



**1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
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## **MANAGEMENT COMMITTEE AGENDA**

**ICTC OFFICES  
1503 N. Imperial Ave. Suite 104  
El Centro, CA 92243**

**Wednesday, August 14, 2024  
10:30 A.M.**

**CHAIR: DENNIS MORITA**

**VICE CHAIR: CEDRIC CESEÑA**

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.

Join Zoom Meeting

<https://us06web.zoom.us/j/89824063232?pwd=MaMIW5n6EFm0qIEIMA2DoE8KLvFHj0.1>

Join by phone by dialing 669-444-9171

Meeting ID: 898 2406 3232

Passcode: 118706

### **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: June 12, 2024 Pages 5-20

B. Receive and File:

1. ICTC Commission Minutes: June 26, 2024
2. ICTC TAC Minutes: June 27, 2024

C. IVRMA Fiscal Audits for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23 Page 22

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

1. Receive and file the fiscal audits for the Imperial Valley Resource Management Agency, for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23.

D. State of Good Repair Grant Program, FY 2024-25 Page 77

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 the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

E. Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance Page 81

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 the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
2. Authorize the Executive Director to sign the agreement.

F. ATP Guidelines 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology Page 97

The ICTC Technical Advisory Committee forwards this item to the Management Committee for discussion and recommendation to submit to the ICTC Commission after public comments, if any:

1. Approve the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
  - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
  - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.

#### V. REPORTS

- A. ICTC / LTA / IVRMA Executive Director
  - ICTC Executive Director Report on page 131
- B. Southern California Association of Governments
  - See attached report on page 140
- C. California Department of Transportation – District 11
  - See attached report on page 144
- D. Committee Member Reports

## VI. ACTION CALENDAR

- A. ICTC audit award Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26 Page 153

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

1. Authorize the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
  - a. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,000.00
  - b. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$84,460.00
  - c. For the fiscal reporting period of July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$86,994.00

- B. Audit and Accountancy Agreement for the Local Transportation Authority (LTA) for FY 2023-24, FY 2024-25 and FY 2025-26. Page 156

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

1. Authorize the Chairman to sign the agreement and engagement letter for financial audit services effective July 1, 2024, for the audit period FY 2023-24, FY 2024-25 and FY 2025-26 with the firm of The Pun Group for the not to exceed annual fees per the following schedule:
  - a. For the audit period July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,750.00
  - b. For the audit period July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$86,060.00
  - c. For the audit period July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$89,502.00

## VII. NEXT MEETING DATE AND PLACE

- A. The next Management Committee Meeting is scheduled for Wednesday, September 11, 2024, at 10:30 a.m. at the City of Westmorland.

## VIII. ADJOURNMENT

## IV. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes:  
June 12, 2024
- B. Receive and File:
  - 1. ICTC Commission Minutes: June 26, 2024
  - 2. ICTC TAC Minutes: June 27, 2024

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF June 12, 2024  
10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Tyler Salcido
City of Calexico	Juan Contreras
City of Calipatria	Laura Gutierrez
City of El Centro	Cedric Ceseña
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Absent
County of Imperial	Rebecca Terrazas-Baxter
Imperial Irrigation District	Manuel Ortiz
City of Westmorland	Laura Fischer
ICTC	David Aguirre

**STAFF PRESENT:** Cristi Lerma, Katie Luna, Michelle Bastidas, Maricela Galarza, Angela Delgadillo

**OTHERS PRESENT:** Alejandro Lopez, M’lynn Martin: Caltrans, David Salgado: SCAG, Deborah McGarrey: SoCal Gas

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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, June 12, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Morita called the meeting to order at 10:35 a.m., roll call was taken, and a quorum was not present. The meeting began with reports and continued as usual when a quorum was met at 10:52 a.m.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

- A. Approval of Management Committee Draft Minutes: May 08, 2024
- B. Received and Filed:
  - 1. ICTC Commission Minutes: May 22, 2024
  - 2. ICTC TAC Minutes: April 25, 2024  
May 23, 2024
  - 3. ICTC SSTAC Minutes: May 01, 2024

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

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

**Motion carried.**

## V. ACTION CALENDAR

### A. Draft ICTC Overall Work Program (OWP) and Budget, Fiscal Year 2024/2025

- Adopted the Draft ICTC Overall Work Program (OWP) and Budget for FY 2024/2025.

A motion was made by Wells seconded by Ceseña to approve Action A. Roll call was taken:

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

**Motion carried.**

### B. Draft IVRMA FY 2024-25 Annual Budget

- Adopted the Draft IVRMA Budget for FY 2024/2025.

A motion was made by Ceseña seconded by Wells to approve Action B. Roll call was taken:

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

**Motion carried.**

C. Competitive Bid Process for the IMPERIAL VALLEY TRANSIT (IVT) Fixed Route Bus System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev services, INC. for the continued operation of Imperial Valley Transit/IVT Blue, Green, Gold and Calexico On Demand with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of Imperial Valley Transit per the contract documents.
3. Authorized Adopt the Performance Goals for the operation of the IVT Blue, Green, Gold Lines and Calexico On Demand per the contract documents.

A motion was made by [Terrazas-Baxter](#) seconded by [Contreras](#) to approve Action C. Roll call was taken:

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

**Motion carried.**

D. Competitive Bid Process for the IVT ACCESS ADA Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT ACCESS with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of IVT ACCESS per the contract documents

A motion was made by [Terrazas-Baxter](#) seconded by [Wells](#) to approve Action D. Roll call was taken:

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

**Motion carried.**

E. Competitive Bid Process for the IVT RIDE Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29, and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT RIDE with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of IVT RIDE for Brawley, Calexico, El Centro- Imperial-Heber and the West Shores per the contract documents.

A motion was made by [Ceseña](#) seconded by [Terrazas-Baxter](#) to approve Action E. Roll call was taken:

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

**Motion carried.**

F. Competitive Bid Process for the IVT MedTrans Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT MedTrans with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.



2. Adopted the Performance Goals for the operation of IVT MedTrans per the contract documents.

A motion was made by [Salcido](#) seconded by [Contreras](#) to approve Action F. Roll call was taken:

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

**Motion carried.**

## VI. INFORMATION CALENDAR

- A. 20<sup>th</sup> Annual Procurement and Resource Fair  
*Presented by M'lynn Martin, Caltrans*
- A brief presentation was given by M'lynn Martin from Caltrans at the 20<sup>th</sup> Annual Procurement and Resource Fair. It will take place on August 14<sup>th</sup> from 9 am-12 pm at 4050 Taylor Street, San Diego, CA 92110.
- B. SoCal Gas Programs  
*Presented by Deborah McGarrey, Public Affairs Manager for SoCal Gas*
- A brief presentation was given by Deborah McGarrey. She provided information on a variety of programs offered by SoCal Gas. Some programs offered are the Energy Upgrade Program, Past Bill Program, and Medical Base Line Program. For more information, please contact [dmcgarrey@socalgas.com](mailto:dmcgarrey@socalgas.com).

## VII. REPORTS

- A. ICTC Executive Director
- Mr. Aguirre had the following updates:
    - Active Transportation Program, Cycle 7: Applications were due to the CTC by June 17, 2024.
    - ICTC/IVT Operations and Maintenance Facility: The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project. More information to come.
    - STBG, CRP, and CMAQ 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026: ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP).
    - Imperial County EV Charging Infrastructure Feasibility Study – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV

Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities.

- Callexico East Port of Entry Bridge Widening Project: Stage 3 of the project which consists of the completion of the improvements to the passenger vehicles lanes is now complete. Stage 4 of the project is now complete which consists of the retrofit activities and roadway striping. The project is estimated to be completed in June 2024
- Imperial Valley Transit (IVT) FREE FARES PROGRAM: The free fares program will be ending in June 2024 with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, before the Commission Meeting. There have been various outreach efforts made to let the public know.
- Callexico Intermodal Transportation Center (ITC): The project construction management RFP ended on March 22, 2024. The final set of contract documents is being prepared in anticipation of the construction bidding phase. It will be going out to bid next month and should be awarded by August. Estimated completion date: Late 2025.
- Bus Stop Improvement Project: ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies.
- Transit Comprehensive Operational Analysis: Staff are currently working on the development of the Request for Proposals (RFP), and it is anticipated that the RFP will be released in the coming months.
- All ICTC Executive Directors updates can be found on page 26.

B. Southern California Association of Governments (SCAG)

- Mr. Salgado had the following updates:
  - Regional Council Approves Sustainable Communities Program-ATP and Safety Call for Applications Guidelines: On June 6, the SCAG Regional Council approved a call for application guidelines for an estimated \$10.4 million in funding. The call for applications is anticipated for Summer 2024.
  - Imperial County SCAG GIS Trainings: In partnership with Cal Poly Pomona's Department of Urban and Regional Planning, SCAG hosted a comprehensive GIS training course over 3 days in the County of Imperial.
  - SCAG updates can be found on page 34.

C. Caltrans Department of Transportation – District 11

- Mr. Lopez-Rangel had the following updates:
  - Friday, August 16, 2024, is the final deadline (for the October 17-18, 2024, CTC meeting).
  - 2025 Active Transportation Program (Cycle 7): ATP Cycle 7 Application deadline has passed. Applications were due by June 17, 2024.
  - Highway Safety Improvement Program (HSIP) – Cycle 12: June 27 – Additional training for HSIP Cycle 12 Call-for-Projects, specifically for Imperial County Local Agencies from 1:00 pm to 4:00 pm at the ICTC El Centro Office (can attend in person or online)
  - All Caltrans updates can be found on page 38.

- VIII.** The next meeting is scheduled for **August 14, 2024, at 10:30 a.m.** at the ICTC Office and via Zoom Meeting for non-voting members and the public.
- The Committee voted to go dark in July.

**IX. ADJOURNMENT**

The meeting was adjourned at 11:57 a.m.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**MINUTES FOR June 26, 2024**  
**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

City of Brawley	Absent
City of Calipatria	Maria Nava-Froelich
City of Calexico	Absent
City of El Centro	Martha Cardenas-Singh
City of Imperial	Robert Amparano
City of Holtville	Mike Goodsell
City of Westmorland	Ana Beltran
County of Imperial	Luis Plancarte
County of Imperial	Absent
Imperial Irrigation District	Karin Eugenio

**STAFF PRESENT:** David Aguirre, Michelle Bastidas, Katie Luna, Maricela Galarza, Angela Delgadillo, Esperanza Avila

**OTHERS PRESENT:** Eric Havens: Counsel; John Garcia, Gerard Chadergran: Caltrans, Dave Smith, Cesar Sanchez; Transdev

**PUBLIC:** None

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, June 26, 2024, together with staff reports and related documents attached thereto and incorporated therein by reference.

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

[Chair Plancarte](#) called the Commission meeting to order at 6:26 p.m. Roll call was taken, and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT CALENDAR**

- A. ICTC Commission Minutes: May 22, 2024
- B. Received and filed:
  - 1. ICTC Management Committee Minutes: May 08, 2024
  - 2. ICTC TAC Minutes: May 23, 2024
  - 3. ICTC SSTAC Minutes: May 01, 2024

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

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

City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion Carried.**

## **V. ACTION CALENDAR**

### **A. Draft ICTC Overall Work Program (OWP) and Budget, Fiscal Year 2024/2025**

1. Adopted the Draft ICTC Overall Work Program (OWP) and Budget for FY 2024/2025.

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

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

**Motion Carried.**

### **B. Competitive Bid Process for the IMPERIAL VALLEY TRANSIT (IVT) Fixed Route Bus System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031**

1. Authorized the Chairman to sign an operating agreement with Transdev services, INC. for the continued operation of Imperial Valley Transit/IVT Blue, Green, Gold and Calexico On Demand with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of Imperial Valley Transit per the contract documents.
3. Authorized Adopt the Performance Goals for the operation of the IVT Blue, Green, Gold Lines and Calexico On Demand per the contract documents.

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

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

City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion Carried.**

- C. Competitive Bid Process for the IVT ACCESS ADA Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031
1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT ACCESS with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
  2. Adopted the Performance Goals for the operation of IVT ACCESS per the contract documents.

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

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion Carried.**

- D. Competitive Bid Process for the IVT RIDE Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29, and Option Years FY 2029-2030 and FY 2030-2031
1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT RIDE with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
  2. Adopted the Performance Goals for the operation of IVT RIDE for Brawley, Calexico, El Centro- Imperial-Heber and the West Shores per the contract documents.

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

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

City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion Carried.**

E. Competitive Bid Process for the IVT MedTrans Paratransit System – 5 Year Operating Agreement, FY 2024-25 to FY 2028-29 and Option Years FY 2029-2030 and FY 2030-2031

1. Authorized the Chairman to sign an operating agreement with Transdev Services, INC. for the continued operation of IVT MedTrans with an annual not to exceed annual operating subsidy, with an annual not to exceed up to 5% marketing allowance, with an annual fuel escalator clause. See attached staff report.
2. Adopted the Performance Goals for the operation of IVT MedTrans per the contract documents

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

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent
City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion Carried.**

F. Calexico East Port of Entry Bridge Widening Project – Contract Change Order No. 11

1. Approved Change Order No. 11 to Hazard Construction Company for the Calexico East Port of Entry Bridge Widening Project in the deductive amount of (\$30,455.57) modifying the total contract value to \$21,215,698.04.
2. Authorized the Executive Director to sign Change Order No. 11.

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

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Absent
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Yes
County of Imperial Hawk	Absent

City of Westmorland	Yes
Imperial Irrigation District	Yes

**Motion Carried.****VI. REPORTS****A. ICTC Executive Director**

- Active Transportation Program, Cycle 7: Applications were due to the CTC by June 17, 2024.
- Partnerships with IVEDC: IVEDC staff presented at the June Commission meeting to provide an update on this project. For more information, please contact Carlos Montes at [carlos@ivedc.com](mailto:carlos@ivedc.com).
- ICTC/IVT Operations and Maintenance Facility: The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project. More information to come.
- STBG, CRP, and CMAQ 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026: ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP).
- Calexico East Port of Entry Bridge Widening Project: Stage 3 of the project which consists of the completion of the improvements to the passenger vehicles lanes is now complete. Stage 4 of the project is now complete which consists of the retrofit activities and roadway striping. The project is estimated to be completed in June 2024
- Imperial Mexicali Binational Alliance (IMBA): The next meeting is scheduled for July 11<sup>th</sup> at the ICTC Offices.
- Imperial Valley Transit (IVT) FREE FARES PROGRAM: The free fares program will be ending in June 2024 with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, before the Commission Meeting. There have been various outreach efforts made to let the public know.
- Calexico Intermodal Transportation Center (ITC): The project construction management RFP ended on March 22, 2024. The final set of contract documents is being prepared in anticipation of the construction bidding phase. It will be going out to bid next month and should be awarded by August. Estimated completion date: Late 2025.
- Transit Comprehensive Operational Analysis: Staff are currently working on the development of the Request for Proposals (RFP), and it is anticipated that the RFP will be released in the coming months.
- All other updates are on the Executive Director report on page 23 of the agenda.

**B. Southern California Association of Governments (SCAG)**

- Regional Council Approves Sustainable Communities Program-ATP and Safety Call for Applications Guidelines: On June 6, the SCAG Regional Council approved a call for application guidelines for an estimated \$10.4 million in funding. The call for applications is anticipated for Summer 2024.
- Imperial County SCAG GIS Trainings: In partnership with Cal Poly Pomona's Department of Urban and Regional Planning, SCAG hosted a comprehensive GIS training course over 3 days in the County of Imperial.
- All other updates are on the SCAG report on page 34 of the agenda.

**C. California Department of Transportation (Caltrans)- District 11**

- A presentation was given to announce the State Route 98 Improvements.
- I-8 Roadside Safety Improvements: Construction activities are underway. Estimated completion is the end of June 2024.



- Clean California Projects: Projects in Imperial County: County of Imperial, City of El Centro, and City of Brawley are completed. Bus shelter installation and improvements in Niland, Calipatria, and Holtville are completed.
- SR-111 Roadside Improvements: Construction started in February 2024, to be completed in October 2024.
- SR-86/Customs & Border Protection (CBP) Checkpoint Expansion: In May 2024, Caltrans placed this project on hold until ICTC/CBP elects to proceed with the environmental process.
- All other updates are on the Caltrans report on page 38 of the agenda.

D. Commission Member Reports

- Updates were provided by various commissioners.

**VII.** The next meeting will be on August 28, 2024, at 6:00 p.m. at the ICTC Offices, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243, and via Zoom Meeting for the public.

- Commissioners voted to go dark in July.

**VIII. ADJOURNMENT**

- A. Meeting Adjourned at 7:47 p.m.



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

## TECHNICAL ADVISORY COMMITTEE MINUTES

**June 27, 2024**

**Present:**

Ana Gutierrez	City of Brawley
George Galvan	City of Calipatria
Felix De Leon	City of El Centro
Jesus Villegas	City of Imperial
Adriana Anguis	City of Holtville
Ramiro Barajas	City of Westmorland
Veronica Atondo	County of Imperial
Manuel Ortiz	IID

**Others:**

David Aguirre	ICTC
Katie Luna	ICTC
Marlene Flores	ICTC
Angela Delgadillo	ICTC
Jessica Gonzalez	City of El Centro
Fernando L. Williams	City of Imperial
Adolfo Garcia	County of Imperial
Ismael Garcia	County of Imperial
Kevin Hovey	Caltrans
John Garcia	Caltrans
M'Lynn Martin	Caltrans
Bryan Ott	Caltrans
Alejandro Lopez-Rangel	Caltrans
Davids Salgado	SCAG
Deborah McGarrey	SoCal Gas

The meeting was called to order at 10:04 a.m. A quorum was present, and introductions were made. There were no public comments made.

1. A *motion* was made to adopt the minutes for May 23, 2024 ([Adriana/William](#)) **Motion Carried.**

2. **20<sup>th</sup> Annual Procurement & Resource Fair**

*Presented by Caltrans*

- A brief presentation was given by M'Lynn Martin from Caltrans on the 20<sup>th</sup> Annual Procurement and Resource Fair. It will take place on August 14<sup>th</sup> from 9am-12pm at 4050

Taylor Street, San Diego, CA 92110.

### 3. 811 Notifications

*Presented by Deborah McGarrey, SoCal Gas*

- A brief presentation was given by Deborah McGarrey on 811 Notifications. She provided a flyer with more information on the 811 Notifications. A reminder to Mark Out your proposed project area in white paint or provide other suitable markings. Contact Underground Service Alert at [california811.org](http://california811.org) or call 811 to submit a location request at least two business days before digging. Wait to Dig until we either mark our natural gas pipelines or you are advised that the area is clear. For more information, please visit [socialgas.com/811](http://socialgas.com/811).

### 4. 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology

ICTC staff forwarded this item to the Technical Advisory Committee for discussion and recommendation to submit to the ICTC Management Committee and Commission after public comments, if any:

1. Approved the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
  - a. 20 points for projects that have been identified in an adopted local and/or regional plan; and
  - b. Zero points for projects that have not been identified in an adopted local and/or regional plan.

*A motion* was made to approve the Action Item. [\(Galvan/Atondo\)](#) **Motion Carried.**

### 5. ICTC Updates / Announcements

*(Presented by ICTC Staff)*

#### a. Transit Planning Updates

##### **STBG, CRP, & CMAQ 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026:**

- Due to the number of projects submitted, ICTC was able to evaluate all projects internally without utilizing the normal process which involves all cities participating in the scoring and ranking process. ICTC recommended projects to SCAG as part of the final submittal process. SCAG recently approved the list of projects anticipated to receive funding.

##### **Imperial County EV Charging Infrastructure Feasibility Study:**

- ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study.

##### **Imperial Valley Transit (IVT) Free Fares Program:**

- The free fares program will end in June 2024 with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, prior to the Commission Meeting.

##### **Calexico Intermodal Transportation Center (ITC):**

- The project construction management RFP ended on March 22, 2024. The final set of contract documents are being prepared in anticipation of the construction bidding phase.

##### **Bus Stop Improvement Project:**

- Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting.

ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies.

**b. Transportation Planning Updates**

**6. Caltrans Updates / Announcements:**

*(Presented by: Alejandro Lopez, Caltrans)*

- Friday, August 16, 2024, is the final deadline (for the October 17-18, 2024, CTC meeting).
- Unique Entity Identifier (UEI) Renewals: No agency UEI is expiring at the moment.
- 2025 Active Transportation Program (Cycle 7): ATP Cycle 7 Application deadline has passed. Applications were due by June 17, 2024.
- Highway Safety Improvement Program (HSIP) – Cycle 12: June 27 – Additional training for HSIP Cycle 12 Call-for-Projects, specifically for Imperial County Local Agencies from 1:00 pm to 4:00 pm at the ICTC El Centro Office (can attend in person or online)

**7. SCAG Updates / Announcements:**

*(Presented by: David Salgado, SCAG)*

- Regional Council Approves Sustainable Communities Program-ATP and Safety Call for Applications Guidelines: On June 6, the SCAG Regional Council approved a call for application guidelines for an estimated \$10.4 million in funding. The call for applications is anticipated for Summer 2024.
- Imperial County SCAG GIS Trainings: In partnership with Cal Poly Pomona's Department of Urban and Regional Planning, SCAG hosted a comprehensive GIS training course over 3 days in the County of Imperial.

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

- Each jurisdiction gave its update.

**9. General Discussion / New Business**

No new business was discussed.

Next TAC meeting will be on August 22, 2024 at 10:00 a.m., via Zoom for the public and in person at the ICTC offices.

- The TAC Members voted to go dark for July. The next meeting is scheduled in August.

Meeting adjourned at 10:59 a.m.

## IV. CONSENT CALENDAR

- C. IVRMA Fiscal Audits for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23
  - 1. Receive and file the fiscal audits for the Imperial Valley Resource Management Agency, for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23.



300 S. IMPERIAL AVE., SUITE 6  
EL CENTRO, CA 92243-2875  
PHONE: (760) 337-4537  
FAX: (760) 337-3184

August 8, 2024

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

SUBJECT: IVRMA Fiscal Audits for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23

Dear Committee Members:

In February 2020, the administration of the Imperial Valley Resource Management Agency (IVRMA) was officially transferred to the Imperial County Transportation Commission (ICTC) under Resolution 20-07. Prior to this transition, IVRMA managed its funds through a local bank and employed an external accounting firm for its accounting needs. Additionally, a different vendor conducted annual audits for the agency, with the last audit performed for the fiscal year 2018-19. The separate accounting firm would prepare specialized documentation for the sole use of the auditing firm. With the change in administration, several internal processes within IVRMA were revised to align more closely with ICTC's established procedures, particularly in accounting. This transition included transferring IVRMA's funds to a new account managed by the Imperial County Auditor/Controller Department.

Despite multiple attempts to continue using the previous accountant and auditor, document delivery challenges led to difficulties completing the required audits with the previous accounting firm and auditor. Additionally, staff turnover during the transition period contributed to further delays in completing the required audits. To address these issues and bring the agency back into compliance, ICTC engaged The Pun Group, a CPA firm, to conduct the necessary audits effectively. The audit for FY 2019-20 ultimately presented significant challenges due to documentation issues.

In accordance with State of California requirements, the Imperial Valley Resource Management Agency (IVRMA) is mandated to conduct independent fiscal audits of its financial activities annually. Attached, please find the complete fiscal audits for IVRMA for the following fiscal years: FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23. These audits were performed by the CPA firm The Pun Group.

- AB 939 – receipt and allocation by IVRMA of member agency's annual membership fees to the California Integrated Waste Management Act, for recycling programs and services (#1577001)

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

- Beverage and Container Recycling City/County Payment Program – receipt and allocation of funding under the CCPP, for beverage container recycling projects implemented by cities and counties to help reach the state’s 80% recycling goal (#1577002)
- (#1 Household Hazardous Waste – receipt and allocation of funding by HHW waste collections 577003)
- Used Oil Payment Program – receipt and allocation of funding under the CalRecycle Used Oil Program, for used oil and used oil filter collection and recycling program (#1577004)
- Waste Tire Cleanup & Waste Tire Amnesty – receipt and allocation of funding by CalRecycle for tire clean-up and recycling (#1577005)

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

1. Receive and file the fiscal audits for the Imperial Valley Resource Management Agency, for FY 2019-20, FY 2020-21, FY 2021-22, and FY 2022-23.

Sincerely,



David Aguirre  
Executive Director

DA/mb/mg

Attachments

# **Imperial Valley Resource Management Agency**

El Centro, California

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

*June 30, 2022*







**Imperial Valley Resource Management Agency**  
**June 30, 2022**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
of the Imperial Valley Resource Management Agency  
El Centro, California

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying financial statements of the Imperial Valley Resource Management Agency (the "Agency"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Agency, as of June 30, 2022, and the respective changes in financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("*Government Auditing Standards*"). 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 Agency, 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 opinion.

#### *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 Agency'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 auditors' report that includes our opinion. 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 GAAS 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 GAAS 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 Agency'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 Agency'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***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require 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 Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Agency's basic financial statements. The Budgetary Comparison Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

To the Board of Directors  
of the Imperial Valley Resource Management Agency  
El Centro, CA  
Page 3

The Budgetary Comparison Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Budgetary Comparison Schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 14, 2024, on our consideration of the Agency'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 Agency'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 Agency's internal control over financial reporting and compliance.

*The Pw Group, LLP*

San Diego, California  
June 14, 2024

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## **BASIC FINANCIAL STATEMENTS**



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**Imperial Valley Resource Management Agency**  
**Statement of Net Position**  
**June 30, 2022**

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**ASSETS**

**Current assets:**

Cash and cash equivalents	\$ 412,943
Accounts receivable	2,749
<b>Total current assets</b>	<u>415,692</u>
<b>Total assets</b>	<u>415,692</u>

**LIABILITIES**

**Current liabilities:**

Accounts payable	<u>65,385</u>
<b>Total current liabilities</b>	<u>65,385</u>
<b>Total liabilities</b>	<u>65,385</u>

**NET POSITION**

Restricted:

Used oil program	79,688
City-County program	<u>147,172</u>
<b>Total restricted</b>	<u>226,860</u>

Unrestricted

<b>Total net position</b>	<u><u>\$ 350,307</u></u>
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**Imperial Valley Resource Management Agency**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Year Ended June 30, 2022**

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**OPERATING REVENUES:**

Memberships	\$ 421,612
Used oil program	47,539
<b>Total operating revenues</b>	<u>469,151</u>

**OPERATING EXPENSES:**

Operations and maintenance	87,026
Professional services	433,995
Other operating expenses	18,474
<b>Total operating expenses</b>	<u>539,495</u>

<b>OPERATING INCOME (LOSS)</b>	<u>(70,344)</u>
--------------------------------	-----------------

<b>CHANGE IN NET POSITION</b>	(70,344)
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**NET POSITION:**

Beginning of year	<u>420,651</u>
End of year	<u><u>\$ 350,307</u></u>

**Imperial Valley Resource Management Agency**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2022**

---

**CASH FLOWS FROM OPERATING ACTIVITIES:**

Cash received from member agencies	\$ 421,612
Cash received for services provided	44,790
Cash payments for operating goods and services	(468,394)
Cash paid for other costs	<u>(18,474)</u>
<b>Net cash provided by (used in) operating activities</b>	<u><b>(20,466)</b></u>
<b>Net change in cash and cash equivalents</b>	<b>(20,466)</b>

**CASH AND CASH EQUIVALENTS:**

Beginning of year	<u>433,409</u>
End of year	<u><u>\$ 412,943</u></u>

**RECONCILIATION OF OPERATING INCOME  
(LOSS) TO NET CASH (USED IN)  
OPERATING ACTIVITIES:**

Operating (loss)	\$ (70,344)
Adjustments to reconcile operating income (loss) to net cash provided by/(used in) operating activities:	
(Increase) decrease in:	
Accounts receivable	(2,749)
Increase (decrease) in:	
Accounts payable	<u>52,627</u>
Total adjustments	<u>49,878</u>
<b>Net cash provided by (used in) operating activities</b>	<u><u><b>\$ (20,466)</b></u></u>

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## **NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**Imperial Valley Resource Management Agency**  
**Notes to the Financial Statements**  
**June 30, 2022**

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**Note 1 – Reporting Entity**

The Imperial Valley Resource Management Agency (the “Agency”) was formed in 2005 under the Joint Powers Agreements pursuant to Title 1, Division 7, Chapter 5 of the California Government Code, between the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial and Westmorland, and the County of Imperial, all municipal corporations duly organized and existing under the laws of the State of California. The Agency provides coordination of economical and regional source reduction recycling of solid waste to meet the diversion requirements mandated by the California Integrated Waste Management Act of 1989 including the monitoring and reporting of source reduction recycling information. The Agency is governed by a Board consisting of nine directors chosen from the participating entities. During February 2020 under Resolution 20-07, administration of the Agency was transferred to Imperial Valley Transportation Commission.

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

The basic financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in 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 Agency’s accounting policies are described below.

***Basis of Accounting and Measurement Focus***

The basic financial statements include the Statement of Net Position, Statement of Revenues, Expenses and Change in Net Position, and Statement of Cash Flows.

The accompanying financial statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Agency’s assets and liabilities are included in the accompanying Statement of Net Position. The Statement of Revenues, Expenses, and Changes in Net Position presents the change 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. The financial statements are accounted for on a cost of services or "economic resources" measurement focus. This means that all assets and liabilities (whether current or noncurrent) associated with the activity are included on the Statement of Net Position. Their reported fund equity presents total net position. The Statement of Revenues, Expenses, and Changes in Net Position present increases (revenues) and decreases (expenses) in total net position.

***Use of Restricted/Unrestricted Assets***

When both restricted and unrestricted resources are available for use, it is the Agency’s policy to use restricted resources first, then unrestricted resources as they are needed.

***Cash and Cash Equivalents***

The Agency maintains cash and investments in the Imperial County Investment Pool. The Imperial County Investment Pool is an external investment pool, is not rated and is not registered with the Securities Exchange Commission (“SEC”). These pooled funds are carried at costs which approximates fair value. Interest earned is deposited quarterly into participating funds. For further information regarding the Imperial County Investment Pool refer to the County of Imperial’s basic financial statements. Proceeds from the sale of bonds and amounts held for the repayment of principal and interest is held by a third-party fiscal agent. Funds held by the third-party fiscal agent are reported at fair value. The Agency considers all highly liquid investments with maturities of three months or less when purchased to be cash equivalents.



**Imperial Valley Resource Management Agency**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2022**

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

***Net Position***

In the Statement of Net Position, net position is classified in the following categories:

***Restricted*** – This component of net position consists of restricted assets reduced by liabilities 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 and liabilities that are not included in the determination of the restricted component of net position.

***Net Position Flow Assumption***

Sometimes the Agency will fund outlays for a particular purpose from both restricted (e.g., grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Agency's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

***Use of Estimates***

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statement. Actual results could differ from those estimates.

**Note 3 – Cash and Investments**

At June 30, 2022, the Agency has \$412,943 deposited in the Imperial County Investment Pool.

The Agency follows the practice of pooling cash and investments with the County of Imperial for all funds. Interest income earned on pooled cash and investments is allocated monthly to the various funds based on the average monthly invested cash balance in each participating fund.

At June 30, 2022, all cash and investments of the Association have been pooled with the County of Imperial and are not presented by specific, identifiable investment securities. Investment policies and associated risk disclosures applicable to the Agency are those of the County of Imperial and are included in the County of Imperial's financial statements. The financial statements can be obtained on the County's website at [www.imperialcounty.org](http://www.imperialcounty.org).

***Disclosures Relating to Interest Rate Risk***

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. At June 30, 2022, the Agency's deposit in the Imperial County Investment Pool, have a weighted average maturity of less than 12 months.

**Imperial Valley Resource Management Agency**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2022**

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**Note 3 – Cash and Investments (Continued)**

***Disclosures Relating to Credit Risk***

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Imperial County Investment Pool does not have a rating provided by a nationally recognized statistical rating organization.

***Concentration of Credit Risk***

The investments of the Agency are in accordance with limitations on the amount that can be invested in any one issuer as stipulated by the California Government Code. The County does not have any investments in any one issuer (other than for Imperial County Investment Pool) that represent 5% or more of the Agency's total investment portfolio.

***Custodial Credit Risk***

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: the California Government Code requires that a financial institution secure deposit made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure Agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

The California Government Code and the Imperial County's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

**Note 4 – Risk Management**

The Agency is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance through Public Entity Risk Management Agency.

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## **SUPPLEMENTARY INFORMATION**

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**Imperial Valley Resource Management Agency**  
**Budgetary Comparison Schedule**  
**For the Year Ended June 30, 2022**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance Positive/ (Negative)</b>
<b>OPERATING REVENUES:</b>				
Memberships	\$ 367,311	\$ 367,311	\$ 421,612	\$ 54,301
Used oil program	46,062	46,062	47,539	1,477
City-County payment program	59,305	59,305	-	(59,305)
Tire Clean up	193,475	193,475	-	(193,475)
<b>Total operating revenues</b>	<b>666,153</b>	<b>666,153</b>	<b>469,151</b>	<b>(197,002)</b>
<b>OPERATING EXPENSES:</b>				
Operations and maintenance	63,127	63,127	87,026	(23,899)
Professional services	449,121	449,121	433,995	15,126
Used oil program	46,062	46,062	-	46,062
City-County payment program	59,305	59,305	-	59,305
Other operating expenses	48,538	48,538	18,474	30,064
<b>Total operating expenses</b>	<b>666,153</b>	<b>666,153</b>	<b>539,495</b>	<b>126,658</b>
<b>OPERATING INCOME (LOSS)</b>	<b>-</b>	<b>-</b>	<b>(70,344)</b>	<b>70,344</b>
<b>CHANGE IN NET POSITION</b>	<b>-</b>	<b>-</b>	<b>(70,344)</b>	<b>(70,344)</b>
<b>NET POSITION:</b>				
Beginning of year			420,651	
End of year			<u>\$ 350,307</u>	

**Imperial Valley Resource Management Agency**  
**Notes to the Supplementary Information**  
**June 30, 2022**

---

**Note 1 – Budgetary Information**

The Agency adheres to the following general procedures in establishing the budgetary data reflected in the financial statements:

The annual budget adopted by the Agency includes all proposed expenditures and estimated revenues.

The budget is formally integrated into the accounting system.

The budget for the Agency is adopted on a basis consistent with generally accepted accounting principles. The accrual basis of accounting is employed in the preparation of the budget.

**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**

Board of Directors  
Imperial Valley Resource Management Agency  
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 Imperial Valley Resource Management Agency (the "Agency"), which comprise the statement of net position as of June 30, 2022, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes, which collectively comprise the basic financial statements and have issued our report thereon dated June 14, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing 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 Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.



### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Agency's financial statements are free from 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 statements. 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 Agency'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 Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*The Pw Group, LLP*

San Diego, California  
June 14, 2024

# **Imperial Valley Resource Management Agency**

El Centro, California

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

*June 30, 2023*





**Imperial Valley Resource Management Agency**  
**June 30, 2023**

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## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
of the Imperial Valley Resource Management Agency  
El Centro, California

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying financial statements of the Imperial Valley Resource Management Agency (the "Agency"), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the financial position of the Agency, as of June 30, 2023, and the respective changes in financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### *Basis for Opinion*

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States ("*Government Auditing Standards*"). 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 Agency, 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 opinion.

#### *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 Agency'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 auditors' report that includes our opinion. 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 GAAS 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 GAAS 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 Agency'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 Agency'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***

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require 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 Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Agency's basic financial statements. The Budgetary Comparison Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements.

To the Board of Directors  
of the Imperial Valley Resource Management Agency  
El Centro, CA  
Page 3

The Budgetary Comparison Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Budgetary Comparison Schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated July 22, 2024, on our consideration of the Agency'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 Agency'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 Agency's internal control over financial reporting and compliance.

*The Pw Group, LLP*

San Diego, California  
July 22, 2024



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## **BASIC FINANCIAL STATEMENTS**

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**Imperial Valley Resource Management Agency**  
**Statement of Net Position**  
**June 30, 2023**

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**ASSETS**

**Current assets:**

Cash and cash equivalents	\$ 520,517
<b>Total current assets</b>	<u>520,517</u>
<b>Total assets</b>	<u>520,517</u>

**LIABILITIES**

**Current liabilities:**

Accounts payable	<u>103,246</u>
<b>Total current liabilities</b>	<u>103,246</u>
<b>Total liabilities</b>	<u>103,246</u>

**NET POSITION**

Restricted:

Used oil program	62,616
City-County program	<u>142,669</u>
<b>Total restricted</b>	<u>205,285</u>

Unrestricted

<b>Total net position</b>	<u><u>\$ 417,271</u></u>
---------------------------	--------------------------

**Imperial Valley Resource Management Agency**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Year Ended June 30, 2023**

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**OPERATING REVENUES:**

Memberships	\$ 454,046
Used oil program	48,367
Tire Clean up	407,362
<b>Total operating revenues</b>	<u>909,775</u>

**OPERATING EXPENSES:**

Operations and maintenance	254,326
Professional services	588,295
Other operating expenses	1,500
<b>Total operating expenses</b>	<u>844,121</u>

**OPERATING INCOME (LOSS)**

65,654

**CHANGE IN NET POSITION**

66,964

**NET POSITION:**

Beginning of year	<u>350,307</u>
End of year	<u><u>\$ 417,271</u></u>

**Imperial Valley Resource Management Agency**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2023**

**CASH FLOWS FROM OPERATING ACTIVITIES:**

Cash received from member agencies	\$ 454,046
Cash received for services provided	458,478
Cash payments for operating goods and services	(804,760)
Cash paid for other costs	(1,500)
	<u>106,264</u>
<b>Net cash provided by (used in) operating activities</b>	<u>106,264</u>
<b>Net change in cash and cash equivalents</b>	107,574

**CASH AND CASH EQUIVALENTS:**

Beginning of year	412,943
End of year	<u><u>\$ 520,517</u></u>

**RECONCILIATION OF OPERATING INCOME  
(LOSS) TO NET CASH (USED IN)  
OPERATING ACTIVITIES:**

Operating (loss)	\$ 65,654
Adjustments to reconcile operating income (loss) to net cash provided by/(used in) operating activities:	
(Increase) decrease in:	
Accounts receivable	2,749
Increase (decrease) in:	
Accounts payable	37,861
Total adjustments	<u>40,610</u>
<b>Net cash provided by (used in) operating activities</b>	<u><u>\$ 106,264</u></u>

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## **NOTES TO THE BASIC FINANCIAL STATEMENTS**



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# **Imperial Valley Resource Management Agency**

## **Notes to the Financial Statements**

### **June 30, 2023**

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#### **Note 1 – Reporting Entity**

The Imperial Valley Resource Management Agency (the “Agency”) was formed in 2005 under the Joint Powers Agreements pursuant to Title 1, Division 7, Chapter 5 of the California Government Code, between the cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial and Westmorland, and the County of Imperial, all municipal corporations duly organized and existing under the laws of the State of California. The Agency provides coordination of economical and regional source reduction recycling of solid waste to meet the diversion requirements mandated by the California Integrated Waste Management Act of 1989 including the monitoring and reporting of source reduction recycling information. The Agency is governed by a Board consisting of nine directors chosen from the participating entities. During February 2020 under Resolution 20-07, administration of the Agency was transferred to Imperial Valley Transportation Commission.

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

The basic financial statements of the Agency have been prepared in conformity with accounting principles generally accepted in 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 Agency’s accounting policies are described below.

##### ***Basis of Accounting and Measurement Focus***

The basic financial statements include the Statement of Net Position, Statement of Revenues, Expenses and Change in Net Position, and Statement of Cash Flows.

The accompanying financial statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Agency’s assets and liabilities are included in the accompanying Statement of Net Position. The Statement of Revenues, Expenses, and Changes in Net Position presents the change 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. The financial statements are accounted for on a cost of services or "economic resources" measurement focus. This means that all assets and liabilities (whether current or noncurrent) associated with the activity are included on the Statement of Net Position. Their reported fund equity presents total net position. The Statement of Revenues, Expenses, and Changes in Net Position present increases (revenues) and decreases (expenses) in total net position.

##### ***Use of Restricted/Unrestricted Assets***

When both restricted and unrestricted resources are available for use, it is the Agency’s policy to use restricted resources first, then unrestricted resources as they are needed.

##### ***Cash and Cash Equivalents***

The Agency maintains cash and investments in the Imperial County Investment Pool. The Imperial County Investment Pool is an external investment pool, is not rated and is not registered with the Securities Exchange Commission (“SEC”). These pooled funds are carried at costs which approximates fair value. Interest earned is deposited quarterly into participating funds. For further information regarding the Imperial County Investment Pool refer to the County of Imperial’s basic financial statements. Proceeds from the sale of bonds and amounts held for the repayment of principal and interest is held by a third-party fiscal agent. Funds held by the third-party fiscal agent are reported at fair value. The Agency considers all highly liquid investments with maturities of three months or less when purchased to be cash equivalents.

**Imperial Valley Resource Management Agency**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2023**

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

***Net Position***

In the Statement of Net Position, net position is classified in the following categories:

***Restricted*** – This component of net position consists of restricted assets reduced by liabilities 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 and liabilities that are not included in the determination of the restricted component of net position.

***Net Position Flow Assumption***

Sometimes the Agency will fund outlays for a particular purpose from both restricted (e.g., grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government-wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Agency's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

***Use of Estimates***

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statement. Actual results could differ from those estimates.

**Note 3 – Cash and Investments**

At June 30, 2023, the Agency has \$520,517 deposited in the Imperial County Investment Pool.

The Agency follows the practice of pooling cash and investments with the County of Imperial for all funds. Interest income earned on pooled cash and investments is allocated monthly to the various funds based on the average monthly invested cash balance in each participating fund.

At June 30, 2023, all cash and investments of the Association have been pooled with the County of Imperial and are not presented by specific, identifiable investment securities. Investment policies and associated risk disclosures applicable to the Agency are those of the County of Imperial and are included in the County of Imperial's financial statements. The financial statements can be obtained on the County's website at [www.imperialcounty.org](http://www.imperialcounty.org).

***Disclosures Relating to Interest Rate Risk***

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. At June 30, 2023, the Agency's deposit in the Imperial County Investment Pool, have a weighted average maturity of less than 12 months.

**Imperial Valley Resource Management Agency**  
**Notes to the Financial Statements (Continued)**  
**June 30, 2023**

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**Note 3 – Cash and Investments (Continued)**

***Disclosures Relating to Credit Risk***

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Imperial County Investment Pool does not have a rating provided by a nationally recognized statistical rating organization.

***Concentration of Credit Risk***

The investments of the Agency are in accordance with limitations on the amount that can be invested in any one issuer as stipulated by the California Government Code. The County does not have any investments in any one issuer (other than for Imperial County Investment Pool) that represent 5% or more of the Agency's total investment portfolio.

***Custodial Credit Risk***

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: the California Government Code requires that a financial institution secure deposit made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure Agency deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

The California Government Code and the Imperial County's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.

**Note 4 – Risk Management**

The Agency is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance through Public Entity Risk Management Agency.

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## **SUPPLEMENTARY INFORMATION**

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**Imperial Valley Resource Management Agency**  
**Budgetary Comparison Schedule**  
**For the Year Ended June 30, 2023**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Variance Positive/ (Negative)</b>
<b>OPERATING REVENUES:</b>				
Memberships	\$ 427,390	\$ 427,390	\$ 454,046	\$ 26,656
Used oil program	62,365	62,365	48,367	(13,998)
City-County payment program	59,546	59,546	-	(59,546)
Tire Clean up	250,000	250,000	407,362	157,362
<b>Total operating revenues</b>	<b>799,301</b>	<b>799,301</b>	<b>909,775</b>	<b>110,474</b>
<b>OPERATING EXPENSES:</b>				
Operations and maintenance	96,052	94,712	254,326	(159,614)
Professional services	575,238	489,778	588,295	(98,517)
Used oil program	62,365	62,365	-	62,365
City-County payment program	59,546	59,546	-	59,546
Other operating expenses	6,100	92,900	1,500	91,400
<b>Total operating expenses</b>	<b>799,301</b>	<b>799,301</b>	<b>844,121</b>	<b>(44,820)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>-</b>	<b>-</b>	<b>65,654</b>	<b>(65,654)</b>
<b>CHANGE IN NET POSITION</b>	<b>-</b>	<b>-</b>	<b>66,964</b>	<b>66,964</b>
<b>NET POSITION:</b>				
Beginning of year			350,307	
End of year			<u>\$ 417,271</u>	



**Imperial Valley Resource Management Agency**  
**Notes to the Supplementary Information**  
**June 30, 2023**

---

**Note 1 – Budgetary Information**

The Agency adheres to the following general procedures in establishing the budgetary data reflected in the financial statements:

The annual budget adopted by the Agency includes all proposed expenditures and estimated revenues.

The budget is formally integrated into the accounting system.

The budget for the Agency is adopted on a basis consistent with generally accepted accounting principles. The accrual basis of accounting is employed in the preparation of the budget.

**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**

Board of Directors  
Imperial Valley Resource Management Agency  
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 Imperial Valley Resource Management Agency (the "Agency"), which comprise the statement of net position as of June 30, 2023, and the related statements of revenues, expenses and changes in net position, and cash flows for the year then ended, and the related notes, which collectively comprise the basic financial statements and have issued our report thereon dated July 22, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) as a basis for designing 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 Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Agency's financial statements are free from 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 statements. 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 Agency'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 Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*The PwC Group, LLP*

San Diego, California  
July 22, 2024

## IV. CONSENT CALENDAR

### D. State of Good Repair Grant Program, FY 2024-25

1. Approve the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.



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

August 8, 2024

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

SUBJECT: State of Good Repair Grant Program, FY 2024-25

Dear Committee Members:

The State of Good Repair Program (SGR) provides funds for use on a variety of transit infrastructure repair and service improvement projects. These projects are primarily transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities and/or the design, acquisition, and construction of new vehicles or facilities that improve existing transit services. The program is administered by the State of California's Department of Transportation (Caltrans).

In previous years, ICTC has successfully applied for funding through this program for the anticipated replacement of transit operation vehicles. For the FY 2024-25 funding, ICTC is seeking funding in the amount of \$352,457.00 through this program to provide funding for the replacement of transit operation vehicles. No matching funds are required.

The application process requires the submittal of a resolution from the Commission authorizing the Executive Director to act on behalf of the Commission in order to submit our request for these funds in a timely manner.

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 the attached resolution authorizing the Executive Director or his designee to take any actions necessary on behalf of the ICTC for the purposes of obtaining FY 2024-25 financial assistance, provided by the State of California Department of Transportation under the State of Good Repair Grant Program.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre'.

David Aguirre  
Executive Director  
Attachment

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

**RESOLUTION # \_\_\_\_\_**

**AUTHORIZATION FOR THE EXECUTION OF THE  
REGIONAL ENTITIES APPROVING PROJECT LIST  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

**WHEREAS**, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, established the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

**WHEREAS**, the Imperial County Transportation Commission is an eligible project sponsor and may receive and distribute State Transit Assistance - State of Good Repair Program (SGR) funds to eligible project sponsors (local agencies) for eligible transit capital projects; and

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

**WHEREAS**, Senate Bill 1 (2017) named the California Department of Transportation (Caltrans) as the administrative agency for the SGR; and

**WHEREAS**, Caltrans has developed guidelines for the purpose of administering and distributing SGR funds to eligible recipients (local agencies); and

**WHEREAS**, the Imperial County Transportation Commission wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director and/or his designee;

**WHEREAS**, the Imperial County Transportation Commission approves the project list for the PUC 99313 apportionment.

**WHEREAS**, the Imperial County Transportation Commission concurs and approves the project list from the operators for the PUC 99314 apportionment.

**NOW, THEREFORE, BE IT RESOLVED** that the Imperial County Transportation Commission approves the region's State of Good Repair project list for **FY 2024-2025**.

**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 document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director and/or his designee be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation.

**PASSED AND ADOPTED** at a regular meeting of the Imperial County Transportation Commission held on **August 28<sup>th</sup>, 2024.**

BY: \_\_\_\_\_  
Chairperson

ATTEST:

BY: \_\_\_\_\_  
CRISTI LERMA  
Secretary to the Commission

## IV. CONSENT CALENDAR

- E. Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance
  - 1. Approve the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
  - 2. Authorize the Executive Director to sign the agreement





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

August 8, 2024

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

**SUBJECT:** Agreement between the Imperial County Transportation Commission (ICTC)/Service Authority for Freeway Emergencies (SAFE) and the Department of California Highway Patrol (CHP) for Call Box Services and Assistance

Dear Committee Members:

In accordance with the California Highway Patrol (CHP)/Caltrans Call Box and Motorist Aid Guidelines, the Imperial County Service Authority for Freeways and Expressways (SAFE) enters into agreement with the CHP for services and assistance for the Imperial County Call Box Program. Services and assistance include dispatching and patrol response services for various call boxes located throughout the Imperial County. The previous agreement's term was from January 1, 2022 through December 31, 2024.

The new agreement will allow CHP to continue to provide services for the term of January 1, 2025, through December 31, 2027. The fees associated with the services is as follows:

FY 2024/2025 (01/01/25 through 06/30/25) not to exceed \$262.00  
FY 2025/2026 (07/01/25 through 06/30/26) not to exceed \$524.00  
FY 2026/2027 (07/01/26 through 06/30/27) not to exceed \$524.00  
FY 2027/2028 (07/01/27 through 12/31/27) not to exceed \$262.00

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 the Agreement with the Department of California Highway Patrol (CHP) for services and assistance provided by CHP for the motorist aid call box system, for the term of January 1, 2025, through December 31, 2027, in the amount not to exceed \$1,572.00.
2. Authorize the Executive Director to sign the agreement.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre'.

David Aguirre  
Executive Director

DA/mb/mf  
Attachment

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

**DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**

Business Services Section  
Contract Services Unit  
601 N. 7th Street  
Sacramento, CA 95811  
(916) 843-3610  
(800) 735-2929 (TT/TDD)  
(800) 735-2922 (Voice)



July 8, 2024

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

Subject: Agreement Number 24R048013-0

**Congratulations, you have been awarded the agreement. Please complete the following marked item(s) and return to the above address within ten (10) business days:**

- ☒ STD. 213, Standard Agreement with attached exhibits. Sign the first page of the STD. 213, sign the additional single STD. 213, and return both copies.
- ☐ STD. 213A, Standard Agreement Amendment. Sign the first page of the STD. 213A, sign the additional single STD. 213A, and return both copies.
- ☐ STD. 210, Short Form Contract. Sign and return both copies.
- ☐ STD. 204, Payee Data Record. Complete and return.
- ☐ CCC, Contractor Certification Clauses. Complete and return.
- ☐ Obtain and forward the liability insurance certificate required by the terms of the Agreement.
- ☒ Resolution, motion, order, or ordinance from the local governing body authorizing this Agreement.
- ☐ STD. 807, Payment Bond. Complete and return one copy.
- ☐ CHP 28, Voluntary Statistical Data. Complete and return.
- ☐ CHP 78V, Conflict of Interest & CHP 116, Darfur Certification
- ☐ Letter of Agreement. Sign and return both copies.

**Contract status.**

- ☐ The enclosed agreement is signed on behalf of the Department of California Highway Patrol. Process and when approved, return an original to this office.
- ☐ The enclosed approved agreement is for your records. You are now authorized to provide services.

HOMAYOUN LASHKARI  
Contract Analyst

Enclosures

*Safety, Service, and Security*



*An Internationally Accredited Agency*

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER

24R048013

PURCHASING AUTHORITY NUMBER (If Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

Department of California Highway Patrol

CONTRACTOR NAME

Imperial County Transportation Commission Service Authority for Freeways and Expressways (SAFE)

2. The term of this Agreement is:

START DATE

01/01/2025

THROUGH END DATE

12/31/2027

3. The maximum amount of this Agreement is:

\$612.00 (Six Hundred and Twelve Dollars and Zero Cents)

4. The parties agree to comply with the terms and conditions of the following exhibits, which are by this reference made a part of the Agreement.

Exhibits	Title	Pages
Exhibit A	Scope of Work	1
Exhibit A-1	Agreement Between Department of California Highway Patrol and Lake County Service Authority for Freeway Emergencies and Expressway (SAFE)	7
Exhibit B	Budget Detail and Payment Provisions	3
Exhibit C*	General Terms and Conditions (GTC) 04/2017	*

Items shown with an asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

These documents can be viewed at <https://www.dgs.ca.gov/OLS/Resources>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

**CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

Imperial County Transportation Commission Service Authority for Freeways and Expressways (SAFE)

CONTRACTOR BUSINESS ADDRESS

1503 N. Imperial Avenue, Suite 104

CITY

El Centro

STATE

CA

ZIP

92243

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

**STANDARD AGREEMENT**

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
24R048013	

**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

California Department of Highway Patrol

CONTRACTING AGENCY ADDRESS

601 N. 7th Street

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per SCM Vol 1 4.04,A2

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

**IMPERIAL COUNTY TRANSPORTATION COMMISSION SERVICE AUTHORITY FOR FREEWAY EMERGENCIES AND EXPRESSWAY (SAFE)**, agrees to reimburse the Department of California Highway Patrol (CHP) for SAFE services provided to **IMPERIAL COUNTY TRANSPORTATION COMMISSION SAFE**.

1. Call Box calls shall be handled by CHP communication centers as third level priority after 9-1-1 (first priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of call box calls is as follows:
  - A. Call Box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than sixty (60) seconds after the first ring at the communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, Call Box traffic also increases. At these times, motorists may be required to wait several minutes for service.
  - B. Call Box calls should be handled ideally within a 3.5 minute (210 seconds) total call handling time. It is understood that the use of such services, as the Translation Service Contractor, will increase total call handling time to levels above this standard.
2. The Project Representatives during the term of this Agreement will be:

STATE AGENCY		CONTRACTOR	
Department of California Highway Patrol		Imperial County Transportation Commission SAFE	
NAME		NAME	
Brenda Sweeny, AGPA		Marlene Flores, SAFE Program Manager	
TELEPHONE NUMBER	EMAIL	TELEPHONE NUMBER	E-Mail Address
(916) 843-4280	Brenda.sweeny@chp.ca.gov	(760) 592-4494	marleneflores@imperialctc.org
<b>Direct all inquiries to:</b>			
STATE AGENCY		CONTRACTEE	
Department of California Highway Patrol		Imperial County Transportation Commission SAFE	
SECTION/UNIT		SECTION/UNIT	
Business Services Section/Contract Services Unit		Imperial County Transportation Commission SAFE	
ATTENTION		ATTENTION	
Homayoun Lashkari, Contract Analyst		Marlene Flores, SAFE Program Manager	
ADDRESS		ADDRESS	
601 North 7 <sup>th</sup> Street Sacramento, CA 95811		1503 N. Imperial Avenue, Suite 104, El Camino, CA 92243	
TELEPHONE NUMBER	E-MAIL ADDRESS	TELEPHONE NUMBER	E-MAIL ADDRESS
(279) 224-6330	homayoun.lashkari@chp.ca.gov	(760) 592-4494	marleneflores@imperialctc.org

**EXHIBIT A-1  
(STANDARD AGREEMENT)**

AGREEMENT BETWEEN

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AND

IMPERIAL COUNTY TRANSPORTATION COMMISSION

THIS AGREEMENT is made and entered into by and between the State of California acting by and through Department of California Highway Patrol, hereinafter called CHP, and Imperial County Transportation Commissions, hereinafter called Imperial County SAFE, under provisions of California Vehicle Code (VEH) Sections 2421.5 and 9250.10, and the Streets and Highway (SHC) Code Section 131.1 and Chapter 14 (commencing with Section 2550) to Division 3.

**TERMS AND CONDITIONS:**

By and in consideration of the covenants and conditions herein contained, CHP and Imperial County Transportation Commission do hereby agree as follows:

1. The term of this Agreement shall be January 1, 2025, through December 31, 2027, with two (2) options for amendment for one (1) year by mutual consent, upon approval of the Department of General Services.
2. This Agreement is for services and assistance provided by CHP in accordance with the "CHP/Caltrans Call Box and Motorist Aid Guidelines," which is hereby incorporated by reference, hereinafter called "GUIDELINES." As these GUIDELINES may be revised from time to time, it is understood that SAFE shall have a current copy on file for the duration of this Agreement.
3. The Agreement shall remain in force subject to the following:
  - A. That it shall not become effective until:
    - I. Imperial County Transportation Commission has submitted to CHP a copy of the policy, resolution, order, motion, or ordinance from Imperial County Transportation Commission approving execution of the Agreement and identifying the individual authorized to sign on behalf of SAFE, and
    - II. The Agreement is duly signed by both parties and approved by the Department of General Services, Office of Legal Services.
  - B. That it may be modified only in writing and signed by both parties and shall be modified by the parties to conform to any future changes to federal or state law that affect the terms of this Agreement.

**EXHIBIT A-1  
(STANDARD AGREEMENT)**

- C. Either party may terminate this Agreement before the expiration of its term, or any extension, upon thirty (30) days' prior written notice to the other party.
4. For services and assistance herein, Imperial County Transportation Commission agrees to reimburse CHP quarterly, in arrears and upon receipt of an itemized invoice, for charges identified in Section 16 and payable to the maximum charges identified in Section 17. Upon receipt, payment shall be made to CHP as invoiced within thirty (30) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within sixty (60) days of receiving the invoice charges.

Payment shall be made to:

Department of California Highway Patrol  
Fiscal Management Section/048  
P.O. Box 942900  
Sacramento, CA 94298-2900  
Attn: Accounts Reimbursable for #048

Telephone: (916) 843-3530

Invoices shall be sent to:

Imperial County Transportation Commission  
Attn: SAFE  
1503 N. Imperial Avenue, Suite 104  
El Centro, CA 92243

Telephone: (760) 592-4494  
Email: [michelleBastidas@imperialCTC.org](mailto:michelleBastidas@imperialCTC.org)

Each quarterly invoice shall include a thorough explanation and justification for any additional charges or changes of the amounts of past charges.

5. The maintenance of the Call Box system (outside of CHP Communications Centers), including telephone service and line costs, shall be the sole responsibility of Imperial County Transportation Commission.
6. Imperial County Transportation Commission shall reimburse CHP for all personnel costs associated with the number of operators positions that CHP and Imperial County Transportation Commission agree are required to handle Call Box call traffic. The CHP shall only increase or decrease the number of operators after receiving a written request/commitment from Imperial County Transportation Commission stating that Imperial County Transportation Commission shall assume all personnel costs for the additional positions.

**EXHIBIT A-1  
(STANDARD AGREEMENT)**

7. Imperial County Transportation Commission shall advise CHP of any anticipated significant new installations that should be considered into the annual staffing analysis.

This notification should be made to CHP at least thirty (30) days prior to the annual staffing analysis.

8. The SAFE may request or CHP may perform, if the need arises, a staffing analysis at any time during the year. If a change in staffing is required due to an unpredicted need, CHP and/or SAFE may request, in writing, such a change. Staffing changes may be necessary for, but need not be limited to, the following increases/decreases in the number of Call Boxes, or significant increases/decreases in the number of Call Boxes call calls. Imperial County Transportation Commission shall respond to CHP within thirty (30) days, in writing, indicating concurrence or disagreement with recommendation.
9. Six (6) months prior to the beginning of each subsequent fiscal year, if necessary, CHP shall re-evaluate CHP communications centers Call Box operator staffing requirements. The most recent twelve (12) months (annual average) of Call Box call activity (when available) shall be used with CHP reimbursable position formula defined in GUIDELINES, to determine the currently required staffing level. The CHP shall submit to Imperial County Transportation Commission a letter, with applicable substantiating data, indicating any necessary changes in staffing. Imperial County Transportation Commission shall respond to CHP within thirty (30) days, in writing, indicating concurrence or disagreement with the recommendation.
10. Imperial County Transportation Commission shall pay for its proportional share of the actual wage rate for one-half (1/2) of the CHP SAFE Coordinator position pursuant to the GUIDELINES, Section VII, Paragraph B. The CHP SAFE Coordinator position shall be used for SAFE related business.
11. Imperial County Transportation Commission's proportional share billing "factor" shall be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within Imperial County Transportation Commission's boundaries to the total number of motor vehicles registered in all counties which have entered into SAFE agreements with CHP. This proportional share shall be billed over four (4) fiscal quarters. The CHP shall provide an estimation of CHP SAFE Coordinator's personnel costs in the annual staffing estimation.
12. Motorist aid Call Box calls will be handled by CHP Communications Centers as third priority after 9-1-1 (priority) and allied agency (second priority) calls. The CHP statewide standard level of service for the handling of Call Box calls is as follows:
  - A. Call Box calls shall be handled as rapidly as possible; however, they should be handled ideally no longer than 60 seconds after the first ring at the communications center. Experience has shown that when emergency communications traffic becomes unusually heavy, Call Box traffic also increases. At these times, motorists may be required to wait several minutes for service.



**EXHIBIT A-1  
(STANDARD AGREEMENT)**

- B. Call Box calls should be handled within 3.5 minutes (210) of total call handling time. It is understood that the use of such services as the translation service contractor shall increase total call handling time to levels above this standard.
13. The CHP shall provide to SAFE, monthly, relevant summary Call Box traffic reports from the 9-1-1 Customer Premise Equipment (CPE) Management Information System (MIS) call data reporting program(s) at the CHP communications center handling Imperial County Transportation Commission's Call Box calls. If the CPE equipment including software at the communications center servicing SAFE fails, or malfunctions, these reports may not be available.
14. Call Box/Motorist aid Call Box system enhancements due to changing technology may require changes and/or upgrades to CHP communications center equipment. In such cases, Imperial County Transportation Commission shall be responsible for the procurement, installation, and maintenance of communications center's equipment pursuant to the GUIDELINES, Section IV, Paragraph 4, unless otherwise agreed to. All equipment procured for the CHP dispatch operations will be designed jointly by CHP and Imperial County Transportation Commission. No equipment will be installed in a CHP facility which does not meet all CHP operational and technical specifications. Communications center equipment purchased by SAFE and designed as CHP property shall be maintained by CHP, otherwise Imperial County Transportation Commission accepts responsibility.
15. The State shall provide a standard communications center telephone system which shall also be used to handle incoming motorist aid Call Box calls pursuant to the GUIDELINES, Section III, Paragraph C, Section 2. Any agreed upon changes above and beyond the standard telephone system specifically requested for the Imperial County Transportation Commission program shall be funded by Imperial County Transportation Commission.
16. The CHP agrees to submit an itemized invoice quarterly to Imperial County Transportation Commission which may include and shall not exceed the following charges:
- A. Personnel costs (salary and benefits) determined under the terms of this Agreement. The Public Safety Dispatcher (PSD) personnel costs shall be based on the third step of the wage scale for PSDs in effect at the time of invoicing. CHP's SAFE coordinator personnel costs will be based on the actual step of the wage scale for CHP's SAFE Coordinator position at the time of invoicing. These costs are subject to change according to increases and/or decreases in State of California salary and benefit rates, which are beyond CHP's control.
  - B. The current workload is absorbed by the local California Highway Patrol Communications Center in Ukiah, CA.
  - C. Indirect costs shall be applied to monthly personnel costs in accordance with

**EXHIBIT A-1  
(STANDARD AGREEMENT)**

California State Administrative Manual Sections 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by California Department of Finance and is subject to change each state fiscal year. The re-evaluation of staffing requirements shall include an explanation of the projected upcoming fiscal year indirect cost rate.

- D. Translation service charges directly attributable to motorist aid Call Box calls and billed to CHP by a translation service contractor shall be reimbursed by Imperial County Transportation Commission. The CHP shall maintain an agreement with a translation service vendor to provide necessary interpretation/translation services for motorist aid Call Box-related calls. The CHP shall bill Imperial County Transportation Commission, in arrears quarterly for charges billed by the translation service contractor. The SAFE invoices shall be accompanied by copies of billings from the translation service contractor.
- E. The telephone system costs (if applicable).
17. The total amount of this Agreement shall not exceed a maximum of **One Thousand Five Hundred Seventy-Two Dollars and Zero Cents, (\$1,572.00)**. Each quarterly invoice shall include a thorough explanation and justification for any new additional charges or changes to the amounts of past charges.

FY 2024/2025 (1/01/25 through 6/30/25), not to exceed \$262.00 (6 months)  
FY 2025/2026 (7/01/25 through 6/30/26), not to exceed \$524.00 (12 months)  
FY 2026/2027 (7/01/26 through 6/30/27), not to exceed \$524.00 (12 months)  
FY 2027/2028 (7/01/27 through 12/31/27), not to exceed \$262.00 (6 months)  
TOTAL: \$1572.00

Each quarterly invoice shall include a thorough explanation and justification of any additional charges for revisions to the amounts of past charges.

18. The project representatives during the term of this agreement will be:

STATE AGENCY Department of California Highway Patrol Communications Centers Support Section	CONTRACTOR Imperial County Transportation Commission
NAME Brenda Sweeny, CHP Safe Program Coordinator	NAME Marlene Flores, SAFE Program Manager
TELEPHONE NUMBER (916) 843-4280	TELEPHONE NUMBER (707) 671-7767
FAX NUMBER (916) 843-3896	FAX NUMBER (707) 671-7764
EMAIL Bsweeny@chp.ca.gov	EMAIL marleneflores@imperialctc.org
STATE AGENCY Department of California Highway Patrol Contract Services Unit	CONTRACTOR Imperial County Transportation Commission

**EXHIBIT A-1  
(STANDARD AGREEMENT)**

NAME Homayoun Lashkari, Contract Analyst	NAME Marlene Flores, SAFE Program Manager
ADDRESS 601 N. 7 <sup>th</sup> Street Sacramento, CA 95811	ADDRESS 1503 N. Imperial Ave., Suite 104 El Centro, CA 92243
TELEPHONE NUMBER (279) 224-6330	TELEPHONE NUMBER (760) 592-4494
FAX NUMBER (916) 322-3166	FAX NUMBER (760) 592-4497
EMAIL Homayoun.lashkari@chp.ca.gov	EMAIL marleneflores@imperialctc.org

19. This Agreement, and any attachments or documents incorporated herein by inclusion or reference, constitutes the complete and entire Agreement between CHP and Imperial County Transportation Commission, and supersedes any prior representations, understandings, communications, commitments, Agreements, or proposals, oral or written.
20. Under no circumstances shall Imperial County Transportation Commission or its subcontractor(s) use the name "California Highway Patrol" or "CHP" to promote a product, which is part of the Call Box system, without the written consent of CHP.
21. The CHP shall limit its review of SAFE's plans and specifications for upgrading or modifying Imperial County Transportation Commission's motorist aid Call Box system, which includes any potential operational affect to CHP Communications Centers, in accordance with the GUIDELINES.
22. This Agreement is entered into by the parties listed below and shall be effective upon approval by the Department of General Services Office of Legal Services. By executing this Agreement, the representatives of CHP and Imperial County Transportation Commission warrant that they have viewed and fully understand all provisions of this Agreement and are authorized to bind their respective agencies to all terms of the Agreement's provisions.

**EXHIBIT A-1  
(STANDARD AGREEMENT)**

STATE OF CALIFORNIA  
Department of California Highway  
Patrol (CHP)

IMPERIAL COUNTY TRANSPORTATION  
COMMISSION

\_\_\_\_\_  
SIGNATURE  
Jacquelyn Ngo, Commander  
Business Services Section

\_\_\_\_\_  
SIGNATURE – Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
SIGNATURE  
Signature, Attorney At Law

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**INVOICING AND PAYMENT**

1. For services and assistance herein, satisfactorily rendered and upon receipt and approval of invoices Imperial County Transportation Commission agrees to compensate California Highway Patrol (CHP) quarterly, in arrears for the rates specified herein. Upon receipt, payment shall be made to CHP as invoiced within thirty (30) days. If payment is not submitted because of a dispute, SAFE agrees to submit the reasons for the dispute to CHP within thirty (30) days or receiving the invoice charges.

The SAFE's proportional share billing "factor" shall be determined at the beginning of each fiscal year by comparing the number of motor vehicles registered within IMPERIAL COUNTY TRANSPORTATION COMMISSION's boundaries to the total number of motor vehicles registered in all counties who have entered into SAFE agreements with CHP. This proportional share shall be billed over four (4) fiscal quarters annually.

- A. The CHP will submit an itemized invoice to Imperial County Transportation Commission quarterly for the following charges:
  - 1) Personnel costs (salary and benefits) determined under the terms of the Agreement. Imperial County Transportation Commission shall reimburse CHP for all personnel costs associated with the number of operator positions CHP and Imperial County Transportation Commission agree are required to handle call box traffic. The CHP shall only increase or decrease the number of operators after receiving a written request/commitment from Imperial County Transportation Commission stating that Imperial County Transportation Commission shall assume all personnel costs for the additional positions.
  - 2) Indirect costs shall be applied to the monthly personnel costs in accordance with California State Administrative Manual Section 8752 and 8752.1. The indirect cost rate is determined by CHP and approved by the California Department of Finance and is subject to change each state fiscal year. The re-evaluation of staffing requirements shall include an explanation of the projected upcoming fiscal year indirect cost rate.
  - 3) Translation service charges directly attributable to motorist aid call box calls and billed to CHP by a translation service contractor shall be reimbursed by Imperial County Transportation Commission. The CHP shall bill Imperial County Transportation Commission, in arrears, quarterly for charges billed by the translation service contractor. The SAFE invoices shall be accompanied by copies of billings from the translation service contractor.
  - 4) The telephone system costs (if applicable).

**EXHIBIT B**

B. The fiscal year funding for this Agreement shall be as follows:

FY	Time Period	Amount	Quarters
24/25	01/01/2025 - 06/30/2025	\$262.00	2
25/26	07/01/2025 -06/30/2026	\$524.00	4
26/27	07/01/2026 -06/30/2027	\$524.00	4
27/28	07/01/2027 -12/31/2027	\$262.00	2
TOTAL		\$1572.00	12

C. The total amount of this Agreement shall not exceed **One Thousand Five Hundred and Seventy-Two Dollars and Zero Cents (\$1572.00).**

2. Each quarterly invoice shall include a thorough explanation and justification for any new additional charges or changes of the amounts of past charges (if applicable). Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than semi-annually in arrears to:

Imperial County Transportation Commission

Attn: Marlene Flores, Associate Transportation Planner

1503 N. Imperial Avenue, Suite 104

El Centro, CA 92243

Telephone: (760) 592-4494

Email: marleneflores@imperialctc.org

**A. Payment**

(1). Payment shall be made to:

Department of California Highway Patrol

P.O. Box 942900

Sacramento, Ca 94298-2900

Telephone: (916) 843-3583

Payment for these services may be made by corporate check, cashier's check, or money order in the invoiced amount. If a cashier's check, corporate check, or money order is submitted, it must be made payable to: "CHP Accounting Section." Please note the contract number in the "memo" section of the check and submit the check with a copy of the invoice so that it can be credited to your contract.

**EXHIBIT B**

**BUDGET CONTINGENCY CLAUSE**

- A. It is mutually agreed that if the California State Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds to the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for the purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an Agreement amendment to Contractor to reflect the reduced amount.

**3. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

## IV. CONSENT CALENDAR

### F. ATP Guidelines 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology

1. Approve the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
  - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
  - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.





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

August 8, 2024

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

SUBJECT: 2025 Active Transportation Program Regional Guidelines and 20-Point Scoring Methodology

Dear Committee Members:

Imperial County Transportation Commission (ICTC) staff has been working with staff from the Southern California Association of Governments (SCAG) in the review 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).

As a part of Senate Bill (SB) 1, the 2025 ATP Cycle 7 Call for Projects at the state level is expected to include about \$569 Million in Federal funding, State SB1, and State Highway Account (SHA) funding. The funding programming years include FY2025/2026, FY2026/2027 FY2027/2028 and FY2028/2029 funding years.

Per the 2025 guidelines issued by the California Transportation Commission (CTC), the program is divided into state and regional shares. Project applications that are not selected for funding from the state's share of the funds will be passed on to the Metropolitan Planning Organizations (MPOs) for consideration of regional share funding.

The goals of the ATP are to:

- Increase the proportion of trips accomplished by biking and walking;
- Increase the safety and mobility of non-motorized users;
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 and SB 391;
- Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding;
- Ensure that disadvantaged communities (DAC) fully share in the benefits of the program; and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

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

Per the 2025 ATP Statewide Guidelines, Regional Program funding must be administered by Metropolitan Planning Organizations (MPOs) working with Regional Planning Agencies and Transportation Commissions like ICTC to recommend projects receiving ATP Regional funds.

In this seventh call for projects of ATP funds, SCAG does not intend to host a separate Call for Projects. Caltrans will instead forward grant proposals from the SCAG region that were not awarded funding at the statewide selection round for consideration in the Regional Program. Therefore, all project applications must meet the state's criteria and be submitted to Caltrans first. Imperial received a total of five (5) applications during Cycle 7. Imperial County has an approximate ATP Regional fund amount of \$320,524 for project implementation and \$16,870 for planning and capacity building totaling \$337,394.

ICTC is responsible for scoring applications from Imperial County for their consistency with plans adopted by local and regional governments within the county. This scoring process is known as the Twenty (20) Point Methodology and allows for scoring of up to twenty (20) points maximum and zero (0) points minimum.

Assigning a methodology for the twenty (20) points needs to be completed by ICTC and during past cycles, ICTC has established a point-scoring methodology with the guidance of SCAG. For ATP Cycle seven (7) ICTC staff recommends the following scoring methodology:

- Twenty (20) points for projects identified in an adopted local and/or regional plan
- Zero (0) points for projects not identified in an adopted local and/or regional plan

The ICTC Technical Advisory Committee forwards this item to the Management Committee for discussion and recommendation to submit to the ICTC Commission after public comments, if any:

1. Approve the following methodology for assigning points of the 2025 Active Transportation Program Regional Guidelines:
  - a. Twenty (20) points for projects that have been identified in an adopted local and/or regional plan; and
  - b. Zero (0) points for projects that have not been identified in an adopted local and/or regional plan.

Sincerely,



David Aguirre  
Executive Director



## AGENDA ITEM 7 REPORT

Southern California Association of Governments  
April 4, 2024

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**To:** Transportation Committee (TC)  
Regional Council (RC)

**From:** Rachel Om, Senior Regional Planner  
213-630-1550, om@scag.ca.gov

**Subject:** SCAG ATP Cycle 7 Regional Guidelines

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EXECUTIVE DIRECTOR'S  
APPROVAL

*Kome Ajise*

### RECOMMENDED ACTION FOR TC:

Recommend that the Regional Council adopt Resolution No. 24-664-4 approving the 2025 Active Transportation Program Regional Guidelines.

### RECOMMENDED ACTION FOR RC:

Adopt Resolution No. 24-664-4 approving the 2025 Active Transportation Program Regional Guidelines.

### STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

### EXECUTIVE SUMMARY:

*On March 21, 2024, the California Transportation Commission (CTC) adopted the 2025 Active Transportation Program (ATP) Guidelines (Statewide Guidelines). Per the Statewide Guidelines, SCAG is responsible for adopting the 2025 ATP Regional Guidelines (Regional Guidelines) to direct the selection of projects receiving awards through the regional portion of the 2025 ATP. Approximately \$118 million is anticipated to be available in the SCAG region for programming through the 2025 ATP.*

### BACKGROUND:

On March 21, 2024, the CTC adopted the 2025 ATP Statewide Guidelines and announced the 2025 ATP call for projects. Statewide project applications are due on June 17, 2024. The 2025 ATP budget is approximately \$569 million and will cover fiscal years 2025/26 through 2028/29. Approximately sixty percent (60%) of the total funding awards will be recommended by the CTC through the Statewide Program and Small Urban/Rural Program components. Forty percent (40%) of the total funding awards will be recommended by Metropolitan Planning Organizations (MPOs) and included in regional programs. SCAG's share of the MPO component (SCAG Regional Program) is approximately \$118 million, fifty-two percent (52%) of the MPO component.

The proposed 2025 ATP Regional Guidelines outline the process by which SCAG, in collaboration with the CTC and the county transportation commissions within the SCAG region, will recommend funding awards for the 2025 ATP SCAG Regional Program. The draft 2025 ATP Regional Guidelines were developed by the SCAG ATP Subcommittee, which is comprised of SCAG staff and representatives from the six county transportation commissions. In preparation of sharing the guidelines with the SCAG Regional Council, these guidelines were reviewed by county transportation commission CEOs at their regular March 15, 2024 meeting. The Regional Guidelines retain many of the same funding policies as in previous cycles, including preserving population-based funding targets (see tables below) and dedicating 5% (\$5.9M) of the SCAG Regional Program resources for planning and capacity building projects (see below). Consistent with previous cycles, the SCAG Regional Program will award funding to two categories of projects: (1) Implementation Projects and (2) Planning & Capacity Building Projects.

*Implementation Projects:* No less than 95% of SCAG’s funding will be recommended to fund projects in this category, which include Infrastructure, Non-infrastructure, and Infrastructure with Non-infrastructure components projects. The selection process for Implementation Projects is consistent with previous ATP cycles and is predominately managed by the county transportation commissions. Eligible applicants must apply for these funds by submitting an application through the statewide ATP call for projects. Base scores are established through the statewide ATP review process. The Regional Guidelines allow county transportation commissions to prioritize projects by adding up to twenty (20) points, on a 120-point scale, to supplement the state-provided base scores. As in previous cycles, the Board of each county transportation commission shall approve the methodology for assigning the additional points, as well as approve the final project scores. Total funding available in each county is based on population-based funding targets.

## Implementation Projects Category: Funding Targets (95% of Regional Funds)

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$1,081
Los Angeles	52%	\$58,775
Orange	17%	\$19,052
Riverside	13%	\$14,957
San Bernardino	12%	\$13,263
Ventura	5%	\$5,034
<b>Total</b>	<b>100%</b>	<b>\$112,163</b>
*Population estimates based on American Community Survey 2022 1-Year Estimates		
**Population distribution displayed as rounded percentages, but funding targets calculated using actual percentages.		

**Planning & Capacity Building Projects:** Five percent (5%) of SCAG’s funding will be recommended to fund projects in this category, which includes Planning, Non-Infrastructure, and Quick-Build projects. The projects considered for funding in this category shall include projects that are submitted through the statewide ATP call for projects using the state’s Planning, Non-infrastructure, and Quick-Build applications and Planning and Quick-Build projects submitted through SCAG’s supplemental call for projects, which is integrated with SCAG’s Sustainable Communities Program, under the Active Transportation & Safety component (SCP-ATS). The SCP-ATS aims to align planning and capacity building resources with regional planning priorities and opportunities outlined in Connect SoCal, SCAG’s Regional Transportation Plan/Sustainable Communities Strategy. The SCP-ATS call for projects provides a more seamless, consolidated process for local jurisdictions and eligible applicants to secure resources from the ATP and other funds programmed by SCAG. The SCP-ATS guidelines are currently under development and will be brought to SCAG’s Regional Council later this year. As with the Implementation category, Planning & Capacity Building ATP regional funds shall be allocated to projects in each county using population-based funding targets.

## Planning & Capacity Building Projects Category: Funding Targets (5% of Regional Funds)

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$57
Los Angeles	52%	\$3,093
Orange	17%	\$1,003
Riverside	13%	\$787
San Bernardino	12%	\$698
Ventura	5%	\$265
<b>Total</b>	<b>100%</b>	<b>\$5,903</b>
*Population estimates based on American Community Survey 2022 1-Year Estimates		
**Population distribution displayed as rounded percentages but funding targets calculated using actual percentages.		

The ATP regional funds for Planning & Capacity Building projects are bolstered by a federal Safe Streets and Roads for All (SS4A) grant, which provides \$4.515 million for quick-build projects by leveraging \$3 million of ATP regional funds as matching funds for a total of \$7.515 million for quick-build projects. The ATP regional matching funds will be provided by each county’s Planning & Capacity Building ATP regional funding targets commensurate with the amount of quick-build project applications received and selected for funding. Therefore, if a county does not have any quick-build applications forwarded to the regional component from the statewide component or any quick-build applications submitted to the supplemental call for projects, then none of that county’s ATP regional funds will be leveraged as matching funds for the SS4A grant funds.

A staff recommended ATP Regional Program, assembled by combining project recommendations from the Implementation and Planning & Capability Building categories, will be reviewed by the Chief Executive Officers (CEOs) of the county transportation commissions to address any outstanding issues and achieve consensus prior to finalization of the program. The ATP Regional Program recommendations will be approved by the Boards or CEOs of the county transportation commissions prior to consideration by SCAG's Regional Council and submission to the CTC.

#### Next Steps

SCAG staff will continue to work with the county transportation commissions in the SCAG region, the CTC, Caltrans and other partners to provide outreach to ensure eligible applicants are aware of the ATP funding opportunities and provide technical assistance, resources and support as requested to facilitate regional competitiveness through the application submission period ending on June 17, 2024. Upon Regional Council approval, the 2025 ATP Regional Guidelines will be submitted to the CTC for consideration of approval at the June 27-28, 2024 CTC meeting. Finally, the 2025 ATP Regional Program will be submitted to the Regional Council for approval in April 2025.

#### **FISCAL IMPACT:**

Funding for staff work on this effort is included in the FY24 Overall Work Program (OWP) in project 050.0169.06 Complete Streets: Active Transportation Program and 050.0169.11 Active Transportation Program.

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

1. Draft 2025 ATP Regional Guidelines
2. Resolution No. 24-664-4 - Approving the 2025 Active Transportation Program (ATP) Regional Guidelines
3. PowerPoint Presentation - ATP Cycle 7 Draft Regional Guidelines

# **2025 Active Transportation Program Regional Guidelines**

## **Draft**

March 2024

Southern California Association of Governments  
Imperial County Transportation Commission  
Los Angeles County Metropolitan Transportation Authority  
Orange County Transportation Authority  
Riverside County Transportation Commission  
San Bernardino County Transportation Authority  
Ventura County Transportation Commission

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**2025 ACTIVE TRANSPORTATION PROGRAM REGIONAL GUIDELINES**

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## Introduction

### Purpose

The intent of this document is to successfully implement the Metropolitan Planning Organization (MPO) component of the California Active Transportation Program (ATP). The following 2025 ATP Regional Guidelines (Regional Guidelines) outline the roles, responsibilities, and processes for selecting projects to receive funding from the SCAG region's dedicated share of the 2025 ATP. The Regional Guidelines also outline the requirements for programming, allocation, project delivery, project reporting, project administration and program evaluation related to the 2025 Regional Active Transportation Program (Regional Program). The Regional Guidelines may be revisited and modified in order to remain consistent with the latest ATP Statewide Guidelines (Statewide Guidelines) and to consider innovative concepts and best practices to improve the Regional Program's efficiency and effectiveness.

### Background

- The goals of the ATP are to:
  - Increase the proportion of trips accomplished by biking and walking.
  - Increase the safety and mobility of nonmotorized users.
  - Advance the active transportation efforts of regional agencies to achieve greenhouse gas reductions goals as established pursuant to SB 375 and SB 391.
  - Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding.
  - Ensure that disadvantaged communities (DACs) fully share in the benefits of the program.
  - Provide a broad spectrum of projects to benefit many types of active transportation users.
- The [2025 Statewide Guidelines](#), adopted by the California Transportation Commission (CTC) on March 21, 2024, describe the policies, standards, criteria and procedures for the development, adoption and management of the ATP.
- Per Senate Bill 99 (Committee on Budget and Fiscal Review, Chapter 359, Statutes of 2013) and reflected in the 2025 Statewide Guidelines, 40% of the funds for the ATP must be distributed by MPOs in urban areas with populations greater than 200,000, with funds distributed to each MPO based on total MPO population.
- The funds distributed by the MPOs must be programmed and allocated to projects selected through a competitive process in accordance with the ATP Statewide Guidelines.

- An MPO choosing to use the same project selection criteria, weighting, minimum funding request amount, match requirement, and definition of a DAC as used by the CTC for the statewide competition may defer its project selection to the CTC.
- MPOs may also issue a separate, supplemental call for projects. If a call for projects is initiated, it will require development and approval of guidelines and applications. In administering a competitive selection process, an MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- Twenty-five percent (25%) of the regional funds must benefit DACs.
- The Statewide Guidelines allow for an MPO to make up to 2% of its 2025 ATP funding available for active transportation plans in DACs.
- The Statewide Guidelines establish five eligible project types:
  - Infrastructure Projects: Capital improvements that will further the goals of the ATP. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project phases proposed for programming, it must provide at least a preliminary estimate of costs for all phases. PSR guidelines are posted on the State Transportation Improvement Program (STIP) page of the [Commission's website](#) under "Background Information." *Please note that a capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.*
  - Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan that encompasses or is predominantly located in a DAC.
  - Non-infrastructure Projects: Education and encouragement programs that further the goals of the ATP. Non-infrastructure projects are not limited to those benefiting school students. Non-infrastructure projects can be start-up programs or new components of existing programs. The CTC intends to focus non-infrastructure funding on start-up projects. A project is considered to be a start-up when no program currently exists. All non-infrastructure projects must demonstrate how the program is sustainable after ATP funding is exhausted. ATP funds cannot fund existing or ongoing program operations.
  - Infrastructure Projects with Non-infrastructure components: These are capital projects with education or encouragement components.
  - Quick-Build Projects: Interim capital infrastructure projects that further the goals of the ATP. The Statewide call for projects has up to \$7 million set aside for quick-build projects. These projects require minor construction and are built with durable, low to moderate cost materials, and last from one year to five years. These projects have

moderate design flexibility to anticipate adjustments that may occur based on community feedback. The purpose of a quick-build project is to immediately implement safety needs, allowing a community to benefit quickly from improvements made, and/or allow the people of a community affected by the project to provide input and test the project improvements before they are permanently constructed.

- Per Statewide Guidelines, the following requirements apply specifically to SCAG:
  - SCAG must consult with the county transportation commissions, the CTC, and Caltrans in the development of the competitive project selection criteria. The criteria should include consideration of geographic equity consistent with program objectives.
  - SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located.
  - SCAG must obtain concurrence from the county transportation commissions.
- The SCAG Regional Program will be developed through coordination of the ATP Subcommittee, which is comprised of SCAG staff and representatives from each of the six county transportation commissions. The ATP Subcommittee drafts the Regional Guidelines, the Regional Program and administers tasks associated with project delivery. The county transportation commissions approve the Regional Program as it pertains to their respective county. SCAG's Regional Council approves the Regional Guidelines and Regional Program. The California Transportation Commission approves the Regional Guidelines and Regional Program.

### Fund Estimates for 2025 Regional ATP

The 2025 ATP [total statewide fund estimate is \\$568.7M](#) (March 2024). Per the 2025 ATP Statewide Guidelines, the MPO share is 40% of the total budget with funding distributed by population; the SCAG share is 52% of the MPO share.

The SCAG region's share of the 2025 ATP is \$118.066M, which includes funding in Fiscal Years 2025/26, 2026/27, 2027/28, and 2028/2029 to be programmed as follows:

Year (Fiscal)	Funds (\$1000s)
FY 25/26	20,761
FY 26/27	21,217
FY 27/28	37,816
FY 28/29	38,272
<b>Total</b>	<b>118,066</b>

## Eligibility

SCAG intends to apply the eligibility requirements as adopted in the 2025 Statewide Guidelines to the Regional Program.

## Regional Disadvantaged Communities Definitions

Per the Statewide Guidelines, MPOs, in administering a competitive selection process, have the option to use different criteria for determining which projects benefit disadvantaged communities. In addition, a regional definition may be considered for a project to qualify as benefitting a disadvantaged community. As part the 2024 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS, Connect SoCal), SCAG established "Priority Equity Communities" (PECs) as disadvantaged communities through a robust public outreach process that included the input of community stakeholders. The PEC criterion is intended to complement existing disadvantaged communities definitions established through SB 535 and the ATP Statewide Guidelines.

- Priority Equity Communities: census tracts in the SCAG region that have a greater concentration of populations that have been historically marginalized and are susceptible to inequitable outcomes based on a combination of the following socioeconomic factors: people of color, low-income households, limited vehicle and transit access, vulnerable ages, single parent households, people without a high school diploma, people with disabilities, housing cost burdened households, and people with limited English proficiency. See the [Connect SoCal 2024 Equity Analysis Technical Report](#) and [a map](#) of PECs in the SCAG region for additional details and to identify PECs.

## Project Selection Process

SCAG intends to award funding to projects in two program categories: Implementation projects and Planning & Capacity Building projects.

### Implementation Projects Category

Implementation projects include Infrastructure, Infrastructure projects with Non-infrastructure components, and Non-infrastructure projects as defined by the Statewide Guidelines and included in the Background above. No less than 95% of the total regional funds shall be dedicated to funding Implementation projects in the 2025 Regional ATP. Implementation funds shall be allocated to projects in each county using population-based funding targets (U.S. Census American Community Survey 2022 1-Year Estimates).

**Implementation Projects Category: Funding Targets (95% of Regional Funds)**

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$1,081
Los Angeles	52%	\$58,775
Orange	17%	\$19,052
Riverside	13%	\$14,957
San Bernardino	12%	\$13,263
Ventura	5%	\$5,034
<b>Total</b>	<b>100%</b>	<b>\$112,163</b>
<i>*Population estimates based on American Community Survey 2022 1-Year Estimates</i> <i>**Population distribution displayed as rounded percentages but funding targets calculated using actual percentages.</i>		

In this category, and consistent with previous ATP cycles, SCAG will select Implementation projects utilizing the CTC statewide applications, scoring, and ranking process. SCAG will only fund Implementation projects submitted through the statewide application process. However, SCAG and its member county transportation commissions will reserve the option to establish an evaluation committee and issue a supplemental call for proposals for Implementation projects in future ATP cycles.

The selection process shall occur as follows:

- Prior to scoring by the CTC, SCAG shall coordinate with each county transportation commission to ensure that all Implementation project applications submitted through the statewide call for proposals have been submitted to the county transportation commissions and SCAG.
- The county transportation commissions shall review the Implementation project applications and determine which projects are “consistent with plans adopted by local and regional governments within the county” per the requirements of SB 99. County transportation commissions may assign up to 20 points to each Implementation project application deemed consistent and meeting eligibility requirements.
- If a county transportation commission assigns additional points (up to 20) to a project for which they are the lead applicant, an explanation shall be provided to SCAG of how the scoring process resulted in an unbiased evaluation of the project.
- The board of each respective county transportation commission shall approve the scoring methodology/guidelines and point assignments, and staff will submit the methodology

and scores to SCAG for inclusion in the preliminary ranking of regional projects by February 5, 2025.

- SCAG shall establish a preliminary regional Implementation projects list based on the county transportation commissions' submissions that programs no less than 95% of the total regional funds and relies on population-based funding targets to achieve geographic equity.
- The county transportation commissions may also recommend funding for projects to be included on the Regional Program contingency list. Projects included on the Regional Program contingency list shall be included in the program reflecting the project score as detailed in the Fund Balance and Contingency List section below.

### **Planning & Capacity Building Projects Category**

Planning & Capacity Building projects may include the development of Non-infrastructure projects, Quick-Build projects, and Plans, as defined by the Statewide Guidelines and included in the Background section of the Regional Guidelines (above). The Regional Guidelines call for no more than 5% (\$5.903M) of the total regional funds be allocated in this category with a maximum of 2% (\$2.361M) dedicated to Planning projects in DACs/PECs.

As in several previous cycles, the pool of projects considered for funding in this category shall include projects that are submitted through the CTC's Statewide ATP call for projects using the state's Planning, Non-infrastructure, and Quick-Build applications and Quick-Build projects and Plans submitted through the supplemental call (Sustainable Communities Program) for Planning & Capacity Building projects issued by SCAG. The supplemental call for projects is integrated with SCAG's Sustainable Communities Program, under the Active Transportation & Safety component (SCP-ATS), which aims to align planning and capacity building resources with regional planning priorities and opportunities outlined in Connect SoCal, SCAG's Regional Transportation Plan/Sustainable Communities Strategy. The SCP-ATS call for projects provides a more seamless, consolidated process for local jurisdictions and eligible applicants to secure resources from the ATP and other funds programmed by SCAG. As with the Implementation category, Planning & Capacity Building ATP regional funds shall be allocated to projects in each county using population-based funding targets (U.S. Census American Community Survey 2022 1-Year Estimates).

**Planning & Capacity Building Projects Category: Funding Targets (5% of regional funds)**

County	Pop %*	Funding Amount** (\$1,000s)
Imperial	1%	\$57
Los Angeles	52%	\$3,093
Orange	17%	\$1,003
Riverside	13%	\$787
San Bernardino	12%	\$698
Ventura	5%	\$265
<b>Total</b>	<b>100%</b>	<b>\$5,903</b>
<i>*Population estimates based on American Community Survey 2022 1-Year Estimates</i> <i>**Population distribution displayed as rounded percentages but funding targets calculated using actual percentages.</i>		

If SCAG does not receive sufficient applications from each county to meet the Planning & Capacity Building funding targets outlined above, the county transportation commission may choose to allocate those funds towards the Implementation Project category.

For Planning & Capacity Building applications submitted through the statewide call for projects:

- SCAG will consider funding all unsuccessful Non-infrastructure, Quick-Build, and Plans applications submitted at the statewide level.
- The Non-Infrastructure, Quick-Build, and Plans applications submitted to the statewide competition will not be re-scored by SCAG. The initial score provided by the CTC shall be used in ranking the project against projects submitted through the supplemental call for projects.
- Non-infrastructure and Quick-Build projects awards will be capped at \$900k. If the funding request exceeds the \$900k cap, the project applicant will be required to provide matching funds to fully fund the project, or for Non-infrastructure projects, the project balance could be awarded through the Implementation projects category. Alternatively, the county transportation commission may fully fund the Non-infrastructure project as part of the Implementation projects category, if the project merits award through the process outlined above.
- Planning project awards will be capped at \$500,000. If the funding request exceeds \$500,000, the project applicant will be required to provide matching funds to fully fund the project. Since county transportation commissions may partially or fully fund Non-infrastructure projects through the Implementation projects category, the distribution of



funding for Plans is flexible across counties as long as funding for Plans does not exceed 2% of regional funds and Implementation projects account for at least 95% of regional funds.

### **Supplemental (Sustainable Communities Program) Call for Projects**

The ATP regional funds for Planning & Capacity Building projects are bolstered by a federal Safe Streets and Roads for All (SS4A) grant, which provides \$4.515 million for quick-build projects by leveraging \$3 million of ATP regional funds as matching funds for a total of \$7.515 million for quick-build projects. The ATP regional matching funds will be provided by each county's Planning & Capacity Building ATP regional funding targets commensurate with the amount of quick-build project applications received and selected for funding. Therefore, if a county does not have any quick-build applications forwarded to the regional component from the statewide component or any quick-build applications submitted to the supplemental call for projects, then none of that county's ATP regional funds will be leveraged as matching funds for the SS4A grant funds.

The supplemental call for projects, administered through SCAG's Sustainable Communities Program Active Transportation & Safety (SCP-ATS) component will be developed as follows:

- SCAG will develop SCP-ATS Guidelines, in consultation with the ATP subcommittee, consistent with the parameters established by the Regional Guidelines.
- The SCP-ATS Guidelines will include the same definition of DACs as used by the CTC in the statewide planning selection process and PECs as used by SCAG in the regional component.
- All Planning projects funded by ATP shall satisfy the CTC's requirements for the use of planning funds, including DAC requirements.
- Consistent with the Planning & Capacity Building applications forwarded from the statewide competition, SCAG will cap funding requests to \$900,000 for Quick-Build applications and \$500,000 for Planning applications.
- The SCP-ATS scoring criteria and associated points available for all project and application types will be as follows:
  - Mobility Benefit—Potential to increase walking/biking (0-25 points)
  - Safety Benefit—Potential to reduce the number and risk of pedestrian and bicycle fatalities and injury (0-35 points)
  - Public Health (0-10 points)
  - Disadvantaged Communities (0-10 points)
  - Public Participation (0-15 points)
  - Cost Effectiveness (0-5 points)



- In consultation with the county transportation commissions and input from ATP stakeholders, such as SCAG's Safe and Active Streets Working Group, SCAG will develop guidelines and applications for Quick-Build projects and Plans. Each application will be closely aligned with and aim to focus resources on the implementation of regional active transportation programs and strategies described in Connect SoCal 2024.

To establish a preliminary Planning & Capacity Building project list, applications from the supplemental call for projects and statewide call for projects will be ranked by county and prioritized by score. Funds will then be recommended to projects in consideration of the following principles:

- The total ATP funding recommended in this category will not exceed 5% of the total Regional Program.
- The total ATP funding for Planning projects, which shall be located in DACs/PECs, shall not exceed 2% of the total Regional Program.
- A minimum of \$7.515 million will be allocated for quick-build projects.
- Geographic equity shall be pursued and assessed programmatically across all funding sources programmed through the SCP-ATS with an effort to target investments in high need areas/communities.

## Recommended Regional Program

SCAG shall create a draft Regional Program that incorporates the preliminary project lists from the Implementation and Planning & Capacity Building project categories.

SCAG will analyze the draft Regional Program to ensure it meets the DAC requirements by allocating at least 25% to projects benefiting DACs (as defined by the Statewide Guidelines) or Priority Equity Communities (PECs).

If the total is less than 25%, SCAG will modify the preliminary regional project list to ensure the 25% mark is achieved, as follows:

- The lowest scoring project on the preliminary regional project list may be replaced with the highest scoring, funding-eligible DAC/PEC project within the same county. If the county has no other eligible DAC/PEC projects, the lowest scoring project on the preliminary regional project list shall be replaced with the highest scoring, funding-eligible DAC/PEC project(s) from the region.
- This process will be repeated until the 25% target is met.

- This process may lead to an outcome where a county receives less than its population-based share of the funding but is necessary to ensure the DAC requirements for the Regional Program are met.

For ease of administration, SCAG may, with the project sponsor's permission, consolidate one or more of the projects on the Planning & Capacity Building project list into a Regional Planning & Capacity Building project to be administered by SCAG on behalf of the sponsoring agencies. If sponsoring agencies choose to be part of the consolidated project, a five percent (5%) fee for administrative service will be included as a task in the project and SCAG will transfer the necessary project information to Caltrans for incorporation into the ATP project list.

The final recommended Regional Program will be reviewed by the county transportation commissions, Caltrans, and CTC staff to make any final adjustments and achieve consensus prior to submitting the Regional Program recommendations to the Chief Executive Officers (CEOs) of the county transportation commissions and boards, SCAG's Regional Council, and CTC for approval.

With consensus from the county transportation commission CEOs or their designees, SCAG's Executive Director may make technical changes to the program as needed to ensure the timely delivery of the regionally-selected projects.

## Programming

### Fund Assignments

SCAG is required to recommend the funding assignments for all projects proposed for funding in the Regional Program. The programming years for the 2025 ATP are State Fiscal Years 2025/26 to 2028/29. Per the Statewide Guidelines, the ATP must be developed consistent with the fund estimate and the amount programmed by fiscal year must not exceed the amount identified in the fund estimate. SCAG will aim to program in a fiscally-constrained manner. SCAG is also required to recommend the funding source for each project, such that the program as a whole aligns with the fund estimate for each programming year. In meeting these requirements, SCAG will adhere to the following process and guiding principles:

- Funding assignments will be made by SCAG and the county transportation commissions through a collaborative decision-making process.
- Funding assignments will be made to best align the funding source with the project type, size, and sponsors' capacity for obligating federal funds; therefore, federal and state funds will not be equally distributed in each county.

- State funds will be programmed to address the following regional objectives, listed in order of priority:
  - Reduce administrative burden for Planning & Capacity Building projects and projects requesting less than \$3.5M.
  - Completion of California Environmental Quality Act (CEQA) priorities projects for state only funding.
  - Expedite delivery of pre-construction phases of projects to ensure timely delivery of projects funded for multiple phases.

### **Partial Awards**

- County transportation commissions will be responsible for recommending partial awards for Implementation projects.
- SCAG and the county transportation commissions will only consider partial awards if the project sponsor meets one of the following requirements:
  - The applicant provides funds through additional sources to fully fund the project or phase of work requested.
  - The applicant demonstrates the means by which it intends to fund the construction of a useable segment, consistent with the Regional Transportation Plan (RTP).
  - The applicant downsizes the project scope in a manner such that the “new” project would receive the same scores or ranking as the originally proposed project. The ATP Subcommittee will determine the eligibility of a downsized project scope based on the representative county transportation commission’s request. The request shall include:
    - An explanation of the proposed scope change.
    - The reason for the proposed scope change.
    - The impact which the proposed scope change would have on the overall cost of the project.
    - An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit).
    - An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit).
    - An explanation of the methodology used to develop the aforementioned estimates.

- For projects that fall into the Large Infrastructure category as defined in Statewide Guidelines, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment or phase of work, consistent with the RTP.
  - Uncommitted funds may only be from ATP, Local Partnership Program (formulaic or competitive), or federal discretionary grant program funds. The applicant must indicate its plan for securing a funding commitment, explain the risk of not securing that commitment, and identify its plan for securing an alternate source of funding should the commitment not be obtained. If a project with uncommitted funds is programmed, all funding commitments for that phase must be secured prior to July 1 of the fiscal year in which the project is programmed or the project will be removed from the program.
- If funding is made available (i.e., due to an ineligible project determination), the available funding will be prioritized for a threshold project receiving a partial award within the county where the funding was awarded initially. If the available funding exceeds the amount needed for fully funding the partial award, the surplus shall be made to the highest scoring project on the contingency list within the county where the funding was initially awarded. The surplus may also be made available for a partial award in another county, pending approval of the ATP Subcommittee.

### **Fund Balance & Contingency List**

Any funds that are not assigned by SCAG to projects in the Regional Program will be returned to the state and incorporated into the fund estimate for subsequent ATP cycles. To maximize funds available in the region, the following steps will be pursued:

- The initial recommended Regional Program to the CTC will identify projects that program 100% of the region's share of ATP funds. If a balance exists after each county has exhausted to the greatest extent possible its Implementation and Planning & Capacity Building projects funding targets, SCAG, in consultation with the county transportation commissions, will recommend the fund balance be awarded to fully or partially fund the highest scoring and/or shovel ready "contingency" project(s) (see below) across all counties.
- If the final project on a county's list exceeds the county's ATP funding target, the county transportation commission may work with the project sponsor to explore the feasibility of a partial award, as noted above. If a partial award is determined to be insufficient and infeasible, the county transportation commission may recommend fully or partially funding to the subsequent highest scoring projects on the county's list.

- The recommended Regional Program will include a contingency list of Implementation and Planning & Capacity Building projects that will be in place until the next cycle of ATP funding. Implementation projects will be ranked in priority order based on the county transportation commission's evaluation scoring. Planning & Capacity Building projects will be ranked in priority order based on the project's statewide evaluation score. SCAG intends to fund projects on the contingency list should there be any project failures or savings in the Regional Program. When a contingency project is advanced for funding due to project failure from the Implementation list of projects, SCAG, in consultation with the county transportation commissions, will strive to replace the failed project with a project from the same county from the Implementation list. When a contingency project is advanced for funding due to project failure from the Planning & Capacity Building list of projects, SCAG, in consultation with the county transportation commissions, will strive to replace the failed project with a project from the same county from the Planning & Capacity Building list. In recommending replacement projects, SCAG and the county transportation commission may consider both project ranking and project readiness. If contingency projects are not amended into the program, they will remain unfunded and project sponsors may resubmit them for future ATP cycles.
- SCAG and/or the county transportation commissions are encouraged to review the initial project work schedule to determine timeline feasibility and propose revisions where necessary.

### **Program Amendments**

The Regional Guidelines allow SCAG to amend the Regional Program to remove and advance projects. An annual report, as necessary, will be provided to the Regional Council on program amendments. Amendments to the Regional Program may occur under the following conditions and in the following manner:

- Program amendments may only take place after the adoption of the Regional Program and before the adoption of the subsequent Regional Program, as outlined in the Contingency section above.
- If project design, right-of-way, or construction are programmed before the implementing agency completes the environmental process and following completion of the environmental process, updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, then future funding for the project may be deleted from the program. It is the responsibility of the county transportation commission to recommend to SCAG that the project be deleted from the program if warranted. The county transportation

- commission that recommends project deletion may, in a reasonable timeframe, recommend replacing the deleted project with a project on the Contingency List.
- If a county transportation commission recommends deletion of a project and has not identified a replacement project for the contingency list in a reasonable timeframe, then SCAG will collaborate with the county transportation commissions to identify a suitable replacement project from the region-wide contingency list and amend the project into the Regional Program.
  - In order to ensure the timely use of all program funds, the CTC will consider allocating funds to projects programmed in a future fiscal year on a first-come, first-served basis. SCAG will recommend approval of an advancement request if the project is:
    - A Planning project and SCAG deems the project ready for allocation (see Allocation, below); or
    - An Implementation project, and the county transportation commission recommends advancement of the project.

All Program amendments must be approved by the CTC following recommendations from SCAG and the county transportation commissions.

### **FTIP Amendments**

All projects funded by the 2025 Regional Program must be amended into the Federal Transportation Improvement Program (FTIP).

- The county transportation commissions will be responsible for programming their respective Implementation and Planning & Capacity Building projects into the FTIP.
  - Projects that are regionally significant and Transportation Control Measures (TCM) must be individually listed in the FTIP by the county transportation commission.
  - Projects that are not regionally significant or TCMs may be entered as a group listing by project function, using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93. For further information on Grouped Project Listings, please refer to the 2025 FTIP Guidelines ([2025 Federal Transportation Improvement Program \(FTIP\) Guidelines, November 2023 \(ca.gov\)](#), pages 99 – 120).
- SCAG shall be responsible for programming projects administered by SCAG into the FTIP.
- The county transportation commissions and SCAG shall aim to program all 2025 ATP projects, regardless of programming year, in the 2025 FTIP amendment cycle.

## Allocation

The Statewide Guidelines defers to the Regional Guidelines for concurrence or recommendation letters for all allocation requests for projects funded in the MPO component. SCAG shall defer this responsibility to the county transportation commissions for all projects, except for those selected through the SCP-ATS and managed by SCAG, and delegates providing concurrence on project requests for allocations and time extensions and ensuring project are consistent with FTIP programming to respective county transportation commissions.

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines were adopted in October 2017 and are on the [CTC's website](#).

## Project Delivery

Per the Statewide Guidelines, ATP allocations are requested by project phase, and each allocation must be requested in the fiscal year that the phase is programmed. When funds are not allocated within the fiscal year they are programmed or within the time allowed by an approved extension, the funds will lapse, and the phase will be deleted from the ATP. Refer to the ATP Statewide Guidelines and the [Caltrans ATP Timely Use of Funds](#) resources for complete project delivery requirements.

Extension requests for a project in the SCAG Regional Program must include concurrence by county transportation commissions.

Caltrans will track the delivery of ATP projects and submit to the CTC a semiannual report showing the delivery of each project phase. SCAG will analyze these reports to identify project delivery issues in the SCAG region and work with the county transportation commissions and the project sponsor to resolve any issues.

## Project Scope Change

In the event that a project requires a scope change, the project sponsor shall submit a request for scope or budget change to SCAG and the responsible county transportation commission for review and approval. The request for scope change shall include:

- An estimate of the impact of the proposed scope change on benefits to disadvantaged communities, if applicable (increase or decrease in benefit).
- Evidence of public support for the new scope.
- Revalidation of the environmental document(s), if needed.

- How the scope change impacts the project schedule.
- For projects in which the original ATP scope has been or will be completed through a different project or funding source, the implementing agency must submit an explanation of the overlapping scopes of the projects and/or change in funding source. If the scope change is approved, the agency must continue to report on any items that were in the original ATP scope but were or will be completed through a different project or funding source.
- Identification of any funding sources used to complete the project that were not included in the project application.
- Identification of any savings expected due to a reduced or modified scope.
- An explanation of how the scope change affects the project budget, and how increases will be funded, or savings will be utilized.

Following recommendation from SCAG and the county transportation commissions, all scope changes must be approved by the CTC.

## Project Reporting

The ATP adheres to the program accountability requirements set forth in the SB 1 Accountability and Transparency Guidelines. The reporting provisions specified in the SB 1 Accountability and Transparency Guidelines apply to all projects programmed in the ATP. All implementing agencies must submit quarterly progress reports, a completion report, and a final delivery report to Caltrans. Implementing agencies should refer to the [Caltrans ATP Project Reporting website](#) for details, which provides links and guidance to CalSMART, the reporting platform for all projects except for Quick-Build projects, which require a separate reporting form (see under “Quarterly Progress Reporting”).



## Schedule

Action	Date
CTC adopts ATP State Guidelines	March 22, 2024
Statewide call for projects opens	March 22, 2024
SCAG Regional Council (RC) adopts draft ATP Regional Guidelines	April 4, 2024
Draft Regional Guidelines submitted to CTC	May 10, 2024
SCAG RC adopts SCP-ATS guidelines	June 6, 2024
SCP-ATS call for projects opens	June 6, 2024
Statewide call for projects close (postmark date)	June 17, 2024
CTC approves or rejects Regional Guidelines	June 27, 2024
SCP-ATS call for projects closes	September 27, 2024
CTC shares recommendations for statewide and small urban and rural projects	November 1, 2024
CTC adopts statewide and small urban and rural projects	December 5, 2024
County transportation commissions' 20-point scoring methodology submitted to SCAG	February 5, 2024
County transportation commissions submit recommended project lists to SCAG	February 5, 2025
Project PPRs for partially funded projects due to SCAG	February 5, 2025
Draft Regional Program submitted to CTC	February 21, 2025
SCAG RC adopts SCAG Regional Program	April 3, 2025
Final Regional Program submitted to CTC	April 22, 2025
CTC adopts Regional Program	June 2025

## Contact Information

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**Tim Sandoval, Pomona**

**RESOLUTION NO. 24-664-4**

**A RESOLUTION OF THE SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING  
THE 2025 ACTIVE TRANSPORTATION PROGRAM (ATP) REGIONAL  
GUIDELINES**

**WHEREAS**, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. § 5303 et seq.;

**WHEREAS**, the Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking;

**WHEREAS**, Streets and Highways Code Section 2382(k) allows the California Transportation Commission (Commission) to adopt separate guidelines for the metropolitan planning organizations charged with awarding funds to projects pursuant to Streets and Highways Code Section 2381(a)(1) relative to project selection;

**WHEREAS**, the Active Transportation Program Guidelines (Resolution G-24-31) requires the Commission to adopt a metropolitan planning organization's use of project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities when differing from the statewide guidelines adopted by the Commission on March 21, 2024;

**WHEREAS**, SCAG developed the Regional Program Guidelines with input from the six Southern California county transportation commissions to govern award of projects funded through the SCAG Regional Program;

**WHEREAS**, the Active Transportation Program Guidelines require metropolitan planning organizations to submit their ATP Regional Guidelines to the Commission by May 10, 2024;

**WHEREAS**, attached with this Resolution as Exhibit "A" is SCAG's 2025 Active Transportation Program Regional Guidelines; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Regional Council of the Southern California Association of Governments, that it approves SCAG's 2025 Active Transportation Program Regional Guidelines.

**BE IT FURTHER RESOLVED THAT:**

1. The Regional Council authorizes SCAG staff to submit the 2025 Active Transportation Regional Guidelines to the California Transportation Commission for approval.

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at its regular meeting this 4<sup>th</sup> day of April, 2024.

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Art Brown  
President, SCAG  
City of Buena Park

Attested by:

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Kome Ajise  
Executive Director

Approved as to Form:

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Jeffery Elder  
Chief Counsel



## Cycle 7 Active Transportation Program (ATP): Regional Guidelines

Transportation Committee

April 4, 2024

[WWW.SCAG.CA.GOV](http://WWW.SCAG.CA.GOV)

### Cycle 7 ATP: Funding

- Programs four years of funds: FY25/26 to FY28/29
- Approximately **\$569M** funding statewide
  - 50% Statewide
  - 10% to Small Urban & Rural
  - 40% to MPOs with 200,000+ population
- SCAG's regional share is approximately **\$118M** over four years

## Cycle 7 ATP: Guidelines Development

- Regional guidelines developed by ATP subcommittee:
  - SCAG staff
  - Representatives from six county transportation commissions
- Shaped by State ATP guidelines and regional priorities

## Cycle 7 ATP: Funding Distribution

- 95% of regional funds to Implementation Projects:
  - Infrastructure, Non-infrastructure, and Combination (I+NI)
  - Approximately \$112M over four years

County	Population	Funding Amount (\$1,000s)
Imperial	1%	\$1,081
Los Angeles	52%	\$58,775
Orange	17%	\$19,052
Riverside	13%	\$14,957
San Bernardino	12%	\$13,263
Ventura	5%	\$5,034

## Cycle 7 ATP: Funding Distribution

- 5% of regional funds to Planning & Capacity Building Projects:
  - Planning, Non-infrastructure, and Quick-Build projects
  - Approximately \$5.9M over four years

County	Population	Funding Amount (\$1,000s)
Imperial	1%	\$57
Los Angeles	52%	\$3,093
Orange	17%	\$1,003
Riverside	13%	\$787
San Bernardino	12%	\$698
Ventura	5%	\$265

## Cycle 7 ATP: Additional Federal Funding

- Planning & Capacity Building ATP regional funds bolstered by a federal Safe Streets and Roads for All (SS4A) grant
  - \$4.5M SS4A + \$3M ATP regional match = \$7.5M for quick-build projects
  - Each county's Planning & Capacity Building funds will provide match reflecting number of project applications submitted and selected for funding
- Quick-builds are interim capital improvement projects:
  - Use durable, low to medium cost elements
  - Address safety issues and needs in near-term
  - Test out project designs for feasibility, effectiveness, and community feedback

## Quick-Build Examples



*El Monte Quick-Build  
curb extension*



*Los Angeles Quick-Build  
hardened center line, student valet*



*Ojai Quick Build  
planter-protected bike lane*

## Cycle 7 ATP: Sustainable Communities Program

- Under Planning & Capacity Building, SCAG will issue supplemental call for projects through Sustainable Communities Program Active Transportation & Safety component (SCP-ATS)
- SCP-ATS aims to align resources with Connect SoCal 2024 implementation
- SCP-ATS guidelines and call for projects will be brought to TC and RC later this year



## ATP Cycle 7 Schedule: Key Dates

2024

- March 21 – June 17: Statewide ATP call for projects
- April 4: SCAG adopts Regional ATP Guidelines
- May 10: SCAG submits Regional ATP Guidelines to CTC
- June 6 (tentative): SCAG adopts SCP-ATS Guidelines
- June 6 – September 27 (tentative): SCP-ATS Call for Projects
- December 5: CTC adopts Statewide Projects

## ATP Cycle 7 Schedule: Key Dates

2025

- February 21: SCAG submits draft recommended regional projects to CTC
- March: SCAG TC recommends approval of regional projects
- April: SCAG RC recommends approval of regional projects
- June: CTC adopts regional projects





# THANK YOU!

For more information, please visit:  
<https://scag.ca.gov/active-transportation>

# **V. REPORTS**

- 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:** August 14, 2024  
**To:** ICTC Management Committee  
**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 August 14, 2024.

- 1) **Active Transportation Program, Cycle 7:** The California Transportation Commission (CTC) has released the Active Transportation Program (ATP) guidelines as of March 22, 2024. Approximately \$568 Million funding will be available for fiscal years 2025/26 through 2028/29 statewide. **Applications were due to the CTC by June 17, 2024.** Imperial County applicants were asked to submit a copy of their applications to the Imperial County Transportation Commission (ICTC). For a copy of the adopted ATP guidelines please refer to Active Transportation Program Guidelines directly at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle7>.

In addition, only applicants that submit applications to the statewide ATP will be eligible for Regional ATP funds. Imperial County anticipates approximately \$1.1 million in ATP Cycle 7 Regional Funds will be available for all applicants that are not successful in the statewide call. There might also be additional funding available for quick build type projects. ICTC staff have developed an ATP factsheet for reference to both funding opportunities. Also, the Regional Active Transportation Plan adopted by ICTC is a valuable resource for agencies seeking funding through ATP Cycle 7. The document outlines priorities for each jurisdiction within Imperial County and was developed with significant input from the public. This input likely reflects the needs and preferences of the local community, making it a valuable tool for agencies seeking to align their grant proposals with the region's priorities. The ATP document is on the ICTC website at [https://www.imperialctc.org/assets/documents/transportation-plans-and-studies/ICTC-ATP\\_Final-Document\\_2022.02.28\\_Reduced-Size.pdf](https://www.imperialctc.org/assets/documents/transportation-plans-and-studies/ICTC-ATP_Final-Document_2022.02.28_Reduced-Size.pdf)

*ICTC received correspondence indicating five (5) applications for the Imperial County Region. Applications were submitted by the City of El Centro, Imperial County Office of Education, Heber Public Utility District, City of Calipatria and City of Holtville.*

*As a result of the State of California's budget deficit the ATP program overall funding was reduced significantly. Funding was anticipated to be \$568 Million overall but was ultimately reduced to approximately \$168 Million. Also, because of the budget deficit and associated cuts, the anticipated Imperial County Regional Share was reduced to approximately \$300k. More information is to come pertaining to State and Regional Share awards.*

- 2) **2024 Local Partnership Program, Cycle 5:** The Road Repair and Accountability Act of 2017 (Senate Bill 1) created the Local Partnership Program (LPP) as a program to reward and incentivize local or regional transportation agencies that have sought and received voter approval of taxes or that have imposed fees, which taxes or fees are dedicated solely for transportation improvements. The program is implemented by the California Transportation

Commission (CTC). The CTC is scheduled to adopt the 2024 LPP Program Cycle 5 Guidelines on August 15-16, 2024. Upon adoption of the Cycle 5 Guidelines the Call for Projects will open. The LPP Grant funds require a one-to-one match. The Imperial County Region's estimated allocation amount for FY 2025/26 is \$524million and \$520 million for FY2026/27 for a total of \$1,044 million.

In the past call for projects, ICTC staff proposed options to TAC members for the distribution of the LPP funds. The distribution calculations proposed were Option 1- Population and Maintained Mileage Based Distribution and Option 2- Using a Flat Distribution in addition to Population and Maintained Mileage Distributions. The proposed distribution is similar to the Local Transportation Authority (LTA) formula distribution. Once TAC members review and recommend one of the Proposed Distribution plans, the intention is to forward the recommended distribution plan to the Commission for approval and to authorize ICTC to open the Call for Projects for the Local Partnership Formulaic Program Cycle 5.

**The Call for Projects for the CTC is anticipated to open on August 16, 2024, with a deadline of November 15, 2024.**

- 3) **ICTC/IVT Operations and Maintenance Facility:** ICTC staff has engaged with the proposed property owner's representative about ICTC's interest in the property. ICTC has also communicated with the city of El Centro regarding action items that would need to take place to facilitate the goal of the project. ICTC has also communicated with grant agencies and our Zero Emission Bus Plan engineering consultant to develop a preliminary site plan of the proposed improvements. Next steps include executing a Letter of Intent with the property owner, continuing coordination with the city of El Centro, and to begin conducting the required environmental studies like a Phase 1 Site Assessment. ICTC will also continue to work on grant opportunities to fund the acquisition of the property. The site plan will also be shared with the commission upon completion. Staff is working on grant applications to fund the preliminary phases of the project.
- 4) **Niland Bus Stop Implementation and Improvements:** ICTC staff has evaluated a few locations that may be suitable to integrate a potential bus stop. ICTC will continue to evaluate proposed locations and look for opportunities to potentially integrate the additional stop into its existing route.
- 5) **Community Project Funding/Congressionally Directed Spending (CPFCDS):** ICTC recently received an award of 4.1 million dollars to be utilized towards the Callexico Intermodal Transportation Center Project. The project has already received awards from the RAISE, ATP and REAP 2.0 programs. We would like to thank our local, State and Federal Partners and Congressman Raul Ruiz for their continued support of the project, ICTC and the Imperial County. ICTC would also like to congratulate the cities of Imperial and El Centro, the County of Imperial and the Imperial Irrigation District on their awards. *ICTC will continue to work with all the awardees to ensure that their projects are programmed to enable the use of the project funding.*
- 6) **Surface Transportation Block Grant Program (STBG), Carbon Reduction Program (CRP) and Congestion Mitigation and Air Quality Program (CMAQ) 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026:** The STBG, CRP and CMAQ Call for Projects began on November 9, 2023. Applications were due on Friday, January 26, 2024, at the ICTC office. All agencies were provided guideline documentation were encouraged to submit potential projects.

Program	Applicants	Total Value Requested by All Applicants
CMAQ	City of Imperial	\$388,000
STBG	City of Imperial, City of Brawley and City of El Centro	\$2,416,000
CRP	ICTC – City of Imperial	\$1,083,000

Due to the number of projects submitted, ICTC was able to evaluate all projects internally without utilizing the normal process which involves all cities participating in the scoring and ranking process. ICTC recommended projects to SCAG as part of the final submittal process. SCAG recently approved the list of projects anticipated to receiving

funding. The project list is as follows:

Program	Applicants	Total Value Requested by All Applicants
CMAQ	City of Imperial – Aten Blvd Sidewalk Installation Phases 1 through 3	\$388,000
STBG	City of Imperial – P Street Rehab	\$519,000
STBG	City of El Centro – S. Imperial Avenue Utility Relocations	\$520,000
STBG	City of Brawley – Western Avenue Improvements	\$599,000
CRP	ICTC – EV Charger Study	\$150,000
CRP	City of Imperial – EV Charger Installation Phases 1 and 2	\$622,000

ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP). *Several projects have already started development for use of the grant funds.*

- 7) **Imperial Valley Transit and Associated Services Operations and Maintenance Request for Proposals:** *ICTC's existing agreement with its current operator (Transdev) has concluded. As required by federal law, ICTC issued a Request for Proposals (RFP) to qualified transit operations and maintenance operators. The RFP was issued on February 16<sup>th</sup>, 2024. The new agreement will be for a 5-year fixed period with two additional single-year options. ICTC received multiple responses to its RFP and ultimately ICTC awarded the agreement to Transdev, services continue to be provided and ICTC Staff is working with Transdev staff to strategically improve services.*
- 8) **Imperial County EV Charging Infrastructure Feasibility Study** – ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities. *Staff is currently working on the development of the Scope of Work for the project to proceed to the issuance of a Request for Proposals.*
- 9) **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 was anticipated to be completed at the beginning of 2023 but suffered delays due to the issuance of the presidential permit. Approximately 87% of construction efforts have been completed. The project was temporarily placed on hold for 6 months due to the issuance of the presidential permit to relocate the border fence. The Presidential Permit was received on July 7, 2023. On November 15, 2023, GSA, ICTC, and regional partners celebrated the completion of Stage 1 of the project with a Ribbon Cutting celebration. ICTC Executive Director David Aguirre led the ceremony. Speakers included ICTC Chair Mike Goodsell, CBP Calexico Port Director Roque Caza, GSA Pacific Rim Region Public Buildings Service Deputy Regional Commissioner Amanda Sweeney, FHWA Senior Project Engineer Tay Dam, Caltrans District 11's South County and Trade Corridor Director Nikki Tiongo, CTC

Commissioner Clarissa Reyes Falcon, and Head Counsel of the Mexican Consulate in Calexico Tarcisio Montes de Oca. The event concluded with the anticipated Ribbon Cutting followed by media opportunities. For additional information regarding this project visit the ICTC website at: <https://www.imperialctc.org/projects/calexico-east-port-of-entry-bridge-expansion>. *Stage 3 of the project which consists of the completion of the improvements to the passenger vehicles lanes is now complete. Stage 4 of the project is now complete which consists of the retrofit activities and roadway striping. The final project improvements which consisted of the reinstallation of new bolts under the existing bridge section was completed in early August 2024. The project is now in closeout phase.*

- 10) **Imperial Mexicali Binational Alliance (IMBA):** *An IMBA meeting and strategic planning session was held in the City of Mexicali's Preparatoria y Universidad 16 de Septiembre, on January 16, 2024. At the strategic planning meeting, the committee developed the schedule for the year. The following are the remaining dates scheduled for IMBA in 2024.*
  - **September 12<sup>th</sup> – Mexicali**
  - **November 14<sup>th</sup> (Strategic Planning and IMBA meetings) – Imperial County**
- 11) **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 its transit programs. Due to the previous labor issues, ICTC implemented free fares for all services to assist with the inconvenience to the public. The labor issues have since been resolved but ICTC will continue to offer free fares to the public until further notice. ICTC was also able to secure a second grant to provide free fares for all services with the exception of the Calexico On Demand service. The free fares program ended in June with existing fares being re-implemented on July 1, 2024. A formal public hearing was held on March 27, 2024, prior to the Commission Meeting.*
- 12) **IVT Ride Potential Service Modifications:** *IVT Ride is a dial-a-ride service that is available to seniors (55 years of age or older) and persons with disabilities in the communities of Calexico, Heber, El Centro, Imperial and Brawley. The service primarily operates in an intracity capacity with the exception of the communities of El Centro, Imperial and Heber and the Westshores service which travels to the city of Brawley or the Coachella Valley. The Westshores service is also available to the general public. Due to continuing declining ridership on all IVT Ride services, staff are exploring the possibility of modifying the service to provide trips to the general public but still provide priority to the senior population. The possible modification would enable the service to capture additional passengers and implement a microtransit like service in various communities. The possible modification would also require financial investment in technology and the development of a passenger web and mobile application. Staff anticipates bringing the further evaluated concept to the Management Committee and Commission in the coming months. Staff are also pursuing funding opportunities to facilitate the possible transition of the service.*
- 13) **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 private bus companies, taxis and farm labor buses. ICTC previously received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. The environmental and design phase has been completed. Right of Way Acquisition is underway. ICTC has already acquired 2 of the required 3 properties for the project. The City of Calexico Council approved the commencement of the eminent domain process for two of the required properties. ICTC was recently awarded multiple grants to complete the required construction efforts for the project. ICTC received grant awards from the Regional Early Action Planning (REAP) 2.0, Active Transportation Program (ATP) and Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Programs. Due to the anticipated State budget deficit, REAP 2.0 funding may be impacted. SCAG is working to ensure that the REAP 2.0 funding is not negatively impacted. ICTC is working with SCAG to identify possible alternative funding sources in the interim.*

*It is anticipated that the project will start construction in October 2024. The final set of contract documents are being prepared in anticipation of the construction bidding phase.*

- 14) **Bus Stop Improvement Project:** Staff are working on developing a bus stop improvement project across multiple cities throughout the county. The project consists of installing various bus shelters and potentially other amenities. ICTC will be coordinating with the various cities to complete the development. *ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies. The project design is ongoing and is anticipated to be completed in the new few months.*
- 15) **Transit Comprehensive Operational Analysis** – Staff was able to secure grant funding to complete a Transit Comprehensive Operational Analysis (COA). The COA is a comprehensive evaluation of ICTC’s existing transit services while also presenting evaluation findings and recommendations to further improvement of ICTC’s existing public transit system. ICTC intends to evaluate all ICTC operated services in addition to incorporating an assessment of the feasibility of intercity passenger rail. *Staff recently released the Request for Proposals to the public and are anticipated to work towards a contract award in September/October 2024. The analysis is anticipated to take a year to complete.*
- 16) **EV Charger Installation Project:** Staff are working on developing an EV charger installation project across multiple cities throughout the county. ICTC will be coordinating with the various cities to complete the development. *It is anticipated that the project will be completed within FY23-24/FY24-25.*
- 17) **2022 Long Range Transportation Plan:** The ICTC in its capacity as the Regional Transportation Planning Agency is responsible for leading 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 process took around 18 months to complete, and included various outreach activities including several pop-up events, technical and stakeholder meetings. The final LRTP document adoption took place in the month of February 2024. The completed document and project listings are posted on the ICTC website for review and download, at <https://www.imperialctc.org/publications-and-reports/transportation-plans-and-studies>.
- 18) **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 took place at the ICTC offices on Wednesday, March 29, 2023, at 9 a.m. Further updates to the PSR are anticipated along with additional meetings to discuss the updated PSR. *The updated PSR was recently completed, the PSR will be presented to the commission at the upcoming meeting.*
- 19) **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 since the removal of the free fares and has been well received. ICTC has been working with CMO to obtain additional funding for the project. ICTC was awarded an additional \$500,000 to be utilized for operations of the service and additional service hours. The contract amendment with the operator was approved at the June 23, 2024 meeting. ICTC is pursuing additional grant opportunities to continue to fund the project.*



- 20) **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 is 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. CBP will be working with Caltrans to obtain environmental clearance once funding for construction is obtained. The improvement plans have been prepared in final draft form and have been submitted to Caltrans for review. Caltrans has provided review comments on the project improvement plans. ICTC will work with the design engineer to complete the required updates. Environmental submittal is pending submittal by CBP.*

- 21) **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.*
- 22) **Clean California Bus Stop Improvement Project:** Through Clean California Round 1 Funding, Caltrans was able to secure funding to complete bus stop and shelter improvements in the communities of Niland, Calipatria, Brawley and Holtville along various state routes. Caltrans, ICTC and the communities worked together to identify locations, in addition to reviewing possible secondary amenities such as trash enclosures. Construction activities for the new bus stop improvements began on March 13, 2023. The project bus stop improvements were completed in November/December 2023. The final set of bus stop improvements were completed in the city of Brawley in late March/early April 2024.
- 23) **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 began in September 2022. GSA recently awarded a new contract for the construction efforts associated with the new pedestrian crossing facility.*
- 24) **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. Projects are underway at various stages by the agencies. Staff recommendations were approved at the January Commission meeting. See the table below for further information.

Regional ATP Projects		
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>

- 25) **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.
- 26) **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. Strategy outcomes are scheduled to be presented to SANDAG and ICTC groups as well as community organizations such as IMBA and AB617 meetings starting in June in Imperial County.
- 27) **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. The portion of the project that consisted of the north side of Highway 98 between Highway 111 and Ollie Avenue has been completed. Caltrans recently completed the southeast/northeast side of Highway 98 between Highway 111 and Rockwood Avenue.*

- 28) **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).
- 29) **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)
- 30) **Funding Opportunities:**
- **ATP Cycle 7 Call-for-Projects:** ATP Cycle 7 is expected to include about \$568M made up of Federal, State SBI, and State Highway Account (SHA) funding. The funding/programming years include the 25/26, 26/27, 27/28, and 28/29 fiscal years.
    - Schedule and major milestones can be found at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle7>
  - For a complete list of California specific grant opportunities go to <https://www.grants.ca.gov/>.
    - [Fiscal Year \(FY\) 2023 through FY 2026 Bridge Investment Program, Planning and Bridge Project Grants](#)
  - For a complete list of federal transportation grant opportunities go to <https://www.transportation.gov/bipartisan-infrastructure-law/key-notices-funding-opportunity>.
- 31) **Meetings/trainings attended on behalf of ICTC Executive Director and staff:**
- Various Weekly Reoccurring Calexico East POE Bridge Widening Project Meetings
  - Various Weekly Project Specific Meetings
  - June 12, 2024 – ICTC Management Committee Meeting at the City of Imperial
  - June 12, 2024 – Presentation done at El Centro Regional Medical Center by mobility staff
  - June 12, 2024 – AB617 Calexico-Heber-El Centro CSC Meeting
  - June 13, 2024 – Panel Participation IVEDC Economic Summit
  - June 18, 2024 – Southern California Legislative Roundtable Meeting (attended by Katie Luna)
  - June 18, 2024 – Eco Interactive-Imperial County Transportation Commission (attended by Katie Luna and Marlene Flores)
  - June 20, 2024 – Overall Economic Development Committee (attended by David Aguirre)
  - June 21, 2024 – CTC CEOs/SCAG Meeting held via Zoom
  - June 22-26, 2024 – SHRM Annual Conference (attended by Cristi Lerma)
  - June 24, 2024 – CALCOG Board Business Meeting (attended by David Aguirre)
  - June 25, 2024 – Quarterly Meeting Operations, Safety, Dispatch, and Maintenance at the ICTC Office (attended by mobility staff)
  - June 26, 2024 – Subregional Executive Directors Meeting (attended by David Aguirre)
  - June 26, 2024 – ICTC Commission/IVRMA/LTA Meeting at the ICTC Office
  - June 27, 2024 – ICTC Technical Advisory Committee Meeting at the ICTC Office
  - June 27, 2024 – HSIP Cycle 12 Training for Imperial County Local Agencies at the ICTC Office
  - June 27, 2024 – IVRMA TAC Meeting at the ICTC Office
  - June 28, 2024 – Imperial County Broadband Planning Committee (attended by Michelle Bastidas)

- July 2, 2024 – Veterans & Family Resource Fair (attended by Gustavo Gomez and Priscilla Baca)
- July 2, 2024 – Master Fund Transfer Agreement for Imperial County Transportation Commission
- July 9, 2024 – M21 Summit Planning Committee Meeting (attended by Cristi Lerma)
- July 11, 2024 – IMBA Meeting (attended by Marlene Flores)
- July 15, 2024 – Advanced Title VI and Public Transit Webinar (attended by Gustavo Gomez)
- July 18, 2024 – Via/ICTC Executive Business Review Meeting (attended by Gustavo Gomez and David Aguirre)
- July 23, 2024 – M21 Summit Planning Committee Meeting (attended by Cristi Lerma)
- July 23, 2024 – FTIP Public Hearings held at the ICTC Office
- July 25, 2024 – IVRMA TAC Meeting at the ICTC Office
- July 31, 2024 – SCAG Regional Transit Technical Advisory Committee Meeting
- August 7, 2024 – Calxico Senior Living Presentation (presented by Priscilla Baca)
- August 13, 2024 – SCAG & CTC Planning Directors Briefing

# Memorandum

**Date:** August 14<sup>th</sup>, 2024  
**To:** ICTC Committee and Management 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 and Regular Commission meeting for the month of AUGUST 2024.

## 1. REGIONAL EARLY ACTION PLAN UPDATE

**Full Funding Anticipated for REAP 2.0 Grants Following \$231.5 Million Allocation:** Following the 2024 Budget Act, the state allocated \$560 million to restore the Regional Early Action Planning (REAP 2.0) grant program. SCAG received a final award of \$231.5 million from the California Department of Housing and Community Development, which represents a reduction of \$14.5 million from SCAG's initial allocation. Despite this reduction, SCAG anticipates full funding for all competitive and formula-based grant awards previously approved by the Regional Council.

This achievement would not have been possible without the collective advocacy efforts of SCAG's many partners. SCAG extends gratitude to everyone involved and to the state legislature and governor for recognizing the critical importance of regional efforts to address the housing affordability crisis. SCAG looks forward to resuming REAP 2.0 projects. For more information about the REAP 2.0 program, visit the [SCAG website](#).

## 2. SUSTAINABLE COMMUNITIES PROGRAM – ACTIVE TRANSPORTATION AND SAFETY CALL FOR APPLICATIONS GUIDELINES

The Active Transportation and Safety call for applications for the Sustainable Communities Program (SCP) opened on July 8. Eligible project types include community plans, area plans, and quick-build projects. Funded projects will support Connect SoCal 2024's mobility goal to build and maintain an integrated multimodal transportation network. Available funding in this call for applications is estimated to be \$10.4 million, comprising Active Transportation Program Cycle 7 regional funds and a 2023 Safe Streets and Roads for All federal grant.

The deadline for applications is Sept. 27, and SCAG anticipates announcing application awards in December 2024. To support the application process for eligible applicants, SCAG held an application workshop on July 25, with a second application workshop scheduled for Wednesday, Aug. 7 ([register online](#)). In addition, office hours are available on Mondays and Thursdays during the application period. For more information about the call and to sign up for office hours, visit the [Sustainable Communities Program page](#) on the SCAG website.

### **3. SCAG 2024 SOUTHERN CALIFORNIA DEMOGRAPHIC WORKSHOP**

Registration is now open for the 2024 Southern California Demographic Workshop, “Navigating the New Growth Reality,” presented by SCAG and the Sol Price School of Public Policy at the University of Southern California. This 35th annual event will be held on Sept. 24 at SCAG’s main office in Downtown Los Angeles and will also be available to attend online.

SCAG also announced the keynote speaker for the event: Bill Fulton, FAICP, principal of the William Fulton Group. Fulton is the former mayor of Ventura and former director of planning and economic development for the city of San Diego. Fulton wrote *Guide to California Planning*, a standard urban planning textbook in California, among numerous other books. Fulton is also editor and publisher of *California Planning & Development Report*, the authoritative information source for urban planners in California; a visiting policy designer at the University of California, San Diego Design Lab; and a fellow at the Turner Center for Housing Innovation at the University of California, Berkeley.

Fulton’s keynote will respond to recent population projections for the region and state, informed by experience and perspective earned through a long career in public service. Taking lessons from other states, Fulton will discuss how Southern California can adjust to an era in which prosperity is no longer—and need not be—determined by the pace of population growth.

### **4. SCAG RECEIVES \$1 MILLION IN SUSTAINABLE TRANSPORTATION PLANNING GRANTS FROM CALTRANS**

The California Department of Transportation (Caltrans) recently announced \$76.1 million in fiscal year 2024-2025 Sustainable Transportation Planning Grant Awards, including two \$500,000 grants for SCAG in the Strategic Partnerships funding category. With the first grant, SCAG will conduct a survey and study airport passenger surface transportation behaviors and attitudes in the SCAG region. SCAG anticipates launching the study later this year and completing it in late 2027. The proposed airport passenger surface transportation study will explore and explain the perspectives and behaviors of passengers and employees traveling to and from the SCAG region’s airports, including developing actionable recommendations for ground transportation and alternative connections to airports.

With the second grant, SCAG will partner with Caltrans Districts 7, 8, 11, and 12 and local jurisdictions on the “Planning for Main Streets” project, conducting planning work to enable improvements on state highways in the SCAG region that double as main streets given existing and planned land uses, related projects, and community priorities. This work will develop conceptual plans and associated cost estimates for sustainable transportation improvements to position these corridors for future funding opportunities or incorporation into future workplans to implement improvements. The “Planning for Main Streets” project is anticipated to kick off in Spring 2025 and be completed in Summer 2027.

## 5. SCAG TOOLBOX TUESDAYS

On Tuesday August 20<sup>th</sup> SCAG will host a “Toolbox Tuesday” workshop session exploring how communities can implement quick-build projects for low-cost design and infrastructure improvements that increase safety, comfort, and accessibility for all road users. Planners can also use feedback generated by community engagement with quick-build projects to evaluate and improve future street designs.

**This session will introduce quick-build projects and review cases from the SCAG region.** Attendees will learn the many possible forms quick-build projects can take in their communities and hear from consultants and local agency staff about their experiences designing, implementing, and evaluating quick-build projects. For more information, please contact SCAG Government Affairs Officer David Salgado.

## 6. AGREEMENT AVOIDS HIGHWAY SANCTION CLOCKS FOR SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)

The U.S. Environmental Protection Agency (U.S. EPA), the California Air Resources Board (CARB), and the South Coast Air Quality Management District (AQMD) published a joint statement last week committing to a sustained collaboration across local, state, and federal levels to reduce emissions from all sources. This shared effort includes withdrawal of the AQMD’s 2019 Contingency Measure Plan, which the U.S. EPA proposed disapproving in February 2024. This withdrawal avoids potential highway sanctions that could have impacted federal transportation approvals and funding in the South Coast Air Basin, an area that includes all of Orange County as well as the urban areas of Los Angeles, Riverside, and San Bernardino counties. SCAG has been engaging with the U.S. EPA and the AQMD for much of this year toward a solution to improve air quality and avoid highway sanctions.





## ACTIVE TRANSPORTATION AND SAFETY

SCAG's 2024 Sustainable Communities Program (SCP) - Active Transportation and Safety is a technical assistance grant that provides funding to develop plans and implement quick-build projects that improve mobility and encourage more people to walk and bike across the region, advancing the mobility goals of Connect SoCal 2024.

The SCP – Active Transportation and Safety grant funding supports projects that advance Connect SoCal 2024 mobility policies for complete streets, traffic safety, and transit and multimodal integration. Selected projects will improve mobility across the region, increase rates of walking and biking, advance traffic safety, expand opportunities for multimodal transportation options and competitively position local jurisdictions for implementation grant funds. SCAG anticipates awarding \$10.4 million in SCP – Active Transportation and Safety grants, with up to \$2.4 million available for planning projects benefiting disadvantaged communities and a minimum of \$7.5 million set aside for quick-build projects.

### PROJECT TYPES

2024 SCP – Active Transportation and Safety grants will fund two project types:

**Community/Areawide Plans** and **Quick-Build Projects**.

Examples of eligible community/areawide plans include:

- > Active Transportation Plan
- > Bicycle and/or Pedestrian Master Plan
- > First/Last Mile Plan
- > Safe Routes Plan
- > Transportation Safety-Focused Plan

Examples of quick-build elements and materials include, but are not limited to:

- > **Curb extensions:** paint and plastic posts, plastic bollards or planters
- > **Pedestrian safety enhancements:** rectangular rapid flashing beacons, leading pedestrian intervals at signalized intersections, raised crosswalks or high-visibility crosswalks
- > **Modular transit stops:** temporary transit platforms to safely include bike lanes in transit areas
- > **Pedestrian plazas and corridors:** concrete barriers, barricades, planters or signage
- > **Protected bike lanes:** striping and plastic posts, plastic bollards, planters or parking
- > **Traffic calming treatments:** temporary speed cushions, curb extensions or chicanes (e.g., curb extensions in a parking lane)
- > **Traffic circles:** striping, rubber curbs, plastic posts or signage

### PREPARE AN APPLICATION

The call for applications opens July 8, 2024. Applicants will be required to complete the following elements:

- ✓ **Online Application**
- ✓ **Map of Project Area**
- ✓ **Scope of Work & Project Schedule**
- ✓ **Budget**
- ✓ **Three Letters of Support**

### CONTACT

For program updates and more information visit [scag.ca.gov/scp](https://scag.ca.gov/scp). For questions, please contact Rachel Om at [om@scag.ca.gov](mailto:om@scag.ca.gov).

## California Department of Transportation



To: ICTC Management Committee

Date: August 2024

From: BRYAN OTT  
District 11 Local Assistance Engineer

Subject: **DISTRICT LOCAL ASSISTANCE ENGINEER UPDATES**

### **Inactive Projects**

Please see link [HERE](#), open file and apply filters to locate your agencies inactive projects, and submit a justification form for inactive projects to Alma Sanchez – [alma.sanchez@dot.ca.gov](mailto:alma.sanchez@dot.ca.gov)

### **October 4, 2024 – Deadline for California Transportation Commission (CTC) Requests**

Please see link below to review the schedule of deadlines and prepare requests for California Transportation Commission (CTC) approval during the December 5-6, 2024, CTC meeting – <https://dot.ca.gov/-/media/dot-media/programs/financial-programming/documents/proposed-2024-draft-prep-external-063024.pdf>

When possible, do not wait to submit requests, Caltrans District 11 must receive all documents at least two months prior to the desired CTC meeting date.

Friday, **October 4**, 2024, is the final deadline (for that December 5-6, 2024, CTC meeting).

### **Unique Entity Identifier (UEI) Renewals**

For every Local Agency, the Unique Entity Identifier (UEI) expires annually and on different dates.

An Agency must reverify on the [SAM.gov](https://sam.gov) website 4-6 weeks before a UEI expires. No Requests for Authorization will be processed if a UEI is flagged as invalid. (If Caltrans cannot verify a UEI, the Local Agency might have opted-out of public view; if so, please send Caltrans a snapshot of the UEI from [SAM.gov](https://sam.gov) as verification.)



To confirm a UEI, click the UEI SmartSheet link [HERE](#), and enter information in the yellow columns –

No agency UEI is expiring at the moment, but please see table below for expiration dates:

<b>AGENCY</b>	<b>UEI Expiration Date</b>
Brawley	10/02/2024
Calexico	02/07/2025
Calipatria	11/19/2024
El Centro	03/15/2025
Holtville	01/24/2025
City of Imperial	08/06/2024
County of Imperial	09/20/2024
ICTC	09/06/2024
Westmorland	10/31/2024

For assistance, please call the Caltrans Imperial Area Engineer, Alejandro Lopez- Rangel: 858-229-1721.

**Imperial County Federal Project Funding Reminders:**

\*For below projects, please submit LAPM Exhibit 3-A.

<b>Agency</b>	<b>FPN</b>	<b>Description</b>	<b>Planned date of Obligation</b>	<b>Fund Type</b>	<b>Amount</b>	<b>Notes</b>
Calipatria	5243(022)	Sth Brown Ave Rdw and Ped Facilities Improvement Project between Main Street/SR115 to Church Street.	6/2024	CMAQ	1,649,000	Project attached to LPP project, planning to go to CTC for May meeting for LPP fund.
Calipatria	5243(023)	Main St Rdw Improvement Project between Lake Ave and International Blvd	6/2024	RSTP	298,000	City plans to submit RFA by June 2024.
El Centro	5169(058)	Imperial Ave. Traffic Signal Synchronization Project from Ocotillo Dr. to Main St.	3/2024	CMAQ	85,000	City submitted 3A for PE funding on 5/7/2024.
Holtville	5174(034)	W 9th St Bicycle and Ped Improvements Project Between Melon Rd and Olive Ave	6/2024	RSTP	587,000	City plans to submit RFA for CON in June 2024.
Imperial County	5958(130)	Bowker Rd Rehabilitation from McCabe Rd. to Ross Rd.	5/2024	RSTP	1,666,000	On DNA list. Since new Fed funding, need to first submit/finalize SAR, then can submit RFA for CON.

### **Imperial County State Project Funding Reminders:**

\*For below projects, please submit LAPG Exhibit 25-A.

<b>Agency</b>	<b>PPNO/FPN</b>	<b>Description</b>	<b>Allocation Deadline</b>	<b>Fund Type</b>	<b>Amount</b>	<b>Notes</b>
Calipatria	1536 / 5243(021)	Bonita Place pedestrian Safety Project	6/30/2024	ATP	20,000	PAED phase. Gen Fund type. SUBMITTED to HQ Req for Allocation for June CTC Mtg.
	1536 / 5243(021)	same as above	6/30/2024	ATP	68,000	PSE Phase. Gen Fund type. SUBMITTED to TUF dropbox for Req for Time Ext for June CTC Mtg, Michelle extended from 4 to 6 months.
El Centro	1461 / 5169(060)	El Centro pedestrian improvements	6/30/2024	ATP	882,000	CON phase. RMRA Fund type. SUBMITTED to HQ Req for Allocation for May CTC Mtg.
Holtville	1510 / 5174(034)	Pedestrian and bicycle improvements on 9th street between Melon Rd and Olive Ave.	6/30/2024	LPP-F	40,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. Agency already submitted both CEQA & NEPA Enviro Cert, just need RW Cert...submit to CT RW dept for review/approval since Fed STBG funds on project.
	1510 / 5174(034)	Same as above	6/30/2024	LPP-F	49,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. For CEQA & NEPA and RW see directly above for status.
City of Imperial	1506 / 5134(029)	7th St rehabilitation and pedestrian improvements between South "D" St and South "E" st	6/30/2024	LPP-F	101,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. Submitted to HQ Self-certified NOE/CE & RW Cert.
	1506 / 5134(029)	Same as above	6/30/2024	LPP-F	148,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. Enviro Cert & RW Cert, see directly above for status.

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Calexico	1511 / 5168(034)	Scaroni Rd Improvements between Cole Blvd and Jasper Rd	6/30/2024	LPP-F	187,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. Submitted Enviro & RW Certs.
	1511 / 5168(034)	Same as above	6/30/2024	LPP-F	284,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. See directly above for status of Enviro/RW Cert.
Calipatria	1512 / 5243(018)	South Brown Ave Roadway Improvement between Main Street/SR115 to Church Street.	6/30/2024	LPP-F	29,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. Submitted Enviro Cert. Need RW Cert.
	1512 / 5243(018)	Same as above	6/30/2024	LPP-F	38,000	CON phase. SUBMITTED to HQ Req for Allocation for June CTC Mtg. See directly above for status for Enviro/RW Cert.

Agency		Description		Fund Type	Amount	Notes
Calipatria		Maintain public roads		CRRSAA	50,000	Agency submitted allocation request, but was rejected due to scope. So, submitted MEMO to HQ for Scope Change to purchase Machinery. New scope change was approved and so were CRRSAA funds! Congrats Calipatria!

### **Highway Safety Improvement Program (HSIP) – Cycle 12**

HSIP Cycle 12 Call-for-Projects has been announced and is now open.

**Deadline is Monday, September 9, 2024.**

Application instructions [HERE](#).

Further HSIP details are available at this link –

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/calls-for-projects-hsip-ssarp>

## **Division of Local Assistance Office Hours & Webinars**

Details are available at this link –

[\*DLA Office Hours & Webinars\*](#)

## **Caltrans Office of Guidance & Oversight Architectural & Engineering Office Hours 2024**

\* September 19

\* November 21

\*\* Each date above: 10:00 am – 11:00 am PT

The Division of Local Assistance (DLA) Office of Guidance and Oversight will host open office hours to assist with questions regarding the use of the Architectural and Engineering (A&E) Consultant Procurement Checklist for Local Public Agencies (LPAs) performing consultant procurement for A&E services with federal funds. The goal of these open office hours is to provide information to LPAs regarding DLA resources for A&E consultant procurements such as utilization of the A&E Consultant Procurement Checklist. Caltrans must ensure that sub-recipients (LPAs) comply with the requirements of 23 CFR 172 (Title 23, Chapter I, Subchapter B, Part 172).

Further details are available [HERE](#)

## **Bridge Investment Program (BIP)**

The Bridge Investment Program is a competitive, discretionary program that focuses on existing bridges to reduce the overall number of bridges in poor condition, or in fair condition at risk of falling into poor condition.

The deadlines for applications to be submitted via [Grants.gov](#) are:

<b>Fiscal Year BIP Funding</b>	<b>Planning Application Deadline</b>	<b>Bridge Project Application Deadline</b>
FY 2025	October 1, 2024	November 1, 2024
FY 2026	October 1, 2025	November 1, 2025

The deadlines for **Large Bridge Project Grant Applications** to be submitted via [Grants.gov](#) are:

- August 1, 2024, for consideration of FY 2025 funds.
- August 1, 2025, for consideration of FY 2026 funds.

Further details are available at this link –

[\*BIP - Funding Programs - Management and Preservation - Bridges & Structures - Federal Highway Administration \(dot.gov\)\*](#)

### **U.S. Department of Transportation Grant Opportunities**

The USDOT website provides a DOT Discretionary Grants Dashboard, which is a great tool that your local agency can use to find grant opportunities in various areas such as, Strengthening Mobility and Revolutionizing Transportation grants program (SMART), Rural Opportunities to Use Transportation for Economic Success (ROUTES), and Federal Transit Administration Grant Programs (FTA), just to name a few. In the link, provided below, you can filter for your agency specifics to narrow down grant opportunities. Directions, deadlines, and links to apply are also provided.

Further details are available at this link –

<https://www.transportation.gov/grants>

### **Key Notices of Funding Opportunity (NOFO)**

In order to provide stakeholders with more visibility into upcoming funding opportunities, DOT is publishing a list of anticipated dates for upcoming Notices of Funding Opportunity (NOFO) for key programs. This list is not comprehensive and will be updated periodically with additional programs and revised dates as appropriate.

#### **A few of the key programs and their deadlines:**

\* Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

1) FY 2025: 1/13/2025

2) FY 2026: 1/13/2026

Further details are available at this link –

[Key Notices of Funding Opportunity | US Department of Transportation](#)

### **Safe Streets and Roads for All (SS4A) FY 24: Caltrans Call for Letters of Support (LOS)**

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators. The program provides funding to develop the tools to help strengthen a community's approach to roadway safety and save lives and is designed to meet the needs of diverse local, Tribal, and regional communities that differ dramatically in size, location, and experience administering Federal funding.

#### **Eligible SS4A Projects Include:**

- Develop a comprehensive safety action plan (Action Plan).
- Conduct supplemental safety planning to enhance an Action Plan.
- Carry out demonstration activities to inform the development of, or an update to, an Action Plan.
- Perform planning, design, and development activities for projects and strategies identified in an Action Plan.
- Implement projects and strategies identified in an Action Plan that address roadway safety problems.

SS4A makes available up to \$1.2 billion for FY 2024. Of the funding made available, up to \$580 million is available to implement projects and strategies. \$656 million must be awarded for developing Action Plans; conducting supplemental planning to update existing Action Plans; or carrying out demonstration activities to inform the development of, or updates to, Action Plans.

**Planning and Demonstration Grant applicant deadline:**

•Thursday, August 29, 2024, 5:00 PM (ET)

The deadline for requesting a Letter Of Support (LOS) for a SS4A Project signed by a Caltrans District Director has passed (April 19, 2024), however if in the future you are interested in requesting a LOS, you will need to coordinate with your Caltrans District Representative to submit your request. The Caltrans District 11 Representative is:

Brian Miller  
(619) 985-5288  
[brian.miller@dot.ca.gov](mailto:brian.miller@dot.ca.gov)

Visit the [Office of Strategic Investment Planning](#) website for complete resources. Copies of all LOS that were or were not signed by the District Director must be provided to OSIP for record keeping. Please include justifications.

Please click [HERE](#) for additional resources on Safe Streets and Roads for All (SS4A).

**November 21, 2024 – Environmental and Climate Justice Community Change Grants**

The U.S. Environmental Protection Agency (EPA) has a new Environmental and Climate Justice Community Change Grants program (Community Change Grants), announced via a Notice of Funding Opportunity (NOFO), for approximately \$2 billion dollars in Inflation Reduction Act (IRA) funds in environmental and climate justice activities to benefit disadvantaged communities through projects that reduce pollution, increase community climate resilience, and build community capacity to address environmental and climate justice challenges. These place-based investments will be focused on community-driven initiatives to be responsive to community and stakeholder input. They are designed to deliver on the transformative potential of the IRA for communities most adversely and disproportionately impacted by climate change, legacy pollution, and historic disinvestments.

Applications are now open, which the EPA is accepting on a rolling basis. Final deadline to apply is November 21, 2024.

EPA is offering grant technical assistance to applicants, including requirements for community engagement and governance plans, community strength plans, and readiness approach.

Program NOFO:

<https://www.epa.gov/inflation-reduction-act/inflation-reduction-act-community-change-grants-program>

"Provide a safe and reliable transportation network that serves all people and respects the environment"

## **Title VI Nondiscrimination Program**

Local agencies must comply with all Title VI requirements (*LAPM* Section 9.2). Title VI compliance is subject to review at any time. <https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi>

## VI. ACTION CALENDAR

- A. ICTC audit award Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26
  - 1. Authorize the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
    - a. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,000.00
    - b. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$84,460.00
    - c. For the fiscal reporting period of July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$86,994.00





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

August 8, 2024

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

**SUBJECT: Agreement for Professional Financial Auditing Services - FY 2023-24 through FY 2025-26**

Dear Committee Members:

The competitive bid for professional audit services recently concluded. The audit agreement is for work associated with fiscal years FY 2023-24, FY 2024-25, and FY 2025-26.

The audit work involves the agency's multiple financial reports and program audits including:

- The State Controller's Office Annual Report of Financial Transactions of Transit Operators
- State Controller's Office Annual Report of Financial Transactions of Regional Transportation Planning Agencies
- State Controller's Office Annual Report of the Government Compensation Report
- Single Audit (for federal funds)
- Program audits to satisfy grant program requirements
- Development of a comprehensive annual agency financial audit (CAFR)
- Complete auditing services for the SAFE and IVRMA programs

A proposal review team consisting of SCAG and ICTC staff, scored and ranked the five proposals. The scoring process utilized standard categories including but not limited to relevant staff experience; expertise; methodology; references; and costs.

The following summarizes the proposed cost for all three years of service for each of the proposals received.

<b>Name</b>	<b>Average Annual Cost</b>	<b>Total Cost</b>
Firm A – Vasquez and Co.	\$84,484.67	\$253,454.00
Firm B	\$88,965.67	\$266,897.00
Firm C	\$84,170.00	\$252,510.00
Firm D	\$98,558.67	\$295,676.00
Firm E	\$85,080.00	\$255,240.00

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

The Evaluation Committee unanimously ranked Vasquez and Company the highest and recommends that a contract be awarded to the firm of Vasquez and Company. A summary of the more responsive proposal from Vasquez and Company indicated that:

1. The members of the project team are all CPAs, with experience focused on governmental accounting with several regional transportation planning and peer transit agencies in Southern California and are familiar with the technical aspects of ICTC's regulations and transit administrative practices.
2. The project team recently completed a three-year contract with the Local Transportation Authority and are familiar with ICTC staff and accounting practices and software.
3. The project team offered value added benefits through their knowledge and association with other similar agencies, including periodic review sessions with ICTC staff on financial reporting, validating and reporting transit related metrics, financial best practices, or a variety of other topics depending on the future needs and interests of ICTC.

The other proposals had shortcomings in one or more areas including but not limited to: more experienced assigned staff, lack of understanding or acknowledgement of the various ICTC programs and lack of acknowledgement of the required auditing services for the SAFE and IVRMA programs.

The original procurement documents; request for proposal and proposals; and contract exhibits referenced in the contract document are available for review at the ICTC administrative offices by request.

The expense for this project will be identified in the ICTC FY 2024-25 OWP and budget (7416001-525090, 7417001-525090, 7577001, 1577001).

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

1. Authorize the Chairman to sign the agreement for the ICTC Agreement for Professional Financial Auditing Services effective July 1, 2024, for the audit periods FY 2023-24 through FY 2025-26, with the firm of Vasquez and Company:
  - A. For the fiscal reporting period of July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,000.00
  - B. For the fiscal reporting period of July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$84,460.00
  - C. For the fiscal reporting period of July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$86,994.00

Sincerely,



DAVID AGUIRRE  
Executive Director

DA/

## VI. ACTION CALENDAR

- B. Audit and Accountancy Agreement for the Local Transportation Authority (LTA) for FY 2023-24, FY 2024-25 and FY 2025-26.
1. Authorize the Chairman to sign the agreement and engagement letter for financial audit services effective July 1, 2024, for the audit period FY 2023-24, FY 2024-25 and FY 2025-26 with the firm of The Pun Group for the not to exceed annual fees per the following schedule:
    - a. For the audit period July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,750.00
    - b. For the audit period July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$86,060.00
    - c. For the audit period July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$89,502.00



Imperial County Local Transportation Authority

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

August 8, 2024

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

SUBJECT: Audit and Accountancy Agreement for the Local Transportation Authority (LTA) for  
FY 2023-24, FY 2024-25 and FY 2025-26.

Dear Committee Members:

The competitive bid process for professional audit services has recently concluded. The audit agreement is for work associated with fiscal years FY 2023-24, FY 2024-25 and FY 2025-26.

A proposal review team consisting of ICLTA staff and SCAG scored and ranked the four proposals. The group unanimously ranked The Pun Group as the highest ranked firm.

The scoring process utilized standard categories including but not limited to relevant staff experience, audit schedule attainment, methodology, references, and costs. The following summarizes the average annual cost, and the three-year total costs.

Name	Average Annual Cost	Total Cost
The Pun Group – Firm A	\$86,104.00	\$258,312.00
Firm B	\$89,348.00	\$268,043.00
Firm C	\$93,650.00	\$280,950.00

All of the firms were capable of completing the project. However, the evaluation committee ranked the proposals and recommends the firm of The Pun Group as the most responsive for the audit project. The Pun Group presented a more comprehensive schedule and audit plan; an in-depth familiarity with the local agencies and conditions; and more experience with similar audit projects. The Pun Group has also previously completed the audits for the LTA.

The original procurement documents; request for proposal and proposals; and contract exhibits referenced in the contract document are available for review at the LTA administrative offices by request.

The cost for this project was identified in the ICTC FY 2024-25 OWP and Budget (7418001-525090).

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

1. Authorize the Chairman to sign the agreement and engagement letter for financial audit services effective July 1, 2024, for the audit period FY 2023-24, FY 2024-25 and FY 2025-26 with the firm of The Pun Group for the not to exceed annual fees per the following schedule:
  - a. For the audit period July 1, 2023 through June 30, 2024, the annual not to exceed fee set at \$82,750.00
  - b. For the audit period July 1, 2024 through June 30, 2025, the annual not to exceed fee set at \$86,060.00
  - c. For the audit period July 1, 2025 through June 30, 2026, the annual not to exceed fee set at \$89,502.00

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', is positioned above the printed name and title.

DAVID AGUIRRE  
Executive Director

DA/cl