



**1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410**

MANAGEMENT COMMITTEE

**City of Brawley
Council Chambers
383 Main Street
Brawley, CA 92227**

**Wednesday, March 11, 2020
10:30 A.M.**

CHAIR: MARCELA PIEDRA

VICE CHAIR: ROSANNA BAYON MOORE

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.

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. CONSENT CALENDAR

- | | | | |
|----|------------------------------------------------------------------------------------------------------------------------|-------------------|------------|
| A. | Approval of Management Committee Draft Minutes: | February 12, 2020 | Pages 4-21 |
| B. | Receive and File: | | |
| | 1. ICTC Commission Minutes: | January 22, 2020 | |
| | 2. ICTC TAC Minutes: | January 23, 2020 | |
| | 3. ICTC TAC Draft Minutes: | February 27, 2020 | |
| | 4. ICTC SSTAC Minutes: | February 5, 2020 | |
| C. | Specific Transit Operator Fiscal Reports FY 2018-19 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans | Page 23 | |

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

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2018-19; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans

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

V. REPORTS

- A. ICTC/LTA Executive Director
 - See attached Executive Director Report(s) Page 67
- B. Southern California Association of Governments
 - See attached report Page 75
- C. California Department of Transportation – District 11
 - See attached report Page 81
- D. Committee Member Reports

VI. ACTION CALENDAR

- A. Transportation Development Act (TDA) and Program Fiscal Audits for FY 2018-19 Page 93

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

- 1. Receive and file the Transportation Development Act and other program fiscal audits for the Imperial County Transportation Commission, for FY 2018-19.
- 2. Direct staff to transmit the fiscal audits to the State Controller's Office.

VII. LTA ACTION CALENDAR

- A. Adoption of the Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2019 Page 96

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

- 1. Receive, Approve and File the FY 2017-18 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the ICLTA.

VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee will be on **Wednesday, April 8, 2020 at 10:30 a.m.**, at the **City of Calexico**, Calexico, CA.

IX. ADJOURNMENT

- A. Motion to Adjourn

IV. CONSENT CALENDAR

IV. CONSENT CALENDAR

- A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT MINUTES:
 - FEBRUARY 12, 2020
- B. RECEIVE AND FILE:
 - 1. ICTC COMMISSION MINUTES: JANUARY 22, 2020
 - 2. ICTC TAC MINUTES: JANUARY 23, 2020;
 - FEBRUARY 23, 2020
 - 2. ICTC SSTAC MINUTES:
 - FEBRUARY 5, 2020

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
DRAFT MINUTES OF February 12, 2020
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	David Dale
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Alexis Brown
County of Imperial	Tony Rouhotas

STAFF PRESENT: David Aguirre, Virginia Mendoza, Cristi Lerma**OTHERS PRESENT:** David Salgado: SCAG; Jose Ornelas, Beth Landrum, Vanessa De La Rosa: Caltrans; Liz Zarate: City of El Centro

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, February 12, 2020 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Piedra called the Committee meeting to order at 10:37 a.m. Roll call was taken at 11:09 a.m. and a quorum was present.

II. EMERGENCY ITEMS

A. There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by [Wells](#) seconded by [Medina](#) to approve the consent calendar as presented, **Motion carried unanimously.**

- A. Approved Management Committee Minutes for January 8, 2020
- B. Received and Filed:
 - 1. ICTC SSTAC Draft Minutes for January 9, 2020

V. REPORTS

- A. ICTC Executive Director
 - Mr. Aguirre had the following updates:
 - Regarding the Federal Triennial Review, policy changes are all procedural and will be updated internally.
 - Ms. Mendoza had the following updates:

- SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study had a public outreach event on January 18, 2019 in Glamis during Glamis clean-up day. Several stakeholders including the American Sand Association have provided input on the project. The goal of the project is to determine where the grade separated crossing will be located, funding and who will be the lead agency. Ms. Mendoza also stated that currently the consultant is reviewing surveys, they received 4,021.
- The 2020 Border Master Plan will be an item for discussion at the next IMBA meeting on March 12, 2020 at the ICTC Offices.
- The consultant is conducting data collection from project stakeholders for the Regional Climate Action Plan.
- Caltrans Local Assistance will be at the ICTC offices doing one-on-ones with local agencies, and for a Federal Aid Training.
- A report with additional updates can be found on page 11 of the agenda.

B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following updates:

- Adoption of the Final Connect SOCAL Plan is planned for April with ratification at the General Assembly in May.
- Registration is now open for the SCAG General Assembly. It is scheduled for May 6-8, 2020. Please select your delegates and alternates.
- ATP Cycle 5 guidelines have been released with \$440 million available. Mr. Salgado is willing to assist with any questions. Ms. Mendoza stated that Cory Wilkinson from SCAG is willing to come to Imperial County to hold a workshop in March and will coincide with the final draft guidelines approval. SCAG's regional share is a potential \$900K. Also, bundled projects will be more successful.
- Mr. Rouhotas inquired about the Aerial Imagery Project. He stated that he had originally asked SCAG for the funds dedicated to Imperial County to be given to the region to use as needed.

C. Caltrans Department of Transportation – District 11

Ms. Landrum had the following updates:

- The contract for I-8/Imperial Interchange Project has been awarded to Granite Construction. Construction is scheduled to begin in April. Construction Management will be done by Kleinfelder. Closures will begin end of April or early May. Outreach will also begin soon. A web page dedicated to this project will be on the Caltrans site at <https://dot.ca.gov/caltrans-near-me/district-11/current-projects/i8-imp-interchange>.
- Caltrans has a new air quality liaison for project conformity and emission studies.

D. Committee Member Reports

- There were no updates.

VI. ACTION CALENDAR

A. Imperial County Transportation Commission (ICTC) resolution for Federal Fiscal Year (FFY) 2020/2021 – 2025/2026 Federal Transportation Improvement Program

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

1. Authorize the Chairman to sign the resolution that certifies funding has been identified for the projects in the FFY 2020/2021 - 2025/2026 FTIP and affirms our commitment to implement all projects in the program.

A motion was made by **Bayon Moore** seconded by **Brown**. **Motion carried unanimously.**

VII. INFORMATION CALENDAR

A. Presentation on the Caltrans District 11 Active Transportation Plan Development

Ms. De La Rosa gave a presentation regarding the Active Transportation Plan development in District 11. The project overview is to have a state bicycle and pedestrian plan implemented throughout all of California by 2040. District 11 priorities are to identify location-based needs on the Caltrans right-of-way, and develop a methodology for analyzing performance measures. The deliverables of the plan will include the following:

- A geospatial active transportation tool
- A prioritized list of location-based needs
- An existing condition reports
- And a final plan

Public engagement opportunities will include a map-based survey, public outreach and a CAT Working Group. The role of the working group will be to share perspective, technical skills and community-based knowledge; participate in identifying and prioritizing bike and ped improvements provide feedback; and, inform and update networks and community groups.

Ms. De La Rosa give a more in-depth presentation at the ICTC TAC meeting later in February. A draft plan is expected by the end of 2021.

B. Staff Update to the Unmet Transit Needs Outreach

Mr. Aguirre had the following update:

The UTN Hearing is scheduled for March 4th, 2020 at 3 p.m. at the County of Imperial Board Chambers, 940 W. Main St. in El Centro. Several other outreach opportunities were also scheduled specifically in the North-end of Imperial County. This will allow more opportunity for transit users that are not able to attend the hearing to submit their comments for the record. Other outreach opportunities are as follows:

- January 27, 2020 – Calipatria North-end Advisory Meeting, 6 p.m.
- February 3, 2020 – Westshores Council Meeting, 6 p.m.
- February 24, 2020 – Brawley Council Chambers, 3 p.m.
- February 24, 2020 – Bombay Beach North-end Advisory Meeting, 6 p.m.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **March 11, 2020** at the **City of Brawley**, Brawley, Ca.

IX. ADJOURNMENT

A. Meeting adjourned at 11:09 a.m.

IMPERIAL COUNTY TRANSPORTATION COMMISSION

DRAFT MINUTES FOR JANUARY 22, 2020

6:00 p.m.

VOTING MEMBERS PRESENT:

City of Brawley	George Nava - Chairman
City of Calipatria	Maria Nava-Froelich
City of El Centro	Jason Jackson (alt.)
City of Holtville	James Predmore
County of Imperial	Luis Plancarte
County of Imperial	Ryan Kelley

NON-VOTING MEMBERS PRESENT: Caltrans District 11 Ann Fox

STAFF PRESENT: Mark Baza, David Aguirre Cristi Lerma, Virginia Mendoza, Eric Havens
(Counsel)

OTHERS PRESENT: David Salgado: SCAG; Erwin Gojuangco, Jose Ornelas: Caltrans

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, January 29, 2020 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

[Chair Nava](#) called the Commission meeting to order at 6:02 p.m. Roll call was taken, and a quorum was present.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT CALENDAR

A motion was made by [Predmore](#) and seconded by [Nava-Froelich](#) to approve the consent calendar as presented; **Motion carried.**

- A. Approval of the ICTC Commission Draft Minutes: December 11, 2019
- B. Receive and File:
 - 1. ICTC Management Committee Draft Minutes: December 11, 2019
 - 2. ICTC SSTAC Minutes: December 4, 2019
 - 3. ICTC Draft TAC Minutes: December 12, 2019
- C. Application for Federal Transit Administration (FTA) Section 5311 Program Funds, FY 2019-20
 - 1. Authorized the Chairman to sign the resolution authorizing the Executive Director to sign the FTA 5311 FY 2019-20 grant application with all supporting documentation
 - 2. Directed staff to submit the application to Caltrans
- D. Federal Transit Administration (FTA) Title VI Program for Federal Transit funds
 - 1. Approved the Imperial County Transportation Commission Title VI Plan

V. REPORTS

- A. ICTC Executive Director
- Mr. Baza gave a brief update regarding the SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study. He stated the project is fully underway and a public outreach event was held on January 18, 2019 in Glamis during Glamis clean-up day. An estimated 100 people attended the event. An online survey is also available from January 1-31, 2020, an estimated 2400 have responded to the survey thus far. He stated that the goal of the project is to determine where the grade separated crossing will be located, funding and who will be the lead agency.
 - A full list of updates and announcements can be found on page 69 of the agenda.
- B. Southern California Association of Governments (SCAG)
- Mr. Salgado informed the Commission about the deadline for the 2020 SCAG Sustainability awards. He encouraged agencies to submit their projects. The deadline is February 6, 2020.
 - Mr. Salgado thanked all for coming out to the League dinner, where Mr. Ajise, SCAG Executive Director, presented SoCal Connect.
 - A full list of updates and announcements can be found on page 80 of the agenda.
- C. California Department of Transportation (Caltrans)
- Ms. Fox stated that the I-8/Imperial Avenue interchange replacement project is expected to begin construction in April 2020. The contract was awarded to Granite construction.
 - Ms. Fox also stated that California State Transportation Agency Secretary, David Kim, participated in the planning efforts of the Transportation Leadership Forum.
 - A full list of updates and announcements can be found on page 83 of the agenda.
- D. Commission Member Reports
- Commissioners had various announcements regarding events occurring in their jurisdictions.

VI. ACTION CALENDER

- A. Rotation of Chair and Vice Chair positions

A motion was made by [Nava-Froelich](#) and seconded by [Jackson](#) to appoint George Nava as the Chairman of ICTC for 2020, **Motion Carried unanimously.**

A motion was made by [Nava-Froelich](#) and seconded by [Predmore](#) to appoint Cheryl Viegas-Walker as the Vice-Chair of ICTC for 2020, **Motion Carried unanimously.**

- B. Unmet Transit Needs Public Hearing - for Fiscal Year 2020-21

The Commission stated that more outreach in the north-end would be beneficial to those individuals who can not travel to El Centro. Staff stated that an effort to conduct outreach will be made. More information regarding those efforts will be provided at a later time.

The ICTC Management Committee met on January 8, 2019 and forwarded this item to the Commission for their review and approval after public comment, if any:

1. Appointed the Unmet Transit Needs Hearing Panel:
Maria Nava-Froelich, City of Calipatria
Ryan Kelley, County of Imperial

Luis Plancarte, County of Imperial
George Nava, City of Brawley
Lewis Pacheco, City of Calexico
Jason Jackson, City of El Centro – alternate
Robert Amparano, City of Imperial – alternate

2. Selected a Public Hearing date of March 4, 2020 at 3 p.m. at the County of Imperial Board Chambers
3. Directed staff to conduct the administrative arrangements.

VII. CLOSED SESSION

- A. Motion to Adjourn to Closed Session at 6:55 p.m.
- B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation (1 matter) (Government Code § 54956.9(d)(4))
- C. Announcement of Closed Session Action(s) – *The Commission met in closed session regarding CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Initiation of litigation (1 matter) (Government Code § 54956.9(d)(4)), direction was given, and no reportable action was taken.*

VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **February 26, 2020 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main Street, El Centro, CA.

IX. ADJOURNMENT

- A. Meeting adjourned at 7:01 p.m.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

January 23, 2020

Present:

Gordon Gaste	City of Brawley
Guillermo Sillas	City of Brawley
Abraham Campos	City of El Centro
Veronica Atondo	County of Imperial
Jesus Villegas	City of Imperial
Joel Hamby	City of Westmorland
Robert Ureña	County of Imperial

Others:

Mark Baza	ICTC
Virginia Mendoza	ICTC
Marlene Flores	ICTC
David Salgado	SCAG
Beth Landrum	Caltrans
Stephen Capuno	Caltrans
Phat Nguyen	Caltrans
Doni De Castro	Caltrans

The meeting was called to order at 10:10 a.m. A quorum was present, and introductions were made. There were no public comments made.

1. Introductions
2. **Rotation of Chair and Vice-Chair Positions**

A *motion* was made by **Abraham Campos** and seconded by **Joel Hamby** to nominate the County of Imperial as the Chair for 2020, **Motion Carried.**

A *motion* was made by **Veronica Atondo** and seconded by **Joel Hamby** to nominate the City of Brawley as the Vice-Chair for 2020, **Motion Carried.**

3. A *motion* was made to adopt the minutes for December 12, 2019 (**Hamby/Campos**) **Motion Carried.**
4. **Imperial County Transportation Commission (ICTC) resolution for Federal Fiscal Year**

2021/21-2025/26 Federal Transportation Improvements Program

A *motion* was made to adopt the Federal Fiscal Year 2021/21-2025/26 Federal Transportation Improvements Program (**Campos/Villegas**) **Motion Carried.**

5. Regional Climate Action Plan Updates

Mrs. Flores provided a brief update on the status of the data collection efforts for the Climate Action Plan. Our consultant representative Andrew Beecher is working with local agencies in obtaining this data. We still have several local agencies that need to start the process. The next highest priority item is having the County complete the request for energy data SoCal Gas. We appreciate the assistance with those who have been helping us move this project forward.

6. ICTC Updates / Announcements

(Presented by ICTC Staff)

- a. **Transit Planning Updates-** Ms. Mendoza provided a brief update on transit planning. Existing Transit Facility MOU's will be required. Mr. David Aguirre will follow up with corresponding agencies.
- b. **Transportation Planning Updates (by Virginia Mendoza):**
 - **(Imperial Mexicali Binational Alliance (IMBA))-** Next IMBA meeting will be here in the Imperial Valley on March 12, 2020. Location: TBD.
 - **Border Master Plan (BMP)-** Kick off meeting for the Border Master Plan was on January 21, 2020 at the Caltrans San Diego Office. The BMP is a comprehensive and binational approach to coordinate the planning of international ports of entry or land checkpoints and their respective transportation infrastructure projects.
 - **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study** Virginia Mendoza provided a brief update on project. The Technical Working Group meetings have begun, and initial outreach to the Off-Highway Vehicle (OHV) community was held at the Glamis Dunes on Saturday, January 18, 2020. An on-line survey to gather information related to user preferences and support for a potential crossing was opened on January 1, and will close on January 31, 2020. To date, over 1,400 surveys have been recorded.
 - **I-8 Interchange Avenue Interchange-** The I-8/Imperial Avenue interchange replacement project is expected to begin construction in April 2020. Caltrans and the City of El Centro had an open house on January 15, 2020 which provided community members and local businesses great details about the project. It was a great opportunity to get informed on what is happening around the area.
- c. **FFY 2019-20 Programmed Project Updates (by Virginia Mendoza):**
 - **Local Partnership Program (LPP)** Virginia Mendoza provided local agencies a list with all the LPP projects and when they need to be obligated. ICTC wants to make sure everyone knows the status of their project and when to start the process of obligating the money.
- d. **LTA Updates 2012 and 2018 (by Virginia Mendoza):**
 - 2012 LTA Bond- City of Brawley still have a balance on their respective 2012

LTA Bond account. ICTC has been in contact with the city of Brawley.

- 2018 LTA Bond- The City of Holtville already utilize all their 2018 LTA money and City of Calexico and City of Calipatria is still in the works.

7. SCAG Updates / Announcements (by David Salgado)

- Mr. Salgado mentioned how SCAG is working closely with Imperial County partners to develop Connect SoCal. Mr. Salgado had the following updates:
- CALL FOR NOMINATIONS 2020 SCAG SUSTAINABILITY AWARDS: Recognizing Excellence in Sustainable Planning throughout Southern California: The Guidelines have been released. The deadline for submittal is February 6th, 2020 at 5:00pm.
- The DRAFT Connect SOCAL Plan is out for public review until the end of January.
- The SCAG General Assembly is scheduled for May 6-8, 2020. Please save the date and select your delegates and alternates.

8. Cities and County Planning / Public Works Updates:

- Local agencies gave an update on their local projects in progress.

9. Caltrans Updates / Announcements (By: Stephen Capuno and Beth Landrum)

Local Assistance: Mr. Capuno provided updates on local assistance.

District 11 must have complete and accurate invoices before this due date to avoid de-obligation of federal funds.

Local Assistance- New Invoice Format Required – Effective October 15, 2019 .

Please transmit all invoices on LAPM Exhibit 5-A. This consolidated format is now required.

Quality Assurance Program (QAP)- A quick reminder to all local agencies of their QAP expiration or expired QAP. As a reminder, the Quality Assurance Program (QAP) approval expired for the City of Holtville. Calexico, El Centro, and Westmorland have until April 2020. A list with specific dates for each agency was provided. An updated QAP package must be submitted as soon as possible to the Local Area Engineer, Ben Guerrero.

Call for Local Roadway Safety Plan (LRSP) Applications- Caltrans announced a Call for Local Roadway Safety Plan (LRSP) Applications on October 8, 2019. The funds will be awarded to the applicants on a “first-come, first-serve” basis. There is no application deadline. Caltrans will continue to accept applications as long as funding is available.

Office of Traffic Safety 2021 Grant Application due: The California Office of Traffic Safety (OTS) Federal Fiscal Year 2021 Grant Application are due on January 30, 2020.

January 31, 2020: Federal Fiscal Year 19/20 Request for Authorization/Obligation is due: Mr. Capuno mentioned that the deadline is January 31, 2020. Early RFA submittals will minimize delay to obtaining fund authorizations.

Beth Landrum from Caltrans provided updates on several projects:

Traffic Operations- SR-86/Customs & Border Protection Checkpoint Expansion. Caltrans continues to work on design reviews with the goal being to have a design approved project ready for when funding becomes available.

Planning- City of Calipatria – Railroad Corridor Multi-Use Bikeway Master Plan- This was presented to the Calipatria City Council on January 14, 2020 and was approved.

El Centro Land Use, Mobility Element and Environmental Justice Update: Outreach efforts and marketing continue with Community Advisory Committee (CAC) meetings, pop-up events, and increased exposure to the website and survey link. The next Public Outreach event is anticipated to be held in late April 2020.

10. General Discussion / New Business

Mr. Chi Vargas has retired from Caltrans and now we have Mr. Jose Ornelas to assist the Imperial Valley.

11. Meeting adjourned at 11:35 a.m.



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EL CENTRO, CA 92243-2875
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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

February 27, 2020

Present:

Gordon Gaste	City of Brawley
Victor Garcia	City of Brawley
Lily Falomir	City of Calexico
Abraham Campos	City of El Centro
Veronica Atondo	County of Imperial
Jesus Villegas	City of Imperial
Joel Hamby	City of Westmorland

Others:

Marlene Flores	ICTC
David Salgado	SCAG
Beth Landrum	Caltrans
Bing Luu	Caltrans
Ben Guerrero	Caltrans
Seth Cutter	Caltrans
Vanessa De La Rosa	Caltrans
Felix DeLeon	City of El Centro
Catherine Gutierrez	City of El Centro
John Kilps	IID

The meeting was called to order at 10:08 a.m. A quorum was present, and introductions were made. There were no public comments made.

1. Introductions
2. **Regional Climate Action Plan:** *(Presented by Poonam Boparai from Ascent)*
Poonam provided a quick update on the Regional Climate Action Plan to TAC members. Moving forward with the project, local agencies and county will be provided with a form including a list of GHG reductions policies for each jurisdiction and a template intended to easily analyze the success and progress implementing each identified policy for the Existing Conditions Analysis. Local agencies will need to complete this task by no later than March, 20, 2020. ICTC and consultant team continue their efforts in collecting as much data from all local agencies for this project.
3. A *motion* was made to adopt the minutes for January 23, 2020 (**Hamby/Campos**) **Motion Carried.**

4. **American Society of Civil Engineers (ASCE) Imperial County Division**

(Presented by Abraham Campos, City of El Centro)

Mr. Campos mentioned ASCE stands at the forefront of a profession that plans, designs, constructs, and most important it provides a collaboration among cities. Abraham mentioned how in the past there was an ASCE Imperial County Division and he wants to bring the ASCE back to Imperial county. Abraham Campos introduced John Kilps from the Imperial Irrigation District and he as well is very interested in getting the ASCE started. Abraham mentioned how they can start with quarterly meetings and having the meetings in different locations. Abraham will provide more information on this topic and see if local agencies are interested.

5. **Caltrans District 11: Active Transportation Plan Development Presentation**

(Presented by Vanessa De La Rosa and Seth Cutter from Caltrans)

Caltrans is developing an Active Transportation Plan for San Diego and Imperial County. This plan will include an existing conditions analysis and a prioritized list of identified bicycle and pedestrian needs on and around the State Highway System. The purpose of this presentation is to obtain input from our local agencies and see if we can participate in the Active Transportation Plan Working Group (ATPWG). Next steps to follow, local agencies need to fill out an excel sheet identifying areas of need. Upcoming meeting dates will follow.

6. **ICTC Updates / Announcements**

(Presented by ICTC Staff)

a. **Transit Planning Updates-** No updates at this moment.

b. **Transportation Planning Updates (by Marlene Flores):**

- **Phase II of the Calexico West Port of Entry-** Funding for phase 2B is in the President's Budget Proposal in the amount of \$99.7 million. Work for Phase 2B will include demolition of the old port building and construction of the new pedestrian building.
- **Imperial Mexicali Binational Alliance Meeting-** The next IMBA meeting is scheduled for March 18, 2020 in the City of Calexico CA (421 Heffernan Ave. #2741) We will have presentations from Dr. Todd Finnell from the Imperial County Office of Education and from Caltrans on the 2020 Border Master Plan.
- **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study-** The third technical working group meeting was held on February 13, 2020 in San Diego, CA. Currently the consultant team is conducting an analysis of the alternatives and the next technical working group meeting is scheduled for May 14, 2020.
- **FFY 2019-20 Programmed Project Updates (by Marlene Flores):** Update on State and Federal funding obligations. A complete list of programmed projects was provided as an attachment to the agenda. Each agency provided an update on the current status of each project. See attachment with updated status of each project.

c. **LTA Updates 2012 and 2018 (by Marlene Flores):**

- **2012 LTA Bond-** City of Brawley still has a balance on their respective 2012 LTA Bond account of (\$666,629).

- 2018 LTA Bond- The City of Holtville already utilize all their 2018 LTA money and City of Calexico (\$7,986,721) and City of Calipatria (\$1,392,482).

7. **SCAG Updates / Announcements (by David Salgado)**

- **2019 SCAG 54th Annual General Assembly:** The 55th Regional Conference and General Assembly will be on May 6-8 at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. Registration for the 2020 Regional Conference is available. The event is free for elected officials and city managers in the region, and a room block is currently available through the SCAG General Assembly Website.
- **RHNA Update:** The final RHNA methodology should be approved in the March 2020/April 2020 time frame for formal ratification at the 2020 SCAG General Assembly.
- **ATP Training:** Cory Wilkerson from SCAG will be providing an ATP training for TAC members in the month of March. ICTC will provide more information in regards to the training.

8. **Cities and County Planning / Public Works Updates:**

- Local agencies gave an update on their local projects in progress.
 - Calexico- Lily Falomir was proud to announce that the City of Calexico had been selected as a recipient of the California Department of Parks and Recreation 2020 Proposition 68 Statewide Park Grant Program. The City of Calexico obtained a \$8.5 million grant to expand the Heber Park.
 - El Centro- Abraham Campos provided an update on I-8/Imperial Avenue Interchange Reconstruction. Construction will begin in April 2020 and expect closures to begin in April/May. Additional outreach will be done for this project. The bridge will be removed in June 2020.
 - City of Brawley- Victor Garcia mentioned a water line replacement project.
 - County of Imperial- Veronica Atondo provided an update on several on-going projects. Heber Avenue project is moving along with bids and the County is preparing to award in two months.
 - City of Imperial- Aten and Clark intersection project will start construction soon.

9. **Caltrans Updates / Announcements (By: Bing Luu and Beth Landrum)**

Local Assistance: Bing Luu provided updates on local assistance.

Quality Assurance Program (QAP)- A quick reminder, City of Calexico, City of El Centro and City of Westmorland need to renew the QAP if federal funds are anticipated for future projects. A list with specific dates for each agency was provided. An updated QAP package must be submitted as soon as possible to the Local Area Engineer, Ben Guerrero.

FY 2018-19 Single Audit Reporting (SAR)- Bing Luu mentioned the packages are due by March 31, 2020. Caltrans sent instructions for submitting the required SAR packages.

Inactive Projects- A quick reminder on the inactive projects. February 20, 2020 was the deadline to submit Inactive invoices.

2020 Updates- Local Assistance Procedures Manual and Program Guidelines- Updates to the LAPM and LAPG have been documented in Local Programs Procedures and can be viewed on the website.

Preparation Schedule for California Transportation Commission (CTC)- Bing Luu provided the schedule with deadlines to send allocation request packages for CTC approval. March 13, 2020 is the next deadline.

Call for Local Roadway Safety Plan (LRSP) Applications- Caltrans announced a Call for Local Roadway Safety Plan (LRSP) Applications on October 8, 2019. The funds will be awarded to the applicants on a “first-come, first-serve” basis. There is no application deadline. Caltrans will continue to accept applications as long as funding is available.

Planning: Beth Landrum provided an update on the SR-78/Glamis Grade Separated Crossing Feasibility Study. Beth mentioned how Caltrans is looking at the BUILD grant for possible grant funds for this project.

10. General Discussion / New Business

-Abraham Campos from the City of El Centro mentioned if the Border Master Plan (BMP) TWG meetings will be the same day as TAC. He is part of the committee and it is hard for him to attend the BMP meeting. Beth Landrum will check with Caltrans to see what are the upcoming dates of the BMP and will get back to Abraham.

- Bing Luu mentioned how he wants to bring to the Imperial County more workshops for our local agencies. If anyone has a topic of preferences to let him or Ben Guerrero know.

11. Meeting adjourned at 11:49 a.m.



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

February 5, 2020

Present

Voting Attendees:

Victor Torres	Imperial Valley College (IVC)
Michael Hack – Vice-Chair	Consumer
Raul Cordova	Work Training Center (WTC)
Sonia Silva	Access to Independence
Rosalina Blankenship	Area Agency on Aging (AAA)
Dr. Kathleen Lang	California Health & Wellness (CH&W)
David Aguirre	CTSA-ICTC
Maricela Galarza	CTSA-ICTC
Gustavo Gomez	CTSA-ICTC

Non-Voting Attendees:

Cesar Sanchez	IVT/IVT Access/IVT Ride/IVT MedTrans
Helio Sanchez	IVT
Jose Guillen	IVT MedTrans
Karla Aguilar	IVT Ride
Karla Pacheco	IVT Access

1. Mr. Torres called the meeting to order at 10:02 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for January 9, 2020 ([Hack, Silva](#)), **Motion Carried.**
3. CTSA Reports:

Mr. Gomez had the following updates:

- There were about 22 ADA certifications for the month of December.
- IVT Ride services continue to have at least 6-7 people on average signing up per week.
- Staff attended the Niland Community Resource Fair, where IVT and IVT Access were promoted.
- Mr. Gomez attended the Access to Independence open house event.
- Staff plans to participate in IVC's 411 Event coming up mid-February.
- The Unmet Transit Needs Hearing will be held on March 4, 2020. SSTAC members were invited to attend. Staff attended the Calipatria Northend Council meeting on January 27th, and

the Westshores Council meeting on February 3rd, to present brief information on the Unmet Transit Needs process. ICTC staff will be having an Unmet Transit Needs workshop in the city of Brawley, at the Brawley Council Chambers, on February 24, 2020, from 3:00 pm to 5:00 pm. This gives another opportunity for people to provide any comments before the actual hearing. The information for dates and times can be found on the Unmet Transit Needs flyer (attached). ICTC staff also plans to attend the Bombay Beach Northend Council meeting on the 24th of February.

- Dr. Lang asked for the number of people that usually attend the Unmet Transit Needs hearing.
 - Mr. Aguirre stated that attendance is usually between 10-15 people.
- Mr. Aguirre added that in prior years the Unmet Transit Needs process only included the actual hearing that is held in the city of El Centro. ICTC is attempting to give people more opportunities to provide comments, therefore staff is attending various council meetings to share the information and will host an Unmet Transit needs workshop in the city of Brawley to further open more opportunities for people to come forward with any comments. Although, people are always free to submit any comments via mail, email, and also personally at ICTC offices, before 5:00 pm on March 3, 2020.

Mr. Aguirre had the following updates:

- In the past couple of years the Unmet Transit Needs hearing was normally held at the City of El Centro Chambers, but this year the location changed to the County Board of Supervisor Chambers. The attempt is to keep the Unmet Transit Needs hearing centralized to give people the opportunity to attend.
- There are various projects ongoing for the moment.
- The City of El Centro is working on relocating the bus shelters on State St., between 5th and 6th st. (Old Library). There have been issues with the patients of the Imperial Valley Methadone Clinic taking over the bus stops. There is an ongoing discussion with the City of El Centro to determine if the bus shelters will be relocated to another bus stop.
- The Clinicas de Salud bus stop is still in progress. There is still discussion between all involved parties. One of the biggest issues to arise is the bus circling out of the area.
 - Ms. Blankenship asked if all Clinicas de Salud moved to the new El Centro location.
 - Dr. Lang explained that only the administration part moved to the El Centro location, but the Clinicas de Salud for patients continues to remain at their original locations.

4. FY 2020-21 Master Needs List:

- The FY 2020-21 Master Needs List draft was presented to SSTAC members.
 - Mr. Aguirre stated that any changes and/or additions can be made to the list.
- There were no changes and/or additions to the FY 2020-21 Master Needs List.
(Lang, Silva), Motion Carried.

5. Unmet Transit Needs Hearing Letter :

- Mr. Aguirre presented SSTAC members with the draft Unmet Transit Needs SSTAC letter.
 - SSTAC members agreed to move item #2 to item #3 and move item #3 to item #2, on page 2, on the section of “In addition, the following issues and concerns are identified for consideration in order of priority for the Fiscal Year 2020-21”.
- Final changes will be made and the final draft will be signed by Mr. Torres.
(Blankenship, Hack), Motion Carried.
- Mr. Torres will read the letter at the Unmet Transit Needs hearing and encouraged IVT service consumers to attend.

6. Transit Operator Reports:

- Imperial Valley Transit: Mr. H. Sanchez reported the following:
 - Presented the quarterly statistics for IVT, IVT Blue Line, IVT Green Line, and IVT Gold Line.
 - Ridership for IVT services is decreasing, especially when IVC is out on a break.
 - Mr. Torres asked if data can be presented to the IVC body.
 - Mr. Aguirre stated that the information can be presented and staff can arrange it where it focuses more on the IVC ridership.
 - Dr. Lang asked if an information breakdown of every community event, the stats, the fiscal impact, etc., can be shared with SSTAC members.
 - Mr. Aguirre stated that the information can be shared and staff will develop a breakdown for SSTAC members to view.
 - Ms. Blankenship asked if she can share the data with the AAA council members.
 - Mr. Aguirre stated that information can be shared and staff can also provide her with the electronic version to refer to.
- IVT Access: Ms. Pacheco reported the following:
 - Presented the quarterly statistics for IVT Access service.
 - No comments from SSTAC members.
- IVT Ride: Ms. Aguilar reported the following:
 - Presented the quarterly statistics for IVT Ride service, all cities.
 - No comments from SSTAC members.
- IVT MedTrans: Mr. Guillen reported the following:
 - Presented the quarterly statistics for IVT MedTrans service.
 - No comments from SSTAC members.

7. General Discussion

- Ms. Blankenship shared her sincere appreciation to ICTC and First Transit staff in regard to the transportation of seniors to the 15th Annual Senior Appreciation Day.

- Ms. Silva shared her gratitude for those who attended the Access to Independence open house event and extended an invitation, for those who did not get the chance to go, to visit their new office location in El Centro to see the various programs, activities, and technologies that are available to their clients.
- Mr. Torres announced that new areas of opportunity arose for him at IVC but will continue to serve as Chairman in SSTAC. There are plans to expand non-credit courses for seniors.

8. Adjournment

- The meeting adjourned at 10:39 a.m. ([Torres](#)), **Motion Carried.**
- The next meeting will be held on Wednesday, March 4, 2020, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.

IV. CONSENT CALENDAR

IV. CONSENT CALENDAR

- C. SPECIFIC TRANSIT OPERATOR FISCAL REPORTS FY 2018-19 FOR IVT, IVT ACCESS, IVT RIDE AND IVT MEDTRANS



1503 N. IMPERIAL AVE. SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

March 6, 2020

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: Specific Transit Operator Fiscal Reports FY 2018-19 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans

Dear Committee Members:

The Commission conducts fiscal reviews of its transit operators on an annual basis. For FY 2018-19 they were performed by the CPA firm, Eide Bailly formerly known as Vavrinek, Trine and Day LLP, on the four transit services under contract with FIRST TRANSIT, Inc. Attached, please find the FY 2018-19 fiscal reports for: Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans.

The review focuses on observations and sampling of administrative and operational areas that have a direct impact on service cost including; a review of services hours operated versus budgeted, cash handling of fare revenues, controls over spare parts usage and inventories, invoicing etc.

The FY 18-19 reviews did not note any areas of improvement. There has been a number of improvements completed to administrative and operations areas in previous years which resulted in no areas of improvement being noted for FY 18-19.

Therefore, 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. Receive and file the Specific Transit Operator Fiscal Reports FY 2018-19; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans

Sincerely,

A handwritten signature in blue ink that reads 'Mark Baza'.

MARK BAZA
Executive Director

MB/da/mb

Attachment

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

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Imperial County Transportation Commission
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the Imperial Valley Transit Line, Green Line, Blue Line and Gold Line for the period ending June 30, 2019. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. 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.

The procedures and associated findings are listed below.

1) Observation of service provided

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator.

Results: We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments (#1-8), and inspected the Imperial Valley Transit (IVT) Rider's Guide (in order to obtain an understanding of the services being provided. The Imperial Valley Transit provides public bus services throughout the Imperial County. The fixed routes operate on a set pattern of travel and published schedules.

We selected a sample of 6 fixed routes (1 South, 2 North, 3 East, and Blue 750PM) and observed the following:

- Route 1 South: We boarded a First Transit bus leaving the 7th and State Street station at 11:50am (on schedule). We rode the bus for a total of 6 stops noting the driver would stop based on passengers' needs. The bus arrived at the IV Mall stop at 12:15pm (on schedule).
- Route 2 North: We observed the First Transit bus depart from the 7th and State Street station at 3:20pm (on schedule). We observed the shuttle operate for a total of 2 stops. We observed the shuttle stop at the Wal-Mart & Bradshaw stop at 3:27pm (on schedule).
- Route 3 East: We observed the First Transit shuttle depart from the State & 7th Street station (El Centro) location at 3:20pm (on schedule). We observed the bus operate for a total of 2 stops. We observed the bus stop at the Wal-Mart & Bradshaw stop at 3:32pm (on schedule).

- Route 2 North: We observed the First Transit shuttle depart from the State & 7th Street station location at 5:40pm (on schedule). We observed the shuttle operate for a total of 2 stops. We observed the shuttle arrive at Wal-Mart & Bradshaw at 5:47pm (on schedule).
- Route 3 East: We observed the First Transit shuttle depart from the Costco at 5:40pm (on schedule). We observed the shuttle operate for a total of 3 stops. We observed the shuttle stop at the Wal-Mart (El Centro) stop at 5:52pm (on schedule).
- Route #750PM Blue Line: We observed the First Transit bus depart from the 7th & State Street stop at 1:00pm (on scheduled). We observed the bus operate for a total of 5 stops. We observed the bus stopped at the El Centro Regional Hospital stop at 1:12 (on schedule).

In addition, we noted that the Transit Operator did not meet the Farebox Ratio for the Green line and Blue line as required by the First Transit Fixed Route Transit Service Agreement.

See Exhibit A for further details of procedure #1. See complete listing of routes listed as part of Exhibit C.

No other exceptions were found as a result of procedures performed.

2) *Cash Handling Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2019. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

Results: We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on December 12, 2019. We observed the following:

The Transit Operator drivers are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and the estimated cash collections. We observed that the driver does not have access to the cash deposited into the cash box within the farebox located on each bus.

Cash boxes are collected and exchanged on a daily basis upon the vehicle's return to the yard. A key is required to release the cash box from the farebox. A separate key is required to access the contents of the cash box. The key to access the cash boxes are located in the Safety Manager's office. Access to the cash box keys is limited to the dispatchers. We observed that the cash boxes are equipped with a security feature in which the cash box is to automatically lock when the cash box is removed from the farebox cabinet.

Per inspection of the Cash Handling policies, cash boxes are to be stored in a locked vault until the cash is counted and picked up by the armored service. We observed that not all cash boxes are stored in the locked vault prior to being counted as there is limited space in the vault, which is an exception to the documented policies. The remaining cash boxes not stored in the vault are stored in the locked cash count room. Access to the vault and cash count room is limited to First Transit dispatchers and is under video surveillance.

Per inspection of the Cash Handling policies, cashbox pullers must wear special pocket-less clothing provided by the Transit Operator during the cashbox pulling process. We observed that the bus driver pulling the cash box was wearing a uniform consistent with their primary driving responsibilities which have pockets. However, the dispatchers performing the cash count each morning wear pocket-less coveralls for the duration of the cash counting process.

We observed the cash counting process is under video surveillance.

We observed that two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the *IVT Vault & Farebox LogDay Sheet*, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by the third party armored service truck.

A spreadsheet summarizing the monthly cash collections is maintained. On a monthly basis, a Senior Financial Analyst at the Transit Operator's corporate office will reconcile the total balance counted and reported by the dispatchers with the balance deposited per the bank statement.

We observed actual cash collections and the estimated cash collections based on the number of riders over the *Driver's Daily Log Sheet* is subject to fluctuate as the driver cannot provide change for customers and cannot verify payment once the fare is deposited into the farebox.

No other exceptions were found as a result of procedures performed.

3) *Spare Parts and Inventory Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over the purchasing, safeguarding and use of spare parts and inventory, in the maintenance department. Identify how the maintenance department tracks the use of spare parts and inventory and identify the safeguards that are in place for the maintenance of inventory. Identify whether the procedures provide for periodic inventory counts and reconciliation of such counts to the general ledger. Perform an observation over the spare parts and inventory and compare the results of the observation to the policy. Identify evidence of pilferage, other losses, or instances of improper usage.

Results: We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2019. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory count is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

No other exceptions were found as a result of procedures performed.

4) Invoicing Process Control

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls related to the invoicing process. Scan the current year detail for invoices and select a sample of three invoices to ensure policy was followed.

Results: We inquired of the Transit Operator management and performed an observation on December 11, 2019 over the invoicing process and observed the following:

The Transit Operator submits an invoice to ICTC on a monthly basis which includes the monthly fixed costs, determined as part of the contractual agreement, the total revenue hours requested for reimbursement and any marketing expenses incurred during the month.

The invoices are prepared by the IVT Operations Manager and then reviewed and approved by the Transit Operator's General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets*, *Time Sheets*, *IVT Vault & Farebox LogDay Sheets*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of October 2018, March 2019, and May 2019 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details of samples tested documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices for the period ending June 30, 2019 were reviewed and approved by the Transit Operator's General Manager.

No exceptions were found as a result of procedures performed.

5) Reporting Process

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls related to the reporting process.

Results: We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (May 2011), related amendments and annexes and performed observations and observed the following:

The Transit Operator is required to submit monthly reports regarding the monthly operations, route statistics, management summary statements, and passenger data. The Transit Operator submits the required reporting information on a monthly basis as part of the monthly invoice process.

The invoices and required reports are prepared by the IVT Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets*, *Time Sheets*, *IVT Vault & Farebox LogDay Sheets*, etc. The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

6) *Financial Data Analysis*

- 6.1 Inspect documents provided by ICTC and the Transit Operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.
- 6.2 Select a sample of three months of expense reports and compare amounts to supporting documentation.
- 6.3 Select a sample of three months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.
- 6.4 Select a sample of three daily fare collection reports in each of a sample of three months and compare to supporting documentation.
- 6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

Results: We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments, inspected the First Transit Riders Guide (July 2018 to June 2019) and performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the Transit Operator for the IVT Line, Green Line, Blue Line, and Gold Line services and noted the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of October 2018, March 2019 and May 2019 and obtained the monthly invoices for the IVT Line, Green Line, Blue Line, and Gold Line services. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.

The revenue hours in the monthly invoices are prepared based on the *Driver's Daily Log Sheets* and the *Time Sheets*. The *Driver's Daily Log Sheets* and the *Time Sheets* should agree; the *Time Sheets* are to be reviewed and approved by the supervisor on duty. We selected the following lines and obtained all related *Driver's Daily Log Sheets* and *Time Sheets* for a selected date and compared them to the data schedule which supports the monthly invoices. We observed the following:

- Line 1S - Date: October 4th, 2018
 - No exceptions were observed.
- Line 2N - Date: October 10th, 2018
 - No exceptions were observed.
- Line 1N - Date: March 6th, 2019
 - No exceptions were observed.
- Line 3E - Date: March 13th, 2019
 - No exceptions were observed.
- Line 2S - Date: May 9th, 2019
 - No exceptions were observed.
- Blue Line - Date: May 16th, 2019
 - No exceptions were observed.
- Green Line - Date: March 20th, 2019
 - No exceptions were observed.
- Gold Line - Date: April 22, 2019
 - No exceptions were observed.

6.3 We inspected the monthly invoices for the IVT Line, Green Line, Blue Line, and Gold Line services for the fiscal year ending June 30, 2019 and observed no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.

6.4 We selected the months of October 2018, March 2019 and May 2019 and obtained the fare collections by day from the “Farebox Accounting” report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the source document “Daily Fare Collections Report”. We observed that for the samples selected for the months of October 2018, March 2019 and May 2019, the daily fare collections per the “Farebox Accounting” report agreed to the supporting source document, “Daily Fare Collection Reports”. See Exhibit B for details.

6.5 We prepared an estimate of the service hours per inspection of the First Transit Riders Guide and compared the calculated estimate to the revenue hours per the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments and the revenue hours billed for the IVT Line, Green Line, Blue Line and Gold Line services. See Exhibit C for details.

No other exceptions were found as a result of procedures performed.

7) Budget Development

Inspect the operator’s accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator’s methodology related to developing an annual budget.

Results: We inquired of the Transit Operator management and inspected the IVT Line, Green Line, Blue Line, and Gold Line services budget for the fiscal year ending June 30, 2019 and observed the following:

The budget is developed primarily by the Transit Operator’s General Manager who follows the “Preparing Fiscal Year Budget” policies of the Transit Operator. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which in total do not exceed the agreed upon subsidy in the First Transit Fixed Route Transit Service Agreement (May 2011) and related amendments. The estimates are based on prior year’s data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

We were not engaged to and did not conduct an audit or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records and reporting requirements of the Transit Operator or its controls. Accordingly, we do not express such opinion or conclusion. 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 Imperial County Transportation Commission management and is not intended to be and should not be used by anyone other than the specified party.

Riverside, California
February 13, 2019

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

IVT Operating Services						
	A	B	C= (A-B)	D	E	F= (C+E)
						Net Cost & Total Paid to First Transit
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	
July 2018	\$ 287,697	\$ 72,637	\$ 215,060	\$ -	\$ -	\$ 215,060
August 2018	302,371	52,941	249,430	-	277	249,707
September 2018	280,120	54,843	225,277	-	7,895	233,172
October 2018	312,713	64,030	248,683	-	926	249,609
November 2018	283,035	45,522	237,513	-	3,633	241,146
December 2018	272,508	35,750	236,758	-	3,186	239,944
January 2019	294,311	47,273	247,038	-	2,212	249,250
February 2019	268,593	42,690	225,903	-	12,010	237,913
March 2019	299,506	56,711	242,795	-	-	242,795
April 2019	297,614	50,477	247,137	-	-	247,137
May 2019	304,033	52,268	251,765	-	3,369	255,134
June 2019	282,981	37,395	245,586	-	6,200	251,786
Total:	<u>\$ 3,485,482</u>	<u>\$ 612,537</u>	<u>\$ 2,872,945</u>	<u>\$ -</u>	<u>\$ 39,708</u>	<u>\$ 2,912,653</u>
Contract Specifications paragraph 8.1.1.3 For Base Cost and Base Subsidy	<u>\$ 3,609,234</u>	<u>\$ 613,570</u>	<u>\$ 2,995,664</u>			
Over (Under) Contract Requirements	<u>\$ (123,752)</u>	<u>\$ (1,033)</u>	<u>\$ (122,719)</u>			
Operating Costs (A+E)		\$ 3,525,190				
Farebox Ratio Actual		17.38%				
Minimum Farebox Ratio Contract		17%				

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

Green Line Services						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2018	\$ 27,069	\$ 588	\$ 26,481	\$ -	\$ -	\$ 26,481
August 2018	28,979	707	28,272	-	-	28,272
September 2018	25,142	638	24,504	-	-	24,504
October 2018	28,975	830	28,145	-	62	28,207
November 2018	26,100	715	25,385	-	60	25,445
December 2018	26,106	571	25,535	-	38	25,573
January 2019	27,060	844	26,216	-	-	26,216
February 2019	25,142	664	24,478	-	-	24,478
March 2019	27,059	549	26,510	-	102	26,612
April 2019	28,015	708	27,307	-	-	27,307
May 2019	28,013	689	27,324	-	-	27,324
June 2019	26,100	540	25,560	-	-	25,560
Total:	<u>\$ 323,760</u>	<u>\$ 8,043</u>	<u>\$ 315,717</u>	<u>\$ -</u>	<u>\$ 262</u>	<u>\$ 315,979</u>
Contract Specifications paragraph 8.1.2.8 For Base Cost and Base Subsidy	<u>\$ 332,038</u>	<u>\$ 16,602</u>	<u>\$ 315,436</u>			
Over (Under) Contract Requirements	<u>\$ (8,278)</u>	<u>\$ (8,559)</u>	<u>\$ 281</u>			
Operating Costs (A+E)		\$ 324,022				
Farebox Ratio Actual						2.48%
Minimum Farebox Ratio Contract						5%

Exhibit A
Procedure #1- Services Provided
Fiscal Year Ending June 30, 2019
(Unaudited)

Blue Line Services						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2018	\$ 27,056	\$ 2,332	\$ 24,724	\$ -	\$ -	\$ 24,724
August 2018	28,973	913	28,060	-	-	28,060
September 2018	25,142	884	24,258	-	641	24,899
October 2018	28,973	865	28,108	-	62	28,170
November 2018	26,085	859	25,226	-	28	25,254
December 2018	26,085	499	25,586	-	28	25,614
January 2019	27,057	774	26,283	-	-	26,283
February 2019	25,141	716	24,425	-	-	24,425
March 2019	27,057	989	26,068	-	102	26,170
April 2019	28,043	1,685	26,358	-	-	26,358
May 2019	28,005	820	27,185	-	-	27,185
June 2019	26,100	768	25,332	-	-	25,332
Total:	<u>\$ 323,717</u>	<u>\$ 12,104</u>	<u>\$ 311,613</u>	<u>\$ -</u>	<u>\$ 861</u>	<u>\$ 312,474</u>
Contract Specifications paragraph 8.1.2.8 For Base Cost and Base Subsidy						
	<u>\$ 332,038</u>	<u>\$ 16,602</u>	<u>\$ 315,436</u>			
Over (Under) Contract Requirements						
	<u>\$ (8,321)</u>	<u>\$ (4,498)</u>	<u>\$ (3,823)</u>			
Operating Costs (A+E)		\$ 324,578				
Farebox Ratio Actual		3.73%				
Minimum Farebox Ratio Contract		5%				

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

Gold Line Services							
	A	B	C= (A-B)	D	E	F= (C+E)	
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit	
July 2018	\$ 20,829	\$ 944	\$ 19,885	\$ -	\$ -	\$ 19,885	
August 2018	22,813	1,002	21,811	-	-	21,811	
September 2018	18,841	1,127	17,714	-	-	17,714	
October 2018	22,813	987	21,826	-	62	21,888	
November 2018	19,837	924	18,913	-	96	19,009	
December 2018	19,837	873	18,964	-	36	19,000	
January 2019	20,829	725	20,104	-	-	20,104	
February 2019	18,848	707	18,141	-	-	18,141	
March 2019	20,829	749	20,080	-	102	20,182	
April 2019	21,817	988	20,829	-	-	20,829	
May 2019	21,831	1,218	20,613	-	-	20,613	
June 2019	19,841	788	19,053	-	-	19,053	
Total:	<u>\$ 248,965</u>	<u>\$ 11,032</u>	<u>\$ 237,933</u>	<u>\$ -</u>	<u>\$ 296</u>	<u>\$ 238,229</u>	
Contract Specifications paragraph 8.1.3.6 For Base Cost and Base Subsidy							
	<u>\$ 279,871</u>	<u>\$ 11,195</u>	<u>\$ 268,676</u>				
Over (Under) Contract Requirements							
	<u>\$ (30,906)</u>	<u>\$ (163)</u>	<u>\$ (30,743)</u>				
Operating Costs (A+E)		\$ 249,261					
Farebox Ratio Actual		4.43%					
Minimum Farebox Ratio Contract		4%					

Exhibit B
 Procedure #6.4- Daily Fare Collections
 Fiscal Year Ending June 30, 2019
 (Unaudited)

Date	Farebox Accounting - Per Monthly Invoice/Reporting	Daily Fare Collections - Per Daily Fare Collection Report	Variance
October 2018			
IVT			
2	\$ 1,901.73	\$ 1,901.73	\$ -
9	2,245.15	2,245.15	-
11	2,093.50	2,093.50	-
Green Line			
12	32.59	32.59	-
17	37.64	37.64	-
19	33.61	33.61	-
Blue Line			
4	34.73	34.73	-
22	23.55	23.55	-
29	31.97	31.97	-
Gold Line			
5	59.27	59.27	-
15	40.29	40.29	-
30	27.50	27.50	-
March 2019			
IVT			
7	\$ 1,966.23	\$ 1,966.23	\$ -
14	2,057.41	2,057.41	-
21	1,754.60	1,754.60	-
Green Line			
1	45.06	45.06	-
12	26.05	26.05	-
29	21.79	21.79	-
Blue Line			
5	18.79	18.79	-
13	27.11	27.11	-
20	33.69	33.69	-
Gold Line			
11	42.77	42.77	-
15	49.81	49.81	-
25	43.01	43.01	-

Exhibit B
 Procedure #6.4- Daily Fare Collections
 Fiscal Year Ending June 30, 2019
 (Unaudited)

Date	Farebox Accounting - Per Monthly Invoice/Reporting	Daily Fare Collections - Per Daily Fare Collection Report	Variance
April 2018			
IVT			
3	\$ 1,991.07	\$ 1,991.07	\$ -
10	1,527.04	1,527.04	-
17	1,537.85	1,537.85	-
Green Line			
9	24.72	24.72	-
16	27.05	27.05	-
23	28.64	28.64	-
Blue Line			
8	26.39	26.39	-
15	21.40	21.40	-
22	17.60	17.60	-
Gold Line			
6	43.43	43.43	-
13	42.65	42.65	-
28	35.93	35.93	-

Exhibit C
 Procedure #6.5- Annual Revenue Hours Analytic
 Fiscal Year Ending June 30, 2019
 (Unaudited)

Gold Line-				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
11.03	2	3,284	3,276	3,527

Blue Line				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
10.63	2	3,184	3,200	3,284

Green Line				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- April 2017 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
10.63	2	3,184	3,200	3,292

IVT Service Line				
<i>Route</i>	<i>Sched. Run Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- October 2019 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
1 South (Weekdays)	15.52	3,910		
1 South (Weekends)	9.75	1,014		
1 North (Weekdays)	27.05	6,817		
1 North (Weekend)	18.08	1,881		
2 South (Weekdays)	18.12	4,565		
2 South (Weekends)	17.15	1,784		
2 North (Weekdays)	15.97	4,024		
2 North (Weekends)	17.83	1,855		
3 East (Weekdays)	5.08	1,281		
3 East (Saturday Only)	2.00	104		
3 West (Weekdays)	4.88	1,231		
3 West (Saturday Only)	2.50	130		
4 West (Weekdays)	2.00	504		
4 West (Saturday Only)	2.37	123		
4 East (Weekdays)	2.00	504		
4 East (Saturday Only)	2.37	123		
21 IVC Express*	9.33	1,748		
22 IVC Express*	4.62	942		
31 Direct (Weekdays)	2.58	651		
31 Direct (Saturday Only)	2.67	139		
32 Direct (Weekdays)	2.58	651		
32 Direct (Saturday Only)	2.67	139		
41 S	0.88	223		
41 N	0.42	105		
45W	0.75	189		
45E	0.42	105		
51S	1.92	96		
51N	2.12	106		
		34,941	34,600	34,387

Total for all Service Lines:				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide- Octobre 2019 (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
225.92	6	44,593	44,276	44,490

*Estimated that the Monday through Friday routes run 204 days per year and the Monday through Thursday routes run 166 days per year.

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Imperial County Transportation Commission
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT-Access transit services for the period ending June 30, 2019. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. 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.

The procedures and associated findings are listed below.

1) Observation of service provided

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator.

Results: We inquired of the Transit Operator management, inspected the ADA Paratransit Service Agreement (May 2011) and related amendments (#1-3), and inspected the Imperial Valley Transit (IVT) Rider's Guide in order to obtain an understanding of the services being provided. IVT-Access provides curb-to-curb transportation service with wheelchair lifts for mobility disadvantaged persons that have completed a certification and eligibility process. The IVT-Access program operates through an advanced reservation system and covers much of the County of Imperial. See Exhibit A for details of procedure #1.

Based on procedures performed as documented at Exhibit A, we noted that the Transit Operator exceeded the not-to-exceed amount of subsidy and did not meet the Farebox Ratio as required per the First Transit ADA Paratransit Service Agreement (as amended by amendment #3).

No other exceptions were found as a result of procedures performed.

2) *Cash Handling Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2019. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

Results: We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on December 12, 2019. We observed the following:

The Transit Operator drivers are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and the estimated cash collections. We observed that the driver does not have access to the cash deposited into the cash box within the farebox located on each bus.

Cash boxes are collected and exchanged on a daily basis upon the vehicle's return to the yard. A key is required to release the cash box from the farebox. A separate key is required to access the contents of the cash box. The key to access the cash boxes are located in the Safety Manager's office. Access to the cash box keys is limited to the dispatchers. We observed that the cash boxes are equipped with a security feature in which the cash box is to automatically lock when the cash box is removed from the farebox cabinet.

Per inspection of the Cash Handling policies, cash boxes are to be stored in a locked vault until the cash is counted and picked up by the armored service. We observed that not all cash boxes are stored in the locked vault prior to being counted as there is limited space in the vault, which is an exception to the documented policies. The remaining cash boxes not stored in the vault are stored in the locked cash count room. Access to the vault and cash count room is limited to First Transit dispatchers and is under video surveillance.

Per inspection of the Cash Handling policies, cashbox pullers must wear special pocket-less clothing provided by the Transit Operator during the cashbox pulling process. We observed that the bus driver pulling the cash box was wearing a uniform consistent with their primary driving responsibilities which have pockets. However, the dispatcher performing the cash count each morning wear pocket-less coveralls for the duration of the cash counting process.

We observed the cash counting process is under video surveillance.

We observed that two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the *IVT Access Vault & Farebox LogDay Sheet*, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by the third party armored service truck.

A spreadsheet summarizing the monthly cash collections is maintained. On a monthly basis, a Senior Financial Analyst at the Transit Operator's corporate office will reconcile the total balance counted and reported by the dispatchers with the balance deposited per the bank statement.

We observed actual cash collections and the estimated cash collections based on the number of riders over the *Driver's Daily Log Sheet* is subject to fluctuate as the driver cannot provide change for customers and cannot verify payment once the fare is deposited into the farebox.

No other exceptions were found as a result of procedures performed.

3) *Spare Parts and Inventory Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over the purchasing, safeguarding and use of spare parts and inventory, in the maintenance department. Identify how the maintenance department tracks the use of spare parts and inventory and identify the safeguards that are in place for the maintenance of inventory. Identify whether the procedures provide for periodic inventory counts and reconciliation of such counts to the general ledger. Perform an observation over the spare parts and inventory and compare the results of the observation to the policy. Identify evidence of pilferage, other losses, or instances of improper usage.

Results: We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2019. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory count is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

No other exceptions were found as a result of procedures performed.

4) *Invoicing Process Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls related to the invoicing process. Scan the current year detail for invoices and select a sample to ensure policy was followed.

Results: We inquired of the Transit Operator management and performed an observation on December 10, 2019 over the invoicing process and observed the following:

The Transit Operator submits an invoice to ICTC on a monthly basis which includes the monthly fixed costs, determined as part of the contractual agreement, the total revenue hours requested for reimbursement and any marketing expenses incurred during the month.

The invoices are prepared by the Operations Manager and then reviewed and approved by the First Transit General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets*, *Time Sheets*, *IVT Access Vault & Farebox LogDay Sheets*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of December 2018, February 2019, and April 2019 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices for the period ending June 30, 2019 were reviewed and approved by the First Transit General Manager.

No exceptions were found as a result of procedures performed.

5) Reporting Process

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls related to the reporting process.

Results: We inquired of the Transit Operator management, inspected the ADA Paratransit Service Agreement (May 2011) and related amendments and performed observations and observed the following:

The Transit Operator is required to submit monthly reports regarding the monthly operations, route statistics, management summary statements, and passenger data. Transit Operator submits the required reporting information on a monthly basis as part of the monthly invoice process.

The invoices and required reports are prepared by the IVT-Access Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets*, *Time Sheets*, *IVT Access Vault & Farebox LogDay Sheets*, etc. The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

6) Financial Data Analysis

- 6.1 Inspect documents provided by ICTC and the transit operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.
- 6.2 Select a sample of three months of expense reports and compare amounts to supporting documentation.
- 6.3 Select a sample of three months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.
- 6.4 Select a sample of three daily fare collection reports in each of a sample of three months and compare to supporting documentation.
- 6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

Results: We inquired of First Transit management, inspected the First Transit ADA Paratransit Service Agreement (May 2011) and related amendments, inspected the First Transit Rider's Guide, performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the transit operator for IVT-Access and identified the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.

- 6.2 We selected the months of December 2018, February 2019, and April 2019 and obtained the monthly invoices for IVT-Access. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.
- 6.3 We inspected the monthly invoices for IVT-Access for the fiscal year ending June 30, 2019 and identified no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.
- 6.4 We selected the months of December 2018, February 2019, and April 2019 and obtained the fare collections by day from the “Farebox Accounting” report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the source document “Daily Fare Collections Report”. We observed that for the samples selected for the months of December 2018, February 2019, and April 2019, the daily fare collections per the “Farebox Accounting” report agreed to the supporting source document, “Daily Fare Collection Reports” without exception. See Exhibit B for details.
- 6.5 The IVT-Access provides curb to curb transportation service with wheelchair lifts for mobility disadvantaged persons that have completed a certification and eligibility process and is not a fixed route with published schedules. The revenue hours in the monthly invoices are prepared based on the Driver’s Daily Log Sheets and the Time Sheets. The Driver’s Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected the following IVT-Access Routes and obtained all related Driver’s Daily Log Sheets and Time Sheets for a selected date and compared them to the data schedule which supports the monthly invoices. We observed the following:

<u>Route</u>	<u>Date</u>	<u>First PU</u>	<u>Last DO</u>	<u>Rev Hours</u>
300	6/20/2019	6:40	15:05	7.08
301	6/20/2019	7:30	16:43	7.88
302	6/20/2019	14:07	19:58	5.01
303	6/20/2019	6:36	13:04	5.63
304	6/20/2019	5:50	13:35	6.41
305A	6/20/2019	7:06	9:17	1.84
305B	6/20/2019	12:43	15:27	2.39
306	6/20/2019	6:54	10:30	3.26
307	6/20/2019	12:12	19:10	6.13
308	6/20/2019	9:19	14:43	5.06
Total				50.69
Invoiced to ICTC				52.75
Difference				2.06

No other exceptions were found as a result of procedures performed.

7) Budget Development

Inspect the operator’s accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator’s methodology related to developing an annual budget.

Results: We inquired of the Transit Operator management and inspected the IVT-Access services budget for the fiscal year ending June 30, 2019 and observed the following:

The budget is developed primarily by the Transit Operator’s General Manager who follows the “Preparing Fiscal Year Budget” policies of First Transit, Inc. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit ADA Paratransit Service Agreement (May 2011) and related amendments. The estimates

are based on prior year's data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

We were not engaged to and did not conduct an audit or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records and reporting requirements of the transit operator or its controls. Accordingly, we do not express such opinion or conclusion. 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 Imperial County Transportation Commission management and is not intended to be and should not be used by anyone other than the specified party.

Riverside, California
February 13, 2019

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

IVT-ACCESS ADA Paratransit Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2018	\$ 120,004	\$ 6,630	\$ 113,374	\$ -	\$ 59	\$ 113,433
August 2018	131,264	7,327	123,937	-	5,044	128,981
September 2018	119,015	4,854	114,161	-	87	114,248
October 2018	132,048	5,441	126,607	-	2,638	129,245
November 2018	117,228	4,514	112,714	-	125	112,839
December 2018	113,803	4,067	109,736	-	202	109,938
January 2019	119,269	4,412	114,857	-	111	114,968
February 2019	114,383	5,926	108,457	-	98	108,555
March 2019	126,236	5,450	120,786	-	5,577	126,363
April 2019	124,841	5,090	119,751	-	184	119,935
May 2019	125,813	4,669	121,144	-	95	121,239
June 2019	118,492	6,121	112,371	-	75	112,446
Total:	<u>\$ 1,462,396</u>	<u>\$ 64,501</u>	<u>\$ 1,397,895</u>	<u>\$ -</u>	<u>\$ 14,295</u>	<u>\$ 1,412,190</u>
Contract Specifications paragraph 8.1.3 For Base Cost and Base Subsidy	<u>\$ 1,682,121</u>	<u>\$ 168,212</u>	<u>\$ 1,513,909</u>			
Over (Under) Contract Requirements	<u>\$ (219,725)</u>	<u>\$ (103,711)</u>	<u>\$ (116,014)</u>			
Operating Costs (A+E)		\$ 1,476,691				
Farebox Ratio Actual		4.37%				
Minimum Farebox Ratio Contract		10%				

**Exhibit B
 Procedure #6.4- Daily Fare Collections
 Fiscal Year Ending June 30, 2019
 (Unaudited)**

Date	Farebox Accounting - Per Monthly Invoice/Reporting		Daily Fare Collections- Per Daily Fare Collection Report	
December 2018				
IVT Access				
6	\$	133.27	\$	133.27
12		127.10		127.10
19		120.55		120.55
February 2019				
IVT Access				
1	\$	95.44	\$	95.44
8		130.51		130.51
13		144.37		144.37
April 2019				
IVT Access				
3	\$	118.71	\$	118.71
11		136.09		136.09
17		93.05		93.05

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Imperial County Transportation Commission
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT-Ride transit services for the period ending June 30, 2019. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. 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.

The procedures and associated findings are listed below.

1) *Observation of service provided*

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator.

Results: We inquired of the Transit Operator management, inspected the First Transit Agreement for Paratransit Services (September 2014 and April 2016), and inspected the IVT-Ride published brochure in order to obtain an understanding of the services being provided. IVT-Ride provides dial-a-ride services for seniors and persons with disabilities. The IVT-Ride program operates upon request and services the cities of Brawley, Calexico, El Centro, Imperial, and West Shores. See Exhibit A for details of procedure #1.

Based on procedures performed as documented at Exhibit A, we noted that the Transit Operator did not meet the Farebox Ratio for any of the Ride Service lines as required by the First Transit Agreement for Paratransit Services and its related amendments. Additionally, we noted that the IVT-Ride Calexico service line exceeded the not-to-exceed subsidy limit as stipulated in the agreement.

No other exceptions were found as a result of procedures performed.

2) *Cash Handling Control*

Inspect the Transit Operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the Transit Operator's internal controls over cash handling during the year ending June 30, 2019. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

Results: We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on December 12, 2019. We observed the following:

The Transit Operator drivers are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and the estimated cash collections. We observed that the driver does not have access to the cash deposited into the cash box within the farebox located on each bus.

Cash boxes are collected and exchanged on a daily basis upon the vehicle's return to the yard. A key is required to release the cash box from the farebox. A separate key is required to access the contents of the cash box. The key to access the cash boxes are located in the Safety Manager's office. Access to the cash box keys is limited to the dispatchers. We observed that the cash boxes are equipped with a security feature in which the cash box is to automatically lock when the cash box is removed from the farebox cabinet.

Per inspection of the Cash Handling policies, cash boxes are to be stored in a locked vault until the cash is counted and picked up by the armored service. We observed that not all cash boxes are stored in the locked vault prior to being counted as there is limited space in the vault, which is an exception to the documented policies. The remaining cash boxes not stored in the vault are stored in the locked cash count room. Access to the vault and cash count room is limited to First Transit dispatchers and is under video surveillance.

Per inspection of the Cash Handling policies, cashbox pullers must wear special pocket-less clothing provided by the Transit Operator during the cashbox pulling process. We observed that the bus driver pulling the cash box was wearing a uniform consistent with their primary driving responsibilities which have pockets. However, the dispatchers performing the cash count each morning wear pocket-less coveralls for the duration of the cash counting process.

We observed the cash counting process is under video surveillance.

We observed that two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the *IVT Ride Vault & Farebox LogDay Sheet*, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by the third party armored service truck.

A spreadsheet summarizing the monthly cash collections is maintained. On a monthly basis, a Senior Financial Analyst at the Transit Operator's corporate office will reconcile the total balance counted and reported by the dispatchers with the balance deposited per the bank statement.

We observed actual cash collections and the estimated cash collections based on the number of riders over the *Driver's Daily Log Sheet* is subject to fluctuate as the driver cannot provide change for customers and cannot verify payment once the fare is deposited into the farebox.

No other exceptions were found as a result of procedures performed.

3) Spare Parts and Inventory Control

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over the purchasing, safeguarding and use of spare parts and inventory, in the maintenance department. Identify how the maintenance department tracks the use of spare parts and inventory and identify the safeguards that are in place for the maintenance of inventory. Identify whether the procedures provide for periodic inventory counts and reconciliation of such counts to the general ledger. Perform an observation over the spare parts and inventory and compare the results of the observation to the policy. Identify evidence of pilferage, other losses, or instances of improper usage.

Results: We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2019. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory count is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

No other exceptions were found as a result of procedures performed.

4) *Invoicing Process Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls related to the invoicing process. Scan the current year detail for invoices and select a sample to ensure policy was followed.

Results: We inquired of the Transit Operator management and performed an observation on December 10, 2019 over the invoicing process and observed the following:

The Transit Operator submits an invoice to ICTC on a monthly basis which includes the monthly fixed costs, determined as part of the contractual agreement, the total revenue hours requested for reimbursement and any marketing expenses incurred during the month.

The invoices are prepared by the IVT-Ride Operations Manager and then reviewed and approved by the Transit Operator's General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, IVT Ride Vault & Farebox LogDay Sheets*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of October 2018, April 2019, and May 2019 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices for the period ending June 30, 2019 were reviewed and approved by the First Transit General Manager.

No exceptions were found as a result of procedures performed.

5) **Reporting Process**

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls related to the reporting process.

Results: We inquired of the Transit Operator management, inspected the First Transit Paratransit Service Agreement (September 2014 and April 2016), and performed observations and observed the following:

The Transit Operator is required to submit monthly reports regarding the monthly operations, route statistics, management summary statements, and passenger data. First Transit submits the required reporting information on a monthly basis as part of the monthly invoice process.

The invoices and required reports are prepared by the IVT- Ride Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, IVT Ride Vault & Farebox LogDay Sheets*, etc. The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

6) **Financial Data Analysis**

- 6.1 Inspect documents provided by ICTC and the transit operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.
- 6.2 Select a sample of three months of expense reports and compare amounts to supporting documentation.
- 6.3 Select a sample of three months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.
- 6.4 Select a sample of three daily fare collection reports in each of a sample of three months and compare to supporting documentation. We noted a trivial difference.
- 6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

Results: We inquired of First Transit management, inspected the First Transit Paratransit Service Agreement (September 2014 and April 2016) and related amendments and inspected the IVT-Ride published brochure and performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the Transit Operator for IVT-Ride Brawley, IVT-Ride Calexico, IVT-Ride Imperial, IVT-Ride West Shores, and IVT-Ride El Centro service lines and identified the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of October 2018, April 2019, and May 2019 and obtained the monthly invoices for IVT-Ride Brawley, IVT-Ride Calexico, IVT-Ride Imperial, IVT-Ride West Shores, and IVT-Ride El Centro service lines. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.
- 6.3 We inspected the monthly invoices for IVT-Ride Brawley, IVT-Ride Calexico, IVT-Ride Imperial, IVT-Ride West Shores, and IVT-Ride El Centro service lines for the fiscal year ending June 30, 2019 and identified no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.

6.4 We selected the months of October 2018, April 2019, and May 2019 and obtained the fare collections by day from the “Farebox Accounting” report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the source document “Daily Fare Collections Report”. We observed that for the samples selected for the months of October 2018, April 2019, and May 2019, the daily fare collections per the “Farebox Accounting” report agreed to the supporting source document, “Daily Fare Collection Reports” with the exception of 1 sample in which we noted trivial variances. See Exhibit B for details.

6.5 The IVT-Ride provides curb to curb transportation services upon advance reservations and operates upon request by eligible persons. The revenue hours in the monthly invoices are prepared based on the Driver’s Daily Log Sheets and the Time Sheets. The Driver’s Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected the following IVT-Ride Routes and obtained all related Driver’s Daily Log Sheets and Time Sheets for a selected date and compared them to the data schedule which supports the monthly invoices. We excluded hours for breaks and lunch to estimate the revenue hours that would be reported for the selected day. We observed the following:

<u>Route</u>	<u>Date</u>	<u>First PU</u>	<u>Last DO/ Route End</u>	<u>Rev Hours</u>
Brawley 1	6/20/2019	8:15	18:00	8.41
Brawley 2	6/20/2019	7:00	15:00	7.25
			Total	<u>15.66</u>
			Invoiced to ICTC	<u>13.15</u>
			Difference	(2.51)
Calexico 1	6/20/2019	7:06	15:00	6.56
Calexico 2	6/20/2019	7:00	17:00	8.82
Calexico 3	6/20/2019	7:00	17:00	8.82
			Total	<u>24.20</u>
			Invoiced to ICTC	<u>21.60</u>
			Difference	(2.60)
El Centro 1	6/20/2019	7:00	16:00	7.66
El Centro 2	6/20/2019	7:00	18:00	9.66
El Centro 3	6/20/2019	7:00	18:00	9.66
El Centro 4	6/20/2019	7:00	18:30	10.16
El Centro 5	6/20/2019	9:18	14:45	4.77
			Total	<u>41.91</u>
			Invoiced to ICTC	<u>38.78</u>
			Difference	(3.13)
Imperial	6/20/2019	6:45	17:15	9.16
			Total	<u>9.16</u>
			Invoiced to ICTC	<u>6.40</u>
			Difference	(2.76)
Westshores	6/20/2019	7:00	16:30	8.16
			Total	<u>8.16</u>
			Invoiced to ICTC	<u>4.70</u>
			Difference	(3.46)

No other exceptions were found as a result of procedures performed.

7) Budget Development

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's methodology related to developing an annual budget.

Results: We inquired of the Transit Operator management and inspected the IVT-Ride services budgets for the fiscal year ending June 30, 2019 and observed the following:

The budget is developed primarily by the Transit Operator's General Manager who follows the "Preparing Fiscal Year Budget" policies of First Transit, Inc. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit Paratransit Service Agreements (September 2014 and April 2016). The estimates are based on prior year's data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

We were not engaged to and did not conduct an audit or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records and reporting requirements of the transit operator or its controls. Accordingly, we do not express such opinion or conclusion. 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 Imperial County Transportation Commission management and is not intended to be and should not be used by anyone other than the specified party.

Riverside, California
February 13, 2019

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

All IVT-Ride Combined Services							
	A	B	C= (A-B)	D	E	F= (C+E)	
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit	
July 2018	\$ 126,883	\$ 4,981	\$ 121,902	\$ -	\$ 14	\$ 121,916	
August 2018	134,235	5,847	128,388	-	8	128,396	
September 2018	124,272	5,065	119,207	-	3	119,210	
October 2018	136,386	6,055	130,331	-	16	130,347	
November 2018	127,724	5,236	122,488	-	1,438	123,926	
December 2018	121,897	4,455	117,442	-	151	117,593	
January 2019	130,149	5,183	124,966	-	24	124,990	
February 2019	122,562	4,973	117,589	-	18	117,607	
March 2019	135,675	5,416	130,259	-	1,699	131,958	
April 2019	136,173	5,331	130,842	-	8	130,850	
May 2019	136,340	5,327	131,013	-	2,890	133,903	
June 2019	116,739	5,961	110,778	-	2,614	113,392	
Total:	<u>\$ 1,549,035</u>	<u>\$ 63,830</u>	<u>\$ 1,485,205</u>	<u>\$ -</u>	<u>\$ 8,883</u>	<u>\$ 1,494,088</u>	
Combined Contract Specifications For Base Cost and Base Subsidy							
	<u>\$ 1,734,172</u>	<u>\$ 169,437</u>	<u>\$ 1,564,735</u>				
Over (Under) Contract Requirements							
	<u>\$ (185,137)</u>	<u>\$ (105,607)</u>	<u>\$ (79,530)</u>				
Operating Costs (A+E)	\$ 1,557,918						
Farebox Ratio Actual	4.10%						

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

IVT Ride Brawley Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2018	\$ 21,573	\$ 1,203	\$ 20,370	\$ -	\$ -	\$ 20,370.00
August 2018	22,957	1,501	21,456	-	-	21,456
September 2018	20,910	1,219	19,691	-	-	19,691
October 2018	23,623	1,557	22,066	-	-	22,066
November 2018	21,804	1,243	20,561	-	-	20,561
December 2018	21,307	1,089	20,218	-	14	20,232
January 2019	22,212	1,309	20,903	-	-	20,903
February 2019	20,743	1,181	19,562	-	-	19,562
March 2019	22,761	1,292	21,469	-	-	21,469
April 2019	23,201	1,277	21,924	-	-	21,924
May 2019	22,955	1,319	21,636	-	-	21,636
June 2019	19,160	1,073	18,087	-	433	18,520
Total:	<u>\$ 263,206</u>	<u>\$ 15,263</u>	<u>\$ 247,943</u>	<u>\$ -</u>	<u>\$ 447</u>	<u>\$ 248,390</u>
Contract Specifications paragraph 8.1.1.5 For Base Cost and Base Subsidy	\$ 319,575	\$ 31,958	\$ 287,617			
Over (Under) Contract Requirements	<u>\$ (56,369)</u>	<u>\$ (16,695)</u>	<u>\$ (39,674)</u>			
Operating Costs (A+E)		\$ 263,653				
Farebox Ratio Actual		5.79%				
Minimum Farebox Ratio Contract		10%				

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

IVT Ride Calexico Service Line							
	A	B	C= (A-B)	D	E	F= (C+E)	
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit	
July 2018	\$ 35,853	\$ 1,215	\$ 34,638	\$ -	\$ -	\$ 34,638	
August 2018	37,380	1,265	36,115	-	-	36,115	
September 2018	34,452	1,111	33,341	-	-	33,341	
October 2018	38,188	1,323	36,865	-	-	36,865	
November 2018	33,843	1,200	32,643	-	-	32,643	
December 2018	32,032	989	31,043	-	39	31,082	
January 2019	33,723	979	32,744	-	-	32,744	
February 2019	31,899	831	31,068	-	-	31,068	
March 2019	36,347	984	35,363	-	-	35,363	
April 2019	36,347	939	35,408	-	-	35,408	
May 2019	36,347	796	35,551	-	-	35,551	
June 2019	31,814	1,525	30,289	-	650	30,939	
Total:	<u>\$ 418,225</u>	<u>\$ 13,157</u>	<u>\$ 405,068</u>	<u>\$ -</u>	<u>\$ 689</u>	<u>\$ 405,757</u>	
Contract Specifications paragraph 8.1.2.56 For Base Cost and Base Subsidy	<u>\$ 449,794</u>	<u>\$ 44,979</u>	<u>\$ 404,815</u>				
Over (Under) Contract Requirements	<u>\$ (31,569)</u>	<u>\$ (31,822)</u>	<u>\$ 253</u>				
Operating Costs (A+E)		\$ 418,914					
Farebox Ratio Actual			3.14%				
Minimum Farebox Ratio Contract			10%				

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

IVT Ride Imperial Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2018	\$ 14,197	\$ 450	\$ 13,747	\$ -	\$ -	\$ 13,747
August 2018	15,043	435	14,608	-	-	14,608
September 2018	14,516	475	14,041	-	-	14,041
October 2018	16,075	514	15,561	-	-	15,561
November 2018	14,708	429	14,279	-	-	14,279
December 2018	15,392	411	14,981	-	19	15,000
January 2019	15,355	486	14,869	-	-	14,869
February 2019	14,734	592	14,142	-	-	14,142
March 2019	16,563	691	15,872	-	-	15,872
April 2019	16,174	754	15,420	-	-	15,420
May 2019	16,174	770	15,404	-	-	15,404
June 2019	14,236	719	13,517	-	217	13,734
Total:	<u>\$ 183,167</u>	<u>\$ 6,726</u>	<u>\$ 176,441</u>	<u>\$ -</u>	<u>\$ 236</u>	<u>\$ 176,677</u>
Contract Specifications paragraph 8.1.3.5 For Base Cost and Base Subsidy	<u>\$ 218,966</u>	<u>\$ 21,897</u>	<u>\$ 197,069</u>			
Over (Under) Contract Requirements	<u>\$ (35,799)</u>	<u>\$ (15,171)</u>	<u>\$ (20,628)</u>			
Operating Costs (A+E)		\$ 183,403				
Farebox Ratio Actual		3.67%				
Minimum Farebox Ratio Contract		10%				

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

IVT Ride West Shores Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2018	\$ 5,850	\$ 162	\$ 5,688	\$ -	\$ -	\$ 5,688
August 2018	5,850	153	5,697	-	-	5,697
September 2018	5,543	111	5,432	-	-	5,432
October 2018	5,850	135	5,715	-	-	5,715
November 2018	5,543	115	5,428	-	-	5,428
December 2018	5,236	97	5,139	-	15	5,154
January 2019	5,850	131	5,719	-	-	5,719
February 2019	5,870	157	5,713	-	-	5,713
March 2019	5,850	157	5,693	-	-	5,693
April 2019	6,218	146	6,072	-	-	6,072
May 2019	6,218	124	6,094	-	-	6,094
June 2019	4,267	111	4,156	-	217	4,373
Total:	<u>\$ 68,145</u>	<u>\$ 1,599</u>	<u>\$ 66,546</u>	<u>\$ -</u>	<u>\$ 232</u>	<u>\$ 66,778</u>
Contract Specifications paragraph 8.1.4.5 For Base Cost and Base Subsidy	<u>\$ 79,613</u>	<u>\$ 3,981</u>	<u>\$ 75,632</u>			
Over (Under) Contract Requirements	<u>\$ (11,468)</u>	<u>\$ (2,382)</u>	<u>\$ (9,086)</u>			
Operating Costs (A+E)		\$ 68,377				
Farebox Ratio Actual		2.34%				
Minimum Farebox Ratio Contract		5%				

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

IVT Ride El Centro Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit
July 2018	\$ 49,410	\$ 1,951	\$ 47,459	\$ -	\$ 14	\$ 47,473
August 2018	53,005	2,493	50,512	-	8	50,520
September 2018	48,851	2,149	46,702	-	3	46,705
October 2018	52,650	2,526	50,124	-	16	50,140
November 2018	51,826	2,249	49,577	-	1,438	51,015
December 2018	47,930	1,869	46,061	-	64	46,125
January 2019	53,009	2,278	50,731	-	24	50,755
February 2019	49,316	2,212	47,104	-	18	47,122
March 2019	54,154	2,292	51,862	-	1,699	53,561
April 2019	54,233	2,215	52,018	-	8	52,026
May 2019	54,646	2,318	52,328	-	2,890	55,218
June 2019	47,262	2,533	44,729	-	1,097	45,826
Total:	<u>\$ 616,292</u>	<u>\$ 27,085</u>	<u>\$ 589,207</u>	<u>\$ -</u>	<u>\$ 7,279</u>	<u>\$ 596,486</u>
Contract Specifications paragraph 8.3.3 For Base Cost and Base Subsidy	<u>\$ 666,224</u>	<u>\$ 66,622</u>	<u>\$ 599,602</u>			
Over (Under) Contract Requirements	<u>\$ (49,932)</u>	<u>\$ (39,537)</u>	<u>\$ (10,395)</u>			
Operating Costs (A+E)		\$ 623,571				
Farebox Ratio Actual		4.34%				
Minimum Farebox Ratio Contract		10%				

Exhibit B
 Procedure #6.4- Daily Fare Collections
 Fiscal Year Ending June 30, 2019
 (Unaudited)

Date	Farebox Accounting - Per Monthly Invoice/Reporting	Daily Fare Collections - Per Daily Fare Collection Report	Variance
October 2018			
Brawley			
4	\$ 13.51	\$ 13.51	\$ -
11	5.90	5.90	-
18	10.50	10.50	-
Calexico			
2	33.00	33.00	-
9	33.00	33.00	-
16	46.27	46.27	-
Imperial			
12	15.75	15.75	-
19	5.95	5.95	-
25	6.00	6.00	-
Westshores			
16	-	-	-
23	24.00	24.00	-
25	8.00	8.00	-
El Centro			
3	54.61	54.61	-
10	54.68	54.68	-
18	54.25	54.25	-
April 2019			
Brawley			
3	\$ 10.50	\$ 10.50	\$ -
9	-	-	-
15	-	-	-
Calexico			
10	-	-	-
16	-	-	-
24	-	-	-
Imperial			
2	9.50	9.50	-
18	-	-	-
26	-	-	-
Westshores			
4	-	-	-
11	-	-	-
18	-	-	-
El Centro			
19	-	-	-
29	-	-	-
30	0.04	0.04	-

Exhibit B
 Procedure #6.4- Daily Fare Collections (Continued)
 Fiscal Year Ending June 30, 2019
 (Unaudited)

Date	Farebox Accounting - Per Monthly Invoice/Reporting		Daily Fare Collections - Per Daily Fare Collection Report		Variance
May 2019					
Brawley					
9	\$	-	\$	-	\$ -
14		-		-	-
15		-		-	-
Calexico					
2		-		-	-
6		-		10.00	(10.00)
10		-		-	-
Imperial					
1		-		-	-
13		-		-	-
29		-		-	-
Westshores					
7		-		-	-
14		-		-	-
21		-		-	-
El Centro					
8		-		-	-
15		-		-	-
23		-		-	-

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Imperial County Transportation Commission
El Centro, California

We have performed the procedures enumerated below, which were agreed to by management of the Imperial County Transportation Commission (ICTC) (the specified party) solely to assist ICTC in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT MedTrans transit services for the period ending June 30, 2019. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of Transit Operator. The sufficiency of these procedures is solely the responsibility of management of ICTC. 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.

The procedures and associated findings are listed below.

1) Observation of service provided

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator.

Results: We inquired of the Transit Operator management, inspected the MedTrans Service Agreement (April 2016) and inspected the IVT MedTrans Rider's Guide in order to obtain an understanding of the services being provided. IVT MedTrans is specifically intended to link Imperial Valley and San Diego County for non-emergency transportation to access medical facilities, clinics and doctor offices.

As part of our inquiries, we identified that there is no formal application or interview process to verify if a passenger is eligible to receive the services being provided.

Per procedures performed as documented at Exhibit A we noted that the Transit Operator exceeded the not-to-exceed amount of subsidy and did not meet the Farebox Ratio as required per the First Transit Agreement for MedTrans Paratransit Services.

No other exceptions were found as a result of procedures performed.

2) Cash Handling Control

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2019. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

Results: We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on December 12, 2019. We observed the following:

The Transit Operator shuttle operators are required to complete the *Driver's Daily Log Sheet* which tracks the number of riders per route and fare amount per rider. We noted that passengers must call the IVT MedTrans office to book a reservation and must pay their fare in person prior to their trip. As such, money is not collected by the MedTrans shuttle operators and the IVT MedTrans shuttles are not equipped with fare boxes.

We observed the First Transit Inc. dispatch offices on December 12, 2019 and noted that the money for the IVT MedTrans fares is received by the Dispatch Manager within the Safety Manager's Office. The customer is given a receipt and a copy is kept for the Operations Manager to retrieve. We noted that cash is kept in a locked cash box within a locker in the Safety Manager's office. The Safety Manager's office is under 24 hour video surveillance which is monitored by the Maintenance Manager.

The Operations Manager will retrieve receipts for the IVT MedTrans fare multiple times throughout the workday. We noted that the receipts are cataloged by date of scheduled ride and are kept in the Operations Manager's office. We noted receipts are cataloged daily and are reconciled against bank deposit receipts on a monthly basis.

We noted that there is no set schedule as to when deposits are to be made. Per inquiry with the Transit Operator we noted that bank deposits are typically performed three times a month by the Dispatch Manager. The amount to be deposited at the end of each month should be the remainder for the month based on the receipts kept by the Operations Manager.

We noted that the Dispatch Manager will keep a spreadsheet that summarizes the total amount of money collected for all of the IVT service lines and will send the spreadsheet to an offsite Staff Accountant for reconciliation to the total balance by the counters and balance per the bank statement. We noted that this procedure is performed at the First Transit corporate offices and contact will only be made with the El Centro location if a discrepancy was noted during the reconciliation. As such, evidence of this process could not be obtained.

We selected June 27, 2019 and obtained the catalog of IVT MedTrans receipts for that day as well as the *Driver's Daily Log Sheet*. We noted that the log sheet was approved by the shuttle driver's supervisor and the fare information had been entered by an Office Dispatcher. We noted that the amount from the receipts agreed to the fare revenue for the day on the "Farebox" tab of the electronic invoice file that is sent to ICTC without error.

No other exceptions were found as a result of procedures performed.

3) Spare Parts and Inventory Control

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's internal controls over the purchasing, safeguarding and use of spare parts and inventory, in the maintenance department. Identify how the maintenance department tracks the use of spare parts and inventory and identify the safeguards that are in place for the maintenance of inventory. Identify whether the procedures provide for periodic inventory counts and reconciliation of such counts to the general ledger. Perform an observation over the spare parts and inventory and compare the results of the observation to the policy. Identify evidence of pilferage, other losses, or instances of improper usage.

Results: We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies and performed an observation over the spare parts and inventory controls on December 11, 2019. We observed the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 have to be approved by the Director of Maintenance located at the Transit Operator's corporate office. Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24 hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Manager, Mechanics, and the General Manager. The use of spare parts and inventory is tracked through the use of separate work orders for each project.

Each spare part and inventory item is tracked by the use of a pin or part number. A complete inventory is taken on a quarterly basis. Any variances from expected inventory counts (based on part usage and the work order process) greater than 5% require explanation. The inventory is performed by the Maintenance Manager and is submitted to the Director of Maintenance at the corporate office for his review and approval. We identified that there is no evidence of the Director of Maintenance review.

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed there is no documentary evidence of this review process.

No other exceptions were found as a result of procedures performed.

4) *Invoicing Process Control*

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's internal controls related to the invoicing process. Scan the current year detail for invoices and select a sample to ensure policy was followed.

Results: We inquired of the Transit Operator management and performed an observation on December 10, 2019 over the invoicing process and observed the following:

The Transit Operator submits an invoice to ICTC on a monthly basis which includes the monthly fixed costs, determined as part of the contractual agreement, the total revenue hours requested for reimbursement and any marketing expenses incurred during the month.

The invoices are prepared by the IVT MedTrans Operations Manager and then reviewed and approved by the Transit Operator's General Manager. All invoices are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, Fare Receipt Catalogs*, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of January 2019, March 2019, and May 2019 and observed that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we observed that the monthly excel files agreed to supporting source documents. See details of samples tested documented at procedure 6 (Financial Data Analysis).

We observed that all invoices for the period ending June 30, 2019 were reviewed and approved by the Transit Operator's General Manager.

No exceptions were found as a result of procedures performed.

5) *Reporting Process*

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's internal controls related to the reporting process.

Results: We inquired of the Transit Operator management, inspected the First Transit MedTrans Paratransit Services Agreement (April 2016) and performed observations and observed the following:

The Transit Operator is required to submit monthly reports regarding the monthly operations, route statistics, management summary statements, and passenger data. The Transit Operator submits the required reporting information on a monthly basis as part of the monthly invoice process.

The invoices and required reports are prepared by the IVT MedTrans Operations Manager and then reviewed and signed off by the General Manager. All reports are prepared based on source documents which include *Driver's Daily Log Sheets, Time Sheets, Fare Receipts Catalogs, etc.* The source documents are summarized in an excel file which generates the monthly reports.

No exceptions were found as a result of procedures performed.

6) *Financial Data Analysis*

- 6.1 Inspect documents provided by ICTC and the transit operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.
- 6.2 Select a sample of three months of expense reports and compare amounts to supporting documentation.
- 6.3 Select a sample of three months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.
- 6.4 Select a sample of three daily fare collection reports in each of a sample of three months and compare to supporting documentation.
- 6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

Results: We inquired of the Transit Operator management, inspected the MedTrans Paratransit Services Agreement (April 2016) and performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the Transit Operator for MedTrans and observed the invoices provided by the Transit Operator agreed to the invoices received by ICTC. No exceptions were found as a result of procedures performed.
- 6.2 We selected the months of January 2019, March 2019 and May 2019 and obtained the monthly invoices for IVT MedTrans. We compared the monthly invoices to the supporting data schedule and marketing invoices. No exceptions were found as a result of procedures performed.
- 6.3 We inspected the monthly invoices for IVT MedTrans for the fiscal year ending June 30, 2019 and observed no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract. No exceptions were found as a result of procedures performed.
- 6.4 We selected the months of January 2019, March 2019 and May 2019 and obtained the cash fare collections by day from the Daily Fare Collections report included in the monthly reporting packet. We selected 3 days for each month to inspect the daily fares per the fare receipt catalogs. We observed that for the samples selected for the months of January 2019, March 2019 and May 2019, the daily fare collections per the Daily Fare Collections report agreed to the supporting source document without exception. See Exhibit B for details.

6.5 IVT MedTrans provides non-emergency transportation services for transit dependent individuals and is not a fixed route with published schedules. The revenue hours in the monthly invoices are prepared based on the Driver’s Daily Log Sheet. The Driver’s Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected June 27, 2019 and obtained the Driver’s Daily Log Sheets and Time Sheets and compared them to the data schedule which supports the monthly invoices. We observed the following:

6.6

<u>Route/Paddle</u>	<u>Date</u>	<u>1st PU</u>	<u>Last DO</u>	<u>Rev. Hours</u>
MedTrans 1	6/27/2019	6:35	17:10	8.25
MedTrans 2	6/27/2019	6:30	6:50	0.33
			Total	8.58
			Invoiced to ICTC	8.17
			Variance	(0.41)

No other exceptions were found as a result of procedures performed.

7) Budget Development

Inspect the operator’s accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator’s methodology related to developing an annual budget.

Results: We inquired of Transit Operator management and inspected the IVT MedTrans services budget for the fiscal year ending June 30, 2019. We observed the following:

The budget is developed primarily by the Transit Operator’s General Manager who follows the “Preparing Fiscal Year Budget” policies of the Transit Operator. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit MedTrans Paratransit Services Agreement (April 2016). The estimates were based on internal calculations prepared by the Transit Operator’s prior General Manager. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

We were not engaged to and did not conduct an audit or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records and reporting requirements of the transit operator or its controls. Accordingly, we do not express such opinion or conclusion. 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 Imperial County Transportation Commission management and is not intended to be and should not be used by anyone other than the specified party.

Riverside, California
February 13, 2019

Exhibit A
 Procedure #1- Services Provided
 Fiscal Year Ending June 30, 2019
 (Unaudited)

First Transit - IVT MedTrans Service Line						
	A	B	C= (A-B)	D	E	F= (C+E)
	Net Cost & Total Paid to First Transit					
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Transit
July 2018	\$ 41,168	\$ 3,016	\$ 38,152	\$ -	\$ -	\$ 38,152
August 2018	41,382	4,011	37,371	-	-	37,371
September 2018	37,842	3,180	34,662	-	-	34,662
October 2018	41,005	3,820	37,185	-	-	37,185
November 2018	40,417	4,697	35,720	-	-	35,720
December 2018	37,405	3,370	34,035	-	-	34,035
January 2019	41,748	4,125	37,623	-	-	37,623
February 2019	35,510	3,709	31,801	-	-	31,801
March 2019	37,396	3,846	33,550	-	-	33,550
April 2019	38,470	3,535	34,935	-	1,900	36,835
May 2019	40,821	4,302	36,519	-	-	36,519
June 2019	36,149	3,017	33,132	-	-	33,132
Total:	<u>\$ 469,313</u>	<u>\$ 44,628</u>	<u>\$ 424,685</u>	<u>\$ -</u>	<u>\$ 1,900</u>	<u>\$ 426,585</u>
Contract Specifications paragraph 8.3.3 For Base Cost and Base Subsidy	<u>\$ 479,753</u>	<u>\$ 71,963</u>	<u>\$ 407,790</u>			
Over (Under) Contract Requirements	<u>\$ (10,440)</u>	<u>\$ (27,335)</u>	<u>\$ 16,895</u>			
Operating Costs (A+E)		\$ 471,213				
Farebox Ratio Actual		9.47%				
Minimum Farebox Ratio Contract		15%				

**Exhibit B
 Procedure #6.4- Daily Fare Collections
 Fiscal Year Ending June 30, 2019
 (Unaudited)**

Date	Daily Fare Collections- Per Monthly Invoice/Reporting	Daily Fare Collections- Per Daily Fare Collection Report
January 2019		
First Transit IVT MedTrans		
8.00	192.00	192.00
15.00	164.00	164.00
22.00	243.00	243.00
March 2019		
First Transit IVT MedTrans		
13.00	234.00	234.00
20.00	228.00	228.00
27.00	167.00	167.00
May 2019		
First Transit IVT MedTrans		
15.00	219.00	219.00
21.00	332.00	332.00
29.00	137.00	137.00

V. REPORTS

- A. ICTC/LTA EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REPORT
- C. CALTRANS REPORTS



1503 N IMPERIAL AVE SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

Memorandum

Date: March 6, 2020
To: ICTC Committee Members
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the ICTC Management Committee Meeting on March 11, 2020

- 1) **Update to the Unmet Transit Needs (UTN) Hearing:** The UTN Hearing was held on March 4th, 2020 at 3 p.m. at the County of Imperial Board Chambers, 940 W. Main St. in El Centro. Staff will reconvene on April 1, 2020 at 3 p.m. to provide a follow-up to the comments that were received and determine if needs are reasonable to meet.

Several other outreach opportunities were also conducted, specifically in the North-end of Imperial County. This allowed more opportunity for transit users that are not able to attend the hearing in El Centro to submit their comments for the record. Other outreach opportunities were as follows:

- January 27, 2020 – Calipatria North-end Advisory Meeting, 6 p.m.
- February 3, 2020 – Westshores Council Meeting, 6 p.m.
- February 24, 2020 – Brawley Council Chambers, 3 p.m.
- February 24, 2020 – Bombay Beach North-end Advisory Meeting, 6 p.m.

- 2) **Funding for Phase II of the Calexico West Port of Entry:** As previously noted, Congress authorized \$98 million for Phase 1. The U.S. General Services Administration (GSA) began construction for Phase 1 in December 2015 with completion now scheduled for July 2018. Phase 2A was awarded in the amount of \$191million and will include six additional northbound privately-owned vehicle (POV) inspection lanes, permanent southbound POV inspection, expanded secondary inspection and adding a pre-primary canopy, new administration building, and employee parking structure. *Funding for phase 2B is in the President's Budget Proposal in the amount of \$99.7million. Work for phase 2B will include demolition of the old port building and construction of the new pedestrian building. The total estimated cost for phases 2A plus 2B are \$276million.*
- 3) **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study:** The study will analyze and develop feasible design alternatives and locations for a Grade Separated Crossing (GSC) for Off-Highway Vehicle (OHV) use at or near SR-78 and the Union Pacific Railroad (UPRR) in Imperial County. The successful consultant will provide conceptual GSC design alternatives, analysis of site alternatives, public/stakeholder outreach and cost estimates for construction, operations and maintenance. The consultant selection process was completed on September 25th. The consultant selected was Kleinfelder. A kick-off meeting was held on Wednesday, October 9, 2019. The first technical working group meeting was held on October 24, 2019. The second technical working group meeting was held on December 10, 2019 at the ICTC office in El Centro. *A project page has been created on the ICTC website at <http://www.imperialctc.org/sr-78-glamis-crossing/>.* As part of the outreach plan, an online survey was open to the public from January 1st through January 31st, where over 4,000 people completed the survey. A public outreach event was held in Glamis on January 18, 2020 from 9am to 3pm. *The third technical working group meeting was held on February 13, 2020 in San Diego at Caltrans District 11 offices. Currently*

the consultant is conducting an analysis of the alternatives and the next technical working group meeting is scheduled for May 14, 2020.

- 4) **Calexico Intermodal Transportation Center (ITC):** A new Intermodal Transportation Center in the City of Calexico has been part of ICTC's long range transit planning. The new Calexico ITC will serve as a regional mobility hub that will accommodate bus bays for Imperial Valley Transit in addition to the City of Calexico's private transit operators, taxis and farm labor buses. ICTC received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. ICTC staff is in the process of completing the contract award for a consultant firm that will complete the environmental and design phase. Currently, ICTC staff is completing the Caltrans award review process with multiple Caltrans' departments. The ICTC Board adopted the agreement with Psomas on September 26, 2018. *Environmental phase is in progress with consultant team and agency partners, including the City of Calexico, Caltrans and ICTC. The project is moving forward with the environmental process with Caltrans.*
- 5) **Imperial County Regional Climate Action Plan:** *Imperial County Regional Climate Action Plan: After the kick-off meeting on June 28, 2019, ICTC established Project Management Procedures and Communication Protocols with the Consultant as well as reviewing the Scope of Work and Schedule. The consultant is conducting data collection from project stakeholders.*
- 6) **I-8 / Imperial Avenue Interchange Reconstruction:** ICTC staff submitted the 2018 State Transportation Improvement Plan to the CTC on December 15, 2017. Caltrans is working to complete the right-of-way acquisition, utility relocation and final design. As presented to the CTC, the current schedule to begin construction is in FY 2019/2020. Mr. Baza presented the STIP recommendations to the CTC at the STIP Hearing on January 25, 2018. The 2018 STIP was adopted by CTC at the March 2018 meeting. ICTC staff coordinated a meeting with Caltrans and City of El Centro staff to discuss the project schedule of the interchange and the Imperial Avenue Extension South projects. The project schedules will be compatible and the closure of the I-8/Imperial Avenue Interchange Bridge is tentatively scheduled to begin February 2020 pending construction contract award. Caltrans and El Centro project management teams have initiated inter-agency meetings to discuss the public information campaign for both the Interchange Project and the Imperial Avenue Extension South Project. *The public outreach plan is being finalized between the City of El Centro, Caltrans, and ICTC. A media outreach is scheduled on January 13, 2020 at the Caltrans yard in El Centro at 1102 Montenegro Way at 11 a.m. An Open House was held on January 15, 2020 at the El Centro Regional Medical Center – Medical Office Building, 1271 Ross Ave., Floor 2 in El Centro from 4-7 p.m. The project is expected to begin April 2020.*
- 7) **Assembly Bill 335 (Garcia):** In December 2018, staff met with Assemblymember Eduardo Garcia and his staff to discuss legislation that would amend ICTC's authority to include non-transportation programs. The Bill was approved on Consent with the Assembly Transportation Committee on April 22, 2019, and on Consent with the Senate Transportation Committee on June 11, 2019. The Governor signed the Bill on June 26, 2019. AB 335 will become effective in January 2020. ICTC will have on-going meetings with the City of El Centro and County of Imperial Public Works Department to carry out the transition of the Imperial Valley Resource Management Authority (IVRMA) and the Service Authority for Freeway Emergencies (SAFE).

On March 2, 2020, ICTC took over the the administration of the IVRMA. Staff will continue to work closely with IVRMA staff during the transition time and in the future. ICTC staff is continuing to have meetings with County Public Works staff and Counsel to finalize the documentation to transition the SAFE program to ICTC.

- 8) **Calexico East Port of Entry Bridge Expansion over the All-American Canal Project:** The Project proposes to widen the bridge over the All-American Canal at the U.S./Mexico border approximately 0.7 miles south of State Route (SR) 7. The project proposes to widen the existing structure by adding four-lanes: Two New Northbound Auto Lanes and Two New Northbound Commercial Vehicle Lanes. In May 2018, Caltrans and ICTC received \$3,000,000 from the California Transportation Commission and the Trade Corridor Enhancement Program (TCEP) to complete the Project Approval and Environmental Document (PA/ED) for the project. In June 2018, Caltrans completed a Project Initiation Document (PID). In Fall of 2018, the PA/ED phase was initiated by Caltrans, technical studies for the National Environment Policy Act (NEPA) document under Federal Highway Administration as the NEPA lead are in progress and is scheduled for completion in May 2020. In December, ICTC in partnership with Caltrans was awarded \$20 million under the U.S. Department of Transportation's BUILD discretionary grant program to complete the Design-Build construction phase. ICTC

proposes to deliver the project under Design-Build process, with ICTC leading the Request for Qualifications in Fall 2019 and Request for Proposals in August 2020 for Design and Construction teams. The Design-Build phase is scheduled to begin in February 2021. *As described above, NEPA studies are in progress and scheduled for approval in May 2020. Upon NEPA approval, ICTC will request authorization for the \$20 million in federal funding and proceed with the Request for Proposals for Design-Build in Fall 2020. Right-of-way and design phases will immediately follow after environmental is completed.*

- 9) **Imperial Mexicali Binational Alliance Meeting:** The last IMBA meeting was held on January 9, 2020 at the historic Chinatown “La Chinesca” area in downtown Mexicali. The meeting included updates on the Calexico West/Mexicali I Port of Entry Expansion Project by ICTC and Secretaria de Infraestructura y Desarrollo Urbano (SIDUE). Economic Development Updates and presentations from City of Mexicali staff on their downtown revitalization master plan. A short tour of the Historic Chinatown basement sites was provided by Ruben Chen who is a Chinese-Mexican businessman who is trying to protect the “underground Chinatown” in Mexicali. *The next IMBA meeting is scheduled for March 18, 2020 at the Cultural Arts Center in the City of Calexico (address: 421 Heffernan Ave. Calexico, CA 92231.) Caltrans staff will provide a high level presentation on the 2020 Border Master Plan and a presentation by the Imperial County Office of Education on binational education opportunities.*
- 10) **State Route 86 (Northbound) Border Patrol Checkpoint:** In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017, staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Currently design is underway. A draft of 35% plans were completed and submitted for review on October 12, 2018. Input from all stakeholders is still pending to proceed with 65% design. *A meeting was held on April 23rd at the ICTC offices to review the 65% design. A draft of 90% plans are pending technical comments by Caltrans and CBP.*
- 11) **State Route 98 from Ollie to Rockwood:** *As part of the POE Expansion project, SR-98 and Cesar Chavez Boulevard are being widened and improved to serve the expansion to the west. Caltrans’ SR-98 work between VV Williams and Ollie Avenue was completed in March 2018. Caltrans is working on a second segment on SR-98 between Rockwood Avenue and Ollie Avenue is in the design and right-of-way phase and is anticipated to begin construction in spring 2020. ICTC and Caltrans submitted a grant application through SB 1 Trade Corridor Enhancement Program. The CTC approved \$3.4 million from the SB 1 Trade Corridor Enhancement Program to complete construction for SR 98. Cesar Chavez Blvd has been completed and open to the public. Additional funds were allocated for the expansion: \$2 million of 2016 Earmark repurposing, \$1.63 million from Demo funds and \$1 million from Traffic Congestion Relief funds, a total of \$4.63 million additional funds.*
- 12) **FY 2019 Public Transit Fare Analysis:** The Request for Proposal for a consultant for the ICTC FY 2019 Public Transit Fare Analysis was released on March 1, 2019. The project is for professional services to develop a Public Transit Fare Pricing Analysis. This planning document is expected to provide recommendations for the current fares/fee structure and media for the four public transit services under the Imperial Valley Transit brand for the next three to five years. *The award recommendation was approved at the May 22, 2019 Commission meeting. AECOM was selected to complete the Analysis. A project kick-off meeting was held on June 20, 2019 and the study is underway. The first round of public outreach efforts was held on October 23-24, 2019. Outreach was held in various areas throughout the County including IVC. The fare analysis is in progress, when it is finalized, further outreach will be scheduled.*
- 13) **Federal Triennial Review:** The Federal Transit Administration (FTA) is conducting a Triennial Review of the Imperial County Transportation Commission in early 2019. The review determines whether a grant recipient and its subrecipients are administering its FTA-funded programs in accordance with 49 U.S.C. Chapter 53, Federal transit law provisions. It assesses the recipient’s management practices and program implementation to ensure that the programs are administered in accordance with FTA requirements and are meeting program objectives. Grant subrecipients that may be included in this cycle include the Cities of Brawley, El Centro and Imperial for the transfer terminal projects. Site visits were scheduled for October 7-8, 2019. The FTA Audit team completed their review in two days where they reviewed accounting and procurement records. ICTC did receive a few deficiencies, specifically in policy updates and transit asset management plan. We will be working closely with

the FTA to provide the updated documents in the required time. An information item describing in greater detail what the deficiencies are was presented to the Commission in December. *Applicable policy changes will be completed by staff and submitted to the FTA.*

- 14) **SR-186 Bridge Replacement over the All-American Canal:** *Caltrans has completed a feasibility study for the replacement of the SR-186 Bridge over the All-American Canal. The stakeholders that have been involved in this effort include the U.S. Bureau of Reclamation (BOR), the Imperial Irrigation District (IID), Caltrans and ICTC. As a follow-up, BOR is moving forward with their commitment to issue a media release regarding the future public closure of the bridge carrying SR-186 over the All-American Canal. The BOR anticipates issuing the media release in 1-3 weeks requesting for Caltrans to provide a new public crossing by 2025 to ensure public access is maintained.*
- 15) **Westshores Transit Opportunities:** *As part of the Short-Range Transit Plan, ICTC has explored connection opportunities with Sunline Transit who serves the Coachella Valley region. ICTC and Sunline Transit have discussed pursuing grant opportunities for interregional transit services to/from Westshores and Coachella. ICTC and Sunline Transit continue to have regular dialogue about the potential opportunities most recently engaging in discussions in January 2019. ICTC will be implementing an adjustment to the IVT Ride Westshores service to provide service to Eisenhower Medical Center on Bob Hope Drive and facilities ¾ of a mile from Highway 111 between Eisenhower Medical Center and Avenue 52 in Coachella. The service will operate every other Tuesday and reservations will be required. Service began on April 16, 2019. On September 9, 2019, ICTC staff attended a meeting at the West Shores Senior Center to inform the attendees about IVT Ride West Shores and the updates to the service. On September 11, 2019 the Regional Mobility Coordinators distributed IVT Ride West Shores brochures in the West Shores High School, West Shores Elementary School and Senior Center. Staff will continue outreach efforts within the area.*
- 16) **2018 Trade Corridor Enhancement Program:** *The Trade Corridor Enhancement Program (TCEP), created by Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), provides approximately \$300 million annually for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, and along other corridors that have a high volume of freight movement. ICTC in partnership with Caltrans and the San Diego Association of Governments (SANDAG) were successful in receiving TCEP funds for Advanced Technology Corridors at the California-Mexico Ports of Entry (POE). The goal project is to implement Intelligent Transportation System (ITS) strategies that will improve border travel delays. Some of the ITS strategies will include Bluetooth and Wi-Fi readers to help track vehicle delays, as well as implement changeable message signs on State Routes to inform border travelers of POE delays. Caltrans will serve as the implementing agency of this project and has an estimated completion date of early 2020. Caltrans has initiated the environmental phase and preliminary design of the project. TCEP funds will be used in collaboration with the BUILD grant award for the design and construction phases.*
- 17) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** *\$1.5 Billion annually will go to cities and counties for local road improvements. The following are projected annual revenues of RMRA for the Cities and the County of Imperial for FY 2018/2019. This list of projects for all cities and the county can also be found on the ICTC website at: <http://www.imperialctc.org/senate-bill-1/>*

The following is a list of projects funded by SB1 for FY 2018-2019.

Agency	Project
Brawley	Rehabilitation of Legion Street from Highway 86 to Evelyn Street
Brawley	Street Rehabilitation – Phase 11
Calexico	Cesar Chavez Boulevard Improvement
Calexico	De Las Flores Street Improvement
Calexico	Second Street Bridge
Calipatria	Freeman Street Rehabilitation between Brown and Commercial Avenues
El Centro	2018 Streets Overlay and Rehabilitation Project
Holtville	Citywide Pavement Rehabilitation Project
Imperial	Storm Drain Installation – Northwest Quadrant of City – Continuing
Imperial County	Includes a total of 70 road improvement projects. List can be found on the ICTC website here .

Westmorland	North H Street Improvements
Westmorland	Street Rehabilitation Program – Phase 2
Caltrans/ICTC	Calexico East Port of Entry Truck Crossing Improvements
Caltrans	State Route 111 from State Route 98 to Ross Avenue near Calexico
Caltrans	State Route 98 from Rockwood Avenue to east of Cole Road near Calexico
Caltrans	Bridges on Interstate 8 and State Route 86, 98, 11 and 186
Caltrans	State Route 86 from I Street to Brandt Road near Brawley
Caltrans	State Route 86 south of B Street to Martin Road near Westmorland

Below are the projected annual revenues for FY 2019/2020. On May 1, 2019 a list was submitted to the CTC. All Imperial County cities and the county are required to submit their list of projects in order to be eligible for funding distribution.

Agency	RMRA Amount FY 2019-2020
Brawley	\$453,796
Calexico	\$681,911
Calipatria	\$127,530
El Centro	\$766,589
Holtville	\$107,602
Imperial	\$320,638
Westmorland	\$38,483
County of Imperial	\$7,501,204
TOTAL	\$9,997,753*

*Estimate source is from the California League of Cities dated January 22, 2019 - <http://californiacityfinance.com/LSR1901.pdf>

- 18) **Rio Vista and Pioneers Memorial Hospital Bus Stops:** ICTC has engaged in several discussions with the City of Brawley Staff regarding the potential relocation of the existing bus stops along Rio Vista Avenue/SR78 and at Pioneers Memorial Hospital. Caltrans recently completed improvements to SR 78 and provided on street concrete bus pads with an approximate value of \$80,000. ICTC recently met with the City of Brawley Staff to discuss incorporating the relocation of the bus stop at Pioneers Memorial Hospital as part of an upcoming City of Brawley capital project. *Funding previously set aside for the Rio Vista Project was approved and reallocated towards the Pioneers Memorial Hospital Project at the July 2019 commission meeting. The project is currently in the construction phase as part of a larger scale construction project associated with Legion Road.*
- 19) **2018 ICTC Bus Stop Bench and Shelter Inventory:** 2018 ICTC Bus Stop Bench and Shelter Inventory: The Project Consultant team Kimley Horn and Associates, and Agency Stakeholders from ICTC, Brawley, Calexico, El Centro and Imperial met on January 31, 2018 to review and discuss the current status of the ICTC Bus Stop Inventory, Signage Replacement and Technology Assessment Project. The items reviewed included the consultant prepared Bus Stop Inventory, Asset Condition Report, ADA Assessment Report, Bus Stop Usage Priority List and Bus Stop Signage installation parameters and requirements. ICTC and member agency staff have worked together to complete the priority list for implementation and pursuit of funding. Bus stop signage specifications with specific route information have been finalized. The consultant and staff are working towards finalizing the Technology Memorandum which will provide ICTC with possible technology solutions for the fixed route bus system.
- 20) **Heber Bus Stop & Pedestrian Access Improvements on State Route 86:** The community of Heber has had a need to improve pedestrian and bus stop access along State Route 86. The ICTC Commission granted the use of Regional Set-Aside Local Transportation Authority (LTA) funds for the project. Caltrans has served as the project lead; the first phase was recently completed in November 2017. Phase 1 included bench, bus shelter and ADA access improvements. Phase 2 was recently completed in mid-June 2018 and consisted of curb and sidewalks improvements from Parkyns Ave to Heber Ave. Phase 3 will also have curb and sidewalk improvements and is located between Heffernan to Parkyns Ave. ICTC participated in a Heber Community

Outreach event together with County Public Works and led by Supervisor Plancarte. The County of Imperial discussed sidewalk pavement projects, and ICTC gave transit updates and a status of the SR-86 improvements. The Phase 3 construction improvements have been completed and project is nearing completion and closeout. A ribbon cutting will be scheduled soon.

- 21) **Community of Niland Bus Stop Bench and Shelter Request:** The ICTC submitted a formal request to the California Department of Transportation (Caltrans) District 11 requesting their assistance in identifying a location for a bus stop bench and shelter in the Community of Niland along State Route 111 (SR-111). *The shelter has been installed in an existing parking lot on the east side of SR-111.*
- 22) **State and Federal funding Obligations:** *Beginning October 1, 2019, agencies can move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant program (STBG) and Active Transportation Program (ATP) programmed in FY 2019/2020. See complete project list attached.*
- 23) **State Legislation for Transportation Funding – SB 1 2018 Local Partnership Program (LPP):** The 2018 Local Partnership Program is comprised of formulaic program and competitive programs. In FY2017/2018 total amount available statewide is \$200M and distribution is 50/50 for both formulaic and competitive programs. The formulaic program share distributions for the Local Partnership Program were presented at the CTC meeting in December 6-7, 2017. During the meeting the CTC Commission took action and approved the distribution of funds for the formulaic portion, the funding share for Imperial County in FY2017/2018 is \$538,000. For FY2017/2018, no projects were submitted for the formulaic program and funds will be rolled over to FY2018/2019.

On the following page is the list of projects for Imperial County:

Local Partnership Program (LPP) Programing Date						
Agency	Project Name	LPP Formulaic Funds	Local Match	Total Cost	Project Implementation Fiscal Year	Proposed CTC Programming Date
Brawley	2020 Legion Street Improvements	\$ 209,000	\$ 209,000	\$ 418,000	2019-2020	1/30/2020
Calexico	Scaroni Road Improvements	\$ 305,000	\$ 550,000	\$ 855,000	2019-2020	5/16/2019
Calipatria	Calipatria Date Street Sidewalk Improvement Project	\$ 41,000	\$ 41,000	\$ 82,000	2019-2020	5/16/2019
County	Overlay of Picacho Road from Winterhaven Road to Quechan Drive	\$ 523,000	\$ 523,000	\$ 1,046,000	2019-2020	5/16/2019
Imperial	Aten/Clark Road Improvements	\$ 154,000	\$ 327,000	\$ 481,000	2019-2020	5/16/2019
El Centro	Dogwood Road from Villa Road to Commercial Avenue	\$ 339,000	\$ 339,000	\$ 678,000	2020-2021	5/14/2020
Holtville	Orchard Road/Cedar Avenue	\$ 60,000	\$ 60,000	\$ 120,000	2020-2021	5/14/2020

The following is the link to the 2019 Local Partnership Program guidelines:

http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended_LPP%20Guidelines.pdf

24) Partnerships with IVEDC:

- a) **Southern Border Broadband Consortium (SBBC):** ICTC in partnership with IVEDC received a California Advanced Services Regional Consortia Grant award of \$450,000 from their Rural and Regional Consortia program. The grant covers a 3-year period. ICTC is fiscal agent and developed an MOU which defines roles and responsibilities (Audits, Administration and ²Project Management) for ICTC and IVEDC. Since the

project's approval, IVEDC staff Sean Wilcock designed a new logo for SBBC to assist the clarity in larger marketing materials. An update was presented to the Commission at the August 2018 meeting. Currently, the project is in year two of the contract. In year two/quarter two, Ms. Barrett began working with other consortiums on the Caltrans Strategic Corridors Plan. SBBC submitted corridors that would need better broadband sources in Imperial and San Diego Counties. A new staff was hired during this time; Mr. Rene Pollard has been attending meetings with Ms. Barrett since September. An Area Agency on Aging (AAA) Board Meeting was attended in October, along with another AAA event in Bombay Beach; and SBBC is planning to attend more AAA events to assist seniors attain internet access in their homes. The SBBC staff designed a USB with both their logo and AAA's logo to hand out to seniors when they complete the "internet needs questionnaire" and has worked as a great incentive. *Glenna Barrett provided an update at the Commission meeting in September. The goals for the third year of the program are to continue to work with local stakeholders to identify, prioritize and advance digital access projects; facilitate and promote broadband education and conduct community and business surveys; work with the Boys and Girls Club of IV and the Workforce Development Board to create Digital Literacy Centers throughout Imperial County; form a preferred scenario for 98% deployment in Imperial County and present to the California Advanced Service Fund and the CPUC in January 2020, and; work with Spectrum to install five Wi-Fi towers in Imperial County.*

- b) The Brawley Transit Corridor Brownfield Assessment: ICTC in partnership with IVEDC received a U.S. Environmental Protection Agency (EPA) Brownfields Communitywide Assessment Grant award of \$300,000 from the Environmental Protection Agency's Brownfields Assessment Program. This assessment will be focused along the transit circulator route within the 13-mile Imperial Valley Transit's (IVTs) Brawley Gold Line Transit Route and the Brawley Transit Center that serves as the IVTs North Imperial County transfer terminal. The commercial corridors in the target assessment area include over 100 known commercial properties and suspected historical gas station sites with known or suspected underground tanks in the target area. ICTC will be the fiscal agent and has developed an MOU which will define roles and responsibilities (Audits, Administration and Project Management) or ICTC and IVEDC. SCS Engineers have initiated early Tasks that include the Quality Assurance Project Plan (QAPP) and project management plan as required by EPA. The Steering Committee consisting of agency partners and stakeholders met on August 22, 2018. The draft QAPP is nearing completion. The first community outreach meeting was held on October 11, 2018. The consultant and IVEDC presented an overview of the project and the opportunities available for property owners to consider participating and requesting Phase 1 or 2 Brownfield Assessments. Currently we are processing 4 Property Eligibility applications with the Dept. of Toxic Substance Control (DTSC) which will be later submitted to the Environment Protect Agency for final approval. All 4 of these properties are seeking to redevelop or sell properties for redevelopment within the project's subject area. These properties will be processed for Phase 1 and potentially Phase 2 Environmental Site Assessments to clear them of contamination concern or evaluate them for site cleanup planning if necessary.

Mr. Sean Wilcock provided an update at the October Commission meeting regarding the status of the properties.

- The Finnell Property has 3 parcels. It received DTSC approval on March 8, 2019. Phase 1 report completion occurred on October 15, 2019. Pending is Field Sampling Plan and Phase 2 report completion.
- The Chai Property has 2 parcels. It received DTSC approval on March 28, 2019. Phase 1 report completion occurred on October 15, 2019 and no further work is necessary.
- The Lesicka Property has 2 parcels. It received DTSC approval on August 29, 2019 and Phase 1 and Phase 2 report completion, and Field Sampling Plan are all still pending.

A map of the transit corridor in Brawley as it pertains to this project was provided at the December Commission meeting and attached to this report in January.

- 25) **California-Baja California Binational Region**: A Fresh Look at Impacts of Border Delays: Building upon previous Caltrans, SANDAG, and ICTC studies, this project will refine the economic models developed to assess economic impacts of delays at the land ports of entry (POEs) between the San Diego and Imperial Counties region and Baja California, Mexico, on the border region economies. It will also estimate greenhouse gas (GHG) emissions of passenger and commercial vehicles due to northbound and southbound border delays at the six California POEs and propose strategies to reduce GHG emissions at the border region. Lastly, extensive outreach

to government agencies, local border communities, and private sector stakeholders was conducted. *A final report is scheduled to be completed in the spring of 2020.*

26) Meetings attended on behalf of ICTC:

- February 10-12, 2020 – 2020 Mobility 21 Sacramento Legislative Trip in Sacramento, CA
- February 12, 2020 – ICTC Management Committee Meeting in El Centro, CA
- February 12, 2020 – AB 617 Community Air Protection Program Steering Committee Meeting in Heber, CA
- February 13, 2020 – SR 78/Glamis Feasibility Study, Technical Working Group Meeting in San Diego, CA
- February 18-20, 2020 – Imperial Valley College 411 Event (attended by mobility staff)
- February 20, 2020 – SCAG Sustainability Award scoring and ranking by ICTC staff in Los Angeles, CA
- February 21, 2020 – CTC CEO's / SCAG Meeting in Los Angeles, CA
- February 24, 2020 – Unmet Transit Needs (UTN) Public Workshop in the City of Brawley
- February 24, 2020 – Bombay Beach North-end Advisory Committee Meeting in Bombay Beach (attended by staff)
- February 25, 2020 – Caltrans Federal Aid Training at the ICTC Offices (attended by staff)
- February 26, 2020 – ICTC Commission Meeting in El Centro, CA
- February 27, 2020 – ICTC TAC Meeting at the ICTC Offices (attended by staff)
- February 27, 2020 – LTA Local Taxpayer Supervising Committee (LTSC) or “Oversight Committee” at the ICTC Offices
- February 28, 2020 – CHP Industry Day in Calexico, CA
- February 28, 2020 – SANDAG Borders Committee Meeting in San Diego, CA
- March 4, 2020 – ICTC SSTAC Meeting at the ICTC offices in El Centro, CA
- March 4, 2020 – UTN Hearing at the County Board Chambers in El Centro, CA
- March 5-6, 2020 – California Stewardship Network (CSN) Exchange in San Diego, CA

Memorandum

Date: March 11th, 2020
To: ICTC Management Committee Meeting
From: David Salgado, Regional Affairs Officer (RAO)
Re: **Southern California Association of Government's (SCAG) Report**

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission Management Committee Meeting Wednesday March 11th, 2020.

- 1. 2019 SCAG 54th Annual General Assembly:** The 55th Regional Conference and General Assembly will convene on May 6-8 at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. The annual conference brings together over 900 of Southern California's most influential leaders, innovators and policymakers for collaborative, solution-oriented discussions on the region's greatest challenges. Registration for the 2020 Regional Conference is available. The event is free for elected officials and city managers in the region, and a room block is currently available through the SCAG General Assembly Website. For information about sponsorship opportunities, contact Communications Manager Jeff Liu at liuj@scag.ca.gov.
- 2. APPLICATIONS AVAILABLE FOR THE 2020 SCAG SCHOLARSHIP PROGRAM:** SCAG is now accepting applications for its scholarship program through April 3. The scholarship program offers financial support and professional development to the region's high school and community college students. Scholarships of \$4,000 will be awarded to at least seven eligible students across the six-county SCAG region. Winners will also complete a two-week internship with a local planning agency or council of governments, getting the opportunity to meet with elected officials and practicing planners to learn more about careers in public service. Community college students or high school juniors and seniors who live in the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino or Ventura are eligible to apply. Application materials and additional details are available at: www.scag.ca.gov/scholarship. If you have questions, please contact Scholarship Program Coordinator Jonathan Hughes at hughesj@scag.ca.gov.
- 3. 2021 Cycle 5 Active Transportation Program (ATP) Grant:** The Active Transportation Program (ATP) is a competitive statewide program created to encourage increased use of active modes of

transportation, such as biking and walking. Senate Bill 99 (Chapter 359, Statutes of 2013) and Assembly Bill 101 (Chapter 354, Statutes of 2013) created the ATP, and Senate Bill 1 (SB 1) (Chapter 2031, statutes of 2017) directs additional funding from the Road Maintenance and Rehabilitation Account to the ATP.

Currently there is a total of \$445 million available for fiscal years 2021 to 2025. Currently the draft guidelines are available on the California Transportation Commission (CTC) website as well as other resources. The guidelines are set to be approved in late March which will coincide with a release for the “Call for Projects.” The current deadline for application submittals is set for June 15, 2020. SCAG is working towards holding an ATP workshop in Imperial County concurrently with the ICTC Technical Advisory Committee meeting on March 26th. Please feel free to contact David Salgado, SCAG RAO, with any questions.

- 4. RHNA Update – MAR 2020:** The California Department of Housing and Community Development (HCD) provided their Regional Housing Need determination for the SCAG region – a total of 1,344,740 housing units that the six-county region must plan for in the October 2021 – October 2029 planning period.

HCD has reviewed the DRAFT SCAG RHNA Methodology and found that the methodology furthers the five statutory objectives of RHNA. HCD provided a response to SCAG on January 13th, 2020. This response from HCD will allow SCAG to move forward with the formal approval of the DRAFT Methodology and finds the methodology to be in compliance with the statutory objectives. The Final Draft Methodology was approved at the March 5th Regional Council meeting. The appeals process will be outlined in the coming weeks. SCAG is also coordinating with sub-regions in an effort to continue dialogue around the new methodology.

- 5. Connect SOCAL-** The DRAFT Connect SOCAL Plan was released on Thursday November 7th by the Regional Council at its regular meeting. The plan incorporates the Sustainable Communities Strategy (SCS) for a second time. All of the documentation is available on the Connect SOCAL website. The Program Environmental Impact Report (PEIR) was released concurrently for comment and review. All of the comments have been compiled with comments provided back. The final Connect SOCAL is set to be approved at the April 2020 Regional Council meeting.
- 6. CONNECT SO-CAL Website:** The official website is now live for Connect SoCal, SCAG’s Regional Transportation Plan/Sustainable Communities Strategy. The newly launched page, *connectsocial.org*, offers a clear and user-friendly way to get updates about the ongoing process of

building the plan. Check it out!

This website will be a cornerstone of public participation for Connect SoCal, a plan that provides Southern California with a comprehensive transportation vision through 2045. Plan development takes many years to complete and involves working with six county transportation commissions, 15 sub-regional organizations, 191 cities, numerous other stakeholder organizations and the public. Adoption of a final plan is anticipated in April 2020.

SCAG is working to have the DRAFT Connect SOCAL out for public review in November 2019 with a tentative approval date in April 2020. SCAG is working hard to ensure the Connect SOCAL plan compliments and takes into consideration the RHNA process as they are both critical components to the future development and success of the SCAG region. There are a number of elements being developed as a part of Connect SOCAL. These include a Job Centers Strategy, SoCal Electric Vehicle Strategy, Transportation Safety Element, and a Goods Movement Environmental Strategy.

- 7. Regional Housing Needs Assessment (RHNA) Working Group:** As a part of the upcoming RHNA Cycle SCAG President Alan Wapner has appointed 2 elected officials from each SCAG county to participate in the SCAG RHNA Working Group. The group will meet periodically to ensure participation from each county throughout the RHNA development process. Imperial Counties representative is City of Holtville Councilman, ICTC Commissioner, and SCAG Regional Council and Policy Committee Member Jim Predmore with Councilman Bill Hodge as the alternate. Please feel free to contact SCAG RAO David Salgado with any questions regarding RHNA or reach out to your local delegate to carry any concerns to the presidents sub-committee. We appreciate everyone's responsiveness to requests to provide the most accurate and current information for the RHNA process.

CONNECT SOCIAL PLAN UPDATE

Through a continuing, cooperative, and comprehensive planning process with its stakeholders, SCAG developed the Draft Connect SoCal plan – the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy, which meets state and federal requirements and lays out a collective vision for improving the region's mobility, economy, and sustainability. SCAG released the Draft Connect SoCal plan for over the required 60-day public comment period, which began on Nov. 14, 2019 and ended on Jan. 24. SCAG received 107 separate communications on the draft plan and 52 comment letters on the plan's Draft Program Environmental Impact Report.

All elements of the Draft Connect SoCal plan received supportive comments with the majority of comments seeking further clarification. This month's Regional Council agenda includes a staff report summarizing comments into 16 major categories: Active Transportation; Aviation and Airport Ground Access; Emerging Technology; Environmental Justice; Goods Movement; Natural & Farm Lands Conservation; Passenger Rail; Project List; Public Health; Public Participation & Consultation; Relationships Between Connect SoCal and the Regional Housing Needs Assessment (RHNA); Sustainable Communities Strategy; Transit; Transportation Conformity Analysis; Transportation Finance; and Other. Staff is still in the process of making revisions to the Draft Connect SoCal plan and will present a proposed Final Connect SoCal plan at the April 2 Joint Meeting of the SCAG Policy Committees. For updates on Connect SoCal, please visit connectsocial.org.

SCAG DELEGATION TAKES POLICY PRIORITIES TO SACRAMENTO

A delegation of SCAG Regional Council members and executive staff traveled to Sacramento Feb. 18 and 19 for the annual SCAG Sacramento Summit. The delegation was joined by leaders from the Southern California Leadership Council, California Association of Councils of Government, and National Community Renaissance.

The delegation, which included President Bill Jahn, First Vice President Rex Richardson, Second Vice President Clint Lorimore, and Regional Council members Margaret Clark, Margaret Finlay, Jan Harnik, Steve Hofbauer, Ray Marquez, Larry McCallon, Fred Minagar, Judy Mitchell, David Pollock, Carmen Ramirez, Jess Talamantes, and Cheryl Viegas-Walker, held a series of 35 sit-downs meetings with a bipartisan group of state lawmakers to provide updates on hot topics like Connect SoCal and the RHNA allocation plan. The trip also focused on highlighting three priority legislative issues: 1) Increase the capacity for local governments to develop affordable housing through economic development tools like tax increment financing; 2) Modernize the California Environmental Quality Act (CEQA) to limit abuses that stop responsible community improvement projects; and 3) Reinstate the practice that allows local governments that reach an agreement to "trade" or "transfer" portions or all of their RHNA allocation.

The Summit kicked off with a dinner program where Assemblymember Sharon Quirk-Silva (D-Fullerton) gave welcome remarks followed by a substantive policy discussion with Assemblymember Laura Friedman (D-Glendale) and Assemblymember Chad Mayes (NPP-Yucca Valley). The delegation was also present for Governor Gavin Newsom's State of the State Address, which focused exclusively on the housing affordability and homelessness crisis. Additional highlights of the Summit included a breakfast program with special guest speaker David S. Kim, who was appointed Secretary of the California State Transportation Agency (CalSTA) in July 2019.

REGISTER FOR SCAG'S 55TH ANNUAL REGIONAL CONFERENCE AND GENERAL ASSEMBLY

Mark your calendars! SCAG's premier annual event is fast approaching. The 55th Regional Conference and General Assembly will convene May 6-8 at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. Over 900 of Southern California's most influential leaders and innovators are expected to attend, including local elected officials, CEOs, business and civic leaders, transportation and environmental stakeholders, local government staff and others. In addition to providing unbeatable networking opportunities, the conference will send attendees home with fresh insights and new resources to help them better address future challenges in their own communities. The event is free for elected officials and city managers in the region, and a special early bird registration rate will be available until March 29. For additional information, please contact Linda Jones at jonesl@scag.ca.gov or (213) 236-1912 or visit www.scag.ca.gov/GA2020 to register. For information about sponsorship opportunities, please contact Houston Laney at laney@scag.ca.gov or (213) 236-1906.

SAVE THE DATE: 31ST ANNUAL DEMOGRAPHIC WORKSHOP

SCAG and the University of Southern California (USC) Sol Price School of Public Policy will jointly host the 31st Annual Demographic Workshop at USC's Trojan Grand Ballroom on Thursday, June 11, from 8:30 a.m. – 3:30 p.m. The workshop will provide an update on the latest in demographic trends including migration, fertility, and aging and their implications on our regional planning as we begin a new decade. In addition, as the decennial Census 2020 is currently in the field, we will also hear updates on progress and challenges. Online registration will be available soon. For more information, please contact John Cho at choj@scag.ca.gov.

VOLCKER ALLIANCE EXPANDS GOVERNMENT-TO-UNIVERSITY INITIATIVE TO SOUTHERN CALIFORNIA

On Feb. 18, SCAG hosted the launch of the Steering Committee for a Los Angeles County Pilot for the [Volcker Alliances' Government to University \(G2U\) Initiative](#). G2U is an innovative approach to address critical governance challenges by building structured regional networks of governments and universities. The initiative aims to catalyze a robust local marketplace that can sustainably connect governments' hiring and research needs with local university capacity.

The steering committee will focus on connecting local, state, and federal government leaders in a region with key faculty and administrators from surrounding colleges and universities. They will identify and pursue opportunities to better strengthen the pipeline of talent from local universities into government and explore approaches to systematizing research exchanges focused on solving pressing government problems. With support from the Volcker Alliance, the effort will provide a regional platform to build new relationships and strengthen existing ones among government practitioners and university leaders.

The first site was launched successfully in Kansas City led by the Mid-America Regional Council, which will celebrate its one-year anniversary with its first regionwide Coalition Convening on April 21. The Los Angeles effort will be followed shortly by Pittsburgh, which will be led by Carnegie Mellon University's Heinz College of Information Systems and Public Policy and the Metro21: Smart Cities Institute. If you are interested in learning more about the Los Angeles G2U, please contact Debbie Dillon at dillon@scag.ca.gov.

APPLICATIONS AVAILABLE FOR THE 2020 SCAG SCHOLARSHIP PROGRAM

SCAG is now accepting applications for its scholarship program through April 3. The scholarship program offers financial support and professional development to the region's high school and community college students. Scholarships of \$4,000 will be awarded to at least seven eligible students across the six-county SCAG region. Winners will also complete a two-week internship with a local planning agency or council of governments, getting the opportunity to meet with elected officials and practicing planners to learn more about careers in public service. Community college students or high school juniors and seniors who live in the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino or Ventura are eligible to apply. Application materials and additional details are available at: www.scag.ca.gov/scholarship. If you have questions, please contact Scholarship Program Coordinator Jonathan Hughes at hughesj@scag.ca.gov.

SCAG TO HOST SERIES OF ATP CYCLE 5 GRANT WRITING WORKSHOPS

The California Transportation Commission is scheduled to release the 5th Cycle of the Active Transportation Program (ATP) at the end of March. SCAG staff in partnership with the County Transportation Commissions will be hosting grant writing workshops and one-on-one meetings with local jurisdiction's staff to assist in the ATP process. Topics covered will include ATP grant writing best practices, ATP planning, project location selection, and project scope selection. Currently scheduled workshops:

- March 16 – Coachella Valley
- March 18 – Orange County
- March 26 – Imperial County

Additional workshops will be hosted in Los Angeles County, Ventura County, and the Inland Empire in April. For additional information please contact Cory Wilkerson at wilkerson@scag.ca.gov.

SCAG'S SAFETY PLEDGE PROVIDES OPPORTUNITIES TO JURISDICTIONS WITH NEW RESOURCES

The *Go Human* Campaign will re-launch strategic opportunities to advance safety and active transportation for jurisdictions across the region in March and April 2020. Opportunities include a Local Community Engagement and Safety Mini-Grant Call for Proposals for community-based organizations to implement safety activities; co-branded *Go Human* safety materials for cities, including printing and shipment; and an Open Streets Technical Assistance program to support jurisdictions with aligning safety demonstration efforts with Open Streets events. To access these resources, SCAG invites jurisdictions to commit to safety by signing the [Safety Pledge](#). Cities can participate in a variety of safety efforts, through the activities above, or through other strategies, including Plan development. For more information, please contact Dorothy Le Suchkova at suchkova@scag.ca.gov.

GO HUMAN SUCCESS STORIES IN RIVERSIDE AND CULVER CITY

In 2018, SCAG's *Go Human* campaign worked with the City of Riverside to host a temporary demonstration project. *Illuminate Riverside* envisioned improved lighting for pedestrians between the Downtown Metrolink Station and the Downtown Core. Recently, the City deployed the first-of-its-kind (in Caltrans District 8) colorful pedestrian underpass lighting along Mission Inn Avenue, to improve safety, access and walkability.

Also in 2018, *Go Human* worked with the City of Culver City to demonstrate a protected bike lane and safety improvements as part of the [La Ballona Elementary Safe Routes to School \(SRTS\) Project](#). The City recently approved the project for construction to make it safer and more inviting to walk and bike to school. The demonstration project allowed community members to test innovative infrastructure designs, experience what improved infrastructure feels like and was instrumental in gaining public support. The SCAG demonstration projects continue to successfully contribute to the implementation of projects on the ground. For more information, please contact Hannah Brunelle at brunelle@scag.ca.gov.

SCAG PRESENTS AT GEODESIGN SUMMIT

In February 2020, SCAG staff attended ESRI's GeoDesign Summit and presented a study, along with the University of Southern California partners on 3D Procedural Modeling in Sustainable and Active Transportation for City Sustainable Development. The study applies SCAG modeling trips data by mode to explore ridership predictions of public transit in various urban allocation scenarios (such as land use, demographic change, and urban density). Utilizing the new CityEngine and ArcGIS Urban technologies, staff were able to visualize 3D urban allocation scenarios and generate reports showing ridership predictions on the fly. ESRI's GeoDesign Summit is an annual event, which convenes thoughtful leaders, innovators, and other visionaries to see first-hand how they are leveraging advanced GIS technology to plan for our future.

OZONE AIR PLANS FOR IMPERIAL COUNTY AND VENTURA COUNTY RECEIVED FINAL APPROVAL BY U.S. ENVIRONMENTAL PROTECTION AGENCY

On Feb. 27, 2020, the U.S. Environmental Protection Agency issued two final rules to approve the latest ozone state implementation plans for Imperial County and Ventura County, respectively, to address the federal 2008 8-hour ozone ambient air quality standards. As reported previously, SCAG staff had worked with the staff of the two air districts and the California Air Resources Board in developing these ozone plans. With these final approvals, both counties have fulfilled all air quality planning requirements with the exception of one element in Ventura County under the 2008 8-hour ozone standards. Failure to meet the required federal air quality planning requirement could lead to serious consequences that impact regional transportation plan, program, and projects in our region. In addition, effective March 30, 2020, the new ozone transportation conformity budgets in these ozone plans will apply to SCAG's Regional Transportation Plan, Federal Transportation Improvement Program, and their amendments. For additional information about the final rules, see the respective Federal Register Notices at: <https://www.govinfo.gov/content/pkg/FR-2020-02-27/pdf/2020-03251.pdf> (Imperial County) and <https://www.govinfo.gov/content/pkg/FR-2020-02-27/pdf/2020-03246.pdf> (Ventura County).



Date: March 6, 2020
To: ICTC Management Committee
From: Gustavo Dallarda, Caltrans District 11, Acting District Director
Re: **District Director's Report**

The following is the California Department of Transportation, District 11 report for the Imperial County Transportation Commission (ICTC) Management meeting of March 11, 2020:

1. Project Updates:

Please see maps at end of report for project level detail.

2. Construction:

I-8/Imperial Avenue Interchange

Caltrans will be reconstructing the interchange at Imperial Avenue and I-8 with work anticipated to begin in early 2020. The project will include installing two ramps that will provide direct access to southbound Imperial Avenue which will provide connectivity to the south portion of El Centro. These improvements will complement the City of El Centro's plans for future development.

The bid has been awarded and the contractor is expected to begin construction on April 1, 2020. Closures are likely to begin in late April/early May; with construction scheduled to last until 2022. Additional outreach to businesses in and near the construction zone will be held on an as-needed basis to continue to inform and educate of the project details and impacts.

3. Traffic Operations:

SR-86/Customs & Border Protection Checkpoint Expansion

Caltrans continues to work on design reviews with the goal being to have a design approved project ready for when funding becomes available. Structural design review is still pending. Recent discussions with CBP have indicated that federal funding may be available in this federal Fiscal Year; more information will be provided as it becomes available.

4. Planning:

SR-78/Glamis Grade Separated Crossing Feasibility Study

Caltrans was successful in obtaining State Planning and Research funds for a feasibility study to develop alternatives for a grade separated crossing at the Union Pacific rail line in Glamis. ICTC is the project manager for this study with Caltrans providing contract oversight and participation on the Technical Working Group.

The Technical Working Group meetings have begun, and initial outreach to the Off Highway Vehicle (OHV) community was held at the Glamis Dunes on Saturday, January 18, 2020. There was significant attendance by OHV users, with maps and displays, surveys and one-on-one feedback and input provided. *A TWG meeting was held on February 13, 2020 in San Diego and an initial set of alternatives was selected to move forward for evaluation.*

El Centro Land Use, Mobility Element and Environmental Justice Update:

The City of El Centro was successful in obtaining a Sustainable Communities Planning Grant from Caltrans which will address such topics as reducing suburban sprawl and vehicle dependency, and encouraging multimodal activity. The updated Plan will embrace key planning principles and goals such as GHG emission reduction targets, provide consistency with the Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), provide improvements to public health, reduce vehicle miles traveled (VMT), and seek improvements to transportation technology as well as to incorporate Active Transportation Planning goals.

This contract was awarded to Chen Ryan and City Place Planning. The kick-off meeting was held on August 20, 2019 and the contract is expected to be complete in early 2021.

The City of El Centro and consultant staff set up an informational booth at the Aquatic Center Grand Opening. A Technical Advisory Committee has been formed, with meetings being held monthly.

The General Plan has an introductory video featuring Mayor Efrain Silva. It can be viewed at the following link: https://youtu.be/WxiP7S_HPJc

Planning (continued):

Traffic counts at numerous intersections throughout the City have been completed, and the consultant will begin the intersection and roadway analysis. The Existing Conditions Mobility Element and the Environmental Justice Element have been provided to the TAC for an internal review.

Outreach efforts and marketing continue with Community Advisory Committee (CAC) meetings, pop-up events, and continued exposure to the website and survey link. The next Public Outreach event is anticipated to be held on Saturday April 4, 2020, in conjunction with the Children's Fair.

District II Active Transportation Plan:

Caltrans District II is developing an Active Transportation Plan for San Diego and Imperial Counties. This plan will include an existing conditions analysis and a prioritized list of identified bicycle and pedestrian needs on and around the State Highway System.

Input from regional and local partner agencies and local advocates is essential to the development of this plan. Caltrans encourages our partner agencies to participate in the Active Transportation Plan Working Group (ATPWG). Your agency's involvement will ensure Caltrans has an accurate inventory of existing conditions as well as planned and necessary active transportation improvements.

Caltrans will conduct public outreach activities in Imperial County. Caltrans introduced the plan overview to the Imperial County Transportation Commission Management Committee on February 12, 2020 and conducted an ATPWG meeting at the Imperial County Transportation Commission Technical Advisory Committee meeting on February 27, 2020.

Further outreach will occur at future TAC meetings as well as at pop-up events held in conjunction with the El Centro General Plan Update.

Border Master Plan:

Caltrans District II and the Secretariat of Infrastructure, Urban Development, and Territorial Reorganization for the State of Baja (SIDURT) will be leading the California-Baja California 2021 Border Master Plan (BMP) update.

The BMP is a comprehensive, binational approach to coordinate the planning and delivery of international land ports of entry (POEs) and their transportation infrastructure projects.

The first BMP, completed in 2008, formalized the binational dialogue between the United States and Mexico and established a structure for the BMP process. The 2014 BMP refreshed previous efforts, reprioritizing projects and developing a framework for transportation project sensitivity analysis. Building upon the efforts of the previous two BMPs, the 2021 BMP will broaden outreach activities to gain new insights on border issues, assess current border conditions, determine the status of border transportation projects, and identify new border improvement strategies.

Planning (continued):

A critical component to the success of the BMP is the active participation of local, regional, state, and federal agencies from the United States and Mexico. More than 30 agencies from both sides of the border participate in this process.

The California-Baja California BMP process was so successful that it was later customized and adopted by other border states (Arizona, New Mexico and Texas).

A State Planning and Research grant (\$400,000) is funding the update. The kickoff meeting was held on January 21, 2020, and the update is expected to be completed by early 2021.

5. Senate Bill 1 Projects:

The remaining project which received SBI funding is the widening of the bridge over the All American Canal at the Calexico East POE. Caltrans is providing design and environmental services.

Caltrans began internal District circulation of the Draft Project Report on October 31, 2019, with an anticipated completion date by spring 2020. The Project Report will then be circulated to outside agencies for comments. It is estimated that the PA&ED phase will be complete by May 2020.

The Design-Build phase could potentially begin in September 2020. Construction is expected to last two years with completion expected in September or October 2022.

6. Upcoming Projects:

For 2020, there are several projects that have been confirmed in the Caltrans Project Delivery Plan in Imperial County. They are:

- Widening on SR-98/SR-111, from Ollie to Rockwood.
- Upgrade curve warning signs along various routes.

7. Local Assistance:

Preparation Schedule for California Transportation Commission (CTC) Allocation Requests:

Please review the attached schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval by the June 2020 CTC meeting. When possible, do not wait to submit requests. Caltrans District II must receive all documents at least two months prior to the CTC meeting date; Friday, April 24, 2020 is the next deadline (for the June 2020 CTC meeting). This meeting is a last opportunity to request CTC action in this State Fiscal Year.

Local Assistance (continued):

Quality Assurance Program (QAP) – Documentation Expiring in 2020

As a reminder, Calexico, El Centro, and Westmorland must renew Quality Assurance Program (QAP) approval if federal funds are anticipated for future projects.

QUALITY ASSURANCE PROGRAM (QAP) LAST UPDATED 1/17/2020			
Local Agency	QAP Current	QAP Expiration	Date Agency Submitted QAP
BRAWLEY	10/21/2014	10/21/2019	11/4/2019
CALEXICO	4/13/2015	4/13/2020	
CALIPATRIA	7/14/2019	7/14/2024	
EL CENTRO	4/27/2015	4/27/2020	
HOLTVILLE	7/14/2014	9/29/2019	1/13/2020
IMPERIAL (CITY)	1/9/2017	1/9/2022	
IMPERIAL COUNTY	9/14/2016	9/14/2021	
ICTC			1/10/2020
WESTMORLAND	4/21/2015	4/21/2020	

Updated QAP packages must be submitted as soon as possible to the Local Area Engineer, Ben Guerrero; otherwise, Construction phase funding requests will not be processed.

January 31, 2020 - Federal Fiscal Year 18/19 Requests for Authorization/Obligation – Past Due:

Funding Requests for Authorization (RFA) for this federal fiscal year were due by January 31, 2020. Please continue to transmit RFA submittals and minimize delay in obtaining fund authorizations.

March 25, 2020 – Southern California Local Assistance Management Meeting (SCLAMM):

Caltrans welcomes the Federal Highway Administration, as well as local public agency staff in regions covered by the Southern California Association of Governments and the San Diego Association of Governments, to attend a biannual SCLAMM Meeting.

Caltrans District 7
100 South Main Street
Los Angeles, CA 90012

Please refer to the attachment with RSVP information and directions.

Local Assistance (continued):

Active Transportation Program (ATP) Cycle 5 Call for Projects:

The California Transportation Commission anticipates issuing a call for Active Transportation Program (ATP) project applications on March 25, 2020, with an anticipated closing date of June 15, 2020.

Check this Active Transportation Resource Center (ATRC) link for all available details.

<http://caatpresources.org>

March 31, 2020: FY 2018-19 Single Audit Reporting (SAR) Packages Due:

On February 7, 2020, Caltrans sent instructions for submitting the required Single Audit Reporting (SAR) packages from agencies with federal expenditures totaling \$750,000 or more in State fiscal year 2018-19. Agencies exempt from this requirement must respond as well. Please remind executive and financial officers at agencies you represent.

Details regarding SAR are available through the following State Controller's Office link:

https://sco.ca.gov/aud_single_audits.html

Title VI Nondiscrimination Program

A reminder that local agencies shall comply with all Title VI requirements. See LAPM Section 9.2, Title VI of the Civil Rights Act of 1964 and Related Statutes:

Title VI and the additional nondiscrimination requirements are applicable to all programs and activities administered by a recipient, in addition to programs receiving federal financial assistance, due to the Civil Rights Restoration Act of 1987. Nondiscrimination provisions apply to all programs and activities of federal-aid recipients, subrecipients, and contractors, regardless of tier (49 CFR 21).

The requirements include providing and maintaining the following, as detailed in LAPM Section 9.2: Title VI Nondiscrimination Statement, Assurances (as part of the Master Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training, Limited English Proficiency (LEP) accessibility, Dissemination of Information, Contracts and Agreements, Environmental Justice, Public Hearings and Meetings, Right-of-Way activities, Construction Contract Compliance, Monitoring, and others.

Local Assistance (continued):

Note that an agency is subject to a Title VI program and compliance review at any time by Caltrans, Division of Local Assistance.

Please note the following new link with guidance to local agencies on processing Title VI complaints:

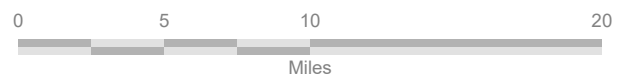
<https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi>



- ENVIRONMENTAL**
- 1. SR-186/I-8 Quechan Interchange Improvements
- 2. SR-7 All American Canal Bridge Widening East POE Truck Crossing
- DESIGN**
- 3. SR-86/Dogwood Road Intersection Improvements County Permit* Design Complete Fall 2019
- 4. SR-111 Pavement Rehabilitation, Border to SR-98 Design Complete Spring 2020
- 5. SR-98 Widening Phase 1C Ollie Ave to Rockwood Ave Design Complete Summer 2019
- 6. SR-98 Pavement Rehabilitation Design Complete Spring 2020
- CONSTRUCTION**
- 7. I-8/Imperial Ave Interchange Improvements Construction Start Spring 2020
- 8. SR-78/115 Culvert Repairs Construction Start Summer 2019
- 9. SR-86 Pavement Rehabilitation Construction Start Summer 2019
- 10. I-8 Pavement Rehabilitation at Various Locations Construction Complete Fall 2019
- 11. SR-111 Niland Geyser Detour (Mud Pot) Construction Fall 2019
- 12. SR-86 Tamarack Bridge Erosion Damage Repair
- RELINQUISHMENT**
- 13. SR-86 Relinquishment From SR-78 to SR-111 Senate Bill 788 Approved Fall 2013

EA: 28900 K. Cantero-Angel
 EA: 43050 N. Bernard
 EA :29420 K. Mamdani
 EA: 2N072 S. Rizzutto
 EA: 08028 K. Mamdani
 EA:43052 S. Rizzutto
 EA: 41040 C. Peace
 EA: 4306U S Rizzutto
 EA: 2N011 S. Rizzutto
 EA:41851 N. Bernard
 EA: 43066 (D.O.) S. Rizzutto
 EA: 43109 (D.O.)
 EA: 40300

- █ Environmental
- █ Design
- █ Construction
- █ Relinquishment



:Project funded by Senate Bill 1

Abbreviations:
 GSA: General Services Administration
88: Port of Entry

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Questions can be directed to (619) 688-6699
 ct.public.information.d11@dot.ca.gov

Date:01/30/2020

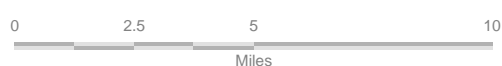
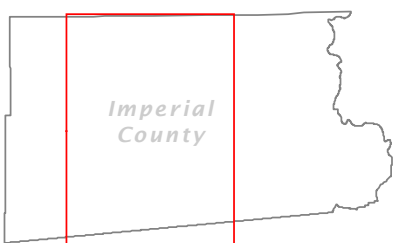
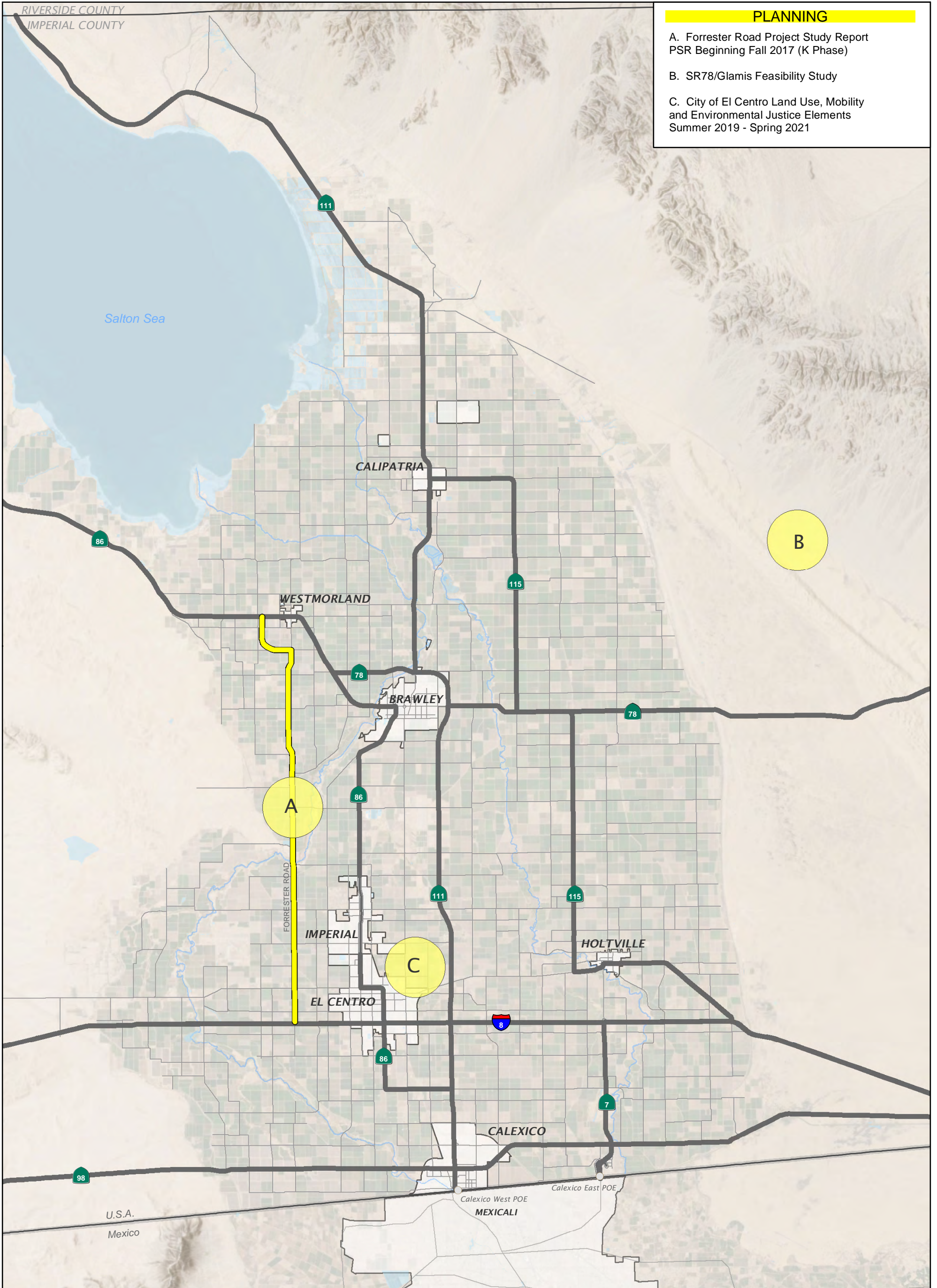
* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.



IMPERIAL COUNTY STATUS OF TRANSPORTATION STUDIES AND REPORTS

PLANNING

- A. Forrester Road Project Study Report
PSR Beginning Fall 2017 (K Phase)
- B. SR78/Glamis Feasibility Study
- C. City of El Centro Land Use, Mobility
and Environmental Justice Elements
Summer 2019 - Spring 2021



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Questions can be directed to (619) 688-6699
ct.public.information.d11@dot.ca.gov

Date: 01/29/2020

**2020 PREPARATION SCHEDULE
CALIFORNIA TRANSPORTATION COMMISSION (CTC) MEETINGS
AGENDA ITEM(S) DUE DATES**

Prepared by:
OFFICE OF CTC LIAISON
DIVISION OF TRANSPORTATION PROGRAMMING
CALIFORNIA DEPARTMENT OF TRANSPORTATION

As of:
August 2019

2020 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due from HQ Divisions to Office of CTC Liaison
Date and Location:	10:00 AM District & CTC	10:00 AM HQ Divisions	5:00 PM Budgets	10:00 AM CTC Liaison	10:00 AM CTC Liaison
Jan 29-30 - Sacramento Area	Mon, Dec 2, 19	Mon, Dec 9, 19	Fri, Dec 13, '19	Fri, Dec 20, '19	Tue, Dec 24, '19
Mar 25-26 - Santa Barbara	Mon, Jan 27, 20	Mon, Feb 3, 20	Mon, Feb 10, '20	Wed, Feb 19, '20	Thu, Feb 20, '20
May 13-14 - San Diego	Mon, Mar 16, 20	Mon, Mar 23, 20	Mon, Mar 30, '20	Wed, Apr 8, '20	Thu, Apr 9, '20
June 24-25 - Sacramento Area	Mon, Apr 27, 20	Mon, May 4, 20	Mon, May 11, '20	Wed, May 20, '20	Thu, May 21, '20
Aug 12-13 - Oakland	Mon, Jun 15, 20	Mon, Jun 22, 20	Mon, Jun 29, '20	Wed, Jul 8, '20	Thu, Jul 9, '20
Oct 14-15 - Central Valley	Mon, Aug 17, 20	Mon, Aug 24, 20	Mon, Aug 31, '20	Wed, Sep 9, '20	Thu, Sep 10, '20
Dec 2-3 - Riverside	Mon, Oct 5, 20	Mon, Oct 12, 20	Mon, Oct 19, '20	Wed, Oct 28, '20	Thu, Oct 29, '20

* No Scheduled Meeting in: February, April, July, September and November

SCLAMM

Southern California Local Assistance Management Meeting

HOSTED BY DISTRICT-7

When

**Wednesday
March 25, 2020
8:59am – 2:59pm**

Where

District 7 office

**100 South Main, Los Angeles, CA 90012
Room: 01.040-A, B & C**

Suggest any topics/concerns to be addressed and if you need speaking time, please contact:

JOANN EUSTACHE at (213)-897-2958

OR

JOANN.EUSTACHE@DOT.CA.GOV

LAST DATE TO SUBMIT A REQUEST: **MARCH 15, 2020**

ATTENDING AGENCIES

• FHWA

• LOCAL AGENCIES in following counties:

- Imperial
- Los Angeles
- Orange
- Riverside
- San Bernardino
- San Diego
- Ventura

• CT-HQ-DLA

• DISTRICT 8

• DISTRICT 11

• DISTRICT 12

First 50 agencies confirming the attendance will be given **preference parking**

(one parking space per agency)

(only e-mail confirmation is accepted)

VI. ACTION CALENDAR

VI. ACTION CALENDAR

A. TDA AND PROGRAM FISCAL AUDITS FOR FY 2018-19



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

March 6, 2020

ICTC Management Committee
Imperial County Transportation Commission
1503 N. Imperial Avenue, Suite 104
El Centro, CA 92243

SUBJECT: Transportation Development Act (TDA) and Program Fiscal Audits for FY 2018-19

Dear Committee Members:

As required by the State of California, the Commission must conduct independent fiscal audits of its own financial activities on an annual basis. Attached, please find the following program financial audits and reports for FY 2018-19, performed by the CPA firm, Eide Bailly formerly known as Vavrinek, Trine and Day (VTD):

- Transportation Development Act – receipt and allocation by ICTC of ¼ cent retail sales tax under Articles 8c, 8e and Article 3 under the State TDA, for transit programs and services (#7076001)
- State Transit Assistance – receipt and allocation of funding under the State Transit Assistance (STA) Program, the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA), State of Good Repair (SGR), the California Transit Security Grant Program (CTGSP) and the Low Carbon Transit Operations Program (#7079001,7481001,7482001, 7553001)
- Regional Transit Planning and Programs – receipt and allocation of funding by ICTC for programs and services including transit service contracts, grants, project consultants and program staffing (#7416001)
- Regional Planning and Programming – receipt and allocation of funding by ICTC for planning programs and services including long- and short-range highway, motorized and non-motorized projects, call for projects, project consultants and program staffing (#7417001)
- Regional Collaboration – receipt and allocation of funding by ICTC for various regional projects whereby ICTC is the fiscal agent, including the Brownfield assessments and Broadband deployment grants with the Imperial Valley Economic Development Corp (IVEDC) (#7577001)
- SB325 report for the State Controller’s Office

ICTC is developing the documentation for FY 2019-20 in preparation for the first Comprehensive Annual Financial Report or CAFR, with the audit team from Eide Bailly. It is anticipated that FY 2018-19 will be the last cycle of program style audits to be completed.

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

The audit team and staff will be presenting this item.

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. Receive and file the Transportation Development Act and other program fiscal audits for the Imperial County Transportation Commission, for FY 2018-19.
2. Direct staff to transmit the fiscal audits to the State Controller's Office.

Sincerely,

A handwritten signature in blue ink that reads "Mark Baza". The signature is written in a cursive, flowing style.

MARK BAZA
Executive Director

MB/da/mb

Attachments

VII. LTA ACTION CALENDAR

- A. ADOPTION OF THE ICLTA ANNUAL FINANCIAL AUDIT FOR FY 2018-19

March 6, 2020

ICTC Management Committee
Local Transportation Authority
1503 N. Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: Adoption of the Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2019

Dear Committee Members:

According to Section VIII of the ordinance dated July 1, 1989, the Local Transportation Authority (LTA) must conduct fiscal audits of its financial activities on an annual basis. The ordinance states: “*An annual independent audit shall be conducted to assure that the revenues expended by the Authority under this section are necessary and reasonable in carrying out its responsibility under the Ordinance.*”

Attached, please find the annual financial reports performed by the CPA firm, the Pun Group: *LTA Annual Financial Report, for fiscal year ended June 20, 2019*. The audit team and staff will be presenting this item.

The LTA Local Taxpayer Supervising Committee (LTSC) “Oversight Committee” met on February 27, 2020 to review the LTA Audit.

Comments and recommendations by the committee were as follows:

- The Oversight Committee would like member agencies to provide a list of completed projects for each fiscal year as a part of the audit process. This information will eventually be made available to the public.
- The Oversight Committee would like staff to conduct an annual training workshop and/or have quarterly roundtables with all member agencies to alleviate any findings regarding documentation and to answer any questions.
- Staff has committed to develop a schedule to assist agencies to turn in their documentation in a timely manner, and to provide agencies a template to assist them in submitting their list of completed projects on an annual basis.

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

1. Receive, Approve and File the FY 2018-19 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the ICLTA.

Sincerely,



MARK BAZA
Executive Director

MB/cl
Attachments