



## San Bernardino Associated Governments

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

## Mountain/Desert Policy Committee

### March 20, 2015

### 9:30 AM

#### Location

*Town of Apple Valley*

14975 Dale Evans Parkway, Apple Valley, CA 92307

### Mountain/Desert Policy Committee Membership

#### Chair

*Ryan McEachron, Council Member  
City of Victorville*

*Julie McIntyre, Mayor  
City of Barstow*

*Joel Klink, Mayor  
City of Twentynine Palms*

#### Vice Chair

*Robert Lovingood  
Board of Supervisors*

*Bill Jahn, Mayor Pro Tem  
City of Big Bear Lake*

*George Huntington, Mayor  
Town of Yucca Valley*

*Rick Kerr, Mayor  
City of Adelanto*

*Mike Leonard, Council Member  
City of Hesperia*

*James Ramos  
Board of Supervisors*

*Curt Emick, Council Member  
Town of Apple Valley*

*Ed Paget, Mayor  
City of Needles*

*Janice Rutherford  
Board of Supervisors*

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

**AGENDA**

**Mountain/Desert Policy Committee**

**March 20, 2015  
9:30 AM**

**Location  
Town of Apple Valley  
14975 Dale Evans Parkway, Apple Valley, CA 92307**

**CALL TO ORDER**

(Meeting Chaired by Ryan McEachron)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications – Alicia Johnson

**Possible Conflict of Interest Issues**

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.

**1. Information Relative to Possible Conflict of Interest**

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

**This item is prepared monthly for review by SANBAG Board and Committee members.**

**CONSENT CALENDAR**

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

**Consent - Project Delivery**

**2. Construction Contract Change Orders to on-going SANBAG Construction Contracts in the Mountain/Desert Region with Security Paving Company, Inc. and Skanska USA Civil West.**

Receive and file change order report.

**Garry Cohoe**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

## DISCUSSION ITEMS

### Discussion - Administrative Matters

#### **3. Review Financial Audit for Transit Operator**

That the Committee recommend the Board review and receive the financial report for Barstow Area Transit for Fiscal Year 2012/2013.

**Hilda Flores**

**This item is scheduled for review by the Commuter Rail and Transit Committee on March 12, 2015.**

#### **4. Review Financial Audits for Transit Operators**

That the Committee recommend the Board review and receive the following Operator financial reports for Fiscal Year 2013/2014:

- Mountain Area Regional Transit Authority
- Morongo Basin Transit Authority
- Barstow Area Transit
- Victor Valley Transit Authority

**Hilda Flores**

**This item is scheduled for review by the Commuter Rail and Transit Committee on March 12, 2015. Each Operator has or is scheduled to present the financial reports to their respective board.**

#### **5. SANBAG Fiscal Year 2015/2016 Budget – Mountain/Desert Policy Committee Task Review**

That the Mountain/Desert Policy Committee recommend the Board review and provide direction relative to proposed tasks to be included in the Fiscal Year 2015/2016 Budget and the Measure I Mountain/Desert Administrative Revenue Distribution for the Fiscal Year 2015/2016 Budget.

**Andrea Zureick**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

### Discussion - Project Delivery

#### **6. Express Lanes Tolling Policy and Toll Revenue Policy**

That the Mountain/Desert Policy Committee recommended the Board, acting in its capacity as the San Bernardino County Transportation Commission:

Approve the Express Lane tolling policies included in Table 1, and approve the toll revenue policies included in Table 2.

**John Meier**

**The preliminary tolling policies and toll revenue policies have been reviewed by the I-10 and I-15 Joint Sub-Committee on January 15, 2015 and February 12, 2015. This item was reviewed by the City/County Manager's Technical Advisory Committee on March 5, 2015 and the Transportation Technical Advisory Committee on March 2, 2015. This item is scheduled to be reviewed by the Board of Directors Metro Valley Study Session on March 12, 2015.**

## **7. Release Request for Proposal for US-395 Phase I Right-of-Way Services**

That the Mountain/Desert Policy Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

Approve the release of Request for Proposal No. 15-1001188 for Right-of-Way Services for the US-395 Phase I Project.

**Paula Beauchamp**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Procurement Manager have reviewed this item and a draft of the RFP.**

## **Discussion - Regional/Subregional Planning**

### **8. Congestion Management Program Cost Allocation**

That the Mountain/Desert Policy Committee recommend the Board, acting as the San Bernardino County Congestion Management Agency:

A. Approve the 2013/2014 Congestion Management Program Cost Allocation.

B. Approve Mountain/Desert Subarea Jurisdiction Invoicing for Shares.

**Timothy Byrne**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**

## **Comments from Board Members**

Brief comments from Board Members

## **Public Comment**

Brief comments by the General Public

## **ADJOURNMENT**

## **Additional Information**

Attendance

SANBAG Entities

Meeting Procedures and Rules of Conduct

General Practices for Conducting Meetings

Acronym List

Mission Statement

**The next Mountain/Desert Policy Committee Meeting will be April 17, 2015**

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (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:*** March 20, 2015

***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:

Item No.	Contract No.	Principals & Agents	Subcontractors
2	C13001	Security Paving Company, Inc. <i>Joseph Ferndino</i>	Cal-Stripe, Inc. Pacific Restoration Group Statewide Traffic Safety and Signs Flatiron Electric Group, Inc. Tahlequah Steel, Inc. Dywidag-Systems Int. Crown Fence Company Tipco Engineering, Inc.
2	C13149	Skanska Civil, USA <i>Jeffrey Langvin</i>	Ace Fence Company Austin Enterprises BC Traffic Specialist Diversified Landscape Company Dywidag-Systems Int. Ferreira Construction Company, Inc. Stroer & Graf Hard Hat Sweeping Statewide Traffic Safety and Signs Tahlequah Steel, Inc. Techno Coatings Under Ground Manholes

*Entity: CMA, COG, CTA, CTC, SAFE*

Mountain-Desert Committee Agenda Item

March 20, 2015

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***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.

***Responsible Staff:***

Andrea Zureick, Director of Fund Administration

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Approved  
Mountain-Desert Committee  
Date: March 20, 2015

Witnessed By:

## *Minute Action*

### AGENDA ITEM: 2

**Date:** *March 20, 2015*

**Subject:**

Construction Contract Change Orders to on-going SANBAG Construction Contracts in the Mountain/Desert Region with Security Paving Company, Inc. And Skanska USA Civil West.

**Recommendation:**

Receive and file change order report.

**Background:**

Of SANBAG's two on-going Construction Contracts in the Mountain/Desert region, both have had Construction Change Orders (CCO's) approved since the last reporting to the Mountain/Desert Policy Committee. The CCO's are listed below.

A. Contract Number (CN) C13001 with Security Paving Company for construction of the I-15 Rancho Road Interchange project: CCO No. 91 (\$1,485.00 increase for installation of drainage inlet markers as requested by the City of Hesperia), CCO No. 92 (\$10,000.00 increase for reconstruction of the concrete anchor slab for the REACT Crash Cushion as required by the Caltrans Safety review), CCO No. 93 (\$5,000.00 increase for dredging infiltration basins to mitigate environmental issues due to an inadequate percolation rate while the Designer develops an ultimate solution), CCO No. 94 (\$3,119.60 increase to compensate contractor for filing fees for the Annual Permit with the State Water Resources Control Board), CCO No. 95 (\$3,708.10 decrease due to revisions of the slope paving and architectural treatments on the embankment at bridge abutment 3), CCO No. 96 (\$5,812.00 increase for revisions to the Metal Beam Guard Rail on the southbound I-15 on ramp and associated utility potholing required to verify proper clearance for installation), CCO No. 98 (\$2,229.60 increase for changes to freeway entrance signs for compliance with Caltrans standards), CCO No. 99 (\$50,000.00 increase for replacement of ramp lighting poles not conforming to Caltrans standards), CCO No. 100 (\$41,966.40 increase for adding chain link fencing atop concrete barrier installed along the north side of bridge structure as requested by Caltrans), CCO No. 102 (\$10,000.00 increase for relocating ramp metering cabinets to accommodate visual observation of signal while programming the controllers as requested by Caltrans), CCO No. 104 (\$63,392.00 increase for placing stamped concrete in-lieu of landscaping in median island on Rancho Road as requested by the City of Hesperia) and CCO No. 105 (\$3,161.40 increase for the installation of pedestrian barricades on Rancho Road as required by the Caltrans Safety review).

B. CN C13149 with Skanska USA Civil West for construction of the Lenwood Road Grade Separation project: CCO No. 7 Supplement 1 (\$12,833.31 in additional funds for adding fractured fin treatment of the bridge abutments and wingwalls) and CCO No. 15 Supplement 1 (\$10,000.00 in additional funds for mitigation measures associated with abandoned asbestos-wrapped utility lines within the project limits).

*Entity: CMA*

Mountain-Desert Committee Agenda Item

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***Financial Impact:***

This item imposes no financial impact, as all CCO's are within previously approved contingency amounts under Task No. 0881 and No. 0890.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Garry Cohoe, Director of Project Delivery

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Approved  
Mountain-Desert Committee  
Date: March 20, 2015

Witnessed By:

Mountain Desert Policy Committee  
Construction Change Orders Log

<b>I-15 Rancho Road Interchange - Executed Change Orders</b>		
Number	Description	Amount
1	Traffic Control	\$ 30,000.00
1 - S1	Traffic Control	\$ 200,000.00
2	Partnering	\$ 20,600.00
3	Dust Palliative	\$ 5,000.00
4	Apprentice Program	\$ 8,000.00
5	Dispute Resolution	\$ 15,000.00
6	Relocate Additional Joshua Trees	\$ 42,500.00
7	Temporary Silt Fence, Item 8	\$ 16,352.00
8	Shared Water Pollution Control Maintenance	\$ 8,000.00
8 - S1	Shared Water Pollution Control Maintenance	\$ 10,000.00
9	Relocate Right-of-Way Fence	\$ 63,520.00
10	Additional Drainage Work	\$ 6,942.86
11	VOID - County Water Line	\$ 0.00
13	Maintain Existing Electrical System	\$ 8,500.00
14	Electrical Service Fees	\$ 5,000.00
15	Removal 96" Pipe End Sections	\$ 1,500.00
16	Credit for Agency Survey of ADL Burial	\$ (6,602.00)
16 - S1	Credit for Agency Survey of ADL Burial	\$ (690.50)
17	Temporary Relocation of Verizon Line at Rancho Road	\$ 6,000.00
17 - S1	Temporary Relocation of Verizon Line at Rancho Road	\$ 3,065.04
18	Revised Access Road to 96" Pipe	\$ 47,833.50
19	VOID - Relocate Temporary Concrete Barrier	\$ 0.00
20	Contractor's Proposed Detour Rancho Road	\$ 69,700.00
21	Signal Pole Change at Rancho Road/Caliente Road	\$ 19,144.03
22	Drainage Changes on Sheet SD-9	\$ (5,334.78)
23	Remove and Reconstruct MBGR Southbound I-15	\$ 4,183.00
24	CLOSED - Additional Compensation for Sawcutting	\$ 0.00
25	Changing Grades Northbound and Southbound I-15	\$ 0.00
26	Change in Structural Section - Mariposa Road	\$ 139,277.10
27	Change Street Lights From HPS to LCD	\$ 18,851.08
28	Roadway Evacuation - Item 159	\$ 363,000.00
29	VOID - Utility Potholes	\$ 0.00
30	City Traffic Signal Cabinets - Type R	\$ 38,526.84
31	Closure of Caliente Road	\$ 5,000.00
32	Drainage System #16	\$ 8,586.30
32 - S1	Drainage System #16	\$ 11,321.40
33	Fence and Core U-Channel	\$ 25,735.52
34	Rotating Signal Pole Modification	\$ 2,167.53
35	VOID - Temporary Realignment of Mariposa	\$ 0.00
36	VOID - Pull Box Lids	\$ 0.00
37	Revise Girder Curve Data	\$ 0.00
38	Cooper Ground Wire for SCE	\$ 5,471.25
39	Gravel Ditch Revision to Line R-6	\$ 2,013.00
40	JPCP End Anchors, Remove LCB	\$ 40,527.51
41	Conflicting Signal Pole at Caliente Road/Rancho Road	\$ (2,270.41)
42	Closure of North Mariposa Road	\$ 43,000.00
43	Utility Access West of Caliente Road/Rancho Road	\$ 4,878.00

Attachment: MDC CCO Log (1727 : Construction Change Orders - MDC1503)

**Bolded** - Construction Change Orders approved since the last reporting to the Metro Valley Study Session  
Amounts shown in parentheses represent a credit to the Agency

44	Additional Drainage Improvements Mariposa Road	\$ 44,397.48
45	Abandon Vaults	\$ 2,000.00
46	Additional Hydroseeding in City Right-of-Way	\$ 95,200.00
47	Grade Ditch Caliente Road	\$ 3,000.00
48	Increase Item 4" Stripe, Delineators	\$ 17,667.27
49	VOID - Revise Lane Closure Charts	\$ 0.00
50	Drainage System 20 Changes	\$ (13,611.50)
51	Extend HDPE Southwest Corner Caliente Road/Ranchero Road	\$ 1,320.00
52	Additional Signs and Markers (City)	\$ 2,436.00
53	PCCP Dike on JPCP	\$ 35,000.00
54	VOID - Detour for Falsework	\$ 0.00
55	Drainage Southwest Mariposa Road	\$ 10,362.20
56	VOID - Additional Grade to Drain Northbound I-15	\$ 0.00
57	In Ground Concrete Washout	\$ 0.00
58	Eliminate Redwood Header	\$ (5,309.00)
59	Regrade MVP's	\$ 15,000.00
60	VOID - Relocate SCE Vent Pipe	\$ 0.00
61	Revise Drainage Northbound On and Off-Ramps	\$ 45,324.75
62	Additional Permanent Erosion Control State Right-of-Way	\$ 35,000.00
63	Revise Traffic Handling Plans	\$ 34,446.00
64	Revise Detour for Falsework	\$ 0.00
65	Delete Color from Bridge Deck	\$ (122,830.40)
66	VOID - Repair AC Dike and Eroded Slope	\$ 0.00
67	Sidewalk Joint Armor	\$ 0.00
68	Drainage System Augmentation	\$ 8,235.00
69	Repair Damaged Slopes	\$ 20,000.00
70	Electrical Modifications	\$ 75,000.00
71	Pedestrian Push Button Change	\$ 1,542.11
72	Additional Drainage System Northeast Corner Ranchero/Mariposa	\$ 1,484.90
73	Repair Damaged Pavement I-15	\$ 65,000.00
74	Modifications to Drainage System 18	\$ 54,209.25
75	Revisions to HMA Structural Section on Ranchero Road	\$ 121,335.20
76	Retaining Walls Along Ranchero Road	\$ 445,741.55
76 - S1	Change to CIP Walls	\$ (125,114.55)
77	Change from Rock Blanket to Stamped Concrete	\$ (3,874.00)
78	Removal of Additional Joshua Tree	\$ 1,519.86
79	Change of Pedestrian Button Type	\$ 4,964.51
80	Pedestrian Barricades	\$ 9,484.00
81	Revision to Electrical Pull Boxes on Bridge	\$ 0.00
83	Bike Lane Striping on Ranchero Road	\$ 4,304.00
85	Revisions to City Signs	\$ 9,195.39
86	Delete Color from Caltrans Curbed Median	\$ 2,869.15
87	Ramp Metering Standard Changes	\$ 19,882.24
88	I-15 Median Pavement Change	\$ 63,154.50
89	Bridge Profilographing	\$ 6,000.00
<b>91</b>	<b>Drainage Inlet Markers</b>	<b>\$ 1,485.00</b>
<b>92</b>	<b>REACT Crash Cushion anchor slab</b>	<b>\$ 10,000.00</b>
<b>93</b>	<b>Dredging Infiltration Basins</b>	<b>\$ 5,000.00</b>
<b>94</b>	<b>State Water Resources Control Board Annual Permit Fees</b>	<b>\$ 3,119.60</b>

**Bolded** - Construction Change Orders approved since the last reporting to the Metro Valley Study Session. Amounts shown in parentheses represent a credit to the Agency.

<b>95</b>	<b>Slope Paving revisions at Abutment 3</b>	<b>\$ 3,708.10</b>
<b>96</b>	<b>Revisions to MBGR at southbound on ramp</b>	<b>\$ 5,812.00</b>
<b>98</b>	<b>Changes to Freeway Entrance Signs</b>	<b>\$ 2,229.60</b>
<b>99</b>	<b>Replacement of Ramp Lighting Poles</b>	<b>\$ 50,000.00</b>
<b>100</b>	<b>Chain Link Fence atop Bridge Barrier</b>	<b>\$ 41,966.40</b>
<b>102</b>	<b>Relocation of Ramp Metering Cabinets</b>	<b>\$ 10,000.00</b>
<b>104</b>	<b>Stamped Concrete in Median Island on Ranchoero Road</b>	<b>\$ 63,392.00</b>
<b>105</b>	<b>Pedestrian Barriers on Ranchoero Road</b>	<b>\$ 3,161.40</b>
<b>CCO TOTAL</b>		<b>\$ 2,468,508.28</b>
<b>TOTAL CONTINGENCY AND SUPPLEMENTAL</b>		<b>\$ 3,172,925.63</b>

<b>Lenwood Grade Separation - Executed Change Orders</b>		
Number	Description	Amount
1	Partnering	\$ 12,000.00
2	Establish Dispute Review Board	\$ 15,000.00
3	Staging Revisions	\$ 0.00
4	Hot Mix Asphalt Substitution	\$ 0.00
5	Additional Traffic Control	\$ 10,000.00
5 - S1	Additional Traffic Control - Additional Funds	\$ 10,000.00
6	Change in Sewer Pipe Size	\$ 14,962.60
7	Bridge Architectural and Wall Aesthetic Treatments	\$ (3,657.76)
<b>7 - S1</b>	<b>Additional Funds</b>	<b>\$ 12,833.31</b>
8	Hazardous Waste Removal	\$ 6,000.00
9	Private Gas Service and Meter Relocation	\$ 6,600.00
9 - S1	Private Gas Service and Meter Relocation - Additional Funds	\$ 3,000.00
11	Abutment 1 Pile Layout and Tip Revisions	\$ (57,000.00)
11 - S1	Abutment 2 Pile Layout and Tip Revisions	\$ (17,000.00)
11 - S2	Item #59 Drive Pile Item Adjustment	\$ 107,950.00
12	Signal and Lighting Improvements	\$ 13,816.23
13	SCE Delay	\$ 50,000.00
14	MSE Texture Change	\$ 0.00
15	Verizon Manhole and Line Conflicting with MSE 37	\$ 14,000.00
<b>15 - S1</b>	<b>Additional Funds</b>	<b>\$ 10,000.00</b>
<b>CCO TOTAL</b>		<b>\$ 208,504.38</b>
<b>TOTAL CONTINGENCY AND SUPPLEMENTAL</b>		<b>\$ 1,815,859.40</b>

Attachment: MDC CCO Log (1727 : Construction Change Orders - MDC1503)

**Bolded** - Construction Change Orders approved since the last reporting to the Metro Valley Study Session.  
Amounts shown in parentheses represent a credit to the Agency.

## *Minute Action*

AGENDA ITEM: 3

**Date:** *March 20, 2015*

**Subject:**

Review Financial Audit for Transit Operator

**Recommendation:**

That the Committee recommend the Board review and receive the financial report for Barstow Area Transit for Fiscal Year 2012/2013.

**Background:**

Public Utility Code 99245.2, 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: Barstow Area Transit (BAT), Mountain Area Regional Transit Authority (MARTA), Morongo Basin Transit Authority (MBTA), Needles Area Transit (NAT), Omnitrans, Valley Transportation Services (Vtrans), and Victor Valley Transit Authority (VVTA).

This item presents the results of audit performed for BAT. The audits of the financial statements for Fiscal Year 2012/2013 were performed by Vavrinek Trine and Day Co., LLC (VTD) and an unmodified opinion was issued. Attachment A is Schedule of Finding and Response and Schedule of Prior Year Finding.

The following recommendation is provided to improve internal controls:

- The City did not meet the required fare ratio of 10%.  
Corrective Action: The City concurs with the finding and it is due to the added cost of providing service to rural Dial-A-Ride impacts the City's ability to meet the 10% farebox recovery ratio.

**Financial Impact:**

This item has no financial impact on the SANBAG Fiscal Year 2014/2015 Budget.

**Reviewed By:**

This item is scheduled for review by the Commuter Rail and Transit Committee on March 12, 2015.

**Responsible Staff:**

Hilda Flores, Chief of Accounting and Procurement

Approved  
 Mountain-Desert Committee  
 Date: March 20, 2015

Witnessed By:

*Entity: CTA, CTC*

**CITY OF BARSTOW, CALIFORNIA  
TRANSPORTATION DEVELOPMENT ACT FUNDS**

**SCHEDULE OF FINDING AND RESPONSE  
YEAR ENDED JUNE 30, 2013**

**Finding 2013-01**

**FARE REVENUE RATIO**

**Criteria:**

On July 1, 1993, SANBAG adopted Resolution 94-005 which requires the ratio of fare revenues to operating costs to be at least 10 percent.

**Condition:**

Fares as a percentage of operating costs were 7.57%.

**Context:**

The condition noted above was identified during compliance testing.

**Effect:**

The City did not meet the required fare ratio at June 30, 2013.

**Cause:**

The City did not maintain procedures to ensure this compliance requirement is met.

**Recommendation:**

We recommend that the City formalize policies and procedures to ensure that all compliance requirements are met in order to maintain funding.

**View of Responsible Official and Planned Corrective Actions:**

The City concurs with the finding. The City provides transit services, both Fixed Route and Dial-A-Ride services to the rural county residents, in addition to the residents of the City of Barstow. The farebox ratio of the fixed route service does meet the 10 percent farebox recovery; however, the added cost of providing service to rural Dial-A-Ride customers impacts the City's ability to achieve a 10 percent farebox recovery.

Two key factors affecting the cost per Dial-A-Ride passenger are:

- 1) Fixed route buses use lower cost compressed natural gas while smaller Dial-A-Ride vehicle use higher cost unleaded fuel, and
- 2) The service area covers 653 square miles; the City of Barstow service area is only 41.394 square miles.

**CITY OF BARSTOW, CALIFORNIA  
TRANSPORTATION DEVELOPMENT ACT FUNDS**

**SCHEDULE OF PRIOR YEAR AUDIT FINDING  
YEAR ENDED JUNE 30, 2013**

<u>Finding</u>	<u>Condition/Program</u>	<u>Status</u>
2012-01	Fares as a % of Operating Costs below Compliance Requirements	Not Implemented- See Finding 2013-01
2012-02	Bank Reconciliation Timeliness	Implemented

## *Minute Action*

AGENDA ITEM: 4

**Date:** *March 20, 2015*

**Subject:**

Review Financial Audits for Transit Operators

**Recommendation:**

That the Committee recommend the Board review and receive the following Operator financial reports for Fiscal Year 2013/2014:

- Mountain Area Regional Transit Authority
- Morongo Basin Transit Authority
- Barstow Area Transit
- Victor Valley Transit Authority

**Background:**

Public Utility Code 99245.2, 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: Barstow Area Transit (BAT), Mountain Area Regional Transit Authority (MARTA), Morongo Basin Transit Authority (MBTA), Needles Area Transit (NAT), and Victor Valley Transit Authority (VVTA).

This item presents the results of audits performed for all agencies, except NAT. The audits of the financial statements for Fiscal Year 2013/2014 were performed by Vavrinek Trine and Day Co., LLC (VTD) and an unmodified opinion was issued to each transit operator. Attachment A includes SAS 114 Letters.

<b>Report/Letter</b>	<b>MARTA</b>	<b>VVTA</b>	<b>MBTA</b>	<b>BAT</b>
Basic Financial Report	X	X	X	
SAS 114 Letter	X	X	X	
Single Audit Report	X	X	X	
TDA Fund				X

The following recommendations are provided to improve internal controls:

**VVTA:**

- Implement formal procedures to approve and review journal entries.
- Implement process to track investments for compliance with the California Government Code.

Corrective Actions: VVTA implemented policy to review journal entries upon hiring additional accounting staff person as of March 1, 2014. VVTA will implement policies and procedures to prevent noncompliance with the California Government Code.

*Entity: CTA, CTC*

Mountain-Desert Committee Agenda Item

March 20, 2015

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MARTA:

- Deposits of funds are not collateralized since the account was established as commercial, and not public entity.  
Corrective Action: MARTA converted the bank account to public entity on November 17, 2014.

BAT:

- The City did not meet the required fare ratio of 10%.  
Corrective Action: The City concurs with the finding and it is due to the added cost of providing service to rural Dial-A-Ride impacts the City's ability to meet the 10% farebox recovery ratio.

***Financial Impact:***

This item has no financial impact on the SANBAG Fiscal Year 2014/2015 Budget.

***Reviewed By:***

This item is scheduled for review by the Commuter Rail and Transit Committee on March 12, 2015. Each Operator has or is scheduled to present the financial reports to their respective board.

***Responsible Staff:***

Hilda Flores, Chief of Accounting and Procurement

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Approved  
Mountain-Desert Committee  
Date: March 20, 2015

Witnessed By:



Vavrinek, Trine, Day & Co., LLP  
Certified Public Accountants

VALUE THE DIFFERENCE

Board of Directors  
Mountain Area Regional Transit Authority  
Big Bear, California

We have audited the financial statements of the Mountain Area Regional Transit Authority (MARTA) for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 11, 2014. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by MARTA are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal period ending June 30, 2014. We noted no transactions entered into by MARTA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements were:

- Management's estimate of the depreciation of capital assets is based upon the estimated useful lives of the related capital assets.
- Management's estimate of the self-insurance liabilities is based upon the annual statement provided by an external self-insurance administrator

We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- As described in Note 4 to the basic financial statements, MARTA has deposits with a financial institution that are not collateralized in accordance with Government Code Section 53601.
- As described in Note 11 to the financial statements, MARTA's primary banking relationship is with First Mountain Bank. One of the members of the Board of Directors is a branch manager for this banking institution.

The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 11, 2014.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the MARTA's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as MARTA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of MARTA and is not intended to be, and should not be, used by anyone other than these specified parties.

*Varrinck, Trine, Day, Co., LLP*

Rancho Cucamonga, California  
December 11, 2014



Vavrinek, Trine, Day & Co., LLP  
Certified Public Accountants

VALUE THE DIFFERENCE

To the Board of Directors  
Victor Valley Transit Authority  
Hesperia, California

We have audited the financial statements of the Victor Valley Transit Authority (VVTA) as of and for the year ended June 30, 2014, and have issued our reports thereon dated as indicated below:

<u>Report</u>	<u>Audit Report Date</u>
Basic Financial Statements with Independent Auditor's Report	January 9, 2015
Single Audit Report	January 9, 2015

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

#### Significant Audit Findings

##### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by VVTA are described in Note 2 to the financial statements. As described in Note 2 of the financial statements, VVTA adopted Governmental Accounting Standards Board Statement No. 65, *Items Previously Reported as Assets and Liabilities*, effective July 1, 2013. No other new accounting policies were adopted and the application of existing policies was not changed during 2014. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation of capital assets is based upon the estimated useful lives of the related capital assets. We evaluated the key factors and assumptions used in developing these estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

##### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letters dated as follows:

Basic Financial Statements with Independent Auditor's Report	January 9, 2015
Single Audit Report	January 9, 2015

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Matters*

We applied certain limited procedures the management's discussion and analysis which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

*Restriction on Use*

This information is intended solely for the use of Board of Directors and management of the VVTA and is not intended to be, and should not be, used by anyone other than these specified parties.

*Vawter, Tami, Day, Co., LLP*

Rancho Cucamonga, California  
January 9, 2015



Vavrinek, Trine, Day & Co., LLP  
Certified Public Accountants

VALUE THE DIFFERENCE

Board of Directors  
Morongo Basin Transit Authority  
Joshua Tree, California

We have audited the financial statements of the Morongo Basin Transit Authority (MBTA) for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and OMB Circular A-133, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 17, 2014. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by MBTA are described in Note 2 to the financial statements. MBTA adopted Governmental Accounting Standards Board Statement No. 65, *Items Previously Reported as Assets and Liabilities*, effective July 1, 2013. We noted no transactions entered into by MBTA during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the financial statements were:

- Management's estimate of the depreciation of capital assets is based upon the estimated useful lives of the related capital assets.
- Management's estimate of the costs allocated to the procurement and taxi operations.

We evaluated the key factors and assumptions used to develop the estimates in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure(s) affecting the financial statements was (were):

- The disclosure of procurement and taxi licensing activities in Note 3 of the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were detected as a result of audit procedures.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 17, 2014.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as MBTA's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the use of the Board of Directors and management of MBTA and is not intended to be, and should not be, used by anyone other than these specified parties.

*Vaurmick, Tami, Day, Co., LLP*

Rancho Cucamonga, California  
December 17, 2014

## *Minute Action*

AGENDA ITEM: 5

**Date:** March 20, 2015

**Subject:**

SANBAG Fiscal Year 2015/2016 Budget – Mountain/Desert Policy Committee Task Review

**Recommendation:**

That the Mountain/Desert Policy Committee recommend the Board review and provide direction relative to proposed tasks to be included in the Fiscal Year 2015/2016 Budget and the Measure I Mountain/Desert Administrative Revenue Distribution for the Fiscal Year 2015/2016 Budget.

**Background:**

The proposed Fiscal Year 2015/2016 Budget amounts include prior year Board approved appropriations to be expended in Fiscal Year 2015/2016. The narratives provide information on prior year budget commitments.

Attached are narrative description and draft total budget information for the tasks under the purview of the Mountain/Desert Policy Committee. Additionally, where applicable project location maps, schedules, cost, and budget information is included. This review of tasks is intended to gain input on the appropriateness of the type and scope of the work effort. At this time, budget amounts, fund types, and narratives are preliminary pending agency-wide revenue and expenditure compilation and review by SANBAG policy committees.

The following tasks are presented for Committee review:

Task	General Government Program	Manager	Proposed Budget
0100	Board of Directors	Stawarski	\$192,500
0200	Executive Administration & Support	Watson	\$1,788,189
0350	General Counsel	Teichert	\$939,560
0400	Financial Management	Stawarski	\$3,514,675
0501	Intergovernmental Relations	Baker	\$590,035
0503	Legislation	Strack	\$541,267
0605	Public Affairs	Strack	\$1,145,929

Task	Commuter and Motorist Assistance Program	Manager	Proposed Budget
0406	Traveler Services	Baker	\$2,360,043
0702	Call Box System	Baker	\$2,426,632

Task	Regional & Sub-Regional Planning Program	Manager	Proposed Budget
0203	Congestion Management	Smith	\$222,614
0404	Subregional Planning	Smith	\$3,604,793
0941	Mtn./Desert Planning & Project Development	Zureick	\$229,786

Entity: CMA, COG, CTA, CTC, SAFE

## Mountain-Desert Committee Agenda Item

March 20, 2015

Page 2

<b>Task</b>	<b>Transit &amp; Passenger Rail Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0309	General Transit	Zureick	\$605,277
0310	Transit Operators	Zureick	\$9,479,921
0311	Transit Capital	Alderman	\$395,965

<b>Task</b>	<b>Major Project Delivery Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0820	Freeway Projects	Cohoe	\$66,881,425
0830	Interchange Projects	Cohoe	\$77,366,271
0840	Grade Separation Projects	Cohoe	\$48,146,598

<b>Task</b>	<b>Transportation Fund Administration Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0500	Fund Administration	Zureick	\$1,095,350
0550	Programming	Zureick	\$152,835,942

<b>Task</b>	<b>Debt Service Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0965	2012A Sales Tax Revenue Bonds	Stawarski	\$6,080,438
0966	2014A Sales Tax Revenue Bonds	Stawarski	\$5,138,613

**Financial Impact:**

These tasks will be part of the overall budget adoption which establishes the financial and policy direction for the next fiscal year.

**Reviewed By:**

This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Andrea Zureick, Director of Fund Administration

Approved  
Mountain-Desert Committee  
Date: March 20, 2015

Witnessed By:

## General Government

**Task** 0100 Board of Directors

### Purpose

The Board of Directors (Board) membership is comprised of the Mayor or a Council Member from each of the 24 cities within San Bernardino County and the 5 members of the County Board of Supervisors. The Board serves as the governing body of the Council of Governments, County Transportation Authority, Service Authority for Freeway Emergencies, Congestion Management Agency and the County Transportation Commission. The Board membership of the County Transportation Commission includes an ex-officio member appointed by the Governor of California. The Board is responsible for setting policies to enhance the quality of life of residents within the County, promote cooperative regional planning, strengthen economic development efforts, exert leadership in creative problem solving and establishing priorities for the expenditure of funds in the most efficient and beneficial way to deliver projects and services.

### Accomplishments

The effective leadership and advocacy of the Board of Directors on behalf of the residents of San Bernardino County is essential. The policy guidance provided by the Board ensures the effective use of precious tax dollars and advances the delivery of critical programs and projects. Their efforts have led to the retainment of local control of cross-county issues protecting the public investment of San Bernardino County tax dollars. Other significant accomplishments are the preservation of land use within San Bernardino County such as the recent National Monument legislation.

### Work Elements

1. Establishing policy guidelines to advance key initiatives, programs and projects across the County.
2. Participation on SANBAG Policy Committees, Ad Hoc Committees and Study Sessions.
3. Participation on regional boards.
4. Legislative advocacy in Sacramento and Washington, D.C.

### Product

Policy direction and goal setting for the agency.

### Manager

William Stawarski, Chief Financial Officer

**General Government**

Task 0100 Board of Directors

	2014-2015			
	2012-2013 Actuals	2013-2014 Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Attendance Fees	-	-	-	142,900
Travel Expense - Non-Employee	-	-	-	28,500
Travel Expense-Mileage-Non-Employee	-	-	-	16,600
Meeting Expense	-	-	-	4,500
Total Expenditures	-	-	-	192,500
<b>Funding Sources</b>				
Local Transportation Fund - Planning				16,100
MSI Mtn./Desert Admin				52,300
MSI Valley Admin				77,100
MSI Valley Fund-Freeway Projects				23,000
MSI Valley Fund-Fwy Interchange				2,000
MSI Valley Fund-Grade Separations				2,000
MSI Valley Fund-Metrolink/Rail Service				3,000
SAFE-Vehicle Registration Fees				17,000
Total Funding Sources				192,500

Note: New account structure implemented for Fiscal Year 2015/2016. It does not include prior year history.

## General Government

**Task** 0200 Executive Administration and Support

### Purpose

Provide leadership and direction to implement Board policies and priorities. The Executive Administration and Support task provides for the overall administration of the agency and support services to the Board of Directors (BOARD), management staff and internal/external customers. This includes preparation of agendas and minutes for the Board of Directors meetings, Policy Committee and Technical Advisory Committee meetings.

### Accomplishments

1. Strengthened our role as the Council of Governments by hosting joint regional forums with agencies outside San Bernardino County.
2. Consolidated key procurement functions in an effort to ensure consistency.
3. Participated with key stakeholders in the development of the State Freight Plan, which was required in the last federal transportation authorization, MAP-21, and will be rolled into a national freight plan framework developed by USDOT.
4. Implemented electronic agenda and minute preparation software.

### Work Elements

This task provides for the following:

1. Executive Director oversight and management to implement Board priorities and managing the executive staff.
2. Executive Director participation on conference panels as necessary to maintain agency presence and participation in issues of regional significance.
3. Executive Director advocacy in Sacramento and Washington, D.C.
4. Preparation of agendas and minutes.
5. Maintenance of all official records and documents.
6. Monitoring Political Reform Act and Conflict of Interest Code filings.
7. Certify documents pertaining to SANBAG affairs.
8. Administrative Support for all workgroups within the agency.

### Product

Executive leadership to ensure that Board priorities are met. Administrative support to ensure timely posting of agendas and preparation of minutes to document agency actions. Compliance with applicable laws and state requirements.

### Contract Information

- a. New Contracts
  - i. RFP, Assist with development of Records Retention and Document Destruction Schedule, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.

### Manager

Vicki Watson, Clerk of Board/Administrative Supervisor

## General Government

Task 0200 Executive Administration and Support

Expenditures	2014-2015			
	2012-2013 Actuals	2013-2014 Actuals	Revised Budget	2015-2016 Budget
Regular Full-Time Employees	-	-	-	608,131
Overtime	-	-	-	12,500
Fringe Allocation-General	-	-	-	606,295
Consulting Services	-	-	-	50,000
Rentals-Office Equipment	-	-	-	40,000
Dues & Subscriptions	-	-	-	2,000
Training/Membership	-	-	-	3,100
Postage	-	-	-	11,000
Travel Expense - Employee	-	-	-	4,000
Travel Expense-Mileage-Employee	-	-	-	400
Printing - Internal	-	-	-	15,000
Record/Equipment Storage	-	-	-	38,000
Office Expense	-	-	-	35,000
Meeting Expense	-	-	-	4,800
Indirect Allocation-General	-	-	-	357,963
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,788,189</b>
<b>Funding Sources</b>				
MSI Valley Admin				110,224
MSI Mtn./Desert Admin				24,548
Local Transportation Fund - Planning				188,023
Rail Assets				59,074
Property Assessed Clean Energy Fund				37,733
Planning, Programming & Monitoring				7,656
SAFE-Vehicle Registration Fees				52,904
MSI Valley Fund-Freeway Projects				99,757
MSI Valley Fund-Fwy Interchange				94,753
MSI Valley Fund-Grade Separations				93,156
MSI Valley Fund-Metrolink/Rail Service				40,907
MSI Valley Fund-Traffic Mgmt Sys				13,226
Indirect Cost Allocation Fund-Project				487,619
Indirect Cost Allocation Fund-General				478,609
<b>Total Funding Sources</b>				<b>1,788,189</b>

Note: New account structure implemented for Fiscal Year 2015/2016. It does not include prior year history.

## General Government

**Task** 0350 General Counsel

### Purpose

General Counsel is the chief legal advisor for SANBAG and its associated entities. The General Counsel, under the authority of the SANBAG Board of Directors (Board), renders legal advice and provides legal representation for SANBAG regarding matters relating to or arising out of SANBAG's projects, programs and policies.

### Accomplishments

1. Created new Rail Right-of-Way (ROW) templates, fees and charges, and ROW use policy.
2. Updated SANBAG's Conflict of Interest Code.
3. Established comprehensive quarterly litigation and claims updates for the Board.
4. Continued improving contract templates and policies to simplify contract drafting and approval.

### Work Elements

1. Provides legal advice to SANBAG and the Board of Directors in all of their capacities.
2. Oversees outside counsel representing SANBAG in litigation matters.
3. Reviews, drafts or provides advice regarding hundreds of contracts and related agenda items annually.
4. Updates and advises the Board regarding major legal issues and litigation matters.
5. Provides risk mitigation legal strategies and advice.
6. Aids SANBAG in attaining legal compliance in all activities.

### Product

Assistant General Counsel legal services are provided under contract by Robert D. Herrick (00-1000731) with \$225,000 budgeted for such services in Fiscal Year 2015/2016.

Law office management software and implementation services are needed to organize and account for the legal services provided by General Counsel's office. A request for proposals may be issued.

In 2012, a panel of qualified legal counsel was established pursuant to a request for qualifications for various legal services needed from time-to-time by SANBAG. General Counsel will be issuing a new request for qualifications and/or request for proposals to refresh and augment the panel of qualified attorneys.

The majority of the costs attributed to general counsel are accounted for in the indirect costs allocation funds and charged to various tasks. Specialty legal work provided by outside counsel, such as in the areas of environmental law, eminent domain, bankruptcy, and litigation, are budgeted under the project task numbers that created the need for outside legal representation.

### Contract Information

- a. Existing Contracts
  - i. 00-1001010, Legal Services-Public Employment, Amount Budgeted \$5,000.
  - ii. 00-1000731, Legal Services - Assistant to General Counsel, Amount Budgeted \$225,000.
  - iii. 00-1000801, Lexixnexix Group, Inc., Amount Budgeted \$7,000.
  - iv. 00-1001039, Gibbs Giden Locher Turner, Amount Budgeted \$15,000.

### Manager

Eileen Monaghan Teichert, General Counsel

## General Government

Task 0350 General Counsel

	2014-2015			
	2012-2013 Actuals	2013-2014 Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Regular Full-Time Employees	-	-	-	242,299
Fringe Allocation-General	-	-	-	236,702
Professional Services	-	-	-	15,830
Consulting Services	-	-	-	10,000
Legal Fees	-	-	-	250,000
Training/Membership	-	-	-	3,995
Postage	-	-	-	200
Travel Expense - Employee	-	-	-	4,000
Travel Expense-Mileage-Employee	-	-	-	200
Printing - Internal	-	-	-	500
Office Expense	-	-	-	500
Meeting Expense	-	-	-	200
Indirect Allocation-General	-	-	-	175,134
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>939,560</b>
<b>Funding Sources</b>				
Local Transportation Fund - Planning				123,599
Local Transportation Fund - Rail				49,439
State Transit Assistance Fund - Rail				15,120
Rail Assets				76,199
Property Assessed Clean Energy Fund				15,120
SAFE-Vehicle Registration Fees				30,420
MSI Valley Fund-Freeway Projects				15,360
MSI Valley Fund-Fwy Interchange				15,360
MSI Valley Fund-Grade Separations				15,360
Valley Fwy Interchange Bond Fund				170,098
Valley Metrolink/Rail Bond Fund				59,039
Victor Valley Major Local Hwy Bond Fund				7,560
Indirect Cost Allocation Fund-Project				101,941
Indirect Cost Allocation Fund-General				244,945
<b>Total Funding Sources</b>				<b>939,560</b>

Note: New account structure implemented for Fiscal Year 2015/2016. It does not include prior year history.

## General Government

**Task** 0400 Financial Management

### Purpose

Provide for SANBAG's finance and accounting, procurement and contract administration, and risk management activities.

### Accomplishments

1. Implement electronic purchase order records financial management system.
2. Centralize procurement and contract process.
3. Receive Government Finance Officers Association (GFOA) awards for the Comprehensive Annual Financial Report and Annual Budget.
4. Implement new accounting structure to provide roll-up capabilities and provide a break-down of administration costs.
5. Successfully managed all activities relating to bonded indebtedness, investments and cash flow requirements since the inception of the Measure I Program.

### Work Elements

#### *Finance and Accounting*

This activity provides for the financial administration, general accounting, grant and project accounting, budgeting, payroll, accounts payable, independent audit, revenue forecasting, and cash and debt management. The activity entails the following consulting contracts:

1. Auditing and accounting services:
  - i. Independent financial audit and single compliance audit.
  - ii. Financial Measure I and TDA compliance audits of transit operators and cities.
2. Financial advisory services will include continuing review of strategic plan and cash flows, taking into account:
  - i. The short and long-term needs of SANBAG.
  - ii. Financing options and alternative debt structures.
  - iii. Financing timetables.
  - iv. Revenue forecasts.
3. Investment advisory services will include the following:
  - i. Advice on portfolio performance.
  - ii. Advice on current investment strategies, cash management and cash flow projections.
  - iii. Monthly preparation of investment report and review.
  - iv. Review investment policies, practices, procedures and portfolio status.
  - v. Observations and recommendations regarding the adequacy of investment controls.
4. As necessary, review financing timetables and structure new money bond issue including rating agency presentations and official statements.

#### *Procurement and contract administration*

This activity provides the centralized purchasing and contracts administration for the Agency. It includes federal, state and local agreements and contracts. Staff works with departments initiating requests for proposals, evaluating proposals, negotiations and contract awards. This ensures proper documentation and procedures are adhered to according to various federal and state regulations. The activity entails the following contracts:

## General Government

### Task 0400 Financial Management

1. Imaging software program to store various contract and support documents.
2. Disadvantaged Business Enterprise Services.
3. On-line Vendor Registration Database to disseminate bidding information to vendors.
4. On-call Labor Compliance Services during contract administration to ensure compliance.
5. Audit and Price Review services to verify consultant rates and obtain conformance letter on federal projects.

#### *Risk Management*

The activity includes the marketing and obtaining proposals for the Agency insurance coverage: 1) workers compensation, 2) property, 3) general and excess liability, 4) crime, and 5) automobile. It also includes review of various contracts for proper vendor coverage and certificate of insurance. The activity includes the following professional contracts:

1. Insurance and Risk Management consultant:
  - i. Marketing and seeking proposals from various carriers for Agency insurance policies.
  - ii. Review Agency contracts for proper insurance overages and certificate of insurance.
2. Insurance Certificate Tracking to provide and maintain a database of all required certificates of insurance for all contracts.
3. Third Party Administrator to manage claims and negotiate possible outcomes before forwarding claim to insurance carrier.

#### **Product**

The majority of the costs attributed to financial management are accounted for in the indirect costs allocation funds and charged to various tasks.

#### **Contract Information**

- a. Existing Contracts
  - i. 00-1000874, Financial Advisory Services, Amount Budgeted \$10,000.
  - ii. 00-1000668, Auditing Services for SANBAG, Amount Budgeted \$122,000.
  - iii. 00-1000728, Auditing Services for transit operators, \$165,350.
  - iv. 00-1000729, Auditing Services for Measure I local pass through recipients, \$283,000.
  - v. 00-1000798, Investment Advisory Services, Amount Budgeted \$70,500.
  - vi. 15-1001107, Disadvantaged Business Enterprise Services, Amount Budgeted, \$10,000.
  - vii. 00-1000755, Insurance and Risk Management Services, Amount Budgeted, \$55,000.
  - viii. 15-1001051, Third Party Administrator Services, Amount Budgeted, 50,000.
  - ix. 00-1000726 & 00-1000736, On-call Labor Compliance Services, \$10,000.
  - x. 15-1001183, 15-1001197 & 15-1001198, On-call Temporary Employment Services, \$200,000.
  - xi. 15-1001061 & 15-1001226, Agreed Upon Procedures and Price Review services, \$100,000.
- b. New Contracts
  - i. RFP, Banking Services, Amount Budgeted \$1,000, Total Estimated Contract Amount \$5,000.

#### **Manager**

William Stawarski, Chief Financial Officer

## General Government

Task 0400 Financial Management

Object Description	2012-2013	2013-2014	2014-2015	2015-2016
	Actuals	Actuals	Revised Budget	Budget
Regular Full-Time Employees	-	-	-	639,818
Overtime	-	-	-	12,500
Fringe Allocation-General	-	-	-	637,249
Professional Services	-	-	-	405,000
Consulting Services	-	-	-	120,000
County Fees	-	-	-	100,000
Auditing & Accounting	-	-	-	746,000
Investment Management Fees	-	-	-	70,500
General Liability Insurance	-	-	-	111,000
Umbrella Liability Insurance	-	-	-	60,000
Property Insurance	-	-	-	45,000
Crime Insurance	-	-	-	15,000
Public Officials Liability Insurance	-	-	-	180,000
Automotive Insurance	-	-	-	1,800
Dues & Subscriptions	-	-	-	1,000
Training/Membership	-	-	-	21,000
Travel Expense - Employee	-	-	-	1,000
Travel Expense-Mileage-Employee	-	-	-	750
Advertising	-	-	-	1,000
Printing - External	-	-	-	9,000
Office Expense	-	-	-	10,000
Meeting Expense	-	-	-	2,000
Indirect Allocation-General	-	-	-	325,058
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,514,675</b>

## Funding Sources

MSI Valley Admin	552,870
MSI Mtn./Desert Admin	100,000
Local Transportation Fund - Admin	368,218
Local Transportation Fund - Planning	60,019
SAFE-Vehicle Registration Fees	39,449
MSI Valley Fund-Freeway Projects	48,015
MSI Valley Fund-Fwy Interchange	48,015
MSI Valley Fund-Grade Separations	48,015
Valley Metrolink/Rail Bond Fund	44,578
Indirect Cost Allocation Fund-Project	983,661
Indirect Cost Allocation Fund-General	1,221,835
<b>Total Funding Sources</b>	<b>3,514,675</b>

Note: New account structure implemented for Fiscal Year 2015/2016. It does not include prior year history.

## General Government

**Task** 0501 Intergovernmental Relations

### Purpose

Promote and encourage regional collaboration among agencies in San Bernardino County through our role as the Council of Governments.

### Accomplishments

SANBAG, working as the Council of Governments, facilitates collaboration among our members to improve the region. This is done by coordinating the monthly San Bernardino City/County Managers Technical Advisory Committee and by putting on the annual City/County Conference and the annual SANBAG General Assembly. Participating in the coordination and implementation of the Countywide Vision is another way that SANBAG fosters collaboration through this task.

### Work Elements

This task also covers the coordination of the Countywide Vision and regional programs.

1. Support of SANBAG's City/County Managers Technical Advisory Committee meetings and the League of California Cities San Bernardino County managers group.
2. Sponsorship, planning and logistics for the annual City/County Conference.
3. Coordination of the Countywide Vision implementation such as the Business Friendly County initiative and the "Cradle to Career" education initiative.
4. Coordination with local agencies and civic groups on regional programs on issues of importance to the various regions in the County.
5. Includes a \$5,000 sponsorship for preparation of the annual Community Indicators Report under contributions/subsidies.
6. Partner with the County, City of Rancho Cucamonga and the US Forest Service by helping fund development of a Forest Management Plan with an emphasis on Cucamonga Canyon, Lytle Creek and other urban interface areas. Amount Budgeted \$200,000 for this effort.

### Product

1. Monthly meeting of the City/County Managers Technical Advisory Committee.
2. Annual City/County Conference.
3. Three regional programs.
4. Forest Management Plan.
5. Regional Education Forum.

### Contract Information

- a. New Contracts
  - i. RFP, Grant Search and Writing services, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.

### Manager

Duane Baker, Director of Management Services

**General Government**

Task 0501 Intergovernmental Relations

	2014-2015			
	2012-2013 Actuals	2013-2014 Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Regular Full-Time Employees	96,173	85,562	67,628	59,763
Regular Part-Time Employees	-	-	2,200	-
Overtime	3,129	2,910	19,424	-
Fringe Allocation-General	90,813	88,558	77,401	58,382
Professional Services	5,589	3,240	60,000	60,000
Maintenance-Motor Vehicles	-	-	200	200
Dues & Subscriptions	-	-	500	500
Training/Membership	66,640	43,562	50,400	16,750
Postage	78	11	200	200
Travel Expense - Employee	1,820	2,519	5,100	5,000
Travel Expense - Non-Employee	-	-	1,000	1,000
Travel Expense-Mileage-Employee	400	609	500	500
Travel Expense-Mileage-Non-Employee	-	-	500	500
Travel Expense-Other-Metrolink Tickets	-	-	200	200
Printing - External	-	-	100	100
Printing - Internal	-	-	100	100
Contributions/Subsidies	20,000	3,000	11,000	205,000
Office Expense	-	10	100	100
Meeting Expense	12,200	40,259	83,301	90,000
Indirect Allocation-General	125,463	95,822	128,249	91,740
<b>Total Expenditures</b>	<b>422,305</b>	<b>366,062</b>	<b>508,103</b>	<b>590,035</b>
<b>Funding Sources</b>				
General Assessment Dues				228,654
MSI Mtn./Desert Admin				23,400
MSI Valley Admin				217,086
MSI Valley Fund-Freeway Projects				9,549
Property Assessed Clean Energy Fund				111,346
<b>Total Funding Sources</b>				<b>590,035</b>

## General Government

### Task 0503 Legislation

#### Purpose

Advocate for policies, funding, legislation, and regulatory actions that advance the transportation and council of government priorities as established by the Board of Directors in order to enable the efficient delivery of transportation projects and SANBAG programs.

#### Accomplishments

SANBAG continued to work with its member jurisdictions, State/Federal advocates, regional and statewide agencies, and key stakeholders to advance transportation policies beneficial to SANBAG, protect critical funding sources, and ensure that SANBAG's priority projects were able to move forward.

The work supported by this task included, but was not limited to, legislative outreach, policy research and bill analysis, drafting of support/advocacy materials, coordinating regional responses to various proposals, building coalitions, briefing elected officials and their staff on critical issues, and organizing advocacy trips to advance agency priorities.

At the Federal level, SANBAG Board Members' and staffs' advocacy efforts in Washington, D.C. resulted in:

1. Collaborated to provide input on proposed changes to Waters of the U.S. regulations that had the potential to increase the cost of projects and introduce delays.
2. Advocated to expand the Primary Freight Network beyond the initial 27,000 mile designation to a more connected system at 41,000 miles nationwide.
3. Raised awareness of pending Air Quality deadlines that could threaten SANBAG's receipt of federal funds.
4. Supported the efforts to advance streamlining provisions included in the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21).
5. Advocated for a long-term, fully funded surface transportation bill that included consideration of the goods movement needs of communities along the major corridors.

In Sacramento, SANBAG Board Members and staffs' advocacy efforts achieved the following:

1. Protected transportation funding for the State Transportation Improvement Program (STIP), local streets and roads, and the State Highway Operations and Protection Program (SHOPP).
2. Advocated for Cap and Trade program allocations for transportation projects and ensured program guidelines provided maximum flexibility for local agency project selection.
3. Hosted high profile workshops for the California Department of Transportation and the Strategic Growth Council, enhancing SANBAG's statewide image.
4. Promoted the expansion and extension of alternative project delivery authority for local agencies, including project specific and statewide express lane authority.

#### Work Elements

This program has four components; 1) represent SANBAG's positions on State and Federal legislative, funding, and regulatory actions as directed by the Board; 2) collaborate with both public and private sector regional, state, and federal level stakeholders to advance the agency's legislative priorities; 3) where appropriate, sponsor legislative proposals and coordinate legislative strategies to address agency needs; and 4) support SANBAG's council of governments role through outreach and advocacy efforts at the regional, state, and federal levels.

## General Government

### Task 0503 Legislation

#### Product

Products of this work element include the retention and/or expansion of funding for SANBAG's projects and programs; a more efficient project delivery system; the inclusion of SANBAG's positions and priorities in major legislative initiatives; and enhanced knowledge of State and Federal transportation and council of government issues amongst SANBAG Board Members and staff.

In Fiscal Year 2015/2016, SANBAG will continue to actively advocate for transportation funding at the State and Federal levels, promote the inclusion of SANBAG corridors into federal goods movement policies and plans, support funding for national freight priorities, promote expanded alternative project delivery mechanisms and additional environmental process streamlining, as well as to advance SANBAG's adopted legislative platform through the legislative process.

#### Contract Information

- a. Existing Contracts
  - i. 00-1000561, Federal Advocacy Services, Amount Budgeted \$60,000.
  - ii. 00-1000182, State Advocacy Services, Amount Budgeted \$62,250.
- b. New Contracts
  - i. RFP, Federal Advocacy Services, Amount Budgeted \$130,000, Total Estimated Contract Amount \$960,000.

#### Manager

Wendy Strack, Director of Legislative and Public Affairs

## General Government

Task 0503 Legislation

Expenditures	2012-2013	2013-2014	2014-2015	
	Actuals	Actuals	Revised Budget	2015-2016 Budget
Regular Full-Time Employees	96,027	129,595	79,840	48,754
Regular Part-Time Employees	-	-	1,745	-
Overtime	1,578	2,162	2,620	-
Fringe Allocation-General	89,262	131,886	77,361	47,625
Professional Services	181,689	160,187	190,000	257,500
Dues & Subscriptions	3,184	3,784	12,350	35,200
Training/Membership	524	965	8,100	8,000
Postage	38	192	350	350
Travel Expense - Employee	12,804	19,592	27,000	24,000
Travel Expense - Non-Employee	4,296	3,662	21,000	21,000
Travel Expense-Mileage-Employee	880	1,663	2,900	3,000
Travel Expense-Mileage-Non-Employee	90	90	300	300
Printing - External	251	208	2,100	2,000
Printing - Internal	-	-	500	2,000
Record/Equipment Storage	-	-	200	200
Office Expense	-	-	500	500
Meeting Expense	2,497	1,725	10,000	16,000
Indirect Allocation-General	123,319	142,704	138,203	74,838
<b>Total Expenditures</b>	<b>516,439</b>	<b>598,415</b>	<b>575,069</b>	<b>541,267</b>

## Funding Sources

MSI 1990-Valley Fund-Major Projects	62,500
MSI Mtn./Desert Admin	53,320
MSI Valley Admin	27,950
MSI Valley Fund-Freeway Projects	305,837
MSI Valley Fund-Fwy Interchange	45,830
MSI Valley Fund-Grade Separations	45,830
<b>Total Funding Sources</b>	<b>541,267</b>

## General Government

### Task 0605 Public Affairs

#### Purpose

Maintain a comprehensive public communications program to engage member agencies, private partners, and the community on the broad range of SANBAG programs and projects, as well as opportunities to plan and provide input on future projects and needs.

#### Accomplishments

Through this task, SANBAG has established a cooperative working relationship with community and business stakeholders, the public, and the media that engages the public into the development and implementation of SANBAG programs and projects. In Fiscal Year 2014/2015, this included, but was not limited to, the following:

1. Continued to provide outreach, communications, and education programs to support highway, streets and roads, and transit/rail projects to mitigate impacts on local communities.
2. Enhanced our social media and online presence through a growth in Twitter followers from 700 to over 1300 in the last 12 months.
3. Rebranded SANBAG's monthly newsletter to be @sanbagnews to provide consistency with other online profiles. The new branding provides a more contemporary look and interface, with easy navigation.
4. Worked with the media to ensure accurate, consistent, and timely messages were communicated.
5. Promoted SANBAG programs and projects through newspaper, radio, and television opportunities.

#### Work Elements

This task provides for SANBAG's outreach to the wide array of external customers interested in SANBAG's projects, programs and services. Communicating the vision of the Board, mitigating project impacts, developing content for a variety of digital engagement opportunities, and showcasing COG and Transportation successes through media and supplemental marketing are among the many activities managed by this office.

#### Product

Products of this work element include advocacy materials, regional forums, hosted-venue for strategic partners, media advisories, digital engagement materials like @SANBAGnews, Executive Director Updates, Twitter posts, and YouTube project updates, complement the ongoing efforts in the areas of graphic design, photography, speech writing, presentation development, project fact sheets, and a variety of agency-specific brochures. The task also participates in the planning and delivery of the annual City-County Conference and SANBAG General Assembly.

In Fiscal Year 2015/2016, SANBAG will actively grow communications opportunities including the further development of SANBAG's online and social media presence; introduce new tools to engage the public and provide information on SANBAG's programs and services; and seek to build awareness of SANBAG, Measure I, and transportation opportunities in the region.

#### Contract Information

- a. New Contracts
  - i. RFP, Marketing Services, Amount Budgeted \$100,000, Total Estimated Contract Amount \$100,000.

#### Manager

Wendy Strack, Director of Legislative and Public Affairs

## General Government

Task 0605 Public Affairs

Expenditures	2012-2013	2013-2014	2014-2015	
	Actuals	Actuals	Revised Budget	2015-2016 Budget
Regular Full-Time Employees	85,933	153,149	154,063	234,122
Regular Part-Time Employees	-	-	4,620	-
Overtime	272	-	1,250	-
Fringe Allocation-General	78,835	153,299	148,682	228,715
Professional Services	-	8,717	130,000	130,000
Consulting Services	19,850	-	-	-
Maintenance-Office Equipment	-	-	1,000	1,000
Dues & Subscriptions	237	2,049	2,500	2,500
Training/Membership	3,725	748	3,000	3,000
Postage	13	-	1,000	1,000
Travel Expense - Employee	3,298	3,324	5,000	5,000
Travel Expense-Mileage-Employee	1,381	785	2,150	2,150
Advertising	3,799	-	-	-
Public Information Activities	6,445	1,789	57,250	157,250
Printing - External	-	-	5,000	5,000
Other Service Charges	-	-	100	100
Office Expense	17	-	1,500	1,500
Meeting Expense	341	376	5,200	5,200
Office Equip/Software-Inventorial	7,914	108	10,000	10,000
Indirect Allocation-General	108,914	165,873	263,988	359,392
<b>Total Expenditures</b>	<b>320,974</b>	<b>490,217</b>	<b>796,303</b>	<b>1,145,929</b>
<b>Funding Sources</b>				
Local Transportation Fund - Planning				83,554
MSI Mtn./Desert Admin				22,436
MSI Valley Fund-Freeway Projects				576,788
MSI Valley Fund-Fwy Interchange				214,665
MSI Valley Fund-Grade Separations				161,980
MSI Valley Fund-Metrolink/Rail Service				86,506
<b>Total Funding Sources</b>				<b>1,145,929</b>

## Commuter & Motorist Assistance

### Task 0406 Traveler Services

#### Purpose

Reduce congestion, increase mobility, and improve air quality in San Bernardino County by reducing single occupant vehicle trips. Trips will be reduced through assistance to county employers and through the provision of direct incentives to county residents, promoting carpooling, vanpooling, bus transit, rail transit, bicycling, walking, and telecommuting.

#### Accomplishments

Creation of a regional database of commuter information; a regional guaranteed ride home program; and the coordination of 511, a telephone (by dialing 511 or 1-877-MYIE511), web (www.IE511.org), and now smart phone application-based service providing transportation solutions, including real-time traffic information, and ridesharing options. The IE511 system has more than 400,000 visits per year. The smartphone application launched in early-2012 has had more than 30,000 downloads to date. In the fall of 2014 the IE Commuter rideshare site was introduced and integrated into the IE511 website so that when commuters visit the IE511 for real-time traffic information they now have instant access to rideshare features and information through IE Commuter at the same time which includes such features as; ride-matching and park and ride lot information.

SANBAG continues its Park'N'Ride (PNR) lease program, which reimburses businesses for the use of their parking spaces for PNR purposes, in lieu of constructing and owning Park and Ride lots. To date, seven leased PNRs have been added to the County's network of twenty-one lots. In addition, new marketing materials and other on-line tools have been developed and implemented over the past few years.

#### Work Elements

1. Work with other agencies and vendors to market and manage a comprehensive regional rideshare program.
2. Seek funds and grants to support the continuation of ridesharing and trip reduction activities.
3. Maintain accurate records and databases of commuters to evaluate the effectiveness of ridesharing programs. Use surveys of participants and employers to better evaluate programs.
4. Work closely with air quality grant agencies and other funding programs for ridesharing. Provide feedback, and participate in rideshare studies conducted by other public agencies.
5. Solicit public/private interest to lease parking for PNR spaces.
6. Evaluate the 511 system, look for ways to improve voice response on the phone system, and smartphone apps to enhance public transit and rail trip generator, and seek improved website technological smartphone apps to enhance public transit and rail access.
7. Continue work with the media, especially with Traffic Reporters (radio and television), to promote and encourage commuters to Rideshare which includes public transit (bus/train), carpooling, vanpooling, bicycling, walking or Telecommuting. Additional special emphasis will take place with the Traffic Reporters prior and during the Rideshare Week campaign, first full week of October, to help get out the message during the campaign each year.

#### Product

1. Add at least two new PNR lots to the current network.
2. Research opportunities to promote safety of vehicles utilizing PNR lots.
3. Implement promotional marketing campaigns and materials during the year. Sponsor regional networking meetings and other workshops/events with employer representatives throughout the year to increase vanpool and rideshare participants.

## Commuter & Motorist Assistance

### Task 0406 Traveler Services

4. Explore improving the 511 system with improved voice response and public transit and rail trip generation on the web page and smartphone app. Provide assistance to the Southern California Inland Veterans' Transportation One-Call/One-Click Project with more efficient and more direct access to transit information in the region for veterans.
5. Explore possible regional partnerships with other 511 systems in Southern California Los Angeles County Metropolitan Transportation Authority and Orange County Transportation Authority (OCTA).
6. Continue to look for inventive ways to install Inland Empire 511 signage and promote and advertise the IE511.org website.

### Contract Information

- a. Existing Contracts
  - i. 00-1000834, Park N Ride Lot lease, Amount Budgeted \$10,800.
  - ii. 00-1000832, Park N Ride Lot lease, Amount Budgeted \$3,060.
  - iii. 00-1000835, Park N Ride Lot lease, Amount Budgeted \$9,240.
  - iv. 00-1000833, Park N Ride Lot lease, Amount Budgeted \$10,200.
  - v. 00-1000831, Park N Ride Lot lease, Amount Budgeted \$6,636.
  - vi. 00-1000929, Park N Ride Lot lease, Amount Budgeted \$2,880.
  - vii. 15-1001046, Park N Ride Lot lease, Amount Budgeted \$10,080.
  - viii. 15-1001164, Technical Consulting, Amount Budgeted \$2,000.
- b. New Contracts
  - i. RFP, San Bernardino County Implementation of Trip Reduction/Rideshare and 511 Programs, Amount Budgeted \$1,900,000, Total Estimated Contract Amount \$1,900,000.
  - ii. RFP, Park'N'Ride Lot Leases, Amount Budgeted \$20,000, Total Estimated Contract Amount \$20,000.
  - iii. RFP, Park'N'Ride security camera/monitoring demonstration project, Amount Budgeted \$40,000, Estimated Contract Amount \$40,000.

### Manager

Duane Baker, Director of Management Services

**Commuter & Motorist Assistance**

Task 0406 Traveler Services

	2014-2015			
	2012-2013 Actuals	2013-2014 Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Regular Full-Time Employees	56,199	56,306	53,646	67,150
Overtime	276	-	1,000	-
Fringe Allocation-General	51,647	56,361	52,313	65,598
Professional Services	1,589,606	1,697,134	1,988,260	2,048,616
Consulting Services	25,818	1,152	23,485	26,500
Program Management Fees	-	3,588	335	-
Maintenance-Motor Vehicles	-	-	200	200
Training/Membership	161	-	1,680	2,000
Postage	-	-	100	100
Travel Expense - Employee	99	290	2,500	3,000
Travel Expense-Mileage-Employee	2,579	1,943	3,900	3,200
Printing - External	28	-	2,000	40,000
Printing - Internal	-	-	100	100
Office Expense	-	-	250	250
Meeting Expense	39	59	250	250
Indirect Allocation-General	71,353	60,984	91,493	103,079
<b>Total Expenditures</b>	<b>1,797,805</b>	<b>1,877,817</b>	<b>2,221,512</b>	<b>2,360,043</b>

**Funding Sources**

Congestion Mitigation & Air Quality	2,075,116
MSI Valley Fund-Traffic Mgmt Sys	275,827
MSI Victor Valley Fund-Traffic Mgmt Sys	9,100
<b>Total Funding Sources</b>	<b>2,360,043</b>

## Commuter & Motorist Assistance

### Task 0702 Call Box System

#### Purpose

Maintain and operate a countywide motorist aid call box system responsive to the needs of motorists in San Bernardino County. The current system consists of approximately 1,200 call boxes along 1,800 centerline highway miles.

#### Accomplishments

Last year 9,461 motorists received assistance through the call box system. The call box system has been upgraded from an analog to a digital cellular signal system, as well with Text Telephone (TTY's – to assist the hearing and speech impaired) devices. Improvements continue to be made to provide better access to motorists with physical and mobility disabilities. Some satellite call boxes were installed in several locations where no consistent, reliable digital signal is available. Sites selected helped fill in previous large service gaps in areas that are more remote and/or in areas where the terrain is more limiting or does not provide a consistent digital signal. In some cases, the satellite option has allowed call boxes to be placed in areas where there has never been a call box available to motorists before. A TTY satellite upgrade has been developed and implemented as well. Literature promoting the call box system in San Bernardino County and briefly explaining how it works was developed and placed in Department of Motor Vehicle locations throughout the County.

#### Work Elements

To continue to review/survey each call box in the San Bernardino system to analyze and determine if each call box is Americans with Disabilities Act (ADA) compliant. When the survey is completed, a plan to address any non-ADA compliant call box will be developed.

In addition, due to the nationwide phasing out of the 2G cellular network, a plan to upgrade the call boxes to a 3G network is currently being researched and developed to address the technology issue. In the meantime, the staff is analyzing the entire call box system and is looking into perhaps reducing some call boxes in areas where other motorist aid support (i.e. Freeway Service Patrol) exists.

1. Manage day-to-day operations and maintenance of the Call Box Program.
2. Oversee work performed by consultants and other agencies for the call box system.
3. Ensure knocked down or damaged call boxes are replaced or repaired in a timely manner to minimize inconvenience to motorists.
4. Update and maintain digitized photo log, call box locations via longitude/latitude indicators and global positioning systems, and coordinate transfer of digital data from contractors for input into the SANBAG Data Management Office.
5. Temporarily remove and/or install call boxes along highway construction corridors throughout the county, assisting California Department of Transportation (CALTRANS)/California Highway Patrol (CHP) with traffic mitigation projects.
6. Continue to review and perhaps reduce call boxes in the urban/valley area, where call volume is low or where there are other existing motorist aid services available nearby.

#### Product

Operate an efficient Call Box Program providing maximum benefit to the public. Products include upgrading the call boxes to the 3G cellular network, the repair or installation of call boxes which have been damaged/knocked down, and other upgrades/improvements. Oversee and monitor the Call Answering Center (CAC), ensuring a high level of quality assistance to the motoring public.

## Commuter & Motorist Assistance

### Task 0702 Call Box System

1. Audit random samples of recorded call box calls for quality control purposes.
2. Prompt repair or replacement of damaged call boxes.
3. Upgrade call boxes to the 3G cellular network.

### Contract Information

- a. Existing Contracts
  - i. 15-1001189, for Call Box Liaison support with CHP Sacramento, Amount Budgeted \$5,400.
  - ii. 00-1000553, for Call Box Call Answering Services, Amount Budgeted \$200,000.
  - iii. 00-1000829, for Call Box Maintenance Services, Amount Budgeted \$650,000.
  - iv. 15-1001148, for Call Box Knockdown Recovery Services, Amount Budgeted \$32,000.
  - v. 15-1001164, for Call Box Technical Consultation, Amount Budgeted \$20,000.
- b. New Contracts
  - i. RFP, Call Box 3G Cellular Upgrade, Amount Budgeted, \$1,110,000. Total Estimated Contract Amount \$1,110,000.

### Local Funding Source Detail

- i. Riverside and Orange County Transportation Commissions - \$120,000.
- ii. County of San Bernardino - \$1,425.

### Manager

Duane Baker, Director of Management Services

**Commuter & Motorist Assistance**

Task 0702 Call Box System

			2014-2015	
	2012-2013	2013-2014	Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Regular Full-Time Employees	49,425	46,352	53,099	49,550
Overtime	142	2	625	-
Fringe Allocation-General	45,329	46,399	51,429	48,405
Professional Services	136,708	152,892	232,200	264,400
Consulting Services	806	7,328	104,000	124,000
Legal Fees	1,688	-	-	-
Mountain Avenue Callbox	344	396	400	1,425
Maintenance-Motor Vehicles	-	-	120	120
Maintenance-Call Boxes	407,601	482,175	826,400	1,800,000
Training/Membership	-	-	150	150
Postage	53	29	100	100
Travel Expense - Employee	8	582	4,150	4,150
Travel Expense-Mileage-Employee	354	616	620	620
Printing - External	89	353	1,300	500
Printing - Internal	-	-	150	150
Communications	85,166	93,940	100,000	50,000
Record/Equipment Storage	1,620	1,501	5,000	5,000
Office Expense	-	324	1,500	1,500
Meeting Expense	-	18	500	500
Call Boxes	-	193,417	-	-
Indirect Allocation-General	62,625	50,205	89,948	76,062
<b>Total Expenditures</b>	<b>791,958</b>	<b>1,076,529</b>	<b>1,471,691</b>	<b>2,426,632</b>
<b>Funding Sources</b>				
MSI 1990-Valley Fund-TMEE				1,230,000
SAFE Reimbursement				121,425
SAFE-Vehicle Registration Fees				1,075,207
<b>Total Funding Sources</b>				<b>2,426,632</b>

## Regional & Subregional Planning

### Task 0203 Congestion Management

#### Purpose

Meet State and Federal Congestion Management requirements. Maintain performance levels on the regionally significant transportation system in ways that are consistent with air quality attainment strategies within all air basins of the County. Establish and maintain a nexus between land use decisions and the ability of the transportation system to support the use.

#### Accomplishments

The countywide Congestion Management Program (CMP) was adopted in November 1992, after more than two years work and preparation of an Environmental Impact Report. The program has been updated in odd-numbered years since that time. A major update was completed on the Development Mitigation Nexus Study (Appendix K of the CMP) in 2013. All jurisdictions have adopted and implemented the Land Use Transportation Analysis Program as required by law and, along with Caltrans, are continuing to monitor their portions of the regional transportation system, as specified in the CMP as a condition of compliance. In late 2014 a project to develop a refined methodology to satisfy State and Federal requirements regarding monitoring of the regional transportation system was initiated. Model improvements for the CMP, San Bernardino County Transportation Analysis Model (SBTAM), Subregional Planning (Task 0404) have been undertaken periodically within the Valley, Victor Valley, Morongo Basin, and Barstow/Northeast Desert subareas.

#### Work Elements

1. A major update of the entire CMP is anticipated for 2015. The CMP will be administered and updated as needed to reflect changes in conditions and requirements since the last update of the program, including revisions to reflect any statutory changes. Changes to the estimates of costs for the Development Mitigation Nexus Study will be tracked based on the Caltrans Construction Cost Index, with periodic opportunities for new cost estimates.
2. Trends in traffic growth will be tracked through a new approach that relies on congestion monitoring data available from the private sector that is based on vehicle probe data for freeways and arterials. These data will be more robust and reliable indicators of system performance than the traditional reliance on traffic volume counts. The statewide Performance Measurement System (PeMS) and locally collected traffic counts will continue to be used for traffic volume purposes. These data can also be used as a basis for traffic studies for roadway and land development projects and for prioritization of transportation projects by SANBAG for discretionary funding.
3. Review Traffic Impact Analysis (TIA) reports prepared by local governments in the rural Mountain/Desert areas, and monitor compliance with the program as required by law.
4. Represent the Congestion Management Agency in discussions with other counties and regional, State, and Federal agencies regarding CMP and Congestion Management System consistency, performance measurement, data requirements, intercounty mitigation, and other issues.
5. Provide travel demand forecasting support to local jurisdictions preparing TIAs, local traffic studies, and Environmental Impact Reports.

#### Product

Updated and continued implementation of the Congestion Management Program for San Bernardino County. Updated process and data for monitoring system performance.

## Regional & Subregional Planning

### Task 0203 Congestion Management

#### Contract Information

- a. Existing Contracts:
  - i. 15-1001153, Development of a Congestion Monitoring Program, Amount Budgeted \$135,000.
- b. New Contracts
  - i. RFP, Annual maintenance of CMP monitoring data – Amount Budgeted \$50,000, Total Estimated Contract Amount \$150,000 over three years.

#### Prior Year Budgeted Commitments

The proposed Fiscal Year 2015/2016 budget includes Board approved Fiscal Year 2014/2015 appropriations in the estimated amount of \$30,000.

#### Manager

Steven Smith, Director of Planning

**Regional & Subregional Planning**

Task 0203 Congestion Management

	2012-2013	2013-2014	2014-2015	
	Actuals	Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Regular Full-Time Employees	23,236	35,683	29,909	26,883
Fringe Allocation-General	21,250	35,718	28,631	26,263
Consulting Services	-	-	200,000	125,000
Legal Fees	-	-	500	1,000
Travel Expense - Employee	-	-	500	500
Travel Expense-Mileage-Employee	-	-	1,000	1,000
Printing - Internal	-	-	500	500
Meeting Expense	-	-	200	200
Indirect Allocation-General	29,357	38,648	50,074	41,268
<b>Total Expenditures</b>	<b>73,843</b>	<b>110,049</b>	<b>311,314</b>	<b>222,614</b>
<b>Funding Sources</b>				
MSI Valley Fund-Traffic Mgmt Sys				199,775
MSI Victor Valley Fund-Traffic Mgmt Sys				22,839
<b>Total Funding Sources</b>				<b>222,614</b>

## Regional & Subregional Planning

### Task 0404 Subregional Planning

#### Purpose

Optimize SANBAG investments in transportation infrastructure through a comprehensive, coordinated, and continuing process of identification and evaluation of multimodal transportation options and funding solutions. SANBAG will develop and maintain a long-range Countywide Transportation Plan (CTP), for input into the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), developed in conjunction with the Southern California Association of Governments (SCAG) through Regional Planning (Task 0110). This task also includes the conduct of transportation and land use studies in individual corridors or for subareas of the county. It includes maintenance of the Measure I 2010-2040 Strategic Plan, the Non-Motorized Transportation Plan, and work on various sustainability initiatives in conjunction with SCAG, local jurisdictions, and other stakeholders.

#### Accomplishments

Subregional planning is an ongoing process, and has provided a basis for SANBAG's input to the 1998, 2001, 2004, and 2008 Regional Transportation Plans and the 2012 RTP/SCS. It has served as a foundation for the development of the Expenditure Plan for the reauthorization of Measure I and for the Congestion Management Program (Task 0203), including the Development Mitigation Nexus Study. In Fiscal Year 2014/2015 transportation alternatives and financial scenarios were evaluated for the CTP, and a draft CTP report was prepared. Growth forecasts were developed with local jurisdictions and project lists were provided for the 2016 RTP/SCS. An improved process for monitoring of Congestion Management Program roadways was implemented. The Planning Department continued to support other departments and jurisdictions with transportation analysis, such as interchange phasing analyses and the the Morongo Basin Area Transportation Study. This task supported the activities of both the Transportation Technical Advisory Committee (TTAC) and the Planning and Development Technical Forum (PDTF), key advisory committees for review of technical and policy issues.

SANBAG staff also worked on multiple sustainability initiatives in Fiscal Year 2014/2015. Implementation tools were developed in support of local Climate Action Plans; substantial progress was made on development of a Habitat Preservation/Conservation Framework for the Environment Element of the Countywide Vision; and planning studies were initiated to assist in local implementation of the state's Complete Streets requirements and Safe Routes to School plans. Staff assisted jurisdictions in competing for the state's first cycle of Active Transportation Program grants. The Data Management Office (DMO) supported the maintenance and updating of fifteen datasets that are needed for regional and subregional planning activities. The DMO provided mapping and analysis support for all SANBAG departments.

#### Work Elements

1. Finalize work on the San Bernardino Countywide Transportation Plan (CTP). A draft Plan was prepared in Fiscal Year 2014/2015 as the basis for SANBAG input to the SCAG RTP/SCS.
2. Work with SCAG and local jurisdictions to maintain and apply the San Bernardino County Transportation Analysis Model (SBTAM). SBTAM is the forecasting tool used to support traffic and environmental studies for all of SANBAG's primary transportation projects, as well as selected local planning projects and development-related traffic studies. The model includes a more detailed network and zone system and is based on SCAG's TransCAD version five Regional Model.
3. Support the jurisdictions of San Bernardino County in the planning and implementation of sustainability initiatives and the Countywide vision.
4. Support both the Transportation Technical Advisory Committee and the Planning and Development Technical Forum, consisting of staff from local jurisdictions providing input on transportation and local government planning issues.

## Regional & Subregional Planning

### Task 0404 Subregional Planning

5. Manage multiple SCAG and California Department of Transportation (CALTRANS) grants, including the projects:
  - a. The Advanced Regional Rail Integrated Vision – East (ARRIVE corridor); San Bernardino County Habitat Conservation Framework; Complete Streets and Safe Routes to School Implementation Strategy, and several state ATP grants. Submit additional grants for sustainability projects. The budget includes \$400,000 in contributions/subsidies to match planning, project development, and/or construction funds for Sustainability and Active Transportation studies/projects in the Valley and \$150,000 in contributions/subsidies for the Mountain/Desert Region. The purpose is to make SANBAG and jurisdiction grant applications as competitive as possible.
6. Support SANBAG project development efforts with traffic analyses and impact assessments.
7. Maintain the policies in the Measure I 2010-2040 Strategic Plan. A major effort for 2015 will be an update to the priority list for Valley Freeway Program interchanges, being conducted in conjunction with local jurisdictions.
8. Seek to implement the San Bernardino County Non-Motorized Transportation Plan, in conjunction with local jurisdictions. The Non-Motorized Plan requires updating every five years to maintain project funding eligibility for the new statewide and regional Active Transportation Program (ATP), but periodic amendments are also required to keep it current. A major update is anticipated in FY 2015/2016.
9. Manage the Active Transportation and Sustainability initiatives for SANBAG as part of the implementation of the SCAG RTP/SCS and in keeping with the goals and objectives of agencies in San Bernardino County.
10. Participate in subregional planning efforts led by local jurisdictions, SCAG, transit agencies or other agencies.
11. Maintain data management capabilities including the Data Management Office Network, Geographic Information System (GIS) workstations and data sets needed to support SANBAG programs.
12. As needed, provide assistance to local jurisdictions to access and manage planning and project data disseminated by SANBAG.
13. Maintain a monitoring database in coordination with the Congestion Management Program and GIS based regional planning data.
14. Collect and compile data, and distribute data as appropriate to other agencies and organizations.
15. Manage \$1,250,000 in grant funds available from the South Coast Air Quality Management District (SCAQMD)/Mobile Source Review Committee as contributions/subsidies to support signal synchronization and other signal upgrades to improve arterial traffic flow in the Valley.

### Product

Countywide Transportation Plan Report for San Bernardino County; update of the Valley Freeway Interchange Program priority list; update of the Non-Motorized Transportation Plan and supporting reports on active transportation; update of SBTAM; Analysis support for the Measure I Strategic Plan and project development activities; data and analyses supporting development and updating of the CTP, Modal Alternatives Analyses, Climate Action Plan Implementation Tools, and related activities.

### Contract Information

- a. Existing Contracts
  - i. 15-1001023, Countywide Habitat Preservation/Conservation Framework, Amount Budgeted \$50,000. Total contract amount \$71,501.
  - ii. 15-1001100, Mobile Source Reduction Review Committee (MSRC) Signal Synchronization Partnership Program, Contract Receivable, Amount Budgeted \$1,250,000.
  - iii. 15-1001101, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$90,000 (City of Yucaipa).

### Regional & Subregional Planning

**Task 0404 Subregional Planning**

- iv. 15-1001102, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$325,390 (City of Highland).
- v. 15-1001103, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$305,000 (City of Chino).
- vi. 15-1001104, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$268,800 (City of Ontario).
- vii. 15-1001105, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$124,810 (City of Rancho Cucamonga).
- viii. 15-1001106, MSRC Signal Synchronization Partnership Program, Amount Budgeted \$136,000 (City of Colton).

**b. New Contracts**

- i. RFP, Countywide Safe Routes to School Study (Active Transportation Program Grant) , Amount Budgeted \$400,000, Total Estimated Contract Amount \$400,000.
- ii. RFP, Points of Interest Pedestrian Plan (Active Transportation Program Grant), Amount Budgeted \$400,000, Total Estimated Contract Amount \$400,000.
- iii. RFP, SBTAM Model Support, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
- iv. RFP, Metrolink Active Transportation Improvements Design Services, Amount Budgeted \$175,000, Total Estimated Contract Amount \$576,000.
- v. IFB, Metrolink Active Transportation Improvements Construction Services \$1,600,000, Total Estimated Contract Amount \$3,900,000.

**Manager**

Steven Smith, Director of Planning

## Regional &amp; Subregional Planning

Task 0404 Subregional Planning

	2014-2015			
	2012-2013 Actuals	2013-2014 Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Regular Full-Time Employees	202,891	275,242	242,581	290,083
Regular Part-Time Employees	39,376	-	-	-
Overtime	16	2,953	-	-
Fringe Allocation-General	185,561	278,469	232,224	286,477
Professional Services	5,460	10,130	20,000	10,000
Consulting Services	-	190,618	1,340,000	880,000
Program Management Fees	66,857	29,626	-	75,000
Legal Fees	-	-	2,000	-
Information Technology Services	31,661	32,958	34,000	34,000
Maintenance-Office Equipment	43	2,893	8,000	8,000
Training/Membership	284	1,394	3,000	3,000
Postage	-	121	-	-
Travel Expense - Employee	1,754	2,639	5,000	5,000
Travel Expense-Mileage-Employee	880	1,248	1,800	1,800
Travel Expense-Other-Metrolink Tickets	-	-	200	-
Advertising	400	317	800	500
Printing - Internal	231	543	500	500
Contributions/Subsidies	200,000	91,612	1,750,000	1,550,000
Office Expense	376	-	500	500
Meeting Expense	191	57	700	500
Office Equip/Software-Inventorial	584	5,706	5,000	5,000
Computer Hardware & Software	9,391	-	3,000	3,000
Indirect Allocation-General	282,347	301,310	406,150	445,299
Indirect Allocation-Project Management	-	-	-	6,134
<b>Total Expenditures</b>	<b>1,028,303</b>	<b>1,227,836</b>	<b>4,055,455</b>	<b>3,604,793</b>

**Funding Sources**

Active Transportation Program - State	800,667
General Fund-Local/Other	12,233
Local Transportation Article 3 - Bicycle/Pedestrian	81,134
Local Transportation Fund - Admin	53,224
Local Transportation Fund - Planning	285,261
MSI Colorado River Fund-Traffic Mgmt Sys	4,468
MSI Morongo Basin Fund-Traffic Mgmt Sys	12,571
MSI Mountain Fund-Traffic Mgmt Sys	49,269
MSI North Desert Fund-Traffic Mgmt Sys	17,993
MSI Valley Admin	22,875
MSI Valley Fund-Freeway Projects	52,992
MSI Valley Fund-Fwy Interchange	59,081
MSI Valley Fund-Grade Separations	3,525
MSI Valley Fund-Traffic Mgmt Sys	831,802
MSI Victor Valley Fund-Traffic Mgmt Sys	55,465
Planning, Programming & Monitoring	12,233
SCAQMD/Mobile Source Review Comm.	1,250,000
<b>Total Funding Sources</b>	<b>3,604,793</b>

## Regional & Subregional Planning

### Task 0941 Mountain/Desert Planning and Project Development

#### Purpose

Provide for policy oversight, planning, and project development support for projects in the Mountain/Desert subregion.

#### Accomplishments

Provide support to the Mountain/Desert Policy Committee for detailed review and discussion of items of specific impact to that subregion. The task also includes additional staff support in the areas of planning and project development for projects in the Mountain/Desert subregion. In Fiscal Year 2014/2015, SANBAG staff worked with staff of the Mountain/Desert subareas to identify both project priorities for inclusion in the 2016 update to the Ten-Year Delivery Plan and long-term priorities over the life of Measure I 2010-2040. In the Morongo Basin subarea, this was accomplished through the completion of the Morongo Basin Area Transportation Study, and a similar effort has begun for the Mountains subarea.

#### Work Elements

1. Identify and analyze issues of a routine or special nature that may require policy input specifically from Mountain/Desert jurisdictions, including regional transportation planning, allocation of funds, air quality issues, and legislative issues.
2. Provide support and coordination for regular meetings of the Mountain/Desert Policy Committee and Mountain/Desert Measure I Committee.
3. Respond to special requests for reports and materials related to program implementation in the Mountain/Desert subregion.
4. Assist Mountain/Desert representatives with identification of priority projects and strategies for implementing those projects.
5. Participate on project development teams for major transportation projects in the Mountain/Desert subregions.
6. Support efforts for regional cooperation and possible public private partnerships to realize construction of the High Desert Corridor.
7. Initiate and manage the Mountain Area Transportation Study.

#### Product

1. Policy direction and involvement in SANBAG programs affecting the Mountain/Desert subregion.
2. Planning and technical assistance in cooperation with California Department of Transportation (CALTRANS) and local jurisdictions relative to project development in the Mountain/Desert subregions.
3. Mountain Area Transportation Study Final Report.

#### Contract Information

- a. New Contract
  - i. RFP, 15-1001173, Mountain Area Transportation Study, Amount Budgeted \$150,000, Total Estimated Contract Amount \$150,000.

#### Manager

Andrea Zureick, Director of Fund Administration and Programming

**Regional & Subregional Planning**

Task 0941 Mt./Desert Planning and Project Development

	2012-2013	2013-2014	2014-2015	
	Actuals	Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Regular Full-Time Employees	36,490	22,101	37,878	21,551
Overtime	972	87	1,250	-
Fringe Allocation-General	34,260	22,210	37,457	21,053
Professional Services	-	-	-	150,000
Program Management Fees	1,498	-	-	-
Attendance Fees	8,800	6,400	14,400	-
Maintenance-Motor Vehicles	-	-	100	100
Postage	-	-	400	400
Travel Expense - Employee	-	170	900	400
Travel Expense-Mileage-Employee	483	1,362	2,500	2,000
Travel Expense-Mileage-Non-Employee	4,295	3,411	6,000	-
Printing - Internal	-	-	500	500
Office Expense	48	32	500	200
Meeting Expense	-	-	500	500
Indirect Allocation-General	47,332	24,032	65,510	33,082
<b>Total Expenditures</b>	<b>134,178</b>	<b>79,805</b>	<b>167,895</b>	<b>229,786</b>

**Funding Sources**

MSI Mountain Fund-Traffic Mgmt Sys	135,000
MSI Mtn./Desert Admin	79,786
MSI Victor Valley Fund-Traffic Mgmt Sys	15,000
<b>Total Funding Sources</b>	<b>229,786</b>

## Transit & Passenger Rail

### Task 0309 General Transit

#### Purpose

Provide for assistance and oversight of San Bernardino County transit operators, including review of their cost effectiveness and efficiency, State and Federal funding compliance, funding allocation, service modifications, and capital improvements. These operators include Omnitrans, Victor Valley Transit Authority (VVTA), Morongo Basin Transit Authority (MBTA), Mountain Area Regional Transit Authority (MARTA), Barstow Area Transit (BAT), and Needles Area Transit (NAT), as well as Valley Transportation Services (VTrans), which is the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley.

Provide representation on regional, state, and national transit associations; promote professional development through participation in the Southern California Association of Governments (SCAG) Regional Transit Task Force and state and national transit conferences and training sessions; and support the evaluation, development, implementation, and maintenance of the TransTrack operator performance reporting system.

#### Accomplishments

Participated in meetings of the SCAG Regional Transit Task Force leading to the incorporation of transit-related actions in SCAG's Regional Transportation Plan and continued membership in the following transit associations; California Transit Association (CTA), California Association for Coordinated Transportation (CALACT), and American Public Transportation Association (APTA).

Omnitrans, serving the urbanized San Bernardino Valley, is the largest operator in the County carrying approximately 15.6 million passengers during Fiscal Year 2013/2014. VVTA carried 2.4 million passengers, MBTA carried 367,000 passengers; BAT carried 180,000 passengers, MARTA carried 157,000 passengers, and NAT carried 36,000 passengers. Of the six operators, four of them saw a downturn in ridership during Fiscal Year 2013/2014. However, VVTA and MARTA saw an increase in ridership in part due to expanded service in their respective areas.

Annually, SANBAG is responsible for the implementation of Unmet Needs in the Victor Valley and Morongo Basin areas. During the Fiscal Year 2013/2014 unmet needs process, it was determined VVTA would need to begin providing Sunday service beginning in Fiscal Year 2014/2015. Subsequently VVTA began the Sunday service ahead of schedule in the latter part of Fiscal Year 2013/2014. Additionally, SANBAG and the operators have been participating in the Countywide Transit Efficiency Study, which is scheduled to be completed in Fiscal Year 2015/2016.

#### Work Elements

This is an ongoing project that includes professional development through participation in regional, State, and national transit association conferences by Board members and staff. Participation provides for exchange of information and policy development ideas relating to transit operations and funding.

This task also includes continued staff and consultant efforts required to maintain compliance with State and Federal funding requirements, such as reviewing procedures related to Title VI of the Civil Rights Act of 1964 and Americans with Disabilities Act compliance and conducting the annual unmet transit needs public hearings. Additionally SANBAG staff provides technical assistance for the transit operators such as financial forecast for their Short Range Transit Plans, grant applications review and submittal, as well as programming of projects.

## Transit & Passenger Rail

### Task 0309 General Transit

The task also includes legal services that may be required during the year for the transit programs, and professional services to support the continued development, evaluation and implementation of the transit operator reporting system. Specific items of the task include:

1. Attend and participate in regional, state, and national association meetings.
2. Continue work on implementing and maintaining the transit operator performance system.
3. Share new industry and regulatory information with operators.
4. Review and implement cost saving measures to ensure sustainable transit service for all operators in the County.
5. Review and implement SANBAG procedures and provide technical assistance to transit operators and non-profits to ensure compliance with Federal Transit Administration requirements.
6. Schedule, mail and publish notices for annual unmet transit needs public hearings (a minimum of three hearings will be held in the Mountain/Desert Region), as required by the Transportation Development Act (TDA). Obtain court recorder services for public hearings. Prepare summary of testimony received, recommended staff response and formal findings for review by Public and Specialized Transportation Advisory and Coordinating Council (PASTACC) and the hearing boards. Obtain Board adoption of formal findings.

### Product

Dissemination of information and technical assistance to operators. The evaluation, further development, implementation, and maintenance of the transit operator performance reporting system will be of benefit to the operators and SANBAG. Providing technical assistance to the various transit operators as required.

### Contract Information

- a. Existing Contracts
  - i. 00-1000940, Countywide Transit Efficiency Study, Amount Budgeted \$250,000.
  - ii. 15-1001235, Transit and Specialized Transportation Planning Services, Amount Budgeted \$175,000.

### Manager

Andrea Zureick, Director of Fund Administration and Programming

**Transit & Passenger Rail**

Task 0309 General Transit

			2014-2015	
	2012-2013	2013-2014	Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Regular Full-Time Employees	121,327	163,827	68,269	42,007
Overtime	743	1,016	625	-
Fringe Allocation-General	111,634	165,005	65,186	41,037
Professional Services	562,877	247,151	132,025	427,000
Consulting Services	1,436	320	13,775	-
Attendance Fees	1,275	1,050	1,500	-
Legal Fees	13,317	19,946	20,000	-
Utilities	1	-	-	-
Dues & Subscriptions	13,669	12,360	17,000	17,000
Training/Membership	2,994	5,699	100	4,600
Postage	164	25	200	200
Travel Expense - Employee	350	3,461	5,000	5,000
Travel Expense-Mileage-Employee	901	533	1,000	1,000
Travel Expense-Mileage-Non-Employee	-	-	100	-
Travel Expense-Other-Metrolink Tickets	-	-	-	250
Advertising	791	1,285	2,000	2,000
Printing - External	-	-	250	100
Printing - Internal	-	-	150	100
Office Expense	-	-	550	-
Meeting Expense	150	334	500	500
Office Equip/Software-Inventorial	-	3,348	-	-
Indirect Allocation-General	154,228	178,539	114,008	64,483
<b>Total Expenditures</b>	<b>863,787</b>	<b>639,056</b>	<b>373,344</b>	<b>605,277</b>
<b>Funding Sources</b>				
Local Transportation Fund - Admin				194,000
Local Transportation Fund - Planning				411,277
<b>Total Funding Sources</b>				<b>605,277</b>

**Transit & Passenger Rail**

**Task 0310 Transit Operating**

**Purpose**

Provide funding for the operation of seven transit operators in San Bernardino County, including Omnitrans, Victor Valley Transit Authority (VVTA), Morongo Basin Transit Authority (MBTA), Mountain Area Regional Transit Authority (MARTA), Barstow Area Transit (BAT), Needles Area Transit (NAT), and Valley Transportation Services (VTrans) and other local agencies implementing transit-related projects within their jurisdiction.

**Accomplishments**

This task provides for the consolidation of transit funds that are provided to each of the transit operators. The Measure I Senior and Disabled Program funds provided to the transit operators offer financial assistance to offset costs associated with paratransit service by the transit operators for those that meet the qualifications under the Americans with Disabilities Act (ADA). These funds are also used to provide subsidized fares for seniors. Additionally, other fund sources are included in this task when State processes require those funds to flow through SANBAG to the implementing agency or when SANBAG provides additional contributions to locally implemented transit projects, such as the recently initiated San Bernardino Regional Vanpool Program – Victor Valley phase.

**Work Elements**

Coordinate Measure I Senior and Disabled program funds and other program funds that must pass through the SANBAG budget for disbursement to the transit operators and local agencies implementing transit-related projects within their jurisdiction.

**Product**

Operating funds for Transit Operators and other local agencies implementing transit-related projects within their jurisdiction.

**Contract Information**

- a. Existing Contracts
  - i. 00-1000431, The operation of a consolidated transportation services agency to provide for the coordination of transit services for seniors, persons with disabilities, and persons of low income, Amount Budgeted \$2,354,700.

**Manager**

Andrea Zureick, Director of Fund Administration and Programming

**Transit & Passenger Rail**

Task 0310 Transit Operations

			2014-2015	
	2012-2013	2013-2014	Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Regular Full-Time Employees	51,752	-	-	-
Overtime	42	-	-	-
Fringe Allocation-General	47,366	-	-	-
Contributions/Subsidies	7,904,184	8,675,706	8,832,028	9,479,921
Indirect Allocation-General	65,439	-	-	-
<b>Total Expenditures</b>	<b>8,068,783</b>	<b>8,675,706</b>	<b>8,832,028</b>	<b>9,479,921</b>
<b>Funding Sources</b>				
MSI Colorado River Fund-Senior/Disabled				11,500
MSI Morongo Basin Fund-Senior/Disabled				108,600
MSI Mountain Fund-Senior/Disabled				90,900
MSI North Desert Fund-Senior/Disabled				243,400
MSI North Desert Fund-Traffic Mgmt Sys				33,898
MSI Valley Fund-Senior/Disabled				7,954,700
MSI Victor Valley Fund-Senior/Disabled				909,400
MSI Victor Valley Fund-Traffic Mgmt Sys				127,523
<b>Total Funding Sources</b>				<b>9,479,921</b>

## Transit & Passenger Rail

### Task 0311 Transit Capital

#### Purpose

Evaluate the effectiveness and efficiency and implement capital improvements proposed by the transit agencies within the County of San Bernardino.

#### Accomplishments

Omnitrans began operational service on the sbX Bus Rapid Transit (BRT) project along the "E" Street corridor in the fourth quarter of Fiscal Year 2013/2014. Project closeout items, including the completion of a maintenance facility will be completed this fiscal year. The "E" street BRT is the first such transit service to be implemented in the San Bernardino Valley.

SANBAG completed an operational analysis reviewing the potential benefits of consolidating Victor Valley Transit Authority (VVTA), Barstow Area Transit (BAT), and Needles Area Transit (NAT). It was determined that operational efficiencies and improved service could be gained by merging BAT with VVTA. However, NAT would remain attanomus. VVTA is now leading the consolidation with BAT, which should be completed in Fiscal Year 2015/2016.

Valley Transportation Services (VTrans) continued to operate the Mobility Travel Training Program (MTT). MTT teaches seniors and persons with disabilities how to navigate public transportation. VTrans is also a funding partner for the U.S. Department of Veteran Affairs One Call/One Click program which provides veterans and their families a centralized location where they can access information on social services and public transportation. VTrans is an active funding partner to many social services agencies to help reduce access service demands. VTrans funding will be moved to (Task 0310) in Fiscal Year 2015/2016 budget.

During Fiscal Year 2014/2015, SANBAG performed a Radio System Assessment to identify the specific communication needs for the Mountain Area Regional Transit Authority (MARTA) radio communications system. The assessment was performed and will be completed in a two-phase approach. Phase 1 of the assessment consisted of performing an evaluation of MARTA's existing communications equipment and needs. From that evaluation, a preliminary report was submitted, which addressed MARTA's issues and short-term fixes, and a final report was presented, which addressed alternative paths for communication improvements. Phase 1 of the radio system assessment was completed on task and on schedule.

The Transit and Rail department began work on evaluating if SANBAG should become Federal Transit Administration (FTA) direct recipients. In November, it was determined that SANBAG would not seek status of becoming a direct recipient. Rather SANBAG will keep consultants to review SANBAG's procedures for FTA and ensure SANBAG is meeting FTA requirements. In Fiscal Year 2015/2016 SANBAG staff will create a memorandum of understanding with Omnitrans to outline SANBAG's role as a sub-recipient and Omnitrans as a direct FTA recipient.

During Fiscal Year 2013/2014, the Efficiency Study began with a series of meetings were held to determine items that SANBAG, the transit operators and the Valley Consolidated Transportation Services (CTSA) were willing to collaborate on. At the end of Fiscal Year 2014/2015, the Efficiency study will be 75% completed. This study will be moving to (Task 0309) and will be led by SANBAG's Funds Administration and Programming team.

The Transit and Rail department began an update of the SANBAG Short Range Transit Plan (SRTP). The SRTP will discuss service and future capital needs of all transit and rail in San Bernardino County. Elements include funding projections for SANBAG's future rail projects, all six bus transit operators, Metrolink and VTrans.

## Transit & Passenger Rail

### Task 0311 Transit Capital

#### Work Elements

The proposed work on Phase 2 of MARTA's Radio System Assessment will include installing a Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system for management of the transit system, as well as improving and maintaining the current radio system for voice communications.

Complete the Short Range Transit Plan (SRTP) for the Transit and Rail department at SANBAG. The elements included will be funding projections for SANBAG's future rail projects, all six bus transit operators, Metrolink and the Consolidated Transportation Services Agency (CTSA). Additionally it will discuss service and future needs of all transit and rail in San Bernardino County.

#### Product

1. Complete all closeout items and the construction of the sbX project.
2. Complete a final Short Range Transit Plan (SRTP) for the SANBAG Transit and Rail Department which will include all operators SRTP's.
3. Complete all work on the MARTA Radio System Assessment.

#### Contract Information

- a. Existing Contracts
  - i. 00-1000363, Legal Services for E Street sbX Right of Way Acquisition, Amount Budgeted \$50,000.
  - ii. 00-1000731, Legal Services, Amount Budgeted \$50,000.
- b. New Contracts
  - i. CTO, Consulting Services – Maintenance Facility Study, Amount Budgeted \$100,000, Total Estimated Contract Amount \$100,000.
  - ii. CTO, Consulting Services – Phase II MARTA Radio System, Amount Budgeted \$100,000, Total Estimated Contract Amount \$100,000.

#### Local Funding Source Detail

- i. Omnitrans – \$50,000.

#### Manager

Mitchell Alderman, Director of Transit and Rail Programs

**Transit & Passenger Rail**

Task 0311 Transit Capital

			2014-2015	
	2012-2013	2013-2014	Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Regular Full-Time Employees	20,795	1,462	57,989	27,325
Fringe Allocation-General	19,018	1,464	55,512	26,694
Professional Services	240,909	40,075	-	-
Consulting Services	1,875,359	109,452	560,105	200,000
Legal Fees	745,296	243,163	360,532	100,000
Construction Capital	10,274	-	-	-
Right of Way Capital	666,732	539,052	-	-
Postage	141	23	-	-
Contributions/Subsidies	1,121,792	154,154	2,302,770	-
Pass-Thru Payments	-	-	200,000	-
Indirect Allocation-General	26,274	1,584	97,089	41,946
<b>Total Expenditures</b>	<b>4,726,590</b>	<b>1,090,429</b>	<b>3,633,997</b>	<b>395,965</b>
<b>Funding Sources</b>				
Local Projects Fund				50,000
Local Transportation Fund - Planning				114,585
State Transit Assistance Fund - Rail				231,380
<b>Total Funding Sources</b>				<b>395,965</b>

## Major Projects Delivery

### Task 0820 Freeway Projects

#### Purpose

The Freeway Projects program develops and constructs freeway/highway improvements that enhance mobility, reduce traffic congestion, and improve safety. These enhancements are achieved by the construction of a variety of lane additions including general purpose lanes, truck climbing lanes, car pool lanes, express lanes and ancillary improvements.

#### Accomplishments

Transportation revenues continue to translate into significant enhancements to our local freeways. The remaining segments of the Interstate 215 (I-215) widening project through the City of San Bernardino had all lanes open to traffic in January 2014, with the project close-out underway and the landscape design for the first phase complete and ready for construction. The State Route 210 (SR-210) landscaping construction projects are complete with the final segments in plant establishment. Progress continues on the preliminary engineering/environmental phase of the SR-210 lane addition project in the Cities of Highland and Redlands with approval scheduled for late 2015. Analysis of express lanes on the Interstate 10 (I-10) and Interstate 15 (I-15) Corridors has been completed. In addition, environmental work for the I-10 Corridor is progressing on schedule with the environmental document scheduled to be circulated in the later part of 2015. Preliminary engineering/environmental phase has commenced on the I-15 Corridor express lane improvements from State Route 60 (SR-60) to SR-210. Lastly, the I-215 Bi-County High Occupancy Vehicle (HOV) lane addition construction will be completed in the first part of 2015.

#### Contract Information – Major Projects Program\*

- a. Existing Contracts
  - i. 00-1000044, Preliminary Design & Environmental Services, Amount Budgeted \$415,444.
  - ii. 00-1000736, Procurement Services, Amount Budgeted \$5,000.
  - iii. 00-1000743, Procurement Services, Amount Budgeted \$30,000.
  - iv. 00-1000166, Construction Capital, Amount Budgeted \$20,000.
  - v. 00-1000100, Legal Services, Amount Budgeted \$100,000.
  - vi. 00-1000603, Legal Services, Amount Budgeted \$10,000.
  - vii. 00-1000710, Right of Way Services, Amount Budgeted \$820,000.
  - viii. 00-1000089, Program Management Services, Amount Budgeted \$665,940.
  - ix. 00-1000004, Program Management Services, Amount Budgeted \$140,000.

\* Contracts that are utilized on all Sub Tasks within the Program.

#### Manager

Garry Cohoe, Director of Project Delivery

## Major Projects Delivery

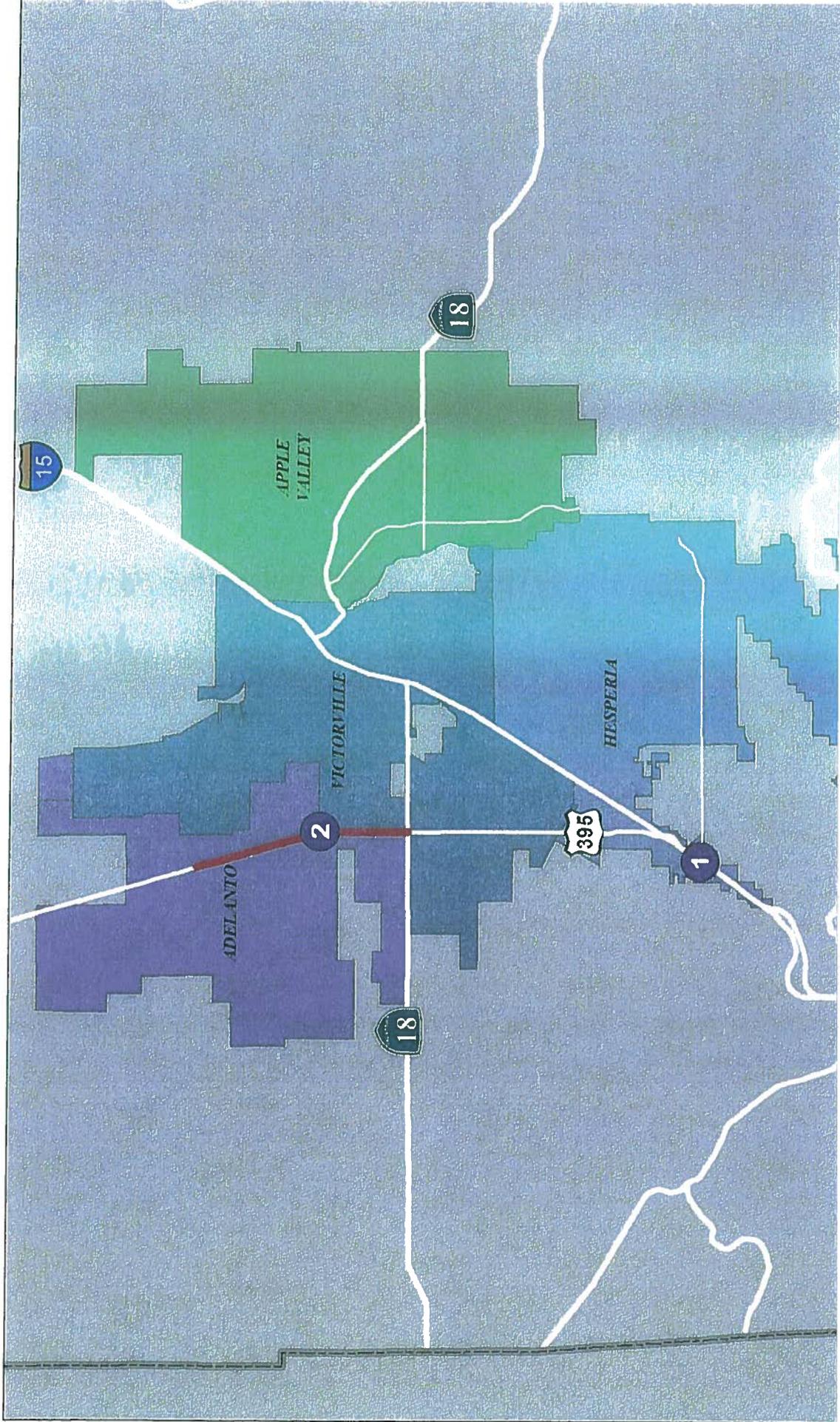
Task 0820 Freeway Projects

	2014-2015			
	2012-2013	2013-2014	Revised	2015-2016
Expenditures	Actuals	Actuals	Budget	Budget
Regular Full-Time Employees	153,460	40,659	18,240	23,136
Fringe Allocation-General	140,341	40,700	17,462	22,602
Professional Services	688,967	653,292	940,823	4,435,843
Consulting Services	15,640,639	10,721,013	16,681,594	16,749,419
Program Management Fees	589,922	628,586	1,091,139	715,940
Legal Fees	(1,606,579)	216,437	1,063,884	141,000
Rentals-Building	118,495	64,180	-	-
Construction Capital	57,060,496	36,724,609	33,040,378	17,550,998
Utilities Capital	-	512,943	80,000	-
Right of Way Capital	2,566,212	146,711	2,754,826	27,124,411
Postage	87	283	1,200	1,500
Travel Expense - Employee	77	-	-	-
Public Information Activities	152,325	112,928	-	-
Printing - External	2,961	1,477	3,000	22,500
Record/Equipment Storage	-	4,115	-	-
Meeting Expense	1,416	105	489	-
Indirect Allocation-General	193,889	44,038	31,222	35,516
Indirect Allocation-Project Management	31,276	50,479	84,191	58,560
Total Expenditures	<u>75,733,984</u>	<u>49,962,555</u>	<u>55,808,448</u>	<u>66,881,425</u>

## Funding Sources

Congestion Mitigation & Air Quality	680,000
Demonstration High Priority Program	3,210,790
Local Projects Fund	140,400
MSI 1990-Valley Fund-Major Projects	7,665,688
MSI 1990-Valley Fund-TMEE	1,224,948
MSI Valley Fund-Freeway Projects	19,248,969
MSI Valley Fund-Fwy Interchange	10,000
MSI Victor Valley Fund-Major Local Hwy	61,500
Planning, Programming & Monitoring	205,000
Project National & Regional Significance	8,677,370
Regional Improvement Program	21,608,840
Surface Transportation Program	3,802,400
Transportation Enhancement Activities	281,430
Valley Fwy Interchange Bond Fund	10,000
Victor Valley Major Local Hwy Bond Fund	54,090
Total Funding Sources	<u>66,881,425</u>





**1 Project Interstate 15 Ranchero Road Interchange (0890)**

**Description**

Reconstruct interchange to improve traffic operation and circulation for current and future demand. Current Phase: Construction

Total Estimated Cost	Costs to Date	Proposed Budget	Future Costs
\$65,949,000	\$45,391,765	\$1,185,909	\$19,371,326

**Contract Information**

- a. Existing Contracts
  - i. 00-1000882, Construction Capital, Amount Budgeted \$50,000.
  - ii. 00-1000663, Construction Management Services, Amount Budgeted \$100,000.
  - iii. 00-1001039, Legal Services, Amount Budgeted \$20,000.
  - iv. 00-1000771, Construction Capital, Amount Budgeted \$1,000,000.

2 **Project**      **United States 395 Widening Phase I (0891)**

**Description**

Widen the US-395 to 4 lanes and improve intersections from State Route 18 to Chamberlain Way in the City of Adelanto to accommodate existing and future traffic. Current Phase: Design and Right-of-Way

Total Estimated Cost	Costs to Date	Proposed Budget	Future Costs
\$54,924,000	\$1,512,987	\$9,815,590	\$43,595,473

**Contract Information**

- a. New Contracts
  - i. 15-1001215, Right-of-Way Services, Amount Budgeted \$1,359,960. Total Estimated Contract Amount \$1,540,000.

**Project Alternative Project Financing (0850)**

**Description**

Develop alternative financing and delivery mechanisms to deliver major highway improvements. Current Phase: Planning

Total Estimated Cost	Costs to Date	Proposed Budget	Future Costs
\$16,621,000	\$ 4,730,685	\$564,612	\$11,325,703

**Contract Information**

- a. Existing Contracts
  - i. 00-1000537, Project Study Report Services, Amount Budgeted \$120,000.
  - ii. 00-1000554, Project Study Report Services, Amount Budgeted \$85,000.
  
- b. New Contracts
  - i. Investment Grade Traffic & Revenue, Amount Budgeted \$50,000. Total Estimated Contract Amount \$2,500,000.
  - ii. Investment Grade Financial Analysis, Amount Budgeted \$10,000. Total Estimated Contract Amount \$2,000,000.

Note: This task is not project specific. Not included on the map.

## Major Projects Delivery

**Task** 0830 Interchange Projects

### Purpose

The Interchange Projects program develops and constructs freeway interchange improvements that mitigate existing traffic congestion, accommodates future traffic, and enhances safety. The improvements range from just ramp widening to complete interchange replacement.

### Accomplishments

The interchange improvement program is in full swing. Interchange 10(I-10)/Cherry Avenue, I-10/Citrus Avenue, and Interstate 15 (I-15) Ranchero Road Interchange projects were open to traffic this fiscal year. Construction continues on the I-15/Interchange 215 (I-215) (Devore), I-15 Baseline Road, and I-10/Tippecanoe Avenue (Phase 2) interchanges. Project development is well underway on the I-215/Barton Road, State Route 210 (SR-210)/Pepper Avenue, I-10/Pepper Avenue, and the I-10/Cedar interchange projects. Project development has commenced on I-10/Monte Vista Avenue, I-215/University Parkway, SR-60/Central Avenue, SR-60/Archibald Avenue, I-10/Mount Vernon Avenue, and I-10/University interchanges.

### Contract Information – Major Projects Program\*

- a. Existing Contracts
  - i. 00-1000044, Preliminary Design & Environmental Services, Amount Budgeted \$81,285.
  - ii. 00-1000736, Procurement Services, Amount Budgeted \$10,500.
  - iii. 00-1000166, Construction Capital, Amount Budgeted \$170,000.
  - iv. 00-1000743, Procurement Services, Amount Budgeted \$3,000.
  - v. 00-1000241, Right of Way Services, Amount Budgeted \$20,000.
  - vi. 00-1000629, Right of Way Services, Amount Budgeted \$400,000.
  - vii. 00-1000628, Right of Way Services, Amount Budgeted \$400,000.
  - viii. 00-1000770, Construction Capital, Amount Budgeted \$20,000.
  - ix. 00-1000089, Program Management Services, Amount Budgeted \$1,661,000.
  - x. 00-1000004, Program Management Services, Amount Budgeted \$160,000.

\* Contracts that are utilized on all Sub Tasks within the Program.

### Manager

Garry Cohoe, Director of Project Delivery

## Major Projects Delivery

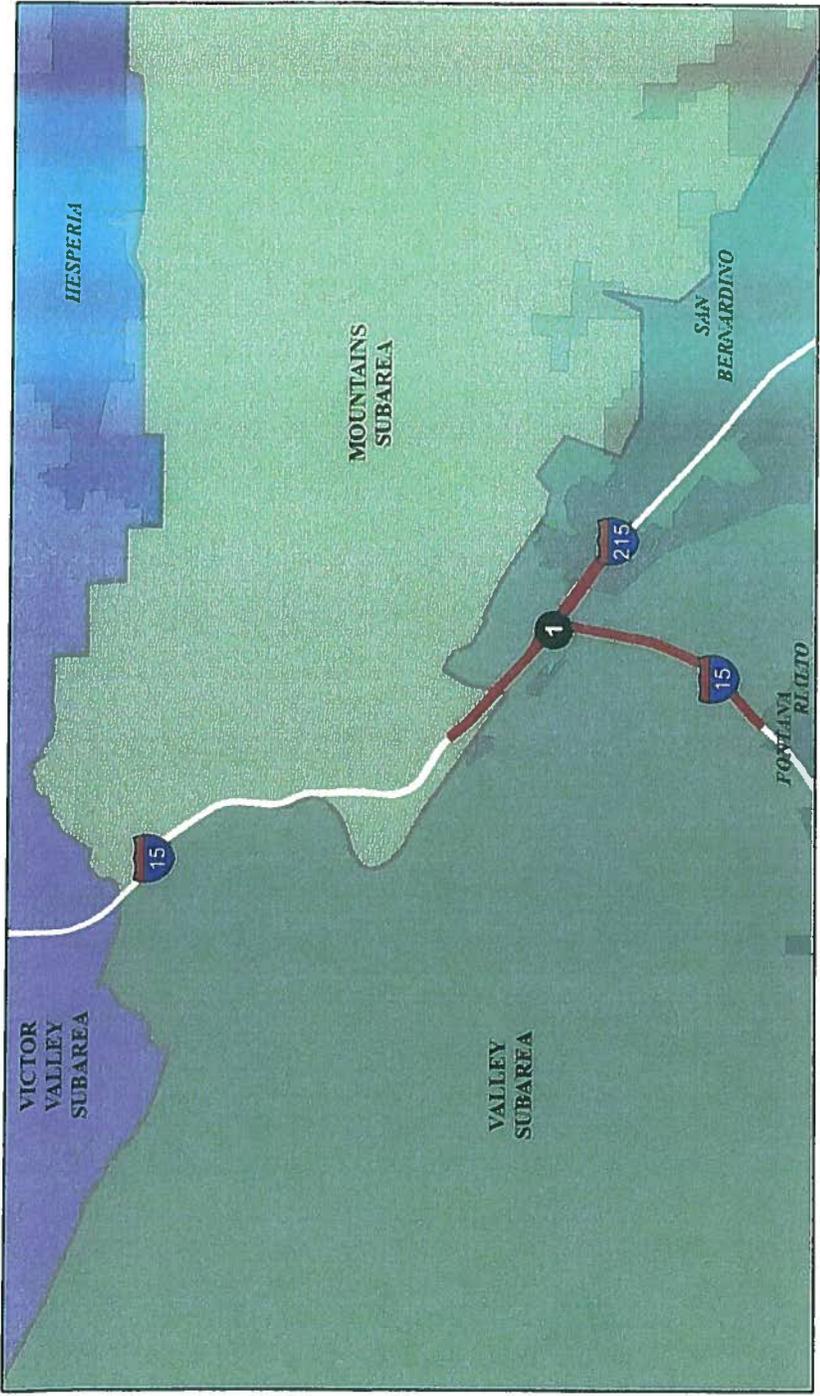
Task 0830 Interchange Projects

Expenditures	2012-2013	2013-2014	2014-2015	
	Actuals	Actuals	Revised Budget	2015-2016 Budget
Regular Full-Time Employees	84,233	12,250	3,705	-
Fringe Allocation-General	77,030	12,262	3,547	-
Professional Services	155,758	1,312,680	2,143,862	2,390,950
Consulting Services	10,216,504	10,126,495	9,472,777	11,141,152
Program Management Fees	995,582	1,724,929	1,643,149	1,591,000
Legal Fees	64,954	89,325	187,581	76,000
Construction Capital	56,200,521	48,795,204	50,320,118	49,967,244
Right of Way Capital	12,030,590	10,289,749	31,875,352	12,055,295
Postage	37	139	1,000	1,000
Advertising	754	1,515	3,950	-
Travel Expense - Employee	49	-	-	-
Printing - External	9,196	4,625	11,619	13,500
Record/Equipment Storage	252	-	-	-
Meeting Expense	10	36	918	-
Indirect Allocation-General	106,424	13,267	6,740	-
Indirect Allocation-Project Management	55,702	114,838	132,893	130,129
<b>Total Expenditures</b>	<b>79,997,596</b>	<b>72,497,314</b>	<b>95,807,211</b>	<b>77,366,270</b>

## Funding Sources

Cajon Pass Bond Fund	16,329,395
Corridor Mobility Improvement Account-P1B	602,470
Demonstration High Priority Program	6,704,967
Interstate Maintenance Discretionary	172,147
Local Projects Fund	27,345,813
MSI 1990-Valley Fund-Major Projects	3,617,981
MSI Valley Fund-Freeway Projects	23,636
MSI Valley Fund-Fwy Interchange	8,233,099
MSI Victor Valley Fund-Major Local Hwy	120,292
Regional Improvement Program	216,774
State Local Partnership Program-P1B	138,650
Surface Transportation Program	2,050,000
Trade Corridor Improvement Fund-P1B	5,537,454
Valley Fwy Interchange Bond Fund	6,273,592
<b>Total Funding Sources</b>	<b>77,366,270</b>





● **Project**      **I-15/I-215 (Devore) Interchange (0880)**

**Description**

To accommodate existing and future traffic, this project will provide four lanes in each direction on I-15 through the interchange, adds truck by-pass lanes, reconfigures the interchange so that I-15 southbound becomes the primary route, reconnects Cajon Boulevard, and provides other ancillary improvements. Current Phase: Design-Build

Total Estimated Cost	Costs to Date	Proposed Budget*	Future Costs
\$324,460,000	\$175,040,497	\$16,329,395	\$40,000,000

\*Additional \$93.1m not going through SANBAG's books

**Contract Information**

- a. Existing Contracts
- i. 00-1000030, Preliminary Design & Environmental Services, Amount Budgeted \$10,000.
  - ii. 00-1000467, Right of Way Services, Amount Budgeted \$1,000,000.
  - iii. 00-1000967, Right of Way Services, Amount Budgeted \$110,000.
  - iv. 00-1000980, Right of Way Services, Amount Budgeted \$265,000.
  - v. 00-1000981, Right of Way Services, Amount Budgeted \$156,000.
  - vi. 00-1000972, Right of Way Services, Amount Budgeted \$50,000.
  - vii. 00-1000968, Right of Way Services, Amount Budgeted \$120,000.
  - viii. 00-1000970, Right of Way Services, Amount Budgeted \$15,000.
  - ix. 00-1000973, Right of Way Services, Amount Budgeted \$10,000.
  - x. 00-1000969, Right of Way Services, Amount Budgeted \$130,000.
  - xi. 00-1000974, Right of Way Services, Amount Budgeted \$552,000.
  - xii. 00-1000971, Right of Way Services, Amount Budgeted \$75,000.
  - xiii. 00-1000975, Right of Way Services, Amount Budgeted \$60,000.
  - xiv. 00-1000830, Right of Way Services, Amount Budgeted \$60,300.
  - xv. 00-1000976, Right of Way Services, Amount Budgeted \$50,700.
  - xvi. 00-1000977, Right of Way Services, Amount Budgeted \$47,500.
  - xvii. 00-1000979, Right of Way Services, Amount Budgeted \$72,000.
  - xviii. 00-1000978, Right of Way Services, Amount Budgeted \$20,000.
  - xix. 00-1001034, Construction Capital, Amount Budgeted \$80,000.
  - xx. 00-1000851, Construction Capital, Amount Budgeted \$12,080,000.

## Major Projects Delivery

**Task** 0840 Grade Separation Projects

### Purpose

The Grade Separation Projects program develops and constructs railroad grade separations that improve mobility, reduce traffic congestion, and improve safety. Safety benefits include both eliminating the risk associated with vehicles crossing the railroad tracks and the improved response time for emergency responders.

### Accomplishments

Measure I revenue supplemented by Trade Corridor Improvement Funds (TCIF) has provided an opportunity to deliver several much needed grade separation projects. The project development for all the grade separations has been completed. The Hunts Lane, Palm Avenue, and North Milliken grade separations were opened to traffic. The remaining projects, that include Glen Helen Parkway, South Milliken Avenue, Vineyard Avenue, Lenwood Road, and Laurel Avenue, are under construction.

### Contract Information – Major Projects Program\*

- a. Existing Contracts
  - i. 00-1000603, Legal Services, Amount Budgeted \$145,000.
  - ii. 00-1000710, Right of Way Services, Amount Budgeted \$12,000.
  - iii. 00-1000339, Procurement Services, Amount Budgeted \$500.
  - iv. 00-1000736, Procurement Services, Amount Budgeted \$2,500.
  - v. 00-1000089, Program Management Services, Amount Budgeted \$515,000.

\* Contracts that are utilized on all Sub Tasks within the Program.

### Manager

Garry Cohoe, Director of Project Delivery

## Major Projects Delivery

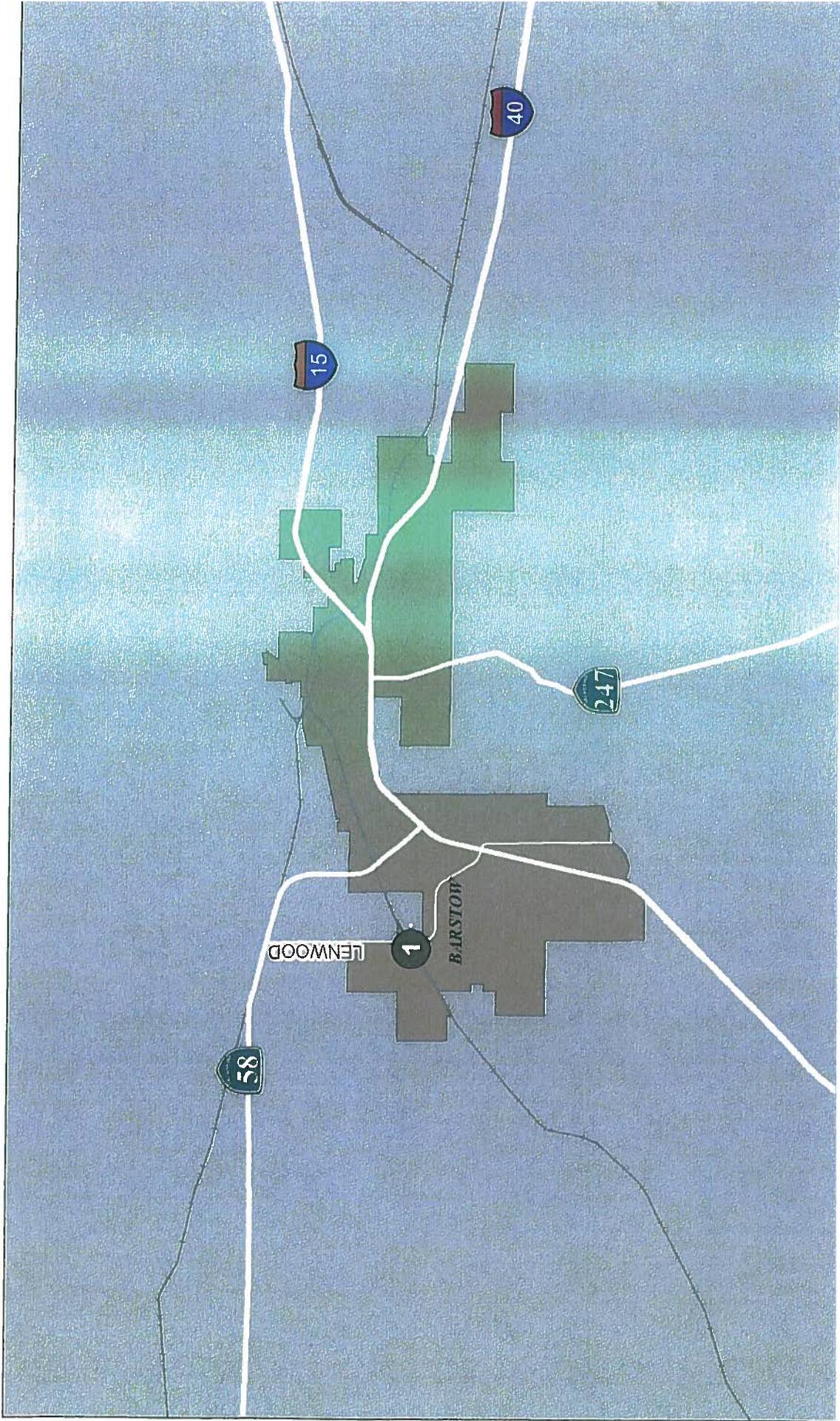
Task 0840 Grade Separation Projects

	2014-2015			
	2012-2013	2013-2014	Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Regular Full-Time Employees	74,710	7,253	11,658	-
Fringe Allocation-General	68,326	7,261	11,163	-
Professional Services	33,014	72,385	367,330	1,232,000
Consulting Services	6,268,219	5,021,340	8,843,273	1,960,726
Program Management Fees	703,197	707,335	714,900	515,000
Legal Fees	823,368	1,092,899	233,100	147,000
Construction Capital	34,372,671	39,340,765	78,158,381	41,836,784
Right of Way Capital	22,359,190	5,511,808	5,799,445	2,411,064
Postage	274	333	2,300	200
Advertising	422	1,861	2,000	500
Printing - External	2,787	13,494	4,000	1,200
Meeting Expense	103	-	-	-
Indirect Allocation-General	94,394	7,856	21,207	-
Indirect Allocation-Project Management	40,696	51,495	51,230	42,124
<b>Total Expenditures</b>	<b>64,841,371</b>	<b>51,836,085</b>	<b>94,219,987</b>	<b>48,146,598</b>

**Funding Sources**

Congestion Mitigation & Air Quality	300,000
Local Projects Fund	6,578,771
MSI North Desert Fund-Major Local Hwy	549,954
MSI Valley Fund-Freeway Projects	3,048,681
Project National & Regional Significance	320,547
Public Utilities Commission	6,352,580
Regional Improvement Program	750,000
State Local Partnership Program-P1B	7,035,450
Surface Transportation Program	1,007,380
Trade Corridor Improvement Fund-P1B	14,393,332
Valley Major Street Bond Fund	7,809,903
<b>Total Funding Sources</b>	<b>48,146,598</b>





**1 Project Lenwood Road Grade Separation (0881)**

**Description**

Construct four lane grade-separated crossing over the BNSF tracks to improve safety and reduce traffic congestion. Located in the City of Barstow. Current Phase: Construction

Total Estimated Cost	Costs to Date	Proposed Budget	Future Costs
\$31,016,000	\$24,370,606	\$6,145,394	\$500,000

**Contract Information**

- a. Existing Contracts
- i. 00-1000261, Preliminary Design & Environmental Services, Amount Budgeted \$92,346.
  - ii. 00-1000714, Right of Way Services, Amount Budgeted \$50,000.
  - iii. 00-1000900, Right of Way Services, Amount Budgeted \$36,250.
  - iv. 00-1000875, Right of Way Capital, Amount Budgeted \$991,287.
  - v. 00-1000983, Construction Capital, Amount Budgeted \$2,875,160.
  - vi. 00-1000869, Construction Management Services, Amount Budgeted \$327,780.

## Fund Administration & Programming

### Task 0500 Fund Administration

#### Purpose

Facilitate and oversee the timely and effective use of funding provided by a variety of Federal and State revenue sources, such as the Moving Ahead for Progress in the 21st Century Act (MAP-21), the State Transportation Improvement Program (STIP), and the State Proposition 1B Bond programs. Funds administered under this task include Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ), Active Transportation Program (ATP), Regional Improvement Program (RIP), various State Proposition 1B Bond programs, Federal Transit Administration (FTA) programs, Local Transportation Funds (LTF) and State Transit Assistance Funds (STAF) made available by the Transportation Development Act (TDA), Low Carbon Transit Operations Program (LCTOP), and various federal appropriations.

#### Accomplishments

Accomplishments include obtaining additional State and Federal funding revenues through strategic fund management and timely delivery of existing committed funds. SANBAG manages use of the above funding categories within San Bernardino County and provides local agencies and transit operators with information on these programs as well, including fund availability through State and Federal transportation programs and transportation program guidelines, requirements, policies, and schedules. SANBAG is responsible for conducting the project selection, prioritization, and allocation of funds to projects to be funded through State and Federal fund sources such as RIP, STP, CMAQ, and other programs listed above. SANBAG has developed program management procedures to maximize State and Federal funding levels and guard against loss of State and Federal funds administered by SANBAG because of failure to achieve timely obligation, as well as a policy to monitor that long-term distribution of State and Federal funds is equitable among subareas of the County. In addition, SANBAG acts as a liaison between local agencies and transit operators and the California Department of Transportation (CALTRANS), the California Transportation Commission (CTC), the County Auditor/Controller, and federal agencies to assist local implementation of projects funded by State and Federal sources.

#### Work Elements

1. Allocate State and Federal funds to maximize delivery of high priority transportation projects within San Bernardino County, and integrate use of these funds with local and private funds in a way that maximizes project delivery, complies with Measure I Strategic Plan Policy, and minimizes administrative burdens.
2. Identify opportunities to leverage funding from programs identified above in addition to the typical transportation funds allocated and programmed by SANBAG.
3. Identify eligible candidate projects for various competitive grant programs and identify responsible agencies to submit and implement projects if selected.
4. Prepare or assist in the preparation of complete project applications and claims, approvals, disbursements, and certifications and assist in meeting other program requirements.
5. Oversee SANBAG consultant on preparation of an update of the SANBAG TDA Fund Application Manual and development and implementation of a TDA database for tracking allocations and disbursements, incorporating recommendations from the current and past TDA Triennial Performance Audits.
7. Develop program-level annual delivery plans to ensure member agencies deliver projects as planned to maximize funding opportunities and guard against loss. Monitor and track obligation and implementation progress of projects funded with State and Federal funds to protect SANBAG's fiscal allocations pursuant to timely use of funds deadlines. For TDA this includes tracking monthly Board of Equalization (BOE) receipts versus estimates, quarterly interest earnings, and monthly cash balances.
8. Implement and maintain SANBAG's program/project-level database to support program management activities that ensure the region's delivery goals are met or exceeded on an annual basis, long-term projects can be adequately funded, and equity is maintained within the different subareas of the county.

## Fund Administration & Programming

### Task 0500 Transportation Improvement Program

9. Provide expertise to local agencies as requested for facilitation and implementation of local projects using State and Federal funds by participating on Project Development Teams, providing travel demand modeling support to local project sponsors, providing technical document reviews, and acting as a liaison with State and Federal agencies.
10. Coordinate with SANBAG auditor for audit of LTF and STAF funds, and monitor contract auditor work and final product for TDA claimants. Submit TDA audits to the State by the December 31 deadline.
11. Coordinate activities listed above with member agencies and transit operators through the Transportation Technical Advisory Committee (TTAC), Public and Specialized Transportation Advisory and Coordination Council (PASTACC), and other interagency forums and participate in Statewide TDA Advisory Committee meetings.

### Product

An objective, efficient, and timely process to allocate available transportation-related funding to the projects that provide the greatest transportation benefit relative to their cost and to ensure that all transportation funds allocated to projects within San Bernardino County are used in a timely manner without risk of loss.

### Contract Information

- a. Existing Contracts
  - i. 15-1001099, Transportation Development Act Services and Updates, Amount Budgeted \$242,800.
  - ii. 15-1001098, Transportation Development Act Triennial Performance Audits, Amount Budgeted \$15,000.
- b. New Contracts
  - i. RFP, On-call Air Quality Analysis, Amount Budgeted \$10,000, Total Estimated Contract Amount \$50,000.

### Prior Year Budgeted Commitments

The proposed Fiscal Year 2015/2016 budget includes Board approved Fiscal Year 2014/2015 appropriations in the estimated amount of \$145,000.

### Manager

Andrea Zureick, Director of Fund Administration and Programming

**Fund Administration & Programming**

Task 0500 Fund Administration

	2014-2015			
	2012-2013 Actuals	2013-2014 Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Regular Full-Time Employees	255,588	249,861	255,588	225,806
Regular Part-Time Employees	5,066	10,897	8,140	6,600
Overtime	196	590	-	-
Fringe Allocation-General	233,918	250,695	244,674	227,037
Professional Services	13,749	-	20,000	-
Consulting Services	5,110	-	120,000	252,800
Program Management Fees	375	-	-	-
Auditing & Accounting	366,675	171,431	416,000	15,000
Legal Fees	-	-	2,000	-
Training/Membership	-	200	2,500	2,500
Postage	33	20	940	200
Travel Expense - Employee	242	2,699	8,200	6,200
Travel Expense-Mileage-Employee	234	189	2,700	700
Advertising	-	-	200	200
Printing - External	-	-	840	500
Printing - Internal	-	-	600	600
Communications	9	-	-	-
Office Expense	-	-	200	200
Meeting Expense	-	-	250	250
Office Equip/Software-Inventorial	-	-	120	-
Indirect Allocation-General	326,512	277,157	434,885	356,757
<b>Total Expenditures</b>	<b>1,207,707</b>	<b>963,739</b>	<b>1,517,837</b>	<b>1,095,350</b>
<b>Funding Sources</b>				
Local Transportation Fund - Admin				462,154
Local Transportation Fund - Planning				43,629
Planning, Programming & Monitoring				589,567
<b>Total Funding Sources</b>				<b>1,095,350</b>

## Fund Administration and Programming

### Task 0550 Programming

#### Purpose

Facilitate and oversee the programming of transportation projects through funding provided by a variety of Federal and State revenue sources and Measure I to allow delivery of transportation projects on schedule and to demonstrate compliance with applicable State, Federal, and local fiscal constraint and air quality conformity requirements.

#### Accomplishments

As the County Transportation Commission and the administrator of Measure I, SANBAG is responsible for the allocation and programming of over \$350 million per year in funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), California Transportation Commission (CTC), and State and local sales taxes. In cooperation with other County Transportation Commissions, the CTC, the California Department of Transportation (CALTRANS), the Southern California Association of Governments (SCAG), and the County Auditor/Controller, SANBAG staff programs and, in some cases, disburses these funds based on the Board of Director's approved priorities and strategies as communicated through the Ten-Year Delivery Plan, program apportionments, and project-specific allocations.

#### Work Elements

1. Identify candidate projects for inclusion into the 2017 Federal Transportation Improvement Program (FTIP) from the SANBAG Nexus Study and Measure I 2010-2040 Strategic Plan, the Ten-Year Delivery Plan, the Regional Transportation Plan (RTP), local agencies, and CALTRANS. Prepare and provide standard application formats and procedures for proponents of candidate FTIP projects. Review local candidate project submittals for accuracy, proper detail and eligibility for respective programs, enter candidate projects into the regional database, and upload completed project information to SCAG. Prepare the required Financial Plan for San Bernardino County project submittals. Work with SCAG, CALTRANS District 8, and CALTRANS Headquarters to ensure that candidate FTIP projects meet eligibility requirements, including fiscal constraint. Prepare timely implementation reports on projects identified in the FTIP as Transportation Control Measures for air quality conformity purposes. Participate in the FTIP public process as needed, such as testifying for projects on behalf of local agencies during FTIP hearings.
2. Prepare recommendations for project funding from the 2016 State Transportation Improvement Programs (STIP) to be considered by the SANBAG Board of Directors. Meet and confer with CTC staff and Commissioners to advocate for STIP funding of key projects through the Regional and Interregional Programs as appropriate. Assist in coordination of inter-county projects during the development of STIP candidate project recommendations. Assist in development of legislative support for candidate projects.
3. Prepare and administer amendments to the FTIP and STIP including reviewing amendment requests for eligibility and completeness; transmitting amendment requests as appropriate to the SANBAG Board for approval; preparing and transmitting FTIP amendment requests to SCAG and STIP amendment requests to CALTRANS District 8; preparing a financial report for each amendment; and tracking amendment requests through the amendment process.
4. Represent San Bernardino countywide programming interests at statewide meetings such as the Regional Transportation Planning Agencies' meeting, CTC meetings, Southern California's Programming/Planning group meeting, Transportation Conformity Working Group meetings, and the California Federal Programming Group meetings.
5. Determine the distribution of FTA formula and FHWA Congestion Mitigation and Air Quality funds committed to transit projects.
6. Provide assistance to operators in the preparation of annual Section 5311 and Section 5307 Programs of Projects (POP) and grant applications, and provide concurrence with the use of Section 5307 and Section 5337 apportioned to the San Bernardino Valley by the Southern California Regional Rail Authority.

## Fund Administration and Programming

### Task 0550 Programming

7. Review and prioritize FTA Section 5310 grant applications for allocation by the SANBAG Board of Directors.
8. Allocate and disburse Local Transportation Funds (LTF) to transit operators and local agencies for public transportation, local streets and roads projects, and projects that are provided for use by pedestrians and bicycles in accordance with the Transportation Development Act (TDA) Statutes and the California Code of Regulations.
9. Allocate and disburse State Transit Assistance Funds (STAF) to transit operators for capital projects and eligible operating costs in accordance with the TDA Statutes and the California Code of Regulations.
10. Complete the 2016 update to the Measure I 2010-2040 Ten-Year Delivery Plan with current project priorities, schedules, and scopes, including the bonding strategy necessary to advance projects in accordance with the plan.
11. Distribute requests for Capital Project Needs Analyses to Valley subarea jurisdictions and SANBAG program managers and compile the responses into a comprehensive assessment of funding needs for each fiscal year. Facilitate Mountain/Desert subarea meetings when requests are received for project Major Local highway (MLH) or Project Development/Traffic Management Systems (PDTMS) allocations, and present Mountain/Desert subarea representatives' allocation recommendations to the Mountain/Desert Policy Committee and Board for approval.
12. Conduct cash-flow analyses of needs versus available revenues and develop alternatives for the allocation of Measure I funds, together with the use of State and Federal funds.
13. Reimburse jurisdictions for Measure I Project Advancement Agreements, Measure I Valley Major Street/Arterial Sub-Program, and Measure I Mountain/Desert MLH Program and PDTMS Program expenditures based on invoices received, and maintain documentation per approved funding agreements.
14. Maintain an appropriate relationship between development contributions and public share contributions according to Measure I Strategic Plan policies.
15. Distribute Measure I Local Pass Through funds to jurisdictions based on the formula specified by Ordinance to the Valley and Mountain/Desert cities and the County of San Bernardino.
16. Provide assistance in responding to inquiries from Board members, local agency staff, CALTRANS, the press, and the public about the programming status of various transportation projects.

### Product

Programming documents and disbursements that support the delivery of State, federal, and locally funded projects in San Bernardino County.

### Contract Information

- a. Existing Contracts
  - i. Various, Jurisdiction Master Agreements, Amount Budgeted \$10,000,000.
  - ii. Various, Project Advancement Agreements, Amount Budgeted \$10,569,400.
  - iii. 00-1000662, Apple Valley Yucca Loma Bridge MLH, Amount Budgeted \$3,719,300.
  - iv. 15-1001116, Apple Valley Yucca Loma Road Widening MLH, Amount Budgeted \$3,597,480 .
  - v. 15-1001119, Barstow First Avenue Bridge over BNSF MLH, Amount Budgeted \$500,000.
  - vi. 15-1001118, Barstow First Avenue Bridge over Mojave River MLH, Amount Budgeted \$1,000,000.
  - vii. 00-1000933, Los Angeles Metro High Desert Corridor PDTMS, Amount Budgeted \$455,011.
  - viii. 00-1000927, Needles Connector Project MLH, Amount Budgeted \$86,034.
  - ix. 00-1000847, San Bernardino County Yates Road MLH, Amount Budgeted \$142,593.
  - x. 15-1001157, San Bernardino County Baker Boulevard MLH, Amount Budgeted \$144,218.
  - xi. C14175, Twentynine Palms Encelia Drive Signal MLH, Amount Budgeted \$200,000.
  - xii. C14176, Twentynine Palms Lear Avenue Signal MLH, Amount Budgeted \$250,000.
  - xiii. 15-1001115, Victorville Green Tree Boulevard MLH, Amount Budgeted \$1,040,465.
  - xiv. 00-1000897, Yucca Valley, SR-62/Dumosa Avenue Signal MLH, Amount Budgeted \$200,000.

## **Fund Administration and Programming**

**Task** 0550 Programming

### **Prior Year Budgeted Commitments**

The proposed Fiscal Year 2015/2016 budget for Jurisdictional Master Agreements includes Board approved Fiscal Year 2014/2015 appropriations in the estimated amount of \$10,000,000.

The proposed Fiscal Year 2015/2016 budget for MLH and PDTMS allocations includes Board approved Fiscal Year 2014/2015 appropriations in the estimated amount of \$11,161,255.

The proposed Fiscal Year 2015/2016 budget for LTF payments includes Board approved Fiscal Year 2014/2015 appropriations in the amount of \$5,720,000.

The proposed Fiscal Year 2015/2016 budget for STAF payments includes Board approved Fiscal Year 2014/2015 appropriations in the amount of \$15,450,000.

### **Manager**

Andrea Zureick, Director of Fund Administration and Programming

**Fund Administration & Programming****Task 0550 Programming**

	2014-2015			
	2012-2013	2013-2014	Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Regular Full-Time Employees	107,757	188,218	232,297	359,594
Regular Part-Time Employees	-	8,660	23,300	8,800
Overtime	94	-	100	-
Fringe Allocation-General	98,631	188,402	222,474	359,886
Professional Services	-	-	9,800	-
Consulting Services	-	-	50,000	-
Program Management Fees	1,057	-	-	-
Legal Fees	4,118	135	3,000	-
Training/Membership	-	-	1,600	1,500
Postage	-	-	775	300
Travel Expense - Employee	-	-	900	1,600
Travel Expense - Non-Employee	-	-	500	500
Travel Expense-Mileage-Employee	18	6	1,200	1,200
Travel Expense-Mileage-Non-Employee	-	-	500	-
Advertising	-	-	500	-
Printing - External	-	2,140	-	2,500
Printing - Internal	-	-	700	600
Pass-Thru Payments	54,657,306	49,246,607	63,710,091	119,637,400
Project Advancements Payments	17,109,011	18,996,482	11,361,899	10,560,651
Major Street Payments	2,014,049	2,641,109	18,494,146	10,000,000
Major Local Highway Payments	1,663,655	5,404,011	19,558,341	10,880,090
Project Develop Traffic Mgmt Sys Pmt	8,311	26,042	555,080	455,012
Office Expense	-	-	200	200
Meeting Expense	-	-	349	600
Office Equip/Software-Inventorial	-	-	126	-
Indirect Allocation-General	136,264	203,855	389,097	565,509
<b>Total Expenditures</b>	<b>75,800,271</b>	<b>76,905,667</b>	<b>114,616,975</b>	<b>152,835,942</b>

**Funding Sources**

Local Transportation Fund - Pass Through	63,300,000
Local Transportation Fund - Planning	79,953
MSI Colorado River Fund-Local Street	156,800
MSI Colorado River Fund-Major Local High	95,693
MSI Morongo Basin Fund-Local Street	1,476,900
MSI Morongo Basin Fund-Major Local Hwy	669,316
MSI Mountain Fund-Local Street	1,236,300
MSI Mountain Fund-Major Local Highway	19,316
MSI Mtn./Desert Admin	75,828
MSI North Desert Fund-Local Street	3,309,900
MSI North Desert Fund-Major Local Hwy	1,655,050
MSI Valley Admin	144,422
MSI Valley Fund-Arterials	10,000,000
MSI Valley Fund-Freeway Projects	115,467
MSI Valley Fund-Fwy Interchange	139,274
MSI Valley Fund-Grade Separations	52,138

**Fund Administration & Programming****Task 0550 Programming****Funding Sources - continued**

MSI Valley Fund-Local Street	23,547,000
MSI Valley Fund-Metrolink/Rail Service	120,590
MSI Valley Fund-Project Adv Agreements	10,560,651
MSI Victor Valley Fund-Local Street	11,160,500
MSI Victor Valley Fund-Major Local Hwy	7,281,185
MSI Victor Valley Fund-Traffic Mgmt Sys	455,012
Planning, Programming & Monitoring	439,845
State Transit Assistance Fund - Pass	15,450,000
Victor Valley Major Local Hwy Bond Fund	<u>1,294,802</u>
<b>Total Funding Sources</b>	<b><u>152,835,942</u></b>

## Debt Service

**Task** 0965 2012A Sales Tax Revenue Bond

### **Purpose**

Account for the proceeds held by the Bond Trustee, The Bank of New York Trust Company N.A., for the Debt Service on the 2012A Sales Tax Revenue Bond.

### **Accomplishments**

SANBAG monitored the activities of the trustee in the investment and disbursement of bond proceeds. This activity relates to the 2012A Sales Tax Revenue Bond issuance.

### **Work Elements**

This task accounts for the debt service of the 2012A Sales Tax Revenue Bond.

The task contains the accounting of the principal, interest and fiscal charges of the debt service fund. This task is for accounting purposes only.

### **Product**

Fiscal Accounting.

### **Manager**

William Stawarski, Chief Financial Officer

Debt Service

Task 0965 2012A Sales Tax Revenue Bond

	2012-2013	2013-2014	2014-2015	
	Actuals	Actuals	Revised Budget	2015-2016 Budget
<b>Expenditures</b>				
Bond Principal	-	-	1,910,000	1,990,000
Bond Interest	3,851,087	4,163,338	4,163,340	4,086,938
Fiscal Agent Fees	2,371	2,325	3,500	3,500
<b>Total Expenditures</b>	<u>3,853,458</u>	<u>4,165,663</u>	<u>6,076,840</u>	<u>6,080,438</u>

Funding Sources

MSI Cajon Pass Fund	2,286,243
MSI Valley Fund-Grade Separations	2,486,900
MSI Victor Valley Fund-Major Local Hwy	<u>1,307,295</u>
<b>Total Funding Sources</b>	<u>6,080,438</u>

## Debt Service

**Task** 0966 2014A Sales Tax Revenue Bond

### Purpose

Account for the proceeds held by the Bond Trustee, The Bank of New York Trust Company N.A., for the Debt Service on the 2014A Sales Tax Revenue Bond.

### Accomplishments

SANBAG monitored the activities of the trustee in the investment and disbursement of bond proceeds. This activity relates to the 2014A Sales Tax Revenue Bond issuance.

### Work Elements

This task accounts for the debt service of the 2014A Sales Tax Revenue Bond.

The task contains the accounting of the principal, interest and fiscal charges of the debt service fund. This task is for accounting purposes only.

### Product

Fiscal Accounting.

### Manager

William Stawarski, Chief Financial Officer

## Debt Service

Task 0966 2014A Sales Tax Revenue Bond

	2012-2013	2013-2014	2014-2015	
			Revised	2015-2016
<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
Bond Interest	-	-	5,502,342	5,135,113
Fiscal Agent Fees	-	-	3,500	3,500
Total Expenditures	-	-	<u>5,505,842</u>	<u>5,138,613</u>

## Funding Sources

MSI Cajon Pass Fund	856,606
MSI Valley Fund-Fwy Interchange	1,027,723
MSI Valley Fund-Grade Separations	1,841,165
MSI Valley Fund-Metrolink/Rail Service	1,156,188
MSI Victor Valley Fund-Major Local Hwy	<u>256,931</u>
Total Funding Sources	<u>5,138,613</u>

## *Minute Action*

AGENDA ITEM: 6

**Date:** *March 20, 2015*

**Subject:**

Express Lanes Tolling Policy and Toll Revenue Policy

**Recommendation:**

That the Mountain/Desert Policy Committee recommended the Board, acting in its capacity as the San Bernardino County Transportation Commission:

Approve the Express Lane tolling policies included in Table 1, and approve the toll revenue policies included in Table 2.

**Background:**

At the July 2014 Board Meeting, the SANBAG Board approved the Express Lanes Alternative as the Locally Preferred Alternative for the I-10 Corridor Project, subject to the completion of the California Environmental Quality Act/National Environmental Policy Act (CEQA/NEPA) review. SANBAG is also evaluating an Express Lanes Alternative as the sole build alternative for the I-15 corridor. In order to continue the development of these two corridor projects, several activities need to advance concurrently with the environmental process, one of which is completion of the Investment Grade Traffic and Revenue Forecast.

A Preliminary Traffic and Revenue Forecast was completed in 2011, which confirmed the potential for Express Lanes on the I-10 and I-15 corridors. The Intermediate Traffic and Revenue Study, presented to the Board in October 2013, confirmed financial feasibility for the two corridor projects. The next financial analysis step is to develop an Investment Grade Traffic and Revenue Forecast, which will serve as a key component of the updated financial plan for the two corridors, and is required to be completed prior to submission of a Transportation Infrastructure Finance and Innovation Act (TIFIA) Application.

In order to advance the I-10 and I-15 project most effectively, the Investment Grade Traffic and Revenue studies should be completed in 2016, which would enable the TIFIA process to move forward in 2017. To complete this high level traffic and revenue study requires the approval of key tolling policies that would impact the results of the study. The tolling policies recommended by the I-10 and I-15 Corridor Sub-Committee are included in Table 1. Additional background information on these tolling policies is included in Attachment 1.

*Entity: CTC*

Table 1: Key Tolling Policies

1. Provide free or discounted travel for HOV 3+ vehicles
2. Maintain 24-hour tolling with a minimum toll rate
3. Utilize both switchable transponders and License Plate Recognition (LPR) for toll collection
4. Implement dynamic pricing with pricing by segment
5. Maintain normal toll pricing for Clean Air Vehicles
6. Create a Low Income Equity Program for San Bernardino County residents
7. Enable California Highway Patrol (CHP) to reroute General Purpose lane traffic into the Express Lanes in the event of a severe incident
8. Evaluate tolling HOV 3+ at a discounted rate (as opposed to free) during super-peak events

Toll revenue generated by an Express Lanes project must first be used to cover operations, maintenance, debt service and major maintenance and rehabilitation reserves for the toll facility. Toll revenue may also be dedicated to complete the Express Lanes system, or to pay back any local contributions. Remaining “excess” revenue is typically allocated to corridor improvements including transit. Toll revenue use is typically broadly defined within legislation, and is then more specifically defined within Board-approved expenditure plans and project financing documents.

In order to allocate toll revenue in the Investment Grade Traffic and Revenue Forecast for the I-10 and I-15 corridors, it is necessary to establish a toll revenue policy. After discussion with the I-10 and I-15 Joint Sub-Committee on January 15, 2015 and February 12, 2015, the sequential toll revenue policy shown in Table 2 is recommended for inclusion in the updated financial plans.

Table 2: Toll Revenue Policy

1. Operate the Express Lanes System
2. Maintain the Express Lanes System
3. Pay Express Lanes Debt Service
4. Complete the Express Lanes System
5. Pay back the Measure I Contributions
6. Implement Transit Improvements within I-10 and I-15 Corridors
7. Implement Corridor Improvements within I-10 and I-15 Corridors

The policy will allow toll revenue to be reflected appropriately in the updated financial plan, while preserving flexibility to further define projects for completion within the Express Lanes system, projects to be completed using funds paid back to Measure I and additional transit and corridor improvements within the I-10 and I-15 corridors. Potential projects for inclusion in the Express Lanes System include the I-10/I-15 Direct Connectors and the extension of the I-15 Express Lanes from US-395 to the potential High Desert Corridor. Payback of the Measure I contributions would need to return to the source of the funds, i.e. the Valley Freeway Program.

Mountain-Desert Committee Agenda Item

March 20, 2015

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If toll revenue is used to complete the Express Lanes System and pay back the Measure I contributions, it is anticipated that any “excess” revenue would not be available until 2045.

Approval of the tolling policies is needed to develop an accurate Investment Grade Traffic and Revenue Forecast. Similarly, approval of the toll revenue policies is needed in order to allocate estimated toll revenue properly in the updated financial plan. Staff recommends approval of the Express Lanes policies listed in Tables 1 and 2.

***Financial Impact:***

This item imposes no impact on the Fiscal Year 2014/2015 budget.

***Reviewed By:***

The preliminary tolling policies and toll revenue policies have been reviewed by the I-10 and I-15 Joint Sub-Committee on January 15, 2015 and February 12, 2015. This item was reviewed by the City/County Manager’s Technical Advisory Committee on March 5, 2015 and the Transportation Technical Advisory Committee on March 2, 2015. This item is scheduled to be reviewed by the Board of Directors Metro Valley Study Session on March 12, 2015.

***Responsible Staff:***

John Meier, Project Manager

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Approved  
Mountain-Desert Committee  
Date: March 20, 2015

Witnessed By:

Express Lanes Tolling Policy

<u>Item One:</u>	High Occupancy Vehicle (HOV) Policy
<u>Description:</u>	Establishes HOV requirements for free travel within the Express Lanes.
<u>2013 Traffic and Revenue (T&amp;R) Assumption:</u>	HOV 2+ travel free until 2024; HOV 3+ travel free 2024 and beyond.
<u>Discussion:</u>	<p>Traffic and Revenue (T&amp;R) modeling indicates that HOV 2+ free would not be financially viable. From a capacity standpoint, two Express Lanes in each direction could support HOV 2+ free, but there would be little excess capacity to sell to Single Occupant Vehicles (SOVs). Therefore, funds would not be available to construct the second lane.</p> <p>Under the assumed HOV 3+ policy, approximately 15 to 20% of the vehicles would be traveling free in 2030. Shifting from HOV 3+ to HOV 2+ free during off-peak hours would reduce toll revenue by 20 to 25%, possibly more in the early years. Off-peak is defined as 9:30 a.m. to 3:30 p.m. and 7:30 p.m. to 6:30 a.m.</p> <p>Note I: A single-lane HOV 2+ addition would be degraded within 10 years of opening, and would provide no relief for existing HOV 2+ congestion between the Los Angeles County line and Haven Avenue.</p> <p>Note II: The 2013 Traffic and Revenue (T&amp;R) assumed HOV 2+ would travel free during the initial I-10 segment opening from Los Angeles County Line to I-15 in 2022 and 2023, which includes the portion of existing HOV lanes from LA County Line to Haven that would be converted to Express Lanes. This segment would be converted to HOV 3+ in 2024, which is when the remaining I-10 segments are scheduled to be completed. On 12/11/14, the Express Lanes Ad Hoc Committee recommended that this HOV2+ to HOV3+ transition be eliminated, and that all Express Lanes segments open as HOV3+.</p> <p>Note III: Vehicles would be required to have a transponder in order to obtain the HOV 3+ credit, as the geometric design does not contain HOV 3+ declaration lanes.</p> <p>Note IV: For the time period from July through October 2014, OCTA data from the 91 Express Lanes indicates approximately 21% of trips were HOV 3+.</p>
<u>Recommendation:</u>	Implement free travel for HOV 3+ for all Express Lanes segments, including the initial I-10 segment opening in 2022.

Express Lanes Tolling Policy

<u>Item Two:</u>	Minimum Toll Rate / Hours of Operation
<u>Description:</u>	Establishes minimum toll for entry into the Express Lanes.
<u>2013 T&amp;R Assumption:</u>	24-hour tolling, with a minimum toll for entry into the Express Lanes of \$0.05 per mile from point of entry to the end of a segment or \$0.50 per segment, whichever is greater.
<u>Discussion:</u>	<p>Tolls in an Express Lanes Facility can be collected either during peak-hours only, or 24 hours a day.</p> <p>Peak-hour only tolling would allow access to all passenger vehicles during off-peak hours, which is defined as volumes in the Express Lanes below 1,200 vehicles per hour per lane. Under 24 hour tolling, a minimum toll rate would be charged during off-peak hours.</p> <p>Traffic and Revenue models indicate that the off-peak hours would run from approximately 9:30 a.m. to 3:30 p.m. and 7:30 p.m. to 6:30 a.m. for the I-10 corridor in 2030. Eliminating minimum toll during off-peak hours would reduce toll revenue by at least 15 to 25% prior to 2030; 15% in 2030; and 2-5% in 2046, based on the off-peak hours specified above.</p> <p>Establishing a minimum toll rate minimizes weaving in and out of Express Lanes, which can caused congestion and reduce throughput in both the Express Lanes and General Purpose lanes.</p> <p>24-hour tolling is consistent with neighboring Riverside, Orange and Los Angeles counties. Off-peak only tolling could create confusion at county lines as well additional complexity for users as to when to expect free travel.</p> <p>Note I: For the I-10 project, the minimum toll rate is estimated at \$2.15 for the 33-mile trip in 2030 (expressed in 2012 dollars). For the I-15 project, the minimum toll rate is estimated at \$2.30 for the 33-mile trip in 2030 (expressed in 2012 dollars).</p> <p>Note II: For comparison, the minimum toll rate for the 10-mile trip on the OCTA 91 Express Lanes is currently \$1.45, which would be even higher if based on 2030 volumes.</p>
<u>Recommendation:</u>	Maintain 24-hour tolling with a minimum toll rate of \$0.50 per zone in order to maximize efficient and safe operation of Express Lanes and General Purpose lanes, and to maintain financial feasibility of the Express Lanes project.

Express Lanes Tolling Policy

<u>Item Three:</u>	Toll Collection Methodology
<u>Description:</u>	Establishes toll collection methodology for the Express Lanes Facility
<u>2013 T&amp;R Assumption:</u>	Switchable RFID Transponders and License Plate Recognition
<u>Discussion:</u>	<p>Toll collection methodology varies across the country, and includes cash collection, Radio-Frequency Identification (RFID) transponders, switchable RFID transponders and license plate recognition (LPR).</p> <p>Cash collection introduces additional operations cost, traveler delay and requires a larger geometric footprint, and is largely being phased out across the country.</p> <p>All-Electronic Tolling, which includes the use of transponders and LPR, allows tolling without the need to stop at a cash collection booth.</p> <p>Transponder-only facilities provide the lowest administrative cost of the toll collection methods, but restricts use of the Express Lanes to those with a transponder. Switchable transponders provide the added benefit of declaring vehicle occupancy, thereby eliminating the need for declaration lanes for qualifying HOV vehicles.</p> <p>LPR has a higher administrative cost than transponder-only, but allows access to a much broader range of users than transponder-only facilities. For example, visitors or infrequent users can still use the facility and pay the toll via the web. LPR users would be charged a surcharge to offset the higher administrative cost.</p> <p>Note I: Transponders issued in California are required by law to be interoperable, e.g. an OCTA transponder works on a Metro Express Lanes facility, and this requirement will soon be in effect nationwide.</p> <p>Note II: As tolling technology continues to evolve, there is the potential that transponders would no longer be required by the time of construction. This issue will be monitored further during future Concept of Operations development.</p>
<u>Recommendation:</u>	Utilize switchable RFID Transponders and License Plate Recognition for toll collection.

Express Lanes Tolling Policy

<u>Item Four:</u>	Toll Pricing Process
<u>Description:</u>	Establishes the tolling concept for the Express Lanes
<u>2013 T&amp;R Assumption:</u>	Dynamic Pricing with Pricing by Segment
<u>Discussion:</u>	<p>The I-10 and I-15 Express Lanes would utilize dynamic pricing, which maximizes the ability to manage traffic demand by adjusting pricing based on real-time traffic demand. Actual pricing can be based on a per-mile basis or a per-segment basis.</p> <p>Per-mile pricing would charge users based on the distance covered within the Express Lane facility, with the per-mile rate varying based on demand.</p> <p>Under segment pricing, per-mile toll rates are converted into toll charges for each segment by multiplying the per-mile rate by the longest distance covered by each tolling segment.</p> <p>Segment-based pricing tends to increase the share of long-distance trips, i.e. minimizes weaving, due to a relatively higher price for trips using only a short portion of a tolling segment. Shorter trips lead to increased weaving in and out of the Express Lanes, which may cause operational issues leading to increased congestion and reduced corridor throughput.</p> <p>Utilizing per-mile pricing on a long corridor with multiple ingress-egress points introduces signage complexity, with a wide range of total trip distance scenarios available upon entry into the facility. Segment pricing simplifies signage by indicating cost for using the initial segment, followed by cost to the end of the facility.</p> <p>Note I: Tolls that are displayed on signage are guaranteed upon entry.</p>
<u>Recommendation:</u>	Utilize Dynamic Pricing with Pricing by Segment

Express Lanes Tolling Policy

<u>Item Five:</u>	Clean Air Vehicle Policy
<u>Description:</u>	Establishes policy for free or discounted travel for Clean Air Vehicles in the Express Lanes facility.
<u>2013 T&amp;R Assumption:</u>	No discount or free travel for Clean Air Vehicles
<u>Discussion:</u>	<p>Current State policy, which expires in 2019, provides free travel for qualifying Clean Air vehicles in many managed lanes facilities.</p> <p>Tolling Clean Air Vehicles has a positive financial impact; however, actual impact has not been quantified as it was a core assumption in the 2013 Traffic and Revenue Forecast.</p> <p>Tolling Clean Air Vehicles reduces incentive for Clean Air Vehicle use, which is a potential air quality issue.</p> <p>SCAG is moving towards a blanket exemption for Clean Air Vehicles priority usage of managed lanes, i.e. no discount or free travel for Clean Vehicles.</p>
<u>Recommendation:</u>	Consistent with law anticipated at the start of tolling in 2022, maintain normal toll pricing for Clean Air Vehicles

Express Lanes Tolling Policy

<u>Item Six:</u>	Low-Income Equity Program
<u>Description:</u>	Policy would establish a program to attract and facilitate usage of the Express Lanes facility by low-income users.
<u>2013 T&amp;R Assumption:</u>	Not modeled
<u>Discussion:</u>	<p>Policy would be modeled after Metro Express Lanes Equity Program, which provides \$25 credit for account set-up and waives the monthly account fee</p> <p>Primary recommendation from the Equity Study Report; financial impact to be quantified.</p> <p>Note I: Metro annual cost is approximately \$54,000 in toll credits.</p> <p>Note II: Participation in the Low Income Equity Program requires registration and issuance of a transponder. The requirement of a transponder will be further reviewed during Concept of Operations development, as toll collection technology is evolving rapidly.</p>
<u>Recommendation:</u>	Recommend including Equity Program for San Bernardino County residents; financial impact to be verified during Investment Grade Traffic and Revenue analysis.

Express Lanes Tolling Policy

<u>Item Seven:</u>	Incident Management
<u>Description:</u>	Establish policy to allow or not allow General Purpose lane traffic to be rerouted into Express Lanes toll-free in event of traffic incident in General Purpose lanes
<u>2013 T&amp;R Assumption:</u>	Not modeled
<u>Discussion:</u>	<p>In the event of a significant incident in the General Purpose lanes, the flexibility to reroute General Purpose lane traffic into the Express Lanes could serve to alleviate congestion associated with the incident, benefitting the General Purpose lane users of the Corridor.</p> <p>The drawbacks include the lack of choice for a “guaranteed” travel time in the Express Lanes facility during severe General Purpose lane incidents, and the drop in Express Lane throughput due to congestion resulting from the influx of General Purpose Lane traffic.</p> <p>Note I: If General Purpose lane traffic is rerouted into the Express Lanes due to an incident, a tolling reversal (credit) would be issued to the Express Lane users. Similarly, if the Express Lanes become congested due to an incident in the Express Lanes, traffic would be rerouted into the General Purpose lanes and a tolling reversal (credit) would be issued.</p> <p>Note II: Specific language would need to be drafted specifying the conditions under which CHP could reroute traffic into the Express Lanes facility.</p>
<u>Recommendation:</u>	Develop specific language, coordinated with CHP, to enable CHP to reroute General Purpose lane traffic into the Express Lanes in the event of a severe incident in the General Purpose lanes. Financial impact would need to be reflected during development of the Investment Grade Traffic and Revenue Forecast.

Express Lanes Tolling Policy

<u>Item Eight:</u>	Tolling during Super-Peak Traffic Hours
<u>Description:</u>	Policy would charge 3+ vehicles at a full or discounted rate rather than free during weekend and Holiday Super-Peak periods.
<u>2013 T&amp;R Assumption:</u>	HOV 3+ vehicles travel free 24 hours a day, 365 days per year.
<u>Discussion:</u>	<p>Peak hours are defined as the hours during which traffic volumes reach a point near which the traffic flow become unstable. Since the capacity of the Express Lanes facility is limited, pricing is used to manage the demand to keep traffic flowing at optimal levels during peak hours.</p> <p>“Super-Peak” hours are defined as the hours during which demand greatly outstrips capacity (supply), resulting in high toll prices to manage the demand. Super-Peak demand is typically directional in nature. For example, the demand on the I-15 northbound is typically highest on a Friday night, particularly in the Cajon Pass area, and I-15 southbound is typically highest on a Sunday night.</p> <p>For the I-10 and the I-15 corridors, the super-peak events typically coincide with the weekends and holidays, i.e. recreational traffic. Much of the recreational traffic is HOV 3+, meaning it takes a higher percentage of the Express Lanes capacity without paying a toll. Additionally, much of the recreational traffic is coming from outside San Bernardino County.</p> <p>Charging HOV 3+ a partial toll during super-peak events provide an overall positive financial impact. Additionally, it captures revenue from HOV 3+ traffic emanating from outside San Bernardino County.</p> <p>Note: The OCTA 91 Express Lanes charge HOV 3+ one half of the posted toll rate Monday through Friday from 4:00 p.m. to 6:00 p.m in the eastbound direction only.</p>
<u>Recommendation:</u>	Evaluate tolling HOV 3+ at a discounted rate (as opposed to free) during super-peak events in the next phase of Traffic and Revenue forecasting.

## *Minute Action*

AGENDA ITEM: 7

**Date:** *March 20, 2015*

**Subject:**

Release Request for Proposal for US-395 Phase I Right-of-Way Services

**Recommendation:**

That the Mountain/Desert Policy Committee recommend the Board, acting as the San Bernardino County Transportation Commission:

Approve the release of Request for Proposal No. 15-1001188 for Right-of-Way Services for the US-395 Phase I Project.

**Background:**

On March 4, 2015, the SANBAG Board of Directors approved Cooperative Agreement No. 15-1001175 with Caltrans for the U.S. 395 (US-395) Phase I Right of Way (ROW) phase. The Cooperative Agreement defines the roles, responsibilities, and funding commitments of the parties relative to the ROW. Under this agreement, CALTRANS will provide the ROW Engineering and will be responsible for issuing the ROW Certification. SANBAG, acting as the San Bernardino County Transportation Commission, will be the lead for all ROW tasks associated with acquisitions and utility relocation.

The next step is to procure a consultant to perform ROW tasks assigned to SANBAG. The purpose of the scope of work is to fulfill requirements leading to the successful right of way certification and project closeout. The scope of work includes title and escrow, appraisal, acquisition, condemnation support, relocation assistance, utility coordination, property management, demolition and clearance, disposal/sale of excess property or land, ROW certification support and other specialty ROW related services for both pre- and post- ROW certification activities and successful project closeout.

The improvements for the US-395 were divided into nine segments to make project funding and delivery more manageable. Phase I includes Segments 5, 6, 7 and 8 and proposes widening US-395 to four lanes, adding turn lanes and signals at various intersections between State Route (SR) 18 to Chamberlain Way in the City of Adelanto.

Since the ROW Cooperative Agreement (No.15-1001175) with Caltrans for Phase I was approved by the SANBAG Board of Directors, staff is requesting authorization to release the Request for Proposals (RFP) 15-1001188 for the ROW Services for the US-395 Phase I Project.

*Entity: CTC*

Mountain-Desert Committee Agenda Item

March 20, 2015

Page 2

***Financial Impact:***

This item imposes no impact on the Fiscal Year 2014/2015 budget.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SANBAG General Counsel and Procurement Manager have reviewed this item and a draft of the RFP.

***Responsible Staff:***

Paula Beauchamp, Project Delivery Manager

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Approved  
Mountain-Desert Committee  
Date: March 20, 2015

Witnessed By:

**ATTACHMENT A - SCOPE OF WORK**

## ATTACHMENT A – SCOPE OF WORK

### **OVERVIEW:**

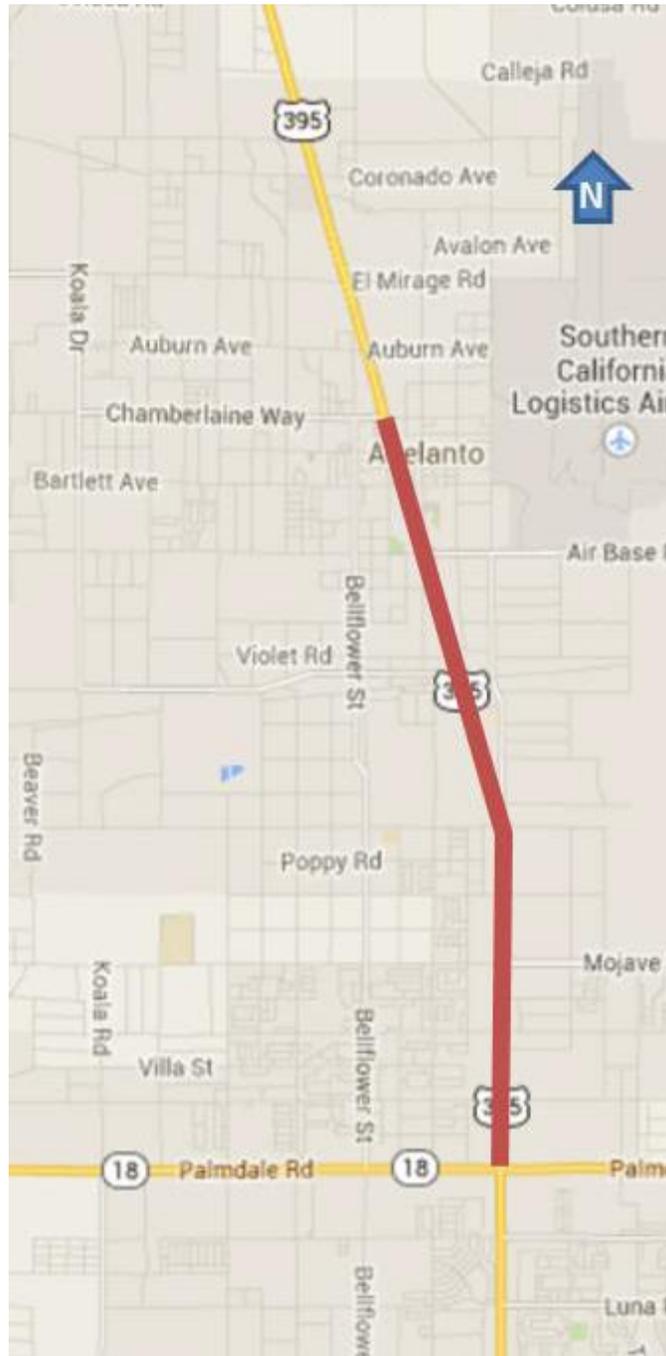
The San Bernardino Associated Governments, acting as the San Bernardino County Transportation Commission (SANBAG), is seeking professional services to provide RIGHT OF WAY SERVICES for the US-395 Phase I Project (PROJECT) in the City of Adelanto.

### **PROJECT DESCRIPTION, LOCATION AND SCOPE:**

The improvements for the US-395 were divided into nine segments to make PROJECT funding and delivery more manageable. Phase I includes Segments 5, 6, 7 and 8 and proposes widen US-395 to four lanes, add turn lanes and signals at various intersections between State Route (SR) 18 to Chamberlain Way in the City of Adelanto.

SANBAG will be the lead for all ROW tasks associated with acquisition and utility relocation, CALTRANS will provide the ROW Engineering and will be responsible for issuing the ROW Certification. The purpose of the scope of work is to fulfill requirements leading to the successful right of way certification and project closeout.

### Exhibit A.1 PROJECT LOCATION



## **EXHIBIT A.2 - DETAILED SCOPE OF SERVICES**

CONSULTANT will provide SANBAG with professional services required to obtain the ROW Certification for the PROJECT. Specific scope items and deliverables are documented in the following sections. Additional review cycles and/or deliverables resulting from changes in California Department of Transportation (CALTRANS) reviewers for completed documents, changes in CALTRANS or other agency policies or requirements will be considered as additional scope and may require budget augment.

### **I. APPLICABLE STANDARDS**

- A. All documents will be prepared in accordance with current Federal Highway Administration (FHWA), California Department of Transportation (CALTRANS), SANBAG, and City of Adelanto (CITY) laws, status, regulations, policies, procedures, manuals, and standards where applicable. CONSULTANT will obtain, at its expense, all applicable Manuals.
- B. This PROJECT utilizes federal funds and is in the State Highway System; therefore, CONSULTANT will comply with the requirements set forth by federal and state laws, statutes and regulations, particularly [49 CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended \(Uniform Act\)](#), [Title 25 California Code of Regulations Ch. 6, Art 1, Section 6000 et seq.](#), Relocation Assistance and Real Property Acquisition Guidelines; and the [California Code of Civil Procedure Sections 1230.010-1230.070](#); [California Government Code Sections 7260-7277](#).
- C. CONSULTANT will follow the Uniform Act and Caltrans Right-of-Way Manual.
- D. CONSULTANT will comply with SANBAG Right-of-Way Procedures Manual and Policy nos. 34507 and 34509.

### **II. GENERAL DESCRIPTION OF REQUIRED SERVICES**

- A. CONSULTANT Services include the title and escrow, appraisal, acquisition, condemnation support, relocation assistance, utility coordination, property management, demolition and clearance, disposal/sale of excess property or land, right-of way certification support and other specialty ROW related services to obtain the ROW certification for the PROJECT and any post-ROW Certification work that is required.
- B. CONSULTANT will have sole responsibility for the accuracy and completeness of all the documents furnished under this Scope of Services. CONSULTANT will independently check all the documents prior to any submittal. All the documents submitted will be reviewed by SANBAG, and/or SANBAG's designee for peer reviews, overall PROJECT consistency, and verification of implementation of CONSULTANT Quality Assurance/Quality Control process. CONSULTANT is subject to audits by SANBAG or SANBAG's designee for implementation of a Quality Assurance/Quality Control process.

- C. All the documents furnished under this Scope of Services will be of a quality acceptable to SANBAG. The criteria for acceptance will be a product of neat appearance, well organized, technically and grammatically correct, checked, and having the preparer and checker identified. The appearance, organization and content of the drawings will be to applicable standards.
- D. CONSULTANT will not suspend performance of this Contract during the negotiations of any change orders except as they may be directed by SANBAG. CONSULTANT will perform all changes in accordance with the terms and conditions of this Contract.
- E. CONSULTANT will employ quality control procedures that identify potential risks and uncertainties related to the ROW of the PROJECT.
- F. CONSULTANT will coordinate with all agencies involved or potentially impacted by the PROJECT. CONSULTANT will inform SANBAG prior to all contacts, meetings, and correspondence. CONSULTANT is required to coordinate activities with adjacent Projects.
- G. CONSULTANT will be required to meet with and coordinate their efforts with SANBAG staff, SANBAG legal counsel, and other consultants and/or Caltrans staff; participate in office or project site meetings.
- H. As directed by SANBAG, CONSULTANT will coordinate with other SANBAG staff and/or CONSULTANTS for supplemental work required for the effective delivery of the Measure I Program and other Federally Funded Programs. Fees charged by SANBAG staff and/or CONSULTANTS will be paid directly by SANBAG
- I. If legal issues exist during CONSULTANT's performance of services required by SANBAG, CONSULTANT will request legal opinion. All legal opinions will be rendered or concurred to by SANBAG's legal counsel.
- J. CONSULTANT must demonstrate knowledge and experience in working with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the California Department of Transportation (Caltrans) and major utility owners.
- K. CONSULTANT will implement and comply with the SANBAG Quality Assurance procedures. Copy of these procedures is available on the SANBAG internet website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov) under "Vendor Portal".

### **III. SCOPE OF SERVICES**

The PROJECT will be performed in accordance to the CALTRANS' Workplan Standards Guide for Delivery of Capital Projects. The Workplan is an outline used to plan and control the PROJECT but does not limit the CONSULTANT from providing services necessary to delivering the ROW work. The Task Number is a modification of the CALTRANS WBS.

**TASK 100 – PROJECT MANAGEMENT/ RIGHT OF WAY**

CONSULTANT will provide the management of the Right of Way services through completion of the PROJECT. The services provided include the requirements for meetings, schedules, progress reports, and administration of the CONSULTANT and sub-consultants work. CONSULTANT will provide but is not limited to the following project management activities:

**Task 100.01 – Coordination and Meetings**

CONSULTANT will meet with the relevant parties to discuss issues pertinent to the PROJECT assignments. CONSULTANT will participate in the PROJECT meetings (i.e. Project Development Team (PDT) meetings, resource agencies coordination meetings, focus meetings, workshops,..) and be prepared to discuss the PROJECT status, issues, policy, or procedural issues. CONSULTANT will bring progress plans as appropriate and assist in developing meeting notices, agenda, minutes and/or handouts as needed.

**Deliverables:**

- ROW Focus Meeting Agendas and Minutes

**Task 100.02 – Administration**

Administration will include the following elements of the work:

- Supervise, coordinate, and monitor work for conformance with the appropriate standards and policies
- Apply for and/or assist to obtain City approvals and permits as required
- Prepare, circulate, and file correspondence and memoranda as appropriate

**Task 100.03 – Schedule and Progress Reports and Progress Payment Invoice**

CONSULTANT will submit an initial ROW Schedule. As directed by SANBAG, the schedule will be tailored for PROJECT specific activities as appropriate to track right of way acquisition and PROJECT clearance activities from the initial appraisal phase through property possession. Following approval by SANBAG, this schedule will become the ROW Baseline Schedule and will be tracked throughout the duration of the PROJECT.

CONSULTANT will submit a progress payment invoice to the SANBAG for services completed on a monthly basis. The invoice will be detailed so it can be verified and approved by the SANBAG on a timely basis. If CONSULTANT fails to submit the required deliverable items according to the agreed schedule set at start of the PROJECT, the SANBAG will have the right to delay payment until the required information is received.

CONSULTANT will track the actual progress relative to the schedule and ensure that all significant completion dates of the ROW Schedule are being met.

At the end of each month, CONSULTANT will report the progress of the work. Progress will be based on physical percent complete, such as the number of deliverable completed or estimated progress toward completion. Progress payments will be based upon percent complete of the major tasks identified.

CONSULTANT will submit one copy of a monthly progress report to the SANBAG

project manager consisting of a written narrative and an updated bar-chart format of the ROW Schedule.

The narrative portion of the monthly progress report will describe the overall progress of the work, discuss significant problems and present proposed corrective action and show the status of major changes.

**Deliverables:**

- Monthly Progress Report
- Monthly ROW Schedule Update and Physical Percent Complete by Task

***Task 100.04 –Quality Assurance/Quality Control (QA/QC) Plan***

CONSULTANT will maintain a Quality Assurance/Quality Control (QA/QC) Plan throughout term of this Contract. The QA/QC Plan is intended to ensure that the appraisals, maps, reports, plans, studies, estimates, and other documents submitted under this Scope of Services are complete, accurate, checked, and proofread to meet professional standard practices in effect at the time of execution of the Contract. Copy of SANBAG Quality Assurance procedures is available on the SANBAG internet website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov) under “Vendor Portal”.

Upon receipt of the Notice to Proceed (NTP), CONSULTANT will discuss and explain their plan to provide a reasonable quality control check system and quality assurance program for the contract services described herein follow the applicable standard practices in effect at the time of execution of the Contract. Within twenty (20) working days of receiving the NTP, CONSULTANT will submit a draft copy of the QA/QC Plan for review and approval by SANBAG. If requested by SANBAG, CONSULTANT will modify and/or revise the QA/QC Plan as needed to appropriately control the PROJECT quality program for the contract.

**Deliverables:**

- Quality Assurance/Quality Control Plan

***Task 100.05 - Project Management Plan, Risk Management Plan and Risk Register***

CONSULTANT will develop and maintain a Project Management Plan, Risk Management Plan and Risk Register for the Right of Way components.

**Deliverables:**

- Project Management Plan
- Risk Management Plan and Risk Register

***Task 100.06 –Maintain Complete Project Files***

CONSULTANT will maintain a set of Project files that are indexed in accordance with CALTRANS’ Project Development Uniform File System. At the completion of this Scope of Services all electronic files and correspondence relating to the PROJECT will be turned over to SANBAG who will then forward said files to CALTRANS. This includes all working data, field data, and background information used in creating the deliverables listed in the Scope of Services.

**Deliverables:**

- Project Files

**Task 100.07 - Support for Legal Challenges**

CONSULTANT will support all efforts related to legal challenges during the Right of Way phase.

**Task 100.08 - Close Out**

The PROJECT is complete, and the PROJECT can be closed out, when the Construction component, the Right of Way component (including excess property disposal), postconstruction environmental mitigation, and other necessary actions are finished. CONSULTANT will support the process of formally bringing the Right of Way component to an end.

**Deliverables:**

- Lessons Learned
- Project Files

**TASK 220 TITLE AND ESCROW SERVICES****220.01 - Existing Records**

As needed, CONSULTAN will perform thorough research to locate all relevant survey and land ownership records required to complete existing land-net field survey boundary analysis, determination, and delineation being performed by CALTRANS. Services may include, but are not limited to, the following work program:

1. CONSULTANT will provide Preliminary Title Reports and Litigation Guaranties on all Fee Simple and less than Fee Simple property and property interests as requested by SANBAG.
2. CONSULTANT will ensure that all Preliminary Title Reports are accurate and complete.
3. CONSULTANT will provide all additional legal documents required by SANBAG, such as, copies of conveyance deed, deed restrictions, liens and encumbrances, title chains and the like.

**Deliverables:**

- Preliminary Title Reports and Litigation Guaranties

**220.02 - Aquisition Documents**

As needed, CONSULTAN will prepare all property acquisition document. Services may include, but are not limited to, the following work program:

1. CONSULTANT staff will prepare and review all legal documents necessary to ensure that SANBAG is acquiring good title to the property or property interests to be purchased, free from liens and encumbrances.
2. CONSULTANT will provide all necessary assistance to SANBAG to clear all exceptions stated in the Preliminary Title Reports, unless waived by SANBAG in writing.
3. CONSULTANT will ensure that all conditions precedent and conditions subsequent provided for in Purchase and Sales Agreements are met and satisfied prior to Close of Escrow.
4. CONSULTANT will prepare, subject to review and approval by SANBAG's Legal Counsel, Escrow Instructions for execution by SANBAG and the grantor(s) or

- grantee(s). CONSULTANT will ensure that all legal requirements are satisfied prior to Close of Escrow.
5. CONSULTANT will provide efficient Escrow Services to SANBAG and property owners involved in SANBAG related transactions.
  6. CONSULTANT will prepare all necessary conveyance documents; demand and release of lien/encumbrance documents and submit the same for approval by SANBAG Legal Counsel prior to close of escrow.
  7. CONSULTANT will obtain grantor(s) Tax Identification Number, Social Security Number, Employer Identification Number or Federal Employer Identification Number prior to Close of Escrow and provide the same to SANBAG.
  8. CONSULTANT will record all documents necessary for the acquisition of property/property rights, release of liens and encumbrances with the proper State, County and City recorder's office.
  9. CONSULTANT will prepare an Escrow Closing Schedule in accordance with written instructions from SANBAG and property owners.
  10. Immediately prior to Close of Escrow, CONSULTANT will order and provide SANBAG with an Updated Preliminary Title Report to ensure that no new liens and/or encumbrances are recorded on the property/property interests to be acquired by SANBAG.
  11. At Close of Escrow, CONSULTANT will prepare and submit an Escrow Closing Statement to SANBAG and other parties to the transaction, together with copies of all documents conveying title to SANBAG, copies of releases of liens and encumbrances, receipt for payments made on behalf of SANBAG and the other parties to the transaction.
  12. At Close of Escrow, the CONSULTANT will issue a Standard Owner's Policy of Title Insurance effectively insuring SANBAG's interest and ownership of the property or property rights acquired, unless an ALTA Policy of Title Insurance is requested by SANBAG.
  13. CONSULTANT will provide multi-lingual services as needed for efficient closing of SANBAG transactions.
  14. As requested by SANBAG, CONSULTANT may be required to testify in any administrative or judicial proceeding.
  15. CONSULTANT will perform any other normal procedures and processes necessary to implement the assignment or work program and will provide any other supporting information and/or correspondence required by SANBAG.

**Deliverables:**

- Preliminary Title Reports and Litigation Guaranties
- Updated Preliminary Title Reports
- Escrow Instructions
- Escrow Closing Schedule

**TASK 225 – OBTAIN RIGHT OF WAY INTERESTS FOR PROJECT RIGHT OF WAY CERTIFICATION**

***Task 225.01 –Right Of Way Appraisal Services***

CONSULTANT will provide right of way appraisal services for developed or undeveloped residential, commercial, industrial and agricultural properties. CONSULTANT may be required to produce appraisal reports for full or partial

acquisitions, easements, temporary construction easements, leased or licensed properties, and sale or disposition of excess/surplus properties. Such appraisal services may include, but are not limited to, the following work program:

1. CONSULTANT will prepare appraisals in accordance with the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, and implemented by 49 CFR Part 24; the State of California Government Code, the State of California Relocation Assistance and Real Property Acquisition Guidelines (Title 25, California Code of Regulations Ch 6, Art 1, Section 6000 et seq.), the California Code of Civil Procedure, the Uniform Standards of Professional Appraisal Practice (USPAP), and in some cases, the Uniform Appraisal Standards for Federal Land Acquisition Act. CONSULTANT must be licensed by the State of California.
2. CONSULTANT must be qualified to provide expert witness testimony and defend the conclusions reached in the appraisal at any Administrative or Judicial proceeding.
3. Deliverables will typically consist of three (3) originals of the completed appraisal report, specialty reports and component valuations which may be performed by someone other than CONSULTANT, and incorporated into the overall fair market valuation.
4. Appraisal reports may be reviewed for acceptance and independent approval by the review appraisers. Revisions may be required by reason of this review process. CONSULTANTS may be requested to complete and deliver revised and/or updated appraisals. In the event of non-acceptance due to errors or omissions, CONSULTANT will have fifteen (15) calendar days to make corrections and return the revised appraisals to the review appraiser.
5. For proposed acquisitions, the owner of the real property or a designated representative will be invited by CONSULTANT to accompany the CONSULTANT during the inspection of the property. This invitation must be in the form of a letter entitled "Notice to Appraise" written by the CONSULTANT to the owner. A copy of the invitation will be included in the appraisal report.
6. It is the CONSULTANT's responsibility to contact CALTRAN's project engineers for discussion and/or clarification of any project design matters. This is critical in the appraisal of partial acquisitions and easements where the CONSULTANT may need cross sections or other project engineering data to complete the report.
7. The highest and best use for the property in the before condition must be determined and supported. If a partial acquisition is involved, the highest and best use of the property in the after condition must be determined and supported. If the existing use is not the premise on which the valuation is based, the appraisal will contain an explanation justifying the determination that the property is available and adaptable for a different highest and best use and there is demand for that use in the market.
8. Where the acquisition involves only a part (or portion) of the property, the CONSULTANT will estimate any severance damages and special benefits to the remainder, including reasoning and market data to support the conclusion. The CONSULTANT will indicate if the remainder constitutes an economic or uneconomic unit in the market and/or to the present owner.
9. The California Eminent Domain Law will be followed in partial acquisitions. Special benefits are to be offset only against damages to the remainder in accordance with the law.

10. Appraisal for easement acquisitions will reflect the restrictive elements of the easement to be acquired and the potential effect of such elements on the utility of the property considering its highest and best use. Full details with respect to any interference with the highest and best use of the property affected must be explained and supported.
11. The CONSULTANT must estimate and support the economic rent, state the contract rent and the remaining term of the lease as of the date of value. Include lessor and lessee responsibilities for paying major expenses, e.g. taxes, insurance and maintenance.
12. CONSULTANT will itemize in detail the “improvements pertaining to realty” (Eminent Domain Law-CCP Section 1263.205) showing their replacement cost new, depreciated value in place, salvage value if any, and relocation estimate. To the extent possible, determine the ownership claims of the Improvements Pertaining to the Realty.
13. In cases where the Appraisal Assignment requires a Specialty Appraisal (Furniture, Fixtures, Machinery and Equipment) and/or Specialists Reports (title, survey, soils, and engineering), CONSULTANT may be required to coordinate with SANBAG staff and/or CONSULTANTS for such services as directed by SANBAG. Fees charged by SANBAG staff and/or CONSULTANTS for Specialty Appraisal and/or Specialists Reports will be paid directly by SANBAG.
14. It is the CONSULTANT’s responsibility to thoroughly review the Specialty Appraisal for adoption (with adjustments or not, as appropriate) and inclusion in the overall appraisal. The estimated values that the specialty items actually contribute to the overall value of the real estate will be separately stated but included in the total value of the property.
15. If any legal issues exist during the course of the appraisal assignment, CONSULTANT will notify SANBAG who will request legal opinion. All legal opinions will be rendered by SANBAG’s legal counsel.
16. It is the CONSULTANT’s responsibility to contact SANBAG project manager to arrange for legal counsel discussions and/or clarifications in identifying personal or real property.
17. If hazardous waste is discovered on the property, CONSULTANT will seek further direction from SANBAG.
18. Additional Qualifications:
  - a. CONSULTANT should have a minimum five years experience as full time appraiser
  - b. CONSULTANT should be a member of a professionally recognized appraisal society or institute, such as the Appraisal Institute.
  - c. CONSULTANT should have completed a minimum ten appraisal assignments in California involving potential acquisition pursuant to the laws of eminent domain.
  - d. Should should certify that CONSULTANT has not been disciplined in the last five years as an appraiser by any government or professional association.

**Deliverables:**

- Completed Appraisal Reports
- Specialty Reports

- Component Valuations

**Task 225.02 - Goodwill Appraisal Services**

Such appraisal services may include, but are not limited to, the following work program:

1. CONSULTANT's Appraiser will prepare Goodwill Valuations in accordance with the California Code of Civil Procedure, and the Uniform Standards of Professional Appraisal Practice (USPAP). Appraiser must be licensed by the State of California.
2. Appraiser must be qualified to provide expert witness testimony and defend the conclusions reached in the appraisal at any Administrative or Judicial proceeding.
3. Deliverables will typically consist of three (3) originals of the completed appraisal report.
4. In valuing the loss of goodwill to a business, Appraiser will rely upon the definition of fair market value found in Section 1263.320 of the California Code of Civil Procedure, and compensation for loss of goodwill as outlined in Section 1263.510 of the California Code of Civil Procedure.
5. It is the Appraiser's responsibility to contact SANBAG's staff for discussion and/or clarification of any PROJECT design matters as well as relocation sites for the business.
6. Appraiser will work with and take direction from SANBAG legal counsel in the delivery of their reports.
7. If any legal issues exist during the course of the appraisal assignment, Appraiser will request legal opinion. All legal opinions will be rendered by SANBAG's legal counsel.
8. Additional Qualifications:
  - e. CONSULTANT should have a minimum of five years experience as a full time Goodwill appraiser.
  - f. CONSULTANT should be a member of a professionally recognized appraisal society or institute, such as the Appraisal Institute.
  - g. CONSULTANT should have completed a minimum ten Goodwill Valuation assignments in California involving potential acquisition pursuant to the laws of eminent domain.
  - h. CONSULTANT should certify that CONSULTANT has not been disciplined in the last five years as a Goodwill Appraiser by any government body or professional association.

**Deliverables:**

- Completed Appraisal Reports

**Task 225.03 - Furniture, Fixtures, Machinery and Equipment Appraisal Services**

Such appraisal services may include, but are not limited to, the following work program:

1. CONSULTANT will prepare Furniture, Fixtures, Machinery and Equipment appraisals in accordance with the California Code of Civil Procedure, the Uniform Standards of Appraisal Practice (USPAP), the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, and implemented by 49 CFR Part 24; the State of California Government Code; the State of California Relocation Assistance and Real Property Acquisition Guidelines (Title 25, California Code of

Regulations Ch 6, Art 1, Section 6000 et seq.). Appraiser must be licensed by the State of California.

1. CONSULTANT must be qualified to provide expert witness testimony and defend the conclusions reached in the appraisal at any Administrative or Judicial proceeding.
2. Deliverables will typically consist of three (3) originals of the completed appraisal report.
3. It is the CONSULTANT's responsibility to contact CALTRANS's project engineers for discussion and/or clarification of any PROJECT design matters.
4. It is the CONSULTANT responsibility to contact SANBAG's legal counsel for discussion and/or clarification in identifying personal or real property.
5. If any legal issues exist during the course of the appraisal assignment, CONSULTANT will request legal opinion. All legal opinions will be rendered by SANBAG's legal counsel.
6. Additional Qualifications:
  - a. CONSULTANT should have a minimum five years experience as full time Furniture, Fixtures, and Equipment (F F & E) appraiser
  - b. CONSULTANT should be a member of a professionally recognized appraisal society or institute, such as the Appraisal Institute.
  - c. CONSULTANT should have completed a minimum ten F F & E appraisal assignments in California involving potential acquisition pursuant to the laws of eminent domain.
  - d. CONSULTANT should certify that CONSULTANT has not been disciplined in the last five years as an appraiser by any government or professional association.

**Deliverables:**

- Completed Appraisal Reports

***Task 225.04 - Right Of Way Acquisition and Relocation, Real Property Searches, Identification and Feasibility Studies for Replacement and Mitigation Sites, and Cost Estimates***

CONSULTANT services may include, but are not limited to, the following work program:

1. All CONSULTANT work will comply with applicable Federal, State and local statutes and regulations, including but not limited to, the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended, and implemented by 49 CFR Part 24; the California Government Code; the State of California Relocation Assistance and Real Property Acquisition Guidelines (Title 25, California Code of Regulations Ch 6, Art 1, Section 6000 et seq.); the California Code of Civil Procedure; the Uniform Standards for Federal Land Acquisition Act; the California Public Utilities Code; and the California Streets and Highways Code.
2. CONSULTANT deliverables will typically consist of three (3) originals, together with specialist's reports which may be performed by someone other than CONSULTANT.
3. As directed by SANBAG, CONSULTANT will coordinate with other SANBAG staff

and/or CONSULTANTS for supplemental work required for the effective delivery of the Measure I Program and other Federally Funded Programs. Fees charged by SANBAG staff and/or CONSULTANTS will be paid directly by SANBAG.

4. CONSULTANT may be required to take direction from SANBAG's legal counsel in the delivery of services, and to provide testimony in any Administrative or Judicial proceeding related to services rendered by CONSULTANT to SANBAG.
5. CONSULTANT's Acquisition/Negotiation Agents must provide evidence of proper real estate license in the State of California.

**Deliverables:**

- Cost Estimates
- Feasibility/Mitigation Documents,
- Property Maps, correspondence,,
- Correspondence

**TASK 195 - PROPERTY MANAGEMENT, HAZARDOUS MATERIAL REMOVAL, DEMOLITION AND CLEARANCE SERVICES**

Property Management, Hazardous Material Removal, Demolition and/or Clearance services support maybe needed for the PROJECT. If deemed necessary, CONSULTANT will provide these services to SANBAG for all currently owned or acquired property, until the property is turned over to either Caltrans or the contractor for this PROJECT's construction, or as otherwise directed by SANBAG. All work will be performed in accordance with federal, state and local regulations and policies and procedures. Services may include, but are not limited to, the following work program::

***Task 195.01 - General Property Management Services***

As needed, CONSULTANT will manage all property held for the PROJECT and all excess properties. CONSULTANT services may include, but are not limited to, the following work program:

1. Terminating tenancies, monitoring and coordinating properties for hazardous waste cleanup, and final preparation of the properties to clearance and demolition or excess land sales.
2. Maintain a Certified Property Manager (CPM) on staff during the full term of the agreement and/or task order as necessary.
3. Prepare and maintain a monthly Property Inventory Report.
4. Inspecting properties for loss prevention
5. In cases where occupants need to remain in the property prior to relocation, administer temporary lease agreements, which include rent collection, ensure payment of utility bills and maintain decent living conditions for occupants. Prepare, maintain and submit a monthly Rent Collection and Receivables Aging Report.
6. Preparing the property to be transferred to clearance status, including vacating tenants, terminating utility services (disconnects/removals) and boarding up improvements.
7. After occupants have been relocated and properties are vacant, CONSULTANT will coordinate with SANBAG to appropriately fence and secure properties and prevent trespassers, intruders and vandals from gaining entry to properties.
8. As directed by SANBAG, CONSULTANT will coordinate with other SANBAG staff

and/or CONSULTANTs for supplemental work (i.e. perform soil testing, environmental clean-up) required for the effective delivery of the Measure I Program and other Federally Funded Programs. Fees charged by SANBAG staff and/or CONSULTANTs will be paid directly by SANBAG.

**Deliverables:**

- Monthly Property Inventory Report

***Task 195.02 - Hazardous Material Removal, Demolition and Clearance***

As needed, CONSULTANT will monitor and coordinate properties for hazardous waste cleanup, and final preparation of the properties to clearance and demolition or excess land. Services may include, but are not limited to, the following work program::

1. The CONSULTANT may be required to provide survey activities. Survey activities may include the surveying and testing, as applicable, of buildings, structures, stored materials, tank contents and containers to determine whether hazardous waste or materials are present. The CONSULTANT may also be required to perform environmental site assessment work to confirm that the properties are free and clear of hazardous materials, potentially requiring the on call team to assist with required environmental assessment and/or site remediation work as directed by SANBAG.
2. Typical surveys or assessments may include, but not be limited to inspections for:
  - Asbestos containing materials (ACM) in buildings and pipelines
  - PCB containing materials in transformers, equipment, containers
  - Fuels and other chemicals in tanks, barrels and storage containers
  - Review of buildings or structures to determine whether hazardous materials are being used or stored
  - The presence of lead paint
  - Environmental Assessment (i.e. Phase 1, Phase 2)

Only if needed a Certified Industrial Hygienist (CIH) be utilized for survey plans and work. When surveys are included in a task order, survey activities as well as results will be included as a report or as part of the Site Investigation Report.

3. The CONSULTANT may be required to remove and dispos asbestos and lead paint. This work will consist of identifying, quantifying, removing and disposing of materials containing friable and/or non-friable asbestos prior to the demolition of improvements and obtaining all necessary licenses, permits, certification and other documents needed for the work. No grinding equipment that may expose asbestos containing materials may be used.

CONSULTANT will prepare a plan presenting the methods for removing, handling, transporting and disposing of friable or non-friable asbestos. Prior to submittal to the SANBAG project manager, the local Air Quality Management District must approve the plans for friable asbestos. The submittal of these plans to the Southern California Air Quality Management District (SCAQMD) must occur 14 days prior to the start of work. This plan will include identification of all Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) licenses, permits and certifications required for asbestos abatement work, removal, handling and transport.

All asbestos work and lead paint removal will conform to federal, state and local laws governing the identification, preparation, workers, equipment, safety, monitoring, signing, fencing, removing, and hauling of friable and non-friable asbestos and will supply copies or information on all applicable licenses, permits, and notifications required by applicable laws and regulations.

In cleaning sites that involve asbestos removal, CONSULTANT must be properly licensed for such work. CONSULTANT will be responsible for maintaining, monitoring, securing, and posting the site in accordance with all laws, regulations and permits required for asbestos abatement work. The CONSULTANT will be provided with an asbestos report prior to starting the job, and will be required to provide the SANBAG manager with copies of all documents required for abatement and certification at the conclusion of the removal and disposal of asbestos.

CONSULTANT will use a California Uniform Hazardous Waste Manifest, which will be signed by the CONSULTANT project manager or his designee. SANBAG project manager will supply the EPA Generator number for the CONSULTANT if necessary.

CONSULTANT will use hazardous waste haulers having current registration with the California Department of Health Services (CDOHS), and will have a U. S. EPA Identification Number (US EPA ID Number). All vehicles used to transport hazardous waste will have a valid Certificate of Compliance affixed to the vehicle.

Asbestos containerized for transportation to a disposal site will be appropriately labeled. CONSULTANT will pay any disposal site charges.

Non-friable asbestos containing material is to be considered hazardous waste. CONSULTANT will take precautions during removal that it remains wet, breakage is minimized, minimal visual emissions are allowed and it is not physically altered or powdered to result in the release of free asbestos fibers.

If the CONSULTANT discovers any asbestos containing material or other hazardous waste not noted in the port provided by SANBAG, the CONSULTANT must stop work. The CONSULTANT must call the SANBAG project manager and should give an estimate of cost for this unforeseen work. said materials will be removed only after approval in writing by the SANBAG project manager. The removal of unforeseen asbestos will comply with the requirements pertaining to removal and disposal of asbestos.

4. CONSULTANT will immediately notify the SANBAG project manager upon encountering any type of hazardous and/or toxic wastes or materials during the demolition and removal process. SANBAG Project manager will request an immediate site investigation by SANBAG's designated CONSULTANT.

Should it become necessary to terminate the demolition and removal process, CONSULTANT will be compensated only for work in progress or actually completed. The amount of such compensation is to be determined by the SANBAG project manager. No payment will be made for delay or lost profits anticipated for uncompleted work.

Failure of the CONSULTANT to notify SANBAG of the presence of hazardous and/or toxic wastes or materials may result in legal liability to the CONSULTANT for all actual damages resulting to SANBAG.

5. CONSULTANT may be required to provide related demolition and clearance services, including but not limited to, demolition and clearance, removal of walls, fences, trees and shrubs, asbestos and lead based paint removal and disposal, site remediation of

hazardous materials, and fencing or securing properites.

CONSULTANT will work through a Demolition Contractor whom will furnish all labor, tools, materials and equipment necessary to provide routine and/or emergency demolition and clearance services for residential, commercial and industrial properties. In the performance of this task, CONSULTANT will at all times comply with all applicable laws, decisions, ordinances, statutes, rules, and regulations of the U. S. Government, the state of California, and any political subdivision or public SANBAG thereof, including without limitation, tax, labor, prevailing wage, safety, security and social security laws and regulations. In addition, CONSULTANT will perform the services there under in a manner so as not to endanger the safety or any person and property.

CONSULTANT will procure all permits and licenses, pay all charges and fees, and give all notices necessary for the due and lawful performance of work. CONSULTANT will comply with the provisions of said statutes in obtaining such permits, licenses and other authorizations, and they will be obtained in sufficient time to prevent delays to the work.

CONSULTANT will preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) adjacent to the work site, which is not to be removed and which does not unreasonably interfere with the work required under this contract.

CONSULTANT will protect from damage all existing improvements and utilities near the work site, and on adjacent property owned by a third party, the locations of which are made known to or should be known by the CONSULTANT. CONSULTANT will repair any damage, at its own cost or expense, to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the CONSULTANT fails or refused to repair the damage promptly, SANBAG may have the necessary work performed and charge the cost to the CONSULTANT.

6. All materials resulting from provision of demolition and clearance services will become the property of the Demolition Contractor and will be removed from the premises. Hazardous materials will be disposed of in accordance with appropriate laws and regulations including OSHA Construction Standard (29 CFR 1926.1101) and EPA National Emission Standards for Hazardous Air Pollutants (NESHAP 40 CFR subpart M).

Sewer capping will be the first order of work. CONSULTANT will disconnect and cap sewer lines at the property line or back of sidewalk. All sewer capping will be subject to inspection by the responsible agency. CONSULTANT will notify the responsible agency a minimum of 24 hours prior to capping the sewer. The excavation resulting from the sewer cap operation will be covered until inspection by the responsible agency and immediately backfilled after inspection. CONSULTANT or his representative will be on the site at the time the responsible agency inspects the sewer cap.

Prior to starting demolition operations, CONSULTANT will contact utility companies to verify the location of their service lines to be protected in place and/or verify removal of their service lines.

Prior to starting demolition operations adjacent to any public way, CONSULTANT will erect a protection fence. A protection fence will not be necessary when the

distance from the improvement to the public way is more than one-half the height of the improvement being demolished.

Where a protection fence is erected on a public sidewalk, a pedestrian walkway will be provided. The walkway and sidewalk will meet the Code requirements established by the City where the PROJECT is located. The required width of the walkway will be unobstructed.

No structural member in any level will be demolished or removed until the level next above is completely removed, excepting Class "A" masonry and/or concrete improvements, subject to the approval of the responsible agency.

The cleaning of brick on the site is prohibited. CONSULTANT will break the floor of and fill all basements, pits, and sumps and backfill all excavations resulting from the removal operations.

CONSULTANT will not proceed from one item of work to the next until the previous item is in non-hazardous condition and all combustible material has been removed.

CONSULTANT will clear and grub all trees, shrubs and vegetation unless otherwise specified in a task order. Tree removal will include removing the major root ball and backfilling the resulting excavations.

CONSULTANT will not remove fencing adjoining improved property unless instructed to do so by the SANBAG project manager.

Unless specifically stated otherwise in these provisions, SANBAG assumes no responsibility for conditions not evident at the time of bid openings or for subsequent change or damage of any nature to the improvements not within the control of the Agencies.

The SANBAG project manager reserves the right to remove such items from the improvements as deemed suitable before directing CONSULTANT to begin demolition operations.

7. The workmanship will be in conformance with the building codes of the state, county, and city in which the work is being done. CONSULTANT will conduct operations in such a manner to cause the least obstruction and/or inconvenience to the surrounding tenants and/or property owners.

It is the CONSULTANT's responsibility to notify the SANBAG project manager to have all work inspected within 24 hours of work completion for final inspection of work. CONSULTANT will leave each work site in a clean and neat condition, and will haul away and legally discard any materials or debris caused by work actions from the job site, at no additional cost.

8. As directed by SANBAG, CONSULTANT will coordinate with other SANBAG staff and/or CONSULTANTS for supplemental work (i.e. perform soil testing, environmental clean-up) required for the effective delivery of the Measure I Program and other Federally Funded Programs. Fees charged by SANBAG staff and/or CONSULTANTS will be paid directly by SANBAG.

**Deliverables:**

- Site Investigation Report
- Asbestos and Lead Paint Removal Plan

***Task 195.03 - Relocation Services***

The CONSULTANT will provide a Relocation Assistance Coordinator, as needed, to implement the Relocation Assistance Program (RAP) in accordance with applicable laws, regulations, and policies. Services may include, but are not limited to, the following work program:

1. Implement the Uniform Act and other requirements.
2. Prepare Relocation Impact Documents (RID), Replacement Housing Valuations, and other R/W Planning documents.
3. Identify that sufficient CONSULTANTs are available to perform the RAP requirements of the PROJECT such that there is adequate time to spend with each displace to ensure the appropriate level of advisory assistance is provided and that claims are processed in a timely manner.
4. Coordinate increase of rental rates with Caltrans ROW staff to ensure that increases for RAP eligible occupants are in accordance with rental policy for residential rental rates. Increases in rental rates for 90-day Occupants may drastically affect their entitlements.
5. Perform inspections of the real property just prior to or at the close of escrow to determine if the acquired items of realty are still on-site, and explain to the displaces who will remain in occupancy that they are responsible for maintenance of the property until they vacate. Describe grace period, if any, for businesses renting from the State, in the rental agreement.

**Deliverables:**

- Relocation Impact Documents (RID)
- Replacement Housing Valuations,
- Other ROW Planning documents.

**TASK 200 - UTILITY RELOCATION**

CONSULTANT will provide all work involved in the protection, removal and/or relocation of utility facilities necessary to clear and certify Right of Way for the PROJECT; as well, administering the physical utility relocation work prior to, during, or after the construction of the project pursuant to a Notice to Owner to relocate and includes determining the construction schedule for utility relocation. Services may include, but are not limited to, the following work program:

1. Provide a Utility Relocation Coordinator with knowledge and experience with Local, State, and Federal laws, policies, and procedures that deal with Utility Relocation to verify utilities, identify utility conflicts, coordinate utility relocation, and manage and track billings related to these activities for utilities in physical conflict or in violation of the Department's utility accommodation policy for transportation projects. Additionally, the Utilities' Relocation Coordinator will be knowledgeable in liability determination for cost of utility relocation by understanding and using Master Contracts between Caltrans and utility companies, State Streets and Highways Code, and Statutes relating to the Department of Transportation.
2. Establish files that document action taken or recommended.
3. Prepare estimates based on possible relocations. Update and revise the estimates when necessary.

4. Identify and verify all utility facilities lying within existing and proposed rights of way.
5. Coordinate all positive location requirements for all high/low risk utility facilities within the PROJECT limits.
6. Reviwe utility relocation plans from utility companies.
7. Coordinate “avoidance” and relocation of facilities.
8. Assist in preparing and/or reviewing: encroachment exception requests, high/low risk policy exceptions, FHWA Request for Authorization packages, FHWA Approval of Utility Agreement, portions of the Right of Way Data Sheets, portions of the R/W Certification document.
9. Prepare Notices to Owners, Utility Agreements, and Encroachment Permits.
10. Administer relocation work includes pre-construction meetings, coordination with utility owner and monitoring utility relocation work.
11. Verify relocation billings and process for payment when acceptable.
12. Utility Close Out.

**Deliverables:**

- Notices to Owners
- Utility Agreements
- Encroachment Permits

**TASK 245 -POST RIGHT OF WAY CERTIFICATION WORK**

CONSULTANT will assure that all Right of Way deliverables are completed after the project has been certified.

## *Minute Action*

AGENDA ITEM: 8

**Date:** *March 20, 2015*

**Subject:**

Congestion Management Program Cost Allocation

**Recommendation:**

That the Mountain/Desert Policy Committee recommend the Board, acting as the San Bernardino County Congestion Management Agency:

- A. Approve the 2013/2014 Congestion Management Program Cost Allocation.
- B. Approve Mountain/Desert Subarea Jurisdiction Invoicing for Shares.

**Background:**

Congestion Management Program (CMP), Task No. 0203 in the SANBAG Budget, accumulates expenses related to the general activities and updates of the countywide CMP. Examples of these activities include updates to the Development Mitigation Nexus Study (which applies to the Valley and Victor Valley), further development of SANBAG travel demand forecasting capabilities, and review of traffic studies as related to the CMP network.

Expenses related to the CMP for Fiscal Year 2013/2014 have been compiled and allocated between the Valley and Mountain/Desert subareas. Those expenses related to the Mountain/Desert subarea are further divided by formula and billed annually to the various jurisdictions on a per capita basis. This provides for the sharing of general and administrative expenses associated with the administration of this program. The reimbursement amount for Fiscal Year 2013/2014 of \$8,939.93 is less than the \$17,112.56 reimbursement from Fiscal Year 2012/2013.

The item includes three attachments. Attachment 1 provides an overview of the CMP and its role within San Bernardino County. Attachment 2 provides the Fiscal Year 2013/2014 Cost Allocation Schedule of the costs to be reimbursed by the Mountain/Desert jurisdictions. Attachment 3 provides for comparison of the Fiscal Year 2012/2013 Cost Allocation Schedule approved by the Board of Directors on March 5, 2014.

To simplify the process associated with reimbursement of program administration, the SANBAG Fiscal Year 2015/2016 budget will be developed so that local jurisdiction reimbursement of CMP related activities will no longer be required. SANBAG-incurred expenses will be drawn against the Mountain/Desert CMP funds under Task 0203 until that fund balance is exhausted, and future Fiscal Year budgets will utilize Mountain/Desert subregion Project Development-Traffic Management Systems funds for CMP-incurred expenses.

*Entity: CMA*

Mountain-Desert Committee Agenda Item

March 20, 2015

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***Financial Impact:***

This item will result in a reimbursement to the Congestion Management Program fund (Fund 1093).

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Timothy Byrne, Chief of Planning

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Approved  
Mountain-Desert Committee  
Date: March 20, 2015

Witnessed By:

# Attachment 1

## CONGESTION MANAGEMENT PROGRAM

Assembly Bills 471, 1791, and 3093, first implemented in 1990 by Proposition 111, require adoption and biennial updating of Congestion Management Programs (CMPs) for each county with an urbanized area of more than 50,000 population. In San Bernardino County, San Bernardino Associated Governments (SANBAG) was designated the Congestion Management Agency by the local governments, and is charged with developing and monitoring compliance with the program. Implementation of the program, and local compliance, are required to gain access to transportation funding through the Regional Transportation Improvement Program. The State controller is required to withhold local gas tax subventions from local jurisdictions which are not in conformance with the adopted CMP.

The CMP for San Bernardino County was developed by SANBAG through technical and policy committees with representation from all local jurisdictions, Caltrans, and the private sector. It was adopted by the Congestion Management Agency Board of Directors on November 4, 1992, and was updated in November 1993 and every odd-numbered year thereafter.

### WHAT IS THE INTENT OF THE CMP?

The CMP is intended to strengthen the nexus between transportation and land use decisions, with consideration for air quality. It has resulted in more consistent analysis and a better understanding of regional or multi-jurisdictional transportation consequences of local actions.

### HOW DOES IT ACCOMPLISH THIS?

The CMP requires definition of the regional multimodal transportation system, maintenance of level of service standards on regional roads, and implementation of measures to maximize the efficiency of the existing system. It also provides mechanisms to objectively identify and prioritize improvements to the regional system, and is the vehicle through which various state and federal transportation funds are accessed. The statutory CMP requirements are described below.

### REQUIRED CMP ELEMENTS

1. **Establishment of Level of Service (LOS) Standards, as calculated by a uniform LOS methodology, for the system of highways and principal arterial roadways within the county.** Once designated, no roadway can be removed from the system. All new highways and principal arterials must be added to the system. The LOS standard must be LOS E or better, except on links or intersections which currently operate at LOS F. Deficiency plans must be completed and adopted for facilities which fail to meet the standard. Deficiency plans are described below.

2. **Standards for public transit service including frequency and routing, and for coordination among separate transit operators.**
3. **A trip reduction and travel demand element** that promotes carpools, vanpools, transit, bicycles, park-n-ride, jobs/housing balance, flextime, and parking management.
4. **A program to analyze the impacts of local land use decisions on the regional transportation system**, including an estimate of the costs to mitigate the identified impacts. This has been implemented through preparation of Traffic Impact Analyses. However, following the passage of Measure I 2010-2040, this requirement will be met in urban parts of the County through locally implemented development mitigation programs that are consistent with the SANBAG Development Mitigation Nexus Study.
5. **A capital improvements program (CIP) to maintain or improve the traffic level of service and transit performance standards, and mitigate the regional transportation impacts of further development.** The capital improvements program must conform to transportation-related vehicle emissions air quality mitigation measures. The actions identified within deficiency plans, traffic impact analyses, or other transportation master plans to mitigate the impacts of development and growth will serve as bases for the CIP.

#### MODELING REQUIREMENTS

SANBAG, with cooperation from SCAG, the cities, and the County, is required to develop a uniform data base on traffic impacts for use in transportation computer models or compatible analytical tools. The CMA must approve the consistency of local modeling efforts that are used to determine the impacts of development on the circulation system. Local modeling is to be compatible with CMP models, which in turn are to be consistent with regional models. The data base used in the County is to be consistent with the data base used by SCAG. The CMP model(s) for San Bernardino County are more locally detailed versions of the SCAG Regional model, and are maintained at SCAG's Inland Office.

#### MONITORING

SANBAG must monitor implementation of all elements of the CMP, and is required to make an annual determination of conformance with the CMP for each city and the County. Conformance criteria include:

1. Consistency with LOS and performance standards. Exceptions are segments or intersections for which deficiency plans for implementation of needed improvements have been adopted.
2. Adoption and implementation of a program to analyze the impacts of land use decisions by each local jurisdiction, including documentation of the costs associated with impact mitigation. Within the Valley and Victor Valley areas, their requirement is met by local implementation of development mitigation programs consistent with the SANBAG

Development Mitigation Nexus Study. In non-urban areas, it is met by preparation of TIA Reports on qualifying projects.

In addition, traffic levels of service on the CMP roads are to be determined annually. Within San Bernardino County, the owner/operator of each facility has been responsible for monitoring the performance of the facility.

#### CONFORMANCE

If the Congestion Management Agency determines, following a public hearing, that a jurisdiction has not conformed to the requirements of the CMP, it will notify that city or the County in writing of the specific areas of nonconformance. If the city or County has not reached conformance within 90 days, the SANBAG Board is required to make a finding of nonconformance and submit the finding to the State Controller. The Controller then withholds apportionment of funds otherwise apportioned to the jurisdiction under Section 2105 of the Streets and Highways Code. If, within the 12-month period following receipt of the notice of nonconformance, the Controller is notified by the CMA that the local jurisdiction is again in conformance, the withheld monies will be provided to that jurisdiction. If the local jurisdiction continues to be out of conformance beyond the 12-month period, the apportionments withheld from that jurisdiction are to be returned to the CMA to be expended for capital projects of regional significance. Apportionments returned to the CMA cannot be expended for administration or planning purposes

**Attachment 2**  
**2013-2014 CMP COST ALLOCATION SUMMARY**  
**MOUNTAIN-DESERT SUBAREA**

JURISDICTION	Regular Full-Time Employees 1093.20.0203.51010	Regular Part-Time Employees 1093.20.0203.51015	Fringe Allocation- General 1093.20.0203.51990	Indirect Allocation- General 1093.20.0203.58110	CMP Total by Agency
<b>COLORADO RIVER SUBAREA</b>					
Needles	\$24.71	\$0	\$24.73	\$26.76	<b>\$76.20</b>
San Bernardino County	\$10.95	\$0	\$10.96	\$11.86	<b>\$33.78</b>
<b>MOUNTAINS SUBAREA</b>					
Big Bear Lake	\$25.78	\$0	\$25.80	\$27.92	<b>\$79.50</b>
San Bernardino County	\$226.74	\$0	\$226.96	\$245.57	<b>\$699.27</b>
<b>MORONGO BASIN SUBAREA</b>					
Twentynine Palms	\$133.78	\$0	\$133.91	\$144.90	<b>\$412.60</b>
Yucca Valley	\$125.35	\$0	\$125.47	\$135.77	<b>\$386.59</b>
San Bernardino County	\$125.35	\$0	\$125.47	\$135.77	<b>\$386.59</b>
<b>NORTH DESERT SUBAREA</b>					
Barstow	\$117.25	\$0	\$117.37	\$126.99	<b>\$361.61</b>
San Bernardino County	\$167.61	\$0	\$167.77	\$181.53	<b>\$516.91</b>
<b>VICTOR VALLEY SUBAREA</b>					
Adelanto	\$163.66	\$0	\$163.82	\$177.26	<b>\$504.74</b>
Apple Valley	\$356.18	\$0	\$356.53	\$385.77	<b>\$1,098.48</b>
Hesperia	\$460.64	\$0	\$461.09	\$498.91	<b>\$1,420.64</b>
Victorville	\$607.05	\$0	\$607.64	\$657.48	<b>\$1,872.18</b>
San Bernardino County	\$353.70	\$0	\$354.05	\$383.09	<b>\$1,090.84</b>
<b>GRAND TOTAL</b>	<b>\$2,514.26</b>	<b>\$0.00</b>	<b>\$2,901.59</b>	<b>\$3,139.59</b>	<b>\$8,939.93</b>

Attachment: Attachment 2 2013/2014 Cost Allocation Summary (1664 : Congestion Management Program Cost Allocation)

**Attachment 3**  
**2012-2013 CMP COST ALLOCATION SUMMARY**  
**MOUNTAIN-DESERT SUBAREA**

JURISDICTION	Regular Full-Time Employees 1093.20.0203.51010	Regular Part-Time Employees 1093.20.0203.51015	Fringe Allocation- General 1093.20.0203.51990	Indirect Allocation- General 1093.20.0203.58110	CMP Total by Agency
<b>COLORADO RIVER SUBAREA</b>					
Needles	\$46.18	\$0	\$42.23	\$58.35	<b>\$146.76</b>
San Bernardino County	\$20.39	\$0	\$18.65	\$25.76	<b>\$64.80</b>
<b>MOUNTAINS SUBAREA</b>					
Big Bear Lake	\$48.05	\$0	\$43.94	\$60.71	<b>\$152.70</b>
San Bernardino County	\$422.21	\$0	\$386.12	\$533.44	<b>\$1,341.77</b>
<b>MORONGO BASIN SUBAREA</b>					
Twentynine Palms	\$245.23	\$0	\$224.27	\$309.83	<b>\$779.33</b>
Yucca Valley	\$233.42	\$0	\$213.47	\$294.91	<b>\$741.80</b>
San Bernardino County	\$233.42	\$0	\$213.47	\$294.91	<b>\$741.80</b>
<b>NORTH DESERT SUBAREA</b>					
Barstow	\$217.81	\$0	\$199.19	\$275.20	<b>\$692.20</b>
San Bernardino County	\$312.10	\$0	\$285.42	\$394.32	<b>\$991.85</b>
<b>VICTOR VALLEY SUBAREA</b>					
Adelanto	\$294.16	\$0	\$269.02	\$371.66	<b>\$934.84</b>
Apple Valley	\$662.20	\$0	\$605.59	\$836.66	<b>\$2,104.46</b>
Hesperia	\$859.30	\$0	\$785.84	\$1,085.68	<b>\$2,730.81</b>
Victorville	\$1,131.64	\$0	\$1,034.90	\$1,429.77	<b>\$3,596.31</b>
San Bernardino County	\$658.63	\$0	\$602.33	\$832.15	<b>\$2,093.11</b>
<b>GRAND TOTAL</b>	<b>\$5,384.76</b>	<b>\$0.00</b>	<b>\$4,924.43</b>	<b>\$6,803.36</b>	<b>\$17,112.56</b>

Attachment: Attachment 3 2012/2013 Cost Allocation (1664 : Congestion Management Program Cost Allocation)

**MOUNTAIN/DESERT POLICY COMMITTEE ATTENDANCE RECORD – 2015**

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Rich Kerr</b> City of Adelanto	X***	X					**					
<b>Curt Emick</b> Town of Apple Valley							**					
<b>Julie McIntyre</b> City of Barstow		X					**					
<b>Bill Jahn</b> City of Big Bear Lake	X	X					**					
<b>Mike Leonard</b> City of Hesperia	X	X					**					
<b>Ed Paget</b> City of Needles		X					**					
<b>Joel Klink</b> City of Twentynine Palms	***						**					
<b>Ryan McEachron</b> City of Victorville	X	X					**					
<b>George Huntington</b> Town of Yucca Valley	X	X					**					
<b>Robert Lovingood</b> County of San Bernardino	X	X					**					
<b>Janice Rutherford</b> County of San Bernardino	X						**					
<b>James Ramos</b> County of San Bernardino							**					

\*Non-voting City Representative attended  
+ Measure I Committee representative

\*\*The Mountain/Desert Committee did not meet  
x\*Alternate Attended

\*\*\* New SANBAG Board Member

X = Member attended meeting.  
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Empty box = Member did not attend meeting

Crossed out box = Not a Board Member at the time.

*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.*

## 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. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

Agendas – All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino at least 72 hours in advance of the meeting, Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov).

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 Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item 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. “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**

**Attendance** - The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.

- A Member/Alternate, who arrives after attendance is taken, shall announce his/her name prior to voting on any item.
- A Member/Alternate, who wishes to leave the meeting after attendance is taken but before remaining items are voted on, shall announce his/her name and that he/she is leaving the meeting.

### **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 “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion, shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.

**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/she would like to amend the 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 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.

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 <sup>st</sup> 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