

BRAWLEY

CALIPATRIA

HOLTVILLE

WESTMORLAND



CALEXICO

EL CENTRO

IMPERIAL

IMPERIAL COUNTY

AGENDA

WEDNESDAY, JUNE 25, 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: March 26, 2014

V. ACTION CALENDAR

- A. 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

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



Local Transportation Authority

DRAFT MINUTES FOR MARCH 26, 2014**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calexico	Bill Hodge
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
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), Michelle Bastidas (staff)

I. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Vice-Chair Ritchie at 6:03 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 Sanders and seconded by Predmore to approve the LTA Board minutes for September 25, 2013, **Motion Carried** with one abstention from Terrazas.
- B. A motion was made by Terrazas and seconded by Sanders to review and file the Local Taxpayers Supervising Committee (LTSC) minutes for March 19, 2014, **Motion Carried.**

V. ACTION CALENDAR

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

The Local Taxpayer Supervising Committee (LTSC) met on March 19, 2014 and forwarded this item to the LTA Board for review and approval after public comment, if any, 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.
1. Reviewed and Approved the FY 2012-13 Imperial County Local Transportation Annual Financial Report.

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

VI. REPORTS

A. Executive Director Reports

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.

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	

VII. ADJOURNMENT

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

Meeting Adjourned at 7:05 p.m.

Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

June 17, 2014

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

SUBJECT: Administrative Services Budget FY 2014/15

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 2014-15 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 2013-14	Requested FY 2014-15	
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REVENUES

LOCAL TRANSPORTATION AUTHORITY (LTA) 1% Administration	\$150,995	\$185,300	23%
TOTAL	\$150,995	\$185,300	23%

EXPENSES

MEMBERSHIPS	\$2,800	\$2,800	0%
OFFICE EXPENSE	\$2,100	\$2,300	10%
LTA STAFFING & SUPPORT (ICTC)	\$60,145	\$60,768	1%
INDEPENDENT LEGAL SUPPORT	\$5,000	\$5,000	0%
ICTC/LTA LEGAL SUPPORT (COUNTY OF IMPERIAL)	\$10,000	\$10,000	0%
MELLON BANK AGENT FEES	\$3,500	\$3,950	13%
INDEPENDENT CPA AUDIT SERVICES	\$65,000	\$85,000	31%
PUBL AND LEGAL NOTICES	\$0	\$1,000	0%
RENTS AND LEASES - EQUIPMENT	\$1,200	\$1,282	7%
RENTS AND LEASES	\$0	\$7,800	0%
TRAVEL/TRAINING	\$1,250	\$2,600	108%
COMMUNICATIONS, FUEL & MAINTENANCE	\$0	\$2,800	0%
TOTAL	\$150,995	\$185,300	23%

BRAWLEY

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Memorandum

Date: June 25, 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 June 25, 2014:

1. **Member Agency Coordination:** In June, 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.

Processed Date	Receipt of funds	Agency	Project Description	Requisition Number	Total Request Amount
8/14/13	8/29/13	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	1 of 1	\$2,823,570.07
1/02/14	1/13/14	City of Calipatria	Street rehabilitation of Lake Avenue – between Elder Street to Bowles Road	1 of 1	\$148,890.50
4/30/14	5/27/14	City of Calexico	Reconstruction and widening of 2 nd Street – between the New River bridge and the Calexico International Airport	1 of 1	\$3,000,000
4/21/14	4/30/14	City of Calipatria	Street rehabilitation of Imperial Street, Brown Street, and Fern Street	1 of 3	\$389,156.22
4/21/14	4/30/14	City of Calipatria	Street rehabilitation of Imperial Street, Brown Street, and Fern Street	2 of 3	\$453,383.95
6/20/14		City of Calipatria	Street rehabilitation of Imperial Street, Brown Street, and Fern Street	3 of 3	\$580,997.50
TOTAL:					\$7,395,998.24

3. **LTA Bond Projects:** Below is a list of allocation request for LTA Sales Tax Revenue Bond funded projects pending submittal.

Processed Date	Receipt of funds	Agency	Project Description	Requisition Number	Total Request Amount
Proposed submittal end of June 2014		City of Brawley	Street Rehabilitation Phase IX – various streets		\$2,324,981.19
Proposed submittal end of June 2014		City of Brawley	Eastern Avenue road reconstruction and rehabilitation – between Jones Street and Malan Street.		\$625,000
TBD		County of Imperial	Phase II-A AC Overlay Improvements of Various County Roads, Project No.5663		\$2,340,000
TBD		County of Imperial	Phase II-B Cold in Place Road Reconstruction Improvements of Various County Roads, Project No.5663		\$4,265,000
TBD		County of Imperial	Phase II-C La Brucherie Road Improvements from I-8 to West Side Main Canal, Project No.5663I		\$1,885,000
TOTAL:					\$11,439,981.19

MB/vm

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