



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
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## MANAGEMENT COMMITTEE AGENDA

CITY OF IMPERIAL  
Imperial Emergency Operations & Training Center  
400 S. Imperial Ave., Suite B  
Imperial, CA 92251

Wednesday, March 8, 2023  
10:30 A.M.

**CHAIR: ESPERANZA COLIO-WARREN**

**VICE CHAIR: DENNIS MORITA**

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the Commission's website: [www.imperialctc.org](http://www.imperialctc.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Secretary to the Commission at (760) 592-4494 if special assistance is needed to participate in a Management Committee meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

**To Join by Zoom Meeting use the following link:**

<https://us06web.zoom.us/j/83609492988?pwd=YzFtYjN5NFV1bW9lVHNDU08vMFpvZz09>

**To Join by Phone dial 669-444-9171 using the following meeting ID and passcode.**

**Meeting ID: 836 0949 2988**

**Passcode: 102284**

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

### **II. EMERGENCY ITEMS**

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

### **III. PUBLIC COMMENTS**

This is an opportunity for members of the public to address the Management Committee on any subject matter within their jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. Each speaker should contact the Secretary to the Commission at (760) 592-4494 or by email to [cristilerna@imperialctc.org](mailto:cristilerna@imperialctc.org). When addressing the Committee, state your name for the record prior to providing your comments. Please address the Committee as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Committee; groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment Code of Conduct.

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

**IV. CONSENT CALENDAR**

- A. Approval of Management Committee Draft Minutes: February 15, 2023 Pages 5-14
- B. Receive and File:
1. ICTC Commission Minutes: February 22, 2023
  2. ICTC TAC Minutes: January 26, 2022
  3. ICTC SSTAC Minutes: February 1, 2023
- C. Low Carbon Transit Operations Program (LCTOP) Application for FY 2022-23 Funds Page 16

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

1. Authorize the ICTC Chairperson to sign the attached resolution.
  2. Authorization for the Execution of the LCTOP Project application: Free Fare Program for eligible ICTC administered transit services.
- D. Specific Transit Operator Fiscal Reports FY 2021-22 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans Page 21

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

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2021-22; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans

**V. ACTION CALENDAR**

- A. Imperial County Transportation Commission Fiscal Audit for FY 2021-22 Page 54

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

1. Receive and file the fiscal audit for the Imperial County Transportation Commission, for FY 2021-22.
2. Direct staff to transmit the fiscal audit to the State Controller's Office.

- B. Calexico East Port of Entry Bridge Widening Project – Contract Change Order No 2 Supplement 1 Page 121

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

1. Approve Change Order No. 2 Supplement 1 to Hazard Construction Company for the Calexico East Port of Entry Bridge Widening Project in the amount of \$110,991.08 modifying the total contract value to \$20,160,242.61.
2. Authorize the Executive Director to sign Change Order No. 2 Supplement 1.

**VI. REPORTS**

- A. ICTC / LTA / IVRMA Executive Director
- ICTC Executive Director Report on page 125
- B. Southern California Association of Governments
- See attached report on page 135
- C. California Department of Transportation – District 11
- See attached report on page 140
- D. Committee Member Reports

**VII. NEXT MEETING DATE AND PLACE**

- A. The next Management Committee Meeting is scheduled for Wednesday, April 12, 2023, at 10:30 a.m. at the ICTC Offices in El Centro.

**VIII. ADJOURNMENT**

## IV. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes:  
February 15, 2023
- B. Receive and File:
  - 1. ICTC Commission Minutes: February 22, 2023
  - 2. ICTC TAC Minutes: January 26, 2023
  - 3. ICTC SSTAC Minutes: February 1, 2023

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF February 15, 2023  
10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Tyler Salcido
City of Calexico	Esperanza Colio-Warren
City of Calipatria	Absent
City of El Centro	Cedric Ceseña
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Miguel Figueroa
County of Imperial	Rebecca Terrazas-Baxter
Imperial Irrigation District	Ismael Gomez
City of Westmorland	Absent
ICTC	David Aguirre

**STAFF PRESENT:** Virginia Mendoza, Cristi Lerma, Michelle Bastidas, Angela Delgadillo, Esperanza Avila

**OTHERS PRESENT:** Ben Guerrero, Mario Orso, Hanh-Dung Khuu Su, Nick Ventrilla: Caltrans, David Salgado: SCAG, Francis Roque, Roger Martínez: Vasquez + Company LLP

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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, February 15, 2023, together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Colio-Warren called the meeting to order at 10:35 a.m., roll call was taken, and a quorum was present.

**II. ACTION CALENDAR**

A. Adopted resolution authorizing remote teleconference meetings in accordance with Assembly Bill 361

1. Approved the resolution of the Imperial County Transportation Commission authorizing remote meetings in accordance with the provisions of the State Assembly Bill (AB) 361.
2. Authorized the Chairperson to sign the resolution.

A motion was made by Wells seconded by Salcido to approve this item, roll call was taken:

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

County of Imperial Figueroa	Yes
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

**Motion carried unanimously.**

### III. EMERGENCY ITEMS

There were none.

### IV. PUBLIC COMMENTS

There were none.

### V. CONSENT ITEMS

A motion was made by [Salcido](#) seconded by [Morita](#) to approve the consent calendar as presented; Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Absent
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Yes
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

**Motion carried unanimously.**

### VI. ACTION CALENDAR

- A. Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2022

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

1. Receive, Approve and File the FY 2021-22 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 [Figueroa](#) seconded by [Wells](#) to approve Action A. Roll call was taken:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Absent
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes

City of Imperial	Yes
County of Imperial Figueroa	Yes
County of Imperial Terrazas-Baxter	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

**Motion(s) carried unanimously.**

**B. 2022 State Transportation Improvement Program (STIP) Amendment Recommendations for Imperial County**

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

1. Approve the 2022 STIP Amendment Recommendations for Imperial County, requesting to fund Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (COVID STIP) funds in the following distributions:
2. Program a total of \$1,250,149 from COVID STIP Relief Funds for the East Main Street Road Rehabilitation Project.
3. Program a total of \$1,000,000 from COVID STIP Relief Funds for the Evan Hewes Highway Rehabilitation Project.

A motion was made by [Colio-Warren](#) seconded by [Figueroa](#) to approve Action B. Roll call was taken:

<b>Agency</b>	<b>Roll Call</b>
City of Brawley	Yes
City of Calipatria	Absent
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Figueroa	Yes
County of Imperial Terrazas-Baxter	Absent
City of Westmorland	Absent
Imperial Irrigation District	Yes

**Motion carried unanimously.**

## **VII. REPORTS**

**A. ICTC Executive Director**

- Mr. Aguirre had the following updates:
  - o FY 2023-24 Unmet Transit Needs Survey: The public hearing will tentatively take place in the month of April. ICTC has prepared surveys available on all services websites. There are also physical surveys available on the vehicles for passengers to complete.
  - o Calexico Micro Transit Service - Calexico on Demand: This is an on-demand service in the City of Calexico that just started on Monday, January 9, 2023. It is limited and available to the public in the City of Calexico. It is available via app, or you can also call in using this number: 760-350-3414. The service has had over 100 riders that have utilized the service so far. The service was free until February 9, 2023. For more information:

<https://city.ridewithvia.com/calexico-ondemand>

- Bus Stop along Cole Road west of Highway 111 in the City of Calexico: ICTC and the City of Calexico were able to work together to have the bus shelter and associate infrastructure improvements installed. The bus stop is now open for public use.
- Forrester Road Project Study Report (PSR): The PSR is still in development and is planned to be completed in the next couple of months. There is a tentatively scheduled meeting with the key stakeholders on March 13<sup>th</sup> at 6pm at the ICTC offices.
- State Route 86 Border Patrol Checkpoint still under design. The design is expected to be completed in April 2023. There are continuous meetings that are held with CBP.
- Calexico East Port of Entry Bridge Widening Project is about 80% done. There will be a ribbon cutting ceremony. More details will be shared closer to the completion date. Target completion date: May 2023.
- Ms. Mendoza had the following updates:
  - The next IMBA meeting is scheduled for April 13, 2023, in the City of Mexicali.
  - The 2022 Long Range Transportation Plan is moving forward. A solid draft has been completed on the project listings. ICTC looks forward to sharing with member agencies later this month. Project updates can be found on the ICTC website.
  - All ICTC Executive Directors updates can be found on page 321.
- B. Southern California Association of Governments (SCAG)
  - Mr. Salgado had the following updates:
    - The SCAG 2023 General Assembly (GA) Delegate Selection Process has started. For any questions regarding the process please contact Mr. Salgado. The General Assembly will be on May 4-5 in Palm Desert.
    - The Draft Digital Action Plan is released for 30-Day Public Review and Comment.
    - SCAG's Regional Early Action Planning Grant Program (REAP) 2.0: There will be a PATH Program Presentation by Jessica Reyes Juarez to the TAC group on February 23, 2023.
    - All SCAG updates can be found on page 328.
- C. Caltrans Department of Transportation – District 11
  - Mr. Guerrero had the following updates:
    - SR-98 Widening Project: Stage 2 construction is currently underway. About 30% has been completed. The target completion date will be late April 2023.
    - April 28<sup>th</sup> is the deadline for Clean California local grant program. <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
    - March 7, 2023, is a workshop from 8:30-11:30 for the Regional Transportation Planning Agencies.
    - The next CTC meeting is on May 17<sup>th</sup>. Deadline to submit supporting documents is on March 17<sup>th</sup>.
    - Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant: This is another funding opportunity for about \$1.5 million. The deadline is February 28, 2023, to submit.
    - Mr. Guerrero will be taking a temporary position in headquarters and Bryan Ott or Rafael Reyes will be filling in for him.



- All Caltrans updates can be found on page 334.

**VIII.** The next meeting is scheduled for **March 8, 2023, at 10:30 a.m.** at the City of Imperial and via Zoom Meeting for the public.

**IX. ADJOURNMENT**

Meeting adjourned at 11:44 p.m.



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## TECHNICAL ADVISORY COMMITTEE MINUTES

**January 26, 2023**

**Present:**

Guillermo Sillas	City of Brawley
Lily Falomir	City of Calexico
George Galvan	City of Calipatria
Abraham Campos	City of El Centro
Adriana Anguis	City of Holtville
Jesus Villegas	City of Imperial
Veronica Atondo	County of Imperial

**Others:**

David Aguirre	ICTC
Virginia Mendoza	ICTC
Marlene Flores	ICTC
Angela Delgadillo	ICTC
Esperanza Avila	ICTC
Andrea Montañño	City of Brawley
Juan Manuel Cabrera	City of Brawley
Angel Hernandez	City of El Centro
Andres Miramontes	City of El Centro
Felix De Leon	City of El Centro
Marco Coronel	City of Imperial
Yvonne Cordero	City of Imperial
Ismael Garcia	County of Imperial
Anna Strahan	Caltrans
Nick Ventrilla	Caltrans
Rafael Reyes	Caltrans
David Salgado	SCAG

1. The meeting was called to order at 10:08 a.m. A quorum was present, and introductions were made. There were no public comments made.
2. Adopted resolution authorizing remote teleconference meeting in accordance with Assembly Bill 361. ICTC requested a motion to adopt. (Atondo/Galvan). **Motion Carried.**

**3. Rotation of Chair and Vice-Chair Positions:**

- A motion was made by [Coronel](#) seconded by [Atondo](#) to nominate Mr. George Galvan from the City of Calipatria as the Chairperson.
- A second motion was made by [Anguis](#) and seconded by [Falomir](#) to nominate Mr. Abraham Campos from the City of El Centro as the Vice-Chairperson of the ICTC Technical Advisory Committee (TAC) for 2023.

4. A motion was made to adopt the minutes for December 15, 2022 ([Atondo/Campos](#)) **Motion Carried.**

**5. 2023 FTIP Project Listing – Local Agency Review & Amendment Schedule**

*(Presented by: ICTC Staff)*

- The FTIP Project Listing provides a list of all projects that have been programmed in the FTIP all the way to FFY 2025-26.
- If any changes are necessary for the project listing, please let ICTC staff know. Deadline: February 23, 2023.
- ICTC staff provided the TAC group the 2023 FTIP Amendment/Administrative Modification Schedule.

**6. Caltrans Updates / Announcements:**

*(Presented by: Ben Guerrero & Rafael Reyes)*

- The County of Imperial is currently in the Inactive list.
- January 31, 2023 – Federal Fiscal Year (FFY) 22/23 Requests for Authorization Obligations Due! Please submit RFA packages as soon as possible.
- Clean California Local Grant Program – Cycle 2 Call for Projects Anticipated in February 2023: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
- Reconnecting Communities: Highways to Boulevards grant: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/rc-h2b>
- The next CTC meeting is on March 22, 2023. The following will be on May 17, 2023. To submit for the May 17<sup>th</sup> CTC Meeting the deadline will be March 17, 2023.
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant – Feb. 28, 2023: Deadline is February 28, 2023
- Local Assistance Day save the date: March 8, 2023, <https://ca-ctap.org/?pid=1611>
- CRISES Grant: <https://www.cdss.ca.gov/inforesources/cdss-programs/civil-rights/crises>
- BLOG: <https://www.localassistanceblog.com/>
- Cooperative Training Assistance Program (CTAP) new training: <https://ca-ctap.org/?pid=1609>
- Mr. Guerrero provided some updates regarding the FFY 22/23 Federal Funded Project Obligation List.
- SR-98 Widening Project: Stage 2 construction has started this month. Everything is running as schedule. It should be completed by Mid-April.
- I-8 Colorado River Bridge Rehab: This project should start by February. There should be no major bridge impacts until late February.
- I-8, SR-78 Bridge Rehab at Various Locations: The project scope includes 4 bridge locations on I-8 at Brock Research Center Rd, All American Canal (left/right) Bridges and at Winterhaven Dr/4th Ave. The 2 locations on SR-78 are at Palo Verde Drain and Palo Verde Outfall bridges near Palo Verde. The project has been awarded with construction estimated to start in March 2023. Total estimated cost is \$13.2 million.

**7. SCAG Updates / Announcements:**

*(Presented by: David Salgado)*

- SCAG has been working on providing GIS trainings for the Imperial County. There has been coordination with workforce development to secure their space. There is now a stand-alone GIS department that manages all those contracts.

- For more information, please contact David Salgado at [salgado@scag.ca.gov](mailto:salgado@scag.ca.gov)

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

- Each jurisdiction gave their update.

**9. ICTC Updates / Announcements**

*(Presented by ICTC Staff)*

**a. Transit Planning Updates**

- **Calexico On Demand:** This is an on-demand service in the City of Calexico that just started on Monday, January 9, 2023. It is limited and available to the public in the City of Calexico. It is available via app, or you can also call in using this number: 760-350-3414. The service has had over 100 riders that have utilized the service so far. The service is free until February 9, 2023.
- For more information: <https://city.ridewithvia.com/calexico-ondemand>

**b. Transportation Planning Updates**

- **CRRSAA Funds Update:**
  - Submit CRRSAA funds allocation by March 20, 2023.
- **Local Partnership Program (LPP) Funds Update:**
  - All agencies opted to combining cycle 3 and cycle 4 funding. Therefore, cycle 3 funding is applicable to the allocation action. If there is an allocation request, the local agency needs to submit it.
- **ATP Regional Funding Projects:**
  - The commission did take action on January 25<sup>th</sup> on the ATP approval.

**10. General Discussion / New Business**

No general discussion was discussed.

Next TAC meeting will be March 23, 2023, via Zoom and at the ICTC offices.

Meeting adjourned at 12:06 p.m.



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## **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

### **MINUTES**

February 1, 2023

#### Present

#### Voting Attendees:

Kathleen Lang	California Health & Wellness
Priscilla Lopez	Workforce & Economic Development
Mitzi Perez	ARC-IV
Karina Leon	Access to Independence
Sarah Enz	Area Agency on Aging (AAA)
Gustavo Gomez	CTSA-ICTC

#### Non-Voting Attendees:

Helio Sanchez	IVT
Cesar Sanchez	IVT
Jose Guillen	IVT MedTrans
Karla Pacheco	IVT Access
Karla Aguilar	IVT Ride
Liz Santucci	Caltrans
Angela Delgadillo	ICTC
Esperanza Avila	ICTC
Karrah Cardone	IC Public Health
Joshua Lopez	IVC

1. Dr. Lang called the meeting to order at 10:11 a.m. **A quorum was present.** Introductions were made.
  - Hybrid meeting.
2. SSTAC Remote Resolution.
  - SSTAC members reviewed the resolution and motioned to approve it as is. (Perez, Lopez), **Motion Carried.**
  - Required signatures will be collected after the meeting.
3. Minutes were adopted for January 4, 2023. (Enz, Perez), **Motion Carried.**
4. CTSA Reports:

Mr. Gomez had the following updates:

- Staff attended events during January; Senior Health Fair at Holtville and Imperial Gardens Senior Apartments and at City of Calexico distributing Calexico On-Demand brochures
  - On February 16<sup>th</sup>, ICTC Staff will be presenting an IVT presentation at Villa De La Flores Senior Apartments in Calexico.
  - The UTN survey is now live until March 3<sup>rd</sup>. So far, there have been about 30-40 comments on the survey.
  - Calexico On-Demand is going along very well. There are about 180 passengers per day.
  - The bus shelter on Cole Rd. is now in place at the City of Calexico.
5. FY 2023-24 Master Needs List, UTN Letter to the hearing Panel Review (DRAFT)
- Mr. Gomez discussed the current Master Needs list and mentioned that the requested changes have been made to the list. He stated that changes can still be done to the list if requested.
  - Dr. Kathleen Lang asked if there can be a revision made on the second general comments on the letter. The IVT Garnet Line in Calexico should be revised to the new Microtransit service: Calexico On-Demand.
  - SSTAC members recommended to revise #2 on the priority list. The revision will be to add bus stop improvement to the new public library in El Centro.
  - SSTAC members recommended to revise #3 on the priority list. The revision will be to explore and analyze senior transportation needs in the north end.
  - A motion was made for staff to revise the FY 2023-24 Master Needs List, UTN Letter and will finalize at the next meeting. ([Lopez, Perez](#)), **Motion Carried.**

6. Transit Operator FY 2022-23 Reports:

Imperial Valley Transit

- There is a slight increase in ridership as time goes by.
- On page 13 of the agenda the 2<sup>nd</sup> Quarterly Review is attached for reference.

IVT Access

- Ms. Pacheco mentioned that service is running as usual.
- On page 14 of the agenda the 2<sup>nd</sup> Quarterly Review is attached for reference.

IVT Ride

- Ms. Aguilar stated that the service is running as usual and mentioned some of the events that IVT Ride participated in the last month.
- The service is still providing free fares, sponsored by Area Agency on Aging.
- On page 15 of the agenda the 2<sup>nd</sup> Quarterly Review is attached for reference.

IVT MedTrans

- Mr. Guillen mentioned that service hours are the same and both buses are available. It is in response to demand.
- On page 16 of the agenda the 2<sup>nd</sup> Quarterly Review is attached for reference.

7. General Discussion

- There was no general discussion.

8. Adjournment

- The meeting adjourned at 10:55 a.m.
- The next meeting will be held on Wednesday, March 1, 2023, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.

## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

- C. Low Carbon Transit Operations Program (LCTOP) Application for FY 2022-23 Funds
  - 1. Authorize the ICTC Chairperson to sign the attached resolution.
  - 2. Authorization for the Execution of the LCTOP Project application: Free Fare Program for eligible ICTC administered transit services.



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March 3, 2023

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

SUBJECT: Low Carbon Transit Operations Program (LCTOP) Application for FY 2022-23 Funds

Dear Committee Members:

Imperial County Transportation Commission (ICTC) proposes to submit an application for use of Low Carbon Transit Operations Program (LCTOP) funds in Fiscal Year (FY) 2022-23. The LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862 (SB 862). The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas (GHG) emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support the following:

1. Expenditures that directly enhance or expand transit service by supporting new or expanded bus or rail services, new or expanded water-borne transit, or expanded intermodal transit facilities, and may include equipment acquisition, fueling, maintenance, and other costs to operate those services or facilities.
2. Operational expenditures that increase transit mode share including free fare programs.
3. Expenditures related to the purchase of zero-emission buses, including electric buses, and the installation of the necessary equipment and infrastructure to operate and support zero-emission buses.

Per the State Controller's Office, ICTC has an eligible allocation in FY 2022-23 in the amount of \$482,113. Following the LCTOP guidelines, ICTC staff recommends submitting an application requesting the use of funds from FY 2022-23 towards a free fare program to be utilized on eligible ICTC administered transportation modes.

**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 their review and approval after public comment, if any:

1. Authorize the ICTC Chairperson to sign the attached resolution;
2. Authorization for the Execution of the LCTOP Project application: Free Fare Program for eligible ICTC administered transit services.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', with a stylized flourish at the end.

David Aguirre  
Interim Executive Director

Attachments

**RESOLUTION #**

**AUTHORIZATION FOR THE EXECUTION OF THE  
 CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS  
 FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)  
 FOR THE FOLLOWING PROJECT:  
 FREE FARES PROGRAM:  
 \$482,113**

**WHEREAS**, the Imperial County Transportation Commission is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Imperial County Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to David Aguirre, Executive Director.

**WHEREAS**, the Imperial County Transportation Commission wishes to implement the following LCTOP project(s) listed above,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Imperial County Transportation Commission that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that David Aguirre, Executive Director, be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Imperial County Transportation Commission that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2022-23 for LCTOP funds as follows:

Project Name: Free Fares Program

Amount of LCTOP funds requested (including LCTOP Interest): \$482,113

Short description of project: Provide Free Fares to passengers across multiple services

Benefit to a Priority Populations: The project is located within multiple SB 535 Disadvantaged Communities and AB 1550 Low-Income Communities

**PASSED AND ADOPTED** at a regular meeting of the Imperial County Transportation Commission held on March 22, 2023.

By: \_\_\_\_\_  
Chairman

ATTEST:

By:

\_\_\_\_\_

CRISTI LERMA  
Secretary to the Commission

## **IV. CONSENT CALENDAR**

### **IV. CONSENT CALENDAR**

- D. Specific Transit Operator Fiscal Reports FY 2021-22 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans
  - 1. Receive and file the Specific Transit Operator Fiscal Reports FY 2021-22; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans



1503 N. IMPERIAL AVE. SUITE 104  
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March 3, 2023

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

SUBJECT: Specific Transit Operator Fiscal Reports FY 2021-22 for Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans

Dear Committee Members:

The Commission conducts fiscal reviews of its transit operators on an annual basis. For FY 2021-22 they were performed by the CPA firm, Eide Bailly, on the four transit services under contract with FIRST TRANSIT, Inc. Attached, please find the FY 2021-22 fiscal reports for: Imperial Valley Transit, IVT Access, IVT Ride and IVT MedTrans.

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

The FY 21-22 reviews did not note any areas of improvement. There have been a number of improvements completed to administrative and operation areas in previous years which resulted in no areas of improvement being noted for FY 21-22.

Therefore, it is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any.

1. Receive and file the Specific Transit Operator Fiscal Reports FY 2021-22; IMPERIAL VALLEY TRANSIT, IVT ACCESS, IVT RIDE and IVT MedTrans

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', written over a horizontal line.

DAVID AGUIRRE  
Executive Director

DA/mb

Attachment

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

## Independent Accountant's Report

Imperial County Transportation Commission  
El Centro, California

We have performed the procedures enumerated below to assist the Imperial County Transportation Commission (ICTC) in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the Imperial Valley Transit Line, Green Line, Blue Line and Gold Line for the period ending June 30, 2022. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator.

ICTC has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting ICTC in monitoring the fiscal accountability and reporting of the Transit Operator and we will report on the findings based on the procedures performed. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are listed below.

### **1) *Observation of service provided***

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator. Perform a recalculation of each service line's farebox ratio.

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (July 2019), and inspected the Imperial Valley Transit (IVT) Rider's Guide in order to obtain an understanding of the services being provided. The Imperial Valley Transit provides public bus services throughout the Imperial County.

We selected a sample of five (5) fixed routes and observed the following on February 8, 2023:

- Route 1 North: We boarded a First Transit bus leaving the IV Mall at 10: 05am (5 minutes late). We rode the bus for a total of five (5) stops noting the driver would stop based on passengers' needs. The bus arrived at the 7<sup>th</sup> Street and State stop at 10:35am (5 minutes late).
- Route 2 North: We boarded a First Transit bus leaving the 7<sup>th</sup> Street and State stop at 10:40am (on schedule). We rode the bus for a total of eight (8) stops noting the driver would stop based on passengers' needs. The bus arrived at the Brawley Pioneers Hospital stop at 11:27am (7 minutes late).

- Route 2 South: We boarded the First Transit bus depart from the Brawley Pioneers Hospital stop at 12:01pm (6 minutes late). We observed the bus operate for a total of eight (8) stops. We observed the bus arrive at the 7<sup>th</sup> Street and State stop at 12:54pm (4 minutes late).
- Route 1 South: We boarded the First Transit bus leaving from the 7<sup>th</sup> Street and State stop at 1:00pm (on schedule). We observed the bus operate for a total of five (5) stops. We observed the bus arrive at the IV Mall at 1:23pm (2 minutes early).
- Route 4 West: We observed the First Transit Shuttle Bus depart from the El Centro 7<sup>th</sup> Street and State at 4:35 pm (on schedule). We observed the bus operate for a total of three (3) stops. We observed the shuttle bus arrive at the Seeley stop at 4:57 pm (2 minutes late).

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

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

## **2) Cash Handling Control**

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2022. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

**Finding:** We inquired of the Transit Operator management and inspected the First Transit Operations Manual over cash handling and performed an observation over the cash handling process on February 8, 2023. We observed the following:

The Transit Operator drivers are required to complete the Driver's Daily Log Sheet which tracks the number of riders per route and the estimated cash collections. Through inquiry, we noted that the drivers do not have access to the cash deposited into the cash box within the farebox located on each bus.

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

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

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

We noted that the cash counting process is performed under video surveillance. Two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the IVT Vault and Farebox Log Day Sheet, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by a third-party armored service. Due to the COVID-19 pandemic and efforts set in place to enforce social distancing by the transit operator, we noted that cash counts are performed by one dispatcher inside the vault room while the second dispatcher observes through the surveillance system.

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

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

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

### **3) *Spare Parts and Inventory Control***

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

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies, and performed an observation over the spare parts and inventory controls on February 8, 2023. We noted the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 must be approved by the Director of Maintenance located at the Transit Operator's corporate office.

Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24-hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked using separate work orders for each project.



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

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed that there is no documented evidence of this review process. We performed an inventory count where we haphazardly selected items and were taken to the item's location. We observed ten (10) inventory items and compared it with the count on the inventory report. We noted that seven (7) of these items had no discrepancy. For the three (3) items with discrepancy, we noted that it was a result of the items already in the process of being used as part of a work order.

Based on our observation, inventories that are damaged, or to be returned to suppliers for credit are physically separated from inventories in good condition. Based on our procedures performed, we noted no evidence of pilferage, other losses, or instances of improper usage.

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

#### **4) Invoicing Process Control**

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

**Finding:** We inquired of the Transit Operator management on February 8, 2023 over the invoicing process and noted the following:

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

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

We selected the months of November 2021, February 2022 and June 2022 and noted that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we noted that the monthly excel files agreed to supporting source documents. See details of samples tested documented at procedure 6 (Financial Data Analysis).

We observed that all monthly invoices selected were reviewed and approved by the Transit Operator's General Manager.

No exceptions were found as a result of procedures performed.

## 5) *Reporting Process*

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

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (July 2019), and noted the following:

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

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

No exceptions were found as a result of procedures performed.

## 6) *Financial Data Analysis*

6.1 Inspect documents provided by ICTC and the Transit Operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.

6.2 Select a sample of three (3) months of expense reports and compare amounts to supporting documentation.

6.3 Select a sample of three (3) months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.

6.4 Select a sample of three (3) daily fare collection reports in each of a sample of three (3) months and compare to supporting documentation.

6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Fixed Route Transit Service Agreement (July 2019) and related amendments, inspected the First Transit Rider's Guide and performed observations and observed the following:

6.1 We inspected the monthly invoices provided by the Transit Operator for the IVT Line, Green Line, Blue Line, and Gold Line services and noted that the invoices provided by the Transit Operator agreed to the invoices received by ICTC.

No exceptions were found as a result of procedures performed.

6.2 We selected the months of November 2021, February 2022 and June 2022 and obtained the monthly invoices for the IVT Line, Green Line, Blue Line, and Gold Line services. We compared the monthly invoices to the supporting data schedule and marketing invoices.

No exceptions were found as a result of procedures performed.

6.3 We inspected the monthly invoices for the IVT Line, Green Line, Blue Line, and Gold Line services for the fiscal year ending June 30, 2022 and observed no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract.

No exceptions were found as a result of procedures performed.

6.4 We noted that a “Free Fares Program” was in place from August 2020 through April 1, 2022. We selected three (3) days from the months of April 2022, May 2022 and June 2022 and obtained the fare collections by day from the "Farebox Accounting" report included in the monthly reporting packet and compared the amounts to the “Daily Fare Collections Reports”. See Exhibit B for details.

No exceptions were found as a result of procedures performed.

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

- Line 3W – Date: June 1, 2022
  - No exceptions noted
- Line 2N – Date: June 1, 2022
  - Work Run S7 – We noted no actual start time written on the Driver’s Daily Log Sheet; scheduled start time was used as the actual start time on the excel invoice
- Line 2S – Date: June 1, 2022
  - Work Run S7 – We noted no actual start time written on the Driver’s Daily Log Sheet; scheduled start time was used as the actual start time on the excel invoice
- Line 1N – Date: June 1, 2022
  - Work Run S1 and S14 – We noted no actual start time written on the Driver’s Daily Log Sheet; scheduled start time was used as the actual start time on the excel invoice
- Line 1S – Date: June 1, 2022
  - Work Run S7 and S14 – We noted no actual start time written on the Driver’s Daily Log Sheet; scheduled start time was used as the actual start time on the excel invoice
- Line 4E – Date: June 1, 2022
  - No exceptions noted.
- Blue Line – Date: June 1, 2022
  - No exceptions noted.
- Green Line – Date: June 1, 2022
  - No exceptions noted.
- Gold Line – Date: June 1, 2022
  - No exceptions noted.

Additionally, we obtained the service hours per inspection of the First Transit Riders Guide and compared the calculated estimate to the revenue hours per the First Transit Fixed Route Transit Service Agreement (July 2019) and the revenue hours billed for the IVT Line, Green Line, Blue Line and Gold Line services. See Exhibit C for details.

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

## 7) *Budget Development*

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

**Finding:** We inquired of the Transit Operator management and inspected the IVT Line, Green Line, Blue Line, and Gold Line services budget for the fiscal year ending June 30, 2022 and observed the following:

The budget is developed primarily by the Transit Operator's General Manager who follows the "Preparing Fiscal Year Budget" policies of the Transit Operator and coordinates with ICTC during budget development. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which in total do not exceed the agreed upon subsidy in the First Transit Fixed Route Transit Service Agreement (July 2019). The estimates are based on prior year's data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

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

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records and reporting requirements of the Transit Operator or its controls. Accordingly, we do not express such opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of ICTC and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Imperial County Transportation Commission management and is not intended to be and should not be used by anyone other than the specified party.

Rancho Cucamonga, California  
March XX, 2023

## Imperial County Transportation Commission

Exhibit A

Procedure #1- Services Provided (Unaudited)

Year Ending June 30, 2022

IVT Operating Services								
	A	B	C= (A-B)	D	E	F= (C+E)		
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	First Transit Marketing & other Expenses	Net Cost & Total Paid to First Transit	Free Rides - Reimburse Client	Free Rides - Client Sponsored
July 2021	\$ 297,184	\$ 1,928	\$ 295,256	\$ -	\$ 1,052	\$ 296,308	\$ (25,482)	\$ 25,482
August 2021	309,687	184	309,503	-	4,974	314,477	(29,560)	29,560
September 2021	311,742	-	311,742	-	(634)	311,109	(34,692)	34,692
October 2021	316,946	-	316,946	-	10,209	327,155	(42,047)	42,047
November 2021	297,135	640	296,495	-	-	296,495	(43,037)	43,037
December 2021	306,669	900	305,769	-	-	305,769	(46,645)	46,645
January 2022	303,365	-	303,365	-	-	303,365	(43,731)	43,731
February 2022	286,251	-	286,251	-	-	286,251	(47,354)	47,354
March 2022	328,769	200	328,569	-	1,479	330,048	(61,879)	61,879
April 2022	309,125	35,707	273,418	-	3,119	276,537	-	-
May 2022	312,359	55,657	256,702	-	5,594	262,295	-	-
June 2022	313,204	67,672	245,532	-	10,609	256,140	-	-
	<u>\$ 3,692,436</u>	<u>\$ 162,889</u>	<u>\$ 3,529,548</u>	<u>\$ -</u>	<u>\$ 36,401</u>	<u>\$ 3,565,949</u>	<u>\$ (374,428)</u>	<u>\$ 374,428</u>
Contract specifications	<u>\$ 4,706,127</u>	<u>\$ 800,042</u>	<u>\$ 3,906,085</u>					
Over (under) contract requirements	<u>\$ (1,013,691)</u>	<u>\$ (637,153)</u>	<u>\$ (376,537)</u>					
Operating Costs (A+E)	\$ 3,728,837							
ICTC Marketing*	68,676							
Depreciation*	(618,627)							
Adjusted Operating Costs	<u>\$ 3,178,886</u>							
Farebox Ratio Actual**		16.90%						
Minimum Farebox Ratio Contract		17%						

\*Obtained from ICTC Budget to Actual Schedule

\*\*The farebox ratio has been adjusted to incorporate amounts received through an LCTOP grant to fund ICTC's Free Fares Program.

## Imperial County Transportation Commission

Exhibit A

Procedure #1- Services Provided (Unaudited)

Year Ending June 30, 2022

Green Line Services								
	A	B	C= (A-B)	D	E	F= (C+E)		
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	First Transit Marketing & other Expenses	Net Cost & Total Paid to First Transit	Free Rides - Reimburse Client	Free Rides - Client Sponsored
July 2021	\$ 17,052	\$ 96	\$ 16,956	\$ -	\$ -	\$ 16,956	\$ (309)	\$ 309
August 2021	17,052	-	17,052	-	-	17,052	(294)	294
September 2021	16,624	-	16,624	-	-	16,624	(315)	315
October 2021	16,624	-	16,624	-	-	16,624	(309)	309
November 2021	16,196	-	16,196	-	-	16,196	(318)	318
December 2021	17,480	-	17,480	-	-	17,480	(348)	348
January 2022	16,196	-	16,196	-	-	16,196	(327)	327
February 2022	15,768	-	15,768	-	-	15,768	(280)	280
March 2022	17,480	-	17,480	-	-	17,480	(387)	387
April 2022	16,624	235	16,389	-	-	16,389	-	-
May 2022	16,624	186	16,438	-	-	16,438	-	-
June 2022	17,052	185	16,867	-	-	16,867	-	-
Total:	<u>\$ 200,776</u>	<u>\$ 702</u>	<u>\$ 200,073</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,073</u>	<u>\$ (2,887)</u>	<u>\$ 2,887</u>
Contract specifications	<u>\$ 326,549</u>	<u>\$ 13,062</u>	<u>\$ 313,487</u>					
Over (under) contract requirements	<u>\$ (125,773)</u>	<u>\$ (12,360)</u>	<u>\$ (113,413)</u>					
Operating Costs (A+E)	\$ 200,776							
Depreciation*	(33,436)							
Adjusted Operating Costs	<u>\$ 167,340</u>							
Farebox Ratio Actual**		2.14%						
Minimum Farebox Ratio Contract		4%						

\*Obtained from ICTC Budget to Actual Schedule

\*\*The farebox ratio has been adjusted to incorporate amounts received through an LCTOP grant to fund ICTC's Free Fares Program.

## Imperial County Transportation Commission

Exhibit A

Procedure #1- Services Provided (Unaudited)

Year Ending June 30, 2022

Blue Line Services								
	A	B	C= (A-B)	D	E	F= (C+E)		
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	First Transit Marketing & other Expenses	Net Cost & Total Paid to First Transit	Free Rides - Reimburse Client	Free Rides - Client Sponsored
July 2021	\$ 18,939	\$ 256	\$ 18,683	\$ -	\$ 2,212	\$ 20,895	\$ (162)	\$ 162
August 2021	18,939	-	18,939	-	-	18,939	(186)	186
September 2021	18,425	-	18,425	-	-	18,425	(209)	209
October 2021	18,425	-	18,425	-	-	18,425	(258)	258
November 2021	17,912	160	17,752	-	-	17,752	(263)	263
December 2021	19,453	-	19,453	-	-	19,453	(239)	239
January 2022	17,912	-	17,912	-	-	17,912	(199)	199
February 2022	17,398	-	17,398	-	-	17,398	(168)	168
March 2022	19,453	192	19,261	-	-	19,261	(253)	253
April 2022	18,425	154	18,271	-	-	18,271	-	-
May 2022	18,425	291	18,134	-	-	18,134	-	-
June 2022	18,939	283	18,656	-	-	18,656	-	-
Total:	<u>\$ 222,646</u>	<u>\$ 1,337</u>	<u>\$ 221,310</u>	<u>\$ -</u>	<u>\$ 2,212</u>	<u>\$ 223,522</u>	<u>\$ (1,936)</u>	<u>\$ 1,936</u>
Contract specifications	<u>\$ 326,549</u>	<u>\$ 13,062</u>	<u>\$ 313,487</u>					
Over (under) contract requirements	<u>\$ (103,902)</u>	<u>\$ (11,725)</u>	<u>\$ (92,177)</u>					
Operating Costs (A+E)	\$ 224,858							
ICTC Marketing*	-							
Depreciation*	(33,436)							
Adjusted Operating Costs	<u>\$ 191,422</u>							
Farebox Ratio Actual**		1.71%						
Minimum Farebox Ratio Contract		4%						

\*Obtained from ICTC Budget to Actual Schedule

\*\*The farebox ratio has been adjusted to incorporate amounts received through an LCTOP grant to fund ICTC's Free Fares Program.

## Imperial County Transportation Commission

Exhibit A

Procedure #1- Services Provided (Unaudited)

Year Ending June 30, 2022

Gold Line Services								
	A	B	C= (A-B)	D	E	F= (C+E)		
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	First Transit Marketing & other Expenses	Net Cost & Total Paid to First Transit	Free Rides - Reimburse Client	Free Rides - Client Sponsored
July 2021	\$ 22,585	\$ -	\$ 22,585	\$ -	\$ -	\$ 22,585	\$ (531)	\$ 531
August 2021	22,585	-	22,585	-	-	22,585	(592)	592
September 2021	21,920	-	21,920	-	-	21,920	(686)	686
October 2021	21,920	-	21,920	-	-	21,920	(624)	624
November 2021	21,255	-	21,255	-	-	21,255	(635)	635
December 2021	23,250	-	23,250	-	-	23,250	(695)	695
January 2022	21,255	-	21,255	-	-	21,255	(679)	679
February 2022	20,589	-	20,589	-	-	20,589	(602)	602
March 2022	23,250	-	23,250	-	-	23,250	(710)	710
April 2022	21,920	429	21,491	-	-	21,491	-	-
May 2022	21,920	432	21,488	-	-	21,488	-	-
June 2022	22,585	401	22,184	-	-	22,184	-	-
Total:	\$ 265,034	\$ 1,262	\$ 263,772	\$ -	\$ -	\$ 263,772	\$ (5,754)	\$ 5,754
Contract specifications	\$ 340,025	\$ 13,601	\$ 326,424					
Over (under) contract requirements	\$ (74,991)	\$ (12,339)	\$ (62,652)					
Operating Costs (A+E)	\$ 265,034							
Depreciation*	(33,436)							
Adjusted Operating Costs	\$ 231,598							
Farebox Ratio Actual		3.03%						
Minimum Farebox Ratio Contract		4%						

\*Obtained from ICTC Budget to Actual Schedule

\*\*The farebox ratio has been adjusted to incorporate amounts received through an LCTOP grant to fund ICTC's Free Fares Program.



## Imperial County Transportation Commission

Exhibit B

Procedure #6.4- Daily Fare Collections (Unaudited)

Year Ending June 30, 2022

Date	Farebox Accounting - Per Monthly Invoice/Reporting		Daily Fare Collections - Per Daily Fare Collection Report		Variance
April 2022					
IVT					
12	\$	1,452.10	\$	1,452.10	\$ -
19		1,169.54		1,169.54	-
26		1,443.96		1,443.96	-
Blue Line					
12		6.00		6.00	-
19		8.00		8.00	-
26		4.00		4.00	-
Green Line					
12		7.35		7.35	-
19		8.80		8.80	-
26		8.85		8.85	-
Gold Line					
12		20.70		20.70	-
19		25.40		25.40	-
26		14.63		14.63	-
May 2022					
IVT					
9	\$	1,720.86	\$	1,720.86	\$ -
24		1,411.11		1,411.11	-
27		1,427.77		1,427.77	-
Blue Line					
9		4.00		4.00	-
24		2.00		2.00	-
27		6.05		6.05	-
Green Line					
9		8.55		8.55	-
24		3.70		3.70	-
27		6.05		6.05	-
Gold Line					
9		11.00		11.00	-
24		18.20		18.20	-
27		18.39		18.39	-
June 2022					
IVT					
9	\$	1,239.26	\$	1,239.26	\$ -
13		1,172.56		1,172.56	-
17		1,280.36		1,280.36	-
Blue Line					
9		4.25		4.25	-
13		2.00		2.00	-
17		4.90		4.90	-
Green Line					
9		9.60		9.60	-
13		7.70		7.70	-
17		4.00		4.00	-
Gold Line					
9		19.96		19.96	-
13		16.89		16.89	-
17		23.00		23.00	-

## Imperial County Transportation Commission

Exhibit C

Procedure #6.5- Annual Revenue Hours Recalculation (Unaudited)

Year Ending June 30, 2022

<b>Gold Line</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
7.78	2	2,465	3,280	2,275

<b>Blue Line</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
5.80	2	1,966	3,150	1,757

<b>Green Line</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
4.78	2	1,709	3,150	1,463

<b>IVT Service Line</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Run Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
1 South (Weekdays)	15.52	3,911		
1 South (Weekends)	9.75	1,014		
1 North (Weekdays)	27.05	6,817		
1 North (Weekend)	18.33	1,906		
2 South (Weekdays)	17.78	4,481		
2 South (Weekends)	17.15	1,784		
2 North (Weekdays)	15.97	4,024		
2 North (Weekends)	17.83	1,854		
3 East (Weekdays)	5.17	1,303		
3 East (Saturday Only)	2.00	104		
3 West (Weekdays)	4.88	1,230		
3 West (Saturday Only)	2.50	130		
4 West (Weekdays)	3.33	839		
4 West (Saturday Only)	2.37	123		
4 East (Weekdays)	2.00	504		
4 East (Saturday Only)	2.37	123		
21 IVC Express*	9.33	1,748		
22 IVC Express*	4.62	942		
31 Direct (Weekdays)	2.58	651		
31 Direct (Saturday Only)	2.67	139		
32 Direct (Weekdays)	2.58	651		
32 Direct (Saturday Only)	2.67	139		
41 S	0.47	118		
45W	0.33	83		
51S	1.92	96		
51N	2.12	106		
		34,820	34,660	33,660

<b>Total for all Service Lines:</b>				
<i>Sched. Run Time (hrs)</i>	<i>Sched. Layover Time (hrs)</i>	<i>Estimated Service Hours per Published Rider's Guide (Annualized)</i>	<i>Estimated Annual Service Hours per First Transit Fixed Route Agreement</i>	<i>Annual Billed Service Hours</i>
211.65	6	40,959	44,240	39,155

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

## Independent Accountant's Report

Imperial County Transportation Commission  
El Centro, California

We have performed the procedures enumerated below to assist the Imperial County Transportation Commission (ICTC) in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT-Access transit services for the period ending June 30, 2022. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of the Transit Operator.

ICTC has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting ICTC in monitoring the fiscal accountability and reporting of the Transit Operator and we will report on the findings based on the procedures performed. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are listed below.

### **1) *Observation of service provided***

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator. Perform a recalculation of the service line's farebox ratio.

**Finding:** We inquired of the Transit Operator management, inspected the ADA Paratransit Service Agreements (July 2019) and inspected the Imperial Valley Transit (IVT) Rider's Guide in order to obtain an understanding of the services being provided. IVT-Access provides curb-to-curb transportation service with wheelchair lifts for mobility disadvantaged persons that have completed a certification and eligibility process. The IVT-Access program operates through an advanced reservation system and covers much of the County of Imperial.

Based on procedures performed as documented at Exhibit A, we noted that the Transit Operator did not meet the Farebox Ratio as required per the First Transit ADA Paratransit Service Agreement.

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

## 2) *Cash Handling Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2022. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and inquired with First Transit Management over the cash handling process on February 8, 2023. We noted the following:

The Transit Operator drivers are required to complete the Driver's Daily Log Sheet which tracks the number of riders per route and the estimated cash collections. Through inquiry, we noted that drivers do not have access to the cash deposited into the cash box within the farebox located on each bus.

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

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

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

We noted that the cash counting process is under video surveillance. Two dispatchers participate in the emptying of the cash boxes and the counting of cash. The cash counts are logged on the IVT Access Vault and Farebox LogDay Sheet, which includes the cash box identification number, bus number, time and date of count, dispatchers present, and the total bill and coin collections. The counted cash is then bagged and labeled with the appropriate deposit information and is picked up for deposit by a third-party armored service. Due to the COVID-19 pandemic and efforts set in place to enforce social distancing by the transit operator, we noted that cash counts are performed by one dispatcher inside the vault room while the second dispatcher observes through the surveillance system.

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

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

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

### **3) *Spare Parts and Inventory Control***

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

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies, and performed an observation over the spare parts and inventory controls on February 8, 2023. We noted the following:

We observed that the purchase of spare parts and inventory is initiated and tracked by the Maintenance Manager. The Maintenance Manager has the authority to purchase any items below \$2,500. Purchases between \$2,500 and \$5,000 must be approved by the General Manager. Purchases between \$5,000 and \$10,000 must be approved by the Director of Maintenance located at the Transit Operator's corporate office.

Any purchases above \$10,000 must be approved by the First Transit Vice President. Spare parts and inventory are stored in a locked gated area that is under 24-hour video surveillance. The key to the locked gate is kept in the maintenance shop. Access to spare parts and inventory after hours is limited to the Maintenance Manager, Operations Managers, Mechanics, and the General Manager. The use of spare parts and inventory is tracked using separate work orders for each project.

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

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed that there is no documented evidence of this review process. We performed an inventory count where we haphazardly selected items and were taken to the item's location. We observed ten (10) inventory items and compared it with the count on the inventory report. We noted that seven (7) of these items had no discrepancy. For the three (3) items with discrepancy, we noted that it was a result of the items already in the process of being used as part of a work order.

Based on our observation, inventories that are damaged, or to be returned to suppliers for credit are physically separated from inventories in good condition. Based on our procedures performed, we noted no evidence of pilferage, other losses, or instances of improper usage.

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

#### **4) Invoicing Process Control**

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls related to the invoicing process. Scan the current year detail for invoices and select a sample of three (3) invoices to ensure policy was followed.

**Finding:** We inquired of the Transit Operator management on February 8, 2023 over the invoicing process and noted the following:

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

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

We selected the months of November 2021, February 2022 and June 2022, and noted that the invoices agreed to the summarized excel files. In addition, on a sample basis, we noted that the monthly excel files agreed to supporting source documents. See details documented at procedure 6 (Financial Data Analysis).

We noted that all monthly invoices selected were reviewed and approved by the First Transit General Manager.

No exceptions were found as a result of procedures performed.

#### **5) Reporting Process**

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

**Finding:** We inquired of the Transit Operator management, inspected the ADA Paratransit Service Agreement (July 2019) and noted the following:

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

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

No exceptions were found as a result of procedures performed.

**6) Financial Data Analysis**

- 6.1 Inspect documents provided by ICTC and the transit operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.
- 6.2 Select a sample of three (3) months of expense reports and compare amounts to supporting documentation.
- 6.3 Select a sample of three (3) months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.
- 6.4 Select a sample of three (3) daily fare collection reports in each of a sample of three (3) months and compare to supporting documentation.
- 6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

**Finding:** We inquired of First Transit management, inspected the First Transit ADA Paratransit Service Agreement (July 2019), inspected the First Transit Rider’s Guide, performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the transit operator for IVT-Access and noted that the invoices provided by the Transit Operator agreed to the invoices received by ICTC.

No exceptions were found as a result of procedures performed.

- 6.2 We selected the months of November 2021, February 2022 and June 2022 and obtained the monthly invoices for IVT-Access. We compared the monthly invoices to the supporting data schedule and marketing invoices.

No exceptions were found as a result of procedures performed.

- 6.3 We inspected the monthly invoices for IVT-Access for the fiscal year ending June 30, 2022 and identified no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract.

No exceptions were found as a result of procedures performed.

- 6.4 We noted that IVT-Access implemented the “Free Fares Program” from August 2020 through April 1, 2022. As such, cash collections only occurred during April 2022 through June 2022. We selected our sample within those months and obtained the fare collections by day from the “Farebox Accounting” report included in the monthly reporting packet. We selected a total of three (3) days for each month to inspect the daily fares per the source document “Daily Fare Collections Report.” We noted that for the samples selected, the daily fare collections per the “Farebox Accounting” report agreed to the supporting source document, “Daily Fare Collection Reports” without exceptions. See Exhibit B for details.

No exceptions were found as result of procedures performed.

6.5 The IVT-Access provides curb to curb transportation service with wheelchair lifts for mobility disadvantaged persons that have completed a certification and eligibility process and is not a fixed route with published schedules. The revenue hours in the monthly invoices are prepared based on the Driver's Daily Log Sheets and the Time Sheets. The Driver's Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected the following IVT-Access Routes and obtained all related Driver's Daily Log Sheets and Time Sheets for a selected date and compared them to the data schedule which supports the monthly invoices. We observed the following:

Route	Date	1st Pick UP	Lunch	Break 1	Break 2	Last Drop Off	Rev Hours
301	4/18/2022	7:30	11:00 11:30	8:30 8:40	14:00 14:10	13:26	5.43
303	4/18/2022	5:58	9:45 10:45	8:30 8:40	12:20 12:30	13:45	6.78
307	4/18/2022	10:29	13:00 14:00	11:20 11:30	17:00 17:10	18:41	7.20
308	4/18/2022	9:19	11:00 11:30	9:50 10:00	13:15 13:25	14:40	4.85
<b>Total</b>							24.27
<b>Invoiced to ICTC</b>							24.17
<b>Difference</b>							(0.10)

Route	Date	1st Pick Up	Lunch	Break 1	Break 2	Last Drop Off	Rev Hours
301	6/6/2022	7:26	11:05 11:35	10:50 11:00	12:50 13:00	15:06	7.17
303	6/6/2022	5:57	9:50 10:50	7:25 7:35	11:40 11:50	13:40	6.72
307	6/6/2022	10:30	13:20 14:20	13:09 13:19	16:25 16:35	17:58	6.47
308	6/6/2022	9:16	11:30 12:00	11:15 11:25	13:40 13:50	14:59	5.22
<b>Total</b>							25.57
<b>Invoiced to ICTC</b>							25.55
<b>Difference</b>							(0.02)

We noted a variance of 0.10 hours (6 minutes) on April 18, 2022 and .02 hours (1 minute) on June 6, 2022.

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

## 7) Budget Development

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

**Finding:** We inquired of the Transit Operator management and inspected the IVT-Access services budget for the fiscal year ending June 30, 2022 and observed the following:

The budget is developed primarily by the Transit Operator's General Manager who follows the "Preparing Fiscal Year Budget" policies of First Transit, Inc. and coordinates with ICTC during budget development. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit ADA Paratransit Service Agreement (July 2019). The estimates are based on prior year's data and changes in route schedules. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.



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

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records and reporting requirements of the Transit Operator or its controls. Accordingly, we do not express such opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of ICTC and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Imperial County Transportation Commission management and is not intended to be and should not be used by anyone other than the specified party.

Rancho Cucamonga, California  
March XX, 2023

## Imperial County Transportation Commission

Exhibit A

Procedure #1- Services Provided (Unaudited)

Year Ending June 30, 2022

IVT-ACCESS ADA Paratransit Service Line								
	A	B	C= (A-B)	D	E	F= (C+E) Net Cost & Total Paid to First Transit	Free Rides - Reimburse Client	Free Rides - Client Sponsored
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing			
July 2021	\$ 88,606	\$ -	\$ 88,606	\$ -	\$ 7,656	\$ 96,262	\$ (1,856)	\$ 1,856
August 2021	89,605	-	89,605	-	7,807	97,413	(1,778)	1,778
September 2021	88,587	-	88,587	-	3,707	92,294	(1,804)	1,804
October 2021	89,594	-	89,594	-	-	89,594	(1,734)	1,734
November 2021	85,171	-	85,171	-	-	85,171	(1,657)	1,657
December 2021	88,842	-	88,842	-	-	88,842	(1,744)	1,744
January 2022	85,514	-	85,514	-	-	85,514	(1,525)	1,525
February 2022	85,720	-	85,720	-	-	85,720	(1,509)	1,509
March 2022	93,275	-	93,275	-	4,144	97,419	(2,163)	2,163
April 2022	90,422	2,145	88,277	-	-	88,277	-	-
May 2022	88,700	1,682	87,018	-	344	87,362	-	-
June 2022	88,426	1,780	86,646	-	-	86,646	-	-
Total:	<u>\$ 1,062,461</u>	<u>\$ 5,607</u>	<u>\$ 1,056,855</u>	<u>\$ -</u>	<u>\$ 23,658</u>	<u>\$ 1,080,512</u>	<u>\$ (15,769)</u>	<u>\$ 15,769</u>
Contract specifications	<u>\$ 1,670,276</u>	<u>\$ 167,028</u>	<u>\$ 1,503,248</u>					
Over (under) contract requirements	<u>\$ (607,815)</u>	<u>\$ (161,421)</u>	<u>\$ (446,394)</u>					
Operating Costs (A+E)	\$ 1,086,119							
ICTC Marketing*	10,234							
Depreciation*	(53,032)							
Adjusted Operating Costs	<u>\$ 1,043,321</u>							
Farebox Ratio Actual		2.05%						
Minimum Farebox Ratio Contract		10%						

\*Obtained from ICTC Budget to Actual Schedule

\*\* The farebox ratio has been adjusted to incorporate amounts received through an LCTOP grant to fund ICTC's Free Fares Program.

## Imperial County Transportation Commission

Exhibit B

Procedure #6.4- Daily Fare Collections (Unaudited)

Year Ending June 30, 2022

Farebox Accounting -			Daily Fare Collections -		
Date	Per Monthly Invoice/Reporting		Per Daily Fare Collection Report		Variance
April 2022					
IVT-Access					
9	\$	10.00	\$	10.00	\$ -
24		8.78		8.78	-
27		13.00		13.00	-
May 2022					
IVT-Access					
9	\$	34.60	\$	34.60	\$ -
24		35.00		35.00	-
27		57.10		57.10	-
June 2022					
IVT-Access					
3	\$	31.29	\$	31.29	\$ -
17		35.80		35.80	-
29		33.75		33.75	-

## Independent Accountant's Report

Imperial County Transportation Commission  
El Centro, California

We have performed the procedures enumerated below solely to assist the Imperial County Transportation Commission (ICTC) in monitoring the fiscal accountability and reporting of First Transit, Inc. (Transit Operator), and its records relating to the IVT MedTrans transit services for the period ending June 30, 2022. The Transit Operator's management is responsible for its accounting records and reporting requirements. Management of ICTC is responsible for monitoring the accounting records and reporting of Transit Operator.

ICTC has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting ICTC in monitoring the fiscal accountability and reporting of the Transit Operator and we will report on the findings based on the procedures performed. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are listed below.

### **1) *Observation of service provided***

Obtain an understanding of the service being provided based on inquiry of management and inspection of the agreement. Perform an observation and obtain supporting documentation regarding the services provided by the operator. Perform a recalculation of the service line's farebox ratio.

**Finding:** We inquired of the Transit Operator management, inspected the MedTrans Service Agreement (July 2019) and inspected the IVT MedTrans Rider's Guide in order to obtain an understanding of the services being provided. IVT MedTrans is specifically intended to link Imperial Valley and San Diego County for non-emergency transportation to access medical facilities, clinics, and doctor offices.

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

Per procedures performed as documented at Exhibit A, we noted that the Transit Operator did not meet the Farebox Ratio as required per the First Transit Agreement for MedTrans Paratransit Services.

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

## 2) *Cash Handling Control*

Inspect the operator's accounting policies and procedures, and interview management and staff in order to obtain an understanding of the operator's internal controls over cash handling during the year ending June 30, 2022. Observe that the procedures provide for adequate safeguards of cash and separation of duties. Perform an observation over cash handling and compare the results of the observation to the policy.

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Operations Manual over cash handling and inquired with First Transit Management over the cash handling process on February 8, 2023. We noted the following:

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

We inquired of the First Transit Inc. dispatch personnel on February 8, 2023 regarding the cash collection process and noted that the money for the IVT MedTrans fares is received by the Office Clerk within the Safety Manager's Office. The customer is given a receipt and a copy is kept for the Operations Manager to retrieve. We noted that cash is kept in a locked cash box within a locked cabinet in the Safety Manager's office. The Safety Manager's office is under 24-hour video surveillance which is monitored by the Maintenance Manager.

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

We noted that there is no set schedule as to when deposits are to be made. Per inquiry with Transit Operator personnel, we noted that bank deposits are typically performed three times a month by the Dispatch Manager. Due to the decline in ridership caused by the COVID-19 pandemic, deposits are currently made once per month. The amount to be deposited at the end of each month should be the remainder for the month based on the receipts kept by the Operations Manager.

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

We selected the month of June 2022 and obtained a deposit receipt and the daily fare collections receipts. We noted that the amount deposited agreed to the total amount on the daily fare collections receipt. We also noted that the amount from the deposit receipt agreed to the total fare revenue on the "Farebox" tab of the electronic invoice file that is sent to ICTC without error.

No exceptions were found as a result of procedures performed.

### 3) *Spare Parts and Inventory Control*

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

**Finding:** We inquired of the Transit Operator management, inspected the First Transit Inventory Count Policies and Purchase Order Policies, and performed an observation over the spare parts and inventory controls on February 8, 2023. We noted the following:

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

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

The Maintenance Manager performs spot checks every few weeks to ensure inventory levels are appropriate; however, we observed that there is no documented evidence of this review process. We performed an inventory count where we haphazardly selected items and were taken to the item's location. We observed ten (10) inventory items and compared it with the count on the inventory report. We noted that seven (7) of these items had no discrepancy. For the three (3) items with discrepancy, we noted that it was a result of the items already in the process of being used as part of a work order.

Based on our observation, inventories that are damaged, or to be returned to suppliers for credit are physically separated from inventories in good condition. Based on our procedures performed, we noted no evidence of pilferage, other losses, or instances of improper usage.

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

#### 4) *Invoicing Process Control*

Inspect the operator's accounting policies and procedures and interview management and staff in order to obtain an understanding of the operator's internal controls related to the invoicing process. Scan the current year detail for invoices and select a sample of three (3) invoices to ensure policy was followed.

**Finding:** We inquired of the Transit Operator management and performed an observation on February 8, 2023 over the invoicing process and noted the following:

The Transit Operator submits an invoice to ICTC on a monthly basis which includes the monthly fixed costs, determined as part of the contractual agreement, the total revenue hours requested for reimbursement and any marketing expenses incurred during the month. The invoices are prepared by the IVT MedTrans Operations Manager and then reviewed and approved by the Transit Operator's General Manager. All invoices are prepared based on source documents which include Driver's Daily Log Sheets, Time Sheets, Fare Receipt Catalogs, and supporting marketing invoices. The source documents are summarized in an excel file which generates the monthly invoice.

We selected the months of November 2021, February 2022, and June 2022 and noted that the invoices agreed to the summarized excel files and supporting marketing invoices without exception. In addition, on a sample basis, we noted that the monthly excel files agreed to supporting source documents. See details of samples tested documented at procedure 6 (Financial Data Analysis).

We noted that all monthly invoices for selected were reviewed and approved by the Transit Operator's General Manager.

No exceptions were found as a result of procedures performed.

#### 5) *Reporting Process*

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

**Finding:** We inquired of the Transit Operator management, inspected the First Transit MedTrans Paratransit Services Agreement (July 2019) and noted the following:

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

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

No exceptions were found as a result of procedures performed.

**6) Financial Data Analysis**

- 6.1 Inspect documents provided by ICTC and the transit operator to identify expenditures and fare revenue amounts reported to ICTC are accurate.
- 6.2 Select a sample of three (3) months of expense reports and compare amounts to supporting documentation.
- 6.3 Select a sample of three (3) months of fuel expenditures and determine whether amounts exceeded the escalators stated in the contract. Identify any evidence of loss or improper fuel usage.
- 6.4 Select a sample of three (3) daily fare collection reports in each of a sample of three (3) months and compare to supporting documentation.
- 6.5 Recalculate service hours from published schedules and compare to the contract and to actual hours billed. Inspect supporting documentation on the daily routes and daily operating schedule to determine actual hours versus invoices revenue hours.

**Finding:** We inquired of the Transit Operator management, inspected the MedTrans Paratransit Services Agreement (July 2019) and performed observations and observed the following:

- 6.1 We inspected the monthly invoices provided by the Transit Operator for MedTrans and noted that the invoices provided by the Transit Operator agreed to the invoices received by ICTC.

No exceptions were found as a result of procedures performed.

- 6.2 We selected the months of November 2021, February 2022, and June 2022 and obtained the monthly invoices for IVT MedTrans. We compared the monthly invoices to the supporting data schedule and marketing invoices.

No exceptions were found as a result of procedures performed.

- 6.3 We inspected the monthly invoices for IVT MedTrans for the fiscal year ending June 30, 2022 and observed no additional fuel expenditures were incurred outside of the fuel expenditure costs included in the revenue hour rate determined as part of the annual contract.

No exceptions were found as a result of procedures performed.

- 6.4 We selected the months of April 2022, May 2022, and June 2022 and obtained the cash fare collections by day from the Daily Fare Collections report included in the monthly reporting packet. We selected three (3) days for each month to inspect the daily fares per the fare receipt catalogs. We noted that for the samples selected for the months of April 2022, May 2022, and June 2022, the daily fare collections per the Daily Fare Collections report agreed to the supporting source document without exceptions. See Exhibit B for details.

No exceptions were found as a result of procedures performed.



6.5 IVT MedTrans provides non-emergency transportation services for transit dependent individuals and is not a fixed route with published schedules. The revenue hours in the monthly invoices are prepared based on the Driver's Daily Log Sheet. The Driver's Daily Log Sheets and the Time Sheets should agree; the Time Sheets are to be reviewed and approved by the supervisor on duty. We selected April 19, 2022 and June 6, 2022, and obtained the Driver's Daily Log Sheets and Time Sheets and compared them to the data schedule which supports the monthly invoices. We observed the following:

<u>Route/Paddle</u>	<u>Date</u>	<u>1st Pick Up</u>	<u>Lunch</u>	<u>Break 1</u>	<u>Break 2</u>	<u>Last Drop Off</u>	<u>Rev. Hours</u>
MedTrans 1	4/19/2022	9:29	13:00 13:45	11:20 11:30	13:40 13:50	19:00	8.77
						<b>Total</b>	8.77
						<b>Invoiced to ICTC</b>	8.88
						<b>Variance</b>	0.11

<u>Route/Paddle</u>	<u>Date</u>	<u>1st Pick Up</u>	<u>Lunch</u>	<u>Break 1</u>	<u>Break 2</u>	<u>Last Drop Off</u>	<u>Rev. Hours</u>
MedTrans 1	6/6/2022	6:40	10:00 10:30	8:05 8:15	13:02 13:12	14:58	7.80
						<b>Total</b>	7.80
						<b>Invoiced to ICTC</b>	7.88
						<b>Variance</b>	0.08

We noted a variance of 0.11 hours (7 minutes) on April 19, 2022 and .08 hours (5 minutes) on June 6, 2022.

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

## 7) Budget Development

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

**Finding:** We inquired of Transit Operator management and inspected the IVT MedTrans services budget for the fiscal year ending June 30, 2022. We observed the following:

The budget is developed primarily by the Transit Operator's General Manager who follows the "Preparing Fiscal Year Budget" policies and coordinates with ICTC during budget development. The budget accounts for the estimated fixed costs, estimated revenue hours, and estimated fare revenues which together do not exceed the agreed upon subsidies in the First Transit MedTrans Paratransit Services Agreement (July 2019). The estimates were based on internal calculations prepared by the Transit Operator's General Manager. A separate budget is developed for estimated marketing expenditures.

No exceptions were found as a result of procedures performed.

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

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the accounting records and reporting requirements of the Transit Operator or its controls. Accordingly, we do not express such opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of ICTC and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Imperial County Transportation Commission management and is not intended to be and should not be used by anyone other than the specified party.

Rancho Cucamonga, California  
March XX, 2023

## Imperial County Transportation Commission

Exhibit A

Procedure #1- Services Provided (Unaudited)

Year Ending June 30, 2022

First Transit - IVT MedTrans Service Line								
	A	B	C= (A-B)	D	E	F= (C+E)		
Date	Base Cost	Farebox	Net Subsidy	Fuel Escalator	Marketing	Net Cost & Total Paid to First Transit	Free Rides - Reimburse Client	Free Rides - Client Sponsored
July 2021	\$ 31,392	\$ 1,184	\$ 30,208	\$ -	\$ 2,841	\$ 33,049	\$ -	\$ -
August 2021	30,221	824	29,397	-	-	29,397	-	-
September 2021	30,833	1,682	29,151	-	-	29,151	-	-
October 2021	28,855	975	27,880	-	-	27,880	-	-
November 2021	30,642	364	30,279	-	-	30,279	(815)	815
December 2021	27,616	-	27,616	-	-	27,616	(904)	904
January 2022	29,286	-	29,286	-	-	29,286	(997)	997
February 2022	30,170	-	30,170	-	-	30,170	(1,123)	1,123
March 2022	32,729	-	32,729	-	-	32,729	(1,751)	1,751
April 2022	29,394	1,127	28,267	-	-	28,267	-	-
May 2022	30,940	1,292	29,648	-	-	29,648	-	-
June 2022	30,427	866	29,560	-	-	29,560	-	-
Total:	<u>\$ 362,505</u>	<u>\$ 8,315</u>	<u>\$ 354,190</u>	<u>\$ -</u>	<u>\$ 2,841</u>	<u>\$ 357,031</u>	<u>\$ (5,588)</u>	<u>\$ 5,588</u>
Contract specifications	<u>\$ 590,446</u>	<u>\$ 56,338</u>	<u>\$ 507,041</u>					
Over (under) contract requirements	<u>\$ (227,941)</u>	<u>\$ (48,023)</u>	<u>\$ (152,851)</u>					
Operating Costs (A+E)	\$ 365,346							
ICTC Marketing*	13,394							
Deprecation*	(17,560)							
Adjusted Operating Costs	<u>\$ 361,180</u>							
Farebox Ratio Actual		3.85%						
Minimum Farebox Ratio Contract		10%						

\*Obtained from ICTC Budget to Actual Schedule

\*\* The farebox ratio has been adjusted to incorporate amounts received through an LCTOP grant to fund ICTC's Free Fares Program.

## Imperial County Transportation Commission

Exhibit B

Procedure #6.4- Daily Fare Collections (Unaudited)

Year Ending June 30, 2022

Date	Farebox Accounting - Per Monthly Invoice/Reporting		Daily Fare Collections - Per Daily Fare Collection Report		Variance
April 2022					
First Transit IVT MedTrans					
11	\$	72.75	\$	72.75	\$ -
21		78.00		78.00	-
27		55.50		55.50	-
May 2022					
First Transit IVT MedTrans					
19	\$	144.75	\$	144.75	\$ -
20		122.25		122.25	-
24		123.00		123.00	-
June 2022					
First Transit IVT MedTrans					
6	\$	123.00	\$	123.00	\$ -
8		111.00		111.00	-
14		123.00		123.00	-

# V. ACTION CALENDAR

## V. ACTION CALENDAR

- A. Imperial County Transportation Commission Fiscal Audit for FY 2021-22
  - 1. Receive and file the fiscal audit for the Imperial County Transportation Commission, for FY 2021-22.
  - 2. Direct staff to transmit the fiscal audit to the State Controller's Office.



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

March 2, 2023

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

SUBJECT: ICTC Fiscal Audit for FY 2021-22

Dear Committee Members:

As required by the State of California, the Commission must conduct independent fiscal audits of its own financial activities on an annual basis. Attached, please find the following fiscal audit for FY 2021-22, performed by the CPA firm, The Pun Group.

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

The audit team and staff will be presenting this item.

**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 their review and approval after public comment, if any:

1. Receive and file the fiscal audit for the Imperial County Transportation Commission, for FY 2021-22.
2. Direct staff to transmit the fiscal audit to the State Controller's Office.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', with a stylized flourish at the end.

David Aguirre  
Executive Director

DA/

Attachments

# **Imperial County Transportation Commission**

El Centro, California

## **Financial Statements and Independent Auditors' Reports**

*For the Year Ended June 30, 2022*





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**Imperial County Transportation Commission**  
**For the Year Ended June 30, 2022**

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**Imperial County Transportation Commission  
For the Year Ended June 30, 2022**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
of the Imperial County Transportation Commission  
El Centro, California

### Report on the Audit of Financial Statements

#### *Opinions*

We have audited the accompanying financial statements of the governmental activities, business-type activities, and each major fund of the Imperial County Transportation Commission (the "Commission"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, and each major fund of the Commission, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinions*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Responsibilities of Management for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedules – Major Special Revenue Funds, the Schedule of the Proportionate Share of the Net Pension Liability and Related Ratios, and the Schedule Pension Contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

To the Board of Directors  
of the Imperial County Transportation Commission  
El Centro, California  
Page 3

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March XX, 2023 on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

San Diego, California  
March XX, 2023

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS**

**Independent Auditors' Report**

To the Board of Directors  
of the Imperial County Transportation Commission  
El Centro, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, and each major fund of the Imperial County Transportation Commission ("the Commission"), as of and for the year ended June 30, 2022, and the related notes to the basic financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated March XX, 2023.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.



### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Diego, California  
March XX, 2023

**REPORT ON COMPLIANCE FOR THE TRANSPORTATION PLANNING AGENCY REQUIRED BY  
TRANSPORTATION DEVELOPMENT ACT  
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

**Independent Auditors' Report**

To the Board of Directors  
of the Imperial County Transportation Commission  
El Centro, California

**Report on Compliance for Transportation Planning Agency Required by Transportation Development Act**

***Opinion***

We have audited the Imperial County Transportation Commission's ("the Commission") compliance with the compliance requirements described in §6662 and §6663 of the California Code of Regulation, Title 21, Division 3, Chapter 3, Article 5.5 applicable to the Commission's compliance as Transportation Planning Agency ("TPA") for the year ended June 30, 2022.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that are applicable to the Commission as Transportation Planning Agency for the year ended June 30, 2022.

***Basis for Opinion on Measure X Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; Transportation Development Act ("TDA") Statutes and California Code of Regulations, July 2018, issued by the California Department of Transportation Division of Rail and Mass Transportation ("TDA Guidebook"), are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for Transportation Planning Agency Required by Transportation Development Act. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Commission's Transportation Development Act.

### ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards in the United States of America and *Government Auditing Standards* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of the Transportation Development Act as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Measure X Program, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of the Transportation Development Act on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of the Transportation Development Act that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

To the Board of Directors  
of the Imperial County Transportation Commission  
El Centro, California  
Page 3

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing on internal control over compliance and the results of that testing based on the requirements of §6662 and §6663 of the California Codes of Regulation, Title 21, Division 3, Chapter 3, Article 5.5. Accordingly, this report is not suitable for any other purpose.

San Diego, California  
March XX, 2023

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## **BASIC FINANCIAL STATEMENTS**

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**GOVERNMENT-WIDE FINANCIAL STATEMENTS**



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**Imperial County Transportation Commission**  
**Statement of Net Position**  
**June 30, 2022**

	Governmental Activities	Business-type Activities	Totals
<b>ASSETS</b>			
Current assets:			
Cash and investments	\$ 21,739,198	\$ 23,658,753	\$ 45,397,951
Receivables			
Accounts receivable	4,084,081	-	4,084,081
Interest receivable	56,198	52,314	108,512
Due from other governments	494,974	2,922,507	3,417,481
Internal balances	-	-	-
Total current assets	26,374,451	26,633,574	53,008,025
Non-current assets:			
Capital assets:			
Nondepreciable	-	-	-
Depreciable, net of accumulated depreciation	-	4,457,187	4,457,187
Total capital assets, net	-	4,457,187	4,457,187
Total non-current assets	-	4,457,187	4,457,187
<b>Total assets</b>	<b>26,374,451</b>	<b>31,090,761</b>	<b>57,465,212</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pensions	175,469	372,871	548,340
<b>Total deferred outflows of resources</b>	<b>175,469</b>	<b>372,871</b>	<b>548,340</b>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable	4,757,825	663,791	5,421,616
Accrued payroll	8,688	22,624	31,312
Unearned revenues	2,481,054	-	2,481,054
Compensated absences, due within one year	21,033	47,676	68,709
Total current liabilities	7,268,600	734,091	8,002,691
Long-term liabilities:			
Compensated absences, due in more than one year	1,487	-	1,487
Net pension liability	19,452	41,336	60,788
Total long-term liabilities	20,939	41,336	62,275
<b>Total liabilities</b>	<b>7,289,539</b>	<b>775,427</b>	<b>8,064,966</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows of resources related to pensions	248,262	527,556	775,818
<b>Total deferred inflows of resources</b>	<b>248,262</b>	<b>527,556</b>	<b>775,818</b>
<b>NET POSITION</b>			
Net investment in capital assets	-	4,457,187	4,457,187
Restricted	19,012,119	25,703,462	44,715,581
Unrestricted (deficit)	-	-	-
<b>Total net position</b>	<b>\$ 19,012,119</b>	<b>\$ 30,160,649</b>	<b>\$ 49,172,768</b>

**Imperial County Transportation Commission**  
**Statement of Activities**  
**For the Year Ended June 30, 2022**

Function/Programs	Program Revenues				Totals
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Governmental Activities:</b>					
General government	\$ 11,809,043	\$ -	\$ -	\$ -	\$ -
Professional services	551,398	-	-	-	-
Transit and transportation	5,460,910	82,669	2,559,001	9,762,568	12,404,238
<b>Total governmental activities</b>	<b>17,821,351</b>	<b>82,669</b>	<b>2,559,001</b>	<b>9,762,568</b>	<b>12,404,238</b>
<b>Business-type Activities:</b>					
Transportation services	10,239,404	622,519	11,519,684	-	12,142,203
<b>Total business-type activities</b>	<b>10,239,404</b>	<b>622,519</b>	<b>11,519,684</b>	<b>-</b>	<b>12,142,203</b>
<b>Total primary government</b>	<b>\$ 28,060,755</b>	<b>\$ 705,188</b>	<b>\$ 14,078,685</b>	<b>\$ 9,762,568</b>	<b>\$ 24,546,441</b>

**Imperial County Transportation Commission**  
**Statement of Activities (Continued)**  
**For the Year Ended June 30, 2022**

Function/Programs	Net (Expense) Revenues and Changes in Net Position		
	Governmental Activities	Business-type Activities	Totals
<b>Governmental Activities:</b>			
General government	\$ (11,809,043)	\$ -	\$ (11,809,043)
Professional services	(551,398)	-	(551,398)
Transit and transportation	6,943,328	-	6,943,328
<b>Total governmental activities</b>	<b>(5,417,113)</b>	<b>-</b>	<b>(5,417,113)</b>
<b>Business-type Activities:</b>			
Transportation services	-	1,902,799	1,902,799
<b>Total business-type activities</b>	<b>-</b>	<b>1,902,799</b>	<b>1,902,799</b>
<b>Total primary government</b>	<b>(5,417,113)</b>	<b>1,902,799</b>	<b>(3,514,314)</b>
<b>General revenues:</b>			
Transportation Development Act sales taxes	7,672,018	-	7,672,018
Investment income	161,032	159,807	320,839
Other miscellaneous revenue	15,267	-	15,267
<b>Total general revenues</b>	<b>7,848,317</b>	<b>159,807</b>	<b>8,008,124</b>
<b>Transfers:</b>	<b>(4,080,625)</b>	<b>4,080,625</b>	<b>-</b>
<b>Changes in net position</b>	<b>(1,649,421)</b>	<b>6,143,231</b>	<b>4,493,810</b>
<b>Net Position:</b>			
Beginning of year	20,661,540	24,017,418	44,678,958
End of year	<u>\$ 19,012,119</u>	<u>\$ 30,160,649</u>	<u>\$ 49,172,768</u>

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**FUND FINANCIAL STATEMENTS**

**Imperial County Transportation Commission**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2022**

	Special Revenue Funds			
	Transportation Development Act Fund	State Transit Assistance Fund	Prop 1B Fund	State of Good Repair Fund
<b>ASSETS</b>				
Cash and investments	\$ 13,479,793	\$ 5,067,309	\$ 2	\$ 1,212,382
Receivables:				
Accounts receivable	1,475,304	-	30	50,424
Interest receivable	30,990	10,704	-	2,661
Due from other governments	-	494,974	-	-
<b>Total assets</b>	<u>\$ 14,986,087</u>	<u>\$ 5,572,987</u>	<u>\$ 32</u>	<u>\$ 1,265,467</u>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Liabilities:</b>				
Accounts payable	\$ 171,539	\$ 1,496,420	\$ -	\$ -
Accrued payroll	-	-	-	-
Unearned revenues	-	1,215,587	-	1,265,467
<b>Total liabilities</b>	<u>171,539</u>	<u>2,712,007</u>	<u>-</u>	<u>1,265,467</u>
<b>Fund Balances:</b>				
Restricted	14,814,548	2,860,980	32	-
Unassigned (deficit)	-	-	-	-
<b>Total fund balances</b>	<u>14,814,548</u>	<u>2,860,980</u>	<u>32</u>	<u>-</u>
<b>Total liabilities and fund balances</b>	<u>\$ 14,986,087</u>	<u>\$ 5,572,987</u>	<u>\$ 32</u>	<u>\$ 1,265,467</u>

**Imperial County Transportation Commission**  
**Balance Sheet (Continued)**  
**Governmental Funds**  
**June 30, 2022**

	Special Revenue Funds			
	Regional Planning and Programs Fund	Regional Collaborations Fund	SAFE Fund	Total Governmental Funds
ASSETS				
Cash and investments	\$ 541,222	\$ 23	\$ 1,438,467	\$ 21,739,198
Receivables:				
Accounts receivable	2,521,234	903	36,186	4,084,081
Interest receivable	8,569	2	3,272	56,198
Due from other governments	-	-	-	494,974
<b>Total assets</b>	<u>\$ 3,071,025</u>	<u>\$ 928</u>	<u>\$ 1,477,925</u>	<u>\$ 26,374,451</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 3,087,491	\$ 902	\$ 1,473	\$ 4,757,825
Accrued payroll	8,300	-	388	8,688
Unearned revenues	-	-	-	2,481,054
<b>Total liabilities</b>	<u>3,095,791</u>	<u>902</u>	<u>1,861</u>	<u>7,247,567</u>
Fund Balances:				
Restricted	-	26	1,476,064	19,151,650
Unassigned (deficit)	(24,766)	-	-	(24,766)
<b>Total fund balances</b>	<u>(24,766)</u>	<u>26</u>	<u>1,476,064</u>	<u>19,126,884</u>
<b>Total liabilities and fund balances</b>	<u>\$ 3,071,025</u>	<u>\$ 928</u>	<u>\$ 1,477,925</u>	<u>\$ 26,374,451</u>



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**Imperial County Transportation Commission**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**to the Government-Wide Statement of Net Position**  
**June 30, 2022**

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Amounts reported for governmental activities in the statement of net position are different because:

Fund balances of governmental funds	\$ 19,126,884
Net pension liabilities and the related deferred outflows of resources and deferred inflows of resources are not due and payable in the current period or not available for current expenditures and are not reported in the governmental fund financial statements:	
Pension related deferred outflows of resources	175,469
Net pension liability	(19,452)
Pension related deferred inflows of resources	(248,262)
Compensated absences liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	<u>(22,520)</u>
Net position of governmental activities	<u><u>\$ 19,012,119</u></u>

**Imperial County Transportation Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2022**

	Special Revenue Funds			
	Transportation Development Act Fund	State Transit Assistance Fund	Prop 1B Fund	State of Good Repair Fund
<b>Revenues:</b>				
State allocations	\$ -	\$ 1,743,238	\$ -	\$ -
Federal allocations	-	-	-	-
TDA sales taxes	7,672,018	-	-	-
Investment income	95,350	24,800	-	-
Membership revenues	-	-	-	-
Other revenues	-	-	-	-
<b>Total revenues</b>	<u>7,767,368</u>	<u>1,768,038</u>	<u>-</u>	<u>-</u>
<b>Expenditures:</b>				
Current:				
TDA disbursements	3,735,349	1,749,069	-	-
General and administrative	644,131	-	-	-
Professional services	75,000	-	-	-
<b>Total expenditures</b>	<u>4,454,480</u>	<u>1,749,069</u>	<u>-</u>	<u>-</u>
<b>Excess of revenues over (under) expenditures</b>	<u>3,312,888</u>	<u>18,969</u>	<u>-</u>	<u>-</u>
<b>Other financing sources (uses):</b>				
Transfers in	-	-	-	-
Transfers out	(3,998,663)	(81,962)	-	-
<b>Total other financing sources (uses)</b>	<u>(3,998,663)</u>	<u>(81,962)</u>	<u>-</u>	<u>-</u>
<b>Net change in fund balance</b>	<u>(685,775)</u>	<u>(62,993)</u>	<u>-</u>	<u>-</u>
<b>Fund Balances:</b>				
Beginning of year	15,500,323	2,923,973	32	-
End of year	<u>\$ 14,814,548</u>	<u>\$ 2,860,980</u>	<u>\$ 32</u>	<u>\$ -</u>

**Imperial County Transportation Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)**  
**Governmental Funds**  
**For the Year Ended June 30, 2022**

	Special Revenue Funds			Total
	Regional Planning and Programs Fund	Regional Collaborations Fund	SAFE Fund	Governmental Funds
<b>Revenues:</b>				
State allocations	\$ 542,391	\$ -	\$ 211,625	\$ 2,497,254
Federal allocations	9,762,568	61,747	-	9,824,315
TDA sales taxes	-	-	-	7,672,018
Investment income	29,642	12	11,228	161,032
Membership revenues	82,669	-	-	82,669
Other revenues	15,267	-	-	15,267
<b>Total revenues</b>	<u>10,432,537</u>	<u>61,759</u>	<u>222,853</u>	<u>20,252,555</u>
<b>Expenditures:</b>				
Current:				
TDA disbursements	-	-	-	5,484,418
General and administrative	11,107,100	13	57,799	11,809,043
Professional services	150,479	62,220	263,699	551,398
<b>Total expenditures</b>	<u>11,257,579</u>	<u>62,233</u>	<u>321,498</u>	<u>17,844,859</u>
<b>Excess of revenues over (under) expenditures</b>	<u>(825,042)</u>	<u>(474)</u>	<u>(98,645)</u>	<u>2,407,696</u>
<b>Other financing sources (uses):</b>				
Transfers in	-	-	-	-
Transfers out	-	-	-	(4,080,625)
<b>Total other financing sources (uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,080,625)</u>
<b>Net change in fund balance</b>	<u>(825,042)</u>	<u>(474)</u>	<u>(98,645)</u>	<u>(1,672,929)</u>
<b>Fund Balances:</b>				
Beginning of year	800,276	500	1,574,709	20,799,813
End of year	<u>\$ (24,766)</u>	<u>\$ 26</u>	<u>\$ 1,476,064</u>	<u>\$ 19,126,884</u>

**Imperial County Transportation Commission**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**to the Government-Wide Statement of Activities**  
**For the Year Ended June 30, 2022**

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Amounts reported for governmental activities in the Statement of Activities are different because:

Net change in fund balances of governmental funds	\$ (1,672,929)
Changes in the net pension liability in the Statement of Activities did not require the use of current financial resources and, therefore, is not reported as expenditures in the governmental funds.	280,532
Changes in pension-related deferrals in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Pension-related deferred outflows of resources	(56,894)
Pension-related deferred inflows of resources	(201,390)
Changes in compensated absences do not use current financial resources and, therefore are not reported as an expenditure in governmental funds.	<u>1,260</u>
Change in net position of governmental activities	<u><u>\$ (1,649,421)</u></u>

**Imperial County Transportation Commission**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2022**

	Enterprise Funds		
	Transit Planning and Programs Management Fund	SB 325 Funds for Article 8c Fund	Totals
<b>ASSETS</b>			
<b>Current Assets:</b>			
Cash and investments	\$ 23,658,753	\$ -	\$ 23,658,753
Receivables:			
Due from other governments	2,922,507	-	2,922,507
Interest receivable	52,314	-	52,314
<b>Total current assets</b>	<b>26,633,574</b>	<b>-</b>	<b>26,633,574</b>
<b>Noncurrent Assets:</b>			
Depreciable, net of accumulated depreciation	4,457,187	-	4,457,187
<b>Total noncurrent assets</b>	<b>4,457,187</b>	<b>-</b>	<b>4,457,187</b>
<b>Total assets</b>	<b>31,090,761</b>	<b>-</b>	<b>31,090,761</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred amounts related to pensions	372,871	-	372,871
<b>Total deferred outflows of resources</b>	<b>372,871</b>	<b>-</b>	<b>372,871</b>
<b>LIABILITIES</b>			
<b>Current Liabilities:</b>			
Accounts payable	663,791	-	663,791
Accrued payroll	22,624	-	22,624
Compensated absences, due within one year	47,676	-	47,676
<b>Total current liabilities</b>	<b>734,091</b>	<b>-</b>	<b>734,091</b>
<b>Long-term liabilities:</b>			
Net pension liability	41,336	-	41,336
<b>Total long-term liabilities</b>	<b>41,336</b>	<b>-</b>	<b>41,336</b>
<b>Total liabilities</b>	<b>775,427</b>	<b>-</b>	<b>775,427</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred amounts related to pensions	527,556	-	527,556
<b>Total deferred inflows of resources</b>	<b>527,556</b>	<b>-</b>	<b>527,556</b>
<b>NET POSITION</b>			
Net investment in capital assets	4,457,187	-	4,457,187
Restricted	25,703,462	-	25,703,462
<b>Total net position</b>	<b>\$ 30,160,649</b>	<b>\$ -</b>	<b>\$ 30,160,649</b>

**Imperial County Transportation Commission**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Proprietary Funds**  
**For the Year Ended June 30, 2022**

	Enterprise Funds		
	Transit Planning and Programs Management Fund	SB 325 Funds for Article 8c Fund	Totals
<b>Operating Revenues:</b>			
Passenger fares	\$ 622,519	\$ -	\$ 622,519
<b>Total operating revenue</b>	<b>622,519</b>	<b>-</b>	<b>622,519</b>
<b>Operating Expenses:</b>			
Purchased transportation services	7,583,838	-	7,583,838
Professional services	561,367	-	561,367
General administration	955,238	-	955,238
Capital contributions	13,634	-	13,634
Maintenance	279,640	-	279,640
Depreciation	845,687	-	845,687
<b>Total operating expenses</b>	<b>10,239,404</b>	<b>-</b>	<b>10,239,404</b>
<b>Operating income (loss)</b>	<b>(9,616,885)</b>	<b>-</b>	<b>(9,616,885)</b>
<b>Nonoperating Revenues (Expenses):</b>			
State transit revenues	5,254,529	-	5,254,529
Federal grant revenues	5,776,933	-	5,776,933
ICTC reimbursements	488,222	-	488,222
Interest income	159,807	-	159,807
Interest expense	-	-	-
<b>Total nonoperating revenues (expenses)</b>	<b>11,679,491</b>	<b>-</b>	<b>11,679,491</b>
<b>Income (loss) before transfers</b>	<b>2,062,606</b>	<b>-</b>	<b>2,062,606</b>
<b>Transfers:</b>			
Transfers in	4,080,625	-	4,080,625
<b>Total transfers</b>	<b>4,080,625</b>	<b>-</b>	<b>4,080,625</b>
<b>Change in net position</b>	<b>6,143,231</b>	<b>-</b>	<b>6,143,231</b>
<b>Net Position:</b>			
Beginning of year	24,017,418	-	24,017,418
End of year	\$ 30,160,649	\$ -	\$ 30,160,649

**Imperial County Transportation Commission**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**For the Year Ended June 30, 2022**

	Enterprise Funds		
	Transit Planning and Programs Management Fund	SB 325 Funds for Article 8c Fund	Totals
<b>Cash flows from operating activities:</b>			
Passenger fares	\$ 875,370	\$ -	\$ 875,370
Payments to vendors	(8,402,041)	-	(8,402,041)
Payments to employees	(1,005,716)	-	(1,005,716)
<b>Net cash (used in) operating activities</b>	<b>(8,532,387)</b>	<b>-</b>	<b>(8,532,387)</b>
<b>Cash flows from noncapital financing activities:</b>			
Cash received from other funds	4,080,625	-	4,080,625
Non-operating grants received	9,601,595	-	9,601,595
<b>Net cash provided by noncapital financing activities</b>	<b>13,682,220</b>	<b>-</b>	<b>13,682,220</b>
<b>Cash flows from investing activities:</b>			
Interest received	144,963	-	144,963
<b>Net cash provided by investing activities</b>	<b>144,963</b>	<b>-</b>	<b>144,963</b>
<b>Net increase in cash and cash equivalents</b>	<b>5,294,796</b>	<b>-</b>	<b>5,294,796</b>
<b>Cash and cash equivalents, beginning of year</b>	<b>18,363,957</b>	<b>-</b>	<b>18,363,957</b>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 23,658,753</b>	<b>\$ -</b>	<b>\$ 23,658,753</b>
<b>Reconciliation of operating (loss) to net cash provided by operating activities</b>			
Operating (loss)	\$ (9,616,885)	\$ -	\$ (9,616,885)
Adjustment to reconcile operating loss to net cash provided by operating activities:			
Depreciation	845,687	-	845,687
Change in assets and liabilities:			
Accounts receivable	252,851	-	252,851
Pension-related deferred outflows of resources	120,901	-	120,901
Accounts payable	36,438	-	36,438
Accrued payroll	(347)	-	(347)
Compensated absences	(2,856)	-	(2,856)
Net pension liability	(596,130)	-	(596,130)
Pension-related deferred inflows of resources	427,954	-	427,954
Total adjustments	1,084,498	-	1,084,498
<b>Net cash used in operating activities</b>	<b>\$ (8,532,387)</b>	<b>\$ -</b>	<b>\$ (8,532,387)</b>



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# **Imperial County Transportation Commission**

## **Notes to the Basic Financial Statements**

### **For the Year Ended June 30, 2022**

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#### **Note 1 – Reporting Entity**

The Imperial County Transportation Commission (the “Commission”) was established under Senate Bill 607 (SB 607 - Ducheny) which was approved by the California Legislature and Governor Arnold Schwarzenegger in 2009. As a county transportation commission, the Commission member agencies are enabled to exercise basic initiative and leadership in the transportation planning and programming process. The Commission will act in accordance with all applicable laws and statutes for county transportation commissions. The Commission body will guide the development of the Regional Transportation Plan for the Imperial region and its Regional, State and Federal transportation improvement programs (“TIP”s) and their updates, including, but not limited to: the distribution and oversight of Local Transportation Fund monies; the preparation and submittal of applications for transportation related funds; approval of the allocation and claims for Transportation Development Act funds; the planning, programming and administration of regional transit services; and, encourage active citizen participation in the development and implementation of various transportation-related plans and programs.

As established under SB 607, the Commission Board is currently composed of ten voting members and one non-voting member consisting of two members of the Imperial County Board of Supervisors; one member from each incorporated city (seven) within Imperial County who shall be the mayor of the city or a member of its city council; one member of the Board of Directors of the Imperial Irrigation District; and, one non-voting member appointed by the Governor representing the California Department of Transportation (“CalTrans”). In the future the governing Board of the commission may also include the following ex-officio or non-voting members: one member representing the State of Baja California, Mexico, who may be appointed by the governor of the state; one member representing the municipality of Mexicali, Mexico, who may be the mayor or his or her designee; one member representing the Consul of Mexico in Calexico, California, who may be the consul or his or her designee; and, one member representing any federally recognized Native American tribe in Imperial County.

In addition to the responsibilities described above, the Commission provides direct management, administration and oversight for the following local and regional transportation programs:

- Imperial Valley Transit (IVT) System and its Inner-City Circulator Service (Blue, Green, and Gold Lines)
- MedTrans (non-emergency medical demand response service to San Diego)
- IVT ACCESS (Americans with Disabilities Act - ADA paratransit service)
- IVT RIDE (curb to curb transit service for seniors; persons age 55 years and over, and persons with disabilities in the Cities of Brawley, Calexico, El Centro, Heber, Imperial and West Shores)
- Imperial County Local Transportation Authority (Measure D Sales Tax Program)

#### **Note 2 – Summary of Significant Accounting Policies**

The basic financial statements of the Commission have been prepared in accordance with accounting principles generally accepted of the United States of America (“U.S. GAAP”) as applied to governmental agencies. The Governmental Accounting Standards Board (“GASB”) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Commission’s accounting policies are described below.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

**A. Basis of Accounting and Measurement Focus**

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

**Government-Wide Financial Statements**

The Commission's Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of governmental activities for the Commission accompanied by a total column.

These financial statements are presented on an "*economic resources*" measurement focus and the accrual basis of accounting. Accordingly, all of the Commission's assets and liabilities, including capital assets, as well as long-term liabilities, are included in the accompanying Statement of net position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the Commission in the following categories:

- Charges for services;
- Operating grants and contributions;
- Capital grants and contributions

**Governmental Fund Financial Statements**

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures and Change in Fund Balances. An accompanying reconciliation explains the differences in net position as presented in these statements to the net position presented in the Government-Wide Financial Statements.

The governmental funds are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Change in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

Revenues are recorded when received in cash, except for that revenues subject to accrual (generally 60 days after year-end) are recognized when measurable and available. The primary revenue sources, which have been treated as susceptible to accrual by the Commission, are sales tax and intergovernmental revenues. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

**A. Basis of Accounting and Measurement Focus (Continued)**

**Governmental Fund Financial Statements (Continued)**

Revenues from grants and other contributions are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been met. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the Commission must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the Commission on a reimbursement basis.

Unavailable revenues arise when potential revenues do not meet both the “measurable” and “available” criteria for recognition in the current period. Unearned revenues arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met or when the government has a legal claim to the resources, the unavailable and unearned revenues are removed from the Balance Sheet and revenues are recognized.

The Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements is provided to explain the differences.

The Commission reports the following major governmental funds:

**Transportation Development Act Fund** – This fund was established by the Commission in order to administer funds derived from ¼ cent of the local general sales tax collected statewide. The state Board of Equalization returns the ¼ cent to each county according to the amount of tax collected. Disbursements from the TDA fund are made to the County of Imperial and the cities located within the County.

**State Transit Assistance Fund** - This fund was established pursuant to SB 620 to supplement existing funding sources for public transit services. The revenues of the fund are derived from a portion of the sales tax on gasoline and are subject to appropriation by the legislature. Disbursements from the fund are made by the Imperial County Auditor-Controller based upon allocation instruction received from the Commission.

**Prop 1B Fund** - This fund was established in order to account for funding received from bonds issued by the State. These funds provide for transit capital, corridor mobility improvements, goods movement, state-local partnership funds and local streets and roads.

**State of Good Repair Fund** - This fund was established in order to account for the funding received for the provisions of SB1 which apportions funding by formula for any transit-related capital maintenance purposes, including repair, refurbishment and replacement of existing transit vehicles and infrastructure.

**Regional Planning and Programs Fund** - This fund was established in order to administer regional transportation programs and services.

**Regional Collaborations Fund** - This fund was established for the purpose of tracking activities of joint projects with other agencies in the region.

**SAFE Fund** - This fund was established for the purpose of tracking activities of the Service Authority for Freeway Emergencies revenues received from the Department of Motor Vehicles user registration fees.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

**A. Basis of Accounting and Measurement Focus (Continued)**

**Proprietary Fund Financial Statements**

Proprietary funds account for operations (1) that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Proprietary funds are accounted for on a flow of “*economic resources*” measurement focus and accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation are recognized when they are earned, and expenses and deductions are recognized when they are incurred. Non-exchange revenues are recognized when all eligibility requirements have been met. Cost reimbursement grant revenues are recognized when program expenses are incurred in accordance with program guidelines. When non-exchange revenues are received before eligibility requirements are met, they are reported as unearned revenues until earned.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund’s principal ongoing operations. The principal operating revenue of the Commission’s proprietary funds are charges to customers for services. Operating expenses for proprietary funds include the cost of services, general and administrative expenses, and depreciation. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Commission reports the following major enterprise funds:

**Transit Planning and Programs Fund** - This fund was established in order to administer the various transit programs, grants and services provided either in house or under contract with various providers. The program receives various state and federal grants including the Federal Transportation Administration (FTA) Section 5307, 5310, and 5311. The specific federal funds received are programmed to be utilized for operation costs of Imperial Valley Transit (IVT), the IVT Blue, Green and Gold Lines, MedTrans, and IVT ACCESS, the ADA paratransit system and the mobility coordination program.

**SB 325 for Article 8c Fund** - This fund was established through five contracts with outside vendors. They are held with First Transit, Inc. to provide the Imperial Valley Transit fixed route service, the IVT ACCESS which provides paratransit service exclusively for disabled persons under the Americans with Disabilities Act (ADA), IVT-RIDE an intra city dial-a-ride service for senior and persons with disabilities within Brawley, Calexico, El Centro, Heber, Imperial and the West Shores, and IVT MedTrans which provide nonemergency transportation to medical facilities in San Diego in order to administer regional transportation programs and services. This fund tracks amounts that the Commission claims on its Article 8c form towards transit operations.

**B. Cash and Cash Equivalents**

The County of Imperial Auditor-Controller office acts as a trustee for the funds received and disbursed. Cash and investments are held in the County investment pool to facilitate cash management and maximize investment opportunities and yields. Investment income resulting from this pooling is allocated to the respective funds. The investment policies and the risks related to cash and investments are those of the County investment pool and are disclosed in the County’s basic financial statements. The County’s basic financial statements can be obtained at the County Administrative Office.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

**B. Cash and Cash Equivalents (Continued)**

Cash and investments are reported at fair value. The fair value measurements are based on fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active market for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Deposits and withdrawals in the County Investment Pool are made on the basis of \$1 and not fair value. Accordingly, investments in the County Investment Pool are based on uncategorized inputs not defined as Level 1, Level 2, or Level 3.

**C. Interfund Transactions**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as “due from/to other funds” (i.e., current portion of interfund loans) or “advances to/from other funds” (i.e., long-term in nature). Any residual balances outstanding between the governmental activities and business-type activities are reported in the Government-wide Financial Statements as “internal balances”.

**D. Capital Assets**

Capital assets, which include equipment and vehicles, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year. Such capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the capital asset or materially extend capital asset lives are not capitalized.

Capital assets are depreciated or amortized using the straight-line method over the following estimated useful lives:

Assets	Useful Lives
Automobiles	80,000 to 95,000 miles
Buildings	40 years
Improvements	Remaining useful life
Radios and communication equipment	3 years
Small furniture, fixtures, and office equipment	5 years
Large furniture and durable goods	10 years
Computer hardware	3 years
Computer software	3 years
Transit vehicles	5 to 12 years

**E. Unearned Revenue**

Unearned revenues are reported for resources received before the eligibility requirements are met (excluding time requirements) or services are provided.

**F. Compensated Absences**

GASB Statement No. 16, *Accounting for Compensated Absences*, provides specific guidance on how the leave liability should be calculated. Personal time off (PTO) hours accumulated and not taken are accrued at fiscal year-end and a liability is reported in the government-wide financial statements. The liability will be liquidated with resources from the governmental and proprietary funds. Upon termination an employee with a minimum of twelve months of continuous services will receive 100% of the unused PTO balance.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

**G. Deferred Outflows and Inflows of Resources**

The Statement of Net Position/Balance Sheet reports separate sections for deferred outflows of resources, and deferred inflows of resources, when applicable.

**Deferred Outflows of Resources** represent outflows of resources (consumption of net position) that apply to future periods and that, therefore, will not be recognized as an expense until that time.

**Deferred Inflows of Resources** represent inflows of resources (acquisition of net position) that apply to future periods and that, therefore, are not recognized as revenue until that time.

The Commission reports deferred outflows and inflows of resources related to pension on the Government-wide Statement of Net Position, under full accrual basis of accounting. Pension-related deferred outflows of resources relate to contributions made subsequent to the measurement date, which will be reflected as a reduction of net pension liability in a future reporting period, difference between expected and actual experience, changes of assumptions, net difference between projected and actual earnings on pension plan investments, and adjustments due to differences in proportions. Pension-related deferred inflows of resources include the difference between expected and actual experience and adjustments due to differences in proportions, and will be recognized as part of pension expense in future reporting periods. Refer to Note 8 for items identified as deferred inflows and outflows related to pensions as of June 30, 2022.

**H. Net Position Classifications**

In the government-wide financial statements, net position is classified in the following categories:

**Net Investment in Capital Assets** – This component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of those assets. This portion of net position is not accessible for other purposes.

**Restricted** – This component of net position consists of restricted assets and deferred outflows of resources reduced by liabilities and deferred inflows of resources related to those assets. The restrictions are placed by third parties or enabling legislation.

**Unrestricted** – This component of net position is the remaining amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When an expense is incurred for purposes for which both restricted and unrestricted net positions are available, the Commission's policy is to apply restricted net position first.

**I. Fund Balance Classifications**

In the governmental fund financial statements, fund balances are classified in the following categories:

**Nonspendable** – Items that cannot be spent because they are not in spendable form, such as prepaid items and inventories, and items that are legally or contractually required to be maintained intact, such as principal of an endowment or revolving loan funds.

**Restricted** – Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors, such as through debt covenants, grantors, contributors, laws or regulations of other governments as well as restrictions imposed by law through constitutional provisions or enabling legislation.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 2 – Summary of Significant Accounting Policies (Continued)**

**I. Fund Balance Classifications (Continued)**

Committed – Committed fund balances encompass the portion of net fund resources, the use of which is constrained by limitations that the government imposes upon itself at its highest level of decision making, normally the governing body and that remain binding unless removed in the same manner. The Commission Board of Directors is considered the highest authority for the Commission and must commit or uncommit fund balance via formal resolution.

Assigned – Assigned fund balances encompass the portion of net fund resources reflecting the government's intended use of resources. Assignment of resources can be done by the highest level of decision making or by a committee or official designated for that purpose. The Board and the Executive Director have the authority to assign amounts to be used for specific purposes.

Unassigned – This category is for the remaining fund balance.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use externally restricted resources first, the unrestricted resources-committed, assigned, and unassigned-in order as needed. The Commission has no formal policy of assignment of fund balance, so it is presumed that the order of spending is first committed fund balance, then assigned fund balance, and last of all, unassigned fund balance.

**J. Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Imperial County Employees' Retirement System (ICERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the ICERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The following timeframes are used for pension reporting:

Valuation Date	June 30, 2020
Measurement Date	June 30, 2021
Measurement Period	July 1, 2020 to June 30, 2021

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over five years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

**K. Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.



**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

**Note 3 – Cash and Investments**

At June 30, 2022, cash and investments are classified in the financial statements as follows:

	Governmental Activities	Business-Type Activities	Total
Cash and investments	\$ 21,739,198	\$ 23,658,753	\$ 45,397,951

At June 30, 2022, cash and investments consisted of the following:

Deposits with financial institutions	\$ 386,068
Imperial County investment pool	45,011,883
Total	\$ 45,397,951

**Demand Deposits**

At June 30, 2022, the carrying amount of the Commission's deposits were \$386,068 and bank balances were \$386,068. The total bank balance was covered by federal depository insurance or by collateral held by the Commission's agent in the Commission's name as discussed below.

The California Government Code requires California banks and savings and loan associations to secure the Commission's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the Commission's name.

The market value of pledged securities must equal at least 110% of the Commission's cash deposits. California law also allows institutions to secure the Commission deposits by pledging first trust deed mortgage notes having a value of 150% of the Commission's total cash deposits. the Commission may waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation ("FDIC"). the Commission has waived the collateralization requirements for deposits insured by FDIC.

**Cash Pooled with Imperial County Investment Pool**

The Commission is a participant in the Imperial County Investment Pool (Pool) and maintained cash in the amount of \$38,835,853 in the Imperial County Treasury at June 30, 2022. The County pools these funds with those of other entities in the County and invests the cash. Cash on deposit in the Pool is stated at fair value. The Pool values participant shares at fair market value during the year and adjusts to fair value at year-end.

Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County of Imperial's Annual Comprehensive Financial Report.

The Pool is not registered within the Securities and Exchange Commission (SEC), and a treasury oversight committee provides oversight to ensure that investments comply with the approved County investment policy. At June 30, 2022, the weighted average maturity for the Pool is less than one year. The Imperial County Treasury is not rated by the rating agency. At the year end, the Imperial County Treasury was not exposed to custodial credit risk.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 4 – Federal, State, and Local Grants**

**Federal Assistance** – The Commission receives Federal operating assistance funds through the U.S. Department of Transit Grant (Urbanized Area Formula Program – Federal Grant 5307, Rural Area Formula Program – Federal Grant 5311, Enhanced Mobility of Seniors and Individuals with Disabilities – Federal Grant 5310 and Congestion Mitigation and Air Quality Improvement Program – CMAQ) and Environmental Protection Agency. Total Federal assistance provided under these programs during the fiscal year ended June 30, 2022 was \$9,293,173.

**Transportation Development Act** – The Commission is subject to provisions pursuant to Section 6634 and 6637 of the California Administrative Code (CAC) and section 99268.3, 99268.4, and 99268.5 of the Public Utilities Code.

**Section 6634** – Pursuant to Section 6634, a transit claimant is precluded from receiving monies from the Local Transportation Fund and the State Transit Assistance Fund in an amount which exceeds the claimant's capital and operating costs less the required fare, local support, and the amount received during the year from a city or county to which the operator has provided service beyond its boundaries.

**CMAQ** – Congestion Mitigation and Air Quality grants from the Environmental Protection Agency and Better Utilizing Investment to Leverage Development.

**Section 6637** – Pursuant to Section 6637, the claimant must maintain its accounts and records in accordance with the Uniform System of Accounts and Records adopted by the State Controller.

**Section 99268.3, 99268.4 and 99268.5** – The Commission has several fare box recovery ratios for the various services provided.

	<u>Required</u>	<u>Actual</u>
IVT	17%	6.94%
IVT Access	10%	1.77%
IVT Ride	10%	1.25%
MedTrans	10%	3.03%

**Proposition 1B** - The Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Fund and California Transit Security Grant Program (CTSGP) are part of the State of California's Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Bond Act), approved by California voters as Proposition 1B on November 7, 2006. A total of \$19.9 billion was deposited into the State Prop 1B fund, \$3.6 billion of which was made available to project sponsors in California for allocation to eligible public transportation projects over a 10-year period. Proposition 1B funds can be used for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or for rolling stock procurement, rehabilitation or replacement. The unearned balances for PTMISEA and CTSGP as of June 30, 2022 are \$0 and \$88,085, respectively at June 30, 2022.

**Low Carbon Transit Operations Program (LCTOP)** – LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. The unearned balance for LCTOP funds as of June 30, 2022 was \$2,481,053.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

**Note 4 – Federal, State, and Local Grants (Continued)**

**State of Good Repair** – The State of Good Repair Program provides funding to agencies for transit infrastructure repairs and service improvements. SGR funds are made available for eligible transit maintenance, rehabilitation and capital projects. The total unearned balance for State of Good Repair funds as of June 30, 2022 was \$1,265,467.

**STIP-PPM Program** – During the fiscal year ended June 30, 2022, the Commission applied for and received proceeds of \$202,000 from the State of California STIP-PPM Program. As of June 30, 2022, Category A, B, and C proceeds have been fully expended.

Schedule III - STIP-PPM Category A	
Salaries & Benefits	\$ 76,036
Professional & Special Services	3,964
Sutotal category A	<u>80,000</u>
Schedule IV - STIP-PPM Category B	
Salaries & Benefits	69,457
Professional & Special Services	10,544
Sutotal category B	<u>80,001</u>
Schedule V - STIP-PPM Category C	
Salaries & Benefits	33,155
Professional & Special Services	-
Travel	8,845
Sutotal category C	<u>42,000</u>
Total	<u>\$ 202,001</u>

**Better Utilizing Investment to Leverage Development (BUILD)** – The BUILD program is a federal competitive grant that looks to enhance America’s infrastructure. The Commission was awarded a \$20 million grant for the Calexico East Port of Entry Bridge Widening Project. As of June 30, 2022, the Commission has spent \$445,362 of the awarded proceeds on the project.

**Note 5 – Interfund Transactions**

**A. Transfers**

Interfund transfers consisted of the following for the year ended June 30, 2022:

	Transfers Out				Total
	Transportation Development Act Governmental Fund	State Transit Assistance Governmental Fund	Prop 1B Governmental Fund	Transit Planning and Programs Management Enterprise Fund	
Transfers In					
<b>Enterprise Funds:</b>					
Transit Planning and Programs Management Fund	\$ 3,998,663	\$ 81,962	\$ -	\$ -	\$ 4,080,625
Total	<u>\$ 3,998,663</u>	<u>\$ 81,962</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,080,625</u>

Interfund transfers are generally used to move revenues from the fund that statute or budget require to collect them to fund that statute or budget requires to expend them.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

**Note 6 – Capital Assets**

A summary of changes in capital assets for the business-type activities for the year ended June 30, 2022 is as follows:

	<b>Balance July 1, 2021</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2022</b>
<b>Business-type Activities:</b>				
Depreciable assets:				
Furniture	\$ 14,045	\$ -	\$ -	\$ 14,045
Transit equipment	11,066,420	-	-	11,066,420
Total depreciable assets	11,080,465	-	-	11,080,465
Less: accumulated depreciation				
Furniture	(14,045)	-	-	(14,045)
Transit equipment	(5,763,546)	(845,687)	-	(6,609,233)
Total accumulated depreciation	(5,777,591)	(845,687)	-	(6,623,278)
<b>Business-type activities capital assets, net</b>	<b>\$ 5,302,874</b>	<b>\$ (845,687)</b>	<b>\$ -</b>	<b>\$ 4,457,187</b>

Depreciation expense for the year ended June 30, 2022 was from the following funds and was charged to transportation services for the business-type activities on the government-wide financial statements:

Transit Planning and Programs Management Fund	\$ 845,687
Total business-type activities depreciation	<u>\$ 845,687</u>
Transportation services	<u>\$ 845,687</u>

**Note 7 – Compensated Absences**

Changes in compensated absences for the year ended June 30, 2022, were as follows:

	<b>Balance July 1, 2021</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2022</b>	<b>Due in One Year</b>
<b>Governmental Activities:</b>					
Compensated absences	\$ 23,780	\$ 27,105	\$ (28,365)	\$ 22,520	\$ 21,033
	<u>\$ 23,780</u>	<u>\$ 27,105</u>	<u>\$ (28,365)</u>	<u>\$ 22,520</u>	<u>\$ 21,033</u>
<b>Business-type Activities:</b>					
Compensated absences	\$ 50,532	\$ 61,438	\$ (64,294)	\$ 47,676	\$ 47,676

The Commission's policy relating to employees leave benefits is described in Note 2F, Compensated Absences. The long-term portion of compensated absences is expected to be paid in future years from future resources from the Regional Planning and Programs, Regional Collaboration, and Transit Planning and Programs Management funds.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 8 – Pension**

**A. General Information about the Pension Plan**

**Plan Description**

The Imperial County Employees Retirement System (ICERS) was established by the County of Imperial in 1951. ICERS is administered by the Board of Retirement and governed by the County Employees' Retirement Law of 1937 (California Government Code Section 31450 et. Seq.). ICERS is a cost-sharing multiple employer public employee retirement system whose main function is to provide service retirement, disability, death and survivor benefits to members employed by the Commission.

The management of ICERS is vested with the Imperial County Board of Retirement. The Board consists of nine members and two alternates. The County Treasurer is a member of the Board of Retirement by law. Four members are appointed by the Board of Supervisors, one of whom may be a County Supervisor. Two members are elected by the General membership; one member and one alternate are elected by the Safety membership; one member and one alternate are elected by the retired members of the System. All members of the Board of Retirement serve terms of three years except for the County Treasurer whose term runs concurrent with their term as County Treasurer.

ICERS issues an audited stand-alone financial report which may be obtained by contacting the Board of Retirement at 1221 W. State Street, El Centro, CA 92243.

**Employees Covered by Benefit Terms**

At the June 30, 2021 measurement date, plan membership consisted of the following:

Active employees	10
Retired employees and beneficiaries	1
Total	<u>11</u>

**Benefits Provided**

ICERS provides service retirement, disability, death and survivor benefits to eligible employees. All regular full-time employees of the County of Imperial or contracting districts who work a minimum of 30 hours per week become members of ICERS effective on the first day of the first full pay period after employment. There are separate retirement plans for General and Safety member employees. Safety membership is extended to those involved in active law enforcement, fire suppression, and certain probation officers. Any new Safety Member who becomes a member on or after January 1, 2013 is designated as PEPRA Safety and is subject to the provisions of California Public Employees' Pension Reform Act of 2013 (PEPRA) and California Government Code 7522 et seq. All other employees are classified as General members. New general members employed after January 1, 2013 are designated as PEPRA General subject to the provisions of California Government Code 7522 et seq.

General members hired prior to January 1, 2013, are eligible to retire once they attain the age of 70 regardless of service or at age 50 with 10 or more years of retirement service credit. A member with 30 years of service is eligible to retire regardless of age. General members who are first hired on or after January 1, 2013, are eligible to retire once they have attained the age of 52, with five years of retirement service credit.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 8 – Pension (Continued)**

**A. General Information about the Pension Plan (Continued)**

**Benefits Provided (Continued)**

The retirement benefit the member will receive is based upon age at retirement, final average compensation, years of retirement service credit and retirement plan and tier.

General member benefits are calculated pursuant to the provisions of Sections 31676.11 and 31676.14 for Regular and Regular plus Supplemental Benefits, respectively. The monthly allowance is equal to 1/60th of final compensation for Regular and Regular plus Supplemental Benefits, times years of accrued retirement service credit times age factor from either Section 31676.11 (Regular Benefit) or Section 31676.14 (Regular plus Supplemental Benefit). General member benefits for those who are first hired on or after January 1, 2013, are calculated pursuant to the provision of California Government Code Section 7522.20(a). The monthly allowance is equal to the final compensation multiplied by years of accrued retirement credit multiplied by the age factor from Section 7522.20(a).

For members with membership dates before January 1, 2013, the maximum monthly retirement allowance is 100% of final compensation. However, for members with membership dates on or after January 1, 2013 the maximum amount of pensionable compensation that can be taken into account for 2021 is equal to \$151,549 (reference Section 7522.10). This limit is adjusted on an annual basis. Members are exempt from paying member contributions and employers are exempt from paying employer contributions on compensation in excess of the annual cap.

Final average compensation consists of the highest 12 consecutive months for a general or safety member and the highest 36 consecutive months for a PEPPRA general member or PEPPRA safety member.

**Contributions**

The County of Imperial and contracting districts contribute to the retirement plan based upon actuarially determined contribution rates adopted by the Board of Retirement. Employer contribution rates are adopted annually based upon recommendations received from ICERS' actuary after the completion of the annual actuarial valuation. The average employer contribution rate as of June 30, 2021 for 2020-2021 (based on the June 30, 2019 valuation) was 24.53% of compensation.

All members are required to make contributions to ICERS regardless of the retirement plan or tier in which they are included. The average member contribution rate as of June 30, 2021 for 2020-2021 (based on the June 30, 2019 valuation) was 13.26% of compensation.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

**Note 8 – Pension (Continued)**

**B. Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

**Actuarial Methods and Assumptions Used to Determine Total Pension Liability**

The total pension liability (TPL) is measured as of June 30, 2021 and was determined by an actuarial valuation as of June 30, 2020 rolled forward to June 30, 2021 using standard update procedures. In particular, the following actuarial assumption were applied in the June 30, 2021 measurement:

Actuarial Cost Method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions:	
Discount rate	7.00%
Inflation	2.75%
Salary increases	4.50% to 9.25%
Administrative expenses	1.80% of payroll allocated to both the employer and member based on the components of the total contribution rate (before expenses) for the employer and member

**Long-term Expected Rate of Return**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before deducting investment expenses are summarized in the following table. This information was used in the derivation of the long-term expected investment rate of return assumption used for the June 30, 2020 actuarial valuation. This information is subject to change every three years based on the actuarial experience study.

Asset class <sup>1</sup>	Target Allocation	Long-term Expected Arithmetic Real Rate of Return
Large cap U.S. equity	23.00%	5.42%
Small cap U.S. equity	6.00%	6.21%
Developed international equity	17.00%	6.50%
Emerging markets equity	7.00%	8.80%
US core fixed income	22.00%	1.13%
TIPS	5.00%	0.87%
Real estate	5.00%	4.57%
Value added real estate	5.00%	8.10%
Private credit	5.00%	5.60%
Private equity	5.00%	9.40%
	100.00%	

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 8 – Pension (Continued)**

**B. Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

**Discount Rate**

The discount rate used to measure the Total Pension Liability (TPL) was 7.00% as of the June 30, 2021 measurement date. For plan member contributions, the projection of cash flows used to determine the discount rate assumed employee contributions will be made at the current contribution rates and that the contributions will be made at rates equal to the actuarially determined contribution rates. For employer contributions, the projection of cash flow used to determine the discount rate assumed employer contributions will be made at rates equal to the actuarially determined contribution rates.

For this purpose, only employee and employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Based on those assumptions, the Pension Plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the TPL as part of the June 30, 2021 measurement date.

**Sensitivity of the Commission's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Commission's share of the net pension liability calculated using the discount rate of 7.00%, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate:

<b>Plan's Aggregate Net Pension Liability/(Asset)</b>		
<b>Discount Rate - 1% (6.00%)</b>	<b>Current Discount Rate (7.00%)</b>	<b>Discount Rate + 1% (8.00%)</b>
\$ 1,079,540	\$ 60,788	\$ (612,567)

**Pension Plan Fiduciary Net Position**

Detail information about the plan's fiduciary net position is available in the separately issued ICERS financial report and can be obtained from the County of Imperial's website under Documents.

**Proportionate Share of Net Pension Liability and Pension Expense**

At June 30, 2022, the Commission reported a liability of \$937,450 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2021 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation. The Commission's proportion of the net pension liability was based on the projection of the long-term share of contributions to the pension plan related to the projected contributions of all pension plan participants, actuarially determined. At the June 30, 2021 measurement date, the Commission's proportionate share of net pension liability was 0.477%. This is a .025% increase from the previous year.

For the year ended June 30, 2022, the Commission recognized pension expense of \$110,470. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.



**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 8 – Pension (Continued)**

**B. Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

**Proportionate Share of Net Pension Liability and Pension Expense (Continued)**

The following, is the approach established by the plan actuary to allocate the net pension liability and pension expense to the individual employers within the risk pool for the measurement period ended June 30, 2021.

- (1) In determining a cost-sharing plan's proportionate share, total amounts of liabilities and assets are first calculated for the risk pool as a whole on the valuation date (June 30, 2020). The risk pool's fiduciary net position ("FNP") subtracted from its total pension liability ("TPL") determines the net pension liability ("NPL") at the valuation date.
- (2) Using standard actuarial roll forward methods, the risk pool TPL is then computed at the measurement date. Risk pool FNP at the measurement date is then subtracted from this number to compute the NPL for the risk pool at the measurement date. For purposes of FNP in this step and any later reference thereto, the risk pool's FNP at the measurement date denotes the aggregate risk pool's FNP at June 30, 2021 less the sum of all additional side fund (or unfunded liability) contributions made by all employers during the measurement period (2020-2021).
- (3) The individual plan's TPL, FNP and NPL are also calculated at the valuation date. TPL is allocated based on the rate plan's share of the actuarial accrued liability. FNP is allocated based on the rate plan's share of the market value assets.
- (4) Two ratios are created by dividing the plan's individual TPL and FNP as of the valuation date from (3) by the amounts in step (1), the risk pool's total TPL and FNP, respectively.
- (5) The plan's TPL as of the measurement date is equal to the risk pool TPL generated in (2) multiplied by the TPL ratio generated in (4). The plan's FNP as of the Measurement Date is equal to the FNP generated in (2) multiplied by the FNP ratio generated in (4) plus any additional side fund (or unfunded liability) contributions made by the employer on behalf of the plan during the measurement period.
- (6) The plan's NPL at the measurement date is the difference between the TPL and FNP calculated in (5).

Deferred outflows of resources, deferred inflows of resources, and pension expense is allocated based on the Commission's share of contributions during measurement period.

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over 5-years straight line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period.

The expected average remaining service lifetime ("EARSL") is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the risk pool. The EARSL for risk pool for 2020-2021 measurement period is 6.74 years, which was obtained by dividing the total service years (the sum of the remaining service lifetimes of the active employees) by the total number of participants: active, inactive, and retired.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

**Note 8 – Pension (Continued)**

**B. Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

**Proportionate Share of Net Pension Liability and Pension Expense (Continued)**

At June 30, 2022, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Pension contribution after measurement date	\$ 141,167	\$ -
Difference between expected and actual experience	24,865	(93,798)
Changes of assumptions	285,440	-
Net difference between projected and actual earning on pension plan investments	-	(654,644)
Adjustment due to differences in proportions	96,868	(27,376)
Total	<u>\$ 548,340</u>	<u>\$ (775,818)</u>

\$141,167 reported as deferred outflows of resources related to pensions resulting from the Commission's contributions made subsequent to the measurement date will be recognized as a reduction of the collective net pension liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<b>Year Ended June 30,</b>	<b>Deferred Outflows/ (Inflows) of Resources</b>
2022	\$ -
2023	-
2024	-
2025	-
2026	-
Thereafter	-
	<u>\$ -</u>

At June 30, 2022, the Commission did not owe anything to the Plan.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

**Note 9 – Disbursements to Local Agencies**

The Local Transportation Fund (LTF) accounts for the one-quarter percent state sales tax collected within the County. The funds can be used for various programs, including administration, planning and programming for the Transportation Development Act (TDA), bicycle and pedestrian projects, commuter rail, streets and rail, and transit operations. The Commission's governing board approves an annual allocation which includes funding for local agencies to spend in accordance with TDA guidelines. During the fiscal year ended June 30, 2022, the Commission allocated \$417,999 of LTF funds to local agencies as shown below.

<b>Local Agency</b>	<b>Bicycles and Pedestrians</b>	<b>Benches and Shelters</b>	<b>Total</b>
City of Brawley	\$ 26,542	\$ 61,382	\$ 87,924
City of Calexico	34,650	41,962	76,612
City of Calipatria	1,208	1,519	2,727
City of El Centro	37,061	88,620	125,681
City of Holtville	13,842	2,643	16,485
City of Imperial	22,039	28,283	50,322
County of Imperial	31,242	14,616	45,858
City of Westmorland	11,416	974	12,390
Total allocations	<u>\$ 178,000</u>	<u>\$ 239,999</u>	<u>\$ 417,999</u>

**Note 10 – Risk Management**

the Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. These risks are covered by third-party commercial insurance. There have been no reductions in insurance coverage as compared to the previous year, and for the past fiscal year, no settlement amounts have occurred.

The Commission's purchased commercial insurance coverage is as follows:

<b>Insurance</b>	<b>Amount</b>
Personal injury	\$ 2,000,000
Public officials errors and omissions	2,000,000
Products/completed operations	2,000,000
Employment practices	2,000,000
Crime	1,000,000
Property	25,000,000
Workers' compensation	1,000,000

**Note 11 – Commitments and Contingencies**

**A. Litigation**

The Commission is a defendant in various lawsuits which arise under the normal course of the operations. In the opinion of Commission Counsel and management, such claims against the Commission not covered by insurance would not materially affect the financial statements of the Commission.

**Imperial County Transportation Commission**  
**Notes to the Basic Financial Statements (Continued)**  
**For the Year Ended June 30, 2022**

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**Note 11 – Commitments and Contingencies (Continued)**

**B. Grants**

The Commission recognizes as revenues, grant monies received as reimbursement for costs incurred in certain federal and state programs it administers. Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Commission expects such amounts, if any, to be immaterial.

**C. Commitments**

As of June 30, 2022, the Commission did not have significant outstanding commitments.

**Note 12 – Other Required Disclosures**

**A. Expenditures Exceeding Appropriations**

For the year ended June 30, 2022, expenditures exceeded appropriations in the following funds:

<u>Fund</u>	<u>Function</u>	<u>Excess Expenditures</u>
Transportation Development Act Fund	TDA disbursements	\$ 3,735,349
Regional Planning and Programs Fund	General and administrative	11,107,100
SAFE Fund	General and administrative	57,799
	Professional services	263,699

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**REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)**

**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Budgetary Comparison Schedule - Prop 1B Fund**  
**For the Year Ended June 30, 2022**

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues:</b>				
State allocations	\$ 530,143	\$ 530,143	\$ -	\$ (530,143)
Investment income	-	-	-	-
<b>Total revenues</b>	<u>530,143</u>	<u>530,143</u>	<u>-</u>	<u>(530,143)</u>
<b>Expenditures:</b>				
Current:				
PTMISEA projects	-	-	-	-
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of revenues over (under) expenditures</b>	<u>530,143</u>	<u>530,143</u>	<u>-</u>	<u>(530,143)</u>
<b>Other Financing Sources:</b>				
Transfers out	(530,413)	(530,143)	-	530,143
<b>Total other financing sources</b>	<u>(530,413)</u>	<u>(530,143)</u>	<u>-</u>	<u>530,143</u>
<b>Net change in fund balance</b>	<u>\$ (270)</u>	<u>\$ -</u>	<u>-</u>	<u>\$ -</u>
<b>Fund Balance:</b>				
Beginning of Year			32	
End of Year			<u>\$ 32</u>	

**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Budgetary Comparison Schedule - Transportation Development Act Fund**  
**For the Year Ended June 30, 2022**

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues:</b>				
TDA sales taxes	\$ 5,274,005	\$ 5,274,005	\$ 7,672,018	\$ 2,398,013
Investment income	-	-	95,350	95,350
<b>Total revenues</b>	<u>5,274,005</u>	<u>5,274,005</u>	<u>7,767,368</u>	<u>2,493,363</u>
<b>Expenditures:</b>				
Current:				
TDA disbursements	-	-	3,735,349	(3,735,349)
STA projects	-	-	-	-
General and administrative	-	-	644,131	(644,131)
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>4,454,480</u>	<u>(4,454,480)</u>
<b>Excess of revenues over (under) expenditures</b>	<u>5,274,005</u>	<u>5,274,005</u>	<u>3,312,888</u>	<u>(1,961,117)</u>
<b>Other Financing Sources:</b>				
Transfers out	-	-	(3,998,663)	(3,998,663)
<b>Total other financing sources</b>	<u>-</u>	<u>-</u>	<u>(3,998,663)</u>	<u>(3,998,663)</u>
<b>Net change in fund balance</b>	<u>\$ 5,274,005</u>	<u>\$ 5,274,005</u>	<u>(685,775)</u>	<u>\$ (5,959,780)</u>
<b>Fund Balance:</b>				
Beginning of Year			15,500,323	
End of Year			<u>\$ 14,814,548</u>	



**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Budgetary Comparison Schedule - State Transit Assistance Fund**  
**For the Year Ended June 30, 2022**

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues:</b>				
State allocations	\$ -	\$ -	\$ 1,743,238	\$ 1,743,238
Investment income	-	-	24,800	24,800
<b>Total revenues</b>	-	-	1,768,038	1,768,038
<b>Expenditures:</b>				
Current:				
STA projects	-	-	-	-
<b>Total expenditures</b>	-	-	1,749,069	(1,749,069)
<b>Excess of revenues over (under) expenditures</b>	-	-	18,969	18,969
<b>Other Financing Sources:</b>				
Transfers out	-	-	(81,962)	(81,962)
<b>Total other financing sources</b>	-	-	(81,962)	(81,962)
<b>Net change in fund balance</b>	\$ -	\$ -	(62,993)	\$ (62,993)
<b>Fund Balance:</b>				
Beginning of Year			2,923,973	
End of Year			\$ 2,860,980	

**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Budgetary Comparison Schedule - Regional Planning and Programs Fund**  
**For the Year Ended June 30, 2022**

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues:</b>				
State allocations	\$ -	\$ -	\$ 542,391	\$ 542,391
Federal allocations	-	-	9,762,568	9,762,568
Investment income	-	-	29,642	29,642
Membership revenues	-	-	82,669	82,669
Other revenues	-	-	15,267	15,267
<b>Total revenues</b>	-	-	10,432,537	10,432,537
<b>Expenditures:</b>				
Current:				
General and administrative	-	-	11,107,100	(11,107,100)
Professional services	-	-	150,479	(150,479)
<b>Total expenditures</b>	-	-	11,257,579	(11,257,579)
<b>Excess of revenues over (under) expenditures</b>	-	-	(825,042)	(825,042)
<b>Other Financing Sources:</b>				
Transfers in	-	-	-	-
<b>Total other financing sources</b>	-	-	-	-
<b>Net change in fund balance</b>	\$ -	\$ -	(825,042)	\$ (825,042)
<b>Fund Balance:</b>				
Beginning of Year			800,276	
End of Year			<u>\$ (24,766)</u>	

**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Budgetary Comparison Schedule - Regional Collaborations Fund**  
**For the Year Ended June 30, 2022**

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues:</b>				
State allocations	\$ 340,631	\$ 340,631	\$ -	\$ (340,631)
Federal allocations	-	-	61,747	61,747
Investment income	-	-	12	12
<b>Total revenues</b>	<u>340,631</u>	<u>340,631</u>	<u>61,759</u>	<u>(278,872)</u>
<b>Expenditures:</b>				
Current:				
General and administrative	-	-	13	(13)
Professional services	-	-	62,220	(62,220)
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>62,233</u>	<u>(62,233)</u>
<b>Net change in fund balance</b>	<u>\$ 340,631</u>	<u>\$ 340,631</u>	(474)	<u>\$ (341,105)</u>
<b>Fund Balance:</b>				
Beginning of Year			500	
End of Year			<u>\$ 26</u>	

**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Budgetary Comparison Schedule - SAFE Fund**  
**For the Year Ended June 30, 2022**

	Budgeted Amounts		Actual	Variance
	Original	Final	Amounts	With Final Budget Positive (Negative)
<b>Revenues:</b>				
State allocations	\$ -	\$ -	\$ 211,625	\$ 211,625
Investment income	-	-	11,228	11,228
Other revenues	-	-	-	-
<b>Total revenues</b>	<u>-</u>	<u>-</u>	<u>222,853</u>	<u>222,853</u>
<b>Expenditures:</b>				
Current:				
General and administrative	-	-	57,799	(57,799)
Professional services	-	-	263,699	(263,699)
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>321,498</u>	<u>(321,498)</u>
<b>Net change in fund balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>(98,645)</u>	<u>\$ (98,645)</u>
<b>Fund Balance:</b>				
Beginning of Year			1,574,709	
End of Year			<u>\$ 1,476,064</u>	

**Imperial County Transportation Commission**  
**Required Supplementary Information**  
**Notes to the Budgetary Comparison Schedule**  
**For the Year Ended June 30, 2022**

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**Budget and Budgetary Accounting**

ICTC establishes accounting control through formal adoption of an annual budget for all of its funds. The Overall Work Plan and Budget is developed by ICTC staff and Executive Director and demonstrates a comprehensive agency-wide budget that conveys the work to be performed by the Commission. Staff has the on-going responsibility to monitor actual revenues and expenditures. When it becomes necessary to modify the adopted budget, the amendment procedure will depend on the type of change that is needed. It is proposed that administrative changes that do not result in an increase in the overall program budget, but require line item transfers of costs and revenues within a work program budget, will only require approval of the Executive Director. Amendments that result in an increase to the total expenditures for a program would require Commission approval and will be presented to the Commission in a formal agenda item.

**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Schedule of Proportionate Share of the Net Pension Liability and Related Ratios**  
**For the Year Ended June 30, 2022**

Last Ten Fiscal Years<sup>1</sup>

**Imperial County Employees' Retirement System ("ICERS") Miscellaneous Plan**

Fiscal Year Ended June 30, Measurement Date	2022 June 30, 2021	2021 June 30, 2020	2020 June 30, 2019	2019 June 30, 2018	2018 June 30, 2017	2017 June 30, 2016	2016 June 30, 2015
Proportion of the net pension liability	0.68200%	0.50200%	0.42200%	0.40800%	0.36600%	0.35800%	0.34100%
Proportionate share of the net pension liability	\$ 60,788	\$ 613,149	\$ 588,681	\$ 546,878	\$ 491,187	\$ 317,478	\$ 200,453
Covered payroll	\$ 698,009	\$ 715,480	\$ 599,646	\$ 542,755	\$ 483,874	\$ 452,450	\$ 431,290
Proportionate share of the net pension liability as percentage of covered payroll	8.71%	85.70%	98.17%	100.76%	101.51%	70.17%	46.48%
Plan's proportionate share of the fiduciary net position as a percentage of the total pension liability	81.98%	87.76%	86.20%	85.31%	83.39%	88.78%	88.78%

<sup>1</sup> Historical information is presented only for measurement periods for which GASB 68 is applicable.

**Imperial County Transportation Commission**  
**Required Supplementary Information (Unaudited)**  
**Schedule of Pension Contributions**  
**For the Year Ended June 30, 2022**

Last Ten Fiscal Years<sup>1</sup>

**Imperial County Employees' Retirement System ("ICERS") Miscellaneous Plan**

	2022	2021	2020	2019	2018	2017	2016
Actuarially determined contribution	\$ 141,167	\$ 145,001	\$ 101,098	\$ 92,719	\$ 85,263	\$ 80,762	\$ 71,167
Contributions in relation to the actuarially determined contributions	(141,167)	(145,001)	(101,098)	(92,719)	(85,263)	(80,762)	(71,167)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 698,009	\$ 715,480	\$ 599,646	\$ 542,755	\$ 483,874	\$ 452,450	\$ 431,290
Contributions as a percentage of covered payroll	20.22%	20.27%	16.86%	17.08%	17.62%	17.85%	16.50%

<sup>1</sup> Historical information is presented only for measurement periods for which GASB No. 68 is available for periods after GASB 68 implementation in 2014. Additional years of information will be displayed as it becomes available.

**Notes to Schedule:**

Benefit Changes: There were no changes to the benefit terms.

## V. ACTION CALENDAR

- B. Calexico East Port of Entry Bridge Widening Project – Contract Change Order No
  - 1. Approve Change Order No. 2 Supplement 1 to Hazard Construction Company for the Calexico East Port of Entry Bridge Widening Project in the amount of \$110,991.08 modifying the total contract value to \$20,160,242.61.
  - 2. Authorize the Executive Director to sign Change Order No. 2 Supplement 1.





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

March 3, 2023

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

SUBJECT: Calexico East Port of Entry Bridge Widening Project – Contract Change Order No. 2 - Supplement 1

Dear Committee Members:

The U.S. Department of Transportation awarded the Imperial County Transportation Commission (ICTC) a 2018 Better Utilizing Investment to Leverage Development (BUILD) grant in the amount of \$20 million for the Calexico East Port of Entry Bridge Widening project. The Project is widening the existing Calexico East Port of Entry (POE) Bridge over the All-American Canal at the USA/Mexico Border to facilitate traffic flow to the existing U.S. federal primary inspection booths, and to reduce delays, idling times, and improve air quality emissions.

- The Project will widen the Bridge on its east side to minimize traffic impacts during construction and reduce construction costs.
- The project will add four northbound lanes: two commercial vehicle lanes and two passenger vehicle lanes
- The existing northbound pedestrian walkway will be shifted to the west to facilitate the addition of the two new northbound passenger vehicle lanes.
- The Project will also add new concrete barriers and minor modifications to existing landscaping, drainage, signage, and lighting.

The project is being funded by a \$20 million BUILD award, \$7.5 million TCEP Cycle 2 award, and Local Transportation Authority 5% Regional Highway Set-Aside funds in the amount of \$1,844,000. The project funds are being utilized to complete environmental, design, construction management/resident engineering, material testing and construction efforts. The current committed project cost consists of:

Design/Construction – Hazard Construction	\$20,049,252
Construction Management/Resident Engineering – Jacobs Engineering	\$2,956,458
Material Testing – Atlas/Sierra Material Testing	<u>\$557,683</u>
Total Project Cost	\$23,563,393

The core elements of the project design were developed based on the project study report prepared for the project. It was anticipated that during the project design development that existing infrastructure would be required to be relocated or adjusted because of the project improvements.

ICTC participates in weekly and bi-weekly meetings with various members of the project team including the contractor, resident engineer, Customs and Border Protection (CBP), the General Service Administration (GSA) and various other key stakeholders.

ICTC previously approved Change Order No. 2, which consisted of additional design efforts for additional improvements and relocated facilities. The additional design efforts were related to the relocation of the existing pedestrian crossing metal canopy, relocation of the electrical panel within the existing pedestrian crossing, installation of new cameras at the pedestrian crossing, installation of swing gates at the new pedestrian crossing, and installation of new lighting infrastructure along the east bridge barrier.

The proposed change order is a supplement to Change Order No. 2. Supplement No. 1 to Change Order No. 2 consists of construction efforts associated with the installation of the new lighting infrastructure along the east bridge barrier. The following are the items that are included in Supplement No. 1 to Change Order No. 2.

1. Install six (6) Type 15 Poles, with 12-foot mast arms and lighting.

ICTC and Hazard construction negotiated the cost for the change order and agreed to the recommended cost increase of \$110,991.08. ICTC has forwarded the proposed change order to FHWA for approval and concurrence.

The total revised amount for the design/build contract would be \$20,160,242.61. The proposed change order fee has been budgeted in ICTC FY 22/23 Budget. The proposed change order cost is within the existing funding threshold and no additional financial impact is anticipated.

Therefore, it is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any.

1. Approve Change Order No. 2 Supplement 1 to Hazard Construction Company for the Calexico East Port of Entry Bridge Widening Project in the amount of \$110,991.08 modifying the total contract value to \$20,160,242.61.
2. Authorize the Executive Director to sign Change Order No. 2 Supplement 1.

Sincerely,



David Aguirre  
Executive Director



CONTRACT CHANGE ORDER NO. 2 SUPPL. NO 1  
PROJECT Calexico East Port of Entry Bridge Widening Project SHEET 1 of 1  
FEDERAL No. BUILD L-6471 (017) CONTRACT No. 20-101 Project Id. 1118000265

TO Hazard Construction Company, CONTRACTOR

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications on this contract.

**NOTE: This change order is not effective until approved by Imperial County Transportation Commission (ICTC)**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental equipment cover only such time as equipment is actually used and no allowance will be made for idle time. **Change Requested by: Engineer**

**EXTRA WORK AT AGREED LUMP SUM:**

Provide labor, equipment and material to furnish and install Type 15 Poles, 12-foot mast arm and LED roadway lighting mounted on the easterly concrete barrier. Due to the widening of the bridge, it was recommended that additional roadway lighting mounted on the easterly concrete barrier be considered for installation.

Estimated Cost of Extra Work at Agreed Lumpsum .....**\$110,991.08**

Estimated Cost: Decrease: \$ \_\_\_\_\_ Increase: \$ 110,991.08

By reason of this order the time of completion will be adjusted as follows: Deferred

Submitted By: Irfan Patel Digitally signed by Irfan Patel  
DN: cn=Irfan Patel, c=US, o=Jacobs, ou=Jacobs PMCM, email=irfan.patel@jacobs.com  
Date: 2023.02.15 16:29:29 -08'00' Date: 02/15/2023  
Irfan Patel, Resident Engineer

Approval Recommended By: David Aguirre, ICTC Program Manager Date: \_\_\_\_\_

Approved By: David Aguirre, ICTC Interim Director Date: \_\_\_\_\_

We the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted, Date: 2/16/23 Contractor: Hazard Construction Company

By: \_\_\_\_\_ Title: Jason Mordhost, President

NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.

## **VI. REPORTS** **VI. BEBOBTL2**

- A. ICTC/LTA/IVRMA EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REPORT
- C. CALIFORNIA DEPARTMENT OF TRANSPORTATION-DISTRICT 11
- D. COMMITTEE MEMBER REPORTS



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## Memorandum

**Date:** February 28, 2023  
**To:** ICTC Committee Members  
**From:** David Aguirre, 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 March 8, 2023.

- 1) **FY 2023-24 Unmet Transit Needs Survey:** The Imperial County Transportation Commission is collecting public feedback on public transportation needs. This involves funding for various public transit services. You are invited to provide your feedback by completing our survey before 5:00 PM on March 03, 2023. The survey can be found on <https://www.surveymonkey.com/r/UTNSurvey2324>. Survey links are also available on all of our services websites. ICTC has also prepared physical surveys available on our vehicles for passengers to complete. The public hearing is scheduled for April 6, 2023, at 3 p.m. at the ICTC offices and via zoom meeting.
- 2) **Calexico Microtransit Service – Calexico On Demand:** ICTC submitted a grant application for the Clean Mobility Options (CMO) program in October of 2020. The grant application was submitted to provide a clean energy microtransit service in the city of Calexico. In early 2021, ICTC was notified of its grant award of \$1 Million to fund the pilot microtransit service. The microtransit service will operate as an on-demand service available to provide trips to the general public within the boundaries of the city of Calexico. The award required that ICTC fund and operate the service for a minimum of 4 years. ICTC partnered with Via Transportation, an experienced transportation operator to operate the service. ICTC and Via began the development of the project including service criteria, marketing information, and operational criteria. ICTC obtained approval from the CMO program to commence the service. *ICTC kicked off the service on January 9<sup>th</sup>, 2023 and intends to have a formal event to celebrate the kickoff of the service as soon as approval is received by the CMO. The service was free for all passengers until February 9<sup>th</sup>, 2023. Further information about the service can be viewed on the website: <https://city.ridewithvia.com/calexico-ondemand>. The service has averaged 180 passengers per day and has been well received.*
- 3) **Bus Stop along Cole Road west of Highway 111 in the City of Calexico:** *ICTC received a request through its Unmet Transit Needs Public Hearing Process asking for the installation of bus stop improvements along Cole Road west of Highway 111 in the City of Calexico. ICTC and the City of Calexico were able to work together to have the bus shelter and associated infrastructure improvements installed. The bus stop is now open for public use.*
- 4) **Forrester Road Project Study Report (PSR):** *Caltrans District 11 has been working on a project report on behalf of ICTC. The PSR will analyze safety and operation improvements along Forrester Road between I-8 and SR86/SR78. Other improvements include the Westmorland bypass. A meeting to discuss the draft PSR will be held at the ICTC offices on Wednesday, March 29, 2023, at 9 a.m.*

- 5) **State Route 86 (Northbound) Border Patrol Checkpoint:** 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. Following our ICTC Board meeting in late September 2020, ICTC has initiated a traffic study as required by Caltrans. Design work has been delayed due to Border Patrol's concern related to their ability to provide additional funding necessary to meet their operational requirements. On Wednesday, March 17, 2021, ICTC received confirmation from Border Patrol Headquarters in Washington D.C. that they wish to proceed with the original Canopy Design that is similar to Interstate 8 Pine Valley Checkpoint.

*As discussed, and confirmed with Border Patrol, ICTC will only provide the remaining funds we had available (February 2021) of approximately \$1.3 million to complete the traffic study, 100% design plans, and construction of the canopy, lighting related to the canopy, and traffic related improvements required by Caltrans. Border Patrol has committed to paying for all other construction related costs and Border Patrol will lead the construction contract. Border Patrol, Caltrans and ICTC are having weekly meetings toward completing design plans and obtaining Caltrans Permits and Environmental Clearance.*

- 6) **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 was awarded in the amount of \$103.4 million. Work for phase 2B will include demolition of the old port building and construction of the new pedestrian building. The total estimated investment for the Calexico West POE improvements are \$416.2 million. Construction efforts for the West Port of Entry are anticipated to begin on September 26, 2022. Noticing information pertaining to lane closures and closure times, adjustments to the East Port of Entry passenger vehicle operating hours and other items have been distributed and shared via multiple media outlets including ICTC's website at [Canopy construction at the Calexico West Port of Entry to impact vehicle traffic | Imperial County Transportation Commission \(imperialctc.org\)](https://www.imperialctc.org/canopy-construction-at-the-calexico-west-port-of-entry-to-impact-vehicle-traffic)*
- 7) **Surface Transportation Block Grant Program (STBG) and Congestion Mitigation and Air Quality Program (CMAQ) 2022 Call for Projects – FFY 2022/2023 to FFY 2024/2025:** The STBG and CMAQ Call for Projects began on November 18, 2021. The approved 2022 CMAQ & STBG Guidelines are posted on the ICTC website at <http://www.imperialctc.org/call-for-projects/>. Applications were submitted on Friday, February 25, 2022 to ICTC office. All agencies submitted with the exception of the City of Westmorland and IID. A total of 10 STBG and 11 CMAQ applications were received by ICTC. Funding requests exceed the CMAQ and STBG amounts available for the three (3) fiscal years.

Program	Total Amount Available	Amount Requested by All Applicants
CMAQ	\$5,222,306	\$9,136,697
STBG	\$7,706,117	\$16,640,508

Technical staff representing all the cities and county participated in a scoring and ranking meeting on March 17, 2022, at the ICTC offices. This item was approved by the Commission on April 27, 2022. ICTC staff worked with local agency staff and programmed all approved projects in the Federal Transportation Improvement Program (FTIP). Additionally, in response to the Federal Highway Administration (FHWA) corrective action of future CMAQ and STBG funds, ICTC staff has worked with member agency staff and completed a mini call for projects for FFY 2025/26 CMAQ and STBG funds. On Thursday, October 6<sup>th</sup> all member agencies reviewed and ranked projects submitted for FFY2025/26 funding. *Project list recommendation was reviewed and approved by Management Committee and Commission on November 9, 2022.*



- 8) **Orchard Road & SR115 Traffic Concept Report:** *During the Commission meeting of September 2022, the Commission asked ICTC staff to follow up on the SR 115 Transportation Concept Report (TCR). ICTC staff has conducted meetings with Caltrans and County Public Works staff during the week of October 17<sup>th</sup>. ICTC staff in partnership with County and Caltrans staff are continuing discussions for short term options to deter trucks from using Orchard Road. The parties are also expected to discuss long term options as well. More information will be shared as discussions continue.*
- 9) **Imperial Mexicali Binational Alliance (IMBA):** The February 9, 2023, IMBA meeting was held in the City of El Centro at the ICTC offices. The meeting included updates on Calexico East Port of Entry Bridge Widening project, Calexico West Port of Entry Phase 2A and 2B, education updates by IVC, SDSU Imperial Valley Campus and Mexicali partners. Presentations on the Gateway of the Americas were provided by developers. *The next IMBA meeting is scheduled for April 13, 2023, in the City of Mexicali. The meeting will be available via Zoom and in-person.*
- 10) **Regional Active Transportation Program:** ICTC staff has been working with staff from the Southern California Association of Governments (SCAG) in the development of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools (SR2S). The approved California Transportation Commission 2023 ATP (Cycle 6) program guidelines divide the funds into state and regional shares. State funds are available through a competitive application process. Applicants that are unsuccessful at the state level are considered for regional funds. Regional ATP funds are administered by the Metropolitan Planning Organizations (MPO). SCAG is Imperial County's MPO. Per SCAG's 2023 ATP Regional Guidelines, county transportation commissions may assign up to 20 points to each statewide project application deemed consistent and meeting eligibility requirements. ICTC staff has completed the adoption process of the scoring methodology. ICTC staff received state scoring of ATP applications from Imperial County and presented staff recommendations to TAC members on December 15, 2022. Staff recommendations were approved at the January Commission meeting. See the table below for further information. *Next steps include approval of the projects by SCAG and ultimately the California Transportation Commission during their June 2023 meeting.*

TABLE 2		
Agency	Project Name	Total ATP Funds Requested
City of Calipatria	Bonita Place Pedestrian Safety Project	\$997,000
City of El Centro	Pedestrian Improvement Project – various locations on Main Street	\$1,200,000
ICTC	Pedestrian Improvements for the Calexico Intermodal Transportation Center	\$1,073,000
<b>TOTAL Regional ATP funds</b>		<b>\$3,270,000</b>

- 11) **2022 Long Range Transportation Plan:** The ICTC in its capacity as the Regional Transportation Planning Agency is responsible to lead the Long Range Transportation Plan (LRTP) in Imperial County. The last update to the LRTP was conducted in 2013. ICTC staff completed a Request for Proposal (RFP) to prepare a full update of the Imperial County LRTP. Michael Baker International was the selected consultant. The goal of the LRTP is to provide the following:
- Identify and promote the relationship between the transportation system to existing and future land use and community comprehensive plans and programs.
  - Provide guidance to promote the improvement of multi-modal transportation circulation of people and goods, using both motorized and non-motorized transportation modes, new technologies and infrastructure facilities.
  - Recommendations and guidance to provide a safe, efficient, accessible, socially equitable and cost-effective transportation system.
  - Ensure compliance with state and federal transportation planning regulations.
  - Develop recommendations that ensure environmentally sustainable planning practices.

The consultant team continues to work on the existing conditions technical memorandum. The first TAC meeting was held on March 30, 2022, and was attended by a diverse stakeholder group comprised of local, regional, environmental justice groups and economic development organizations. In addition, an all-day event with six (6) subgroup meetings was held on April 6, 2022, that encompassed subgroups for:

- Highways and Local Roadways
- Border and Goods Movement
- Pedestrian, Bicycles and Microbility
- Transit and Paratransit / Senior and Disabled Service
- Environmental and Environmental Justice
- Developers / Economic Development / Small Business Liaison

The Consultant has completed drafts of the Existing Conditions technical memorandum and Transportation Issues and Strategies technical memorandum. To access the documents, please visit the project website located at <https://ictc-lrtp2023.org/new-page-2>. The Consultant team has draft listing of Projects and Program listing and has conducted one-on-one meetings with local agencies for input. The draft list Projects and Programs were reviewed by the Steering Committee on Tuesday, December 13, 2022. *Project list evaluation has been initiated by the Consultant and additional project follow-up is being conducted by the lead agency.*

*Spring outreach activities for the Long Range Transportation Program have been scheduled in conjunction with community events for the following days:*

- *El Centro Annual Air Show: March 11, at 8:30 a.m. 2024 Bennet Road, El Centro*
- *Children's and Family Health Fair: Wednesday, March 15, at 1:30 p.m. Grace Smith School Gym, 9 East 4<sup>th</sup> Street, Niland*
- *Cesar Chavez Celebration Festival: Thursday, March 30, at 2 p.m. Rockwood Avenue Promenade in Downtown Calexico*
- *42<sup>nd</sup> Annual Children's Fair: Saturday, April 1, at 10 a.m. Bucklin Park, 8<sup>th</sup> Street and Ross Avenue, El Centro*

- 12) **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. The environmental phase has been completed. *Design was completed in the month of April 2022 and Right of Way Acquisition is underway. The city of Calexico Council approved the commencement of the eminent domain process for two of the required properties. ICTC is exploring funding opportunities to complete the required construction efforts.*
- 13) **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, ICTC was awarded \$20 million under the U.S. Department of Transportation's BUILD discretionary grant program to complete the Design-Build construction phase. ICTC subsequently received TCEP in the amount of \$7.4 Million for construction efforts. *The design portion of the project is complete. The project construction is underway, and construction is anticipated to be completed in mid-2023. Approximately 80% of construction efforts have been completed. A ribbon cutting ceremony is anticipated to take place in the April / May timeframe.*



- 14) **San Diego & Imperial Counties Sustainable Freight Strategy:** *San Diego Association of Governments (SANDAG) and ICTC received a Caltrans Sustainable Transportation Planning Grant for a Sustainable Freight Implementation Strategy for both counties. The goal with the strategy is to help transition the freight sector in San Diego and Imperial Counties to sustainable technologies, operations, infrastructure over the next 30 years. The strategy will systematically implement multimodal freight projects and policies, seek to pilot innovation technologies, create a workforce development toolkit, and identify potential funding sources for implementation. The area of study includes communities adjacent to major freight infrastructure in San Diego and Imperial Counties. Environmental justice areas, as defined by AB617, will be a particular focus and include the Portside Environmental Justice Communities, the International Border Community, and Calexico-El Centro-Heber corridor. This plan kicked off in February 2022 and is expected to be completed March 2024. Public engagement has been instrumental in the creation of this strategy, participants of Imperial County have included County Public Works department, Work Force Development, Comité Civico del Valle, Imperial Valley Economic Development Corporation, among others.*
- 15) **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. ICTC and City staff have begun coordination to implement infrastructure associated with the bus stop(s). ICTC has begun utilizing the IVC Express route to service both bus stops along the east side (intersection of Bonita Place and Commercial Avenue) and (intersection of Alexandria Street and Brown Avenue) of Calipatria. The City of Calipatria has engaged its engineering team to review applicable infrastructure needs. ICTC has received a proposed cost to complete the infrastructure improvements. ICTC has forwarded proposed concepts for bus stop improvements at the two locations to the city staff. Further coordination is required.*
- 16) **Imperial Valley Transit (IVT) FREE FARES PROGRAM:** *On August 7, 2020, the Imperial County Transportation Commission (ICTC) announced the implementation of a **Free Fares Program** for various Imperial Valley Transit (IVT) services. Eligible services include IVT Fixed Route, IVT Circulators (Blue, Green and Gold Lines), IVT ACCESS and IVT RIDE (EL Centro, Imperial, Heber, Brawley, Calexico, Westshores). All passengers are eligible to benefit from the Free Fares Program. The fares are subsidized by a State of California grant and fare contributions to IVT RIDE passengers by the County of Imperial's Area Agency for the Aging (AAA). ICTC was able to secure a new grant to provide free fares for all of its transit programs. ICTC is currently working on program rollout.*
- 17) **State Route 98 Widening 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. On June 24, 2020, CTC authorized construction funding. The total project cost is estimated at \$7 million using a combination of 2016 Earmark Repurposing, Demonstration, Traffic Congestion Relief, ICTC and local funds. The construction start date was delayed to due to environmental impacts and other utility projects in progress within the project area. Construction of the project began on August 6, 2021. The existing contractor of the project has been removed. Caltrans has secured a new temporary contractor to complete the project improvements from Ollie Avenue to Highway 111. Caltrans completed Phase 1 in late November. Phase 2 of the project commenced on January 9<sup>th</sup>, 2023.*
- 18) **State and Federal Local funding Obligations:** *Projects programmed in programmed in Federal Fiscal Year (FFY) 2019/2020 were fully obligated according to Caltrans Local Assistance. Beginning October 1, 2020, agencies can move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant program (STBG) programmed in FFY 2020/2021. Other state funding also included in the Federal Transportation Improvement Program (FTIP) include the Active Transportation Program (ATP).*

- 19) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** *According to the California League of Cities, overall local streets and roads allocations to cities and counties from the Highway Users Tax Account (HUTA) and the Road Maintenance and Rehabilitation Account (RMRA) are projected to climb 14.8% in the current fiscal year, 2021-22, above last year, reflecting a rebound from peak impacts of the pandemic in 2020. For the budget year 2022-23, allocations are projected to grow 10.8% over the current year. This presumes that if the scheduled July 1 cost-of-living fuel tax increase is suspended, the Legislature will backfill any revenue impacts to local governments as leaders have pledged. The estimates are based on new statewide tax revenue estimates released by the California Department of Finance with the Governor’s 2022-23 Proposed Budget. The county estimates were prepared in collaboration with the California State Association of Counties.*

*For RMRA remittance advice by cities visit: [https://www.sco.ca.gov/ard\\_payments\\_rmra\\_cities.html](https://www.sco.ca.gov/ard_payments_rmra_cities.html)*

*For RMRA remittance advice by counties visit: [https://www.sco.ca.gov/ard\\_payments\\_rmra\\_counties.html](https://www.sco.ca.gov/ard_payments_rmra_counties.html)*

- 20) **State Legislation for Transportation Funding – SB 1 Local Partnership Program (LPP):** *Local Partnership Program is comprised of formulaic program and competitive programs. The Local Partnership Formulaic Program (LPFP) funds share distributions for Cycle 3 are in the amount of \$1,549,000. Cycle 3 LPFP funds must be programmed and allocated in FY 2022-2023 and before June 30, 2023. The Program guidelines require a 50% match, project nomination forms must be collected by ICTC and submitted to the California Transportation Commission (CTC) for programming approval. Subsequently, the cities/county must submit allocation request to the CTC for use of funds. A one-time extension is allowed for allocation approval by the CTC for up to 12 months. If both programming, allocation, and/or time extension is approved by June 30, 2023, funds will lapse.*

*ICTC staff is preparing to initiate the funding distribution discussion with member agency staff at the TAC meeting on August 25, 2022. Upon review and recommendations received by TAC members, project nomination forms will be gathered and presented to the ICTC Management and Commission in the September or October meetings.*

*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)*

## 21) **Partnerships with IVEDC:**

- **Southern Border Broadband Consortium (SBBC):** SBBC continues to work with local stakeholders to identify, prioritize and advance broadband infrastructure and improvement projects; facilitate and promote broadband education community wide using survey data; work with the Boys and Girls Club of IV and the Workforce Development Board to create Digital Literacy Centers throughout Imperial County; and develop a preferred scenario for 98% deployment in Imperial County and present to the California Advanced Service Fund and the CPUC. *The grant Cycle 1 has one (1) pending invoice waiting for approval. Budget Recap:*

### **Cycle 1: 2017-2020**

Original Grant Amount: \$450,000.00

Total Reimbursements Received to Date: \$233,070

- **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 is 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 is the fiscal agent and has developed an MOU which will define roles and responsibilities (Audits, Administration and Project Management) of ICTC and IVEDC. SCS Engineers Tasks include the Quality Assurance Project Plan (QAPP) and project management plan as required by EPA. *As of February 3, 2023,*

*there is a remaining grant balance of \$44,639. Of the \$49,398, \$38,908 is the remaining contract balance for SCS Engineers. IVEDC Staff provided an update at the Commission meeting on September 28, 2022.*

**22) Meetings attended on behalf of ICTC:**

- Various Weekly Reoccurring Calexico East POE Bridge Widening Project Meetings
- Various Weekly Project Specific Meetings
- February 6, 2023 – Dogwood Road Bridge Ribbon Cutting Ceremony by County of Imperial
- February 9, 2023 – Imperial Mexicali Binational Alliance (IMBA) Meeting at the ICTC offices and via zoom meeting
- February 9, 2023 – SB 671 Workgroup Meeting via zoom meeting
- February 10, 2023 – Senator Padilla Meet and Greet in El Centro
- February 14, 2023 – Imperial County Board of Supervisor’s meeting at the County offices
- February 15, 2023 – ICTC Management Committee Meeting at the ICTC offices and via zoom meeting
- February 16, 2023 – LTA Local Taxpayer Supervising Committee Meeting at the ICTC offices and via zoom meeting
- February 17, 2023 – CTC CEOs / SCAG Meeting via zoom meeting
- February 22, 2023 – ICTC Commission and LTA meetings at the ICTC offices and via zoom meeting
- February 23, 2023 – ICTC TAC Meeting at the ICTC offices and via zoom meeting
- February 23, 2023 – IVRMA TAC Meeting at the ICTC offices and via zoom meeting
- February 24, 2023 – SANDAG Borders Committee via zoom meeting
- March 1, 2023 – ICTC Social Services Transportation Advisory Council (SSTAC) Meeting at the ICTC offices and via zoom meeting
- March 2, 2023 – SCAG Regional Council Meeting via zoom meeting



## NOTICE OF PUBLIC HEARING

Section 99238.5 of the California Public Utilities Code states that a public hearing be held at a minimum of once annually, to receive testimony on whether or not there are public transit needs which can be reasonably met by public funds provided by the Transportation Development Act (TDA).

The Imperial County Transportation Commission (ICTC) must make a determination, as to whether there are needs that can be reasonably met with public funds, before it can allocate these funds to projects other than public transit.

The determination on transit needs will be made by ICTC, from a review of the written testimonies received, and, after receiving comments from the Imperial County Social Services Transportation Advisory Council. This hearing will be concerned with funding for the Fiscal Year 2023-24.

Comments are solicited relevant to the need for public transit throughout Imperial County and the incorporated cities. Testimony related to streets and roads, will not be accepted.

The public hearing will be conducted on:

Thursday, April 6, 2023 at 3:00 PM  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

Public comments can also be made through Zoom at:

<https://us06web.zoom.us/j/87394684668?pwd=ckFQT1h1bmhjMXF5SUFJV0FpQ2c5QT09>

Call in # (669) 900-9128  
Meeting ID: 873 9468 4668  
Passcode: 739278

In addition to presenting received testimonies at the hearing, people are invited to submit written or email comments. Please send your comments on or before 5:00PM on March 31, 2023 to:

Imperial County Transportation Commission  
Transit Hearing Coordinator  
1503 N. Imperial Ave. Suite 104  
El Centro, CA 92243  
[gustavogomez@imperialctc.org](mailto:gustavogomez@imperialctc.org)

The Regional Mobility Plan may be reviewed at the offices of the Southern California Association of Governments, 900 Wilshire Blvd. Suite 1700, Los Angeles, CA 90017.

# How would you like to get around the Valley?

## Come tell us what matters most to you!

### OUR IMPERIAL VALLEY, OUR FUTURE, OUR GROWTH.



The Regional Long-Range Transportation Plan

The Imperial County Transportation Commission (ICTC) is preparing an update to the Long-Range Transportation Plan (LRTP). The LRTP will identify transportation priorities, funding, and policies necessary to move Imperial County forward for the next 30 years.



*Stay informed  
by visiting the  
project page!*

#### ALL EVENTS ARE FREE TO ATTEND!



##### **El Centro Annual Air Show Saturday, March 11, 2023**

Gates open at 8:30 a.m. Events until 4:00 p.m.  
2024 Bennett Road, El Centro, CA



##### **Children's and Family Health Fair Wednesday, March 15, 2023**

1:30 to 3:00 p.m.  
Grace Smith School Gym  
9 East 4th Street, Niland, CA



##### **Cesar Chavez Celebration Festival Thursday, March 30, 2023**

2:00 to 7:00 p.m.  
Rockwood Avenue Promenade  
Downtown Calexico



##### **42nd Annual Children's Fair Saturday, April 1, 2023**

10:00 a.m. to 2:00 p.m.  
Bucklin Park  
8th Street and Ross Avenue  
El Centro, CA



**For more information, contact:**  
Virginia Mendoza, Program Manager  
Tel. (760) 592-4494  
[virginiamendoza@imperialctc.org](mailto:virginiamendoza@imperialctc.org)

# ¿Como le gustaría movilizarse por el Valle?

## ¡Venga y díganos qué es lo más importante para usted!

La Comisión de Transporte del Condado Imperial (ICTC, por sus siglas en inglés) está preparando una actualización del Plan de Transporte a Largo Plazo (LRTP, por sus siglas en inglés). El LRTP identificará las prioridades de transporte, la financiación y las políticas necesarias para hacer avanzar al Condado Imperial durante los próximos 30 años.



*¡Manténgase  
informado  
visitando la  
página web del  
proyecto!*

**NUESTRO VALLE IMPERIAL, NUESTRO  
FUTURO, NUESTRO CRECIMIENTO.**



El Plan Regional de Transporte a Largo Plazo



**¡LA ENTRADA A TODOS LOS EVENTOS ES GRATIS!**

🌀 **Exhibición Aérea Anual de El Centro  
Sábado, 11 de marzo de 2023**

Las puertas se abrirán a las 8:30 a. m. Eventos  
hasta las 4:00 p. m.  
2024 Bennett Road, El Centro, CA

🌀 **Feria de Salud Infantil y Familiar  
Miércoles, 15 de Marzo, 2023**

1:30 a 3:00 p. m.  
Gimnasio de la Escuela Grace Smith  
9 East 4th Street, Niland, CA

🌀 **Festival de Celebración de  
César Chávez**

**Jueves, 30 de Marzo, 2023**

2:00 a 7:00 p. m.  
Paseo de la Avenida Rockwood  
Centro de Calexico

🌀 **42a Feria Anual de los Niños  
Sábado, 1 de Abril, 2023**

10:00 a. m. a 2:00 p. m.  
Bucklin Park  
8th Street y Ross Avenue  
El Centro, CA



**Para más información, contacte:**

Virginia Mendoza, Gerente de Programas  
Tel. (760) 592-4494  
virginiamendoza@imperialctc.org



## Memorandum

**Date:** March 8, 2023  
**To:** ICTC Management Committee Meeting  
**From:** David Salgado, Government Affairs Officer (GAO)  
**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 for the month of March 2023.

- 1. 2023 REGIONAL CONFERENCE & GENERAL ASSEMBLY:** On May 4-5, local leaders from throughout Southern California will convene for SCAG's 58th annual Regional Conference and General Assembly at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. This conference brings together state and local elected officials, CEOs, business and civic leaders, transportation and environmental stakeholders, local government staff, and others.  
*More information about our General Assembly will follow up shortly. Stay tuned!*
- 2. 2023 SCAG General Assembly (GA) Delegate Appointments:** Please be advised that the 2023 SCAG GA delegate selection notice has been sent to all SCAG member city clerks and managers. Some agencies have appointed delegates as part of their regular reorganization processes. Those member cities who have not selected delegates will need to take action to appoint their respective official delegate and alternate to the 2023 SCAG General Assembly. Please feel free to contact SCAG Government Affairs Officer David Salgado with any questions.
- 3. Regional Council Approves Programs to Accelerate Transformative Housing (PATH) Guidelines**  
The Regional Council approved the REAP 2.0 PATH Program application and authorized its Call for Applications. The PATH program, formerly named the Housing Supportive Infrastructure Program, is one of the three major funding areas in SCAG's REAP 2.0 Program Development Framework. The program guidelines outline the program's components, requirements, eligibility and application process, and staff recommendation to set aside \$88.835 million of SCAG's REAP 2.0 funding to support the program.

The PATH program supports actions that accelerate infill development that facilitates housing supply,



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choice and affordability; affirmatively furthers fair housing; and reduces vehicle miles traveled. Funding opportunities in this program are designed to bring housing production to scale across the Southern California region to meet the 6th Cycle Regional Housing Needs Allocation.

SCAG anticipates releasing Calls for Applications for the Notice of Funding Availability (NOFA) and Housing Infill on Public and Private Lands (HIPPI) programs in April 2023, following state approval of SCAG's REAP 2.0 application. The Call for Applications for the Regional Utilities Supporting Housing (RUSH) program is anticipated to be released in Summer 2023.

**For more information on REAP 2.0, visit [scag.ca.gov/reap2021](http://scag.ca.gov/reap2021).**

**4. DRAFT FY 2023-24 OVERALL WORK PROGRAM - Public Review and Comment Period**

SCAG welcomes your comments on its Fiscal Year 2023-24 Draft Overall Work Program. All written comments must be submitted no later than 5:00 p.m. on April 3, 2023 and addressed to:

SCAG  
Attn: Kana Sato-Nguyen  
900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017

Comments may be submitted by e-mail to [nguyenk@scag.ca.gov](mailto:nguyenk@scag.ca.gov).

**5. REGIONAL COUNCIL APPROVES THE SUSTAINABLE COMMUNITIES PROGRAM – CIVIC ENGAGEMENT, EQUITY AND ENVIRONMENTAL JUSTICE (SCP CEEEJ) PROGRAM GUIDELINES**

On Jan. 5, SCAG's Regional Council approved the SCP CEEEJ program guidelines and authorized staff to release the Call for Applications, upon approval of SCAG's Regional Early Action Planning Grant (REAP 2.0) full application to the State Interagency Partners.

This competitive Call for Applications includes \$5 million through a mix of two funding sources, including REAP 2.0 and Senate Bill 1 funds. SCP CEEEJ is one of the Early Action Initiatives of SCAG's larger REAP 2.0 program, which was approved by the EAC on behalf of the RC on Nov. 30, 2022.

SCP CEEEJ funds eligible transportation and land use projects, with a focus on funding projects that provide direct benefit to Priority Populations (underserved and under-resourced areas across the region) and encourages co-applicant partnerships between community-based partners and government agencies.





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SCAG anticipates opening the Call in the coming months, following the State's approval of SCAG's full REAP 2.0 application. SCAG expects evaluation will occur in the spring, with project recommendations in the summer.

6. **SCAG Regional Council (RC) District #1- Election Results!:** Upon the conclusion of the SCAG Regional Council District 1 Special Election Brawley City Councilmember Gil Rebollar was successful in securing the Regional Council seat by a vote of his peers. RC member Rebollar will serve in his role until the next election cycle which will occur in 2025. Congratulations Councilmember Rebollar.
7. **Calexico "Project Roll-Out" Rockwood Promenade:** As part of a SCAG Sustainability Grant award the City of Calexico is working to implement the Calexico Rockwood Ave. Promenade closure. A consultant team worked to conduct outreach and develop designs to close Rockwood Ave. between First and Second Streets in downtown Calexico to create an inviting walkable space. The project will be implemented over the coming weeks highlighting the benefits of providing an accessible safe space to convene. In addition to the promenade the City of Calexico was successful in securing a grant from Bloomberg to create incorporate an "artistic" component to the closure. The city painted a resurfaced street using a design derived from a competitive process. The promenade is set to be in place for 6 months once fully implemented.
8. **SCAG 2022 YEAR IN REVIEW**

With 2022 coming to an end, we extend a sincere thank you on behalf of everyone at SCAG. As we continue to work together to achieve our unified goals, the region is looking toward a brighter future because of our collaboration.

To reach our regional goals, we need a holistic plan to elevate the Southern California region. We kicked off the process for Connect SoCal 2024 – the 2024-2050 Regional Transportation Plan/Sustainable Communities Strategy in 2022. **Three new subcommittees were formed to support plan development: Next Generation Infrastructure, Resilience and Conservation and Racial Equity and Regional Planning.** These subcommittees comprise elected officials who are members of SCAG's Regional Council and Policy Committees and bring unique and valuable perspectives to provide guidance on priorities and strategies for Connect SoCal 2024. SCAG also began the process to prepare the draft Connect SoCal 2024 Program Environmental Impact Report (PEIR), with the release of the Notice of Preparation for the PEIR in October 2022.

A strong plan allows us to achieve attainable solutions to address some of the region's biggest challenges. In 2022, several steps have been taken to improve mobility in Southern California. We



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approved the 2023 Federal Transportation Improvement Program, which contains approximately 2,000 projects in the SCAG region, programed at \$35.9 billion over a six-year period. **SCAG also advocated for an increase in funds from California's Active Transportation Program and succeeded in increasing the share of funding that we will administer to regional programs from \$138 million to \$361 million.** Our Go Human campaign promoted safe communities as well as low-emissions transportation options with the Go Human Safety Pledge and projects and partners through the community mini-grants.

Another major hurdle our region is facing is the housing shortage. This past year, we gained critical momentum for our efforts to address the housing crisis through innovative solutions to reduce barriers to creating housing. **Through the ongoing \$47 million Regional Early Action Planning (REAP) 1.0 grant program SCAG funded eight cohorts of a Housing Policy Leadership Academy, where stakeholders attended ten monthly sessions that gave an in-depth understanding of the challenges and opportunities of delivering more housing in the region.** The leadership academy was accompanied with four housing policy forums that brought up to 300 people together at each forum to discuss new housing legislation, homeownership, and financing options. In July 2022, our Regional Council approved the REAP 2.0 Program Development Framework, which highlights core objectives, program areas and the schedule for allocating funds for REAP 2.0, which, once approved by the state, will allow SCAG to administer approximately \$246 million across the SCAG region to accelerate housing production. For more information on REAP programs, visit [scag.ca.gov/reap2021](http://scag.ca.gov/reap2021).

As our region changes each year, we must continue to grow and adapt. In October 2022, **our Regional Council formally affirmed the drought and water shortage emergency in the region and called on jurisdictional partners to join in addressing that crisis by unanimously adopting a resolution committing to work towards a clean, safe, affordable and reliable water supply for Southern California.** SCAG also affirmed our commitment to bridge the digital divide and began work on the Broadband Action Plan, which outlines steps we will take to provide digital accessibility and in turn foster an equitable, prosperous and resilient region for all residents. This plan is expected to be released in early 2023 and will be available at [scag.ca.gov/broadband](http://scag.ca.gov/broadband).

Regional challenges can't be addressed without action. In 2022, SCAG advocated for the needs of Southern California's diverse and growing communities. This includes 15 meetings with our State and Federal Legislative Delegation to discuss budget and legislative asks for the region. From these meetings, there were several legislative and budgetary victories – through our advocacy partnerships we helped secure \$575 million in funding for the Infill Infrastructure Grant Program and \$1.05 billion for the Active Transportation Program. SCAG's efforts also provided additional flexibility for local cities and counties working to complete their Housing Element updates and secured a federal earmark to conduct a comprehensive highways to boulevards study for our region. For more information on



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SCAG'S legislation and advocacy work, visit [scag.ca.gov/legislation](http://scag.ca.gov/legislation).

A robust inventory of tools can help when tackling challenges. **In February 2022, we launched the Regional Data Platform, a revolutionary system for collaborative data sharing that levels the playing field for local jurisdictions by supporting transparent and collaborative community planning.** A number of new regional reports and toolkits debuted in 2022. For instance, the REAP funded Other to Residential Toolkit – a step-by-step guide for policymakers and agency staff on innovating and expanding housing options through converting underutilized sites into residential – and the Development Streamlining Guidelines – guidance materials that provide technical assistance to jurisdictions seeking to streamline the entitlement and approval process of housing development. Additionally, SCAG published the Racial Equity Baseline Conditions Report, which identifies long-standing regional inequities to help us plan for a healthier, more sustainable and economically resilient region.

Most importantly, 2022 was a year of gatherings. We convened in-person for the first time in three years at the 57th Annual Regional Conference and General Assembly to work together to get to the heart of how we can foster change in Southern California communities. We hosted our 33rd Annual Demographic Workshop virtually, where a lineup of leading experts weighed in on what's in store for post-COVID Southern California. Later in the year, we met again in person at our 13th Annual Southern California Economic Summit where the SCAG Regional Briefing Book, a comprehensive understanding of our economic landscape and the SoCal Economic Trends Tool [beta], an interactive display of key economic indicators, were released.

None of these accomplishments would be possible without our partners. Thank you for a great year, and we look forward to working with you in 2023. Happy New Year from all of us at SCAG!

## California Department of Transportation



To: ICTC Management Committee

Date: March 2023

From: GUSTAVO DALLARDA  
Caltrans District 11 Director

Subject: **DISTRICT DIRECTOR'S REPORT**

### **CONSTRUCTION**

1. **SR-98 Widening Project:** As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Blvd were widened and improved to serve the expansion to the west. 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 by the City of Calexico. Construction for stage 1 of the SR-98 eastbound widening between Rockwood Avenue and Ollie Avenue was completed in mid-November. The construction of Stage 2 (westbound SR-98 from SR-111 to Ollie Ave) is underway and estimated to be completed by late-April. The total project cost is estimated at \$8.2 million.
2. **SR-111 Niland Geyser/Mud Pot:** The SR-111 Niland Geyser/Mud Pot continues to be active. Another smaller active caldera appeared a few feet to the north-east of the original and is expanding in size. Water from the original caldera, continues to erode the edge of the existing SR-111. Water from the Mud Pot continues free-flowing through the remaining subsurface drainage installed in 2019. The original temporary detour road was opened to traffic in August of 2020. Due to the Mud Pot's unpredictable change in direction, a revised detour was required. The revised detour was completed on April 30, 2021. The detour will remain in place as the mud pot moves beyond the original freeway. <https://www.youtube.com/watch?v=Ek1buV2HA68>
3. **I-8 Colorado River Bridge Rehab:** This project is located near the Arizona border on I-8. The scope includes replacement of bearing pads, portions of the concrete pavement on the bridge deck and approach slabs. Part of workfootprint straddles the California/Arizona border. Detours are expected and will be announced prior to commencement of work. Construction started in February 2023 and estimated completion is early 2024. The total project cost is estimated at \$11.1 million.

4. **I-8, SR-78 Bridge Rehab at Various Locations:** The project scope includes 4 bridge locations on I-8 at Brock Research Center Rd, All American Canal (left/right) Bridges and at Winterhaven Dr/4<sup>th</sup> Ave. The 2 locations on SR-78 are at Palo Verde Drain and Palo Verde Outfall bridges near Palo Verde. The project has been awarded with construction estimated to start in March 2023. Total estimated cost is \$13.2 million.

## **PROJECT DELIVERY**

1. **Middle Mile Broadband Initiative:** In July 2021, Governor Gavin Newsom signed into law Senate Bill 156 to create an open-access middle-mile network to bring equitable high-speed broadband service to all Californians. Caltrans D11 is working with the California Department of Technology (CDT) to deliver middle mile broadband projects in Imperial County along state routes. Currently, CDT has approved segments on SR78, SR86, SR111 and SR115 totaling in 178 miles of middle mile broadband deployment. Caltrans has begun design work for these segments. The total capital cost for construction is estimated at \$62.3 million and target completion date is December 2026.
2. **Clean California Projects:** District 11 will be delivering projects funded by the Clean California Grant Program. They include bus shelter improvements in Niland(SR111), and bus shelter installations in Calipatria(SR111), Brawley(SR86) and Holtville(SR115). Additionally, median island improvements in El Centro(SR86) and a gateway beautification project at SR-7/Nina Lee Rd just north of the Calexico Port of Entry are also included as part of this effort. The projects are expected to be completed by July 2023. Below is a conceptual rendering of the gateway sign.



3. **SR-186 All-American Canal Bridge:** This project proposes to construct a new bridge over the All-American Canal (AAC). The new bridge will improve safety and better facilitate international and interregional movement of people, goods and services. A 2019 feasibility study proposed 8 alternatives including a no-build option. The following stakeholders have been identified, Fort Yuma Quechan Indian Tribe, US BIA, US BOR, IID, International Boundary and Water Commission, County of Imperial, Union Pacific Railroad and US GSA. *Project Milestones: Project Approval/Environmental Clearance 12/2024. The Anticipated funding fiscal year for construction is 2027/28.*



## **MAINTENANCE AND TRAFFIC OPERATIONS**

1. El Centro Traveled Way Crew – Sweeping I-8/SR111, joint sealing SR111, storm damage repair I-8, crack sealing SR98



2. El Centro Functional/Marking Crew – Sign/landscape maintenance, striping and sign maintenance on I-8



3. Midway Traveled Way Crew – Crack sealing SR98, storm response/repairs, fence repair I-8



4. Brawley Traveled Way Crew – Sweeping/brush control, SR78 clearing washes, crack sealing on SR78, AC patching SR86



5. El Centro Clean CA Crew – Litter control/landscaping activities SR86



6. **SR-86/Customs & Border Protection Checkpoint Expansion:** AECOM has submitted a revised concept plan with a standard acceleration lane from the secondary inspection facility and it has been approved. AECOM is expected to submit revised design plans with the approved concept soon. The environmental studies are being prepared by ICTC and will soon be sent for review. Caltrans will assist ICTC in coordinating upcoming meetings.

An environmental document as well all other appropriate studies will be needed to finalize the project. A series of permits will be required for existing traffic control at the checkpoint, for the inspection operations and equipment within the facility, and for a temporary checkpoint while the project is in construction. A new Freeway Maintenance Agreement will be required for the portion of the existing canopy that is within Caltrans ROW.

## **PLANNING AND LOCAL ASSISTANCE**

1. **Project Study Report: Forrester Road Improvements** - This study will propose improvements to Forrester Road from I-8 to the SR 78 intersection in the City of Westmorland. This is a critical goods movement corridor that handles a high volume of interregional and local agricultural trucks and anticipated volumes will continue to increase. Caltrans and ICTC are preparing a PSR spearheaded by a Technical Working Group (TWG) that includes the County of Imperial, the Imperial Irrigation District (IID), and the cities of El Centro, Westmorland, Imperial, and Brawley. To address the needs of this corridor, likely improvements will include shoulder widening, passing lanes, intersection improvements, multimodal elements, and a bypass to the city of Westmorland.
2. **Local Assistance:**

### Clean California Local Grant Program Cycle 2 Call for Projects

The California Department of Transportation (Caltrans) developed the Clean California Local Grant Program through which funds will go to local communities to beautify and improve local streets and roads, tribal lands, parks, pathways, and transit centers to clean and enhance public spaces. A

Cycle 2 call for projects was announced on February 14, 2023 – **Application deadline is April 28, 2023**

<https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>

Reconnecting Communities: Highways to Boulevards Pilot Program

Projects will fund the conversion of key underutilized highways in the State into multi-modal corridors to reconnect communities divided by transportation infrastructure. These legacy impacts will be addressed through community-based transportation planning, design, demolition, and/or reconstruction of city streets, parks, or other infrastructure. A call for projects and further details will be posted soon via this link –

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/rc-h2b>

California Transportation Commission (CTC) Allocation and Approval Requests

Please review the attached schedule of meetings and prepare requests for California Transportation Commission (CTC) approval accordingly. Caltrans District 11 needs all documents at least two months before the CTC meets.

Friday, March 17, 2023 – deadline for the next CTC meeting (May 17-18, 2023)

March 8, 2023 – “Save the Date” for Local Assistance Day Statewide Webinar!

The Caltrans Division of Local Assistance in partnership with the Regional Transportation Planning Agencies Group will host another free, quarterly statewide webinar on March 8, 2023, 8:30-11:30 PST. (Registration details are forthcoming.) Subjects include information sharing, local project delivery policies, processes, and procedures, as well as facilitating peer-sharing of best-practices.

Local agencies must comply with all Title VI requirements (LAPM Section 9.2). Title VI compliance is subject to review at any time.

[www.dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi](http://www.dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi)

## **RELINQUISHMENTS**

1. **SR-86** from SR-111 to Countryside Dr, West Ralph Rd to Calle Estrella, and just east of Brandt Rd to SR-78. Relinquishment to County of Imperial, estimated completion 2026. (#11 on Status Map)
2. **SR-86** from Countryside Dr to Treshill Rd. Relinquishment to City of El Centro, estimated completion 2026. (#12 on Status Map)





# CLEAN CALIFORNIA

## Local Grant Program

### Project Selection Criteria

For Cycle 2, Caltrans has refined the project selection criteria to further support:

- Community need
- Potential to enhance and beautify public space
- Potential for greening to provide shade, reduction of the urban heat island effect, and use of native drought-tolerant plants
- Potential to improve access to public space
- Public engagement in the project proposal that reflects community priorities
- Benefit to underserved communities

These funds shall not be used to displace people experiencing homelessness.

Cycle 2 Milestones	Dates
Call for Projects	February 14, 2023
Project Application Deadline	<b>April 28, 2023, by 5:00 PM PDT</b>
Project Award Announcement	August/September 2023
Project Completion Date	June 30, 2026



Eel River Trail Project and Rio Dell Gateway Beautification Project, City of Rio Dell, Cycle 1 Awardee



South of Market (SoMa) Transit Gardens Connection Project, San Francisco Municipal Transportation Agency, Cycle 1 Awardee

### Start Preparing Your Cycle 2 Application(s) Now!

- Identify potential project site(s) and/or educational program concept(s)
- Plan and begin your community engagement
- Develop project/program design plans
- Identify State and/or federal permits or approvals that will be needed
- Stay informed on program updates through stakeholder workshops

For more information, please visit: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>

Sign up for our mailing list [HERE](#)

Questions? Email: [CleanCA.LocalGrant@dot.ca.gov](mailto:CleanCA.LocalGrant@dot.ca.gov)

**2023 MEETING SCHEDULE**  
**CALIFORNIA TRANSPORTATION COMMISSION**

Adopted June 29, 2022

~~**JANUARY 25(W) – JANUARY 26(TH), 2023 – ROCKLIN**~~

**FEBRUARY 2023 – NO REGULARLY SCHEDULED COMMISSION MEETING**

~~**MARCH 22(W) – 23(TH), 2023 – LOS ANGELES AREA**~~

**APRIL 2023 – NO REGULARLY SCHEDULED COMMISSION MEETING**

April 12(W) & 13(TH) – Town Hall Meeting – Redding

TBD – Joint CTC/CARB/HCD Meeting — TBD

**MAY 17(W) – 18(TH), 2023 – BAY AREA**

**JUNE 28(W) – 29(TH), 2023 – SACRAMENTO**

**JULY 2023 – NO REGULARLY SCHEDULED COMMISSION MEETING**

**AUGUST 16(W) – 17(TH), 2023 – SAN DIEGO**

**SEPTEMBER 2023 – NO REGULARLY SCHEDULED COMMISSION MEETING**

September 20(W) & 21(TH) – Town Hall Meeting – San Benito

**OCTOBER 18(W) – 19(TH), 2023 – CENTRAL VALLEY**

TBD – Tri-State Meeting –

**NOVEMBER 2023 – NO REGULARLY SCHEDULED COMMISSION MEETING**

TBD – Joint CTC/CARB/HCD Meeting – TBD

**DECEMBER 6(W) – 7(TH), 2023 – RIVERSIDE**



IMPERIAL COUNTY

STATUS OF TRANSPORTATION PROJECTS



ENVIRONMENTAL

1. SR-186/I-8 Quechan Interchange Improvements\*  
Complete Dec 2023
2. SR-186 All-American Canal Bridge  
Complete Dec 2024
- 3A. SR-86 USBP Checkpoint Canopy\*  
Complete Fall 2023

DESIGN

- 3B. SR-86 USBP Checkpoint Canopy\*  
Complete Fall 2023
4. Middle Mile Broadband Initiative, SR-78, SR-86, SR-111, SR-115  
Construction start early 2024

CONSTRUCTION

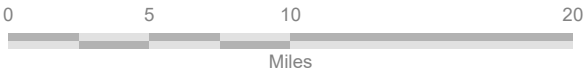
5. I-8 Colorado River Viaduct  
Begin Construction Feb 2023
6. Bridge Rehab Projects on I-8 and SR-78  
Begin Construction early 2023
7. Calexico East POE Bridge Widening  
Design/Build Begin Mar 2021; Complete June 2023
8. SR-86/Dogwood Road Intersection Improvements County Permit\*
9. SR-98 Widening Phase 1C Ollie Ave to Rockwood Ave  
Complete summer 2023

RELINQUISHMENT

10. SR-86 Relinquishment to County of Imperial  
Date Estimate 2026
11. SR-86 Relinquishment to City of El Centro  
Date Estimate 2026

\* 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

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