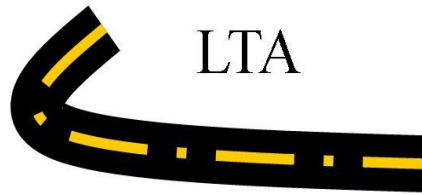


Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

AGENDA

WEDNESDAY, JULY 24, 2013
6:00 PM or immediately after the ICTC meeting

County Administration Building, 2nd Floor
Board of Supervisors Chambers
940 W. Main St.
El Centro, CA 92243

CHAIRPERSON: Jack Terrazas

EXECUTIVE DIRECTOR: Mark Baza

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

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

III. PUBLIC COMMENTS

Any member of the public may address the Commission for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Commission. The Commission will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. CONSENT CALENDAR

- A. Approval of Minutes for May 22, 2013

V. ACTION CALENDAR

- A. Legal Services Agreement FY 2013/14 to FY 2014/15; County of Imperial and the Local Transportation Authority (LTA)

It is requested that the LTA take the following actions:

1. Authorize the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed \$5,000 annually effective July, 1 2013 through June 30, 2015.
2. Direct staff to forward the agreement to the County of Imperial.

1405 N. Imperial Ave., Suite 1, El Centro, CA 92243
Phone: (760) 592-4494, Fax: (760) 592-4497

B. Administrative Services Budget FY 2013/14

It is requested that the LTA take the following actions:

1. Approve the FY 2013-14 Administrative Services Budget for the Local Transportation Authority

VI. REPORTS

- A. LTA Executive Director

VII. ADJOURNMENT

- A. Motion to Adjourn



Local Transportation Authority

DRAFT MINUTES FOR MAY 22, 2013

VOTING MEMBERS PRESENT:

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich
City of Calexico	Bill Hodge
City of El Centro	Efrain Silva (Alt.)
City of Holtville	Mike Goodsell
City of Imperial	Mark Gran
County of Imperial	Jack Terrazas
Executive Director	Mark Baza (non-voting)

OTHERS PRESENT: Cristi Lerma (clerk), Kathi Williams (staff), David Salgado (staff), Virginia Mendoza (staff), Ryan Childers (attorney), AJ Gaddis (City of Imperial), Geoff Holbrook (County of Imperial)

I. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chair Terrazas at 6:20 p.m. and roll call was taken.

II. EMERGENCY ITEMS

There were none

III. PUBLIC COMMENTS

No public comment

IV. CONSENT CALENDAR

A. A motion was made by [Hodge](#) and seconded by [Nava](#) to approve the minutes for April 24, 2013, **Motion Carried.**

V. CLOSED SESSION - Motion to convene to Closed Session by [Nava](#) and seconded by [Silva](#), **Motion Carried.**

A. **Government Code §54956.9(a)** Conference with Legal Counsel, Existing Litigation, City of Calipatria *vs.* Local Transportation Authority & County of Imperial, *et al.*, Superior Court Case No. U04810.

- The matter was discussed in closed session. It was reported out that the recommendation regarding the existing litigation is to dismiss the case and waive claim to cost or any rights to attorney's fees. There was concession from the Board with the recommendation from Mr. Childers.

VI. ACTION CALENDAR

A. Imperial County Local Transportation Authority Annual Financial Report for the Fiscal Year Ended June 30, 2011

Mr. Baza stated that the Local Taxpayer Supervising Committee (LTSC) convened on May 15, 2013 to review the annual financial reports for fiscal years 2010-11 and 2011-12. Members of the LTSC include Roberta Burns, Dan Brammer, and John Lau. Mr. Mercado thoroughly reviewed the reports with the LTSC and answered all questions.

Mr. Mercado stated that there was one finding and is listed as follows: We noted the following finding during our examination of the Local Transportation Authority Funds of the City of Westmorland.

Finding:

During the examination, we noted that the City was not allocating interest revenue to the LTA Revenue Fund.

Recommendation:

The City should review their funds for interest earned and allocate corresponding interest to LTA Fund Revenue

Mr. Terrazas requested that a formal letter from the LTA Board be written and sent to the City of Westmorland, requesting that the City remedy the “finding” in both the LTA Financial Reports, FY 2010-11 and FY 2011-12. There was consensus with his request.

The Local Taxpayer Supervising Committee (LTSC) met on May 15, 2013 and forwarded this item to the LTA Board for review and approval after public comment, if any:

1. Reviewed and Approved the FY 2010-11 Imperial County Local Transportation Annual Financial Report.

A motion was made by [Nava-Froelich](#) and seconded by [Silva](#), **Motion Carried.**

- B. Imperial County Local Transportation Authority Annual Financial Report for the Fiscal Year Ended June 30, 2012

There was no additional information.

The Local Taxpayer Supervising Committee (LTSC) met on May 15, 2013 and forwarded this item to the LTA Board for review and approval after public comment, if any:

1. Reviewed and Approved the FY 2011-12 Imperial County Local Transportation Annual Financial Report.

A motion was made by [Goodsell](#) and seconded by [Hodge](#), **Motion Carried.**

VII. REPORTS

- A. Executive Director Reports
There were none.

VIII. ADJOURNMENT

Meeting Adjourned at 6:04 p.m.

Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

July 18, 2013

Jack Terrazas, Chairperson
Local Transportation Authority
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Legal Services Agreement FY 2013/14 to FY 2014/15; County of Imperial and the Local Transportation Authority (LTA)

Dear Members of the Authority:

The Office of County Counsel has provided legal services to the Authority for several years. LTA and County Counsel staff have calculated an approximate cost for services and developed an agreement for FY 2013/14 and FY 2014/15.

It is requested that the LTA take the following actions:

1. Authorize the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed \$5,000 annually effective July, 1 2013 through June 30, 2015.
2. Direct staff to forward the agreement to the County of Imperial.

Sincerely yours,



MARK BAZA
Executive Director

Attachment

MB/ksw/cl

*1405 N. Imperial Ave., Suite 1, El Centro, CA 92243
Phone: (760) 592-4494, Fax: (760) 592-4497*

1 **FIRST AMENDMENT TO AGREEMENT FOR LEGAL SERVICES**

2
3 This First Amendment to Agreement for legal services (“AMENDMENT”), made and entered into
4 effective the ____ day of _____, 2013, is by and between Imperial County, a political subdivision of
5 the State of California, hereinafter referred to as “COUNTY”, and Imperial County Local Transportation
6 Authority, hereinafter referred to as “LTA”, collectively referred to as “Parties”.

7 **WITNESSETH**

8 **WHEREAS**, LTA entered into that certain Agreement dated July 1, 2012, hereinafter the
9 “AGREEMENT”, and attached hereto as **Exhibit “1”**;

10 **WHEREAS**, during the course of the performance of that Agreement the Parties became aware
11 that additional time is needed for the performance of services of said Agreement; and

12 **WHEREAS**, the parties to that Agreement have identified the nature and cost of such additional
13 work and wish to provide for completion of additional work so identified;

14 **NOW THEREFORE**, and in consideration of the promises and payments herein set forth, the
15 parties agree as follows:

16 1. Paragraph 1 of the AGREEMENT is hereby deleted and a new Paragraph 1 shall be added to
17 read as follows:

18 “1. **TERM.** This Agreement shall become effective July 1, 2012, and remain in effect until
19 June 30, 2015. It may be renewed upon the mutual, written, consent of both parties.”

20 2. In all other respects, the AGREEMENT remains in full force and effect.

21 3. This First Amendment is effective as of the day and year first written above.

22 //
23 //
24 //
25 //
26 //
27 //
28 //

1 **IN WITNESS WHEREOF**, the Parties hereto have caused this AGREEMENT to be executed
2 the day and year first above written.

3 **IMPERIAL COUNTY:**

4 **IMPERIAL COUNTY LOCAL
5 TRANSPORTATION AUTHORITY:**

6
7 By: _____
8 RAYMOND R. CASTILLO
9 Chairman of the Board of Supervisors

7 By: _____
8 JACK TERRAZAS
9 Chair of the Board

10
11 **ATTEST:**

11 **ATTEST:**


12
13
14 By: _____
15 BLANCA ACOSTA ,
16 Interim Clerk of the Board of Supervisors


14 By: _____
15 CRISTI LERMA
16 Clerk to the LTA Board

17
18 **APPROVED AS TO FORM AND CONTENT:**

19
20 MICHAEL L. ROOD
21 County Counsel

20 MICHAEL L. ROOD
21 County Counsel

22
23 By: 
24 KENDRA A. MARTINEZ,
25 Deputy County Counsel

22
23 By: 
24 GEOFFREY P. HOLBROOK
25 Senior Deputy County Counsel

Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

July 19, 2013

Jack Terrazas, Chairperson
Local Transportation Authority
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Administrative Services Budget FY 2013/14

Dear Members of the Authority:

Attached, please find the Administrative Services Budget for the Local Transportation Authority (LTA). The Administrative Budget is funded by 1% of the funds received annually for the LTA program. Staff has estimated costs for the auditing, legal, office expense and staff salaries associated for the proper oversight functions.

It is requested that the LTA take the following actions:

1. Approve the FY 2013-14 Administrative Services Budget for the Local Transportation Authority

Sincerely yours,



MARK BAZA
Executive Director

Attachment

MB/ksw/cl

*1405 N. Imperial Ave., Suite 1, El Centro, CA 92243
Phone: (760) 592-4494, Fax: (760) 592-4497*



LTA

Local Transportation Authority

DRAFT

	Estimated Actual FY 2012-13	Budget FY 2013-14
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REVENUES

LOCAL TRANSPORTATION AUTHORITY (LTA) 1% Administration	\$150,872	\$151,000
TOTAL	\$150,872	\$151,000

EXPENSES

MEMBERSHIPS	\$1,228	\$3,000
OFFICE EXPENSE		\$3,700
LTA STAFFING & SUPPORT (ICTC)	\$58,219	\$61,550
INDEPENDENT LEGAL SUPPORT	\$25,000	\$5,000
ICTC/LTA LEGAL SUPPORT (COUNTY OF IMPERIAL)	\$10,000	\$10,000
MELLON BANK AGENT FEES		\$3,750
INDEPENDENT CPA AUDIT SERVICES	\$55,000	\$55,000
PUBL AND LEGAL NOTICES		\$1,000
RENTS AND LEASES EQUIPMENT		\$2,500
TRAVEL	\$1,425	\$5,500
TOTAL	\$150,872	\$151,000