

AGENDA
General Policy Committee Meeting
May 14, 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

May 14, 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. March 2025 Procurement Report

Pg. 12

Receive the March 2025 Procurement Report.

Presenter: Alicia Bullock

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

3. Measure I Revenue

Pg. 19

Receive report on Measure I receipts for Measure I 2010-2040.

Presenter: Lisa Lazzar

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

4. Budget to Actual Report for Third Quarter Ending March 31, 2025.

Pg. 21

Receive and file Budget to Actual Report for the third quarter ending March 31, 2025.

Presenter: Lisa Lazzar

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

DISCUSSION ITEMS

Discussion - Administrative Matters

5. Employer Retirement Contribution Advance Payment

Pg. 31

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

Authorize an advance payment of \$1,200,000 to the San Bernardino County Employees' Retirement Association by July 1, 2025, for San Bernardino County Transportation Authority's estimated annual retirement contribution for Fiscal Year 2025/2026.

Presenter: Lisa Lazzar

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

6. Capital Projects and Reserves Based on Policy No. 20600 Funding Indirect Costs

Pg. 38

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

A. Approve reserves for capital costs of \$602,618 and for emergency purposes of \$500,000 based on Policy No. 20600, Funding Indirect Costs and Establishing Fund Balance Reserves and a Capital Improvement Plan.

B. Review and provide direction relative to budgetary information to be included in the Indirect Fund for the Fiscal Year 2025/2026 Budget.

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

C. Approve the updated Capital Improvement Plan for the Santa Fe Depot and for the Agency's Information Technology systems.

Presenter: Lisa Lazzar

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item.

7. Investment Policy No. 20100 & Investment Portfolio Update

Pg. 46

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA), effective July 1, 2025:

A. Approve Investment Policy No. 20100, with staff recommending no revisions.

B. Delegate to SBCTA's Chief Financial Officer, who shall serve as SBCTA's Treasurer, authority for a one-year period to invest or reinvest SBCTA funds and to sell or exchange securities so purchased, pursuant to Policy No. 20100.

That the General Policy Committee recommend the Board, acting as the San Bernardino Council of Governments (SBCOG), effective July 1, 2025:

C. Reauthorize pooling SBCOG funds with SBCTA funds, to be invested in accordance with SBCTA's Investment Policy No. 20100.

D. Delegate to SBCTA's Chief Financial Officer, who shall serve as SBCOG's Treasurer, authority for a one-year period to invest or reinvest SBCOG funds and to sell or exchange securities so purchased, pursuant to Policy No. 20100.

Presenter: Lisa Lazzar

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item and the policy.

8. Revise Policy No. 15000 Computer Network Disaster Recovery Plan

Pg. 56

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

Approve revisions to Policy No. 15000 Computer Network Disaster Recovery Plan.

Presenter: Matt Farokhmanesh

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item and the revised policy.

9. Award Contract No. 25-1003257 for IT Support Services

Pg. 66

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

Award Contract No. 25-1003257 to Infinity Technologies to provide Information Technology Support Services for a three-year term in an amount not-to-exceed \$750,000, with one one-year option term to extend, for a total not-to-exceed amount of \$950,000.

Presenter: Matt Farokhmanesh

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 contract.

Discussion - Council of Governments

10. 2025 Transportation Development Act Article 3 Guidelines and Call for Projects

Pg. 102

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

A. Authorize SBCTA staff to release a call for projects for Bicycle and Pedestrian Facilities, as included in Attachment A, with Transportation Development Act Article 3 funding, with \$5,977,000 available for award to selected projects.

B. Authorize SBCTA staff to release a call for projects for Transit Stop Access Improvements, as included in Attachment B, with Transportation Development Act Article 3 funding, with \$1,494,000 available for award to selected projects.

Presenter: Nancy Strickert

The SBCTA Transportation Technical Advisory Committee reviewed the draft Bicycle and Pedestrian Facility Improvements call-for-projects on April 7, 2025. This item is not scheduled for review by any other policy committee or technical advisory committee.

11. Council of Governments Ad Hoc Committee Extension

Pg. 118

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

Extend the expiration date for the Council of Governments Ad Hoc Committee to June 30, 2026.

Presenter: Suzanne Peterson

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

12. Carbon Reduction Program - Amendment No. 3 Priority Project List Submittal to Southern California Association of Governments

Pg. 119

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

A. Approve submittal of the following modification to the priority project nomination list to the Southern California Association of Governments for Carbon Reduction Program funding:

- Reallocation of \$975,000 originally awarded to the City of Montclair for the Fremont Avenue – Arrow Highway Active Transportation Improvements Project, to the City of Rancho Cucamonga’s City Center Boulevard Design – Haven Avenue and Foothill Boulevard Project to help cover cost increases.

Agenda Item No. 12 (cont.)

- Reallocation of \$1,405,800 awarded to the City of San Bernardino for the Arrowhead Grove Electric Vehicle Charging Stations Installation Project, to the City of Highland's Highland/Redlands Regional Connector Project to help cover cost increases that allow for necessary connections to the Highland/Redlands Gap Project

B. Authorize the SBCTA Project Manager to approve reallocation of funds from the City of Redlands' share of the Highland/Redlands Regional Connector Project, to the City of Highland should a balance become available.

Presenter: Josh Lee

This item was not scheduled for review by any policy committee or technical advisory committee. This is an update to an item in the April 3, 2024 SBCTA Board meeting agenda on Carbon Reduction Program funding.

Comments from Board Members

Brief Comments from Board Members

ADJOURNMENT

Additional Information

Acronym List

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Attendance

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Mission Statement

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The next General Policy Committee meeting is scheduled for June 11, 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: May 14, 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
9	25-1003257	Infinity Technologies <i>Mohammad Ahmed</i>	None

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: May 14, 2025
Witnessed By:

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

Minute Action

AGENDA ITEM: 2

Date: May 14, 2025

Subject:

March 2025 Procurement Report

Recommendation:

Receive the March 2025 Procurement Report.

Background:

The Board of Directors adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on April 2, 2025. The Board of Directors authorized the Executive Director, or his designee, to approve: a) contracts and purchase orders up to \$100,000; b) Contract Task Orders (CTO) up to \$500,000 and for CTOs originally \$500,000 or more, increasing the CTO amount up to \$250,000; c) amendments with a zero dollar value; d) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; e) amendments that cumulatively do-not-exceed 50% of the original contract or purchase order value or \$100,000, whichever is less; f) amendments that do-not-exceed contingency amounts authorized by the Board of Directors; and g) release Request for Proposals (RFP), Request for Qualifications (RFQ), and Invitation for Bids (IFB) for proposed contracts from which funding has been approved and the solicitation has been listed in the Annual Budget, and are estimated not-to-exceed \$1,000,000.

The Board of Directors further authorized General Counsel to award and execute legal services contracts up to \$100,000 with outside counsel as needed, and authorized Department Directors to approve and execute Contingency Amendments that do-not-exceed contingency amounts authorized by the Board of Directors.

Lastly, the Board of Directors authorized CityCom Real Estate Services, Inc. (CityCom) to issue contracts and purchase orders.

Below is a summary of the actions taken by SBCTA authorized staff:

- Two new contracts were executed.
- Two contract amendments were executed.
- Two CTOs were executed.
- One CTO amendment was executed.
- Two contingency amendments were executed.
- No purchase orders were executed.
- Two purchase order amendments were executed.
- No IFBs/RFPs were released.

Below is a summary of the actions taken by CityCom:

- No new contracts were executed.
- Five new purchase orders were executed.

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

General Policy Committee Agenda Item

May 14, 2025

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A list of all Contracts and Purchase Orders that were executed by the Executive Director, Department Director, and/or General Counsel during the month of March 2025 are presented herein as Attachment A, all RFPs and IFBs are presented in Attachment B, and all CityCom's contracts and purchase orders are presented in Attachment C.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025 or the proposed Budget for Fiscal Year 2025/2026. Presentation of the monthly procurement report demonstrates compliance with the Contracting and Procurement Policy.

Reviewed By:

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

Responsible Staff:

Alicia Bullock, Procurement Manager

Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Attachment A - 1
March 2025 Contract/Amendment/CTO Actions

Type	Contract Number	Amendment/CTO	Vendor Name	Contract Description	Original Amount	Prior Amendments	Current Amendment	Total Amount	Total On-Call Contract Amount*
Contract	25-1003284		Dickerson Sports	Keynote Address at the 2025 City County Conference.	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	N/A
Contract	25-1003285		Navex Global, Inc.	Third-Party Reporting Services to allow employees to report ethical concerns anonymously.	\$ 9,385.45	\$ -	\$ -	\$ 9,385.45	N/A
Contract Amendment	22-1002722	1	Associated Civil & Transportation Consulting Engineers, Inc. DBA Advanced Civil Technologies	Consent to the assignment of the contract from Associated Civil & Transportation Consulting Engineers, Inc., dba Advanced Civil Technologies to TRC Engineers, Inc. for the Interstate 10 Corridor Freight and Express Lane Project – Contract 2.	\$ 57,791,176.04	\$ 2,278,384.96	\$ -	\$ 60,069,561.00	N/A
Contract Amendment	25-1003194	1	Southcoast Acoustical Interiors, Inc.	Extend the contract and increase the not-to-exceed amount due to review of plans and revised Scope of Work for the soundproofing in the Super Chief conference room.	\$ 22,125.00	\$ 2,500.00		\$ 24,625.00	N/A
CTO	24-1003130	20	MNS Engineers	Develop the Street Vendor Toolkit from now until June 30, 2026 with a not-to-exceed amount.	\$ 248,170.00	\$ -	\$ -	\$ -	\$23,281,950.00 (available \$11,856,813.88)
CTO	22-1002707	14	TRC Engineers, Inc.	Provide construction scheduling and claim support for the I-10 Corridor Freight and Express Lanes Contract 1 Project.	\$ 96,250.00	\$ -	\$ -	\$ -	\$5,000,000.00 (available \$2,708,328.11)
CTO Amendment	22-1002708	CTO 1.1	WSP USA, Inc.	Increase not-to-exceed amount and time extension for preparation and obtaining approval of the Water Quality Management Plan (WQMP) and provided construction surveying and monumentation for On-Call Construction Management Services for the Metrolink Station Accessibility Improvement Phase II Project.	\$ 894,507.57		\$ 94,050.25	\$ 988,557.82	\$5,000,000.00 (available \$3,968,374.32)

Attachment: March 2025 Procurement Report - PDF (11137 : March 2025 Procurement Report)

*Total amount authorized for the associated on-call services bench which is typically shared with multiple vendors and controlled via contract task orders (CTO).

Attachment A - 2
March 2025 Contingency Released Actions

Contract No. & Contingency No.	Reason for Contingency Amendment (Include a Description of the Contingency Amendment)	Vendor Name	Original Contract Amount	Prior Amendments	Prior Contingencies	Current Contingencies	Amended Contract Amount
21-1002452 No. 3D	Comprehensive grant application development and strategy to support securing additional funding for the ONT Connector Project.	HNTB Corporation	\$ 26,940,428.00	\$ 1,100,000.00	\$ 907,511.00	\$ 512,273.00	\$ 29,460,212.00
18-1001870 No. 5K	Support related to SCE 20A relocations, right-of-way acquisition consultant legal team, private property reconstruction improvements, revisions to project traffic handling plans, and encroachment permit for Installation of transit signal priority equipment within Caltrans right-of way for the West Valley Connector Project.	Parsons Transportation Group	\$ 6,495,780.54	\$ 6,430,040.00	\$ 1,091,910.00	\$ 78,164.00	\$ 14,095,894.54

Attachment A - 3

March 2025 Purchase Order and Purchase Order Amendment Actions

Type	PO No.	PO Posting Date	Vendor Name	Description of Services	Original Purchase Order Amount	Prior Amendments	Current Amendment	Total Purchase Order Amount
PO Amendment	4002364	3/11/2025	Wells Fargo Bank N.A.	Mentor program software.	\$ 4,200.00	\$ -	\$ 3,600.00	\$ 7,800.00
PO Amendment	4002479	3/25/2025	Wells Fargo Bank N.A.	Drinking water dispenser and delivery.	\$ 2,000.00	\$ -	\$ 3,000.00	\$ 5,000.00

Attachment B
March 2025 RFP's, RFQ's and IFB's

Release Date	RFP/RFQ/IFB No.	Anticipated Dollar Amount	Anticipated Award Date	Description of Overall Program and Program Budget
None				

Attachment C

March 2025 CityCom's Issued Purchase Orders/Contracts

PO/Contract No.	Vendor Name	Description of Services	Total Amount
PO SBCTA51315	Park West Tree Care Inc.	Annual tree trimming throughout the east and front parking lots.	\$ 4,425.00
PO SBCTA51314	Everest Landscape	Upgrade front planters to decomposed granite (DG) and drip system	\$ 5,800.00
PO SBCTA51316	Weatherite Corp.	Annual boiler maintenance at the pump house.	\$ 2,176.00
PO SBCTA51317	Incharge Energy Inc.	Install of new electric vehicle (EV) fast chargers.	\$ 100,651.43
PO SBCTA51318	Echelon Chem, Inc.	Deposit on HVAC phase 2 Capital Improvement Project upgrade.	\$ 28,672.20

Minute Action

AGENDA ITEM: 3

Date: May 14, 2025

Subject:

Measure I Revenue

Recommendation:

Receive report on Measure I receipts for Measure I 2010-2040.

Background:

Sales tax revenue collections for Measure I 2010 through 2040 began on April 1, 2010. Cumulative total receipts as of March 31, 2025, were \$2,696,957,135.

A summary of the current Measure I receipts by quarter and cumulative total since its inception is included. The quarterly receipts represent sales tax collection from the previous quarter's taxable sales. For example, receipts for January through March represent sales tax collections from October through December.

Measure I revenue for the 2024/2025 Fiscal Year Budget was estimated at \$251,900,000. Actual Measure I receipts for Fiscal Year 2024/2025 January through March are \$64,292,960, in comparison to \$65,142,607 received during the quarter ending March 2023/2024, with a decrease of 1.30% due to the reduction in consumer spending in the County of San Bernardino.

Financial Impact:

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

Lisa Lazzar, Chief Financial Officer

Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

Entity: San Bernardino County Transportation Authority

Summary of SBCTA Measure I Receipts 2010-2040

Fiscal Year	July- September	October- December	January- March	April- June	Fiscal Year Total	Cumulative Total To Date
Receipts Prior to FY 2010/11						\$7,158,800
Fiscal Year 2010/11	28,188,907	29,207,950	28,808,766	29,397,456	115,603,079	\$122,761,879
Fiscal Year 2011/12	31,027,319	33,547,956	32,757,419	33,476,051	130,808,745	\$253,570,624
Fiscal Year 2012/13	34,279,449	35,076,980	34,336,570	34,309,171	138,002,171	\$391,572,794
Fiscal Year 2013/14	35,430,012	35,403,641	36,843,452	35,789,045	143,466,150	\$535,038,944
Fiscal Year 2014/15	37,253,007	38,007,716	38,225,122	37,132,591	150,618,437	\$685,657,380
Fiscal Year 2015/16	39,298,056	40,309,825	40,950,261	38,929,588	159,487,730	\$845,145,110
Fiscal Year 2016/17	41,123,141	40,742,242	41,465,217	39,801,939	163,132,539	\$1,008,277,649
Fiscal Year 2017/18	43,117,814	42,305,693	44,007,900	39,149,611	168,581,018	\$1,176,858,666
Fiscal Year 2018/19	41,560,927	49,358,825	46,035,191	43,531,556	180,486,500	\$1,357,345,167
Fiscal Year 2019/20	46,250,572	46,514,574	49,729,997	35,959,684	178,454,827	\$1,535,799,994
Fiscal Year 2020/21	48,366,423	51,588,776	52,728,566	56,391,035	209,074,800	\$1,744,874,794
Fiscal Year 2021/22	64,058,781	61,231,465	64,329,895	63,172,838	252,792,978	\$1,997,667,772
Fiscal Year 2022/23	64,538,748	66,271,275	66,140,449	60,936,812	257,887,284	\$2,255,555,056
Fiscal Year 2023/24	64,368,274	62,247,797	65,142,607	60,102,892	251,861,570	\$2,507,416,626
Fiscal Year 2024/25	63,679,854	61,567,694	64,292,960		189,540,508	\$2,696,957,135
% Increase Over 23/24	-1.07%	-1.09%	-1.30%		-24.74%	

Attachment: MSI Receipts PDF March 25 (11165 : Measure I Revenue - 3rd Qtr 2024/2025)

Minute Action

AGENDA ITEM: 4

Date: May 14, 2025

Subject:

Budget to Actual Report for Third Quarter Ending March 31, 2025.

Recommendation:

Receive and file Budget to Actual Report for the third quarter ending March 31, 2025.

Background:

The Fiscal Year 2024/2025 Budget for new activity was adopted by the Board of Directors (Board) on June 5, 2024. Budgetary information includes the original and revised budgets and expenditures as of March 31, 2025.

The report is broken down by Fund group and provides a percentage of the budget received or expended through March 31, 2025.

The following is an explanation for significant percentage changes by Fund type:

General Fund

A. Revenues:

1. Measure I Sales Tax revenue is low since July and August receipts pertain to the prior fiscal year.
2. Charges for Services include land sales in the Transit program.
3. Interest is distributed to the appropriate funds at year-end based on ending cash balances. The positive balance is partially due to reversing the prior year's negative accruals related to fair value adjustments.

B. Expenditures:

1. Expenditures to date are low mainly due to the timing of capital expenditures or program activities.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers to reimburse expenditures funded by the Local Transportation Fund, State Transit Assistance Fund, and State of Good Repair Fund.
2. Operating transfers out are from cash transfers within the General Fund to fund the Indirect Cost Fund.

Federal Fund

A. Revenues:

1. The timing for revenue collection fluctuates as all federal grants are on a reimbursement basis.

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

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B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.
2. The negative balance in Transit is due to the reversal of accruals from the prior year.

C. Other Financing Sources:

1. Operating transfers out are for the repayment of commercial paper.

Federal Transit Administration Fund

A. Revenues:

1. The timing for revenue collection fluctuates as all federal grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.

State Fund

A. Revenues:

1. The timing for revenue collection fluctuates as most state grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.
2. The negative balance in Project Delivery is due to the reversal of accruals from the prior year.

Proposition 1B Fund

A. Revenues:

1. The revenue recognition for most Proposition 1B Funds is when expenditures are incurred, since the funds are received in advance.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.

Local Transportation Fund (LTF)

A. Revenues:

1. LTF revenue has been low since July and August receipts pertain to the prior fiscal year.
2. The positive investment earnings balance is due to higher than estimated interest earned on balances held with the County Treasurer and a reversal of prior year negative accruals related to fair value adjustment.

B. Expenditures:

1. Expenditures to date represent claims received and paid.

San Bernardino Council of Governments

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C. Other Financing Sources:

1. Operating transfers out represent cash transfers to the General Fund to fund transit activities, which are on a reimbursement basis.

State Transit Assistance Fund

A. Revenues:

1. The timing for recording of revenues fluctuates based on the period of performance upon distribution from the State.
2. The positive investment earnings balance is due to higher than estimated interest earned on balances held with the County Treasurer and a reversal of prior year negative accruals related to fair value adjustment.

B. Expenditures:

1. Expenditures to date represent claims received and paid.

C. Other Financing Sources:

1. Operating transfers out are negative due to a reversal of prior year accruals that represent cash transfers to the General Fund to fund administrative, planning, and transit activities, and transit projects. These transfers are on a reimbursement basis.

Senate Bill 1

A. Revenues:

1. The timing for revenue collection fluctuates as most state grants are on a reimbursement basis.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.

Measure I 1990-2010 Fund

A. Revenues:

1. Measure I 1990-2010 ended on March 31, 2010, and only interest earnings are accrued based on cash balances.
2. The negative investment earnings balance is due to a reversal of prior year's accruals.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.

Measure I 2010-2040 Fund

A. Revenues:

1. Measure I Sales Tax revenue is low since July and August receipts pertain to the prior fiscal year.
2. The negative investment earnings balance is due to a reversal of prior year's accruals.
3. Miscellaneous revenues represent a refund on a prior year's project.

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B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.
2. Funds for the Transit, Project Delivery, and Fund Administration programs are encumbered to ensure they are available to pay for the allocations approved by the Board.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers from the Enterprise Fund for draws on the Transportation Infrastructure Finance and Innovation Act loan, and to properly allocate funds for the West Valley Connector Project.
2. Operating transfers out represent cash transfers to the General Fund to fund the Indirect Cost Fund and to the Debt Service Fund to cover debt service expenditures.

Debt Service Fund**A. Revenues:**

1. Investment earnings fluctuate with the amount of cash held by the trustee due to the timing of debt service payments.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of debt service payments.

C. Other Financing Sources:

1. Operating transfers in represent cash transfers from the Measure I funds to cover debt service expenditures.

Capital Projects Fund**A. Revenues:**

1. The timing for revenue collection fluctuates as most projects are funded on a reimbursement basis.
2. The negative investment earnings balance is due to a reversal of prior year's accruals.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.
2. Funds for the Project Delivery program are encumbered to ensure they are available to pay for the allocations approved by the Board of Directors.

C. Other Financing Sources:

1. Commercial paper has been issued and paid back for the North First Avenue Bridge Project.
2. Operating transfers in represent cash transfers within the Capital Projects Fund to properly allocate funding for the Monte Vista Grade Separation projects. Also included is the transfer for the repayment of commercial paper from the Federal Fund for the North First Avenue Bridge project.
3. Operating transfers out represent cash transfers within the Capital Projects Fund to properly allocate funding for the Monte Vista Grade Separation projects.

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Nonmajor Governmental Funds – Excluding Council of Governments

A. Revenues:

1. The timing for the collection of revenue fluctuates, as most of the state grants are on a reimbursement basis.
2. The low investment earnings balance is due to a reversal of prior year accruals.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of capital expenditures, which can take several years.

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to fund the Indirect Cost Fund and to properly allocate funds for the West Valley Connector Project.

Council of Governments Fund

A. Revenues:

1. The timing for revenue collection fluctuates as this program is mostly funded on a reimbursement basis.
2. The negative investment earnings balance is due to a reversal of prior year accruals.

B. Expenditures:

1. Expenditures to date are low, mainly due to the timing of program activities.

C. Other Financing Sources:

1. Operating transfers out represent the cash transfers to fund the Indirect Cost Fund.

Enterprise Fund

A. Revenues:

1. Express Lanes Operations commenced in August 2024.

B. Expenditures:

1. Expenditures to date are low, mainly due to the delay in the start of operations.

Financial Impact:

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

Lisa Lazzar, Chief Financial Officer

Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Fiscal Year 2024-2025
Third Quarter Budget to Actual Report
March 31, 2025

	2024-2025 Original Budget	Amendments	2024-2025 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
GENERAL FUND							
Revenues							
Sales Tax-MSI	2,519,000	-	2,519,000	1,452,810	-	1,066,190	
Charges for Services	40,010	-	40,010	1,919,838	-	(1,879,828)	
Investment Earnings	460,000	-	460,000	17,948,028	-	(17,488,028)	
Miscellaneous	141	-	141	1,844	-	(1,703)	
Total Revenues	3,019,151	-	3,019,151	21,322,520	-	(18,303,369)	
Expenditures							
General Government	13,832,509	340,818	14,173,327	8,089,230	634,517	5,449,580	38.45%
Regional & Subregional Planning	1,553,616	(100,414)	1,453,202	513,732	50,000	889,470	61.21%
Transit	70,952,674	5,149,546	76,102,220	28,291,085	675,372	47,135,763	61.94%
Project Delivery	309,967	-	309,967	168,058	-	141,909	45.78%
Fund Administration	444,094	-	444,094	237,622	-	206,472	46.49%
Total Expenditures	87,092,860	5,389,950	92,482,810	37,299,727	1,359,889	53,823,194	58.20%
Other Financing Sources							
Transfers in	84,911,887	-	84,911,887	29,280,824	-	55,631,063	65.52%
Transfers out	(2,514,517)	(10,753)	(2,525,270)	(1,896,637)	-	(628,633)	24.89%
Total Other Financing Sources	82,397,370	(10,753)	82,386,617	27,384,187	-	55,002,430	66.76%
Revenues Over (Under) Expenditures	(1,676,339)	(5,400,703)	(7,077,042)	11,406,980	-	(17,124,133)	
Note: Transfers in are from LTF, STA, and SGR revenue for budget purposes. The comprehensive annual financial report accounts for the activity in the individual funds of LTF, STA, and SGR, not the general fund.							
FEDERAL FUND							
Revenues							
Intergovernmental	131,400,865	-	131,400,865	28,728,142	-	102,672,723	
Investment Earnings	-	-	-	16,989	-	(16,989)	
Total Revenues	131,400,865	-	131,400,865	28,745,131	-	102,655,734	
Expenditures							
Regional & Subregional Planning	700,000	-	700,000	263,182	-	436,818	62.40%
Transit	2,363,732	-	2,363,732	332,373	-	2,031,359	85.94%
Project Delivery	128,337,133	(5,164,809)	123,172,324	57,558,087	-	65,614,237	53.27%
Total Expenditures	131,400,865	(5,164,809)	126,236,056	58,153,642	-	68,082,414	53.93%
Other Financing Sources							
Transfers in	-	792	792	792	-	-	0.00%
Transfers out	-	(5,165,601)	(5,165,601)	(5,165,601)	-	-	0.00%
Total Other Financing Sources	-	(5,164,809)	(5,164,809)	(5,164,809)	-	-	0.00%
Revenues Over (Under) Expenditures	-	-	-	(34,573,320)	-	34,573,320	
FEDERAL TRANSIT ADMINISTRATION FUND							
Revenues							
Intergovernmental	44,789,439	-	44,789,439	5,998,498	-	38,790,941	
Total Revenues	44,789,439	-	44,789,439	5,998,498	-	38,790,941	
Expenditures							
Transit	44,789,439	-	44,789,439	8,686,294	-	36,103,145	80.61%
Total Expenditures	44,789,439	-	44,789,439	8,686,294	-	36,103,145	80.61%
Revenues Over (Under) Expenditures	-	-	-	(2,687,796)	-	2,687,796	

Fiscal Year 2024-2025
Third Quarter Budget to Actual Report
March 31, 2025

	2024-2025 Original Budget	Amendments	2024-2025 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
STATE FUND							
Revenues							
Intergovernmental	69,673,615	-	69,673,615	42,051,392	-	27,622,223	
Investment Earnings	-	-	-	114,834	-	(114,834)	
Total Revenues	69,673,615	-	69,673,615	42,166,226	-	27,507,389	
Expenditures							
General Government	9,070	-	9,070	267	-	8,803	97.06%
Regional & Subregional Planning	491,374	-	491,374	251,999	-	239,375	48.72%
Transit	35,578,278	566,510	36,144,788	13,163,591	-	22,981,197	63.58%
Project Delivery	32,591,448	559,946	33,151,394	4,345,558	-	28,805,836	86.89%
Fund Administration	1,003,077	-	1,003,077	544,773	-	458,304	45.69%
Total Expenditures	69,673,247	1,126,456	70,799,703	18,306,188	-	52,493,515	74.14%
Other Financing Sources							
Transfers in	-	559,946	559,946	559,946	-	-	0.00%
Total Other Financing Sources	-	559,946	559,946	559,946	-	-	0.00%
Revenues Over (Under) Expenditures	368	(566,510)	(1,126,088)	24,419,984	-	(24,986,126)	
PROPOSITION 1B FUND							
Revenues							
Intergovernmental	12,998	-	12,998	110,630	-	(97,632)	
Total Revenues	12,998	-	12,998	110,630	-	(97,632)	
Expenditures							
Project Delivery	12,998	1,266,463	1,279,461	377,092	-	902,369	70.53%
Total Expenditures	12,998	1,266,463	1,279,461	377,092	-	902,369	70.53%
Revenues Over (Under) Expenditures	-	(1,266,463)	(1,266,463)	(266,462)	-	(1,000,001)	
LOCAL TRANSPORTATION FUND							
Revenues							
Sales Tax-LTF	149,568,943	-	149,568,943	86,287,626	-	63,281,317	
Investment Earnings	2,000,000	-	2,000,000	8,662,340	-	(6,662,340)	
Total Revenues	151,568,943	-	151,568,943	94,949,966	-	56,618,977	
Expenditures							
Transit	120,000,000	-	120,000,000	54,734,165	108,885	65,156,950	54.30%
Total Expenditures	120,000,000	-	120,000,000	54,734,165	108,885	65,156,950	54.30%
Other Financing Sources							
Transfers out	(44,811,525)	-	(44,811,525)	(23,135,640)	-	(21,675,885)	48.37%
Total Other Financing Sources	(44,811,525)	-	(44,811,525)	(23,135,640)	-	(21,675,885)	48.37%
Revenues Over (Under) Expenditures	(13,242,582)	-	(13,242,582)	17,080,161	(108,885)	(30,213,858)	
STATE TRANSIT ASSISTANCE FUND							
Revenues							
Intergovernmental	30,482,261	-	30,482,261	16,479,042	-	14,003,219	
Investment Earnings	840,000	-	840,000	3,522,057	-	(2,682,057)	
Total Revenues	31,322,261	-	31,322,261	20,001,099	-	11,321,162	
Expenditures							
Transit	24,958,873	14,230,000	39,188,873	7,975,962	-	31,212,911	79.65%
Total Expenditures	24,958,873	14,230,000	39,188,873	7,975,962	-	31,212,911	79.65%
Other Financing Sources							
Transfers out	(31,901,792)	-	(31,901,792)	13,106	-	(31,914,898)	100.04%
Total Other Financing Sources	(31,901,792)	-	(31,901,792)	13,106	-	(31,914,898)	100.04%
Revenues Over (Under) Expenditures	(25,538,404)	(14,230,000)	(39,768,404)	12,038,243	-	(51,806,647)	

Note: Intergovernmental revenue (from State Transit Assistance) is net of the amount allocated to SBCTA and accounted for in the General Fund.

Fiscal Year 2024-2025
Third Quarter Budget to Actual Report
March 31, 2025

	2024-2025 Original Budget	Amendments	2024-2025 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
SENATE BILL 1 Fund							
Revenues							
Intergovernmental	91,516,246	-	91,516,246	21,233,133	-	70,283,113	
Total Revenues	91,516,246	-	91,516,246	21,233,133	-	70,283,113	
Expenditures							
Commuter and Motorist Assistance	1,431,379	-	1,431,379	373,935	-	1,057,444	73.88%
Regional & Subregional Planning Program	10,400,000	-	10,400,000	3,179,217	-	7,220,783	69.43%
Transit	37,343,567	-	37,343,567	10,304,804	-	27,038,763	72.41%
Major Project Delivery	42,341,300	-	42,341,300	11,021,120	-	31,320,180	73.97%
Total Expenditures	91,516,246	-	91,516,246	24,879,076	-	66,637,170	72.81%
Revenues Over (Under) Expenditures	-	-	-	(3,645,943)	-	3,645,943	
MEASURE I 1990-2010 FUND							
Revenues							
Investment Earnings	100,000	-	100,000	(19,644)	-	119,644	
Total Revenues	100,000	-	100,000	(19,644)	-	119,644	
Expenditures							
Project Delivery	2,003,400	(100,000)	1,903,400	112,206	-	1,791,194	94.10%
Total Expenditures	2,003,400	(100,000)	1,903,400	112,206	-	1,791,194	94.10%
MEASURE I 2010-2040 FUND							
Revenues							
Sales Tax-MSI	249,381,000	-	249,381,000	146,328,168	-	103,052,832	
Investment Earnings	15,176,000	-	15,176,000	(2,592,775)	-	17,768,775	
Miscellaneous	-	-	-	13,498,719	-	(13,498,719)	
Total Revenues	264,557,000	-	264,557,000	157,234,112	-	107,322,888	
Expenditures							
General Government	1,182,571	(9,155)	1,173,416	402,857	-	770,559	65.67%
Environment and Energy Conservation	298,449	-	298,449	6,369	-	292,080	97.87%
Commuter and Motorist Assistance	1,285,989	-	1,285,989	36,117	-	1,249,872	97.19%
Regional & Subregional Planning	1,365,852	48,122	1,413,974	523,405	-	890,569	62.98%
Transit	64,448,896	9,155,958	73,604,854	29,913,509	9,300,402	34,390,943	46.72%
Project Delivery	191,598,239	(1,582,178)	190,016,061	33,040,595	356,758	156,618,708	82.42%
Fund Administration	134,406,907	(200,000)	134,206,907	39,725,576	749,000	93,732,331	69.84%
Total Expenditures	394,586,903	7,412,747	401,999,650	103,648,428	10,406,160	287,945,062	71.63%
Other Financing Sources							
Transfers in	35,262,132	388,242	35,650,374	10,969,319	-	24,681,055	69.23%
Transfers out	(17,138,434)	(755,811)	(17,894,245)	(11,809,104)	-	(6,085,141)	34.01%
Total Other Financing Sources	18,123,698	(367,569)	17,756,129	(839,785)	-	18,595,914	104.73%
Revenues Over (Under) Expenditures	(111,906,205)	(7,780,316)	(119,686,521)	52,745,899	(10,406,160)	(162,026,260)	
Note: Sales tax - MSI is net of the 1% for Measure I Administration and accounted for in the General Fund.							
DEBT SERVICE FUND							
Revenues							
Investment Earnings	-	-	-	154,465	-	(154,465)	
Total Revenues	-	-	-	154,465	-	(154,465)	
Expenditures							
Debt Service	12,413,850	-	12,413,850	3,335,550	-	9,078,300	73.13%
Total Expenditures	12,413,850	-	12,413,850	3,335,550	-	9,078,300	73.13%
Other Financing Sources							
Operating Transfers In	12,413,850	-	12,413,850	8,255,900	-	4,157,950	33.49%
Total Other Financing Sources	12,413,850	-	12,413,850	8,255,900	-	4,157,950	33.49%
Revenues Over (Under) Expenditures	-	-	-	5,074,815	-	(5,074,815)	

Fiscal Year 2024-2025
Third Quarter Budget to Actual Report
March 31, 2025

	2024-2025 Original Budget	Amendments	2024-2025 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
CAPITAL PROJECTS FUND							
Revenues							
Intergovernmental	41,680,437	-	41,680,437	15,009,715	-	26,670,722	
Charges for Services	-	-	-	1,115,187	-	(1,115,187)	
Investment Earnings	1,065,000	-	1,065,000	(124,872)	-	1,189,872	
Miscellaneous	10,671,316	-	10,671,316	272,563	-	10,398,753	
Total Revenues	53,416,753	-	53,416,753	16,272,593	-	37,144,160	
Expenditures							
General Government	150,000	-	150,000	-	-	150,000	100.00%
Regional & Subregional Planning	6,708,337	(447,708)	6,260,629	265,130	-	5,995,499	95.77%
Transit	8,048,046	-	8,048,046	1,550,204	-	6,497,842	80.74%
Project Delivery	35,661,708	(81,951)	35,579,757	14,368,704	148,066	21,062,987	59.20%
Fund Administration	2,034,700	-	2,034,700	-	-	2,034,700	100.00%
Total Expenditures	52,602,791	(529,659)	52,073,132	16,184,038	148,066	35,741,028	68.64%
Other Financing Sources							
Proceeds from commercial paper	20,000,000		20,000,000	5,000,000	-	15,000,000	75.00%
Operating Transfers in	1,000,000	5,384,509	6,384,509	5,257,879	-	1,126,630	17.65%
Operating Transfers out	(20,000,000)	(298,871)	(20,298,871)	(299,766)	-	(19,999,105)	98.52%
Total Other Financing Sources	1,000,000	5,085,638	6,085,638	9,958,113	-	(3,872,475)	-63.63%
Revenues Over (Under) Expenditures	1,813,962	5,615,297	7,429,259	10,046,668	(148,066)	(2,469,343)	
NONMAJOR GOVERNMENTAL FUNDS - EXCLUDING COUNCIL OF GOVERNMENTS FUND							
Revenues							
Intergovernmental	19,710,125	-	19,710,125	2,832,136	-	16,877,989	
Charges for Services	12,213	-	12,213	-	-	12,213	
Investment Earnings	105,000	-	105,000	27,739	-	77,261	
Miscellaneous	14,676	-	14,676	10,767	-	3,909	
Total Revenues	19,842,014	-	19,842,014	2,870,642	-	16,971,372	
Expenditures							
General Government	116,884	-	116,884	20,031	1,000	95,853	82.01%
Commuter and Motorist Assistance	5,434,709	1,135,000	6,569,709	1,978,182	9,498	4,582,029	69.74%
Regional & Subregional Planning	700,988	750,000	1,450,988	68,060	-	1,382,928	95.31%
Transit	11,934,322	380,778	12,315,100	1,251,506	-	11,063,594	89.84%
Total Expenditures	18,186,903	2,265,778	20,452,681	3,317,779	10,498	17,124,404	83.73%
Other Financing Sources							
Transfers out	(1,085,366)	(19,222)	(1,104,588)	(833,247)	-	(271,341)	24.56%
Total Other Financing Sources	(1,085,366)	(19,222)	(1,104,588)	(833,247)	-	(271,341)	24.56%
Revenues Over (Under) Expenditures	569,745	(2,285,000)	(1,715,255)	(1,280,384)	(10,498)	(424,373)	
COUNCIL OF GOVERNMENTS FUND							
Revenues							
Intergovernmental	10,564,059	-	10,564,059	245,677	-	10,318,382	
Special Assessments	991,873	-	991,873	991,873	-	-	
Investment Earnings	40,000	-	40,000	(5,539)	-	45,539	
Miscellaneous	825,993	-	825,993	39,720	-	786,273	
Total Revenues	12,421,925	-	12,421,925	1,271,731	-	11,150,194	
Expenditures							
Council of Governments	5,617,687	(130,000)	5,487,687	449,305	-	5,038,382	91.81%
Total Expenditures	5,617,687	(130,000)	5,487,687	449,305	-	5,038,382	91.81%
Other Financing Sources							
Transfers out	(781,437)	-	(781,437)	(586,078)	-	(195,359)	25.00%
Total Other Financing Sources	(781,437)	-	(781,437)	(586,078)	-	(195,359)	25.00%
Revenues Over (Under) Expenditures	6,022,801	130,000	6,152,801	236,348	-	5,916,453	

Attachment: Budget to Actual 3rd Qtr 2025 (11189 : Budget to Actual Report - 3rd Qtr. 2024/2025)

Fiscal Year 2024-2025
Third Quarter Budget to Actual Report
March 31, 2025

	2024-2025 Original Budget	Amendments	2024-2025 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
ENTERPRISE FUND							
Revenues							
Express Lanes Fees And Charges	13,828,000	-	13,828,000	10,463,413	-	3,364,587	
Investment Earnings	-	-	-	14,477	-	(14,477)	
Total Revenues	13,828,000	-	13,828,000	10,477,890	-	3,350,110	
Expenditures							
Express Lanes Operation	17,906,865	1,900	17,908,765	6,348,906	85,399	11,474,460	64.07%
Total Expenditures	17,906,865	1,900	17,908,765	6,348,906	85,399	11,474,460	64.07%
Other Financing Sources							
Operating Transfers out	(15,354,798)	-	(15,354,798)	(10,611,695)	-	(4,743,103)	30.89%
Total Other Financing Sources	(15,354,798)	-	(15,354,798)	(10,611,695)	-	(4,743,103)	30.89%
Revenues Over (Under) Expenditures	(19,433,663)	(1,900)	(19,435,563)	(6,482,711)	(85,399)	(12,867,453)	

Minute Action

AGENDA ITEM: 5

Date: May 14, 2025

Subject:

Employer Retirement Contribution Advance Payment

Recommendation:

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

Authorize an advance payment of \$1,200,000 to the San Bernardino County Employees' Retirement Association by July 1, 2025, for San Bernardino County Transportation Authority's estimated annual retirement contribution for Fiscal Year 2025/2026.

Background:

San Bernardino County Transportation Authority (SBCTA) can take advantage of savings by advancing payment of the estimated annual retirement contribution to the San Bernardino County Employees' Retirement Association (Board of Retirement), provided that the payment is received by July 1, 2025. This amount differs from the advance payment of the Unfunded Actuarial Accrued Liability that was paid in early 2024. The amount included in this request is the ongoing cost of the employer contribution that is due each pay period by SBCTA. The total estimated employer contribution for Fiscal Year 2025/2026 is \$1,428,967 or \$54,960 per pay period, which is included in the Proposed Budget as a fringe cost. Fringe costs are allocated to funds where salary expenditures are recorded. The funds supporting salaries and fringe include various Measure I programs, Local Transportation Funds, Service Authority for Freeway Emergencies, Express Lanes Operations, and Council of Governments.

SBCTA requested prepayment discount calculations for three scenarios (detailed below) from the Board of Retirement's actuarial consultant, Segal. The results of the calculations are as follows:

	<u>Prepayment</u>	<u>Biweekly Contributions</u>	<u>Total Contributions</u>	<u>Discount</u>
Option 1	1,400,000.00	55,788.46	1,450,499.86	50,499.86
Option 2	1,200,000.00	47,818.68	1,243,285.60	43,285.60
Option 3	1,000,000.00	39,848.90	1,036,071.33	36,071.33

SBCTA recommends Option 2 to ensure that the biweekly prepayment remains lower than the actual cost on a biweekly basis. Annually, SBCTA staff will request the Board of Directors' approval to prepay the retirement contribution, resulting in savings to SBCTA.

Financial Impact:

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

Lisa Lazzar, Chief Financial Officer

Entity: San Bernardino County Transportation Authority

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Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:



Molly Calcagno, ASA, EA, MAAA
Senior Actuary
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Suite 1100
San Francisco, CA 94105-6147
segalco.com

April 29, 2025

Ms. Debby Cherney
Chief Executive Officer
San Bernardino County Employees' Retirement Association
348 W Hospitality Lane, Suite 100
San Bernardino, CA 92408

**Re: San Bernardino County Employees' Retirement Association (SBCERA)
San Bernardino County Transportation Authority (SBCTA) employer contribution
prepayment on July 1, 2025 for fiscal year 2025-2026**

Dear Debby:

We understand that SBCTA intends to prepay a portion of their total contributions on July 1, 2025 under one of three potential prepayment scenarios:

1. \$1,400,000 prepayment, or
2. \$1,200,000 prepayment, or
3. \$1,000,000 prepayment.

As requested by SBCERA, we have calculated the equivalent biweekly contribution based on these prepayment scenarios for SBCTA based on the 26 biweekly payroll periods for fiscal year 2025–2026.

Scenario 1: \$1,400,000 prepayment

As shown on **Exhibit A**, we determined that if SBCTA were to make a prepayment amount of \$1,400,000 on July 1, 2025, that amount would be equivalent to a biweekly contribution of \$55,788.46 starting on July 25, 2025 for the fiscal year 2025-2026 (or a total of \$1,450,499.86 for the 26 biweekly pay periods) based on an interest rate of 6.75% per annum. The prepayment reflects an interest discount of \$50,499.86 for paying the contributions earlier than the biweekly payment timing that we have anticipated in our valuation.

Scenario 2: \$1,200,000 prepayment

As shown on **Exhibit B**, we determined that if SBCTA were to make a prepayment amount of \$1,200,000 on July 1, 2025, that amount would be equivalent to a biweekly contribution of \$47,818.68 starting on July 25, 2025 for the fiscal year 2025-2026 (or a total of \$1,243,285.60 for the 26 biweekly pay periods) based on an interest rate of 6.75% per annum. The prepayment reflects an interest discount of \$43,285.60 for paying the contributions earlier than the biweekly payment timing that we have anticipated in our valuation.

Scenario 3: \$1,000,000 prepayment

As shown on **Exhibit C**, we determined that if SBCTA were to make a prepayment amount of \$1,000,000 on July 1, 2025, that amount would be equivalent to a biweekly contribution of \$39,848.90 starting on July 25, 2025 for the fiscal year 2025-2026 (or a total of \$1,036,071.33 for the 26 biweekly pay periods) based on an interest rate of 6.75% per annum. The prepayment reflects an interest discount of \$36,071.33 for paying the contributions earlier than the biweekly payment timing that we have anticipated in our valuation.

Other considerations

We understand that the use of a discount rate for prepayments that is 0.50% less than the investment return assumption used in the annual actuarial valuation (currently 7.25%) was approved by the Board in July 2017.

The actuarial calculations contained in this letter were prepared under my supervision. I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein.

Please let us know if you have any questions.

Sincerely,



Molly Calcagno, ASA, EA, MAAA
 Senior Actuary

JY/elf

Enclosures

cc: Christina Cintron
 Jawnalee Martin
 Amy McInerny

Disclaimer

This document has been prepared for the exclusive use and benefit of SBCERA, based upon information provided by SBCERA or otherwise made available to Segal at the time this document was created. Segal makes no representation or warranty as to the accuracy of any forward-looking statements and does not guarantee any particular outcome or result. This letter should only be copied, reproduced, or shared with other parties in its entirety as necessary for the proper administration of the Plan. This document does not constitute legal, tax or investment advice or create or imply a fiduciary relationship. You are encouraged to discuss any issues raised with your legal, tax and other advisors before taking, or refraining from taking, any action.

Exhibit A

Scenario 1: \$1,400,000 prepayment

Prepayment of Portion of San Bernardino County Transportation Authority
Employer Contributions on July 1, 2025 for Fiscal Year 2025–2026

Payment Date	Biweekly Contribution Requirement	Interest*	Principal	Outstanding Balance of Prepaid Contributions
07/01/2025	N/A	N/A	N/A	\$1,400,000.00
07/25/2025	\$55,788.46	\$6,025.90	\$49,762.56	1,350,237.44
08/08/2025	55,788.46	3,387.13	52,401.33	1,297,836.11
08/22/2025	55,788.46	3,255.68	52,532.78	1,245,303.33
09/05/2025	55,788.46	3,123.90	52,664.56	1,192,638.77
09/19/2025	55,788.46	2,991.79	52,796.67	1,139,842.10
10/03/2025	55,788.46	2,859.35	52,929.11	1,086,912.99
10/17/2025	55,788.46	2,726.57	53,061.89	1,033,851.10
10/31/2025	55,788.46	2,593.46	53,195.00	980,656.10
11/14/2025	55,788.46	2,460.02	53,328.44	927,327.66
11/28/2025	55,788.46	2,326.24	53,462.22	873,865.44
12/12/2025	55,788.46	2,192.13	53,596.33	820,269.11
12/26/2025	55,788.46	2,057.68	53,730.78	766,538.34
01/09/2026	55,788.46	1,922.90	53,865.56	712,672.77
01/23/2026	55,788.46	1,787.77	54,000.69	658,672.08
02/06/2026	55,788.46	1,652.31	54,136.15	604,535.93
02/20/2026	55,788.46	1,516.51	54,271.95	550,263.98
03/06/2026	55,788.46	1,380.36	54,408.10	495,855.88
03/20/2026	55,788.46	1,243.88	54,544.58	441,311.30
04/03/2026	55,788.46	1,107.05	54,681.41	386,629.89
04/17/2026	55,788.46	969.88	54,818.58	331,811.31
05/01/2026	55,788.46	832.36	54,956.10	276,855.21
05/15/2026	55,788.46	694.50	55,093.96	221,761.25
05/29/2026	55,788.46	556.30	55,232.16	166,529.09
06/12/2026	55,788.46	417.75	55,370.71	111,158.38
06/26/2026	55,788.46	278.85	55,509.61	55,648.76
07/10/2026	55,788.36	139.60	55,648.76	0.00
Total	\$1,450,499.86 Undiscounted Contributions	\$50,499.86 Interest Credited	\$1,400,000.00 Discounted Contributions	

Contribution discount percentage of 96.52%

* Based on compound interest at an effective interest rate of 6.75% per annum.

Exhibit B

Scenario 2: \$1,200,000 prepayment

Prepayment of Portion of San Bernardino County Transportation Authority
Employer Contributions on July 1, 2025 for Fiscal Year 2025–2026

Payment Date	Biweekly Contribution Requirement	Interest*	Principal	Outstanding Balance of Prepaid Contributions
07/01/2025	N/A	N/A	N/A	\$1,200,000.00
07/25/2025	\$47,818.68	\$5,165.06	\$42,653.62	1,157,346.38
08/08/2025	47,818.68	2,903.26	44,915.42	1,112,430.96
08/22/2025	47,818.68	2,790.58	45,028.10	1,067,402.86
09/05/2025	47,818.68	2,677.63	45,141.05	1,022,261.81
09/19/2025	47,818.68	2,564.39	45,254.29	977,007.52
10/03/2025	47,818.68	2,450.87	45,367.81	931,639.71
10/17/2025	47,818.68	2,337.06	45,481.62	886,158.09
10/31/2025	47,818.68	2,222.97	45,595.71	840,562.38
11/14/2025	47,818.68	2,108.59	45,710.09	794,852.28
11/28/2025	47,818.68	1,993.92	45,824.76	749,027.53
12/12/2025	47,818.68	1,878.97	45,939.71	703,087.82
12/26/2025	47,818.68	1,763.73	46,054.95	657,032.86
01/09/2026	47,818.68	1,648.20	46,170.48	610,862.38
01/23/2026	47,818.68	1,532.38	46,286.30	564,576.08
02/06/2026	47,818.68	1,416.26	46,402.42	518,173.66
02/20/2026	47,818.68	1,299.86	46,518.82	471,654.84
03/06/2026	47,818.68	1,183.17	46,635.51	425,019.33
03/20/2026	47,818.68	1,066.18	46,752.50	378,266.83
04/03/2026	47,818.68	948.90	46,869.78	331,397.05
04/17/2026	47,818.68	831.32	46,987.36	284,409.70
05/01/2026	47,818.68	713.45	47,105.23	237,304.47
05/15/2026	47,818.68	595.29	47,223.39	190,081.08
05/29/2026	47,818.68	476.83	47,341.85	142,739.23
06/12/2026	47,818.68	358.07	47,460.61	95,278.61
06/26/2026	47,818.68	239.01	47,579.67	47,698.95
07/10/2026	47,818.60	119.65	47,698.95	0.00
Total	\$1,243,285.60 Undiscounted Contributions	\$43,285.60 Interest Credited	\$1,200,000.00 Discounted Contributions	

Contribution discount percentage of 96.52%

* Based on compound interest at an effective interest rate of 6.75% per annum.

Exhibit C

Scenario 3: \$1,000,000 prepayment

Prepayment of Portion of San Bernardino County Transportation Authority
Employer Contributions on July 1, 2025 for Fiscal Year 2025–2026

Payment Date	Biweekly Contribution Requirement	Interest*	Principal	Outstanding Balance of Prepaid Contributions
07/01/2025	N/A	N/A	N/A	\$1,000,000.00
07/25/2025	\$39,848.90	\$4,304.22	\$35,544.68	964,455.32
08/08/2025	39,848.90	2,419.38	37,429.52	927,025.79
08/22/2025	39,848.90	2,325.49	37,523.41	889,502.38
09/05/2025	39,848.90	2,231.36	37,617.54	851,884.84
09/19/2025	39,848.90	2,136.99	37,711.91	814,172.93
10/03/2025	39,848.90	2,042.39	37,806.51	776,366.42
10/17/2025	39,848.90	1,947.55	37,901.35	738,465.07
10/31/2025	39,848.90	1,852.47	37,996.43	700,468.64
11/14/2025	39,848.90	1,757.16	38,091.74	662,376.90
11/28/2025	39,848.90	1,661.60	38,187.30	624,189.60
12/12/2025	39,848.90	1,565.81	38,283.09	585,906.51
12/26/2025	39,848.90	1,469.77	38,379.13	547,527.38
01/09/2026	39,848.90	1,373.50	38,475.40	509,051.98
01/23/2026	39,848.90	1,276.98	38,571.92	470,480.06
02/06/2026	39,848.90	1,180.22	38,668.68	431,811.38
02/20/2026	39,848.90	1,083.22	38,765.68	393,045.70
03/06/2026	39,848.90	985.97	38,862.93	354,182.77
03/20/2026	39,848.90	888.48	38,960.42	315,222.36
04/03/2026	39,848.90	790.75	39,058.15	276,164.21
04/17/2026	39,848.90	692.77	39,156.13	237,008.08
05/01/2026	39,848.90	594.55	39,254.35	197,753.72
05/15/2026	39,848.90	496.07	39,352.83	158,400.90
05/29/2026	39,848.90	397.36	39,451.54	118,949.35
06/12/2026	39,848.90	298.39	39,550.51	79,398.84
06/26/2026	39,848.90	199.18	39,649.72	39,749.12
07/10/2026	39,848.83	99.71	39,749.12	0.00
Total	\$1,036,071.33 Undiscounted Contributions	\$36,071.33 Interest Credited	\$1,000,000.00 Discounted Contributions	

Contribution discount percentage of 96.52%

* Based on compound interest at an effective interest rate of 6.75% per annum.

Minute Action

AGENDA ITEM: 6

Date: May 14, 2025

Subject:

Capital Projects and Reserves Based on Policy No. 20600 Funding Indirect Costs

Recommendation:

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

A. Approve reserves for capital costs of \$602,618 and for emergency purposes of \$500,000 based on Policy No. 20600, Funding Indirect Costs and Establishing Fund Balance Reserves and a Capital Improvement Plan.

B. Review and provide direction relative to budgetary information to be included in the Indirect Fund for the Fiscal Year 2025/2026 Budget.

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

C. Approve the updated Capital Improvement Plan for the Santa Fe Depot and for the Agency's Information Technology systems.

Background:

San Bernardino County Transportation Authority (SBCTA) Policy No. 20600, Funding Indirect Costs and Establishing Fund Balance Reserves and a Capital Improvement Plan (CIP), delineates how indirect costs will be funded; establishes reserves for general purposes and capital improvements; establishes a fund to account for the indirect costs and the allocated revenue, fund balance, and reserves; and requires adoption of a five-year CIP as part of the annual budget to identify and plan accordingly for building improvements, maintenance, and information technology needs. Furthermore, the policy establishes a fund balance reserve policy for capital costs and general purposes, such as emergencies and unexpected costs. The General Purpose Reserve shall be at least \$500,000 and shall not exceed 20% of indirect costs budgeted for the next budgetary fiscal year. A Capital Improvement Reserve is established for capital costs anticipated in the CIP. The fund balance is available to pay for unexpected costs or cost increases due to cyclical activities.

Exhibit A is a summary of indirect costs of \$10,410,964, proposed for Fiscal Year 2025/2026. This represents an increase of \$380,497 from the current budget of \$10,030,467. Cost increases are primarily related to salaries, professional services, and insurance, which are offset by decreases in consulting services and improvements other than buildings. CIP costs include On-premise migration to Office 365, heating ventilation and air conditioning equipment upgrades (Phase 3), lighting projects, and painting the Depot interior.

Exhibit B is a listing of capital improvement projects for the next five years. Capital projects for Fiscal Year 2025/2026 in the amount of \$660,000 are included in the proposed Budget for Fiscal Year 2025/2026.

In accordance with Policy No. 20600, the allocation of revenue to the Indirect Fund is based on the percentage of full-time equivalents budgeted for each major program of SBCTA, except for Finance Department Indirect Costs, which are allocated based on the number of transactions for

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

General Policy Committee Agenda Item

May 14, 2025

Page 2

the recently audited fiscal year. The allocation of revenue for Fiscal Year 2025/2026 also accounts for a “true-up” of the Fiscal Year 2023/2024 Indirect Fund allocations based on the actual staff time expended, per program, in that year. The Finance Department indirect cost “true up” of the Fiscal Year 2023/2024 Indirect Fund allocation was based on the number of transactions for the recently audited fiscal year for the Finance Department. Additionally, staff recommends budgeting revenues at less than the budgeted expenditures since staff anticipates a carryover balance (revenue exceeding expenditures) of \$2,567,791 in the Indirect Fund from current fiscal year operations. Combined with the projected revenue allocation of \$8,945,791, less estimated indirect costs of \$10,410,694, a balance of \$1,102,618 remains for recommended reserves. Staff will continue to monitor fund balances and indirect expenses to mitigate any funding shortfalls.

Per Policy No. 20600, the revenue that can be allocated to fund indirect costs and the reserves is derived from the various funding sources as shown below. The Measure I allocation is 2.2% of projected Measure I Revenue, which is slightly above the calculated share of 1.8% and less than the maximum allowed of 3%. A reconciliation of Fiscal Year 2023/2024 actual Indirect Fund allocations is included in the amounts allocated:

Funding Source	Indirect Costs by full time equivalents	FY 2023/2024 Actual Adjustments	Indirect Costs by # of transactions	FY 2023/2024 Actual Adjustments By # of transactions	Total
Local Transportation Fund-Administration	44,232	819,482	80,588	(44,302)	900,000
Local Transportation Fund-Planning	1,161,978	(112,924)	320,012	105,834	1,474,900
Service Authority for Freeway Emergencies	266,606	(134,978)	254,472	(82,243)	303,857
Council of Governments-Assessment Dues	221,190	(113,387)	68,550	(55,975)	120,378
Council of Governments-Grants	320,342	(177,767)	200,635	137,594	480,804
Council of Governments-Housing Trust	100,626	537	3,009	2,563	106,735
Enterprise Fund - Express Lanes	375,686	(205,045)	23,742	17,841	212,224
Sales Tax MSI-Administration	2,000,000	-	-	-	2,000,000
Sales Tax MSI-Valley Freeway	1,146,627	42,327	386,367	53,819	1,629,140
Sales Tax MSI-Valley Interchange	861,708	376,879	361,217	(54,038)	1,545,766
Sales Tax MSI-Valley Grade Separation	43,636	(53,750)	48,114	40,970	78,970
Sales Tax MSI-Valley Arterial	56,433	2,611	46,656	(53,392)	52,308
Sales Tax MSI-Valley Rail	50,034	(116,705)	49,936	(132,445)	(149,180)
Sales Tax MSI-Valley Bus Rapid Transit	126,252	(109,763)	58,320	24,188	98,997
Sales Tax MSI-Victor Valley Major Local Highway	59,612	(92,010)	43,011	(3,881)	6,732
Sales Tax MSI-North Desert Major Local Highway	20,958	(142,129)	43,011	23,680	(54,480)
Sales Tax MSI-Colorado River Major Local Highway	3,278	14,160	9,477	(1,952)	24,963
Sales Tax MSI-Morongo Basin Major Local Highway	19,142	(9,289)	8,748	(3,826)	14,775
Sales Tax MSI-Mountain Major Local Highway	6,557	13,277	9,841	(2,059)	27,616
Sales Tax MSI-Cajon Pass	12,748	(1,526)	32,440	27,624	71,286
Total	6,897,645	-	2,048,146	-	8,945,791

Staff recommends approval of the Capital Improvement Projects listed in Exhibit B and to maintain a General Purpose Reserve for emergencies of \$500,000 and a Capital Improvement Reserve of \$602,618 for future projects.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025. Capital Projects and Indirect Fund expenditures are included in the proposed Budget for Fiscal Year 2025/2026.

San Bernardino Council of Governments
San Bernardino County Transportation Authority

General Policy Committee Agenda Item
May 14, 2025
Page 3

Reviewed By:

This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel has reviewed this item.

Responsible Staff:

Lisa Lazzar, Chief Financial Officer

Approved
General Policy Committee
Date: May 14, 2025
Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

San Bernardino County Transportation Authority	Policy	20600
Adopted by the Board of Directors 1/4/2018	Revised	06/01/2022
Funding Indirect Costs and Establishing Fund Balance Reserves and a Capital Improvement Plan	Revision No.	2

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

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I. PURPOSE

The purpose of this policy is to define the appropriate charging of indirect costs and the funding sources to be used to cover these costs. This policy also establishes a minimum level of unassigned fund balance designated as a general purpose reserve to meet revenue shortfalls, unanticipated expenditures, economic downturns, or emergencies and establishes an assigned reserve to fund capital improvements necessary for the general operation of San Bernardino County Transportation Authority (SBCTA) and San Bernardino Council of Governments (SBCOG). Furthermore, the policy also addresses the circumstances under which the unassigned fund balance can be expended and how it will be replenished if it falls below the established minimum.

II. DEFINITIONS

Capital Improvement Plan: A five year plan for acquisition, improvement, and renovation of the Santa Fe Depot and other infrastructure, as well as capital items such as equipment, vehicles, and technology items in excess of \$5,000. It excludes any capital improvements already included in other plans such as the 10-Year Delivery Plan. The approved capital items are to be included in the budget for the Indirect Fund. Improvements to the Santa Fe Depot may include items such as structural improvements; replacement of the roof, HVAC system, carpet, tile, communication systems, or alarm systems; and remodels. Information technology improvements may include items such as software, computers, and servers.

Indirect Costs: Expenses incurred that are not readily identifiable with a particular project or activity but are necessary to the general operation of SBCTA and SBCOG and necessary for staff to perform daily job duties and functions. Costs may include items such as staffing costs, office equipment, professional services, consulting services, maintenance of office equipment, postage, dues and subscriptions, county fee, auditing and accounting, utilities, training/membership, printing, travel, record/equipment storage, meeting, legal fees, maintenance of motor vehicle, advertising, office expense, bank charges, public information activities, contributions/subsidies, computer hardware/software, building maintenance, building structures, and insurance for property, general, umbrella, crime, public official liability, and cyber.

Indirect Fund: A governmental fund that will be used to budget indirect costs and capital improvements necessary for the daily operations of SBCTA and SBCOG and the corresponding revenue allocated to fund those costs.

III. REFERENCES

Ordinance 04-01 provides for the renewal of the half-cent (0.5%) sales tax on taxable retail transactions within the County. Ordinance 04-01 expires on March 31, 2040.

Policy No. 20200 - Fund Balance Reporting

IV. POLICY

A. Indirect Costs and Funding Sources

Indirect costs will be budgeted at whatever is reasonable and necessary for the general operation of SBCTA and SBCOG and will include capital improvements identified in a five year capital improvement plan that will be updated annually during the budget process. The revenue sources necessary to fund indirect costs will be allocated to the Indirect Fund based on the percentage of full time equivalents (FTE) budgeted for each major program of SBCTA except for the Finance department indirect costs, which will be allocated based on number of transactions in the recently audited fiscal year.

1. In general, the percentage of FTE and Finance department indirect costs allocated based on number of transactions related to delivery of the Measure I programs will be used to determine the revenue required from Measure I to fund indirect costs. Up to three percent (3%) of Measure I sales tax revenues will be used to fund these costs. The revenue apportioned to the Senior and Disabled and Local Street Projects (pass through) Programs will continue to be based on the total revenue received. The maximum 3% is in addition to the 1% for administrative costs per Ordinance 04-01. Fund balance in the Measure I Administration fund may be used to buy down the calculated requirement from Measure I programs for funding indirect costs.
2. In general, the percentage of FTE and Finance department indirect costs allocated based on number of transactions related to the general transit, planning, fund administration, and traveler services functions will be used to determine the revenue required from the Local Transportation Fund (LTF) to fund indirect costs. Up to one percent (1%) will be funded from an allocation for LTF Administration and up to two percent (2%) will be funded from the allocation for LTF Planning.
3. In general, the percentage of FTE and Finance department indirect costs allocated based on number of transactions related to Council of Governments (COG) activities will be used to determine the revenue required from the COG Dues to fund indirect costs.
4. In general, the percentage of FTE and Finance department indirect costs allocated based on number of transactions related to the Freeway Service Patrol and Call Box System programs will be used to determine the revenue required from the Service Authority for Freeway Emergencies fund to fund indirect costs.
5. SBCTA staff will continue to actively seek other funding sources as appropriate to fund indirect costs. Any other funding sources added to fund indirect costs will also be based on a percentage of FTE and Finance department indirect costs allocated based on number of transactions

B. Capital Improvement Plan

A five year capital improvement plan will be developed and presented annually during the budget process to the Board for consideration. The plan will identify present and future needs requiring capital infrastructure and options for financing the plan. The plan will be prioritized based on projects that have an associated funding source, elimination of health/safety hazards, and projects that will increase efficiency or reduce operations and maintenance costs.

C. Unassigned Fund Balance –General Purpose Reserve:

An adequate amount of General Purpose Reserve is essential to the financial strength and flexibility of SBCTA. This reserve is intended for unanticipated emergencies and to allow a transition period to fund indirect costs when revenues are reduced due to economic factors or legislation outside of SBCTA's control.

1. When developing the fiscal year budget, SBCTA shall establish an unassigned fund balance designated as General Purpose Reserve for the General Fund targeted at least at \$500,000 but not exceeding 20% of the indirect costs budgeted for that fiscal year. A one-time allocation of revenue can be used to establish the reserve or it shall be built-up with fund balance from the Indirect Fund until the established target is achieved. An increase to fund balance results when revenues allocated to the Indirect Fund exceed expenditures. In the event the budgeted expenditures for the Indirect Fund decline from the previous fiscal year, the reserve shall have no

downward adjustments. Any necessary increases to the reserve shall be made annually during the budget process.

2. Use of the General Purpose Reserve will be limited to nonrecurring expenditures, debt reduction, one-time capital costs, or emergency situations (such as economic conditions or natural disasters). In the event of a decline in revenue that is used to fund the Indirect Fund, the General Purpose Reserve may be used as a temporary means to fund indirect costs until a corrective action is determined.
3. A one-time allocation of revenue can be used to replenish the General Purpose Reserve or it shall be built-up with fund balance from the Indirect Fund.

D. Assigned Fund Balance – Capital Improvement Reserve

A Capital Improvement Reserve will be established to cover forecast costs identified in the capital improvement plan. The Chief Financial Officer, as authorized by Policy 20200 – Fund Balance Reporting, will assign fund balance for specific capital improvement projects based on the approved capital improvement plan for those projects that would not normally be feasible without reserving funding over a multiple year period.

V. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted.	1/4/2018
1	Revised Section IV, Subsection A to include that when an estimated fund balance is available in the Measure I Administration fund, it may be used to buy down the calculated requirement of Measure I programs to fund indirect costs.	4/1/2020
2	Include Finance department indirect costs allocated based on number of transactions	6/1/2022

Exhibit A

Budgeted Tasks to Indirect Fund

Object Code																Fiscal Year	Fiscal Year
	0200	0206	0312	0313	0350	0400	0430	0450	0470	0500	0501	0503	0605	0805		2025/2026	2024/2025
																Budget	Budget
51010 Salaries	\$ 489,217	\$ 624	\$ 6,803	\$ 2,274	\$ 269,645	\$ 836,484	\$ 58,330	\$ 174,603	\$ 132,617	\$ 1,971	\$ 57,464	\$ 245,981	\$ 86,866	\$ 149,802		\$ 2,512,681	\$ 2,432,094
51030 Overtime	14,850	-	-	-	-	14,850	-	-	-	-	-	-	-	-		29,700	29,885
51990 Fringe	316,504	392	4,272	1,428	169,310	534,552	36,624	109,633	83,270	1,238	36,082	154,451	54,543	94,061		1,596,360	1,819,400
52001 Professional Services	30,000	-	-	-	10,470	174,260	60,000	320,400	29,855	-	502,500	286,496	120,000	11,625		1,545,606	1,023,928
52005 Consulting Services	20,000	-	-	-	-	20,000	-	-	-	-	50,000	-	-	-		90,000	290,000
52015 County Fees	-	-	-	-	-	100,000	-	-	-	-	-	-	-	-		100,000	100,000
52100 Auditing & Accounting	-	-	-	-	-	315,000	-	-	-	-	-	-	-	-		315,000	315,000
52200 Legal Fees	-	-	-	-	90,000	-	25,000	25,000	25,000	-	-	-	-	10,000		175,000	135,000
52300 Claims	-	-	-	-	-	-	85,000	-	-	-	-	-	-	-		85,000	50,000
52500 Security	-	-	-	-	-	-	-	-	-	-	-	-	-	249,786		249,786	242,510
53120 Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	190,550		190,550	185,000
53400 Maintenance-Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	1,070,551		1,070,551	998,528
53450 Maintenance-Motor Vehicles	-	-	-	-	-	-	-	2,500	-	-	-	-	-	-		2,500	2,500
53465 Maintenance-Office Equipment	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-		1,000	1,000
53670 Rentals-Office Equipment	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-		5,000	5,000
54010 General Liability Insurance	-	-	-	-	-	-	275,000	-	-	-	-	-	-	-		275,000	250,000
54020 Umbrella Liability Insurance	-	-	-	-	-	-	135,000	-	-	-	-	-	-	-		135,000	120,000
54030 Property Insurance	-	-	-	-	-	-	80,000	-	-	-	-	-	-	-		80,000	64,209
54040 Crime Insurance	-	-	-	-	-	-	16,500	-	-	-	-	-	-	-		16,500	12,000
54060 Automotive Insurance	-	-	-	-	-	-	2,000	-	-	-	-	-	-	-		2,000	1,500
54070 Cyber Insurance	-	-	-	-	-	-	50,000	-	-	-	-	-	-	-		50,000	26,400
54100 Dues/Memberships	35,000	-	-	-	2,090	13,000	400	-	2,680	-	-	2,000	10,000	-		65,170	64,670
54200 Training/Registration	7,500	-	-	-	6,200	20,000	3,750	8,000	65,030	-	-	3,000	14,000	-		127,480	96,150
54300 Postage	1,250	-	-	-	100	2,000	100	3,500	200	-	-	-	-	200		7,350	7,350
54410 Travel Expense - Employee	8,000	-	-	-	6,000	8,000	3,000	1,000	7,500	-	-	1,500	10,000	-		45,000	44,000
54430 Travel Expense-Mileage-Employee	1,500	-	-	-	500	4,000	500	200	500	-	-	2,000	2,500	-		11,700	11,400
54500 Advertising	1,000	-	-	-	-	2,000	750	-	21,100	-	-	-	-	-		24,850	18,800
54520 Public Information Activities	-	-	-	-	-	-	-	-	-	-	-	-	60,000	-		60,000	60,000
54590 Printing - External	5,000	-	-	-	-	2,000	-	-	-	-	-	-	-	-		7,000	10,000
54595 Printing - Internal	5,000	-	-	-	-	-	-	-	-	-	-	-	-	-		5,000	5,000
54640 Communications	-	-	-	-	-	-	-	57,660	-	-	-	-	-	8,600		66,260	50,000
54655 Record/Equipment Storage	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-		20,000	20,000
54900 Bank charges	-	-	-	-	-	1,000	-	-	-	-	-	-	-	-		1,000	1,000
55005 Office Expense	15,000	-	-	-	-	500	-	1,500	1,000	-	-	-	-	14,763		32,763	32,139
55410 Meeting Expense	3,000	-	-	-	500	500	125	200	25,000	-	-	1,000	2,500	-		32,825	29,200
56200 Improvements OTBS	-	-	-	-	-	-	-	-	-	-	-	-	-	550,000		550,000	744,618
56600 Office Furniture & Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000		40,000	65,000
56650 Office Equipment/Software-Inventorial	15,000	-	-	-	-	-	-	448,832	-	-	-	-	-	23,500		487,332	442,186
56700 Computer Hardware & Software	-	-	-	-	-	-	-	300,000	-	-	-	-	-	-		300,000	225,000
Total	\$ 993,821	\$ 1,016	\$ 11,075	\$ 3,702	\$ 554,815	\$ 2,048,146	\$ 832,079	\$ 1,453,028	\$ 393,752	\$ 3,209	\$ 646,046	\$ 696,428	\$ 360,409	\$ 2,413,438		\$ 10,410,964	\$ 10,030,467

Task Descriptions:

0200 - Executive Administration and Support

0206 - Data Program Management

0313 - Transit Right of Way Managemen

0350 - General Counsel

0450 - Management Servic

0470 - Human Resources

0501 - Intergovernmental

0503 - Legislation

0805 - Building Operation

Increase from Fiscal Year 2024 Budget

\$ 380,497

Capital Projects Plan

Fiscal Year	Item Description	Estimated Cost
2025/2026	Migration to Microsoft Teams as a Phone System	40,000
	Sharepoint Migration from OnPremise to Office 365	75,000
	Applicant Tracking System (Could be part of Enterprise Resource Planning (ERP) system)	25,000
	Heating, Ventilation, & Air Conditioning (HVAC) Equipment Upgrade-Phase III	170,000
	Retrofit (LED) East Lot Parking Lights and SBCTA Interior Lights	150,000
	SBCTA Interior Paint	150,000
	Upgrade Existing CCTV Cameras	50,000
	Total Fiscal Year 2025/2026	\$ 660,000
2026/2027	Irrigation System Upgrade for All Landscaping (Drip System and Install a Smart Controller)	50,000
	Exterior Painting	200,000
	Lift (2) Modernization	100,000
	Paint Lobby and Restroom Walls/Partition Doors Estimate Cost	67,618
	Tile Lobby Restrooms Upgrade	20,000
	Switch infrastructure replacement	50,000
	Total Fiscal Year 2026/2027	\$ 487,618
2027/2028	Workstation Rotation Plan Group A	75,000
	Tile Lobby Exterior Door Restoration and Nearby Window Trim	25,000
	Pump House Chemical Treatment Equipment Upgrade	15,000
	Total Fiscal Year 2027/2028	\$ 115,000
2028/2029	Workstation Rotation Plan Group B	75,000
	Replace Depot's Roof	150,000
	Total Fiscal Year 2028/2029	\$ 225,000
2029/2030	Parking Lot Slurry Seal/Stencil	200,000
	Total Fiscal Year 2029/2030	\$ 200,000
	Total Capital Projects	\$ 1,687,618
Beginning Fund Balance		\$ 2,567,791
Estimated Revenues:		
Measure I (MSI)		5,346,893
Transportation Development Act (TDA)		2,374,900
Service Authority for Freeway Emergencies (SAFE)		303,857
Council of Governments (COG)		707,917
Express Lanes		212,224
Total revenues to fund indirect		8,945,791
Indirect expenditures		10,410,964
Amount available for Reserves		\$ 1,102,618
Reserve for Emergencies		\$ 500,000
Reserve for Capital Projects		\$ 602,618

Minute Action

AGENDA ITEM: 7

Date: May 14, 2025

Subject:

Investment Policy No. 20100 & Investment Portfolio Update

Recommendation:

That the General Policy Committee recommend the Board, acting as the San Bernardino County Transportation Authority (SBCTA), effective July 1, 2025:

- A. Approve Investment Policy No. 20100, with staff recommending no revisions.
- B. Delegate to SBCTA's Chief Financial Officer, who shall serve as SBCTA's Treasurer, authority for a one-year period to invest or reinvest SBCTA funds and to sell or exchange securities so purchased, pursuant to Policy No. 20100.

That the General Policy Committee recommend the Board, acting as the San Bernardino Council of Governments (SBCOG), effective July 1, 2025:

- C. Reauthorize pooling SBCOG funds with SBCTA funds, to be invested in accordance with SBCTA's Investment Policy No. 20100.
- D. Delegate to SBCTA's Chief Financial Officer, who shall serve as SBCOG's Treasurer, authority for a one-year period to invest or reinvest SBCOG funds and to sell or exchange securities so purchased, pursuant to Policy No. 20100.

Background:

The California Government Code, which governs the investment and the deposit of public funds (Section 53600 et seq.) (Code), requires that the agency's governing body annually review the investment policy at a public meeting.

San Bernardino County Transportation Authority's (SBCTA) staff and investment advisor, PFM Asset Management LLC (PFM), have reviewed the current SBCTA Investment Policy No. 20100 (Policy) and concur that the Policy meets all requirements. As such, no changes are recommended at this time.

The Government Code also provides that if an agency's legislative body elects to delegate investment authority to the agency treasurer, it may do so for a one-year period, and delegation may be renewed annually. Recommendations B and D request the Boards of Directors of SBCTA and San Bernardino Council of Governments (SBCOG) approve the annual delegation of investment authority, pursuant to the Policy, for a one-year period, to the SBCTA Treasurer, who is also the SBCTA Chief Financial Officer and the SBCOG Treasurer.

In addition, PFM will present a market update and overview of SBCTA's investment portfolio.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025 or 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 has reviewed this item and the policy.

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

General Policy Committee Agenda Item
May 14, 2025
Page 2

Responsible Staff:

Lisa Lazzar, Chief Financial Officer

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Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

San Bernardino County Transportation Authority	Policy	20100
Adopted by the Board of Directors October 2, 1996	Revised	05/01/24
Investment Policy	Revision No.	28

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I. PURPOSE

The purpose of this policy is to provide guidelines for the investment of funds based upon prudent cash management practices and in conformity with all applicable statutes.

II. POLICY

The Board of Directors of the San Bernardino County Transportation Agency (SBCTA) and of the San Bernardino Council of Governments (SBCOG) recognize their responsibility to direct the investment of funds under their care. This policy is designed to meet the specific needs of SBCTA and SBCOG while ensuring the safety of funds. This revised policy is effective July 1, 2019.

III. INVESTMENT GOALS

The investment of funds by SBCTA and SBCOG shall be guided by the goals of safety, liquidity, diversification, and a reasonable market rate of return.

Safety: Safety of principal is the foremost objective of the investment program. Investments of SBCTA and SBCOG will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio.

Liquidity: SBCTA's and SBCOG's investment portfolio will remain sufficiently liquid to enable SBCTA and SBCOG to meet all operating requirements and budgeted expenditures, including an additional amount to cover reasonably estimated contingencies.

Diversification: The investment portfolio will be diversified to avoid risk regarding specific security types or individual financial institutions.

Reasonable Market Rate of Return: The investment portfolio will be designed to attain a market average rate of return through economic cycles which is consistent with SBCTA's and SBCOG's primary goals of safety, liquidity and diversification.

IV. PRUDENT INVESTOR STANDARD

SBCTA and SBCOG investments are governed by the prudent investor standard, set forth as follows:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency that a prudent person acting in a like capacity and familiarity with those matters would use in the investment of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall investment strategy, investments may be acquired as authorized by law.

V. SCOPE

The investment policy applies to all financial assets held by SBCTA and SBCOG, including bond proceeds. Funds specifically exempt from this policy include employee deferred compensation plans, employee pension plans, or assets held in trust by SBCTA and SBCOG with specific investment instructions.

VI. DELEGATION OF AUTHORITY

SBCTA's Board Administrative Code and SBCOG's Bylaws designate the SBCTA Chief Financial Officer (CFO) as Treasurer for each Agency.

Under the direction and oversight of the Chief Financial Officer, and in consultation with SBCTA's and SBCOG's investment adviser, the Chief Financial Officer or designee shall direct the investment of SBCTA and SBCOG combined operating funds, which are not invested in the County Pool or in LAIF ("DIRECT INVESTMENTS") in accordance with this Policy. All officials, staff members and consultants are directly accountable to the SBCTA and SBCOG Boards for investment functions.

VII. CONFLICTS OF INTEREST

All officials, staff members and consultants involved in the investment functions will refrain from personal business activity that could conflict with the execution of the investment function or which could impair their ability to make impartial investment decisions. Officials, staff members, and consultants will disclose to the Executive Director any financial interest with a financial institution or broker that conducts business with SBCTA and SBCOG. Officials, staff members and consultants will further disclose any personal financial positions that could be related to the performance of SBCTA's and SBCOG's portfolio.

VIII. PORTFOLIO MATURITY LIMITS

Investment maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled so as to permit SBCTA and SBCOG to meet all projected obligations.

The maximum maturity of any other investment of operating funds ("direct investments") may not exceed five years unless otherwise noted in Paragraph IX.

Investment of bond proceeds shall be made in consideration of the liquidity needs of the bond fund, and may not exceed five years, except for securities to be held in a defeasance escrow for refunded bonds and bond debt service reserve funds.

Investments in the San Bernardino County Pool and in LAIF are subject to maturity limits and other investment restrictions as imposed by the governing bodies of those agencies.

IX. ALLOWABLE INVESTMENTS FOR SBCTA and SBCOG OPERATING FUNDS

Investment of SBCTA's and SBCOG's funds is governed by the California Government Code, Sections 53600 et seq. and 53635 et seq. Should the Government Code become more restrictive than this policy, the Government Code restrictions shall prevail.

The following investment vehicles are permitted for the investment of operating funds.

- A. Government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest.
- B. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. No more than 40% of SBCTA's and SBCOG's combined investment portfolio may be invested in the obligations of any one federal agency or United States government-sponsored enterprise.
- C. Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency. Obligations of the State of California or any California local agency may not represent more than 20%

of SBCTA's and SBCOG's combined portfolio and no more than 10% may be invested in the obligations of any one issuer.

- D. Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations of the other 49 states may not represent more than 20% of SBCTA's and SBCOG's combined portfolio and no more than 10% may be invested in the obligations of any one issuer.

- E. Repurchase Agreements used solely as short-term investments not to exceed 30 days.

The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in Paragraph IX. A and B, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to SBCTA's custodian bank by book entry, physical delivery, or held by a third party custodial agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value, 102% of the funds borrowed against those securities. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a weekly basis and the value of the underlying securities brought back up to 102% no later than the next business day.

Market value must be calculated each time there is a substitution of collateral.

SBCTA and SBCOG or their trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to the Repurchase Agreement.

SBCTA and SBCOG may enter into Repurchase Agreements only with primary dealers of the Federal Reserve Bank of New York.

SBCTA and SBCOG will have specific written agreements with each firm with which it enters into Repurchase Agreements.

Reverse repurchase agreements will not be allowed.

Repurchase agreements may not represent more than 20% of SBCTA's and SBCOG's combined investment portfolio.

- F. Bankers' Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by a nationally recognized statistical-rating organization (NRSRO).

Purchases of Bankers' Acceptances may not exceed 180 days maturity or 40% of SBCTA's and SBCOG's combined investment portfolio. No more than 3% of SBCTA and SBCOG's investment portfolio may be invested in the securities of any one non-government issuer regardless of security type.

- G. Commercial paper rated in the highest short-term rating category, as provided by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

- (1) The entity meets the following criteria: (a) is organized and operating in the United States as a general corporation; (b) has total assets in excess of five hundred million dollars (\$500,000,000); (c) has debt other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by a NRSRO.
- (2) The entity meets the following criteria: (a) is organized within the United States as a special purpose corporation, trust, or limited liability company; (b) has program-wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond; (c) has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Purchases of eligible commercial paper may not exceed 270 days maturity.

Purchases of commercial paper may not exceed 40% of SBCTA's and SBCOG's combined investment portfolio. No more than 3% of SBCTA's and SBCOG's combined investment portfolio may be invested in the securities on any one non-government issuer regardless of security type.

- H. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a rating category "A", or its equivalent or better, by a NRSRO.

Purchase of medium-term corporate notes may not exceed 30% of SBCTA's and SBCOG's combined investment portfolio. No more than 3% of SBCTA's and SBCOG's combined investment portfolio may be invested in the securities of any one non-government issuer regardless of security type.

- I. Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a federally- or state-licensed branch of a foreign bank. Investments under this subdivision shall be rated in a rating category of "A" for long-term, "A-1" for short-term, their equivalent or better by a NRSRO.

Purchase of negotiable certificates of deposit may not exceed 30% of SBCTA's and SBCOG's combined investment portfolio. No more than 3% of SBCTA's and SBCOG's combined investment portfolio may be invested in the securities of any one non-government issuer regardless of security type.

- J. State of California's Local Agency Investment Fund (LAIF)

Investment in LAIF may not exceed 60% of SBCTA's and SBCOG's combined operating funds or up to the maximum amount permitted by the State Treasurer, whichever is less.

- K. California Asset Management Program (CAMP) Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7. To be eligible under California Government Code Section 53601 (p): the joint powers authority (CAMP), issuing the shares shall have retained an investment adviser that meets all of the following criteria:

(1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

(2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.

(3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

- L. San Bernardino County Investment Pool.

- M. Insured savings accounts.

- N. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision, these companies shall either: (1) have attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs, or (2) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years experience managing money market mutual funds and with assets under management in excess of \$500,000,000.

The purchase price of shares of beneficial interest purchased shall not include any commission that the companies may charge and shall not exceed 20% of SBCTA's and SBCOG's combined investment portfolio. Further, no more than 10% of SBCTA's and SBCOG's combined investment portfolio may be invested in shares of beneficial interest of any one money market fund.

- O.

(1) Bonds issued by SBCTA, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by SBCTA or by a department, board, agency, or authority of SBCTA, provided the SBCTA Board first specifically approves investing in such bonds.

(2) Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency, provided the SBCTA Board first specifically approves of SBCTA investing in such bonds, notes, warrants or other evidences of indebtedness of SBCTA.

- P. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated "AAA" or its equivalent by a NRSRO and may not exceed 30% of SBCTA's and SBCOG's combined investment portfolio.
- Q. A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond. For securities eligible for investment under this subsection not issued or guaranteed by an agency or issuer identified in subsection A. or B., above, the following limitations apply:
- (1) The security shall be rated "AAA" or its equivalent by a NRSRO and have a maximum remaining maturity of five years or less.
 - (2) Securities eligible for investment under this subdivision shall not exceed 20% of SBCTA's and SBCOG's combined investment portfolio. No more than 3% of SBCTA's and SBCOG's combined investment portfolio may be invested in the securities of any one non-government issuer regardless of security type.

For purposes of determining compliance with this policy, where this section specifies a percentage limitation for a particular category of investment, that percentage is applied on the date of purchase. Credit criteria listed in this section refers to the credit of the issuing organization at the time the security is purchased.

X. ADDITIONAL ALLOWABLE INVESTMENTS FOR BOND PROCEEDS

- A. Investment agreement with an AA rated bank or collateralized investment agreement with an A rated bank or an investment acceptable to a bond insurance company and approved specifically by the SBCTA and SBCOG Board.
- B. Debt service reserve funds and debt service funds may be invested longer than five years as long as they are permitted by state law and investments are readily available for bond payments and other bond purposes (refundings, defeasance, etc.).
- C. U.S. Treasury Securities and State and Local Government Securities having a maturity longer than five years are permitted for escrowed defeasances.
- D. Forward purchase agreements, forward delivery agreements and debt service reserve agreements approved specifically by the SBCTA and SBCOG Board.
- E. Other investments as permitted by bond indentures.

XI. PROHIBITED INVESTMENT TRANSACTIONS

Any investment not specifically allowed by this policy is prohibited.

XII. INVESTMENT IN "DERIVATIVE" SECURITIES

Direct investment in derivative securities is prohibited. A "derivative security" is any investment the value of which is derived from an underlying security, commodity or index. For purposes of this policy, a derivative is any security that has principal and/or interest payments which are subject to significant uncertainty as to timing, and/or amount.

It is understood that the County Pool and LAIF may invest in certain derivative securities.

XIII. LEVERAGING

All forms of portfolio leverage, including, but not limited to, securities lending programs, reverse repurchase agreements, and margin accounts, are prohibited.

XIV. SAFEKEEPING OF SECURITIES

SBCTA shall enter into an agreement with a bank trust department to serve as the safekeeping agent for all deliverable investments. The safekeeping agent shall hold all investments in an account for the sole benefit of SBCTA and SBCOG. All deliverable investments shall be delivered by the broker to SBCTA's and SBCOG's combined safekeeping account on a delivery versus payment basis.

XV. COMPETITIVE BIDDING OF INVESTMENTS

The investment procedures require that approved broker/dealers compete for direct investment purchases and sales to ensure that all investment transactions are free from favoritism. The CFO in conjunction with SBCTA's and SBCOG's investment advisor shall determine the best execution price for SBCTA and SBCOG, and act accordingly.

XVI. BROKER/DEALERS

A. If a third party investment advisor is authorized to conduct investment transactions on SBCTA's and SBCOG's behalf, the investment advisor may use their own list of approved issuers, broker/dealers and financial institutions for investment purposes. The investment advisor's approved list must be made available to SBCTA and SBCOG upon request.

B. For any investment transactions conducted by the Treasurer on behalf of SBCTA and SBCOG, and not conducted directly with the issuer, the Treasurer shall comply with the following requirements:

C. Transactions initiated by SBCTA and SBCOG shall be executed through government securities dealers reporting as primary dealers to the New York Federal Reserve Bank of New York or direct issuers (defined as corporations that issue their own securities) and through secondary dealers who have received prior approval to do business with SBCTA and SBCOG.

D. Primary dealers wishing to do business with SBCTA and SBCOG must meet the following criteria:

1. The primary dealer representative must have demonstrated experience providing investment services to public agencies in California.
2. The primary dealer representative must provide SBCTA and SBCOG with a minimum of three references of finance officials from public agencies in California.

E. Secondary dealers must complete a broker/dealer application provided by SBCTA and SBCOG, and must meet the following criteria to the satisfaction of SBCTA's Chief Financial Officer:

1. The broker/dealer must qualify under SEC Rule 15C3-1 (uniform net capital rule).
2. The broker/dealer and the broker/dealer representative must be properly registered with the appropriate state and federal regulatory bodies.
3. The broker/dealer should be a market maker and have a strong market presence in one or more product areas that are pertinent to SBCTA's and SBCOG's investment goals.
4. The broker/dealer and its representative should be well established in the business and have an acceptable track record.

F. Each broker/dealer will be sent a copy of this Policy, a broker/dealer application, and a list of persons authorized to execute transactions on SBCTA's and SBCOG's behalf. In order to be considered for investment business opportunities with SBCTA and SBCOG, each firm must acknowledge receipt of such materials.

XVII. REPORTING

A. Quarterly Report

The CFO will provide a quarterly report to the General Policy Committee and to the Board of Directors providing the following information:

1. Breakout of all securities, investments and moneys held by SBCTA and SBCOG by investment type, issuer, date of maturity, par, dollar amount and percent of portfolio invested in each.

2. A description of all SBCTA's and SBCOG's funds, investments or programs that are under the management of any outside party that is not a local agency. This report must also include market valuation of the portfolio and the source of the valuation.
3. A statement of compliance with investment policy and a statement denoting the ability of SBCTA and SBCOG to meet all expenditures for the next six months.

B. Monthly Report

The CFO will provide a monthly list of investment transactions to the Board of Directors as required by the California Government Code §53607 when investment authority has been delegated by the Board.

XVIII. SUBMISSION OF INVESTMENT POLICY

SBCTA's CFO shall render a statement of investment policy to the Board of Directors of SBCTA and SBCOG as required by the California Government Code. If changes are proposed, the Board shall consider the policy, and proposed changes, in a public meeting.

XIX. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	10/02/96
1	20100: Added paragraph starting with "It shall be SANBAG's long term objective . . .".	09/03/97
2	No changes.	12/02/98
3	20100.10: Changed percentage of operating funds amount to 20%. 20100.10: Changed percentage of San Bernardino portfolio to 20%.	11/03/99
4	No changes. Re-approved by the Board of Directors.	11/01/00
5	Added Para. 20100.16 Qualifications of Broker/Dealers; re-sequenced existing paragraphs. 20100.16, 20100.17, 20100.18, 20100.19, 20100.20, and 20100.21 to 20100.17, 20100.18, 20100.19, 20100.20, and 20100.22. Revised Par. 20100.10: Revised "...not to exceed 20% of SANBAG's operating funds..." to "...not to exceed 30% of SANBAG's operating funds...", and "Portion of Portfolio: 20% maximum" to "Portion of Portfolio: 30% maximum".	11/07/01
6	Changed paragraph numbering style from 20100.1, 20100.2, 20100.3 etc. to I, II, III, etc. Par. IX: Changed "one year" to "two years". Par. X.4: Changed "1 year maximum" to "2 year maximum". Par. X.5: Changed "1 year maximum" to "2 year maximum". Par. X.6: Changed "180 days maximum" to "270 day maximum".	11/06/02
7	No changes. Re-approved by the Board of Directors	11/05/03
8	No changes. Re-approved by the Board of Directors	01/05/05
9	No changes. Re-approved by the Board of Directors	11/02/05
10	Paragraphs on DEFINITIONS, ANNUAL MANAGEMENT REVIEW AND AUDIT, AND SEGREGATED INVESTMENT, and EXECUTION AND RECORD KEEPING: Deleted. Paragraphs III, IV, IX, and XVII: Minor revisions. Paragraphs VIII, IX, and XVI: Major revisions.	07/05/06
11	Par. IX.J: Removed limitation.	09/13/06
12	No changes. Re-approved by the Board of Directors	01/09/08
13	Par. VI: Delete "In addition, the CFO, under the direction and oversight of the Executive Director, and consultation with SANBAG's investment advisor, shall review the alternatives for the investment of bond proceeds, and shall recommend such investments to the SANBAG Board for approval". The investment of bond proceeds is identified under par. X. and will be authorized by bond covenant. Par. IX: Add (C) Obligations of the State of California or any local agency within the state and (D) Registered treasury notes or bonds of other states in addition to California to diversify the number of sectors and issuers; revise (C) to be (E) and add "held" before "by a third party custodial agreement". Also add "Repurchase agreements may not represent more than 20% of SANBAG's investment portfolio", to limit the amount to be invested in repurchase agreements; delete "(G) "provided that the issuing corporation is organized and operating within the United States, has total assets in excess of \$500 million and has an "A" or higher rating for its long-term debt, if any, as provided by a nationally recognized statistical rating organization." This is also stated in paragraphs (G) (1) and (2); increase (J) from \$40 million to \$50 million limitation	09/01/10

Revision No.	Revisions	Adopted
	<p>on LAIF investment per State Treasurer's Office authorization to increase the dollar amount for investment.</p> <p>Par. X: Change (A) For CAMP, rating from AAA to AAAm and average maturity from one year to 60 days or less. This is to improve safety and liquidity.</p> <p>Par. XV: Add "in conjunction with SANBAG's investment advisor" for clarification purposes.</p>	
14	<p>Par. VIII: Changed four years to five years and added "unless otherwise noted in Par. IX.</p> <p>Par. IX.B: Changed 10% to 40%.</p> <p>Par. IX.F: Changed 20% to 40% and changed "No more than 5% of SANBAG's investment portfolio may be invested in the Bankers' Acceptances of any one commercial bank." to "No more than 3% of SANBAG's investment portfolio may be invested in the securities of any one non-government issuer regardless of security type."</p> <p>Par. IX.G: Changed "No more than 5% of SANBAG's investment portfolio may be invested in commercial paper of one issuer." to "No more than 3% of SANBAG's investment portfolio may be invested in the securities on any one non-government issuer regardless of security type."</p> <p>Par. IX.H: Changed 20% to 30 and changed "No more than 5% of SANBAG's investment portfolio may be invested in a medium-term note of any one corporation." to "No more than 3% of SANBAG's investment portfolio may be invested in the securities of any one non-government issuer regardless of security type."</p> <p>Par. IX.I: Changed 20% to 30% and added "No more than 3% of SANBAG's investment portfolio may be invested in the securities of any one non-government issuer regardless of security type."</p> <p>Par. XVII: Removed 'QUARTERLY' from title, renumbered paragraphs, and added "B. Monthly Report. The CFO will provide a monthly list of investment transactions to the Board of Directors as required by the California Government Code 53607 when investment authority has been delegated by the Board.</p>	07/06/11
15	<p>Par. IX.H: Changed rating of "AA" to "A".</p> <p>Par. IX.I: Changed "... by a state-licensed branch ..." to "... by a federally or state-licensed branch ..." and changed "... rated AA ..." to "... rated A or its equivalent ...".</p> <p>Re-approved by the Board of Directors.</p>	08/01/12
16	No changes. Re-approved by the Board of Directors on 9/4/13, Agenda Item 5.	09/04/13
17	Re-approved by the Board of Directors on 7/2/14, Agenda Item 4. Updated Par. VI to mirror bylaws that designate the CFO as Treasurer.	07/02/14
18	Re-approved by the Board of Directors on 9/2/15, Agenda Item 6. Updated Par. IX – Allowable Investments for SANBAG Operating Funds, including modifications to subparagraph I, and adding subparagraphs N and O.	09/02/15
19	BOD approved on 11/05/15, Agenda Item 3. Updated Par. IX section N permitting investment in certain obligations issued by SANBAG entities.	11/04/15
20	BOD approved on 9/07/16, Agenda Item 8. Updated Par. IX – Allowable Investments for SANBAG Operating Funds, modifying subparagraph J and to Par. XVIII – Annual Submission of Investment Policy.	09/07/16
21	BOD approved on 3/01/17, Agenda Item 6. Updated entity name from SANBAG to SBCTA, Par. IX section K allowing investment in CAMP, Par. VI – designate the CFO as Treasurer of SBCTA & SBCOG with one year authority to invest or reinvest SBCTA and SBCOG funds.	03/01/17
22	BOD approved on 6/6/18, Agenda Item 4. Minor modifications for clarification purposes to Paragraphs IX (sections F, G, H, I, N, P, and Q).	06/06/18
23	BOD approved on 6/05/19, Agenda Item 24. Minor modification to paragraphs VI and IX, K..	06/05/19
24	BOD approved on 05/06/20 agenda item 5.	05/06/20
25	BOD approved on 5/5/21 agenda item 6. Amend Section IX, G to comply with SB998 allowing to invest in commercial paper up to 40% and eliminate 10% limit on any one issuer.	05/05/21
26	BOD approved on 5/4/22 Agenda Item 4. No Changes	05/04/22
27	BOD approved on 5/3/23 Agenda Item 6. Amend Section IX.K modified to include California Asset Management Program (CAMP)'s term investments.	05/03/23
28	BOD approved on 05/01/24 Agenda Item X. Amend Section IX.Q modified to provide clarity to the current practice for mortgage pass-through securities, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond.	05/01/24

Minute Action

AGENDA ITEM: 8

Date: May 14, 2025

Subject:

Revise Policy No. 15000 Computer Network Disaster Recovery Plan

Recommendation:

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

Approve revisions to Policy No. 15000 Computer Network Disaster Recovery Plan.

Background:

San Bernardino County Transportation Authority (SBCTA) has had a network disaster recovery policy in place since August 3, 2011. Policy No 15000 Computer Network Disaster Recovery Plan is the written policy for the agency's disaster recovery plan, covering the computing systems in use within the agency. This policy, and the accompanying procedure document, direct staff how to respond to a disaster event at SBCTA to ensure business continuity.

As the technology in use at SBCTA has been modernized, this policy must be updated to reflect the current state of the network and technology systems in use at SBCTA. As SBCTA has migrated some services to the cloud, and continues to do so, this policy will need to be updated to reflect the changing nature of the information systems in use.

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. SBCTA General Counsel has reviewed this item and the revised policy.

Responsible Staff:

Matt Farokhmanesh, Chief of Information Technology

Approved
General Policy Committee
Date: May 14, 2025
Witnessed By:

Entity: San Bernardino County Transportation Authority

San Bernardino County Transportation Authority	Policy	15000
Adopted by the Board of Directors August 3, 2011	Revised	01/04/17 06/04/2025
Computer Network Disaster Recovery Plan	Revision No.	<u>24</u>

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

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I. PURPOSE

The purpose of this policy is to establish a Computer Network Disaster Recovery Plan.

II. OVERVIEW

The Computer Network Disaster Recovery Plan is SBCTA's roadmap from disaster to recovery. It documents the basic approach, general assumptions, and sequence of events that need to be followed. It outlines specific preparations prior to a disaster and emergency procedures immediately after a disaster.

Management may choose at any time to detour from the documented plan for various reasons, but after making detours, Management's goal is to get back on the main roadmap to recovery. Any changes/updates to the Plan will be documented and distributed to all key personnel to ensure the current plan is available to them.

The general approach is to make the plan as threat-independent as possible, meaning that the plan should be functional regardless of what type of disaster occurs.

In order to limit any loss, the plan must provide for the logical restoring of all critical systems to a production status within a reasonable time frame (within hours or less after the disaster occurs).

III. OBJECTIVES

SBCTA depends on its computer network for all of its critical daily functions. The overall objectives of the Computer Network (also referred to as ICT [Information Communication Technology]) Disaster Recovery Plan are:

- To protect the Data Center resources (network servers),
- To safeguard the vital records maintained in the data center, and
- To enable continued availability of essential network services provided by the Data Center.

This Plan documents the pre-agreed upon decisions and procedures for responding to a disaster affecting the data center and its services.

IV. REFERENCES

Procedure 15000, Computer Network Disaster Recovery Plan – Test Procedure

V. DEFINITIONS

Disaster: The occurrence of any event that causes a significant disruption in computer network capabilities. The Plan minimizes the effect a disaster will have upon on-going operations. This Plan responds to the most severe disaster – one that destroys the data center. Anticipation of a severe disaster requires utilizing an off-site backup facility. Occurrences of a less severe nature are controlled at the appropriate management level as a part of the total Plan.

ICT: Information and Communications Technology. Information and communications technology, is often used as an extended synonym for information technology (IT), but is usually a more general term that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals), intelligent building management systems and audio-visual systems in modern information technology. ICT consists of all technical means used to handle information and aid communication, including computer and network hardware, communication middleware as well as necessary software. In other words, ICT consists of IT as well as telephony, broadcast media, all types of audio and video processing and transmission and network-based control and monitoring functions.

VI. ASSUMPTIONS

A. Phases – From Disaster to Restoration

The classic cycle from the occurrence of a disaster to the full restoration of normal processing has three phases:

1. Initial response and preparation for temporary operations;
2. Backup site fully operational;
3. Restoration and return to the permanent facility.

This plan accommodates items 1 through 2. Item 3 will depend on the extent and type of damage.

No matter how many precautions are implemented and to what extent they are enforced, most people in the ICT environment agree that there are no completely secure computers. The operations of a data center could be suddenly disrupted by events we have little or no control over, involving people, mechanics, electronics, or natural disasters.

This Disaster Recovery Plan recognizes that SBCTA needs to take steps to minimize the costs resulting from loss or damage to its resources and capabilities and to minimize the disruption in services SBCTA provides to the constituents it serves.

B. Data Center

The room housing network servers located within the SBCTA offices and the cloud infrastructure that supports the agency is the heart of a data center. Any threat in or near this room within the SBCTA Office can affect the critical flow of information from this nerve center. This Plan assumes that a catastrophic event has severely crippled the data center, forcing it to reestablish full operations at a backup facility. The cloud infrastructure supporting the agency is geographically distributed to ensure fault tolerance and redundancy.

C. Critical Operations

Selected operations (those designated as critical) will immediately be picked up by the Disaster Recovery site. All applications will eventually be processed at the backup location (if the primary location cannot be brought back into operation quickly), even those not classified as critical (if operations at the primary site are not reestablished).

D. Restoration of Original Site (Data Center in the SBCTA Office)

Concurrent with the backup facility processing is the reconstruction of the original or alternate permanent facility and the planning for the final move back to this site.

Although this Plan follows the assumption of a catastrophic disaster, the Plan can be quickly altered to handle a less severe emergency as determined by Management.

E. Live On-Line Backup Site

The Live On-Line Backup Site (includes a server or servers that duplicate the selected SBCTA functionality at a location adequately remote from SBCTA to ensure it not be affected by the disaster) fits well with SBCTA's operations. It provides a site with real-time backup of the selected data. In the event of a disaster, the site becomes available for processing within seconds of notification. The data will be completely up-to-date as staff begins to use the backup facility over an Internet connection.

F. Location of Live On-Line Backup Site

The **Live On-Line Backup Site** will be located outside of Southern California. A "Live On-Line Backup Site" involves a fully functioning IT environment that is geographically separated from the SBCTA Office and from

the area to which a disaster could be expected to extend, such as an earthquake affecting beyond the San Bernardino area, and which is connected to the Internet.

G. Test Procedure

~~Testing of the Disaster Recovery Procedure (DRP) can be done very quickly and easily by scheduling a test with the vendor and working with the vendor to make operational the disaster recovery environment. After the environment is online, tests are performed to ensure that the selected functionality is available; and, after a comfort level is reached, the process is to delete the "data fork" created by activating the disaster recovery environment and resume normal off-site replication. The testing procedure is documented in Procedure 15000, Testing the Disaster Recovery Plan. Procedure 15000 Appendix II contains the Information & Communications (ICT) Environment. This is also updated when changes are made to the Data Center resources (e.g., addition or removal of a server).~~

~~Testing of the DRP can be done very quickly and easily by simply picking a time at which to take the live system off-line, switching to the "Live On-Line Backup Site" and running tests to insure that the selected functionality is available; and, after a comfort level is reached the process is reversed to switch the live system back on-line. The testing procedure is documented in Procedure 15000, Testing the Disaster Recovery Plan. Procedure 15000 Appendix II contains the Information & Communications (ICT) Environment. This is also updated when changes are made to the Data Center resources (e.g., addition or removal of a server).~~

H. Disaster Recovery Site

The DR site is a fully functioning ICT environment. This means that information for certain functions, such as Email, the Portal, Finance, and Project Delivery files, are continuously synched from the SBCTA Office to the DR site. This ensures that a "switch over" occurs in a matter of seconds once a disaster is recognized. The only requirement is that the SBCTA users have laptops or desktop computers at locations not affected by the disaster with high speed access to the Internet.

VII. DISASTER RECOVERY TEAM

The Plan is organized around a team concept. Each key individual has specific duties and responsibilities once Management makes the decision to go into disaster recovery mode and invoke the Disaster Recovery Plan.

- ~~1. Information Services Administrator~~ Chief of Information Technology
2. Executive Director
3. Deputy Executive Director
4. Chief Financial Officer
5. Director of Management Services
- ~~6.~~ 5. Director of Project Delivery
- ~~7.~~ 6. IT Contractor
- ~~8.~~ 7. IT Contractor Technical Manager

The members of the team are key personnel or contractors. The team members are listed in Procedure 15000 Appendix I which is revised as team members are reassigned or phone numbers and email addresses change.

VIII. DISTRIBUTION OF THE ICT DISASTER RECOVERY PLAN

Printed copies of this policy and Procedure 15000 are furnished to key personnel and SBCTA's IT Contractor (Disaster Recovery Plan prime contractor) will be provided on an annual basis, during the first week of January each year, for use during a major disaster both at the SBCTA office and at home. This policy and Procedure 15000 are also available on the SBCTA Intranet which is available to SBCTA Computer Network users and to IT Contractor staff. Printed copies will be placed in the Data Center and at the IT Contractor's Office.

In addition to the plan, each laptop issued by SBCTA will contain a folder located on the "C" drive, titled "Disaster Recovery." This folder will contain the software tools and directions ~~network user will be provided a card providing very brief Disaster Recovery Plan procedures specifically instructions for accessing the back-up systems for to accessing the disaster recovery environment. mail, Management information and documents, and the accounting system (a select small group of personnel). This card will be retained by network users at all times for quick reference.~~

IX. ACCESS TO SYSTEMS AFTER DISASTER IS DECLARED

When a disaster occurs that interrupts ICT operations, SBCTA declares a disaster. Any of the key members of the Disaster Recovery Team listed below may declare a disaster:

1. Executive Director, or
2. Deputy Executive Director, or
3. ~~Information Services Administrator~~ Chief of Information Technology, or
4. The Chief Financial Officer, Director of Management Services, or the Director of Project Delivery if none of the above can be reached for a decision.

When a disaster is declared, one of the above key members contacts the IT Contractor (see Procedure 15000 Appendix I (via phone and via email). The IT Contractor immediately proceeds to switch over to the "hot site" (Disaster Recovery site).

As soon as the switch over to the "hot site" is completed, the IT Contractor notifies the key member who in turn will notify the network users that the Data Center is switched over to the Disaster Recovery servers and that all users have access to basic functionality from any remote Internet-enabled desktop or laptop computer running Windows. The functionality and access methods are as follows:

1. **E-mail** – SBCTA's mail system is hosted by Microsoft in the Office 365 environment. It can be accessed by Outlook Web Access at <https://login.microsoftonline.com>. The log in for users is the same as their current network log in User Name and Password. SBCTA's mail system (current to the moment of the disaster) can be accessed by Outlook Web Access at <http://mail.sanbag.ca.gov>. The log in for users is the same as their current network log in User Name and Password.
2. **Portal** – Access to the Portal (current to the moment of the disaster) can be accessed at <https://portal.gosbcta.com>. The portal can be accessed by connecting to the Disaster Recovery Site via VPN. The Portal will provide access to all documents and records of the organization stored in the Portal up to the moment of the disaster. Access to the Portal (current to the moment of the disaster) can be accessed at <http://portal.gosbcta.com>. The log in for users is the same as their current network log in User Name and Password. The Portal will provide access to all documents and records of the organization stored in the Portal up to the moment of the disaster.
3. **EDEN Financial System** - Employees who are authorized can access Eden by connecting to the Disaster Recovery Site via VPN, as described in Procedure 15000. Employees who are authorized can access Eden by use of IPsec VPN and Remote Desktop as described in Procedure 15000.
4. **Laserfiche System** - Laserfiche can be accessed by connecting to the Disaster Recovery Site via VPN, then using either the LaserFiche client, or by navigating to <https://sanbag-lfweb.sanbag.ca.gov/laserfiche>. The log in for users is the same as their current network log in User Name and Password. Laserfiche will provide access to all documents and records of the organization stored in Laserfiche up to the moment of the disaster. Laserfiche can be accessed at <https://sanbag-lfweb.sanbag.ca.gov/laserfiche>. The log in for users is the same as their current network log in User Name and Password. Laserfiche will provide access to all documents and records of the organization stored in Laserfiche up to the moment of the disaster.
5. **Project Delivery and/or Transit and Rail Systems!** - (Oracle P6 Enterprise, Oracle Contract Management, ~~Parsons Program Control System (PCS)~~, and EcoSys System). Employees who are authorized can access the Project Delivery and Transit and Rail Systems by use of IPsec via VPN and Remote Desktop as described in Procedure 15000.

These systems should be totally operational from the moment of the switch over. Any user with an SBCTA-issued computer ~~personal home computer running Windows with Microsoft Office and Internet Explorer~~ should be able to access the disaster recovery site. Portal and Outlook Web Access.

Users who will be accessing Eden, and Project Delivery systems remotely from home computers will do so as described in Procedure 15000.

All staff information is available in both the Portal and the email system. Notifications related to the disaster will be announced via the mobile alerting system, and on the main Portal page. Any user who needs to pass

on an announcement should send it to the Information Services Administrator or to the ~~Deputy Executive Director~~Director of Management Services via e-mail or by phone.

X. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	08/03/11
1	Revised to be consistent with SB1305. Change approved by the Board on January 4, 2017, Agenda Item 6.	01/04/17
<u>2</u>	<u>Revised to reflect changes to systems.</u>	<u>06/054/25</u>

San Bernardino County Transportation Authority	Policy	15000
Adopted by the Board of Directors August 3, 2011	Revised	06/04/2025
Computer Network Disaster Recovery Plan	Revision No.	2

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

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I. PURPOSE

The purpose of this policy is to establish a Computer Network Disaster Recovery Plan.

II. OVERVIEW

The Computer Network Disaster Recovery Plan is SBCTA's roadmap from disaster to recovery. It documents the basic approach, general assumptions, and sequence of events that need to be followed. It outlines specific preparations prior to a disaster and emergency procedures immediately after a disaster.

Management may choose at any time to detour from the documented plan for various reasons, but after making detours, Management's goal is to get back on the main roadmap to recovery. Any changes/updates to the Plan will be documented and distributed to all key personnel to ensure the current plan is available to them.

The general approach is to make the plan as threat-independent as possible, meaning that the plan should be functional regardless of what type of disaster occurs.

In order to limit any loss, the plan must provide for the logical restoring of all critical systems to a production status within a reasonable time frame (within hours or less after the disaster occurs).

III. OBJECTIVES

SBCTA depends on its computer network for all of its critical daily functions. The overall objectives of the Computer Network (also referred to as ICT [Information Communication Technology]) Disaster Recovery Plan are:

- To protect the Data Center resources (network servers),
- To safeguard the vital records maintained in the data center, and
- To enable continued availability of essential network services provided by the Data Center.

This Plan documents the pre-agreed upon decisions and procedures for responding to a disaster affecting the data center and its services.

IV. REFERENCES

Procedure 15000, Computer Network Disaster Recovery Plan – Test Procedure

V. DEFINITIONS

Disaster: The occurrence of any event that causes a significant disruption in computer network capabilities. The Plan minimizes the effect a disaster will have upon on-going operations. This Plan responds to the most severe disaster – one that destroys the data center. Anticipation of a severe disaster requires utilizing an off-site backup facility. Occurrences of a less severe nature are controlled at the appropriate management level as a part of the total Plan.

ICT: Information and Communications Technology. Information and communications technology, is often used as an extended synonym for information technology (IT), but is usually a more general term that stresses the role of unified communications and the integration of telecommunications (telephone lines and wireless signals), intelligent building management systems and audio-visual systems in modern information technology. ICT consists of all technical means used to handle information and aid communication, including computer and network hardware, communication middleware as well as necessary software. In other words, ICT consists of IT as well as telephony, broadcast media, all types of audio and video processing and transmission and network-based control and monitoring functions.

VI. ASSUMPTIONS

A. Phases – From Disaster to Restoration

The classic cycle from the occurrence of a disaster to the full restoration of normal processing has three phases:

1. Initial response and preparation for temporary operations;
2. Backup site fully operational;
3. Restoration and return to the permanent facility.

This plan accommodates items 1 through 2. Item 3 will depend on the extent and type of damage.

No matter how many precautions are implemented and to what extent they are enforced, most people in the ICT environment agree that there are no completely secure computers. The operations of a data center could be suddenly disrupted by events we have little or no control over, involving people, mechanics, electronics, or natural disasters.

This Disaster Recovery Plan recognizes that SBCTA needs to take steps to minimize the costs resulting from loss or damage to its resources and capabilities and to minimize the disruption in services SBCTA provides to the constituents it serves.

B. Data Center

The room housing network servers located within the SBCTA offices and the cloud infrastructure that supports the agency is the heart of a data center. Any threat in or near this room within the SBCTA Office can affect the critical flow of information from this nerve center. This Plan assumes that a catastrophic event has severely crippled the data center, forcing it to reestablish full operations at a backup facility. The cloud infrastructure supporting the agency is geographically distributed to ensure fault tolerance and redundancy.

C. Critical Operations

Selected operations (those designated as critical) will immediately be picked up by the Disaster Recovery site. All applications will eventually be processed at the backup location (if the primary location cannot be brought back into operation quickly), even those not classified as critical (if operations at the primary site are not reestablished).

D. Restoration of Original Site (Data Center in the SBCTA Office)

Concurrent with the backup facility processing is the reconstruction of the original or alternate permanent facility and the planning for the final move back to this site.

Although this Plan follows the assumption of a catastrophic disaster, the Plan can be quickly altered to handle a less severe emergency as determined by Management.

E. Live On-Line Backup Site

The Live On-Line Backup Site (includes a server or servers that duplicate the selected SBCTA functionality at a location adequately remote from SBCTA to ensure it not be affected by the disaster) fits well with SBCTA's operations. It provides a site with real-time backup of the selected data. In the event of a disaster, the site becomes available for processing within seconds of notification. The data will be completely up-to-date as staff begins to use the backup facility over an Internet connection.

F. Location of Live On-Line Backup Site

The **Live On-Line Backup Site** will be located outside of Southern California. A "Live On-Line Backup Site" involves a fully functioning IT environment that is geographically separated from the SBCTA Office and from

the area to which a disaster could be expected to extend, such as an earthquake affecting beyond the San Bernardino area, and which is connected to the Internet.

G. Test Procedure

Testing of the Disaster Recovery Procedure (DRP) can be done very quickly and easily by scheduling a test with the vendor and working with the vendor to make operational the disaster recovery environment. After the environment is online, tests are performed to ensure that the selected functionality is available; and, after a comfort level is reached, the process is to delete the “data fork” created by activating the disaster recovery environment and resume normal off-site replication. The testing procedure is documented in Procedure 15000, Testing the Disaster Recovery Plan. Procedure 15000 Appendix II contains the Information & Communications (ICT) Environment. This is also updated when changes are made to the Data Center resources (e.g., addition or removal of a server).

H. Disaster Recovery Site

The DR site is a fully functioning ICT environment. This means that information for certain functions, such as Email, the Portal, Finance, and Project Delivery files, are continuously synched from the SBCTA Office to the DR site. This ensures that a “switch over” occurs in a matter of seconds once a disaster is recognized. The only requirement is that the SBCTA users have laptops or desktop computers at locations not affected by the disaster with high speed access to the Internet.

VII. DISASTER RECOVERY TEAM

The Plan is organized around a team concept. Each key individual has specific duties and responsibilities once Management makes the decision to go into disaster recovery mode and invoke the Disaster Recovery Plan.

1. Chief of Information Technology
2. Executive Director
3. Deputy Executive Director
4. Chief Financial Officer
5. Director of Management Services
6. Director of Project Delivery
7. IT Contractor
8. IT Contractor Technical Manager

The members of the team are key personnel or contractors. The team members are listed in Procedure 15000 Appendix I which is revised as team members are reassigned or phone numbers and email addresses change.

VIII. DISTRIBUTION OF THE ICT DISASTER RECOVERY PLAN

Printed copies of this policy and Procedure 15000 are furnished to key personnel and SBCTA's IT Contractor (Disaster Recovery Plan prime contractor) on an annual basis, during the first week of January each year, for use during a major disaster both at the SBCTA office and at home. This policy and Procedure 15000 are also available on the SBCTA Intranet which is available to SBCTA Computer Network users and to IT Contractor staff. Printed copies will be placed in the Data Center and at the IT Contractor's Office.

In addition to the plan, each laptop issued by SBCTA will contain a folder located on the “C” drive, titled “Disaster Recovery.” This folder will contain the software tools and directions for accessing the back-up systems to access the disaster recovery environment.

IX. ACCESS TO SYSTEMS AFTER DISASTER IS DECLARED

When a disaster occurs that interrupts ICT operations, SBCTA declares a disaster. Any of the key members of the Disaster Recovery Team listed below may declare a disaster:

1. Executive Director, or
2. Deputy Executive Director, or
3. Chief of Information Technology, or

4. The Chief Financial Officer, Director of Management Services, or the Director of Project Delivery if none of the above can be reached for a decision.

When a disaster is declared, one of the above key members contacts the IT Contractor (see Procedure 15000 Appendix I (via phone and via email). The IT Contractor immediately proceeds to switch over to the “hot site” (Disaster Recovery site).

As soon as the switch over to the “hot site” is completed, the IT Contractor notifies the key member who in turn will notify the network users that the Data Center is switched over to the Disaster Recovery servers and that all users have access to basic functionality from any remote Internet-enabled desktop or laptop computer running Windows. The functionality and access methods are as follows:

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5. **Project Delivery and Transit and Rail Systems** - (Oracle P6 Enterprise, Oracle Contract Management, and EcoSys System) Employees who are authorized can access the Project Delivery and Transit and Rail Systems via VPN as described in Procedure 15000.

These systems should be totally operational from the moment of the switch over. Any user with an SBCTA-issued computer should be able to access the disaster recovery site.

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X. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	08/03/11
1	Revised to be consistent with SB1305. Change approved by the Board on January 4, 2017, Agenda Item 6.	01/04/17
2	Revised to reflect changes to systems.	06/04/25

Minute Action

AGENDA ITEM: 9

Date: May 14, 2025

Subject:

Award Contract No. 25-1003257 for IT Support Services

Recommendation:

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

Award Contract No. 25-1003257 to Infinity Technologies to provide Information Technology Support Services for a three-year term in an amount not-to-exceed \$750,000, with one one-year option term to extend, for a total not-to-exceed amount of \$950,000.

Background:

San Bernardino County Transportation Authority (SBCTA) has contracted for information technology services since 1990. The existing contract is with the City of Brea IT Services and is scheduled to expire on June 30, 2025.

On January 23, 2025, SBCTA released Request for Proposals (RFP) No. 25-1003257 for Information Technology Support Services, which was sent electronically via PlanetBids to 287 prospective consultants. The solicitation was downloaded by 66 firms.

A Pre-Proposal meeting was held on January 30, 2025, and was attended by 11 firms. A “Question and Answer” period was open through February 6, 2025. Addendum No. 1 was issued on February 7, 2025 to include responses to questions received via PlanetBids prior to the deadline and an update to one of the required forms.

Nine proposals were received by the date and time specified in the RFP. A responsiveness review was conducted by the Procurement Professional, who found all proposals were responsive. The following is a summary of the events that transpired in the evaluation and selection process.

On February 21, 2025 the proposals were disseminated to all Evaluation Committee members. A copy of the Score Sheets, Declaration of Impartiality and Confidentiality form, and Standards of Conduct were also distributed to the committee members. The Evaluation Committee was comprised of two staff members from SBCTA, the Division Chief from San Bernardino County’s Information Technology Department, and the Information Technology Manager from the City of Brea. (The City of Brea was eligible to participate as it was not submitting a proposal to continue providing information technology services.)

Evaluators concluded their individual review of the proposals and convened to review, discuss, and score the proposals. The Evaluation Committee members met on February 26, 2025, and discussed each proposal according to the evaluation criteria, including the proposal strengths and weaknesses. At the completion of discussions, the committee members individually scored the proposals based on the following evaluation criteria listed in the RFP: Qualifications: 50-points, Proposed Staffing and Project Organization: 20-points, Work Plan: 20-points, and Price: 10-points. Based on the scoring, the firms were ranked in order of technical merit and a

Entity: San Bernardino County Transportation Authority

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short-list was developed. The firms short-listed and invited to interviews, listed in alphabetical order were: Infinity Technologies; Taqnia Industries, LLC dba PCtronics; and Vector Resources, Inc., dba VectorUSA.

Interviews were conducted with the short-listed firms. Interviews were 60 minutes in length, which consisted of a five-minute set-up and login, 15-minute introduction and presentation by the firms, followed by 35 minutes of questions and answers, and concluding with a five-minute closing statement from each of the firms. After the interviews, the Evaluation Committee separately scored the interviews. The assigned weights were 50% for the technical proposal and 50% for the interview scores, for a total of 100%.

As a result of the scoring, the Evaluation Committee recommends the contract to perform the scope of work as outlined in RFP No. 25-1003257 be awarded to Infinity Technologies. The firm was able to clearly demonstrate a thorough understanding of the scope of work, proposed a solid team, work plan, and reasonable price. Evaluation forms and reference checks are located in the Contract Audit File.

The total amount proposed for the contract includes anticipated maintenance fees over the expected four-year term, as well as additional funds set aside to accommodate potential future project work.

Financial Impact:

The Project is included in the proposed Budget for Fiscal Year 2025/2026 and funded with indirect budget funds in Program 01, General Government.

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 contract.

Responsible Staff:

Matt Farokhmanesh, Chief of Information Technology

Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

CONTRACT NO. 25-1003257**BY AND BETWEEN****SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY****AND****INFINITY TECHNOLOGIES****FOR****INFORMATION TECHNOLOGY SUPPORT 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 Infinity Technologies ("CONSULTANT"), whose address is 27051 Towne Centre Drive, Suite 120, Lake Forest, California 92610. 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. 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 Matt Farokhmanesh, 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; 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 (NTP) issued by SBCTA's Procurement Analyst, and shall continue in full force and effect through June 30, 2028, 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.

SBCTA at its sole discretion may extend the original term of the Contract for one, one-year option term. The maximum term of this Contract, including the Option Term, if exercised, will not exceed June 30, 2029.

ARTICLE 3. COMPENSATION

- 3.1 Total compensation to CONSULTANT for full and complete performance of the Scope of Work, identified herein and, in compliance with all the terms and conditions of this Contract, shall be on a Time & Materials basis for all obligations incurred in, or applied to, CONSULTANT's performance of Work, and for which CONSULTANT shall furnish all personnel, facilities, equipment, materials, supplies, and Services (except as may be explicitly set forth in this Contract as furnished by SBCTA) shall not exceed the amount set forth in section 3.2 below.
- 3.2 The total Contract Not-To-Exceed Amount is Seven Hundred Fifty Thousand Dollars (\$750,000). All Work provided under this Contract is to be performed as set forth in Exhibit A "Scope of Work," and shall be reimbursed pursuant to Exhibit B "Price Proposal for Time and Materials" The hourly labor rates identified in Exhibit B shall remain fixed for the term of this Contract and include CONSULTANT's direct labor costs, indirect costs, and profit. All expenses shall be reimbursed for the amounts identified in Exhibit B. Any travel expenses must be pre-approved by SBCTA and shall be reimbursed for per diem expenses at a rate not to exceed the currently authorized rates for state employees under the California Department of Human Resources rules. SBCTA will not reimburse CONSULTANT for any expenses not shown in Exhibit B or agreed to and approved by SBCTA as required under this Contract.
- 3.3 Intentionally Omitted
- 3.4 Intentionally Omitted
- 3.5 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.

3.6 All subcontracts in excess of \$25,000 shall contain the above provisions.

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 receipt of an acceptable invoice by SBCTA 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, 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 its authorized representatives access to CONSULTANT's 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.

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 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
Mohammad Ahmed	Project Oversight
Jerry Moore	Chief Network Engineer/Security
Hector Martinez	Project Manager
Rob Guthertz	Help Desk Manager
Daniel Martinez	Systems Engineer/Client Coordination Lead
Cesar Vazquez	Systems Engineer/On-Site Technician
Patrick Lopez	Systems Analyst/On-Site Technician
Ju Sung	Systems Analyst/On-Site Technician

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.
- 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 of or an unauthorized disclosure by 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. CONSULTANT shall not release any reports, information or promotional material related to this Contract for any purpose without prior written approval 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, with or 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 as well as any materials 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.

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" 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. See Cyber Liability below

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**.
- 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
 - \$5,000,000 per occurrence limits for products/completed operations coverage (ISO Form 20 37 10 01) if SBCTA's Risk Manager determines it is in SBCTA's best interests to require such coverage.
- If a general aggregate applies, it shall apply separately to this Project/location. The contract number and 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 additional 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 **\$1,000,000** 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/Technology Professional Liability Errors and Omissions Insurance. Shall be appropriate to the CONSULTANT's profession and work hereunder, with limits not less than \$5,000,000 per occurrence. Coverage shall be sufficiently broad

to respond to the duties and obligations as is undertaken by the CONSULTANT in this Contract and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, the release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties and credit monitoring expenses, with limits sufficient to respond to these obligations.

The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of SBCTA in the care, custody, or control of the CONSULTANT. If not covered under the CONSULTANT’s liability policy, such “property” coverage of SBCTA may be endorsed onto the CONSULTANT’s Cyber Liability Policy as covered property as follows:

An amount sufficient to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information “property” of SBCTA that will be in the care, custody, or control of CONSULTANT.

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 04 13, or if not available, then the ISO Form that most closely provides substantially similar coverage, to name San Bernardino County Transportation Authority and San Bernardino Council of Governments (“SBCOG”), SBCOG’s Entities, 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 any additional insured to vicarious liability but shall allow coverage for all additional insured parties 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 declaration 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. If requested in writing by SBCTA, CONSULTANT shall submit complete copies of all required insurance policies within ten (10) business days of a written request by SBCTA.

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 subconsultants 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 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 obligations 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. All insurance coverage required to be provided by CONSULTANT, with the exception of automobile liability and worker's compensation, shall apply specifically and exclusively for the Project and extend to all aspects of the Work, with coverage limits dedicated solely to the Project. Use of other insurance programs is acceptable, provided that coverage under such programs provides dedicated Project-specific limits and identified premiums and meets all requirements described in contract.
- 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 any cause whatsoever, including acts, errors, or omissions of any person 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 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 operations and products 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 its 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 INFINITY TECHNOLOGIES	To SBCTA
27051 Towne Centre Drive, Suite 120	1170 W. 3rd Street, 2nd Floor
Lake Forest, CA 92610	San Bernardino, CA 92410-1715
Attn: Mohammad Ahmed	Attn: Matt Farokhmanesh
Email: mahmed@inftechnologies.com	Email: Mfarokhmanesh@gosbcta.com
Phone: (916) 273-4662	Phone: (909) 884-8276
2nd Contact: Malia Aipia	Copy: Procurement Manager
Email: accounting@inftechnologies.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 ten (10) calendar 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 in accordance with this Contract's Venue provision.
- 33.2 During resolution of the dispute, CONSULTANT shall proceed with performance of this Contract with due diligence.

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

All Work performed by CONSULTANT shall be subject to periodic review and approval by SBCTA at any and all places where such performance may be carried out. Failure of SBCTA to make such review or to discover defective work shall not prejudice the rights of SBCTA at the time of final acceptance. All Work performed by CONSULTANT shall be subject to periodic and final review and acceptance by SBCTA upon completion of all Work.

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

42.1 The State of California's General Prevailing Wage Rates are not applicable to this Contract.

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, 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.

INFINITY TECHNOLOGIES

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

By: _____
 Mohammad Ahmed
 Chief Executive Officer/Chief
 Financial Officer

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: _____

Attachment: 25-1003257 (11520 : Award Contract No. 25-1003257 for IT Support Services)

EXHIBIT “A”
“SCOPE OF WORK”

DRAFT

SCOPE OF WORK
Information Technology Network
Consultant Support Services

Scope of Work to be Performed:

San Bernardino County Transportation Authority (“SBCTA”) is requesting proposals from qualified Information Technology (IT) Consultants to provide SBCTA with technical support and consultation for the agency’s computer network and infrastructure including but not limited to: provide on-going maintenance and support of SBCTA’s local area network; conduct quarterly integrity tests of each computer system to measure performance and to detect problems before they occur; perform hardware/software installation as directed; respond to service requests and perform complex diagnostic procedures to detect hardware and/or software problems; provide solutions to computer problems and replace defective parts as directed. It is the general intent of SBCTA to have the consultant become its adjunct contract IT staff. The successful consultant shall have the knowledge, expertise, staff, and availability to provide comprehensive technical computer and network support in a public sector environment.

Consultant shall be able to provide, each month, a minimum of 128 hours of onsite information technology support to SBCTA. The monthly onsite support will occur during SBCTA’s normal business hours Monday through Thursday, from 8:00 a.m. to 5:00 p.m., excluding holidays with the specific days and time to be arranged by mutual consent. In addition to minimum onsite support hours, Consultant shall be available 24/7 to provide telephone support and off-hours support as needs arise.

Consultant must provide at least two staff that are equally trained and experienced on SBCTA’s infrastructure such that they can support the environment independently. In such cases, available resources should be scheduled to ensure either’s availability when the other is unavailable.

SBCTA operates a traditional client/server environment. The current client/server environment consists of the following but is subject to change:

- 135 network users
- Nimble Storage Area Network
- 3 physical servers in a VMWare Cluster
- Approximately 115 end-user devices running Windows 11
- Microsoft Office 365
- Veeam Backup coupled with Disaster Recovery though 11:11 Systems
- Microsoft 365 for email and calendaring
- SharePoint 2016 – Most of SBCTA work is done in the SharePoint environment. Users may connect to the SBCTA Portal 24/7 both internally and remotely via the Internet to add/revise/review documents and email/calendars
- MiTel Phone System

- Cisco Routers, Fortigate Firewall and HP Switches
- 7 Xerox printers (printing, copying, scanning)
- VPN Services through Fortigate
- Two-Factor Authentication for Office 365 and workstation logins through Duo
- ESRI ArcGIS Server and hybrid cloud integration

In addition, SBCTA has several technical applications that utilize special hardware and/or software systems with unique connectivity issues:

1. Clerk of the Board
 - a. MinuteTraq
 - b. Granicus OneMeeting
 - c. Audacity
2. Finance
 - a. Eden Financial System
 - b. Crystal Reports
3. Project Delivery
 - a. EcoSys
 - b. Oracle Primavera P6 Professional Project Management
 - c. Microsoft Project
 - d. Parsons Program Controls Systems
4. Agency wide
 - a. SharePoint 2016
 - b. Adobe Acrobat Professional
 - c. Laserfiche
 - d. ESRI for GIS needs
 - e. MiTel Communicator

Scope of Technical Services:

A. Regular IT Support

The consultant will provide the following services, including but not limited to:

1. Help Desk Support

- **Software-related issues (Application Support)**
- Maintain up-to-date **inventory of software/hardware** and track license and warranty expirations
- **Hardware-related issues** (Servers/Workstations/Mobile Devices)
- **Assist with SharePoint System Administration**
- **Assist with Laserfiche System Administration**

2. Network Administration

- **Network Access and User Creation**
- **Network Printing:** Deployment and troubleshooting
- **Network Resource Access**
- **Email Administration**
- **Network Documentation:** Comprehensive and up-to-date network and system documentation is to be provided by and maintained by the consultant
- **Server Maintenance:** Routine maintenance and upgrades
- **Firewall Administration:** Configuration, monitoring, and best practices
- **MiTel Phone System Administration**
- Facilitate **Computer Replacement and Repairs** under warranty service contracts, and for new PC deployments
- Perform **Server Upgrades/Updates:** Ensure timely updates and patching
- **Virus Protection Administration**
- **SPAM Filtering Administration**
- **Backup System Administration:** Ensure Veeam backup integrity and disaster recovery readiness
- Resolve issues related to SBCTA's IT infrastructure, both **on-premise** and in **Office**
- **Third-party Vendor Coordination:** Work with other IT consultants/vendors for troubleshooting and project implementation

- **Maintenance Contracts:** Oversee contracts and work with vendors to ensure smooth operations
- **Staff Assistance:** Answer IT-related questions and provide support
- Attend **Weekly Ticket Review Meetings** to address outstanding issues
- **Technology Recommendations:** Provide strategic recommendations for IT infrastructure improvements and automation
- Provide **Ticketing System Access** for status updates on support requests
- Participate in SBCTA's budget process related to IT matters
- Provide **Vendor Quotes** for IT purchases

3. Monitoring Services

- Implement monitoring tools for **server** and **workstation health** (e.g., SolarWinds, Kaseya)
- Enable **24/7 alerting** for proactive issue resolution, with concurrent email notifications to SBCTA
- Provide **SBCTA access** to monitoring tools for transparency and oversight

4. Service Level Requirements

- **Server Down Response:** Onsite within two (2) hours for critical infrastructure failures
- **Workstation Down Response:** Assistance within four (4) hours for workstation issues impacting end users

5. Strategic Planning and Oversight

- Assist with **strategic oversight** of the IT program and long-term IT planning
- Recommend IT policies, procedures, and standards
- Provide input and review of **RFPs** and **RFQs** related to IT services
- Assist with vendor negotiations for IT procurement

B. Additional IT Support

For IT services beyond the regular support, the consultant shall quote an hourly rate.

1. Project Management:

Consultant will manage IT projects as needed, including vendor selection, RFP processes, project oversight, and implementation support.

- **Vendor Research**
- **RFP Creation**

- **Vendor Selection and Recommendations**
- **Project Oversight and Implementation**

The consultant will submit a monthly report detailing all services provided, along with an invoice, to SBCTA.

Key Considerations:

1. Disaster Recovery & Backup:

- The consultant will ensure that **Veeam backup systems** are monitored daily, and disaster recovery plans are **practiced annually**. This includes validating **backup integrity** and performing test restores to confirm the reliability of the system.

2. Security and Compliance:

- **Entra:** The consultant shall conduct daily reviews of the Microsoft 365 Entra console to review all login origins.
- **Patch Management:** The consultant will apply **security patches** and updates to all relevant hardware and software, ensuring that they are completed in a timely manner following release.
- **Incident Management:** A formal process for **incident reporting, escalation**, and resolution will be established. Severity levels will be defined to ensure timely responses to critical issues.

3. User Access & Permissions Management:

- **Role-Based Access Control (RBAC)** will be maintained for systems like **SharePoint** and **Microsoft 365** to ensure that users only have access to data and resources necessary for their roles.

4. Remote Work and Connectivity:

- The consultant will ensure secure and efficient **VPN management, remote desktop support**, and **multi-factor authentication (MFA)** for remote users.

5. Performance Metrics:

- The consultant will define and report on key performance indicators (KPIs) such as **uptime** (target 99.9%), **response time**, and **resolution time** for IT incidents.

6. Change Management:

- A formal **change management process** will be established to ensure that all changes to the network and systems are tracked, tested, and implemented with minimal disruption.

Pricing Models:

SBCTA recognizes the variety of service models available and requests proposals based on the following options:

- **Model A – Blended Hourly Rate:** A single hourly rate for all network management and technology upgrade projects.
- **Model B – Fixed Monthly Rate:** A fixed monthly rate for services required to support existing infrastructure, with an hourly rate for services outside this scope. The definition of services covered by the fixed fee will be clearly outlined.

Transition Services:

A **transition period** (one month) will be included for the consultant to shadow the incumbent provider. The incumbent will remain responsible for services during the transition until the official office cutover date of **July 1, 2025**.

DRAFT

Attachment: 25-1003257 (11520 : Award Contract No. 25-1003257 for IT Support Services)

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

DRAFT

EXHIBIT B

PRICE PROPOSAL

Our proposed monthly fixed fee and the corresponding annual cost to support SBCTA's existing infrastructure, based on Pricing Model B, is outlined below.

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY Information Technology Support Services PRICING MODEL B			
TECHNICAL SERVICES SCOPE	MONTHLY HOURS	MONTHLY FEE	ANNUAL FEE
A. Regular IT Support + On-Site Technician Hours (During Normal Business Hours)	128	\$16,080	192,960
1) Help Desk Support	24/7	<i>Included</i>	<i>Included</i>
2) Network Administration	<i>Included</i>	<i>Included</i>	<i>Included</i>
3) Monitoring Services	24/7	\$381	\$4,572
4) Service Level Requirements	<i>Included</i>	<i>Included</i>	<i>Included</i>
5) Strategic Planning and Oversight	<i>Included</i>	<i>Included</i>	<i>Included</i>
B. Additional IT Support <i>(*Time & Materials - See Hourly Rate Schedule)</i>	As Needed	T&M*	T&M*
TOTAL FEE:		\$16,461	\$197,532

B. Additional Support

In specific instances that require additional support outside the Scope of Services (i.e., Project Management, additional on-site after-hours requests, etc.), we will consult with SBCTA management to determine a budget and timeline for providing such services. Costs for these services will be based on the hourly rate schedule provided on the following page.

IT HOURLY RATE SCHEDULE

IT CLASSIFICATION	HOURLY RATE (\$) REMOTE	HOURLY RATE (\$) ON-SITE
Project Manager	160	185
Programmer/Developer	150	175
Senior Network Engineer	145	165
Network Engineer	135	155
Senior Business Analyst	170	185
Business Analyst II	150	165
Business Analyst I	120	135
Senior Systems Engineer	125	145
Systems Engineer	120	140
Senior Systems Analyst	115	130
Systems Analyst II	110	125
Systems Analyst I	105	120
Senior IT Technician	100	115
IT Technician II	95	110
IT Technician I	90	105

Note: The above rates include all direct and overhead expenses.

Minute Action

AGENDA ITEM: 10

Date: May 14, 2025

Subject:

2025 Transportation Development Act Article 3 Guidelines and Call for Projects

Recommendation:

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

A. Authorize SBCTA staff to release a call for projects for Bicycle and Pedestrian Facilities, as included in Attachment A, with Transportation Development Act Article 3 funding, with \$5,977,000 available for award to selected projects.

B. Authorize SBCTA staff to release a call for projects for Transit Stop Access Improvements, as included in Attachment B, with Transportation Development Act Article 3 funding, with \$1,494,000 available for award to selected projects.

Background:

San Bernardino County Transportation Authority (SBCTA) oversees the disbursement of 2% of the Local Transportation Funds made available to counties and cities for facilities geared toward the exclusive use of bicyclists and pedestrians, known as the Transportation Development Act Article 3 Program. In August 1999, the SBCTA Board of Directors (Board) approved a policy stipulating that 80% would be available for bicycle and pedestrian projects. The remaining 20% of the Article 3 Program funds would be made available for transit stop access improvement projects for pedestrians and persons with disabilities. In 2015, the Board approved the use of up to 10% of the funds available for bicycle and pedestrian projects for maintenance of existing bicycle and pedestrian facilities. In 2017, the Board further approved a policy to set aside a minimum of 50% of the remaining bicycle and pedestrian facilities project funding for smaller projects under \$250,000.

A. Authorize SBCTA staff to release a call for projects (CFP) for Bicycle and Pedestrian Facilities with Transportation Development Act Article 3 funding, with \$5,977,000 available for award to selected projects.

No guideline changes are recommended for the Fiscal Year (FY) 2025/2026 CFP; however, some changes to the way projects should be selected are recommended. Suggested modifications are shown as redlines to the FY 2023/2024 CFP in Attachment A. These adjustments include:

1. Limiting awards to projects that score 70 points and above.
2. An adjustment to the matching funds score in a manner that provides more points for less match.

General Policy Committee Agenda Item

May 14, 2025

Page 2

Local Match Points*	% Range	
	FY23	FY25
5	15-24	10-20
10	25-34	21-30
15	35-49	31-40
20	50-74	41-50
25	75+	51+

**58% was the largest match from the last two cycles*

- Up to 5 points can be awarded for a highly ranked project on SBCTA's Active Transportation Priority List found at www.gosbcta.com/atppriority. This list of projects is consistent with the priority active transportation projects included in the Long Range Multimodal Transportation Plan.

B. Authorize SBCTA staff to release a call for projects for Transit Stop Access Improvements with Transportation Development Act Article 3 funding, with \$1,494,000 available for award to selected projects.

No guideline changes are recommended for the FY 2025/2026 CFP for Transit Stop Access Improvements. Attachment B contains the guidelines for the Transit Stop Access Improvements CFP.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025 or the proposed Budget for Fiscal Year 2025/2026.

Reviewed By:

The SBCTA Transportation Technical Advisory Committee reviewed the draft Bicycle and Pedestrian Facility Improvements call-for-projects on April 7, 2025. This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Nancy Strickert, Transit Manager

Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

ATTACHMENT A

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 BIENNIAL CALL FOR PROJECTS FOR BICYCLE AND PEDESTRIAN FACILITIES



Issued: ~~May 4, 2023~~ June 4, 2025
Submittal Deadline: ~~July 7, 2023~~ August 6, 2025

Background:

In August 1999, the SBCTA Board approved a policy that 80% of the Transportation Development Act (TDA) Article 3 funds would be made available for projects that implement or improve bicycle and pedestrian facilities. The remaining 20% of TDA Article 3 funds will be made available through a separate Call for Projects specifically for projects that improve access to transit stops for pedestrians and persons with disabilities. The total amount available in this call for projects is ~~\$5,760,000~~\$5,977,000 and is comprised of funds from unused allocation of prior TDA awards and two fiscal years of revenue.

Upon approval of a project list by the SBCTA Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three fiscal years after the year of Board approval. Unspent allocated funds may revert to the subsequent Bicycle and Pedestrian Facilities Call for Projects after the three-year term has expired.

An automatic extension will be granted by SBCTA staff where TDA Article 3 funds have been awarded to provide match assistance for California Transportation Commission (CTC) Active Transportation Program awards, consistent with CTC-approved extensions.

Proposed bicycle and pedestrian facility projects must meet the following guideline requirements:

- Bicycle projects submitted for consideration must be included in the latest SBCTA San Bernardino County Active Transportation Plan. Project costs do not necessarily need to match. See <https://www.gosbcta.com/activesanbernardino>.
- Projects included in SBCTA's Points of Interest Pedestrian Plan (PIPP) and Safe Routes to School Plan (Phase II) will be viewed favorably during the application review process. See <https://www.gosbcta.com/wp-content/uploads/2019/10/SBCTA-POI-PedestrianPlan.pdf> and <https://www.gosbcta.com/wp-content/uploads/2019/10/Regional-Safe-Routes-to-School-Vol.2.pdf>.
- The minimum match for this grant program is 10%. No award of Article 3 Bicycle and Pedestrian funds will be for more than 90% of the total project cost. However, overmatching is encouraged and provides additional application points as outlined in the scoring criteria below. There is no maximum amount that is available per project request however, in the event that a project cannot be fully funded, SBCTA may recommend partial funding for award if the agency is able to fund the balance of the project scope as rated.
- Agencies awarded funds will not be reimbursed for any project cost overruns. The allocated amount represents the maximum amount eligible for reimbursement. For projects completed under the allocated amount, the agency will be reimbursed at the matching ratio in effect at the time of project selection and approval. For example, if an agency commits to a 25% match for a \$10,000 project, the amount of Article 3 awarded would be \$7,500. If the completed project cost was \$8,000, the amount of Article 3 funds disbursed to the agency would be \$6,000.
- Design and construction of facilities must conform to the general design criteria for non-motorized facilities as outlined in the Caltrans Highway Design Manual.

Eligible Expenditures:

1. Preliminary engineering leading to construction of pedestrian or bicycle facilities.
2. Right-of-way acquisition necessary for pedestrian or bicycle facilities.
3. Construction or reconstruction of Class I, II and III bicycle facilities and/or cycle tracks and sidewalks.
4. Retrofitting existing bike and pedestrian facilities, including installation of signage to comply with Americans with Disabilities Act (ADA).
5. Purchase and installation of bicycle facilities such as securing bicycle parking, lockers, and racks, benches, drinking fountains, changing rooms, restrooms and showers adjacent to at major employment centers, park-and-ride lots and transit terminals.
6. Purchase and installation of High Intensity Activated Crosswalk (HAWK) beacons and touchless crosswalk activation equipment.
7. Maintenance of existing Class I facilities (no more than 10% of the available funds for the Bicycle and Pedestrian Facilities Call for Projects can be allocated to maintenance of existing facilities).
8. Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized trail crossings, and bicycle-friendly drainage grates.
9. All eligibility requirements under Active Transportation Program (ATP), including eligible project categories, minimum request for funds, project type requirements, safe routes to school project requirements, and recreational trails requirements except for the planning project requirements.
10. Necessary staff time directly related to in-house completion of design, right-of-way acquisition, or construction including inspection and/or construction management.
11. Installation of solar lighting for safety purposes. ~~(This was approved by the SBCTA Board on 6/2/21.)~~

Ineligible Expenditures:

1. Travel costs and per diems.
2. Staff administration and/or contract project management expenses.
3. The construction of sidewalks fronting undeveloped land on a project may not exceed 15% of the total project length.
4. Match paving for sidewalk projects is not an eligible project cost. Roadway improvements performed in conjunction with bicycle or pedestrian facility improvements are not an eligible expense.
5. Curbs, gutters, and driveway ramp paving. These are not for the benefit of pedestrians and can even be considered degradations to the pedestrian environment. ~~These projects are explicitly prohibited by the TDA Claims Manual (p. 28; exclusion approved by the SBCTA Board on 6/2/21).~~

Detailed project cost estimates must be provided that clearly demonstrates the portion of a comprehensive project that is directly attributable to bicycle or pedestrian facilities. If the funds requested for bicycle or pedestrian facilities cannot be clearly determined from project cost

estimates or funding is not deemed appropriate for bicycle or pedestrian facilities the evaluation panel reserves the right to eliminate the submittal from consideration or adjust the cost according to what it deems appropriate for the bicycle or pedestrian facility. Railroad grade crossing pedestrian projects are no longer considered eligible expenses under this program.

Application Information:

Jurisdictions shall submit one application per project using the TDA Article 3 portal found at <https://gosbcta.com/tda3>. Through the online form, applicants will be required to include the following:

- Application prioritization if submitting more than one application. Funding awards will not necessarily be based on prioritizations but rather based on the scores developed from the scoring criteria.
- Clear project description discussing the nature and type of project being proposed for funding. The description shall include important design considerations and identify the location of the project and the transportation purpose to be served.
- Data to support the potential use of the bicycle or sidewalk facility.
- Description of the connectivity of the project to the local and regional active transportation network.
- Outline the destinations served by this project. Destinations can be in a list form with potential numbers of bicycle and/or pedestrian users described.
- Discussion of safety or other concerns that the project is expected to address. Note: <https://tims.berkeley.edu/> is a good resource for safety data.
- Project ranking as found on SBCTA's Active Transportation Priority List (www.gosbcta.com/atppriority).
- Explanation of the multimodal or transit system connectivity provided by the project.
- Acknowledgement of previous TDA award delivery schedule and steps that will be taken to ensure the project is delivered on time.
- Map depicting the project location and limits along with principle streets, transit routes, nearby city and county boundaries, and prominent landmarks. Note: <https://www.gosbcta.com/activesanbernardino> has a "Build Your Own Map" feature that can be used to help create this.
- Photos of the project area clearly showing where/what is in need of improvement.
- Other supporting documentation if available/applicable.
- Project cost estimate that addresses various components of project cost. If a bicycle or pedestrian facility proposed project is part of another larger project (i.e. street widening), the bicycle/pedestrian facility components must be clearly delineated from non-eligible roadway or other expenses.
- ~~Subject to SBCTA Board approval on 5/3/23:~~ Proof of project readiness. Examples include environmental clearance, right-of-way acquisition, community support documentation, and/or technical studies.

Project applications will be reviewed by an evaluation panel. The evaluation panel, using the criteria contained in this call-for-projects, will score the proposed project applications. The evaluation panel is anticipated to be comprised of at least two SBCTA staff and potentially a member from a bicycle/pedestrian stakeholder group such as the Inland Empire Biking Alliance, an adjacent county transportation commission, and Caltrans. Based on the evaluation panel proposed project scores, the evaluation panel will make its recommendation to SBCTA General Policy Committee who will forward its recommendation to the full SBCTA Board of Directors.

Award Requirements:

~~Subject to SBCTA Board approval on 5/3/23:~~ In order to ensure TDA Article 3 funding is kept moving, award funds will be rescinded if no progress has been made within **ONE** year of award notification or if, where appropriate, a construction contract has not yet been awarded within **THREE** years of award notification. Applicants are welcome to reapply for future funding. Additionally, award recipients but submit the following:

1. An Authorizing Resolution must be submitted within **SIX** months of the project award notification, or prior to requesting reimbursement of funds, whichever comes first. This is a one-time submission. A sample can be found on the TDA Article 3 website at www.gosbcta.com/tda3 in the Claims section. Approved by the SBCTA Board on 6/2/21 and applied to all awards beginning in 2021.
2. ~~Subject to SBCTA Board approval on 5/3/23:~~ Completion of an **ANNUAL** Proof of Progress Report (Annual Report) must be submitted on the **FIRST** anniversary of award notification AND by June 30 for all subsequent years thereafter. All pre-2023 active awards must also submit an Annual Report. The Annual Report must include:
 - a) a description of the work completed during the year,
 - b) an estimate of the total project percent completed, and
 - c) an estimate of the amount spent to-date.
3. Extension requests must be submitted through the TDA Article 3 portal found at <https://gosbcta.com/tda3> at least **THREE** months before the project sunset date. The request must include appropriate justification for an extension and provide a revised project schedule with an expected completion date. ~~(This was approved by the SBCTA Board on 6/2/21.)~~

Project Completion and Payment(s):

Sponsor agencies receiving an allocation of \$200,000 or less shall be reimbursed in arrears and upon proof of satisfactory project completion. Agencies receiving an allocation of \$200,000 or more may request progressive reimbursements at a minimum of 20% of the total award per invoice provided local match percentage is met and satisfactory completion of “Section II” of the Request for Reimbursement which requires project status information. If the amount expended is not consistent with project progress, then the awardee will be required to provide a schedule that identifies how they intend to complete the project as scoped within project budget and deadline. However, 20% of the awarded funds shall be held by SBCTA until proof of satisfactory project completion.

Each recipient shall prepare a project completion report, including pictures of completed project(s) when requesting reimbursement. Recipient must retain all records necessary for the fiscal and compliance audit that will be conducted at the end of each fiscal year. Projects selected under this process must be completed within the three full fiscal year period. Any funds allocated and not disbursed by the end of the three full fiscal year period shall be unallocated and returned to the Article 3 Bicycle and Pedestrian Facilities fund.

Project Evaluation Criteria:**PROJECTS MUST SCORE 70 OR HIGHER to be eligible for funding.**

Evaluation Criteria	Possible Score
Overall Quality of Application Project Information – Overall quality of the application submitted for a project considering clarity of project description, project purpose and need and satisfactorily addressing evaluation criteria. Note application will automatically lose 5 points if Total Project Cost does not equal Local Match + LTF, Article 3 Funds Requested. Points will be deducted for incomplete project information and will be deemed ineligible for funding if the applicant is unable to show that the project is in SBCTA's San Bernardino Countywide Active Transportation Plan.	45
Project Purpose and Need – Describe the purpose and need of the project including the extent of the potential use of the facility. Provide socioeconomic data, historic or current bicycle or pedestrian count volumes, ADT/trip generation information or other data to support the forecasted use and/or need for the project. The relation of the proposed project to the regional and local active transportation network Include the project's ranking as found on SBCTA's Active Transportation Priority List (see www.gosbcta.com/atppriority). The level of connectivity the proposed project offers to intermodal opportunities. <u>Provide multi-modal and/or transit connectivity.</u> The extent to which the proposed project will improve safety for the non-motorized public. Consideration will be given to number of accidents in a project area, severity of accidents in an area.	320
Project <u>Schedule/Readiness</u> – Explain where the project is in the project development process. Greater number of points will be awarded for projects that have progressed further. Where appropriate, provide documentation that the proposed project already has environmental clearance, permits from resource agencies, right-of-way access, and/or community support. Technical studies can also be used to demonstrate project readiness. Projects with high schedule risk, even though worthy, may be deferred for resubmittal in a future TDA Article 3 cycle.	15
Cost Effectiveness – Project cost compared to the benefits the project is expected to yield.	15
Prior Compliance with Annual Status Reports – The Board of Directors made annual progress reporting on active TDA Article 3 awards mandatory in 2023. Agencies who have not yet had a project that fell under this requirement will receive full credit. Agencies who have failed to respond to update requests in a timely manner, or at all, will lose points in this category.	5
Timeliness of Prior Project Completion – Ability to demonstrate project completion in a timely manner. <u>No penalty will be assigned for awards returned before their completion deadline.</u>	5
Local Matching Funds – Proposed projects will receive the following points based upon the extent of local match provided: 5 points for 15-24 10%-20%; 10 points for 25-34 21%-30%; 15 points for 35-49 31%-40%; 20 points for 50%-74 41%-50%, and 25 points for 75 51% or greater.	25
Total Possible Score	100

Call for Projects Schedule:

Issue Call for Projects	May 4, 2023 <u>June 4, 2025</u>
Project Proposals Due	July 7, 2023 <u>August 6, 2025</u>
Recommendation to General Policy Committee	September 13, 2023 <u>October 8, 2025</u>
Recommendation to Board	October 6, 2023 <u>November 5, 2025</u>

Submittal Instructions:

Applications must be submitted online through the TDA Article 3 portal at <https://gosbcta.com/tda3>. A form must be completed for each specific project identified for funding with the prioritization defined for each project by jurisdiction/agency. Jurisdictions/agencies may submit multiple applications.

Once the form is submitted online, the appropriate SBCTA department will be notified. A confirmation email will be sent to each applicant to confirm that an application has been submitted. For questions regarding the submittal process or application, please email the SBCTA team at tda3@gosbcta.com.

Applications must be submitted **by 5:00 pm** on the proposal due date specified above.

Attachment B

TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 BIENNIAL CALL FOR PROJECTS FOR TRANSIT STOP ACCESS IMPROVEMENTS



Issue Call for Projects: June 4, 2025
Submittal Deadline: August 6, 2025

Background:

In August 1999 the SBCTA Board approved a policy that 20% of the Transportation Development Act (TDA) Article 3 funds would be made available for projects that improve access to transit stops for pedestrians and persons with disabilities. The remaining 80% of TDA Article 3 funds will be made available through a separate Call for Projects specifically for bicycle and pedestrian facilities.

This program has been developed in recognition of the importance of providing safe and accessible paths of travel to existing and proposed bus stop locations. In some instances, the provision of accessible pathways to bus stops may reduce the demand for complementary paratransit service provided by the Americans with Disabilities Act (ADA). The total amount available in this Transit Stop Access Improvements call for projects is estimated to be **\$1,494,000** and comprised of funds from unused allocation of prior TDA awards and two fiscal years of revenue.

Applicants may be cities, the county or transit operators/claimants. No single jurisdiction shall receive more than 10% of the funds available under this call for projects unless there are an insufficient number of project applications to fully utilize the amount available. Joint power agency transit operators who are the lead agency for implementing the proposed projects may receive awards above the 10% limit. Local jurisdictions wishing to submit applications for projects must send a letter of notification to the appropriate local transit provider, making them aware of their intent to improve transit stop facilities within their jurisdiction.

Upon approval of a project list by the SBCTA Board, Article 3 funds will be allocated to the project sponsor agency. Allocated funds will remain available for three fiscal years after the year of Board approval. Unspent allocated funds may revert back to the subsequent Call for Projects after the three-year term has expired.

Extension requests must be submitted through the TDA Article 3 portal found at <https://gosbcta.com/tda3> at least THREE months before the project sunset date, include appropriate justification for an extension, and provide a revised project schedule with an expected completion date.

Eligible Expenditures:

1. Web-based mapping, photography or other visual imagery to provide information on stop accessibility to users of a transit system.
2. Retrofitting sidewalks with accessibility ramps to improve access to existing bus stops.
3. Construction of bus stop pads, including pads for bus shelters, and installation of bus shelters, benches, trash receptacles and solar lighting at existing bus stop locations.

4. Construction of bus stop pads, including pads for bus shelters, and installation of bus shelters, benches, trash receptacles, and solar lighting at new bus stop locations.
5. Construction of new sidewalks to serve existing bus stop locations.
6. Construction of new sidewalks to serve new bus stop locations.
7. Purchase of bus shelters, benches, trash receptacles, and solar lighting at new/existing bus stop locations.

Eligible project costs include expenses associated with right of way acquisition or easement; preliminary engineering and design; plans, specifications, and estimates; and construction. All projects must comply with the applicable Americans with Disabilities Act Accessibility Guidelines (ADAAG), Health and Safety Code, Sections 18901 to 18949.6 of the State Building Standards Law as issued by the California Building Standards Commission, and comply with local building and construction codes and requirements.

Additional Information:

If multiple improvement projects are included in an application, the application should include a prioritized listing of access improvement projects. All applications are to be submitted based on the submittal instructions. **The application must include the following:**

- Projects shall be classified as one of the six types of projects identified under the eligibility section above.
- Project description should identify whether the existing right of way or a new easement is required for the proposed project.
- Documentation that the proposed project addresses a problem area identified by current users of the transit service or through a survey of bus stop accessibility.
- The number of bus routes and daily buses serving the stop.
- Current or forecast daily boardings and alightings.
- Key activity generators or attractors served at the proposed project location including project location in relations to the SBCTA's San Bernardino County Active Transportation Plan (<https://www.gosbcta.com/activesanbernardino>).
- Description of specific location of proposed project.
- Pictures of the improvement site(s) and/or location(s).
- Schedule for project completion by project.
- Project cost estimate.
- Acknowledgement of previous TDA awards and status of those projects.

Project applications will be reviewed by an evaluation panel. The evaluation panel, using the criteria contained in this call-for-projects, will score the proposed projects.

The evaluation panel is anticipated to be comprised of at least two SBCTA staff and potentially a member from the Public and Specialized Transportation Advisory and Coordination Council (PASTACC), and an adjacent county transportation commission. Based on the evaluation panel's proposed project scores, the evaluation panel will make its recommendation to the SBCTA Transit Committee who will forward its recommendation to the full SBCTA Board of Directors.

Project Evaluation Criteria:

Evaluation Criteria	Possible Score
Overall Quality of Application – Overall quality of the application submitted for a project considering clarity of project and satisfactorily addressing evaluation criteria.	15
Project Need and Purpose - The Project addresses identified access issues at new or existing bus stops or fills a gap in accessibility to transit system users. Describe how stop and increased accessibility serves local activity generators/destinations, provides increased connectivity to the multi-modal transportation system, and potential safety/ADA benefits.	30
Cost Effectiveness –Consideration of project cost compared to daily boardings and alightings and/or complementary paratransit cost avoidance achieved by making the bus stop location accessible to individuals with disabilities.	20
Timeliness of Prior Project Completion – Consideration of likelihood to deliver within a timely manner	15
Matching funds – Proposed projects will receive the following points based upon the extent of match provided: 5 points for 10-19%; 10 points for 20-29%; 15 points for 30-49%; and 20 points for 50% or greater	20

¹ Matching funds from the applicant may consist of Federal Transit Administration funds, Community Development Block Grant funds or other local funds, including LTF Article 8a.

Call for Projects Schedule:

Issue Call for Projects	June 4, 2025
Project Proposals Due	August 6, 2025
Recommendation to Transit Committee	October 9, 2025
Recommendation to Board	November 5, 2025

Submittal Instructions:

Applications must be submitted online through the TDA Article 3 portal at <https://gosbcta.com/tda3>. A form must be completed for each specific project identified for funding with the prioritization defined for each project by jurisdiction/agency. Jurisdictions/agencies may submit multiple applications.

Once the form is submitted online, the appropriate SBCTA department will be notified. A confirmation email will be sent to each applicant to confirm that an application has been submitted. For questions regarding the submittal process or application, please email the SBCTA team at tda3@gosbcta.com.

Applications must be submitted **by 5:00 pm** on the proposal due date specified above.

Award Requirements:

In order to ensure TDA Article 3 funding is kept moving, award funds will be rescinded if no progress has been made within **ONE** year of award notification or if, where appropriate, a construction contract has not yet been awarded within **THREE** years of award notification. Applicants are welcome to reapply for future funding. Additionally, award recipients but submit the following:

1. An Authorizing Resolution must be submitted within **SIX** months of the project award notification, or prior to requesting reimbursement of funds, whichever comes first. This is a one-time submission. A sample can be found on the TDA Article 3 website at www.gosbcta.com/tda3 in the Claims section. Approved by the SBCTA Board on 6/2/21 and applied to all awards beginning in 2021.
2. Completion of an **ANNUAL** Proof of Progress Report (Annual Report) must be submitted on the **FIRST** anniversary of award notification AND by June 30 for all subsequent years thereafter. All pre-2023 active awards must also submit an Annual Report. The Annual Report must include:
 - a) a description of the work completed during the year,
 - b) an estimate of the total project percent completed, and
 - c) an estimate of the amount spent to-date.
3. Extension requests must be submitted through the TDA Article 3 portal found at <https://gosbcta.com/tda3> at least **THREE** months before the project sunset date. The request must include appropriate justification for an extension and provide a revised project schedule with an expected completion date.

Project Completion and Payment:

Article 3 funds are not automatically distributed to agencies. Recipients of funding approved by the SBCTA Board shall be reimbursed for expenses incurred up to the amount approved based on claims submittals to SBCTA. Each recipient shall prepare and submit a project completion report, including pictures of the completed project(s) to accompany the request for reimbursement. The recipient must retain all records necessary for the compliance and fiscal audit that will be conducted at the end of each fiscal year. SBCTA will provide funding recipients with the Transportation Development Act Local Transportation Funds Article 3 – Pedestrian, Bicycle Facilities and Access to Transit Claim Form Instructions and appropriate forms for submittal to request reimbursement. Agencies awarded funds will not be reimbursed for any project cost overruns. If an agency is providing a local match on a project and the project is completed under budget, the agency will be reimbursed at the matching ratio in effect at the time of project selection and approval. Example: If an agency commits to a 25% match for a \$10,000 project, the amount of Article 3 awarded would be \$7,500. If the completed project cost was \$8,000, the amount of Article 3 funds disbursed to the agency would be \$6,000. Progress payments will be available for all projects regardless of the award amount, but will be subject to SBCTA review of project development and local project cost shares.

Minute Action

AGENDA ITEM: 11

Date: May 14, 2025

Subject:

Council of Governments Ad Hoc Committee Extension

Recommendation:

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

Extend the expiration date for the Council of Governments Ad Hoc Committee to June 30, 2026.

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 with an adopted Joint Powers Agreement comprised of 25 member agencies. SBCOG plays a vital role in supporting its member agencies and enhancing the communities in San Bernardino County 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 Council of Governments Ad Hoc Committee provides guidance on efforts led by SBCOG, providing valuable feedback for staff. Given that several projects benefit from input of the Board of Directors on an ad hoc basis, staff is requesting an extension of the Council of Governments Ad Hoc Committee one additional year to June 30, 2026.

Financial Impact:

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

Suzanne Peterson, COG and Equity Programs Manager

Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

Entity: San Bernardino Council of Governments

Minute Action

AGENDA ITEM: 12

Date: May 14, 2025

Subject:

Carbon Reduction Program - Amendment No. 3 Priority Project List Submittal to Southern California Association of Governments

Recommendation:

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

A. Approve submittal of the following modification to the priority project nomination list to the Southern California Association of Governments for Carbon Reduction Program funding:

- Reallocation of \$975,000 originally awarded to the City of Montclair for the Fremont Avenue – Arrow Highway Active Transportation Improvements Project, to the City of Rancho Cucamonga’s City Center Boulevard Design – Haven Avenue and Foothill Boulevard Project to help cover cost increases.
- Reallocation of \$1,405,800 awarded to the City of San Bernardino for the Arrowhead Grove Electric Vehicle Charging Stations Installation Project, to the City of Highland’s Highland/Redlands Regional Connector Project to help cover cost increases that allow for necessary connections to the Highland/Redlands Gap Project

B. Authorize the SBCTA Project Manager to approve reallocation of funds from the City of Redlands’ share of the Highland/Redlands Regional Connector Project, to the City of Highland should a balance become available.

Background:

On March 1, 2023, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) approved a preliminary project list to be funded by the Federal Carbon Reduction Program (CRP) with the understanding that this list was subject to eligibility approval by the Southern California Association of Governments (SCAG) and the California Department of Transportation (Caltrans). The Board authorized staff to coordinate with local agency staff on finalizing the project scope, schedule, and funding for final approval by the Board on a project-by-project basis. Two of these projects, the North and South Highland/Redlands Regional Connector Projects, were approved by the Board for an allocation of CRP funds by way of a separate item during the same meeting.

The State’s initial understanding from the new program guidelines was that funds were apportioned based on population share of the counties. However, the Federal Highway Administration (FHWA) subsequently determined that the project selection process identified under 23 Code of Federal Regulations § 450.332 would apply to CRP funding, similar to the Congestion Mitigation and Air Quality and the Surface Transportation Block Grant programs.

This determination by FHWA meant that SBCTA had to make a change in the CRP funding strategy for our region. In March, the SBCTA Board approved a preliminary project list for the first three years of funding (Fiscal Year (FY) 2021/2022, FY 2022/2023, and FY 2023/2024) and made it available to the local Active Transportation Projects (ATP). This was done based on the understanding that the current apportionment for California is around \$107 million annually, and

Entity: San Bernardino County Transportation Authority

that San Bernardino County's share was projected to be around \$3.79 million per year for the next five years. With the new ruling, the projected annual proportional share for San Bernardino County no longer applied, and the submission schedule of the eight preliminary projects selected during the March Board meeting needed to be reconfigured.

On March 21, 2023, SCAG notified SBCTA of the initial first year interim CRP resolution and plan. SCAG had approached FHWA and Caltrans about the need for expedited programming of CRP apportionments for our region given the tight timeline on obligations and that our projects had already been identified through SBCTA's sub-regional approval process. In recognition of this, FHWA agreed to programming of FY 2021/2022 apportionments only, under an expedited Metropolitan Planning Organization project selection process based on actions taken by the County Transportation Commissions (CTC). SCAG requested that each of the CTCs identify priority projects for consideration for CRP funding for FY 2021/2022 only and submit them to SCAG staff by close of business on March 24, 2023. SBCTA staff was able to work with seven jurisdictions to submit eight projects with a refined scope and schedule to SCAG by the deadline. SCAG staff then selected projects from the initial SBCTA Board approved priority projects list and incorporated the nominations into the staff report for Regional Council approval on April 6, 2023.

Since that was an interim process focused only on FY 2021/2022 funding, during the discussion with jurisdiction staff, SBCTA emphasized the importance of obligating the funds by September 30, 2025, and expending the funds by September 30, 2030. SCAG also emphasized that the identified projects needed to be ready-to-go to receive federal concurrence for expedited programming. Additionally, since the SCAG region's FY 2021/2022 CRP share was approximately \$33.5 million, and SBCTA's sub-regional request was slightly over \$11 million for eight projects (i.e. larger than what would be SBCTA's normal share for FY 2021/2022), it was important to prioritize the March 24, 2023 project list submittal based on prior Board approvals, project readiness, and need in the event SCAG was unable to program CRP funding for the entire list. Project need included links to other grant funding requirements and Transportation Control Measure commitments. Thus, projects not selected for FY 2021/2022 funding with SCAG needed to be resubmitted for the future year CRP funding.

Per FHWA direction, SCAG developed program guidelines for the selection of projects for FY 2022/2023 through FY 2025/2026, the remaining years of the CRP apportionments. Ultimately six more projects from the CRP Priority List were awarded funding by SCAG as shown in Table 1 on page 4 of this item.

Throughout this process, SBCTA staff has been working with member agencies to help curate a proposed CRP Priority List for SBCTA Board consideration. Thus far, the SBCTA Board has approved the following Priority List iterations:

- March 1, 2023: Preliminary list was quickly created with the assistance of member agencies in anticipation of the FY 2021/2022 funding opportunity which would require projects that could commit funding on a tight timeline.
- April 5, 2023: First list slightly modified the preliminary list in response to notification from SCAG on March 21, 2023 of the initial first year interim CRP resolution and plan. This is the list that was submitted to SCAG on March 24, 2023 and approved by Regional Council on April 6, 2023. The result was FY 2021/2022 funding for the full

award amount for the top two priorities, Highland and Redlands Regional Connector projects, and partial funding for the third, Fontana (north) San Sevaine Trail.

- January 3, 2024: Amendment 1 added gap funding for Fontana's (north) San Sevaine Trail and San Bernardino's Arrowhead Grove Charging Stations.
- April 3, 2024: Amendment 2 replaced Rancho Cucamonga's Cycle Track Extension Project with their design for Haven Complete Streets Project, increased their award amount from \$600,000 to \$3,000,000, and moved the project from Priority No. 8 to Priority No. 7. This amendment also increased the award amount for the Town of Apple Valley's Bear Valley Road Bridge ATP from \$1,143,535 to \$1,382,200.

Since the last Board adopted the CRP Priority List, the City of Montclair encountered a delay due to environmental clearance for their Fremont Avenue – Arrow Highway Active Transportation Improvements Project and will not be able to obligate funds within the CRP required timeframe. Thus, the City respectfully forfeited this award and sought funding elsewhere. SBCTA staff assisted the City in securing state funding through SCAG's Regional Early Action Planning 2.0 CTC Partnership Program to lessen the environmental permitting requirements from Caltrans. Staff is currently working on a separate funding agreement to accomplish the funding switch. In lieu of the Fremont Avenue project, SBCTA staff proposes to keep the funds within the West Valley by reallocating them to the City of Rancho Cucamonga's City Center Boulevard Design - Haven Avenue and Foothill Boulevard Project (Haven and Foothill). The City of Rancho Cucamonga was previously awarded \$3 million in CRP funds to complete the design of the Haven and Foothill project. Due to cost increases, additional funding is needed to complete all field investigations at the 30% design level.

Additionally, the City of San Bernardino, in partnership with the San Bernardino County Housing Authority, was awarded \$1.4 million for installing Electric Vehicle (EV) charging stations and infrastructure at the Arrowhead Grove development. However, an alternate funding source has been identified, so the need for funding for the chargers at the development site has waned, and the City has forfeited its CRP award. Staff proposes reallocating these funds within the East Valley to the City of Highland for the FY 2021/2022 Highland/Redlands Regional Connector Project to allow for necessary connections to the Highland/Redlands Gap Project. See Attachment A for additional information.

It is important to note that per SCAG guidelines the CRP funds can only be redistributed within the currently awarded project list, as shown in Table 1 on the following page. Based on the CRP programming procedures, priority for additional funding from project cancellations stays within the same county as follows:

- SCAG selected partially funded projects
- SCAG selected projects with cost increases, or
- Contingency list projects, awarded by SCAG ranking

Since SBCTA did not have a partially funded project or a contingency list under the CRP program, in order to keep the funds within the County, staff has received concurrence from SCAG staff to reallocate the cancelled project cost to an existing project with a cost increase.

Based on this new information, SBCTA staff recommends revising the CRP Priority List as outlined in Recommendation A and in Table 1 on the following page.

General Policy Committee Agenda Item

May 14, 2025

Page 4

Table 1: Carbon Reduction Program Priority List

Priority No.	Agency & Project	Preliminary List (Board: 3/1/23)	First List (Board: 4/5/23)	Amendment 1 (Board: 1/3/24)*	Amendment 2 (Board: 4/3/24)	Amendment 3 (Board: TBD)
1	Redlands: South Highland/Redlands Regional Connector	\$677,340	\$677,340	\$677,340	\$677,340	\$677,340
2	Highland: North Highland/Redlands Regional Connector	\$701,913	\$701,913	\$701,913	\$701,913	\$2,107,713
3	Fontana: (North) San Sevaine Trail	\$2,000,000	\$4,000,000	\$2,721,400	\$2,721,400	\$2,721,400
Total FY22 Projects		\$3,379,253	\$5,379,253	\$4,100,653	\$4,100,653	\$5,506,453
4	Fontana: (North) San Sevaine Trail	NA	NA	\$1,500,000	\$1,500,000	\$1,500,000
5	Montclair: Fremont Ave./Arrow Hwy. ATP Improvement	\$1,000,000	\$975,000	\$975,000	\$975,000	\$0
6	Apple Valley: Bear Valley Road Bridge ATP elements	\$2,000,000	\$1,143,535	\$1,143,535	\$1,382,200	\$1,382,200
7	Rancho Cucamonga: Haven Complete Streets Corridor	\$1,000,000	\$600,000	\$600,000	\$3,000,000	\$3,975,000
8	County: Del Rosa Sidewalk Improvements***	\$1,000,000	\$961,000	\$961,000	\$961,000	\$961,000
9	San Bernardino: Arrowhead Grove Charging Stations	NA	NA	\$1,405,800	\$1,405,800	\$0
10	SBCTA: VMT Mitigation Bank	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
FY23-26 Application Total		\$7,000,000	\$5,679,535	\$8,585,335	\$11,224,000	\$9,818,200
Grand Total:		\$10,379,253	\$11,058,788	\$12,685,988	\$15,324,653	\$15,324,653

*FY22 Application Total in Amendment 1 reflects the total amount awarded in FY22.

**Recommendation in Amendment 2: change project from Cycle Track Extension Project, increase amount, and increase ranking from #8 to #7.

***Recommendation in Amendment 2: change project from Olive St. and lower ranking from #7 to #8.

Since it looks as though there may be a remaining balance on the City of Redlands' share of the Highland/Redlands Regional Connector Project, SBCTA also recommends authorization be granted to the SBCTA Project Manager to approve reallocation of funds from the City of Redlands to the City of Highland for the same project should a balance become available.

Financial Impact:

This item is consistent with the adopted Budget for Fiscal Year 2024/2025 and the proposed Budget for Fiscal Year 2025/2026.

Reviewed By:

This item was not scheduled for review by any policy committee or technical advisory committee. This is an update to an item in the April 3, 2024 SBCTA Board meeting agenda on Carbon Reduction Program funding.

Responsible Staff:

Josh Lee, Deputy Director of Planning

Approved
General Policy Committee
Date: May 14, 2025

Witnessed By:

San Bernardino County Transportation Authority



April 22, 2025

Dear Heidi Busslinger,

San Bernardino County Transportation Authority (SBCTA) respectfully requests an amendment to the Carbon Reduction Program (CRP) project award list to shift funds awarded to projects that have found alternate fund sources to projects that have experienced unforeseen cost increases. Per Southern California Association of Governments' (SCAG) programming procedures, additional funding is allowed to stay within the same county through the following means:

- SCAG selected partially funded projects
- SCAG selected projects with cost increases
- Contingency list projects, awarded by SCAG ranking

The fund transfer amendment request includes:

1. Reallocation of \$975,000 awarded to the City of Montclair for the Fremont Avenue – Arrow Highway Active Transportation Improvements Project to the City of Rancho Cucamonga's City Center Boulevard Design – Haven Avenue and Foothill Boulevard Project to help cover cost increases.

The City of Montclair was awarded \$975,000 for the Fremont Avenue Project (**Attachment A** – Fremont Project Map) in the 2023 – 2026 round of CRP funding. However, the project has encountered a delay due to environmental clearance and will not be able to obligate funds within the CRP required timeframe. Thus, the City is forced to respectfully forfeit this award as they seek funding for this project elsewhere (**Attachment B** – Letter from City of Montclair).

In lieu of the Fremont Avenue project, SBCTA proposes to reallocate these funds to the City Center Boulevard Design - Haven Avenue and Foothill Boulevard Project (Haven and Foothill) in the City of Rancho Cucamonga (**Attachment C** – Haven and Foothill Project Maps). The City of Rancho Cucamonga was previously awarded \$3 million in CRP funds to complete design of the Haven and Foothill project. Due to cost increases, additional funding is needed for this project in order to complete all field investigations at the 30% design level (**Attachment D** – Letter from City of Rancho Cucamonga). SCAG staff preliminarily indicated that this request would be granted (**Attachment E** – Email from SCAG staff).

2. Reallocation of \$1,405,800 awarded to the City of San Bernardino for the Arrowhead Grove EV Charging Stations Installation Project to the City of Highland's Highland/Redlands Regional Connector Project to help cover cost increases. As a precaution, should there be a funding balance from the City of Redlands' share of the Highland/Redlands Regional Connector Project, SBCTA request those funds also be reallocated to the City of Highland for the same project.

The City of San Bernardino was awarded \$1.4 million for the installation of EV charging stations and infrastructure at the Arrowhead Grove development (**Attachment F** – EV Project Map). However, an

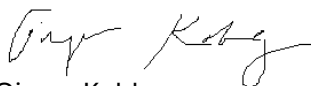
alternate funding source has been identified, therefore the need to add chargers to the development site has waned and City has rescinded their CRP award (**Attachment G** – Letter from City of San Bernardino).

SBCTA proposes to reallocate these funds to the City of Highland for the FY 2022 Highland/Redlands Regional Connector Project (**Attachment H** – Highland/Redlands Connector Projects Map) to address a cost increase related to signal modifications for high visibility pedestrian/bicycle crosswalk improvements at Cemex Access Crossing and Greenspot Road. This signal connects the northern terminus of the “Gap” to the City of Highland’s bicycle lane. Additionally, unit prices have increased overall due to material and labor cost increases. SBCTA will be added as a co-lead agency to the Project in the Federal Transportation Improvement Program to facilitate allocation of these funds; however, it may be possible that Caltrans will require that this specific scope be split from the Highland project when it is time for authorization of the funds.

For background information, the entire Highland/Redlands Connector Project was originally funded by the Cycle 2 Active Transportation Program (ATP) with local and SBCTA Transportation Development Act Article 3 match. Unfortunately, the ATP funding had to be forfeited due to a 4:1 mitigation ruling. To keep this vital project 20+ years in the making moving forward, it was split up into three components, all of which are interconnected and necessary to facilitate cycling and walking across the Santa Ana River which separates students from their school and residents from their jobs. The cities of Highland and Redlands were able to proceed with portions of the original project within their jurisdictions thanks to FY 2022 CRP funding while SBCTA worked to secure a more attainable environmental mitigation ruling for the impacted “Gap” section. SBCTA’s efforts have been successful, most of the funding has been secured, and closure of the “Gap” is moving forward.

Thank you for your consideration and assistance. Please let me know if you have any questions and/or if any additional information is needed.

Respectfully,

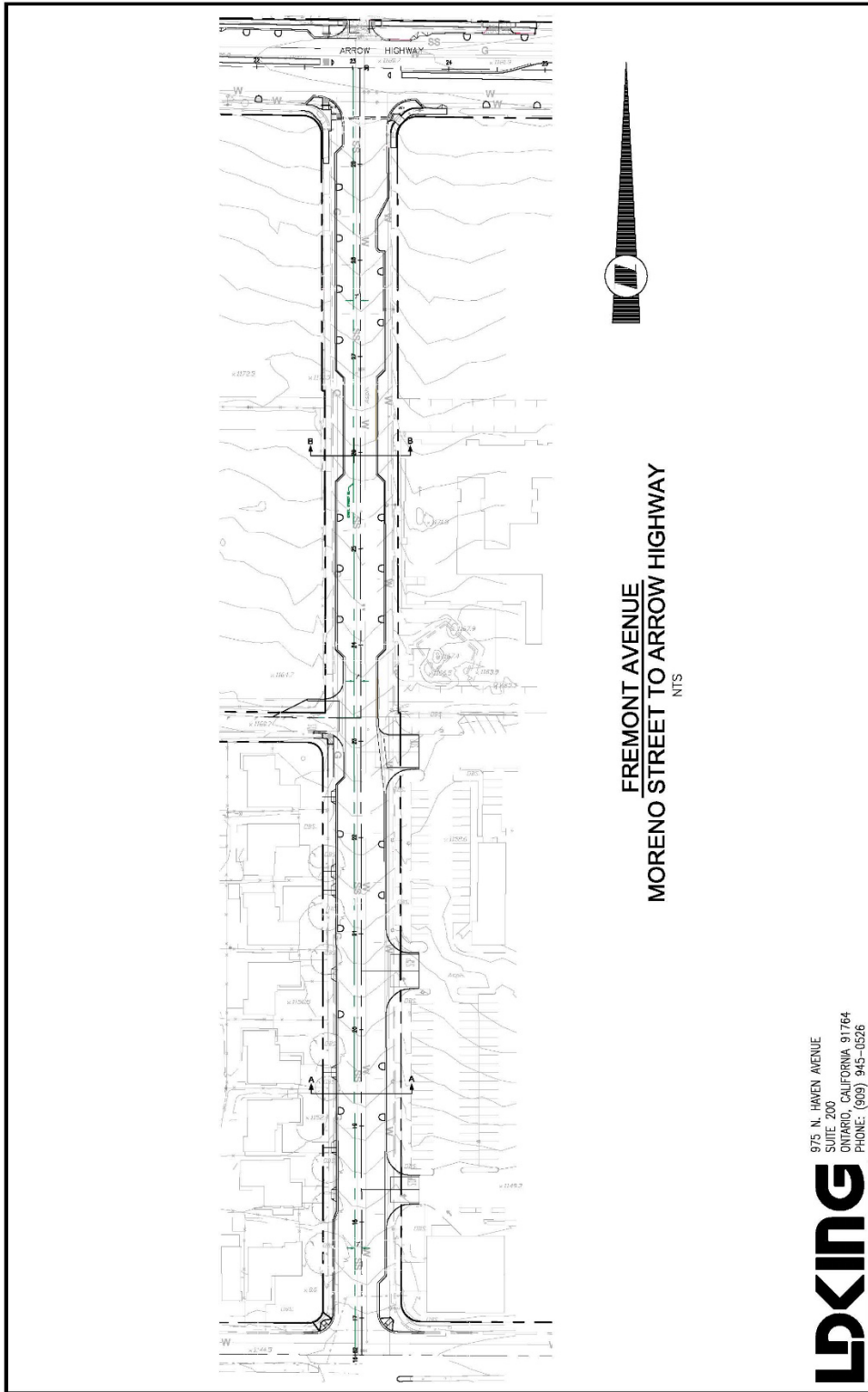


Ginger Koblasz

Data & Analytics Program Manager

Attachment A: Fremont Project Map

Fremont Avenue – Arrow Highway Active Transportation Improvements, City of Montclair



Attachment B: Letter from City of Montclair



March 18, 2025

Josh Lee

Deputy Director of Planning and Regional Programs
San Bernardino County Transportation Authority
1170 West 3rd Street
San Bernardino, CA 92410

Subject: Relinquish of Funds for the Fremont Avenue/Arrow Highway Active Transportation Improvements Project

Dear Mr. Lee,

The City of Montclair was awarded \$975,000 of Carbon Reduction Program (CRP) funds to fund the installation of active transportation infrastructure such as bike lanes, sidewalks, curb and gutter, ADA ramps, signing and striping, drainage, paving, efficient street lighting, and traffic signal modifications. Arrow Highway and Fremont Avenue are thoroughfares connecting a transit-oriented development and business center to the Montclair Transcenter Station (Future Gold ("L") Passenger Rail Line). The roadway geometry improvements to Fremont Avenue will provide, encourage, and promote safe bicycle and pedestrian walkability from Moreno Street and Montclair Place to the Transcenter.

However, the project has encountered a delay due to environmental clearance and will not be able to obligate the funds within the required timeframe. The City will seek an alternate funding source for this project while forfeiting the CRP awarded funds. We would greatly value your support in this project and look forward to future collaborations.

Should you have any questions regarding this letter, please feel free to contact Rosemary Hoerning or myself at (909) 625-9446 or (909) 625-9405 respectively.

Sincerely,



Edward C. Starr
City Manager

CITY OF MONTCLAIR

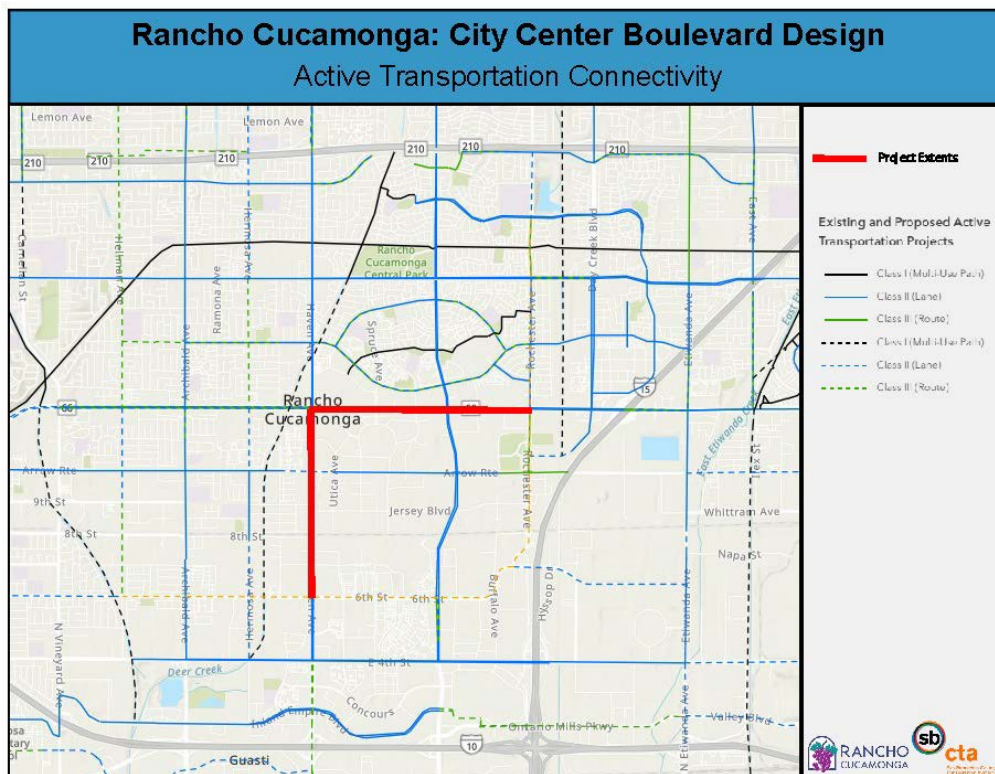
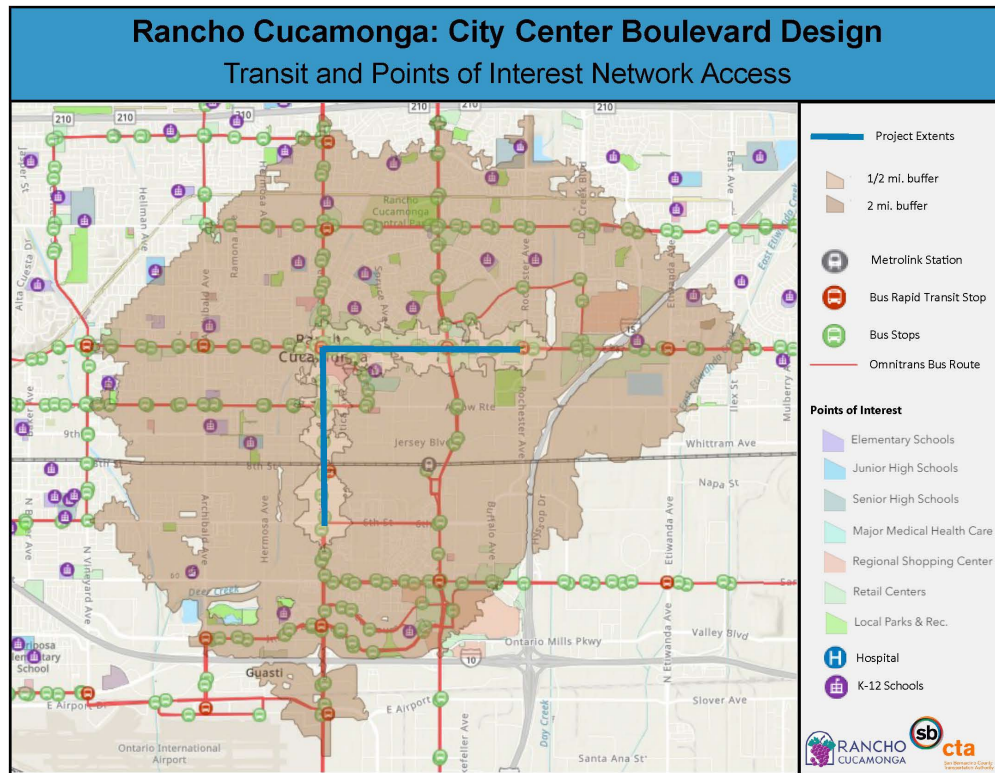
5111 Benito Street, P.O. Box 2308, Montclair, CA 91763 (909) 626-8571 FAX (909) 621-1584

Mayor Javier John Dutrey • Mayor Pro Tem Corysa Martinez • Council Members: Bill Ruhl, Benjamin Lopez, Xavier Mendez • City Manager Edward C. Starr

Page 1 of 1

Attachment C: Haven and Foothill Project Maps

City Center Boulevard Design – Haven Avenue and Foothill Boulevard, City Rancho Cucamonga



Attachment D: Letter from City of Rancho Cucamonga



Mayor L. Dennis Michael | **Mayor Pro Tem** Lynne B. Kennedy
Council Members Ryan A. Hutchison, Kristine D. Scott, Ashley N. Stickler
City Manager John R. Gillison

CITY OF RANCHO CUCAMONGA

10500 Civic Center | Rancho Cucamonga, CA 91730 | 1-909-477-2700 | www.CityofRC.us

March 24, 2025

Josh Lee
 Deputy Director of Planning and Regional Programs
 San Bernardino County Transportation Authority
 1170 West Third Street
 San Bernardino, CA 92410

**SUBJECT: REQUEST FOR ADDITIONAL FUNDING FOR THE HAVEN AVENUE AND
 FOOTHILL BOULEVARD CITY CENTER BOULEVARDS PROJECT**

Dear Mr. Lee,

The City of Rancho Cucamonga (City) was previously awarded \$3 Million of Carbon Reduction Program (CRP) funds to fund the design of the Haven Avenue and Foothill Boulevard City Center Boulevards Project (Project). The Project will allow the City to set the re-imagining of two major thoroughfares in motion and will be the next step in bringing construction of these corridors closer to reality. The Project's main goal is to create a sense of "place" in the City's future downtown infill and affordable housing areas along Haven Avenue and Foothill Boulevard. The design will include extensive complete street elements consisting of improved pedestrian and bicycle facilities, access to transit stops, and will include design options for an eventual City Center with dedicated transit lanes on Foothill Boulevard. These improvements will ensure mobility options are available for users of all ages and abilities.

We are actively working to obligate the initial funding amount received for this project and intend to award the design contract this fiscal year. However, the project has encountered cost increases due to the need to complete all field investigations at the 30% design level. Additional funds of \$961,000 is needed to help bridge the gap.

We would greatly appreciate these additional funds to help us advance this important project for our City. Thank you in advance for your consideration.

Sincerely,
 ENGINEERING SERVICES DEPARTMENT

Jason Welday
 Director of Engineering Services/City Engineer

Attachment E: Email from SCAG Staff Preliminarily Approving Funding Swap for Montclair and Rancho Cucamonga

From: Kate Kigongo <kigongo@scag.ca.gov>
Sent: Wednesday, September 25, 2024 4:26 PM
To: Josh Lee <jlee@gosbcta.com>; Annie Nam <NAM@scag.ca.gov>
Subject: Re: REAP/ CRP project description

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Josh -

Nice to see you on Tuesday at the Demographic Workshop. I'm following up on this email.

We are OK with you swapping out Rancho and adding Montclair construction in. I will need an updated Scope Approval Form so that we can proceed. If you decide to not swap in Montclair for Rancho, and want to continue to do design for other cities, I'll still need an updated Scope Approval Form.

SCAG cannot facilitate a swap with Metro - the two fund sources are too different and will not follow our process from the various calls for projects. Instead, you'll need to work with Heidi and Pablo in programming to determine how best to proceed with the extra CRP funds. If you are not able to reprogram them to existing projects, they may need to be released to the contingency list.

Please let me know if you have any questions,
Kate

Kate Kigongo

Manager, Partnerships for Innovative Deployment

Tel: (213) 236-1808

kigongo@scag.ca.gov

Attachment F: San Bernardino EV Project Map

Arrowhead Grove EV Charging Stations Installation, City of San Bernardino



Attachment G: Letter from City of San Bernardino



City of
San Bernardino

March 17, 2025

Josh Lee, Deputy Director of Planning
San Bernardino County Transportation Authority
1170 W. 3rd Street, 2nd Floor
San Bernardino, CA 92410-1715

Subject: Rescission of Grant Application – Carbon Reduction Program (CRP) Arrowhead Grove Charging Station Project

Dear Mr. Lee,

Please consider this letter as formal notification that the City of San Bernardino is rescinding the grant application to the Carbon Reduction Program, submitted on behalf of the Housing Authority of San Bernardino County (HASBC) on November 21, 2023, for the project titled "Arrowhead Grove Charging Station Project".

The Housing Authority of San Bernardino County receiving an award from the Strategic Growth Council for the Affordable Housing and Sustainable Communities (AHSC) Grant. Through the AHSC Grant, HASBC has sufficient funds to carry out the deliverables for the installation of electric vehicle charging stations at Arrowhead Grove. The City has decided not to pursue this grant at this time as the grant was intended for the same project and location; installation of electric vehicle charging stations at Arrowhead Grove.

We appreciate your consideration of our initial application and the opportunity to review the grant guidelines.

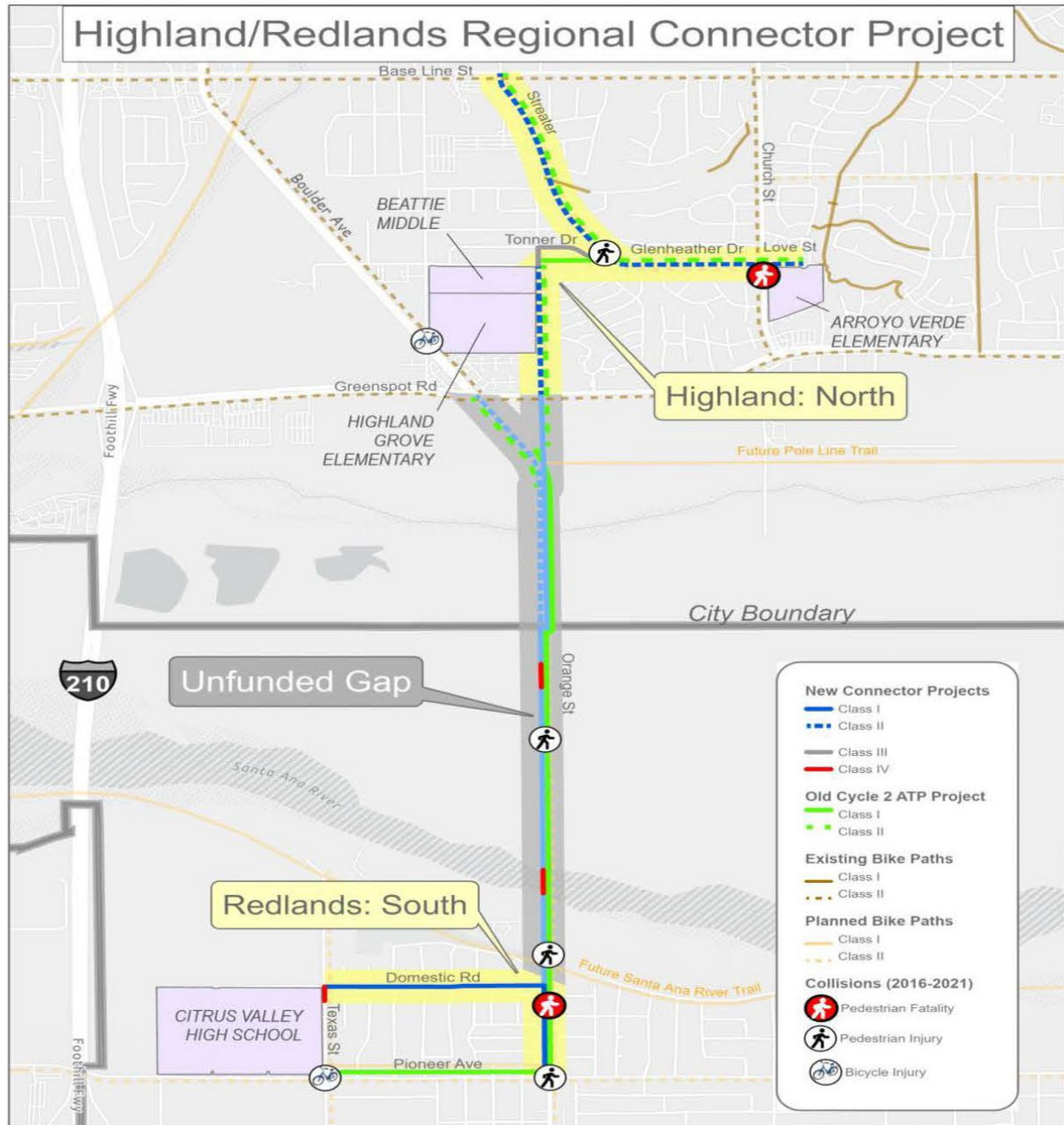
Sincerely,

Bill Gallardo
Interim City Manager

290 North D St, San Bernardino, CA 92401 | P: 909-384-7272 | www.SBCity.org

Attachment H: Highland/Redlands Regional Connector Projects Map

Highland Regional Connector, City of Highland



Additional Information

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

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	X								
Jesse Armendarez Board of Supervisors		X	X	X								
Art Bishop Town of Apple Valley		X	X	X								
Ray Marquez City of Chino Hills		X	X	X								
Frank Navarro City of Colton				X								
Larry McCallon City of Highland		X	X	X								
John Dutrey City of Montclair		X	X									
Alan Wapner City of Ontario			X									
Helen Tran, Mayor City of San Bernardino		X	X	X								
Debra Jones City of Victorville		X		X								
Rick Denison Town of Yucca Valley		X	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.



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