Monday through Thursday) at 7:00AM at no cost to ICTC.
2. The operator, First Transit Inc. and ICTC staff have negotiated cost and an additional annual subsidy amount for 45 additional service hours on Mondays through Thursdays for the remaining four months of this fiscal year. The additional service hours would be effective March 1, 2013 through June 28, 2013 less holidays and the spring break. The trip would operate at 7:00AM in bound to IVC. The total additional subsidy for this is $2,750.00.

A longer term solution to this issue is still under review by staff. Staff recommendations will be contained within the response to the Unmet Transit Public hearing process, which will come before the Commission in the March/April 2013 time frame.

Funding for these service increases is derived from the State’s Transportation Development ACT (TDA) Fund, the State Transit Assistance Fund, as well as, the Federal Transit Administration (FTA) and is available in the FY 2012-13 ICTC Overall Work Program and Budget adopted on June 27, 2012.

ICTC staff recommends that the ICTC Management Committee forward this item to the Commission for their review and approval after public comment, if any:
1. Authorized the Chairperson to sign the modification #2 to the Fixed Route Transit Services Operating Agreement with First Transit Inc. for the continued operation of Imperial Valley Transit for the period effective July 1, 2012 through June 30, 2016, for the not to exceed subsidy as listed:

   a. For the period July 1, 2012 through June 30, 2013, the annual not to exceed subsidy is set at $2,272,228.
   b. For the period July 1, 2013 through June 30, 2014, the annual not to exceed subsidy remains at $2,372,306.
   c. For the period July 1, 2014 through June 30, 2015, the annual not to exceed subsidy remains at $2,429,778.
   d. For the period July 1, 2015 through June 30, 2016, the annual not to exceed subsidy remains at $2,506,777.

A motion was made by Rodriguez and seconded by Picazo, Motion carried unanimously.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held tentatively on March 13, 2013 at the City of Calipatria, Calipatria, CA.

IX. ADJOURNMENT

A. Meeting adjourned at 11:57 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 February 27, 2013 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Terrazas called the Commission meeting to order at 6:03 p.m. Roll call was taken.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

A. There were none.

IV. APPROVAL OF CONSENT CALENDAR

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

A. Approval of ICTC Board Draft Minutes: January 23, 2013
B. Received and Filed:
   1. ICTC Management Committee Minutes: January 9, 2013
   2. ICTC TAC Committee Draft Minutes: January 24, 2013
C. ICTC Agency Program Audits for FY 2011-12
1. Received and filed the Transportation Development Act and other fiscal audits for the Imperial County Transportation Commission for FY 2011-12.

V. INFORMATION / DISCUSSION CALENDAR

A. Sea Port Air Lines Service Update
   1. Mr. Dale was not present for this presentation. However, Mr. Baza and Ms. Sanders gave a brief update on the topic. The Commission requested that Mr. Dale return with an update in April.

B. New River Strategic Plan
   1. A Power Point presentation on the New River Improvement Project Strategic Plan was given by Mr. Miguel Figueroa of the Calexico New River Committee.
      a) AB 1079 was signed into law on October 11, 2009. AB 1079 established a Technical Advisory Committee to prepare a Strategic Plan to restore and/or clean up the river. AB 1079 also requires that the California-Mexico Border Relations Council adopt the Strategic Plan.
      b) The Technical Advisory Committee along with the Steering Committee developed a Project Work Plan. The Work Plan consisted of several ad hoc committees to assist in the creation of the Strategic Plan. The Strategic Plan addressed cumulative and severe problems and also identified that specific water problems are unique to specific reaches.
      c) The Strategic Plan consists of 4 priorities:
         (1) Quantification of current and projected New River water quality impairments and their threat to public health.
         (2) Prioritization of the actions necessary to protect public health and to meet New River water quality objectives and other environmental goals, such as improving the quality of water flows into the Salton Sea.
         (3) Identification of potential funds for the implementation of the project, and potential lead agencies that would be responsible for environmental review of activities related to the cleanup and restoration of the New River.
         (4) A plan for a river parkway.
      d) The summary of recommendations include the following:
         (1) Conveyance and Disinfection Facility (Calexico)
         (2) Keep implementing programs that work:
            (a) SWRCB and RWQCB Nonpoint Source Pollution Control Programs
            (b) ICFB’s Voluntary Total Maximum Daily Load Compliance Program
            (c) IID’s Drain Water Improvement Program
            (d) Regional Water Board’s silt and pathogen TMDLs
            (e) State and regional Water Board’s regulatory programs to control discharges of waste from wastewater treatment plants and urban storm water run off
         (3) The Calexico Parkway Project

For more information about his presentation you may visit the website at www.calexiconewriver.org
VI. REPORTS

A. ICTC Executive Director
Mr. Baza had the following announcements:
- Allocations received for CMAQ were less than previously approved. Staff will be developing recommendations and present those to the TAC Committee at the next meeting.
- Mr. Baza will be attending the Border Liaison Mechanism meeting in San Diego. Mr. Baza will present our regions challenges with funding for the port expansion and ask for support as ICTC pursues the PP2 partnership with the County of Imperial and City of Calexico. The Imperial County/Mexicali working group has been very proactive group and there are changes being made in the short future that will make a positive impact on border crossing for autos and pedestrians.

Mr. Salgado had the following announcements:
- Two new vehicles were funded by FTA 5317 New Freedom funds for IVT and IVT Access, as well as two supervisor positions. The vehicles are MV4 vehicles that will serve the public in an emergency, specifically if a wheelchair passenger is left behind.
- Both the El Centro and Brawley Transfer Terminals are under construction. Mr. Salgado showed pictures of their progress.

Ms. Williams had the following announcements:
- The UTN Second Meeting is scheduled for February 28, 2013 at 4 p.m. at the IID Board Chambers. Panel members confirmed their attendance.
- The consultant team for the Red, Orange and Gold Line study is moving forward. Public workshops and stakeholders meetings will be taking place shortly. Staff is waiting to hear back from cities for their availability.

B. Southern California Association of Governments (SCAG)
Mr. Baza had the following announcements, in Mr. Oliva’s absence:
- Applications for SCAG’s 2013 Scholarship Program are due March 8, 2013. Mr. Oliva stated that he has been visiting local High Schools in hopes that there are more applicants this year.
- The SCAG General Assembly is scheduled for May 2-3, 2013 in Palm Desert at the JW Marriot. Mr. Terrazas stated that it would be great to see a elected representative form every agency from Imperial County at the General Assembly.
- New Call For Projects for FY 13-14 for the Sustainability Program.
- The Policy Committees will be swearing in new members in March and will begin their term in the Fall.

C. California Department of Transportation (Caltrans)
Mr. Figge had the following announcements:
- Greater efforts to advertise for the Brawley Bypass are underway. Posters were created that will be posted throughout specifically at brokers agencies in Calexico. There is still no data available from the recent traffic counts by Caltrans in the Brawley area. Mr. Ritchie did indicate that he has seen less traffic since then.

D. Commission Member Report
- The City of Brawley will be having an event titled “Taking back Main” on April 27, 2013 to promote business in Brawley.
- Mr. Kuhn stated that any issues with IID please contact him.
The City of Holtville will be kicking off their two weeks of Carrot Festival festivities with a Battle of the Bands on Saturday, February 2, 2013 at the Barbara Worth Country Club.

Mr. Gran thanked everyone for their support during the City of Imperial tri-tip cook-off and market days. The next Farmer’s Market is scheduled for March 23, 2013.

Ms. Sanders stated that the PM3 Board approved Brawley’s applications. She also stated that the League of Cities will be meeting tomorrow evening after the UTN Meeting in Westmorland at the Town Pump.

Mr. Predmore stated that the City of Holtville has been chosen for a Safe Routes To School Pilot Program. He also said that the foundation was poured for a new store “Desert Baja Tire” in Holtville, the first one in 20 years.

VII. ACTION CALENDAR

A. ICTC Overall Work Program (OWP) and Budget Update FY 2012-2013 and Amendment #1

The Fiscal Year (FY) 2012/2013 Imperial County Transportation Commission (ICTC) Overall Work Plan (OWP) and Budget was presented and approved by the Commission on June 27, 2012. The OWP and Budget is divided into the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management.

This budget contains six full-time positions to manage the programs and services. The full-time positions includes one Office Assistant, the Secretary/Clerk to Commission, three transportation planner positions from entry-level to senior-level in classifications (responsible for: Regional Transportation Planning and Programming, and Transit Planning, Programming, Contracts and Transit Service Administration), and the Executive Director.

The budget also includes funding for consultant services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, HR activities and legal counsel. In addition, consultant services are identified for our on-going planning, programming, and transit programs.

The attachment illustrates the mid-year budget position for the Commission. There have been some changes in revenue estimates. This is most notable for the federal grant as the Federal Transit Administration has indicated that the revenue apportionment for the FTA 5307grant has increased. In addition, there are contract modifications and an increased TDA apportionment for the Brawley Transfer terminal.

The ICTC Management Committee met on February 13, 2013 and forwarded this item to the Commission for their review and approval, after public comment if any:

1. Accepted the FY 2012-13 Overall Work Program and Budget Midyear Update
2. Approved the Budget Amendment Request #1

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

B. IMPERIAL VALLEY TRANSIT (IVT) – Fixed Route Transit Services Operating Agreement, Fiscal Year 2012-2016, Modification #2

IVT is the public fixed route bus system operated by First Transit, Inc. The ICTC administers and manages the fixed route contract on behalf of the member agencies. The service operates in tandem with IVT – ACCESS for persons with disabilities, with coordinated service schedules and services areas. There currently is an average of 58,000
passenger trips a month, Monday through Saturday. The services are provided by a fleet of 40 ft. and 22 ft. ramp or wheel chair lift equipped buses.

In accordance with the FY 2013-14 Unmet Transit Needs Public Hearing process conducted on January 24, 2013, ICTC staff have coordinated two immediate service adjustments in order to relieve overcrowding on the morning trips on the IVT Express route from Calexico to IVC.

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A longer term solution to this issue is still under review by staff. Staff recommendations will be contained within the response to the Unmet Transit Public hearing process, which will come before the Commission in the March/April 2013 time frame.

Funding for these service increases is derived from the State’s Transportation Development ACT (TDA) Fund, the State Transit Assistance Fund, as well as, the Federal Transit Administration (FTA) and is available in the FY 2012-13 ICTC Overall Work Program and Budget adopted on June 27, 2012.

The ICTC Management Committee met on February 13, 2013 and forwarded this item to the Commission for their review and approval, after public comment if any:

1. Authorized the Chairperson to sign the modification #2 to the Fixed Route Transit Services Operating Agreement with First Transit Inc. for the continued operation of Imperial Valley Transit for the period effective July 1, 2012 through June 30, 2016, for the not to exceed subsidy as listed:
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   c. For the period July 1, 2014 through June 30, 2015, the annual not to exceed subsidy remains at $2,429,778.
   d. For the period July 1, 2015 through June 30, 2016, the annual not to exceed subsidy remains at $2,506,777.

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

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Imperial County Transportation Commission will be held on March 27, 2013 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 the meeting by Hodge and seconded by Gran, Motion carried. Meeting adjourned at 7:28 p.m.
The meeting was called to order by Vice-Chair Terry Hagen at 10:04 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the minutes for December 13, 2012 (Wells/Campos) Motion Carried.

3. Election of Chair and Vice Chair

   A motion was made to elect the City of Brawley as the Chairperson (Campos/Wells) Motion Carried Unanimously.

   A motion was made to elect the City of Holtville as the Vice-Chair (Wells/Sullivan) Motion Carried Unanimously.

4. ICTC Updates / Announcements (Presentation by ICTC staff)
A. Request For Authorization (RFA) submittal timelines, update by Ms. Mendoza
- A handout was distributed that gave an overview of the FY 12/13 Call For Projects programming.
- FY 12/13 RFAs are due to Caltrans, District 11 on March 15, 2013.
- CMAQ projects can be submitted anytime because they are exempt from EPA sanctions.

B. EPA Sanctions Update, update by Ms. Mendoza
- The federal register indicates that the EPA has made an interim final determination to stay sanctions. It is effective January 7, 2013, however comments will be accepted until February 6, 2013. If all goes as planned, the stay will be achieved on that date.

Other updates / announcements included:

Mr. Salgado had the following announcements:
- The UTN Hearing is scheduled for January 24, 2013 at 3 p.m. at the IID Board Chambers. Panel members confirmed their attendance.
- The City of El Centro had its groundbreaking for the Transfer Transit Terminal on January 8, 2013. Completion of the construction is anticipated to be done by December 2013.
- The City of Brawley will be having its Transit Transfer Terminal Groundbreaking Ceremony on January 30, 2013 at 10:30 a.m.
- The YCAT Turquoise Route 10 started this month from Yuma to El Centro. Staff will monitor the system for ridership and report periodically.
- The consultant team for the for the Red, Orange and Gold Line study had its kick off meeting on January 17, 2013 at the ICTC offices.
- Imperial Valley Transit hired a new General Manager, Charles Brockwell.

Ms. Mendoza had the following announcement:
- Andrew More from Miovision expressed interest in presenting to the TAC at its next meeting. The TAC members were amenable to the idea.

5. SCAG Updates / Announcements
- Caltrans Planning Grants for FY 2013-14 are due to Caltrans on April 2, 2013 (5 p.m.) via email. However, if applying, intent to apply with project information is due to SCAG by February 15, 2013 (5 p.m.) via email and the application is due to SCAG by February 28, 2013 (5 p.m.). Mr. Baza requested to be cc’d on the email to SCAG with intent to apply. ICTC would like to be a partner in this process. Caltrans will be providing training on January 31, 2013 from 8 a.m. to 1 p.m. and videoconferencing will be available at the local ICTC/SCAG offices.
- Applications for SCAG’s 2013 Scholarship Program are due March 8, 2013. Mr. Oliva stated that he has been visiting local High Schools in hopes that there are more applicants this year. The applications are available on the website. One person from Imperial County will be awarded a SCAG scholarship.
- SCAG will be offering GIS hours. SCAG staff Javier Aguilar will be servicing Imperial County. Training will be held on January 30, 2013 from 9 a.m. to 12 p.m. at the local ICTC/SCAG offices.
- The SCAG General Assembly is scheduled for May 2-3, 2013 in Palm Desert at the JW Marriot.

6. Caltrans Updates / Announcements
- Mr. Medina had the following updates:
- A Tentative Caltrans District 11 Call For Projects Schedule was provided by Mr. Medina.
- A Draft Obligation Plan was provided and Mr. Medina asked for all to review it and report any changes or discrepancies as soon as possible.
- The California Department of Transportation is hosting regional forums to discuss the implementation efforts as the result of MAP 21. The forums are open to local and regional city governmental officials, staff as well as special interest organizations. The location of the meetings and an agenda will be released upon registration. While the event is free, we are limited in space and need to ensure we can accommodate our audience. The schedule is:
  January 29, 2013 from 10:00 - 12:00 - Oakland, CA
  January 30, 2013 from 10:00 - 12:00 - Los Angeles, CA
  January 31, 2013 from 1:00 - 3:00 - Fresno, CA
  February 6, 2013 from 1:00 - 3:00 - Redding, CA (this meeting will be webcast)

You do not need to register for the February 6th webcast. A link to the Live Webcast will be available 24-hours prior to the meeting.
Registration information can be found at the following link:
http://www.dot.ca.gov/hq/transprog/map21/map21_events.htm

- Caltrans has been revamping the LAPM Chapter 10 since 2011 to provide more clarification and direction to local agencies who deal with consultant contracts.

- In DLA-OB 11-12 issued December 02, 2011, Caltrans revised portions of Chapter 10 to raise the simplified acquisition threshold from $100,000 to $150,000 for making small purchases of supplies and services per 48 CFR 2.101.

In DLA–OB 12-03 issued on June 20, 2012, Caltrans published a major update to the Consultant Selection chapter which had not been updated since May 1, 2006.

DLA-OB 12-03B issued on November 30, 2012, Caltrans revised LAPM Chapter 10 to conform to Title 23 of CFR, Section 172.7 which states that “Contracting agencies shall use the indirect cost rate established by a cognizant agency audit for the cost principles contained in 48CFR Part 31 for the consultant.” This revision made other refinements to Chapter 10 as well. Several audit-related Exhibits have been replaced, revised or newly created process.

- This policy is in effect immediately for all projects authorized for Preliminary Engineering after July 1, 2012, and for all projects with A&E consultant contracts awarded after September 1, 2012. Regardless of project authorization or contract award date, starting January 1, 2013, all A&E consultant contracts submitted to Caltrans Audits and Investigations will need to follow the new risk-based audit procedures contained in the revised LAPM Chapter 10 attached to this Office Bulletin.

- This is applicable to all local assistance funded A&E consultant contracts.

- Caltrans is currently working on more revisions to Chapter 10. These revisions are expected to be published on January 31, 2013.

- The upcoming Federal-Aid Training Series will incorporate more clarification on the Conflict of Interest topic when it relates to consultants operating in a Management Role. The training in District 11 will be around March 11, 2013.

- Status of Awards and Project Close-Outs and Invoices will be provided.

- Mr. Campos asked if they could provide training on indirect cost agreements. Mr. Medina stated that he would ask his supervisor to see about a formal training.
7. FHWA Essentials Videos – Acquisition and Negotiation

A short video was presented regarding Acquisition and Negotiation. The FHWA website has many valuable videos at http://www.fhwa.dot.gov/federal-aidessentials/indexofvideos.cfm that may be used as a resource including evaluating good faith efforts.

8. SLPP Program – Request For Authorization (RFA) submittals

All of the 10 allocation requests received by Local Assistance have been transmitted to HQ and will be placed on the agenda for the CTC to vote on March 5, 2013. There is another review that HQ Local Assistance performs on these projects before the CTC Liaison adds them to the list of agenda items. These projects are tabulated below:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Project Description</th>
<th>Allocation Amount</th>
<th>Date (D-11 To HQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brawley</td>
<td>Road Rehabilitation on Eastern Avenue</td>
<td>$624,540</td>
<td>12/19/2012</td>
</tr>
<tr>
<td>*Calexico</td>
<td>Road Rehabilitation on various –Heber, Heffernan, Paulin</td>
<td>$400,000</td>
<td>01/14/2013</td>
</tr>
<tr>
<td>*Calexico</td>
<td>Road Rehabilitation on 5th St. –Heber to Imperial</td>
<td>$515,237</td>
<td>01/14/2013</td>
</tr>
<tr>
<td>Calipatria</td>
<td>Road Rehabilitation on Lake Avenue –Elder and Bowles</td>
<td>$132,967</td>
<td>12/19/2012</td>
</tr>
<tr>
<td>El Centro</td>
<td>Road rehabilitation –El Centro -various streets</td>
<td>$1,036,525</td>
<td>12/27/2012</td>
</tr>
<tr>
<td>Holtville</td>
<td>Road Rehabilitation on Grape Avenue -4th to 5th</td>
<td>$160,641</td>
<td>12/19/2012</td>
</tr>
<tr>
<td>Imperial City</td>
<td>Road Reconstruction on South N St. –Barioni &amp; 5th</td>
<td>$384,106</td>
<td>01/16/2013</td>
</tr>
<tr>
<td>Imperial County</td>
<td>Road Rehabilitation on Willoughby Rd –Dogwood and Clark</td>
<td>$650,000</td>
<td>12/21/2012</td>
</tr>
<tr>
<td>Imperial County</td>
<td>Road Rehabilitation on Dogwood Rd –Willoughby to McCabe</td>
<td>$900,816</td>
<td>12/21/2012</td>
</tr>
<tr>
<td>Westmorland</td>
<td>Road Rehabilitation on 6th &amp; G St</td>
<td>$68,168</td>
<td>12/27/2012</td>
</tr>
</tbody>
</table>

*Allocation Request was missing the Project Management Certification. HQ may require it.

The link to the 2013 CTC meeting agendas is:

The agendas are usually published on the web at least a week prior to the meeting. For example, the CTC agenda vote list for 01/08/13 was uploaded on 12/28/12.
- http://www.dot.ca.gov/hq/transprog/ctcliaison.htm

9. General Discussion / New Business
- None

10. Meeting adjourned at 11:48 a.m.
- The next meeting will be held on February 28, 2013 at 10 a.m. at the ICTC Offices.
1. Chair Martinez called the meeting to order at 10:04 am. A quorum was present. Introductions were made.

2. Minutes adopted for January 2, 2013 (Hack/Ramirez) **Motion Carried.**

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

   Mr. Salgado stated that the UTN hearing was held on January 24, 2013. At the hearing Ms. Leticia Vizcarra read the first letter the SSTAC created. The second meeting was held on February 28, 2013 and the “Findings” were adopted by the Panel. A copy of the “Findings” and the priority order were then provided to SSTAC. Mr. Salgado stated that the SSTAC needs to develop a response to the “Findings” in the form of a letter. A motion was made using last year’s letter as a sample to keep the introductory paragraphs the same, and the remove #2 and #3, and add the items in this years’ adopted Priority Order list as items #2 through #5 on the SSTAC letter (Kennedy/Hack), **Motion Carried.**
Below are the items as described in the letter:

1. **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.**

2. **SSTAC concurs with the “Finding VII” to implement two additional trips between Calexico and IVC on the IVC Express, to reduce overcrowding in FY 2013-14.**

3. **SSTAC concurs with the “Finding VIII” to implement four additional trips on Imperial Valley Transit in the Primary Corridor; Brawley to Calexico, on Saturdays for FY 2013-14.**

4. **SSTAC concurs with the “Finding IX” to implement 35 minute headways on Imperial Valley Transit between Calexico and El Centro in FY 2013-14.**

5. **SSTAC concurs with the “Finding X” to implement four new trips on Imperial Valley Transit in the Primary Corridor; Brawley to Calexico, on Sunday for FY 2013-14.**

4. **FTA 5317 letter of support for ICTC**

   Mr. Salgado stated that ICTC is applying for this grant for a second year. The prior year the grant allowed for the purchase of two MV1 buses for IVT/IVT Access and the addition of an ADA Supervisor position. He stated that the New Freedom grant program is for services in addition to those required by the Americans with Disabilities Act. ICTC is requesting that the SSTAC create a letter of support (Ramirez/Leon) **Motion Carried.**

5. **Med Express No Show and Late Cancellation Policy**

   Mr. Salgado stated that an ad hoc committee was originally created to draft a No Show and Late Cancellation Policy for IVT Access as a measure to reduce no shows and late cancellations. No policy was in effect for the Med Express. In order to reduce no shows for the Medexpress, an ad hoc committee was used to create to draft a policy for Med Express service. The committee consisted of Mr. Salgado, Ms. Kennedy, Ms. Schenck-Soto and Ms. Arambula.

   Ms. Kennedy stated that ARC has already established a new prepay policy upon reservation that has eliminated almost all no shows. She stated that previously, clients called to make a reservation as a last resort but would not bother to call and cancel. The prepay policy has mostly eliminated that problem.

   The draft policy indicated that on the “Fifth Occurrence in a 30 day timeframe” a person who is reinstated after a six month suspension, that person shall be permanently suspended from the service. Ms. Ramirez felt that the penalty seemed too harsh. A motion was made to adopt the Med Express No Show and Late Cancellation policy with a revision, as stated: remove the word “permanently” and insert the words “for one year” between suspended and from on the Fifth Occurrence section of the policy. It should read as:
“Fifth Occurrence: In the event of a fifth No-Show/Late Cancellation that occurs after reinstatement of service following a six month suspension, a letter will be sent by ICTC and individual shall be suspended for one year from the Paratransit service.” (Ramirez/Montes)

Motion Carried.

Mr. Hack had some concerns about the policy as well. Ms. Kennedy indicated that as long as individuals call to cancel, there will be no issues. Also, there is an appeals process that one can follow if they feel the decision was unjust.

6. CTSA Reports

- Mr. Salgado stated that the Commission at its last meeting adopted a budget amendment that covered issues including regarding IVC students request for additional trips to and from Calexico and IVC. An additional trip in the AM and an additional trip in the PM were implemented and there has been positive feedback from the students, IVC faculty and IVT staff. There were also some concerns at IVC about students jostling to board the bus but IVC has taken care of this by having a security guard present.
- Mr. Salgado stated that IVT and IVT Access received two MV1 vehicles that will be used to support both services for individuals left behind due to capacity, specifically for those in wheelchairs.
- Mr. Salgado stated that staff has been meeting with the consultant that will be conducting the circulator study. He said once the Gold Line, Red Line and Orange lines are implemented overcrowding may be alleviated.

7. Operator Reports

- Brawley Dial-a-Ride: Ms. Pacheco stated that they will be contacting the City soon to establish a revised No Show/Late Cancellation Policy.
- Calexico Dial-a-Ride: Mr. Chatel stated that their 3 buses continue to be very busy all week, Sunday through Saturday.
- El Centro Dial-a-Ride: Nothing to report.
- Imperial Dial-a-Ride: Nothing to report
- Imperial Valley Transit: Mr. Chatel stated that the new IVC express bus route at 7 a.m. is getting 15-20 on board daily. He also said that staff will be working with ICTC staff to adjust the schedule to coincide with the IVC schedule for next school year.
- IVT Access: Mr. Chatel stated that since the No Show / Late Cancellation Policy was adopted denials have gone down immensely. He said that denials are about 10 per month.

8. General Discussion

- On behalf of IVC, Mr. Ceasar thanked ICTC and IVT staff for the funding and implementation of a new IVC Express Route before formal authorization.
- Ms. Kennedy stated that this year is ARC’s 40th Anniversary. An Open House will be held later this year to celebrate.
- Mr. Hack stated that the 18th Annual People’s First of Imperial Valley Conference will take place at a future date at the Barbara Worth Country Club.

9. Adjournment

- The next meeting of the SSTAC will be on April 3, 2013.
- Meeting adjourned at 10:55 p.m.
C. APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5311 PROGRAM FUNDS FOR FY 2012-13
March 8, 2013

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

SUBJECT: Application for Federal Transit Administration (FTA) Section 5311 Program Funds FY 2012-13

Dear Committee Members:

The Federal Transit Administration (FTA) Section 5311 program provides an annual source of rural grant funding to offset operational costs within an identified rural area for mass transit purposes as specified by the Legislature. The rural grant program is administered by Caltrans, who has issued a call for projects, for grants that are due by April 5, 2013.

The Commission previously approved the annual FY 2012-13 Budget and Finance Plan on June 27, 2012. FTA 5311 Rural Transit Grant Funds in the amount of approximately $310,062 are to be applied to IMPERIAL VALLEY TRANSIT, the countywide transit system.

The IMPERIAL VALLEY TRANSIT budget fund #7416001-531075 includes the following for FY 2012-13:

- Operating Cost: $3,808,234
- Less Fares Anticipated: $554,894
- Less LTF/STAF (State) Revenue: $1,359,223
- Less 5307 (Federal urban) grant revenue: $1,584,055
- Less 5311 (Federal rural) grant revenue: $310,062

NET COST $ 0

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval.

1. Adopt the attached resolution authorizing the Executive Director to sign the FTA 5311 FY 2012-13 grant application and all supporting documentation, and, submit the application to Caltrans.

Sincerely yours,

MARK BABA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

Attachment

MB/ksw/ds
RESOLUTION ______ OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

AUTHORIZING THE FILING OF APPLICATIONS FOR FEDERAL
TRANSPORTATION FUNDING, WITH THE CALIFORNIA DEPARTMENT OF
TRANSPORTATION FOR ASSISTANCE AS AUTHORIZED BY 49 U.S.C. CHAPTER
53, TITLE 23 UNITED STATES CODE; UNDER FTA SECTION 5311, FOR USE
WITHIN THE REGIONAL COUNTY-WIDE TRANSIT SYSTEM

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through
the Federal Transit Administration to support operating assistance projects for non-urbanized public
transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F); and

WHEREAS, the California Department of Transportation (Department) has been designated by the
Governor of the State of California to administer Section 5311 grants for transportation projects for
the general public for the rural transit and intercity bus; and

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

WHEREAS, ICTC has programmed the FTA 5311 funds in the Regional Transportation
Improvement Program (RTIP); and

WHEREAS, ICTC has the requisite combination of state and local funding sources committed to
provide the required local share; and

WHEREAS, ICTC has sufficient funds to operate the vehicles and equipment utilized or purchased
under this project or operate the service, as applicable; and

WHEREAS, ICTC has, to the maximum extent feasible, coordinated with other transportation
providers and users in the region (including social service agencies); and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the ICTC does hereby
authorize:

1. That the Executive Director or his designee, to file and execute applications on behalf of
   ICTC with the Department to aid in the financing of capital/operating assistance projects
   pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1F), as amended.

2. That the Executive Director or his designee is authorized to execute and file all certification
   of assurances, contracts or agreements or any other document required by the Department.

3. That the Executive Director or his designee is authorized to provide additional information as
   the Department may require in connection with the application for the Section 5311 projects.
4. That the Executive Director or his designee is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 project(s).

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
IV. APPROVAL OF CONSENT CALENDAR

D. APPLICATION FOR FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5317 PROGRAM FUNDS FOR FY 2013-14
March 8, 2013

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

SUBJECT: Application for Federal Transit Administration (FTA) Section 5317 Program Funds
FY 2013-14/FY 2014-15

Dear Committee Members:

The Federal Transit Administration (FTA) Section 5313 “New Freedom” program provides a source of grant funding to offset costs within an identified area for mass transit purposes as specified by the Legislature. The grant program is administered by Caltrans, who has issued a call for project applications that are due by April 19th, 2013.

The State wide competitive grant covers the FY 2013-14 and FY 2014-15 fiscal years. The maximum amount available per year is $200,000. New Freedom funds can be used to support up to 80 percent (80/20 match) capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance. For the grant cycle Transportation Development Credits (Toll Credits) can still provide the local share for eligible expenditures.

ICTC submitted an FTA 5317 grant previously and received funding in FY 2012-13 to offset expenses for an ADA Supervisor position within IVT Access, additional service hours, drivers and MV1 type vehicles. This grant in 2013 would be for the continuation of the expenses for those additional operational costs.

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

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

Sincerely yours,

MARK BAZA
Executive Director

BY: Kathi Williams
Senior Transit Planner

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL

T:\Projects\ICTC\FTA 5317 FY2013-14 MC

28
RESOLUTION OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

AUTHORIZING THE FILING OF APPLICATIONS FOR FEDERAL TRANSPORTATION FUNDING, WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR ASSISTANCE UNDER FEDERAL TRANSIT ADMINISTRATION PROGRAM SECTION 5317, FOR USE WITHIN THE REGIONAL COUNTY-WIDE TRANSIT SYSTEM

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support operating assistance projects for non-urbanized public transportation systems under Section 5317 of the Federal Transit Act (FTA C 9040.1F); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5317 grants for transportation projects for the disabled passengers for the American With Disabilities Act (ADA) paratransit; and

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

WHEREAS, ICTC has approved the programming of the FTA 5317 funds in the Regional Transportation Improvement Program (RTIP); and

WHEREAS, ICTC has the requisite combination of state and local funding sources committed to provide the required local share; and

WHEREAS, ICTC has sufficient funds to operate the vehicles and equipment purchased under this project or operate the service, as applicable; and

WHEREAS, ICTC has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies); and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the ICTC does hereby authorize:

1. That the Executive Director or his designee, to file and execute applications on behalf of ICTC with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5317 of the Federal Transit Act (FTA C 9040.1F), as amended.

2. That the Executive Director or his designee is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

3. That the Executive Director or his designee is authorized to provide additional information as the Department may require in connection with the application for the Section 5317 projects.

4. That the Executive Director or his designee is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5317 project(s).
PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on ________________.

By: ________________________________

Chairperson

ATTEST:

By: ________________________________

CRISTI LERMA
Secretary to the Commission
VI. ACTION CALENDAR

A. MED-EXPRESS SERVICES NO SHOW/LATE CANCELLATION POLICY AND APPEALS PROCESS—DRAFT
March 8, 2013

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

SUBJECT: Med-Express Services No Show/Late Cancellation Policy - DRAFT

Dear Committee Members:

Med-Express is the public non emergency transportation to medical facilities in the San Diego County area and is operated by ARC-Imperial Valley. The service has been in existence since 1994. The service operates four days a week for disabled and transit dependent persons.

The service is designed for access to facilities, medical clinics, and services that are not available in Imperial Valley. The vehicle operated is a lift equipped minibus designed for the physically and/or mentally disabled passenger.

The lack of an approved No Show/Late Cancellation Policy for the Med-Express Service has led to consistent no-shows for service. In addition, the service has experienced an increase in “no shows” and “late cancellations”. From July 2012 to October 2012 the Med-Express service received 112 no shows. This is significant because only 1 small bus is dedicated to the service daily with a capacity of 16. This creates a negative affect whereby seats may be available, but cannot be utilized in the dispatch process.

A “no show” occurs when a scheduled rider fails to appear, fails to board the vehicle, and/or use his/her scheduled transportation within the standard 5 minute wait period a driver offers a passenger to board. A “late cancellation” occurs when a passenger fails to cancel the appointment for pick-up at least four (4) hours before the scheduled pick-up time.

In an attempt to help mitigate the no show issue on the Med-Express service the ARC-IV transportation management team has implemented a policy where riders with scheduled appointments are required to pay in advance for their scheduled trip. According to ARC staff this measure has helped to lower no-show occurrences as well.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
In order to address the issue on the Med-Express service, ICTC staff formed an Ad-Hoc committee to create a draft “no-show” and “late cancellation” policy. There is currently no formal policy in place. It is the intention of this policy that implementation will encourage both current and future users to either take or cancel trips they know will not be needed. The reduction in “no shows” and “late cancellations” will allow access to the service for individuals who could utilize the canceled trip.

On January 29, 2013, an Ad-Hoc committee composed of social service provider agency representatives who participate on the ICTC Social Services Technical Advisory Committee (SSTAC), and Association for Retarded Citizens (ARC) Staff met with ICTC staff to create a draft policy. Attached is a Draft Policy for your review and consideration.

The Ad-Hoc Committee would recommend approval of the policy. ICTC staff would also recommend the establishment of a grace period effective April 1, 2013 through April 30, 2013 in order to promulgate the policy in English and Spanish, with an effective date of May 1, 2013.

The SSTAC also reviewed the policy on March 6, 2013 and recommends adoption after changing the 5th no-show occurrence penalty from “permanent suspension” to a suspension to last “1 year (12 months).”

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

1. Review and approve the ICTC Med-Express No Show/Late Cancellation Policy and Appeals Process.
2. Direct staff to promulgate the Med-Express No Show/Late Cancellation Policy and Appeals Process in English and Spanish between April 1 and April 30, 2013.
3. Direct staff to implement the Med-Express Services No Show/Late Cancellation Policy and Appeals Process effective May 1, 2013.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/ds

attachments
Imperial County Transportation Commission
Med Express No Show/Late Cancellation Policy (DRAFT)
February 2013

Background

The Med-Express Service is a non-emergency paratransit shuttle service which operates between Imperial County and San Diego County four days a week. The service is designed for Imperial County residents who need access to specialized professional medical services which may not be available within Imperial County.

The Med Express is a service provided to disabled or special needs and low-income clientele in Imperial County. The Imperial County Transportation Commission (ICTC) has developed the following policy and administrative process for addressing no-shows and late cancellations.

Definitions

No Show

A “No-show” shall be recognized as an eligible person who fails to appear, fails to board the vehicle, and/or use his/her scheduled transportation within the standard “ready window.” The ready window is the 30 minute time frame the passenger has been advised by dispatchers to be ready for their trip. The bus is required to wait up to 5 minutes for an individual upon arrival within the ready window.

Late Cancellation

A “Late Cancellation” shall be recognized as a person who fails to cancel the appointment for pick-up at least four (4) hours before the scheduled pick-up time.

Policy

In the event of a “no show,” passengers are required to notify dispatch and cancel any return trips scheduled for the remainder of the day.

Individuals with No-Shows/Late Cancellations shall be sanctioned or suspended from service according to the following guidelines:

First Occurrence: If an individual has one No-Show/Late Cancellation, MED EXPRESS staff shall contact the individual by telephone to determine if there was a reason the reserved trip was missed and document the occurrence, at which time the 30 day time frame begins.
Second Occurrence: If an individual has a second No-Show/Late Cancellation within thirty (30) operating days of the first No-Show/Late Cancellation incident, the ICTC shall mail a letter to the individual notifying the individual that a second No Show/Late Cancellation has been recorded and that a third No-Show/Late Cancellation within thirty (30) operating days of the second incident will result in suspension of their paratransit service for thirty (30) calendar days.

Third Occurrence: If an individual has a third No Show/Late Cancellation within thirty (30) days of the first No-Show/ Late Cancellation the individual shall be suspended for thirty (30) days. A letter will be sent by ICTC stating the dates that service will be suspended and when service will resume.

Fourth Occurrence: If an individual has a fourth No Show/Late Cancellation within 30 days of the date that suspended paratransit service is resumed, a letter will be sent by ICTC and shall suspend service to the individual for a six month period. The six month period will be effective from the date of said letter.

Fifth Occurrence: In the event of a fifth No-Show/Late Cancellation that occurs after reinstatement of service following a six month suspension, a letter will be sent by ICTC and individual shall be suspended 1 year (12 months) from the paratransit service.

Method

During suspension of Med-Express service, ICTC shall take the following steps:

1. Notify the individual in writing that ICTC is suspending their service
2. The suspension will cite with specificity the basis of the proposed suspension and setting forth the proposed sanction.
3. Provide written notification and guidance on the ICTC Paratransit No Show and Late Cancellation Policy Appeals Process
VI. ACTION CALENDAR

B. FY 2013-14 COMMUNITY BASED TRANSPORTATION PLANNING GRANT (CBTP) SUBMITTAL FOR REGIONAL SAFE ROUTES TO SCHOOL MASTER PLAN
March 8, 2013

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

SUBJECT: FY 2013-14 Community Based Transportation Planning Grant (CBTP) Submittal for a “Regional Safe Routes to School Master Plan”

Dear Committee Members:

Safe Routes to Schools is a funding program developed to increase the number of children who walk or bicycle to school by funding projects that remove the barriers. Those barriers include lack of infrastructure, unsafe infrastructure, and a lack of programs that promote walking and bicycling aimed at children, parents, and the community.

ICTC staff has been working closely with the Imperial County Public Health Department, Southern California Association of Governments (SCAG), and other local stakeholders in an effort to improve SRTS efforts locally. A SRTS Regional Working Group was created to address the health and wellness of Imperial County youth, as well as, for the purpose of promoting and strengthening SRTS grant application efforts region wide. Imperial County competes directly with San Diego County for all SRTS funding. In order to facilitate more competitive applications and more successful grant submittals, the working group identified the need for a “Regional Safe Routes to School Master Plan”.

The project concept entails identification and prioritization of areas where future SRTS funds can be maximized. The consultant team would spend time accumulating data on student travel patterns, current infrastructure around schools, identifying outreach programs, and prioritizing each site’s needs. The consultant team would conduct a bilingual survey, conduct bilingual public workshops for students, parents, teachers, and school staff, and interact with city and County staff to develop recommendations.

After the outreach and data collection occurs the consultant will use all information to formulate specific goals and identify different Federal, State, and Local fund sources which could be used to leverage future project implementation and SRTS funding. The end product of the completed study would be an “Imperial County Regional Safe Routes to School Master Plan”.

In December of 2012, Caltrans issued a call for projects for federal Transportation Planning Grants for Fiscal Year 2013-14. A component of the grant program is called the “Community Based Transportation Planning Grant (CBTP)”. These funds are allocated through the State Highway Account (SHA). The total budget amount Statewide for FY 2013-14 is $3 million dollars, and there is a project limit of $300,000.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
The CBTP grant would allow for the completion of the Imperial County Regional Safe Routes to School Master Plan. The grant is for $175,000 and the local match requirement is 10%. A figure of 7.5% of the local match amount must be cash match with the remaining 2.5% as in-kind match. The total project cost is to be $192,500 with cash match amount of $13,125 and in-kind match of $4,375.

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

1. Adopt the attached resolution authorizing the Executive Director or his designee to develop and submit the FY 2013-14 Community Based Transportation Planning (CBTP) Grant application and all supporting documentation for the Imperial County Regional Safe Routes to School Master Plan
2. Direct staff to submit the grant application to SCAG and Caltrans.
3. Direct staff to include the cash match amount of $13,125 in the upcoming FY 2013-14 ICTC Overall Work Program Budget and Finance Plan

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

Attachment

MB/ksw/ds
DRAFT RESOLUTION OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE IMPERIAL COUNTY TRANSPORTATION COMMISSION

WHEREAS, the Imperial County Transportation Commission is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Fund Transfer Agreement is needed to be executed with the Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the Imperial County Transportation Commission wishes to delegate authorization to execute these agreements and any amendments thereto;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Imperial County Transportation Commission, authorize the Executive Director, or designee, to execute all Fund Transfer Agreements and any amendments thereto with the California Department of Transportation.

APPROVED AND ADOPTED this ________________, 2013.

By: ______________________________
   Chairperson

ATTEST:
By: ______________________________

CRISTI LERMA
Secretary to the Commission
VI. ACTION CALENDAR

C. UNMET TRANSIT NEEDS PUBLIC HEARING PROCESS—FISCAL YEAR 2013-2014
March 8, 2013

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


Dear Committee Members:

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 24, 2013, the Unmet Transit Needs Hearing Panel conducted the required local Public Hearing. The Hearing Panel reconvened on February 28, 2013 to consider the verbal and written testimony, and staff recommendations. After discussion of the analysis portion, the Panel developed the “Findings” regarding public transit services for FY 2013-2014. These “Findings” assist in the determination of the service levels to be provided and consequently guide the FY 2013-14 ICTC Transit Financing Plan development.

The “Findings” for FY 2013-14 represent a potential increase of approximately 10% in subsidy (net cost) to the Imperial Valley Transit system. The services recommended are listed individually and prioritized on the separate ICTC Unmet Transit Needs document. Prioritization will allow staff to proceed with implementation as revenue estimates are confirmed.

The Social Services Transportation Advisory Council (SSTAC) has met and developed a response to the “Findings” on March 6, 2013 for consideration. After adoption of the “Findings”, staff will continue to develop the budget for the ICTC Transit Financing Plan and submit it for approval in the May/June 2013 time frame.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
It is requested that ICTC Management Committee recommend that the Commission take the following actions after consideration of the response by SSTAC:

1. Adopt the FY 2013-14 “Findings” as presented or amended, after a review of the SSTAC response.

2. Authorize the Chairman to sign the attached resolution.

3. Direct staff to forward the FY 2013-14 “Findings”, public hearing documentation and resolution to the State Department of Transportation.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

MB/ksw/cl

attachment
RESOLUTION OF
THE IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC)

MAKING A DETERMINATION AS TO UNMET TRANSIT NEEDS WITHIN THE
REGION OF THE COUNTY OF IMPERIAL FOR FY 2013-14

WHEREAS, the Imperial County Transportation Commission (ICTC), is the designated Transportation Planning Agency for the County of Imperial, and is therefore responsible for the administration of the Transportation Development Act, Public Utilities Code 99200 et seq; and

WHEREAS, under Sections 99238, 99238.5, 99401.5 and 99401.6, of the Public Utilities Code, because the legislative intent for the use of the funds is for transit purposes, and a public hearing should be held. From a review of the testimony received and the adopted Regional Transportation Plan, a finding must be made that there are no unmet public transit needs in the jurisdiction that can be reasonably met; and

WHEREAS, a public hearing and subsequent meeting was held in Imperial County on January 24, 2013 and February 28, 2013, after sufficient public notice was given, and at which time the public testimony and comment was received; and

WHEREAS, the Social Services Transportation Advisory Council reviewed the proposed Findings on March 6, 2013 in accordance with the requirements of the Act; and

WHEREAS, the comments of the Social Services Transportation Advisory Council have been taken into consideration; and

WHEREAS, a final opportunity for further public comment was provided on March 27, 2013,

THEREFORE, BE IT RESOLVED that the Imperial County Transportation Commission, hereby resolves that the Unmet Transit Needs Adopted Findings as attached, are identified, and that there are no further unmet public transit needs within the County of Imperial that can be reasonably met at this time;
PASSED AND ADOPTED at a regular meeting of the Imperial County Transportation Commission held on ________________.

By: ____________________________
Chairperson

ATTEST:
By:

______________________________
Cristi Lerma
Secretary to the Commission
UNMET TRANSIT NEEDS FINDINGS
FISCAL YEAR 2013-14

The Imperial County Unmet Transit Needs Public Hearing was conducted at 3:00 p.m., on January 24th, 2013 at the William R. Condit Auditorium, Imperial Irrigation District facilities, in El Centro, Ca. After review and consideration of the testimony received at the hearing, this Panel reconvened on February 28th, 2013 to make the following “Findings”:

The following findings are unmet transit needs which are reasonable to meet. The ICTC Transit Financing Plan and TDA claims for Fiscal Year 2013-14 shall be approved consistent with these stated “Findings”.

I. Existing transit services should be continued:
   A. Brawley Dial-A-Ride
   B. El Centro Dial-A-Ride
   C. Imperial Dial-A-Ride
   D. County-Wide Transit System
   E. ADA Paratransit Services
   F. Calexico Senior Transport
   G. Med-Express
   H. West Shores Dial-A-Ride

II. Continue coordination between existing transit services, including paratransit services provided by both public and social service agencies. ICTC staff shall provide recommendations and technical assistance when requested by social service and public agencies.

III. All transit services shall comply with the American’s with Disabilities Act of 1990; provisions specific to respective services offered.

IV. All transit services shall comply with the Federal Transit Administration (FTA) and/or Federal Highway Administration (FHWA) Drug and Alcohol Testing rules; provisions specific to respective services offered.

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
V. Staff will continue to coordinate the demonstration phases for the Imperial Valley Transit – Blue and Green Lines.

VI. Staff will provide assistance to the Cities of Brawley, Calexico, El Centro and Imperial for the development of the transfer terminal projects.

VII. The County-Wide Transit System shall implement two additional trips on route #21N and one additional trip on 21S in FY 2013-14 between Calexico and IVC on the IVC Express, to reduce overcrowding. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.

VIII. The County-Wide Transit System shall implement four additional trips on routes 1N, 1S, 2N and 2S in FY 2013-14 in the Primary Corridor; Brawley to Calexico, on Saturdays. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.

IX. The County-Wide Transit System shall implement four additional trips on routes 1N and 1S between Calexico and El Centro, to reduce overcrowding and strive for a 35 minute headway, during peak service hours. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.

X. The County-Wide Transit System shall implement four new trips on routes 1N, 1S, 2N and 2S in FY 2013-14 in the Primary Corridor; Brawley to Calexico, on Sundays. Route data will be evaluated by ICTC after twelve (12) months for a decision on continuation.

XI. Staff will research options to provide as resources permit; schedules and information for passengers on public transit services, on the internet, through marketing programs and on IVT affiliated bus stops. Staff is to return with options and cost estimates for consideration on implementation.

All other services and issues as presented by written or verbal testimony are hereby declared as not reasonable to meet at this time.

Jack Terrazas/Chairperson
Supervisor District #2
County of Imperial

Ryan Kelley
Supervisor District #4
County of Imperial
Unmet Transit Needs
Findings 2013-14

February 28, 2013

George Nava, Councilmember
City of Brawley

Bill Hodge, Councilmember
City of Calexico

Maria Elena Froelich, Councilmember
City of Calipatria

STAFF:
Mark Baza
Executive Director

Kathi Williams
Senior Transit Planner
March 27, 2013

UNMET TRANSIT NEEDS LIST
FISCAL YEAR 2013-14

Priority order

1. Increase trips on the IVC Express, per the FY 2013-14 “Findings”

2. Increase Saturday service operating hours on IMPERIAL VALLEY TRANSIT routes in the primary corridor. Per action taken by IVAG Regional Council 12-9-09

3. Implement 35 minute headways on Imperial Valley Transit between Calexico and El Centro, per the FY 2013-14 “Findings”.

4. Implement limited Sunday service operating hours on IMPERIAL VALLEY TRANSIT routes in the primary corridor. Per action taken by IVAG Regional Council 12-9-09
March 1, 2013

Jack Terrazas, Chairperson
Imperial County Transportation Commission
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

Dear Commission Members:

One of the responsibilities of the Social Services Transportation Advisory Council (SSTAC) is to advise ICTC on existing public transportation needs. In addition, the SSTAC must review the "Findings" as developed by the Public Hearing Panel. SSTAC met on March 6, 2013 and reviewed the Findings as developed by the Panel on February 28, 2013.

SSTAC appreciates and endorses the proactive consideration given by the Transit Hearing Panel for "Findings I through XI". These "Findings" include compliance with various federal regulations and the retention of existing transit services.

In response to the "Findings" for FY 2013-14 the following additional comments are provided:

1. 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.

2. SSTAC concurs with the "Finding VII" to implement two additional trips between Calexico and IVC on the IVC Express, to reduce overcrowding in FY 2013-14.

3. SSTAC concurs with the "Finding VIII" to implement four additional trips on Imperial Valley Transit in the Primary Corridor; Brawley to Calexico, on Saturdays for FY 2013-14.

4. SSTAC concurs with the "Finding IX" to implement 35 minute headways on Imperial Valley Transit between Calexico and El Centro in FY 2013-14.
5. SSTAC concurs with the “Finding X” to implement four new trips on Imperial Valley Transit in the Primary Corridor; Brawley to Calexico, on Sunday for FY 2013-14

We appreciate the opportunity to participate in the evaluation and delivery of transit services.

Sincerely yours,

[Signature]
Griselda Martinez
Chairperson