

AGENDA
General Policy Committee Meeting
April 9, 2025
9:00 AM

Location

San Bernardino County Transportation Authority
First Floor Lobby Board Room
1170 W. 3rd Street, San Bernardino, CA 92410

General Policy Committee Membership

Chair – Vice President

Rick Denison, Council Member
Town of Yucca Valley

President

Ray Marquez, Council Member
City of Chino Hills

Past President

Dawn Rowe, Supervisor
County of San Bernardino

West Valley Representatives

John Dutrey, Mayor
City of Montclair

Alan Wapner, Mayor Pro Tem
City of Ontario

Jesse Armendarez, Supervisor
County of San Bernardino

Mt./Desert Representatives

Debra Jones, Council Member
City of Victorville

Art Bishop, Mayor Pro Tem
Town of Apple Valley

East Valley Representatives

Frank Navarro, Mayor
City of Colton

Larry McCallon, Mayor Pro Tem
City of Highland

Helen Tran, Mayor
City of San Bernardino

Joe Baca, Jr., Supervisor
County of San Bernardino

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

AGENDA

General Policy Committee Meeting

**April 9, 2025
9:00 AM**

**Location
SBCTA**

**First Floor Lobby Board Room
1170 W. 3rd Street, San Bernardino, CA 92410**

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 Rick Denison)

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

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.

1. Information Relative to Possible Conflict of Interest

Pg. 11

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

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

INFORMATIONAL ITEMS

Items listed are receive and file items and are expected to be routine and non-controversial. Unlike the Consent Calendar, items listed as Informational Items do not require a vote.

2. Interstate 10 Express Lanes Contract 1 Quarterly Report

Pg. 12

Receive the February 2025 Interstate 10 Express Lanes Contract 1 Quarterly Report.

Presenter: Philip Chu

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

DISCUSSION ITEMS

Discussion - Administrative Matters

3. Fiscal Year 2025/2026 Budget Action Plan

Pg. 61

Receive the Fiscal Year 2025/2026 Budget Action Plan.

Presenter: Raymond Wolfe

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

4. Renewal of Annual Insurance Policies & New Interstate 10 Express Lanes Property Insurance

Pg. 67

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

A. Authorize the Enterprise Risk Manager or the Deputy Executive Director to approve and execute binding insurance coverage for the existing coverages and limits through the policies and premiums up to 10% over the estimate of \$921,093, and authorize the Executive Director, or his/her designee, to bind the policies should the amount exceed \$1,013,202 for the periods of July 1, 2025 through June 30, 2026, for Cyber Liability, Workers' Compensation, Auto Physical Damage, Property, and Employee Crime; and September 29, 2025 through September 28, 2026, for Commercial General Liability and Excess Liability.

B. Authorize the Enterprise Risk Manager or the Deputy Executive Director to approve and execute binding property insurance coverage for the Interstate 10 Express Lanes through the policies and premiums up to 10% over the estimate of \$144,303, and authorize the Executive Director, or his/her designee, to bind the policies should the amount exceed \$158,734, for the period of July 1, 2025 through June 30, 2026.

Agenda Item No. 4 (cont.)

C. Authorize the issuance of Purchase Orders to process payments for securing the insurance policies. **Presenter: Alicia Bullock**

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

5. Measure I Compliance Audits for Fiscal Year 2023/2024

Pg. 70

A. Review and make a finding that the Measure I expenditures for Fiscal Year 2023/2024 are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01.

B. Review and make a finding that the City of Adelanto Measure I expenditures for Fiscal Year 2021/2022 are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01.

Presenter: Lisa Lazzar

This item is not scheduled for review by any other policy committee or technical advisory committee. This item was reviewed by the Independent Taxpayer Oversight Committee (ITOC) on March 10, 2025. The ITOC made a finding that SBCTA is in compliance with Ordinance No. 04-01 and the Measure I Expenditure Plan.

6. Award Contract No. 25-1003210 and Contract No. 25-1003277 for On-Call Audit and Price Review Services

Pg. 75

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

A. Award Contract No. 25-1003210 to Crowe LLP, to provide On-Call Audit and Price Review Services for a five-year term for an amount described in Recommendation C.

B. Award Contract No. 25-1003277 to Vasquez & Company LLP, to provide On-Call Audit and Price Review Services for a five-year term for an amount described in Recommendation C.

C. Approve a total not-to-exceed amount of \$800,000 for both Crowe LLP, (25-1003210) and Vasquez & Company LLP, (25-1003277).

Presenter: Lisa Lazzar

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

7. SBCTA Fiscal Year 2025/2026 Budget – General Policy Committee Task Review

Pg. 137

Review the proposed task and budgetary information to be included in the Fiscal Year 2025/2026 Budget, and provide direction as appropriate.

Presenter: Lisa Lazzar

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

8. Fiscal Year 2024/2025 Budget Amendments and Contract No. 25-1003291 for an Enterprise Resource Planning Solution Pg. 215

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

A. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0313 – Transit Right-of-Way Management to add expenditures in the amount of \$12,500 to move fund balance from the Special Revenue Fund (Fund 2840) to the General Fund (Fund 1096) for Right-of-Way operations.

B. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0605 – Public Affairs to add expenditures in the amount of \$500,000 in Local Transportation Funds (Fund 1040) for educational support for Measure I, including consultants, surveys, and collateral materials.

C. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0430 – Risk Management to substitute \$80,000 Local Projects Funds (Fund 6010) and \$21,000 Indirect Cost Funds (Fund 7001) with Rail Assets funds (Fund 1080) in the amount of \$101,000, for a zero net increase to the fiscal year budget.

D. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0430 – Risk Management to increase Rail Assets funds (Fund 1080) in the amount of \$186,000, to cover the operating transfer from the prior fiscal years.

E. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0310 – Transit Allocations/Pass-throughs to add expenditures in the amount of \$3,500,000 in State of Good Repair Pass-through funds (Fund 3610) for allocation disbursements to transit operators.

F. Authorize the Executive Director, or his designee, to finalize and execute Contract No. 25-1003291 with Oracle Corporation for software as a service to include NetSuite for Government for a not-to-exceed amount of \$300,000, to be funded with Measure I administration funds, for a three-year term through May 31, 2028, subject to approval as to form by SBCTA General Counsel.

Presenter: Lisa Lazzar

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

Discussion - Regional/Subregional Planning

9. San Bernardino County Transportation Authority and San Bernardino Council of Governments Grant Team Framework Pg. 218

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA) and the San Bernardino Council of Governments (SBCOG):

Approve the SBCTA/SBCOG Grant Team Framework.

Presenter: Dulce Spencer

This item was reviewed by the City/County Managers' Technical Advisory Committee on March 6, 2025, and the Planning and Development Technical Forum on March 6, 2025. This item is scheduled for review by Transportation Technical Advisory Committee on April 7, 2025.

10. San Bernardino County Transportation Authority Vehicle Miles Traveled Mitigation Bank Pilot Program Update Pg. 222

Receive an update on the development of the proposed San Bernardino County Transportation Authority Regional Vehicle Miles Traveled Mitigation Bank Pilot Program.

Presenter: Josh Lee

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

Discussion - Council of Governments

11. Request for Proposals No. 25-1003265 for San Bernardino Council of Governments Work Plan Implementation Pg. 234

That the General Policy Committee recommend the Board, acting as the San Bernardino Council of Governments (SBCOG):

Approve the release of Request for Proposals No. 25-1003265 for SBCOG Work Plan Implementation.

Presenter: Suzanne Peterson

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

Comments from Board Members

Brief Comments from Board Members

ADJOURNMENT

Additional Information

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The next General Policy Committee meeting is scheduled for May 14, 2025.

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. A designated area is reserved with a microphone that is ADA accessible for public speaking. A designated section is available for wheelchairs in the west side of the boardroom gallery. 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 and the office is located at 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Service animals are permitted on SBCTA's premises. The ADA defines service animals as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work, or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Accesibilidad y asistencia en otros idiomas - Las personas con discapacidad pueden acceder a la sala de reuniones. Se reserva una zona designada con un micrófono accesible que cumple con los requisitos de la ADA para hablar en público. Una sección designada está disponible para sillas de ruedas en el lado oeste de la galería de la sala de reuniones. Si se necesitan dispositivos de ayuda auditiva, otras ayudas auxiliares o servicios de asistencia en otros idiomas para participar en la reunión pública, las solicitudes deben presentarse al Secretario de la Junta al menos tres (3) días hábiles antes de la fecha de la reunión de la Junta. Puede comunicarse con el Secretario llamando al (909) 884-8276 o enviando un correo electrónico a clerkoftheboard@gosbcta.com. La oficina se encuentra en 1170 W. 3rd Street, 2nd Floor, San Bernardino, CA.

Los animales de servicio están permitidos en las instalaciones de SBCTA. La ADA define a los animales de servicio como perros o caballos miniatura que son entrenados individualmente para hacer trabajo o realizar tareas para personas con discapacidades. Según la ADA, los animales de servicio deben tener un arnés o ser atados, a menos que estos dispositivos interfieran con el trabajo del animal de servicio, o que la discapacidad de la persona impida el uso de estos dispositivos. En ese caso, la persona debe mantener el control del animal a través de su voz, señales u otros controles efectivos.

Agendas – All agendas are posted at 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. 3rd 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 35 copies to the Clerk of the Board for distribution. If providing written information for distribution to the Board, such information must be emailed to the Clerk of the Board, at clerkoftheboard@gosbcta.com, no later than 2:00 pm the day before the meeting in order to allow sufficient time to distribute the information. Written information received after the 2:00 pm deadline will not be distributed. 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: April 9, 2025

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 \$500 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Principals & Agents	Subcontractors
4	23-1002957	Alliant Insurance Services, Inc. <i>Courtney Ramirez, Senior Vice President</i>	Kroll, LLC
6	25-1003210	Crowe, LLP <i>Bert Nuehring, Partner</i>	N/A
	25-1003277	Vasquez & Company, LLP <i>Roger A. Martinez, Partner</i>	N/A
8	25-1003291	Oracle Corporation <i>Scott Weir</i>	N/A

Financial Impact:

This item has no direct impact on the budget.

Reviewed By:

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

Responsible Staff:

Carrie Schindler, Deputy Executive Director

Approved
General Policy Committee
Date: April 9, 2025
Witnessed By:

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

Minute Action

AGENDA ITEM: 2

Date: April 9, 2025

Subject:

Interstate 10 Express Lanes Contract 1 Quarterly Report

Recommendation:

Receive the February 2025 Interstate 10 Express Lanes Contract 1 Quarterly Report.

Background:

On August 29, 2024, the Interstate 10 Express Lanes opened to traffic. Since the commencement of revenue operations, staff have been closely monitoring the lanes' performance and overall operations. The attached Quarterly Report, presents key insights into Express Lanes performance and activity for the months of December, January, and February.

Key Observations from this Quarterly Report:

- * Daily traffic decreased in December and January due to seasonal winter trends but rebounded in February with the highest daily average since Express Lanes opening.
- * 78% of trips were tolled, with average tolls ranging from \$1.73-\$1.94. (FasTrak: \$1.56-\$1.76; Non-FasTrak: \$2.71-\$2.88).
- * Transitioned from a time-of-day toll schedule to a dynamic pricing algorithm in December which improved congestion management.
- * Express Lanes utilization during peak periods increased from 47% in November to 55% in February with 40,500 total vehicle-hours saved in travel time.
- * The total number of calls to the Customer Service Center has been decreasing since the peak in December. The decline is linked to a reduction in violation notices issued.

During the December 2024 General Policy Committee meeting presentation, several questions were raised regarding overall usage and travel time savings in the Express Lanes. Staff have thoroughly investigated these inquiries and provided detailed responses in Appendix A of the report.

This report serves as a key tool for evaluating Express Lanes performance and ensuring ongoing communication with the Board regarding any operational concerns.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025.

Reviewed By:

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

Responsible Staff:

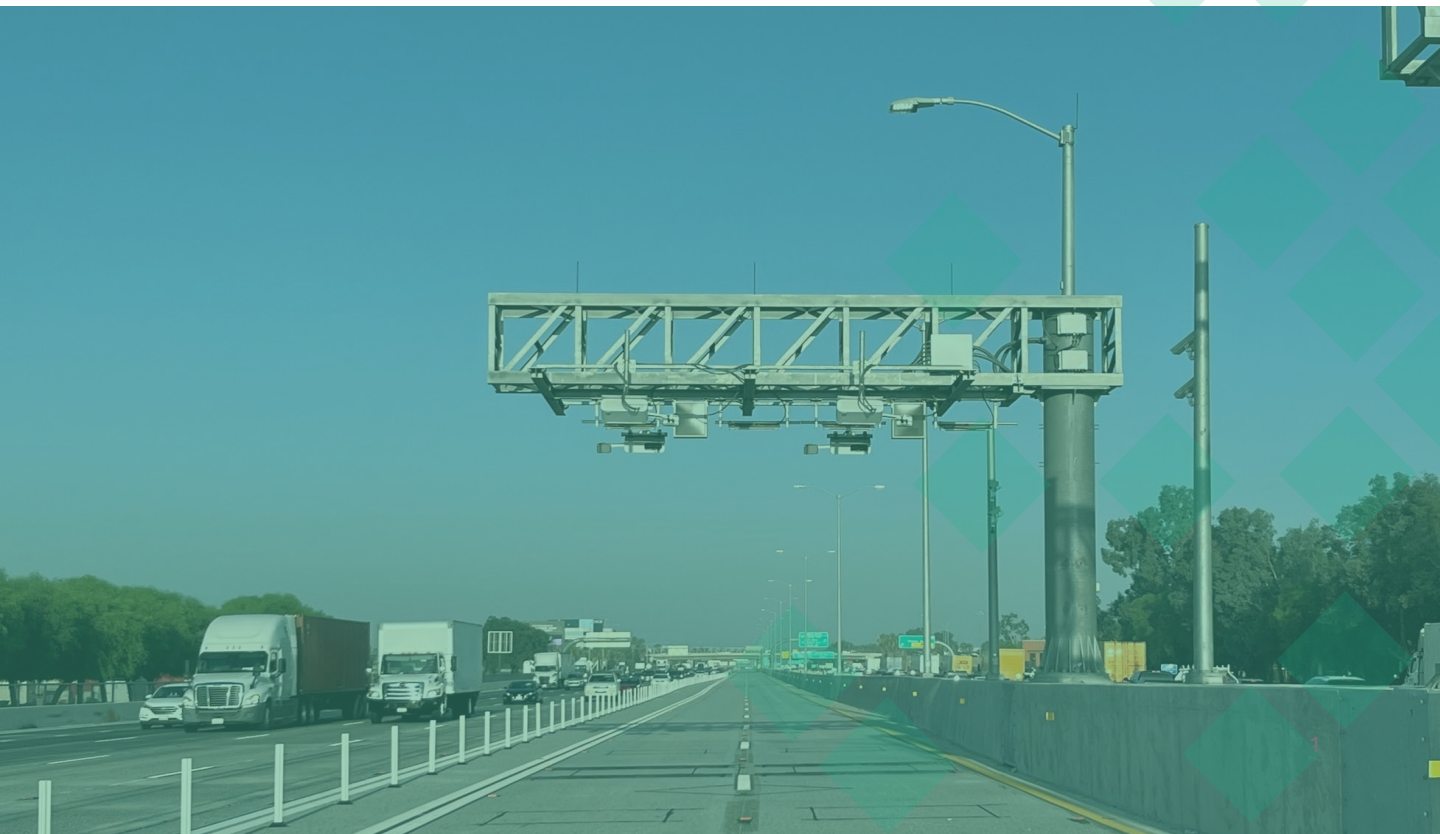
Philip Chu, Chief of Express Lanes

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Approved
General Policy Committee
Date: April 9, 2025
Witnessed By:

I-10 EXPRESS LANES QUARTERLY OPERATIONS REPORT

FEBRUARY 2025



ACRONYM	DEFINITION
CAV	Clean Air Vehicle
CCTV	Closed Circuit Television
CSC	Customer Service Center
CSR	Customer Service Representative
DMV	Department of Motor Vehicle
EB	Eastbound
EL	Express Lanes
ELP	Express Lanes Program
ETC	Electronic Toll Collection
FSP	Freeway Service Patrol
GP	General Purpose
GPR	Gross Potential Revenue
HOV	High Occupancy Vehicle
IBT	Image-Based Transaction
KPI	Key Performance Indicator
MOMS	Maintenance Online Management System
NR	Non-Revenue
O&M	Operations and Maintenance
SBCTA	San Bernardino County Transportation Authority
SOV	Single Occupant Vehicle
TCS	Toll Collection System
TOD	Time of day
TSP	Toll Services Provider
TTRR	Time To Repair and Respond Threshold
TRDMS	Toll Rate Dynamic Message Sign
VCARS	Vehicle Capture and Recognition System
VDS	Vehicle Detection System
VES	Violation Enforcement System
VPHPL	Vehicles per hour per lane
WB	Westbound
WIC	Walk-In-center

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This quarterly report provides a comprehensive look at the operational conditions of the San Bernardino County Transportation Authority (SBCTA) I-10 Express Lanes (EL). The results and discussion presented in each section of this monthly report provide insight into the key aspects about EL and Toll Collection System (TCS) performance (e.g., trends, positive items, issues) from December 2024 to February 2025.

Traffic Operations

Traffic trends shows that average daily traffic decreased in December and January. This is an expected trend due to seasonal variation of lower traffic during winter months. Per the USDOT, generally, U.S. drivers tend to drive fewer vehicle miles at the beginning of each year, with the most miles in the summer months with the peak in July. An upward trend in traffic is observed in February with the highest daily average since the opening of the EL. The number of trips from December to February averaged about 989,003 with 475,783 in the eastbound (EB) and 513,220 in the westbound (WB) directions. The market share of High Occupant Vehicles (HOVs) was 5% higher on weekends compared to weekdays (26% vs. 21%). Since November, the average EL utilization during peak periods have increased from 47% to 55% (assuming capacity of 1,600 vphpl).

From December to February, all EL segments operated at speeds greater than 45 mph more than 90% of the time during peak periods complying with the Federal Highway Administration (FHWA) requirement that managed lanes maintain an average operating speed of 45 mph at least 90% of the time during peak periods.

The EL consistently offer a faster travel time over GP lanes during peak periods. The EL provided an estimated travel time savings of 40,500 vehicle-hours in February.

Toll System Operations

Total trips per month have decreased from November to January and increased in February. On average, 77-78% of the total trips were tolled. The system transitioned from a time-of-day (TOD) schedule to a dynamic pricing algorithm on December 26, 2024 – providing more responsive management of non-recurring congestion. From December to February, the average toll paid ranged between \$1.73-\$1.94 with FasTrak \$1.56-\$1.76 and Non-FasTrak \$2.71-\$2.88.

Customer Service Operations

During the second full quarter of operations, there were 89,414 fewer Image-Based Trips compared to the first quarter. Image-Based Trips declined in each month of this quarter. This is likely due to holiday season, fewer days in February and the steady volume of new customer accounts and transponders issued in San Bernardino County. The decline in Image-Based Trips has also resulted in a decline in the number of violation notices issued as there were 11,060 fewer Amnesty and NTEV notices issued in this quarter compared to the prior quarter. The decline was consistent throughout this quarter with an 18% decline in January and another 18% decline in February. Notably, February had the fewest violations notices issued for a full month since operations began.

The Disabled Veterans Equity Program has seen a steady increase in usage as there was an increase of 285 trips from 563 trips in the prior quarter to 848 trips in the current quarter. The increase indicates the target audience is gaining awareness of the program. The Low-Income Program does not appear to be as successful. Overall, Low-Income accounts are only 0.1% of the total new accounts opened in the San Bernardino area despite an eligible population estimated at 20%. Enrollments for the current quarter declined 57% from the previous quarter. Additional outreach to the community may be required to increase participation in both equity programs.

Financial Performance

Over the past quarter, SBCTA's financial operations have stabilized, with the initial learning curve surrounding go-live now largely in the past. A history of revenue collection is being built, showing a steep bell curve with a long shallow tail. The focus now is on continual improvement, with the team analyzing reporting trends to identify opportunities to further improve revenue collection.

2.1 TRAFFIC VOLUMES

For February 2025, a total of 1,002,283 trips were recorded in the I-10 EL. This is 2.9% higher than the total trips in January 2025.

Figure 1 summarizes monthly traffic volumes on the EL by direction. The daily average in February was higher than any other month to date. This may be due to drivers becoming more familiar with the facility, more drivers finding value in the EL, and traffic rebounding from winter months.

As in previous months, traffic in the WB direction was slightly heavier, on average, than traffic in the EB direction.

Figure 2 shows EL daily trip totals in each direction. Volumes generally increased in the second half of the month

Figure 1 – Total Monthly Express Lane Trips

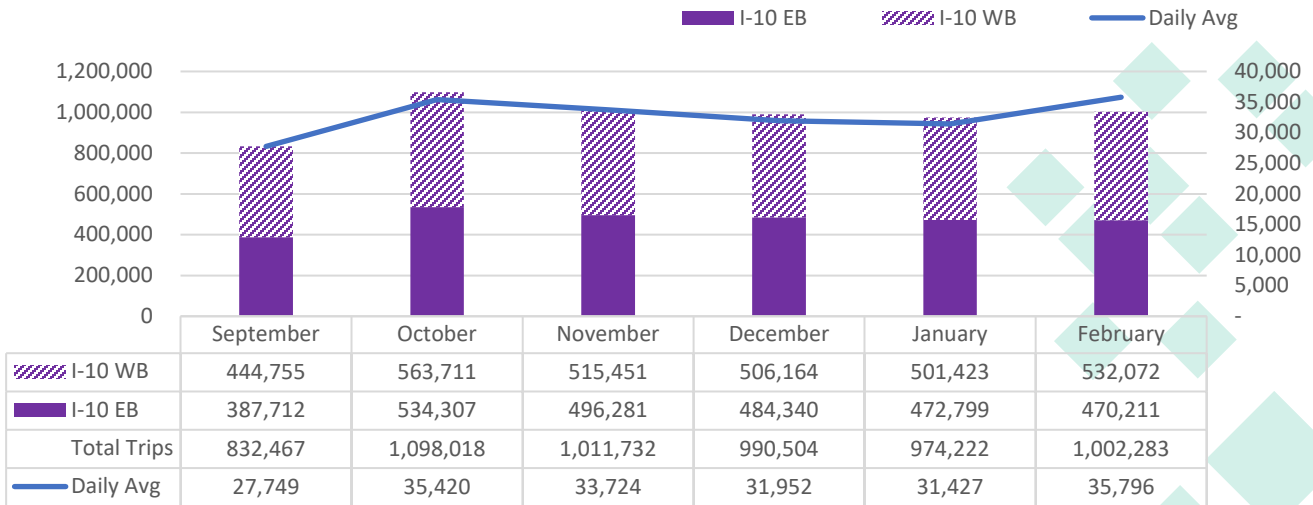


Figure 2 – Express Lanes Daily Trip Totals

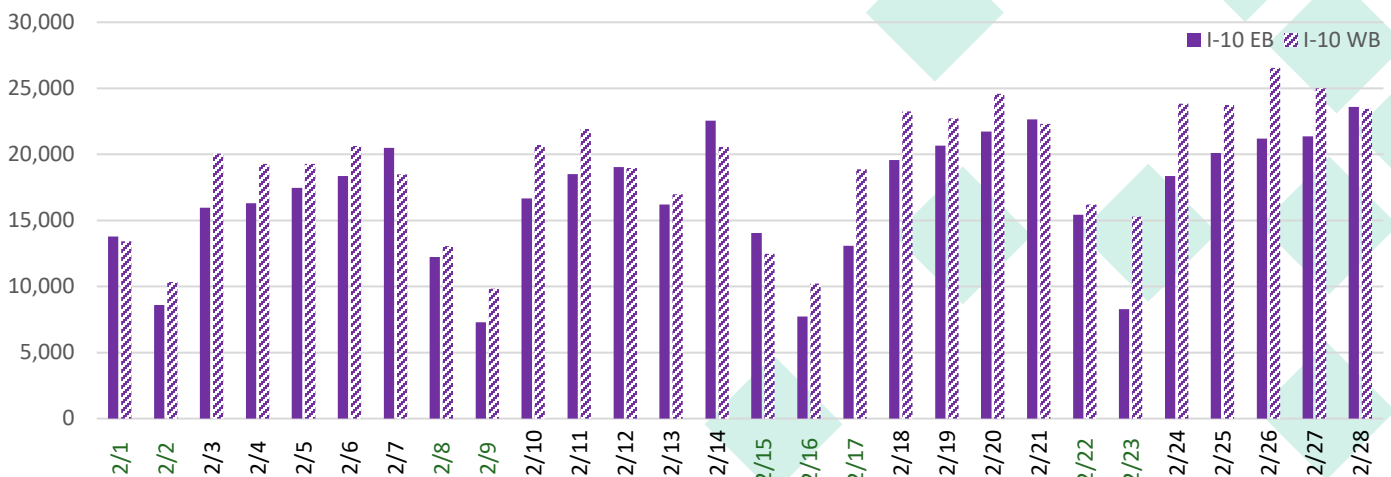


Figure 3 presents average daily trips in February compared to combined average trips since September. February trips were above average on all days of the week.

Figure 4 compiles the daily data and compares average weekday versus average weekend traffic, breaking the data out by direction. It also summarizes peak period traffic. Peak traffic is

oriented WB in the morning and EB in the evening during weekdays. The AM Peak has been defined as 6am-9am and the PM Peak 3pm-6pm.

On average, weekend EL traffic volumes were 45% lower than weekday traffic volumes.

Figure 3 - Express Lanes Average Daily Trips

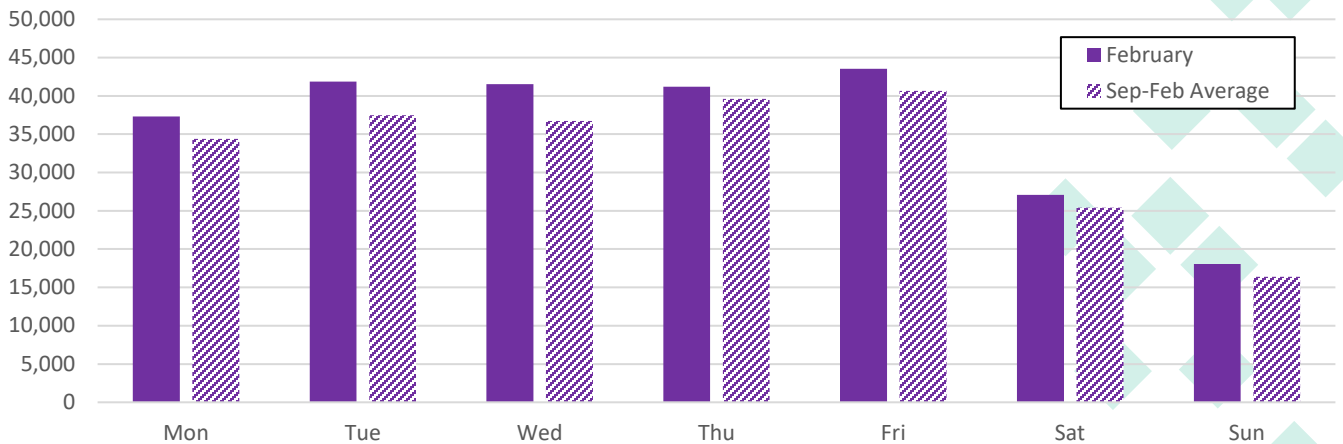


Figure 4 - Express Lanes Average Daily and Peak Period Trips, February 2025

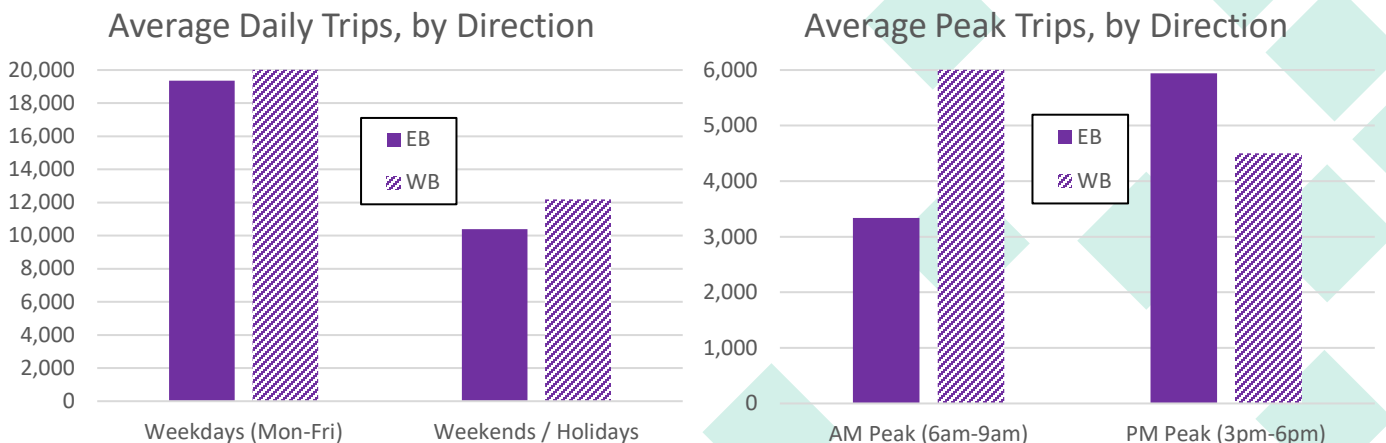


Figure 5 summarizes the percentage of total traffic on I-10 corridor that is served by the EL vs GP lanes. It breaks this information out by type of day (weekdays vs. weekends) and by direction (EB vs. WB). The first graphic focuses on the Express Lanes' share of **daily** traffic, while the second graphic focuses on the Express Lanes' share of **peak period** traffic.

The ELs carry a greater share of total traffic on weekdays as compared to weekends and a greater share in the PM peak compared to the AM peak. In February the EL carried 10% of the corridor's overall traffic.

Figure 5 – Express Lanes Market Share Summary, February 2025



There are four toll zones in the WB direction at I-15 (I15W), Vineyard Avenue (VINW), Euclid Avenue (EUCW) and Mountain Avenue (MTNW) and four toll zones in the EB direction at Mountain Avenue (MTNE), Euclid Avenue (EUCE), Vineyard Avenue (VINE) and Haven Avenue (HVNE). **Figure 6** presents the capacity used in the WB direction during the AM Peak and the EB direction during the PM Peak for each toll zone.

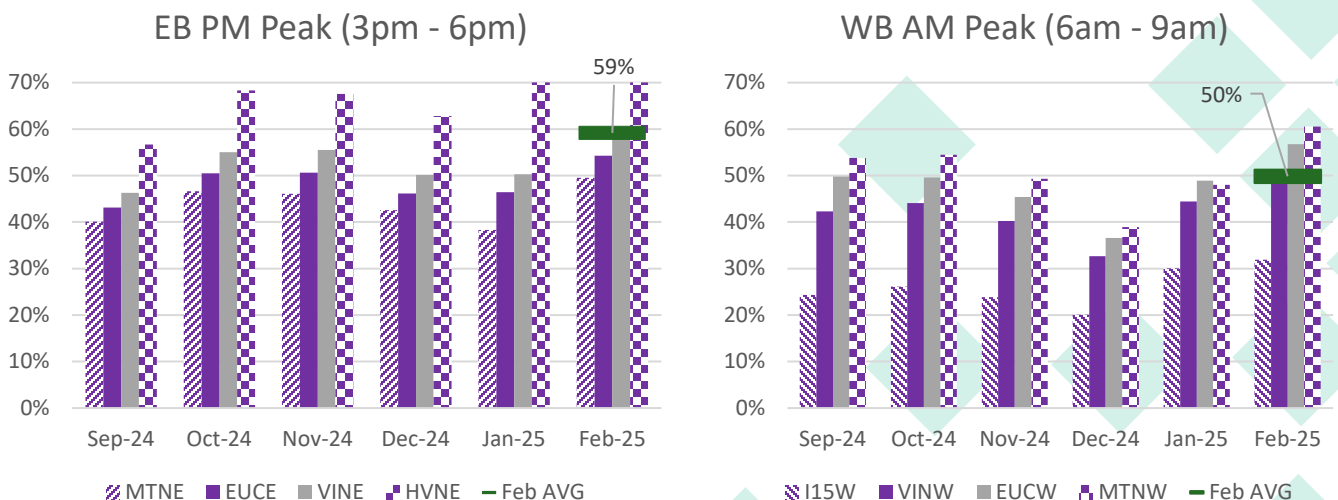
The utilization of the EL facility in both directions remained below an estimated capacity of 1,600 vehicles per hour per lane (vphpl) in February for every plaza. **The average utilization of peak period capacity in February was 59% EB and 50% WB.** Peak period utilization was higher than last month (7% higher both EB and WB), due to overall traffic increasing at the end of the winter season.

Peak period utilization increased from January and were higher than any other month at every plaza, except just 1% lower at HVNE. Though October and November recorded higher **monthly** volumes, February **peak period** utilization was higher than any other month to date. This suggests users are finding more value during peak periods.

There are five main factors that affect EL utilization rate: toll rate, overall demand, relative value (reliability and travel time savings), familiarity and eligibility. Further analysis would be required to understand the relative importance of each of these factors in the EL utilization.

February **peak period** utilization was higher than any other month to date.

Figure 6 - Average Weekly Peak Period Express Lanes Utilization



NOTE: Based on a capacity of 1600 vphpl. HVNE capacity is calculated for one lane, all other locations for two lanes

2.2 TRAFFIC COMPOSITIONS

Express lanes traffic can be classified by either SOV or HOV3+ vehicles. In this section SOV will include single occupant vehicles (SOV), clean air vehicles (CAV), high occupancy vehicles set to 2 (HOV2), disabled veteran (DV) and non-revenue vehicles (NR). Per the EL Business Rules, eligible HOV 3+ vehicles (i.e. an occupancy of 3 or more with a valid switchable transponder in the 3+ position) travel toll-free.

Figure 7 presents trip composition for weekdays in February. The left side of the table provides the information in terms of total trips in a typical peak

period, while the right side of the table presents the same information in terms of the market shares. As **Figure 6** illustrates, 80% of trips during these periods are SOV trips. This is consistent with previous months.

Figure 8 presents EL transaction classification for weekdays and weekends. The market share of HOV3+ is 5% higher on weekends compared to weekdays.

Figure 7 – Express Lanes Weekday Peak Period Trip Classification

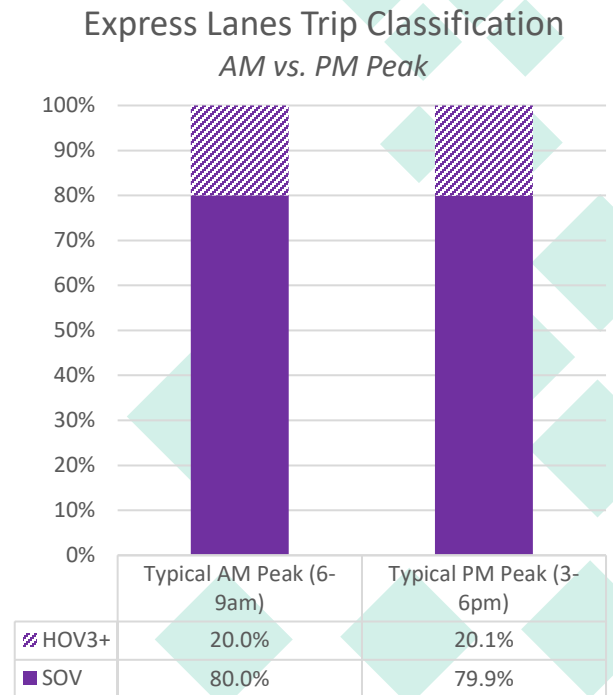
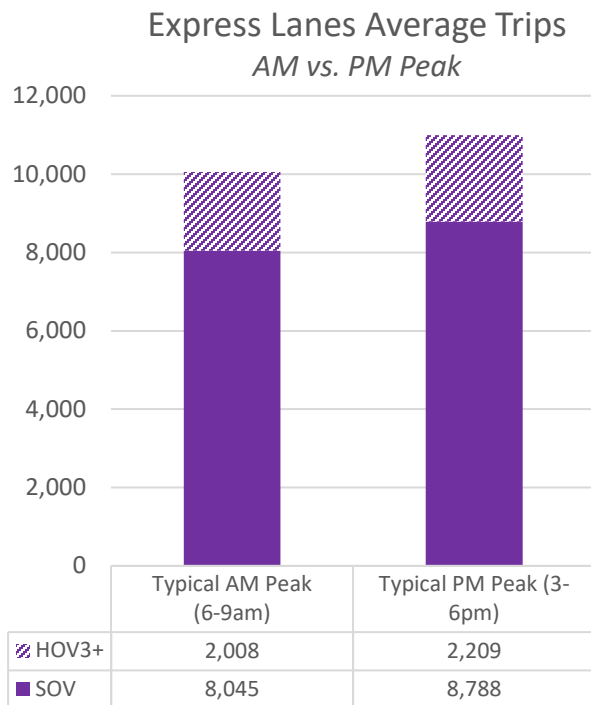
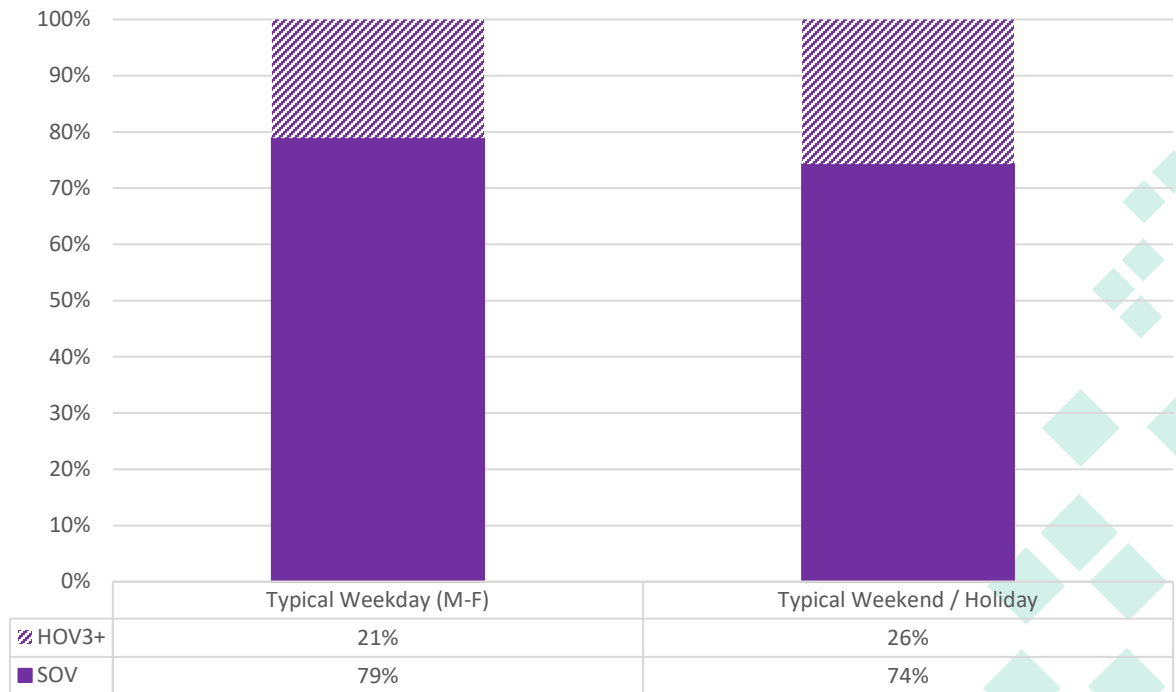


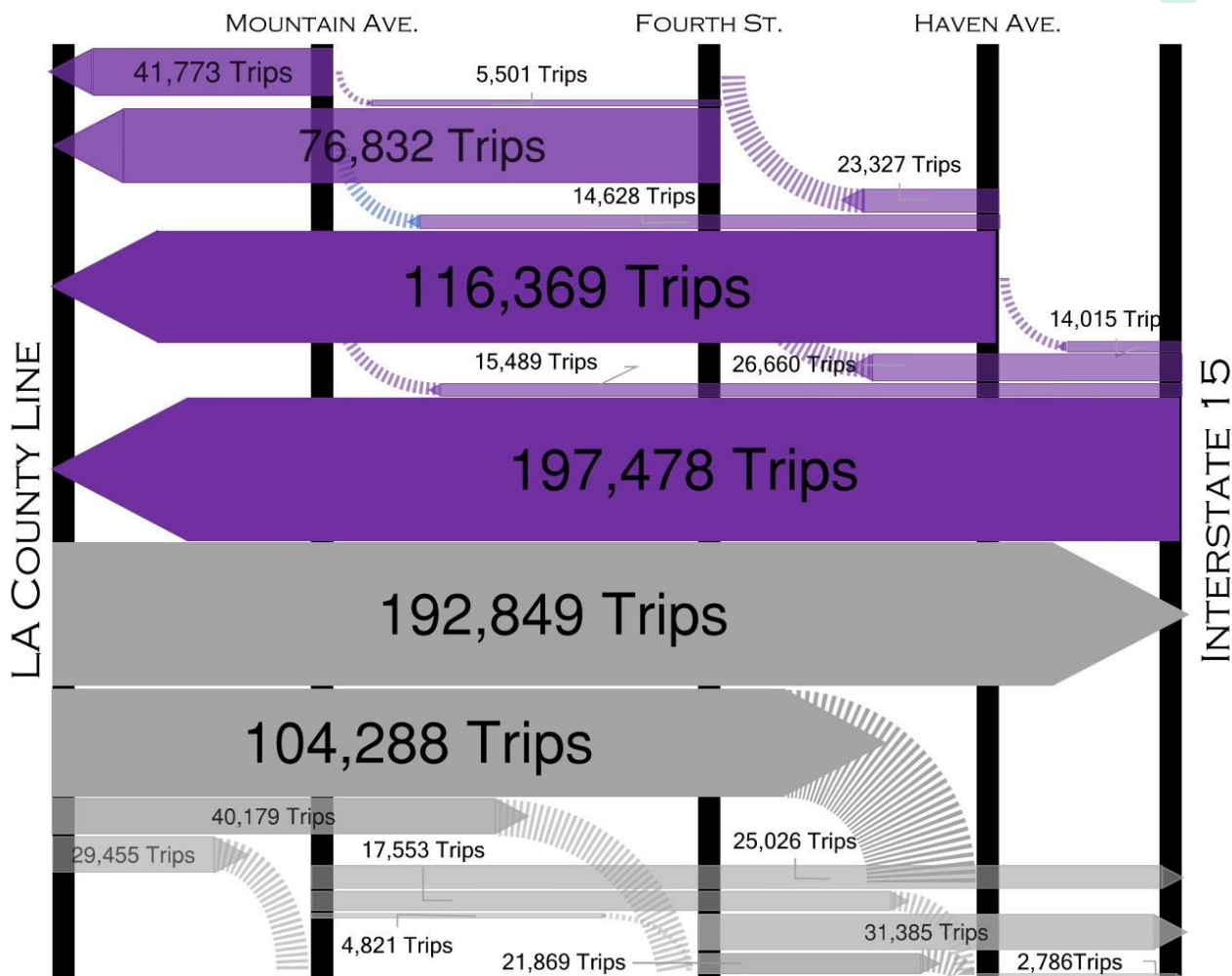
Figure 8 – Express Lanes Weekdays vs. Weekends Trip Classification



There are four toll zones in each direction of the I-10 Express Lanes corridor. **Figure 9** tabulates a breakdown of February trips by their entry and exit Toll Zone.

Over one third of all trips (41% of 470,211 EB and 37% of 532,072 WB) were full length trips traveling through all four plazas in one direction.

Figure 9 – Volumes by Origin & Destination



2.3 TRAVEL TIME & SPEED

Two important goals of the ELs are improved travel time compared to the adjacent general purpose (GP) lanes and enhanced reliability. Travel time analysis has been performed for December until February, once all VDS calibration was completed.

The ELs consistently offer a faster travel time during peak periods. The ELs provide an average peak period travel time savings of 4 minutes 3

seconds WB and 3 minutes 29 seconds EB each weekday.

Figure 10 summarizes the estimated travel time saved in February for all vehicles traveling in the Express Lanes – a total of 40,439 vehicle-hours. Factoring in vehicle occupancy would lead to a higher number of hours saved.

Figure 10 – February Travel Time Savings (vehicle-hours)

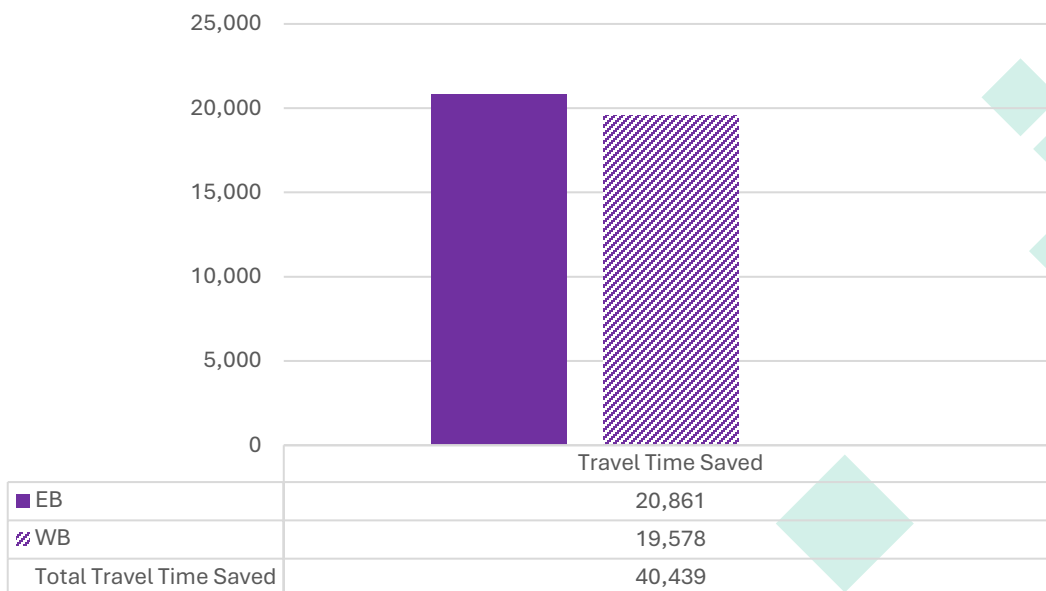


Figure 11 summarizes the speed reliability statistics for February 2025, breaking the data out by peak period (AM vs. PM), by direction, and summarizes average speeds through the corridor

in 15-minute intervals. By statute, EL should maintain an average speed of 45 mph or above for 90% of the time during peak periods.

Figure 11 – Average AM and PM Peak Period EL Speeds

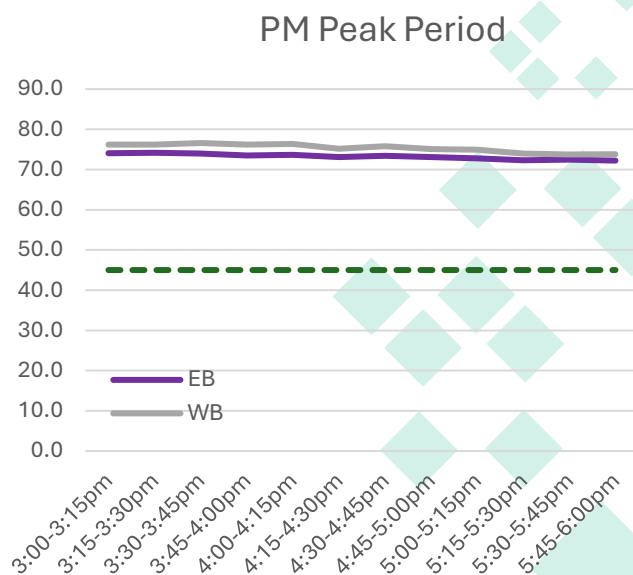
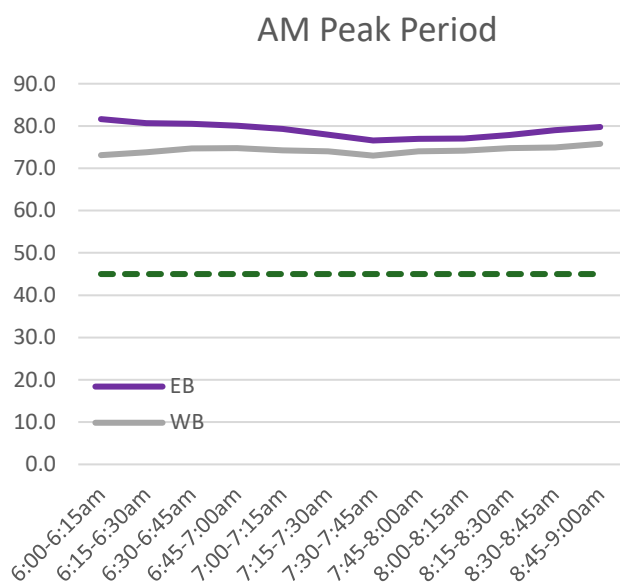
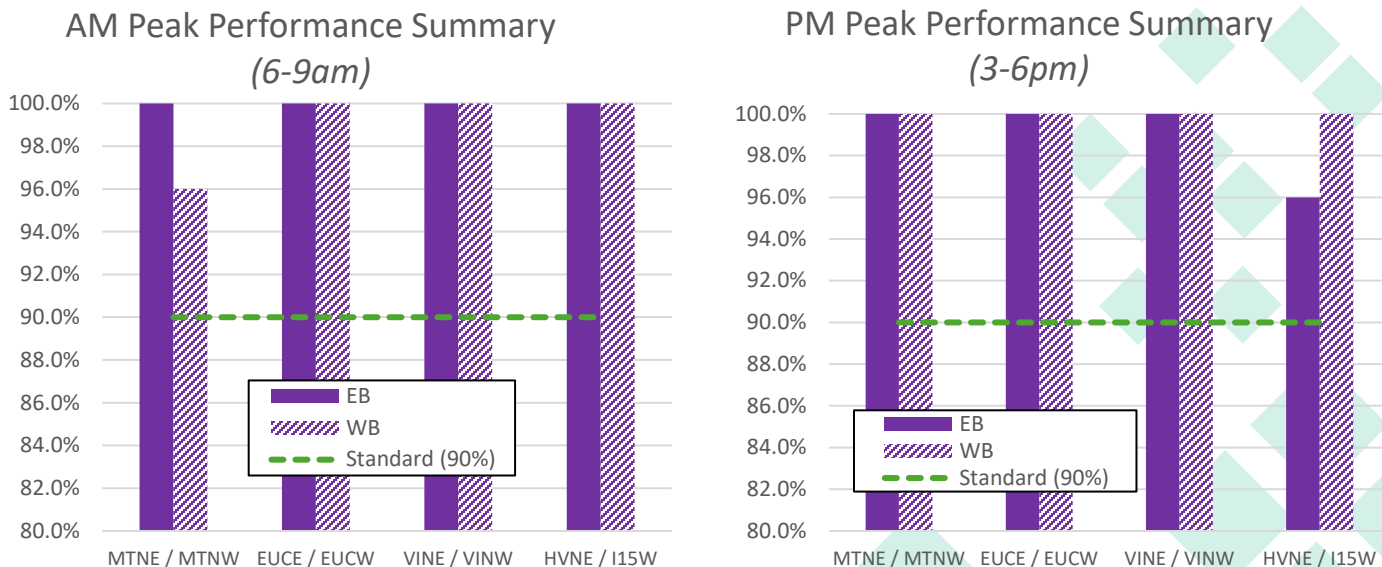


Figure 12 shows that average speeds along the corridor were rarely compromised in February. The green line in Figure 9 represents the threshold to meet the 45+ mph requirement and it is observed that all segments were operating at speeds of 45+ mph over 90% of the time during peak periods.

Typically, WB traffic approaching the LA County Line remains above 45 mph in the AM peak, but on February 25 there was an incident which caused slowdowns below 45 mph. Slowdowns below 45

mph were recorded during the PM peak in the EB direction approaching I-15 on February 21 and 28 – both Fridays. Slowdowns in this area of the Express Lanes are typical on Fridays, and SBCTA is working on striping alternatives to help alleviate this condition.

Figure 12 – Percentage of Peak Period with Speeds Over 45 mph by Segment



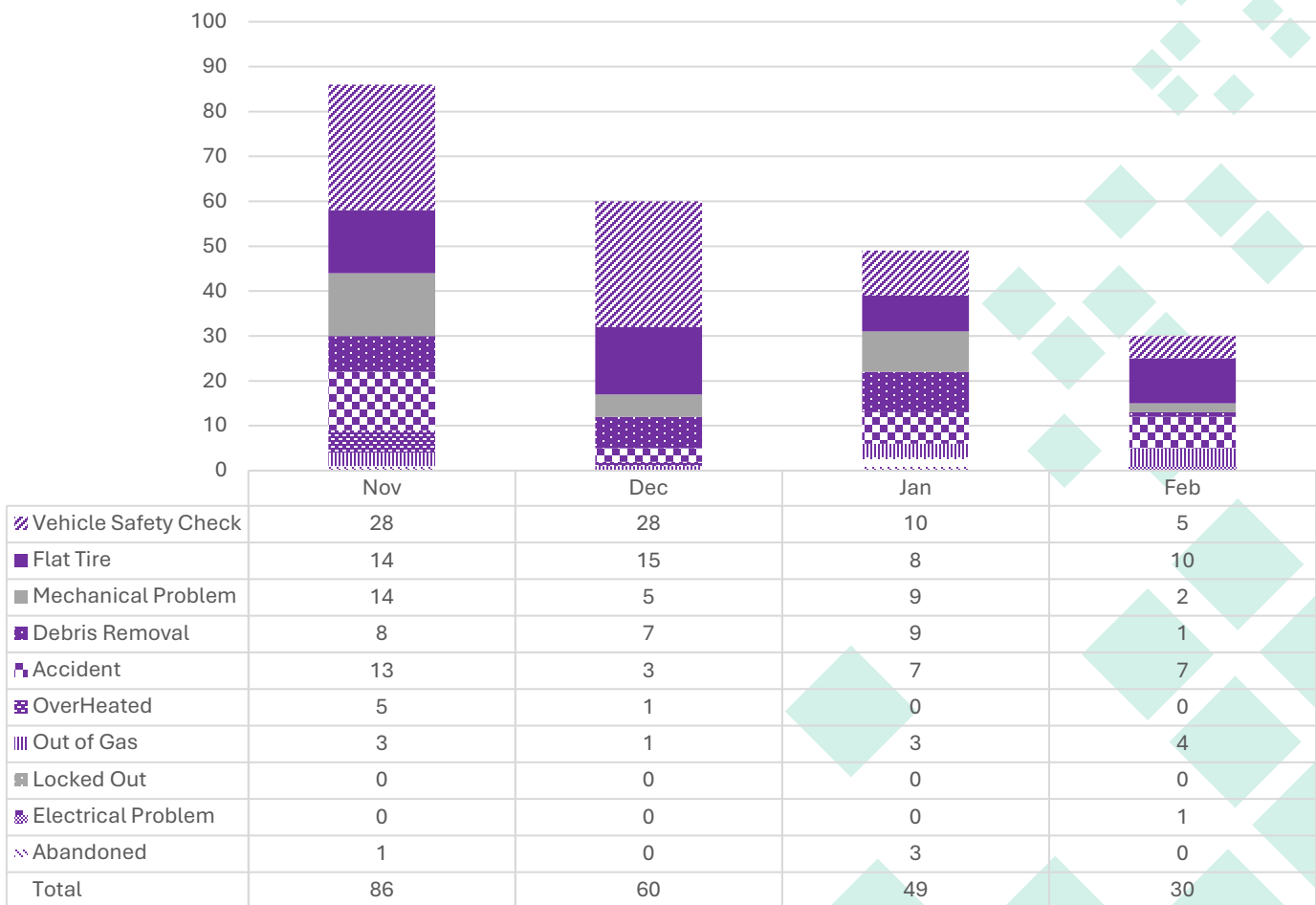
Please refer to [Appendix A](#) on responses to December General Policy Committee Meeting Questions on this section.

2.4 FSP ASSISTANCE

Figure 13 below summarizes FSP assist requests for the quarter (November to February). There were a total of 225 FSP assists provided over the past four months. January and February seem to have lower FSP calls due to seasonal variation in traffic during

this time of the year. Debris removal, flat tire, vehicle safety check and other mechanical problems being the primary reasons FSP was dispatched.

Figure 13 - Monthly FSP Assist Data



3.1 TRIPS, EXPECTED REVENUE, & TOLL RATES

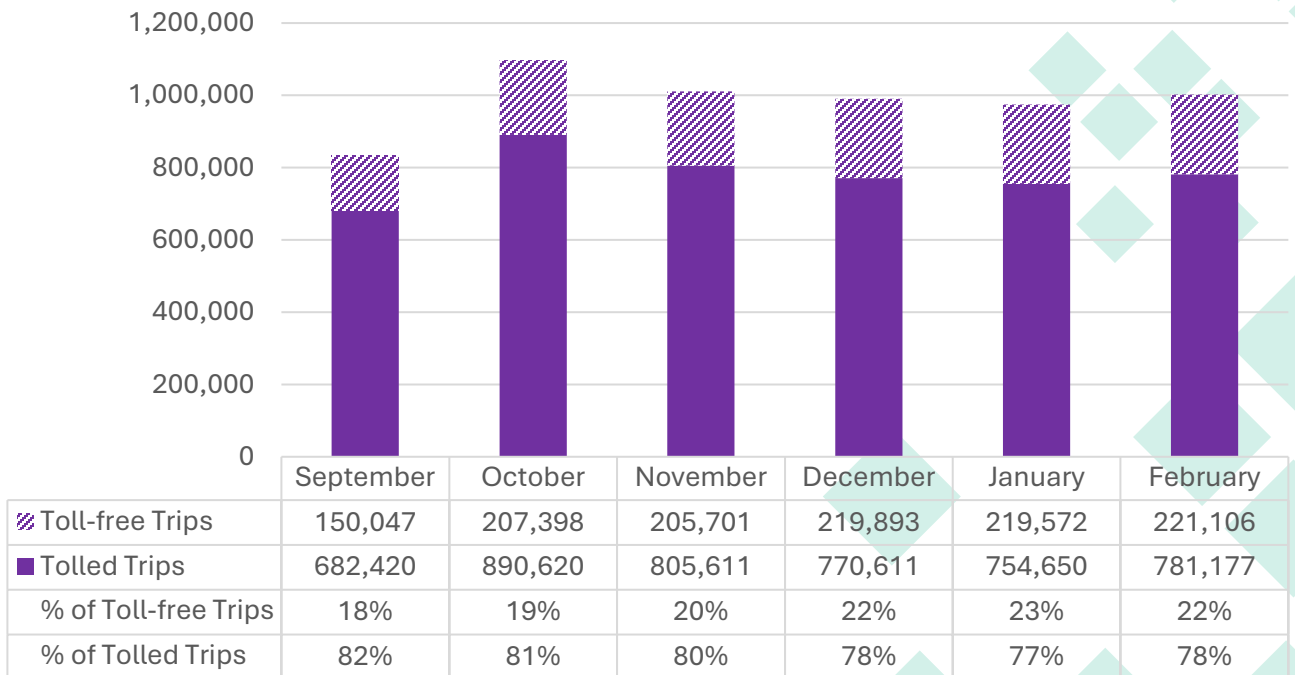
Figure 14 provides the total number of trips per month for the I-10 EL by direction.

Total trips per month have increased from September to October, decreased each month from November to January, then increasing in February.

The increase in February trip number appears to be attributed to normal traffic trends in this month.

Trip trend shows an increase from January to February 2.8%, which is normal due to seasonal traffic trends in the month of February.

Figure 14 - Total Express Lanes Trips



Trip totals have been trending up since opening as it appears more customers are becoming aware that the I-10 EL have opened but dipped from November to January before increasing in February following season traffic patterns. The figure provides total number of trips, trips greater than \$0 and 0\$ trips.

Trips greater than \$0 have increased from January to February by 3.4%. The \$0 trips have increased from September (150,407) to February (221,106). SBCTA is monitoring this and will consider increased enforcement if warranted.

Figure 15 shows percentage of FasTrak and Non-FasTrak (IBT) trips by direction for February 2025. FasTrak trips exceed Non-FasTrak trips for both directions. The percentage of FasTrak trips versus Non-FasTrak trips are about the same for both

directions. In February FasTrak % increased 0.8% in the EB and decreased 0.8% in the WB from January. Early in the month traffic was down per seasonal traffic trends but appeared to return to normal near the end of the month.

Figure 15 –Distribution of FasTrak & Non-FasTrak Trips

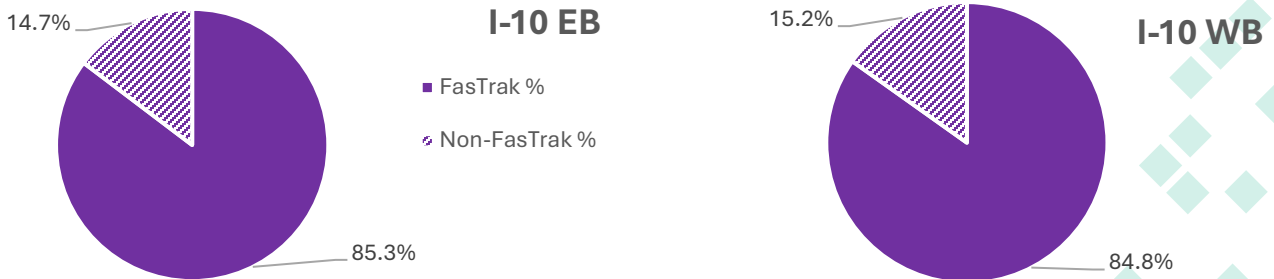


Figure 16 provides the total Expected Revenue per month for the I-10 EL by direction. Expected Revenue represents the total trip revenue that is expected to be collected from a customer at the time the trips are built in the Toll Collection System (TCS) to be sent to the CSC for processing. The February Expected Revenue is 4.13% higher than January. EB

Expected Revenue was significantly lower in February than January; the average EB toll was \$1.94 versus \$2.29 last month, while for WB toll is \$1.58 versus \$1.22 last month. Another factor contributing to the reduce Expected Revenue is February traffic being lower than past months, as expected with the seasonal variation in traffic trends.

Figure 16 – Total Expected Revenue

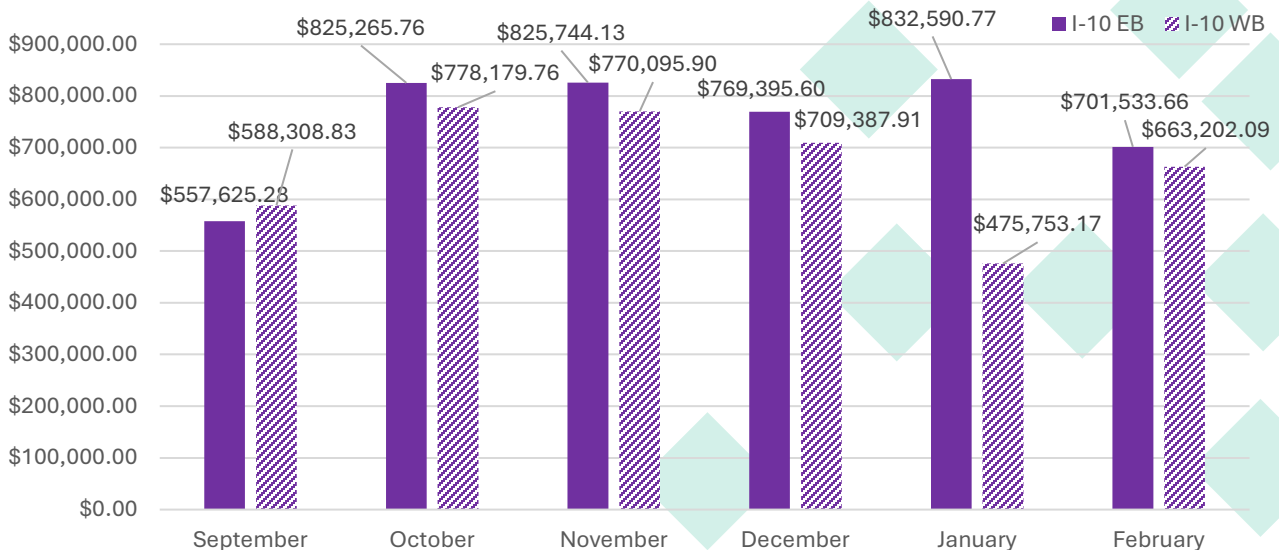


Figure 17 shows the daily Expected Revenue for each direction of travel for February 2025. Expected Revenue was consistent throughout the month except 2/14 & 2/28 EB and 2/26 WB. For these 2 EB days, the average EB toll for trips greater than \$0 was \$2.83 & \$2.86. The maximum EB toll was \$10.10 & \$11.60. On 2/26, the average WB toll for trips greater than \$0 was \$2.24. The maximum WB toll was \$12.50.

In February, the EB Expected Revenue trended higher as traffic appeared to return to pre-holiday months averages based on season traffic trends.

Figure 17 – Daily Expected Revenue Totals for Trips

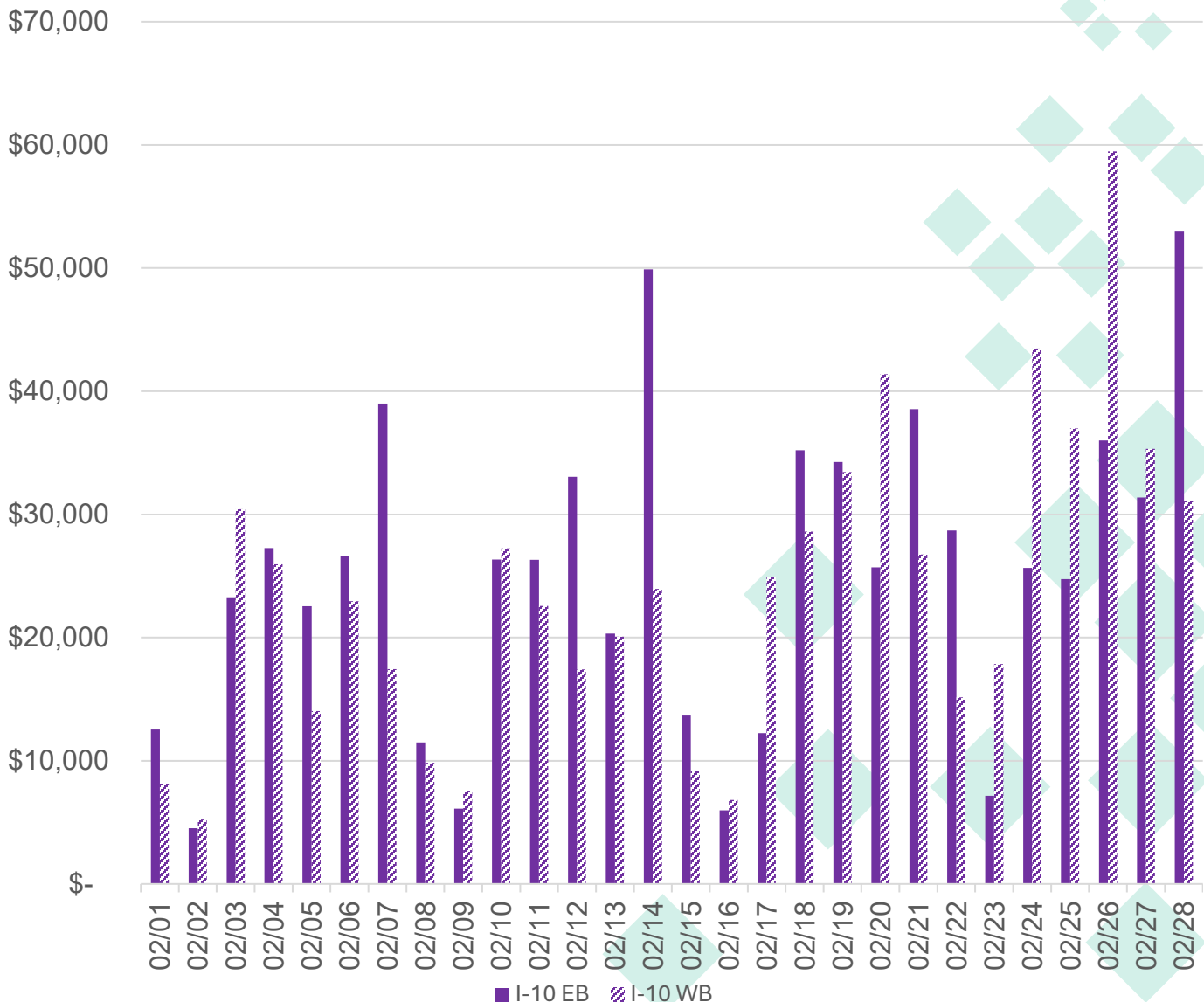


Table 1 provides a summary of average tolls paid for February. February overall averages increased to \$1.75 from \$1.73 in January. There has been no change to the average Non-FasTrak toll; however, the FasTrak average toll has increased to \$1.58 from \$1.56. The average toll rate will continue to evolve

as the dynamic pricing algorithm continues to optimize the tolls.

Table 1 - Average Tolls

	I-10 EB	I-10 WB	Total
Avg Trip > \$0 Toll	\$1.94	\$1.58	\$1.75
Avg FasTrak Toll	\$1.77	\$1.42	\$1.58
Avg Non-FasTrak Toll	\$2.93	\$2.52	\$2.71

Table 2 provides an overview of the toll rates posted on I-10 toll rate dynamic message signs (TRDMS) during the month. The maximum weekday WB AM peak toll is higher than EB AM

Peak and in the afternoon the EB PM peak toll is same as the WB PM peak.

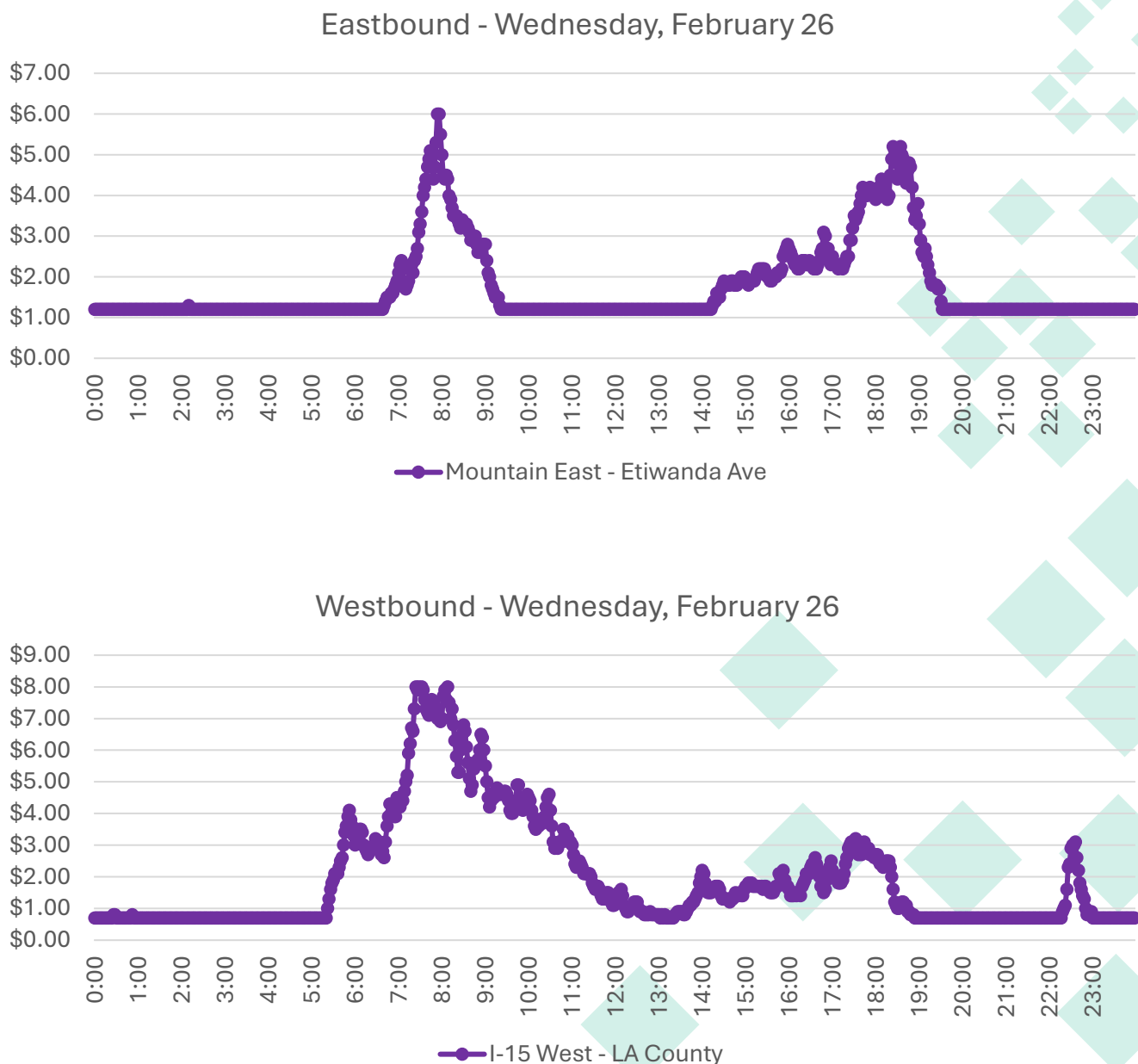
Table 2 - Posted Toll Rate Summary

	EB	WB
FasTrak - AM Peak Period Range Weekdays, 6am - 9am	\$0.70 - \$6.00	\$0.70 - \$8.00
Non-FasTrak - AM Peak Period Range Weekdays, 6am - 9am	\$1.55 - \$9.50	\$1.55 - \$12.50
FasTrak - PM Peak Period Range Weekdays, 3pm - 6pm	\$0.70 - \$6.90	\$0.70 - \$8.00
Non-FasTrak - PM Peak Period Range Weekdays, 3pm - 6pm	\$1.55 - \$10.40	\$1.55 - \$12.50
FasTrak - Weekend Peak Range Sat/Sun, 10am - 2pm	\$0.70 - \$8.00	\$0.70 - \$2.70
Non-FasTrak - Weekend Peak Range Sat/Sun, 10am - 2pm	\$1.55 - \$12.50	\$1.55 - \$4.55
FasTrak - Max Toll Rate	\$8.00	\$8.00
Non-FasTrak - Max Toll Rate	\$12.50	\$12.50
FasTrak - Max Toll Rate - Weekday	\$7.40	\$8.00
Non-FasTrak - Max Toll Rate - Weekday	\$11.60	\$12.50
FasTrak - Max Toll Rate - Weekend	\$8.00	\$7.30
Non-FasTrak - Max Toll Rate - Weekend	\$12.50	\$11.15

Figure 18 depicts the full-length trip's posted FasTrak toll rates on the TRDMS in both directions for a representative Wednesday (February 26) when dynamic pricing was in operations. The maximum EB toll was \$6.00 occurring during AM

peak and the maximum WB tolls was \$8.00 occurring AM peak as well. The maximum EB toll in the PM peak was \$5.20 and the maximum WB toll in the PM peak was \$3.20.

Figure 18 – Full Length Tolls posted on TRDMS



3.2 SYSTEM PERFORMANCE

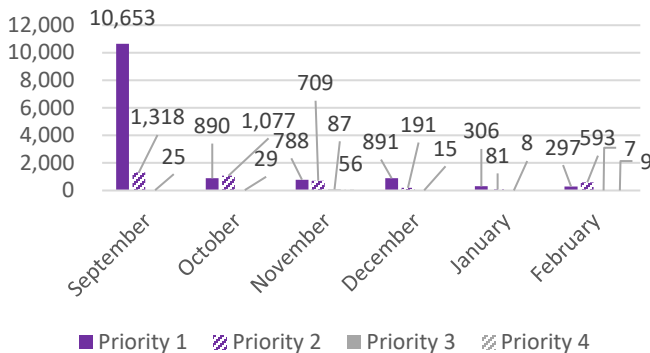
Figure 19 displays the Maintenance Online Management System (MOMS) work orders by month and priorities from September until February. The total work orders by month have decreased from about 12K in September to 1-2K for the months of October to December, 395 in January and 906 in February. TransCore has updated the MOMS alert tuning and stabilized roadside issues since go-live.

Figure 20 provides the total number of MOMS work orders per day for the month of February. Priority 1 work orders can impact revenue and essential operational functionality.

Priority 2-4 work orders are non-critical but can affect operations if not addressed timely.

During the month of February, there were approximately 32 work orders per day, with spikes of work orders on 2/19 to 2/21 and 2/23 to 2/27 for mainly Vehicle Capture and Recognition System (VCARS)/Violation Enforcement System (VES) equipment contributing 749 of the 906 work orders. SBCTA has reviewed the details of these work orders with TransCore and TransCore has performed corrective maintenance.

Figure 19 - MOMS Monthly Work Orders by Priority



February averaged about 32 Work Orders per day; VCARS/VES is the equipment type for most of these Work Orders.

Figure 20 - MOMS Work Orders by Priority by Day

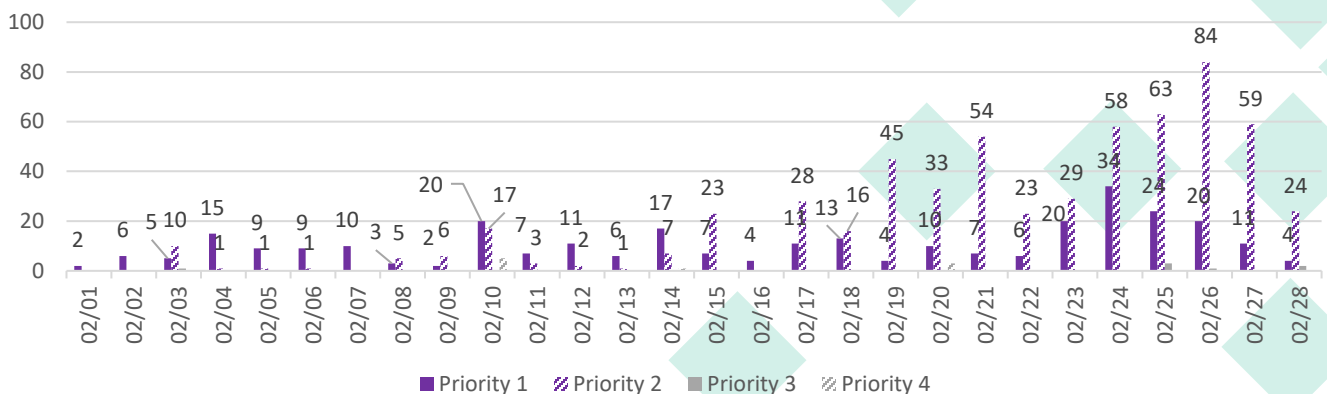


Figure 21 displays the total monthly work orders that exceeded the Response Time by Priority. Work orders exceeding the Response Time increased by 10 from January to February.

For work orders that exceed the Repair and Response Time KPIs, TransCore is responsible for liquidated damages as reported in TransCore's Monthly Maintenance Report.

Figure 22 displays the monthly total work orders that exceeded the Repair Time by Priority. Work orders exceeding the Repair Time increased by 7 from January to February.

Figure 21 - Monthly Work Orders Exceeding Response Time by Priority

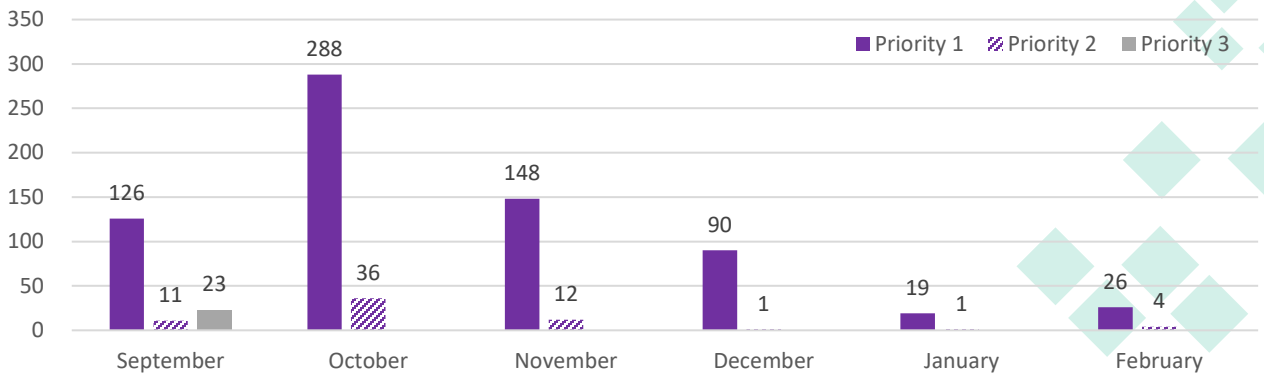


Figure 22 - Monthly Work Orders Exceeding Repair Time by Priority

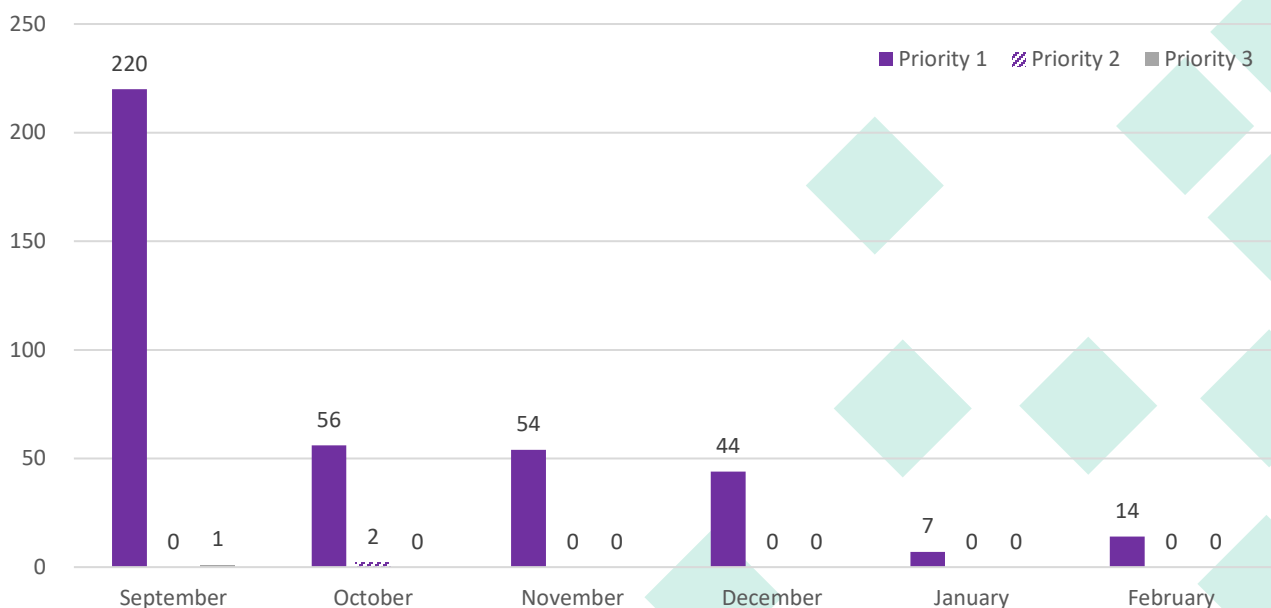


Figure 23 provides the total number of MOMS work orders by priority (1, 2) per day that exceeded the time to respond in February.

Figure 24 provides the total number of MOMS work orders by priority (1, 2) per day that exceeded the time to repair in February.

The requires time to respond and time to repair thresholds are established in TransCore's contract. Events that exceed the response and repair thresholds will be subject to the key performance

indicator (KPI) assessments identified in the contract. The spike on 2/23 appears to be attributed to sites TRDMS 1, 1A that lost communication to the switches and controllers due to bad fiber connection at CCTV 2.

SBCTA has reviewed the response and repair times with TransCore and TransCore is performing system configuration updates to accurately report in accordance with the contract priority levels.

Figure 23 - Daily Work Orders Exceeding Response Time by Priority

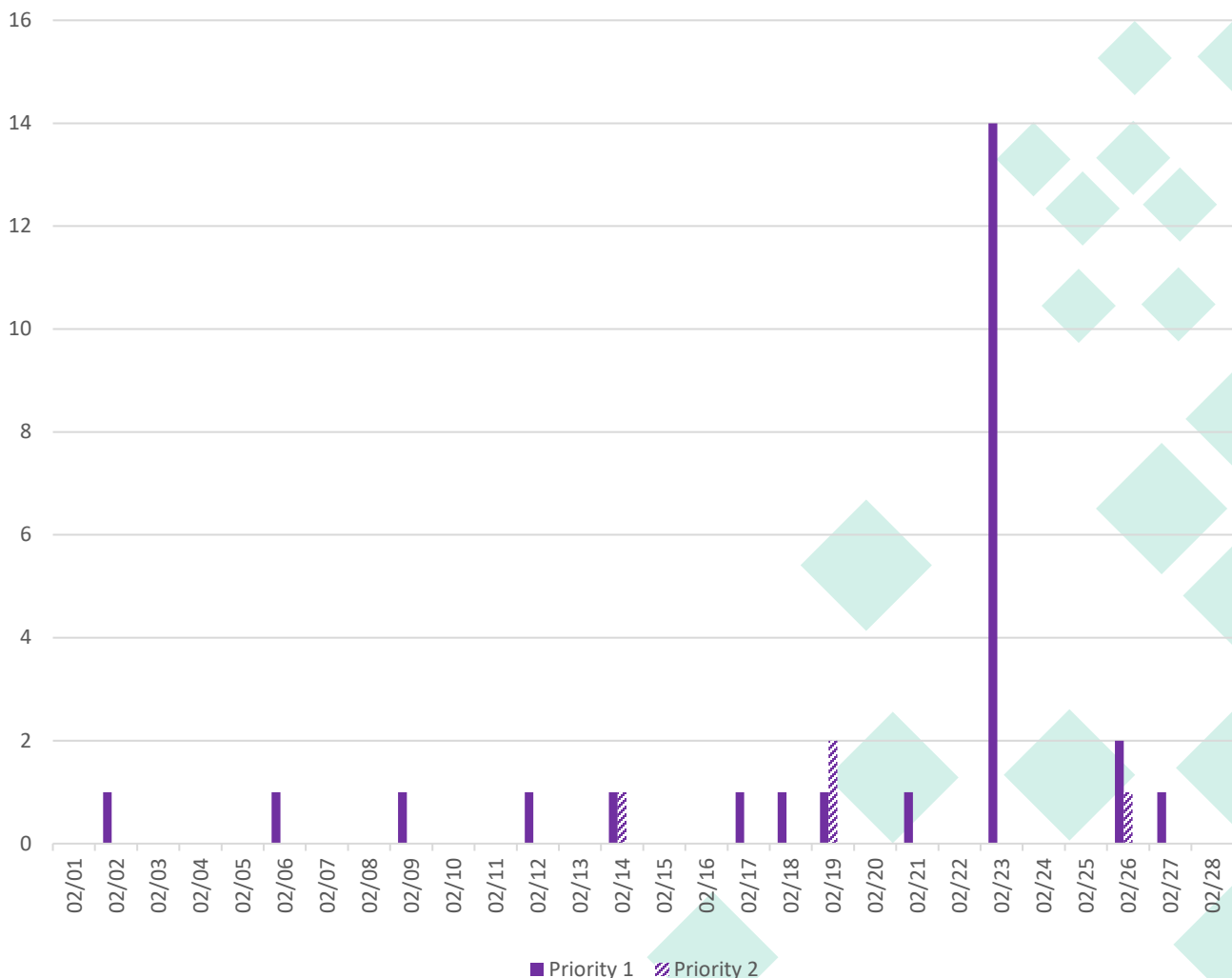
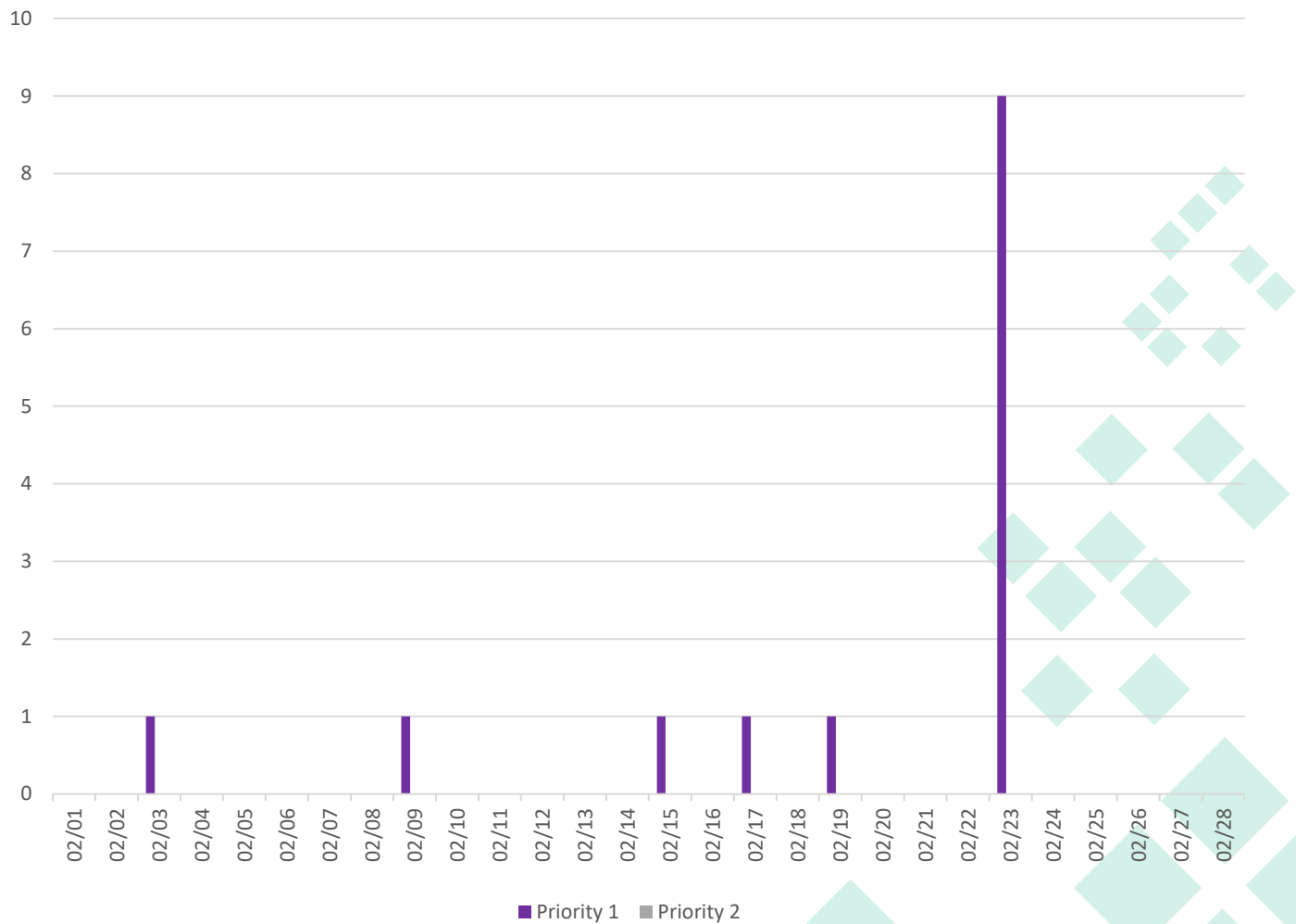


Figure 24 - Daily Work Orders Exceeding Repair Time by Priority



4.1 CUSTOMER CONTACT BY PHONE

Figure 25 depicts the total calls coming into the Customer Service (CSC) Call Center on SBCTA's dedicated phone number, including the number of customers that elected to speak with a Customer Service Representative (CSR) and the average handle time per call.

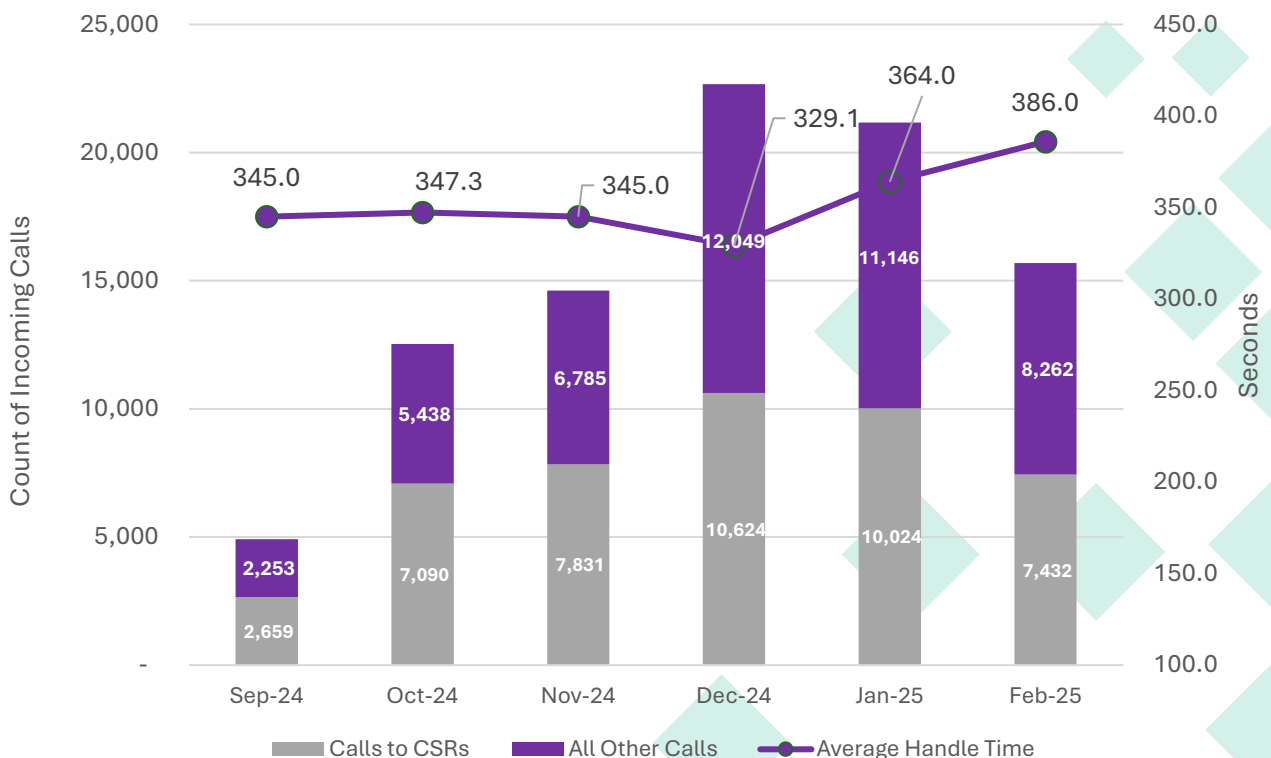
The total number of incoming calls has continued to decline from the peak in December. Notice volumes have also declined which is contributing to the reduced number of calls over the last two months.

In February, 47% of customers elected to speak with a CSR consistent with January and December indicating that customers can resolve many of their issues through the automated call system.

The total number of calls has declined in January and February from the December peak. The impact of the current smishing campaign has had a minor impact on the SBCTA Customer Service Center Line with only 4% of total calls related to smishing.

The average handle time for calls for February increased by 22 seconds. This uptick could be due to an increased volume of more complicated issues, such as DMV Holds, going to CSRs while the automated system is handling the simpler calls. It should be noted that while the call center is available to customers 24 hours a day and 7 days a week, CSRs are only available from 8:00 am to 6:00 pm Monday through Friday and 9:00 am to 2:00 pm on Saturday.

Figure 25 - Incoming Calls by SBCTA Customers

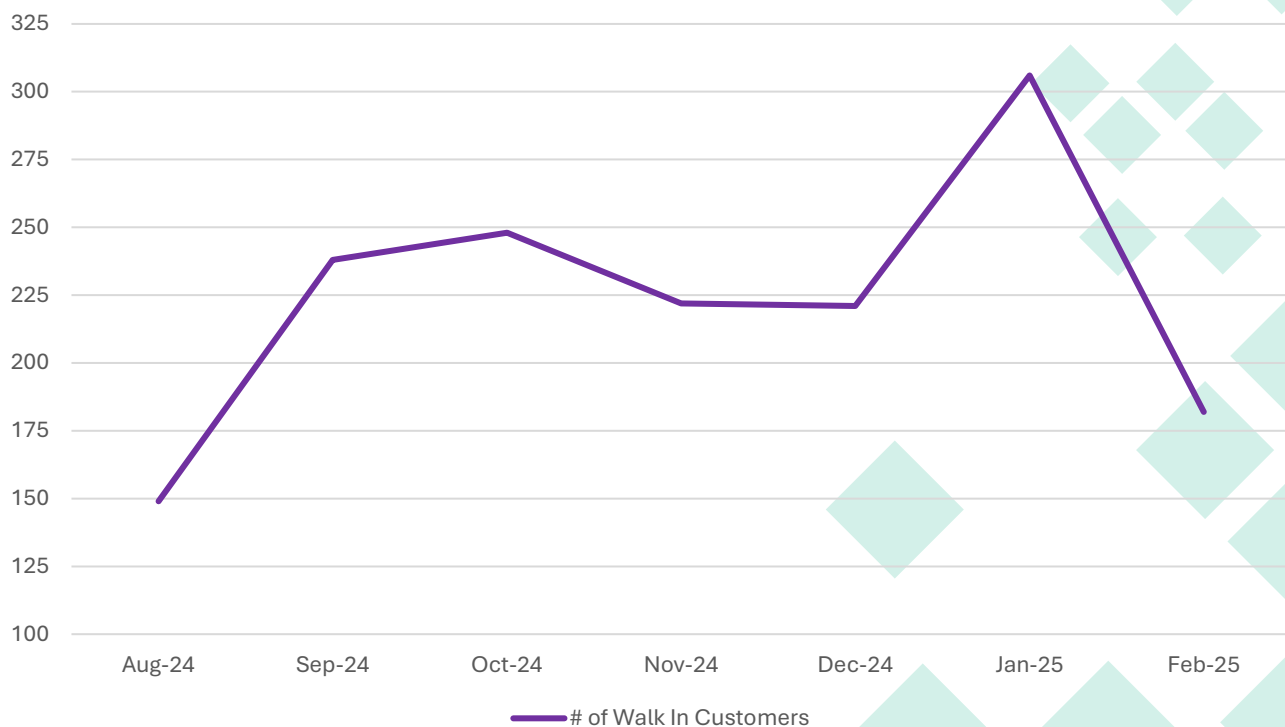


4.2 CUSTOMER WALK-IN VISITS

Figure 26 indicates I-10 EL customers using the dedicated San Bernardino Customer Service Center (CSC) and the Irvine CSC. The number of customers using the San Bernardino WIC in February was only 182 customers which is a sharp decline from the 306 customers in January. However, it is noticeable that the average for January and February is 244 customers per month which is consistent with the average over the previous four months of 232 customers per month.

Customers are almost exclusively using the Walk-In Center located in Rancho Cucamonga City Hall. Over the entire 6-month period, only three customers used the Irvine Walk-In Center to inquire about the I-10 EL.

Figure 26 - Walk-In Center Customers



4.3 VIOLATION NOTICES AND CA DMV HOLDS

Figure 27 depicts the total number of violation notices mailed and CA DMV holds placed.

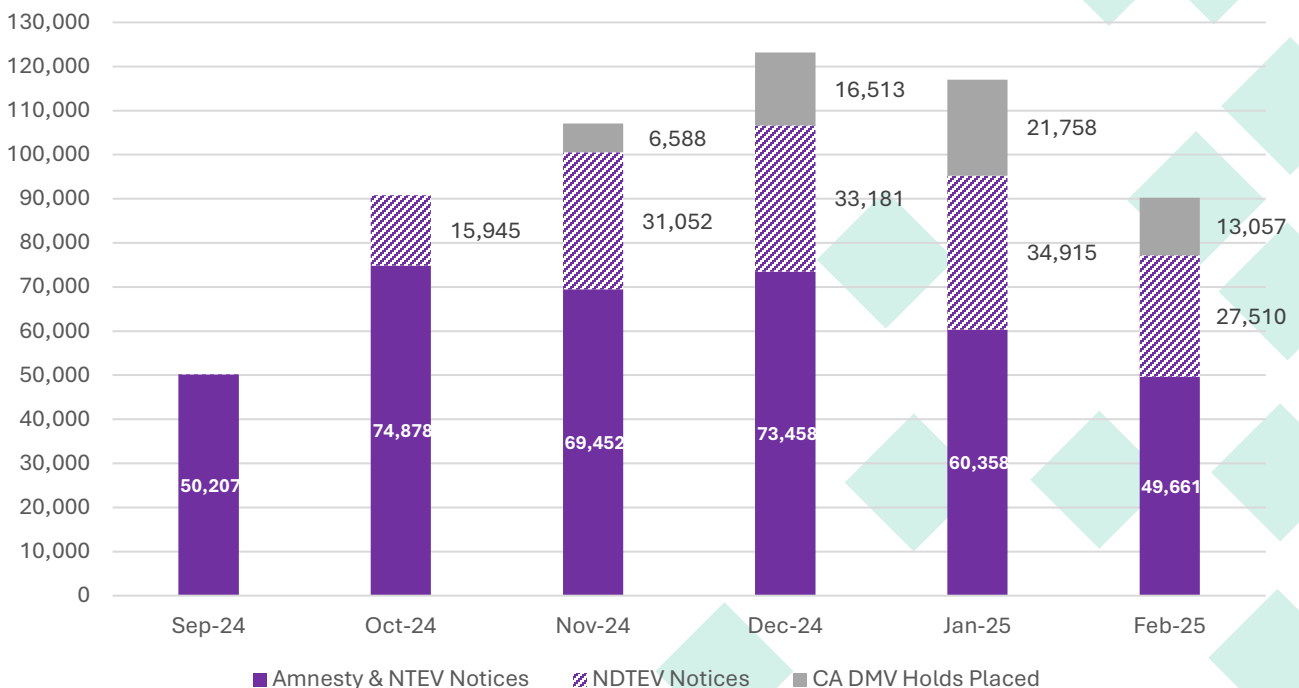
Amnesty Notices are mailed to a customer who has not previously violated on the EL. A Notice of Toll Evasion (NTEV) is mailed to customers with a new violation who have previously had a violation on the EL. A Notice of Delinquent Toll Violation (NDTEV) is sent to customers who have not paid or only partially paid an Amnesty Notice or an NTEV. A CA DMV Registration Hold is placed for customers who have not paid the NDTEV.

The number of February notices decreased by approximately 18,100 notices from January. The largest portion of the decline, an approximate 10,700 decrease of Amnesty/NTEV notices, is consistent with a trend of fewer Image-Based

Trips. In each of the past four months, Image-Based Trips declined from a peak of approximately 160,000 in October to 106,000 in February. Over the same period, there have been almost 20,000 new accounts opened and over 70,000 new transponders issued to customers in San Bernardino County which may indicate customers that had previously been Image-Based Customers have now converted to FasTrak Customers. The decline of approximately 7,400 NDTEV Notices issued in February was expected as Amnesty and NTEV Notices issued in January were lower than previous months.

SBCTA began placing delinquent customers on registration hold with the CA DMV in November 2024. The number of holds has declined from the peak in January.

Figure 27 - Total Number of Violation Notices Mailed and CA DMV Holds Placed



4.4 IMAGE BASED TRIP PAYMENTS

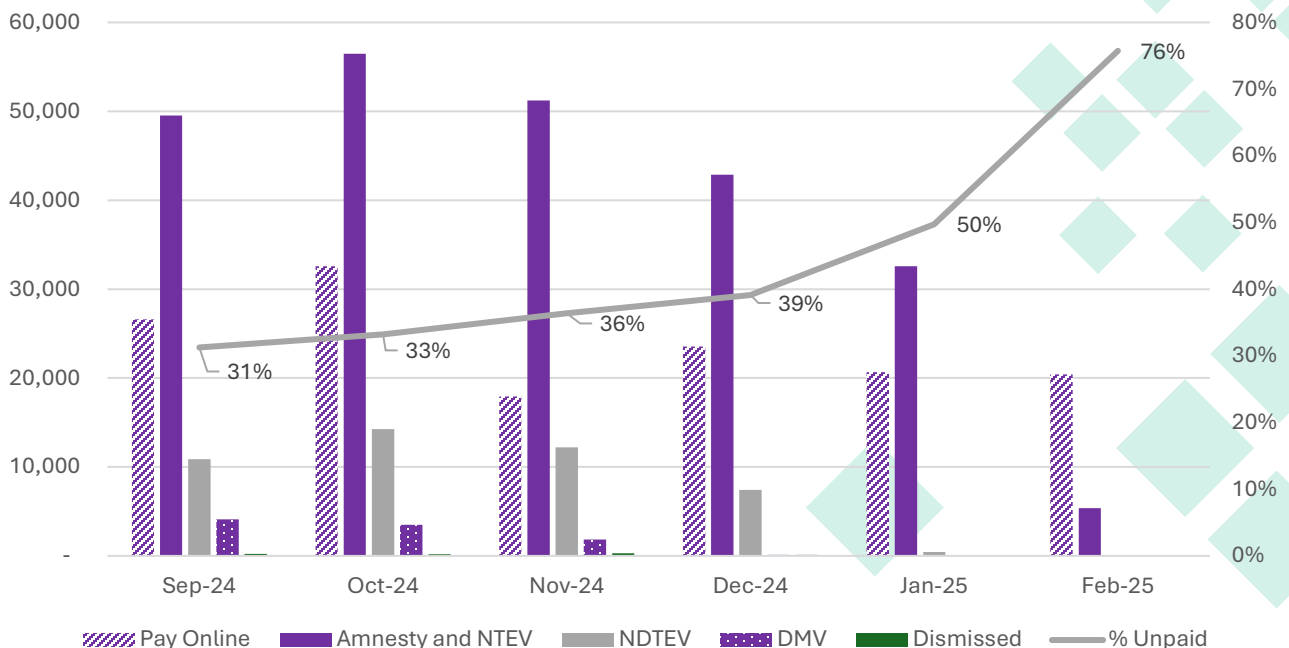
Figure 28 provides information detailing at what stage in the escalation cycle customers without FasTrak accounts are paying for their trips.

Payments received through the end of February are displayed in the month of the trip, regardless of when the payment is made. Trips dismissed are also displayed in the month the trip occurred. This chart also provides the total number of trips that are not yet paid as of the end of February, represented in the percentage line. SBCTA can evaluate these results to understand the payment cycle for non-FasTrak

customers and consider policy/rule changes to improve overall collection rates and time to pay.

With six months of results, the chart begins to establish a baseline. Results can be more effectively analyzed as more months are added. As can be seen in the chart, uncollected percentage increases from 31% in September, to 76% in February. These results are expected as the older transactions have advanced further in the escalation cycle and with each passing month, the unpaid percentage of Image-Based Trips for the older months continues to decline.

Figure 28 – Image Based Trips Payments by Escalation Level



Pay Online - Within the first 5 days of the trip, customers are offered the opportunity to Pay online followed by a 5 days grace period prior to any notices being issued. If the trip goes unpaid, the customer will be issued a violation notice.

Amnesty and NTEV - Depending on the customer's history, this notice may be an Amnesty Notice allowing the customer to pay only the toll or an

NTEV that includes a \$25 penalty. This notice is due within 30 days.

NDTEV - If the Amnesty or NTEV goes unpaid an NDTEV is issued with an additional \$25 penalty. This notice is also due within 30 days.

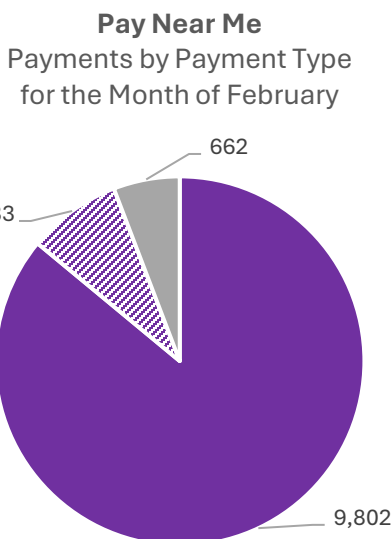
DMV - Unpaid NDTEVs will escalate to the DMV and incur a \$2.00 fee per trip that is paid to the DMV for the Registration Hold.

4.5 PAYMENTS VIA PAY NEAR ME

Pay Near Me provides customers with an easy way to pay their violation notice using a QR code or bar code printed on the violations notice and has proved to be popular and effective. When the QR code is scanned with a smartphone, the mobile app provides customers with the amount they owe and provides convenient ways to pay. At a local store, the clerk will scan the bar code, allowing customers to pay with cash or other payment method.

Figure 29 provides the consolidated number of payments in February to the major categories by customer usage including credit and debit cards (which includes Apple Pay and Google Pay), other payment apps (including Venmo and PayPal), and with cash at local stores (such as 7-11 and CVS amongst others).

Figure 29 – Pay Near Me Payments by Payment Type (Count)



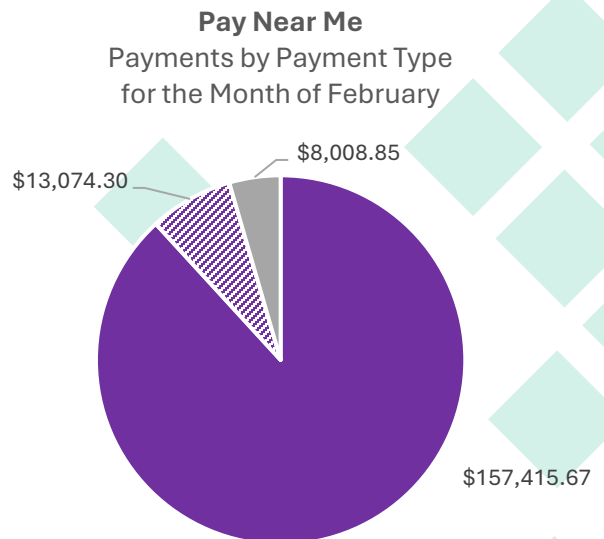
■ Credit and Debit Cards ■ Other Payment Apps ■ Stores / Cash

Figure 30 provides the toll and fee amounts collected in February in the same categories, excluding the convenience fee, on behalf of SBCTA.

Credit and debit cards are demonstrating to be very popular, as customers are not showing an aversion to either the \$2.99 convenience fee collected by Pay Near Me for card transactions or the \$1.99 for cash transactions.

In February, there were approximately 11,400 payments totaling about \$178,500 via Pay Near Me which is consistent with approximately 12,800 payments totaling almost \$180,800 in January. The previous three-month average is approximately 9,500 payments per month for about \$99,100 each month.

Figure 30 – Pay Near Me Payments by Payment Type (Amount in \$USD)



■ Credit and Debit Cards ■ Other Payment Apps ■ Stores / Cash

4.6 EQUITY

SBCTA provides equity programs for low-income households and disabled veterans residing in San Bernardino County.

Figure 31 demonstrates the number of customers that received the \$20 low-income benefit since launch of the equity programs. There have been 34 low-income accounts opened since the opening of the EL. In February there were 4 new customers approved for the program consistent with previous months.

Figure 32 depicts the number of toll-free trips taken under the Disabled Veteran Discount Program. February trips increased about 9% from January and are consistent with the trendline.

Figure 31 – Low Income Promotions

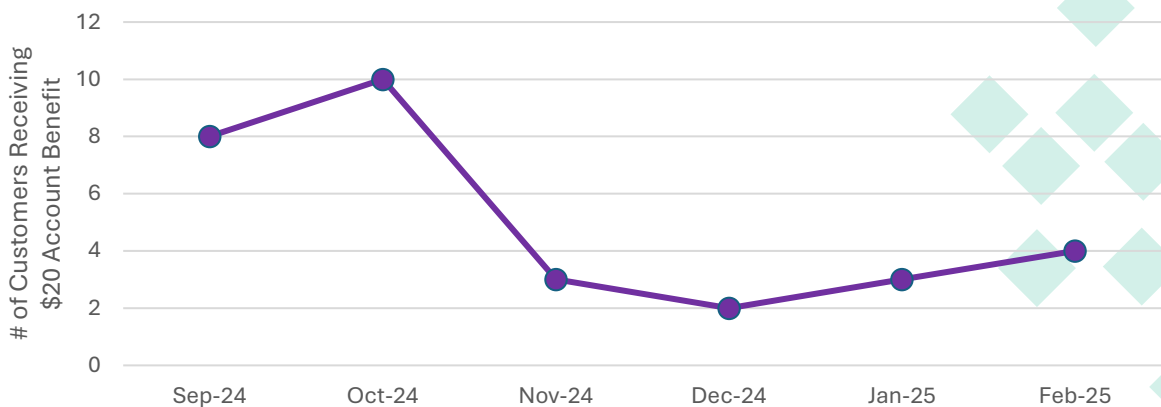
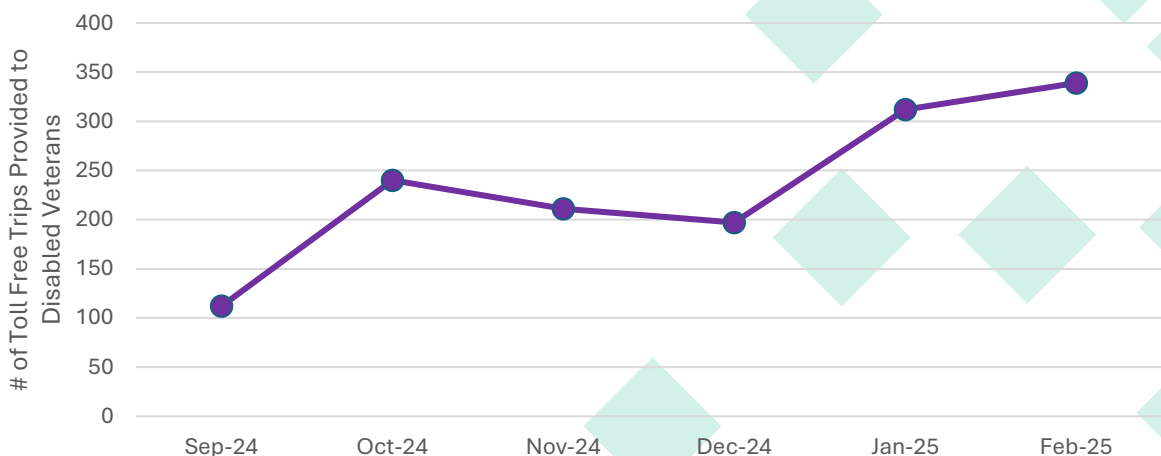


Figure 32 – Disabled Veteran Trips



5.1 REVENUE

Gross Potential Revenue (GPR) is the revenue that is expected to be collected after considering toll adjustments that are made by the CSC. GPR is calculated as Expected Revenue adjusted for Vtolls (trips initially billed as Non-FasTrak but then later charged to a FasTrak account) and other adjustments at the CSC. GPR is generally less than Expected Revenue because Vtolls are predominantly movement from Non-FasTrak to FasTrak, which results in a reduction in toll amount. Toll adjustments, when made, are always downward resulting in reduction in the toll amount. Most Vtolls and adjustments will be made within the first 90 days of a trip, therefore

the figures below are updated each month for the current month and two months retroactively.

Figure 33 reflects that GPR (total FasTrak and Non-FasTrak) of \$1.382 million (FasTrak: \$1.039 million + Non-FasTrak: \$343K) for the month of February 2025 is 3% (\$41K) higher than January 2025 GPR of \$1.341 million. GPR represents the amount of revenue that would be collected by SBCTA if all customers paid the posted toll amount.

Figure 33 – Gross Potential Revenue over months by FasTrak and Non-FasTrak

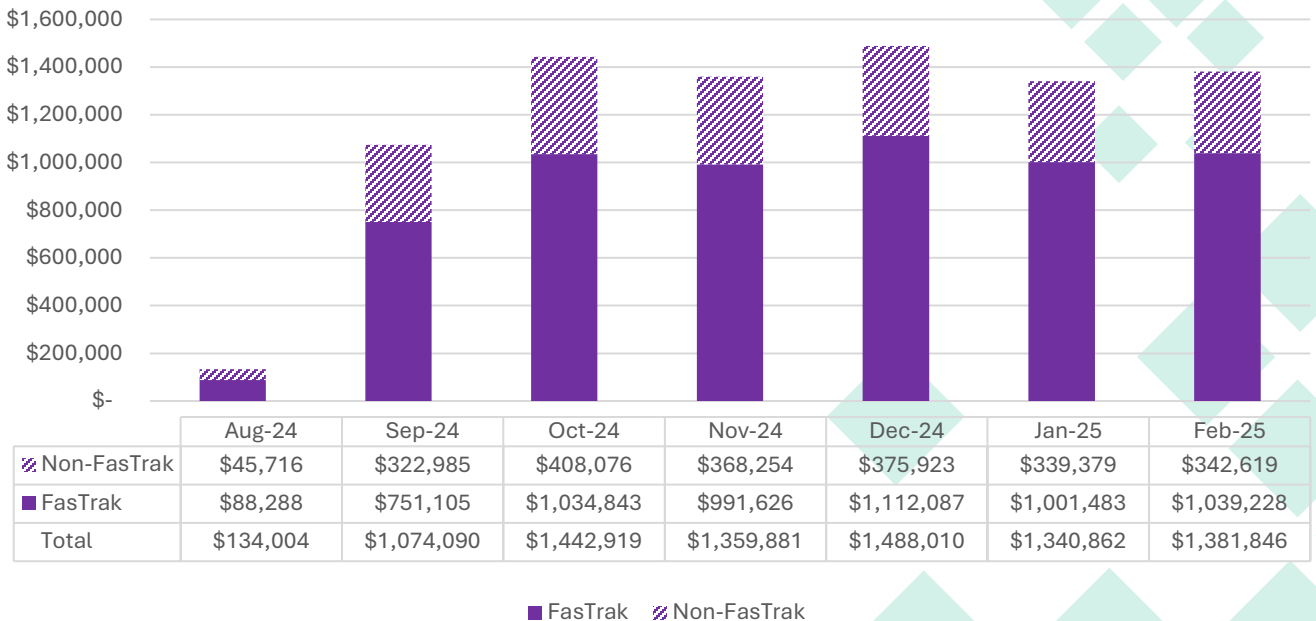


Figure 34 reflects actual toll, fee and penalty revenue, which is comprised of payments received from customers and posted to accounts. Inception-to-date, Actual Revenue is 106% of Gross Potential Revenue as a result of the collection of violation penalties and fees. While

this is a positive revenue trend, the cost to collect violation tolls and penalties is exponentially higher than FasTrak trips, therefore continued efforts should be made to help customers realize the value of becoming FasTrak customers.

Figure 34 – Actual (Paid) Revenue over months by FasTrak and Non-FasTrak

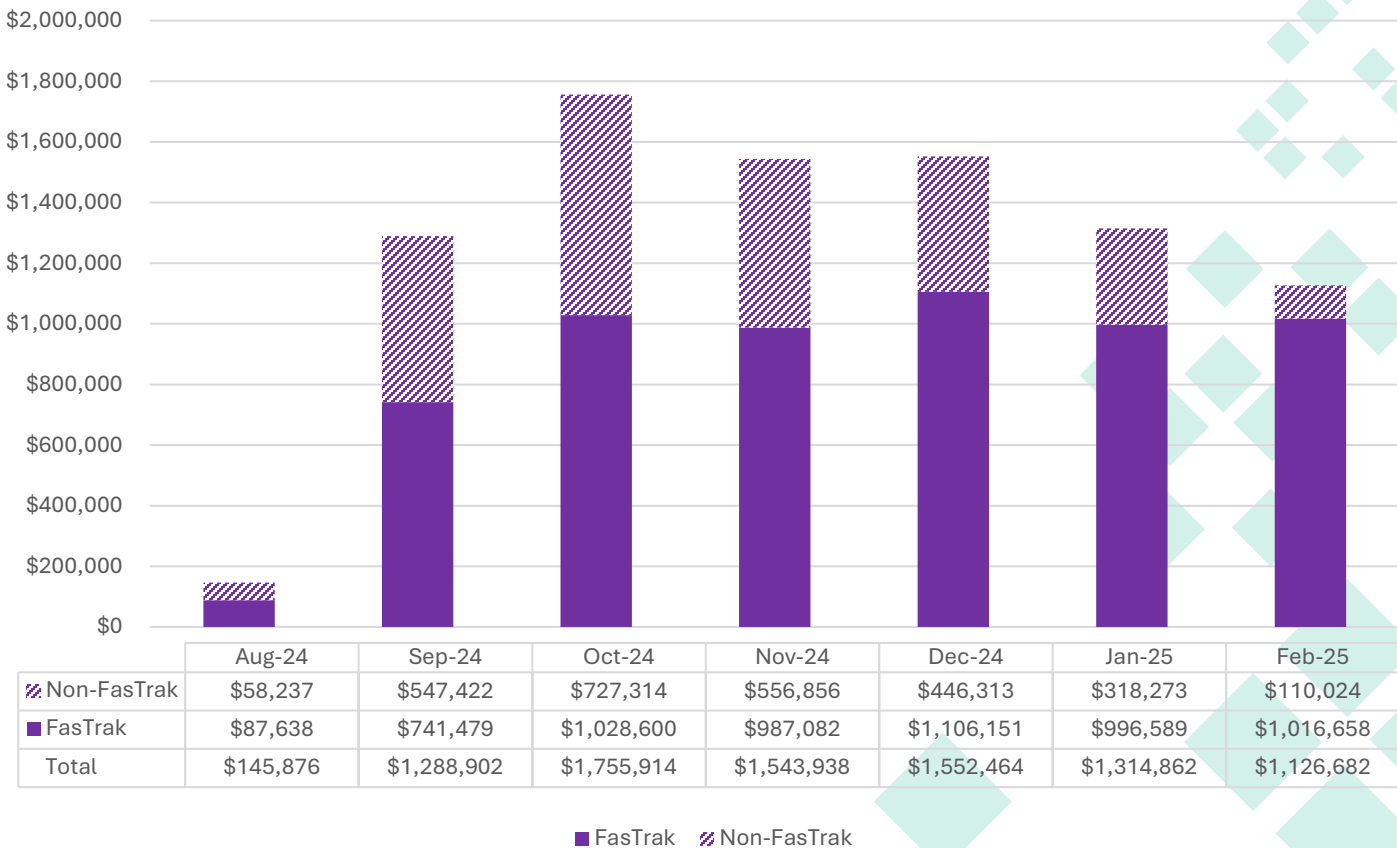


Figure 35 represents actual FasTrak revenue which is the amount posted to FasTrak accounts. FasTrak accounts in California are primarily prepaid or held by customers with a positive history of post-payments. For this reason, the vast majority of FasTrak revenue

is deemed collectable. For the month of February 2025, \$1.017 million of FasTrak tolls has been paid, representing 98% of FasTrak GPR (\$1.039 million). For prior months, over 99% of FasTrak tolls have been paid.

Figure 35 - FasTrak Revenue

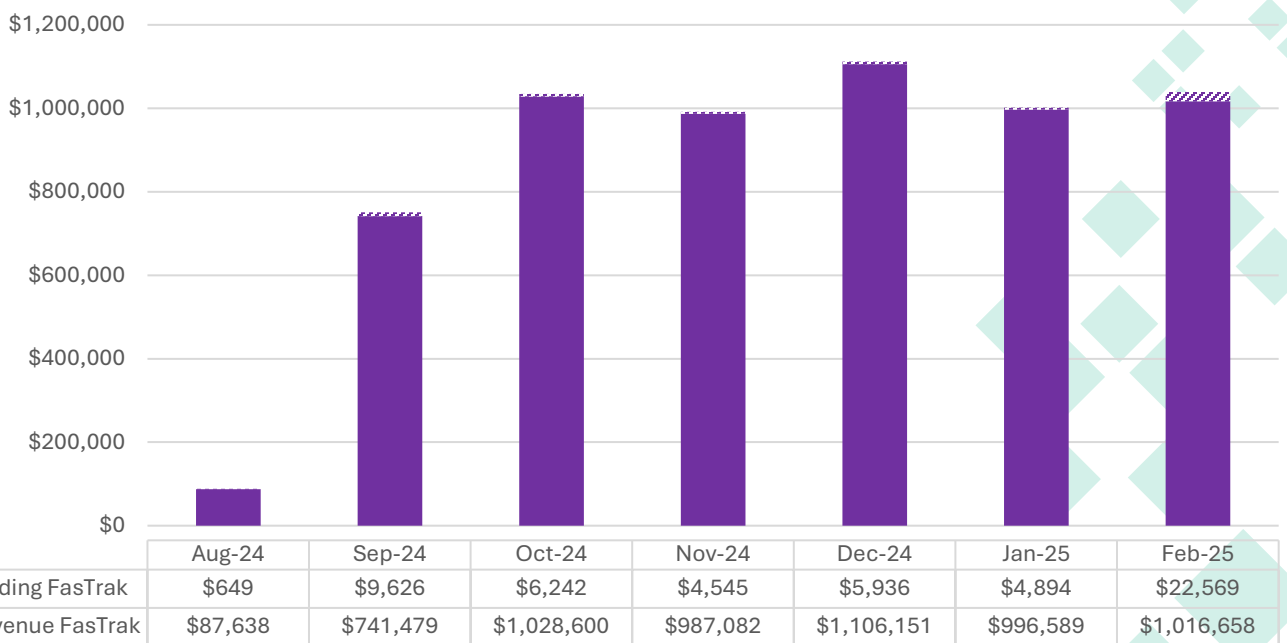


Figure 36 presents the Non-FasTrak revenue which represents the value of tolls that have been sent to the CSC for billing that are not associated with a valid FasTrak account. Payment of these tolls is less assured because these trips are not associated with an account. Customers have 5 days to pay for these trips followed by a 5 days grace period before being escalated through a violation process, where penalties up to \$50 per trip can be incurred. Although not all tolls will be collected, because of the associated penalties revenue from IBT trips, many agencies end up collecting violation revenues (inclusive of penalties) close to the amount of the toll

incurred. The time it takes to collect these tolls is much longer than FasTrak trips.

Most of this revenue will be collected in the first 60 to 90 days but some tolls may take as long as three years to collect. For the month of February 2025, \$110K of Non-FasTrak tolls have been paid, representing 67% of Non-FasTrak GPR (\$343K) and 8% of total GPR (FasTrak and Non-FasTrak).

Figure 36 - Non-FasTrak Revenue

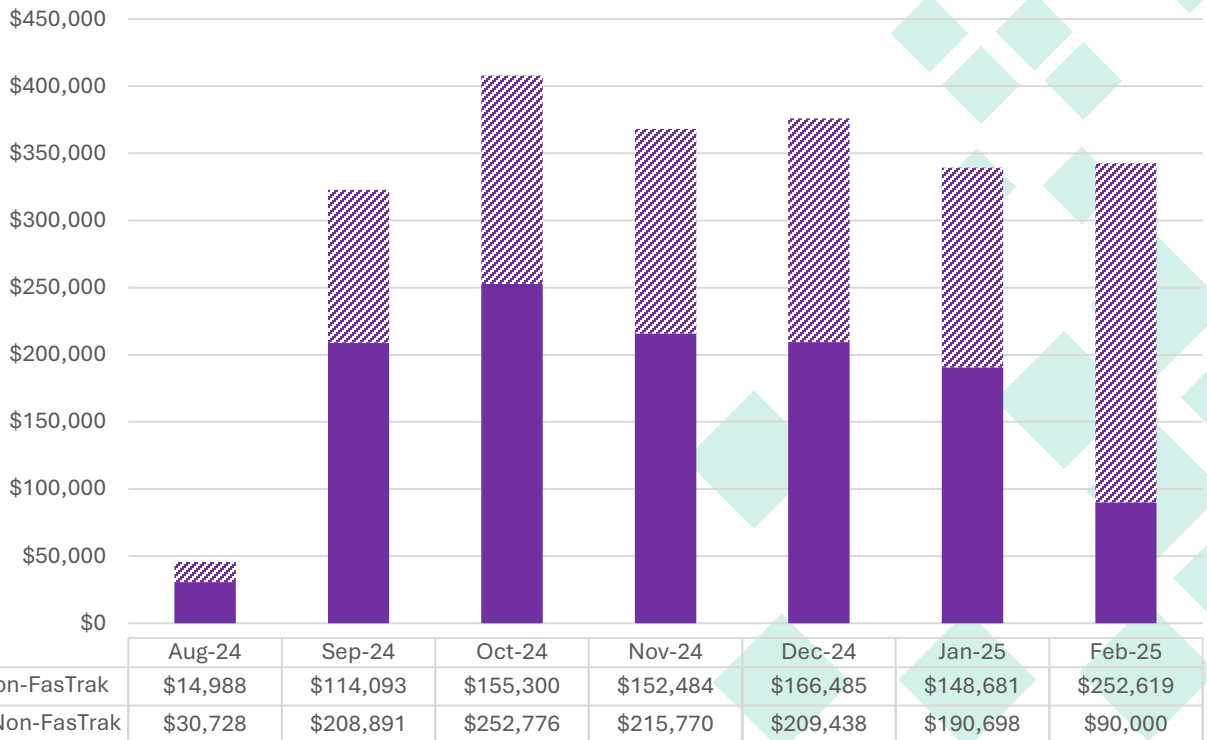
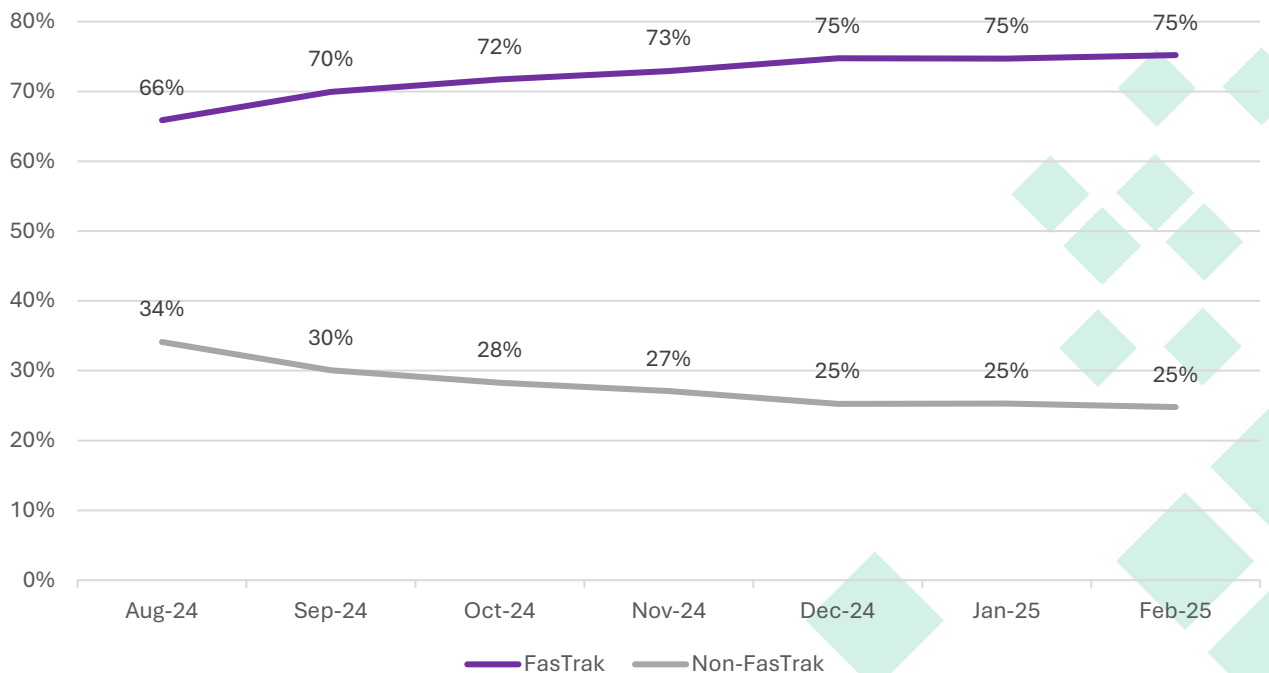


Figure 37 presents GPR split between FasTrak and Non-FasTrak. As a percentage of GPR, FasTrak trips represent 70-75% of GPR on a monthly basis.

FasTrak trips as a percentage of Gross Potential Revenue is trending positively over time as more customers become familiar with the facility and realize the benefits of being a FasTrak customer.

SBCTA is exploring strategies to shift more customers to FasTrak through marketing, campaigns, education and messaging using TRDMS signs. Shifting customers to FasTrak enhances collectability, reduces cost of collection and increases speed of collection which are significantly better for FasTrak trips vs. Non-FasTrak trips.

Figure 37- GPR Split between FasTrak and Non-FasTrak



5.2 ACCOUNTS RECEIVABLE

Accounts receivable is comprised of unpaid tolls. **Figure 38** presents the trip counts and toll amounts receivable.

As of the end of February 2025, accounts receivable includes \$983,992 in uncollected tolls. Collectability of toll revenue from trips not invoiced within two months of the trip date is expected to be low.

Last month, the team observed a higher than expected incidence of aging "Not Noticed" trips. A back-office system issue was identified as at least part of the root cause. TCA is fixing the back office issue in early March; the fix is expected to enable the system to send notices timely in the future. The team will evaluate whether there are additional factors contributing to the high volume of "Not Noticed" trips.

Figure 38 - Accounts Receivable Amounts

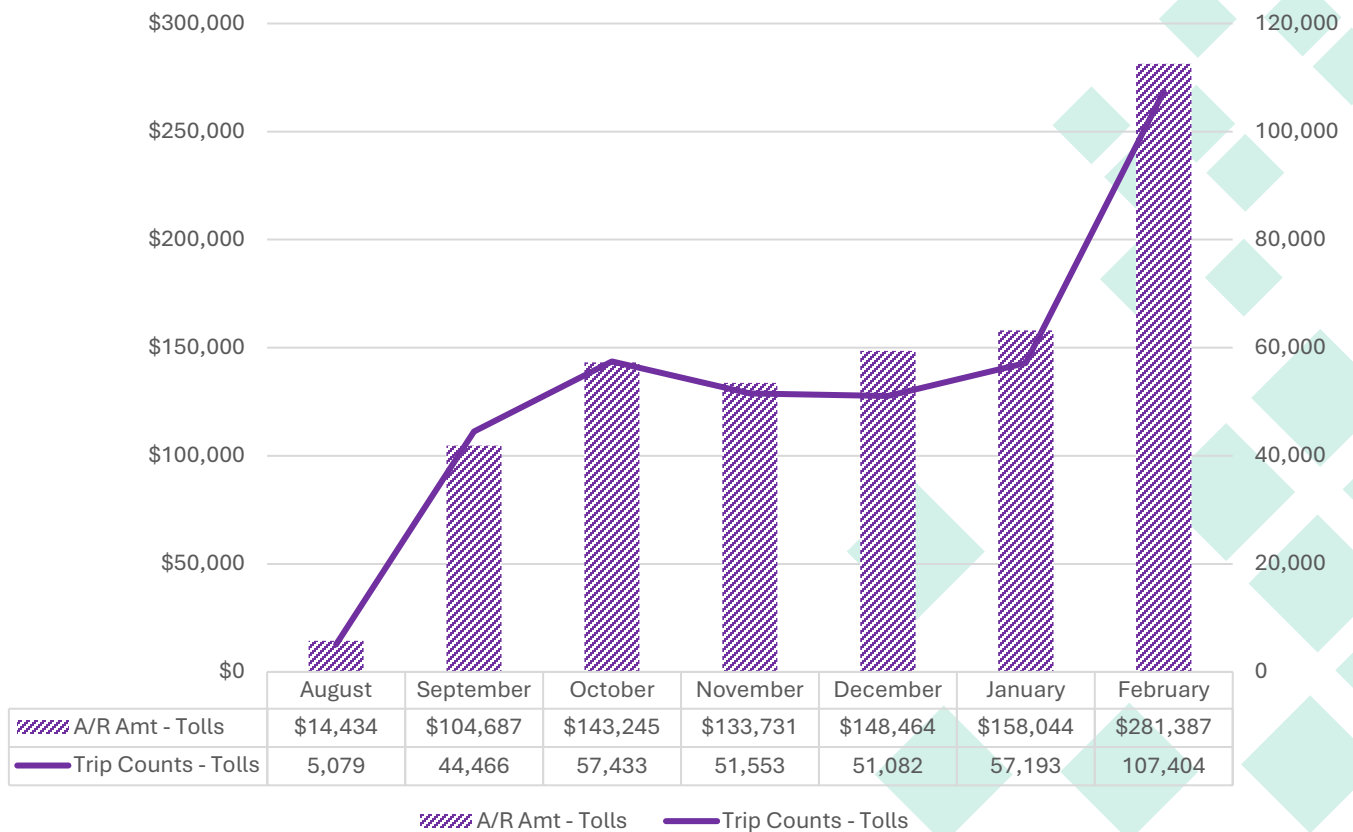
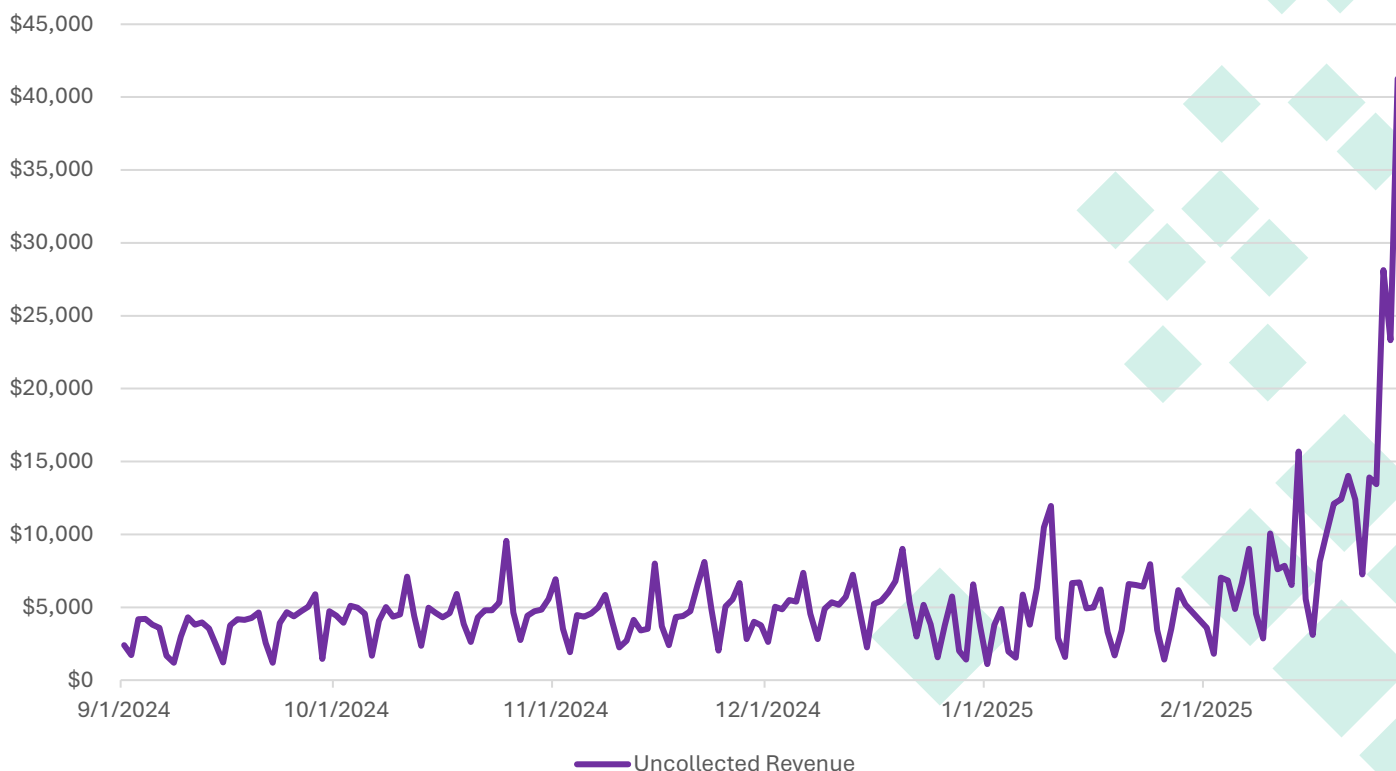


Figure 39 reflects uncollected revenue (accounts receivable) by trip day as of the end of February 2025. As expected, accounts receivable is higher for more recent transactions versus older ones because of customers paying over time. When trips enter the billing and escalation process, it takes a minimum of two days from the trip date for trips to be paid. TCA FasTrak trips are paid

very quickly, with CTOC Agency FasTrak trips also paid within days or weeks. Non-FasTrak trips paid online are also paid within the first week, while violation trips take longer to pay. SBCTA can always expect to see this graph trend up sharply in recent days, as the majority of trips in the last handful of days in any reporting month have not yet entered the billing and escalation process.

Figure 39 - Accounts Receivable from inception through February 2025

Uncollected Revenue - Accounts Receivable



5.3 FINANCIAL OPERATIONS

Reconciliations are performed daily, with discrepancies investigated and reported immediately. The reconciliations are broken down into two categories:

1. Transaction Day Reconciliations:

For the months of December 2024 through February 2025, all Transaction Day reconciliations have been performed with only small variances noted. TransCore deployed a software fix in December which was expected to address these discrepancies, however they remain. TransCore is investigating.

2. Posting Day (Financial) Reconciliations:

For the months of December 2024 through February 2025, all Posting Day (Financial) Reconciliation have been performed, and, like the Transaction Day reconciliation, there are some small variances that are being investigated by TransCore – these variances do not have a material impact on reported revenue.

Table 3 illustrates payments (including toll, penalty and fee revenue) received from TCA that are also reconciled when paid on a weekly basis. All payments received to date have been reconciled to the TransCore system with no variances to note.

Table 3 - Payments Received from TCA

Months	TCA Paid
August 2024	\$57,035
September 2024	\$809,709
October 2024	\$1,410,799
November 2024	\$1,345,716
December 2024	\$1,724,884
January 2025	\$ 1,658,858
February 2025	\$ 1,690,061

RESPONSES TO PRIOR BOARD QUESTIONS

Question #1 – Is a utilization rate below our target indicative of the tolls being too high?

In the context of the interstate (I-10) Express Lanes Operations Monthly Report, the “utilization rate” represents the percentage of the facility’s capacity used during the peak hour. This capacity is assumed to be 1600 vehicles per hour per lane (vphpl). Therefore, the “utilization rate” expressed in the Monthly Report represents the average flow rate during the peak period divided by the capacity of 1600 vphpl.

The utilization rate does not have an expressed target. Here are some thoughts regarding the utilization rate and the factors that influence it:

- The utilization rate is impacted by five basic factors:

Toll rate. The toll rate certainly has an impact on utilization. All else being equal, lower tolls should yield higher utilization. But tolls are not the only factor.

Overall demand. To get high utilization in the Express Lanes, the overall demand for the corridor needs to be high. All else being equal, lower overall demand in the corridor will lead to lower usage of the Express Lanes.

Relative value. Usage of the Express Lanes is related to the level of benefit received by using the Express Lanes. Even if toll rates are low and overall demand is high, drivers will not use the Express Lanes if they bring little value (in terms of reliability and travel time savings) compared to the GP lanes.

Familiarity. For people to use the Express Lanes, they need to be confident that they understand how to use them. It takes time for the entire driving population to acquire confidence in their ability to use the Express Lanes to support their trips as needed.

Eligibility. All else being equal, the greater the share of the driving population that is eligible.

to use the Express Lanes, the greater the utilization will be. This particular factor is not a big impediment on the I-10 Express Lanes, since the facility is open to essentially any driver that either has a FasTrak account or who has the ability to pay on-line with a debit or credit card.

- As noted above, the “utilization rate” is calculated based on an assumed capacity of 1600 vphpl. However, we have not yet observed the true capacity of the I-10 Express Lanes. We do not know whether the Express Lanes are truly capable of carrying 1600 vphpl while consistently supporting speeds of 50+ mph. The actual (as opposed to assumed) capacity will need to be assessed before we arrive at a true “utilization rate.”

- Bottom Line: Tolls are a factor, but they are far from the only factor. We need more experience to understand the relative importance of each of the five factors identified above.

Question #2 – What is the optimum utilization rate?

This is a very difficult question to answer for the following reasons:

- First, the “optimum” rate ultimately depends on SBCTA’s goals for the Express Lanes. We’ll assume that “optimum” means a high level of usage that still sustains near-free flow conditions (consistently at 50+ mph).
- Second, “optimum utilization” is a function of overall utilization. In other words, optimum utilization will vary with time of day. A level of usage deemed “optimal” during the peak hour couldn’t possibly be matched during off-peak hours because the overall demand would not be high enough to sustain it.
- Third, the ability to attract utilization is constrained to some extent. The fare, even during off-peak periods, must remain high enough that the toll covers the cost of collection.

The “optimum utilization” will ultimately be defined as a percentage of capacity during peak periods. For example, further analysis may suggest that “optimum utilization” is 80%-90% of capacity (as defined above) from 3 pm-6 pm Eastbound (EB) and 6 am-9 am Westbound (WB). However, further analysis will also be necessary to discern whether the current assumption of capacity (1600 vphpl) is valid or should be adjusted.

There are essentially two tools at SBCTA’s disposal to increase utilization.

- **Reduce toll rates.** The Dynamic Pricing Algorithm (DPA) has numerous configurable parameters that can reduce toll rates. Any changes to these parameters would need to be tested to evaluate their impact on (a) traffic operations, (b) both peak- and off-peak toll rates, and (c) gross revenue.

- **Education.** If SBCTA determines that a significant share of the driving population is unsure how to use the Express Lanes, it could undertake an effort to better educate the driving public.

Most agencies that experience routine congestion would target peak usage in the Express Lanes to be in the range of 1400-1600 vehicles per hour per lane. I would loosely define “routine congestion” as a situation in which, for an hour or more each weekday, speeds in the General Purpose (GP) lanes average <45 miles per hour. At present, the I-10 Express Lanes are not seeing this level of usage during peak periods. The I-10 peak utilization tends to be in the 1000-1100 vph range during periods in which the GP lanes are operating at ± 45 mph. It will be important to understand the reasons for this apparent underutilization during peak travel periods. It is still too early to discern whether (a) the issue is related to the capacity of the express lanes, or (b) it relates to a general lack of familiarity with using the Express Lanes, or (c) it is because the tolls tend to be too high.

Question #3 – Do we have the data to determine the percentage of total vehicles on the particular segment of I-10 and are using the Express Lanes? We should know the total capacity of a segment of the I-10 and then determine what portion the Express Lanes is picking up. Do we have that high-level data point?

This information is indeed available. **Table 4** below summarizes the percentage of total traffic served by the Express Lanes in the EB direction. The data is broken out by hour and by toll zone. Each toll zone has 2-3 data points that are recorded in the table. This data was drawn from, Thursday, January 30, 2025. The shaded rows represent the “peak periods” of 6 am-9 am and 3 pm-6 pm.

The following observations emerge from a review of **Table 4**:

- The percentage of traffic served by the Express Lanes is higher during peak periods as compared to off-peak and overnight periods.
- The percentage of EB traffic served by the Express Lanes peaks in the 15%-17% range in the AM peak and in the 20%-25% range in the PM peak.

Table 5 shows the same data reported for the WB direction:

- Compared to EB, the WB direction serves a higher share of corridor traffic in the AM Peak (20%-22%, compared to 15%-17% in the EB direction).
- Compared to EB, the WB direction serves a lower share of corridor traffic in the PM peak (10%-15%, compared to 20%-25% in the EB direction).
- Overall, the EB Express Lanes serve a slightly higher average share of total corridor traffic (11.9% vs. 10.6%).

Table 4 - Percentage of Total EL Traffic in the EB Direction

	Mountain East		Euclid East			Vineyard East		Haven East	
	VDS-03	VDS-05	VDS-06	VDS-08	VDS-10	VDS-11	VDS-16	VDS-18	VDS-20
0:00	2.9%	3.9%	2.6%	3.2%	3.0%	3.2%	3.6%	3.3%	3.1%
1:00	1.7%	2.4%	1.5%	1.5%	1.3%	1.3%	1.3%	1.3%	1.2%
2:00	1.4%	1.7%	1.1%	1.2%	1.1%	1.1%	1.1%	1.2%	1.0%
3:00	2.9%	3.4%	2.4%	2.6%	1.8%	1.9%	1.8%	1.8%	1.6%
4:00	3.8%	3.9%	3.5%	3.6%	3.0%	3.2%	3.2%	2.2%	2.4%
5:00	5.5%	6.2%	4.9%	5.1%	4.9%	5.2%	4.8%	3.1%	2.9%
6:00	8.3%	10.6%	8.6%	9.1%	8.6%	8.4%	8.0%	6.1%	5.3%
7:00	13.8%	15.4%	15.6%	15.1%	15.7%	15.0%	15.8%	12.8%	12.3%
8:00	12.5%	14.7%	14.0%	15.6%	15.6%	14.5%	16.6%	11.2%	9.5%
9:00	8.2%	10.9%	7.7%	9.0%	7.5%	7.2%	7.8%	6.2%	5.2%
10:00	7.1%	8.9%	6.9%	7.4%	6.6%	6.8%	7.4%	6.9%	4.7%
11:00	8.0%	10.0%	7.7%	8.8%	7.6%	7.6%	8.1%	7.8%	5.0%
12:00	9.7%	11.3%	9.1%	10.3%	9.2%	9.4%	10.0%	9.5%	6.8%
13:00	12.5%	14.3%	12.0%	13.0%	12.4%	11.1%	13.8%	11.9%	8.7%
14:00	15.8%	17.8%	16.5%	17.3%	17.8%	16.2%	21.3%	17.7%	12.4%
15:00	17.0%	19.1%	19.2%	19.0%	20.3%	18.5%	26.6%	20.3%	14.9%
16:00	18.0%	20.3%	20.3%	20.6%	21.5%	19.4%	26.4%	22.3%	14.8%
17:00	17.6%	19.9%	18.9%	19.6%	20.9%	18.5%	25.2%	21.0%	15.4%
18:00	16.6%	19.0%	16.9%	17.9%	19.2%	17.0%	20.6%	16.7%	13.3%
19:00	13.5%	14.7%	13.5%	14.3%	13.9%	12.9%	13.5%	10.2%	8.6%
20:00	12.1%	14.7%	11.7%	12.4%	12.1%	10.9%	12.1%	10.0%	7.9%
21:00	7.6%	9.0%	6.9%	7.9%	6.7%	6.6%	7.3%	6.0%	4.7%
22:00	6.8%	8.2%	6.3%	6.5%	6.0%	5.8%	6.1%	4.7%	3.5%
23:00	4.8%	5.5%	3.7%	4.3%	3.8%	4.2%	4.4%	3.2%	3.1%

Table 5 - Percentage of Total EL Traffic in the WB Direction

	I-15 West		Vineyard West		Euclid West		Mountain West	
	VDS-22	VDS-32	VDS-13	VDS-12	VDS-9	VDS-7	VDS-4	VDS-2
0:00	1.3%	1.5%	2.8%	1.3%	1.9%	1.0%	1.0%	0.9%
1:00	1.3%	1.3%	2.4%	1.8%	2.4%	1.9%	1.9%	1.0%
2:00	2.0%	2.3%	3.6%	2.4%	3.4%	2.5%	2.3%	1.7%
3:00	5.0%	4.4%	5.3%	5.0%	5.4%	4.3%	4.4%	2.8%
4:00	11.3%	8.6%	12.5%	13.2%	13.7%	13.1%	12.9%	9.4%
5:00	17.9%	12.5%	19.5%	19.4%	20.7%	20.7%	21.2%	17.6%
6:00	15.8%	11.6%	19.4%	19.6%	20.7%	20.4%	20.9%	17.8%
7:00	16.0%	11.5%	18.7%	19.2%	18.8%	19.8%	21.2%	15.9%
8:00	13.9%	10.6%	17.3%	17.3%	15.6%	16.4%	16.8%	11.0%
9:00	11.0%	6.8%	13.2%	13.0%	13.2%	13.0%	13.2%	7.4%
10:00	9.4%	6.7%	10.1%	9.3%	9.8%	9.8%	9.3%	5.7%
11:00	8.0%	5.4%	7.9%	7.6%	8.1%	8.2%	8.3%	5.3%
12:00	7.8%	5.5%	8.4%	8.2%	9.1%	8.7%	8.9%	5.5%
13:00	7.9%	5.9%	8.5%	8.1%	8.0%	8.5%	8.6%	5.4%
14:00	9.4%	6.7%	10.2%	10.2%	9.5%	9.8%	9.1%	6.0%
15:00	11.1%	8.1%	11.7%	11.6%	11.1%	11.6%	10.8%	6.5%
16:00	12.8%	9.9%	12.8%	12.8%	11.7%	12.5%	11.9%	7.4%
17:00	12.7%	10.1%	13.2%	13.8%	13.2%	13.7%	12.5%	8.3%
18:00	10.5%	7.7%	10.3%	10.2%	10.4%	10.9%	10.4%	6.6%
19:00	5.1%	4.1%	5.6%	5.0%	5.7%	5.6%	5.4%	3.3%
20:00	4.5%	3.9%	4.8%	4.2%	5.1%	5.0%	5.1%	3.3%
21:00	4.3%	4.6%	4.9%	4.0%	4.7%	4.5%	5.0%	2.9%
22:00	3.0%	2.9%	3.7%	2.8%	3.8%	3.6%	3.7%	2.7%
23:00	2.5%	3.1%	3.1%	2.4%	3.1%	3.1%	3.0%	2.0%

It's important to remember that these numbers represent results from one particular day. However, these results appear to be representative of typical conditions.

In general, the Express Lanes comprise 28% - 33% of the total lanes. However, their share of traffic is obviously much lower. This is to be expected, given that vehicles must pay in order

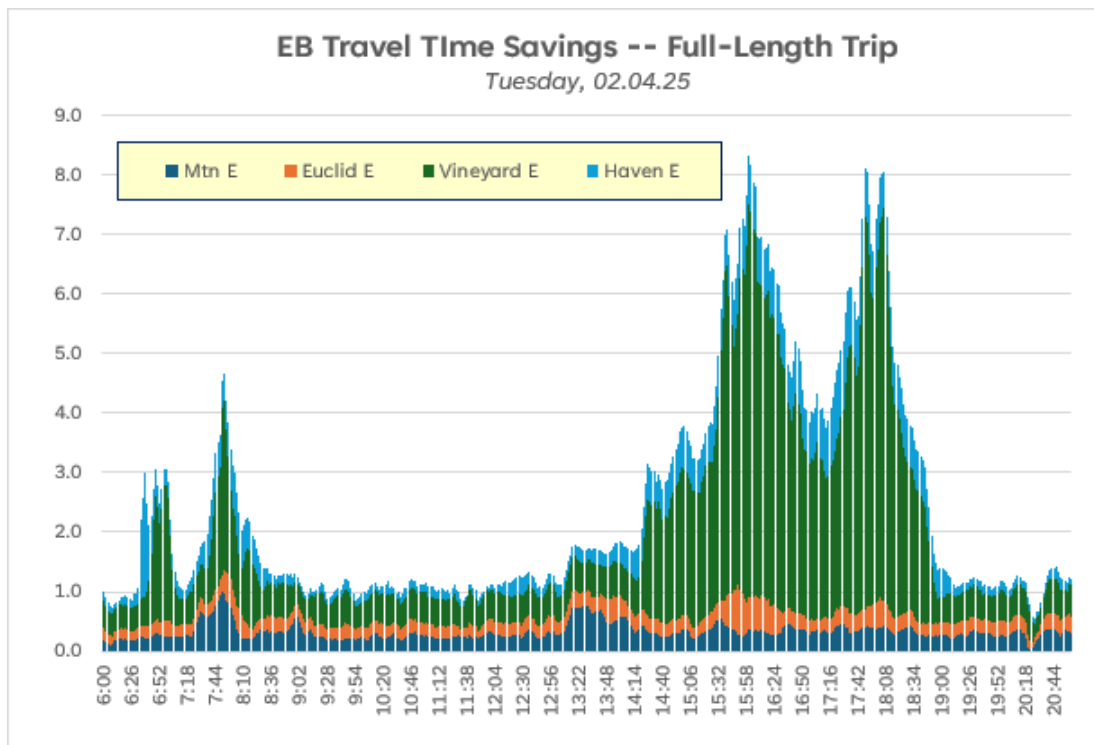
to use them. During peak periods, given experience on other facilities, we would expect the Express Lanes to serve 20%-25% of total corridor traffic. In some instances, the I-10 Express Lanes reach this level of usage, but not always. It will be important to monitor this level of usage over time to see whether it indeed rises. And if minor pricing changes can be made to assist, it would be reasonable to pursue them.

Question #4 – How is it benefiting congestion and what parameters can we add to the report to track this, and can we add information on time savings?

The Express Lanes are definitely producing travel time savings. The dynamic pricing algorithm functions on this basis. As we see a rise in the value of travel time savings provided by the Express Lanes, we also see a rise in the toll rate. Periods of rising toll rates are, by definition, periods in which the travel time savings provided by the Express Lanes is growing.

Data generated by the toll system provides insight regarding the amount of travel time savings provided by each toll zone, broken out on an interval-by-interval basis. The chart below summarizes travel time savings associated with the Express Lanes for Tuesday, February 04, 2025. The travel time savings applies to a full-length trip through the corridor. As the graphic illustrates, travel time savings in the afternoon (3 pm-7 pm) consistently ranged from 4-8 minutes. Most of the time savings was attributed to the Vineyard East toll zone.

Figure 40 - Travel Time Savings for EL in EB direction



The next graphic, **Figure 41** provides travel time savings in the WB direction. Once again, we see that the travel time savings are in the 4-8 minute range during the peak period, which happens to be the AM peak in the WB direction. It is also possible to aggregate the travel time savings over all

vehicles using the Express Lanes, in order to estimate the total number of vehicle-hours saved by Express Lanes customers. The table below summarizes vehicle-hours saved during the week of the 17th through the 21st of February 2025.

Figure 41 - Travel Time Savings for EL in WB direction

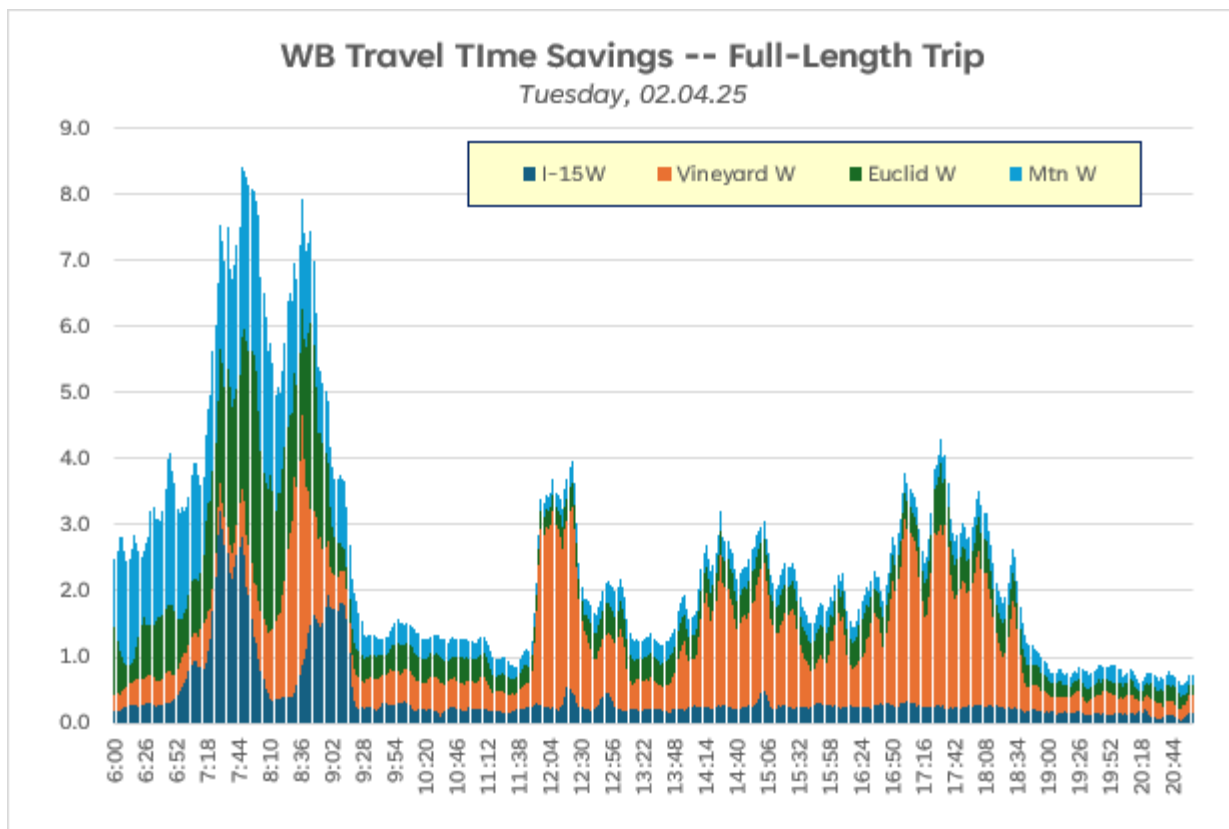


Table 6 - Travel Time Savings (in vehicle-hours) for EL in WB direction

Travel Time Savings (in vehicle-hours)															
Time	Mon, 2/17/25			Tue, 2/18/25			Wed, 2/19/25			Thu, 2/20/25			Fri, 2/21/25		
	EB	WB	Total	EB	WB	Total	EB	WB	Total	EB	WB	Total	EB	WB	Total
AM Peak (6-9am)	22	32	54	99	307	406	123	237	359	128	402	529	91	89	180
Midday (9am-3pm)	102	251	353	251	163	415	266	144	410	182	363	545	438	213	651
PM Peak (3pm-6pm)	142	298	439	593	189	783	497	416	913	290	258	547	405	312	717
Overnight (6pm-6am)	43	106	148	125	145	270	134	95	229	146	120	266	210	139	350
Total	308	686	994	1068	805	1873	1020	892	1912	745	1142	1887	1144	753	1897

Figure 41 provides travel time savings in the WB direction. Once again, we see that the travel time savings are in the 4-8 minute range during the peak period, which happens to be the AM peak in the WB direction. It is also possible to aggregate the travel time savings over all vehicles using the Express Lanes, in order to estimate the total number of vehicle-hours saved by Express Lanes customers. The table below summarizes vehicle-hours saved during the week of the 17th through the 21st of February 2025.

As the table indicates, customers in the Express Lanes during these five weekdays cumulatively saved **over 9000 vehicle-hours of travel time**. This large savings is expected to increase as we move into a busier travel season and as more drivers become accustomed to using the Express Lanes.

Another perspective is to consider the travel time savings in the Express Lanes as a *percentage* of overall travel time through the corridor. This view is reflected in the **Table 6** below.

As the **Table 7** indicates, the Express Lanes provide a nearly 30% travel time savings compared to the parallel GP lanes.

Table 7 - Travel Time Savings for EL as a percentage of overall corridor

Date	Travel Time Savings Calc			
	TT (GP)	TT (EL)	TTS	%TTS
Sun, 2/16/25	2.09	1.83	0.26	12.3%
Mon, 2/17/25	2.55	1.95	0.60	23.7%
Tue, 2/18/25	2.94	2.01	0.93	31.6%
Wed, 2/19/25	2.93	2.00	0.93	31.9%
Thu, 2/20/25	2.87	1.99	0.88	30.6%
Fri, 2/21/25	2.89	2.01	0.88	30.5%
Sat, 2/22/25	2.71	1.92	0.79	29.2%
Average Travel Time Savings:				28.3%

Minute Action

AGENDA ITEM: 3

Date: April 9, 2025

Subject:

Fiscal Year 2025/2026 Budget Action Plan

Recommendation:

Receive the Fiscal Year 2025/2026 Budget Action Plan.

Background:

The San Bernardino County Transportation Authority's (SBCTA) Fiscal Year 2025/2026 Budget Action Plan (BAP) establish the Board of Directors priorities for the year. The annual budget process includes updating the BAP to set main goals for the following fiscal year. The Executive Director uses this as a tool with the Executive Management Team to evaluate SBCTA's progress in achieving the Board's priorities. The Executive Director or his designee will provide quarterly updates on the status of the goals as listed in the attached BAP.

Financial Impact:

This item has no financial impact on the proposed Budget for Fiscal Year 2025/2026.

Reviewed By:

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

Responsible Staff:

Raymond Wolfe, Executive Director

Approved
General Policy Committee
Date: April 9, 2025
Witnessed By:

Entity: San Bernardino County Transportation Authority

Budget Action Plan FY 2025/2026

Action Plan		Milestones	Responsibility
Initiative #1: Transparent and Accountable Allocation Strategies			
Division Strategy: Complete timely audits of Measure I and Transportation Development Act recipients			
1A	Complete annual audits.	Q2	Finance
	Inform Committees and Board of status of audits.	Q3	
	Manage Transportation Development Act (TDA) triennial performance audits of SBCTA and transit operators.	Release request for proposals for audit services - Q4	Fund Administration
Division Strategy: Use strategic programming to ensure that no funds are lost			
1B	Manage projects to ensure funds are not lost.	Request allocation of State Transportation Improvement Program (STIP) funds for I-10 Contract 2B - Q2	Fund Administration
		Request reprogramming of Fiscal Year 2026/2027 STIP funds on National Trails Highway Bridges Phase 1 if project will not be ready for construction - Q3	
		Request reprogramming of Fiscal Year 2026/2027 STIP funds on State Route 62 Phase 2B if project will not be ready for construction - Q3	
		Request reprogramming of Fiscal Year 2026/2027 STIP funds on ZEMU purchases if a full funding plan has not been developed - Q3	
		Request allocation of Planning, Programming and Monitoring funds for Fiscal Year 2026/2027 - Q4	
		Submit application for programming of Fiscal Year 2026/2027 Local Partnership Program - Formula funds for Phase 3 of the National Trails Highway Bridges project - Q4	
		Develop alternative funding strategy for Baker Bridge construction and National Trails Highway Bridges Phases 1 and 2 if Federal highway sanctions are in place and/or Federal funds for construction will not be obligated by September 2026 - Q4	
Division Strategy: Protect San Bernardino County's equitable share of available state and federal funds			
1C	Develop funding strategies that maximize resources available and result in opportunities to seize additional state and federal funds.	Award contract for Air Quality Consultant to remain eligible for Federal Congestion Mitigation and Air Quality Improvement funding - Q1	Fund Administration
		Nominate projects to SCAG for programming of Federal formula funds in accordance with the Project Prioritization Framework adopted by the Board in March 2025 - Q1	Fund Administration, Project Delivery Transit
		Nominate projects to the California State Transportation Agency for programming of the remainder of Senate Bill 125 Transit and Intercity Rail Capital Program and Zero Emission Transit Capital Program funds - Q4	Funds Administration, Transit
		Participate in development of the 2026 STIP Guidelines to seek to align STIP programming with the 2025 Update to the 10-Year Delivery Plan and ensure San Bernardino County receives its equitable share in 2026 STIP – Q3	Fund Administration
Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects			
1D	Establish plan for the 2025 sales tax revenue bond program.	Update bond model with most current revenue and cost projections to prepare for 2025 sales tax revenue bond program - Q1	Fund Administration
		Work with Finance Department and financial consultant to optimize bond model based on bids received for the I-10/Mt Vernon Interchange and I-10 Contract 2A and the current cost estimate for I-10 Contract 2B for the 2025 sales tax revenue bond program - Q2	
Division Strategy: Manage geographic equity in fund distribution across the county			
1E	Manage long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure.	Facilitate Mountain/Desert Subarea meetings for project identification, prioritization, and allocations for the 2026 Update to the 10-Year Delivery Plan, and present Mountain/Desert Subarea representatives' recommendations to the Mountain/Desert Policy Committee and Board for approval - Q4	Fund Administration
Division Strategy: Manage SBCTA railroad right of way in an efficient and comprehensive fashion			
1F	Manage SBCTA railroad right of way in an efficient and comprehensive fashion.	Ongoing	Transit

Attachment: FY2025-2026 Initiatives and Action Plan - from Budget (11219 : Fiscal Year 2025/2026 Budget Action Plan)

Budget Action Plan FY 2025/2026

Action Plan		Milestones	Responsibility
Initiative #2: Engender Public Trust			
Division Strategy: Secure an unmodified opinion of Comprehensive Annual Financial Report (Annual Report)			
2A	Meet with Executive Board officers and certified public accountant (CPA) firm to cover audit process and timing.	Q4	Finance
Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting			
2B	Apply for Government Finance Officers Association (GFOA) award for the annual financial report.	Q3	Finance
Division Strategy: Complete Measure I Biennial Agreed Upon Procedures			
2C	Complete agreed upon procedures for Measure I programs.	Q2	Finance
Division Strategy: Obtain Distinguished Budget Presentation Award			
2D	Apply for GFOA award for annual budget.	Q1	Finance
Division Strategy: Complete internal control self-assessment to identify areas of improvement.			
2E	Complete review of annual internal control self-assessment.	Q4	Finance
Division Strategy: Implement the Records Retention Schedule			
2F	Continue with the implementation of the Records Retention Program, including establishing quarterly meetings with records coordinators, two annual clean up days, a system that will assist tracking which documents have passed retention.	Clean up day - Q1 & Q3	Executive Administration and Support Management Services
		Automate retention to remaining libraries in Laserfiche - Q4	
		Automate retention to four (4) department sites in SharePoint - Q4	
Division Strategy: Streamline Agency Operations			
2G	Update procurement templates.	Q4	Finance, General Counsel
	Begin implementation of new enterprise resource system (accounting system).	Q1	Finance, Project Delivery, Management Services
	Implement Microsoft 365 foundation.	Q4	Management Services
Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities			
Division Strategy: Work with other governments and business groups to leverage resources for our region's benefit			
3A	Implement the 5 year SBCOG Work Plan.	Award consultant contract for program management - Q2	COG, General Counsel
		Complete Street Vendor Toolkit - Q4	
		Initiate Small Business Projects - Q3	
		Initiate Speaker Series - Q2	
	Initiate the Homeless Strategic Plan.	Establish Advisory Committee - Q2	
		Execut consultant contract - Q2	
	Establish the Housing Trust Joint Powers Authority (JPA).	Execute JPA - Q2	
		Approve Housing Trust Administrative Plan - Q3	
	Smart County Master Plan, Amendment No. 1	Initiate planning for CAD-to-CAD with County Fire - Q1	
Continue coordination with Brightline West to support their construction along the San Gabriel Subdivision between I-15 and Cucamonga Station, as well as coordinated development of the Cucamonga Station.	Ongoing	Transit	
Division Strategy: Enhance COG role, and leverage synergy of being the CTA and COG			
3B	Plan annual City/County Conference.	In person conference set for Spring 2026	Legislative/Public Affairs, COG
	Collaborate with member agencies through City/County Manager Technical Advisory Committee (CCMTAC).	Ongoing bi-monthly meetings	
Division Strategy: Enhance SBCOG's and the region's ability to compete for grant funding			
3C	Host grant workshop.	Q4	COG
	Communicate grant opportunities to member agencies.	Implement Grant Framework - Q1	
		Continue to provide updates to member agencies on new grant opportunities - Ongoing	

Attachment: FY2025-2026 Initiatives and Action Plan - from Budget ('11219 : Fiscal Year 2025/2026 Budget Action Plan)

Budget Action Plan FY 2025/2026

Action Plan		Milestones	Responsibility
Division Strategy: Assist local governments with environmental and efficiency initiatives			
3D	Work with local agencies with implementation of Zero Emission Vehicle (ZEV) readiness plan and assist in identifying grant opportunities for charging infrastructure.	Ongoing	Air Quality/Mobility
	Assist local agencies with reducing energy consumption and achieving savings through formation of the Inland Regional Energy Network (I-REN).	Ongoing	
Initiative #4: Accelerate Delivery of Capital Projects			
Division Strategy: Support Delivery the West Valley Connector Phase I			
4A	Complete Stage 3 (South Side of Holt Blvd).	Q1	Transit
Division Strategy: Produce Zero Emission Multiple Unit			
4B	Start revenue service using ZEMU.	Q1	Transit
	Complete construction of hydrogen fuel station.	Q4	
	Complete construction of maintenance facility retrofit.	Q1	
Division Strategy: ONT Connector			
4C	Award design-build contract.	Q2	Transit
	Apply for Tranist and Intercity Rail Program Grant.	Q2	
	Submit FTA New Starts Raing Package.	Q4	
Division Strategy: Delivery of Capital Projects - Envirommental Reports Milestones (Highway/Roadway):			
4D	SR 62 Sage to Airway	Start Environmental - Q1	Project Delivery
	SR 18 - US 395 to LA County Line	Start Environmental - Q1	
	I-15 Cajon Pass Truck Climbing Lane	Start Environmental - Q2	
Division Strategy: Delivery of Capital Projects - Construction Milestones (Highway/Roadway):			
4E	I-10 Mount Vernon Avenue	Start Construction - Q2	Project Delivery
	I-215 Bi-County/Segment 5 Landscaping	Start Construction - Q3	
	SR-210 Waterman Avenue	Complete for Beneficial Use - Q2	
	I-10 Cedar Avenue	Complete for Beneficial Use - Q4	
Division Strategy: Delivery of Express Lanes Projects			
4F	I-10 Corridor Freight and Express Lanes Project Contract 2A	Start Construction - Q3	Project Delivery, Express Lanes
	I-10 Corridor Freight and Express Lanes Project Contract 2B	PS&E approval - Q1	
	I-15 Corridor Freight and Express Lanes Project (Contract 1)	Construction- 40% Complete Q4	
Division Strategy: Support Delivery of Gold Line (GL)			
4G	Monitor SBCTA funding gap and LA Metro funding commitment to build to the County line.	To be determined, depends on GL Authority (GLA) securing funding	Transit
	Present Funding Agreement and Operations and Maintenance Agreement to SBCTA Board	To be determined, depends on GLA securing funding	
Initiative #5: Maximize Funding Opportunities and Cost-Effectiveness of Investments			
Division Strategy: Conduct regional forums to discuss issues of importance across our region			
5A	Advocate for policies and funding formulas at the state and federal levels that are favorable for SBCTA to construct and deliver transportation projects.	Ongoing	Legislative/Public Affairs
	Support for legislation regarding progressive design build delivery and oppose legislation that would adversely impact transportation funding. Build coalitions in support of state and federal transportation grant applications and budget items as well as additional transit operational funding. Maintain good working relationships and communication with state and federal officials.	Ongoing	
Division Strategy: Operate and Maintain SB Express Lanes			
5B	I-10 Corridor Freight and Express Lanes Project (Contract 1) Operations and Maintenance.	Ongoing	Express Lanes
	Optimize Express Lanes Operations and Maintenance through technology and process innovations	Ongoing	
	Occupancy Detection System Pilot	Q4	
	Enhance traveler information dissemination related to Express Lanes usage	Ongoing	
	Manage SB Express Lanes Walk-In Center and sbexpresslanes.com website.	Ongoing	
	Improve sbexpresslanes.com "Pay Online" user experience and notifications.	Q2	
	Explore incentive options on SB Express lanes for transit users.	Q4	
	Monitor SB Express Lanes customer satisfaction and enhance customer experience.	Ongoing	

Budget Action Plan FY 2025/2026

Action Plan		Milestones	Responsibility
Initiative #6: Awareness of SBCTA Programs, Services, and Transit Options			
Division Strategy: Build awareness of SBCTA programs and services			
6A	Highlight Measure I's contributions to the region's transportation system. Annual state of transportation event; monthly blog series "Measure I (Impact)".	Ongoing	Legislative/Public Affairs, Fund Administration
	Market SBCTA identity, promote awareness of programs and services. Employee spotlight blog series.	Ongoing	Legislative/Public Affairs
	Market SB Express Lanes, promote FasTrak account opening and Equity Program.	Ongoing	Legislative/Public Affairs, Express Lan
Division Strategy: Leverage and grow public outreach and communication services			
6B	Continue to enhance traditional and social media presence by providing project updates, alerts, and information.	Ongoing	Legislative/Public Affairs
	Utilize On-Call Public Outreach Contracts, On-Call Graphic Design Services Contracts, Marketing & Branding Services Contract to utilize new tools and capitalize on communication opportunities throughout the region.	Ongoing	Legislative/Public Affairs, Transit
	Utilize On-Call Graphic Design Services Contracts & Marketing and Branding Services Contract to support each department in their efforts to communicate internally and externally.	Ongoing	Legislative/Public Affairs, Fund Administration
Division Strategy: Highlight transit options in San Bernardino County			
6C	In partnership with transit operators, highlight transit connectivity options in the region. Provide legislative information and updates, advocate at the state and federal levels for transit maintenance and operations funding.	Ongoing	Legislative/Public Affairs, Transit
Initiative #7: Long Range Strategic Planning			
Division Strategy: Develop regional and county-level transportation strategies			
7A	Prepare for the 2028 Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).	Work with SCAG to establish project schedule - Q2	Planning, Fund Administration
		Begin setting up San Bernardino County Growth Projection Model - Q3	
Division Strategy: Conduct strategic planning of Measure I projects and update policies to be consistent with practice			
7B	Maintain Measure I Strategic Plan Parts 1 and 2.	Ongoing	Planning, Fund Administration
Division Strategy: Provide current, quality planning data			
7C	Support other departments with data analysis and mapping/geographic information system (GIS).	Ongoing	Planning
	Update and maintain SBTAM "Plus" modeling system.	Ongoing	
	Incrementally implement an SBCTA agency-wide data and analytics dashboard.	Ongoing	
Division Strategy: Conduct subarea and modal studies			
7D	State Route 247/62 Emergency Bypass Lane Study.	Complete Phase 1 - I-15 Alternate Route Strategy - Q1	Planning
		Complete Phase 2 - Identify geometric/operational improvements on SR 247, 62, and other key alternate routes to I-15 - Q4	
Initiative #8: Environmental Stewardship, Sustainability, and Grant Applications			
Division Strategy: Monitor and Provide Input to State, Federal, and Regional Plans and Guidelines			
8A	Provide technical comments on draft reports, plans, and guidelines from Caltrans, CTC, OPR, CARB, CalSTA, and other state agencies.	Ongoing	Planning, COG
	Prepare Grant Applications for state (e.g. SB 1, Active Transportation, TIRCP, etc.), federal (e.g. RAISE, BUILD, etc.) and other funding.	Ongoing	Planning, Fund Administration
Division Strategy: Assist jurisdictions, developers, and other stakeholders with area-wide sustainability studies			
8B	Implementation of SBCTA Regional Vehicle Miles Traveled (VMT) Mitigation Bank - Regional Early Action Planning (REAP) 2.0 Funded Program	VMT App Development and Testing - Q2	Planning
		VMT Mitigation Bank Pilot Program Recruitment and Implementation Plan - Q2	
		VMT Bank Pilot Program Launch - Q3	
	Conduct Caltrans Emergency Evacuation Network Resilience Study (EENR)	Complete SB 99 and AB 747 Compliance Assessments - Q2	
		Complete EENR Report - Q4	
	Countywide Evacuation and Resiliency Center Design (ERCD) Study	Begin Study - Q1	
	Regional GHG Reduction Plan Implementation through EPA Climate Pollution Reduction Grant (CPRG) Program	Final Draft - Q2	
	Assist local agencies with housing initiatives under REAP 2.0. - County Transportation Commission Partnership Program	Final PS&E Packet - Q4	
Division Strategy: Prepare effective active transportation plans			
8C	Implement Safe Routes to School Program (with SBCSS and the County DPH).	Complete Programs - Q2	Planning
	Implementation of Active Transportation Projects on the priority list.	Ongoing	
	Manage Transit Development Act (TDA) Article 3 bike/pedestrian project invoicing.	Call for Projects - Q1	

Budget Action Plan FY 2025/2026

Action Plan		Milestones	Responsibility
Division Strategy: Develop and administer programs to improve the efficient use of our existing freeway network			
8D	Manage the Southern California 511 (SoCal 511) program with other County Commissions.	Ongoing	Air Quality/Mobility
	Administer Freeway Service Patrol (FSP) to improve traffic safety, reduce congestion and traffic delays.	Present annual report to Board - Q4	
Division Strategy: Support access to jobs, healthcare, and education while reducing roadway congestion.			
8E	Administer multi-modal programs to reduce congestion and improve quality of life including coordination with transit providers and Consolidated Transportation Service Agencies (CTSA) serving San Bernardino County.	Work with the transit providers and CTSA, to implement key activities identified in Short-Range Transit Plans based on the approved Public Transit-Human Services Transportation Coordination Plan – Q3	Transit/Planning
Initiative #9 Meet Equity Goals of SBCTA/SBCOG			
Division Strategy: Ensure Equity goals met for internal structure and policies			
9A	Complete Equity Framework	Q1	COG

Minute Action

AGENDA ITEM: 4

Date: April 9, 2025

Subject:

Renewal of Annual Insurance Policies & New Interstate 10 Express Lanes Property Insurance

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

A. Authorize the Enterprise Risk Manager or the Deputy Executive Director to approve and execute binding insurance coverage for the existing coverages and limits through the policies and premiums up to 10% over the estimate of \$921,093, and authorize the Executive Director, or his/her designee, to bind the policies should the amount exceed \$1,013,202 for the periods of July 1, 2025 through June 30, 2026, for Cyber Liability, Workers' Compensation, Auto Physical Damage, Property, and Employee Crime; and September 29, 2025 through September 28, 2026, for Commercial General Liability and Excess Liability.

B. Authorize the Enterprise Risk Manager or the Deputy Executive Director to approve and execute binding property insurance coverage for the Interstate 10 Express Lanes through the policies and premiums up to 10% over the estimate of \$144,303, and authorize the Executive Director, or his/her designee, to bind the policies should the amount exceed \$158,734, for the period of July 1, 2025 through June 30, 2026.

C. Authorize the issuance of Purchase Orders to process payments for securing the insurance policies.

Background:

The San Bernardino County Transportation Authority (SBCTA) utilizes a Board-approved insurance broker for procurement of insurance related products. The current Board-approved broker is Alliant Insurance Services, Inc., (Alliant) under Contract No. 23-1002957. Alliant assists SBCTA with marketing and securing the annual insurance policies.

The majority of SBCTA's insurance program renews every July 1st and the following insurance policies are set to expire on June 30, 2025: Cyber Liability, Workers' Compensation, Auto Physical Damage, Property, and Employee Crime. SBCTA's Commercial General Liability and Excess Liability policies will not expire until September 29, 2025. For this renewal, SBCTA has directed Alliant to obtain premium indicators for the same program structure as purchased last year, which includes Workers' Compensation, Commercial General Liability, Excess General Liability, Automobile Liability, Cyber Liability, Employment Practices Liability, Employee Crime Liability, coverage for Public Officials Errors and Omissions Liability, and to explore risk pools and insurance products available in the current market.

As of today, premium quotes are not yet available for SBCTA's Cyber Liability, Workers' Compensation, Auto Physical Damage, Property, or Employee Crime policy renewals, nor for the Commercial General Liability and Excess Liability policy renewals. Alliant is estimating the renewal premiums at \$921,093 to renew the existing program. Alliant's estimate is based on their knowledge of the current market, their experience with the renewals of other public sector Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

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clients, as well as conversations with the underwriting community. The estimate represents a 15% increase from last year's premium of \$798,091. The increase can be attributed to an overall continued tightening of the insurance market, reduced market capacity, upward trends in national jury verdicts, the number of times SBCTA is named a defendant, an increase in the number of SBCTA employees, and carriers' desire to shy away from California public entities. Included in this year's insurance package is an additional \$144,303 for Interstate 10 (I-10) Express Lanes property insurance, bringing the total estimated insurance premiums for Fiscal Year 2025/2026 to \$1,065,396.

Alliant is conducting a marketing effort for SBCTA's insurance program. Carriers that have been approached for bids were selected based on their historical premium rates, coverage criteria, and underwriting background. In addition, carriers were required to have experience with public agencies, adequate financial reserves, and a rating by AM Best Company of excellent or better.

The table below provides a summary of the current year premiums and estimates for Fiscal Year 2025/2026.

San Bernardino County Transportation Authority			
2025 - 2026 Premium Comparison (as of 3/25/2025)			
	2024/2025	2025/2026 High Projection	
Liability			
Total Limit: \$25 Million			
Total Liability Premium	\$ 497,600	\$ 572,239	10% - 15%
Cyber Liability (Information Security/Tech E&O, Data Breach)			
Policy Limits: \$18 Million Per Member Limit of Liability			
Premium:	\$ 14,062	\$ 18,300	Per PRISM V2 Estimate Feb 2025
Workers Compensation			
Policy Limits: Statutory for WC and \$1 Million for Employers Liability			
Premium:	\$ 45,032	\$ 49,648	5% Payroll Increase Flat - 5% Rate
Property			
Premium:	\$ 196,341	\$ 232,883	TIV Increase of 7.83% Flat - 10% Rate
Interstate 10 Corridor Premium:	Not Applicable	\$ 144,303	New
Crime (Employee Dishonesty, Employee Theft)			
Premium	\$ 9,200	\$ 10,580	5% - 15%
Alliant Mobile Vehicle Program			
Premium:	\$ 857	\$ 942	5% - 10%
Subtotal Premium:			
Broker Fee:	\$ 35,000	\$ 36,500	
Total Premium & Broker Fee:	\$ 798,091	\$ 1,065,396	

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SBCTA staff recommends securing these insurance policies as they are necessary to protect the agency from significant losses, and proper insurance coverage is a requirement of the Transportation Infrastructure Finance and Innovation Act loan that was secured for the I-10 corridor.

Due to the changing insurance market conditions, these estimated premiums may be exceeded; therefore, staff is requesting to bind the coverages equal to the existing program even if the cost exceeds the estimate of \$921,093. Further, staff is requesting authority to bind property insurance for the I-10 Express Lanes, for an additional premium of \$144,303. If the premium(s) exceed the estimate of \$1,065,396 by more than 10%, binding will require approval from the Executive Director. Staff will work to stay within the lower limit, but it is critical that coverage continues uninterrupted. If the lower limit estimate is exceeded, staff will return to the Board and report the actual cost, and all of the efforts undertaken to minimize said cost.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025. The recommended amounts are included in the proposed Budget for Fiscal Year 2025/2026.

Reviewed By:

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

Responsible Staff:

Alicia Bullock, Procurement Manager

Approved
General Policy Committee
Date: April 9, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 5

Date: April 9, 2025

Subject:

Measure I Compliance Audits for Fiscal Year 2023/2024

Recommendation:

A. Review and make a finding that the Measure I expenditures for Fiscal Year 2023/2024 are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01.

B. Review and make a finding that the City of Adelanto Measure I expenditures for Fiscal Year 2021/2022 are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01.

Background:

Each year, San Bernardino County Transportation Authority (SBCTA) conducts an annual comprehensive financial audit of SBCTA and provides for audits of all local jurisdictions receiving Measure I 2010-2040 Local Streets Program Funds, which are dedicated for transportation planning, design, construction, operation, and maintenance.

A financial examination is completed by an independent audit firm for activities during the previous Fiscal Year (FY), including internal control systems of checks and balances. The examination must encompass both project expenditures and projects for which funds were received but not expended. A listing of all projects comparing actual revenues and expenses to the Measure I Five-Year Capital Improvement Plan (CIP) adopted by the local governing board and reported annually to SBCTA must be included with any interest earned. The report shall also contain an examination of expenditures, a statement of revenue and expenses, and a balance sheet for each Measure I 2010-2040 Local Streets Program Special Revenue fund.

SBCTA executed an agreement with Crowe, LLP to conduct Compliance Audits of the Measure I 2010-2040 Local Streets Program Funds for FY 2023/2024. These auditors verified compliance with California Public Utilities Code 190300 and Ordinance No. 04-01 of the SBCTA Local Streets Program that funds shall not be used to supplant existing local discretionary funds being used for street and highway purposes, also known as Maintenance of Effort (MOE). The MOE base year level was determined based on the discretionary General Fund expenditures for transportation-related construction and maintenance activities in FY 2008/2009. The MOE base year level as approved by the SBCTA Board of Directors, shall remain in effect until the expiration of Measure I 2010-2040.

Measure I 2010-2040 Local Streets Program Audit reports for FY 2023/2024 and the SBCTA Annual Comprehensive Financial Report (ACFR) have been provided to the Independent Taxpayer Oversight Committee (ITOC) for their review. At their meeting on March 10, 2025, they made a finding that Measure I expenditures for FY 2023/2024 and the City of Adelanto for FY 2022/2023 are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01.

The Measure I 2010-2040 Local Streets Program audit for the City of Rialto was completed after the ITOC meeting on March 10, 2025, and was provided to the committee via email. The Town of Apple Valley and the City of Adelanto have requested extensions through May 31, 2025. If the audits are not complete by then, withholding of Measure I 2010-2040 Local Streets Program revenue will commence in June 2025 and continue until the audits are complete.

Entity: San Bernardino County Transportation Authority

The audit for the City of Adelanto for FY 2022/2023 is not complete, thus, they are currently subject to withholding.

The audits resulted in the following findings:

City of Adelanto (City) for FY 2021/2022

- Management is responsible for ensuring financial activity is recorded accurately and on a timely basis. Bank reconciliations should be performed monthly, reviewed, and approved in a timely manner. Management review over invoicing, cash receipts, and journal entries should be in place to ensure the City has the ability to initiate, record, process, and report accurate financial data consistent with generally accepted accounting principles. During substantive testing, it was noted that there was one invoice improperly recorded in FY 2022 instead of FY 2021. There was also no evidence of proper segregation controls over revenues, expenditures, journal entries, and timely preparation and review of bank reconciliations.

Corrective Action: As of May 2024, the City has hired a team of accounting consultants to assist with monthly closing and other accounting services.

City of Colton (City) for FY 2023/2024:

- The Measure I Strategic Plan states that each local jurisdiction is required to annually adopt a Five-Year CIP which details the specific projects to be funded using Measure I 2010-2040 Local Street Program Funds. Expenditures of Measure I Local Pass-Through Funds must be detailed in the Five-Year CIP and adopted by resolution of the governing body. The Measure I Strategic Plan further states that the Five-Year CIP shall be the basis for the annual audit. For a project to be eligible for Measure I 2010-2040 Local Streets Program Funds, the project must be included in the current CIP. An amended CIP should be used in instances where projects are added to the CIP during the year. The City utilized Measure I to cover costs for a certain project not included in the current CIP. The project was included in the CIP for FY 2022/2023 but not added to the CIP for FY 2023/2024. It is recommended the City review the CIP to ensure Measure I funds are only used for these projects. Management should issue an amended CIP in instances where a project needs to be added during the year.

Corrective Action: The project was listed on the CIP for FY 2020/2021 through FY 2022/2023. There were charges incurred for staff time for the final invoice and close-out documents to California Department of Transportation, resulting in a timing difference. The City will thoroughly review the project list before removing projects and their internal business process has been updated to keep the projects on the list until the completion of final reimbursement and close-out.

- Management is responsible for ensuring fund balances are properly carried forward. This includes the proper posting of audit adjusting entries to ensure accurate financial reporting. The beginning fund balance did not roll forward from the prior year because the City did not post the prior year's audit adjusting entries. Fund balance was required to be decreased by \$122,151, revenue was increased by \$120,276, and cash was decreased by \$1,875. It is recommended that the City implement internal controls to ensure all necessary audit adjustments are reviewed, approved, and posted before closing and to review balances against prior year audit reports for accuracy.

Corrective Action: The City will review the prior year audit report and audit adjustments at the beginning of each fiscal year.

- Management is responsible for accounting for the City's special revenue funds recognizing revenues when they are measurable and available. Revenue recognition for the City is 60 days after the fiscal period ends. The City recognized revenue for Measure I funds that were received more than 60 days after the end of the 2023/2024 fiscal year. It is recommended that the City review the receipt date for all revenue transactions to determine if they are both measurable and available.

Corrective Action: Management will review the receipt date for all revenue transactions to determine the appropriate recognition of revenues during the recognition period.

City of Grand Terrace (City) for FY 2023/2024:

- Pursuant to the Valley Local Street Program Measure I 2010-2040 Strategic Plan, if Measure I funds are invested, they must receive their equitable proration of interest earned on the total funds invested. There was no equitable proration of interest earned to the Measure I funds cash and investment balance. It is recommended that a distribution based on the average month-end cash balance be employed.

Corrective Action: The City concurs with the finding. The city prepared quarterly interest allocations and recorded adjusting entries that were provided to the auditors.

City of Ontario (City) for FY 2023/2024:

- Management is responsible for accounting for the City's special revenue funds recognizing revenues when they are measurable and available. Revenue recognition for the City is 60 days after the fiscal period ends. The City recognized revenue for Measure I funds that were received more than 60 days after the end of the 2023/2024 fiscal year. It is recommended that the City review the receipt date for all revenue transactions to determine if they are both measurable and available.

Corrective Action: The City acknowledges the finding and will prepare an accounting entry for the proper recognition and recording of unavailable revenues.

City of Rialto (City) for FY 2023/2024:

- The Measure I Strategic Plan states that each local jurisdiction is required to annually adopt a Five-Year CIP which details the specific projects to be funded using Measure I 2010-2040 Local Street Program Funds. Expenditures of Measure I Local Pass-Through Funds must be detailed in the Five-Year CIP and adopted by resolution of the governing body. The Measure I Strategic Plan further states that the Five-Year CIP shall be the basis for the annual audit. For a project to be eligible for Measure I 2010-2040 Local Streets Program Funds, the project must be included in the current CIP. An amended CIP should be used in instances where projects are added to the CIP during the year. The City utilized Measure I funds for several projects that were not included in the current CIP. Management should keep projects on their current CIP in the instance there is a delay in Measure I funds reimbursing other City funds. Management could also issue an amended CIP where projects need additional funds during the year.

Corrective Action: The City agrees with the recommendations. Future fiscal year expenses will align with the approved Five-Year CIP and amendments completed if necessary.

City of San Bernardino (City) for FY 2023/2024:

- GAAP requires entities to record liabilities and related expenses that result from exchange transactions when goods or services have been received. Management identified prior year errors in expense accruals that required a prior period adjustment of \$532,535. It is recommended that management evaluate the understanding of the accrual process, including additional layers of review.

Corrective Action: The City acknowledges the oversight and is taking proactive measures to strengthen its accrual review process. This includes implementing a checklist, extending the accrual review period to 90 days, and continually reviewing invoices to ensure proper accounting.

Town of Yucca Valley (Town) for FY 2023/2024:

- The Measure I Strategic Plan states that each local jurisdiction is required to annually adopt a Five-Year CIP which details the specific projects to be funded using Measure I 2010-2040 Local Street Program Funds. Expenditures of Measure I Local Pass-Through Funds must be detailed in the Five-Year CIP and adopted by resolution of the governing body. The Measure I Strategic Plan further states that the Five-Year CIP shall be the basis for the annual audit. For a project to be eligible for Measure I 2010-2040 Local Streets Program Funds, the project must be included in the current CIP. An amended CIP should be used in instances where projects are added to the CIP during the year. The Town utilized Measure I to cover costs for a certain project not included in the current CIP. The project was included in the CIP for FY 2022/2023 but not added to the CIP for FY 2023/2024. It is recommended that management keep projects on their current CIP in the instance there is a delay in Measure I funds reimbursing to other Town funds for project expenses. Management could also issue an amended CIP in instances where a project needs to be added during the year.

Corrective Action: Town management maintains that this was an approved project and reimbursed the identified expenditures with the understanding that this was a compliant reimbursement according to SBCTA's approval. The current policy lacks clarity on the extension or carryforward of already approved projects that either span multiple years or require reimbursement in the following year. The Town continues to monitor and improve its internal processes and reporting and will continue to prioritize excellence in financial reporting for the upcoming years.

City of Victorville (City) for FY 2023/2024:

- Management is responsible for ensuring financial activity is recorded accurately and on a timely basis. Bank reconciliations should be performed monthly, reviewed, and approved in a timely manner. During procedures over cash and investments, it was noted that the City's bank reconciliation for June 2024 was not completed until October 2024. It is recommended that the City review the timing of its reconciliation procedures.

Corrective Action: The City is working toward streamlining the bank reconciliation process.

General Policy Committee Agenda Item

April 9, 2025

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Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025.

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. This item was reviewed by the Independent Taxpayer Oversight Committee (ITOC) on March 10, 2025. The ITOC made a finding that SBCTA is in compliance with Ordinance No. 04-01 and the Measure I Expenditure Plan.

Responsible Staff:

Lisa Lazzar, Chief Financial Officer

Approved
General Policy Committee
Date: April 9, 2025

Witnessed By:

Minute Action

AGENDA ITEM: 6

Date: April 9, 2025

Subject:

Award Contract No. 25-1003210 and Contract No. 25-1003277 for On-Call Audit and Price Review Services

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

- A. Award Contract No. 25-1003210 to Crowe LLP, to provide On-Call Audit and Price Review Services for a five-year term for an amount described in Recommendation C.
- B. Award Contract No. 25-1003277 to Vasquez & Company LLP, to provide On-Call Audit and Price Review Services for a five-year term for an amount described in Recommendation C.
- C. Approve a total not-to-exceed amount of \$800,000 for both Crowe LLP, (25-1003210) and Vasquez & Company LLP, (25-1003277).

Background:

On December 5, 2024, San Bernardino County Transportation Authority (SBCTA) released Request for Proposals (RFP) No. 25-1003210 for On-Call Audit and Price Review Services, which was sent electronically to approximately 210 consultants registered on PlanetBids. 17 firms downloaded the solicitation.

On January 16, 2025, two proposals were received and found to be responsive by the Procurement Analyst. The Evaluation Committee was comprised of three staff from SBCTA. Evaluators concluded their individual review of the proposals and convened to review and discussed the proposals. The committee members individually scored the proposals based on the following evaluation criteria: Qualifications, Related Experience, and References--20 points; Proposed Staffing and Project Organization--30 points; Work Plan--20 points; and Price--30 points.

The Evaluation Committee considered both firms qualified to perform the work specified in the RFP. Based on the scoring of the technical proposal, both firms are qualified to conduct the scope of work and were selected to sit on the bench of on-call firms. Both Crowe LLP and Vasquez & Company LLP were able to successfully demonstrate a thorough understanding of the scope of work and proposed a qualified team and work plan.

Work under the on-call contracts will be issued on a Contract Task Order (CTO) basis and in accordance with SBCTA's On-Call CTO policies and procedures. Per SBCTA's procedures, once the scope of work for a CTO is defined, it is released to the prequalified firms requesting a proposal. SBCTA staff evaluates the proposals and assigns the CTO to the firm that best meets the project requirements based on criteria that includes, but is not limited to, schedule, cost, proposed staff experience, expertise, availability, and proven success. Requesting proposals from each prequalified firm maintains the integrity of a competitive process, ensuring the best overall value to SBCTA for each CTO.

Entity: San Bernardino County Transportation Authority

General Policy Committee Agenda Item

April 9, 2025

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Financial Impact:

On-Call Audit and Price Review Services are included in the adopted Budget for Fiscal Year 2024/2025 and funding will be determined based on the services requested on each Contract Task Order.

Reviewed By:

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

Responsible Staff:

Lisa Lazzar, Chief Financial Officer

Approved
General Policy Committee
Date: April 9, 2025

Witnessed By:

Contract No:	<u>25-1003210</u>	Amendment No.:	<u> </u>
Contract Class:	<u>Payable</u>	Department:	<u>Finance</u>
Vendor No.:	<u>03291</u>	Vendor Name:	<u>Crowe LLP</u>
Description:	<u>On-Call Audit and Price Review Services</u>		

Dollar Amount							
Original Contract		\$	400,000.00	Original Contingency		\$	-
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	-	Current Amendment		\$	-
Total/Revised Contract Value		\$	400,000.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	400,000.00

Board of Directors	Date:	05/07/2025	Committee	Item #
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Other Contracts		Sole Source?	No	N/A
Local	Professional Services (Non-A&E)			Monthly

[illegible]

Lisa Lazzar

Task Manager (Print Name)

Additional Notes: Shares the NTE amount of \$800,000 with 25-1003277 - Vasquez & Company LLP. The account string will depend on the services in each CTO.

CONTRACT NO. 25-1003210**BY AND BETWEEN****SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY****AND****CROWE LLP****FOR****ON-CALL AUDIT AND PRICE REVIEW SERVICES**

This contract ("Contract") is made and entered into by and between the San Bernardino County Transportation Authority ("SBCTA"), whose address is 1170 W. 3rd Street, 2nd Floor, San Bernardino, California 92410-1715, and Crowe LLP ("CONSULTANT"), whose address is 801 S. Figueroa Street, Suite 1750, Los Angeles, CA 90017. SBCTA and CONSULTANT are each a "Party" and are collectively the "Parties."

RECITALS:

WHEREAS, SBCTA requires certain work services as described in Exhibit "A" of this Contract; and

WHEREAS, CONSULTANT has confirmed that CONSULTANT has the requisite professional qualifications, personnel and experience and is fully capable and qualified to perform the services identified herein; and

WHEREAS, CONSULTANT desires to perform all Work identified herein and to do so for the compensation and in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, the Parties agree as follows:

ARTICLE 1. PROJECT DESCRIPTION/SCOPE OF WORK

- 1.1 CONSULTANT agrees to perform the work and services set forth in Exhibit A "Scope of Work" ("Work"), in accordance with all applicable professional standards which are generally accepted in the State of California, in accordance with the terms and conditions expressed herein and in the sequence, time, and manner defined herein, but only upon SBCTA's issuance of and in accordance with the terms and instructions contained in one or more written Contract Task Orders ("CTO") executed by both parties. The word "Work" includes without limitation, the performance, fulfillment and discharge by CONSULTANT of all obligations, duties, tasks, and services imposed upon or assumed by CONSULTANT hereunder; and the Work performed hereunder shall be completed to the

satisfaction of SBCTA, with SBCTA's satisfaction being based on prevailing applicable professional standards.

- 1.2 The Project Manager for this Contract is **Lisa Lazzar**, or such other designee as shall be designated in written notice to CONSULTANT from time to time by the Department Director of SBCTA or his or her designee. The Project Manager shall have authority to act on behalf of SBCTA in administering this Contract, including giving notices (including, without limitation, notices of default and/or termination), technical directions and approvals; issuing, executing and amending CTOs; and demanding performance and accepting work performed, but is not authorized to receive or issue payments or execute amendments to the Contract itself.

ARTICLE 2. CONTRACT TERM

The Contract term shall commence upon issuance of a written Notice To Proceed or Notice of Executed Contract (NTP) issued by SBCTA's Procurement Division, and shall continue in full force and effect through April 30, 2030, until otherwise terminated, or unless extended as hereinafter provided by written amendment, except that all indemnity and defense obligations hereunder shall survive termination of this Contract. CONSULTANT shall not be compensated for any Work performed or costs incurred prior to issuance of the NTP.

ARTICLE 3. COMPENSATION

- 3.1 Total compensation to CONSULTANT for full and complete performance of Services in compliance with all the terms and conditions of this Contract and any CTOs issued, shall not exceed the amount set forth in 3.2 below.
- 3.2 The total Not-To-Exceed Amount for all CTOs issued to the Bench of CONSULTANTS is Eight Hundred Thousand Dollars (\$800,000). All services shall be reimbursed pursuant to the hourly labor rates identified in Exhibit B "Price Proposal for Time and Materials" and the executed CTO. The hourly labor rates identified in Exhibit B shall remain fixed for the term of this Contract and shall include CONSULTANT's direct labor costs, indirect costs, and profit. All expenses shall be reimbursed for the amount identified in Exhibit B. SBCTA will not reimburse for any expenses not shown in Exhibit B.
- 3.3 As audit and price review services are required, SBCTA will issue a request for CTOs based on services and costs identified in 3.2 above. SBCTA does not guarantee any certain number of CTOs will be issued during the term of this Contract. Award of CTOs is at the sole discretion of SBCTA.
- 3.4 INTENTIONALLY OMITTED.
- 3.5 INTENTIONALLY OMITTED
- 3.6 Any Work provided by CONSULTANT not specifically covered by the Scope of Work shall not be compensated without prior written authorization from SBCTA. It shall be CONSULTANT's responsibility to recognize and notify SBCTA in writing when services not covered by the Scope of Work have been requested or are required. All changes and/or modifications to the Scope of Work shall be made in accordance with the "CHANGES"

Article in this Contract. Any additional services agreed to in accordance with this Contract shall become part of the Work.

ARTICLE 4. INVOICING

- 4.1 Payment to CONSULTANT as provided herein shall be payable in four (4) week billing period payments, forty-five (45) calendar days after SBCTA's receipt of an acceptable invoice prepared in accordance with the instructions below. Payment shall not be construed to be an acceptance of Work.
- 4.2 CONSULTANT shall prepare invoices in a form satisfactory to and approved by SBCTA, which shall be accompanied by documentation supporting each element of measurement and/or cost. Each invoice will be for a four-week billing period and will be marked with SBCTA's contract number, description and task order number, if applicable. Invoices shall be submitted within fifteen (15) calendar days for the period covered by the invoice, except for the month of June, which will require the invoice to be submitted by July 10th. Invoices shall include request for payment for Work (including additional services authorized by SBCTA) completed by CONSULTANT during each billing period and shall include back-up information sufficient to establish the validity of the invoice. Any invoice submitted which fails to comply with the terms of this Contract, including the requirements of form and documentation, may be returned to CONSULTANT. Any costs incurred by CONSULTANT in connection with the resubmission of a proper invoice shall be at CONSULTANT's sole expense. The final invoice shall be marked "FINAL" and will be submitted within 60 calendar days after SBCTA has received and approved all Work and deliverables. Invoices should be e-mailed to SBCTA at the following address:

ap@gosbcta.com

For large files over 30 megabytes, invoices can be submitted using this link:
<https://sanbag-lfweb.sanbag.ca.gov/Forms/Invoice-submission>

- 4.3 CONSULTANT shall include a statement and release with each invoice, satisfactory to SBCTA, that CONSULTANT has fully performed the Work invoiced pursuant to the Contract for the period covered, that all information included with the invoice is true and correct, and that all payments to and claims of CONSULTANT and its subconsultants for Work during the period will be satisfied upon making of such payment. SBCTA shall not be obligated to make payments to CONSULTANT until CONSULTANT furnishes such statement and release.
- 4.4 INTENTIONALLY OMITTED
- 4.5 No payment will be made prior to approval of any Work, nor for any Work performed prior to the NTP or the issuance of an applicable CTO, nor for any Work under any amendment to the Contract until SBCTA's Awarding Authority takes action.
- 4.6 CONSULTANT agrees to promptly pay each subconsultant for the satisfactory completion of all Work performed under this Contract no later than ten (10) calendar days from the receipt of payment from SBCTA. CONSULTANT also agrees to return any retainage payments to each subconsultant within ten (10) calendar days after the subconsultant's

work is satisfactorily completed. Any delay or postponement of payment from the above-referenced time frame may occur only for good cause following written approval by SBCTA. SBCTA reserves the right to request documentation from CONSULTANT showing payment has been made to its subconsultants. SBCTA also reserves the right, at its own sole discretion, to issue joint checks to CONSULTANT and any subconsultant(s), which shall constitute payment to CONSULTANT in compliance with the terms of this Contract. This clause applies to both DBE and non-DBE subconsultants.

4.7 INTENTIONALLY OMITTED

ARTICLE 5. TAXES, DUTIES AND FEES

Except to the extent expressly provided elsewhere in this Contract, CONSULTANT shall pay when due, and the compensation set forth herein, shall be inclusive of all: a) local, municipal, State, and federal sales and use taxes; b) excise taxes; c) taxes on personal property owned by CONSULTANT; and d) other governmental fees and taxes or charges of whatever nature applicable to CONSULTANT to enable it to conduct business.

ARTICLE 6. AVAILABILITY OF FUNDS

The award and performance of this Contract is contingent on the availability of funds. If funds are not appropriated and/or allocated and available to SBCTA for the continuance of Work performed by CONSULTANT, Work directly or indirectly involved may be suspended or terminated by SBCTA at the end of the period for which funds are available. When SBCTA becomes aware that any portion of Work will or may be affected by a shortage of funds, it will promptly notify CONSULTANT. Nothing herein shall relieve SBCTA from its obligation to compensate CONSULTANT for work already performed pursuant to this Contract. No penalty shall accrue to SBCTA in the event this provision is exercised.

ARTICLE 7. PERMITS AND LICENSES

CONSULTANT shall, without additional compensation, keep current all governmental permits, certificates and licenses (including professional licenses) and required registrations necessary for CONSULTANT to perform Work identified herein.

ARTICLE 8. DOCUMENTATION AND RIGHT TO AUDIT

8.1 CONSULTANT shall maintain all records related to this Contract in an organized way in the original format, electronic and hard copy, conducive to professional review and audit, for a period of three (3) years from the date of final payment by SBCTA, or until the conclusion of all litigation, appeals or claims related to this Contract, whichever is longer. CONSULTANT shall provide SBCTA and/or its authorized representatives access to Consultants' records which are directly related to this Contract for the purpose of inspection, auditing or copying during the entirety of the records maintenance period above. CONSULTANT further agrees to maintain separate records for costs of Work performed by amendment. CONSULTANT shall allow SBCTA and its representatives or agents to reproduce any materials as reasonably necessary.

- 8.2 The cost proposal and/or invoices for this Contract are subject to audit by SBCTA. After CONSULTANT receives any audit recommendations, the cost or price proposal shall be adjusted by CONSULTANT and approved by SBCTA's Project Manager to conform to the audit recommendations. CONSULTANT agrees that individual items of cost identified in the audit report may be incorporated into the Contract at SBCTA's sole discretion. Refusal by CONSULTANT to incorporate the audit or post award recommendations will be considered a breach of the Contract and cause for termination of the Contract. Any dispute concerning the audit findings of this Contract shall be reviewed by SBCTA's Chief Financial Officer. CONSULTANT may request a review by submitting the request in writing to SBCTA within thirty (30) calendar days after issuance of the audit report
- 8.3 Subcontracts in excess of \$25,000 shall contain this provision.

ARTICLE 9. RESPONSIBILITY OF CONSULTANT

- 9.1 CONSULTANT shall be responsible for the professional quality, technical accuracy, and assurance of compliance with all applicable federal, State and local laws and regulations and other Work furnished by CONSULTANT under the Contract. The Contract includes reference to the appropriate standards for Work performance stipulated in the Contract.
- 9.2 In addition to any other requirements of this Contract or duties and obligations imposed on CONSULTANT by law, CONSULTANT shall, as an integral part of its Work, employ quality control procedures that identify potential risks and uncertainties related to scope, schedule, cost, quality and safety of the Project and the Work performed by CONSULTANT within the areas of CONSULTANT's expertise. At any time during performance of the Scope of Work, should CONSULTANT observe, encounter, or identify any unusual circumstances or uncertainties which could pose potential risk to SBCTA or the Project, CONSULTANT shall immediately document such matters and notify SBCTA in writing. CONSULTANT shall also similarly notify SBCTA in regard to the possibility of any natural catastrophe, or potential failure, or any situation that exceeds assumptions and could precipitate a failure of any part of the Project. Notifications under this paragraph shall be specific, clear and timely, and in a form which will enable SBCTA to understand and evaluate the magnitude and effect of the risk and/or uncertainties involved.

ARTICLE 10. REPORTING AND DELIVERABLES

All reports and deliverables shall be submitted in accordance with Exhibit A "Scope of Work". At a minimum, CONSULTANT shall submit monthly progress reports with their monthly invoices. The report shall be sufficiently detailed for SBCTA to determine if CONSULTANT is performing to expectations and is on schedule; to provide communication of interim findings; and to sufficiently address any difficulties or problems encountered, so remedies can be developed.

ARTICLE 11. TECHNICAL DIRECTION

- 11.1 Performance of Work under this Contract shall be subject to the technical direction of SBCTA's Project Manager, identified in Section 1.2, upon issuance of the NTP and/or subsequently by written notice during the Contract. The term "Technical Direction" is defined to include, without limitation:

- 11.1.1 Directions to CONSULTANT which redirect the Contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the Scope of Work.
 - 11.1.2 Provision of written information to CONSULTANT which assists in the interpretation of reports or technical portions of the Scope of Work described herein.
 - 11.1.3 Review and, where required by the Contract, approval of technical reports and technical information to be delivered by CONSULTANT to SBCTA under the Contract.
 - 11.1.4 SBCTA's Project Manager may modify this Contract for certain administrative modifications without issuing a written amendment. Administrative modifications are limited to: substitutions of personnel identified in the Contract, including Key Personnel and subconsultants; modifications to classifications, hourly rates and names of personnel in Exhibit B; and modifications of the address of the CONSULTANT. All such modifications will be documented in writing between the Parties.
- 11.2 Technical Direction must be within the Scope of Work under this Contract. SBCTA's Project Manager does not have the authority to, and may not, issue any Technical Direction which:
- 11.2.1 Increases or decreases the Scope of Work;
 - 11.2.2 Directs CONSULTANT to perform Work outside the original intent of the Scope of Work;
 - 11.2.3 Constitutes a change as defined in the "CHANGES" Article of the Contract;
 - 11.2.4 In any manner causes an increase or decrease in the Contract price as identified in the "COMPENSATION" Article or the time required for Contract performance;
 - 11.2.5 Changes any of the expressed terms, conditions or specifications of the Contract, unless identified herein;
 - 11.2.6 Interferes with CONSULTANT's right to perform the terms and conditions of the Contract unless identified herein; or
 - 11.2.7 Approves any demand or claims for additional payment.
- 11.3 Failure of CONSULTANT and SBCTA's Project Manager to agree that the Technical Direction is within the scope of the Contract, or a failure to agree upon the Contract action to be taken with respect thereto, shall be subject to the provisions of the "DISPUTES" Article herein.
- 11.4 All Technical Direction shall be issued in writing by SBCTA's Project Manager.

11.5 CONSULTANT shall proceed promptly with the performance of Technical Direction issued by SBCTA's Project Manager, in the manner prescribed by this Article and within their authority under the provisions of this Article. If, in the opinion of CONSULTANT, any instruction or direction by SBCTA's Project Manager falls within one of the categories defined in sections 11.2.1 through 11.2.7 above, CONSULTANT shall not proceed but shall notify SBCTA in writing within five (5) working days after receipt of any such instruction or direction and shall request SBCTA to modify the Contract accordingly. Upon receiving the notification from CONSULTANT, SBCTA shall:

11.5.1 Advise CONSULTANT in writing within thirty (30) calendar days after receipt of CONSULTANT's letter that the Technical Direction is or is not within the scope of this Contract.

11.5.2. Advise CONSULTANT within a reasonable time whether SBCTA will or will not issue a written amendment.

ARTICLE 12. CHANGES

12.1 The Work shall be subject to changes by additions, deletions, or revisions made by SBCTA. CONSULTANT will be advised of any such changes by written notification from SBCTA describing the change. This notification will not be binding on SBCTA until SBCTA's Awarding Authority has approved an amendment to this Contract.

12.2 Promptly after such written notification of change is given to CONSULTANT by SBCTA, the Parties will attempt to negotiate a mutually agreeable adjustment to compensation or time of performance, and amend the Contract accordingly.

12.3 Notwithstanding anything herein this Agreement to the contrary, if, at any time during the Term, after being notified of a change to the Work, CONSULTANT determines in CONSULTANT's sole discretion that implementation of such a change would impair CONSULTANT's independence in accordance with professional standards, and CONSULTANT declines to so comply with the change in Work, CONSULTANT shall provide SBCTA with timely written notice of such election. SBCTA may then timely choose to waive in writing the requirement for compliance with the change to CONSULTANT, or to terminate the applicable this Agreement, for convenience, without liability or penalty to either party.

ARTICLE 13. EQUAL EMPLOYMENT OPPORTUNITY

13.1 During the term of this Contract, CONSULTANT shall not willfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, gender, sex, marital status, gender identity, gender expression, sexual orientation, age, or military or veteran status. CONSULTANT agrees to comply with the provisions of Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act, and other applicable Federal, State and County laws and regulations and

policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

- 13.2 The CONSULTANT and all subconsultants shall comply with all provisions of Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin. In addition, CONSULTANT and all subconsultants will ensure their services are consistent with and comply with obligations and procedures outlined in SBCTA's current Board-adopted Title VI Program, including the Public Participation Plan and the Language Assistance Plan.

ARTICLE 14. CONFLICT OF INTEREST

CONSULTANT agrees that it presently has no interest, financial or otherwise, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Work required under this Contract or be contrary to the interests of SBCTA as to the Project. CONSULTANT further agrees that in the performance of this Contract, no person having any such interest shall be employed. CONSULTANT is obligated to fully disclose to SBCTA, in writing, any conflict of interest issues as soon as they are known to CONSULTANT. CONSULTANT agrees that CONSULTANT and its staff shall comply with SBCTA's Conflict of Interest Policy, No. 10102.

ARTICLE 15. KEY PERSONNEL

The personnel specified below are considered to be essential to the Work being performed under this Contract. Prior to diverting any of the specified individuals to other projects, or reallocation of any tasks or hours of Work that are the responsibility of Key Personnel to other personnel, CONSULTANT shall notify SBCTA in writing in advance and shall submit justifications (including proposed substitutions, resumes and payroll information to support any changes to the labor rates) in sufficient detail to permit evaluation of the impact on the Project. Diversion or reallocation of Key Personnel shall not be made without prior written consent of SBCTA's Project Manager. CONSULTANT shall not substitute any Key Personnel without the prior written consent of SBCTA. In the event that the Parties cannot agree as to the substitution of Key Personnel, SBCTA may terminate this Contract. Key Personnel are:

Name	Job Classification/Function
Bert Nuehring	Engagement Partner
Jennifer Richards	Concurring Partner
Kathy Lai	Concurring Partner
Sam Twyman	Lead Project Manager

ARTICLE 16. REPRESENTATIONS

All Work supplied by CONSULTANT under this Contract shall be supplied by personnel who are qualified, careful, skilled, experienced and competent in their respective trades or professions. CONSULTANT agrees that they are supplying professional services, findings, and/or recommendations in the performance of this Contract and agrees with SBCTA that the same shall conform to professional standards that are generally accepted in the profession in the State of California.

ARTICLE 17. PROPRIETARY RIGHTS/CONFIDENTIALITY

- 17.1 If, as a part of this Contract, CONSULTANT is required to produce materials, documents data, or information (“Products”), then CONSULTANT, if requested by SBCTA, shall deliver to SBCTA the original of all such Products, which shall become the sole property of SBCTA; provided, however, CONSULTANT's working papers and audit opinions shall remain the property of CONSULTANT.
- 17.2 All materials, documents, data or information obtained from SBCTA's data files or any SBCTA-owned medium furnished to CONSULTANT in the performance of this Contract will at all times remain the property of SBCTA. Such data or information may not be used or copied for direct or indirect use outside of this Project by CONSULTANT without the express written consent of SBCTA.
- 17.3 Except as reasonably necessary for the performance of the Work, CONSULTANT agrees that it, its employees, agents and subconsultants will hold in confidence and not divulge to third parties, without prior written consent of SBCTA, any information obtained by CONSULTANT from or through SBCTA unless (a) the information was known to CONSULTANT prior to obtaining same from SBCTA, or (b) the information was at the time of disclosure to CONSULTANT, or thereafter becomes, part of the public domain, but not as a result of the fault or an unauthorized disclosure of CONSULTANT or its employees, agents, or subconsultants, or (c) the information was obtained by CONSULTANT from a third party who did not receive the same, directly or indirectly, from SBCTA and who had, to CONSULTANT's knowledge and belief, the right to disclose the same. Any materials and information referred to in this Article which are produced by CONSULTANT shall remain confidential until released in writing by SBCTA, except to the extent such materials and information become subject to disclosure by SBCTA under the California Public Records Act, or other law, or otherwise become public information through no fault of CONSULTANT or its employees or agents. Any communications with or work product of SBCTA's legal counsel to which CONSULTANT or its subconsultants or agents have access in performing work under this Contract shall be subject to the attorney-client privilege and attorney work product doctrine and shall be confidential.
- 17.4 CONSULTANT shall not use SBCTA's name or photographs in any professional publication, magazine, trade paper, newspaper, seminar or other medium without first receiving the express written consent of SBCTA.
- 17.5 All press releases or press inquiries relating to the Project or this Contract, including graphic display information to be published in newspapers, magazines, and other publications, are to be made only by SBCTA unless otherwise agreed to in writing by both Parties.
- 17.6 CONSULTANT, its employees, agents and subconsultants shall be required to comply with SBCTA's Confidentiality Policy; anyone who may have access to Personally Identifiable Information (“PII”) and/or Sensitive Security Information (“SSI”) will be required to execute a Confidentiality Agreement.

ARTICLE 18. TERMINATION

- 18.1 Termination for Convenience - SBCTA shall have the right at any time, without cause, to terminate further performance of Work by giving thirty (30) calendar days' written notice to CONSULTANT specifying the date of termination. On the date of such termination stated in said notice, CONSULTANT shall promptly discontinue performance of Work and shall preserve Work in progress and completed Work, pending SBCTA's instruction, and shall turn over such Work in accordance with SBCTA's instructions.
- 18.1.1 CONSULTANT shall deliver to SBCTA all deliverables prepared by CONSULTANT or its subconsultants, furnished to CONSULTANT by SBCTA. Upon such delivery, CONSULTANT may then invoice SBCTA for payment in accordance with the terms herein.
- 18.1.2 If CONSULTANT has fully and completely performed all obligations under this Contract up to the date of termination, CONSULTANT shall be entitled to receive from SBCTA as complete and full settlement for such termination a pro rata share of the Contract cost based upon the percentage of all contracted Work satisfactorily executed to the date of termination.
- 18.1.3 CONSULTANT shall be entitled to receive the actual costs incurred by CONSULTANT to return CONSULTANT's tools and equipment, if any, to it or its suppliers' premises, or to turn over Work in progress in accordance with SBCTA's instructions plus the actual cost necessarily incurred in effecting the termination.
- 18.2 Termination for Cause - In the event CONSULTANT shall file a petition in bankruptcy court, or shall make a general assignment for the benefit of its creditors, or if a petition in bankruptcy court shall be filed against CONSULTANT, or a receiver shall be appointed on account of its insolvency, or if CONSULTANT shall default in the performance of any express obligation to be performed by it under this Contract and shall fail to immediately correct (or if immediate correction is not possible, shall fail to commence and diligently continue action to correct) such default within ten (10) calendar days following written notice, SBCTA may, without prejudice to any other rights or remedies SBCTA may have, and in compliance with applicable Bankruptcy Laws: (a) hold in abeyance further payments to CONSULTANT; (b) stop any Work of CONSULTANT or its subconsultants related to such failure until such failure is remedied; and/or (c) terminate this Contract by written notice to CONSULTANT specifying the date of termination. In the event of such termination by SBCTA, SBCTA may take possession of the deliverables and finished Work by whatever method SBCTA may deem expedient. A waiver by SBCTA of one default of CONSULTANT shall not be considered to be a waiver of any subsequent default of CONSULTANT, of the same or any other provision, nor be deemed to waive, amend, or modify any term of this Contract.
- 18.2.1 CONSULTANT shall deliver to SBCTA all finished and unfinished deliverables under this Contract prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SBCTA within ten (10) working days of said notice.

- 18.3 All claims for compensation or reimbursement of costs under any of the foregoing provisions shall be supported by documentation submitted to SBCTA, satisfactory in form and content to SBCTA and verified by SBCTA. In no event shall CONSULTANT be entitled to any payment for prospective profits or any damages because of such termination.
- 18.4 CONSULTANT's termination for cause. If CONSULTANT determines that auditors' professional standards would be violated by CONSULTANT's continuing Work for SBCTA due to action or inaction by SBCTA, CONSULTANT shall provide SBCTA written notice of such determination including the specific facts or circumstances and standards underlying and supporting such determination. Immediately, SBCTA shall commence curing such action or inaction to enable CONSULTANT to avoid violating such professional standards, and shall diligently prosecute such cure to completion within a reasonable time under the circumstances. If SBCTA fails to commence or prosecute such cure in accordance with this section, CONSULTANT may give SBCTA written notice of termination of this Contract specifying the date of Contract termination.

18.4.1 CONSULTANT shall deliver to SBCTA all finished and unfinished deliverables under this Contract prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SBCTA within ten (10) working days of said notice of termination.

ARTICLE 19. STOP WORK ORDER

Upon failure of CONSULTANT or its subconsultants to comply with any of the requirements of this Contract, SBCTA shall have the right to stop any or all Work affected by such failure until such failure is remedied or to terminate this Contract in accordance with section "Termination For Cause" above.

ARTICLE 20. CLAIMS

SBCTA shall not be bound to any adjustments in the Contract amount or schedule unless expressly agreed to by SBCTA in writing. SBCTA shall not be liable to CONSULTANT for any claim asserted by CONSULTANT after final payment has been made under this Contract.

ARTICLE 21. INSURANCE

21.1 Prior to commencing the Work, subject to the provisions of Article 21.2 "General Provisions", and at all times during the performance of the Work and for such additional periods as required herein, CONSULTANT and all sub-consultants of every tier performing any Work under this contract shall, at CONSULTANT's and sub-consultant's sole expense, procure and maintain broad form insurance coverage at least as broad as the following minimum requirements specified below:

21.1.1 Professional Liability. The policies must include the following:

- A limit of liability not less than \$5,000,000 per claim
- An annual aggregate limit of not less than \$5,000,000

- Coverage shall be appropriate for the CONSULTANT's profession and provided services to include coverage for errors and omissions arising out of the CONSULTANT's professional services, or services of any person employed by the CONSULTANT, or any person for whose acts, errors, mistakes or omissions the CONSULTANT may be legally liable.
- If Coverage is on a claims made basis:
 - Policy shall contain a retroactive date for coverage of prior acts, which date will be prior to the date the CONSULTANT begins to perform Work under this Contract.

21.1.2 Worker's Compensation/Employer's Liability. The policies must include the following:

- Coverage A. Statutory Benefits
- Coverage B. Employer's Liability
- Bodily Injury by accident - \$1,000,000 per accident
- Bodily Injury by disease - \$1,000,000 policy limit/\$1,000,000 each employee

Such policies shall contain a waiver of subrogation in favor of the parties named as Indemnitees below. Such insurance shall be in strict accordance with the applicable workers' compensation laws in effect during performance of the Work by CONSULTANT or any subconsultant of any tier. All subconsultants of any tier performing any portion of the Work for CONSULTANT shall also obtain and maintain the same insurance coverage as specified in this subparagraph, with a waiver of subrogation in favor of CONSULTANT and all parties named as Indemnitees below. Where coverage is provided through the California State Compensation Insurance Fund, the requirement for a minimum A.M. Best rating does not apply.

21.1.3. Commercial General Liability. The policy must include the following:

- Consultant shall maintain commercial general liability (CGL) insurance (Insurance Services Office (ISO) Form CG 00 01), and if necessary, excess/umbrella commercial liability insurance, with a combined limit of liability of not less than **\$5,000,000 each occurrence with 7,000,000 aggregate.**
- The policy shall, at a minimum, include coverage for any and all of the following: bodily injury, property damage, personal injury, broad form contractual liability (including coverage to the maximum extent possible for the indemnifications in this Contract), premises-operations (including explosion, collapse and underground coverage), duty to defend in addition to (without reducing) the limits of the policy(ies), and products and completed operations.
 - \$5,000,000 per occurrence limit for property damage or bodily injury
 - \$1,000,000 per occurrence limit for personal injury and advertising injury
- If a general aggregate applies, it shall apply separately to this project/location. The SBCTA contract number and a brief explanation of the project/work must be indicated under "Description of Operations/Locations" (ISO Form CG 25 03 or CG 2504).

- Coverage is to be on an “occurrence” form. “Claims made” and “modified occurrence” forms are not acceptable.
- A copy of the declaration page or endorsement page listing all policy endorsements for the CGL policy must be included.

All subconsultants of any tier performing any portion of the Work for CONSULTANT shall also obtain and maintain the CGL insurance coverage with limits not less than:

- Each occurrence limit: \$1,000,000
- General aggregate limit: \$2,000,000
- Personal injury and advertising limit \$1,000,000
- Products-completed operations aggregate limit \$2,000,000

All subconsultants’ and sub-subconsultants’ deductibles or self-insured retentions must be acceptable to SBCTA’s Risk Manager.

21.1.4 Umbrella/Excess CGL. The policy must include the following:

- If the CONSULTANT elects to include an umbrella or excess policy to cover any of the total limits required beyond the primary commercial general liability policy limits and/or the primary commercial automobile liability policy limits, then the policy must include the following:
 - The umbrella or excess policy shall follow form over the CONSULTANT’s primary general liability coverage and shall provide a separate aggregate limit for products and completed operations coverage.
 - The umbrella or excess policy shall not contain any restrictions or exclusions beyond what is contained in the primary policy.
 - The umbrella or excess policy shall contain a clause stating that it takes effect (drops down) in the event the primary limits are impaired or exhausted.
 - The umbrella or excess policy must also extend coverage over the automobile policy if it is to be used in combination with the primary automobile policy to meet the total insurance requirement limits.

There shall be no statement limiting the coverage provided to the parties listed as additionally insureds or as indemnitees below.

21.1.5 Commercial Auto. The policy must include the following:

- A total limit of liability of not less than **\$2,000,000** each accident. This total limit of liability may be met by combining the limits of the primary auto policy with an umbrella or excess policy in accordance with subparagraph 4 (Umbrella/Excess CGL) of Section A of this Article.
- Such insurance shall cover liability arising out of any vehicle, including owned, hired, leased, borrowed and non-owned vehicles assigned to or used in performance of the CONSULTANT services.

- Combined Bodily Injury and Property Damage Liability insurance. The commercial automobile liability insurance shall be written on the most recent edition of ISO Form CA 00 01 or equivalent acceptable to SBCTA.

21.1.6 Pollution Liability. Intentionally Omitted

21.1.7 Cyber Liability Insurance. Shall be appropriate to the Consultant's profession and work hereunder, with limits not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Consultant in this agreement and shall include, but not be limited to, claims involving invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

21.1.8 Railroad Protective Liability. Intentionally Omitted

21.2. General Provisions

21.2.1 Qualifications of Insurance Carriers. If policies are written by insurance carriers authorized and admitted to do business in the state of California, then the insurance carriers must have a current A.M. Best rating of A-VII or better and if policies are written by insurance carriers that are non-admitted but authorized to conduct business in the state of California, then they must meet the current A.M. Best rating of A-X or better, unless otherwise approved in writing by SBCTA's Risk Manager.

21.2.2 Additional Insured Coverage. All policies, except those for Workers' Compensation and Professional Liability insurance, shall be endorsed by ISO Form CG 20 10 11 85, or if not available, then ISO Form CG 20 38, to name San Bernardino County Transportation Authority, San Bernardino Council of Governments, and their officers, directors, members, employees, and agents, as additional insureds ("Additional Insureds"). With respect to general liability arising out of or connected with work or operations performed by or on behalf of the CONSULTANT under this Contract, coverage for such Additional Insureds shall not extend to liability to the extent prohibited by section 11580.04 of the Insurance Code. The additional insured endorsements shall not limit the scope of coverage for SBCTA to vicarious liability, but shall allow coverage for SBCTA to the full extent provided by the policy.

21.2.3 Proof of Coverage. Evidence of insurance in a form acceptable to SBCTA's Risk Manager, including declarations pages of each policy, certificates of insurance and the required additional insured endorsements, shall be provided to SBCTA's Procurement Analyst prior to issuance of the NTP or prior to commencing any Work, as SBCTA specifies. Certificate(s) of insurance, as evidence of the required insurance shall: be executed by a duly authorized representative of each insurer; show compliance with the insurance requirements set forth in this Article; set forth deductible amounts applicable to each policy; list all exclusions which are added

by endorsement to each policy; and also include the Contract Number and the SBCTA Project Manager's name on the face of the certificate.

- 21.2.4 Deductibles and Self-Insured Retention. Regardless of the allowance of exclusions or deductibles by SBCTA, CONSULTANT shall be responsible for any deductible or self-insured retention (SIR) amount and shall warrant that the coverage provided to SBCTA is consistent with the requirements of this Article. CONSULTANT will pay, and shall require its sub-consultants to pay, all deductibles, co-pay obligations, premiums and any other sums due under the insurance required in this Article. Any deductibles or self-insured retentions must be declared to and approved in writing by SBCTA's Risk Manager. Without SBCTA's Risk Manager's expressed written approval, no deductibles or SIR will be allowed. At the option of SBCTA, if the deductible or SIR is approved and it is greater than \$10,000 or one (1) percent of the amount of coverage required under this Contract, whichever is less, the CONSULTANT shall guarantee that either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to SBCTA, its directors, officials, officers, employees and agents; or, (2) the CONSULTANT shall procure a bond guaranteeing the amount of the deductible or self-insured retention. SBCTA shall have the right to review any and all financial records that SBCTA, at its sole discretion deems necessary to approve any deductible or SIR. SBCTA will have the right, but not the obligation, to pay any deductible or SIR due under any insurance policy. If SBCTA pays any sums due under any insurance required above, SBCTA may withhold said sums from any amounts due to CONSULTANT. The CONSULTANT's policies will neither obligate nor prohibit SBCTA or any other Additional Insured, from paying any portion of any CONSULTANT's deductible or SIR.
- 21.2.5 CONSULTANT's and Subconsultants' Insurance will be Primary. All policies required to be maintained by the CONSULTANT or any subconsultant, with the exception of Professional Liability and Worker's Compensation shall be endorsed, with a form at least as broad as ISO Form CG 20 01 04 13, to be primary coverage, and any coverage carried by any of the Additional Insureds shall be excess and non-contributory. Further, none of CONSULTANT's or subconsultants' pollution, automobile, general liability or other liability policies (primary or excess) will contain any cross-liability exclusion barring coverage for claims by an additional insured against a named insured.
- 21.2.6 Waiver of Subrogation Rights. To the fullest extent permitted by law, CONSULTANT hereby waives all rights of recovery under subrogation against the Additional Insureds named herein, and any other consultant, subconsultant or sub-subconsultant performing work or rendering services on behalf of SBCTA in connection with the planning, development and construction of the Project. To the fullest extent permitted by law, CONSULTANT shall require similar written express waivers and insurance clauses from each of its subconsultants of every tier. CONSULTANT shall require all of the policies and coverages required in this Article (excluding Technology/Cyber) to waive all rights of subrogation against the

Additional Insureds (ISO Form CG 24 04 05 09). Such insurance and coverages provided shall not prohibit CONSULTANT from waiving the right of subrogation prior to a loss or claim.

- 21.2.7 Cancellation. If any insurance company elects to cancel or non-renew coverage for any reason, CONSULTANT will provide SBCTA thirty (30) days' prior written notice of such cancellation or nonrenewal. If the policy is cancelled for nonpayment of premium, CONSULTANT will provide SBCTA ten (10) days' prior written notice. In any event, CONSULTANT will provide SBCTA with a copy of any notice of termination or notice of any other change to any insurance coverage required herein which CONSULTANT receives within one business day after CONSULTANT receives it by submitting it to SBCTA at insurance@gosbcta.com, to the attention of SBCTA's Procurement Analyst, and by depositing a copy of the notice in the U.S. Mail in accordance with the notice provisions of this Contract.
- 21.2.8 Non-Limitation of Insurance Requirements. The insurance coverage provided and limits required under this Contract are minimum requirements and are not intended to limit the CONSULTANT's indemnification obligations under the Contract, nor do the indemnity obligations limit the rights of the Indemnified Parties to the coverage afforded by their insured status. To the extent required by Law in connection with Work to be performed, the CONSULTANT shall obtain and maintain, or cause to be obtained and maintained, in addition to the insurance coverage expressly required under this Contract, such other insurance policies for such amounts, for such periods of time and subject to such terms, as required by Law and any other agreements with which the CONSULTANT is required to comply, including any Third-Party Agreements. Liability insurance coverage will not be limited to the specific location designated as the Site, except that if the CONSULTANT arranges project-specific general liability, excess liability, or workers' compensation coverage, limitations of coverage to the Site will be permitted subject to SBCTA approval and use of the broadest available site-specific endorsements. No liability policy will contain any provision or definition that would serve to eliminate so-called "third-party-over action" claims, including any exclusion for bodily injury to an employee of the insured or of any Subcontractor. The CONSULTANT acknowledges and will at all times comply with the provisions of Labor Code Section 3700 which require every employer in the State to be insured against liability for workers' compensation, or to undertake self-insurance in accordance with the provisions of that code.
- 21.2.9 Enforcement. SBCTA may take any steps as are necessary to assure CONSULTANT's compliance with its insurance obligations as identified within this Article. Failure to continuously maintain insurance coverage as provided herein is a material breach of contract. In the event the CONSULTANT fails to obtain or maintain any insurance coverage required, SBCTA may, but is not required to, maintain this coverage and charge the expense to the CONSULTANT or withhold such expense from amounts owed CONSULTANT, or terminate this Contract. The insurance required or provided shall in no way limit or relieve CONSULTANT of its duties and responsibility under the Contract, including but

not limited to obligation to indemnify, defend and hold harmless the Indemnitees named below. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT for liability in excess of such coverage, nor shall it preclude SBCTA from taking other actions as available to it under any other provision of the Contract or law. Nothing contained herein shall relieve CONSULTANT or any subconsultant of any tier of their obligations to exercise due care in the performance of their duties in connection with the Work, and to complete the Work in strict compliance with the Contract.

- 21.2.10 No Waiver. Failure of SBCTA to enforce in a timely manner any of the provisions of this Article shall not act as a waiver to enforcement of any of these provisions at a later date.
- 21.2.11 Project Specific Insurance. Intentionally Omitted
- 21.2.12 No Representations or Warranties. SBCTA makes no representation or warranty that the coverage, limits of liability, or other terms specified for the insurance policies required under this contract are adequate to protect the CONSULTANT against its undertakings under this Contract or its liability to any third party, nor will they preclude SBCTA from taking any actions as are available to it under this Contract or otherwise at law.
- 21.2.13 Review of Coverage. SBCTA may at any time review the coverage, form, and amount of insurance required under this contract, and may require the CONSULTANT to make changes in such insurance reasonably sufficient in coverage, form, and amount to provide adequate protection against the kind and extent of risk that exists at that time. SBCTA may change the insurance coverages and limits required under this contract by notice to the CONSULTANT, whereupon the CONSULTANT will, within sixty (60) days of such notice date, procure the additional and/or modified insurance coverages. Upon such change, any additional cost (at actual cost) from such change will be paid by SBCTA and any reduction in cost will reduce the Contract Price pursuant to a Contract amendment.
- 21.2.14 Subconsultant Insurance. Insurance required of the CONSULTANT shall be also provided by subconsultants or by CONSULTANT on behalf of all subconsultants to cover their services performed under this Contract. CONSULTANT may reduce types and the amounts of insurance limits provided by subconsultant(s) to be proportionate to the amount of the subconsultant's contract and the level of liability exposure for the specific type of work performed by the subconsultant. CONSULTANT shall be held responsible for all modifications, deviations, or omissions in these insurance requirements as they apply to subconsultant.
- 21.2.15 Higher limits. If CONSULTANT maintains higher limits than the minimums shown above, SBCTA shall be entitled to coverage for the higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to SBCTA.
- 21.2.16 Special Risks or Circumstances. SBCTA reserves the right to modify any or all of the above insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

ARTICLE 22. INDEMNITY

22.1 Intentionally omitted.

22.2 CONSULTANT agrees to indemnify, defend (with legal counsel reasonably approved by SBCTA) and hold harmless SBCTA, SBCOG, SBCOG's Entities, and their authorized officers, employees, agents and volunteers ("Indemnitees"), from any and all claims, actions, losses, damages and/or liability (Claims) arising out of this Contract from CONSULTANT's negligent, grossly negligent, reckless or willful acts or any cause whatsoever, including acts, errors, or omissions, and for any costs or expenses incurred by any Indemnitee(s) on account of any claim, except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of Indemnitees. CONSULTANT's indemnification obligation applies to Indemnitees' "active" as well as "passive" negligence, but does not apply to the "sole negligence" or "willful misconduct," of any Indemnitee.

ARTICLE 23. ERRORS AND OMISSIONS

CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all Work required under this Contract. CONSULTANT shall be liable for SBCTA's costs resulting from errors or deficiencies in Work furnished under this Contract, including, but not limited to, any fines, penalties, damages, and costs required because of an error or deficiency in the Work provided by CONSULTANT under this Contract.

ARTICLE 24. OWNERSHIP OF DOCUMENTS

All deliverables, including but not limited to, drawings, reports, worksheets, and other data developed by CONSULTANT under this Contract, subject to section 17.1, shall become the sole property of SBCTA when prepared, whether delivered to SBCTA or not.

ARTICLE 25. SUBCONTRACTS

- 25.1 CONSULTANT shall not subcontract performance of all or any portion of Work under this Contract, except to those subconsultants listed in CONSULTANT's proposal, without first notifying SBCTA in writing of the intended subcontracting and obtaining SBCTA's written approval of the subcontracting and the subconsultant. The definition of subconsultant and the requirements for subconsultants hereunder shall include all subcontracts at any tier.
- 25.2 CONSULTANT agrees that any and all subconsultants of CONSULTANT performing Work under this Contract will comply with the terms and conditions of this Contract applicable to the portion of Work performed by them. CONSULTANT shall incorporate all applicable provisions of this Contract into their subcontracts regardless of the tier. If requested by SBCTA, CONSULTANT shall furnish SBCTA a copy of the proposed subcontract for SBCTA's approval of the terms and conditions thereof and shall not execute such subcontract until SBCTA has approved such terms and conditions. SBCTA's approval shall not be unreasonably withheld.

- 25.3 Approval by SBCTA of any Work to be subcontracted and the subconsultant to perform said Work will not relieve CONSULTANT of any responsibility or liability in regard to the acceptable and complete performance of said Work. Any substitution of subconsultants must be approved in writing by SBCTA. CONSULTANT shall have sole responsibility for managing all of their subconsultants, including resolution of any disputes between CONSULTANT and its subconsultants.

ARTICLE 26. RECORD INSPECTION AND AUDITING

SBCTA or any of its designees, representatives, or agents shall at all times have access during normal business hours to CONSULTANT's financial, time and expense data related to tasks under this Contract wherever they are in preparation or progress, and CONSULTANT shall provide sufficient, safe, and proper facilities for such access and inspection thereof. Inspection or lack of inspection by SBCTA shall not be deemed to be a waiver of any of their rights to require CONSULTANT to comply with the Contract or to subsequently reject unsatisfactory Work or products.

ARTICLE 27. INDEPENDENT CONTRACTOR

CONSULTANT is and shall be at all times an independent contractor. Accordingly, all Work provided by CONSULTANT shall be done and performed by CONSULTANT under the sole supervision, direction and control of CONSULTANT. SBCTA shall rely on CONSULTANT for results only, and shall have no right at any time to direct or supervise CONSULTANT or CONSULTANT's employees in the performance of Work or as to the manner, means and methods by which Work is performed. All personnel furnished by CONSULTANT pursuant to this Contract, and all representatives of CONSULTANT, shall be and remain the employees or agents of CONSULTANT or of CONSULTANT's subconsultant(s) at all times, and shall not at any time or for any purpose whatsoever be considered employees or agents of SBCTA.

ARTICLE 28. ATTORNEY'S FEES

If any legal action is instituted to enforce or declare any Party's rights under the Contract, each Party, including the prevailing Party, must bear its own costs and attorneys' fees. This Article shall not apply to those costs and attorneys' fees directly arising from any third party legal action against a Party hereto and payable under the "Indemnity" provision of the Contract.

ARTICLE 29. GOVERNING LAW AND VENUE

This Contract shall be subject to the law and jurisdiction of the State of California. The Parties acknowledge and agree that this Contract was entered into and intended to be performed in whole or substantial part in San Bernardino County, California. The Parties agree that the venue for any action or claim brought by any Party to this Contract will be the Superior Court of California, San Bernardino County. Each Party hereby waives any law or rule of court which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party, the Parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County.

ARTICLE 30. FEDERAL, STATE AND LOCAL LAWS

CONSULTANT warrants that in the performance of this Contract, it shall comply with all applicable federal, State and local laws, ordinances, rules and regulations.

ARTICLE 31. PRECEDENCE

- 31.1 The Contract consists of the following: Contract Articles, Exhibit A “Scope of Work,” and Exhibit B “Price Proposal,” SBCTA’s Request for Proposal and CONSULTANT’s proposal, all of which are incorporated into this Contract by this reference.
- 31.2 The following order of precedence shall apply: first, the Contract Articles; second, Exhibits A and B; third, SBCTA’s Request for Proposal; and last, CONSULTANT’s proposal. In the event of a conflict between the Contract Articles and the Scope of Work, the Contract Articles will prevail.
- 31.3 In the event of an express conflict between the documents listed in this Article, or between any other documents which are a part of the Contract, CONSULTANT shall notify SBCTA in writing within three (3) business days of its discovery of the conflict and shall comply with SBCTA’s resolution of the conflict.

ARTICLE 32. COMMUNICATIONS AND NOTICES

Notices sent by mail shall be by United States Mail, postage paid, certified mail (return receipt requested). Any and all notices permitted or required to be given hereunder shall be deemed duly given and received: (a) upon actual delivery, if delivery is personally made or if made by fax or email during regular business hours; (b) the first business day following delivery by fax or email when not made during regular business hours; or (c) on the fourth business day after deposit of such notice into the United States Mail. Each such notice shall be sent to the respective Party at the address indicated below or to any other address as the respective Parties may designate from time to time by a notice given in accordance with this Article. CONSULTANT shall notify SBCTA of any contact information changes within ten (10) business days of the change.

To CROWE LLP	To SBCTA
801 S. Figueroa Street, Suite 1750	1170 W. 3rd Street, 2nd Floor
Los Angeles, CA 90017	San Bernardino, CA 92410-1715
Attn: Bert Nuehring	Attn: Lisa Lazzar
Email: Bert.Nuehring@crowe.com	Email: llazzar@gosbcta.com
Phone: (630) 706-2071	Phone: (909) 884-8276
2nd Contact: Jennifer Richards	Copy: Procurement Manager
Email: Jennifer.richards@crowe.com	Email: procurement@gosbcta.com

ARTICLE 33. DISPUTES

- 33.1 In the event any dispute, other than an audit, arises between the Parties in connection with this Contract (including but not limited to disputes over payments, reimbursements, costs, expenses, Work to be performed, Scope of Work and/or time of performance), the dispute shall be decided by SBCTA’s Procurement Manager within thirty (30) calendar days after notice thereof in writing, which notice shall include a particular statement of the grounds

of the dispute. If CONSULTANT does not agree with the decision, then CONSULTANT shall have fifteen (15) business days after receipt of the decision in which to file a written appeal thereto with SBCTA's Executive Director. If the Executive Director fails to resolve the dispute in a manner acceptable to CONSULTANT, then such dispute may be reviewed by a court of competent jurisdiction.

- 33.2 During resolution of the dispute, CONSULTANT shall proceed with performance of this Contract with due diligence. CONSULTANT may suspend performance at any time, without liability or penalty, if doing so is, in CONSULTANT's reasonable judgment, required by professional standards or continued performance would result in an independence violation thereunder.

ARTICLE 34. GRATUITIES

CONSULTANT, its employees, agents, or representatives shall not offer or give to any officer, official, agent or employee of SBCTA, any gift, entertainment, payment, loan, or other gratuity.

ARTICLE 35. REVIEW AND ACCEPTANCE

CONSULTANT will issue written reports upon completion of their audits in scope of this agreement. Circumstances may arise in which the CONSULTANT's reports may differ from its expected form and content based on the results of their audits. Depending on the nature of these circumstances, it may be necessary for CONSULTANT to modify their opinion(s) or add an emphasis-of-matter paragraph or other-matter paragraph to their auditor's reports.

If circumstances arise relating to the condition of the auditees' records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements or compliance because of error, fraudulent financial reporting, or misappropriation of assets which, in the CONSULTANT's professional judgment, prevents them from completing the audit or forming an opinion, the CONSULTANT retains the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

ARTICLE 36. CONFIDENTIALITY

See Article 17.

ARTICLE 37. EVALUATION OF CONSULTANT

CONSULTANT's performance may be evaluated by SBCTA periodically throughout the Contract performance period, such as at the completion of certain milestones as identified in Scope of Work and/or at the completion of the Contract. A copy of the evaluation will be given to CONSULTANT for their information. The evaluation information shall be retained as part of the Contract file and may be used to evaluate CONSULTANT if they submit a proposal on a future RFP issued by SBCTA.

ARTICLE 38. SAFETY

CONSULTANT shall strictly comply with OSHA regulations and local, municipal, state, and federal safety and health laws, orders and regulations applicable to CONSULTANT's operations

in the performance of Work under this Contract. CONSULTANT shall comply with all safety instructions issued by SBCTA or their representatives.

ARTICLE 39. DRUG FREE WORKPLACE

CONSULTANT agrees to comply with the Drug Free Workplace Act of 1990 per Government Code Section 8350 et seq.; the Drug-Free Workplace Act of 1988, as amended, 41 U.S.C. § 8103, et seq.; U.S. DOT regulations, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 49 CFR Part 32; and U.S. OMB regulatory guidance, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)," 2 CFR Part 182, particularly where the U.S. OMB regulatory guidance supersedes comparable provisions of 49 CFR Part 32.

ARTICLE 40. ASSIGNMENT

CONSULTANT shall not assign this Contract in whole or in part, voluntarily, by operation of law, or otherwise, without first obtaining the written consent of SBCTA. SBCTA's exercise of consent shall be within its sole discretion. Any purported assignment without SBCTA's prior written consent shall be void and of no effect, and shall constitute a material breach of this Contract. Subject to the foregoing, the provisions of this Contract shall extend to the benefit of and be binding upon the successors and assigns of the Parties.

ARTICLE 41. AMENDMENTS

The Contract may only be changed by a written amendment duly executed by the Parties. Work authorized under an amendment shall not commence until the amendment has been duly executed.

ARTICLE 42. PREVAILING WAGES

Intentionally Omitted

ARTICLE 43. CONTINGENT FEE

CONSULTANT warrants by execution of this Contract that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, SBCTA has the right to terminate this Contract without liability, pay only for the value of the Work actually performed, or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE 44. FORCE MAJEURE

CONSULTANT shall not be in default under this Contract in the event that the Work performed by CONSULTANT is temporarily interrupted or discontinued for any of the following reasons: riots, wars, sabotage, acts of terrorism, civil disturbances, insurrection, explosion, pandemics, quarantines, acts of God, acts of government or governmental restraint, and natural disasters such as floods, earthquakes, landslides, and fires, or other catastrophic events which are beyond the reasonable control of CONSULTANT and which CONSULTANT could not reasonably be expected to have prevented or controlled. "Other catastrophic events" does not include the

financial inability of CONSULTANT to perform or failure of CONSULTANT to obtain either any necessary permits or licenses from other governmental agencies or the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of CONSULTANT.

ARTICLE 45. WARRANTY

CONSULTANT warrants that all Work performed shall be in accordance with the Contract and all applicable professional standards. In the event of a breach of this provision, CONSULTANT shall take the necessary actions to correct the breach at CONSULTANT's sole expense. If CONSULTANT does not take the necessary action to correct the breach, SBCTA, without waiving any other rights or remedies it may have, may take the necessary steps to correct the breach, and the CONSULTANT shall promptly reimburse SBCTA for all expenses and costs incurred.

ARTICLE 46. ENTIRE DOCUMENT

- 46.1 This Contract constitutes the sole and only agreement governing the Work and supersedes any prior understandings, written or oral, between the Parties respecting the Project. All previous proposals, offers, and other communications, written or oral, relative to this Contract, are superseded except to the extent that they have been expressly incorporated into this Contract.
- 46.2 No agent, official, employee or representative of SBCTA has any authority to bind SBCTA to any affirmation, representation or warranty outside of, or in conflict with, the stated terms of this Contract, and CONSULTANT hereby stipulates that it has not relied, and will not rely, on same.
- 46.3 Both Parties have been represented or had the full opportunity to be represented by legal counsel of their own choosing in the negotiation and preparation of this Contract. Therefore, the language in all parts of this Contract will be construed, in all cases, according to its fair meaning, and not for or against either Party.

ARTICLE 47. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

CONSULTANT shall comply with all applicable provisions of the Americans with Disabilities Act in performing Work under this Contract.

ARTICLE 48. EFFECTIVE DATE

The date that this Contract is executed by SBCTA shall be the Effective Date of the Contract.

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

IN WITNESS WHEREOF, the Parties hereto have executed this Contract below.

CROWE LLP

**SAN BERNARDINO COUNTY
TRANSPORTATION
AUTHORITY**

By: _____
Bert Nuehring
Partner

By: _____
Ray Marquez
President, Board of Directors

Date: _____

Date: _____

APPROVED AS TO FORM

By: _____
Julianna K. Tillquist
General Counsel

Date: _____

CONCURRENCE

By: _____
Alicia J. Bullock
Procurement Manager

Date: _____

**EXHIBIT “A”
“SCOPE OF WORK”**

SCOPE OF WORK ON-CALL INTERNAL AUDIT AND PRICE REVIEW SERVICES

BACKGROUND

The San Bernardino County Transportation Authority (SBCTA) is the transportation planning agency for San Bernardino County. SBCTA manages joint regional planning efforts and works to develop an efficient multi-modal transportation system across the county.

SBCTA supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts, and long-term planning studies. SBCTA administers major programs funded by Measure I, the half-cent sales tax collected throughout San Bernardino County to fund transportation upgrades. Voters approved the measure in 1989 and in 2004 overwhelmingly voted to extend it until 2040.

SERVICES

SBCTA is looking for one or more qualified firms to provide on-call support to help staff implement Board-adopted policies and Federal regulations concerning the procurement of goods and services.

Pre-Award Price Review Requirements

- 1) Ensuring that the proposed labor rates, overhead rate (home and field), other direct costs, and fixed fees are reasonable, allowable, allocable, and compliant with the Federal Acquisition Regulations (FAR) Part 31.2;
 - A California Department of Transportation (Caltrans) Acceptance ID is acceptable if it matches the proposed rate. Documentation from Caltrans showing the accepted rate is required.
- 2) Evaluating if the pricing or cost data is up-to-date, accurate, and complete. Additionally, assess whether the Contractor's accounting system is sufficient for identifying, recording, and tracking costs; separating direct and indirect costs; and ensuring consistent accounting practices.
- 3) Requesting Caltrans Local Assistance Procedures Manual (LAPM) Consultant Annual Certification of Indirect Costs and Financial Management System (form 10K) from Prime contractors and Subcontractors.

SBCTA will perform pre-award price reviews for competitive procurements exceeding \$150,000 when the proposal is assessed based on technical merit rather than cost. These procurements generally are for:

- Architectural and Engineering Services

Additionally, SBCTA may conduct pre-award price reviews of the following types of procurements:

- Single bid procurements
- Sole source procurements

Approximately 5 - 10 pre-award price reviews are required to be performed each fiscal year. Other services may include audits and agreed-upon procedures to review reimbursement requests for programs, such as Project Advance Agreements and other pre-expenditures.

Audits Conforming to LAPM

LAPM Chapter 10 Consultant Selection

10.1.3 A&E Consultant Audit and Review Process, page 12, January 2024 or current equivalent.

This section outlines the audit and review process for A&E contracts that at any time use state or federal funds. All proposed A&E contracts and supporting documents are subject to audit or review by Caltrans' Independent Office of Audits and Investigations (IOAI), other state audit organizations, or the federal government.

Applicable Standards

State and federal requirements listed below, and specific contract requirements, serve as the standards for audits and reviews performed.

Local agencies, consultants, and subconsultants are responsible for complying with state, federal, and specific contract requirements. Local agencies are responsible for determining the eligibility of costs to be reimbursed to consultants.

Applicable standards include, but are not limited to:

- LAPM
- State and Federal agreements between local agencies and Caltrans, (i.e., Master Agreements);
- Project Program Supplemental Agreements;
- 23 United States Code (U.S.C.), Section 112 – Letting of Contracts;
- 40 U.S.C., Chapter 11-- the Brooks Act;
- 23 CFR, Chapter 1, Part 172 - Procurement, Management, and Administration of Engineering and Design Related Services;
- 23 CFR, Chapter 1 - Federal Highway Administration, Department of Transportation;
- 48 CFR, Federal Acquisition Regulation (FAR), Chapter 1, Part 31 - Contract Cost Principles and Procedures;
- 48 CFR, Chapter 99 – Cost Accounting Standards (CAS);
- 2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- United States Government Accountability Office, Government Auditing Standards - Generally Accepted Government Auditing Standards (GAGAS);
- California Government Code sections 4525-4529;
- Proposed contract terms and conditions; and
- American Association of State Highway and Transportation Officials Audit Guide

Pre-Award Price Reviews

All pre-award price reviews shall be conducted following Government Auditing Standards issued by the Comptroller General of the United States as well as the cost principles identified in 48 CFR part 31. Auditing Firms will be selected from a pre-established or on-call list of firms to perform the pre-award price reviews on a sequential basis. Each of the pre-award price reviews should include some or all of the following objectives:

- a. To ensure that the proposer's proposed labor rates, overhead rates, other direct costs, and fixed fee are reasonable, allowable, and allocable and in conformity with the Federal Acquisition Regulations;
- b. To ensure the proposer(s) complied with applicable prevailing wage rates;
- c. To ascertain that the pricing or cost data are current, accurate, and complete;
- d. To determine whether the proposer(s) is financially sound and stable; and
- e. To determine the adequacy of the proposer's accounting systems in order to identify, account for, record, and accumulate costs; to identify and segregate direct and indirect costs; and to determine consistency in accounting treatment of costs.

Written Reports

Independent Accountant's Report for Applying Agreed-Upon Procedures (AUP) will be issued for each pre-award price review performed. In addition to AUP exceptions, all issues or concerns arising while performing the AUPs, such as internal control issues, should be provided in the report. Reports will be submitted to SBCTA's Chief Financial Officer.

Other Services

SBCTA may request, on an as-needed basis, other auditing services relative to the finance and procurement functions, such as closeout audits for capital construction projects or other service contracts. For example, review of expenditures covered by Measure I revenue for compliance with the expenditure plan and program policies. Also, a review of internal control procedures and policies based on criteria outlined in Internal Control-Integrated Framework published by the Committee of Sponsoring Organizations of the Treadway Committee (the COSO Report), as well as the criteria for effective financial management systems established by the DTA, based on 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements on State and Local Governments (which was superseded by 2 CFR Part 200 and 2 CFR Part 1201 (for exceptions that the Department of Transportation received), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

EXHIBIT “B”
“PRICE PROPOSAL FOR TIME AND MATERIALS”

Contract No:	<u>25-1003277</u>	Amendment No.:	<u> </u>
Contract Class:	<u>Payable</u>	Department:	<u>Finance</u>
Vendor No.:	<u>04015</u>	Vendor Name:	<u>Vasquez & Company LLP</u>
Description:	On-Call Audit and Price Review Services		

Dollar Amount							
Original Contract		\$	400,000.00	Original Contingency		\$	-
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	-	Current Amendment		\$	-
Total/Revised Contract Value		\$	400,000.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	400,000.00

Board of Directors	Date:	05/07/2025	Committee	Item #
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Other Contracts	Sole Source?	No	N/A
Local	Professional Services (Non-A&E)		Monthly

[illegible]

Lisa Lazzar

Task Manager (Print Name)

Additional Notes: Shares the NTE amount of \$800,000 with 25-1003210 - Crowe LLP. The account string will depend on the services in each CTO.

CONTRACT NO. 25-1003277**BY AND BETWEEN****SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY****AND****VASQUEZ & COMPANY LLP****FOR****ON-CALL AUDIT AND PRICE REVIEW SERVICES**

This contract ("Contract") is made and entered into by and between the San Bernardino County Transportation Authority ("SBCTA"), whose address is 1170 W. 3rd Street, 2nd Floor, San Bernardino, California 92410-1715, and Vasquez & Company LLP ("CONSULTANT"), whose address is 655 N. Central Avenue, Glendale, CA 91203. SBCTA and CONSULTANT are each a "Party" and are collectively the "Parties."

RECITALS:

WHEREAS, SBCTA requires certain work services as described in Exhibit "A" of this Contract; and

WHEREAS, CONSULTANT has confirmed that CONSULTANT has the requisite professional qualifications, personnel and experience and is fully capable and qualified to perform the services identified herein; and

WHEREAS, CONSULTANT desires to perform all Work identified herein and to do so for the compensation and in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, the Parties agree as follows:

ARTICLE 1. PROJECT DESCRIPTION/SCOPE OF WORK

- 1.1 CONSULTANT agrees to perform the work and services set forth in Exhibit A "Scope of Work" ("Work"), in accordance with all applicable professional standards which are generally accepted in the State of California, in accordance with the terms and conditions expressed herein and in the sequence, time, and manner defined herein, but only upon SBCTA's issuance of and in accordance with the terms and instructions contained in one or more written Contract Task Orders ("CTO") executed by both parties. The word "Work" includes without limitation, the performance, fulfillment and discharge by CONSULTANT of all obligations, duties, tasks, and services imposed upon or assumed by CONSULTANT hereunder; and the Work performed hereunder shall be completed to the

satisfaction of SBCTA, with SBCTA's satisfaction being based on prevailing applicable professional standards.

- 1.2 The Project Manager for this Contract is **Lisa Lazzar**, or such other designee as shall be designated in written notice to CONSULTANT from time to time by the Department Director of SBCTA or his or her designee. The Project Manager shall have authority to act on behalf of SBCTA in administering this Contract, including giving notices (including, without limitation, notices of default and/or termination), technical directions and approvals; issuing, executing and amending CTOs; and demanding performance and accepting work performed, but is not authorized to receive or issue payments or execute amendments to the Contract itself.

ARTICLE 2. CONTRACT TERM

The Contract term shall commence upon issuance of a written Notice To Proceed or Notice of Executed Contract (NTP) issued by SBCTA's Procurement Division, and shall continue in full force and effect through April 30, 2030, until otherwise terminated, or unless extended as hereinafter provided by written amendment, except that all indemnity and defense obligations hereunder shall survive termination of this Contract. CONSULTANT shall not be compensated for any Work performed or costs incurred prior to issuance of the NTP.

ARTICLE 3. COMPENSATION

- 3.1 Total compensation to CONSULTANT for full and complete performance of Services in compliance with all the terms and conditions of this Contract and any CTOs issued, shall not exceed the amount set forth in 3.2 below.
- 3.2 The total Not-To-Exceed Amount for all CTOs issued to the Bench of CONSULTANTS is Eight Hundred Thousand Dollars (\$800,000). All services shall be reimbursed pursuant to the hourly labor rates identified in Exhibit B "Price Proposal for Time and Materials" and the executed CTO. The hourly labor rates identified in Exhibit B shall remain fixed for the term of this Contract and shall include CONSULTANT's direct labor costs, indirect costs, and profit. All expenses shall be reimbursed for the amount identified in Exhibit B. SBCTA will not reimburse for any expenses not shown in Exhibit B.
- 3.3 As audit and price review services are required, SBCTA will issue a request for CTOs based on services and costs identified in 3.2 above. SBCTA does not guarantee any certain number of CTOs will be issued during the term of this Contract. Award of CTOs is at the sole discretion of SBCTA.
- 3.4 INTENTIONALLY OMITTED.
- 3.5 INTENTIONALLY OMITTED
- 3.6 Any Work provided by CONSULTANT not specifically covered by the Scope of Work shall not be compensated without prior written authorization from SBCTA. It shall be CONSULTANT's responsibility to recognize and notify SBCTA in writing when services not covered by the Scope of Work have been requested or are required. All changes and/or modifications to the Scope of Work shall be made in accordance with the "CHANGES"

Article in this Contract. Any additional services agreed to in accordance with this Contract shall become part of the Work.

ARTICLE 4. INVOICING

- 4.1 Payment to CONSULTANT as provided herein shall be payable in four (4) week billing period payments, forty-five (45) calendar days after SBCTA's receipt of an acceptable invoice prepared in accordance with the instructions below. Payment shall not be construed to be an acceptance of Work.
- 4.2 CONSULTANT shall prepare invoices in a form satisfactory to and approved by SBCTA, which shall be accompanied by documentation supporting each element of measurement and/or cost. Each invoice will be for a four-week billing period and will be marked with SBCTA's contract number, description and task order number, if applicable. Invoices shall be submitted within fifteen (15) calendar days for the period covered by the invoice, except for the month of June, which will require the invoice to be submitted by July 10th. Invoices shall include request for payment for Work (including additional services authorized by SBCTA) completed by CONSULTANT during each billing period and shall include back-up information sufficient to establish the validity of the invoice. Any invoice submitted which fails to comply with the terms of this Contract, including the requirements of form and documentation, may be returned to CONSULTANT. Any costs incurred by CONSULTANT in connection with the resubmission of a proper invoice shall be at CONSULTANT's sole expense. The final invoice shall be marked "FINAL" and will be submitted within 60 calendar days after SBCTA has received and approved all Work and deliverables. Invoices should be e-mailed to SBCTA at the following address:

ap@gosbcta.com

For large files over 30 megabytes, invoices can be submitted using this link:
<https://sanbag-lfweb.sanbag.ca.gov/Forms/Invoice-submission>

- 4.3 CONSULTANT shall include a statement and release with each invoice, satisfactory to SBCTA, that CONSULTANT has fully performed the Work invoiced pursuant to the Contract for the period covered, that all information included with the invoice is true and correct, and that all payments to and claims of CONSULTANT and its subconsultants for Work during the period will be satisfied upon making of such payment. SBCTA shall not be obligated to make payments to CONSULTANT until CONSULTANT furnishes such statement and release.
- 4.4 INTENTIONALLY OMITTED
- 4.5 No payment will be made prior to approval of any Work, nor for any Work performed prior to the NTP or the issuance of an applicable CTO, nor for any Work under any amendment to the Contract until SBCTA's Awarding Authority takes action.
- 4.6 CONSULTANT agrees to promptly pay each subconsultant for the satisfactory completion of all Work performed under this Contract no later than ten (10) calendar days from the receipt of payment from SBCTA. CONSULTANT also agrees to return any retainage payments to each subconsultant within ten (10) calendar days after the subconsultant's

work is satisfactorily completed. Any delay or postponement of payment from the above-referenced time frame may occur only for good cause following written approval by SBCTA. SBCTA reserves the right to request documentation from CONSULTANT showing payment has been made to its subconsultants. SBCTA also reserves the right, at its own sole discretion, to issue joint checks to CONSULTANT and any subconsultant(s), which shall constitute payment to CONSULTANT in compliance with the terms of this Contract. This clause applies to both DBE and non-DBE subconsultants.

4.7 INTENTIONALLY OMITTED

ARTICLE 5. TAXES, DUTIES AND FEES

Except to the extent expressly provided elsewhere in this Contract, CONSULTANT shall pay when due, and the compensation set forth herein, shall be inclusive of all: a) local, municipal, State, and federal sales and use taxes; b) excise taxes; c) taxes on personal property owned by CONSULTANT; and d) other governmental fees and taxes or charges of whatever nature applicable to CONSULTANT to enable it to conduct business.

ARTICLE 6. AVAILABILITY OF FUNDS

The award and performance of this Contract is contingent on the availability of funds. If funds are not appropriated and/or allocated and available to SBCTA for the continuance of Work performed by CONSULTANT, Work directly or indirectly involved may be suspended or terminated by SBCTA at the end of the period for which funds are available. When SBCTA becomes aware that any portion of Work will or may be affected by a shortage of funds, it will promptly notify CONSULTANT. Nothing herein shall relieve SBCTA from its obligation to compensate CONSULTANT for work already performed pursuant to this Contract. No penalty shall accrue to SBCTA in the event this provision is exercised.

ARTICLE 7. PERMITS AND LICENSES

CONSULTANT shall, without additional compensation, keep current all governmental permits, certificates and licenses (including professional licenses) and required registrations necessary for CONSULTANT to perform Work identified herein.

ARTICLE 8. DOCUMENTATION AND RIGHT TO AUDIT

8.1 CONSULTANT shall maintain all records related to this Contract in an organized way in the original format, electronic and hard copy, conducive to professional review and audit, for a period of three (3) years from the date of final payment by SBCTA, or until the conclusion of all litigation, appeals or claims related to this Contract, whichever is longer. CONSULTANT shall provide SBCTA and/or its authorized representatives access to Consultants' records which are directly related to this Contract for the purpose of inspection, auditing or copying during the entirety of the records maintenance period above. CONSULTANT further agrees to maintain separate records for costs of Work performed by amendment. CONSULTANT shall allow SBCTA and its representatives or agents to reproduce any materials as reasonably necessary.

- 8.2 The cost proposal and/or invoices for this Contract are subject to audit by SBCTA. After CONSULTANT receives any audit recommendations, the cost or price proposal shall be adjusted by CONSULTANT and approved by SBCTA's Project Manager to conform to the audit recommendations. CONSULTANT agrees that individual items of cost identified in the audit report may be incorporated into the Contract at SBCTA's sole discretion. Refusal by CONSULTANT to incorporate the audit or post award recommendations will be considered a breach of the Contract and cause for termination of the Contract. Any dispute concerning the audit findings of this Contract shall be reviewed by SBCTA's Chief Financial Officer. CONSULTANT may request a review by submitting the request in writing to SBCTA within thirty (30) calendar days after issuance of the audit report
- 8.3 Subcontracts in excess of \$25,000 shall contain this provision.

ARTICLE 9. RESPONSIBILITY OF CONSULTANT

- 9.1 CONSULTANT shall be responsible for the professional quality, technical accuracy, and assurance of compliance with all applicable federal, State and local laws and regulations and other Work furnished by CONSULTANT under the Contract. The Contract includes reference to the appropriate standards for Work performance stipulated in the Contract.
- 9.2 In addition to any other requirements of this Contract or duties and obligations imposed on CONSULTANT by law, CONSULTANT shall, as an integral part of its Work, employ quality control procedures that identify potential risks and uncertainties related to scope, schedule, cost, quality and safety of the Project and the Work performed by CONSULTANT within the areas of CONSULTANT's expertise. At any time during performance of the Scope of Work, should CONSULTANT observe, encounter, or identify any unusual circumstances or uncertainties which could pose potential risk to SBCTA or the Project, CONSULTANT shall immediately document such matters and notify SBCTA in writing. CONSULTANT shall also similarly notify SBCTA in regard to the possibility of any natural catastrophe, or potential failure, or any situation that exceeds assumptions and could precipitate a failure of any part of the Project. Notifications under this paragraph shall be specific, clear and timely, and in a form which will enable SBCTA to understand and evaluate the magnitude and effect of the risk and/or uncertainties involved.

ARTICLE 10. REPORTING AND DELIVERABLES

All reports and deliverables shall be submitted in accordance with Exhibit A "Scope of Work". At a minimum, CONSULTANT shall submit monthly progress reports with their monthly invoices. The report shall be sufficiently detailed for SBCTA to determine if CONSULTANT is performing to expectations and is on schedule; to provide communication of interim findings; and to sufficiently address any difficulties or problems encountered, so remedies can be developed.

ARTICLE 11. TECHNICAL DIRECTION

- 11.1 Performance of Work under this Contract shall be subject to the technical direction of SBCTA's Project Manager, identified in Section 1.2, upon issuance of the NTP and/or subsequently by written notice during the Contract. The term "Technical Direction" is defined to include, without limitation:

- 11.1.1 Directions to CONSULTANT which redirect the Contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the Scope of Work.
- 11.1.2 Provision of written information to CONSULTANT which assists in the interpretation of reports or technical portions of the Scope of Work described herein.
- 11.1.3 Review and, where required by the Contract, approval of technical reports and technical information to be delivered by CONSULTANT to SBCTA under the Contract.
- 11.1.4 SBCTA's Project Manager may modify this Contract for certain administrative modifications without issuing a written amendment. Administrative modifications are limited to: substitutions of personnel identified in the Contract, including Key Personnel and subconsultants; modifications to classifications, hourly rates and names of personnel in Exhibit B; and modifications of the address of the CONSULTANT. All such modifications will be documented in writing between the Parties.
- 11.2 Technical Direction must be within the Scope of Work under this Contract. SBCTA's Project Manager does not have the authority to, and may not, issue any Technical Direction which:
 - 11.2.1 Increases or decreases the Scope of Work;
 - 11.2.2 Directs CONSULTANT to perform Work outside the original intent of the Scope of Work;
 - 11.2.3 Constitutes a change as defined in the "CHANGES" Article of the Contract;
 - 11.2.4 In any manner causes an increase or decrease in the Contract price as identified in the "COMPENSATION" Article or the time required for Contract performance;
 - 11.2.5 Changes any of the expressed terms, conditions or specifications of the Contract, unless identified herein;
 - 11.2.6 Interferes with CONSULTANT's right to perform the terms and conditions of the Contract unless identified herein; or
 - 11.2.7 Approves any demand or claims for additional payment.
- 11.3 Failure of CONSULTANT and SBCTA's Project Manager to agree that the Technical Direction is within the scope of the Contract, or a failure to agree upon the Contract action to be taken with respect thereto, shall be subject to the provisions of the "DISPUTES" Article herein.
- 11.4 All Technical Direction shall be issued in writing by SBCTA's Project Manager.

11.5 CONSULTANT shall proceed promptly with the performance of Technical Direction issued by SBCTA's Project Manager, in the manner prescribed by this Article and within their authority under the provisions of this Article. If, in the opinion of CONSULTANT, any instruction or direction by SBCTA's Project Manager falls within one of the categories defined in sections 11.2.1 through 11.2.7 above, CONSULTANT shall not proceed but shall notify SBCTA in writing within five (5) working days after receipt of any such instruction or direction and shall request SBCTA to modify the Contract accordingly. Upon receiving the notification from CONSULTANT, SBCTA shall:

11.5.1 Advise CONSULTANT in writing within thirty (30) calendar days after receipt of CONSULTANT's letter that the Technical Direction is or is not within the scope of this Contract.

11.5.2. Advise CONSULTANT within a reasonable time whether SBCTA will or will not issue a written amendment.

ARTICLE 12. CHANGES

12.1 The Work shall be subject to changes by additions, deletions, or revisions made by SBCTA. CONSULTANT will be advised of any such changes by written notification from SBCTA describing the change. This notification will not be binding on SBCTA until SBCTA's Awarding Authority has approved an amendment to this Contract.

12.2 Promptly after such written notification of change is given to CONSULTANT by SBCTA, the Parties will attempt to negotiate a mutually agreeable adjustment to compensation or time of performance, and amend the Contract accordingly.

12.3 Notwithstanding anything herein this Agreement to the contrary, if, at any time during the Term, after being notified of a change to the Work, CONSULTANT determines in CONSULTANT's sole discretion that implementation of such a change would impair CONSULTANT's independence in accordance with professional standards, and CONSULTANT declines to so comply with the change in Work, CONSULTANT shall provide SBCTA with timely written notice of such election. SBCTA may then timely choose to waive in writing the requirement for compliance with the change to CONSULTANT, or to terminate the applicable this Agreement, for convenience, without liability or penalty to either party.

ARTICLE 13. EQUAL EMPLOYMENT OPPORTUNITY

13.1 During the term of this Contract, CONSULTANT shall not willfully discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, gender, sex, marital status, gender identity, gender expression, sexual orientation, age, or military or veteran status. CONSULTANT agrees to comply with the provisions of Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment and Housing Act, and other applicable Federal, State and County laws and regulations and

policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

- 13.2 The CONSULTANT and all subconsultants shall comply with all provisions of Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin. In addition, CONSULTANT and all subconsultants will ensure their services are consistent with and comply with obligations and procedures outlined in SBCTA's current Board-adopted Title VI Program, including the Public Participation Plan and the Language Assistance Plan.

ARTICLE 14. CONFLICT OF INTEREST

CONSULTANT agrees that it presently has no interest, financial or otherwise, and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of Work required under this Contract or be contrary to the interests of SBCTA as to the Project. CONSULTANT further agrees that in the performance of this Contract, no person having any such interest shall be employed. CONSULTANT is obligated to fully disclose to SBCTA, in writing, any conflict of interest issues as soon as they are known to CONSULTANT. CONSULTANT agrees that CONSULTANT and its staff shall comply with SBCTA's Conflict of Interest Policy, No. 10102.

ARTICLE 15. KEY PERSONNEL

The personnel specified below are considered to be essential to the Work being performed under this Contract. Prior to diverting any of the specified individuals to other projects, or reallocation of any tasks or hours of Work that are the responsibility of Key Personnel to other personnel, CONSULTANT shall notify SBCTA in writing in advance and shall submit justifications (including proposed substitutions, resumes and payroll information to support any changes to the labor rates) in sufficient detail to permit evaluation of the impact on the Project. Diversion or reallocation of Key Personnel shall not be made without prior written consent of SBCTA's Project Manager. CONSULTANT shall not substitute any Key Personnel without the prior written consent of SBCTA. In the event that the Parties cannot agree as to the substitution of Key Personnel, SBCTA may terminate this Contract. Key Personnel are:

Name	Job Classification/Function
Roger A. Martinez, CPA	Project Manager/ Lead Partner
Christy a Canieda, CPA, CGMA	Quality Control Partner
Isidro (Cid) Conde, CPA	Audit Director

ARTICLE 16. REPRESENTATIONS

All Work supplied by CONSULTANT under this Contract shall be supplied by personnel who are qualified, careful, skilled, experienced and competent in their respective trades or professions. CONSULTANT agrees that they are supplying professional services, findings, and/or recommendations in the performance of this Contract and agrees with SBCTA that the same shall conform to professional standards that are generally accepted in the profession in the State of California.

ARTICLE 17. PROPRIETARY RIGHTS/CONFIDENTIALITY

- 17.1 If, as a part of this Contract, CONSULTANT is required to produce materials, documents data, or information ("Products"), then CONSULTANT, if requested by SBCTA, shall deliver to SBCTA the original of all such Products, which shall become the sole property of SBCTA; provided, however, CONSULTANT's working papers and audit opinions shall remain the property of CONSULTANT.
- 17.2 All materials, documents, data or information obtained from SBCTA's data files or any SBCTA-owned medium furnished to CONSULTANT in the performance of this Contract will at all times remain the property of SBCTA. Such data or information may not be used or copied for direct or indirect use outside of this Project by CONSULTANT without the express written consent of SBCTA.
- 17.3 Except as reasonably necessary for the performance of the Work, CONSULTANT agrees that it, its employees, agents and subconsultants will hold in confidence and not divulge to third parties, without prior written consent of SBCTA, any information obtained by CONSULTANT from or through SBCTA unless (a) the information was known to CONSULTANT prior to obtaining same from SBCTA, or (b) the information was at the time of disclosure to CONSULTANT, or thereafter becomes, part of the public domain, but not as a result of the fault or an unauthorized disclosure of CONSULTANT or its employees, agents, or subconsultants, or (c) the information was obtained by CONSULTANT from a third party who did not receive the same, directly or indirectly, from SBCTA and who had, to CONSULTANT's knowledge and belief, the right to disclose the same. Any materials and information referred to in this Article which are produced by CONSULTANT shall remain confidential until released in writing by SBCTA, except to the extent such materials and information become subject to disclosure by SBCTA under the California Public Records Act, or other law, or otherwise become public information through no fault of CONSULTANT or its employees or agents. Any communications with or work product of SBCTA's legal counsel to which CONSULTANT or its subconsultants or agents have access in performing work under this Contract shall be subject to the attorney-client privilege and attorney work product doctrine and shall be confidential.
- 17.4 CONSULTANT shall not use SBCTA's name or photographs in any professional publication, magazine, trade paper, newspaper, seminar or other medium without first receiving the express written consent of SBCTA.
- 17.5 All press releases or press inquiries relating to the Project or this Contract, including graphic display information to be published in newspapers, magazines, and other publications, are to be made only by SBCTA unless otherwise agreed to in writing by both Parties.
- 17.6 CONSULTANT, its employees, agents and subconsultants shall be required to comply with SBCTA's Confidentiality Policy; anyone who may have access to Personally Identifiable Information ("PII") and/or Sensitive Security Information ("SSI") will be required to execute a Confidentiality Agreement.

ARTICLE 18. TERMINATION

- 18.1 Termination for Convenience - SBCTA shall have the right at any time, without cause, to terminate further performance of Work by giving thirty (30) calendar days' written notice to CONSULTANT specifying the date of termination. On the date of such termination stated in said notice, CONSULTANT shall promptly discontinue performance of Work and shall preserve Work in progress and completed Work, pending SBCTA's instruction, and shall turn over such Work in accordance with SBCTA's instructions.
- 18.1.1 CONSULTANT shall deliver to SBCTA all deliverables prepared by CONSULTANT or its subconsultants, furnished to CONSULTANT by SBCTA. Upon such delivery, CONSULTANT may then invoice SBCTA for payment in accordance with the terms herein.
- 18.1.2 If CONSULTANT has fully and completely performed all obligations under this Contract up to the date of termination, CONSULTANT shall be entitled to receive from SBCTA as complete and full settlement for such termination a pro rata share of the Contract cost based upon the percentage of all contracted Work satisfactorily executed to the date of termination.
- 18.1.3 CONSULTANT shall be entitled to receive the actual costs incurred by CONSULTANT to return CONSULTANT's tools and equipment, if any, to it or its suppliers' premises, or to turn over Work in progress in accordance with SBCTA's instructions plus the actual cost necessarily incurred in effecting the termination.
- 18.2 Termination for Cause - In the event CONSULTANT shall file a petition in bankruptcy court, or shall make a general assignment for the benefit of its creditors, or if a petition in bankruptcy court shall be filed against CONSULTANT, or a receiver shall be appointed on account of its insolvency, or if CONSULTANT shall default in the performance of any express obligation to be performed by it under this Contract and shall fail to immediately correct (or if immediate correction is not possible, shall fail to commence and diligently continue action to correct) such default within ten (10) calendar days following written notice, SBCTA may, without prejudice to any other rights or remedies SBCTA may have, and in compliance with applicable Bankruptcy Laws: (a) hold in abeyance further payments to CONSULTANT; (b) stop any Work of CONSULTANT or its subconsultants related to such failure until such failure is remedied; and/or (c) terminate this Contract by written notice to CONSULTANT specifying the date of termination. In the event of such termination by SBCTA, SBCTA may take possession of the deliverables and finished Work by whatever method SBCTA may deem expedient. A waiver by SBCTA of one default of CONSULTANT shall not be considered to be a waiver of any subsequent default of CONSULTANT, of the same or any other provision, nor be deemed to waive, amend, or modify any term of this Contract.
- 18.2.1 CONSULTANT shall deliver to SBCTA all finished and unfinished deliverables under this Contract prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SBCTA within ten (10) working days of said notice.

- 18.3 All claims for compensation or reimbursement of costs under any of the foregoing provisions shall be supported by documentation submitted to SBCTA, satisfactory in form and content to SBCTA and verified by SBCTA. In no event shall CONSULTANT be entitled to any payment for prospective profits or any damages because of such termination.
- 18.4 CONSULTANT's termination for cause. If CONSULTANT determines that auditors' professional standards would be violated by CONSULTANT's continuing Work for SBCTA due to action or inaction by SBCTA, CONSULTANT shall provide SBCTA written notice of such determination including the specific facts or circumstances and standards underlying and supporting such determination. Immediately, SBCTA shall commence curing such action or inaction to enable CONSULTANT to avoid violating such professional standards, and shall diligently prosecute such cure to completion within a reasonable time under the circumstances. If SBCTA fails to commence or prosecute such cure in accordance with this section, CONSULTANT may give SBCTA written notice of termination of this Contract specifying the date of Contract termination.
- 18.4.1 CONSULTANT shall deliver to SBCTA all finished and unfinished deliverables under this Contract prepared by CONSULTANT or its subconsultants or furnished to CONSULTANT by SBCTA within ten (10) working days of said notice of termination.

ARTICLE 19. STOP WORK ORDER

Upon failure of CONSULTANT or its subconsultants to comply with any of the requirements of this Contract, SBCTA shall have the right to stop any or all Work affected by such failure until such failure is remedied or to terminate this Contract in accordance with section "Termination For Cause" above.

ARTICLE 20. CLAIMS

SBCTA shall not be bound to any adjustments in the Contract amount or schedule unless expressly agreed to by SBCTA in writing. SBCTA shall not be liable to CONSULTANT for any claim asserted by CONSULTANT after final payment has been made under this Contract.

ARTICLE 21. INSURANCE

21.1 Prior to commencing the Work, subject to the provisions of Article 21.2 "General Provisions", and at all times during the performance of the Work and for such additional periods as required herein, CONSULTANT and all sub-consultants of every tier performing any Work under this contract shall, at CONSULTANT's and sub-consultant's sole expense, procure and maintain broad form insurance coverage at least as broad as the following minimum requirements specified below:

21.1.1 Professional Liability. The policies must include the following:

- A limit of liability not less than \$5,000,000 per claim
- An annual aggregate limit of not less than \$5,000,000

- Coverage shall be appropriate for the CONSULTANT's profession and provided services to include coverage for errors and omissions arising out of the CONSULTANT's professional services, or services of any person employed by the CONSULTANT, or any person for whose acts, errors, mistakes or omissions the CONSULTANT may be legally liable.
- If Coverage is on a claims made basis:
 - Policy shall contain a retroactive date for coverage of prior acts, which date will be prior to the date the CONSULTANT begins to perform Work under this Contract.

21.1.2 Worker's Compensation/Employer's Liability. The policies must include the following:

- Coverage A. Statutory Benefits
- Coverage B. Employer's Liability
- Bodily Injury by accident - \$1,000,000 per accident
- Bodily Injury by disease - \$1,000,000 policy limit/\$1,000,000 each employee

Such policies shall contain a waiver of subrogation in favor of the parties named as Indemnitees below. Such insurance shall be in strict accordance with the applicable workers' compensation laws in effect during performance of the Work by CONSULTANT or any subconsultant of any tier. All subconsultants of any tier performing any portion of the Work for CONSULTANT shall also obtain and maintain the same insurance coverage as specified in this subparagraph, with a waiver of subrogation in favor of CONSULTANT and all parties named as Indemnitees below. Where coverage is provided through the California State Compensation Insurance Fund, the requirement for a minimum A.M. Best rating does not apply.

21.1.3. Commercial General Liability. The policy must include the following:

- Consultant shall maintain commercial general liability (CGL) insurance (Insurance Services Office (ISO) Form CG 00 01), and if necessary, excess/umbrella commercial liability insurance, with a combined limit of liability of not less than **\$5,000,000 each occurrence with 7,000,000 aggregate.**
- The policy shall, at a minimum, include coverage for any and all of the following: bodily injury, property damage, personal injury, broad form contractual liability (including coverage to the maximum extent possible for the indemnifications in this Contract), premises-operations (including explosion, collapse and underground coverage), duty to defend in addition to (without reducing) the limits of the policy(ies), and products and completed operations.
 - \$5,000,000 per occurrence limit for property damage or bodily injury
 - \$1,000,000 per occurrence limit for personal injury and advertising injury
- If a general aggregate applies, it shall apply separately to this project/location. The SBCTA contract number and a brief explanation of the project/work must be indicated under "Description of Operations/Locations" (ISO Form CG 25 03 or CG 2504).

- Coverage is to be on an “occurrence” form. “Claims made” and “modified occurrence” forms are not acceptable.
- A copy of the declaration page or endorsement page listing all policy endorsements for the CGL policy must be included.

All subconsultants of any tier performing any portion of the Work for CONSULTANT shall also obtain and maintain the CGL insurance coverage with limits not less than:

- Each occurrence limit: \$1,000,000
- General aggregate limit: \$2,000,000
- Personal injury and advertising limit \$1,000,000
- Products-completed operations aggregate limit \$2,000,000

All subconsultants’ and sub-subconsultants’ deductibles or self-insured retentions must be acceptable to SBCTA’s Risk Manager.

21.1.4 Umbrella/Excess CGL. The policy must include the following:

- If the CONSULTANT elects to include an umbrella or excess policy to cover any of the total limits required beyond the primary commercial general liability policy limits and/or the primary commercial automobile liability policy limits, then the policy must include the following:
 - The umbrella or excess policy shall follow form over the CONSULTANT’s primary general liability coverage and shall provide a separate aggregate limit for products and completed operations coverage.
 - The umbrella or excess policy shall not contain any restrictions or exclusions beyond what is contained in the primary policy.
 - The umbrella or excess policy shall contain a clause stating that it takes effect (drops down) in the event the primary limits are impaired or exhausted.
 - The umbrella or excess policy must also extend coverage over the automobile policy if it is to be used in combination with the primary automobile policy to meet the total insurance requirement limits.

There shall be no statement limiting the coverage provided to the parties listed as additionally insureds or as indemnitees below.

21.1.5 Commercial Auto. The policy must include the following:

- A total limit of liability of not less than **\$2,000,000** each accident. This total limit of liability may be met by combining the limits of the primary auto policy with an umbrella or excess policy in accordance with subparagraph 4 (Umbrella/Excess CGL) of Section A of this Article.
- Such insurance shall cover liability arising out of any vehicle, including owned, hired, leased, borrowed and non-owned vehicles assigned to or used in performance of the CONSULTANT services.

- Combined Bodily Injury and Property Damage Liability insurance. The commercial automobile liability insurance shall be written on the most recent edition of ISO Form CA 00 01 or equivalent acceptable to SBCTA.

21.1.6 Pollution Liability. Intentionally Omitted

21.1.7 Cyber Liability Insurance. Shall be appropriate to the Consultant's profession and work hereunder, with limits not less than \$2,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Consultant in this agreement and shall include, but not be limited to, claims involving invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

21.1.8 Railroad Protective Liability. Intentionally Omitted

21.2. General Provisions

21.2.1 Qualifications of Insurance Carriers. If policies are written by insurance carriers authorized and admitted to do business in the state of California, then the insurance carriers must have a current A.M. Best rating of A-VII or better and if policies are written by insurance carriers that are non-admitted but authorized to conduct business in the state of California, then they must meet the current A.M. Best rating of A-X or better, unless otherwise approved in writing by SBCTA's Risk Manager.

21.2.2 Additional Insured Coverage. All policies, except those for Workers' Compensation and Professional Liability insurance, shall be endorsed by ISO Form CG 20 10 11 85, or if not available, then ISO Form CG 20 38, to name San Bernardino County Transportation Authority, San Bernardino Council of Governments, and their officers, directors, members, employees, and agents, as additional insureds ("Additional Insureds"). With respect to general liability arising out of or connected with work or operations performed by or on behalf of the CONSULTANT under this Contract, coverage for such Additional Insureds shall not extend to liability to the extent prohibited by section 11580.04 of the Insurance Code. The additional insured endorsements shall not limit the scope of coverage for SBCTA to vicarious liability, but shall allow coverage for SBCTA to the full extent provided by the policy.

21.2.3 Proof of Coverage. Evidence of insurance in a form acceptable to SBCTA's Risk Manager, including declarations pages of each policy, certificates of insurance and the required additional insured endorsements, shall be provided to SBCTA's Procurement Analyst prior to issuance of the NTP or prior to commencing any Work, as SBCTA specifies. Certificate(s) of insurance, as evidence of the required insurance shall: be executed by a duly authorized representative of each insurer; show compliance with the insurance requirements set forth in this Article; set forth deductible amounts applicable to each policy; list all exclusions which are added

by endorsement to each policy; and also include the Contract Number and the SBCTA Project Manager's name on the face of the certificate.

- 21.2.4 Deductibles and Self-Insured Retention. Regardless of the allowance of exclusions or deductibles by SBCTA, CONSULTANT shall be responsible for any deductible or self-insured retention (SIR) amount and shall warrant that the coverage provided to SBCTA is consistent with the requirements of this Article. CONSULTANT will pay, and shall require its sub-consultants to pay, all deductibles, co-pay obligations, premiums and any other sums due under the insurance required in this Article. Any deductibles or self-insured retentions must be declared to and approved in writing by SBCTA's Risk Manager. Without SBCTA's Risk Manager's expressed written approval, no deductibles or SIR will be allowed. At the option of SBCTA, if the deductible or SIR is approved and it is greater than \$10,000 or one (1) percent of the amount of coverage required under this Contract, whichever is less, the CONSULTANT shall guarantee that either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to SBCTA, its directors, officials, officers, employees and agents; or, (2) the CONSULTANT shall procure a bond guaranteeing the amount of the deductible or self-insured retention. SBCTA shall have the right to review any and all financial records that SBCTA, at its sole discretion deems necessary to approve any deductible or SIR. SBCTA will have the right, but not the obligation, to pay any deductible or SIR due under any insurance policy. If SBCTA pays any sums due under any insurance required above, SBCTA may withhold said sums from any amounts due to CONSULTANT. The CONSULTANT's policies will neither obligate nor prohibit SBCTA or any other Additional Insured, from paying any portion of any CONSULTANT's deductible or SIR.
- 21.2.5 CONSULTANT's and Subconsultants' Insurance will be Primary. All policies required to be maintained by the CONSULTANT or any subconsultant, with the exception of Professional Liability and Worker's Compensation shall be endorsed, with a form at least as broad as ISO Form CG 20 01 04 13, to be primary coverage, and any coverage carried by any of the Additional Insureds shall be excess and non-contributory. Further, none of CONSULTANT's or subconsultants' pollution, automobile, general liability or other liability policies (primary or excess) will contain any cross-liability exclusion barring coverage for claims by an additional insured against a named insured.
- 21.2.6 Waiver of Subrogation Rights. To the fullest extent permitted by law, CONSULTANT hereby waives all rights of recovery under subrogation against the Additional Insureds named herein, and any other consultant, subconsultant or sub-subconsultant performing work or rendering services on behalf of SBCTA in connection with the planning, development and construction of the Project. To the fullest extent permitted by law, CONSULTANT shall require similar written express waivers and insurance clauses from each of its subconsultants of every tier. CONSULTANT shall require all of the policies and coverages required in this Article (excluding Technology/Cyber) to waive all rights of subrogation against the

Additional Insureds (ISO Form CG 24 04 05 09). Such insurance and coverages provided shall not prohibit CONSULTANT from waiving the right of subrogation prior to a loss or claim.

- 21.2.7 Cancellation. If any insurance company elects to cancel or non-renew coverage for any reason, CONSULTANT will provide SBCTA thirty (30) days' prior written notice of such cancellation or nonrenewal. If the policy is cancelled for nonpayment of premium, CONSULTANT will provide SBCTA ten (10) days' prior written notice. In any event, CONSULTANT will provide SBCTA with a copy of any notice of termination or notice of any other change to any insurance coverage required herein which CONSULTANT receives within one business day after CONSULTANT receives it by submitting it to SBCTA at insurance@gosbcta.com, to the attention of SBCTA's Procurement Analyst, and by depositing a copy of the notice in the U.S. Mail in accordance with the notice provisions of this Contract.
- 21.2.8 Non-Limitation of Insurance Requirements. The insurance coverage provided and limits required under this Contract are minimum requirements and are not intended to limit the CONSULTANT's indemnification obligations under the Contract, nor do the indemnity obligations limit the rights of the Indemnified Parties to the coverage afforded by their insured status. To the extent required by Law in connection with Work to be performed, the CONSULTANT shall obtain and maintain, or cause to be obtained and maintained, in addition to the insurance coverage expressly required under this Contract, such other insurance policies for such amounts, for such periods of time and subject to such terms, as required by Law and any other agreements with which the CONSULTANT is required to comply, including any Third-Party Agreements. Liability insurance coverage will not be limited to the specific location designated as the Site, except that if the CONSULTANT arranges project-specific general liability, excess liability, or workers' compensation coverage, limitations of coverage to the Site will be permitted subject to SBCTA approval and use of the broadest available site-specific endorsements. No liability policy will contain any provision or definition that would serve to eliminate so-called "third-party-over action" claims, including any exclusion for bodily injury to an employee of the insured or of any Subcontractor. The CONSULTANT acknowledges and will at all times comply with the provisions of Labor Code Section 3700 which require every employer in the State to be insured against liability for workers' compensation, or to undertake self-insurance in accordance with the provisions of that code.
- 21.2.9 Enforcement. SBCTA may take any steps as are necessary to assure CONSULTANT's compliance with its insurance obligations as identified within this Article. Failure to continuously maintain insurance coverage as provided herein is a material breach of contract. In the event the CONSULTANT fails to obtain or maintain any insurance coverage required, SBCTA may, but is not required to, maintain this coverage and charge the expense to the CONSULTANT or withhold such expense from amounts owed CONSULTANT, or terminate this Contract. The insurance required or provided shall in no way limit or relieve CONSULTANT of its duties and responsibility under the Contract, including but

not limited to obligation to indemnify, defend and hold harmless the Indemnitees named below. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT for liability in excess of such coverage, nor shall it preclude SBCTA from taking other actions as available to it under any other provision of the Contract or law. Nothing contained herein shall relieve CONSULTANT or any subconsultant of any tier of their obligations to exercise due care in the performance of their duties in connection with the Work, and to complete the Work in strict compliance with the Contract.

- 21.2.10 No Waiver. Failure of SBCTA to enforce in a timely manner any of the provisions of this Article shall not act as a waiver to enforcement of any of these provisions at a later date.
- 21.2.11 Project Specific Insurance. Intentionally Omitted
- 21.2.12 No Representations or Warranties. SBCTA makes no representation or warranty that the coverage, limits of liability, or other terms specified for the insurance policies required under this contract are adequate to protect the CONSULTANT against its undertakings under this Contract or its liability to any third party, nor will they preclude SBCTA from taking any actions as are available to it under this Contract or otherwise at law.
- 21.2.13 Review of Coverage. SBCTA may at any time review the coverage, form, and amount of insurance required under this contract, and may require the CONSULTANT to make changes in such insurance reasonably sufficient in coverage, form, and amount to provide adequate protection against the kind and extent of risk that exists at that time. SBCTA may change the insurance coverages and limits required under this contract by notice to the CONSULTANT, whereupon the CONSULTANT will, within sixty (60) days of such notice date, procure the additional and/or modified insurance coverages. Upon such change, any additional cost (at actual cost) from such change will be paid by SBCTA and any reduction in cost will reduce the Contract Price pursuant to a Contract amendment.
- 21.2.14 Subconsultant Insurance. Insurance required of the CONSULTANT shall be also provided by subconsultants or by CONSULTANT on behalf of all subconsultants to cover their services performed under this Contract. CONSULTANT may reduce types and the amounts of insurance limits provided by subconsultant(s) to be proportionate to the amount of the subconsultant's contract and the level of liability exposure for the specific type of work performed by the subconsultant. CONSULTANT shall be held responsible for all modifications, deviations, or omissions in these insurance requirements as they apply to subconsultant.
- 21.2.15 Higher limits. If CONSULTANT maintains higher limits than the minimums shown above, SBCTA shall be entitled to coverage for the higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to SBCTA.
- 21.2.16 Special Risks or Circumstances. SBCTA reserves the right to modify any or all of the above insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

ARTICLE 22. INDEMNITY

22.1 Intentionally omitted.

22.2 CONSULTANT agrees to indemnify, defend (with legal counsel reasonably approved by SBCTA) and hold harmless SBCTA, SBCOG, SBCOG's Entities, and their authorized officers, employees, agents and volunteers ("Indemnitees"), from any and all claims, actions, losses, damages and/or liability (Claims) arising out of this Contract from CONSULTANT's negligent, grossly negligent, reckless or willful acts or any cause whatsoever, including acts, errors, or omissions, and for any costs or expenses incurred by any Indemnitee(s) on account of any claim, except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of Indemnitees. CONSULTANT's indemnification obligation applies to Indemnitees' "active" as well as "passive" negligence, but does not apply to the "sole negligence" or "willful misconduct," of any Indemnitee.

ARTICLE 23. ERRORS AND OMISSIONS

CONSULTANT shall be responsible for the professional quality, technical accuracy, and coordination of all Work required under this Contract. CONSULTANT shall be liable for SBCTA's costs resulting from errors or deficiencies in Work furnished under this Contract, including, but not limited to, any fines, penalties, damages, and costs required because of an error or deficiency in the Work provided by CONSULTANT under this Contract.

ARTICLE 24. OWNERSHIP OF DOCUMENTS

All deliverables, including but not limited to, drawings, reports, worksheets, and other data developed by CONSULTANT under this Contract, subject to section 17.1, shall become the sole property of SBCTA when prepared, whether delivered to SBCTA or not.

ARTICLE 25. SUBCONTRACTS

- 25.1 CONSULTANT shall not subcontract performance of all or any portion of Work under this Contract, except to those subconsultants listed in CONSULTANT's proposal, without first notifying SBCTA in writing of the intended subcontracting and obtaining SBCTA's written approval of the subcontracting and the subconsultant. The definition of subconsultant and the requirements for subconsultants hereunder shall include all subcontracts at any tier.
- 25.2 CONSULTANT agrees that any and all subconsultants of CONSULTANT performing Work under this Contract will comply with the terms and conditions of this Contract applicable to the portion of Work performed by them. CONSULTANT shall incorporate all applicable provisions of this Contract into their subcontracts regardless of the tier. If requested by SBCTA, CONSULTANT shall furnish SBCTA a copy of the proposed subcontract for SBCTA's approval of the terms and conditions thereof and shall not execute such subcontract until SBCTA has approved such terms and conditions. SBCTA's approval shall not be unreasonably withheld.

- 25.3 Approval by SBCTA of any Work to be subcontracted and the subconsultant to perform said Work will not relieve CONSULTANT of any responsibility or liability in regard to the acceptable and complete performance of said Work. Any substitution of subconsultants must be approved in writing by SBCTA. CONSULTANT shall have sole responsibility for managing all of their subconsultants, including resolution of any disputes between CONSULTANT and its subconsultants.

ARTICLE 26. RECORD INSPECTION AND AUDITING

SBCTA or any of its designees, representatives, or agents shall at all times have access during normal business hours to CONSULTANT's financial, time and expense data related to tasks under this Contract wherever they are in preparation or progress, and CONSULTANT shall provide sufficient, safe, and proper facilities for such access and inspection thereof. Inspection or lack of inspection by SBCTA shall not be deemed to be a waiver of any of their rights to require CONSULTANT to comply with the Contract or to subsequently reject unsatisfactory Work or products.

ARTICLE 27. INDEPENDENT CONTRACTOR

CONSULTANT is and shall be at all times an independent contractor. Accordingly, all Work provided by CONSULTANT shall be done and performed by CONSULTANT under the sole supervision, direction and control of CONSULTANT. SBCTA shall rely on CONSULTANT for results only, and shall have no right at any time to direct or supervise CONSULTANT or CONSULTANT's employees in the performance of Work or as to the manner, means and methods by which Work is performed. All personnel furnished by CONSULTANT pursuant to this Contract, and all representatives of CONSULTANT, shall be and remain the employees or agents of CONSULTANT or of CONSULTANT's subconsultant(s) at all times, and shall not at any time or for any purpose whatsoever be considered employees or agents of SBCTA.

ARTICLE 28. ATTORNEY'S FEES

If any legal action is instituted to enforce or declare any Party's rights under the Contract, each Party, including the prevailing Party, must bear its own costs and attorneys' fees. This Article shall not apply to those costs and attorneys' fees directly arising from any third party legal action against a Party hereto and payable under the "Indemnity" provision of the Contract.

ARTICLE 29. GOVERNING LAW AND VENUE

This Contract shall be subject to the law and jurisdiction of the State of California. The Parties acknowledge and agree that this Contract was entered into and intended to be performed in whole or substantial part in San Bernardino County, California. The Parties agree that the venue for any action or claim brought by any Party to this Contract will be the Superior Court of California, San Bernardino County. Each Party hereby waives any law or rule of court which would allow them to request or demand a change of venue. If any action or claim concerning this Contract is brought by any third party, the Parties hereto agree to use their best efforts to obtain a change of venue to the Superior Court of California, San Bernardino County.

ARTICLE 30. FEDERAL, STATE AND LOCAL LAWS

CONSULTANT warrants that in the performance of this Contract, it shall comply with all applicable federal, State and local laws, ordinances, rules and regulations.

ARTICLE 31. PRECEDENCE

- 31.1 The Contract consists of the following: Contract Articles, Exhibit A “Scope of Work,” and Exhibit B “Price Proposal,” SBCTA’s Request for Proposal and CONSULTANT’s proposal, all of which are incorporated into this Contract by this reference.
- 31.2 The following order of precedence shall apply: first, the Contract Articles; second, Exhibits A and B; third, SBCTA’s Request for Proposal; and last, CONSULTANT’s proposal. In the event of a conflict between the Contract Articles and the Scope of Work, the Contract Articles will prevail.
- 31.3 In the event of an express conflict between the documents listed in this Article, or between any other documents which are a part of the Contract, CONSULTANT shall notify SBCTA in writing within three (3) business days of its discovery of the conflict and shall comply with SBCTA’s resolution of the conflict.

ARTICLE 32. COMMUNICATIONS AND NOTICES

Notices sent by mail shall be by United States Mail, postage paid, certified mail (return receipt requested). Any and all notices permitted or required to be given hereunder shall be deemed duly given and received: (a) upon actual delivery, if delivery is personally made or if made by fax or email during regular business hours; (b) the first business day following delivery by fax or email when not made during regular business hours; or (c) on the fourth business day after deposit of such notice into the United States Mail. Each such notice shall be sent to the respective Party at the address indicated below or to any other address as the respective Parties may designate from time to time by a notice given in accordance with this Article. CONSULTANT shall notify SBCTA of any contact information changes within ten (10) business days of the change.

To VASQUEZ & COMPANY LLP	To SBCTA
655 N. Central Avenue	1170 W. 3rd Street, 2nd Floor
Glendale, CA 91203	San Bernardino, CA 92410-1715
Attn: Roger A. Martinez	Attn: Lisa Lazzar
Email: ram@vasquezcpa.com	Email: llazzar@gosbcta.com
Phone: (213) 873-1703	Phone: (909) 884-8276
	Copy: Procurement Manager
	Email: procurement@gosbcta.com

ARTICLE 33. DISPUTES

- 33.1 In the event any dispute, other than an audit, arises between the Parties in connection with this Contract (including but not limited to disputes over payments, reimbursements, costs, expenses, Work to be performed, Scope of Work and/or time of performance), the dispute shall be decided by SBCTA’s Procurement Manager within thirty (30) calendar days after notice thereof in writing, which notice shall include a particular statement of the grounds

of the dispute. If CONSULTANT does not agree with the decision, then CONSULTANT shall have fifteen (15) business days after receipt of the decision in which to file a written appeal thereto with SBCTA's Executive Director. If the Executive Director fails to resolve the dispute in a manner acceptable to CONSULTANT, then such dispute may be reviewed by a court of competent jurisdiction.

- 33.2 During resolution of the dispute, CONSULTANT shall proceed with performance of this Contract with due diligence. CONSULTANT may suspend performance at any time, without liability or penalty, if doing so is, in CONSULTANT's reasonable judgment, required by professional standards or continued performance would result in an independence violation thereunder.

ARTICLE 34. GRATUITIES

CONSULTANT, its employees, agents, or representatives shall not offer or give to any officer, official, agent or employee of SBCTA, any gift, entertainment, payment, loan, or other gratuity.

ARTICLE 35. REVIEW AND ACCEPTANCE

CONSULTANT will issue written reports upon completion of their audits in scope of this agreement. Circumstances may arise in which the CONSULTANT's reports may differ from its expected form and content based on the results of their audits. Depending on the nature of these circumstances, it may be necessary for CONSULTANT to modify their opinion(s) or add an emphasis-of-matter paragraph or other-matter paragraph to their auditor's reports.

If circumstances arise relating to the condition of the auditees' records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements or compliance because of error, fraudulent financial reporting, or misappropriation of assets which, in the CONSULTANT's professional judgment, prevents them from completing the audit or forming an opinion, the CONSULTANT retains the unilateral right to take any course of action permitted by professional standards, including, but not limited to, declining to express an opinion or issue a report, or withdrawing from the engagement.

ARTICLE 36. CONFIDENTIALITY

See Article 17.

ARTICLE 37. EVALUATION OF CONSULTANT

CONSULTANT's performance may be evaluated by SBCTA periodically throughout the Contract performance period, such as at the completion of certain milestones as identified in Scope of Work and/or at the completion of the Contract. A copy of the evaluation will be given to CONSULTANT for their information. The evaluation information shall be retained as part of the Contract file and may be used to evaluate CONSULTANT if they submit a proposal on a future RFP issued by SBCTA.

ARTICLE 38. SAFETY

CONSULTANT shall strictly comply with OSHA regulations and local, municipal, state, and federal safety and health laws, orders and regulations applicable to CONSULTANT's operations

in the performance of Work under this Contract. CONSULTANT shall comply with all safety instructions issued by SBCTA or their representatives.

ARTICLE 39. DRUG FREE WORKPLACE

CONSULTANT agrees to comply with the Drug Free Workplace Act of 1990 per Government Code Section 8350 et seq.; the Drug-Free Workplace Act of 1988, as amended, 41 U.S.C. § 8103, et seq.; U.S. DOT regulations, “Governmentwide Requirements for Drug-Free Workplace (Financial Assistance),” 49 CFR Part 32; and U.S. OMB regulatory guidance, “Governmentwide Requirements for Drug-Free Workplace (Financial Assistance),” 2 CFR Part 182, particularly where the U.S. OMB regulatory guidance supersedes comparable provisions of 49 CFR Part 32.

ARTICLE 40. ASSIGNMENT

CONSULTANT shall not assign this Contract in whole or in part, voluntarily, by operation of law, or otherwise, without first obtaining the written consent of SBCTA. SBCTA’s exercise of consent shall be within its sole discretion. Any purported assignment without SBCTA’s prior written consent shall be void and of no effect, and shall constitute a material breach of this Contract. Subject to the foregoing, the provisions of this Contract shall extend to the benefit of and be binding upon the successors and assigns of the Parties.

ARTICLE 41. AMENDMENTS

The Contract may only be changed by a written amendment duly executed by the Parties. Work authorized under an amendment shall not commence until the amendment has been duly executed.

ARTICLE 42. PREVAILING WAGES

Intentionally Omitted

ARTICLE 43. CONTINGENT FEE

CONSULTANT warrants by execution of this Contract that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, SBCTA has the right to terminate this Contract without liability, pay only for the value of the Work actually performed, or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE 44. FORCE MAJEURE

CONSULTANT shall not be in default under this Contract in the event that the Work performed by CONSULTANT is temporarily interrupted or discontinued for any of the following reasons: riots, wars, sabotage, acts of terrorism, civil disturbances, insurrection, explosion, pandemics, quarantines, acts of God, acts of government or governmental restraint, and natural disasters such as floods, earthquakes, landslides, and fires, or other catastrophic events which are beyond the reasonable control of CONSULTANT and which CONSULTANT could not reasonably be expected to have prevented or controlled. “Other catastrophic events” does not include the

financial inability of CONSULTANT to perform or failure of CONSULTANT to obtain either any necessary permits or licenses from other governmental agencies or the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of CONSULTANT.

ARTICLE 45. WARRANTY

CONSULTANT warrants that all Work performed shall be in accordance with the Contract and all applicable professional standards. In the event of a breach of this provision, CONSULTANT shall take the necessary actions to correct the breach at CONSULTANT's sole expense. If CONSULTANT does not take the necessary action to correct the breach, SBCTA, without waiving any other rights or remedies it may have, may take the necessary steps to correct the breach, and the CONSULTANT shall promptly reimburse SBCTA for all expenses and costs incurred.

ARTICLE 46. ENTIRE DOCUMENT

- 46.1 This Contract constitutes the sole and only agreement governing the Work and supersedes any prior understandings, written or oral, between the Parties respecting the Project. All previous proposals, offers, and other communications, written or oral, relative to this Contract, are superseded except to the extent that they have been expressly incorporated into this Contract.
- 46.2 No agent, official, employee or representative of SBCTA has any authority to bind SBCTA to any affirmation, representation or warranty outside of, or in conflict with, the stated terms of this Contract, and CONSULTANT hereby stipulates that it has not relied, and will not rely, on same.
- 46.3 Both Parties have been represented or had the full opportunity to be represented by legal counsel of their own choosing in the negotiation and preparation of this Contract. Therefore, the language in all parts of this Contract will be construed, in all cases, according to its fair meaning, and not for or against either Party.

ARTICLE 47. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

CONSULTANT shall comply with all applicable provisions of the Americans with Disabilities Act in performing Work under this Contract.

ARTICLE 48. EFFECTIVE DATE

The date that this Contract is executed by SBCTA shall be the Effective Date of the Contract.

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

IN WITNESS WHEREOF, the Parties hereto have executed this Contract below.

VASQUEZ & COMPANY LLP

**SAN BERNARDINO COUNTY
TRANSPORTATION
AUTHORITY**

By: _____
Roger A. Martinez
Partner

Date: _____

By: _____
Ray Marquez
President, Board of Directors

Date: _____

APPROVED AS TO FORM

By: _____
Julianna K. Tillquist
General Counsel

Date: _____

CONCURRENCE

By: _____
Alicia J. Bullock
Procurement Manager

Date: _____

EXHIBIT “A”
“SCOPE OF WORK”

SCOPE OF WORK

ON-CALL INTERNAL AUDIT AND PRICE REVIEW SERVICES

BACKGROUND

The San Bernardino County Transportation Authority (SBCTA) is the transportation planning agency for San Bernardino County. SBCTA manages joint regional planning efforts and works to develop an efficient multi-modal transportation system across the county.

SBCTA supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts, and long-term planning studies. SBCTA administers major programs funded by Measure I, the half-cent sales tax collected throughout San Bernardino County to fund transportation upgrades. Voters approved the measure in 1989 and in 2004 overwhelmingly voted to extend it until 2040.

SERVICES

SBCTA is looking for one or more qualified firms to provide on-call support to help staff implement Board-adopted policies and Federal regulations concerning the procurement of goods and services.

Pre-Award Price Review Requirements

- 1) Ensuring that the proposed labor rates, overhead rate (home and field), other direct costs, and fixed fees are reasonable, allowable, allocable, and compliant with the Federal Acquisition Regulations (FAR) Part 31.2;
 - A California Department of Transportation (Caltrans) Acceptance ID is acceptable if it matches the proposed rate. Documentation from Caltrans showing the accepted rate is required.
- 2) Evaluating if the pricing or cost data is up-to-date, accurate, and complete. Additionally, assess whether the Contractor's accounting system is sufficient for identifying, recording, and tracking costs; separating direct and indirect costs; and ensuring consistent accounting practices.
- 3) Requesting Caltrans Local Assistance Procedures Manual (LAPM) Consultant Annual Certification of Indirect Costs and Financial Management System (form 10K) from Prime contractors and Subcontractors.

SBCTA will perform pre-award price reviews for competitive procurements exceeding \$150,000 when the proposal is assessed based on technical merit rather than cost. These procurements generally are for:

- Architectural and Engineering Services

Additionally, SBCTA may conduct pre-award price reviews of the following types of procurements:

- Single bid procurements
- Sole source procurements

Approximately 5 - 10 pre-award price reviews are required to be performed each fiscal year. Other services may include audits and agreed-upon procedures to review reimbursement requests for programs, such as Project Advance Agreements and other pre-expenditures.

Audits Conforming to LAPM

LAPM Chapter 10 Consultant Selection

10.1.3 A&E Consultant Audit and Review Process, page 12, January 2024 or current equivalent.

This section outlines the audit and review process for A&E contracts that at any time use state or federal funds. All proposed A&E contracts and supporting documents are subject to audit or review by Caltrans' Independent Office of Audits and Investigations (IOAI), other state audit organizations, or the federal government.

Applicable Standards

State and federal requirements listed below, and specific contract requirements, serve as the standards for audits and reviews performed.

Local agencies, consultants, and subconsultants are responsible for complying with state, federal, and specific contract requirements. Local agencies are responsible for determining the eligibility of costs to be reimbursed to consultants.

Applicable standards include, but are not limited to:

- LAPM
- State and Federal agreements between local agencies and Caltrans, (i.e., Master Agreements);
- Project Program Supplemental Agreements;
- 23 United States Code (U.S.C.), Section 112 – Letting of Contracts;
- 40 U.S.C., Chapter 11-- the Brooks Act;
- 23 CFR, Chapter 1, Part 172 - Procurement, Management, and Administration of Engineering and Design Related Services;
- 23 CFR, Chapter 1 - Federal Highway Administration, Department of Transportation;
- 48 CFR, Federal Acquisition Regulation (FAR), Chapter 1, Part 31 - Contract Cost Principles and Procedures;
- 48 CFR, Chapter 99 – Cost Accounting Standards (CAS);
- 2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- United States Government Accountability Office, Government Auditing Standards - Generally Accepted Government Auditing Standards (GAGAS);
- California Government Code sections 4525-4529;
- Proposed contract terms and conditions; and
- American Association of State Highway and Transportation Officials Audit Guide

Pre-Award Price Reviews

All pre-award price reviews shall be conducted following Government Auditing Standards issued by the Comptroller General of the United States as well as the cost principles identified in 48 CFR part 31. Auditing Firms will be selected from a pre-established or on-call list of firms to perform the pre-award price reviews on a sequential basis. Each of the pre-award price reviews should include some or all of the following objectives:

- a. To ensure that the proposer's proposed labor rates, overhead rates, other direct costs, and fixed fee are reasonable, allowable, and allocable and in conformity with the Federal Acquisition Regulations;
- b. To ensure the proposer(s) complied with applicable prevailing wage rates;
- c. To ascertain that the pricing or cost data are current, accurate, and complete;
- d. To determine whether the proposer(s) is financially sound and stable; and
- e. To determine the adequacy of the proposer's accounting systems in order to identify, account for, record, and accumulate costs; to identify and segregate direct and indirect costs; and to determine consistency in accounting treatment of costs.

Written Reports

Independent Accountant's Report for Applying Agreed-Upon Procedures (AUP) will be issued for each pre-award price review performed. In addition to AUP exceptions, all issues or concerns arising while performing the AUPs, such as internal control issues, should be provided in the report. Reports will be submitted to SBCTA's Chief Financial Officer.

Other Services

SBCTA may request, on an as-needed basis, other auditing services relative to the finance and procurement functions, such as closeout audits for capital construction projects or other service contracts. For example, review of expenditures covered by Measure I revenue for compliance with the expenditure plan and program policies. Also, a review of internal control procedures and policies based on criteria outlined in Internal Control-Integrated Framework published by the Committee of Sponsoring Organizations of the Treadway Committee (the COSO Report), as well as the criteria for effective financial management systems established by the DTA, based on 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements on State and Local Governments (which was superseded by 2 CFR Part 200 and 2 CFR Part 1201 (for exceptions that the Department of Transportation received), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

EXHIBIT “B”
“PRICE PROPOSAL FOR TIME AND MATERIALS”

Minute Action

AGENDA ITEM: 7

Date: April 9, 2025

Subject:

SBCTA Fiscal Year 2025/2026 Budget – General Policy Committee Task Review

Recommendation:

Review the proposed task and budgetary information to be included in the Fiscal Year 2025/2026 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:

- 1) The budget increase for the Financial Management Task is mainly due to higher costs than anticipated for compliance audits for transit operators, cities, and the county, along with the expense of implementing a new Enterprise Resource Planning system.
- 2) The budget increase for the Intergovernmental Task is mainly due to an increase in the implementation of the San Bernardino Council of Governments (SBCOG) work plan as it relates to SBCTA activities and its member agencies.
- 3) The budget increase for the Legislation Task is due to an increase in costs for additional advocacy services.
- 4) The budget decrease for the Building Operation Task is due to the completion of several capital improvement projects in Fiscal Year 2024/2025.
- 5) The budget decrease for the Call Box System Task is due to the decommissioning of the call box system throughout the county.
- 6) The budget decrease for the Freeway Service Patrol (FSP) Task is due to the removal of California Highway Patrol supervisory overtime and several changes to the FSP Beat contract estimations.
- 7) The budget increase for the Regional Planning Task is due to additional grant funding received through the California Department of Transportation to implement the Evacuation Resilience Center Design study.
- 8) The budget decrease for Data Program Management is due to the reduction of one full-time Geographic Information System personnel and the hiring of an outside consultant to perform the duties.
- 9) The budget decrease for Subregional Planning is due to transferring an electric vehicle charging project to the Project Delivery Program, which is partially offset by an increase

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

General Policy Committee Agenda Item

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in activity on consulting support for the Regional Early Action Planning (REAP) 2.0 Program and other on-call planning services.

- 10) The budget decrease for the Mountain/Desert Planning and Project Development Task is 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/SR 62 Corridor Feasibility Study.
- 11) The budget increase in the Council of Governments Task is due to increases in staffing to support an expanded SBCOG work plan, an expected increase in consultant services for the REAP 2.0 Program, and other on-call planning services.

Position additions and changes:

1. Elimination – Director of Express Lanes
2. Elimination – Project Controls Analyst III in Project Delivery
3. Addition – Assistant Project Delivery Manager in Project Delivery
4. Addition – Programming Manager in Fund Administration
5. Reclassification – Director of Project Delivery to Director of Project Delivery and Express Lanes in Project Delivery
6. Reclassification – Chief of Express Lanes to Deputy Director of Express Lanes in Project Delivery
7. Reclassification – Project Controls Analyst II to Project Controls Analyst III in Project Delivery
8. Reclassification – Management Analyst II to Management Analyst III in Fund Administration

The following tasks are presented for Committee review:

Task	General Government Support Program	Manager	Proposed Budget
0100	Board of Directors	Roman	\$ 238,760
0200	Executive Administration and Support	Roman	\$ 2,066,263
0350	General Counsel	Tillquist	\$ 987,440
0400	Financial Management	Lazzar	\$ 4,763,809
0430	Risk Management	Keller	\$ 1,143,130
0450	Management Services	Franco	\$ 1,457,736
0470	Human Resources	Franco	\$ 397,164
0501	Intergovernmental	Smith	\$ 646,046
0503	Legislation	Greer	\$ 984,024
0605	Public Affairs	Greer	\$ 680,367
0805	Building Operation	Franco	\$ 2,440,850
Task	Environment and Energy Conservation Program	Manager	Proposed Budget
0101	Environment	Smith	\$ 193,821

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Task	Commuter and Motorist Assistance Program	Manager	Proposed Budget
0406	Traveler Services & Intelligent Transportation Systems	Smith	\$ 460,079
0702	Call Box System	Smith	\$ 1,001,295
0704	Freeway Service Patrol/State	Smith	\$ 5,213,600
Task	Planning and Regional Program	Manager	Proposed Budget
0110	Regional Planning	Smith	\$ 696,909
0203	Congestion Management	Smith	\$ 97,797
0206	Data Program Management	Smith	\$ 210,751
0404	Subregional Planning	Smith	\$ 11,601,093
0941	Mountain/Desert Planning & Project Development	Smith	\$ 451,758
Task	Council of Governments Program	Manager	Proposed Budget
0511	Council of Governments	Smith	\$ 6,271,406
Task	Fund Administration Program	Manager	Proposed Budget
0500	Fund Administration	Zureick	\$ 1,606,817
0550	Allocations/Pass-Throughs	Zureick	\$ 140,512,014
Task	Debt Service Program	Manager	Proposed Budget
0967	2022A Sales Tax Revenue Bond	Lazzar	\$ 5,793,600
0968	2023A Sales Tax Revenue Bond	Lazzar	\$ 6,624,250

The General Policy Committee serves as the primary policy committee for budget review. This agenda item provides for task-level review of tasks that are generally under the purview of the General Policy Committee. In May 2025, in conjunction with the Budget Workshop, staff will be presenting anticipated levels of all revenue sources, staffing, and program-level budgets.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2025/2026. The tasks under the purview of the General 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:

Lisa Lazzar, Chief Financial Officer

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Approved
General Policy Committee
Date: April 9, 2025
Witnessed By:

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

The General Counsel is the legal representative and advisor of SBCTA and 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 functions, including procurement, and employee payroll and benefits administration.

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, vehicle maintenance, and compliance coordination with civil rights statutes.

Human Resources

Human Resources is responsible for the overall personnel function of SBCTA. It includes recruitment, employee development, 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. Provide legal support for initiation of Zero Emission Multiple Unit Vehicle (ZEMU) operations.
4. Review and update procurement templates.
5. Provide legal support for placing a measure on the ballot to extend Transaction and Use Tax.

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 continued compliance with SB 553 Workplace Violence Prevention Program requirements.
2. Finalize Security Sensitive Information procedure updates.
3. Continue to work with project delivery staff and contractors to reduce third-party claims.
4. Conduct annual safety audits of all SBCTA physical property locations.
5. 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.

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 the Outdoor Equity Program.

General Government Program Budget

Goals and Objectives

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

	2022/2023 Actual	2023/2024 Actual	2024/2025 Revised Budget	2025/2026 Budget
Realized yield on operating investments	0.72%	2.4%	3.0%	3.0%
Sales Tax revenue note/bond rating (S&P/Fitch)	AAA/AAA	AAA/AAA	AAA/AAA	AAA/AAA
Measure I Sales Tax revenue forecast	YES	YES	YES	YES
Capital budget cash flow bond needs analysis	N/A	YES	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	YES	YES
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

General Government

Task 0100 Board of Directors

Purpose

The Board membership is comprised of the Mayor or a Council Member from each of the 22 cities and two towns within San Bernardino County and the five members of the County Board of Supervisors. The Board serves as the governing body of the County Transportation Authority and Council of Governments. The Board membership of the County Transportation Authority includes an ex-officio member appointed by the Governor of California. The Board is responsible for setting policies to enhance the quality of life of residents within the county, promoting cooperative regional planning, strengthening economic development efforts, exerting leadership in creative problem solving, and establishing priorities for the expenditure of funds in the most efficient and beneficial way to deliver projects and services.

Accomplishments

Construction of the Interstate 10 (I-10) Express Lanes reached a significant milestone with revenue service commencement in August 2024. The replacement of the North First Avenue Bridge in Barstow was completed and opened to the traveling public. Substantial progress was made on the Mount Vernon Avenue Viaduct with the substructure being completed and bridge deck work underway. Construction began on the Interstate 215 (I-215) University Parkway Interchange and the State Route (SR) 210 Waterman Avenue Interchange Phased Improvements. Construction of the I-10 Truck Climbing Lane was substantially completed, and right-of-way acquisition certification for the US-395 Phase 2 Freight Mobility and Safety Project is expected in May 2025. Construction of the West Valley Connector continued. The Zero Emission Multiple Unit (ZEMU) vehicle was delivered to San Bernardino and infrastructure testing was completed. Environmental approval of the Ontario International Airport (ONT) Connector is anticipated in spring 2025. Finally, Brightline West executed the \$3 billion federal grant agreement and will break ground on the high-speed rail connection between Las Vegas and Rancho Cucamonga in 2025.

Of significant note, the Board, and all the member agencies of the SBCOG, voted to increase the SBCOG budget, allowing for additional staff and a more robust work plan. The SBCOG Five-Year Work Plan was updated, and work has commenced on the prioritized work elements such as the Housing Trust and Homelessness Strategic Plan.

The leadership and advocacy of the Board on behalf of the residents of San Bernardino County are key to SBCTA's and SBCOG's success. SBCTA is working on the second decade of a 30-year sales tax measure and continues delivering critical programs and projects, with strong stewardship of tax dollars remaining a priority guiding principle; ***Promises Made, Promises Kept.***

Work Elements

1. Establish policy guidelines to advance key initiatives, programs, and projects across the county.
2. Participate in SBCTA and SBCOG Policy Committees, Ad Hoc Committees, and Study Sessions.
3. Participate on regional boards as these are critical to ensure SBCTA's and SBCOG's concerns are understood regionally.
4. Engage in legislative advocacy in Sacramento and Washington, D.C.

Product

Policy direction and goal setting for the agency.

Contract Information

- a. Existing Contract
 - i. 24-1003122, Agenda Management Software, Amount Budgeted \$14,428.17.

Manager

Marleana Roman, Clerk of the Board/Administrative Manager

General Government

Task 0100 Board of Directors

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Professional Services	6,785	6,493	20,000	15,000
Attendance Fees	85,400	53,600	113,000	113,000
Security	5,555	5,997	23,260	23,260
Rentals-Office Equipment	-	6,635	10,000	5,000
Training/Registration	31	2,579	6,000	6,000
Travel Expense - Non-Employee	4,350	7,139	9,500	9,500
Travel Expense-Mileage-Non-Employee	16,512	15,442	19,000	21,000
Meeting Expense	4,854	5,897	14,000	14,000
Office Equip/Software-Inventorial	7,495	7,957	33,500	32,000
Total Expenditures	130,981	111,740	248,260	238,760
Funding Sources				
MSI Admin				171,500
Local Transportation Fund - Admin				10,000
Local Transportation Fund - Planning				36,260
SAFE-Vehicle Registration Fees				18,000
MSI Valley Fund-Freeway Projects				3,000
Total Funding Sources				238,760

Attachment: General Policy Committee Task Narratives (11171 : SBCTA Fiscal Year 2025/2026 Budget Task Review - GPC)

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) Express Lanes Contract 1 project in December 2023 and will remain an important part of our advocacy for years to come.
3. Advocated in Sacramento to protect Senate Bill 1 grant funding from the potential negative impacts of proposed changes to the Climate Action Plan for Transportation Infrastructure (CAPTI) and to require a cost analysis of requiring projects to have Vehicle Miles Traveled (VMT) neutrality.
4. Advocated in Sacramento to preserve the Regional Early Action Plan (REAP) funding that is critical to the advancement of key SBCOG work plan elements.
5. Worked with the Federal Transit Administration (FTA) to advance the National Environment Policy Act (NEPA) approval of the Ontario International Airport (ONT) Connector, the proposed autonomous tunnel connection to Ontario International Airport.
6. Completed the boardroom technology modifications including replacing the microphones, audio system and the addition of monitors to ensure presentations can be seen by in-person Board members. Microphones were also added to the closed-session conference room.

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.
 - iii. 24-1003122, Agenda Management Software, Amount Budgeted \$14,428.17.

Manager

Marleana Roman, Clerk of the Board/Administrative Manager

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	1,008,855	1,122,772	1,171,113	1,133,878
Regular Part-Time Employees	2,618	11,331	-	-
Overtime	788	1,057	14,850	14,850
Fringe Allocation-General	988,155	999,592	876,423	721,285
Professional Services	28	-	30,000	30,000
Consulting Services	-	-	20,000	20,000
Maintenance-Office Equipment	320	320	1,000	1,000
Rentals-Office Equipment	8,231	-	5,000	5,000
Dues/Memberships	26,078	29,315	40,000	40,000
Training/Registration	5,851	5,760	15,000	15,000
Postage	23	-	1,250	1,250
Travel Expense - Employee	8,524	21,927	15,000	15,000
Travel Expense-Mileage-Employee	354	511	2,100	2,100
Travel Expense-Other-Metrolink Tickets	66	282	300	300
Advertising	-	1,217	1,000	1,000
Printing - External	978	980	5,000	5,000
Printing - Internal	69	-	5,000	5,000
Record/Equipment Storage	4,126	6,396	23,000	22,000
Office Expense	4,934	5,775	15,000	15,000
Meeting Expense	714	556	3,600	3,600
Office Equip/Software-Inventorial	-	-	15,000	15,000
Total Expenditures	2,060,711	2,207,790	2,259,636	2,066,263

Funding Sources

MSI Admin	652,782
Local Transportation Fund - Planning	222,111
Planning, Programming and Monitoring	4,610
SAFE-Vehicle Registration Fees	1,016
MSI Valley Fund-Freeway Projects	126,351
MSI Valley Fund-Fwy Interchange	35,029
MSI Valley Fund-Traffic Mgmt Sys	24,780
MSI Victor Valley Fund-Traffic Mgmt Sys	5,763
Indirect Cost Fund	993,821
Total Funding Sources	2,066,263

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. Assisted with revision and consolidation of several policies related to the Board of Directors and Policy Committees.
2. Negotiated and finalized Stadler maintenance agreement and related assignment and assumption agreement with Southern California Regional Rail Authority (Metrolink).
3. Assisted Management Services to successfully conclude negotiations with Amtrak for Santa Fe Depot license agreement.
4. Finalized negotiations for local rail service with Brightline.
5. Assisted with the drafting and adoption of the Fourth Amendment to the SBCOG Joint Powers Agreement.
6. 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. Provide legal support for initiation of Zero Emission Multiple Unit Vehicle (ZEMU) operations.
4. Review and update procurement templates.
5. Provide legal support for placement of a measure on the ballot to extend Transaction and Use Tax.

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

New Contracts

- i. RFP, Legal Research Database, Amount Budgeted \$9,500, Total Estimated Contract Amount \$30,000.
- ii. RFQ, Legal Services, Outside Counsel for various specialty legal services on an as-needed basis. Amount Budgeted \$90,000, Total Estimated Contract Amounts will vary based on services provided.

Manager

Julianna Tillquist, General Counsel

General Government

Task 0350 General Counsel

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Regular Full-Time Employees	439,272	477,624	553,857	535,400
Fringe Allocation-General	429,923	424,824	409,299	336,180
Professional Services	6,965	7,205	7,470	10,470
Legal Fees	4,397	-	85,000	90,000
Dues/Memberships	2,025	2,045	2,090	2,090
Training/Registration	1,632	1,428	5,400	6,200
Postage	-	-	100	100
Travel Expense - Employee	1,954	1,593	5,500	6,000
Travel Expense-Mileage-Employee	48	326	200	500
Meeting Expense	30	-	500	500
Office Equip/Software-Inventorial	-	-	10,000	-
Total Expenditures	886,245	915,045	1,079,416	987,440
Funding Sources				
MSI Admin				40,787
Local Transportation Fund - Planning				5,110
Local Transportation Fund - Rail				194,085
MSI Valley Fund-Freeway Projects				152,774
MSI Valley Fund-Fwy Interchange				33,813
MSI Valley Fund-Grade Separations				6,056
Indirect Cost Fund				554,815
Total Funding Sources				987,440

General Government

Task 0400 Financial Management

Purpose

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

Accomplishments

1. Received 12th 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. Managed the commercial paper program totaling \$25 million used 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. Completed the draws on the United States 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. Monitored and completed various Measure I local pass through and Transportation Development Act fund audits for the Fiscal Year 2023/2024.
9. Established a reconciliation process for the Express Lanes operations to ensure proper recording of transactions and revenues.

Work Elements

Finance and Accounting

This activity provides 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 a continuing review of the 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 reports.
 - 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 issues, as necessary, including rating agency presentations and official statements.

General Government

Task 0400 Financial Management

Procurement and contract administration

This activity provides centralized purchasing and contract administration for SBCTA and SBCOG. It includes Federal, State, and local agreements and contracts. Staff work with departments initiating Requests for Proposals (RFP) and Invitation for Bids (IFB), evaluating proposals, negotiating, and contract awards. This ensures proper documentation and procedures are adhered to according to various Federal and State regulations. Hosts Business to Business (B2B) event to foster relationships between sub consultants and prime consultants.

Budgetary changes are mainly due to higher costs than anticipated for compliance audits of transit operators, cities, and the county, along with the expense of implementing a new Enterprise Resource Planning system.

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 them 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. 20-1002379, Special Tax Consultant, Amount Budgeted \$0.*
 - iv. 20-1002380 and 20-1002322, Financial Advisory Services, Amount Budgeted \$20,000.
 - v. 20-1002438 and 21-1002474, On-call Temporary Employment Services, Amount Budgeted \$45,000.
 - vi. 21-1002544, Sales Tax Consulting Services, Amount Budgeted \$10,000.
 - vii. 21-1002552, Data Processing and Aerial Photographs, Amount Budgeted \$24,000.
 - viii. 21-1002558, Custodial Banking Services, Amount Budgeted \$500.
 - ix. 21-1002624, Bond Counsel, Amount Budgeted \$0.*
 - x. 21-1002625, Disclosure Counsel, Amount Budgeted \$0.*
 - xi. 22-1002721, I-15 Cooperative agreement, Amount Budgeted \$0.*
 - xii. 22-1002768, 22-1002769 and 23-1002832, On-Call Labor Compliance Services, Amount Budgeted \$10,000.*
 - xiii. 22-1002779, Printing and mail courier services, Amount Budgeted \$0.*
 - xiv. 23-1002833, Financial Model for Express Lanes Operations, Amount Budgeted \$0.*
 - xv. 23-1002932, Banking and Credit Card Services, Amount Budgeted \$500.
 - xvi. 23-1002933, Economist Services, Amount Budgeted \$30,000.
 - xvii. 24-1003085, Auditing Services for Financial Statements, Amount Budgeted \$175,000
 - xviii. 24-1003086, Auditing Services for Measure I Local Pass-through and Parking Fees, Amount Budgeted \$870,000
 - xix. 24-1003173, Auditing Services for Transit Operators, Amount Budgeted \$200,000.
 - xx. 25-1003184, Investment Advisory Services, Amount Budgeted \$135,000.
 - xxi. 25-1003210 and 20-1002378, On-Call Audit Services, Amount Budgeted \$65,000.
- b. New Contracts
 - i. RFP, Disadvantaged Business Enterprise Services, Amount Budgeted \$10,000, Total Estimated Contract Amount \$100,000*
 - ii. RFP, Custodial Banking Services, Amount Budgeted \$500, Total Estimated Contract Amount \$50,000.

General Government**Task** 0400 Financial Management

- c. Software License Agreements and Software Subscriptions*
- i. Financial management software, Amount Budgeted \$58,160.
 - ii. Online Solicitation system, Amount Budgeted \$9,500.
 - iii. 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

Lisa Lazzar, Chief Financial Officer

General Government

Task 0400 Financial Management

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	903,559	1,263,890	1,227,737	1,389,751
Overtime	7,853	10,384	14,850	14,850
Retirement Contribution-Employer	-	12,373,692	-	-
Fringe Allocation-General	892,015	1,133,405	872,291	881,948
Professional Services	15,433	99,876	405,903	224,260
Consulting Services	-	64,203	200,000	140,000
County Fees	68,303	85,388	100,000	100,000
Auditing and Accounting	719,859	1,018,669	1,315,000	1,454,000
Investment Management Fees	75,345	148,498	125,000	147,000
Legal Fees	19,203	9,503	-	50,000
Dues/Memberships	2,596	3,854	13,000	13,000
Training/Registration	3,623	5,396	20,000	20,000
Postage	1,967	2,594	2,100	2,100
Travel Expense - Employee	7,648	11,111	16,000	16,000
Travel Expense-Mileage-Employee	161	578	4,100	4,100
Advertising	400	425	2,800	2,800
Printing - External	960	809	5,000	2,000
Bank Charges	369	443	1,000	1,000
Other Service Charges	-	143,712	-	-
Office Expense	254	679	-	500
Meeting Expense	1,180	493	2,000	500
Computer Hardware and Software	-	-	-	300,000
Total Expenditures	2,720,727	16,377,600	4,326,781	4,763,809

Funding Sources

MSI Admin	1,514,129
Local Transportation Fund - Admin	513,864
Local Transportation Fund - Planning	183,111
Local Transportation Fund - Rail	5,554
Transit and Intercity Rail Capital Program-SB125	3,622
Zero Emission Transit Capital Program-SB125	3,622
SAFE-Vehicle Registration Fees	99,458
MSI Valley Fund-Freeway Projects	203,977
MSI Valley Fund-Fwy Interchange	72,111
MSI Valley Fund-Grade Separations	42,084
MSI Valley Fund-Metrolink/Rail Service	54,632
MSI Victor Valley Fund-Major Local Hwy	19,499
Indirect Cost Fund	2,048,146
Total Funding Sources	4,763,809

Attachment: General Policy Committee Task Narratives (11171 : SBCTA Fiscal Year 2025/2026 Budget Task Review - GPC)

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 in all areas of safety, and security-sensitive information protocols. 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), personal 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. Review and assess SSI and ensure it is handled appropriately.
3. Develop formal procedures 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.

Contract Information

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

General Government

Task 0430 Risk Management

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

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	-	112,638	130,840	141,904
Fringe Allocation-General	-	100,186	96,690	89,101
Professional Services	-	2,465	50,000	60,000
Legal Fees	-	5,262	15,000	25,000
Claims	-	927	50,000	85,000
General Liability Insurance	-	216,261	250,000	275,000
Umbrella Liability Insurance	-	68,098	120,000	135,000
Property Insurance	-	175,200	214,209	255,000
Crime Insurance	-	9,448	12,000	16,500
Automotive Insurance	-	1,098	1,500	2,000
Cyber Liability Insurance	-	15,430	26,400	50,000
Dues/Memberships	-	600	400	400
Training/Registration	-	-	3,000	3,750
Postage	-	28	100	100
Travel Expense - Employee	-	-	3,000	3,000
Travel Expense-Mileage-Employee	-	-	500	500
Advertising	-	221	-	750
Meeting Expense	-	-	-	125
Total Expenditures	-	707,863	973,639	1,143,130
Funding Sources				
MSI Admin				3,896
Local Transportation Fund - Planning				49,289
SAFE-Vehicle Registration Fees				5,372
MSI Valley Fund-Freeway Projects				77,225
MSI Victor Valley Fund-Major Local Hwy				269
Local Projects Fund				175,000
Indirect Cost Fund				832,079
Total Funding Sources				1,143,130

General Government

Task 0450 Management Services

Purpose

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

Accomplishments

1. Implemented email cybersecurity training and testing program.
2. Identified and implemented key improvements to login areas, ensuring accurate determination of the user's physical location at the time of login and monitoring for anomalies.
3. Implemented additional appropriate LaserFiche workflows to enable proper records retention for State of California Transportation Development Act (TDA) Article 3 and Closed Claims Processes.
4. Executed procurement solicitations for Office 365 G5 Foundation Implementation.
5. Upgraded Microsoft Office 365 licensing to G5 to enable records retention and improved cybersecurity posture.
6. Implemented a new backup and disaster recovery solution to improve reliability and usability in the event of a disaster, realizing an approximate 10 percent annual cost reduction for backups combined with increased performance and reliability.
7. Executed Workstation Replacement plan replacing each user's computer equipment with newer models.
8. Designed replacement telephony solution to leverage existing spend on Microsoft Teams and eliminate maintenance on telephone equipment.
9. Analyzed usage for Network Technology Consultant, reduced usage from five days a week to four based on workload.
10. Executed procurement solicitation process for Network Technology Consultant.
11. Enhanced Cybersecurity Awareness through a system that delivers targeted simulated attacks based on criteria like job function, current events, or season. Users who fail the tests are automatically assigned relevant training, while general training is provided to all users to strengthen overall security awareness.

Work Elements

Conduct administrative functions necessary to maintain the operation of the information technology system, records management, telecommunications system, and vehicle maintenance.

Information Technology

This activity provides for the performance of computer hardware and software, computer networks, internet, Wi-Fi, software licenses and assurances, data network infrastructure, cybersecurity, and disaster recovery. This task provides for seven contracts related to computer network administration. In addition, the budgeted amount includes the continuation of Microsoft Office 365's G5 level, enabling records retention for all items in the Office 365 environment.

Data Management

This activity provides for the management and upkeep of the agency Intranet sites where agency-related policies, procedures, forms, and related information are maintained.

Telecommunications

This activity provides for the use and maintenance of electronic devices and digital telephone systems.

Vehicle Maintenance

This activity provides for the use and maintenance of the single agency Sports Utility Vehicle (SUV).

General Government

Task 0450 Management Services

Product

1. Continue to improve administrative efficiency through automation of records processing using Laserfiche, SharePoint, and other enterprise systems.
2. Continue to examine SharePoint, EDEN, Laserfiche, and OneMeeting, the agency's new agenda management platform, software programs for increased efficiencies, and opportunities for integration with each other or other systems.
3. Assist with the Enterprise Resource Planning (ERP) Selection Committee to assist with the replacement of the EDEN system.
4. Implement retention policies on the existing SharePoint site to ensure compliance with Document Retention regulations.
5. Drive improvement in business processes by leveraging the full suite of Office365 Products.
Plan and direct the organization's strategy to drive on-premise hardware and services to the cloud.

Contract Information

- a. Existing Contracts
 - i. 17-1001628, Technology Network Consultant, Amount Budgeted \$225,000.
 - ii. 24-1003072, Phone and Internet Communication, Amount Budgeted \$12,900.
 - iii. 22-1002805, Printer Leases, Amount Budgeted \$30,000.
 - iv. 23-1002842, Postage Machine Lease, Amount Budgeted \$11,000.
 - v. 23-1002828, SharePoint Administrator Professional Services, Amount Budgeted \$14,000.
 - vi. 22-1002779, MOU with County for Mail and Printing Services, Amount Budgeted \$0.*
 - vii. 24-1003122, Granicus MinuteTraq/OneMeeting, Amount Budgeted \$32,000*.
 - viii. 25-1003289, Implementation of Office 365 Foundation, Amount Budgeted \$150,000.
- b. New Contracts
 - i. RFP, Backup internet connection cabling and installation, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - ii. RFP, Deployment of Microsoft Teams as a Phone System, and completion of Office365 G5 Implementation, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - iii. RFP, Installation of building paging system, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - iv. Backup Satellite Internet Connection, Amount Budgeted \$20,000, Total Estimated Contract Amount \$20,000.
- c. Software License Agreements and Software Subscriptions
 - i. 21-1002570, Document Management Software, Maintenance and Hardware, Amount Budgeted \$50,000.
 - ii. 21-1002653, Project Delivery Software, Amount Budgeted \$3,450.
 - iii. 22-1002703, Financial Management Software System, Amount Budgeted \$53,250.
 - iv. Adobe Cloud Software - Adobe Sign, Adobe Creative Cloud, Adobe Acrobat Subscription, Amount Budgeted \$18,900.
 - v. Hosted O365 Email and Microsoft Office Applications, Amount Budgeted \$70,000.
 - vi. Email Spam Filtering and Encryption, Amount Budgeted \$6,250.
 - vii. Zoom Software, \$1,000.

* This contract is managed for performance by Management Services but 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 for this task.

Manager

Colleen Franco, Director of Management Services

General Government

Task 0450 Management Services

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	147,570	165,103	177,641	177,495
Fringe Allocation-General	144,429	146,851	131,276	111,449
Professional Services	331,852	302,983	431,650	320,400
Legal Fees	-	-	-	25,000
Maintenance-Motor Vehicles	2,315	806	2,500	2,500
Rentals-Office Equipment	15,786	-	-	-
Training/Registration	-	1,760	10,000	8,000
Postage	2,516	2,166	3,500	3,500
Travel Expense - Employee	254	20	1,000	1,000
Travel Expense-Mileage-Employee	-	-	200	200
Advertising	209	-	-	-
Communications	10,588	6,614	41,400	57,660
Office Expense	1,139	-	1,500	1,500
Meeting Expense	-	-	200	200
Office Equip/Software-Inventorial	678,807	250,439	398,686	448,832
Computer Hardware and Software	4,043	243,125	225,000	300,000
Total Expenditures	<u>1,339,507</u>	<u>1,119,868</u>	<u>1,424,553</u>	<u>1,457,736</u>
Funding Sources				
MSI Admin				4,708
Indirect Cost Fund				<u>1,453,028</u>
Total Funding Sources				<u>1,457,736</u>

Attachment: General Policy Committee Task Narratives (11171 : SBCTA Fiscal Year 2025/2026 Budget Task Review - GPC)

General Government

Task 0470 Human Resources

Purpose

Human Resources responsibilities include the recruitment, selection, and appraisal process; training and development; classification and compensation studies; benefits administration; employee relations; and recommending, implementing, and maintaining personnel policies, procedures, and practices in accordance with Federal, State, and local guidelines.

Accomplishments

1. Recruited and filled thirteen positions at the time of budget preparation with the expectation of an additional eight recruitments.
2. Screened over 1024 employment applications.
3. Recognized and rewarded employee contributions, longevity, and successes through several service awards and employee recognition events.
4. Conducted agency-wide fire and earthquake drills.
5. Administered a Mentorship program to provide employees with the opportunity to receive guidance from a mentor, engage with fellow SBCTA employees, and open new channels for networking and mutual learning.
6. Implemented new training tools and platforms to enhance employee growth and skill development beyond the basic job training.

Work Elements

1. Provide information to enhance the employee's knowledge of current personnel policies and procedures in various forms including electronic access, training, and printed information.
2. Ensure that employee personnel records are documented and updated timely for various personnel actions.
3. Provide tools to supervisors so they can complete annual employee evaluations.
4. Employ and recruit a dynamic and talented workforce.
5. Maintain a compensation program that ensures internal equity and external competitiveness.
6. Provide appropriate and timely training to meet the demands of the organization and the professional growth and development of all staff members.
7. Provide a safe working environment with the maintenance of an injury and illness prevention program.
8. Assist employees in utilizing employer-paid benefits to enhance their health, wellness, and quality of life.
9. Maintain a proactive employee relations process by facilitating a collaborative, professional working environment with all staff members.
10. Maintain an employee recognition program that rewards employees for outstanding service delivery and longevity.
11. Promote a healthy work-life balance.

Product

1. Develop leadership competency across the agency through training and development initiatives, to ensure leaders have both the skills and the tools necessary to effectively and fairly manage staff.
2. Research, develop, and deliver ways to automate human resources processes to improve efficiency and reduce costs.
3. Promote health and wellness campaign program initiatives.
4. Legal review of personnel policies and procedures to maintain accordance with Federal, State, and local guidelines.

General Government

Task 0470 Human Resources

Contract Information

- a. Existing Contracts
 - i. 21-1002467, On-Call Employment Law Advisement Services, Amount Budgeted \$25,000.
 - ii. 23-1002959, On-Call Legal Services, Amount Budgeted \$5,000.
 - iii. 25-1003226, Disability Compliance Management, Amount Budgeted \$20,000.
 - iv. 25-1003192, Employee Background Screening Services, Amount Budgeted \$1,750.
- b. New Contracts
 - i. RFQ, Employment Prescreening Services, Amount Budgeted \$3,105, Total Estimated Contract Amount \$20,000.
 - ii. RFQ, Various Employee Service Award Services and Products, Amount Budgeted \$25,000, Total Estimated Contract Amount \$25,000.
- c. Software License Agreements and Software Subscriptions
 - i. Third Party Whistleblower Services, Amount Budgeted \$2,000.
 - ii. Mentorship Software, Amount Budgeted \$3,000.
 - iv. Human Resources Information System (HRIS) for recruitment, performance management, and training. Amount Budgeted \$25,000.

Manager

Colleen Franco, Director of Management Services

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	124,052	157,256	130,569	134,713
Fringe Allocation-General	121,411	139,872	96,491	84,586
Professional Services	56,444	29,243	29,980	29,855
Legal Fees	21,079	8,007	25,000	25,000
Maintenance-Motor Vehicles	198	343	-	-
Dues/Memberships	1,819	2,076	2,180	2,680
Training/Registration	524	3,185	33,250	65,030
Postage	-	-	200	200
Travel Expense - Employee	-	980	7,000	7,500
Travel Expense-Mileage-Employee	-	7	500	500
Advertising	11,641	3,425	15,800	21,100
Office Expense	1,167	331	1,000	1,000
Meeting Expense	8,138	13,579	20,000	25,000
Total Expenditures	346,472	358,301	361,970	397,164
Funding Sources				
MSI Admin				3,412
Indirect Cost Fund				393,752
Total Funding Sources				397,164

General Government

Task 0501 Intergovernmental

Purpose

Establish and implement intergovernmental initiatives such as equity work, small business opportunities, and regional strategic initiatives such as identifying collaborative solutions for addressing homelessness. Intergovernmental activities complement Council of Government projects specifically focused on local government services and quality of life that are of benefit to the member agencies.

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 in equity, particularly as staff moves to create and implement an Equity Framework for SBCOG and SBCTA. Significant progress was made toward creating an Equity Framework; through meetings with the Ad Hoc Committee, Staff Working Group, and Community Working Group, a definition for equity and draft equity goals, strategies, and metrics were developed.

1. Entered into a vendor contract to complete an Equity Framework for SBCTA and SBCOG
2. Implemented a Small Business component to the annual Business-to-Business event, hosting one Small Business Vendor Fair.

Work Elements

1. Planning and coordination within SBCTA/SBCOG and among local agencies to develop and implement an Equity Framework.
2. Coordination and implementation with cities, the county, non-profits, and stakeholders for implementation of the Small Business Component of the Business-to-Business event, rebranded in the COG Work Plan (Task 2910) as Small Business Vendor Fairs.
3. Coordination with the City/County Manager's Technical Advisory Committee (CCMTAC) to receive direction on the Equity Framework, regional small business initiatives, and the Homelessness Strategic Plan.
4. Updates to the General Policy Committee and Board and receives direction as needed on the Equity Framework, regional small business initiatives, and the Homelessness Strategic Plan.
5. Planning and coordination with member agencies and stakeholders for the Homelessness Strategic Plan.
6. Planning and coordination with local agencies, small businesses, and local chambers to create a vision and scope for a Regional Small Business Certification program.

Budgetary changes are mainly due to an increase due to SBCOG Workplan implementation.

Product

1. Equity Framework.
2. Homelessness Strategic Plan White Paper and Scope of Work.
3. Development of a Scope of Work Regional Small Business Certification.
4. Host two (2) Small Business Vendor Fairs.
5. Implementation of Smart County Early Action Plan components, in collaboration with local jurisdictions and pending funding availability.

General Government

Task 0501 Intergovernmental

Contract Information

- a. Existing Contracts
 - i. 24-1003033, Equity Policy Framework, Amount Budgeted \$50,000.
- b. New Contracts
 - i. RFP for Homeless Strategic Plan, Amount Budgeted \$242,500
 - ii. RFP for SBCOG Bench Consultants, Amount Budgeted, \$260,000.

Manager

Steven Smith, Director of Planning

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	126,074	82,631	65,931	57,464
Fringe Allocation-General	123,391	73,497	48,723	36,082
Professional Services	138,714	-	50,000	502,500
Consulting Services	115,227	10,171	250,000	50,000
Grant Writing	-	27,192	52,500	-
Dues/Memberships	-	-	500	-
Training/Registration	15,000	7,500	30,000	-
Postage	-	-	100	-
Travel Expense - Employee	408	-	-	-
Travel Expense-Mileage-Employee	200	-	1,200	-
Travel Expense-Mileage-Non-Employee	-	-	200	-
Travel Expense-Other-Metrolink Tickets	-	-	100	-
Contributions/Subsidies	-	-	5,000	-
Office Expense	-	-	100	-
Meeting Expense	12,800	-	-	-
Total Expenditures	531,815	200,991	504,354	646,046
Funding Sources				
Indirect Cost Fund				646,046
Total Funding Sources				646,046

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 to enable efficient delivery of projects and 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.

This task supports work including but is not limited to, legislative outreach, policy research, bill analysis, drafting 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 the following:

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 the 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 the 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 Board (and any future Ad Hoc Committee) on the 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.

Product

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

In Fiscal Year 2025/2026, 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 and SBCOG's adopted legislative platform through the legislative process.

Contract Information

- a. Existing Contracts
 - i. 20-1002385, Federal Advocacy Services, Amount Budgeted \$164,000.
 - ii. 20-1002384, State Advocacy Services, Amount Budgeted \$120,000.

Manager

Otis Greer, Director of Legislative and Public Affairs

General Government

Task 0503 Legislation

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	253,256	286,051	293,374	326,818
Fringe Allocation-General	247,867	254,429	216,805	205,210
Professional Services	214,913	202,898	284,328	406,496
Dues/Memberships	18,381	5,320	24,504	2,000
Training/Registration	1,100	3,442	10,000	4,000
Postage	41	-	-	-
Travel Expense - Employee	7,525	12,809	25,261	6,500
Travel Expense-Mileage-Employee	114	31	4,000	2,000
Travel Expense-Other-Metrolink Tickets	25	-	200	-
Office Expense	-	-	500	-
Meeting Expense	465	1,046	16,000	31,000
Total Expenditures	743,687	766,027	874,972	984,024
Funding Sources				
MSI Admin				67,119
Local Transportation Fund - Planning				57,003
Local Transportation Fund - Rail				149,765
MSI Valley Fund-Freeway Projects				13,709
Indirect Cost Fund				696,428
Total Funding Sources				984,024

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, 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 growth in Twitter, Facebook, and Instagram, as well as continuing a news blog - @goSBCTA.
4. Extended reach of a YouTube series called SBCTA TODAY to help the public appreciate the work being done on their behalf.
5. Maintained the MEASURE IMPACT blog series to show the nexus between Measure I and a better San Bernardino County.
6. Maintain the 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 about SBCTA programs and projects were communicated and promoted 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 SBCTA's outreach to a 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 the development of advocacy materials, hosted venue for strategic partners, media advisories, virtual platforms for public engagement, digital engagement materials like COG Communicator, Executive Director Updates, social media engagement, and YouTube project updates. These complement the ongoing efforts in 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.

General Government

Task 0605 Public Affairs

In Fiscal Year 2025/2026, 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 the effect on the 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 budget is reflected within each of those respective programs. The amount shown represents the budget for this task.

Manager

Otis Greer, Director of Legislative and Public Affairs

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	175,010	154,296	192,670	191,883
Fringe Allocation-General	171,285	137,239	142,383	120,484
Professional Services	67,946	55,383	150,000	150,000
Dues/Memberships	3,645	6,010	11,600	11,500
Training/Registration	925	799	14,000	14,000
Travel Expense - Employee	2,082	3,556	10,000	10,000
Travel Expense-Mileage-Employee	530	189	3,500	3,500
Public Information Activities	20,402	172,065	119,142	144,000
Meeting Expense	54,439	191,144	35,000	35,000
Total Expenditures	496,265	720,682	678,295	680,367

Funding Sources

MSI Admin	108,676
Local Transportation Fund - Planning	23,281
Local Transportation Fund - Rail	75,000
MSI Valley Fund-Freeway Projects	41,542
MSI Valley Fund-Fwy Interchange	41,077
MSI Valley Fund-Grade Separations	3,570
MSI Valley Fund-Metrolink/Rail Service	7,313
MSI Valley Fund-Express Bus/Rapid Trans	19,499
Indirect Cost Fund	360,409
Total Funding Sources	680,367

General Government

Task 0805 Building Operation

Purpose

Manage the operations, maintenance, and improvement of the historic Santa Fe Depot.

Accomplishments

SBCTA oversees the day-to-day operations of the Santa Fe Depot (Depot) facility, which is co-owned by SBCTA and the City of San Bernardino. SBCTA retains the services of a property manager to assist with managing and marketing the facility. In addition to SBCTA's tenancy, there are currently three tenants leasing space at the Santa Fe Depot, which include the San Bernardino Historical and Pioneer Society, Southern California Association of Governments (SCAG) local office and teleconferencing location, and Greyhound Lines, Inc. There is also a license agreement with National Railroad Passenger Corporation (Amtrak) for specific use by Amtrak passengers. The revenue from these leases and license agreement is used to offset the operations and maintenance costs of the Santa Fe Depot along with the cost sharing arrangement between SBCTA and the City of San Bernardino. In Fiscal Year 2024/2025, SBCTA completed Phase 2 of 3 Heating, Ventilation, and Air Conditioning (HVAC) unit replacement/upgrades by replacing outdated compressors and drain pans for optimal energy utilization and efficiency. SBCTA also has several capital improvement projects in progress including the elevator modernization, slurry seal/stenciling of front and east parking lots, soundproofing a conference room with acoustic wall panels, and re-staining of interior and exterior benches which some are historic to the Depot.

Work Elements

1. Monthly review of property manager's reports and allocated costs to this task as appropriate.
2. Coordinate all facility maintenance activities between SBCTA and the property manager.
3. Coordinate all furniture procurements and repairs for SBCTA.
4. Review building operating budgets quarterly and adjust as necessary.
5. Ongoing oversight of the property management account.
6. Continued oversight over added security measures.
7. Coordinate all building construction and repair activities between SBCTA and the property manager.

The budgetary decrease is due to the completion of several capital improvement projects in Fiscal Year 2024/2025.

Product

1. Active management of the facility.
2. Phase 3 of 3 Heating, Ventilation, and Air Conditioning (HVAC) unit replacement/upgrades.
3. Retrofit light-emitting diode (LED) east parking lot lights and depot interior lights for utility cost and energy savings.
4. Upgrade closed circuit television system (CCTV) cameras and server.
5. Depot interior paint.
6. Procure materials necessary for items identified in Americans with Disabilities Act Transition Plan under development.

Contract Information

- a. Existing Contracts
 - i. 20-1002397, Property and Facility Management Services, Amount Budgeted \$15,300.
 - ii. 21-1002626, Confidential Paper Recycling Services, Amount Budgeted \$1,625.
 - iii. 22-1002732, Auction Services, Amount Budgeted \$0.
 - iv. 24-1003072, Telephone and Internet Service, Amount Budgeted \$8,600.
 - v. 23-1003013 Furniture and Furniture Services, Amount Budgeted \$55,000.
 - vi. Elevator Modernization, Amount Budgeted \$50,000.

General Government

Task 0805 Building Operation

- b. New Contracts
- i. RFP, Retrofit (LED) East Lot Parking Lot Lights and SBCTA Interior Lights, Amount Budgeted \$150,000, Total Estimated Contract Amount \$150,000.
 - ii. RFP, Interior painting of the Depot, Amount Budgeted \$150,000, Total Estimated Contract Amount \$150,000.
 - iii. RFP, Upgrade existing CCTV cameras, Amount Budgeted \$50,000, Total Estimated Contract Amount \$50,000.
 - iv. RFP, Property and Facility Management Services, Amount Budgeted \$16,830, Total Estimated Contract Amount \$265,584.
 - v. RFP, Auction Services, Amount Budgeted \$0.*
 - vi. RFP, HVAC Upgrade Phase 3, Amount Budgeted \$150,000, Total Estimated Contract Amount \$150,000.
- c. Software License Agreements and Software Subscriptions
- i. Envoy Visitor Software, Amount Budgeted \$8,500.

*Contract has no out-of-pocket expense for SBCTA, contract for auction service to dispose of SBCTA property.

Manager

Colleen Franco, Director of Management Services

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	63,966	115,772	142,647	151,898
Fringe Allocation-General	62,604	102,974	105,416	95,377
Professional Services	4,877	6,235	11,500	11,625
Legal Fees	-	7,800	10,000	10,000
Security	197,152	192,249	266,510	273,786
Utilities	162,154	170,893	185,000	190,550
Maintenance-Buildings	882,586	1,546,533	1,293,191	1,070,551
Postage	-	-	200	200
Communications	18,127	20,290	8,600	8,600
Office Expense	4,964	4,122	14,639	14,763
Improvements OTBS	17,230	230,483	769,618	550,000
Office Furniture and Equipment	19,199	-	65,000	40,000
Office Equip/Software-Inventorial	73,451	13,810	18,500	23,500
Computer Hardware and Software	7,198	-	-	-
Total Expenditures	1,513,509	2,411,161	2,890,821	2,440,850
Funding Sources				
MSI Admin				3,412
Amtrak				24,000
Indirect Cost Fund				2,413,438
Total Funding Sources				2,440,850

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. 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. The 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. The 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 the contract can be officially closed.
3. Staff continues to represent SBCTA on the MSRC Technical Advisory Committee.

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 the DOE contract can be closed or if there are any other grant-related obligations that may need to be addressed.

Performance/Workload Indicators

	2022/20223 Actual	2023/2024 Actual	2024/2025 Revised Budget	2025/2026 Budget
Mobile Source Review Committee Meetings*	10	10	11	10
Identification of ZEV grant opportunities	5	5	5	5

* MSRC TAC is dark in July with other cancellations.

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. 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.
3. Coordinated with the Mojave Desert Air Quality Management District (MDAQMD) on issues of relevance, including the concern over the imposition of highway sanctions for High-Desert projects by the Federal Highway Administration.

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 in 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, MDAQMD, 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 (SB) 375 targets for greenhouse gases as part of the Southern California Association of Governments (SCAG) Sustainable Communities Strategy.
9. Continue to explore EV technologies such as solar-powered systems.

Product

1. Continue to collaborate with local agencies regarding Zero-Emission Vehicle (ZEV) charging and infrastructure opportunities.
2. Continue to collaborate with developers and local agencies regarding various medium and heavy-duty EV and hydrogen charging stations and infrastructure opportunities.
3. 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 and will be used as a framework for Zero-Emission Vehicle (ZEV) charging/fueling initiatives.
4. 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

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Regular Full-Time Employees	17,059	15,862	20,030	21,937
Regular Part-Time Employees	13,666	352	740	740
Fringe Allocation-General	16,696	14,109	15,349	14,239
Professional Services	78,184	-	39,500	39,000
Consulting Services	-	-	99,000	99,000
Maintenance-Motor Vehicles	-	-	450	-
Training/Registration	-	-	6,875	6,000
Postage	-	-	300	300
Travel Expense - Employee	-	20	9,300	6,500
Travel Expense-Mileage-Employee	58	525	3,380	2,580
Travel Expense-Other-Metrolink Tickets	-	-	1,400	1,400
Printing - External	-	-	1,200	1,200
Printing - Internal	-	-	400	400
Contributions/Subsidies	-	-	100,000	-
Office Expense	-	-	325	325
Meeting Expense	-	-	200	200
Total Expenditures	125,662	30,868	298,449	193,821
Funding Sources				
MSI Valley Fund-Traffic Mgmt Sys				193,821
Total Funding Sources				193,821

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 Freeway Service Patrol (FSP) Program, and operation of the Southern California 511 (SoCal 511) traveler information phone service and GO511.com traveler information website. Details of accomplishments are spelled out in individual tasks, but highlights are provided below.

1. Continued to work with the regional SoCal 511 partners, which include the 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. Projection of future costs and revenue for the FSP and revenue and development of a strategy to consolidate routes and cut costs consistent with revenue projections.
3. 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.
4. Continued to monitor and assess the operations of the FSP Program so that it runs as efficiently and cost-effectively as possible.
5. Removal of call boxes countywide, per Board of Directors, and termination of Contract No. 23-1003017 with Knightscope.

Goals and Objectives

1. Complete the decommissioning and removal of all call boxes on highways within San Bernardino County and determine whether placement of alternate technology in strategic locations is appropriate.
2. Increase mobility on area freeways by removing disabled vehicles and other impediments during peak commute hours in a safe and efficient manner through the FSP program.
3. Procure and award FSP contracts as they expire and according to the five-year cost management strategy.
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. 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 regional SoCal 511 system.
6. Continue to explore possible partnerships with congestion management applications for further efficiency of the Commuter and Motorist Assistance Program.

Performance/Workload Indicators

	2022/2023 Actual	2023/2024 Actual	2024/2025 Revised Budget	2025/2026 Budget
Motorists assisted by Freeway Service Patrol	86,178	75,688	75,000	70,000
Calls to 511	385,472	312,756	316,968	313,000
Visits to IE511.org/SoCal 511	618,413*	304,356	332,145	350,000

*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 2023/2024, the SoCal 511 system received more than 329,000 calls and the SoCal 511 website had in excess of 1.2 million web page views.

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.

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 \$176,550.
- b. New Contracts
 - i. New RFP for SoCal 511 Signage, Amount Budgeted \$176,550.

Manager

Steven Smith, Director of Planning

Commuter and Motorist Assistance

Task 0406 Traveler Services & Intelligent Transportation Systems

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	1,687	2,569	20,789	22,160
Regular Part-Time Employees	-	-	740	740
Fringe Allocation-General	1,651	2,285	15,910	14,379
Professional Services	132,769	142,055	227,000	238,550
Consulting Services	-	-	20,000	20,000
Maintenance-Motor Vehicles	-	-	200	200
Training/Registration	-	-	2,000	2,000
Postage	-	-	100	100
Travel Expense - Employee	-	-	4,000	5,000
Travel Expense-Mileage-Employee	-	-	2,000	2,000
Travel Expense-Mileage-Non-Employee	-	-	100	100
Travel Expense-Other-Metrolink Tickets	-	-	500	500
Printing - External	-	-	147,000	152,000
Printing - Internal	-	-	100	100
Office Expense	-	-	250	250
Meeting Expense	-	-	2,000	2,000
Total Expenditures	<u>136,107</u>	<u>146,910</u>	<u>442,689</u>	<u>460,079</u>
Funding Sources				
SAFE-Vehicle Registration Fees				188,550
MSI Valley Fund-Traffic Mgmt Sys				216,879
MSI Victor Valley Fund-Traffic Mgmt Sys				<u>54,650</u>
Total Funding Sources				<u>460,079</u>

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, after a careful evaluation of Knightscope's (our call box maintenance company) capabilities and resources, it was determined that SBCTA's program objectives do not align with Knightscope's business capabilities and can no longer be supported as envisioned originally. In addition, because of the relatively good cell coverage on major rural highways, the lower call volume on other highways, and the fact that Knightscope was not fulfilling its obligations under its contract with SBCTA, staff recommended, and the Board approved the termination of the Knightscope contract and decommissioning and removal of all call boxes. Project Delivery is managing the call box removal contracts, but the budget is retained under the Planning and Regional Programs Department. SBCTA intends to finish this project before the end of June 2025, but some budget has been retained under this task for Fiscal Year 2025/2026 in case the call box removal project is delayed.

Work Elements

- i. 24-1003131 CTO 2, On Call Planning Services (Project Control Services), Amount Budgeted \$20,000, Total Estimated Contract Amount under Planning. (Note: Contract is under the Planning Department and is noted in their budget).

Manager

Steven Smith, Director of Planning

Commuter and Motorist Assistance

Task 0702 Call Box System

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	26,457	58,598	42,233	38,634
Regular Part-Time Employees	88	408	555	555
Fringe Allocation-General	25,894	52,120	31,620	24,606
Professional Services	145,943	67,663	275,400	56,500
Consulting Services	5,242	1,812	40,000	50,000
Project Controls (Planning-COG)	-	77,914	120,000	-
Maintenance-Motor Vehicles	-	-	120	-
Maintenance-Call Boxes	256,758	436,921	800,000	800,000
Training/Registration	-	-	150	-
Postage	-	-	100	-
Travel Expense - Employee	60	1,009	4,000	4,000
Travel Expense-Mileage-Employee	263	23	2,000	2,000
Travel Expense-Other-Metrolink Tickets	-	-	250	-
Printing - External	-	-	6,000	-
Printing - Internal	-	-	150	-
Communications	8,319	13,195	47,000	25,000
Record/Equipment Storage	5,040	5,640	9,500	-
Office Expense	-	136	1,500	-
Meeting Expense	-	-	500	-
Office Equip/Software-Inventorial	-	-	20,000	-
Total Expenditures	474,065	715,440	1,401,078	1,001,295
Funding Sources				
SAFE-Vehicle Registration Fees				501,295
MSI Valley Fund-Traffic Mgmt Sys				500,000
Total Funding Sources				1,001,295

Attachment: General Policy Committee Task Narratives (11171 : SBCTA Fiscal Year 2025/2026 Budget Task Review - GPC)

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 the San Bernardino County Transportation Authority (SBCTA), California Highway Patrol (CHP), and California Department of Transportation (Caltrans). The goal of this partnership and 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 flat tires 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 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 75,000 motorists last fiscal year.

SBCTA started providing 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 is provided through the Express Lanes Department within SBCTA.

As technology changes, our SBCTA Freeway Service Patrol (FSP) Program is changing on an annual basis to support commuters on our system. In FY 2024/2025, staff studied eliminating weekend hours and merging beats 11 and 29. A five-year plan of cost containment was prepared in light of escalated costs and a flat allocation of funding.

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.
5. Administer Quarterly Driver meetings hosted at SBCTA's offices to review and provide ongoing updates, educational information, and instruction regarding driver service procedures, safety issues, and customer service awareness.
6. Continue to evaluate the current eight Beat areas of the State-funded FSP Program and seek ways to improve service and manage costs.
7. Continue to evaluate the performance and efficiency of the I-10 Express Lanes FSP services.
8. Continue to explore ways in which the State-funded FSP Program may better serve the public while maximizing resources.
9. Continue to work toward public outreach and awareness of the program, including reaching out to the California Tow Truck Association (CTTA).
10. 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.

Commuter and Motorist Assistance

Task 0704 Freeway Service Patrol/State

11. Continue to seek various opportunities and partnerships to provide ongoing public awareness of the FSP Program.
12. Continue to provide Construction FSP (CFSP) support services for SBCTA Express Lanes projects.

The budgetary decrease is occurring mainly due to the removal of CHP supervisory overtime and several changes to the FSP Beat contract estimations.

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. 23-1002945, FSP Tow Services Along Beat 5, Amount Budgeted \$519,094.
 - ii. 22-1002736, FSP Tow Services Along Beat 9, Amount Budgeted \$392,513
 - iii. 20-1002323, FSP Tow Services Along Beat 11, Amount Budgeted \$437,911.
 - iv. 22-1002738, FSP Tow Services Along Beat 14, Amount Budgeted \$471,017.
 - v. 23-1002947, FSP Tow Services Along Beat 23, Amount Budgeted \$593,843.
 - vi. 23-1002946, FSP Tow Services Along Beat 27, Amount Budgeted, \$301,075.
 - vii. 20-1002324, FSP Tow Services Along Beat 29, Amount Budgeted \$435,993.
 - viii. 22-1002737, FSP Tow Services Along Beat 31, Amount Budgeted \$392,513
 - ix. 22-1002818, FSP Technical Consultant, Amount Budgeted \$45,000.
 - x. 22-1002819, FSP Tow Services, I-10 Express Lanes, Amount Budgeted \$0, this item is budgeted under Express Lane Operations. *
 - xi. 23-1002872, FSP Radio Services, Amount Budgeted \$50,000.
- 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 \$3,063,952.**
 - ii. 24-1003131 CTO 2, On Call Planning Services (Project Control Services), Amount Budgeted \$100,000, Total Estimated Contract Amount under Planning. (Note: Contract is under the Planning Department and is noted in their budget).
 - iii. 25-1003218 for FSP Services on Beat 11/29. Amount Budgeted \$199,851, Total Estimated Contract Amount \$4,303,820.

* Contract will be managed for performance by the Planning and Regional Programs Department Air Quality and Mobility (AQMP) Program and budgeted by the Toll Operations Department within the agency. The amount budgeted is reflected in the Toll Operations Department.

** Contract will be managed for performance by the Planning and Regional Programs Department AQMP Program and budgeted by both the Planning and Regional Programs Department AQMP Program and Toll Operations Department within the agency.

Commuter and Motorist Assistance

Task 0704 Freeway Service Patrol/State

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

Manager

Steven Smith, Director of Planning

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Regular Full-Time Employees	90,353	136,988	132,936	117,776
Regular Part-Time Employees	21,176	5,264	12,691	12,691
Fringe Allocation-General	88,430	121,845	107,619	81,921
Professional Services	4,211,311	3,857,251	5,767,064	4,695,809
Consulting Services	-	-	80,500	83,901
Maintenance-Motor Vehicles	-	-	400	400
Training/Registration	65	-	300	300
Postage	-	-	1,000	1,000
Travel Expense - Employee	654	1,096	7,000	7,000
Travel Expense-Mileage-Employee	562	304	4,000	4,000
Printing - External	31,365	35,865	108,500	113,501
Printing - Internal	-	-	1,000	1,000
Communications	22,518	15,963	79,100	88,101
Office Expense	302	429	1,200	1,200
Meeting Expense	1,964	2,485	5,000	5,000
Total Expenditures	<u>4,468,701</u>	<u>4,177,490</u>	<u>6,308,310</u>	<u>5,213,600</u>
Funding Sources				
Freeway Service Patrol (SAFE)-SB1				1,624,471
SAFE-Vehicle Registration Fees				1,862,465
Freeway Service Patrol				1,689,364
MSI Valley Fund-Traffic Mgmt Sys				37,300
Total Funding Sources				<u>5,213,600</u>

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, and growth analysis, and focused transportation study efforts; and prepare grant applications. A major accomplishment in Fiscal Year 2024/2025 was the completion of the SBCTA Long Range Multimodal Transportation Plan (LRMTP), with significantly increased emphasis on transit, transportation demand management, active transportation, and goods movement. A California Department of Transportation (Caltrans) Project Study Report/Project Development Support (PSR/PDS) document was completed for the State Route (SR) 18 Safety and Operations Project. Initiatives were also begun on the development of a VMT Mitigation Bank and assistance for local jurisdictions on complete street projects using funding from the state's Regional Early Action Plan (REAP) 2.0 funding. Grant applications were also submitted for multiple state planning grants and a Senate Bill (SB) 1, Trade Corridor Enhancement Program (TCEP) grant, and comments were provided on state policy documents such as the Climate Action Plan for Transportation Infrastructure (CAPTI).

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. Maintain tools including travel demand modeling and GIS capabilities to support planning and project delivery activities.
3. Provide updates on countywide plans, such as the LRMTP, Measure I Strategic Plan, and Greenhouse Gas (GHG) Reduction Plan, as well as Active Transportation Plans at the countywide and subarea levels.
4. Continue planning and implementation of sustainability initiatives.
5. Continue support for SBCTA/SBCOG technical committees.

Performance/Workload Indicators

	2022/2023 Actual	2023/2024 Actual	2024/2025 Revised Budget	2025/2026 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 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 (SB) 375 Sustainable Communities Strategy, SB 743 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: the 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, SB 1 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

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 the 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 the preparation of all South Coast AQMPs since 1994. At the State level, SBCTA provided input to multiple processes and documents, such as SB 671 clean truck corridors, and guidelines for the Cycle 4 SB 1 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 SB 1 to support the SB 1 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 the development of the 2028 RTP/SCS when necessary.
2. Continue to improve on implementation of active transportation projects and programs.
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).

Planning and Regional

Task 0110 Regional Planning

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 the 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 Seivaine, Santa Ana River, and Pacific Electric Trails.
13. Coordinate with SCAG and local jurisdictions to implement SB 743 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.

The budgetary increase is due to additional grant funding received through Caltrans to implement the Evacuation Resilience Center Design (ERCD) study.

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.

Contract Information

- a. Existing Contracts
 - 25-1003186 – SBCTA ERCD, Amount Budgeted \$300,000. Total Estimated Contract Amount \$826,250.

Manager

Steven Smith, Director of Planning

Planning and Regional

Task 0110 Regional Planning

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Regular Full-Time Employees	169,971	194,094	215,272	222,808
Fringe Allocation-General	166,354	172,637	159,086	139,901
Professional Services	(369)	-	30,000	330,000
Travel Expense-Mileage-Employee	880	252	500	1,000
Travel Expense-Other-Metrolink Tickets	-	-	200	200
Office Expense	-	-	500	1,000
Meeting Expense	1,914	1,844	1,000	2,000
Total Expenditures	338,751	368,828	406,558	696,909
Funding Sources				
Local Transportation Fund - Planning				94,764
Planning, Programming and Monitoring				302,145
Climate Adaptation Planning				300,000
Total Funding Sources				696,909

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 the 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 the 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. Ongoing updates and improvements to the San Bernardino County Transportation Analysis Model (SBTAM; Subregional Planning, Task 0404) were undertaken as part of congestion management responsibilities. Historical DMAR submittals have been updated recently, and some of the deficiencies on reporting have been corrected and additional corrections are in progress.

Work Elements

1. In the upcoming year, planning staff will focus on assisting the Data Management Office staff with the full implementation of a Comprehensive Project Hub (CPH). One component of the CPH will be an online application that streamlines DMAR and Nexus Study submittals and includes an escalation tool, DIF development tool, tutorials, and interactive features that allow users to query projects by program, status, and location.
2. The Development Mitigation Nexus Study will be updated based on local input and the 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.
3. 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.
4. 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.
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 Traffic Impact Analysis (TIA), 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. Updated travel demand model SBTAM, processes, and data for monitoring system performance.

Planning and Regional

Task 0203 Congestion Management

Contract Information

- a. Existing Contract
 - i. 22-1002774, CMP Monitoring Tool Maintenance, Amount Budgeted \$. \$41,535.

Manager

Steven Smith, Director of Planning

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	19,339	13,052	31,217	34,561
Fringe Allocation-General	18,927	11,609	23,069	21,701
Consulting Services	67,000	70,300	60,000	41,535
Total Expenditures	105,266	94,961	114,286	97,797
Funding Sources				
MSI Valley Fund-Traffic Mgmt Sys				77,246
MSI Victor Valley Fund-Traffic Mgmt Sys				20,551
Total Funding Sources				97,797

Planning and Regional Programs

Task 0206 Data Program Management

Purpose

The Data Management Office (DMO) provides services to all SBCTA and SBCOG departments. The purpose of Task 0206 is to support all departments by conducting geographic information system (GIS), data management, and analysis tasks on a regular and per-request basis. The DMO provides services to member agencies and their consultants through maintenance of and access to the San Bernardino County Transportation Analysis Model (SBTAM) and big-data platforms such as ClearGuide.

Accomplishments

The DMO continues its data maintenance reforms geared towards improving access to existing resources for internal staff, member jurisdictions, regional agencies, and the public at large. This will be accomplished through several ongoing efforts including 1) the update and promotion of online “hubs” for each department where GIS information relevant to each department’s interests can be readily accessed on a dashboard, 2) active participation in state and regional data standardization efforts, and 3) the publication of additional user-friendly online map applications.

The DMO is committed to making data available to member jurisdictions and the public by implementing and maintaining applications such as the “Active San Bernardino” website. This site allows users to review active transportation facilities and other demographic data used in prioritizing multimodal transportation projects and programs through interactive maps, dashboards, and other reports. The application also allows users to create their own map exhibits, pulling data from SBCTA/SBCOG, Federal, State, regional, and other local sources. Additionally, the DMO published a San Bernardino Transportation Analysis Model (SBTAM) website that streamlines model requests and provides access to updated vehicle miles traveled (VMT) Screening Tool and dynamic traffic volume map application upon request. These publicly accessible tools allow consultants to determine if a land use project they are studying will reduce or increase total VMT. An increase in VMT lets the developer know that additional VMT-specific traffic impact analysis will be required by Senate Bill (SB) 743.

In Fiscal Year 2024/2025, SBCTA spent a great deal of effort helping to complete the comprehensive Long Range Multimodal Plan Existing Conditions Story Map and ePlan. This plan relied heavily on the DMO’s assistance for collision analysis, community outreach, active transportation project prioritization, and identification of priority transit corridors. The DMO also developed a Comprehensive Project Hub (CPH) Proof of Concept aimed at consolidating all projects and programs overseen by SBCTA into a single database with workflow documentation including a web application that demonstrated to the public how much of an impact Measure I has had on infrastructure improvements in their communities.

In the upcoming year, the DMO aims to implement the full CPH. The CPH will include several modules including a Congestion Management Program feature that streamlines Development Mitigation Annual Report (DMAR) and Nexus Study submittals, with an escalation tool, Development Impact Fee (DIF) development tool, and tutorials and a Capital Project Needs Analysis (CPNA) feature. Support for previously created applications, such as the Contract Analytics Dashboard, which provides project cost estimates and schedules via an easy-to-explore dashboard, will be folded into the CPH. This feature provides an at-a-glance dashboard with in-depth project link options. The multi-module CPH hub will include tools that allow users from all backgrounds to query projects by program, status, and location. Additional DMO efforts will include updating the General Plan and Existing Land Use layers in preparation for the 2028 Regional Transportation Plan/Sustainable Communities Strategy and gathering data collected by other departments, such as Express Lanes Operations and SBCOG, and consolidating them under the existing SBCTA GIS portfolio.

GIS provides support on a request basis to all the other departments of SBCTA and SBCOG, consistent with the list of activities included under Work Elements. The DMO seeks to find additional opportunities to leverage our current GIS and analytics platforms in innovative ways to assist the departments with their needs.

Planning and Regional

Task 0206 Data Program Management

Work Elements

It is not always possible to predict specific work elements that will need to be accomplished for other departments. However, general levels of support are based on discussions with the staff of each department as part of the budgeting process, and examples of the work elements are provided below.

1. Planning Department:

- i. Development of a Comprehensive Project Hub.
- ii. Active Transportation Project Prioritization.
- iii. Measure I Project web map.
- iv. Congestion Management Program Information and Submittal site.
- v. Update of Countywide General Plan and Existing Land Use layers in preparation for the Growth Forecasting Model update needed for the 2028 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).
- vi. Grant application exhibits.

2. Project Delivery Department:

- i. Freeway project support, including right of way mapping.
- ii. Maps for quarterly reports.
- iii. Modeling/analysis support.
- iv. Interchange analysis.
- v. Contract status dashboard.

3. Transit Department:

- i. Maintenance of rail right of way field application.
- ii. Small operator data analysis assistance.
- iii. Miscellaneous mapping.
- iv. Vanpool Program support.
- v. Provide data needed for SB 125 Capital Project reporting.

4. Air Quality and Mobility Department:

- i. Freeway Service Patrol (FSP) mapping.
- ii. Electric Vehicle (EV) readiness support.

5. Fund Administration Department:

- i. Mapping and support for the Federal Transportation Improvement Program (FTIP) and project tracking.
- ii. Measure I funding distribution maps.
- iii. Measure I 10-Year Delivery Plan maps.
- iv. Measure I Strategic Plan maps.

6. San Bernardino County Transportation Analysis Model (SBTAM):

- i. Update SBTAM to be fully consistent with the 2024 RTP/SCS.
- ii. Consultant support for running SBTAM.
- iii. Maintenance of the SBTAM access website and online applications.

7. San Bernardino Council of Governments (SBCOG):

- i. Mapping for special COG projects (e.g. Smart County Master Plan, Disadvantaged Communities Analysis, Jurisdiction specific factsheets).
- ii. COG Membership mapping support.
- iii. Maintain SB 1000 Environmental Justice Toolkit.
- iv. Community Identities Dashboard.

Planning and Regional

Task 0206 Data Program Management

8. Special mapping and analysis requests not identified during budget planning.

The budgetary decrease is due to the reduction of one full-time GIS personnel and the hiring of an outside consultant to perform the duties.

Product

Products will include static and online maps, analysis, and data provided for other SBCTA and SBCOG departments, regional partners, and the public supporting the work elements listed.

Manager

Steven Smith, Director of Planning

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Regular Full-Time Employees	92,670	94,517	196,240	102,495
Regular Part-Time Employees	992	11,904	16,465	-
Fringe Allocation-General	90,698	84,068	157,190	64,356
Information Technology Services	27,600	42,251	35,000	35,000
Training/Registration	-	1,500	2,000	3,000
Travel Expense - Employee	3,935	3,210	5,000	5,000
Travel Expense-Mileage-Employee	413	422	500	500
Travel Expense-Other-Metrolink Tickets	-	-	100	100
Printing - External	-	-	300	300
Total Expenditures	216,308	237,872	412,795	210,751
Funding Sources				
MSI Admin				602
Local Transportation Fund - Planning				172,929
Planning, Programming and Monitoring				903
MSI Valley Fund-Traffic Mgmt Sys				35,301
Indirect Cost Fund				1,016
Total Funding Sources				210,751

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 on 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, Complete Streets Implementation 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 evolved to provide assistance, both internally and externally, by positioning projects in a manner that improves competitiveness in grant funding cycles 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 (SB) 1 competitive programs, Solutions for Congested Corridors (SCCP), Trade Corridor Enhancement Program, Local Partnership Program, California State Active Transportation Program (ATP), and the California Department of Transportation (Caltrans) Sustainable Transportation Planning Grant Program. The Comprehensive Multimodal Corridor Plan (CMCP) being updated with Riverside County Transportation Commission (RCTC) and Caltrans, in support of SBCTA's SCCP applications was updated in Fiscal Year 2024/2025. As a subsequent long-range planning effort, SBCTA staff completed the Long Range Multimodal Transportation Plan (LRMTP) with the inclusion of Priority Transit Corridors. SBCTA staff also worked on multiple sustainability initiatives in Fiscal Year 2024/2025. SBCTA led the effort in implementing the Environmental Protection Agency (EPA) Climate Pollution Reduction Planning Grant (CPRG) program for both San Bernardino and Riverside Counties. Although unsuccessful, staff led the efforts to submit a \$200 million energy infrastructure grant application on behalf of the region to the EPA. However, a partnership grant application from the South Coast Air Quality Management District (SCAQMD) was awarded \$500 million to support heavy-duty electric vehicle charging facilities in the Inland Empire region, including facilities in San Bernardino County.

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 recent fiscal years, the State and the Region put a great deal 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. This effort to assist member jurisdictions with housing element implementation continued into Fiscal

Planning and Regional

Task 0404 Subregional Planning

Year 2024/2025. SBCTA was able to secure over \$19 million in various REAP 2.0 grant funds from SCAG to provide housing policy implementation along with infrastructure seed funding.

Work Elements

1. Collaborate with transit agencies, local jurisdictions, and other stakeholders in the implementation of the LRMTTP,
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's 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, SB 1, 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, including 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 projects of regional benefit. The budget includes \$300,000 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 budgetary decrease is due to transferring an electric vehicle charging project to the Project Delivery Program which is partially offset by an increase in activity on consulting support for the REAP 2.0 program and other on-call planning services. The REAP 2.0 program will provide a total of \$9,564,868 as part of the County Transportation Commission Partnership. 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.

Products

Products include: updates of SBTAM and completion of the LRMTTP; development of a VMT Mitigation Bank; analysis support for the Measure I Strategic Plan and project development activities; grant applications for SB 1 and other Federal and State grant programs; updates to the Data and Analytics Office (DAO) data and mapping portal.

Planning and Regional

Task 0404 Subregional Planning

Contract Information

- a. Existing Contracts
 - i. 19-1002186, CTO 23, EPA Climate Pollution Reduction Grant (CPRG) GHG Reduction, Amount Budgeted \$350,000.
 - ii. 23-1002864, SRTS Program, Amount Budgeted \$432,575.
 - iii. 23-1003018, CTO 3A, 5A, and 8A, On-Call Bench for Planning, SBCOG, and REAP 2.0, Amount Budgeted \$154,500.
 - iv. 24-1003088, SBCTA/WRCOG Emergency Evacuation Network Resilience Study, Amount Budgeted, Amount Budgeted \$400,000.
 - v. 24-1003130, CTO 5B, 16, and 17, On-Call Bench for Planning, SBCOG, and REAP 2.0, Amount Budgeted \$1,220,000.
 - vi. 24-1003131, CTO 2 General Project Management/Controls Support, Amount Budgeted \$250,000.
 - vii. 24-1003132, CTO 1, 4B, 18, On-Call Bench for Planning, SBCOG, and REAP 2.0, Amount Budgeted \$1,014,000.
 - viii. 24-1003133, CTO 5C, and 4A On-Call Bench for Planning, SBCOG, and REAP 2.0, Amount Budgeted \$100,000.
 - ix. 24-1003135, CTO 3B, 8B, and 9 On-Call Bench for Planning, SBCOG, and REAP 2.0, Amount Budgeted \$46,000.
 - x. 24-1003136, CTO 10, 11, 15, and 19, On-Call Bench for Planning, SBCOG, and REAP 2.0, Amount Budgeted \$4,902,794.
- b. New Contracts
 - i. 24-1003136, CTO, CTC Partnership Program, Montclair – Total Amount Budgeted and Estimated Contract \$975,000
 - ii. CTO, Grant Writing, Amount Budgeted \$300,000

Local Funding Source Detail

- i. San Bernardino County Department of Public Health - \$\$25,000.
- ii. San Bernardino County Superintendent of Schools - \$\$10,000.
- iii. San Bernardino County - \$\$1,927,500.
- iv. Southern California Association of Governments - \$8,017,794.

Manager

Steven Smith, Director of Planning

Planning and Regional

Task 0404 Subregional Planning

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	232,726	261,469	273,350	320,009
Regular Part-Time Employees	-	-	2,775	25,620
Fringe Allocation-General	227,773	232,564	204,058	216,470
Professional Services	85,300	177,148	-	-
Consulting Services	1,542,838	2,269,536	9,236,263	10,152,794
Project Controls (Planning-COG)	-	-	200,000	250,000
Grant Writing	-	-	-	75,000
Legal Fees	236	-	20,000	50,000
Information Technology Services	-	-	1,000	-
Dues/Memberships	753	-	-	-
Training/Registration	7,075	6,194	4,500	36,000
Postage	-	-	100	200
Travel Expense - Employee	7,111	3,234	6,000	12,000
Travel Expense-Mileage-Employee	472	1,345	500	1,700
Travel Expense-Mileage-Non-Employee	-	-	-	200
Travel Expense-Other-Metrolink Tickets	-	15	-	100
Advertising	503	473	500	500
Printing - Internal	-	-	100	100
Contributions/Subsidies	43,000	40,585	10,370,976	455,000
Office Expense	71	-	300	400
Computer Hardware and Software	-	-	6,500	5,000
Total Expenditures	2,147,858	2,992,564	20,326,922	11,601,093

Funding Sources

Local Transportation Fund - Admin	7,378
Local Transportation Fund - Planning	1,144,358
Modeling Fees	12,414
Environmental Protection Agency	374,133
Planning, Programming and Monitoring	82,241
Climate Adaptation Planning	400,000
Active Transportation Program - State	200,000
MSI Valley Fund-Freeway Projects	43,305
MSI Valley Fund-Fwy Interchange	8,750
MSI Valley Fund-Express Bus/Rapid Transit	8,750
MSI Valley Fund-Traffic Management System	1,006,607
MSI Victor Valley Fund-Traffic Management System	92,538
MSI North Desert Fund-Traffic Management System	5,000
MSI Morongo Basin Fund-Traffic Management System	3,000
MSI Mountain Fund-Traffic Management System	2,000
Local Projects Fund	8,210,619
Total Funding Sources	11,601,093

Attachment: General Policy Committee Task Narratives (11171 : SBCTA Fiscal Year 2025/2026 Budget Task Review - GPC)

Planning and Regional

Task 0941 Mountain/Desert Planning and Project Development

Purpose

Provide 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 2024/2025, SBCTA staff wrapped up 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 (SR) 18 between SR 138 and US 395. Staff also assisted the Project Delivery Department with follow-up on the Trade Corridor Enhancement Program (TCEP) award for the US 395 Freight Mobility and Safety Project from Interstate 15 (I-15) to SR 18, the highest priority project identified by Victor Valley jurisdictions for the 10-Year Delivery Plan. Also, staff prepared a TCEP grant application for the Baker Boulevard Bridge Replacement and Heavy-Duty Charging Station project on behalf of the County of San Bernardino and the site developer WattEV. 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, technical 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). The staff has initiated Phase 1 of the SR247/62 Emergency Bypass Study which will result in an Emergency Bypass Strategy for I-15 in the Cajon Pass.

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 (SB) 743; preparation of growth forecasts for the next SCAG RTP/SCS; expansion of the Countywide Sidewalk Inventory database; implementation of housing elements, and input to the San Bernardino County Transportation Analysis Model (SBTAM) update.
5. Assist Mountain/Desert representatives with the identification of priority projects and strategies for implementing those projects.
6. Participate in project development teams for major transportation projects in the Mountain/Desert Subareas.
7. Continue the SR 247 and SR 62 Emergency Bypass Study Phase 2, which will evaluate improvements to alternate routes used in the event of a closure or major incident in the Cajon Pass. This project 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 the 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 the implementation 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 SR 18, which is offset by the startup of the SR 247 and SR 62 Corridor Feasibility Study.

Planning and Regional

Task 0941 Mountain/Desert Planning and Project Development

Products

1. SR 247/SR 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. Existing Contracts
24-1003069, SR247/62 Corridor Feasibility Study, Amount Budgeted \$300,000.

Local Funding Source Detail

- i. California Department of Transportation - \$300,000.

Manager

Steven Smith, Director of Planning

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	23,667	22,232	94,837	62,808
Fringe Allocation-General	23,163	19,774	25,745	39,438
Consulting Services	69,908	12,672	789,024	349,512
Total Expenditures	116,738	54,678	909,606	451,758
Funding Sources				
MSI Victor Valley Fund-Traffic Mgmt Sys				26,252
MSI North Desert Fund-Traffic Mgmt Sys				4,376
MSI Colorado River Fund-Traffic Mgmt Sys				2,188
MSI Morongo Basin Fund-Traffic Mgmt Sys				4,376
MSI Mountain Fund-Traffic Mgmt Sys				8,750
Local Projects Fund				49,512
State One-time Awards				356,304
Total Funding Sources				451,758

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. The COG conducts specific projects focused on sustainability, local government services, and quality of life that are of benefit to the member agencies. The SBCOG Work Plan supports and provides resources on a variety of topics from boots-on-the-ground issues such as street vending ordinance updates and support for small businesses, to long-term strategic initiatives, such as those focused on homelessness and housing, to futuristic and forward-looking efforts such as smart corridors and technology infrastructure.

SBCOG serves member agencies throughout San Bernardino County on regional issues and priorities in ways that do not duplicate jurisdictional activities, but rather, complement jurisdictional efforts and add value to member agency functions and priorities. In addition, SBCOG assists its member agencies in securing funding by identifying and managing grant opportunities, ensuring that projects are effectively supported with the necessary financial resources to advance regional goals. This effort strengthens collaboration and enables agencies to implement and expand critical initiatives across the county.

The Inland Regional Energy Network (I-REN) is a COG program representing a partnership with the Western Riverside Council of Governments (WRCOG), Coachella Valley Association of Governments (CVAG), and SBCOG that 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.

For recent major accomplishments and activities, see the descriptions under Task 0511, under which all SBCOG activities are included.

Goals and Objectives

1. Carry out the expanded SBCOG Work Program as adopted by the Board of Directors, including the Homelessness Strategic Plan, Street Vendor Toolkit, and advocacy in support of SBCOG and member jurisdiction interests.
2. Support City/County Conference activities.
3. Pursue grant funding in support of the SBCOG mission in collaboration with local jurisdiction partners.
4. Facilitate implementation of the recommendations in the Smart County Master Plan.
5. Complete and begin implementation of the COG Equity Framework.
6. Continue to implement the I-REN Program.
7. Establish the Regional Housing Trust Joint Powers Agreement and begin administering the Trust.
8. Support local jurisdictions in their projects supported by REAP 2.0 funding.

Performance/Workload Indicators

	2022/2023 Actual	2023/2024 Actual	2024/2025 Revised Budget	2025/2026 Budget
Carry out expanded SBCOG Work Program	NA	NA	YES	YES
Pursue grant funding in support of the SBCOG mission in collaboration with local jurisdiction partners	NA	YES	YES	YES
Complete and begin implementation of the COG Equity Framework.	NA	NA	YES	YES
Continue to implement the I-REN Program	NA	YES	YES	YES
Establish the Regional Housing Trust Joint Powers Agreement and begin administering the Trust	NA	NA	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 conduct specific projects focused on sustainability, local government services, and quality of life that are of benefit to the member agencies. The SBCOG Work Plan supports and provides resources on a variety of topics from boots-on-the-ground issues such as street vending ordinance updates and support for small businesses, to long-term strategic initiatives, such as those focused on homelessness and housing, to futuristic and forward-looking efforts such as smart corridors and technology infrastructure. SBCOG's purpose is to represent and serve member agencies throughout San Bernardino County on regional issues and priorities in ways that do not duplicate jurisdictional activities, but rather, complement jurisdictional efforts and add value to member agency functions and priorities. In addition, SBCOG will assist its member agencies in securing funding by identifying and managing grant opportunities, ensuring that projects are effectively supported with the necessary financial resources to advance regional goals. This effort strengthens collaboration and enables agencies to implement and expand critical initiatives across the county.

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. The 2023-2024 Fiscal Year brought the expansion of the Council of Governments and clear direction through the approval of Amendment No. 4 to the Council of Governments Joint Powers Authority and the completion and Board adoption of the Five-Year SBCOG Work Plan. Implementation and facilitation of the projects and programs identified in the Work Plan will be 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.

Accomplishments over the 2024-2025 fiscal year include:

1. SBCOG and 25 Member agency approval of Amendment No. 4 to the SBCOG Joint Powers Authority.
2. Met regularly with an Ad Hoc Committee of the Board to determine the best course of action to complete the Five-Year SBCOG Work Plan.
3. Met regularly with an Ad Hoc Committee of the CCMTAC to complete the Five-Year SBCOG Work Plan.
4. Completion of the Smart County Master Plan
5. Met as needed with an Ad Hoc Committee of the Board to receive direction on forming the San Bernardino Regional Housing Trust.
6. Provided update on Housing Legislation to the CCMTAC and the Board.
7. Three SBCOG Board members served on the I-REN Executive Committee. Eight I-REN Executive Committee meetings took place in the calendar year 2024 (note: I-REN reporting is done by calendar year).
8. The I-REN Executive Committee approved the Workforce Assessment which recommended additional contracts with both county and state Workforce Development Department collaboration.
9. Worked closely with WRCOG and CVAG to select five on-call contractors to address Workforce Education & Training Program services such as workforce events, college fairs, and additional outreach services.
10. A total of 13 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.
11. Provided 13 I-REN Codes and Standards trainings in calendar year 2024.
12. Approximately 22 public agencies have received I-REN Public Sector onboarding services in the SBCOG region. Moreover, the first project to reach completion for the I-REN Public Sector program was with Colton Joint Unified School District.
13. The board received a regional small business study and recommendations were considered for the Five-Year SBCOG Work Plan.

Council of Governments

Task 0511 Council of Governments

14. Review and analysis of multiple housing-related laws that may impact the San Bernardino Regional Housing Trust (SBRHT).

Work Elements

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

1. Check-Ins/Quarterly Status Updates on the SBCOG Five-Year Work Plan to the CCMTAC and GPC
2. Planning, coordination, and implementation support of the Smart County Master Plan (funded through Measure I; for details see Task 0404).
3. Amendment No 1 to the Smart County Master Plan for implementation of Cad to Cad and Remote Connectivity Concept for Emergency Communications (for Smart Intersections/Corridors initiatives funded through Measure I - see Task 0404)
4. Planning and coordination with member agencies and stakeholders for the Homelessness Strategic Plan.
5. Planning and coordination of the CCMTAC and GPC staff reports on the development of a Street Vendor Toolkit.
6. Planning, coordination, and implementation of a biannual Speaker Series based on topics prioritized by the SBCOG Ad Hoc Committee.
7. Planning and coordination with member agencies on the development of a platform or framework for an SBCOG Forum for discussing and disseminating information.
8. Support planning and coordination for the annual City/County Conference.
9. Planning and coordination within SBCTA/SBCOG and among local agencies to complete and begin implementation of the Equity Framework.
10. Continue to collaborate and partner with WRCOG, CVAG, local jurisdictions, and other public agencies, utilities, educational institutions, tribes, and third-party energy providers regarding the implementation of the I-REN and its programs.
11. Participation in selected elements of the Countywide Vision implementation.
12. Coordination with local agencies and civic groups on regional programs and issues of importance to the various regions in the county.
13. Host grant writing seminars for SBCOG member agencies.
14. Planning and coordination with local agencies, small business owners, and local chambers to plan and implement Small Business Vendor Fairs. Planning and coordination with local agencies, small businesses, and local chambers to develop a framework for a Small Business Hub or Dashboard for public access to public procurement. Planning and coordination with local agencies, small businesses, and local chambers to create a vision and scope for a Regional Small Business Certification program.
15. Planning and coordination with SBCTA/SBCOG Chief of Legislative and Public Affairs for the development of an SBCOG Outreach/Advocacy Plan and Schedule.
16. Participating in SBCOG Board and Policy Committees, Ad Hoc Committees, and Study Sessions.
17. Participating and coordinating with CalCOG and the Board Representative on COG items within the purview of CalCOG.
18. Participating in regional boards as these are critical to ensure SBCOG concerns are understood regionally.
19. 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.
20. Work with the Southern California Association of Governments (SCAG) and the California Department of Housing and Community Development (HCD) to administer the REAP 2.0 grant funding.
21. Coordinating with member agencies, consultants, and stakeholders to participate in networking events, conferences, and forums to expand SBCOG's regional influence and enhance grant opportunities.
22. Facilitating collaboration between member agencies, grant consultants, and external partners to develop project proposals aligned with funding opportunities and regional priorities.
23. Collaborating with member agencies to identify project scopes and prioritize a list of projects for grant application and regional initiatives.

Council of Governments

Task 0511 Council of Governments

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Council of Governments

Task 0511 Council of Governments

b. New Contracts

- i. RFP, On-Call Contract for COG Work Plan bench services. Amount Budgeted \$400,200, Total Estimated Contract Amount \$3,000,000.
- ii. CTO, 23-1002995, SBCOG Outreach, Amount Budgeted \$100,000, Total Estimated Contract Amount \$100,000.
- iii. CTO, Grant Writing, Amount Budgeted \$75,000, Total Estimated Contract Amount \$75,000.

Council of Governments Fund Detail

- i. Inland Regional Energy Network - \$102,900.
- ii. SBCOG General Assessment Member Dues - \$953,800.
- iii. San Bernardino County - \$0
- iv. Regional Early Action Planning Grant, Notice of Funding Availability for Lasting Affordability (REAP 2.0 NOFA), funding from the Southern California Association of Governments (SCAG) for the San Bernardino Regional Housing Trust - \$950,000.
- v. Regional Early Action Planning Grant, Subregional Partnership Program (REAP 2.0 SRP), funding from SCAG - \$2,200,000.
- vi. Regional Early Action Planning Grant, Housing Infill on Public and Private Lands Pilot Program (REAP 2.0 HIPP), funding from SCAG - \$660,000.

Manager

Steven Smith, Director of Planning

Council of Governments

Task 0511 Council of Governments (COG)

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Regular Full-Time Employees	56,404	280,214	618,553	689,001
Regular Part-Time Employees	32	1,328	3,774	3,774
Retirement Contribution-Employer	-	231,017	-	-
Fringe Allocation-General	55,203	249,237	515,320	434,994
Professional Services	-	98,244	431,259	889,218
Consulting Services	-	74,904	3,681,637	3,881,632
Project Controls (Planning-COG)	-	41,852	70,017	90,017
Grant Writing	-	27,192	50,000	75,000
Attendance Fees	-	26,300	36,600	36,600
Information Technology Services	-	-	17	17
Training/Registration	1,004	6,738	12,017	17,017
Postage	-	-	617	517
Travel Expense - Employee	1,581	1,314	11,517	15,517
Travel Expense - Non-Employee	-	-	1,000	1,500
Travel Expense-Mileage-Employee	1,058	3,037	4,017	5,517
Travel Expense-Mileage-Non-Employee	-	-	1,017	1,017
Public Information Activities	-	-	40,257	100,000
Printing - External	-	-	4,017	4,017
Printing - Internal	-	-	2,017	2,017
Contributions/Subsidies	-	-	-	20,000
Bank Charges	-	3,308	-	-
Office Expense	-	-	1,017	1,017
Meeting Expense	270	1,260	3,017	3,017
Total Expenditures	115,551	1,045,944	5,487,687	6,271,406
Funding Sources				
General Assessment Dues				1,287,449
Property Assessed Clean Energy Fund				216,931
Greenhouse Gas Fund				21,632
Council of Governments Fund				4,745,394
Total Funding Sources				6,271,406

Attachment: General Policy Committee Task Narratives (11171 : SBCTA Fiscal Year 2025/2026 Budget Task Review - GPC)

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; monitoring 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 \$63,696,800 in Measure I Funds for road priorities determined by local jurisdictions on their local streets, reimbursement of an estimated \$30,410,840 in Measure I Funds for locally delivered projects in the Valley Major Street and Interchange Programs, and \$46,404,374 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 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. Complete necessary procurement actions such as procuring an on-call air quality consultant and releasing a request for proposals for an auditing firm to perform the Triennial Performance Audits for Fiscal Years 2023/2024 to 2025/2026.
6. 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.
7. Evaluate public fund revenue when revenue assumptions change, and make allocation planning recommendations for consideration in the SBCTA budget.
8. 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.
 - 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.

Fund Administration Program Budget

- 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 as appropriate to expedite delivery of Measure I projects in advance of the availability of the required developer share match.
9. Provide timely local pass-through distribution to jurisdictions.
10. Prioritize projects and revise funding plans and revenue projections to finalize the 2026 update to the 10-Year Delivery Plan and update the bonding strategy as necessary to implement projects according to the plan.

Performance/Workload Indicators

	2022/2023 Actual	2023/2024 Actual	2024/2025 Revised Budget	2025/2026 Budget
Federal Funds Delivery ¹	102%	157%	120%	56%
FTIP Amendments	11	19	16	18
Programming Changes Processed	160	96	319	150
10-Year Delivery Plan Update	N/A	N/A	2/5/2025	N/A
Measure I Valley Arterial Reimbursements	\$8,376,059	\$3,554,326	\$25,000,000	\$25,000,000
Measure I Mtn./Desert Reimbursements	\$3,967,161	\$4,188,306	\$36,252,040	\$46,404,374
Local Transportation Fund Pass-through ²	\$116,218,746	\$122,444,662	\$163,813,923	\$177,460,004
State Transit Assistance Fund Pass-through ²	\$14,443,764	\$15,116,090	\$56,738,184	\$52,544,966
Local Agency Reimbursements Processed	32	34	40	40
Funding Agreements Managed	38	38	41	45
Development Share Loan Agreements Managed	9	6	6	7

¹ Lower delivery in fiscal years is intentional when funds have been advanced or are being saved for large projects, like the Interstate 10 Corridor Contract 2 and zero emission bus conversions. Percentage is based on San Bernardino County's target share of Surface Transportation Block Grant Program (STBG) and Congestion Mitigation and Air Quality (CMAQ) Funds.

² 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 (STBG), Congestion Mitigation and Air Quality Improvement (CMAQ) Program, 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 February 2025; 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. 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 STBG and CMAQ funds and developed the Project Prioritization Framework to be used for recommending projects to SCAG for funding. Additionally, SBCTA, as the regional transportation planning agency for San Bernardino County, coordinated the completion and submittal of the second Allocation Package for SB125 funds, which included allocations made by the Board to transit operators in April 2024, and developed funding agreements with the transit operators to be used in administration of the SB125 funds. SB125 funds may be used for a broad range of projects including operations, rail capital projects, bus rapid transit investments, zero-emission transit equipment, and transit facility and network improvement projects.

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 the California Department of Transportation (Caltrans), the California Transportation Commission (CTC), the San Bernardino County Auditor/Controller-Treasurer-Tax Collector, 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 is responsible for coordinating the completion of the Triennial Performance Audits. The next TDA Triennial Audit will cover Fiscal Years 2023/2024 - 2025/2026, following procurement of a consultant to perform the audits. The agencies involved in these audits will include SBCTA, City of Needles Transit Fund, Omnitrans, Victor Valley Transit Authority, Basin Transit, and Mountain Transit.

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. Coordinate with transit operators and local agencies to propose projects to be funded by STBG and CMAQ to SCAG consistent with the 2025 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.

Fund Administration

Task 0500 Fund Administration

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/Sustainable Communities Strategy (RTP/SCS), 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.
6. Procure an on-call air quality consultant to assist SBCTA, transit operators, and local agencies with required emissions reductions calculations for various grant programs.
7. Prepare recommendations for project funding from the 2026 STIP to be considered by the SBCTA Board. Meet and confer with CTC staff and Commissioners to advocate for STIP funding of key projects through the Regional and Interregional Programs as appropriate.

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's auditor for the annual fiscal audits of LTF and STA funds, and monitor contract auditor work and final product for TDA claimants.
5. Release Request for Proposals for the Triennial Performance Audit for the Fiscal Years 2023/2024 to 2025/2026.

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

1. Begin development of the 2026 Update to the 10-Year Delivery Plan for Board approval in Fiscal Year 2026/2027, 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 through the end of Measure I 2010-2040.
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 development of the expenditure plan and revenue projections for the potential 2026 Measure I Renewal ballot measure.

Fund Administration

Task 0500 Fund Administration

6. Provide technical support to the Finance Department as needed in the issuance of sales tax revenue bonds for the Measure I Valley Freeway and Interchange Programs.

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.

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 \$2,500.
- b. New Contracts
 - i. RFP, On-call Air Quality Analysis, Amount Budgeted \$7,500, Total Estimated Contract Amount \$50,000.
 - ii. RFP, Transportation Development Act Triennial Performance Audits, Amount Budgeted \$0, Total Estimated Contract Amount \$160,000.

Manager

Andrea Zureick, Director of Fund Administration

Fund Administration**Task** 0500 Fund Administration

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Regular Full-Time Employees	673,186	672,952	820,451	953,970
Overtime	176	351	-	-
Fringe Allocation-General	659,032	598,871	606,317	598,997
Consulting Services	16,158	1,813	10,000	10,000
Auditing and Accounting	-	114,601	10,000	10,000
Training/Registration	94	1,346	8,250	8,250
Postage	8	87	650	650
Travel Expense - Employee	5,303	6,383	16,975	16,975
Travel Expense-Mileage-Employee	175	299	4,600	4,300
Travel Expense-Other-Metrolink Tickets	42	-	450	450
Advertising	166	-	300	800
Printing - External	-	-	275	275
Office Expense	29	-	500	500
Meeting Expense	-	-	1,650	1,650
Total Expenditures	<u>1,354,368</u>	<u>1,396,703</u>	<u>1,480,418</u>	<u>1,606,817</u>
Funding Sources				
MSI Admin				268,587
Local Transportation Fund - Admin				122,150
Local Transportation Fund - Planning				53,729
Local Transportation Fund - Rail				8,929
Planning, Programming and Monitoring				1,105,101
Zero Emission Transit Capital Program-SB125				24,860
MSI Valley Fund-Freeway Projects				14,353
MSI Valley Fund-Fwy Interchange				2,448
MSI Valley Fund-Express Bus/Rapid Trans				3,451
Indirect Cost Fund				3,209
Total Funding Sources				<u>1,606,817</u>

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.

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. 22-1002717, Highland, State Route 210/5th Street Interchange, Amount Budgeted \$363,350.
 - iii. 22-1002725, Rialto, Interstate 10/Riverside Avenue Interchange Phase 2, Amount Budgeted \$4,687,490.
 - iv. 23-1002975, Adelanto, Bellflower Street Widening, MLH, Amount Budgeted \$2,000,000.
 - v. 23-1002978, Adelanto, El Mirage Road Widening, MLH, Amount Budgeted \$2,300,000.
 - vi. 22-1002754, Apple Valley, Bear Valley Road Bridge, Amount Budgeted \$2,000,000.
 - vii. 24-1003077, Apple Valley, Yucca Loma Road Widening, Amount Budgeted \$1,350,000.
 - viii. 17-1001692, Hesperia, Ranchero Road Widening, MLH, Amount Budgeted \$9,912,000.
 - ix. 20-1002368, San Bernardino County, Phelan Road Widening, MLH, Amount Budgeted \$3,050,000.
 - x. 19-1002202, San Bernardino County, Rock Springs Road, MLH, Amount Budgeted \$2,388,000.
 - xi. 15-1001119, Barstow, First Avenue Bridge over Burlington Northern Santa Fe Railroad (BNSF), MLH, Amount Budgeted \$46,624.
 - xii. 15-1001118, Barstow, First Avenue Bridge over Mojave River, MLH, Amount Budgeted \$1,026,360.
 - xiii. 19-1002193, Barstow, Rimrock Road Rehabilitation, MLH, Amount Budgeted \$749,000.
 - xiv. 15-1001157, San Bernardino County, Baker Boulevard Bridge, MLH, Amount Budgeted \$2,928,060.

Fund Administration

Task 0550 Allocations/Pass-through

- xv. 19-1002192, Big Bear Lake, Moonridge Road Advanced Expenditure Agreement, MLH, Amount Budgeted \$500,000.
- xvi. 20-1002325, San Bernardino County, State Route 38/Stamfield Cutoff Roundabout, MLH, Amount Budgeted \$2,991,770.
- xvii. 19-1002195, Twentynine Palms, Split Rock Bridge, MLH, Amount Budgeted \$312,560.
- xviii. 24-1003045, Twentynine Palms, State Route 62 Phase 2B, MLH, Amount Budgeted \$495,000.
- xix. 22-1002711, San Bernardino County, Needles Highway Segment 1C Advanced Expenditure Agreement, Amount Budgeted \$275,000.

b. New Contracts

- i. TBD, Ontario, State Route 60/Euclid Avenue Interchange, Amount Budgeted \$360,000, Total Estimated Contract Amount \$3,347,000.
- ii. Anticipated Victor Valley MLH Allocations, Amount Budgeted \$12,000,000, Total Estimated Contract Amount to be based on services provided.
- iii. Anticipated North Desert MLH Allocations, Amount Budgeted \$500,000, Total Estimated Contract Amount to be based on services provided.
- iv. Anticipated Morongo Basin MLH Allocations, Amount Budgeted \$1,500,000, Total Estimated Contract Amount to be based on services provided.
- v. Anticipated Colorado River MLH Allocations, Amount Budgeted \$80,000, Total Estimated Contract Amount to be based on services provided.

Manager

Andrea Zureick, Director of Fund Administration

Fund Administration

Task 0550 Allocations/Pass-throughs

	2022/2023	2023/2024	2024/2025	2025/2026
Expenditures	Actual	Actual	Revised Budget	Budget
Pass-through Payments	83,881,951	68,818,491	75,156,320	69,107,640
Major Street Payments	8,376,059	3,554,326	25,000,000	25,000,000
Major Local Highway Payments	3,967,161	4,188,306	36,052,040	46,404,374
Other Service Charges	5,950	-	-	-
Total Expenditures	96,231,120	76,561,122	136,208,360	140,512,014

Funding Sources

MSI Valley Fund-Fwy Interchange	3,376,140
MSI Valley Fund-Arterials	25,000,000
MSI Valley Fund-Local Street	41,115,600
MSI Victor Valley Fund-Major Local Hwy	12,000,000
MSI Victor Valley Fund-Local Street	15,278,300
MSI North Desert Fund-Major Local Hwy	5,250,044
MSI North Desert Fund-Local Street	3,035,000
MSI Colorado River Fund-Major Local Hwy	355,000
MSI Colorado River Fund-Local Street	257,700
MSI Morongo Basin Fund-Major Local Hwy	2,307,560
MSI Morongo Basin Fund-Local Street	1,859,500
MSI Mountain Fund-Major Local Highway	3,491,770
MSI Mountain Fund-Local Street	2,150,700
Valley Project Fund	2,034,700
Victor Valley Project Fund	23,000,000
Total Funding Sources	140,512,014

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 2025/2026 Budget includes the 2022A Sales Tax Revenue Refunding Bond and the 2023A Sales Tax Revenue Refunding Bond 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.

Allocation of bond proceeds and debt service:

	Actual				Budget			
	2023		2024		2025		2026	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
<u>2014/2023 Bond Issue*</u>								
Freeway Interchange	490,000	955,573	605,000	1,104,995	477,000	818,700	530,000	794,850
Valley Major Streets	877,100	1,710,475	1,082,950	1,977,941	853,830	1,465,473	948,700	1,422,782
Rail	551,250	1,075,018	680,625	1,243,118	536,625	921,037	596,250	894,205
Victor Valley Major								
Local Highway	122,500	238,893	151,250	276,249	119,250	204,675	132,500	198,713
Cajon Pass	409,150	797,904	505,175	922,672	398,295	683,616	442,550	663,701
	<u>2,450,000</u>	<u>4,777,863</u>	<u>3,025,000</u>	<u>5,524,974</u>	<u>2,385,000</u>	<u>4,093,500</u>	<u>2,650,000</u>	<u>3,974,250</u>
<u>2012/2022 Bond Issue**</u>								
Valley Major Streets	1,276,080	1,189,495	1,276,080	1,192,276	1,364,015	1,063,542	1,374,240	995,341
Victor Valley Major								
Local Highway	670,800	625,284	670,800	626,746	717,025	559,075	722,400	523,224
Cajon Pass	1,173,120	1,093,521	1,173,120	1,096,078	1,253,960	977,732	1,263,360	915,034
	<u>3,120,000</u>	<u>2,908,300</u>	<u>3,120,000</u>	<u>2,915,100</u>	<u>3,335,000</u>	<u>2,600,350</u>	<u>3,360,000</u>	<u>2,433,600</u>
Bond Issue Totals	<u>5,570,000</u>	<u>7,686,163</u>	<u>6,145,000</u>	<u>8,440,074</u>	<u>5,720,000</u>	<u>6,693,850</u>	<u>6,010,000</u>	<u>6,407,850</u>

* The 2012 Bond Issue was refunded in Fiscal Year 2022. This section shows the issues combined

** The 2014 Bond Issue was refunded in Fiscal Year 2024. This section shows the issues combined

Performance/Workload Indicators

	2022/2023 Actual	2023/2024 Actual	2024/2025 Revised Budget	2025/2026 Budget
Debt Service:				
Principal	\$5,570,000	\$6,145,000	\$5,720,000	\$6,010,000
Interest	\$7,6686,163	\$8,440,074	\$6,693,850	\$6,407,850
Arbitrage Calculation	YES	YES	NO	NO
Debt continuing disclosure requirements	YES	YES	YES	YES
Bond refunding	NO	YES	NO	NO

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

The 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

Lisa Lazzar, Chief Financial Officer

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Bond Principal	3,120,000	3,275,000	3,335,000	3,360,000
Bond Interest	2,905,100	2,749,100	2,585,350	2,418,600
Fiscal Agent Fees	3,200	9,250	15,000	15,000
Total Expenditures	<u>6,028,300</u>	<u>6,033,350</u>	<u>5,935,350</u>	<u>5,793,600</u>
Funding Sources				
Sales Tax Revenue Bonds 2022A Fund				<u>5,793,600</u>
Total Funding Sources				<u>5,793,600</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

Lisa Lazzar, Chief Financial Officer

	2022/2023	2023/2024	2024/2025	2025/2026
	Actual	Actual	Revised Budget	Budget
Expenditures				
Bond Principal **	2,450,000	98,425,000	2,385,000	2,650,000
Bond Interest	4,771,813	5,662,888	4,078,500	3,959,250
Fiscal Agent Fees	6,050	-	15,000	15,000
Total Expenditures	<u>7,227,863</u>	<u>104,087,888</u>	<u>6,478,500</u>	<u>6,624,250</u>
Funding Sources				
Sales Tax Revenue Bonds 2023A Fund				<u>6,624,250</u>
Total Funding Sources				<u>6,624,250</u>

* Includes amounts from Task 0966 2014A Sales Tax Revenue Bond that was refunded with the 2023A Sales Tax Revenue Bond.

** Includes amounts from refunding transaction.

Minute Action

AGENDA ITEM: 8

Date: April 9, 2025

Subject:

Fiscal Year 2024/2025 Budget Amendments and Contract No. 25-1003291 for an Enterprise Resource Planning Solution

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority:

A. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0313 – Transit Right-of-Way Management to add expenditures in the amount of \$12,500 to move fund balance from the Special Revenue Fund (Fund 2840) to the General Fund (Fund 1096) for Right-of-Way operations.

B. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0605 – Public Affairs to add expenditures in the amount of \$500,000 in Local Transportation Funds (Fund 1040) for educational support for Measure I, including consultants, surveys, and collateral materials.

C. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0430 – Risk Management to substitute \$80,000 Local Projects Funds (Fund 6010) and \$21,000 Indirect Cost Funds (Fund 7001) with Rail Assets funds (Fund 1080) in the amount of \$101,000, for a zero net increase to the fiscal year budget.

D. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0430 – Risk Management to increase Rail Assets funds (Fund 1080) in the amount of \$186,000, to cover the operating transfer from the prior fiscal years.

E. Approve an amendment to the Fiscal Year 2024/2025 Budget for Task No. 0310 – Transit Allocations/Pass-throughs to add expenditures in the amount of \$3,500,000 in State of Good Repair Pass-through funds (Fund 3610) for allocation disbursements to transit operators.

F. Authorize the Executive Director, or his designee, to finalize and execute Contract No. 25-1003291 with Oracle Corporation for software as a service to include NetSuite for Government for a not-to-exceed amount of \$300,000, to be funded with Measure I administration funds, for a three-year term through May 31, 2028, subject to approval as to form by SBCTA General Counsel.

Background:

The Finance Department is responsible for the preparation and administration of the San Bernardino County Transportation Authority (SBCTA) Budget. Subsequent to adoption of the budget, adjustments are requested by departments and approved by the SBCTA Board of Directors (Board) or by the authority granted to the Executive Director, or his designee, under Policy No. 20000, Financial Policies.

In order to identify any major budgetary changes during the fiscal year, the Finance Department compares actual expenditures and revenues to the budget. All other departments are responsible for identifying other budget adjustments necessary as a result of: 1) programmatic adjustments

Entity: San Bernardino County Transportation Authority

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required to maintain compliance with applicable federal and state law and internal policies such as Measure I Policies; 2) additional funds made available from allocations or grants; 3) unforeseen costs; or 4) other unexpected changes.

Staff is requesting approval of the following budget increases necessary to carry out the administrative and programmatic functions of the agency:

Recommendation A:

Electric Vehicle Charging revenues were recorded in the Special Revenue Fund through fiscal year 2022 (Fund 2840). In fiscal year 2023, these revenues have been accounted for in the General Fund (Fund 1096) as the revenues generated are not sufficient to fully support the activities associated. This adjustment is to allow the transfer of the residual balance of \$12,500 from the Special Revenue Fund to the General Fund for use in the Transit Right-of-Way Management task.

Recommendation B:

In preparation for the 2026 election cycle, this item is intended to provide educational support for Measure I, including consultants, surveys, and collateral materials. An adjustment in the amount of \$500,000 for Task 0605 – Public Affairs will be funded by Local Transportation Fund (Fund 1040).

Recommendation C:

SBCTA's property insurance includes coverage of core station assets such as the platforms, canopies and pedestrian grade crossing structures located at Metrolink Stations throughout the county, in addition to the Arrow Maintenance Facility, a Rail Crew House located at the San Bernardino Transit Center, and the Historic Santa Fe Depot which hosts SBCTA's offices. Through various cooperative agreements with each of the cities the cities are responsible for half of the cost to insure the core station assets located at their respective Metrolink Stations. The requested funding swap is necessary to fund SBCTA's half of the property insurance cost for insuring the core station assets and other rail related assets out of the Rail Assets fund to be paid for using the Rail Assets fund (fund 1080) instead of Local Projects Fund (Fund 6010) and the Indirect Cost Fund (Fund 7001).

Recommendation D:

Similar to Recommendation C, this recommendation is to recognize the cost associated with insurance premiums in the Rail Assets funds (Fund 1080). The requested budget increase is necessary to fund the operating transfer for Fiscal Year 2022/2023 and Fiscal Year 2023/2024.

Recommendation E:

SBCTA disburses Senate Bill 1 State of Good Repair Funds to transit operators as they are received from the State, except for allocations to Southern California Regional Rail Authority (SCRRA), which are disbursed on a reimbursement basis. The Fiscal Year 2024/2025 apportionment was higher than anticipated during preparation of the budget, and SCRRA has requested reimbursements at a higher rate than anticipated, resulting in a need to increase the anticipated expenditures for Fiscal Year 2024/2025 by \$3.5 million.

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Recommendation F:

In accordance with Policy No. 11000 Section VI. B., Cooperative Procurements (piggybacking), SBCTA is able to “piggyback” off of the National Association of State Procurement Officials procurement of a contract with Oracle Corporation for an Enterprise Resource Planning (ERP) solution. The solution is NetSuite for Governments utilizing the cloud platform for software as a solution. SBCTA’s current Eden accounting software will not be supported as of March 2027 and needs to be replaced.

This item is to request the Executive Director, or his designee, to execute Contract No. 25-1003291 with Oracle Corporation for the implementation of an ERP solution and an agreement term of 3 years. The budget for this will be included in the Fiscal Year 2025/2026 budget under the Finance task.

Financial Impact:

Budget amendments are required as described in Recommendations A, B, C, D, and E and described in the Background section of this item. The budget for Recommendation F will be included in the proposed Budget for Fiscal Year 2025/2026.

Financial Impact:

Budget amendments are required as described in Recommendations A, B, C, D, and E and described in the Background section of this item. The budget for Recommendation F will be included in the proposed Budget for Fiscal Year 2025/2026 and funded with Measure I Administration funds in Program 01, General.

Reviewed By:

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

Responsible Staff:

Lisa Lazzar, Chief Financial Officer

Approved
General Policy Committee
Date: April 9, 2025

Witnessed By:

Minute Action

AGENDA ITEM: 9

Date: April 9, 2025

Subject:

San Bernardino County Transportation Authority and San Bernardino Council of Governments Grant Team Framework

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA) and the San Bernardino Council of Governments (SBCOG):

Approve the SBCTA/SBCOG Grant Team Framework.

Background:

On January 3, 2024, the San Bernardino Council of Governments (SBCOG) Board of Directors (Board) approved an increase in SBCOG's work capacity, including additional staff and an expanded budget. This decision followed the adoption of Amendment No. 4 of the Joint Powers Agreement by all 25 member agencies, which adjusted SBCOG's funding structure by incorporating a 50% split between population and General Fund Tax Revenues in determining member dues.

Leading up to this decision, the Council of Governments Ad Hoc Committee (Ad Hoc) met regularly throughout 2023 to provide guidance on SBCOG's priorities and explore potential service expansions. These discussions included presentations from other regional Councils of Governments, considerations of expanded services, budget evaluations, and cost allocation strategies. The work of the Ad Hoc Committee culminated in a recommendation to the Board to increase SBCOG's capacity to better support member agencies.

As part of this expanded capacity, SBCOG identified the need to strengthen its role in grant funding support. San Bernardino County Transportation Authority (SBCTA) has been aggressively pursuing grant opportunities for a number of years, in support of its transportation projects and sustainability initiatives. The expansion of SBCOG services has put the joint entities in a position to leverage the mutual SBCTA/SBCOG strengths to support local jurisdictions further in bringing funds to our local area. Hence, SBCTA/SBCOG staff has developed a framework to improve grant-related resources and assistance, especially for local jurisdictions. The focus of the framework is on identifying key funding opportunities, supporting project development, and enhancing regional coordination to expand access to transportation and infrastructure investments and regional programs across San Bernardino County.

Key Components:

- Internally, the Grant Team will focus on:
 - Identifying key grant opportunities.
 - Managing SBCTA/SBCOG-led applications.
 - Ensuring compliance and tracking reporting requirements.
- Externally, the team will assist jurisdictions by:
 - Providing grant education.

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

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- Sharing funding opportunities and linkages to regional strategies.
- Refining project concepts and providing supportive material to improve their competitiveness.
- Potentially providing an increased level of involvement for grant opportunities that are multi-jurisdictional in nature. It is not the intent to take over local jurisdiction-level grant opportunities but instead to be more involved with projects and programs that have broader geographic reach. However, each opportunity that falls within this general framework will need to be viewed in light of how well the project/program fits grant criteria, probability of success, and effort/cost of putting the grant together.
- Deliverables:
 - Monthly Grant Opportunity Table to keep agencies informed.
 - Tracking systems to monitor grant activity.
 - Annual Grant Program Update to keep the Board informed of progress, challenges, and strategic recommendations.

This effort reflects SBCTA/SBCOG's commitment to providing meaningful support to its member agencies and broadening access to funding opportunities across the region.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025.

Reviewed By:

This item was reviewed by the City/County Managers' Technical Advisory Committee on March 6, 2025, and the Planning and Development Technical Forum on March 26, 2025. This item is scheduled for review by Transportation Technical Advisory Committee on April 7, 2025.

Responsible Staff:

Dulce Spencer, Grants Analyst

Approved
General Policy Committee
Date: April 9, 2025

Witnessed By:

SBCTA/COG Grant Team Framework

Purpose

The San Bernardino Transportation Authority (SBCTA)/Council of Governments (COG) Grant Framework establishes a structured and proactive approach to identifying, applying for, and managing grant opportunities supporting SBCTA/COG departments and San Bernardino County jurisdictions. The framework ensures that SBCTA/COG maintains ample internal resources for internal grant applications. At the same time, there is the desire and need to provide local jurisdictions with the support necessary to identify funding opportunities, support competitive applications, and comply with grant reporting requirements. Both internal and external grant opportunities benefit the region. The Grant Team focuses on managing SBCTA/COG grant applications, ensuring compliance, and tracking reporting requirements. To support local jurisdictions, the team provides education (e.g., grant workshops, funding updates), scoping assistance, and support of targeted grant writing assistance. As the organization evolves and as the grant landscape changes, the grant function will continue to adapt and expand, strengthening its capacity to secure funding and support the Board of Directors' (Board) priorities.

Scope of Work

Grant Opportunity Identification & Prioritization

- Creates an annual Grant Program strategy to document the Board's grant application priorities, including program or project emphasis areas that support SBCTA/COG's core mission.
- Works with local jurisdictions and internal SBCTA/COG Project Managers to develop and maintain an inventory of projects, plans, and programs eligible for SBCTA/COG grant writing assistance.
- Regularly informs agency members of grant opportunities.
- Prepares and submits SBCTA/COG grant applications that align with the Board's priorities and/or the financial framework outlined in the 10-Year Delivery Plan.
- Develops and maintains a jurisdictional request process. This will involve a structured system to track grant writing support requests from jurisdictions and the type of assistance that can be offered by the SBCTA/COG Grant Team. Preference will be given to multijurisdictional applications, and the level of support provided depends on the SBCTA/COG grant workload and alignment with the Board-approved Grant Program strategy.

Grant Application Preparation & Submission

- Supports both internal and external Project Managers throughout the application process, gathering data, project details, and stakeholder input as needed.
- Provides internal grant application support to the Project Delivery and Transit/Rail Departments as capacity allows, assisting with complex funding applications when feasible and accessing consultant resources when necessary.
- Submits complete, competitive applications for SBCTA/COG-led grants ahead of deadlines.

Grant Reporting & Compliance

- Tracks and manages grant reporting deadlines to ensure compliance.
- Notifies SBCTA/COG Project Managers of upcoming grant report deadlines in a timely manner.
- Review reports for completeness, including all required information and updating deadlines provided by SBCTA/COG Project Managers.
- Serves as a backup for report submissions if an SBCTA/COG Project Manager is unavailable.
- Maintains a Grant Management Tracking Log to record grant application deadlines, progress, and awarded funds.

Deliverables

- **Annual Grant Program Update** – Provides the Board with an annual update on the previous year's grant strategy, outcomes, and recommendations for the upcoming year. Mid-year status reports may also be provided on an as-needed basis.
- **Grant Matching Fund Approval** – Prepares and presents funding requests and recommendations for Board approval when grant applications require SBCTA/COG matching funds for projects not already included in board-approved plans such as the 10- Year Delivery Plan.
- **Monthly Table of Grant Opportunities** – Regularly updates and disseminates information internally and externally on upcoming grant opportunities.
- **Jurisdictional Request Process** – Maintains a structured system to track grant writing support requests from jurisdictions and the type of assistance committed to by the SBCTA/COG Grant Team.
- **Grant Applications** – Prepares well-developed, competitive submissions aligned with the Board of Directors' priorities.
- **Grant Reports** – Assist in ensuring Project Managers submit required grant reports accurately and on time.
- **Grant Tracking System** – Continuously monitoring applied funding opportunities and application progress through the Grant Management Tracking Log.

Minute Action

AGENDA ITEM: 10

Date: April 9, 2025

Subject:

San Bernardino County Transportation Authority Vehicle Miles Traveled Mitigation Bank Pilot Program Update

Recommendation:

Receive an update on the development of the proposed San Bernardino County Transportation Authority Regional Vehicle Miles Traveled Mitigation Bank Pilot Program.

Background:

In 2018, the California Environmental Quality Act (CEQA) guidelines shifted the assessment of an infrastructure project's transportation impacts from traffic congestion-based metrics to Vehicle Miles Traveled (VMT). The change was driven by Senate Bill (SB) 743, a law passed in 2013, to align transportation planning with the state's climate goals by prioritizing reductions in driving, over easing traffic congestion. According to the guidelines, project proponents must calculate the estimated amount of VMT attributable to their new projects and incorporate VMT mitigation strategies to minimize their impact. Since the shift to VMT-based analysis, agencies and policymakers have explored a wide range of strategies to support VMT mitigation; however, the search for innovative and effective solutions continues as communities strive to balance development with climate and mobility goals.

To address the challenging issue of VMT mitigation at San Bernardino County Transportation Authority (SBCTA), in December 2018, the Board of Directors (Board) directed staff to work on a countywide SB 743 implementation study. The countywide study was funded primarily by proportional contributions from cities and the County of San Bernardino (County), with a small contribution from SBCTA. SBCTA staff embarked on this Phase 1 SB 743 implementation assistance effort in February 2019. Although the Phase I effort led to the development of various tools and the adoption of quantifiable thresholds by the jurisdictions in the County, it left an important question of mitigation unanswered.

Thus, in July 2020, the Board authorized staff to *develop options for establishing a mitigation crediting system that would allow for quantification of the trip-reduction and greenhouse gas reduction benefits of telework and other Transportation Demand Management options and the voluntary application of those credits to facilitate environmental mitigation of projects in San Bernardino County.* With the Board direction, SBCTA staff received a Sustainability Award grant from Southern California Association of Governments (SCAG) to further develop SB 743 implementation mechanisms in a second phase of work, with particular emphasis on VMT mitigation strategies. This was an area where many questions remained as related to both land development projects and transportation projects.

In August 2021, the General Policy Committee received a presentation on the second-phase study, which concluded that mitigating VMT impacts remains one of the most significant challenges of SB 743 implementation. This was approved on consent by the Board in September 2021. However, the study did confirm that capturing VMT credits through reductions in individual commute choices could be a viable and cost-effective mitigation measure. After further studying the concept, staff identified a VMT Mitigation Bank/crediting option as a preferred strategy to meet CEQA guidelines in the region. Subsequently, in August 2022, staff

Entity: San Bernardino County Transportation Authority

presented the idea to the Metro Valley Study Session and the Mountain/Desert Committee, both of which unanimously recommended the Board approve the submittal of a proposal to SCAG for funding. The Board authorized staff to submit a grant application to SCAG for the Regional Early Action Planning (REAP) 2.0 grants to develop a SB 743 VMT mitigation crediting program under the County Transportation Commission (CTC) Partnership Program. The project was awarded funding in July 2023 by SCAG and the subsequent grant Memorandum of Understanding was signed with SCAG in July 2024. The project officially began in November 2024, with HNTB Corporation as the project consultant.

Overview of the SBCTA VMT Mitigation Bank Program

A VMT Mitigation Bank enables the exchange of monetary value for the reduction of VMT in the form of credits. Through funding secured from the SCAG REAP 2.0 grant, SBCTA is pilot testing a VMT Mitigation Bank to facilitate the generation and purchase of VMT credits. The bank will store VMT reduction credits (credits) generated by VMT-mitigating programs and projects, allowing land developers and sponsors of roadway projects to purchase credits to offset a project's expected VMT production. It should be noted that when the word "Developer" is used, it typically refers to entities that may be seeking VMT reduction credits, whether for land development or roadway projects. The bank will also store monetary value gained from credit sales for distribution to projects and programs that can mitigate VMT. For example, funds from the sale of credits can be directed to the San Bernardino Regional Housing Trust (SBRHT) to further reduce VMT. As the administrator of the bank, SBCTA seeks a system to support its administration, the management of credit purchasing, and the generation of credits through the commuter VMT mitigation program.

The proposed SBCTA VMT Mitigation Bank will incentivize individuals to earn VMT reduction credits by reducing their commute travel (compared to a baseline auto-based commute), with participants voluntarily choosing to work from home (telework), take transit, ride a vanpool or carpool, or commute via bike and walk, among other options. In a nutshell, the VMT reduction credits would be deposited into each commuter's VMT "bank account." Projects needing VMT mitigation (transportation or land use projects) would then purchase credits through protocols established by the bank and be able to use those credits as mitigation.

Using a smartphone app, participants will establish a "VMT baseline" and generate credits whenever they choose a travel mode other than a single occupancy vehicle. The VMT reduction credit, which can be verified through location-based information on the app, will then be converted monetarily by the bank to the individual's account once the credits are sold to development or transportation projects that need to reduce VMT impacts under CEQA. To "jump-start" the bank prior to the sale of credits, funding from other sources will be used to incentivize participants. Following this start-up period, and when credits can be sold, the bank is anticipated to be self-funding based on project mitigation for VMT. In addition to providing incentive funding for the participants, money deposited into the bank from purchased credits could be applied to individual, local or regional VMT reduction programs or projects, such as housing-specific projects included in the SBRHT.

Currently, there are no active regional VMT mitigation programs in the County or in the Southern California region. Consequently, developers and transportation project lead agencies in the County must mitigate their own impacts that exceed the local threshold. As jurisdictions continue to transition to VMT as the primary metric for transportation impact, many are seeking new, more cost-effective ways to comply with VMT regulatory requirements. The project

provides a viable mitigation option that is more practical and cost-effective than other costly mitigation programs.

Need for a Regional VMT Mitigation Bank

Even after eight years of implementing SB 743, the options for VMT mitigation remain unclear, with no established framework or comprehensive programs in place by any state, regional, or local agencies. TDM strategies have traditionally been employed to change travel behavior and reduce VMT. These strategies are generally most effective in urban areas where a project site is accessible through multiple travel modes (i.e., walking, bicycling, transit, and personal micro-mobility vehicles), offering similar travel times and convenience. These strategies are less effective in low-density suburban and rural areas where travel modes are more reliant upon personal automobiles. Much of the County falls into this latter category and needs a coordinated regional approach.

Due to the context in which communities are situated in the County, lead agencies transitioning to VMT mitigation are recognizing the challenges of mitigating significant VMT impacts. TDM strategies are less effective in lower-density suburban and rural areas where modes are limited to personal vehicles. Program-based approaches to mitigation can be more effective than project-site strategies. Programs can pool development mitigation contributions to pay for larger and more effective VMT reduction strategies that may not be feasible for individual projects.

Furthermore, the development of VMT mitigation programs becomes more efficient at a regional level. Regional agencies can utilize existing programs, such as the IE Commuter Program, to market to individuals and influence travel behavior that may reduce VMT. A VMT Mitigation Bank allows for a variety of measures to be considered as part of the Program, ranging from infrastructure projects (such as transit expansion or the implementation of active transportation facilities) to travel behavior modifications (such as teleworking, ridesharing, or vanpooling). The establishment of a VMT Mitigation Bank provides maximum flexibility while creating cost certainty for establishing VMT credits.

In addition, staff is beginning to see VMT mitigation cost increases from large transportation projects around the State that, in some cases, are becoming significant. For example, the Innovate 680 Express Lane Completion Project in Contra Costa County shows a VMT mitigation cost of \$143 million for 20 years, while the total project capital cost is \$310 million. In Orange County, the California Department of Transportation (Caltrans) I-5 Managed Lane Project's environmental document indicates that to mitigate 26.2% of the total VMT increases, \$442 million in mitigation measure costs are required. The mitigation measures employed in these two projects include transit pass subsidies, the introduction of new transit services, enhancements to existing services, the development of new active transportation projects, and the funding of affordable housing initiatives. Most of the mitigation measures employed in these projects with VMT impacts are project-based approaches that require substantial capital investment. Hence, SBCTA has been exploring an innovative approach to VMT mitigation for projects, sometimes referred to as a "Mode-Choice Based VMT Mitigation Bank".

Another key advantage of having a San Bernardino County-specific regional VMT Mitigation Bank Program is that the County can establish standards and rules for implementing the mitigation program. Several agencies are beginning to develop and implement VMT-related mitigation programs. For example, Riverside County Transportation Commission and Western Riverside Council of Governments are exploring a VMT Mitigation Exchange Program, where VMT-increasing projects could exchange or build VMT-reducing projects offsite to offset San Bernardino County Transportation Authority

some of their project's VMT increases. The Los Angeles County Metropolitan Transportation Authority has explored the option of providing transit passes to increase ridership on their transit system. At the local level, some cities in the state have adopted a VMT mitigation fee system, where projects pay their VMT fees based on a fee schedule established by the jurisdiction. The State is beginning to establish a Mitigation Bank Program, focusing on infill and affordable housing.

As new programs are projected to come online, staff believes it would be much more beneficial for the County to take a proactive approach by establishing its own program with tailored rules. This is important to prevent the development of conflicting programs that may not take into account the specific context of the County. Furthermore, the various entities mentioned above are relying on "future" credits to mitigate VMT. In contrast, SBCTA's VMT Mitigation Bank offers the most cost-effective and practical solution for reducing VMT, as it focuses on actual, verified credits rather than hypothetical future VMT reduction credits based on assumptions and modeling.

The following summarizes three common program-based approaches that may be established to enable mitigation options for projects required to implement VMT mitigation:

- **VMT Impact Fee Program:** A traditional Impact Fee Program in compliance with the Mitigation Fee Act. The nexus for the fee program is a VMT reduction goal consistent with the CEQA threshold established by a lead agency for SB 743 purposes. The main difference from a fee program based on a metric, such as vehicle Level of Service is that the VMT reduction nexus results in a capital improvement program consisting largely of transit, bicycle, and pedestrian projects (impact fees must pay for capital improvements and therefore are not appropriate for travel behavior programs). These types of fee programs are time-consuming to develop, tend to have a higher cost per unit of VMT reduced, and require ongoing monitoring and administration to ensure compliance; however, they are recognized as an acceptable form of CEQA mitigation. Additionally, Impact Fee Programs are typically required for all developments, independent of whether mitigation is needed for the project.
- **VMT Mitigation Exchange:** A VMT Mitigation Exchange relies on a development or infrastructure project sponsor agreeing to fund, implement, or acquire a set of predetermined VMT reducing measures or propose a new one. The project may be located in the vicinity of the project needing VMT mitigation or elsewhere in the geographic scope of the program. The exchange is the facilitating entity that can match the entity that reduces VMT with the entity needing the VMT reduction to mitigate a project impact. This option provides flexibility for mitigation project selection and is also the least complex to set up. Implementation is completed on a project-by-project basis, similar to typical mitigation measures. One observed challenge with a VMT Mitigation Exchange is that, while a broad array of VMT-reducing measures can be incorporated, sponsors purchasing credits typically select the measure that yields the greatest VMT reduction at the lowest cost, potentially prioritizing cost efficiency over broader transportation or environmental benefits. This type of program is often efficient early when low-cost options are available for purchase, but becomes more expensive over time as the low-cost options are implemented and only higher-cost options remain.
- **VMT Mitigation Bank:** A VMT Mitigation Bank assigns a monetary value for VMT reduction such that a Project Developer (land use or transportation) could purchase VMT

reduction credits. The money exchanged for credits could be applied to local, regional, or state-level VMT reduction projects or programs. Like all VMT mitigation, substantial evidence is necessary to demonstrate that the projects covered by the VMT Mitigation Bank would achieve expected VMT reductions and some form of monitoring may be required. This is more complicated than what is required in an exchange and requires more time and effort to administer. In particular, some VMT Mitigation Bank structures require that the VMT credits be generated and verified prior to being added to the bank. The VMT Mitigation Bank; however, can include other VMT reducing efforts (such as rideshare, telecommute programs or even VMT-reducing infrastructure programs) that cannot be implemented in a VMT Impact Fee Program and would be more difficult to implement in a VMT Mitigation Exchange Program. The verification of how much VMT reduction is associated with each dollar of credit and the tracking of mitigation are more difficult in a VMT Mitigation Bank, introducing the need for a specific process to baseline, monitor, and verify the actual VMT reduction associated with travel behavior changes. The ability to do so is paramount to the defensibility of the program.

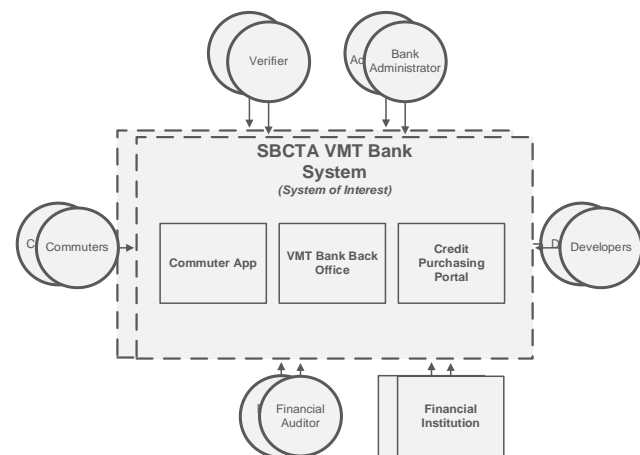
Current Status of the Project

The process to establish the bank and its relevant administrative and technological components began in December 2024. The bank is expected to be operational to the public as a pilot by the beginning of 2026. Staff is currently working with the consultant team to develop an Administrative Plan and a Concept of Operations (ConOps) document for the program, in conjunction with future Ordinances, identifying the planned operational policies for the bank during its operations as well as the plan, schedule, and budget associated with establishing the bank.

Concept of Operations

The ConOps technical memo addresses key components of the operating procedures for the SBCTA VMT Bank System (System). Specifically, the memo identifies user classes, assumptions, and dependencies, operational policies and constraints, and user needs. The ConOps is a vital document that translates stakeholder goals into a clear and actionable vision for system design and implementation.

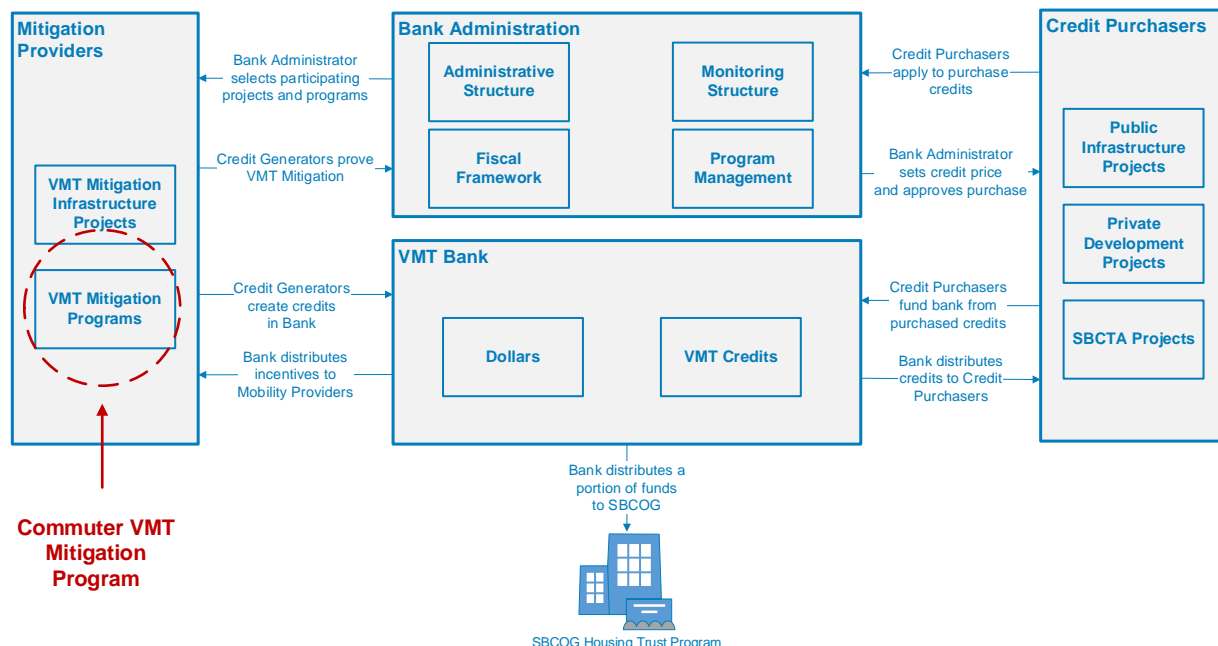
Identifying and validating user needs, operational policies, and assumptions at this stage ensures that the System is built to address real-world requirements and operates within practical constraints. Highlighting dependencies early also enables proactive coordination and risk management, reducing the potential for issues during later development phases. By starting the development of ConOps content early, staff aims to establish alignment on operational expectations and key considerations before advancing to more detailed sections, such as operational scenarios and the proposed system architecture.



Administrative Plan

The purpose of the Administrative Plan is to establish the policies and procedures that will guide SBCTA's establishment and administration of the SBCTA VMT Mitigation Bank Pilot Program (Program). The policies in this Administrative Plan cover key components of the Program, providing SBCTA with some level of flexibility to adjust the Program as needed to ensure its successful implementation. Staff aims to adhere to its Administrative Plan in administering the bank, but the document is considered a "living document" that will be updated as the Program is implemented and further defined with the approval of the SBCTA Board.

SBCTA's administration of the VMT Mitigation Bank Pilot Program comprises two primary areas of responsibility: administering the participants in the commuter-based program and managing the project proponent's purchases of VMT credits available in the bank. Users of the commuter app program will generate VMT credits, which will be available for sale at the bank, by incentivizing users to shift their travel mode and reduce their VMT. SBCTA's responsibilities for managing the purchase of credits involves interfacing with project proponents who are interested in purchasing credits to offset their VMT impacts and demonstrating the legitimacy of the VMT credits generated by the bank to lead agencies. The Administrative Plan will include guidelines and policies to govern operations, as well as business rules for credit purchases.



Funding

Funding for the VMT Bank Pilot Program is being sourced from the Housing and Community Development (HCD)/SCAG REAP 2.0 CTC Partnership Program and the Federal Carbon Reduction Program (CRP), totaling \$5 million to establish the mitigation bank (\$3 million of REAP 2.0 funding and \$2 million of CRP funding). The HCD/SCAG CTC Partnership Program is a funding program under REAP 2.0, administered by SCAG that collaborates with CTCs to support projects integrating housing, transportation, and sustainability goals to VMT and support housing production in Southern California. The CRP was established to provide funds for projects designed to reduce transportation-related emissions, specifically carbon dioxide emissions. CRP funds have been allocated by formula through Caltrans and SCAG. Staff has obtained initial concurrence from Caltrans in the usage of the funds for the Program. These funds

San Bernardino County Transportation Authority

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April 9, 2025

Page 7

are allocated toward the development of the Administrative Plan, costs to administer the Program, system and application development, contingency funding, and initial seed money in the VMT Mitigation Bank. Once the Program is operational, funds generated from the sale of credits will be deposited back into the bank, providing sustainable funding for continued implementation and growth.

Technology Behind the Program

During the ConOps development process, the project team conducted an industry review of vendors and software systems currently available on the market. The project team met with a variety of vendors providing location tracking, mode detection, travel surveys, trip planning, behavioral influencing for mode shift, incentive distribution, payment transactions, tolling and Road Usage Charges, carpool program facilitation, gamification, and other functionality. The system design was informed by existing programs and systems as well as lessons learned from pilots shared by industry representatives. The consultant team is working to onboard a vendor to develop the app specifically for SBCTA.

Next Steps and Schedule

Next Steps – Short Term Tasks	Timeline
Finalize System Requirements and Concept of Operations	March 2025
Approve contracts with selected vendor	April 2025
Finalize Administrative Plan	April 2025
Gain Board approval of Administrative Plan	May 2025
Begin Solution Development with vendor	May 2025

Project Schedule and Phase	Timeline
Systems Engineering and Vendor Selection	December 2024 – April 2025
Solution Development/ Iterative Release Testing	May 2025 – December 2025
Beta Testing	January 2026 – February 2026
Beta Testing Resolutions	February 2026 – March 2026
VMT Mitigation Bank Pilot Program Go Live	April 2026 – April 2027

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025.

Reviewed By:

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

Responsible Staff:

Josh Lee, Deputy Director of Planning

Approved
General Policy Committee
Date: April 9, 2025

Witnessed By:

SBCTA VMT Mitigation Bank Pilot Program



This Project is funded and managed by the Southern California Association of Governments (SCAG) with Regional Early Action Program (REAP) 2.0 grant funding from the State of California Department of Housing and Community Development.

San Bernardino County Transportation Authority

Background

- **SB 743 - Shift from LOS to VMT:** Changes how transportation impacts are evaluated under CEQA from Level of Service (LOS) to Vehicle Miles Traveled (VMT).
 - SBCTA Action: Local VMT implementation assistance: Cities established project-level thresholds that will give each project exact VMT reduction requirements under CEQA.
- **Implementation Issues on Mitigation:** Lack of options for mitigating VMT-increasing projects.
 - SBCTA Action: Project and regional level VMT mitigation study with identification of possible regional programs.
- **Finding the Right One - July 1, 2020 Board Action:** *"Authorize staff to develop options for establishing a mitigation crediting system that would allow for quantification of the trip-reduction and greenhouse gas (GHG) reduction benefits of telework and other TDM options..."*
 - SBCTA Action: Development of Regional VMT Mitigation Pilot Program (REAP 2.0 and CRP Funding).



San Bernardino County Transportation Authority

Benefits of a Regional VMT Mitigation Bank Program

- **Cost Effective Compliance for Project Developers (Land & Transportation):** Provides developers with a streamlined and predictable method for offsetting VMT. (Cost of VMT mitigation for transportation can be very high, e.g. Contra Costa County & Orange County).
- **Simplified Administration and Tracking:** Reduces administrative burden on local jurisdictions by centralizing the management of tracking and reporting on VMT reductions.
- **Maximized VMT Reductions:** Pooled resources at the regional level can be directed toward larger-scale projects that provide the greatest long-term reduction in VMT.
- **Advantage of Being Proactive:** SBCTA Board can set the program policies and rules for the program. Multiple agencies are developing programs, including the State.

While preference may be for no VMT mitigation at all, this is likely our optimal path.



San Bernardino County Transportation Authority

Basic Features of SBCTA Approach

- This is a “Mode-Choice Based” VMT Mitigation Bank.
- Volunteer commuters participate by agreeing to make VMT-reducing choices for their trip to work: Modes include transit, carpool, vanpool, bike, walk, and telework.
- Their “alternate mode” VMT is logged through a phone app and compared to the VMT from their auto-based commute (“baseline trip”), producing VMT credits.
- These VMT reduction credits are banked and made available to project developers (land use and transportation) who need mitigation for the VMT under CEQA.
- Commuters who live or work in San Bernardino County would be eligible for the program.
- Several other conditions will apply for participation.



San Bernardino County Transportation Authority

VMT Mitigation Bank Operating Approach

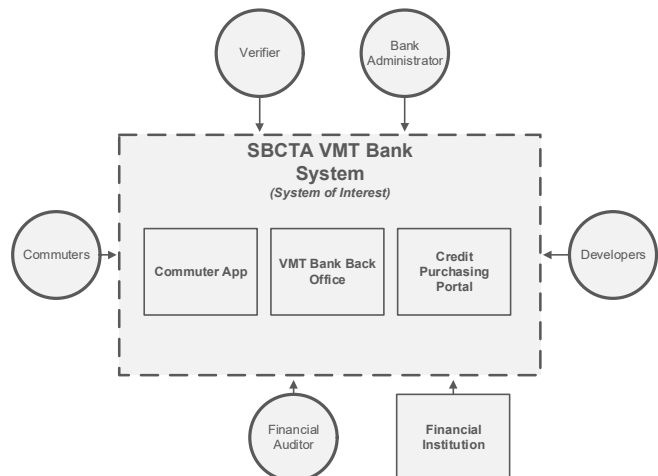
- **Automate as many processes as feasible:** To minimize operating costs and keep mitigation costs as low as possible.
- **Make it as easy as possible for commuters to participate.** Thousands of commuters will be needed to generate significant volume of VMT credits.
- **Build in as many self-verifying features as possible:** To minimize fraud and fraud protection costs.
- **Commuters who live or work in San Bernardino County would be eligible for the program.**
- **Priority for credit purchasing will be San Bernardino County projects.**
- **Commuters sign up voluntarily:** The expectations/obligations will be fully explained.



San Bernardino County Transportation Authority

Concept of Operations | System Components

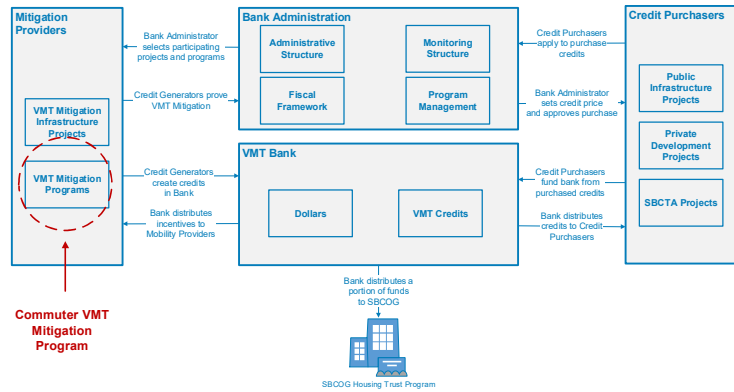
- **Commuter Phone App**
- **VMT Bank Back Office**
- **Credit Purchasing**
- **Financial Institution**
- **Commuters**
- **Verification**
- **Bank Administration**
- **Project Developers**
- **Financial Auditing**



San Bernardino County Transportation Authority

Administrative Plan (How the Bank Interacts with the Internal SBCTA Organizational Structure)

- **Chapter 1:** Introduction
- **Chapter 2:** VMT Bank Pilot Overview
- **Chapter 3:** Administrative Structure
- **Chapter 4:** Fiscal Framework
- **Chapter 5:** Monitoring Structure
- **Chapter 6:** Commuter VMT Mitigation Program Management
- **Chapter 7:** Bank Implementation (Schedule, Budget, and Evaluation)



San Bernardino County Transportation Authority

SBCTA VMT Bank Pilot Schedule

Project Schedule and Phase	Timeline
Systems Engineering and Vendor Selection	December 2024 – April 2025
Solution Development / Iterative Release Testing Complete Admin & ConOps Papers	May 2025 – December 2025
Beta Testing	January 2026 – February 2026
Beta Testing Resolutions	February 2026 – March 2026
VMT Bank Pilot Go Live	April 2026 – April 2027



San Bernardino County Transportation Authority

Next Step

Next Steps – Short Term Tasks	Timeline
Finalize System Requirements and Concept of Operations	March 2025
Finalize contracts with an app vendor (sub to HNTB)	April 2025
Finalize Administrative Plan	April 2025
Gain Board approval of Administrative Plan	May 2025
Begin Solution Development with Vendor	May 2025



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Minute Action

AGENDA ITEM: 11

Date: April 9, 2025

Subject:

Request for Proposals No. 25-1003265 for San Bernardino Council of Governments Work Plan Implementation

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino Council of Governments (SBCOG):

Approve the release of Request for Proposals No. 25-1003265 for SBCOG Work Plan Implementation.

Background:

The San Bernardino Council of Governments (SBCOG), originally formed as the San Bernardino Associated Governments in 1973 and legally separated from the San Bernardino County Transportation Authority in 2017, is a voluntary association guided by a joint powers agreement (JPA) and elected representatives from the 25 member agencies. Member agencies are comprised of the County of San Bernardino (represented by five supervisorial districts) and the cities/towns within the county: Adelanto, Apple Valley, Barstow, Big Bear Lake, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Hesperia, Highland, Loma Linda, Montclair, Needles, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Twentynine Palms, Upland, Victorville, Yucaipa, and Yucca Valley. In addition to its 25 member agencies, SBCOG partners with many other Federal, State, and Regional agencies and private entities to best serve the interests of the county. SBCOG plays a vital role in supporting its member jurisdictions and enhancing the county's communities by providing a forum for local leaders and regional officials to develop a comprehensive approach to community services and establish priorities that will benefit the region for generations to come.

The SBCOG Work Plan is the result of a long process of discussions with policymakers and administrators from the member agencies over the course of several months. SBCOG works with its member agencies to address broad, long-term policy and regional matters like greenhouse gas emissions, housing, homelessness, promoting healthy communities, public safety, regional economic vitality, and more. With this regional and broad mission, collaboration is at the core of all that SBCOG does, and its strength lies in the ability to respond to issues not always fitting neatly into another agency's operations. SBCOG plays a vital role in filling in the gaps for its member jurisdictions and enhancing San Bernardino County communities by providing a forum for local leaders and regional officials to collaborate and take a comprehensive and holistic approach to community advocacy and establish priorities that will benefit the region for generations to come.

As SBCOG carries out its work plans and programs, the department requires outreach, engagement, and small business resource support. Therefore, SBCOG is seeking support from consultants that can assist in carrying out specific tasks identified in the 5-year SBCOG Work Plan. The Work Plan projects and programs that will be carried out with the assistance of the selected firm will include:

Entity: San Bernardino Council of Governments

General Policy Committee Agenda Item

April 9, 2025

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- Small Business Vendor Fair - Create networking opportunities for small business owners countywide to connect with other vendors and consumers to enhance visibility and boost sales. Includes collaboration with member agencies and partners to host vendor and procurement fairs throughout the county to highlight small businesses within the region.
- Small Business Hub - Establish a hub or dashboard for public access to public procurement and a site that promotes local, small business service providers for the benefit of member agencies.
- Regional Small Business Certification - Create a regionally recognized small business certification that individual jurisdictions may opt into to support small businesses in applying and bidding for a government contract. Develop a regional procurement program to streamline certification for small businesses and training for small businesses in contract administration.
- Forum - Host discussion and information-sharing meetings between cities, towns, and County on various issues and challenges experienced within the region.
- Speaker Series - Create an opportunity for discussion on various topics and networking opportunities for member agencies through regular (quarterly or biannual) events hosting a panel of experts or speakers.
- Telling Our Stories, Outreach/Advocacy, and Other Support - Communicate success stories, highlight exemplary work completed or conducted by member agencies, communicate the work or investments made by the various programs, and support SBCOG staff in working with its member agencies.

With the Request for Proposals process for release, review, selection, and approval, staff anticipates having a contract executed by September 2025 with a term that will be consistent with the 5-year Work Plan outlook with identified projects completed by Fiscal Year 2028/2029.

Financial Impact:

The Project is included in the adopted Budget for Fiscal Year 2024/2025 and funded with COG Member Dues in Program 25, Task 0511, Council of Governments, and Equity/Indirect Funds in Program 01, Task 0501, Intergovernmental.

Reviewed By:

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

Responsible Staff:

Suzanne Peterson, COG and Equity Programs Manager

Approved
General Policy Committee
Date: April 9, 2025

Witnessed By:

ATTACHMENT A SCOPE OF WORK

As SBCOG carries out its work plans and programs, the department requires outreach, engagement and small business resource support. Specific tasks that the consultant may be required to perform are described below. This list is not intended to be inclusive but represents the list of potential work items for which services may be requested from the consultant. Further details are provided below.

The consultant is required to address every program task listed below and respond to every program task outlined in this Scope of Work.

Description of Consultant Expertise and Hourly Rates on Program Categories

For purposes of submittal on this procurement, SBCOG requests that information be provided based on the firm's expertise with various tasks listed below and that consultant staff hourly rates be provided. These tasks identified in the Scope of Work, below, are intended to support the SBCOG Work Plan activities relating to outreach and engagement, especially with local governments and the small business community. Work will be issued on a Contract Task Order (CTO) basis to accomplish the various SBCOG Work Plan activities. A list of the anticipated SBCOG Work Plan activities to be accomplished through this contract is provided below. These descriptions are for work that SBCOG anticipates the consultant will be asked to provide for the duration of the contract.

Also note, a specific approach to implementing the SBCOG Work Plan has not been developed; programs identified in the Work Plan may be executed under a single CTO or multiple. The services identified in this RFP will be implementing components of the Council of Governments (COG) Work Plan relating to regional small business support and member agency support, including outreach, engagement, meeting/event planning and facilitation, educational opportunities, and networking opportunities. The successful consultant will demonstrate experience that includes, but is not limited to, the following tasks:

- Assist SBCTA/SBCOG staff with the implementation of the approved SBCOG Work Plan approved in the COG Work Plan
- Work with SBCTA/SBCOG staff to ensure projects progress; provide updates to SBCTA/SBCOG staff as necessary
- Work with SBCTA's Project Controls team and Finance Department to ensure all financial and reporting requirements are met
- Assist with project management of various SBCOG Work Plan programs
- Assist with implementation strategies related to SBCOG Work Plan Programs and Priorities
- Analyze future or potential funding opportunities related to meeting or forum topics
- Create policy and administrative guidance documents and materials
- Create small business information and guidance materials
- Assist in developing a web-based dashboard or hub and make recommendations of types of information and resources to include, in coordination with the SBCTA/SBCOG data analytics/GIS team
- Support the creation of small business programs and initiatives through SBCOG as identified in the SBCOG Work Plan by incorporating equitable business practices, procurement, and others
- Conduct research through surveys, focus groups, workshops, and other events to learn more about how small businesses compete for and conduct business and to build relationships within the business community
- Monitor, attend, and participate in meetings with partner entities as necessary
- Assist with improving the process of outreach and engagement (member agencies, small businesses, Community-Based Organizations, Disadvantaged Businesses, and other regional stakeholders)

- In coordination with the SBCTA/SBCOG Legislative and Public Affairs Department, develop and recommend customized outreach and engagement approaches (in-person and virtual meetings, information booths, workshops, speed networking, focus groups, open houses, etc.)
- Assist SBCOG staff in planning, executing, and facilitating SBCOG led meetings and events
- Assist with developing and launching virtual outreach and engagement tools (surveys, polling, interactive web maps, information hubs, etc.)
- Assist with meeting and special event facilitation (keep meetings on schedule, create an inclusive and respectful environment, track participation, record and summarize outcomes, etc.)
- Apply SBCOG branding of SBCOG Work Plan program materials
- Assist with customized outreach to local small businesses
- Assist SBCOG/SBCTA staff in ensuring engagement and outreach processes are equitable
- Assist with identifying appropriate qualitative and quantitative performance metrics and/or Key Performance Indicators (KPIs) to measure SBCOG Work Plan program implementation success
- Assist with tracking qualitative and quantitative performance metrics and/or KPIs to measure SBCOG Work Plan program implementation success
- Assist with developing feedback mechanisms to evaluate tracking system results and assist in developing recommendations for adjustments to project approach and next steps
- Assist with displaying or showcasing SBCOG Work Plan program implementation success (GIS Story Map, website, summary document, presentation, etc.)
- In coordination with the SBCTA/SBCOG Legislative and Public Affairs Department, assist in identifying best approach for displaying or showcasing SBCOG Work Plan program implementation success (e-blast/newsletter, summary document, presentations, etc.)
- Assist in a stylized quarterly-SBCOG newsletter to share upcoming events or meetings, highlight recently completed project, and available resources
- Assist in developing a stylized Annual Report to showcase achievements throughout the year and member agency Return on Investment /value the COG is providing to jurisdictions
- Assist in intergovernmental communication (prepare briefings, memos, presentations, etc.)
- Monitor local, regional, state and federal challenges and opportunities that may be of interest to member agencies and provide updates to SBCTA/SBCOG staff
- Manage project invoicing and troubleshoot contract-related issues
- Assist with administrative work related to SBCOG Work Plan programs

The following programs identified in the table below are reflective of the approved SBCOG 5-year Work Plan and are a selection of the projects which are anticipated to be covered under this contract. Additional information regarding the approved SBCOG 5-year Work Plan is available online at www.gosbeta.com/sbcog/. The programs identified in the table below reflect the projects that are anticipated to be completed under the contract by the selected firm. The items in this table may not reflect the actual work assignments; the purpose of this table is to demonstrate the types of projects the tasks identified above will be supporting. Actual work under this contract will be released under task orders, each of which will have a more detailed Scope of Work and lists of deliverables.

SBCOG Work Plan Program	Description
Small Business Vendor Fairs	Create networking opportunities for small business owners countywide to connect with other vendors and consumers to enhance visibility and boost sales. Includes collaboration with member agencies and partners to host vendor and procurement fairs throughout the County to highlight small businesses within the region.
Small Business Hub	Establish a hub or dashboard for public access to public procurement and a site that promotes local, small business service providers for the benefit of member agencies.

Regional Small Business Certification	Create a regionally recognized small business certification that individual jurisdictions may opt into so as to support small businesses in applying and bidding for a government contract. Develop a regional procurement program to streamline certification for small businesses and training for small businesses in contract administration.
Forum	Host discussion and information-sharing meeting between cities, towns, and counties on various issues and challenges experienced within the region.
Speaker Series	Create an opportunity for discussion on various topics and networking opportunities for member agencies through regular (quarterly or biannual) events hosting a panel of experts or speakers.
Telling Our Stories, Outreach/Advocacy, and Other Support	Communicate success stories, highlight exemplary work completed or conducted by member agencies, communicate the work or investments made by the various programs, and support SBCOG staff in serving with its member agencies.

December 11, 2024

San Bernardino Council of Governments 5-Year Work Plan

DUDEK



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02
03
04

DUDEK



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San Bernardino
Council of
Governments 5-Year
Work Plan

The San Bernardino Council of Governments (SBCOG), originally formed as the San Bernardino Associated Governments in 1973 and legally separated from the Transportation Authority in 2016, is a voluntary association guided by a joint powers agreement (JPA) and elected representatives from the 24 member cities and towns and five county supervisorial districts that serve San Bernardino County (County) residents.¹ SBCOG works with member jurisdictions and partners to address broad, long-term policy matters like greenhouse gas emissions, housing, promoting healthy communities, public safety, and more. In addition to its 25 member agencies (the 24 member cities and towns and the County of San Bernardino), SBCOG partners with many other Federal, State, and regional agencies and private entities in the course of our work, in order to best serve the interests of the County. SBCOG plays a vital role in supporting its member jurisdictions and enhancing the County's communities by providing a forum for local leaders and regional officials to form a comprehensive approach to community services and establish priorities that will benefit the region for generations to come.

The San Bernardino Council of Governments 5-Year Work Plan establishes projects and programs the COG and other responsible agencies will prioritize over the next 5 years. This document serves to provide a County profile including the varying geographic context of the subregions, a demographic and socioeconomic overview of the people and economy of the County, and other factors that provide a lens for the prioritization of the selected Work Plan projects and programs.

The overview of programs included in this document is organized by Countywide and Regional programs. This section includes the SBCOG Work Plan Programs and Priorities over the next 5 years, and an overview of programs related to the State's Regional Early Action Plan 2.0 (REAP 2.0) programs and other ongoing County programs. Additional cross-jurisdictional efforts, which involve coordination and shared funding with other council of governments, are described in the Inland Empire Regional Programs section. Each program under these sections includes a program summary, identified funding sources and amounts, and highlights key project deliverables, as applicable. Lastly, the attached program matrix provides a detailed description of all funding sources, amounts, and project phasing and implementation years for the selected work plan programs described in the Work Plan Programs and Priorities section.

¹ ArcGIS StoryMaps. "San Bernardino Council of Governments," February 7, 2024. <https://storymaps.arcgis.com/stories/6f45db75d0f54f609ef2c-00cc2bf87f9>.

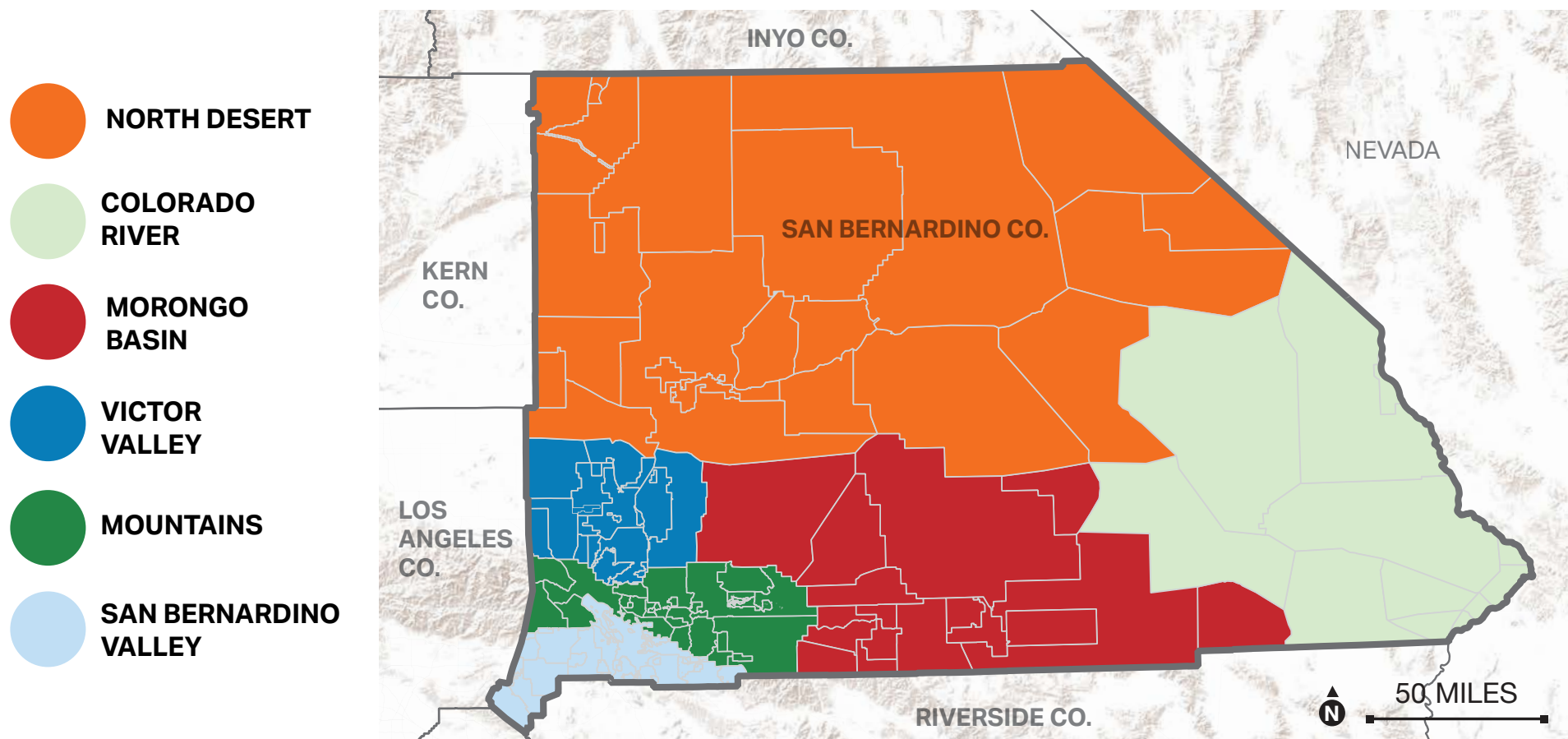
County Profile

GEOGRAPHIC CONTEXT:

The San Bernardino County (County) is approximately 20,105 square miles, the largest county in the contiguous United States. There are 24 incorporated towns and cities and over 80 unincorporated communities. The County is commonly divided into six distinct subregions, the San Bernardino Valley, the Victor Valley, the Mountains, the North Desert, the Morongo Basin, and the Colorado River as shown in Figure 1. The Colorado River, Morongo Basin, Mountains, and North Desert Subregions are also commonly referred to as the Rural Mountain/Desert Subregions.

Figure 1. County Regions

Source. "Cities_and_Communities (FeatureServer)," March, 16, 2023. https://services.arcgis.com/aA3snZwJfFkVvDuP/arcgis/rest/services/Cities_and_Communities/FeatureServer.





San Bernardino Valley

The San Bernardino Valley Subregion, sometimes further divided into East and West Valley, is the most densely populated region. Cities include Chino, Chino Hills, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Upland, and Yucaipa. Unincorporated communities include Bloomington, Mentone, and Muscoy.



Victor Valley

Victor Valley is located in the western Mojave Desert, the Victor Valley Subregion in the high desert region of the San Bernardino County. It is bordered by the San Bernardino Mountains to the south and the San Gabriel Mountains to the southwest. Cities within the subregion include Adelanto, Apple Valley, Hesperia, and Victorville. There are many unincorporated communities within the subregion such as Helendale, Lucerne Valley, and Phelan.



Mountains

The Mountains Subregion is primarily composed of public lands owned and managed by Federal and State agencies. The City of Big Bear Lake is the only incorporated city within the subregion. However, there are multiple unincorporated communities such as Big Bear City, Crestline, Lake Arrowhead, Running Springs, and Wrightwood within the subregion.



North Desert

The North Desert Subregion is the largest subregion geographically, covering approximately 93% of the county, and includes parts of the Mojave Desert. The City of Barstow is the only incorporated city within the subregion. However, there are many unincorporated communities such as Baker, Lenwood, Newberry Springs, and Yermo within the subregion.



Morongo Basin

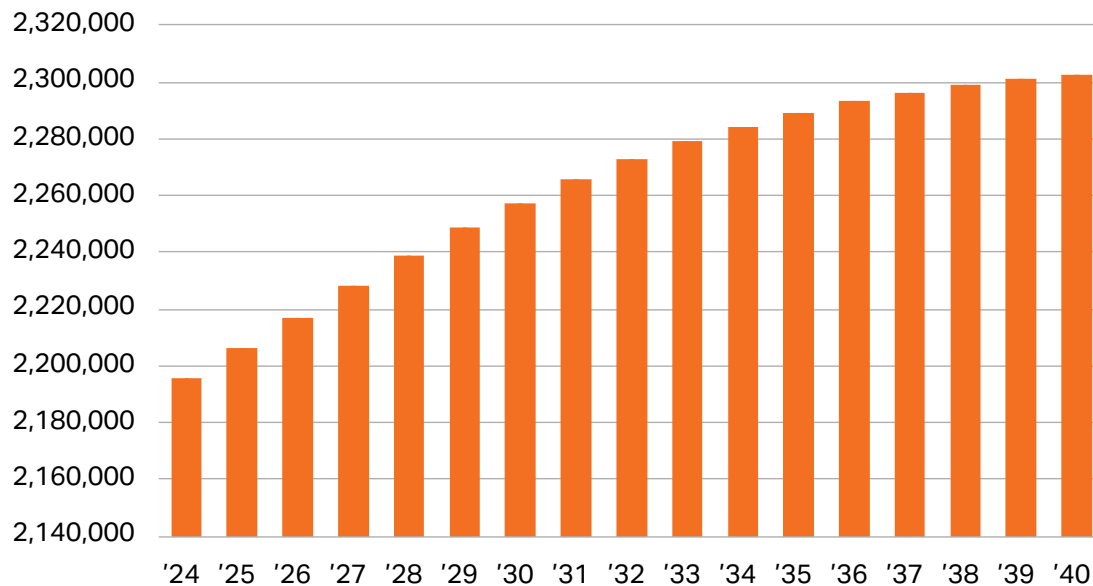
The Morongo Basin Subregion is located within the Mojave Desert and in the high desert region of the county. It is a desert landscape of hills and alluvial fans framed by mountain ranges. Cities within the subregion include Yucca Valley and Twentynine Palms. Joshua Tree is an unincorporated community within the subregion.



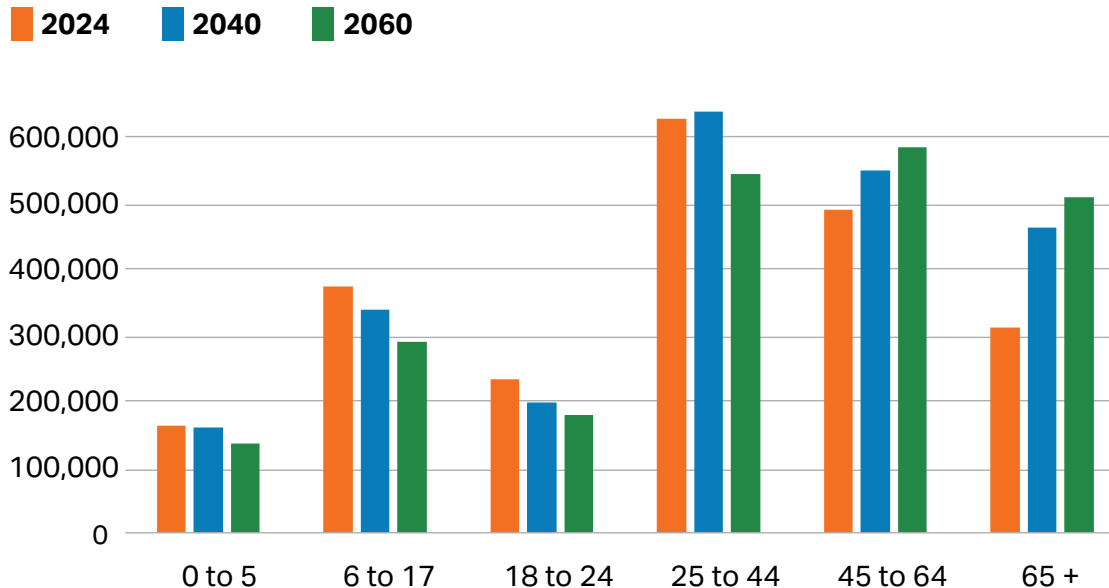
Colorado River

This subregion is framed by the Mojave Desert to the west and the Colorado River to the east. The City of Needles is the only incorporated city within the subregion and borders the State of Arizona.

SAN BERNARDINO COUNTY POPULATION



AGE TRENDS



PEOPLE

Population. The County is the fifth most populous county in the State of California with a total population of 2,195,732 in 2024 and a population density of 109 persons per square mile. Densities in the developed areas tend to be in the range of 3,000 to 4,000 persons per square mile. The County's population forecast varies depending on the source. The State Department of Finance (DOF) forecast shows the County reaching a population of approximately 2.3 million by 2040, representing a 5% growth rate over the next 15 years as shown in Figure 2. The forecast from the Southern California Association of Governments (SCAG) projects a 2.43 million population by 2040 (10.5%) and 2.62 million by 2050 (19%).

Figure 2. Projected Population Growth

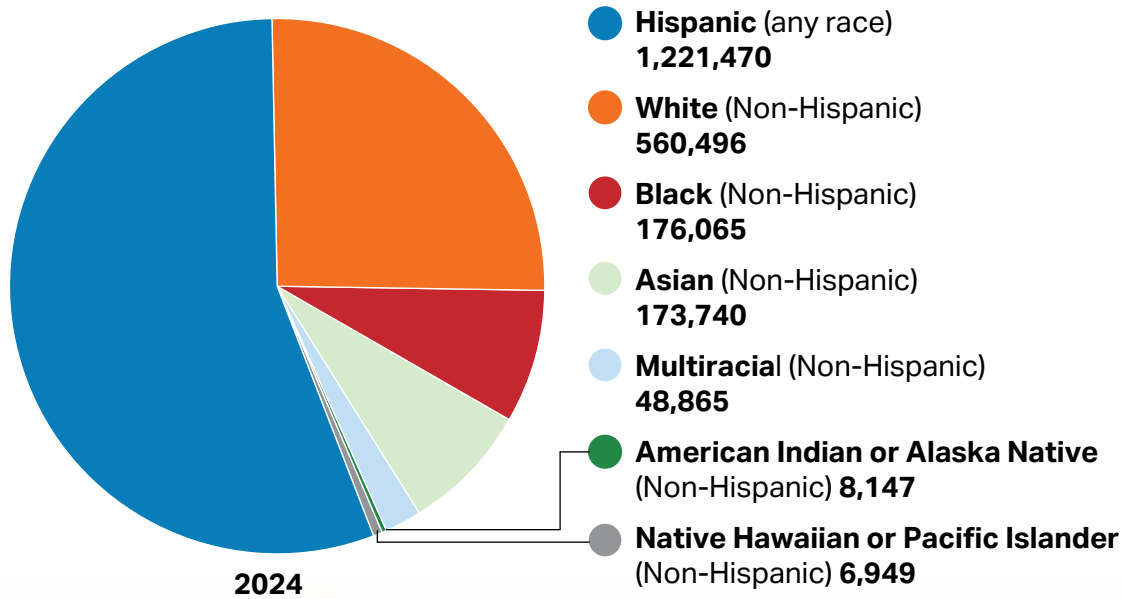
Source. CA DOF, P-2: County Population Projections, 2020-2060

Age. In 2024, persons aged 25 to 44 make up 29% of the total population, according to the DOF forecast. In 2040, all age categories are projected to experience a decline except for age categories 45 to 64 and 65 and older, which are expected to continue to experience an increase in population size as shown by Figure 3. By 2060, it is projected that the 45 to 64 and 65 and older age categories will make up almost 50% of the County's population.

Figure 3. County Age Trends and Projections

Source. CA DOF, P-2B: Population Projections by Individual Year of Age, 2020-2060

POPULATION BY RACE



Race. Hispanic persons make up the largest population in the County followed by White non-Hispanic persons as shown in Figure 4. Population projections for 2040 indicates a 5% growth across each race category indicating the racial make-up of the County is projected to remain the same.

Figure 4. Population by Race

Source. CA DOF, P-1D Total Hispanic and Non-Hispanic Race, 2024



SOCIAL AND HOUSEHOLD CHARACTERISTICS AND CIVIC ENGAGEMENT



Total Households

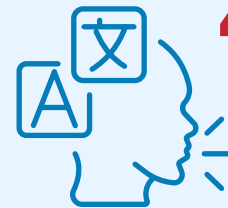
674,191 ACS 1-year estimates 2022.

22% of the population is **foreign born** ACS 1-year estimates, 2022 falls below the **California foreign born population**, which is **27%**, but higher than the national ratio, which is **13%**.



Households with Children under 18: 34 % ACS 1-year estimates 2022.

Voter turnout among population **registered to vote** is **1,138,702**. (general election 2022).



45% of persons speak a **language other than English** at home ACS 1-year estimates 2022.

Average household size 3.2 ACS 1-year estimates 2022, compared to **2.82** for the State of California.



The **median household income** for **San Bernardino County** in 2023 is **\$85,069**, which falls below the California median household income of \$95,521.

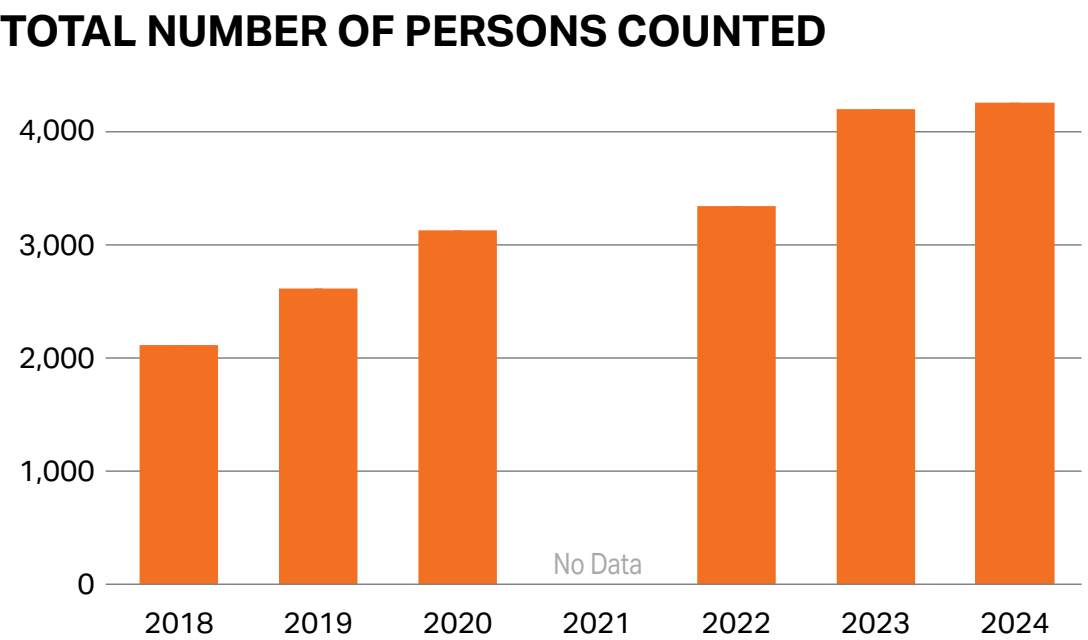


Sources. Total Households, Languages Spoken at Home, Foreign Born Population, Average Household Size, Households with Children under 18: U.S. Census Bureau, ACS 2022, 1-Year Estimates, DP02 Selected Social Characteristics, <https://data.census.gov/table/ACSDP1Y2022.DP02>. Median Household Income: U.S. Census Bureau, ACS 2022, 1-Year Estimates, DP03, Selected Economic Characteristics, <https://data.census.gov/table/ACSDP1Y2023.DP03>. Voters: San Bernardino County Registrar of Voters. "Voter Turnout Statistics," 2022, <https://sbcountyelections.com/elections/votinghistory/>.

People Experiencing Homelessness. The number of persons experiencing homelessness has doubled in size since 2018, with 2,118 then, and 4,195 in 2024 as shown in Figure 5.

Figure 5. Persons Experiencing Homelessness Counts Since 2018

Note. The total count for 2021 is not included in the report.
Source. U.S Department of Housing and Urban Development. “2024 Continuum of Care Homeless Count and Survey Report,” 2024. <https://main.sbcounty.gov/wp-content/uploads/sites/80/2024/05/SBC-Point-in-Time-Count-Report-2024-Final.pdf>.



However, when comparing the total number of persons experiencing homeless in the year 2023 and 2024 in Table 1, there was only a 1% increase in total population, which is an increase of 60 persons from 2023.

Table 1. San Bernardino County 2023 and 2024 Homeless County Comparison

YEAR	SHELTERED	UNSHELTERED	TOTAL
2023 Count	1,219	2,976	4,195
2024 Count	1,200	3,055	4,255
Difference	-19 (1.6%)	+79 (2.6%)	+60 (1.4%)

Source. U.S Department of Housing and Urban Development. “2024 Continuum of Care Homeless Count and Survey Report,” 2024. <https://main.sbcounty.gov/wp-content/uploads/sites/80/2024/05/SBC-Point-in-Time-Count-Report-2024-Final.pdf>.

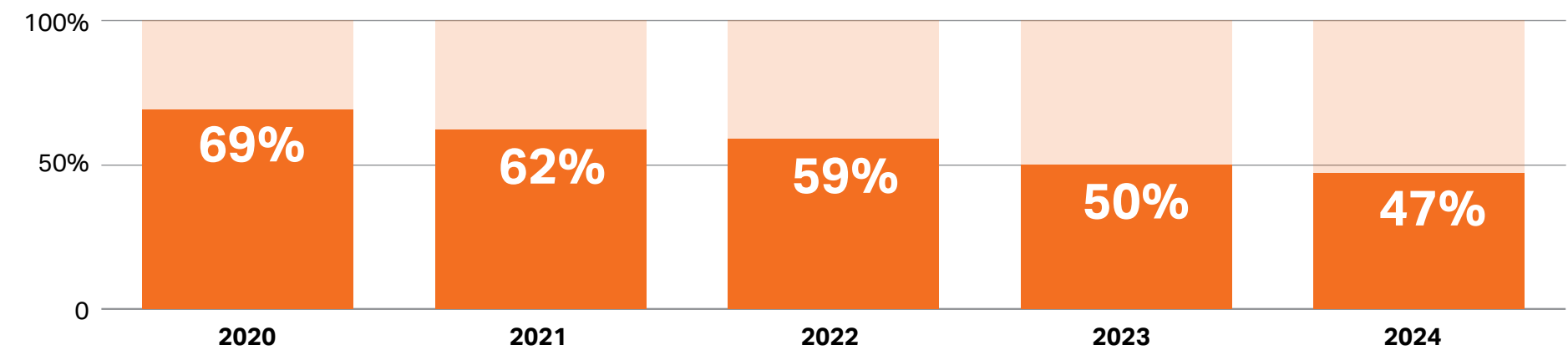
ECONOMY

Housing. The median single family existing home price has increased by 6.2% from July 2023 to July 2024 and has a current median sale price of \$515,000. The median sold price of existing condos and townhomes has increased by 4.7% over the last year and has a current median price of \$472,700. The percentage of buyers in the County who

can afford an entry-level home has decreased over the last 5 years and is currently at 47% as shown in Figure 6. According to the California Association of Realtors First-time Buyer Housing Affordability Index, the minimum income needed to qualify purchasing a home is \$89,100, which is greater than the median household income for the County.

Figure 6. Buyers Who Can Afford an Entry-Level Home

BUYERS WHO CAN AFFORD AN ENTRY-LEVEL HOME



Source. California Association of Realtors. “County Sales & Price Statistics,” August 1, 2024. https://carorg.sharepoint.com/:x/s/CAR-RE-PublicProducts/ET_2DKm5lmVEqXVoLM7RGP0BomBEy7JfeTkOpDgsbh5fLg?rtime=mdSYdj_u3Eg

Key Industries and Employment. There are approximately 1,086,962 persons 16 years and older who are in the labor force, including persons in the armed forces.² The County’s unemployment rate is approximately 6%, which is slightly higher than the State unemployment rate of 5%. Key industries include education services, health care and social assistance, transportation and warehousing, utilities, and retail trade industries, which account for 48% of the total employed population 16 years or older (excluding armed forces).

Key industries in San Bernardino County:



Retail trade: 12%



Transportation and warehousing, and utilities: 13%



Educational services, and health care and social assistance: 23%

2 U.S. Census Bureau. American Community Survey, 2023, 1-Year Estimates, DP03, Selected Characteristics.



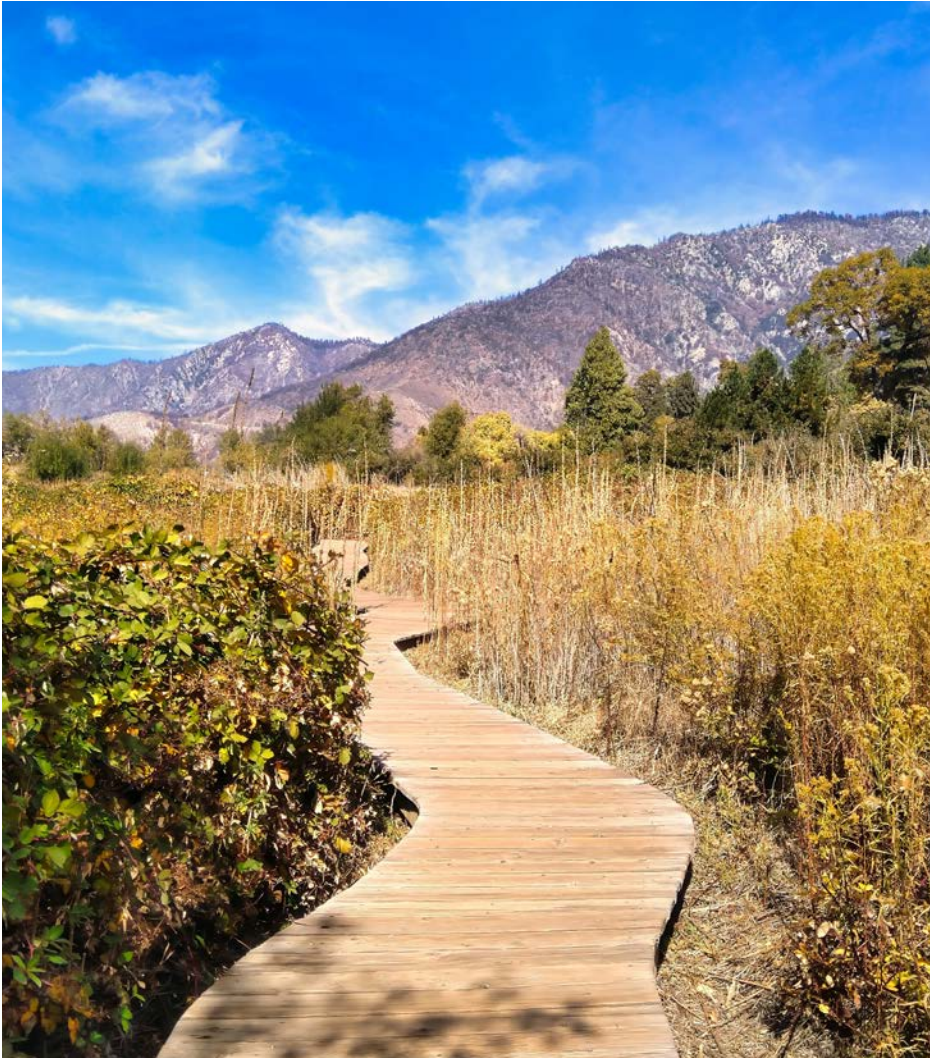
Business Sector. Enterprise businesses accounted for 67% of employed persons in the County in 2021. Table 2 below highlights enterprises by business size categorized by number of people employees. Businesses with less than 100 employees accounted for 22% of the employed population in 2021, indicating that small businesses play a vital role in employment trends in the County.

Table 2. San Bernardino County Number of Firms and Employment, 2021

ENTERPRISE SIZE	FIRMS		EMPLOYEES	
	Number of Firms	Percent of Total Firms	Number	Percent of Total Employees
<20 employees	28,189	85	110,241	17
20-99 employees	2,756	8	92,973	15
100-499 employees	868	3	70,346	11
500+ employees	1,543	5	359,801	57
Total	33,356	—	633,361	—

Source. US Census Bureau. “2021 SUSB Annual Data Tables by Establishment Industry.” Census.gov, July 22, 2024. <https://www.census.gov/data/tables/2021/econ/susb/2021-susb-annual.html>.

The programs and projects below include a list of programs and projects enabled through San Bernardino Council of Governments (SBCOG). The list includes budgeting capacity, Regional Early Action Planning Grants of 2021 (REAP 2.0) projects, and other countywide sustainability and climate related projects. The programs will be funded by a variety of sources, such as member dues, Measure I, REAP 2.0 grants, the Carbon Reduction Program grants (CRP), Caltrans Sustainable Transportation Planning Grant Program, and the California Public Utilities Commission (CPUC).



Work Plan Programs and Priorities

The programs and project options selected were informed through comprehensive outreach including, initial discussions with the SBCOG Board Ad Hoc, targeted coordination and collaboration over five subregional meetings held with subsets of City and County Managers, and research on programs offered by sister agencies including the Western Riverside Council of Governments (WRCOG) and the San Gabriel Valley Council of Governments (SGVCOG). The subregional meetings were held in the West Valley, East Valley, Mountain, Victor Valley, and Desert Regions. Finally, the Work Plan is being reviewed and anticipated to be approved by the General Policy Committee and the Board of Directors. Funding for these plans and programs will be a mix of Member Agency Dues, Equity/Indirect Funds, Measure I where applicable, grant funds, and partner funds.



HOMELESSNESS STRATEGIC PLAN

Program Summary: This program is a regional strategy to plan for the population of persons experiencing homelessness within the County with prioritized programs and targeted strategies. San Bernardino Council of Governments (SBCOG) will lead a collaborative strategy for the region and coordinate with member jurisdictions. The plan will include an inventory of existing resources, law enforcement options, nonprofit organization (NGO) support, and create strategies to plan and prioritize shelter placement for individuals experiencing homelessness. Additionally, the program will identify and prioritize funding opportunities to support the identified strategies across region.

Deliverable: Establish a regional strategy with prioritized projects, inventory of existing resources, and strategy for countywide coordination.

Target Fiscal Year	2025/2026
Funding Source	Member Dues, Equity/Indirect
Funding Amount	\$750,000



STREET VENDOR TOOLKIT/STANDARDS AND COMPLIANCE/ENFORCEMENT STRATEGIES

Program Summary: Street vendor regulation varies from jurisdiction to jurisdiction in the County, which can be difficult for street vendors to navigate the complexity of the permitting process when operating in different jurisdictions. This program will analyze and create best practices on regulations and ordinances to create a menu of options for jurisdiction to implement to create consistency across the region and encourage street vendors to operate in compliance. Identify options for local agencies to utilize for the purposes of compliance and enforcement.

Deliverable: Toolkit and standards on street vendor regulation.

Target Fiscal Year	2026/2027
Funding Source	Member Dues
Funding Amount	\$250,000



SMALL BUSINESS VENDOR FAIRS

Program Summary: The program creates networking opportunities for small business owners countywide to connect with other vendors and consumers to enhance visibility and boost sales. It includes collaboration with member agencies and partners to host vendor and procurement fairs.

Deliverable: Establish vendor fairs throughout the county to highlight small businesses within the region.

Target Fiscal Year	2024/2025–2028/2029
Funding Source	Equity/Indirect
Funding Amount	\$290,000



SMALL BUSINESS HUB

Program Summary: This program will establish a hub or dashboard for public access to public procurements and a site that promotes local, small business service providers for the benefit of San Bernardino Council of Government's (SBCOG's) member jurisdictions.

Deliverable: Dashboard that promotes small business service providers.

Target Fiscal Year	2025/2026–2026/2027
Funding Source	Member Dues, Equity/Indirect
Funding Amount	\$550,000



REGIONAL SMALL BUSINESS CERTIFICATION

Program Summary: The program creates a regionally recognized small business certification that individual jurisdictions may opt into so as to support small businesses in applying and bidding for a government contract. Amongst the San Bernardino Council of Governments (SBCOG) members, many of the cities' and towns' bidding platforms are used with varying registration requirements, they do not have a main point of contact for procurement and purchasing, which is cumbersome for small businesses and may deter them from successfully contracting with the local governments.¹ This program allows participating businesses to capitalize on opportunities in government and private-sector procurement through a more equitable process.

Deliverable: Create a regional procurement program to streamline certification for small businesses and training for small businesses in contract administration.

Target Fiscal Year	2025/2026–2026/2027
Funding Source	Member Dues, Equity/Indirect
Funding Amount	\$315,000



FORUM

Program Summary: Discussion and information sharing meetings between cities, towns, and counties on various issues and challenges experienced within the county. Discussion topics will include Municipal Separate Storm Sewer System (MS4) Permits, Ambulance Contracts, Animal Shelters, and more.

Deliverable: Host discussion opportunities focused on a rotation of topics and challenges within the county.

Target Fiscal Year	2025/2026–2028/2029
Funding Source	Member Dues, Management/Support Cost (2910 and 7001)
Funding Amount	\$11,000

¹ Amplify Communities, "San Bernardino Region Public Procurement Memorandum," 2023.



SMART INTERSECTIONS AND CORRIDORS

Program Summary: Countywide Capital Improvement Projects for identified corridors under the Smart County Master Plan (SCMP). Implement Smart Corridor pilots to extend the principles of smart intersections along entire traffic corridors, modernize transportation at a large scale to facilitate smoother traffic flow, enhance safety, reduce travel times, and minimize environmental impact.

Deliverable: New smart intersections and corridors.

Target Fiscal Year	2024/2025–2028/2029
Funding Source	Measure I
Funding Amount	\$5,000,000



SPEAKER SERIES

Program Summary: The program creates an opportunity, quarterly or biannually, for discussion on various topics and networking opportunity for member jurisdictions.

Deliverable: Establish a panel of experts or series of speakers to create discussion opportunities and networking events.

Target Fiscal Year	2024/2025–2028/2029
Funding Source	Member Dues, Management/Support Cost (2910 and 7001)
Funding Amount	\$41,800



CAD-TO-CAD

Program Summary: This program, focused on connecting computer-aided dispatch (CAD) systems, would implement data sharing across boundaries to improve emergency services. To create a unified system and maximize public safety, this program would leverage the existing Inland Empire Public Safety Operations Platform (IE PSOP) and connect neighboring Emergency Communication Centers (ECC) and other cooperating agencies through a cloud-hosted communications system interface.

Deliverable: Cloud-hosted communications system interface known as CAD-to-CAD.

Target Fiscal Year	2027/2028
Funding Source	Member Dues, Management/Support Cost (2910 and 7001)
Funding Amount	\$357,500
Subregions and Participating Cities	CONFIRE Jurisdictions: Apple Valley, Big Bear, Chino, Chino Hills, Colton, Loma Linda, Montclair, Ontario, Rancho Cucamonga, Redlands, Rialto, Running Springs, San Bernardino County, San Manuel Band of Mission Indians, Victorville

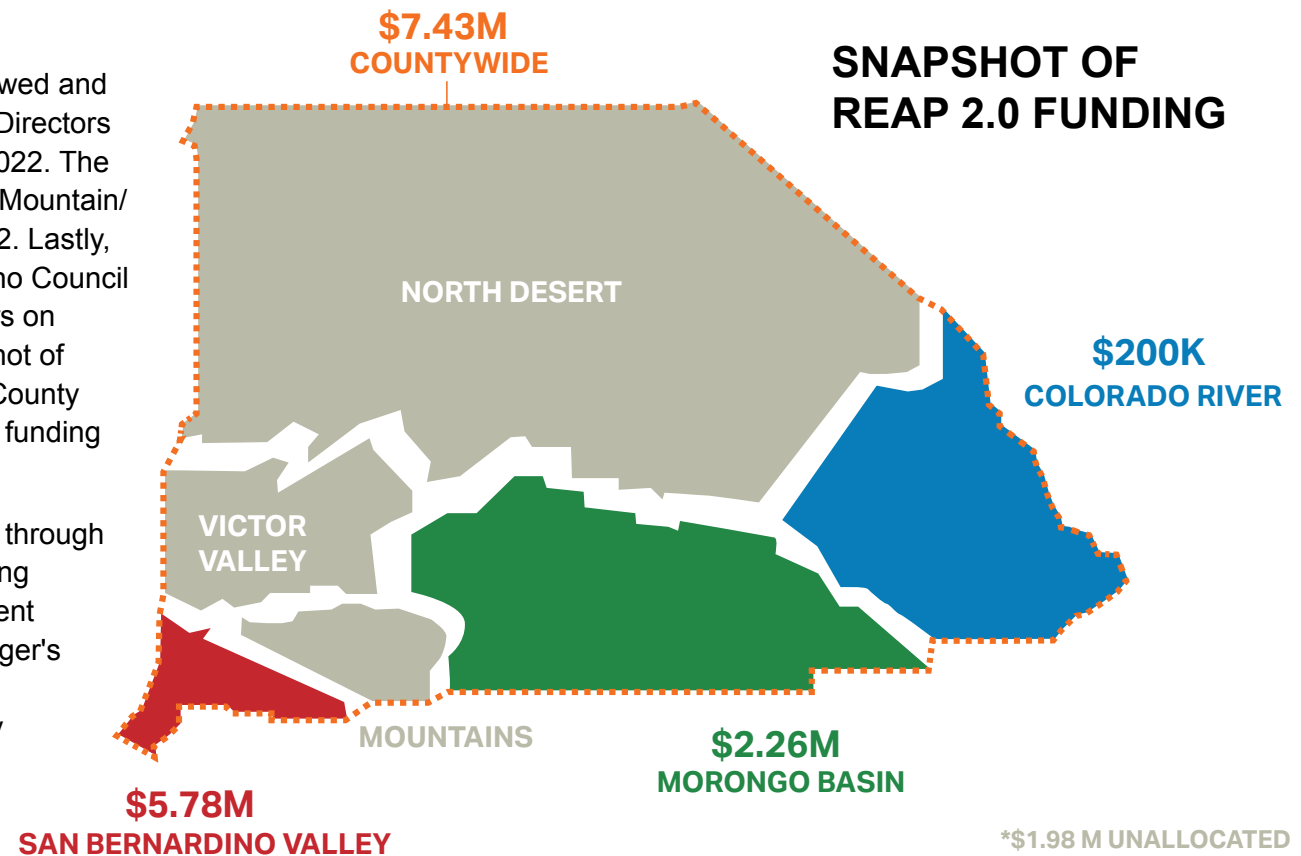
REAP 2.0 Programs

The Regional Early Action Planning Grants (REAP) 2.0 program was established as part of the 2021 California Comeback Plan under Assembly Bill 140 and builds on the success of the REAP 2019 program.² The REAP program focused on providing housing planning and process improvement services to cities and counties. Building on the success of the REAP 2019 program, REAP 2.0 seeks to accelerate infill housing development, reduce vehicle miles traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and implement adopted regional and local plans to achieve these goals.

The REAP 2.0 grant applications were reviewed and recommended for approval by the Board of Directors Metro Valley Study Session on August 11, 2022. The item was recommended for approval by the Mountain/Desert Policy Committee on August 12, 2022. Lastly, the item was approved by the San Bernardino Council of Governments (SBCOG) Board of Directors on September 7, 2022. As shown in the Snapshot of REAP 2.0 Funding graphic to the right, the County received over 17 million dollars in combined funding for Countywide and regional programs.

SBCOG coordinated with member agencies through the standing committee of jurisdiction planning directors called the Planning and Development Technical Forum (PDTF), City-County Manager's Technical Advisory Committee (CCMTAC), and through one-on-one meetings to identify and select REAP application projects. Additionally, SBCOG staff informed the selection of projects through collaboration

with member agencies to identify eligible sites for affordable housing in their jurisdiction, housing-related projects undergoing the process of entitlement, and technical assistance needs related to implementing projects and programs in their 6th cycle certified housing element that could be supported by REAP funds. The following section provides a summary of the selected projects that received funding from the REAP 2.0 program.



2 Southern California Association of Governments. "REAP 2.0 - Southern California Association of Governments," April 7, 2022. <https://scag.ca.gov/reap2021>.

VMT MITIGATION BANK – CTC PARTNERSHIP PROGRAM

Program Summary: To establish a regional San Bernardino County VMT Mitigation Bank (VMT Bank) using a mode-choice-based framework, with telework as an initial regional mitigation measure and incrementally adding transit and shared-ride measures. Initially, the VMT Bank will incentivize individuals to earn VMT reduction credits by reducing their commute travel with home-based work, or “telework.” The money exchanged for purchased credits could be applied to individual, local, regional, or State VMT reduction programs or projects, such as housing-specific projects included in a regional housing trust program. While telework would be the primary mode choice included in the bank initially, additional mode-choice programs, such as transit, vanpool/ carpool, and active transportation will be incrementally added in the course of this 2-year pilot project. The concept is one of incentivizing trip-reducing behavior, which will, in turn, build more demand for alternate mode investments. Once fully developed, the program will provide financial incentives to persons living in disadvantaged areas who are able to telework, ride transit, vanpool/carpool, or bike/ walk to work. Secondly, using proceeds from the VMT Bank, the San Bernardino County Housing Trust will be able to target funding to affordable housing and supportive infrastructure projects located in these disadvantaged communities. The VMT Bank may be the first in the State to be implemented. It is innovative and transformative in that it will incentivize “trip-makers” to make modal choices that personally reduce their VMT.

Deliverables:

- 1. Develop Home-Based Work-Mode-choice-based framework/ VMT Bank Program:** Establish a framework, develop the VMT Mitigation Bank application, and market the program to enroll participants and attract developers.
- 2. Develop Verification Oversight and Banking Capabilities:** Develop funding strategies for incentives, establish the VMT Bank, and set up third-party verifier to validate recorded VMT reductions.
- 3. Sell Banked VMT Credits:** Sell developers VMT-mitigation credits, prices will be market-based with the minimum amount to be the VMT credit development costs (credits will not be funded by the REAP 2.0 CTC grant).

Target Fiscal Year	2024/2025–2025/2026
Funding Source	REAP 2.0 and CRP (Federal Carbon Reduction Program)
Funding Amount	\$3,045,000
Subregions and Participating Cities	Countywide



MULTI-MODAL COMPLETE STREETS PROGRAM – (CTC) PARTNERSHIP PROGRAM

Program summary: Supports transformative planning activities connecting infill housing to daily services and increase travel options that support multimodal communities to shift travel modes.³ The projects will all demonstrate a nexus to accelerate infill development that facilitates housing supply, choice and affordability. Projects will reduce VMT and affirmatively further fair housing by fostering racially equitable and inclusive communities while retaining and increasing affordability and protecting existing residents from displacement.

Deliverable: Pre-construction activities for transportation improvements near affordable housing sites. Deliverables could include surveys, preliminary engineering design, background studies, environmental studies, pre-construction documents (PS&E package). Colton and Rialto have planning studies completed pertaining to active transportation.

Target Fiscal Year	2024/2025
Funding Source	REAP 2.0
Funding Amount	\$6,519,868
Subregions and Participating Cities	San Bernardino Valley: Cities of Colton, Fontana, Ontario, Rialto, and Upland Morongo Basin: City of Twentynine Palms

³ Southern California Association of Governments. "2023 County Transportation Commission Partnership Program, Program Guidelines," 2023. https://scag.ca.gov/sites/main/files/file-attachments/ctc_call_for_projects_guidelines_04112023_final.pdf?1681314989.



SUBREGIONAL PARTNERSHIP PROGRAM 2.0

Program Summary: The program focuses on implementing approved and compliant Housing Elements in order to invest in early actions that will accelerate infill development facilitating housing supply, choice, and affordability.⁴ The goal is to affirmatively further fair housing while reducing VMT across the region. The program will provide member jurisdictions with technical assistance and materials to adopt and implement. Additionally, webinars and technical training will be available to facilitate and accelerate affordable housing projects. Finally, the project assists with outreach and engagements to all community members, gathering information and feedback related to fair housing, and providing resources to empower residents and increase discourse around fair housing. Program funding is available to member jurisdictions interested in technical assistance.

Deliverable: Templates and Implementation Guides for best practices, AFFH engagement programs, technical assistance to jurisdictions and programs/actions implemented.

Target Fiscal Year	2024/2025
Funding Source	REAP 2.0
Funding Amount	\$2,367,317
Subregions and Participating Cities	Agencies interested in technical assistance include: San Bernardino Valley: cities of Chino Hills, Colton, Loma Linda, and Yucaipa Victor Vally: cities of Hesperia and Victorville Colorado River: City of Needles

4 Southern California Association of Governments. "Subregional Partnership Program 2.0 - Southern California Association of Governments," September 6, 2022. <https://scag.ca.gov/post/subregional-partnership-program-20>.



HOUSING INFILL ON PUBLIC AND PRIVATE LANDS (HIPP) PILOT PROGRAM

Program Summary: SBCOG will partner with member jurisdictions and the San Bernardino County Superintendent of Schools to develop a comprehensive inventory and analysis of all surplus properties within the County to identify suitable sites for housing development. The project will identify sites that could accommodate housing at a variety of affordability levels, with focus on workforce housing for educators. An implementation guide detailing best practices and implementable actions to provide member jurisdictions with direction on how to develop sites with residential uses will be created. Finally, the pilot project with the City of Needles will utilize the implementation guide to demonstrate the streamlined process of predevelopment activities related to publicly owned surplus land, environmental assessment, surveys, etc., for development of affordable housing.

Deliverable: Implementation Guide, inventory, development guide for jurisdictions, project documents for Needles, such as permits.

Target Fiscal Year	2024/2025
Funding Source	REAP 2.0
Funding Amount	\$720,000
Subregions and Participating Cities	Countywide Colorado River: City of Needles



NOTICE OF FUNDING AVAILABILITY – FUNDING FOR LASTING AFFORDABILITY/PATH

Program Summary: The program will establish and administer the San Bernardino Regional Housing Trust (Housing Trust) and provide a mechanism to raise and leverage existing funds to support the creation of housing, with a focus on affordable housing.⁵ Additionally, two programs with the City of Ontario and the City of Twentynine Palms will demonstrate how a gap financing program will be used to provide funding needed to complete the affordable housing projects and accelerate infill development in order to increase the housing stock Countywide. For additional information on the Housing Trust see the Current and Ongoing Programs section.

Deliverable: Establishment of Housing Trust and accompanying documents, gap financing program for pilot projects.

Target Fiscal Year	2024/2025
Funding Source	REAP 2.0
Funding Amount	\$5,000,000
Subregions and Participating Cities	Countywide San Bernardino Valley: City of Ontario Morongo Basin: City of Twentynine Palms

5 San Bernardino Transportation Authority. "San Bernardino Regional Housing Trust - SBCTA." SBCTA, June 27, 2023. <https://www.gosbcta.com/housing-trust/>.



Current and Ongoing Programs

This section includes a summary of programs SBCOG and its member jurisdictions have recently began or are ongoing.

SMART COUNTY MASTER PLAN (SCMP)

Program Summary: SBCOG is leading a Smart County Master Plan (SCMP) that will provide a roadmap for improving the region’s communications and technology infrastructure to better serve the County’s growing technology needs.⁶ The SCMP will allow the County and its cities to be more competitive for the growing number of State and Federal grants available to local governments. Goals of the SCMP are to improve technology infrastructure, address growing technology needs, equitable resource distribution, share information/break down silos, and to serve the County and all jurisdictions. The SCMP is divided into two phases, the Early Action Plan and the Long-Range Smart County Master Plan. The Early Action Plan, which identifies tasks that the region can implement, has been completed. Early Action Plan projects include broadband, smart intersections, smart corridors, Advanced Traveler Information System (ATIS) and Emergency Management Services (EMS), CAD-to-CAD, and Zero Emission Vehicles (ZEV). The Early Action Plan identified next steps for implementation.

Deliverable: Master Plan to promote clean and sustainable transportation, enhance traffic flow and connectivity, improve quality of life through universal broadband access, and rewrite the narrative by promoting advancements and celebrating early wins to incentivize living and working in the County.

Target Fiscal Year	2024/2025
Funding Source	County of San Bernardino, SBCTA
Funding Amount	\$1,000,000

6 San Bernardino Transportation Authority. “SBCTA/SBCOG Team With County on Smart County Master Plan.” SBCTA, December 12, 2022. <https://www.gosbcta.com/sbcta-sbcog-team-with-county-on-smart-county-master-plan/>.

Equity Framework

Program Summary: The Equity Framework kicked off in July 2024 and will build off of the work completed and guide the agency toward its equity goals when implementing projects, designing programs, and performing public outreach.⁷ As a part of the Equity Framework Scope, which derives from direction of the Equity Ad Hoc discussion and ultimately direction of the Board, SBCTA/SBCOG has a goal of strengthening relationships with Community Based Organizations and other local partners. Additionally, as the goals of funding agencies evolve to include questions on how applicants address inequities, it has become clear that SBCTA/SBCOG needs to define equity clearly and identify practices that support its definition.

Deliverable: Create a plan to compile studies to guide member agencies in advancing SBCOG equity goals and strengthen relationships with Community Based Organizations and other local partners to advance SBCOG equity goals.

Target Fiscal Year	2024/2025
Funding Source	Equity/Indirect
Funding Amount	\$199,934

San Bernardino Regional Housing Trust

Program Summary: The San Bernardino Regional Housing Trust (SBRHT) will be established by execution of the Joint Exercise of Powers Agreement (JPA) by and between participating jurisdictions. Through the established JPA, the SBRHT would be authorized to receive and pursue public and private financing and funds for the purpose of funding the planning, construction, and preservation of housing for extremely low-, very low-, low-, and moderate-income households, and attract significant funding and affordable housing development interest into the San Bernardino region. Through strong participatory governance, member jurisdictions will increase the region's affordable housing supply, reduce household overcrowding, increase equitable access to community resources, and provide financial relief for vulnerable and cost-burdened households.

Deliverable: Establish a JPA for the San Bernardino Regional Housing Trust including to develop a framework and methodology for member dues, distribution of funds, administration and funding priorities of the trust.

Target Fiscal Year	2024/2025
Funding Source	REAP 2.0
Funding Amount	\$1,500,000

⁷ San Bernardino Transportation Authority. "SBCTA/SBCOG Team With County on Smart County Master Plan." SBCTA, December 12, 2022. <https://www.gosbcta.com/sbcta-sbcog-team-with-county-on-smart-county-master-plan/>.

The programs and projects included in this section highlight ongoing and upcoming cross-jurisdiction projects in the region, which involve multiple council of governments agencies, specifically within the Inland Empire region.

Climate Pollution Reduction Grant Program

Climate Pollution Reduction Grant (CPRG) SCAQMD

Program Summary: SBCOG led development of a Priority Climate Plan for the bi-county Riverside/San Bernardino MSA (Metropolitan Statistical Area), funded by the Environmental Protection Agency. A bi-county grant application was submitted for implementation of multiple climate measures but was not awarded CPRG funding. However, SBCOG/SBCTA are part of a collaboration with the South Coast Air Quality Management District (SCAQMD) that was awarded the largest CPRG grant in the United States focused on cleaning up the goods movement system across Southern California. SBCOG will collaborate on identifying those investments over approximately a 5-year period.

Deliverable: A study identifying investments to reduce air pollution in the goods movement system within the San Bernardino County.

Target Fiscal Year	2024/2025–2029/2030
Funding Source	US EPA CPRG
Funding Amount	A share of SCAQMD's \$500,000,000 CPRG award

Caltrans Sustainable Transportation Planning Grant – Climate Adaptation Programs

Emergency Evacuation Network Resilience (EENR) Study

Program Summary: SBCOG and WRCOG have partnered to conduct an Emergency Evacuation Network Resilience (EENR) Study. The study will conduct a local-level evacuation compliance assessment (Senate Bill 99) and a high-level evacuation route capacity, safety, and viability analysis (Assembly Bill 747) for up to 40 member agencies within SBCOG and WRCOG's jurisdiction. This Study builds upon the completed Resilient Inland Empire (Resilient IE) Study to provide planning resources for extreme weather events through evacuation planning, identifying communities with inadequate access to transportation options, and planning for increased transportation options in evacuation corridors.

Deliverable: The EENR Study will help individual agencies to identify areas where transportation networks need redundancy improvements to boost resilience and recommend specific infrastructure to help areas adapt to extreme weather events.

Target Fiscal Year	2024/2025
Funding Source	Caltrans Climate Adaptation Planning Grant Program
Funding Amount	\$1,500,000

Inland Regional Energy Network Energy Efficiency Programs

The Inland Regional Energy Network (I-REN) Program is an initiative to help San Bernardino and Riverside County jurisdictions access project development and funding resources for energy efficiency projects.

On January 9, 2019, SBCOG's Board of Directors authorized staff to pursue the development of a Regional Energy Network (REN) in coordination with the Coachella Valley Association of Governments (CVAG) and the Western Riverside Council of Governments (WRCOG). In October 2021, the California Public Utilities Commission (CPUC) issued a proposed decision to approve the I-REN Business Plan. The decision provided \$65 million combined over 5 years for funding of programs for jurisdictions within both the San Bernardino County and the Riverside County. I-REN initiatives are guided by the I-REN Executive Committee, consisting of a board of elected officials from San Bernardino and Riverside Counties.

PUBLIC SECTOR PROGRAMS

The Public Sector Program offers no-cost energy efficiency support and technical assistance to all public agencies served by Southern California Edison or Southern California Gas Company including cities, school districts, water districts, special districts, and tribes.

Target Fiscal Year	2022–2027
Funding Source	California Public Utilities Commission (CPUC)
Funding Amount for Both Counties	\$29,600,000

Building Upgrade Concierge (Technical Assistance and Strategic Energy Planning)

Program Summary: The Building Upgrade Concierge (BUC) software is part of the technical assistance provided to member jurisdictions, designed to be a one-stop-shop to access information on energy efficiency, building codes and standards, available rebates and grants, financing opportunities, access to energy consumption of publicly owned facilities, and various types of reporting.

BUC has three components that work together to support member agencies.

- 1. Analytics** – This includes the dashboard, benchmarking, and energy analysis tools. The dashboard provides at-a-glance energy savings information, while the benchmarking and energy analysis tools allow a deeper understanding of energy usage.
- 2. Modeling** – These tools allow agencies to estimate the energy savings potential of various projects, along with any associated incentives that may be available through I-REN.
- 3. Measurement & Verification** – This tool allows agencies and I-REN personnel to track the performance of installed projects and calculate the incentives that have been achieved.

The Public Sector Program focuses on helping public agencies save energy and money with the following support:

- **Energy Usage Review** – Review utility data and share insights on energy savings potential, including an energy benchmarking tool created exclusively for I-REN agencies called the Building Upgrade Concierge (BUC)
- **Energy Resilience Roadmap** – Help develop a plan to make lasting energy impacts, big and small
- **Energy Audits** – Identify actionable energy improvement projects for public facilities
- **Funding and Financing Support** – Help secure incentives and financing for projects

- **Project Completion** – Help take plans off the shelf and into reality with project coordination support
- **Celebrate Success** – Spread the word about agency leadership and achievements through case studies, check presentations, and other community outreach

Deliverable: Dashboard providing information on energy efficiency, building codes and standards, available rebates and grants, financing opportunities, access to energy consumption of publicly owned facilities, and various types of reporting.

PROGRAM IN ACTION

Member agencies who are actively receiving Public Sector Program support include:

- | | | | |
|------------------------|--------------------------|-----------------------------|--------------------------|
| 1. City of Adelanto | 5. City of Fontana | 9. City of Rancho Cucamonga | 13. City of Yucaipa |
| 2. City of Barstow | 6. City of Grand Terrace | 10. City of Redlands | 14. Town of Apple Valley |
| 3. City of Chino Hills | 7. City of Highland | 11. City of San Bernardino | |
| 4. City of Colton | 8. City of Ontario | 12. City of Victorville | |

Member agencies who have conducted a minimum of one energy audit include:

- | | | |
|-------------------------|-----------------------------|---------------------------|
| 1. Town of Apple Valley | 4. City of Grand Terrace | 7. City of Redlands |
| 2. City of Barstow | 5. City of Highland | 8. City of San Bernardino |
| 3. City of Fontana | 6. City of Rancho Cucamonga | 9. City of Victorville |

Energy Efficiency Community Block Grant (EECBG) (Technical Assistance and Strategic Energy Planning)

Program Summary: The Department of Energy (DOE) deployed \$550M of Energy Efficiency Community Block Grant (EECBG) funds in January 2023 designed to help states, local governments, and Tribes reduce energy use, reduce fossil fuel emissions, and improve energy efficiency. Several eligible uses for these grant funds included, but are not limited to, energy efficiency retrofits and renewable energy technologies related to government buildings, traffic signals, and street lighting. The I-REN Public Sector team provided ongoing technical assistance to I-REN member agencies for the EECBG funding. The types of EECBG projects supported have included battery systems, streetlights, building retrofits, solar charging stations, HVAC and lighting controls, electric vehicle (EV) charging stations, and solar light poles.

I-REN support to SBCOG member agencies included:

- Facilitating the application processes
- Providing sample applications
- Technical assistance and guidance
- Hosting information sessions
- Coordination with the Department of Energy (DOE) and the California Energy Commission (CEC)
- Navigating funding options
- Enhancing community energy strategies

Deliverable: Retrofit and renewable energy technologies related to government buildings, traffic signals, and street lighting.

PROGRAM IN ACTION

The following SBCOG member agencies have received I-REN EECBG technical support, along with their total formula allocation funding and proposed projects:

1. **City of Adelanto: \$76,240** – Solar Light Poles Project
2. **City of Chino Hills: \$131,750** – Battery System, City Yard
3. **City of Fontana: \$230,640** – Solar Charging Station and Facility Retrofit
4. **City of Redlands: \$133,300** – Joslyn Senior Center
5. **City of San Bernardino: \$249,590** – Streetlights
6. **City of Victorville: \$173,590** – Novar System and Retrofits
7. **City of Yucaipa: \$113,510** – Charging Stations

Cash for Kilowatts

Program Summary: The I-REN Cash for Kilowatts Program provides incentives and financing for savings based on energy reduction achieved with a special focus on Heating, Ventilation, Air Conditioning (HVAC) improvements to community-serving buildings. The money saved on the monthly electric bill will help pay for facility upgrades. There are \$10.75 million dollars in incentives available.

Deliverable:

Incentives and financing for savings from HVAC upgrades for community-serving buildings.

PROGRAM IN ACTION

The following SBCOG member agencies have conducted an I-REN Energy Audit at an eligible public facility and their respective eligible incentives:

CITY/TOWN	NUMBER OF INCENTIVES/FINANCING	PUBLIC FACILITY AND FUNDING AMOUNT
City of Barstow	2	City Hall \$28,752 Dana Park \$3,242
City of San Bernardino	1	Feldheym Library \$188,015
City of Victorville	2	Center of Arts \$9,554.98 City Hall \$737,371
Town of Apple Valley	3	Corporate Yard \$19,571 Development Services \$48,558 Conference Center, Police Department \$36,272

WORKFORCE EDUCATION AND TRAINING PROGRAMS

The Workforce Education and Training (WE&T) Program is primarily focused on providing resources to support the development of green workforce pathways, by building partnerships within the community to help advance and promote energy jobs for a trained workforce in both Riverside and San Bernardino counties. I-REN is uniquely positioned to effectively support these initiatives through the direct connections to local governments and interested parties that I-REN, and its Council of Government member agencies, have with the communities within Riverside and San Bernardino Counties. The intent of this Sector is not to duplicate initiatives already under delivery by Investor-Owned Utilities (IOUs) or various workforce organizations, but to supplement and tailor programs to fill gaps, with a focus on enhancing energy and energy efficiency knowledge and understanding.

During the development of other WE&T Sector program initiatives (energy certification, and workforce training programs), staff continue to meet and develop relationships with various educational institutions, workforce organizations, and community-based organizations specialized in supporting job pathways in energy fields. Staff have met with approximately 30 local organizations to date.

WE&T Workforce Development

Program Summary: Connect with local companies to develop appropriate job pathways, develop energy efficiency training for job pathways, foster connections between industry and workforce development organizations. Help job seekers find employment in energy efficiency and advanced energy. Collaborate with employers to provide continuing education for professional development and employee retention.

Staff is in the process of identifying services that can assist staff and the I-REN Executive Committee to determine the workforce gaps within both Riverside and San Bernardino Counties to help guide the implementation and deployment of existing WE&T resources as well as support and identify the best use of the remaining unallocated WE&T budget.

Target Fiscal Year	2022–2027
Funding Source	California Public Utilities Commission (CPUC)
Funding Amount for Both Counties	\$15,100,000

Deliverable: Connect job seekers to companies, develop job pathways, and provide continuing education.



WE&T Training and Education

Program Summary: Establish local partnerships to enable job seekers have easy access to training and education. The program will assess the training resources currently available and support providers to “train the trainer” on energy efficiency topics and trends.

The WE&T program aims to deploy up to 27 I-REN Energy Fellows per

year to offer energy efficiency support services at no cost to member agencies. Total estimated value per fellow at \$33,000.

Deliverable:

Establish a fellowship program for continuing education.

▲ PROGRAM IN ACTION

The following SBCOG member agencies have hosted an I-REN Energy Fellow for the 2023–2024 service year:

- | | |
|--------------------------|-----------------------------|
| 1. City of Chino Hills | 4. City of Rancho Cucamonga |
| 2. City of Grand Terrace | 5. City of San Bernardino |
| 3. City of Ontario | |

The following SBCOG member agencies will host an I-REN Energy Fellow for the 2024–2025 service year:

- | | |
|------------------------|-----------------------------|
| 1. City of Chino Hills | 3. City of Rancho Cucamonga |
| 2. City of Ontario | 4. Town of Apple Valley |



CODE AND STANDARDS PROGRAMS

The Code and Standards (C&S) programs seek to empower local building department staff and building professionals to be energy-efficiency leaders in the community. The program will support the local jurisdictions’ building departments through identifying potential issues, providing guidance to permit applicants, and streamlining the permitting process. The program will engage and support local builders and the building industry to comply with energy codes through education. Lastly, the program will provide regional tools, training, and resources to promote energy codes by serving as a bridge between the Statewide Codes Team and the local industry.

Target Fiscal Year	2022–2027
Funding Source	California Public Utilities Commission (CPUC)
Funding Amount for Both Counties	\$9,390,000

C&S Training and Education Program

Program Summary: I-REN C&S Training and Education Program establishes and implements training and education for building department staff and the building industry to support, understand, and effectively implement energy efficiency codes and standards (C&S), including where gaps exist in the Statewide Investor-Owned Utility (IOU) Compliance Improvement program and enforcement activities. The Program also includes outreach to engage, educate, and involve regional construction firms, architects, industry experts, and building departments, as well as support compliance and enforcement within regional energy efficiency programs and customers.

The C&S Training and Education Program provides accessible information on existing requirements, as well as continuing education on the latest changes and trends in energy codes and standards through the form of monthly no-cost virtual training. Training participants are eligible to receive free continuing education units (CEU) training certificates from the International Code Council (ICC) valued at an approximate cost per registrant between \$40 and \$50.

Deliverable: Provide training for the building department staff and other professionals on energy efficiency codes and standards.

PROGRAM IN ACTION

The following member agencies have participated in an I-REN C&S training:

- | | | | |
|--------------------------|-----------------------|------------------------------|------------------------------|
| 1. City of Adelanto | 6. City of Hesperia | 11. City of Ontario | 16. City of Twentynine Palms |
| 2. City of Chino Hills | 7. City of Highland | 12. City of Rancho Cucamonga | 17. City of Yucaipa |
| 3. City of Colton | 8. City of Loma Linda | 13. City of Redlands | 18. Town of Apple Valley |
| 4. City of Fontana | 9. City of Montclair | 14. City of Rialto | 19. Town of Yucca Valley |
| 5. City of Grand Terrace | 10. City of Needles | 15. City of San Bernardino | 20. County of San Bernardino |



C&S Technical Support Program

Program Summary: I-REN C&S Technical Support Program develops technical assistance tools and resources to assist building departments and the building industry with understanding, evaluating, and permitting the energy codes to support improved enforcement and compliance. I-REN develops regionally appropriate model ordinances, and vets and refines them with participating local governments, provides ongoing technical assistance for adoption and implementation, and delivers model ordinance updates to reflect the triennial code cycle. I-REN developed the “Ask an Energy Code Question” that enables a “Code Mentor” to provide quick, tailored support to aid building professionals in navigating the Energy Code. Members of the public can submit an inquiry via the iren.gov website and a “Code Mentor” will respond within 48 hours.

Deliverable:

Provide technical support for building professionals in evaluating and permitting energy codes to improve enforcement and compliance.

The attached document provides details for the funding, implementation, and phasing of the SBCOG programs provided in the Work Plan Programs and Priorities section.

PROGRAMMING FUNDING FY25 THRU FY29						
Total SBCOG Revenues	\$1,091,000.00	\$1,716,365.00	\$1,663,374.46	\$1,592,573.89	\$1,608,306.80	
Total SBCOG Staff and Budget Expenditures	\$991,000.00	\$1,005,865.00	\$1,020,952.98	\$1,036,267.27	\$1,051,811.28	
Total Available for Vendor Projects	\$100,000.00	\$710,500.00	\$642,421.48	\$556,306.62	\$556,495.52	
TOTAL PROGRAMING COST	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
COG Member Dues (remaining fees available)	\$55,000	\$710,450	\$635,450	\$555,950	\$535,450	\$2,492,300
Equity/Indirect Fund	\$50,000	\$502,500	\$247,500	\$60,000	\$60,000	\$920,000
Grant/Partner	\$-	\$-	\$-	\$-	\$-	\$-
Measure I	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
Subscription	\$-	\$-	\$-	\$-	\$-	\$-
Management/Support Cost (2910 & 7001)	\$1,000	\$15,950	\$35,950	\$33,450	\$950	\$87,300
Total	\$1,106,000	\$2,228,900	\$1,918,900	\$1,649,400	\$1,596,400	\$8,499,600

1	HOMELESSNESS STRATEGIC PLAN	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)		\$240,000	\$230,000			\$470,000
	Equity/Indirect Fund		\$242,500	\$37,500			\$280,000
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)				\$-	\$-	\$-
	Total	\$-	\$482,500	\$267,500	\$-	\$-	\$750,000

2	STREET VENDOR TOOLKIT	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)		\$250,000				\$250,000
	Equity/Indirect Fund						\$-
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)	\$-			\$-	\$-	\$-
	Total	\$-	\$250,000	\$-	\$-	\$-	\$250,000

3	SMALL BUSINESS HUB	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)		\$150,000	\$200,000			\$350,000
	Equity/Indirect Fund			\$150,000			\$150,000
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)	\$-	\$15,000	\$35,000	\$-	\$-	\$50,000
	Total	\$-	\$165,000	\$385,000	\$-	\$-	\$550,000

4	REGIONAL SMALL BUSINESS CERTIFICATION	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)			\$115,000			\$115,000
	Equity/Indirect Fund		\$200,000				\$200,000
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)	\$-			\$-	\$-	\$-
	Total	\$-	\$200,000	\$115,000	\$-	\$-	\$315,000

5	SMALL BUSINESS VENDOR FAIRS	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)						\$-
	Equity/Indirect Fund	\$50,000	\$60,000	\$60,000	\$60,000	\$60,000	\$290,000
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)						\$-
	Total	\$50,000	\$60,000	\$60,000	\$60,000	\$60,000	\$290,000

*FY24/25 already included in fiscal year budget, sub task 0223

6	SPEAKER SERIES	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)	\$10,000	\$7,000	\$7,000	\$7,000	\$7,000	\$38,000
	Equity/Indirect Fund						\$-
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)	\$1,000	\$700	\$700	\$700	\$700	\$3,800
	Total	\$11,000	\$7,700	\$7,700	\$7,700	\$7,700	\$41,800

7	FORUM	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)		\$2,500	\$2,500	\$2,500	\$2,500	
	Equity/Indirect Fund						
	Grant/Partner						
	Measure I						
	Subscription						
	Management/Support Cost (2910 & 7001)	\$-	\$250	\$250	\$250	\$250	
	Total	\$-	\$2,750	\$2,750	\$2,750	\$2,750	\$-

8	SMART INTERSECTIONS/ CORRIDORS	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)						\$-
	Equity/Indirect Fund						\$-
	Grant/Partner						\$-
	Measure I	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000
	Subscription						\$-
	Management/Support Cost (2910 & 7001)						\$-
	Total	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000

*alredy budgeted this fiscal year

9	CAD TO CAD	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)				\$325,000		\$325,000
	Equity/Indirect Fund						\$-
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)	\$-	\$-	\$-	\$32,500	\$-	\$32,500
	Total	\$-	\$-	\$-	\$357,500	\$-	\$357,500

10	TELLING OUR STORIES	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)				\$130,000	\$445,000	\$575,000
	Equity/Indirect Fund						\$-
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Management/Support Cost (2910 & 7001)	\$-	\$-	\$-	\$13,000	\$35,000	\$48,000
	Total	\$-	\$-	\$-	\$143,000	\$480,000	\$623,000

11	OUTREACH/ADVOCACY	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
	COG Member Dues (remaining fees available)	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
	Equity/Indirect Fund						\$-
	Grant/Partner						\$-
	Measure I						\$-
	Subscription						\$-
	Total	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000



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Additional Information

GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2025

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dawn Rowe Board of Supervisors		X	X									
Joe Baca, Jr. Board of Supervisors		X	X									
Jesse Armendarez Board of Supervisors		X	X									
Art Bishop Town of Apple Valley		X	X									
Ray Marquez City of Chino Hills		X	X									
Frank Navarro City of Colton												
Larry McCallon City of Highland		X	X									
John Dutrey City of Montclair		X	X									
Alan Wapner City of Ontario			X									
Helen Tran, Mayor City of San Bernardino		X	X									
Debra Jones City of Victorville		X										
Rick Denison Town of Yucca Valley		X	X									

Communication: Attendance (Additional Information)

X = Member attended meeting.
Shaded box = No meeting.

* = Alternate member attended meeting.

Empty box = Member did not attend meeting.

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

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 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments



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