

BRAWLEY

CALIPATRIA

HOLTVILLE

WESTMORLAND



CALEXICO

EL CENTRO

IMPERIAL

IMPERIAL COUNTY

AGENDA

WEDNESDAY, JULY 27, 2016

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: JAMES PREDMORE

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 Authority for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Authority. The Authority 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: June 22, 2016

V. REPORTS

- A. Executive Director Report

VI. ACTION CALENDAR

- A. Administrative Services Budget FY 2016-17

The ICTC Management Committee met on July 13, 2016 and forwards this item to the LTA Board for review and approval after public comment, if any:

1. Approve the FY 2016-17 Administrative Services Budget for the Local Transportation Authority

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

MINUTES FOR JUNE 22, 2016**VOTING MEMBERS PRESENT:**

City of Calexico	Joong Kim
City of Calipatria	Maria Nava-Froelich
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore – Chair
City of Imperial	Doug Cox – Vice Chair
City of Westmorland	Lawrence D. Ritchie
County of Imperial	Ryan Kelley
County of Imperial	Jack Terrazas
Executive Director	Mark Baza (non-voting)

STAFF PRESENT: Cristi Lerma, Kathi Williams, Virginia Mendoza**OTHERS PRESENT:** Eric Havens: ICTC Counsel; David Salgado: SCAG**I. CALL TO ORDER AND ROLL CALL**

Meeting was called to order by Chair Predmore at 6:08 p.m. and roll call was taken.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

No public comment

IV. CONSENT CALENDARA. A motion was made by [Nava-Froelich](#) and seconded by [Kim](#) to approve the May 25, 2016 Minutes for the LTA Board, **Motion Carried unanimously.****V. REPORTS**

A. Mr. Baza provided a report that indicated the most recent Sales Tax Revenue Bond funded projects processed to date. The information is listed below:

Original Bond Funds	
Brawley	\$8,155,000
Calexico	\$15,410,000
Calipatria	\$2,305,000
Imperial	\$6,170,000
County	\$21,935,000

Remaining Bond Funds*	% Spent
Brawley	\$1,975,239.25 75%
Calexico	\$5,157,332.12 66%
Calipatria	\$0 100%
Imperial	\$263,381.84 99%
County	\$5,216,943.79 76%

VI. ACTION CALENDAR

A. Continuing Resolution for the FY 2015-16 Local Transportation Authority Budget

Mr. Baza stated that the budget for FY 2016-17 is under development; however, a detailed report is not ready to submit for approval at this time. It is anticipated that a final draft of the budget will be submitted for approval at our meeting on July 27, 2016.

Attached to the agenda was a continuing resolution for the interim period of time in order to meet commitments.

It was requested that the LTA review and approve the following action after receipt of public comment, if any:

1. Authorized the Chairman to sign the continuing resolution in order to pay expenditures, of the LTA prior to the adoption of the Budget for Fiscal Year 2016-17, at the levels set by the Budget for Fiscal Year 2015-16 (adopted on June 24, 2015).

A motion was made by [Nava-Froelich](#) and seconded by [Cox](#), **Motion Carried** with one opposition from Calexico.

B. Draft Investment Policy for the Local Transportation Authority

Mr. Baza stated that at the Management Committee meeting on May 11, 2016 staff presented the opportunity to invest the reserve funds for the LTA 2012 Bond Series with the firm Arbitrage Management Group. The Committee's recommendation was to consult with Bond Counsel to develop an investment policy before going any further. Staff met with Bond Counsel and has developed a Draft Investment Policy for your review and consideration to approve.

The ICTC Management Committee met on June 8, 2016 and forwarded this item to the Authority for their review and approval after public comment, if any:

1. Reviewed and Approved the Draft Investment Policy

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

VII. ADJOURNMENT

Meeting Adjourned at 6:18 p.m.

BRAWLEY

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WESTMORLAND



CALEXICO

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IMPERIAL

IMPERIAL COUNTY

Memorandum

Date: July 22, 2016
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 July 27, 2016:

1. **LTA Bond Projects:** Refer to the attached LTA Bond PowerPoint handout for LTA Sales Tax Revenue Bond funded projects processed to date. The following is the LTA Bond remaining funds:

Original Bond Funds	
Brawley	\$8,155,000
Calexico	\$15,410,000
Calipatria	\$2,305,000
Imperial	\$6,170,000
County	\$21,935,000

Remaining Bond Funds*		% Spent
Brawley	\$1,978,582.85	76%
Calexico	\$5,157,332.12	67%
Calipatria	\$0	100%
Imperial	\$263,381.84*	99%
County	\$5,221,435.24	76%

*1 Requisition in review process.

2. **Member Agency Coordination:** FY 2015-16 Maintenance of Effort documentation will be needed before the audit begins. Updated Expenditure Plans from all agencies are also needed for FY 2015-2016.

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Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

July 20, 2016

James Predmore, Chairman
Local Transportation Authority
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Administrative Services Budget FY 2016-17

Dear Board Members:

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.

The ICTC Management Committee met on July 13, 2016 and forwards this item to the LTA Board for review and approval after public comment, if any:

1. Approve the FY 2016-17 Administrative Services Budget for the Local Transportation Authority

Sincerely,



MARK BAZA
Executive Director

Attachment

MB/ksw/cl

1405 N. Imperial Ave., Suite 1, El Centro, CA 92243
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LTA

Local Transportation Authority

	Estimated Actual FY 2015-16	Requested FY 2016-17
<u>REVENUES</u>		
LOCAL TRANSPORTATION AUTHORITY 1% Administration (7418001)	\$148,332	\$153,032
TOTAL	<u>\$148,332</u>	<u>\$153,032</u>
<u>EXPENSES</u>		
MEMBERSHIPS - Self Help Counties Coalition (SHCC)	\$2,800	\$2,800
OFFICE EXPENSE	\$1,751	\$500
LTA STAFFING & SUPPORT (ICTC)	\$59,885	\$51,752
INDEPENDENT LEGAL SUPPORT	\$0	\$0
ICTC/LTA LEGAL SUPPORT (COUNTY OF IMPERIAL)	\$7,500	\$7,500
MELLON BANK AGENT FEES	\$3,950	\$3,950
INDEPENDENT CPA AUDIT SERVICES	\$74,500	\$79,100
PUBL AND LEGAL NOTICES	\$0	\$0
RENTS AND LEASES - EQUIPMENT	\$1,040	\$1,040
RENTS AND LEASES	\$4,705	\$5,220
TRAVEL/TRAINING	\$0	\$0
COMMUNICATIONS, FUEL & MAINTENANCE	\$1,005	\$1,170
TOTAL	<u>\$157,136</u>	<u>\$153,032</u>