

BRAWLEY

CALIPATRIA

HOLTVILLE

WESTMORLAND



CALEXICO

EL CENTRO

IMPERIAL

IMPERIAL COUNTY

AGENDA

**WEDNESDAY, AUGUST 23, 2017
6:00 PM or immediately after the ICTC meeting**

**County Administration Building, 2nd Floor
Board of Supervisors Chambers
940 W. Main St.
El Centro, CA 92243**

CHAIRPERSON: MARIA NAVA-FROELICH

EXECUTIVE DIRECTOR: MARK BAZA

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

Any member of the public may address the Authority for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Authority. The Authority will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. CONSENT CALENDAR

A. Approval of LTA Board Draft Minutes: June 28, 2017

V. REPORTS

A. LTA Executive Director Report

VI. INFORMATION CALENDAR

A. Imperial County Local Transportation Authority (LTA) Administrative Services Budget Comparison for fiscal years FY 2013-14 to FY 2017-18

VIII. ADJOURNMENT

A. Motion to Adjourn

**1405 N. Imperial Ave., Suite 1, El Centro, CA 92243
Phone: (760) 592-4494, Fax: (760) 592-4497**



Local Transportation Authority

MINUTES FOR JUNE 28, 2017**VOTING MEMBERS PRESENT:**

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore
City of Imperial	James Tucker
County of Imperial	Luis Plancarte
County of Imperial	Ryan Kelley
City of Westmorland	Larry Ritchie

Executive Director	Mark Baza (non-voting)
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STAFF PRESENT: Mark Baza, Kathi Williams, David Aguirre, Michelle Bastidas, Vicky Hernandez, Cristi Lerma

OTHERS PRESENT: David Salgado: SCAG; Flavio Vargas, Cesar Sanchez, First Transit; Marcelo Piedra, Ann Fox; Caltrans, Mike Morales; Teamsters

I. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chair Nava-Froelich at 7:54 p.m. and roll call was taken.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There was no public comment.

IV. CONSENT CALENDAR

A. A motion was made by [Viegas-Walker](#) and seconded by [Nava](#) to approve the Consent Calendar, items A and B, **Motion Carried unanimously.**

V. REPORTS

A. Executive Director Report

- Mr. Baza stated that the LTA Bond participating agencies remaining fund amounts were in the Executive Director report on page 30 of the June agenda. The Remaining Project Bond funds are according to bank statements dated 5/31/2017.
- Member Agency Coordination and Documentation for FY 2016-17 Audit:
 - o Updated 5-year Expenditure Plans from all agencies are needed for FY 2016-2017.
 - o Maintenance of Efforts Certificates for FY 2016-17 are needed from the following agencies: Cities of Calexico, El Centro and Imperial.
 - o Submittals of these documents are due to our office by July 31, 2017 in order to proceed with the LTA audit.

- The auditor (VTD) proposes to schedule member agency visits between September 18th and October 6th.

VI. ACTION CALENDAR

A. Administrative Services Budget FY 2017-18

The Administrative Services Budget for the Local Transportation Authority (LTA) was presented for adoption. The Administrative Budget is funded by 1% of the funds received annually for the LTA program. Staff has estimated costs for the auditing, legal and office expenses, and staff salaries associated for the proper oversight functions.

The Board requested that staff provide a full balance sheet at the next meeting of the LTA.

The ICTC Management Committee met on June 14, 2017 and forwarded this item to the LTA Board for review and approval after public comment, if any:

1. Approved the FY 2017-18 Administrative Services Budget for the Local Transportation Authority

A motion was made by [Viegas-Walker](#) and seconded by [Ritchie](#), **Motion Carried unanimously.**

B. Amendment to Legal Services Agreement FY 2017-18 to FY 2018-19: County of Imperial and the Local Transportation Authority (LTA)

The County's Office of County Counsel has provided generalized legal services to the Authority since 2012. LTA and County Counsel staff have calculated an approximate cost for services and developed an agreement for the continuation of services for an additional two years; FY 2017-18 and FY 2018-19 for the same annual amount of \$7,500.

Funding for this project is in the LTA Administrative Services Budget 2017-18, anticipated to be approved on June 28, 2017.

The original contract and all exhibits referenced in the extension document are available for review at the ICTC administrative offices by request.

The ICTC Management Committee met on June 14, 2017 and forwarded this item to the LTA Board for review and approval after public comment, if any:

1. Authorized the Chairperson to sign the agreement for legal services between the County of Imperial and the Local Transportation Authority for an annual cost not to exceed \$7,500 annually effective July, 1 2017 through June 30, 2019.
2. Directed staff to forward the agreement to the County of Imperial.

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

VII. ADJOURNMENT

A. Meeting Adjourned at 8:04 p.m.

BRAWLEY

CALIPATRIA

HOLTVILLE

WESTMORLAND



CALEXICO

EL CENTRO

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IMPERIAL COUNTY

Memorandum

Date: August 17, 2017
To: Local Transportation Authority
From: Mark Baza, Executive Director
Re: Executive Director's Report

The following is a summary of the Executive Director's Report for the LTA meeting of August 23, 2017:

1. **LTA Bond Projects:** The following is the LTA Bond remaining funds as of July 31, 2017:

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

	Remaining Bond Funds*	% Spent
Brawley	\$1,989,906.54	76%
Calexico	\$6,102,274.87	60%
Calipatria	\$0	100%
Imperial	\$163,748.33	97%
County	\$0	100%

*Remaining Project Bond funds according to bank statements dated 7/31/2017

2. **Member Agency Coordination and Documentation for FY 2016-17 Audit:**
 - a. Updated 5-year Expenditure Plans from all agencies are needed for FY 2016-2017.
 - b. Maintenance of Efforts Certificates for FY 2016-17 are needed from the following agencies: Cities of Calexico, El Centro and Imperial.
 - c. Submittals of these documents are due to our office by July 31, 2017 in order to proceed with the LTA audit.
 - d. The auditor (VTD) proposes to schedule member agency visits between September 18th and October 6th.

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Brawley

Calipatria

Holtville

Westmorland



Local Transportation Authority

Calexico

El Centro

Imperial

County of Imperial

August 18, 2017

Maria Nava-Froelich, Chair
Local Transportation Authority
1405 N. Imperial Ave., Suite 1
El Centro, CA 92243

SUBJECT: Imperial County Local Transportation Authority (LTA) Administrative Services Budget Comparison for fiscal years FY 2013-14 to FY 2017-18

Dear Members of the Authority:

During the June 28, 2017 Imperial County Local Transportation Authority (LTA) meeting, the budget was approved, but it was requested by the Board that staff provide additional information regarding the 1% Administrative Services Budget.

The Administrative Services Budget is funded by 1% of the funds received annually for the LTA program. The Administrative Services Budget is used to cover expenses related to the administration of the various components of the LTA Program and the 2012 LTA Bond. These expenditures include but are not limited to auditing, legal services, office supplies and reimbursement to ICTC for staff salaries associated for the proper oversight functions.

Attached is the Administrative Services Budget comparison for prior years FY 13-14, FY 14-15, and FY 15-16. The revenues for the 1% LTA administration fund have gradually decreased. In FY 2013-14 revenues received were \$192,940 and for FY 2016-17 revenues received were \$138,581. Staff have decreased expenses accordingly to remain within the budget. Fund balance/Operating reserve at year end was used to pay expenses that exceeded the annual budget.

This item is for informational purposes only and no action is requested at this time.

Sincerely,

MB MARK BAZA
Executive Director

Attachment

MB/mb/cl

1405 N. Imperial Ave., Suite 1, El Centro, CA 92243
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Budget Comparison Worksheet Fiscal Years ending 2014-2017

Org Key: 7418001

Dept: Local Transportation Authority 1% Administration

Object	Description	Budgeted FY 13-14	Actual FY 13-14	%	Budgeted FY 14-15	Actual FY 14-15	%	Budgeted FY 15-16	Actual FY 15-16	%	Budgeted FY 16-17	Actual FY 16-17	%	Budgeted FY 17-18	Actual FY 17-18	%
REVENUES																
A	402000 Sales and Use Tax	\$ 151,000	\$ 190,678		\$ 185,300	\$ 149,870		\$ 155,800	\$ 147,247		\$ 153,032	\$ 138,581		\$ 138,286		
B	491056 Overhead Charge Refund	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ 8,081				
C	Total Revenues	\$ 151,000	\$ 190,678	26%	\$ 185,300	\$ 149,870	-19%	\$ 155,800	\$ 147,247	-5%	\$ 153,032	\$ 146,662	-9%	\$ 138,286	\$ -	
EXPENDITURES																
E	514000 Communications - Phone charges	\$ -	\$ -		\$ 500	\$ 586	17%	\$ 300	\$ 300	0%	\$ 300	\$ 300	0%	\$ 320		
F	514015 Communications - Cell Phone	\$ -	\$ -		\$ 2,000	\$ 1,080	-46%	\$ 570	\$ 651	14%	\$ 670	\$ 542	-19%	\$ 370		
G	519038 Fuel Expense	\$ -	\$ -		\$ 100	\$ -	-100%	\$ -	\$ -		\$ -	\$ -		\$ -		
H	519045 Maint-Struc	\$ -	\$ -		\$ 100	\$ -	-100%	\$ -	\$ -		\$ -	\$ -		\$ -		
I	502020 Ins Dental/Vision	\$ -	\$ -		\$ -	\$ -		\$ -	\$ 47	100%	\$ -	\$ -		\$ -		
J	502015 Group Insurance	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ 500	\$ 512	2%	\$ -		
K	519045 Maintenance Expense	\$ -	\$ -		\$ 100	\$ 68	-32%	\$ -	\$ -		\$ -	\$ -		\$ -		
L	522000 Memberships	\$ 3,000	\$ 2,800	-7%	\$ 2,800	\$ 550	-80%	\$ 2,800	\$ 2,800	0%	\$ 2,800	\$ 2,800	0%	\$ 2,800		
M	524000 Office Expense	\$ 3,700	\$ 1,628	-56%	\$ 2,300	\$ 1,874	-19%	\$ 1,700	\$ 1,980	16%	\$ 500	\$ 671	34%	\$ 800		
N	525010 Professional & Special Services	\$ 80,300	\$ 71,307	-11%	\$ 79,718	\$ 82,397	3%	\$ 65,228	\$ 75,110	15%	\$ 63,202	\$ 84,128	33%	\$ 47,684		
O	525070 Overhead reimbursement	\$ -	\$ -		\$ -	\$ 694	100%	\$ -	\$ 471	100%	\$ -	\$ -		\$ -		
P	525090 Prof & Spec Svs Audits	\$ 55,000	\$ 63,715	16%	\$ 85,000	\$ 70,173	-17%	\$ 80,000	\$ 70,600	-12%	\$ 79,100	\$ 63,975	-19%	\$ 79,100		
Q	526000 Publ & Legal Notices	\$ 1,000	\$ -	-100%	\$ 1,000	\$ -	-100%	\$ -	\$ -		\$ -	\$ -		\$ -		
R	527000 Rents & Leases Equipment	\$ 2,500	\$ 851	-66%	\$ 1,282	\$ 1,355	6%	\$ 1,302	\$ 756	-42%	\$ 1,160	\$ 719	-38%	\$ 1,140		
S	528000 Rents and Leases	\$ -	\$ -		\$ 7,800	\$ 6,654	-15%	\$ 3,900	\$ 5,152	32%	\$ 5,300	\$ 3,697	-30%	\$ 6,072		
T	530005 Special Dept Expense	\$ -	\$ -		\$ 500	\$ 36	-93%	\$ -	\$ -		\$ -	\$ -		\$ -		
U	531040 Travel	\$ 5,500	\$ 364	-93%	\$ 2,100	\$ -	-100%	\$ -	\$ -		\$ -	\$ -		\$ -		
V	532000 Utilities	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ 90		\$ -		
W	Total Expenditures	\$ 151,000	\$ 140,665	-7%	\$ 185,300	\$ 165,468	-11%	\$ 155,800	\$ 157,867	1%	\$ 153,032	\$ 156,922	3%	\$ 138,286	\$ -	
X	Revenues	\$ 151,000	\$ 190,678	26%	\$ 185,300	\$ 149,870	-19%	\$ 155,800	\$ 147,247	-5%	\$ 153,032	\$ 146,662	-4%	\$ 138,286	\$ -	
Y	Expenditures	\$ 151,000	\$ 140,665	-7%	\$ 185,300	\$ 165,468	-11%	\$ 155,800	\$ 157,867	1%	\$ 153,032	\$ 156,922	3%	\$ 138,286	\$ -	
Z	Net		\$ 50,013			\$ (15,598)			\$ (10,620)			\$ (10,260)		\$ -		
AA	Fund Balance/Operating Reserves as of June 30		\$ 192,940			\$ 187,949			\$ 167,491			\$ 158,361		\$ -		