

**AGENDA**  
**Mountain/Desert Policy Committee**

**March 15, 2024**

**9:30 AM**

**Location**

**Mojave Desert Air Quality Management District**  
*Mojave Desert Air Quality Management District*  
14306 Park Avenue, Victorville, CA 92392

**Mountain/Desert Policy Committee Membership**

**Chair**

Paul Cook, Supervisor  
*County of San Bernardino*

Carmen Hernandez, Council Member  
*City of Barstow*

Joel Klink, Mayor Pro Tem  
*City of Twentynine Palms*

**Vice Chair**

Debra Jones, Council Member  
*City of Victorville*

Rick Herrick, Council Member  
*City of Big Bear Lake*

Rick Denison, Council Member  
*Town of Yucca Valley*

Daniel Ramos, Mayor Pro Tem  
*City of Adelanto*

Rebekah Swanson, Mayor Pro Tem  
*City of Hesperia*

Dawn Rowe, Supervisor  
*County of San Bernardino*

Art Bishop, Mayor Pro Tem  
*Town of Apple Valley*

Janet Jernigan, Mayor  
*City of Needles*

**San Bernardino County Transportation Authority  
San Bernardino Council of Governments**

**AGENDA**

**Mountain/Desert Policy Committee Meeting**

**March 15, 2024**

**9:30 AM**

**Location**

**SBCTA Office**

**Mojave Desert Air Quality Management District**

**14306 Park Avenue, Victorville, CA 92392**

Items listed on the agenda are intended to give notice to members of the public of a general description of matters to be discussed or acted upon. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

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

**CALL TO ORDER**

(Meeting Chaired by Paul Cook)

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

**Public Comment**

**Brief Comments from the General Public**

**Note: Public Comment on items listed on this agenda will be allowed only during this committee meeting. No public comment will be allowed on committee items placed on the Consent Agenda at the Board of Directors meeting. If an item has substantially changed after consideration during the committee meeting, the item will be placed on Discussion for Board and public comment will be allowed.**

## **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.

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### **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 for review by Board and Committee members.**

## **DISCUSSION ITEMS**

### **Discussion - Administrative Matters**

#### **2. San Bernardino County Transportation Authority Fiscal Year 2024/2025 Budget – Mountain/Desert Policy Committee Task Review**

**Pg. 10**

Review the proposed task and budgetary information to be included in the Fiscal Year 2024/2025 Budget, and provide direction as appropriate

**Presenter: Hilda Flores**

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

### **Discussion - Project Delivery**

#### **3. North 1st Avenue Bridge over BNSF Amendment No. 1 to Sole Source Contract No. 23-1002936 with RailPros Field Services, Inc. for Railroad Flagging Services**

**Pg. 120**

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

Approve Amendment No. 1 to **Sole Source** Contract No. 23-1002936 with RailPros Field Services, Inc. for Railroad Flagging Services, to increase the contract amount by \$1,000,000, increasing the total contract amount from \$1,442,690 to \$2,442,690, to be funded with Federal Highway Bridge Program and Measure I North Desert Major Local Highway Program funds, and extending the contract duration by two months, with a revised expiration date of November 30, 2024.

**Presenter: David Tan**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel, Procurement Manager, and Risk Manager have reviewed this item and the draft amendment.**

**4. US 395 Phase 2 Widening Project – Release Request for Proposals for Construction Management Services**

**Pg. 128**

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

Authorize release of Request for Proposals No. 24-1003120 for Construction Management Services for the US 395 Phase 2 Widening Project in the City of Hesperia and the City of Victorville.

**Presenter: David Tan**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel, Procurement Manager and Risk Manager have reviewed this item.**

**5. Annual Right-of-Way Acquisition Updates**

**Pg. 163**

Receive and file the updated list of right-of-way property acquisitions for Project Delivery Department projects, which includes changes to the Board of Directors' authorized property lists and provides the current listing of San Bernardino County Transportation Authority Project Delivery Program Eminent Domain actions.

**Presenter: Tracy Escobedo**

**A companion item is scheduled for review by the Metro Valley Study Session on March 14, 2024.**

**Discussion - Transportation Programming and Fund Administration**

**6. Yucca Loma Road Widening Project Funding Agreement No. 24-1003077**

**Pg. 169**

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

A. Allocate \$1,350,000 in Measure I Victor Valley Subarea Major Local Highway Projects Program (MLHP) funds to the Town of Apple Valley (Town) for the Yucca Loma Road Widening Project.

B. Approve Funding Agreement No. 24-1003077 with the Town of Apple Valley for the Yucca Loma Road Widening Project in the amount of \$3,250,000, to be funded with \$1,350,000 in MLHP funds and \$1,900,000 in Town funds.

**Presenter: Andrea Zureick**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel and Risk Manager have reviewed this item and the draft agreement.**

**Comments from Board Members**

**Brief Comments from Board Members**

**ADJOURNMENT**

**Additional Information**

Attendance  
Acronyms  
Mission Statement

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**The next Mountain/Desert Policy Committee meeting is scheduled for April 19, 2024.**

## **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 & Language Assistance** - The meeting facility is accessible to persons with disabilities. If assistive listening devices, other auxiliary aids or language assistance 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 can be reached by phone at (909) 884-8276 or via email at [clerkoftheboard@gosbcta.com](mailto:clerkoftheboard@gosbcta.com) and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Accesibilidad y asistencia en otros idiomas** - Las instalaciones para las reuniones son accesibles para las personas con discapacidades. Si se necesitan dispositivos de escucha asistida, otras ayudas auxiliares o servicios de asistencia en otros idiomas para participar en la reunión pública, las solicitudes deben ser presentados a la Secretaria de la Junta al no menos de tres (3) días de apertura antes de la reunión de la Junta. La Secretaria esta disponible por teléfono al (909) 884-8276 o por correo electrónico a [clerkoftheboard@gosbcta.com](mailto:clerkoftheboard@gosbcta.com) y la oficina se encuentra en 1170 W. 3<sup>rd</sup> Street, 2nd Floor, San Bernardino, CA.

**Agendas** – All agendas are posted at [www.gosbcta.com/board/meetings-agendas/](http://www.gosbcta.com/board/meetings-agendas/) at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed online at that web address. Agendas are also posted at 1170 W. 3<sup>rd</sup> Street, 1st Floor, San Bernardino at least 72 hours in advance of the meeting.

**Agenda Actions** – Items listed on both the “Consent Calendar” and “Discussion” contain recommended 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 as provided in the Ralph M. Brown Act Government Code Sec. 54954.2(b).

**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 President of the Board or Committee Chair (“President”) will announce the subject matter of the closed session. If reportable action is taken in closed session, the President shall 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, except Board agenda items that were previously considered at a Policy Committee meeting where there was an opportunity for public comment. Individuals in attendance at SBCTA who desire to speak on an item may complete and turn in a "Request to Speak" form, specifying each item an individual wishes to speak on. Individuals may also indicate their desire to speak on an agenda item when the President asks for public comment. When recognized by the President, speakers should be prepared to step forward and announce their name 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 President 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. Any individual who wishes to share written information with the Board may provide copies to

the Clerk of the Board for distribution. Information provided as public testimony is not read into the record by the Clerk. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda. Any consent item that is pulled for discussion shall be treated as a discussion item, allowing further public comment on those items.

**Public Comment** –An opportunity is also provided for members of the public to speak on any subject within the Board’s jurisdiction. Matters raised under “Public Comment” will not be acted upon at that meeting. See, “Public Testimony on an Item,” above.

**Disruptive or Prohibited 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 President 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 or prohibited conduct includes without limitation 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, bringing into the meeting any type of object that could be used as a weapon, including without limitation sticks affixed to signs, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Your cooperation is appreciated!

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

**Attendance.**

- The President of the Board or Chair of a Policy Committee (Chair) has the option of taking attendance by Roll Call. 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.
- 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.
- Votes at teleconferenced meetings shall be by roll call, pursuant to the Brown Act, or, at any meeting, upon the demand of five official representatives present or at the discretion of the presiding officer.

**The Vote as specified in the SBCTA Administrative Code and 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. (Note that Alternates may vote only at meetings of the Board of Directors, Metro Valley Study Session and Mountain/Desert Policy Committee.)

**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 Chair shall ask the maker of the original motion if he or 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 voted upon first, and if it fails, then the original motion is considered.
- 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 may require deviation from general practice (but not from the Brown Act or agency policy).
- 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.

*Adopted By SANBAG Board of Directors January 2008  
 Revised March 2014  
 Revised May 4, 2016  
 Revised June 7, 2023*



## ***Minute Action***

AGENDA ITEM: 1

***Date:*** March 15, 2024

***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 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:

<b>Item No.</b>	<b>Contract No.</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
3	23-1002936-01	RailPros Field Services, Inc. <i>Jeff Vines</i>	HNTB Corporation Anil Verma Associates, Inc. C-Below Earth Mechanics, Inc. Fehr & Peers ICF Jones & Stokes, Inc. Leighton Consulting, Inc. Pacific Railway Enterprises, Inc. RSE Corporation
6	24-1003077	Town of Apple Valley	None

***Financial Impact:***

This item has no direct impact on the budget.

***Reviewed By:***

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

***Responsible Staff:***

Andrea Zureick, Director of Fund Administration

Approved  
Mountain-Desert Committee  
Date: March 15, 2024

Witnessed By:

*Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority*

## ***Minute Action***

### AGENDA ITEM: 2

***Date:*** March 15, 2024

***Subject:***

San Bernardino County Transportation Authority Fiscal Year 2024/2025 Budget –  
Mountain/Desert Policy Committee Task Review

***Recommendation:***

Review the proposed task and budgetary information to be included in the Fiscal Year 2024/2025 Budget, and provide direction as appropriate

***Background:***

The purpose of reviewing tasks is to gain input on the appropriateness of the type and scope of the work effort. Narrative descriptions and detailed budget information are provided with the agenda item. Budget amounts, fund types, and narratives are preliminary, pending agency-wide revenue and expenditure compilation and review by the San Bernardino County Transportation Authority (SBCTA) policy committees.

Explanations for major variances from the prior year's budget are included in the Work Elements section for each task. Budgetary changes include the following:

- The budget decrease for the Financial Management Task is mainly due to audit costs for the Measure I (MSI) Local Streetd Program, MSI Senior and Disabled Program, and Transportation Development Act (TDA) compliance audits being less than anticipated.
- The budget increase for the Legislation Task is due to an increase in advocacy services as a result of SBCTA providing advocacy services to Omnitrans. Omnitrans will reimburse SBCTA for the services.
- The budget decrease for the Environment Task is due to the completion of the United States Department of Energy sale of Ryder Truck Rental, Inc. trucks.
- The budget increase for the Traveler Services Task is a result of the need to update the Southern California 511 (SoCal 511) signage to reflect the SoCal 511 information. In addition, some marketing and design services have been added to help promote the SoCal 511 Program.
- The budget increase for the Call Box System Task is due to Americans with Disabilities Act access compliance efforts, and more technical and data analysis consultant services.
- The budget increase for the Freeway Service Patrol (FSP) Task is due to an increase in the cost of printing and labor, as well as additional services required of the FSP consultant.
- The budget increase for the Subregional Planning Task is mainly due to an expected increase in consulting services to support the Regional Early Action Plan (REAP) 2.0 Program and other on-call planning services. Due to State budget deficit, the actual amount of REAP 2.0 funding SBCTA/San Bernardino Council of Governments

*Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority*

(SBCOG) will receive is unknown. The budget reflects the full award amount; however, both the revenue and expense are subject to reduction.

- The budget decrease for the Mountain/Desert Planning and Project Development Task is mainly due to the completion of the programming document for the widening of State Route (SR) 18, which is offset by the startup of the SR 247 and SR 62 (SR247/62) Corridor Feasibility Study.
- The budgetary changes in the Council of Governments Task is due to increases in staffing to support and expand the SBCOG work plan, and an expected increase in consulting services for the REAP 2.0 Program and other on-call planning services.
- The budget for the Transit Operator Support Task varies minimally between Fiscal Year 2023/2024 and Fiscal Year 2024/2025 due to calculated cost estimates for ongoing transit operator support.
- The budgetary changes in the Transit Allocations/Pass-throughs Task are primarily due to a projected decrease in MSI 2010-2040 and TDA revenue that decreases disbursements.
- The Transit Operations Task budgetary changes are due to increases in SBCTA's annual operation subsidy for the San Bernardino Line and for the Arrow Service to incorporate the Zero-Emission Multiple Unit (ZEMU) into revenue service, carryover for anticipated expenditures associated with funding the first two years of security at the Arrow stations, and the continuing efforts to support ongoing transit ridership programs.
- The Fiscal Year 2024/2025 Transit Capital Task budget includes facilitation of grant funding for the Brightline – High Desert Stations Project.
- The Project Delivery Program budget includes the following relevant projects: the US 395 Widening Phase 1 and 2, Interstate 15/Interstate 215 (Devore) Interchange, North First Avenue Bridge over BNSF, and North First Avenue Bridges over Mojave River & Overflow.
- The budgetary changes in the Fund Administration Task are due to the completion of the TDA Triennial Performance Audits and the addition of one new position.
- The budgetary changes in the Allocations/Pass-through Task are primarily due to the completion of several large projects resulting in reduced MSI 2010-2040 reimbursements to jurisdictions for projects that have received allocations of funds from SBCTA.
- The budgetary changes in the 2014A Sales Tax Revenue Bond Task are a result of refunding of the 2014 Sales Tax Revenue Bonds that were completed on December 6, 2023. The new bonds are reflected in Task 0968.

SBCTA staff would like to highlight the proposed use of the various Mountain/Desert Subareas' Project Development/Traffic Management System (PD/TMS) funding sources. Expenses for SBCTA staff activities involving congestion management and planning are paid by PD/TMS funds from each of the Mountain/Desert Subareas and the Valley. Additionally, staff is proposing the use of Victor Valley PD/TMS to continue funding a portion of the administration of the traveler services and mobility programs. The Subarea representatives are being advised of these uses for FY 2024/2025.

## Mountain-Desert Committee Agenda Item

March 15, 2024

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The following tasks are presented for Committee review:

<b>Task</b>	<b>General Government Support Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0200	Executive Administration and Support	Roman	\$2,270,562
0350	General Counsel	Tillquist	\$1,079,416
0400	Financial Management	Flores	\$4,433,176
0430	Risk Management	Keller	\$973,639
0501	Intergovernmental	Smith	\$504,354
0503	Legislation	Greer	\$874,972
0605	Public Affairs	Greer	\$678,295
<b>Task</b>	<b>Environment and Energy Conservation Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0101	Environment	Smith	\$298,449
<b>Task</b>	<b>Commuter and Motorist Assistance Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0406	Traveler Services & Intelligent Transportation Systems	Smith	\$442,689
0702	Call Box System	Smith	\$1,401,078
0704	Freeway Service Patrol/State	Smith	\$6,308,310
<b>Task</b>	<b>Planning and Regional Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0110	Regional Planning	Smith	\$406,558
0203	Congestion Management	Smith	\$114,286
0404	Subregional Planning	Smith	\$20,425,946
0941	Mountain/Desert Planning & Project Development	Smith	\$560,582
<b>Task</b>	<b>Council of Governments</b>	<b>Manager</b>	<b>Proposed Budget</b>
0511	Council of Governments	Smith	\$5,603,657
<b>Task</b>	<b>Transit Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0309	Transit Operator Support	Lopez	\$572,434
0310	Transit Allocations/Pass-throughs	Zureick	\$173,495,973
0314	Transit Operations	Lopez	\$56,416,785
0339	Transit Capital: Brightline-High Desert Stations Project	Lopez	\$5,804,750
<b>Task</b>	<b>Project Delivery Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0891	Freeway Projects: US 395 Widening Phase 1	Harris	\$10,000
0844	Freeway Projects: US 395 Widening Phase 2	Harris	\$3,524,057

San Bernardino Council of Governments

San Bernardino County Transportation Authority

## Mountain-Desert Committee Agenda Item

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0880	Interchange Projects: Interstate 15/Interstate 215 (Devore) Interchange	Harris	\$10,000
0811	Arterial Projects: North First Avenue Bridge over BNSF	Harris	\$7,649,310
0813	Arterial Projects: North First Avenue Bridge over Mojave River & Overflow	Harris	\$100,000
<b>Task</b>	<b>Fund Administration Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0500	Fund Administration	Zureick	\$1,480,418
0550	Allocations/Pass-throughs	Zureick	\$136,408,360
<b>Task</b>	<b>Debt Service Program</b>	<b>Manager</b>	<b>Proposed Budget</b>
0966	2014A Sales Tax Revenue Bond	Flores	\$0
0967	2022A Sales Tax Revenue Bond	Flores	\$5,935,350
0968	2023A Sales Tax Revenue Bond	Flores	\$6,478,500

This agenda item provides for task level review. In May 2024, in conjunction with the Budget Workshop, the anticipated levels of revenue from all sources, staffing, and program level budgets will be presented.

The tasks under the purview of the Mountain/Desert Policy Committee are those that depend on funding sources and projects specific to the Mountain/Desert Subareas. Additionally, programs and tasks that are under the purview of other policy committees, but that deal with issues pertaining to the county as a whole, have been included for information.

***Financial Impact:***

This item has no financial impact on the adopted Budget for Fiscal Year 2023/2024. The tasks under the purview of the Mountain/Desert Policy Committee 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:***

Hilda Flores, Chief Financial Officer

Approved  
Mountain-Desert Committee  
Date: March 15, 2024

Witnessed By:

San Bernardino Council of Governments  
San Bernardino County Transportation Authority

## General Government Program Budget

### Description

The General Government Program provides general services and support to all programs at SBCTA. The Program includes the following activities:

#### ***Board of Directors***

The policy-making body of SBCTA and SBCOG includes elected representatives of all of San Bernardino County cities and the Board of Supervisors.

#### ***Executive Administration and Support***

This task provides administration and support services to the Board, management staff, and records management.

#### ***General Counsel***

General Counsel is the legal representative and advisor of SBCTA and San Bernardino Associated Governments acting as the SBCOG and reports directly to the Board.

#### ***Financial Management***

Financial Management provides strong fiscal stewardship and leadership necessary in administering the funds entrusted to SBCTA and SBCOG to carry out its various function, including procurement.

#### ***Risk Management***

Risk Management provides comprehensive enterprise risk management and safety functions, including risk transfer and insurance coverage procurement for all organizational activities.

#### ***Management Services***

Management Services provides for the SBCTA and SBCOG information technology (IT), data management, telecommunications systems and vehicle maintenance.

#### ***Human Resources***

Human Resources is responsible for the overall personnel function of SBCTA. It includes recruitment, employee development, benefits administration, and special studies.

#### ***Intergovernmental***

This task represents the equity activities that include SBCOG and SBCTA, as well as regional collaboration with agencies through the County and surrounding areas.

#### ***Legislation***

Legislation advocates for policies, funding, legislation and regulatory actions to advance the transportation and council of governments priorities of the Board.

#### ***Public Affairs***

Public Affairs maintains a comprehensive public communications program to engage member agencies, private partners, and the community on SBCTA and SBCOG programs and projects.

#### ***Building Operation***

Building Operation manages and maintains the operation of the Santa Fe Depot.

## General Government Program Budget

### Goals and Objectives

#### Board of Directors

1. Maintain project delivery focus.
2. Foster and strengthen relationships with Federal and State partners.
3. Direct policy to enhance mobility through connectivity and improving air quality while maintaining economic equity.

#### Executive Administration and Support

1. Nurture relationships with peer agencies, partners in the private sector, and at state and federal agencies.
2. Continue implementation efforts related to records retention/destruction in accordance with policy.

#### General Counsel

1. Monitor Federal and State legislation related to Express Lanes tolling and operations.
2. Assist with establishment of Regional Housing Trust Joint Powers Agreement.
3. Assist with preparation of agreements necessary for initiation of Zero Emission Multiple Unit Vehicle (ZEMU) operations.
4. Review and update procurement templates.
5. Continue supporting staff in effecting Brightline West transactions.

#### Financial Management

1. Update long-term debt and investment policies.
2. Oversee compliance of the financing plan for Interstate 10 (I-10) Express Lanes Contract 1 Project including Transportation Infrastructure Finance and Innovation Act (TIFIA) funding.
3. Record operations and activity for I-10 Express Lanes Contract 1 and I-15 Express Lanes Contract 1.
4. Manage the Commercial Paper Program to help advance capital projects while minimizing interest costs.
5. Update internal control assessment to ensure proper financial controls are implemented.
6. Apply to Government Finance Officers Association for annual budget and financial audit awards.
7. Manage and complete annual financial, Measure I and Transportation Development Act audits.
8. Conduct biennial audit on expenditures of MSI programs administered by SBCTA.

#### Risk Management

1. Ensure compliance with SB 553 Workplace Violence Prevention Program requirements.
2. Plan and deliver online National Incident Management System (NIMS) course tools for all staff and communicate, monitor for course completion and facilitate an annual full functional exercise in compliance with current NIMS requirements.
3. Finalize Security Sensitive Information procedure updates.
4. Continue to work with project delivery staff and contractors to reduce third party claims.
5. Conduct annual safety audits of all SBCTA physical property locations.
6. Plan and facilitate annual insurance underwriter forums to increase carriers' knowledge and comfort with SBCTA as an insurance risk.

#### Management Services

1. Provide computer software training to employees.
2. Implement Office 365 and G5 licensing.
3. Continue evaluation of systems and networks for security.

## General Government Program Budget

### Goals and Objectives

#### Human Resources

1. Conduct recruitment to keep SBCTA fully staffed.
2. Evaluate benefits for potential cost saving opportunities.

#### Intergovernmental

1. Address agency and regional issues related to equity.
2. Implement Outdoor Equity Program.

#### Legislation

1. Advocate increasing historic funding levels provided by Federal and State sources, as well as represent SBCTA's interests as new funding sources and methodologies are considered in a special session/budget funding package or as funds are further distributed through Cap-and-Trade programs.
2. Advocate to maintain and increase formula funding sources that are reliable and add more predictability to project development.
3. Build upon SBCTA's relationships with local, regional, Federal and State policymakers and stakeholders, business and community leaders, the media, and the public.
4. Advocate to advance the Federal and State legislative priorities of the Board including, but not limited to: promoting the inclusion of regional corridors in goods movement policies and plans at the Federal and State level; supporting funding for freight priorities; working with statewide and regional partners on streamlining initiatives and expanded/extended authorities for alternative project delivery methods; and securing approval for SBCTA's sponsor legislation at the State level.
5. Continue Measure I renewal preparations (ad hoc committee work, expenditure plan development, public education and engagement).
6. Support implementation of Federal funding programs that advance project streamlining initiatives and enhanced project delivery authority, prioritize SBCTA projects and programs in funding decisions, and protects SBCTA's traditional funding and project selection roles and responsibilities.
7. Support the expansion of environmental exemptions for zero emission infrastructure (i.e. commuter rail and micro-transit).

#### Public Affairs

1. Continue to grow SBCTA's and SBCOG's online and traditional media presence, and evaluate new tools that would further facilitate the understanding of and engagement in projects, programs, and services.
2. Build upon existing outreach and communication programs where possible, including enhancing graphic design services to develop a more comprehensive, uniform look for SBCTA and SBCOG materials.
3. Seek opportunities to partner with other agencies to build awareness of SBCTA projects, programs, and services.
4. Enhance education on Measure I and its successes in San Bernardino County.
5. Partner with internal and external stakeholders to implement the agency-wide marketing and communications strategy, which serves as a toolbox and guidebook to promote effective communications policies within and outside the organization.
6. Seek opportunities to participate in community events, as appropriate, throughout the county to promote SBCTA and SBCOG programs and services and further engage with the public.

#### Building Operation

1. Develop and maintain a long-term capital improvement plan and budget for SBCTA-owned facilities.
2. Evaluate the Santa Fe Depot building for possible energy efficiency improvements.



## General Government Program Budget

### Performance/Workload Indicators

	2021/2022 Actual	2022/2023 Actual	2023/2024 Revised Budget	2024/2025 Budget
Realized yield on operating investments	.50%	0.72%	3.0%	3.5%
Sales Tax revenue note/bond rating (S&P/Fitch)	AAA/AA	AAA/AAA	AAA/AAA	AAA/AAA
Measure I Sales Tax revenue forecast	YES	YES	YES	YES
Capital budget cash flow bond needs analysis	YES	N/A	YES	YES
Long-term/Short-term financing	YES	YES	YES	YES
Manage the agency procurement processes efficiently and effectively	YES	YES	YES	YES
Manage the agency insurance program	YES	YES	YES	YES
Manage claims effectively and efficiently	YES	YES	YES	YES
Implementation of Enterprise Resource Planning system	N/A	N/A	N/A	YES
City/County Conference	YES	YES	YES	YES
Maintain constitutional protections for existing state funds	YES	YES	YES	YES
Programs and projects are able to proceed without major delays due to Federal and State actions	YES	YES	NO*	NO*
Build awareness of SBCTA programs and services, Measure I, and transit opportunities	YES	YES	YES	YES
Develop and implement an agency-wide equity framework	N/A	N/A	YES	YES

\*The state budget deficit has delayed advancement of REAP 2.0 funded programs, and the CTC did not allocate the I-15 funds at the December CTC meeting as anticipated delaying the construction bid.

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## General Government

### Task 0200 Executive Administration and Support

#### Purpose

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

#### Accomplishments

1. Continually reviewing internal policies and procedures to ensure compliance with Federal and State requirements and consistent application internally. This remains an ongoing but important effort to ensure the organization is functioning as the Board intended.
2. Worked closely with stakeholders and key leadership in the State to ensure previously committed State funds were not diverted from highway capacity projects. This effort was vastly intensified upon the heels of the California Transportation Commission (CTC) failing to allocate \$202 million in construction funds to the Interstate 15 (I-15) project in December 2023, and will remain an important part of our advocacy for years to come.
3. Advocated in Washington D.C. for grant funds for Brightline West to construct the proposed high speed rail connection between Rancho Cucamonga and Las Vegas. Most of the funds were received and the project will start construction before the end of Fiscal Year 2023/2024.
4. Elevated the discussion with the Federal Transit Administration (FTA) to allow us to proceed with the environmental clearance of the proposed autonomous tunnel connection to Ontario International Airport. The approval to begin National Environment Policy Act (NEPA) clearance had been delayed for nearly 20 months before we were able to successfully plead our case in Washington D.C. NEPA work has now begun and is expected to be completed within one year.

#### Work Elements

This task provides for the following:

1. Executive Director oversight and management to implement Board priorities and support for 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 SBCTA and SBCOG affairs.
8. Administrative Support for agency-wide functions within the agency.

#### Product

Executive leadership and oversight to ensure that Board priorities are accomplished. Administrative support included in this task is critical for overall agency functions, posting of agendas and preparation of minutes to document agency actions. Supports compliance with applicable laws and State requirements.

**General Government**

**Task** 0200 Executive Administration and Support

**Contract Information**

- a. Existing Contracts
  - i. 22-1002672, Office Supplies County Participation Agreement, Amount Budgeted \$10,000.
  - ii. 22-1002683, Offsite Record Storage, Amount Budgeted \$23,000.
- b. New Contract
  - i. Software license/subscription - Replacement of Agenda Management Software, Amount Budgeted \$30,000, Total Estimated Contract Amount \$100,000.

**Manager**

Marleana Roman, Clerk of the Board/Administrative Manager

## General Government

Task 0200 Executive Administration and Support

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	753,408	1,008,855	1,112,496	1,177,396
Regular Part-Time Employees	4,488	2,618	24,000	-
Overtime	2,048	788	14,850	14,850
Fringe Allocation-General	746,492	988,155	906,185	881,066
Professional Services	-	28	30,000	30,000
Consulting Services	-	-	50,000	20,000
Legal Fees	500	-	-	-
Maintenance-Office Equipment	495	320	1,500	1,000
Rentals-Office Equipment	43,898	8,231	5,000	5,000
Dues/Memberships	25,627	26,078	50,000	40,000
Training/Registration	5,247	5,851	14,000	15,000
Postage	846	23	5,250	1,250
Travel Expense - Employee	6,656	8,524	23,350	15,000
Travel Expense-Mileage-Employee	217	354	2,100	2,100
Travel Expense-Other-Metrolink Tickets	14	66	300	300
Advertising	-	-	700	1,000
Printing - External	1,198	978	7,300	5,000
Printing - Internal	260	69	10,000	5,000
Record/Equipment Storage	63,233	4,126	8,000	23,000
Office Expense	2,266	4,934	15,000	15,000
Meeting Expense	881	714	3,600	3,600
Office Equip/Software-Inventorial	-	-	20,000	15,000
Total Expenditures	1,657,776	2,060,711	2,303,631	2,270,562

## Funding Sources

MSI Admin	659,840
Local Transportation Fund - Planning	270,882
Planning, Programming and Monitoring	4,601
SAFE-Vehicle Registration Fees	1,198
General Assessment Dues	10,926
MSI Valley Fund-Freeway Projects	89,212
MSI Valley Fund-Fwy Interchange	35,290
MSI Valley Fund-Traffic Mgmt Sys	23,005
MSI Victor Valley Fund-Traffic Mgmt Sys	5,751
Indirect Cost Fund	1,169,857
Total Funding Sources	2,270,562

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## General Government

**Task** 0350 General Counsel

### Purpose

General Counsel is the chief legal advisor for SBCTA and SBCOG. General Counsel, under the authority of the Board, renders legal advice and provides legal representation for SBCTA and SBCOG regarding matters relating to or arising from projects, programs and policies.

### Accomplishments

1. Updated Administrative Code to accurately reflect SBCTA's practice with regard to the Board Secretary and Treasurer, and to incorporate Express Lanes tolling and operations.
2. Implemented structure for Express Lanes tolling and operations legal compliance.
3. Assisted with the establishment of the Inland Regional Energy Network (I-REN).
4. Supported efforts to issue short-term commercial paper to support North First Avenue Bridge and Mount Vernon Avenue Viaduct projects.
5. Supported efforts to refund 2014 bonds.
6. Participated in negotiations with Housing and Community Development, City of Pomona and Cesar Chavez Foundation to limit SBCTA's liability in connection with Affordable Housing and Sustainable Community (AHSC) grant.
7. Provided comprehensive quarterly litigation and claims updates for the Board.

### Work Elements

1. Monitor Federal and State legislation related to Express Lanes tolling and operations.
2. Assist with establishment of Regional Housing Trust Joint Powers Authority.
3. Assist with preparation of agreements necessary for initiation of the Zero Emission Multiple Unit Vehicle (ZEMU) operations.
4. Review and update procurement templates.
5. Continue supporting staff in effecting Brightline West transactions.

### Product

1. Provide legal advice to staff and the Board.
2. Oversee outside counsel representing SBCTA and SBCOG in litigation and right of way matters.
3. Review, draft and provide advice regarding hundreds of contracts and related agenda items annually.
4. Update and advise the Board regarding major legal issues and litigation matters.
5. Provide risk mitigation legal strategies and advice.
6. Aid SBCTA and SBCOG in attaining legal compliance in all activities.

### Contract Information

- a. Existing Contracts
  - i. 22-1002810, Legal Research Database, Amount Budgeted \$6,490.
- b. New Contracts
  - i. RFP, Law Office and Case Management Software, Amount Budgeted \$10,000, Total Estimated Contract Amount \$50,000.
  - ii. RFQ, Outside Counsel for various specialty legal services, Amount Budgeted \$85,000, Total Estimated Contract Amounts will vary based on services provided.

### Manager

Julianna Tillquist, General Counsel

## General Government

Task 0350 General Counsel

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	419,991	439,272	486,409	553,857
Fringe Allocation-General	415,008	429,923	381,832	409,299
Professional Services	9,796	6,965	7,210	7,470
Legal Fees	-	4,397	85,000	85,000
Dues/Memberships	1,565	2,025	2,090	2,090
Training/Registration	2,521	1,632	5,000	5,400
Postage	-	-	100	100
Travel Expense - Employee	3,424	1,954	5,500	5,500
Travel Expense-Mileage-Employee	-	48	200	200
Advertising	1,244	-	-	-
Printing - Internal	7	-	200	-
Meeting Expense	-	30	500	500
Office Equip/Software-Inventorial	-	-	10,000	10,000
Total Expenditures	853,555	886,245	984,041	1,079,416
<b>Funding Sources</b>				
MSI Admin				54,890
Local Transportation Fund - Planning				5,547
Local Transportation Fund - Rail				156,844
MSI Valley Fund-Freeway Projects				245,194
MSI Valley Fund-Fwy Interchange				26,155
MSI Valley Fund-Grade Separations				29,497
Indirect Cost Fund				561,289
Total Funding Sources				1,079,416

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## General Government

### Task 0400 Financial Management

#### Purpose

Provide for SBCTA's and SBCOG's finance and accounting, revenue claiming, and cash/investment management, and monitor debt issuance and payments.

#### Accomplishments

1. Received 11<sup>th</sup> consecutive Government Finance Officers Association (GFOA) award for the Annual Comprehensive Financial Report (ACFR) and award for the Annual Budget.
2. Monitored short-term financing programs including notes, commercial paper and other options.
3. Reduced the existing commercial paper program to \$25 million to inject cash flow to the North First Avenue Bridge Project and Interchange Program for the Interstate 10 (I-10) Mount Vernon Avenue Interchange and I-10 Cedar Avenue Interchange Projects.
4. Continued to draw on the United State Department of Transportation (USDOT) loan, under the Transportation Infrastructure Finance and Innovation Act (TIFIA) Program, for the I-10 Corridor Contract 1 Project.
5. Complied with monthly and annual reporting requirements per loan agreement for the I-10 Corridor Contract 1 Project with TIFIA, including annual rating agency monitoring.
6. Reviewed the internal control assessment to assess the effectiveness and efficiency of internal controls.
7. Performed an annual update of the Investment Policy No. 20100.
8. Completed the refunding of the 2014 Sales Tax Revenue Bonds with the issuance of the 2023 Sales Tax Revenue Bonds to reduce interest costs of over \$17.4 million, or \$14 million on a net present value basis.
9. Monitored and completed various Measure I local pass through and Transportation Development Act fund audits for the Fiscal Year 2022/2023.
10. Selected on-call Auditor to complete biennial review of Measure I programs administered by SBCTA.

#### 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, revenue claiming, 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 local street and senior and disabled pass-through, and Transportation Development Act compliance audits of transit operators, cities, and county.
2. Financial advisory services will include continuing review of strategic plan and cash flows:
  - i. The short and long-term needs of SBCTA and SBCOG.
  - 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, current investment strategies, cash management and cash flow projections.
  - ii. Monthly and quarterly preparation of investment report.
  - iii. Review investment policies, practices, procedures and portfolio status.
  - iv. Observations and recommendations regarding the adequacy of investment controls.
4. Review financing timetables and structure new debt issue, as necessary, including rating agency presentations and official statements.

## General Government

### Task 0400 Financial Management

Budgetary changes are mainly due to less costs than anticipated for in auditing costs related to MSI local street and senior and disabled pass-through, and Transportation Development Act (TDA) compliance audits of transit operators, cities, and county.

### Product

The majority of the costs attributed to financial management are accounted for in the Indirect Cost Fund and charged to various tasks. Provide financial management support for all activities in the organization. Annually complete the ACFR and budget and submit to GFOA for award consideration.

### Contract Information

- a. Existing Contracts
  - i. 20-1002269, Issuing and Paying Agent for Commercial Paper, Amount Budgeted \$0.\*
  - ii. 20-1002281, 20-1002295, 21-1002607, 22-1002704, 24-1003074, and 24-1003075 Rating Services, Amount Budgeted \$0.\*
  - iii. 20-1002292, Investment Advisory Services, Amount Budgeted \$125,000.
  - iv. 20-1002320 and 20-1002378, On-Call Audit Services, Amount Budgeted \$25,000.
  - v. 20-1002380 and 20-1002322, Financial Advisory Services, Amount Budgeted \$50,000.
  - vi. 21-1002544, Sales Tax Consulting Services, Amount Budgeted \$25,000.
  - vii. 21-1002558, Custodial Banking Services, Amount Budgeted \$1,500.
  - viii. 21-1002624, Bond Counsel, Amount Budgeted \$0.\*
  - ix. 21-1002625, Disclosure Counsel, Amount Budgeted \$0.\*
  - x. 23-1002833, Financial Model for Express Lanes Operations, Amount Budgeted \$0.\*
  - xi. 23-1002932, Banking and Credit Card Services, Amount Budgeted \$1,000.
  - xii. 23-1002933, Economist Services, Amount Budgeted \$25,000.
- b. New Contracts
  - i. RFP, Trustee Services for Outstanding Bonds, Amount Budgeted \$30,000, Total Estimated Contract Amount \$100,000.
  - ii. RFP, Auditing Services for Transit Operators, Amount Budgeted \$150,000, Total Estimated Contract Amount \$1,260,000.
  - iii. RFP, Auditing Services for Measure I Local Pass-through and Parking Fees, Amount Budgeted \$300,000, Total Estimated Contract Amount \$1,130,000.
  - iv. RFP, Auditing Services for Financial Statements, Amount Budgeted \$300,000, Total Estimated Contract Amount \$900,000.
  - v. RFP, Financial Advisory Services, Amount Budgeted \$50,000, Total Estimated Contract Amount \$500,000.
  - vi. RFP, Investment Advisory Services, Amount Budgeted \$125,000, Total Estimated Contract Amount \$500,000.
  - vii. RFP, On-Call Audit Services, Amount Budgeted \$50,000, Total Estimated Contract Amount \$1,200,000.
- c. Software License Agreements and Software Subscriptions
  - i. Lease and subscription based information technology arrangements management software, Amount Budgeted \$8,000.

\*These contracts are managed for performance by Finance and budgeted by other programs within the agency. The amount budgeted is reflected within each of those respective programs.

### Manager

Hilda Flores, Chief Financial Officer



## General Government

## Task 0400 Financial Management

	2021/2022	2022/2023	2023/2024	2024/2025
	Actual	Actual	Revised Budget	Budget
<b>Expenditures</b>				
Regular Full-Time Employees	809,783	903,559	1,259,049	1,288,919
Overtime	20,092	7,853	14,850	14,850
Fringe Allocation-General	820,028	892,015	998,114	917,504
Professional Services	52,775	15,433	214,000	405,903
Consulting Services	-	-	140,000	200,000
County Fees	83,045	68,303	100,000	100,000
Auditing and Accounting	628,253	719,859	1,876,000	1,315,000
Investment Management Fees	149,183	75,345	125,000	125,000
Legal Fees	-	19,203	16,000	-
Dues/Memberships	3,519	2,596	5,125	13,000
Training/Registration	3,201	3,623	20,250	20,000
Postage	1,872	1,967	2,100	2,100
Travel Expense - Employee	1,080	7,648	21,000	16,000
Travel Expense-Mileage-Employee	475	161	3,750	4,100
Advertising	1,841	400	2,800	2,800
Printing - External	513	960	7,000	5,000
Bank Charges	2,154	369	5,000	1,000
Office Expense	199	254	800	-
Meeting Expense	451	1,180	1,700	2,000
Total Expenditures	<u>2,578,465</u>	<u>2,720,727</u>	<u>4,812,538</u>	<u>4,433,176</u>
<b>Funding Sources</b>				
MSI Admin				1,054,805
Local Transportation Fund - Admin				418,506
Local Transportation Fund - Planning				256,932
Local Transportation Fund - Rail				2,078
Federal Railway Administration				894
Transit and Intercity Rail Capital Program-SB125				894
Zero Emission Transit Capital Program-SB125				3,575
SAFE-Vehicle Registration Fees				92,728
General Assessment Dues				3,104
MSI Valley Fund-Freeway Projects				299,238
MSI Valley Fund-Fwy Interchange				67,784
MSI Valley Fund-Grade Separations				30,166
MSI Valley Fund-Metrolink/Rail Service				55,848
MSI Victor Valley Fund-Major Local Hwy				20,578
Indirect Cost Fund				2,022,755
I-10 Express Lanes Contract 1				103,291
Total Funding Sources				<u>4,433,176</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## General Government

### Task 0430 Risk Management

#### Purpose

Facilitate and oversee risk-handling activities that may be planned or invoked as needed across all agency activities to mitigate adverse impacts; this includes management of SBCTA's comprehensive insurance and enterprise risk management program, identification of insurance requirements for contracts, management of the continuity of operations plan, and leading the safety committee.

#### Accomplishments

Risk Management, in an effort to continue the safety initiatives, has continued to promote staff awareness, training on security sensitive information protocols, and wrote a resolution. This resolution was adopted by the Board of Directors, making the National Incident Management System (NIMS) the official Incident Management System for large scale emergencies at SBCTA. Risk Management is leading the effort to comply with Senate Bill 553 (SB553), newly enacted legislation requiring all employers to implement a Workplace Violence Prevention Plan no later than July 1, 2024. Risk Management continues to promote initiatives that help mitigate third party and workplace injuries.

#### Work Elements

This activity evaluates and procures via a contracted insurance broker, all appropriate forms of insurance coverage and insurance limits of liability including: 1) workers compensation, 2) commercial property, 3) general and excess liability (including public officials errors and omissions, staff licensed engineers professional liability and employment practices coverages), 4) crime and excess crime, 5) automobile, and 6) cyber liability (including data breach) insurance coverages. It also includes responsibility for: security sensitive information (SSI), personally identifiable information (PII) and continuity of business operations planning (COOP), environmental health and safety, fire, life and safety and the review of all contracts for proper vendor insurance coverage and certificate of insurance, as well as managing a third party administrator responsible for handling claims. The activity includes the following professional contracts:

1. Insurance and Risk Management consultant:
  - i. Marketing SBCTA to the insurance market and seeking proposals from various carriers for SBCTA and SBCOG insurance policies.
  - ii. Providing consultative resources to assist with the review of SBCTA and SBCOG contracts for proper insurance coverage and resolving questions about certificates of insurance.
2. Third Party Administrator:
  - i. Managing and adjusting third party claims for damages against SBCTA.
  - ii. Tendering third party claims to the responsible party, including other public agencies or contractors, as well as negotiating possible outcomes before processing claims with the appropriate insurance carrier.
  - iii. Negotiating third party claim settlement agreements.

#### Product

1. Evaluate risk and secure annual insurance policies.
2. In coordination with Executive Management, continuously review and assess SSI and ensure it is handled appropriately.
3. Develop formal procedure to outline how to identify, store, handle and disseminate SSI.
4. Perform annual updates to the Continuity of Operations Plan and continue managing the Continuity of Operations training, testing, and exercising program.
5. Perform monthly safety inspections and annual full functional exercise and fire drill.

**General Government****Task** 0430 Risk Management**Contract Information**

- a. Existing Contracts
  - i. 19-1002035, Broker Service, Amount Budgeted \$1,500.
  - ii. 23-1002957, Broker Service, Amount Budgeted \$35,000.
  - iii. 21-1002472, Liability Claims Third Party Administrator, Amount Budgeted \$15,000.

**Local Funding Source Detail**

- i. Fontana - \$3,500.
- ii. Montclair - \$12,500.
- iii. Ontario - \$4,500.
- iv. Rancho Cucamonga - \$15,000.
- v. Redlands - \$6,500.
- vi. Rialto - \$5,000.
- vii. San Bernardino - \$25,000.
- viii. Upland - \$3,000.

**Manager**

Steven Keller, Enterprise Risk Manager

## General Government

Task 0430 Risk Management

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	-	-	121,639	130,840
Fringe Allocation-General	-	-	95,488	96,690
Professional Services	-	-	48,000	50,000
Legal Fees	-	-	15,000	15,000
Claims	-	-	50,000	50,000
General Liability Insurance	-	-	255,000	250,000
Umbrella Liability Insurance	-	-	120,000	120,000
Property Insurance	-	-	261,716	214,209
Crime Insurance	-	-	12,000	12,000
Automotive Insurance	-	-	1,500	1,500
Cyber Liability Insurance	-	-	26,400	26,400
Dues/Memberships	-	-	375	400
Training/Registration	-	-	2,750	3,000
Postage	-	-	100	100
Travel Expense - Employee	-	-	-	3,000
Travel Expense-Mileage-Employee	-	-	350	500
Advertising	-	-	1,000	-
Total Expenditures	-	-	1,011,318	973,639
Funding Sources				
MSI Admin				3,928
Local Transportation Fund - Planning				107,098
SAFE-Vehicle Registration Fees				4,064
MSI Valley Fund-Freeway Projects				115,118
MSI Victor Valley Fund-Major Local Hwy				1,355
Local Projects Fund				75,000
Indirect Cost Fund				667,076
Total Funding Sources				973,639

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## General Government

**Task** 0501 Intergovernmental

### Purpose

Establish and implement intergovernmental initiatives such as equity work.

### Accomplishments

Building on the work done by the Equity Ad Hoc Committee in previous fiscal years, and authorization from the SBCTA/SBCOG Board, staff moved forward and completed a Regional Equity Study (Study) as the starting point for determining communities within jurisdictions that are affected by inequities. The Study drilled down to the community level and identified disadvantaged communities demographically, geospatially, and by varying types of investments, providing important data to better understand the challenges faced by specific disadvantaged communities. This information will help SBCTA/SBCOG and its policymakers to have a clearer understanding of existing conditions and to prepare a data matrix to assist in making informed recommendations and options to address various challenges on equity, particularly as staff moves to create and implement an Equity Framework for SBCOG and SBCTA.

1. Received Outdoor Equity Program Grant to cover three years.
2. Approved vendor contracts to implement Outdoor Equity Program.
3. Entered into vendor contract to complete an Equity Framework for SBCTA and SBCOG
4. Implemented Small Business component to the annual Business-to-Business event.
5. Completed regional study for small business activity at the local jurisdiction level.

### Work Elements

1. Planning and coordination within SBCTA/SBCOG and among local agencies to develop and implement an Equity Framework.
2. Coordination with vendors to implement the Outdoor Equity Program.
3. Coordination and implementation with cities, the county, non-profits, and stakeholders for implementation of the Small Business Component of the Business-to-Business event.
4. Coordinated with the City/County Manager's Technical Advisory Committee (CCMTAC) to receive direction on the regional small business study.

### Product

Equity Framework, Outdoor Equity Program and Implementation Plan.

### General Government Contract Information

- a. Existing Contracts
  - i. 23-1002995, CTO Business to Business (B2B) Small Business Track, Amount Budgeted \$50,000.
  - ii. 19-1002000, Equity Framework, Amount Budgeted \$100,000.
  - iii. 24-1003033, Outdoor Equity Program, Amount Budgeted \$200,000.
  - iv. 23-1003018, Planning and COG On-Call Services, Amount Budgeted \$52,500.

### Manager

Steven Smith, Director of Planning

## General Government

Task 0501 Intergovernmental

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	120,889	126,074	64,389	65,931
Fringe Allocation-General	119,455	123,391	50,545	48,723
Professional Services	148,612	138,714	50,000	50,000
Consulting Services	51,458	115,227	250,000	250,000
Dues/Memberships	-	-	500	500
Training/Registration	37,299	15,000	30,000	30,000
Postage	-	-	100	100
Travel Expense - Employee	415	408	-	-
Travel Expense-Mileage-Employee	124	200	1,200	1,200
Travel Expense-Mileage-Non-Employee	-	-	200	200
Travel Expense-Other-Metrolink Tickets	-	-	200	100
Contributions/Subsidies	-	-	5,000	5,000
Office Expense	-	-	100	100
Meeting Expense	(27,770)	12,800	-	-
Grant Writing	-	-	52,500	52,500
Total Expenditures	450,483	531,815	504,734	504,354
Funding Sources				
MSI Admin				89,700
Indirect Cost Fund				414,654
Total Funding Sources				504,354

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## 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 in order to enable the efficient delivery of transportation projects and SBCTA and SBCOG programs.

#### Accomplishments

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

The work supported by this task includes, but is 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, SBCTA Board Members' and staff advocacy efforts in Washington, D.C. resulted in:

1. Enhanced awareness of and support for major SBCTA Projects and Programs through a series of meetings with Congressional members, staff, and Federal agencies.
2. Advocating for support of major transit projects such as SBCTA's pursuit of emerging technology; examples include a transit tunnel connection between Cucamonga Station and Ontario International Airport (ONT), and piloting of the first self-contained zero emission commuter rail vehicle in the nation.
3. Advocating for support of SBCTA Federal grant requests.

In Sacramento, SBCTA Board Members' and staff advocacy efforts included:

1. Advocating to protect Senate Bill 1 (SB1) investments in transportation.
2. Advocating to protect existing transit investments.
3. Advocating for the reexamination of Senate Bill 743 (SB743) and the Vehicle Miles Traveled (VMT) metric.
4. Advocating to maintain and increase Federal and State formula funding sources.
5. Advocating for Cap-and-Trade Program allocations for transportation projects and working with statewide partners to promote maximum flexibility in program guidelines.
6. Representing SBCTA's interests as new funding proposals are considered to address the State's ongoing deferred maintenance and overall infrastructure funding shortfalls, including ensuring that a proper balance in State and local project delivery responsibilities is promoted as process reforms are considered as part of a final package.
7. Educating on the significance of the role San Bernardino County highways play in goods movement.
8. Advocating for support of major transit projects, such as SBCTA's piloting of the first self-contained zero-emission commuter rail vehicle in the nation, as well as a transit tunnel connection to ONT using zero emission vehicles.
9. Advocating to protect SBCTA's local control over regional transportation projects.
10. Continuing to build and improve relationships with Federal and State transportation agencies.

Locally, SBCTA staff will:

1. Work with the Transportation Investment Plan Ad Hoc Committee in development of the expenditure plan and revenue projections for the potential 2026 Measure I Renewal ballot measure.
2. Educate the public on the benefits of Measure I and Measure I projects.

## General Government

### Task 0503 Legislation

#### Work Elements

This Program has four components:

1. Represent SBCTA's positions on Federal and State legislative, funding, and regulatory actions as directed by the Board.
2. Collaborate with both public and private sector, Federal, State, and regional level stakeholders to advance the agency's legislative priorities.
3. Where appropriate, sponsor legislative proposals and coordinate legislative strategies to address agency needs.
4. Support SBCOG's role as the Council of Governments (COG) through outreach and advocacy efforts at the Federal, State and regional levels.

Budgetary changes are mainly due to an increase in cost for additional advocacy services that will be offset by an increase in revenue (reimbursement) from Omnitrans.

#### Product

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

In Fiscal Year 2024/2025, SBCTA will continue to actively advocate for transportation Funding (including more formula funding sources) at the Federal and State levels, promote approvals and environmental exemptions for zero-emission infrastructure, promote the inclusion of SBCTA corridors into Federal goods movement policies and funding plans, promote expanded alternative Project delivery mechanisms and additional environmental process streamlining, as well as to advance SBCTA's adopted legislative platform through the legislative process.

#### Contract Information

- a. Existing Contracts
  - i. 20-1002385, Federal Advocacy Services, Amount Budgeted \$162,000.
  - ii. 20-1002384, State Advocacy Services, Amount Budgeted \$120,000.

#### Manager

Otis Greer, Director of Legislative and Public Affairs



## General Government

Task 0503 Legislation

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	219,113	253,256	285,432	293,374
Fringe Allocation-General	216,513	247,867	224,067	216,805
Professional Services	162,683	214,913	164,328	284,328
Dues/Memberships	11,249	18,381	12,000	9,504
Training/Registration	212	1,100	10,000	10,000
Postage	-	41	-	-
Travel Expense - Employee	8,780	7,525	26,500	25,261
Travel Expense-Mileage-Employee	-	114	3,000	4,000
Travel Expense-Other-Metrolink Tickets	-	25	200	200
Office Expense	-	-	500	500
Meeting Expense	626	465	32,000	31,000
Total Expenditures	619,176	743,687	758,027	874,972

## Funding Sources

MSI Admin	126,873
Local Transportation Fund - Admin	3,814
Local Transportation Fund - Planning	50,221
Local Transportation Fund - Rail	120,000
MSI Valley Fund-Freeway Projects	6,307
Indirect Cost Fund	567,757
Total Funding Sources	874,972

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## 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 SBCTA and SBCOG programs and projects, as well as opportunities to plan and provide input on future projects and needs.

#### Accomplishments

Through this task, SBCTA has established a cooperative working relationship with community and business stakeholders, the public, and the media that engages the public in the development and implementation of SBCTA programs and projects.

1. Continued to provide outreach, communications, and education programs to support highway, streets and roads, and transit/rail projects to mitigate impacts to commuters and local communities.
2. Supported grant pursuit efforts through the development of grant-specific fact sheets and branding of the submittal for aesthetic enhancement and agency consistency.
3. Expanded outreach opportunities by bringing forward new tools, including providing virtual meeting platforms, and enhancing our social media and online presence through a growth in Twitter, Facebook, and Instagram, as well as continuing a news blog - @goSBCTA.
4. Extended reach of YouTube series called SBCTA TODAY to help the public appreciate the work being done on their behalf.
5. Maintained the blog series called MEASURE IMPACT to show the nexus between Measure I and a better San Bernardino County.
6. Maintain web interface for goSBCTA.com to make the user experience efficient and uniform to the agency brand.
7. Worked with the media to ensure accurate, consistent, and timely messages were communicated, and promoted SBCTA programs and projects through newspaper, radio, and television opportunities.
8. Continued the execution of three contracts for public outreach, media relations, and on-call graphic design services.
9. Further improved communications surrounding the SBCOG function, including the continuation of the Council of Governments (COG) Communicator, released and published quarterly, and the maintenance of a dedicated SBCOG website; provided communications for the various programs within the COG function; development of a COG marketing plan; and supported the planning and execution of the annual City/County Conference.
10. Hosted web content for a monthly rideshare publication and online content for the Freeway Service Patrol (FSP) Program.
11. Continued online streaming tools to enhance public engagement.

#### Work Elements

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

#### Product

Products of this work element include development of advocacy materials, hosted-venue for strategic partners, media advisories, virtual platforms for public engagement, digital engagement materials like COG Communicator,

## General Government

### Task 0605 Public Affairs

Executive Director Updates, social media engagement, and YouTube project updates. These complement the ongoing efforts in the areas of graphic design, photography, speech writing, presentation development, project fact sheets, marketing plans, and a variety of agency-specific brochures. Web management and maintenance is a critical component of the task. The task also participates in the planning and delivery of the annual City/County Conference, the annual Business to Business Expo (B2B), and multiple public events commemorating the start and/or finish of major capital improvement projects.

In Fiscal Year 2024/2025, communications opportunities will grow to add marketing for public services and will include the further development of traditional and online media presence. SBCTA will continue to evaluate the tools to engage the public and provide information on SBCTA's programs and services; partner with private sector transportation developers; and seek to build awareness of SBCTA, SBCOG, Measure I, and transportation opportunities in the region. A public engagement paradigm shift to more online streaming services will warrant research into effect on reach and sustainability of agency messages.

### Contract Information

- a. Existing Contracts
  - i. 23-1002995, 4-year (+1) On-call Public Outreach, Amount Budgeted \$75,000.\*
  - ii. 23-1002966, Website Maintenance and Content Posting, Amount Budgeted \$25,000.

\* These contracts are managed for performance by Public Affairs, but also budgeted by other programs within the agency. The amount of budget is reflected within each of those respective programs. The amount shown represents the budget from this task.

### Manager

Otis Greer, Director of Legislative and Public Affairs

## General Government

Task 0605 Public Affairs

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	131,331	175,010	173,137	192,670
Fringe Allocation-General	129,772	171,285	135,914	142,383
Professional Services	67,942	67,946	185,000	150,000
Dues/Memberships	4,994	3,645	11,600	11,600
Training/Registration	2,437	925	15,600	14,000
Travel Expense - Employee	218	2,082	10,000	10,000
Travel Expense-Mileage-Employee	-	530	3,500	3,500
Public Information Activities	3,636	20,402	70,000	119,142
Meeting Expense	-	54,439	135,000	35,000
Total Expenditures	340,330	496,265	739,751	678,295

## Funding Sources

MSI Admin	114,993
Local Transportation Fund - Planning	23,340
Local Transportation Fund - Rail	52,016
MSI Valley Fund-Freeway Projects	65,654
MSI Valley Fund-Fwy Interchange	44,364
MSI Valley Fund-Grade Separations	1,908
MSI Valley Fund-Metrolink/Rail Service	7,349
MSI Valley Fund-Express Bus/Rapid Trans	9,798
Indirect Cost Fund	358,873
Total Funding Sources	678,295

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Environment and Energy Conservation Program Budget

### Description

The Environment and Energy Conservation Program implements programs intended to improve air quality and reduce greenhouse gas emissions, encourage alternative fuels, reduce energy costs, and encourage energy conservation. In addition, it includes continuing efforts related to a grant project involving the United States Department of Energy (DOE). The Inland Regional Energy Network (I-REN) has been moved to Task 0511 under the Council of Governments last budget year. Coordination also occurs on the funding programs of the South Coast Air Quality Management District's (SCAQMD) Mobile Source Review Committee (MSRC).

### Accomplishments

1. Participated in the review of White Papers that were used by SCAQMD to implement clean air programs targeting the logistics industry.
2. Continued to work with the DOE on the asset management and disposition procedures of the combined 204 Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG) Truck Project. Staff has managed the disposition of all remaining project trucks in Fiscal Year 2023/2024 and forwarded the appropriate share of the disposition funds to the DOE. Staff has also worked with project partner, Ryder Systems, Inc. (Ryder), regarding asset management and has confirmed with Ryder that all CNG/LNG project related equipment involving DOE funds have depreciation to a value of \$0. Staff to re-review DOE requirements regarding closing out of the project once again to confirm if contract can be officially closed.
3. Staff member that represents SBCTA on the MSRC TAC Committee (TAC) was nominated and selected to Chair the TAC in Fiscal Year 2023/2024.

### Goals and Objectives

1. Continue to work with local agencies and address questions in relation to the San Bernardino Countywide Zero Emission Vehicle (ZEV) Readiness and Implementation Plan, and assist in identifying various grant opportunities for ZEV charging infrastructure.
2. Re-review the DOE agreement and determine, since all trucks have been dispositioned and all project related equipment has a depreciation value of \$0, if DOE contract can be closed or if there are any other grant related obligations that may need to be addressed.

### Performance/Workload Indicators

	2021/2022	2022/2023	2023/2024	2024/2025
	Actual	Actual	Revised Budget	Budget
Mobile Source Review Committee Meetings*	10	10	8	11
Identification of ZEV grant opportunities	2	5	5	5

\* MSRC TAC is dark in July with other cancelations.

## Environment and Energy Conservation

### Task 0101 Environment

#### Purpose

Improve air and general environmental quality of San Bernardino County through a variety of programs that reduce vehicle emissions, encourage alternative fuels, and reduce greenhouse gas emissions.

#### Accomplishments

1. Participated in the Air Quality Management Plan (AQMP) Advisory Group, which provides input to the next update of the AQMP.
2. In Fiscal Year 2023/2024, the United States Department of Energy (DOE) truck and asset management task has been completed. The work associated with this program included the disposition of all 204 Compressed Natural Gas (CNG) and Liquefied Natural Gas (LNG) DOE project trucks. In addition, all CNG and LNG equipment assets associated with the DOE project funding have been determined to have a zero dollar value by Ryder System, Incorporated (project partner).
3. Continued to participate on the Mobile Source Air Pollution Reduction Review Committee (MSRC) Technical Advisory Committee (TAC), as well as participate in MSRC TAC Work Program subcommittees, which strive to develop and implement emission reducing opportunities.
4. Coordinated with the Mojave Desert Air Quality Management District (MDAQMD) on issues of relevance to that air basin.

#### Work Elements

1. Represent SBCTA through participation in technical committees of the South Coast Air Quality Management District (SCAQMD), MDAQMD and other groups for implementation of attainment strategies.
2. Continue to participate on the MSRC TAC.
3. Continue to participate in MSRC TAC Work Program subcommittees striving to reduce emissions and improve air quality in the region.
4. Provide information and analysis to the SBCTA Board regarding SCAQMD, California Air Resources Board (CARB) and Environmental Protection Agency (EPA) programs that may impact SBCTA's transportation programs, local governments, and the private sector.
5. Assist San Bernardino County fleet/site owners/goods movement industry in securing funding sources from the MSRC and other Federal and/or State sources for clean or alternative vehicle implementation.
6. Participate with public and private sectors to study air quality issues important to the Inland Empire and to formulate and advocate positions that will benefit the county.
7. Continue to collaborate with local agencies to identify possible funding opportunities to address Electric Vehicle (EV) charging locations and EV infrastructure needs throughout the county.
8. Work to achieve Senate Bill 375 (SB375) targets for greenhouse gases as part of Southern California Association of Governments (SCAG) Sustainable Communities Strategy.
9. Continue to explore EV technologies such as solar powered systems.

The budgetary decrease is due to the completion of the United States Department of Energy (DOE) truck and asset management task.

#### Product

1. Continue to collaborate with local agencies regarding various EV charging station and EV infrastructure opportunities.

## Environment and Energy Conservation

### Task 0101 Environment

2. Identify electric, hydrogen and other alternative fuel funding opportunities to assist San Bernardino County agencies and travelers in improving air quality and working toward greenhouse gas reduction goals. The SCAG Zero-Emission Truck Infrastructure (ZETI) study is a major focal point in organizing the region for this initiative.
3. Participate via the MSRC with various work program committees to further assist with emissions reductions in the Inland Empire.

### Manager

Steven Smith, Director of Planning

## Environment and Energy Conservation

**Task** 0101 Environment

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	55,077	17,059	22,736	20,030
Regular Part-Time Employees	304	13,666	640	740
Fringe Allocation-General	54,424	16,696	18,350	15,349
Professional Services	16,854	78,184	657,500	39,500
Consulting Services	-	-	102,000	99,000
Maintenance-Motor Vehicles	-	-	450	450
Training/Registration	58	-	7,000	6,875
Postage	-	-	350	300
Travel Expense - Employee	-	-	10,500	9,300
Travel Expense-Mileage-Employee	-	58	5,000	3,380
Travel Expense-Other-Metrolink Tickets	-	-	1,000	1,400
Printing - External	-	-	1,200	1,200
Printing - Internal	-	-	400	400
Contributions/Subsidies	-	-	100,000	100,000
Office Expense	-	-	425	325
Meeting Expense	-	-	-	200
Office Equip/Software-Inventorial	1,055	-	-	-
<b>Total Expenditures</b>	<b>127,772</b>	<b>125,662</b>	<b>927,551</b>	<b>298,449</b>
<b>Funding Sources</b>				
MSI Valley Fund-Traffic Mgmt Sys				298,449
<b>Total Funding Sources</b>				<b>298,449</b>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)



## Commuter and Motorist Assistance Program Budget

### Description

The Commuter and Motorist Assistance Program implements programs intended to improve air quality, reduce congestion, and improve safety for the motoring public. These improvements are accomplished through the maintenance of a Call Box System, the Freeway Service Patrol (FSP) Program, and operation of the Southern California 511 (SoCal 511) traveler information phone service and GO511.com traveler information website.

### Accomplishments

1. Continued to work with the regional SoCal 511 partners, which include Los Angeles County Service Authority for Freeway Emergencies (LA SAFE), Orange County Transportation Authority (OCTA), Riverside County Transportation Commission (RCTC), and Ventura County Transportation Commission (VCTC) with the goal that all five agencies provide seamless regional traveler information for commuters throughout the region.
2. Continued to explore technology to be used for the FSP Program and provided software updates to existing technology.
3. Continued to market and outreach the FSP Program to potentially qualified tow companies.
4. Continued to review and make changes to the FSP Request for Proposal (RFP) documents and contracts in an effort to attract more qualified tow companies to submit a proposal and participate in the FSP Program.
5. Continued to monitor and assess the operations of the FSP Program so that it runs efficiently and cost effectively as possible.

### Goals and Objectives

1. Work with RCTC to plan and implement a Mobile Call Box Program protocol through the SoCal 511 system.
2. Procure and award a FSP contract for Beats 5 and 27.
3. Conduct outreach to tow operators in the region regarding the upcoming Beat 11 and Beat 29 procurements.
4. Continue to review and evaluate FSP technology and operations for the purpose of making the program as cost-effective and efficient as possible.
5. Continued to evaluate and convert, when possible, call box sites so they are American with Disabilities Act (ADA) compliant.
6. Address remaining B and C site type call boxes in the network to determine if retrofitting or removing the call boxes is more appropriate. Type B and C call box site types are no longer permitted by California Department of Transportation (Caltrans), due to the sites upward (site B) or downward (site C) slopes.
7. Increase mobility on area freeways by removing disabled vehicles and other impediments during peak commute hours in a safe and efficient manner.
8. Reduce traffic congestion and contribute to the improvement of air quality in the region by providing and promoting timely accident and congestion travel services information through the formation of the regional SoCal 511 system.
9. Continue to explore possible partnerships with congestion management applications for further efficiency of the Commuter and Motorist Assistance Program.

### Performance/Workload Indicators

	2021/2022	2022/2023	2023/2024	
	Actual	Actual	Revised Budget	2024/2025 Budget
Motorists assisted by Freeway Service Patrol	86,178	86,178	85,000	85,000
Calls to 511	347,301	385,472	312,756	313,000
Visits to IE511.org/SoCal 511	345,133	618,413*	304,356	305,000

\*Fiscal Year 2022/2023 increased due to several weather/storm events, as well as a transit strike in the Orange County region during 2023.

## Commuter and Motorist Assistance

**Task** 0406 Traveler Services & Intelligent Transportation Systems

### Purpose

Reducing emissions and improving air quality in San Bernardino County by providing comprehensive traveler information in an efficient and customer-friendly manner as well as by participating on various regional committees and work programs with a focus on emission reductions in the region.

### Accomplishments

Ongoing program management of the Southern California 511 (SoCal 511) Program with Riverside County Transportation Commission (RCTC), Los Angeles County Service Authority for Freeway Emergencies (LA SAFE), Orange County Transportation Authority (OCTA) and Ventura County Transportation Commission (VCTC). This program provides comprehensive traveler information, including real time traffic, through the SoCal 511 system.

Travelers can access the SoCal 511 system in a variety of ways, including by telephone (dialing 511 or 1-877-MYIE511) and through the web (www.Go511.com). The SoCal 511 system smartphone application (Go511 app) launched in January 2024. In Fiscal Year 2022/2023, the SoCal 511 system received more than 385,000 calls and the SoCal 511 website had in excess of 1.6 million web page views. Please note call and web page view increases in Fiscal Year 2022/2023 were due to several significant weather/storm events in the region, as well as a transit strike that occurred in Orange County during this time period.

### Work Elements

1. Attend and participate in the regional SoCal 511 coordination meetings.
2. Continue to stay updated and educated about new and upcoming Intelligent Transportation Systems (ITS) and traveler solutions to better serve the motoring public.

Budgetary changes are a result of the need to update the current 511 signage to reflect the SoCal 511 information. The updated signage will occur throughout San Bernardino County. In addition, some marketing and design services have been added to help promote the SoCal 511 Program.

### Product

1. Updating and installing new SoCal 511 signage in the Inland Empire to assist in promoting and advertising SoCal 511 related services, phone number, website and application.
2. Continue to work with SoCal 511 partners to help promote and possibly advertise/market the SoCal 511 system.

### Contract Information

- a. Existing Contracts
  - i. 20-1002311, LA SAFE Annual Agreement for SoCal 511, Amount Budgeted \$165,000.

### Manager

Steven Smith, Director of Planning

## Commuter and Motorist Assistance

Task 0406 Traveler Services &amp; Intelligent Transportation Systems

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	9,344	1,687	23,261	20,789
Regular Part-Time Employees	-	-	640	740
Fringe Allocation-General	9,233	1,651	18,762	15,910
Professional Services	228,915	132,769	182,000	227,000
Consulting Services	-	-	20,000	20,000
Maintenance-Motor Vehicles	-	-	200	200
Training/Registration	-	-	1,500	2,000
Postage	-	-	100	100
Travel Expense - Employee	-	-	4,000	4,000
Travel Expense-Mileage-Employee	-	-	2,000	2,000
Travel Expense-Mileage-Non-Employee	-	-	100	100
Travel Expense-Other-Metrolink Tickets	-	-	500	500
Printing - External	-	-	97,000	147,000
Printing - Internal	-	-	100	100
Office Expense	-	-	250	250
Meeting Expense	-	-	2,000	2,000
Total Expenditures	<u>247,493</u>	<u>136,107</u>	<u>352,413</u>	<u>442,689</u>
<b>Funding Sources</b>				
SAFE-Vehicle Registration Fees				177,000
MSI Valley Fund-Traffic Mgmt Sys				216,539
MSI Victor Valley Fund-Traffic Mgmt Sys				<u>49,150</u>
Total Funding Sources				<u>442,689</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Commuter and 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 776 call boxes along 1,800 centerline highway miles.

#### Accomplishments

Last year, more than 3,100 calls were received through the call box system with the latest digital technology available at this time and satellite call boxes. Satellite call box sites have been selected to help fill service gaps in areas that are more remote, that do not have a consistent digital cellular signal, or in some cases where there has never been a call box available to motorists before. All call boxes, including satellite, are equipped with Tele Type devices (TTY's) to assist the hearing and speech impaired, and improvements continue to be made to provide better access for motorists with physical and mobility disabilities. Staff continues to monitor and evaluate the current call box system.

#### Work Elements

Continue assessing current satellite call box locations to see if a consistent digital signal is available and relocating or installing satellite call boxes where there is a need. Continue to analyze and determine if each call box is Americans with Disabilities Act (ADA) compliant and develop a plan to address any non-ADA compliant call boxes. Reviewing all call box site locations with an emphasis on either retrofitting or removing all B and C call box sites, due to the sites upward (site B) or downward (site C) slopes. Call box sites B and C are no longer permitted by the California Department of Transportation (Caltrans). Research and work to implement a Mobile Call Box protocol through the Southern California 511 (SoCal 511) system.

1. Manage day-to-day operations of the Call Box Program.
2. Oversee work performed by consultants for call box maintenance and call answering services for the Call Box Program.
3. Ensure knocked down or damaged call boxes are replaced or repaired in a timely manner to minimize inconvenience to motorists, while attempting to recover financial losses resulting from damaged call boxes.
4. Through the call box maintenance contractor, update and maintain digitized call box photos, call box locations via longitude/latitude indicators and Global Positioning Systems (GPS), and coordinate SBCTA's access of the call box data through the contractor's maintenance portal.
5. Temporarily remove and/or install call boxes along highway construction corridors throughout the county, assisting California Department of Transportation (Caltrans) and California Highway Patrol (CHP) with traffic mitigation projects.
6. Continue to review and consider reducing call boxes where call volume is low or where there are other existing motorist aid services available nearby.
7. Continue to analyze and address possible non-ADA compliant call boxes.
8. Continue to analyze and address all B and C call box sites.
9. Research and implement a Mobile Call Box protocol through the SoCal 511 system.
10. Continue to be the lead agency for Call Box Call Answering Center services on behalf of Riverside County Transportation Commission (RCTC) and Orange County Transportation Authority (OCTA).

Budgetary changes include increases in ADA compliance efforts, addressing all B and C call box sites, and consultant services for technical and data analysis.

## Commuter and Motorist Assistance

### Task 0702 Call Box System

#### Product

Operate an efficient Call Box Program providing maximum benefit to the public. Products include analyzing ADA compliance and upgrading or removing the call boxes as needed, the repair or installation of call boxes, which have been damaged/knocked down, and other upgrades/improvements. Oversee and monitor the Call Answering Center and ensure a high level of quality assistance to the motoring public.

1. Audit random samples of recorded call box calls for quality control purposes.
2. Prompt repair or replacement of damaged call boxes.
3. Continue to review Call Box sites and address ADA compliance concerns when needed.
4. Research and implement a Mobile Call Box protocol through the SoCal 511 system.

#### Contract Information

- a. Existing Contracts
  - i. 23-1002942, Call Box Liaison Support, Amount Budgeted \$6,500.
  - ii. 18-1001961, Call Box Call Answering Center Services, Amount Budgeted \$115,000.
  - iii. 23-1002832, CTO #4, Prevailing Wage Consultant for Callbox Maintenance Services, Amount Budgeted \$15,000.
  - iv. 23-1003017, Call Box Maintenance, Amount Budgeted \$800,000.
  - v. 24-1003112, Call Box Cellular Services, Amount Budgeted \$17,000.
- b. New Contracts
  - i. RFP/CTO, Planning and Council of Governments On-Call Services, Amount Budgeted \$0, Total Estimated Contract Amount, \$1,000,000.
  - ii. RFP/CTO, On Call Planning Services (Call Box Technical Services), Amount Budgeted \$17,000, Total Estimated Contract Amount under Planning. (Note: Contract is under Planning Department and is noted in their budget).
  - iii. RFP/CTO, On Call Planning Services (Project Control Services), Amount Budgeted \$120,000, Total Estimated Contract Amount under Planning. (Note: Contract is under Planning Department and is noted in their budget).

#### Manager

Steven Smith, Director of Planning

## Commuter and Motorist Assistance

Task 0702 Call Box System

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	38,972	26,457	37,743	42,233
Regular Part-Time Employees	-	88	480	555
Fringe Allocation-General	38,510	25,894	30,005	31,620
Professional Services	89,173	145,943	256,500	275,400
Consulting Services	9,107	5,242	30,000	40,000
Project Controls (Planning-COG)	-	-	120,000	120,000
Mountain Avenue Callbox	393	-	-	-
Maintenance-Motor Vehicles	-	-	120	120
Maintenance-Call Boxes	401,208	256,758	760,000	800,000
Training/Registration	-	-	150	150
Postage	-	-	100	100
Travel Expense - Employee	-	60	4,000	4,000
Travel Expense-Mileage-Employee	-	263	2,000	2,000
Travel Expense-Other-Metrolink Tickets	-	-	250	250
Printing - External	-	-	6,000	6,000
Printing - Internal	-	-	150	150
Communications	7,316	8,319	35,000	47,000
Record/Equipment Storage	4,565	5,040	10,500	9,500
Office Expense	-	-	1,500	1,500
Meeting Expense	-	-	500	500
Office Equip/Software-Inventorial	-	-	20,000	20,000
Total Expenditures	<u>589,242</u>	<u>474,065</u>	<u>1,314,998</u>	<u>1,401,078</u>
<b>Funding Sources</b>				
SAFE-Vehicle Registration Fees				1,038,078
SAFE Reimbursement				128,000
MSI Valley Fund-Traffic Mgmt Sys				235,000
Total Funding Sources				<u>1,401,078</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Commuter and Motorist Assistance

**Task** 0704 Freeway Service Patrol/State

### Purpose

To fund, implement, and maintain a Freeway Service Patrol (FSP) Program, which is responsive to the needs of stranded motorists traveling on designated highways of San Bernardino County.

The Freeway Service Patrol (FSP) Program is a partnership between San Bernardino County Transportation Authority (SBCTA), California Highway Patrol (CHP), and California Department of Transportation (Caltrans). The goal of this partnership and of the FSP Program is to keep the freeways moving and reduce the chance of secondary accidents. San Bernardino County FSP began full-time operations in January 2006.

FSP is a roving team of tow trucks that travel on select San Bernardino County freeways, during peak commute hours, to assist motorists with car trouble. From changing a flat tire to providing minor mechanical assistance, FSP drivers provide a variety of services at no cost to the motorist. If FSP cannot get the motorist's car going within a short period, it will offer towing at no charge to a location designated by the CHP.

### Accomplishments

SBCTA, in partnership with CHP and Caltrans, operates an FSP Program on a total of eight Beats along 98.38 centerline miles of highway in the Valley and portions of the Cajon Pass area that assisted more than 73,455 motorists last fiscal year.

SBCTA is scheduled to provide FSP tow support services along the Interstate 10 (I-10) Express Lanes Corridor in the spring/summer of 2024. The funding for the Express Lanes FSP tow services will be provided through the Express Lanes Department within SBCTA.

Staff are also continuing to review and investigate other possible radio communication services and systems that may be able to be utilized for the FSP Program. Staff are partnering with Riverside County Transportation Commission (RCTC) in this research endeavor, as SBCTA and RCTC share and coordinate efforts with the same four FSP CHP officers and the CHP Inland Communication Center.

### Work Elements

1. Explore new FSP radio technologies to enhance program efficiency and services.
2. Review quarterly reports and invoices in conjunction with SBCTA's Finance Department to the State for funding reimbursement.
3. Continue to coordinate the program with the RCTC, local and state CHP offices, Caltrans District 8 and Caltrans Headquarters.
4. Attend Inland Empire FSP Technical Advisory Committee (TAC) meetings, statewide FSP meetings, and other meetings as needed throughout the year. Administer Quarterly Driver meetings hosted at SBCTA's offices to review and provide on-going updates, educational information and instruction regarding driver service procedures, safety issues and customer service awareness.
5. Continue to evaluate the current eight Beat areas of the State-funded FSP Program, and seek ways to improve service.
6. Continue to evaluate the performance and efficiency of the I-10 Express Lanes FSP services.
7. Continue to explore ways in which the State-funded FSP Program may better serve the public, while maximizing resources.
8. Continue to work toward public outreach and awareness of the program, including reaching out to the California Tow Truck Association (CTTA).



## Commuter and Motorist Assistance

### Task 0704 Freeway Service Patrol/State

9. Continue to expand the SBCTA FSP Marketing Plan, which is aimed at bringing awareness to the program, its requirements, and upcoming opportunities to tow companies in the area.
10. Continue to seek various opportunities and partnerships to provide ongoing public awareness of the FSP Program.
11. Continue to provide Construction FSP (CFSP) support services for SBCTA Express Lanes projects.

Budgetary increase is due to an increase in cost of printing, additional analysis services required of the FSP technical consultant and staff labor.

### Product

Ongoing daily oversight of the FSP Program and the review and analysis of various program reports and statistics. Provide necessary reports and invoices to seek reimbursement from the State. Continue to explore other possible funding sources for program continuation and expansion. Staff continues to address daily operational issues and concerns.

1. Maintain close relationships with the tow industry for the marketing and awareness of the program. This includes providing possible presentations at the CTTA and continuing to reach out to tow operators throughout the region.
2. Conduct quarterly driver meetings to reinforce safety, customer service and FSP policies.
3. Continuously monitor and update FSP driver tablet software to provide more efficient user ability and better assist data information for the Program.

### Contract Information

- a. Existing Contracts
  - i. 19-1002172, FSP Tow Services Along Beat 5, Amount Budgeted \$196,000.
  - ii. 23-1002945, FSP Tow Services Along Beat 5, Amount Budgeted \$385,375.
  - iii. 22-1002736, FSP Tow Services Along Beat 9, Amount Budgeted \$542,105.\*
  - iv. 20-1002323, FSP Tow Services Along Beat 11, Amount Budgeted \$447,790.\*
  - v. 22-1002738, FSP Tow Services Along Beat 14, Amount Budgeted \$542,105.
  - vi. 19-1002091, FSP Tow Services Along Beat 23, Amount Budgeted \$25,000.\*
  - vii. 23-1002947, FSP Tow Services Along Beat 23, Amount Budgeted \$881,738.\*
  - viii. 19-1002171, FSP Tow Services Along Beat 27, Amount Budgeted \$239,400.
  - ix. 23-1002946, FSP Tow Services Along Beat 27, Amount Budgeted, \$447,035.
  - x. 20-1002324, FSP Tow Services Along Beat 29, Amount Budgeted \$474,480.
  - xi. 22-1002737, FSP Tow Services Along Beat 31, Amount Budgeted \$542,106.
  - xii. 22-1002818, FSP Technical Consultant, Amount Budgeted \$41,000.
  - xiii. 22-1002819, FSP Tow Services, I-10 Express Lanes, Amount Budgeted \$0.\*\*
  - xiv. 21-1002547, FSP Extra Time agreement with CHP for daily oversight and field supervision, Amount Budgeted \$550,000.\*
  - xv. 23-1002872, FSP Radio Services, Amount Budgeted \$45,000.\*
- b. New Contracts
  - i. 24-1003125, FSP Extra Time agreement with CHP for daily oversight and field supervision, Amount Budgeted \$750,000, Total Estimated Contract Amount \$3,051,391.\*



### Commuter and Motorist Assistance

**Task** 0704 Freeway Service Patrol/State

\*Contract will be managed for performance by the Planning and Regional Programs Department Air Quality and Mobility (AQMP) Program and budgeted by both the Planning and Regional Programs Department AQMP Program and Toll Operations Department within the agency.

\*\*Contract will be managed for performance by the Planning and Regional Programs Department AQMP Program and budgeted by the Toll Operations Department within the agency. The amount budgeted is reflected within the Toll Operations Department.

- c. Software License Agreements and Software Subscriptions
  - i. FSP Server Subscription Software, Amount Budgeted \$1,800.

**Manager**

Steven Smith, Director of Planning

## Commuter and Motorist Assistance

Task 0704 Freeway Service Patrol/State

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	122,944	90,353	86,320	132,936
Regular Part-Time Employees	1,838	21,176	10,976	12,691
Fringe Allocation-General	121,485	88,430	76,377	107,619
Professional Services	3,890,417	4,211,311	5,789,495	5,767,064
Consulting Services	-	-	64,500	80,500
Maintenance-Motor Vehicles	-	-	400	400
Training/Registration	-	65	300	300
Postage	46	-	1,000	1,000
Travel Expense - Employee	-	654	7,000	7,000
Travel Expense-Mileage-Employee	-	562	4,000	4,000
Printing - External	23,449	31,365	88,000	108,500
Printing - Internal	-	-	1,000	1,000
Communications	22,778	22,518	72,400	79,100
Office Expense	-	302	1,200	1,200
Meeting Expense	1,006	1,964	5,200	5,000
Total Expenditures	<u>4,183,963</u>	<u>4,468,701</u>	<u>6,208,168</u>	<u>6,308,310</u>

## Funding Sources

Freeway Service Patrol (SAFE)-SB1	1,431,379
SAFE-Vehicle Registration Fees	1,753,280
Freeway Service Patrol	2,338,351
MSI Valley Fund-Traffic Mgmt Sys	35,300
MSI Victor Valley Fund-Traffic Mgmt Sys	750,000
Total Funding Sources	<u>6,308,310</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Planning and Regional Program Budget

### Description

The Planning and Regional Programs Budget represents the continuing responsibilities of the SBCTA and SBCOG to comprehensively plan at the regional and county levels; compile and maintain planning and monitoring data in support of planning efforts; support ongoing congestion management; perform travel demand modeling, growth analysis, and focused transportation study efforts; and prepare grant applications. There were several major activities for Fiscal Year 2023/2024:

1. Provided technical input and comments to the Southern California Association of Governments (SCAG) regarding the 2024 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS – “Connect SoCal”). The RTP/SCS was approved in mid-2024.
2. The SBCTA/SBCOG Board approved moving ahead with an expansion of the Council of Governments activities and associated budget, with consideration of an amendment to the SBCOG Joint Powers Authority by each of the local jurisdictions in the county.
3. The Smart County Early Action Plan was completed, with proposed initiatives in transportation, broadband, and emergency services communication.
4. The Equity Framework Study was initiated.
5. Collaborated with WRCOG, CVAG, local jurisdictions and other public agencies, utilities, educational institutions, tribes and third-party energy providers regarding implementation of the Inland Regional Energy Network (I-REN) and its Programs.
6. Continuation of project delivery on Active Transportation Program (ATP) grants from Cycles 1-6 and assistance to jurisdictions on Cycle 7 applications. Over \$80 million in grants has been awarded to San Bernardino County jurisdictions in Cycles 1-6 of this program.
7. The final Regional Conservation Investment Strategy (RCIS) was submitted to the California Department of Fish and Wildlife (CDFW) and approval of the RCIS has been received.
8. Development of the Environmental Impact Report of the San Bernardino County Sub-regional Greenhouse Gas Reduction Plan was completed. This will serve as programmatic environmental clearance for individual jurisdiction Climate Action Plans.
9. The update of the San Bernardino Transportation Analysis Model “Plus” (SBTAM+) was completed. The package includes an update to the VMT analysis screening tool in response to Senate Bill 743 (SB743).
10. Sidewalk inventory data were collected and analyzed for Phase 2 of the Comprehensive Pedestrian Sidewalk Connectivity Plan. The project is now complete, funded by a California Department of Transportation (Caltrans) planning grant.
11. Input is being provided on the next South Coast Air Quality Management District (SCAQMD) Air Quality Management Plan (AQMP).
12. SBCTA staff provided comments on a variety of statewide and regional plans and guidelines, including: Caltrans System Investment Strategy (CSIS) and Guidelines for Senate Bill 1 (SB1) grant programs from the California Transportation Commission.
13. Multiple grant applications were submitted, including: Multiple grant applications for the SCAG Regional Early Action Plan (REAP 2.0) Program (e.g.VMT Mitigation Bank, complete streets projects, housing, and equity); Federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant for two (2) Brightline stations in the Victor Valley; SB1 screening application to Caltrans for the Tunnel to Ontario International Airport; and the Federal Nationally Significant Multimodal Freight and Highway Projects (INFRA) and National Infrastructure Project Assistance (MEGA) grant for the Interstate 10 Corridor Freight and Managed Lane Project.
14. Completed the 2024 Development Mitigation Nexus Study update.
15. Completed the State Route 18 (SR18) and State Route 138 (SR138) Corridor Study in conjunction with Los Angeles County Metropolitan Transportation Authority (LACMTA).

Activities Planned for Fiscal Year 2024/2025 include (see more comprehensive listing in the individual tasks):

1. Begin work with SCAG on the next cycle of the RTP/SCS.

## Planning and Regional Program Budget

2. Establish a Memorandum of Understanding (MOU) between participating agencies and SBCOG for SBCOG to administer the San Bernardino Regional Housing Trust (SBRHT). Work will include the development and implementation of the Governance Structure, Administrative Plan, and project and programming established by the SBRHT.
3. Complete the major update to the SBCTA Countywide Transportation Plan, being termed the Long Range Multimodal Transportation Plan (LRMTP), with significantly increased emphasis on transit, transportation demand management, active transportation and goods movement.
4. Execute the projects funded through the SCAG REAP 2.0 project awards, including VMT Mitigation Bank, complete streets projects, housing, and equity programs.
5. Planning and coordination within SBCTA/SBCOG and among local agencies to develop and implement an Equity Framework.
6. Aggressively pursue grant awards and provide assistance to local jurisdictions for grants, where appropriate, through SB1, ATP, Caltrans Sustainable Transportation Planning Grants, Cap-and-Trade funding, USDOT, Environmental Protection Agency (EPA), and other Federal and State grant programs.
7. Provide continuing input to and comments on a variety of State and regional plans and guidelines.
8. Continue support for SBCTA/SBCOG technical committees.
9. Continue to support other SBCTA departments as well as individual jurisdictions with modeling, Geographic Information System (GIS), mapping, and analysis support where appropriate.
10. Complete work on the full Smart County Master Plan (SCMP).

### Goals and Objectives

1. Work with SCAG, other counties, and local jurisdictions in San Bernardino County to develop and implement the current RTP/SCS, with emphasis on Measure I projects, active transportation projects, and freight initiatives.
2. Provide updates on countywide plans, such as the LRMTP, Measure I Strategic Plan, and GHG Reduction Plan, as well as Active Transportation Plans at the countywide and subarea level.
3. Work with SCAG on regional planning related to freight corridors and inter-county transit planning.
4. Continue planning and implementation of sustainability initiatives.
5. Maintain tools including travel demand modeling and GIS capabilities to support planning and project delivery activities.

### Performance/Workload Indicators

	2021/2022 Actual	2022/2023 Actual	2023/2024 Revised Budget	2024/2025 Budget
RTP/SCS Growth forecasts and project submittals. Coordinate Reviews for SBCTA Projects and 25 Juris.	YES	YES	YES	YES
Transportation Modeling, Applied to Countywide Transportation Plan (CTP), Express Lanes Studies, and SB743	YES	YES	YES	YES
Support SBCTA and Jurisdiction analysis of projects.	YES	YES	YES	YES
Data Management Maintain data sets. Existing Land Use; General Plan L.U. Proj. Mgmt. Growth Forecast Model Answer calls/emails from 25 jurisdictions	YES	YES	YES	YES
Mapping/Data Products 20+ Monthly	YES	YES	YES	YES
Updates to countywide plans, such as the LRMTP, Measure I Strategic Plan, and GHG Reduction Plan, as well as Active Transportation Plans	YES	YES	YES	YES

## Planning and Regional

### Task 0110 Regional Planning

#### Purpose

Improve mobility, safety, and environmental quality by developing and coordinating countywide input to updates and amendments of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), and mobile source components of air quality plans to meet Federal and State requirements. Develop and coordinate countywide input and understanding of updates, revisions, refinement, policies, or other issues associated with the regional growth forecast used as the basis for Federal and State mandated regional plans, including regional transportation, freight, air quality, equity and housing plans, the Senate Bill 375 (SB375) Sustainable Communities Strategy, Senate Bill 743 (SB743) Vehicle Miles Travelled (VMT) Reduction Strategies, Greenhouse Gas (GHG) Reduction Strategies, Climate Adaptation and Resiliency Strategies, and preparation of subregional and corridor travel demand forecasts. In addition, SBCTA reviews and provides comments on State-level plans and programs, such as: California Transportation Plan 2050, Inter-regional Transportation Strategic Plan, California Freight Mobility Plan, Sustainable Freight Action Plan, Office of Planning and Research (OPR) General Plan Guidelines, guidelines for State Cap-and-Trade programs, Senate Bill 1 (SB1) Road Repair and Accountability Act of 2017 programs, California Air Resources Board (CARB) Scoping Plan, and other statewide policy documents such as California Environmental Quality Act (CEQA) guidelines.

#### Accomplishments

San Bernardino County Transportation Authority (SBCTA) coordinates and provides subregional and County Transportation Commission input to the RTP/SCS. In Fiscal Year 2023/2024, SBCTA reviewed and provided comments on the draft of 2024 RTP/SCS. SBCTA and San Bernardino Council of Governments (SBCOG) assisted local jurisdictions with implementation of the Southern California Association of Governments (SCAG) Regional Housing Needs Assessment (RHNA) through updates of their General Plan Housing Elements using state housing planning grant funds. The RTP/SCS also serves as the basis for the mobile source elements of the South Coast Air Quality Management Plan (AQMP). SBCTA has participated in preparation of all South Coast AQMPs since 1994. At the State level, SBCTA provided input to multiple processes and documents, such as the Senate Bill 671 (SB671) clean truck corridors, and guidelines for the Cycle 4 SB1 grant applications from the California Transportation Commission (CTC). Subsequently, SBCTA submitted a number of grant applications, including applications for the US Department of Transportation (USDOT) Nationally Significant Multimodal Freight and Highway Projects program, National Infrastructure Project Assistance (MEGA) program, Environmental Protection Agency (EPA) Climate Pollution Reduction Grant (CPRG), and Regional Early Action Plan (REAP). This task also includes technical support for SCAG delegates from San Bernardino County on regional transportation and emission reduction planning issues, and coordination with other subregional agencies and County Transportation Commissions in regional transportation, freight, and emission reduction planning, transportation finance, and plan implementation. SBCTA also collaborated with the Riverside County Transportation Commission (RCTC) and California Department of Transportation (Caltrans) to update the Inland Empire Comprehensive Multimodal Corridor Plan, required as part of SB1 to support the SB1 Solutions for Congested Corridors Program (SCCP). As part of the State Active Transportation Program (ATP) Cycle 7, SBCTA assisted local jurisdictions with application submittal and project outreach for the proposed bicycle, pedestrian, and Safe Routes to Schools (SRTS) projects.

#### Work Elements

1. Track implementation of the 2024 RTP/SCS and provide technical input into development of the 2028 RTP/SCS when necessary.
2. Continue to improve on implementation of active transportation projects and programs.

## Planning and Regional

### Task 0110 Regional Planning

3. Update Geographic Information System (GIS) coverages for existing land use, General Plan/Specific Plan land use, and student populations. Continue the upgrade to the SBCTA GIS growth distribution model to better address issues such as: higher density non-residential development; improved association of non-residential land use with employment sectors; additional Specific Plan land use mapping; control totals for additional unincorporated areas; and better analysis of infill/redevelopment areas. SBCTA has started the work of comprehensively updating the San Bernardino County Transportation Analysis Model (SBTAM).
4. Implement SRTS plans and programs around San Bernardino County public schools.
5. Continue to participate in the SCAG Working Groups on modeling, freight, aviation, active transportation, equity, and environmental/sustainability issues.
6. Develop technical input and policy recommendations as needed for regional transportation, aviation, air quality, GHG reduction, VMT reduction, climate adaptation, habitat preservation, and goods movement studies conducted by SCAG, Caltrans, air districts, other subregional agencies, and transportation commissions, and participate on steering committees for those studies managed by other agencies.
7. Coordinate with other subregions, SCAG, and Federal and State Agencies in addressing regional goods movement issues through the California Freight Advisory Committee (CFAC), the California Freight Mobility Plan, and the Southern California Freight Consensus Group.
8. Provide technical support as needed for SCAG delegates regarding the RTP/SCS, air quality issues, and regional goods movement issues.
9. Provide technical assistance and input to guidelines for Federal, State, and regional grant applications.
10. Participate in agency and industry conferences relevant to specific work elements such as GIS, air quality conformity, goods movement, inter-modal accessibility, sustainability, or land use planning.
11. Coordinate with Western Riverside Council of Governments (WRCOG) on implementing bi-county joint climate adaptation and resiliency initiatives and other bi-county efforts, as appropriate.
12. Coordinate with Caltrans and local jurisdictions to extend and/or develop new regional Class I active transportation networks such as the San Sevine, Santa Ana River, and Pacific Electric Trails.
13. Coordinate with SCAG and local jurisdictions to implement SB743 requirements on VMT reduction, and develop programs to implement regional mitigation/crediting measures where feasible.
14. Coordinate with SCAG on “Big Data” issues and opportunities.

### Product

Updated SBTAM at the transportation analysis zone level with the new local input data and coordination with SCAG and local jurisdictions on the regional modeling efforts; written materials addressing countywide project lists and other products and recommendations for incorporation into regional transportation plans and programs; informal and formal comments and recommendations related to each cycle of the RTP/SCS, AQMP, and subarea, corridor, or modal studies prepared by SCAG or statewide agencies.

### Manager

Steven Smith, Director of Planning

## Planning and Regional

**Task** 0110 Regional Planning

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	136,196	169,971	183,890	215,272
Fringe Allocation-General	134,580	166,354	144,353	159,086
Professional Services	369	(369)	25,000	30,000
Travel Expense-Mileage-Employee	-	880	500	500
Travel Expense-Other-Metrolink Tickets	-	-	300	200
Office Expense	43	-	500	500
Meeting Expense	153	1,914	500	1,000
Total Expenditures	<u>271,340</u>	<u>338,751</u>	<u>355,043</u>	<u>406,558</u>
<b>Funding Sources</b>				
Local Transportation Fund - Planning				68,599
Planning, Programming and Monitoring				333,551
MSI Valley Fund-Freeway Projects				<u>4,408</u>
Total Funding Sources				<u>406,558</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)



## Planning and Regional

### Task 0203 Congestion Management

#### Purpose

Meet Federal and State Congestion Management requirements. Monitor performance levels on the regionally significant transportation system and gauge consistency with air quality attainment strategies within the county portions of the South Coast and Mojave Desert Air Basins. Maintain the Congestion Management Program (CMP) documentation, including the Development Mitigation Nexus Study, which provides the nexus between land use decisions and the ability of the transportation system to support the uses.

#### Accomplishments

The countywide CMP was adopted in November 1992. All jurisdictions have adopted and implemented the Land Use Transportation Analysis Program as required by law and, along with California Department of Transportation (Caltrans), are continuing to monitor their Development Impact Fee (DIF) programs in the CMP by preparing Nexus Study Updates and Development Mitigation Annual Reports (DMAR) as a condition of compliance. Tables and graphics on historical congestion levels are available through the SBCTA ClearGuide. Improvements to the San Bernardino County Transportation Analysis Model (SBTAM; Subregional Planning, Task 0404) were undertaken within the Valley, Victor Valley, Morongo Basin, and North Desert Subareas, as part of congestion management responsibilities. The framework for an online CMP information and data entry tool was developed.

#### Work Elements

1. The Development Mitigation Nexus Study will be updated based on local input and Caltrans Construction Cost Index, with the opportunity to add new local arterial projects to the list. SBCTA will work with the jurisdictions in the Valley and Victor Valley to maintain their DIF programs consistent with the Nexus Study update.
2. SBCTA will work with Valley and Victor Valley jurisdictions to collect data for their DMARs, presented annually to the Board showing the current state of development and fee collection.
3. Trends in traffic growth will be tracked through congestion monitoring using the SBCTA ClearGuide based on vehicle probe data for freeways and arterials. SBCTA hosts this data on an external website that will be accessible to local jurisdictions and provide analysis capabilities and data extraction for the monitored sections of the CMP network. These data sources will be available to be used as a basis for traffic studies for roadway and land development projects, for prioritization of transportation projects by SBCTA for discretionary funding, and for grant application exhibits.
4. Review Traffic Impact Analysis (TIA) reports prepared by local governments in the rural Mountain/Desert Subareas, and monitor compliance with the program.
5. Represent the Congestion Management Agency in discussions with other counties and regional, Federal and State agencies regarding CMP and Congestion Management System consistency, performance measurement, data requirements, intercounty mitigation, and other issues.
6. Provide travel demand forecasting support to local jurisdictions preparing TIAs, local traffic studies, and Environmental Impact Reports.
7. Develop an online CMP information and data entry tool.

#### Product

Updated and continued implementation of the CMP for San Bernardino County. Revise travel demand model SBTAM, processes and data for monitoring system performance.

#### Contract Information

- a. Existing Contract
  - i. 22-1002774, CMP Monitoring Tool Maintenance, Amount Budgeted \$73,860.

#### Manager

Steven Smith, Director of Planning



### Planning and Regional

**Task** 0203 Congestion Management

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	10,014	19,339	30,993	31,217
Fringe Allocation-General	9,895	18,927	24,329	23,069
Consulting Services	42,224	67,000	84,360	60,000
Advertising	218	-	-	-
Total Expenditures	62,351	105,266	139,682	114,286

### Funding Sources

MSI Valley Fund-Traffic Mgmt Sys	90,715
MSI Victor Valley Fund-Traffic Mgmt Sys	23,571
Total Funding Sources	114,286

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Planning and Regional

### Task 0404 Subregional Planning

#### Purpose

Optimize SBCTA investments in transportation infrastructure through a comprehensive, coordinated, and continuing process of identification and evaluation of multimodal transportation options and funding solutions. SBCTA will 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. Task 0404 includes conducting transportation and land use studies in individual corridors or for subareas of the county. It includes the update and maintenance of the Measure I 2010-2040 Strategic Plan, the Active Transportation Plan, Long Range Multimodal Transportation Plan (LRMTP), preparation of grant applications for SBCTA projects, interchange phasing analysis, management of the San Bernardino Transportation Analysis Model Plus (SBTAM+), Safe Routes to School (SRTS) projects, and work on a wide range of sustainability initiatives in conjunction with SCAG, local jurisdictions, and other stakeholders. A key focus of the Planning Department has now become assistance, both internally and externally, with positioning projects to be competitive in grant funding programs and preparing the associated funding applications.

#### Accomplishments

Subregional planning is an ongoing process that has provided a basis for SBCTA input to the SCAG Regional Transportation Plans, including preparation of the 2024 RTP/SCS. The Planning Department continued to support other departments and jurisdictions with transportation analysis, modeling, and policy analysis. 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.

The Planning Department was also the lead on multiple grant applications for infrastructure and planning, both as the grantor and as the applicant. As a grantor, SBCTA allocated \$7.2 million of Transportation Development Act (TDA) Article 3 funds to transit operators and member jurisdictions for Transit Access Improvement and Bicycle and Pedestrian Projects. As an applicant, the Planning Department worked to position projects for the next cycle of Senate Bill 1 (SB1) competitive programs, Solutions for Congested Corridors (SCCP), Trade Corridor Enhancement Program, Local Partnership Program, and the California Department of Transportation (Caltrans) Sustainable Transportation Planning Grant Program. The Comprehensive Multimodal Corridor Plan (CMCP) is being updated with Riverside County Transportation Commission (RCTC) and Caltrans, in support of SBCTA's SCCP applications. SBCTA staff also worked on multiple sustainability initiatives in Fiscal Year 2023/2024. The Regional Conservation Investment Strategy (RCIS) prepared under Assembly Bill 2087 (AB 2087) was submitted, and was approved by the California Department of Fish and Wildlife (CDFW) in Fall 2023.

SBCTA has continued to update and enhance the San Bernardino County Transportation Analysis Model (SBTAM) including additional model updates to improve transit forecasts. A major update of the SBTAM was completed using a grant received from Caltrans' Sustainable Transportation Planning Grant Program. The SRTS Phase IV project also got underway through a grant received from the state's Active Transportation Program. In Fiscal Year 2023/2024, the State and the Region put a lot of emphasis on developing plans to increase housing stock in the region. One of these efforts was to support comprehensive updates of each jurisdiction's Housing Element in their General Plans. SBCTA/SBCOG, through the Regional Early Action Planning (REAP) 1.0 funding, provided direct technical assistance to the member jurisdictions by allowing jurisdictions to have access to the on-call planning consultants hired by SBCTA/SBCOG. Assistance was provided in the areas of Accessory Dwelling Unit (ADU) Capacity Analysis, Affirmatively Furthering Fair Housing (AFFH) Analysis, Site Selection Assistance, Mapping and Data Analysis, and staffing augmentation. Work was begun on a set of projects awarded grant funding through REAP 2.0.

## Planning and Regional

### Task 0404 Subregional Planning

#### Work Elements

1. Collaborate with transit agencies, local jurisdictions, and other stakeholders in development of the LRMTTP, funded through a Caltrans planning grant.
2. Work with SCAG and local jurisdictions to maintain and apply the SBTAM. SBTAM is the forecasting tool used to support traffic and environmental studies for all of SBCTA primary transportation projects.
3. Update and enhance SBTAM as needed.
4. Support the jurisdictions of San Bernardino County in the planning and implementation of sustainability initiatives and the Countywide Vision.
5. Provide guidance and technical support for local jurisdictions in the mitigation of Vehicle Miles Travelled (VMT) impacts for various transportation and development projects. Develop and implement a VMT Mitigation Bank, subject to Board approval.
6. Prepare applications for Federal and State infrastructure and planning grants, including Federal discretionary grants, SB1, and Transit and Intercity Rail Capital Program (TIRCP), to secure funding for major transportation projects, supporting partnerships with Caltrans, SCAG, and other regional agencies. Actively pursue grant applications across multiple sectors, to include planning, freight, transit, and active transportation.
7. Support both TTAC and PDTF, consisting of staff from local jurisdictions providing input on transportation and local government planning issues.
8. Manage multiple SCAG and Caltrans grant-funded and other-funded projects, including submitting additional grants for sustainability projects. The budget includes \$200,000 in contributions/subsidies to match planning, project development, and/or construction funds for Sustainability and Active Transportation studies/projects in the Valley and \$50,000 in contributions/subsidies for the Mountain/Desert Region.
9. Support SBCTA project development efforts with traffic analyses and impact assessments.
10. Maintain the policies in the Measure I 2010-2040 Strategic Plan and update the Strategic Plan narrative as necessary.
11. Prepare a 10-Year Delivery Plan for Active Transportation, to assist in positioning San Bernardino County jurisdictions for competitive grant applications. A digital version of the Countywide Active Transportation Plan is hosted on the SBCTA website and mapping application.
12. Manage the TDA Article 3 Bicycle and Pedestrian Improvements program, with a new call-for-projects expected in Fiscal Year 2025/2026.
13. Participate in subregional planning efforts led by local jurisdictions, SCAG, transit agencies or other agencies.
14. As needed, provide assistance to local jurisdictions to access and manage planning and project data disseminated by SBCTA.
15. Collect and compile data, and distribute data as appropriate to other agencies and organizations.
16. Administer the REAP Grant program to augment resources available to SBCOG member jurisdictions in implementing the goals of the SCAG RTP/SCS related to housing, sustainability, and reduction of VMT and Greenhouse Gas (GHGs).
17. Oversee the SRTS Phase IV project.

The increase in budget from the prior year is due mainly to an expected increase in activity on consulting support for the REAP 2.0 program and other on-call planning services. The amount of REAP 2.0 funding is not determined yet, due to the State budget deficit. The budget reflects the full award amount. The budgeted revenue and expense will be subject to reduction, depending on the final numbers from the State budget.

## Planning and Regional

### Task 0404 Subregional Planning

#### Products

Products include: updates of SBTAM and completion of the LRMTP; development of a VMT Mitigation Bank; analysis support for the Measure I Strategic Plan and project development activities; grant applications for SB1 and other Federal and State grant programs; updates to the Data and Analytics Office (DAO) data and mapping portal.

#### Contract Information

- a. Existing Contracts
  - i. 23-1002823, Develop LRMTP, Amount Budgeted \$400,000.
  - ii. 19-1002186, CTO #23, Climate Pollution Reduction Grant (CPRG) GHG Reduction, Amount Budgeted \$698,351.
  - iii. 23-1002864, SRTS Program, Amount Budgeted \$350,000.
- b. New Contracts
  - i. RFP, Professional Services on Technical Studies and Analysis, Amount Budgeted \$173,945, Total Estimated Contract Amount \$500,000.
  - ii. RFP/CTO, Planning and COG On-Call Services, Amount Budgeted \$1,000,000, Total Estimated Contract Amount \$1,000,000.
  - iii. RFP, REAP 2.0 County Transportation Commission project, Amount Budgeted Total \$6,000,000 Estimated Contract Amount, \$9,583,000.
  - iv. 24-1003087, Evacuation Study, Amount Budgeted \$800,000, Total Estimated Contract Amount \$1,500,000.

#### Local Funding Source Detail

- i. San Bernardino County Department of Public Health - \$100,000.
- ii. San Bernardino County Superintendent of Schools - \$50,000.
- iii. San Bernardino County - \$26,255.
- iv. Southern California Association of Governments - \$6,032,082.

#### Manager

Steven Smith, Director of Planning

## Planning and Regional

Task 0404 Subregional Planning

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	260,039	232,726	234,967	273,350
Regular Part-Time Employees	30	-	-	2,775
Fringe Allocation-General	256,954	227,773	181,176	204,058
Professional Services	103,691	85,300	150,000	-
Consulting Services	2,212,598	1,542,838	3,108,855	9,236,263
Project Controls (Planning-COG)	-	-	125,000	200,000
Legal Fees	15,307	236	20,000	20,000
Information Technology Services	-	-	1,000	1,000
Dues/Memberships	628	753	-	-
Training/Registration	780	7,075	4,500	4,500
Postage	-	-	100	100
Travel Expense - Employee	2,153	7,111	3,000	6,000
Travel Expense-Mileage-Employee	275	472	500	500
Advertising	236	503	500	500
Printing - Internal	-	-	100	100
Contributions/Subsidies	153,060	43,000	538,400	10,470,000
Office Expense	-	71	300	300
Office Equip/Software-Inventorial	64	-	-	-
Computer Hardware and Software	-	-	6,500	6,500
Total Expenditures	3,005,815	2,147,858	4,374,898	20,425,946

## Funding Sources

Local Transportation Fund - Admin	14,832
Local Transportation Fund - Planning	895,421
Local Transportation Fund - Rail	402,290
Modeling Fees	16,407
Environmental Protection Agency	700,000
Planning, Programming and Monitoring	1,023
Climate Adaptation Planning	500,000
Active Transportation Program - State	200,000
Sustainable Communities Grants-SB1	400,000
Trade Corridor Enhancement Program	10,000,000
MSI Valley Fund-Freeway Projects	60,075
MSI Valley Fund-Fwy Interchange	10,268
MSI Valley Fund-Express Bus/Rapid Trans	9,165
MSI Valley Fund-Traffic Mgmt Sys	933,296
MSI Victor Valley Fund-Traffic Mgmt Sys	64,832
MSI North Desert Fund-Traffic Mgmt Sys	5,000
MSI Morongo Basin Fund-Traffic Mgmt Sys	3,000
MSI Mountain Fund-Traffic Mgmt Sys	2,000
Local Projects Fund	6,208,337
Total Funding Sources	20,425,946

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Planning and Regional

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

#### Purpose

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

#### Accomplishments

Provided 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 Subareas. In Fiscal Year 2023/2024, SBCTA staff completed a joint project with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and California Department of Transportation (Caltrans) to develop a programming document for the widening of State Route 18 (SR18) between State Route 138 (SR138) and US 395. Staff also assisted the Project Delivery Department with follow-up on Trade Corridor Enhancement Program (TCEP) award for the US 395 Freight Mobility and Safety Project from Interstate 15 (I-15) to SR18, the highest priority project identified by Victor Valley jurisdictions for the 10-Year Delivery Plan. Staff continued coordinating with local jurisdictions on the potential extension of Brightline West rail to the City of Rancho Cucamonga, including a future station at Joshua Street and I-15. A Federal grant, Rebuilding American Infrastructure with Sustainability and Equity (RAISE), was awarded to SBCTA and Brightline to assist with constructing the stations in Hesperia and Apple Valley. In addition, assistance was provided to Mountain/Desert jurisdiction staff on their General Plan Housing Element updates and the preparation of their local input into the Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).

#### Work Elements

1. Identify and analyze issues that may require policy input specifically from Mountain/Desert jurisdictions, including regional transportation planning, allocation of funds, air quality, and legislative issues.
2. Provide support and coordination for regular meetings of the Mountain/Desert Policy Committee.
3. Prepare grant applications for Federal and State funding for projects in the Mountain/Desert Subareas. This may include highway, transit, ridesharing, or active transportation projects.
4. Assist Mountain/Desert jurisdictions with: implementation of Vehicle Miles Traveled (VMT) analysis required for development projects under Senate Bill 743 (SB743); preparation of growth forecasts for the next SCAG RTP/SCS; expansion of the Countywide Sidewalk Inventory database; and input to the San Bernardino County Transportation Analysis Model (SBTAM) update.
5. Assist Mountain/Desert representatives with identification of priority projects and strategies for implementing those projects.
6. Participate on project development teams for major transportation projects in the Mountain/Desert Subareas.
7. Initiate the State Route 247 and State Route 62 (SR247/62) Corridor Feasibility Study that will evaluate improvements to alternate routes used in the event of a closure or major incident in the Cajon Pass. This new effort is funded by an allocation secured through the state legislative process, and includes a focus on alternate route planning to address I-15 emergencies and incident response.
8. Monitor development of the Brightline West high speed train from the Town of Apple Valley to Las Vegas and its extension to the City of Rancho Cucamonga.
9. Work with local jurisdictions and transit agencies on development of the Long Range Multimodal Transportation Plan (LRMTP), covering all subareas in the county.

The budgetary decrease is mainly due to the completion of the programming document for the widening of State Route 18 (SR18), which is offset by the startup of the State Route 247 and State Route 62 (SR247/62) Corridor Feasibility Study.

## Planning and Regional

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

### Products

1. SR247/62 Corridor Feasibility Study, setting the stage for future improvements on alternate routes in the event of I-15/Cajon Pass closure or major incident.
2. Planning and technical assistance in cooperation with Caltrans and local jurisdictions relative to project development in the Mountain/Desert Subareas.
3. Preparation and/or support of grant applications for funding of Mountain/Desert Subarea priorities.

### Contract Information

- a. New Contracts
  - i. RFP, 24-1003069, SR247/62 Corridor Feasibility Study, Amount Budgeted \$500,000, Total Estimated Contract Amount \$750,000.

### Local Funding Source Detail

- i. California Department of Transportation - \$500,000.

### Manager

Steven Smith, Director of Planning

### Planning and Regional

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

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Regular Full-Time Employees	5,522	23,667	45,531	34,837
Fringe Allocation-General	5,457	23,163	33,714	25,745
Consulting Services	32,398	69,908	650,000	500,000
Contributions/Subsidies	187,500	-	-	-
Total Expenditures	230,877	116,738	729,245	560,582

### Funding Sources

MSI Victor Valley Fund-Traffic Mgmt Sys	39,963
MSI North Desert Fund-Traffic Mgmt Sys	4,582
MSI Colorado River Fund-Traffic Mgmt Sys	2,290
MSI Morongo Basin Fund-Traffic Mgmt Sys	4,582
MSI Mountain Fund-Traffic Mgmt Sys	9,165
Local Projects Fund	500,000
Total Funding Sources	560,582

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)



## Council of Governments Program Budget

### Description

San Bernardino Council of Governments (SBCOG) facilitates collaboration among our members to improve the region. This is done by providing regular reports and seeking feedback from the City/County Manager's Technical Advisory Committee (CCMTAC) and through direction received from the Board of Directors. Implementation of the Countywide Vision are ongoing ways that SBCOG fosters collaboration through this task, and specific projects and initiatives are undertaken at the request of the SBCOG Board.

There were several recent major activities:

1. Established and met regularly with an ad hoc committee of the CCMTAC to form the Housing Trust.
2. Provided update on Housing Legislation to the CCMTAC and the Board.
3. Worked with sister Councils of Government to implement Inland Regional Energy Network (I-REN), which received approval and funding in 2022 (total project funding is \$65 million from 2022-2027) from the California Public Utilities Commission (CPUC) for the development and implementation of a Regional Energy Network (REN) for San Bernardino and Riverside Counties, which is now called I-REN. This partnership, with Western Riverside Council of Governments (WRCOG) as the lead agency, Coachella Valley Association of Governments (CVAG) and SBCOG seeks to connect residents, businesses, and local governments to a wide range of energy efficiency resources to promote and increase energy savings and provide equitable access to project resources by eligible public entities throughout the Inland Empire.
4. Three SBCOG Board members were appointed to the I-REN Executive Committee.
5. Eight I-REN Executive Committee meetings took place in 2023.
6. The I-REN Executive Committee approved the recommendation to award four contracts to address the areas of Marketing, Public Sector Implementation, Codes and Standards and Building Upgrade Concierge (BUC) software.
7. Worked closely with WRCOG and CVAG on I-REN Requests for Proposals (RFPs) to address Workforce Education & Training Program services.
8. The iren.gov website was launched, which serves as a hub for all of the I-REN Program offerings.
9. A total of 11 I-REN Energy Fellows were deployed in both Riverside and San Bernardino County. There were five I-REN Energy Fellows placed in SBCOG member agency locations.
10. Provided 13 I-REN Codes and Standards trainings in calendar year 2023.
11. A total of eight I-REN orientations were conducted throughout the SBCOG region in calendar year 2023, with a participation of 26 public agencies.
12. Approximately 17 public agencies have received I-REN Public Sector onboarding services in the SBCOG region. Moreover, two building energy audits have been conducted in the SBCOG region.
13. Completed Outreach for Cucamonga Canyon Management Plan.
14. Implemented Smart County Master Plan (SCMP).
15. Provided information to the SBCOG Board and technical committees regarding the pros and cons of creating a Housing Trust for San Bernardino County.

Activities planned for Fiscal Year 2024/2025 include:

1. Planning and coordination of local agencies to prepare a SCMP.
2. Implementation of the SCMP Early Action Plan.
3. Planning and coordination for the annual City/County Conference.
4. Develop and establish San Bernardino Regional Housing Trust Joint Powers Agreement (JPA).
5. Continue to collaborate and partner with WRCOG, CVAG, local jurisdictions and other public agencies, utilities, educational institutions, tribes and third-party energy providers regarding implementation of I-REN and its programs.
6. Participation in selected elements of the Countywide Vision implementation.
7. Coordination with local agencies and civic groups on regional programs and issues of importance to the various regions in the county.

### Council of Governments Program Budget

8. Host grant writing seminars for SBCOG member agencies.
9. Partner with local agencies to identify long-term goals for SBCOG and to update the work plan.
10. Partner with local governments and workforce entities to improve opportunities for small business.
11. Development of an SBCOG Marketing Plan.
12. Participate on SBCOG Board and Policy Committees, Ad Hoc Committees and Study Sessions.
13. Participate on regional boards, as these are critical to ensure SBCOG concerns are understood regionally.

### Goals and Objectives

1. Support City/County Conference activities.
2. Implement the six month Smart County Early Action Plan.
3. Develop COG Equity Framework.
4. Continue to implement the I-REN Program.
5. Establish Regional Housing Trust JPA.

### Performance/Workload Indicators

	2021/2022 Actual	2022/2023 Actual	2023/2024 Revised Budget	2024/2025 Budget
Smart County Master Plan: Deliver Early Action Plan	NA	NA	YES	YES
I-REN: Offer assistance and program information to 25 SBCOG member agencies	NA	NA	YES	YES
Host grant-writing seminars and provide grant assistance to SBCOG member agencies	YES	YES	YES	YES

## Council of Governments

### Task 0511 Council of Governments

#### Purpose

Promote and encourage regional collaboration among agencies in San Bernardino County through our role as the Council of Governments and to conduct specific projects focused on sustainability, local government services, and quality of life that are of benefit to the member agencies.

Reduce energy costs, overall energy consumption and water use through strategic initiatives that promote energy efficiency and water conservation improvements and assist local governments with energy efficiency efforts.

Actively participate in California's sustainability and clean energy initiatives and thereby build stronger and more resilient, prosperous communities. Connect with and provide programs and equitable access to services to local governments, workforce providers, community colleges, water districts, and tribes in San Bernardino County.

#### Accomplishments

SBCOG facilitates collaboration among our members to improve the region. This is done by providing regular reports and seeking feedback from the City/County Manager's Technical Advisory Committee (CCMTAC), and through direction received from the Board of Directors. Implementation of the Countywide Vision is an ongoing way that SBCOG fosters collaboration through this task, and specific projects and initiatives are undertaken at the request of the SBCOG Board. Recent activities include:

1. Provided report on 2018 SBCOG Work Plan and a look ahead.
2. Planned and coordinated with local agencies to establish a two year work plan for SBCOG.
3. Established and met regularly with an Ad Hoc Committee of the Board to determine the best course of action to increase SBCOG capacity and budget.
4. Established and met regularly with an Ad Hoc Committee of the CCMTAC to determine the best course of action to increase SBCOG capacity and budget.
5. Board approved the SBCOG capacity and budget increase to \$991,873 for Fiscal Year 2024/2025 and ultimately to \$1.5 million for Fiscal Year 2025/2026.
6. Board approved implementation of the Outdoor Equity Program.
7. Met as needed with an Ad Hoc Committee of the Board to receive direction on forming the San Bernardino Regional Housing Trust.
8. Provided update on Housing Legislation to the CCMTAC and the Board.
9. Received approval and funding in 2022 (total project funding is \$65 million from 2022-2027) from the California Public Utilities Commission (CPUC) for the development and implementation of a Regional Energy Network (REN) for San Bernardino and Riverside Counties, which is now called the Inland Regional Energy Network (I-REN). This partnership, with Western Riverside Council of Governments (WRCOG) as the lead agency, Coachella Valley Association of Governments (CVAG) and SBCOG seeks to connect residents, businesses, and local governments to a wide range of energy efficiency resources to promote and increase energy savings and provide equitable access to project resources by eligible public entities throughout the Inland Empire.
10. Three SBCOG Board members were appointed to the I-REN Executive Committee. Eight I-REN Executive Committee meetings took place in 2023.
11. The I-REN Executive Committee approved the recommendation to award four contracts to address the areas of Marketing, Public Sector Implementation, Codes and Standards and Building Upgrade Concierge (BUC) software.
12. Worked closely with WRCOG and CVAG on I-REN Requests for Proposals (RFPs) to address Workforce Education & Training Program services.
13. The iren.gov website was launched, which serves as a hub for all of the I-REN Program offerings.
14. A total of 11 I-REN Energy Fellows were deployed in both Riverside and San Bernardino County. There were five I-REN Energy Fellows placed in SBCOG member agency locations.
15. Provided 13 I-REN Codes and Standards trainings in calendar year 2023.

## Council of Governments

### Task 0511 Council of Governments

16. A total of eight I-REN orientations were conducted throughout the SBCOG region in calendar year 2023, with a participation of 26 public agencies.
17. Approximately 17 public agencies have received I-REN Public Sector onboarding services in the SBCOG region. Moreover, two building energy audits have been conducted in the SBCOG region.
18. Implemented the Small Business Component of the SBCTA annual Business to Business (B2B) Event.
19. Completed a regional small business study with recommendations for CCMTAC and the Board's review.
20. Completed the Early Action Plan component of the Smart County Master Plan (SCMP).
21. The San Bernardino Regional Housing Trust (SBRHT) is a new program that will bring funds to the region to plan and build affordable housing throughout the region. Presentations have been provided on potential governance structures for the SBRHT and tools needed for implementation. Outreach presentations were made to several member jurisdiction City Councils on the SBRHT.
22. Created and implemented a marketing plan to provide information, statistics, and narrative on how SBCOG benefits and fills gaps for member agencies.
23. Presentations have been provided to member agencies on how SBCOG benefits and fills gaps for member agencies.

### Work Elements

This task covers SBCOG involvement in specific projects to support the member agencies, selected elements of the Countywide Vision and other multi-agency regional programs.

1. Planning and Coordination of CCMTAC Ad Hoc Committee to create the new two year SBCOG Work Plan.
2. Planning and coordination of local agencies to prepare a full Smart County Master Plan.
3. Planning and coordination of local agencies to plan and implement the Small Business component of the annual B2B event.
4. Planning and coordination of non-profit vendors to implement the Outdoor Equity Program.
5. Support planning and coordination for the annual City/County Conference.
6. Planning and coordination within SBCTA/SBCOG and among local agencies to develop and implement an Equity Framework.
7. Continue to collaborate and partner with WRCOG, CVAG, local jurisdictions and other public agencies, utilities, educational institutions, tribes and third-party energy providers regarding implementation of the I-REN and its programs.
8. Participation in selected elements of the Countywide Vision implementation.
9. Coordination with local agencies and civic groups on regional programs and issues of importance to the various regions in the county.
10. Host grant writing seminars for SBCOG member agencies.
11. Partner with local agencies to identify long-term goals for SBCOG and to update the work plan.
12. Partner with local governments and workforce entities to improve opportunities for small business.
13. Complete the development of an SBCOG Marketing Plan.
14. Participate on SBCOG Board and Policy Committees, Ad Hoc Committees and Study Sessions.
15. Participate on regional boards as these are critical to ensure SBCOG concerns are understood regionally.
16. Establish a Memorandum of Understanding (MOU) between participating agencies and SBCOG for SBCOG to administer the SBRHT. Work will include the development and implementation of the Governance Structure, Administrative Plan, and project and programming established by the SBRHT.
17. Work with Southern California Association of Governments (SCAG) and California Department of Housing and Community Development (HCD) to administer the REAP 2.0 grant funding.
18. Complete development of the full Smart County Master Plan and participate in the implementation of initiatives identified in the Early Action Plan.

## Council of Governments

### Task 0511 Council of Governments

The increase in budget from the prior year is due mainly to increases in staffing to support SBCOG and an expected increase in activity on consulting support for the REAP 2.0 program and other on-call planning services. The amount of REAP 2.0 funding is not determined yet, due to the State budget deficit. The budget reflects the full award amount. The budgeted revenue and expense will be subject to reduction, depending on the final numbers from the State budget.

### Product

1. Amendment No. 4 to SBCOG Joint Powers Authority.
2. New Work Plan for SBCOG with increased capacity per the approved budget increase.
3. In collaboration with WRCOG and CVAG deliver the I-REN energy efficiency programs related to the Public Sector, Codes and Standards, and Workforce Education and Training (WET).
4. Implementation of Smart County Early Action Plan components, in collaboration with local jurisdictions and pending funding availability.
5. Smart County Master Plan
6. Grant writing workshops and grant applications on selected projects/initiatives (e.g. Climate Pollution Reduction Grant/CPRG).
7. Establishment of a SBRHT, subject to approved MOU with SCAG.
8. SBRHT Governance and Scope of Work.
9. Housing Legislation Analysis and Report.
10. Development of a SBRHT Administrative Plan.
11. Implementation of Programs and Projects identified in the Administrative Plan.

### Contract Information

- a. Existing Contracts
  - i. 22-1002767, I-REN, Amount Budgeted \$850,686.
  - ii. 23-1003018, Planning and COG On-Call Services, Amount Budgeted \$70,000, Total Estimated Contract Amount \$1,000,000.
  - iii. 20-1002381, Legal services for the Home Energy Renovation Opportunity (HERO) Program, Amount Budgeted \$35,000.
  - iv. 20-1002380, Financial Advisor and Program Manager for the HERO Program, Amount Budgeted \$0- trustee process payment from fees collected.
  - v. 20-1002379, Special Tax Consultant and Assessment Engineer for the HERO Program, Amount Budgeted \$110,000.
  - vi. 23-1002995, SBCOG Outreach, Amount Budgeted \$100,000.
- b. New Contracts
  - i. RFP, Housing Trust Program, Notice of Funding Availability (NOFA), Amount Budgeted \$1,000,000, Total Estimated Contract Amount, \$1,000,000.
  - ii. RFP, Sub-Regional Partnership Program (SRP), Amount Budgeted \$1,800,000, Total Estimated Contract Amount, \$2,367,317.
  - iii. RFP, Housing Infill on Public and Private Lands (HIPP), Amount Budgeted \$500,000, Total Estimated Contract Amount, \$720,000.

### Council of Governments Fund Detail

- i. Inland Regional Energy Network - \$559,598.
- ii. San Bernardino County - \$85,342.
- iii. San Bernardino Regional Housing Trust - \$1,342,620.
- iv. Southern California Association of Governments - \$2,300,000.

### Manager

Steven Smith, Director of Planning

## Council of Governments

Task 0511 Council of Governments

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	-	56,404	422,636	685,485
Regular Part-Time Employees	-	32	14,910	3,774
Fringe Allocation-General	-	55,203	343,471	509,358
Professional Services	-	-	225,266	156,259
Consulting Services	-	-	502,213	3,911,637
Attendance Fees	-	-	36,600	36,600
Information Technology Services	-	-	3,217	17
Training/Registration	-	1,004	16,567	12,017
Postage	-	-	767	617
Travel Expense - Employee	-	1,581	9,267	11,517
Travel Expense - Non-Employee	-	-	1,000	1,000
Travel Expense-Mileage-Employee	-	1,058	3,217	4,017
Travel Expense-Mileage-Non-Employee	-	-	1,017	1,017
Public Information Activities	-	-	-	140,257
Printing - External	-	-	1,867	4,017
Printing - Internal	-	-	367	2,017
Office Expense	-	-	2,517	1,017
Meeting Expense	-	270	6,617	3,017
Project Controls (Planning-COG)	-	-	50,017	70,017
Grant Writing	-	-	50,000	50,000
Total Expenditures	-	115,551	1,691,533	5,603,657

## Funding Sources

State of California Department Parks & Recreation	230,000
General Assessment Dues	605,751
Property Assessed Clean Energy Fund	458,714
Greenhouse Gas Fund	21,632
Council of Governments Fund	4,287,560
Total Funding Sources	5,603,657

NOTE: New Task created in Fiscal Year 2022/2023 per board approval on March 1, 2023. It does not include prior year history.

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)



## Transit Program Budget

### Description

The Transit Program represents the continuing responsibilities of SBCTA to implement and plan for future transit capital projects, support rail service through the Southern California Regional Rail Authority (SCRRA) for the operation of Metrolink and Arrow service; provide technical assistance to local jurisdictions implementing transit oriented development; coordinate and assist local bus operators; oversee rideshare, vanpool, and multimodal activities; and manage 60 miles of agency owned railroad right of way. The program is funded by an array of funding sources, including Measure I, Transportation Development Act, Federal, State, and local funds. Many of SBCTA's Transit and Rail Program responsibilities are based on Federal and State regulations, requiring coordination with the Federal Railroad Administration (FRA), Federal Transit Administration (FTA), California State Transportation Agency (CalSTA), and the California Public Utilities Commission (CPUC).

### Goals and Objectives

The Transit team continues delivering, managing, and constructing major capital projects. In doing so, the staff assists in meeting SBCTA's commitment to deliver the projects as described in the Measure I Transportation Transactions and Use Tax approved in 1989 and renewed in 2004 by the San Bernardino County voters and other efforts prioritized by the SBCTA Board. The Transit Program includes the goal of reducing roadway congestion and improving air quality by providing high-quality Metrolink and Arrow rail services to the citizens of San Bernardino County, expanding bus rapid transit service with the West Valley Connector Bus Rapid Transit (BRT) Project, development of the first zero emission passenger rail vehicle in North America, continuing project development for the Tunnel to Ontario International Airport (ONT), and continued coordination with Brightline West for the introduction of privately funded high speed rail service between Las Vegas and Rancho Cucamonga. The Transit team also supports these goals by providing funding, planning support, and capital delivery support to the local transit operators in the county. Further, the Transit Department's responsibilities include the management of vanpool and rideshare activities with a focus on multimodal programs and the customer-based experience.

The Transit Program for this fiscal year includes the following:

1. Complete testing of Zero Emission Multi-Unit (ZEMU) in San Bernardino, and start operations.
2. Complete construction of ZEMU related infrastructure, which includes the maintenance facility retrofit and hydrogen fueling station improvements.
3. Continue the construction of West Valley Connector (WVC) Phase I – Mainline, and begin construction of bus facility upgrade to accommodate battery charging.
4. Continue to support SCRRA as needed with the right of way acquisition for the Rancho Cucamonga Siding Southern California Optimized Rail Expansion (SCORE) Project.
5. Complete the environmental clearance for the Tunnel to ONT, and release the Request for Proposals to the shortlisted Design Build entities.
6. Complete Coop Agreement with SCRRA to initiate the final design for the Metrolink Double Track Project (CP Lilac to Sycamore Ave).
7. Seek funding to close the shortfall to construct Gold Line Phase 2B to Montclair in San Bernardino County if the Los Angeles County Metropolitan Transportation Authority (LACMTA) commits to building to the county line.
8. Continue close coordination with Brightline West, including grant fund administration oversight of the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) 2023 Program Year award for the high desert stations.
9. Manage SBCTA railroad right of way in an efficient and comprehensive fashion.
10. Support the transit operators with the implementation of zero emission buses, and work with Fund Administration and Planning to identify funding and seek grants for the effort.
11. Provide technical assistance to the transit operators and their Consolidated Transportation Service Agencies within San Bernardino County.
12. Provide technical assistance to non-profits in San Bernardino County who received Federal and Measure I Funding.

### Transit Program Budget

13. Continue managing the Inland Empire (IE) Commuter rideshare program and implementation of commuter assistance programs, including but not limited to Park & Ride lot leases, commuter incentives, a Rail Ridership Recovery Program, and a Telework Assistance Program. Conduct an in-depth post-pandemic review of the IE Commuter rideshare program for future year adjustments and planning.
14. Work with regional rideshare agencies to maintain and enhance a regional rideshare and vanpool software and database.
15. Manage and implement adjustments to the SB Loop Vanpool Subsidy Program as needed as it relates to managing occupancy requirements and other operating guidelines. Continue National Transit Database (NTD) reporting and monitoring cost versus FTA 5307 revenue generation.
16. Work with county transit operators through the Multimodal Interconnectivity Working Group to implement countywide multimodal efforts, including free fare days to rebuild ridership and promote various specialized services.
17. In coordination with SCRRA, complete the Implementation Study to integrate the use of Multiple Units (MUs) on the San Bernardino Line from San Bernardino to Los Angeles.
18. Conduct a hydrology study along the SBCTA railroad right of way to identify locations that may pose a risk for potential flooding, which may consequently affect rail service and neighboring communities.

### Performance/Workload Indicators

	2021/2022 Actual	2022/2023 Actual	2023/2024 Revised Budget	2024/2025 Budget
Redlands Passenger Rail Project	Construction/ Pre-revenue Testing	Start of Revenue Service/Close out	Closeout/Final Delivery Reports	N/A
Development of Zero Emission Multiple Unit	Vehicle Design/ Assembly	Vehicle Assembly & Testing/AMF Upgrades Design	Vehicle Testing/AMF Upgrade Construction	Fueling Infrastructure & AMF Upgrade Construction
West Valley Connector	ROW Acquisition/ Final Design	ROW Acquisition/ Final Design	ROW Acquisition/ Construction	Construction
Gold Line Extension	On-hold/ Seek Funding	On-hold/ Seek Funding	On-hold/ Seek Funding	On-hold/ Seek Funding
Tunnel to ONT	Procurement/ Environmental	Procurement/ Environmental	Procurement/ Environmental	Procurement/ Environmental /Final Design
Metrolink Double Track – Control Point (CP) Lilac to Sycamore Ave	On-hold/ Seek Funding (SBCTA/ SCRRA)	On-hold/ Seek Funding (S SBCTA/ SCRRA)	On-hold/ Seek Funding (SBCTA/ SCRRA)	ROW Acquisition/ Final Design (SCRRA)



## Transit

### Task 0309 Transit Operator Support

#### Purpose

Facilitate and oversee the administration and programming of transit projects through funding provided by a variety of Federal and State revenue sources and Measure I to allow delivery of transit projects on schedule and to demonstrate compliance with applicable Federal, State, and local guidelines; fiscal constraint; and air quality conformity requirements. Federal and State revenue sources include Fixing America's Surface Transportation (FAST) Act and the Infrastructure Investment and Jobs Act (IIJA) programs administered by the Federal Transit Administration (FTA); State Proposition 1B Bond, Senate Bill 1 (SB1) programs, and Senate Bill 125 (SB125); Local Transportation Funds (LTF) and State Transit Assistance (STA) funds made available from State Transportation Development Act (TDA); and the Low Carbon Transit Operations Program (LCTOP). This provides for assistance and oversight of San Bernardino County transit operators, including review of their cost effectiveness and efficiency, Federal and State funding compliance, funding allocations, service modifications, and capital improvements. These operators include Omnitrans, Victor Valley Transit Authority (VVTa), Basin Transit, Mountain Transit, and City of Needles Transit Fund, as well as Omnitrans in its role as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley and VVTa for their role as CTSA for the High Desert.

#### Accomplishments

SBCTA staff has administered and programmed the funding available for transit projects based on the Board approved priorities and strategies as communicated through the 10-Year Delivery Plan and the various Short Range Transit Plans (SRTPs), program apportionments, and project-specific allocations. Through strategic fund management and timely delivery of existing committed funds, SBCTA has maximized and protected Federal and State funding revenues. In addition, SBCTA has supported transit operators with information on funding opportunities and transportation program guidelines, requirements, policies, and schedules. SBCTA serves as a liaison between transit operators and the California Department of Transportation (Caltrans), the California Transportation Commission (CTC), the California State Transportation Agency (CalSTA), and various other Federal and State agencies to assist local implementation of projects funded by Federal and State sources.

#### Work Elements

This is an ongoing project that includes professional development through participation in State, regional and national transit association conferences. Participation provides for the 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 Federal and State funding requirements, such as reviewing procedures related to Title VI of the Civil Rights Act of 1964 (for SBCTA and transit operators) and the Americans with Disabilities Act (ADA) and conducting the annual unmet transit needs public hearings. Additionally, SBCTA staff provides technical assistance to the transit operators for their SRTPs, grant applications review and submittal, and programming of projects in the Federal Transportation Improvement Program (FTIP) and Regional Transportation Plan (RTP).

The task also includes professional services to support the continued development, evaluation, and implementation of the transit operator reporting system. Specific items of the task include:

1. Continue work on implementing and maintaining the transit operator performance system.
2. Share new industry and regulatory information with operators.
3. Review and implement SBCTA procedures, and provide technical assistance to transit operators and non-profits to ensure compliance with FTA and other local/State requirements.

## Transit

### Task 0309 Transit Operator Support

4. Schedule annual Public Hearing as required by the TDA. This hearing will be conducted through the Public and Specialized Transportation Advisory and Coordination Council (PASTACC) and will gather public comment for all San Bernardino County operators.
5. Provide grant services for various competitive grant programs, and provide support to transit operators to submit applications and implement projects, if selected.
6. Determine the distribution of FTA formula and Federal Highway Administration (FHWA) Congestion Mitigation and Air Quality (CMAQ) funds committed to transit projects. Provide assistance to operators in the preparation of annual Section 5311 and Section 5307 Programs of Projects and grant applications, provide concurrence with the use of FTA formula funds, and review and prioritize Section 5310 grant applications.
7. Coordinate activities and provide assistance in responding to inquiries from Board members, member agencies, and transit operators through the PASTACC, and other interagency forums.

Budgeted values vary minimally between Fiscal Year 2023/2024 and Fiscal Year 2024/2025 due to calculated cost estimates for ongoing transit operator support.

### 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 beneficial to the operators and SBCTA. Additionally, an objective, efficient, and timely process to program and allocate Federal, State, and local funds in cooperation with the transit operators to maximize the use of revenue sources that support the delivery of transit projects that provide the greatest transportation benefit relative to their cost, and to ensure that all transit funds allocated to projects within San Bernardino County are used in a timely manner without risk of loss.

### Contract Information

- a. New Contracts
  - i. RFP, Transit and Specialized Transportation Planning Services, Amount Budgeted \$275,000, Total Estimated Contract Amount \$1,000,000.
  - ii. MOU, Riverside County Transportation Commission System Implementation, Amount Budgeted \$15,000, Total Estimated Contract Amount \$2,147,500.

### Manager

Victor Lopez, Director of Transit and Rail Projects

## Transit

Task 0309 Transit Operator Support

	2021/2022	2022/2023	2023/2024	2024/2025
	Actual	Actual	Revised Budget	Budget
<b>Expenditures</b>				
Regular Full-Time Employees	151,071	132,940	144,485	142,860
Fringe Allocation-General	149,278	130,111	113,420	105,574
Professional Services	143,615	142,982	210,000	290,000
Dues/Memberships	16,248	15,952	23,100	23,500
Postage	-	-	100	100
Travel Expense - Employee	-	-	4,000	4,000
Travel Expense-Mileage-Employee	35	-	1,000	1,000
Travel Expense-Other-Metrolink Tickets	-	-	250	300
Advertising	1,629	1,863	500	600
Printing - External	4,049	14	6,000	4,000
Contributions/Subsidies	33,221	4,395	-	-
Meeting Expense	-	-	500	500
Total Expenditures	499,146	428,257	503,355	572,434
<b>Funding Sources</b>				
Local Transportation Fund - Admin				155,523
Local Transportation Fund - Planning				416,911
Total Funding Sources				572,434

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Transit

### Task 0310 Transit Allocations/Pass-throughs

#### Purpose

To serve as a depository for State Transportation Development Act (TDA) funds, Measure I 2010-2040 Senior and Disabled Program Funds, Senate Bill 1 (SB1) State of Good Repair (SGR) Funds, Senate Bill 125 (SB125) Transit and Intercity Rail Capital Program (TIRCP) and Zero-Emission Transit Capital Program (ZETCP) Formula Funds, and other grant funds that are required to pass through SBCTA prior to disbursement to transit operators and other local agencies implementing transit-related or TDA pedestrian and bicycle projects within their jurisdiction.

#### Accomplishments

SBCTA is responsible for the disbursement of funding from the TDA, the Measure I 2010-2040 Senior and Disabled Program, SGR Funds, SB125 Funds, and other State transit grant programs. SBCTA staff disburses these funds based on the program apportionments and project-specific allocations. The Measure I Senior and Disabled Program Funds provided to the transit operators offer financial support to offset costs associated with paratransit service made available to those that meet the qualifications under the Americans with Disabilities Act (ADA). These funds are also used to provide subsidized fares to seniors. Additionally, other fund sources, such as SGR and SB125 Funds, are included in this task when State processes require those funds to flow through SBCTA to the implementing agency or when SBCTA provides additional contributions to locally-implemented transit projects.

Assembly Bill 102 and SB125 amended the State Budget Act of 2023 to appropriate funds from the General Fund to the TIRCP over the next two fiscal years, as well as the Greenhouse Gas Reduction Fund and Public Transportation Account over the next four fiscal years to establish the ZETCP. Funds from these two formula programs will be disbursed to the transit operators through Task 0310 as appropriate.

#### Work Elements

1. Disburse Local Transportation Funds (LTF) to transit operators and local agencies for public transportation and projects that are provided for use by pedestrians and bicycles in accordance with the TDA Statutes and the California Code of Regulations (CCR).
2. Disburse State Transit Assistance (STA) Funds to transit operators for capital projects and eligible operating costs in accordance with the TDA Statutes and the CCR.
3. Disburse Measure I Senior and Disabled Program Funds based on annual allocations approved by the Board. Allocation of Senior and Disabled Transit Funds occurs monthly as a direct pass-through to transit operators.
4. Disburse SGR Funds as they are received from the State to transit operators based on allocations approved by the Board.
5. Disburse SB125 Funds as they are received from the State, or in accordance with funding agreements, to transit operators based on allocations approved by the Board.
6. Disburse other program funds that must pass through the SBCTA budget for disbursement to the transit operators and local agencies implementing transit-related projects within their jurisdiction.

Budgetary changes are primarily due to a projected decrease in Measure I 2010-2040 and TDA revenue that decreases projected disbursements.

#### Product

Funds for transit operators and other local agencies implementing transit-related or TDA-funded projects within their jurisdiction.

**Transit**

**Task** 0310 Transit Allocations/Pass-throughs

**Contract Information**

- a. Existing Contracts
  - i. 16-1001458, Funding Operation of a Consolidated Transportation Services Agency (CTSA) to Provide for the Coordination of Transit Services for Seniors and Persons with Disabilities, Amount Budgeted \$4,116,600.
  - ii. SB1 SGR Pass-through Agreements with Transit Operators, Amount Budgeted \$4,445,213.

**Manager**

Andrea Zureick, Director of Fund Administration

## Transit

Task 0310 Transit Allocations/Pass-throughs

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Contributions/Subsidies	22,451,669	21,060,091	31,419,881	32,982,313
Pass-through Payments	40,695,715	115,843,840	161,440,000	140,513,660
Total Expenditures	<u>63,147,383</u>	<u>136,903,931</u>	<u>192,859,881</u>	<u>173,495,973</u>

**Funding Sources**

Local Transportation Fund - Pass-through	120,000,000
State Transit Assist Fund - Pass-through	20,513,660
State of Good Repair (SGR)	4,445,213
MSI Valley Fund-Senior and Disabled	26,466,300
MSI Victor Valley Fund-Senior and Disabled	1,500,700
MSI North Desert Fund-Senior and Disabled	259,900
MSI Colorado River Fund-Senior and Disabled	22,700
MSI Morongo Basin Fund-Senior and Disabled	153,100
MSI Mountain Fund-Senior and Disabled	<u>134,400</u>
Total Funding Sources	<u>173,495,973</u>

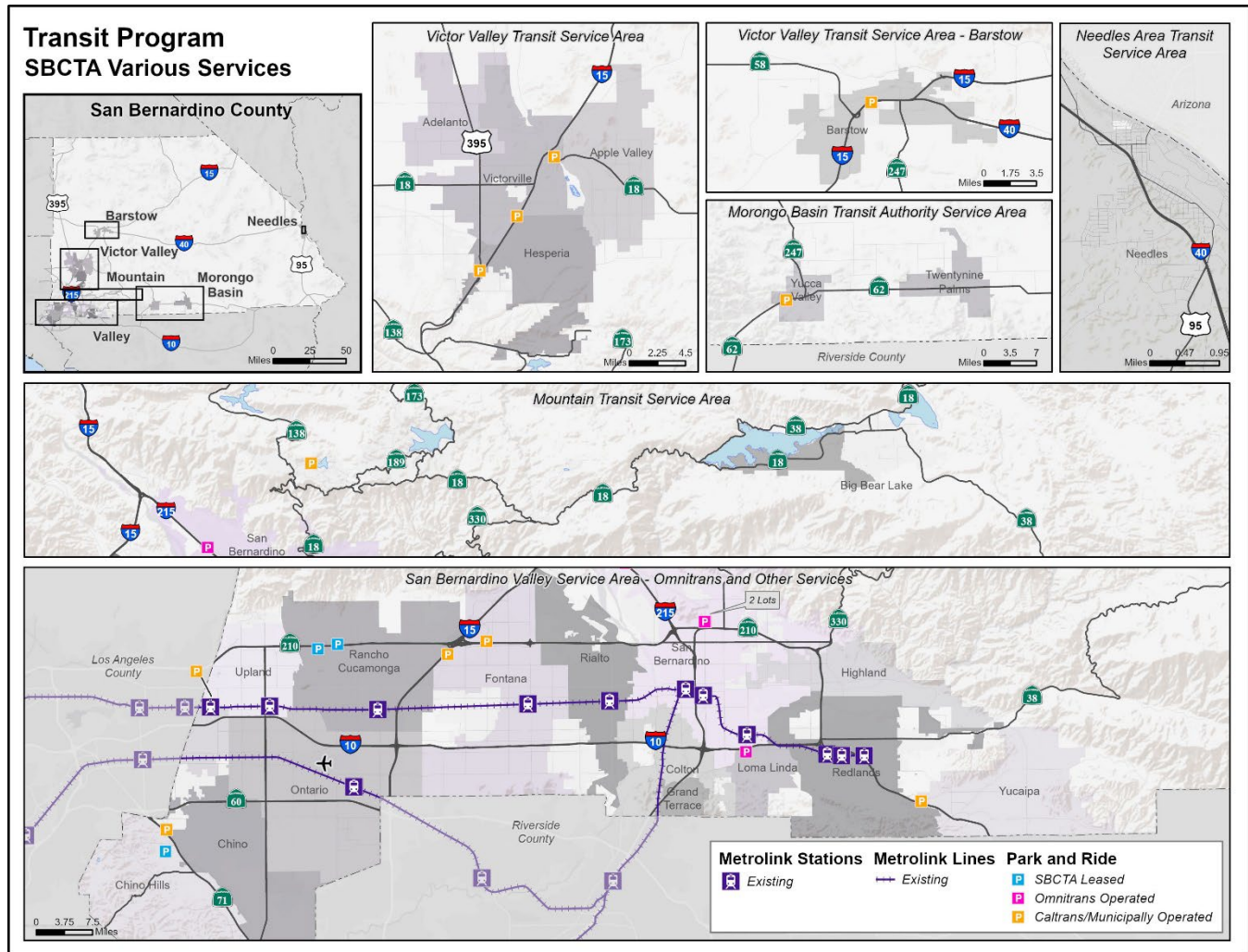


## Transit

### Task 0314 Transit Operations

#### Purpose

Provide people with mobility options and access to employment, community resources, medical care, and recreational opportunities across the San Bernardino Valley by offering reliable and safe transit service within and between San Bernardino, Los Angeles, Orange, and Riverside Counties. In addition, reduce air pollution, traffic congestion, vehicle miles traveled, and energy consumption.



#### Accomplishments

The Metrolink San Bernardino Line service, operated by the Southern California Regional Rail Authority (SCRRA), continues to slowly recover ridership and currently is the highest ridership line in the Metrolink system. Although Metrolink ridership is still below pre-pandemic levels, the service is vital to San Bernardino County commuters and has recovered approximately 57 percent system-wide as of November 2023.

SCRRA also implemented new fare products for Metrolink customers to provide greater flexibility and enhance the customer experience, including the Student Adventure Pass Program offering free fares for students with a valid Student ID, and rebranded the Reduced Fare Discount Program as Mobility-4-All for low-income individuals. SCRRA continues to offer 5-Day and 10-Day flex passes, which provides flexibility to those working modified work schedules, allowing for telecommuting and shifts in peak hours, along with traditional one-way,

## Transit

### Task 0314 Transit Operations

round-trip, 7-Day and \$10 weekend passes. These initiatives are part of Metrolink's Recovery Plan Framework, which was born from its Accessibility and Affordability Study approved by its Board in 2020.

SCRRA currently operates the Arrow Service and continues to focus on exploring cleaner locomotive technology and is coordinating a Multiple Unit (MU) Implementation Study with SBCTA and Los Angeles County Metropolitan Transportation Authority (LACMTA) to evaluate opportunities to utilize MUs between Redlands and Los Angeles. The study is estimated to be completed in 2024. This effort is inspired by ongoing efforts to address climate change concerns and recommendations made in Metrolink's Climate Vulnerability Assessment Study, which includes the analysis of climate related impacts through the end of this century and provides adaptation strategies to improve infrastructure resiliency and mitigate risks.

SBCTA's Rideshare, Park and Ride Lot, and Multimodal Interconnectivity programs reduce traffic congestion, increase mobility, and improve air quality in San Bernardino County by reducing single occupancy vehicle trips. SBCTA has continued the implementation of IE Commuter (IECommuter.org, 1-866-RIDESHARE), a bi-county rideshare program with Riverside County Transportation Commission (RCTC). IE Commuter provides employer services, including South Coast Air Quality Management District (SCAQMD) Rule 2202 Average Vehicle Ridership surveying and rideshare plan development support, employee ride-matching, marketing, commuter incentives, and commuter assistance. SBCTA is the lead contracting entity for rideshare software that the regional rideshare agencies such as LACMTA, Orange County Transportation Authority (OCTA), RCTC, and Ventura County Transportation Commission (VCTC) utilize. This regional contract approach helped facilitate the consolidation of rideshare databases to provide a more efficient and robust ride-matching system for commuters throughout the region. The transition also reduced the overall cost of the software and opened up opportunities for regional cost-shared enhancements. SBCTA also continues to participate in regional rideshare activities with these agencies, which includes a monthly *On the Go* rideshare newsletter for commuters and a bi-monthly newsletter for employers. During Fiscal Year 2022/2023, the IE Commuter program provided rideshare resources to 111 employers within the county, 33 employer worksites with SCAQMD Rule 2202 surveying, which resulted in 2.5 million vehicle trip reductions and 136 million pounds of greenhouse gas emissions reduced. Incentive programs and strategic marketing continue to be restructured as needed to garner old and new rideshare participants post-pandemic. This includes the \$5/Day rideshare gift card incentive, monthly rideshare spotlight, monthly telework spotlight, and rideshare week incentives. In response to the increase in teleworking, the IE Commuter program offers a Telework Employer Assistance program, resources, and incentive opportunities for teleworkers. These programs support SBCTA's Senate Bill 743 (SB743) efforts. In Fiscal Year 2023/2024, the Metrolink Rail Ridership Recovery Program, offering free rail passes to residents of the county, was soft launched to select employers to encourage new riders to try the train and to re-engage riders from pre-pandemic. The full launch is anticipated in Fiscal Year 2024/2025 after the software needed to implement the program has been fully developed.

This program is being implemented in conjunction with RCTC as well as a transit trainer program to assist new riders unfamiliar with how the transit system works. SBCTA continues to lease three Park and Ride lots, adding to the region's total network of 18 lots, which includes Park and Ride lots owned and maintained or leased by California Department of Transportation (Caltrans), cities, Omnitrans, San Bernardino County and SBCTA. Looking ahead, an in-depth program review and report of the IE Commuter program is planned to help understand how IE Commuter compares in program offerings and performance to other similar rideshare and Transportation Demand Management programs. The program review will also help strategize the program moving forward and appropriately scope the program for future procurements.

SBCTA continues to actively host ongoing Multimodal Interconnectivity Working Group meetings with the county's transit operators, which include SCRRA, Basin Transit, Mountain Transit, City of Needles Transit, Omnitrans, and Victor Valley Transit Authority. The working group's goal is to integrate SBCTA's transit, rail, rideshare, vanpool, and planning programs alongside the transit operators to collaborate on countywide transit efforts with a customer facing approach and, where feasible, pursue multimodal connections. In Fiscal Year 2023/2024, the working group continued county-wide marketing efforts to encourage and regain



## Transit

### Task 0314 Transit Operations

riders lost from the pandemic and launched a regional transit network campaign with an emphasis on where riders can go using transit with an initial emphasis on connections through the San Bernardino Transit Center. The effort was designed to be expanded and the Montclair Transcenter will be a key location to evaluate in FY 24/25. As part of the campaign, SBCTA's transit webpage was redesigned and paired with an opportunity drawing for riders to tell their transit story. This, among other marketing efforts, focuses on equity, regional connectivity, trip planning, and county-wide free fare days on both rail and bus. Awareness campaigns may relate to transit safety, including human trafficking, sexual harassment, and domestic violence awareness. Free fare days may occur on Transit Equity Day on February 4<sup>th</sup>, Earth Day on April 22<sup>nd</sup>, Car Free Day on September 21<sup>st</sup>, Clean Air Day on October 4<sup>th</sup>, or any day that is tied to a county-wide marketing campaign. In addition to these efforts, the working group continues to focus on initiatives and pilot projects related to first/last mile connections, special shuttle opportunities, travel training and transit ambassador programs, multi-agency integration of mobile fare apps, microtransit, and considerations for implementing fare capping policies county-wide in support of transit equity. Lastly, to further increase interconnectivity between the transit operators, SBCTA will be installing new bus stops on the north and south sides of Third Street in front of the San Bernardino Santa Fe Depot. The new stops will include the construction of bus bays to accommodate two buses on either side of the street and the installation of premium bus shelters, lighting, and real-time signage. This project will improve the ease for Omnitrans and VVTA customers to transfer between various forms of transit available at the Santa Fe Depot.

### Work Elements

1. Provide SBCTA's share of SCRRA's Metrolink and Arrow service annual operating subsidy.
2. MU Implementation Study.
3. Ridership Recovery; Tracking Actual versus Budget.
4. Rail Station Technical Advisory Committee (RSTAC).
5. IE Commuter rideshare program.
6. SBCTA Park and Ride lease program.
7. Bus Stop Improvements.
8. Multimodal Interconnectivity Working Group and Initiatives.
  - a. Free Fare Days.
  - b. Marketing/Promotion for special services and county-wide services.
  - c. New initiatives related to safety on public transit.
  - d. Transit Travel Training for San Bernardino County residents.
  - e. Short-term park and ride and shuttle projects.

Budgetary changes are due to changes to SBCTA's annual operation subsidy for both the Arrow Service and San Bernardino Line to accommodate for the implementation of the Zero-Emission Multiple Unit (ZEMU), security funding for the Arrow rail stations, and the continuing efforts to support ongoing transit ridership programs.

### Product

Process disbursement of operating and maintenance funds to SCRRA for the Metrolink and Arrow Service in a timely manner and monitor their ongoing operating needs. It should be noted that since SCRRA's budget process, which includes operating, new capital, and rehabilitation, parallels SBCTA's budget process, the SCRRA subsidies identified initially in the SBCTA budget are an estimate. The SCRRA budget and corresponding SBCTA subsidies are presented by a separate action to the SBCTA Board for approval in June. Typically this action includes a budget amendment. Continue the success of the RSTAC, which provides a venue for local jurisdictions, operators, law enforcement, and SBCTA to share information and develop best management practices related to the security of the rail system in the San Bernardino Valley. Reduce traffic congestion, increase mobility, and improve air quality in San Bernardino County by reducing single occupancy vehicle trips. Improve regional connectivity, customer experience, and transit awareness through county-wide multimodal coordination.

## Transit

### Task 0314 Transit Operations

#### Contract Information

- a. Existing Contracts
  - i. 17-1001666, San Bernardino Transit Center Station Security and Operations & Maintenance Agreement, Amount Budgeted \$100,000.
  - ii. 19-1002203, Rideshare Program Software, Amount Budgeted \$766,329.
  - iii. 20-1002253, Tippecanoe Station Security and Operations & Maintenance Agreement, Amount Budgeted \$250,000.
  - iv. 20-1002255, University of Redlands Station Security and Operations & Maintenance Agreement, Amount Budgeted \$341,000.
  - v. 20-1002310, Vehicle Spare Parts and Operations, Amount Budgeted \$350,000.
  - vi. 21-1002655, Downtown Redlands Station Security and Operations & Maintenance Agreement, Amount Budgeted \$100,000.
  - vii. 22-1002742, Park and Ride Lot Lease, Amount Budgeted \$3,600.
  - viii. 22-1002743, Park and Ride Lot Lease, Amount Budgeted \$8,532.
  - ix. 22-1002676, Park and Ride Lot Lease, Amount Budgeted \$10,800.
- b. New Contracts
  - i. RFP, Transit and Specialized Transit Planning, Amount Budgeted \$250,000, Total Estimated Contract Amount \$1,000,000.
  - ii. Park and Ride Lot Leases, Amount Budgeted \$57,999, Total Estimated Contract(s) Amount \$57,999.
  - iii. MOU, Rideshare and Vanpool Program Implementation, Amount Budgeted \$1,750,000, Total Estimated Contract Amount \$2,147,500.
  - iv. RFP/IFB, Bus Stop Improvement – San Bernardino Santa Fe Depot, Amount Budgeted \$800,000, Total Estimated Contract Amount \$800,000.
  - v. RFP, Bus Stop Consultation and Professional Services – San Bernardino Santa Fe Depot, Amount Budgeted \$200,000, Total Estimated Contract Amount \$200,000.

#### Local Funding Source Detail

- i. Riverside County Transportation Commission - \$146,012.
- ii. Los Angeles County Metropolitan Transportation Authority - \$271,713.
- iii. Orange County Transportation Authority - \$133,899.
- iv. Ventura County Transportation Commission - \$40,485.

#### Manager

Victor Lopez, Director of Transit and Rail Programs

## Transit

Task 0314 Transit Operations

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	36,004	48,400	67,471	98,249
Fringe Allocation-General	35,577	47,370	52,965	72,606
Professional Services	1,556,911	2,647,926	7,863,720	5,271,061
Consulting Services	(43,529)	84	150,000	188
Utilities	-	209	-	-
Maintenance-Motor Vehicles	-	2,332,473	104,000	350,000
Utilities Capital	-	3,393	5,000	-
Dues/Memberships	18,701	52,409	70,000	51,820
Training/Registration	333	288	2,100	2,600
Postage	440	44	1,150	1,100
Travel Expense - Employee	-	229	3,750	4,475
Travel Expense-Mileage-Employee	63	537	1,000	1,125
Travel Expense-Other-Metrolink Tickets	-	-	750	687
Advertising	-	800	-	-
Printing - External	345	178	26,100	26,000
Printing - Internal	-	-	200	100
Contributions/Subsidies	5,870,478	24,950,434	38,211,808	50,536,099
Office Expense	-	194	200	200
Meeting Expense	-	-	450	475
Total Expenditures	<u>7,475,322</u>	<u>30,084,969</u>	<u>46,560,664</u>	<u>56,416,785</u>

## Funding Sources

Local Transportation Fund - Admin	25,910
Local Transportation Fund - Planning	78,857
Local Transportation Fund - Rail	34,442,306
State Transit Assistance Fund - Rail	577,500
Congestion Mitigation and Air Quality	2,363,732
Low Carbon Transit Operations Program	397,500
MSI Valley Fund-Metrolink/Rail Service	17,037,293
MSI Valley Fund-Traffic Mgmt Sys	664,939
MSI Victor Valley Fund-Traffic Mgmt Sys	236,639
Local Projects Fund	<u>592,109</u>
Total Funding Sources	<u>56,416,785</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Transit

### Task 0315 Transit Capital

#### Purpose

Implement and provide funding for capital improvements and projects that develop and maintain high quality transit options, increase mobility, provide for safe operations, and expand service.

#### Accomplishments

The availability of funding for transit and rail capital projects has translated into significant transit enhancements for our region, allowing for build out of a more comprehensive transit network.

Close out of the various project activities for the Redlands Passenger Rail Project (RPRP) was completed. Substantial progress was made on the right of way acquisitions for the West Valley Connector (WVC) Bus Rapid Transit Project, and the mainline construction contract was awarded in September 2023, with physical construction beginning in early 2024. The Zero-Emission Multiple Unit (ZEMU) arrived in the United States in August 2023 and was showcased at the American Public Transportation Association Expo in Orlando, Florida, in October 2023. Vehicle testing continued at the Transportation Technology Center in Pueblo, Colorado, and testing on the Arrow corridor is scheduled to be completed in summer 2024. The hydrogen fuel station and the Arrow Maintenance Facility (AMF) retrofit is ongoing and is scheduled to be completed summer 2025. Work on the environmental clearance for the Tunnel to Ontario International Airport (ONT) project continued. Additionally, SBCTA released two Requests for Qualifications (RFQs) for the Design Build and Operating System Provider to ultimately build and operate the tunnel.

On an annual basis, as a member agency of the Southern California Regional Rail Authority (SCRRA), SBCTA provides funding for capital related expenditures, including rehabilitation and new capital. In recent years, SBCTA's capital subsidy has funded positive train control and other safety efforts, cleaner locomotives, studies on alternative fuel technology, rolling stock, ticket vending machine replacements, and track and signal infrastructure improvements. It should be noted that since SCRRA's budget process parallels SBCTA's, the SCRRA capital subsidy identified initially in the SBCTA budget is an estimate. The SCRRA budget and corresponding SBCTA subsidies are presented by separate action to the SBCTA Board for approval in June. Typically, this action includes a budget amendment. Costs associated with the annual capital and rehabilitation to SCRRA are captured under this Task. This is not a specific capital project, but an ongoing subsidy. Federal funds allocated to SCRRA as part of their capital subsidy are administered by SCRRA and do not flow through the SBCTA budget.

The majority of funding for capital projects is comprised of formula funds consisting of Valley Measure I Metrolink/Rail Program funds, Valley Measure I Express Bus & Bus Rapid Transit Program funds, Federal Transit Administration (FTA) funds, and Transportation Development Act (TDA) funds. In addition, SBCTA aggressively pursues grant funding to augment the available formula funds.

Budgetary change are due to the completion of the Redlands Passenger Rail Project, ongoing construction and right of way acquisitions for the West Valley Connector Project, the construction of the Hydrogen Fueling Infrastructure and Retrofit of Arrow Maintenance Facility for the ZEMU Project, environmental clearance activities for the Tunnel to ONT Project, the facilitation of funding for the Brightline – High Desert Stations Project, and the initiation of the Lilac to Sycamore Double Track cooperative project agreement.

#### Contract Information – Transit Program

Contracts for the specific sub-tasks are included in the sub-task narratives. Contracts and/or staff time that are utilized on all sub-tasks within the Program are identified here. Currently, there are no contracts assigned at the task level.

#### Local Funding Source Detail

The local funding source detail is specific to the individual sub-tasks and is included in the sub-tasks narratives.

#### Manager

Victor Lopez, Director of Transit and Rail Programs

## Transit

## Task 0315 Transit Capital

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	198,995	200,094	236,366	199,759
Fringe Allocation-General	196,634	195,836	186,085	147,622
Professional Services	16,609,868	26,231,689	39,277,864	45,770,240
Consulting Services	2,373,571	3,200,913	1,651,450	2,694,112
Program Management Fees	5,297,999	3,588,353	2,046,133	2,300,007
Legal Fees	2,403,072	4,327,707	3,369,462	5,272,953
Utilities	65,944	25,174	-	-
Maintenance-Motor Vehicles	-	33,746	-	-
Rail Maintenance of Way	-	52,585	-	-
Construction Capital	18,284,685	7,912,277	64,036,166	93,265,242
Utilities Capital	2,146,116	(108,888)	4,096,030	2,183,500
Right of Way Capital	1,804,189	22,464,584	33,687,594	16,481,711
Dues/Memberships	-	-	3,000	3,000
Postage	29	179	7,156	-
Travel Expense - Employee	-	3,411	1,500	15,000
Travel Expense-Other-Metrolink Tickets	-	-	50	-
Advertising	953	483	10,000	-
Public Information Activities	116,824	75,392	435,392	210,000
Contributions/Subsidies	89,200	163,740	6,000,000	3,000,000
Meeting Expense	394	173	-	-
Motor Vehicles	12,793,967	12,403,582	19,566,980	4,450,000
Buildings and Structures	-	-	-	8,348,067
Total Expenditures	62,382,440	80,771,031	174,611,228	184,341,213

## Funding Sources

Local Transportation Fund - Planning	52,563
Local Transportation Fund - Rail	33,637
State Transit Assistance Fund - Rail	28,468,481
State of Good Repair – SBCTA	2,505,811
Federal Transit Administration 5307	659,692
Federal Transit Administration 5307-CMAQ	5,654,035
Federal Transit Administration 5309	38,246,712
Federal Railway Administration	5,806,539
Transit and Intercity Rail Capital Progr	32,057,024
Affordable Housing & Sustainable Communities Program	4,899,283
Solutions for Congested Corridors Program-SB1	37,343,567
Transit and Intercity Rail Capital Program-SB125	3,502,716
SCAQMD/Mobile Source Review Committee	831,000
MSI Valley Fund-Metrolink/Rail Service	108,367
MSI Valley Fund-Express Bus/Rapid Trans	16,715,849
Local Projects Fund	7,455,937
Total Funding Sources	184,341,213





1

**Project****Brightline-High Desert Stations Project (0339)****Description**

The Brightline West High-Speed Intercity Passenger Rail System – High Desert Stations Project is for the design and construction of the Hesperia Station and Victor Valley Station along the Brightline West privately owned and operated high speed rail corridor extending from Las Vegas, Nevada, to Rancho Cucamonga, California. The project lead is Brightline West and it includes the design and construction of the two stations in the high desert region of San Bernardino County as well as grant administration and oversight responsibilities for a \$25,000,000 award under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) 2023 Grant Program. Current Phase: Final Design.

<b>Total Estimated Cost*</b>	<b>Costs to Date</b>	<b>Proposed Budget</b>	<b>Future Costs</b>
<b>\$25,000,000</b>	<b>\$0</b>	<b>\$ 5,804,750</b>	<b>\$19,195,250</b>

\*Total estimated cost for SBCTA's support only. Total estimated project cost is \$66,082,500.

**Contract Information**

## a. New Contracts

- i. MOU, Subrecipient Agreement with Brightline, Amount Budgeted \$5,804,750, Total Estimated Contract \$25,000,000.

**Local Funding Source Detail**

- i. Brightline West - \$1,789

## Project Delivery Program Budget

### Description

The Project Delivery Program is responsible for the development and construction of major freeway, interchange, and grade separation projects. The program is funded by an array of funding sources including Measure I, Federal, State, and local funds. The Fiscal Year 2024/2025 budget of \$425.4 million is for the preparation, management, and construction of major projects.

### Goals and Objectives

The Project Delivery team will continue the delivery, management, and construction of major freeway, interchange, and grade separation projects. In doing so, the staff will assist in meeting SBCTA's commitment to deliver the transportation projects as described in the Measure I Transportation Transactions and Use Tax Ordinance approved in 1989 and renewed in 2004 by the San Bernardino County voters. The Project Delivery Program for this fiscal year includes 10 Freeway/Highway Projects, 12 Interchange Projects, one Railroad Grade Separation Project, and five Miscellaneous Projects which include North First Avenue Bridge over BNSF and Mount Vernon Avenue Viaduct. In addition, to enhance project delivery and maximize the utilization of funds, staff will continue to maintain and improve the Project Control System.

### Performance/Workload Indicators

	2021/2022 Actual	2022/2023 Actual	2023/2024 Revised Budget	2024/2025 Budget
Project Approval/Environmental Document	2	1	1	1
Start Construction	3	2	3	5
Open to Traffic	2	5	1	7
Project Control System	YES	YES	YES	YES



## Project 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, carpool lanes, express lanes and ancillary improvements.

#### Accomplishments

Transportation revenues coupled with grant awards continue to translate into significant enhancements to our local freeways. The landscape construction for the first three phases of Interstate 215 (I-215) widening through the City of San Bernardino is complete and these phases are in the Establish Existing Planting (EEP) phase. The next two landscape segments along the I-215 corridor (Bi-County and Segment 5) will be released for construction in late 2024. The State Route 210 (SR210) Lane Addition project in the cities of Highland, San Bernardino and Redlands started construction in early 2020 was completed in summer of 2023 and is currently in the EEP phase. The environmental document for the Interstate 10 (I-10) Corridor was approved in mid-2017 and procurement for a design-build roadway contractor and an Express Lanes system provider resulted in award of two contracts in mid-2018 and financial close on the Transportation Infrastructure Finance and Innovation Act (TIFIA) loan for the project concluded in spring 2019. Design, right of way, and construction is ongoing, with completion anticipated in 2024. In addition, a work package for the next phases of the I-10 Corridor has been identified. Board approval has been given to proceed into design and further study for I-10 Contract 2 portion east of Interstate 15 (I-15). To expedite Project delivery, the I-10 Contract 2 Project will be delivered as one design contract, divided into two construction segments: Segment 2A – I-15 to Sierra Avenue and Segment 2B – Sierra Avenue to Pepper Avenue. The preliminary engineering/environmental phase has been completed for the I-15 Corridor Express Lanes improvements from State Route 60 (SR60) to SR210 with the environmental document approved in late 2018. Final design on the Contract 1 portion from Cantu Galleano Ranch Road to north of Foothill Boulevard was completed in October 2023 with construction anticipated to begin in the summer of 2024. A construction contract was awarded on the I-10 Eastbound Truck Climbing Lane Project in December 2023, with an anticipated start of construction in 2024. The design and right of way activities for US 395 Phase 2 from I-15 to Palmdale Road began in late 2023 and is anticipated to be completed by early 2025.

#### Work Elements

Budget for Fiscal Year 2024/2025 incorporates the continuation of design and construction of the I-10 Corridor Contract 1 Project. The I-10 Corridor represents one of the largest projects in SBCTA history and is evident in the significant budget allocated to the Freeway Projects task. In addition, budget for the design and construction of the other projects referenced above are also included.

Budgetary changes due primarily to projects in design and continuing to move through construction.

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

- a. Existing Contracts
  - i. 20-1002377, Environmental Services, Amount Budgeted \$256,500.\*
  - ii. 21-1002555, Legal Services, Amount Budgeted \$593,000.\*
  - iii. 18-1001907, Right of Way Services, Amount Budgeted \$37,327.\*
  - iv. 20-1002357, Program Management Services, Amount Budgeted \$2,964,818.\*
  - v. 19-1002000, Public Outreach Services, Amount Budgeted \$605,305.\*
  - vi. 19-1002001, Public Outreach Services, Amount Budgeted \$2,989.\*

## Project Delivery

### Task 0820 Freeway Projects

- vii. 20-1002339, Disadvantaged Business Enterprise Services, Amount Budgeted \$12,000. \*
- viii. 21-1002472, Consulting Services, Amount Budgeted \$500.\*
- ix. 22-1002663, Public Information Services, Amount Budgeted \$125,000.\*
- x. 22-1002768, Disadvantaged Business Enterprise Services, Amount Budgeted \$2,000. \*

\* Contracts that are utilized on multiple sub-tasks within the Program.

### Local Funding Source Detail

The local funding source detail is specific to the individual sub-tasks and is included in the sub-tasks narratives.

### Manager

Kristi Harris, Director of Project Delivery

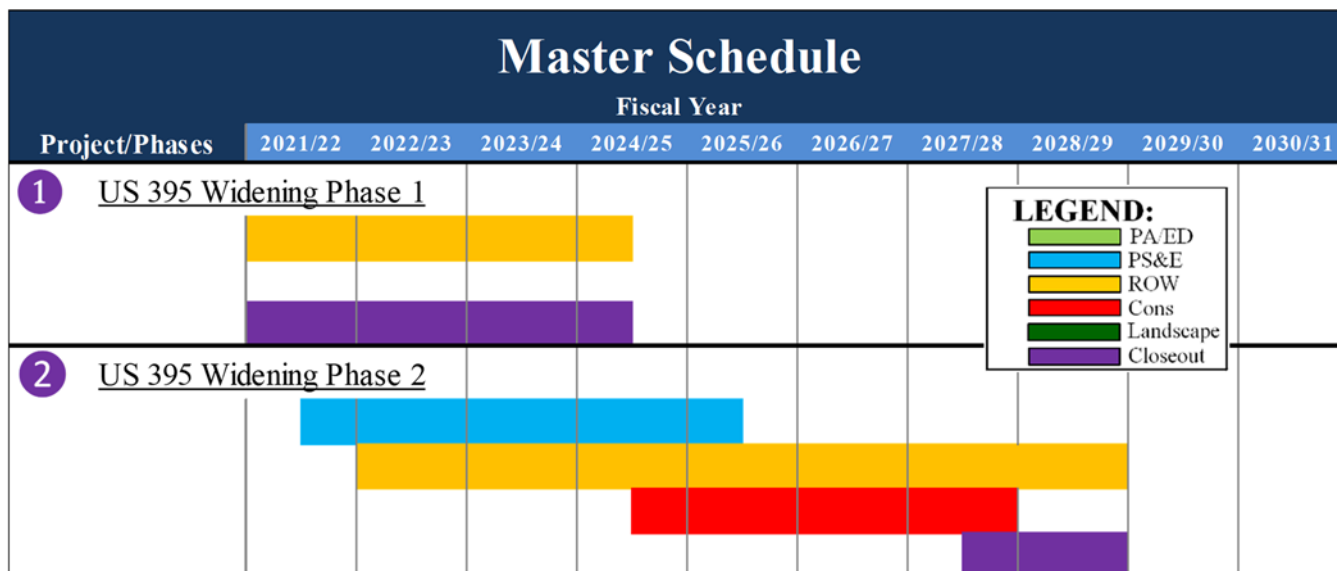
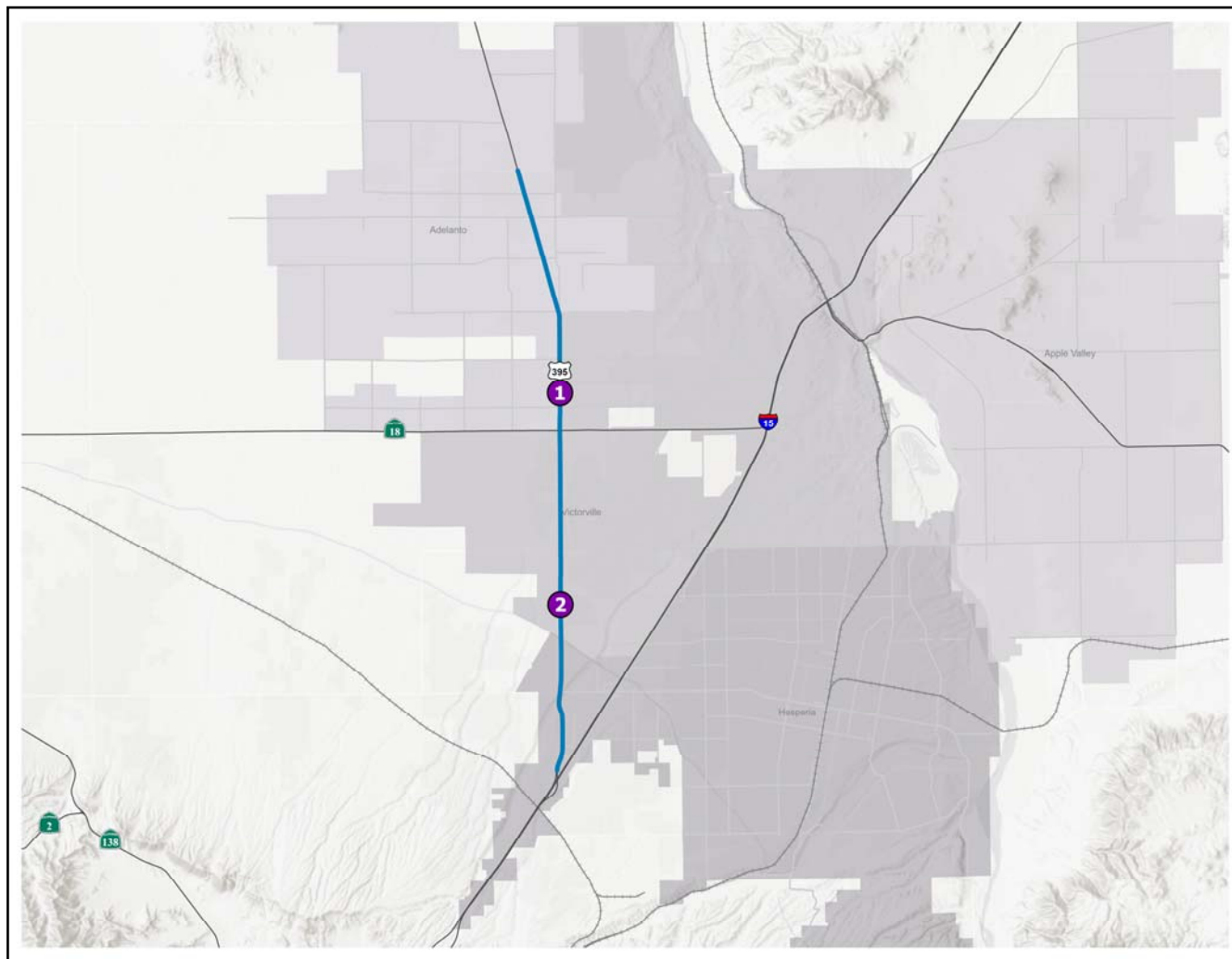
## Project Delivery

Task 0820 Freeway Projects

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	332,034	386,629	255,266	9,339
Fringe Allocation-General	328,094	378,400	204,552	6,902
Professional Services	3,424,072	14,637,683	24,670,467	25,767,142
Consulting Services	20,099,305	20,048,282	33,786,600	19,596,071
Program Management Fees	1,850,619	1,971,229	2,770,620	2,687,513
Auditing and Accounting	-	54,405	-	-
Legal Fees	689,426	1,166,372	1,200,800	2,427,057
Utilities	(17,455)	-	-	-
Construction Capital	221,490,365	200,806,109	253,897,625	169,055,491
Construction Support	-	617,895	12,357,403	10,573,723
Utilities Capital	1,342,116	3,347,450	13,723,000	5,948,280
Right of Way Capital	874,289	336,600	10,022,328	8,433,322
Property Insurance	-	5,365	20,000	1,764
Dues/Memberships	(150)	-	900,000	-
Postage	92	133	14,000	6,000
Travel Expense - Employee	-	3,415	4,000	-
Travel Expense-Mileage-Employee	-	401	500	-
Advertising	553	484	7,000	2,000
Public Information Activities	624,157	650,681	1,512,668	733,295
Meeting Expense	227	475	1,000	10,000
Debt Fees	14,500	16,000	22,000	20,000
Total Expenditures	<u>251,052,245</u>	<u>244,428,009</u>	<u>355,369,829</u>	<u>245,277,899</u>
Funding Sources				
Surface Transportation Program				50,324,587
Congestion Mitigation and Air Quality				18,773,532
Project National and Regional Significance				600,000
Highway Infrastructure Program				8,089,057
Regional Improvement Program				22,249,548
State Highway Operations & Protection Program				7,166,000
Local Partnership Program-Formula-SB1				3,000,000
Trade Corridor Enhancement Program				39,341,300
MSI Valley Fund-Freeway Projects				84,157,183
MSI Valley Fund-Fwy Interchange				6,051,115
MSI Valley Fund-Arterials				1,330,000
MSI Victor Valley Fund-Major Local Hwy				176,241
MSI 1990-Valley Fund-Major Projects				1,094,400
MSI 1990-Valley Fund-TMEE				906,000
Local Projects Fund				<u>2,018,936</u>
Total Funding Sources				<u>245,277,899</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

# Project Delivery Program Freeway Projects Victor Valley Subarea



Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

1

Project

US 395 Widening Phase 1 (0891)

Description

Widen the US 395 to four lanes and improve intersections from State Route 18 (SR18) to Chamberlaine Way in the City of Adelanto to accommodate existing and future traffic. Current Phase: Close out.

Total Estimated Cost	Costs to Date*	Proposed Budget	Future Costs
\$38,284,000	\$33,474,000	\$10,000	\$0

\*Additional \$4.8 million is not going through SBCTA’s books and not included in Costs to Date.

2

**Project****US 395 Widening Phase 2 (0844)****Description**

Widen the US 395 to four lanes and improve intersections from 0.4 miles north of Interstate 15 Junction to State Route 18 (SR18/Palmdale Road) in the cities of Hesperia and Victorville to accommodate existing and future traffic. Current Phase: Design and Right of Way.

<b>Total Estimated Cost</b>	<b>Costs to Date</b>	<b>Proposed Budget</b>	<b>Future Costs</b>
<b>\$69,387,146</b>	<b>\$7,135,295</b>	<b>\$3,524,057</b>	<b>\$58,727,794</b>

**Contract Information**

- a. Existing Contracts:
  - i. 22-1002775, Design Services, Amount Budgeted \$1,875,000.
  - ii. 23-1002844, Right of Way Services, Amount Budgeted \$1,185,000.
- b. New Contracts:
  - i. RFP, Construction Management Services, Amount Budgeted \$100,000, Total Estimated Contract Amount \$5,000,000.

## Project Delivery

### Task 0830 Interchange Projects

#### Purpose

The Interchange Projects Program develops and constructs freeway interchange improvements that mitigate existing traffic congestion, accommodate future traffic, and enhance safety. The improvements range from ramp widening to complete interchange replacement.

#### Accomplishments

Construction is complete on the State Route 210 (SR210) Pepper Avenue interchange and the project completed the Establish Existing Planting (EEP) phase in December 2023. Interstate 10 (I-10) Cherry, I-10 Citrus and I-10 Pepper have been completed and are in project close-out. Construction is complete on the I-10 University Street project and the State Route 60 (SR60) Archibald Avenue project. The State Route 210 (SR210) at Base Line interchange project and SR60 at Central Avenue interchange project have completed construction and are currently in the EEP phase. Construction is complete on the I-10 Alabama Street interchange project and will enter the EEP phase in the summer of 2024. Construction is anticipated to be completed in the spring of 2025 on I-10 Cedar Avenue. Design and right of way work continues on the Interstate 215 (I-215) University Parkway and the I-10 Mount Vernon Avenue interchange projects. Project development coordination with the City of Yucaipa continues on I-10 Wildwood Canyon Road. The I-10 Monte Vista Avenue, I-10 Euclid Avenue and I-10 Vineyard Avenue interchanges are being designed and constructed as part of the I-10 Corridor Contract 1 Project. A phased interchange project at SR210 and Waterman Avenue is in the final design phase and anticipated to start construction in the summer of 2024.

Budgetary changes are mainly due to various projects moving into construction phase.

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

- a. Existing Contracts
  - i. 20-1002377, Preliminary Design and Environmental Services, Amount Budgeted \$117,000.\*
  - ii. 20-1002357, Program Management Services, Amount Budgeted \$342,000.\*
  - iii. 19-1002001, Public Outreach Services, Amount Budgeted \$15,000.\*
  - iv. 19-1002000, Public Outreach Services, Amount Budgeted \$110,000.\*
  - v. 18-1001907, Right of Way Services, Amount Budgeted \$9,000.\*
  - vi. 18-1001909, Right of Way Services, Amount Budgeted \$20,000.\*
  - vii. 18-1001823, Right of Way Services, Amount Budgeted \$10,000.\*
  - viii. 21-1002555, Legal Services, Amount Budgeted \$187,000.\*
  - ix. 22-1002663, Public Information Services, Amount Budgeted \$95,000.\*
  - x. 22-1002768, Disadvantaged Business Enterprise Services, Amount Budgeted \$2,000.\*

\* Contracts that are utilized on multiple sub-tasks within the Program.

#### Local Funding Source Detail

The local funding source detail is specific to the individual sub-tasks and is included in the sub-tasks narratives.

#### Manager

Kristi Harris, Director of Project Delivery

## Project Delivery

Task 0830 Interchange Projects

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Professional Services	1,114,442	1,841,503	693,500	209,001
Consulting Services	3,363,299	4,280,495	6,114,301	17,153,749
Program Management Fees	679,388	415,938	410,000	342,000
Auditing and Accounting	-	-	5,000	-
Legal Fees	431,941	504,887	364,110	237,001
Construction Capital	27,968,150	29,614,050	61,755,857	78,085,119
Construction Support	-	27,395	3,667,335	4,570,087
Utilities Capital	315,957	29,505	520,000	1,169,400
Right of Way Capital	1,430,819	552,578	8,449,288	2,365,600
Right of Way Acquisition	-	433,000	-	-
Postage	82	144	21,100	11,000
Advertising	112	674	4,900	10,000
Public Information Activities	61,680	135,901	152,712	220,000
Printing - External	330	845	-	-
Contributions/Subsidies	223,452	405,024	305,285	300,000
Meeting Expense	-	99	-	-
Total Expenditures	<u>35,589,652</u>	<u>38,242,039</u>	<u>82,463,388</u>	<u>104,672,957</u>

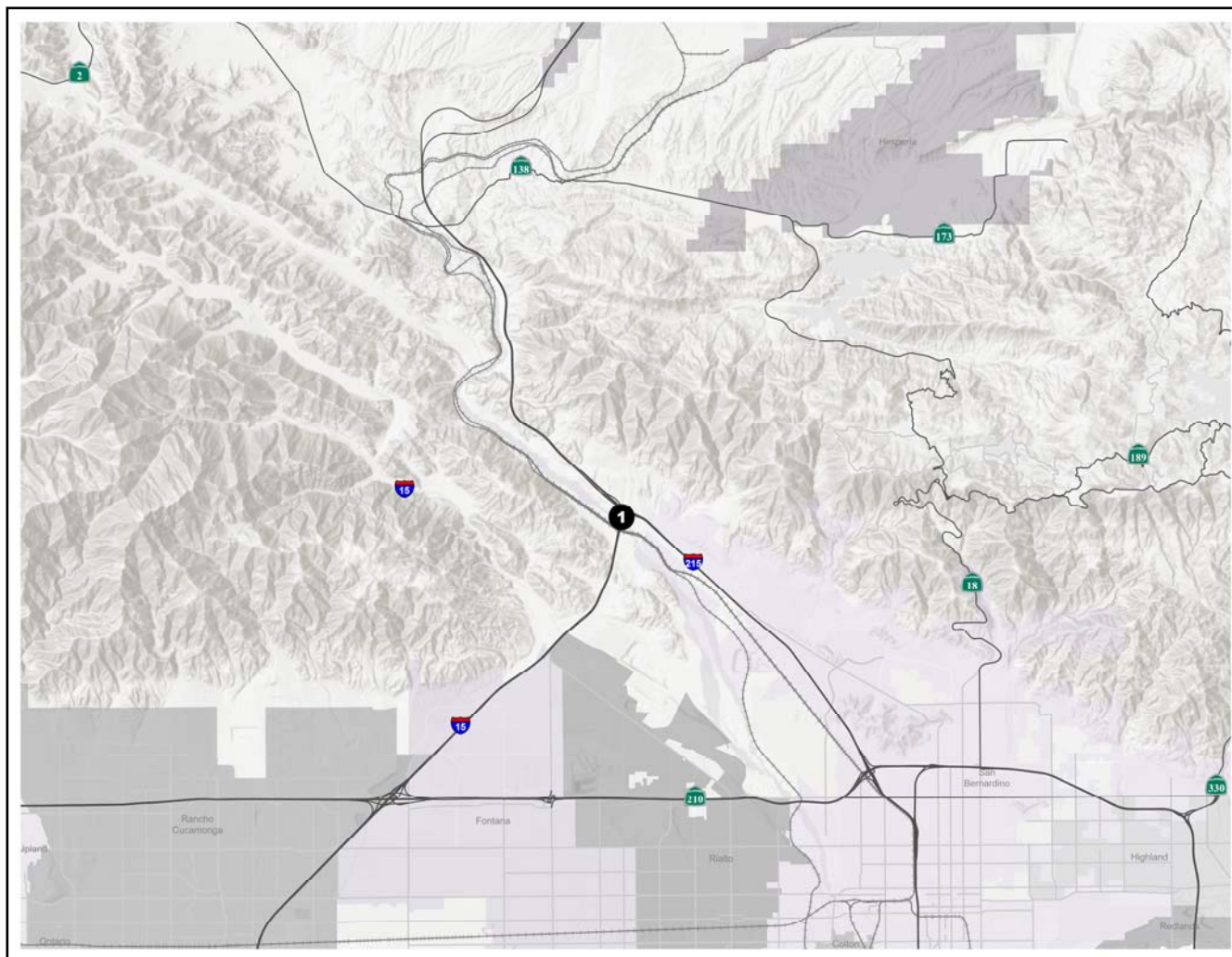
## Funding Sources

Surface Transportation Program	3,832,676
Highway Infrastructure Program	2,323,273
Trade Corridor Improvement Fund	12,998
MSI Valley Fund-Fwy Interchange	79,571,883
MSI Cajon Pass Fund	10,000
MSI 1990-Valley Fund-Major Projects	3,000
Local Projects Fund	18,919,127
Total Funding Sources	<u>104,672,957</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)



# Project Delivery Program Interchange Projects Cajon Pass

[illegible]

1

**Project****Interstate 15/Interstate 215 (Devore) Interchange (0880)****Description**

To accommodate existing and future traffic, this project provided four lanes in each direction on Interstate 15 (I-15) through the interchange, added truck by-pass lanes, reconfigured the interchange so that I-15 southbound becomes the primary route, reconnected Cajon Boulevard, and provided other ancillary improvements. Current Phase: Project Close-out including project cost reconciliation and on-going Environmental Mitigation Monitoring and final property disposition.

<b>Total Estimated Cost</b>	<b>Costs to Date*</b>	<b>Proposed Budget</b>	<b>Future Costs</b>
<b>\$325,005,000</b>	<b>\$68,595,000</b>	<b>\$10,000</b>	<b>\$0</b>

\*Additional \$256.4 million is not going through SBCTA books and not included in Cost to Date.

## Project Delivery

### Task 0860 Arterial Projects

#### Purpose

Enhance circulation, safety, and flow of traffic on the San Bernardino Valley arterial streets and Metrolink Stations by completing improvements to the facilities.

#### Accomplishments

Construction of all four tiers of the Valley Signal Coordination Program has been completed and re-timing of many of the corridors has been completed. While the operation and maintenance of the systems have been turned over to the local agencies, SBCTA continues to provide on-call specialized traffic signal coordination services through a consultant contract to assist the local agencies in operating and maintaining the systems. Construction was completed for Phase 1 of the Active Transportation Program (ATP) Metrolink Improvements Project in early 2019. Funding for Phase 2 of the project has been programmed and final design and environmental reevaluation are complete with construction underway. An environmental reevaluation of the Mount Vernon Viaduct Project and preliminary design work was completed in fall 2018 and another reevaluation was completed in mid-2020. SBCTA awarded a design-build contract and work is already underway. Disassembly of the existing bridge and final design of the new bridge is complete. Construction of the new bridge started in early 2024. The North First Avenue Bridge Project in the City of Barstow started construction in early 2023 with SBCTA leading this project based on a cooperative agreement with the City and is anticipated to be completed in late 2024.

Budgetary changes are mainly due to projects moving into construction phase.

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

- a. Existing Contracts
  - i. 20-1002357, Program Management Services, Amount Budgeted \$546,500.\*
  - ii. 21-1002555, Legal Services, Amount Budgeted \$100,000.\*
  - iii. 19-1002000, Public Outreach Services, Amount Budgeted \$130,000.\*
  - iv. 19-1002001, Public Outreach Services, Amount Budgeted \$6,000.\*
  - v. 20-1002339, Disadvantaged Business Enterprise Services, Amount Budgeted \$2,000.\*
  - vi. 22-1002768, Disadvantaged Business Enterprise Services, Amount Budgeted \$5,000.\*

\* Contracts that are utilized on multiple sub-tasks within the Program.

#### Local Funding Source Detail

The local funding source detail is specific to the individual sub-tasks and is included in the sub-tasks narratives.

#### Manager

Kristi Harris, Director of Project Delivery

## Project Delivery

Task 0860 Arterial Projects

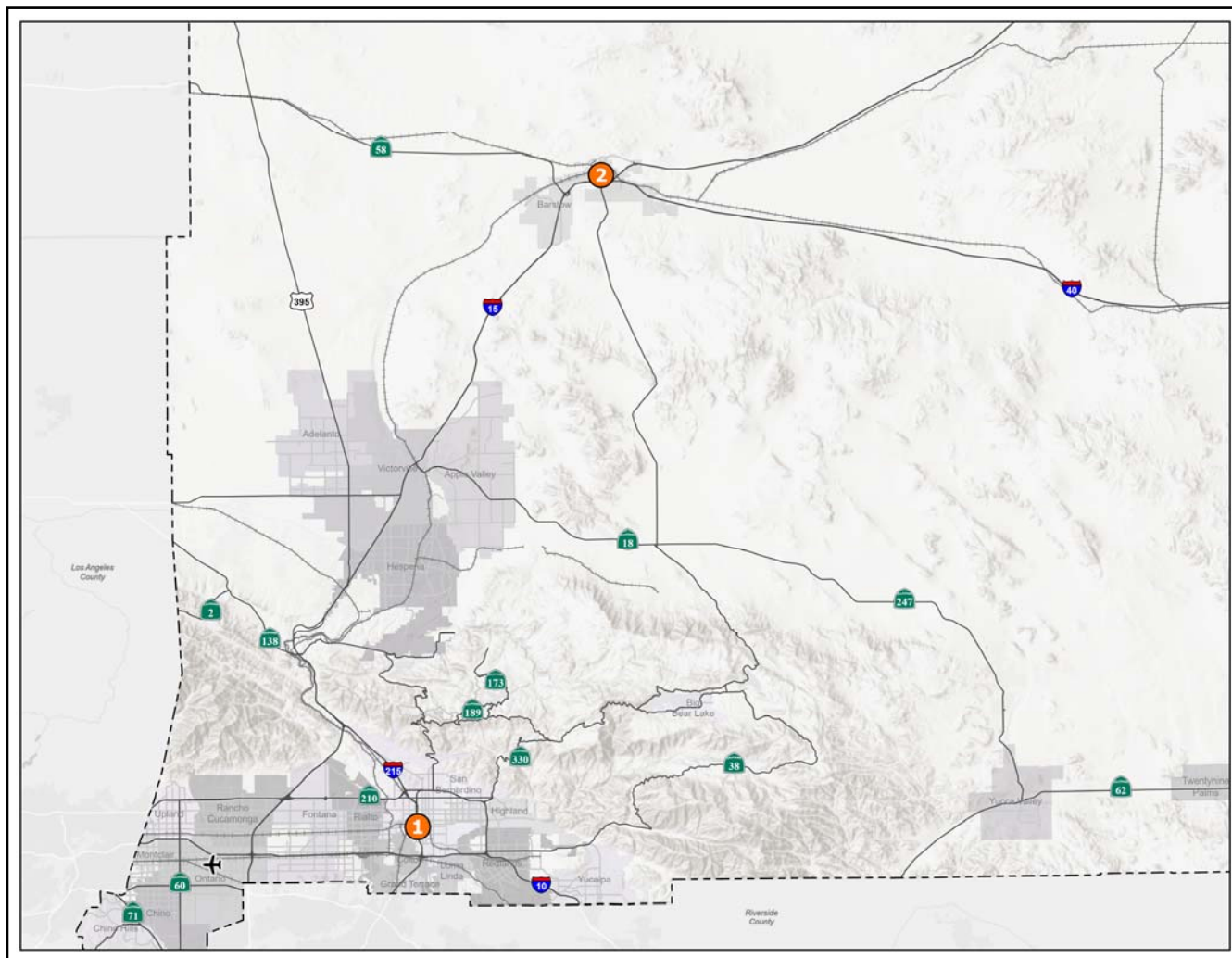
	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	66,163	11,397	93,136	21,936
Fringe Allocation-General	65,378	11,154	73,112	16,211
Professional Services	1,054,884	1,393,870	2,258,700	2,193,000
Consulting Services	1,845,635	1,166,904	978,729	2,249,001
Program Management Fees	429,168	171,328	391,800	581,500
Legal Fees	256,347	176,274	75,000	100,000
Construction Capital	8,543,150	12,802,742	76,950,606	63,201,924
Construction Support	-	18,340	1,356,815	601,339
Utilities Capital	68,342	(11,441)	4,500	2,300
Right of Way Capital	951,058	17,932,537	7,000,000	669,863
Postage	62	9	100	-
Advertising	499	258	-	-
Public Information Activities	36,114	59,729	1,545,500	166,000
In-kind Contribution	25,863,434	830,315	-	-
Commercial Paper Principal	26,352,000	-	25,000,000	-
Commercial Paper Interest	17,360	-	2,219,179	1,000,000
Meeting Expense	74	-	500	-
Total Expenditures	65,549,669	34,563,416	117,947,677	70,803,074

## Funding Sources

Local Transportation Fund-ART 3 Bicycle	301,630
Surface Transportation Program	3,170,900
Active Transportation Program - Federal	1,820,043
Highway Bridge Program	39,403,065
Transit and Intercity Rail Capital Program-SB125	3,170,900
Zero Emission Transit Capital Program-SB125	5,000
MSI Valley Fund-Arterials	5,184,450
MSI Valley Fund-Traffic Mgmt Sys	2,370,000
MSI North Desert Fund-Major Local Hwy	1,293,241
Local Projects Fund	13,083,845
Commercial Paper (Short Term Borrowing)	1,000,000
Total Funding Sources	70,803,074

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)

## Project Delivery Program Arterial Projects



Master Schedule										
Fiscal Year										
Project/Phases	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
1 <u>Mount Vernon Avenue Viaduct</u>	PA/ED PS&E ROW Cons	ROW Cons	Cons	Cons	Cons Closeout	Closeout				
2 <u>North First Avenue Bridge over BNSF</u>	PS&E ROW	ROW	Cons	Cons	Cons Closeout					

2

Project

North First Avenue Bridge over BNSF (0811)

Description

This project, located in the City of Barstow, will replace an existing bridge on First Avenue over the Burlington Northern Santa Fe Railroad (BNSF). Sub-task budget to provide project management and administer construction phase for City. Current Phase: Right of Way and Construction.

Total Estimated Cost	Costs to Date*	Proposed Budget	Future Costs
\$71,508,316	\$41,239,006	\$7,649,310	\$10,000

\*Additional \$22.61 million for PA&ED, PS&E, and ROW Phase not going through SBCTA books and are not included in Costs to Date.

Contract Information

- a. Existing Contracts
- i. 21-1002469, Construction Management, Amount Budgeted \$1,600,000.

ii. 22-1002780, Construction Capital, Amount Budgeted \$4,762,310.

iii. 19-1002236, Railroad Construction Support Services, Amount Budgeted \$250,000.

iv. 23-1002936, Railroad Flagging Services, Amount Budgeted \$600,000.

Local Funding Source Detail

- i. City of Barstow - \$1,128,310.

⑤ **Project**      **North First Avenue Bridges over Mojave River & Overflow (0813)**

**Description**

This project, located in the City of Barstow, will replace existing bridges on North First Avenue over the Mojave River and its Overflow. Sub-task budget to provide project management for the City. Current Phase: Design.\*

<b>Total Estimated Cost</b>	<b>Costs to Date*</b>	<b>Proposed Budget</b>	<b>Future Costs</b>
<b>\$60,380,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$60,280,000</b>

\*City is currently leading the Design phase and their expenses are not going through SBCTA books and are not included in Costs to Date.

Note: Currently, there is not a coop with the City of Barstow. The subtask budget is for potential on-call management support. This subtask is not included in the Arterial schedules and maps.



## Fund Administration Program Budget

### Description

The Fund Administration Program contains tasks that are most central to SBCTA's responsibilities for administering Federal and State funds and Measure I revenue. Maximizing transportation funding to San Bernardino County; determining how best to use the many Federal, State, and local funding types to improve local and regional transportation systems within the county; and fulfilling the procedural and eligibility requirements associated with various funds are core functions under this program. Tasks within the program relate directly to the allocation, programming, and administration of funds for the implementation of various transportation projects. These tasks support the policy considerations that lead to project prioritization and distribution of funds under the discretion of SBCTA.

Fund Administration tasks include administering the Measure I Transportation and Use Tax and Measure I allocations per the Measure I Ordinance and Expenditure Plan and the Measure I Strategic Plan; nominating and programming projects that receive Federal and State highway and transit funds in required Federal and State transportation improvement programs; timely allocation of various fund types to meet project financial needs at the time of project delivery; administering timely expenditure of funds per Federal and State requirements; strategic planning of fund allocations to ensure that SBCTA maximizes opportunities to bring additional Federal and State funds to meet project commitments as established in the Measure I Expenditure Plan; and implementation and updating of SBCTA's 10-Year Delivery Plan. Note that Fund Administration is also responsible for administering the Local Transportation Fund (LTF), the State Transit Assistance Fund (STA), Low Carbon Transit Operations Program (LCTOP), Senate Bill 1 (SB1), Senate Bill 125 (SB125), State of Good Repair (SGR), and Federal Transit Administration (FTA) fund revenues for local transit operators and Metrolink. Any pass-through funds for these sources are budgeted in the Transit Program.

Tasks in this program include pass-through of an estimated \$65,676,100 in Measure I Funds for road priorities determined by local jurisdictions on their local streets, reimbursement of an estimated \$34,480,220 in Measure I Funds for locally delivered projects in the Valley Major Street and Interchange Programs, and \$36,252,040 in Measure I Funds for projects in the Mountain/Desert Major Local Highway Program.

### Goals and Objectives

1. Manage the allocations of SBCTA public funds such as Measure I and Federal and State funds per approved 10-Year Delivery Plan and Board allocations to meet project delivery needs.
2. Develop and implement funding strategies that result in SBCTA using all Federal and State funds available and receiving additional Federal and State funds in the form of Obligation Authority, apportionments, and new grants.
3. Develop and amend the Federal Transportation Improvement Program (FTIP) for projects within San Bernardino County as required by law.
4. Develop and amend the State Transportation Improvement Program (STIP) as required by the California Transportation Commission (CTC).
5. Provide support to local jurisdictions and transit operators in the area of FTIP development, allocation and obligation processes, and fund management strategies that have impact to SBCTA's public funds.
6. Evaluate public fund revenue when revenue assumptions change, and make allocation planning recommendations for consideration in the SBCTA budget.
7. Manage Measure I reimbursement programs:
  - a. For the arterial portion of the Measure I Valley Major Street Program, plan annual allocations based on the estimated revenue and the local jurisdictions' equitable fair share percentage from the Nexus Study, review and approve invoice submittals, and document information in SBCTA's arterial program database.



### Fund Administration Program Budget

- b. For Measure I Valley Interchange Program, work with project sponsors to discuss proposed project allocations, recommend allocations to the Metro Valley Study Session and Board, process funding agreements with local jurisdictions, and review and approve invoice submittals for payment.
  - c. For Measure I Mountain/Desert Major Local Highway and Project Development/Traffic Management Systems Programs, convene Subarea meetings to review and update projects identified in the 10-Year Delivery Plan, discuss proposed project allocations, recommend allocations to the Mountain/Desert Policy Committee and Board, process funding agreements with local jurisdictions, and review and approve invoice submittals for payment.
  - d. Develop term loan agreements to expedite delivery of Measure I projects in advance of the availability of required developer share match.
8. Provide timely local pass-through distribution to jurisdictions.
9. Prioritize projects and revise funding plans and revenue projections to finalize the 2024 Update to the 10-Year Delivery Plan and update the bonding strategy as necessary to implement projects according to the plan.

#### Performance/Workload Indicators

	2021/2022 Actual	2022/2023 Actual	2023/2024 Revised Budget	2024/2025 Budget
Federal Funds Delivery <sup>1</sup>	140%	102%	176%	375%
FTIP Amendments	16	11	15	18
Additional Federal Funds Received <sup>2</sup>	\$7,992,526	N/A	N/A	N/A
Programming Changes Processed	118	160	120	150
10-Year Delivery Plan Update	12/1/2021	N/A	N/A	9/4/2024
Measure I Valley Arterial Reimbursements	\$3,919,309	\$8,376,059	\$25,000,000	\$25,000,000
Measure I Mtn./Desert Reimbursements	\$5,593,595	\$3,967,161	\$42,071,831	\$36,252,040
Local Transportation Fund Pass-through <sup>3</sup>	\$50,250,561	\$116,218,746	\$165,474,789	\$163,813,923
State Transit Assistance Fund Pass-through <sup>3</sup>	\$6,410,402	\$14,443,764	\$78,495,758	\$56,738,184
Local Agency Reimbursements Processed	25	32	40	40
Funding Agreements Managed	38	38	38	41
Development Share Loan Agreements Managed	9	9	5	6

<sup>1</sup> Lower delivery in fiscal years is intentional when funds are being saved for large projects, like the Interstate 10 Corridor Contract 2 and zero emission bus conversions. Strategic funding plans increase chances of receiving additional Federal funds. Percentage is based on San Bernardino County's target share of Surface Transportation Block Grant Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Funds.

<sup>2</sup> Additional Federal Funds received through August Redistribution for over-delivery of STP and CMAQ Funds. After Fiscal Year 2021/2022, the Southern California Association of Governments manages August Redistribution at the regional level.

<sup>3</sup> Pass-throughs specific to Transit are budgeted in the Transit Program Budget.

## Fund Administration

### Task 0500 Fund Administration

#### Purpose

Facilitate and oversee the administration and programming of transportation projects through funding provided by a variety of Federal and State revenue sources and Measure I to allow timely delivery of transportation projects and to demonstrate compliance with applicable Federal, State, and local guidelines; fiscal constraint; and air quality conformity requirements. Federal and State revenue sources include Infrastructure Investment and Jobs Act (IIJA) programs, such as Federal Surface Transportation Block Grant Program (STP), Congestion Mitigation and Air Quality (CMAQ), and Carbon Reduction Program (CRP); State Transportation Improvement Program (STIP); Local Transportation Funds (LTF) and State Transit Assistance (STA) Funds made available from State Transportation Development Act (TDA); State Active Transportation Program (ATP); State Proposition 1B Bond, Senate Bill 862 (SB862), Senate Bill 125 (SB125), and Senate Bill 1 (SB1) Programs; and various Federal appropriations.

#### Accomplishments

SBCTA staff has administered and programmed the above funding based on the Board-approved priorities and strategies as communicated through the Measure I Strategic Plan; 10-Year Delivery Plan, which was updated and approved by the Board in December 2021; program apportionments; and project-specific allocations. Staff has begun the development of the 2024 Update to the 10-Year Delivery Plan, tentatively scheduled for Board approval in September 2024. Through strategic fund management and timely delivery of existing committed funds, SBCTA has maximized and protected Federal and State funding revenues. SBCTA coordinated with Southern California Association of Governments (SCAG) and other transportation commissions in the SCAG region to develop the program guidelines and application for STP, CMAQ, and CRP funds. Additionally, SBCTA, as the regional transportation planning agency for San Bernardino County, coordinated the completion and submittal of the Initial Allocation Package for SB125 funds. SB125 funds may be used for a broad range of projects including rail capital projects, bus rapid transit investments, zero-emission transit equipment, and transit facility and network improvement projects. SBCTA staff also developed and submitted the 2024 STIP to the California Transportation Commission (CTC) consistent with the Board recommendations and submitted projects for consideration to SCAG for the 2025 Federal Transportation Improvement Program (FTIP). Lastly, staff coordinated the approval and execution of two SB1 Trade Corridor Enhancement Program (TCEP) Baseline Agreements for the I-10 Corridor Freight and Express Lane Project, Contract 2 and the US 395 Freight Mobility and Safety Project, Phase 2.

SBCTA continues to support local agencies and transit operators with information on funding opportunities, transportation program financial forecasts, guidelines, requirements, policies, and schedules. SBCTA serves as a liaison between local agencies and California Department of Transportation (Caltrans), the CTC, the San Bernardino County Auditor/Controller, and various other Federal and State agencies to assist local implementation of projects funded by Federal and State sources. As part of the requirement under the TDA, SBCTA coordinated the completion of the Triennial Performance Audits for the Fiscal Years 2020/2021 - 2022/2023, following procurement of a consultant to perform the audits. The agencies involved in these audits included SBCTA, City of Needles Transit Fund, Omnitrans, Victor Valley Transit Authority, Basin Transit, and Mountain Transit.

## Fund Administration

### Task 0500 Fund Administration

#### Work Elements

##### Manage Federal and State Funds

1. Program and allocate Federal and State funds, leverage funding, and integrate with local and private funds to maximize funding and delivery of high priority transportation projects, comply with Measure I Strategic Plan Policy, and minimize administrative burdens. 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 between and within the different Subareas of the county.
2. Propose projects to be funded by STP and CMAQ to SCAG consistent with the 2024 10-Year Delivery Plan and the program guidelines for these fund sources to ensure that San Bernardino County continues to receive its historical share of these fund sources.
3. Develop program-level annual delivery plans to ensure member agencies deliver projects as planned to maximize funding opportunities and guard against loss. Maintain SBCTA's program/project-level database to support program management activities. Monitor and track obligation and implementation progress of projects funded with Federal and State funds to protect SBCTA's fiscal allocations pursuant to timely use of funds deadlines.
4. Identify eligible candidate projects for various competitive grant programs, and provide support to responsible agencies to submit applications and administer funding requirements for projects if selected. Assist in development of legislative support for candidate projects.
5. Identify and submit candidate projects for inclusion into the FTIP from the SBCTA Nexus Study and Measure I 2010-2040 Strategic Plan, the 10-Year Delivery Plan, the Regional Transportation Plan (RTP), local agencies, transit operators, and Caltrans. Review and assist with candidate project submittals and work with SCAG, Caltrans District 8, and Caltrans Headquarters to ensure that candidate FTIP projects meet eligibility requirements, including fiscal constraint. Prepare, submit, and track FTIP amendments.

##### Coordinate Transit Operator Allocations

1. Allocate LTF to transit operators and local agencies for public transportation and bicycle and pedestrian projects and STA to transit operators for capital projects and eligible operating costs in accordance with the TDA Statutes and the California Code of Regulations (CCR).
2. Apportion Low Carbon Transit Operations Program (LCTOP) for projects that reduce greenhouse gas emissions and SB1 State of Good Repair (SGR) funds for transit infrastructure repair and service improvements in accordance with State guidance.
3. Working with the Transit and Rail Department and the transit operators, determine the distribution of SB125 and Federal Transit Administration (FTA) formula funds and the Federal Highway Administration (FHWA) CMAQ amounts to be proposed to SCAG for transit projects. Assist operators in the preparation of annual Section 5311 and Section 5307 Programs of Projects and grant applications, and provide concurrence with the use of FTA formula funds. Provide assistance in the administration of the Full Funding Grant Agreement for the West Valley Connector Project.
4. Coordinate with SBCTA auditor for the annual fiscal audits of LTF and STA funds, and monitor contract auditor work and final product for TDA claimants.

##### Manage Measure I Near-Term and Long-Term Funding Needs

1. Continue development of the 2024 Update to the 10-Year Delivery Plan for Board approval in mid-2024, with emphasis on facilitating approval of project priorities by Subarea, seeking cost-effective alternatives to bonding, considering opportunities for future grant funding, and reevaluating funding plans for the most efficient funding strategies.

## Fund Administration

### Task 0500 Fund Administration

2. Request Capital Project Needs Analyses (CPNA) from Valley and Victor Valley Subarea jurisdictions and SBCTA program managers and compile into a comprehensive assessment of funding needs for each fiscal year. Conduct cash-flow analyses of needs versus available revenues, and develop alternatives for the allocation of Measure I funds, together with the use of Federal and State funds.
3. Review member agency Measure I policy compliance through audits, Capital Improvement Plans, and CPNA, and recommend policy updates where appropriate.
4. Facilitate Mountain/Desert Subarea meetings for project identification, prioritization, and allocations, and present Mountain/Desert Subarea representatives' recommendations to the Mountain/Desert Policy Committee and Board for approval.
5. Support the Transportation Investment Plan Ad Hoc Committee in development of the expenditure plan and revenue projections for the potential 2026 Measure I Renewal ballot measure.

### Provide Support and Representation on Funding Issues

1. Represent San Bernardino countywide programming interests at statewide meetings such as the Regional Transportation Planning Agencies, CTC, California State Transportation Agency, Southern California's Programming/Planning group, Transportation Conformity Working Group, the Statewide TDA Advisory Committee meetings, and the California Federal Programming Group.
2. Coordinate activities and provide assistance in responding to inquiries from Board members, member agencies, and transit operators through the Transportation Technical Advisory Committee (TTAC) and other interagency forums.

Budgetary changes are due to the completion of the Triennial Performance Audits of LTF and STA fund recipients in Fiscal Year 2023/2024 and the addition of one new position.

### Product

An objective, efficient, and timely process to program and allocate Federal, State, and local funds in cooperation with regional and local agencies and transit operators to fulfill long-term and short-term objectives, to maximize the use of revenue sources, to support the delivery of transportation 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. 20-1002410, On-call Air Quality Analysis, Amount Budgeted \$10,000.
  - ii. 23-1002906, Transportation Development Act Triennial Performance Audits, Amount Budgeted \$10,000.
- b. New Contracts
  - i. RFP, On-call Air Quality Analysis, Amount Budgeted \$0, Total Estimated Contract Amount \$50,000.

### Manager

Andrea Zureick, Director of Fund Administration

## Fund Administration

Task 0500 Fund Administration

	2021/2022	2022/2023	2023/2024	2024/2025
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	554,662	673,186	727,978	820,451
Overtime	-	176	-	-
Fringe Allocation-General	548,080	659,032	571,464	606,317
Consulting Services	1,203	16,158	10,000	10,000
Auditing and Accounting	5,154	-	170,000	10,000
Training/Registration	25	94	8,250	8,250
Postage	-	8	650	650
Travel Expense - Employee	1,394	5,303	16,975	16,975
Travel Expense-Mileage-Employee	322	175	4,600	4,600
Travel Expense-Other-Metrolink Tickets	-	42	150	450
Advertising	-	166	-	300
Printing - External	-	-	275	275
Office Expense	-	29	500	500
Meeting Expense	-	-	1,650	1,650
Total Expenditures	1,110,840	1,354,368	1,512,492	1,480,418

## Funding Sources

MSI Admin	250,015
Local Transportation Fund - Admin	142,798
Local Transportation Fund - Planning	45,895
Local Transportation Fund - Rail	2,078
Planning, Programming and Monitoring	999,025
Zero Emission Transit Capital Program-SB125	4,052
MSI Valley Fund-Freeway Projects	18,479
MSI Valley Fund-Fwy Interchange	6,010
MSI Valley Fund-Metrolink/Rail Service	4,379
MSI Valley Fund-Express Bus/Rapid Trans	4,379
Indirect Cost Fund	3,308
Total Funding Sources	1,480,418

## Fund Administration

**Task** 0550 Allocations/Pass-through

### Purpose

To serve as a depository for Measure I 2010-2040 local pass-through and reimbursement funds prior to disbursement to local agencies.

### Accomplishments

As the administrator of Measure I, SBCTA is responsible for the disbursement of funding from the Measure I 2010-2040 local pass-through and reimbursement programs. SBCTA staff disburses these funds based on the Board-approved priorities and strategies as communicated through the Strategic Plan, 10-Year Delivery Plan, program apportionments, and project-specific allocations.

### Work Elements

1. Reimburse jurisdictions for Measure I Valley Major Street Projects Program/Arterial Sub-Program and Measure I Mountain/Desert Major Local Highway Projects Program (MLH) and Project Development/Traffic Management Systems Programs expenditures based on invoices received.
2. Reimburse jurisdictions for Measure I Valley Freeway Interchange Projects Program Agreements for interchange/phasing projects managed by Valley jurisdictions.
3. Disburse Measure I Local pass-through funds to Valley jurisdictions and the Valley portion of San Bernardino County based on the ratio of each jurisdiction's population to the total Valley population, as specified by Ordinance.
4. Disburse Measure I Local Pass-through funds to Mountain/Desert jurisdictions and the Mountain/Desert portion of San Bernardino County with a formula based 50 percent on sales and use tax generated at point of generation in each Subarea and 50 percent on population, as specified by Ordinance.

This task represents only funding allocations and pass-through payments. All administrative costs are budgeted in Task 0500 Fund Administration.

Budgetary changes are primarily due to the completion of several large projects resulting in reduced Measure I 2010-2040 reimbursements to jurisdictions for projects that have received allocations of funds from SBCTA.

### Product

Fiscal Accounting. Disbursements that support the delivery of locally-funded projects in San Bernardino County.

### Contract Information

- a. Existing Contracts
  - i. Various, Jurisdictional Master Agreements, Valley Arterial Sub-Program, Amount Budgeted \$25,000,000.
  - ii. 00-1000892, Rancho Cucamonga, Interstate 15/Baseline Interchange Advance Expenditure Agreement (AEA), Valley Interchange Program, Amount Budgeted \$4,429,380.
  - iii. 22-1002717, Highland, State Route 210/5<sup>th</sup> Street Interchange, Amount Budgeted \$363,350.
  - iv. 22-1002725, Rialto, Interstate 10/Riverside Avenue Interchange Phase 2, Amount Budgeted \$4,687,490.
  - v. 23-1002975, Adelanto, Bellflower Street Widening, MLH, Amount Budgeted \$292,000.
  - vi. 23-1002977, Adelanto, Bartlett Avenue Widening, MLH, Amount Budgeted \$1,861,500.
  - vii. 23-1002978, Adelanto, El Mirage Road Widening, MLH, Amount Budgeted \$2,299,500.



## Fund Administration

### Task 0550 Allocations/Pass-through

- viii. 22-1002754, Apple Valley, Bear Valley Road Bridge, Amount Budgeted \$2,000,000.
- ix. 17-1001692, Hesperia, Ranchero Road Widening, MLH, Amount Budgeted \$9,090,000.
- x. 20-1002368, San Bernardino County, Phelan Road Widening, MLH, Amount Budgeted \$3,215,000.
- xi. 19-1002202, San Bernardino County, Rock Springs Road, MLH, Amount Budgeted \$1,300,000.
- xii. 15-1001119, Barstow, First Avenue Bridge over Burlington Northern Santa Fe Railroad (BNSF), MLH, Amount Budgeted \$131,500.
- xiii. 15-1001118, Barstow, First Avenue Bridge over Mojave River, MLH, Amount Budgeted \$987,640.
- xiv. 19-1002193, Barstow, Rimrock Road Rehabilitation, MLH, Amount Budgeted \$749,000.
- xv. 15-1001157, San Bernardino County, Baker Boulevard Bridge, MLH, Amount Budgeted \$2,250,000.
- xvi. 19-1002192, Big Bear Lake, Moonridge Road Advanced Expenditure Agreement, MLH, Amount Budgeted \$1,000,000.
- xvii. 20-1002325, San Bernardino County, State Route 38/Stanfield Cutoff Roundabout, MLH, Amount Budgeted \$3,388,340.
- xviii. 19-1002195, Twentynine Palms, Split Rock Bridge, MLH, Amount Budgeted \$312,560.
- xix. 24-1003045, Twentynine Palms, State Route 62 Phase 2B, MLH, Amount Budgeted \$375,000.
- xx. 22-1002711, San Bernardino County, Needles Highway Segment 1C Advanced Expenditure Agreement, Amount Budgeted \$475,000.

### b. New Contracts

- i. Anticipated Victor Valley MLH Allocations, Amount Budgeted \$5,000,000, Total Estimated Contract Amount to be based on services provided.
- ii. Anticipated North Desert MLH Allocations, Amount Budgeted \$1,000,000, Total Estimated Contract Amount to be based on services provided.
- iii. Anticipated Morongo Basin MLH Allocations, Amount Budgeted \$500,000, Total Estimated Contract Amount to be based on services provided.
- iv. Anticipated Colorado River MLH Allocations, Amount Budgeted \$25,000, Total Estimated Contract Amount to be based on services provided.

### Manager

Andrea Zureick, Director of Fund Administration

**Fund Administration****Task** 0550 Allocations/Pass-throughs

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Pass-through Payments	66,504,622	83,881,951	93,810,506	75,156,320
Major Street Payments	3,919,309	8,376,059	25,000,000	25,000,000
Major Local Highway Payments	3,515,017	3,967,161	42,030,820	36,252,040
Project Develop Traffic Mgmt Sys Pmt	38,989	-	41,011	-
Other Service Charges	-	5,950	-	-
Total Expenditures	<u>73,977,937</u>	<u>96,231,120</u>	<u>160,882,337</u>	<u>136,408,360</u>

**Funding Sources**

MSI Valley Fund-Fwy Interchange	7,445,520
MSI Valley Fund-Arterials	25,000,000
MSI Valley Fund-Local Street	41,165,900
MSI Victor Valley Fund-Major Local Hwy	25,058,000
MSI Victor Valley Fund-Local Street	16,757,300
MSI North Desert Fund-Major Local Hwy	5,118,140
MSI North Desert Fund-Local Street	3,534,900
MSI Colorado River Fund-Major Local Hwy	500,000
MSI Colorado River Fund-Local Street	308,300
MSI Morongo Basin Fund-Major Local Hwy	1,187,560
MSI Morongo Basin Fund-Local Street	2,082,300
MSI Mountain Fund-Major Local Highway	4,388,340
MSI Mountain Fund-Local Street	1,827,400
Valley Project Fund	2,034,700
Total Funding Sources	<u>136,408,360</u>

Attachment: MDC Narrative (10400 : SBCTA Fiscal Year 2024/2025 Budget Task Review - MDC)



## Debt Service Program Budget

### Description

This program accounts for the debt service principal, interest and fiscal charges attributed to the outstanding bonded indebtedness of SBCTA. The Fiscal Year 2024/2025 Budget includes the 2022A and 2024A Sales Tax Revenue Refunding Bonds debt service expenditures.

### Goals and Objectives

1. Record and account for all trustee activity, including interest earnings and debt service costs.
2. Manage outstanding debt ensuring compliance with applicable laws and regulations.
  - a. Comply with continuing disclosure requirements of the Debt Service Program.
  - b. Prepare arbitrage calculation, as required.

	Actual				Budget			
	2022		2023		2024		2025	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
<u>2014/2023 Bond Issue*</u>								
Freeway Interchange	444,000	973,223	490,000	955,573	543,000	932,863	477,000	818,700
Valley Major Streets	794,760	1,742,068	877,100	1,710,475	971,970	1,669,825	853,830	1,465,473
Rail	499,500	1,094,875	551,250	1,075,018	610,875	1,049,470	536,625	921,037
Victor Valley Major								
Local Highway	111,000	243,306	122,500	238,893	135,750	233,216	119,250	204,675
Cajon Pass	370,740	812,641	409,150	797,904	453,405	778,942	398,295	683,616
	<u>2,220,000</u>	<u>4,866,113</u>	<u>2,450,000</u>	<u>4,777,863</u>	<u>2,715,000</u>	<u>4,664,315</u>	<u>2,385,000</u>	<u>4,093,500</u>
<u>2012/2022 Bond Issue**</u>								
Valley Major Streets	-	719,049	1,276,080	1,189,495	1,339,475	1,130,519	1,364,015	1,063,543
Victor Valley Major								
Local Highway	-	377,985	670,800	625,284	704,125	594,282	717,025	559,074
Cajon Pass	-	661,034	1,173,120	1,093,521	1,231,400	1,039,303	1,253,960	977,732
	<u>-</u>	<u>1,758,069</u>	<u>3,120,000</u>	<u>2,908,300</u>	<u>3,275,000</u>	<u>2,764,105</u>	<u>3,335,000</u>	<u>2,600,350</u>
<b>Bond Issue Totals</b>	<u>2,220,000</u>	<u>6,624,182</u>	<u>5,570,000</u>	<u>7,686,163</u>	<u>5,990,000</u>	<u>7,428,420</u>	<u>5,720,000</u>	<u>6,693,850</u>

\* The 2012 Bond Issue was refunded in 2022. The principal (\$2,575,000) and second installment of interest (\$1,758,069) were included in the refunding.

\*\* The 2014 Bond Issue was refunded in Fiscal Year 2024. The principal (\$2,715,000) and second installment of interest (\$2,332,158) were included in the refunding.

### Performance/Workload Indicators

	2021/2022 Actual	2022/2023 Revised Budget	2023/2024 Budget	2024/2025 Budget
Debt Service:				
Principal	\$2,220,000	\$5,570,000	\$5,990,000	\$5,720,000
Interest	\$6,624,182	\$7,686,163	\$7,428,420	\$6,663,850
Arbitrage Calculation	YES	YES	YES	YES
Debt continuing disclosure requirements	YES	YES	YES	YES
Bond refunding	YES	NO	YES	NO

## Debt Service

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

### Purpose

Account for the proceeds held by the Bond Trustee and payments for interest, principal, and trustee fee for the Debt Service on the 2014A Sales Tax Revenue Bond.

### Accomplishments

1. Finance department monitored the activities of the trustee including investment and disbursement of bond proceeds. This activity relates to the 2014A Sales Tax Revenue Bond issuance.
2. Refunded the 2014A Sales Tax Bonds that resulted in reduction of interest costs of over \$17.4 million through 2040, or \$14 million on a net present value basis. The new 2023A Sales Tax Revenue Refunding Bonds are reflected in Task 0968.

### Work Elements

This task accounts for the Debt Service of the 2014A Sales Tax Revenue Bond.

The budgetary changes are a result of refunding of the 2014 Sales Tax Revenue Bonds that was completed on December 6, 2023. The new bonds are reflected in Task 0968.

### Product

Fiscal Accounting.

### Manager

Hilda Flores, Chief Financial Officer

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

	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Bond Principal	2,220,000	2,450,000	100,830,000	-
Bond Interest	4,860,613	4,771,813	4,649,315	-
Fiscal Agent Fees	5,500	6,050	15,000	-
Total Expenditures	7,086,113	7,227,863	105,494,315	-

**Funding Sources**

Sales Tax Revenue Bonds 2014A Fund	-
Total Funding Sources	-

## Debt Service

**Task** 0967 2022A Sales Tax Revenue Refunding Bond

### Purpose

Account for the proceeds held by the Bond Trustee and payments for interest, principal and trustee fees for the Debt Service on the 2022A Sales Tax Revenue Refunding Bond.

### Accomplishments

Finance Department monitored the activities of the trustee including investment and disbursement of bond proceeds. This activity relates to the 2022A Sales Tax Revenue Refunding Bond issuance. The refunding of the 2012A Sales Tax Revenue Bonds resulted in reduction of interest cost of over \$21 million through 2040, or \$16.9 million on a net present value basis.

### Work Elements

This task accounts for the Debt Service of the 2022A Sales Tax Revenue Refunding 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

Hilda Flores, Chief Financial Officer

**Debt Service****Task** 0967 2022A Sales Tax Revenue Bond

	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Bond Principal	-	3,120,000	3,275,000	3,335,000
Bond Interest	1,749,819	2,905,100	2,749,105	2,585,350
Fiscal Agent Fees	8,250	3,200	15,000	15,000
Total Expenditures	<u>1,758,069</u>	<u>6,028,300</u>	<u>6,039,105</u>	<u>5,935,350</u>

**Funding Sources**

Sales Tax Revenue Bonds 2022A Fund	<u>5,935,350</u>
Total Funding Sources	<u>5,935,350</u>

## Debt Service

**Task** 0968 2023A Sales Tax Revenue Refunding Bond

### Purpose

Account for the proceeds held by the Bond Trustee and payment for interest, principal, and trustee fees for the Debt Service on the 2023A Sales Tax Revenue Refunding Bond.

### Accomplishments

The Finance Department monitored the activities of the trustee including investment and disbursement of bond proceeds. This activity relates to the 2023A Sales Tax Revenue Refunding Bond issuance. The refunding of the 2014A Sales Tax Revenue Bonds resulted in a reduction of interest cost of \$17.4 million through 2040, or \$14 million on a net present value basis.

### Work Elements

This task accounts for the Debt Service of the 2023A Sales Tax Revenue Refunding Bond.

This 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

Hilda Flores, Chief Financial Officer

**Debt Service****Task** 0968 2023A Sales Tax Revenue Bond

	2021/2022	2022/2023	2023/2024	2024/2025
<b>Expenditures</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised Budget</b>	<b>Budget</b>
Bond Principal	-	-	-	2,385,000
Bond Interest	-	-	-	4,078,500
Fiscal Agent Fees	-	-	-	15,000
Total Expenditures	-	-	-	6,478,500

**Funding Sources**

Sales Tax Revenue Bonds 2023A Fund	6,478,500
Total Funding Sources	6,478,500

## ***Minute Action***

### AGENDA ITEM: 3

***Date:*** *March 15, 2024*

***Subject:***

North 1st Avenue Bridge over BNSF Amendment No. 1 to Sole Source Contract No. 23-1002936 with RailPros Field Services, Inc. for Railroad Flagging Services

***Recommendation:***

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

Approve Amendment No. 1 to **Sole Source** Contract No. 23-1002936 with RailPros Field Services, Inc. for Railroad Flagging Services, to increase the contract amount by \$1,000,000, increasing the total contract amount from \$1,442,690 to \$2,442,690, to be funded with Federal Highway Bridge Program and Measure I North Desert Major Local Highway Program funds, and extending the contract duration by two months, with a revised expiration date of November 30, 2024.

***Background:***

The North 1<sup>st</sup> Avenue Bridge Over BNSF (Project) will replace the existing North 1<sup>st</sup> Avenue Bridge with a new structure which meets current geometric standards with full shoulders and a sidewalk which accommodates all legal trucks and permit vehicles. The Project includes work inside the BNSF Right-of-Way (ROW); therefore, on March 31, 2021, San Bernardino County Transportation Authority (SBCTA) and the City of Barstow entered into a three-party Construction and Maintenance (C&M) Agreement (SBCTA Contract No. 19-1002236) with BNSF Railway. Article II.5 of the C&M Agreement (BNSF File No. BF10014029) states “BNSF shall provide flagging, engineering, inspection, Project coordination, and other Railroad Work as generally described in Exhibit D-3 in coordination with SBCTA’s work.”

On November 10, 2022, BNSF informed the Project team that BNSF would not be supporting the Project with flagging services due to lack of manpower resources. BNSF also informed SBCTA that the only firm authorized to provide flagging services in the BNSF ROW is a private firm called RailPros Field Services, Inc. BNSF further stated that they were unable to contract with RailPros Field Services, Inc. for flagging due to union issues.

SBCTA’s construction management team worked to develop flagging options for the Project. Based on a review of the alternatives, staff recommended that SBCTA enter into an agreement with RailPros Field Services, Inc. to provide flagging services for the Project.

On June 5, 2023 SBCTA executed **Sole Source** Contract No. 23-1002936 with RailPros Field Services, Inc. for Railroad Flagging Services in the amount of \$1,442,690.00, including a contingency in the amount of \$144,269.00.

RailPros Field Services, Inc. commenced flagging services on July 1, 2023. The approved contract amount of \$1,442,690 was predicated on two full-time flaggers, including overtime, for the Project duration. Due to new BNSF flagging rules for protection of yard tracks, and the magnitude and complexity of ongoing yard operations, the Project has routinely required between three to four flaggers to provide adequate track protection, and extended longer than originally planned. Therefore, an amendment to add \$1,000,000 to the contract value, as well as two months to the contract duration is needed to assure completion of the Project.

*Entity: San Bernardino County Transportation Authority*



## Mountain-Desert Committee Agenda Item

March 15, 2024

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Staff is recommending approval of Amendment No.1 to **Sole Source** Contract No. 23-1002936, with RailPros Field Services, Inc. to increase the contract amount by \$1,000,000, bringing the total contract amount from \$1,442,690 to \$2,442,690, to be funded by Federal Highway Bridge Program and Measure I North Desert Major Local Highway Program funds, and to extend the contract duration by two months to complete the Project. Because the construction cost is less than estimated, this increase is within the amounts established within the C&M Cooperative Agreement No. 19-1002236, between SBCTA and the City of Barstow.

***Financial Impact:***

This Project is included in the adopted Budget for Fiscal Year 2023/2024 and funded with Federal Highway Bridge Program and Measure I North Desert Major Local Highway Program funds, under Task 0860 Arterial Project, Sub Task 0811 North 1st Avenue Over BNSF.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel, Procurement Manager, and Risk Manager have reviewed this item and the draft amendment.

***Responsible Staff:***

David Tan, Senior Project Manager

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Approved  
Mountain-Desert Committee  
Date: March 15, 2024

Witnessed By:

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San Bernardino County Transportation Authority

Contract No:	<u>23-1002936</u>	Amendment No.:	<u>1</u>
Contract Class:	<u>Payable</u>	Department:	<u>Project Delivery</u>
Vendor No.:	<u>03889</u>	Vendor Name:	<u>Railpros Field Services, Inc.</u>
Description:	<u>Railroad Flagging for North 1st Avenue Bridge Over BNSF</u>		
List Any Related Contract Nos.:	<u>19-1002226, 19-1002236, 21-1002469, 22-1002780</u>		

Dollar Amount							
Original Contract		\$	1,442,690.00	Original Contingency		\$	144,269.00
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	1,000,000.00	Current Amendment		\$	-
Total/Revised Contract Value		\$	2,442,690.00	Total Contingency Value		\$	144,269.00
	Total Dollar Authority (Contract Value and Contingency)					\$	2,586,959.00

Board of Directors	Date:	4/3/2024	Committee	Item #
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Other Contracts	Sole Source?	Yes	Administrative Budget Adjustment
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Federal/Local	Professional Services (Non-A&E)	Monthly
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Estimated Start Date:	4/5/2023	Expiration Date:	9/30/2024	Revised Expiration Date:	11/30/2024
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NHS: No                      QMP/QAP: Yes                      Prevailing Wage: Yes

[illegible]

Kristi Lynn Harris

Task Manager (Print Name)

Additional Notes:

**AMENDMENT NO. 1 TO CONTRACT NO. 23-1002936**

**BY AND BETWEEN**

**SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY**

**AND**

**RAILPROS FIELD SERVICES, INC.**

**FOR**

**NORTH 1ST AVENUE OVER BNSF FLAGGING**

This Amendment No. 1 ("AMENDMENT") to Contract No. 23-1002936 ("CONTRACT") is made by and between the San Bernardino County Transportation Authority ("SBCTA") and RAILPROS FIELD SERVICES, INC. ("CONSULTANT"). SBCTA and CONSULTANT may be referred to individually as a "PARTY" and collectively as "PARTIES".

**RECITALS**

- A. On June 5, 2023, SBCTA executed Sole Source CONTRACT to engage CONSULTANT to provide Railroad Flagging Services for the North First Avenue Bridge Over BNSF Railroad Project ("PROJECT"); and
- B. PARTIES desire to amend the CONTRACT to extend the contract performance period by 60 days, with a revised Contract end date of November 30, 2024.
- C. PARTIES also desire to amend the CONTRACT to increase the CONTRACT amount by \$1,000,000 to provide additional Railroad Flagging Services for the project.

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

- 1. Article IV "PERFORMANCE PERIOD", subparagraph A is amended in its entirety to read as follows:

"This Contract shall go into effect on April 5, 2023 contingent upon approval by LOCAL AGENCY, and CONTRACTOR shall commence work after notification to proceed by LOCAL AGENCY' S Contract Administrator. The Contract shall end on November 30, 2024, unless extended by contract amendment."

2. Article V "ALLOWABLE COSTS AND PAYMENTS", subparagraph A is amended in its entirety to read as follows:

"Total compensation to CONTRACTOR for full and complete performance of the Work in compliance with all the terms and conditions of this Contract shall be on a Time & Materials basis for all obligations incurred in, or application to, CONTRACTOR' s performance of Work and for which CONTRACTOR shall furnish all personnel, facilities, equipment, materials, supplies, and services ( except as may be explicitly set forth in this Contract as furnished by SBCTA), and shall not exceed Two Million Four Hundred Forty -Two Thousand Six Hundred Ninety dollars (\$2,442,690.00) unless authorized by a contract amendment."

3. All references in the CONTRACT to "Price Proposal for Time and Materials" shall include Exhibit B attached to the CONTRACT and Exhibit B.1 attached to this AMENDMENT.
4. Except as amended by this AMENDMENT, all other provisions of the Contract thereto, shall remain in full force and effect and are incorporated herein by this reference.
5. This AMENDMENT is effective on the date executed by SBCTA.

----- SIGNATURES ARE ON THE FOLLOWING PAGE -----

IN WITNESS WHEREOF, the PARTIES hereto have executed this Amendment No. 1 below.

**RAILPROS FIELD SERVICES, INC.**  
**ATexas Corporation**

**SAN BERNARDINO COUNTY**  
**TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
 Kendall Koff  
 Chief Executive Officer

By: \_\_\_\_\_  
 Dawn M. Rowe  
 President, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Daniel Carter  
 Secretary

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
 Juanda L. Daniel  
 Assistant General Counsel

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CONCURRENCE:**

By: \_\_\_\_\_  
 Shaneka M. Morris  
 Procurement Manager

Date: \_\_\_\_\_



Exhibit B.1  
Price Proposal for Time and Materials

Contract No. 23-1002936

3.c

Personnel

Name	Classification/ Title	Job Function	Hourly Rate	Overtime Rate	Double-Time Rate	Weekends	Estimated number of hours	Total
Ortiz, Erick	Laborer: General, grp 1	Roadway worker in charge	\$206	\$	\$	\$	960	\$197,760
Ortiz, Erick	Laborer: General, grp 1	Roadway worker in charge	\$	\$245	\$	\$	330	\$80,850
Ortiz, Erick	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$ 255	\$	330	\$84,150
Ortiz, Erick	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$	\$270	72	\$19,440
TBD	Laborer: General, grp 1	Roadway worker in charge	\$206	\$	\$	\$	960	\$197,760
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$245	\$	\$	330	\$80,850
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$255	\$	330	\$84,150
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$	\$270	72	\$19,440
TBD	Laborer: General, grp 1	Roadway worker in charge	\$206	\$	\$	\$	640	\$131,840
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$245	\$	\$	220	\$53,900
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$255	\$	220	\$56,100
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$	\$270	48	\$12,960
TBD	Laborer: General, grp 1	Roadway worker in charge	\$206	\$	\$	\$	480	\$98,880
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$245	\$	\$	165	\$40,425
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$255	\$	165	\$42,075
TBD	Laborer: General, grp 1	Roadway worker in charge	\$	\$	\$	\$270	36	\$9,720
The listed individuals will be the primary personnel for this project. If there is a need for substitutions the personnel will be the same classification and qualifications.	In the event of cancellation, if RailPros Management is given less than 24 hours' notice, it is <b>considered a billable day. Cancellations must be made in writing to <a href="mailto:BNSF.Info@RailPros.com">BNSF.Info@RailPros.com</a>.</b>							One time fee- Cert Payroll \$50 (27 x 1,450 = 1,450)
								1,211,750

Attachment: Exhibit B.1 - Price Proposal for Time and Materials [Revision 1] (10218 : North 1st Ave Bridge Over BNSF Amendment No. 1 to Sole

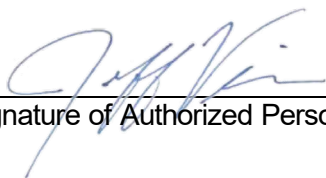
**Other Direct Cost Schedule (ODC)***All ODC's are to be proposed at cost-without mark-ups.*

Type of ODC	Unit Cost		Estimated Budget Amount	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	

Total Estimated Cost (Direct Labor + ODCs)= \$1,211,750 \_\_\_\_\_

RailPros Field Services, Inc.

Proposer



Signature of Authorized Person

1/24/24

Date

## ***Minute Action***

### AGENDA ITEM: 4

***Date:*** March 15, 2024

***Subject:***

US 395 Phase 2 Widening Project – Release Request for Proposals for Construction Management Services

***Recommendation:***

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

Authorize release of Request for Proposals No. 24-1003120 for Construction Management Services for the US 395 Phase 2 Widening Project in the City of Hesperia and the City of Victorville.

***Background:***

US 395 is designated as a “Priority Interregional Highway” in the California Department of Transportation (Caltrans) 2021 Interregional Transportation Strategic Plan (ITSP). US 395 is widely recognized as a critical linkage for goods movement, supporting the economies of multiple inland counties and an important agricultural route to and from the Central Valley.

On July 6, 2022, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) awarded the professional services contract to initiate the Plans, Specifications, and Estimates (PS&E) phase of the US 395 Phase 2 Widening Project (Project).

The Project is currently in the final design phase with a target for design approval in fall 2024. To allow for constructability reviews prior to completion of the PS&E package and prior to advertisement of the Project for construction, staff is recommending that the Construction Management (CM) firm be brought on board prior to final design approval.

Staff is requesting authorization from the Board to release Request for Proposals (RFP) No. 24-1003120 to procure CM services for the Project. A future recommendation is anticipated to be presented to the Board in summer 2024 for the award of the contract. The contract will be funded with Measure I Victor Valley Major Local Highway Program funds until PS&E is complete and the Federal Highway Administration authorizes the Project for construction. After authorization the contract will be funded with federal Surface Transportation Block Grant Program funds.

***Financial Impact:***

This item is included in the adopted budget for Fiscal Year 2023/2024 under Task No. 0820 Freeway Projects, Sub-Task No. 0844 US-395 Widening Phase 2. The contract will be funded with Measure I Victor Valley Major Local Highway Program funds and federal Surface Transportation Block Grant Program funds.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel, Procurement Manager and Risk Manager have reviewed this item.

***Responsible Staff:***

David Tan, Senior Project Manager

*Entity: San Bernardino County Transportation Authority*



Mountain-Desert Committee Agenda Item  
March 15, 2024  
Page 2

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Approved  
Mountain-Desert Committee  
Date: March 15, 2024  
Witnessed By:

San Bernardino County Transportation Authority

# **ATTACHMENT "A"**

## **SCOPE OF WORK**

## INDEX

- A. DESCRIPTION OF SERVICES
- B. PERFORMANCE REQUIREMENTS
- C. DUTIES AND RESPONSIBILITIES
  - 1. Pre-construction Services
  - 2. Bid Process
  - 3. Project Administration
  - 4. Construction Coordination
  - 5. Construction Inspection
  - 6. Project Support
  - 7. Cost and Schedule
  - 8. Change Orders and Claims
  - 9. Safety
  - 10. Project Close Out
- D. DELIVERABLES
- E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT
- F. MATERIALS TO BE FURNISHED BY SBCTA
- G. STANDARDS
- H. AVAILABILITY AND WORK HOURS
- I. LIMITATIONS TO AUTHORITY
- J. THIRD PARTY RELATIONSHIPS
- K. CONSTRUCTION SITE SAFETY
- L. BASIS FOR SURVEY AND MONUMENT MARKING
- M. PERSONNEL QUALIFICATIONS

## A. DESCRIPTION OF SERVICES

The San Bernardino County Transportation Authority (SBCTA) will utilize the services of CONSULTANT to support the construction activities for the Project. The CONSULTANT will provide construction management, materials testing, construction surveying for the Project. A description of the Project is given below.

### **US 395 Widening Phase 2 Project**

The United States Highway 395 (US-395) Phase 2 Freight Mobility and Safety Project is a cooperative effort between San Bernardino County Transportation Authority (SBCTA), the California Department of Transportation (Caltrans), the City of Victorville, and City of Hesperia to relieve congestion and enhance the safety and operational efficiency of the corridor by constructing a continuous four-lane highway, which would improve passing opportunities and add capacity to meet future traffic volumes. The existing US-395 has two lanes within the project limits, one lane in each direction, with additional turning lanes at intersections. This Project would widen US-395 from 2 lanes to 4 lanes, with a continuous median, for a distance of approximately 7 miles between I-15 and SR-18 (Palmdale Rd) including adding a bridge over the California Aqueduct.

SBCTA intends to advertise, award and administer one construction contract for this project. The successful consultant firm will provide the requested construction management and support services.

#### Services

Services are anticipated to generally include, but are not limited to the following: participation in the evaluation of scheduling of the proposed project; constructability review; oversight, survey and inspection of early utility relocation, construction project advertising, bid analysis, and award; construction inspection; construction surveying, materials testing, landscape inspection, contractor interface and contract administration; office engineering; and other assorted duties as appropriate in managing construction of a Caltrans and city roadway improvement project.

It is expected that the Consultant will assign a full-time Resident Engineer to coordinate all contract and personnel activities for all phases of construction. Other Resident Engineer(s) and inspection personnel may be assigned to direct and coordinate all project specific field activities and responsibilities as needed for satisfactory performance on the project. The Resident Engineer assigned for this project shall be licensed as a Professional Civil Engineer in the State of California at the time of proposal submittal and through the duration of the contract. The Consultant is expected to provide a Survey Project Manager, Materials Testing/Source Inspection Project Manager, and Landscape Architect to administer the construction support services requested herein and to assign qualified field personnel to perform the requested services. Furthermore, the Resident Engineer shall act as the public outreach liaison to assist the Authority's Public Information Office in implementing the Public Outreach Program established for this project.

Insofar as the Consultant's approach described in the Proposal, the scope of responsibility and the total number of personnel assigned to each phase is left to the discretion of the Consultant. The Proposal shall include a staffing plan, an organization chart and a resource loaded schedule that establish the firm's ability to adequately and appropriately staff and manage the project both during early utility company relocations and during the construction phase.

SBCTA anticipates that the total contract will be approximately 36 months in duration, with preconstruction services starting in May 2024, early utility relocation activities starting in mid- 2024

through mid-2025. SBCTA anticipates advertising for the construction contract in January 2025, awarding the construction contract in April 2025 with Construction LNTP of 120-calendar day procurement period of long lead items, followed by Construction NTP in August 2025, following completion of utility relocations and project completion in February 2027 (19 Months), in addition of 2 months of project closeout. The estimated construction capital cost of the project is approximately \$35 million.

CONSULTANT shall provide qualified construction management and inspection, materials testing, construction surveying and public relations personnel to perform a wide variety of construction management, support and contract administration duties as outlined in this Scope of Services for the Project.

The SBCTA Director of Project Delivery has designated a Construction Manager to coordinate all construction activities.

The CONSULTANT shall report to and receive direction from SBCTA through the Construction Manager or assigned designee(s). The SBCTA Construction is responsible for coordination of all SBCTA construction activities and for coordinating the efforts of the total construction team. The SBCTA Construction Manager will be the main contact and primary source of information between SBCTA, cities, outside agencies, supporting consultants and the public for the construction projects.

#### B. PERFORMANCE REQUIREMENTS

**Construction Management:** CONSULTANT shall furnish a Project Manager to coordinate CONSULTANT operations with SBCTA. The Project Manager shall be responsible for all matters related to CONSULTANT personnel and operations. The Project Manager may also serve as the Resident Engineer.

CONSULTANT shall also furnish a Resident Engineer and a Structures Representative. The Resident Engineer shall be assigned to direct and coordinate construction activities under this contract. Other Assistant Resident Engineers and Assistant Structures Representatives may be assigned to each specific project responsibilities as needed. The Resident Engineer and Structures Representative shall be a Civil Engineer registered in the State of California and shall be responsible in charge of construction management and construction activities within the Project.

The number of CONSULTANT personnel assigned to the Project will vary throughout the duration of the contract. CONSULTANT personnel will be assigned, in varying levels of responsibility, as needed by the CONSULTANT to meet the Project schedule, Project requirements, and construction activities.

Resumes of personnel must be submitted to SBCTA for review and approval prior to assignment to the Project. SBCTA and CONSULTANT will jointly determine the quality and quantity of services that are required by CONSULTANT personnel. Personnel selected for assignment by CONSULTANT shall be made available for personal interviews prior to acceptance by SBCTA. If, in the opinion of SBCTA, an individual lacks adequate experience, the individual may be rejected or may be accepted on a trial basis until such time the individual's ability to perform the required services has been demonstrated. If, at any time, the performance of CONSULTANT personnel is unsatisfactory to SBCTA, SBCTA may release him/her by written notice and may request another qualified person be assigned.

If CONSULTANT personnel are on leave of absence, the Project Manager shall provide equally qualified replacement personnel, approved by SBCTA, until the assigned personnel returns to the

## Project

The typical workday includes all hours worked by the construction Contractor. If necessary, overtime for CONSULTANT personnel may be required. The construction Contractor's operations may be restricted to specific hours during the week, which shall become the normal workday for CONSULTANT personnel. The Project Manager, with prior concurrence from SBCTA, shall have the authority to increase, decrease, or eliminate CONSULTANT personnel work hours dependent on the schedule and requirements of the construction Contractor. All overtime required by CONSULTANT personnel shall be approved and authorized by SBCTA prior to each occurrence.

CONSULTANT personnel shall be knowledgeable of and comply with all applicable local, state, and federal regulations. CONSULTANT personnel shall cooperate and consult with SBCTA, State, and City officials during the course of the Project. CONSULTANT personnel shall perform duties as may be required to assure that construction is being performed in accordance with the Project plans and specifications. CONSULTANT personnel shall keep accurate and timely records and document all work performed by the Contractor and CONSULTANT.

CONSULTANT shall monitor for Contractor's compliance with the labor standards provisions of the projects and the related wage determination decisions of the Secretary of Labor.

CONSULTANT personnel shall assist SBCTA and local agencies in obtaining compliance with the safety and accident prevention provisions of the Project. Local agencies will retain jurisdictional control for traffic control.

All services required herein shall be performed in accordance with California Department of Transportation guidelines, regulations, policies, procedures, manuals, and standards, except as noted in the special provisions.

**Material Testing & Source Inspection:** The number of field testing and source inspection personnel assigned to the Project will vary throughout the duration of the construction contract. CONSULTANT certified material testing and source inspection personnel will be assigned as needed by the Resident Engineer to meet the required numbers and frequencies of testing based on schedule of the construction Contractor.

Material Testing /Source Inspection Services will be provided on an on-call basis. The duration of assignments could vary from a minimum of a few hours to the full term of the Project. CONSULTANT personnel will be available within one (1) day of written notification by SBCTA.

It is the intent of SBCTA to maintain a consistency of material testing/source inspection quality throughout each phase of each project. CONSULTANT is therefore encouraged to provide, wherever and whenever possible, the same personnel for the duration of construction of each project.

On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, CONSULTANT will not provide services unless authorized by the SBCTA Construction Manager.

Consultant shall be responsible for finalizing a Source Inspection Quality Management Plan (SIQMP) to match the project requirements, assist SBCTA in gaining Caltrans approval, and manage the SIQMP. The SIQMP shall meet SBCTA and Caltrans requirements. Consultant shall provide Structural Materials Representative (SMR), Steel inspectors, Non-destructive Steel Inspectors, Coating Inspectors, Precast Concrete Inspectors and other source inspectors, as needed.

All CONSULTANT personnel will be knowledgeable of, and comply with, all applicable local, state, and federal regulations. All personnel shall cooperate and consult with SBCTA during the course of the contract; and perform other duties as may be required to assure that the construction is being performed in accordance with the Project plans and specifications. CONSULTANT's personnel will keep records and document the work as directed by the Resident Engineer.

All services required herein will be performed in accordance with Caltrans regulations, policies, procedures, manuals, and standards.

**Construction Surveying:** CONSULTANT will furnish surveying crew(s) to perform construction surveys for the Project. The number of survey crew(s) assigned to the Project may vary throughout the duration of the construction contract to meet the Project needs. CONSULTANT personnel will be assigned as needed by the Resident Engineer to meet the schedule of the construction contractor.

Construction surveying services will be provided on an on-call basis. It is the intent of SBCTA to maintain a consistency of construction survey quality throughout each phase of each project. Therefore, CONSULTANT is encouraged to provide the same field personnel for the duration of construction. It is important that the Field Party Chief(s) assigned to a project be completely familiar with the survey requirements and the assignments for the Project.

Construction surveying will not be performed when conditions such as weather, traffic, and other factors prevent safe and efficient operation.

CONSULTANT personnel will:

- Be knowledgeable of, and comply with all, applicable local, Caltrans, state, and federal regulations.
- Cooperate and consult with SBCTA officials during the course of the contract.
- Perform duties as may be required to assure construction is performed in accordance with the Project plans and specifications.
- Keep records and document work as directed by SBCTA Construction Manager.

All services required herein will be performed in accordance with Caltrans regulations, policies, procedures, manuals, and standards.

#### C. DUTIES AND RESPONSIBILITIES

##### 1. Pre-construction Services

###### a. Schedule

CONSULTANT shall review the proposed Project schedule, compare it to the Project plans and specifications, and provide recommendations to SBCTA, as appropriate, to ensure efficiency of Contractor and CONSULTANT operations and safe and expeditious completion of the Project.

###### b. Budget

CONSULTANT shall review the Project estimate, quantities and provide recommendations to SBCTA, as appropriate, to ensure efficient utilization of funds and control of project costs.

###### c. Constructability Review

CONSULTANT shall review Project plans and special provisions for possible errors and deficiencies and report such findings to SBCTA in a format provided by SBCTA.

d. Utility relocation assistance

2. Bid Process

a. Bid Documents

CONSULTANT shall assist SBCTA, as requested, with the following tasks:

- 1) Review of bid documents
- 2) Preparation of bid tabulations

b. Pre-construction Meetings

CONSULTANT shall assist SBCTA in conducting one, or more, pre- construction meetings with all involved parties on the Project. Parties may include, but are not limited to, the Contractor, design engineer, Caltrans, County and City staff, utility companies, and developers.

c. Contract Award

CONSULTANT shall assist SBCTA, as requested, with the following tasks:

- 1) Review of bid for completeness and responsiveness.
- 2) Perform bid analysis.
- 3) Development of contractor payment schedules, and other procedural items.
- 4) Checking Contractor references, licenses, insurance, and sureties.
- 5) Coordination with prospective Contractor for award of construction contract(s).

All processes will be consistent with procedures outlined by the California Department of Transportation for Special Funded Programs and Local Assistance Procedure Manuals.

3. Project Administration

- a. CONSULTANT shall administer Project construction contracts using Caltrans Construction Manual as a guideline.
- b. CONSULTANT shall conduct regular Project coordination meetings with Contractor, SBCTA, local agencies, and design engineer, as appropriate.
- c. CONSULTANT shall prepare Contractor progress payments and maintain payment records and supporting documentation. All progress payments shall be reviewed by SBCTA for approval.



- d. CONSULTANT shall provide reports as needed to comply with specific funding requirements.
- e. CONSULTANT shall establish and maintain Project records in accordance with the Caltrans Construction Manual. Project record keeping shall include, but is not limited to, correspondence, memoranda, contract documents, change orders, claims, SBCTA and engineer directives, meeting minutes, shop drawings, supplementary drawings, and requests for payment. CONSULTANT shall maintain a record of the names, addresses, and telephone and fax numbers of the Contractors, subcontractors, and principal material suppliers.
- f. CONSULTANT shall establish and maintain a filing system in hard copies files and in electronic forms for each Project using the Caltrans Construction Manual as a guideline. Electronic data documentation will be required to be uploaded weekly to the SBCTA Major Projects Portal (LaserFiche?)
- g. CONSULTANT shall monitor Contractors' construction schedules on an ongoing basis and alert SBCTA to conditions that may lead to delays in completion of the Project.
- h. CONSULTANT shall prepare and submit a monthly Activity Summary Report for the Project in a format approved by SBCTA. The activity report shall include among other items status of SWPPP issues, RFIs, contract change orders, and notice of potential claims; construction activities completed, ongoing, and upcoming; status of Project budget and schedule, and other highlights and critical issues.
- i. CONSULTANT shall review and ensure compliance with environmental requirements.
- j. CONSULTANT shall participate in partnering sessions with the Contractor, SBCTA, and Local Agencies, as required.
- k. CONSULTANT shall ensure that the Project meets all provisions of the SBCTA Construction Materials Quality Assurance Program and Caltrans Quality Assurance Program Manual.
- l. CONSULTANT shall review Contractors' certified payroll records and ensure compliance with the requirements of the construction contract.
- m. CONSULTANT shall ensure that the Project meets all provisions of the Storm Water Pollution Prevention Plan (SWPPP).
- n. CONSULTANT shall assure that the Project meets all applicable regulations of the Air Quality Management District (AQMD) and State Water Resource Control Board (SWRCB).
- o. CONSULTANT shall maintain redlined as-built plans on an ongoing basis throughout the duration of the Project. Redlined plans shall show all changes made to the original contract plans, each change identified with the name of the approver, date of change approval, and CCO number, if applicable

4. Construction Coordination

- a. CONSULTANT shall provide a minimum of one qualified Resident Engineer and Structures Representative to effectively manage the Project.
- b. CONSULTANT Resident Engineer shall act as a prime point of contact between Contractor, SBCTA, CONSULTANT's construction surveyor, CONSULTANT's materials inspector, and utility companies. CONSULTANT may, when requested by SBCTA, act as point of contact between design engineers, cities, and the public. CONSULTANT shall ensure coordination with property owners adjacent to Project right-of-way to ensure timely communication regarding property-condition survey and construction activities and scheduling.
- c. CONSULTANT shall maintain regular contact with SBCTA's Construction Manager.
- d. CONSULTANT shall coordinate utility relocations with utility companies and their designee(s), as well as the utility inspector.
- e. CONSULTANT shall proactively review Project plans and special provisions for possible errors and deficiencies prior to construction of any specific element and report such findings to SBCTA. Should SBCTA determine that changes are necessary, CONSULTANT shall assist in implementation and processing of change orders in accordance with contract documents.
- f. CONSULTANT shall proactively review Project plans and special provisions; monitor, coordinate, and track construction progress schedule and RFIs; and communicate with various agencies prior to construction of any specific elements to ensure the Project proceeds on schedule and according to the order of work in the plans and special provisions. CONSULTANT shall expedite work, as required, to maintain schedule in conjunction with the overall construction staging program.
- g. CONSULTANT shall coordinate review of shop drawings and Requests for Information (RFI) with the SBCTA Construction Manager. CONSULTANT shall log and track all submittals and requests.
- h. CONSULTANT shall provide a qualified SWPPP Coordinator who along with the Resident Engineer shall review and certify contractor prepared Storm Water Pollution Prevention Plans (SWPPP) and coordinate approval with SBCTA and the State Water Resource Control Board. The SWPPP Coordinator shall be at a minimum a Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer (QSD) and a Qualified SWPPP Practitioner (QSP). CONSULTANT shall provide at a minimum weekly SWPPP monitoring and shall cooperate with all monitoring agency inspections and field reviews.
- i. CONSULTANT shall coordinate the implementation of any changes with the SBCTA Construction Manager and the design engineer.
- j. CONSULTANT shall review and approve falsework and shoring plans.
- k. CONSULTANT shall review and approve Traffic Control Plans and forward to SBCTA for Caltrans/City/County approvals, as necessary.
- l. CONSULTANT shall coordinate all Project construction activities with other on-

going projects within and adjacent to the Project limits.

5. Construction Inspection

- a. CONSULTANT shall coordinate all required inspections necessary for the Project. CONSULTANT shall ensure that appropriate City and local agencies are notified and present as required throughout the Project. CONSULTANT shall notify SBCTA immediately regarding any directives, recommendations, notices, etc. received from agencies other than SBCTA.
- b. CONSULTANT shall perform daily on-site observations of the progress and quality of construction to determine if the work being performed is in general conformance with the contract documents, all applicable laws, codes, and ordinances.
- c. CONSULTANT shall exercise reasonable care and diligence to discover and promptly report to SBCTA any and all defects or deficiencies in the materials or workmanship used in the Project.
- d. CONSULTANT personnel assigned to the Project shall be thoroughly familiar with Caltrans Standard Specifications, Caltrans Standard Plans, Caltrans Erosion Control and Highway Planting requirements, safety standards and State Water Resources Control Board requirements. CONSULTANT personnel shall have the ability to read and interpret construction plans and specifications. CONSULTANT personnel shall also have knowledge of State of California Construction Safety Orders (Cal-OSHA) and traffic control practices as specified in the Work Area Traffic Control Handbook (WATCH). In addition, CONSULTANT personnel shall be thoroughly familiar with the construction requirements of Caltrans' Storm Water Pollution Prevention Program.
- e. Assignments to be performed by CONSULTANT personnel shall include, but are not limited to, the following:
  - 1) Paving and subgrade inspection, sub-surface & finish surface drainage inspection, structures and foundation inspection, electrical inspection for traffic, ramp meter and irrigation control equipment, signing and striping inspection, quantity calculations, checking grade and alignment, construction traffic control, soil amendments and plant material identification & quality control, hardscape inspection, trenching & irrigation inspection and duties that may be required to determine that construction of the Project is being performed in accordance with the contract documents.
  - 2) Identifying actual and potential problems associated with the Project and recommending sound engineering solutions.
  - 3) Identifying common plant diseases and/or pests together with their respective eradication techniques, directing of plant adaptability requirements along with proper planting & pruning techniques, and avoiding potential problems associated with the Project by recommending sound engineering solutions.
  - 4) Perform basic sampling of construction materials in the field per California Test Method 105 and 125 by both the prime and subconsultant personnel.

- 5) Maintaining awareness of safety and health requirements. Monitoring Contractors' compliance with applicable regulations and construction contract provisions for the protection of the public and Project personnel.
- 6) Preparing complete and accurate daily reports, calculations, project records, payment quantity documents, reports, and correspondence related to Project activities.
- 7) Preparing construction sketches, drawings, and cross-sections, as necessary.
- 8) Assisting in the preparation of as-built plans.
- 9) Providing inspections for environmental compliance.
- 10) Maintaining awareness of water discharge requirements. Monitoring Contractors' compliance with applicable regulations and construction contract provisions.
- 11) Monitoring Contractors' compliance with applicable regulations required by AQMD.
- 12) Other duties as may be required or reasonably requested.

6. Project Support

a. Construction Surveys

CONSULTANT shall perform construction surveying services, field calculations, and home office calculations to support construction of the Project. CONSULTANT may be requested to review available survey data, construction plans, and right-of-way plans to confirm compatibility and to identify discrepancies prior to and during construction of proposed projects. The Resident Engineer will assign survey work to the CONSULTANT as needed by issuing a "Request for Survey Services". Requests may include, but not be limited to, the following types of surveys and related services:

1) Construction Surveys

CONSULTANT shall perform construction staking and calculations as needed.

- a) Survey calculations and adjustments shall be performed with established and computed coordinates based on the California Coordinate System.
- b) Cross-section data collection shall be performed by conventional and terrain line interpolation survey methods.
- c) Survey data will include topography, cross-section, and other survey data in computer formats compatible with the Caltrans computer survey and design systems.
- d) Prepare and maintain survey documents. Survey documents include survey field notes, maps, drawings, and other survey documents.
- e) Perform construction staking, including but not limited to:

- i. Utility relocations
  - ii. Clearing limits
  - iii. Slope staking
  - iv. Storm drain, sanitary sewer, and irrigation systems
  - v. Drainage structures
  - vi. Curbs, gutters, and sidewalk
  - vii. Horizontal and vertical control for structures and portions of structures (bents, abutments, wingwalls, etc.)
  - viii. Rough grade
  - ix. Finish grade
- f) Monitor for settlement, if required.
- g) Global Positioning Satellite (GPS) equipment shall be made available, if required by SBCTA.

## 2) Grid Grades

Grid grade data shall provide pavement elevations at the station line, the left edge of pavement, the right edge of pavement, and the right edge of travel way at 25-foot intervals for travel lanes.

## 3) Open Ended Traverses and Profile Data Sheets

Separate open-ended traverse calculations and point maps shall depict plan data for station lines, utility lines, wall layout lines, and abutment/bent alignment. Specific information to be shown will be part numbers, coordinates, bearings, and curve data.

Profile data sheets are required for all profiles shown on the plans identifying vertical design elements such as grade, point of intersection (PI) location, beginning of vertical curve (BVC) location, end of vertical curve (EVC) location, and curve length.

## 4) Three Line Profiles

Separate profile plots are required for the left edge of pavement, the right edge of pavement, and the edge of shoulder for all travel lanes.

## 5) Right of Way Lines

Existing right of way and easements will be established from Local Agency's record information and existing monumentation.

- a) Right of way monumentation shall be renewed and restored in accordance with Section 10.4 of the Caltrans "Survey Manual" and the State of California Land Surveyor's Act.
- b) Corner records and records of surveys shall be prepared and filed in accordance with the applicable standards and the State of California Land Surveyor's Act and the California Subdivision Map Act.

- c) Perpetuate existing monumentation, which includes restoring, renewing, referencing, and resetting existing boundary related monumentation. In addition, stake areas where construction disturbs the existing right of way, preparing and filing required maps and records.
- d) New right of way and easements will be established from plans, right of way maps, utility drawings, and Local Agency record information, and existing monumentation.
- e) Right of Way Surveys, which includes research and preparation filing of required maps and records. In addition, locate and set monuments for right of way and easement lines, staking for right of way and easement fences.
- f) Final monumentation, which includes setting of centerline points of control upon completion of construction.

#### 6) Special Design – Data Surveys

Includes drainage, utility, and surveys required for special field studies.

#### 7) Control Survey

Includes Project control surveys, aerial mapping control surveys, horizontal and vertical control surveys. In addition, control surveys will include restoration, renewal, reference, relocation, and resetting of existing control monumentation. CONSULTANT will be required to provide horizontal and vertical control at the end of each bridge.

#### 8) Topographic Surveys

Topographic surveys will normally be compiled by ground survey methods only.

CONSULTANT will provide all necessary Project related surveys and construction staking, including horizontal and vertical control, right of way, and easements. CONSULTANT shall coordinate all staking and verify accuracy. CONSULTANT shall ensure timely coordination of all staking requests from the Contractor.

#### b. Materials Testing, Source Inspection and Geotechnical Services

- 1) CONSULTANT will provide experienced personnel, equipment, and facilities to perform various construction materials sampling and testing. Laboratory and field materials testing will be used to ensure that structure and roadway construction work conforms to California State Department of Transportation (Caltrans) standards, specifications, and special provisions for material quality and workmanship.
- 2) All field and laboratory testing are to be performed in accordance with California Test Methods.
- 3) CONSULTANT will be responsible for the accuracy and completeness of all

test data compilation and results.

c. Public Outreach

General Public Outreach Plan will be provided and administered by SBCTA.

- a) SBCTA's primary goal is to assure the public that SBCTA is a public agency that delivers quality transportation projects and trustworthy, accurate and timely public information.
- b) SBCTA will provide the primary outreach effort with supplemental support as requested from CONSULTANT. This will be a targeted approach with incremental outreach based on construction schedule and staging. The primary target audiences identified for this Project include, but are not limited to:
  - i. LOCAL AGENCY
  - ii. SBCTA Board
  - iii. LOCAL AGENCY and area Emergency Service Providers
  - iv. School Transportation Coordinator(s)
  - v. Local Business Community
    - i) Specific businesses with expanding priority based on proximity to work zone and detours
    - ii) Chamber of Commerce
  - vi. Commuters
  - vii. Recreational Travelers
  - viii. Trucking Industry
  - ix. Local media
    - i) Print
    - ii) Radio
    - iii) Television
- c) In the weeks prior to the selection of a construction contractor, SBCTA may coordinate an Emergency Responders Project Briefing to highlight the Project details and possible access challenges for consideration by the Project team.
- d) Following the emergency responders briefing, SBCTA may coordinate a Chamber of Commerce Project Briefing to highlight the Project benefits, possible construction schedule and traffic management plan.
- f) Just prior to the start of field construction activities, SBCTA and CONSULTANT (includes all PR subs) may coordinate a groundbreaking media event with the LOCAL AGENCY to ceremoniously open the Project. CONSULTANT will be called up on to develop (with input from SBCTA) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for the set up and breakdown of the event site.



- g) Prior to construction beginning, SBCTA and CONSULTANT may coordinate a community meeting to share Project information, construction scheduling, detour information and expected challenges with the general public. CONSULTANT will be called up on to develop (with input from SBCTA) and maintain a task list of deliverables for this event. CONSULTANT will acquire the necessary items authorized for the event. CONSULTANT will be responsible for the set up and breakdown of the event site. Staffing this event will be determined based on availability.
- h) Near the completion of the construction Project, SBCTA and CONSULTANT will coordinate a ribbon-cutting media event. CONSULTANT will be called upon in a similar fashion to the groundbreaking event.
- i) At various stages throughout the Project, SBCTA will request support from CONSULTANT for the following items:
  - i. Establish and maintain stakeholder and/or 'interested parties' list(s) – used for sharing Project updates during Project construction. May need to be filtered to specific audiences (i.e. emergency responders, city government, etc.)
  - ii. Development of a Project fact sheet (include Project description, Project budget, Project schedule, SBCTA contact information, LOCAL AGENCY contact information, photos, logos, etc.)
  - iii. Weekly media advisories (use SBCTA template). CONSULTANT (or sub) will make weekly contact with Project team to establish what road or lane closures (and associated detours if applicable) will be taking place, develop the advisory, send to SBCTA Public Information Office for approval, submit to webmaster for posting, distribute to appropriate media and stakeholder list.
  - iv. Emergency notices – when needed.
  - v. Develop web content for project tab on SBCTA website. This page should include the same elements as the fact sheet with expanded detail when possible. If the information is dynamic, please provide updates to SBCTA Public Information Office for approval prior to submitting it to webmaster.
- 2) All requests for speaking to government councils, boards, chambers of commerce or similar business or social groups shall be directed to the SBCTA Public Information Office before agreeing to appear.
- 3) All media inquiries shall be directed to the SBCTA Public Information Office.



d. Permits

CONSULTANT shall review the Project for permit compliance and coordinate with SBCTA and the design engineer to ensure that necessary permits are obtained. CONSULTANT shall assist SBCTA in the coordination, timely processing and verification of approval for all permits. CONSULTANT shall maintain permits and permit documentation on site.

7. Cost and Schedule

a. CONSULTANT shall monitor and track the following:

- 1) Contract pay item quantities and payments
- 2) Contract change orders
- 3) Supplemental work items
- 4) Agency furnished materials
- 5) Contingency balance
- 6) Project budget

b. CONSULTANT shall review and monitor Contractor's schedule by keeping their own updated schedule to "shadow" that of the contractor and inform SBCTA of any significant changes or deviations in the schedule.

c. CONSULTANT shall provide and maintain a Project staffing plan of field office personnel based on the Contractor submitted baseline schedule update. In cooperation with SBCTA, the staffing plan shall be periodically updated to reflect Project progress and needs.

8. Contract Change Orders and Claims

a. CONSULTANT shall receive and evaluate requests for changes and/or substitutions by the Contractor. Contract Change Orders submitted to SBCTA shall be accompanied by CONSULTANT recommendations. Where applicable, CONSULTANT shall convey proposed changes to the design engineer, or other Project consultants. If the requested changes are accepted, CONSULTANT shall negotiate and prepare appropriate Contract Change Orders.

b. CONSULTANT shall attempt to avoid unnecessary Contract Change Orders. When a Contract Change Order is necessary, CONSULTANT shall consult with SBCTA prior to its preparation. Unless directed otherwise by SBCTA, the preferred method of payment for Contract Change Orders should be as follows:

- 1) Agreed Price
- 2) Adjustment in compensation to a bid item
- 3) Time and materials or Force Account

CONSULTANT shall perform force account analysis to validate cost submitted by the Contractor for contract change orders with agreed unit price, lump sum price, and adjustment in components. Analysis shall be based on realistic production and resource needs to complete the work.

c. CONSULTANT shall attempt to identify all potential claims, track and monitor unresolved claims. The CONSULTANT shall implement appropriate claims

avoidance processes where in the best interests of SBCTA as determined by SBCTA's Construction Manager.

- d. CONSULTANT shall assist SBCTA, as requested, in the identification, resolution, and final disposition of claims filed by the Contractor or third parties against SBCTA or the Project.

#### 9. Safety

In addition to the requirements specified elsewhere in this contract, the following shall also apply:

- a. CONSULTANT shall implement and conduct a comprehensive safety program including regular tail-gate safety meetings for CONSULTANT personnel. CONSULTANT shall provide SBCTA with monthly status of safety reports.
- b. CONSULTANT shall comply with State of California Construction Safety Orders and provisions of the Caltrans Construction Manual.
- c. CONSULTANT shall provide appropriate safety training for all CONSULTANT field personnel.
- d. CONSULTANT shall provide all necessary safety equipment as required for CONSULTANT personnel.

#### 10. Project Close Out

- a. CONSULTANT shall prepare a list of items to be completed and/or corrected by the Contractor for final completion of the Project.
- b. CONSULTANT shall collect and furnish as-built information to the design engineer for preparation of as-built drawings including but not limited to pre-stress drawings and pile logs, as applicable.
- c. CONSULTANT shall review and verify the completeness of as-built drawings.
- d. CONSULTANT shall conduct a final walk-through with SBCTA, Local Agencies, Contractors, and design engineers.
- e. CONSULTANT shall prepare final construction reports including the Project Completion Report.
- f. CONSULTANT shall prepare and deliver to SBCTA all Project files.
- g. CONSULTANT shall assist SBCTA and Contractor in obtaining final release of all Project permits.
- h. Project closeout services will be completed within two months of project acceptance.

#### D. DELIVERABLES

- 1. Inspector daily reports, extra work diaries and Resident Engineers' daily diaries.

2. Monthly Project Summary Reports and SIQMP Monthly Reports.
3. Weekly update of all files to SBCTA Portal.
4. Monthly Contractor progress payments, back-up documentation, and Contractor payment records.
5. Contractor final payment documents, delivered to SBCTA no later than ten (10) working days after Acceptance by SBCTA of the completed construction Project.
6. Project Completion Report documents per Local Assistance Procedure Manual and Caltrans Construction Manual.
7. All Project files, Project reports, Record As-builts, correspondence, memoranda, shop drawings, Project logs, schedule updates, change order data, claims and claim reports, and Contractor payment records per Caltrans Construction Manual.
8. Certified payrolls and fringe benefit statements for all employees, CONSULTANT and Contractor, who are subject to the State and/or Federal prevailing wage rates.
9. American For Disabilities Act certification of project per Caltrans Standards.
10. All material test results will be provided in accordance with the applicable Standard Specifications and Special Provisions, and test methods. Failing tests will be immediately reported to the Resident Engineer or Structures Representative. All test results will be recorded on the appropriate forms. The test documents will be legible and show the identity of the tester where appropriate. A notebook containing all test results and reports will be maintained by CONSULTANT throughout the duration of the Project and delivered to SBCTA with the Project files.
11. Record of Survey and Right of Way Monumentations and recording with County.
12. Unless otherwise specified in the survey request, the deliverables shall conform to the following:
  - a. Survey points, lines, and monuments shall be established, marked, identified, and referenced as required by survey request and requirements herein.
  - b. Survey notes, drawings, calculations, and other survey documents and information shall be completed as required by the survey request and the requirements herein.
  - c. All original survey documents resulting from this contract, including original field notes, adjustment calculations, final results, and appropriate intermediate documents, shall be delivered to the Resident Engineer and shall become the property of SBCTA. A copy of all survey documents furnished by SBCTA shall be retained by CONSULTANT for future reference.

When the survey is performed with a total station survey system, the original field notes shall be a hard copy in a readable format of the data (observations) as originally collected and submitted by the survey party. The hard copy shall be signed by the Party Chief. If the Party Chief is not licensed, the person in "responsible charge" will be required to sign.

- d. Deliverables to the Resident Engineer shall follow the format specified below:
  - 1) Horizontal Control
  - 2) Alpha numeric hard copy point listing with adjusted California Coordinate System northing and easting and the appropriate descriptions.
  - 3) Vertical Control
  - 4) Alpha numeric hard copy benchmark listing with adjusted elevations compatible with the design datum.
  - 5) Topography
  - 6) Alpha numeric hard copy listing, hard copy drawing, and computer aided drawing and design (CADD) digital drawing. The CADD drawing shall be compatible with the systems utilized by Caltrans.
  
- e. Data collection method(s) used to collect cross-section data and the coding (feature description) of terrain data for cross-sections shall conform to the survey request requirements. Deliverables shall depend on the data collection method(s) as follows:
  - 1) Conventional Cross – Sections (each cross – section):  
For each cross - section and alpha numeric listing, a hard copy drawing, and a computer formatted file compatible with the systems utilized by Caltrans.
  - 2) Terrain Line Interpolation Cross – Section Data (each terrain line interpolation survey):  
Terrain line interpolation cross – sections shall include an alpha numeric listing, a hard copy plan view drawing of the terrain lines, and a computer input file. The computer input file shall be provided in a format compatible with the systems utilized by Caltrans.
  - 3) Data Collector Data  
If specified in the survey request, the raw data from the data collector shall be provided in a format conforming to the survey request requirements.
  - 4) Other — As specified in the survey request.

E. EQUIPMENT AND MATERIALS TO BE PROVIDED BY CONSULTANT

- 1. CONSULTANT shall provide all necessary equipment including software, materials, supplies, miscellaneous tools, phones, vehicles, and safety equipment required for its personnel to perform the services accurately, efficiently, and safely. The above noted items are not to be included in Attachment B of Consultants Cost Proposal and are part of the consultants overhead. Only those items authorized by SBCTA in Attachment B, CONSULTANT Cost Proposal, shall be reimbursed by SBCTA.
- 2. CONSULTANT personnel shall be provided with vehicles suitable for the location and nature of the work involved. Vehicles shall be equipped with flashing yellow lights, either permanently or temporarily affixed.
- 3. CONSULTANT personnel shall be provided with a mobile radio, cellular phone, or other means to ensure full-time communication. If a radio system is to be used, CONSULTANT shall provide a base station at the field office.
- 4. CONSULTANT personnel shall be provided with all applicable standard plans,

specifications, and other standards as appropriate (see item G below).

5. For Materials Testing, CONSULTANT and its staff will be fully equipped at all times to perform the services required, including but not limited to the following:
  - a. An on-site mobile laboratory or laboratory in close proximity to the Project will be required. The type and location of the lab should be such that it can meet the needs of the Project in an efficient, time-effective manner. The laboratory is to be fully staffed, equipped, and supplied to conduct all required soils, materials, and concrete breaking tests in a timely manner.
  - b. Field personnel will be provided with all necessary safety equipment to permit work to be performed safely and efficiently within operating highway and construction zone environments.
  - c. All equipment to be calibrated as per Section 3-10 and 3-11 of Caltrans' Quality Assurance Program Manual.
6. For construction surveying, CONSULTANT and staff shall have adequate equipment and supplies to complete the required survey work. Equipment and supplies shall, include, but not be limited to:
  - a. Survey vehicles:  
Survey vehicles will be suitable to perform the required work in varying terrain and conditions encountered on the Project. Vehicles shall be fully equipped with all necessary tools, instruments, supplies, and safety equipment required to perform the work accurately, efficiently, and safely. Vehicles shall be equipped with a flashing yellow beacon light.
  - b. Data Processing Systems:  
Data processing systems shall include hardware and software to:
    - 1) Performing survey and staking calculations from the design plans and specifications
    - 2) Reduce survey data collected with conventional and total station survey systems
    - 3) Perform network adjustments for horizontal and vertical control surveys
    - 4) Format survey data to be compatible with the Caltrans computer survey and data system.
  - c. Drafting equipment and supplies.
  - d. Digital calculators.
  - e. Hand tools as appropriate for the requested survey work.
  - f. Traffic cones (minimum 25). Traffic cones shall be 28 inches in height (minimum).
  - g. Traffic control devices as required to perform the requested survey work. Traffic control devices include signs, sign bases, flags, and hand-held signs.
  - h. Leveling instruments and equipment:
    - 1) Self-leveling level. Precision: Standard deviations in one mile of double run

- leveling 0.005 feet or less.
- 2) Suitable level rods for the work to be performed.
- i. Distance measuring instruments and equipment:
  - 1) Electronic distance measurer (EDM). Precision: standard deviation 3 mm plus 3 PPM, or less; Range: Minimum one mile under average atmospheric conditions.
  - 2) Prisms, sufficient to perform the required work.
  - 3) Tapes; steel, cloth.
- j. Angle measuring instruments and equipment:
  - 1) Theodolite for non-control surveys; Precision: direct circle reading to three seconds, or equivalent, horizontal and vertical.
  - 2) Targets as required to perform the work.
- k. When required for efficient survey operations, total station survey systems consisting of an electronic angle measuring instrument, EDM, and electronic data collector shall be provided. The angle measuring instruments and EDM shall conform to the requirements for the equipment previously listed.
- l. Radio or cellular communications equipment for communication between field office and field crews.
- m. Caltrans manuals, standards, forms, and other policies and procedures to be followed to perform the required work.

F. MATERIALS TO BE FURNISHED BY SBCTA

- 1. SBCTA will provide three (3) copies of all Project construction documents including plans, and special provisions, and one (1) copy of all other reports, designer prepared resident engineer files, and contracts. In addition, SBCTA will provide one (1) full size (24" x 36") sets of plans for use in the construction field office as record documents.
- 2. SBCTA will provide copies of all previously secured permits and Project authorizations.
- 3. SBCTA Construction Management Forms including SBCTA Construction Materials Quality Assurance Program, sample SIQMP and appropriate forms for recording test data in accordance with Caltrans practices and procedures outlined in the "Manual of Test".

G. STANDARDS

All construction inspection, surveys, materials sampling and testing, and contract administration shall be in accordance with the Project bid documents, special provisions, plans, and current Caltrans Manuals including:

- 1. Construction Manual and its revisions
- 2. Bridge Construction Records and Procedures Manual
- 3. Quality Assurance Program Manual
- 4. Manual of Traffic Controls for Construction and Maintenance Work Zones
- 5. Caltrans Standard Specifications and Standard Plans
- 6. Caltrans Storm Water Pollution Prevention Plan (SWPPP) and Water Pollution Control

- Program (WPCP) Preparation Manual
- 7. Manual of Test (3 volumes)
- 8. Survey Manual
- 9. District 8 Standard Staking Procedures Manual

Work not covered by the manuals shall be performed in accordance with accepted professional standards.

Surveys performed by CONSULTANT shall conform to the requirements of the Land Surveyor's Act. In accordance with the Land Surveyor's Act, "responsible charge" for the work shall reside with the Licensed Land Surveyor or a pre-January 1, 1982, Registered Professional Civil Engineer in the State of California.

Unless otherwise specified in the survey request, control surveys shall conform to second order (modified) accuracy standards as specified in the Caltrans "Survey Manual".

Additional standards for specific survey work may be included in the applicable request for survey. Such standards supplement the standards specified herein. If additional standards conflict with the standards specified herein, the "Survey Request's" standard shall govern.

The Resident Engineer and SBCTA will decide all questions which may arise as to the quality or acceptability of deliverables furnished and work performed for this contract. Any CONSULTANT employee who does not perform adequately will be replaced if directed by the SBCTA Construction Manager.

#### H. AVAILABILITY AND WORK HOURS

The typical workday includes all hours worked by SBCTA's construction Contractor including nights and weekends. The construction Contractor's operations may be restricted to specific hours during the week, which will become the normal workday for CONSULTANT's personnel. On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, CONSULTANT services will not be provided unless authorized by the SBCTA Construction Manager.

Unless otherwise directed by SBCTA, the normal work week will consist of 40 hours. From time to time, overtime may be required. However, overtime will be worked only when approved in writing by SBCTA in advance.

#### I. LIMITATIONS TO AUTHORITY

CONSULTANT does not have the authority to:

- 1. Authorize deviations from the contract documents.
- 2. Approve substitute materials or equipment; except as authorized in writing by SBCTA.
- 3. Conduct or participate in tests or third-party inspections; except as authorized in writing by SBCTA.
- 4. Assume any of the responsibilities of the Contractors, Contractors' Superintendent, or subcontractors.
- 5. Exercise control over or be responsible for construction means, methods, techniques, sequences, procedures, or safety precautions.
- 6. Communicate directly with subcontractors or material suppliers without the prior consent of the Contractor.
- 7. Verbally authorize or approve change orders or extra work for the Project.



8. Offer or receive incentives, inducements, or other forms of enumeration to or from the Contractor to perform services or work outside the terms of any executed contracts for this Project.

J. THIRD PARTY RELATIONSHIPS

This Contract is intended to provide unique services for a specific project. In the development of the Project, SBCTA has worked closely with various professional consultants, agencies, and others in the preparation of the construction documents and other Project related materials. SBCTA, however, is solely responsible for and will be the sole point of contact for all contractual matters related to the Project. CONSULTANT shall take direction **only** from SBCTA and shall regularly inform **only** SBCTA of Project progress, outstanding issues, and all Project related matters.

During the course of the Project, CONSULTANT may find occasion to meet with Caltrans, City or County representatives, the design engineer, Project consultants, or other third parties who have assisted with the Project. These entities may, from time to time, offer suggestions and/or recommendations regarding the Project or elements of the Project. While SBCTA enjoys a close relationship with and has considerable confidence in the capabilities of these other parties, CONSULTANT shall not act on any suggestions, solicited or unsolicited, without obtaining specific direction from SBCTA. All oral and written communication with outside agencies or consultants related to the Project shall be directed only to SBCTA. Distribution of Project related communication and information shall be at the sole discretion of SBCTA representatives.

K. CONSTRUCTION SITE SAFETY

In addition to the requirements specified elsewhere in this contract, the following also will apply.

1. CONSULTANT will conform to the safety provisions of the Caltrans Construction Manual.
2. CONSULTANT's field personnel will wear white hard hats with proper suspension, orange/yellow vests with reflective tape, sleeved shirt, long pants, and leather boots with ankle support and rubber soled shoes at all times while working in the field.
3. CONSULTANT will provide appropriate safety training for all CONSULTANT's personnel, including working on and near highways.
4. All safety equipment will be provided by CONSULTANT.

L. BASIS FOR SURVEY AND MONUMENT STAKING

SBCTA will designate the existing horizontal and vertical control monuments that are the basis of CONSULTANT performed surveys. SBCTA will provide the California Coordinate System values and/or elevation values for these monuments. CONSULTANT shall adjust CONSULTANT performed surveys to be the designated control monuments and the values.

Monuments established by CONSULTANT shall be marked by CONSULTANT with furnished disks, plugs, tags. In addition, CONSULTANT shall identify CONSULTANT established monuments by tagging or stamping the monuments with the license or registration number of CONSULTANT'S surveyor who is in "responsible charge" of the work.

M. PERSONNEL QUALIFICATIONS AND RESPONSIBILITIES



The quantity and qualifications of field personnel to be assigned will be determined by the scope of the Project and the degree of difficulty of required tasks to be performed. Again, all personnel and personnel assignments are subject to approval by SBCTA. While some areas of responsibility may overlap, as a guideline, CONSULTANT personnel assigned to the Project should have the following qualifications:

1. Project Manager

- a. A minimum of six (6) years' project management experience on similar construction projects is desired.
- b. Accessible to SBCTA at all times during normal working hours.
- c. A thorough understanding of Caltrans construction practices and procedures.
- d. A thorough understanding of Cal-OSHA practices and procedures.
- e. The Project Manager will assume the following functional responsibilities:
  - 1) Review, monitor, train, and provide general direction for CONSULTANT personnel.
  - 2) Assign personnel to projects on an as-needed basis.
  - 3) Administer personal leave.
  - 4) Prepare monthly reports for delivery to SBCTA.

2. Resident Engineer

- a. A minimum of eight (8) years' resident engineer experience on similar construction projects is desired.
- b. Licensed Professional Civil Engineer in the State of California.
- c. Ability to work independently, make effective decisions concerning construction work in progress, and solve field problems.
- d. Accessible to SBCTA at all times including weekends and holidays.
- e. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- f. A thorough understanding of Cal-OSHA practices and procedures.
- g. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within the last 6 months.
- h. A thorough understanding of Caltrans field methods, practices, and construction office procedures. The Resident Engineer will assume the following functional responsibilities:
  - 1) Monitor and provide daily direction to CONSULTANT Resident Engineers and inspection personnel.
  - 2) Assign field personnel to specific project tasks.
  - 3) Monitor and track Contractor progress.
  - 4) Prepare daily, weekly and monthly reports as required.

- 5) Coordinate utility relocations with appropriate agencies and the utility inspector.
- 6) Act as prime field contact between various project Contractors and SBCTA's Construction Manager.

3. Assistant Resident Engineer

- a. A minimum of four (4) years' experience on similar construction projects is desired.
- b. Licensed Professional Civil Engineer in the State of California.
- c. Ability to work independently, make effective decisions concerning construction work in progress, and solve field problems.
- d. Accessible to SBCTA at all times including weekends and holidays.
- e. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- f. A thorough understanding of Cal-OSHA practices and procedures.
- g. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within the last 6 months.
- h. Thorough understanding of Caltrans field methods, practices, and construction office procedures. The Assistant Resident Engineer shall act under the direction of the Resident Engineer and will assume the following functional responsibilities:
  - 1) Monitor and provide daily direction to CONSULTANT inspection personnel.
  - 2) Assign field personnel to specific project tasks.
  - 3) Monitor and track Contractor progress.
  - 4) Prepare daily, weekly and monthly reports as required.
  - 5) Coordinate utility relocations with appropriate agencies.

4. Lead Field Inspector

- a. A minimum of six (6) years' construction inspection experience in public works on similar projects or a four-year degree in the field of civil engineering, transportation and four years of similar construction experience is desired.
- b. A thorough understanding of Cal-OSHA practices and procedures.
- c. Knowledge of Caltrans construction practices, physical characteristics and properties of highway construction materials, and approved methods and equipment used in making physical tests of construction materials.
- d. Ability to work independently, make effective decisions concerning construction work in progress, and solve field problems.
- e. Ability to direct the efforts of subordinate inspectors.
- f. Ability to use an automatic level and transit for the purpose of verifying line and grade.

- g. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- h. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within the last 6 months.
- i. Understanding of Caltrans field and construction office procedures. The Lead Field Inspector will assume the following functional responsibilities:
  - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of construction.
  - 2) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project.
  - 3) Coordinate field testing of materials to monitor compliance with Project specifications and Caltrans Quality Assurance Program.
  - 4) Maintain accurate and timely Project records. Perform quantity calculations for progress pay estimates.
  - 5) Perform analytical calculations such as basic earthwork, grading, profiles, and special staking procedures.
  - 6) Provide input for the redesign of facilities to fit existing field conditions.
  - 7) Monitor and track Contractor progress. Prepare daily, weekly, and monthly reports as required.

5. Field Inspector

- a. Two (2) years' construction inspection experience in public works on similar projects or a four-year degree in the field of civil transportation engineering is desired.
- b. A thorough understanding of Cal-OSHA practices and procedures.
- c. Knowledge of construction practices, physical characteristics and properties of construction materials, and approved methods and equipment used in making physical tests of construction materials.
- d. Ability to work independently. Ability to make minor decisions concerning construction work in progress and to solve field and office problems.
- e. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- f. Certified as a Qualified SWPPP Developer or Practitioner is desired.
- g. A thorough understanding of American with Disability Act (ADA) and Caltrans ADA requirements. Completion of Caltrans Temporary Pedestrian Facilities training within the last 6 months.
- h. Understanding of Caltrans construction methods and practices. The Field Inspector will assume the following functional responsibilities:
  - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of project construction.
  - 2) Assist in preparation of contract change orders, contract estimates, progress

- 3) pay estimates, and other documents or reports required for the Project.
- 4) Coordinate field testing of materials to monitor compliance with Project specifications and Caltrans Quality Assurance Program.
- 5) Perform quantity calculations for progress pay estimates and maintain Project records.
- 6) Perform analytical calculations such as basic earthwork, grading, profiles, and special staking procedures.
- 7) Provide input for the redesign of facilities to fit existing field conditions.
- 8) Perform construction materials sampling.
- 9) Perform labor compliance interviews of the Contractors' personnel.

6. Structural Representative

- a. A minimum of six (6) years of bridge or structural construction inspection as related to major public works projects and a four-year degree in civil engineering is desired.
- b. A minimum of four (4) years as a Structural Representative on major public works projects.
- c. Licensed Professional Civil Engineer in the State of California.
- d. Knowledge of stress analysis, structural mechanics, and strength of materials.
- e. A thorough understanding of Cal-OSHA practices and procedures.
- f. Knowledge of Caltrans and Greenbook construction practices and the physical characteristics and properties of various bridge construction materials including concrete.
- g. Experience in the following areas: foundations, pile driving, concrete prestressing, bridge deck construction, cast-in-place wall construction, falsework, and shoring.
- h. Ability to work independently. Ability to perform duties in the construction field office and effectively make decisions concerning construction work in progress and solving field problems.
- i. Ability to direct the efforts of subordinate inspectors.
- j. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- k. Thorough understanding of Caltrans field methods, practices, and construction office procedures. The Structural Representative shall assume the following functional responsibilities:
  - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of structural construction such as bridges, foundations, walls, falsework, shoring, and drainage structures.
  - 2) Make grade, alignment, quantity, falsework, and shoring calculations.
  - 3) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project. Coordinate the sampling and testing of construction materials to

monitor compliance with contract specifications.

- 4) Monitor and track Contractor progress. Prepare daily, weekly, and monthly reports as required.
- 5) Coordinate with Resident Engineer, as well as the Construction Staking and Material Testing consultants.
- 6) Direct the daily activities of subordinate inspectors.

7. Structural Inspector

- a. A minimum of four (4) years of bridge design or structural construction inspection as related to Caltrans or major public works projects and a four-year degree in civil or structural engineering is desired.
- b. Knowledge of stress analysis, structural mechanics, and strength of materials.
- c. A thorough understanding of Cal-OSHA practices and procedures.
- d. Knowledge of construction practices and the physical characteristics and properties of various highway bridge construction materials including concrete.
- e. Experience in one or more of the following areas: pile driving, concrete prestressing, bridge deck construction, retaining wall construction, falsework, and shoring.
- f. Ability to work independently and make minor decisions concerning construction work in progress and to solve field and office problems.
- g. Ability to use an automatic level and transit for the purpose of verifying line and grade.
- h. Understanding of Caltrans construction methods and practices. The Structural Inspector will assume the following functional responsibilities:
  - 1) Assist in inspections to assure compliance with contract plans, specifications, and special provisions on all phases of structural construction such as bridges, foundation, walls, falsework, shoring, and drainage structures.
  - 2) Make grade, alignment, quantity, falsework, and shoring calculations.
  - 3) Assist in the preparation of contract change orders, contract estimates, progress pay estimates, and other documents or reports required for the Project.
  - 4) Sampling and testing of construction materials to monitor compliance with contract specifications and Caltrans Quality Assurance Program.

8. Office Engineer

- a. A minimum of two (2) years' experience as an office engineer on similar construction projects is desired.
- b. Knowledge of Caltrans Office of Highway Construction forms used to administer construction projects.

- c. Knowledge of Caltrans system of document organization.
- d. Knowledge of construction records and accounting procedures.
- e. Knowledge of documentation, procedures, and reporting for federally funded projects.
- f. Knowledge of laws and regulations governing the payment of prevailing wages.
- g. The Office Engineer will assume the following functional responsibilities:
  - 1) Process monthly progress pay estimates, monthly status reports, extra work reports, and weekly statements of working days.
  - 2) Prepare and process contract change orders.
  - 3) Monitor construction budget and schedule.
  - 4) Prepare, maintain, and/or file project documents including labor and equipment records, correspondence, memoranda, meeting minutes, claims, personnel records, labor compliance reports, and daily, weekly, and monthly reports.
  - 5) Perform routine calculations and checking of quantities.
  - 6) Coordinate all office activities and functions with SBCTA representatives.

9. Materials Testing/Source Inspection Project Manager

- a. A minimum of four (4) years' project management experience on a similar highway/bridge construction project is desired.
- b. Licensed Civil Engineer in the State of California.
- c. Ability to use typical computer programs including word processing and spreadsheets.
- d. The Materials Testing/Source Inspection Project Manager will assume the following functional responsibilities:
  - 1) Review, monitor, train, and provide general direction for CONSULTANT's laboratory, field and source inspection personnel.
  - 2) Assign personnel to projects on an as-needed basis in coordination with the Resident Engineer.
  - 3) Administer personal leave, subject to approval of the Resident Engineer.
  - 4) Prepare monthly reports for delivery to the Resident Engineer.
  - 5) Provide direction, administration, and responsibility for Materials Certification per Caltrans Construction Manual, Section 8-01.
  - 6) Assist SBCTA and Resident Engineer in preparing the project specific Source Inspection Quality Management Plan (SIQMP) for Caltrans review and approval. (Reference Caltrans "Source Inspection Quality Management Plan (SIQMP Outline dated 04/17/12).
  - 7) Provide direction, administration, and responsibility for implementation of the approved SIQMP per Caltrans Construction Procedures Directive (CPD)

08-5 and FHWA Title 23 requirements.

Material testing/source inspection personnel will be certified by a California Registered Civil Engineer as being experienced and competent in the test procedures required for the work involved (and possess a current certificate of proficiency (Form MR-0111) in accordance with Quality Assurance Program Manual (Section 3-5). Independent certification of Caltrans test procedures may be performed at the discretion of the SBCTA Construction Manager.

10. Materials Technicians

CONSULTANT personnel provided under this contract will have a variety of skills and experience appropriate for the level of tasks to be assigned. Field personnel shall be certified by Caltrans and should have a minimum of two (2) years' experience in conducting material sampling and testing of the type required for the projects involved and possess the following additional capabilities:

- a. Have the ability to establish specific locations for appropriate tests when construction contract administration personnel are not available.
- b. Be familiar with construction practices and be fully aware of construction activities at the Project site.
- c. Have knowledge of and comply with safety and health regulations and requirements applicable to the Project.
- d. Specific qualifications for technicians are as follows:

1) CONSTRUCTION TECHNICIAN I

- a) Performs a variety of semi-skilled activities. Examples of duties assigned to this classification are:
  - i. Conducting quality control tests such as soil densities, sieve analysis tests, operation scales and inspecting spread operations.
  - ii. Sampling and transporting produced construction materials from point of application or production to testing laboratory.
- b) Knowledge and Skills Required
  - i. Knowledge of tools, equipment and vehicles utilized in construction.
  - ii. Knowledge of standard equipment and materials used for the sampling and testing of construction material.
  - iii. Knowledge of basic mathematics used in the computation of a variety of construction items.
  - iv. Knowledge of record keeping, preparing documents and reports.

2) CONSTRUCTION TECHNICIAN II



- a) Performs a variety of skilled activities. Examples of duties assigned to this classification are:
  - i. Inspecting minor construction items, sampling and inspection of steel reinforcement, sampling and inspection of concrete placing operation.
  - ii. Collect and analyze soil samples of construction materials to determine compaction and moisture content.
  - iii. Inspection and sampling of all phases of asphalt concrete and PCC paving operation, including plant inspection.
  - iv. Confers with construction engineers and contractors regarding construction in progress and conformance to specifications and construction plans.
  - v. Answers questions and resolves problems.
  - vi. Inspects construction in progress to ensure conformance with specification, agreements, and established requirements.
  - vii. Keeps a daily diary of work progress.
  - viii. Prepares reports on all field inspections and submits project quantities on a daily basis.
  - ix. Keeps accurate documentation for force accounts and possible claims.
- b) Knowledge and Skills Required
  - i. All knowledge and skills required of lower classification.
  - ii. Knowledge of currently accepted methods, procedures and techniques used in highway construction inspection, survey, materials testing, and quality control equipment.
  - iii. Skill in interpersonal relations as applied to contact with contractors, representatives of other governmental jurisdictions, and other SBCTA/Caltrans staff.

### 3) CONSTRUCTION TECHNICIAN III

- a) Exercises considerable independent judgment within general Caltrans standards and guidelines. Examples of duties assigned to this classification are:
  - i. Inspect Project construction on an ongoing basis to assure compliance with contract and in accordance with State and local standards.
  - ii. Perform a variety of structural material tests and inspections.
  - iii. Reviews construction plans and verifies that these are in accordance with designated specifications and other requirements.
  - iv. Participates in the preparation of completed work estimates, to calculate compensation due contractor.
  - v. Examines and verifies numeric data and material specifications on project cost source documents, utilizing geometry and trigonometry calculations.
  - vi. Supervises all work activities involved in construction projects, laboratory, and quality control work.



vii. Recommends approval of proposed Project changes.

b) Knowledge and Skills Required

- i. All knowledge and skills required of lower classifications.
- ii. Knowledge of the principles and practices of Civil Engineering as applied to the construction of state highways.
- iii. Skill in analyzing and evaluating a wide variety of highly technical engineering data, including construction plans, field survey and quality control documents.
- iv. Skill in interpreting and implementing Caltrans standards, policies, procedures and regulations.
- v. Skill in interpersonal relations, as applied to contacts with contractors, representatives of other governmental jurisdictions, and other SBCTA/Caltrans staff.

11. Construction Surveying Project Manager

- a. A minimum of four (4) years' project management experience on similar construction projects is desired.
- b. Licensed Surveyor or pre-January 1, 1982 Registered Professional Engineer in the State of California.
- c. Accessible to the Resident Engineer and SBCTA at all times during normal working hours as specified in this Scope of Services.
- d. Under the direction of the Resident Engineer, the Survey Project Manager will be responsible for:
  - 1) Review, monitor, train, and provide general direction for CONSULTANT survey personnel.
  - 2) Assign personnel to projects on an as-needed basis.
  - 3) Administer personal leave, subject to approval of the Resident Engineer.
  - 4) Prepare monthly reports for delivery to the Resident Engineer.

12. Field Party Chief(s)

- a. The person(s) holding the position of Party Chief shall meet at least one of the following licensing requirements:
  - 1) A licensed Land Surveyor in the State of California.
  - 2) A pre-January 1, 1982, Registered Professional Civil Engineer in the State of California.
  - 3) An experienced surveyor who serves as chief under the direction or supervision of a person who is a licensed Land Surveyor or pre-January 1, 1982 Registered Professional Civil Engineer in the State of California. The direction or supervision shall place the supervisor in "responsible charge" of the work. "Responsible Charge" is defined in Chapter 15 of the Business and Professions Code (the Land Surveyor's Act) and Title

16, Chapter 5, of the California Administrative Code (regulations adopted by the Board of Registration for Professional Engineers and Land Surveyors).

- b. The Party Chief(s) should have a minimum two (2) years' survey experience on similar construction projects and possess the following additional capabilities:
  - 1) Thorough knowledge of construction survey practices and the ability to read and interpret plans and specifications.
  - 2) Ability to make effective decisions concerning field problems and work in progress.
  - 3) Familiarity with typical coordinate geometry computer programs.
  - 4) Familiarity with safety requirements for surveying near traffic.
- c. The Party Chief(s) will assume the following responsibilities:
  - 1) Perform construction staking services for Project construction.
  - 2) Administer day to day activities for the survey party.
  - 3) Perform analytical survey calculations for items such as grading, horizontal and vertical control, right of way, and minor in-field design.
  - 4) Maintain continuous communication with the Resident Engineer, field personnel, and construction administration staff.

### 13. Survey Crews

- a. Qualifications for survey crew members should include the following:
  - 1) A minimum of one (1) year of survey experience on similar construction projects is desired.
  - 2) Fundamental knowledge of construction survey practices and the ability to read and interpret plans and specifications.
  - 3) Ability to assist Party Chiefs and office personnel in all required surveying work.
  - 4) One survey crew member must have the ability to assume temporary leadership of the survey party in the absence of the Party Chief.
- b. Under the direction of the Resident Engineer and the Party Chief, the survey crew members will assume the following responsibilities:
  - 1) Perform basic calculations to support construction staking.
  - 2) Maintain continuous communication with Party Chiefs and office personnel.

END OF SCOPE OF WORK

## ***Minute Action***

### AGENDA ITEM: 5

***Date:*** March 15, 2024

***Subject:***

Annual Right-of-Way Acquisition Updates

***Recommendation:***

Receive and file the updated list of right-of-way property acquisitions for Project Delivery Department projects, which includes changes to the Board of Directors' authorized property lists and provides the current listing of San Bernardino County Transportation Authority Project Delivery Program Eminent Domain actions.

***Background:***

The San Bernardino County Transportation Authority (SBCTA) is responsible for the development and delivery of transportation projects. In the course of developing and delivering projects, the acquisition of public and private properties is often required to facilitate the implementation of projects. The intent of this agenda item is to inform the Board of Directors (Board) of SBCTA's success in avoiding costly litigation while acquiring property necessary for SBCTA's Project Delivery projects. This agenda item will also provide a listing of all properties that were approved by the Board and properties that have been added or deleted for these projects.

On January 2, 1971, Public Law 91-646 the "Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970," was signed into law by Congress to ensure that people whose real property is acquired, or who must move as a result of the needs of a Federal Aid project, will be treated fairly and equitably and will receive assistance in moving from the property they occupy to a location equal or better. To ensure fair and consistent treatment of property owners and those displaced as a result of the projects, SBCTA developed a Right-of-Way (ROW) Acquisition Procedures Manual compliant with all federal and state laws, statutes, and regulations as applicable, to guide staff through the property acquisition, relocation, and disposition processes. To exercise consistent treatment of property owners, this process is utilized on all property acquisitions whether or not federal funds are utilized.

SBCTA seeks to reach fair settlements with property owners based on the value of Just Compensation, which is derived from appraisal values. Through the acquisition process, staff is highly communicative with those affected by SBCTA's projects in order to gain a full understanding of each property owner's concerns and the factors concerning the appropriate property appraisal. While many acquisitions are either accepted based on Just Compensation, or with limited negotiations, there are situations where; due to schedule considerations, lack of property owner response, title issues on the property, or significant differences on the acquisition price; legal proceedings are required. In these cases, while negotiations with the property owners are continued, the Board conducts a Resolution of Necessity (RON) hearing to establish the need for the property, need for the project, and that a fair offer of Just Compensation has been tendered to the property owner of record.

In cases where a RON hearing occurs, the vast majority of the properties are acquired through a settlement prior to filing of litigation. Settlements occur through contracts that the SBCTA Acquisition Agent negotiates directly with property owners ('Contract' column in Table 1 on the following page), attorney settlement agreements that the court accepts or settlement agreements

*Entity: San Bernardino County Transportation Authority*

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resulting from mediation by an unbiased third-party mediator ('Attorney' column in Table 1), or through a trial judgment ('Court' column in Table 1). Only a small proportion of properties actually go to trial to determine Just Compensation for property acquisition. Due to the cost associated with litigation, it is generally in SBCTA's best interest, and in the best interest of property owners, to settle on a fair determination of Just Compensation for the real property interests prior to trial. In an effort to meet the schedule and budget, and to follow state and federal requirements, staff remains committed to practicing fair and equitable treatment of those impacted by SBCTA's projects. The following table is an update to one previously provided to the Metro Valley Study Session in December 2022, showing the current status and number of properties acquired for SBCTA's Project Delivery Department projects and the ultimate disposition as to how a settlement was reached. To summarize, approximately 60% of all property acquisitions occur without a RON, and an overall 99.67% are acquired without going to trial.

Table 1

Project	Properties/Parcels						
	Number Acquired	Acquired with no RON Hearing	Resolution of Necessity (RON)				
			Total	Litigation/ Pending Cases	Settlement Type		
					Contract	Attorney	Court
Interstate 10 Tippecanoe Avenue Interchange (Caltrans performed ROW acquisition and eminent domain)	63	36	27	0	9	16	2
Interstate 15/Interstate 215 Devore Interchange (SBCTA performed ROW acquisition and Caltrans performed eminent domain)	85	56	29	0	2	27	0
Interstate 215 Barton Road Interchange	37	21	16	0	7	9	0
Lenwood Road Grade Separation	35	10	25	0	17	8	0
Laurel Street Grade Separation	29	22	7	0	6	1	0
Hunts Lane Grade Separation	26	18	8	0	0	8	0
Palm Avenue Grade Separation	9	3	6	0	3	3	0
US 395	67	19	48	0	25	22	1
State Route 210 Base Line/ Lane Addition*	25	21	4	0	1	3	0
State Route 60 Archibald*	6	0	6	3	0	3	0
State Route 60 Central*	6	1	5	1	2	2	0
Interstate 10 Corridor*	183	128	55	7	27	21	0
Mount Vernon Viaduct*	40	30	10	4	5	1	0
Interstate 10 Cedar*	31	19	12	2	0	10	0
Interstate 215 University Parkway*	5	3	2	2	0	0	0
I-10 Mount Vernon Avenue*	3	0	3	3	0	0	0
<b>Total</b>	<b>650</b>	<b>387</b>	<b>263</b>	<b>22</b>	<b>105</b>	<b>134</b>	<b>3</b>

\*Still in progress

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The second part of this agenda item is to provide the Board with a complete listing of properties that were approved by the Board for various projects, including added or deleted properties. For the purpose of the Mountain/Desert Policy Committee, please refer to the attachment titled, "US 395 Phase 2 - Table A. Projects with ROW acquisition requirements are taken before the Board and approved with the following language:

*"Authorize staff to appraise properties identified in Table \_\_ and to make offers of Just Compensation to the property owners for the acquisition of property necessary for the XXX (Project); and"*

*"Authorize the Director of Project Delivery to add or delete parcels in Table \_\_ as the Director of Project Delivery determines necessary for the Project."*

During the course of project development, minor changes to a project's ROW requirements may occur due to design refinements, construction staging revisions, or utility relocation requirements. SBCTA typically tries to minimize the property impacts on every project, but often the identified list of properties occurs relatively early in the final design and ROW phases, which is why there can be changes to these requirements as the project progresses. Attached are the tables with lists for projects which have been previously approved by the Board. While some projects have had additions or deletions from what was originally approved by the Board, others have had no changes.

Annually, complete listings of Board approved property acquisitions, including added or deleted properties, will be provided to the Mountain/Desert Policy Committee and/or the Board unless otherwise requested.

**Financial Impact:**

This item has no financial impact on the adopted Budget for Fiscal Year 2023/2024.

**Reviewed By:**

A companion item is scheduled for review by the Metro Valley Study Session on March 14, 2024.

**Responsible Staff:**

Tracy Escobedo, Management Analyst II

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Approved  
Mountain-Desert Committee  
Date: March 15, 2024

Witnessed By:

**US 395 Phase 2 Project Parcel Listing**  
**Approved**  
**Board of Directors**  
**December 7, 2022**

**Table A: Anticipated Property Rights Needed**

<b>Assessor Parcel Number</b>	<b>Owner</b>	<b>Current Use</b>	<b>Right Needed</b>
303-936-109	MPNR Properties, LCC	Vacant	Fee + TCE (If Required)
306-458-101	Poplar 35 LLC	Vacant	Fee + TCE (If Required)
306-454-108	Jue, Donald Living Trust 7/3/86	Vacant	Fee + TCE (If Required)
306-457-108	Victor Valley Community College	Vacant	Fee + TCE (If Required)
306-454-107	Jue Investment Partnership	Vacant	Fee + TCE (If Required)
306-440-103	Pipeline Petroleum Banning LLC	Vacant	Fee + TCE (If Required)
306-440-102	Main Hesperia LLC	Vacant	Fee + TCE (If Required)
306-440-101	Yucca Terrace Investors LLC	Vacant	Fee + TCE (If Required)
306-442-103	U. S. Cold Storage of California	Vacant	Fee + TCE (If Required)
306-442-101	U. S. Cold Storage of California	Vacant	Fee + TCE (If Required)
306-441-113	Bhatia Trust 11/9/05	Vacant	Fee + TCE (If Required)
306-441-114	Maloney Family Trust 5/16/17	Vacant	Fee + TCE (If Required)
306-441-115	Maloney Family Trust 5/16/17	Vacant	Fee + TCE (If Required)
313-637-102	395 Victorville LLC	Vacant	Fee + TCE (If Required)
313-635-101	Robidoux, Sylvia Living Trust	Vacant	Fee + TCE (If Required)
313-633-169	City of Victorville	Vacant	Fee + TCE (If Required)
313-633-170	City of Los Angeles	Transmission Lines	Fee + TCE (If Required)
313-628-102	Slough Family Trust 10/19/12	Vacant	Fee + TCE (If Required)
313-628-101	Slough Family Trust 10/19/12	Vacant	Fee + TCE (If Required)
307-156-111	Paine, Charles F. Trust	Vacant	Fee + TCE (If Required)
307-156-274	Chua, Helen	Vacant	Fee + TCE (If Required)
307-156-280	Kim, Bryan	Vacant	Fee + TCE (If Required)
307-155-101	Sycamore Properties	Vacant	Fee + TCE (If Required)
307-155-102	Sycamore Properties	Vacant	Fee + TCE (If Required)
307-151-107	Kashanian, Mansour J.	Vacant	Fee + TCE (If Required)
313-444-105	Dr. Prem Reddy Family Foundation	Vacant	Fee + TCE (If Required)
313-444-106	Dr. Prem Reddy Family Foundation	Vacant	Fee + TCE (If Required)
313-444-103	Prime A Investments LLC	Vacant	Fee + TCE (If Required)
313-434-101	Overland Opportunity Fund LLC	Vacant	Fee + TCE (If Required)
313-425-101	Overland Opportunity Fund LLC	Vacant	Fee + TCE (If Required)
313-413-101	Regwan Family Trust 7/7/20	Vacant	Fee + TCE (If Required)
309-644-107	Cothran Malibu LP	Vacant	Fee + TCE (If Required)
309-644-106	Cothran Malibu LP	Vacant	Fee + TCE (If Required)
309-644-105	Hafar Summer Q. (PL)	Vacant	Fee + TCE (If Required)
309-644-104	Hafar Summer Q. (PL)	Vacant	Fee + TCE (If Required)
309-644-103	Luna Village 2 LLC	Vacant	Fee + TCE (If Required)
309-643-107	395 Luna Property LLC	Vacant	Fee + TCE (If Required)
309-643-106	Maida Holding LLC	Commercial	Fee + TCE (If Required)
309-639-103	Tafa Investment Partnership	Vacant	Fee + TCE (If Required)
309-639-106	Sakahara Properties, LLC	Vacant	Fee + TCE (If Required)
309-638-107	Prime A Investments LLC	Vacant	Fee + TCE (If Required)

**US 395 Phase 2 Project Parcel Listing**  
**Approved**  
**Board of Directors**  
**December 7, 2022**

<b>Assessor Parcel Number</b>	<b>Owner</b>	<b>Current Use</b>	<b>Right Needed</b>
309-638-109	M L S Realtors Inc.	Vacant	Fee + TCE (If Required)
309-638-101	Vic Oxford Investments LLC	Vacant	Fee + TCE (If Required)
310-357-108	Dr. Prem Reddy Family Foundation	Vacant	Fee + TCE (If Required)
310-357-110	Dr. Prem Reddy Family Foundation	Vacant	Fee + TCE (If Required)
310-357-103	Dr. Prem Reddy Family Foundation	Vacant	Fee + TCE (If Required)
310-357-102	Femino, James J. & Due Living Trust 3/30/96	Vacant	Fee + TCE (If Required)
310-357-101	Palmdale Rd LLC	Commercial	Fee + TCE (If Required)
306-456-117	Anderson 2007 Trust	Vacant	Fee + TCE (If Required)
306-456-116	Tsai, Tsung-Chang	Vacant	Fee + TCE (If Required)
306-456-108	Tsai, Tsung-Chang	Vacant	Fee + TCE (If Required)
306-456-107	Hsieh, Jane	Vacant	Fee + TCE (If Required)
306-455-108	Hesperia Community Development	Commercial	Fee + TCE (If Required)
306-455-107	Hesperia Community Development	Commercial	Fee + TCE (If Required)
306-455-106	Hesperia Community Development	Commercial	Fee + TCE (If Required)
306-454-106	Jue, Donald Living Trust 7/3/86	Vacant	Fee + TCE (If Required)
306-454-105	YLC Investments LLC	Vacant	Fee + TCE (If Required)
306-453-108	Singh, Marcela Living Trust 3/3/10	Vacant	Fee + TCE (If Required)
306-440-110	Plaza Street Fund 167 LLC	Vacant	Fee + TCE (If Required)
306-440-106	Pipeline Petroleum Banning LLC	Vacant	Fee + TCE (If Required)
306-440-105	Pipeline Petroleum Banning LLC	Vacant	Fee + TCE (If Required)
306-440-104	Pipeline Petroleum Banning LLC	Vacant	Fee + TCE (If Required)
306-440-103	Pipeline Petroleum Banning LLC	Vacant	Fee + TCE (If Required)
306-440-102	Main Hesperia LLC	Vacant	Fee + TCE (If Required)
306-440-101	Yucca Terrace Investors LLC	Vacant	Fee + TCE (If Required)
306-438-107	Jagroop Dhillon	Residential/Commercial	Fee + TCE (If Required)
306-438-105	Hanna, George & Nadida Rev Liv Tr	Vacant	Fee + TCE (If Required)
306-438-129	S & P Family Trust 6/1/96	Vacant	Fee + TCE (If Required)
306-438-101	La Bouef, Mark & Nellie Family Tr	SFR	Fee + TCE (If Required)
306-437-112	Sangha, Varinder Paul	Vacant	Fee + TCE (If Required)
306-437-111	Hazboon, Sidqi S. Trust	Commercial	Fee + TCE (If Required)
306-437-108	Lago Living Trust	Vacant	Fee + TCE (If Required)
306-437-106	Song, Daniel L.	Vacant	Fee + TCE (If Required)
313-627-103	Lee, Teresita	SFR	Fee + TCE (If Required)
313-625-106	TK Properties LLC	Vacant	Fee + TCE (If Required)
313-625-103	TK Properties LLC	Vacant	Fee + TCE (If Required)

Attachment: US 395 Phase 2- Table A (10354 : Annual Right-of-Way Acquisition Updates)

**US 395 Phase 2 Project Parcel Listing**  
**Approved**  
**Board of Directors**  
**December 7, 2022**

<b>Assessor Parcel Number</b>	<b>Owner</b>	<b>Current Use</b>	<b>Right Needed</b>
313-625-102	Camp and Julia Second Family Limited	Vacant	Fee + TCE (If Required)
313-625-101	Shayan, Peiman	Vacant	Fee + TCE (If Required)
307-138-117	Prime A Investments LLC	Vacant	Fee + TCE (If Required)
307-138-118	Prime A Investments LLC	Vacant	Fee + TCE (If Required)
307-138-110	Tatarian, Vasken & Karen Family Tr	Vacant	Fee + TCE (If Required)
307-137-112	Sandoval, Abraham	Vacant	Fee + TCE (If Required)
307-137-111	Singh, Partap	Vacant	Fee + TCE (If Required)
307-137-110	Roh, Tae Sung Living Trust 1/8/16	SFR	Fee + TCE (If Required)
307-137-109	Wen, May Y	Vacant	Fee + TCE (If Required)
307-137-108	Chang, I-Hsin Tr	Vacant	Fee + TCE (If Required)
307-137-107	Morishita Living Trust 11/1/05	Vacant	Fee + TCE (If Required)
307-134-108	Huesing Holdings LLC	Vacant	Fee + TCE (If Required)
307-133-108	Saleeb Family Trust	Vacant	Fee + TCE (If Required)
313-412-135	S L A Victorville LLC	Vacant	Fee + TCE (If Required)
313-412-122	Unknown Owner (City of Victorville)	Vacant	Fee + TCE (If Required)
313-412-142	Shahin, Louis H Trust 6/9/94	Vacant	Fee + TCE (If Required)
313-411-102	Tsai, Windy	Vacant	Fee + TCE (If Required)
313-410-105	Vertigo Investments Group, LLC	Vacant	Fee + TCE (If Required)
313-410-102	Vertigo Investments Group, LLC	Vacant	Fee + TCE (If Required)
313-409-101	Tsai, Tsung Chang	Vacant	Fee + TCE (If Required)
309-637-104	Hong, Man Pyo & Kyung Ja Rev Tr	Vacant	Fee + TCE (If Required)
309-660-241	City of Victorville	Open Space Easement	Fee + TCE (If Required)
309-636-111	Frontier Land Holdings Inc.	Vacant	Fee + TCE (If Required)
309-636-104	395 Properties 26 LLC	Vacant	Fee + TCE (If Required)
309-636-112	Land of America 10/28/13	Check	Fee + TCE (If Required)
309-636-109	Guardian Commercial Real Estate LP	Vacant	Fee + TCE (If Required)
309-696-162	City of Victorville	Open Space Easement	Fee + TCE (If Required)



## ***Minute Action***

### AGENDA ITEM: 6

***Date:*** March 15, 2024

***Subject:***

Yucca Loma Road Widening Project Funding Agreement No. 24-1003077

***Recommendation:***

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

- A. Allocate \$1,350,000 in Measure I Victor Valley Subarea Major Local Highway Projects Program (MLHP) funds to the Town of Apple Valley (Town) for the Yucca Loma Road Widening Project.
- B. Approve Funding Agreement No. 24-1003077 with the Town of Apple Valley for the Yucca Loma Road Widening Project in the amount of \$3,250,000, to be funded with \$1,350,000 in MLHP funds and \$1,900,000 in Town funds.

***Background:***

The Measure I Expenditure Plan, as part of the Measure I Ordinance No. 04-01, includes contributions to projects along major streets and highways serving as current or future primary routes of travel within the Victor Valley Subarea. In April 2009, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) adopted the Measure I 2010-2040 Strategic Plan (Plan) to define the policy framework for the delivery of Measure I programs and projects along with developing candidate project lists, which are completed with the assistance from subarea jurisdiction representatives. The Plan was subsequently updated in September 2017.

The Town of Apple Valley (Town) has requested a funding allocation from the Measure I Victor Valley Subarea Major Local Highway Projects Program (MLHP) for their high priority project, the Yucca Loma Road Widening Project (Project). The Project generally consists of widening Yucca Loma Road from two to four lanes from Apple Valley Road to 1200 feet east of Apple Valley Road. This includes grading, pavement grinding, utility adjustment, asphalt concrete paving, signing, and striping. The Project is scheduled to finalize the Plans, Specifications, and Estimates (PS&E) phase in April 2024 and is expected to begin construction activity in June 2024. The Town's request for funding allocation meets the eligibility requirements for MLHP as defined by the Victor Valley Subarea MLHP Measure I 2010-2040 Strategic Plan Policy No. 40013.

While the Project was not identified for funding in the 2021 Update to the 10-Year Delivery Plan, it has since been prioritized by the Town and will be updated accordingly for the planned 2024 Update. The total estimated cost for the Project is \$3,250,000, with the construction phase estimated at \$3,000,000. SBCTA's public share contribution to the construction phase is 45%, or \$1,350,000 in MLHP funds, and the Town would fund the remaining \$1,900,000 in Project costs. Staff recommends approval of the allocation as sufficient funding capacity exists in the MLHP to support the requested amount without affecting other committed projects in the Subarea.

*Entity: San Bernardino County Transportation Authority*

Mountain-Desert Committee Agenda Item

March 15, 2024

Page 2

***Financial Impact:***

The adopted Budget for Fiscal Year 2023/2024 includes sufficient Victor Valley Major Local Highway Program funds for new agreements to support this allocation in Program 50, Fund Administration.

***Reviewed By:***

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel and Risk Manager have reviewed this item and the draft agreement.

***Responsible Staff:***

Andrea Zureick, Director of Fund Administration

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Approved  
Mountain-Desert Committee  
Date: March 15, 2024

Witnessed By:

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San Bernardino County Transportation Authority

Contract No: 24-1003077 Amendment No.: \_\_\_\_\_

Contract Class: Payable Department: Fund Administration

Vendor No.: 00194 Vendor Name: Town of Apple Valley

Description: Yucca Loma Road Widening Project

List Any Related Contract Nos.: \_\_\_\_\_

Dollar Amount							
Original Contract		\$	1,350,000.00	Original Contingency		\$	-
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment				Current Amendment		\$	-
Total/Revised Contract Value		\$	1,350,000.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	1,350,000.00

Board of Directors	Date: 4/3/2024	Committee	Item #
Contract Management (Internal Purposes Only)			

### No Budget Adjustment

N/A

[illegible]

## Task Manager (Print Name)

Additional Notes: Project Acctg Code: 0516.002.252.54840

**PROJECT FUNDING AGREEMENT NO. 24-1003077**

**FOR**

**YUCCA LOMA ROAD WIDENING PROJECT**

**(TOWN OF APPLE VALLEY)**

THIS Project Funding Agreement (“AGREEMENT”) is made and entered into by and between the Town of Apple Valley ("TOWN") and the San Bernardino County Transportation Authority ("SBCTA"). SBCTA and TOWN are each a “Party” and collectively “Parties.”

RECITALS

- A. The Measure I 2010-2040 Expenditure Plan and the Victor Valley Subarea transportation planning partners have identified projects eligible for funding from Measure I 2010-2040 Victor Valley Subarea Major Local Highway Projects Program ("MLHP") funds; and
- B. The Yucca Loma Road Widening Project (“PROJECT”) is one of the projects identified as eligible for such funding and is described more fully in Attachment A; and
- C. The proposed PROJECT will consist of widening Yucca Loma Road from two to four lanes from Apple Valley Road to 1,200 feet east; and
- D. SBCTA prepared a study, referenced herein as the Nexus Study, dated November 2, 2011, updated every two years in accordance with the Measure I 2010-2040 Expenditure Plan, that identified for projects located in TOWN, the SBCTA Public Share as 45% and the TOWN Developer Share as 55% of costs necessary to complete the PROJECT; and
- E. TOWN identified a need of \$1,350,000 in Measure I 2010-2040 Victor Valley Subarea funds to complete the Construction Phase of the PROJECT; and
- F. The Victor Valley Subarea transportation planning partners have identified this PROJECT as eligible for funding of this Construction Phase in an amount up to \$1,350,000 from Measure I 2010-2040 Victor Valley Subarea MLHP funds for the PROJECT; and
- G. PROJECT WORK is defined as the Construction Phase; and
- H. This AGREEMENT is to be carried out in accordance with the policies in the Measure I 2010-2040 Strategic Plan as adopted by SBCTA including the use of Development Impact Fees by TOWN to pay its share of PROJECT costs; and
- I. TOWN desires to proceed with the PROJECT WORK in a timely manner; and
- J. This AGREEMENT is intended to delineate the duties and funding responsibilities of the Parties for the PROJECT WORK; and

K. SBCTA and TOWN are entering into this AGREEMENT with the understanding that SBCTA will reimburse TOWN for eligible PROJECT WORK expenditures with MLHP funds.

NOW, THEREFORE, the Parties agree to the following:

### SECTION I

#### SBCTA AGREES:

1. To reimburse TOWN for the actual cost of the PROJECT WORK up to a maximum of \$1,350,000 in Measure I 2010-2040 Victor Valley Subarea MLHP funds. An estimate of costs for the PROJECT WORK is provided in Attachment B. SBCTA shall have no further responsibilities to provide any funding for PROJECT WORK exceeding this amount without an amendment to this AGREEMENT.
2. To reimburse TOWN within 30 days after TOWN submits an electronic copy of the signed invoices in the proper form covering those actual allowable PROJECT WORK expenditures that were incurred by TOWN up to a maximum amount identified in Section I, Paragraph 1 of this AGREEMENT, consistent with the invoicing requirements of the Measure I 2010-2040 Strategic Plan, including backup information. Invoices may be submitted to SBCTA as frequently as monthly.
3. When conducting an audit of the costs claimed under the provisions of this AGREEMENT, to rely to the maximum extent possible on any prior audit of TOWN performed pursuant to the provisions of State and Federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to SBCTA when planning and conducting additional audits.
4. To assign a project liaison for the purpose of attending Project Development Team (PDT) meetings.

### SECTION II

#### TOWN AGREES:

1. To be the lead agency for PROJECT WORK and to diligently undertake and complete in a timely manner the Scope of Work for the PROJECT WORK as shown in Attachment A.
2. To be responsible for expending that portion of allocated MLHP funds on eligible PROJECT WORK expenses in an amount not to exceed \$1,350,000 in Measure I 2010-2040 Victor Valley Subarea MLHP funds unless AGREEMENT is amended and approved increasing PROJECT WORK costs. Reimbursement by SBCTA shall be in accordance with Section I, Paragraph 2. Additionally, expenses relative to time spent on the PROJECT WORK by TOWN staff are considered eligible PROJECT expenses and may be charged to the PROJECT, subject to SBCTA's guidelines.
3. To abide by all applicable SBCTA, TOWN, State and Federal laws, regulations, policies and procedures pertaining to the PROJECT WORK.

4. To prepare and submit to SBCTA an electronic copy of signed invoices for reimbursement of eligible PROJECT WORK expenses. Invoices may be submitted to SBCTA as frequently as monthly.
5. To maintain all source documents, books and records connected with its performance under this AGREEMENT for a minimum of five (5) years from the date of the Final Report of Expenditures submittal to SBCTA or until audit resolution is achieved, whichever is later, and to make all such supporting information available for inspection and audit by representatives of SBCTA during normal business hours at TOWN Hall. Copies will be made and furnished by TOWN upon written request by SBCTA.
6. To establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support TOWN's requests for reimbursement, payment vouchers, or invoices which segregate and accumulate costs of PROJECT WORK elements and produce monthly reports which clearly identify reimbursable costs, matching fund costs, indirect cost allocation, and other allowable expenditures by TOWN.
7. To prepare a Final Report of Expenditures, including a final invoice reporting the actual eligible PROJECT WORK costs expended for those activities described in the work activities, and to submit that Final Report of Expenditures and final invoice no later than one hundred twenty (120) days following the completion of those expenditures funded under this AGREEMENT. The Final Report of Expenditures shall be submitted to SBCTA and must state that these PROJECT WORK funds were used in conformance with this AGREEMENT and for those PROJECT WORK-specific work activities described.
8. To cooperate in having a PROJECT-specific audit completed by SBCTA, at SBCTA's option and expense, upon completion of the PROJECT WORK. The audit must state that all funds expended on the PROJECT WORK were used in conformance with this AGREEMENT.
9. To repay to SBCTA any reimbursement for Measure I costs that are determined by subsequent audit to be unallowable within one hundred twenty (120) days of TOWN receiving notice of audit findings, which time shall include an opportunity for TOWN to respond to and/or resolve the findings. Should the findings not be otherwise resolved and TOWN fail to reimburse moneys due SBCTA within one hundred twenty (120) days of audit findings, or within such other period as may be agreed between both Parties, SBCTA reserves the right to withhold future payments due TOWN from any source under SBCTA's control.
10. To include SBCTA in Project Development Team (PDT) meetings if and when such meetings are held and in related communications on PROJECT WORK progress, to provide at least quarterly schedule updates to SBCTA, and to consult with SBCTA on critical issues relative to the PROJECT WORK.
11. To include in all contracts between TOWN and contractors for the PROJECT WORK the requirement that SBCTA be named as an additional insured under general liability insurance policies maintained by the contractor for the PROJECT.

### SECTION III

#### IT IS MUTUALLY AGREED:

1. To abide by all applicable Federal, State and Local laws and regulations pertaining to the PROJECT WORK, including policies in the applicable program in the Measure I 2010-2040 Strategic Plan, as amended, as of the Effective Date of this AGREEMENT.
2. The final PROJECT WORK cost may ultimately exceed current estimates of PROJECT WORK cost. Any additional eligible costs resulting from unforeseen conditions over the estimated total of the PROJECT WORK cost shall be borne by TOWN unless prior authorization has been approved by the SBCTA Board of Directors pursuant to Section III, Paragraph 3 of this AGREEMENT.
3. In the event TOWN determines PROJECT WORK costs may exceed the not-to-exceed amount identified in Section I, Paragraph 1, TOWN shall inform SBCTA of this determination and thereafter the Parties shall work together in an attempt to agree upon an amendment to the PROJECT WORK amounts identified in this AGREEMENT. In no event, however, shall SBCTA be responsible for PROJECT WORK costs in excess of the amounts identified herein absent a written amendment to this AGREEMENT that is approved and signed by both Parties.
4. Eligible PROJECT WORK reimbursements shall include only those costs incurred by TOWN for PROJECT WORK-specific work activities that are described in this AGREEMENT and shall not include escalation or interest.
5. Neither SBCTA nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by TOWN under or in connection with any work, authority or jurisdiction delegated to TOWN under this AGREEMENT. It is understood and agreed that, pursuant to Government Code Section 895.4, TOWN shall fully defend, indemnify and save harmless SBCTA, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by TOWN under or in connection with any work, authority or jurisdiction delegated to TOWN under this AGREEMENT. TOWN's indemnification obligation applies to SBCTA's "active" as well as "passive" negligence but does not apply to SBCTA's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
6. Neither TOWN nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by SBCTA under or in connection with any work, authority or jurisdiction delegated to SBCTA under this AGREEMENT. It is understood and agreed that, pursuant to Government Code Section 895.4, SBCTA shall fully defend, indemnify and save harmless TOWN, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by SBCTA under or in connection with any work, authority or jurisdiction delegated to SBCTA under



this AGREEMENT. SBCTA's indemnification obligation applies to TOWN's "active" as well as "passive" negligence but does not apply to TOWN's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

7. In the event TOWN and/or SBCTA is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this AGREEMENT, TOWN and/or SBCTA shall indemnify the other to the extent of its comparative fault.
8. This AGREEMENT will be considered terminated upon reimbursement of all eligible costs by SBCTA or June 30, 2025, whichever is sooner, provided that the provisions of Paragraphs 5, 6, 7, 8, and 9 of Section II, and Paragraphs 5, 6 and 7 of Section III, shall survive the termination of this AGREEMENT. The AGREEMENT may also be terminated by SBCTA, in its sole discretion, in the event the PROJECT WORK described in Attachment A has not been initiated by TOWN within twelve (12) months of the Effective Date of this AGREEMENT.
9. SBCTA may terminate this Agreement if TOWN fails to perform according to the terms of this AGREEMENT and if this failure jeopardizes the delivery of the PROJECT WORK according to the terms herein.
10. The Recitals to this AGREEMENT are true and correct and are incorporated into this AGREEMENT.
11. Attachment A (Description of Project and Milestones) and Attachment B (Summary of Estimated Costs) are attached to and incorporated into this AGREEMENT.
12. The AGREEMENT may be signed in counterparts, each of which shall constitute an original.
13. This AGREEMENT is effective and shall be dated on the date executed by SBCTA ("Effective Date").

-----SIGNATURES ARE ON THE FOLLOWING PAGE-----



IN WITNESS WHEREOF, the Parties have executed this AGREEMENT by their authorized signatories below.

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

**TOWN OF APPLE VALLEY**

By: \_\_\_\_\_

Dawn M. Rowe, President  
Board of Directors

Date: \_\_\_\_\_

By: \_\_\_\_\_

Doug Robertson  
Town Manager

Date: \_\_\_\_\_

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: \_\_\_\_\_

Julianna K. Tillquist  
SBCTA General Counsel

Date: \_\_\_\_\_

By: \_\_\_\_\_

Thomas A. Rice  
Town Attorney

Date: \_\_\_\_\_

Attachment: 24-1003077 (10291 : Yucca Loma Road Widening Project Funding Agreement No. 24-1003077)

## ATTACHMENT A

### YUCCA LOMA ROAD WIDENING PROJECT Description of Project and Milestones

Project Title	
Yucca Loma Road Widening Project	
Location, Project Limits, Description, Scope of Work, Legislative Description	
The project will widen from 2 lanes to 4 lanes Yucca Loma Road from Apple Valley Rd to roughly 1,200' east.	
Project Milestone	Proposed
Project Study Report Approved	N/A
Begin Environmental (PA&ED) Phase	6/1/2016
Circulate Draft Environmental Document	2/1/2024
Draft Project Report	N/A
End Environmental Phase (PA&ED Milestone)	4/1/2024
Begin Design (PS&E) Phase	1/1/2016
End Design Phase (Ready to List for Advertisement Milestone)	4/1/2024
Begin Right of Way Phase	9/1/2018
End Right of Way Phase (Right of Way Certification Milestone)	6/1/2019
Begin Construction Phase (Contract Award Milestone)	6/1/2024
End Construction Phase (Construction Contract Acceptance Milestone)	11/1/2024
Begin Closeout Phase	11/1/2024
End Closeout Phase (Closeout Report)	12/31/2024

Attachment: 24-1003077 (10291 : Yucca Loma Road Widening Project Funding Agreement No. 24-1003077)

## ATTACHMENT B

### YUCCA LOMA ROAD WIDENING PROJECT Summary of Estimated Costs

Phase	Total Cost	SBCTA Funds (1)	TOWN Funds
Project Approval and Environmental Documentation	\$0	\$0	\$0
Plans, Specifications, and Estimate	\$250,000	\$0	\$250,000
Right-of-way	\$0	\$0	\$0
Construction	\$3,000,000	\$1,350,000	\$1,650,000
<b>TOTAL</b>	<b>\$3,250,000</b>	<b>\$1,350,000</b>	<b>\$1,900,000</b>

**Additional Notes:**

1. SBCTA's Share can be from sources under control of SBCTA including but not limited to Measure I Major Local Highways Program (MLHP), State Transportation Improvement Program (STIP), Surface Transportation Program (STP), or other funds without necessitating an amendment of this agreement.

## Additional Information

## MOUNTAIN/DESERT POLICY COMMITTEE ATTENDANCE RECORD – 2024

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Daniel Ramos</b> City of Adelanto		X										
<b>Art Bishop</b> Town of Apple Valley		X										
<b>Carmen Hernandez</b> City of Barstow		X										
<b>Rick Herrick</b> City of Big Bear Lake												
<b>Rebekah Swanson</b> City of Hesperia		X										
<b>Janet Jernigan</b> City of Needles		X										
<b>Joel Klink</b> City of Twentynine Palms		X										
<b>Debra Jones</b> City of Victorville		X										
<b>Rick Denison</b> Town of Yucca Valley		X										
<b>Paul Cook</b> County of San Bernardino		X										
<b>Dawn Rowe</b> County of San Bernardino												

Communication: Attendance (Additional Information)

X = Member attended meeting   \* = Alternate member attended meeting   Empty box = Member did not attend meeting   Crossed out box = Not a Committee Member at the time  
Shaded box = No meeting

**Acronym List**

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist Board Members and partners as they participate in deliberations at 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. 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

**Acronym List**

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
SRTP	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



## MISSION STATEMENT

Our mission is to improve the quality of life and mobility in San Bernardino County. Safety is the cornerstone of all we do.

We achieve this by:

- Making all transportation modes as efficient, economical, and environmentally responsible as possible.
- Envisioning the future, embracing emerging technology, and innovating to ensure our transportation options are successful and sustainable.
- Promoting collaboration among all levels of government.
- Optimizing our impact in regional, state, and federal policy and funding decisions.
- Using all revenue sources in the most responsible and transparent way.

Approved December 4, 2019