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**MANAGEMENT COMMITTEE**

**REMOTE PARTICIPATION ONLY**  
**Wednesday, June 10, 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.

**To participate on your computer via Zoom Meeting**

<https://zoom.us/j/96920521009?pwd=MTlpTG0zQjEyKytmUmM4eGVLU0lEUT09>

**To participate by phone:**

**1 (669) 900-9128**

**Meeting ID: 969 2052 1009**

**Password: 497360**

**I. CALL TO ORDER AND ROLL CALL**

**II. EMERGENCY ITEMS**

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

**III. PUBLIC COMMENTS**

Given recent public health directives limiting public gatherings due to the threat of COVID-19, and in compliance with the Governor's Order N-29-20, the meeting will be held telephonically and electronically. If members of the public wish to review the attachments or have any questions on any agenda item, please contact Cristi Lerma at 760-592-4494 or via email at [cristilerma@imperialctc.org](mailto:cristilerma@imperialctc.org). Agenda and minutes are also available at: <http://www.imperialctc.org/meetings-&-agendas/management-committee/>.

If any member of the public wishes to address the Committee, please submit written comments by 5 p.m. on Tuesday, June 9, 2020. Comments should not exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

**IV. APPROVAL OF THE ICTC CONSENT CALENDAR**

Approval of the consent calendar is recommended by the Executive Director

- |    |   |                |            |
|----|---|----------------|------------|
| A. | Approval of Management Committee Draft Minutes: | March 11, 2020 | Pages 5-19 |
| B. | Receive and File:                               |                |            |
|    | 1. ICTC Commission Minutes:                     | March 25, 2020 |            |
|    | 2. ICTC TAC Minutes:                            | April 23, 2020 |            |
|    | 3. ICTC SSTAC Minutes:                          | May 6, 2020    |            |

- C. ICTC - Public Transportation Agency Safety Plan (PTASP) Page 21

The full report is published on the ICTC website at:

[http://www.imperialctc.org/media/managed/ICTC\\_PTASP\\_DRAFT\\_2020\\_updated.pdf](http://www.imperialctc.org/media/managed/ICTC_PTASP_DRAFT_2020_updated.pdf)

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

1. ICTC Public Transportation Agency Safety Plan (PTASP) Page 24

- D. FY 2020-21 Fifth Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

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

1. Authorize the Chairperson to sign the Fifth Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2020 through June 30, 2021 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$162,062.71.

- E. Amendment #1 to the Agreement for the Local Transportation Authority Measure D Funds Transactions Tax Audit Services Page 50

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

1. Authorize the Chairperson to sign Modification #1 to the Agreement for Measure D Funds Transactions Audit Services between the Hinderliter, de Llamas and Associates and the Local Transportation Authority.

## V. REPORTS

- A. ICTC/LTA Executive Director
  - See attached Executive Director Report(s) on page 75
- B. Southern California Association of Governments
  - See attached report on page 88
- C. California Department of Transportation – District 11
  - See attached report on page 103
- D. Committee Member Reports

## VI. ACTION CALENDAR

- A. Draft ICTC Overall Work Program (OWP) and Budget, FY 2020-21 Page 113

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

1. Adopt the Draft ICTC Overall Work Program (OWP) and Budget for FY 2020-21.

- B. Tri-ennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission – FY 2016-17, 2017-18, 2018-19 Page 125

Agency and Transit Services audits are published on the ICTC website at:  
<http://www.imperialctc.org/publications-&-reports/financial-reports/>

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

1. Approve the FY 2016-17, 2017-18, 2018-19 Tri-ennial Performance Audit of the Imperial County Transportation Commission.
2. Direct staff to forward the FY 2016-17, 2017-18, 2018-19 Tri-ennial Performance Audit of the Imperial County Transportation Commission to Caltrans.

## VII. IVRMA ACTION CALENDAR

- A. Draft IVRMA Budget, FY 2020-21 Page 168

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

1. Adopt the Draft IVRMA Budget for FY 2020-21.

- B. FY 2020-21 Hunter Employment Services, Inc. Agreement – First Modification Page 183

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

1. Authorize the Chairman to sign the employment services Agreement with the firm of *Hunter Employment Services, Inc.* for FY July 1, 2020 through June 30, 2021.

## VIII. NEXT MEETING DATE AND PLACE

- A. The next meeting of the Management Committee will be on **Wednesday, July 8, 2020 at 10:30 a.m.**, via Zoom Meeting at the ICTC Offices at 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.

## IX. ADJOURNMENT

- A. Motion to Adjourn

# **IV. CONSENT CALENDAR**

## **IV. CONSENT CALENDAR**

- A. APPROVAL OF MANAGEMENT COMMITTEE DRAFT  
MINUTES:  
MARCH 11, 2020
- B. RECEIVE AND FILE:
  - 1. ICTC COMMISSION MINUTES: MARCH 25, 2020
  - 2. ICTC TAC MINUTES: APRIL 23, 2020;
  - 3. ICTC SSTAC MINUTES:  
MAY 6, 2020



**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
DRAFT MINUTES OF March 11, 2020  
10:30 a.m.**

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**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
County of Imperial	Tony Rouhotas
County of Imperial	Esperanza Colio-Warren

**STAFF PRESENT:** David Aguirre, Michelle Bastidas, Cristi Lerma

**OTHERS PRESENT:** David Salgado: SCAG; Jose Ornelas, Hanh-Dung Khuu: Caltrans,; Liz Zarate: City of El Centro

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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, March 11, 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 10:47 a.m. and Roll call was taken 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 Draft Minutes:   | February 12, 2020 |
| B. | Received and Filed:  |                   |
|    | 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 |                   |

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

## V. REPORTS

### A. ICTC Executive Director

Mr. Baza had the following updates:

- 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:
  - o January 27, 2020 – Calipatria North-end Advisory Meeting, 6 p.m.
  - o February 3, 2020 – Westshores Council Meeting, 6 p.m.
  - o February 24, 2020 – Brawley Council Chambers, 3 p.m.
  - o February 24, 2020 – Bombay Beach North-end Advisory Meeting, 6 p.m.
- As previously noted, Congress authorized \$98 million for Phase 1 of the Calexico West Port of Entry project. 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 \$191 million 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 \$99.7 million. 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 is \$276 million.
- The Calexico Intermodal Transportation Center (ITC) project is moving forward with the environmental process with Caltrans.
- The I-8 / Imperial Avenue Interchange Reconstruction is tentatively scheduled to begin construction in April 2020. Caltrans and El Centro project management teams conducted 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 was held on January 13, 2020 at the Caltrans yard in El Centro at 1102 Montenegro Way at 11 a.m. An Open House was also held on January 15, 2020 at the El Centro Regional Medical Center.
- A report with additional updates can be found on page 67 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.
- A report with additional updates can be found on page 75 of the agenda.

- C. Caltrans Department of Transportation – District 11
  - Caltrans updates can be found on page 81 of the agenda.
- D. Committee Member Reports
  - There were no updates.

## VI. ACTION CALENDAR

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

A motion was made by [Medina](#) seconded by [Wells](#). **Motion carried unanimously.**

## VII. LTA ACTION CALENDAR

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

A motion was made by [Bayon Moore](#) seconded by [Wells](#). **Motion carried unanimously.**

## VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **April 8, 2020** at the **City of Calexico**, Calexico, Ca.

## IX. ADJOURNMENT

- A. Meeting adjourned at 11:41 a.m.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

**DRAFT MINUTES FOR MARCH 25, 2020**

**6:00 p.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava - Chairman
City of Calipatria	Maria Nava-Froelich – via Zoom
City of Calexico	Lewis Pacheco
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore – via Zoom
City of Imperial	Robert Amparano
City of Westmorland	Larry Ritchie
County of Imperial	Luis Plancarte – via Zoom

**NON-VOTING MEMBERS PRESENT:** Caltrans District 11 Gustavo Dallarda – via Zoom

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

**OTHERS PRESENT:** David Salgado: SCAG; Ann Fox: Caltrans; Bob Douthitt, Daveline Villasenor: IVRMA; Phil White: VTD

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The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, February 26, 2020 together with staff reports and related documents attached thereto and incorporated therein by reference.

*Due to the COVID-19 and Executive Order N-25-20, teleconferencing was recommended for the public, and social distancing were taken for those who wished to participate in person while still abiding by local, state and federal mandates.*

**I. CALL TO ORDER AND ROLL CALL**

[Chair Nava](#) called the Commission meeting to order at 6:00 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 [Ritchie](#) and seconded by [Amparano](#) to approve the consent calendar as presented.

<b>Agency</b>	<b>Roll Call</b>
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial	Yes
County of Imperial	Absent
City of Westmorland	Yes

**Motion Carried unanimously.**

- A. Approval of the ICTC Commission Draft Minutes: February 26, 2020
- B. Receive and File:
  - 1. ICTC Management Committee Draft Minutes: February 12, 2020
  - 2. ICTC SSTAC Minutes: February 5, 2020
  - 3. ICTC Draft TAC Minutes: February 27, 2020
- C. Specific Transit Operator Fiscal Reports FY 2018-19 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans
  - 1. Received and filed the Specific Transit Operator Fiscal Reports FY 2018-19; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans

**V. REPORTS**

- A. ICTC Executive Director
  - A full list of updates and announcements can be found on page 63 of the agenda.
- B. Southern California Association of Governments (SCAG)
  - Mr. Salgado was available via zoom to present on the SCAG report.
  - A full list of updates and announcements can be found on page 72 of the agenda.
- C. California Department of Transportation (Caltrans)
  - Mr. Dallarda had the following updates was available via zoom to present on the Caltrans report.
  - A full list of updates and announcements can be found on page 75 of the agenda.
- D. Commission Member Reports
  - There were no announcements.

**VI. ACTION CALENDER**

- A. Transportation Development Act (TDA) and Program Fiscal Audits for FY 2018-19
  - 1. Received and file the Transportation Development Act and other program fiscal audits for the Imperial County Transportation Commission, for FY 2018-19.
  - 2. Directed staff to transmit the fiscal audits to the State Controller’s Office.

A motion was made by [Amparano](#) and seconded by [Pacheco](#).

<b>Agency</b>	<b>Roll Call</b>
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial	Yes
County of Imperial	Absent
City of Westmorland	Yes

**Motion carried unanimously.**

**VII. NEXT MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **April 22, 2020 at 6:00 p.m.**, at the **County of Imperial Board Chambers**, at 940 W. Main

Street, El Centro, CA.

**VIII. ADJOURNMENT**

A. Meeting adjourned at 6:40 p.m.



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**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

**April 23, 2020**

**Present:**

Gordon Gaste	City of Brawley
Guillermo Sillas	City of Brawley
Lily Falomir	City of Calexico
Victor Garcia	City of Calipatria (Holt Group)
Abraham Campos	City of El Centro
Veronica Atondo	County of Imperial
Jesus Villegas	City of Imperial
Joel Hamby	City of Westmorland

**Others:**

Virginia Mendoza	ICTC
Marlene Flores	ICTC
David Salgado	SCAG
Andres Miramontez	City of Brawley
Felix DeLeon	City of El Centro
Javier Luna	City of El Centro
Angel Hernandez	City of El Centro
Christian Rodriguez	City of El Centro
Isabel Garcia	City of Imperial
Beth Landrum	Caltrans
Ben Guerrero	Caltrans
Jose Ornelas	Caltrans
Kevin Hovey	Caltrans
Monica Soucier	Imperial County Air Pollution Control District

*Due to the COVID-19 and Executive Order N-25-20, teleconferencing is recommended for the public, however measures will be taken to have access for those who wish to participate in person while still abiding by local, state and federal mandates. Following is teleconference information.*

The meeting was called to order at 10:09 a.m. A quorum was present, and introductions were made. There were no public comments made.

**1. Introductions**

- 2. Southern California Association of Governments (SCAG) Active Transportation Program:**  
*(Presented by Cory Wilkerson, Active Transportation Program Manager II)*
- Mr. Wilkerson provided a quick update on the Active Transportations Program. On March 25, 2020, the California Transportation Commission (CTC) adopted program guidelines and announced the 2021 ATP Call for Projects. Applications are due on June 15, 2020.
  - Mr. Wilkerson has worked on several grants and he is familiar with ATP grants and he wants to provide us with his expertise.
  - The 2021 ATP will award over \$400m through a four-year cycle starting in fiscal year 2021/22. ATP funds are awarded through call for proposals issued by the California Transportation Commission and SCAG.
  - SCAG adopted the Cycle 5 Regional ATP Guidelines on April 2, 2020 and anticipates issuing a supplemental Call for Projects in September through the Sustainable Communities Program (SCP). The SCP Call for Projects will be open to specific types of Planning and Non-Infrastructure Projects ONLY.
  - Mr. Wilkerson mentioned how ATP funding is awarded to projects in the SCAG region through two funding programs: The Statewide ATP and SCAG’s Regional ATP. The statewide guidelines and regional guidelines provide direction on project selection for each of the respective programs.
  - Please note: there is a consolidated Call for Projects for both funding programs issued by the California Transportation Commission in Spring of every even year to solicit applications for all eligible project types. In addition, SCAG issues a supplemental Call for Projects, in coordination with the SCAG Sustainable Communities Program in the Fall of every even year, for specific types of Planning and Non-Infrastructure Projects ONLY that implement regional priorities and expand the reach of regional programs. Basically, we have 3 opportunities to get funds.
- 3. A motion** was made to adopt the minutes for February 27, 2020 (**Falomir/ Gaste**) **Motion Carried.**
- 4. ICTC Updates / Announcements**  
*(Presented by ICTC Staff)*
- a. **Transit Planning Updates-** Ms. Mendoza provided a brief update on the transit side. Based on the current events surrounding the COVID-19 Pandemic, ICTC is implementing a reduction in service for its fixed route services. Services effected include Imperial Valley Transit (IVT), IVT Blue Line, IVT Green Line and IVT Gold Line.
  - b. **Transportation Planning Updates (by Virginia Mendoza):**
    - **Regional Climate Action Plan (CAP)-** Ms. Mendoza provided an update on the CAP. Due to recent COVID-19 state-wide shelter in place, ICTC is shifting our Community Outreach and Stakeholders meeting to a more virtual approach (website, online community surveys, social media). In regards to the Data Inventory, all local agencies have provided information for the data collection and ICTC would like to say thank you to all local agencies for your collaboration.
  - c. **FFY 2019-20 Programmed Project Updates: (by Virginia Mendoza)** 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.
    - **Imperial Mexicali Binational Alliance Meeting-** The next IMBA meeting is scheduled for May 14, 2020 due to COVID-19 the meeting will be held via Zoom until further notice.
    - **SR-78/Glamis Multiuse Grade Separated Crossing Feasibility Study-**



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

d. **LTA Updates 2012 and 2018 (by Virginia Mendoza):**

- 2012 LTA Bond- City of Brawley still has a balance on their respective 2012 LTA Bond account of (\$668,871).
- 2018 LTA Bond- The City of Holtville already utilize all their 2018 LTA money and City of Calexico (\$8,019,678) and City of Calipatria (\$1,396,017).

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

- **Connect SOCAL Plan:** SCAG is focused on the approval of the Connect SOCAL Plan at the upcoming Regional Council May 7<sup>th</sup> meeting. Mr. Salgado also mentioned the first RC meeting since the onset of the COVID-19 situation so expect some good information to be provided regarding SCAG's future initiatives and potential to aid members in our info items of the agenda. Mr. Salgado will send out the agenda and highlight any topics of importance once it's released.
- **ATP-** Mr. Salgado mentioned how SCAG has been proactive with the planning and supporting projects, if there are any questions, as Cory Wilkenson mentioned, feel free to ask Mr. Salgado as well.
- **Sustainability Grant Program:** Sustainability Grant Program in the coming months. The program will be released in 3 parts with the first to be ATP and subsequent focuses on housing and sustainability type projects for award.
- **Local Community Engagement and Safety Mini-Grants:** Sustainability Mini-Grants aim to build street level community resiliency and increase the safety of vulnerable street users. SCAG will award up to \$10,000 to selected projects and strategies, which shall all be implemented between May 2020 and July 31, 2020. Guidelines and Application can be found at the <http://gohumansocal.org/Pages/Mini-Grants.aspx> website. Community-based organizations, non-profits, artists, students, and creators may apply for a Mini-Grant. Funding is available to recipients across the SCAG region, and the deadline for applications is May 14, 2020 at 5:00 PM.

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

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

7. **Caltrans Updates / Announcements (By: Ben Guerrero and Beth Landrum)**

**Local Assistance:** Mr. Guerrero provided updates on local assistance.

**New Time Extensions-** All new time extension requests from now until December 2020 will need to complete both forms Exhibit 22B and Time Extension Amendment Request (related to Covid-19).

Time Extension- Timely Use of Funds-  
Process:

- Local Agency submits LAPG 22-B.
- Local Agency to provide succinct reason why time extension is being requested (What was the delay? How long is/was the delay? What did the Local Agency do about it?) (COVID-19).
- Necessary Signatures: Local Agency, DLAE, MPO (only if MPO selected project).
- Email package to [timely.use.of.funds@dot.ca.gov](mailto:timely.use.of.funds@dot.ca.gov) and email to DLAE

**Inactive Projects-** As of March 27, 2020, the INACTIVE and FUTURE Inactive list was updated. An invoice is not cleared from either "Inactive" or "Future Inactive" lists until paid

by the State Controller's Office. Provided local agencies adhere to the format described in Chapter 5 of the Local Assistance Procedures Manual (LAPM), invoices typically are paid by check within 60 days of receipt (or 50 days if paid through Electronic Funds Transfer).

**Active Transportation Program (ATP) Cycle 5-** The California Transportation Commission call for Active Transportation Program (ATP) projects began March 25, 2020. The deadline is June 15, 2020. The program schedule will be reevaluated, and an amended schedule will be presented at the May 2020 Commission meeting for approval.

**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.

**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)-**Mr. Guerrero provided the schedule with deadlines to send allocation request packages for CTC approval. Please review the preceding schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval by the June 2020 CTC meeting. All documents must be received by the Caltrans District 11 Office at least two months prior to the preferred CTC meeting date. Friday, April 24, 2020 is the next deadline (for the meeting in June 2020). This meeting is a final opportunity to request any CTC action for the 19/20 State Fiscal Year.

**Temporary Exception for Requiring "Wet" signature on Invoices-** The current process of requiring wet signatures on invoice documents in order to process for payment is temporarily exempted. Until further notice, scanned copies of invoices will be accepted. For questions, please contact either the Local Area Engineer, Mr. Guerrero, or Local Assistance Program Support Analyst, Alma Sanchez, via email at [Alma.Sanchez@dot.ca.gov](mailto:Alma.Sanchez@dot.ca.gov)

**Local Roadway Safety Plans (LRSP)-** Highway Safety Improvement Program (HSIP) Cycle 11 (around April 2022) will require a mandatory Local Roadway Safety Plan (or the equivalent) from any agency applying for HSIP project funds.

**Disadvantaged Business Enterprise (DBE)-** Mr. Guerrero provided a brief update on DBE procedures. For projects awarded after March 1, 2020, when submitting an invoice for reimbursement that includes a payment to a Disadvantaged Business Enterprise (DBE), no later than the 10th of the following month, the prime contractor/consultant shall email a complete LAPM Exhibit 9-F: DBE Running Tally of Payments to [business.support.unit@dot.ca.gov](mailto:business.support.unit@dot.ca.gov) (with a copy to local administering agencies).

**Planning:** Mrs. Landrum provided an update on the El Centro General Plan as it got cancelled due to COVID-19.

-Due to COVID-19 there has been several webinars that are being provided. Virtual outreach from Caltrans and other local agencies in providing information.

- SR-78 Glamis TWG meeting in the month of May is still moving forward, until further notice.

- Interstate 8 (I-8) Imperial Avenue Interchange Project update. Work begins on I-8, crews are gearing up to start work as soon as May 5<sup>th</sup>. Construction signs will be posted at the end of the week but traffic impacts for stage 1 are not expected until early July.

- Caltrans Imperial County Region Active Transportation Plan- Mrs. Landrum reminded TAC members of the May 4<sup>th</sup> deadline and their participation in the development of this plan. Local Agencies will need to provide feedback on location-based needs that may exist in their community and which may not have already been identified or included as part of an existing plan. The goal of this exercise is to use the information provided as part of a discussion in which we aim to identify prioritized areas of need for the Imperial County region.

**8. General Discussion / New Business**

-Ms. Mendoza mentioned how the next TAC meeting will be via Zoom as well. ICTC offices are closed to the public, but remain open. ICTC staff can be reach via email, or cell phone in the meantime.

- Mr. Campos would like to know how ICTC will be incorporating the Imperial Valley Resource Management Agency (IVRMA) to TAC. How updates will be provided to local agencies in regards to IVRMA. Ms. Mendoza will provide an update on the next TAC meeting in regards to this topic.

-Mr. Ornelas from Caltrans provided a brief update as well on the Interstate 8 Imperial Avenue Interchange project.

**9. Meeting adjourned at 11:34 a.m.**



1503 N. IMPERIAL AVE., SUITE 104  
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PHONE: (760) 592-4494  
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**SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

**DRAFT MINUTES**

May 6, 2020

Present

Voting Attendees:

Victor Torres	Imperial Valley College (IVC)
Ted Ceasar	Consumer
Dr. Kathleen Lang	California Health & Wellness (CH&W)
Rosalina Blankenship	Area Agency on Aging (AAA)
Mitzi Perez	ARC-IV
Alfonso Varela	I.C. Public Authority/IHSS
David Aguirre	CTSA-ICTC
Maricela Galarza	CTSA-ICTC
Gustavo Gomez	CTSA-ICTC

Non-Voting Attendees:

Helio Sanchez	IVT
Jose Guillen	IVT MedTrans
Karla Aguilar	IVT Ride
Karla Pacheco	IVT Access
Liz Satuncci	Caltrans

1. Mr. Torres called the meeting to order at 10:01 a.m. **A quorum was present.** Introductions were made.
2. Minutes adopted for March 4, 2020 ([Blankenship, Lang](#)), **Motion Carried.**
3. UTN “Findings”:
  - Mr. Aguirre presented SSTAC members with the adopted UTN Findings for fiscal year 2020-21, the meeting took place on April 30, 2020, via zoom. Mr. Aguirre reviewed the outcomes of the Unmet Transit Needs comments received on March 4, 2020, that were analyzed and prioritized, may vary depending on available funding. SSTAC members were also provided with the prioritized item list.
  - Mr. Aguirre presented a draft SSTAC response letter for fiscal year 2020-21 findings. SSTAC members motioned to approve the letter as presented, ([Ceasar, Blankenship](#)), **Motion Carried.**

#### 4. CTSA Reports:

Mr. Aguirre had the following announcements:

- The COVID 19 pandemic issue has greatly impacted public transportation. Ridership dropped significantly, about 70% when stay home orders were implemented. This seems to be a common issue seen throughout all other public transit agencies. As a response, service for the fixed-route has been reduced temporarily. It is currently running on Saturdays schedule, still operating Monday through Sunday.
- Local service has been cut back to a quasi hybrid level, still operating from Monday thru Friday. When stores and other public places start opening up it will have a positive correlation with ridership in transit services.
- All transit services are operating to some extent at the moment to allow the public to continue using the services as needed.
- ICTC hopes that IVT services will return to its normal operations in June. This action will depend on the county's pandemic situation, thus ICTC will reevaluate the possibility before the beginning of June.
  - Mr. Torres asked Mr. Aguirre if transportation was being represented in any way in Imperial County's reopening plan, and how the information is available to be accessed to providers and passengers.
  - Any given updates will be posted on ICTC's/Service website and social media. Staff is maintaining up to date information by attending Imperial County's meetings.
  - Mr. Torres stated that there seems to be a disconnect between the cities and the county, based on the latest information obtained the City of El Centro had plans of reopening but the county's plan didn't follow the same direction. "How are we navigating through that?"
  - Dr. Lang stated that she has been working with the Chambers and the Imperial Valley Business Recovery Taskforce, which was formed in response to the pandemic. There are expected revisions to be present by the end of the week based on Governor Newsom's latest directions. Transportation has not been front and center in the conversations, thus the focus is greatly on businesses. There will be plans to meet and take action to add transportation to the focus.
  - Mr. Aguirre agreed that transportation was not mentioned at the last attended Roadmap meeting.
  - Dr. Lang added that the cities and counties are beginning to align their plans in reopening. By the end of the week, there will be a much closer coordination between the cities and the county.
  - Mr. Torres stated that the common terminology in current plans present a 4 phase approach, phase 1 being our current situation. Mr. Torres stated that it would be ideal for SSTAC to align to those phases too as providers begin to increase the services.
  - Mr. Aguirre stated that staff will attend critical meetings in an effort to maintain updated information on the reopening.
- Mr. Aguirre mentioned that IVT Ride sign-ups and IVT Access certifications are being conducted remotely. The ADA interview process can't be completed at the moment therefore a temporary certification is being provided during the wait. The IVT Ride sign-ups are not requiring a photo for the moment and can be completed by phone. The purpose is to make the process more simple to the senior community that relies on the services. ICTC is still open for business, normal hours, Monday through Friday from 8:00 am-5:00 pm. ICTC is still available remotely to providers and the public.

- There were some enhancements in the cleaning procedures for all vehicles. Vehicles are sanitized daily and there are attempts to sanitize in between routes if time permits. Other safety measures that are implemented are that every other seat has been blocked off to adhere to the social distancing order and masks are required for everyone getting on board. If a situation may occur where there is an overflow of passengers, extra buses are readily available to pick up remaining passengers so no person gets left behind.
  - Ms. Lang asked if there have been situations where passengers had to turn away due to the reduced capacity.
  - Mr. Aguirred stated that there were a few trips that it occurs on and its usually from Calexico to El Centro. In this type of situation, there are extra buses ready to go pick up the remaining passengers. These situations don't happen often.
  - Mr. Sanchez added that this usually occurs during the first week of the month. There is a usual increase of about 150 more passengers which causes this overflow, but the shadow buses are ready to pick up any passengers that were not able to get on the first bus.
  - Mr. Torres stated that Coachella Unified School District a few years back implemented a model where they would place buses throughout the city which provided wifi capability for their students. In Imperial County, there have been some wifi issues especially with students and families being provided remote services. Mr. Torres asked that since the IVT buses are equipped with wifi could it be an option to possibly implement. If the resources are available it would a great opportunity to provide the connection to people who need it. The IVC stats indicate there are about 20% of students that don't have wifi capability.
  - Mr. Aguirre stated that it may be a possibility which the Unified School Districts would need to be contacted to talk further about what options there are. The only issue that may arise is that if buses start normal operations most buses will be deployed, but for May it may be possible to do.
  - Ms. Blankenship stated that it would also bridge the digital divide that seniors have during this isolation period where seniors feel depressed, and anxiety, which may be caused by not having that connectivity.

#### 5. Transit Operator Reports:

- All services: Mr. H. Sanchez reported the following:
  - Significant ridership drops throughout all services.
  - Services continue to operate.
  - Enhanced measures are being performed to combat the COVID-19 pandemic. Those measures include reduced capacity, increased sanitization periods, and placing a plastic barrier between the driver and the passengers.
  - There is a group of girls and boys (ICYAP) who reached out to us to help distribute information. They have reached to the community to collect fabric donations to make face masks. They are creating a kit that may include at least two face masks and other items. Drivers and supervisors will be distributing flyers on how to obtain kits.
  - Ms. Blankenship asked if there are some kits left over if they can kindly be donated to the Area Agency on Aging. Older adults have asked for masks and gloves but unfortunately, AAA has not received those items. Calexico health and wellness provided about 60 bags to seniors. Ms. Blankenship asked that if there are any

agencies that are willing and able to donate those items to share with older adults, it would be greatly appreciated

- Mr. H. Sanchez stated that if there are items or kits left that it will donate them to AAA.

#### 6. General Discussion

- Ms. Blankenship commended IVT Ride, IVT Access, and ICTC staff that have been working with us on this unprecedented time. AAA runs the senior nutrition program and when the stay at home orders were placed, a transition occurred of all congregate sites to home delivery. It was pleasing to see that ICTC stepped up and made themselves available to help. The senior count doubled within the week and IVT Ride agreed to help AAA with the afternoon home deliveries in Brawley, and El Centro. IVT Access recently agreed to also help in the Holtville area. AAA would not be able to do this without the operator's assistance. The program continues to grow from 175 seniors to 628 that are being served today. Ms. Blankenship thanked Mr. Aguirre for all the assistance provided and continues to provide to meet the needs of the older adults and the community.
  - Dr. Lang stated that it was heard that the governor was having restaurants provide those meals. "Has it happened here locally?"
  - Ms. Blankenship stated that the program's name is Green Pleats Delivery program through FEMA. Cal OES was assigned to monitor the program and was offered to all OES centers in California. The program entails the counties and cities that will work together and assign a local administrator. In our County because of what AAA does, it would be natural that AAA administrates the program. However, after reviewing what the program entailed and all the logistics involved to carry it through. It was found that the program requires 3 meals per day, per senior and it has some eligibility requirements. It's only for older adults 65 and above. Also, they have to be over the federal poverty line but can't be over 600%. They can't have received another federal nutrition program. AAA implementing the program would fear that seniors in the nutrition program would transition to the temporary program to receive the 3 meals a day which may cause a hinder for seniors in Calfresh services. This is part of the new programs requirements, seniors can't receive other services while in the program. If seniors then transfer from the nutrition program to the temporary program this causes a concern for future funding for the nutrition program. The nutrition program is continuous, whereas the other program is only temporary and extended up to June 15<sup>th</sup>. For this reason, AAA decided not to be the local administrator for the new program. However, the County is still considering moving forward with the program especially for the outlining areas such as Palo Verde, Winterhaven, and Bombay Beach. The logistics are still being discussed and AAA has not submitted a letter of intent. Today AAA will be notified if the program moves forward.

#### 7. Adjournment

- The meeting adjourned at 10:48 a.m. ([Torres](#)), **Motion Carried.**
- The next meeting will be held on Wednesday, June 3, 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. ICTC—PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)**





IMPERIAL COUNTY  
TRANSPORTATION COMMISSION

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

June 4, 2020

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

SUBJECT: ICTC - Public Transportation Agency Safety Plan (PTASP)

Dear Committee Members:

The Federal Transit Administration has responded to the recent worldwide terrorist threats and attacks by increasing its emphasis on security and emergency preparedness, and by developing various action items and guidelines to assist transit agencies in their efforts to prevent and prepare for such events. The FTA published the Public Transportation Agency Safety Plan (PTASP) Regulation, 49 C.F.R. Part 673, on July 19, 2018, and the regulation took effect on July 19, 2019. The PTASP regulation essentially requires recipients or subrecipients of federal financial assistance under the Urbanized Area Formula Grant Program (49 U.S.C. Section 5307) and rail transit agencies to have a safety plan in place no later than July 20, 2020 which was later extended December 31, 2020 due to the COVID-19 Pandemic.

ICTC staff have developed a Public Transportation Agency Safety Plan in accordance with FTA PTASP Regulations. ICTC's PTASP includes sections that cover various elements including but not limited to:

- *Establishment of Safety Performance Targets*
- *Coordination of Safety Performance Targets with SCAG*
- *Establishment of a Safety Management System and Risk Processes*
- *Establishment of Authorities, Accountabilities and Responsibilities*
- *Establishment of a Safety Assurance Policy and Promotion Protocols*

In addition to its own policies and procedures, ICTC's PTASP also includes the contractor's (First Transit) Safety Management System.

This safety plan emphasizes ICTC's and the Transit Contractor's commitment to protecting the safety of its customers and employees and the security of its vehicles, equipment, facilities, and other properties. Much like ICTC, the Transit Contractor's system safety program establishes mechanisms for identifying and addressing hazards within ICTC and the Transit Contractor's operations, this safety plan establishes mechanisms through which safety-related threats and vulnerabilities can be identified and addressed.

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

It is therefore the intent of ICTC and the Transit Contractor, through the implementation, enforcement and continued development of the safety plan, to incorporate safety measures into all aspects of its operations and services, including business administration and maintenance activities, and to establish a comprehensive and effective safety program throughout the organization.

The purpose of this PTASP is to establish formal mechanisms through which an effective, agency wide safety program can be implemented and monitored.

It is anticipated that the PTASP will be reviewed at least annually and updated as necessary to ensure that it remains up to date and consistent with federal, state and local regulations and guidelines, as well as, ICTC and the Transit Contractor's management goals and objectives. Additionally, the PTASP will be updated whenever a significant change occurs within the organization.

There are no immediate fiscal impacts from the implementation of this plan.

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

1. ICTC Public Transportation Agency Safety Plan (PTASP)

Sincerely,

MARK BAZA  
Executive Director

BY:

  
David Aguirre  
Transit Programs Manager

MB/da/cl

## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

- D. FY 2019-20 FIFTH REVISION TO THE MOU; ICTC—QUECHAN INDIAN TRIBE—YCIPTA FOR THE TURQUOISE ROUTE #10 AND THE BLUE ROUTE #5



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
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June 5, 2020

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

SUBJECT: FY 2020-21 Fifth Revision to Memorandum of Understanding (MOU); ICTC - Quechan Indian Tribe - Yuma County Intergovernmental Public Transit Authority (YCIPTA) for Turquoise Route #10 and Blue Route #5

Dear Committee Members:

In 2012, ICTC staff entered into discussions, at the request of staff of the Quechan Tribe and YCIPTA, regarding the potential for a public transit route between Yuma AZ, the Winterhaven Ca. area, and El Centro, CA. Discussions ensued over an eight month period regarding operational issues including routing, scheduling, funding, access to bus stop locations and the continuation of travel once in El Centro on Imperial Valley Transit (IVT) for access to social service and commercial activities.

The project required the Boards of the three agencies to approve and give final direction on implementation for services. The **Turquoise** Route 10 started operation in January 2013. The business plan initially proposed twice daily roundtrips, three days a week on a YCAT bus. The new YCAT route offered travel opportunities that connected in El Centro to IVT intercity and intracity routes at 7th and State Streets. The price was established at a \$2.00 one-way fare.

Previously, as a result of the federal transportation bill, *Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)*, the FTA 5311(c) funding would no longer be available to the Quechan Indian Tribe in the future. 5311(c) funding is also known as the Tribal Transit Grant Funding Program and allowed the tribe to apply and be a direct recipient of public transit operational funding. Previously those 5311(c) funds were used to operate the **Blue** Route 5 in cooperation with YCIPTA. Blue Route 5 is a circulator route with stops in the eastern Imperial County, the Fort Yuma Indian reservation and Yuma.

In FY 2019-20 ICTC received a request to share in the cost to provide funding for the above noted services in the amount of \$158,262.71. The funding request for FY 2020-21 is \$162,062.71. The total subsidized budgets for both services are \$425,903.83. As requested, ICTC is anticipated to contribute \$162,062.71, the Quechan Tribe is anticipated to contribute approximately \$98,109.88 and YCIPTA is anticipated to contribute approximately \$165,731.24. YCIPTA also contributes the vehicles and drivers to provide the service.

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

Through quarterly coordination and evaluation sessions, the current performance measures have determined that while modest, the **Turquoise** Route 10 and **Blue** Route 5 have shown a slight increase in ridership over the previous year.

ICTC staff continues to support and recommends the participation in the revised MOU due to the increased access for Eastern Imperial County residents. ICTC will continue to meet with both agencies and continue to monitor both the **Turquoise** Route 10 and **Blue** Route 5, in cooperation with YCIPTA and the Quechan Tribe, in order to ensure the proper portion of funding is provided to supplement the transit service in eastern Imperial County. Recommendations from ICTC staff for funding in future years will continue to be based on service needs and service performance for the eastern Imperial County, Winterhaven community.

The original MOU and previous extensions and exhibits, and performance related documentation are available for review at ICTC administrative offices.

Funding for this service is derived from the Transportation Development ACT (TDA) Fund, a contribution from the Quechan Tribe, the YCIPTA organization and passenger fares, anticipated to be approved on June 24, 2020.


The Table for the breakdown of the subsidy allocations is on page 10 and 11 of the attached "Eastern Imperial County Transit Services Operations and Implementation Business Plan".

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

1. Authorize the Chairperson to sign the Fifth Extension to the Memorandum of Understanding (MOU) between the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), The Imperial County Transportation Commission (ICTC) and the Quechan Indian Tribe for the continued implementation and operation of a regional connector bus service (YCAT **Turquoise** #10) between Yuma AZ, Winterhaven and El Centro, California; and, a circulator route from Yuma with stops in the eastern Imperial County area (YCAT **Blue** #5) effective July 1, 2020 through June 30, 2021 and provide a not to exceed subsidy to the Quechan Tribe and YCIPTA in an amount of \$162,062.71.

Sincerely,

MARK BAZA  
Executive Director

BY: 

David Aguirre  
Transit Program Manager

MB/da/cl

attachments



## Eastern Imperial County Transit Services Operations and Implementation Business Plan



Presented by:  
Yuma County Intergovernmental Public Transportation Authority  
October 2012

*Amended October 2013, September 2014, July 2015, April 2016, April 2017,  
May 2018, May 2019, and May 2020*

**Eastern Imperial County  
Transit Operations and Implementation Business Plan**

**Table of Contents**

Section 1	Overview of Routes Statement of Purpose and Need
Section 2	Roles and Responsibilities
Section 3	Overview of Operating Plan & Funding
Section 4	Marketing and Outreach Plan
Section 5	Additional Details of Operating Plan
<b>Exhibits</b>	1. Schedules and Route Maps Effective July 1, 2020



## Section 1

### Overview of Routes

The Yuma County Intergovernmental Public Transportation Authority (“YCIPTA”), on behalf of the Quechan Indian Tribe (“QUECHAN”), is proposing to operate the following transit services in eastern Imperial County effective July 1, 2020.



### Yuma County Area Transit Service Summary – Effective July 1, 2020

Route Number/Name	Type of Route	Number of Stops	Frequency Of Route	Peak Bus Requirement	Service Hours	Where Does Route Go?
<b>Blue Route 5 Quechan Shuttle</b>	Rural Flex Route	43 Stops	60 minutes	1	7:15 am to 7:10 pm – Monday-Friday 9:15 am to 4:10 pm – Saturday	Flex route service in a counter clockwise direction within the Fort Yuma Indian Reservation and Winterhaven from Paradise Casino via Picacho Road and Interstate 8 to Andrade Port of Entry, Downtown Yuma Transit Center and Quechan Casino Resort.
<b>Turquoise Route 10 Interstate 8/El Centro</b>	Special Service	29 Stops	2 round trips	1	9:15 am to 11:30 am/2:00 pm to 5:30 pm Monday, Wednesday & Friday	Fixed route service from Yuma Palms Regional Center to downtown El Centro via Paradise Casino, Winterhaven, Quechan Casino Resort and Interstate 8 with service to Imperial Valley Mall on request.

These routes do not operate on Sundays and major holidays observed by YCIPTA. YCIPTA-observed holidays are: New Year’s Day, Dr. Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. Saturday service operates on the day after Thanksgiving, Christmas Eve and New Year’s Eve. One (1) bus will operate on each route for a maximum peak vehicle demand of two (2) in eastern Imperial County.

YCIPTA shall oversee and operate these routes in conjunction with the QUECHAN and Imperial County Transportation Commission (“ICTC”).

Under the California Transportation Development Act (“TDA”), new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the rest of the year in the year that service was modified plus two full fiscal years. Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, and its exemption period expired on June 30, 2016. Blue Route 5 will begin its eighth year of operations and will be partially funded with TDA funding provided by ICTC beginning July 1, 2020. Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, and its



exemption period ended on June 30, 2015. Turquoise Route 10 will start its ninth year using TDA funding provided by ICTC beginning July 1, 2020.

YCIPTA, QUECHAN, and ICTC initially developed this business plan in October 2012 as the Regional Connector Operations and Implementation Business Plan to coincide with the launch of the Turquoise Route 10 on January 7, 2013. On an annual basis, YCIPTA, QUECHAN, and ICTC review the Business Plan, with the following key amendments:

- October 2013 – reduced to 12% the initial goal of an 18% farebox recovery ratio for the Turquoise Route 10.
- September 2014 – included the Blue Route 5's operations, funding, and performance standards.
- July 2015 – redesignated the Business Plan to address Eastern Imperial County Transit Services
- July 2016 – eliminated Saturday service on the Turquoise Route 10 to improve its prospect of meeting the 12% farebox recovery ratio, since the Route's exemption period ended June 30, 2015.
- April 2017 – implemented use of local funds, as authorized by SB 508, effective January 1, 2016, which were contributed by YCIPTA and counted toward the farebox recovery ratio requirement.
- May 2018 – reintroduce a third day, Friday, to the Turquoise Route 10 to allow more accessibility to Eastern Imperial County.

The routes identified in the plan will continue to act as an extension of the Imperial Valley Transit (IVT) system and continue to replace the former IVT Route 3 between Holtville and Winterhaven, California on Wednesdays. IVT Route 3 continues to operate west of Holtville to El Centro, Monday through Saturday.

Operations in FY 2019-2020 remained consistent with FY 2018-2019 in terms of frequency and hours of service, yet operating cost rose notable due to the terms of a new collective bargaining agreement. YCIPTA bore these costs through its contribution, but will include such costs in the budget for FY 2020-2021. Another notable event occurred in the fourth quarter of FY 2019-2020, the coronavirus pandemic. Beginning in April 2020, YCIPTA increased cleaning and disinfection, waived fares, implemented social distancing measures, and switched to the Saturday service schedule for all operating days.

### **Statement of Purpose and Need**

The purpose of operating transit services in eastern Imperial County is to provide mobility for Winterhaven and Fort Yuma Indian Reservation residents and visitors within eastern Imperial County and to Yuma, Arizona. Six (6) days a week the Blue Route 5 services extend to Andrade Port of Entry as well as providing access to services to Yuma. Three (3) days a week the Turquoise Route 10 services would be extended to El Centro to access services at the County Seat, as well as other quality of life opportunities that are not available in Winterhaven.

Regional and local travel needs were identified below:

- Access to California State and Imperial County agencies and services in El Centro (DMV, courts, Imperial County Public Health Department, Imperial County Department of Social Services).
- Access to medical care in El Centro (health specialists, El Centro Regional Medical Center, Pioneer Memorial Hospital).
- Access to medical care in San Diego, Phoenix (Phoenix Indian Medical Center), and Tucson.
- Access to destinations within Winterhaven and the Fort Yuma Indian Reservation.
- Access to medical care, social services and other destinations in Yuma.

Two (2) studies were completed to assess the potential demand for improved service; Winterhaven Quechan Reservation Rural Connector Report (July, 2008) and the Quechan – Tribal Transit Planning, Service Strategies Report (July, 2011), and a recommendation was derived from these studies to provide a local shuttle connecting the Fort Yuma Indian Reservation with Winterhaven and Yuma as well as a lifeline service connecting the Fort Yuma Indian Reservation with El Centro to provide additional access for the eastern portion of Imperial County with the County Seat.

## **Section 2**

### **Roles and Responsibilities**

**YCIPTA - Operating and Contract Authority and Oversight:** YCIPTA will use its transit operations contractor (RAPT Dev USA) to operate both Blue Route 5 - Quechan Shuttle and Turquoise Route 10 – Interstate 8/El Centro/Yuma. However, YCIPTA, in its sole discretion, reserves the right to replace the transit operations contractor with another company or entity as it deems appropriate.

YCIPTA will administer the operating contract; provide the legal operating authority for this transit service as well as umbrella operating insurance through its operations contractor. YCIPTA will receive monthly reports on project operations and program results, as prepared by the operations contractor. YCIPTA's Project Liaison shall be the primary contact between the operations contractor, QUECHAN and ICTC.

**YCIPTA Project Liaison - Planning, Contract Management and Marketing:** YCIPTA shall designate its Transit Director, or designee, as the Project Liaison. The Project Liaison shall conduct daily interactions with the operations contractor, ensuring compliance with all contract terms and conditions, receipt and review of all reports required by the operations contractor, and the coordination of all marketing and promotional programs designed and implemented to support the routes. The Project Liaison will ensure the development and implementation of all programs so that employers, YCIPTA, the contractor, and other partners work together to maximize ridership and the overall effectiveness of the routes.

The Project Liaison shall be responsible for the review and payment of monthly subsidy statements provided by the transit operations and maintenance contractor.

**ICTC – Supporting Role:**

ICTC will provide a supporting role related to these routes, including providing recommendations to YCIPTA through technical and policy levels, marketing the service in Imperial County and contributing up to One Hundred Fifty-Eight Thousand, Two Hundred Sixty-Two Dollars and Seventy-One Cents (\$158,262.71) of Transportation Development Act ("TDA") Local Transportation Fund ("LTF") Article 8(c) funds for a continuation of these routes.

**QUECHAN – Supporting Role:**

QUECHAN will provide a supporting role related to these funds, including providing recommendations to YCIPTA through technical and policy levels, marketing the route on the Fort Yuma Indian Reservation and contributing Ninety-Six Thousand, One Hundred Nine Dollars and Eighty-Eight Cents (\$96,109.88) of Federal Transit Administration ("FTA") Section 5311(c) monies to operate these routes.

YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the Fort Yuma Indian Reservation that is in Arizona, plus YCIPTA-generated match, fare revenue collected from the routes, and a portion of the Quechan Business Enterprise parking lot in-kind revenue to cover the remaining costs required to operate these routes. YCIPTA will also contribute local funds it receives from non-State and non-Federal sources to be counted toward the farebox recovery ratio requirement of the TDA LTF funds contributed by ICTC.

**Section 3  
Overview of Operating Plan**

**Route Plans**

The transit service will cover two (2) routes, Blue Route 5, Quechan Shuttle operating between Yuma, Winterhaven and Fort Yuma Indian Reservation, and Turquoise Route 10 between Yuma, Arizona, Winterhaven, California and El Centro via Interstate 8. The routes would be branded under the name Yuma County Area Transit ("YCAT").

The routes and bus stop placement are subject to concurrence by QUECHAN, City of El Centro, Imperial County and ICTC. YCIPTA staff shall work with the staff from these agencies regarding route changes/development and to obtain approval to place a YCAT bus stop sign in their area of jurisdiction.

Bus stops in the City of Yuma and Fort Yuma Indian Reservation would be coordinated through YCIPTA's existing encroachment permits for bus stops that are already in place in those jurisdictions.

Imperial Valley Transit (IVT) shall have priority use of its bus stops within the El Centro-Calexico Urbanized Area ("UZA") as well as other areas of Imperial County served by IVT

buses that YCAT would also serve and if a conflict arises where two (2) buses arrive at the bus stop at the same time, IVT's use of the bus stop shall take priority. IVT's use of the bus stops shall not, however, unreasonably interfere with YCIPTA's obligations under this Business Plan and other agreements between YCIPTA, City of El Centro, Imperial County, ICTC and/or QUECHAN.

Exhibit 1 includes the route map, bus stop list and schedules effective July 1, 2020.

The Blue Route 5 will travel 23.9 miles one way, in a clockwise loop from Downtown Yuma Transit Center, through Fort Yuma Indian Reservation and Winterhaven, California serving 41 bus stops. The Turquoise Route 10 will travel 69.4 miles one way, between Yuma, Arizona, and El Centro, California, serving 27 bus stops.

**Service Hours**

The service hours, days and routes are outlined in Section One – Overview of Proposed Routes above.

**Fares – Effective January 9, 2012<sup>1</sup>**

The following fares apply to all routes in YCIPTA's transit system, including Blue Route 5 and Turquoise Route 10. However, effective July 1, 2016, a “cash only-no passes” fare policy will apply to Turquoise Route 10.

Description	Basic	Discount
One Way	<ul style="list-style-type: none"> <li>• Ages 19-64 years old</li> <li>• Youth ages 5-18 years old without school ID</li> </ul>	<ul style="list-style-type: none"> <li>• Seniors age 65 &amp; older</li> <li>• Persons with Disabilities</li> <li>• Medicare Card Holders</li> <li>• ADA Certified</li> <li>• Student ages 5-18 years old with school ID</li> </ul>
\$2.00	\$2.00	\$1.00
Day YCAT Pass	\$5.00 (valued at 2.5 trips)	\$2.50 (valued at 2.5 trips)
10-Ride YCAT Pass	\$17.50 (\$1.75 per ride)	\$7.50 (\$0.75 per ride)
31-Day YCAT Pass	\$60.00 (\$1.50 per ride/20 days/2 trips each)	\$30.00 (\$0.75 per ride/20 days/2 trips each)

- No transfers – use Day YCAT Pass or pay one-way fares.
- Cocopah Tribe members can ride free by showing their tribal ID card.
- AWC, UA and NAU students and employees can ride free by showing their student ID card with the current semester sticker.
- YPIC Charter High School and Aztec High School students and employees can ride free by showing their student or employee ID card with current semester sticker.
- YRMC and ACCT employees can ride free by showing their employee ID card.

<sup>1</sup> Fares are subject to change based upon the costs associated with YCIPTA's operation of the route.

- Children under 5 years old ride free – up to four (4) children; five (5) or more children pay discount fare.
- On Call clients may ride fixed routes for free showing On Call ID upon entering the bus.
- Class Pass - \$45.00 (Up to 5 adults and 40 students @ \$1.00 per ride).
- This fare structure would be applicable on the evening NightCAT service from AWC/NAU/UA.

### **Ridership Forecasts**

While the two studies identified in Section One did not provide any ridership forecasts, based on historical data in regard to Blue Route 5 and Turquoise Route 10, YCIPTA staff initially projected that approximately fifty (50) passengers may ride Blue Route 5 each operating day and that approximately fifteen (15) passengers may ride Turquoise Route 10 each operating day, or 5.87 and 3.00 passengers per hour, respectively.

Based on data from YCIPTA in regard to Fiscal Year (FY) 2013-2014, Blue Route 5 carried approximately 4.82 passengers per hour which is an increase from 3.41 from FY 2012-2013, as this was the second fiscal year of the route's operation. (Blue Route 5 started on June 1, 2012). In FY 2014-2015, the increase in ridership continued, as Blue Route 5 carried approximately 5.41 passengers per hour. The data for FY 2015-2016 shows continuing improvement, as Blue Route 5 carried approximately 5.62 passengers per hour. In FY 2016-2017, Blue Route 5 carried 5.45 passengers per hour, and carried 5.92 passengers per hour in FY 2017-2018. In FY 2018-2019, Blue Route 5 carried an average of 6.5 passengers per hour. So far, in FY 2019-2020 through March 2020, Blue Route 5 carried 6.56 passengers per hour.

In determining a forecast ridership number for Turquoise Route 10, several factors were considered. This included reconciliation of passengers boarding from Winterhaven on IVT Route 3/300/350, the use of the demographic information in the Winterhaven /Quechan Reservation Rural Connector Report and Quechan Service Strategies Report and data from public workshops held by QUECHAN.

Based on data from ICTC in regard to FY 2011-2012, IVT Routes 3/300/350 carried approximately 3.75 passenger trips in the morning and 3.50 passenger trips in the afternoon/evening on Wednesdays. With the transition to Turquoise Route 10, the route performance was 3.41 passengers per hour which is an increase from 2.99 from FY 2012-2013. According to YCIPTA's data for FY 2014-2015, Turquoise Route 10 carried approximately 6.17 passengers per hour, an increase for the second consecutive year since the route's start on January 7, 2013. Data for FY 2015-2016 shows that Turquoise Route 10 carried 3.69 passengers per hour. After eliminating Saturday service beginning July 1, 2016, data for FY 2016-2017 indicates approximately 3.34 passengers per hour rode the Turquoise Route 10, dropping to 2.72 passengers per hour in FY 2017-2018. With the startup of Friday service effective July 1, 2018, Turquoise Route 10 carried 2.1 passengers per hour in FY 2018-2019. So far, in FY 2019-2020 through March 2020, Turquoise Route 10 is carrying 2.97 passengers per hour.

In light of the initial forecasts and actual data described above, the projected ridership for FY 2020-2021 on Blue Route 5 is 5.92 passengers per hour/59.80 per day, while on Turquoise Route 10 it is 3.42 passengers per hour/19.31 per day.

### Fare Revenue Forecasts

Based on the projected ridership and historical data for each of the two routes and to take a conservative approach, the fare revenue forecast of Thirty-Nine Thousand, Seven Hundred Eighty-Three Dollars and Seventy-Five Cents (\$39,783.55) for Blue Route 5 and Thirteen Thousand, Five Hundred Eighty-Three Dollars and Seventy-Five Cents (\$13,583.75) for Turquoise Route 10 is projected for FY 2020-2021. It is imperative that a fare structure is established to ensure the maximum farebox recovery in compliance with the TDA. As part of the performance measures, YCIPTA, QUECHAN, and ICTC review the farebox recovery ratio to ensure compliance with TDA requirements. The farebox ratio and route classification requirements are established below:

Route	Proposed Classification	Route	Farebox Recovery Ratio
Blue Route 5	Rural Flex Route		10%
Turquoise Route 10	Special Service		12% (blended rural/urban)

### Cost and Subsidy Projections

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Fifty-Eight Thousand, Two Hundred Sixty-Two Dollars and Seventy-One Cents (\$158,262.71) to fund Eastern Imperial County Transit Services after QUECHAN files a TDA Article 8c claim and supporting documentation with ICTC and QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of Ninety-Six Thousand, One Hundred Nine Dollars and Eighty-Eight Cents (\$96,109.88) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN.

For cost and subsidy projections, see the chart below.

	1	2	3
<b>Routes</b>		<b>Blue Route 5</b>	<b>Turquoise Route 10</b>
<b>Days Operating</b>		<b>Monday-Saturday</b>	<b>Mon, Wed, Fri</b>
<b>Fiscal Year –2019-2020</b>		<b>Budget</b>	<b>Budget</b>

a	Fully Allocated Operating Cost ( <i>minus ADA paratransit, other YCAT hours, YMPO Audit, Vanpool and Greyhound</i> )	\$397,835.49	\$113,197.88
b	Fare Revenue Collected	\$39,783.55	\$13,583.75
c	Subsidy Required	\$358,051.94	\$99,614.13
d	Quechan Subsidy	\$75,190.91	\$20,918.97
e	ICTC Subsidy	\$155,705.82	\$43,319.13
f	YCIPTA Subsidy	\$127,155.21	\$35,376.03
g	<b>TOTAL SUBSIDY (Over)/Under</b>	<b>\$358,051.94</b>	<b>\$99,614.13</b>
h	Total Miles	89,132.80	40,140.00
i	Total Revenue Miles	87,187.20	39,141.60
j	Total Deadhead Miles	1,945.60	998.40
k	service days	301	145
l	Total Hours	3,247.80	1,105.20
m	Total Revenue Hours	3,039.00	864.70
n	Total Deadhead Hours	208.80	150.50
o	employees	1.50	1.50
p	Passenger Trips	18,000	2,800
q	pass/hour	5.92	3.24
r	pass/day	59.80	19.31
s	pass/mile	0.21	0.07
t	cost/pass	<del>\$22.10</del>	\$40.43
u	sub/pass	\$19.89	\$35.58
v	cost/mile	\$4.56	\$2.89
w	cost/hour	\$130.91	\$130.91
x	farebox ratio	10.0%	12.0%
y	FTE (based on 2000 hrs)	0.000750	0.000750

### Performance Standards

Since ICTC would contribute TDA-LTF Article 8(c) funds in support of these routes, the following performance standards apply towards these routes, and YCIPTA will report these figures to ICTC and QUECHAN quarterly. These reports may be reviewed by ICTC's Social Services Transportation Advisory Council.

According to the TDA requirements, new routes that are implemented could be exempt from the farebox recovery ratio requirements or other performance measures for the rest of the year in the year that service was modified plus two full fiscal years, and if the farebox recovery ratio remains below the established standard, efforts must be made to modify the route(s) to improve performance within the (3) three year time frame. If a claimant fails to meet a required ratio for a fiscal year, its TDA funding level will be reduced by the amount of required revenues that was not maintained.

Turquoise Route 10 was treated as a new route for purposes of the TDA exemption effective January 7, 2013, and its exemption period ended on June 30, 2015. At the end of that exemption period, Turquoise Route 10 achieved a 6.36% farebox recovery ratio, falling short of the 12% standard. Under the TDA regulations, if the required farebox recovery ratio is not met for FY 2015-2016, then that year would be deemed a “non-compliant year”, resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2016-2017 amounts. To increase the chances of Turquoise Route 10 meeting its 12% farebox ratio performance standard, it was agreed to eliminate Saturday service and to establish a “cash only-no passes” fare policy for Turquoise Route 10, effective July 1, 2016. As of June 30, 2017, Turquoise Route 10 achieved a 12% farebox recovery ratio, and met the standard. In July 2018, Turquoise Route 10 resumed service on Fridays to allow passengers to access Eastern Imperial County for a third day, and achieved a 12.3% farebox recovery ratio by the end of FY 2017-2018. In FY 2018-2019, the farebox ratio for Turquoise Route 10 continued to increase to 14.4%.

Blue Route 5 was treated as a new route for the purposes of the use of TDA funding effective July 1, 2014, and its exemption period expired on June 30, 2016. If the required farebox recovery ratio is not met for FY 2016-2017, then that year would be deemed a “non-compliant year”, resulting in a TDA funding reduction by the difference between the required farebox revenues and the actual revenues based on FY 2017-2018 amounts. As of June 30, 2017, Blue Route 5 achieved a 10% farebox recovery ratio, and met the standard. In FY 2018-2019, the farebox ratio was 10.1%.

Effective January 1, 2016, California Senate Bill 508 (SB 508) clarified the types of revenues that transit operators may consider in the farebox recovery calculation. If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating costs, an operator may satisfy that requirement by supplementing its fare revenues with “local funds”, which the TDA as amended by SB 508, defines as any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator. Examples of local funds that may be available to operators include bus advertising (shelters and buses) local county transportation sales taxes, general fund contributions from a local jurisdiction, sales from alternative fuels sold on the transit property, and contract revenues from institutions such as local college fare subsidy programs. In light of SB 508, YCIPTA and QUECHAN began to document their use of local funds to cover any shortfall in fare revenue for FY 2016-2017 and beyond in order to ensure attainment of the required farebox recovery ratio. YCIPTA and QUECHAN assure that such local funds will not include State or Federal funding sources, unless inclusion thereof is authorized by such sources.



As necessary and required by the FTA, financial and non-financial data shall be collected and reported to the National Transit Database (NTD). YCIPTA would report miles both in the Yuma UZA and El Centro-Calexico UZA.

### **Fiscal Audits and Triennial Performance Audits**

Though ICTC will make payment of TDA funds to QUECHAN to fund a portion of these routes, QUECHAN will track its expenses associated with the use of these funds, list these funds as a separate line item of funds in the Basic Financial Statements each year and submit a copy of the report to ICTC before December 31 of the given funded year. ICTC will send a triennial performance auditor to audit this service and its performance measures. The initial triennial performance audit for the Blue Route 5 and Turquoise Route 10 was conducted in September 2017 and examined service provided in FY 2014-2016. The audit made twelve findings, to be addressed by implementing three recommendations, as follows:

1. Review opportunities for increasing local revenue to boost farebox recovery.
2. Revise timeline of transit operator State Controller Report submittals.
3. Increase community outreach and marketing efforts on the Fort Yuma Indian Reservation.

The audit's first recommendation specifically made note of SB 508, and as noted in the Performance Standards section above, YCIPTA and QUECHAN began to document their use of local funds to cover any shortfall in fare revenue for FY 2016-2017 and attained the required farebox recovery ratio on both routes in FY 2016-2017 and FY 2017-2018. QUECHAN continues to improve its efforts to timely submit its State Controller Report per the second recommendation of the audit, and did so for both FY 2017-2018 and FY 2018-2019. To implement the third recommendation, QUECHAN began issuing monthly flyers describing certain features of the routes to all Tribal departments and community service providers, encouraging these entities to post and share the flyers. QUECHAN also posted this information on its website. QUECHAN is also working with YCIPTA to better coordinate pass purchasing by riders of the Blue Route 5 and the Turquoise Route 10 to increase ridership.

In May 2020, the second triennial performance audit for Blue Route 5 and Turquoise Route 10 was completed and examined service provided during FY 2016-2017, FY 2017-2018, and FY 2018-2019. The audit made two findings and recommendations, as follows:

1. Continue to ensure State Controller Reports are submitted in a timely manner.
2. Ensure the State Controller Report is reviewed by someone other than the individual who prepared it so as to identify any errors in reporting.

The auditor's first recommendation recognizes QUECHAN's improvement since the late submission for FY 2016-2017. The second recommendation is from some inconsistencies between the operating data reported to the State Controller and that reported on YCAT's monthly performance reports. QUECHAN and YCIPTA will work to compare and review data to ensure accurate reporting.

## **Section 4**

## **Marketing and Community Outreach Plan**

### **Branding, Marketing and Community Outreach**

Marketing to support these routes will be essential to its success. Consistent, coordinated marketing collateral and programs will be developed by YCIPTA, with input and assistance from ICTC and QUECHAN. The Marketing Plan will include printed ads, flyers, rack cards, media, coordination with employers and other advertising materials. The buses will be marketed and branded as YCAT routes.

The marketing program outlined above will be targeted in Yuma and Imperial Counties. YCIPTA, QUECHAN and ICTC will work to engage the support of residents in the Yuma, Fort Yuma and Winterhaven areas to help ensure project success and sustainability. The marketing program is funded by YCIPTA administrative budget and these costs are not reflected in the business plan.

- YCIPTA will focus the routes' marketing efforts in Yuma County.
- ICTC will focus the routes' marketing efforts in Imperial County.
- QUECHAN will focus the routes' marketing efforts on the Fort Yuma Indian Reservation.

YCIPTA will have the YCAT Rider's Guide distributed through its networks in Yuma County, including on YCAT buses. The routes will be included in YCAT Rider's Guide, online at [www.ycat.az.gov](http://www.ycat.az.gov) and on all YCAT marketing pieces.

ICTC will have the Imperial Valley Transit Rider's Guide distributed throughout Imperial County, on IVT buses and have information related to Blue Route 5 and Turquoise Route 10 operated by YCIPTA inside its Rider's Guide, online at [www.ivtransit.com](http://www.ivtransit.com) and [www.imperialctc.org](http://www.imperialctc.org) and on appropriate IVT marketing pieces. In addition, signs will be placed on the IVT buses to promote the routes at ICTC discretion.

QUECHAN will have IVT and YCAT Rider's Guides available for distribution throughout the Reservation, promote the routes through door-to-door distribution of information, placement of route information online at [www.quechantribe.com](http://www.quechantribe.com), regularly sharing information to Tribal departments, and encouraging the purchase of YCAT bus passes.

## **Section 5**

### **Additional Details of the Operating Plan**

Daily operations of the routes are the responsibility of the contractor, as described in Section 2 Roles and Responsibilities, and managed through YCIPTA, consistent with the terms of the Operating Contract. The Project Liaison, as designated by YCIPTA, has the responsibility to ensure that the contractor complies with all terms of the Operating Contract. The Project Liaison also has the lead responsibility for development and implementation of the Marketing and Outreach Plan, to be accomplished with support from YCIPTA, QUECHAN and ICTC.

## **1. Transit Service Information**

The schedules and route information will be maintained on the [www.ycat.az.gov](http://www.ycat.az.gov) and [www.ivtransit.com](http://www.ivtransit.com) websites and available via the YCAT telephone information system at 928.783.2235 and the IVT telephone information system at 760.482.2900. Service will be noted as a YCAT service.

## **2. Dispatch**

A dispatcher will be on duty to support all service hours of the program to ensure excellent customer service. Contingency plans must be made to reasonably accommodate for service delays due to weather, traffic and vehicle failure by the transit operations contractor.

Dispatchers must have a communications system in place with their drivers via two-way radio or cell phone (depending on distance). Under no circumstances should the bus operators use the communications system in such a manner as to endanger the lives of the passengers or in violation of any laws. YCIPTA intends to use radios from the Yuma Regional Communication System on Blue Route 5 and the San Diego-Imperial County Regional Communication System on Turquoise Route 10.

## **3. Spare Ratio**

YCIPTA would be responsible for providing road support to the YCIPTA vehicle should the vehicle experience any maintenance difficulties. YCIPTA shall be responsible to ensure that a replacement vehicle is provided within sixty (60) minutes of a determination that a YCAT bus is inoperable, and that ample comfort, such as water, is provided on the vehicle on days with extreme temperature (115 degrees or higher) and when extended breakdowns occur.

## **4. Bus Operators**

Bus Operators are expected to be courteous, friendly and professional at all times.

Bus Operators shall be bilingual in English and Spanish to ensure that the distribution of information is available to both languages.

Bus Operator uniforms will be required to be consistent with the branding/marketing of YCIPTA transit services. Uniforms must be kept clean and ironed for a professional appearance at all times.

Bus Operators are prohibited from smoking in the vehicles. Smoking outside of the vehicles is also prohibited near the door of the vehicle or in the presence of customers. Eating is prohibited in front of customers or while driving.

Bus Operator breaks shall be established with dispatch according to transit operations contractor policy. Bus Operator breaks should never be allowed to disrupt customer service or routing.

Training shall be given to all Bus Operators so that clear expectations are in place to ensure excellent customer service. Bus Operators will keep the inside of the vehicles neat and tidy, i.e. picking up trash and newspapers left behind.

## 5. Vehicles

YCIPTA will provide three (3) vehicle types to operate the routes as outlined in this Business Plan. The vehicles used on these routes can carry up to 39 seated passengers, are 34-40 feet in length and have up to two (4) wheelchair tie down spaces. To comply with the California Air Resources Board (“CARB”) requirements, YCIPTA will only operate vehicles in California with a level 3 diesel particulate trap. YCIPTA currently has eighteen (18) of these buses, including El Dorado National Passports, a low floor cutaway vehicle on a medium duty chassis, Gillig 40 foot heavy duty low floor buses, and 35 foot Arboc low floor medium duty buses. Furthermore, these buses are durable for highway travel. In addition, YCIPTA has six (6) 21-foot El Dorado National Aerolite buses which may also be used on these routes as these buses seat six (6) to eight (8) passengers and has up to two (2) wheelchair tie down spaces, which uses gasoline fuel and are exempt from the CARB Transit Fleet Rule.

Vehicles must be kept clean. Mechanical and cosmetic repairs must be prompt. There should be a spare vehicle that would easily fit into the program when one of the main vehicles is out for maintenance. All YCIPTA vehicles are ADA compliant and use a low floor ramp for the loading/unloading of mobility devices.

These types of vehicles will provide the most passenger comfort and meet passenger demand. Their size and relative maneuverability will be better suited for the identified routes than larger vehicles, such as transit buses. They will also be more cost effective to operate than larger transit buses.

All buses feature two (2) bicycle spaces, electronic destination signs, farebox, and security cameras. The Aerolite buses features manual destination signs, and farebox.

Pictures of the buses used on these routes are provided below:





Maintenance of the buses will take place at the YCAT bus facility located at 2715 East 14<sup>th</sup> Street, Yuma, Arizona.

## 6. Customer Service

Customer service, marketing and safety are paramount to the success of this program. Service and mechanical failures will be logged and used as a tool by the contractor to ensure quality control and maintenance standards. On board customer surveys will be used to help guide route improvements and to adjust marketing plans, as appropriate.

## 7. Schedules

Schedules are defined in Exhibit A and are subject to change. Schedules have been developed to ensure that there are no conflicts between YCAT and IVT buses at all shared bus stops in El Centro.



## **8. Transfer Agreements**

At the present time, passengers transferring to IVT would be required to pay a full fare as if they transferred back to YCAT.

## **9. Complementary ADA Paratransit Program**

Blue Route 5 is treated as a flex route and is exempt from the ADA paratransit requirement since flex routes are treated as "general public demand response services" under the 49 C.F.R. Part 37 of Federal Regulations. The route deviation component is available to all passengers for an additional \$2.00 fare unless passengers board at specific bus stop locations defined by YCIPTA. Turquoise Route 10 has been designated as a commuter route under 49 C.F.R. Part 37 of Federal Regulations, therefore ADA complementary paratransit requirements do not apply. Passengers requesting ADA paratransit service would either ride YCAT OnCall in Yuma County or IVT Access in Imperial County, both within a ¾ mile radius of a non-commuter or flex bus route. Timed connections between the paratransit services and these routes would be established. YCIPTA allows for free transfers between YCAT OnCall and YCAT fixed route buses for these patrons when they show their OnCall ID.

## **10. Former Route 3 to Winterhaven**

It is YCIPTA's and QUECHAN's desire that ICTC continue the discontinuance of Route 3 east of Holtville.

## **11. The Future**

With the provision of ICTC funding in FY 2015-2016 to cover a greater share of the costs for all eastern Imperial County transit services, ICTC took a more active role in the planning and operation of transit services in eastern Imperial County. Under Moving Ahead with Progress for the 21st Century (MAP-21), and continuing under the Fixing America's Surface Transportation Act (FAST Act), Tribal Transit funding was reduced to the extent that QUECHAN will only be eligible for formula funding unless QUECHAN applies for capital expenses (excluding preventative maintenance). For FY 2016, QUECHAN received Forty-Five Thousand, One Hundred Sixty-Six Dollars and No Cents (\$45,166.00) in FTA Formula Funding. However, its FY 2017 FTA Formula Funding dropped to Twenty-Eight Thousand, Six Hundred Thirty-Eight Dollars and No Cents (\$28,638.00) as a consequence of eliminating Saturday service on the Turquoise Route 10, which reduced the annual Revenue Vehicle Miles on this route. QUECHAN saw a modest increase in FY 2018 at Thirty-Six Thousand, Four Hundred Five Dollars and No Cents (\$36,405.00), followed by a slight decrease to Thirty-Five Thousand, Three Hundred Four Dollars and No Cents (\$35,304.00) in FY 2019. QUECHAN's FY 2020 FTA Formula Funding allocation increased to Sixty-One Thousand, Seven Hundred Fifty-Three Dollars and No Cents (\$61,753.00), due to the first-time addition of Tier 3 funding based upon low-income population.

For FY 2020-2021, QUECHAN requested a minimum of One Hundred Ninety-Nine Thousand, Twenty-Four Dollars and Ninety-Five Cents (\$199,024.95) from ICTC to continue transit services at the present levels, while also holding consistent the relative percentage shares contributed by YCIPTA, QUECHAN, and ICTC. QUECHAN will

exhaust its FY 2017-2018 FTA Formula Funding to cover a portion of its contribution, with the balance covered with its FY 2020 FTA CARES Act Formula Funding. YCIPTA would continue to use FTA Section 5307 funds allocated to the Winterhaven area, FTA Section 5311 funds allocated by ADOT to the small portion of the reservation that is in Arizona, plus YCIPTA generated match, fare revenue collected from the routes and Quechan Business Enterprises parking lot in-kind revenue to cover the remaining costs required to operate these routes.

A comprehensive review of these routes occurred in Spring 2016, prior to the YCIPTA, QUECHAN and ICTC budget planning to determine the appropriate level of transit service and population in eastern Imperial County as compared to central and northern Imperial County. This review also took into consideration transit needs in eastern Imperial County and the routes' ability to meet TDA and MOU specific performance measures. Given the consistent attainment of the specific performance measures over the past few years, QUECHAN will consider meeting other needs, such as increasing the number of bus shelters, utilizing FY 2018 FTA Discretionary Grant funding recently awarded to QUECHAN. QUECHAN may also revisit one or more of the additional service strategies described in the Quechan – Tribal Transit Planning, Service Strategies Report (July, 2011) against current needs and seek additional FTA funding for planning and implementation.

Any continuation of transit services beyond June 30, 2021 at the present levels will require additional contributions by ICTC. If service reductions are to occur based on available funding by QUECHAN, YCIPTA and ICTC that are known today, public hearings for route changes would take place in May 2020 as part of the adoption of the YCIPTA FY 2020-2021 operating and capital budget with the route changes taking effect on July 1, 2020. To assist in the determination of future service levels and contribution shares by all parties for FY 2021-2022, ICTC will minimally need from YCIPTA a sample of daily ridership data (boardings and alightings) by route direction and bus stop locations during the months of January through March 2021. The sample of data was agreed to by all parties prior to December 15, 2015. The actual daily ridership data should be provided to all parties by April 17, 2021. This would allow a comprehensive analysis of recommended service levels, contribution shares, and funds available for FY 2021-2022.

**FIFTH EXTENSION AND AMENDMENT OF MEMORANDUM OF UNDERSTANDING BETWEEN THE YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY, IMPERIAL COUNTY TRANSPORTATION COMMISSION AND QUECHAN INDIAN TRIBE FOR TRANSIT SERVICES IN EASTERN IMPERIAL COUNTY.**

This Extension and Amendment (“Extension and Amendment”) made and entered into effective \_\_\_\_\_ 2020, is by and between **Yuma County Intergovernmental Public Transportation Authority**, a political subdivision of the State of Arizona (“YCIPTA”), **Imperial County Transportation Commission**, a regional transportation planning agency and political subdivision of the State of California (“ICTC”), and **Quechan Indian Tribe** (“QUECHAN”). The terms “Party” or “Parties” shall mean the collective or individual participants of this Extension.

**WITNESSETH:**

**WHEREAS**, YCIPTA, ICTC and QUECHAN entered into that certain Memorandum of Understanding dated October 28, 2015 for Transit Services in Eastern Imperial County (“MOU”) attached hereto and incorporated by reference herein as **Exhibit “1”**; and

**WHEREAS**, the term of the MOU is set to expire on June 30, 2016 unless the Parties agree in writing to extend the MOU; and

**WHEREAS**, paragraph VII.A of the MOU provides that the Parties, upon their mutual, written agreement, may extend the MOU on an annual basis, so long as such extension is requested by April 31, and the extension shall be approved and executed by all of the Parties by June 30; and

**WHEREAS**, paragraph VIII.J of the MOU provides that the Parties may amend the MOU in writing, dated, signed by duly authorized representatives of each Party to the MOU and attached thereto; and

**WHEREAS**, the Parties did so amend the MOU through the Fourth Extension and Amendment made and entered into effective July 1, 2019, attached hereto and incorporated by reference herein as **Exhibit “2”**; and

**WHEREAS**, YCIPTA, ICTC and QUECHAN wish to extend the term of the MOU for an additional one year term in accordance with paragraph VII.A of the MOU, and to amend the MOU to specify the payments to YCIPTA during the additional year term in accordance with paragraph VIII.J of the MOU, with no other changes.



**NOW THEREFORE**, for and in consideration of the promises and payments herein set forth, YCITA, ICTC and QUECHAN have and hereby agree as follows:

1. The MOU shall be extended for an additional one year term effective July 1, 2020 and shall terminate on June 30, 2021 unless the MOU is further extended in accordance with paragraph VII.A of the MOU.
2. Paragraph III.A of the MOU is deleted and replaced by the following:

**“III. Compensation, Reporting and Performance Standards**

**A. Payments to YCIPTA**

ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Ninety-Nine Thousand, Twenty-Four Dollars and Ninety-Five Cents (\$199,024.95) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall ICTC be liable to QUECHAN for payments that exceed One Hundred Ninety-Nine Thousand, Twenty-Four Dollars and Ninety-Five Cents (\$199,024.95)

QUECHAN will pay YCIPTA the monthly costs based on revenue service hours with these ICTC funds along with QUECHAN funds of an amount not to exceed the annual subsidy of Ninety-Six Thousand, One Hundred Nine Dollars and Eighty-Eight Cents (\$96,109.88) to operate Eastern Imperial County Transit Services, to be paid based on revenue vehicle service hours as established through a separate Memorandum of Understanding between YCIPTA and QUECHAN. Such payments are due within thirty (30) days after receipt of invoice and supporting documentation from YCIPTA, as provided for in Section II.B.6 and reflected in Exhibit B. In no event shall QUECHAN be liable to YCIPTA for payments that exceed Ninety-Six Thousand, One Hundred Nine Dollars and Eighty-Eight Cents (\$96,109.88). In no event shall QUECHAN be liable to YCIPTA for payments to be made by ICTC. In no event shall ICTC be liable to YCIPTA for payments to be made by QUECHAN”.

3. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.

**---SIGNATURES ON THE NEXT PAGE---**

**IN WITNESS WHEREOF**, the Parties hereto have executed this Extension and Amendment on the day and year first above written.

**YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Shelly Kreger, Transit Director

ATTEST:

By: \_\_\_\_\_  
Carol Perez, Transit Operations Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Minda Davey, YCIPTA Legal Counsel

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**

By: \_\_\_\_\_  
Chairperson, Imperial County Transportation Commission

ATTEST:

By: \_\_\_\_\_  
Cristi Lerma, Secretary to the Commission

APPROVED AS TO FORM:  
Katherine Turner, County Counsel

By: \_\_\_\_\_  
Eric Havens, Deputy County Counsel

**QUECHAN INDIAN TRIBE**

By: \_\_\_\_\_  
Jordan D. Joaquin, President

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Tribal Attorney

**EXHIBIT A**  
**AMENDMENT TEN FOR THE FORMULA FOR YCIPTA CONTRIBUTION**

YCIPTA shall provide the following routes to QUECHAN for 07/01/2020 to 06/30/2021:

<b>Route</b>	<b>Type of Service</b>	<b>Operating Days</b>	<b>Service Hours</b>	<b>Destinations</b>
Blue Route 5 – Quechan Shuttle	Rural Fixed Route	Monday-Saturday	Approximately 7:15 am to 7:10 pm, every 60 minutes, Monday through Friday and from 9:15 am to 4:10 pm, every 60 minutes on Saturday. Weekdays Approx: 9.20 per day Saturday Approx: 5 per day	Fort Yuma Indian Reservation and Paradise Casino to Quechan Casino Resort, Winterhaven and Algodones/Andrade Border Crossing, and Downtown Yuma Transit Center.
Turquoise Route 10 – Interstate 8/El Centro/Yuma	Urban Fixed Route	Monday, Wednesday and Friday	Approximately 9:15 am to 11:30 am/2:00 pm to 5:30 pm on Monday, Wednesday and Friday. Monday/Wednesday/Friday Approx: 6.40 per day	Yuma Palms Regional Center to downtown El Centro and Paradise Casino, Winterhaven, Quechan Casino Resort, and Imperial Valley Mall on request.

QUECHAN shall pay YCIPTA an amount not to exceed **\$300,891.83** for the period of July 1, 2020, to June 30, 2021, as a local contribution towards the operation of the Yuma County Area Transit (YCAT) system and the operational costs of the Blue Route 5 – Quechan Shuttle and Turquoise Route 10 – Interstate 8/El Centro/Yuma as defined in this Exhibit.

QUECHAN shall contribute to the fully allocated operating costs of Blue Route 5 and Turquoise Route 10 as defined below for the period of July 1, 2020, to June 30, 2021:

- **Blue Route 5 - From July 1, 2020 to June 30, 2021:** the fully allocated operating costs of Blue Route 5 are estimated to be \$397,835.49 (3,039.00 annual revenue vehicle hours times \$130.91 per revenue vehicle hour). QUECHAN shall contribute an amount that shall not exceed \$75,190.91, the amount related to services to be provided under that portion of the Federal Fiscal Years 2017-2018 Federal Transit Administration (FTA) Section 5311 (c) grant funding and FY 2020 CARES Act funding received by QUECHAN.
- **Turquoise Route 10 - From July 1, 2020 to June 30, 2021:** the fully allocated operating costs of Turquoise Route 10 are estimated to be \$113,197.88 (864.70 annual revenue vehicle hours times \$130.91 per revenue vehicle hour). QUECHAN shall contribute an amount that shall not exceed \$20,918.97, the amount related to services to be provided under that portion of the Federal Fiscal Years 2017-2018 Federal Transit Administration (FTA) Section 5311 (c) grant funding and FY 2020 CARES Act funding received by QUECHAN.

- ICTC will pay QUECHAN an amount not to exceed the annual subsidy amount of One Hundred Ninety-Nine Thousand, Twenty-Four Dollars and Ninety-Five Cents (\$199,024.95) to fund Eastern Imperial County Transit Services, as provided for in Section II.B.6 and reflected in Exhibit B of the YCIPTA/ICTC/QUECHAN MOU, as extended from time to time.

QUECHAN shall contribute \$5,757.00 as a membership contribution which is based on tribal population as established by the 2010 census divided against the Yuma County population.

For the purposes of this Exhibit and MOU, a revenue vehicle hour is defined as the times during which the vehicle is available to carry passengers, and which includes only those times between the time or scheduled time of the first passenger pick-up and the time or scheduled time of the last passenger drop-off during a period of the vehicle's continuous availability.

**This exhibit may be amended each fiscal year as agreed upon by QUECHAN and YCIPTA to reflect the new operational costs for the operation of transit services to QUECHAN or the additional/removal of a fare subsidy for tribal members.**

## **APPROVALS**

### **QUECHAN INDIAN TRIBE**

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Jordan D. Joaquin  
President

### **YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY**

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Shelly Kreger  
Transit Director

## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

- E. AMENDMENT #1 TO THE AGREEMENT FOR THE LTA MEASURE D TRANSACTIONS TAX AUDIT SERVICES



Imperial County Local Transportation Authority

1503 N. Imperial Ave., Suite 104, El Centro, CA, 92243  
Phone: 760-592-4494 | Fax: 760-592-4410

June 4, 2020

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

SUBJECT: Amendment #1 to the Agreement for the Local Transportation Authority Measure D Funds Transactions Tax Audit Services

Dear Committee Members:

LTA intends to continue an agreement with Hinderliter, de Llamas and Associates (HDL) to provide on-going Transactions Audit services for the Measure D Funds. HDL on behalf of LTA will continue to verify the accuracy of the current reporting methodology and obtain the necessary documentation for the Board of Equalization, to bill for uncollected transactions and use tax payments or modify misallocated payments and to return revenues that may be due to the LTA. HDL currently provides similar services to the County of Imperial and the cities of Brawley, Calexico, El Centro, Holtville, and Imperial.

HDL shall be compensated only when new transactions tax revenue is received as a result of audit and recovery work performed. HDL shall be compensated 25% of the new transactions tax revenue as stated in the agreement attached.

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

1. Authorize the Chairperson to sign Modification #1 to the Agreement for Measure D Funds Transactions Audit Services between the Hinderliter, de Llamas and Associates and the Local Transportation Authority.

Sincerely,

MARK BAZA  
Executive Director

Attachment  
MB/cl

1 AMENDMENT #1 TO AGREEMENT FOR SERVICES

2 **HINDERLITER, DE LLAMA & ASSOCIATES**

3 THIS FIRST AMENDMENT OF AGREEMENT FOR SERVICES (“Amendment #1”), made and  
4 entered into effective the \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the **Imperial County Local**  
5 **Transportation Authority**, a local transportation authority pursuant to Public Utilities Code sections  
6 180000 *et seq.*, (“LTA”) and **HINDERLITER, DE LLAMAS & ASSOCIATES**, an active California  
7 corporation (“CONSULTANT”) (individually, “Party;” collectively, “Parties”) shall be as follows:

8 **RECITALS**

9 **WHEREAS**, on June 28, 2017, LTA and CONSULTANT entered into an Agreement for Services  
10 (“Agreement”) for CONSULTANT to provide on-going Transactions Audit services for the Measure D  
11 Funds (“Project”), attached hereto as **Exhibit “1,”**; and

12 **WHEREAS**, the term of the Agreement is set to expire on June 28, 2020; and

13 **WHEREAS**, the Agreement permits the Parties to renew the term of the Agreement upon the  
14 mutual, written, consent of both Parties; and

15 **WHEREAS**, the Parties desire to extend the term of the Agreement for an additional three (3) years,  
16 subject to the terms and conditions provided for herein.

17 **NOW, THEREFORE**, in consideration of their mutual covenants, LTA and CONSULTANT  
18 agree to the following:

19 **A.** Paragraph 9. entitled “TERM AND TIME FOR COMPLETION OF WORK” is amended to read  
20 as follows:

21 “9. TERM AND TIME FOR COMPLETION OF WORK

22 The term of Agreement shall be for three (3) years commencing June 28, 2020 to June 28,  
23 2023, subject to written acceptance by both parties. This Agreement may be renewed upon the  
24 mutual, written, consent of both Parties.”

25 **B.** All other terms and conditions of the Agreement remain in full force and effect.

26 ///

27 ///

28 ///

1           **IN WITNESS WHEREOF**, the Parties have executed this Amendment #1 on the day and year  
2 first above written.

3 **IMPERIAL COUNTY LOCAL**  
4 **TRANSPORTATION AUTHORITY**

**HINDERLITER, DE LLAMAS &**  
**ASSOCIATES**

5  
6  
7 By: \_\_\_\_\_  
8     GEORGE NAVA  
9     Chairman of the Board of Directors

By:  \_\_\_\_\_  
ROBERT ANDREW NICKERSON  
President / CEO

10 **ATTEST:**

11  
12 \_\_\_\_\_  
13 CRISTI LERMA  
14 Secretary of the Board of Directors

15 **APPROVED AS TO FORM:**

16     ADAM G. CROOK  
17     County Counsel

18 By: \_\_\_\_\_  
19     Eric Havens  
20     Assistant County Counsel



AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES (“Agreement”), made and entered into this 28<sup>th</sup> day of June, 2017, is by and between the IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY (“ICLTA”) and HINDERLITER, DE LLAMAS & ASSOCIATES, a California corporation (“CONTRACTOR”).

WITNESSETH

WHEREAS, ICLTA desires to retain a qualified individual, firm or business entity to provide professional services for transactions & use tax audit & information services (“the Project”); and

WHEREAS, ICLTA desires to engage CONTRACTOR to provide services by reason of its qualifications and experience for performing such services, and CONTRACTOR has offered to provide the required services for the Project on the terms and in the manner set forth herein.

NOW, THEREFORE, ICLTA and CONTRACTOR have and hereby agree to the following:

1. PARTIES TO AGREEMENT.

This Agreement is by and between ICLTA and CONTRACTOR. ICLTA and CONTRACTOR are individually referred to as “Party” and collectively as “Parties.”

2. CONTRACT COORDINATION.

2.1. The Executive Director shall be the representative of ICLTA for all purposes under this Agreement. The Executive Director, or a designated representative, is hereby designated as the Contract Manager for ICLTA and shall supervise the progress and execution of this Agreement.

2.2. CONTRACTOR shall assign a single Contract Manager to have overall responsibility for the progress and execution of this Agreement. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Contract Manager for any reason, the Contract Manager’s designee shall be subject to the prior written acceptance and approval of ICLTA.

3. DESCRIPTION OF WORK.

3.1. CONTRACTOR shall provide all materials and labor to perform this Agreement as set forth in Exhibit “A” attached hereto. In the event of a conflict among this Agreement and Exhibit “A,” this Agreement shall take precedence.

1 3.2. CONTRACTOR shall perform additional or extra work if required, utilizing the rates set  
2 forth in **Exhibit "B."**

3 4. WORK TO BE PERFORMED BY CONTRACTOR.

4 4.1. CONTRACTOR shall comply with all terms, conditions and requirements of the  
5 Proposal and this Agreement.

6 4.2. CONTRACTOR shall perform such other tasks as necessary and proper for the full  
7 performance of the obligations assumed by CONTRACTOR hereunder.

8 4.3. CONTRACTOR shall:

9 4.3.1. Procure all permits and licenses, pay all charges and fees, and give all notices that  
10 may be necessary and incidental to the due and lawful prosecution of the services to be  
11 performed by CONTRACTOR pursuant to this Agreement;

12 4.3.2. Use the standard of care usual to CONTRACTOR's profession to keep itself fully  
13 informed of all applicable existing and proposed federal, state and local laws, ordinances,  
14 regulations, orders and decrees which may affect those engaged or employed under this  
15 Agreement, any materials used in CONTRACTOR's performance under this Agreement or the  
16 conduct of the services under this Agreement;

17 4.3.3. At all times observe and comply with, and cause all of its employees to observe  
18 and comply with all of said laws, ordinances, regulations, orders and decrees mentioned above;  
19 and

20 4.3.4. Immediately report to ICLTA in writing any discrepancy or inconsistency it  
21 discovers in said laws, ordinances, regulations, orders and decrees mentioned above in relation to  
22 any plans, drawings, specifications or provisions of this Agreement.

23 4.4. Any videotape, reports, information, data or other material given to, or prepared or  
24 assembled by, CONTRACTOR pursuant to this Agreement shall be the property of ICLTA and shall not  
25 be made available to any individual or organization by CONTRACTOR without the prior written  
26 approval of ICLTA.

27 ///

28 ///

1 5. REPRESENTATIONS BY CONTRACTOR.

2 5.1. CONTRACTOR understands and agrees that ICLTA has limited knowledge in the  
3 multiple areas specified in the Proposal. CONTRACTOR has represented itself to be expert in these  
4 fields and understands that ICLTA is relying upon such representation.

5 5.2. Subject to 5.2.1, CONTRACTOR represents and warrants that it is a lawful entity  
6 possessing all required licenses and authorities to do business in the State of California and perform all  
7 aspects of this Agreement.

8 5.2.1. CONTRACTOR shall not commence any work pursuant to this Agreement or  
9 provide any other services, or materials, in connection therewith until CONTRACTOR has  
10 received written authorization from ICLTA to do so.

11 5.3. CONTRACTOR represents and warrants that the people executing this Agreement on  
12 behalf of CONTRACTOR have the authority of CONTRACTOR to sign this Agreement and bind  
13 CONTRACTOR to the performance of all duties and obligations assumed by CONTRACTOR herein.

14 5.4. CONTRACTOR represents and warrants that any employee, contractor and/or agent who  
15 will be performing any of the duties and obligations of CONTRACTOR herein possess all required  
16 licenses and authorities, as well as the experience and training, to perform such tasks.

17 5.5. CONTRACTOR represents and warrants that the allegations contained in **Exhibit "A"**  
18 are true and correct.

19 5.6. CONTRACTOR understands that ICLTA considers the representations made herein to be  
20 material and would not enter into this Agreement with CONTRACTOR if such representations were not  
21 made.

22 6. COMPENSATION.

23 The total compensation payable under this Agreement shall be at the rates set forth in **Exhibit**  
24 **"B"** unless otherwise previously agreed to by ICLTA.

25 7. PAYMENT.

26 CONTRACTOR will bill ICLTA on a time and material basis upon completion of the project or  
27 as set forth in the cost schedule attached hereto as **Exhibit "B."** ICLTA shall pay CONTRACTOR for  
28 completed and approved services upon presentation of its itemized billing. Notwithstanding the

1 foregoing, ICLTA shall retain 10% of the total compensation until the work to be performed has been  
2 completed in accordance with this Agreement, as determined by ICLTA, and payment in full of all  
3 subcontractors of CONTRACTOR.

4 8. METHOD OF PAYMENT.

5 CONTRACTOR shall at any time prior to the 15th day of any month, submit to ICLTA a written  
6 claim for compensation for services performed. The claim shall be in a format approved by ICLTA. No  
7 payment shall be made by ICLTA prior to the claims being approved in writing by ICLTA's  
8 Contract Manager or a designee. CONTRACTOR may expect to receive payment within a  
9 reasonable time thereafter and in any event in the normal course of business within thirty (30) days after  
10 the claim is submitted.

11 9. TERM AND TIME FOR COMPLETION OF THE WORK.

12 This Agreement shall commence on the date first written above and shall remain in effect for  
13 three (3) years, unless otherwise terminated as provided herein. This Agreement may be renewed upon  
14 the mutual, written, consent of both Parties.

15 10. SUSPENSION OF AGREEMENT.

16 ICLTA shall have the authority to suspend this Agreement, wholly or in part, for such period as  
17 deemed necessary due to unfavorable conditions or to the failure on the part of CONTRACTOR to  
18 perform any provision of this Agreement. CONTRACTOR will be paid the compensation due and  
19 payable to the date of suspension.

20 11. SUSPENSION AND/OR TERMINATION.

21 11.1. ICLTA retains the right to terminate this Agreement for any reason by notifying  
22 CONTRACTOR in writing thirty (30) days prior to termination and by paying the compensation due  
23 and payable to the date of termination; provided, however, if this Agreement is terminated for fault of  
24 CONTRACTOR, ICLTA shall be obligated to compensate CONTRACTOR only for that portion of  
25 CONTRACTOR's services which have been performed in accordance with the terms and conditions of  
26 this Agreement. Said compensation is to be arrived at by mutual agreement between ICLTA and  
27 CONTRACTOR; should the Parties fail to agree on said compensation, an independent arbitrator shall  
28 be appointed and the decision of the arbitrator shall be binding upon the Parties.

1 11.2. Upon such termination, CONTRACTOR shall immediately turn over to ICLTA any and all  
2 copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed,  
3 prepared by CONTRACTOR in connection with this Agreement. Such materials shall become the  
4 permanent property of ICLTA.

5 12. INSPECTION.

6 CONTRACTOR shall furnish ICLTA with every reasonable opportunity for ICLTA to ascertain  
7 that the services of CONTRACTOR are being performed in accordance with the requirements and  
8 intentions of this Agreement. All work done and materials furnished, if any, shall be subject to ICLTA's  
9 inspection and approval. The inspection of such work shall not relieve CONTRACTOR of any of its  
10 obligations to fulfill its Agreement as prescribed.

11 13. OWNERSHIP OF MATERIALS.

12 All original drawings, videotapes and other materials prepared by or in possession of  
13 CONTRACTOR pursuant to this Agreement shall become the permanent property of ICLTA and shall be  
14 delivered to ICLTA upon demand.

15 14. INTEREST OF CONTRACTOR.

16 14.1. CONTRACTOR covenants that it presently has no interest, and shall not acquire any  
17 interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the  
18 performance of the services hereunder.

19 14.2. CONTRACTOR covenants that, in the performance of this Agreement, no sub-contractor  
20 or person having such an interest shall be employed.

21 14.3. CONTRACTOR certifies that no one who has or will have any financial interest pursuant  
22 to this Agreement is an officer or employee of ICLTA.

23 15. INDEMNIFICATION.

24 To the furthest extent allowed by law, CONTRACTOR shall indemnify, hold harmless and defend  
25 ICLTA and its members, board members, officers, officials, employees, agents and volunteers from any  
26 and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict  
27 liability, including but not limited to personal injury, death at any time and property damage), and from  
28 any and all claims, demands and actions in law or equity (including reasonable attorney's fees and

1 litigation expenses) that arise out of, pertain to, or relate to the negligence, recklessness or willful  
2 misconduct of CONTRACTOR, its principals, officers, employees, agents or volunteers in the  
3 performance of this Agreement.

4 If CONTRACTOR should subcontract all or any portion of the services to be performed under this  
5 Agreement, CONTRACTOR shall require each subcontractor to indemnify, hold harmless and defend  
6 ICLTA and its members, board members, officers, officials, employees, agents and volunteers in  
7 accordance with the terms of the preceding paragraph.

8 This section shall survive termination or expiration of this Agreement.

9 16. INDEPENDENT CONTRACTOR.

10 In all situations and circumstances arising out of the terms and conditions of this Agreement,  
11 CONTRACTOR is an independent contractor, and as an independent contractor, the following shall apply:

12 16.1. CONTRACTOR is not an employee or agent of ICLTA and is only responsible for the  
13 requirements and results specified by this Agreement or any other agreement.

14 16.2. CONTRACTOR shall be responsible to ICLTA only for the requirements and results  
15 specified by this Agreement and except as specifically provided in this Agreement, shall not be subject to  
16 ICLTA's control with respect to the physical actions or activities of CONTRACTOR in fulfillment of the  
17 requirements of this Agreement.

18 16.3. CONTRACTOR is not, and shall not be, entitled to receive from, or through, ICLTA, and  
19 ICLTA shall not provide, or be obligated to provide, CONTRACTOR with Worker's Compensation  
20 coverage or any other type of employment or worker insurance or benefit coverage required or provided  
21 by any Federal, State or local law or regulation for, or normally afforded to, an employee of ICLTA.

22 16.4. CONTRACTOR shall not be entitled to have ICLTA withhold or pay, and ICLTA shall not  
23 withhold or pay, on behalf of CONTRACTOR, any tax or money relating to the Social Security Old Age  
24 Pension Program, Social Security Disability Program, or any other type of pension, annuity, or disability  
25 program required or provided by any Federal, State or local law or regulation.

26 16.5. CONTRACTOR shall not be entitled to participate in, or receive any benefit from, or make  
27 any claim against any ICLTA fringe program, including, but not limited to, ICLTA's pension plan,  
28

1 medical and health care plan, dental plan, life insurance plan, or any other type of benefit program, plan, or  
2 coverage designated for, provided to, or offered to ICLTA's employee.

3 16.6. ICLTA shall not withhold or pay, on behalf of CONTRACTOR, any Federal, State, or  
4 local tax, including, but not limited to, any personal income tax, owed by CONTRACTOR.

5 16.7. CONTRACTOR is, and at all times during the term of this Agreement, shall represent and  
6 conduct itself as an independent contractor, not as an employee of ICLTA.

7 16.8. CONTRACTOR shall not have the authority, express or implied, to act on behalf of, bind  
8 or obligate ICLTA in any way without the written consent of ICLTA.

9 17. INSURANCE.

10 Throughout the life of this Agreement, CONTRACTOR shall pay for and maintain in full force and  
11 effect all policies of insurance required hereunder with an insurance company(ies) either (i) admitted by  
12 the California Insurance Commissioner to do business in the State of California and rated not less than "A-  
13 VII" in Best's Insurance Rating Guide, or (ii) authorized by ICLTA's Executive Director or his/her  
14 designee at any time and in his/her sole discretion. The following policies of insurance are required:

15 (i) COMMERCIAL GENERAL LIABILITY insurance which shall be at least as  
16 broad as the most current version of Insurance Services Office (ISO) Commercial General  
17 Liability Coverage Form CG 00 01 and include insurance for "bodily injury," "property damage"  
18 and "personal and advertising injury" with coverage for premises and operations (including the  
19 use of owned and non-owned equipment), products and completed operations, and contractual  
20 liability (including, without limitation, indemnity obligations under the Contract) with limits of  
21 liability of not less than the following:

22 \$1,000,000 per occurrence for bodily injury and property damage

23 \$1,000,000 per occurrence for personal and advertising injury

24 \$1,000,000 aggregate for products and completed operations

25 \$2,000,000 general aggregate

26 (ii) COMMERCIAL AUTOMOBILE LIABILITY insurance which shall be at least as  
27 broad as the most current version of Insurance Service Office (ISO) Business Auto Coverage Form  
28 CA 00 01, and include coverage for all owned, hired, and non-owned automobiles or other licensed

1 vehicles (Code 1 - Any Auto) with limits of liability of not less than \$1,000,000 per accident for  
2 bodily injury and property damage.

3 (iii) WORKERS' COMPENSATION insurance as required under the California Labor  
4 Code.

5 (iv) EMPLOYERS' LIABILITY insurance with limits of liability of not less than  
6 \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee.

7 (v) PROFESSIONAL LIABILITY (ERRORS AND OMISSIONS) insurance appropriate  
8 to CONTRACTOR'S profession, with limits of liability of not less than \$1,000,000 per  
9 claim/occurrence and \$1,000,000 policy aggregate.

10 In the event CONTRACTOR maintains insurance or self-insurance with broader coverage and/or  
11 limits of liability greater than those shown above, ICLTA requires and shall be entitled to the broader  
12 coverage and/or the higher limits of liability maintained by CONTRACTOR. Any available insurance  
13 proceeds in excess of the specified minimum limits of insurance and coverage shall be available to  
14 ICLTA.

15 CONTRACTOR shall be responsible for payment of any deductibles contained in any insurance  
16 policies required hereunder and CONTRACTOR shall also be responsible for payment of any self-insured  
17 retentions. Any deductibles or self-insured retentions must be declared to, and approved by, the ICLTA's  
18 Executive Director or his/her designee. At the option of the ICLTA's Executive Director or his/her  
19 designee, either: (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as  
20 respects to ICLTA, its board members, officers, employees, agents and volunteers: or (ii) CONTRACTOR  
21 shall provide a financial guarantee, satisfactory to ICLTA's Executive Director or his/her designee,  
22 guaranteeing payment of losses and related investigations, claim administration and defense expenses. At  
23 no time shall ICLTA be responsible for the payment of any deductibles or self-insured retentions.

24 All policies of insurance required hereunder shall be endorsed to provide that the coverage shall  
25 not be cancelled, non-renewed, reduced in coverage or in limits except after thirty (30) calendar day  
26 written notice has been given to ICLTA. Upon issuance by the insurer, broker, or agent of a notice of  
27 cancellation, nonrenewal, or reduction in coverage or in limits, CONTRACTOR shall furnish ICLTA with  
28 a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire



1 during the work to be performed for ICLTA, CONTRACTOR shall provide a new certificate, and  
2 applicable endorsements, evidencing renewal of such policy not less than fifteen (15) calendar days prior  
3 to the expiration date of the expiring policy.

4 The General Liability and Automobile Liability insurance policies shall be written on an  
5 occurrence form, and shall name ICLTA and its members, board members, officers, officials, employees,  
6 agents and volunteers as an additional insured. Such policy(ies) of insurance shall be endorsed so  
7 CONTRACTOR'S insurance shall be primary and no contribution shall be required of ICLTA. The  
8 coverage shall contain no special limitations on the scope of protection afforded to ICLTA, its members,  
9 board members, officers, employees, agents and volunteers. The Workers' Compensation insurance policy  
10 shall contain a waiver of subrogation as to ICLTA, its members, board members, officers, employees,  
11 agents and volunteers.

12 If the Professional Liability (Errors and Omissions) insurance policy is written on a claims-made  
13 form:

- 14 1. The retroactive date must be shown, and must be before the effective date of the  
15 Agreement or the commencement of work by CONTRACTOR.
- 16 2. Insurance must be maintained and evidence of insurance must be provided for at least 3  
17 years after any expiration or termination of the Agreement or, in the alternative, the  
18 policy shall be endorsed to provide not less than a 3-year discovery period.
- 19 3. If coverage is canceled or non-renewed, and not replaced with another claims-made  
20 policy form with a retroactive date prior to the effective date of the Agreement or the  
21 commencement of work by CONTRACTOR, CONTRACTOR must purchase extended  
reporting coverage for a minimum of 3 years following the expiration or termination of  
the Agreement.
- 22 4. A copy of the claims reporting requirements must be submitted to ICLTA for review.
- 23 5. These requirements shall survive expiration or termination of the Agreement.

24 CONTRACTOR shall furnish ICLTA with all certificate(s) and applicable endorsements effecting  
25 coverage required hereunder. All certificates and applicable endorsements are to be received by ICLTA  
26 and approved by ICLTA's Executive Director or his/her designee prior to ICLTA's execution of the  
27 Agreement and before work commences. Upon request of ICLTA, CONTRACTOR shall immediately  
28 furnish ICLTA with a complete copy of any insurance policy required under this Agreement, including all  
endorsements, with said copy certified by the underwriter to be a true and correct copy of the original  
policy. This requirement shall survive expiration or termination of this Agreement.

1 If at any time during the life of this Agreement or any extension, CONTRACTOR or any of its  
2 subcontractors fail to maintain any required insurance in full force and effect, all work under this  
3 Agreement shall be discontinued immediately, and all payments due or that become due to  
4 CONTRACTOR shall be withheld until notice is received by ICLTA that the required insurance has been  
5 restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to  
6 ICLTA. Any failure to maintain the required insurance shall be sufficient cause for ICLTA to terminate  
7 this Agreement. No action taken by ICLTA hereunder shall in any way relieve CONTRACTOR of its  
8 responsibilities under this Agreement.

9 The fact that insurance is obtained by CONTRACTOR shall not be deemed to release or diminish  
10 the liability of CONTRACTOR, including, without limitation, liability under the indemnity provisions of  
11 this Agreement. The duty to indemnify ICLTA shall apply to all claims and liability regardless of whether  
12 any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of  
13 indemnification to be provided by CONTRACTOR. Approval or purchase of any insurance contracts or  
14 policies shall in no way relieve from liability nor limit the liability of CONTRACTOR, its principals,  
15 officers, employees, agents, persons under the supervision of CONTRACTOR, vendors, suppliers,  
16 invitees, CONTRACTORS, sub-CONTRACTORS, subcontractors, or anyone employed directly or  
17 indirectly by any of them.

18 If CONTRACTOR should subcontract all or any portion of the services to be performed under this  
19 Agreement, CONTRACTOR shall require each subcontractor to provide insurance protection in favor of  
20 ICLTA, its board members, officers, employees, agents and volunteers in accordance with the terms of  
21 each of the preceding paragraphs, except that the subcontractors' certificates and endorsements shall be on  
22 file with CONTRACTOR and ICLTA prior to the commencement of any work by the subcontractor.

23 18. CONFIDENTIALITY REQUIREMENTS.

24 The following conditions specified in Section 7056 (b), (1) of the State of California Revenue  
25 and Taxation Code are hereby made part of this agreement:

- 26 A. CONTRACTOR is authorized by this Agreement to examine sales, use or transactions and use  
27 tax records of the Board of Equalization provided to ICLTA pursuant to contract under the  
28 Bradley-Burns Uniform Sales and Use Tax Law.

1 B. CONTRACTOR is required to disclose information contained in, or derived from, those sales,  
2 use or transactions and use tax records only to an officer or employee of the ICLTA who is  
3 authorized by resolution to examine the information.

4 C. CONTRACTOR is prohibited from performing consulting services for a retailer, as defined in  
5 California Revenue & Taxation Code Section 6015, during the term of this Agreement.

6 D. CONTRACTOR is prohibited from retaining the information contained in, or derived from  
7 those sales or transactions and use tax records, after this Agreement has expired. Information  
8 obtained by examination of Board of Equalization records shall be used only for purposes  
9 related to collection of local sales and use tax or for other governmental functions of the  
10 ICLTA as set forth by resolution adopted pursuant to Section 7056 (b) of the Revenue and  
11 Taxation Code. The resolution shall designate the CONTRACTOR as a person, authorized to  
12 examine sales and use tax records and certify that this Agreement meets the requirements set  
13 forth above and in Section 7056 (b), (1) of the Revenue and Taxation Code.

14 19. ASSIGNMENT.

15 Neither this Agreement nor any duties or obligations hereunder shall be assignable by  
16 CONTRACTOR without the prior written consent of ICLTA. CONTRACTOR may employ other  
17 specialists to perform services as required with prior approval by ICLTA.

18 20. NON-DISCRIMINATION.

19 During the performance of this Agreement, CONTRACTOR shall not unlawfully discriminate  
20 against any employee or applicant for employment or employee of ICLTA or member of the public  
21 because of race, religion, color, national status, age, or sex. CONTRACTOR shall ensure that the  
22 evaluation and treatment of its employees and applicants for employment and employees and members of  
23 the public are free of such discrimination. CONTRACTOR shall comply with all provisions of the Fair  
24 Employment and Housing Act (Government Code §12900, *et seq.*). The applicable regulations of the Fair  
25 Employment Housing Commission implementing Government Code §12900 set forth in Chapter 5 of  
26 Division 4 of Title 2 of the California Administrative Code are incorporated into this Agreement by  
27 reference and made a part hereof as if set forth in full. CONTRACTOR shall abide by the Federal Civil  
28 Rights Act of 1964 and all amendments thereto, and all administrative rules and regulations issued

1 pursuant to said Act. CONTRACTOR shall also abide by the American Disabilities Act and all  
2 amendments thereto, and all administrative rules and regulations issued pursuant to said Act.  
3 CONTRACTOR shall give written notice of its obligations under this clause to labor organizations with  
4 which it has a collective bargain or other agreement. CONTRACTOR shall include the non-  
5 discrimination and compliance provision of this paragraph in all subcontracts to perform work pursuant  
6 to this Agreement.

7 21. NOTICES AND REPORTS.

8 21.1. All notices and reports pursuant to this Agreement shall be in writing and may be given  
9 by personal delivery or by mailing by certified mail, addressed as follows:

10 **ICLTA**

11 Attn: Executive Director  
12 Imperial County Local Transportation Authority  
13 1405 N. Imperial Ave., Ste 1  
14 El Centro, CA 92243

**CONTRACTOR**

Attn: Project Manager  
Hinderliter, De Llamas & Associates  
1340 Valley Vista Drive, Suite 200  
Diamond Bar, CA 91765

15 21.2. All notices and reports pursuant to this Agreement may be given by personal delivery or  
16 by mailing by certified mail at such other address as either Party may designate in a notice to the other  
17 Party given in such manner.

18 21.3. Any notice given by mail shall be considered given when deposited in the United States  
19 Mail, postage prepaid, addressed as provided herein.

20 22. ENTIRE AGREEMENT.

21 This Agreement contains the entire agreement between ICLTA and CONTRACTOR relating to  
22 the transactions contemplated hereby and supersedes all prior or contemporaneous agreements,  
23 understandings, provisions, negotiations, representations, or statements, either written or oral.

24 23. MODIFICATION.

25 No modification, waiver, amendment, discharge, or change of this Agreement shall be valid  
26 unless the same is in writing and signed by both parties.

27 ///

28 ///

1 24. PARTIAL INVALIDITY.

2 If any provision in this Agreement is held by a court of competent jurisdiction to be invalid,  
3 void, or unenforceable, the remaining provisions will nevertheless continue in full force without being  
4 impaired or invalidated in any way.

5 25. GENDER AND INTERPRETATION OF TERMS AND PROVISIONS.

6 As used in this Agreement and whenever required by the context thereof, each number, both  
7 singular and plural, shall include all numbers, and each gender shall include a gender. CONTRACTOR  
8 as used in this Agreement or in any other document referred to in or made a part of this Agreement shall  
9 likewise include both singular and the plural, a corporation, a partnership, individual, firm or person  
10 acting in any fiduciary capacity as executor, administrator, trustee or in any other representative capacity  
11 or any other entity. All covenants herein contained on the part of CONTRACTOR shall be joint and  
12 several if more than one person, firm or entity executes the Agreement.

13 26. WAIVER.

14 No waiver of any breach or of any of the covenants or conditions of this Agreement shall be  
15 construed to be a waiver of any other breach or to be a consent to any further or succeeding breach of  
16 the same or any other covenant or condition.

17 27. CHOICE OF LAW.

18 This Agreement shall be governed by the laws of the State of California. This Agreement is  
19 made and entered into in Imperial County, California. Any action brought by either Party with respect  
20 to this Agreement shall be brought in a court of competent jurisdiction within said County.

21 28. ATTORNEY'S FEES.

22 If either Party herein brings an action to enforce the terms thereof or declare rights hereunder,  
23 each Party in any such action, on trial or appeal, shall bear its own attorney's fees and costs.

24 29. AUTHORITY.

25 Each individual executing this Agreement on behalf of CONTRACTOR represents and warrants that:

26 29.1. He/She is duly authorized to execute and deliver this Agreement on behalf of  
27 CONTRACTOR;

28 ///

1 29.2. Such execution and delivery is in accordance with the terms of the Articles of  
2 Incorporation or Partnership, any by-laws or Resolutions of CONTRACTOR and;

3 29.3. This Agreement is binding upon CONTRACTOR accordance with its terms.

4 30. COUNTERPARTS.

5 This Agreement may be executed in counterparts.

6 31. REVIEW OF AGREEMENT TERMS.

7 This Agreement has been reviewed and revised by legal counsel for both ICLTA and  
8 CONTRACTOR, and no presumption or rule that ambiguities shall be construed against the drafting  
9 Party shall apply to the interpretation or enforcement of the same or any subsequent amendments  
10 thereto.

11 **IN WITNESS WHEREOF**, the Parties have executed this Agreement on the day and year first  
12 above written.

13 **IMPERIAL COUNTY LOCAL**  
14 **TRANSPORTATION AUTHORITY:**

**CONTRACTOR:**

15  
16 By:   
17 Chair

16 By:  CFO  
17 For: ANDREW NICKERSON, President

18 ATTEST:

19  
20 By:   
21 CRISTI LERMA, Secretary to the Authority

23 **APPROVED AS TO FORM:**

24 KATHERINE TURNER  
25 County Counsel

26  
27 By:   
28 ERIC HAVENS, Deputy County Counsel

## **EXHIBIT A**

The CONTRACTOR shall perform the following services:

### **A. DEFICIENCY/ALLOCATION REVIEWS AND RECOVERY**

1. CONTRACTOR shall conduct on-going reviews to identify and correct unreported transactions and use tax payments and distribution errors thereby generating previously unrealized revenue for the ICLTA. Said reviews shall include:

- (i) Comparison of county-wide local tax allocations to transactions tax for brick and mortar stores and other cash register-based businesses, where clearly all transactions are conducted on-site within the Measure “D” ICLTA boundaries, and therefore subject to transactions tax.
- (ii) Review of any significant one-time use tax allocations to ensure that there are corresponding transaction tax payments for taxpayers with nexus within the ICLTA boundaries.
- (iii) Review of state-wide transactions tax allocations and patterns to identify any obvious errors and omissions.
- (iv) Identification and follow-up with any potentially large purchasers of supplies and equipment (e.g. hospitals, universities, manufacturing plants, agricultural operations, refineries) to ensure that their major vendors are properly reporting corresponding transactions tax payments to the Measure “D” Transactions Tax District.

2. CONTRACTOR will initiate, where the probability of an error exists, contacts with the appropriate taxpayer management and accounting officials to verify whether current tax receipts accurately reflect the local sales activity. Such contacts will be conducted in a professional and courteous manner to enhance ICLTA's relations with the business community.

**B. DATA BASE MANAGEMENT, REPORTS AND STAFF SUPPORT**

1. CONTRACTOR shall establish a database containing all applicable Board of Equalization (BOE) registration data for each business within the Measure "D" District boundaries holding a seller's permit account. Said database shall also identify the quarterly transactions and use tax allocations under each account for the most current and previous quarters where available.



EXHIBIT B  
Transactions Tax Audit

The following business or businesses, located in the IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY have been identified as having the potential for generating additional tax revenues to the IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY. Contractor is hereby authorized to contact the given business(s) and the State Board of Equalization to verify the accuracy of the current reporting methodology and obtain the necessary documentation for the Board of Equalization, to bill for uncollected transactions and use tax payments or modify misallocated payments and to return revenues that may be due to the District.

Contractor's compensation shall be 25% of the new transactions tax revenue received by the District as a result of audit and recovery work performed by Contractor, as set forth in the Agreement between Contractor and ICLTA.

A. CONTRACTOR shall be paid 25% of the initial amount of new transactions or use tax revenue received by the ICLTA as a result of audit and recovery work performed by CONTRACTOR (hereafter referred to as "audit fees"). New revenue shall not include any amounts determined and verified by ICLTA or CONTRACTOR to be increment attributable to causes other than CONTRACTOR'S work pursuant to this agreement. In the event that CONTRACTOR is responsible for an increase in the tax reported by businesses already properly making tax payments to the ICLTA, it shall be CONTRACTOR'S responsibility to separate and support the incremental amount attributable to its efforts prior to the application of the audit fee. Said audit fees will apply to state fund transfers received for those specific quarters identified as being missing and/or deficient following completion of the audit by CONTRACTOR and confirmation of corrections by the State Board of Equalization but shall not apply prospectively to any future quarter. CONTRACTOR shall provide ICLTA with an itemized quarterly invoice showing all formula calculations and amounts due for audit fees.

CONTRACTOR shall obtain prior approval from ICLTA for each specific business for which payment of audit fees will be expected. Said approval shall be deemed given when the Executive Director or his/her designated representative, signs a Work Authorization form. ICLTA shall pay audit fees upon CONTRACTOR'S submittal of evidence of State fund transfers and payments to ICLTA from businesses identified in the audit and approved by the ICLTA.

B. Above sum shall constitute full reimbursement to CONTRACTOR for all direct and indirect expenses incurred by CONTRACTOR in performing audits including the salaries of CONTRACTOR'S employees, and travel expenses connected with contacting local and out-of-state businesses and the Board of Equalization staff.

C. Extra work beyond the Scope of Services set forth in this agreement shall not be performed by CONTRACTOR or reimbursed or paid for by ICLTA unless such extra work is specifically authorized in writing by Executive Director or his/her designated representative. CONTRACTOR shall be compensated for any additional services in the amounts and in the manner as agreed to by the ICLTA and CONTRACTOR at the time the ICLTA's written authorization is given to CONTRACTOR for the performance of said services.

RESOLUTION NO. 062817-4B

A RESOLUTION OF THE IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY AUTHORIZING EXAMINATION OF SALES, USE AND TRANSACTIONS TAX RECORDS

WHEREAS, pursuant to Ordinance 1-2008, the Imperial County Local Transportation Authority entered into a contract with the State Board of Equalization to perform all functions incident to the administration and collection of local sales, use and transactions taxes; and

WHEREAS, the Administrator of the Imperial County Local Transportation Authority deems it desirable and necessary for authorized representatives of the ICLTA to examine confidential sales, use and transactions tax records of the State Board of Equalization pertaining to sales, use and transactions taxes collected by the Board for the ICLTA pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board of Equalization records, and establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales, use and transactions tax records of the Board.

NOW, THEREFORE, THE IMPERIAL COUNTY LOCAL TRANSPORTATION AUTHORITY HEREBY RESOLVES AS FOLLOWS:

Section 1. That the Administrator, or other officer or employee of the ICLTA designated in writing by the Administrator to the State Board of Equalization (hereafter referred to as Board), is hereby appointed to represent the Imperial County Local Transportation Authority with authority to examine sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the ICLTA by the Board pursuant to the contract between the ICLTA and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of ICLTA sales, use and transactions taxes by the Board pursuant to that contract.

Section 2. That the Administrator, or other officer or employee of the ICLTA designated in writing by the Administrator to the Board, is hereby appointed to represent the ICLTA with authority to examine those sales, use and transactions tax records of the Board, for purposes related to the following governmental functions of the ICLTA:

- (a) Administration
- (b) Revenue management and budgeting
- (c) Community and economic development
- (d) Business license tax administration

(a) through (d) are governmental functions that often involve use of sales tax data. Please select from this list or add categories as needed to reflect local usage of sales tax data.

The information obtained by examination of Board records shall be used only for those governmental functions of the ICLTA listed above.

Section 3. That Hinderliter, de Llamas & Associates is hereby designated to examine the sales, use and transactions tax records of the Board pertaining to sales, use and transactions taxes collected for the ICLTA by the Board. The person or entity designated by this section meets all of the following conditions:

- (a) has an existing contract with the ICLTA to examine those sales, use and transactions tax records;
- (b) is required by that contract to disclose information contained in, or derived from, those sales, use and transactions tax records only to the officer or employee authorized under Sections 1 or 2 of this resolution to examine the information.
- (c) is prohibited by that contract from performing consulting services for a retailer during the term of that contract; and
- (d) is prohibited by that contract from retaining the information contained in, or derived from those sales, use and transactions tax records, after that contract has expired.

The information obtained by examination of Board records shall be used only for purposes related to the collection of ICLTA sales, use and transactions taxes by the Board pursuant to the contract between the ICLTA and the Board and for purposes relating to the governmental functions of the ICLTA listed in section 2 of this resolution.

Introduced, approved and adopted this 28<sup>th</sup> day of July 2017.

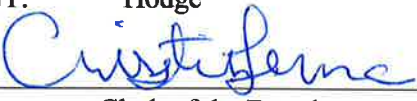
ATTEST: (s) Cristi Lerna  
Clerk of the Board

I, Cristi Lerma, Clerk of the Board of the Imperial County Local Transportation Authority, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced approved and adopted by the Imperial County Local Transportation Authority, at a regular meeting of said Authority held on the 28<sup>th</sup> day of June 2017, by the following roll call vote:

AYES: Nava, Nava-Froelich, Viegas-Walker, Predmore, Tucker, Ritchie,  
Plancarte, Kelley

NOES: None

ABSENT: Hodge

(s)   
Clerk of the Board

# **V. REPORTS** **Λ BEBOBLS**

- 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:** June 2, 2020  
**To:** ICTC Management Committee Members  
**From:** Mark Baza, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the ICTC Management Committee Meeting on June 10, 2020

- 1) **LTA Bonds Refunding/Financing Effort:** Based on municipal market and sales tax revenue trends we will remain on pause until we have a better sense of phase 3 openings within the County. In addition to continued lifting of travel restrictions at the border as legal crossings are a significant part of Imperial County's economy. A positive tone in the municipal market continues. There is an increasing number of investors (i.e. cash available) and as they are facing a continuing light calendar we are seeing a compression (lowering) of both absolute yields and spreads. Our Underwriter team (Ramirez & Co., Inc.) will continue to keep an eye on the market and review the most opportune time to move forward with the bond rating and pricing of the bonds. See attached, regarding municipal market trends.
- 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. Phase 2A demolition and construction is scheduled to begin in June 2020.*
- 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 25<sup>th</sup>. 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 1<sup>st</sup> through January 31<sup>st</sup>, 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 (TWG) meeting was held on February 13, 2020 in San Diego at Caltrans District 11 offices. *The fourth TWG meeting to discuss the alternatives analysis report was held on Thursday, May 21, 2020. The next step will be to work on the cost estimates.**

- 4) **Potential Bus Stop in Calipatria:** *ICTC has evaluated all of its fixed route service routes to attempt to provide service to the east side of Calipatria. Staff conducted time trials as well utilized several types of buses to verify buses would not have issues with other existing stops within proposed routes. Potential stops for the area include a stop along Commercial Avenue and potentially another stop near Alexandria Street. Staff is proposing to utilize its IVC Express route to potentially service the area. Final location and infrastructure associated with the potential bus stop(s) is pending discussion with the city of Calipatria staff.*
- 5) **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 environmental phase is scheduled to be completed in June 2020. Next steps: Begin design and property (Right of Way) acquisition process.**
- 6) **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. *Completion of the Data Collection from project stakeholders. The outreach plan will be rolled starting summer 2020.**
- 7) **I-8 / Imperial Avenue Interchange Reconstruction:** *Caltrans and construction team have been meeting with City of El Centro and ICTC to discuss details of construction phases and the public information campaign for both the Interchange Project and the Imperial Avenue Extension South Project. *The first phase of construction began on Monday, May 6, 2020. See attached announcement by Caltrans.**
- 8) **Calexico East Port of Entry Bridge Widening 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 Caltrans as the NEPA lead are in progress and is scheduled for completion in May 2020. In December 2018, 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 May 2020 and Request for Proposals in Summer 2020 for Design and Construction teams. Following the RFQ and RFP process, the Design-Build contract award is scheduled to begin in February 2021. *The NEPA studies and final document were completed in April 2020. ICTC will be advertising a Request for Qualifications in late May 2020. Subsequently, ICTC will request authorization for the \$20 million in federal funding and proceed with the Request for Proposals for Design-Build in Fall 2020.**
- 9) **Imperial Mexicali Binational Alliance Meeting:** *The last IMBA meeting scheduled for March 18, 2020 was postponed due to COVID-19. *An IMBA meeting was held via Zoom on Thursday, May 14, 2020. The meeting provided updates on the Calexico East and West infrastructure projects. The State of Baja provided updates on the bridge work at the Calexico West Port of Entry. A presentation on the California-Baja California Border Master Plan was made by Cheryl Mason from the San Diego Association of Governments. The new Executive Director of the Mexicali Industrial Development Corporation Rodolfo Andrade gave a presentation of their work plan. Lastly, brief updates were provided by other economic development agencies as well as IMBA members.**
- 10) **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 is finalizing the recruitment and hiring process to replace the recently retired Director. 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.*

- 11) **State Route 98 from Ollie to Rockwood:** As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Boulevard were 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, and the Cesar Chavez Blvd. Widening was completed in October 2019. *Caltrans has completed the design and right of way phase for SR-98 Widening between Rockwood Avenue and Ollie Avenue. Construction phase is scheduled to begin in Summer 2020.*
- 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. *Documentation modifications were completed and forwarded to the FTA for review.*
- 14) **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. Staff is continuing to look for funding opportunities to complete bus stop improvements throughout the county.
- 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) **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. *Staff is reviewing the possibility of relocating the bus stop to the location of the newly constructed fire station.*
  
- 17) **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.*
  
- 18) **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. *The 65% design plans in Spring 2020. All stakeholder staff met on May 6, 2020 to review status of 65% plans. Next steps: consultant will proceed to complete 90% plans; CBP Border Patrol is preparing a formal request to receive final construction funds needed of \$2.3 million.*
  
- 19) **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.*
  
- 20) **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.

<b>Agency</b>	<b>Project</b>
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 <a href="#">ICTC website here</a> .
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.*

<b>Agency</b>	<b>RMRA Amount FY 2019-2020</b>
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
<b>TOTAL</b>	<b>\$9,997,753*</b>

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

- 21) **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 bus stops at Pioneers Memorial Hospital have been constructed and in use.*
  
- 22) **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.
  
- 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
Holtville	Orchard Road/Cedar Avenue	\$ 60,000	\$ 60,000	\$ 120,000	2020-2021	Jun-20
El Centro	Dogwood Road from Villa Road to Commercial Avenue	\$ 339,000	\$ 339,000	\$ 678,000	2020-2021	Jun-20

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](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 Project 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:**

- May 1, 2020 – Imperial County's Roadmap to Recovery via Zoom Meeting
- May 4, 2020 – IVRMA Project / Program Manager Interviews at the ICTC Office and via Zoom Meeting
- May 6, 2020 – ICTC SSTAC Meeting via Zoom Meeting
- May 13, 2020 – ICTC Management Committee Meeting via Zoom Meeting
- May 14, 2020 – Imperial Mexicali Binational Alliance Meeting at the ICTC offices and via Zoom Meeting
- May 21, 2020 – Fourth Technical Working Group (TWG) meeting of the SR 78/Glamis Multiuse Grade Separated Crossing Feasibility Study via Microsoft Teams
- May 27, 2020 – ICTC Budget Workshop, Commission and IVRMA Meetings via Zoom Meeting
- May 28, 2020 – ICTC TAC Meeting via Zoom Meeting
- June 3, 2020 – ICTC SSTAC Meeting via Zoom Meeting



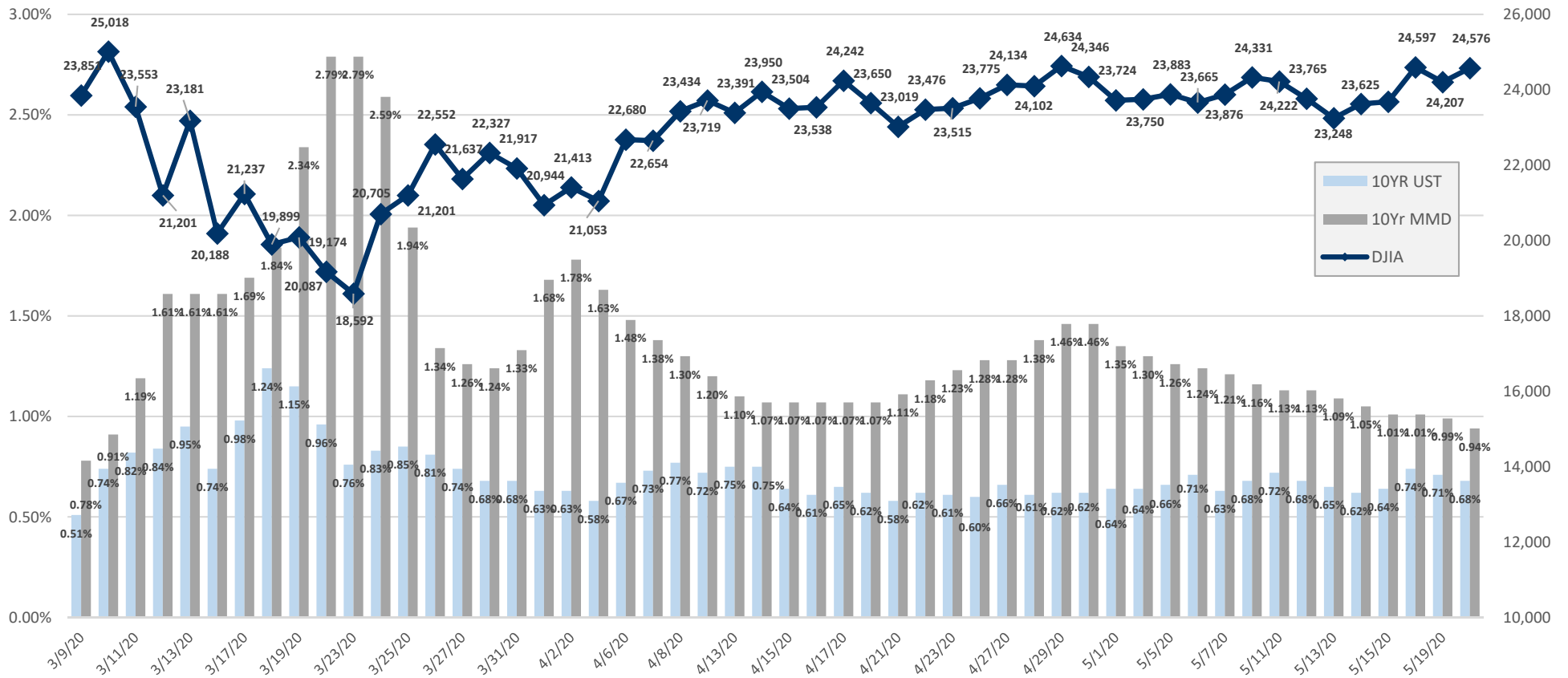
# Imperial County Local Transportation Authority

## Municipal Market Update



# Global and Municipal Market

Monday	Tuesday	Wednesday	Thursday	Friday
May 18	May 19	May 20	May 21	May 22
Equities had strong performance on promising early results of a Covid-19 vaccine from Moderna. The municipal market tone remained positive as MMD reset 1-7 bps lower in 2021-2029.	Equities gave back some of yesterday's gains as questions were raised about Moderna's Covid-19 vaccine data. The municipal market's positive tone continued today as MMD reset 2-7 bps lower across the curve.	FOMC minutes show members' concern the pandemic poses "an extraordinary amount of uncertainty." Equities rose, reversing yesterday's decline. Muni market tone was positive as MMD reset 5-7 bps lower.	<u>Economic Releases:</u> <ul style="list-style-type: none"> <li>Jobless Claims</li> <li>Existing Home Sales</li> </ul>	<u>Economic Releases:</u> <ul style="list-style-type: none"> <li>SIFMA Rec. Early Close at 2:00 pm ET</li> </ul>



Source: Bloomberg and Thomson Reuters as of 05/20/2020

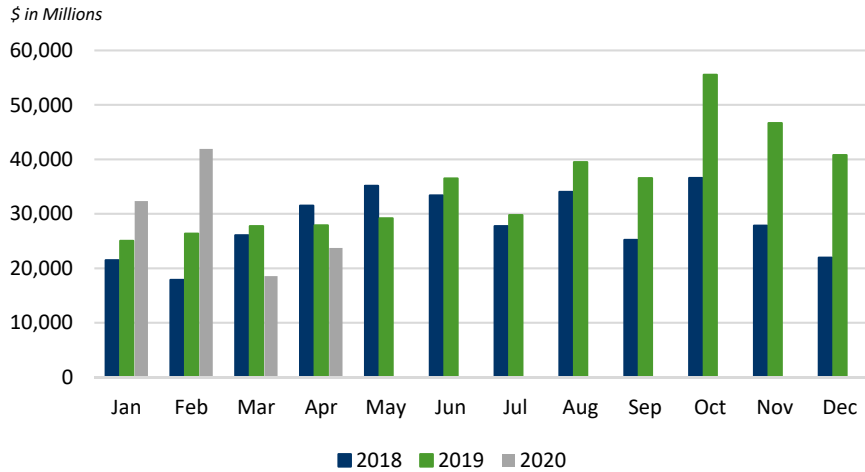




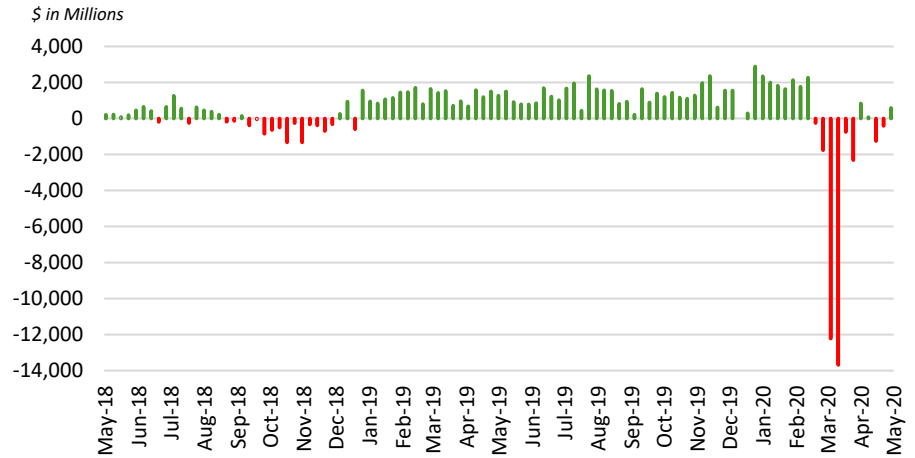
# Current Dynamics in the Municipal Market

- Positive tone in the market continued and many deals that were on “day-to-day” status on the calendar were able to come off and price successfully
- MMD lower all across the curve; 5Y -15bps / 10Y -15bps / 30Y -15bps
- Weekly volume was 237 deals for ~\$7.6 billion (negotiated 131 deals for ~\$6.2 billion; competitive 106 deals for \$1.4 billion)
- Muni Mutual Funds saw weekly inflows of \$582 million

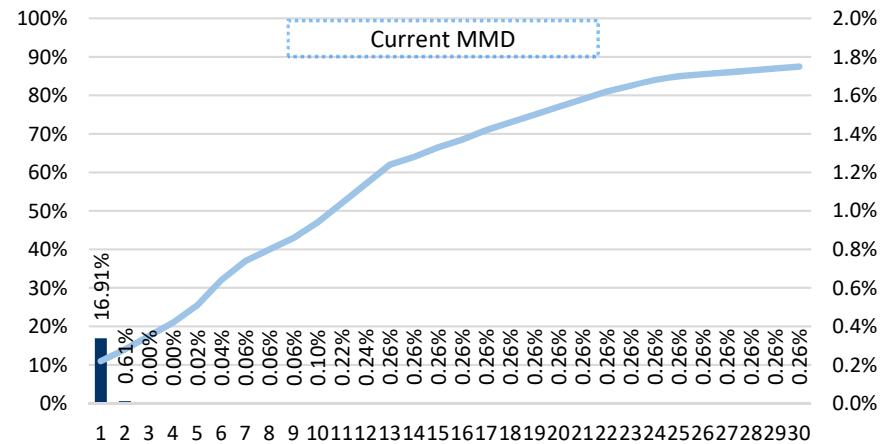
## New Issuance Volume - \$116.61 billion 2020YTD; ↑ 8.86% YOY



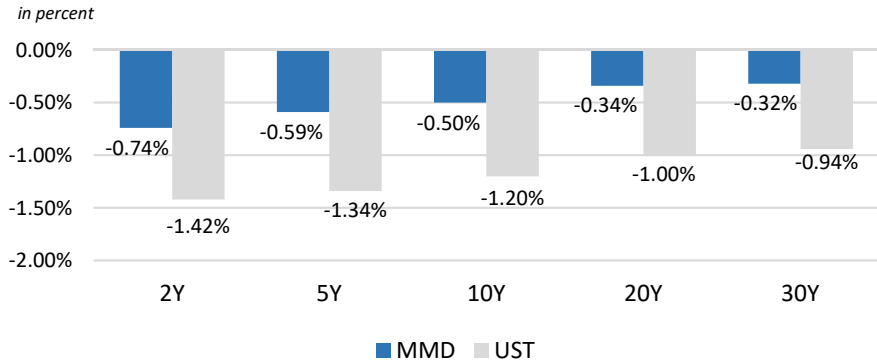
## Muni Fund Flows YTD Total \$14.28 Billion of Outflows



## % of Time MMD Has Been Lower Since 2000



## MMD and UST Movement Since January 2, 2020



	5/20 Close	2Y	5Y	10Y	20Y	30Y
MMD		0.28%	0.51%	0.94%	1.54%	1.75%
UST		0.16%	0.33%	0.68%	1.22%	1.40%



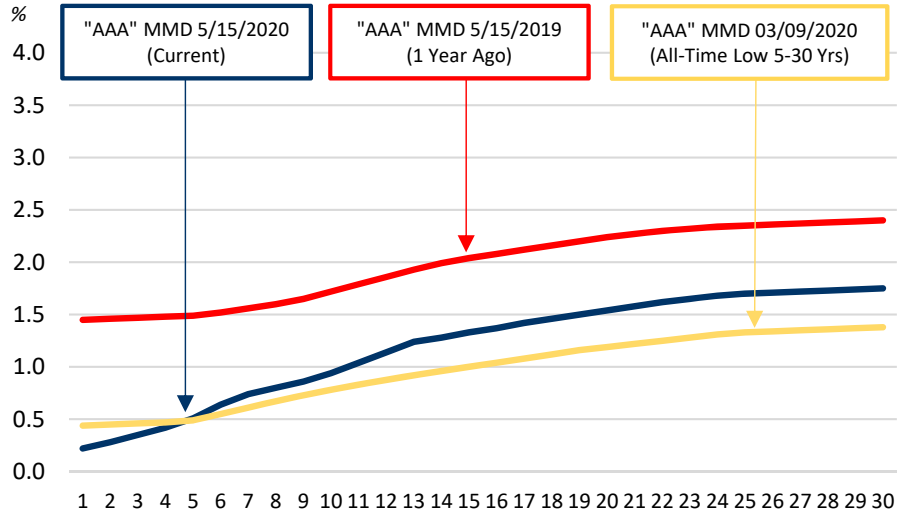
Source: Bond Buyer and Thomson Reuters as of 05/20/2020





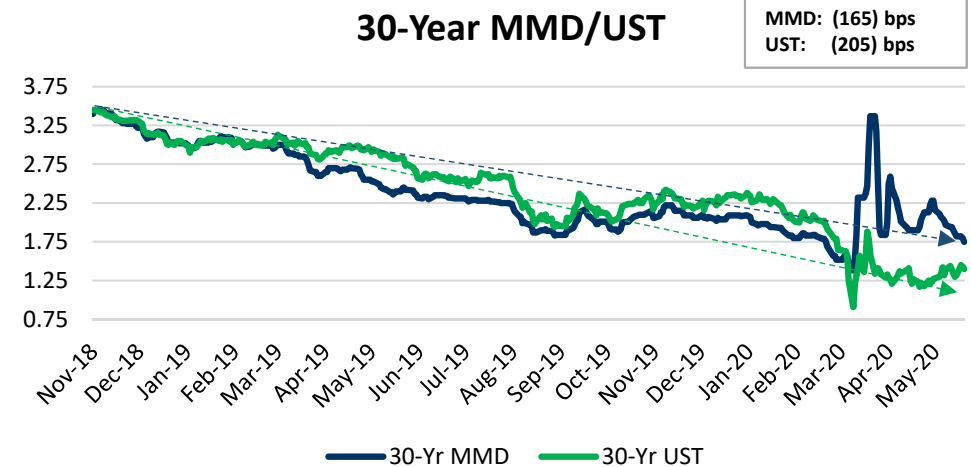
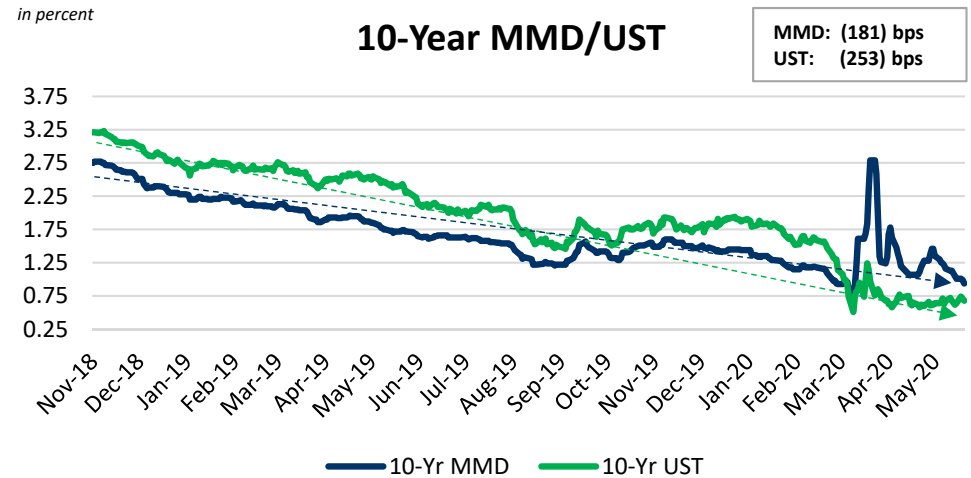
# Current Dynamics in the Municipal Market

## MMD Curves



	5/13/2020	5/20/2020	Change
5-Year MMD	0.81%	0.51%	-30 bps
10-Year MMD	1.09%	0.94%	-15 bps
30-Year MMD	1.90%	1.75%	-15 bps
5-Year UST	0.32%	0.33%	1 bps
10-Year UST	0.65%	0.68%	3 bps
30-Year UST	1.34%	1.40%	6 bps
5-Year MMD/UST	253.13%	154.55%	-98.58%
10-Year MMD/UST	167.69%	138.24%	-29.46%
30-Year MMD/UST	141.79%	125.00%	-16.79%

## UST/MMD Movements Since Market Highs in November 2018



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# FY2019/2020 Project List

Updated 5/8/2020

<b>State and Federal funding Obligations: Beginning October 1, 2019, agencies are allowed to 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</b>							
Agency	Project Name	Funding Type	Phase	Federal Amount in FY 2019/20	Local Match	Total Phase Cost	Status
Brawley	Pedestrian and street improvements (paving of dirt road) on Legion Street between State Route 86 and Western Avenue	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$177,000	\$23,000	\$200,000	RFA Submittal
Brawley	Construct street improvements (paving of dirt road) along Western Avenue from Legion Street to Wildcat Drive	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$177,000	\$23,000	\$200,000	RFA Submittal
Brawley	Street improvements (repavement) along Legion Street from East of Kelley Ave. to West St. deflection point near West City limits	STBG	CON	\$620,000	\$81,000	\$701,000	RFA Submittal
Brawley	Street improvement (repavement) along K Street from Highway 86 to to 8th St.	STBG	Engineering/Plans, Specifications and Estimates (PS&E)	\$52,000	\$8,000	\$60,000	RFA Submittal
Calxico	Weakley Street between Scaroni Blvd. and Portico Blvd. (unpaved street)	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$173,000	\$20,000	\$193,000	Working on RFA
Calipatria	Date Street between HWY 111/Sorenson Ave. and Railroad Ave. pedestrian improvements	CMAQ & STBG	CON	\$528,000	\$69,000	\$597,000	Ready to submit RFA for CON
El Centro	Traffic Signal Synchronization Dogwood Avenue and 8th Street	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$48,000	\$7,000	\$55,000	E-76/Council approval
Holtville	Cedar Avenue Sidewalk Improvements	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$17,000	\$3,000	\$20,000	RFA process going to Council for approval
Holtville	9th Street Sidewalk Improvements from Beale Avenue to Oak Avenue	CMAQ	CON	\$331,000	\$43,000	\$374,000	RFA process
Holtville	Orchard Road from Alamo River Bridge to 4th Street	STBG	CON	\$396,000	\$52,000	\$448,000	RFA process
Imperial	Class II Bike facility north side of Aten Road from Dogwood Road to Puerto Vallarta Ave.	CMAQ	CON	\$432,000	\$56,000	\$488,000	Already received state approval.
County	Clark Road Improvements from Wahl Road to 0.5 miles north of SR-98	STBG	CON	\$1,348,000	\$175,000	\$1,523,000	Request for Authorization packet to Caltrans
					<b>Regional Total FY2019/20</b>	<b>\$4,859,000</b>	



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
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## Memorandum

**Date:** June 10<sup>th</sup>, 2020  
**To:** ICTC Management Committee Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**Re:** **Southern California Association of Government’s (SCAG) Report**

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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 June 10<sup>th</sup>, 2020.

- 1. SCAG Report: COVID-19 Impact on SoCal Economy Will be Severe and Long-Lasting, With Historic Levels of Unemployment, Taxable Sales Losses MAY 2020:** Southern California faces “severe and long-lasting” economic impacts from the COVID-19 pandemic, with Great Depression-level unemployment, supply chain interruptions and significant drops in taxable sales, according to an analysis from the nation’s largest metropolitan planning organization.

The report, prepared by analysts at the Southern California Association of Governments (SCAG), projects an annual unemployment rate for the six-county region of 19.3% in 2020, tapering down to 12.2% in 2021. The 2020 rate is particularly significant given that year started with unemployment averaging around 4% in January and February. In April alone, SCAG estimates job loss rates of 20% to 22% – a surge that surpasses the more gradual trendline during the Great Depression, when U.S. unemployment took more than three years to reach its peak of 24.9% in 1933.

The analysis also projects decrease in taxable sales of 26% to 38% in 2020 and 2021. In total dollars, those decreases would range from \$178 billion to \$264 billion, which could severely impact local municipal budgets that rely on sales tax revenues. The forecast models do not take into account the possibility of further waves of infection or the still-unclear impact of government spending on relief efforts. The official press release is attached in the agenda backup and a link was provided to the full report in the agenda posting e-mail. Please feel free to contact SCAG with any questions. [http://www.scag.ca.gov/Documents/scag-COVID-19-White-Paper\\_FINAL\\_2020-0514.pdf](http://www.scag.ca.gov/Documents/scag-COVID-19-White-Paper_FINAL_2020-0514.pdf)

- 2. Connect SOCAL 120 Day Directive-** On May 7 SCAG’s Regional Council approved Connect SoCal, the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy, for federal

transportation conformity purposes and approval for all other purposes was postponed for up to 120 days to allow more time to consider the short- and long-term implications of the COVID-19 pandemic on the plan. SCAG will continue to conduct further targeted outreach with jurisdictions and other stakeholders over the 120-day period. For updates on Connect SoCal, please visit [connectsocial.org](https://connectsocial.org).

3. **SCAG Demographic Workshop:** SCAG and the University of Southern California’s Sol Price School of Public Policy will be hosting the 31st Annual Demographic Workshop over two sessions – one on Thursday, June 11, 2020, and the other on Thursday, June 18, 2020 – virtually. The program is free and will focus on responding to demographic changes across the region and the economic impacts of the COVID-19 pandemic. register on the event webpage
4. **2020 SCAG General Assembly:** Last Thursday, SCAG held its 55th Annual General Assembly meeting virtually via Zoom. This was rescheduled due to the cancellation of the annual conference in May. Delegates representing all of the jurisdictions in the SCAG region met where Assembly Speaker Anthony Rendon gave introductory remarks, approved the 2020/2021 General Fund Budget, and elected new Board Officers. Rex Richardson, Councilmember Long Beach was elected as the new SCAG President.
5. **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. The “Call for Projects” was released earlier in March 2020. The deadline for applications has been extended to September 15<sup>th</sup>, 2020. Quick Build applications are still due July 15<sup>th</sup>, 2020. SCAG is working towards holding an ATP workshop in Imperial County concurrently with the ICTC Technical Advisory Committee meeting at a future date.

## UPDATE ON REGIONAL COUNCIL'S 120-DAY DIRECTIVE FOR CONNECT SOCAL

On May 7, 2020, SCAG's Regional Council approved Connect SoCal, the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy, for federal transportation conformity purposes while approval for all other purposes was postponed for up to 120 days. This delay was intended to allow more time for SCAG to consider the short- and long-term implications of the novel coronavirus (COVID-19) pandemic on the plan. Additionally, in response to Regional Council direction, SCAG staff will provide additional analysis, and work with local authorities to address stakeholder's questions and concerns related to the neighborhood-level Growth Forecast utilized for modeling purposes for the Sustainable Communities Strategy. As part of this process, SCAG reached out to all jurisdictions on May 27, 2020, to outline the next steps SCAG staff are taking as we consider refinements related to the neighborhood-level Growth Forecast on the issues of entitlements and locally planned growth capacities. Local jurisdictions will have the opportunity to review the data and provide feedback to SCAG by June 9, 2020. SCAG will continue to conduct further targeted outreach with jurisdictions and other stakeholders over the 120-day period. For updates on Connect SoCal, please visit [connectsocial.org](https://connectsocial.org).

## DEMOGRAPHIC WORKSHOP WEBINARS EXPLORE COVID-19 IMPACT

SCAG and the University of Southern California's Sol Price School of Public Policy will be hosting the 31st Annual Demographic Workshop over two sessions – one on Thursday, June 11, 2020, and the other on Thursday, June 18, 2020 -- virtually via videoconference. The theme of this year's program, "Accelerating Planning to Catch Up to 21st Century Demographics," is focused on responding to demographic changes across the region and the economic impacts of the COVID-19 pandemic.

- **Part 1: The Changing Demographic Outlook and Housing Trends** will provide an update on the latest in demographic trends including migration, fertility and aging, and their implications on regional planning as we begin a new decade.
- **Part 2: Impact of COVID-19 on Housing and Economy** will include a panel on the impacts of the COVID-19 pandemic, as well as an update on the progress and challenges of Census 2020.

Both of the Demographic Workshop sessions will feature a panel of experts and applied roundtable discussions. The cost of this year's workshop is free to all individuals that [register on the event webpage](#). For additional details about the event, please contact John Cho at [choj@scag.ca.gov](mailto:choj@scag.ca.gov).

## AGENCY LEADERS, STAFF CONTINUE BUILDING RELATIONSHIPS IN WASHINGTON AND SACRAMENTO DURING COVID-19 PANDEMIC

A week before the May 19, 2020 meeting of the Legislative/Communications and Membership Committee (LCMC), Executive Director Kome Ajise, along with President Bill Jahn, LCMC Chair Jan Harnik, and Regional Councilmember Dennis Michael conducted a virtual meeting with Congressman Pete Aguilar (D-Redlands), Vice Chair of the House Appropriations Committee. The purpose of the meeting was to advocate for direct federal assistance for all cities and counties in the SCAG region for help with unexpected COVID-19-related expenses and to backfill tax revenue losses. The Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was passed by Congress and signed by the President in late March 2020, provided \$125 billion of direct relief for all states and cities and counties with a population greater than 500,000. While five of the six counties in the SCAG region received assistance under this Act, only one of the 191 cities in the SCAG region received needed assistance. The Congressman expressed his support in concept for providing assistance to all cities and counties regardless of population and specifically mentioned his traveling back to Washington, DC to vote for the Health and Economic Recovery Omnibus Emergency Solutions (HEROES) Act, which would provide \$350 billion for states and all cities and counties over two budget cycles. The HEROES Act was passed by the House of Representatives in mid-May and now awaits a vote in the Senate.

The LCMC also had the pleasure of welcoming California State Senator Holly Mitchell (D-Los Angeles) at its May 19, 2020 meeting. As Chair of the Senate Committee on Budget and Fiscal Review, she gave a detailed overview of the May Revise and the state's budget process. Governor Newsom's revised spending proposal was released on May 14, 2020 and revealed a \$54.3 billion budget deficit. Moreover, the budget process will be cut short because the health crisis limits the ability of legislators to meet, while the economic impact of the pandemic has created unprecedented changes in revenue resources and spending needs. Staff will continue to monitor the budget process and any legislation affecting the region.

## WHITE PAPER ASSESSES POTENTIAL REGIONAL ECONOMIC IMPACTS OF COVID-19

On May 14, 2020, SCAG released a white paper that provides an initial assessment of potential employment and taxable sales implications of the COVID-19 pandemic in the region as of the end of April 2020. The white paper, "Potential Economic Impacts of COVID-19 in the SCAG Region," assumes a low-point in the regional economy occurring around June 1, 2020, with a resumption of some economic activity thereafter, but a long, slow recovery extending through the end of 2021. Additionally, numerous assumptions are made about the decline and potential recovery trajectory in individual industry sectors. As the pandemic unfolds and additional data become available, these assumptions, modeling strategies and outputs can be revised. The white paper is [available on the SCAG website](#).

## SCAG FEATURED IN BEST PLANNING PRACTICES REPORT

Every two years, the American Planning Association's Transportation Planning Division releases a State of Transportation Planning report, which highlights best planning practices and use cases from around the country. Seeking to diversify transportation planning past the typical car-centric efforts of prior years, this year's report places a greater emphasis on people- and health-focused transportation planning. As a recognized leader in transportation planning, a number of SCAG's planning efforts are featured in the report with articles about the *Go Human* campaign and the Kit of Parts, Mobility Go Zone and Pricing Feasibility Study, Disadvantaged Communities Active Transportation Planning Initiative, and Active Transportation Database. This year's report consists of 35 articles, which are written by more than 60 authors from 15 states as well as from outside the country.

## SCAG ACTIVE TRANSPORTATION DATABASE WINS APA-LA PLANNING AWARD

The agency's Active Transportation Database (ATDB) was selected to receive the Award of Excellence in the Innovative Use of Technology category by the Los Angeles Chapter of the American Planning Association. The award category recognizes a program or process that features an innovative use of technology. The ATDB currently has nearly 70 registered agencies (includes cities, counties, state agencies, community-based organizations and consulting firms working on behalf of jurisdictions) and more than 700 locations with available count data. The ATDB offers a wide assortment of open data on bicycle, pedestrian, wheelchair, and scooter/skateboard volumes to help inform and improve planning projects in Southern California. This wealth of active transportation data will only continue to grow through our partnership with Caltrans and will be of use to planners and researchers for years to come.

## SCAG HONORS SIX INNOVATIVE LOCAL PROJECTS WITH 2020 SUSTAINABILITY AWARDS

Six exemplary and innovative planning projects were honored last month as winners of the 2020 SCAG Sustainability Awards. Honorees of this year's 13th Annual Sustainability Awards include four municipalities and two transportation agencies in the six-county SCAG region. The Sustainability Awards recognize excellence in coordinating land use and transportation to improve mobility, livability, prosperity and sustainability.

The 2020 honorees by category are:

- **Outstanding Achievement in Sustainability:** The Community Home Energy Retrofit Project -Locally Grown Power project serving the cities of Pomona and Claremont.
- **Active, Healthy and Safe Communities:** The City of Burbank for the Burbank Channel Bikeway.
- **Clean Cities – Alternative Fuels and Infrastructure:** The San Bernardino County Transportation Authority for the Zero-Emission Multiple Unit Initiative.



- **Efficient and Sustainable Land Use:** The City of Long Beach for their General Plan Land Use Element update.
- **Housing Innovation:** The City of Palmdale for the Courson Arts Colony.
- **Green Region – Resource Conservation and Climate Action:** Caltrans for the wildlife passage modifications on State Route 118 in Las Posas Valley.

More information, including details on recipients of the Sustainability Award Honorable Mentions, is available on the SCAG [Sustainability webpage](#).

## SCAG AND ESRI KICK OFF REGIONAL DATA PLATFORM PROJECT

On May 21, 2020, SCAG and Esri kicked-off the Regional Data Platform project, which will become a critical component of SCAG's regional planning tools going forward. Essentially, the Regional Data Platform will support regional and local planning for implementation of the Sustainable Communities Strategy by: 1) Enhancing SCAG's existing data system capability to meet local needs for data-driven decision-making, government transparency, collaborative regional, and community planning; 2) Expanding SCAG's data infrastructure system, enhancing regional data standardization, and performing best practices for improvements on data updates; and 3) Improving system management, maintenance, and security in order to fully implement and facilitate the region's needs of open data, big data, and new technology utilization for data sharing and data visualization in innovative planning. This will result in an integrated data platform that supports the update of local general plans, including interactive dashboards that help local jurisdictions make decisions according to sustainability metrics included in SCAG's Sustainable Communities Strategy.

## SCAG TO HOLD LISTENING SESSION IN SUPPORT OF REGIONAL EARLY ACTION PROGRAM PLANNING GRANT

SCAG will hold a listening session on June 9, 2020 with subregions to get input on the Subregional Partnership program under the Regional Early Action Program (REAP) planning grant. The sub-allocation program will provide approximately \$23 million to fund projects that will provide help to jurisdictions to plan for their 6th Cycle Housing Elements and accelerate housing production. Funding allocations will be subregionally based on the final Regional Housing Needs Assessment (RHNA) allocation and are intended to augment activities funded by grants directly available to jurisdictions, such as SB 2 and the Local Early Action Program (LEAP). The listening sessions are intended to help subregional partners identify potential projects that SCAG can fund through partnerships rather than a pass-through basis. If you have questions or need more information, please contact Ma'Ayn Johnson at [johnson@scag.ca.gov](mailto:johnson@scag.ca.gov) or (213) 236-1975.

## GO HUMAN LOCAL COMMUNITY ENGAGEMENT CALL FOR PROJECTS UPDATE

SCAG received 46 applications in response to the *Go Human* Local Community Engagement and Safety mini-grants call for projects, a program that aims to build street-level community resiliency and increase the safety of vulnerable street users. It is the first time the *Go Human* program is partnering with community-based organizations, non-profits, artists, students and creators. SCAG will award up to \$10,000 for selected projects with an implementation period planned to take place between May and July 2020. With support from the California Office of Traffic Safety, the mini-grants expand the concept of traffic safety. In light of the COVID-19 pandemic, SCAG encouraged submissions for creative and virtual engagement activities.



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# News Release

FOR IMMEDIATE RELEASE  
May 13, 2020



Contact: Steve Lambert, The 20/20 Network  
(909) 841-7527/ [steve@the2020network.com](mailto:steve@the2020network.com)

## ***SCAG: COVID-19 Impact on SoCal Economy Will be Severe and Long-Lasting, With Historic Levels of Unemployment, Taxable Sales Losses***

**Los Angeles** – Southern California faces “severe and long-lasting” economic impacts from the COVID-19 pandemic, with Great Depression-level unemployment, supply chain interruptions and significant drops in taxable sales, according to an analysis from the nation’s largest metropolitan planning organization.

The report, prepared by analysts at the Southern California Association of Governments (SCAG), projects an annual unemployment rate for the six-county region of 19.3% in 2020, tapering down to 12.2% in 2021. The 2020 rate is particularly significant given that year started with unemployment averaging around 4% in January and February. In April alone, SCAG estimates job loss rates of 20% to 22% – a surge that surpasses the more gradual trendline during the Great Depression, when U.S. unemployment took more than three years to reach its peak of 24.9% in 1933.

The analysis also projects decrease in taxable sales of 26% to 38% in 2020 and 2021. In total dollars, those decreases would range from \$178 billion to \$264 billion, which could severely impact local municipal budgets that rely on sales tax revenues. The forecast models do not take into account the possibility of further waves of infection or the still-unclear impact of government spending on relief efforts.

“Even with some uncertainty over how all of this will play out, our analysis suggests that the pandemic’s economic impacts will be severe and long lasting. Understanding this now, and identifying which sectors will be hardest hit, allows us to better plan for the recovery,” said Bill Jahn, SCAG’s President and a Big Bear Lake City Councilmember.

The assessment shows that job losses are likely to be deeper than those experienced during the Great Recession, and there is little to suggest a quick return to normal tax revenues for local governments. Impacts are likely to be uneven across the jurisdictions of Southern California, not only in terms of their revenue sources but in terms of the vulnerability of their residents to health and economic risks

Restaurants will experience the biggest sales impact over the next two years – down a projected 53% to 65%, the SCAG report shows. Significant impacts also are likely to be felt by clothing retailers (down a projected 43% to 57%), car dealers and parts stores (down 38% to 48%) and home furnishing and appliance stores (down 34% to 43%).

Supply chain interruptions are another cause for concern, especially in Southern California, where one-third of all jobs and economic activity are tied – directly or indirectly – to the movement of goods. Though there has been a surge in consumption of essential goods since the pandemic began, imports and exports for discretionary cargo have declined substantially.

“There is no segment of our economy that is not impacted one way or another by COVID-19, which only emphasizes the need for an inclusive economic development strategy moving forward. The work we do in the coming months will be critical to how quickly and effectively we put this crisis behind us,” said Rex Richardson, a Long Beach City Councilmember and SCAG’s 1<sup>st</sup> Vice President.

One sector that could play a significant role in an economic rebound is housing, the analysis shows. While sales have slowed, supplies remain well below demand and most indications are that buyers and sellers are stalling transactions rather than deciding not to buy or sell.

Even so, the pace of any recovery is largely going to be determinant on when and how businesses are allowed to reopen and the speed in getting a vaccine to market. The SCAG analysis assumes a severe three-month decline, with the low point occurring on June 1, followed by a longer recovery period. The economic impacts are likely to be felt through the end of 2021, the report says.

“This is unlike anything we’ve seen in our lifetimes,” said Kome Ajise, SCAG’s Executive Director. “We know we’ve got huge challenges ahead of us, and will be working closely with our stakeholders and member cities and counties to try and identify a pathway to recovery that benefits all Southern Californians.”

To read SCAG’s economic analysis, click [here](#).

###

***About SCAG***

SCAG is the nation’s largest metropolitan planning organization, representing six counties, 191 cities and nearly 19 million residents. SCAG undertakes a variety of planning and policy initiatives to plan for a livable and sustainable Southern California now and in the future. For more information about SCAG’s regional efforts, please visit [www.scag.ca.gov](http://www.scag.ca.gov).

Southern California Association of Governments  
Remote Participation Only  
May 7, 2020

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**To:** Community  
Economic & Human Development Committee (CEHD)  
Energy & Environment Committee (EEC)  
Transportation Committee (TC)  
Regional Council (RC)

**From:** Kome Ajise, Executive Director,  
(213) 236-1835, Ajise@scag.ca.gov

**Subject:** Proposed Final Connect SoCal (2020-2045 Regional  
Transportation Plan/Sustainable Communities Strategy and  
Program Environmental Impact Report (PEIR))

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**EXECUTIVE DIRECTOR'S  
APPROVAL**



**RECOMMENDED ACTION FOR CEHD, EEC AND TC:**

Recommend to the Regional Council adoption of Resolution No. 20-621-1, which reflects the following:

- (1) Certify the Connect SoCal (2020-2045 Regional Transportation Plan/Sustainable Communities Strategy) Program Environmental Impact Report (PEIR); adopt the Findings of Fact, Statement of Overriding Considerations, and the Mitigation Monitoring and Reporting Program;
- (2) Allow for more time to review Connect SoCal and consider its implications in light of the short and long-term impacts of the COVID-19 pandemic on the region as requested by many stakeholders;
- (3) Approve the Connect SoCal as required for federal transportation conformity purposes only, and postpone for up to 120 days the date by which the Regional Council would be asked to consider approval of Connect SoCal in its entirety and for all other purposes, including but not limited to submittal to the California Air Resources Board (ARB);
- (4) Direct staff to provide a progress report describing modifications to the SCS and associated modeling and analysis within 60 days;
- (5) Direct staff to work with local authorities to identify and restore locally approved entitlements as conveyed by local jurisdictions. The Regional Council further directs staff to within 60 days identify and quantify all differences within the SCS and locally-approved General Plans and quantify the increase (or decrease) in housing, jobs or population between Connect SoCal and each local General Plan;
- (6) Find that until such time as the Regional Council may consider and approve in a subsequent meeting approval of Connect SoCal (including any required CEQA documentation) in its entirety, the SCS in the 2016 RTP/SCS and the PEIR mitigation measures shall remain operative for the region. The Connect SoCal PEIR mitigation measures shall not be operative until the Regional Council adopts a Connect SoCal Plan in its entirety as described

above; and

- (7) Adopt the Consistency Amendment No. 19-12 to the 2019 Federal Transportation Improvement Program (FTIP).

**RECOMMENDED ACTION FOR REGIONAL COUNCIL:** Adopt Resolution No. 20-621-1, as recommended above.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

**EXECUTIVE SUMMARY:**

After more than three years of work, and extensive coordination with SCAG’s local jurisdictions, the County Transportation Commissions (CTCs) and other partner agencies, and significant public outreach, staff submits the Proposed Final Connect SoCal to the Policy Committees and the Regional Council for their consideration as set forth in the Recommended Action. The Proposed Final Connect SoCal and comments with staff responses were posted on March 27, 2020 for an extended review period and are available at [www.ConnectSoCal.org](http://www.ConnectSoCal.org). Pursuant to consultation requirements set forth under state law, Public Utilities Code Section 130000 et seq. (referred to as “AB 1246”), Connect SoCal was presented to the designated “AB 1246 Committee,” made up of executive directors of the six county transportation commissions and Caltrans, on April 17, 2020. The proposed Final Connect SoCal was unanimously approved by the committee to move forward for adoption by the Regional Council.

The timely adoption of Connect SoCal is essential to meeting federal transportation conformity requirements, in order for the region to move forward with critical transportation infrastructure projects, due to the following obligations and risks:

- The Federal Highway Administration and Federal Transit Administration need to complete their review of the plan, and approve its conformity determination under the federal Clean Air Act, no later than June 1 or the region will enter into a conformity lapse grace period for up to one year, which could delay some major transportation planning activities as well as project implementation.
- Not meeting the June 1 deadline would also mean that SCAG’s emission analysis might need to be adjusted to comply with the recently adopted Part 2 of the federal Safer Affordable Fuel Efficient (SAFE) Rule which is anticipated to become effective late in June. This would create some uncertainty about how and when the region would be able to meet conformity requirements and could hinder early execution of projects needed to stimulate the economy.

SCAG recognizes and appreciates the requests by many of our stakeholders for more time to review the plan and consider its implications in light of the short and long-term impacts of the COVID-19 pandemic on the region. For this reason, and to strike a balance between providing certainty for transportation projects while offering more time for review of Connect SoCal and to address concerns expressed by stakeholders, staff recommends that the Regional Council delay up to 120 days consideration to approve Connect SoCal for all other purposes than transportation conformity, including delaying submittal of Connect SoCal to ARB for its determination of whether the Sustainable Communities Strategy meets the regional GHG emission reduction targets.

Until a subsequent meeting at which the Regional Council considers approval of Connect SoCal in its entirety, the SCS in the 2016 RTP/SCS (and the mitigation measures included in the PEIR for the 2016 RTP/SCS) would remain operative for the region. It is the sole authority of ARB to approve or reject a metropolitan planning organization's finding that the SCS meets the region's mandated greenhouse gas reduction targets.

Additionally, delays in finalizing approval of Connect SoCal in its entirety may affect SCAG's ability to meet statutory deadlines to complete the Regional Housing Needs Assessment (RHNA) allocation plan by October 2020, which affects local jurisdiction's housing element update deadlines by October 2021, since final data from the adopted Connect SoCal is utilized in allocations, which apply the Regional Council-approved RHNA Methodology.

While a delayed approval of Connect SoCal other than for transportation conformity purposes, poses risks and is not ideal, we believe the historic nature and devastating impacts of the pandemic on the lives and livelihoods of Southern Californians justifies the need to pause, assess and revise Connect SoCal, as appropriate.

The Recommended Action and related resolution also address the certification of the Final PEIR. Since the closing of the public comment period for the Draft Connect SoCal PEIR on January 24, 2020, SCAG staff has completed the proposed Final Connect SoCal PEIR. A summary of Plan changes, a summary of the major components of the proposed Final PEIR, and summary of master responses are provided below for consideration. Staff's assessment is that the responses to comments and revisions to the Draft PEIR do not significantly alter the Project, produce new information regarding substantial adverse environmental effects not already analyzed in the Draft PEIR, or change the Draft PEIR's significance findings. Instead, the information presented in the responses to comments "merely clarifies or amplifies or makes insignificant modifications" with respect to the Draft PEIR, as is permitted by CEQA Guidelines subdivision 15088.5(b). A copy of the proposed Final PEIR is available at: <https://www.connectsocial.org/Pages/Final-2020-PEIR.aspx>.

**BACKGROUND:**

Connect SoCal (2020-2045 Regional Transportation Plan/Sustainable Communities Strategy) is a long-range visioning plan that builds upon and expands land use and transportation strategies

Southern California Association of Governments

Remote Participation Only  
May 7, 2020

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**To:** Community  
Economic & Human Development Committee (CEHD)  
Regional Council (RC)

**From:** Kome Ajise, Executive Director, (213) 236-1835  
Ajise@scag.ca.gov

**Subject:** 6th Cycle RHNA Appeals Procedures

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EXECUTIVE DIRECTOR'S  
APPROVAL



**RECOMMENDED ACTION FOR CEHD:**

Recommend that the Regional Council approve the 6<sup>th</sup> Cycle RHNA Appeals Procedures.

**RECOMMENDED ACTION FOR REGIONAL COUNCIL:**

Approve the 6<sup>th</sup> Cycle RHNA Appeals Procedures.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

**EXECUTIVE SUMMARY:**

*After the Regional Council adopts both the Connect SoCal (2020 RTP/SCS) and RHNA Appeals Procedures, staff will provide each local jurisdiction its draft RHNA allocation. Per Government Code Section 65584.05(b) within forty-five (45) days of receipt of the draft RHNA allocation, a local jurisdiction (city or county) within the region or the California Department of Housing and Community Development (HCD) may appeal for a revision of the share of the draft regional housing need proposed to be allocated to one or more local jurisdictions. SCAG staff has developed 6<sup>th</sup> Cycle RHNA Appeals Procedures that outline the appeals process, and includes information on bases for appeals, the public hearings to hear appeals, and the reallocation of successful appeals.*

**BACKGROUND:**

On March 5, 2020, the Regional Council adopted the Final RHNA Methodology for the 6<sup>th</sup> cycle RHNA. After the Regional Council adopts both the Connect SoCal (2020 RTP/SCS) and RHNA Appeals Procedures, staff will provide each local jurisdiction its draft RHNA allocation. In accordance with Government Code Section 65584.05(a), SCAG is required under state housing law to distribute a draft allocation of regional housing needs to each city and county in the region, based on the adopted Final RHNA Methodology, and publish the draft allocation on its website. Per

Government Code Section 65584.05(b), within 45 days of receipt of the draft RHNA allocation, local jurisdictions and the California Department of Housing and Community Development (HCD) may appeal any jurisdiction's draft RHNA allocation.

Under the RHNA Appeals Procedures recommended for adoption, appeals may be filed on any draft RHNA allocation within the SCAG region by any SCAG jurisdiction and HCD. Per Government Code Section 65584.05(b), an appeal may only be filed on at least one of the following basis:

- Local planning factors and information relating to affirmatively furthering fair housing;
- Application of the adopted Final RHNA Methodology
- Significant and Unforeseen change in circumstances

Regarding a "significant and unforeseen change in circumstances," Government Code Section 65584.05(b)(3) requires it is based on a local planning factor as described in Government Code Section 65584.04(b) and by extension, subsection (e). This would require that any qualifying change in circumstances would need to have occurred after SCAG's survey packet, distributed pursuant to Government Code Section 65584.04(b), was distributed in Spring 2019. Additionally, an appeal based on a change in circumstances may only be filed by a jurisdiction appealing its own draft RHNA allocation.

Additionally, in accordance with state housing law, an appeal cannot be granted based on the following factors:

- A local jurisdiction's existing zoning ordinance and land use restrictions
- Any local ordinance, policy, voter-approved measure or standard limiting residential development.
- Prior underproduction of housing in a jurisdiction from the previous regional housing need allocation.
- Stable population numbers in a jurisdiction.

More detailed descriptions of these exclusions for appeals is included in Section I.D of the attached 6th Cycle RHNA Appeals Procedures, which is attached to this report.

Applicants of an appeal must complete an appeals form (Exhibit A) that will be available on the SCAG RHNA webpage ([www.scag.ca.gov/rhna](http://www.scag.ca.gov/rhna)) after the RHNA Appeals Procedures are adopted by the Regional Council. Directions on how to electronically submit the form and supporting documentation will be provided on the final form and on the RHNA webpage.

Following the conclusion of the filing period, all jurisdictions will be notified by SCAG of all appeals filed and related attachments will be posted on SCAG's website. Per Government Code Section 65584.05(c) Jurisdictions and HCD will have 45 days to comment on filed appeals.

Within 30 days of the end of the appeal comment period, SCAG must conduct public hearings to hear all filed appeals. The hearing body will be the RHNA Subcommittee, also known at this point as the RHNA Appeals Board. The RHNA Appeals Board will be subject to the RHNA Subcommittee Charter, which was adopted by the SCAG Regional Council at their February 7, 2019 meeting. All decisions made by the Appeals Board will be considered final and not reviewed by the CEHD Committee or Regional Council. Given recent public health directives limiting public gatherings due to the threat of COVID-19 and in compliance with applicable executive orders in effect, RHNA Appeals Board hearings may be held via teleconference. Public notice of hearings will be posted within 21 days of the scheduled public hearings. Because it is unknown at this time how many appeals will be filed, SCAG staff is currently unable to set the date of the hearings.

The appeals hearings will be organized by each jurisdiction subject to an appeal. Appeal applicants that have filed an appeal will be allotted time during the public hearing to present their argument for an adjustment to the jurisdiction's draft RHNA allocation. Jurisdictions that are the subject of an appeal but did not file an appeal on their own draft RHNA allocation will also be allotted time to present. SCAG staff will provide a recommendation and staff report for each subject jurisdiction, after which applicants and the subject jurisdiction which did not file an appeal but is the subject of an appeal (if applicable) may present a brief rebuttal. The RHNA Appeals Board is encouraged to make one finding on the subject jurisdiction after hearing all arguments and presentations on each subject jurisdiction. A full description of the public hearing procedures, including time allotments, are including in the 6<sup>th</sup> Cycle RHNA Appeals Procedures, which is an attachment to this report.

All successful appeals, except in determined cases as outlined in the Appeals Procedures Section H, will be reallocated back to all jurisdictions in the SCAG region, including those who had successful appeals. A full description of the methodology for successful appeal redistribution is described in the 6<sup>th</sup> Cycle RHNA Appeals Procedures.

The results of the appeals process and its subsequent reallocation will be included in the proposed final RHNA Allocation Plan, which will be reviewed by the RHNA Subcommittee, CEHD Committee, and Regional Council. The final RHNA Allocation Plan will be adopted by the Regional Council.

#### Differences between the 5<sup>th</sup> and 6<sup>th</sup> Cycles Appeals Procedures

There are several noticeable differences between the 5<sup>th</sup> and proposed 6<sup>th</sup> Cycle RHNA Appeals Procedures. First, for the 6<sup>th</sup> Cycle any jurisdiction and HCD may file an appeal on any jurisdiction whereas in the 5<sup>th</sup> cycle only a jurisdiction could file an appeal on its own draft RHNA allocation. Additionally, there were two separate processes in which a jurisdiction could request a reduction to



its draft RHNA allocation – a revision request and an appeal. However, due to recent legislation the process has been streamlined into one appeals process.

Moreover, in prior RHNA cycles, an appeal could not be based on local ordinances or voter-approved measures that limited the number of residential permits issued. For the 6<sup>th</sup> Cycle, in addition to these types of local ordinances, also excluded from appeals are underproduction of housing units since the last RHNA cycle and stable population growth.

#### Next Steps

A draft of the proposed 6<sup>th</sup> Cycle RHNA Appeals Procedures was presented at a public workshop on February 3, 2020. The purpose of the workshop was to provide the public a preview of SCAG staff proposals on the procedures and solicit comments until February 10, 2020. A number of jurisdictions provided written comments on the procedures, several of which have been directly incorporated into the procedures and attachments. Written comments received on the draft 6<sup>th</sup> Cycle RHNA Appeals Procedures can found posted on the RHNA webpage.

SCAG staff presented the updated RHNA Appeals Procedures at the February 24, 2020 RHNA Subcommittee meeting, where the Subcommittee recommended review and approval by the CEHD Committee and Regional Council at their respective March 5, 2020 meetings. Due to meeting time constraints, the CEHD postponed consideration of the RHNA Appeals Procedures to their next meeting. Similar time constraints for the Regional Council required postponement of consideration of the RHNA Appeals Procedures. The RHNA Appeals Procedures have been included in the May 7, 2020 CEHD and Regional Council agendas for recommendation and approval.

Following Regional Council adoption, SCAG will post the procedures along with a final appeal request form and directions for filing an appeal on the SCAG RHNA webpage. Key dates of the appeals process will be published after the adoption of the RHNA Appeals Procedures.

#### **FISCAL IMPACT:**

Work associated with this item is included in the current FY 19-20 General Fund Budget (800.0160.03: RHNA).

#### **ATTACHMENT(S):**

1. 6th Cycle RHNA Appeals Procedures
2. Exhibit A Appeal Request Form
3. Exhibit B SCAG Final RHNA Methodology
4. Exhibit C-GOV\_65080.
5. Exhibit C -GOV\_65584.
6. Exhibit C - GOV\_65584.04
7. Exhibit C -GOV\_65584.05

8. RHNA Subcommittee Charter
9. PowerPoint Presentation - RHNA Appeals



**Date:** June 5, 2020  
**To:** ICTC Management Committee  
**From:** Gustavo Dallarda, Caltrans District 11, Acting District Director  
**Re:** **District Director's Report**

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The following is the California Department of Transportation, District II report for the Imperial County Transportation Commission (ICTC) Management meeting of June 10, 2020:

1. **Project Updates:**

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

2. **Construction:**

I-8/Imperial Avenue Interchange

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.

Project construction signs were posted in late April with earth moving work beginning May 5 for two months behind concrete barriers. *Stage 1 closures and detours are anticipated for early July. Caltrans scheduled a virtual groundbreaking media event on June 9, 2020, with speakers including California State Transportation Agency (CalSTA) Secretary David S. Kim; Caltrans Director Toks Omishaken; District II Interim Director Gustavo Dallardo, Imperial County Transportation Commission (ICTC) Chairman George A. Nava and City of El Centro Mayor Efrain Silva. This will be followed by newspaper and radio ads and flyer distribution to inform the community about the July closures. Additional outreach to businesses in and near the construction zone will continue as needed to keep them informed about project details and impacts*

### Construction (continued):

Informational materials are available at:

<https://dot.ca.gov/caltrans-near-me/district-11/current-projects/i8-imp-interchange>

*The project will be open to traffic in mid-2022, with plant establishment and close out work continuing through 2023.*

#### SR-98 Pavement Rehabilitation Project

*Caltrans is improving 5.7 miles of travel way and shoulders on SR-98 from SR-7 to just west of East Highline Canal Bridge near Calexico.*

*The work uses cold-in-place recycling of the existing pavement to create a new base layer which is overlaid with rubberized hot mix asphalt concrete. The finished travel way will include shoulder backing and rumble strips.*

*Work on the three month project began May 6, 2020. Crews will work Monday through Friday from 6:00 a.m. to 7:00 p.m. with some extended hours and weekend work occurring as needed.*

*Caltrans issued a news release in advance of work advising motorists about lane closures in one-mile increments and one-way traffic control through a single open lane. Highway workers will direct traffic through the open lane, one direction at a time, when it is safe to do so. Minor delays of less than ten minutes may occur.*

### 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. The comments for the 65% design review were provided to ICTC/AECOM in mid May. Caltrans also provided a list of documents/forms that will need to be reviewed prior to permit submittal. Currently, Caltrans looks forward to ICTC's response and next submittal.

### 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.

### Planning (continued):

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. *Four alternatives were presented for analysis and discussion. Two alternatives were eliminated from future study, with the remaining two alternatives requiring modifications. These will be revised and presented to the TWG at the next meeting in July.*

### 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.

*During May, two Study Sessions with the El Centro Planning Commission and City Council were held to discuss the amendments to the Land Use Element, Mobility Element, and preparation of an Environmental Justice Element for the City of El Centro General Plan. Feedback and input were received and the consultant will address concerns in future information sharing sessions.*

### 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.

Further outreach will occur at future TAC meetings and through non-traditional methods such as social media and virtual meetings.

## Planning (continued):

### Border Master Plan:

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. 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.

A kickoff meeting was held on January 21, 2020, and the update is expected to be completed by early 2021. *A public outreach program is being developed, and the Policy Advisory Committee is scheduled to meet on June 20, 2020.*

### **5. Senate Bill 1 Projects:**

The remaining project which received SBI funding is the Calexico East Bridge Expansion. Caltrans is providing design and environmental services.

*Caltrans anticipates that the Better Utilizing Investments to Leverage Development (BUILD) funds will be awarded before the end of September 2020. Following receipt of those funds, the Request for Proposals will be posted. The RFP process will take several months to complete. It is expected that the actual design build process will begin about March 2021.*

### **6. Upcoming Projects:**

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

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

## 7. Maintenance

Recently Caltrans Maintenance has repaired deteriorated portions of SR-115 between Evan Hewes Highway and Alamo Road (Figure 1), as well as removing brush, mowing and applying herbicide along I-8 near the Jaime Obeso Rest Area (Figure 2).

Figure 1



Figure 2



## 8. Local Assistance:

Summer 2020 Deadline: Active Transportation Program (ATP) Cycle 5 Call for Projects:

The California Transportation Commission (CTC) call for ATP projects began March 25, 2020. The extended deadline is July 15, 2020, for “Quick-Build” ATP projects. September 15, 2020 is the new deadline for all other ATP project types.

The following link provides all available details, including the revised schedule.

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle5>

## Local Assistance (continued):

### September 4, 2020 – Highway Safety Improvement Program (HSIP) Cycle 10 Call for Projects

Caltrans Division of Local Assistance (DLA) announced the local HSIP Cycle 10 Call-for-Projects on May 5, 2020. The application deadline is September 4, 2020.

For additional information on the HSIP Cycle 10, please see the following link:

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/hsip/2020/hsipcycle10announcement.pdf>

### Preparation Schedule for CTC Allocation Requests:

Please review the attached schedule of deadlines to send allocation request packages for CTC approval during the August 2020 CTC meeting. When possible, do not wait to submit requests. Caltrans District 11 must receive all documents at least two months prior to the preferred CTC meeting date. Friday, June 12, 2020 is the next deadline (for the August 2020 CTC meeting).

Per the Interim Timely Use of Funds Policy, which was officially adopted at the May 13-14, 2020 CTC meeting, project components that are programmed in Fiscal Year 2019-20 that have not yet allocated:

- The deadline to request an allocation will be extended from the June 24-25, 2020 CTC meeting to the December 2-3, 2020 CTC meeting.
- Under this new Interim Timely Use of Funds Policy, any agencies that need extensions past the December deadline must submit new time extension requests for consideration at October or December 2020 CTC meetings.

### 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.

Note the Obligation Authority (OA) funds for redistribution are dwindling faster than in prior years. Also, make sure that funds are programmed appropriately.

### 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:



**Local Assistance (continued):**

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.

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:

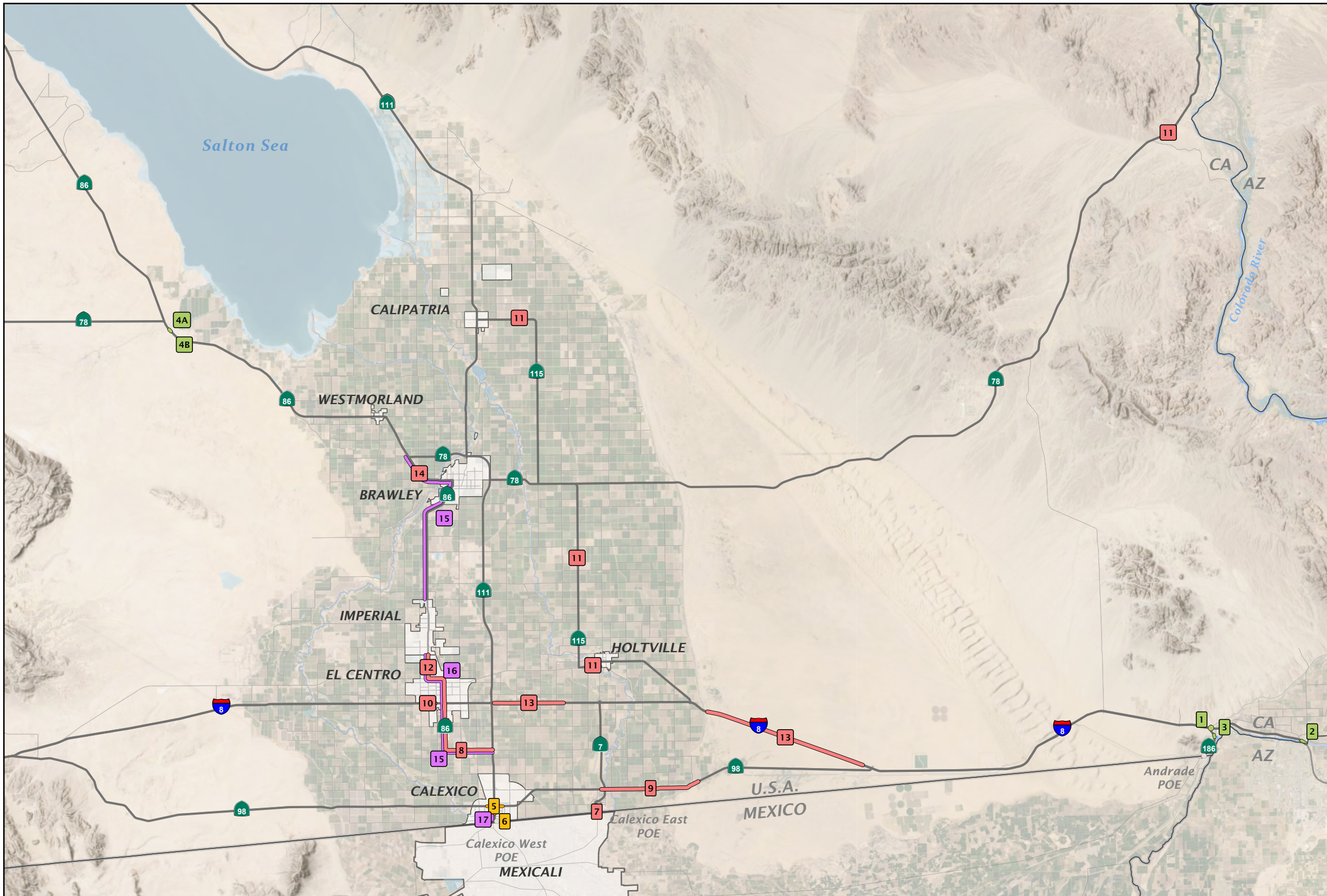
<https://dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi>

**Quality Assurance Program (QAP) – Documentation Expired in 2020**

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

QAP LAST UPDATED 5/13/2020			
Local Agency	QAP Current	QAP Expiration	Date Agency Submitted QAP
BRAWLEY	10/10/2019	10/10/2024	
<b>CALEXICO</b>	<b>4/13/2015</b>	<b>4/13/2020</b>	
CALIPATRIA	7/14/2019	7/14/2024	
<b>EL CENTRO</b>	<b>4/27/2015</b>	<b>4/27/2020</b>	
HOLTVILLE	7/14/2019	7/14/2024	
IMPERIAL (CITY)	1/9/2017	1/9/2022	
IMPERIAL COUNTY	9/14/2016	9/14/2021	
ICTC	3/9/2020	3/9/2025	
<b>WESTMORLAND</b>	<b>4/21/2015</b>	<b>4/21/2020</b>	





### ENVIRONMENTAL

1. SR-186/I-8 Quechan Interchange Improvements\*  
Complete Nov 2021
2. I-8 Colorado River Viaduct  
Complete June 2020
3. SR-186 All-American Canal Bridge  
Complete Mar 2023
- 4A. SR-86 USBP Checkpoint Canopy\*  
Complete Dec 2020



### DESIGN

- 4B. SR-86 USBP Checkpoint Canopy\*  
Complete July 2021
5. SR-98 Widening Phase 1C Ollie Ave to Rockwood Ave  
Complete Aug 2020
6. SR-111 Pavement Rehabilitation, Border to SR-98  
Complete Nov 2020

### CONSTRUCTION

7. Calexico East POE Bridge Widening  
Design/Build Begin Mar 2021; Complete June 2023
8. SR-86/Dogwood Road Intersection Improvements County Permit\*  
Complete Oct 2022
9. SR-98 Pavement Rehabilitation  
Complete July 2020
10. I-8/Imperial Ave Interchange Improvements  
Open to Traffic May 2022; Complete May 2023
11. SR-78/115 Culvert Repairs  
Complete June 2020
12. SR-86 Pavement Rehabilitation  
Complete June 2020
13. I-8 Pavement Rehabilitation at Various Locations  
Complete Aug 2020
14. SR-86 Tamarack Bridge Erosion Damage Repair  
Complete June 2020

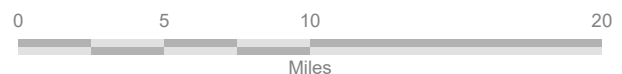


### RELINQUISHMENT

15. SR-86 Relinquishment to County of Imperial  
Date Estimate 2024
16. SR-86 Relinquishment to City of El Centro  
Date Estimate 2024
17. SR-111 Relinquishment from 2nd St to SR-98 for City of Calexico  
Date Estimate 2022

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

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



:Project funded by Senate Bill 1

**Abbreviations:**  
GSA: General Services Administration

POE: Port of Entry

Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The data provided is "as is" without warranty of any kind.

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

Date: 06/04/2020





**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

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

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

# **VI. ACTION CALENDAR**

## **VI. ACTION CALENDAR**

**A. DRAFT ICTC OWP AND BUDGET FY  
2020-21**



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

June 5, 2020

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

SUBJECT: Draft ICTC Overall Work Program (OWP) and Budget, FY 2020-21

Dear Committee Members:

The previous fiscal year of 2019-2020 was a productive year for ICTC in our growth as a Council of Governments (COG) for non-transportation programs as well as the work completed in our Regional Transportation and Transit programs. The following are some of our key milestones and accomplishments over this past year.

- Completed the 2020 State Transportation Improvement Program (STIP) that includes Planning, Programming and Monitoring funds for ICTC transportation planning and project implementation, and the construction funds for the I-8 Imperial Ave. Interchange Re-Construction Project;
- In partnership with the City of El Centro and Caltrans construction began for the I-8/Imperial Avenue Interchange Reconstruction, and extension of Imperial Avenue south to McCabe Road;
- Near completion of the 2019-20 Regional Transportation Improvement Program (RTIP) that includes all local road and state highway improvements throughout our region that include federal funds;
- In partnership with Caltrans completed the Project Approval and Environmental Document for the Calexico East Port of Entry Bridge Widening Project, and initiated the procurement for the Design-Build project (simultaneous design and construction). Procurement process of Request for Qualifications and Request for Proposals is scheduled to be completed in March 2021;
- Completed a required agreement with the U.S. Department of Transportation and Federal Highway Administration for the \$20 million award for the Calexico East POE Bridge Widening Project;
- In partnership with the City of Calexico and Caltrans completed the Calexico West POE Traffic Management Plan;
- Completed the transition for ICTC administration of the Imperial Valley Resource Management Agency (IVRMA) and hiring of new Project Manager, and completing steps toward transition of the Service Authority for Freeway Emergencies (SAFE) beginning July 1, 2020;
- On behalf of the Local Transportation Authority (Measure D Sales Tax Program) staff initiated in partnership with the participating agencies of Brawley, Calexico, Calipatria, Imperial and the County of Imperial process for bond re-financing of the 2012 bonds. Re-financing is on pause pending positive financial market and sales tax revenue trends;

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

- Completed the FY 2020-2021 Unmet Needs process and established priorities;
- For FY 2019-20, managed and administered distribution of \$14.6 Million in Measure D (half-cent sales tax) revenues for member agency road projects, and regional transit and highway projects;
- Completed our COVID-19 Response for Imperial Valley Transit (IVT) safety operations procedures and implemented transit service reductions in response to 60 to 70 percent loss of ridership and farebox revenues; and,
- Development and implementation of ICTC's on-going response to COVID-19 response for staff and office procedures.

The following projects have been initiated and are scheduled to be in progress or completed during the upcoming FY 2020-21:

- In progress with Caltrans for the Forrester Road Project Study Report;
- Completed 65% construction plans for the SR-86 Border Patrol Checkpoint Expansion Project;
- Environmental Document for the Calexico Intermodal Transit Center will be completed this fiscal year, with Design in progress;
- In progress with consultant to complete the Public Transit Fare Study;
- In progress with consultant to complete the Imperial County and Local Agency Climate Action Plan;
- In progress with consultant to complete the SR-78 Glamis Grade Separation Feasibility Study; and,
- In partnership with SCAG, staff initiated development of scope of work for the Imperial Valley Regional Active Transition Plan for the Request for Proposal to begin in FY 2020-2021; and,
- Initiated the development and implementation of a Computer Aided Dispatch/Automatic Vehicle Location System (CAD/AVL) for all fixed route buses. Project is expected to be completed by the end of 2020.

The OWP and Budget is divided into four sections: the Budget Summary, and the core programs of Regional Transportation Planning and Programming, Transit Operations, Planning and Program Management and Regional Collaboration. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC's budgeted activities and programs for the coming fiscal year. The total ICTC Budget is estimated at \$19 million that will maintain our key services and programs; ICTC salaries and benefits; ICTC's administration and operation costs; the 125 person transit operations staff (bus drivers, dispatchers, supervisors and operation managers) and related contract costs. The \$19 million budget amount does not include Measure D revenues, or state and federal funds allocated for state highways, local roads and bridges in Imperial Valley.

This budget proposes ICTC staffing of eleven (11) full-time positions (two are grant funded limited term) to manage the programs and services described in this budget. The full-time positions includes two Office Technicians, one Secretary/Clerk to Commission, one Administrative Analyst, one Mobility Coordinator, five transportation planner positions from entry-level to senior-level in classifications (responsible for: Regional Transportation Planning and Programming, and Transit Planning, Programming, Contracts and Transit Service Administration), agency administration and the Executive Director.

The budget includes funding for consultant and vendor services to continue to support the Commission's administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, and support services for legal counsel, planning and project programming.

A workshop was conducted on May 27, 2020 and input was received from members of the Commission and the Management Committee.

The Draft Imperial County Transportation Commission (ICTC) FY 2020-21 Overall Work Plan (OWP) and Budget is hereby presented for your review and recommendation prior to finalization for approval to our ICTC Board. Our Draft OWP and Budget is balanced and provides for development and implementation of vital transportation projects and programs for our region.

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

1. Adopt the Draft ICTC Overall Work Program (OWP) and Budget for FY 2020-21.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Baza", enclosed in a thin black rectangular border.

MARK BAZA  
Executive Director

MB/da/cl

Attachments

**FY 2020-21 OVERALL WORK PROGRAM**

Projected Revenues																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14			
FEDERAL					SUBTOTAL	TOTAL				STATE					SUBTOTAL	TOTAL	
A	Federal Transit Admin 5307 Urban - FTA	2019-20	\$3,745,743		\$3,745,743						State Transit Assistance - STA Reserves	2020-21	\$600,000		\$800,000	\$1,400,000	
B	FTA CARES ACT	2019-20	\$618,109		\$618,109						Transportation Development Act - TDA	2020-21	\$4,410,000		\$864,007	\$5,274,007	
C	Federal Transit Admin 5310 MMP - FTA	2020-22	\$176,507		\$199,323						Operating Reserves	2018-19	\$162,526		\$279,604	\$442,130	
D		2018-20	\$22,816								State of Good Repair - SGR	2019-20	\$279,604			\$442,130	
E	Federal Transit Admin 5311 Rural - FTA	2019-20	\$377,751		\$377,751						State Planning & Research - SP&R	2019-20	\$218,000			\$218,000	
F	EPA - Brownfields	2016-17	\$204,310		\$204,310						Planning, Programming & Monitoring - PPM	2020-21	\$239,000			\$239,000	
G											Low Carbon Transit Operation Program - LCTOP	2015-16	\$201,039				
H												2016-17	\$92,071				
I												2017-18	\$256,042				
J												2018-19	\$234,136		\$783,288		
K																	
L																	
M																	
N																	
O																	
P	<b>LOCAL</b>																
Q																	
R	Fare Revenue	2020-21	\$450,342		\$450,342												
S	On Hand / Interest	2020-21	\$687,401		\$687,401												
T	LTA 2% and 5%	2020-21	\$3,892,558		\$3,892,558												
U	SCAG / IVRMA member contributor	2020-21	\$264,932		\$264,932												
V																	
W	<b>TOTAL</b>																<b>\$19,882,859</b>

Projected Expenditures																											
	Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ PPM / SP&R EPA / PUC / TCEP	2% and 5% LTA	SCAG / Member contributions	Prop 1B CTSGP PTMISEA & SGR	FTA Sec 5310 & 5311	FTA Sec 5307	FTA CARES ACT COVID-19	#7079 STA AB 2551	#7076 LTF SB325	Total Subsidy													
X	Regional Transit Services	Total \$	8,366,351	\$ 408,398	\$ -	\$ -	\$ -	\$ -	\$ 377,751	\$ 3,745,743	\$ 618,109	\$ 870,000	\$ 2,346,350	\$ 8,366,351													
Y	Local Transit Services	Total \$	1,934,152	\$ 41,944	\$ -	\$ 250,000	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 530,000	\$ 1,032,208	\$ 1,934,152													
Z	Transit Capital Vehicles	Total \$	442,130	\$ -	\$ -	\$ -	\$ -	\$ 442,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442,130													
AA	Transit Capital Construction/Facilities	Total \$	4,259,608	\$ -	\$ 58,422	\$ 451,832	\$ 3,046,065	\$ 703,288	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 4,259,608													
BB	Transit Facility Maintenance	Total \$	240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ 240,000													
CC	Transit / Planning Misc	Total \$	527,695	\$ -	\$ -	\$ 399,193	\$ -	\$ 93,502	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 527,695													
DD	ICTC Transit Admin/Operations	\$	1,063,501	\$ -	\$ 130,000	\$ -	\$ 137,570	\$ -	\$ 199,323	\$ -	\$ -	\$ -	\$ 596,608	\$ 1,063,501													
EE	ICTC Transit Plans/Programs	\$	1,022,622	\$ -	\$ 497,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,443	\$ 1,022,622													
FF	ICTC Regional Planning	\$	1,349,559	\$ -	\$ 1,800	\$ 657,000	\$ 197,300	\$ 127,362	\$ -	\$ -	\$ -	\$ -	\$ 366,097	\$ 1,349,559													
GG	ICTC Regional Collaboration	\$	544,941	\$ -	\$ 544,941	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 544,941													
HH	Total	\$	3,980,623	\$ -	\$ 628,979	\$ 1,201,941	\$ 197,300	\$ 264,932	\$ -	\$ 199,323	\$ -	\$ -	\$ 1,488,148	\$ 3,980,624													
II	ICTC Transit Fleet - Capital Reserve	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
JJ	Revenue Stabilization/ Operating Reserve	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -													
KK	Bikes and Peds Art 3	\$	132,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,300	\$ 132,300													
LL	<b>Total</b>	<b>\$</b>	<b>19,882,859</b>	<b>\$</b>	<b>450,342</b>	<b>\$</b>	<b>687,401</b>	<b>\$</b>	<b>1,653,773</b>	<b>\$</b>	<b>3,892,558</b>	<b>\$</b>	<b>264,932</b>	<b>\$</b>	<b>1,318,920</b>	<b>\$</b>	<b>577,074</b>	<b>\$</b>	<b>3,745,743</b>	<b>\$</b>	<b>618,109</b>	<b>\$</b>	<b>1,400,000</b>	<b>\$</b>	<b>5,274,007</b>	<b>\$</b>	<b>19,882,859</b>



**FY 2020-21 TRANSIT & CAPITAL PROGRAMS FINANCE PLAN**

Projected Revenues																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14			
	FEDERAL					SUBTOTAL		TOTAL		STATE					SUBTOTAL		TOTAL
A	Federal Transit Admin 5307 Urban - FTA	2019-20	\$3,745,743			\$3,745,743			State Transit Assistance -STA	2020-21	\$600,000						
B									Reserves		\$800,000		\$1,400,000				
C	Federal Transit Admin 5310 MMP - FTA	2020-22	\$176,507			\$176,507			Transportation Development Act - TDA	2020-21	\$4,410,000						
D		2018-20	\$22,816			\$199,323			Operating Reserves		\$864,007		\$5,274,007				
E	Federal Transit Admin 5311 Rural - FTA	2019-20	\$377,751			\$377,751			State of Good Repair - SGR	2018-19	\$162,526						
F										2019-20	\$279,604		\$442,130				
G	FTA CARES ACT	2019-20	\$618,109			\$618,109			Low Carbon Transit Operation Program - LCTOP	2015-16	\$201,039						
H										2016-17	\$92,071						
I	Congestion Mitigation Air Quality - CMAQ	2016-17	\$451,832			\$451,832		\$5,392,758		2017-18	\$256,042						
J										2018-19	\$234,136		\$783,288				
K										Public Transportation Modernization, Improvement & Service Enhancement Account - PTMISEA	2014-15	\$88,013		\$88,013			
L										Ca Transit Security Grant Program - CTSGP	2014-15	\$2,834					
M											2016-17	\$2,655		\$5,489			
N																	
O																	
P																	
Q																	
R																	
S	<b>Total</b>													<b>\$18,354,456</b>			

Projected Expenditures														
	Service	Cost	Estimated Fares	On Hand / Int balance	CMAQ STIP PPM	2% and 5% LTA	SCAG/IVRMA member contributions	CTGSP LCTOP / SGR PTMISEA	FTA Sec 5310 & 5311	FTA Sec 5307	#7079 STA AB 2551	FTA CARES ACT COVID-19	#7076 LTF SB325	Total Subsidy
T	<b>SERVICES</b>													
U	CWTS - IVT	\$ 4,866,414	\$ 340,648	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,629	\$ 2,311,547	\$ 300,000	\$ 431,057	\$ 1,348,533	\$ 4,866,414
V	CWTS - IVT Blue/Green	\$ 681,462	\$ 13,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340,731	\$ 60,000	\$ 11,569	\$ 255,532	\$ 681,462
W	CWTS - IVT Gold	\$ 354,380	\$ 7,088	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,078	\$ -	\$ 30,000	\$ 6,031	\$ 115,183	\$ 354,380
X	CWTS IVT ACCESS	\$ 1,700,484	\$ 34,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,044	\$ 807,730	\$ 350,000	\$ 126,036	\$ 335,664	\$ 1,700,484
Y	YCAT #5 and #10	\$ 162,063	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,063	\$ 162,063
Z	IVT MedTrans	\$ 601,548	\$ 13,022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,735	\$ 130,000	\$ 43,416	\$ 129,375	\$ 601,548
AA	Total	\$ 8,366,351	\$ 408,398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 377,751	\$ 3,745,743	\$ 870,000	\$ 618,109	\$ 2,346,350	\$ 8,366,351
BB	IVT Ride EC	\$ 748,480	\$ 24,956	\$ -	\$ -	\$ 42,995	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 480,529	\$ 748,480
CC	IVT RIDE	\$ 1,185,672	\$ 16,988	\$ -	\$ -	\$ 207,005	\$ -	\$ 80,000	\$ -	\$ -	\$ 330,000	\$ -	\$ 551,679	\$ 1,185,672
DD	Total	\$ 1,934,152	\$ 41,944	\$ -	\$ -	\$ 250,000	\$ -	\$ 80,000	\$ -	\$ -	\$ 530,000	\$ -	\$ 1,032,208	\$ 1,934,152
EE	<b>Vehicles</b>													
FF	Bus Replacement	\$ 442,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442,130
GG	Total	\$ 442,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 442,130
HH	<b>Construction</b>													
II	Clix E Port Bridge Widening	\$ 1,841,300	\$ -	\$ -	\$ -	\$ 1,841,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,841,300
JJ	Niland ADA and Bus Stop Improvements	\$ 145,000	\$ -	\$ -	\$ -	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145,000
KK	SR-86 Border Patrol Checkpoint	\$ 1,059,765	\$ -	\$ -	\$ -	\$ 1,059,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,059,765
LL	Calexico ITC PE&D	\$ 1,213,543	\$ -	\$ 58,422	\$ 451,833	\$ -	\$ -	\$ 703,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,213,543
MM	Total	\$ 4,259,608	\$ -	\$ 58,422	\$ 451,833	\$ 3,046,065	\$ -	\$ 703,288	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,259,608
NN	<b>Maintenance</b>													
OO	EI Centro 7th /State Transfer Terminal	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
PP	Brawley (5th/Plaza) Transfer Terminal	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
QQ	Calexico (3rd/Paulin) Transfer Terminal	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
RR	EC Regional bus stop maintenance	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
SS	Imperial Transfer Terminal	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
TT	Benches and Shelters	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000
UU	Total	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000	\$ 240,000
VV	<b>Miscellaneous</b>													
WW	CTSGP / PTMISEA grants Forrester/Westmorland Bypass Project Study	\$ 93,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,502
XX	Winterhaven Bus Stop	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
YY	Total	\$ 527,695	\$ -	\$ -	\$ -	\$ 399,193	\$ -	\$ 93,502	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 527,695
ZZ	ICTC Transit Admin/Operations	\$ 1,063,501	\$ -	\$ 130,000	\$ -	\$ -	\$ 137,570	\$ -	\$ 199,323	\$ -	\$ -	\$ -	\$ 596,608	\$ 1,063,501
AAA	ICTC Transit Plans/Programs	\$ 1,022,622	\$ -	\$ 497,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,443	\$ 1,022,622
BBB	ICTC Regional Planning/Programs	\$ 366,097	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 366,097	\$ 366,097
CCC	Total	\$ 2,452,220	\$ -	\$ 627,179	\$ -	\$ -	\$ 137,570	\$ -	\$ 199,323	\$ -	\$ -	\$ -	\$ 1,488,148	\$ 2,452,220
DDD	ICTC Transit Fleet - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EEE	Revenue Stabilization/ Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FFF	Bikes and Peds Art 3	\$ 132,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 132,300	\$ 132,300
GGG	<b>Total</b>	<b>\$ 18,354,456</b>	<b>\$ 450,342</b>	<b>\$ 685,601</b>	<b>\$ 451,833</b>	<b>\$ 3,695,258</b>	<b>\$ 137,570</b>	<b>\$ 1,318,920</b>	<b>\$ 577,074</b>	<b>\$ 3,745,743</b>	<b>\$ 1,400,000</b>	<b>\$ 618,109</b>	<b>\$ 5,274,007</b>	<b>\$ 18,354,456</b>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2020-21**

**ICTC TRANSIT PLANNING AND PROGRAM MANAGEMENT 7416001**

1	2	3
<b>REVENUES</b>		
A	7076/7416 On hand balance/interest revenue	\$ 627,179
B	446010 State Aid Other - TDA	\$ 1,122,051
C	446445 FTA 5310 Mobility Management Program	\$ 199,323
D	493000 Local - Member Agency Contributions, SCAG / IVRMA Reimb and Reimbursement for Services Provided	\$ 137,570
<b>E</b>	<b>Total Revenues</b>	<b>\$ 2,086,123</b>
<b>EXPENDITURES</b>		
<b><u>Administration and Operations</u></b>		
F	501000/525010 Administrative Staffing and Support (3 fulltime 7 halftime 1 IVRMA)	\$ 811,676
	- Transit contract admin: grants, reporting, compliance & oversight	
	- SSTAC Subcommittee Admin	
	- ICTC Management Committee/Commission Admin	
	- TDA Finance Admin	
	- ADA Eligibility Certifications, CTSA Admin, UTN Admin	
G	501140 Stipend - Commissioners	\$ 4,440
H	517055 Insurance - Liability	\$ 129,785
I	522000 Memberships, office exp, communications, IT, fuel and maint	\$ 31,100
J	526000 Legal notices, interpretive services	\$ 2,000
K	528000 Rents, leases and utilities	\$ 64,500
L	530005 Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$ 3,000
M	531040 Training/Travel Expense	\$ 12,000
N	549000 Equipment	\$ 5,000
O	Administration and Operations Subtotal	\$ 1,063,501
<b><u>Professional and Specialized Projects and Services</u></b>		
P	525010 Payroll vendor fees	\$ 8,550
Q	525010 Website Consultation (www.imperialctc.org)	\$ 5,810
R	525010 Legal Consultation COI	\$ 15,000
S	525070 COI Overhead Treasurer, Auditor Controller, GSA	\$ 21,000
T	525090 CPA/auditors (external)	\$ 132,083
U	525010 IVT Security	\$ 90,000
V	525030 PM, Engineering Review and Support	\$ 300,000
W	525010 Drug and Alcohol Audits	\$ 12,000
X		\$ 584,443
Y	525010 Bus Stop Signage (On hand FY 18-19)	\$ 45,000
Z	525010 Coordinated Public Transit and Human Svs Transportation Plan	\$ 125,000
AA	525010 Regional Fare Analysis (On hand FY 19-20)	\$ 91,139
BB	525010 IVT Maintenance Audit	\$ 16,000
CC	525010 2017 IVT Bus Operations Facility Eval (On hand FY 17-18)	\$ 161,040
DD		\$ 438,179
EE	Total Projects, Services, Plans and Programs	\$ 1,022,622
<b>FF</b>	<b>Total Expenditures</b>	<b>\$ 2,086,123</b>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2020-21**

**ICTC REGIONAL PLANNING AND PROGRAM MANAGEMENT 7417001**

1	2	3
<b>REVENUES</b>		
A	430000 On hand balance/Interest revenue	\$ 1,800
B	442000 State Aid for Construction TCEP	\$ 200,000
C	446010 State Aid Other - TDA	\$ 366,097
D	446445 State - STIP-PPM - SP & R	\$ 457,000
E	474005 LTA	\$ 197,300
F	493000 Local - Member Agency Contributions, SCAG Reimbursements and Reimbursement for Services Provided	\$ 127,362
<b>G Total Revenues</b>		<b>\$ 1,349,559</b>
<b>EXPENDITURES</b>		
<b><u>Administration and Operations</u></b>		
H	501000/525010 Administrative staffing and Support (7 halftime) - TAC Subcommittee Administration - Contract admin: grants, reporting and oversight - ICTC Management Committee/Commission Admin - RTIP/ STIP and project coordination - Interagency consultation, legislative affairs	\$ 340,660
I	501140 Stipend - Commissioners	\$ 3,900
J	517055 Insurance - liability	\$ 26,807
K	522000 Memberships, office exp, communications, IT, fuel and maint	\$ 22,860
L	526000 Legal notices, interpretive services	\$ 800
M	528000 Rents, leases and utilities	\$ 30,643
N	530005 Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$ 3,000
O	531040 Training/Travel Expense	\$ 13,000
P	549000 Equipment	\$ 3,000
Q	Administration and Operations Subtotal	\$ 444,670
<b><u>Professional and Specialized Projects and Services</u></b>		
R	525010 Payroll Vendor fees	\$ 8,550
S	525010 Website Consultation (www.imperialctc.org)	\$ 2,862
T	525010 Legal Consultation	\$ 15,000
U	525070 COI Overhead, Treasurer, Auditor Controller, GSA	\$ 10,000
V	525090 CPA/auditors (external)	\$ 8,175
W		\$ 44,587
X	550000 Structures & Improvements (Clx E Port Bridge Widening)	\$ 200,000
Y	525010 STIP / RTIP Consultant	\$ 25,000
Z	525030 On Call Engineer (SR-86 & East Port)	\$ 197,300
	525010 Long Range Transportation Plan	\$ 200,000
	525010 Aerial Imagery	\$ 20,000
AA	525010 SR-78 Glamis Study	\$ 218,000
BB		\$ 860,300
CC	Total Projects, Services, Plans and Programs	\$ 904,887
<b>DD Total Expenditures</b>		<b>\$ 1,349,559</b>

**IMPERIAL COUNTY TRANSPORTATION COMMISSION FY 2020-21**

**ICTC REGIONAL COLLABORATION 7577001**

	1	2	3	4	5	6	7
<b>REVENUES</b>							
A	430000	On hand balance/Interest revenue			\$	-	
B	446010	State Aid - SBBC - CAFS			\$	340,631	
C	456040	Federal - EPA Brownfields Assessment - Brawley			\$	204,310	
<b>D</b>	<b>Total Revenues</b>				\$	<b>544,941</b>	
<b>EXPENDITURES</b>							
<b><u>Administration and Operations</u></b>							
E	525010	ICTC Administrative Staffing and Support			\$	4,000	
F		- Fiscal Agent admin, grant reporting and oversight					
G		- Interagency consultation					
H	524000	Office exp, communications, IT (ICTC)			\$	168	
I	525090	Audits			\$	1,954	
J		Administration and Operations Subtotal			\$	6,122	
<b><u>Professional and Specialized Projects and Services</u></b>							
K	525010	IVEDC Administrative staffing and support			\$	192,750	
L		- Contract admin, grant reporting and oversight					
M	525010	Consultant Contract Labor			\$	150,000	
N		- Research and Analyst Consultant, Project Coordinator					
O	525010	Environmental Engineering Consultant Services			\$	196,069	
P					\$	538,819	
Q		Total Projects, Services, Plans and Programs			\$	538,819	
<b>R</b>	<b>Total Expenditures</b>				\$	<b>544,941</b>	

**FY 2020-21 PRIOR YEAR BUDGET COMPARISON - ADMINISTRATION, OPERATIONS AND PLANNING**

		TRANSIT	TRANSIT		PLANNING	PLANNING		REGIONAL	REGIONAL		TOTAL	TOTAL	
		FY 19-20	FY 20-21	%	FY 19-20	FY 20-21	%	COLLABORATION	COLLABORATION	%	FY 19-20	FY 20-21	%
1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>REVENUES</b>													
A	430000	On hand balance / interest revenue	\$ 448,250	\$ 627,179	40%	\$ 2,900	\$ 1,800	-38%	\$ 20	\$ -	\$ 451,170	\$ 628,979	39%
B	442000	State Aid for Construction TCEP	\$ -	\$ -		\$ -	\$ 200,000		\$ -	\$ -	\$ -	\$ 200,000	
C	446010	State Aid Other - TDA (LTF)	\$ 1,243,716	\$ 1,122,051	-10%	\$ 333,361	\$ 366,097	10%	\$ -	\$ -	\$ 1,577,077	\$ 1,488,148	-6%
D	446445	State - STIP-PPM / SP & R	\$ -	\$ -		\$ 350,000	\$ 457,000	31%	\$ -	\$ -	\$ 350,000	\$ 457,000	31%
E	456040	FTA 5310 Mobility Coordination Program	\$ 144,000	\$ 199,323	38%	\$ -	\$ -		\$ -	\$ -	\$ 144,000	\$ 199,323	38%
F	456040	EPA - Brownfields Assessment	\$ -	\$ -		\$ -	\$ -		\$ 265,124	\$ 204,310	\$ 265,124	\$ 204,310	-23%
G	446010	PUC - Broadband	\$ -	\$ -		\$ -	\$ -		\$ 150,000	\$ 340,631	\$ 150,000	\$ 340,631	127%
H	474005	LTA	\$ -	\$ -		\$ 197,300	\$ 197,300	0%	\$ -	\$ -	\$ 197,300	\$ 197,300	0%
I	493000	Local - Member Agency Contributions, SCAG/IVRMA Reimb and Reimbursement for Services Provided	\$ 27,130	\$ 137,570	407%	\$ 127,630	\$ 127,362	0%	\$ -	\$ -	\$ 154,760	\$ 264,932	71%
<b>J</b>	<b>Total Revenues</b>		<b>\$ 1,863,096</b>	<b>\$ 2,086,123</b>	<b>12%</b>	<b>\$ 1,011,191</b>	<b>\$ 1,349,559</b>	<b>33%</b>	<b>\$ 415,124</b>	<b>\$ 544,941</b>	<b>\$ 3,289,431</b>	<b>\$ 3,980,623</b>	<b>21%</b>
<b>EXPENDITURES</b>													
<b>Administration and Operations</b>													
K	501000 / 525010	Administrative Staffing and Support - 11 fulltime (1 shared w SCAG, 1 IVRMA program)	\$ 701,435	\$ 811,676	16%	\$ 304,042	\$ 340,660	12%	\$ 10,000	\$ 4,000	\$ 1,015,477	\$ 1,156,336	14%
L	501140	Stipend	\$ 5,850	\$ 4,440	0%	\$ 4,800	\$ 3,900	-19%	\$ -	\$ -	\$ 10,650	\$ 8,340	-22%
M	517055	Insurance - Liability	\$ 103,334	\$ 129,785	26%	\$ 21,200	\$ 26,807	26%	\$ -	\$ -	\$ 124,534	\$ 156,592	26%
N	522000	Memberships, office exp, communications, IT, fuel and maint	\$ 38,000	\$ 31,100	-18%	\$ 24,460	\$ 22,860	-7%	\$ 500	\$ 168	\$ 62,960	\$ 54,128	-14%
O	526000	Legal notices, interpretive services	\$ 5,000	\$ 2,000	-60%	\$ 800	\$ 800	0%	\$ -	\$ -	\$ 5,800	\$ 2,800	-52%
P	528000	Rents, leases and utilities	\$ 63,600	\$ 64,500	1%	\$ 29,800	\$ 30,643	3%	\$ -	\$ -	\$ 93,400	\$ 95,143	2%
Q	530005	Regional Plans/Project Coordination, Webinars, Sp Dept Exp	\$ 4,500	\$ 3,000	-33%	\$ 5,000	\$ 3,000	-40%	\$ -	\$ -	\$ 9,500	\$ 6,000	-37%
R	531040	Training/Travel Expense	\$ 27,000	\$ 12,000	-56%	\$ 26,000	\$ 13,000	-50%	\$ -	\$ -	\$ 53,000	\$ 25,000	-53%
S	549000	Equipment	\$ 62,000	\$ 5,000	-92%	\$ 3,000	\$ 3,000	0%	\$ -	\$ -	\$ 65,000	\$ 8,000	-88%
<b>T</b>	<b>Administration and Operations Subtotal</b>		<b>\$ 1,010,719</b>	<b>\$ 1,063,501</b>	<b>5%</b>	<b>\$ 419,102</b>	<b>\$ 444,670</b>	<b>6%</b>	<b>\$ 10,500</b>	<b>\$ 4,168</b>	<b>\$ 1,440,321</b>	<b>\$ 1,512,339</b>	<b>5%</b>
<b>Professional and Specialized Projects and Services</b>													
U	525010	Legal Services and Consultation	\$ 20,000	\$ 15,000	-25%	\$ 10,000	\$ 15,000	50%	\$ -	\$ -	\$ 30,000	\$ 30,000	0%
V	525010	Payroll Vendor Fees	\$ 8,300	\$ 8,550	3%	\$ 8,300	\$ 8,550	3%	\$ -	\$ -	\$ 16,600	\$ 17,100	3%
W	525010	Website Consultation (www.imperialctc.org)	\$ 6,600	\$ 5,810	-12%	\$ 3,600	\$ 2,862	-21%	\$ -	\$ -	\$ 10,200	\$ 8,672	-15%
X	525070	COI Overhead Treasurer, Auditor Controller GSA	\$ 15,000	\$ 21,000	40%	\$ 10,000	\$ 10,000	0%	\$ -	\$ -	\$ 25,000	\$ 31,000	24%
Y	525010	IVT Security	\$ 80,000	\$ 90,000	13%	\$ -	\$ -		\$ -	\$ -	\$ 80,000	\$ 90,000	13%
Z	525090	CPA/auditors (external)	\$ 122,985	\$ 132,083	7%	\$ 7,889	\$ 8,175	4%	\$ 17,616	\$ 1,954	\$ 148,490	\$ 142,212	-4%
AA	525030	PM, Engineering Review and Support (SR-86/East Port Bridge)	\$ 200,000	\$ 300,000	50%	\$ 177,300	\$ 197,300	11%	\$ -	\$ -	\$ 377,300	\$ 497,300	32%
BB	525010	Transit Operator Drug and Alcohol Audits	\$ 12,000	\$ 12,000	0%	\$ -	\$ -		\$ -	\$ -	\$ 12,000	\$ 12,000	0%
<b>CC</b>	<b>Subtotal</b>		<b>\$ 464,885</b>	<b>\$ 584,443</b>	<b>26%</b>	<b>\$ 217,089</b>	<b>\$ 241,887</b>	<b>11%</b>	<b>\$ 17,616</b>	<b>\$ 1,954</b>	<b>\$ 699,590</b>	<b>\$ 828,284</b>	<b>18%</b>
DD	525010	2017 IVT Bus Stop Inventory (Phase III)	\$ 17,831	\$ -	-100%	\$ -	\$ -		\$ -	\$ -	\$ 17,831	\$ -	-100%
EE	525010	IVT Maintenance Audit	\$ 14,242	\$ 16,000	12%	\$ -	\$ -		\$ -	\$ -	\$ 14,242	\$ 16,000	12%
FF	525010	Coordinated Public Transit and Human Services Transportation Plan	\$ -	\$ 125,000		\$ -	\$ -		\$ -	\$ -	\$ -	\$ 125,000	
GG	525010	2017 IVT Bus Operations Facility Eval	\$ 161,040	\$ 161,040	0%	\$ -	\$ -		\$ -	\$ -	\$ 161,040	\$ 161,040	0%
HH	525010	2018 Regional Transit Fare Analysis	\$ 149,379	\$ 91,139	-39%	\$ -	\$ -		\$ -	\$ -	\$ 149,379	\$ 91,139	-39%
II	525010	Bus Stop Signage	\$ 45,000	\$ 45,000	0%	\$ -	\$ -		\$ -	\$ -	\$ 45,000	\$ 45,000	0%
JJ	525010	Consultant - Engineering & Contract Labor (Brownfield)	\$ -	\$ -		\$ -	\$ -		\$ 289,455	\$ 346,069	\$ 289,455	\$ 346,069	20%
KK	525010	IVEDC Grant Administrative Support	\$ -	\$ -		\$ -	\$ -		\$ 97,573	\$ 192,750	\$ 97,573	\$ 192,750	98%
LL	525010	STIP / RTIP Consultant	\$ -	\$ -		\$ 25,000	\$ 25,000	0%	\$ -	\$ -	\$ 25,000	\$ 25,000	0%
MM	525010	SR-78 Glamis Study	\$ -	\$ -		\$ 350,000	\$ 218,000	-38%	\$ -	\$ -	\$ 350,000	\$ 218,000	-38%
NN	525010	Long Range Transportation Plan	\$ -	\$ -		\$ -	\$ 200,000		\$ -	\$ -	\$ -	\$ 200,000	
OO	525010	Aerial Imagery	\$ -	\$ -		\$ -	\$ 20,000		\$ -	\$ -	\$ -	\$ 20,000	
PP	525010	Calexico E Port Bridge Widening - TCEP	\$ -	\$ -		\$ -	\$ 200,000		\$ -	\$ -	\$ -	\$ 200,000	
<b>QQ</b>	<b>Subtotal</b>		<b>\$ 387,492</b>	<b>\$ 438,179</b>	<b>13%</b>	<b>\$ 375,000</b>	<b>\$ 663,000</b>	<b>77%</b>	<b>\$ 387,028</b>	<b>\$ 538,819</b>	<b>\$ 1,149,520</b>	<b>\$ 1,639,998</b>	<b>43%</b>
<b>RR</b>	<b>Professional and Specialized Projects and Services Subtotal</b>		<b>\$ 852,377</b>	<b>\$ 1,022,622</b>	<b>20%</b>	<b>\$ 592,089</b>	<b>\$ 904,887</b>	<b>53%</b>	<b>\$ 404,644</b>	<b>\$ 540,773</b>	<b>\$ 1,849,110</b>	<b>\$ 2,468,282</b>	<b>33%</b>
<b>SS</b>	<b>Total Expenditures</b>		<b>\$ 1,863,096</b>	<b>\$ 2,086,123</b>	<b>12%</b>	<b>\$ 1,011,191</b>	<b>\$ 1,349,559</b>	<b>33%</b>	<b>\$ 415,144</b>	<b>\$ 544,941</b>	<b>\$ 3,289,431</b>	<b>\$ 3,980,621</b>	<b>21%</b>

# FY 2020-21 TDA / LTF DISTRIBUTION TABLE

Department of Finance Population as of : May 2020

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-5/>

		1	2	3	4	5	6	7	8
		Population	2020	Operating	Grand	Population	Art 8e		
Agency	Total	Allocation	Reserves	Total	%	to Total	benches	shelters	Totals
<b>A</b>	<b>Revenue</b>	\$	4,410,000	\$	864,007	\$	5,274,007		
<b>B</b>	<b>CWTS- IVT</b>	\$	693,520	\$	655,013	\$	1,348,533		
<b>C</b>	<b>CWTS - Blue/Green</b>	\$	255,532	\$	-	\$	255,532		
<b>D</b>	<b>CWTS - Gold</b>	\$	115,183	\$	-	\$	115,183		
<b>E</b>	<b>ADA Para</b>	\$	335,664	\$	-	\$	335,664		
<b>F</b>	<b>CWTS - Yuma</b>	\$	162,063	\$	-	\$	162,063		
<b>G</b>	<b>IVT MedTrans</b>	\$	129,375	\$	-	\$	129,375		
<b>H</b>	<b>CWTS - IVT Ride</b>	\$	480,529	\$	-	\$	480,529		
<b>I</b>	<b>CWTS -IVT Ride EC</b>	\$	551,679	\$	-	\$	551,679		
<b>J</b>	<b>EC Trmnl maint</b>	\$	45,000	\$	-	\$	45,000		
<b>K</b>	<b>Bra Trmnl maint</b>	\$	50,000	\$	-	\$	50,000		
<b>L</b>	<b>CA Trmnl maint</b>	\$	25,000	\$	-	\$	25,000		
<b>M</b>	<b>EC Reg maint</b>	\$	25,000	\$	-	\$	25,000		
<b>N</b>	<b>IMP Trmnl maint</b>	\$	20,000	\$	-	\$	20,000		
<b>O</b>	<b>Wntrhvn bus stp</b>	\$	35,000	\$	-	\$	35,000		
<b>P</b>	<b>ICTC Transit Admin</b>	\$	596,608	\$	-	\$	596,608		
<b>Q</b>	<b>ICTC Transit Plan</b>	\$	525,443	\$	-	\$	525,443		
<b>R</b>	<b>ICTC Transp Plan</b>	\$	366,097	\$	-	\$	366,097		
<b>S</b>	<b>Bikes/Peds 3%</b>	\$	132,300	\$	-	\$	132,300		
<b>T</b>	<b>Capital outlay - veh</b>	\$	-	\$	-	\$	-		
<b>U</b>	<b>Op reserve</b>	\$	-	\$	-	\$	-		
<b>V</b>	<b>Remainder Totals</b>	\$	75,000	\$	-	\$	75,000	Art 8e	Total
<b>W</b>	<b>Brawley</b>	27,175	\$ 11,299	\$	-	\$	11,299	15.1%	\$ 11,299 \$ 11,299
<b>X</b>	<b>Calexico</b>	40,796	\$ 16,963	\$	-	\$	16,963	22.6%	\$ 16,963 \$ 16,963
<b>Y</b>	<b>Calipatria</b>	3,654	\$ 1,519	\$	-	\$	1,519	2.0%	\$ 1,519 \$ 1,519
<b>Z</b>	<b>El Centro</b>	44,841	\$ 18,645	\$	-	\$	18,645	24.9%	\$ 18,645 \$ 18,645
<b>AA</b>	<b>Holtville</b>	6,359	\$ 2,644	\$	-	\$	2,644	3.5%	\$ 2,644 \$ 2,644
<b>BB</b>	<b>Imperial</b>	19,876	\$ 8,264	\$	-	\$	8,264	11.0%	\$ 8,263 \$ 8,263
<b>CC</b>	<b>Westmorland</b>	2,346	\$ 975	\$	-	\$	975	1.3%	\$ 975 \$ 975
<b>DD</b>	<b>County</b>	35,331	\$ 14,690	\$	-	\$	14,690	19.6%	\$ 14,690 \$ 14,690
<b>EE</b>	<b>Totals</b>	180,378	\$ 75,000	\$	-	\$	75,000	100%	\$ 75,000 \$ 75,000

## FY 2020-21 Imperial County Transportation Commission Cost Sharing Agreement

### OPTION 3 (Population Distribution)

AGENCY	*POPULATION	%	Annual Base AMOUNT	Adjusted %	Annual Adjusted AMOUNT	Quarterly Billing Amount
City of Brawley	27,175	15.1%	\$ 15,066	12.5%	\$ 12,499	\$ 3,124.84
City of Calexico	40,796	22.6%	\$ 22,617	18.8%	\$ 18,764	\$ 4,691.11
City of Calipatria	3,654	2.0%	\$ 2,026	1.7%	\$ 1,681	\$ 420.17
City of El Centro	44,841	24.9%	\$ 24,859	20.6%	\$ 20,625	\$ 5,156.24
City of Holtville	6,359	3.5%	\$ 3,525	2.9%	\$ 2,925	\$ 731.22
City of Imperial	19,876	11.0%	\$ 11,019	9.1%	\$ 9,142	\$ 2,285.53
City of Westmorland	2,346	1.3%	\$ 1,301	1.1%	\$ 1,079	\$ 269.77
County of Imperial	35,331	19.6%	\$ 19,587	16.3%	\$ 16,251	\$ 4,062.69
**IID	0	0.0%	\$ -	17.0%	\$ 17,034	\$ 4,258.42
<b>Total</b>	<b>180,378</b>	<b>100%</b>	<b>\$ 100,000</b>	<b>100%</b>	<b>\$ 100,000</b>	<b>\$ 25,000.00</b>

\* population from Dept of Finance May 2020

\*\* IID percentage is based on an average of the 4 largest agencies = 37,036 which equates to 17.0% and reduces the base amount for the remaining member agencies to \$82,966

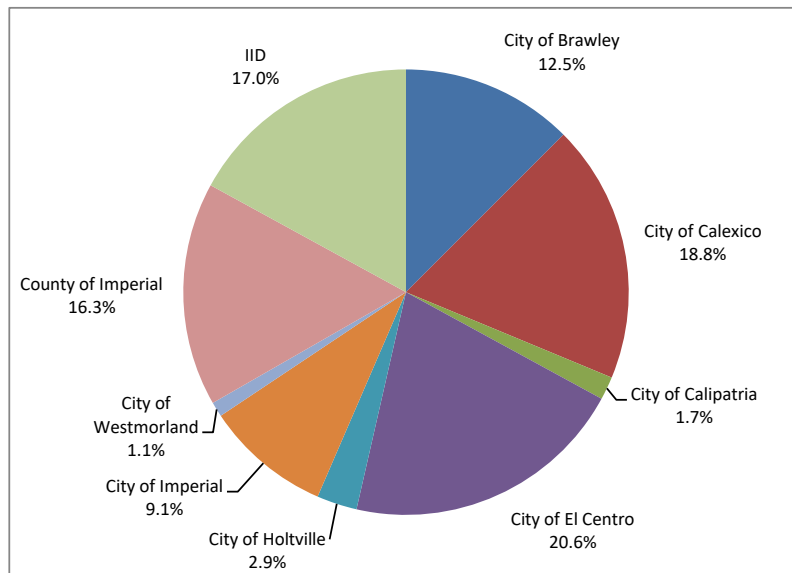
Brawley	27,175
Calexico	40,796
El Centro	44,841
County	35,331
	148,143

average 37,036

add IID average of the population to total population, then divide to get %

180,378		37,036 /	217,414	17.0%
37,036				
217,414	\$	100,000 *	17.0%	\$ 17,034
	\$	100,000 -	\$ 17,034	\$ 82,966

formula approved by the ICTC May 2010 for \$150K  
reduced in FY 2013-14 to \$100K



# VI. ACTION CALENDAR

## VI. ACTION CALENDAR

- B. TRIENNIAL PERFORMANCE AUDIT OF THE ADMINISTRATION / MANAGEMENT OF THE ICTC—FY 2016-17, FY 2017-18, FY 2018-19





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

June 5, 2020

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

**SUBJECT:** Tri-ennial Performance Audit of the Administration/Management of the Imperial County Transportation Commission – FY 2016-17, 2017-18, 2018-19

Dear Committee Members:

The State of California requires that Transportation Planning Agencies undergo a performance audit every three years as a result of receiving Transportation Development Act (TDA) funds. The consultant conducted audit focused primarily on administration of the TDA funded programs and services over a three-year period of time. This is the seventh audit of this type to be conducted since the requirement was created in the TDA.

This audit is not solely a financial audit, but a review of compliance with transit service-related Public Utilities Codes and prudent administrative and management practices. More specifically this audit involved reviewing the processes and policies including, but not limited to; the ICTC Budget and Transit Financing Plan, the TDA Allocation Schedule, the Article 3 and 8 financial claims processing, administration of the Social Services Transportation Advisory Council, conduct of the annual Unmet Transit Needs Public Hearing process, and transit planning and operations management of the public transit services by the public agencies.

During the process, public and social service agencies, as well as the transit operators were contacted for input. The transit operations were evaluated on site.

The six draft audit documents were for: 1. ICTC 2. Imperial Valley Transit (IVT) 3. IVT ACCESS 4. IVT RIDE 5. IVT MedTrans and 6. Yuma Citizens Area Transit (YCAT) Routes 5 (Blue) and 10 (Turquoise)

The audits will be made available to all member agencies, transit operators and the general public, via the ICTC website in the month of June after approval by the commission.

Due to size constraints, the final report for the ICTC agency only is attached to this letter, however all documents are presented for review and approval. Staff from the consultant firm of the Moore and Associates will present an overview and answer questions at the meeting.

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

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

1. Approve the FY 2016-17, 2017-18, 2018-19 Tri-ennial Performance Audit of the Imperial County Transportation Commission.
2. Direct staff to forward the FY 2016-17, 2017-18, 2018-19 Tri-ennial Performance Audit of the Imperial County Transportation Commission to Caltrans.

Sincerely,

MARK BAZA  
Executive Director

BY: 

David Aguirre  
Transit Programs Manager

Attachment



FINAL REPORT  
MAY 2020

# Imperial County Transportation Commission

Triennial Performance Audit for FY 2017 - FY 2019





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# Imperial County Transportation Commission

Triennial Performance Audit, FY 2017 – FY 2019

Final Report

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## Chapter 1

# Executive Summary

In late 2019, the Imperial County Transportation Commission (ICTC) selected Moore & Associates, Inc. to prepare Triennial Performance Audits of itself as the RTPA as well as the five public transit programs to which it allocates TDA funding. As one of the six statutorily designated County Transportation Commissions in the SCAG region, ICTC also functions as the respective county RTPA.

The California Public Utilities Code requires all Regional Transportation Planning Agencies conduct an independent Triennial Performance Audit in order to maintain eligibility for TDA funding. This audit report focuses exclusively on ICTC's role as a regional transportation planning agency.

To determine ICTC's compliance with TDA requirements, as well as its overall program effectiveness and efficiency, Moore & Associates interviewed ICTC staff and reviewed supporting documentation. This audit report details findings of our compliance and functional reviews and includes recommendations to enhance ICTC's effectiveness.

The Triennial Performance Audit includes five elements:

1. Compliance requirements,
2. Follow-up of prior recommendations,
3. Analysis of internal goal setting and strategic planning efforts,
4. Review of the RTPA's functions and activities, and
5. Findings and recommendations.

This chapter summarizes key findings and recommendations developed during the Triennial Performance Audit of ICTC for the period defined as:

- Fiscal Year 2016/17,
- Fiscal Year 2017/18, and
- Fiscal Year 2018/19.

The Imperial County Transportation Commission (ICTC) is a state-designated regional transportation planning agency created to address regional transportation issues. Its member agencies include the Imperial County and its seven incorporated cities. ICTC is governed by elected officials and selected representatives from Imperial County and the cities of Brawley, Calipatria, Calexico, El Centro, Holtville, Imperial, and Westmorland.

ICTC sets transportation priorities, selects projects, and distributes state and federal monies to its members to maintain, repair and support operations of local roadways, public transportation and other transportation systems. The agency works with Caltrans to plan, select and construct major highway projects. ICTC is also responsible for administering Transportation Development Act (TDA) funds, including both State Transit Assistance (STA) funds and Local Transportation Funds (LTF), and local

# Imperial County Transportation Commission

Triennial Performance Audit, FY 2017 – FY 2019

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Measure D tax revenues. ICTC also manages and administers Imperial Valley Transit, IVT Access, IVT Ride, and IVT MedTrans transit programs.

The audit team conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our review objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The review was also conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*.

## TEST OF COMPLIANCE

With three exceptions, ICTC adheres to Transportation Development Act (TDA) regulations in an efficient and effective manner:

1. The RTPA did not submit its annual report to the State Controller within the stipulated timeframe during any year of the current audit period.
2. In FY 2017/18, ICTC's fiscal audits were submitted after the stipulated deadlines.
3. ICTC did not conduct the qualifying tests prior to the allocation of STA funds.

## STATUS OF PRIOR RECOMMENDATIONS

The prior audit – completed in 2017 by Michael Baker International for the three fiscal years ending June 30, 2016 – prescribed five recommendations for ICTC as the RTPA:

1. [Apply new statutory provisions to TDA performance measures.](#)  
**Status:** Not implemented.
2. [Implement the State Transit Assistance Qualifying Criteria Test.](#)  
**Status:** Not implemented.
3. [Revise timeline of transit operator State Controller Report submittals](#)  
**Status:** Not implemented.
4. [Revise the TDA claims forms and manual.](#)  
**Status:** No longer relevant. However, once the changes to the TDA have been finalized, ICTC should then move to update its TDA Guidebook and Claim Forms. If this is not completed prior to the next Triennial Performance Audit, it should be included therein as a recommendation.
5. [Formalize orientation process for new Board and committee members.](#)  
**Status:** Not implemented.



# Imperial County Transportation Commission

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## GOAL SETTING AND STRATEGIC PLANNING

The mission and vision statements of ICTC's transit programs, as identified in its Short Range Transit Plans, read as follows.

***Transit Mission Statement:***

*The mission of the Imperial County Transportation Commission (ICTC) public transit systems is to improve the quality of life for the residents of the Imperial Valley through a coordinated, accessible, and efficient countywide transit system.*

***Transit Vision Statement:***

*The transit network provides a safe, affordable, and reliable transit system that meets the needs of the transit dependent in communities within the Imperial Valley, but providing access to health care, education, public services, employment, commercial, and recreational activities.*

ICTC does not prepare a Regional Transportation Plan for Imperial County, as Imperial County is included within the Southern California Association of Government's (SCAG) Regional Transportation Plan/Sustainable Communities Strategy. The most recent document was adopted in 2016. SCAG is in the process of updating the document, which should be adopted in mid-2020.

The 2018 SRTP included the following goals for mobility in Imperial County:

1. Provide mobility to all residents of Imperial County. Service levels are determined by demand, with all areas receiving service but those with more demand for transit receiving more service.
2. Connect residents of Imperial County with medical, social services, and educational facilities throughout the county.

## FINDINGS AND RECOMMENDATIONS

Following discussions with ICTC staff and a review of program compliance, we identified three compliance findings:

1. The RTPA did not submit its annual report to the State Controller within the stipulated timeframe during any year of the current audit period.
2. In FY 2017/18, ICTC's fiscal audits were submitted after the stipulated deadlines.
3. ICTC did not conduct the qualifying tests prior to the allocation of STA funds.

The audit team identified two additional functional findings. While these findings are not compliance findings, we feel they are significant enough to be addressed within this review.

1. ICTC has yet to implement a standardized process for new Board member orientations.
2. ICTC does not reaffirm its definitions of "unmet transit need" and "reasonable to meet" as part of its annual unmet transit needs findings.

# Imperial County Transportation Commission

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In completing this Triennial Performance Audit, the auditors submit the following recommendations for the Imperial County Transportation Commission as the RTPA. They are divided into two categories: TDA Program Compliance Recommendations and Functional Recommendations. TDA Program Compliance Recommendations are intended to assist in bringing the agency into compliance with the requirements and standards of the TDA, while Functional Recommendations address issues identified during the Triennial Performance Audit that are not specific to TDA compliance.

Exhibit 1.1 Summary of Recommendations

TDA Compliance Recommendations		Importance	Timeline
1	Ensure State Controller Reports are submitted in a timely manner.	High	Ongoing
2	Ensure the RTPA's fiscal audits are completed no later than 12 months following the end of the fiscal year.	Medium	Ongoing
3	For any operator using STA funds for operating purposes, ICTC should include the test against the two qualifying efficiency standards as part of the TDA claim process.	High	FY 2020/21
Functional Recommendations		Importance	Timeline
1	Prepare and implement a standardized orientation process for new ICTC Board members.	Medium	ASAP
2	Reaffirm ICTC's definitions of "unmet transit need" and "reasonable to meet" as part of each annual unmet transit needs finding.	Low	FY 2021/22

## Chapter 2

# Audit Scope and Methodology

The Triennial Performance Audit of the Imperial County Transportation Commission (ICTC) covers a three-year period ending June 30, 2019. The California Public Utilities Code requires all Regional Transportation Planning Agencies conduct an independent Triennial Performance Audit in order to be eligible for Transportation Development Act (TDA) funding.

In late 2019, the Imperial County Transportation Commission selected Moore & Associates, Inc. to prepare Triennial Performance Audits of itself as the RTPA and the five transit operators to which it allocates TDA funding. Moore & Associates is a consulting firm specializing in public transportation. Selection of the consultant followed a competitive procurement process.

The Triennial Performance Audit is designed to be an independent and objective evaluation of ICTC as the designated RTPA for Imperial County. Direct benefits of a Triennial Performance Audit include providing RTPA management with information on the economy, efficiency, and effectiveness of its programs across the prior three years; helpful insight for use in future planning; and assuring legislative and governing bodies (as well as the public) that resources are being economically and efficiently utilized. Finally, the Triennial Performance Audit fulfills the requirement of PUC 99246(a) that the RTPA designate an independent entity other than itself to conduct a performance audit of its activities as well as those of each operator to whom it allocates TDA funding.

Moore & Associates conducted this performance review in accordance with generally accepted government auditing standards. Those standards require the auditors plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for its findings and conclusions based on its review objectives. The auditors believe the evidence obtained provides a reasonable basis for our findings and conclusions based on its review objectives.

The review was also conducted in accordance with the processes established by the California Department of Transportation, as outlined in the *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities*.

### **OBJECTIVES**

The Triennial Performance Audit has four primary objectives:

1. Assess compliance with TDA regulations,
2. Review actions taken by the RTPA to implement prior recommendations,
3. Evaluate the efficiency and effectiveness of the RTPA through a review of its functions, and
4. Provide sound, constructive recommendations for improving the efficiency and functionality of the RTPA.

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## SCOPE

The Triennial Performance Audit is intended to be a high-level review of performance evaluating the efficiency and effectiveness of the RTPA. The review of ICTC included five related tasks:

1. Review of compliance with the TDA requirements and regulations.
2. Assessment of implementation of recommendations presented in prior performance audits.
3. Analysis of ICTC's internal goal setting and strategic planning functions.
4. Examination of the following functions:
  - Administration and Management,
  - Transportation Planning and Regional Coordination,
  - Claimant Relationships and Oversight,
  - Marketing and Transportation Alternatives, and
  - Grant Applications and Management.
5. Recommendations to address opportunities for improvement based on analysis of the information collected and the review of the RTPA's core functions.

## METHODOLOGY

The methodology for the Triennial Performance Audit of ICTC as the RTPA included extensive review of documents relevant to the scope of the review, as well as information contained on ICTC's website ([www.imperialctc.org](http://www.imperialctc.org)). The documents reviewed included the following (spanning the full three-year period):

- Triennial Performance Audit report for the prior review period;
- Annual budgets;
- Audited financial statements;
- State Controller Reports;
- Agency organizational chart;
- Board meeting minutes and agendas;
- Planning studies and documents prepared during and prior to the audit period; and
- TDA and transit funding allocations to operators.

The methodology for this review included a site visit to ICTC's offices (1503 N. Imperial Avenue, Suite 104, El Centro) on February 12, 2020. The audit team met with David Aguirre (Associate Transportation Planner) and Michelle Bastidas (Administrative/Financial Analyst) and reviewed materials germane to the Triennial Performance Audit.

The report is comprised of seven chapters divided into three sections:

1. Executive Summary: A summary of the key findings and recommendations developed during the Triennial Performance Audit process.
2. Scope and Methodology: Discussion of the review methodology and pertinent background information.
3. Audit Results: In-depth discussion of ICTC's roles and responsibilities as well as findings surrounding each of the subsequent elements of the review:

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- Compliance with statutory and regulatory requirements,
- Progress in implementing prior recommendations,
- Goal setting and strategic planning,
- Functional review, and
- Findings and recommendations.

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## Chapter 3 Overview of ICTC

The Imperial County Transportation Commission (ICTC) is a regional transportation planning agency governed by a Commission composed of one council member from each city (Brawley, Calipatria, Calexico, El Centro, Holtville, Imperial, and Westmorland), two members of the Imperial County Board of Supervisors, one member of the Imperial Irrigation District's Board of Directors, and one ex officio member appointed by the Governor of California representing Caltrans. ICTC was created in 2009 by Senate Bill 607 as the successor agency to the Imperial Valley Association of Governments. Future non-voting members of the Commission may include representatives of Baja California; Mexicali, Mexico; any federally recognized Native American tribe in Imperial County; and the Consul of Mexico.

### ROLES

ICTC serves many functions within the region, including:

**Regional Transportation Planning Authority (RTPA).** As the RTPA, ICTC is legally responsible for allocating Transportation Development Act (TDA) funds. The TDA provides two major sources of funding: Local Transportation Funds (LTF), which are derived from a one-quarter cent state sales tax, and State Transit Assistance (STA), which is derived from the statewide sales tax on diesel fuel. ICTC is required by state statutes to conduct multi-modal transportation planning, programming, and funding allocation.

**Transit Operator.** ICTC provides direct management, administration, and oversight of local and regional transit programs including Imperial Valley Transit (IVT), IVT Ride, IVT Access, and IVT MedTrans. ICTC also partners with the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) and Quechan Tribe to provide transit service in Eastern Imperial County.

**Americans with Disabilities Act (ADA) Certification and Eligibility Provider.** ICTC's Mobility Coordination staff process eligibility/certification applications and conduct functional interviews to support Imperial County's ADA program.

**Consolidated Transportation Service Authority (CTSA).** ICTC is the agency responsible for coordinating programs serving the transportation needs of seniors, persons with disabilities, and other historically transit-dependent populations.

**Local Transportation Authority (LTA).** ICTC is responsible for determining the method for distributing Measure D sales tax revenue for transportation improvements.

**Imperial/Mexicali Binational Alliance** – Developed by ICTC in partnership with the Imperial Valley Economic Development Corporation (IVEDC) and Mexicali's Economic Development Organization (CDEM). The Imperial-Mexicali Binational Alliance was established via memorandum of understanding in 2013 in Mexicali. This group focuses on three cross-border goals: transportation infrastructure, economic development, and environmental issues. Other participating organizations include local, state

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and federal agencies having direct responsibilities for cross-border infrastructure, economic, and environmental issues. Participants include the cities of Calexico and Mexicali; Imperial County; State of Baja California's Cabinet Offices of Transportation/Urban Planning, Environments, and Economic Development; Caltrans; U.S. and Mexico federal agencies located at the border; and the Secretariat for Communications and Transport. The Alliance meets on the second Thursday of the month on a bi-monthly basis and alternates meetings between Imperial and Mexicali.

**CalVans** – In 2014, ICTC became a member of the CalVans Joint Powers Agency. CalVans does not require contributions from members, but provides an additional transit option within member jurisdictions. CalVans established an office in El Centro and operates approximately 50 agricultural worker vanpools within Imperial County.

## ADVISORY COMMITTEES

**Management Committee** – Addresses transportation projects and issues specific to the region and serves as a policy advisory body to the Board. The Management Committee is comprised of two members from the County of Imperial and one member from each member-city or agency (e.g., City Manager, Chief Executive Officer, General Manager, or their designated representative). It meets on the second Wednesday of the month.

**Social Services Transportation Advisory Council (SSTAC)** – Statutorily (PUC 99238) created to serve a broad representation of youth, students, elderly, disabled persons, persons of limited means, social service agencies, the transit-dependent, and transit providers. The SSTAC participates in the identification of transit needs; reviews and recommends action; and provides advice and technical recommendations. SSTAC members serve three-year terms.

**Technical Advisory Committee (TAC)** – Composed of Planning and Public Works Department representatives from each member agency including advisory members of Caltrans, Southern California Association of Governments (SCAG), and ICTC. The purpose of the TAC is to coordinate the plans and development of regional transportation improvement program of projects, transportation planning programs, and transportation funding programs. It typically meets on the fourth Thursday of the month.

**Americans with Disabilities Act (ADA) Advisory Committee** – Includes members from the SSTAC as well as other individuals who are disabled and agencies that provide services to the disabled community. It meets on an as-needed basis when a transit complaint has been filed by a person with disabilities, when an appeal is filed under the ADA certification and eligibility process, and when a public agency requests input from the disabled community regarding transit service changes.

## ORGANIZATION

The ICTC organizational chart (see Exhibit 3.1) includes 11 full-time positions. ICTC's Executive Director reports to the Commission and manages three departments: Regional Transportation, Administrative Support, and Regional Transit.

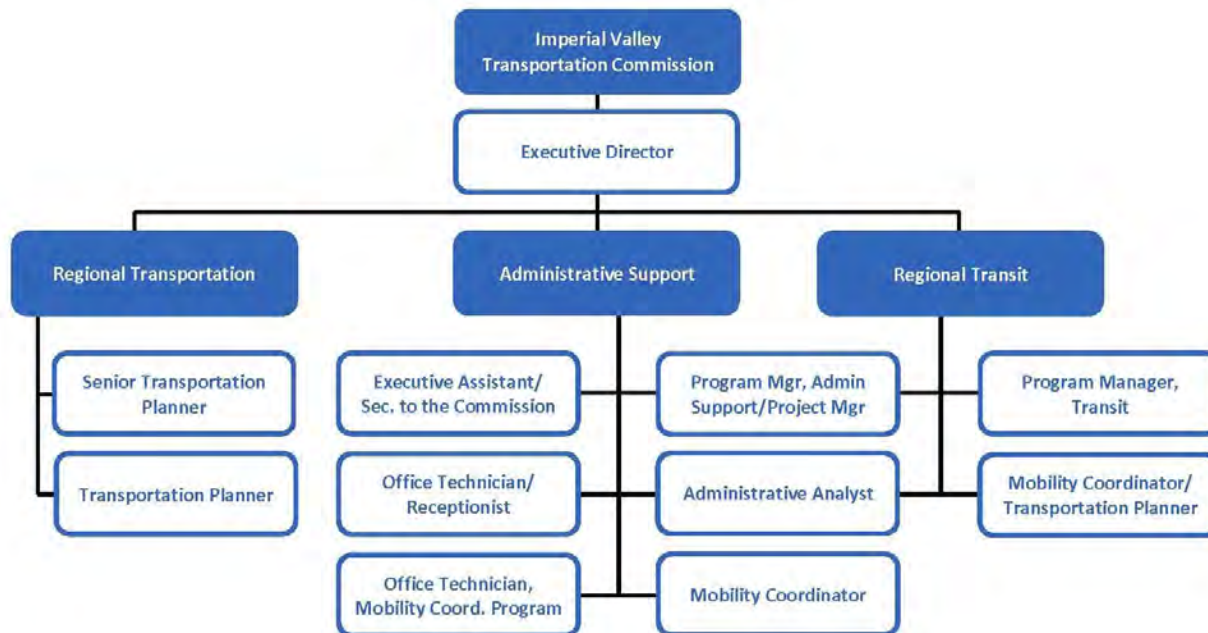


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Exhibit 3.1 Organizational Chart



Source: ICTC.

During the audit period, the following individuals served as voting members of the Imperial County Transportation Commission:

- George Nava, City of Brawley (2016-2019)
- Maria Nava-Froelich, City of Calipatria (2016-2019)
- Joong Kim, City of Calexico (2016)
- Bill Hodge, City of Calexico (2017-2018)
- Lewis Pacheco, City of Calexico (2019)
- Cheryl Viegas-Walker, City of El Centro (2016-2019)
- Jim Predmore, City of Holtville (2016-2019)
- Doug Cox, City of Imperial (2016)
- Robert Amparano, City of Imperial (2017-2019)
- Larry Ritchie, City of Westmorland (2016-2019)
- Jack Terrazas, County of Imperial (2016)
- Luis Plancarte, County of Imperial (2017-2019)
- Ryan Kelley, County of Imperial (2016-2019)
- Norma Sierra-Galindo, Imperial Irrigation District (2016)
- Erik Ortega, Imperial Irrigation District (2017-2019)

ICTC Commissioners meet at 6:00 p.m. on the fourth Wednesday of the month in the Imperial County board chambers (940 Main Street) in El Centro.

# Imperial County Transportation Commission

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Current areas of interest to the Commission include battery-electric vehicle technology, bus shelters, and additional service coverage areas. In addition, ICTC receives monthly performance reports from its operations contractor and makes periodic presentations to the Board.

## GOAL SETTING AND STRATEGIC PLANNING

The mission and vision statements of ICTC's transit programs, as identified in its Short Range Transit Plans, read as follows:

***Transit Mission Statement:***

*The mission of the Imperial County Transportation Commission (ICTC) public transit systems is to improve the quality of life for the residents of the Imperial Valley through a coordinated, accessible, and efficient countywide transit system.*

***Transit Vision Statement:***

*The transit network provides a safe, affordable, and reliable transit system that meets the needs of the transit dependent in communities within the Imperial Valley, but providing access to health care, education, public services, employment, commercial, and recreational activities.*

ICTC does not prepare a Regional Transportation Plan for Imperial County, as Imperial County is included within the Southern California Association of Government's (SCAG) Regional Transportation Plan/Sustainable Communities Strategy. The most recent document was adopted in 2016. SCAG is in the process of updating the document, which is expected to be adopted in mid-2020.

ICTC's most recent Long-Range Transportation Plan was completed in 2013. It primarily focused on a review of transportation infrastructure in Imperial County and provided a prioritized list of highway facility and roadway improvement projects. It also included a congestion management element that included recommended methods for establishing performance standards for transit service.

In 2018, ICTC completed its most recent Short Range Transit Plan (S RTP). The 2018 S RTP included the following goals for Imperial County:

1. Provide mobility to all residents of Imperial County. Service levels are determined by demand, with all areas receiving service but those with more demand for transit receiving more service.
2. Connect residents of Imperial County with medical, social services, and educational facilities throughout the county.

The S RTP also proposed a potential third goal, which would be to attract choice riders. The S RTP sought to address these goals by working to:

1. Maximize the efficiency of the system by deploying appropriate resources to areas where they are needed most.
2. Maximize usage of the system by serving all major trip generators and ensuring passengers can make the necessary connections to reach those decisions.

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Other recent planning efforts have included the California/Baja California Border Master Plan Update (2014), Calexico Border Intermodal Transportation Center Feasibility Study (2014), Public Transit-Human Services Transportation Coordination Plan for Imperial County (2014), California/Baja California Pedestrian and Bicycle Transportation Access Study (2015), ADA Certification and Eligibility Process Assessment (2015), Imperial County State Transportation Improvement Program (STIP) (2016), Imperial County Travel Model (ICTM) Update (2018), Calexico Traffic Circulation Plan (2018), and Imperial County State Transit Improvement Program (STIP) (2020).

In Chapter 6, the auditors further evaluate ICTC's effectiveness and efficiency as the RPTA.

# Imperial County Transportation Commission

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## Chapter 4

# Program Compliance

This section examines the Imperial County Transportation Commission’s compliance with the State of California’s Transportation Development Act as well as relevant sections of California’s Public Utilities Commission code. An annual certified fiscal audit confirms TDA funds were apportioned in conformance with applicable laws, rules, and regulations. Although compliance verification is not a Triennial Performance Audit function, several specific requirements concern issues relevant to the performance audit. The RTPA considers full use of funds under CCR Section 6754(a) to refer to operating funds but not capital funds. The Triennial Performance Audit findings and related comments are delineated in Exhibit 4.1.

Compliance was determined through discussions with ICTC staff as well as a physical inspection of relevant documents, including the fiscal audits for each year of the triennium. Also reviewed were planning documents, Board actions, and other related documentation.

With three exceptions, ICTC adheres to Transportation Development Act (TDA) regulations in an efficient and effective manner:

1. The RTPA did not submit its annual report to the State Controller within the stipulated timeframe during any year of the current audit period.
2. In FY 2017/18, ICTC’s fiscal audits were submitted after the stipulated deadlines.
3. ICTC did not conduct the qualifying tests prior to the allocation of STA funds.

### **The Future of the Transportation Development Act<sup>1</sup>**

In the nearly 50 years since the introduction of the Transportation Development Act, there have been many changes to public transportation in California. Many operators face significant challenges in meeting the farebox recovery ratio requirement, and it calls into question whether that remains the best measure for TDA compliance. In 2018, the chairs of California’s state legislative transportation committees requested the California Transit Association spearhead a policy task force to examine the TDA.

Numerous meetings were conducted with the TDA task force across a full year. Other efforts included input from state-level stakeholders as well as transit agencies. It also reviewed the results of two research projects requested by legislative leaders and conducted by the UCLA Institute of Transportation Studies. Two particularly important conclusions were:

- The state’s goals for transit have changed and broadened considerably since 1971 when the TDA became law and 1978 when the farebox recovery requirement was added; and

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<sup>1</sup> Letter from Rick Ramacier, State Legislative Committee Chair, California Transit Association, and Joshua W. Shaw, Executive Director, California Transit Association to California Transit Association members, RTPAs, and other public transit systems. Subject: Transportation Development Act Reform – A Draft Framework (inclusive of Attachment 1, Draft Framework). Dated January 8, 2020.

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- A survey of California transit and regional agency professionals reveals the current TDA requirements appear to influence agency management decisions in ways that do not align with the state's current goals for transit.

The task force then set forth a draft framework for TDA reform that maintained the farebox recovery requirement but significantly changed how it would be applied. The draft framework:

1. Retains TDA's current farebox recovery requirements as an important data set for policymakers at all levels. The ratios would be targets that all transit agencies should try to hit.
2. Removes financial penalties associated with missing farebox recovery requirements for all agencies.
3. Requires agencies that miss their required farebox recovery for three years in a row be given the option in year four to either 1) develop and submit an action plan to the RTPA that details the steps it will take to meet its farebox recovery requirement; or 2) develop new targets, in collaboration with the RTPA, that monitor the transit agency's contribution to local, community, regional, or statewide goals.
4. Adjusts some aspects of the farebox recovery ratio definitions for the numerator and denominator, and lower the basic targets, to better reflect current goals and objectives for public transit, and to more realistically accommodate today's most pressing transit challenges and unfunded mandates.

While these proposed changes to the TDA legislation have yet to be finalized and enacted, it is very likely the TDA will undergo significant revisions during the next audit period. As a result, the test of compliance, particularly for transit operators, may look quite different in subsequent triennial performance audits. The RTPA will likely need to implement changes to its TDA claims manual, forms, and processes to reflect changes to operator compliance requirements.

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## Exhibit 4.1 Transportation Development Act Compliance Requirements

Compliance Element	Reference	Compliance	Comments
All transportation operators and city or county governments which have responsibility for serving a given area, in total, claim no more than those Local Transportation Fund monies apportioned to that area.	PUC 99231	In compliance	
The RTPA has adopted rules and regulations delineating procedures for the submission of claims for facilities provided for the exclusive use of pedestrians and bicycles (Article 3).	PUC 99233, 99234	In compliance	
The RTPA has established a social services transportation advisory council. The RTPA must ensure that there is a citizen participation process that includes at least an annual public hearing.	PUC 99238, 99238.5	In compliance	Public Unmet Transit Needs hearings held on: February 11, 2016 February 9, 2017 February 22, 2018 February 21, 2019
The RTPA has annually identified, analyzed, and recommended potential productivity improvements which could lower operating cost of those operators, which operate at least 50 percent of their vehicle service miles within the RTPA's jurisdiction. Recommendations include, but are not being limited to, those made in the performance audit. <ul style="list-style-type: none"> <li>A committee for the purpose of providing advice on productivity improvements may be formed.</li> <li>The operator has made a reasonable effort to implement improvements recommended by the RTPA as determined by the RTPA, or else the operator has not received an allocation that exceeds its prior year allocation.</li> </ul>	PUC 99244	In compliance	ICTC has a transit operators working group that meets quarterly.
The RTPA has ensured that all claimants to whom it allocated TDA funds submit to it and to the state controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year.	PUC 99245	Finding	<b>ICTC:</b> FY 2016/17: March 31, 2018 FY 2017/18: July 2, 2019 <b>FY 2018/19: Pending</b>  <b>Quechan Indian Tribe:</b> FY 2016/17: March 13, 2018 FY 2017/18: February 28, 2019 FY 2018/19: November 1, 2019
The RTPA has submitted to the state controller an annual certified fiscal audit within 12 months of the end of the fiscal year.	CCR 6662	Finding	FY 2016/17: March 31, 2018 FY 2017/18: July 2, 2019 <b>FY 2018/19: Pending</b>
The RTPA has submitted within 90 days after the end of the fiscal year an annual financial transactions report to the state controller.	CCR 6660	Finding	FY 2016/17: March 16, 2018 FY 2017/18: February 27, 2019 FY 2018/19: March 4, 2020

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Compliance Element	Reference	Compliance	Comments
The RTPA has designated an independent entity to conduct a performance audit of operators and itself (for the current and previous triennia). For operators, the audit was made and calculated the required performance indicators, and the audit report was transmitted to the entity that allocates the operator's TDA money, and to the RTPA within 12 months after the end of the triennium. If an operators audit was not transmitted by the start of the second fiscal year following the last fiscal year of the triennium, TDA funds were not allocated to that operator for that or subsequent fiscal years until the audit was transmitted.	PUC 99246, 99248	Not applicable	All transit operators received Article 8(c) funding. This requirement applies to Article 4 recipients.
The RTPA has submitted a copy of its performance audit to the Director of the California Department of Transportation. In addition, the RTPA has certified in writing to the Director that the performance audits of operators located in the area under its jurisdiction have been completed.	PUC 99246(c)	In compliance	Letter to Caltrans dated October 25, 2017, following adoption of the RTPA's audit on September 27, 2017.
For Article 8(c) claimants, the RTPA may adopt performance criteria, local match requirements, or fare recovery ratios. In such cases, the rules and regulations of the RTPA will apply.	PUC 99405	Not applicable	While operators receive Article 8(c) funding, the RTPA has not adopted alternative performance criteria.
The performance audit of the operator providing public transportation services shall include a verification of the operator's cost per passenger, operating cost per vehicle service hour, passenger per vehicle service mile, and vehicle service hours per employee, as defined in Section 99247. The performance audit shall include consideration of the needs and types of passengers being served and the employment of part-time drivers and the contracting with common carriers of persons operating under a franchise or license to provide services during peak hours, as defined in subdivision (a) of section 99260.2.	PUC 99246(d)	In compliance	
The RTPA has established rules and regulations regarding revenue ratios for transportation operators providing services in urbanized and newly urbanized areas.	PUC 99270.1, 99270.2	In compliance	
The RTPA has adopted criteria, rules, and regulations for the evaluation of claims filed under Article 4.5 of the TDA and the determination of the cost effectiveness of the proposed community transit services.	PUC 99275.5	In compliance	
State transit assistance funds received by the RTPA are allocated only for transportation planning and mass transportation purposes.	PUC 99310.5, 99313.3, Proposition 116	In compliance	



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Compliance Element	Reference	Compliance	Comments
<p>The amount received pursuant to the Public Utilities Code, Section 99314.3, by each RTPA for state transit assistance is allocated to the operators in the area of its jurisdiction as allocated by the State Controller’s Office.</p>	<p>PUC 99314.3</p>	<p>In compliance</p>	
<p>If TDA funds are allocated to purposes not directly related to public or specialized transportation services, or facilities for exclusive use of pedestrians and bicycles, the transit planning agency has annually:</p> <ul style="list-style-type: none"> <li>• Consulted with the Social Services Transportation Advisory Council (SSTAC) established pursuant to PUC Section 99238;</li> <li>• Identified transit needs, including:                             <ul style="list-style-type: none"> <li>○ Groups that are transit-dependent or transit-disadvantaged,</li> <li>○ Adequacy of existing transit services to meet the needs of groups identified,</li> <li>○ Analysis of potential alternatives to provide transportation services;</li> </ul> </li> <li>• Adopted or reaffirmed definitions of “unmet transit needs” and “reasonable to meet”; and</li> <li>• Identified the unmet transit needs or there are no unmet transit needs that are reasonable to meet.</li> </ul> <p>If a finding is adopted that there are unmet transit needs, these needs must have been funded before an allocation was made for streets and roads.</p>	<p>PUC 99401.5</p>	<p>In compliance</p>	<p>The annual Unmet Transit Needs process undertaken by ICTC includes the following elements:</p> <ul style="list-style-type: none"> <li>• Public comment period</li> <li>• Public hearing</li> <li>• Identification of any unmet transit needs that are reasonable to meet</li> <li>• Consultation with the Social Services Transportation Advisory Council (SSTAC)</li> </ul>

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## Chapter 5

# Prior Recommendations

This section reviews and evaluates the implementation of the prior Triennial Performance Audit recommendations and determines degree of implementation. This objective assessment is to provide assurance the Imperial County Transportation Commission has made quantifiable progress toward improving both the efficiency and effectiveness of its functions.

The prior audit – completed in 2017 by Michael Baker International for the three fiscal years ending June 30, 2016 – prescribed five recommendations for ICTC as the RTPA:

1. [Apply new statutory provisions to TDA performance measures.](#)

**Discussion:** ICTC is required to track performance measures of the transit systems for TDA funding eligibility. The prior audit noted several changes occurred in relation to the computation of these measures. Legislation (SB 508) passed in October 2015 significantly modified several provisions of the TDA. The legislation had several objectives, including simplifying fare recovery requirements, authorizing funding of bicycle and pedestrian safety education programs, and modifying STA qualifying criteria for operations.

SB 508 rationalized performance metrics, for example, by applying the same operating cost exemptions to both the farebox recovery ratio and the STA qualifying criteria. In addition, the bill clarified a few terms so as to help ensure expectations are applied uniformly to the transit systems.

The prior auditor noted farebox recovery ratios calculated in the next annual TDA fiscal audit (FY 2016–17) should account for these changes, given that operator eligibility for TDA funds is determined in large part by the audited farebox ratios. The revised STA sliding scale qualifying criteria that ICTC must also apply could have certain budgeting and planning implications.

**Progress:** None of the TDA Fund (Fund 7076) fiscal audits prepared during the current audit period included a review of the farebox recovery ratio. While it appears some of these changes may have been implemented, it is not clearly demonstrated anywhere.

**Status:** Not implemented.

2. [Implement the State Transit Assistance Qualifying Criteria Test.](#)

**Discussion:** Before STA funds can be used for transit operations, ICTC must conduct a test using a formula under PUC Section 99314.6 to determine the operator’s year-over-year growth in cost per revenue hour or average three-year change. With the enactment of state legislation (SB 508) reinstating the test, the prior audit advised the Commission to apply the qualifying criteria. At that time, ICTC allocated all STA funds for the operation of IVT Access ADA paratransit service. Typically the test is conducted during the TDA claims process before funds are approved and distributed for their intended expenditures. Alternatively,

the audit noted ICTC could request that the IVT fiscal auditor conduct the verification as part of the annual fiscal and compliance audit.

Given ICTC allocates all STA funds for IVT Access for required ADA paratransit service, the statute allows exclusions of cost increases beyond the change in the Consumer Price Index for such expenses as comparable complementary paratransit. This exclusion would enable STA funds to continue to be used for the ADA service provided by IVT Access. However, the auditor recommended ICTC conduct the test as a measure of statutory compliance when STA is used for transit operational expense.

**Progress:** It does not appear ICTC has utilized the qualifying criteria test prior to allocating STA funds. Evidence of such has not been included in the TDA claim or the TDA fiscal audit for IVT Access.

**Status:** Not implemented.

### 3. [Revise timeline of transit operator State Controller Report submittals](#)

**Discussion:** ICTC prepares separate annual Transit Operators Financial Transaction Reports to the State Controller (State Controller Reports) for its general public fixed route and specialized service dial-a-ride systems. New state legislation was passed (AB 1113 - Bloom) in 2017 that changed the timeline to submit these reports from within 110 days after fiscal year end to 7 months after fiscal year end, or end of January. In addition, with the change in dates, the State Controller Reports are required to contain underlying data from audited financial statements. This means the State Controller Reports must contain audited financial data drawn from the annual transit operator fiscal audits which are due 180 days, or 6 months, after fiscal year end.

The prior report also recommended ICTC notify the Quechan Indian Tribe, which prepares the State Controller Reports for YCAT Routes 5 and 10, of this change.

**Progress:** All Transit Operator Financial Transaction Reports submitted by ICTC were filed after the stipulated deadline. The Quechan Tribe submitted its report late in FY 2016/17, but submitted subsequent reports prior to the January 31 deadline.

**Status:** Not implemented.

### 4. [Revise the TDA claims forms and manual.](#)

**Discussion:** This recommendation is a carryover from two prior performance audits. The current TDA claims forms were developed in January 2006 as part of the Transportation Development Act Guidebook update. During their subsequent use for the claims process, staff has found the claims forms to be complex relative to the claims being made and the information that is required from the claimants. A streamlined claims form would serve the agency better and should be revised as agency resources allow, along with providing further training to the claimants. The revised claims forms should include a requirement that the claimants report at least annually the status of implementing the fiscal audit and performance audit recommendations. This requirement can be inserted as part of the

annual TDA claims package. The TDA Guidebook should be updated to reflect new statutory provisions, farebox recovery, and instructions for completing the claims.

**Progress:** ICTC continues to use the outdated claim forms. However, given the potential changes to the TDA on the horizon, it would be a waste of effort and resources to undertake a significant revision to the claim forms at this time.

**Status:** No longer relevant. However, once the changes to the TDA have been finalized, ICTC should then move to update its TDA Guidebook and Claim Forms. If this is not completed prior to the next Triennial Performance Audit, it should be included therein as a recommendation.

#### 5. Formalize orientation process for new Board and committee members.

**Discussion:** Due to the nature of rotation in membership on the ICTC board and committees, ICTC staff face the challenge of orienting new members on a fairly regular basis about the agency. At the time of the prior audit, many interviewees expressed the orientation process has not been standardized, with some receiving one-on-one consultation from staff, while others have had to learn on their own. ICTC retains an “open door” for a new or existing member to consult with staff and to become more familiar with the agency; however, a standard orientation process might be warranted. This could include an annual conversation during a board and committee meeting at the beginning of the year on the purpose and ground rules of the board/committees, and development and distribution of a user friendly handout on the agency’s workings. The prior audit noted the annual ICTC Overall Work Program and Budget serves some capacity and has materials for the handout, and could be leveraged in the formulation of a standalone orientation piece. Other prior presentations on an overview about ICTC could also be used for orientation materials. Sample orientation materials from other RTPAs were provided by the performance auditor to ICTC.

**Progress:** ICTC staff have continued conducting informal orientation sessions with new Commission members. However, there is still no standardized process.

**Status:** Not implemented.

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## Chapter 6

# Functional Review

A functional review of the Imperial County Transportation Commission determines the effectiveness and efficiency of the following functional activities:

- Administration and Management,
- Transportation Planning and Regional Coordination,
- Claimant Relationships and Oversight,
- Marketing and Transportation Alternatives, and
- Grant Applications and Management.

### **ADMINISTRATION AND MANAGEMENT**

ICTC sets transportation priorities, selects projects, and distributes state and federal monies to its members to maintain, repair and support operations of local roadways, public transportation and other transportation systems. The agency works with Caltrans to plan, select and construct major highway projects. ICTC is also responsible for administering Transportation Development Act (TDA) funds, including both State Transit Assistance (STA) funds and Local Transportation Funds (LTF), and local Measure D tax revenues. ICTC also manages and administers Imperial Valley Transit, IVT Access, IVT Ride, and IVT MedTrans transit programs.

Imperial County is included within the Southern California Association of Governments' Regional Transportation Plan. As such, it participates in the development of SCAG's Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS) but does not prepare its own RTP report.

Within its annual Overall Work Plan and Budget, ICTC identifies key activities, accomplishments, funding sources, and anticipated expenditures for two program areas:

1. Financial Management, Community Outreach, and Regional Transportation Planning and Program Management; and
2. Transit Planning and Program Management.

The budget for each program area is broken down further into Administration and Operations and Professional and Specialized Projects and Services. Budgeting is a joint effort and relies heavily on anticipated revenue forecasts.

ICTC depends on the County for legal services and internal audit services.

Staff turnover has historically been low and is mostly due to retirements. ICTC currently has nine staff and is looking to increase the staffing level soon. All employees undergo annual performance evaluations and are eligible for a standard benefits package which includes retirement benefits, health insurance, etc.

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## TRANSPORTATION PLANNING AND REGIONAL COORDINATION

The regional planning landscape in Southern California is unique with respect to how responsibility for particular activities has been assigned. The Southern California Association of Governments (SCAG) is the designated Metropolitan Planning Organization (MPO) for a six-county region (Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura). As the MPO, SCAG is responsible for coordinating land-use and transportation planning efforts within its jurisdiction. Its core areas of focus include:

- Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS),
- Federal Transportation Improvement Program (FTIP),
- Annual Overall Work Program,
- Transit and Passenger Rail,
- Air Quality,
- Regional Transportation Model,
- Active Transportation,
- Plug-in Electric Vehicle Readiness,
- Transportation Finance, and
- Regional Housing Needs Assessment.

Responsibility for development of the RTP/SCS and FTIP would normally fall under the purview of the RTPA in other regions (such as San Diego County). Though ICTC and SCAG may appear to serve the same function regarding Imperial County, SCAG's focus is on Imperial County as one part of the six-county region, while ICTC's focus is solely Imperial County.

SCAG's 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy is the guiding long-range transportation planning document for Imperial County. The plan takes a holistic approach to improving air quality, with plans for smarter development and additional modes of transportation resulting in reduced emissions and improved air quality. Such planning includes placing residences and commercial offices in proximity, promoting ridesharing, telecommuting, and alternative schedules, thereby removing vehicle trips during peak periods. The 2016 RTP/SCS calls for further investment across all transit modes and also calls for new household and employment growth to be targeted in areas that are well served by public transportation to maximize the improvements called for in the Plan. The Plan also endorses county plans to close arterial gaps and chokepoints in the transportation network. SCAG is currently in the process of updating the RTP/SCS, and expects to adopt the 2020 RTP/SCS in mid-2020.

In 2018, the Imperial County Travel Model (ICTM) was developed through a joint effort of Caltrans and Cambridge Systematics. Adapted from the SCAG Model, the ICTM focused on a much smaller, mostly rural population (as compared to the larger urbanized population used in the SCAG Model). The ICTM also accounts for cross-border traffic and focuses on localized travel. The availability of the ICTM can help ICTC more effectively model changes to roadway capacity, transit service, and travel demand.

## CLAIMANT RELATIONSHIPS AND OVERSIGHT

ICTC monitors operator progress through quarterly transit operator meetings. It prepares a group Transit Asset Management (TAM) Plan for IVT, IVT Access, IVT Ride, and IVT MedTrans (YCAT assets are included within its own TAM Plan). Traditionally, ICTC and First Transit have shared the responsibility of



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preparing marketing materials for the IVT transit programs. However, within the last year, ICTC has been handling more of the service marketing activities.

Given Imperial County's transit operators receive Article 8(c) funds and are contracted operations, ICTC may wish to explore the use of alternative performance criteria (as allowed under PUC 99405). Changes to the TDA in coming years, however, may render this option unnecessary.

## **MARKETING AND TRANSPORTATION ALTERNATIVES**

ICTC typically sets aside a sizeable budget for marketing and outreach activities. While these activities primarily focus on the IVT transit programs it administers, this also includes travel training, ADA certification, and mobility management. In addition, ICTC does limited promotion of CalVans and may offer referrals to social service agencies as an alternative or supplement to IVT services.

ICTC currently utilizes two marketing and advertising consultant contracts: one for IVT, IVT Access, and IVT MedTrans, and the other for IVT Ride. Marketing Plans are outlined for each service, and ICTC has regular meetings with the consultants about program recommendations. Marketing activities include media releases, advertisements, movie theater advertising (MedTrans), and videos (provided to jurisdictions to run on their respective websites).

CalVans is the only other transportation alternative (beyond public transit) in Imperial County. There is no local ridesharing program.

## **GRANT APPLICATIONS AND MANAGEMENT**

ICTC prepares and submits grant applications for its RTPA and transit programs, including FTA Sections 5307, 5310, and 5310; LCTOP, PTMISEA, and State of Good Repair. Most grant applications are prepared in-house, though ICTC will occasionally enlist the assistance of a consultant. ICTC has some long-term projects for which it would like to apply for grants but does not due to limited staffing. ICTC monitors and reports on the grants it receives.

The Quechan Tribe typically prepares grants for the Eastern Imperial County Transit Service (EICTS). The Tribe recently received grant funding for bus stop amenities. The Tribe monitors and reports on its own grants.

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## Chapter 7

# Findings and Recommendations

### CONCLUSIONS

With three exceptions, the auditors find the Imperial County Transportation Commission, functioning as the RTPA, to be in compliance with the requirements of the Transportation Development Act. Compliance and functional recommendations intended to improve the effectiveness of the organization as the RTPA are detailed below.

### FINDINGS AND RECOMMENDATIONS

Following discussions with ICTC staff and a review of program compliance, the audit team identified three compliance findings:

1. The RTPA did not submit its annual report to the State Controller within the stipulated timeframe during any year of the current audit period.
2. In FY 2017/18, ICTC's fiscal audits were submitted after the stipulated deadlines.
3. ICTC did not conduct the qualifying tests prior to the allocation of STA funds.

The audit team identified two additional functional findings. While these findings are not compliance findings, we feel they are significant enough to be addressed within this review:

1. ICTC has yet to implement a standardized process for new Board member orientations.
2. ICTC does not reaffirm its definitions of "unmet transit need" and "reasonable to meet" as part of its annual unmet transit needs findings.

In completing this Triennial Performance Audit, the auditors submit the following recommendations for the Imperial County Transportation Commission as the RTPA. They have been divided into two categories: TDA Program Compliance Recommendations and Functional Recommendations. TDA Program Compliance Recommendations are intended to assist in bringing the agency into compliance with the requirements and standards of the TDA, while Functional Recommendations address issues identified during the Triennial Performance Audit that are not specific to TDA compliance.

#### **Compliance Finding 1: The RTPA did not submit its annual report to the State Controller within the stipulated timeframe during any year of the current audit period.**

**Criteria:** CCR 6660 requires RTPAs to submit annual reports to the State Controller within 90 days following the end of the fiscal year (110 days if filing electronically). Beginning FY 2015/16, this submittal deadline was amended to January 31 following the end of the fiscal year. Beginning with the online reporting for FY 2017/18, the cover sheet is timestamped with the submittal date and time upon its generation. This makes it easier to determine when the report was actually submitted.

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**Condition:** In FY 2016/17, the report was submitted on or about March 16, 2018, approximately six weeks following the deadline. In FY 2017/18, the report was submitted on March 28, 2019, approximately eight weeks after the deadline. In FY 2018/19, the timeliness had improved, though the report was still submitted on March 4, 2020, four weeks after the deadline.

The RTPA provided Special Districts Reports for FY 2017/18 and FY 2018/19, rather than Transportation Planning Agencies Reports, as part of this audit. It is unclear whether this represents a change in reporting requirements, or if ICTC also completed a Transportation Planning Agencies Report.

**Cause:** Several challenges can result in reports being submitted late, including the unavailability of final data and lack of awareness regarding submittal deadlines.

**Effect:** Late submittals can place an operator out of compliance with the TDA.

**Recommendation:** Ensure State Controller Reports are submitted in a timely manner.

**Recommended Action(s):** ICTC should take whatever actions are necessary to ensure an on-time submittal of the State Controller Reports. This may require working with other entities to adjust other submittal deadlines to ensure audited data is available.

**Timeline:** Ongoing.

**Anticipated Cost:** Negligible.

## Compliance Finding 2: In FY 2017/18, ICTC's fiscal audits were submitted after the stipulated deadlines.

**Criteria:** CCR 6662 requires an RTPA submit its fiscal audit to the State Controller within 12 months of the end of the fiscal year. PUC Section 99245 requires all claimants in receipt of TDA funds submit to the RTPA and to the State Controller an annual certified fiscal and compliance audit within 180 days after the end of the fiscal year (or 270 days if a 90-day extension is granted).

**Condition:** ICTC completes its audits by fund, but all are done on a similar time frame. ICTC's FY 2017/18 TDA fiscal audits were completed on July 2, 2019. (As of the writing of this draft, completion of the FY 2018/19 TDA fiscal audit was still pending.) This is well beyond the 270-day deadline for the operators and just beyond the June 30 deadline for the RTPA.

**Cause:** It is unclear why the audit could not be completed a few days earlier so as to be in compliance.

**Effect:** When TDA fiscal audits are submitted beyond the established deadline, entities are out of compliance with the TDA.

**Recommendation:** Ensure the RTPA's fiscal audits are completed no later than 12 months following the end of the fiscal year, and that operator audits for which ICTC is responsible are submitted no later than 180 days after the end of the fiscal year (plus a 90-day extension).

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**Recommended Action(s):** ICTC should work with its TDA fiscal auditor to ensure its own audit is completed by June 30 following the end of the fiscal year.

**Timeline:** Ongoing.

**Anticipated Cost:** Negligible.

### Compliance Finding 3: ICTC did not conduct the qualifying tests prior to the allocation of STA funds.

**Criteria:** Senate Bill 508 introduced legislation that adjusted the efficiency standards required to use STA funds for operating purposes. PUC 99314.6 requires an operator comply with one of two qualifying calculation methods in order to utilize the full STA allocation for operating purposes. Failure to comply with either of these qualifying methods results in the operating being able to use STA funds for operations reduced by the lowest amount it exceeded the target necessary to meet the efficiency standard.

**Condition:** This recommendation is carried over from the prior audit. Despite this requirement being in place since FY 2017, there is no evidence ICTC conducted the qualifying tests prior to allocating funding for operating purposes for IVT Access and IVT MedTrans. When the calculations were applied, IVT Access was found to be eligible to use all of its STA allocation for operating purposes each year, while IVT MedTrans did not meet the full eligibility criteria for the current year.

There are two tests to determine if an entity meets the qualifying criteria for using the full allocation of STA funds for operating purposes. One compares the operating cost per vehicle service hour for the most recent two years for which audited data is available, adjusted for CPI. The other compares cost per vehicle service hour for the two most recent three-year periods for which audited data is available, adjusted for CPI.

For FY 2018/19, the STA allocation would have been based on audited data from FY 2016/17 (because FY 2017/18 audited data would not have been available when the claim was prepared).

The two efficiency standards are as follows:

**Efficiency Standard 1:**

Z must be less than or equal to  $[Y + (Y) * (CPI\%)]$  [CPI% = average percentage change in the CPI%]

**Efficiency Standard 2:**

$[(X + Y + Z) / 3]$  must be less than or equal to  $[(W + X + Y) / 3] + \{[(W + X + Y) / 3] * (3\text{-year CPI}\%)\}$

Exhibit 7.1 shows the worksheet with calculations for IVT Access for FY 2018/19. Exhibit 7.2 shows the worksheet with calculations for IVT MedTrans for FY 2018/19. IVT Access met the qualifying criteria for both tests, while IVT MedTrans met neither.

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Exhibit 7.1 IVT Access STA worksheet FY 2018/19

<b>Operator's STA Qualifying Criteria (99314.6) - Worksheet</b>				
<b>FISCAL YEAR</b> (Audited Data)	<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY 2016/17</b>
A. Operating Cost	\$1,318,143	\$1,369,563	\$1,433,453	\$1,457,672
B. Operating Cost Exclusions: (Depreciation already excluded)				
C. Adjusted Operating Cost (A-B)	\$1,318,143	\$1,369,563	\$1,433,453	\$1,457,672
D. Revenue Vehicle Hours (RVH)	13631	13700	13547	15593
E. RVH Exclusions: (add sheets if required)				
F. Adjusted RVH (D-E)	13631	13700	13547	15593
G. Operating Cost per RVH (C/F)	\$96.70	\$99.97	\$105.81	\$93.48
I. Operating Cost per RVH	\$96.70 W	\$99.97 X	\$105.81 Y	\$93.48 Z
H. % Change in CPI				2.84%
% Change in CPI 3 prior years (change in annual CPI between first year of first fiscal year and last year of last fiscal year)	3.12%			
<b>Efficiency Standard 1:</b>				
Z must be less than or equal to (Y)+[(Y)*(CPI%)] [CPI% = average percentage change in the CPI%]				
	Z =	\$93.48	Difference:	-\$15.34
	Y =	\$105.81	Percentage:	-14.09%
	[(Y + Y * (CPI)) =	\$108.82		
<b>Efficiency Standard 2:</b>				
[(X + Y + Z) / 3] must be less than or equal to [(W + X + Y)/3] (3-year CPI%)				
	[(X + Y + Z) / 3] =	\$99.75	Difference:	-\$4.22
	[(W + X + Y) / 3] =	\$100.83	Percentage:	-4.06%
	[(W + X + Y) / 3] + [(W + X + Y) / 3]*CPI =	\$103.97		
<b>For RTPA Use Only</b>				
Operator qualifies under:				
Standard 1:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Standard 2:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		

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Exhibit 7.2 IVT MedTrans STA worksheet FY 2018/19

<b>Operator's STA Qualifying Criteria (99314.6) - Worksheet</b>				
<b>FISCAL YEAR</b> (Audited Data)	<b>FY 2013/14</b>	<b>FY 2014/15</b>	<b>FY 2015/16</b>	<b>FY 2016/17</b>
A. Operating Cost	\$192,821	\$211,934	\$199,499	\$498,289
B. Operating Cost Exclusions: (Depreciation already excluded)				
C. Adjusted Operating Cost (A-B)	\$192,821	\$211,934	\$199,499	\$498,289
D. Revenue Vehicle Hours (RVH)	1548	1544	1497	3482
E. RVH Exclusions: (add sheets if required)				
F. Adjusted RVH (D-E)	1548	1544	1497	3482
G. Operating Cost per RVH (C/F)	\$124.56	\$137.26	\$133.27	\$143.10
I. Operating Cost per RVH	\$124.56 W	\$137.26 X	\$133.27 Y	\$143.10 Z
H. % Change in CPI				2.84%
% Change in CPI 3 prior years (change in annual CPI between first year of first fiscal year and last year of last fiscal year)	3.12%			
<b>Efficiency Standard 1:</b>				
Z must be less than or equal to (Y)+[(Y)*(CPI%)] [CPI% = average percentage change in the CPI%]				
	Z =	\$143.10	Difference:	\$6.05
	Y =	\$133.27	Percentage:	4.54%
	[(Y + Y * (CPI)) =	\$137.05		
<b>Efficiency Standard 2:</b>				
[(X + Y + Z) / 3] must be less than or equal to [(W + X + Y)/3] (3-year CPI%)				
	[(X + Y + Z) / 3] =	\$137.88	Difference:	\$2.07
	[(W + X + Y) / 3] =	\$131.70	Percentage:	1.53%
	[(W + X + Y) / 3] + [(W + X + Y) / 3]*CPI =	\$135.80		
<b>For RTPA Use Only</b>				
Operator qualifies under:				
Standard 1:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Standard 2:	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

# Imperial County Transportation Commission

Triennial Performance Audit, FY 2017 – FY 2019

Draft Report

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**Cause:** It is likely the qualifying test was not conducted because it was not the way ICTC had allocated its STA funds in prior years.

**Effect:** Allocation of the full amount when an entity is not eligible to use the full amount for operating purposes can result in an over-allocation.

**Recommendation:** For any operator using STA funds for operating purposes, ICTC should include the test against the two qualifying efficiency standards as part of the TDA claim process.

**Recommended Action(s):** The STA worksheet (provided in Excel format separately) should be utilized as part of the TDA claims process for operators receiving STA for operating. If an operator does not meet either standard, the allocation should be reduced by the smallest percentage by which the standard is not met (for example, in Exhibit 7.2, that percentage is 1.53 percent).

**Timeline:** FY 2020/21.

**Anticipated Cost:** Dependent upon operator performance.

## Functional Finding 1: ICTC has yet to implement a standardized process for new Board member orientations.

**Criteria:** Caltrans' *Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities* includes Governing Board Activities as part of the Administration and Management functional area.

**Condition:** This recommendation was carried forward from the prior audit. At present, ICTC staff conduct orientation activities with new Board members on an informal basis. The prior audit recommended a more standardized approach to such orientations to ensure all new Board members have access to the same information and resources.

**Cause:** Lack of a standard orientation process can result in inconsistencies with respect to Board members' knowledge and understanding of key information and processes, as the information provided may vary depending on which ICTC staff conduct the orientation.

**Effect:** When new Board members do not have sufficient information about ICTC processes and issues, they are less likely to make well-informed decisions about the matters discussed by the Commission.

**Recommendation:** Prepare and implement a standardized orientation process for new ICTC Board members.

**Recommended Action(s):** ICTC staff should identify existing resources that can be used to effectively orient new Board members. These should be utilized in support of a process that defines who conducts the orientation, what it covers, and who should participate.

**Timeline:** As soon as possible.



# Imperial County Transportation Commission

Triennial Performance Audit, FY 2017 – FY 2019

Draft Report

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**Anticipated Cost:** Negligible, assuming existing materials can be compiled into an effective orientation guide.

**Functional Finding 2:** ICTC does not reaffirm its definitions of “unmet transit need” and “reasonable to meet” as part of its annual unmet transit needs findings.

**Criteria:** PUC 99401.5 outlines the Unmet Transit Needs process under TDA Article 8. The process requires the RTPA utilize definitions of “unmet transit need” and “reasonable to meet” that are documented by resolution or in the minutes of the agency. While these definitions have been adopted by the Commission, they are not included in the annual findings.

**Condition:** While ICTC conducts an annual unmet needs process that meets the requirements of the TDA, its definitions of “unmet transit need” and “reasonable to meet” are not typically affirmed as part of the unmet transit needs findings. As a result, this information can be difficult to find for someone who is new to the process, including Commission members and the public alike.

**Cause:** One challenge of a recurring process such as the unmet transit needs process is assuming everyone involved has the same level of information.

**Effect:** By not providing these definitions as part of the process, there is a reduced understanding of which requests should be considered unmet transit needs and which should not during any given year.

**Recommendation:** Reaffirm ICTC’s definitions of “unmet transit need” and “reasonable to meet” as part of each annual unmet transit needs finding.

**Recommended Action(s):** ICTC should include these definitions in its annual unmet transit needs finding as part of the introductory material leading into that year’s findings. It should also include the date on which the definitions were adopted by the Commission.

**Timeline:** FY 2021/22.

**Anticipated Cost:** None.

# Imperial County Transportation Commission

Triennial Performance Audit, FY 2017 – FY 2019

Draft Report

Exhibit 7.3 Summary of Recommendations

TDA Compliance Recommendations		Importance	Timeline
1	Ensure State Controller Reports are submitted in a timely manner.	High	Ongoing
2	Ensure the RTPA's fiscal audits are completed no later than 12 months following the end of the fiscal year.	Medium	Ongoing
3	For any operator using STA funds for operating purposes, ICTC should include the test against the two qualifying efficiency standards as part of the TDA claim process.	High	FY 2020/21
Functional Recommendations		Importance	Timeline
1	Prepare and implement a standardized orientation process for new ICTC Board members.	Medium	ASAP
2	Reaffirm ICTC's definitions of "unmet transit need" and "reasonable to meet" as part of each annual unmet transit needs finding.	Low	FY 2021/22

# VII. IVRMA ACTION CALENDAR

## VII. IVRMA ACTION CALENDAR

### A. DRAFT IVRMA BUDGET, FY 2020-21

# IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY

SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO,  
HOLTVILLE, IMPERIAL, WESTMORLAND AND IMPERIAL COUNTY



June 4, 2020

**IVRMA  
BOARD  
MEMBERS**

**CHAIR**

**George Nava**  
*City of Brawley*

**VICE-CHAIR**

**Cheryl Viegas-  
Walker**  
*City of El Centro*

**Lewis Pacheco**  
*City of Calexico*

**Maria Nava-Froelich**  
*City of Calipatria*

**Jim Predmore**  
*City of Holtville*

**Robert Amparano**  
*City of Imperial*

**Ryan Kelley**  
*County of Imperial*

**Luis Plancarte**  
*County of Imperial*

**Larry Ritchie**  
*City of Westmorland*

**Daveline Villasenor**  
*Program Manager*

**Mark Baza**  
*Imperial County  
Transportation  
Commission (ICTC)  
Administrator*

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

RE: IVRMA FY 2020-21 Budget

Dear Committee Members,

Membership funds includes allocations to finance the operation involving the household Hazardous Waste Facilities (HHW) and IVRMA operations expenses. The overall budget for this fiscal year reflects a total of \$298,847.00 or 8% decrease from FY 19-20. Professional Fees (Personnel) decreased from \$190,290 to \$156,503 or 22% due to recent management and support staff changes. The cost of Hunter Employment Services had a reduction of \$33,797 or 18% by reallocating the management position under ICTC. Changes in recent Administrative Services from the City of El Centro to Imperial County Transportation Commission and Hutchinson and Bloodgood, LLP to Imperial County Auditor, Controller and Treasurer Services. Professional (Operations) Fees decreased a 6% from \$88,238 to \$83,000. This includes the small percentage increase from Stericycle of \$700.00 or 1% impact towards membership based on the increase of disposal and hauling rates of 2.3% for hazardous waste haulers. Other Expenses include Administrative fees with an increase of \$3,600 or 30% which includes the services of Verizon, Payroll, Administrative Staff Support and Legal Services. Included in Operational Fees is the increase in Miscellaneous/Reserve which is contingent upon HHW revenue. HHW facilities where currently impacted by the COVID-19 pandemic causing loss of revenue during shut down.

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

1. Adopt the Draft IVRMA Budget for FY 2020-21.

Sincerely,

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

MARK BAZA  
Executive Director

MB/da/dv

Attachments

# **Imperial Valley Resource Management Agency**

## **Membership Fund**

**Acct. No. 1577001**

**IVRMA Fiscal Year 2020-2021**

## MEMBERSHIP FUNDS

Account 1577001

## Schedule of Revenue &amp; Expenses FY 2020-2021

	Approved Budget 2019-20	Estimated Revenue/Expenditure 06-30-20	Estimated Budget 2020-2021	Over/(Under) Variance %
<b><u>Operating Revenues</u></b>				
493000 Income	321,827	321,827	298,847	-8%
	-		-	
	-		-	
<b>Total Operating Revenues</b>	<b>321,827</b>	<b>321,827</b>	<b>298,847</b>	<b>-8%</b>
<b><u>Operating Expenses</u></b>				
514000 Communications - Phone charges	4,284	3,600	4,284	0%
519000 Maintenance-Equipment	1,200	433	1,200	0%
519001 Maintenance-Vehicles	1,500	291	1,500	0%
519038 Fuel Expense	1,000	268	1,000	0%
522000 Membership	1,700	1,446	1,700	0%
524000 Office Expense	1,000	1,000	1,000	0%
524030 Office Expense-Postage	300	237	300	0%
524035 Office Expense-Printing	500	-	500	0%
525271 Special Dept Exp - Other	28,555	33,212	40,600	30%
526000 Publ and Legal Notices	1,260	650	1,260	0%
530005 Special Dept Expense	-	-	-	
530080 Special Dept Exp - Other	-	-	-	
531040 Travel Out of Cnty Misc	2,000	226	2,000	0%
549000 Equipment	0	0	4,000	100%
<b>Total Operating Fees</b>	<b>43,299</b>	<b>41,363</b>	<b>59,344</b>	<b>27%</b>
525010 Prof & Spec Serv-Wages	88,238	38,291	83,000	-6%
525115 Professional & Special Services	190,290	123,221	156,503	-22%
<b>Total Professional Fees</b>	<b>278,528</b>	<b>161,512</b>	<b>239,503</b>	<b>-28%</b>
<b>Total Professional Fees</b>	<b>321,827</b>	<b>202,874</b>	<b>298,847</b>	<b>-8%</b>

<b>514000 Communications - Phone charges</b>	
Cell Phone- Verizon Wireless	2,275
DSL CalNet	999
OLS Spectrum	1,010
	<u>4,284</u>
<b>526000 Publ and Legal Notices</b>	
Business Directory -YP	1,260
	<u>1,260</u>
<b>531040 Travel Out of Cnty Misc</b>	
Travel	2,000
	<u>2,000</u>
<b>525115 Professional &amp; Special Services</b>	
Project Manager	88,503
Bob Douthitt Consulting Fees	10,000
Administrative Personal	30,000
Accounting Personnel	28,000
	<u>156,503</u>
<b>525010 Prof &amp; Spec Serv-Wages</b>	
County Accounting	20,000
Audit Services - Karina B Alvarez	12,500
County Legal	5,000
WM Lamtracker	5,000
Stericycle	28,700
EFR Disposal	1,000
SDRMA Risk management - Insurance	10,800
	<u>83,000</u>
<b>522000 Membership</b>	
CSDA Dues	1,500
CRRRA Dues	200
	<u>1,700</u>
<b>525271 Special Dept Exp - Other</b>	
IID Electricity	1,600
Rent - McManus Trust	11,400
ICTC Administrative Fees	15,600
Fire Service	2,000
Miscellaneous	10,000
	<u>40,600</u>
<b>524000 Office Expense</b>	
Office supplies	1,000
	<u>1,000</u>
<b>524030 Office Expense-Postage</b>	
Postage	300
	<u>300</u>
<b>524035 Office Expense-Printing</b>	
Printing	500
	<u>500</u>
<b>519000 Maintenance-Equipment</b>	
Maintenance	1,200
	<u>1,200</u>
<b>519038 Fuel Expense</b>	
Gas and Oil	1,000
	<u>1,000</u>
<b>519001 Maintenance-Vehicles</b>	
Vehicle Maintenance	1,500
	<u>1,500</u>
<b>549000 Equipment</b>	
Computer	4,000
	<u>4,000</u>
<b>TOTAL PROPOSED BUDGET MEMBERSHIP</b>	
	<u>298,847</u>

IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY  
MEMBERSHIP  
ALLOCATIONS FY 2020-2021

\$ 298,847

CITY OF BRAWLEY				100%
	27,229			
	188,821			
	0.144205359			
		9,338.97		
0.108154		<u>32,321.50</u>		
		41,660.47		
Membership Fees	FY19-2020	44,736.64		41,660.47

CITY OF CALEXICO				
	41,032			
	188,821			
	0.217306338			
		9,338.97		
0.16298		<u>48,706.01</u>		
		58,044.98		
Membership Fees	FY19-2020	63,589.21		58,044.98

CITY OF CALIPATRIA				
	7,141			
	188,821			
	0.037818887			
		9,338.97		
0.028364		<u>8,476.55</u>		
		17,815.51		
Membership Fees	FY19-2020	19,293.72		17,815.51

CITY OF EL CENTRO				
	45,774			
	188,821			
	0.24242007			
		9,338.97		
0.181815		<u>54,334.88</u>		
		63,673.85		
Membership Fees	FY19-2020	68,727.02		63,673.85



IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY

MEMBERSHIP

ALLOCATIONS FY 2020-2021

CITY OF HOLTVILLE		100%	
	6,366		
	188,821		
	0.03371447		
		9,338.97	
0.025286		<u>7,556.60</u>	
		16,895.57	
Membership Fees		FY19-2020	18,656.89
			16,895.57

CITY OF IMPERIAL			
	19,364		
	188,821		
	0.102552153		
		9,338.97	
0.076914		<u>22,985.55</u>	
		32,324.52	
Membership Fees		FY19-2020	35,338.90
			32,324.52

CITY OF WESTMORLAND			
	2,356		
	188,821		
	0.012477426		
		9,338.97	
0.009358		<u>2,796.63</u>	
		12,135.60	
Membership Fees		FY19-2020	13,179.10
			12,135.60

COUNTY OF IMPERIAL			
	39,559		
	188,821		
	0.209505299		
		9,338.97	
0.157129		<u>46,957.52</u>	
		56,296.49	
Membership Fees		FY19-2020	58,305.52
			56,296.49

<b>TOTAL FEES</b>			<b>\$ 298,847.00</b>
			100%

# **Imperial Valley Resource Management Agency**

## **City/County Payment Program**

### **CCPP FY 2018-19**

**Acct. No. 1577002**

**IVRMA Fiscal Year 2020-2021**

City/County Payment Program (CCPP FY2018-19)  
 Account 1577002  
 Schedule of Revenue & Expenses FY 2020-2021

	Approved Budget 2019-20	Estimated Revenue/Expenditure 06-30-20	Estimated Budget 2020-2021	Over/(Under) Variance %
<b><u>Operating Revenues</u></b>				
493000 Income	59,627	59,627	59,615	-0.02%
	-		-	
	-		-	
<b>Total Operating Revenues</b>	<b>59,627</b>	<b>59,627</b>	<b>59,615</b>	<b>-0.02%</b>
<b><u>Operating Expenses</u></b>				
514000 Communications - Phone charges	-	-	-	
519000 Maintenance-Equipment	-	-	-	
519001 Maintenance-Vehicles	-	-	-	
519038 Fuel Expense	590	590	500	-18%
522000 Membership	-	-	-	
524000 Office Expense	-	-	-	
524030 Office Expense-Postage	-	-	-	
524035 Office Expense-Printing	-	-	-	
525271 Special Dept Exp - Other	-	-	-	
526000 Publ and Legal Notices	9,994	9,994	10,000	0.06%
530005 Special Dept Expense	-	-	-	
530080 Special Dept Exp - Other	11,000	9,904	10,115	-8.75%
531040 Travel Out of Cnty Misc	-	-	-	
549000 Equipment	-	-	-	
<b>Total Operating Fees</b>	<b>21,584</b>	<b>20,488</b>	<b>20,615</b>	<b>-26.69%</b>
	-	-	-	
525010 Prof & Spec Serv-Wages	-	-	-	
525115 Professional & Special Services	38,043	39,139	39,000	2.45%
<b>Total Professional Fees</b>	<b>38,043</b>	<b>39,139</b>	<b>39,000</b>	<b>2.45%</b>
<b>Total Professional Fees</b>	<b>59,627</b>	<b>59,627</b>	<b>59,615</b>	<b>-0.02%</b>

# **Imperial Valley Resource Management Agency**

## **Household Hazardous Waste (HHW) Revenue Account**

**Acct. No. 1577003**

**IVRMA Fiscal Year 2020-2021**



# **Imperial Valley Resource Management Agency**

## **Used Oil Payment Program**

**OPP10 FY 2019-20**

**Acct. No. 1577004**

**IVRMA Fiscal Year 2020-2021**

Used Oil Payment Program (OPP10 FY2019-20)  
 Account 1577004  
 Schedule of Revenue & Expenses FY 2020-2021

	Approved Budget 2019-20	Estimated Revenue/Expenditure 06-30-20	Estimated Budget 2020-2021	Over/(Under) Variance %
<b><u>Operating Revenues</u></b>				
493000 Income	62,365	8,086	54,279	-14.90%
	-		-	
	-		-	
<b>Total Operating Revenues</b>	<b>62,365</b>	<b>8,086</b>	<b>54,279</b>	<b>-14.90%</b>
<b><u>Operating Expenses</u></b>				
514000 Communications - Phone charges	-	-	-	
519000 Maintenance-Equipment	-	-	-	
519001 Maintenance-Vehicles	-	-	-	
519038 Fuel Expense	-	-	-	
522000 Membership	-	-	-	
524000 Office Expense	-	-	-	
524030 Office Expense-Postage	-	-	-	
524035 Office Expense-Printing	-	-	-	
525271 Special Dept Exp - Other	-	-	-	
526000 Publ and Legal Notices	3,500	-	3,500	0.00%
530005 Special Dept Expense	-	-	-	
530080 Special Dept Exp - Other	24,892	8,086	16,806	-48.11%
531040 Travel Out of Cnty Misc	-	-	-	
549000 Equipment	-	-	-	
<b>Total Operating Fees</b>	<b>28,392</b>	<b>8,086</b>	<b>20,306</b>	<b>-48.11%</b>
525010 Prof & Spec Serv-Wages	33,973	2,782	33,973	0.00%
525115 Professional & Special Services	-	-	-	
<b>Total Professional Fees</b>	<b>33,973</b>	<b>2,782</b>	<b>33,973</b>	<b>0.00%</b>
<b>Total Professional Fees</b>	<b>62,365</b>	<b>10,868</b>	<b>54,279</b>	<b>-14.90%</b>

# **Imperial Valley Resource Management Agency**

## **Local Tire Waste Amnesty Grant**

**TA5 FY 2019-20**

**Acct. No. 1577005-1**

**IVRMA Fiscal Year 2019-2021**



Reimbursed

Local Tire Waste Amnesty Grant (TA5 FY 2019-20)  
 Account 1577005-1  
 Schedule of Revenue & Expenses FY 2019-2021

	Approved Budget 2019-20	Estimated Revenue/Expenditure 06-30-20	Estimated Budget 2020-2021	Over/(Under) Variance %
<b><u>Operating Revenues</u></b>				
493000 Income	64,000	10,156	53,844	-18.86%
	-		-	
	-		-	
<b>Total Operating Revenues</b>	<b>64,000</b>	<b>10,156</b>	<b>53,844</b>	<b>-18.86%</b>
<b><u>Operating Expenses</u></b>				
514000 Communications - Phone charges	-	-	-	
519000 Maintenance-Equipment	-	-	-	
519001 Maintenance-Vehicles	-	-	-	
519038 Fuel Expense	-	-	-	
522000 Membership	-	-	-	
524000 Office Expense	-	-	-	
524030 Office Expense-Postage	-	-	-	
524035 Office Expense-Printing	-	-	-	
525271 Special Dept Exp - Other	-	-	-	
526000 Publ and Legal Notices	6,800	1,870	4,930	-37.93%
530005 Special Dept Expense	-	-	-	
530080 Special Dept Exp - Other	2,000	309	1,691	-18.27%
531040 Travel Out of Cnty Misc	-	-	-	
549000 Equipment	-	-	-	
<b>Total Operating Fees</b>	<b>8,800</b>	<b>2,179</b>	<b>6,621</b>	<b>-56.20%</b>
525010 Prof & Spec Serv-Wages	40,000	5,228	34,772	-15.04%
525115 Professional & Special Services	15,200	2,749	12,451	-22.08%
<b>Total Professional Fees</b>	<b>55,200</b>	<b>7,977</b>	<b>47,223</b>	<b>-16.89%</b>
<b>Total Professional Fees</b>	<b>64,000</b>	<b>10,156</b>	<b>53,844</b>	<b>-18.86%</b>

Two Year Reimbursable Grant

# VII. IVRMA ACTION CALENDAR

## VII. IVRMA ACTION CALENDAR

### B. FY 2020-21 HUNTER EMPLOYMENT SERVICES, INC. AGREEMENT—FIRST MODIFICATION

# IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY

SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO,  
HOLTVILLE, IMPERIAL, WESTMORLAND AND IMPERIAL COUNTY



June 5, 2020

**IVRMA  
BOARD MEMBERS**

**CHAIR**

**George Nava**  
*City of Brawley*

**CO-CHAIR**

**Cheryl Viegas-Walker**  
*City of El Centro*

**Lewis Pacheco**  
*City of Calexico*

**Maria Nava-Froelich**  
*City of Calipatria*

**Jim Predmore**  
*City of Holtville*

**Robert Amparano**  
*City of Imperial*

**Ryan Kelley**  
*County of Imperial*

**Luis Plancarte**  
*County of Imperial*

**Larry Ritchie**  
*City of Westmorland*

**Daveline Villasenor**  
*Project Manager*

**Mark Baza**  
*Imperial County  
Transportation  
Commission (ICTC)  
Administrator*

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

RE: FY 2020-21 Hunter Employment Services, Inc. Agreement – First Modification

Dear Committee Members,

In previous years IVRMA has contracted employment services with Hunter Employment Services Inc. For Fiscal Year 2020-2021, employment services for IVRMA staff will remain with Hunter Employment Services, Inc. Below is a summary of the positions and their associated rates. All requirements, including payment terms will remain the same in this fiscal year. Benefits are included for full-time employees as specified in the original agreement, such as Personal Time Off (PTO), Workers Compensation and Liability insurances.

The original agreement, a letter of intent from the consultant, and the first modification are all attached as back-up to the agenda.

<u>Position</u>	<u>Salary Rate</u>	<u>Billing Rate</u>
Administrative Assistant	\$14.00	\$21.14
Outreach Representative	\$17.83	\$26.93
Tire Crew Lead	\$15.00	\$25.20
Tire Crew Assistant	\$13.50	\$22.68
HHW/Labor	\$13.50	\$22.68

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

1. Authorize the Chairman to sign the employment services Agreement with the firm of *Hunter Employment Services, Inc.* for FY July 1, 2020 through June 30, 2021.

Sincerely,

MARK BAZA  
Executive Director

MB/cl

Attachments

1 **MODIFICATION TO AGREEMENT FOR SERVICES**

2 HUNTER EMPLOYMENT SERVICES

3 THIS MODIFICATION TO AGREEMENT FOR SERVICES (“Modification”) made and entered  
4 into this \_\_\_\_ day of \_\_\_\_\_, 2020, is by and between the **IMPERIAL VALLEY**  
5 **RESOURCE MANAGEMENT AGENCY** (“IVRMA”) and **HUNTER EMPLOYMENT SERVICES,**  
6 **INC.**, an Arizona corporation licensed to do business in California (“CONSULTANT”) (individually,  
7 “Party;” collectively, “Parties”).

8 **RECITALS**

9 **WHEREAS,** IVRMA and CONSULTANT entered into that certain Agreement for Services on May  
10 22, 2012 (“Agreement”), through Resolution No. IVRMA 12-06, incorporated by this reference as though  
11 fully set forth herein; and

12 **WHEREAS,** the term of the Agreement was extended through June 30, 2020 by IVRMA Resolution  
13 No. 19-08; and

14 **WHEREAS,** the extended term of the Agreement is set to expire on June 30, 2020, and the Parties  
15 wish to extend the term of the Agreement for an additional one (1) year FY 2020-21; and

16 **NOW, THEREFORE,** in consideration of their mutual covenants, IVRMA and CONSULTANT  
17 have and hereby agree to the following:

18 1. The term of the Agreement shall be amended as follows:

19 “The term of the Agreement shall be from July 1, 2020 to June 30, 2021, for the service of  
20 assigning employees.”

21 2. The rates for the following positions in the Agreement shall be amended as follows:

	Fiscal Year 2020-2021	
	<u>Salary Rate</u>	<u>Billing Rate</u>
Administrative Assistant	\$14.00	\$21.14
Outreach Representative	\$17.83	\$26.93
Tire Crew Lead	\$15.00	\$25.20
Tire Crew Assistant	\$13.50	\$22.68
HHW/Labor	\$13.50	\$22.68

27 3. All other terms and conditions are and will remain in full force and effect. There are no  
28 other modifications, express or implied except as herein provided.

1           **IN WITNESS WHEREOF**, the Parties have executed this Modification on the day and year first  
2 above written.

3  
4 **IMPERIAL VALLEY RESOURCE**  
5 **MANAGEMENT AGENCY**

**CONSULTANT**  
**HUNTER EMPLOYMENT SERVICES,**  
**INC.**

6  
7  
8  
9 \_\_\_\_\_  
By: George Nava  
Chairman

\_\_\_\_\_

By: Sara K. Villalobos  
Vice President

10  
11 **ATTEST:**

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13  
14 \_\_\_\_\_  
By: Cristi Lerma  
Secretary to IVRMA

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16 **APPROVED AS TO FORM:**  
17 **ADAM G. CROOK**  
18 County Counsel

19  
20 \_\_\_\_\_  
Eric Havens  
Assistant County Counsel



May 21, 2020

**Imperial Valley Resource Management Agency &  
Imperial County Transportation Commission  
300 S. Imperial Ave, Suite 11  
El Centro, CA 92243**

IVRMA Board and Imperial County

It is the intention of Hunter Employment LLC to extend the excellent relationship and business arrangements that we have established with the IVRMA and now managed by Imperial County Transportation Commission into a renewal period of another year.

Below I have provided you with titles, pay rates and billing rates:

	<b>Fiscal Year 2020-2021</b>	
	<u>Salary Rate</u>	<u>Billing Rate</u>
<b>Administrative Assistant</b>	\$14.00	\$21.14
<b>Outreach Representative</b>	\$17.83	\$26.93
<b>Tire Crew Lead</b>	\$15.00	\$25.20
<b>Tire Crew Assistant</b>	\$13.50	\$22.68
<b>HHW/Labor</b>	\$13.50	\$22.68

Bridgeport Capital Funding is still our accounts receivable funding agency and their requirements, including payment terms, remain the same.

We look forward to a continuing mutually beneficial relationship with the Imperial County, and we thank you for your business.

Respectfully,

Sara K. Villalobos  
Vice President  
Hunter Employment, LLC

Yuma Office  
P.O.Box 4699 | Yuma, Arizona 85366-4699 | Phone: (928) 341-4664 | Fax: (928) 726-4138  
El Centro Office  
P.O. Box 2768 | El Centro, California 92244 | Phone: (760) 679-5180 | Fax: (760) 312-9600

## STAFFING AGREEMENT

IT IS HEREBY AGREED between **Hunter Employment, LLC** (hereinafter referred to as HE) and **Imperial Valley Resource Management Agency** (hereinafter referred to as Client) that,

WHEREAS, HE is engaged in the business of assigning employees to perform services for clients as well as providing related management and human resource services; and

WHEREAS, Client desires to engage HE to provide such services;

NOW, THEREFORE, in consideration of the promises and covenants hereinafter set forth, and intending to be legally bound hereby, the parties agree as follows for a duration of 12 months (which may be automatically extended) from date of signature below:

1. HE shall provide to Client the services of Assigned Employees as requested by Client. When Client wishes to use the services of HE as a provider of employees for one or more of the job titles set forth below in paragraph 11, HE shall provide services in accordance with the provisions of this Agreement.
2. HE agrees to assume full responsibility for paying, withholding, and transmitting payroll taxes; making unemployment contributions; and handling unemployment and workers' compensation claims involving Assigned Employees with respect to compensation that HE has agreed to pay. Unless accepted by Client's initialing in paragraph 11.b, assigned Employees shall not be entitled to holidays, vacations, disability insurance, pension or retirement plans, or any other pay or benefits offered or provided by Client to its direct-hire employees. Paragraph 11.b below can be enhanced by negotiation with Client and put into writing.
3. HE shall designate and provide at no charge to Client a Staffing Coordinator to serve as liaison with the Client in overseeing the implementation of this Agreement.
4. HE shall recruit, interview, test, screen, and ensure compliance with legally required pre-employment obligations for all Employees to be assigned to Client.
5. HE agrees, at no additional cost to Client, to perform background searches and administer drug tests to all Assigned Employees. Upon specific request by a Client, HE shall conduct random drug testing with Assigned Employees.
6. HE will assign employees who are qualified to fill the job functions specified. HE shall consult with Client in filling job positions but HE shall not be obligated to hire Client's former employees. Client may reject an employee furnished for unsatisfactory performance and, upon notification of such rejection, a replacement will be provided by HE as soon as possible.
7. **Payment for Services**  
Client agrees to pay for services rendered within 30 days or less of each invoice date\*. Payment will take the form of (check one or more choices as appropriate): ( ) Pay in Advance\*\*; ( ) Pay Weekly\*\*\*; ( ) Pay by Cash; ( ) Pay by Check; **(X) Invoice Weekly and Pay Each Invoice Within 30 days.** Payments can be cash, or check. Client's signature on HE timesheets certifies that the hours shown are correct and that the work was performed to Client's satisfaction. Payments not made in advance shall be made out directly to and sent to the HE funder at Bridgeport Capital Funding, Hunter Employment, PO Box 101004, Atlanta, GA 30392-1004.  
\*Default. If payment for services becomes 90 days past due, Client shall be subject to damages of triple the amount owed.  
\*\*Any payment in advance shall be made the week prior to the Assigned Employee beginning work at the Client's facility. Client will receive an invoice for the period Assigned Employee worked and that amount will be deducted from the prepayment. Any amount remaining can be reimbursed or rolled over to the upcoming week. Any amount owed will be due immediately. If a check is received for prepayment, staffing will not occur until check clears HE's bank.  
\*\*\*If Pay Weekly is checked, good funds must be received in the HE office prior to release of payroll each Thursday.
8. **Conversion Fees**  
HE shall waive its right or claim to any placement fee, conversion fee, or liquidated damages in the event Client hires directly onto its own payroll or engages as an independent contractor any Assigned Employee at any time after such Assigned Employee has worked at Client's facility for at least 520 hours in any one calendar year, provided that Client has paid to HE all invoiced amounts for such Assigned Employee. Should Client wish to directly hire any Assigned Employee prior to the 520 hours, at the discretion of HE a conversation fee may be negotiated. In the event that Client hires or engages as an independent contractor any Assigned Employee prior to such 520 hour period without a prior negotiated conversation fee in place, Client shall pay to HE an amount equal to what Client would have paid HE had such Assigned Employee worked at Client's facility through HE for the 520 hours at stated HE rates.
9. **Insurance**

a. Each party hereby waives any claim against the other party by way of subrogation or otherwise which arises during the initial or extended term of this Agreement for any and all loss or damage to any of its property which loss or damage is covered by policies of insurance. To the maximum extent permitted by general liability insurance policies owned by HE and Client, for the benefit of each other, each party shall waive any and all rights of subrogation which might otherwise exist.

b. If any HE employee is to drive a vehicle of any kind for Client, Client shall furnish liability insurance. The policy shall insure against public liability for bodily injury and property damage with a minimum combined single limit of \$1,000,000 and uninsured motorist insurance with a minimum combined single limit of \$100,000. Client shall cause its insurance carrier to issue a certificate of insurance naming HE as additional insured, allowing not less than 30 days notice in the event of cancellation of coverage.

c. HE shall, at all times during the term of the Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum limits as indicated below and insured by insurers with A.M. Best ratings of no less than A-:VI.

- Commercial general liability at least as broad as ISO CG 0001:
  - (Per occurrence) \$1,000,000.00
  - (General aggregate) \$2,000,000.00
- Errors and omissions liability (per claim and aggregate): \$1,000,000.00
- Workers' Compensation: Statutory

d. All insurance required by this section shall apply on a primary basis. HE agrees that it will not cancel or reduce said insurance coverage. HE agrees that if it does not keep the aforesaid insurance in full force and effect, Client may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, Client may take out the necessary insurance and pay, at HE expense, the premium thereon.

e. At any time during the term of this Agreement, HE shall maintain on file with Client a certificate of insurance, in a form acceptable to Client, showing that the aforesaid policies are in effect in the required amounts. The general liability policy shall contain or be endorsed to contain a provision including Clients as an additional insured. HE shall promptly file with Client such certificate or certificates and endorsements if applicable. Coverage for the additional insured shall apply to the fullest extent permitted by law.

f. No policy required by this section shall prohibit HE from waiving any right of recovery prior to loss. All insurance coverage and limits provided by HE and available to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage.

10. Supervision and Safety

Client agrees to direct and supervise all Assigned Employees. Because Client controls the facilities in which Assigned Employees work, it is agreed that Client will be primarily responsible for compliance with the Occupational Safety and Health Act and comparable state laws to the extent those laws apply to Assigned Employees.

All work-related injuries, no matter how slight, must be reported to HE immediately at 800-501-2794. Client herewith agrees to comply with the HE Injury and Illness Prevention Program, a copy of which is available at [www.hunteremployment.com](http://www.hunteremployment.com).

11. Fees and Paid Time off

a. Client shall pay HE fees as initially specified in this Agreement and as may subsequently be modified in writing. The fees are specified as a designated percentage above base pay rate and are all-inclusive of taxes, impounds, administration, payroll costs, recruiting, and workers comp premiums. Base pay rate may change from time to time to reflect changing conditions and will vary in accordance with the classification of Assigned Employee. The fees for the classifications of Assigned Employees specified below are as follows:

Job Classification	Salary Rate	Weekly Rate	Mark-up
<del>Program Manager</del>	<del>\$91,811.20/yr</del>	<del>\$2,586.90</del>	<del>46.50%</del>
Administrative Assistant			51%
Truck Driver			68%
Tire/Household Hazardous Waste			68%
Recycling Coordinator			51%

b. HE will assist with management of Paid Time off (PTO) and Holiday pay, if any, as required by Client. An additional percentage fee will be added to the Service Rate that includes administration fee and PTO costs accrued by employees. PTO and holiday pay shall be administered in accordance with the policy set forth in exhibit "A" attached hereto and incorporated by this reference. If an employee leaves the payroll and has accrued vacation days, these day shall be payable to the employee at the same time they receive their final paycheck. ACCEPTED \_\_\_\_\_



12. Governing Law/Attorney's Fees

This Agreement shall be governed by the laws of the State of Arizona without regard to any conflict of laws doctrine. The parties hereto agree that any dispute shall first be attempted to be resolved by mediation or arbitration prior to proceeding to litigation. If action is brought by either party to enforce the terms of this Agreement, the prevailing party in such action shall receive reasonable attorney's fees and costs in addition to such other relief as the party may be entitled.

CLIENT

HUNTER EMPLOYMENT, LLC

\_\_\_\_\_  
Authorized Signature

  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sara K Villalobos  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vice President  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
~~3/28/2019~~  
Date

EXHIBIT "A"

Vacation Policy  
Hunter Employment, LLC for Employees Assigned to  
Imperial Valley Resource Management Agency

EMPLOYEE HOLIDAY PAY AND PAID TIME OFF BENEFITS

**Holiday Pay**

The following assigned employee positions are eligible for Holiday Pay, as long as they have worked an average of thirty(30) hours or more per week over the last ninety days:

- ~~Manager~~
- Administrative Assistant
- Recycling Coordinator outreach and office
- Truck Driver Position 1 Position 2 Position 3

The aforementioned assigned employee positions shall be compensated for the following Holidays:

1. January 1, New Year's Day;
2. The third (3<sup>rd</sup>) Monday in January, Martin Luther King, Jr. Day;
3. The (3<sup>rd</sup>) Monday in February, President's Day;
4. One-half (.5) day on the afternoon of the Friday before Easter, Good Friday;
5. The last Monday in May, Memorial Day
6. July 4, Independence Day;
7. The first (1<sup>st</sup>) Monday in September, Labor Day;
8. November 11, Veteran's Day;
9. The fourth (4<sup>th</sup>) Thursday in November , Thanksgiving Day;
10. The Friday after Thanksgiving Day;
11. One-half (.5) day on December 24<sup>th</sup>;
12. December 25, Christmas day; and
13. One-half (.5) day on December 31<sup>st</sup>.

Holiday Failing on Weekends:

Any holiday falling on Sunday shall be observed on the following Monday. Holidays falling on Saturday shall be observed on the preceding Friday.

**Paid Time Off Leave**

Paid Time Off leave should be eligible to the following employees:

**Manager** 120 hours of paid time off (15 days)

No more than 120 hours of PTO may be accrued. PTO awarded at the beginning of each fiscal year will have the amount of hours accrued and carried over from the previous year deducted so the total amount accrued does not exceed the cap stated above.

**Administrative Assistant** 40 hours of paid time off leave hours (5 days)

No more than 40 hours of PTO may be accrued. PTO awarded at the beginning of each fiscal year will have the amount of hours accrued and carried over from the previous year deducted so the total amount accrued does not exceed the cap stated above.

**Recycling Coordinator** 40 hours of paid time off leave hours (5 days)

No more than 40 hours of PTO may be accrued. PTO awarded at the beginning of each fiscal year will have the amount of hours accrued and carried over from the previous year deducted so the total amount accrued does not exceed the cap stated above.

**Truck Driver**

40 hours of paid time off leave hours (5 days)

No more than 40 hours of PTO may be accrued. PTO awarded at the beginning of each fiscal year will have the amount of hours accrued and carried over from the previous year deducted so the total amount accrued does not exceed the cap stated above.

**Tire/Household Hazardous Waste**

40 hours of paid time off leave hours (5 days)

No more than 40 hours of PTO may be accrued. PTO awarded at the beginning of each fiscal year will have the amount of hours accrued and carried over from the previous year deducted so the total amount accrued does not exceed the cap stated above.

The PTO year shall mean twelve (12) month period from July 1<sup>st</sup> to June 30<sup>th</sup>, to coincide with the fiscal year.

Approval of Use of PTO Leave

Imperial County Transportation Commission  
(ICTC)

No leave may be taken at any time without approval of the employee's supervisor and ~~the City of El Centro Lead Administrator~~. The times during a fiscal year at which employees may take their leave shall be determined by their supervisor with due regard for the wishes of the employee and particular regard for the needs of the Imperial Valley Resource Management Agency.

Employees who request more than three (3) consecutive days of time off should do so with at least a two (2) week advance notice. Depending on workload and circumstances, management may or may not grant the request time off.