



Imperial County Local Transportation Authority

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

AGENDA

WEDNESDAY, MARCH 26, 2025
6:00 PM or immediately after the ICTC meeting

LARGE CONFERENCE ROOM
1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243

CHAIRPERSON: ROBERT AMPARANO

EXECUTIVE DIRECTOR: DAVID AGUIRRE

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 LTA's website: <https://www.ltaimperial.com/>

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, please contact the Secretary to the Commission at (760) 592-4494 if special assistance is needed to participate in a LTA 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.

To Join Zoom Meeting click on the following link:

<https://us06web.zoom.us/j/82857938327?pwd=uy4wGybviVtbeAnIzNbVm9ubBOIHD.1>

To Join by phone dial (669) 444-9171

Meeting ID: 828 5793 8327

Passcode: 116230

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 LTA Board on any subject matter within the LTA's jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. In compliance with Assembly Bill 361, the meeting will be held remotely and in person. Each speaker should contact the Secretary to the Commission at (760) 592-4494 or by email to cristilerma@imperialctc.org. When addressing the Board, state your name for the record prior to providing your comments. Please address the Board as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Board; 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 and respect all people that are present or watching, obey the direction of the Chair and Secretary to the Commission.

IV. CONSENT CALENDAR

- A. Approve Minutes for August 28, 2024 Page 4

V. REPORTS

- A. LTA Executive Director Report Page 7

VI. ACTION CALENDAR

- A. Imperial County Local Transportation Authority (LTA) Audit, Fiscal Year 2023/2024 Page 10

The ICTC Management Committee met on March 12, 2025, and the LTA Oversight committee met on March 13, 2025, and both forward this item to the LTA Board for their review and approval after public comment, if any:

1. Receive, Approve and File the FY 2023-24 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: Brawley, Calipatria, Calexico, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the ICLTA.
2. Authorize the Authority to withhold Measure D funds for applicable agencies (after bond principal and interest payments) until completion of the agency’s audit if any of the provisions from the ordinance are not turned in by the specified deadline.
 - a. Maintenance of Effort, due October 1st
 - b. Annual projects completed list, due November 1st
 - c. Annual approval by the council/board of the 5-year list of projects, due November 1st
3. Authorize the Authority to deposit any interest earned from funds withheld (due to the above-mentioned action) in the 5% Regional Set-A-Side fund.
4. The Authority is to instruct the Measure D participating agencies to include the LTA logo on signage for their road projects that use Measure D funds.

- B. Rotation of the Vice-Chair Position Page 13

It is requested that the Authority take appropriate action in consideration of the rotation and assignment of the Vice Chair position.

VII. ADJOURNMENT

IV. CONSENT CALENDAR

- A. APPROVE MINUTES FOR AUGUST 28, 2025



Imperial County Local Transportation Authority

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

MINUTES FOR
August 28, 2024

VOTING MEMBERS PRESENT:

City of Brawley	Absent
City of Calipatria	Maria Nava-Froelich
City of Calexico	Camilo Garcia
City of El Centro	Martha Cardenas Singh
City of Imperial	Robert Amparano
City of Holtville	Mike Goodsell
City of Westmorland	Absent
County of Imperial	Luis Plancarte
County of Imperial	Absent

STAFF PRESENT: David Aguirre, Cristi Lerma, Esperanza Avila, Eric Havens (Counsel)
OTHERS PRESENT: Gerard Chadergran, John Garcia: Caltrans

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Plancarte at 8:15 p.m. and roll call was taken.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT CALENDAR

A. Approved minutes for June 26, 2024. A motion was made by [Nava-Froelich](#) and seconded by [Goodsell](#) as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
City of Calipatria	Yes
City of Calexico	Yes
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	Absent
---------------------	--------

Motion Carried.

V. REPORTS

- A. Mr. Aguirre reviewed the report on page 7

VI. ACTION CALENDAR

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

The ICTC Management Committee met on August 14, 2024, and forwarded this item to the LTA Board for their review and approval after public comment, if any:

- 1. Authorized 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

A motion was made by [Amparano](#) and seconded by [Garcia](#) as presented. Roll call:

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

Motion Carried.

VII. ADJOURMENT

- A. Meeting Adjourned at 8:22 p.m.

V. REPORTS

A. LTA EXECUTIVE DIRECTOR REPORT



Imperial County Local Transportation Authority

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

Phone: 760-592-4494 | Fax: 760-592-4410

Memorandum

Date: March 20, 2025
To: Local Transportation Authority
From: David Aguirre, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the LTA Board Meeting of March 26, 2025.

1. The Measure D Local Taxpayer Supervising Committee (LTSC) met on March 13, 2025, and had the following recommendations after reviewing the FY 2023-24 LTA audits:
 - a. The Authority should withhold Measure D funds for applicable agencies (after bond principal and interest payments) until completion of the agency's audit if any of the provisions from the ordinance are not turned in by the specified deadline.
 - i. Maintenance of Effort, due October 1st
 - ii. Annual projects completed list, due November 1st
 - iii. Annual approval by the council/board of the 5-year list of projects, due November 1st
 - b. The Authority should deposit any interest earned from funds withheld (due to the above-mentioned action) to the 5% Regional Set-A-Side fund.
 - c. The Authority is to instruct the Measure D participating agencies to include LTA signage on their road projects that use Measure D funds.
 - d. The Board directs the Authority to amend the ordinance Section 6 - Maintenance of Effort.

The Authority will provide various notifications to agency staff to facilitate compliance with the Ordinance provisions. The Authority will continue to provide a training session for agency staff pertaining to the Authority and its requirements.

Prior approved adjustments will continue to be implemented and monitored by the Authority.

2. 2018 LTA Bond Projects: The following lists the remaining funds for the LTA 2018 Bond.

2018 Original Bond Funds	
Calexico	\$12,375,000
Calipatria	\$1,450,000
Holtville	\$2,940,000

Remaining Bond Funds*		% Spent
Calexico*	\$2,951,905	76%
Calipatria	\$0	100%
Holtville	\$0	100%

*Remaining Project Bond funds as of Bank Statements dated 2-28-25
 Final Funding Request was submitted by Calexico in March 2025

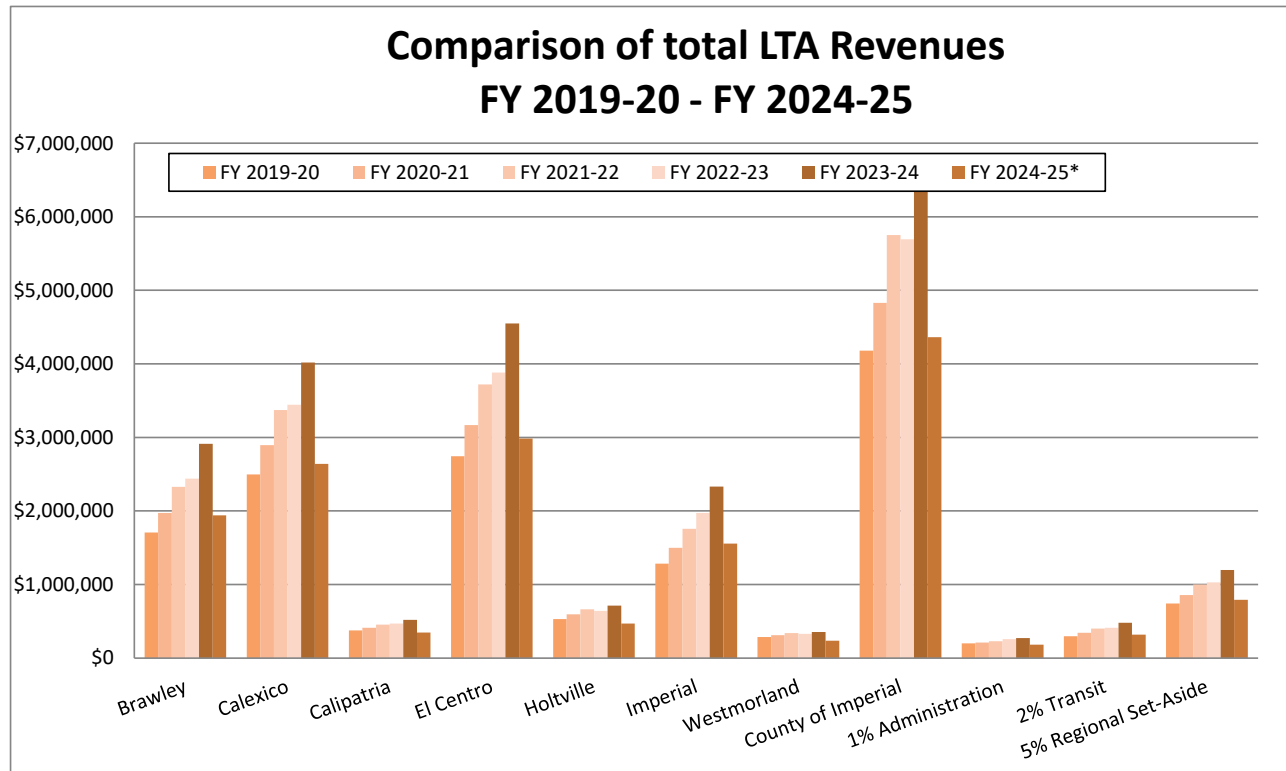
3. LTA 2% Transit Set-Aside
 Total Allocations for FY 2024-25
 - a. IVT Ride \$250,000 (Brawley, Calexico, Imperial, El Centro, Heber & West Shores)
 - b. Available Balance 02/28/25 - \$1,071,095

- 4. LTA 5% Highway Set-Aside
 - a. Processed Disbursements - \$6,329,267
 - b. Pending projects - \$2,698,132
 - 1. Traffic Signal SR 86 & Dogwood Rd Imperial County - \$1,680,815
 - 2. Forrester Road PSR - \$92,923
 - 3. SR 86 Border Patrol Checkpoint - \$674,394
 - 4. Calexico Traffic Study & Traffic Control Assistance - \$250,000
 - c. LTA 5% Regional Hwy Available Balance as of 02/28/25: \$5,445,656

5. LTA FY revenues

LTA Revenues

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25*
Brawley	\$1,708,309.63	\$1,973,179.09	\$2,329,277.17	\$2,440,857.37	\$2,912,265.31	\$1,940,594.21
Calexico	\$2,496,364.99	\$2,895,513.18	\$3,373,877.73	\$3,443,349.35	\$4,017,313.18	\$2,640,890.44
Calipatria	\$375,010.38	\$411,033.42	\$455,012.61	\$467,550.20	\$520,741.26	\$346,132.12
El Centro	\$2,745,303.02	\$3,169,283.41	\$3,721,630.08	\$3,882,895.46	\$4,550,959.38	\$2,983,277.53
Holtville	\$530,539.51	\$592,883.74	\$661,781.67	\$641,483.65	\$713,833.01	\$470,477.91
Imperial	\$1,284,456.38	\$1,500,288.41	\$1,758,809.88	\$1,972,479.10	\$2,332,891.85	\$1,554,733.89
Westmorland	\$287,435.95	\$312,555.82	\$339,173.06	\$328,432.76	\$354,632.47	\$236,432.48
County of Imperial	\$4,179,704.84	\$4,830,782.66	\$5,753,297.52	\$5,695,632.54	\$6,630,055.35	\$4,363,436.88
1% Administration	\$199,626.70	\$211,624.03	\$227,015.72	\$256,416.23	\$270,880.37	\$180,057.93
2% Transit	\$296,919.39	\$341,874.07	\$400,427.43	\$411,378.42	\$479,646.72	\$316,473.85
5% Regional Set-Aside	\$742,298.46	\$854,685.13	\$1,001,068.57	\$1,028,446.07	\$1,199,116.78	\$791,184.57
	\$14,845,969.25	\$17,093,702.96	\$20,021,371.44	\$20,568,921.15	\$23,982,335.68	\$15,823,691.81



Revenue distributions listed include bond payments for the participating agencies
 *up to the month of February 2025

VI. ACTION CALENDAR

- A. Imperial County Local Transportation Authority (LTA) Audit, Fiscal Year 2023/2024



Imperial County Local Transportation Authority

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

March 21, 2025

Robert Amparano, Chairman
Local Transportation Authority
1503 N Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2024

Dear Board Members:

According to Section VIII of the 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.*”

The ordinance and the bylaws also state: “*the Local Taxpayer Supervising Committee (LTSC) shall supervise a post-audit of the financial transactions and records of the Authority at least annually by a certified public accountant as described in Section 12...*”

The LTSC met on March 13, 2025, to review the annual financial reports performed by the CPA firm, The Pun Group: *LTA Annual Financial Report, for the fiscal year ended June 30, 2024*; and to provide feedback and recommendations.

Previous recommendations are listed below with staff updates pertaining to accomplishments.

- Provide LTA audit requirements training for agency staff as required. *ICLTA Staff provided LTA Audit staff training at a scheduled TAC meeting this fiscal year to review eligible expenses. This will be a continued yearly effort to keep new finance staff informed of the documentation required.*
- Provide a template to all agencies for the 5-year expenditure plan to ensure uniformity in the annual audit. *ICLTA has prepared and forwarded a general template to all agencies for their use, for audit submittal.*
- Request that the 5-year expenditure plan be updated to reflect an accurate list of projects to be worked on and to ensure it is approved annually. *ICLTA staff will continue to remind agencies of the annual approval and will recommend that their list be updated to reflect only those projects to be worked on in the 5-year period.*
- Request that agency staff provide the LTA with a list of LTA funded completed projects for the fiscal year. *ICLTA staff have developed a template, and the FY 2023 list of completed projects has been posted on the LTA website. It was also requested that a press release be made regarding the*

funds spent on street projects to date. ICTC will be implementing a publication noting the projects completed utilizing LTA funds.

- Create a more effective Maintenance of Effort for the agencies. Restructure the MOE to use as a trial period and bring back to the oversight for a final recommendation of approval. *ICLTA intends to further evaluate possible adjustments to the MOE requirement for each of the agencies. Any adjustment to the MOE structure would require a formal amendment to the LTA ordinance.*
- Implement a cap on the administrative use of LTA funds with up to 6 to 10% recommended. *ICLTA presented the 5% limit in the use of LTA funds towards administrative expenses and was approved by the board on February 22, 2023.*
- Submit documentation pertaining to use and projects utilizing LTA funds for the prior fiscal year to LTA staff no later than November 1st. *ICLTA staff will continue to work with the agencies to ensure that documentation is submitted by the date specified in the ordinance. Staff will develop a series of reminder opportunities to reach out to agency staff.*
- Allow LTA staff to implement withholding funds penalties to agencies for noncompliance with LTA regulations. *ICLTA staff will maintain ongoing discussions with agency staff to avoid withholding funds scenarios. ICLTA staff will only utilize withholding of funds penalties in situations where the agency is nonresponsive to ICLTA compliance documentation requests.*
- Request that agencies with a large fund balance give an explanation as to why the funds have yet to be expended. *ICLTA staff will work with the auditor to include this information as a footnote in the audit report. Staff are working with the auditor and member agencies to obtain additional information pertaining to this item.*

The draft audits are posted on the LTA website at <https://www.ltaimperial.com/audits-and-financial-reports> for your review.

The ICTC Management Committee met on March 12, 2025 and the LTA Oversight committee met on March 13, 2025, and both forward this item to the LTA Board for their review and approval after public comment, if any:

1. Receive, Approve and File the FY 2023-24 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: Brawley, Calipatria, Calexico, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the ICLTA.
2. Authorize the Authority to withhold Measure D funds for applicable agencies (after bond principal and interest payments) until completion of the agency's audit if any of the provisions from the ordinance are not turned in by the specified deadline.
 - a. Maintenance of Effort, due October 1st
 - b. Annual projects completed list, due November 1st
 - c. Annual approval by the council/board of the 5-year list of projects, due November 1st
3. Authorize the Authority to deposit any interest earned from funds withheld (due to the above-mentioned action) in the 5% Regional Set-A-Side fund.
4. The Authority is to instruct the Measure D participating agencies to include the LTA logo on signage for their road projects that use Measure D funds.

Sincerely,



DAVID AGUIRRE
Executive Director

DA/mb/cl

VI. ACTION CALENDAR

B. Rotation of the Vice-Chair Position

It is requested that the Authority take appropriate action in consideration of the rotation and assignment of the Vice Chair position.



Imperial County Local Transportation Authority

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

March 21, 2025

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

SUBJECT: Rotation of the Vice-Chair Position

Dear Authority Members:

The ICTC Board has historically rotated the Chair and Vice Chair positions from amongst the member agencies. Both positions serve for a period of approximately one year.

At the ICTC Board meeting in January the Commission appointed both positions. Robert Amparano with the City of Imperial was appointed to the Chair position. The Vice Chair position was appointed to the IID. Since the IID is not a voting member of the LTA, staff is requesting that a Vice-Chair be appointed to the LTA for administrative purposes. Attached is a review of Chair positions since 2004.

It is requested that the Authority take appropriate action in consideration of the rotation and assignment of the Vice Chair position.

Sincerely,

DAVID AGUIRRE
Executive Director

IVAG / ICTC CHAIR AND VICE CHAIRS

	CHAIR	VICE CHAIR
calendar year		
2024	County	Imperial
2023	Holtville	County
6-22 to 12-22	Calipatria	Holtville
1-22 to 5-22	Calexico	Calipatria
2021	El Centro	Calexico
2020	Brawley	El Centro
2019	Imperial	Brawley
2018	County	Imperial
2017	Calipatria	County
2016	Holtville	Imperial
2015	IID	Holtville
2014	Westmorland	IID
2013	County	Westmorland
2012	El Centro	County
2011	Holtville	El Centro
2010	Brawley	Calipatria
2009	Imperial	Holtville
2008	Calexico	Imperial
2007	Calipatria	Calexico
2006	Brawley	Calipatria
2005	Westmorland	Brawley
2004	Imperial	Westmorland

Previous number of appointments from 2004 to the present			
Brawley	3	Brawley	2
Calipatria	3	Calipatria	1
Calexico	1	Calexico	2
El Centro	2	El Centro	2
Holtville	3	Holtville	3
Imperial	3	Imperial	3
Westmorland	2	Westmorland	2
County	2	County	3
IID	1	IID	1