

AGENDA
Board of Directors Meeting
January 8, 2014

*******Start Time: 10:00 a.m. (CLOSED SESSION)*******
1170 W. 3rd Street, 2nd Floor (The Super Chief)

******Convene Regular Meeting at 10:30 a.m.******
1st Floor Lobby

LOCATION

San Bernardino Associated Governments
Santa Fe Depot - SANBAG Lobby 1st Floor
1170 W. 3rd Street, San Bernardino, CA

Board of Directors

President

Bill Jahn, Council Member
City of Big Bear Lake

Vice-President

L. Dennis Michael, Mayor
City of Rancho Cucamonga

Cari Thomas, Mayor
City of Adelanto

Curt Emick, Mayor
Town of Apple Valley

Julie McIntyre, Mayor
City of Barstow

Dennis Yates, Mayor
City of Chino

Ed Graham, Vice Mayor
City of Chino Hills

Frank Navarro, Council Member
City of Colton

Michael Tahan, Council Member
City of Fontana

Walt Stanckiewicz, Mayor
City of Grand Terrace

Mike Leonard, Council Member
City of Hesperia

Larry McCallon, Mayor Pro Tem
City of Highland

Rhodes "Dusty" Rigsby, Mayor
City of Loma Linda

Paul Eaton, Mayor
City of Montclair

Edward Paget, Mayor
City of Needles

Alan Wapner, Council Member
City of Ontario

Pete Aguilar, Mayor
City of Redlands

Deborah Robertson, Mayor
City of Rialto

Patrick Morris, Mayor
City of San Bernardino

Jim Harris, Council Member
City of Twentynine Palms

Ray Musser, Mayor
City of Upland

Ryan McEachron, Mayor Pro Tem
City of Victorville

Dick Riddell, Council Member
City of Yucaipa

George Huntington, Council Member
Town of Yucca Valley

Robert A. Lovingood, Supervisor
County of San Bernardino

Janice Rutherford, Supervisor
County of San Bernardino

James Ramos, Supervisor
County of San Bernardino

Gary Ovitt, Supervisor
County of San Bernardino

Josie Gonzales, Supervisor
County of San Bernardino

Basem Muallem, Caltrans
Ex-Officio Member

Ray Wolfe, *Executive Director*

Eileen Teichert, *SANBAG Counsel*

San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.

In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
County Congestion Management Agency
Service Authority for Freeway Emergencies**

AGENDA

**Board of Directors
January 8, 2014**

*****10:00 a.m. (CLOSED SESSION)***
1170 W. 3rd Street, 2nd Floor (The Super Chief)
San Bernardino, CA**

CLOSED SESSION

1. Conference With Legal Counsel – Existing Litigation

Existing litigation pursuant to Government Code Section 54956.9, subdivision (a), with respect to the following matter:

SANBAG Parcel #	Case Name and Number
B-243	<u>SANBAG v. World Oil Marketing Company,</u> San Bernardino County Superior Court Case No. CIVDS 1104963

2. Conference With Legal Counsel – Existing Litigation

Existing litigation pursuant to Government Code Section 54956.9, subdivision (a), with respect to the following matter:

SANBAG Parcel #	Case Name and Number
B-245	<u>SANBAG v. F&C Jara,</u> San Bernardino County Superior Court Case No. CIVDS 1104964

3. Conference With Legal Counsel – Existing Litigation

Existing litigation pursuant to Government Code Section 54956.9, subdivision (a), with respect to the following matter:

SANBAG Parcel #	Case Name and Number
C-18/20/22	<u>SANBAG v. RM El Torito,</u> San Bernardino County Superior Court Case No. CIVDS 1103202

*****Convene Regular Meeting at 10:30 a.m.***
1170 W. 3rd Street, 1st Floor Lobby, San Bernardino**

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional meeting procedures and agenda explanations are attached to the end of this agenda.
--

Call to Order 10:30 a.m. by Council Member Bill Jahn

- I. Pledge of Allegiance
- II. Attendance
- III. Announcements:
 - Calendar of Events (Pg. 10)
- IV. Agenda Notices/Modifications – Vicki Watson

Notes/Actions:

- 1. **Possible Conflict of Interest Issues for the Board Meeting of January 8, 2014** Pg. 11

Note agenda item contractors, subcontractors and agents, which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

Consent Calendar

Items listed on the Consent Calendar are expected to be routine and non-controversial. These items have been discussed at SANBAG Policy Committee meetings and made available for public review as noted in the agenda. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Member Request. Items pulled from the consent calendar will be brought up under Agenda Item 17.

Administrative Matters

- 2. **Board of Directors Attendance Roster** Pg. 13
- 3. **November 2013 Procurement Report** Pg. 17
 Receive November 2013 Procurement Report. **William Stawarski**
This item was received by the General Policy Committee on December 11, 2013.
- 4. **Insurance Premium Update** Pg. 24
 Receive Insurance Premium Update Report. **William Stawarski**
This item was received by the General Policy Committee on December 11, 2013.
- 5. **Budget to Actual Report for first quarter ending September 30, 2013** Pg. 27
 Receive and file Budget to Actual Report for first quarter ending September 30, 2013. **William Stawarski**
This item was received by the General Policy Committee on December 11, 2013.
- 6. **SANBAG Fiscal Year 2014/2015 Budget Schedule** Pg. 31
 Approve the Fiscal Year 2014/2015 Budget Schedule. **William Stawarski**
This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

Consent Calendar Continued....

Administrative Matters (Cont.)

7. **Measure I Revenue Estimate for Fiscal Year 2014/2015 Allocation Planning** Pg. 34

Approve a Measure I 2010-2040 revenue estimate of \$141.9 million for Fiscal Year 2014/2015 and the revenue distribution by subarea in Table 2 for purposes of allocation planning for Fiscal Year 2014/2015. **William Stawarski**

This item was reviewed and unanimously approved by the General Policy Committee on December 11, 2013.

8. **Communication from Committees, Boards, Agencies and Organizations to which SANBAG Belongs** Pg. 37

Approve the practice of requesting status reports at least annually from external committees, boards, agencies and organizations to which SANBAG belongs. **Duane Baker**

This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

Air Quality/Traveler

9. **Award Freeway Service Patrol (FSP) Tow Services Contract** Pg. 39

Award Contract No. C14009 to Pomona Valley Towing, Inc., for Freeway Service Patrol Beat No. 1 for a three-year term, with two one-year options, to extend for an amount not-to-exceed \$561,180.00 for the initial three year term, as outlined in the Financial Impact Section. **Duane Baker**

This item was reviewed and recommended for approval (10-0-1; Abstained: Ramos) by the General Policy Committee on December 11, 2013. SANBAG General Counsel and Contract Administrator have reviewed this item and the Contract.

Regional/Subregional Planning

10. **Development of a Countywide Habitat Preservation/Conservation Framework** Pg. 66

That the Board, acting as the San Bernardino County Council of Governments:

1. Approve the attached scope of work for Development of a Countywide Habitat Preservation/Conservation Framework.

2. Authorize the release of Request for Proposals No. 14113 for consultant support to complete the study of a Countywide Habitat Preservation/Conservation Framework consistent with the approved scope of work. **Steve Smith**

This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

Consent Calendar Continued....

Project Delivery

11. Interstate 10 (I-10) Corridor Project

Pg. 76

That the Board acting in its capacity as the San Bernardino County Transportation Commission:

1. Approve contract amendment C08112-02 with Caltrans for a contract value of \$1,000,000 to expend the allocated State Transportation Improvement Program/Regional Improvement Program (STIP/RIP) funds previously allocated for the I-10 Corridor preliminary engineering and environmental (PA/ED) work.

2. Approve Amendment to the SANBAG Fiscal Year 2013/2014 Budget modifying revenue sources funding Task No. 0825 (I-10 Corridor Project Development) adding \$1,000,000 of State Transportation Improvement Program/Regional Improvement Program (STIP/RIP) funds and reducing \$1,000,000 of Measure I Valley Fund-Freeway Projects funds as detailed in the Financial Impact Section.
Garry Cohoe

This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. SANBAG General Counsel and Contract Administrator have reviewed this item and the Amendment.

12. Interstate 10 Tippecanoe Interchange Improvement Project – Phase I

Pg. 82

That the Board acting in its capacity as the San Bernardino County Transportation Authority:

1. Approve Amendment No. 3 to Contract No. C11215 with Simon Wong Engineering for Construction Management services for the I-10 Tippecanoe Interchange Improvement Project – Phase I, an increase of \$307,270.00 for a new not-to-exceed amount of \$2,359,000.00,

2. Approve an increase of contingency to Contract No. C11215 with Simon Wong for the I-10 Tippecanoe Interchange Improvement Project – Phase I, of \$100,000.00 for a new not-to-exceed contingency amount of \$375,173.00 and authorize the Executive Director or designee to release contingency as necessary for the project.
Garry Cohoe

This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. SANBAG General Counsel and Contract Administrator have reviewed this item and the Amendment.

Consent Calendar Continued....

Transit/Commuter Rail

13. **Additional fund allocations to Southern California Regional Rail Authority for managerial staffing services** Pg. 90

That the Board acting as the San Bernardino County Transportation Commission:

1. Approve an increase to the Fiscal Year 2013/2014 Southern California Regional Rail Authority (SCRRA) operating assistance and allocate an additional \$40,447 for additional costs associated with SCRRA's contract with KPMG LLP for managerial staffing services.

2. Approve a budget amendment in Task No. 0377 Commuter Rail Operating in the amount of \$40,447 in State Transit Assistance Funds (PUC 99314) for a new task total of \$13,008,947. **Mitch Alderman**

This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013.

Transportation Fund Administration

14. **Measure I Local Street Program Policy Amendments** Pg. 108

That the Board, acting as the San Bernardino County Transportation Authority:

Adopt amended Policies 40003, 40012, and 40016 pertaining to the Measure I Local Street Program, as shown in Attachments 1, 2, and 3, respectively. **Andrea Zureick**

The proposed policy revisions were reviewed by the Transportation Technical Advisory Committee on November 4, 2013. This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

15. **Interstate 15/Sierra Avenue Interchange Advance Expenditure Agreement (AEA)** Pg. 135

That the Board of Directors, acting in its capacity as the San Bernardino County Transportation Authority:

Approve Advance Expenditure Agreement No. C14037 with the County of San Bernardino for Interstate 15/Sierra Avenue Interchange Interim Improvements. **Andrea Zureick**

This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. This item and the AEA have been reviewed by the Contract Administrator and General Counsel.

Consent Calendar Continued....

Transportation Fund Administration (Cont.)

16. **Transit Stations Security Study California Transit Security Grant Program Application** Pg. 146

That the Board, acting as the San Bernardino County Transportation Commission:

1. Authorize staff to submit the Fiscal Year 2011/2012 and Fiscal Year 2012/2013 California Transit Security Grant Program Grant Application to fund the Transit Stations Security Study in the amount of \$250,000.
2. Adopt Resolution No. 14-007 authorizing the Executive Director and/or his or her designee to execute any documents and take other actions necessary for the purpose of obtaining financial assistance provided by the California Office of Emergency Services under the grant program.
3. Approve a Fiscal Year 2013/2014 budget amendment to Task No. 0352 General Commuter Rail decreasing State Transit Assistance Rail by \$250,000 and increasing it by the same amount of State Proposition 1B Security Funds. **Andrea Zureick**

This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. SANBAG General Counsel has reviewed this item and the Resolution.

Consent Calendar Items Pulled for Discussion

17. Items pulled from the consent calendar shall be taken under this item in the order they were presented on the calendar.

DISCUSSION ITEMS

Administrative

18. **Status of San Bernardino Associated Governments (SANBAG) Financial Audit** Pg. 150

Receive SANBAG's Comprehensive Annual Financial Report (CAFR) on the Annual Financial Audit for Fiscal Year 2012/2013.
William Stawarski

This item was reviewed by the Audit Subcommittee on December 18, 2013.

Comments from Board Members

Brief Comments from Board of Directors

Executive Director's Comments

Brief Comments from the Executive Director

Public Comment

Brief Comments by the General Public

ADJOURNMENT

Additional Information

Agency Reports/Committee Memberships

South Coast Air Quality Management Report Pg. 153

Mayor Dennis Yates

Mobile Source Air Pollution Reduction Review Committee Pg. 154

Mayor Larry McCallon

SCAG Committees Pg. 157

SCAG Regional Council

SCAG Policy Committees

Community, Economic and Human Development

Energy and Environment

Transportation and Communications

SANBAG Policy Committees Pg. 158

Acronym List Pg. 164

Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Meeting Procedures and Rules of Conduct

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

Accessibility

The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3rd Street, 2nd Floor, San Bernardino at least 72 hours in advance of the meeting. Complete packages of this agenda are available for public review at the SANBAG offices and our website: www.sanbag.ca.gov. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

Agenda Actions – Items listed on both the “Consent Calendar” and “Items for Discussion” contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.

Closed Session Agenda Items – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.

Public Testimony on an Item – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A “Request to Speak” form must be completed for *each* item when an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

Agenda Times – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

Public Comment – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board's authority. *Matters raised under “Public Comment” may not be acted upon at that meeting. The time limits established in “Public Testimony on any Item” still apply.*

Disruptive Conduct – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner. *Please be aware that a NO SMOKING policy has been established for meetings. Your cooperation is appreciated!*

**SANBAG General Practices for Conducting Meetings
of
Board of Directors and Policy Committees**

Basic Agenda Item Discussion.

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee.
- Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.

The Vote as specified in the SANBAG Bylaws.

- Each member of the Board of Directors shall have one vote. In the absence of the official representative, the alternate shall be entitled to vote. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

Amendment or Substitute Motion.

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the maker of the original motion is asked if he would like to amend his motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is not addressed until after a vote on the first motion.
- Occasionally, a motion dies for lack of a second.

Call for the Question.

- At times, a member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

The Chair.

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time-to-time circumstances require deviation from general practice.
- Deviation from general practice is at the discretion of the Board/Committee Chair.

Courtesy and Decorum.

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.



Important Dates to Remember...

January 2014

SANBAG Meetings – Cancelled: Metro Valley Board Study Session

SANBAG Meetings – Scheduled:

General Policy Committee	Jan. 15	9:00 am	The Super Chief
Metro Valley Board Study Session	CANCELLED	---	---
Commuter Rail/ Transit Committee	Jan. 16	10:00 am	The Super Chief
Mountain/Desert Committee	Jan. 17	9:30 am	Town of Apple Valley

Other Meetings/Events:

I-215 Widening Project through San Bernardino, Dedication Ceremony	Jan. 24	10:00 am	Near the I-215/Baseline bridge in north San Bernardino
--	---------	----------	--

SANBAG Offices will be CLOSED:

- **Monday, January 20, 2014, for Martin Luther King Day.**

For additional information, please call SANBAG at (909) 884-8276.



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 1

Date: January 8, 2014

Subject: Information Relative to Possible Conflict of Interest

Recommendation*: Note agenda items and contractors/subcontractors, which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the SANBAG Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

POTENTIAL CONFLICTS OF INTEREST

Closed Session #1 – Conference with Legal Counsel – Existing Litigation

WORLD OIL MARKETING COMPANY, a California corporation (Officers/Directors: Bernard B. Roth; Toshiko G. Chan; Robert S. Roth; Florence Roth; Richard N. Roth; Steven F. Roth)

Closed Session #2 – Conference with Legal Counsel – Existing Litigation

F & C JARA PROPERTIES FOURTH LIMITED PARTNERSHIP, a California limited partnership; THE JARA MEXICAN FOOD, INC., a Nevada corporation, dba PANCHO VILLA'S RESTAURANT MEXICAN GRILL (Officers/Directors: Francisco J. Jara; Carmen Y. Jara)

Closed Session #3 – Conference with Legal Counsel – Existing Litigation

EL TORITO RESTAURANTS, INC., a California corporation (Officers/Directors: Richard Edwin Rivera; Madelaine Louise Morrow; Richard Paul Dutkiewicz)

*Approved
Board of Directors*

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
-----	---	-----	---	-----	---	------	---	-----	---

Check all that apply
 BRD1401z-aa

Consent/Discussion Calendar Items

Item No.	Contract No.	Principals & Agents	Subcontractors
9	C14009	Pomona Valley Towing, Inc. <i>Michael Payne</i>	N/A
12	C11215-03	Simon Wong Engineering <i>Mark McIntyre</i>	BetKon Inc. Arcadis US Towill Inc. Ghirardelli Associates Inc. Leighton Group Inc. AP Engineering

Financial Impact: This item has no direct impact on the SANBAG budget.

Reviewed By: This item is prepared monthly for review by SANBAG Board and Committee members.

BOARD OF DIRECTORS ATTENDANCE RECORD – 2013

Name	Jan	Feb	March	April	May	June	July	Aug DARK	Sept	Oct	Nov	Dec
Gary Ovitt Board of Supervisors	X	X		X	X	X	X		X	X		X
James Ramos Board of Supervisors	X	X			X		X		X	X	X	X
Janice Rutherford Board of Supervisors	X	X		X	X	X	X		X	X	X	
Josie Gonzales Board of Supervisors		X		X	X	X	X		X	X	X	X
Robert A. Lovingood Board of Supervisors	X	X		X	X	X	X		X		X	X
Cari Thomas City of Adelanto		X	X	X	X	X	X		X	X	X	X
Curt Emick Town of Apple Valley	X	X	X	*	X	X	X		X	X	X	X
Julie McIntyre City of Barstow		X	X		X	X			X	X	X	
Bill Jahn City of Big Bear Lake	X	X	X	X	X	X	X		X	X	X	X
Dennis Yates City of Chino	X	X	X	X	X	X	X		X	X	X	X
Ed Graham City of Chino Hills	X	X	X	X	X	X	X		X	X	X	X
Frank Navarro City of Colton	X	X	X	X	X	X	X		X	X	X	X
Michael Tahan City of Fontana	X	X	X	X	X	X	X		*	X	X	X
Walt Stanckiewicz City of Grand Terrace	X	X	X	X	X	X	X		X	X	X	X
Mike Leonard City of Hesperia	X	X		X		X	X			X	X	X
Larry McCallon City of Highland	X	X	X	X	X	X	X		X			X

X = member attended meeting. * = alternate member attended meeting. Empty box = Did not attend meeting. Crossed out box = not a Board Member at the time.

BOARD OF DIRECTORS ATTENDANCE RECORD – 2013

Name	Jan	Feb	March	April	May	June	July	Aug DARK	Sept	Oct	Nov	Dec
Rhodes 'Dusty' Rigbsby City of Loma Linda	X	X	X	X	X	X	X		X	X	X	X
Paul Eaton City of Montclair	X		X		X	X	X		X		X	X
Edward Paget City of Needles	X	X	X	X	X	X	X		X	X	X	X
Alan Wapner City of Ontario	X	X	X	*	X	X	X		X	X	X	X
L. Dennis Michael City of Rancho Cucamonga		X	X	*	X	X	*		X	X	X	*
Pete Aguilar City of Redlands	X	X	X	X	X	X	X		X	X	X	X
Deborah Robertson City of Rialto	X	X	X	X	X	X	X		X	X	X	X
Patrick Morris City of San Bernardino	X	X	X	X	X	X	X		X	X	X	X
Jim Harris City of Twentynine Palms	X	X	X	X	X	X	X		X	X	X	X
Ray Musser City of Upland	X	X		X	*	X	X		X	X	X	*
Ryan McEachron City of Victorville	X	X	X		X	X	X		X	X	X	X
Dick Riddell City of Yucaipa	X	X	X	X	X	X	X		X	X	X	X
George Huntington Town of Yucca Valley	X	X	*	X	X	X	X		X	X	X	X
Basem Muallem Ex-Official Member	Robert So	Syed Raza	X	Syed Raza	Syed Raza	X	Jesus Galvan		Christy Connors	X	X	X

X = member attended meeting. * = alternate member attended meeting. Empty box = Did not attend meeting. Crossed out box = not a Board Member at the time.
brdatt12 Page 2 of 2

BOARD OF DIRECTORS ATTENDANCE RECORD - 2012

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Gary Ovitt Board of Supervisors	X	X	X	X	X	X	X	X	X	X	X	
Brad Mitzelfelt Board of Supervisors	X	X		X	X		X	X			X	
James Ramos Board of Supervisors												X
Janice Rutherford Board of Supervisors	X	X	X	X	X	X	X	X	X	X	X	X
Josie Gonzales Board of Supervisors	X	X		X	X	X	X	X		X		X
Neil Derry Board of Supervisors	Self-Suspension as of 5/3/2011	X	X	X	X		X					
Robert A. Lovingood Board of Supervisors												X
Cari Thomas City of Adelanto	X	X	X	X	X	X	X	X	X	X	X	X
Rick Roelle Town of Apple Valley	*	X	X	X	X	X	X	X	X	X	*	*
Julie McIntyre City of Barstow	X	X	X		X		X	X	X	X	X	X
Bill Jahn City of Big Bear Lake	X	X	X	X	X	X		X		X		X
Dennis Yates City of Chino	X	X	X	X	X	X	X	X	X	X		X
Ed Graham City of Chino Hills	X	X	X	X	X	X	X	X	X	X	X	X
Sarah Zamora City of Colton	X	*	X	X	X	X	X	X	X	X	*	X
Michael Tahan City of Fontana	X	X		X	X	X		X	X	X	X	X
Walt Stanckiewicz City of Grand Terrace	X	X	X	X	X	X			X	X	X	X
Mike Leonard City of Hesperia	X	X	X	X	X	X	X	X		X	X	X

X = member attended meeting. * = alternate member attended meeting. Empty box = Did not attend meeting. Crossed out box = not a Board Member at the time.

BOARD OF DIRECTORS ATTENDANCE RECORD - 2012

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Larry McCallon City of Highland	X	X	X	X	X	X		X		X	X	*
Rhodes 'Dusty' Rigsby City of Loma Linda	X	X	X	X	X	X	X	X	X	X	X	X
Paul Eaton City of Montclair	X	X	X		X	X	X		X		X	X
Edward Paget City of Needles	X	X	X	X	X	X	X	X	X			X
Alan Wapner City of Ontario	X	X	X / *	X	X	X	X	X		X	X	X
L. Dennis Michael City of Rancho Cucamonga	X	X	X	*	X	X	X	X	X	*	X	X
Pete Aguilar City of Redlands	X	X	X	X	X	X	X	X	X	X	X	X
Ed Scott City of Rialto	X	X	X	X	X	X	X	X	X			
Patrick Morris City of San Bernardino	X	X	X	X	X	X		X	X	X	X	X
Jim Harris City of Twentynine Palms	X	X	X	X	X	X	X	X		X	X	X
Ray Musser City of Upland	X	X	X	X	X	X	X	X	X	X	X	X
Ryan McEachron City of Victorville	X	X		X	X	X		X	X	X	X	X
Dick Riddell City of Yucaipa	X	X	X	X	X	X	X	X	X	X	X	X
George Huntington Town of Yucca Valley	X	X	X	X	X	X	X	X	X	X	X	X
Ray Wolfe Ex-Official Member	X	X	X	X	X	X	X	X	X	X	X	X
Syed Raza Ex-Official Member	X	X	X	X	X	X	X	X	X	X	X	X
Basem Muallem Ex-Official Member	X	X	X	X	X	X	X	X	X	X	X	X
												Robert So

X = member attended meeting. * = alternate member attended meeting. Empty box = Did not attend meeting. Crossed out box = not a Board Member at the time.



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 3

Date: January 8, 2014

Subject: November 2013 Procurement Report

Recommendation:* Receive November 2013 Procurement Report.

Background: The Board of Directors adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on May 1, 2013. On February 6, 2013, the Board of Directors authorized the Executive Director, or designee, to approve: a) contracts and purchase orders up to \$100,000; b) amendments with a zero dollar value; c) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; and d) amendments that cumulatively do not exceed 50% of the original contract value or \$100,000, whichever is less and to release Request for Proposal (RFP), Request for Quote (RFQ) and Invitation for Bid (IFB) for proposed contracts from which funding has been approved in San Bernardino Associated Governments (SANBAG's) Annual Budget, and which are estimated not-to-exceed \$1,000,000. SANBAG staff has compiled this report that summarizes all contract actions approved by the Executive Director, or designee.

On July 11, 2012, the Board of Directors authorized SANBAG's General Counsel to award and execute legal services contracts up to \$50,000 with outside counsel as needed on behalf of SANBAG and its authorities organized under the umbrella

*

Approved
Board of Directors

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
-----	---	-----	---	-----	---	------	---	-----	---

Check all that apply.

BRD1401a-wws

Attachments:

<http://portal.sanbag.ca.gov/mgmt/committee/directors/brd2014/brd1401/AgendaItems/BRD1401a1-wws.docx>

<http://portal.sanbag.ca.gov/mgmt/committee/directors/brd2014/brd1401/AgendaItems/BRD1401a2-wws.docx>

of the Council of Governments. Also, periodically notify the Board after exercising such authority.

A list of all Contracts and Purchase Orders that were executed by the Executive Director and/or General Counsel during the month of November is presented herein as Attachment A, and all RFPs and IFBs are presented in Attachment B.

Financial Impact: This item imposes no impact on the Fiscal Year 2013/2014 budget. Presentation of the monthly procurement report demonstrates compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item was received by the General Policy Committee on December 11, 2013.

Responsible Staff: William Stawarski, Chief Financial Officer

Attachment A

November Contract/Purchase Order Actions

Contracts Executed:

Contract No.	Description of Specific Services	Vendor Name	Dollar Amount	Description of Overall Program
C14039	Morongo Basin Area Transportation Study	Fehr & Peers	\$64,500.00	Morongo Basin Area Transportation Study
C14067	Freeway Service Patrol	Pepe's Towing Services	\$35,800.00	Mid-Day Construction Freeway Service Patrol for Beat 6
C14068	Employee Benefits	Keenan & Associates	\$0.00	Provides basic life, Long Term Disability, and Short Term Disability coverage for employees
C14069	WiFi for SANBAG	Unlimited Internet Access	\$8,026.64	Agency wide WiFi for SANBAG
R14073	Right of Entry Agreement	Griffith/Comet JV	\$1,500.00	Right of Entry Agreement of Redlands Subdivision
R14074*	Fund Transfer Agreement	Caltrans	\$1,200,000.00	Fund Transfer Agreement for STIP Planning Programming and Monitoring funds Fiscal Year 13-14
R14075*	Program Supplement Agreement	Caltrans	\$2,660,053.00	Program Supplement Agreement for Tippecanoe with Caltrans for STP (Advance Construction Conversion)

*The Executive Director was authorized to execute Program Supplements associated with the Master Agreement between Caltrans and SANBAG on March 7, 2007. There are no dollar limits associated to the Executive Director's authorization for these Program Supplements.

Attachment A

November Contract Amendment Actions

Contract Amendments Executed:

Contract No. & Amendment No.	Reason for Amendment (include a description of the amendment)	Vendor Name	Amended Contract Total	Dollar Amount of Amendment
C03046 Amendment No. 4	Extending the contract due to extensive comments from FHWA which caused a redesign of the intersection. Project: Engineering Services for I-215 South Project between the 60/91/215 Interchange and the Orange Show Road Interchange.	AECOM Technical Services	\$5,808,927.61	\$0.00
C08137 Amendment No. 3	Inclusion of design support during construction and time extension. Project: Approval and Environmental Documentation (PA&ED) Services for the Palm Ave/BNSF Grade Separation Project	CH2M Hill	\$2,798,040.48	\$0.00
C08200 Amendment No. 3	Extending the contract due to the contract value not being fully expended and to continue with this success of the vigorous and effective project delivery program. Project: On Call Environmental Services.	Vandermost	\$3,700,000.00	\$0.00
C10161 Amendment No. 1	Transfer Muscoy Water Company water share from SANBAG to Caltrans for water rights. Project: Landscape Construction Cooperative Agreement for the SR-210 Segment 11 landscaping.	Caltrans	\$0.00	\$0.00

C11081 Amendment No. 1	Change the "Technical Direction" and "Changes" sections of the contract. These changes were made to revise the existing sections of the contract to match SANBAG's current contract template which will allow easier processing of administration tasks. Project: I-15 Project Study Report-Project Development Support (PSR-PDS) and Preliminary Engineering for Level Two Toll Feasibility Studies for Interstate 15 – Riverside County Line to US-395.	Parsons Brinckerhoff	\$949,300.00	\$0.00
C12195 Amendment No. 1	Changed scope of work to include Measure I 1990-2010, Ordinance 89-10 and Ordinance 90-01. Project: Financial and Compliance Auditing Services for TDA Claimants and Measure I Local Pass-Through Revenue Recipients.	Vavrinek, Trine, Day, and Co.	\$583,050.00	\$0.00
C13153 Amendment No. 1	Removed Davis-Bacon language which is not required on this project, there are no federal funds on the project. Project: State Route 210 Segments 9 & 10 Establish Existing Planting Project.	Natures Image, Inc.	\$1,207,487.10	\$0.00

Attachment A

October 30 - November 11, 2013 Contract/Purchase Order Actions

Purchase Orders:

PO No.	PO Issue Date	Vendor Name	Description of Services	Dollar Amount
4001080	10/30/2013	Hinderliter, De Llamas & Associates (HDL)	HDL provides services relating to the collection and proper distribution of sales taxes including allocation of sales tax to various sub-areas as provided in Measure I. The price is done as part of a joint contract with San Bernardino County and it is for Fiscal Year 2013/2014.	\$9,600.00
<i>*Note: Sole Source justification is noted in the Purpose statement, if applicable.</i>				Total \$9,600.00

Attachment B
October to November RFPs and IFBs

Release of RFP's and IFB's

Release Date	RFP/IFB No.	Description of Services	Anticipated Dollar Amount	Anticipated Award Date	Description of Overall Program and Program Budget
10/24/2013	IFB 14072	Demolition Abatement and Removal of Commercial & Residential Structures	\$318,050.00	12/04/2013	Building to be removed for the First Mile Rail Project.
				Total	\$318,050.00



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 4

Date: January 8, 2014

Subject: Insurance Premium Update

Recommendation:* Receive Insurance Premium Update Report.

Background: SANBAG's risk management program includes a number of insurance policies that are renewed annually each December. SANBAG's new broker, Keenan, provides consulting advice and recommendations to SANBAG on the appropriate insurance coverage. Keenan markets SANBAG's insurance requirements and negotiates with a number of carriers. The results include the following recommendations:

Carrier	Coverage	Cost
National Assurance Company	General Liability	\$103,200
Allied World National Assurance	Umbrella Liability	\$55,934
The Hartford Insurance Group	Automotive	\$1,722
National Union Fire Insurance	Public Officials	\$174,688
National Union Fire Insurance	Crime	\$3,687
Great American	Excess Crime	\$11,000
Affiliated FM	Property	\$39,329
Zenith	Workers Compensation	\$73,734
TOTAL		\$463,294

*

*Approved
 Board of Directors*

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
-----	---	-----	---	-----	---	------	---	-----	---

Check all that apply

BRD1401b-wws

Attachment: <http://portal.sanbag.ca.gov/mgmt/committee/directors/brd2014/brd1401/AgendaItems/BRD1401b1-wws.xlsx>

The total premium cost (including taxes) of \$463,294 represents a 9.6% or \$40,563 increase from the previous year. The majority of the increase is attributed to the General Liability policy increased by \$15,051, and the Public Officials Liability policy which increased by \$9,328. The general increases are due to current market conditions. A change in the general liability policy for the Calendar Year 2014 is to include a self-insured retention of \$10,000 instead of a deductible which reduced the premium by \$3,818. The general liability and workers compensation policies are based on estimated annual payrolls. The excess liability, automobile, property, crime and excess crime are based on market conditions, losses, and underwriting. The public officials policy is based on estimated expenditures.

Exhibit A provides a four (4) year comparison of premium costs of the insurance policies. The total cost without Public Officials Liability increased from \$236,786 in 2011 to \$288,606 for 2014. The total cost with Public Officials Liability increased from \$307,470 in 2011 to \$463,294 for 2014.

Financial Impact: This item is consistent with the approved 2013/2014 Budget, Task 0105, Indirect Project Management. There is sufficient budget balance to offset the increase in premium costs.

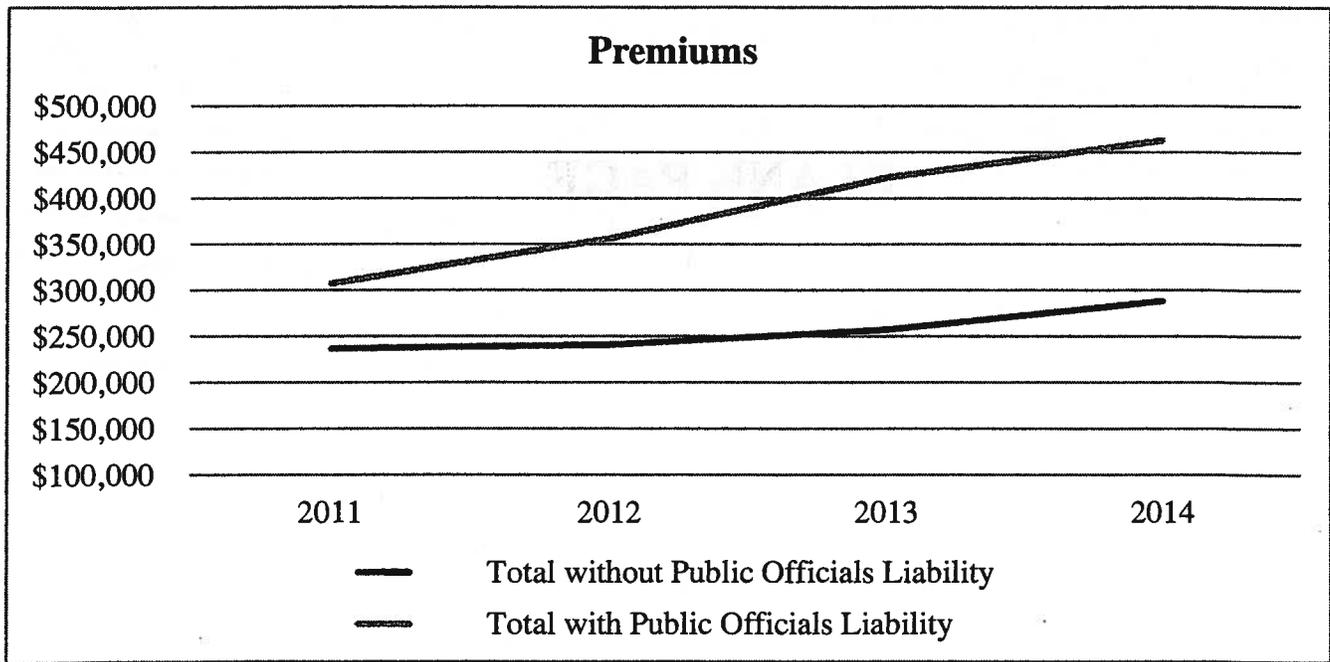
Reviewed By: This item was received by the General Policy Committee on December 11, 2013.

Responsible Staff: William Stawarski, Chief Financial Officer

ATTACHMENT A

**SANBAG
Insurance Premiums
Four Year Comparison**

Premiums	12/01/2010- 12/01/2011	12/01/2011- 12/01/2012	12/01/2012- 12/01/2013	12/01/2013- 12/01/2014
Policy				
Automobile (\$1K deductible)	\$ 1,439	\$ 1,439	\$ 1,502	\$ 1,722
Crime	2,699	2,699	3,635	3,687
Excess Crime	9,000	9,900	10,890	11,000
General Liability	84,722	82,672	88,149	103,200
Property (\$10K deductible)	36,500	38,249	43,589	39,329
Umbrella Liability	47,182	46,721	49,302	55,934
Workers Compensation	55,244	59,311	60,304	73,734
Total without Public Officials Liability	236,786	240,991	257,371	288,606
Public Officials Liability (\$100K self-insured retention)	70,684	115,569	165,360	174,688
Total with Public Officials Liability	<u>\$ 307,470</u>	<u>\$ 356,560</u>	<u>\$ 422,731</u>	<u>\$ 463,294</u>





- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 5

Date: January 8, 2014

Subject: Budget to Actual Report for first quarter ending September 30, 2013

Recommendation:* Receive and file Budget to Actual Report for first quarter ending September 30, 2013.

Background: SANBAG's Budget for Fiscal Year 2013/2014 for new activity was adopted by the Board of Directors on June 5, 2013. This report provides a summary of program activity and task activity compared to budget. Budgetary information includes the original and revised budgets, and year to date expenditures.

Financial Impact: This item reports the status of expenditures against budget and imposes no financial impact on the Fiscal Year 2013/2014 Budget.

Reviewed By: This item was received by the General Policy Committee on December 11, 2013.

Responsible Staff: William Stawarski, Chief Financial Officer

*

Approved
Board of Directors

Date: _____

Moved: Second:

In Favor: Opposed: Abstained:

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
-----	---	-----	---	-----	---	------	---	-----	---

Check all that apply.

AIR QUALITY & TRAVELER SERVICES PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL			REVISED			TASK		% OF BUDGET EXPENDED
		BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE			
0102	Air Quality Activities	507,361	-	-	507,361	162,982	344,379		32.12%	
0406	Rideshare Management	2,218,910	-	-	2,218,910	-	2,218,910		0.00%	
0702	Call Box System	1,142,713	-	-	1,142,713	136,900	1,005,813		11.98%	
0704	Freeway Service Patrol/State	2,031,009	-	-	2,031,009	286,199	1,744,810		14.09%	
0706	Intelligent Transportation Systems	82,545	-	-	82,545	-	82,545		0.00%	
TOTAL AIR QUALITY & TRAVELER SERVICES PROGRAM		5,982,538	-	-	5,982,538	586,081	5,396,457		9.80%	

TRANSPORTATION PLANNING & PROGRAMMING PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL			REVISED			TASK		% OF BUDGET EXPENDED
		BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE			
0110	Regional Transportation Planning	372,939	-	-	372,939	75,441	297,498		20.23%	
0203	Congestion Management	165,872	-	-	165,872	15,787	150,085		9.52%	
0213	High Desert Corridor Studies	3,858	-	-	3,858	1,701	2,157		44.09%	
0373	Federal/State Fund Administration	630,544	-	-	630,544	108,453	522,091		17.20%	
0404	Subregional Transportation Planning	1,446,715	80,000	2,806	1,529,521	176,818	1,352,703		11.56%	
0500	Transportation Improvement Program	357,965	-	-	357,965	25,659	332,306		7.17%	
0609	Strategic Planning/Delivery Planning	359,811	-	7,760	367,571	45,633	321,938		12.41%	
0701	Valley Signal Coordination	731,312	-	-	731,312	94,299	637,013		12.89%	
0941	Mt./Desert Planning & Project Development	212,942	-	-	212,942	10,614	202,328		4.98%	
TOTAL TRANSPORTATION PLANNING & PROGRAMMING PROGRAM		4,281,958	80,000	10,566	4,372,524	554,404	3,818,120		12.68%	

MAJOR PROJECT DELIVERY PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL			REVISED			TASK		% OF BUDGET EXPENDED
		BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE			
0803	SR 210 Baseline Road Interchange	906,652	-	-	906,652	8,951	897,701		0.99%	
0815	Measure I Program Management	5,814,656	-	17,828	5,832,484	763,111	5,069,374		13.08%	
0820	SR 210 Final Design	18,706	-	-	18,706	10,084	8,622		53.91%	
0822	SR 210 Right of Way Acquisition	1,001,450	-	-	1,001,450	22,226	979,224		2.22%	
0824	SR 210 Construction	11,834,154	-	-	11,834,154	-	11,834,154		0.00%	
0825	I-10 Corridor Project Development	5,415,319	-	-	5,415,319	500,286	4,915,033		9.24%	
0826	I-10 Citrus/Cherry Interchanges	60,281,302	-	-	60,281,302	4,531,362	55,749,940		7.52%	
0830	I-215 San Riv Project Development	225,000	-	-	225,000	-	225,000		0.00%	
0834	I-215 Final Design	8,036	-	-	8,036	-	8,036		0.00%	
0836	I-215 Right of Way Acquisition	107,536	-	-	107,536	-	107,536		0.00%	
0838	I-215 Construction	33,769,873	(224,278)	-	33,545,595	4,904,785	28,640,810		14.62%	
0839	I-215 Bi-County HOV Gap Closure Project	16,498,209	-	-	16,498,209	-	16,498,209		0.00%	
0840	I-215 Barton Road Interchange	24,025,749	200,000	-	24,225,749	34,932	24,190,817		0.14%	
0841	I-10 Riverside Interchange	641,542	-	-	641,542	55,921	585,621		8.72%	
0842	I-10 Tippecanoe Interchange	20,923,901	-	-	20,923,901	-	20,923,901		0.00%	

San Bernardino Associated Governments
 Budget to Actual Report: July 2013 - September 2013
 Fiscal Year 2013/2014
 ATTACHMENT A

MAJOR PROJECT DELIVERY PROGRAM, Continued

TASK#	TASK DESCRIPTION	BUDGET	AMENDMENTS	ENCUMBRANCES	BUDGET	EXPENDITURES	BALANCE	EXPENDED
0845	Mt. Vernon/Washington Interchange	671,556	-	-	671,556	137,074	534,482	20.41%
0850	Alternative Project Financing	3,974,844	-	-	3,974,844	32,203	3,942,641	0.81%
0862	I-10 Westbound Lane Addition - Yucaipa	2,263,718	-	-	2,263,718	301,354	1,962,364	13.31%
0869	Glen Helen Parkway Grade Separation	3,586,296	-	-	3,586,296	1,343	3,584,953	0.04%
0870	Hunts Lane Grade Separation	9,326,480	-	-	9,326,480	270,490	9,055,990	2.90%
0871	State St./University Parkway Grade Separation	9,036	-	-	9,036	6	9,030	0.06%
0874	Palm Avenue Grade Separation	9,129,369	-	5,182	9,134,551	79,366	9,055,185	0.87%
0876	South Milliken Avenue Grade Separation	4,496,264	-	-	4,496,264	5,669	4,490,595	0.13%
0877	Vineyard Avenue Grade Separation	7,074,093	-	-	7,074,093	19,080	7,055,013	0.27%
0879	Colton Crossing BNSF/UPRR Grade Separation	20,120,951	-	-	20,120,951	826,042	19,294,909	4.11%
0880	I-15/I-215 Devore Interchange	23,278,713	-	16,254	23,294,967	2,085,465	21,209,502	8.95%
0881	Lenwood Avenue Grade Separation	4,890,756	-	55,000	4,945,756	209,458	4,736,298	4.24%
0882	North Milliken Avenue Grade Separation	9,419,387	-	5,762,925	15,182,312	688,403	14,493,909	4.53%
0883	SR 210 Pepper Avenue Interchange	2,208,282	-	-	2,208,282	49,899	2,158,383	2.26%
0884	Laurel Avenue Grade Separation	17,966,703	24,278	5,000	17,995,981	755,615	17,240,366	4.20%
0885	9th Street Rail Improvements	3,081,456	-	-	3,081,456	37,926	3,043,530	1.23%
0886	Colton Quiet Zone Project	2,408,394	-	5,000	2,413,394	-	2,413,394	0.00%
0887	SR 210 Lane Addition	862,631	-	-	862,631	22,799	839,832	2.64%
0888	I-15 La Mesa/Nisqualli Interchange	7,046,057	-	50,000	7,096,057	3,375,258	3,720,799	47.57%
0890	I-15 Ranchero Interchange	23,229,897	-	-	23,229,897	2,560,418	20,669,479	11.02%
0892	I-15 Baseline Interchange Improvement	12,843,139	-	-	12,843,139	27,480	12,815,659	0.21%
0893	State Route 60 Central Avenue Interchange	100,000	-	-	100,000	-	100,000	0.00%
0894	State Route 60 Archibald Avenue Interchange	100,000	-	-	100,000	-	100,000	0.00%
0896	I-10 Pepper Avenue Interchange	869,665	-	-	869,665	47,221	822,444	5.43%
0897	I-10 Cedar Avenue Interchange	100,000	-	-	100,000	-	100,000	0.00%
0898	I-10 Mount Vernon Avenue Interchange	100,000	-	-	100,000	-	100,000	0.00%
0899	I-10 University Street Interchange	100,000	-	-	100,000	-	100,000	0.00%
0965	2012 A Sales Tax Revenue Bond	4,166,840	-	-	4,166,840	2,081,669	2,085,171	49.96%
0966	2014 A Sales Tax Revenue Bond	4,153,500	-	-	4,153,500	-	4,153,500	0.00%
TOTAL MAJOR PROJECT DELIVERY PROGRAM		359,050,112	-	5,917,189	364,967,301	24,445,892	340,521,409	6.70%

TRANSIT & PASSENGER RAIL PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	AMENDMENTS	ENCUMBRANCES	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
0309	General Transit	1,393,649	-	-	1,393,649	133,742	1,259,907	9.60%
0310	Transit Operating	9,495,667	-	-	9,495,667	1,742,927	7,752,740	18.35%
0311	Transit Capital	20,265,858	-	79,240	20,345,098	1,164,631	19,180,467	5.72%
0352	General Commuter Rail	3,060,807	-	-	3,060,807	101,021	2,959,786	3.30%
0377	Commuter Rail Operating Expenses	12,628,500	-	-	12,628,500	6,874,739	5,753,761	54.44%
0379	Commuter Rail Capital Expenses	87,559,017	-	851,662	88,410,679	2,537,018	85,873,661	2.87%
0501	Federal Transit Act Programming	78,724	-	-	78,724	12,595	66,129	16.00%
TOTAL TRANSIT & PASSENGER RAIL PROGRAM		134,482,222	-	930,902	135,413,124	12,566,673	122,846,451	9.28%

TRANSPORTATION FUND ADMINISTRATION PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	AMENDMENTS	ENCUMBRANCES	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
0502	TDA Administration	779,466	-	-	779,466	41,381	738,085	5.31%
0504	Measure I Administration	529,379	30,000	-	559,379	87,693	471,686	15.68%
0506	Local Transportation Fund	94,858,102	-	-	94,858,102	-	94,858,102	0.00%
0507	State Transit Assistance Fund	50,648,971	-	-	50,648,971	-	50,648,971	0.00%
0515	Measure I Valley Apportionment & Allocation	11,178,221	(30,000)	6,538,198	17,686,419	14,731	17,671,688	0.08%
0516	Measure I Mountain/Desert Apportionment & Allocation	9,842,859	500,000	328,034	10,670,893	8,312	10,662,581	0.08%
0610	Measure I 2010-2040 Project Advancement	18,203,913	-	288,086	18,491,999	-	18,491,999	0.00%
0615	Measure I Local Stimulus	-	-	717,182	717,182	101,991	615,191	14.22%
0918	Measure I Local Pass-through	39,082,300	-	-	39,082,300	2,817,372	36,264,928	7.21%
TOTAL TRANSPORTATION FUND ADMINISTRATION PROGRAM		225,123,211	500,000	7,871,500	233,494,711	3,071,481	230,423,231	1.32%

GENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM

TASK#	TASK DESCRIPTION	ORIGINAL BUDGET	AMENDMENTS	ENCUMBRANCES	REVISED BUDGET	EXPENDITURES	TASK BALANCE	% OF BUDGET EXPENDED
0104	Intergovernmental Relations	562,570	-	-	562,570	57,035	505,535	10.14%
0490	Council of Governments New Initiatives	118,150	-	-	118,150	-	118,150	0.00%
0492	Joint Solar Purchase Agreement	735,244	-	-	735,244	7,595	727,649	1.03%
0495	Green House Gas	195,656	-	-	195,656	17,245	178,411	8.81%
0503	Legislation	551,793	-	-	551,793	116,735	435,058	21.16%
0601	County Transportation Commission-General	269,020	-	-	269,020	74,491	194,529	27.69%
0605	Publications & Public Outreach	471,960	-	338	472,298	64,073	408,225	13.57%
0708	Property Assessed Clean Energy	51,686	-	-	51,686	2,860	48,826	5.53%
0805	Building Operations	29,272	-	-	29,272	3,067	26,205	10.48%
0942	Financial Management	1,163,793	-	-	1,163,793	23,911	1,139,882	2.05%
TOTAL COUNCIL OF GOVERNMENTS SUPPORT PROGRAM		4,149,144	-	338	4,149,482	367,010	3,782,471	8.84%
GRAND TOTAL ALL PROGRAMS		733,069,185	580,000	14,730,495	748,379,680	41,591,541	706,788,138	5.56%

CONSOLIDATED BY PROGRAM

PROGRAM DESCRIPTION	ORIGINAL BUDGET	AMENDMENTS	ENCUMBRANCES	REVISED BUDGET	EXPENDITURES	PROGRAM BALANCE	% OF BUDGET EXPENDED
AIR QUALITY & TRAVELER SERVICES PROGRAM	5,982,538	-	-	5,982,538	586,081	5,396,457	9.80%
TRANSPORTATION PLANNING & PROGRAMMING PROGRAM	4,281,958	80,000	10,566	4,372,524	554,404	3,818,120	12.68%
MAJOR PROJECT DELIVERY PROGRAM	359,050,112	-	5,917,189	364,967,301	24,445,892	340,521,409	6.70%
TRANSIT & PASSENGER RAIL PROGRAM	134,482,222	-	930,902	135,413,124	12,566,673	122,846,451	9.28%
TRANSPORTATION FUND ADMINISTRATION PROGRAM	225,123,211	500,000	7,871,500	233,494,711	3,071,481	230,423,231	1.32%
GENERAL - COUNCIL OF GOVERNMENTS SUPPORT PROGRAM	4,149,144	-	338	4,149,482	367,010	3,782,471	8.84%
GRAND TOTAL ALL PROGRAMS	733,069,185	580,000	14,730,495	748,379,680	41,591,541	706,788,138	5.56%

NOTE: Measure I Local pass through includes reversal of prior Fiscal Year accruals



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 6

Date: January 8, 2014

Subject: SANBAG Fiscal Year 2014/2015 Budget Schedule

Recommendation:* Approve the Fiscal Year 2014/2015 Budget Schedule.

Background: The preparation of the Fiscal Year 2014/2015 budget requires a schedule for development, consideration and adoption of the final budget appropriations.

The General Policy Committee is primarily responsible for policy input for the development and review of the budget. Other policy committees are also scheduled to consider proposed tasks under their review.

A full Board of Directors Budget Workshop will be scheduled in conjunction with the May 2014 General Policy Committee meeting for consideration of the proposed budget. Final budget adoption for Fiscal Year 2014/2015 is scheduled for the June Board of Directors meeting. Changes from the prior year budget schedule include adding general overview by region for the Metro Valley Study Session and Mountain/Desert Committee and removal of the General Policy Committee Program Review to reduce redundancy since it is discussed at the May 14th Board of Directors Budget Workshop.

Financial Impact: This item has no immediate budgetary impact.

*

	<p><i>Approved</i> Board of Directors</p> <p>Date: _____</p> <p>Moved: _____ Second: _____</p> <p>In Favor: _____ Opposed: _____ Abstained: _____</p> <p>Witnessed: _____</p>
--	--

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
-----	---	-----	---	-----	---	------	---	-----	---

Check all that apply.

Board Agenda Item
January 8, 2014
Page 2

Reviewed By: This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

Responsible Staff: William Stawarski, Chief Financial Officer

SANBAG Fiscal Year 2014/2015 Budget Schedule

<u>DATE</u>	<u>ACTIVITY</u>
December 11, 2013	General Policy Committee Review and Discussion of 2014/2015 Budget Schedule
January 8, 2014	Board Approval of 2014/2015 Budget Schedule
February 13, 2014	Metro Valley Study Session General Overview by Region
February 21, 2014	Mountain/Desert Committee General Overview by Region
March 12, 2014	General Policy Committee Review of Tasks
March 13, 2014	Metro Valley Study Session Review of Tasks
March 13, 2014	Commuter Rail & Transit Committee Review of Tasks
March 21, 2014	Mountain/Desert Committee Review of Tasks
April 10, 2014	Metro Valley Study Session Further Review of Tasks if Required
April 10, 2014	Commuter Rail & Transit Committee Further Review of Tasks if Required
April 18, 2014	Mountain/Desert Committee Further Review of Tasks if Required
May 7, 2014	Board of Directors Presentation of the Proposed Budget
May 14, 2014	Board of Directors Budget Workshop in Conjunction with General Policy Committee Meeting
June 4, 2014	Board of Directors Adoption of the SANBAG Fiscal Year 2014/2015 Budget



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 7

Date: January 8, 2014

Subject: Measure I Revenue Estimate for Fiscal Year 2014/2015 Allocation Planning

Recommendation:* Approve a Measure I 2010-2040 revenue estimate of \$141.9 million for Fiscal Year 2014/2015 and the revenue distribution by subarea in Table 2 for purposes of allocation planning for Fiscal Year 2014/2015.

Background: San Bernardino Associated Governments (SANBAG) staff is beginning the allocation planning process for Fiscal Year 2014/2015. The purpose of this process is to provide information to be used by both SANBAG and its member agencies in preparation of their capital budgets.

SANBAG staff must first develop an estimate of Measure I revenue by subarea and program for Fiscal Year 2014/2015. This agenda item requests approval of a Measure I revenue estimate for budgeting and allocation purposes for the next fiscal year.

Hinderliter, deLlamas & Associates (HdL Companies) monitors sales tax collections and trends for SANBAG which includes the local jurisdictions of San Bernardino County. Based on current collections and trends, HdL Companies is projecting \$139 million sales tax revenue for Fiscal Year 2013/2014 and estimating \$141.9 million for Fiscal Year 2014/2015. This compares to \$138.5 million from Fiscal Year 2012/2013. SANBAG will use HdL Companies's estimated Measure I sales tax revenue of \$141.9 million for the

*

*Approved
 Board of Directors*

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	CTC	CTA	X	SAFE	CMA
-----	-----	-----	---	------	-----

Check all that apply.

2014/2015 budget and allocations. This is in contrast to the more conservative figures in the ten-year (10) delivery plan which accounts for long-term planning and uncertainties.

Distribution of Measure I revenues to subareas for Fiscal Year 2014/2015 is based on the two most recent complete fiscal years of actual revenue (Fiscal Years 2011/2012 and 2012/2013), as shown in Table 1.

Table 1
Distribution of Measure I Revenue by Subarea
Fiscal Years 2011-2012 and 2012-2013

Subarea	Actual Revenues (in thousands)		Percentage of Total Subarea	
	FY	FY	FY	FY
	2011-2012	2012-2013	2011-2012	2012-2013
Cajon Pass	\$ 3,636	\$ 3,801	2.8%	2.8%
Valley	102,878	107,819	78.1%	78.7%
Victor Valley	14,688	15,065	11.1%	11.0%
Colorado River	205	199	0.2%	0.1%
Morongo Basin	2,118	2,123	1.6%	1.5%
Mountains	1,786	1,815	1.4%	1.3%
North Desert	6,327	6,276	4.8%	4.6%
Total Subarea	\$ 131,638	137,098	100.0%	100.0%

NOTE: Actual revenues for Fiscal Year 2011/2012 and 2012/2013 are less 1% Measure I Administration.

The two-year (2) average is then used to calculate the distribution of Measure I revenue for each subarea. The distribution of the estimated 2014/2015 Measure I revenue of \$140.5 million (\$141.9 million less 1% for administration) is provided in Table 2.

Table 2
Estimate of Measure I Revenue by Subarea
For Fiscal Year 2014-2015.

Subarea	Estimated Revenues (In Thousands)	Percentage of Total Subarea
Cajon Pass *	\$ 3,935	2.8%
Valley	110,184	78.4%
Victor Valley	15,459	11.0%
Colorado River	281	0.2%
Morongo Basin	2,108	1.5%
Mountains	1,968	1.4%
North Desert	<u>6,605</u>	<u>4.7%</u>
Total Subarea	\$ <u>140,540</u>	<u>100.0%</u>

* Cajon Pass is funded with 3% of Valley and Victor Valley Measure I funds

The numbers in Table 2 represent estimates for apportionment/allocation planning purposes only. Each subarea will receive the actual revenue collected according to the provisions of the Measure I 2010-2040 Expenditure Plan. Current trends indicate a recovery from the recent recession which could result in different rates within each subarea. This could result in actual distributions that are different in Table 2.

Financial Impact: This item imposes no impact on the Fiscal Year 2013/2014 budget. It will be utilized in the preparation of the Fiscal Year 2014/2015 budget.

Reviewed By: This item was reviewed and unanimously approved by the General Policy Committee on December 11, 2013.

Responsible Staff: William Stawarski, Chief Financial Officer



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 8

Date: January 8, 2014

Subject: Communication from Committees, Boards, Agencies and Organizations to which SANBAG Belongs

Recommendation: * Approve the practice of requesting status reports at least annually from external committees, boards, agencies and organizations to which SANBAG belongs.

Background: SANBAG in its role as the Council of Governments or the Transportation Commission for San Bernardino County has membership on a number of external agencies that deal with regional issues. In addition, SANBAG pays membership dues to certain organizations that do work to further goals that are consistent with policy objectives adopted by the SANBAG Board of Directors. Finally, there are some agencies that have a regional impact and in which SANBAG members may have a policy interest in.

Currently, the method by which the SANBAG Board is informed of the activities and direction of these outside groups is inconsistent. Some groups provide regular feedback to the Board on a monthly basis, some make annual presentations and others have made no formal communication.

As the SANBAG Board increases its active role in these broader regional issues, it is becoming more important that a method for consistent feedback be provided on the activities of these various groups. It is recommended that each organization be invited to the General Policy Committee at least once a year to

*

*Approved
Board of Directors*

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

COG	X	CTC	X	CTA		SAFE		CMA	
-----	---	-----	---	-----	--	------	--	-----	--

Check all that apply.

BRD1401a-dab

inform the Committee of that organizations work and significance to SANBAG and its members. These presentations would be spread throughout the year to have a minimal impact on any single agenda. At these meetings, the Executive Director or other relevant outside staff for a particular agency would be invited to give a brief report and answer any questions that the Committee might have.

The organizations we would invite are:

- Southern California Association of Governments
- South Coast Air Quality Management District
- Mobile Source Air Pollution Reduction Review Committee
- Inland Empire Economic Partnership
- The Sam and Alfreda L. Maloof Foundation for Arts and Crafts
- One Water One Watershed Steering Committee of the Santa Ana Watershed Project Authority
- Mobility 21
- Self Help Counties Coalition
- Coalition for Americas Gateways and Trade Corridors
- Inland Action

If the Board of Directors concurs with this practice, SANBAG staff will begin coordinating the schedule for these presentations and reports, and prepare a calendar.

Financial Impact: This item is consistent with the adopted SANBAG budget.

Reviewed By: This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

Responsible Staff: Duane A. Baker, Director of Management Services



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 9

Date: January 8, 2014

Subject: Award Freeway Service Patrol (FSP) Tow Services Contract.

Recommendation:* Award Contract No. C14009 to Pomona Valley Towing, Inc., for Freeway Service Patrol Beat No. 1 for a three-year term, with two one-year options, to extend for an amount not-to-exceed \$561,180 for the initial three year term, as outlined in the Financial Impact Section.

Background: Freeway Service Patrol (FSP) consists of a fleet of tow trucks roaming urban freeways for the purpose of assisting motorists with their disabled vehicles during peak periods of congestion. The stretch of highway that the fleet roams up and down is referred to as a "Beat." FSP programs are extremely beneficial to the motoring public by reducing the amount of time a motorist is in unsafe conditions in traffic lanes, improving traffic delay, as well as reducing fuel consumption, vehicular emissions and secondary incidents. San Bernardino began its program in January 2006, and now has eight separate beats in operation and, on average, assists more than 3,000 motorists each month.

SANBAG receives an annual allocation from the State of California to implement FSP services, which is matched 20% with local revenues, Department of Motor Vehicles funds. These funds are sufficient to operate the eight beats during the morning and afternoon peak periods Monday through Friday, on the most congested highways in the San Bernardino Valley.

*

*Approved
 Board of Directors*

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG		CTC	X	CTA		SAFE	X	CMA	X
-----	--	-----	---	-----	--	------	---	-----	---

Check all that apply.

BRD1401a-jh

<http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C14009.docx>

The current contract for FSP Beat 1 expires on April 30, 2014. The Executive Director approved the release of a Request for Proposal (RFP 14009) for three Contracts (C14009, C14010, and C14011) on September 6, 2013, seeking proposals from qualified tow operators. The three beats cover the following areas:

1. Beat 1 – I-10 from Indian Hill (LA County line) to Haven Avenue
2. Beat 2 – I-10 from Haven Avenue to Sierra Avenue
3. Beat 5 – I-15 from Jurupa St. to Summit Avenue

The RFP was posted on SANBAG's website and sent to 236 vendors, advertisements were placed in several local newspapers, and two RFP notifications were mailed to 103 tow operators in the surrounding Southern California area which are on the California Highway Patrol's (CHP) rotational tow lists (which is an RFP requirement). A mandatory pre-proposal meeting was conducted on September 19, 2013, which was attended by sixteen (16) persons representing fourteen (14) tow agencies. As a result, three tow operators submitted proposals for Beats 1, 2, and 5 (Navarro's Towing, Pomona Valley Towing, Inc., and Steve's Towing); and two tow operators submitted proposals for Beats 2 and 5 (Navarro's Towing and Steve's Towing). The Proposers included (in alphabetical order): Navarro's Towing of Fontana, Pomona Valley Towing, Inc., of Pomona, and Steve's Towing of Rancho Cucamonga.

An Evaluation Team to review the proposals consisted of representatives from the California Highway Patrol (CHP) local office (Inland Empire Transportation Management Center), Riverside County Transportation Commission (RCTC) and SANBAG. After this initial review, the Evaluation Team made their contract awards' recommendations based on the following criteria:

1. Qualifications of the Firm - experience in performing FSP and similar work, working with public agencies and review of client references;
2. Staffing and Project Organization - qualifications of key staff assigned and adequacy of labor commitment;
3. Work Plan - depth of Proposer's understanding of requirements and overall quality of work plan, ability to recruit and retain drivers and ability to meet backup vehicle requirements;
4. Cost and Price - reasonableness of the total price and competitiveness of this amount with other proposals received and the basis on which prices are quoted (labor, equipment, materials, gas, profit, and so on).

As a result of the proposal reviews, the Evaluation Team ranked each proposer by Beat. The evaluation team conducted interviews at each of the Proposer's tow yards. Each of the three proposers were asked a series of about ten questions and

the evaluation committee walked each of the yards to ensure it met basic FSP needs such as secure lot that will house the FSP tow trucks.

Pomona Valley Towing, Inc., was ranked as number 1 on Beat 1, and was deemed overall best suited to perform the services for a variety of reasons including experience with law enforcement tow programs, price structure, approach to services, references, and commitment in management, staffing, and resources to the program. While this is Pomona Valley Towing, Inc.'s, first time entering into a contract with SANBAG for FSP, they have an outstanding record of 30 plus years with CHP and city law enforcement for tow services, and the evaluation team believes they are very qualified to perform the work. Another important consideration taken was the proposer's proximity to the specific beat, which in this case the company is less than five miles from the Beat; as well as their ability to meet other critical requirements as outlined in the RFP.

Recommendations for award of Beats 2 and 5 have yet to be made as they are still in negotiations.

Attached is the Scope of Services from Pomona Valley Towing, Inc.'s, proposal which will be incorporated into their Contract (Exhibit A), as well as pricing information (Exhibit B), and the Fines and Penalties Schedule (Exhibit C). Upon Board approval, the contract will be executed and service for Beat 1 will begin on May 1, 2014. With Board approval, this service will continue to be provided to the motoring public without service disruption.

Financial Impact: Funds for all three Beats were included in the Fiscal Year (FY) 2013/2014 Budget. Amount required for this FY is \$31,641.00 and will be funded 80% State FSP funding and 20% Department of Motor Vehicle funds. Future funding to reimburse the contractors in subsequent fiscal years will be included in those respective budgets.

Reviewed By: This item was reviewed and recommended for approval (10-0-1; Abstained: Ramos) by the General Policy Committee on December 11, 2013. SANBAG General Counsel and Contract Administrator have reviewed this item and the Contract.

Responsible Staff: Duane A. Baker, Director of Management Services



CONTRACT SUMMARY SHEET

Contract No. C 14009 Amendment No. _____

By and Between

San Bernardino Associated Governments and Pomona Valley Towng

Contract Description Freeway Service Patrol along Beat #1

Board of Director's Meeting Date: January 8, 2013
Overview of BOD Action: Award C14009 to Pomona Valley Towing for FSP Beat 1.

Is this a Sole-Source procurement? Yes No

CONTRACT OVERVIEW			
Original Contract Amount	\$	561,180	Original Contingency Amount
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$		Revised Contingency Amount <i>Inclusive of prior amendments</i>
Current Amendment Amount	\$		Contingency Amendment
TOTAL CONTRACT VALUE	\$	561,180	TOTAL CONTINGENCY VALUE
			\$ 0
TOTAL BUDGET AUTHORITY (contract value + contingency)			\$ 561,180

Contract Start Date 5/1/2014	Current Contract Expiration Date 4/30/2017	Revised Contract Expiration Date
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION

Budget authority for this contract currently exists in Task No. 0704.
 A Budget Amendment is required.

How are we funding current FY? 80% FSP State Funds, 20% DMV/SAFE Revenues

Federal Funds
 State Funds
 Local Funds
 TDA Funds
 Measure I Funds

Provide Brief Overview of the Overall Funding for the duration of the Contract:
 Will continued to paid for by 80% STATE FSP funds and 20% local funds.

Payable Receivable

CONTRACT MANAGEMENT INFORMATION

Check all applicable boxes:

Retention? If yes, indicate % _____

Disadvantaged Business Enterprise (DBE) Goal _____ %

Jenny Herrera
Project Manager (Print Name)

DWANE YSAKETA
Task Manager (Print Name)

Andrea Zureick
Dir. of Fund Admin. & Programming (Print Name)

Jeffery Hill
Contract Administrator (Print Name)

STAN ARSIC
Chief Financial Officer (Print Name)

	Date
<u>Stan Arsic</u>	11-26-13
	Date
<u>Andrea Zureick</u>	11/27/13
	Date
<u>Jeffery Hill</u>	11/27/13
	Date
<u>Dwane Ysaketa</u>	12/3/13

**CONTRACT C14009
EXHIBIT A
SCOPE OF SERVICES**

1.0 Scope of Work.

CONTRACTOR shall provide the rapid removal of disabled vehicles and those involved in minor accidents from the freeway. Where conditions permit, safe removal of small debris may also be required. The CONTRACTOR's Freeway Service Patrol (FSP) tow trucks shall be exclusively dedicated to providing FSP services during the designated hours of operation. All tow truck maintenance activities for the primary and back-up tow trucks shall be conducted during non-designated service hours.

CONTRACTOR's FSP Tow Truck drivers ("Drivers") shall assist motorists involved in minor accidents and those with disabled vehicles. When and where conditions warrant, service may take place on the freeway shoulders. The Drivers shall continuously patrol their assigned Beat, respond to California Highway Patrol (CHP) dispatched calls for service, and use the designated turnaround locations and use the CHP designated drop locations.

The Drivers may be required to change flat tires, provide "jump" starts, provide one gallon of gasoline or diesel fuel, temporarily tape cooling system hoses and refill radiators. These services are not all inclusive. The Drivers are to spend a maximum of ten (10) minutes per disablement in attempting to mobilize a vehicle.

All FSP services shall be provided at no cost to the motorist. The Drivers shall not accept any gratuities, gifts or money to perform secondary towing services, recommend secondary tows, or recommend repair/body shop businesses. The CONTRACTOR shall follow the CHP Standard Operating Procedures (SOP) Manual., The CHP is responsible for the day-to-day supervision of the program, therefore all policies and procedures are outlined in the SOP Manual. To promote a safe work environment and to maintain a high level of professionalism, the CONTRACTOR and their Drivers must follow the SOP Manual as this document and all updates will be incorporated into the CONTRACTOR's agreement. Please note that the SOP is updated as needed, and that the CONTRACTOR is responsible to operate and adhere to the most recent version of the SOP.

At times, the SANBAG will have construction projects on the highways that may require Construction FSP. Typically this will take place along the highway segment that is a construction zone with no shoulder areas. SANBAG and Caltrans have established an agreement for which these types of services can be provided. Days and hours may vary per each project and will typically take place during non-FSP hours.

CONTRACTOR shall attend, or send a designated management-level representative to all trend meetings (i.e. required TAC meeting which meets every other month). These trend meetings will encompass focused and informal discussions concerning but not limited to; scope, services, schedule, and current progress of services, relevant cost

issues, and future project objectives. CONTRACTOR shall be responsible for having a representative attend all meetings (i.e. FSP TAC meeting) that has the ability to make management-level decisions on the behalf of the Contractor. If the Contractor cannot have a management-level representative at a meeting, Contractor shall notify SANBAG and CHP prior to the meeting. Management-level attendance at these meetings shall be considered part of the Contractor's contractual responsibility. Meetings are scheduled, and Contractor will be notified no later than three (3) working days prior to the meeting.

Please refer to RFP Attachment G (Contract Exhibit "C") for further details on violations and penalties.

If a disabled vehicle cannot be mobilized within the ten-minute (10) time limit, it shall be towed to a designated drop location identified by the CHP. The motorist can request the FSP Driver to contact the CHP Communications Center to request a CHP Rotation Tow or other services. FSP Tow Truck Drivers shall not be allowed to tow as an independent CONTRACTOR from an incident that occurred during the FSP shift. This is only allowed after the shift when called as a Rotation Tow by CHP. If called as a Rotation Tow after a FSP shift, the FSP Tow Truck Driver must remove all FSP markings such as vests, uniforms and any sort of FSP signage.

There may be some instances where the FSP Tow Truck Driver may be requested to provide assistance to CHP officers. FSP Tow Truck Drivers shall follow the instructions of the CHP officer at the scene of any incident within the scope of the FSP program.

2.0 Contract Representatives.

SANBAG, California Department of Transportation (Caltrans) and the CHP will jointly oversee the service (hereinafter singularly or jointly referred to as "FSP Management"). CHP is responsible for dispatch services to incident locations within the tow truck's patrol limits, otherwise referred to as "Beats". The dispatching will be done in accordance with the contract for the service. A SOP manual will be provided to the successful CONTRACTOR explaining the types of incidents to which his/her FSP Tow Truck Drivers may be dispatched. Please note that this Manual, also known as the Standard Operating Procedures (SOP) Manual is updated as needed, and that the CONTRACTOR is responsible to adhere to the most current version of the SOP. Also note that the successful Proposer(s) which enters into an agreement with the SANBAG for these services will have the SOP and any updates referenced into the agreement and therefore adhering to the SOP Manual is a contractual requirement as well.

3.0 Service Location.

The FSP operates on selected freeway segments referred to as "Beats". Each Beat has specific turnaround locations and designated drop locations identified by the CHP. THE limits are identified in this SOW, number of Primary tow trucks, number of Back-Up trucks, hours of operation and tentative holidays on which the cost of each beat shall be based. SANBAG reserves the right to add or delete holidays to the work schedule. Travel time to and from the Beat will be at the expense of the CONTRACTOR.

At any time during the contract's term, SANBAG reserves the right to adjust Beat specifications (length of Beat for example), and Beat hours to better accommodate demand for the service. These changes can occur during the course of the contract through written change orders. The CONTRACTOR may be requested by CHP, to go beyond the limits of their assigned Beat area to assist a motorist in an adjacent beat area. Drivers may be permitted to do this only upon CHP request.

4.0 Equipment Requirements:

A. Tow Truck Requirements:

Primary FSP Tow Trucks will be exclusively dedicated to the FSP during its hours of operation.

The FSP will utilize at a minimum, Class A tow trucks with a minimum gross vehicle weight rating of 14,000 pounds, dual wheel chassis and four (4) ton recovery equipment rating. All trucks proposed for use in the FSP Program must be less than a year old with a maximum of 50,000 miles with non-salvage title. The chassis and working parts of the truck must be free of any mechanical defects or physical damage at the onset of the contract.

The CHP, in conjunction with Caltrans and the SANBAG, will verify the original purchase dates to ensure compliance.

All FSP Tow Trucks must be Department of Transportation (DOT) compliant, as well as California Air Resources Board (CARB) compliant. This includes an engine that has been certified by CARB, as required by law in the State of California. With any tow truck that is utilized for the FSP Program, it must comply with emission standards set forth by DOT and CARB as well as all Local, State and Federal laws associated with that truck, and as outlined in the RFP.

Prior to commencement of service, the CHP will inspect each tow truck designated for the San Bernardino County FSP Program to ensure that it meets the tow truck specifications and to ensure that it meets or exceeds safety requirements. These inspections will occur prior to the start of service. Succeeding inspections will occur periodically as determined by the CHP. Documentation of the vehicle identification number and successful completion of the inspection will be kept on file at the CHP office and CONTRACTOR's base office. Any unsafe or poorly maintained tow truck(s) or improperly equipped tow truck(s) shall not be allowed into service, and if discovered during the shift, shall be removed from service or repaired as directed by the CHP, the CONTRACTOR shall be fined three (3) times the hourly contract rate in one (1) minute increments. FSP Certified Back-Up Tow Trucks will be required to complete the shifts of FSP Tow Trucks removed from service. The CONTRACTOR will be required to have a FSP Certified Back-Up Tow Truck available for service during both FSP shifts.

FSP tow trucks bearing the service patrol title, the FSP logo, and vehicle identification number shall be painted white (includes the hood, fenders, doors, boom and bed area – the entire truck is to be painted white). No trim will be allowed. Lettering shall be in block lettering and shall be no less than two (2) inches and no greater than four (4) inches in height. Lettering can only be black in color (only black will be allowed, no other colors will be permitted) and will be bold style parallel to the ground. Letters shall be placed on the lower body of the truck toward the cab. Names, phone numbers, advertising or any other lettering on the boom shall be prohibited during FSP operational hours. The overall look of the truck must be approved by CHP prior to service implementation; therefore any questions regarding this policy is highly recommended to be discussed with CHP prior to implementing, as truck compliance with current State FSP standards is required. No other accessory equipment or signage (bumper stickers, employment advertisement, and so forth) shall be mounted or installed without prior CHP approval. This includes but is not limited to brass, chrome wheel covers and window tint, etc.

Please refer to RFP Attachment G (Contract Exhibit "C") for further details on violations and penalties.

SANBAG follows and relies on the policies and procedures set forth in the SOP Manual developed by CHP. Please note that the FSP equipment list is subject to change at any time. For the most updated equipment list, please refer to the latest SOP Manual.

Each FSP tow truck shall be equipped in accordance with the Highway Patrol Manual 100.47, SOP Manual and, shall include the following:

1. Wheel lift towing equipment, with a minimum lift rating of 3,000 pounds. All tow equipment shall include proper safety straps.
2. Boom with a minimum static rating of 8,000 pounds. (NOTE: The Boom must have a minimum static rating of 8,000 pounds, even though The Tow Truck Inspection guide for FSP Contract Operations Manual says that a 5,000 minimum static rating is fine – it still has to meet the required four (4) ton recovery rating regardless of the minimum. You may obtain this manual via the CHP website at: www.chp.ca.gov).
3. Winch - 8,000 pound rating on the first layer of cable.
4. Wire rope- 100 ft., 3/8-inch diameter, with a working limit of 3500 pounds.
5. Towing slings rated at 3,000 pounds minimum.
6. Two (2) Tow chains 3/8" alloy or OEM specs. J/T hooks assembly.
7. Rubber faced push bumper.
8. Mounted spotlight capable of directing a beam both front and rear.
9. Amber warning lights with front and rear directional flashing capability, with on/off switch in cab.
10. Public address system.
11. Power outlets ("hot boxes"), front and rear mounted, with outlets compatible to 12-volt booster cables.
12. Heavy duty, 60+ amp battery.

13. Radios with the ability to communicate with the CONTRACTOR's base office (Nextel).
14. Programmable scanners capable of scanning between the 39 and 48 MHz used by the CHP. Scanners need to be capable of scanning CHP Police frequencies, and must be mounted for safety concerns.
15. Suitable cab lighting.
16. Trailer hitch capable of handling a 1 7/8-inch ball and 2 inch ball.
17. One (1) 1 7/8-inch ball and one (1) 2 inch ball.
18. Rear work lights (4)
19. Safety chain D-ring or eyelet mounted on rear of truck.
20. Motorcycle Straps (2)
21. Diesel fuel in plastic jerry cans (5 gallons)
22. Unleaded gasoline in plastic jerry cans (5 gallons)
23. Safety chains min. 5 ft. (2)
24. First aid kit (small 5" x 9") (1)
25. Fire extinguisher aggregate rating of at least
4 B-C units (1)
26. Pry bar - 36" or longer (1)
27. Radiator water in plastic container (5 gallons)
28. Sling crossbar spacer blocks (2)
29. 4" x 4" x 48" wooden cross beam (1)
30. 4" x 4" x 60" wooden cross beam (1)
31. 24" wide street broom (1)
32. Square point shovel (1)
33. Fuses (highway flares), 15 minute, or
Fuses (highway flares), 30 minute (36)
(20)
34. Cones 18" (6)
35. Hydraulic jack, min. 4,000 lbs. floor (1)
36. Four way lug wrench (1 std.) (1)
37. Four way lug wrench (1 metric) (1)
38. Rechargeable air bottle or compressor, hoses and fittings to fit
tire valve stems, 100 psi capacity (1)
39. Flashlight and spare batteries (1)
40. Tail lights/brake lights, portable remote
with extension cord (1 set)
41. Booster cables, 25 ft. long minimum,
3-gauge copper wire with heavy-duty clamps
and one end adapted to truck's power outlets (1 set)
42. Funnel, multi-purpose, flexible spout (1)
43. Pop-Up Dolly (with tow straps), portable for removing otherwise
Un-towable vehicles (1)
44. Five (5)-gallon can with lid filled with clean absorb-all (1)
45. Empty trash can with lid (Five gallon) (1)
46. Lock out set (1)

Each FSP tow truck will be required to have a toolbox with the following minimum number of tools/supplies. A tool kit for small equipment items is required. The list may be supplemented at the CONTRACTOR's option and expense.

- 47. Screwdrivers--
 - i. Standard-1/8", 3/16", 1/4", 5/16" (1 each, min).
 - ii. Phillips head - #1 and #2 (1 each, min).
- 48. Needle nose pliers (1)
- 49. Adjustable rib joint pliers, 2" min. capacity (1)
- 50. Crescent wrench - 8" (1)
- 51. Crescent wrench - 12" (1)
- 52. Four (4) lb. hammer (1)
- 53. Rubber mallet (1)
- 54. Electrical tape, roll (1)
- 55. Duct tape, 20 yard roll (1)
- 56. Tire pressure gauge (1)
- 57. Mechanic's wire (roll) (1)
- 58. Bolt cutters (1)

The Driver shall be required to complete a pre-operation shift inspection log of the vehicle as well as inventory the required equipment prior to the start of each shift. A shift inspection/inventory log shall be completed by the Driver prior to the start of each shift and be available for inspection by the CHP and/or the SANBAG. Any item missing must be replaced prior to the start of the shift. All equipment stored on top of the truck shall be secured to the truck.

Installation of FSP related equipment:

Upon execution of the contract, SANBAG will designate and cover the cost of the selected installer for the San Bernardino FSP digital radio equipment and SANBAG AVL (Automatic Vehicle Locator) equipment.

At times, an "outside speaker" or a handheld Kenwood "mic" (examples only) may need to be replaced due to normal wear and tear. Please note that if FSP related equipment needs to be replaced due to negligence by the CONTRACTOR or any of their staff, including drivers, the cost of the equipment and the installation cost will be deducted from the CONTRACTOR'S invoice/payment the following month. CONTRACTORS, supervisors and drivers are required to contact the SANBAG and FSP CHP immediately when any San Bernardino FSP equipment is damaged, failing or has failed and the tow operator will be provided with a replacement part by the SANBAG or FSP CHP. If a replacement part is not immediately available, then the CONTRACTOR will be asked to have their "certified FSP backup truck" on the beat to cover the shift.

With the written permission of the SANBAG the operator may be given the authorization to install some of the replacement equipment (an "outside speaker" or

a "mic" for example) as long as the tow operator installs the equipment per SANBAG and San Bernardino FSP standards. If a CONTRACTOR is given the authorization to install FSP-related equipment, and has any questions regarding "installation standards", the tow operator is to contact the SANBAG or FSP CHP for further instructions/information. If provided the authorization by SANBAG or FSP CHP, vendor must install equipment in the safest possible manner, and the installation must comply with all FSP equipment rules for safety reasons.

Please note that equipment requirements are subject to change at any time. For the most updated equipment list, please refer to the latest SOP Manual.

B. FSP Certified Back-Up Tow Truck.

The CONTRACTOR shall be required to have one FSP Certified Back-Up Tow Truck available per Beat during FSP service hours that is in full compliance with this Contract, unless otherwise authorized by SANBAG in writing. The FSP Certified Back-Up Tow Truck should be used when a Certified Primary FSP Tow Truck is unavailable. The FSP Certified Back-Up Tow Truck shall meet the same requirements for equipment, set-up and color as a Certified Primary FSP Tow Truck. It shall meet all the vehicle equipment specifications. Please refer to Attachment G for further details on violations and penalties. Back-Up Tow Trucks are subject to inspection during non-FSP hours by CHP.

C. Vehicle Breakdown and Other Missed Service.

A FSP Certified Back-Up Tow Truck must be in service on the Beat within 45 minutes of the time when a Primary FSP Tow Truck is taken out of service for a mechanical or driver issue. The CONTRACTOR shall not be paid for the time period that the contractually required trucks are not in service. If a vehicle is not made available within the 45 minute time period, the CONTRACTOR shall be fined three (3) times the hourly contract rate in 1 minute increments until a FSP Certified Back-Up Tow Truck is provided. If a FSP Tow Truck is not ready due to a breakdown at the start of a shift, the fine time will be calculated from the start of the shift. If the entire shift is missed, the CONTRACTOR shall be fined for the entire shift at three (3) times the hourly rate. FSP Tow truck maintenance shall be performed during non-FSP service hours.

In the event that a FSP Certified Back-Up Tow Truck is required to continue the shift, the FSP Tow Truck Driver must complete a new inspection worksheet and mileage log prior to the commencement of driving the tow truck, and notify one of the FSP CHP Supervisors immediately. In addition, the FSP Tow Truck Driver must indicate in the "notes" section of the Personal Digital Assistant (PDA) that they have switched to a FSP Certified Back-Up Tow Truck.

In addition, not having a FSP Certified Back-Up Tow Truck Driver available is not an allowable excuse for not having a FSP Certified Back-Up Tow Truck on the Beat within the 45 minute time period.

Please refer to RFP Attachment G (Contract Exhibit "C") for further details on violations and penalties.

Please note: Existing FSP tow operator contracts with the Riverside County Transportation COMMISSION (RCTC) or any other neighboring FSP service, does not qualify as meeting the backup requirement noted above.

For further information see above Section 4.0, subsection C. "Vehicle Breakdown and Other Missed Service".

D. Vehicle Identification.

It shall be the Driver's sole responsibility to place detachable FSP markings on each vehicle during the service hours and to remove or cover the FSP markings immediately upon completion of each shift. SANBAG will supply each CONTRACTOR with the appropriate number of detachable markings for each Beat(s). If a marking is lost or damaged, the CONTRACTOR shall be responsible for the cost of the replacement markings. All FSP markings shall be returned at the termination of the contract. The cost of any SANBAG and/or Caltrans/CHP supplied item and/or equipment not returned shall be deducted from the CONTRACTOR's final payment.

Freeway Service Patrol markings as well as vehicle numbers shall be required on both sides of all trucks. The detachable markings (magnetic or other forms of FSP signage), provided by SANBAG, must be placed on the center of both doors (driver and passenger doors) of the vehicle. The Driver shall be required to keep the title and logos clean, straight and in readable condition throughout the service patrol's operation. The operator is also required to keep all FSP related signage flat (do not bend in any way), clean, and out of public view while being stored during non-FSP operational hours.

E. Communications Equipment.

Each FSP vehicle shall be equipped with various communication devices that will enable the Driver to communicate with the CHP Communications Center as well as the FSP CHP Officers. All vehicles shall be equipped with an Automatic Vehicle Location (AVL) system, radios, and handheld/PDAs for data collection. The AVL system, radios, GPS, handheld/PDA equipment shall be purchased, owned, supplied, and installed by SANBAG. SANBAG shall select the equipment installation vendor.

The CONTRACTOR shall be responsible for maintaining the security of the SANBAG owned vehicle communication equipment. The CONTRACTOR shall be liable for any damage other than normal wear and tear to the communication equipment. The CONTRACTOR shall also be liable for the full replacement value of the communication equipment installed in the trucks while in the care, custody and control of the equipment. SANBAG shall pay for repair fees for normal wear and tear to equipment. However, SANBAG will deduct repair fees as well as the full replacement cost of any SANBAG equipment due to improper use or negligence by the

CONTRACTOR from any payment due to the CONTRACTOR under this agreement. SANBAG supplied vehicle equipment shall be returned upon contract termination. The cost of any equipment not returned shall be deducted from the CONTRACTOR's final payment.

Programmable scanners capable of scanning between the 39 and 48 MHz used by CHP shall be supplied by the CONTRACTOR and shall be installed and securely mounted in all Tow Trucks.

The CONTRACTOR is also required to use Sprint cell phones (or equivalent direct connect device that will pair with Sprint CHP devices) in order to facilitate proper communication with the CHP Communications Center and CHP field supervisors. Sprint cell phones shall be purchased, owned, and maintained by the CONTRACTOR. The CONTRACTOR will also be responsible for all operating costs of the Sprint cell phones. In addition, Drivers are not permitted to take pictures, video or capture any other images while performing FSP duties during FSP operational hours. These actions will not be tolerated and a Driver that is found doing this will not be permitted to work in the FSP Program. Drivers are not permitted to download or share any data or images related to the FSP Program. If any FSP related data or images are found on any social media outlet or networks not authorized by the SANBAG; all parties associated with the incident will be excluded from the FSP Program.

Any data input into the PDA device shall not be allowed while the vehicle is being operated/driven. Uses of other devices while driving/operating a vehicle such as cell phones are subject to California State Law.

The FSP vehicles shall be equipped with a public address system. The public address system shall have the capability for the driver of the disabled vehicle to hear instructions transmitted from the cab of the FSP vehicle when the FSP vehicle is directly to the rear of the disabled vehicle.

The CONTRACTOR shall purchase and maintain a computer workstation (not a laptop) with high speed internet access and email to communicate with SANBAG and CHP staff and the CHP, and transfer FSP data collected with handheld/PDA units. Handheld/PDA units shall be downloaded at the end of each shift before the deadlines listed below to the computer workstation; therefore the computer workstation will need to be easily accessible to Drivers after each shift

The download schedule is as follows:

For the AM shift, the deadline to download is 12 p.m. (noon),

For the PM shift, the deadline to download is 12 a.m. (midnight).

If PDA's are not synced prior to the deadlines given, CONTRACTOR may be subject to fines as outlined in RFP Attachment G (Contract Exhibit "C").

The computer workstation shall be a PC Pentium4 2.4Ghz or AMD Athlon XP 2800 or greater based machine with at least 2 GB memory, 20 gig hard drive, network card, CDROM, optical mouse, keyboard and monitor. Computer workstation shall be equipped with the following software; Windows 7, or Windows Vista, Microsoft Active Sync (if Vista), Anti-Virus software (Norton, McAfee, or Trend Micro): if utilizing different Anti-Virus software, please notify SANBAG prior to purchase or use. The computer must include a 9 pin RS232 serial port. The computer workstation must always be connected to the internet.

It is the CONTRACTOR's responsibility to ensure that the computer workstation is working at all times. If the CONTRACTOR is having problems with their workstation that would prevent proper syncing of PDA's or would create any negative impact on FSP Program assist data; CONTRACTOR must notify SANBAG and CHP immediately. Computer equipment shall be inspected and cleaned on a quarterly basis by the CONTRACTOR; this includes: updating operating systems with security patches, time patches, loading system updates, and cleaning the interior of the computer work station.

In addition, it is also the CONTRACTOR's responsibility to ensure that all Handheld/PDA units are working at all times. All Handheld/PDA units should have the exterior protective case cleaned (protective outside case) and the stylus and screen protector shall be inspected for functionality and serviceability. Damaged/Worn items shall be reported to SANBAG within 3 hours. All workstations and Handheld/PDA's must be kept in a secure location. During all non-FSP operational hours, Handhelds/PDA's shall not be left in a tow truck or go home with a FSP Tow Truck Driver or anyone else. All Handhelds/PDA's must be connected to a battery charger in the secure workstation area at the CONTRACTOR's facility during non-FSP operational hours. Except for when the PDA is being used during FSP operational service hours, it must be plugged in and being charged at all times, this is required so that data and software "patches" are not lost. PDA's are to be with the FSP Tow Truck Driver in their FSP tow truck during FSP operational hours, or connected to a battery charger in the designated secure workstation of the tow operator's facility during non-FSP operational hours. Any other location shall not be permitted.

CONTRACTOR shall immediately report any issues with the work station or the PDAs to SANBAG or the FSP CHP Officers. CONTRACTOR is directly responsible to ensure their computer work station is operating, can interface with PDAs and has internet access at all times.

The CONTRACTOR shall provide access to the work station and PDAs for SANBAG and FSP CHP supervisors, or their designated designee, at any time during the course of the contract.

In addition, SANBAG shall review the workstation 30 calendar days prior to that start of the new service to ensure compliance of requirements.

The CONTRACTOR shall be available to review data with SANBAG, or its designee, at any time. Data shall be reviewed using the pre-defined reports created in Microsoft Access on the workstation computer. The CONTRACTOR shall review data for accuracy, and ensure that any errors and/or edits to the data are documented and forwarded to SANBAG for review.

The CONTRACTOR shall provide a quarterly inspection report to SANBAG indicating the status of all equipment. SANBAG will provide the submittal form. CONTRACTORS should consider the accurate completion and timely return of this form as part of their contract requirements.

The CONTRACTOR shall allow SANBAG staff or its representative access to the workstation and handheld/PDA units at any time. If upon inspection SANBAG determines that workstation and/or PDA's are not being properly updated/stored; the CONTRACTOR will be subject to fines as outlined in RFP Attachment G (Contract Exhibit "C").

F. Equipment Modifications

Modifying FSP communication/tracking equipment so that it does not function properly to SANBAG's specifications, and/or is disconnected or is moved (without FSP Management authorization) from its original installed location is strictly prohibited. This includes but is not limited to: breaking evidence tape/connection sealer on equipment connections, cutting wires or cable, moving mounted equipment (speakers, microphones, antennas, etc.), rerouting any wiring, not putting radio equipment back in its original installed location, disconnecting any connectors. Interfering with the operations of the equipment is strictly prohibited.

If modification is suspected, SANBAG shall conduct an inspection of the equipment on/near the Beat area or the vehicle may be sent to a designated location determined by the SANBAG. CONTRACTOR shall not access the AVL equipment in any way until SANBAG has arranged an inspection.

- 1) If any alterations are found with AVL related equipment owned by SANBAG; the CONTRACTOR shall be fined at a minimum: two complete FSP shifts (7 hours) at their hourly penalty rate (Three (3) times their hourly rate). The final penalty shall be determined and assessed by FSP Management.
- 2) The SANBAG shall determine the designated AVL installer and the designated technician that comes out to the San Bernardino County region to review and repair the AVL systems.
- 3) In the event of alterations, any transportation, labor, repair, or replacement expenses incurred to repair the AVL equipment/system related to the San Bernardino FSP tow operations will be the responsibility of the CONTRACTOR. Costs incurred to repair and document the equipment

will be deducted from the tow operator's monthly invoice.

Please refer to RFP Attachment G (Contract Exhibit "C") for further details on violations and penalties.

5.0 Drivers,

All Drivers shall be required to have a safe driving record and current California Class C driver's license. All Drivers shall be at least 18 years of age or older at the time of background check. All Drivers shall be subject to driving record and criminal background checks through the CHP. Drivers shall be sufficiently experienced in the tasks of tow truck operations and proficient with all required FSP equipment to provide safe and proper service. Any Driver from other FSP service areas will be evaluated by the CHP on a case by case basis. All Drivers must be capable of demonstrating their tow operating abilities prior to formal CHP training. Additionally, the Drivers will be required to exercise good, sound judgment in carrying out their duties.

The CONTRACTOR's Drivers shall be required to inform the CHP Communications Center at any time he/she leaves the assigned Beat. This includes replenishing expendable items such as gasoline, fire extinguisher, breaks, etc. The FSP Tow Truck Driver shall be required to immediately notify the CHP Communications Center upon a tow truck breakdown.

Each Driver shall be responsible for accurately entering the following data into their PDA:

- inspection worksheet prior to the commencement of driving the tow truck
- mileage log prior to the commencement of driving the tow truck.

The Driver shall also be required to complete an assist record for each incident utilizing the handheld/PDA.

Other important forms that shall be required for FSP Tow Truck Drivers to complete and turn in are the Liability Release Forms Damage Release Forms. It is critical that these forms are completed and returned to the SANBAG within thirty (30) business days from the date on the form. Any CONTRACTOR in violation of not completing these required forms may be subject to penalties as outlined in Attachment G.

The CONTRACTOR is required to participate in the California Department of Motor Vehicles DMV Pull Notice Program..

If a Driver is convicted of a crime involving a stolen vehicle, stolen property, violence, drugs or moral turpitude, fraud related to the towing business, or misdemeanor or felony driving while under the influence of alcohol or a drug, the CONTRACTOR shall permanently remove that Driver from the FSP program. If a Driver is charged with any

crimes, the CONTRACTOR shall immediately suspend that Driver from duties under this Contract pending the outcome of the criminal case. If the Driver is not convicted, or is ultimately convicted of a lesser crime not described above, SANBAG retains the right to have the CONTRACTOR remove that Driver from the duties under the FSP program.

Mandatory CHP refresher training classes shall be scheduled during non-FSP hours. A minimum of four (4) hours refresher training per year shall be required (at CONTRACTOR's expense). CONTRACTORS shall pay all FSP Tow Truck Drivers and Back-Up FSP Tow Truck Drivers for attending the required training.

FSP Tow Truck Drivers will be required to utilize a Handheld/PDA to input the mileage log, inspection worksheet, and each assist; which will include location, vehicle make, model, license number, type of assistance provided, etc. FSP Tow Truck Drivers will be trained on using Handheld/PDA units to enter accurate data using SANBAG data collection software.

A. Driving record and criminal history check.

As required by California Vehicle Code Section 2430, all applicants and owners are required to have a driver's license and criminal history check. Only after a completed CHP 234F and CHP 234 supplemental is received and accepted by CHP, a driver's license and criminal history check will be performed.

The driver's license check will consist of confirming that the applicant has a valid driver's license and the applicant's point count is within standards set forth in the SOP (refer to Chapter 11, Annex A).

The criminal history check will consist of a preliminary background check to see if the applicant meets the criteria for a FSP Tow Truck Driver Certificate as outlined in California Vehicle Code Section 13377, and the FSP contract. Any CONTRACTOR or potential CONTRACTOR not meeting the requirements put forth in the following documents will be automatically excluded from the FSP Program. Documents can be found on the CHP website at: <http://www.chp.ca.gov/programs/rotation.html>.

- Tow Service Agreement for Rotational Tow Operator (HPM 81.2, Vehicle Procedures Manual)
- Element 15 (C and D) Annex GG ("Criminal Conviction Disqualifications for Rotational Tow Operator/Drivers")

In addition, SANBAG, and/or CHP may, in its sole discretion, require a CONTRACTOR to replace any FSP Tow Truck Driver or potential FSP Tow Truck Driver who it determines is not suitable to represent the FSP Program with the public based on the background check. If the applicant passes the preliminary check, then the applicant shall submit to fingerprinting.

Background checks will be completed by CHP upon the acceptance of a CHP 234F.

B. Operator Equipment.

It shall be the responsibility of the CONTRACTOR to provide the FSP Tow Truck Driver with specified uniforms, protective toe boots, and other equipment. The equipment includes navy blue jump suits or shirts and pants. If coveralls are worn they shall have zip front with a zipper.

A detachable brass or gold nameplate shall be worn with the first initial of the first name and full last name. Letters shall not exceed ½ inch tall (nameplate must be approved by CHP). The nameplate shall be worn above the right chest pocket on the vest.

A safety vest with reflective stripes shall be worn and will be supplied by SANBAG. A small FSP logo (patch) shall be sewn on the front of the safety vest over the left front pocket of the uniform, and a small FSP logo patch shall be sewn on the left sleeve of the vest as well. A large FSP logo (patch) shall be sewn across the middle portion of the back of each safety vest. SANBAG will supply vests to the CONTRACTOR with the FSP logo patches already sewn on per CHP's required patch placement locations. The brass or gold nameplate with the name of the Driver shall be displayed on the front of the safety vest over the right front. The CONTRACTOR is responsible for obtaining CHP approval of the Driver name plates, and the CONTRACTOR is responsible for the purchase and placement of the Driver name plate. An FSP logo patch is not required to be sewn on the navy blue Driver uniform.

All Drivers shall wear black work boots with protective (steel or composite) toe.

During cold weather, a navy blue sweater or sweatshirt may be worn under the long sleeve uniform shirt/jumpsuit. A navy blue jacket may also be worn at the Driver's option, if it meets all the uniform specifications. The CONTRACTOR and/or the Driver may contact CHP for any uniform questions.

Rain gear shall be waterproofed material, yellow in color.

Hats, if worn, shall be baseball type cap, navy blue in color. An "FSP" logo patch may be sewn on the hat above the brim. No other logos/names shall be accepted. A Beanie may also be worn which must be navy blue in color and only worn with a jacket under the vest or long sleeve shirt. A picture of the uniform is provided on pages 20-21 of this document titled: FSP Uniform Requirements

CONTRACTOR should refer to the most current SOP in making sure they are following the most recent Driver equipment requirements.

6.0 Local Office.

The CONTRACTOR shall provide a local office for contract administration purposes. This office shall be staffed by either the CONTRACTOR or a person who represents

the CONTRACTOR and has the authority to conduct business and make decisions on behalf of the CONTRACTOR. The office shall have business hours coinciding with CONTRACTOR's Beat(s) hours of operation. Through the Proposal document shown in RFP Attachment "D", CONTRACTOR Representative Form, the CONTRACTOR shall designate representatives who will be available at the office during hours of operation to make decisions on behalf of the CONTRACTOR. The office shall be established within close proximity to the CONTRACTOR's Beat(s) and be located within Riverside, San Bernardino, Los Angeles or Orange Counties. A FSP Certified Back-Up Tow Truck and a FSP Certified Back-Up Tow Truck Driver must be available within a 45 minute request of the Beat area regardless of the CONTRACTOR's office location.

7.0 Beat Descriptions.

SAN BERNARDINO COUNTY FREEWAY SERVICE PATROL

BEAT DESCRIPTIONS

Beat #	CHP Area Beat #	Beat Description	One-Way Length in Miles	# Primary FSP Trucks in both AM and PM	# FSP certified Back-Up Tow Trucks
1		Interstate (I) 10 from Indian Hill to Haven Avenue	8.16	2	1

All Beats would operate from 5:30 to 8:30 am (M-F) and from 3:00 to 7:00 pm (M-F).

Each Beat requires two (2) Primary FSP Tow Trucks and one Back-Up Tow Truck, available during all FSP operational service hours. The SANBAG reserves the right to change Beat hours and operational requirements during the course of the Contract.

Please refer to Attached Map of Beat areas

8.0 FSP Holidays.

PRELIMINARY LIST OF FREEWAY SERVICE PATROL HOLIDAYS

Services are to be provided Monday through Friday at the hours designated in the Contract with the exception for the following holidays:

1. Martin Luther King, Jr. Day (Monday)
2. Presidents' Day (Monday)
3. Memorial Day (Monday)
4. Independence Day (July 4 - varies)
5. Labor Day (Monday)
6. Veterans Day (varies)
7. Thanksgiving Day (Thursday)
8. Day after Thanksgiving (Friday)
9. Christmas Day (December 25 - varies)
10. New Year's Day (January 1 - varies)

Approximate total service hours per vehicle per year: 1,736

In addition to the above service hours, at the discretion of SANBAG and the CHP, additional service may be requested on certain "high traffic days" on/or following certain holidays (e.g. July 4th, Labor Day, Sunday following Thanksgiving Day, Memorial Day), in the afternoons for four (4) hours. CONTRACTOR will be notified at least one week prior to when this service is to be provided.

9.0 FSP UNIFORM REQUIREMENTS

No hat:



Hat:



Jacket and beanie: (beanie optional but if chosen must be worn with jacket or long sleeve shirt):



Long Sleeves:



CONTRACT C14009
EXHIBIT B
Compensation and Payment

Overview Contract 14009 with Pomona Valley Towing for Beat 1
Contract Term 5/1/2014-4/30/2017

Hourly Costs (per truck)	No. of Hours	7% More Hours	Total Hours	Cost Per Truck	Total Costs
2013/2014 (5/1/14 through 6/30/14)	297	21	318	\$15,820.50	\$31,641.00
2014/2015	1,757	123	1,880	\$93,530.00	\$187,060.00
2015/2016	1,757	123	1,880	\$93,530.00	\$187,060.00
2016/2017 (7/1/16 through 4/30/17)	1,460	102	1,562	\$77,709.50	\$155,419.00
Initial Term Subtotal:	5,271	369	5,640	\$280,590.00	\$561,180.00
Contract Total:	5,271	369	5,640	\$280,590.00	\$561,180.00

Average Annual Hours Per Truck Per Beat 1,757
Hourly Rate for Initial Contract Term: \$49.75

Penalized Down Time rate (in 1 minute increments): \$2.46

Non- Penalized Down Time (in 1 minute increments): \$0.82

Extra Time (in 1 minute increments): \$0.82

Note: Two primary certified FSP Trucks are required
As well as one Certified FSP Back-up truck

**CONTRACT C14009
EXHIBIT C**

SUMMARY OF FSP VIOLATIONS AND PENALTIES

Below is a list of penalties that can be assessed to a Contractor if not in compliance with the policies and procedures of the Freeway Service Patrol Program.

Relevant section	Description of violation	Penalty
	Not having 2 primary and 1 back up tow trucks per each Beat "FSP" ready for inspection by CHP five business days prior to the start of a Beat.	Flat \$1,000 fine. In addition, should the trucks not be ready by the start of shift, Contractor shall be fined truck hourly rate times the # of trucks not available times the # of service minutes missed per each day compliance is not met.
5.0	Not meeting tow truck requirements outlined in the RFP/SOP	Three (3) times the hourly contract rate in one (1) minute increments until requirement is met. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate.
5.0 B	Not having a certified FSP "back-up" tow truck and/or FSP Tow Truck Driver	Three (3) times the hourly contract rate in one (1) minute increments until requirement is met. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate.
5.0 C	Tow truck not made available <u>within 45 minutes</u> due to equipment/truck breakdown.	The operator has 45 minutes to correct the problem if the breakdown occurs during the shift, the penalty for the forty five (45) minute period will be calculated in one (1) minute increments on a straight hourly rate. Time beyond 45 minutes will be calculated as penalized time (Three times the hourly contract rate in one minute increments). Exact penalized down time rate is detailed in the Contract. If a truck is not ready due to a breakdown at the beginning of a shift, penalty will begin at the beginning of the shift at the penalized rate. If entire shift is missed, Contractor shall be fined for the entire shift at three (3) times the hourly rate
SOP	Contractor fines 9.B.4 Contractor fines are assessed for violations of the FSP contract or the SOP that are not directly related to FSP truck operations. This includes but not limited to: Failing to turn required paperwork in on time (Surveys, inspection sheets, etc.), damage to FSP Program equipment, not syncing the PDAs or not supplying FSP Tow Truck Drivers the proper equipment as required in the FSP Contract.	The fine amount shall not exceed \$50.00 for each individual occurrence or violation, with the exception of replacement costs.
5.0 E	PDAs sent for repair due to lack of charging causing the PDA to lose patch updates.	\$50.00 per PDA + shipping, repair and/or replacement costs.
5.0 E	PDAs not being charged in designated PDA workstation location during non-FSP operational hours.	\$50.00 per PDA
5.0 E	Workstation does not meet requirements outlined in SOP.	\$50.00 per incident
5.0 E	Lost/damaged equipment	Full cost if lost or repair charges of the item if damage is not due to wear and tear.
SOP	Contractor did not follow proper tip procedure per the SOP on Page 40, Section 6.B.	\$50.00 per occurrence

5.0 F	Tampering with FSP AVL equipment	2 FSP shifts (7 hours) at the tow operator's penalty rate (3 times the normal hourly rate) plus AVL Technician's transportation, labor, repair and/or replacement costs.
5.0 G	Damage Release/Release of liability forms not completed, not filled out properly, or not submitted within thirty (30) calendar days from the date on the form.	\$5.00-50.00 per incident at the discretion of Commission.
5.0 G	Duplicate customer six digit survey number >10%	\$50 and up. Case by case basis as determined by FSP Management.



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 10

Date: January 8, 2014

Subject: Development of a Countywide Habitat Preservation/Conservation Framework

Recommendation:* That the Board, acting as the San Bernardino County Council of Governments:

1. Approve the attached scope of work for Development of a Countywide Habitat Preservation/Conservation Framework.
2. Authorize the release of Request for Proposals No. 14113 for consultant support to complete the study of a Countywide Habitat Preservation/Conservation Framework consistent with the approved scope of work.

Background: The proposed development of a Countywide Habitat Preservation/Conservation Framework is an outgrowth of the San Bernardino Countywide Vision, initiated in 2010, driven by community input, and endorsed by the County of San Bernardino and the 24 cities in the County. This Request for Proposal (RFP) seeks assistance to build on these efforts by structuring a more comprehensive countywide framework for habitat preservation/conservation going forward. The objective is to structure this comprehensive approach in a way that is a "win-win" for the environment, the economy, and the citizens of San Bernardino County.

This project will support one of the initiatives of the Environment Element Group of the Countywide Vision by structuring a more comprehensive approach to

*

Approved
 Board of Directors

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	X	CTC		CTA		SAFE		CMA	
-----	---	-----	--	-----	--	------	--	-----	--

Check all that apply.

BRD1401a-jl

<http://portal.sanbag.ca.gov/mgmt/committee/directors/brd2014/brd1401/AgendaItems/BRD1401a1-jl.doc>

habitat preservation/conservation. Much has already been done for habitat preservation and conservation in San Bernardino County, but more needs to be done in certain geographic areas, and the jurisdictions within the county seek to accomplish this in a comprehensive way. This project will help guide the Environment Element Group to achieve a set of possible approaches for the next step.

For Fiscal Year 2013-2014 (FY 13/14), a budget of \$300,000 was allocated to the Task No. 0404 for "Contributions/Sponsorships" in anticipation of providing the local match portion of grants awarded under the Southern California Association of Governments (SCAG) Sustainability Program and the Caltrans Transportation Planning Grant program. SANBAG submitted five proposals for the SCAG Sustainability Program and one proposal for the Caltrans Planning Grant program. SANBAG was informed that four out of the five SCAG proposals have been selected to receive funding in FY 13/14. In addition, SANBAG was successful in receiving the Caltrans Planning Grant for the project Vision and Implementation Strategy for Sustainability in the San Bernardino Metrolink Corridor. However, to streamline the procurement and budgeting process, SCAG staff proposed a funding swap that would allow SCAG to fund almost all the local match portion of the Caltrans Planning Grant and allow SANBAG to fully fund and administer the Countywide Habitat Preservation/Conservation Framework, with a \$70,000 budget. As a result, SANBAG will be administering the procurement process for this project, which had been previously awarded under the SCAG Sustainability Program. The project work effort and the FY 13/14 budget will not be affected by the proposed changes in the procurement process.

SANBAG will seek consultant support to complete the study based on the approved scope of work. Based on SANBAG policy, the Executive Director has the authority to release the Request for Proposals for this transportation study. However, the project was not explicitly listed in the Fiscal Year 13/14 budget, as it was originally expected to be a SCAG RFP. Staff recommends that Request for Proposals No. 14113 and the associated scope of work be approved for release. Per SANBAG Contracting and Procurement Policy 11000, revised May 1, 2013, the Executive Director will execute a contract with the consultant selected by the procurement evaluation panel.

Financial Impact: Although not directly referenced as an expenditure item under Task No. 0404 Subregional Transportation Planning, this item is consistent with the proposed Fiscal Year 2013/2014 as described above.

Reviewed By: This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

Responsible Staff: Steve Smith, Director of Planning

**DEVELOPMENT OF A SAN BERNARDINO COUNTYWIDE HABITAT
PRESERVATION/CONSERVATION FRAMEWORK**
Scope of Work

SUMMARY OF PROJECT

This project to develop a Countywide Habitat Preservation/Conservation Framework is an outgrowth of the San Bernardino Countywide Vision, initiated in 2010, driven by community input and endorsed by the County of San Bernardino and the 24 cities in the County. Much has already been accomplished for habitat preservation and conservation in San Bernardino County. This RFP requests assistance to build on these efforts by structuring a more comprehensive countywide framework for habitat preservation/conservation going forward. The objective is to structure this comprehensive approach in a way that is a “win-win” for the health of the environment, the economy, and the citizens of San Bernardino County.

**CONTEXT OF THE HABITAT PRESERVATION/CONSERVATION
FRAMEWORK: THE COUNTYWIDE VISION**

The San Bernardino Countywide Vision has been endorsed by the County of San Bernardino and the cities in the County and was adopted by the SANBAG Board of Directors in June 2011.

The Countywide Vision Statement is:

“We envision a complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play.

“We envision a vibrant economy with a skilled workforce that attracts employers who seize the opportunities presented by the county’s unique advantages and provide the jobs that create countywide prosperity.

“We envision a sustainable system of high-quality education, community health, public safety, housing, retail, recreation, arts and culture, and infrastructure, in which development complements our natural resources and environment.

“We envision a model community which is governed in an open and ethical manner, where great ideas are replicated and brought to scale, and all sectors work collaboratively to reach shared goals.

“From our valleys, across our mountains, and into our deserts, we envision a county that is a destination for visitors and a home for anyone seeking a sense of community and the best life has to offer.”

The Countywide Vision identified the following elements of a complete, sustainable community: jobs/economy, education, housing, public safety, infrastructure, quality of life, environment, wellness, and image. The community's input on the Environment Element was summarized as follows:

- "Our location and natural environment are two of our great strengths. We must protect and preserve the terrain and natural amenities with which we are blessed. We shall strive to intelligently manage our resources for habitat preservation, recreation opportunities, resource extraction, alternative energy, future growth, water quality, air quality all within a regulatory framework that does not impede the creation of a sustainable economy.
- "We have the opportunity to improve our region's self-reliance in meeting the needs of our own population, utilizing alternative and renewable energy sources; enhancing water management; encouraging green manufacturing; rewarding sustainable building, and conserving natural resources – all leading to a healthy population with a high quality of life."

Following the adoption of the Countywide Vision, community stakeholders were convened to identify priorities and action items for the elements of complete and sustainable communities. These stakeholders formed Countywide Vision Element Groups. Two initiatives have been identified by the Environment Element Group. The first initiative is to compile an inventory of "best practices" that can be used by local governments, special districts, and resource agencies to better facilitate the development review process of proposed projects. That activity is underway.

The second initiative is to develop a more comprehensive approach to the preservation/conservation of habitat and open space throughout the county. Although some areas of the county already have vast open space/conservation land, conservation planning traditionally has taken place on a more isolated basis, without a comprehensive view of habitat preservation opportunities and priorities countywide.

This project will support the Environment Element Group's second initiative by structuring a more comprehensive approach to habitat preservation/conservation. Much has already been done for habitat preservation and conservation in San Bernardino County, as illustrated in our recently completed environmental survey provided to SCAG. But more needs to be done in certain geographic areas, and the jurisdictions within the county seek to accomplish this in a more comprehensive way. It may or may not be appropriate to achieve this in a large initiative similar to the multi-species habitat conservation planning effort such as in Riverside County. Alternatively, a series of smaller, more focused efforts in the context of a set of overall strategic principles could be the most effective approach. This project will help guide the Countywide Vision Environment Element Group to an achievable set of next steps within this broad spectrum of possible approaches.

STUDY OBJECTIVES

The objectives of this project are to:

- Work with the stakeholder group established for the Environment Element of the Vision to develop a countywide habitat preservation/ conservation framework. The framework will include principles that guide habitat conservation/preservation within logical subareas of the county.
- Build on conservation/preservation initiatives already established or in progress, beginning with an inventory of those initiatives.
- Develop the framework in a way that meets regulatory and legal requirements and provides balance among the various environmental, lifestyle, and economic needs and interests represented in the county.
- Identify subsequent steps and commitments that would be necessary to proceed with further development of the framework, including identification of gaps and processes for establishment, restoration, and maintenance of preserves and habitat conservation areas.

It is anticipated that this study will be completed in 9 months from Notice to Proceed. However, this needs to be coordinated with mapping that will be performed by SCAG and SANBAG, and further conversations with SCAG staff will be necessary.

STUDY TASKS

Work tasks to be performed as part of the study include:

1. Project management
2. Document existing preservation/conservation efforts and gaps therein
3. Establish geographical subareas around which to organize the habitat preservation/conservation framework
4. Establish habitat preservation/conservation principles applicable countywide and by subarea
5. Define next steps and commitments necessary to implement the framework
6. Document the study results

Each task is described in more detail below.

1. Project management

Task 1.1: Project Kick-off Meeting

- SANBAG, County of San Bernardino, Environment Element Group, and the consultant will hold a kick-off meeting to discuss project scope, outreach, and expected project outcomes. A meeting summary confirming project goals, objectives, data collection needs, and outreach approaches will be developed and documented.

Task 1.2: Staff Coordination

- Monthly face-to-face project team meetings with consultants to ensure good communication on upcoming tasks and to ensure that the project remains on time and within budget. It is anticipated that meetings of the Environment Element Group will be held up to four times throughout the project process. The Environment Element Group consists of a cross-section of staff from local agencies, state and federal resource agencies, environmental stakeholder groups, and the private sector.

Task 1.3: Invoicing and project reporting

- The consultant may bill SANBAG monthly for project expenses incurred. A brief progress report shall be provided together with each invoice.

2. Document Existing Preservation/Conservation Efforts and Identify Gaps

As indicated earlier, a substantial amount of land has already been devoted to open space and conservation in San Bernardino County. With a few exceptions, agencies have largely worked independently on these initiatives. One of purposes of this task is to document existing open space/conservation areas, conservation/mitigation activities underway, and opportunities identified by San Bernardino County agencies for additional open space/conservation efforts. The focus of this effort is on areas with habitat value, although recreational value is a consideration.

The consultant shall conduct an inventory of these activities through the following:

- Examination of mapping and auxiliary information available at SCAG, SANBAG, County of San Bernardino, and state/federal resource agencies documenting existing conservation lands, conservation easements, critical habitat, mitigation banks, and related designations intended to preserve habitat for endangered and threatened species.
- Surveys and interviews with local jurisdictions, water and flood control districts, the development community, and other entities identifying the following:
 - Conservation/mitigation activities and documents underway including habitat conservation plans, preserve management/monitoring plans, and general plan open space elements
 - Mapping and documentation of conservation lands not otherwise identified above
 - Quantify habitat conservation lands sequestered/protected through various tools to date in the county in relations to the goals identified in the plans
 - Anticipated future mitigation needs and gaps by species type
 - Based on currently identified gaps and mitigation tools used in the county, estimate future habitat conservation and preservation needs in developable areas
 - Estimates and quantification of the projected conserved and preserved lands should be coordinated with the SCAG habitat mapping project (referenced below) and organized by logical subareas.
 - Maintenance and monitoring of existing conservation areas

- Summary of relevant best practices from other regional entities
- Identification of issues, opportunities, gaps, and concerns associated with current approaches to habitat conservation including current regulatory framework related to the Endangered Species Act (ESA) and its permitting process.

Although the proposed study is not scoped to be data-intensive, it will assemble relevant information that is readily available. This will be done in partnership with SCAG and its environmental consultant working on mapping for the region under the contract “Regional Habitat Conservation – Assessment Methodology & Database for 2016 RTP Development.” A substantial amount of information is available through prior efforts and existing GIS coverages maintained by SCAG, the County, SANBAG, and State/Federal resource agencies. The selected consultant will be responsible for identifying data that can be assembled within the available project resources. No new field data collection or data analysis is being requested.

SCAG’s existing contract noted above is expected to be a vehicle for mapping the following:

- Existing open space/preservation/conservation areas
- Existing and potential mitigation banks
- Aquatic and biological resources
- Federally designated critical habitat
- Other geographically definable biological initiatives

To the extent possible, covenants and conditions governing preserved habitat and conservation areas will be collected and linked with the mapping. SCAG’s consultant will be responsible for the GIS mapping, but the SANBAG study consultant will need to coordinate closely with SCAG to identify appropriate data for inclusion and to provide quality assurance. The nature and extent of mapping available from SCAG will need to be negotiated as part of the definition of the final consultant scope of work, and the full extent of SCAG’s mapping may not be available within the timeframe of the proposed study. However, SCAG and SANBAG will collaborate on both efforts to make as much of the mapping available to the consultant as possible.

The consultant for this study will be responsible for distributing and/or presenting the SCAG mapping to the Environment Element stakeholder group and to the SANBAG Planning and Development Technical Forum (PDTF), which consists of local jurisdiction planning/community development directors.

Deliverables:

- Inventory report on existing conservation lands, gaps, and documentation of local and private sector perspectives on habitat conservation
- Regulatory overview of ESA and its permit structures related to San Bernardino County and local jurisdictions responsible for administering various development and transportation projects

- Environmental GIS coverages coordinated through SCAG and designed to inform subsequent tasks.

3. Establish subareas around which to organize the habitat preservation/conservation framework

The geography and environmental settings of San Bernardino County are highly diverse. Part of the development of the framework will include the structuring of this geography into logical subareas based on environmental and habitat characteristics. Factors to consider include climate, level of existing and planned urbanization, and subarea biology, among others. The consultant will assist the Environment Element stakeholder group and PDTF with the subarea designations and will work with SANBAG and SCAG to provide mapping of those areas. The consultant will provide written descriptions of the characteristics of each area based on existing conditions research from task 2. The consultant will estimate build-out of currently known habitat conservation plans and other habitat mitigation efforts. The consultant will qualitatively identify habitat types that are most critical, sensitive, and in need of set-asides for the future.

Key issues within each subarea will then be defined. This will be done through one or more working sessions with the Environment Element stakeholder group and with the PDTF. The key issues will be documented in a technical memorandum.

Deliverable:

- Technical Memorandum defining the subareas and the characteristics of and key issues/opportunities within each subarea.

4. Establish open space/conservation principles applicable countywide and by subarea

The consultant will work with the Environment Element stakeholder group and PDTF to craft a set of open space/conservation principles at both a countywide and subarea level. The principles will constitute the foundation of a framework for moving forward on a more comprehensive approach to habitat preservation/conservation. The principles will take into consideration existing and ongoing initiatives, with a view to establishing a path forward for preservation/conservation at both a subarea level and countywide. The consultant will conduct a qualitative survey of cities and County to identify interest in supporting alternative habitat conservation and preservation strategies.

It is recognized that each subarea may require a different approach and that each approach cannot be fully vetted in this planning study. However, the desire is to structure these principles as a basic framework for moving forward in a way that is appropriate for each subarea. Stakeholders specific to each subarea may need to be convened to develop the subarea-specific principles, and the consultant will help facilitate those discussions, as appropriate.

The conservation/preservation principles identified in this section should reflect the objective of identifying "potential tools" for future conservation. Future tools could include mitigation banking, project review under CEQA, HCPs, MSHCPs, NCCPs, density transfers, coordinated City-County-Special District mitigation planning, land acquisition, and others.

Deliverable:

- Technical memorandum on countywide and subarea habitat preservation/conservation principles

5. Define next steps and commitments necessary to implement the framework

It will be important to conclude this planning study with momentum to proceed to the next level, however that next level may be defined. Next steps will be identified at both the countywide and subarea level, and associated agency responsibilities and schedule will be outlined. Financial and personnel resources believed to be needed will be outlined as well. This needs to be a feasible path forward, and consultation will be needed with elected officials, local agency staff, resource agencies, environmental stakeholders, and the development community to ensure that the direction can be supported. Draft next steps will be presented to the Environment Element stakeholder group, PDTF, and SANBAG policy committees. Comments from these groups will be considered as the study report is prepared.

Deliverable:

- Notes on next steps defined by stakeholder groups, to be included in the final report.

6. Document the study results

A draft report will be prepared documenting the results of Tasks 1-5 in the form of a habitat preservation/conservation framework and next steps. The report will reference the inventory, data, and mapping assembled in the course of the study, but the actual mapping products will be prepared as part of the SCAG environmental mapping effort. The timing of this proposed study and the SCAG study will need to be coordinated. The SANBAG GIS Department will also be available to assist in preparing mapping products. A draft of the report will be made available to the Environment Element stakeholder group for review and comment, following which a final report will be prepared.

Deliverable:

- Draft and final study reports

COST AND SCHEDULE

Cost of consultant contract: \$70,000

The target schedule for completion is 9 months, with a February 2014 start date for the consultant contract. This relatively aggressive schedule will help the Environment Element stakeholder group to focus its efforts with a specific end result in mind. The target for completion of the draft report will be 6 months. The schedule for intermediate study milestones is identified below:

1. Project management – Initiation in month 1, with ongoing project management
2. Document Existing Preservation/Conservation Efforts – completion by month 3
3. Establish subareas and identify countywide and subarea issues – Completion by month 4
4. Establish habitat/conservation principles applicable countywide and by subarea – Completion by month 5
5. Define next steps and commitments necessary to implement the framework – completion by month 6
6. Document the study results – Draft final report completion by month 6, followed by stakeholder review and delivery of final report by month 9

Three months are being allowed between the draft and final reports for circulation and review/comment by a broad range of stakeholders and for presentations to elected officials at SANBAG committees.



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 11

Date: January 8, 2014

Subject: Interstate 10 (I-10) Corridor Project

Recommendation:* That the Board acting in its capacity as the San Bernardino County Transportation Commission:

1. Approve contract amendment C08112-02 with Caltrans for a contract value of \$1,000,000 to expend the allocated State Transportation Improvement Program/Regional Improvement Program (STIP/RIP) funds previously allocated for the I-10 Corridor preliminary engineering and environmental (PA/ED) work.
2. Approve Amendment to the SANBAG Fiscal Year 2013/2014 Budget modifying revenue sources funding Task No. 0825 (I-10 Corridor Project Development) adding \$1,000,000 of State Transportation Improvement Program/Regional Improvement Program (STIP/RIP) funds and reducing \$1,000,000 of Measure I Valley Fund-Freeway Projects funds as detailed in the Financial Impact Section.

Background: **This is an amendment to an existing agreement.** In December 2007, SANBAG entered into an agreement with Caltrans to begin the preliminary engineering and environmental activities (PA/ED) for the Interstate 10 (I-10) Corridor. This work involves completing the preliminary engineering studies and environmental technical studies related with the I-10 improvement alternatives to obtain the

*

*Approved
Board of Directors*

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	CTC	X	CTA	SAFE	CMA
-----	-----	---	-----	------	-----

Check all that apply.

BRD1401c-cc

<http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C08112-02.doc>

<http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C08112-02%20DCSS.xlsx>

Project Approval/Environmental Document (PA/ED). This agreement stipulates the project scope and designated roles of both SANBAG and Caltrans, including lead agency and oversight approval responsibilities.

On April 26, 2012, the California Transportation Commission (CTC) approved the allocation of \$1,000,000 State Transportation Improvement Program/Regional Improvement Program (STIP/RIP) funds that may be used in completion of the I-10 Corridor PA/ED activities. As a result, staff has worked with Caltrans to amend the funding for the project within the attached cooperative agreement amendment to accommodate this reimbursement of STIP/RIP funds accordingly. Staff recommends approval of the recommendation.

Financial Impact: This item is not consistent with the adopted Fiscal Year 2013/2014 budget under Task No. 0825. A budget amendment is necessary to modify revenue sources funding Task No. 0825 (I-10 Corridor Project Development) adding \$1,000,000 of the STIP/RIP funds for this current year budget. Due to the addition of these funds, a reduction of \$1,000,000 of Measure I Valley Fund-Freeway Projects funds is recommended under Task No. 0825.

Reviewed By: This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. SANBAG General Counsel and Contract Administrator have reviewed this item and the Amendment.

Responsible Staff: Garry Cohoe, Director of Project Delivery



CONTRACT SUMMARY SHEET

Contract No. C08112 Amendment No. 2

By and Between

San Bernardino County Transportation Authority and California Dept. of Transportation

Contract Description I-10 Corridor Cooperative Agreement

Board of Director's Meeting Date: Jan. 8, 2014
Overview of BOD Action: This amendment is required to use \$1,000,000 of STATE's Transportation Improvement Program/Regional Improvement Program (STIP/RIP) funds for PA/ED work approved by CTC in April 2012.

Is this a Sole-Source procurement? Yes No

CONTRACT OVERVIEW			
Original Contract Amount	\$		Original Contingency Amount
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$	<u>40,000</u>	Revised Contingency Amount <i>Inclusive of prior amendments</i>
Current Amendment Amount	\$	<u>0</u>	Contingency Amendment
TOTAL CONTRACT VALUE	\$	<u>40,000</u>	TOTAL CONTINGENCY VALUE
TOTAL BUDGET AUTHORITY (contract value + contingency)			\$ <u>40,000</u>

Contract Start Date <u>12/12/13</u>	Current Contract Expiration Date <u>12/31/17 (place holder date; contract has no expiration)</u>	Revised Contract Expiration Date <u>12/31/17 (place holder date; contract has no expiration)</u>
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION	
<input type="checkbox"/> Budget authority for this contract currently exists in Task No. <u>0825</u> . <input checked="" type="checkbox"/> A Budget Amendment is required. How are we funding current FY?	
<input type="checkbox"/> Federal Funds <input type="checkbox"/> State Funds <input type="checkbox"/> Local Funds <input type="checkbox"/> TDA Funds <input checked="" type="checkbox"/> Measure I Funds	
Provide Brief Overview of the Overall Funding for the duration of the Contract: <u>This coop commits SANBAG to 100% of cost of PA/ED + \$40,000 MI to be paid to CT. SANBAG</u> <input checked="" type="checkbox"/> Payable <input type="checkbox"/> Receivable will use MI and \$1,000,000 of STIP/RIP for these costs.	

CONTRACT MANAGEMENT INFORMATION
Check all applicable boxes: <input type="checkbox"/> Retention? If yes, indicate % _____. <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) Goal ____ %

Chad Costello

 Project Manager (Print Name)
Garry Cohoe

 Task Manager (Print Name)
Andrea Zureick

 Dir. of Fund Admin. & Programming (Print Name)
Jeffery Hill

 Contract Administrator (Print Name)
W. SWARSKI

 Chief Financial Officer (Print Name)

Signature _____ Date 11/14/13

 Signature _____ Date 11-15-13

 Signature _____ Date 11/22/13

 Signature _____ Date 11/20

 Signature _____ Date 11/26/13

SBd-10-PM 0.0/35.13, from Los Angeles/San Bernardino (LA/SBD) County line to Ford Street Under Crossing, Redlands and also from 07-LA-10-46.12/48.28; from Garey Avenue to LA/SBD County line EA 0C250 District Agreement No. 8-1374 A/2 Project Number 0800000040

AMENDMENT NO. 2 TO AGREEMENT

THIS AMENDMENT NO. 2 TO AGREEMENT (Amendment), ENTERED INTO EFFECTIVE ON _____, is between the STATE OF CALIFORNIA, acting by and through its Department of Transportation, referred to herein as "STATE," and the

SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY, a
public entity referred to herein as
"AUTHORITY."

RECITALS

1. The parties hereto entered into an Agreement No. 8-1374, on December 19, 2007, said Agreement defining the terms and conditions of a project to widen Interstate 10 (I-10) from eight (8) to ten (10) lanes in order to provide two (2) high occupancy vehicle (HOV) lanes and add auxiliary lanes, where needed, from Haven Avenue in the City of Ontario to Ford Street in the City of Redlands, referred to herein as "PROJECT."
2. The parties hereto also entered into an Amendment No. 1 to Agreement on June 26, 2013, to change the PROJECT limits, PROJECT scope ("AUTHORITY desires to study two alternatives to widen Interstate 10 (I-10) described as the following: (1) widen I-10 from eight (8) to ten (10) lanes in order to provide two high occupancy vehicle (HOV) lanes and add auxiliary lanes where needed, from Haven Avenue in the City of Ontario to Ford Street in the City of Redlands and (2) widen I-10 from eight to twelve lanes in order to provide Express Lanes, otherwise known as High Occupancy Toll (HOT) lanes and add auxiliary lanes where needed, from Los Angeles/San Bernardino County Line to Ford Street in the City of Redlands with the western transition extending to Garey Avenue in Pomona, referred to herein as "PROJECT."), participate in the Value Analysis Study, and to extend the termination date.

3. The purpose of this Amendment is to use \$1,000,000 of STATE's Transportation Improvement Program/Regional Improvement Program (STIP/RIP) funds towards PROJECT. These funds were programmed by the California Transportation Commission at the April 26, 2012, meeting for Project Approval and Environmental Document support activities for PROJECT.

IT IS THEREFORE MUTUALLY AGREED:

1. Article 3 of Recitals of the original Agreement shall be amended to read as follows:

“AUTHORITY is willing to be responsible for (100%) percent of all PROJECT costs (of which a portion will be funded out of the STATE's Transportation Improvement Program/Regional Improvement Program [STIP/RIP] funding source in the amount not to exceed \$1,000,000. The costs of STATE's Independent Quality Assurance (IQA) of PROJECT development and STATE's costs incurred as the California Environmental Quality Act (CEQA) Lead Agency and National Environmental Policy Act (NEPA) Lead Agency, if applicable, in the review, comment, and approval if appropriate of the PROJECT's environmental documentation prepared entirely by AUTHORITY, will be borne by STATE.”
2. Article 4 of Recitals of the original Agreement is deleted in its entirety.
3. Article 2 of Section I of the original Agreement is deleted in its entirety.
4. New Articles 14 and 15 shall be added to Section I of the original Agreement read as follows:
 14. AUTHORITY will submit to STATE, monthly invoices for the prior month's actual expenditures to be paid out of STIP/RIP funding source.
 15. After parties agree that all work for PROJECT is complete, AUTHORITY will submit a final accounting for all costs. Based on the final accounting, AUTHORITY will refund or invoice as necessary in order to satisfy the financial commitment of this Agreement.
5. Articles 6 and 7 of Section II of the original Agreement shall be added to read as follows:
 6. That the total amount of STIP/RIP funds paid out to AUTHORITY will not exceed \$1,000,000.
 7. To pay AUTHORITY within 30 calendar days of receipt of invoices.
6. All other terms and conditions of said Agreement No. 8-1374 shall remain in full force and effect.
7. This Amendment is hereby deemed to be a part of Agreement No. 8-1374.

SIGNATURES

PARTIES declare that:

1. Each PARTY is an authorized legal entity under California state law.
2. Each PARTY has the authority to enter into this agreement.
3. The people signing this agreement have the authority to do so on behalf of their public agencies.

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

APPROVED

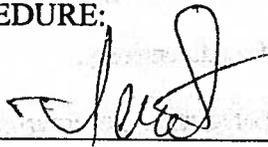
APPROVED

By: _____
Basem E. Muallem, P.E.
District Director

By: _____
Raymond W. Wolfe, Ph.D
Executive Director

**APPROVED AS TO FORM AND
PROCEDURE:**

ATTEST:

By:  _____
Attorney,
Department of Transportation

By: _____
Vicki Watson
Board Clerk

CERTIFIED AS TO FUNDS:

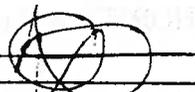
APPROVED AS TO FORM:

By: _____
Lisa Pacheco
District Budget Manager

By: _____
Eileen Monaghan Teichert
General Counsel

**CERTIFIED AS TO FINANCIAL
TERMS AND POLICIES:**

CONCURRENCE:

By:  _____
Accounting Administrator

By: _____
Jeffery Hill
Contract Administrator



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 12

Date: January 8, 2014

Subject: Interstate 10 Tippecanoe Interchange Improvement Project – Phase I

Recommendation:* That the Board acting in its capacity as the San Bernardino County Transportation Authority:

1. Approve Amendment No. 3 to Contract No. C11215 with Simon Wong Engineering for Construction Management services for the I-10 Tippecanoe Interchange Improvement Project – Phase I, an increase of \$307,270.00 for a new not-to-exceed amount of \$2,359,000.00,
2. Approve an increase of contingency to Contract No. C11215 with Simon Wong for the I-10 Tippecanoe Interchange Improvement Project – Phase I, of \$100,000.00 for a new not-to-exceed contingency amount of \$375,173.00 and authorize the Executive Director or designee to release contingency as necessary for the project.

Background: This is an amendment to an existing contract. In May 2011, San Bernardino Associated Governments (SANBAG) Board approved nominating the I-10/Tippecanoe Avenue Interchange project for \$10 million of Corridor Mobility Improvement Account (CMIA) funds. To capture the funds, the project needed to be ready for construction by December 31, 2011. To meet this date the construction of the improvements needed to be separated into two phases. In

*

Approved
 Board of Directors

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained _____

Witnessed: _____

COG	CTC	CTA	X	SAFE	CMA
-----	-----	-----	---	------	-----

Check all that apply.

BRD1401a-mb

Attachments: <http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/CCS%20C11215-03.docx>
<http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C11215-03.docx>

addition to providing an opportunity to capture additional CMIA funds, the phasing allowed for the acceleration of some of the improvements to provide much needed congestion relief to this interchange. In August 2011, the Board approved the amendments to the agreements allowing the project to be split into two phases. Phase 1 was ready to proceed to construction by December 31, 2011 and the project was allocated the CMIA funds.

On April 4, 2012, the Board approved Contract No. C11215 with Simon Wong Engineering ("Simon Wong") for Construction Management services associated with the I-10 Tippecanoe Interchange Improvement Phase I Project in the amount of \$1,751,730.00, plus \$175,173.00 in contingency, for a total contract amount of \$1,926,903.00.

On October 2, 2013, the Board approved Amendment No. 1 to Contract No. C11215 with Simon Wong in the amount of \$300,000.00 plus \$100,000.00 in contingency, for a revised total contract amount of \$2,326,903.00. At that time, Staff advised that the project construction schedule had been delayed approximately five (5) months due to issues associated with soil contaminated by aerial deposited lead, added structural excavation and backfill of one of the major retaining walls, and corrections to the rebar spacing on the concrete drainage box.

Amendment No. 2 to Contract No. C11215 is a no cost change updating Article 11 "Technical Direction" and Article 12 "Changes" of the agreement to reflect recent Board approved changes to the standard Architectural and Engineering contracts allowing SANBAG's Executive Director or Designee to modify the Contract for certain administrative changes without issuing a written amendment. This Amendment is being processed per Policy 11000 under the authority delegated by the Board to the Executive Director.

At the October 2013 Board meeting Staff advised of another issue associated with the unexpected change in existing soils that could also impact the schedule and overall cost of the construction. It has been found that some of the existing soils planned to be used for backfill under the new ramps did not have the adequate bearing strength to support the intended traffic loads and would need to be removed and replaced with a higher quality material. This removal and replacement has resulted in further delays to the schedule. As of November 8, 2013, 99% of the time has passed; however, the contractor has completed only 66% of the work. The contractor has requested compensation and additional time for this added work.

Negotiations with the contractor are currently ongoing for the above noted issues and it is unknown at this time if the construction contingency of \$2,206,154.20 will be adequate to cover all changes and delays associated with this issues. A complete accounting of all changes and payments will not be known until

completion of negotiations and the closeout of the project. The project completion is now expected in February 2014, a delay of approximately eight (8) months.

Recommendation No. 1 and 2

Due to the extended time to complete construction, the construction management contract amount is insufficient. The current contract amount including contingency is projected to be expended by the end of December 2013. It is estimated that an additional \$257,270.00 will be needed to complete the construction phase and \$50,000.00 for the 1-year plant establishment. Staff is requesting that a total of \$307,270.00 be added to Simon Wong Engineering contract (C11215) for a new not-to-exceed amount of \$2,359,000.00. In addition, there is a high probability that the expertise of Simon Wong's staff will be needed to come to resolution with the contractor on the earthwork issues. For this reason, staff is recommending \$100,000.00 be added to construction management contingency, for a total contingency of \$375,173.00; and authorize the Executive Director or designee to release contingency as necessary for the project.

Financial Impact: This item is consistent with the Fiscal Year 2013/2014 budget under Task No. 0842.

Reviewed By: This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. SANBAG General Counsel and Contract Administrator have reviewed this item and the Amendment.

Responsible Staff: Garry Cohoe, Director of Project Delivery



CONTRACT SUMMARY SHEET

Contract No. C 11215 Amendment No. 3

By and Between

San Bernardino Transportation Authority and Simon Wong Engineering

Contract Description I-10 Tipler Canyon Phase 1 Interchange Construction Management Services

Board of Director's Meeting Date: January 8, 2014
Overview of BOD Action: Approved Amendment # 3 Contract No. C11215 with Simon Wong Engineering and approve a contingency increase of \$100,000 for C11215
Is this a Sole-Source procurement? Yes No

CONTRACT OVERVIEW			
Original Contract Amount	\$	1,751,730.00	Original Contingency Amount
			\$ 175,173.00
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$	2,051,730.00	Revised Contingency Amount <i>Inclusive of prior amendments</i>
			\$ 275,173.00
Current Amendment Amount	\$	307,270.00	Contingency Amendment
			\$ 100,000.00
TOTAL CONTRACT VALUE	\$	2,359,000.00	TOTAL CONTINGENCY VALUE
			\$ 375,173.00
TOTAL BUDGET AUTHORITY (contract value + contingency)			\$ 2,734,173.00

Contract Start Date <u>4/4/12</u>	Current Contract Expiration Date <u>4/4/15</u>	Revised Contract Expiration Date
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION

Budget authority for this contract currently exists in Task No. 0842.
 A Budget Amendment is required.
 How are we funding current FY? Three agencies to share equally.

Federal Funds State Funds Local Funds TDA Funds Measure I Funds

Provide Brief Overview of the Overall Funding for the duration of the Contract:
 This contract is funded with \$1,091,170 federal STPL and the balance is split equally among the City of San Bernardino, the City of Loma Linda, and the Inland Valley Development Agency.

Payable Receivable

CONTRACT MANAGEMENT INFORMATION

Check all applicable boxes:

Retention? If yes, indicate % 10.
 Underutilized Disadvantaged Business Enterprise (UDBE) Goal 3.78 %

Michael Barnum / Barbara Forman

Project Manager (Print Name)
Garry Cohen

Task Manager (Print Name)
Andrea Zureick

Dir. of Fund Admin. & Programming (Print Name)
Jeffrey Hill

Contract Administrator (Print Name)
W S M... ..

Chief Financial Officer (Print Name)

[Signature] / [Signature] 11.26.13

Signature _____ Date 11/26/13

Signature [Signature] Date 11/27/13

Signature _____ Date 11/27/13

Signature [Signature] Date 12/3/13

AMENDMENT NO. 3 TO

CONTRACT NO. C11215

BY AND BETWEEN

**SAN BERNARDINO ASSOCIATED GOVERNMENTS, acting in its capacity as the
SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

AND

SIMON WONG ENGINEERING

FOR

CONSTRUCTION MANAGEMENT SERVICES FOR I-10/TIPPECANOE -- PHASE 1

This AMENDMENT No. 3 to CONTRACT No. C11215 is made by and between Simon Wong Engineering (hereafter called CONSULTANT) and the San Bernardino Associated Governments, acting in its capacity as the San Bernardino County Transportation Authority (hereafter called AUTHORITY):

RECITALS:

WHEREAS, AUTHORITY, under Contract No. C11215 ("Contract"), has engaged the services of CONSULTANT to provide Construction Management Services for the I-10 Tippecanoe Interchange Improvement Project – Phase 1.

WHEREAS, the parties desire to amend the Contract terms and increase the contract not to exceed value.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, CONSULTANT and AUTHORITY agree as follows:

1. Article 3.2, is deleted in its entirety and replaced with the following:

"The total Not-To-Exceed amount is Two Million, Three Hundred Fifty Nine Thousand Dollars, (\$2,359,000.00). Services to be provided under this Contract are to be provided on an as needed basis and are to be performed as set forth in Attachment "A", Scope of Services, which is incorporated herein by reference. CONSULTANT's fee for services is included in the total contract cost and shall be a specific rate of compensation, as noted in Attachment "B", Billing Rate Schedule, which is the AUTHORITY's approved CONSULTANT Cost Proposal."

2. Article 4.4, is deleted in its entirety and replaced with the following:

“As partial security against CONSULTANT’s failure to perform under this Contract, AUTHORITY shall withhold ten percent (10%) of the amount of each of the CONSULTANT’s invoices up to a cumulative total of \$50,000. All retained funds shall be released by AUTHORITY within sixty (60) calendar days of payment of final invoice, unless AUTHORITY elects to audit CONSULTANT’s records in accordance with this Contract. If AUTHORITY elects to audit, retained funds shall be paid to CONSULTANT within thirty (30) calendar days of completion of audit in an amount reflecting any adjustments required by such audit.”

3. Attachment B to the Contract) is deleted and replaced with Attachment B, “Billing Rate Schedule”, attached to and incorporated into this Amendment by this reference.

4. Except as amended by this Amendment, all other provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment that is effective as of the day and year executed by AUTHORITY.

SIMON WONG ENGINEERING

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

By: _____

By: _____

W.E. Jahn
President, Board of Directors

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____

Eileen Monaghan Teichert
General Counsel

CONCURRENCE:

By: _____

Jeffery Hill
Contract Administrator

**San Bernardino Associated Governments (SANBAG)
C11215 Simon Wong Engineering
Revised Attachment B**

November 12, 2013

I. DIRECT LABOR COSTS

Staff Classification	Initial Direct Hourly Rate	Hours	Total
Project Manager TD	NC	0	\$0.00
Project Manager TC	NC	0	\$0.00
Resident Engineer TD	\$69.71	2,482.5	\$173,055.08
Resident Engineer TC	\$71.10	728	\$51,760.80
Resident Engineer (Claims) TD	\$68.99	114.0	\$7,864.86
Resident Engineer (Claims) TC	\$68.99	0	\$0.00
Resident Engineer TC (PE Period)	\$45.20	108	\$4,881.60
Lead Civil Inspector TD	\$50.30	793.0	\$39,887.90
Lead Civil Inspector TC	\$51.31	0	\$0.00
Structures Rep TD	\$78.68	406.0	\$31,944.08
Structures Rep TC	\$80.25	44	\$3,531.00
Structures Inspector # 1 TD	\$51.27	1,343.5	\$68,881.25
Structures Inspector # 1 (OT) TD	\$76.91	88.5	\$6,806.54
Structures Inspector #1 (DT) TD	\$102.54	1.0	\$102.54
Structures Inspector #2 TD	\$49.76	558.5	\$27,790.96
Structures Inspector # 2 (OT) TD	\$75.18	17.5	\$1,315.65
Structures Inspector #2 TC	\$50.76	240.0	\$12,182.40
Civil Inspector #1 TD	\$50.14	80.0	\$4,011.20
Civil Inspector #2 TD	\$50.12	314.0	\$15,737.68
Civil Inspector # 2 (OT) TD	\$75.18	14.0	\$1,052.52
Civil Inspector # 2 (DT) TD	\$100.24	2.0	\$200.48
Civil Inspector #2 TC	\$51.12	336.0	\$17,176.32
Civil Inspector #2 (OT) TC	\$76.68	0.0	\$0.00
Civil Inspector #3 TD	\$50.00	22.0	\$1,100.00
Roadway Inspector TD	\$51.30	440.0	\$22,572.00
Roadway Inspector (OT) TD	\$76.95	11.0	\$846.45
Roadway Inspector TC	\$51.30	656.0	\$33,652.80
Office Engineer (Intern) TD	\$15.00	366.0	\$5,490.00
Office Engineer (Intern) TC	\$15.30	728.0	\$11,138.40
Scheduler TD	\$50.21	65	\$3,263.65
Scheduler TC	\$51.21	32	\$1,638.72
Electrical Inspector TD	\$47.31	5	\$236.55
Electrical Inspector (OT) TD	\$70.97	6	\$425.82
Landscape Inspector #1 TD	\$45.19	8	\$361.52
Landscape Inspector #2 TD	\$48.36	218	\$10,542.48
Landscape Inspector #2 TC	\$49.33	320	\$15,785.60
Landscape Inspector #2 TC (PE Period)	\$49.33	180	\$8,879.40
Landscape Inspector # 3 TD	\$48.36	29	\$1,402.44
SWPPP Coordinator TD	\$49.14	821	\$40,343.94
SWPPP Coordinator (OT) TD	\$73.71	12	\$884.52
SWPPP Coordinator TC	\$75.18	0	\$0.00

Subtotal Hours & Direct Labor Costs	11,589.5	\$626,747.14
Anticipated Salary Increases		Inc
Total Direct Labor Costs		\$626,747.14

II. INDIRECT COSTS

INDIRECT RATE 149.96 % x \$ 626,747.14 = Subtotal \$939,870.00 0 (2)
Subtotal (1)

III. FEE (PROFIT)

9 % x \$ 1,566,617.14 = Subtotal \$140,995.54 0 (3)
Total (1) + (2)

IV. OTHER DIRECT COSTS

Item	Amount
ARC	\$26.83

Subtotal \$ \$26.83 (4)

C11215 Amendment # 3 Revised Attachment B

(Page 2 of 2)

V. SUBCONSULTANTS COST		
BetKon (Constructability Review Assistance)TD	\$	975.00
Arcadis (Office Engineer) TD	\$	152,008.93
Arcadis (Office Engineer) TC	\$	49,305.78
Towill (Survey) TD	\$	115,839.61
Towill (Survey) TC	\$	90,138.02
Ghirardelli (Electrical Inspector) TD	\$	7,572.02
Ghirardelli (Electrical Inspector) TC	\$	66,790.62
Leighton (Sources Inspection) TD	\$	41,879.89
Leighton (Sources Inspection) TC	\$	31,806.00
Leighton (Materials Testing)TD	\$	119,727.42
Leighton (Materials Testing)TC	\$	48,259.28
AP Engineering (UDBE Soils Testing Lab)TD	\$	108,307.00
AP Engineering (UDBE Soils Testing Lab)TC	\$	53,717.00
Public Outreach TD	\$	29,691.26
Public Outreach TC	\$	10,515.67
Subtotal \$	\$	928,533.48
VI. SUB TOTAL AMOUNT		
Less Contingency Released Amendment # 1	\$	2,634,173.00 (Total 1-5)
	\$	(275,173.00)
Total Amount	\$	2,359,000.00



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 13

Date: January 8, 2014

Subject: Additional fund allocations to Southern California Regional Rail Authority for managerial staffing services.

Recommendation: * That the Board acting as the San Bernardino County Transportation Commission:

1. Approve an increase to the Fiscal Year 2013/2014 Southern California Regional Rail Authority (SCRRA) operating assistance and allocate an additional \$40,447 for additional costs associated with SCRRA's contract with KPMG LLP for managerial staffing services.
2. Approve a budget amendment in Task No. 0377 Commuter Rail Operating in the amount of \$40,447 in State Transit Assistance Funds (PUC 99314) for a new task total of \$13,008,947.

Background: At the November 8, 2013, SCRRA Board meeting, Contract No. SP403-14 for managerial staffing services between SCRRA and KPMG, LLP was amended to increase the funding authorization by \$772,554 from the original amount of \$200,000, for a new not-to-exceed contract funding authorization of \$972,554. This additional funding authorization requires that the five (5) member agencies of SCRRA contribute additional operating subsidies. SANBAG's share of this additional subsidy contribution is \$40,447 as detailed in the attached support documentation from SCRRA.

In February of 2013, after a year-long review, the SCRRA Finance Ad-Hoc Committee reported to the SCRRA Board, significant problems in the overall

*

Approved
 Board of Directors

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	CTC	X	CTA	SAFE	CMA
-----	-----	---	-----	------	-----

Check all that apply.

BRD1401b-maa

<http://portal.sanbag.ca.gov/mgmt/committee/directors/brd2014/brd1401/AgendaItems/BRD1401b1-maa.pdf>

management of SCRRA's Finance Department, where a lack of systems configuration and accountability was preventing the efficient and effective performance of required daily activities. As a result of this report the SCRRA Board awarded a contract to KPMG, LLC in an amount of \$200,000 on September 13, 2013, to provide managerial staffing services to the Finance Department and to specifically complete the following tasks:

- Facilitate billing of grants and third party agreements
- Assist in review and assessment of aged Accounts Receivable
- Monitoring of Accounts Payable (AP) and assistance with open APs
- Research and Monitor Cash Availability and Restricted Funds
- Assist with monthly and year-end financial reporting
- Review and reconciliation of fixed assets
- Assess existing and future staffing needs
- Performance of additionally assigned tasks based on the evaluation of above

The initial phase of this managerial staffing contract resulted in the need for further assistance, in part due to the position of Chief Financial Officer being vacant and thus creating a need for continued high level assistance. Therefore, on November 8, 2013, the SCRRA Board approved to amend KPMG's contract by increasing the original contract funding authorization of \$200,000 by \$772,554, for a new not-to-exceed amount of \$972,554. Partial funding for these services in the amount of \$450,000 is available in SCRRA's Fiscal Year 2013/2014 Operating Budget, resulting in the remaining \$522,554 to be paid by the member agencies.

Of the \$522,554 that is to be paid by member agencies, \$382,212 is allocated to the operating budget and the remaining \$140,342 allocated to new capital, rehabilitation, capital equipment, and third party projects. It is assumed that these non-operating costs are already funded by the individual projects that they will eventually be charged to, so only the additional Operating Budget expense of \$382,212 needs to be addressed with an additional subsidy. Thus based on SANBAG's member agency percentage share for operating costs, SANBAG's share of this additional subsidy equals \$40,447.

Financial Impact: This item is not consistent with the Fiscal Year 2013/2014 budget, and requires a budget amendment as outlined in Recommendation No. 2.

Reviewed By: This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013.

Responsible Staff: Mitch Alderman, Director of Transit and Rail Programs



Southern California Regional Rail Authority

December 2, 2013

Justin Fornelli
TAC Member, SANBAG

RE: Contract No. SP403-14 – KPMG Managerial Staffing Services

Dear Justin,

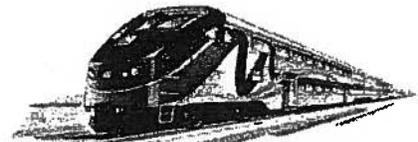
In response to a request from the last TAC meeting, enclosed please find a confirmation and break-down of the additional contract funding authority required to cover the additional projected expenses related to Contract SP403-14 (KPMG/Managerial Staffing Services. Please be advised that this information was provided to the MAAC following its meeting on October 31, 2013.

In terms of background, at its November 8, 2013 Board meeting, the Board authorized:

- Amending Contract No. SP403-14 Managerial Staffing Services with KPMG, LLP increasing the contract funding authorization by \$772,554--from the original amount of \$200,000--to a new total not-to-exceed contract funding authorization amount of \$972,554
- Amending the FY2013-14 Operating Budget to fund the shortfall in the amount of \$522,554. The funding shortfall will be paid as additional subsidy from the Member Agencies

A copy of the board item, as well as a copy of the scope of work has been enclosed for reference. In terms of a defined scope of work, KPMG, LLC was tasked to complete the following:

- Facilitate billing of grants and third party agreements
- Assist in review and assessment of aged Accounts Receivable
- Monitoring of Accounts Payable (AP) and assistance with open APs.
- Research and monitor Cash Availability and Restricted Funds
- Assist with monthly and yearend financial reporting
- Review and reconciliation of fixed assets
- Assess existing and future staffing needs
- Performance of additionally assigned tasks based on evaluation of above



metrolinktrains.com

As noted in the attached budget breakdown, SANBAG's requested allocation is **\$40, 447**.

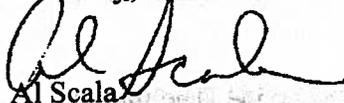
Please note that we envision the total operating funding request of \$522,544 will be charged to G&A allocated to the Operating Budget based on labor dollars (73.14%). The remaining labor (26.86%) is budgeted to new capital, rehabilitation, capital equipment and third party projects. The \$522,544 is therefore allocated to the Operating Budget in the amount of \$382,212 (\$318,408 to Train Operations & \$63,804 to MOW) and the remaining \$140,342 to capital/rehab/third party.

It is assumed that these non-Operating costs are already funded by the individual projects that they will eventually be charged to, so only the additional Operating Budget expenses need to be addressed. Thus, at this time, only \$382,212 is needed to fund the KPMG contract.

We truly appreciate the member agencies' support of the effort to address and improve the Finance-related deficiencies identified in the Finance Ad Hoc report from February 2013.

Thank you for your continued support.

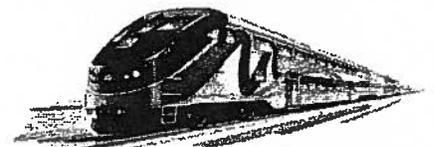
Sincerely,



Al Scala
Chief Project and Contract Compliance Officer

cc. Bill Stawarski, Chief Financial Officer, SANBAG
Barbara Manning, SCRRA Chief Auditor

Encls.



**SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY
FISCAL YEAR 2013-14 BUDGET AMENDMENT
Additional KPMG Funding for Management Staffing**

Additional KPMG Funds \$ 522,554 Charged to G&A

Budget	Allocation (1)	Total	Metro	OCTA	RCTC	SANBAG	VCTC
Train Operations	60.93%	\$318,408	\$160,541	\$58,057	\$32,609	\$33,557	\$33,644
Maintenance of Way	12.21%	\$63,804	\$38,959	\$11,565	\$2,288	\$6,889	\$4,103
Total Operating Budget	73.14%	\$382,212	\$199,500	\$69,622	\$34,896	\$40,447	\$37,747

New Capital	8.35%	\$43,644	} Charged directly to projects within each budget category (2)
Rehabilitation	9.15%	\$47,824	
Capital Equipment	4.02%	\$21,030	
Third Party Agreements	5.33%	\$27,844	
Total	100.00%	\$522,554	

Member Expense Allocations (3)	Total	Metro	OCTA	RCTC	SANBAG	VCTC
Train Operations	100.00%	50.42%	18.23%	10.24%	10.54%	10.57%
Maintenance of Way	100.00%	61.06%	18.13%	3.59%	10.80%	6.43%

(1) The KPMG Funds are charged to G&A which is allocated to each budget based on labor dollars. 73.14% of SCRRRA's labor is budgeted to the Operating Budget under Train Operations or Maintenance of Way. The remaining labor (26.86%) is budgeted to New Capital, Rehabilitation, Capital Equipment, or Third Party projects.

(2) G&A allocated to Capital/Rehab/Third Party projects will be distributed to individual projects based on labor charged directly to projects within that budget mode. It is not possible to calculate member agency contributions to these budgets because staff labor is not budgeted to individual projects on an annual basis. Each member's share would depend on the labor charged to each project and the funding on the project. If a project does not have local funding, member agencies will not be charged for G&A expenses charged to the project.

(3) G&A expenses are allocated based on route miles for Train Operations and track miles maintained for Maintenance of Way.



SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY

TRANSMITTAL DATE: November 1, 2013

MEETING DATE: November 8, 2013

ITEM 35

TO: Board of Directors

FROM: Chief Executive Officer

Amended by Board –
Recommendation reflects amended
action with strikethrough/edit.

SUBJECT: Contract No. SP403-14 Managerial Staffing Services for Finance Department – Increase Contract Funding Authorization and Amend FY2013-14 Operating Budget – KPMG, LLP

Issue

Managerial staffing services are needed to provide supplemental high-level managerial staffing to the Finance Department.

Recommendation

The Executive Management and Audit Committee approved and recommends that the Board authorize the Chief Executive Officer to:

- 1) Amend Contract No. SP403-14 Managerial Staffing Services for the Finance Department with KPMG, LLP in the original amount of \$200,000 to increase the contract funding authorization by \$772,554 to a new total not-to-exceed contract funding authorization amount of \$972,554, ~~subject to Member Agencies' approval of their amended budgets.~~
- 2) Amend the FY2013-14 Operating Budget to fund the shortfall of the above contract in the amount of \$522,554. The funding shortfall will be paid as additional subsidy ~~to~~ from the Member Agencies.

Committee Review

The Executive Management and Audit Committee reviewed and approved this item at its meeting held on October 25, 2013.

Alternatives

The Board may modify the amount of the increase in contracting authorization or the Board may not extend the contract.

Background

At the September 13, 2013 meeting, the Board awarded Contract No. SP403-14 to KPMG, LLP to provide managerial staffing services for the Finance Department. These services

were necessitated due to vacancies and problems noted in overall management of the department and systems configuration in the Finance Department preventing the efficient and effective performance of required daily activities.

Initial phases of the staffing contract have resulted in the need for further assistance. In addition, the position of Chief Finance Officer is currently vacant thus creating a need for continued high level assistance. Additional activities are also needed to effectively interface the Oracle upgrade with accounting and financial processes and to improve the effectiveness of the Grants Management System.

Therefore, the Executive Management and Audit Committee approved and recommends the Board authorize the Chief Executive Officer to amend Contract No SP403-14 for Managerial Staffing Services for Finance Department with KPMG, LLP by increasing the original contract funding authorization of \$200,000 by \$772,554 to a new total not-to-exceed contract funding authorization amount of \$972,554 (see Attachment A for details) allowing continuation of managerial services in the Finance Department.

In accordance with the Board-approved Contract Administration and Procurement Policies and Procedures CON-5, Cost and Price Analysis, staff has determined that the rates KPMG offered to the Authority are fair and reasonable.

During the past several weeks, KPMG, LLP has been responsive in meeting the Authority's immediate demand for managerial staffing services.

Budget Impact

Partial funding for these services in the amount of \$450,000 is available in the FY2013-14 Operating Budget and includes current vacant positions in the finance department, the Chief Executive Officer Consultants Budget, and funds previously budgeted for the financial consultant services by Robbins-Gioia, LLC, which have been suspended until further notice. Funding in the amount of \$522,554 will be requested from the Member Agencies and if obtained, the FY2013-14 Operating Budget will be amended and full Notice to Proceed issued.

Prepared by: Barbara Manning, Chief Auditor
Lia McNeil-Kakaris, Assistant Director, Contracts & Procurement


MICHAEL P. DePALLO
Chief Executive Officer

2013 CALIFORNIA STATE BAR EXAMINATION
NETWORK COMPUTER SYSTEM

ADMINISTRATIVE STAFFS FOR THE BOARD OF BAR EXAMINERS

SCOPE OF SERVICES

As a result of recent internal staff reorganization, the Board of Bar Examiners is seeking proposals for the design, development, and implementation of a new network computer system. The system will support the Board's administrative staffs for the Board of Bar Examiners. The system will be used to manage the Board's administrative staffs for the Board of Bar Examiners. The system will be used to manage the Board's administrative staffs for the Board of Bar Examiners. The system will be used to manage the Board's administrative staffs for the Board of Bar Examiners.

INTRODUCTION

The Authority is a 30-member Board of Bar Examiners, established in 1924 to develop and administer the State Bar of California. The Board is a public body and is subject to the provisions of the Government Code. The Board's primary function is to administer the State Bar of California. The Board is currently using a network computer system to manage its administrative staffs. The Board is seeking proposals for the design, development, and implementation of a new network computer system. The system will be used to manage the Board's administrative staffs for the Board of Bar Examiners.

ATTACHMENT A
SCOPE OF SERVICES

- The Authority is seeking proposals for the design, development, and implementation of a new network computer system.
- The Authority is seeking proposals for the design, development, and implementation of a new network computer system.
- The Authority is seeking proposals for the design, development, and implementation of a new network computer system.
- The Authority is seeking proposals for the design, development, and implementation of a new network computer system.

The Authority, on behalf of the Board of Bar Examiners, is soliciting proposals for:

- (A) Managing the operation of the network computer system, including all related hardware, software, and administrative support.
- (B) Administering and maintaining the network computer system for the Board of Bar Examiners.
- (C) Providing training and support for the Board of Bar Examiners staff.

**SOUTHERN CALIFORNIA REGIONAL RAIL AUTHORITY
METROLINK COMMUTER RAIL SYSTEM**

MANAGERIAL STAFFING FOR FINANCE DEPARTMENT

SCOPE OF SERVICES

As a result of recent internal staff managerial turnover which occurred with limited notice, and previously existing vacant positions, the Southern California Regional Rail Authority (Authority) is proposing to retain the services of a qualified accounting firm to provide managerial staffing services for the Accounting and Finance Department. These services are needed to maintain efficient and effective operations for the Authority and to ensure that assets are properly safeguarded.

I. INTRODUCTION

The Authority is a Joint Exercise of Powers Authority (JPA) created in 1991 to develop and operate a five county commuter rail system known as Metrolink. Metrolink is a premier regional rail system, including commuter and other passenger services, linking communities to employment and activity centers. Metrolink provides reliable transportation and mobility for the region, leading to more livable communities. The Authority has an 11-member Board made up of representatives from the below listed Member Agencies:

- Los Angeles County Metropolitan Transportation Authority
- Orange County Transportation Authority
- Riverside County Transportation Commission
- San Bernardino Associates Governments
- Ventura County Transportation Commission

The Authority, on behalf of its Member Agencies, is specifically responsible for:

- A) Managing the operations of the Metrolink commuter rail system including all attendant maintenance and administrative functions, and
- B) Administering and maintaining the operational capacity of Member Agency owned Rights-Of-Way, and
- C) Implementing, overseeing, or managing the construction of all railroad related capital improvements including the acquisition or construction of new railroad infrastructure and the preservation of currently extant assets.

1. Funding Sources and Other Considerations

The Authority reports its financial position and activities as a special-purpose Governmental entity engaged only in business-type activities and presents Financial Statements required for enterprise funds.

As a JPA, the Authority receives its funding and support from a number of different sources, including: Direct operating revenues, operating subsidies and capital grants from its Member Agencies, direct State and Federal Capital grants, third-party reimbursements, fee for service revenues, and other minor sources.

Each source of revenue may have significant limitations regarding the appropriate and applicable use of funds. Further, funds may support one or more objectives of the Authority and each agency objective may be supported by more than one resource.

In order to designate, accumulate, and control the expenses, and recognize the appropriate and applicable revenues to be applied towards the agency's objectives, the Authority has chosen to utilize a Program/Project framework under which agency activities are organized. The ability to systematically organize, identify and isolate activities of the Authority at the appropriate, required, level of detail, is of paramount importance.

The Authority currently is among the forefront of agencies that use "out-sourcing" as a basic business model. Approximately 90% of the annual outlays of the Authority are remitted to vendors operating under a contractual relationship to provide the goods or services the agency manages and oversees. Actual internal agency costs, consisting primarily of labor related costs of Authority employees, represent the balance.

2. Operating Environment

The Authority employs a number of systems and solutions to support its business operations.

The core system to the agency's administrative processes is the Financial Information system, based on the Oracle eBusiness Suite Enterprise Resource Planning (ERP) software package. The FIS system supports financial operations, procurement processes, grant and project accounting. Supporting FIS are a number of current and proposed systems that provide for Asset Management, Reporting, Sales Tracking, project Management and other business solution services.

The Information Technology department in partnership with the administrative functions of the organization has been executing against a strategic plan developed in FY10/11. That plan initially focused on the stabilization of the systems environment has progressed into developing and expanding business solutions and leveraging the core FIS system.

On May 28, 2013, the Authority completed an upgrade of FIS release 11.5.10 to release 12.

This upgrade introduced a series of new features and functions, including new grant management features and budgetary controls. These new features are intended to address key weaknesses in the Authority's systematic ability to effectively manage and track grant funding and transparently report financial results.

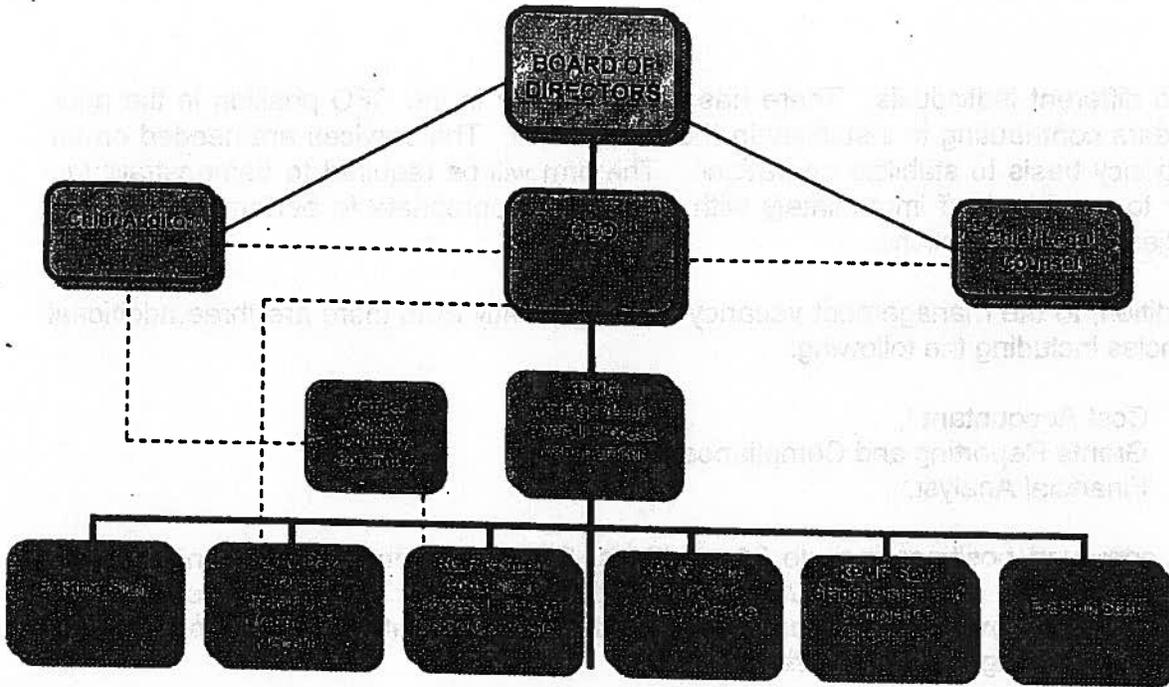
The upgrade of the FIS system included a conversion of project and grant balances and well as open transactions. Historical transactional detail was not converted and is accessible in the legacy FIS 11i version. The system is not completely functional at this time.

II. DESCRIPTION OF SERVICES

1. General Description of Services

The Authority is soliciting the services of a Certified Public Accounting Firm with extensive experience in management and provision of high level managerial services for Accounting and Finance Departments in the government sector to provide services on an interim basis for accounting and finance activity. The firm will be expected to coordinate activities within the Accounting and Finance Department and to provide leadership and direction in planning and process improvement implementation. Initial activity will be capped by the limits as approved by the Board of Directors.

Services required would provide supervision through the services of one in-charge accountant who would coordinate management activities and ensure that existing staff are operating in the most effective and efficient manner. The KPMG Staff Person In-Charge would coordinate the following components:



KPMG to perform assessment of status including staffing needs within four to five days and begin staffing activity immediately following the assessment.

Metrolink currently has a vacant CFO position and two vacant managerial positions which are temporarily filled by KPMG staff. The chart may be revised after the assessment.

Maintain and supplement current Metrolink positions. In charge to determine additional staffing requirements.

These services are necessitated by vacancies in the Accounting/Finance Department which prevent the performance of required daily activities in an efficient and effective manner due to insufficient staffing and problems noted in overall management of the Department and systems configuration. The positions currently open include three of five positions at the managerial level including the following:

- Chief Financial Officer
- FIS Oracle Liaison
- Manager of General Accounting

There are two current regular staff positions filled at this level, the Manager, Budgets and Finance and the Manager, Grants Administration and Fiscal Management. The Manager, Budgets and Finance has been in the position for less than one month. In addition, an Interim CFO position has been temporarily filled as of the week of August 26, 2013. The position of CFO has been filled on an interim basis since February 2013

by two different individuals. There has been turnover in the CFO position in the prior two years contributing to instability in the department. The services are needed on an emergency basis to stabilize operations. The firm will be required to demonstrate the ability to provide staff immediately with skill levels appropriate to perform managerial activities in these functions.

In addition, to the management vacancy which currently exists there are three additional vacancies including the following:

Cost Accountant I,
Grants Reporting and Compliance Coordinator
Financial Analyst.

Total approved positions include 21 positions, 5 management positions and 16 entry level positions. In addition, there are multiple temporary staff positions filled and unfilled. The provider may be asked to provide recommendations related to immediate priorities in staffing for these positions.

The overall objective to provide experienced managerial staffing for the vacancies noted to ensure efficient and effective provision of accounting and finance services for Metrolink / SCRRA on an emergency interim basis with priority for the function performed due to vacant positions and inadequate staffing and to plan and implement new improved financial systems processes.

Deliverables include the following:

Week 1:

1. Assessment of current Finance Department status
2. Develop plan to include system redesign Implementation to be completed in a series of four stages as agreed to with the KPMG In-charge for Authority approval

Week 2 thru 6 –Implementation of Plan

3. Reporting - Weekly reports to the CEO, Chief Auditor, and General Counsel

Monthly reports to the Board of Directors

TRAVEL POLICY

Where travel is authorized by the Authority, it will be reimbursed in accordance with the following provisions. The Authority will not reimburse for travel expenses incurred by employees of the Authority or its contractors, agents, or subcontractors.

It is the policy of the Authority to encourage the use of public transportation whenever possible. The Authority will not reimburse for travel expenses incurred by employees of the Authority or its contractors, agents, or subcontractors.

This policy will not be retroactive.

A. Auto mileage

EXHIBIT 1

and related provisions will be included in the contract.

TRAVEL POLICY

B. Air travel

The Authority will reimburse for air travel expenses incurred by employees of the Authority or its contractors, agents, or subcontractors. Reimbursement will be provided for air travel expenses incurred by employees of the Authority or its contractors, agents, or subcontractors. Reimbursement will be provided for air travel expenses incurred by employees of the Authority or its contractors, agents, or subcontractors.

Travel arrangements should be made as early as possible to take advantage of the lowest available fares.

The Authority will not reimburse for air travel expenses.

C. Accommodations

The Authority will reimburse for accommodations incurred by employees of the Authority or its contractors, agents, or subcontractors. Reimbursement will be provided for accommodations incurred by employees of the Authority or its contractors, agents, or subcontractors.

D. Meals

The Authority will reimburse for meals incurred by employees of the Authority or its contractors, agents, or subcontractors. Reimbursement will be provided for meals incurred by employees of the Authority or its contractors, agents, or subcontractors.

AWARDED BY THE BOARD: 9/13/13

CONTRACT NO. SP403-14

TRAVEL POLICY

Where travel is authorized by the Authority to be reimbursed, it will be reimbursed in accordance with the California Department of Transportation Consultants/Contractors Travel Policy (<http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>). All bills shall include an itemized listing supported by copies of the original bills, invoices, expense accounts and miscellaneous supporting data.

If charged to the Authority, all travel, whether to Los Angeles or from Los Angeles to other locations, shall be approved in writing in advance by the Authority's Project Manager.

Time for travel will not be reimbursed.

A. Auto Mileage

Auto Mileage if using personal automobile will be reimbursed at the IRS rate.

B. Air Travel

Air fares will be reimbursed based on the most direct route at coach class travel rates. Upgrading (coach to a higher class) of airline tickets will only be reimbursed when approved, and only when the business schedule required immediate travel at a time when higher class accommodations are the only accommodations available. Downgrading (exchange) of airline ticket where the Consultant receives financial or personal gain is not permitted. If a trip is postponed, reservations should be canceled immediately.

Travel arrangements should be made as early as possible (preferably three weeks) to take advantage of advanced reservation rates.

The Authority does not pay for air travel insurance.

C. Accommodations

The Authority will reimburse hotel room fees at room rate not-to-exceed the California Department of Transportation Consultants/Contractors Travel Policy (<http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>).

D. Meals

Meals will be reimbursed up to a maximum of \$40.00 per day of travel, based on the actual cost, see California Department of Transportation Consultants/Contractors Travel Policy (<http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm>). Receipts are required for all meals. In order to be reimbursed, meal receipts (itemized if

possible) in the form of receipts, credit card receipts, or cash register tape must be submitted. The Authority will not pay for alcoholic beverages.

E. Telephone Usage

Consultant's employees shall submit documentation regarding all telephone calls charged to the Authority. Documentation must include the name of the party being called and the purpose of the call. The Authority shall allow one business call upon arrival and one call prior to departure. The Authority will not pay for additional business calls unless directly related to the Contract. Personal telephone calls are not reimbursable.

F. Parking and Ground transportation

Public transportation should be used whenever possible; however, if necessary, rental car expenses including gas will be reimbursed for authorized travel only. Cab fare (on a shared basis whenever possible) is reimbursable. Receipts shall be required to document all parking charges as well as other ground transportation charges.

The Consultant's employees shall rent the lowest automobile classification appropriate for the size or purpose of the group using the vehicle.

1-2 Travelers	Compact
3 Travelers	Medium/Intermediate
4-5 Travelers	Full Size/Standard Equipment
6+ Travelers	Van

Consultant's employees must fuel rental automobiles prior to turn-in as rental companies normally add a large service charge to fuel costs.

Consultant's Employees should take advantage of "Early Bird Parking" whenever possible. Parking expense incurred while conducting Authority business is reimbursable.

Transportation related to toll charges incurred while on Authority business is reimbursable.

G. Baggage Handling

Baggage Handling service fees within or outside the Los Angeles region are reimbursable at standard reasonable rates.

H. Other Business Expenses

Supplies, equipment rental, reprographics, and facsimile-related expenses may be reimbursed when traveling on Authority business. Such expenses shall be billed at cost.

I. Non-Allowable Expenses

The Authority will not provide any reimbursement for personal entertainment expenses, alcoholic beverages, travel expenses for family members, use of health club facilities, movies in hotels, personal items, charitable contributions, etc. Pursuant to the Authority's policy, costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable per 48 CFR Part 31.2 (FAR).



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 14

Date: January 8, 2014

Subject: Measure I Local Street Program Policy Amendments

Recommendation:* That the Board, acting as the San Bernardino County Transportation Authority:
 Adopt amended Policies 40003, 40012, and 40016 pertaining to the Measure I Local Street Program, as shown in Attachments 1, 2, and 3, respectively.

Background: Policies 40003, 40012, and 40016 in the Measure I 2010-2040 Strategic Plan establish requirements for the Valley, Victor Valley, and Rural Mountain/Desert subareas Local Streets Programs, respectively, for project eligibility, adoption of Five Year Capital Improvement Plans (CIP) by local jurisdictions, accounting requirements, and development mitigation requirements.

After reviewing the Fiscal Year 2011/2012 financial audits of the Local Streets Program funds prepared by the auditors hired by SANBAG, SANBAG staff has identified sections of the policies that could be amended to clarify SANBAG's expectations and to provide jurisdictions more flexibility in managing the pass-through program. These recommendations are summarized below and the specific amendment recommendations are included in Attachments 1, 2, and 3.

*

Approved
 Board of Directors

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	CTC	CTA	X	SAFE	CMA
-----	-----	-----	---	------	-----

Check all that apply.

BRD1401a-ep

<http://portal.sanbag.ca.gov/mgmt/measure-i/MI-2010-2040SP/Shared%20Documents/SPlan%20Policy%2040003%20Rev%20Nov%202013.doc>

<http://portal.sanbag.ca.gov/mgmt/measure-i/MI-2010-2040SP/Shared%20Documents/SPlan%20Policy%2040012%20Rev%20Nov%202013.doc>

<http://portal.sanbag.ca.gov/mgmt/measure-i/MI-2010-2040SP/Shared%20Documents/SPlan%20Policy%2040016%20Rev%20Nov%202013.doc>

Section C – Five Year Plan

Currently the policies specify that no more than 50% of the estimated annual revenue can be planned for general program categories such as pavement management systems, system improvements, and general maintenance or other miscellaneous categorical expenditures. Additionally the policies require that jurisdictions include named projects totaling 50% of annual expenditures in all five years of the CIP.

Findings were frequently cited in the Fiscal Year 2011/2012 audits concerning the policy requiring 50% named projects in all five years of the CIP. This caused staff to consider why this policy was developed and whether it was serving the intended purpose. This policy was implemented in practice during the first Measure and formalized in creation of the Strategic Plan for Measure I 2010-2040. The purpose was to have a document that clearly illustrated to the public the benefit the pass-through funds were providing and to insure that the funds weren't being spent on general categories of unnamed streets that the public couldn't relate to or assign value to. This was particularly important as SANBAG looked to renew Measure I. However, SANBAG staff is now encouraging local agencies to prepare Five Year CIPs that are more reflective of expected expenditure levels, and while requiring a certain percentage of named projects in every year of the CIP can show which projects agencies are saving Measure I funds for, it does not necessarily reflect the timing of expenditures.

The current policy specifies that no more than 50% of estimated annual revenue can be expended on general program categories. Therefore, by default, at least 50% of the revenue must be expended on named projects that will have to eventually be listed in the CIP to be eligible for funds. Staff recommends that this intent be strengthened by explicitly stating that carryover funds cannot be expended on general program category projects. By explicitly limiting annual general program category expenditures to 50% of that year's revenue, there will be no question whether jurisdictions are exceeding the general program category limitation.

Additionally the policy states that named projects must total 50% of expenditures, not of revenues. That can limit the ability of a jurisdiction to save funds for a larger project because it requires any general category expenditures to be matched by named project expenditures in the same fiscal year. Staff recommends that the current policies be amended to remove the requirement that named projects totaling 50% of annual expenditures be included in all five years of the CIP. The main benefit of this amendment is that it will allow jurisdictions flexibility to save multiple years of Measure funds for larger projects. As part of the CIP submittal, agencies are required to prepare an Expenditure Strategy to describe the policy approach adopted by the Council for the expenditure of Measure I funds. This

provides an opportunity to document circumstances or analyses that are not otherwise apparent when reviewing the CIP and will allow jurisdictions to identify projects for which they are saving Measure I or reasons for not including named projects in every year.

Policies VLS-9, VVLS-13, and MDLS-11 are proposed to be modified so that each contain identical language regarding the annual adoption by local jurisdictions of a Five Year Capital Improvement Plan and the components of the plan.

Policies VLS-11, VVLS-15 and MDLS-13 are proposed to be modified to add language referencing revisions to the local jurisdictions Five Year Capital Improvement Plan.

Section D – Eligible Expenditures

Minor clarification is needed in this section in order to memorialize the previous interpretations of eligibility.

Staff recommends adding two items to the list of Eligible Expenditures in Policies VLS-12, VVLS-16, and MDLS-14:

Software will be added as an eligible use of Measure I funds under the category of traffic signal component equipment in Item #34.

Alleys on the street system have been eligible and only those not on the system were considered ineligible. However, the policy only listed the ineligible expenditure and the addition of Item #35 corrects the error.

In the maintenance section of eligible expenditures, purchases of equipment used exclusively for road maintenance have been allowed as an eligible expenditure but it was not included specifically in the policy. The addition of Item #25 will formalize the eligibility.

Section E - Ineligible Expenditures

In the Ineligible Expenditures section Item #11 will be modified to match the language of Section D, Item #35:

- 11) Maintenance or construction on alleys that have not been formally accepted into the city or county street system.

Section F – Accounting Requirements

The terms for repayment of ineligible expenditures has never been addressed in the Local Streets Program policies. Staff recommends amending Policies

VLS-15, VVLS-19 and MDLS-17 to address the expectations for their repayment as follows:

- f) If a project is deemed ineligible in the annual Compliance Audit, the Measure I funds used on that project must be repaid to the Special Measure I Transportation Sales Tax Fund in accordance with Policy (VLS-19, VVLS-23 and MDLS-21).

In addition, staff recommends the addition of new Policies VLS-19, VVLS-23, and MDLS-21 as follows:

If Measure I Transportation Sales Tax Funds are determined through the annual audit to have been used for ineligible expenses, the jurisdiction must repay those funds within six months of completion of the audit that discovered the ineligible use. If the jurisdiction is unable to repay those expenses through an internal transfer to the Measure I Transportation Sales Tax Fund from another source, then a Repayment Agreement must be approved by both the Jurisdiction and the SANBAG Board of Directors.

Financial Impact: This item has no impact on the adopted Fiscal Year 2013/2014 SANBAG Budget.

Reviewed By: The proposed policy revisions were reviewed by the Transportation Technical Advisory Committee on November 4, 2013. This item was reviewed and unanimously recommended for approval by the General Policy Committee on December 11, 2013.

Responsible Staff: Andrea Zureick, Director of Fund Administration and Programming

ATTACHMENT 1

San Bernardino Associated Governments	Policy	40003
Adopted by the Board of Directors April 1, 2009	Revised	Mn/Dy/Year
Valley Local Street (VLS) Program Measure I 2010-2040 Strategic Plan	Revision No.	1

Important Notice: A hardcopy of this document may not be the document currently in effect. The current version is always the version on the SANBAG Intranet.

Table of Contents Purpose References Definitions Policies for Valley Local Streets Program Revision History

I. PURPOSE

The purpose of this policy is to establish requirements relating to adoption of Five Year Plans by local jurisdictions outlining the projects which will be funded under the Measure I 2010-2040 Valley Subarea Local Streets Program. Twenty percent of the total Measure I 2010-2040 revenue collected in the San Bernardino Valley Subarea shall be assigned to the Local Streets Program. This program will be used by local jurisdictions to fund Local Street Projects.

II. REFERENCES

Ordinance No. 04-01 of the San Bernardino County Transportation Authority, Exhibit A – Transportation Expenditure Plan.

SANBAG Congestion Management Program

III. DEFINITIONS

Local Street Program: Measure I program in all subareas that provides funds through a pass-through mechanism directly to local jurisdictions for expenditure on street and road construction, repair, maintenance and other eligible local transportation priorities. Local Street Program funds can be used flexibly for any eligible transportation purpose determined to be a local priority, including local streets, major highways, state highway improvements, freeway interchanges, transit, and other improvements/programs to maximize use of transportation facilities.

Allocation: An action by the SANBAG Board of Directors to assign a specific amount of Measure I funds from a Measure I program to a project. The allocation decision is made annually by the Board of Directors by March of each year. Allocation of Local Street Program funds occur monthly as a direct pass-through to local jurisdictions.

Five Year Plan: A plan of projected local jurisdiction expenditures for the next five years on Local Street Projects eligible for Local Streets Program funds, updated annually and submitted to SANBAG by local jurisdictions.

IV. POLICIES FOR THE VALLEY LOCAL STREETS PROGRAM

A. Local Streets Allocation

Policy VLS-1: Each jurisdiction shall receive an allocation from 20% of the Measure I revenue collected in the Valley Subarea on a per capita basis using the population estimate as of January 1 of that year. The population estimate for making the per capita calculation shall be determined by SANBAG each year based on the State Department of Finance population estimate as of January 1 of that year. For the unincorporated areas, the calculation shall be based on the population estimate from the County Planning Department and reconciled with the State Department of Finance population estimate as of January 1 of that year.

Policy VLS-2: Local jurisdictions shall not receive their Local Streets Allocation until they have submitted their annual update of their Five Year Plan.

Policy VLS-3: The Local Streets allocation shall be remitted to local jurisdictions monthly.

Policy VLS-4: Local Streets Allocations remitted from January 1 until such time as the State Department of Finance has issued their population figures and SANBAG has made the per capita calculation, shall be based on the prior year's calculation. Once the per capita calculation has been made, the calculation will be applied retroactively to January 1 and amounts received by local jurisdictions will be adjusted to account for the difference in the amount remitted during the retroactive period and the amount that should have been remitted adjusted for the new per capita calculation.

B. Development Fair Share Contribution

Policy VLS-5: A development mitigation fair share contribution is required by Measure I 2010-2040 for all capacity improvement projects on the Nexus Study Network, contained in the most recent Board-adopted version of the Nexus Study approved for jurisdictions in the San Bernardino Valley.

Policy VLS-6: Annually as part of its audit of each jurisdictions' use of Measure I funds, SANBAG will specifically review development mitigation contribution records for capacity improvements to Nexus Study Network facilities. If a material finding is made in the audit showing that the development share contribution was not made, SANBAG may, as the Congestion Management Agency, withhold Section 2105 Gas Tax funds or Measure I Local Street Allocations until the jurisdiction shows that they are in compliance with the Congestion Management Program.

Policy VLS-7: Jurisdictions may borrow from other internal accounts (i.e. within their own jurisdictions) to fund the required development fair share. The internal accounts shall be reimbursed by development mitigation as development occurs..

C. Five Year Plan

Policy VLS-8: Each local jurisdiction is required to annually adopt a Five Year Capital Improvement Plan which details the specific projects to be funded using Measure I Local Pass-Through Funds. Expenditures of Measure I Local Pass Through Funds must be detailed in the Five Year Capital Improvement Plan and adopted by resolution of the governing body.

Policy VLS-9: Five Year Capital Improvement Plans shall:

- a. Specifically identify improvements to be funded by Measure I by street name, boundaries, and project type, subject to eligibility requirements listed in Section D below.
- b. Constrain the total amount of planned expenditures to 150% of SANBAG's forecasted revenue for Measure I Local Pass-Through Funds, plus any fund balances and/or revenue resulting from bonds secured by Measure I revenue, and remaining balances from previous year allocations.
- c. Include no more than 50% of estimated annual new revenue to general program categories for pavement management programs, system improvements, and general maintenance or other miscellaneous categorical expenditures. Carryover fund balance shall not be used for general program categories.

A general program category is a program of work without any identified streets. If a line item in the Five Year Capital Improvement Plan includes a list of the streets to which it will apply, then it does not have to count as a general program category (i.e. a city-wide AC overlay program that lists the streets to be included in the program).

- ~~d. Include named projects totaling 50% of annual expenditures in all five years of the Five Year Plan.~~
- ed. For capacity enhancement projects to Nexus Study Network roadways, include total estimated cost, Measure I share of project cost and development share of project cost. Maintenance projects or projects that do not enhance the capacity of a roadway do not require a development contribution to be included in the Five Year Plan.

Policy VLS-10: Any single project expenditure in excess of \$100,000 shall be listed as an individual project and shall not be included in a general program category. A project is defined as an eligible specific road improvement.

Policy VLS-11: The Five Year Capital Improvement Plan shall be the basis for the annual audit. Jurisdictions will have flexibility in moving projects around in their Five Year Capital Improvement Plan based on the necessities of the jurisdiction. However, in order for a project to be eligible for expenditure of Local Streets funds, the project must be included in the Five Year Capital Improvement plan. A revised Capital Improvement Plan must be provided to SANBAG by the end of each fiscal year if the project list has been changed in order for the projects to be eligible for expenditures of Local Streets funds.

D. Eligible Expenditures

Policy VLS-12: Eligible expenditures include construction, maintenance, and overhead. Included below are definitions and types of eligible expenditures by category.

- a. Construction shall be defined as the building or rebuilding of streets, roads, bridges, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected including allocated administration and engineering necessarily incurred and directly related to the above.
 - 1) Removal of old street and roadbeds and structures, and detour costs when connected with a construction project.
 - 2) Change of alignment, profile, and cross-section.
 - 3) Addition of a frontage street or road.
 - 4) Original surfacing of shoulders.
 - 5) Installation of original traffic signs and markers on routes.
 - 6) Earthwork protective structures within or adjacent to the right-of-way area.
 - 7) Complete reconstruction or addition to a culvert.
 - 8) Reconstruction of an existing bridge or installation of a new bridge.
 - 9) Widening of a bridge.
 - 10) Installations or extensions of curb, gutter, sidewalks or underdrain, (including improvements to handicap ramps to make them ADA compliant).
 - 11) Extensions and new installation of walls.
 - 12) Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to grade separation and ramps.
 - 13) Placing sufficient new material on soil surface, gravel street or road to substantially improve the quality of the original surface.
 - 14) Improvement of a surface to a higher type.
 - 15) Bituminous material of 1" or more placed on bituminous or concrete material. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
 - 16) Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
 - 17) Stabilization of street or road base by additive, such as cement, lime or asphaltic material.
 - 18) Widening of existing street, roadbed or pavement, with or without resurfacing.
 - 19) Addition of auxiliary lanes such as speed change, storage, or climbing lanes.
 - 20) Resurfacing, stabilizing or widening of shoulders including necessary connections to side streets or road approaches.
 - 21) Installation or addition to landscape treatment such as sod, shrubs, trees, irrigation, etc.

- 22) Extending old culverts and drains and replacing headwalls.
- 23) Replacement of bridge rails and floors to a higher standard.
- 24) Replacement of retaining walls to a higher standard.
- 25) Replacement of all major signs or traffic control devices on a street or road.
- 26) The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations.
- 27) Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings.
- 28) Installation or expansion of street or road lighting system.
- 29) Replacement in kind, when legally required, of structures which are required to be relocated for street and road purposes.
- 30) Construction of bikeways when they are an integral part of the Public Streets and Highways System.
- 31) Extension or new installation of guardrails, fences, raised medians or barriers for traffic safety.
- 32) Painting or rearrangement of pavement striping and markings, or repainting to a higher standard.
- 33) Construction of pedestrian underpasses or overhead crossing for the general public use.
- 34) Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers, software and that portion of preemption equipment not mounted on motor vehicles.
- 35) Maintenance or construction on alleys that have been formally accepted into the city or county street system.

~~Improvements on that area formally designated city or county street and~~

b. Maintenance shall be defined as the preservation and upkeep of a street or road to its constructed condition and the operation of a street or road facility and its integral services to provide safe, convenient and economical highway transportation. Examples of Maintenance include:

- 1). Scarifying, reshaping and restoring material losses.
- 2) Applying dust palliatives.
- 3) Patching, repairing, surface treating, and joint filling on bituminous or concrete surfaces.
- 4) Jacking concrete pavements.
- 5) Repair of traveled way and shoulders.
- 6) Bituminous material of less than 1" added to bituminous material including seal coats.
- 7) Remix existing bituminous surfacing with added materials to provide a total thickness of less than 1". (See exception under Construction, example 16.)
- 8) Patching operations including base restoration.
- 9) Resealing street or road shoulders and side street and road approaches.
- 10) Reseeding and resodding shoulders and approaches.
- 11) Reshaping of drainage channels and side slopes.
- 12) Restoration of erosion controls.
- 13) Cleaning culverts and drains.

- 14) Removing slides and restoring facilities damaged by slides. (Additional new facilities shall be considered construction.)
- 15) Mowing, tree trimming and watering.
- 16) Replacing top soil, sod, shrubs, trees, irrigation facilities, etc. on street and roadside.
- 17) Repairing curb, gutter, rip-rap, underdrain, culverts and drains.
- 18) Cleaning, painting and repairing bridges and structures.
- 19) All snow control operations such as the erection of snow fences and the actual removal of snow and ice from the traveled way.
- 20) Repainting of pavements, striping and marking to the same standards.
- 21) Repainting and repairing of signs, guardrails, traffic signals, lighting standards, etc.
- 22) Servicing lighting systems and street or road traffic control devices.
- 23) Furnishing of power for street and road lighting and traffic control devices.
- 24) Developing and maintaining programs which enhance management of transportation facilities such as travel demand models and pavement management programs.
- 25) Purchase of equipment used exclusively for road maintenance.

c. Overhead shall be defined as those elements of cost necessary in the production of an article or performance of a service which are of such a nature that the amount applicable to the functions are not readily discernible. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service. Examples of overhead components are shown below and are comprised of costs which cannot be identified or charged to a project, unless an arbitrary allocation basis is used. Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead among all departments.

- 1) Payroll
- 2) Facilities
- 3) Advertising
- 4) General Government
- 5) Department Accounts/Finance
- 6) Procurement
- 7) Top Management
- 8) General Accounting/Finance
- 9) Personnel
- 10) Data Processing
- 11) Legal Costs

E. Ineligible Expenditures

Policy VLS-13: Although many types of work may be classified as "construction," this does not make them automatically eligible for expenditures of Measure I funds. To be eligible, the work must be for street and road purposes.

a. Following is a list of the types of expenditures which are not eligible for financing with Measure I funds:

- 1) Costs of rearranging non-highway facilities, including utility relocation, when not a legal road or street obligation.
- 2) New (first installation of) utilities, including water mains, sanitary sewers and other nonstreet facilities.
- 3) Costs of leasing property or right-of-way, except when required for construction work purposes on a temporary basis.
- 4) The costs of constructing or improving a street or area for parking purposes, except for the width normally required for parking adjacent to the traveled way and within the right-of-way, or

when off-street parking facilities are constructed in lieu of widening a street to improve the flow of traffic.

- 5) Decorative lighting.
- 6) Park features such as benches, playground equipment, and rest rooms.
- 7) Work outside the right-of-way which is not a specific right-of-way obligation.
- 8) Equestrian under and overpasses or other similar structures for any other special interest group unless as a part of a right-of-way obligation.
- 9) Construction, installation or maintenance of cattle guards.
- 10) Acquisition of buses or other mass transit vehicles or maintenance and operating costs for mass transit power systems or passenger facilities, other than to specifically serve elderly and handicapped persons.
- 11) Maintenance or construction on alleys that have not been formally accepted into the city or county street system. ~~Maintenance or construction on alleys which have not been formally designated as part of the a city or county street and road system.~~
- 12) Non-street related salaries and benefits.
- 13) Driveways outside of the street and road right-of-way.
- 14) Electronic speed control devices or other non-highway related safety expenditures.

F. Accounting Requirements

Policy VLS-14: Each local jurisdiction shall establish a Special Measure I 2010-2040 Transportation Sales Tax Fund. This fund is a special revenue fund utilized to account for proceeds of specific revenue sources that are legally restricted to expenditures for street purposes. Jurisdictions should use the modified accrual basis of accounting

Policy VLS-15: The following requirements are to provide guidance on the specific accounting treatment as it relates to the Special Measure I Transportation Sales Tax Fund.

- a. All apportionments shall be deposited directly into the Special Measure I Transportation Sales Tax Fund.
- b. Interest received by a jurisdiction from the investment of money in its Special Measure I Sales Tax Fund shall be deposited in the fund and shall be used for street purposes.
- c. Segregation must be maintained within the Special Measure I Transportation Sales Tax Fund to show separate balances for each subarea (County only).
- d. If other revenues are commingled in the Special Measure I Transportation Sales Tax Fund, it is the responsibility of the jurisdiction to provide accurate and adequate documentation to support revenue and expenditure allocation, as well as segregated balances.
- e. It is allowable to fund prior year expenditures with current year revenues and/or fund balance as long as funded projects are included in the adopted Five-Year Capital Improvement Program and accounting clearly identifies the project and other pertinent data to establish a clear audit trail.
- f. If a project is deemed ineligible in the annual Compliance Audit, the Measure I funds used on that project must be repaid to the Special Measure I Transportation Sales Tax Fund in accordance with Policy VLS-19.

Policy VLS-16: Any interest earned on investment of Measure I Transportation Sales Tax Funds must be deposited in the Special Measure I Transportation Sales Tax Fund. Any jurisdiction not electing to invest its Measure I funds but at the same time investing most of its other available funds should deposit the Measure I funds in a separate account to clearly indicate that no such monies were invested. If Measure I Transportation Sales Tax funds are invested, they must receive their equitable proration of interest earned on the total funds invested. Several methods are available to determine an equitable distribution of interest earned. Whatever method is employed, it will be analyzed during audit to determine reasonableness and confirm distribution to the Special Measure I Transportation Sales

Tax Fund. It is recommended that a distribution based on average monthend cash balances be employed. In addition, if the interest distribution methodology allows for negative distributions, they will be disallowed. No interest charges based on negative cash and fund balances will be allowed.

Policy VLS-17: Reimbursements of Measure I Transportation Sales Tax Funds previously expended for street and road construction or right-of-way purposes, from whatever source, must be deposited in the Special Measure I Transportation Sales Tax Fund. This includes but is not limited to:

- Federal Aid Urban projects
- Redevelopment agencies
- Cooperative agreements
- Right-of-way dispositions
- Federal and safety projects

Policy VLS-18: Records:

a. Source Documentation - On construction or purchase of right-of-way, all expenditures charged to the Measure I Transportation Sales Tax Fund must be supported by a warrant or other source document (invoice, requisition, time sheet, equipment rental charge, engineering plans, specifications and other pertinent data) clearly identifying the project and other pertinent data to establish a clear audit trail.

b. Retention Period - All source documents, together with the accounting records, are deemed to be the official records of the jurisdiction and must be retained by the jurisdiction for five (5) years.

Policy VLS-19: If Measure I Transportation Sales Tax Funds are determined through the annual audit to have been used for ineligible expenses, the jurisdiction must repay those funds within six months of completion of the audit that discovered the ineligible use. If the jurisdiction is unable to repay those expenses through an internal transfer to the Measure I Transportation Sales Tax Fund from another source, then a Repayment Agreement must be approved by both the Jurisdiction and the SANBAG Board of Directors.

V. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	04/01/2009
1	<u>Revisions adopted by the Board of Directors.</u>	<u>Mm/dd/Year</u>

ATTACHMENT 2

San Bernardino Associated Governments	Policy	40012
Adopted by the Board of Directors	April 1, 2009	Revised
Victor Valley Local Streets (VVLS) Program Measure I 2010-2040 Strategic Plan		Revision No.
		1

Important Notice: A hardcopy of this document may not be the document currently in effect. The current version is always the version on the SANBAG website.

Note: This notice is only in effect when policy is posted to the SANBAG website.

Table of Contents

| Purpose | References | Definitions | Revision History |

Note: This area is used to link to bookmarks inserted in the main paragraph headings.

I. PURPOSE

The purpose of this policy is to establish requirements for the Victor Valley Local Streets Program, including project eligibility, adoption of Five Year Plans by local jurisdictions, accounting requirements, and development mitigation requirements.

II. REFERENCES

Ordinance No. 04-01 of the San Bernardino County Transportation Authority, Exhibit A – Transportation Expenditure Plan.

SANBAG Congestion Management Program

III. DEFINITIONS

Local Street Program: Measure I program in all subareas that provides funds through a pass-through mechanism directly to local jurisdictions for expenditure on street and road construction, repair, maintenance and other eligible local transportation priorities. Local Street Program funds can be used flexibly for any eligible transportation purpose determined to be a local priority, including local streets, major highways, state highway improvements, freeway interchanges, transit, and other improvements/programs to maximize use of transportation facilities.

Allocation: An action by the SANBAG Board of Directors to assign a specific amount of Measure I funds from a Measure I program to a project. The allocation decision is made annually by the Board of Directors by March of each year. Allocation of Local Street Program funds occur monthly as a direct pass-through to local jurisdictions.

Five Year Plan: A plan of projected local jurisdiction expenditures for the next five years on Local Street Projects eligible for Local Streets Program funds, updated annually and submitted to SANBAG by local jurisdictions.

IV. POLICIES FOR THE VICTOR VALLEY LOCAL STREETS PROGRAM

A. Local Streets Allocation

Policy VVLS-1 Each jurisdiction shall receive an allocation from 70% of the Measure I revenue, after reservation of 2% collected in the subarea for Project Development and Traffic Management Systems. The allocation methodology is determined based on:

- 50% population. The population estimate for making the per capita calculation shall be determined by SANBAG each year based on the State Department of Finance population estimate. Annual adjustments to the population estimates are made mid-year, based on availability of DOF estimates. Following approval of the population estimates by the Board, adjustments will be made to the local pass through fund allocations retroactive to January 1 of the year.
- 50% return to source. The sales tax estimates provided by the State Board of Equalization, updated quarterly based on the prior quarter's financial data, shall be used as the basis for making the return to source calculations.

Policy VVLS-2: Local jurisdictions shall not receive their Local Streets Allocation until they have submitted their annual update of their Five Year Plan.

Policy VVLS-3: The Local Streets allocation shall be remitted to local jurisdictions monthly.

Policy VVLS-4: Local Streets Allocations remitted from January 1 until such time as the State Department of Finance has issued their population figures and SANBAG has made the per capita calculation, shall be based on the prior year's calculation. Once the per capita calculation has been made, the calculation will be applied retroactively to January 1 and amounts received by local jurisdictions will be adjusted to account for the difference in the amount remitted during the retroactive period and the amount that should have been remitted adjusted for the new per capita calculation.

Policy VVLS-5: Local Streets Allocations sales tax generation portion will be based on the prior quarter's data. Because of the lag in receiving sales tax data from the Board of Equalization, the Sales Tax Generation calculations for that portion of the Local Streets Allocation will be calculated using the data from the prior quarter. (Example: During the months of January, February and March SANBAG will use the local sales tax generation figure derived from the fourth quarter of the previous calendar year.)

Policy VVLS-6: SANBAG will make the monthly allocations using the following procedure:

- Determine total amount of Measure I Sales Tax generated in the subarea from information submitted by the State Board of Equalization.
- Multiply the total Measure I Sales Tax received for the month by 0.68 to arrive at the total amount of Local Streets Program funds available for distribution to local jurisdictions.
- Divide the Local Streets Program fund into two 50% pools of funding: Allocate the two pools of funding based on:
 - a jurisdiction's population share of the entire subarea population.
 - jurisdiction's share of sales tax generation within the total subarea.
- Add the population based component and the sales tax based component of each jurisdiction's allocation to arrive at the total Local Streets Allocation for each jurisdiction.
- Remit payment of Local Streets Program fund to local jurisdiction.

Policy VVLS-7: The Local Streets program allocation will be decreased by 0.5% beginning in 2015 with additional decreases of 0.5% every five years thereafter to a maximum of 2.5% to be allocated to the Senior and Disabled Transit Service Program. This change in allocation will occur automatically unless each jurisdiction in the subarea makes a finding that such increase in Senior and Disabled Transit Service Program is not needed to address unmet transit needs of senior and disabled transit users.

B. Development Fair Share Contribution

Policy VVLS-8: A development mitigation fair share contribution is required by Measure I 2010-2040 for all capacity improvement projects on the Nexus Study Network contained in the most recent Board-adopted version of the in the urbanized Victor Valley. The urbanized Victor Valley is

defined as the cities of Adelanto, Hesperia, Victorville, Town of Apple Valley and their spheres of influence.

Policy VVLS-9: A development mitigation fair share contribution is required by Measure I 2010-2040 for all capacity improvement projects as identified by Traffic Impact Analysis (TIA) reports as required by the Congestion Management Program in the non-urban areas. The amount of the Development Fair Share Contribution for each project is defined by the traffic mitigation measures identified in the related TIA reports.

Policy VVLS-10: Annually as part of its audit of each jurisdictions' use of Measure I funds, SANBAG will specifically review development mitigation contribution records for capacity improvements to Nexus Study Network facilities. If a material finding is made in the audit showing that the development share contribution was not made, SANBAG may, as the Congestion Management Agency, withhold Section 2105 Gas Tax funds or Measure I Local Street Allocations until the jurisdiction shows that they are in compliance with the Congestion Management Program.

Policy VVLS-11: Jurisdictions may borrow from other internal accounts (i.e. within their own jurisdictions) to fund the required development fair share. The development mitigation account shall reimburse the source of the loan as development occurs.

C. Five Year Plan

Policy VVLS-12: Each local jurisdiction is required to annually adopt a Five Year Capital Improvement Plan which details the specific projects to be funded using Measure I Local Pass-Through Funds. Expenditures of Measure I Local Pass Through Funds must be detailed in the Five Year Capital Improvement Plan and approved by the governing body

Policy VVLS-13: Five Year Capital Improvement Plans shall:

- a. Specifically identify improvements to be funded by Measure I by street name, boundaries, and project type, subject to eligibility requirements listed in Section D below.
- b. Constrain the total amount of planned expenditures to 150% of SANBAG's forecasted revenue for Measure I Local Pass-Through Funds, plus any fund balances and/or revenue resulting from bonds secured by Measure I revenue, and remaining balances from previous year allocations.
- c. Include no more than 50% of estimated annual new revenue to general program categories for pavement management programs, system improvements, and general maintenance or other miscellaneous categorical expenditures. Carryover fund balance shall not be used for general program categories.

A general program category is a program of work without any identified streets. If a line item in the Five Year Capital Improvement Plan includes a list of the streets to which it will apply, then it does not have to count as a general program category (i.e. a city-wide AC overlay program that lists the streets to be included in the program).

- ~~a. Include named projects totaling 50% of annual expenditures in all five years of the Five Year Plan.~~
- b.d. For capacity enhancement projects to Nexus Study Network roadways, include total estimated cost, Measure I share of project cost and development share of project cost. Maintenance projects or projects that do not enhance the capacity of a roadway do not require a development contribution to be included in the Five Year Plan.

Policy VVLS-14: Any single project expenditure in excess of \$100,000 shall be listed as an individual project and shall not be included in a general program category. A project is defined as an eligible specific road improvement.

Policy VVLS-15: The Five Year Capital Improvement Plan shall be the basis for the annual audit. Jurisdictions will have flexibility in moving projects around in their Five Year Capital Improvement Plan based on the necessities of the jurisdiction. However, in order for a project to be eligible for expenditure of Local Streets funds, the project must be included in the Five Year Capital Improvement plan. A revised Capital Improvement Plan must be provided to SANBAG by the end of each fiscal year if the project list has been changed in order for the projects to be eligible for expenditures of Local Streets funds.

D. Eligible Expenditures

Policy VVLS-16: Eligible expenditures include construction, maintenance, and overhead. Included below are definitions and types of eligible expenditures by category.

- a. Construction shall be defined as the building or rebuilding of streets, roads, bridges, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected including allocated administration and engineering necessarily incurred and directly related to the above.
 - 1) Removal of old street and roadbeds and structures, and detour costs when connected with a construction project.
 - 2) Change of alignment, profile, and cross-section.
 - 3) Addition of a frontage street or road.
 - 4) Original surfacing of shoulders.
 - 5) Installation of original traffic signs and markers on routes.
 - 6) Earthwork protective structures within or adjacent to the right-of-way area.
 - 7) Complete reconstruction or addition to a culvert.
 - 8) Reconstruction of an existing bridge or installation of a new bridge.
 - 9) Widening of a bridge.
 - 10) Installations or extensions of curb, gutter, sidewalks or underdrain (including improvements to handicap ramps to make them ADA compliant).
 - 11) Extensions and new installation of walls.
 - 12) Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to grade separation and ramps.
 - 13) Placing sufficient new material on soil surface, gravel street or road to substantially improve the quality of the original surface.
 - 14) Improvement of a surface to a higher type.
 - 15) Bituminous material of 1" or more placed on bituminous or concrete material. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
 - 16) Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
 - 17) Stabilization of street or road base by additive, such as cement, lime or asphaltic material.
 - 18) Widening of existing street, roadbed or pavement, with or without resurfacing.
 - 19) Addition of auxiliary lanes such as speed change, storage, or climbing lanes.
 - 20) Resurfacing, stabilizing or widening of shoulders including necessary connections to side streets or road approaches.

- 21) Installation or addition to landscape treatment such as sod, shrubs, trees, irrigation, etc.
 - 22) Extending old culverts and drains and replacing headwalls.
 - 23) Replacement of bridge rails and floors to a higher standard.
 - 24) Replacement of retaining walls to a higher standard.
 - 25) Replacement of all major signs or traffic control devices on a street or road.
 - 26) The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations.
 - 27) Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings.
 - 28) Installation or expansion of street or road lighting system.
 - 29) Replacement in kind, when legally required, of structures which are required to be relocated for street and road purposes.
 - 30) Construction of bikeways when they are an integral part of the Public Streets and Highways System.
 - 31) Extension or new installation of guardrails, fences, raised medians or barriers for traffic safety.
 - 32) Painting or rearrangement of pavement striping and markings, or repainting to a higher standard.
 - 33) Construction of pedestrian underpasses or overhead crossing for the general public use.
 - 34) Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers, software and that portion of preemption equipment not mounted on motor vehicles.
 - ~~34)35) Maintenance or construction on alleys that have been formally accepted into the city or county street system. Improvements on alleys that are on a formally designated city or county street and road system.~~
- b. Maintenance shall be defined as the preservation and upkeep of a street or road to its constructed condition and the operation of a street or road facility and its integral services to provide safe, convenient and economical highway transportation. Examples of Maintenance include:
- 1) Scarifying, reshaping and restoring material losses.
 - 2) Applying dust palliatives.
 - 3) Patching, repairing, surface treating, and joint filling on bituminous or concrete surfaces.
 - 4) Jacking concrete pavements.
 - 5) Repair of traveled way and shoulders.
 - 6) Bituminous material of less than 1" added to bituminous material including seal coats.
 - 7) Remix existing bituminous surfacing with added materials to provide a total thickness of less than 1". (See exception under Construction, example 16.)
 - 8) Patching operations including base restoration.
 - 9) Resealing street or road shoulders and side street and road approaches.
 - 10) Reseeding and resodding shoulders and approaches.
 - 11) Reshaping of drainage channels and side slopes.
 - 12) Restoration of erosion controls.
 - 13) Cleaning culverts and drains.
 - 14) Removing slides and restoring facilities damaged by slides. (Additional new facilities shall be considered construction.)
 - 15) Mowing, tree trimming and watering.
 - 16) Replacing top soil, sod, shrubs, trees, irrigation facilities, etc. on street and roadside.
 - 17) Repairing curb, gutter, rip-rap, underdrain, culverts and drains.
 - 18) Cleaning, painting and repairing bridges and structures.
 - 19) All snow control operations such as the erection of snow fences and the actual removal of snow and ice from the traveled way.
 - 20) Repainting of pavements, striping and marking to the same standards.
 - 21) Repainting and repairing of signs, guardrails, traffic signals, lighting standards, etc.

- 22) Servicing lighting systems and street or road traffic control devices.
- 23) Furnishing of power for street and road lighting and traffic control devices.
- 24) Developing and maintaining programs which enhance management of transportation facilities such as travel demand models and pavement management programs.
- 24)25) Purchase of equipment used exclusively for road maintenance.

c. Overhead shall be defined as those elements of cost necessary in the production of an article or performance of a service which are of such a nature that the amount applicable to the functions are not readily discernible. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service. Examples of overhead components are shown below and are comprised of costs which cannot be identified or charged to a project, unless an arbitrary allocation basis is used. Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead among all departments.

- 26)1) Payroll
- 26)2) Facilities
- 27)3) Advertising
- 28)4) General Government
- 29)5) Department Accounts/Finance
- 30)6) Procurement
- 31)7) Top Management
- 32)8) General Accounting/Finance
- 33)9) Personnel
- 34)10) Data Processing
- 35)11) Legal Costs

E. Ineligible Expenditures

Policy VVLS-17: Although many types of work may be classified as "construction," this does not make them automatically eligible for expenditures of Measure I funds. To be eligible, the work must be for street and road purposes.

a. Following is a list of the types of expenditures which are not eligible for financing with Measure funds:

- 1) Costs of rearranging non-highway facilities, including utility relocation, when not a legal road or street obligation.
- 2) New (first installation of) utilities, including water mains, sanitary sewers and other nonstreet facilities.
- 3) Costs of leasing property or right-of-way, except when required for construction work purposes on a temporary basis.
- 4) The costs of constructing or improving a street or area for parking purposes, except for the width normally required for parking adjacent to the traveled way and within the right-of-way, or when off-street parking facilities are constructed in lieu of widening a street to improve the flow of traffic.
- 5) Decorative lighting.
- 6) Park features such as benches, playground equipment, and rest rooms.
- 7) Work outside the right-of-way which is not a specific right-of-way obligation.
- 8) Equestrian under and overpasses or other similar structures for any other special interest group unless as a part of a right-of-way obligation.
- 9) Construction, installation or maintenance of cattle guards.
- 10) Acquisition of buses or other mass transit vehicles or maintenance and operating costs for mass transit power systems or passenger facilities, other than to specifically serve elderly and handicapped persons.
- 11) Maintenance or construction on alleys that have not been formally accepted into the city or county street system. Maintenance or construction on alleys which have not been formally designated as part of the a city or county street and road system.
- 12)11) Non-street related salaries and benefits.

13)12) Driveways outside of the street and road right-of-way.

14)13) Electronic speed control devices or other non-highway related safety expenditures.

F. Accounting Requirements

Policy VVLS-18: Each local jurisdiction shall establish a Special Measure I 2010-2040 Transportation Sales Tax Fund. This fund is a special revenue fund utilized to account for proceeds of specific revenue sources that are legally restricted to expenditures for street purposes. Jurisdictions should use the modified accrual basis of accounting.

Policy VVLS-19: The following requirements are to provide guidance on the specific accounting treatment as it relates to the Special Measure I Transportation Sales Tax Fund.

- a. All apportionments shall be deposited directly into the Special Measure I Transportation Sales Tax Fund.
- b. Interest received by a jurisdiction from the investment of money in its Special Measure I Sales Tax Fund shall be deposited in the fund and shall be used for street purposes.
- c. Segregation must be maintained within the Special Measure I Transportation Sales Tax Fund to show separate balances for each subarea (County only).
- d. If other revenues are commingled in the Special Measure I Transportation Sales Tax Fund, it is the responsibility of the jurisdiction to provide accurate and adequate documentation to support revenue and expenditure allocation, as well as segregated balances.
- e. It is allowable to fund prior year expenditures with current year revenues and/or fund balance as long as funded projects are included in the adopted Five-Year Capital Improvement Program and accounting clearly identifies the project and other pertinent data to establish a clear audit trail.
- f. If a project is deemed ineligible in the annual Compliance Audit, the Measure I funds used on that project must be repaid to the Special Measure I Transportation Sales Tax Fund in accordance with Policy VVLS-23.

Policy VVLS-20: Any interest earned on investment of Measure I Transportation Sales Tax Funds must be deposited in the Special Measure I Transportation Sales Tax Fund. Any jurisdiction not electing to invest its Measure I funds but at the same time investing most of its other available funds should deposit the Measure I funds in a separate account to clearly indicate that no such monies were invested. If Measure I Transportation Sales Tax funds are invested, they must receive their equitable proration of interest earned on the total funds invested. Several methods are available to determine an equitable distribution of interest earned. Whatever method is employed, it will be analyzed during audit to determine reasonableness and confirm distribution to the Special Measure I Transportation Sales Tax Fund. It is recommended that a distribution based on average monthend cash balances be employed. In addition, if the interest distribution methodology allows for negative distributions, they will be disallowed. No interest charges based on negative cash and fund balances will be allowed.

Policy VVLS-21: Reimbursements of Measure I Transportation Sales Tax Funds previously expended for street and road construction or right-of-way purposes, from whatever source, must be deposited in the Special Measure I Transportation Sales Tax Fund. This includes but is not limited to:

- Federal Aid Urban projects

- Redevelopment agencies
- Cooperative agreements
- Right-of-way dispositions
- Federal and safety projects

Policy VVLS-22: Records

a. Source Documentation - On construction or purchase of right-of-way, all expenditures charged to the Measure I Transportation Sales Tax Fund must be supported by a warrant or other source document (invoice, requisition, time sheet, equipment rental charge, engineering plans, specifications and other pertinent data) clearly identifying the project and other pertinent data to establish a clear audit trail.

b. Retention Period - All source documents, together with the accounting records, are deemed to be the official records of the jurisdiction and must be retained by the jurisdiction for five (5) years.

Policy VVLS-23: If Measure I Transportation Sales Tax Funds are determined through the annual audit to have been used for ineligible expenses, the jurisdiction must repay those funds within six months of completion of the audit that discovered the ineligible use. If the jurisdiction is unable to repay those expenses through an internal transfer to the Measure I Transportation Sales Tax Fund from another source, then a Repayment Agreement must be approved by both the Jurisdiction and the SANBAG Board of Directors.

V. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	04/01/2009
1	Revisions adopted by the Board of Directors	Mo/Dy/Year

ATTACHMENT 3

San Bernardino Associated Governments	Policy	40016
Adopted by the Board of Directors	April 1, 2009	Revised
Rural Mountain/Desert Subareas Local Streets Program (MDLS) Measure I 2010-2040 Strategic Plan		Mn/Dy/Year
		Revision No.
		1

Important Notice: A hardcopy of this document may not be the document currently in effect. The current version is always the version on the SANBAG Intranet.

Note: This notice is only in effect when policy is posted to the SANBAG website.

Table of Contents

Purpose | References | Definitions | Revision History |

Note: This area is used to link to bookmarks inserted in the main paragraph headings.

I. PURPOSE

The purpose of this policy is to establish requirements for the Local Streets Programs for the Colorado River, Morongo Basin, Mountains, and North Desert subareas, including project eligibility, adoption of Five Year Plans by local jurisdictions, accounting requirements, and development mitigation requirements.

II. REFERENCES

Ordinance No. 04-01 of the San Bernardino County Transportation Authority, Exhibit A – Transportation Expenditure Plan

III. DEFINITIONS

Local Street Program: Measure I program in all subareas that provides funds through a pass-through mechanism directly to local jurisdictions for expenditure on street and road construction, repair, maintenance and other eligible local transportation priorities. Local Street Program funds can be used flexibly for any eligible transportation purpose determined to be a local priority, including local streets, major highways, state highway improvements, freeway interchanges, transit, and other improvements/programs to maximize use of transportation facilities.

Allocation: An action by the SANBAG Board of Directors to assign a specific amount of Measure I funds from a Measure I program to a project. The allocation decision is made annually by the Board of Directors by March of each year. Allocation of Local Street Program funds occur monthly as a direct pass-through to local jurisdictions.

Five Year Plan: A plan of projected local jurisdiction expenditures for the next five years on Local Street Projects eligible for Local Streets Program funds, updated annually and submitted to SANBAG by local jurisdictions.

IV. POLICIES FOR THE RURAL MOUNTAIN/DESERT SUBAREAS LOCAL STREETS PROGRAM

A. Local Streets Allocation

Policy MDLS-1: Each jurisdiction shall receive an allocation from 70% of the Measure I revenue, after reservation of 2% collected in the subarea for Project Development and Traffic Management Systems. The allocation methodology is determined based on:

- 50% population. The population estimate for making the per capita calculation shall be determined by SANBAG each year based on the State Department of Finance population estimate. Annual adjustments to the population estimates are made mid-year, based on availability of DOF estimates. Following approval of the population estimates by the Board, adjustments will be made to the local pass through fund allocations retroactive to January 1 of the year.
- 50% return to source. The sales tax estimates provided by the State Board of Equalization, updated quarterly based on the prior quarter's financial data, shall be used as the basis for making the return to source calculations.

Policy MDLS-2: Local jurisdictions shall not receive their Local Streets allocation until they have submitted their annual update of their Five Year Plan.

Policy MDLS-3: The Local Streets Allocation shall be remitted to local jurisdictions monthly.

Policy MDLS-4: Local Streets Allocations remitted from January 1 until such time as the State Department of Finance has issued their population figures and SANBAG has made the per capita calculation, shall be based on the prior year's calculation. Once the per capita calculation has been made, the calculation will be applied retroactively to January 1 and amounts received by local jurisdictions will be adjusted to account for the difference in the amount remitted during the retroactive period and the amount that should have been remitted adjusted for the new per capita calculation.

Policy MDLS-5: Local Streets Allocations sales tax generation portion will be based on the prior quarter's data. Because of the lag in receiving sales tax data from the Board of Equalization, the Sales Tax Generation calculations for that portion of the Local Streets Allocation will be calculated using the data from the prior quarter. (Example: During the months of January, February and March SANBAG will use the local sales tax generation figure derived from the fourth quarter of the previous calendar year.)

Policy MDLS-6: SANBAG will make the monthly allocations using the following procedure:

- a. Determine total amount of Measure I Sales Tax generated in the subarea from information submitted by the State Board of Equalization.
- b. Multiply the total Measure I Sales Tax received for the month by 0.68 to arrive at the total subarea Local Streets Allocation.
- c. Divide the Local Streets Program fund into two 50% pools of funding: Allocate the two pools of funding based on:
 - 1) a jurisdiction's population share of the entire subarea population.
 - 2) jurisdiction's share of sales tax generation within the total subarea.
- d. Add the population based component and the sales tax based component of each jurisdiction's allocation to arrive at the total Local Streets Allocation for each jurisdiction.
- e. Remit payment of Local Streets Program fund to local jurisdiction.

Policy MDLS-7: Upon each jurisdiction in a particular subarea making a finding that an increase in Senior and Disabled Transit Service is needed to meet the unmet transit needs of senior and disabled users, the Local Streets allocation may be reduced and that allocation may be shifted to the Senior and Disabled Transit Service Program for that subarea.

B. Development Fair Share Contribution

Policy MDLS-8: Development mitigation for Local Street projects in the Rural Mountain/Desert is required by Measure I 2010-2040 for all capacity improvement projects for transportation facilities as identified by a Traffic Impact Analysis (TIA) report as required by the Congestion Management

Program. The amount of the development mitigation for each project is defined by the traffic mitigation measures identified in the related TIA reports.

Policy MDLS-9: Annually as part of its audit of each jurisdictions' use of Measure I funds, SANBAG will specifically look to make sure that the development mitigation towards capacity improvements identified in TIAs is accounted for. If a material finding is made in the audit showing that a contribution of development mitigation was not made as identified by a TIA, then SANBAG may, as the Congestion Management Authority, withhold Section 2105 Gas Tax funds or Measure I Local Street Allocations until the jurisdiction shows that they are in compliance with the Congestion Management Plan.

C. Five Year Plan

Policy MDLS-10: Each local jurisdiction is required to annually adopt a Five Year Capital Improvement Plan which details the specific projects to be funded using Measure I Local Pass-Through Funds. Expenditures of Measure I Local Pass Through Funds must be detailed in the Five Year Capital Improvement Plan and adopted by resolution of the governing body.

Policy MDLS-11: Five Year Capital Improvement Plans shall:

- a. ~~Specifically identify road improvements to be funded by Measure I, signals, and intersection improvements by street name, boundaries, and project type, subject to eligibility requirements listed in Section D below. The following guidelines apply:~~

~~Project types may include pavement overlay, construction, reconstruction, widening, or other improvements.~~

- b. ~~In developing the Five Year Capital Improvement Plans, it is recommended that each jurisdiction~~ Constrain the total annual amount of the Measure I-planned expenditures to 150% of SANBAG's forecasted annual revenue for Measure I Local Pass-Through Funds for the adopting jurisdiction or County subarea, plus any fund balances and/or revenue resulting from bonds secured by Measure I revenue, and remaining balances from previous year allocations.

- c. Include no more than 50% of estimated annual new revenue to general program categories for pavement management programs, system improvements, and general maintenance or other miscellaneous categorical expenditures. Carryover fund balance shall not be used for general program categories.

A general program category is a program of work without any identified streets. If a line item in the Five Year Capital Improvement Plan includes a list of the streets to which it will apply, then it does not have to count as a general program category (i.e. a city-wide AC overlay program that lists the streets to be included in the program).

- b. ~~Five Year Capital Improvement Plans may include general program categories for pavement management programs, system improvements, and general maintenance. The maximum total expenditures of all general program categories in any year shall not exceed 50 percent of SANBAG's total annual forecast revenue for the jurisdiction or County subarea.~~

Policy MDLS-12: Any single project expenditure in excess of \$100,000 shall be listed as an individual project and shall not be included in a general program category. A project is defined as an eligible specific road improvement.

Policy MDLS-13: The Five Year Capital Improvement Plan shall be the basis for the annual audit. Jurisdictions will have flexibility in moving projects around in their Five Year Capital Improvement Plan based on the necessities of the jurisdiction. However, in order for a project to be eligible for expenditure of Local Streets funds, the project must be included in the Five Year Capital Improvement plan. A revised Capital Improvement Plan must be provided to SANBAG by the end

of each fiscal year if the project list has been changed in order for the projects to be eligible for expenditures of Local Streets funds.

D. Eligible Expenditures

Policy MDLS-14: Eligible expenditures include construction, maintenance, and overhead. Included below are definitions and types of eligible expenditures by category.

- a. Construction shall be defined as the building or rebuilding of streets, roads, bridges, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected including allocated administration and engineering necessarily incurred and directly related to the above.
 - 1) Removal of old street and roadbeds and structures, and detour costs when connected with a construction project.
 - 2) Change of alignment, profile, and cross-section.
 - 3) Addition of a frontage street or road.
 - 4) Original surfacing of shoulders.
 - 5) Installation of original traffic signs and markers on routes.
 - 6) Earthwork protective structures within or adjacent to the right-of-way area.
 - 7) Complete reconstruction or addition to a culvert.
 - 8) Reconstruction of an existing bridge or installation of a new bridge.
 - 9) Widening of a bridge.
 - 10) Installations or extensions of curb, gutter, sidewalks or underdrain (including improvements to handicap ramps to make them ADA compliant).
 - 11) Extensions and new installation of walls.
 - 12) Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to grade separation and ramps.
 - 13) Placing sufficient new material on soil surface, gravel street or road to substantially improve the quality of the original surface.
 - 14) Improvement of a surface to a higher type.
 - 15) Bituminous material of 1" or more placed on bituminous or concrete material. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
 - 16) Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.
 - 17) Stabilization of street or road base by additive, such as cement, lime or asphaltic material.
 - 18) Widening of existing street, roadbed or pavement, with or without resurfacing.
 - 19) Addition of auxiliary lanes such as speed change, storage, or climbing lanes.
 - 20) Resurfacing, stabilizing or widening of shoulders including necessary connections to side streets or road approaches.
 - 21) Installation or addition to landscape treatment such as sod, shrubs, trees, irrigation, etc.
 - 22) Extending old culverts and drains and replacing headwalls.
 - 23) Replacement of bridge rails and floors to a higher standard.
 - 24) Replacement of retaining walls to a higher standard.
 - 25) Replacement of all major signs or traffic control devices on a street or road.
 - 26) The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations.
 - 27) Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings.

- 28) Installation or expansion of street or road lighting system.
- 29) Replacement in kind, when legally required, of structures which are required to be relocated for street and road purposes.
- 30) Construction of bikeways when they are an integral part of the Public Streets and Highways System.
- 31) Extension or new installation of guardrails, fences, raised medians or barriers for traffic safety.
- 32) Painting or rearrangement of pavement striping and markings, or repainting to a higher standard.
- 33) Construction of pedestrian underpasses or overhead crossing for the general public use.
- 34) Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers, software and that portion of preemption equipment not mounted on motor vehicles.
- 35) Improvements on alleys that are on a formally designated city or county street and road system. Maintenance or construction on alleys that have been formally accepted into the city or county street system.

b. Maintenance shall be defined as the preservation and upkeep of a street or road to its constructed condition and the operation of a street or road facility and its integral services to provide safe, convenient and economical highway transportation. Examples of Maintenance include:

- 1) Scarifying, reshaping and restoring material losses.
- 2) Applying dust palliatives.
- 3) Patching, repairing, surface treating, and joint filling on bituminous or concrete surfaces.
- 4) Jacking concrete pavements.
- 5) Repair of traveled way and shoulders.
- 6) Bituminous material of less than 1" added to bituminous material including seal coats.
- 7) Remix existing bituminous surfacing with added materials to provide a total thickness of less than 1". (See exception under Construction, example 16.)
- 8) Patching operations including base restoration.
- 9) Resealing street or road shoulders and side street and road approaches.
- 10) Reseeding and resodding shoulders and approaches.
- 11) Reshaping of drainage channels and side slopes.
- 12) Restoration of erosion controls.
- 13) Cleaning culverts and drains.
- 14) Removing slides and restoring facilities damaged by slides. (Additional new facilities shall be considered construction.)
- 15) Mowing, tree trimming and watering.
- 16) Replacing top soil, sod, shrubs, trees, irrigation facilities, etc. on street and roadside.
- 17) Repairing curb, gutter, rip-rap, underdrain, culverts and drains.
- 18) Cleaning, painting and repairing bridges and structures.
- 19) All snow control operations such as the erection of snow fences and the actual removal of snow and ice from the traveled way.
- 20) Repainting of pavements, striping and marking to the same standards.
- 21) Repainting and repairing of signs, guardrails, traffic signals, lighting standards, etc.
- 22) Servicing lighting systems and street or road traffic control devices.
- 23) Furnishing of power for street and road lighting and traffic control devices.
- 24) Developing and maintaining programs which enhance management of transportation facilities such as travel demand models and pavement management programs.
- 24)25) Purchase of equipment used exclusively for road maintenance.

c. Overhead shall be defined as those elements of cost necessary in the production of an article or performance of a service which are of such a nature that the amount applicable to

the functions are not readily discernible. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service. Examples of overhead components are shown below and are comprised of costs which cannot be identified or charged to a project, unless an arbitrary allocation basis is used. Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead among all departments.

- 1) Payroll
- 2) Facilities
- 3) Advertising
- 4) General Government
- 5) Department Accounts/Finance
- 6) Procurement
- 7) Top Management
- 8) General Accounting/Finance
- 9) Personnel
- 10) Data Processing
- 11) Legal Costs

E. Ineligible Expenditures

Policy MDLS-15: Although many types of work may be classified as "construction," this does not make them automatically eligible for expenditures of Measure I funds. To be eligible, the work must be for street and road purposes.

a. Following is a list of the types of expenditures which are not eligible for financing with Measure funds:

- 1) Costs of rearranging non-highway facilities, including utility relocation, when not a legal road or street obligation.
- 2) New (first installation of) utilities, including water mains, sanitary sewers and other nonstreet facilities.
- 3) Costs of leasing property or right-of-way, except when required for construction work purposes on a temporary basis.
- 4) The costs of constructing or improving a street or area for parking purposes, except for the width normally required for parking adjacent to the traveled way and within the right-of-way, or when off-street parking facilities are constructed in lieu of widening a street to improve the flow of traffic.
- 5) Decorative lighting.
- 6) Park features such as benches, playground equipment, and rest rooms.
- 7) Work outside the right-of-way which is not a specific right-of-way obligation.
- 8) Equestrian under and overpasses or other similar structures for any other special interest group unless as a part of a right-of-way obligation.
- 9) Construction, installation or maintenance of cattle guards.
- 10) Acquisition of buses or other mass transit vehicles or maintenance and operating costs for mass transit power systems or passenger facilities, other than to specifically serve elderly and handicapped persons.
- 11) Maintenance or construction on alleys that have not been formally accepted into the city or county street system. Maintenance or construction on alleys which have not been formally designated as part of the a city or county street and road system.
- 12) 11) Non-street related salaries and benefits.
- 13) 12) Driveways outside of the street and road right-of-way.
- 14) 13) Electronic speed control devices or other non-highway related safety expenditures.

F. Accounting Requirements

Policy MDLS-16: Each local jurisdiction shall establish a Special Measure I 2010-2040 Transportation Sales Tax Fund. This fund is a special revenue fund utilized to account for proceeds of specific revenue sources that are legally restricted to expenditures for street purposes. Jurisdictions should use the modified accrual basis of accounting.

Policy MDLS-17: The following requirements are to provide guidance on the specific accounting treatment as it relates to the Special Measure I Transportation Sales Tax Fund.

- a. All apportionments shall be deposited directly into the Special Measure I Transportation Sales Tax Fund.
- b. Interest received by a jurisdiction from the investment of money in its Special Measure I Sales Tax Fund shall be deposited in the fund and shall be used for street purposes.
- c. Segregation must be maintained within the Special Measure I Transportation Sales Tax Fund to show separate balances for each subarea (County only).
- d. If other revenues are commingled in the Special Measure I Transportation Sales Tax Fund, it is the responsibility of the jurisdiction to provide accurate and adequate documentation to support revenue and expenditure allocation, as well as segregated balances.
- e. It is allowable to fund prior year expenditures with current year revenues and/or fund balance as long as funded projects are included in the adopted Five-Year Capital Improvement Program and accounting clearly identifies the project and other pertinent data to establish a clear audit trail.
- e-f. If a project is deemed ineligible in the annual Compliance Audit, the Measure I funds used on that project must be repaid to the Special Measure I Transportation Sales Tax Fund in accordance with Policy MDLS-21.

Policy MDLS-18: Any interest earned on investment of Measure I Transportation Sales Tax Funds must be deposited in the Special Measure I Transportation Sales Tax Fund. Any jurisdiction not electing to invest its Measure I funds but at the same time investing most of its other available funds should deposit the Measure I funds in a separate account to clearly indicate that no such monies were invested. If Measure I Transportation Sales Tax funds are invested, they must receive their equitable proration of interest earned on the total funds invested. Several methods are available to determine an equitable distribution of interest earned. Whatever method is employed, it will be analyzed during audit to determine reasonableness and confirm distribution to the Special Measure I Transportation Sales Tax Fund. It is recommended that a distribution based on average monthend cash balances be employed. In addition, if the interest distribution methodology allows for negative distributions, they will be disallowed. No interest charges based on negative cash and fund balances will be allowed.

Policy MDLS-19: Reimbursements of Measure I Transportation Sales Tax Funds previously expended for street and road construction or right-of-way purposes, from whatever source, must be deposited in the Special Measure I Transportation Sales Tax Fund. This includes but is not limited to:

- Federal Aid Urban projects
- Redevelopment agencies
- Cooperative agreements
- Right-of-way dispositions
- Federal and safety projects

Policy MDLS-20: Records

- a. Source Documentation - On construction or purchase of right-of-way, all expenditures charged to the Measure I Transportation Sales Tax Fund must be supported by a warrant or other source document (invoice, requisition, time sheet, equipment rental charge, engineering plans, specifications and other pertinent data) clearly identifying the project and other pertinent data to establish a clear audit trail.

b. Retention Period - All source documents, together with the accounting records, are deemed to be the official records of the jurisdiction and must be retained by the jurisdiction for five (5) years.

Policy MDLS-21: If Measure I Transportation Sales Tax Funds are determined through the annual audit to have been used for ineligible expenses, the jurisdiction must repay those funds within six months of completion of the audit that discovered the ineligible use. If the jurisdiction is unable to repay those expenses through an internal transfer to the Measure I Transportation Sales Tax Fund from another source, then a Repayment Agreement must be approved by both the Jurisdiction and the SANBAG Board of Directors.

V. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	04/01/2009
1	Revisions adopted by the Board of Directors	Mn/Dy/Year



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 15

Date: January 8, 2014

Subject: Interstate 15/Sierra Avenue Interchange Advance Expenditure Agreement

Recommendation:* That the Board of Directors, acting in its capacity as the San Bernardino County Transportation Authority:

Approve Advance Expenditure Agreement No. C14037 with the County of San Bernardino for Interstate 15/Sierra Avenue Interchange Interim Improvements.

Background: The Interstate 15/Sierra Avenue Interchange is the sixteenth highest priority in the Measure I 2010-2040 Valley Freeway Interchange Program. Since revenue from Measure I 2010-2040 is limited and currently not available for the Interstate 15/Sierra Avenue Interchange (Project), the County of San Bernardino is requesting approval of an Advanced Expenditure Agreement (AEA) for interim improvements that are currently underway. Approval of the AEA will allow the County of San Bernardino to use its own funds to implement the Project in advance of an allocation of Measure I funds, with the understanding that SANBAG will reimburse the County of San Bernardino for SANBAG's share of eligible Project expenditures with Measure I 2010-2040 Valley Freeway Interchange Program or other funds under SANBAG control at a later date in accordance with the Measure I 2010-2040 Strategic Plan Policy 40002 or through

Approved
 Board of Directors

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

<input type="checkbox"/>	COG	<input type="checkbox"/>	CTC	<input checked="" type="checkbox"/>	X	CTA	<input type="checkbox"/>	SAFE	<input type="checkbox"/>	CMA
--------------------------	-----	--------------------------	-----	-------------------------------------	---	-----	--------------------------	------	--------------------------	-----

Check all that apply
 BRD1401a-cs
<http://portal.sanbag.ca.gov/mgmt/APOR-Mgmt/Shared%20Documents/C14037.doc>

credit for the County of San Bernardino's local share on the future ultimate Interstate 15/Sierra Avenue Interchange Project.

The proposed improvements consist of signalizing and widening northbound and southbound ramp intersections at Sierra Avenue, widening Sierra Avenue from Riverside Avenue to north of southbound Interstate 15 off-ramp and drainage improvements. The proposed project work is considered to be part of an ultimate interchange configuration. The total cost of the project is estimated at \$2,750,000, and with a \$755,000 buy-down contribution from Caltrans, the net project cost is \$1,995,000. SANBAG's share is 19.7% or \$393,015 and the Developer Share is 80.3% or \$1,601,985.

This Agreement covers the terms of credit/reimbursement of the \$393,015 SANBAG Public Share contribution to the Project. Reimbursement of the remaining Rialto and Fontana development contribution shares to the County will be covered by separate agreement(s) among the various jurisdictions with a development share contribution. Additionally, Fontana is contributing \$263,000 to sewer line improvements that are not a required component of the Project.

The execution of an AEA does not obligate SANBAG to funding of additional phases within any particular timeframe.

Financial Impact: The Advance Expenditure process allows jurisdictions to pay for expenditures on interchange projects with their own funds, with an expectation of reimbursement for the public share from SANBAG according to the Measure I 2010-2040 Strategic Plan criteria. Repayment terms are defined in Strategic Plan Policy 40002 and in the Advance Expenditure Agreement. This item has no financial impact on the current SANBAG Budget. All staff activities are consistent with Task No. 0515, Measure I Valley Apportionment & Allocation.

Reviewed By: This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. This item and the AEA have been reviewed by the Contract Administrator and General Counsel.

Responsible Staff: Andrea Zureick, Director of Fund Administration and Programming



CONTRACT SUMMARY SHEET

Contract No. C 14037 Amendment No. _____

By and Between

San Bernardino County Transportation Authority and County of San Bernardino

Contract Description I-15 Sierra Avenue Advanced Expenditure Agreement

Board of Director's Meeting Date: January 8, 2014	
Overview of BOD Action: Approve Advanced Expenditure Agreement with the County of San Bernardino for the I-15/Sierra Interchange	
Is this a Sole-Source procurement? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CONTRACT OVERVIEW			
Original Contract Amount	\$	393,015.00	Original Contingency Amount
			\$ 0
Revised Contract Amount <i>Inclusive of prior amendments</i>	\$		Revised Contingency Amount <i>Inclusive of prior amendments</i>
			\$
Current Amendment Amount	\$		Contingency Amendment
			\$
TOTAL CONTRACT VALUE	\$	393,015.00	TOTAL CONTINGENCY VALUE
			\$
TOTAL BUDGET AUTHORITY (contract value + contingency)			\$ 393,015.00

Contract Start Date 1/8/14	Current Contract Expiration Date None – check 1/8/2019	Revised Contract Expiration Date
Has the contract term been amended? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - please explain.		

FINANCIAL INFORMATION	
<input type="checkbox"/> Budget authority for this contract currently exists in Task No. <u>0515</u> .	
<input type="checkbox"/> A Budget Amendment is required.	
How are we funding current FY? No funds will be paid out in FY13/14	
<input type="checkbox"/> Federal Funds	<input type="checkbox"/> State Funds
<input type="checkbox"/> Local Funds	<input type="checkbox"/> TDA Funds
<input checked="" type="checkbox"/> Measure I Funds	
Provide Brief Overview of the Overall Funding for the duration of the Contract: This is an AEA agreement committing SANBAG to repay, or give credit on the ultimate project, when the public share is available at some future date when MSI Valley Interchange Funds become available for Tier 2 interchanges.	
<input checked="" type="checkbox"/> Payable <input type="checkbox"/> Receivable	

CONTRACT MANAGEMENT INFORMATION
Check all applicable boxes:
<input type="checkbox"/> Retention? If yes, indicate % _____.
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE) Goal _____ %

Carrie Schindler	
Project Manager (Print Name) Andrea Zureick	11/21/13
Task Manager (Print Name) Andrea Zureick	Signature: Andrea Zureick Date: 11/22/13
Dir. of Fund Admin. & Programming (Print Name) Jessy Hill	Signature: Andrea Zureick Date: 11/22/13
Contract Administrator (Print Name) W SWARSKI	Signature: [Signature] Date: 11/26/13
Chief Financial Officer (Print Name)	Signature: [Signature] Date: 11/27/13

ADVANCED EXPENDITURE AGREEMENT NO. C14037

BETWEEN

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY

AND

COUNTY OF SAN BERNARDINO

FOR

Interim Improvements for the Interstate 15/Sierra Avenue Interchange

THIS AGREEMENT (herein referred to as this "Agreement") is made and entered into by and between the San Bernardino County Transportation Authority (hereinafter referred to as "SANBAG") and the County of San Bernardino (hereinafter referred to as "COUNTY"), collectively referred to as the "PARTIES".

WITNESSETH

WHEREAS, the Measure I 2010-2040 Expenditure Plan and the SANBAG Nexus Study identified freeway interchange projects eligible for partial funding from Measure I 2010-2040 revenues; and

WHEREAS, this Agreement is to be carried out in accordance with the policies in the Measure I 2010-2040 Strategic Plan; and

WHEREAS, SANBAG has determined that the Interstate 15/Sierra Avenue Interchange Project and construction expenditure phase are included in the SANBAG Nexus Study and is eligible to receive Measure I 2010-2040 Valley Freeway Interchange Program funds; and

WHEREAS, the SANBAG Nexus Study determines the fair-share percentages of the total estimated interchange improvement costs as: SANBAG – 19.7%, City of Rialto (RIALTO) – 52.2%, City of Fontana (FONTANA) – 22.5%, and COUNTY – 5.6%; and

WHEREAS, the State of California Department of Transportation (CALTRANS) and COUNTY wish to construct interim improvements to the Interstate 15/Sierra Avenue Interchange, which consist of signaling and widening northbound and southbound ramp intersections at Sierra Avenue, widening Sierra Avenue from Riverside Avenue to north of southbound Interstate 15 off-ramp, and drainage improvements (PROJECT), and FONTANA wishes to construct an

extension of existing Sierra Avenue sewer line and taper Sierra Avenue from two lanes to one lane at Riverside Avenue (SEWERLINE PROJECT); and

WHEREAS, COUNTY wishes to fund construction of the interim PROJECT prior to Measure I funds being available; and

WHEREAS, COUNTY, FONTANA and CALTRANS will enter into Construction Cooperative Agreement #08-1541 totaling \$3,013,000 for which CALTRANS will act as lead agency for the PROJECT with an estimated construction cost of \$2,750,000, of which CALTRANS will contribute \$755,000, and COUNTY will contribute \$1,995,000 toward PROJECT costs, and FONTANA will contribute \$263,000 toward the SEWERLINE PROJECT costs; and

WHEREAS, CALTRANS has fully funded and completed the design phase of the PROJECT; and

WHEREAS, COUNTY intends to advance all of the SANBAG, RIALTO, and FONTANA shares of the SANBAG Nexus Study fair-share PROJECT costs in exchange for reimbursement or credit on the future ultimate Interstate 15/Sierra Avenue Interchange Project equal to the advancement; and

WHEREAS, COUNTY intends to enter into a separate Development Mitigation Cooperative Agreement with RIALTO and FONTANA to coordinate all minority share development mitigation fair share contributions identified in Nexus Study; and

WHEREAS, since revenue from Measure I 2010-2040 is limited, SANBAG and COUNTY are entering into this Agreement, which will allow COUNTY to use its own funds to implement the PROJECT in advance of an allocation of Measure I funds, with the understanding that SANBAG will reimburse COUNTY for SANBAG share of eligible PROJECT expenditures with Measure I 2010-2040 Valley Freeway Interchange Program or other funds under SANBAG control at a later date in accordance with the Advance Expenditure Agreement (AEA) reimbursement policy in the Measure I 2010-2040 Strategic Plan Policy 40002 (POLICY) or through credit for the COUNTY share on the future ultimate Interstate 15/Sierra Avenue Interchange Project.

NOW, THEREFORE, SANBAG and COUNTY agree to the following:

SECTION I

SANBAG AGREES:

1. In accordance with the SANBAG Nexus Study to be responsible for 19.7% of the total eligible PROJECT costs that are incurred by COUNTY for an amount not to exceed \$393,015, as shown in Attachment A and hereby incorporated into this Agreement.
2. To reimburse, or provide credit on the future ultimate I-15/Sierra Interchange Improvement project, COUNTY for those eligible PROJECT expenses that are incurred by COUNTY for the PROJECT specific activities, as set forth in Attachment A to this

Agreement and as governed by the POLICY in the Measure I 2010-2040 Strategic Plan, as amended, as of the date of execution of this Agreement. Amendments to this reimbursement amount may be made by mutual agreement between SANBAG and COUNTY.

3. To reimburse or provide credit to COUNTY, subject to Article 1 and Article 2 of this Section I, in accordance with the POLICY and after COUNTY submits to SANBAG an original and two copies of the signed invoices in the proper form covering those actual allowable PROJECT expenditures that were incurred by COUNTY.
4. When conducting an audit of the costs claimed under the provisions of this Agreement, to rely to the maximum extent possible on any prior audit of CALTRANS, the State of California and/or COUNTY performed pursuant to the provisions of State and Federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to SANBAG when planning and conducting additional audits.

SECTION II

COUNTY AGREES:

1. To provide a lump sum payment to CALTRANS of \$1,995,000 toward PROJECT costs, which includes the COUNTY share of \$111,720, the FONTANA entire share of \$448,875, the RIALTO entire share of \$1,041,390, and the SANBAG entire share of \$393,015 in accordance with the SANBAG Nexus Study and as shown in Attachment A.
2. That only eligible PROJECT-specific work activities, as set forth in Attachment A, that conform to the SANBAG Nexus Study will be eligible for Measure I reimbursement or credit. COUNTY agrees that it will only request reimbursement or credit for eligible PROJECT-specific work activities and that reimbursement/credit will occur based on timelines governed by the POLICY in the Measure I 2010-2040 Strategic Plan, as amended, as of the date of execution of this Agreement.
3. To obtain from CALTRANS and submit to SANBAG an original and two copies of signed invoices for reimbursement or credit of those eligible PROJECT expenses according to the requirements specified in Attachment A. COUNTY further agrees and understands that SANBAG will not reimburse or credit COUNTY for any PROJECT expenditures that are not described in the PROJECT-specific work activities or that are in excess of the amount specified in Article 1 of Section I. Invoices shall be provided to SANBAG when credit is requested by the COUNTY as well as for direct reimbursement.
4. To repay to SANBAG any reimbursement for Measure I costs that are determined by subsequent audit to be unallowable within ninety (90) days of COUNTY receiving notice of audit findings, which time shall include an opportunity for COUNTY to respond to and/or resolve the finding. Should the finding not be otherwise resolved and COUNTY fails to reimburse moneys due SANBAG within ninety (90) days of audit finding, or

within such other period as may be agreed between both parties hereto, the SANBAG Board reserves the right to withhold future payments due COUNTY from any source under SANBAG's control.

5. To provide a share of total eligible PROJECT expenses as defined in Attachment A, after subtraction of the CALTRANS contribution, which represents the development share. Any credited funds per Section II., Article 1 shall have been from a development mitigation source or from an internal loan consistent with Policy 40005/VFI-24 in order for the credit to be earned.
6. The COUNTY commits to providing the COUNTY portion, RIALTO portion and FONTANA portion of the development share for the PROJECT under this Agreement. The COUNTY, RIALTO and FONTANA will enter separate agreement(s) whereby FONTANA and RIALTO will compensate COUNTY for their remaining development shares not covered by CALTRANS Construction Cooperative Agreement #08-1541. SANBAG shall be consulted on any subsequent agreement(s) between the COUNTY, RIALTO and FONTANA that propose the trade of development shares between the PROJECT and another interchange project. A copy of any agreement between the COUNTY, RIALTO and FONTANA that is related to this Agreement shall be provided to SANBAG within 30 days after its execution, for purposes of documentation and future reference.
7. To the extent possible, obtain copies from CALTRANS and maintain all source documents, books, and records connected with its performance under this Agreement for a minimum of five (5) years from the date of the Final Report of Expenditures submittal to SANBAG or until audit resolution is achieved, whichever is later, and to make all such supporting information available for inspection and audit by representatives of SANBAG. Copies will be made and furnished by COUNTY upon request.
8. To establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support COUNTY's request for reimbursement, payment vouchers, or invoices which segregate and accumulate costs of PROJECT work elements and produce monthly reports which clearly identify reimbursable costs, matching fund costs, indirect cost allocation, and other allowable expenditures by COUNTY.
9. To obtain information from CALTRANS so that the COUNTY can prepare a Final Report of Expenditures, including a final invoice reporting the actual eligible PROJECT costs expended by CALTRANS for those activities described in the work activities, and to submit that Report and invoice no later than 120 days following the completion of those expenditures. The Final Report of Expenditures, an original and two copies of which report shall be submitted to SANBAG, must state that these PROJECT funds were used in conformance with this Agreement and for those PROJECT-specific work activities described.

10. To have a PROJECT-specific audit completed by COUNTY, at SANBAG's option and expense, or an audit as described in Section I Article 4 upon completion of the PROJECT. The audit must state that all funds expended on the PROJECT were used in conformance with this Agreement.

SECTION III

IT IS MUTUALLY AGREED:

1. The Recitals stated above are true and correct, and are fully incorporated by this reference.
2. To abide by all applicable federal, state, and local laws and regulations pertaining to the PROJECT, including policies in the applicable program in the Measure I 2010-2040 Strategic Plan, as amended, as of the date of execution of this Agreement.
3. SANBAG's financial responsibility shall not exceed 19.7% of eligible expenditures as listed in Attachment A. Absent an amendment to this Agreement, reimbursement or credit for the PROJECT shall be limited to \$393,015, the public share of the estimated cost of the PROJECT for which funds have been allocated by the SANBAG Board of Directors, or to the actual cost, whichever is less. The Agreement shall be amended, if applicable, to incorporate the project cost information included in the most current SANBAG Board-adopted version of the Nexus Study.
4. Eligible PROJECT reimbursement shall include only those costs incurred by CALTRANS and COUNTY for PROJECT-specific work activities that are described in this Agreement and shall not include escalation or interest.
5. Neither SANBAG nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by COUNTY under or in connection with any work, authority or jurisdiction delegated to COUNTY under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, COUNTY shall fully defend, indemnify and save harmless SANBAG, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by COUNTY under or in connection with any work, authority or jurisdiction delegated to COUNTY under this Agreement. COUNTY is an authorized self-insured public entity for purposes of Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrants that through its program of self insurance, it has adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this agreement.
6. Neither COUNTY nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by SANBAG under or in connection with any work, authority or jurisdiction

delegated to SANBAG under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, SANBAG shall fully defend, indemnify and save harmless COUNTY, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by SANBAG under or in connection with any work, authority or jurisdiction delegated to SANBAG under this Agreement. SANBAG has and maintains policies of insurance for Professional Liability, General Liability, Automobile Liability and Workers' Compensation and warrants that it has adequate coverage or resources to protect against liabilities arising out of the performance of the terms, conditions or obligations of this Agreement.

7. This Agreement is expressly subordinated to any bonds, notes, certificates or other evidences of indebtedness involved in bond financings as are now outstanding or as may hereafter be issued by SANBAG.
8. This Agreement will be considered terminated upon reimbursement of eligible costs by SANBAG. The Agreement may also be terminated by SANBAG, in its sole discretion, in the event the PROJECT work described in Attachment A has not been initiated or let within twenty-four (24) months of the date of execution of this Agreement.
9. The terms of this Agreement represent the consent of the COUNTY to provide the full development share for the PROJECT required by the SANBAG Nexus Study and that failure to contribute the development share according to the terms of this Agreement does not obligate SANBAG to provide supplemental funds or otherwise remedy that failure. SANBAG may terminate this Agreement if the COUNTY fails to perform according to the terms of this Agreement and if this failure jeopardizes the delivery of the PROJECT according to the terms herein.
10. The Effective Date of this Agreement is the date that SANBAG executes this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

San Bernardino County
Transportation Authority

County of San Bernardino

By: _____
W. E. Jahn
President, SANBAG Board of
Directors

By: _____
Janice Rutherford
Chair, Board of Supervisors

Date: _____

Date: _____

APPROVED AS TO FORM

APPROVED AS TO FORM AND
PROCEDURE:

By: _____
Eileen Monaghan Teichert
SANBAG General Counsel

By: _____
Scott Runyan
Deputy County Counsel

Date: _____

Date: _____

[REDACTED]

Attachment A

**Interstate 15/Sierra Avenue Interim Interchange Improvements Project
Project Phase Scope, Cost, and Schedule**

Proposed Project Work:

Construct interim improvements to the Interstate 15/Sierra Avenue Interchange, which consist of signaling and widening northbound and southbound ramp intersections at Sierra Avenue, widening Sierra Avenue from Riverside Avenue to north of southbound Interstate 15 off-ramp, and drainage improvements.

Summary of Project Costs (Estimate):

Total Project Cost	\$2,750,000
<u>Caltrans Contribution</u>	<u>\$ 755,000</u>
Net Project Cost	\$1,995,000

Fontana contribution to Sewerline Project: \$263,000

Net Project Costs Distribution by Party:

SANBAG Public Share: 19.7% = \$1,995,000 X 19.7% = \$393,015
 Developer Share: 80.3% = \$1,995,000 X 80.3% = \$1,601,985
 (Shared: 52.2% RIALTO, 22.5% FONTANA & 5.6% COUNTY resulting in the following Nexus Shares of the total project cost)

COUNTY		
Nexus %	Contribution	Over contribution
5.60%	\$1,995,000	\$1,883,280

SANBAG		
Nexus %	Contribution	Credit/Reimburse to County
19.70%	\$0	\$393,015

This Agreement covers the terms of credit/reimbursement of the \$393,015 SANBAG Public Share contribution to the Project. Reimbursement of the remaining RIALTO and FONTANA Development Mitigation Contribution Shares to the County (\$1,041,390 and \$448,875, respectively) will be covered by separate agreement(s).

Proposed Project Phase Schedule (milestone delivery dates):

PS&E (Design completion)	11/8/12
Ready to List (RTL)	10/14/13
Advertise	10/28/13
Award Contract	11/20/13
Begin Construction	1/28/14
End of Construction	5/29/14



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 16

- Date:** January 8, 2014
- Subject:** Transit Stations Security Study California Transit Security Grant Program Application
- Recommendation:*** That the Board, acting as the San Bernardino County Transportation Commission:
1. Authorize staff to submit the Fiscal Year 2011/2012 and Fiscal Year 2012/2013 California Transit Security Grant Program Grant Application to fund the Transit Stations Security Study in the amount of \$250,000.
 2. Adopt Resolution No. 14-007 authorizing the Executive Director and/or his or her designee to execute any documents and take other actions necessary for the purpose of obtaining financial assistance provided by the California Office of Emergency Services under the grant program.
 3. Approve a Fiscal Year 2013/2014 budget amendment to Task No. 0352 General Commuter Rail decreasing State Transit Assistance Rail by \$250,000 and increasing it by the same amount of State Proposition 1B Security Funds.

Background: The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, costs

*

*Approved
Board of Directors*

Date: _____

Moved: _____ Second: _____

In Favor: _____ Opposed: _____ Abstained: _____

Witnessed: _____

COG	CTC	X	CTA	SAFE	CMA
-----	-----	---	-----	------	-----

Check all that apply.

associated with planning, engineering, construction management, environmental impact reports and assessments, architectural and other design work, and other security and safety-related projects approved by the California Office of Emergency Services (Cal OES). Cal OES, formally known as the California Emergency Management Agency (Cal EMA), administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP), California Transit Assistance Fund (CTAF).

Currently, security services at the Valley transit stations are provided by the cities in which the stations are located. At the end of each fiscal year, SANBAG reimburses the cities the cost for providing these security services. SANBAG plans to conduct a study in order to determine if there is a more efficient way to manage security at the various Valley transit stations. Approval of this item will give staff the authority to process the Fiscal Year 2011/2012 and 2012/2013 CTSGP grant application necessary to secure \$250,000 of CTSGP funding for the study.

Financial Impact: This item is not consistent with the adopted SANBAG Fiscal Year 2013/2014 Budget. A budget amendment is required for Task No. 0352 to replace \$250,000 State Transit Assistance Rail funds previously anticipated to fund this study with the CTSGP grant funds. The CTSGP grant does not require matching funds.

Reviewed By: This item was reviewed and recommended for approval (19-0-0) with a quorum of the Board present at the Board of Directors Metro Valley Study Session on December 12, 2013. SANBAG General Counsel has reviewed this item and the Resolution.

Responsible Staff: Andrea Zureick, Director of Fund Administration and Planning

RESOLUTION NO. 14-007

A RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION COMMISSION AUTHORIZING THE EXECUTIVE DIRECTOR TO APPLY TO THE CALIFORNIA OFFICE OF EMERGENCY SERVICES FOR CALIFORNIA TRANSIT SECURITY GRANT PROGRAM FUNDS UP TO \$250,000 FOR THE TRANSIT STATIONS SECURITY STUDY PROJECT AND TO EXECUTE NECESSARY DOCUMENTATION TO OBTAIN THE FUNDS AND ENSURE CONTINUED COMPLIANCE WITH THE REQUISITE ASSURANCES, AND STATE AND FEDERAL LAWS

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, the San Bernardino County Transportation Commission (Commission) is eligible to receive CTSGP funds; and

WHEREAS, Commission will apply for 2011/2012 and 2012/2013 CTSGP funds in an amount up to \$250,000 for the Transit Stations Security Study project; and

WHEREAS, Commission recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires Commission to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of Commission to execute documents, take actions necessary to obtain CTSGP funds from Cal OES, and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

*Approved
Board of Directors*

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

NOW, THEREFORE, the San Bernardino County Transportation Commission does hereby find, determine, resolve and order as follows:

Section 1. The above recitals are true and correct and are incorporated herein in full by this reference.

Section 2. Raymond Wolfe, Executive Director, and/or his designee, is hereby authorized to execute necessary documentation for and on behalf of Commission, a public entity established under the laws of the State of California, and take any actions necessary for the purpose of obtaining financial assistance provided by the California Office of Emergency Services under the CTSGP.

Section 3. This Resolution shall take effect upon adoption.

**DISCUSSION
ITEMS**



- San Bernardino County Transportation Commission
- San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency
- Service Authority for Freeway Emergencies

Minute Action

AGENDA ITEM: 18

Date: January 8, 2014

Subject: Status of San Bernardino Associated Governments (SANBAG) Financial Audit

Recommendation:* Receive SANBAG's Comprehensive Annual Financial Report (CAFR) on the Annual Financial Audit for Fiscal Year 2012/2013.

Background: The Joint Powers Agreement creating SANBAG, as well as the Single Audit Act and the U.S. Office of Management and Budget (OMB) require an annual audit be conducted of SANBAG and its affiliated organizations. The audit of the financial statements for Fiscal Year 2012/2013 is being conducted by the firm of McGladrey.

The financial audit includes four basic elements:

1. Audit of SANBAG's Basic Financial Statements;
2. Audit of the State Transit Assistance Fund of the County of San Bernardino;
3. Audit of the Local Transportation Fund of the County of San Bernardino;
4. Single Audit Compliance Reports in accordance the OMB; and
5. Management Letter

*

Approved
 Board of Directors

Date: _____

Moved: Second:

In Favor: Opposed: Abstained:

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE	X	CMA	X
-----	---	-----	---	-----	---	------	---	-----	---

Check all that apply.

McGladrey issued an unmodified opinion which indicates that there are no material errors or omissions on the financial statements. Highlights for the Fiscal Year 2012/2013 include the following:

- CAFR Format. The CAFR includes three main sections: Introductory, Financial, and Statistical:
 - The introductory section includes a letter of transmittal, Fiscal Year 2012 Certificate of Achievement for Excellence in Financial reporting, organization chart, and list of principal officials.
 - The financial section includes the Independent Auditor's report, management discussion and analysis, basic financial statements, and required supplementary information.
 - Statistical section includes financial trends, revenue capacity, debt capacity, demographic and economic information, and operating information.
- Fiscal Position. SANBAG's net position increased by \$17,565,522 due to program and general revenues exceeding expenses for the fiscal year. Fund balances decreased by \$16,740,487 mainly due to recognition of deferred inflows of resources (deferred revenue) since revenue is not recognized in the fiscal year due to the timing of receiving reimbursements from local, state, and federal agencies.
- Single Audit. Two findings relating to segregation of duties and procurement, and suspension and debarment have been corrected from the prior year. Finance implemented a list of procedures that includes month-end closing entries to identify preparer and reviewer to segregate key functions such as; bank reconciliation, approval of journal entries, and completion of monthly indirect allocation. Monthly reconciliations are performed for all cash and investment accounts. Also, SANBAG verifies suspension and debarment for all contracts.
- Management Letter. Per SANBAG's Finance Department request, McGladrey performed limited procedures to provide best practices for accounts payable and processing of vendor invoices:
 1. Continue providing a listing of outstanding invoices to all Directors and Project Managers to resolve any issues promptly with vendors.

2. Continue to provide a listing of outstanding invoices routed to Project Managers for approval and Finance follow up on the status.
3. Create a formal communication to all vendors regarding timing of invoicing.
4. Include specifications when invoices for services performed must be submitted to SANBAG to reduce lag time from when services are performed and the invoice is received.

The CAFR, State Transit Assistance Fund, Local Transportation Fund, Single Audit, GANN Limit, and Management Letter are distributed separately from this staff report to all Board members.

Financial Impact: This item has no direct impact on the budget. The audit contract costs are budgeted in the Indirect-General (0120) and TDA Administration (0502) tasks.

Reviewed By: This item was reviewed by the Audit Subcommittee on December 18, 2013.

Responsible Staff: William Stawarski, Chief Financial Officer

**AGENCY
REPORTS**



South Coast Air Quality Management District

21865 Copley Drive, Diamond Bar, CA 91765-4178
(909) 396-2000 • www.aqmd.gov

Members of the Governing Board:

December 13, 2013

Chairman
Dr. William A. Burke
Speaker of the Assembly
Appointee

To: Mayors and Councilmembers

Vice Chairman
Dennis R. Yates
Mayor, Chino
Cities of San Bernardino County

From: Dennis R. Yates
Mayor, City of Chino *Dennis Yates*
Vice Chairman, South Coast AQMD Governing Board /
Representative, Cities of San Bernardino County

Michael D. Antonovich
Supervisor, Fifth District
County of Los Angeles

Below are the agenda items and outcomes of the December 6, 2013 SCAQMD Governing Board meeting, and a preview of item(s) for discussion at the January 10, 2014 meeting.

Ben Benoit
Councilmember, Wildomar
Cities of Riverside County

PUBLIC HEARING ITEMS AT DECEMBER BOARD MEETING:

John J. Benoit
Supervisor, Fourth District
County of Riverside

No Public Hearing Items were on the agenda.

Joe Buscaino
Councilmember, 15th District
City of Los Angeles

PUBLIC HEARING(S) SET FOR JANUARY MEETING:

Michael A. Cacchiotti
Councilmember, South Pasadena
Cities of Los Angeles County/
Eastern Region

Amend Rule 1420.1 - Emission Standards for Lead and Other Toxic Air Contaminants from Large Lead-Acid Battery Recycling Facilities
Proposed Amended Rule 1420.1 establishes requirements for owners or operators of large lead-acid battery recycling facilities to reduce arsenic emissions and other key toxic air contaminant emissions. PAR 1420.1 includes requirements for ambient air concentration limits for arsenic, as well as hourly emission limits of arsenic, benzene, and 1, 3-butadiene. PAR 1420.1 also contains additional administrative, monitoring and source testing requirements for stack emissions. This action is to adopt the resolution: 1) Certifying the CEQA Environmental Assessment for Proposed Amended Rule 1420.1 – Emission Standards for Lead and Other Toxic Air Contaminants from Large Lead-acid Battery Recycling Facilities; and 2) Adopting Proposed Amended Rule 1420.1 – Emission Standards for Lead and Other Toxic Air Contaminants from Large Lead-Acid Battery Recycling Facilities.

Josie Gonzales
Supervisor, Fifth District
County of San Bernardino

Joseph K. Lyon, Ph.D.
Governor's Appointee

Judith Mitchell
Mayor Pro Tem, Rolling Hills Estates
Cities of Los Angeles County/
Western Region

Shawn Nelson
Supervisor, Fourth District
County of Orange

Dr. Clark E. Parker, Sr.
Senate Rules Appointee

Miguel A. Pulido
Mayor, Santa Ana
Cities of Orange County

c:/EOX/Yates/Yates_120613 newsltr



REPORT: Mobile Source Air Pollution Reduction Review Committee

FROM: Larry McCallon, SANBAG Representative to the MSRC

SYNOPSIS: Below is a summary of key issues addressed at the MSRC's meeting on November 21, 2013. The MSRC's next meeting is scheduled for Thursday, December 19, 2013, at 2:00 p.m. in Conference Room CC8.

Meeting Minutes Approved

The MSRC unanimously approved the minutes from its October 17, 2013 meeting.

Adoption of 2014 Meeting Schedule

The MSRC adopted its 2014 meeting schedule. The MSRC will continue to meet on the third Thursday of every month at 2:00 p.m. Its Technical Advisory Committee will continue to meet on the first Thursday of every month at 1:30 p.m., except for the months of January and December which have been moved to the second Thursday because of holiday conflicts. Both meetings are usually conducted in Room CC8.

Awards for FYs 2012-14 Alternative Fuel School Bus Incentives

As part of their FYs 2012-14 Work Program, the MSRC allocated \$2 million towards incentives for alternative fuel school buses. Qualified vendors would administer the incentive program, which provides \$31,000 for each full-size Type D CNG school bus and \$9,000 for each conventional body Type C propane school bus, the latter of which is typically used for special needs students. Last month through an RFQ process the MSRC deemed eligible two school bus vendors, A-Z Bus Sales which offers Thomas Built buses and BusWest which offers Bluebird buses, to offer buy-down incentives to qualifying school districts or private pupil transportation providers. Contract awards, however, would be made based on actual purchase orders as they are received by the vendors, and subject to MSRC and SCAQMD Board approval. At its November 21, 2013 meeting, the MSRC considered and unanimously approved an initial request from A-Z Bus Sales for an award in the amount of \$36,000 to provide incentives for Tumbleweed Transportation, which submitted a purchase order for four Type C propane buses. The SCAQMD Board

will consider this award to A-Z Bus Sales at its December 6, 2013 meeting. At its November 21, 2013 meeting, the MSRC at this time also reaffirmed its decision to provide incentives for only Type C and Type D alternative fuel school buses.

Award to Implement FYs 2012-14 Alternative Fuel Infrastructure Program

As part of their FYs 2012-14 Work Program, the MSRC allocated \$7.5 million in funding on a first-come, first-served basis for new and expanded natural gas stations as well as the upgrade of existing vehicle maintenance facilities to accommodate gaseous-fueled vehicles up to a 50 percent cost-share of eligible costs. To implement this program the MSRC released a PA, which includes a geographic minimum of \$500,000 per county and has an open application period from September 6, 2013, through September 26, 2014. The maximum MSRC funding per project for new and expanded natural gas stations would range from \$100,000 to \$275,000 depending upon whether the applicant is a public or private entity, accessibility level of the proposed project, the number of fuels offered, and whether the natural gas used is produced from a renewable source. The maximum MSRC funding for facility upgrades would be \$75,000 per facility. At its November 21, 2013 meeting, the MSRC considered and unanimously approved awards for 12 applications totaling \$1.4 million. The SCAQMD Board will consider these awards under the Alternative Fuel Infrastructure Program at its December 6, 2013 meeting. Additional awards are anticipated and will be subject to approval by the MSRC and SCAQMD Board at a future date.

Awards to Implement FYs 2012-14 Local Government Match Program

As part of their FYs 2012-14 Work Program, the MSRC allocated \$11 million to implement its popular Local Government Match Program and released a Program Announcement with an open application period from October 15, 2014 to February 28, 2014. Eligible categories for consideration on a first-come, first-served basis providing dollar-for-dollar co-funding included medium- and heavy-duty alternative fuel vehicles, alternative fuel infrastructure projects, EV charging infrastructure, regional street sweeping in the Coachella Valley, and bicycle projects, the latter of which was a new category. The PA includes a geographic minimum per county of \$1.375 million. The intent of this program is to encourage cities and counties to spend down their AB 2766 City Subvention Funds by offering matching funds but if they have diligently committed or expended their AB 2766 funds they can apply for match funding using other funding sources up to \$400,000. At its November 21, 2013 meeting, the MSRC considered awards requesting a total of \$10,109,183 for 25 applications, which had been received on the first and second day of the PA's open application period. Only the County of Los Angeles submitted sufficient eligible applications to meet its geographic minimum. The MSRC unanimously approved awarding \$10,109,183 to fully fund all 25 applications. Additionally, to ensure that sufficient funds would be available to meet county minimums when the PA closes on February 28, 2014, the MSRC allocated additional funding to the Local Government Match Program in the amount of \$1,076,000 from the unallocated

fund balance. The SCAQMD Board will consider these awards under the Match Program at its December 6, 2013 meeting.

Award to Implement FYs 2012-14 Event Center Transportation Program

As part of their FYs 2012-14 Work Program, the MSRC allocated \$4 million towards the implementation of programs to provide transportation service for venues not currently served by sufficient transportation service. Seven awards totaling \$3,360,225 have previously been approved under this program, which has an open application period from March 1, 2013 through September 30, 2014. At its November 21, 2013 meeting, the MSRC considered and unanimously approved an award in the amount of \$49,203 to the Southern California Regional Rail Authority (SCRRA) to implement special Metrolink service for the 2014 NASCAR Spring Cup Series at the Auto Club Speedway. The service would provide dedicated Metrolink service on the final day of the event, using locomotives powered by Tier-2 rated engines or better, on three different rail lines, with the majority of stops within SCAQMD's jurisdiction. SCRRA and the Auto Club Speedway will together provide match funding of \$262,400 for service implementation and advertising and marketing purchases. The SCAQMD Board will consider this award to SCRRA at its December 6, 2013 meeting.

Clean Transportation Policy Update

The MSRC's Outreach Coordinator, The Better World Group, periodically prepares a Clean Transportation Policy Update on key legislative and regulatory initiatives of potential interest to the MSRC. These updates are very informative and include links to obtain more information about each issue. The most current update can be found here: http://www.cleantransportationfunding.org/info_center/policy_update.

Received and Approved Final Report

The MSRC received and approved one final report summary this month for Orange County Transportation Authority Contract #MS12022, which provided \$342,340 to implement Express Bus Service for the 2012 Orange County Fair. A two-page summary of this closed project can be viewed in the electronic library on the MSRC's website at www.CleanTransportationFunding.org.

**ADDITIONAL
INFORMATION**

APPOINTING/ELECTING AUTHORITY	REGIONAL COUNCIL (12:00 noon)	POLICY COMMITTEES (Regional Council Members Serve on One Each) (Subregional Appointments) (County Commissions Appoint One to TC) (10:00 a.m.)		
		Community, Economic, and Human Development	Energy and Environment	Transportation
District 6 (Grand Terrace, Colton, Loma Linda, Redlands, Yucaipa) District 7 (San Bernardino, Highland) District 8 (Rialto, Fontana) District 9 (Rancho Cucamonga, Upland, Montclair) District 10 (Chino, Chino Hills, Ontario) District 11 (Barstow, Big Bear, Needles, Twentynine Palms, Yucca Valley) District 65 (Adelanto, Apple Valley, Hesperia, Victorville) San Bernardino County	J. Harrison L. McCallon D. Robertson P. Eaton E. Graham B. Jahn R. McEachron G. Oviitt A. Wapner	J. Harrison L. McCallon B. Jahn	D. Robertson E. Graham	P. Eaton R. McEachron G. Oviitt A. Wapner F. Navarro B. Stanton
†SANBAG Acting as County Transportation Commission	A. Wapner			
SANBAG Subregional Appointees* *One appointee to each policy committee for a total of three appointees per subregion, plus one additional appointee for every SCAG District over three in the subregion. SANBAG has a total of seven subregional appointees to the policy committees.		Julie McIntyre Ray Musser Ed Paget	Diane Williams Vacant (James Ramos)	

Rules of Appointment

1. SANBAG policy stipulates that all SANBAG appointees be SANBAG Board Members.
2. SCAG President appoints Regional Council members to Standing and Policy Committees.

Terms of Appointment

Terms of appointment are two years, commencing on adjournment of the annual General Assembly in May of each year. Even-numbered District representatives' terms expire in even-numbered years; odd-numbered District representatives expire in odd-numbered years. †SANBAG's Regional Council Representative serves a two-year term from the date of appointment.

Stipend Summary

SCAG Regional Council members receive a \$120 stipend for attendance and travel to SCAG sponsored meetings. Regional Council members may also receive reimbursement for public transit expenses or a mileage reimbursement. Parking is validated at SCAG's downtown Los Angeles office for RC members. RC members are eligible to receive up to six (6) per diem stipends per month. Both RC members and Subregional Appointees, if eligible, may receive reimbursement (\$150 + taxes) for lodging (please review SCAG rules before making expenditure). Subregional Appointees shall receive a \$120 stipend for up to four Policy or Task Force meetings per month.

Meeting Information

The regular meetings of SCAG Regional Council and Policy Committees are on the 1st Thursday of each month at the SCAG offices located at 818 West 7th Street, 12th Floor in Los Angeles. Generally, the Policy Committee meetings start at 10 AM and Regional Council meetings start at 12:15 PM.

Policy Committees

Community, Economic, and Human Development: Provides policy recommendations to the Regional Council on subjects of housing, land use, resource, economic, community development, infrastructure, employment, and regional disaster preparedness issues. Reviews and recommends to the Planning Committee revisions to the Housing, Economy, Growth Management, Human Resources, and Finance Chapters of the Regional Comprehensive Plan and Guide.

Energy and Environment: Acts as the policy advisory committee to the Regional Council on environmental issues, including air and water, hazardous, solid waste management, natural resources conservation, and energy conservation. Reviews the Environmental Impact Report of the Regional Comprehensive Plan and Guide. Provides recommendations to the Planning Committee on state and federal legislative proposals and administrative guidelines affecting environmental quality, resource conservation.

Transportation and Communications: Acts as the policy advisory committee to the Regional Council on all regional matters pertaining to the movement of goods and people on land, water, and air. Reviews and recommends to the Regional Council all major utility development plans. Addresses the location, size, or capacity, timing, and impact of facilities.

SANBAG Ad Hoc Committees

COMMITTEE	PURPOSE	MEMBERSHIP
<p>Audit Subcommittee of the General Policy Committee In November 2008, the Board approved the creation of an Audit Subcommittee of the General Policy Committee to strengthen the financial oversight function of the Board. Additional SANBAG Board Members may be appointed annually at the discretion of the Board President.</p>	<p>The responsibilities of the Audit Subcommittee shall be to:</p> <ul style="list-style-type: none"> • Provide a direct contact between the independent auditor and the Board of Directors before, during and after the annual audit. • Work with the auditor and SANBAG staff on reviewing and implementing practices and controls identified in the annual audit. 	<p>Audit Subcommittee (for FY 2012-2013 Audit) - SANBAG President – Bill Jahn, Big Bear Lake - Vice President – L. Dennis Michael, Rancho Cucamonga - Immediate Past President – Janice Rutherford, Supervisor - Presidential Appointment – Walt Stanckiewicz, Grand Terrace</p>
<p>Ad Hoc Committee on Litigation with San Bernardino County Flood Control District In January 2007, the SANBAG President was authorized to appoint an ad hoc review committee of SANBAG Board Members who do not represent local jurisdictions party to the San Bernardino County Flood Control District vs. SANBAG litigation relative to the Colonies Development.</p>	<p>Review and provide guidance on litigation with San Bernardino County Flood Control District regarding the Colonies Development and the Cactus Basin in Rialto.</p>	<p>Pat Morris, San Bernardino, Chair Larry McCallon, Highland Richard Riddell, Yucaipa</p>
<p>Bylaws In July 2012, the SANBAG Board President appointed this ad hoc committee to review SANBAG's bylaws and recommend changes to modernize SANBAG's governance document.</p>	<p>Review SANBAG's bylaws and make recommendations to the Board on any necessary changes.</p>	<p>Rhodes "Dusty" Rigsby, Loma Linda - Chair Mike Leonard, Hesperia Larry McCallon, Highland Pat Morris, San Bernardino</p>
<p>Budget Process In July 2012, the SANBAG Board President appointed this ad hoc committee to review SANBAG's budget preparation process and final budget document and make recommendations to help improve communication and transparency of SANBAG's budget to elected officials and the general public.</p>	<p>Review SANBAG's budget adoption process and final budget document and make recommendations on changes to improve the process and the final budget document to make them more useful and informative to Board Members and the public.</p>	<p>Ray Musser, Upland – Chair Mike Podegracz, P.E. – City Manager, City of Hesperia Sam Racadio – Council Member, City of Highland Kevin Ryan - Principal Transportation Planner, City of Fontana</p>
<p>Contracting Process In July 2012, the SANBAG Board President appointed this ad hoc committee to strengthen SANBAG's procurement policies and procedures.</p>	<p>Review SANBAG's contracting policies and procedures and make recommendations to improve them.</p>	<p>Michael Tahan, Fontana - Chair Robert Lovingood, Supervisor Julie McIntyre, Barstow Walt Stanckiewicz, Grand Terrace Alan Wapner, Ontario Dennis Yates, Chino</p>

SANBAG Ad Hoc Committees

COMMITTEE	PURPOSE	MEMBERSHIP
<p>Legislative In March 2013, the SANBAG Board President appointed this ad hoc committee. This committee will consist of the SANBAG Board Officers.</p>	<p>Review proposed legislation at the state and federal level. Provide direction to staff on positions consistent with the Board-adopted legislative platform.</p>	<p>President – Bill Jahn, City of Big Bear Lake Vice President – L. Dennis Michael, Rancho Cucamonga Immediate Past President – Janice Rutherford, Supervisor</p>
<p>Right of Way In February 2013, the SANBAG Board President appointed this ad hoc committee.</p>	<p>Review Right of Way policies and make recommendations on changes and signature authority limits.</p>	<p>Curt Emick, Apple Valley James Ramos, Supervisor Deborah Robertson, Rialto Michael Tahan, Fontana</p>
<p>Transit Review Ad Hoc Committee In July 2013, the SANBAG Board President appointed this ad hoc committee.</p>	<p>Review transit agency efficiencies and maximize transit funding.</p>	<p>Janice Rutherford, Supervisor – Chair Jim Harris, Twentynine Palms Robert Lovingood, Supervisor Ryan McEachron, Victorville L. Dennis Michael, Rancho Cucamonga Dusty Rigsby, Loma Linda Alan Wapner, Ontario</p>

SANBAG Technical Advisory Committees

COMMITTEE	PURPOSE	MEETING SCHEDULE
<p>Transportation Technical Advisory Committee (TTAC) Committee membership consists of a primary staff representative of each SANBAG member agency designated by the City Manager or County Administrative Officer.</p>	<p>SANBAG's Transportation Technical Advisory Committee was formed by SANBAG management to provide input to SANBAG staff on technical transportation-related matters and formulation of transportation-related policy recommendations to the SANBAG Board of Directors. The TTAC is not a Brown Act committee.</p>	<p>Generally meets on the first Monday of each month at 1:30 PM, at SANBAG.</p>
<p>City/County Manager's Technical Advisory Committee (CCM TAC) The committee is made up of up to two representatives of the County Administrator's Office and the city manager or administrator from each city and town in the County.</p>	<p>SANBAG's City/County Manager's Technical Advisory Committee was established in the Joint Powers Authority that established SANBAG. The primary role of the committee is to provide a forum for the chief executives of SANBAG's member agencies to become informed about and discuss issues facing SANBAG. It also provides a forum for the discussion of items of mutual concern and a way to cooperate regionally in addressing those concerns. The CCM TAC is a Brown Act Committee.</p>	<p>Meets on the first Thursday of each month at 10:00 AM, at SANBAG.</p>
<p>Public and Specialized Transportation Advisory and Coordinating Council (PASTACC) Membership consists of 13 members appointed by the SANBAG Board of Directors 6 representing Public Transit Providers 1 representing County Dept. of Public Works 1 representing the Consolidated Transportation Services Agency 5 representing Social Service Providers</p>	<p>Subject to the Transportation Development Act (TDA) Section 99238 - establishes PASTACC's statutory responsibilities: (1) Review and make recommendations to SANBAG on annual Unmet Transit Needs, Federal Transit Administration and Measure I Program applications and reports. (2) Assist SANBAG in developing public outreach approach on updating the Coordinated Public Transit/Human Services Transportation Plan and disseminate information in reference to State law and recommendations as they relate to transit and specialized transit. (3) Monitor and make recommendations on Federal regulatory processes as they relate to transit and specialized transit. (4) Address any special issues of PASTACC voting and non-voting members. The PASTACC is a Brown Act committee.</p>	<p>Meets the second Tuesday every other even month at 10:00 AM, at SANBAG.</p>
<p>Planning and Development Technical Forum (PDTF) Committee membership consists of a primary staff representative of each SANBAG member agency designated by the City Manager or County Chief Executive Officer.</p>	<p>The SANBAG Planning and Development Technical Forum was formed by SANBAG management to provide an opportunity for interaction among planning and development representatives of member agencies on planning issues of multijurisdictional importance. The PDTF is not a Brown Act Committee.</p>	<p>Meets the 4th Wednesday of each month at 2:00 p.m. at the Depot (in the SCAG Office).</p>

SANBAG Technical Advisory Committees

COMMITTEE	PURPOSE	MEETING SCHEDULE
<p>Project Development Teams</p>	<p>Project Development Teams (PDTs) are assembled for all major project development activities by SANBAG staff. Teams are generally composed of technical representatives from SANBAG, member jurisdictions appropriate to the project, Caltrans, and other major stakeholder entities that have significant involvement in the project. PDTs make recommendations related to approaches to project development, evaluation of alternatives, and technical solutions. PDTs meet on a regular basis throughout the project phase to review progress and to provide technical input required for project development. The PDTs are not Brown Act Committees.</p>	<p>Varies with the PDT, at SANBAG.</p>

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
S RTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments

San Bernardino Associated Governments



MISSION STATEMENT

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993
Reaffirmed March 6, 1996