

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

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calipatria	Rom Medina
City of Calexico	David Dale
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
County of Imperial	Tony Rouhotas
County of Imperial	Esperanza Colio-Warren
City of Westmorland	Ana Beltran
Imperial Irrigation District	Ismael Gomez

STAFF PRESENT: David Aguirre, Michelle Bastidas, Cristi Lerma, Daveline Villasenor

OTHERS PRESENT: David Salgado: SCAG; Maurice Eaton, Ben Guerrero, Bing Luu: Caltrans; Liz Zarate: City of El Centro; Kathy Chambers: Consultant

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, June 10, 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 10:35 a.m., 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 [Bayon-Moore](#) seconded by [Wells](#) to approve the consent calendar as presented; **Motion carried unanimously.**

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| A. | Approved Management Committee Draft Minutes: | March 11, 2020 |
| B. | Received and Filed: | |
| | 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) | |

The full report is published on the ICTC website at:

http://www.imperialctc.org/media/managed/ICTC_PTASP_DRAFT_2020_updated.pdf

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

1. Adopt the ICTC Public Transportation Agency Safety Plan (PTASP)
- 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 was 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

It was 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 Executive Director
Mr. Baza provided updates from the report on page 75 of the agenda. Ms. Villasenor provided updates in the programs of the IVRMA.
- B. Southern California Association of Governments (SCAG)
Mr. Salgado provided updates from the report on page 88 of the agenda.
- C. Caltrans Department of Transportation – District 11
Mr. Eaton stated that Caltrans updates can be found in the report on page 103 of the agenda.
- D. Committee Member Reports
- There were no updates.

VI. ACTION CALENDAR

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

Mr. Baza reviewed the staff report presented on page 113 of the agenda regarding past accomplishments of the previous fiscal year; projects initiated and/or scheduled for fiscal year 2020/2021; and, a review of the administrative structure of the agency.

Mr. Aguirre provided an overview of the overall budget, including Regional Transportation

Planning and Programming, Transit Operations, Planning and Program Management and Regional Collaboration.

It was 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.

A motion was made by **Wells** seconded by **Medina**. **Motion carried unanimously.**

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

Mr. Aguirre stated that the consultant, Ms. Kathy Chambers would provide a detailed overview of the Triennial Performance Audit for the ICTC for fiscal years 2016/2017 – 2018/2019. Ms. Chambers stated that the audit is guided by the TDA Caltrans guidebook. There was a total of 6 reports for the following agencies/services: ICTC, IVT, IVT Access, IVT Ride, IVT Medtrans, and YCAT. The auditor had site visits with ICTC, First Transit, YCIPTA and the Quechan Tribe. The following findings were addressed:

- Ensure State Controller Reports are submitted in a timely manner.
- Ensure the RTPA’s fiscal audits are completed no later than 12 months following the end of the fiscal year.
- 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.
- Prepare and implement a standardized orientation process for new ICTC Board members.
- Reaffirm ICTC’s definitions of “unmet transit need” and “reasonable to meet” as part of each annual unmet transit needs finding.
- IVT should ensure its website is fully usable for monolingual Spanish-speaking individuals.
- Identify supplemental local revenues that will bring the farebox recovery ratio up to at least 10 percent – IVT Access
- Review opportunities for increasing local revenue to boost farebox recovery – IVT Medtrans Service
- Conduct regular passenger surveys to gauge customer satisfaction and service need – IVT Medtrans Service
- Ensure TDA fiscal audits of all IVT operations are completed no later than 270 days following the end of the fiscal year – IVT Ride

Staff has begun addressing most of the finding and has an action plan to complete all tasks. The agency and Transit Services audits are published on the ICTC website at:

<http://www.imperialctc.org/publications-&-reports/financial-reports/>

It was 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.

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

VII. IVRMA ACTION CALENDAR

A. Draft IVRMA Budget, FY 2020-21

Ms. Villasenor presented the IVRMA budget. A staff letter and budget back were on page 168 of the agenda.

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 was 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.

A motion was made by [Wells](#) seconded by [Beltran](#). **Motion carried** with a no vote from Calipatria.

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

Ms. Villasenor presented this item to the Commission.

It was 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.

A motion was made by [Colio-Warren](#) seconded by [Piedra](#). **Motion carried unanimously.**

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **July 8, 2020** at the **ICTC Offices and via Zoom Meeting.**

IX. ADJOURNMENT

- A. Meeting adjourned at 12:08 a.m.