

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
MINUTES FOR JULY 22, 2020
6:00 p.m.**

VOTING MEMBERS PRESENT:

City of Brawley	George Nava – Chairman via zoom
City of Calipatria	Maria Nava-Froelich via zoom
City of Calexico	Lewis Pacheco via zoom
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore via zoom
City of Imperial	Robert Amparano via zoom
City of Westmorland	Larry Ritchie via zoom
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, Marlene Flores, Eric Havens (Counsel)

OTHERS PRESENT: David Salgado: SCAG; Ann Fox, Al Herrera, Jose Ornelas, Patrick Jenkins: Caltrans;
Cesar Sanchez: First Transit

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, July 22, 2020 together with staff reports and related documents attached thereto and incorporated therein by reference.

Given 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.

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 no public comments received.

IV. CONSENT CALENDAR

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|----|--|---------------|
| A. | Approval of the ICTC Commission Draft Minutes: | June 24, 2020 |
| B. | Receive and File: | |
| | 1. ICTC Management Committee Draft Minutes: | June 10, 2020 |
| | 2. ICTC SSTAC Minutes: | June 3, 2020 |
| | 3. ICTC TAC Minutes: | June 25, 2020 |
| C. | Low Carbon Transit Operations Program (LCTOP) Application for FY 2019-20 Funds | |
| | 1. Authorized the Chairman to sign the attached resolution | |
| | 2. Authorization for the Execution of the LCTOP Project: Free Fare Program for eligible ICTC administered transit services | |
| D. | Application for Federal Transit Administration (FTA) Section 5311 Program Funds CARES Act | |

1. Authorized the Chairman to sign the resolution authorizing the Executive Director to sign the FTA 5311 Round 2 CARES Act grant application with all supporting documentation.
2. Directed staff to submit the application to Caltrans.

A motion was made by [Nava-Froelich](#) and seconded by [Ritchie](#) to approve the consent calendar as presented, roll call:

Agency	Roll Call
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
Imperial Irrigation District	Absent

Motion Passed.

V. REPORTS

- A. ICTC Executive Director
 - A full list of updates and announcements can be found on page 25 of the agenda.
 - Ms. Viegas-Walker inquired regarding the Broadband initiative. Does the project involve the installation of towers? Staff will follow-up on this question.
- B. Southern California Association of Governments (SCAG)
 - Mr. Salgado presented his report. The report is on page 31 of the agenda.
- C. California Department of Transportation (Caltrans)

Mr. Dallarda was available via zoom to present on the Caltrans report.

 - A full list of updates and announcements can be found on page 34 of the agenda.
- D. Commission Member Reports
 - There were no reports.

VI. ACTION CALENDER

Imperial County Transportation Commission (ICTC)

- A. Discussion / Action regarding First Amendment to Employment Agreement for the Position of Executive Director

Mr Havens stated that during last month’s closed session, the Commission approved a merit increase of 4% for the Executive Director. This amounts to a dollar increase of \$6,240. The amendment will be for one year. Benefits will remain the same as described in Section 2 of the employment contract attached to your agenda: an FLSA exempt position with no overtime pay and no health insurance, a monthly car allowance of \$800, time off leave equivalent to ICTC employees as defined in the Personnel Policy, necessary travel expenses to seminars and conferences, and ICERS retirement membership.

At this time, the Commission may take final action regarding the compensation increase and first amendment to the agreement with the approved terms and conditions.

A motion was made to approve the agreement as stated above by [Predmore](#) and seconded by [Nava-Froelich](#), roll call:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Absent
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
Imperial Irrigation District	Absent

Motion Carried unanimously.

Service Authority for Freeway Emergencies (SAFE)

- B. Agreement for Preventive and Corrective Maintenance of Call Boxes on Interstate 8 and State Route 86 in Imperial County, Modification #1
 - 1. Approved the Agreement with CASE Systems, Inc., Modification #1
 - 2. Authorized the Chairman to sign the agreement

A motion was made by [Predmore](#) and seconded by [Ritchie](#), roll call:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Absent
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
Imperial Irrigation District	Absent

Motion Carried unanimously.

Ms. Viegas-Walker requested information as to where call boxes were being used. Follow-up will be provided by staff.

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

- A. The next meeting of the **Imperial County Transportation Commission** will be held on **September 23, 2020 at 6:00 p.m.**, at the **ICTC Offices**, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243 and via Zoom Meeting.

IX. ADJOURNMENT

- A. Meeting adjourned at 6:52 p.m. (Nava/Ritchie).