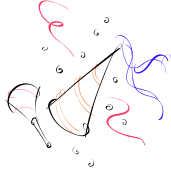




1405 N. IMPERIAL AVE., SUITE 1
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
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December 19, 2012

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL AGENDA

DATE: Wednesday, January 2, 2013
TIME: 10:00 a.m. – 12:00 p.m.
LOCATION: ICTC Offices
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

Chairperson: Griselda Martinez

Vice-Chair: Leticia Vizcarra

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

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 actions on items that are not on the agenda.

DISCUSSION/ACTION ITEMS

1. Introductions
2. Approval of Minutes of December 5, 2012 *ACTION*
3. FY 2013-14 UTN Letter to the Hearing Panel *DISCUSSION / ACTION* Page 7
4. CTSA Reports *DISCUSSION*
5. Operator Reports *DISCUSSION*
6. General Discussion *DISCUSSION*
7. Adjournment

For questions or comments, please call Cristi Lerma or David Salgado at 760-592-4494, or email at cristilerma@imperialctc.org and davidsalgado@imperialctc.org.

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



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SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

December 5, 2012

Present

Voting Attendees:

Heddy McNeer	Consumer
Michael L. Hack	Consumer
Sherry Leon	Area Agency on Aging
Leticia Vizcarra	Access to Independence (Vice-Chair)
Norma Nava	IVC-DSPS
Erika Martínez	ARC – Imperial Valley
Lorena Arambula	San Diego Regional Center (SDRC)
Michelle Schenck-Soto	California Children’s Services (CCS)
Rosyo Ramirez	IHSS Public Authority
Kathi Williams	CTSA – ICTC
David Salgado	CTSA – ICTC

Non-Voting Attendees:

Beatriz Cruz	CTSA - ICTC
Jean Chatel	IVT/IVT Access/Calexico Dial-A-Ride
Dan McKeenan	IVT/IVT Access/Calexico Dial-A-Ride
Lily Falomir	City of Calexico
Adriana Pacheco	Brawley Dial-A-Ride
Isabel Pacheco	Brawley Dial-A-Ride

1. Chair Martinez called the meeting to order at 10:03 am. A quorum was present. Introductions were made.
2. Minutes adopted for November 7, 2012 (McNeer/Hack) **Motion Carried.**
3. ADA Paratransit Services No Show/Late Cancellation Policy and Appeals process.
 - Mr. Salgado gave thanks to Ms. Ramirez, Ms. Vizcarra, and Ms. Martinez for their participation on the Committee to develop the Draft “ADA Paratransit No Show/Late Cancellation and Appeals Policy”. He indicated that the “ADA Paratransit Services No Show/Late Cancellation and Appeals Policy was approved by the Commission in November. The policy will take effect on January 1, 2013. The distribution of rider alert flyers have been issued to all affiliated agencies and riders. Rider alerts have been placed on IVT ACCESS buses as well.
 - Mr. Salgado indicated that Med-Express will also be developing a No Show/Late Cancellation Policy. Mr. Salgado will organize another 3 person group to assist with a No Show/Late Cancellation Policy for Med-Express. Ms. Soto, Ms. Arambula, and Ms. KC Kennedy will assist

with this process. Further details on the dates and times for meetings will be provided by Mr. Salgado.

Ms. Williams added that if Med-Express No Show/Late Cancellation Policy is brought to SSTAC in February/March and approved it would then go the Commission for approval during their March/April meeting. If approved by the Commission it would go to public outreach in April/May and in effect by July 1, 2013.

Ms. Williams made a motion to move up item 5 (CTSA reports) of the agenda before item 4 (FY 2013-14 UTN Priorities). **(Williams/Hack) Motion Carried**

4. CTSA Reports

Ms. Williams and Mr. Salgado had the following updates:

- Mr. Salgado stated that information has been released by Caltrans on the upcoming FTA 5310 grant process. Ms. Williams mentioned a Local Review Committee is needed to score and rank applications. It is unknown how many will be submitted and how much time will be required but 2 to 3 hours is the normal amount of time for the LRC to meet. Ms. Leon volunteered to be part of the local review committee.
- Ms. Williams mentioned that information is available for FTA 5316 and 5317 grants as well.
- Mr. Salgado has been visiting numerous social services offices with Mr. Chatel from IVT Access to speak about services on IVT/IVT ACCESS.
- Ms. Williams stated that the City of Calexico will be having a public hearing in regards to moving the current bus stop at 3rd and Paulin Ave. to 3rd and Heber Ave. Ms. Falomir stated that the City of Calexico is looking at January 8 or January 22, 2013 to have its public hearing on the 3rd and Paulin Ave. bus stop relocation.
- Ms. Williams notified SSTAC members that Marv Balin has taken another position with First Transit in Orange County. Dan McKeehan will be assisting as a temporary General Manager while a permanent General Manager is assigned. Interviews for the General Manager position will start on Friday December 7, 2012.
- Ms. Williams stated that a consulting firm has been chosen which will be recommended to the Commission for approval to start on the project for the proposed IVT Gold, Red and Orange line circulators. Once the project starts there will be stakeholder meetings and bilingual public workshops conducted in the three communities.
- Ms. Williams stated that the Quechan Tribe and Yuma County Intergovernmental Public Transportation Authority (YCIPTA) MOU has been finalized. The MOU will be on the Commission agenda for December 12th. The YCAT Turquoise Route #10 will provide service three times a week twice a day (2 round trips) between Yuma, Winterhaven and El Centro Ca.

5. FY 2013-14 Unmet Transit Needs Priorities

- Ms. Williams stated that two letters need to be created for the ICTC Unmet Transit Needs Hearing Panel. One letter is presented to the Panel, and the second letter is presented later in the process after a review of the Panel's "Findings".
- General discussion was made in regards to progress of items on Transit Needs Master List 2013-

14.

- Ms. Ramirez would like to add a new item #12 *Reduction of headways on IVT from Calexico to El Centro/El Centro to Calexico from 75 minutes to 35 minutes*; to the FY 2013-2014 Master Needs List. **(Leon/Hack) Motion Carried.**
- Ms. Ramirez made a motion to add item #11 *IVT ACCESS Lack of Capacity throughout the Region* to the FY 2013-14 ICTC Unmet Transit Needs Hearing Panel letter. **(Leon/Hack) Motion Carried.**
- Ms. Leon made a motion to add item #7 *Expansion of Saturday service for IVT routes* to the FY 2013-14 ICTC Unmet Transit Needs Hearing Panel letter. **(Ramirez/Hack) Motion Carried.**
- Ms. Ramirez made a motion to add item #8 *Expansion of limited Sunday service for IVT routes* to the FY 2013-14 ICTC Unmet Transit Needs Hearing Panel letter. **(Leon/Hack) Motion Carried.**
- Ms. Ramirez made a motion to expand the language in the letter from the prior year to add the IVT Gold, Red, Orange line to priority #2 *SSTAC would like to continue support for the El Centro Circulator concept which includes the Blue Line and Green Line*, in FY 2012-13 ICTC Unmet Transit Needs Hearing Panel letter. **(Leon/Hack) Motion Carried.**
- Ms. Leon made a motion to expand the language in the letter from the prior year to add the cities of Imperial, Calexico and Brawley to priority #3 *SSTAC would like to continue support for the completion of the construction for the transfer terminal at 7th and State Streets in the City of El Centro*, in FY 2012-13 Unmet Transit Needs Hearing Panel letter. **(Ramirez/Hack) Motion Carried.**
- Ms. Leon made a motion to have two separate sections in FY 2013-14 Unmet Transit Needs Hearing Panel letter. The first section will address all priority items and the second part address all continuing support items. **(Williams/Hack) Motion Carried.**
- Ms. Montes made a motion to add item #12 *Reduction of IVT headways from Calexico to El Centro/El Centro to Calexico from 75 minutes to 35 minutes*; to the FY 2013-14 ICTC Unmet Transit Needs Hearing Panel letter. **(Ramirez/Hack) Motion Carried.**
- Ms. Nava made a motion to place item #12 *Reduction of IVT headways from Calexico to El Centro/El Centro to Calexico from 75 minutes to 35 minutes*; as item #3 to the FY 2013-14 ICTC Unmet Transit Needs Hearing Panel letter. **(Montes/Hack) Motion Carried.**
- The FY 2013-14 ICTC Unmet Transit Needs Hearing Panel letter will address the following items.
 - o #11 IVT ACCESS Lack of Capacity throughout the Region.
 - o #7 Expansion of Saturday service for IVT routes
 - o #12 Reduction of headways from Calexico to El Centro/El Centro to Calexico from 75 minutes to 35 minutes
 - o #8 Review of limited Sunday service for IVT routes

- #10 Provide schedule information to bus shelters

6. Operator Reports

- Ms. Pacheco stated that the Brawley Dial-A-Ride is very busy and are looking into extending their service hours on Saturday. Ms. Pacheco stated that they have encountered some challenges with their lifts to accommodate wheelchair passengers. Ms. Williams suggested for Brawley Dial-A-Ride to contact CALTRANS for assistance on a FTA 5310 grant replacement 5310 vehicle if available.
- Mr. McKeehan stated there have been no changes to the Calexico Dial-A-Ride.
- Ms. Martinez stated that El Centro Dial-A-Ride continues to be very busy with nothing else to report.
- Ms. Martinez stated that the Imperial Dial-A-Ride is doing well with nothing else to report.
- Mr. McKeehan stated that
 - all of the new ten 40 ft. Gillig buses are in use.
 - Shadow buses are being used in Calexico traveling to El Centro if needed.
 - IVT provided free transportation service to about 15 homeless passengers attending the Homeless Task Force event.
 - Some day in December there will be a free Holiday ride day for IVT/IVT ACCESS bus riders.
- Mr. Chatel stated that 2 additional buses have been assigned to IVT Access providing an additional 16 hours of service. The No Show/Late Cancellation Policy will be in effect by January 1, 2013. In November approximately 2,500 appointments were made and 190 were no shows, 120 canceled. Having had the No Show Policy in place could have provided potentially up to 300 bus rides.
- Ms. Martinez stated that Med-Express is very busy with nothing else to report.

7. General Discussion

- Ms. Leon stated that the 8th Annual Sr. Appreciation Day is being held on January 30, 2013 at the National Guard Armory 310 S. 4th St. El Centro, CA 92243 from 10:00 a.m. to 2:00 p.m.

8. Adjournment

- Next meeting of the SSTAC will be on January 2, 2013.
- Meeting adjourned at 12:00 p.m.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL (SSTAC)**

FY 2013-14 MASTER NEEDS LIST: Identification of Transit Needs

For discussion and planning purposes leading up to annual ICTC Unmet Transit Needs Hearing. Importance of needs will be determined prior to hearing with selected items formally presented to ICTC.

1. Develop and construct 7th/State Streets transfer terminal **(Construction Pending)**
2. Improve cleanliness and upkeep at El Centro City area bus stops **Under Review**
3. Review of an "FAST" trip between Brawley and El Centro **IMPLEMENTED/Demo Phase**
4. Expand Transit Access with in the community of Brawley **Under Review**
5. Review of an afternoon "FAST" trip from El Centro to Brawley **Under Review**
6. Review of limited Saturday service to Seeley **IMPLEMENTED/Demo Phase**
7. Expansion of Saturday service for IVT routes **on UTN List FY 2009-10**
8. Review of limited Sunday service for IVT routes **on UTN List FY 2009-10**
9. Review of additional IVC "Express Routes" **IMPLEMENTED/Demo Phase**
10. Provide schedule information to bus shelters **PENDING**
11. IVT ACCESS Lack of Capacity throughout the Region **Under Review**
12. Reduction of headways from Calexico to El Centro/El Centro to Calexico from 75 minutes to 35 minutes **Under Review**

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

Griselda Martinez, Chairperson
Leticia Vizcarra, Vice-Chairperson
Kathi Williams, Secretary

1405 N. Imperial Ave., Suite 1
El Centro, CA 92243
(760) 592-4494

December 20, 2012

DRAFT

Unmet Transit Needs Hearing Panel
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

Dear Panel Members:

One of the primary responsibilities of the Social Services Transportation Advisory Council (SSTAC) is to advise ICTC on existing public transportation needs. Annually SSTAC delivers a letter report to the Unmet Transit Needs Hearing Panel regarding needs that can be, or have not and cannot be met utilizing existing resources.

SSTAC also reviews and evaluates services and needs throughout the year. The following concerns and recommendations include those needs that are unable to be met by SSTAC members through coordination of available services, or the use of existing resources.

Therefore, the following issues and concerns are identified for consideration in order of our priority for Fiscal Year 2013-14;

1. Passengers with disabilities using IVT ACCESS, are experiencing a lack of seating capacity during all service hours.
2. There have been repeated requests for the expansion of transit service on IVT routes on Saturdays. While there is a limited service schedule it is no longer sufficient to meet the demand.
3. Due to demand, SSTAC would like to recommend reducing the schedule times on IVT, between Calexico to El Centro/El Centro to Calexico from 75 minutes to 35 minutes. More frequent trips on existing routes would reduce overcrowding
4. SSTAC would like the review of the implementation of limited transit service on IVT on Sundays. There currently is no service on Sundays available at all.

5. SSTAC would also like to see that ICTC staff continue the options for improving route and schedule information, including adding schedules to bus shelters, as a way to disseminate information to the passengers, as documented as Finding #8 on FY 2010-11 UTN Findings.

The SSTAC would also like to express continued support for the following projects underway in various communities:

1. SSTAC would like to express continued support for the construction for the transfer terminals at 7th and State Streets in the City of El Centro, 5th St. and S. Plaza St. in the city of Brawley, and locations yet to be determined in the Cities of Calexico and Imperial.
2. SSTAC would like to express continued support for the IVT Circulator bus concept which includes the IVT Blue Line and IVT Green Line, and proposed future IVT Gold Line in Brawley, IVT Red Line in Imperial, and IVT Orange Line in Calexico.

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

Sincerely yours,

Griselda Martinez
Chairperson