

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MANAGEMENT COMMITTEE
MINUTES OF July 8, 2020
10:30 a.m.**

VOTING MEMBERS PRESENT:

City of Brawley	Rosanna Bayon Moore
City of Calexico	Miguel Figueroa
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Alexis Brown
County of Imperial	Tony Rouhotas
ICTC	Mark Baza (Non-Voting)

STAFF PRESENT: David Aguirre, Cristi Lerma, Daveline Villasenor**OTHERS PRESENT:** David Salgado: SCAG; Jose Ornelas, Ben Guerrero, Bing Luu: Caltrans; Liz Zarate: City of El Centro

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, July 8, 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 10:34 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 [Rouhotas](#) seconded by [Wells](#) to approve the consent calendar as presented;
Motion carried unanimously.

A. Approved Management Committee Draft Minutes:	May 13, 2020
B. Received and Filed:	
1. ICTC Commission Minutes:	May 27, 2020
2. ICTC TAC Minutes:	May 28, 2020

V. REPORTS

- A. ICTC Executive Director
Mr. Baza provided updates from the report on page 16 of the agenda. Ms. Villasenor provided updates from the IVMRA program report on page 22.
- B. Southern California Association of Governments (SCAG)
Mr. Salgado provided updates from the report on page 28 of the agenda.
- C. Caltrans Department of Transportation – District 11
Caltrans updates were provided from the report on page 34 of the agenda by Mr. Luu and by Mr. Ornelas.

- D. Committee Member Reports
 - There were no updates.

VI. DISCUSSION / ACTION CALENDAR

- A. IVRMA Membership Formula Discussion / Action for FY 2020/21

At the Board Meeting on June 24, 2020, the Board approved the IVRMA budget for Fiscal Year (FY) 2020/2021, that included membership fees in the amount of \$298,847.00. It was found that the population formula that determines membership fees currently differs from the formula used by ICTC and ICLTA for their accounting processes. For IVRMA, prison populations for both the City of Calipatria and the County of Imperial have been used to determine membership fees. Concern was expressed by staff that a change should be considered to use population formula similar to that used by ICTC and ICLTA. The attached spreadsheet describes the budget and fee changes to the following options:

- a. Under this option, the new population formula is approved for FY 2021/2022 and beyond; with no changes to the current approved membership fees and budget for current fiscal year 2020/2021.
- b. Under this option, approve modification minus the inmate population to only affect the County of Imperial and the City of Calipatria for this fiscal year. The total budget will decrease to \$289,689.10 for FY 2020/2021; and approve new formula for FY 2021-2022 and beyond. *This option will reduce budget reserve by approximately \$9,158.00.*
- c. Approve new formula and modify redistribution less the inmate population. The proposed change will affect all agencies fees, and total budget will remain the same.
- d. No change to current population formula and budget.

The ICTC Management Committee met on July 8, 2020 and forwarded this item to the IVRMA Board for review and approval, after the receipt of public comment:

1. Management Committee recommendation – approve option A: Approve the new population formula for FY 2021/2022 and beyond; with no changes to the current approved membership fees and budget for current FY 2020/2021

A motion was made by [Bayon Moore](#) seconded by [Piedra](#). Roll call was taken:

Brawley – Yes
 Calexico – Yes
 Calipatria – Not present
 El Centro – Yes
 Holtville – Yes
 Imperial – Yes
 Westmorland – Not present
 County of Imperial – No
 County of Imperial – Not present
Motion passes.

VII. INFORMATION CALENDAR

- A. Tri-ennial Performance Audit Findings, Responses and Action Plan

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. The six 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 noted various findings including those which were noted in the last audit that was completed and the current audit. Staff has already begun to address the findings noted within the audits. The following outlines the findings and ICTC’s responses and plans for action.

TDA Triennial Performance Audit Findings and Resolutions	
Finding	Resolution
Ensure State Controller Reports are submitted in a timely manner.	ICTC is working with the auditing team to begin and complete required audits and reports.
Ensure the RTPA’s fiscal audits are completed no later than 12 months following the end of the fiscal year.	ICTC is working with the auditing team to begin and complete required audits and reports.
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.	The consulting team forwarded a sample spreadsheet to utilize for qualifying calculations. ICTC has completed the necessary calculations and intends to do so moving forward.
Prepare and implement a standardized orientation process for new ICTC Board members.	ICTC is working towards developing 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.	ICTC will implement the reaffirmation of its Unmet Transit Needs definitions and criteria on an annual basis.
IVT should ensure its website is fully usable for monolingual Spanish-speaking individuals.	ICTC is reviewing any areas where further adjustment can be completed to IVT’s website to further accommodate Spanish speaking individuals.
Identify supplemental local revenues that will bring the farebox recovery ratio up to at least 10 percent – IVT Access	ICTC is reviewing possible local revenue sources to assist with farebox recovery for all applicable transit services.
Review opportunities for increasing local revenue to boost farebox recovery – IVT Medtrans Service	In FY 19-20, ICTC reduced the farebox ratio for the Medtrans service to 10% from 15%. ICTC also increased the fare structure for the service to help boost farebox recovery. Staff will continue to monitor and hopes to achieve farebox ratios post the pandemic.
Conduct regular passenger surveys to gauge customer satisfaction and service need – IVT Medtrans Service	ICTC will implement frequent surveys for passengers to gauge customer satisfaction and service need.
Ensure TDA fiscal audits of all IVT operations are completed no later than 270 days following the end of the fiscal year – IVT Ride	ICTC is working with the auditing team to begin and complete required audits and reports.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the **Management Committee** is scheduled for **September 9, 2020** at the **ICTC Offices and via Zoom Meeting.**

IX. ADJOURNMENT

A. Meeting adjourned at 11:22 a.m.