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: April 13, 2011
   
   B. Receive and File:
      1. ICTC Board Draft Minutes: April 28, 2011
      2. ICTC SSTAC of Imperial Valley Draft Minutes: April 20, 2011
      3. ICTC TAC Subcommittee Draft Minutes: April 28, 2011
   
   C. Specific Transit Operator Fiscal Report for Imperial Valley Transit for Fiscal Year 2009-10

   It is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval.
      1. Receive and file the Specific Transit Operator Fiscal Report; Imperial Valley Transit for the Imperial County Transportation Commission for FY 2009-10.
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. Direction on Award of Contract Agreement for Imperial Valley Transit and ADA Paratransit Services - FY 2011-12 through 2015-16

   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.

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.

The next meeting of the Commission will be held on Wednesday, May 25, 2011 at 6:00 p.m. at the County Board Chambers, El Centro, CA.

VIII. ADJOURNMENT

***An ICTC Strategic Planning Workshop will immediately follow the Management Committee/Commission Meeting***
IV. CONSENT CALENDAR

A. APPROVAL OF ICTC MANAGEMENT COMMITTEE MINUTES

APRIL 13, 2011
VOTING MEMBERS PRESENT:

City of Brawley          Gary Burroughs
City of Calipatria       Rom Medina (Chairman)
City of El Centro        Terry Hagen for Ruben Duran
City of Holtville        Laura Fischer
City of Imperial         Marlene Best
City of Westmorland      Henry Graham
County of Imperial       Ralph Cordova
County of Imperial       William Brunet
Imperial Irrigation District Jennifer Goodsell

(Non-voting) ICTC         Mark Baza

ABSENT:

City of Calexico         Veronica Atando

STAFF PRESENT:           Kathi Williams, Cristi Lerma

OTHERS PRESENT:          Grace Connor (City of El Centro), Luis Medina (Caltrans), Nadine Martin (Caltrans), Jacob Armstrong (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, April 13, 2011 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chairman Medina called the Committee to order at 10:37 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

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

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

4A. Approved ICTC Management Committee Minutes for March 9, 2011.

4B. 1. Received and filed ICTC Board Draft minutes for March 23, 2011
2. Received and filed ICTC SSTAC of Imperial Valley Draft Minutes for March 2, 2011

V. REPORTS

A. ICTC Executive Director

Mr. Baza’ announcements and updates included:
- Mr. Baza announced that ICTC with the assistance of the consultant team AECOM will be holding Stakeholder interviews and discussion for the Short Range Transit Plan on May 2, 2011. The schedule is as follows: Social Services agency representatives and providers from 2-4 p.m.; Chambers of Commerce and Economic Development representatives from 4-5 p.m.; and Management Committee and Commissioners from 5-7 p.m.
- The Imperial Valley Transit and ADA Paratransit Request for Proposals are due to the ICTC office by 3:00 p.m. on Friday, April 15, 2011.
- Mr. Baza stated he had a few legislative items as a member of the Mobility 21 and Self Help Counties Coalition groups. SB 907 is a proposed bill that ICTC is in support of for a master plan that would charge a state Commission with developing a long-term plan that takes into account the state’s projected infrastructure demands and financing costs for the next forty years. SB 867 is a proposed bill that ICTC supports and would provide for the Transportation Financing Authority to issue Build California Bonds, the proceeds of which would be used for specified transportation capital improvements. SB 867 will provide that bondholders be entitled to nonrefundable tax credits against their personal income tax and corporate tax liability. Provide that bonds would not be a debt or liability of the state or a political subdivision, except the authority. Provide for financing agreements with local transportation authorities. SB 468 is a proposed bill that will impose additional requirements on the Department of Transportation with respect to proposed capacity-increasing state highway projects in the coastal zone. ICTC is in opposition to SB 468 because it could impact future capacity enhancement projects in our region that will require additional environmental requirements above current state and federal laws. Mobility 21 is also opposed to it.
- ICTC will be moving to the new offices on Monday.

B. Southern California Association of Governments

Ms. Rosanna Bayon Moore was not present however SCAG updates were given by Ms. Williams:
- A local jurisdiction is being recognized for planning excellence at the General Assembly scheduled for May 5th and 6th at the La Quinta Inn. Please join us in celebrating this regional success on the evening of the 5th.
- As of April 13th, all of our jurisdictions have taken action to name a delegate for the General Assembly. SCAG will cover the registration and one night’s stay expenses for the delegate. Member agency staff are strongly encouraged to attend. Registration is $100 and the reduced rate of $89/night is available for 2 days prior and following the event.
- The office move is largely complete. Wi-Fi installation will occur within the next 30-45 days. The video conference equipment is operational with newly expanded bandwidth.
- On April 26, 2011 SCAG will host the next topic in the Toolbox Tuesday series: Energy Efficiency Retrofit Programs for Residents, Businesses and City Facilities.
SCAG will be participating in the TEAM Building meeting with ICTC and District 11 on April 28th, 2011. Naresh Amatya, Manager of Transportation Planning is confirmed to attend. Mr. Baza added that Mr. Amatya will cover an overview of the SCAG RTP process.

C. California Department of Transportation – District 11

Mr. Medina (Local Assistance) and Mr. Armstrong (Caltrans Planning) had the following announcements and updates:

- Effective immediately, local agencies are to program funds for right of way if there is any utility work on any construction project because a separate authorization needs to be processed through Local Assistance if federal reimbursement is claimed.
- All projects that were reported as completed on CRIS but had pending invoices are in the process of being resolved.
- The federal cycle for the Safe Routes to School (SRTS) program has its Call For Projects scheduled for the middle of April 2011. The Imperial Region currently has no red flags reported on any of their current safety projects. Agencies with red flags in the cycle 2 SRTS projects will be ineligible to complete for cycle 3 funds. The City of Imperial and the County of Imperial received an award through the Highways Safety Improvement Program (HSIP).
- Mr. Medina provided a detailed obligation plan and urged agencies to submit their obligation request for CMAQ and RSTP projects. Un-obligated funds will be open to the State for redistribution after May 4, 2011.
- District 11 staff will conduct a safe-routes-to-school training after the Call For Projects is issued in April. Stay tuned for details.
- Kathy Buell, the District 11 Local Assistance project coordinator for Imperial County is retiring from Caltrans after more than 10 years of service. She will be making herself available on April 13, 2011 and April 28, 2011 from 10:30 am to 3:00 pm at the Burgers and Beers on Imperial Avenue in El Centro.
- Mr. Armstrong stated that the Brawley Bypass should be open to the public on April 14, 2011.
- FTA Section 5311(f) which promotes intercity transit in the non-urbanized areas of the state will have a Call For Projects soon. For information to come soon.
- A Team Building meeting with Caltrans and Imperial County agencies will take place on April 28, 2011 immediately following the ICTC TAC meeting at the IID Water Control Conference Room in Imperial, CA.

D. Committee Member Reports

Ms. Connor on behalf of Mr. Duran, who was absent, 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. DISCUSSION CALENDAR

A. Strategic Planning Workshop

- This item was previously discussed at the last Management Committee meeting. It was also discussed at the ICTC Commission meeting and the Commission was supportive for staff to prepare a draft agenda for discussion at the next ICTC meeting. Examples were provided as well as a draft agenda in the agenda backup. Mr. Baza stated that the forum was open for discussion. Ms. Best inquired if the workshop would be a part of the Management Committee and the answer was yes. Ms. Best also asked if there would be a moderator. Mr. Baza said yes. Mr. Cordova asked if date and time were okay with Commissioners. Mr. Baza answered yes.
VII. ACTION CALENDAR

A. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services.

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

1. Adopt the following listing of scores by project listing after an opportunity for public comment.
2. Authorize the Chairman to sign the resolution as required by Caltrans.
3. Authorize staff to forward documentation to Caltrans for entry into the statewide competitive process.

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

B. Adoption of an ICTC Public Participation Procedures

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

1. Adopt the ICTC Public Participation Procedures
2. Direct staff to forward the document to Caltrans and the Federal Transit Administration (FTA)

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

C. Adoption of an ICTC Fixed Asset Accounting (FAA) Standard Procedures Manual

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


A motion was made by Burroughs, seconded by Fischer, Motion carried unanimously.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee/Commission and Strategic Planning Workshop will be held on Wednesday, May 11, 2011 at 8:00 a.m., at the Imperial Irrigation District Water Control Conference (WCC) Room, at 333 East Barioni, Imperial CA and will be hosted by ICTC.

IX. A motion was made by Fischer and seconded by Best to adjourn the meeting. The meeting was adjourned at 11:32 a.m.
IV. CONSENT CALENDAR

B. RECEIVE AND FILE:

ICTC BOARD DRAFT MINUTES:
APRIL 27, 2011

ICTC SSTAC OF IMPERIAL VALLEY
DRAFT MINUTES:
APRIL 20, 2011

ICTC TAC SUBCOMMITTEE DRAFT
MINUTES:
APRIL 28, 2011
1. Chair Hack called the meeting to order at 10:02 AM. A quorum was present. Introductions were made.

2. Minutes adopted for March 9, 2011. (Ceasar/Sanchez) **Motion carried.**

3. Response to the FY 2011-12 Findings Letter
   - Ms. Williams provided members with 4 attachments. Attachment A was the UTN letter request by SSTAC for FY 11-12; attachment B was the UTN response letter by SSTAC for FY 10-11; attachment C was the UTN draft response letter for FY 11-12 and; attachment D was the UTN “Findings” for FY 11-12. Ms. Williams stated that using the sample in the back up (attachment C), SSTAC’s responsibility is to respond to the Findings adopted by the Panel. Ms. Williams went over the formats for both the UTN hearing and the 2nd meeting. There was some concerns with not having interpreter services at the second meeting and it was conveyed by the Panel that simultaneous interpreter services be provided at both the hearing and the 2nd meeting. There was discussion in regards to people’s requests and complaints. Mr. Jones stated that he was glad for all
the comments and now will be the time to reeducate the drivers. Ms. Williams went over the Findings with SSTAC. The only change that is being made to the Unmet Transit Needs List for Fiscal Year 2010-11 will be the addition of “Any routes or trips suspended due to the unavailability of funds, be re-established once funds become available (re-establish funding for the Brawley, Calexico, El Centro and Imperial Dial-A-Ride service hours on Saturdays).” Ms. Kennedy had a concern with the fact that the language was specific to the Saturday hours only and not the hours lost for weekdays. A motion was made to request a change to the verbiage on the Findings, after review from the Commission, to “Any routes or trips suspended due to the unavailability of funds, be re-established once funds become available:

a. Re-establish funding for Brawley, Calexico, El Centro and Imperial Dial-A-Ride service hours on Saturdays.

b. Re-establish funding for the Brawley, Calexico, El Centro and Imperial Dial-A-Ride service hours on weekdays.” (Kennedy/Cerda) Motion carried.

- There was further discussion regarding Imperial Valley Transits farebox and what the guidelines on the Blue and Green Line was. Ms. Williams stated that a blended farebox of 14.5%was adopted in 2010 for the entire system including the Blue and Green Line. Ms. Williams entertained any feedback on meeting time for next year’s UTN Hearing and if that should be included in the response letter. A motion was made to add #5 to the attached response letter and should include: “The Unmet Transit Needs Public Hearing meetings should be preferably held primarily during weekday daytime hours; and there should be simultaneous translation through interpreters of English and Spanish at both meetings.” (Cerda/Ceasar) Motion carried. A motion was made to adopt the response letter as amended. (Cerda/McNeer) Motion carried.

4. CTSA Reports (reports and updates by Ms. Williams and Mr. Baza)
   - We have officially relocated. Our new address is 1405 N. Imperial Ave., Suite 1, El Centro CA 92243. We have a new phone number 760-592-4494 and a new website www.imperialctc.org
   - The ADA application is updated with our new contact information; please distribute the updated applications only.
   - The IVT and ADA competitive bids were received but have not been scored.
   - The Short Range Transit Plan consultants will be conducting stakeholder interviews on May 2, 2011 at our new office between 2 p.m. and 4 p.m. specifically to SSTAC members and social service agencies.

5. Operator Reports
   - Mr. Jones stated that IVT was working on the competitive bid. He also said that the buses recently had their windows tinted and new Freon will also be installed in all the buses which will increase the temperature output. A comment card is also being developed that will be available soon. Ridership on the Blue and Green Line is increasing.

6. General Discussion
   - Ms. Bayon Moore stated that Toolbox Tuesdays will be held April 26 (10:00 am – 1:00 pm). The topic will be “Energy Efficiency Retrofit Programs for Residents, Businesses & City Facilities” and will be available through video conference at the local SCAG office.
   - SCAG General Assembly will be held at the La Quinta Resort and Club from May 5-6, 2011.
   - Mr. Ceasar stated that IVC summer sessions were cancelled due to budgetary issues. The college will be helping students that were counting on summer classes for graduation in May to stay connected through other colleges that offer online courses. June 9th is the last day of spring semester.

7. Meeting adjourned at 11:25 a.m.
   - The next meeting will be on May 4, 2011. Location To Be Announced.
TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

April 28, 2011

Present:

Yazmin Arellano  City of Brawley
Veronica Atondo (Chair)  City of Calexico
Mindy Hernandez  City of Calipatria
Terry Hagen  City of El Centro
Abraham Campos  City of El Centro
Joel Hamby  City of Imperial
Wayne Walker  City of Westmorland
Bill Brunet  County of Imperial
Jim Minnick  County of Imperial
Virginia Mendoza  The Holt Group/City of Holtville

Others:

Mark Baza  ICTC
Kathi Williams  ICTC
Cristi Lerma  ICTC
Luis Medina  Caltrans
Nadine Martin  Caltrans
Rosanna Bayon Moore  SCAG
Naresh Amatya  SCAG
Ruben Duran  City of El Centro

1. The meeting was called to order by Chairperson Veronica Atondo at 8:07 a.m. A quorum was not present. Introductions were made. A motion was made to add #5 “New Business” to the Agenda (Baza/Arellano) Motion Carried.

2. A motion was made to adopt the February 24, 2011 minutes (Hamby/ Hagen) Motion Carried.

3. ICTC Staff Updates / Announcements

Mr. Baza had the following announcements and updates:
The Commission met the night before and adopted the Regional DBE Goal for Imperial County. Rosa Lopez from the County CEO’s office assisted staff with these efforts for Federal Fiscal Year (FFY) 2011-12. Firms ready and willing to do business in Imperial County from the Bordering Counties of San Diego and Riverside were also identified. Only projects that are currently programmed in FFY 2011-12 were used to establish the goal. Mr. Baza stated that ICTC staff will now forward this item to Caltrans. It was stated in a brief discussion that project specific goals of DBE and UDBE were still needed per federal regulation.

4. SCAG Updates / Announcements

Ms. Bayon Moore’s updates and announcements included:
- Mr. Naresh Amatya, a member of SCAG’s Transportation Planning team, was introduced by Ms. Bayon Moore. He was present to present the Regional Transportation Plan update for Caltrans/Imperial County Team Building meeting that was taking place after TAC concluded.
- A Tool Box Tuesday’s session was hosted this week at the local SCAG office. Power point presentations will be available next week on the SCAG website. The topic was Energy Efficiency Retrofit Programs for Residents, Businesses & City Facilities.
- The office moved has finalized. Any member agencies interested in using the video conferencing system can do so by giving a 72 hour advanced notice.
- For any questions on any of these announcements you can contact Ms. Bayon Moore at moorer@scag.ca.gov.

5. New Business

- Mr. Walker suggested if ICTC could post bid proposal sheets on their website to have that information in one central location with easy accessibility to everyone. Mr. Baza stated that the website is still a work in progress but we will create a section specifically for that. Everyone was in concurrence.
- Ms. Arellano had some concern with the GIS scheduled time for flying. She stated that she scheduled staff for overtime to ensure all of the manholes were painted white for a scheduled flight time of end of April, through a communication to Gordon Gaste and Ellen Chan. Ms. Bayon Moore stated that she would follow up with this concern.

6. The next meeting for the ICTC TAC is scheduled for May 26, 2011 at the IID Water Control Conference Room at 10:00 a.m.

Meeting adjourned at 9:30 a.m.
IV. CONSENT CALENDAR

C. SPECIFIC TRANSIT OPERATOR FISCAL REPORT FOR IMPERIAL VALLEY TRANSIT FOR FY 2010-11
May 6, 2011

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

Dear Committee Members:

The Commission must conduct fiscal reviews of its transit operators on an annual basis. In FY 2009-10 the reports cover the time period while the administration was performed by both the Imperial Valley Association of Governments (IVAG), as well as, the Imperial County Transportation Commission (ICTC). This service is performed under a contract with FIRST TRANSIT, Inc.

Attached, please find the financial report performed by the CPA firm, Hutchinson and Bloodgood:

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

1. Receive and file the Specific Transit Operator Fiscal Reports; IMPERIAL VALLEY TRANSIT for the Imperial County Transportation Commission for FY 2009-10

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III

MB/ksw/cm

Attachments

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
FOR YEAR ENDED JUNE 30, 2010
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INDEPENDENT ACCOUNTANTS' REPORT

Imperial County Transportation Commission
1405 N. Imperial Avenue Suite 1
El Centro, California

We have performed the procedures enumerated below, which were agreed to by the Imperial County Transportation Commission’s Management, solely to assist the specified party in evaluating the specific First Transit, Inc. transit services contract items for the year ended June 30, 2010. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the transit service contract, including contract modifications, between the Imperial County Transportation Commission and First Transit, Inc. for the provisions of specific transit services to be provided.

2. We reviewed documents provided by the Imperial County Transportation Commission and First Transit, Inc. to verify that expenditure and fare amounts reported to the Imperial County Transportation Commission Administration for the specific transit services were presented fairly and accurately. We found that First Transit, Inc. is in compliance with the contract terms and reporting as agreed per contract(s). See Exhibits B through F as references for this review.

3. We reviewed on a test basis fuel expenditures reported for all specific transit services provided and noted if these expenditures were in accordance to the fuel related terms included in the service contract. We found that First Transit, Inc. is in compliance with the contract terms and these expenditures are within budget and reported accordingly.

4. We reviewed insurance coverage limits for general and comprehensive vehicle liability as well as for worker’s compensation and compared them to the limits and guidelines provided in the service contract. We found that First Transit, Inc. is in compliance with the insurance requirements as stated in the service contract.

5. We reviewed First Transit’s internal controls over cash handling procedures and tested their fare collection process and related activities. We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines. See Exhibit A as reference for this review.
We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management, the Imperial County Transportation Commission, the County of Imperial Board of Supervisors and is not intended to be and should not be used by anyone other than these specified parties.

Hutchinson and Bloodgood LLP

May 5, 2011
ACCOUNTANTS’ NOTES

PURPOSE

The purpose of this engagement pertaining to the service contract between the Imperial County Transportation Commission (ICTC) and First Transit, Inc. was to provide an independent assessment of compliance with certain contract requirements during the period July 1, 2009 through June 30, 2010 and to assess the adequacy of First Transit Inc.’s internal controls over cash handling and reporting procedures.

FARE REVENUES

The contract states that the farebox ratio of fare revenue divided by operating costs shall be maintained at or above fourteen and a half percent (14.5%).

For the El Centro Shuttle (Blue and Green Line) the actual fare revenue received was under three percent (2.8%); ($14,055 fare revenue divided by $507,439 operating costs). See Exhibit D.

For the Imperial Valley Transit service line the actual fare revenue received was close to nineteen percent (18.9%); ($533,549 fare revenue divided by $2,828,717 operating costs). See Exhibit E.

The actual combined fare revenue received was slightly over sixteen percent (16.4%); ($547,704 fare revenue divided by $3,336,156 operating costs). See Exhibit F.

ICTC SUBSIDY

The amended contract, dated September 22, 2009, states that the compensation for the Imperial Valley Transit Line for the period of July 1, 2009 through June 30, 2010 is identified as $2,850,245 less the farebox of 14.5% for a net subsidy not to exceed $2,436,959, with a marketing budget of $84,862. Actual costs for the year reported to ICTC were $2,399,249 in addition to $46,081 for marketing expenses for a combined total of $2,445,330. See Exhibit E.

For the El Centro Shuttle service line, which includes the Blue and Green Lines, the compensation is identified as $503,651 less the farebox of 14.5% for a net subsidy not to exceed $507,572, with a marketing budget of $15,223. Actual costs for the year reported to ICTC were $503,922 in addition to $6,499 for marketing expenses for a combined total of $510,121. See Exhibit D.
FINDING 1: Poor Performance of El Centro Shuttle (Blue and Green Line)

CONDITION:
Performance standards established in the service contract were not met. El Centro Shuttle (Blue and Green Line) has not met the farebox ratio of 14.5%. The farebox ratio for year ended June 30, 2010 was 2.8%. This has been a reoccurrence of previous years. This service was recently reorganized and it is in a demonstration phase during which it has up to three years to meet the established ratio.

EFFECT:
First Transit, Inc in not in compliance with fare ratio performance standards established in the service contract.

CAUSE:
Annual cost and low ridership contributed to the low farebox return.

CRITERIA:
First Transit various reports and service contract. ICTC unmet transit criteria needs: community acceptance, timing, economy, equity and cost effectiveness.

RECOMMENDATION:
It is recommended for First Transit and ICTC to explore various methods of promoting the service in order to increase ridership. Meet with the community it serves, gather information regarding the effectiveness of established routes and seek feedback. Prepare a marketing campaign in collaboration with members of the community it serves and among frequent riders. Determine if the need justifies the costs involved in providing the service.

MANAGEMENT RESPONSE:
The poor performance in farebox is due to the low rider side. We have targeted marketing funds towards the Blue and Green Lines including Television and Radio Advertising. I have marketed the Blue and Green Lines routes sheets to businesses to promote the Lines.

It is our effort to continually promote both Lines to increase ridership.
OBJECTIVE

Review established internal control procedures over cash handling and perform a walkthrough observation of the fare collection cycle and related processes.

PROCEDURES

Reviewed First Transit, Inc. established guidelines over cash handling. Interviewed management and staff associated with the fare collection cycle. Rode along with transit operator for a day route and kept count of boarding passengers and fares paid during the day. Observed cash count of total fares contained in farebox and confirmed amount collected with amount counted and amount reported.

OBSERVATIONS

During the performance of this review it was noted that the fareboxes placed on the Imperial Valley Transit and El Centro Shuttle transit vehicles could be placed close enough so that transit operators could observe the fare being placed inside the farebox by passengers with the lever of each farebox being just within reach of the transit operators and not the passengers. This may reduce the occurrence of passengers inserting the incorrect fare amount into the farebox and then pulling on the farebox lever and not allowing enough time for transit operator to verify fare amounts appropriately.

It was also noted that transit operator's report logs do not contain a column on which they could keep track of any overages or shortages in fares received. It was noted that it is common for passengers not to have the correct change and overpay but transit operators have no way of keeping track of this on their report logs. It is recommended to modify these reports with a section for any fare overages or shortages noted by transit operator. This would have an impact on reducing variances noted in the Farebox Accounting Report prepared by First Transit, Inc. It is noted that actual fares and not projected fares are those fares reported to the ICTC as fares received.

CONCLUSION

We found that the internal controls set by First Transit, Inc. are adequate based on established guidelines and that actual fares received are properly reported to the ICTC.
## Exhibit B

**Imperial County Transportation Commission**  
**and**  
**First Transit, Inc.**  
**Imperial Valley Transit Service Program**  
**Statement of Fixed Rate, Farebox Revenue and Net Subsidy**  
**July 1, 2009 Through June 30, 2010**

### El Centro Shuttle - Blue Line Service

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2009</td>
<td>$22,640</td>
<td>$709</td>
<td>$21,931</td>
<td>$491</td>
<td>-</td>
<td>$22,422</td>
</tr>
<tr>
<td>August, 2009</td>
<td>21,146</td>
<td>626</td>
<td>20,520</td>
<td>438</td>
<td>241</td>
<td>21,199</td>
</tr>
<tr>
<td>September, 2009</td>
<td>21,146</td>
<td>653</td>
<td>20,493</td>
<td>546</td>
<td>204</td>
<td>21,243</td>
</tr>
<tr>
<td>October, 2009</td>
<td>21,894</td>
<td>1,007</td>
<td>20,887</td>
<td>471</td>
<td>-</td>
<td>21,358</td>
</tr>
<tr>
<td>November, 2009</td>
<td>19,651</td>
<td>761</td>
<td>18,890</td>
<td>364</td>
<td>973</td>
<td>20,227</td>
</tr>
<tr>
<td>December, 2009</td>
<td>21,886</td>
<td>859</td>
<td>21,037</td>
<td>364</td>
<td>1,500</td>
<td>22,901</td>
</tr>
<tr>
<td>January, 2010</td>
<td>19,651</td>
<td>773</td>
<td>18,878</td>
<td>328</td>
<td>-</td>
<td>19,206</td>
</tr>
<tr>
<td>February, 2010</td>
<td>19,651</td>
<td>749</td>
<td>18,902</td>
<td>321</td>
<td>-</td>
<td>19,223</td>
</tr>
<tr>
<td>March, 2010</td>
<td>22,641</td>
<td>1,633</td>
<td>21,008</td>
<td>450</td>
<td>225</td>
<td>21,883</td>
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<tr>
<td>April, 2010</td>
<td>21,146</td>
<td>581</td>
<td>20,565</td>
<td>445</td>
<td>265</td>
<td>21,295</td>
</tr>
<tr>
<td>May, 2010</td>
<td>20,389</td>
<td>724</td>
<td>19,675</td>
<td>451</td>
<td>-</td>
<td>20,126</td>
</tr>
<tr>
<td>June, 2010</td>
<td>21,894</td>
<td>872</td>
<td>21,022</td>
<td>515</td>
<td>-</td>
<td>21,537</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$253,755</strong></td>
<td><strong>$9,947</strong></td>
<td><strong>$243,808</strong></td>
<td><strong>$5,184</strong></td>
<td><strong>$3,428</strong></td>
<td><strong>$252,420</strong></td>
</tr>
</tbody>
</table>

**Contract Specifications**  
**Paragraph 8.1.11**  
**For Base Cost and Base Subsidy**  
*$296,825*  
*$43,040*  
*$253,785*

**Over (Under) Contract Requirements**  
*$ (43,070)*  
*$ (33,093)*  
*$ (9,977)*

**Farebox Ratio Actual**  
3.9%

**Farebox Ratio Contract**  
14.5%
## IMPERIAL COUNTY TRANSPORTATION COMMISSION AND FIRST TRANSIT, INC.
### IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
**STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY**
**JULY 1, 2009 THROUGH JUNE 30, 2010**

### El Centro Shuttle-Green Line Service

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2009</td>
<td>$22,627</td>
<td>$278</td>
<td>$22,349</td>
<td>$495</td>
<td>-</td>
<td>$22,844</td>
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<tr>
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<td>266</td>
<td>20,878</td>
<td>443</td>
<td>420</td>
<td>21,741</td>
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<tr>
<td>September, 2009</td>
<td>21,150</td>
<td>260</td>
<td>20,890</td>
<td>555</td>
<td>-</td>
<td>21,445</td>
</tr>
<tr>
<td>October, 2009</td>
<td>21,894</td>
<td>380</td>
<td>21,514</td>
<td>491</td>
<td>241</td>
<td>22,246</td>
</tr>
<tr>
<td>November, 2009</td>
<td>19,649</td>
<td>349</td>
<td>19,300</td>
<td>366</td>
<td>449</td>
<td>20,115</td>
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<tr>
<td>December, 2009</td>
<td>21,899</td>
<td>366</td>
<td>21,533</td>
<td>358</td>
<td>1,729</td>
<td>23,620</td>
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<td>January, 2010</td>
<td>19,651</td>
<td>287</td>
<td>19,364</td>
<td>304</td>
<td>-</td>
<td>19,668</td>
</tr>
<tr>
<td>February, 2010</td>
<td>19,615</td>
<td>313</td>
<td>19,302</td>
<td>267</td>
<td>-</td>
<td>19,569</td>
</tr>
<tr>
<td>March, 2010</td>
<td>22,607</td>
<td>390</td>
<td>22,217</td>
<td>430</td>
<td>-</td>
<td>22,647</td>
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<tr>
<td>April, 2010</td>
<td>21,146</td>
<td>340</td>
<td>20,806</td>
<td>433</td>
<td>-</td>
<td>21,239</td>
</tr>
<tr>
<td>May, 2010</td>
<td>20,399</td>
<td>423</td>
<td>19,976</td>
<td>425</td>
<td>228</td>
<td>20,629</td>
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<td>June, 2010</td>
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<td>456</td>
<td>21,448</td>
<td>465</td>
<td>-</td>
<td>21,933</td>
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<td><strong>Total</strong></td>
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<td>$249,577</td>
<td>$5,052</td>
<td>$3,067</td>
<td><strong>$257,696</strong></td>
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</tbody>
</table>

**Contract Specifications**
**Paragraph 8.1.11**
*For Base Cost and Base Subsidy*

<table>
<thead>
<tr>
<th></th>
<th>$296,825</th>
<th>$43,040</th>
<th>$253,785</th>
</tr>
</thead>
</table>

**Over (Under) Contract Requirements**

<table>
<thead>
<tr>
<th></th>
<th>$(43,140)</th>
<th>$(38,932)</th>
<th>$(4,208)</th>
</tr>
</thead>
</table>

**Farebox Ratio Actual**

1.6%

**Farebox Ratio Contract**

14.5%
IMPERIAL COUNTY TRANSPORTATION COMMISSION
AND
FIRST TRANSIT, INC.
IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
JULY 1, 2009 THROUGH JUNE 30, 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2009</td>
<td>$45,267</td>
<td>$987</td>
<td>$44,280</td>
<td>$987</td>
<td>-</td>
<td>$45,267</td>
</tr>
<tr>
<td>August, 2009</td>
<td>42,291</td>
<td>892</td>
<td>41,399</td>
<td>881</td>
<td>662</td>
<td>42,942</td>
</tr>
<tr>
<td>September, 2009</td>
<td>42,296</td>
<td>913</td>
<td>41,383</td>
<td>1,101</td>
<td>205</td>
<td>42,689</td>
</tr>
<tr>
<td>October, 2009</td>
<td>43,787</td>
<td>1,387</td>
<td>42,400</td>
<td>962</td>
<td>241</td>
<td>43,603</td>
</tr>
<tr>
<td>November, 2009</td>
<td>39,300</td>
<td>1,110</td>
<td>38,190</td>
<td>729</td>
<td>1,421</td>
<td>40,340</td>
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<tr>
<td>December, 2009</td>
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<td>1,225</td>
<td>42,570</td>
<td>722</td>
<td>3,229</td>
<td>46,521</td>
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<tr>
<td>January, 2010</td>
<td>39,302</td>
<td>1,062</td>
<td>38,242</td>
<td>632</td>
<td>-</td>
<td>38,792</td>
</tr>
<tr>
<td>February, 2010</td>
<td>39,266</td>
<td>1,062</td>
<td>38,204</td>
<td>588</td>
<td>-</td>
<td>38,792</td>
</tr>
<tr>
<td>March, 2010</td>
<td>45,248</td>
<td>2,023</td>
<td>43,225</td>
<td>880</td>
<td>228</td>
<td>44,333</td>
</tr>
<tr>
<td>April, 2010</td>
<td>42,292</td>
<td>921</td>
<td>41,371</td>
<td>879</td>
<td>285</td>
<td>42,635</td>
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<tr>
<td>May, 2010</td>
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<td>1,148</td>
<td>39,650</td>
<td>877</td>
<td>228</td>
<td>40,755</td>
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<tr>
<td>June, 2010</td>
<td>43,797</td>
<td>1,327</td>
<td>42,470</td>
<td>1,000</td>
<td>-</td>
<td>43,470</td>
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<td>Total</td>
<td>$507,439</td>
<td>$14,055</td>
<td>$493,384</td>
<td>$10,238</td>
<td>$6,499</td>
<td>$510,121</td>
</tr>
</tbody>
</table>

Contract Specifications
Paragraph 8.1.11
For Base Cost
and Base Subsidy  $593,651  $86,079  $507,572

Over (Under) Contract Requirements  $ (86,212)  $(72,024)  $(14,188)

Fraexbox Ratio Actual  2.8%

Fraexbox Ratio Contract  14.5%
# EXHIBIT E

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**AND**

**FIRST TRANSIT, INC.**

**IMPERIAL VALLEY TRANSIT SERVICE PROGRAM**

**STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY**

**JULY 1, 2009 THROUGH JUNE 30, 2010**

---

## Imperial Valley Transit - Countywide Service Line

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2009</td>
<td>$236,788</td>
<td>$39,124</td>
<td>$197,664</td>
<td>$5,720</td>
<td>$6,502</td>
<td>$209,886</td>
</tr>
<tr>
<td>August, 2009</td>
<td>234,516</td>
<td>38,868</td>
<td>195,648</td>
<td>7,511</td>
<td>8,800</td>
<td>211,959</td>
</tr>
<tr>
<td>September, 2009</td>
<td>240,466</td>
<td>46,935</td>
<td>193,531</td>
<td>6,251</td>
<td>598</td>
<td>200,380</td>
</tr>
<tr>
<td>October, 2009</td>
<td>248,997</td>
<td>69,340</td>
<td>179,657</td>
<td>9,096</td>
<td>941</td>
<td>189,694</td>
</tr>
<tr>
<td>November, 2009</td>
<td>226,917</td>
<td>38,114</td>
<td>188,803</td>
<td>8,157</td>
<td>14,774</td>
<td>211,734</td>
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<td>December, 2009</td>
<td>236,162</td>
<td>39,276</td>
<td>196,886</td>
<td>8,459</td>
<td>5,130</td>
<td>210,475</td>
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<tr>
<td>January, 2010</td>
<td>227,924</td>
<td>37,340</td>
<td>190,584</td>
<td>7,995</td>
<td>-</td>
<td>198,580</td>
</tr>
<tr>
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<td>38,913</td>
<td>186,239</td>
<td>7,284</td>
<td>-</td>
<td>193,523</td>
</tr>
<tr>
<td>March, 2010</td>
<td>251,718</td>
<td>51,571</td>
<td>200,147</td>
<td>10,326</td>
<td>1,345</td>
<td>211,818</td>
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<tr>
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<td>48,849</td>
<td>175,715</td>
<td>11,866</td>
<td>3,137</td>
<td>190,718</td>
</tr>
<tr>
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<td>235,454</td>
<td>43,463</td>
<td>191,991</td>
<td>10,413</td>
<td>2,529</td>
<td>204,933</td>
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<tr>
<td>June, 2010</td>
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<td>41,856</td>
<td>198,203</td>
<td>11,102</td>
<td>2,325</td>
<td>211,630</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,828,717</strong></td>
<td><strong>$533,649</strong></td>
<td><strong>$2,295,068</strong></td>
<td><strong>$104,181</strong></td>
<td><strong>$46,081</strong></td>
<td><strong>$2,445,330</strong></td>
</tr>
</tbody>
</table>

**Contract Specifications**

Paragraph 8.1.6
For Base Cost
and Base Subsidy

|             | $2,850,245 | $413,286 | $2,436,959 |

**Over (Under) Contract Requirements**

|             | $(21,528) | $120,363 | $(141,891) |

**Farebox Ratio Actual**
18.9%

**Farebox Ratio Contract**
14.5%
### IMPERIAL COUNTY TRANSPORTATION COMMISSION
### AND
### FIRST TRANSIT, INC.
### IMPERIAL VALLEY TRANSIT SERVICE PROGRAM
### STATEMENT OF FIXED RATE, FAREBOX REVENUE AND NET SUBSIDY
### JULY 1, 2009 THROUGH JUNE 30, 2010

#### All First Transit Services Combined

<table>
<thead>
<tr>
<th>Date</th>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Fuel Escalator</th>
<th>Marketing</th>
<th>Net Cost and Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July, 2009</td>
<td>282,055</td>
<td>40,111</td>
<td>241,944</td>
<td>6,707</td>
<td>6,502</td>
<td>255,153</td>
</tr>
<tr>
<td>August, 2009</td>
<td>276,807</td>
<td>39,760</td>
<td>237,047</td>
<td>8,392</td>
<td>9,462</td>
<td>254,901</td>
</tr>
<tr>
<td>September, 2009</td>
<td>282,762</td>
<td>47,848</td>
<td>234,914</td>
<td>7,352</td>
<td>803</td>
<td>243,069</td>
</tr>
<tr>
<td>October, 2009</td>
<td>292,784</td>
<td>70,727</td>
<td>222,057</td>
<td>10,058</td>
<td>1,182</td>
<td>233,297</td>
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<tr>
<td>November, 2009</td>
<td>266,217</td>
<td>39,224</td>
<td>226,993</td>
<td>8,886</td>
<td>16,195</td>
<td>252,074</td>
</tr>
<tr>
<td>December, 2009</td>
<td>279,957</td>
<td>40,501</td>
<td>239,456</td>
<td>9,181</td>
<td>8,359</td>
<td>256,996</td>
</tr>
<tr>
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<td>267,226</td>
<td>38,400</td>
<td>228,826</td>
<td>8,628</td>
<td>-</td>
<td>237,454</td>
</tr>
<tr>
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<td>264,418</td>
<td>39,975</td>
<td>224,443</td>
<td>7,872</td>
<td>-</td>
<td>232,315</td>
</tr>
<tr>
<td>March, 2010</td>
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<td>53,594</td>
<td>243,372</td>
<td>11,206</td>
<td>1,573</td>
<td>256,151</td>
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<tr>
<td>April, 2010</td>
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<td>49,770</td>
<td>217,086</td>
<td>12,745</td>
<td>3,422</td>
<td>233,253</td>
</tr>
<tr>
<td>May, 2010</td>
<td>276,252</td>
<td>44,611</td>
<td>231,641</td>
<td>11,290</td>
<td>2,757</td>
<td>245,688</td>
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<tr>
<td>June, 2010</td>
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<td>43,183</td>
<td>240,673</td>
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<td>2,325</td>
<td>255,100</td>
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<tr>
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<td>547,704</td>
<td>2,788,452</td>
<td>114,419</td>
<td>52,580</td>
<td>2,955,451</td>
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#### Contract Specifications
Paragraphs 8.1.6 and 8.1.11 For Base Cost and Base Subsidy

<table>
<thead>
<tr>
<th>Base Cost</th>
<th>Farebox</th>
<th>Net Subsidy</th>
<th>Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,443,895</td>
<td>$499,365</td>
<td>$2,944,530</td>
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</tr>
</tbody>
</table>

#### Over (Under) Contract Requirements

<table>
<thead>
<tr>
<th>Base Cost</th>
<th>Farebox</th>
<th>Total Paid to First Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$(107,739)</td>
<td>$48,339</td>
<td>$(156,078)</td>
</tr>
</tbody>
</table>

| Farebox Ratio Actual | 16.4% |
| Farebox Ratio Contract | 14.5% |
ACTION CALENDAR

A. DIRECTION ON AWARD OF CONTRACT AGREEMENT FOR IMPERIAL VALLEY TRANSIT AND ADA PARATRANSIT SERVICES FY 2011-12 THROUGH 2015-16
May 6, 2011

ICTC Management Committee
Imperial County Transportation Commission
940 Main Street Suite 208
El Centro, CA 92243

SUBJECT: Direction on Award of Contract Agreement for Imperial Valley Transit and ADA Paratransit Services FY 2011-12 through 2015-16

Dear Committee Members:

IMPERIAL VALLEY TRANSIT (IVT) is the regional fixed route bus transit service in operation since 1989. The operations are contracted out to a transit operator as a turnkey operation which includes the IVT Blue and Green intra-city lines in El Centro. First Transit Inc. is the current operator. The service averages 55,000 passenger trips a month on various service routes throughout the cities and County.

The ADA Paratransit Service is the regional complementary service required under the Americans with Disabilities Act. The service operates in tandem with IVT, with coordinated service schedules and services 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 also 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.

A competitive bid process was conducted for both services during the March/April 2011 timeframe. An extensive outreach and solicitation was conducted. The competitive bid process has since been completed. While there were initial inquiries from at least one outside competitor, there was only one response received for the fixed route and two responses for the ADA Paratransit service.

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 Request For Proposals (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 “IVTAcess.”

Funding for our transit services are derived from the State’s Transportation Development ACT (TDA) Fund, the State Transit Assistance Fund (STA), as well as, grants from the Federal Transit Administration (FTA).

The long-term service contracts with farebox ratios need to be negotiated. Service contracts terminate on June 30, 2011. It is staff’s goal to allow for the uninterrupted continuation of services.

Features included in these service contracts, include the following:

**IVT Fixed Route**
- 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 ten (10) 40 ft. Gillig transit buses
- Continuation of in house low echelon maintenance support services
- The continuation of the leased dedicated local facility to accommodate bus parking, office personnel, training and maintenance activities and future long term growth
- Revision and update of the www.ivtransit.com web site for transit schedule information
- Ten vehicle community service hours per month

**ADA Paratransit**
- 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 eight (8) paratransit buses
- In house low echelon maintenance support services
- The continuation of the leased dedicated local facility to accommodate bus parking, office personnel, training and maintenance activities and future long term growth
- Creation of a web site for certification and eligibility information
- Introduction of the dispatch software “Trapeze”
- Ten vehicle community service hours per month
It is requested that the ICTC Management Committee and Commission consider the following 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.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Administrative Analyst III