



MEASURE D LOCAL TAXPAYER SUPERVISING COMMITTEE (LTSC)

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.