

AGENDA
General Policy Committee Meeting

September 10, 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

Joe Baca, Jr., Supervisor
County of San Bernardino

President

Rick Denison, Council Member
Town of Yucca Valley

Past President

Ray Marquez, Council Member
City of Chino Hills

West Valley Representatives

John Dutrey, Mayor
City of Montclair

Alan Wapner, Mayor Pro Tem
City of Ontario

Curt Hagman, Supervisor
County of San Bernardino

Mt./Desert Representatives

Art Bishop, Council Member
Town of Apple Valley

Debra Jones, Council Member
City of Victorville

Dawn Rowe, Supervisor
County of San Bernardino

East Valley Representatives

Frank Navarro, Mayor
City of Colton

Larry McCallon, Mayor Pro Tem
City of Highland

Helen Tran, Mayor
City of San Bernardino

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

AGENDA

General Policy Committee Meeting

September 10, 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 Joe Baca Jr.)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications - Daniela Almada

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. 10

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. July 2025 Procurement Report

Pg. 11

Receive the July 2025 Procurement Report.

Presenter: Alicia Bullock

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

DISCUSSION ITEMS

Discussion - Administrative Matters

3. Fiscal Year 2025/2026 Budget Action Plan - First Quarter Report

Pg. 19

Receive the Fiscal Year 2025/2026 Budget Action Plan – First Quarter Report.

Presenter: Carrie Schindler

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

4. Revisions to Policies No. 11000 and 10006

Pg. 31

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

Approve revisions to Contracting and Procurement Policy No. 11000 and Claims Policy No. 10006 to include revisions to definitions and update Risk Manager references.

Presenter: Alicia Bullock

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

5. Revisions to Policy No. 10000 - Policy Committees

Pg 67

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

Approve revised Policy 10000 - Policy Committees, expanding the Legislative Policy Committee membership from seven to nine members.

Presenter: Tim Watkins

Agenda Item 5 (cont.)

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 draft policy.

Discussion - Regional/Subregional Planning

6. San Bernardino County Transportation Authority Vehicle Miles Traveled Mitigation Bank Pilot Program Update Pg. 83

Receive a report on the development of the proposed San Bernardino County Transportation Authority Regional Vehicle Miles Traveled Mitigation Bank Pilot Program – Administrative Plan.

Presenter: Josh Lee

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

Discussion - Council of Governments

7. San Bernardino County Transportation Authority / San Bernardino Council of Governments Engagement Framework Pg.147

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

A. Approve updated vision and goals for the SBCTA/SBCOG Engagement Framework.

B. Receive and file a report: Engagement Framework Strategies, Metrics, and Toolkit.

Presenter: Suzanne Peterson

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

Discussion - Transportation Programming and Fund Administration

8. 2026 State Transportation Improvement Program Proposals Pg. 165

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

Approve the following programming proposals to be submitted to the California Transportation Commission (CTC) for inclusion in the 2026 State Transportation Improvement Program.

A. Propose programming an additional \$18.5 million in Fiscal Year (FY) 2026/2027 for the Zero-Emission Multiple Unit Procurement Project, bringing the total programmed amount to \$26 million.

B. Propose programming an additional \$1.868 million of Regional Improvement Program funds for Planning, Programming, and Monitoring activities.

C. Maintain the programming for the State Route (SR) 62 Street Improvements Phase 2B Widening Project.

D. Adjust programming year forward one year for the Metrolink San Bernardino Line Double Track Project from FY 2028/2029 to FY 2027/2028 to align with the current project schedule.

Agenda Item 8 (cont.)

E. Adjust programming years and amounts for the National Trails Highway Bridges Replacement Project to align with the current project schedules and funding scenarios: adjust Phase 3 from FY 2026/2027 to FY 2030/2031 and increase programming from \$5.7 million to \$11.331 million, and reduce programming on Phase 4 from \$12.8 million to \$7.475 million. Maintain programming year for Phase 4 of FY 2027/2028 and programming year and amount for Phase 5.

F. Nominate Phase 6 of the National Trails Highway Bridges Replacement Project and program \$6.75 million in FY 2020/2030.

G. Nominate SR 18 Corridor Freight, Safety, and Zero-Emission Project and program \$9.927 million in FY 2029/2030.

H. Authorize staff to make adjustments to programming amounts and programming years of the proposed projects based on additional discussion with project sponsors and CTC staff.

Presenter: Jamie Carone

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

Comments from Board Members

Brief Comments from Board Members

ADJOURNMENT

Additional Information

Attendance	Pg. 172
Acronym List	Pg. 173
Mission Statement	Pg. 175

The next General Policy Committee meeting is scheduled for October 8, 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: September 10, 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
		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, Executive Director

Approved
General Policy Committee
Date: September 10, 2025

Witnessed By:

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

Minute Action

AGENDA ITEM: 2

Date: *September 10, 2025*

Subject:

July 2025 Procurement Report

Recommendation:

Receive the July 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 her 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:

- No new contracts were executed.
- Two contract amendments were executed.
- Six CTO's were executed.
- Four CTO amendments were executed.
- Four contingency amendments were executed.
- Five purchase orders were executed.
- One purchase order amendment was executed.
- One RFP was released.

Below is a summary of the actions taken by CityCom:

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

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

General Policy Committee Agenda Item

September 10, 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 July 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 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: September 10, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Attachment A - 1
July 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 Amendment	22-1002805	1	Visual Edge IT, Inc. dba Image Source	To extend contract term and increase not-to-exceed amount for Printer Leases and Support.	\$ 90,000.00	\$ -	\$ 45,000.00	\$ 135,000.00	N/A
Contract Amendment	24-1003173	2	Vasquez & Company LLP	To increase the not-to-exceed amount to allow for up to one week of onsite work at Omnitrans and and to perform a Single Audit at Morongo Basin Transit Authority for years two and three.	\$ 590,184.00	\$ 30,000.00	\$ 47,300.00	\$ 667,484.00	N/A
CTO	20-1002377	CTO No. 15	Vandermost Consulting Services, Inc.	To assist the San Bernardino County Transportation Authority with Environmental Services and the Incidental Take Permit, in support of the Redlands/Highland Regional Gap Connector Project.	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$3,000,000.00 (available \$2,144,820.93)
CTO	19-1002002	CTO No. 3	Richard, Watson & Gershon	For Erosion Demand On-Call Legal Right-of-Way Services.	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$14,500,000.00 (available \$1,655.48)
CTO	24-1003132	CTO No. 22	Fehr & Peers	To provide planning and preliminary engineering services for the Bear Valley Smart Corridor.	\$ 499,600.00	\$ -	\$ -	\$ 499,600.00	\$23,281,950.00 (available \$7,824,309.74)
CTO	22-1002707	CTO No. 17	TRC Engineers, Inc.	To provide construction scheduling and claim support for various transportation projects.	\$ 100,000.00	\$ -	\$ -	\$ 100,000.00	\$5,000,000.00 (available \$2,608,328.11)
CTO	19-1002203	CTO No. 5	Trapeze Software Group, Inc.	For Regional Rideshare Software's Promotional Challenge functionality.	\$ 14,850.00			\$ 14,850.00	\$2,366,272.00 (available \$413,947.24)
CTO	20-1002438	CTO No. 2	G&M Hire Enterprises, LLC DBA ATWork Personnel Services	For a temporary employee for clerical support, primarily filing, scanning and indexing for the Finance and Procurement Departments.	\$ 40,000.00			\$ 40,000.00	\$1,000,000.00 (available \$946,629.28)
CTO Amendment	19-1002009	CTO No. 3.4	Paragon Partners	To increase not-to-exceed amount to perform project management duties; construction oversight for one building demolition and two building modification activities; property owner settlements; easement transfer work for up to 32 properties; excess land sales for 10 properties; TCE extension management for three properties; and demolition oversight for one property, for the West Valley Connector Project Segment 3 Right-of-Way Services.	\$ 1,080,067.55	\$ 2,381,901.00	\$ 876,091.68	\$ 4,338,060.23	\$11,000,000.00 (available \$1,431,832.76)

Attachment: July 2025 Procurement Report - PDF (11139 : July 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 - 1
July 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*
CTO Amendment	24-1003136	CTO No. 15.2	HNTB	To increase the not-to-exceed amount to add a project sub-consultant, Pacific Railway Enterprises, Inc., to perform the railroad signal design at 2nd Avenue on the San Gabriel Subdivision.	\$ 904,024.94		\$ 97,744.00	\$ 1,001,768.94	\$23,281,950.00 (available \$7,726,565.74)
CTO Amendment	23-1002995	CTO No. 9.1	Costin Public Outreach Group, Inc.	To provide additional public outreach support resources for the Mount Vernon Avenue Bridge Viaduct Project.	\$ 184,000.00	\$ -	\$ 50,000.00	\$ 234,000.00	\$5,000,000.00 (available \$1,827,320.00)
CTO Amendment	23-1002995	CTO No. 20.1	Costin Public Outreach Group, Inc.	To Increase the not-to-exceed amount to provide ongoing public outreach support services for the West Valley Connector Project.	\$ 210,660.00	\$ -	\$ 85,253.80	\$ 295,913.80	\$5,000,000.00 (available \$1,742,066.20)

Attachment: July 2025 Procurement Report - PDF (11139 : July 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
July 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
22-1002722 No. 1G	For all toll gantry and Toll Rate Dynamic Message Signs structures be designed as special structures, include High Peak Ground Acceleration Retaining Walls in structural plan, increase top width of Concrete Barrier on all Retaining Walls resulting in changes to associated alignment lines and roadway excavation quantities, assess new burial sites for Aerial Deposited Lead and multiple iterations of grading design to develop aesthetically graded areas, and revisit the Collision Analysis of the Design Standard Decision Document by recollecting recent 3 years of collision data to update the collision narrative for the I-10 Corridor Freight & Express Lanes Project - Contract 2 Plans, Specifications & Estimates.	TRC Engineers, Inc.	\$ 57,791,176.04	\$ -	\$ 2,278,384.96	\$ 1,592,545.42	\$ 61,662,106.42
18-1001869 No. 4C	For the addition of a 3.5" irrigation water supply line, update existing project plans and ongoing efforts in coordination for the I-10 Mount Vernon Avenue Improvement Project.	Kimley-Horn and Associates, Inc.	\$ 3,486,045.00	\$ 569,817.00	\$ 433,556.67	\$ 42,699.83	\$ 4,532,118.50
23-1002844 No. 0A	For water lines relocation and plans identified in final design phase for the US 395 Phase 2 Widening Project.	Epic Land Solutions, Inc.	\$ 3,378,813.94	\$ -	\$ -	\$ 111,438.58	\$ 3,490,252.52
21-1002452 No. 3E	For conceptual design analysis of realignment configuration and contractual technical specifications update and continue support for the Pre-Proposal Work Agreements efforts for the ONT Connector Project.	HNTB Corporation	\$ 26,940,428.00	\$ 1,100,000.00	\$ 1,419,784.00	\$ 442,036.00	\$ 29,902,248.00

Attachment A - 3

July 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
New PO	4002634	7/15/2025	Riverside County Transportation Commission (RCTC)	511 Telco Reimbursement from SBCTA to RCTC.	\$ 3,800.00	\$ -	\$ -	\$ 3,800.00
New PO	4002635	7/15/2025	AT&T Mobility	Freeway Service Patrol GPS Tracking Units. For Fiscal Year 25/26 for the Express Lanes.	\$ 780.00	\$ -	\$ -	\$ 780.00
New PO	4002638	7/15/2025	AT&T Mobility	Freeway Service Patrol GPS Tracking Units for the State Funded FSP Program. For Fiscal Year 25/26.	\$ 11,700.00	\$ -	\$ -	\$ 11,700.00
New PO	4002640	7/15/2025	Southern California Association of Governments	SCAG Dues Assessment for Fiscal Year 25/26.	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
New PO	4002641	7/15/2025	FOREVERFOTOS.CO LLC	Photo Booth for 2025 Employee Appreciation Holiday Party.	\$ 425.00	\$ -	\$ -	\$ 425.00
PO Amendment	4002631	7/3/2025	California Association of Councils of Governments	CALCOG Membership Dues.	\$ 13,312.00	\$ -	\$ 13,312.00	\$ 26,624.00

Attachment B
July 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
7/24/2025	RFP25-1003327	\$265,584	12/31/2025	Santa Fe Depot Property and Facilities Management.

Attachment C
July 2025 CityCom's Issued Purchase Orders/Contracts

PO/Contract No.	Vendor Name	Description of Services	Total Amount
NONE			\$ -

Minute Action

AGENDA ITEM: 3

Date: *September 10, 2025*

Subject:

Fiscal Year 2025/2026 Budget Action Plan - First Quarter Report

Recommendation:

Receive the Fiscal Year 2025/2026 Budget Action Plan – First Quarter Report.

Background:

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

Financial Impact:

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

Reviewed By:

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

Responsible Staff:

Carrie Schindler, Executive Director

Approved
General Policy Committee
Date: September 10, 2025

Witnessed By:

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

Initiative #1: Transparent and Accountable Allocation Strategies				
Division Strategy: Complete timely audits of Measure I and Transportation Development Act recipients				
1A	Action Plan	Milestones	Milestone Status	Responsibility
	Complete annual audits.	Q2	On schedule	Finance
	Inform Committees and Board of status of audits.	Q3	On schedule	
	Manage Transportation Development Act (TDA) triennial performance audits of SBCTA and transit operators.	Release request for proposals for audit services - Q4	The request for proposals will be released in Q4.	Fund Administration
	Notes			
Division Strategy: Use strategic programming to ensure that no funds are lost				
1B	Action Plan	Milestones	Milestone Status	Responsibility
	Manage projects to ensure funds are not lost.	Request allocation of State Transportation Improvement Program (STIP) funds for I-10 Contract 2B - Q2	The allocation request will be submitted for the December 2025 CTC meeting.	Fund Administration
		Request reprogramming of Fiscal Year 2026/2027 STIP funds on National Trails Highway Bridges Phase 1 if project will not be ready for construction - Q3	Because of delays to the estimated approval timeframe of the environmental document for Phase 1, which is Phase 3 of the entire 33-bridge project, staff will recommend reprogramming to Fiscal Year 2027/2028 in the 2026 STIP proposal.	
		Request reprogramming of Fiscal Year 2026/2027 STIP funds on State Route 62 Phase 2B if project will not be ready for construction - Q3	Staff is participating in project meetings with the City of Twentynine Palms and Caltrans and does not anticipate a need for reprogramming but will continue to monitor.	
		Request reprogramming of Fiscal Year 2026/2027 STIP funds on ZEMU purchases if a full funding plan has not been developed - Q3	Staff will continue to monitor viability of full funding plan during 2026 STIP adoption cycle.	
		Request allocation of Planning, Programming and Monitoring funds for Fiscal Year 2026/2027 - Q4	The allocation request will be submitted for the June 2026 CTC meeting.	
		Submit application for programming of Fiscal Year 2026/2027 Local Partnership Program - Formula funds for Phase 3 of the National Trails Highway Bridges project - Q4	Because of delays to the estimated approval timeframe of the environmental document for Phase 3, staff will submit an application for programming in Fiscal Year 2027/2028 by Q4.	
		Develop alternative funding strategy for Baker Bridge construction and National Trails Highway Bridges Phases 1 and 2 if Federal highway sanctions are in place and/or Federal funds for construction will not be obligated by September 2026 - Q4	Baker Bridge is fully funded and will be obligated by September 2026. National Trails Highway Bridges Phases 1 and 2 will likely not meet the September 2026 funding deadline because of environmental delays. Staff is coordinating with San Bernardino County and will be in consultation with SCAG and Caltrans on potential alternatives in Q2 and Q3.	
	Notes			

San Bernardino County Transportation Authority
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Division Strategy: Protect San Bernardino County’s equitable share of available state and federal funds

1C	Action Plan	Milestones	Milestone Status	Responsibility
	Develop funding strategies that maximize resources available and result in opportunities to seize additional state and federal funds.	Award contract for Air Quality Consultant to remain eligible for Federal Congestion Mitigation and Air Quality Improvement funding - Q1	The contract for the Air Quality Consultant is on schedule to be awarded by October 1, 2025.	Fund Administration
		Nominate projects to SCAG for programming of Federal formula funds in accordance with the Project Prioritization Framework adopted by the Board in March 2025 - Q1	Projects were submitted to SCAG on August 1. Awards are anticipated to be approved in November or December 2025.	Fund Administration, Project Delivery, Transit
		Nominate projects to the California State Transportation Agency for programming of the remainder of Senate Bill 125 Transit and Intercity Rail Capital Program and Zero Emission Transit Capital Program funds - Q4	Staff is coordinating the submittal of the third nomination package with transit operators; however, changes to the timing of the availability of SB 125 funds from the State has delayed the entirety of the funds available to Fiscal Year 2027/2028 causing this task to move into future Fiscal Years.	Funds Administration, Transit
		Participate in development of the 2026 STIP Guidelines to seek to align STIP programming with the 2025 Update to the 10-Year Delivery Plan and ensure San Bernardino County receives its equitable share in 2026 STIP – Q3	The proposed STIP programming is scheduled to be approved by the Board in October 2025 and by the CTC in March 2026.	Fund Administration
	Notes			
Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects				
1D	Action Plan	Milestones	Milestone Status	Responsibility
	Establish plan for the 2025 sales tax revenue bond program.	Update bond model with most current revenue and cost projections to prepare for 2025 sales tax revenue bond program - Q1	The bonding schedule has been delayed to align with the anticipated bid opening dates for I-10/Mt Vernon and I-10 Contract 2A. The bond model will be updated in Q2.	Fund Administration
		Work with Finance Department and financial consultant to optimize bond model based on bids received for the I-10/Mt Vernon Interchange and I-10 Contract 2A and the current cost estimate for I-10 Contract 2B for the 2025 sales tax revenue bond program - Q2	On schedule	
	Notes			
Division Strategy: Manage geographic equity in fund distribution across the county				
1E	Action Plan	Milestones	Milestone Status	Responsibility
	Manage long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure.	Facilitate Mountain/Desert Subarea meetings for project identification, prioritization, and allocations for the 2026 Update to the 10-Year Delivery Plan, and present Mountain/Desert Subarea representatives’ recommendations to the Mountain/Desert Policy Committee and Board for approval - Q4	Staff will begin coordinating with Mountain/Desert Subarea jurisdictions in Q3.	Fund Administration
	Notes			
Division Strategy: Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion				
1F	Action Plan	Milestones	Milestone Status	Responsibility
	Manage SBCTA railroad right of way in an efficient and comprehensive fashion.	Ongoing	Ongoing	Transit
	Notes			

Yellow shading means the work is behind schedule
Red text signifies urgent and significant challenges in completing the task

Initiative #2: Engender Public Trust				
Division Strategy: Secure an unmodified opinion of Comprehensive Annual Financial Report (Annual Report)				
2A	Action Plan	Milestones	Milestone Status	Responsibility
	Meet with Executive Board officers and certified public accountant (CPA) firm to cover audit process and timing.	Q4	Met in July to discuss the audit process and timing for the Fiscal Year 2025 audit. This process will be moved to Q1 of each year.	Finance
	Notes			
Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting				
2B	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for Government Finance Officers Association (GFOA) award for the annual financial report.	Q3	On schedule	Finance
	Notes			
Division Strategy: Complete Measure I Biennial Agreed Upon Procedures				
2C	Action Plan	Milestones	Milestone Status	Responsibility
	Complete agreed upon procedures for Measure I programs.	Q2	On schedule	Finance
	Notes			
Division Strategy: Obtain Distinguished Budget Presentation Award				
2D	Action Plan	Milestones	Milestone Status	Responsibility
	Apply for GFOA award for annual budget.	Q1	Completed July 2025.	Finance
	Notes			
Division Strategy: Complete internal control self-assessment to identify areas of improvement.				
2E	Action Plan	Milestones	Milestone Status	Responsibility
	Complete review of annual internal control self-assessment.	Q4	On schedule	Finance
	Notes			
Division Strategy: Implement the Records Retention Schedule				
2F	Action Plan	Milestones	Milestone Status	Responsibility
	Continue with the implementation of the Records Retention Program, including establishing quarterly meetings with records coordinators, two annual clean up days, a system that will assist tracking which documents have passed retention.	Clean up day - Q1 & Q3	Completed Q1.	Executive Administration and Support, Management Services
		Automate retention to remaining libraries in Laserfiche - Q4	On schedule	
		Automate retention to four department sites in SharePoint-Q4	Possibly delayed. Microsoft and IT troubleshooting retention automation module.	
	Notes			
	Q1 - Destroyed 159 boxes, 52 paper files and 22 electronic files.			

San Bernardino County Transportation Authority
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Division Strategy: Streamline Agency Operations				
2G	Action Plan	Milestones	Milestone Status	Responsibility
	Update procurement templates.	Q4	On schedule	Procurement, General Counsel
	Begin implementation of new enterprise resource system (accounting system).	Q1	On target, 8/7/2025 kickoff with initial implementation discussions with vendor ongoing.	Finance, Project Delivery, Management Services
	Implement Microsoft 365 foundation.	Q4	On target, releasing RFP September 2025.	Management Services
	Notes			
Initiative #3: Focus on Creating and Strengthening Collaborative Partnerships with Governmental and Business Entities				
Division Strategy: Work with other governments and business groups to leverage resources for our region's benefit				
3A	Action Plan	Milestones	Milestone Status	Responsibility
	Implement the 5 year SBCOG Work Plan.	Award consultant contract for program management - Q2	Approval set for September 2025 Board.	COG, General Counsel
		Complete Street Vendor Toolkit - Q4	On schedule	
		Initiate Small Business Projects - Q3	On schedule	
		Initiate Speaker Series - Q2	On schedule	
	Initiate the Homeless Strategic Plan.	Establish Advisory Committee - Q2	On schedule	
		Execute consultant contract - Q2	On schedule	
	Establish the Housing Trust Joint Powers Authority (JPA).	Execute JPA - Q2	On schedule	
		Approve Housing Trust Administrative Plan - Q3	On schedule	
	Smart County Master Plan, Amendment No. 1	Initiate planning for CAD-to-CAD with County Fire - Q1	On schedule	
	Continue coordination with Brightline West to support their construction along the San Gabriel Subdivision between I-15 and Cucamonga Station, as well as coordinated development of the Cucamonga Station.	Ongoing	Hesperia station agreements scheduled to be presented to the Board in Q2.	Transit
	Notes			
Division Strategy: Enhance COG role, and leverage synergy of being the CTA and COG				
3B	Action Plan	Milestones	Milestone Status	Responsibility
	Plan annual City/County Conference.	In person conference set for Spring 2026		Legislative/Public Affairs, COG
	Collaborate with member agencies through City/County Manager Technical Advisory Committee (CCMTAC).	Ongoing bi-monthly meetings	Continuous	
	Notes			

Attachment: FY 25_26 Budget Action Plan Quarter 1 (11805 : Fiscal Year 2025/2026 Budget Action Plan -

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San Bernardino County Transportation Authority
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Division Strategy: Enhance SBCOG’s and the region’s ability to compete for grant funding				
3C	Action Plan	Milestones	Milestone Status	Responsibility
	Host grant workshop.	Q4	On schedule	COG
	Communicate grant opportunities to member agencies.	Implement Grant Framework - Q1	On schedule	
		Continue to provide updates to member agencies on new grant opportunities - Ongoing	Ongoing	
	Notes			
Division Strategy: Assist local governments with environmental and efficiency initiatives				
3D	Action Plan	Milestones	Milestone Status	Responsibility
	Work with local agencies with implementation of Zero Emission Vehicle (ZEV) readiness plan and assist in identifying grant opportunities for charging infrastructure.	Ongoing	Working with WattEV on SB 1 grant opportunity in Victorville. Sustainable Infrastructure Prioritization & Methodology is being drafted jointly with COG.	Air Quality/Mobility
	Assist local agencies with reducing energy consumption and achieving savings through formation of the Inland Regional Energy Network (I-REN).	Ongoing	Update at General Policy Committee scheduled for October. SBCTA issued the first Cash for Kilowatts incentive check through the I-REN Program for a completed project with Colton Joint Unified School District in July. A second incentive check for another completed project is scheduled to be issued by the end of this calendar year. Nearly a half million in I-REN related incentive funds will be going to agencies within San Bernardino County.	
	Notes			
Initiative #4: Accelerate Delivery of Capital Projects				
Division Strategy: Support Delivery the West Valley Connector Phase I				
4A	Action Plan	Milestones	Milestone Status	Responsibility
	Complete Stage 3 (South Side of Holt Blvd).	Q1	Delayed to Q2.	Transit
	Notes			
Contractor is currently working on stage 3, and completion has been pushed out to Q2.				
Division Strategy: Produce Zero Emission Multiple Unit				
4B	Action Plan	Milestones	Milestone Status	Responsibility
	Start revenue service using ZEMU.	Q1	Start of revenue service scheduled for 9/13/2025.	Transit
	Complete construction of hydrogen fuel station.	Q4	On schedule	
	Complete construction of maintenance facility retrofit.	Q1	On schedule	
	Notes			
Regulatory approvals needed from the Federal Railroad Administration for the start of revenue service were received in Q1, and the start of operations is scheduled for September 13, 2025.				

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San Bernardino County Transportation Authority
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Division Strategy: ONT Connector				
4C	Action Plan	Milestones	Milestone Status	Responsibility
	Award design-build contract.	Q2	On schedule	Transit
	Apply for Transit and Intercity Rail Program Grant.	Q2	No changes. TIRCP guidelines have not been released.	
	Submit FTA New Starts Rating Package.	Q4	On schedule	
	Notes			
	RFP proposals are scheduled to be submitted by the end of September, and then will be evaluated by the end of Q2.			
Division Strategy: Delivery of Capital Projects - Environmental Reports Milestones (Highway/Roadway):				
4D	Action Plan	Milestones	Milestone Status	Responsibility
	SR 62 Sage to Airway	Start Environmental - Q1	Delayed to Q2 due to Caltrans delay of PID cooperative agreement.	Project Delivery
	SR 18 - US 395 to LA County Line	Start Environmental - Q1	On target, no change.	
	I-15 Cajon Pass Truck Climbing Lane	Start Environmental - Q2	Accelerated to Q1, ahead of target.	
	Notes			
Division Strategy: Delivery of Capital Projects - Construction Milestones (Highway/Roadway):				
4E	Action Plan	Milestones	Milestone Status	Responsibility
	I-10 Mount Vernon Avenue	Start Construction - Q2	On target, no change.	Project Delivery
	I-215 Bi-County/Segment 5 Landscaping	Start Construction - Q3	Accelerated to Q2, ahead of target.	
	SR-210 Waterman Avenue	Complete for Beneficial Use - Q2	On target, no change.	
	I-10 Cedar Avenue	Complete for Beneficial Use - Q4	Delayed to Q2 of 2027 due to railroad work window delays.	
	Notes			
Division Strategy: Delivery of Express Lanes Projects				
4F	Action Plan	Milestones	Milestone Status	Responsibility
	I-10 Corridor Freight and Express Lanes Project Contract 2A	Start Construction - Q3	On target, no change.	Project Delivery, Express Lanes
	I-10 Corridor Freight and Express Lanes Project Contract 2B	PS&E approval - Q1	Delayed to Q2. See note.	
	I-15 Corridor Freight and Express Lanes Project (Contract 1)	Construction- 40% Complete Q4	On target, no change.	
	Notes			
	Rollout for 2A and 2B were planned to start construction 6 months apart. Therefore, when 2A is delayed, 2B is automatically delayed.			

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Division Strategy: Support Delivery of Gold Line (GL)				
4G	Action Plan	Milestones	Milestone Status	Responsibility
	Monitor SBCTA funding gap and LA Metro funding commitment to build to the County line.	To be determined, depends on GL Authority (GLA) securing funding	No changes	Transit
	Present Funding Agreement and Operations and Maintenance Agreement to SBCTA Board.	To be determined, depends on GLA securing funding	No changes	
	Notes			
	Memorandum of Understanding (MOU) under development with Foothill Gold Line Construction Authority. Total project cost to complete is estimated to be \$145 million to \$244 million. Total funding allocated to the project is \$80 million, with \$78.4 million available for remaining work. The status of the project and the funding are scheduled to be presented to the Board in Q1 (September 2025).			
Initiative #5: Maximize Funding Opportunities and Cost-Effectiveness of Investments				
Division Strategy: Conduct regional forums to discuss issues of importance across our region				
5A	Action Plan	Milestones	Milestone Status	Responsibility
	Advocate for policies and funding formulas at the state and federal levels that are favorable for SBCTA to construct and deliver transportation projects.	Ongoing		Legislative/Public Affairs
	Support for legislation regarding progressive design build delivery and oppose legislation that would adversely impact transportation funding. Build coalitions in support of state and federal transportation grant applications and budget items as well as additional transit operational funding. Maintain good working relationships and communication with state and federal officials.	Ongoing		
	Notes			
Division Strategy: Operate and Maintain SB Express Lanes				
5B	Action Plan	Milestones	Milestone Status	Responsibility
	I-10 Corridor Freight and Express Lanes Project (Contract 1) Operations and Maintenance.	Ongoing	No changes	Express Lanes
	Optimize Express Lanes Operations and Maintenance through technology and process innovations.	Ongoing	No changes	
	Occupancy Detection System Pilot.	Q4	On schedule	
	Enhance traveler information dissemination related to Express Lanes usage.	Ongoing	No changes	
	Manage SB Express Lanes Walk-In Center and sbexpresslanes.com website.	Ongoing	No changes	
	Improve sbexpresslanes.com "Pay Online" user experience and notifications.	Q2	Ahead of target, implemented new "pay online" email notification on SBExpresslanes.com in Q1.	
	Explore incentive options on SB Express lanes for transit users.	Q4	On schedule	
	Monitor SB Express Lanes customer satisfaction and enhance customer experience.	Ongoing	No changes	
	Notes			

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Initiative #6: Awareness of SBCTA Programs, Services, and Transit Options				
Division Strategy: Build awareness of SBCTA programs and services				
6A	Action Plan	Milestones	Milestone Status	Responsibility
	Highlight Measure I's contributions to the region's transportation system. Annual state of transportation event; monthly blog series "Measure I (Impact)".	Ongoing	Measure I education initiative includes presentations to city councils, new collateral materials, and ad campaign to highlight the benefits of Measure I.	Legislative/Public Affairs, Fund Administration
	Market SBCTA identity, promote awareness of programs and services. Employee spotlight blog series.	Ongoing		Legislative/Public Affairs
	Market SB Express Lanes, promote FasTrak account opening and Low income and Disabled Veteran Program.	Ongoing	No changes	Legislative/Public Affairs, Express Lanes
	Notes			
Division Strategy: Leverage and grow public outreach and communication services				
6B	Action Plan	Milestones	Milestone Status	Responsibility
	Continue to enhance traditional and social media presence by providing project updates, alerts, and information.	Ongoing	Measure I education initiative includes transit education collateral.	Legislative/Public Affairs
	Utilize On-Call Public Outreach Contracts, On-Call Graphic Design Services Contracts, Marketing & Branding Services Contract to utilize new tools and capitalize on communication opportunities throughout the region.	Ongoing		Legislative/Public Affairs, Transit
	Utilize On-Call Graphic Design Services Contracts & Marketing and Branding Services Contract to support each department in their efforts to communicate internally and externally.	Ongoing		Legislative/Public Affairs, Fund Administration
	Notes			
Division Strategy: Highlight transit options in San Bernardino County				
6C	Action Plan	Milestones	Milestone Status	Responsibility
	In partnership with transit operators, highlight transit connectivity options in the region. Provide legislative information and updates, advocate at the state and federal levels for transit maintenance and operations funding.	Ongoing	Continued coordination with the Transit and Public Affairs Department.	Legislative/Public Affairs, Transit
	Notes			
Initiative #7: Long Range Strategic Planning				
Division Strategy: Develop regional and county-level transportation strategies				
7A	Action Plan	Milestones	Milestone Status	Responsibility
	Prepare for the 2028 Southern California Association of Governments (SCAG) Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).	Work with SCAG to establish project schedule - Q2	Attending SCAG Planning TAC meetings to coordinate demographic forecasting process with counties.	Planning, Fund Administration
		Begin setting up San Bernardino County Growth Projection Model - Q3	On schedule	
	Notes			

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Division Strategy: Conduct strategic planning of Measure I projects and update policies to be consistent with practice				
7B	Action Plan	Milestones	Milestone Status	Responsibility
	Maintain Measure I Strategic Plan Parts 1 and 2.	Ongoing	No updates this quarter. Discussing how Strategic Plan could change with a new Measure I 3.0.	Planning, Fund Administration
	Notes			
Division Strategy: Provide current, quality planning data				
7C	Action Plan	Milestones	Milestone Status	Responsibility
	Support other departments with data analysis and mapping/geographic information system (GIS).	Ongoing	Provided analytical support for SB 1 TCEP intake forms for submission to Caltrans - Cajon Pass Truck Climbing Lane Extension and SR 18.	Planning
	Update and maintain SBTAM "Plus" modeling system.	Ongoing	Responding to model requests.	
	Incrementally implement an SBCTA agency-wide data and analytics dashboard.	Ongoing	Working on dashboard to support interdepartmental needs, especially on project status.	
	Notes			
Division Strategy: Conduct subarea and modal studies				
7D	Action Plan	Milestones	Milestone Status	Responsibility
	State Route 247/62 Emergency Bypass Lane Study.	Complete Phase 1 - I-15 Alternate Route Strategy - Q1	Phase 1 Emergency Bypass Strategy completed and reported to both MVSS and MDC.	Planning
		Complete Phase 2 - Identify geometric/operational improvements on SR 247, 62, and other key alternate routes to I-15 - Q4	On schedule. Key bottlenecks identified for further analysis.	
	Notes			
Initiative #8: Environmental Stewardship, Sustainability, and Grant Applications				
Division Strategy: Monitor and Provide Input to State, Federal, and Regional Plans and Guidelines				
8A	Action Plan	Milestones	Milestone Status	Responsibility
	Provide technical comments on draft reports, plans, and guidelines from Caltrans, CTC, OPR, CARB, CalSTA, and other state agencies.	Ongoing	Submitted comments on Transit Transformation Task Force through SCAG letter to CalSTA.	Planning, COG
	Prepare Grant Applications for state (e.g. SB 1, Active Transportation, TIRCP, etc.), federal (e.g. RAISE, BUILD, etc.) and other funding.	Ongoing	Prepared SB 1 Caltrans Intake Forms requesting partnerships on I-15 Truck Climbing Lane Extension and SR 18 Freight and Safety Project for TCEP plus ONT Connector for SCCP.	Planning, Fund Administration
	Notes			

San Bernardino County Transportation Authority
Fiscal Year 2025/2026 Budget Action Plan

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Division Strategy: Assist jurisdictions, developers, and other stakeholders with area-wide sustainability studies				
8B	Action Plan	Milestones	Milestone Status	Responsibility
	Implementation of SBCTA Regional Vehicle Miles Traveled (VMT) Mitigation Bank -Regional Early Action Planning (REAP) 2.0 Funded Program.	VMT App Development and Testing - Q2	On schedule	Planning
		VMT Mitigation Bank Pilot Program Recruitment and Implementation Plan - Q2	On schedule	
		VMT Bank Pilot Program Launch - Q3	On schedule	
	Conduct Caltrans Emergency Evacuation Network Resilience Study (EENR).	Complete SB 99 and AB 747 Compliance Assessments - Q2	Completed in Q1.	
		Complete EENR Report - Q4	On schedule	
	Countywide Evacuation and Resiliency Center Design (ERCD) Study.	Begin Study - Q1	On schedule, under contract and being passed to COG for management.	
	Regional GHG Reduction Plan Implementation through EPA Climate Pollution Reduction Grant (CPRG) Program.	Final Draft - Q2	On schedule	
	Assist local agencies with housing initiatives under REAP 2.0. - County Transportation Commission Partnership Program.	Final PS&E Packet - Q4	On schedule, with extensions being requested from SCAG for several projects through December 2026.	
	Notes			
Division Strategy: Prepare effective active transportation plans				
8C	Action Plan	Milestones	Milestone Status	Responsibility
	Implement Safe Routes to School Program (with SBCSS and the County DPH).	Complete Programs - Q2	On schedule	Planning
	Implementation of Active Transportation Projects on the priority list.	Ongoing	On schedule	
	Manage Transit Development Act (TDA) Article 3 bike/pedestrian project invoicing.	Call for Projects - Q1	On schedule. TDA project submissions received and being evaluated.	
	Notes			
Division Strategy: Develop and administer programs to improve the efficient use of our existing freeway network				
8D	Action Plan	Milestones	Milestone Status	Responsibility
	Manage the Southern California 511 (SoCal 511) program with other County Commissions.	Ongoing	Continuing 511 services. Conducting analysis of potential limited number sites for remote connectivity.	Air Quality/Mobility
	Administer Freeway Service Patrol (FSP) to improve traffic safety, reduce congestion and traffic delays.	Present annual report to Board - Q4	On schedule	
	Notes			

Attachment: FY 25_26 Budget Action Plan Quarter 1 (11805 : Fiscal Year 2025/2026 Budget Action Plan -

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Division Strategy: Support access to jobs, healthcare, and education while reducing roadway congestion

8E	Action Plan	Milestones	Milestone Status	Responsibility
	Administer multi-modal programs to reduce congestion and improve quality of life including coordination with transit providers and Consolidated Transportation Service Agencies (CTSA) serving San Bernardino County.	Work with the transit providers and CTSA, to implement key activities identified in Short-Range Transit Plans based on the approved Public Transit-Human Services Transportation Coordination Plan – Q3	Ongoing	Transit, Planning
	Notes			

Initiative #9 Meet SBCTA/SBCOG Engagement Framework Goals

Division Strategy: Ensure SBCTA/SBCOG Engagement Framework goals met for internal structure and policies

9A	Action Plan	Milestones	Milestone Status	Responsibility
	Complete SBCTA/SBCOG Engagement Framework.	Q1	On schedule. Update scheduled for September GPC.	COG
	Notes			

Minute Action

AGENDA ITEM: 4

Date: September 10, 2025

Subject:

Revisions to Policies No. 11000 and 10006

Recommendation:

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

Approve revisions to Contracting and Procurement Policy No. 11000 and Claims Policy No. 10006 to include revisions to definitions and update Risk Manager references.

Background:

Policies and procedures are reviewed on a routine basis to help identify any changes that will ensure the effective operations of the agency. Staff is recommending approval of updates to Contracting and Procurement Policy No. 11000 to include the addition of provision for single-source contracts and to update references to the Risk Manager.

Policy No. 11000 was originally adopted in January 1997, and several revisions have been made since. As part of this update to the policy, staff requests to include a new provision to allow for single-source contracts, under Section VI. Exceptions. The addition of provision for single-source contracts will ensure that all items are being classified properly and the sole source provision is not relied on for procurements that are not truly sole source. The difference between a single-source and a sole source is for a single-source there may be multiple vendors that do the type of work or have the supplies needed, but San Bernardino County Transportation Authority (SBCTA) would be able to choose a specific vendor based on qualifications or competitive pricing that best matches the needs of SBCTA. A sole source is where there is only one vendor or supplier able to provide those services or items. Adding a provision for single-source procurements, will ensure SBCTA is able to streamline the procurement process for certain services such as employee training, guest speakers, and other items. Single-source procurement would not be used for Architectural and Engineering contracts such as program management, construction management, feasibility studies, preliminary engineering, and design. It also would not be used for construction projects or any projects that are state or federally funded.

Policy 11000 will also update section “IX. Delegation of Authority to Act upon Special Risks or Circumstances related to Insurance Requirements in Awarded Contracts, Purchase Orders, and License/Lease Agreements” to remove references to the Risk Manager and Director of Special Projects and Strategic Initiatives, positions that no longer exist at SBCTA, and replace those instances with the Deputy Executive Director and Procurement Manager, as appropriate.

Staff is also requesting approval of revisions to Claims Policy 10006 Authority to Act Upon Certain Claims to update the Risk Manager references.

Financial Impact:

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

Reviewed By:

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

Entity: San Bernardino County Transportation Authority

General Policy Committee Agenda Item
September 10, 2025
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Responsible Staff:

Alicia Bullock, Procurement Manager

Approved
General Policy Committee
Date: September 10, 2025

Witnessed By:

San Bernardino County Transportation Authority

San Bernardino County Transportation Authority	Policy	11000
Adopted by the Board of Directors January 3, 1997	Revised	<u>4/2/25</u> 10/1/2025
Contracting and Procurement Policy	Revision No.	287

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

This policy establishes contracting and procurement standards to guide the selection of the most qualified vendors to perform services to the best advantage of the Agency and to acquire goods at a fair and reasonable price. It provides guidance to San Bernardino County Transportation Authority (SBCTA) staff with respect to policy considerations adopted by the SBCTA and San Bernardino Associated Governments (SANBAG or SBCOG) Board of Directors.

II. REFERENCES

[Policy 10025](#), Guidelines for Agenda Materials.

California Government Code § 4525 et seq.;

Public Contract Code; and Public Utilities Code §§ 130221–130239.

2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (see Procurement Standards 2 CFR sec. 200.317 through 200.326).

2 CFR Chapter XII—Department of Transportation, Part 1201—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; (see 2 CFR sec. 1201.317).

40 USC Chapter 11 (Brooks Act), Selection of Architects and Engineers.

23 CFR part 172, Procurement, Management, and Administration of Engineering and Design related services.

California Department of Transportation Local Assistance Procedures Manual.

Federal Transit Administration Circular 4220.1F, Third Party Contracting Guidance.

III. POLICY

All procurement activity on behalf of SBCTA and SBCOG is required to demonstrate that the expenditure of funds is conducted in an honest, competitive, fair, and transparent manner that achieves the best value for money and protects the agency's reputation.

IV. GENERAL

A. Definitions

Awarding Authority means the Board, a Board Committee, or the Executive Director to whom the Board delegated authority to award a contract or purchase order under this Policy or by other action of the Board.

Construction (Public Works) as defined by Public Contract Code (PCC) § 22002, means construction, reconstruction, erection, alteration, renovation, demolition, painting, and repair work

involving any publicly owned, leased or operated facility, building, structure, real property, street or highway, or other public improvement of any kind.

Contract means an agreement with a third party for acquisition of Goods, Services or Construction work.

Change Order is a written order issued after execution of a construction contract authorizing: (1) an addition, deletion or revision to the Work; (2) adjustment in the contract amount; and/or (3) adjustment to the performance time.

Executive Director means the Executive Director of SBCTA and shall be deemed to include any designee specified by the Executive Director to act in his or her behalf.

Goods means supplies, materials, equipment, and other movable/tangible things.

Independent Cost Estimates (ICE) means the best 'estimate' as to the cost of the Goods, services or construction work being procured. The method and degree of analysis is dependent on the complexity of the Goods, services or construction work being procured. An ICE should be prepared in advance of the receipt of any bids or proposals, amendments or Change Orders. The United States Department of Transportation, Federal Highways Administration and Federal Transit Administration require recipients of federal dollars to "perform a cost or price analysis in connection with every procurement action, including contract modifications..." The starting point for cost or price analysis is the development of an ICE which should be used in the evaluation of the consultant's or contractor's price proposal.

Invitation for Bids (IFB) means a competitive procurement process that requires the award be made to the lowest responsive responsible bidder whose bid conforms to all the material terms and conditions of the IFB.

Invitation for Quotes (IFQ) means a competitive procurement process which the award of a contract or purchase order will be to the lowest responsive responsible bidder whose bid conforms to SBCTA's requirements or is most advantageous to the agency based on price and other factors considered.

Non-Procurement Agreement refers to an agreement other than those utilized to acquire Goods, Services, and Construction work, which includes but is not limited to, a cooperative agreement, memorandum of understanding, and revenue/funding agreement.

Non-Professional Services means janitorial, maintenance, security, advertising, printing, postal, landscape maintenance, including mowing, weeding, watering, trimming/pruning, planting, and servicing of irrigation and sprinkler systems, the maintaining or servicing of Goods, and other services that are not deemed a professional service.

Procurement Professional means procurement staff responsible for overseeing the Procurement Solicitation.

Procurement Solicitation means Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Quotes (IFQ), or other forms of written or verbal solicitations for the procurement of Goods, Non-Professional and Professional Services, and Construction work.

Professional Services (A & E) means program management, construction management, feasibility studies (includes environmental studies and analysis), preliminary engineering, design, engineering, surveying, mapping, or other professional services of an architectural or engineering nature that are required to be performed or approved by a person licensed, registered, or certified to provide such services.

Professional Services (Non A & E) means advisory, information technology, legal, financial, accounting, auditing, legislative advocacy, marketing, freeway service patrol, program management, and any other services which involve the exercise of professional discretion and independent

judgment based on advanced or specialized knowledge, expertise or training gained by formal studies or experience, but excludes Professional Services (A & E).

Purchase Order (PO) is a written authorization issued by a buyer committing to pay the seller for the sale of specific Goods or services to be delivered in the future.

Receivable means any agreement by in which the agency expects to receive monetary or in-kind value.

Request for Information (RFI) means a solicitation used to obtain general information about products, services, or suppliers.

Request for Proposal/Request for Qualifications (RFP/RFQ) means a competitive procurement process that requires evaluation of a consultant's proposal and qualifications.

Split Procurement means a willful splitting of a single transaction into a series of transactions for the purpose of evading the applicable procurement requirements.

B. Standard Requirements

1. Concurrence. All Contracts shall be reviewed by the Procurement Manager prior to approval by the Board or the Executive Director. The Procurement Manager's concurrence ensures the procurement process was completed in accordance with SBCTA policies and procedures, and applicable State and/or Federal contracting laws
2. Consultant Selection. When procuring a consulting firm for architectural and engineering services utilizing federal funds through Caltrans, SBCTA will advertise, award and administer the project in accordance with Caltrans current Local Assistance Procedures per 23 CFR part 172 unless otherwise stated in the executed Caltrans project-specific Program Supplement.
3. Contract Provisions. All Contracts shall specify a period of performance, description of the function to be performed, total contract amount, and appropriate performance standards.
4. Contract Term. Unless otherwise authorized by the Board, the maximum term for Contracts or Purchase Orders shall be five years, with the following exceptions: (1) Contracts or Purchase Orders for software related maintenance and support services can have a period of up to 10 years; (2) Contracts or Purchase Orders for software agreements, including but not limited to, licenses and subscriptions may be for any period of time, including perpetual.
5. Federal/State Requirements. When utilizing state and federal funds which require more rigorous or different procurement standards than required by this policy, such standards will apply. SBCTA is responsible for ensuring that such standards, including those set out in 2 CFR part 200 and 2 CFR part 1201, are met and are included in appropriate Contracts.
6. Independent Cost Estimate (ICE). Except for purchases under \$1,000, an ICE is required for every procurement action.
7. Insurance. SBCTA's ~~Risk Manager~~Procurement Manager is responsible for: 1) ensuring that all insurance requirements are reviewed and approved prior to the solicitation being released for all procurements, and 2) reviewing certificates of insurance and endorsements for compliance with Contract and Purchase Order requirements.
8. Legal Counsel Review. All Contracts shall be reviewed by legal counsel prior to approval by the Board or the Executive Director. All Contracts will be approved as to form by legal counsel prior to execution by SBCTA.
9. Non-Discrimination. All Contracts shall contain a standard non-discrimination clause.
10. Split Procurements. Under no circumstances shall related procurement activity be split into subparts, smaller similar actions, multiple purchases or orders to avoid compliance with the

applicable competitive selection process, avoid requirements of higher approval authority for a contract or amendment, or otherwise circumvent SBCTA procurement policies and/or procedures.

11. Written Contracts and Non-Procurement Agreements. All Contracts and Non-Procurement Agreements shall be in writing and signed by authorized representatives of all parties.

V. TYPES OF PROCUREMENTS

A. Goods – Competitive Procurement

1. Informal Procurement (PUC § 130232(b))

The following procedures will generally be used when each expected procurement for Goods is valued in excess of \$5,000, but not exceeding \$100,000:

- a. Whenever possible, informal procurements should be based on the solicitation of at least three (3) bids, either written or oral, that permit prices and terms to be compared.
- b. An IFQ or letters may be required if the Goods being requested require more detailed bids. IFQ or letters will be issued to a limited number of prospective bidders.
- c. Award of a Purchase Order or Contract will be to the lowest responsive responsible bidder whose bid conforms to SBCTA's requirements or is most advantageous to the agency based on price and other factors considered.
- d. SBCTA will document the results of all such informal procurement actions.

2. Formal Procurement (PUC § 130232(a))

The following applies to procurements valued in excess of \$100,000:

- a. An Invitation for Bids (IFB) will be distributed and a notice inviting bids will be published at least once in a newspaper of general circulation or the equivalent. The publication shall be made at least 10 days before the date for the receipt of the bids. The competitive sealed bid method will be used.
- b. A control record will be maintained as the IFB is distributed, indicating the date, time, and/or place of distribution or notice. The record shall contain the names and addresses of offerors receiving the IFB and details regarding the publication of the notice of IFB. The control record shall be used as a mailing or distribution list for the issuance of notices relative to the IFB and as a verification record in the case of vendor protests.
- c. Award of a Contract or Purchase Order shall be made to the lowest responsive responsible bidder whose bid conforms to all the material terms and conditions of the IFB.
- d. The Board, at its discretion, may reject any and all bids and readvertise.

3. Amendments:

Contracts and Purchase Orders may be amended to add quantities, increase compensation, and/or extend the delivery period for Goods that were listed in the original competitive procurement process, provided the proposed amendment complies with one or more of the following circumstances.

- a. Cumulatively, any additional quantity does not exceed 25% of the quantity listed in the original competitive procurement process; or
- b. An ICE prepared in advance of the proposed amendment demonstrates it would be more cost effective to amend the Contract or Purchase Order to add quantities than procuring the additional quantities under a separate procurement process.

B. Construction – Competitive Procurement

1. Informal Procurement

The following generally applies to Construction procurements valued at \$25,000 or less:

- a. Whenever possible, informal procurements should be based on the solicitation of at least three (3) bids.
- b. An Invitation for Quotes (IFQ) will be issued to a limited number of prospective bidders.
- c. Award of a Contract will be to the lowest responsive responsible bidder whose bid conforms to the SBCTA's requirements.
- d. SBCTA will document results of all such informal procurement actions.

2. Formal Procurement

The following applies to Construction procurements in excess of \$25,000. (PUC § 130232)

- a. An Invitation for Bids (IFB) will be distributed and a notice inviting bids will be published at least once in a newspaper of general circulation or the equivalent. The publication shall be made at least 10 days before the date for the receipt of the bids. The competitive sealed bid method will be used.
- b. A control record will be maintained as the IFB is distributed indicating the date, time, and/or place of distribution or notice. The record shall contain the names and addresses of offerors receiving the IFB and details regarding the publication of the notice of IFB. The control record shall be used as a mailing or distribution list for the issuance of notices relative to the IFB and as a verification record in the case of vendor protests.
- c. Award of a Construction Contract shall be made to the lowest responsive responsible bidder whose bid conforms to all the material terms and conditions of the IFB.
- d. Award of a Construction Contract may proceed directly to the Board without prior review or recommendation by a Board Committee if the Contract award recommended is to the lowest responsive responsible bidder.
- e. The Board, at its discretion, may reject any and all bids and re-advertise.

3. Amendments

Contracts may be amended to extend the term, increase the not-to-exceed amount of the contract, or as otherwise needed.

C. Professional Services (A & E) – Qualifications Based Procurement

1. Informal Procurement

The following generally applies to Professional Services (A & E) procurements valued at \$25,000 or less:

- a. An Invitation for Quotes (IFQ) will be issued to a limited number of prospective proposers.
- b. Whenever possible, informal procurements should be based on the solicitation of at least three (3) proposals.
- c. Award of a Contract will be made to the consultant whose proposal conforms to the requirements of the IFQ and is most advantageous to the agency based on price and other factors considered.
- d. SBCTA will document results of all such informal procurement actions.

2. Formal Procurement

The following applies to Professional Services (A & E) procurements valued at more than \$25,000:

- a. The Request for Proposal (RFP)/Request for Qualifications (RFQ) process will be used to solicit proposals.
- b. These Contracts shall be awarded based upon demonstrated competence and professional qualifications and capabilities necessary to perform the services at a fair and reasonable price. This procurement process does not require award to the lowest cost proposer.
- c. Staff will maintain a control record as RFP packets are distributed indicating the date and time of distribution. The record shall contain the names and addresses of consultants receiving the RFP and attendance at pre-proposal conferences, if any.
- d. Pre-proposal conferences will be held, when appropriate, to discuss the basic requirements such as instructions to the consultants, funding, Contract type, evaluation criteria, and specific points that should be addressed in each proposal.
- e. Special consideration is required in the instances of a formal competitive process resulting in only one response. In those instances, SBCTA staff shall evaluate factors relative to the competitive process, including adequacy of notification to qualified competitors, requirements of the RFQ/RFP, the amount of time provided to respond to the RFQ/RFP, adequacy of the one proposal received, and urgency. After such an analysis, the Executive Director shall make a recommendation to either accept or reject the proposal. Each circumstance will require consideration of facts relevant to the specific solicitation and work to be performed.

3. Amendments:

- a. The Board or the Executive Director may periodically approve amendments to professional and technical services consulting Contracts contingent upon consultant performance and negotiation. Amendments may address all Contract components, but typically relate to increased cost, the period of performance to accomplish the project, or adjustments to the scope of work.
- b. Amendments to increase the cost and/or period of performance of an established scope of work are approved as a matter of prudence and necessity. These result from increased difficulty or range of work effort to accomplish the defined scope. Examples requiring such amendments include actions in response to review comments, the imposition of new state or federal regulations, various design complications, and other factors generally beyond the consultant's control and not anticipated during the initial cost proposal.
- c. In those instances where it has been determined that professional services are required beyond the term of the existing Contract, the standard practice shall be for the Contract to be reviewed prior to the end of the contracted performance period and assessed relative to (1) the scope and continued need for the function performed, (2) the adequacy of performance under the Contract, and (3) other terms and conditions of the Contract.
- d. Unless otherwise disallowed, it may be prudent for staff to recommend in favor of Contract amendments in the following instances, after staff analyzes each Contract based upon the specific project needs and includes justification for such recommendation in the report to the Board or Executive Director:
 - i. When the amendments are the result of an increase in the scope of work for the same project, wherein the qualifications and experience required to perform the additional tasks were clearly examined as part of the prior competitive process.
 - ii. When, on the basis of a specific finding or competitive process prior to approval of the original Contract, the consultant was determined to be the most qualified and responsive to undertake the work addressed by the Contract amendment.
 - iii. Where the consultant, based upon findings presented to the Board, is found to be preeminently positioned to perform the work due to its: (1) specific qualifications, (2) unique knowledge of the project, or (3) unique knowledge of the work required.

D. Non A & E Services (Non A & E Professional Services and Non-Professional Services) – Qualifications Based Procurement

1. Informal Procurement

- a. The provisions of Section V.C.1 for the Informal Procurement for A & E Professional Services Contracts generally apply to Non A & E Professional Services procurements.
- b. The provisions of Section V.A.1 for the Informal Procurement for Goods generally apply to Non-Professional Services procurements.

2. Formal Consultant Selection Process

The provisions of Section V.C.2 for the Formal Procurement for A & E Professional Services Contracts generally apply to Non A & E Services procurements. Award of a Contract will be made to the consultant whose proposal conforms to the requirements of the RFP and is most advantageous to the agency based on qualifications, price and other factors considered.

3. Amendments

- a. The Board or the Executive Director may periodically approve amendments to Non-A & E Professional and Non-Professional Services Contracts contingent upon consultant performance and negotiation. Amendments may address all Contract components, but typically relate to increased cost, the period of performance to accomplish the project, or adjustments to the scope of work.
- b. Amendments to increase the cost and/or period of performance of an established scope of work are approved as a matter of prudence and necessity. These result from increased difficulty or range of work effort to accomplish the defined scope.
- c. In those instances where it has been determined that Non A & E Professional Services or Non-Professional Services are required beyond the term of the existing Contract, the standard practice shall be for the Contract to be reviewed prior to the end of the contracted performance period and assessed relative to (1) the scope and continued need for the function performed, (2) the adequacy of performance under the Contract, and (3) other terms and conditions of the Contract.
- d. It may be prudent for staff to recommend in favor of Contract amendments in the following instances, after staff analyzes each Contract based upon the specific project needs and include justification for such recommendation in the report to the Board or Executive Director:
 - i. When the amendments are the result of an increase in the scope of work for the same project, wherein the qualifications and experience required to perform the additional tasks were clearly examined as part of the prior competitive process.
 - ii. When, on the basis of a specific finding or competitive process prior to approval of the original Contract, the consultant was determined to be the most qualified and responsive to undertake the work addressed by the Contract amendment.
 - iii. Where the consultant, based upon findings presented to the Board, is found to be preeminently positioned to perform the work due to its: (1) specific qualifications, (2) unique knowledge of the project, or (3) unique knowledge of the work required.

VI. EXCEPTIONS

A. Non-Competitive Procurements

Any recommendation for approval of a Contract or Purchase Order for which a competitive process has not been completed shall contain justification for the lack of competition based on the following standards, and any Contracts or Purchase Orders exceeding the Executive Director's authority must be presented to the Board for approval, specifically calling out the Non-Competitive finding, and shall be placed on the discussion calendar.

- 1. Competitive processes are not required for purchases of Goods and services under \$5,000, but the prices shall be reasonable. No ICE is required. Selection should be based on quality and cost. To the extent practicable, purchases must be distributed equitably among qualified suppliers or vendors.

2. Services – Sole Source

- a. In those instances when it may be necessary or prudent to enter into sole source Contracts or Purchase Orders, specific approval shall be required.
- b. All sole source Contracts or Purchase Orders shall be governed by the following guidelines:
 - i. Sole source Contracts or Purchase Orders may be recommended for approval upon a finding of appropriateness and that it is in the best interest of the agency to do so.
 - a. Contracts or Purchase Orders may be recommended for approval on a sole source selection based upon a requirement for unique qualifications, the existence of significant time constraints, substantial duplication costs, and/or in certain instances of demonstrated experience.
 - b. After solicitation of a number of sources, the competition is determined inadequate.

3. Services – Single Source

- a. In those instances when it may be necessary or prudent to enter into a single source Contracts or Purchase Orders, specific approval shall be required, as set forth herein.
- b. All single source Contracts or Purchase Orders shall be governed by the following guidelines:
 - i. Single source Contracts or Purchase Orders may be recommended for approval on a single source selection based upon a requirement for unique qualifications, the existence of significant time constraints, substantial duplication costs, and/or demonstrated experience.
 - ii. A&E projects and Construction cannot be procured as a single source.
 - iii. Single source procurement cannot be used for state or federally funded contracts. cannot be included as a single source.
- c. The following may be procured non-competitively:
 - i. Subscriptions to professional and scholarly journals
 - ii. Staff Training

4. Goods – Single Source

Pursuant to Public Utilities Code § 130237, the Board may direct the purchase of any Goods without engaging in a competitive procurement process upon a finding by two-thirds (2/3) of all Board members that there is only a single source of procurement and the purchase is for the sole purpose of duplicating or replacing the supply, equipment, or material already in use.

54. Uniformity Exemption for technology related procurements

For non-federalized purchases, the competitive process shall not apply to purchases of software licenses/subscriptions and maintenance support services that are required to maintain compatibility, functionality, or conformity with existing designs, products, equipment, facilities, systems, software, technologies, standardizations, proprietary product and the like (i.e., an article of a specified brand or trade name is the only article that will properly meet the needs of SBCTA), or to maintain current warranties, or are the "only authorized distributor". All federalized technology purchases shall be in compliance with requirements stipulated by the associated funding source.

B. Cooperative Procurements (piggybacking)

SBCTA may contract with the vendor or supplier of any federal, state or local governmental department or agency (Public Agency) that has selected the vendor or supplier after complying with the Public Agency's competitive procurement requirements, and if it is in the best interest of SBCTA to do so. SBCTA's Procurement Manager will determine whether the purchase of Goods and services directly from the vendor or supplier of a Public Agency is in the best interest of SBCTA based upon price, quality and whether the terms and conditions of the cooperative procurement Contract meet SBCTA's procurement policy.

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C. Emergency Procurements (PUC § 130234)

In the event of great public calamity, as defined by Public Utilities Code § 130234, the Board may declare and determine, by resolution adopted by two-thirds (2/3) vote of all its members, that public interest and necessity demand the immediate expenditure of funds to safeguard life, health, or property, and enter into a Contract without observance of the provisions of this policy and/or Public Utilities Code § 130232.

D. Remedial Measures (PUC § 130235)

Upon determining that immediate remedial measures are necessary to avert or alleviate damage to property, or to replace, repair, or restore damaged/destroyed property in order to ensure that SBCTA's facilities are available to serve the transportation needs of the public, and upon determining that available remedial measures are inadequate, including the procurement of Goods and services or construction in accordance with Public Utilities Code §§ 130232-130234, the Executive Director may authorize the expenditure of funds for the procurement of Goods and services without observance of the provisions of this policy and/or Public Utilities Code §§ 130232-130234. The Executive Director shall submit a report to the Board explaining the necessity of any such expenditure.

E. Prototype Equipment (PUC § 130236)

Upon a finding by two-thirds (2/3) vote by all members of the Board that a proposed competitive bid or open market purchase, in accordance with Public Utilities Code §§ 130232 and 130233, does not constitute an adequate method of procurement for the operation of SBCTA facilities or equipment, the Board may direct the procurement of prototype equipment or modifications in an amount sufficient to conduct and evaluate operational testing without further observance of the provisions of this policy and/or Public Utilities Code § 130232.

F. Specialized Equipment (PUC § 130238)

The Board may, upon a finding by two-thirds (2/3) vote by all its members, direct that the procurement of (1) specialized rail transit equipment, including rail cars, and (2) computers, telecommunications equipment, fare collections equipment, microwave equipment, and other related electronic equipment and apparatus be conducted through competitive negotiation as set forth in Public Utilities Code § 130238.

G. Open Market (PUC § 130233)

If after rejecting bids received from a formal competitive procurement process, the Board determines by a majority vote that the Goods may be purchased at a lower price in the open market, the procurement of such Goods or services may proceed without further observance of the provisions of this policy regarding Contracts, bids, advertisement, or notice.

H. Design-Build

Procurements may be authorized by the Board, pursuant to the Public Contract Code § 6820 et seq., Public Contract Code § 222160 et seq., or other applicable law, for the design and construction of eligible projects through design-build Contracts. Such procurements shall be performed in accordance with applicable state and federal laws.

I. Utilities Services

The provisions of this policy are not required for procuring utility services including but not limited to water, sewer, electricity, natural gas, waste disposal, and telecommunications (telephone and internet).

J. Venues

The provisions of this policy are not required for the selection of venues for SBCTA's events. Venues are selected based on location, size, and other specific needs as required depending on the event.

VII. PURCHASE ORDERS

Issuance of Purchase Orders shall follow the competitive and non-competitive processes set forth in this Policy, but do not require legal counsel approval as to form or written concurrence of the Procurement Manager. Purchase Orders are authorized for the following purposes only:

- A. Purchase of Goods
- B. Purchase of Services under \$10,000, when the risks to SBCTA are considered low, in the discretion of the Procurement Manager ~~and the Risk Manager~~.
- C. Software license and related maintenance and support agreements, unless software customization is required.

VIII. DELEGATION OF AUTHORITY

- A. Invitations for Quotes, Requests for Proposals, Requests for Qualifications, Invitations for Bids
 1. The Executive Director is authorized to release and advertise Requests for Proposals (RFP), Requests for Qualifications (RFQ) and Invitations for Bids (IFB) for proposed Contracts/projects for which the solicitation has been listed in SBCTA's most recent adopted Budget and which are estimated not to exceed \$1 Million.

Board approval must be obtained prior to circulation of any RFP/RFQ/IFB if the solicitation has not been listed in SBCTA's most recent adopted Budget, or if the anticipated value of the RFP/RFQ/IFB exceeds \$1 Million.
 2. General Counsel is authorized to issue RFQs for the purpose of creating and maintaining panels of qualified lawyers and law firms to provide legal services.
 3. The Procurement Manager or Department Director, or their designee, are authorized to release and advertise Invitations for Quotes (IFQ) for proposed Contracts or Purchase Orders estimated not to exceed \$25,000 and Requests for Information.
- B. Contracts, Purchase Orders, Non-Procurement Agreements, Amendments and Contingency Amendments
 1. General Policy.
 - a. Except as provided in VIII.B.4.c.ii, all Contracts, Purchase Orders, and amendments in excess of \$100,000 require approval by the Board, unless otherwise authorized by the Board.
 - b. In order to prevent delays that would result in negative impacts to projects and/or programs, staff will provide sufficient time for Policy Committees and/or the Board to review and consider staff recommendations for approval of Contracts and Contract amendments. Refer to Policy 10025.
 2. Board President. The Board President is the officer designated to sign Contracts on behalf of the organization, unless otherwise authorized by the Board. In the absence of the Board President, the Board Vice President is authorized to sign Contracts on behalf of the organization.
 3. General Policy Committee. The General Policy Committee is authorized to approve Contracts in excess of \$100,000, Contract Task Orders in excess of \$500,000, and amendments exceeding the Executive Director's authority in the event of significant time constraints, extenuating circumstances, or emergencies when approval is required, with notification to the Board. Notification shall be made at the next regularly scheduled meeting of the Board following such approval.
 4. Executive Director. The Executive Director is authorized to approve and execute:

- a. All Contracts, Purchase Orders, and Non-Procurement Agreements (not Receivable) up to \$100,000. The Executive Director can only approve perpetual software licenses and subscriptions if listed in the current adopted budget.
- b. Contract amendments, Purchase Order amendments, and Non-Procurement Agreements (not Receivable) amendments:
 - i. With zero dollar value.
 - ii. For Contracts, Purchase Orders, or Non-Procurement Agreements originally less than \$100,000, up to 50% of the original Contract, Purchase Order, or Non-Procurement Agreement value.
 - iii. For Contracts, Purchase Orders, or Non-Procurement Agreements originally over \$100,000, amendments that cumulatively do not exceed 50% of the original Contract, Purchase Order, or Non-Procurement Agreement value or \$100,000, whichever is less.
 - iv. Amendments to extend term of performance, either by exercising the optional term(s) set out in Contracts or Purchase Orders approved by the Board, or, if the Contract or Purchase Order has no such options, to extend the term up to a total five year performance period.
 - v. Non-Procurement Agreements that extend time for any period.
 - vi. For Contracts with Board-approved contingencies, releases of contingency up to, but that do not exceed, the authorized contingency amounts.
- c. Contract Task Orders (CTO):
 - i. All CTOs up to \$500,000, not-to-exceed the available Contract balance.
 - ii. CTO amendments within available Contract balance:
 - With zero dollar value.
 - For CTOs originally less than \$500,000, increasing the CTO amount up to \$500,000.
 - For CTOs originally \$500,000 or more, increasing the CTO amount by up to \$250,000.
- d. Sole source procurements for services up to \$100,000 per Section VI, and sole source procurement of Goods up to a maximum amount of \$50,000 (PUC § 130232(c)). Such sole source procurements shall be routinely reported to the Board.
- e. Zero Dollar and Receivable Non-Procurement Agreements up to \$100,000, as long as they:
 - i. Are not the original cooperative agreement for new projects with an overall project value in excess of \$100,000;
 - ii. Do not require hiring additional staff not budgeted;
 - iii. Do not result in increased agency costs that are not reimbursed in excess of \$100,000; and
 - iv. Are included in the SBCOG work plan (if it is for a SBCOG activity).
- f. Amendments to Zero Dollar and Receivable Non-Procurement Agreements:
 - i. That extend time, for any period; and
 - ii. Do not exceed a net funding change of \$100,000.
- g. Leases of real property by SBCTA (lessee):
 - i. With a term not to exceed five (5) years.
 - ii. Total rent not to exceed \$100,000 for entire lease term.
 - iii. Lease amendments within available term limit and total rent value, as set forth in i. and ii. above.

(Note: the delegation of authority granted under this policy does not affect the authority granted to the Executive Director under any applicable Board Resolution.)

5. General Counsel. In order to address the agency's legal needs, General Counsel is authorized to directly award, execute, and amend legal services agreements up to \$100,000. All such agreements shall be routinely reported to the Board. The procurement requirements set forth in Section V.D are not applicable to legal services agreements awarded under this provision.
6. Department Director. The Department Director, or their designee, is authorized to approve and execute contingency amendments (SBCTA Form 305) for services Contracts and Change Orders for construction Contracts that do not exceed contingency amounts authorized by Board or the Executive Director. Contingency amendments and Change Orders approved by the Department Directors will be presented monthly for review to the appropriate Policy Committee and/or Board.
7. Director of Management Services. The Director of Management Services, or their designee, is authorized to effect final execution of software agreements and/or terms and conditions for POs and/or Contracts that have been approved by the appropriate authority.

IX. Delegation of Authority to Act upon Special Risks or Circumstances related To Insurance Requirements in Awarded Contracts, Purchase Orders, and License/Lease Agreements

A. Delegation of Authority

1. Risk Manager and Director of Special Projects and Strategic Initiatives Deputy Executive Director and Procurement Manager. The Risk Manager and the Director of Special Projects and Strategic Initiatives Deputy Executive Director and Procurement Manager are authorized to:
 - a. Make changes to the general insurance requirements, including limits of coverage, after considering the nature of the risk exposures, prior experience, insurer(s), coverage terms and conditions, or other special circumstances, as provided in b. and c., below.
 - b. Reconsider and make changes to the insurance coverage limits that do not exceed a 50% difference above or below the originally accepted limits of insurance.
 - c. Approve deductibles and self-insured retention up to \$500,000.
2. Executive Director. The Executive Director is authorized to:
 - a. Make changes to the general insurance requirements, including limits of coverage, after considering the nature of the risk exposures, prior experience, insurer(s), coverage terms and conditions, or other special circumstances, as provided in b., c., and d., below.
 - b. Reconsider and make changes to the insurance coverage limits that may exceed a 50% difference above or below the originally accepted limits of insurance.
 - c. Eliminate any coverage conditions, limits, other requirements, including eliminating specific coverage(s) entirely.
 - d. Approve deductibles and self-insured retention up to \$5,000,000 for utility companies, up to stated insurance requirements for government agencies, and up to \$1,000,000 for all other companies.

B. Special Circumstances

1. The following are special circumstances that may be grounds for changing insurance requirements:
 - a. Changes in scope of services, including, but not limited to, Contracts with multiple notice to proceed and on-call providers with multiple Contract Task Orders
 - b. Insurance market-related constraints, such as type of insurers or coverage available
 - c. Change in company size
 - d. Change in number of vehicles owned by company
 - e. Changes that may trigger or eliminate requirement of worker's compensation coverage

- f. Insurance policy required is no longer applicable or insurance policy that was not previously applicable becomes applicable and must be added
- g. Insurance levels required are too high for company size and consequently not available in the market
- h. Company-secured insurance that requires a deductible or self-insured retention

C. Assessing Risks and Identifying Mitigating Controls

1. Some of the circumstances listed above do not change SBCTA's exposure, others do. In order to ensure that SBCTA is protected, the [Risk Manager](#) [Deputy Executive Director](#) and [Procurement Manager](#) will review each request and assess the associated risk, if any, and any potential mitigating controls.
 - a. The review will include the following steps:
 - i. Review scope of work and reassess insurance types and limits
 - ii. Review vendor's insurance broker recommendations and consult with SBCTA insurance broker if necessary.
 - iii. When appropriate, assess vendor's financial strength by reviewing the vendor's:
 1. Financial statements
 2. Actuary reports for self-insured program
 3. Third Party Administrator reputation
 4. Number of claims in the past five years
 - iv. Review the insurers' financial strength and, when applicable, require an increase to their financial rating to mitigate additional risks.

D. Mechanism to Incorporate Approved Changes

1. The following will require amendments that will be approved by the Executive Director or the Board of Directors, as is appropriate under this Policy's provisions:
 - a. Changes to insurance limits.
 - b. Elimination of any coverage, limits, or other requirements.
2. The following changes can be done by preparing a memo that is provided to the vendor and a copy is filed with the Contract or Purchase Order:
 - a. Financial rating of insurers (Financial rating lower than A-VII will require Board of Directors' approval).
 - b. Deductibles and self-insured retention.
 - c. Endorsements.

X. STANDARD OF ETHICS

- A. No SBCTA staff shall solicit, demand or accept from any person anything of a monetary value for or because of any action taken, or to be taken, in the performance of his or her duties. SBCTA staff failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by SBCTA, including possible dismissal.
- B. No SBCTA staff shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to such SBCTA staff by blood, marriage, or by common commercial or financial interest. SBCTA staff failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by SBCTA, including possible dismissal.
- C. SBCTA procurements shall be conducted in accordance with SBCTA's Procurement Standards of Conduct and in compliance with the SBCTA Conflicts of Interest Policy and applicable federal and state law.

XI. REVISION HISTORY

Revision No.	Revisions	Adopted
0	New Policy. Adopted by the Board of Directors	01/03/97
1	Modified Para. 11000.10	01/07/98
2	Modified Para. 11000.7.2	01/07/98
3	Deleted & replaced Para. 11000.7.3	01/07/98
4	Added Para. 11000.10 B	03/04/98
5	Modified Para. 11000.10	06/03/99
6	-Added Para. 11000.7.2.f -Modified Para. 11000.7.3.5.B -Modified Para. 11000.9.3.2	09/01/99
7	-Added new Para. 11000.5.G -Re-identified Para. 11000.5.H (was Para. 11000.5.G) and revised to add "...or the Plans and Programs Committee . . ." -Re-identified Para. 11000.5.I (was Para. 11000.5.H) -Moved Para. 11000.7.5.3 to new paragraph 11000.7.5.1.d and added "...and shall be placed on the discussion calendar." -Added Para 11000.12 REVISION HISTORY	07/05/00
8	-Revised Par. 11000.2 DEFINITIONS to REFERENCES and added Policy 10025, Guidelines for Agenda Materials. -Revised Paragraphs 11000.5.H and 11000.5.I -Re-numbered original Par. 11000.5.I to 11000.5.J -Deleted Par. 11000.10 POLICY GOVERNING DISADVANTAGED BUSINESS ENTERPRISES; re-numbered original Paragraphs 11000.11 and 11000.12 to 11000.10. and 11000.11.	01/09/02
9	Par. IX.A.1: Added additional paragraph "In certain instances, SANBAG professional services contractors are required to work closely with other public agency partners...". Re-formatted paragraph numbering to match current policy format, e.g., 11000.1 PURPOSE changed to I. PURPOSE.	07/02/03
10	Eliminated the Local Preference Policy – Paragraph VII.C; subsequent paragraphs VII.D and E renumbered to VII.C and D.	11/07/07
11	Par. IV.E.2 and 3: Increased the Executive Director's authority for approving Purchase Orders from \$25,000 to \$50,000.	12/03/08
12	Revised the "Director of Freeway Construction" to "Director of Project Delivery". Par. VII.D.2: Increased the Executive Director's authority for approving sole source procurements from \$25,000 to \$50,000. All other changes in language were made for clarity.	10/06/10
13	Par. V.K: Added authorization for SANBAG General Counsel to award and execute legal services agreements up to \$50,000. Par. VII.B.1.b: Added authorization for SANBAG General Counsel to issue RFQs.	07/11/12
14	Par. IX.C: Changed 'Director of Project Delivery' to 'SANBAG Department Directors'. Par. V.F: Changed the maximum term for standard SANBAG contracts, unless otherwise authorized by the Board of Directors, to five years (was three years).	08/01/12
15	Par. V.L: Added Requirement for Independent Cost Estimates. Adopted by Board of Directors on 10/3/12, Agenda Item 6.	10/03/12
16	Par. VII.A.2: Added Insurance Requirements. Par. VII.C: Major Projects Negotiating Guidelines removed since Policy 34504, Major Projects Program, Contract Negotiation Guidelines, was repealed on 9/5/12 (Board Agenda Item 5). Par. VII.D, Sole Source Process renamed to Par. VII.C..	11/07/12
17	Par. VII.A.1.c: Deleted "Use of electronic quotation systems operating within San Bernardino County" and replaced with language on Cooperative Procurements.	12/05/12
18	Changes approved by the Board of Directors on February 6, 2013, Agenda Item 32. Approve modifications, granting the SANBAG Executive Director or designee, contracting and/or signature authority as follows: 1. To release and advertise Requests for Proposals, Request for Quotes and Invitation for Bids, for proposed contracts for which funding has been approved in SANBAG's Annual Budget, and which are estimated not to exceed \$1,000,000. 2. To approve and execute all purchase orders and contracts up to \$100,000; and 3. To approve and execute contract amendments that meet at least one of the following criteria: a. Amendments with zero dollar value; b. Amendments to exercise the option term(s) set out in contracts approved by the SANBAG Board of Directors; or c. Amendments that cumulatively do not exceed 50% of the original contract value or \$100,000 individually whichever is less. Paragraphs IV.E.3, V.B, V.H, VII.B.1.a, VII.C.2, IX, and IX.B revised to incorporate these changes. Par. V.H: Revised to incorporate Board-approved agenda items (9/5/12 Agenda Item 7 and 11/7/12 Agenda Item 28) on the renaming and deletion of policy committees.	02/06/13

Revision No.	Revisions	Adopted
19	Change approved by the Board of Directors on May 1, 2013, Agenda Item 6. VII.B.3. Removed "In this instance of SANBAG's Major Projects contracts, the selection team shall consist of 2 Caltrans representatives and 3 representatives from member counterpart agencies, or members of the Board of Directors or their designees."	05/01/13
20	Change approved by the Board of Directors on April 9, 2014, Agenda Item 7. Par. V.F: Further identified term duration and description of procurement contracts. Par. V.H.3 Approved modification, granting the SANBAG Executive Director authority to approve and execute purchase order amendments.	04/09/14
21	Change approved by the Board of Directors on January 4, 2017, Agenda Item 6. Change SANBAG to SBCTA. Revised to reorganize sections and incorporate statutory provisions of SB1305 applicable to SBCTA. Deleted requirement for Committee approval of contract awards to low bidders. Increased General Counsel contract authority to \$100,000.	01/04/17
22	Change approved by the Board of Directors on December 6, 2017, Agenda Item 4. Incorporated language regarding 2 CFR part 200 federal requirements.	12/06/17
23	Changes approved by the Board of Directors on January 8, 2020, Agenda Item 6. Added in Executive Director CTO signature limit.	01/08/20
24	Changes approved by the Board of Directors on June 3, 2020, Agenda Item 3. Added provisions re: contingency amendments.	06/03/20
25	Changes approved by the Board of Directors on 10/6/21, Agenda Item 3. Expanded the Risk Management review, revised Leasing of Real Property, added exceptions for uniformity and Utilities, clarify the use of Purchase Orders, added provisions for changes to insurance requirements after contract award.	10/06/21
26	Changes approved by the Board of Directors on January 4, 2023, Agenda Item 3. Expanded definitions, modified the amendment sections for procurements of Goods and services, updated the Uniformity Exception clause, and expanded the Executive Director authority to incorporate approval of Non-Procurement agreements and amendments.	1/04/23
27	Revised definitions and updating the procurement threshold for Goods.	04/02/25
28	Added Single Source information and changed references to Risk Manager and Director of Special Projects and Strategic Initiatives to Deputy Executive Director and Procurement Manager.	10/1/2025

San Bernardino County Transportation Authority and San Bernardino Associated Council of Governments	Policy	10006
Adopted by the Board of Directors June 3, 2009	Revised	1210XX/601XX/235
Authority to Act Upon Certain Claims	Revision No.	<u>34</u>

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I. PURPOSE

The purpose of this policy is to authorize the ~~Risk Manager and~~ Executive Director to act upon certain claims presented to San Bernardino County Transportation Authority (SBCTA) and/or San Bernardino ~~Associated Council of Governments (SANBAG or SBCOG)~~ pursuant to the Government Claims Act (Government Code sections 900 et seq.) and to authorize the ~~Risk Manager and~~ Executive Director to approve settlement agreements related to subrogation claims, whether made by SBCTA/~~SANBAG SBCOG~~ or against SBCTA/~~SANBAGSBCOG~~.

II. DEFINITIONS

Subrogation - the process that allows a party to collect money from a responsible party or their insurer for expenses paid after a loss.

III. POLICY

All claims presented to SBCTA and/or ~~SANBAG SBCOG~~ pursuant to the Government Claims Act and subrogation claims/settlements shall be handled according to this Policy, unless otherwise authorized by the Board.

IV. DELEGATION OF AUTHORITY

A. ~~SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY (SBCTA)~~

1. ~~Risk Manager.~~ The Risk Manager is authorized to:
 - a. ~~Reject claims.~~
 - b. ~~Accept, compromise and/or settle any claim not exceeding \$10,000.~~
 - c. ~~Issue written order to the Chief Financial Officer to cause payment to be made in the amount for which a claim has been accepted, compromised and/or settled.~~
 - d. ~~Accept, compromise and/or settle subrogation claims up to \$10,000.~~
2. ~~Executive Director.~~ The Executive Director is authorized to:
 - a. Reject claims.

- b. Accept, compromise and/or settle any claim not exceeding the agency's Self-Insured Retention or \$50,000, whichever is less.
- c. Issue written order to the Chief Financial Officer to cause payment to be made in the amount for which a claim has been accepted, compromised, and/or settled.
- d. Accept, compromise and/or settle subrogation claims not exceeding \$50,000.

~~B. SAN BERNARDINO ASSOCIATED GOVERNMENTS (SANBAG or SBCOG)~~

~~Executive Director. The Executive Director is authorized to:~~

- ~~a. Reject claims.~~
- ~~b. Accept, compromise and/or settle any claim not exceeding the agency's Self-Insured Retention or \$50,000, whichever is less.~~
- ~~c. Issue written order to the Chief Financial Officer to cause payment to be made in the amount for which a claim has been accepted, compromised, and/or settled.~~
- ~~d. Accept, compromise and/or settle subrogation claims not exceeding \$50,000.~~

V. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	06/03/09
1	Updated agency name to SBCTA. Authorized the Risk Manager, Director of Special Projects and Strategic Initiatives and the Executive Director to reject claims, and added dollar value limits for accepting, compromising, and settling claims. (Agenda Item 6)	03/04/20
2	Grant authority to Risk Manager, Director of Special Projects and Strategic Initiatives and the Executive Director to accept or settle subrogation claims. Approved by the BOD 10/6/21. Agenda Item 3.	10/06/21
3	Removed Director of Special Projects and Strategic Initiatives from the policy. Agenda Item 8.	12/06/23
<u>4</u>	<u>Updated SANBAG to SBCOG. Removed Risk Manager from the policy. Agenda Item X.</u>	<u>10XX/01XX/</u> <u>25</u>

San Bernardino County Transportation Authority	Policy	11000
Adopted by the Board of Directors January 3, 1997	Revised	10/1/2025
Contracting and Procurement Policy	Revision No.	28

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I. PURPOSE

This policy establishes contracting and procurement standards to guide the selection of the most qualified vendors to perform services to the best advantage of the Agency and to acquire goods at a fair and reasonable price. It provides guidance to San Bernardino County Transportation Authority (SBCTA) staff with respect to policy considerations adopted by the SBCTA and San Bernardino Associated Governments (SANBAG or SBCOG) Board of Directors.

II. REFERENCES

[Policy 10025](#), Guidelines for Agenda Materials.

California Government Code § 4525 et seq.;

Public Contract Code; and Public Utilities Code §§ 130221–130239.

2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (see Procurement Standards 2 CFR sec. 200.317 through 200.326).

2 CFR Chapter XII—Department of Transportation, Part 1201--Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; (see 2 CFR sec. 1201.317).

40 USC Chapter 11 (Brooks Act), Selection of Architects and Engineers.

23 CFR part 172, Procurement, Management, and Administration of Engineering and Design related services.

California Department of Transportation Local Assistance Procedures Manual.

Federal Transit Administration Circular 4220.1F, Third Party Contracting Guidance.

III. POLICY

All procurement activity on behalf of SBCTA and SBCOG is required to demonstrate that the expenditure of funds is conducted in an honest, competitive, fair, and transparent manner that achieves the best value for money and protects the agency's reputation.

IV. GENERAL

A. Definitions

Awarding Authority means the Board, a Board Committee, or the Executive Director to whom the Board delegated authority to award a contract or purchase order under this Policy or by other action of the Board.

Construction (Public Works) as defined by Public Contract Code (PCC) § 22002, means construction, reconstruction, erection, alteration, renovation, demolition, painting, and repair work

involving any publicly owned, leased or operated facility, building, structure, real property, street or highway, or other public improvement of any kind.

Contract means an agreement with a third party for acquisition of Goods, Services or Construction work.

Change Order is a written order issued after execution of a construction contract authorizing: (1) an addition, deletion or revision to the Work; (2) adjustment in the contract amount; and/or (3) adjustment to the performance time.

Executive Director means the Executive Director of SBCTA and shall be deemed to include any designee specified by the Executive Director to act in his or her behalf.

Goods means supplies, materials, equipment, and other movable/tangible things.

Independent Cost Estimates (ICE) means the best 'estimate' as to the cost of the Goods, services or construction work being procured. The method and degree of analysis is dependent on the complexity of the Goods, services or construction work being procured. An ICE should be prepared in advance of the receipt of any bids or proposals, amendments or Change Orders. The United States Department of Transportation, Federal Highways Administration and Federal Transit Administration require recipients of federal dollars to "perform a cost or price analysis in connection with every procurement action, including contract modifications..." The starting point for cost or price analysis is the development of an ICE which should be used in the evaluation of the consultant's or contractor's price proposal.

Invitation for Bids (IFB) means a competitive procurement process that requires the award be made to the lowest responsive responsible bidder whose bid conforms to all the material terms and conditions of the IFB.

Invitation for Quotes (IFQ) means a competitive procurement process which the award of a contract or purchase order will be to the lowest responsive responsible bidder whose bid conforms to SBCTA's requirements or is most advantageous to the agency based on price and other factors considered.

Non-Procurement Agreement refers to an agreement other than those utilized to acquire Goods, Services, and Construction work, which includes but is not limited to, a cooperative agreement, memorandum of understanding, and revenue/funding agreement.

Non-Professional Services means janitorial, maintenance, security, advertising, printing, postal, landscape maintenance, including mowing, weeding, watering, trimming/pruning, planting, and servicing of irrigation and sprinkler systems, the maintaining or servicing of Goods, and other services that are not deemed a professional service.

Procurement Professional means procurement staff responsible for overseeing the Procurement Solicitation.

Procurement Solicitation means Invitation for Bids (IFB), Request for Proposals (RFP), Request for Qualifications (RFQ), Invitation for Quotes (IFQ), or other forms of written or verbal solicitations for the procurement of Goods, Non-Professional and Professional Services, and Construction work.

Professional Services (A & E) means program management, construction management, feasibility studies (includes environmental studies and analysis), preliminary engineering, design, engineering, surveying, mapping, or other professional services of an architectural or engineering nature that are required to be performed or approved by a person licensed, registered, or certified to provide such services.

Professional Services (Non A & E) means advisory, information technology, legal, financial, accounting, auditing, legislative advocacy, marketing, freeway service patrol, program management, and any other services which involve the exercise of professional discretion and independent

judgment based on advanced or specialized knowledge, expertise or training gained by formal studies or experience, but excludes Professional Services (A & E).

Purchase Order (PO) is a written authorization issued by a buyer committing to pay the seller for the sale of specific Goods or services to be delivered in the future.

Receivable means any agreement by in which the agency expects to receive monetary or in-kind value.

Request for Information (RFI) means a solicitation used to obtain general information about products, services, or suppliers.

Request for Proposal/Request for Qualifications (RFP/RFQ) means a competitive procurement process that requires evaluation of a consultant's proposal and qualifications.

Split Procurement means a willful splitting of a single transaction into a series of transactions for the purpose of evading the applicable procurement requirements.

B. Standard Requirements

1. Concurrence. All Contracts shall be reviewed by the Procurement Manager prior to approval by the Board or the Executive Director. The Procurement Manager's concurrence ensures the procurement process was completed in accordance with SBCTA policies and procedures, and applicable State and/or Federal contracting laws
2. Consultant Selection. When procuring a consulting firm for architectural and engineering services utilizing federal funds through Caltrans, SBCTA will advertise, award and administer the project in accordance with Caltrans current Local Assistance Procedures per 23 CFR part 172 unless otherwise stated in the executed Caltrans project-specific Program Supplement.
3. Contract Provisions. All Contracts shall specify a period of performance, description of the function to be performed, total contract amount, and appropriate performance standards.
4. Contract Term. Unless otherwise authorized by the Board, the maximum term for Contracts or Purchase Orders shall be five years, with the following exceptions: (1) Contracts or Purchase Orders for software related maintenance and support services can have a period of up to 10 years; (2) Contracts or Purchase Orders for software agreements, including but not limited to, licenses and subscriptions may be for any period of time, including perpetual.
5. Federal/State Requirements. When utilizing state and federal funds which require more rigorous or different procurement standards than required by this policy, such standards will apply. SBCTA is responsible for ensuring that such standards, including those set out in 2 CFR part 200 and 2 CFR part 1201, are met and are included in appropriate Contracts.
6. Independent Cost Estimate (ICE). Except for purchases under \$1,000, an ICE is required for every procurement action.
7. Insurance. SBCTA's Procurement Manager is responsible for: 1) ensuring that all insurance requirements are reviewed and approved prior to the solicitation being released for all procurements, and 2) reviewing certificates of insurance and endorsements for compliance with Contract and Purchase Order requirements.
8. Legal Counsel Review. All Contracts shall be reviewed by legal counsel prior to approval by the Board or the Executive Director. All Contracts will be approved as to form by legal counsel prior to execution by SBCTA.
9. Non-Discrimination. All Contracts shall contain a standard non-discrimination clause.
10. Split Procurements. Under no circumstances shall related procurement activity be split into subparts, smaller similar actions, multiple purchases or orders to avoid compliance with the

applicable competitive selection process, avoid requirements of higher approval authority for a contract or amendment, or otherwise circumvent SBCTA procurement policies and/or procedures.

11. Written Contracts and Non-Procurement Agreements. All Contracts and Non-Procurement Agreements shall be in writing and signed by authorized representatives of all parties.

V. TYPES OF PROCUREMENTS

A. Goods – Competitive Procurement

1. Informal Procurement (PUC § 130232(b))

The following procedures will generally be used when each expected procurement for Goods is valued in excess of \$5,000, but not exceeding \$100,000:

- a. Whenever possible, informal procurements should be based on the solicitation of at least three (3) bids, either written or oral, that permit prices and terms to be compared.
- b. An IFQ or letters may be required if the Goods being requested require more detailed bids. IFQ or letters will be issued to a limited number of prospective bidders.
- c. Award of a Purchase Order or Contract will be to the lowest responsive responsible bidder whose bid conforms to SBCTA's requirements or is most advantageous to the agency based on price and other factors considered.
- d. SBCTA will document the results of all such informal procurement actions.

2. Formal Procurement (PUC § 130232(a))

The following applies to procurements valued in excess of \$100,000:

- a. An Invitation for Bids (IFB) will be distributed and a notice inviting bids will be published at least once in a newspaper of general circulation or the equivalent. The publication shall be made at least 10 days before the date for the receipt of the bids. The competitive sealed bid method will be used.
- b. A control record will be maintained as the IFB is distributed, indicating the date, time, and/or place of distribution or notice. The record shall contain the names and addresses of offerors receiving the IFB and details regarding the publication of the notice of IFB. The control record shall be used as a mailing or distribution list for the issuance of notices relative to the IFB and as a verification record in the case of vendor protests.
- c. Award of a Contract or Purchase Order shall be made to the lowest responsive responsible bidder whose bid conforms to all the material terms and conditions of the IFB.
- d. The Board, at its discretion, may reject any and all bids and readvertise.

3. Amendments:

Contracts and Purchase Orders may be amended to add quantities, increase compensation, and/or extend the delivery period for Goods that were listed in the original competitive procurement process, provided the proposed amendment complies with one or more of the following circumstances.

- a. Cumulatively, any additional quantity does not exceed 25% of the quantity listed in the original competitive procurement process; or
- b. An ICE prepared in advance of the proposed amendment demonstrates it would be more cost effective to amend the Contract or Purchase Order to add quantities than procuring the additional quantities under a separate procurement process.

B. Construction – Competitive Procurement

1. Informal Procurement

The following generally applies to Construction procurements valued at \$25,000 or less:

- a. Whenever possible, informal procurements should be based on the solicitation of at least three (3) bids.
- b. An Invitation for Quotes (IFQ) will be issued to a limited number of prospective bidders.
- c. Award of a Contract will be to the lowest responsive responsible bidder whose bid conforms to the SBCTA's requirements.
- d. SBCTA will document results of all such informal procurement actions.

2. Formal Procurement

The following applies to Construction procurements in excess of \$25,000. (PUC § 130232)

- a. An Invitation for Bids (IFB) will be distributed and a notice inviting bids will be published at least once in a newspaper of general circulation or the equivalent. The publication shall be made at least 10 days before the date for the receipt of the bids. The competitive sealed bid method will be used.
- b. A control record will be maintained as the IFB is distributed indicating the date, time, and/or place of distribution or notice. The record shall contain the names and addresses of offerors receiving the IFB and details regarding the publication of the notice of IFB. The control record shall be used as a mailing or distribution list for the issuance of notices relative to the IFB and as a verification record in the case of vendor protests.
- c. Award of a Construction Contract shall be made to the lowest responsive responsible bidder whose bid conforms to all the material terms and conditions of the IFB.
- d. Award of a Construction Contract may proceed directly to the Board without prior review or recommendation by a Board Committee if the Contract award recommended is to the lowest responsive responsible bidder.
- e. The Board, at its discretion, may reject any and all bids and re-advertise.

3. Amendments

Contracts may be amended to extend the term, increase the not-to-exceed amount of the contract, or as otherwise needed.

C. Professional Services (A & E) – Qualifications Based Procurement

1. Informal Procurement

The following generally applies to Professional Services (A & E) procurements valued at \$25,000 or less:

- a. An Invitation for Quotes (IFQ) will be issued to a limited number of prospective proposers.
- b. Whenever possible, informal procurements should be based on the solicitation of at least three (3) proposals.
- c. Award of a Contract will be made to the consultant whose proposal conforms to the requirements of the IFQ and is most advantageous to the agency based on price and other factors considered.
- d. SBCTA will document results of all such informal procurement actions.

2. Formal Procurement

The following applies to Professional Services (A & E) procurements valued at more than \$25,000:

- a. The Request for Proposal (RFP)/Request for Qualifications (RFQ) process will be used to solicit proposals.
- b. These Contracts shall be awarded based upon demonstrated competence and professional qualifications and capabilities necessary to perform the services at a fair and reasonable price. This procurement process does not require award to the lowest cost proposer.
- c. Staff will maintain a control record as RFP packets are distributed indicating the date and time of distribution. The record shall contain the names and addresses of consultants receiving the RFP and attendance at pre-proposal conferences, if any.
- d. Pre-proposal conferences will be held, when appropriate, to discuss the basic requirements such as instructions to the consultants, funding, Contract type, evaluation criteria, and specific points that should be addressed in each proposal.
- e. Special consideration is required in the instances of a formal competitive process resulting in only one response. In those instances, SBCTA staff shall evaluate factors relative to the competitive process, including adequacy of notification to qualified competitors, requirements of the RFQ/RFP, the amount of time provided to respond to the RFQ/RFP, adequacy of the one proposal received, and urgency. After such an analysis, the Executive Director shall make a recommendation to either accept or reject the proposal. Each circumstance will require consideration of facts relevant to the specific solicitation and work to be performed.

3. Amendments:

- a. The Board or the Executive Director may periodically approve amendments to professional and technical services consulting Contracts contingent upon consultant performance and negotiation. Amendments may address all Contract components, but typically relate to increased cost, the period of performance to accomplish the project, or adjustments to the scope of work.
- b. Amendments to increase the cost and/or period of performance of an established scope of work are approved as a matter of prudence and necessity. These result from increased difficulty or range of work effort to accomplish the defined scope. Examples requiring such amendments include actions in response to review comments, the imposition of new state or federal regulations, various design complications, and other factors generally beyond the consultant's control and not anticipated during the initial cost proposal.
- c. In those instances where it has been determined that professional services are required beyond the term of the existing Contract, the standard practice shall be for the Contract to be reviewed prior to the end of the contracted performance period and assessed relative to (1) the scope and continued need for the function performed, (2) the adequacy of performance under the Contract, and (3) other terms and conditions of the Contract.
- d. Unless otherwise disallowed, it may be prudent for staff to recommend in favor of Contract amendments in the following instances, after staff analyzes each Contract based upon the specific project needs and includes justification for such recommendation in the report to the Board or Executive Director:
 - i. When the amendments are the result of an increase in the scope of work for the same project, wherein the qualifications and experience required to perform the additional tasks were clearly examined as part of the prior competitive process.
 - ii. When, on the basis of a specific finding or competitive process prior to approval of the original Contract, the consultant was determined to be the most qualified and responsive to undertake the work addressed by the Contract amendment.
 - iii. Where the consultant, based upon findings presented to the Board, is found to be preeminently positioned to perform the work due to its: (1) specific qualifications, (2) unique knowledge of the project, or (3) unique knowledge of the work required.

D. Non A & E Services (Non A & E Professional Services and Non-Professional Services) – Qualifications Based Procurement

1. Informal Procurement

- a. The provisions of Section V.C.1 for the Informal Procurement for A & E Professional Services Contracts generally apply to Non A & E Professional Services procurements.
 - b. The provisions of Section V.A.1 for the Informal Procurement for Goods generally apply to Non-Professional Services procurements.
2. Formal Consultant Selection Process

The provisions of Section V.C.2 for the Formal Procurement for A & E Professional Services Contracts generally apply to Non A & E Services procurements. Award of a Contract will be made to the consultant whose proposal conforms to the requirements of the RFP and is most advantageous to the agency based on qualifications, price and other factors considered.

3. Amendments

- a. The Board or the Executive Director may periodically approve amendments to Non-A & E Professional and Non-Professional Services Contracts contingent upon consultant performance and negotiation. Amendments may address all Contract components, but typically relate to increased cost, the period of performance to accomplish the project, or adjustments to the scope of work.
- b. Amendments to increase the cost and/or period of performance of an established scope of work are approved as a matter of prudence and necessity. These result from increased difficulty or range of work effort to accomplish the defined scope.
- c. In those instances where it has been determined that Non A & E Professional Services or Non-Professional Services are required beyond the term of the existing Contract, the standard practice shall be for the Contract to be reviewed prior to the end of the contracted performance period and assessed relative to (1) the scope and continued need for the function performed, (2) the adequacy of performance under the Contract, and (3) other terms and conditions of the Contract.
- d. It may be prudent for staff to recommend in favor of Contract amendments in the following instances, after staff analyzes each Contract based upon the specific project needs and include justification for such recommendation in the report to the Board or Executive Director:
 - i. When the amendments are the result of an increase in the scope of work for the same project, wherein the qualifications and experience required to perform the additional tasks were clearly examined as part of the prior competitive process.
 - ii. When, on the basis of a specific finding or competitive process prior to approval of the original Contract, the consultant was determined to be the most qualified and responsive to undertake the work addressed by the Contract amendment.
 - iii. Where the consultant, based upon findings presented to the Board, is found to be preeminently positioned to perform the work due to its: (1) specific qualifications, (2) unique knowledge of the project, or (3) unique knowledge of the work required.

VI. EXCEPTIONS

A. Non-Competitive Procurements

Any recommendation for approval of a Contract or Purchase Order for which a competitive process has not been completed shall contain justification for the lack of competition based on the following standards, and any Contracts or Purchase Orders exceeding the Executive Director's authority must be presented to the Board for approval, specifically calling out the Non-Competitive finding, and shall be placed on the discussion calendar.

- 1. Competitive processes are not required for purchases of Goods and services under \$5,000, but the prices shall be reasonable. No ICE is required. Selection should be based on quality and cost. To the extent practicable, purchases must be distributed equitably among qualified suppliers or vendors.

2. Services – Sole Source

- a. In those instances when it may be necessary or prudent to enter into sole source Contracts or Purchase Orders, specific approval shall be required.
- b. All sole source Contracts or Purchase Orders shall be governed by the following guidelines:
 - i. Sole source Contracts or Purchase Orders may be recommended for approval upon a finding of appropriateness and that it is in the best interest of the agency to do so.
 - a. Contracts or Purchase Orders may be recommended for approval on a sole source selection based upon a requirement for unique qualifications, the existence of significant time constraints, substantial duplication costs, and/or in certain instances of demonstrated experience.
 - b. After solicitation of a number of sources, the competition is determined inadequate.

3. Services – Single Source

- a. In those instances when it may be necessary or prudent to enter into a single source Contract or Purchase Order, specific approval shall be required, as set forth herein.
- b. All single source Contracts or Purchase Orders shall be governed by the following guidelines:
 - i. Single source Contracts or Purchase Orders may be recommended for approval as a single source selection based upon a requirement for unique qualifications, the existence of significant time constraints, substantial duplication costs, and/or demonstrated experience.
 - ii. A&E projects and Construction cannot be procured as a single source.
 - iii. Single source procurement cannot be used for state or federally funded contracts.

4. Goods – Single Source

Pursuant to Public Utilities Code § 130237, the Board may direct the purchase of any Goods without engaging in a competitive procurement process upon a finding by two-thirds (2/3) of all Board members that there is only a single source of procurement and the purchase is for the sole purpose of duplicating or replacing the supply, equipment, or material already in use.

5. Uniformity Exemption for technology related procurements

For non-federalized purchases, the competitive process shall not apply to purchases of software licenses/subscriptions and maintenance support services that are required to maintain compatibility, functionality, or conformity with existing designs, products, equipment, facilities, systems, software, technologies, standardizations, proprietary product and the like (i.e., an article of a specified brand or trade name is the only article that will properly meet the needs of SBCTA), or to maintain current warranties, or are the “only authorized distributor”. All federalized technology purchases shall be in compliance with requirements stipulated by the associated funding source.

B. Cooperative Procurements (piggybacking)

SBCTA may contract with the vendor or supplier of any federal, state or local governmental department or agency (Public Agency) that has selected the vendor or supplier after complying with the Public Agency's competitive procurement requirements, and if it is in the best interest of SBCTA to do so. SBCTA's Procurement Manager will determine whether the purchase of Goods and services directly from the vendor or supplier of a Public Agency is in the best interest of SBCTA based upon price, quality and whether the terms and conditions of the cooperative procurement Contract meet SBCTA's procurement policy.

C. Emergency Procurements (PUC § 130234)

In the event of great public calamity, as defined by Public Utilities Code § 130234, the Board may declare and determine, by resolution adopted by two-thirds (2/3) vote of all its members, that public

interest and necessity demand the immediate expenditure of funds to safeguard life, health, or property, and enter into a Contract without observance of the provisions of this policy and/or Public Utilities Code § 130232.

D. Remedial Measures (PUC § 130235)

Upon determining that immediate remedial measures are necessary to avert or alleviate damage to property, or to replace, repair, or restore damaged/destroyed property in order to ensure that SBCTA's facilities are available to serve the transportation needs of the public, and upon determining that available remedial measures are inadequate, including the procurement of Goods and services or construction in accordance with Public Utilities Code §§ 130232-130234, the Executive Director may authorize the expenditure of funds for the procurement of Goods and services without observance of the provisions of this policy and/or Public Utilities Code §§ 130232-130234. The Executive Director shall submit a report to the Board explaining the necessity of any such expenditure.

E. Prototype Equipment (PUC § 130236)

Upon a finding by two-thirds (2/3) vote by all members of the Board that a proposed competitive bid or open market purchase, in accordance with Public Utilities Code §§ 130232 and 130233, does not constitute an adequate method of procurement for the operation of SBCTA facilities or equipment, the Board may direct the procurement of prototype equipment or modifications in an amount sufficient to conduct and evaluate operational testing without further observance of the provisions of this policy and/or Public Utilities Code § 130232.

F. Specialized Equipment (PUC § 130238)

The Board may, upon a finding by two-thirds (2/3) vote by all its members, direct that the procurement of (1) specialized rail transit equipment, including rail cars, and (2) computers, telecommunications equipment, fare collections equipment, microwave equipment, and other related electronic equipment and apparatus be conducted through competitive negotiation as set forth in Public Utilities Code § 130238.

G. Open Market (PUC § 130233)

If after rejecting bids received from a formal competitive procurement process, the Board determines by a majority vote that the Goods may be purchased at a lower price in the open market, the procurement of such Goods or services may proceed without further observance of the provisions of this policy regarding Contracts, bids, advertisement, or notice.

H. Design-Build

Procurements may be authorized by the Board, pursuant to the Public Contract Code § 6820 et seq., Public Contract Code § 222160 et seq., or other applicable law, for the design and construction of eligible projects through design-build Contracts. Such procurements shall be performed in accordance with applicable state and federal laws.

I. Utilities Services

The provisions of this policy are not required for procuring utility services including but not limited to water, sewer, electricity, natural gas, waste disposal, and telecommunications (telephone and internet).

J. Venues

The provisions of this policy are not required for the selection of venues for SBCTA's events. Venues are selected based on location, size, and other specific needs as required depending on the event.

VII. PURCHASE ORDERS

Issuance of Purchase Orders shall follow the competitive and non-competitive processes set forth in this Policy, but do not require legal counsel approval as to form or written concurrence of the Procurement Manager. Purchase Orders are authorized for the following purposes only:

- A. Purchase of Goods
- B. Purchase of Services under \$10,000, when the risks to SBCTA are considered low, in the discretion of the Procurement Manager.
- C. Software license and related maintenance and support agreements, unless software customization is required.

VIII. DELEGATION OF AUTHORITY

A. Invitations for Quotes, Requests for Proposals, Requests for Qualifications, Invitations for Bids

- 1. The Executive Director is authorized to release and advertise Requests for Proposals (RFP), Requests for Qualifications (RFQ) and Invitations for Bids (IFB) for proposed Contracts/projects for which the solicitation has been listed in SBCTA's most recent adopted Budget and which are estimated not to exceed \$1 Million.

Board approval must be obtained prior to circulation of any RFP/RFQ/IFB if the solicitation has not been listed in SBCTA's most recent adopted Budget, or if the anticipated value of the RFP/RFQ/IFB exceeds \$1 Million.

- 2. General Counsel is authorized to issue RFQs for the purpose of creating and maintaining panels of qualified lawyers and law firms to provide legal services.
- 3. The Procurement Manager or Department Director, or their designee, are authorized to release and advertise Invitations for Quotes (IFQ) for proposed Contracts or Purchase Orders estimated not to exceed \$25,000 and Requests for Information.

B. Contracts, Purchase Orders, Non-Procurement Agreements, Amendments and Contingency Amendments

1. General Policy.

- a. Except as provided in VIII.B.4.c.ii, all Contracts, Purchase Orders, and amendments in excess of \$100,000 require approval by the Board, unless otherwise authorized by the Board.
- b. In order to prevent delays that would result in negative impacts to projects and/or programs, staff will provide sufficient time for Policy Committees and/or the Board to review and consider staff recommendations for approval of Contracts and Contract amendments. Refer to Policy 10025.

- 2. Board President. The Board President is the officer designated to sign Contracts on behalf of the organization, unless otherwise authorized by the Board. In the absence of the Board President, the Board Vice President is authorized to sign Contracts on behalf of the organization.

- 3. General Policy Committee. The General Policy Committee is authorized to approve Contracts in excess of \$100,000, Contract Task Orders in excess of \$500,000, and amendments exceeding the Executive Director's authority in the event of significant time constraints, extenuating circumstances, or emergencies when approval is required, with notification to the Board. Notification shall be made at the next regularly scheduled meeting of the Board following such approval.

- 4. Executive Director. The Executive Director is authorized to approve and execute:

- a. All Contracts, Purchase Orders, and Non-Procurement Agreements (not Receivable) up to \$100,000. The Executive Director can only approve perpetual software licenses and subscriptions if listed in the current adopted budget.
- b. Contract amendments, Purchase Order amendments, and Non-Procurement Agreements (not Receivable) amendments:

- i. With zero dollar value.
 - ii. For Contracts, Purchase Orders, or Non-Procurement Agreements originally less than \$100,000, up to 50% of the original Contract, Purchase Order, or Non-Procurement Agreement value.
 - iii. For Contracts, Purchase Orders, or Non-Procurement Agreements originally over \$100,000, amendments that cumulatively do not exceed 50% of the original Contract, Purchase Order, or Non-Procurement Agreement value or \$100,000, whichever is less.
 - iv. Amendments to extend term of performance, either by exercising the optional term(s) set out in Contracts or Purchase Orders approved by the Board, or, if the Contract or Purchase Order has no such options, to extend the term up to a total five year performance period.
 - v. Non-Procurement Agreements that extend time for any period.
 - vi. For Contracts with Board-approved contingencies, releases of contingency up to, but that do not exceed, the authorized contingency amounts.
- c. Contract Task Orders (CTO):
- i. All CTOs up to \$500,000, not-to-exceed the available Contract balance.
 - ii. CTO amendments within available Contract balance:
 - With zero dollar value.
 - For CTOs originally less than \$500,000, increasing the CTO amount up to \$500,000.
 - For CTOs originally \$500,000 or more, increasing the CTO amount by up to \$250,000.
- d. Sole source procurements for services up to \$100,000 per Section VI, and sole source procurement of Goods up to a maximum amount of \$50,000 (PUC § 130232(c)). Such sole source procurements shall be routinely reported to the Board.
- e. Zero Dollar and Receivable Non-Procurement Agreements up to \$100,000, as long as they:
- i. Are not the original cooperative agreement for new projects with an overall project value in excess of \$100,000;
 - ii. Do not require hiring additional staff not budgeted;
 - iii. Do not result in increased agency costs that are not reimbursed in excess of \$100,000; and
 - iv. Are included in the SBCOG work plan (if it is for a SBCOG activity).
- f. Amendments to Zero Dollar and Receivable Non-Procurement Agreements:
- i. That extend time, for any period; and
 - ii. Do not exceed a net funding change of \$100,000.
- g. Leases of real property by SBCTA (lessee):
- i. With a term not to exceed five (5) years.
 - ii. Total rent not to exceed \$100,000 for entire lease term.
 - iii. Lease amendments within available term limit and total rent value, as set forth in i. and ii. above.
- (Note: the delegation of authority granted under this policy does not affect the authority granted to the Executive Director under any applicable Board Resolution.)
5. General Counsel. In order to address the agency's legal needs, General Counsel is authorized to directly award, execute, and amend legal services agreements up to \$100,000. All such agreements shall be routinely reported to the Board. The procurement requirements set forth in Section V.D are not applicable to legal services agreements awarded under this provision.

6. Department Director. The Department Director, or their designee, is authorized to approve and execute contingency amendments (SBCTA Form 305) for services Contracts and Change Orders for construction Contracts that do not exceed contingency amounts authorized by Board or the Executive Director. Contingency amendments and Change Orders approved by the Department Directors will be presented monthly for review to the appropriate Policy Committee and/or Board.
7. Director of Management Services. The Director of Management Services, or their designee, is authorized to effect final execution of software agreements and/or terms and conditions for POs and/or Contracts that have been approved by the appropriate authority.

IX. Delegation of Authority to Act upon Special Risks or Circumstances related To Insurance Requirements in Awarded Contracts, Purchase Orders, and License/Lease Agreements

A. Delegation of Authority

1. Deputy Executive Director and Procurement Manager. The Deputy Executive Director and Procurement Manager are authorized to:
 - a. Make changes to the general insurance requirements, including limits of coverage, after considering the nature of the risk exposures, prior experience, insurer(s), coverage terms and conditions, or other special circumstances, as provided in b. and c., below.
 - b. Reconsider and make changes to the insurance coverage limits that do not exceed a 50% difference above or below the originally accepted limits of insurance.
 - c. Approve deductibles and self-insured retention up to \$500,000.
2. Executive Director. The Executive Director is authorized to:
 - a. Make changes to the general insurance requirements, including limits of coverage, after considering the nature of the risk exposures, prior experience, insurer(s), coverage terms and conditions, or other special circumstances, as provided in b., c., and d., below.
 - b. Reconsider and make changes to the insurance coverage limits that may exceed a 50% difference above or below the originally accepted limits of insurance.
 - c. Eliminate any coverage conditions, limits, other requirements, including eliminating specific coverage(s) entirely.
 - d. Approve deductibles and self-insured retention up to \$5,000,000 for utility companies, up to stated insurance requirements for government agencies, and up to \$1,000,000 for all other companies.

B. Special Circumstances

1. The following are special circumstances that may be grounds for changing insurance requirements:
 - a. Changes in scope of services, including, but not limited to, Contracts with multiple notice to proceed and on-call providers with multiple Contract Task Orders
 - b. Insurance market-related constraints, such as type of insurers or coverage available
 - c. Change in company size
 - d. Change in number of vehicles owned by company
 - e. Changes that may trigger or eliminate requirement of worker's compensation coverage
 - f. Insurance policy required is no longer applicable or insurance policy that was not previously applicable becomes applicable and must be added
 - g. Insurance levels required are too high for company size and consequently not available in the market
 - h. Company-secured insurance that requires a deductible or self-insured retention

C. Assessing Risks and Identifying Mitigating Controls

1. Some of the circumstances listed above do not change SBCTA's exposure, others do. In order to ensure that SBCTA is protected, the Deputy Executive Director and Procurement Manager will review each request and assess the associated risk, if any, and any potential mitigating controls.

a. The review will include the following steps:

- i. Review scope of work and reassess insurance types and limits
- ii. Review vendor's insurance broker recommendations and consult with SBCTA insurance broker if necessary.
- iii. When appropriate, assess vendor's financial strength by reviewing the vendor's:
 1. Financial statements
 2. Actuary reports for self-insured program
 3. Third Party Administrator reputation
 4. Number of claims in the past five years
- iv. Review the insurers' financial strength and, when applicable, require an increase to their financial rating to mitigate additional risks.

D. Mechanism to Incorporate Approved Changes

1. The following will require amendments that will be approved by the Executive Director or the Board of Directors, as is appropriate under this Policy's provisions:
 - a. Changes to insurance limits.
 - b. Elimination of any coverage, limits, or other requirements.
2. The following changes can be done by preparing a memo that is provided to the vendor and a copy is filed with the Contract or Purchase Order:
 - a. Financial rating of insurers (Financial rating lower than A-VII will require Board of Directors' approval).
 - b. Deductibles and self-insured retention.
 - c. Endorsements.

X. STANDARD OF ETHICS

- A. No SBCTA staff shall solicit, demand or accept from any person anything of a monetary value for or because of any action taken, or to be taken, in the performance of his or her duties. SBCTA staff failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by SBCTA, including possible dismissal.
- B. No SBCTA staff shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to such SBCTA staff by blood, marriage, or by common commercial or financial interest. SBCTA staff failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by SBCTA, including possible dismissal.
- C. SBCTA procurements shall be conducted in accordance with SBCTA's Procurement Standards of Conduct and in compliance with the SBCTA Conflicts of Interest Policy and applicable federal and state law.

XI. REVISION HISTORY

Revision No.	Revisions	Adopted
0	New Policy. Adopted by the Board of Directors	01/03/97
1	Modified Para. 11000.10	01/07/98
2	Modified Para. 11000.7.2	01/07/98
3	Deleted & replaced Para. 11000.7.3	01/07/98

Revision No.	Revisions	Adopted
4	Added Para. 11000.10 B	03/04/98
5	Modified Para. 11000.10	06/03/99
6	-Added Para. 11000.7.2.f -Modified Para. 11000.7.3.5.B -Modified Para. 11000.9.3.2	09/01/99
7	-Added new Para. 11000.5.G -Re-identified Para. 11000.5.H (was Para. 11000.5.G) and revised to add "...or the Plans and Programs Committee . . ." -Re-identified Para. 11000.5.I (was Para. 11000.5.H) -Moved Para. 11000.7.5.3 to new paragraph 11000.7.5.1.d and added "...and shall be placed on the discussion calendar." -Added Para 11000.12 REVISION HISTORY	07/05/00
8	-Revised Par. 11000.2 DEFINITIONS to REFERENCES and added Policy 10025, Guidelines for Agenda Materials. -Revised Paragraphs 11000.5.H and 11000.5.I -Re-numbered original Par. 11000.5.I to 11000.5.J -Deleted Par. 11000.10 POLICY GOVERNING DISADVANTAGED BUSINESS ENTERPRISES; re-numbered original Paragraphs 11000.11 and 11000.12 to 11000.10. and 11000.11.	01/09/02
9	Par. IX.A.1: Added additional paragraph "In certain instances, SANBAG professional services contractors are required to work closely with other public agency partners...". Re-formatted paragraph numbering to match current policy format, e.g., 11000.1 PURPOSE changed to I. PURPOSE.	07/02/03
10	Eliminated the Local Preference Policy – Paragraph VII.C; subsequent paragraphs VII.D and E renumbered to VII.C and D.	11/07/07
11	Par. IV.E.2 and 3: Increased the Executive Director's authority for approving Purchase Orders from \$25,000 to \$50,000.	12/03/08
12	Revised the "Director of Freeway Construction" to "Director of Project Delivery". Par. VII.D.2: Increased the Executive Director's authority for approving sole source procurements from \$25,000 to \$50,000. All other changes in language were made for clarity.	10/06/10
13	Par. V.K: Added authorization for SANBAG General Counsel to award and execute legal services agreements up to \$50,000. Par. VII.B.1.b: Added authorization for SANBAG General Counsel to issue RFQs.	07/11/12
14	Par. IX.C: Changed 'Director of Project Delivery' to 'SANBAG Department Directors'. Par. V.F: Changed the maximum term for standard SANBAG contracts, unless otherwise authorized by the Board of Directors, to five years (was three years).	08/01/12
15	Par. V.L: Added Requirement for Independent Cost Estimates. Adopted by Board of Directors on 10/3/12, Agenda Item 6.	10/03/12
16	Par. VII.A.2: Added Insurance Requirements. Par. VII.C: Major Projects Negotiating Guidelines removed since Policy 34504, Major Projects Program, Contract Negotiation Guidelines, was repealed on 9/5/12 (Board Agenda Item 5). Par. VII.D, Sole Source Process renamed to Par. VII.C..	11/07/12
17	Par. VII.A.1.c: Deleted "Use of electronic quotation systems operating within San Bernardino County" and replaced with language on Cooperative Procurements.	12/05/12
18	Changes approved by the Board of Directors on February 6, 2013, Agenda Item 32. Approve modifications, granting the SANBAG Executive Director or designee, contracting and/or signature authority as follows: 1. To release and advertise Requests for Proposals, Request for Quotes and Invitation for Bids, for proposed contracts for which funding has been approved in SANBAG's Annual Budget, and which are estimated not to exceed \$1,000,000. 2. To approve and execute all purchase orders and contracts up to \$100,000; and 3. To approve and execute contract amendments that meet at least one of the following criteria: a. Amendments with zero dollar value; b. Amendments to exercise the option term(s) set out in contracts approved by the SANBAG Board of Directors; or c. Amendments that cumulatively do not exceed 50% of the original contract value or \$100,000 individually whichever is less. Paragraphs IV.E.3, V.B, V.H, VII.B.1.a, VII.C.2, IX, and IX.B revised to incorporate these changes. Par. V.H: Revised to incorporate Board-approved agenda items (9/5/12 Agenda Item 7 and 11/7/12 Agenda Item 28) on the renaming and deletion of policy committees.	02/06/13
19	Change approved by the Board of Directors on May 1, 2013, Agenda Item 6. VII.B.3. Removed "In this instance of SANBAG's Major Projects contracts, the selection team shall consist of 2 Caltrans representatives and 3 representatives from member counterpart agencies, or members of the Board of Directors or their designees."	05/01/13
20	Change approved by the Board of Directors on April 9, 2014, Agenda Item 7. Par. V.F: Further identified term duration and description of procurement contracts. Par. V.H.3 Approved modification, granting the SANBAG Executive Director authority to approve and execute purchase order amendments.	04/09/14

Revision No.	Revisions	Adopted
21	Change approved by the Board of Directors on January 4, 2017, Agenda Item 6. Change SANBAG to SBCTA. Revised to reorganize sections and incorporate statutory provisions of SB1305 applicable to SBCTA. Deleted requirement for Committee approval of contract awards to low bidders. Increased General Counsel contract authority to \$100,000.	01/04/17
22	Change approved by the Board of Directors on December 6, 2017, Agenda Item 4. Incorporated language regarding 2 CFR part 200 federal requirements.	12/06/17
23	Changes approved by the Board of Directors on January 8, 2020, Agenda Item 6. Added in Executive Director CTO signature limit.	01/08/20
24	Changes approved by the Board of Directors on June 3, 2020, Agenda Item 3. Added provisions re: contingency amendments.	06/03/20
25	Changes approved by the Board of Directors on 10/6/21, Agenda Item 3. Expanded the Risk Management review, revised Leasing of Real Property, added exceptions for uniformity and Utilities, clarify the use of Purchase Orders, added provisions for changes to insurance requirements after contract award.	10/06/21
26	Changes approved by the Board of Directors on January 4, 2023, Agenda Item 3. Expanded definitions, modified the amendment sections for procurements of Goods and services, updated the Uniformity Exception clause, and expanded the Executive Director authority to incorporate approval of Non-Procurement agreements and amendments.	1/04/23
27	Revised definitions and updating the procurement threshold for Goods.	04/02/25
28	Added Single Source information and changed references to Risk Manager and Director of Special Projects and Strategic Initiatives to Deputy Executive Director and Procurement Manager.	10/1/2025

San Bernardino County Transportation Authority and San Bernardino Council of Governments	Policy	10006
Adopted by the Board of Directors June 3, 2009	Revised	10/01/25
Authority to Act Upon Certain Claims	Revision No.	4

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.

Table of Contents

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I. PURPOSE

The purpose of this policy is to authorize the Executive Director to act upon certain claims presented to San Bernardino County Transportation Authority (SBCTA) and/or San Bernardino Council of Governments (SBCOG) pursuant to the Government Claims Act (Government Code sections 900 et seq.) and to authorize the Executive Director to approve settlement agreements related to subrogation claims, whether made by SBCTA/SBCOG or against SBCTA/SBCOG.

II. DEFINITIONS

Subrogation - the process that allows a party to collect money from a responsible party or their insurer for expenses paid after a loss.

III. POLICY

All claims presented to SBCTA and/or SBCOG pursuant to the Government Claims Act and subrogation claims/settlements shall be handled according to this Policy, unless otherwise authorized by the Board.

IV. DELEGATION OF AUTHORITY

The Executive Director is authorized to:

- a. Reject claims.
- b. Accept, compromise and/or settle any claim not exceeding the agency's Self-Insured Retention or \$50,000, whichever is less.
- c. Issue written order to the Chief Financial Officer to cause payment to be made in the amount for which a claim has been accepted, compromised, and/or settled.
- d. Accept, compromise and/or settle subrogation claims not exceeding \$50,000.

V. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted by the Board of Directors.	06/03/09

1	Updated agency name to SBCTA. Authorized the Risk Manager, Director of Special Projects and Strategic Initiatives and the Executive Director to reject claims, and added dollar value limits for accepting, compromising, and settling claims. (Agenda Item 6)	03/04/20
2	Grant authority to Risk Manager, Director of Special Projects and Strategic Initiatives and the Executive Director to accept or settle subrogation claims. Approved by the BOD 10/6/21. Agenda Item 3.	10/06/21
3	Removed Director of Special Projects and Strategic Initiatives from the policy. Agenda Item 8.	12/06/23
4	Updated SANBAG to SBCOG. Removed Risk Manager from the policy. Agenda Item X.	10/01/25

DRAFT

Attachment: Policy 10006 - Clean Copy (PDF) (11824 : Revisions to Policies 11000 and Policy 10006)

Minute Action

AGENDA ITEM: 5

Date: *September 10, 2025*

Subject:

Revisions to Policy No. 10000 - Policy Committees

Recommendation:

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

Approve revised Policy 10000 - Policy Committees, expanding the Legislative Policy Committee membership from seven to nine members.

Background:

Policy 10000 established the Legislative Policy Committee (LPC) for the purposes of:

- Providing guidance and recommendations to the Board of Directors (Board) regarding issues and actions relating to the executive, legislative or judicial branches of the State and Federal government, or any other local governing body or agency.
- Review and provide input on drafting of State and Federal legislative platform.
- Make recommendations to the Board on the adoption of the State and Legislative platform, which will serve as guiding principles to support or oppose State and Federal legislation and regulations.
- Consistent with the Board-adopted platform, take official positions of support or opposition to State and Federal legislation or regulations on behalf of the Board and report all positions taken to the Board in a timely manner.
 - The item is placed on the subsequent regular meeting agenda of the Board as an Informational Item.
- Receive periodic updates from staff on State and Federal legislative issues.

Staff recommends expanding the LPC from seven to nine members to provide additional Board participation and input into San Bernardino County Transportation Authority/San Bernardino Council of Governments legislative policies. Section III.B of the policy has been revised to include an additional member from both the East Valley and West Valley. In addition, Section VII, Determining Quorum, has been revised to remove contradictory language.

Financial Impact:

This item has no financial impact on the adopted 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 draft policy.

Responsible Staff:

Tim Watkins, Chief of Legislative and Public Affairs

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

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Approved
General Policy Committee
Date: September 10, 2025

Witnessed By:

San Bernardino County Transportation Authority/San Bernardino Council of Governments	Policy	10000
Adopted by the Board of Directors -March 1, 1989	Revised	<u>05/07/25</u> <u>10/01/25</u>
Policy Committees	Revision No.	<u>2021</u>

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I. PURPOSE

The Board of Directors has created a number of Policy Committees for the purpose of providing oversight and policy guidance relative to the development and implementation of San Bernardino County Transportation Authority (SBCTA) and San Bernardino Council of Governments (SBCOG) programs. These standing Policy Committees provide opportunities for more thorough discussion and understanding of issues in particular functional or geographic areas, and allow for the involvement of all county supervisors and representatives from each of the cities within the County.

The purpose of this policy is to establish guidelines as they relate to Policy Committee meetings, membership composition, and Committee roles and responsibilities.

II. REFERENCES

California Government Code § 54954.3(a)
 Policy 10108, Travel and Reimbursement of Expenses
 Policy 11000, Contracting and Procurement Policy
 Policy 40020, Independent Taxpayer Oversight Committee (ITOC)

III. MEMBERSHIP STRUCTURE AND COMPOSITION

Membership on policy committees shall consist of members of the Board of Directors. Committees shall be structured so that a quorum of any committee shall not also constitute a quorum of any other committee.

A. General Policy Committee

The General Policy Committee (GPC) shall be structured to ensure balanced participation by representatives from the East Valley, West Valley, and Mountain/Desert subregions as follows:

- Board President, Vice-President, and Immediate Past President ("Board Officer")
- Chairpersons of all Policy Committees and Board of Directors Metro Valley Study Session (MVSS)
- 4 East Valley members (3 City, 1 County)
- 4 West Valley members (3 City, 1 County)
- 4 Mountain/Desert members (3 City, 1 County)
- City and County members who serve as officers of the Board of Directors, or as chairpersons of Policy Committees or MVSS are counted as one of the members in each subregion.

Membership not held by a Board Officer or chair of a Policy Committee or MVSS shall be elected by caucus of the City or County representatives on the Board of Directors.

Additional members may be added to maintain geographical balance if the chairs of each Committee and the Board Officers are all from either the East Valley, West Valley or Mountain/Desert subregions.

Additional members may also be appointed annually at the discretion of the Board President.

B. Legislative Policy Committee

The Legislative Policy Committee (LPC) shall be structured to ensure balanced participation, to the extent practicable, by representatives from the East Valley, West Valley, and Mountain/Desert subregions as follows:

- Board President, Vice-President, and Immediate Past President
- ~~Six Four~~ Board Members appointed by the Board President as follows:
 - ~~4~~2 East Valley members
 - ~~4~~2 West Valley members
 - 1 Mountain/Desert member
 - 1 County member

C. Mountain/Desert Policy Committee

Due to funding sources and the geographic nature of issues under their purview, the membership of the Mountain/Desert Policy Committee (MDC) shall be limited by geographic area as follows:

- All Board Members representing jurisdictions in the Mountain/Desert subregion

D. Transit Policy Committee

The Transit Policy Committee (TC) is comprised of both Valley and Mountain/Desert subregion representatives as follows:

- 10 Valley members as follows:
 - The two Southern California Regional Rail Authority (SCRRA) primary members
 - The two SCRRA alternate members
 - Up to 6 Valley members appointed by the Board President with an emphasis on ensuring representation from communities with large transit and rail capital projects actively under development
- 2 Mountain/Desert Board Members appointed by the Board President

IV. POLICY COMMITTEE RESPONSIBILITIES

A. General Policy Committee

The responsibilities of the GPC shall be to:

- Provide general policy oversight which spans the multiple program responsibilities of the organization and maintains the comprehensive organizational integrity.
- Provide policy direction with respect to administrative issues, policies, budget, finance, audit, and personnel issues for the organization.
- Provide policy direction related to regional and subregional transportation planning, activities related to the Southern California Association of Governments (SCAG), Air Quality Management Districts, fund administration not specific to a geographic area or to a specific project, Measure I Strategic Plan, Air Quality/Mobility Programs, and inter-county coordination on planning issues of mutual interest.
- Provide oversight of policies, programs and activities of the San Bernardino Council of Governments.
- Serve as policy review committee for any program area which lacks active policy committee oversight.
- Serve as nominating committee for the Independent Taxpayer Oversight Committee (ITOC). (Policy No. 40020)

- Serve as audit oversight. The responsibilities of audit oversight shall be to:
 - Provide a direct contact between the independent auditor and the Board of Directors before, during, and after the annual audit.
 - Work with the auditor and staff on reviewing and implementing practices and controls identified in the annual audit.
 - Provide auditor with direct access to the Executive Board (Board President, Vice President, and Immediate Past President).

B. Legislative Policy Committee

The responsibilities of the LPC shall be to:

- Provide guidance and recommendations to the Board of Directors regarding issues and actions relating to the executive, legislative or judicial branches of the State and Federal government, or any other local governing body or agency.
- Review and provide input on drafting of State and Federal legislative platform.
- Make recommendations to the Board of Directors on adoption of State and Legislative platform, which will serve as guiding principles to support or oppose State and Federal legislation and regulations.
- Consistent with the Board-adopted platform, take official positions of support or opposition to State and Federal legislation or regulations on behalf of the Board of Directors and report all positions taken to the Board in a timely manner.
 - The item is placed on the subsequent regular meeting agenda of the Board as an Informational Item.
- Receive periodic updates from staff on State and Federal legislative issues.

C. Mountain/Desert Policy Committee

The responsibility of the MDC shall be to:

- Provide ongoing policy level oversight related to the full array of SBCTA/SBCOG responsibilities as they pertain specifically to the Mountain/Desert subregion.
- Provide oversight and implement the Measure I Mountain/Desert Expenditure Plan.

D. Transit Policy Committee

The responsibility of the TC shall be to:

- Provide policy guidance and recommendations to the Board of Directors and SCRRA delegates with respect to commuter rail and transit services in San Bernardino County.
- Provide policy guidance and recommendations to the Board of Directors regarding multi-modal mobility programs.

V. MEMBERSHIP TERMS

There is no maximum number of terms a Board Member may serve on any Policy Committee.

A. General Policy Committee

Membership shall be for one year from July 1 to June 30 to be consistent with the terms of the Board Officers and Policy Committee Chairs.

B. Legislative Policy Committee

Members shall serve for the duration of the State and Federal two-year legislative session in which they were appointed, with terms expiring December 31 of even-numbered years.

C. Mountain/Desert Policy Committee

Membership is for the term of the members of the Board of Directors.

D. Transit Policy Committee

Membership shall consist of two-year terms, to be staggered in such a manner that terms of half of the membership expire annually on December 31, with the exception of the SCRRA representatives whose terms coincide with their respective SCRRA appointment.

VI. PARTICIPATION OF ALTERNATES – MOUNTAIN/DESERT POLICY COMMITTEE ONLY

- A. Participation of alternates is only permissible for MDC. Should a regular City member of the MDC be unable to attend a meeting, then the designated alternate for that City may participate and vote in the MDC meeting as the regular Board Member representing that City.
- B. When attendance is taken at a meeting, the regular member or alternate answering as “present” will be that City’s representative for the entirety of the meeting except in the following circumstances:
 1. If the alternate answered “present” and the regular member subsequently arrives, the regular member shall represent the City for the remainder of the meeting; or,
 2. If the regular member answered “present” and then subsequently affirmatively cedes to the alternate, the alternate shall represent the City for the remainder of the meeting.
- C. No City may have more than one representative participating in a meeting at the same time.
- D. In the event both a City’s representative and alternate participate in a single meeting, pursuant to VI.B. above, only one stipend and mileage reimbursement will be paid. The member and alternate may jointly advise the Clerk of the Board which individual shall receive the stipend and mileage reimbursement. In the event no such joint direction is provided, the individual answering “present” when attendance is taken shall receive the stipend and mileage reimbursement.

VII. DETERMINING QUORUM

~~A quorum shall be required for Policy Committees to conduct business.~~ A quorum shall consist of a majority of the membership of each Policy Committee. In the absence of a quorum, committee members in attendance may consider, discuss, and make recommendations to the Board regarding items on the committee agenda for Board action at its regular meetings, but may not take any final action (such as electing a Committee Chair and Vice-Chair, or, in the case of LPC, adopting a position on a bill).

VIII. MEMBER ABSENCES

The regular participation of Policy Committee Members is encouraged and essential for appropriate policy oversight and staff direction.

Recognizing that unavoidable absences will occur on an occasional basis, the following procedure is established to address member absences in order to ensure active participation in Policy Committee activities or, as appropriate, to provide the opportunity for rotation of responsibilities to other interested Board Members.

1. Staff shall notify the Board President in the event that any one Policy Committee Member’s unexcused absence from three consecutive Policy Committee meetings.
2. Upon notification by staff, the Board President, or his/her designee, shall contact the Policy Committee Member to discuss the record of absences.
3. Based upon information obtained from the Policy Committee Member and knowledge of the Policy Committee activities, the Board President shall make a determination relative to retention or replacement of the Policy Committee Member.
4. Replacement or appointment of a new Policy Committee Member shall be made in accordance with Section III. above.

IX. MEETING DATES AND TIMES

The Board of Directors has established a standard schedule of one meeting of each Policy Committee per month. Every effort will be made to maintain the standard monthly meeting schedule, which maximizes Board Member participation and maintains momentum on critical agency business.

A. Scheduling Meetings

1. An annual calendar of Policy Committee meeting dates shall be prepared and presented for adoption. Preparation of the annual meeting calendar will serve to provide advance notice of scheduled meetings and to identify holidays or other events which might impact the standard schedule.
2. In July of each each year, Policy Committee meetings will not be held.
3. When holidays impact the established meeting schedule, staff will propose an alternative meeting date. When possible, adjusted meeting dates and times will be consolidated to maximize convenience and efficient use of Board Members' time.
4. On occasion, regularly scheduled meetings may conflict with major events which are attended by Board Members. When such instances occur, the potential conflict will be announced to the Policy Committee(s). Every attempt will be made to maintain the established meeting schedule to ensure that the business of the agency is continued. In those instances when a potential lack of quorum has been confirmed, a revised meeting schedule may be proposed.

B. Procedure for Adjusting Meeting Schedules

1. Staff will attempt to identify the need for adjusted meeting schedules during the preparation of the annual meeting calendar. Adjustments to the regular meeting schedule may be proposed for adoption as part of the annual meeting calendar.
2. Should adjustments to the adopted annual meeting calendar be required, Executive Staff will confer with the Committee Chair.
3. Upon approval by Executive Staff and the Committee Chair, staff will notify Committee Members, interested parties, and the public of the adjusted meeting schedule. Adjusted meeting schedules will be posted on the SBCTA website as soon as possible following notification to Committee Members and interested parties.

C. Notice of Policy Committee Meetings

All Policy Committee meetings shall be noticed and posted in accordance with the Ralph M. Brown Act.

X. COMMITTEE MEETING AGENDAS

Policy Committee agendas shall contain a listing of action items which, as appropriate, incorporates informational, and discussion items. The following rules shall apply in consideration of the listing of items:

A. Informational Calendar

1. Items listed as Informational do not require a vote, and are expected to be routine and non-controversial in nature.

B. Discussion Calendar

1. Items placed on the discussion calendar are presented to the Committee to enhance understanding of issues and promote development of informed policy debate and direction.
2. Discussion items may be controversial in nature, or carry significant program, policy or fiscal impact.

C. Committee/MVSS Review

1. It shall be the standard practice for all action items placed before the Board of Directors to be considered first by an appropriate Policy Committee or MVSS.
2. A Policy Committee may establish the appropriate placement of items on either consent or discussion calendar of the Board of Directors. In the instance of two or more minority votes at a Policy Committee, the item shall be placed on the discussion calendar of the Board.

3. The Policy Committee may consider and make recommendations on any items coming before the committee. The Policy Committee may recommend approval, denial, or modification of staff recommendations.
4. All recommended actions being presented to the Board of Directors shall contain the Policy Committee recommendation. If the recommendation is made by less than a quorum, it shall be noted on the Board agenda item.
5. The Board of Directors makes the final determination on all recommendations made by Policy Committees.

XI. PAYMENT OF STIPEND AND EXPENSE REIMBURSEMENT

- A. SBCTA Board Members shall receive a stipend of \$100 for their participation in Policy Committee meetings, with the exception of Legislative Policy Committee (LPC). No stipend shall be paid for attendance at LPC meetings.
 - B. Board Members will be reimbursed for reasonable and necessary expenses when performing duties related to his or her role as a Policy Committee Member, consistent with the rules adopted in the agency Personnel Policies for regular SBCTA employees.
 - C. No Board Member shall be paid more than one stipend payment for any one day.
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XII. RULES FOR ADDRESSING THE POLICY COMMITTEE

In order to ensure that all interested members of the public are afforded the opportunity to address items of concern, the following rules shall apply when addressing Committee Members during Policy Committee meetings.

A. Opportunity to Speak

1. Any member of the public may address the Committee:
 - a. On any agenda item before or during the Committee's consideration of the item.
 - b. On any matter not on the agenda that is within the subject matter jurisdiction of that particular Policy Committee at the time provided on the agenda for public comment.
2. In accordance with Government Code § 54954.3(a), no public comment will be allowed during a Board meeting on any item previously considered by a Policy Committee, where the opportunity for public comment was provided, unless the item has substantially changed since the Committee heard the item.
3. All members of the public wishing to address the Committee as provided herein may submit a Request to Speak form in advance of the Committee's consideration of the item. A separate Request to Speak form may be submitted for each item that a person desires to address. When recognized by the Committee Chair, the person wishing to address the Committee shall step up to the podium and announce his or her name.

B. Time Limit

1. The Committee Chair, in the interest of facilitating the business of the Policy Committee, shall limit the amount of time which a member of the public may use in addressing the Committee to three minutes per item, unless the Committee Chair, or a majority of the Policy Committee, determines that a different limit is appropriate. In addition, the Committee Chair, in the interest of facilitating the business of the Policy Committee, shall limit the total amount of time which a member of the public may use in addressing the Committee on all agenda items to twelve minutes, unless the Committee Chair, or majority of the Policy Committee, determines that a different limit is appropriate.
2. An appellant or a named party to an agenda item shall not be subject to the time limitations on that item otherwise specified in B.1. above, but shall be subject to reasonable limitations as determined by the Committee Chair.

C. Disruptive Conduct

In the event that any Policy Committee meeting is willfully disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting impossible, the Committee Chair may recess the

meeting or order the person, group, or groups of persons willfully disrupting the meeting to leave the meeting or be removed from the meeting.

Disruptive conduct includes addressing the Committee without first being recognized, not addressing the subject before the Committee, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Committee from conducting its meeting in an orderly manner.

XIII. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted.	03/01/89
1	Added Section III.B: Admin. Committee	12/06/89
2	Added Section III.C: Major Projects	01/02/91
3	Added Section III.D: Mountain/Desert Committee	06/05/91
4	Added Section III.E: Plans and Programs	09/07/94
5	Added Section V: Procedures	02/03/93
6	Added Section IV: Determining Quorum	02/05/97
7	Changed name from Task Force to Committee.	08/05/98
8	Added the following to Par. III.E: "The Plans and Programs Committee shall have the authority to approve expenditures of up to \$25,000 with Board of Directors ratification to follow", which was approved by the SANBAG Board on July 5, 2000 for Policy 11000 but was never incorporated into this policy. Added links to Policy 11000.	06/13/03
9	Added par. VI; Revision History changed to par. VII.	01/05/05
10	Revised Par. II: Changed DEFINITIONS to REFERENCES and added Policy 10005. Deleted Par. VI. CANCELLATIONS AND CHANGES. New Policy 10005 establishes the protocols for adjusting major meeting dates and times involving members of the SANBAG Board of Directors	01/09/08
11	Paragraph III.B: Added Audit Subcommittee.	11/05/08
12	Par. III.A: Revised committee name – was Commuter Rail Committee. The name change was approved by the Board on October 7, 2009.	04/06/11
13	Par. III.E: Eliminated the Plans and Programs Committee. Agenda items specific to the Valley or the Mountain/Desert will go to the Major Projects or Mountain/Desert committees, respectively. Items of a more general nature or that affect the Count as a whole will go to the Administrative Committee. Change was adopted by the Board on September 5, 2012 (Agenda Item 7).	09/05/12
14	Par. II, III, IV, and V: Incorporated changes resulting from renaming of the Administrative Policy Committee to the General Policy Committee and the reclassification of the Major Projects Committee to the Board of Directors Study sessions for Metro Valley Issues. Changes were approved by the Board of Directors on 10/3/12, Agenda Item 30. Approved 11/7/12, Board Agenda Item 28.	11/07/12
15	Par. III.B: Incorporated changes resulting from eliminating the Audit Subcommittee and assigning the responsibility for that function to GPC. Changes were approved by the Board of Directors on 5/13/15, Agenda Item 5.	05/13/15
16	Par. III.A: Revised committee name – was Commuter Rail and Transit Committee. The name change was approved by the Board on April 6, 2016.	04/06/16
17	Revised to be consistent with SB 1305. Change approved by the Board on January 4, 2017, Agenda Item 6.	01/04/17
18	Revised to add Section III D. Legislative Policy Committee	04/01/20
19	Revised Section IV: Determining Quorum	05/05/21
20	Merged content from Policy Nos. 10000, 10002, 10005, 10010, 10026, 10050 and 10052 to create an all inclusive policy for all Policy Committees. Rescind Policy Nos. 10002, 10005, 10010, 10050, and 10052. Approved 05/07/25, Board Agenda Item 25.	05/07/25
<u>21</u>	<u>Revised Section III.B to increase LPC membership and Section VII to remove contradictory language.</u>	<u>10/01/25</u>

San Bernardino County Transportation Authority/San Bernardino Council of Governments	Policy	10000
Adopted by the Board of Directors	March 1, 1989	Revised
		10/01/25
Policy Committees	Revision No.	21

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2. Discussion items may be controversial in nature, or carry significant program, policy or fiscal impact.

C. Committee/MVSS Review

1. It shall be the standard practice for all action items placed before the Board of Directors to be considered first by an appropriate Policy Committee or MVSS.
2. A Policy Committee may establish the appropriate placement of items on either consent or discussion calendar of the Board of Directors. In the instance of two or more minority votes at a Policy Committee, the item shall be placed on the discussion calendar of the Board.
3. The Policy Committee may consider and make recommendations on any items coming before the committee. The Policy Committee may recommend approval, denial, or modification of staff recommendations.
4. All recommended actions being presented to the Board of Directors shall contain the Policy Committee recommendation. If the recommendation is made by less than a quorum, it shall be noted on the Board agenda item.
5. The Board of Directors makes the final determination on all recommendations made by Policy Committees.

XI. PAYMENT OF STIPEND AND EXPENSE REIMBURSEMENT

- A. SBCTA Board Members shall receive a stipend of \$100 for their participation in Policy Committee meetings, with the exception of Legislative Policy Committee (LPC). No stipend shall be paid for attendance at LPC meetings.
- B. Board Members will be reimbursed for reasonable and necessary expenses when performing duties related to his or her role as a Policy Committee Member, consistent with the rules adopted in the agency Personnel Policies for regular SBCTA employees.
- C. No Board Member shall be paid more than one stipend payment for any one day.

XII. RULES FOR ADDRESSING THE POLICY COMMITTEE

In order to ensure that all interested members of the public are afforded the opportunity to address items of concern, the following rules shall apply when addressing Committee Members during Policy Committee meetings.

A. Opportunity to Speak

- 1. Any member of the public may address the Committee:
 - a. On any agenda item before or during the Committee's consideration of the item.
 - b. On any matter not on the agenda that is within the subject matter jurisdiction of that particular Policy Committee at the time provided on the agenda for public comment.
- 2. In accordance with Government Code § 54954.3(a), no public comment will be allowed during a Board meeting on any item previously considered by a Policy Committee, where the opportunity for public comment was provided, unless the item has substantially changed since the Committee heard the item.
- 3. All members of the public wishing to address the Committee as provided herein may submit a Request to Speak form in advance of the Committee's consideration of the item. A separate Request to Speak form may be submitted for each item that a person desires to address. When recognized by the Committee Chair, the person wishing to address the Committee shall step up to the podium and announce his or her name.

B. Time Limit

- 1. The Committee Chair, in the interest of facilitating the business of the Policy Committee, shall limit the amount of time which a member of the public may use in addressing the Committee to three minutes per item, unless the Committee Chair, or a majority of the Policy Committee, determines that a different limit is appropriate. In addition, the Committee Chair, in the interest of facilitating the business of the Policy Committee, shall limit the total amount of time which a member of the public may use in addressing the Committee on all agenda items to twelve minutes, unless the Committee Chair, or majority of the Policy Committee, determines that a different limit is appropriate.
- 2. An appellant or a named party to an agenda item shall not be subject to the time limitations on that item otherwise specified in B.1. above, but shall be subject to reasonable limitations as determined by the Committee Chair.

C. Disruptive Conduct

In the event that any Policy Committee meeting is willfully disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting impossible, the Committee Chair may recess the meeting or order the person, group, or groups of persons willfully disrupting the meeting to leave the meeting or be removed from the meeting.

Disruptive conduct includes addressing the Committee without first being recognized, not addressing the subject before the Committee, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Committee from conducting its meeting in an orderly manner.

XIII. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted.	03/01/89
1	Added Section III.B: Admin. Committee	12/06/89
2	Added Section III.C: Major Projects	01/02/91
3	Added Section III.D: Mountain/Desert Committee	06/05/91
4	Added Section III.E: Plans and Programs	09/07/94
5	Added Section V: Procedures	02/03/93
6	Added Section IV: Determining Quorum	02/05/97
7	Changed name from Task Force to Committee.	08/05/98
8	Added the following to Par. III.E: "The Plans and Programs Committee shall have the authority to approve expenditures of up to \$25,000 with Board of Directors ratification to follow", which was approved by the SANBAG Board on July 5, 2000 for Policy 11000 but was never incorporated into this policy. Added links to Policy 11000.	06/13/03
9	Added par. VI; Revision History changed to par. VII.	01/05/05
10	Revised Par. II: Changed DEFINITIONS to REFERENCES and added Policy 10005. Deleted Par. VI. CANCELLATIONS AND CHANGES. New Policy 10005 establishes the protocols for adjusting major meeting dates and times involving members of the SANBAG Board of Directors	01/09/08
11	Paragraph III.B: Added Audit Subcommittee.	11/05/08
12	Par. III.A: Revised committee name – was Commuter Rail Committee. The name change was approved by the Board on October 7, 2009.	04/06/11
13	Par. III.E: Eliminated the Plans and Programs Committee. Agenda items specific to the Valley or the Mountain/Desert will go to the Major Projects or Mountain/Desert committees, respectively. Items of a more general nature or that affect the Count as a whole will go to the Administrative Committee. Change was adopted by the Board on September 5, 2012 (Agenda Item 7).	09/05/12
14	Par. II, III, IV, and V: Incorporated changes resulting from renaming of the Administrative Policy Committee to the General Policy Committee and the reclassification of the Major Projects Committee to the Board of Directors Study sessions for Metro Valley Issues. Changes were approved by the Board of Directors on 10/3/12, Agenda Item 30. Approved 11/7/12, Board Agenda Item 28.	11/07/12
15	Par. III.B: Incorporated changes resulting from eliminating the Audit Subcommittee and assigning the responsibility for that function to GPC. Changes were approved by the Board of Directors on 5/13/15, Agenda Item 5.	05/13/15
16	Par. III.A: Revised committee name – was Commuter Rail and Transit Committee. The name change was approved by the Board on April 6, 2016.	04/06/16
17	Revised to be consistent with SB 1305. Change approved by the Board on January 4, 2017, Agenda Item 6.	01/04/17
18	Revised to add Section III D. Legislative Policy Committee	04/01/20
19	Revised Section IV: Determining Quorum	05/05/21
20	Merged content from Policy Nos. 10000, 10002, 10005, 10010, 10026, 10050 and 10052 to create an all inclusive policy for all Policy Committees. Rescind Policy Nos. 10002, 10005, 10010, 10050, and 10052. Approved 05/07/25, Board Agenda Item 25.	05/07/25
21	Revised Section III.B to increase LPC membership and Section VII to remove contradictory language.	10/01/25

Minute Action

AGENDA ITEM: 6

Date: September 10, 2025

Subject:

San Bernardino County Transportation Authority Vehicle Miles Traveled Mitigation Bank Pilot Program Update

Recommendation:

Receive a report on the development of the proposed San Bernardino County Transportation Authority Regional Vehicle Miles Traveled Mitigation Bank Pilot Program – Administrative Plan.

Background:

In 2018, the California Environmental Quality Act (CEQA) guidelines shifted the assessment of an infrastructure project's transportation impacts from traffic congestion-based metrics to Vehicle Miles Traveled (VMT). To address the challenging issue of VMT mitigation at San Bernardino County Transportation Authority (SBCTA), in December 2018, the Board of Directors (Board) directed staff to work on a countywide Senate Bill (SB) 743 implementation study. SBCTA staff embarked on this Phase 1 SB 743 implementation assistance effort in February 2019. Then, in July 2020, the Board authorized staff to develop options for establishing a mitigation crediting system that would allow for quantification of the trip-reduction and greenhouse gas reduction benefits of working from home (telework) and other Transportation Demand Management options and the voluntary application of those credits to facilitate environmental mitigation of projects in San Bernardino County.

In August 2021, the General Policy Committee (GPC) received a presentation on the second-phase study, which concluded that mitigating VMT impacts remains one of the most significant challenges of SB 743 implementation. This was approved on consent by the Board in September 2021.

Subsequently, in August 2022, staff presented the idea of a countywide VMT mitigation crediting program to the Metro Valley Study Session and the Mountain/Desert Policy Committee, both of which unanimously recommended the Board approve the submittal of a proposal to Southern California Association of Governments (SCAG) for funding of the VMT crediting program. The Board then authorized staff to submit a grant application to SCAG for a Regional Early Action Planning 2.0 grant to develop the SB 743 VMT mitigation crediting program/bank under the County Transportation Commission Partnership Program. The project was awarded funding in July 2023 by SCAG and the subsequent grant Memorandum of Understanding was signed with SCAG in July 2024. The project officially began in November 2024, with HNTB Corporation selected as the project consultant through a competitive procurement from the Planning Department's on-call bench of consultants.

Overview of the SBCTA VMT Mitigation Bank Program

The structure of the VMT Mitigation Bank is to enable voluntarily participating commuters who live or work in San Bernardino County to get paid to reduce their VMT. These collective reductions of VMT then are deposited into the bank in the form of credits. The bank will store VMT Reduction Credits (Credits) generated by the commuters as well as from qualifying VMT-mitigating programs and projects. The bank will then allow land developers and sponsors of roadway projects to purchase Credits to offset a project's expected VMT production. It should be noted that when the word "Developer" is used, it typically refers to entities that may be

Entity: San Bernardino County Transportation Authority

seeking Credits, whether for land development or roadway projects. The bank would also be permitted to accumulate Credits from projects and programs that can mitigate VMT that can then be sold to developers and other project sponsors to mitigate their increased VMT.

The proposed SBCTA VMT Mitigation Bank will incentivize individuals to earn Credits by reducing their commute travel (compared to a baseline auto-based commute), with participants voluntarily choosing to telework, take public transit, ride a vanpool or carpool, or commute via bike and walk, among other options. In a nutshell, the Credits would be deposited into each commuter's VMT "bank account." Projects needing VMT mitigation (transportation or land use projects) would then purchase Credits through protocols established by the bank and be able to use those Credits as mitigation.

Using a smartphone app, participating commuters will establish a "VMT baseline" and then be paid a per-mile fee for the amount of VMT they reduce when they choose a travel mode other than a single occupancy vehicle. The amount of VMT reduced will be verified through location-based information on the app, will then be deposited into the individual's "VMT account." The Credits will be accumulated from the expected thousands of participating commuters and sold to development or transportation projects (at the per-mile price in force at the time) to fully or partially mitigate their VMT impacts under CEQA.

To "jump-start" the bank prior to the sale of Credits, funding from other sources will be used to incentivize participants. Funding has been approved by the Board from the Federal Carbon Reduction Program for this purpose. Following this start-up period, and when Credits can be sold, the bank is anticipated to be self-funding based on the sale of Credits to projects needing mitigation for VMT. In addition to providing incentive funding for the participants, money deposited into the bank from purchased Credits could be applied to individual, local or regional VMT reduction programs or projects, such as housing-specific projects included in the San Bernardino County Regional Housing Trust (SBRHT).

Current Status of the Project

The process to establish the bank and its relevant administrative and technological components began in December 2024. The consultant team delivered the Concept of Operations report in April 2025 and has worked with staff to finalize the Administrative Plan, which will serve as the internal guide for day-to-day operations. Staff also presented the Concept of Operations document at the April 2025 GPC meeting. Additionally, staff is developing a VMT Policy Memo that will establish key governance policies, including the fee structure, credit pricing authority, and program expansion. The Policy Memo will be presented to the GPC for review in October/November 2025. The bank is expected to be operational to the public as a pilot beta program by February 2026. The following table summarizes the purpose and status of the three documents.

Document	Purpose	Content Focus	Audience	Status
Concept of Operations (ConOps)	Define vision and framework	Goals, use cases, system overview	Internal teams, partners	Finalized (April 2025)
Administrative Plan	Guide day-to-day operations	Procedures, roles, credit management, commuter ops	SBCTA staff, Bank Admin, GPC	Draft for GPC review
Policy Memo	Establish governance policies	Credit pricing authority, prioritization, refunds	SBCTA Board of Directors	Coming in Oct/Nov

The Administrative Plan

The purpose of the Plan is to establish the policies and procedures that will guide SBCTA's establishment and administration of the VMT Mitigation Bank Program. Specifically, the Plan will establish procedures for the credit generation and sale process. A summary of each chapter is included below:

The Administrative Plan begins with an overview of the VMT Mitigation Bank Program and its stated goals and objectives. The introduction outlines the target audience of the Administrative Plan and its structure.

The Governance and Procedures chapter covers the administrative structure associated with the bank, detailing roles and responsibilities for the SBCTA Board, GPC, Executive Director, and SBCTA staff. Specifically, it outlines that the Board will be the responsible policy body for review and approval of the bank programs, policies, and all agreements associated with the VMT Mitigation Bank Program, unless delegated. The GPC will be responsible for reviewing program policies and reports, providing additional advisory assistance to the program. With specific delegated authority, the Executive Director will prepare annual reports for consideration by the Board, perform periodic comprehensive reviews of the program, such as the credit quantification methods, and approve the sale of Credits and credit purchase applications. The Bank Administrator will oversee the marketing and outreach for the bank, manage credit availability, price per VMT, credit purchases, and prioritization of Credit Purchasers, enforcing the credit transfer and refund policy, and correspondence with Mitigation Providers. This chapter also includes a flowchart of the credit purchase process to illustrate the step-by-step coordination between the CEQA lead agency, developers, and the Bank Administrator. Lastly, the chapter includes the VMT credit valuation strategy in order to establish a self-sustaining bank. The credit pricing methodology and policies are to be further refined in the VMT Policy Memorandum.

The Additional Post-Pilot Administrative Procedures chapter outlines the additional responsibilities of the Bank Administrator following the completion of the pilot program. Following the pilot program, the Bank Administrator will oversee the screening and enrollment of potential Mitigation Providers. The Bank Administrator shall facilitate a formal agreement between all parties and provide the Mitigation Provider with official documentation to confirm their enrollment in the program. The chapter also outlines the process for withdrawing funds from the bank and the compensation schedule for Mitigation Providers. Lastly, the chapter outlines credit generation methodology and pricing strategy. Potential methodology includes VMT mitigation infrastructure projects and affordable housing projects.

The Operations of the Commuter Program chapter outlines the responsibilities, policies, and rules specifically associated with administering the Commuter Program. Participants must meet all eligibility requirements and agree to the terms of use to participate in the program. As part of the set-up process, participants must establish a baseline of commutes between home and work locations. The Plan details calculations for different modes of travel, variance in multiple commute scenarios, and ineligible behaviors outside of the established baseline. Lastly, the plan details cash-out procedures for participants.

The Implementation and Budget chapter defines the costs, schedule, and milestones associated with establishing the Bank and the Commuter Program. Key milestones for the program include: development, credit generation, and Self-Sustaining Bank Phases. The Development Phase involves capturing user needs and functional requirements, defining the bank system concept through a systems engineering process, onboarding the application vendor, developing the San Bernardino County Transportation Authority

application for managing the Commuter Program and the Bank, and creating policy documents for the administration of the Bank. The Credit Generation Phase encompasses the first operating period of the bank, during which the Commuter Program generates Credits. The Self-Sustaining Bank Phase introduces the process by which the Developer purchases Credits, establishing a sustainable funding mechanism. Lastly, the chapter concludes with the budget framework to ensure transparency, operational sustainability, and alignment of program goals.

The Marketing Strategy chapter describes the approach SBCTA will take to market the bank and the Commuter Program to potential Credit Purchasers, Mitigation Providers, and Commuters. The program will leverage existing programs to promote the VMT Mitigation Bank to potential participants. Additionally, SBCTA will engage with local agencies during the Self-Sustaining Bank Phase to promote the VMT Mitigation Bank. Branding and marketing materials will be developed by the Application Vendor.

Lastly, the Administrative Plan includes the Program Evaluation chapter that describes the process of evaluating the success of the Program. SBCTA will evaluate the program after the pilot period to determine if it should be established as a permanent program. Success metrics include total VMT mitigated, average VMT mitigation per participant, participant enrollment and retention, credit generation volume, total mode share of VMT-mitigating trips, and registered Developers in the Credit Purchasing Portal. The evaluation process will determine whether the pilot meets its stated objectives. The evaluation will be structured to include an interim evaluation during the pilot, a comprehensive evaluation at its completion, a report on findings and recommendations, and a final review by the SBCTA Board.

VMT Policy Memo

The Administrative Policy Memorandum will establish policies outlined in the Administrative Plan to inform and guide decision-making for SBCTA staff in the operation of the program. Staff is currently working internally to finalize the policies and establish a methodology for credit pricing. The memorandum will be presented to the GPC for review and to recommend approval at the October GPC meeting.

App Design

The application developer GoCarma provided a System Design Document to translate high-level vision and system requirements into a structured design framework that describes the major system components, user roles, data flows, and integration points that collectively support program delivery. In August 2025, the consultant team provided mock-ups of the three separate interfaces designed for the three groups of users: the mobile app for the commuter, the web-based credit purchasing portal for developers, and the web-based back office for the Bank Administrator.

Mobile Application for Commuters

The commuter-facing mobile app is a core component of the Commuter Program. It empowers individuals to participate in reducing regional VMT by providing an intuitive, automated platform to track and verify commute behavior. The app supports the generation of real, additional, and enforceable Credits for the VMT Mitigation Bank.

Back Office

This secure, browser-based portal provides SBCTA and its designated program administrators with a comprehensive set of tools for operational oversight and credit governance. This portal enables SBCTA to operate the program transparently while maintaining full CEQA defensibility and financial accountability.

Credit Purchasing Portal

This portal serves as the primary interface for land use and transportation credit purchasers seeking to mitigate their CEQA transportation impacts via off-site Credits. The portal helps streamline CEQA mitigation for the private sector and public agencies while maintaining credit integrity and oversight.

Next Steps and Schedule

Next Steps – Short Term Tasks	Timeline
Internal Alpha Testing Begins	September 2025
GPC presentation of Administrative Policy Memo	October 2025
Finalize all Credit Purchase related Forms and Documents	December 2025

Project Schedule and Phase	Timeline
Systems Engineering and Vendor Selection	December 2024 – April 2025
Solution Development/ Iterative Release Testing	May 2025 – December 2025
Alpha Test Resolutions	November 2025 – December 2025
Beta Testing Materials Development	December 2025 – February 2026
Public Beta Testing	February 2026 – March 2026
Public Beta Testing Resolutions	March 2026 – April 2026
VMT Mitigation Bank Pilot Program Go Live	April 2026 – April 2027

Financial Impact:

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

Reviewed By:

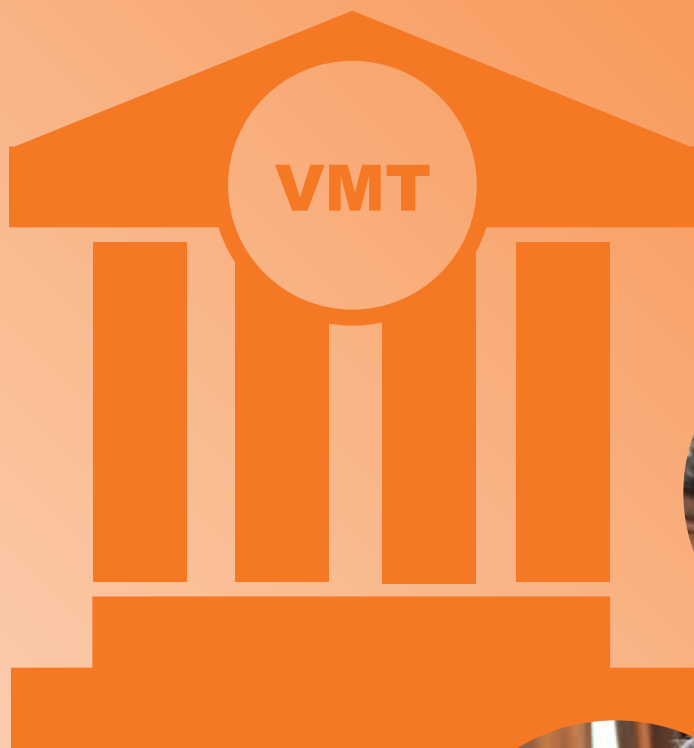
This item is not scheduled for review by any other policy committee or technical advisory committee.

Responsible Staff:

Josh Lee, Deputy Director of Planning

Approved
General Policy Committee
Date: September 10, 2025

Witnessed By:



Administrative Plan

San Bernardino County Transportation Authority Vehicle Miles Traveled Mitigation Bank



This Project is funded and managed by the Southern California Association of Governments (SCAG) with Regional Early Action Program (REAP 2.0) 2021 grant funding from the State of California Department of Housing and Community Development (HCD).

Prepared by HNTB Corporation and Fehr and Peers.

Version 1.0 | September 10, 2025 (General Policy Committee Review)

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Acronyms

Acronym	Term
AFFH	Affirmatively Furthering Fair Housing
Caltrans	California Department of Transportation
CAPCOA	California Air Pollution Control Officers Association
CARB	California Air Resources Board
CFR	Code of Federal Regulations
CEQA	The California Environmental Quality Act
E-Gift Card	Electronic Gift Card
EIR	Environmental Impact Report
HCD	Housing and Community Development
IE Commuter	Inland Empire Commuter Program
IRB	Institutional Research Board
LOS	Level of Service
LRMTP	Long Range Multimodal Transportation Plan
MMRP	Mitigation Monitoring and Reporting Program
MND	Mitigated Negative Declaration
MPO	Metropolitan Planning Organization
ND	Negative Declaration
OPR	Governor's Office of Planning and Research
REAP 2.0	Regional Early Action Planning
SBC	San Bernardino County
SB-743	Senate Bill 743
SBCTA	San Bernardino County Transportation Authority
SBCOG	San Bernardino Council of Governments
SCAG	Southern California Association of Government
SCRHT	San Bernardino Regional Housing Trust
SGC	Strategic Growth Council
SOV	Single Occupancy Vehicle
TAC	Technical Advisory Committee
TDM	Transportation Demand Management
USDOT	United States Department of Transportation
VMT	Vehicle Miles Traveled

Key Terms

See **4.4.1 Definitions** for additional definitions related to the Commuter Program.

Key Terms	Definition
Additionality	The concept that CEQA mandates that mitigation measures used to offset a project's environmental impacts, including VMT, must result in mitigations that would not occur without a project's implementation. In accordance with CEQA Guidelines §15126.4, such measures must be fully enforceable, feasible, capable of being accomplished in a reasonable timeframe, roughly proportional to the impact, likely to actually occur, and effective in substantially lessening or avoiding the significant impact.
Application Vendor	The contracted software vendor providing the Commuter App, Credit Purchasing Portal, and back office infrastructure for the Bank.
VMT Mitigation Bank Program	SBCTA's VMT Mitigation Bank Program, or "Program," is a structured program encompassing the VMT Mitigation Bank, the Commuter Program, and the administrative processes involved in Bank operations including facilitation of the credit purchase process, VMT mitigation verification, and financial monitoring. The Program is intended to facilitate developer's and lead agencies' mitigation of transportation impacts to satisfy CEQA through the contribution of funds in exchange for VMT mitigation credits.
VMT Mitigation Bank	The VMT Mitigation Bank, or "Bank," stores VMT credits and program funds.
Bank Administrator	The Bank Administrator, an existing member of SBCTA, manages communication with Credit Purchasers, including approval of credit purchase, and coordination with Mitigation Providers, including onboarding and fund distribution. The Bank Administrator also maintains the ability to adjust credit and incentive pricing and is responsible for the continuation of the Bank.
CEQA	Initially enacted in 1970, legislation requiring state and local agencies in California to identify significant environmental impacts of their proposed projects, avoid or mitigate those effects if feasible, and involve the public in the decision-making process.
Credit	A unit of mitigation equivalent to one VMT that is generated by Credit Generators, stored in the Bank, and purchased by Credit Purchasers.
Credit Generator	A participant in any VMT-Mitigating Program, including the Commuter Program, that generates credits collected by the Bank by mitigating their VMT from an original baseline level.
Credit Purchaser	An entity – SBCTA, a local jurisdiction, or private developer – seeking VMT mitigation through the purchase of credits from the Bank and are required under CEQA to mitigate their impact.
Commuter	Commuters are active participants in the Commuter Program who regularly travel between their place of residence and their place of work, usually by single occupancy vehicle (SOV), and are thereby eligible to earn incentives by mitigating their VMT through participation in the Commuter Program. A Commuter must live or work in San Bernardino County to participate. See Chapter 3 for further eligibility details.
Commuter Program	The first VMT-Mitigating Program of the Bank and the only active one during the Pilot. The Commuter Program is administered by SBCTA and involves the use of the Commuter App to track Commuter's VMT-Mitigating Trips, compare them to the Commuter's Baseline Commuter (using an SOV), calculating the VMT mitigated, and distributing incentives.
Financial Auditor	Either an existing member of SBCTA or an external consultant, accesses reports and transaction records from the VMT Mitigation Bank Back Office to ensure financial health of the system and to report to the SBCTA Board.
Geofence	A virtual perimeter around a physical location. For the Commuter Program, this is used to demarcate the Commuter's home and work locations, enabling accurate location tracking.

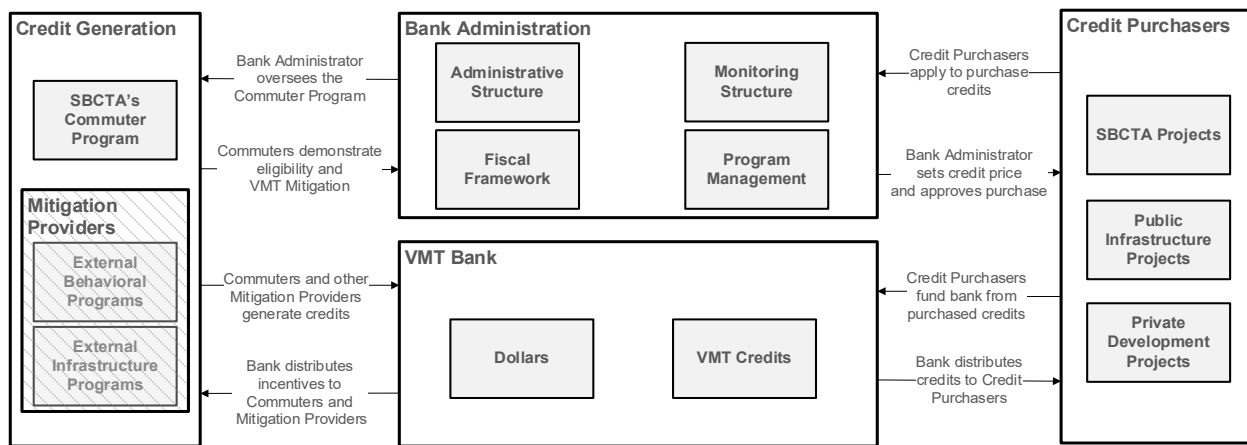
Key Terms	Definition
Incentives	Monetary value distributed from the Bank to incentivize VMT-Mitigating Trips.
Mitigation Providers	An entity managing a VMT-Mitigating Infrastructure Project or VMT-Mitigating Program which receives Incentive to be distributed to their participants and/or funds to facilitate development.
Pilot	The initial phase of the Bank following development which includes credit generation from the Commuter Program.
REAP 2.0	REAP 2.0 is administered by the California Department of Housing and Community Development (HCD) in collaboration with the OPR, the Strategic Growth Council (SGC), and the California Air Resources Board (CARB). REAP 2.0 provides an investment to advance implementation of adopted regional plans by funding activities that accelerate infill housing and mitigations in per capita VMT.
SB 743	Signed into law in 2013, SB 743 directed the Governor's Office of Planning and Research (OPR) to replace LOS with VMT as the metric of evaluating transportation impacts of development under CEQA.
Verifier	Either an existing member of SBCTA or an external consultant performs audits using reports from the system and resolves issues with Commuter trip verification that the application cannot resolve. The Verifier supports the Bank Administrator's responsibility to demonstrate the legitimacy of the Bank. To the extent possible, the verification processes will be part of the Commuter App's design.
VMT-Mitigating Trip	A non-SOV trip taken by a Commuter participating in the Commuter Program from their home to work or work to home. The Commuter may use public transit, carpool/vanpool, cycle, walk, or make a multimodal trip. The Commuter may also telework instead of commuting to their workplace. See Chapter 3 for further details.
VMT-Mitigating Infrastructure Project	A project that mitigates VMT by promoting non-SOV transportation, high-density land use, or infrastructure improvements. Quantified, Mitigated VMT are quantified as credits in the Bank. Example projects include public transit expansions, active transportation infrastructure, or transit-oriented developments. These types of projects may be incorporated to generate credit in the Bank after the Pilot, at the sole discretion of SBCTA.
VMT-Mitigating Program	A program that mitigates VMT by encouraging mode-shift. Examples include carpool, vanpool programs, and rideshare programs. These types of programs may be incorporated to generate credit in the Bank after the Pilot, at the sole discretion of SBCTA.
VMT mitigation	The reduction of VMT to offset impacts of projects that have been determined to induce VMT.

1. Introduction

1.1. Overview

San Bernardino County Transportation Authority (SBCTA) is establishing a Vehicle Miles Traveled (VMT) Mitigation Bank Program (“Program”) to provide a structured mechanism for lead agencies and private developers to mitigate the transportation impacts of their projects, quantified as VMT. The Program will facilitate the generation of “credits” that equate to mitigated VMT by establishing and overseeing SBCTA’s Commuter Program; the Program will also facilitate the purchase of credits by SBCTA itself, lead agencies, and private developers (“Credit Purchasers”). These credits, the seed funds used to incentivize program participants, and the funds collected from Credit Purchasers in exchange for credit will be stored in the Bank. Implementation of the Program will begin with a pilot period (“the Pilot”) during which SBCTA will evaluate the success of the Bank and the SBCTA’s Commuter Program, prepare to administer credit purchases, and consider the addition of other Mitigation Providers.

Figure 1. SBCTA VMT Mitigation Bank Program



The Commuter Program is a commute mode-shift program, administered by SBCTA, that aims to mitigate VMT by incentivizing Commuters to choose modes other than single occupancy vehicles (SOVs) (e.g., telework, transit, carpooling, vanpooling, bicycling, and walking) for their work commutes. Commuters will use a mobile phone application to create an account, establish a baseline commute, record and verify their commutes using the app, and receive the incentive for commuting via non-SOV modes.

After the Pilot, lead agencies may propose infrastructure projects or behavioral programs as additional methods of generating credits for the Bank. If such a project is accepted to become part of the Bank, the lead agency (“Mitigation Provider”) will manage the project, just as SBCTA manages the Commuter Program, and they will receive compensation from the Bank for the credits generated.

The process to establish the Bank and the relevant administrative and technological components began in December 2024; and the Pilot is expected to be operational to the public in April 2026. This Administrative Plan, in conjunction with the approval of future Ordinances, identifies the planned operational policies for the Bank during its operations as well as the plan, schedule, and budget associated with establishing the Bank.

1.1.1. Mission Statement and Vision

The Mission Statement of the Bank is:

To mitigate VMT in the San Bernardino County region by providing a self-sustaining VMT Mitigation Bank that incentivizes non-SOV travel and supports regional development.

The Vision of the Bank is:

To lead the San Bernardino County region towards a future of reduced traffic congestion, improved air quality, and sustainable urban development by pioneering innovative VMT mitigation strategies and fostering a culture of environmentally responsible transportation.

1.1.2. Objectives

The VMT Mitigation Bank is designed to achieve the following four goals:

- **Mitigate VMT:** Achieve significant VMT mitigation across the San Bernardino region to improve air quality and reduce traffic congestion.
- **Promote Sustainable Transportation:** Encourage the use of alternative commuting methods such as telework, transit, carpooling, vanpooling, bicycling, and walking.
- **Support Regional Development:** Facilitate sustainable growth and development by providing a mechanism for developers to offset their VMT impacts.
- **Facilitate Compliance with CEQA:** Help developers meet the requirements of CEQA by providing a reliable VMT mitigation strategy.

To achieve these goals, SBCTA has the following four initial objectives for the Program:

- **Establish the Bank:** Create and operationalize the VMT Mitigation Bank, including the development of a Commuter App for commute tracking and an associated account-based Back Office system.
- **Launch the Commuter Program:** Implement the initial phase of the program to incentivize Commuters to shift from SOVs to alternative modes of transportation.
- **Monitor and Verify VMT Mitigation:** Implement robust monitoring and verification processes to ensure the accuracy and additionality of VMT mitigation.
- **Distribute Funds and Credits:** Manage the distribution of funds from credit sales to Commuters and other Mitigation Providers, ensuring equitable and efficient fund allocation

1.2. Purpose of Plan

The purpose of the Administrative Plan is to establish the policies and procedures that will guide SBCTA's establishment and administration of the VMT Mitigation Bank Program, including SBCTA's Commuter Program that generates credits and the credit sale process. If regulatory changes conflict with this plan, State regulations will take precedence.

The policies in this Administrative Plan cover key components of the Program while providing SBCTA flexibility to adjust its policies and procedures as needed to ensure the Bank's successful implementation. Should an unforeseen situation arise or a discretionary decision be needed, SBCTA is committed to acting with impartiality, transparency, and collaboration to respond and update the Administrative Plan accordingly.

The document is considered a "living document" that will be updated as the Program is implemented and further defined. Future changes to the Administrative Plan, after its initial approval, must be approved by the SBCTA Board of Directors.

1.3. Target Audience

The intended audience of the Administrative Plan includes the SBCTA Board of Directors, the SBCTA Executive Director, and the General Policy Committee. The plan lays forth the concept of the Bank, its operating rules and structure, the responsibilities of all parties involved, and the current methodology of key mechanisms of the Bank, such as credit pricing. The approval of the policies contained within this plan by the SBCTA Board of Directors will enable the Pilot to be conducted. During and after the Pilot, this living document may be updated and reapproved to reflect lessons learned in the development and early operations of the program.

Additionally, this plan is intended to inform potential participants in the Commuter Program, as well as Credit Purchasers and Mitigation Providers, of the operating rules and structure of the Bank, such that they may be knowledgeable participants in the Commuter Program and Bank, respectively.

1.4. Administrative Plan Structure

The Administrative Plan is organized into the following chapters:

- **Chapter 1 – Introduction** provides an overview of the SBCTA VMT Mitigation Bank Program and its stated goals and objectives, as well as introductory information on the purpose and structure of this Administrative Plan.
- **Chapter 2 – Governance and Procedures** describes the administrative responsibilities associated with the Bank, the necessary processes to enable collection of funds for VMT mitigation, and the procedures associated with credit purchase.
- **Chapter 3 – Additional Post-Pilot Administrative Procedures** describes the administrative responsibilities associated with the Bank that will be necessary after the pilot program that allow the Bank to onboard new VMT-Mitigating Projects and Programs.
- **Chapter 4 – Operation of the Commuter Program** outlines the responsibilities, policies, and rules specifically associated with administering the Commuter Program as the credit generation mechanism of the Program.
- **Chapter 5 – Implementation and Budget** defines the costs, schedule, and milestones associated with establishing the Bank and the Commuter Program.
- **Chapter 6 – Marketing Strategy** describes the approach SBCTA will take to market the Bank and the Commuter Program to potential Credit Purchasers, Mitigation Providers, and Commuters.
- **Chapter 7 – Program Evaluation** describes the process of evaluating the success of the Program after the Pilot and periodically during the life of the Program.

2. Governance and Procedures

This chapter discusses the administrative structure of the Bank, including the identification of oversight bodies, and the procedures involved in management of the Bank.

2.1. Administrative Body

According to current literature on VMT mitigation banks and exchange programs, it is essential to establish a clear and accountable administrative structure to maintain program integrity, transparency, and efficiency.¹ SBCTA is designated as the administrative body, making it the central authority for the management of credit transactions and integration of VMT-Mitigating Infrastructure Projects and Programs. Clearly defining SBCTA's role as the Bank Administrator ensures that all participating entities, including Credit Purchasers, Mitigation Providers, and regulatory agencies, have a well-defined point of contact for the Bank's operations and understand SBCTA's responsibilities and privileges in administering the Program.

2.2. Governance

SBCTA shall administer the Bank as described in this Administrative Plan. The following is a description of the duties, roles, and responsibilities for the SBCTA Board of Directors, the SBCTA Executive Director, and the General Policy Committee, as they pertain to Program administration.

2.2.1. SBCTA Board of Directors Responsibilities

The SBCTA Board of Directors shall be responsible for reviewing and acting on the following:

- Approval of the Administrative Plan and any subsequent amendments;
- Approval of changes to the template agreements regarding participation in the Program;
- Delegation of responsibility to SBCTA Department(s) for ongoing management of the Bank; and
- Otherwise, having full final decision-making authority over all aspects of the Bank.

2.2.2. Executive Director Responsibilities

Reporting to the SBCTA Board of Directors, the Executive Director (or their designee) shall be responsible for the following activities:

- Providing staff and consultant support to the administration of the Bank, as necessary;
- Other related activities as directed by the SBCTA Board of Directors
- Preparation of an Annual Report for consideration by the SBCTA Board of Directors detailing the status of the Bank;
- Periodic preparation of a comprehensive Program review that includes an assessment of the credit quantification methods and recommendations on potential Program revisions for consideration by the SBCTA Board of Directors;
- Approving the sale of credits; the Executive Director has the right to reject a purchase application for any reason; and,
- Other related activities as directed by the SBCTA Board of Directors.

¹ <https://www.law.berkeley.edu/wp-content/uploads/2022/08/Implementing-SB-743-August-2022.pdf>

2.2.3. General Policy Committee Responsibilities

The General Policy Committee shall be responsible for the following:

- Reviewing Program policies (such as fee structure, cost methodologies, and the establishment of credit costs/prices) to ensure clarity, defensibility, and flexibility in managing the Program.
- Reviewing the Program annually;
- Reviewing the Verifier's report for applicability and reliability of the credits generated by the Program;
- Recommending revisions to the Administrative Plan; and
- Providing additional advisory assistance to the Program, as requested by the SBCTA Executive Director.

2.2.4. Bank Administrator Responsibilities

The Bank Administrator shall be responsible for the following:

- Overseeing marketing and outreach conducted for the Bank;
- Managing credit availability;
- Managing the price per VMT, including adjusting prices as needed;
- Managing credit purchases and the prioritization of different types of Credit Purchasers (public and private);
- Enforcing the credit transfer and refund policy;
- Corresponding with potential mitigation, including performing the estimation of VMT mitigation and costs, processing applications, enrolling, and compensating Mitigation Providers; and,
- Any additional responsibilities as determined by the SBCTA Board of Directors or the Executive Director.

2.2.5. SCAG Involvement

SCAG is the regional metropolitan planning organization (MPO), covering Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial Counties. It is responsible for regional transportation planning, housing policy, and sustainability initiatives. SCAG is the provider of substantial funds for Program development and will monitor the Program for consistency with CEQA and other relevant state regulations.

2.2.6. Caltrans Involvement

The California Department of Transportation (Caltrans) is the state agency responsible for planning, constructing, and maintaining California's highway, bridge, and rail transportation systems. Caltrans is also the CEQA lead agency for projects on the state highway system. During the implementation of the Bank, Caltrans will provide guidance related to projects on the state highway system.

2.3. Monitoring Structure

The VMT Mitigation Bank Program requires monitoring from a number of entities to ensure compliance and successful operations. The following entities have monitoring responsibilities:

- Lead Agency under CEQA
- Verifier
- Financial Auditor

2.3.1. Lead Agency Responsibilities

Projects that are determined to have a significant VMT impact under CEQA will require VMT mitigation. For each project in need of VMT mitigation, the Lead Agency under CEQA (or Developer, for private projects) is ultimately responsible for the preparation of adequate environmental documentation and to identify feasible mitigation for the identified impact. Furthermore, the Lead Agency will be required to develop the Mitigation Monitoring and Reporting Program (MMRP) to ensure the mitigation measure is implemented. For private projects, Developers are required to develop the MMRP and obtain approval from the agency with jurisdiction. If credits from the Bank are used to mitigate the VMT impact, the MMRP would identify the number of credits needed from the Bank and the Lead Agency would ensure that the credit purchase is completed as stipulated in the environmental document.

2.3.2. Verifier Responsibilities

The Verifier, an employee of the Application Vendor supporting the Commuter Program, will be responsible for supporting the Bank Administrator in ensuring the legitimacy of the Bank. The Verifier is responsible for:

- **Periodic Audits & Reporting.** This will include reasonableness checks of the Commuter Program. The Verifier is responsible for reviewing reports generated by the Application and presenting the summarized results for review by SBCTA's Executive Director and the SBCTA Board of Directors. This is to include overall credit generation and VMT mitigation trends, account balances, participation rates, and any additional information requested by the Board as part of the reporting associated with the program. The Verifier will have access to PII-cleansed data and program metrics through a data portal, dashboards, and downloadable summary reports.

2.3.3. SBCTA Finance Responsibilities

The Financial Auditor, a representative of the SBCTA Finance Department, also supports the Bank Administrator by ensuring that financial transactions are appropriately executed and documented. The Financial Auditor is responsible for:

- **Periodic Audits and Reporting.** This will include performing periodic audits of the Bank's transactions including credit sales, distribution of incentive funds to the Commuter Program, and payment of the Application Vendor. The Financial Auditor will be responsible for reviewing reports generated by the application and presenting the summarized results for review by SBCTA's Executive Director and the SBCTA Board of Directors.

2.4. Administrative Procedures

As the Bank Administrator, SBCTA is responsible for overseeing the administration of the Bank, managing the credit purchase process, and maintaining transparency through reporting. SBCTA reserves the right to act in the best interest of the Program to best serve all involved stakeholders.

2.4.1. Management of Credit Availability

The Bank Administrator is responsible for managing the availability of credits so as to fairly reserve credits for developer or infrastructure projects and to prevent any single Credit Purchaser from acquiring the entire supply. At their discretion, the Bank Administrator may limit individual transactions, adjust credit release schedules, or prioritize buyers to ensure an equitable distribution that supports long-term mitigation goals. To ensure that credits are available for approved Credit Purchasers and to prevent the administrative burden of processing canceled purchases, Credit Purchasers will not be allowed to reserve credits for future purchase beyond a to-be-determined amount of time. SBCTA, at its sole discretion, may choose to allow the reservation of credit in the future. The credit purchasing process will be incorporated

into a set of SBCTA policies, approved by the Board of Directors, that will guide the Bank Administrator's management of the credits.

2.4.2. Management of Price Per VMT

The Bank Administrator is responsible for establishing and periodically adjusting the price per credit to ensure it reflects the true cost of mitigation, market demand, and regional variations in implementation costs. The pricing of VMT by the Bank Administrator will be guided by rules put in place and adopted by the SBCTA Board of Directors. When considering price changes, the Bank Administrator must evaluate factors such as credit supply and demand, the availability and cost of VMT-Mitigating Infrastructure Projects and Programs, economic conditions, and policy priorities. The Executive Director, with authority provided by the Board, sets general policy and pricing guidelines so that requests to purchase credits are addressed in a timely fashion. The pricing will then be implemented by the Bank Administrator.

2.4.3. Management of Credit Purchases

The Bank Administrator is responsible for managing and facilitating the credit purchase process, ensuring it is compliant with program requirements. This purchase process varies slightly depending on whether the purchase is for a transportation project or a private development. However, all purchases involve a process in which the Bank Administrator reviews applications to purchase credits, commits credits for future purchases as a project goes through the MMRP process, and executing a final credit purchase when the purchaser is ready.

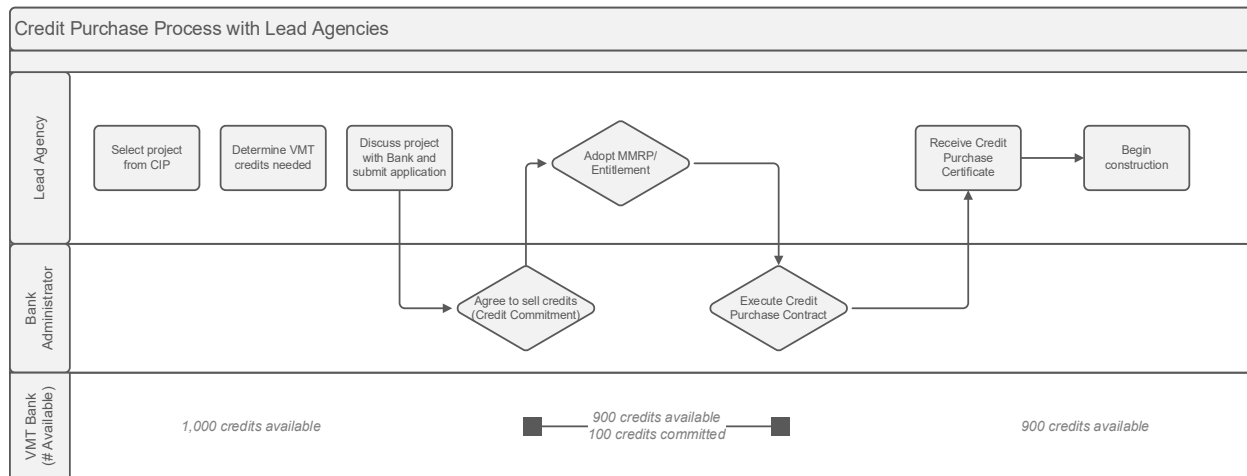
2.4.3.1 Credit Purchase Process – Lead Agencies

It is likely that most VMT purchase applications received by the Bank will come from mitigation needed by Lead Agencies involved in infrastructure and roadway projects, which will require significant VMT mitigation. The credit purchase process involves the following steps:

1. **Mitigation Needs Assessment:** The Lead Agency determines the amount of VMT the project needs to mitigate.
2. **VMT Mitigation Bank Approval:** Lead Agencies approaches the Bank, is invited to submit an application, and apply to purchase credits from the VMT Mitigation Bank. SBCTA reviews the application to confirm it contains information about the project, the lead agency, and the number of credits requested. The Bank Administrator has the jurisdiction to accept or reject purchases based on the solvency of the Bank at the time. If the Bank Administrator approves a purchase, a **Credit Purchase Commitment** will be signed by all parties to commit the agreed-upon number of credits to the Developer for when they are ready to purchase.
3. **MMRP Development:** The Lead Agency uses the Credit Purchase Commitment to demonstrate their planned mitigation in the MMRP so that the Lead Agency can approve.
1. **Credit Purchase Execution:** The purchase occurs after the Lead Agency has received all planning approvals and building permits and is ready to break ground on the development. After the purchase is executed, a **Credit Purchase Certificate** is generated and available to the Developer and Lead Agency.

A visual representation of this process is in **Figure 2**.

Figure 2. Credit Purchase Process with Lead Agencies



2.4.3.2 Credit Purchase Process – Private Developers

The Bank will also receive credit purchase applications from private developers seeking to mitigate their VMT generated by land use projects. Lead Agencies are still involved in this process and have the following responsibilities:

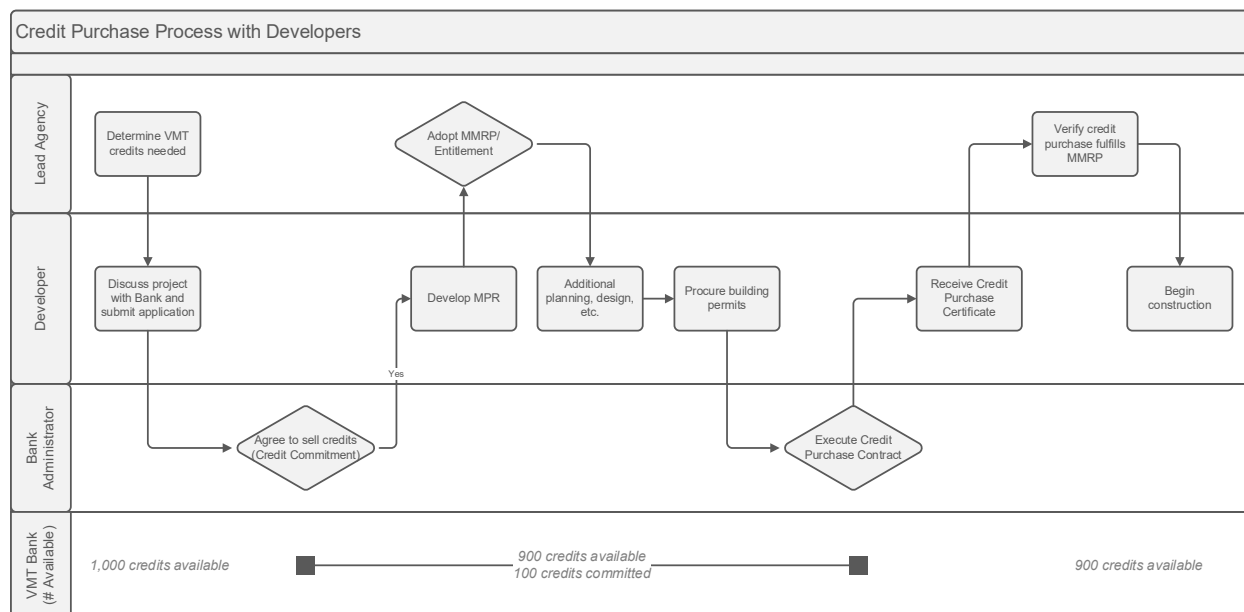
- Lead Agencies are responsible for establishing the amount of VMT mitigation required from a developer that is proposing development within their jurisdiction.
- Lead Agencies are responsible for approving developers' Mitigation Methods and Reporting Plan (MMRP).
- Lead Agencies are responsible for evaluating developers' compliance with their approved MMRPs.

The overall process for private developers to purchase credits from the Bank similar to the process for purchases by Lead Agencies, however it involves additional coordination throughout the process with the Lead Agency overseeing their project. The steps involved are as follows:

2. **Mitigation Needs Assessment:** Lead Agency determines the amount of VMT the project needs to mitigate.
3. **VMT Mitigation Bank Approval:** The Developer approaches the Bank, is invited to submit an application, and applies to purchase credits from the VMT Mitigation Bank. SBCTA reviews the application to confirm it contains information about the credit purchaser, the project, the lead agency, and the number of credits requested. The Bank Administrator has the jurisdiction to accept or reject purchases based on the solvency of the Bank at the time. If the Bank Administrator approves a purchase, a **Credit Purchase Commitment** will be signed by all parties to commit the agreed-upon number of credits to the Developer for when they are ready to purchase.
4. **MMRP Development:** The Developer uses the Credit Purchase Commitment to demonstrate their planned mitigation in the MMRP so that the Lead Agency can approve.
5. **Credit Purchase Execution:** The purchase occurs after the Developer has received all planning approvals and building permits and is ready to break ground on the development. After the purchase is executed, a **Credit Purchase Certificate** is generated and available to the Developer and Lead Agency.

A visual representation of this process is in **Figure 3**.

Figure 3. Credit Purchase Process with Developers



2.4.4. Prioritization of Credit Purchasers

The Bank Administrator is responsible for prioritizing Credit Purchasers to ensure that VMT efforts align with countywide transportation and development goals established by the Board of Directors. Priority for purchasing credits could be given to SBCTA to support regional transportation initiatives. Priority is then extended to infrastructure projects within San Bernardino County that require VMT mitigation to proceed. After public-sector needs are met, purchase requests from private developers can be considered. The Board will establish the overall set of rules for credit purchase prioritization, within which the Executive Director (or their designee) reserves the right to make final determinations about Credit Purchase Application and approval prioritization.

2.4.4.1 Appeals Process

Developers and infrastructure sponsors who are denied the ability to purchase credits from the Program could have the right to appeal any decision made by the Program Administrator and could be allowed to utilize a formal appeal process.

2.4.4.2 Purchase Request Rejection

The Executive Director (or their designee) reserves the right to deny the credit purchases for any number of reasons, including, but not limited to:

- Insufficient credits in the Bank
- Credit Purchaser is requesting to purchase too many credits
- Credit Purchaser is for a project located outside of the County
- Bank Administrator needs to build up additional credits for a planned upcoming purchase

2.4.5. Credit Transfer and Refund Policy

SBCTA reserves the right to transfer credits between projects or return credits to the Bank for SBCTA's projects. External Credit Purchasers may not transfer credits to another project in need of VMT mitigation.

If a project becomes unfeasible to complete (e.g., the Credit Purchaser declares bankruptcy) SBCTA may buy back sold credits, returning the credits to the Bank for another Credit Purchaser to purchase. Credits will be bought back at either the price at the time of sale or the current sale price, at SBCTA's sole discretion, less the Administrative Fee (see **2.5.1 Administrative Costs**). The Bank Administrator may decide to waive this fee and refund in full under extraordinary circumstances.

2.5. VMT Credit Valuation

The monetary value of a credit is dynamic and will generally be based on the availability of generated credits, the cost to generate those credits, developer credit purchase demand, and administrative cost to operate the Bank. The considerations for VMT credit value are outlined in the following subsections.

Additionally, the value of a VMT Credit is different for a Credit Generator than it is for a Credit Purchaser. The price to Credit Generation refers to Incentive Price. This is the rate that a commuter earns monetary incentives for generating credits.

Developers purchase credits at the Credit Purchase Price which is higher than the Incentive Price because the Credit Purchase Price must offset both the Incentive Costs as well as the Administrative Costs.

2.5.1. Administrative Costs

Administrative costs for the SBCTA VMT Mitigation Bank Pilot encompass various expenses associated with its operation and management. These costs include development and setup expenses, such as creating the administrative plan itself. Operational costs are significant, covering salaries for full-time employees dedicated to administrative duties, including the Bank Administrator, Financial Auditor, and Verifier.

Contingency funds should be reserved to cover unexpected expenses. Furthermore, monitoring and reporting costs are crucial for tracking, verifying, and reporting on the effectiveness of VMT mitigation efforts, ensuring accountability and compliance with legal and regulatory requirements. These administrative costs are vital for the financial stability and effectiveness of the VMT Mitigation Bank, making sure it achieves its goals of mitigating VMT and promoting sustainable transportation solutions.

2.5.2. Initial VMT Incentive Credit Price

VMT incentive credit pricing for each mode (telework, transit, carpool, walking, bicycling) will be determined by the Bank Administrator. Initially, credits will be priced as low as possible, to incentivize developers to purchase while keeping the Bank financially viable and to not further escalate the cost of residential and non-residential development.

The costs associated with the Commuter Program will be monitored by the Bank Administrator. The initial costs associated with credit generation will include, but not be limited to:

- Incentive cost to Credit Generator (e.g., Commuter)
- Cost to maintain the Commuter App
- Staff time spent developing, implementing, and managing the program (including consultant time to assist with this effort)
- Costs associated with 3rd party verification of the VMT mitigations
- Legal support including any needed agreements associated with implementation of the program
- Other administrative costs as described in previous section.
- A contingency of up to 10% to maintain financial viability

The incentive cost would be compiled and reported quarterly. The number of VMT Credits generated by the program shall be reported quarterly to establish the number of VMT Credits available for purchase and the cost per VMT Credit generated.

To illustrate the VMT Credit pricing approach and to identify a high-level starting point for the initial VMT Credit Price, the following hypothetical analysis was completed and summarized in **Table 1**

- A participant currently commutes in a SOV five days a week, 20 miles each direction. Assuming this commute occurs 85% of typical days (e.g. after accounting for holidays and vacations) yields 221 commute days and 8,840 home-based work VMT generated by the individual.
- The participant telecommutes 80% of the time and mitigates their VMT by approximately 7,000.
- SBCTA purchases those VMT Credits at \$0.15 per VMT mitigated; with a cap of \$599 per year to reduce taxable income reporting requirement.
- As such, users will be paid per-mile mitigated until they reach 3,000 VMT mitigated; at that time, additional credits will continue to be generated but participants will not be reimbursed for their credits.
- Final cost per VMT mitigated for this participant would be \$0.09.

Table 1. VMT Incentive Pricing Example

Ave. One-Way Commute (mi)	Annual VMT	% Commutes Mitigated	% VMT Mitigated Per Commute	Annual VMT Mitigation	Incentive Rate (\$/mile)	Calculated Incentive	Tax Limit Constrained Incentive	Effective Rate
20	8,840	80%	100%	7,072	\$0.15	\$1,061	\$599	\$0.09

The VMT Incentive Price is \$0.15 per mile mitigated if the participant mitigates 4,000 VMT or less over the course of the year. However, participants who mitigate more than 4,000 VMT will have their annual reimbursement capped at \$599.

The Bank Administrator reserves the right to adjust the cost per VMT mitigated in whichever way they deem appropriate. This could include a reduced fee for SBCTA-sponsored projects or a reduced fee for local agency sponsored projects.

Any other VMT-Mitigating Projects or Programs added to the Bank will need to undertake a similar exercise to understand the cost per VMT mitigated and ensure the program is reflective of the change in cost structure. As such, this section of the Administrative Plan will need to be updated accordingly if other items are included in the Bank.

2.6. Financial Reporting

The Bank will be responsible for two key ledgers. The first ledger deals with credits. The Administrator must identify the number of credits that have been generated. They also must identify when credits are sold, how many are sold, and the balance of available credits that can be sold. The Bank Administrator must also forecast SBCTA's internal VMT mitigation needs and account for those prior to selling credits to others.

The second Bank ledger is fiscal. The Administrator must track payments to Credit Generators (money being paid out to program participants) and payments to the Bank for credits that are purchased. The

Bank Administrator shall be responsible for managing this component of the Bank. Key fields to be included in the ledger are displayed in **Table 2**.

Table 2. Fiscal Transaction Bank Ledger

Field	Description
Transaction Date	The exact date the transaction occurred.
Transaction Type	Categorization of the transaction (e.g. credit purchase, incentive payout, system maintenance, administrative cost).
Source/Destination	The entity responsible for the inflow or recipient of the outflow (e.g. Mitigation Provider, Developer)
Transaction Amount	The dollar amount of the transaction.
Running Balance	The updated balance of the Bank's account after the transaction.
Transaction Notes	A brief description of the transaction, including the reason for the inflow/outflow (e.g. mitigation credit purchase, monthly incentive payout to application vendor, technology upgrades)

Finally, the Financial Auditor shall complete periodic audits that will verify that the Bank accounts balance to the referenced ledgers and ensure that the program is appropriately managed using standard accounting procedures.

3. Additional Post-Pilot Administrative Procedures

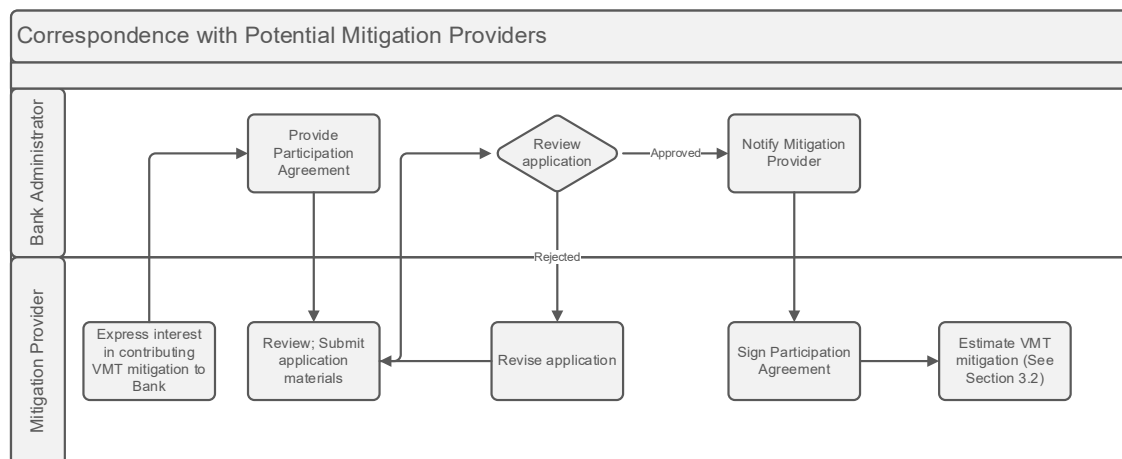
After the Pilot phase, the Bank Administrator will have additional responsibilities related to the expansion of the Program to potentially include additional sources of credit generation through Mitigation Providers. The Bank Administrator will be responsible for ensuring that additional Mitigation Providers are properly identified, enrolled, and compensated. All responsibilities discussed in the remainder of this chapter are not applicable to operations during the Pilot.

3.1. Correspondence with Potential Mitigation Providers

The Bank Administrator is responsible for determining the eligibility of mitigation programs that will generate credits in the Bank. Local agencies and partners may propose mitigation programs for inclusion in the Bank; however, the Bank Administrator retains the authority to approve or reject proposed programs based on financial viability and program impact. Considerations include cost-effectiveness, potential VMT mitigation, and financial sustainability.

When a potential Mitigation Provider expresses interest in participating in the Bank, the Bank Administrator will lead a process of distributing and approving a Participation Agreement and application. **Figure 4** displays the process.

Figure 4. Correspondence with Potential Mitigation Providers



3.1.1. Participation Agreement

The Participation Agreement provides the following functions:

- Defines the Mitigation Provider's role and SBCTA's legal authority as Bank Administrator.
- Outlines project/program criteria (including geographic scope), additionality requirements, and provider qualifications for participation.
- Sets reporting obligations for the Mitigation Provider.
- Describes credit calculations and pricing.
- Specifies processes for dispute resolution, renewal and modifications.

Programs that generate VMT credits through mode-shift, such as the Commuter Program, will also require participating Commuters to acknowledge a separate participation agreement. Section 3.2 Terms of Use provides further description of this agreement.

3.1.2. Application

The Application will require the Mitigation Provider to provide documentation that:

- Describes the project or program objectives.
- Demonstrate that VMT mitigation would not have occurred without the project or program, to demonstrate additionality as required by CEQA.
- Evidence that the project aligns with applicable local, state, and federal transportation policies and regulations.
- Identifies the project area to verify that it is within the geographic scope.
- Provides all information identified by the Participant Agreement required for calculating the VMT mitigation associated with the VMT-Mitigating Infrastructure Project or Program.
- Provides estimated cost to construct and/or operate the VMT-Mitigating Infrastructure Project or Program.

Since the Commuter Program will be the only mitigating program during the Pilot, and the SBCTA is administering the Commuter Program, the application process will not occur during the Pilot. However, it is provided here to establish guidelines for SBCTA to follow if they wish to add other mitigating programs in the future. If a potential Mitigation Provider proposes a program or project during the Pilot, SBCTA may consider the program or project and permit the Mitigation Provider to submit an application, at SBCTA's sole discretion.

3.2. Estimation of VMT Mitigation and Costs

The Bank Administrator is responsible for evaluating VMT-Mitigating Infrastructure Projects and Programs to determine their eligibility to generate credits within the Bank. This includes assessing each project or program's potential to achieve real, quantifiable VMT mitigation, and ensuring compliance with CEQA. Key variables that must be determined by the Bank Administrator are:

- How are the VMT credits estimated?
- How and by whom are the VMT credits verified?
- What is the cost per VMT credit generated by each program and who determines the cost that credits will be sold at?
- What period of time must the project or program be operational?
- How far in advance can credits be sold?

The mechanisms to analyze and mitigate VMT impacts as part of CEQA-required documentation is an evolving field; while there is substantial empirical data regarding the effectiveness of VMT mitigation measures, there is less certainty regarding how VMT mitigation programs might be utilized, particularly by parties needing to find ways to offset their VMT impacts. The proposed projects and programs below are intended to be guidance for the Bank and SBCTA reserves the right to update its methodology as best practices evolve. Mitigation Providers are responsible for providing the Bank Administrator with the proposed costs for operating VMT-Mitigating Infrastructure Projects and Programs to the Bank Administrator.

3.3. Examples of Potential Mitigation Provider Estimations

3.3.1. Transit Pass Program

A transit pass program is an example of a potential VMT-Mitigating Program. A Mitigation Provider would provide participants with transit passes influencing their mode-shift from SOV to transit, thereby mitigating VMT.

- **Credit Estimation Method:** The California Air Pollution Control Officer's Association (CAPCOA) resource manual may be utilized to estimate VMT mitigation associated with a transit pass program.
- **Verification Method:** There are several potential methods of verifying VMT mitigations from a transit pass program, listed below from highest to lowest monitoring effort required:
 - Data on the use of transit passes by participants may be collected from transit agencies.
 - A generalized estimate for VMT mitigated per transit pass distributed may be calculated and applied.
 - Transit passes may be incorporated into the Commuter Program as an alternative Incentive, in which case the Commuter Program's verification methods would be used.
- **Cost Calculation:** Costs will be based on the price of transit passes and any administrative costs for the Mitigation Provider to run the program.

3.3.2. Transit and Active Transportation Infrastructure Projects

Transit and active transportation infrastructure projects can mitigate VMT by providing the infrastructure that the traveling public needs to mode-shift away from SOV use.

- **Credit Estimation Method:** VMT mitigation must be estimated by assessing the impact of newly constructed infrastructure, such as bus stops, transit dedicated lanes, bike lanes, sidewalks, and pedestrian pathways, on reducing SOV trips. VMT mitigation can be evaluated through factors such as increased active transportation usage, reduced single-occupancy vehicle trips, and regional travel behavior data. The Bank Administrator will use the estimated VMT mitigation from the project's CAPCOA assessment to determine credits generated by the project.
- **Verification Method:** Verification will require demonstrating a measurable shift from driving to walking or biking after the infrastructure is built. Mitigation Providers must provide pre- and post-construction travel data, such as bicycle and pedestrian counts (calculated according to CAPCOA guidelines), user surveys, and travel demand model estimates, to confirm VMT mitigation.
- **Cost Calculation:** Cost of will be determined based on the capital investment needed to construct or improve infrastructure, as well as the ongoing expenses of monitoring, verifying, and maintaining the effectiveness of the project.

3.3.3. Affordable Housing Projects

Affordable housing projects are a potential type of VMT-Mitigating Infrastructure Project. Affordable housing developed in locations with access to jobs, transit, and services can reduce the need for long commutes and potentially lower residents' VMT.

- **Credit Estimation Method:** The affordable housing developer must perform a study analyzing the VMT benefits associated with the newly developed affordable housing. To accomplish this, the study should review the VMT generated by the proposed project (accounting for the nature of affordable housing, the location of the housing, socioeconomic data for people living in the development, etc.) and compare that to the average VMT per unit that would be generated by "typical" housing located elsewhere in the City. The developer shall determine the expected

amount of VMT that the project would reduce (relative to housing located elsewhere in the agency) and present the Bank Administrator with documentation of such findings. Essentially, the document must estimate VMT using the most appropriate tool (likely the regional model) and the average VMT per person for a typical development in the region/city should be compared to the VMT per person generated by residents of the affordable housing project. The difference between these values will determine the eligible VMT credits. Please note that, because affordable housing is deed restricted, the total VMT savings should be estimated over the deed-restricted commitment for the project.

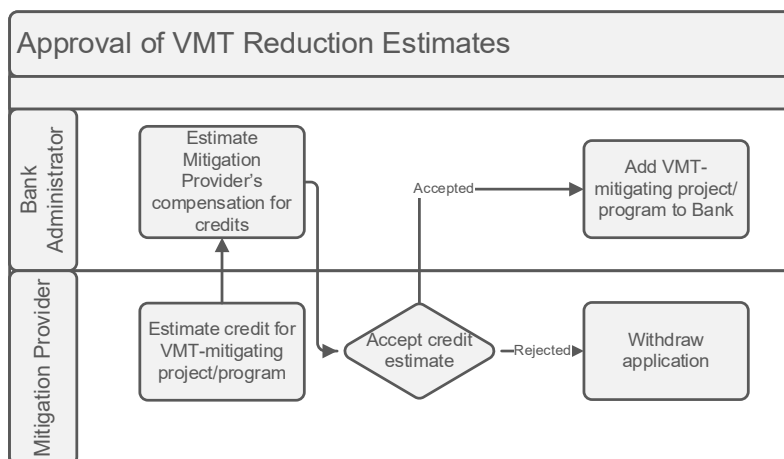
- **Verification Method:** Verification will involve reviewing the VMT reduction estimates provided by the developer for appropriateness/accuracy prior to acceptance into the bank. Additionally, the developer shall provide proof of the deed restriction to the bank validating the length of deed restriction associated with the units.
- **Cost Calculation:** Costs will be based on the funding shortfall needed to allow the development to proceed, ensuring that housing is built in dense urban locations where residents are likely to drive less. The costs will be determined by evaluating financial gaps in project feasibility, such as the difference between available funding sources and the total costs of development.

3.4. Approval of VMT Mitigation Estimates

Mitigation Providers are responsible for developing estimates of their projects' VMT mitigation, which translates directly to potential credits. The Bank Administrator is responsible for determining the associated monetary value of these credits and providing estimates of compensation for credits to Mitigation Providers. Mitigation Providers can then accept the compensation estimate and join the Bank or withdraw their application. For VMT-Mitigating Infrastructure Projects that will not be monitored via a smartphone application, the initial estimate will be used directly in the quantification of VMT credits.

Figure 5 displays the approval process.

Figure 5. Approval of VMT Mitigation Estimates



3.5. Mitigation Provider Enrollment

Once the Bank Administrator and Mitigation Provider agree on the initial VMT mitigation estimate, the Bank Administrator formalizes the provider's participation by executing the Participation Agreement and executing the steps required to integrate the project or program into the Bank. This includes assigning an official credit value to the project, registering program or project into the Bank's tracking system, and providing the Mitigation Provider with official documentation regarding their enrollment in the program.

3.5.1. Disengaging from the Bank

A Mitigation Provider can disengage from the Bank after they have been enrolled. To withdraw, Mitigation Providers must provide 60-day notice to the Bank Administrator and a withdraw agreement must be established. The Bank Administrator must manage how the project or program's departure impacts the cost structure of the entire Bank.

For the Commuter Program, Commuters can also withdraw from the program at will. Details about this process are available in **Chapter 3.9**.

Once a new project or program is enrolled into the Bank, the Bank Administrator is responsible for ensuring that all VMT-Mitigating Infrastructure Projects and Programs included in the Bank achieve their projected VMT mitigation and maintain compliance over time. A description of the monitoring structure used in the Pilot is described in **Section 2.3**.

3.6. Mitigation Providers' Compensation

The Bank Administrator is responsible for managing funds generated from the purchase of credits to ensure their appropriate allocation to the Mitigation Providers for their VMT-Mitigating Infrastructure Projects and Programs. The Bank Administrator must receive all payments generated by the purchase of credits from the Bank and ensure that payments are disbursed to Mitigation Providers. This responsibility includes maintaining financial records that document revenues, expenditures, and the status of funded projects.

3.6.1. Credit Generation and Mitigation Providers Compensation Schedule

A credit generation schedule and a Mitigation Provider compensation schedule are aligned such that generated credits from mitigated VMT are regularly deposited into the Bank and that Mitigation Providers receive regular payments for their contribution. The credit generation schedule dictates how often VMT mitigation is translated into credits available in the Bank. The compensation schedule governs how and when Mitigation Providers receive their financial Incentives (See **Table 3**).

Table 3. Example Credit Generation and Mitigation Provider Compensation Schedules

Type of Program	Mitigation Provider Compensation Schedule	Bank Deposit Schedule
Transit Pass Program	Quarterly based on transit passes distributed on a rolling basis during the quarter.	Quarterly based on the number of transit passes distributed and activated (if known).
Transit and Active Transportation Infrastructure Projects	Upon acceptance of the project into the Bank by the Bank Administrator.	Annually after completion of the infrastructure project based on bike/ped counters, transit use, or other mode-shift metrics.
Affordable Housing Projects	Upon acceptance of the project into the Bank by the Bank Administrator. Compensation would be phased financing provided by the Bank to ensure the project remains financially viable.	Annually after completion of the affordable housing project based on number of residents and their travel patterns.

3.7. Credit Generation Methodology

3.7.1. VMT Mitigation Quantification

The VMT Mitigation Bank is responsible for establishing a methodology to quantify VMT mitigation associated with VMT Mitigation Programs and VMT Mitigation Infrastructure Projects that the SBCTA determines may participate in the Bank. The Bank may include programs and projects that are directly administered by the SBCTA and those that are submitted to the Bank by participating agencies. The methodology for quantifying the VMT mitigation of different types of credit generating items is outlined in the following subsections.

3.7.1.1 VMT Mitigation Infrastructure Projects

VMT Mitigation Infrastructure projects include infrastructure that promote non-SOV transportation modes and generate credits in the Bank through the mitigation of VMT resulting from the infrastructure's presence. This includes, but is not limited to, bike lanes, sidewalks, bus shelters, transit-supportive roadway treatments, and trails.

The methodology used to quantify the VMT mitigation associated with infrastructure projects is specified in the most recent version of the *Handbook for Analyzing Greenhouse Gas Emission Reductions, Assessing Climate Vulnerabilities, and Advancing Health and Equity*, published by CAPCOA.² The exact information required to complete the quantification and the calculation itself would vary based on the credit generating item.

An example quantification for sidewalks is provided below:

$$\left(\frac{B}{C} - 1\right) \times (-0.05) = \text{Percentage Reduction in VMT}$$

B = Total miles of existing sidewalk in study area (baseline condition)

C = Total miles of sidewalk in study area following implementation of measure

-0.05 = Assumed VMT elasticity to the ratio of sidewalk – to – streets³

3.7.1.2 Affordable Housing Projects

Affordable housing projects may be eligible to participate in the Bank as a Mitigation Provider depending on the project's design, location, and cost. SBCTA may allow affordable housing projects to participate in the Bank if the cost to generate credits is within the acceptable threshold determined by the Bank Administrator. The cost per credit is dependent upon the number of credits generated by the affordable housing project and the amount the Bank will need to offer as compensation for credits. Typically, the Bank's compensation cost will be the difference between the total cost of the project and the amount that the developer can spend, which is referred to as "gap funding."

The VMT mitigation provided by an affordable housing project is calculated by comparing the average VMT of a person living in the affordable housing project to the average VMT of person living in the affordable housing project's jurisdiction. This "daily" VMT mitigation should be annualized and then multiplied by the number of years for which the deed is restricted to affordable housing (usually 45 years).

² <https://www.caleemod.com/handbook/index.html>

³ Frank et al. 2011, Handy et al. 2014

This calculation is further described below:

$$(B \times C \times 4.81 \times D) - (C \times 6.74 \times D) = \text{Daily VMT Reduction}$$

B = Proportion of residential units designated as affordable

C = Total number of residential units proposed

D = Average home – based trip length from SBTAM⁴ + TAZ⁵ for project location

6.74 = Daily vehicle trip rate for market – rate multifamily residential units⁶

4.81 = Daily vehicle trip rate for affordable residential units⁷

3.7.2. Discretionary Credit Pricing

At the sole discretion of SBCTA, the Bank reserves the right to use different credit pricing formulas depending on the Credit Purchaser's legal designation. For example, there may be different credit pricing formulas for public- versus private-sector Credit Purchasers.

3.7.3. Annual Review and Update

The Bank Administrator shall review and update the VMT Credit Price quarterly, or more frequently at the discretion of the Bank Administrator, based on the monitored costs associated with the Program.

As the Program is expanded, the Bank Administrator may, at their sole discretion, consider including additional programs in the Bank. The cost per VMT Credit Generated may increase or decrease when other programs are added, and it will be dependent on the measures contained within those programs.

For VMT-Mitigating Projects and Programs, Mitigation Providers must provide the estimated cost of constructing the project or running the program at the time the project or program is submitted for inclusion in the Bank. The cost per VMT shall be calculated using a similar methodology as described above. The following describes two examples of programs that could be considered at a future date for inclusion into the Bank.

3.7.3.1 Example 1: VMT-Mitigating Infrastructure Project

The costs associated with these VMT-Mitigating Projects (such as bike lanes or sidewalks) would include:

- The cost for the planning, environmental clearance, and design of the infrastructure (if not already completed); and,
- The cost of constructing the infrastructure, including contingency costs; and,
- SBCTA's costs to evaluate the infrastructure submitted and quantify the VMT mitigations associated with the infrastructure; and,
- The costs associated with recalculation of the program costs and VMT Credit Price; and,
- An administrative fee of 6%.

3.7.3.2 Example 2: VMT-Mitigating Programs

The costs associated with these VMT-Mitigating Programs, such as carshare or vanpool, would include:

⁴ San Bernardino County Traffic Analysis Model

⁵ Traffic Analysis Zone

⁶ ITE 2021.

⁷ ITE 2021.

- The start-up costs of initiating or expanding the program, including updates to the Bank back office and Commuter Applications to track these trips (if needed); and,
- The ongoing annual cost to maintain the program; and,
- An administrative fee of 6%.

The VMT Credit Price will be established by compiling the costs of VMT-Mitigating Projects and Programs in the Program and the VMT credit generated, and setting an overall price per VMT mitigated (see **Table 4**). All presented costs and VMT mitigations are hypothetical and used only to illustrate the methods of calculating costs. These programs and costs were initially evaluated as part of the SBCTA Phase II VMT Implementation Study⁸ to assist in refining potential programs to include in the Bank.

Table 4. Hypothetical VMT-Mitigation and Cost

Hypothetical VMT-Mitigating Project or Program	Total VMT Mitigated	Total Cost per VMT Mitigated
Transit Pass Program	700,000	\$29.78
Bike Lane 1	20,000	\$53.00
Bike Lane 2	30,000	\$53.00
Commuter Program	1,300,000	\$0.60
Total Available VMT Credits and Cost per VMT	2,050,000	\$12.00

As discussed above, each VMT-Mitigation Project and Program added to the Bank can potentially change to cost to mitigate VMT and directly affect the VMT Credit Price. Additionally, VMT Credits must be generated and within the Bank prior to sale to Credit Purchasers.

3.8. Estimating the Price of a New Program

When additional VMT-Mitigating Projects and Programs are added to the Bank, this section shall be updated to estimate and incorporate those new cost structures into the program and verify that the cost to purchase a VMT credit is accounted for in the VMT Credit Purchase Price.

3.8.1. Dynamic Pricing

In addition to regularly updating the VMT-Mitigating Projects and Programs included in the Bank and their associated costs, SBCTA reserves the right to price VMT credits at a higher rate than the calculated price per VMT based on the market demand for VMT credits purchases. Specifically, if the program becomes successful and the demand to purchase credits outpaces the availability of credits, SBCTA may increase the price to match demand to supply available.

3.8.2. Mitigation Lifespan

To ensure that the number of VMT credits purchased is aligned with the total VMT impacts that need to be mitigated, the mitigation lifespan or duration for a project is typically established as a 20-year lifecycle, unless otherwise specified in the Mitigation Monitoring and Reporting Program (MMRP) approved by the local agency. In practice, this means that a project's VMT impacts should be estimated by including all VMT generated or induced over this designated period. The lead agency is responsible for confirming that the selected mitigation timeframe is appropriate for the project.

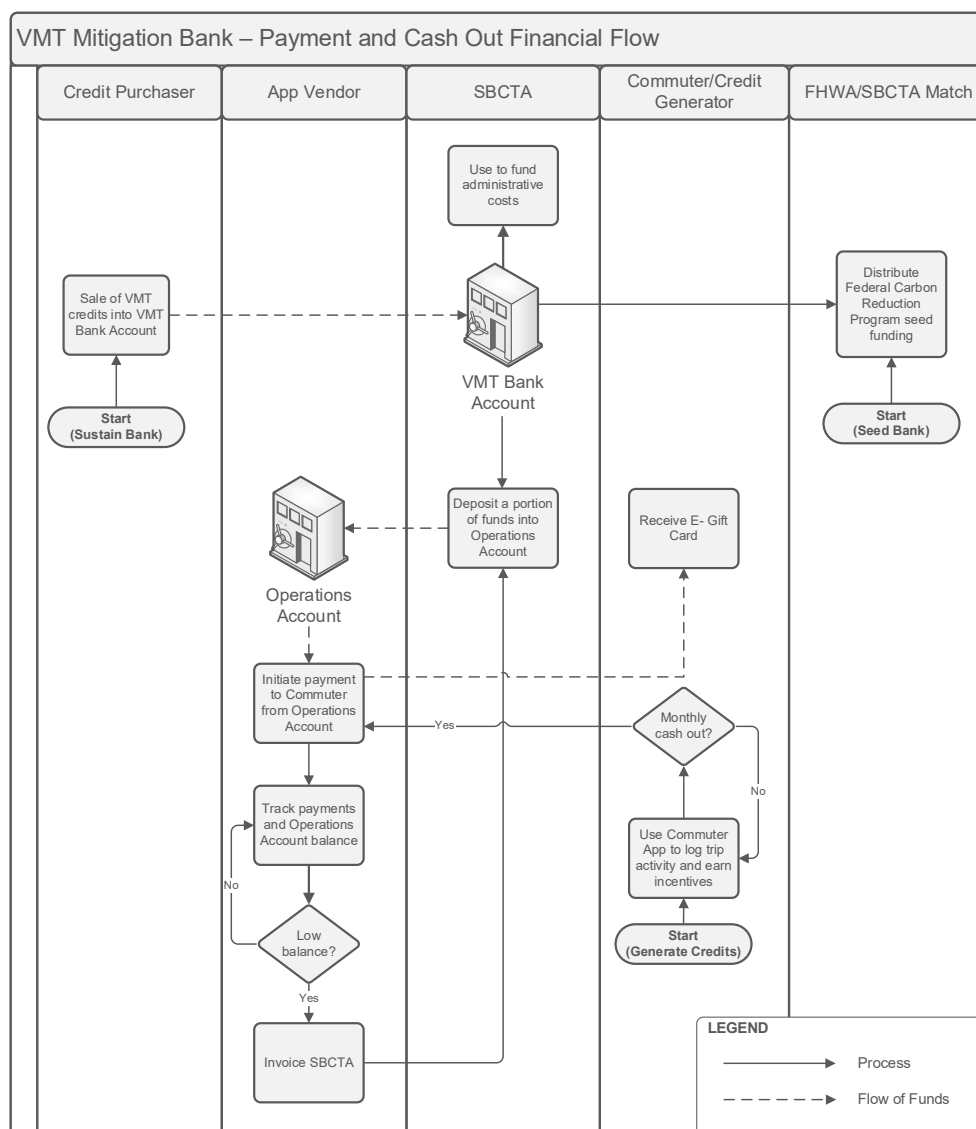
⁸ Regional VMT Mitigation Program Development. Nov. 3, 2021.
https://www.scag.ca.gov/sites/default/files/2024-09/sbcta_vmt_mitigation_program_report.pdf

For example, if a residential development generates a certain number of VMT per day above the established threshold, this daily VMT would be converted to an annual figure and then multiplied by the number of years identified in the MMRP to determine the total VMT that must be mitigated over the project's lifespan. The resulting total forms the basis for calculating the number of VMT credits required to fully offset the project's impacts, in accordance with the mitigation objectives specified by the local agency.

3.9. Financial Transaction Structure

The financial transaction structure describes the flow of funds to support and operate the Bank and is illustrated in **Figure 6**. This figure is specific to the Commuter Program but can be extended to other programs as the Bank approves.

Figure 6. Financial Flow



The following key transactions are shown in **Figure 6**:

1. **FHWA/SBCTA Match Inflow:** Contributes Federal Carbon Reduction Program funds to the Bank to provide Commuter Incentives during initial credit generation.
2. **Credit Purchase Sale:** When a Credit Purchaser purchases credits from the Bank, the funds are deposited into an SBCTA bank account.
3. **Operations Account True Up:** The Operations Account contains the funds for credit generator cash out. Funds from SBCTA's VMT Bank Account are periodically deposited into the operations bank account to cover the anticipated credit generator cash outs.

4. **Credit Generator Cash Out:** Credit Generators earn Incentives when they generate credits for the Bank by participating in VMT-Mitigating Programs. Money required to fund the periodic cash outs are transferred from the operations bank account to the credit generator in the form of a gift card or other method approved by the Bank Administrator.
5. **Administrative Cost Outflow:** Administrative costs flow out from SBCTA's VMT Bank Account to pay for expenses such as SBCTA and consultant salary, software maintenance costs, third-party audits, or other expenses at the approval of the Bank Administrator.

4. Operation of the Commuter Program

This chapter discusses the rules and regulations specifically related to the operations of the Commuter Program including: eligibility requirements, Terms of Use, home and work location policy, eligible behavior, ineligible and fraudulent behavior, violations of terms, and the Commuter Program's relationship to the Bank during the deposit of VMT credits and distribution of Incentive to Commuters.

4.1. Eligibility

The following eligibility requirements must be met to participate in the program:

- The Commuter is 18 years of age or over;
- The Commuter lives and works in California;
- The Commuter is not required by their employer to work fully or partially from home;

AND

- The Commuter's home address, from which they are commuting, is within San Bernardino County;

OR

- The Commuter's work address, to which they are commuting, is within San Bernardino County.

After installing the application, the Commuter will complete an intake questionnaire. The questionnaire will require them to enter the addresses of their Home and Work Locations. The application will verify that at least one of the two locations is within San Bernardino County and that both are within California. If their commute path via SOV between the two locations is longer than 75 miles in one direction, the Commuter will be informed that they may only earn an incentive for 75 miles of their commute. The application will also require the Commuter to confirm that they are 18 years of age or older, not required by their employer to work from home, and influenced by the potential to earn an incentive through the Commuter Program to make their commute choices. If the potential participant is determined to be eligible through this eligibility confirmation process, the Commuter App will present them with the Terms of Use and upon agreement, begin account creation by saving the information entered by the Commuter. However, if the potential participant is determined to be ineligible, they are instead notified of this by the Commuter App and the account creation process is not initiated.

4.2. Terms of Use

During sign-up, Commuters consent to the use of the application on a voluntary basis through the Terms of Use. By agreeing to this statement, they agree that SBCTA and the application operator have sole discretion to terminate a Commuter's account and forfeit all earned incentives should misconduct occur. The Terms of Use will include the following to which the Commuter will agree by checking a box:

- The Commuter will immediately update their home or work location, if either should change, and they will establish a new baseline commute before any additional incentives may be earned.
- The Commuter will not earn incentives for commute beyond the 75-mile per trip limit.
- The Commuter will complete the periodic questionnaire, providing complete and accurate information, or else will not be allowed to continue earning the incentive.

- The Commuter will be eligible to earn incentives up to \$599.00 in a single year.
- The Commuter will follow all established rules of the program.

4.3. Home and Work Locations

4.3.1. Home Location

The Commuter's Home Location is their place of residence. A geofence will be set around the Commuter's Home Location, such that they are able to access all areas of their home, including outdoor spaces, without triggering VMT monitoring. Commuters may only set one Home Location for tracking purposes, so Commuters with multiple residences (e.g., those with multiple homes or residing at partner's residence for several days per week) may only track travel from one Home Location and are encouraged to choose the longest commute to mitigate. Commuters will only receive incentive if their commute starts or ends at the Home Location.

4.3.2. Work Location

The Commuter's Work Location is the physical location at which they perform their job duties. A geofence will be set around the Commuter's Work Location. VMT incurred when exiting the workplace to travel within the nearby vicinity for small errands such as picking up coffee or lunch will not be recorded or included in calculations of VMT mitigation. For Commuters primarily teleworking, the application will track whether the Commuter is working from their Work Location at least three times per month and will prompt the Commuter to confirm continued employment at the Work Location to prevent fraud. Additionally, Commuters may only have one Work Location for tracking purposes, so Commuters with multiple work locations (e.g., those traveling to multiple offices or having multiple jobs) may only track travel to one Work Location and are encouraged to choose the longest commute to mitigate.

4.3.3. Change of Location

If a Commuter moves to a new place of residence or begins work at a new location, the Commuter must indicate this change within the application. This change in addresses will trigger the application to set a new baseline for the Commuter and require the Commuter to complete baseline trips to verify the new baseline. The Commuter must still either reside in or commute to SBC for work, or both, to maintain eligibility in the program. Even if the Commuter maintains the same employer, but must change in-person work locations, they must indicate this change in the application.

4.3.4. Incorrect Location Detected

Given that the application uses geofences around the Home and Work locations, the application will not recognize locations outside of these geofences as valid start and end points and thus will not award the user incentive for these trips.

4.4. Travel Mode Shift Eligible for Incentive

The Commuter Program is designed expressly to mitigate VMT from commute trips. VMT for other trip types may be of interest for mitigation in the future, but for the purposes of the Pilot, mitigation of commute VMT was determined to be the simplest to implement and was expected to create great benefit through both initial mitigations and long-term mode-shift opportunities. As such, the parameters for VMT to be counted as baseline and mitigated must be well defined.

4.4.1. Definitions

- *Workdays*: Days during which the Commuter will work, whether in-person or remotely from home. The application will prompt the Commuter to enter which days in the week that they regularly work.

- **Non-workdays:** Days during which the Commuter will not work. This includes paid and unpaid days spent not working such as holidays, vacation days, sick days, and weekends, as applicable. See Indication of Non-Workdays Section.
- **Commute:** A trip from the Home Location to the Work Location or vice versa, not including any intermediary destinations.
- **Baseline Trip:** A trip from a Commuter's Home to Work Location or Work to Home Location using an SOV. This trip is used to establish and verify a Baseline Commute. Commuters' baselines will not be extended through trip-chaining to intermediary destinations or taking commute routes with additional complexity. A Commuter is not required to use the same SOV for all baseline trips and the same vehicle can be used by multiple people while individually performing baseline trips.
- **Baseline Commute:** An established "normal" SOV commute that requires verification through several Baseline Trips and will be used to compare VMT-Mitigating Trips against to calculate the Commuter's earned Incentives. The application calculates a Baseline Commute as the shortest driving distance between the Home and Work Locations.
- **VMT-Mitigating Trip:** A trip from a Commuter's Home to Work or Work to Home using a non-SOV mode. After the establishment of the Baseline Commute, this trip may generate Incentives for the Commuter. A VMT-Mitigating Trip may include multiple modes – including a portion in an SOV.
- **Commute Hours:** There are two commute hour intervals per workday. The initial commute from Home to Work has commute hours beginning at the time the Commuter typically leaves the Home Location and ends at the typical time that the Commuter arrives at the Work Location. The returning commute from Work to Home has commute hours beginning at the time the Commuter typically leaves the Work Location and ends at the typical time that the Commuter arrives at the Home Location. Commuters will be prompted by the application during account set-up to enter their typical commute hours. After a to-be-determined grace period, the Commuter App will prompt the Commuter if they have not yet made a commute on a workday.

4.4.2. Calculating VMT Mitigation with Other Travel Behaviors

To most accurately calculate Commuters' commute-only baseline VMT and mitigated VMT, the application will do the following:

- Detect and record all VMT accrued during workdays between commute hours.
- Detect and record all VMT accrued between commutes (e.g., taking a midday trip for coffee or lunch) during the workday. Deduct these VMT from the Commuter's mitigated VMT.
- Ignore all travel before initial commute hours and after returning commute hours on workdays.
- Ignore all travel on non-workdays.
- Ignore all travel recorded on days that the Commuter opted out of tracking.
- Ignore all travel to alternate work locations on workdays (e.g., business trips).

4.4.3. Calculating Carpool and Vanpool

Incentives for carpool (and vanpool) commutes will be calculated based on the individual Commuter's share of the total trip. The base formula for determining a Commuter's VMT during a VMT-Mitigating Trip is:

$$VMT_{Commuter\ x} = SOV\ miles\ to\ carpool\ location + (Shared\ miles \div Num.\ of\ Commuters\ in\ vehicle)$$

For example, if Commuter A drives 50 miles and Commuter B drives 27 miles to a carpool location, and then they drive together for 25 miles, Commuter A's VMT would equal 62.5 miles and Commuter B's VMT would equal 39.5 according to the logic below:

$$VMT_{Commuter\ A} = 50 + (25 \div 2) = 62.5$$

$$VMT_{Commuter\ B} = 27 + (25 \div 2) = 39.5$$

The base formula for calculating VMT mitigation for each participant of a carpool is below.

$$VMT\ Mitigation_{Commuter\ X} = Baseline_{Commuter\ X} - VMT_{Commuter\ X}$$

Commuter A would have a VMT mitigation of 12.5 miles and Commuter B would have a VMT mitigation of 40.5 miles, according to the logic below.

$$VMT\ Mitigation_{Commuter\ A} = 75 - 62.5 = 12.5$$

$$VMT\ Mitigation_{Commuter\ B} = 80 - 39.5 = 40.5$$

The methodology for calculating carpool incentives will be refined during the development of the application and as unique carpooling situations are tested.

4.4.4. Calculating Multimodal Commutes

Many trips are made up of smaller segments using a variety of modes of travel (e.g., walking to a bus stop, driving to a train station). Such multimodal trips must be accurately reflected by the application and assigned the appropriate amount of credit. Any trips via SOV outside of the Home and Work Location geofences during commute hours must be captured and subtracted from the Commuter's mitigated VMT. For example, if a Commuter completes their 30-mile commute by driving 5 miles to the train station, then taking the train for 20 miles, and a bus for the last 5 miles, the Commuter will have mitigated 25 VMT – their total commute with SOV driven miles subtracted.

4.5. Non-Workdays & Other Ineligible Behaviors

Commute VMT can only be mitigated if a commute is planned to take place, whether involving actual commute travel or telework. As such, Commuters must indicate non-workdays in the application to avoid recording ineligible activity. Additionally, intentional and unintentional misuse of the application and violation of the Terms of Use will result in an inability to earn Incentives until behavior is corrected.

4.5.1. Weekends

Commuters with repeating work schedules (e.g., work Tuesday through Saturday, do not work on Sunday and Monday) may indicate their “weekend” days in the application as non-workdays. The application will automatically track their workdays and omit their non-workdays. This setting will be editable in the account settings to allow for changes in schedule.

4.5.2. Vacation & Sick Days

Commuters must indicate a vacation or sick day, during which they will not be working, in the application. The application will enable Commuters to do so either on the day that they are not working.

4.5.3. Other Opt-Outs

Commuters must be able to opt-out of tracking at any time for any reason. Commuters will not be able to earn credit during the time that they have opted out of tracking services. They are able to revoke or temporarily disable tracking permissions to the application for privacy purposes.

4.5.4. Working at Other Work Locations

Commuters who are working from another work location other than the established Work Location in the Commuter App are not eligible to earn an incentive for mitigating VMT during such a trip because there would be no established Baseline Commuter for comparison. The application will detect the Commuter's location and will not award an Incentive for commutes that do not start or end at the Commuter's established Work Location.

4.5.5. Simulation of Telework

A Commuter could attempt to simulate telework behavior by leaving their smartphone, on which the Commuter App is installed, at home while taking an SOV trip, or installing a location-changing app. This is expected to be rare, given the importance of keeping one's smartphone close at hand for many purposes during the workday. To detect this type of inappropriate behavior and verify legitimate telework behavior, the application will detect micromovement of the smartphone at the Commuter's Home Location and send a notification if there are unusual movement patterns or a lack of movement. In this case, the application will require the Commuter to interact with the notification to confirm telework. If the Commuter does not respond to the notification, the activity will be flagged as potential fraud. The Commuter could attempt to evade this verification by having another person respond to the prompt on their behalf. This is explicitly prohibited in the Terms of Use. If a second phone were to be registered by the same person, even under a different name, the verification algorithm will detect that as unusual behavior (e.g. duplicative baseline trips, etc.).

If a Commuter leaves their smartphone at home accidentally, they will not be penalized for fraud; however, they will still be ineligible to receive Incentives for the time that the smartphone is at home, due to the need to verify their travel behavior.

4.5.6. Evasion of Tracking

A Commuter could attempt to inflate their Incentive by evading tracking while making SOV trips. To prevent this type of fraud, if a Commuter disables location services at any time during a workday, including between their initial and returning commute hours, the commute cannot be adequately tracked and will not be eligible for Incentives. The Commuter will be prompted by the application to re-enable location services to begin earning Incentives again.

4.5.7. Simulation of Carpool Trips

A Commuter could attempt to simulate carpool behavior by having multiple phones with the Commuter App installed while taking an SOV trip. If the Commuter is successful, the Commuter App would award the Commuter Incentives without actual VMT mitigation. To prevent this type of inappropriate behavior the Commuter App monitors phone proximity using Bluetooth and GPS data and if it detects that two or more phones are always within close range, the activity will be flagged as potentially fraudulent. If the activity is confirmed to be inappropriate, the Commuter will be reminded of the Terms of Use, which stipulates each Commuter may only use one device for participation.

4.5.8. Establishment of Longer Baseline Commutes to Increase Incentive Earnings

A Commuter could attempt to inflate the length of their Baseline Commute by making additional stops at locations off the path of their commute, taking alternative routes, or setting false Home or Work Locations. Baseline Commutes will be calculated as the shortest driving distance between the Home and Work Locations, with those two locations verified by repeated trips, automatically preventing this type of inappropriate behavior

4.6. Calculating VMT Mitigation

VMT Mitigation Programs include any project or program that alters travel behavior by shortening the length of vehicle trips, reducing the number of vehicle trips, increasing the occupancy of the vehicle during trips (e.g. carpool, vanpool, transit), or other mode-shift to walking or biking. The programs generate credits in the Bank through the mitigations of VMT that occur through the existence of the programs. This includes, but is not limited to, telework programs, bike shares, car shares, carpooling, vanpool, and transit passes.

VMT mitigation for behavior-based mitigation programs is calculated by establishing a baseline of travel behavior for each participating individual prior to participating in the services associated with the program. This baseline typically includes the number and length of trips taken by a single-occupancy vehicle. After enrollment, the participant's travel behavior is actively tracked using verified methods such as trip logging platforms, mobile apps, or survey validated by third-party data sources. The mitigation of VMT is then determined by comparing the baseline data to post-enrollment travel behavior.

$$VMT\ Mitigated = B - C$$

B = Average VMT per day (or week, month, etc.) by individual prior to participation in program

C = VMT per day (or week, month, etc.) by individual after participation in program

4.7. Violation of Terms Process

The following process is to be followed to notify Commuters of violations of the Terms of Use to elicit appropriate behaviors or remove the Commuter from the Commuter Program, if necessary.

1. The application identifies unusual travel patterns or behaviors.
2. The application sends a notification to the Commuter reminding them of the rules of the program and prompting them to change their behavior or provide information clarifying their unusual behavior.
3. If the Commuter does not change their behavior, they are disqualified from the Commuter Program for a length of time. Any incentives earned are unavailable for cash-out, but not yet removed from the Commuter's account.
4. The Commuter is granted another opportunity to participate.
5. Repeat steps 1-4.
6. If the Commuter does not change their behavior, they are permanently removed from the program. Any earned incentives are forfeited.

All unusual activity and fraud detection will be handled by the back office associated with the Commuter App and only elevated to the Application Vendor's support if it cannot otherwise be resolved automatically.

4.8. Verification

For the purposes of verifying the Commuter's Work Location, which is especially important for Commuters that will primarily mitigate VMT through telework, the Commuter must establish their Baseline Commute prior to earning any incentive for VMT mitigation. The application will capture a to-be-determined number of commute trips taken by the Commuter to their Work Location using an SOV within a to-be-determined time period. After completing the Baseline, Commuters will be able to view incentive earnings. For Commuters primarily teleworking, if the application does not detect a Commute trip to the Work Location

within 30 days (by any mode: SOV, transit, carpool, etc.), the application will prompt the user to update their Work Location and establish a new baseline or confirm that they work entirely remotely (which would disqualify the Commuter from the Commuter Program).

Telework Commuters must complete a periodic reestablishment of the baseline by commuting to their work location at least three times per month; all other Commuters' baselines will be continually verified through their detected travel to Home and Work Locations. All Commuters will also be required to confirm that they are not required by their employer to telework, that their home and work locations are current, and that the Commuter Program influences their commute decisions through a biannual questionnaire to continue participating. Those that cannot affirm these three questions may be contacted for further information or removed from the Commuter Program.

The Application Vendor's support team will also be able to view data with PII (Name, Social Security Number, identity related numbers, email address, phone number, detailed location information) for the purpose of reconciling Commuter concerns and verifying trip data that cannot be verified by the Commuter App. The SBCTA will not have access to any PII. The SBCTA will have access to summarized and downloadable program data with PII removed that reports on aggregated VMT-mitigation, mode distribution, and incentives distributed over time. Any downloaded materials will be subject to public records requests. Data with PII will not be downloadable, and thereby not subject to FOIA. All PII will be permanently, irretrievably removed on a rolling basis after 60 days. With the Commuter's consent, the Verifier may contact the employer if necessary to verify the Work Location.

4.9. Cash-Out Procedures

4.9.1. Cash-Out Process

The primary method of incentive cash-out will be through a gift card issuing system. Commuters will be able to view their earned incentives at all times by viewing the Incentives Wallet in the application. The Commuter will use this interface to request cash-out. The application will then process this request and issue the gift cards electronically through email. While the application will enable them to cash-out at any time that they have accumulated more than a to-be-determined amount in incentives earned, the Commuter may find it beneficial to cash-out after earning a larger amount. After cash-out, the Commuter will be able to see their updated amount available and their total earned incentive for the year.

4.9.2. Incentives Beyond \$599

During the Pilot, Commuters will be limited to \$599 in incentives per year, to avoid the need to issue IRS Form 1099-Misc., which are required for earnings of \$600 or more. After the Pilot, at SBCTA's discretion, a Commuters may be allowed to earn beyond the limit if they provide their Social Security Number (SSN) such that they may be issued a 1099 tax form. Commuters may also choose to continue using the app without accruing additional incentive until the beginning of the next calendar year.

4.9.3. Changes in Credit to Incentive Conversion Value

The incentive value offered per VMT mitigated will be reevaluated and adjusted on a to-be-determined frequency to reflect economic changes and the marketplace exchange value of credits between the Bank and Credit Purchasers, at SBCTA's sole discretion. When this occurs, all participants in the program will be notified.

4.9.4. Customer Support

The operator of the application will provide customer support through a live chat system available during business hours. During non-business hours, Commuters may continue to use the chat system serviced by

automated support. Commuters may also request to receive a call from live customer support for additional assistance.

4.9.5. Language Support

The application will support English and Spanish language.

4.10. Application Vendor Responsibilities

The Application Vendor will be responsible for developing and maintaining the application, as well as providing customer support to Commuters. Additionally, the application must rigorously check for inappropriate user behavior and communicate with Commuters about appropriate application use. The Commuter Program, and the associated Commuter App, will be financially and programmatically self-sustaining; funds in the Bank accumulated from credit sales will be used to pay the Application Vendor for operations and maintenance activities.

5. Implementation & Budget

This chapter of the Administrative Plan describes the implementation plan, associated budget, and evaluation process for the VMT Mitigation Bank and Commuter Program. It includes key milestones associated with the implementation and cost-estimate leading to a proposed high-level budget for the Bank and Commuter Program.

5.1. Implementation

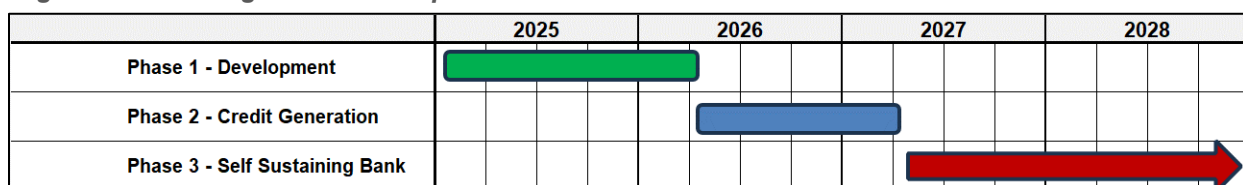
Implementation of the VMT Mitigation Bank and Commuter Program will follow a phased implementation strategy to ensure this first-of-its-kind program will meet stakeholder needs.

The Bank will be initially established with the Commuter Program as the first and only credit generating program. Therefore, this implementation is focused on establishing the Bank and launching the Commuter Program (see **Figure 7**). As additional credit generating programs are identified, this Administrative Plan may be amended to outline the implementation of additional programs.

The implementation phases include the following:

- Phase 1: Development
 - May 2025 – April 2026
 - Planning, systems engineering, Application Vendor selection, software development, beta testing
- Phase 2: Credit Generation
 - April 2026 -March 2027
 - Public application release, User identification, credit generation, VMT quantification and verification
- Phase 3: Self-Sustaining Bank
 - April 2027 – March 2032
 - Credit purchasing

Figure 7. VMT Mitigation Bank Implementation Schedule



5.1.1. Phase 1 – Development

The purpose of the Development phase is to capture user needs and functional requirements, define the Bank system concept through a systems engineering process, onboard an Application Vendor, develop the application for managing the Commuter Program and the Bank, and create policy documents for the administration of the Bank (see **Figure 8**).

Figure 8. Phase 1 - Development

	2025												2026			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Systems Engineering																
Vendor Onboarding																
Development of the Solution																
Alpha Release																
Preliminary Testing																
Public Beta Release																
Final Requirements Verification																
Public Beta Testing																
Marketing and Training Support																
Pilot Go Live																

The key milestones and/or documents in Phase 1 include the following:

- Concept of Operations
- System Requirements
- Administrative Plan
- Application Vendor Onboarding
- Software Development to meet the System Requirements
- Alpha Testing
- Beta Testing
- Marketing Plan

5.1.2. Phase 2 – Credit Generation

Phase 2 – Credit Generation encompasses the first operating period of the Bank when VMT credits are being generated by the Commuter Program. The focus on generating credits for future sales aligns with the objectives outlined in **1.1.2 Objectives**. The successful generation of credits for future sale is critical to the Bank's long term success; credits must be generated before they can be purchased by Lead Agencies and Private Developers.

The key milestones in Phase 2 – Credit Generation Pilot include the following:

- User identification and program sign up
- Generate VMT credits through Commuter trip tracking
- Cash-out Commuter incentives through gift card
- Release additional software features such as transit mode tracking
- Application Vendor application and support team monitors Commuter trip activities
- Bank administration
- VMT credit quantification and verification
- Evaluation of the VMT Mitigation Bank Pilot against preestablished evaluation criteria

5.1.3. Phase 3 – Self-Sustaining Bank

Phase 3 introduces Developer credit purchases. All prior activities from Phase 2 will continue; however, the introduction of credit purchases by Developers in Phase 3 will establish a sustainable funding mechanism as the initial seed funding is gradually depleted to provide Commuter incentives. Progression to Phase 3 is contingent upon SBCTA approval to extend the Program beyond the initial pilot period.

5.2. Budget Overview

The SBCTA VMT Mitigation Bank will be supported by a structured budget framework that ensures transparency, operational sustainability, and alignment with program goals. While this Administrative Plan does not include detailed financial figures, it outlines the processes and responsibilities that guide budget development and oversight. SBCTA staff will be responsible for preparing and maintaining a comprehensive budget that reflects the costs of credit generation, administrative operations, and incentive distribution. The budget will be reviewed and updated periodically to ensure responsiveness to market conditions, policy changes, and program performance.

The budget framework is designed to support the long-term viability of the Bank while maintaining flexibility to adapt to evolving needs. This includes the ability to adjust credit pricing, manage incentive structures, and allocate resources efficiently across program components. All financial activities will be documented and reported in accordance with SBCTA's fiscal policies and procedures.

5.2.1. Budget Preparation and Oversight

SBCTA staff will prepare an annual budget for the VMT Mitigation Bank that outlines anticipated revenues and expenditures associated with the administration of the Bank. The budget will include, but is not limited to, the following components:

- Incentive payments to Credit Generators (e.g., Commuters)
- Administrative costs, including staff time, software maintenance, and third-party verification
- Marketing and outreach expenses
- Contingency reserves for unanticipated costs
- Legal and compliance-related expenditures
- Anticipated revenue from credit purchases

The Bank Administrator will coordinate with SBCTA's Finance Department to ensure that the budget is developed in accordance with agency standards and that all expenditures are properly documented. The Financial Auditor will conduct periodic reviews of the Bank's financial records to ensure accuracy and compliance with applicable policies. The Bank Administrator will be responsible for implementing the approved budget and making adjustments as necessary and allowed through SBCTA's existing agency standards.

5.2.2. Credit Pricing and Incentive Management

The Bank Administrator is responsible for establishing and managing the pricing structure for VMT credits to maintain a self-sustaining bank. Credit prices will be set to reflect the cost of generating credits, administrative overhead, and market demand. The pricing methodology will be guided by SBCTA's approved policies.

Credit will be reviewed on a quarterly basis and may be adjusted to ensure the financial sustainability of the Bank. Factors considered in pricing adjustments include:

- Supply and demand for VMT credits
- Cost of VMT mitigation programs and infrastructure
- Equity considerations and regional transportation goals
- Feedback from Credit Purchasers

Incentives distributed to Credit Generators will be managed by the Bank Administrator in accordance with the approved budget. The incentive structure may include differentiated rates based on mode of travel (e.g., lower rates for telework compared to transit or carpooling) and may be adjusted over time to reflect program performance and funding availability.

6. Marketing Strategy

This chapter describes the marketing approach the Bank will use to educate eligible participants – Commuters, Credit Purchasers, and Mitigation Providers – about the Bank and Commuter Program. The Bank is a novel concept; therefore, marketing and outreach will be especially important for the launch of the Pilot and the point at which SBCTA decides to enable external Mitigation Providers and Credit Purchasers to participate.

Community research will be conducted to determine the appropriate messaging and the target audience for marketing efforts. Efforts will be focused on effective web-based marketing for individuals in the San Bernardino County region and virtual outreach to local lead agencies. This process will identify beta testers and potential Pilot participants for the Commuter Program, as well as potential Credit Purchasers and Mitigation Providers for later stages of the Bank.

6.1. Leveraging Existing Programs

SBCTA will leverage the Inland Empire (IE) Commuter Program, as well as other outreach initiatives, to promote the VMT Mitigation Bank to potential participants. There will be no direct integration of the IE Commuter Program's online platform with the Commuter App; participating Commuters will be required to enter their information separately and agree to separate Terms of Use and privacy policies for each program. However, individuals already participating in IE Commuter are likely to be eligible for the Commuter Program, and can be reached through SBCTA and RCTC's joint participant database. SBCTA will use newsletters, informational emails, and the program advertisement banner on the IE Commuter website to inform current IE Commuter participants of their potential eligibility to participate in the VMT Mitigation Bank.

The Bank will have sole claim to VMT mitigations generated by participating Commuters, regardless of their status as a concurrent or prior participant in the IE Commuter Program due to the following considerations: the IE Commuter Program's operating entities do not collect CEQA-recognized VMT mitigation credit for participant activity, the IE Commuter Program offers small incentive earning potential for commute mode-shift over a three month period, not to exceed \$125; and, the IE Commuter Program does not have a direct, guaranteed incentive amount for commutes replaced by telework and offers participants a chance to win in a drawing instead.

6.2. External Marketing Services

The Application Vendor will be responsible for branding and marketing collaboration, including the development of web-based materials. An effective use of marketing services may follow a multi-platform, online approach with little to no in-person engagement or print materials.

6.3. Credit Purchaser & Mitigation Provider Outreach

SBCTA will engage with local lead agencies during the self-sustaining phase of the Bank (see **5.1.3 Phase 3 – Self-Sustaining Bank**), including a variety of municipalities, to promote the Bank while also developing a greater understanding of their documentation needs for verifying credits in the MMRP process under CEQA. Increased awareness of local lead agencies can spread knowledge to interested developers by enabling them to promote the Bank as a mitigation option during the development approval process. Similarly, local lead agencies and developers can be made aware of the opportunity to become Mitigation Providers in exchange for project funding.

7. Program Evaluation

The Program will be evaluated by the SBCTA after the pilot period to determine if it should be established as a permanent program. It will also be closely observed by other public agencies interested in learning from it or potentially replicating it. Consequently, it is crucial to develop a plan for how the Pilot will be evaluated.

7.1. Success Metrics

The metrics for evaluating the success of the Program are based on the objectives outlined in **Section 1.1.2. Objectives**. Metrics are a quantifiable measure to assess, compare, and track performance or progress of the Pilot. The metrics identified below will be used to track program performance throughout the pilot period and at its completion. **Table 5** displays the metrics that will be used to evaluate the pilot:

Table 5. Evaluation Success Metrics

Metric Name	Description	Supported Objective
Total VMT Mitigation	Aggregate mitigated VMT attributed to the Commuter Program.	<ul style="list-style-type: none"> • Reduce Vehicle Miles Traveled • Promote Sustainable Transportation
Average VMT Mitigation per Participant	Mean VMT mitigation per enrolled Commuter.	<ul style="list-style-type: none"> • Reduce Vehicle Miles Traveled • Promote Sustainable Transportation
Participant Enrollment and Retention	Number of participants enrolled and retained in the Commuter Program.	<ul style="list-style-type: none"> • Promote Sustainable Transportation
Credit Generation Volume	Number of VMT credits generated through the Commuter Program.	<ul style="list-style-type: none"> • Support Regional Development
Total Mode Share of VMT-Mitigating Trips	Percentage distribution of non-SOV trip mode used by all Commuters including telework, transit, and carpool.	<ul style="list-style-type: none"> • Reduce Vehicle Miles Traveled • Promote Sustainable Transportation
Registered Developers in Credit Purchasing Portal	Number of individuals or entities that are registered in the Credit Purchasing Portal.	<ul style="list-style-type: none"> • Support Regional Development • Facilitate Compliance with CEQA

7.2. Data Collection and Reporting

Successful evaluation of the Program according to the defined metrics will rely on the adequate collection of data to inform the metrics. Adequate data collection is ensured through the data and reporting requirements documented in the contract with the selected Application Vendor that will support the functionality required in the Commuter Program.

During system development, the Bank Administrator will collaborate closely with the Application Vendor to ensure each metric is supported by appropriate data mechanisms, such as detailed trip logging and

automated aggregation tools. Reporting functionality will include both real-time summaries and periodic performance reports tailored to the needs of the Bank Administrator and third-party verifiers.

7.3. Evaluation Process

The evaluation process for the Commuter Program will be conducted in accordance with the success metrics and data reporting protocols established in this plan. The evaluation process will determine whether the Pilot meets its stated objectives and to inform a recommendation regarding the Pilot's continuation or termination. The evaluation will be structured to include an interim evaluation during the pilot, a comprehensive evaluation at its completion, a report on findings and recommendations, and a final review by the SBCTA Board.

7.4. Interim Review(s)

The Bank Administrator will conduct periodic reviews of the success metrics. The reviews will focus on early indicators such as participant enrollment, system functionality, and initial credit generation to determine if the Program is on track.

7.5. Comprehensive Pilot Assessment

At the completion of the Pilot, a comprehensive evaluation that includes an analysis of all success metrics will be performed and documented. Particular focus will be put on the total amount of VMT mitigation, the total number of VMT credits generated, and the Commuter Program's capacity to successfully demonstrate that VMT mitigation was caused by the Program.

7.6. Findings and Recommendations

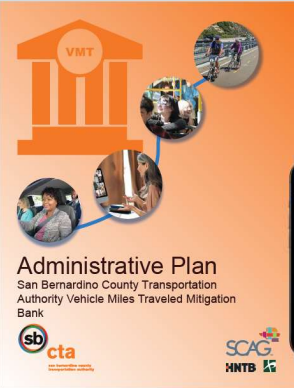
The assessment will culminate in a written report summarizing Program performance, lessons learned, and administrative observations. Based on this report, the Bank Administrator will develop format recommendations regarding the future of the Pilot, including whether it should:

- Be extended or modified for a continued pilot phase
- Be transitioned to a fully operational program
- Be expanded to include other Mobility Providers besides the Commuter Program
- Be concluded based on poor performance or financial infeasibility

7.7. Board Review and Approval

The findings and recommendations will be presented to the SBCTA Board of Directors for review, discussion, and decision on the program's next phase.

09/03/2025





Administrative Plan
San Bernardino County Transportation
Authority Vehicle Miles Traveled Mitigation
Bank

sb cta
San Bernardino County Transportation Authority

SCAG
HNTB

SBCTA Vehicle Miles Traveled (VMT) Mitigation Bank

Project Team
Steven Smith, Josh Lee, Lisa Chou (SBCTA)
Elliot Hubbard and Daniel Mihalov (HNTB)

Offsetting VMT Impacts

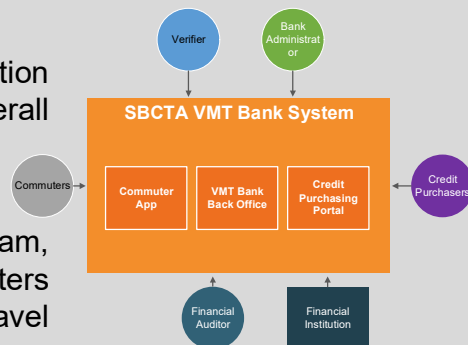
Developers and agencies can offset transportation impacts by purchasing VMT credits, reducing overall vehicle miles traveled.

Commuter Program Focus

The pilot phase prioritizes the Commuter Program, which encourages distributes incentives to Commuters or switching from solo driving to more sustainable travel modes.

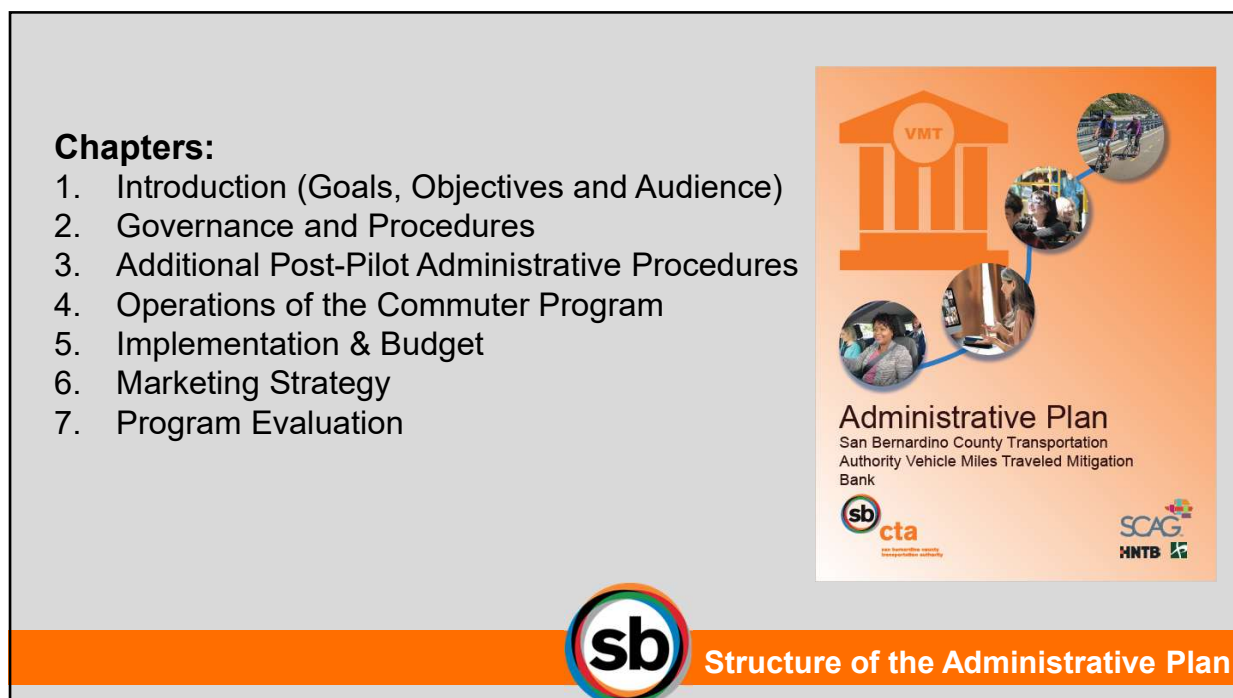
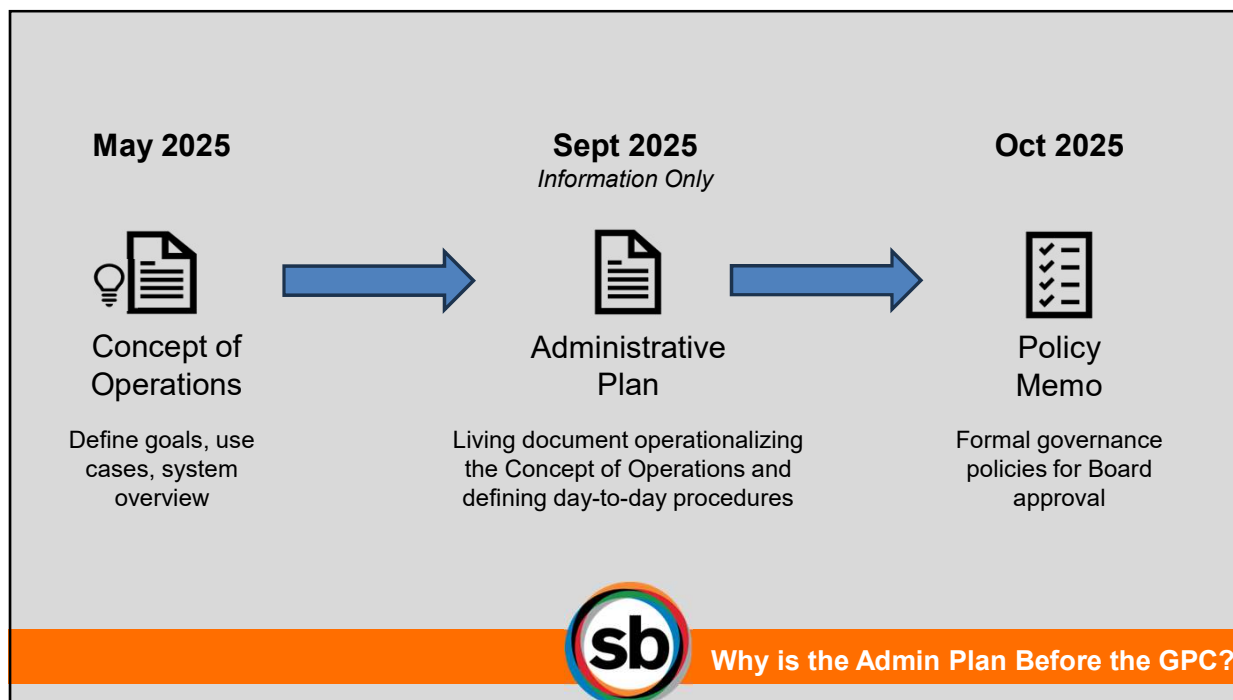
Supporting California Environmental Quality Act (CEQA) Mitigation

Banked credits help fulfill CEQA mitigation requirements and support ongoing efforts to further decrease vehicle miles traveled.



Understanding the SBCTA VMT Bank

09/03/2025



09/03/2025

Purpose

- Ensure **financial sustainability** of the VMT Mitigation Bank
- Balance **credit purchase affordability** with **commuter incentive viability**

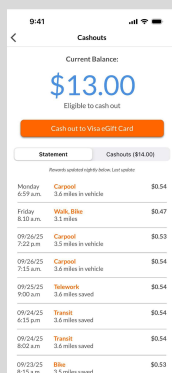
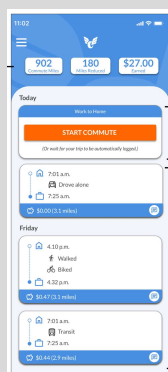
Strategy

- **Commuter Incentive Rate** per VMT must be high enough to encourage participants to generate credits but low enough to serve as a cost-effective VMT mitigation.
- **Credit Purchase Price** per VMT must be high enough to cover program costs while remaining competitive.

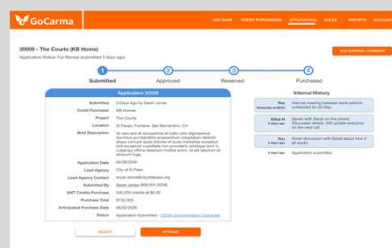
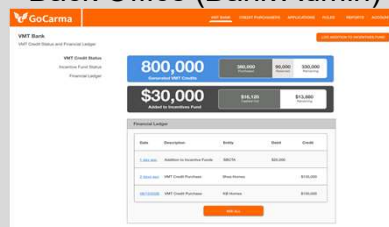


Pricing Strategy

Mobile App (Commuter)



Back Office (Bank Admin)



Credit Purchasing Portal

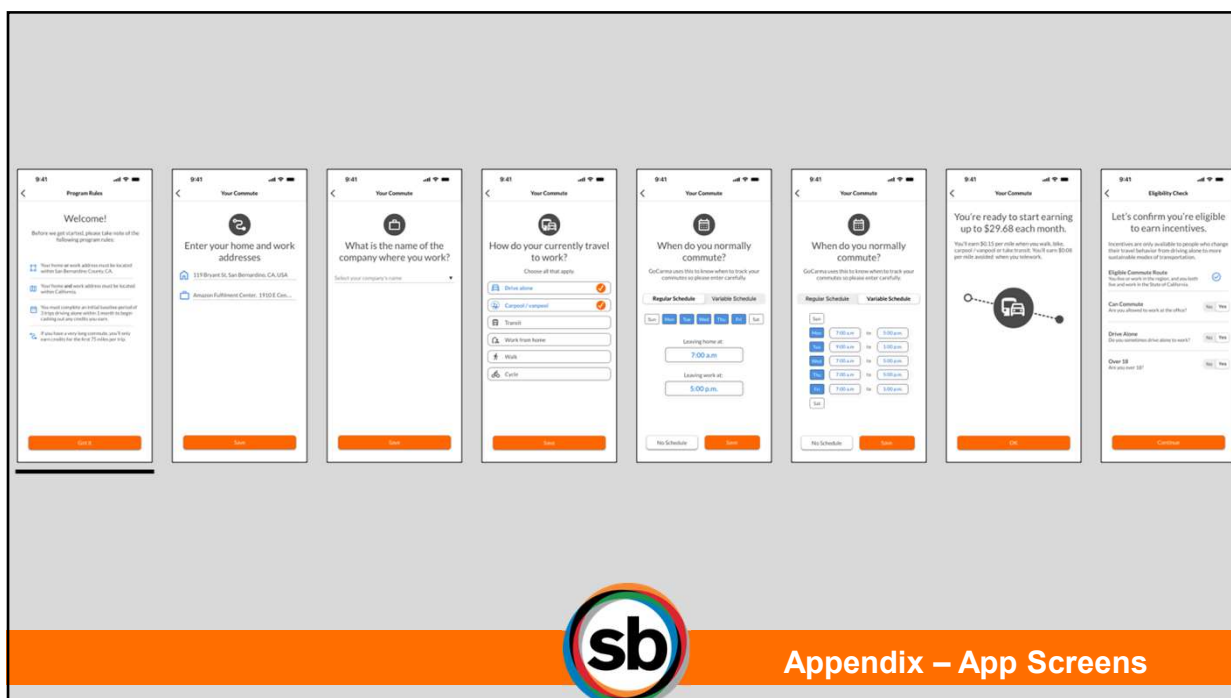
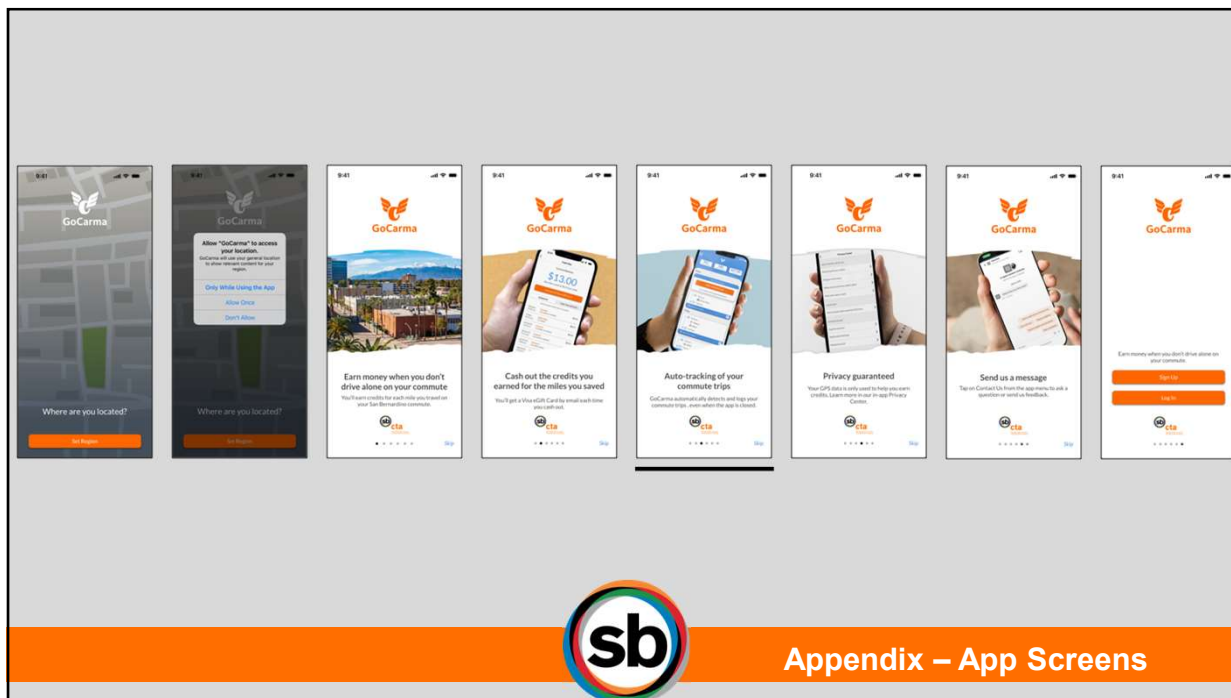


App Design

09/03/2025



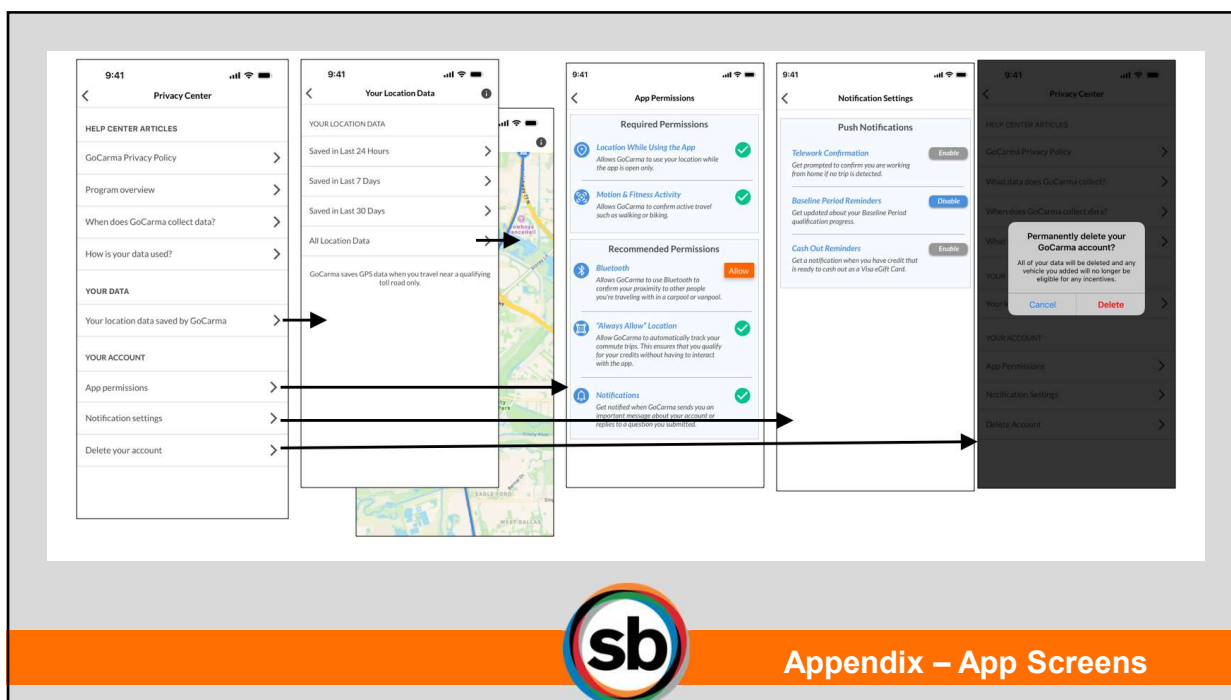
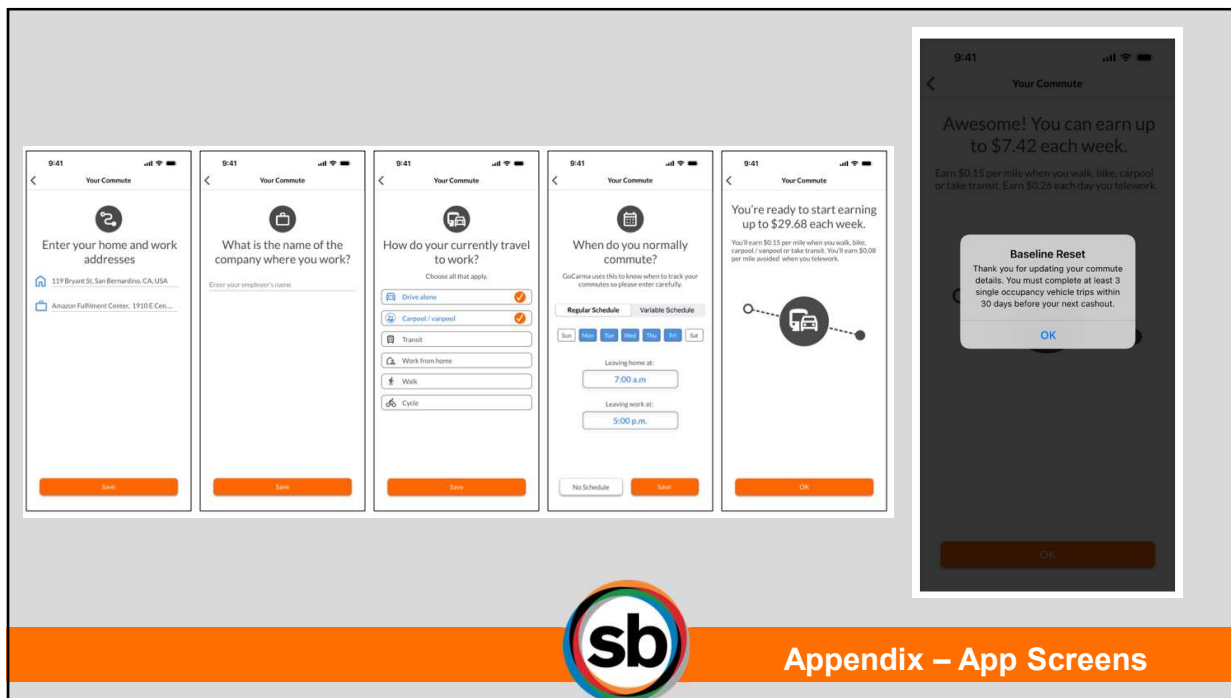
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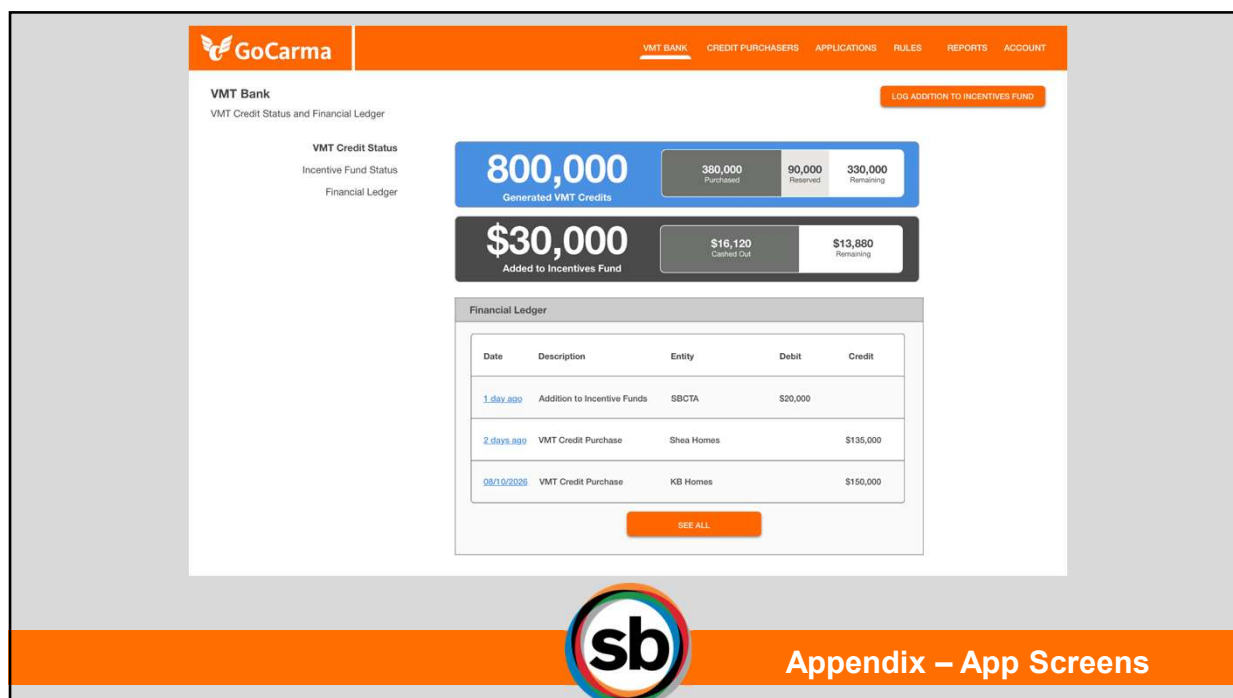
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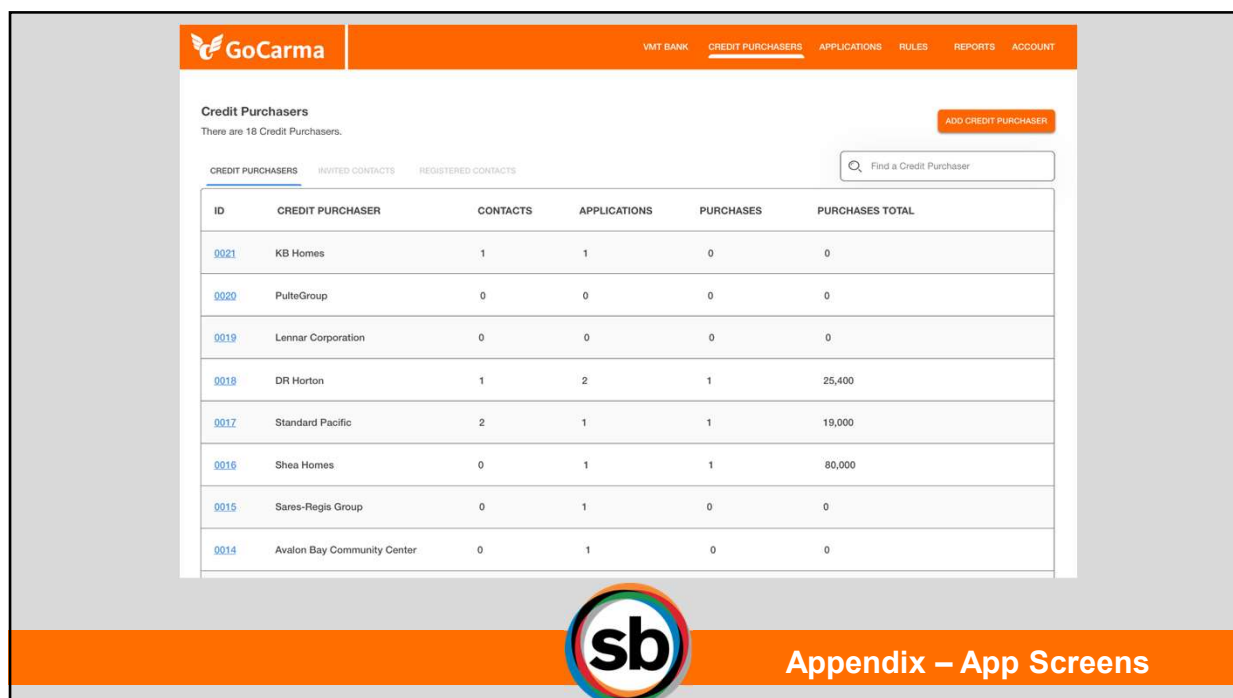
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Appendix – App Screens



Appendix – App Screens

09/03/2025

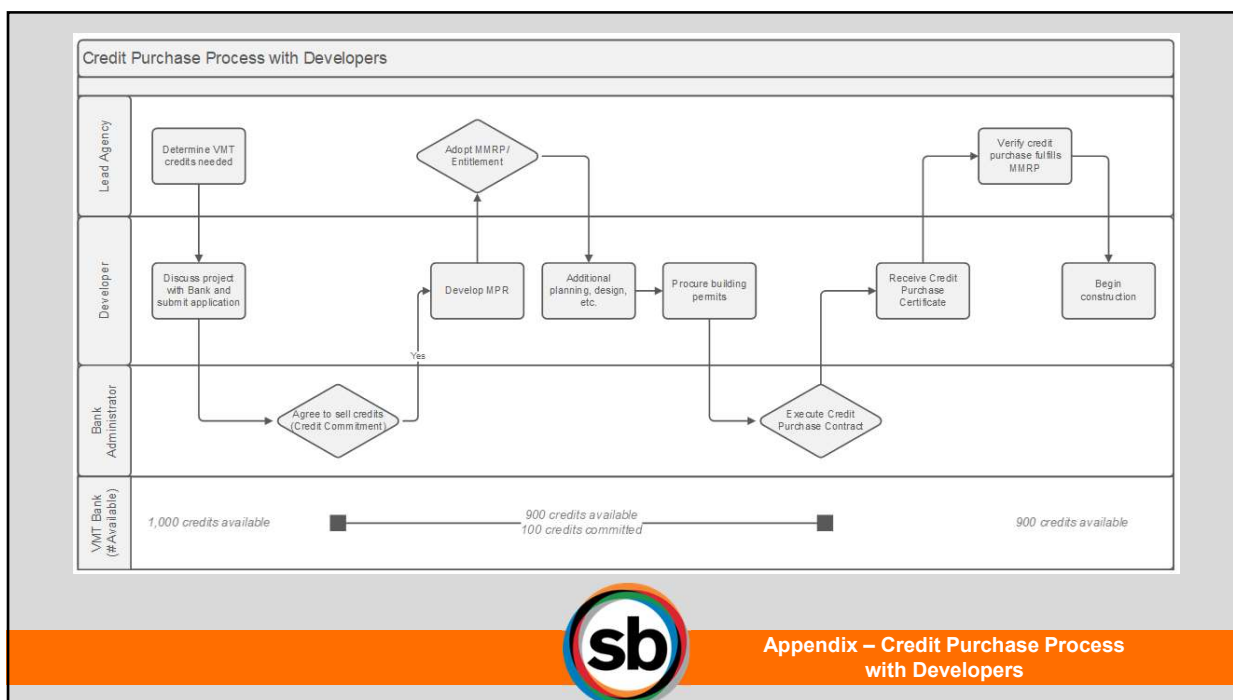
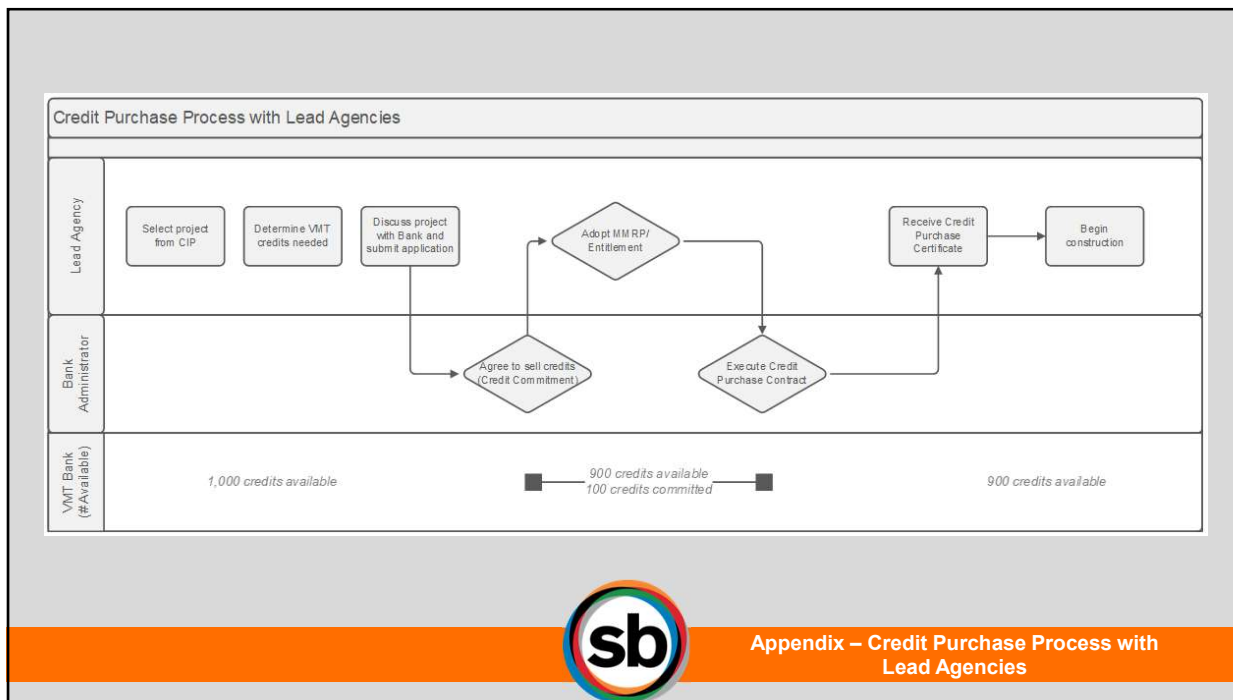


DRAFT - SBCTA VMT Bank Operating Budget

	Phase 1 Dev	Phase 2 Pilot	Phase 3 Yr 1	Phase 3 Yr 2	Phase 3 Yr 3	Phase 3 Yr 4	Phase 3 Yr 5	Total
Expenses								
Software Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Marketing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transaction Fees and Misc. Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CDMP Credit Generation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Expenses Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funding / Revenue								
Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Credit Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Funding/Revenue Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Annual Net Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Net Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commuters in program	1,000	1,000	1,000	1,000	1,000	1,000	1,000	7,000
Annual Credits Generated	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	77,000,000
Cumulative Credits Generated	11,000,000	22,000,000	33,000,000	44,000,000	55,000,000	66,000,000	77,000,000	333,000,000
Cost Per Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Credits Purchased	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	11,000,000	77,000,000
Cumulative Credits Purchased	11,000,000	22,000,000	33,000,000	44,000,000	55,000,000	66,000,000	77,000,000	333,000,000
Available Credits (End of Year)	0	0	0	0	0	0	0	0
VTM Credit Purchase Price	\$	\$	\$	\$	\$	\$	\$	\$
Tele Work Incentive Rate	\$	\$	\$	\$	\$	\$	\$	\$
Carpool/Vanpool Incentive Rate	\$	\$	\$	\$	\$	\$	\$	\$
Transit Incentive Rate	\$	\$	\$	\$	\$	\$	\$	\$
Daily Incentive Limit	\$	\$	\$	\$	\$	\$	\$	\$
Credit Generation Escalation	\$	\$	\$	\$	\$	\$	\$	\$
Credit Purchase Quantity (millions)	11.0	22.0	33.0	44.0	55.0	66.0	77.0	333.0

sb Appendix – Pricing and Budget

09/03/2025



Minute Action

AGENDA ITEM: 7

Date: September 10, 2025

Subject:

San Bernardino County Transportation Authority / San Bernardino Council of Governments Engagement Framework

Recommendation:

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

- A. Approve updated vision and goals for the SBCTA/SBCOG Engagement Framework.
- B. Receive and file a report: Engagement Framework Strategies, Metrics, and Toolkit.

Background:

In late April 2025, the Federal Transit Administration (FTA) sent a letter to recipients of FTA funds. The FTA Master Agreement language was revised to mandate compliance with recent Executive Orders regarding Diversity, Equity, and Inclusion (DEI) policies. The FTA letter and revised Master Agreement reflect the current Secretary of Transportation's approach to implementing the Federal Transportation Program. The Federal Railroad Administration has added similar language to recent drafts of the Rebuilding American Infrastructure with Sustainability and Equity Grant for the construction of two Brightline West stations in the Victor Valley. As a direct recipient of Federal funds, both by formula and grant award, as well as a sub-recipient of Federal funds, the United States Department of Transportation requires certification of compliance with the DEI Executive Orders. This direction was broadly distributed to all recipients, and compliance requirements are being written into the funding agreements, compelling certifications by recipients to comply with the Executive Orders.

On May 15, 2025, staff met with the San Bernardino Council of Governments (SBCOG) Ad Hoc Committee, provided an update on the Federal requirements, and requested guidance on how to proceed with the Engagement Framework in light of the Federal guidance. On July 2, 2025, at the recommendation of the SBCOG Ad Hoc Committee, the Board of Directors (Board) directed staff to update program and document information to avoid conflict with these Federal mandates.

Following the Board's action, the staff and consultant team worked to assess changes that would be necessary to various programs and activities. The Engagement Framework is a result of these changes and has been designed to ensure compliance with Federal mandates.

This Engagement Framework builds off work previously completed that aimed to:

1. Examine the practices that the San Bernardino County Transportation Authority (SBCTA)/SBCOG uses in planning, evaluating, procuring, and building transportation projects and implementing projects, programs, and initiatives of regional significance and value to the SBCTA/SBCOG member agencies.
2. Create tools that can be used by all SBCTA/SBCOG members to better engage and connect with member agencies and communities impacted by SBCTA projects.
3. Provide a framework to guide efforts in working toward promoting a fair and just region and eliminating barriers to and increasing opportunities for engagement.

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

General Policy Committee Agenda Item

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The Engagement Framework kicked off in July 2024 with the goal of identifying and guiding the agency toward its goals when doing its business, including implementing projects, designing programs, and performing public outreach. Additionally, as a part of the Engagement Framework scope, which derives from the direction of the Board, as informed by the SBCOG Ad Hoc Committee discussion, SBCTA/SBCOG aims to strengthen relationships with Community-Based Organizations and other local partners. Another key aspect to this process is to put SBCTA/SBCOG in a position to be competitive for funds.

The process for completing this framework included outreach and direction from policymakers through the SBCOG Ad Hoc Committee, the General Policy Committee, and working groups of staff and community stakeholders. In-depth research and analysis of sister agencies, comparable planning agencies, and funding agencies at the State/Federal levels were conducted for comparison, best practices, and lessons learned. The Engagement Framework is comprised of an Engagement Vision, Goals, Strategies, and Metrics.

Financial Impact:

This item has no financial impact on the adopted 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/SBCOG General Counsel has reviewed this item.

Responsible Staff:

Suzanne Peterson, Council of Governments Manager

Approved
General Policy Committee
Date: September 10, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Framework to Systematize Fair Practices + Robust Community Engagement throughout SBCTA/SBCOG ("SBCTA/SBCOG Engagement Framework")

Draft Goals, Strategies, and Metrics

The goals, strategies, and metrics presented in this document were developed with feedback from the Staff Working Group, Community Working Group, and SBCOG Ad Hoc Subcommittee.

SBCTA/SBCOG Engagement Vision

SBCTA and SBCOG has a vision where all communities and all community members region-wide have the necessary tools and conditions necessary for a good quality of life. These conditions include fair access to resources and opportunities, living in environments that support health and wellbeing, and meaningful participation in decisions that impact the community.

Definitions of Terms Used in Goals, Strategies, and Metrics

- **Community and government partners:** Includes tribal governments, school districts, County departments, transit agencies, community-based organizations (CBOs), non-profits and service providers, faith-based organizations, neighborhood groups, workforce development, youth groups, local businesses, and other organizations.
- **Under-resourced communities:** Refers to populations sharing a particular characteristic, as well as geographic communities, who have had less opportunity to participate in aspects of economic, social, and civic life.
- **Programs and projects:** Inclusive of all phases of implementation programs and capital projects led by SBCTA and SBCOG, including planning, design, implementation, and construction.

Framework Overview

Area	Goals	Strategies	Metrics
Program and Project Delivery	1. Community Prioritization and Participation in Decision-Making	7	11 (including 1 crosscutting)
	2. Advancing Economic Development	4	6 (including 2 crosscutting)
Regional Partnership	3. Engagement with Member Agencies and Jurisdictions	3	2
Internal Work	4. Organizational Practice	3	6
	5. A Living Framework	2	1
Totals		19	3 crosscutting, 23 others

Program and Project Delivery

Goal 1: Community Prioritization and Participation in Decision-Making.

SBCTA/SBCOG commits to prioritizing programs and projects that benefit under-resourced communities while proactively engaging them to guide investments, address community needs, and strive for robust community involvement in decision-making processes.

Strategies	Draft Metrics	Data Available
N/A: Cross-Cutting Metric relevant to all for Goal 1 strategies	A. Establishment of criteria to consider under-resourced communities in the creation of formulas, project/program identification, and project/program prioritization	Status only (achieved or not yet achieved)
1.1 Distribute information to under-resourced communities	N/A	N/A
1.2 Engage under-resourced communities throughout program and project development	a) Percentage of projects in planning phase that hold engagement events in or focus bi-directional communication on under-resourced communities	Yes
	b) Percentage of projects in the environmental review phase that hold engagement events in and/or focus bi-directional communication on under-resourced communities	Yes
	c) Percentage of projects in the design/construction phase that hold engagement events in or focus bi-directional communication on under-resourced communities	Yes
1.3 Cultivate relationships with community partners	a) Number of community-based/non-governmental organization (CBO/NGO) events, workshops, or meetings that SBCTA/SBCOG staff attend to establish and maintain relationships with community groups	Yes
	b) Number of partnerships formalized (e.g., via MOU or contract) with community-based organizations working with residents of under-resourced communities [demographic or geographic]	
	a)	Yes

1.4 Provide educational materials, meeting materials, and meeting formats to encourage greater participation from under-resourced communities	b) Percentage of public and outreach meetings held on weekends or weeknights	Yes
	c) Percentage of agency meetings that allow virtual attendance	Yes
	d)	Yes
	<i>Potentially (dependent on findings from Partnership Study and final toolkit) – we recognize that these are not currently allowed, but may be in the future:</i> e) Percentage of projects offering stipends or incentives to community members f) Percentage of public engagement/outreach meetings offering childcare	N/A
1.5 Standardize data collection to ensure that community engagement reflects range of constituents	a) Annual reporting of demographics for people who participate in public engagement opportunities for community members participating in engagement activities and in programs [self-reported data with option for participants to decline to provide this information]	Not yet
1.6 Work with community and government partners and under-resourced communities to identify and address community needs	N/A	N/A
1.7 Use a standardized process and set of evaluation tools and methods to evaluate new and modified projects' and programs' likely impacts on under-resourced communities	a) Percentage of projects and programs that utilize standardized evaluation tools or methods to identify potential benefits and burdens within a community	Not yet

Goal 2: Advancing Economic Development.

SBCTA/SBCOG advances economic empowerment across the region by establishing procurement and contracting processes and expanding opportunities for community partners to be part of the agencies' programs and projects.

Strategies	Draft Metrics	Data Available
2.1 Increase opportunities for small businesses in agency contracting, when possible, beyond requirements already established on programs and projects in accordance with the law	a) Number of small businesses that attend Regional Small Business Certification trainings, vendor fairs, and other support events	Yes
2.2 Continue to partner with job training programs, local trade schools and universities, and workforce centers to create pathways for employment in SBCTA/SBCOG	a) Number of partnerships that support employment pathways	Yes
2.3 Address known barriers community partners face in the procurement and contracting process and take meaningful actions to mitigate the development of any new barriers	a) Percentage of underrepresented business vendors reporting satisfaction with the agency's procurement process via annual surveys	Not yet
2.4 Work with community and government partners to develop resources and trainings to assist under-resourced businesses in navigating the contracting and procurement process	N/A	N/A

Regional Partnership

Goal 3: Engagement with Member Agencies and Jurisdictions.

SBCTA/SBCOG continues to build and maintain strong partnerships with member jurisdictions to advance shared goals, policies, and practices that promote fairness both at the regional and local levels.

Strategies	Draft Metrics	Data Available
3.1 Facilitate opportunities for regional peer-to-peer sharing about state and regional initiatives to promote fair policies and practices for residents of San Bernardino County	a) Number of and attendance at peer-to-peer sharing events held annually (including but not limited to bi-annual forum events like SBCTA/SBCOG Forum) that promote fair policies and practices	Yes
3.2 Continue to support member jurisdictions for local planning and programming efforts	a) Percentage of jurisdictions reporting that SBCTA/SBCOG resources improved their ability to effectively engage their full range of constituents	Yes
3.3 Partner with member jurisdictions to tailor engagement events to specific communities where programs and projects are proposed	N/A	N/A

Internal Work

Goal 4: Organizational Practices.

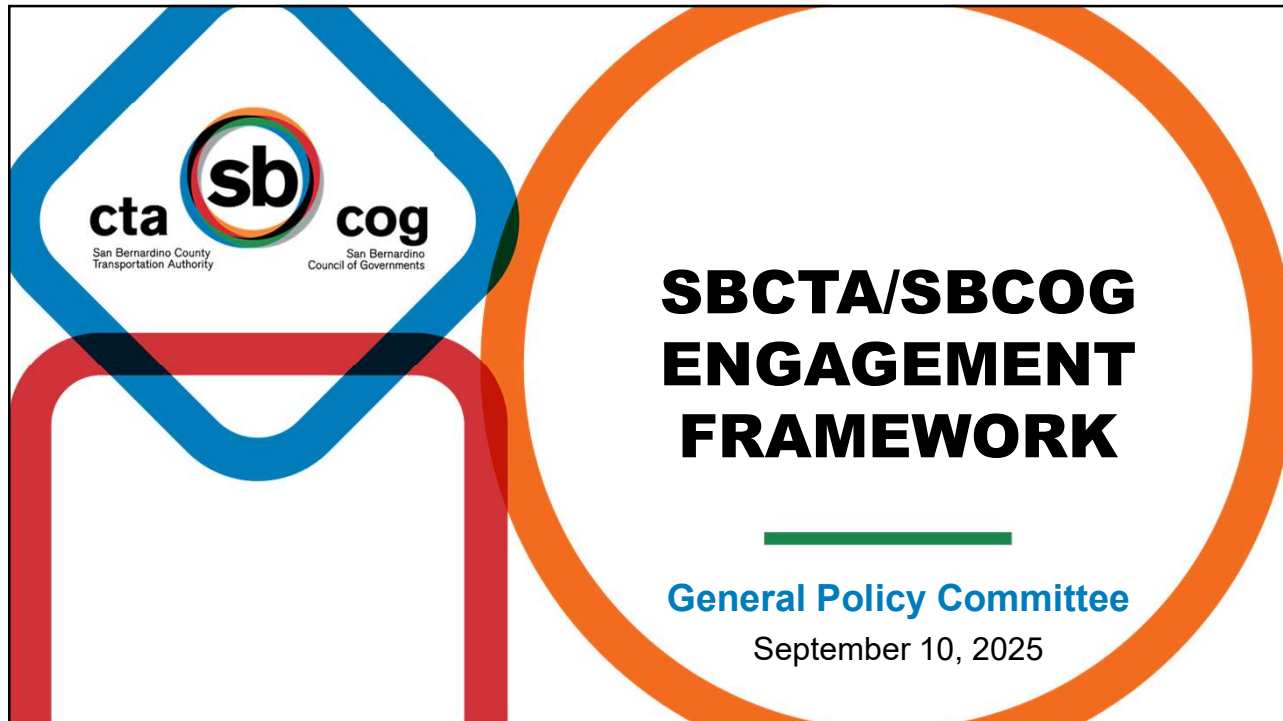
The agency builds an organizational culture welcoming to all employees and community members, setting an example for other agencies.

Strategies	Draft Metrics	Data Available
4.1 Develop and maintain training sessions for SBCTA/SBCOG staff that support robust community engagement and holistic organizational practices	a) Percentage of staff reporting increased capacity and knowledge following trainings related to the Framework	Not yet
4.2 Support career advancement pathways to retain and promote talented staff	a) Percentage of administrative staff who advance to technical and professional positions	Not yet
	b) Percentage of staff who participate in the mentorship program	Yes
4.3 Expand outreach strategies to broaden the applicant pool	a) Number of locations (e.g., career fairs, online portals, colleges) where employment opportunities are posted	Not yet
	b) Location where applicants found out about employment opportunities	Not yet
	c) Aggregate characteristics* of job applicants for positions closed in a fiscal year (i.e., filled, eliminated) * Applicants may anonymously self-identify their demographics or decline to share this data. Characteristics may include: ZIP code of residence, education level, race/ethnicity, and languages spoken fluently.	Some are

Goal 5: A Living Framework.

SBCTA/SBCOG recognizes that the Framework is a living document and commits to regularly reviewing and refining Framework goals, strategies, and metrics based on new opportunities and resource needs.

Strategies	Draft Metrics	Data Available
5.1 Annually review, update if needed, and report on defined Framework metrics	N/A	N/A
5.2 Integrate relevant Framework strategies into department work plans and operations	a) Percentage of departments completing a standard operating procedure with Title VI compliance checklist	Yes



Recommended Action:

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

- A. Approve updated vision and goals for the SBCTA/SBCOG Engagement Framework.
- B. Receive and file a report: Engagement Framework Strategies, Metrics and Toolkit.

BACKGROUND

Journey to the Framework

Purpose

- Guide the agency towards engagement goals when implementing project, designing programs, and performing public outreach
- Support current + future funding opportunities
- Strengthen relationships with Community Based Organizations (CBOs) + other local partners

Federal Compliance

- Executive Order
- Agency Compliance (July 2, 2025, Board meeting direction)

Staff Working Group

- Five cross-sectoral Staff Working Group meetings that focused on:
 - Determine a **framework structure** based on similar agencies work
 - Define agency **goals, strategies & metrics**
 - Identify implementation **tools**
- Four focused Staff Working Group meetings to **pilot implementation** of engagement framework.



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Community Working Group

- Three meetings of the Community Working Group to identify:
 - **Prioritize** areas for engagement
 - Identify potential opportunities for engagement and partnership **strategies**
 - Feedback on engagement successes and **opportunities for improvement**
- **Survey** the Community Working Group, and other CBOs and agency partners



6



Ad Hoc Committee

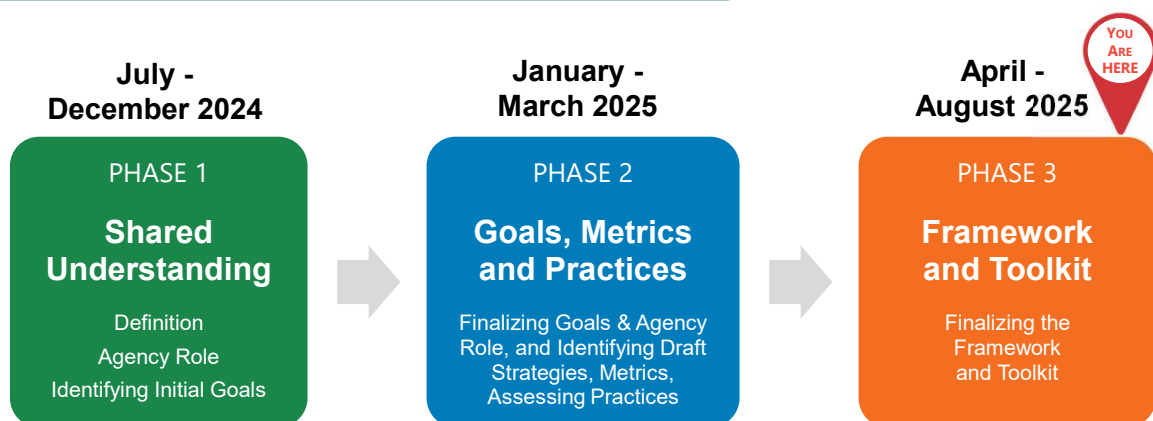
- Three Ad Hoc Committee Meetings to:
 - Refine and provide feedback on **goals, strategies and metrics**
 - Provide overall project **guidance**
 - Provide **direction to pivot** based on Executive Order and federal direction



7



Work Completed to Date



8



Vision & Goals



9



SBCTA/SBCOG Engagement Vision

SBCTA and SBCOG has a vision where all communities and all community members region-wide have the necessary tools and conditions necessary for a good quality of life. These conditions include fair access to resources and opportunities, living in environments that support health and wellbeing, and meaningful participation in decisions that impact the community.



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Engagement Framework Structure

Structure	Description	Number in Framework
Topic	What's covered	3 topics
Goal	Where we hope to get to	5 goals
Strategy	How we get there	19 strategies
Metric	How we measure success	26 draft metrics (including 18 that are currently tracked or could easily be added to existing data systems)
Implementation Action	What we do	Internal; staff will identify annually



11



Program + Project Delivery

Goal 1: **Community Prioritization and Participation in Decision-Making**

SBCTA/SBCOG commits to prioritizing programs and projects that benefit under-resourced communities while proactively engaging them to guide investments, address community needs, and strive for robust community involvement in decision-making processes.

Goal 2: **Advancing Economic Development**

SBCTA/SBCOG advances economic empowerment across the region by establishing procurement and contracting processes and expanding opportunities for community partners to be part of the agencies' programs and projects.



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Regional Partnership

Goal 3: **Engagement with Member Agencies and Jurisdictions**

SBCTA/SBCOG continues to build and maintain strong partnerships with member jurisdictions to advance shared goals, policies, and practices that promote fairness both at the regional and local levels.



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Internal Work

Goal 4: **Organizational Practice**

The agency builds an organizational culture welcoming to all employees and community members, setting an example for other agencies.

Goal 5: **A Living Framework**

SBCTA/SBCOG recognizes that the Framework is a living document and commits to regularly reviewing and refining Framework goals, strategies, and metrics based on new opportunities and resource needs.



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Next Steps



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IMPLEMENTATION

- Toolkit to support implementation will be finalized based on staff feedback by early October
- Staff leaders will identify how their team will implement relevant strategies in the coming 6-12 months
- Annual update integrated as part of SBCTA/SBCOG regular business practice
- Staff will seek Board's direction on potential new initiatives/approaches for engaging CBOs and other community groups and stakeholders



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TOOLKIT COMPONENTS

1. Database of Current & Potential Partners
2. Community Engagement Plan Template
3. Sample Engagement Scopes of Work for Transportation Projects
4. Options for Community Outreach/Engagement Approach
5. Examples of Engagement Approaches from Peer Agencies



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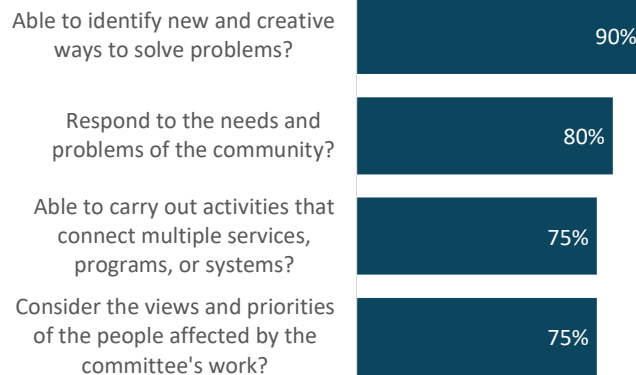


TOOLKIT COMPONENTS

6. Partnership Study, which summarizes:

- The current state of on-going and occasional agency partnerships
- Successes, challenges, and barriers to working with SBCTA/SBCOG (based on input from current and occasional partners)
- Opportunities to improve current and future partnerships

Current Partners Strongly Agree or Agree that "By meeting regularly, how well are these organizations/the committee..." (n=20)



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RECOMMENDATION



19



Recommended Action:

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

- A. Pursuant to the Board's July 2, 2025, direction to staff to update program and document information to avoid conflict with the recent Federal mandates, approve updated vision and goals for the SBCTA/SBCOG Engagement Framework.
- B. Receive and file a report: Engagement Framework Strategies, Metrics and Toolkit.



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Minute Action

AGENDA ITEM: 8

Date: *September 10, 2025*

Subject:

2026 State Transportation Improvement Program Proposals

Recommendation:

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

Approve the following programming proposals to be submitted to the California Transportation Commission (CTC) for inclusion in the 2026 State Transportation Improvement Program.

- A. Propose programming an additional \$18.5 million in Fiscal Year (FY) 2026/2027 for the Zero-Emission Multiple Unit Procurement Project, bringing the total programmed amount to \$26 million.
- B. Propose programming an additional \$1.868 million of Regional Improvement Program funds for Planning, Programming, and Monitoring activities.
- C. Maintain the programming for the State Route (SR) 62 Street Improvements Phase 2B Widening Project.
- D. Adjust programming year forward one year for the Metrolink San Bernardino Line Double Track Project from FY 2028/2029 to FY 2027/2028 to align with the current project schedule.
- E. Adjust programming years and amounts for the National Trails Highway Bridges Replacement Project to align with the current project schedules and funding scenarios: adjust Phase 3 from FY 2026/2027 to FY 2030/2031 and increase programming from \$5.7 million to \$11.331 million, and reduce programming on Phase 4 from \$12.8 million to \$7.475 million. Maintain programming year for Phase 4 of FY 2027/2028 and programming year and amount for Phase 5.
- F. Nominate Phase 6 of the National Trails Highway Bridges Replacement Project and program \$6.75 million in FY 2020/2030.
- G. Nominate SR 18 Corridor Freight, Safety, and Zero-Emission Project and program \$9.927 million in FY 2029/2030.
- H. Authorize staff to make adjustments to programming amounts and programming years of the proposed projects based on additional discussion with project sponsors and CTC staff.

Background:

The State Transportation Improvement Program (STIP) is a multi-year capital improvement program of transportation projects on and off the State Highway System funded with revenues from the State Highway Account and the Public Transportation Account. The STIP is divided into two subprograms: the Interregional Improvement Program (IIP), funded with 25% of new STIP funding, and the Regional Improvement Program (RIP), funded with 75% of new STIP funding. The RIP is further divided between Northern and Southern California and then subdivided by formula into county shares. RIP county shares are available solely for projects nominated by regional agencies, such as San Bernardino County Transportation Authority (SBCTA), while the California Department of Transportation (Caltrans) nominates projects for the IIP.

Entity: San Bernardino County Transportation Authority

Funding levels for the STIP have varied yearly depending on the overall economic situation at the State and Federal levels. Although Senate Bill (SB) 1, the State funding bill passed by the Legislature in April 2017, does not provide new funding for the STIP, it does stabilize the historically volatile funding source. SB 1 also includes an annual indexing of fuel taxes to inflation to stop the degradation of STIP funding revenue.

The California Transportation Commission (CTC) is responsible for developing STIP guidelines, approving the programming of projects submitted by regions and Caltrans for inclusion in the STIP, allocating the STIP funds, and monitoring the delivery of STIP projects. When considering the statewide nominations, CTC staff work with the regional agencies to ensure that the nominations are constrained by the annual programming capacity. This usually involves an iterative process before the STIP nominations are finalized for CTC approval. To obtain public input on the final proposed programming, the CTC conducts two STIP hearings, one in the north and one in the south.

The STIP is a biennial program adopted by the CTC no later than April 1 of each even-numbered year. Each new STIP covers a five-year period, which includes two new years of programming capacity. The new STIP includes projects carried forward from the previous STIP, plus new projects proposed by regional agencies and Caltrans. STIP development starts with the CTC's adoption of the final Fund Estimate (FE), usually in August of the previous year, followed by the submission of projects proposed by the regions and Caltrans based on the target shares published in the FE. The FE is based on estimates of all resources available for the State's transportation infrastructure over the next five-year period for the STIP and State Highway Operation and Protection Program.

2026 STIP Programming Capacity

The 2026 STIP programming cycle began with the CTC adopting the final 2026 STIP FE at the August 2025 Commission meeting. The FE identified \$2.7 billion of programming capacity available statewide over the next five years (Fiscal Year (FY) 2026/2027 to FY 2030/2031). Of the \$2.7 billion in total estimated program capacity over the 2026 STIP FE period, new STIP capacity currently available for programming is \$951.65 million. The bulk of the new STIP capacity is available in the last two years of the five-year cycle (FY 2029/2030 and FY 2030/2031).

The total current STIP share for San Bernardino County is \$187.415 million. Table 1 on the following page shows the current STIP Programming for San Bernardino County totaling \$187.415 million. The target 2026 STIP RIP share for San Bernardino County is \$37.351 million, and the maximum share is \$64.719 million of new programming capacity. It should be noted that SBCTA typically proposes programming at the target share rather than the maximum share, as the maximum share advances funding from future STIP periods and is not as likely to be approved by the CTC if there are programming capacity constraints.

Table 1
Current STIP Programming for San Bernardino County (\$1,000s)

Project	Allocated or Extended	2025/2026	2026/2027	2027/2028	2028/2029
Planning, Programming, and Monitoring	\$1,495		\$1,495	\$1,495	\$1,393
I-10 Corridor Contract 2 Construction		\$72,889			
SR 62 Street Improvements			\$4,500		
National Trails Highway Bridge Replacements			\$5,700	\$12,800	\$21,800
Zero-Emission Multiple Unit Conversion			\$7,500		
Metrolink Double Track					\$56,348
Total RIP Programmed	\$1,495	\$72,889	\$19,195	\$14,295	\$79,541

Total RIP County Share (as of June 30, 2025)	\$187,415
Total Programmed/Allocated Since July 1, 2024	\$187,415
Unprogrammed Share Balance	\$0
RIP Share Balance Advanced/Overdrawn	\$0

2026 STIP Programming - Recommended Priorities

The 2026 STIP cycle will include the current programming in FY 2026/2027 and beyond. That programming, along with the new programming capacity, results in a total programming capacity of up to \$150.382 million. In developing the recommendations for programming, staff have placed the greatest emphasis on identifying projects where funding needs to align with the expected programming capacity, which, as stated previously, is mostly in FY 2029/2030 and FY 2030/2031, with very limited capacity in FY 2028/2029. Additionally, staff have considered that the RIP funds are one of many sources available to SBCTA to meet the funding needs of the prioritized projects countywide. Because of the complexity of the STIP guidelines and CTC processes, an attempt has been made to minimize the number of projects programmed in the STIP. The recommendations for programming will be incorporated into the 2026 Update to the 10-Year Delivery Plan. Descriptions of the proposed programming are indicated below.

Recommendation A

With the completion of the Redlands Passenger Rail Project, \$7.5 million is currently programmed to partially fund the procurement of three Zero-Emission Multiple Unit (ZEMU) railcars for the Arrow Service. The State of California requested the procurement of these units in conjunction with the award of Transit and Intercity Rail Capital Program funds to develop near zero-emission railcar technology. The procurement of the ZEMU railcars is more costly than previously estimated; therefore, staff recommends increasing the programmed amount by \$18.5 million to procure two vehicles, bringing the total programmed amount to \$26 million. After programming these funds, the programming capacity remaining is \$124.382 million.

Recommendation B

The State allows up to 5% of the regional county share funds to be programmed for Planning, Programming, and Monitoring (PPM) activities. These funds can be used for activities such as:

- Regional transportation planning, including the development and preparation of the Regional Transportation Plan.
- Project planning, including the development of project study reports or major investment studies conducted by regional agencies or by local agencies in cooperation with regional agencies.

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- Program development, including the preparation of STIP submittals and studies supporting them.
- Monitoring the implementation of STIP projects, including project delivery, timely use of funds, and compliance with State law and the CTC's guidelines.

SBCTA relies on PPM funds for staff time associated with fundamental SBCTA activities such as Transportation Improvement Program development, administration of State and Federal transportation funds, planning, and project delivery support. The STIP FE identifies a maximum programming capacity of \$3.261 million for PPM in San Bernardino County in FY 2028/2029 through FY 2030/2031, which, when combined with the existing programming in FY 2026/2027 and FY 2027/2028, brings the total to \$6.251 million over the five-year period. Staff recommends continuing to program the maximum allowed for this purpose. Adjustments are recommended to current programming in FY 2026/2027 through FY 2028/2029 to maximize funding within the 5% limit and to provide a more uniform amount for budgeting purposes. After programming PPM funds, the programming capacity remaining is \$118.131 million.

Recommendation C

The State Route (SR) 62 Street Improvements Phase 2B Widening Project (Project) in the City of Twentynine Palms will construct curbs, gutters, sidewalks, and raised medians on SR 62 from Encelia Avenue to Larrea Avenue. The Project includes minor widening on the north side of SR 62 and widening of the box culvert over the San Bernardino County Flood Control District Twentynine Palms wash. The Morongo Basin Subarea has determined this Project to be the #1 Regional Priority, and it was programmed in the 2024 STIP. The construction phase is anticipated to begin in FY 2026/2027, with a cost estimate of \$4.5 million. Staff recommends maintaining the funding for this Project at \$4.5 million in FY 2026/2027. After programming these funds, the programming capacity remaining is \$113.631 million.

Recommendation D

The Metrolink San Bernardino Line Double Track Project (Project) will complete construction of a 0.7-mile double track segment from Control Point Lilac to just west of Sycamore Avenue in the City of Rialto. The Project segment straddles the Rialto Station and has been identified as a critical early project for Metrolink's Southern California Optimized Rail Expansion program. In addition to the double track, the Project includes: a pedestrian underpass and second platform at the Rialto Station on the south side of the tracks, station area upgrades to meet current Americans with Disabilities Act (ADA) standards, intertrack fencing, and vehicular and ADA-compliant safety improvements at four street crossings, thereby making the segment quiet-zone ready. Staff recommends maintaining the funding for this Project at \$56.348 million and requesting that the programming be advanced to FY 2027/2028 to align with the current project schedule. After programming these funds, the programming capacity remaining is \$57.283 million.

Recommendation E

The National Trails Highway Bridges Replacement Project will replace 33 bridges less than 20 feet long on the National Trails Highway. The North Desert Subarea has determined this project to be the #1 Regional Priority, and Phases 3, 4, and 5 were programmed in the 2024 STIP. Staff recommends adjusting programming years and amounts for Phases 3 and 4 to align with the current schedules and funding scenarios. The recommended adjustments are as follows: adjust Phase 3 from FY 2026/2027 to 2030/2031 and increase STIP from \$5.7 million to \$11.331 million, and reduce STIP on Phase 4 from \$12.8 million to \$7.475 million to account for grant funds that were received from the State. Staff recommends maintaining the programming

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year for Phase 5 in FY 2028/2029. After programming these funds, the programming capacity remaining is \$16.677 million.

Recommendation F

Staff recommends nominating the National Trails Highway Bridges Replacement Project Phase 6, which will replace eight bridges less than 20 feet in length on the National Trails Highway. This is the final phase of this project in need of funding. Staff recommend programming \$6.75 million for Phase 6 of the overall project, which leaves \$9.927 million of programming capacity available for other projects.

Recommendation G

Staff recommends nominating the SR 18 Corridor Freight, Safety, and Zero-Emission Project for construction funding. Proposed improvements could include a continuous center median, operational enhancements such as adding left and/or right turn channelization, and complete street improvements, such as bike lanes, sidewalks, and crosswalks. SBCTA is also working with a vendor to locate a truck charging station in the vicinity of the SR 18/US 395 junction, in support of the State's SB 671 zero-emission corridor strategy; this effort would be funded with grant funds if awarded. Staff recommends programming \$9.927 million of STIP funds in FY 2029/2030 for the construction phase with the intention of applying for grant funds in future cycles to fully fund construction.

Table 2
Proposed 2026 STIP Programming for San Bernardino County (\$1,000s)
(Amendments and Additions shown in bold)

Current Programmed/Proposed Projects	2026/27	2027/28	2028/29	2029/30	2030/31
Planning, Programming, and Monitoring	\$1,495	\$1,495	\$1,393		
Planning, Programming, and Monitoring			-\$306	\$1,087	\$1,087
SR 62 Street Improvements	\$4,500				
Metrolink San Bernardino Line Double Track		\$56,348			
Zero-Emission Multiple Unit Procurement	\$7,500				
Zero-Emission Multiple Unit Procurement	\$18,500				
National Trails Highway Bridges Replacements Phase 3		\$5,700			
National Trails Highway Bridges Replacements Phase 3		-\$5,700			\$11,331
National Trails Highway Bridges Replacements Phase 4		\$12,800			
National Trails Highway Bridges Replacements Phase 4		-\$5,325			
National Trails Highway Bridges Replacements Phase 5			\$21,800		
National Trails Highway Bridges Replacements Phase 6				\$6,750	
SR 18 Corridor Freight, Safety, and ZE Project				\$9,927	
Total RIP Programmed	\$31,995	\$65,318	\$22,887	\$17,764	\$12,418
Total RIP Capacity/Proposed Programming	\$150,382				

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With SBCTA Board of Directors approval, staff will submit the proposed 2026 STIP programming to the Southern California Association of Governments for the required analysis of regional performance measures, and to the CTC by the December 15, 2025 deadline. The CTC is required to adopt the 2026 STIP by April 1, 2026, and will publish CTC staff recommendations at least 20 days prior to the adoption of the STIP. It should be noted that changes to the programming years may be necessary as CTC staff coordinates annual programming statewide.

Financial Impact:

This item has no financial impact on the adopted 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:

Jamie Carone, Management Analyst III

Approved
General Policy Committee
Date: September 10, 2025

Witnessed By:

Additional Information

GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2025

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Dawn Rowe Board of Supervisors		X	X			X						
Joe Baca, Jr. Board of Supervisors		X	X	X	X	X		X				
Jesse Armendarez Board of Supervisors		X	X	X	X	X						
Curt Hagman Board of Supervisors								X				
Art Bishop Town of Apple Valley		X	X	X	X	X		X				
Ray Marquez City of Chino Hills		X	X	X	X	X		X				
Frank Navarro City of Colton				X	X	X		X				
Larry McCallon City of Highland		X	X	X	X	X		X				
John Dutrey City of Montclair		X	X		X	X		X				
Alan Wapner City of Ontario			X		X							
Helen Tran, Mayor City of San Bernardino		X	X	X	X	X		X				
Debra Jones City of Victorville		X		X	X			X				
Rick Denison Town of Yucca Valley		X	X	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.

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist Board Members and partners as they participate in deliberations at Board meetings. While a complete list of all acronyms which may arise at any given time is not possible, this list attempts to provide the most commonly-used terms. Staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
ADT	Average Daily Traffic
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CMAQ	Congestion Mitigation and Air Quality
CMIA	Corridor Mobility Improvement Account
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CPUC	California Public Utilities Commission
CSAC	California State Association of Counties
CTA	California Transit Association
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
DEMO	Federal Demonstration Funds
DOT	Department of Transportation
EA	Environmental Assessment
E&D	Elderly and Disabled
E&H	Elderly and Handicapped
EIR	Environmental Impact Report (California)
EIS	Environmental Impact Statement (Federal)
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
JARC	Job Access Reverse Commute
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds

Acronym List

MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
NAT	Needles Area Transit
NEPA	National Environmental Policy Act
OA	Obligation Authority
OCTA	Orange County Transportation Authority
PA&ED	Project Approval and Environmental Document
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PNRS	Projects of National and Regional Significance
PPM	Planning, Programming and Monitoring Funds
PSE	Plans, Specifications and Estimates
PSR	Project Study Report
PTA	Public Transportation Account
PTC	Positive Train Control
PTMISEA	Public Transportation Modernization, Improvement and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
RSTIS	Regionally Significant Transportation Investment Study
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SAFETEA-LU	Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
TSSDRA	Transit System Safety, Security and Disaster Response Account
USFWS	United States Fish and Wildlife Service
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments



MISSION STATEMENT

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

We achieve this by:

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

Approved December 4, 2019