

Brawley

Calipatria

Holtville

Westmorland



Calexico

El Centro

Imperial

County of Imperial

AGENDA

**WEDNESDAY, MARCH 26, 2014
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: Lawrence D. Ritchie

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 LTA Board Draft Minutes: September 25, 2013 Pages 2-5
B. Review and file:
1. Local Taxpayers Supervising Committee (LTSC) Draft Minutes for March 19, 2014

V. ACTION CALENDAR

- A. [Imperial County Local Transportation Authority Annual Financial Report for the Fiscal Year Ended June 30, 2013](#) Page 6

The Local Taxpayer Supervising Committee (LTSC) met on March 19, 2014 and forwards this item to the LTA Board for review and approval after public comment, if any:

1. Review and Approve the FY 2012-13 Imperial County Local Transportation Annual Financial Report.

VI. REPORTS

- A. LTA Executive Director Page 8

VII. ADJOURNMENT

- A. Motion to Adjourn

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



Local Transportation Authority

DRAFT MINUTES FOR SEPTEMBER 25, 2013

VOTING MEMBERS PRESENT:

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich
City of El Centro	Sedalia Sanders
City of Holtville	Mike Goodsell
City of Imperial	Mark Gran
City of Westmorland	Larry Ritchie
Executive Director	Mark Baza (non-voting)

OTHERS PRESENT: Cristi Lerma (clerk), Kathi Williams (staff), David Salgado (staff), Virginia Mendoza (staff), Tom Topuzas (Tenaska Solar)

I. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Vice-Chair Ritchie at 6:01 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 [Nava](#) and seconded by [Goodsell](#) to approve the minutes for July 24, 2013, **Motion Carried with 1 abstention from Calipatria.**

V. INFORMATION / DISCUSSION CALENDAR

- A. Presentation of Ceremonial Check from Tenaska Solar

Mr. Tom Topuzas of Tenaska Solar Ventures presented the LTA with a ceremonial check of \$500K. The point of sale for the purchase of solar panels and materials was Imperial County. This was the second check with the first one presented earlier in the year.

VI. REPORTS

- A. Executive Director Reports

Mr. Baza stated that through the bond financing effort, the following agencies have submitted notices to proceed: Brawley, Calexico, Calipatria, and the County.

VII. ADJOURNMENT

A motion was made by [Sanders](#) and seconded by [Nava](#), **Motion Carried.**
Meeting Adjourned at 6:14 p.m.



MEASURE D LOCAL TAXPAYER SUPERVISING COMMITTEE (LTSC)

DRAFT MINUTES FOR MARCH 19, 2014

MEMBERS PRESENT:

John Lau, Robertta Burns, Dan Brammer

Executive Director: Mark Baza

OTHERS PRESENT: Cristi Lerma, Virginia Mendoza, Michelle Bastidas, Kathi Williams; staff and Josh Mercado; Auditor

I. WELCOME AND INTRODUCTIONS

A. Called to order by Mr. Lau at 10:04 a.m.

II. PUBLIC COMMENTS

No public comment

III. ACTION CALENDAR

A. Imperial County Local Transportation Authority Annual Financial Report for the Fiscal Year Ended June 30, 2013

Mr. Mercado thoroughly reviewed the report with the LTSC and answered all questions. The Findings and Recommendations are listed below.

Findings and Recommendations

1. The City of Calexico did not allocate interest to the LTA Revenue Fund. We recommend that the City review their funds for interest earned and allocate corresponding interest to LTA Revenue Fund.
2. The City of El Centro did not have a five year list of projects and expenditures for the year were not able to be traced to one. We recommend that the City prepare a five year list of projects as required by the ICLTA ordinance.
3. The City of El Centro charged membership dues to the LTA Revenue Fund. We recommend that the City only charge expenditures that are allowable per the ICLTA ordinance.
4. The City of Holtville charged membership dues to the LTA Revenue Fund. We recommend that the City only charge expenditures that are allowable per the ICLTA ordinance.
5. The County of Imperial charged membership dues to the LTA Revenue Fund. We recommend that the County only charge expenditures that are allowable per the ICLTA ordinance.
6. The City of Westmorland did not allocate interest to the LTA Revenue Fund. We recommend that the City review their funds for interest earned and allocate corresponding interest to LTA Revenue Fund.

The Local Taxpayer Supervising Committee (LTSC) reviewed and forwarded this item to the LTA Board for review and approval:

1. Review and Approve the FY 2012-13 Imperial County Local Transportation Annual Financial Report.

A motion was made by [Burns](#) and seconded by [Brammer](#), Motion Carried.

Recommendations by the LTSC included:

- LTA Staff provide a letter to member agencies emphasizing the need to improve procedures and avoid repetition of past findings and recommendations;
- LTA Staff follow up with Bond Counsel to get clarification of allowable costs associated with any bond financing funds;
- LTA Staff to make a formal request annually to member agencies for Maintenance of Effort documentation, summary of projects completed or underway, Five-Year Expenditure Plans, and a list of projects proposed in the following 3 to 5 years;
- LTA Staff have an annual meeting with member agencies to review LTA requirements, preparation for audits, updates for projects completed and scheduled for new fiscal year; and,
- LTA Staff emphasize and promote the need to member agencies for the completion of projects proposed in the 2012 bond finance program.

IV. EXECUTIVE DIRECTOR REPORT

The following is a summary of the Executive Director's Report for the LTA meeting of March 19, 2014..

1. Member Agency Coordination: In April 2014, ICTC staff will be making a formal request to all member agencies to submit 2014 Maintenance of Effort documentation, summary of projects completed in fiscal year 2014, and their Five-Year Expenditure Plans for fiscal year 2015.
2. LTA Bond Projects: Below is a list of allocation request for LTA Sales Tax Revenue Bond funded projects processed to date.

Agency	Project Description	Amount	Processed	Receipt of funds
County of Imperial	Phase 1 of 3 anticipated phases of road rehabilitation projects that will improve approximately 18.7 miles of roads in the County	\$2,823,570.07	8/14/13	8/29/13
City of Calipatria	Street rehabilitation of Lake Avenue – between Elder Street to Bowles Road	\$148,890.50	1/02/14	1/13/14
City of Calexico	Reconstruction and widening of 2 nd Street – between the New River bridge and the Calexico International Airport	\$3,000,000	Pending – Revised packet from City	
City of Brawley	Street Rehabilitation Phase IX – various streets	\$2,324,981.19	Proposed submittal June 2014	

City of Brawley	Eastern Avenue road reconstruction and rehabilitation – between Jones Street and Malan Street.	\$625,000	Proposed submittal June 2014	
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V. ADJOURNMENT

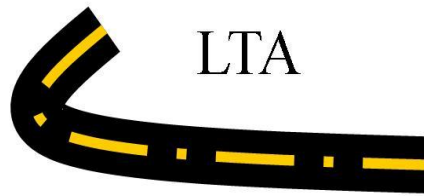
Meeting Adjourned at 11:04 a.m.

Brawley

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Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

March 21, 2014

Lawrence D. Ritchie, Chairperson
Local Transportation Authority
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Adoption of the Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year June 30, 2013

Dear Members of the Authority:

According to Section VIII of the original ordinance dated July 1, 1989, the Local Transportation Authority (LTA) must conduct fiscal audits of its financial activities on an annual basis. The ordinance states: "*An annual independent audit shall be conducted to assure that the revenues expended by the Authority under this section are necessary and reasonable in carrying out its responsibility under the Ordinance.*"

Attached, please find the following annual financial report performed by the CPA firm, Hutchinson and Bloodgood: *LTA Annual Financial Report, for fiscal year ended June 20, 2013*

Hutchinson and Bloodgood staff will be presenting the Findings and Recommendations at the March 26, 2014 Board meeting.

The LTA Local Taxpayer Supervising Committee (LTSC) met on March 19, 2014 and recommended that the Board approve the FY 2012-13 Audit with the following recommendations:

- LTA Staff provide a letter to member agencies emphasizing the need to improve procedures and avoid repetition of past findings and recommendations;
- LTA Staff follow up with Bond Counsel to get clarification of allowable costs associated with any bond financing funds;
- LTA Staff to make a formal request annually to member agencies for Maintenance of Effort documentation, summary of projects completed or underway, Five-Year Expenditure Plans, and a list of projects proposed in the following 3 to 5 years;
- LTA Staff have an annual meeting with member agencies to review LTA requirements, preparation for audits, updates for projects completed and scheduled for new fiscal year; and,
- LTA Staff emphasize and promote the need to member agencies for the completion of projects proposed in the 2012 bond finance program.

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Therefore, it is requested that the LTA review and approve the following after receipt of public comment, if any:

1. FY 2012-13 Imperial County Local Transportation Authority Annual Financial Audit.

Sincerely,



MARK BAZA
Executive Director

Attachments

MB/cl

Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

Memorandum

Date: March 21, 2014
To: Local Transportation Authority
From: Mark Baza, Executive Director
Re: **Executive Director's Report**

The following is a summary of the Executive Director's Report for the LTA meeting of March 26, 2014:

1. **Member Agency Coordination:** In April 2014, ICTC staff will be making a formal request to all member agencies to submit 2014 Maintenance of Effort documentation, summary of projects completed in fiscal year 2014, and their Five-Year Expenditure Plans for fiscal year 2015.
2. **LTA Bond Projects:** Below is a list of allocation request for LTA Sales Tax Revenue Bond funded projects processed to date.

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MB/vm

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