

AGENDA

Board of Directors Meeting

**October 1, 2025
10:00 a.m.**

LOCATION

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

TELECONFERENCING WILL BE AVAILABLE AT THE FOLLOWING LOCATION:

**Needles City Hall
817 Third Street
Needles, CA 92363**

Board of Directors

President

Rick Denison, Council Member
Town of Yucca Valley

Vice-President

Joe Baca, Jr., Supervisor
County of San Bernardino

Daniel Ramos, Mayor Pro Tem
City of Adelanto

Art Bishop, Council Member
Town of Apple Valley

Timothy Silva, Mayor
City of Barstow

Rick Herrick, Council Member
City of Big Bear Lake

Eunice Ulloa, Mayor
City of Chino

Ray Marquez, Council Member
City of Chino Hills

Frank Navarro, Mayor
City of Colton

Acquanetta Warren, Mayor
City of Fontana

Bill Hussey, Mayor
City of Grand Terrace

Josh Pullen, Council Member
City of Hesperia

Larry McCallon, Mayor Pro Tem
City of Highland

Ronald Dailey, Mayor Pro Tem
City of Loma Linda

John Dutrey, Mayor
City of Montclair

Janet Jernigan, Mayor
City of Needles

Alan Wapner, Mayor Pro Tem
City of Ontario

L. Dennis Michael, Mayor
City of Rancho Cucamonga

Mario Saucedo, Mayor
City of Redlands

Joe Baca, Mayor
City of Rialto

Helen Tran, Mayor
City of San Bernardino

Daniel Mintz, Sr., Mayor Pro Tem
City of Twentynine Palms

Rudy Zuniga, Mayor Pro Tem
City of Upland

Debra Jones, Council Member
City of Victorville

Judy Woolsey, Council Member
City of Yucaipa

Paul Cook, Supervisor
County of San Bernardino

Jesse Armendarez, Supervisor
County of San Bernardino

Dawn Rowe, Supervisor
County of San Bernardino

Curt Hagman, Supervisor
County of San Bernardino

Catalino Pining, Caltrans
Ex-Officio Member

Carrie Schindler, *Executive Director*

Julianna Tillquist, *General Counsel*

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

AGENDA

Board of Directors

**October 1, 2025
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**Needles City Hall
817 Third Street
Needles, CA 92363**

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 <i>“Meeting Procedures”</i> and agenda explanations are attached to the end of this agenda.

Message from the Clerk: Pursuant to Government Code 54952.3, today the Board of Directors’ will be acting in the capacity of both the San Bernardino County Transportation Authority (SBCTA) and the San Bernardino Council of Governments (SBCOG). Each Board Member will be entitled to receive a \$100 stipend for doing business as the Authority and a \$100 stipend for doing business as the SBCOG. Compensation rates are set pursuant to the California Public Utilities Code and the SBCOG Bylaws.

CALL TO ORDER

(Meeting Chaired by Rick Denison)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
Calendar of Events
- iv. Agenda Notices/Modifications

Public Comment

Opportunity for members of the public to speak on any subject within the Board's jurisdiction.

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. 17

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. Board Presidential Appointments and Opportunity to Serve on the Legislative Policy Committee

Pg. 19

A. Note the Presidential appointments of Mayor Frank Navarro, City of Colton; Mayor Pro Tem Larry McCallon, City of Highland; Mayor John Dutrey, City of Montclair; Mayor Pro Tem Alan Wapner, City of Ontario; Mayor L. Dennis Michael, City of Rancho Cucamonga; Mayor Mario Saucedo, City of Redlands; and Council Member Rick Denison, Town of Yucca Valley to serve on the Enhanced Frequency Service Ad Hoc Committee.

B. Note the opportunity for one East Valley Board Member and one West Valley Board Member to serve on the SBCTA Legislative Policy Committee, for a term expiring December 31, 2026, subject to approval of an item on this agenda.

Presenter: Marleana Roman

This item is informational only. Per SBCTA Policy No. 10001, all Presidential appointments shall be announced at the Board of Directors meeting immediately following the appointments for the purpose of advising the Board of Directors of the status of committee membership and representation.

3. July 2025 Procurement Report

Pg. 21

Receive the July 2025 Procurement Report.

Presenter: Alicia Bullock

This item was received by the General Policy Committee on September 10, 2025.

4. Transit and Rail Programs Contract Change Orders to On-Going Contracts

Pg. 29

Receive and file Change Order Report.

Presenter: Victor Lopez

This item was received by the Transit Committee on September 11, 2025.

5. Project Delivery Contract Change Orders to On-Going Contracts

Pg. 31

Receive and file Change Order Report for Project Delivery and Express Lanes contracts.

Presenter: Kristi Lynn Harris

This item was received by the Board of Directors Metro Valley Study Session on September 11, 2025.

CONSENT CALENDAR

The Consent Calendar will be acted upon as a single motion. Items listed on the Consent Calendar are expected to be routine and non-controversial. These items have been discussed at Policy Committee meetings and made available for public review as noted in the agenda. No public comment will be allowed on the Consent Calendar, unless the item was not previously reviewed at a policy committee. Items on the Consent Calendar may be removed for discussion by Board Member Request. Items pulled from the consent calendar will be brought up immediately following the vote on the Consent Calendar.

Consent - Administrative Matters

6. Fiscal Year 2025/2026 Budget Amendment for Measure I Backstop for Express Lanes Operations Pg. 38

That the Board, acting as the San Bernardino County Transportation Authority:

Approve an amendment to the Fiscal Year 2025/2026 Budget for Task No. 0750 – Express Lanes Operations to allow borrowings in the form of Measure I (MSI) Backstop from MSI Freeway Fund (Fund 4110) to I-10 Express Lanes Contract 1 Fund (Fund 7550) for up to \$5,000,000.

Presenter: Vedic Lee

This item was reviewed and recommended for approval (12-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025.

7. Fiscal Year 2025/2026 Budget Action Plan - First Quarter Report Pg. 40

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

Presenter: Carrie Schindler

This item was received by the General Policy Committee on September 10, 2025.

8. Revisions to Policy No. 10000 - Policy Committees Pg. 52

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

Approve revised Policy No. 10000 - Policy Committees, expanding the Legislative Policy Committee membership from seven to nine members.

Presenter: Otis Greer

This item was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025. SBCTA General Counsel has reviewed this item and the draft policy.

9. Revisions to Policies Nos. 11000 and 10006 Pg. 68

That the Board, acting as the San Bernardino County Transportation Authority:

Approve revisions to Contracting and Procurement Policy No. 11000 and Claims Policy No. 10006 to include revisions to definitions, update Risk Manager references, **and add provision regarding single source procurement.**

Presenter: Alicia Bullock

This item was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025. As mentioned at the General Policy Committee meeting, changes were made to the single source guidelines for state and federally funded projects to reflect the Public Interest Finding process. SBCTA General Counsel and Procurement Manager have reviewed this item and the proposed policy revisions.

Consent - Project Delivery

10. State Route 210 Waterman Avenue Interchange Project - Amendment No. 3 to Cooperative Agreement with the City of San Bernardino Pg. 104

That the Board, acting as the San Bernardino County Transportation Authority:

Approve Amendment No. 3 to Cooperative Agreement No. 22-1002720 with the City of San Bernardino for the State Route 210 Waterman Avenue Interchange Project, increasing the total project cost by \$359,239, funded by Measure I Valley Interchange Program contribution of \$293,857, and City of San Bernardino Development Impact Fees of \$65,382, for a new not-to-exceed receivable amount of \$2,014,316, to be funded with City of San Bernardino local funds.

Presenter: Paul Melocoton

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft amendment.

11. State Route 60 Central Avenue Interchange Improvement Project Amendment No. 5 to Contract No. 18-1001811 with Dynamic Engineering Services, Inc. Pg. 111

That the Board, acting as the San Bernardino County Transportation Authority:

Approve Amendment No. 5 to Contract No. 18-1001811 with Dynamic Engineering Services, Inc. to extend the contract termination date to June 1, 2026, to allow sufficient time to perform closeout activities for the State Route 60 Central Avenue Interchange Improvement Project.

Presenter: Paul Melocoton

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft amendment.

12. State Route 62 Sage Avenue to Airway Avenue, Cooperative Agreements with Caltrans and the Town of Yucca Valley and Award Professional Services Contract Pg. 116

That the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

A. Approve Amendment No. 1 to Cooperative Agreement No. 25-1003191 with the Town of Yucca Valley for the Project Initiation Document (PID) and Project Approval/Environmental Document (PA/ED) phases of the State Route (SR) 62 Sage Avenue to Airway Avenue project (Project) and increase the Measure I contribution by \$422,930 for a total Measure I contribution of \$2,422,930.

B. Award Professional Services Contract No. 25-1003264 to Wood Rodgers, Inc., in a not-to-exceed amount of \$2,002,664, with a term through December 31, 2028, for professional engineering and environmental services for the PID and PA/ED phases of the Project.

C. Approve a contingency amount of \$200,266, for Contract No. 25-1003264, which would be released by the Department Director as necessary in compliance with SBCTA Contracting and Procurement Policy No. 11000.

Agenda Item 12 (cont.)

D. Authorize the Executive Director, or her designee, to execute Cooperative Agreement No. 25-003339 with the California Department of Transportation (Caltrans) for the PID phase of the Project with a not-to-exceed amount of \$180,000 for Caltrans oversight reviews, subject to SBCTA General Counsel approval as to form.

Presenter: Paul Melocoton

This item was reviewed and unanimously recommended for approval by the Mountain/Desert Policy Committee on September 19, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item, the draft amendment, and the draft contract.

Consent - Express Lanes

13. Interstate 10 Corridor Freight and Express Lanes Project - Contract 1 – Project Program Budget and Funding Plan Update Pg. 186

That the Board, acting as the San Bernardino County Transportation Authority:

Approve Interstate 10 Corridor Freight and Express Lanes Project - Contract 1 Program Budget and Funding Updates shown within Table 1, with a net zero change.

Presenter: Chad Costello

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025.

Consent - Regional/Subregional Planning

14. San Bernardino County Transportation Authority Vehicle Miles Traveled Mitigation Bank Pilot Program Update Pg. 190

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 was received by the General Policy Committee on September 10, 2025.

Consent - Transit

15. Amendment No. 4 to Contract No. 21-1002452 with HNTB Corporation for Program Management/Construction Management Services for the Ontario International Airport Connector Project Pg. 254

That the Board, acting as the San Bernardino County Transportation Authority:

A. Approve Amendment No. 4 to Contract No. 21-1002452 with HNTB Corporation, for Program Management/Construction Management Services for the Ontario International Airport Connector Project (Project), increasing the authorized budget under Notice to Proceed (NTP) 1 by \$5,890,456, for a revised not-to-exceed amount authorized under NTP 1 of \$25,165,850, to be funded with State Transit Assistance funds previously programmed for the Project, and extending the termination date to December 31, 2027.

B. Approve a contingency increase to Contract No. 21-1002452 of \$600,000, to be funded with State Transit Assistance funds previously programmed for the Project, for a remaining not-to-exceed contingency amount of \$600,691, and authorize the Executive Director, or her designee, to release contingency as necessary for the completion of the Project.

Presenter: Victor Lopez

Agenda Item 15 (cont.)

This item was reviewed and unanimously recommended for approval by the Transit Committee on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft amendment.

16. Continuation of Omnitrans as the Consolidated Transportation Services Agency for the San Bernardino Valley Pg. 270

That the Board, acting as the San Bernardino County Transportation Authority:

A. Adopt Resolution No. 26-005 to continue Omnitrans' designation as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley Measure I Subarea through March 31, 2040, the term of Measure I 2010-2040.

B. Approve Amendment No. 2 to Contract No. 16-1001458, which allocates Valley Measure I Subarea CTSA Funds to Omnitrans for operation of a CTSA, to provide for the coordination of transit services for seniors and persons with disabilities through March 31, 2040.

Presenter: Nancy Strickert

This item was reviewed and unanimously recommended for approval by the Transit Committee on September 11, 2025. SBCTA General Counsel has reviewed this item, the draft resolution, and draft amendment.

17. Needles Short Range Transit Plan Pg. 279

That the Board, acting as the San Bernardino County Transportation Authority:

Approve the Needles Short Range Transit Plan 2025-2030.

Presenter: Nancy Strickert

This item was reviewed and unanimously recommended for approval by the Transit Committee on September 11, 2025.

Consent - Council of Governments

18. San Bernardino County Transportation Authority / San Bernardino Council of Governments Engagement Framework Pg. 345

That 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 was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025. SBCTA/SBCOG General Counsel has reviewed this item.

Consent - Transportation Programming and Fund Administration

19. 2026 State Transportation Improvement Program Proposals

Pg. 363

That 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 2029/2030.

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 was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025.

20. State Route 60/Euclid Avenue Interchange Funding Agreement

Pg. 369

That the Board, acting as San Bernardino County Transportation Authority:

A. Allocate \$3,346,822 in Measure I Valley Freeway Interchange Program funds to the City of Ontario for the State Route (SR) 60/Euclid Avenue Interchange Phased Improvements Project under the Interchange Phasing Program authorized by the SBCTA Board on December 7, 2016.

B. Approve Project Funding Agreement No. 25-1003336 in the amount of \$3,346,822 with the City of Ontario for the SR 60/Euclid Avenue Interchange Phased Improvements Project to be funded with Measure I Valley Freeway Interchange Program funds.

Presenter: Marc Lucius

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft agreement.

21. City of Fontana Measure I Arterial Sub-program Advanced Funding Request

Pg. 381

That the Board, acting as San Bernardino County Transportation Authority:

Approve an advance of up to five years of the City of Fontana's estimated equitable share of Measure I Valley Major Street Projects Program/Arterial Sub-program funds for various arterial widening projects in an estimated amount of \$15.6 million, to be taken from allocated but unused Arterial Sub-program funds.

Presenter: Marc Lucius

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025.

22. Amendment No. 3 to Rimrock Road Rehabilitation Project Funding Agreement No. 19-1002193

Pg. 384

That the Board, acting as the San Bernardino County Transportation Authority:

A. Allocate an additional \$2,915,274 in Measure I North Desert Major Local Highway Program (MLHP) funds to the City of Barstow for the Rimrock Road Rehabilitation Project.

B. Approve Amendment No. 3 to Funding Agreement No. 19-1002193 with the City of Barstow for the Rimrock Road Rehabilitation Project, increasing the Measure I North Desert MLHP funds by \$2,915,274 for a total of \$3,664,274, extending the termination date through the anticipated project close-out date of June 30, 2027, and expanding the limits of the Project to include road rehabilitation along Agarita Avenue from Cypress Drive to Interstate 15.

Presenter: Marc Lucius

This item was reviewed and unanimously recommended for approval by the Mountain/Desert Policy Committee on September 19, 2025. SBCTA General Counsel has reviewed this item and the draft amendment.

Consent - Legislative/Public Outreach

23. State Legislative Update

Pg. 393

Receive and file the September 2025 State Legislative Update relating to the following:

- Transportation; and
- Council of Governments.

Presenter: Otis Greer

This item was received by the Legislative Policy Committee on September 10, 2025.

24. Federal Legislative Update

Pg. 442

Receive and file the September 2025 Federal Legislative Update relating to the following:

- Transportation; and
- Council of Governments.

Presenter: Otis Greer

This item was received by the Legislative Policy Committee on September 10, 2025.

25. Resolution No. 26-006 Regarding VMT Mitigation Costs

Pg. 444

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

Adopt Resolution No. 26-006 regarding the need for the State of California to study and address the impacts of Vehicle Miles Traveled Mitigation on transportation projects and housing developments.

Presenter: Otis Greer

This item was reviewed and unanimously recommended for approval by the Legislative Policy Committee on September 10, 2025. SBCTA General Counsel has reviewed this item and the draft resolution.

Consent Calendar Items Pulled for Discussion

Items removed from the Consent Calendar shall be taken under this item in the order they were presented on the agenda.

DISCUSSION ITEMS

Discussion - Council of Governments

26. San Bernardino Council of Governments Programs and Projects Update

Pg. 453

Receive an update on the San Bernardino Council of Governments Projects and Programs.

Presenter: Suzanne Peterson

This item has not received prior policy committee or technical advisory committee review.

27. Regional Housing Trust Update

Pg. 460

Receive an update on the progress of the San Bernardino Regional Housing Trust implementation.

Presenter: Monique Reza-Arellano

This item has not received prior policy committee or technical advisory committee review. Information in this item was reviewed by the Housing Trust Ad Hoc Committee on September 11, 2025.

Comments from Board Members

Brief Comments from Board Members

Executive Directors Comments

Brief Comments from the Executive Director

ADJOURNMENT

Additional Information

Attendance

Pg. 477

Acronym List

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Agency Reports

Mobile Source Air Pollution Reduction Review Committee Report

Pg. 482

Committee Membership

Representatives on SCAG

Pg. 484

Appointments to External Agencies

Pg. 485

Committee Membership

Pg. 487

Mission Statement

Mission Statement

Pg. 493

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



Important Dates to Remember...

October 2025

SBCTA Meetings – Cancelled: None

SBCTA Meetings – Scheduled:			
General Policy Committee	Oct 8	9:00 am	SBCTA Lobby, 1st Floor
Legislative Policy Committee	Oct 8	Immediately following GPC	SBCTA Lobby, 1st Floor
Transit Committee	Oct 16	9:00 am	SBCTA Lobby, 1st Floor
Metro Valley Study Session	Oct 16	Immediately following TC	SBCTA Lobby, 1st Floor
Mountain/Desert Policy Committee	Oct 17	9:30 am	Mojave Desert AQMD

Other Meetings/Events:			
None			

Communication: Calendar of Events (Announcements)

For additional information, please call SBCTA at (909) 884-8276

Minute Action

AGENDA ITEM: 1

Date: *October 1, 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
11	18-1001811-05	Dynamic Engineering Services, Inc. <i>Chia-Chi Wang</i>	David Evans and Associates, Inc. Transsystems Corporation Twining, Inc. ZT Consulting Group, Inc.
12	25-1003264	Wood Rodgers, Inc. <i>Jason Lemons – Project Manager</i>	ICF Jones and Stokes Fehr and Peers Psomas Earth Mechanics, Inc. Monument Stratus Engineering Bargas Environmental Iteris Reddy Engineering
13	16-1001530	HNTB Corporation <i>Kevin Haboian</i>	Advanced Civil Technologies, Inc. Environmental Science Associates GCAP Services, Inc. HDR Engineering, Inc. Leighton Consulting, Inc. Overland, Pacific & Cutler, Inc. Psomas Safework, Inc. Syrusa Engineering, Inc.
	23-1002956	Theodora Oringher, P.C. <i>Brian Headman</i>	None

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

Board of Directors Agenda Item

October 1, 2025

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Item No.	Contract No.	Principals & Agents	Subcontractors
13 (cont.)	17-1001617	Transcore, LP <i>Tracy Marks</i>	Dimension Data North America, Inc. Full Traffic Maintenance, Inc. Kambrian Corporation Neteon Technologies, Inc. Safety Dynamic Group, Inc. Servitek Solutions, Inc. TJKM Transportation Consultants Traffic Loops Crackfilling, Inc. TransCore Holdings, Inc. TransCore Partners, LLC Yale/Chase Equipment & Services, Inc.
15	21-1002452-04	HNTB Corporation <i>Kevin A. Haboian</i>	None

Financial Impact:

This item has no direct impact on the budget.

Reviewed By:

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

Responsible Staff:

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 2

Date: *October 1, 2025*

Subject:

Board Presidential Appointments and Opportunity to Serve on the Legislative Policy Committee

Recommendation:

A. Note the Presidential appointments of Mayor Frank Navarro, City of Colton; Mayor Pro Tem Larry McCallon, City of Highland; Mayor John Dutrey, City of Montclair; Mayor Pro Tem Alan Wapner, City of Ontario; Mayor L. Dennis Michael, City of Rancho Cucamonga; Mayor Mario Saucedo, City of Redlands; and Council Member Rick Denison, Town of Yucca Valley to serve on the Enhanced Frequency Service Ad Hoc Committee.

B. Note the opportunity for one East Valley Board Member and one West Valley Board Member to serve on the SBCTA Legislative Policy Committee, for a term expiring December 31, 2026, subject to approval of an item on this agenda.

Background:

Recommendation A: The San Bernardino County Transportation Authority (SBCTA) Board of Directors took action at its September 3, 2025 meeting, to establish an Ad Hoc Committee to work with staff to look at options to enhance frequency service to the City of Montclair via Metrolink or other alternatives. The following were appointed to serve on the Ad Hoc: Mayor Frank Navarro, City of Colton; Mayor Pro Tem Larry McCallon, City of Highland; Mayor John Dutrey, City of Montclair; Mayor Pro Tem Alan Wapner, City of Ontario; Mayor L. Dennis Michael, City of Rancho Cucamonga; Mayor Mario Saucedo, City of Redlands; and Council Member Rick Denison, Town of Yucca Valley. This item is to apprise the Board of the Presidential appointments made.

Recommendation B: This item appries the Board of Directors of upcoming opportunities for appointment. Another item in this agenda is to approve revisions to Policy No. 10000 - Policy Committees, expanding the Legislative Policy Committee membership from seven to nine members. This recommendation notices the opportunity for one East Valley Board Member and one West Valley Board Member to serve on the SBCTA Legislative Policy Committee, for a term expiring December 31, 2026, subject to approval of the accompanying item.

SBCTA Board Members that are interested in the upcoming opportunity to serve should notify Marleana Roman, Clerk of the Board, at mroman@gosbcta.com. A listing of SBCTA Appointments to External Agencies, SBCTA Representatives on SCAG Committees and SBCTA Policy Committee Membership is included in the appendix of the SBCTA Board of Directors agenda.

Financial Impact:

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

Reviewed By:

This item is informational only. Per SBCTA Policy No. 10001, all Presidential appointments shall be announced at the Board of Directors meeting immediately following the appointments for the purpose of advising the Board of Directors of the status of committee membership and representation.

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

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Responsible Staff:

Marleana Roman, Clerk of the Board

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 3

Date: *October 1, 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

Board of Directors Agenda Item

October 1, 2025

Page 2

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 was received by the General Policy Committee on September 10, 2025.

Responsible Staff:

Alicia Bullock, Procurement Manager

Approved
Board of Directors
Date: October 1, 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 (11943 : 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 (11943 : 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: 4

Date: *October 1, 2025*

Subject:

Transit and Rail Programs Contract Change Orders to On-Going Contracts

Recommendation:

Receive and file Change Order Report.

Background:

The San Bernardino County Transportation Authority Department of Transit and Rail Programs has two ongoing construction contracts, one procurement of major equipment contract, and one vehicle procurement contract related to Transit and Rail Programs. There are no newly executed Contract Change Orders (CCO) since the last reporting to the Transit Committee on August 14, 2025.

A. Contract No. 23-1002891 with Griffith Company for the West Valley Connector Project Mainline Construction: There are no newly executed CCOs since the last report.

B. Contract No. 23-1002922 with Metro Builders & Engineers Group, Ltd. for the Arrow Maintenance Facility (AMF) Hydrogen Fuel Upgrade Project: AMF Retrofit Construction: There are no newly executed CCOs since the last report.

C. Contract No. 23-1002961 with Proterra Builders, Inc. for the AMF Hydrogen Fuel Upgrade Project: Procurement of Major Equipment: There are no newly executed CCOs since the last report.

D. Contract No. 20-1002310 with Stadler US, Inc. for Zero Emission Multiple Unit Rail Vehicle Procurement: There are no newly executed CCOs since the last report.

Financial Impact:

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

Reviewed By:

This item was received by the Transit Committee on September 11, 2025.

Responsible Staff:

Victor Lopez, Director of Transit & Rail Programs

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Entity: San Bernardino County Transportation Authority

**Transit and Rail Programs Contracts
Executed Change Orders**

Number	Description	Amount
West Valley Connector Mainline Construction, Griffith Company (23-1002891)		
	Description	Amount
	CCO Total	(\$2,050.42)
	Approved Contingency	\$11,995,991.00
	Remaining Contingency	\$11,998,041.42
ZEMU - Arrow Maintenance Facility (AMF) Construction Upgrade Project, Metro Builders & Engineers Group, Ltd. (23-1002922)		
	Description	Amount
	CCO Total	\$109,551.25
	Amended Approved Contingency	\$475,099.00
	Remaining Contingency	\$365,547.75
ZEMU - Arrow Maintenance Facility (AMF) Procurement Upgrade Project, Proterra Builders, Inc. (23-1002961)		
	Description	Amount
	CCO Total	\$22,964.90
	Approved Contingency	\$56,280.20
	Remaining Contingency	\$33,315.20
ZEMU- Vehicle Procurement Stadler (20-1002310)		
	Description	Amount
	CCO Total	\$2,592,169.10
	Approved Contingency	\$3,487,482.10
	Remaining Contingency	\$895,313.00

Attachment: Contract Change Order 11199 August 2025 (11935 : Transit and Rail Programs Contract Change Orders to On-Going Contracts)

Minute Action

AGENDA ITEM: 5

Date: *October 1, 2025*

Subject:

Project Delivery Contract Change Orders to On-Going Contracts

Recommendation:

Receive and file Change Order Report for Project Delivery and Express Lanes contracts.

Background:

San Bernardino County Transportation Authority (SBCTA) Department of Project Delivery has 19 on-going construction contracts, of which eight have had Construction Change Orders (CCO) approved since the last reporting to the Board of Directors Metro Valley Study Session on August 14, 2025. The CCOs are listed below:

A. Contract No. 19-1002078 with Guy F. Atkinson Construction, LLC, for the State Route (SR) 210 Lane Addition, Base Line Interchange and Pavement Rehabilitation Project: There are no newly executed CCOs since last report.

B. Contract No. 19-1002196 with Security Paving Company, Inc., for the SR 60 Central Avenue Interchange Project: There are no newly executed CCOs since last report.

C. Contract No. 19-1002026 with Diversified Landscape Company, for the Interstate 215 (I-215) Segments 1, 2 and 3 Establish Existing Planting Project: There are no newly executed CCOs since last report.

D. Contract No. 17-1001599 with Lane-Security Paving Joint Venture, for the Interstate 10 (I-10) Corridor Contract 1 Design Build Contract: There are no newly executed CCOs since last report.

E. Contract No. 17-1001617 with TransCore, LP for Toll Services Provider. There are no newly executed CCOs since last report.

F. Contract No. 23-1002869 with SEMA Construction, Inc., for the I-10 Eastbound Truck Climbing Lane:

1) CCO 8.1: Resolution of deferred time. (\$0)

2) CCO 18: Drainage system 5 realignment. (\$50,000)

G. Contract No. 16-1001461 with Pulice Construction, Inc., for the Monte Vista Avenue Grade Separation Project: There are no newly executed CCOs since last report.

H. Contract No. 18-1001966 with Traylor-Granite Joint Venture, for the Mount Vernon Avenue Viaduct Project Design Build:

1) CCO 38: Additional bridge staining. (\$35,000)

I. Contract No. 20-1002290 with SEMA Construction, Inc., for the I-10 University Street Interchange Improvements Project: There are no newly executed CCOs since last report.

J. Contract No. 21-1002620 with Ortiz Enterprises, Inc., for the I-10 Alabama Street Interchange Improvements Project: There are no newly executed CCOs since last report.

K. Contract No. 23-1002919 with Griffith Company, for the Metrolink Active Transportation Program Phase II Project:

1) CCO 14: Driveway revisions and pole relocations in the City of Fontana. (\$57,053.15)

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

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2) CCO 15: Valve replacements, sidewalk and curb adjustments, and tree grade adjustments. (\$127,113.42)

3) CCO 16: Striping adjustments and delineator removal. (\$33,724.84)

L. Contract No. 22-1002784 with Security Paving Company, Inc., for the I-10 Cedar Avenue Improvement Project:

1) CCO 67: Saturday, Sunday, and Holiday premium time for bridge demolition. (\$350,000)

2) CCO 72: Additional crane mobilization. (\$377,376.36)

M. Contract No. 24-1003027 with CT&T Concrete Paving, Inc., for the SR 210 Waterman Avenue Interchange Project:

1) CCO 11: Staging area grind overlay agreement. (\$38,139.20)

N. Contract No. 23-1002955 with SEMA Construction, Inc., for the I-215 University Parkway Interchange Project:

1) CCO 2.1: Dispute Resolution Board. (\$15,000)

2) CCO 11: Maintenance vehicle pullout relocation. (\$0)

O. Contract No. 25-1003251 with Select Electric, Inc., for Call Box Removal – Morongo Basin to Arizona Border: There are no newly executed CCOs since last report.

P. Contract No. 25-1003250 with Splice Construction Co., Inc., for Call Box Removal – Barstow Region:

1) CCO 1: Remove remaining underground base structures and backfill with soil. (\$23,800)

2) CCO 2: Removal of old bases. (\$2,220)

Q. Contract No. 23-1003032 with Skanska-Coffman a Joint Venture, for the I-15 Corridor Freight and Express Lanes Project – Contract 1:

1) CCO 9: Eliminate bid item 26, temporary traffic screen. (-\$893,658)

2) CCO 13: Elimination of automated work zone information system. (-\$387,000)

3) CCO 15: Drainage system conflicts revisions. (\$15,135.40)

R. Contract No. 24-1003059 with Mariposa Landscapes, Inc., for the I-10 Alabama Street Establish Existing Planting Project: There are no newly executed CCOs since last report.

S. Contract No. 22-1002780 with Skanska USA Civil West California District, Inc., for the North 1st Avenue Bridge over BNSF Project: There are no newly executed CCOs since last report.

Financial Impact:

This item has no financial impact on the adopted Budget for Fiscal Year 2025/2026, as all CCOs are within previously approved contingency amounts under: Task No. 0830 Interchange Projects and Task No. 0820 Freeway Projects, Sub-Task No. 0854 I-10 Eastbound Truck Climbing Lane, Sub-Task No. 0831 I-15 Express Lanes, Sub-Task No. 0897 I-10 Cedar, Sub-Task No. 0827 Mt. Vernon Viaduct, Sub-Task No. 0814 SR 210 Waterman Avenue, Sub-Task No. 0853 I-215 University Parkway, Sub-Task No. 0702 Call Box Removal and Sub-Task No. 0810 ATP Metrolink Phase 2.

Board of Directors Agenda Item
October 1, 2025
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Reviewed By:

This item was received by the Board of Directors Metro Valley Study Session on September 11, 2025.

Responsible Staff:

Kristi Lynn Harris, Director of Project Delivery and Express Lanes

Approved
Board of Directors
Date: October 1, 2025
Witnessed By:

Project Delivery Contracts Executed Change Orders		
Number	Description	Amount
SR 210 Lane Addition, Base Line Interchange and Pavement Rehabilitation (19-1002078)		
Number	Description	Amount
	CCO Total	\$24,789,630.30
	Approved Contingency	\$34,927,790.07
	Remaining Contingency	\$10,138,159.77
SR 60 Central Avenue Interchange (19-1002196)		
Number	Description	Amount
	CCO Total	\$1,716,074.61
	Approved Contingency	\$2,912,039.00
	Remaining Contingency	\$1,195,964.39
I-215 Segments 1, 2 & 3 Establish Existing Planting (19-1002026)		
Number	Description	Amount
	CCO Total	\$144,643.40
	Approved Contingency	\$1,451,300.00
	Remaining Contingency	\$1,306,656.60
I-10 Corridor Contract 1 (17-1001599)		
Number	Description	Amount
	CCO Total	\$17,117,174.20
	Approved Contingency	\$51,369,000.00
	Remaining Contingency	\$34,251,825.80
Toll Service Provider (17-1001617)		
Number	Description	Amount
	CCO Total	\$3,965,315.76
	Approved Contingency	\$5,896,500.00
	Remaining Contingency	\$1,931,184.24
I-10 Eastbound Truck Climbing Lane (23-1002869)		
Number	Description	Amount
8.1	Resolution of deferred time.	\$0.00
18	Drainage system 5 realignment.	\$50,000.00
	CCO Total	\$1,082,722.17
	Approved Contingency	\$3,731,253.00
	Remaining Contingency	\$2,648,530.83

Attachment: MVSS CCO Log Project Delivery Projects (11940 : Project Delivery Contract Change Orders to On-Going Contracts)

Project Delivery Contracts Executed Change Orders		
Number	Description	Amount
Monte Vista Avenue Grade Separation (16-1001461)		
Number	Description	Amount
	CCO Total	\$869,302.95
	Approved Contingency	\$2,498,958.60
	Remaining Contingency	\$1,629,655.65
Mount Vernon Avenue Viaduct (18-1001966)		
Number	Description	Amount
38	Additional bridge staining.	\$35,000.00
	CCO Total	\$17,422,292.33
	Approved Contingency	\$29,230,000.00
	Remaining Contingency	\$11,807,707.67
I-10 University Street Interchange Improvements (20-1002290)		
Number	Description	Amount
	CCO Total	\$1,211,725.45
	Approved Contingency	\$1,500,590.00
	Remaining Contingency	\$288,864.55
I-10 Alabama Street Interchange Improvements (21-1002620)		
Number	Description	Amount
	CCO Total	\$727,529.33
	Approved Contingency	\$1,338,886.33
	Remaining Contingency	\$611,357.00
Metrolink Active Transportation Program Phase II Project (23-1002919)		
Number	Description	Amount
14	Driveway revisions and pole relocations in the City of Fontana.	\$57,053.15
15	Valve replacements, sidewalk and curb adjustments, and tree grade adjustments.	\$127,113.42
16	Striping adjustments and delineator removal.	\$33,724.84
	CCO Total	\$400,114.62
	Approved Contingency	\$900,661.70
	Remaining Contingency	\$500,547.08

Project Delivery Contracts Executed Change Orders		
Number	Description	Amount
I-10 Cedar Avenue Improvement (22-1002784)		
Number	Description	Amount
67	Saturday, Sunday, and Holiday premium time for bridge demolition.	\$350,000.00
72	Additional crane mobilization.	\$377,376.36
CCO Total		\$579,595.06
Approved Contingency		\$8,098,400.00
Remaining Contingency		\$7,518,804.94
SR 210 Waterman Interchange Improvement Project (24-1003027)		
Number	Description	Amount
11	Staging area grind overlay agreement.	\$38,139.20
CCO Total		\$200,582.45
Approved Contingency		\$778,576.63
Remaining Contingency		\$577,994.18
I-215 University Parkway Interchange (23-1002955)		
Number	Description	Amount
2.1	Dispute Resolution Board.	\$15,000
11	Maintenance vehicle pullout relocation.	\$0.00
CCO Total		\$167,194.00
Approved Contingency		\$1,129,988.00
Remaining Contingency		\$962,794.00
Call Box Removal - Morongo Basin to Arizona Border (25-1003251)		
Number	Description	Amount
CCO Total		(\$7,560.00)
Approved Contingency		\$11,700.00
Remaining Contingency		\$19,260.00
Call Box Removal - Barstow Region (25-1003250)		
Number	Description	Amount
1	Remove remaining underground base structures and backfill with soil.	\$23,800.00
2	Removal of old bases.	\$2,220.00
CCO Total		\$26,020.00
Approved Contingency		\$31,629.00
Remaining Contingency		\$5,609.00

Project Delivery Contracts Executed Change Orders		
Number	Description	Amount
I-15 Corridor Freight and Express Lanes Project - Contract 1 (23-1003032)		
Number	Description	Amount
9	Eliminate bid item 26, temporary traffic screen.	(\$893,658)
13	Elimination of automated work zone information system.	(\$387,000.00)
15	Drainage system conflicts revisions.	\$15,135.40
CCO Total		(\$565,522.60)
Approved Contingency		\$42,785,330.00
Remaining Contingency		\$43,350,852.60
I-10 Alabama Street Establish Existing Planting Project (24-1003059)		
Number	Description	Amount
CCO Total		\$20,000.00
Approved Contingency		\$119,797.20
Remaining Contingency		\$99,797.20
North 1st Avenue Bridge Over BNSF (22-1002780)		
Number	Description	Amount
CCO Total		\$1,546,647.90
Approved Contingency		\$3,561,922.00
Remaining Contingency		\$2,015,274.10

Attachment: MVSS CCO Log Project Delivery Projects (11940 : Project Delivery Contract Change Orders to On-Going Contracts)

Minute Action

AGENDA ITEM: 6

Date: *October 1, 2025*

Subject:

Fiscal Year 2025/2026 Budget Amendment for Measure I Backstop for Express Lanes Operations

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Approve an amendment to the Fiscal Year 2025/2026 Budget for Task No. 0750 – Express Lanes Operations to allow borrowings in the form of Measure I (MSI) Backstop from MSI Freeway Fund (Fund 4110) to I-10 Express Lanes Contract 1 Fund (Fund 7550) for up to \$5,000,000.

Background:

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

To identify any major budgetary changes during the fiscal year, the Finance Department compares actual expenditure and revenues to the budget. All other departments are responsible for identifying other budget adjustments necessary as a result of: 1) programmatic adjustments required to maintain compliance with applicable federal and state law and internal policies such as Measure I (MSI) Policies; 2) additional funds made available from allocations or grants; 3) unforeseen costs; or 4) other unexpected changes.

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

Per the Transportation Infrastructure Finance and Innovation Act (TIFIA) Loan Agreement, SBCTA is required to meet the reserve requirements for the TIFIA Loan Reserve Account by June 30, 2027, six months before the debt service payment commencement date on December 31, 2027. The initial required reserve is \$10 million.

Due to the later-than-planned toll revenue commencement (August 2024 rather than July 1, 2024), current projections show a toll revenue shortfall in meeting the June 30, 2027 reserve requirement. As of August 7, 2025, an estimated \$750,086 from MSI Backstop will be needed to cover this shortfall. Per the agreement, this MSI Backstop amount must be deposited into the MSI Reserve Fund by June 30, 2026.

The funding mechanism in the TIFIA Loan Agreement requires SBCTA to fund the MSI Backstop needed in the following manner:

- Beginning in January 2026, request the Sales Tax Trustee to make monthly transfers to the MSI Reserve fund that are equal to one-sixth of the MSI Backstop needed. This ensures that on June 30, 2026, 12 months before the anticipated toll revenue shortfall, the MSI Reserve Fund has sufficient MSI Backstop available.
- On June 30, 2027, the MSI Backstop will be transferred to the TIFIA Loan Reserve account to meet the reserve requirement, if it is required.

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

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Staff recommends budget authority for up to \$5,000,000 in MSI Backstop. This allows flexibility for the Interstate 10 (I-10) Express Lanes operations to borrow from MSI programs to fund the required reserve by June 30, 2026. MSI Backstop will consist of Fund 4110 - MSI Freeway lending funds to Fund 7550 - I-10 Express Lanes Contract 1 in Task No. 0750 – Express Lanes Operations.

Staff will continue to monitor the operating results and re-evaluate the amount of MSI Backstop needed to ensure no more MSI Backstop is transferred than is necessary to fund the reserve.

Financial Impact:

The recommended action to establish the Measure I Backstop in the fiscal year budget of approximately \$5,000,000 for the requirements of the TIFIA loan agreement. Funding for this comes from Measure I Freeway funds. If approved, the Measure I Backstop will be incorporated into the upcoming fiscal year budget. The budget amendment is described in the Recommendation and the Background section of this item.

Reviewed By:

This item was reviewed and recommended for approval (12-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025.

Responsible Staff:

Vedic Lee, Express Lanes Financial Supervisor

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Minute Action

AGENDA ITEM: 7

Date: *October 1, 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 was received by the General Policy Committee on September 10, 2025.

Responsible Staff:

Carrie Schindler, Executive Director

Approved
Board of Directors
Date: October 1, 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
Fiscal Year 2025/2026 Budget Action Plan

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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
Fiscal Year 2025/2026 Budget Action Plan

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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 (11946 : Fiscal Year 2025/2026 Budget Action Plan -

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

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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
Fiscal Year 2025/2026 Budget Action Plan

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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

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

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

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			

Yellow shading means the work is behind schedule
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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

7.a

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 (11946 : Fiscal Year 2025/2026 Budget Action Plan -

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: 8

Date: *October 1, 2025*

Subject:

Revisions to Policy No. 10000 - Policy Committees

Recommendation:

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

Approve revised Policy No. 10000 - Policy Committees, expanding the Legislative Policy Committee membership from seven to nine members.

Background:

Policy No. 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 was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025. SBCTA General Counsel has reviewed this item and the draft policy.

Responsible Staff:

Otis Greer, Deputy Executive Director

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

This item intentionally left blank.

Approved
Board of Directors
Date: October 1, 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	~~05/07/25~~ <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:
 - ~~1-2~~ East Valley members
 - ~~1-2~~ 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.
-

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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I. PURPOSE

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

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- 4 East Valley members (3 City, 1 County)
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- 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 Board Members appointed by the Board President as follows:
 - o 2 East Valley members
 - o 2 West Valley members
 - o 1 Mountain/Desert member
 - o 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:
 - o The two Southern California Regional Rail Authority (SCRRA) primary members
 - o The two SCRRA alternate members
 - o 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
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The responsibilities of the GPC shall be to:

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- 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:
 - o Provide a direct contact between the independent auditor and the Board of Directors before, during, and after the annual audit.

- o Work with the auditor and staff on reviewing and implementing practices and controls identified in the annual audit.
- o 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.
 - o 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.
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VII. DETERMINING QUORUM

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.
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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.

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: 9

Date: *October 1, 2025*

Subject:

Revisions to Policies Nos. 11000 and 10006

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Approve revisions to Contracting and Procurement Policy No. 11000 and Claims Policy No. 10006 to include revisions to definitions, update Risk Manager references, **and add provision regarding single source procurement.**

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. **For projects utilizing state or federal funds, they would need to go through the proper approval channels.** Single-source procurement would not be used for construction projects **unless a Public Interest Finding has been approved by the California Department of Transportation.**

Policy No. 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 No. 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 was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025. **As mentioned at the General Policy Committee meeting, changes were made to the single source guidelines for state and federally funded projects to**
Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item
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reflect the Public Interest Finding process. SBCTA General Counsel and Procurement Manager have reviewed this item and the proposed policy revisions.

Responsible Staff:

Alicia Bullock, Procurement Manager

Approved
Board of Directors
Date: October 1, 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	4/2/2510/1/2025
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 unless a Public Interest Finding has been approved by Caltrans.~~
 - 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~~

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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 ~~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	<u>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.</u>	<u>10/1/2025</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

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 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 unless a Public Interest Finding has been approved by Caltrans.
 - 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
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>

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

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I. PURPOSE

The purpose of this policy is to 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 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

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I. PURPOSE

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- d. Accept, compromise and/or settle subrogation claims not exceeding \$50,000.

V. REVISION HISTORY

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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

Minute Action

AGENDA ITEM: 10

Date: *October 1, 2025*

Subject:

State Route 210 Waterman Avenue Interchange Project - Amendment No. 3 to Cooperative Agreement with the City of San Bernardino

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Approve Amendment No. 3 to Cooperative Agreement No. 22-1002720 with the City of San Bernardino for the State Route 210 Waterman Avenue Interchange Project, increasing the total project cost by \$359,239, funded by Measure I Valley Interchange Program contribution of \$293,857, and City of San Bernardino Development Impact Fees of \$65,382, for a new not-to-exceed receivable amount of \$2,014,316, to be funded with City of San Bernardino local funds.

Background:

The State Route (SR) 210 Waterman Avenue Interchange Project (Project) will address congestion and improve freeway access for the area by improving the eastbound on-ramp to SR 210 from Waterman Avenue, which is SR 18 to the north. On January 5, 2022, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) approved funding for this Project through the Measure I Valley Interchange Phasing Program. At the same meeting, SBCTA and the City of San Bernardino (City) entered into Cooperative Agreement No. 22-1002720 for roles and responsibilities for the development, construction, and funding of the Project. Under the agreement, SBCTA will lead the design and administer the construction contract, and the City will contribute its share according to the SBCTA Nexus formula. The cost estimate used for the cooperative agreement was based on very early and preliminary design concepts.

In early 2024, the draft 100% Plans, Specifications, and Estimates (PS&E) were completed and submitted to California Department of Transportation for final review. Based on the cost estimate for the draft 100% PS&E package and taking into account the trends with recent bids for other projects for cost of concrete and labor, SBCTA and City staff agreed to increase the Project amount in the agreement. This was memorialized on May 1, 2024, when Amendment No. 1 to Cooperative Agreement No. 22-1002720 was approved by the Board.

On September 4, 2024, Amendment No. 2 to Cooperative Agreement No. 22-1002720 was approved to increase the project cost based on bids received, which were higher than the estimate used in Amendment No. 1. In October 2024, the construction contract was issued, and work began in December 2024.

Before advertising the project, the construction duration was extended from 120 working days to 200 working days. This change was made to accommodate the longer lead times that were being experienced for ordering manufactured materials, such as traffic signal poles and mast arms.

In June 2023, staff procured a Contract Task Order for construction management services, which was originally based on a construction timeline of 120 working days. Additionally, the project working hours are including more night hours than initially planned to minimize traffic

Entity: San Bernardino County Transportation Authority

disruptions for commuters during the day. This increase in night work has resulted in two shifts for inspectors, rather than just one daytime shift.

The extension of the construction duration and the greater number of night shifts have led to an increase in the costs associated with construction management services. The cost increase will exceed the amount in the cooperative agreement with the City, resulting in a need to amend Cooperative Agreement No. 22-1002720. Staff is recommending approval of Amendment No. 3 to Cooperative Agreement No. 22-1002720 to increase the total project cost by \$359,239, funded by Measure I Valley Interchange Program contribution of \$293,857 and an increase to the City of San Bernardino Development Impact Fees of \$65,382, for a new not-to-exceed receivable amount of \$2,014,316, to be funded with City of San Bernardino local funds.

The Interchange Phasing Program allows for a maximum project cost of \$10 million. With an 81.8% Public Share contribution in accordance with the 2020 SBCTA Nexus Study, the maximum Measure I contribution would be \$8,180,000 for all phases of the Project. Considering the Measure I contribution from the last amendment to the cooperative agreement, a balance of \$319,409 remains available before this amendment.

Financial Impact:

This Project is included in the adopted Budget for Fiscal Year 2025/2026 and funded with Valley Interchange Measure I funds and City of San Bernardino local funds in Program 40, Project Delivery under Task 0830 Interchange Projects, Sub-Task 0814 SR 210 Waterman Avenue.

Reviewed By:

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft amendment.

Responsible Staff:

Paul Melocoton, Project Manager

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

General Contract Information

Contract No: 22-1002720 Amendment No.: 3

Contract Class: Receivable Department: Project Delivery

Customer ID: SB CI Customer Name: City of San Bernardino

Description: SR 210 Waterman Avenue Interchange Project Cooperative Agreement - Amendment No. 3

List Any Accounts Payable Related Contract Nos.: 22-1002727, 22-1002705, 24-1003027

Dollar Amount							
Original Contract		\$	1,398,270.00	Original Contingency		\$	-
Prior Amendments		\$	550,664.00	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	65,382.00	Current Amendment		\$	-
Total/Revised Contract Value		\$	2,014,316.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	2,014,316.00

Contract Authorization

Board of Directors Date: 10/01/2025 Board Item # 11938

Contract Management (Internal Purposes Only)

Local Funding Agreement Monthly

Accounts Receivable

Total Contract Funding:	\$	2,014,316.00	Funding Agreement No:	22-1002720	
Beginning POP Date:	01/31/2022	Ending POP Date:	12/31/2026	Final Billing Date:	04/30/2027
Expiration Date:	12/31/2026	Fund Admin:	Yes		
Parent Contract	22-1002720	PM Description	SR-210 Waterman San Bernardino Funds		
Z-Related Contracts					

Fund	Prog	Task	Sub-Task	Revenue	Total Contract Funding:
GL: 6010	40	0830	0814	42421013	2,014,316.00
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-

Fund	Prog	Task	Sub-Task	Revenue	Total Contract Funding:
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-
GL:					-

Paul Melocoton

Project Manager (Print Name)

Kristi Harris

Task Manager (Print Name)

Additional Notes:

Attachment: CSS 22-1002720-03 (11938 : SR 210 Waterman Ave IC Project Amendment No. 3 to Coop Agreement w/City of San Bernardino)

AMENDMENT NO. 3 TO COOPERATIVE AGREEMENT NO 22-1002720
BETWEEN
SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
AND
CITY OF SAN BERNARDINO
FOR
PROJECT APPROVAL AND ENVIRONMENTAL DOCUMENT (PA/ED),
PLANS, SPECIFICATIONS AND ESTIMATE (PS&E), RIGHT OF WAY (ROW), AND
CONSTRUCTION PHASES
FOR THE WATERMAN AVENUE AT STATE ROUTE 210 (SR-210) INTERCHANGE
IN THE CITY OF SAN BERNARDINO

I. PARTIES

- A. This Amendment No. 3 to Cooperative Agreement 22-1002720 (both the original cooperative agreement and its prior two amendments shall be collectively referred to herein as "AGREEMENT") is made by and between the San Bernardino County Transportation Authority (SBCTA) and the City of San Bernardino (CITY). SBCTA and CITY are each a "PARTY" and collectively the "PARTIES" herein.

II. RECITALS

- A. In January 2022, PARTIES entered into AGREEMENT to define roles, responsibilities and funding for improvements for the PA/ED, PS&E, ROW, and CONSTRUCTION phases for the first phase of improvements at State Route 210 (SR-210) and Waterman Avenue in the City of San Bernardino (PROJECT); and
- B. The PROJECT is identified as eligible for funding under the Valley Interchange Phasing program with a \$10 Million PROJECT cost limit and 81.8% public share; and
- C. In September 2022, design services contract was awarded and in June 2023, Contract Task Order was awarded for construction management services for PROJECT; and
- D. PARTIES completed the draft 100% plans and specifications in February 2024 and prepared the construction invitation for bids; and
- E. In April 2024, PARTIES entered Amendment No. 1 to AGREEMENT to reflect estimated cost increases in the Construction phase for PROJECT based on the draft 100% plans and specifications; and
- F. In September 2024, PARTIES entered Amendment No. 2 to reflect the lowest responsive bid, which was greater than the cost estimate used Construction phase cost in Amendment No. 1; and
- G. In October 2024, the construction contract was executed, and a construction Notice to Proceed was issued; and

- H. Construction period was extended from 120 working days to 200 working days to allow sufficient time for the contractor to procure materials for PROJECT such as traffic signal poles and electrical equipment; and
- I. A greater amount of night work than anticipated is being utilized to avoid traffic disruptions to commuters during the day; and
- J. Extension of construction period and additional night work is resulting in higher costs for construction management services; and
- K. PARTIES desire to amend AGREEMENT to define funding responsibilities for the estimated cost increase of PROJECT.

NOW, THEREFORE, the PARTIES agree to amend the AGREEMENT as follows:

- 1. Attachment A.2 to the AGREEMENT shall be deleted in its entirety and replaced with Attachment A.3, attached to this Amendment No. 3 and incorporated herein by reference. All references to "Attachment A.1" and "Attachment A.2" in the AGREEMENT shall be replaced with "Attachment A.3".
- 2. Except as amended by this Amendment No. 3, all other provisions of the AGREEMENT shall remain in full force and effect and are incorporated herein by this reference.
- 3. Amendment No. 3 is deemed to be included and made part of the AGREEMENT.
- 4. The Recitals set forth above are incorporated herein by this reference.
- 5. Amendment No. 3 is effective upon execution by SBCTA and CITY.
- 6. Unless otherwise defined herein, all capitalized terms used in this Amendment No. 3 shall have the same meaning as defined in the AGREEMENT.

-----Signatures on Following Page-----

IN WITNESS WHEREOF, PARTIES have duly executed Amendment No. 3 to Agreement No. 22-1002720 below:

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

CITY OF SAN BERNARDINO

By: _____
Rick Denison
President, Board of Directors

By: _____
Bill Gallardo
Interim City Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Iain MacMillan
Assistant General Counsel

By: _____
Sonia R. Carvalho
City Attorney

Amendment No. 3 to Cooperative Agreement 22-1002720

Attachment A.3

Project Scope:

At the Waterman Avenue State Route 210 (SR 210) interchange, convert southbound and northbound through lane into a left-turn lane and widen eastbound on-ramp to two lanes.

Project Cost Estimate and Funding Shares

SBCTA's Share: Public Share: 81.8%

City's Share: Development Share or Local Share: 18.2% (City of San Bernardino)

	Estimated Costs	Public Share	Development/ Local Share
PA/ED	\$220,058	\$180,007	\$40,051
PS&E	\$545,214	\$445,985	\$99,229
ROW	\$0	\$0	\$0
Construction	\$9,203,492	\$7,528,456	\$1,675,036
SBCTA Oversight	\$200,000	\$0	\$200,000
TOTAL	\$10,168,764	\$8,154,448	\$2,014,316

Minute Action

AGENDA ITEM: 11

Date: *October 1, 2025*

Subject:

State Route 60 Central Avenue Interchange Improvement Project Amendment No. 5 to Contract No. 18-1001811 with Dynamic Engineering Services, Inc.

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Approve Amendment No. 5 to Contract No. 18-1001811 with Dynamic Engineering Services, Inc. to extend the contract termination date to June 1, 2026, to allow sufficient time to perform closeout activities for the State Route 60 Central Avenue Interchange Improvement Project.

Background:

The State Route (SR) 60 Central Avenue Interchange Improvement Project (Project) widened the existing Central Avenue Bridge over SR 60, widened both westbound and eastbound on-ramps, and improved both ramp intersections. The Project was designed to improve local street circulation, facilitating freeway access for the City of Chino (City), and to improve regional mobility. In June 2014, San Bernardino County Transportation Authority (SBCTA) and the City executed Cooperative Agreement No. R14050, whereby SBCTA would be the lead agency for all Project phases.

On April 4, 2018, Contract No. 18-1001811 was approved with Dynamic Engineering Services, Inc. (DESI) for construction management of the Project. Construction management activities include constructability review of the Project plans and specifications, bid and award support, and management of the construction contract.

Construction of the Project has been completed, including the final checklist review by California Department of Transportation (Caltrans) and the one-year Plant Establishment period for landscaping. With the project completed, closeout work has begun, which includes completion of the as-built plans, negotiating final claims with the contractor, and preparing the final project files.

The estimated time needed to complete the closeout work indicates that the current contract termination date of October 3, 2025 is not sufficient to complete all necessary activities. Therefore, staff is recommending an amendment to extend the contract termination date for Contract No. 18-1001811 to June 1, 2026, to ensure that DESI is available for ongoing closeout support.

This termination date places the contract's duration beyond the five-year contract term under SBCTA's Contracting and Procurement Policy No. 11000 Article IV.B.4 "Contract Term", which thereby requires Board approval. DESI was selected through a competitive procurement process as the most qualified firm to perform construction management services for this Project based on a review of their proposal and an interview by a panel consisting of SBCTA and Caltrans staff. DESI has been providing competent services in execution of their contract. This amendment will provide the needed construction management services during closeout without disruption to the overall project delivery. This amendment complies with Contracting and Procurement Policy

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

October 1, 2025

Page 2

No. 11000, V.C.3.d, as DESI is the best firm positioned to perform this work due to their unique knowledge of the Project.

Financial Impact:

This Project is included in the adopted Budget for Fiscal Year 2025/2026 and funded with Valley Interchange Measure I funds and City of Chino funds in Program 40, Project Delivery under Task 0830 Interchange Projects, Sub-Task 0893 SR 60 Central.

Reviewed By:

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft amendment.

Responsible Staff:

Paul Melocoton, Project Manager

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Contract No.: 18-1001811 Amendment No.: 5

Contract Class: Payable Department: Project Delivery

Vendor No.: 02924 Vendor Name: Dynamic Engineering Services, Inc.

Description: Construction Management Services for SR-60 Central Avenue Interchange Project

List Any Related Contract Nos.:

Dollar Amount							
Original Contract		\$	3,196,115.80	Original Contingency		\$	319,611.00
Prior Amendments		\$	582,615.83	Prior Amendments		\$	-
Prior Contingency Released		\$	319,611.00	Prior Contingency Released (-)		\$	(319,611.00)
Current Amendment		\$	-	Current Amendment		\$	-
Total/Revised Contract Value		\$	4,098,342.63	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	4,098,342.63

Board of Directors	Date: 10/01/2025	Board	Item # 11939
Contract Management (Internal Purposes Only)			

Board of Directors

Date: 10/01/2025

Board

Item # 11939

Contract Management (Internal Purposes Only)

Other Contracts

Sole Source? No

No Budget Adjustment

Local

Construction Management

Monthly

Accounts Payable

Estimated Start Date:	04/04/2018	Expiration Date:	10/03/2025	Revised Expiration Date:	06/01/2026

NHS: N/A

QMP/QAP: N/A

Prevailing Wage: Yes

Total Contract Funding:

Total Contingency:

[illegible]

Pralisa Amatya

Kristi Harris

Project Manager (Print Name)

Task Manager (Print Name)

Additional Notes:

AMENDMENT NO. 5 TO CONTRACT NO. 18-1001811

FOR

CONSTRUCTION MANAGEMENT SERVICES

SR-60/CENTRAL AVENUE INTERCHANGE IMPROVEMENT PROJECT

(DYNAMIC ENGINEERING SERVICES, INC.)

This AMENDMENT No. 5 to Contract No. 18-1001811 is made by and between Dynamic Engineering Services, Inc. ("Consultant") and the San Bernardino County Transportation Authority ("SBCTA"). SBCTA and CONSULTANT are each a "Party" and collectively the "Parties" herein.

RECITALS:

- A. On April 4, 2018, the SBCTA Board approved Contract No. 18-1001811 ("Contract") to engage the services of Consultant to provide professional services for construction management of the State Route 60 Interchange Improvement ("Project"), and also authorized contingency of \$319,611.
- B. On June 21, 2018, a contingency amendment of \$6,000 was approved, increasing the contract amount to \$3,202,115.80.
- C. On March 1, 2023, the SBCTA Board approved Amendment No. 1 to Contract No. 18-1001811, which was executed on March 6, 2023, to extend the Contract termination date through October 4, 2024, to allow Consultant to complete work within the revised project schedule.
- D. On March 7, 2023, a contingency amendment of \$313,611.00 was approved, increasing the contract amount to \$3,515,726.80.
- E. On June 7, 2023, the SBCTA Board approved Amendment No. 2, increasing the contract amount by \$422,615.83 to \$3,938,342.63.
- F. In January 2024, Amendment No. 3 to increase the Not-to-Exceed amount by \$100,000.00, was approved by the Executive Director for a revised total of \$4,038,342.63, to allow Consultant to complete work within a revised project budget.
- G. On July 3, 2024, the SBCTA Board approved Amendment No. 4 to extend the Contract termination date through October 3, 2025 and to allow Consultant to complete work within the revised schedule and increase the Not-to-Exceed amount by \$60,000, for a revised total of \$4,098,342.63.
- H. The project improvements, including the Plant Establishment Period and final Caltrans punch list items were completed and closeout activities including negotiating final claims and preparation of as-built plans began.
- I. Closeout activities are forecasted to exceed the current contract period for Contract and Parties desire to extend the contract termination date to June 1, 2026 to allow Consultant to complete the work.

NOW THEREFORE, the Parties agree as follows:

1. Amend Section 4.1 in its entirety to read as follows:

“This Contract shall go into effect on April 4, 2018, contingent upon approval by SBCTA’s Awarding Authority, and Consultant shall commence work after written notification to proceed by SBCTA’s Procurement Analyst. The Contract shall end on June 1, 2026, unless extended by written amendment.”

2. The Recitals set forth above are incorporated herein by this reference.
3. Except as amended by this Amendment No. 5, all other provisions of the Contract, including all previous amendments, shall remain in full force and effect.
4. This Amendment No. 5 is effective on the date executed by SBCTA.

IN WITNESS WHEREOF, the authorized parties have signed below.

**DYNAMIC ENGINEERING SERVICES,
INC., A CALIFORNIA CORPORATION**

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

By: _____
Victor O Moore
Chief Executive Officer

By: _____
Rick Denison
Board President

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Chia-Chi Wang
Chief Financial Officer

By: _____
Iain MacMillan
Assistant General Counsel

Date: _____

Date: _____

CONCURRENCE

By: _____
Alicia J. Bullock
Procurement Manager

Minute Action

AGENDA ITEM: 12

Date: *October 1, 2025*

Subject:

State Route 62 Sage Avenue to Airway Avenue, Cooperative Agreements with Caltrans and the Town of Yucca Valley and Award Professional Services Contract

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority (SBCTA):

- A. Approve Amendment No. 1 to Cooperative Agreement No. 25-1003191 with the Town of Yucca Valley for the Project Initiation Document (PID) and Project Approval/Environmental Document (PA/ED) phases of the State Route (SR) 62 Sage Avenue to Airway Avenue project (Project) and increase the Measure I contribution by \$422,930 for a total Measure I contribution of \$2,422,930.
- B. Award Professional Services Contract No. 25-1003264 to Wood Rodgers, Inc., in a not-to-exceed amount of \$2,002,664, with a term through December 31, 2028, for professional engineering and environmental services for the PID and PA/ED phases of the Project.
- C. Approve a contingency amount of \$200,266, for Contract No. 25-1003264, which would be released by the Department Director as necessary in compliance with SBCTA Contracting and Procurement Policy No. 11000.
- D. Authorize the Executive Director, or her designee, to execute Cooperative Agreement No. 25-003339 with the California Department of Transportation (Caltrans) for the PID phase of the Project with a not-to-exceed amount of \$180,000 for Caltrans oversight reviews, subject to SBCTA General Counsel approval as to form.

Background:

The State Route (SR) 62 Sage Avenue to Airway Avenue project (Project) is located in the Town of Yucca Valley (Town). This Project aims to alleviate ongoing congestion caused by operational deficiencies along a segment of SR 62 that stretches approximately three-quarters of a mile through the Town's commercial area. The proposed concept includes adding an outside channelization lane in both directions and improving four existing intersections.

On December 4, 2024, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) approved Cooperative Agreement No. 25-1003191 with the Town for the development of the Project in the Project Initiation Document (PID) and Project Approval and Environmental Document (PA/ED) phases. Under the cooperative agreement, SBCTA agreed to lead the Project for both phases.

On May 7, 2025, the SBCTA Board approved the release of Request for Proposals (RFP) No. 25-1003264 for professional design and environmental services for the Project. On that same day, RFP No. 25-1003264 was released with over 1,068 firms or individuals receiving the notification. The Pre-Proposal Conference was held on May 14, 2025, and was attended by 11 firms. The "Q&A" period was open through May 22, 2025. Addendum No. 1 was issued on May 16, 2025, and included the Pre-Proposal PowerPoint, sign-in sheets, and responses to questions received. Addendum No. 2 was issued on May 22, 2025, and included the responses to questions received by the due date and a revised Scope of Work.

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

October 1, 2025

Page 2

On June 5, 2025, SBCTA received four proposals by the date and time specified in the RFP from EXP U.S. Services Inc., Moffatt & Nichol, Sener Engineering and Systems Inc., and Wood Rogers, Inc. A responsiveness review was conducted by the Procurement Analyst and found all four proposals followed the requirements and specifications outlined in the RFP.

The Evaluation Committee, comprised of staff from the Town, Caltrans, and SBCTA, concluded their individual review of the proposals and convened to review, discuss, and score the proposals. The Evaluation Committee members met on June 17, 2025, and discussed each proposal according to the evaluation criteria, including the proposal's strengths and weaknesses. At the completion of discussions, the committee members individually scored the proposals based on the evaluation criteria listed in the RFP.

The firms were ranked in order of technical merit, and a short-list was developed. The firms shortlisted and invited to interviews were: EXP U.S. Services Inc., Moffatt & Nichol, and Wood Rogers, Inc.

On June 25, 2025, all three firms were interviewed. After the interviews, the Evaluation Committee separately scored the interviews. The assigned weights for the technical proposal were 40% and 60% for the interview scores, for a total of 100%.

The Evaluation Committee considered all proposers qualified to perform the work specified in the RFP. The highest-ranked firm, Wood Rodgers, Inc. is being selected for the following reasons: the firm was able to clearly demonstrate a thorough understanding of the scope of work and proposed a solid team and work plan.

As a result of the scoring, the Evaluation Committee recommends that the contract to perform the scope of work as outlined in the RFP No. 25-1003264, be awarded to Wood Rodgers, Inc. The firm ranked first in overall score. The firm clearly demonstrated a thorough understanding of the scope of work and proposed an overall solid team. Evaluation forms and reference checks are located in the Contract Audit File. Contract No. 25-1003264 is to provide for professional design and environmental services in the PID and PA/ED phases for the Project and will be funded with Measure I Morongo Basin Major Local Highway Program funds per the cooperative agreement with the Town.

As the Project progresses to the PID, a cooperative agreement with Caltrans is required to define roles, responsibilities, and funding commitments for the PID phase. Under Cooperative Agreement No. 25-1003339, SBCTA would be the implementing agency for the Project. Per State policies, Caltrans Independent Quality Assurance (IQA) reviews are to be borne by the project proponent for the PID phase of the project. Cooperative Agreement No. 25-1003339 will have a payable component for Caltrans oversight review of a not-to-exceed amount of \$180,000 which is consistent with past projects. The cooperative agreement with Caltrans is still under review by Caltrans legal counsel. In the interest of keeping the project on schedule, staff is recommending that the Board authorize the Executive Director, or her designee, to approve the agreement, subject to SBCTA General Counsel approval as to form.

With the negotiated contract amount with Wood Rodgers, Inc., the 10% contingency, the \$180,000 oversight cost by Caltrans for the PID phase of the Project, public outreach and other project-related expenditures, an amendment to Cooperative Agreement No. 25-1003191 with the Town will be required to accommodate the final amount for the PID and PA/ED phases of the Project. The increase in the cooperative agreement amount will be funded with Morongo Valley Measure I Major Local Highway Program funds. Staff recommends approval of Amendment

San Bernardino County Transportation Authority

Board of Directors Agenda Item

October 1, 2025

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No. 1 to Cooperative Agreement No. 25-1003191 to increase Measure I funds by \$422,930 for a new total Measure I contribution of \$2,422,930.

Although not required this fiscal year, as noted in the 2025 Update to the 10-Year Delivery Plan, cash flow borrowing between Measure I Programs may be required in the Morongo Basin Subarea in the near-term if all planned expenditures occur. Any borrowing that occurs will be repaid with interest to the loaning program within five years.

Financial Impact:

This item is consistent with the adopted Budget for Fiscal Year 2025/2026 under Task 0860, Arterial Projects, Sub-Task 0860, SR 62 Sage to Airway, and funded with MSI Morongo Basin Measure I - Major Local Highway and Town of Yucca Valley funds in Program 40, Project Delivery.

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Mountain/Desert Policy Committee on September 19, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item, the draft amendment, and the draft contract.

Responsible Staff:

Paul Melocoton, Project Manager

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

General Contract Information

Contract No: 25-1003191 Amendment No.: 1

Contract Class: Receivable Department: Project Delivery

Customer ID: YV TO Customer Name: Town of Yucca Valley

Description: SR-62 Sage to Airway Cooperative Agreement for PID and PA/ED phases

List Any Accounts Payable Related Contract Nos.: _____

Dollar Amount							
Original Contract		\$	200,000.00	Original Contingency		\$	-
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	-	Current Amendment		\$	-
Total/Revised Contract Value		\$	200,000.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	200,000.00

Contract Authorization

Board of Directors Date: 10/01/2025 Board Item # 11951

Contract Management (Internal Purposes Only)

Local Funding Agreement N/A

Accounts Receivable

Total Contract Funding:		\$	200,000.00		Funding Agreement No:		25-1003191				
Beginning POP Date:		12/04/2024		Ending POP Date:		12/31/2029		Final Billing Date:		04/30/2030	
Expiration Date:		12/31/2029		Fund Admin:		Yes					
Parent Contract		25-1003191		PM Description		SR 62 Sage to Airway Coop with Yucca Valley					
Z-Related Contracts				Z25-1003191							
Sub-						Sub-					
Fund		Prog		Task		Revenue		Total Contract Funding:			
GL:	6010	40	0820	0860	42435002	200,000.00					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					

Fund		Prog		Task		Revenue		Total Contract Funding:			
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					
GL:						-					

Paul Melocoton

Project Manager (Print Name)

Kristi L. Harris

Task Manager (Print Name)

Additional Notes: Project cost increase in Amendment 1 is borne 100% MSI (4530)

Attachment: 25-1003191-01 CSS (11951 : SR 62 PID and PA/ED Contract Award and Cooperative Agreements)

AMENDMENT NO. 1 COOPERATIVE AGREEMENT NO. 25-1003191

BETWEEN

SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY

AND

TOWN OF YUCCA VALLEY

FOR

PROJECT INITIATION DOCUMENT (PID) &

PROJECT APPROVAL AND ENVIRONMENTAL DOCUMENT (PA/ED)

PHASES

**FOR THE STATE ROUTE 62 FROM SAGE AVENUE TO AIRWAY AVENUE
IMPROVEMENT PROJECT IN THE TOWN OF YUCCA VALLEY**

I. PARTIES

- A. This Amendment No. 1 to Cooperative Agreement 25-1003191 (AGREEMENT) is made by and between the San Bernardino County Transportation Authority (SBCTA) and the Town of Yucca Valley (TOWN). SBCTA and TOWN are each a "PARTY" and collectively the "PARTIES" herein.

II. RECITALS

- A. In December 2024, PARTIES entered into AGREEMENT to define roles, responsibilities and funding for improvements for the PID, and PA/ED phases for improvements along State Route 62 between Sage Avenue and Airway Avenue (PROJECT); and
- B. The PROJECT is eligible for the Morongo Basin Major Local Highway Projects Program and is included in the 10-Year Delivery Plan approved by the SBCTA Board of Directors in December 2021; and
- C. PARTIES agreed that SBCTA will provide Project Management services at TOWN's sole responsibility to pay 100% of the actual SBCTA Project Management costs and the PROJECT cost shall be funded with 100% Measure I funds for the PID and PA/ED phases of PROJECT only; and
- D. In May 2025, a Request for Proposals was released soliciting a consultant to perform design and environmental services for PROJECT; and
- E. In June 2025, the evaluation committee recommended selection of a consultant and negotiations for the contract price began right after; and
- F. In July 2025, negotiations concluded, and the agreed to contract price exceeded the estimate used in the cost estimate for AGREEMENT; and
- G. PARTIES desire to amend AGREEMENT to define funding responsibilities for the estimated cost increase of PROJECT.

NOW, THEREFORE, the PARTIES agree to amend the AGREEMENT as follows:

1. Paragraph B of Section III is deleted in its entirety and replaced with the following:

“B. To contribute towards PID and PA/ED phases of the PROJECT in an amount not to exceed \$2,422,930 (SBCTA FUNDS) as shown in Attachment A.1. The actual cost of a specific phase may ultimately vary from the estimates provided in Attachment A.1, but should the total cost of the PID and PA/ED phases exceed the total estimate as shown in Attachment A.1, SBCTA agrees to entertain amendment of the AGREEMENT in good faith in accordance with Section V, Paragraph A, below. However, in no case shall the SBCTA FUNDS exceed \$2,422,930 without a written amendment, signed by both PARTIES, to this AGREEMENT.”
2. Attachment A to the AGREEMENT shall be deleted in its entirety and replaced with Attachment A.1, attached to this Amendment No. 1 and incorporated herein by reference. All references to “Attachment A” in the AGREEMENT shall be replaced with “Attachment A.1”.
3. Except as amended by this Amendment No. 1, all other provisions of the AGREEMENT shall remain in full force and effect and are incorporated herein by this reference.
4. Amendment No. 1 is deemed to be included and made part of the AGREEMENT.
5. The Recitals set forth above are incorporated herein by this reference.
6. Amendment No. 1 is effective upon execution by SBCTA and TOWN.
7. Unless otherwise defined herein, all capitalized terms used in this Amendment No. 1 shall have the same meaning as defined in the AGREEMENT.

-----Signatures on Following Page-----

IN WITNESS WHEREOF, PARTIES have duly executed Amendment No. 1 to Agreement No. 25-1003191 below:

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

TOWN OF YUCCA VALLEY

By: _____
Rick Denison
President, Board of Directors

By: _____
Curtis Yakimow
Town Manager

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Iain MacMillan
Assistant General Counsel

By: _____
Thomas Jex
Town Attorney

Amendment No. 1 to Cooperative Agreement 25-1003191

Attachment A.1

Project Scope¹:

State Route 62 (SR 62) from Sage Avenue to Airway Avenue, widen from four to six lanes and intersection improvements.

Project Cost Estimate and Funding Shares²:

Phase	TOTAL	SBCTA COST	TOWN COST
PID & PA/ED	\$2,422,930	\$2,422,930	\$0
SBCTA Project Management	\$200,000	\$0	\$200,000
TOTAL	\$2,622,930	\$2,422,930	\$200,000

¹Estimated cost assumes analysis of one build alternative.

² Funding shares in this agreement are only for the PID and PA/ED phases. Funding shares for future phases are subject to Measure I 2010-2040 Strategic Plan Policy 40017/ MDMLH-2 and -7.

Project Milestones:

Milestone¹	Actual (Forecast)
Start of Project Initiation Document (PID) and Project Approval/Environmental Document Phase (PA/ED)	(10/2025)
Environmental Approval	(12/2028)

¹Milestone assumes analysis of one build alternative. Anticipated environmental determination under CEQA is an Initial Study with proposed Mitigated Negative Declaration and under NEPA an Environmental Assessment with proposed Finding of No Significant Impact.

Contract Summary Sheet

12.c

General Contract Information

Contract No: 25-1003264 Amendment No.: _____

Contract Class: Payable Department: Project Delivery

Vendor No.: 03099 Vendor Name: Wood Rogers, Inc.

Description: SR-62 Sage to Airway Ave Design and Environmental Services for the PID and PA/ED phases

List Any Related Contract Nos.: 25-1003191

Dollar Amount							
Original Contract		\$	2,002,664.00	Original Contingency		\$	200,266.00
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	-	Current Amendment		\$	-
Total/Revised Contract Value		\$	2,002,664.00	Total Contingency Value		\$	200,266.00
		Total Dollar Authority (Contract Value and Contingency)				\$	2,202,930.00

Contract Authorization

Board of Directors Date: 10/01/2025 Board Item # 11951

Contract Management (Internal Purposes Only)

Other Contracts Local Sole Source? N/A No Budget Adjustment Monthly

Accounts Payable

Estimated Start Date: 10/01/2025 Expiration Date: 12/31/2028 Revised Expiration Date: _____

NHS: Yes QMP/QAP: Yes Prevailing Wage: N/A

								Total Contract Funding:	Total Contingency:
								\$	\$
Sub-	Fund	Prog	Task	Task	Object	Revenue	PA Level	Revenue Code Name	
GL:	4530	40	0860	0860	52001	41110000	1	MSI MorongoBasin MLH	
GL:								2,002,664.00	200,266.00
GL:								-	-
GL:								-	-
GL:								-	-
GL:								-	-
GL:								-	-
GL:								-	-
GL:								-	-
GL:								-	-
GL:								-	-

Paul Melocoton

Project Manager (Print Name)

Kristi L. Harris

Task Manager (Print Name)

Additional Notes:

Attachment: 25-1003264 CSS (11951 : SR 62 PID and PA/ED Contract Award and Cooperative Agreements)

CONTRACT NO. 25-1003264**BY AND BETWEEN****SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY****AND****WOOD RODGERS, INC.****FOR****PROJECT INITIATION DOCUMENT (PID) AND
PROJECT APPROVAL/ENVIRONMENTAL DOCUMENT (PA/ED) FOR
STATE ROUTE (SR) 62 FROM SAGE AVENUE TO AIRWAY AVENUE**

This contract ("Contract") is made and entered into by and between the San Bernardino County Transportation Authority, ("SBCTA"), whose address is 1170 W. 3rd Street, 2nd Floor, San Bernardino, California 92410-1715; and Wood Rodgers, Inc. ("CONSULTANT") whose address is: 606 E Chapman Ave Ste 200, Orange, CA 92866. SBCTA and CONSULTANT are each a "Party" and collectively the "Parties."

RECITALS:

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

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

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

NOW, THEREFORE, the Parties agree as follows:

ARTICLE 1. PROJECT DESCRIPTION/SCOPE OF WORK

- 1.1 CONSULTANT agrees to perform the work and services set forth in Exhibit A – “Scope of Work” (“Work”) in accordance with all applicable professional architectural, engineering, construction management, land surveying and/or materials testing standards which are generally accepted in the State of California, in accordance with the terms and conditions expressed herein and in the sequence, time, and manner defined herein. The word “Work”, as used herein, includes without limitation the performance, fulfillment and discharge by CONSULTANT of all obligations, duties, tasks, and Work imposed upon or assumed by CONSULTANT hereunder; and the Work performed hereunder shall be completed to the satisfaction of SBCTA, with their satisfaction being based on prevailing applicable professional standards.
- 1.2 The Project Manager for this Contract is Paul Melocoton, or such other designee as shall be designated in written notice to CONSULTANT from time to time by the SBCTA’s Director of Project Delivery or his or her designee. The Project Manager shall have authority to act on behalf of SBCTA in administering this Contract, including giving notices (including, without limitation, notices of default and/or termination), technical directions and approvals, demanding performance and accepting work performed, but is not authorized to receive or issue payments or execute amendments to the Contract itself.

ARTICLE 2. CONTRACT TERM

The Contract term shall commence upon issuance of a written Notice To Proceed (NTP) issued by SBCTA’s Procurement Analyst and shall continue in effect through December 31, 2028, or until otherwise terminated, or unless extended as hereinafter provided by written amendment, except that all indemnity and defense obligations hereunder shall survive termination of this Contract. CONSULTANT shall not be compensated for any work performed or costs incurred prior to issuance of the NTP.

ARTICLE 3. COMPENSATION

- 3.1 The method of payment for this Contract will be based on actual cost plus fixed fee. SBCTA will reimburse CONSULTANT for actual costs (including labor costs, employee benefits, travel, equipment rental costs, overhead and other direct costs) incurred by CONSULTANT in performance of the Work. CONSULTANT will not be reimbursed for actual costs that exceed the estimated wage rates, employee benefits, travel, equipment rental, overhead, and other estimated costs set forth in the approved CONSULTANT’s cost proposal unless additional reimbursement is provided for by contract amendment. In no event, will CONSULTANT be reimbursed for overhead costs at a rate that exceeds SBCTA’s approved overhead rate set forth in the Cost Proposal. In the event that SBCTA determines that a change to the Work from that specified in the Cost Proposal and Contract is required, the Contract time or actual costs reimbursable by SBCTA shall be adjusted by contract amendment to accommodate the changed work. The maximum total cost as specified herein shall not be exceeded, unless authorized by written amendment.

Escalation shall be at a specific rate, as shown on the Bureau of Labor Statistics Employment Cost Index for Total Compensation for private industry workers, Table 5,

Private Industry Workers, Occupational Group “Professional and Related” or its successor. The Employment Cost Index will be annually adjusted, apply to total benefits for the private industry economic sector and not be seasonally adjusted, but will include a 12-month percent change. Escalation shall commence as of October 1, 2026, and shall be applied each October 1st for the term of the Contract.

- 3.2 In addition to the allowable incurred costs, SBCTA will pay CONSULTANT a fixed fee of \$64,795.27. The fixed fee is nonadjustable for the term of the Contract, except in the event of a significant change in the Scope of Work and such adjustment is made by contract amendment.
- 3.3 Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.
- 3.4 When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from SBCTA before exceeding such cost estimate.
- 3.5 Progress payments will be made monthly in arrears based on Services provided and allowable incurred costs. A pro rata portion of CONSULTANT’s fixed fee will be included in the monthly progress payments. If CONSULTANT fails to submit the required deliverable items according to the schedule set forth in the Scope of Work, SBCTA shall have the right to delay payment or terminate this Contract in accordance with the Termination provisions herein.
- 3.6 No payment will be made prior to approval of any Work, nor any Work performed prior to approval of this Contract.
- 3.7 CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit, upon receipt by SBCTA of itemized invoices in triplicate. Invoices shall be submitted no later than 45 calendar days after the performance of Work for which CONSULTANT is billing except for the month of June, which will require the invoice to be submitted by July 10th. Invoices shall detail the Work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this contract number. Final invoice must contain the final cost and all credits due SBCTA including any equipment purchased under the provisions of this Contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT’s Work. Invoices should be e-mailed to SBCTA at the following address:
ap@gosbcta.com
 For large files over 30 megabytes, invoices can be submitted using this link:
<https://sanbag-lfweb.sanbag.ca.gov/Forms/Invoice-submission>
- 3.11 Intentionally Omitted
- 3.12 The total amount payable by SBCTA to CONSULTANT including the fixed fee shall not exceed \$2,002,664.

3.13 Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by SBCTA. For personnel subject to prevailing wage rates as described in the California Labor Code, all salary increases, which are the direct result of changes in the prevailing wage rates are reimbursable.

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

ARTICLE 4. TAXES, DUTIES AND FEES

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

ARTICLE 5. AVAILABILITY OF FUNDS

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

ARTICLE 6. PERMITS AND LICENSES

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

ARTICLE 7. DOCUMENTATION AND RIGHT TO AUDIT

- 7.1 CONSULTANT shall maintain all records related to this Contract in an organized way in the original format, electronic and hard copy, conducive to professional review and audit, for a period of three (3) years from the date of final payment by SBCTA, or until the conclusion of all litigation, appeals or claims related to this Contract, whichever is longer. CONSULTANT shall provide SBCTA, or its authorized representatives access to Consultants' records which are directly related to this Contract for the purpose of inspection, auditing or copying during the entirety of the records maintenance period above. CONSULTANT further agrees to maintain separate records for costs of Work performed by amendment. CONSULTANT shall allow SBCTA, and its representatives or agents to reproduce any materials as reasonably necessary.
- 7.2 The cost proposal and/or invoices for this Contract are subject to audit by SBCTA at any time. After CONSULTANT receives any audit recommendations, the cost proposal shall be adjusted by CONSULTANT and approved by SBCTA's Project Manager to conform to the audit recommendations. CONSULTANT agrees that individual items of cost

identified in the audit report may be incorporated into the Contract at SBCTA's sole discretion. Refusal by CONSULTANT to incorporate the audit or post award recommendations will be considered a breach of the Contract and cause for termination of the Contract. Any dispute concerning the audit findings of this Contract shall be reviewed by SBCTA's Chief Financial Officer. CONSULTANT may request a review by submitting the request in writing to SBCTA within thirty (30) calendar days after issuance of the audit report.

- 7.3 Subcontracts in excess of \$25,000 shall contain this provision.

ARTICLE 8. RESPONSIBILITY OF CONSULTANT

- 8.1 CONSULTANT shall be responsible for the professional quality, technical accuracy, and the assurance of compliance with all applicable federal, State, and local laws and regulations, and other Work furnished by the CONSULTANT under the Contract. The Contract includes reference to the appropriate standards for design or other standards for Work performance stipulated in the Contract.
- 8.2 In addition to any other requirements of this Contract or duties and obligations imposed on CONSULTANT by law, CONSULTANT shall, as an integral part of its Work, employ quality control procedures that identify potential risks and uncertainties related to scope, schedule, cost, quality and safety of the Project and the Work performed by CONSULTANT within the areas of CONSULTANT's expertise. Risks that may be encountered include, but are not limited to, soil conditions, constructability, factors of safety, impact on adjacent properties, public safety, and environmental considerations. At any time during performance of the Scope of Work, should CONSULTANT observe, encounter, or identify any unusual circumstances or uncertainties, which could pose potential risk to SBCTA or the Project, CONSULTANT shall immediately document such matters and notify SBCTA in writing. CONSULTANT shall also similarly notify SBCTA in regard to the possibility of any natural catastrophe, potential failure, or any situation that exceeds environmental, design, and/or construction assumptions and could precipitate a failure of any structure or other part of the Project. Notifications under this paragraph shall be specific, clear and timely, and in a form which will enable SBCTA to understand and evaluate the magnitude and effect of the risk and/or uncertainties involved.
- 8.3 Intentionally Omitted
- 8.4 SBCTA shall advise CONSULTANT of their responsibility and collect the amount due, including but not limited to, withholding of payments, if the recoverable cost will exceed the administrative cost involved or is otherwise in SBCTA's best interest. SBCTA shall include in the Contract Audit File a written statement of the reasons for the decision to recover or not recover the costs from CONSULTANT.
- 8.5 CONSULTANT shall, document the results of the Work to the satisfaction of SBCTA. This may include preparation of progress and final reports, or similar evidence of attainment of SBCTA's objectives.

- 8.6 As applicable, the responsible consultant/engineer shall sign all engineering data furnished by him/her, and where appropriate, indicate his/her California registration or license number.

ARTICLE 9. REPORTING AND DELIVERABLES

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

ARTICLE 10. TECHNICAL DIRECTION

- 10.1 Performance of Work under this Contract shall be subject to the technical direction of SBCTA’s Project Manager, which will be identified in writing to CONSULTANT, upon issuance of the NTP and/or subsequently by written notice during the Contract. The term "Technical Direction" is defined to include, without limitation:
- 10.1.1 Directions to CONSULTANT which redirect the Contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish the contractual Scope of Work.
 - 10.1.2 Provision of written information to CONSULTANT which assists in the interpretation of drawings, reports, or technical portions of the Scope of Work described herein.
 - 10.1.3 Review and, where required by the Contract, approval of technical reports, drawings, specifications and technical information to be delivered by CONSULTANT to SBCTA under the Contract.
 - 10.1.4 SBCTA’s Project Manager may modify this Contract for certain administrative modifications without issuing a written amendment. Administrative modifications as defined herein are limited to: substitutions of personnel identified in this Contract, including Key Personnel and subconsultants; modifications to hourly rates, classifications, and names of personnel in Exhibit B; and modifications of the address of the CONSULTANT. All administrative modifications shall be documented in writing between the Parties.
- 10.2 Technical Direction must be within the Scope of Work under this Contract. SBCTA’s Project Manager does not have the authority to, and may not, issue any Technical Direction which:
- 10.2.1 Increases or decreases the Scope of Work;
 - 10.2.2 Directs CONSULTANT to perform Work outside the original intent of the Scope of Work;
 - 10.2.3 Constitutes a change as defined in the “CHANGES” Article of the Contract;
 - 10.2.4 In any manner causes an increase or decrease in the Contract price as identified in Article 3, herein, or the time required for Contract performance;

- 10.2.5 Changes any of the expressed terms, conditions or specifications of the Contract; unless identified herein;
- 10.2.6 Interferes with the CONSULTANT's right to perform the terms and conditions of the Contract; or
- 10.2.7 Approves any demand or claim for additional payment.
- 10.3 Failure of CONSULTANT and SBCTA's Project Manager to agree that the Technical Direction is within the scope of the Contract, or a failure to agree upon the Contract action to be taken, shall be subject to the provisions of the "DISPUTES" Article herein.
- 10.4 All Technical Direction shall be issued in writing by SBCTA's Project Manager.
- 10.5 CONSULTANT shall proceed promptly with the performance of Technical Direction issued by SBCTA's Project Manager, in the manner prescribed by this Article and within their authority under the provisions of this Article. If, in the opinion of CONSULTANT, any instruction or direction by SBCTA's Project Manager falls within one of the categories defined in 10.2.1 through 10.2.7 above, CONSULTANT shall not proceed but shall notify SBCTA in writing within five (5) working days after receipt of any such instruction or direction and shall request SBCTA to modify the Contract accordingly. Upon receiving the notification from the CONSULTANT, SBCTA shall:
- 10.5.1 Advise CONSULTANT in writing within thirty (30) calendar days after receipt of the CONSULTANT's letter that the Technical Direction is or is not within the scope of this Contract.
- 10.5.2 Advise CONSULTANT within a reasonable time whether SBCTA will or will not issue a written amendment.

ARTICLE 11. CHANGES

- 11.1 The Work shall be subject to changes by additions, deletions, or revisions made by SBCTA. CONSULTANT will be advised of any such changes by written notification from SBCTA describing the change. This notification will not be binding on SBCTA until SBCTA's Awarding Authority has approved any amendment to this Contract.
- 11.2 Promptly after such written notification of change is given to CONSULTANT by SBCTA, the Parties will attempt to negotiate a mutually agreeable adjustment to compensation or time of performance and amend the Contract accordingly.

ARTICLE 12. EQUAL EMPLOYMENT OPPORTUNITY

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

other applicable Federal, State and County laws and regulations and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

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

ARTICLE 13. CONFLICT OF INTEREST

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

ARTICLE 14. KEY PERSONNEL

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

Name	Job Classification/Function
Jason Lemons	Project Manager
Dylan Tran	Deputy Project Manager
Glen Parker	QA/QC Manager
Melissa Gomez	Roadway Design
Jason Pack	Traffic Lead
Brian Calvert	Environmental Lead

ARTICLE 15. REPRESENTATIONS

All Work supplied by CONSULTANT under this Contract shall be supplied by personnel who are qualified, careful, skilled, experienced and competent in their respective trades or professions. CONSULTANT agrees that they are supplying professional services, findings, and/or

recommendations in the performance of this Contract and agrees with SBCTA that the same shall conform to professional and engineering and environmental principles and standards that are generally accepted in the profession in the State of California.

ARTICLE 16. PROPRIETARY RIGHTS/CONFIDENTIALITY

- 16.1 If, as part of this Contract, CONSULTANT is required to produce materials, documents data, or information ("Products"), then CONSULTANT, if requested by SBCTA, shall deliver to SBCTA the original of all such Products which shall become the sole property of SBCTA. Any modification or reuse of the Products by SBCTA for purposes other than those intended by this Contract shall be at SBCTA's sole risk and without liability to CONSULTANT.
- 16.2 All materials, documents, data or information obtained from SBCTA's data files or any SBCTA-owned medium furnished to CONSULTANT in the performance of this Contract will at all times remain the property of SBCTA. Such data or information may not be used or copied for direct or indirect use outside of this Project by CONSULTANT without the express written consent of SBCTA.
- 16.3 Except as reasonably necessary for the performance of the Work, CONSULTANT agrees that it, its employees, agents and subconsultants will hold in confidence and not divulge to third parties, without prior written consent of SBCTA, any information obtained by CONSULTANT from or through SBCTA unless (a) the information was known to CONSULTANT prior to obtaining same from SBCTA; or (b) the information was at the time of disclosure to CONSULTANT, or thereafter becomes, part of the public domain, but not as a result of the fault of or an unauthorized disclosure by CONSULTANT or its employees, agents, or subconsultants; or (c) the information was obtained by CONSULTANT from a third party who did not receive the same, directly or indirectly, from SBCTA and who had, to CONSULTANT's knowledge and belief, the right to disclose the same. Any materials and information referred to in this Article which are produced by CONSULTANT shall be maintained as confidential until released in writing by SBCTA, except to the extent such materials and information become subject to disclosure by SBCTA under the California Public Records Act or other law, or otherwise become public information through no fault of CONSULTANT, or its employees or agents. Any communications with or work product of SBCTA's legal counsel to which CONSULTANT or its subconsultants or agents have access in performing work under this Contract shall be subject to the attorney-client privilege and attorney work product doctrine and shall be confidential.
- 16.4 CONSULTANT shall not use SBCTA's name or photographs in any professional publication, magazine, trade paper, newspaper, seminar or other medium without first receiving the express written consent of SBCTA. CONSULTANT shall not release any reports, information or promotional material related to this Contract for any purpose without prior written approval of SBCTA.
- 16.5 All press releases or press inquiries relating to the Project or this Contract, including graphic display information to be published in newspapers, magazines, and other publications, are to be made only by SBCTA unless otherwise agreed to in writing by both Parties.

- 16.6 CONSULTANT, its employees, agents and subconsultants shall be required to comply with SBCTA's Confidentiality Policy; anyone who may have access to Personally Identifiable Information ("PII") and/or Sensitive Security Information ("SSI") will be required to execute a Confidentiality Agreement.

ARTICLE 17. CONSTRUCTION CLAIMS

Intentionally Omitted

ARTICLE 18. TERMINATION

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

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

18.3 All claims for compensation or reimbursement of costs under any of the foregoing provisions shall be supported by documentation submitted to SBCTA, satisfactory in form and content to SBCTA and verified by SBCTA. In no event shall CONSULTANT be entitled to any payment for prospective profits or any damages because of such termination.

ARTICLE 19. STOP WORK ORDER

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

ARTICLE 20. CLAIMS

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

ARTICLE 21. INSURANCE

21.1 CONSULTANT shall furnish SBCTA with original Certificates of Insurance, including all required amendatory endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsement Page(s) of the CGL policy listing all policy endorsements, before work begins. Prior to commencing the Work, subject to the provisions of Article 21.2 "General Provisions", at all times during the performance of the Work, and for such additional periods as required herein, CONSULTANT shall, at CONSULTANT's sole expense, procure and maintain insurance coverage with the following minimum requirements, and shall require all subcontractors of every tier performing any portion of the Work to procure and maintain such insurance as specified below:

21.1.1 Professional Liability. The policies must include the following:

- A limit of liability not less than \$3,000,000 per claim
- An annual aggregate limit of not less than \$9,000,000
- Coverage shall be appropriate for the CONSULTANT's profession and provided services to include coverage for errors and omissions arising out of the CONSULTANT's professional services, or services of any person employed by the CONSULTANT, or any person for whose acts, errors, mistakes or omissions the CONSULTANT may be legally liable.
- If Coverage is on a claims made basis:
 - o Policy shall contain a retroactive date for coverage of prior acts, which date will be prior to the date the CONSULTANT begins to perform Work under this Contract.

- o CONSULTANT shall continue to maintain coverage, or secure and maintain “tail” coverage for a minimum of five (5) years after Contract completion.

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

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

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

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

- Consultant shall maintain commercial general liability (CGL) insurance (Insurance Services Office (ISO) Form CG 00 01), and, if necessary, excess/umbrella commercial liability insurance, with a combined limit of liability of not less than **\$7,000,000 each occurrence and \$7,000,000 aggregate.**
- The policy shall, at a minimum, include coverage for any and all of the following: bodily injury, property damage, personal injury, broad form contractual liability (including coverage to the maximum extent possible for the indemnifications in this Contract), premises-operations (including explosion, collapse and underground coverage), duty to defend in addition to (without reducing) the limits of the policy(ies), and products and completed operations.
 - o \$7,000,000 per occurrence limit for property damage or bodily injury
 - o \$1,000,000 per occurrence limit for personal injury and advertising injury
 - o \$7,000,000 per occurrence limits for products/completed operations coverage (ISO Form 20 37 10 01) if SBCTA’s Risk Manager determines it is in SBCTA’s best interests to require such coverage,
- If a general aggregate applies, it shall apply separately to this project/location. The project name must be indicated under “Description of Operations/Locations” (ISO Form CG 25 03 or CG 2504).
- Coverage is to be on an “occurrence” form. “Claims made” and “modified occurrence” forms are not acceptable.
- A copy of the declaration page or endorsement page listing all policy endorsements for the CGL policy must be included.

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

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

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

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

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

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

21.1.5 Commercial Auto. The policy must include the following:

- A total limit of liability of not less than **\$5,000,000** each accident. This total limit of liability may be met by combining the limits of the primary auto policy with an umbrella or excess policy in accordance with subparagraph 4 (Umbrella/Excess CGL) of Section A of this Article.
- Such insurance shall cover liability arising out of any vehicle, including owned, hired, leased, borrowed and non-owned vehicles assigned to or used in performance of the CONSULTANT services.
- Combined Bodily Injury and Property Damage Liability insurance.
- The commercial automobile liability insurance shall be written on the most recent edition of ISO Form CA 00 01 or equivalent acceptable to SBCTA.

21.1.6 Pollution Liability. Intentionally Omitted

21.1.7 Railroad Protective Liability. **Only required when working in close proximity to a railroad. If this coverage is required by a third-party railroad or railroad operator, then the following coverage is required.** The policy must include the following:

- Should the CONSULTANT need to perform activities in a railroad right-of-way, SBCTA's Risk Manager and/or a railroad operator may require CONSULTANT to provide Railroad Protective Liability.
- In such a case, the policy shall be in amounts and coverages and from issuers, acceptable to SBCTA's Risk Manager in his/her sole discretion.
- Depending on facts and circumstances, and the terms and conditions of the policy involved, SBCTA's Risk Manager may choose to find that the CONSULTANT satisfactorily meets this requirement by obtaining one of the following: a) an acceptable Railroad Protective Liability specific policy; b) a waiver of any railroad liability exclusion from the CONSULTANT's existing general liability policy; or c) acceptable general liability insurance without a railroad exclusion.

21.1.8 Cyber Liability Insurance. Shall be appropriate to the CONSULTANT's profession and work hereunder, with limits not less than \$2,000,000 per claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the CONSULTANT in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. The Policy shall include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of SBCTA in the care, custody, or control of the CONSULTANT. If not covered under the CONSULTANT's liability policy, such "property" coverage of SBCTA may be endorsed onto the CONSULTANT's Cyber Liability Policy.

21.2 General Provisions

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

21.2.2 Additional Insured Coverage. All policies, except those for Workers' Compensation, Cyber Liability and Professional Liability insurance, shall be endorsed by ISO Form CG 20 10 11 85, or if not available, then the ISO Form that most closely matches CG 20 10 11 85, to name San Bernardino County Transportation Authority, the State of California, Transportation Department (Caltrans), and their officers, directors, members, employees, agents and

volunteers, as additional insureds (“Additional Insureds”). With respect to general liability arising out of or connected with work or operations performed by or on behalf of the CONSULTANT under this Contract, coverage for such Additional Insureds shall not extend to liability to the extent prohibited by section 11580.04 of the Insurance Code. The additional insured endorsements shall not limit the scope of coverage for any additional insured to vicarious liability but shall allow coverage for all additional insureds to the full extent provided by the policy.

21.2.3 Proof of Coverage. Evidence of insurance in a form acceptable to SBCTA’s Risk Manager, including certificates of insurance and the required additional insured endorsements, shall be provided to SBCTA’s Procurement Analyst prior to issuance of the NTP or prior to commencing any Work, as SBCTA specifies. Certificate(s) of insurance, as evidence of the required insurance, shall: be executed by a duly authorized representative of each insurer; show compliance with the insurance requirements outlined in this Article; set forth deductible amounts applicable to each policy; list all exclusions which are added by endorsement to each policy; and also include the Contract Number and the SBCTA Project Manager’s name on the face of the certificate. If requested in writing by SBCTA, CONSULTANT shall submit complete copies of all required insurance policies within ten (10) business days of a written request by SBCTA.

21.2.4 Deductibles and Self-Insured Retention. Regardless of the allowance of exclusions or deductibles by SBCTA, CONSULTANT shall be responsible for any deductible or self-insured retention (SIR) amount and shall warrant that the coverage provided to SBCTA is consistent with the requirements of this Article. CONSULTANT will pay, and shall require its sub-CONSULTANTS to pay, all deductibles, co-pay obligations, premiums and any other sums due under the insurance required in this Article. Any deductibles or self-insured retentions must be declared to and approved in writing by SBCTA’s Risk Manager. Without SBCTA’s Risk Manager’s expressed written approval, no deductibles or SIR will be allowed. At the option of SBCTA, if the deductible or SIR is approved and it is greater than \$10,000 or one (1) percent of the amount of coverage required under this Contract, whichever is less, the CONSULTANT shall guarantee that either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects to SBCTA, its directors, officials, officers, employees and agents; or, (2) the consultant shall procure a bond guaranteeing the amount of the deductible or self-insured retention. SBCTA shall have the right to review any and all financial records that SBCTA, at its sole discretion, deems necessary to approve any deductible or SIR. SBCTA will have the right, but not the obligation, to pay any deductible or SIR due under any insurance policy. If SBCTA pays any sums due under any insurance required above, SBCTA may withhold said sums from any amounts due to CONSULTANT. The CONSULTANT’s policies will neither obligate nor prohibit SBCTA or any other Additional Insured, from paying any portion of any CONSULTANT’s deductible or SIR.

- 21.2.5 CONSULTANT's and Subconsultants' Insurance will be Primary. All policies required to be maintained by the CONSULTANT or any sub-consultant with the exceptions of Professional Liability, Cyber Liability, and Worker's Compensation, shall be endorsed, with a form at least as broad as ISO Form CG 20 01 04 13), to be primary coverage, and any coverage carried by any of the Additional Insureds shall be excess and non-contributory. Further, none of CONSULTANT's or sub-consultants' automobile, general liability, or other liability policies (primary or excess) will contain any cross-liability exclusion barring coverage for claims by an additional insured against a named insured.
- 21.2.6 Non-Limitation of Insurance Requirements. The insurance coverage provided and limits required under this Contract are minimum requirements and are not intended to limit the CONSULTANT's indemnification obligations under the Contract, nor do the indemnity obligations limit the rights of the Indemnified Parties to the coverage afforded by their insured status. To the extent required by Law in connection with Work to be performed, the CONSULTANT shall obtain and maintain, or cause to be obtained and maintained, in addition to the insurance coverage expressly required under this Contract, such other insurance policies for such amounts, for such periods of time and subject to such terms as required by Law and any other agreements with which the CONSULTANT is required to comply, including any Third-Party Agreements. Liability insurance coverage will not be limited to the specific location designated as the Site, except that if the CONSULTANT arranges project-specific general liability, excess liability, or workers' compensation coverage, limitations of coverage to the Site will be permitted subject to SBCTA approval and use of the broadest available site-specific endorsements. No liability policy will contain any provision or definition that would serve to eliminate so-called "third-party-over action" claims, including any exclusion for bodily injury to an employee of the insured or of any Subcontractor. The CONSULTANT acknowledges and will at all times comply with the provisions of Labor Code Section 3700, which require every employer in the State to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code.
- 21.2.7 Waiver of Subrogation Rights. To the fullest extent permitted by law, CONSULTANT hereby waives all rights of recovery under subrogation against the Additional Insureds, and all indemnified parties named in this agreement, and any other consultant, subconsultant or sub-subconsultant performing work or rendering services on behalf of SBCTA in connection with the planning, development, and construction of the Project. To the fullest extent permitted by law, CONSULTANT shall require similar written express waivers and insurance clauses from each of its subconsultants of every tier. CONSULTANT shall require all of the policies and coverages required in this Article to waive all rights of subrogation against the Additional Insureds (ISO Form CG 24 04 05 09). Such insurance and coverages

provided shall not prohibit CONSULTANT from waiving the right of subrogation prior to a loss or claim.

21.2.8 Cancellation. If any insurance company elects to cancel or non-renew coverage for any reason, CONSULTANT will provide SBCTA thirty (30) days' prior written notice of such cancellation or nonrenewal. If the policy is cancelled for nonpayment of premium, CONSULTANT will provide SBCTA ten (10) days' prior written notice. In any event, CONSULTANT will provide SBCTA with a copy of any notice of termination or notice of any other change to any insurance coverage required herein which CONSULTANT receives within one business day after CONSULTANT receives it by submitting it to SBCTA at insurance@gosbcta.com to the attention of SBCTA's Risk Manager, and by depositing a copy of the notice in the U.S. Mail in accordance with the notice provisions of this Contract.

21.2.9 Project Specific Insurance. Intentionally Omitted

21.2.10 No Representations or Warranties. SBCTA makes no representation or warranty that the coverage, limits of liability, or other terms specified for the insurance policies required under this contract are adequate to protect the CONSULTANT against its undertakings under this Contract or its liability to any third party, nor will they preclude SBCTA from taking any actions as are available to it under this Contract or otherwise at law.

21.2.11 Enforcement. SBCTA may take any steps as are necessary to assure CONSULTANT's compliance with its insurance obligations as identified within this Article. Failure to continuously maintain insurance coverage as provided herein is a material breach of contract. In the event the CONSULTANT fails to obtain or maintain any insurance coverage required, SBCTA may, but is not required to, maintain this coverage and charge the expense to the CONSULTANT or withhold such expense from amounts owed CONSULTANT, or terminate this Contract. The insurance required or provided shall in no way limit or relieve CONSULTANT of its duties and responsibility under the Contract, including but not limited to the obligation to indemnify, defend and hold harmless the Indemnitees named below. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve CONSULTANT for liability in excess of such coverage, nor shall it preclude SBCTA from taking other actions as available to it under any other provision of the Contract or law. Nothing contained herein shall relieve CONSULTANT, or any subconsultant of any tier of their obligations to exercise due care in the performance of their duties in connection with the Work, and to complete the Work in strict compliance with the Contract.

21.2.12 No Waiver. Failure of SBCTA to enforce in a timely manner any of the provisions of this Article shall not act as a waiver to enforcement of any of these provisions at a later date.

21.2.13 Subconsultant Insurance. Insurance required of the CONSULTANT shall be also

provided by subconsultants or by CONSULTANT on behalf of all subconsultants to cover their services performed under this Contract. CONSULTANT may reduce types and the amounts of insurance limits provided by subconsultants to be proportionate to the amount of the subconsultant's contract and the level of liability exposure for the specific type of work performed by the subconsultant. CONSULTANT shall be held responsible for all modifications, deviations, or omissions in these insurance requirements as they apply to subconsultant.

21.2.14 Higher limits. If CONSULTANT maintains higher limits than the minimums shown above, the additional insureds identified in this contract shall be entitled to coverage for the higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the additional insureds identified in this contract.

21.2.15 Review of Coverage. SBCTA may at any time review the coverage, form, and amount of insurance required under this contract, and may require the CONSULTANT to make changes in such insurance reasonably sufficient in coverage, form, and amount to provide adequate protection against the kind and extent of risk that exists at that time. SBCTA may change the insurance coverages and limits required under this contract by notice to the CONSULTANT, whereupon the CONSULTANT will, within sixty (60) days of such date of notice, procure the additional and/or modified insurance coverages. Upon such change, any additional cost (at actual cost) from such change will be paid by SBCTA and any reduction in cost will reduce the Contract Price pursuant to a Contract amendment.

21.2.16 Special Risks or Circumstances. SBCTA reserves the right to modify any or all of the above insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

ARTICLE 22. INDEMNITY

22.1 To the extent, but only to the extent, that CONSULTANT's Work falls within the scope of Civil Code Section 2782.8, the following indemnification is applicable:

CONSULTANT shall indemnify and defend (with legal counsel reasonably approved by SBCTA) SBCTA, the State of California Transportation Department (Caltrans), and their authorized officers, employees, agents and volunteers, from any and all losses, damages, liability, actions, and/or costs for claims that arise out of, pertaining to, or that are related to the negligence, recklessness, or willful misconduct of the design professional.

22.2 For all other Work, CONSULTANT agrees to indemnify, defend (with legal counsel reasonably approved by SBCTA) and hold harmless SBCTA, the State of California Transportation Department (Caltrans), and their authorized officers, employees, agents and volunteers (Indemnitees), from any and all claims, actions, losses, damages and/or liability (Claims) arising out of or related to any act or omission of CONSULTANT or any of its officers, employees, agents, sub-consultants or volunteers and for any costs or expenses incurred by any indemnitees on account of any such Claims except where such indemnification is prohibited by law. This indemnification provision shall apply regardless

of the existence or degree of fault of indemnitees. CONSULTANT's indemnification obligation applies to indemnitees' "passive" negligence but does not apply to an indemnitee's "active negligence," "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

ARTICLE 23. ERRORS AND OMISSIONS

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

ARTICLE 24. OWNERSHIP OF DOCUMENTS

All deliverables, including but not limited to, drawings, reports, worksheets, and other data developed by CONSULTANT under this Contract shall become the sole property of SBCTA when prepared, whether delivered to SBCTA or not. Any modification or reuse of such deliverables by SBCTA for purposes other than those intended by this Contract shall be at SBCTA's sole risk and without liability to CONSULTANT.

ARTICLE 25. SUBCONTRACTS

- 25.1 CONSULTANT shall not subcontract performance of all or any portion of Work under this Contract, except to those subconsultants listed in the CONSULTANT's proposal, without first notifying SBCTA in writing of the intended subcontracting and obtaining SBCTA's written approval of the subcontracting and the subconsultant. The definition of subconsultant and the requirements for subconsultants hereunder shall include all subcontracts at any tier.
- 25.2 CONSULTANT agrees that any and all subconsultants of CONSULTANT performing Work under this Contract will comply with the terms and conditions of this Contract applicable to the portion of Work performed by them. CONSULTANT shall incorporate all applicable provisions of this Contract into their subcontracts regardless of the tier. If requested by SBCTA, CONSULTANT shall furnish SBCTA a copy of the proposed subcontract for SBCTA's approval of the terms and conditions thereof and shall not execute such subcontract until SBCTA has approved such terms and conditions. SBCTA's approval shall not be unreasonably withheld.
- 25.3 Approval by SBCTA of any Work to be subcontracted and the subconsultant to perform said Work will not relieve CONSULTANT of any responsibility or liability in regard to the acceptable and complete performance of said Work. Any substitution of subconsultants must be approved in writing by SBCTA. CONSULTANT shall have the sole responsibility for managing of their subconsultants, including resolution of any disputes between CONSULTANT and its subconsultants.

ARTICLE 26. INSPECTION OF OPERATIONS

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

ARTICLE 27. INDEPENDENT CONTRACTOR

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

ARTICLE 28. ATTORNEY'S FEES

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

ARTICLE 29. GOVERNING LAW AND VENUE

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

ARTICLE 30. FEDERAL, STATE AND LOCAL LAWS

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

ARTICLE 31. PRECEDENCE

31.1 The Contract consists of the Contract Articles, Exhibit A, "Scope of Work" and Exhibit B "Cost Proposal," SBCTA's Request For Proposal, and CONSULTANT's proposal, all of which are incorporated in this Contract by this reference.

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

ARTICLE 32. COMMUNICATIONS AND NOTICES

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

To WOOD RODGERS, INC.	To SBCTA
606 E Chapman Ave Ste 200	1170 W. 3rd Street, 2nd Floor
Orange, CA 92866	San Bernardino, CA 92410-1715
Attn: Jason Lemons	Attn: Sal Chavez
Email: jlemons@woodrodgers.com	Email: schavez@gosbcta.com
cc: Dylan Tran	cc: Procurement Manager
Email: dtran@woodrodgers.com	Email: procurement@gosbcta.com
Phone: (714) 368-5691	Phone: (909) 884-8276

ARTICLE 33. DISPUTES

- 33.1 In the event any dispute, other than an audit, arises between the Parties in connection with this Contract (including but not limited to disputes over payments, reimbursements, costs, expenses, Work to be performed, Scope of Work and/or time of performance), the dispute shall be decided by SBCTA's Procurement Manager within thirty (30) calendar days after notice thereof in writing which shall include a particular statement of the grounds of the dispute. If CONSULTANT does not agree with the decision, then CONSULTANT shall have ten (10) calendar days after receipt of the decision in which to file a written appeal thereto with SBCTA's Executive Director. If the Executive Director fails to resolve the dispute in a manner acceptable to CONSULTANT, then such dispute may be reviewed by a court of competent jurisdiction.
- 33.2 During resolution of the dispute, CONSULTANT shall proceed with performance of the Contract with due diligence.

ARTICLE 34. GRATUITIES

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

ARTICLE 35. REVIEW AND ACCEPTANCE

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

ARTICLE 36. CONFIDENTIALITY

See Article 16.

ARTICLE 37. EVALUATION OF CONSULTANT

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

ARTICLE 38. SAFETY

CONSULTANT shall strictly comply with all OSHA regulations, local, municipal, state, and federal safety and health laws, orders and regulations applicable to CONSULTANT's operations in the performance of Work under this Contract. CONSULTANT shall comply with safety instructions issued by SBCTA and their representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while on the project construction site.

ARTICLE 39. DRUG FREE WORKPLACE

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

ARTICLE 40. ASSIGNMENT

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

ARTICLE 41. AMENDMENTS

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

ARTICLE 42. STATE PREVAILING WAGE RATES

- 42.1 CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the Work.
- 42.2 Any subcontract entered into as a result of this Contract if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

ARTICLE 43. CONTINGENT FEE

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

ARTICLE 44. FORCE MAJEURE

CONSULTANT shall not be in default under this Contract in the event that the Work performed by CONSULTANT is temporarily interrupted or discontinued for any of the following reasons: riots, wars, sabotage, acts of terrorism, civil disturbances, insurrection, explosion, pandemics, quarantines, acts of God, acts of government or governmental restraint, and natural disasters such as floods, earthquakes, landslides, and fires, or other catastrophic events which are beyond the reasonable control of CONSULTANT and which CONSULTANT could not reasonably be expected to have prevented or controlled. "Other catastrophic events" does not include the financial inability of CONSULTANT to perform or failure of CONSULTANT to obtain either any necessary permits or licenses from other governmental agencies or the right to use the facilities of any public utility where such failure is due solely to the acts or omissions of CONSULTANT.

ARTICLE 45. WARRANTY

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

ARTICLE 46. ENTIRE DOCUMENT

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

ARTICLE 47. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

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

ARTICLE 48. NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, due to CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

ARTICLE 49. EFFECTIVE DATE

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

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

IN WITNESS WHEREOF, the Parties hereto have executed this Contract on the day and year written below.

WOOD RODGERS, INC.

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

By: _____
Mark Rayback
President

By: _____
Rick Denison
President, Board of Directors

Date: _____

Date: _____

APPROVED AS TO FORM

By: _____
Justin Rollman
Chief Financial Advisor

By: _____
Iain MacMillan
Assistant General Counsel

Date: _____

CONCURRENCE

By: _____
Alicia J. Bullock
Procurement Manager

ATTACHMENT A - SCOPE OF WORK

RFP No. 25-1003264

State Route 62 from Sage Avenue to Airway Avenue Operational and Channelization Project

The San Bernardino County Transportation Authority ("SBCTA") is seeking professional services for the preparation of Project Initiation Document (PID) and Project Approval/Environmental Document (PA/ED) for the State Route 62 (SR 62) Operational and Channelization Project ("PROJECT") which would provide operational and safety improvements along SR-62, between Sage Avenue and Airway Avenue in the Town of Yucca Valley.

SBCTA Sales Tax Measure I fund will be used to cover the cost of the preparation of the PID and PA/ED phase. Funding for the next phases is currently not finalized, but state and/or federal funds could be utilized. As such, the PID and PA/ED shall comply with applicable state and federal requirements.

The proposed improvements include the following:

- Operational and lane channelization improvements at the following intersections:
 - Sage Avenue
 - Dumosa Avenue
 - SR-62 (Old Woman Springs Road)
 - Airway Avenue
- New traffic signal at Barberry Avenue.
- Signal interconnection from Sage Avenue to Warren Vista Avenue.
- New Right-of-Way including utility relocation.
- Landscaping replacement.

These improvements would accommodate current and future traffic demands, relieve congestion, and will be consistent with the Regional Transportation Plan. The proposed improvements would upgrade safety features.

I. APPLICABLE STANDARDS

All support documents shall be prepared in accordance with current SBCTA and Caltrans regulations, policies, procedures, manuals, and standards where applicable. CONSULTANT shall obtain, at its expense, all applicable Manuals and Standard Plans.

II. GENERAL DESCRIPTION OF REQUIRED SERVICES

- A. Required services listed below do not supersede the requirements established in the Contract.
- B. CONSULTANT Services include the studies, reports, drawings, plans, specifications, estimates, and special provisions necessary to complete the PID and PA/ED for the Project.
- C. The deliverables list for the PID and PA/ED phase will be refined during the initial planning and scoping Project Development Team (PDT) meeting. Not all deliverables listed in this attachment may be required.
- D. CONSULTANT shall develop and maintain a Project schedule. The Project schedule shall be presented monthly to the PDT meeting. A deliverables matrix shall accompany the schedule. The deliverables matrix shall highlight the status of the documents in the review process.
- E. CONSULTANT shall employ appropriate quality control and quality assurance procedures for every deliverable.
- F. CONSULTANT shall identify potential risks and uncertainties related to the delivery and construction of the Project. Risks that may be encountered include, but are not limited to, soil conditions, constructability, factors of safety, impacts to adjacent properties, public safety, and environmental considerations. If at any time during the performance of this Scope of Services, CONSULTANT observes, encounters, or identifies any circumstance that could pose potential risk, CONSULTANT shall notify SBCTA immediately.
- G. Prime contract terms and conditions shall be incorporated into the subcontract agreements.
- H. The Task and WBS Structure used for pricing, cost reporting and schedule preparation shall be consistent with the Caltrans Workplan Standards Guide for Delivery of Capital Projects. Project Management activities shall be performed in accordance with the Caltrans' Workplan Standards Guide for Delivery of Capital Projects.
- I. CONSULTANT shall prepare and submit monthly invoices and project controls reports. Invoices shall follow SBCTA templates and shall contain all required information including project percent complete and earned value. CONSULTANT shall manage the contract budget and shall provide a monthly report including Earned Value and Estimate at Completion.
- J. The final engineering technical reports must bear the signature, stamp or seal, registration number, and registration certificate expiration date of the registered civil engineer most directly in responsible charge or other registered or certified professional working on the report as specified in Section 9 of the Project Development Procedures Manual.

III. ASSUMPTIONS

- A. The Consultant will develop and evaluate one-build and one no-build alternative to address the deficiencies of the Project study area, including the benefits and impacts of the proposed improvements for each alternative.
- B. There may be up to four meetings per month (including conference calls) during the duration of this contract, including one mandatory monthly PDT meeting.
- C. CONSULTANT will coordinate with SBCTA and Caltrans prior to distribution of all deliverables to determine the points of contact, number of hardcopies and format of electronic files.
- D. Assume one SBCTA peer review and two Caltrans reviews for each major deliverable and a workshop for comment resolution, if required.
- E. The National Environmental Policy Act (NEPA) Environmental Document is assumed to have a Categorical Exclusion (CE).
- F. The California Environmental Quality Act (CEQA) Environmental Document is assumed to be CEQA Initial Study and Mitigated Negative Declaration (MND).
- G. Assume lead and asbestos testing of the soils, structures and paint is required.
- H. Assume that all proposed improvements will be maintained within State right-of-way.
- I. Assume a Design Standard Decision Document (DSDD) will be prepared during the PA/ED phase and only a discussion of non-standard features is required during the PID phase.
- J. Assume District 8 level Geometric Approval Drawings (GADs) will be required during the PA/ED Phase.

IV. SCOPE OF SERVICES

CONSULTANT will prepare a PSR-PDS and PA/ED in accordance with CALTRANS Guidelines and Procedures, California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). The purpose of the PSR-PDS is to scope the PA/ED phase relative to CEQA/NEPA and program the project for funding relative to construction and capital supports costs for Project. All deliverables will be provided electronically for SBCTA and CALTRANS project records.

CONSULTANT shall prepare and submit a Cost Proposal and Project Schedule. The selected firm shall use the latest SBCTA Work Breakdown Structure (WBS), which follows the Caltrans Workplan Standards Guide for Delivery of Capital Projects, and cost and schedule templates for the preparation of the cost proposal and schedule.

1.100.15 PROJECT MANAGEMENT

1.100.15 Project Management

CONSULTANT shall furnish a Project Manager to coordinate all CONSULTANT operations with SBCTA, including but not limited to, tracking progress of the work and administering subcontracts. CONSULTANT Project Manager shall provide overall project management, coordination, and supervision of project staff to facilitate the performance of the work in accordance with standards and requirements of the SBCTA and other applicable standards and requirements. CONSULTANT Project Manager shall prepare and submit monthly project progress reports to SBCTA Project Manager.

Deliverables:

Monthly Progress Reports1.100.15-1 Coordination and Meetings

CONSULTANT will be responsible for overall project management, liaison with Caltrans and other affected agencies, and progress monitoring and maintenance of PROJECT files.

CONSULTANT will supervise, coordinate, monitor and review project for conformance with Caltrans and County standards, policies, and procedures. CONSULTANT will develop a project schedule for delivery of major milestones of the PSR-PDS, PA/ED (Begin Environmental, Circulate ED, and PA/ED), Design and Construction. An 18-month schedule is anticipated for scoping purposes. CONSULTANT will attend a kick-off meeting, lead monthly Project Development Team (PDT) meetings, coordinate with sub-consultants as needed, coordinate with the Caltrans, utility companies, and all other pertinent stakeholders as needed. CONSULTANT Project Manager will be responsible for preparation of agendas and meeting minutes, communication and distribution of project records and information, and responses to all internal requests for information about the project.

Deliverables:

- *Monthly (18) PDT Meetings Notices, Agendas, Handouts/Exhibits, and Minutes*
- *Two (2) Stakeholder Meetings and Presentations*
- *Project Baseline Schedule*
- *Deliverables Matrix*
- *Monthly Progress Reports and Invoices*

1.100.15-2 Administration

CONSULTANT Project Manager shall prepare and update the Project schedule on a monthly basis or as needed. Project schedule shall be logical, complete, and shall consider SBCTA peer reviews.

CONSULTANT Project Manager shall provide regular reporting on the project status, including, but not limited to, schedule, contract budget, general progress on project tasks, and project issues and concerns.

CONSULTANT Project Manager shall maintain project files using the Caltrans Uniform System in electronic format.

CONSULTANT Project Manager will prepare and implement a Quality Management Plan (QMP). CONSULTANT will prepare a responsibilities matrix outlining responsibilities of independent Quality Control on respective tasks within this scope of work herein. Refer to Chapter 5, Article 9 of the PDPM Appendix S for general guidance on the Quality Management Plan. The CONSULTANT will be responsible for incorporating SBCTA's Quality Assurance Plan and confirming that all the processes and procedures are met and incorporated into the CONSULTANT'S Quality Management Plan.

Deliverables:

- *Project Schedule Updates with accompanying narrative to explain changes in milestone dates*
- *Project Master Files*
- *QA/QC Plan and Risk Management Plan*
- *Project Management Plan/Communication Plan*

1.100.15-3 Risk Assessment

CONSULTANT will prepare the Risk Register in accordance with PDPM Appendix S. Since the reduced amount of data that is required for the PSR-PDS transfers risks to future phases and it is important to identify the risk, define the probability, define the severity, identify who or what the risk will impact, and identify the ownership of the risk. CONSULTANT will coordinate with the SBCTA, Caltrans, and project team members to jointly identify, assess, quantify, prepare a response to, monitor, and control capital project risks within the Risk Register. Potential risks will be evaluated and discussed by the PDT, and ownership of the risks will be identified. CONSULTANT will summarize project risks in the PSR-PDS and PA/ED.

Deliverables:

- *Risk Assessment Matrix*
- *Summary of Risks in PSR-PDS and PA/ED*

2-150 DEVELOP PROJECT INITIATION DOCUMENT (PID)

CONSULTANT will prepare a draft, final and signature ready document for each deliverable listed in PID Phase. It is assumed that SBCTA reviews are in advance of the CALTRANS reviews.

2-150.05 Transportation Problem Definition and Needs Assessment

CONSULTANT shall analyze the available information and department policies and directives to identify resolve the project's need and purpose and general scope. In the case of a highway project this would include determining the existing and future transportation needs to include but not limited to: Vehicle Miles Travelled (VMT), Level of Service (LOS) for evaluation of build to no build scenario, a corridor analysis to determine deliverable volumes, multimodal opportunities, determining the general perimeters such as the required number of lanes, and analyzing traffic accident history. Information regarding future climate change projections and transportation resilience to climate stressors should be considered in conjunction with project scope development.

Deliverables:

- *Purpose and Need Statement*

2-150.05.05 Review of Existing Caltrans Policies, Reports, Studies

CONSULTANT will be responsible for obtaining all available existing reports, studies, and other information for the PROJECT. CONSULTANT will review all provided information and obtain any other available and necessary information for preparation of PSR-PDS.

CONSULTANT will obtain as-builts, utility information (conducted via Dig Alert search), Transportation Concept Report/Route Concept Report (TCR/RCR), Corridor System Management Plan (CSMP), Regional Transportation Plan (RTP), Congestion Management Program (CMP), 10-Year SHOPP, the State Implementation Plan, County of San Bernardino General Plan, City General Plan, local development plans, other reports.

Deliverables:

- *Photographs, Exhibits, Inventory List of related studies, mapping, reports, and as-built plans*

2-150.05.15 Utility Search

CONSULTANT will review existing plans/as-builts/record drawing and field review the project area.

Deliverables:

- *Utility Portion of the Right of Way Data Sheet*

2-150.05.25 Traffic Forecasts/Modeling

Per the PSR-PDS guidelines the Traffic Engineering Performance Assessment (TEPA) will be limited to an assessment of readily available information. The TEPA will be based on information obtained from the Regional Model Data.

Data collected and found in various reports are representative of Project conditions and considered the most comprehensive available data for use in the PSR-PDS. Other additional and available data will be referenced if needed.

Analysis Scenario

- o Existing Conditions (2025)
- o Opening Year (2032)
- o Design Year (2055) Conditions – No-Build Alternative
- o Design Year (2055) Conditions – Build Alternative

Intersections

- o Sage Avenue
- o Barberry Avenue (New Signal Location)
- o Dumosa Avenue
- o Old Woman Spring Road
- o Airway Avenue
- o Warren Vista Drive

Deliverables:

- *Traffic Forecast Volumes*
- *Level of Service*
- *Induced Travel Demand Analysis*

2-150.05.30 Survey and Maps for PID (Optional Task)

CONSULTANT will prepare aerial topographic mapping and utilize available GIS right of way mapping. New aerial mapping, surveys, topographic mapping, or right of way mapping for the PROJECT will be required for this phase of the work. CONSULTANT will obtain CALTRANS Encroachment Permit for general field and non-ground disturbing activities to obtain information for the project, such as field photography, traffic data, etc.

Deliverables:

- *Topographic Mapping*

2-150.05.35 Transportation Problem Definition and Site Assessment

CONSULTANT will establish the PROJECT need and purpose, including CAPTI elements, identification of logical termini and independent utility, in accordance with CALTRANS guidelines in the PDPM and Environmental Documentation requirements.

The analysis will summarize the information on capacity and operational deficiencies, congestion levels, future traffic levels of service (LOS), queuing analysis, potential for auxiliary lanes, and accident data provided by CALTRANS and PROJECT scoping. CONSULTANT will complete the Scoping Tools including the Transportation Planning Scoping Information Sheet (TPSIS attachment) and Design Scoping Index as outlined in Section 5, Article 2 and 4 of the PSR-PDS guidelines (Appendix S) within the Project Development Procedures Manual (PDPM).

Deliverables:

- *Problem Definition*
- *Transportation Planning Scoping Information Sheet (attachment to PSR-PDS)*
- *Design Scoping Index*
- *Project Determination Letter*

2-150.10.45 As-Built Centerline and Existing Right of Way

CONSULTANT will review the existing data and preliminary surveys as necessary, to locate existing facility centerline and right of way lines. Locate existing record information such as plans, As-builts, survey files and mapping, etc. It is assumed that no field surveys will be necessary to locate right of way and centerline.

Deliverables:

- *A Design Software Project File and/or CADD Drawing File Containing Preliminary Centerline and/or Right of Way Line Locations Based on Record Data and Field Surveys.*

2-150.10.50 Transportation Climate Risk/Adaptation Evaluation

If necessary, CONSULTANT shall identify potential risks to multimodal transportation network due to future climate hazards for incorporation in the project needs evaluation/identification.

Deliverables:

- *Identification and inclusion of the potential risk from climate stressors to include, but not limited to: Sea Level Rise, erosion, change in precipitation, flooding, extreme heat, and wildfires.*

2-150.15 Initial Alternatives Development and Concept Alternative Development

CONSULTANT, in coordination with SBCTA and Caltrans, will identify up to two (2) alternatives for the PSR-PDS. The two (2) alternatives will be agreed upon through a concept screening process. The concept screening process will consist of comparing up to five (5) concepts through various criteria that will be developed and coordinated with CALTRANS and SBCTA. One (1) concept screening workshop will be held to determine the alternatives that will be considered in the PSR-PDS and future phases. Each

alternative studied will go through a constructability review to determine feasibility.

CONSULTANT will prepare layout schematics in strip map format consistent with a Geometric Approval Drawing (GAD). The format will be the backbone for future GAD. The layout schematics will illustrate proposed lane configurations and include ramp, shoulders, and right of way for each alternative. Right of way requirements, retaining wall and potential sound wall locations may be shown (if applicable).

Deliverables:

- *Concept Screening Matrix with up to two (2) concepts*
- *One (1) concept screening workshop*
- *Layout schematic and typical section sheet (8 total) for the two (2) recommended alternatives.*

2-150.10.05 Public/Local Agency Input

CONSULTANT shall use available information as collected from other involved agencies to prepare a compatible design with existing and future conditions. Involved agencies include, but will not necessarily be limited to the following:

- California Department of Transportation (CALTRANS)
- San Bernardino County Transportation Authority (SBCTA)
- United States Fish and Wildlife Service (if necessary)
- California Department of Fish and Wildlife (if necessary)
- San Bernardino County Transportation Department & Flood Control District
- Town of Yucca Valley

2-150.10-01 Perform Public and Community Outreach

The CONSULTANT will support SBCTA's Public Outreach Consultant for the execution of an abbreviated but strategic public outreach program at established venues/sessions by the SBCTA to explain the proposed project, understand community/business concerns, offer opportunities for community feedback and two-way dialogue, and discuss the purpose and need for the project at either a local council or board meeting. CONSULTANT personnel will be available to provide technical details for the SBCTA Public Outreach Consultant in their delivery of materials designed to be bi-lingual and "user friendly" to confirm that the public understands the Project Initiation Document (PID) phase and how to provide valuable input to the delivery team.

CONSULTANT personnel will be available to assist the SBCTA's Public Outreach Consultant in the development of clear and concise project information, produced through an equity lens, and distributed at meetings, through mailings, and electronically through email, web, and social media as necessary.

CONSULTANT personnel will be available to assist SBCTA's Public Outreach Consultant to facilitate developing an online Fact Sheet in English and Spanish for the SBCTA website. The English/Spanish Fact Sheet will be prepared in close collaboration with the technical team. The information produced will be provided to SBCTA staff to be uploaded on the existing SBCTA hosted website for additional ongoing public access during the project's planning phase.

The informational materials will explain and illustrate the potential conceptual design alternatives to be studied further in PA/ED, the purpose and need, anticipated project delivery timeline, potential funding sources, and ways to obtain more information and provide feedback on the proposed project.

CONSULTANT personnel will assist SBCTA's Public Outreach Consultant to produce a brief presentation for stakeholder meetings and as visuals for use at the public outreach workshop. It is expected that any public outreach sessions will occur either online or at a SBCTA provided facility, at SBCTA's discretion.

Deliverables:

- *Attendance and participation at one (1) Public Outreach Webinar or Meeting*
- *Availability to assist SBCTA's Public Outreach Consultant with any and all Project-related communications*
- *Provide technical assistance needed by SBCTA's Public Outreach Consultant to support inquiries from the public"*

Task 2-150.15 Alternative Analysis

CONSULTANT is required to develop the necessary scope and cost of each alternative to be presented in the PID. Costs developed in this activity will be used for programming purposes; consequently, the analysis should be of sufficient detail to identify all potential costs. Also included in this activity are tasks required to assess the adequacy of the alternatives to meet the project's need and purpose. CONSULTANT will perform Alternatives Development Workshops that include key functional group leaders and PDT decision makers. There will be three workshops that will serve as a Value Analysis study. The first workshop will generate evaluation criteria that are scored against one another to determine weight. Approximately 2-3 weeks after Workshop 1 will be Workshop 2 that presents draft alternatives for the team to comment and refine. Workshop 3 will have refined alternatives that the team then scores against the criteria developed in Workshop

Deliverables

- *Establish Project Scope, Cost, and Feasibility for Presentation in the PID.*
- *Review and Presumably Prepare a List of Issues*
- *Alternatives Development Workshops*
- *Alternative scoring matrix*

2-150.15.05 Right of Way Data Sheet

CONSULTANT will summarize the anticipated right of way, and utilities impacts for the build alternatives within the PSR-PDS using the Conceptual Cost Estimate Request/Right of Way Component in accordance with Section 5, Article 7 of the PSR-PDS guidelines (Appendix S) within the PDPM.

CONSULTANT will utilize available GIS preliminary mapping showing the property boundaries and right of way requirements to estimate the number, area, and magnitude of parcels required for acquisition and the likely number of easements needed. CONSULTANT will identify existing utilities and potential relocation activities using existing, available information (e.g., permit search, as-built drawings, field review). CONSULTANT will prepare “Conceptual Cost Estimate – Right- of-Way Component” to develop an order of magnitude cost estimate and to identify additional studies that may be needed during PA/ED. CONSULTANT will coordinate with the San Bernardino County Assessor records to assess per square foot unit costs and associated right of way costs relative to impacts to adjacent properties. The square foot unit costs will be developed in coordination with San Bernardino County Assessor records and comparable properties within the vicinity of the project.

Deliverables:

- *Preliminary Right of Way Requirement Exhibits for the build alternatives*
- *Utility Assessment (not a formal CALTRANS deliverable)*
- *Conceptual Cost Estimate – Right-of -Way Component*
- *Right of Way Data Sheet*

2-150.15.20 Preliminary Geotechnical Assessment and Life Cycle Cost Analysis

Using available Geotechnical information, the CONSULTANT will assess the existing data in the area. CONSULTANT will prepare a Life Cycle Cost Analysis (LCCA) for the PID phase of the proposed project. A Preliminary Materials Report (PMR) is not anticipated to be required for the PID phase of work and excluded from the scope of work at the PID Phase. The LCCA will be divided into three different pavement scenarios:

- o Pavement Scenario 1 – worst case ramp 20/40-year Flexible & Rigid
- o Pavement Scenario 2– worst case Local Interchange Roads 20/40-year Flexible & Rigid
- o Pavement Scenario 3– worst case truck lane 20/40-year Flexible & Rigid

Caltrans PDPM requires District Preliminary Geotechnical Report (DPGR) at PID phase. The DPGR provides preliminary recommendations to Civil Designers in Design and Planning and is used to develop the Project Study Report (PSR). CONSULTANT will review existing geotechnical maps and reports to prepare DPGR. CONSULTANT will review existing geotechnical maps and reports in order to develop preliminary pavement sections based on highly simplified pavement assumptions. It is assumed that CALTRANS Mechanistic-Empirical calculations will not be required for this preliminary

planning phase. CONSULTANT will also perform geotechnical analysis of the collected data and develop LCCA calculations and prepare a preliminary LCCA report presenting findings and preliminary pavement recommendations for the proposed improvements.

Deliverables:

- *District Preliminary Geotechnical Report*
- *LCCA Assessment*

2-150.15.35 Multimodal/Complete Streets Review

CONSULTANT should address temporary construction and permanent impacts as well as possible improvements to:

- Pedestrian facilities
- Bicycle facilities
- Transit facilities
- Park and Rides
- Equestrian Facilities

Deliverables:

- *Engineering Planning Data Supporting or Rejecting Various Multimodal Proposals for the PID.*
- *Multi-Modal/Complete Streets Decision Document, if required*

2-150.15.40 Preliminary Drainage Assessment

Freeway, County, and/or City existing drainage systems and master planned drainage facilities will be reviewed and the impacts of the proposed build alternatives on these facilities will be assessed. Necessary replacements and/or improvements including incorporation of Water Quality Best Management practices will be reflected in the cost estimates. Detailed hydraulic/hydrologic calculations are outside the scope of this scope of work. CONSULTANT will identify permits for design, construction, and operations of drainage facilities.

Deliverables:

- *Preliminary Drainage Assessment (not a formal CALTRANS deliverable)*
- *Preliminary cost estimates to affected major drainage facilities*

2-150.15.45 Traffic Capacity Analysis

CONSULTANT will evaluate the project in accordance with CALTRANS Intersection Safety and Operational Process (ISOAP) procedures. CONSULTANT will evaluate intersection variations based on the CALTRANS ISOAP Guide. CONSULTANT will

document evaluation using the ISOAP procedures to identify the preferred intersection design for the build alternatives within the PSR-PDS.

Deliverables:

- *Traffic Capacity Analysis*
- *Intersection Safety and Operational Analysis Process Forms*
- *Sidra and Highway Safety Manual Analysis*

2-150.15.50 Traffic Engineering Performance Assessment

CONSULTANT will utilize available transportation reports for the corridor, performance monitoring systems, local agency transportation studies to complete the Traffic Engineering Performance Assessment (TEPA) as required within Section 5, Article 5 of the PSR-PDS guidelines (Appendix S) within the PDPM. CONSULTANT will estimate the scope and magnitude of the Traffic Engineering studies (i.e., Travel Forecasting; Traffic Analysis; Infrastructure Evaluation; Warrant Analysis; and Safety Review) that need to be performed during the subsequent PA/ED phase. To meet the purpose of the PSR-PDS, it is intended that the preliminary traffic engineering studies should be limited to an assessment of readily available information and data, and macro-level analysis and evaluation. This effort will produce preliminary traffic engineering findings and estimates to inform and advise the PDT on:

- o The potential scope of work and features (especially the traffic "elements" referenced above)
- o Potential performance benefits and deficiencies
- o The scope and magnitude of traffic engineering work (traffic forecasting, modeling, analysis, and evaluation) to be performed during the PA/ED phase

CONSULTANT will identify the traffic forecasting and traffic engineering studies needed to analyze, evaluate, and more accurately predict or estimate operational and safety performance of the proposed improvements during the future PA/ED phase. Future studies may require new data collection and forecasting.

CONSULTANT will perform a macro-level analysis at the study intersections and locations using Synchro software and HCM methodology, if necessary. Microsimulation is not assumed under this task. Traffic analysis will be conducted under existing conditions, opening year, design year (2055) no-build conditions, and design year (2055) with build alternative conditions. The analysis will present delay and level of service at each study intersection, if necessary, and freeway mainline. The analysis will be used to determine build alternative for the PSR-PDS. Detailed analysis (FREQ, CORSIM, VISSIM, etc.) will not be performed as part of this scope of work. CONSULTANT will summarize the assessment and key findings and estimates and incorporated into the PSR-PDS document.

Deliverables:

- *Traffic Engineering Performance Assessment*
- *Preliminary traffic assessment of build alternatives*
- *Summary of traffic engineering studies and scope for PSR-PDS*

2-150.15.50A10 Vehicle Miles of Travel Decision Document (VMTDD) (If required)

CONSULTANT will prepare the VMTDD that is now required as part of the PSR/PDS phase of the project. CONSULTANT will include preliminary forecasting to assist in estimating VMT and coordination with the project team to derive information needed for the document. CONSULTANT to prepare information for, coordinate on, and respond to comments.

Deliverables:

- *VMT Decision Document*
- *Preliminary VMT determination and mitigation options for inclusion in the Risk Register, if necessary*

2-150.15.55 Construction Estimates

CONSULTANT will prepare a "Capital Outlay Project Estimate" in accordance with Section 4 of the PSR-PDS guidelines (Appendix S) within the PDPM. The cost estimate will be in the format of Appendix AA of the PDPM to support the PSR-PDS. A cost estimate will be prepared for build alternatives within the PSR-PDS. For the PSR-PDS capital cost estimates, an order of magnitude cost estimate will be prepared. CALTRANS will prepare the "Capital Outlay Support Estimate" to identify level of staff support for PA/ED.

Deliverables:

- *Capital Outlay Project Estimates for the build alternative(s)*

2-150.15.65 Climate Change Analysis (Greenhouse Emission Estimates and Reduction Strategies and Climate Change Adaptation/Resilience)

If necessary, CONSULTANT will consider and document methods to reduce GHS and incorporate considerations of future climate conditions. Activities under this task should include evaluation of proposed project potential GHG emissions contribution and methods of reduction, evaluation or potential risk to the transportation system due to project climate stressors, and identification of the potential need for Nature based Solutions/Alternatives for consideration to address potential risk.

Deliverables:

- *Risk evaluation of potential climate stressors to impact transportation system and associated resources.*

- *Identification of potential sources of GHG emissions and strategies for reduction.*

2-150.20 Preliminary Environmental Analysis (PEAR)

2-150.20.60 PEAR Preparation

CONSULTANT will prepare a draft and final Preliminary Environmental Analysis Report (PEAR), per CALTRANS Standard Environmental Reference Guidelines and the PEAR Handbook.

CALTRANS guidelines for the PEAR will follow the guidance available as of contract date. The PEAR will identify the anticipated Environmental Document, anticipated impacts, the future technical studies, and anticipated mitigations. The PEAR will also estimate the scope, schedule and preliminary costs associated with completing environmental compliance. The information contained in the PEAR will serve as a foundation to begin studies for the PA/ED phase.

In addition, cumulative impacts and context sensitive solutions will be summarized in the Technical Summaries section of the PEAR but will not have a separate technical memorandum prepared.

The PEAR will also include:

- o Purpose and Need Statement
- o A discussion of environmental resources and a description of the potential PROJECT issues or impacts, which could delay the PROJECT or affect any PROJECT alternative.
- o Description of studies that are needed to complete an environmental evaluation (noting as necessary any seasonal constraints for these studies).
- o A recommended environmental determination/documentation and a tentative schedule for its completion.
- o Required or anticipated permits or approvals.
- o The level of detail included in the PEAR for each topic area will be commensurate with the potential for impacts to that resource to occur. The PEAR will be prepared using existing, readily available, information and a windshield survey. No primary information is assumed to be developed during the PID phase. In addition, no surveys are assumed or included, and no cultural resources or paleontology record searches are assumed to be conducted (these would occur during PA/ED). No technical studies, reports, or memoranda related to environmental resources will be prepared; these detailed evaluations and primary source types of documentation are prepared during the Project Approval and Environmental Document (PA/ED) phase of the project.

Deliverables:

- *Initial Noise, Scenic Resource, Biology, Cultural, Air Quality, Water Quality, Floodplain, Paleontology Assessments (not formal CALTRANS deliverables)*

- *Initial Site Assessment Checklist*
- *Draft and Final PEAR*

2-150.25 PSR-PDS and Storm Water Data Report (SWDR)-PID

2-150.25.05 Draft PSR-PDS

CONSULTANT will prepare a Draft PSR-PDS Report to document the geometric assumptions, initial studies, methodology, alternatives, findings, FHWA coordination and involvement, anticipated design exceptions with general PROJECT strategy of how to address within PA/ED phase (no fact sheets anticipated), stakeholder meetings and involvement and results in accordance with the requirements outlined as outlined within PDPM Appendix S.

Deliverables:

- *Draft PSR-PDS (including Preliminary Geometric Drawings for build alternatives)*
- *TMP Data Sheets*

2-150.25.10 Documentation and Exceptions to Design Standards

Fact Sheets for exceptions to advisory and mandatory Highway Design Manual standards are not required and excluded from this scope of work. CONSULTANT will evaluate the build alternatives using Design Information Bulletin 82-01 "Design Checklist". Deviations from design standards will be identified and described in the PSR-PDS. CONSULTANT will perform a non- standard feature risk assessment to indicate a level of risk for conceptual acceptability of the build alternatives. The design standards risk assessment is a list of design standards that will likely not be met for each alternative and the probability of approval for each proposed non-standard feature. CONSULTANT will attend a Design Exception Risk Assessment meeting with CALTRANS design staff to obtain approval of risk assessment.

Deliverables:

- *List of non-standard features for build alternatives*
- *Design Exception Risk Assessment for approval for non-standard features*

2-150.25.20 Final PSR-PDS

CONSULTANT will prepare the Final PSR-PDS based on any comments received from CALTRANS and schedule a focus meeting on first review comments. Response to comments will be prepared to address all the CALTRANS comments received on the Draft PSR-PDS. The Final PSR-PDS will establish the scope, schedule, and estimated costs of the alternative concepts to the PROJECT. The document will also include a tabulation of estimated project support costs and capital costs by project phase and fiscal year. CONSULTANT will coordinate and obtain final approvals of the PSR-PDS. CONSULTANT will update the FTIP and coordinate with SBCTA on the project description, funding, and schedule.

Deliverables:

- *Approved Final PSR-PDS*
- *Cost Estimates for Alternatives*
- *Updated FTIP Description*

2-150.25.25 Storm Water Data Report-PID

CONSULTANT will prepare stormwater documentation in accordance with Section 5, Article 3 of the PSR-PDS guidelines (Appendix S) within PDPM. Since the main purpose of the PSR-PDS is only to estimate the resources needed to complete PA/ED, the expected level of stormwater information for a PSR-PDS is much less than a regular Project Study Report or Project Report. The PSR-PDS evaluation will mainly focus on determining if there will be any significant impacts to the build alternatives, right-of-way needs, or PROJECT costs due to the need to incorporate treatment Best Management Practices (BMPs) for compliance with stormwater requirements.

Deliverables:

- *Draft and Final Storm Water Data Report-PID*

3-160 PERFORM PRELIMINARY ENGINEERING & DRAFT PROJECT REPORT**3-160.05 Review Updated Project Information**

CONSULTANT shall request, collect, assemble, and review pertinent project information, including, but are not limited to, prior Project Reports and Engineering Technical Reports, Environmental Documents and Environmental Technical Reports, CAD files and drawings, and relevant correspondence. CONSULTANT shall incorporate the collected materials and information into the Project Master File.

Deliverables:

- *Project Records Files*

3-.160.10 Engineering Studies

CONSULTANT shall perform necessary Engineering Studies and preliminary design work required for the preparation of a Project Report, development and refinement of viable Project Build Alternatives, selection of the preferred alternative, and initiation of final design efforts. All engineering studies and reports prepared shall meet Caltrans requirements according to the Highway Design Manual, Project Development Procedures Manual, and other pertinent Caltrans guidance. CONSULTANT will be responsible for obtaining right of entry permits required for field work from Caltrans and private properties willing to grant entry, SBCTA will assist in obtaining ROW entry permits when necessary.

3-160.10-05 Refine Project Alternative

CONSULTANT shall evaluate project alternatives and variations and develop refinements to improve conformance to standards, minimize impacts to Right of Way, and improve constructability.

3-160.10.10 Traffic Studies

CONSULTANT shall collect and analyze relevant travel-demand and travel forecast data to generate traffic forecasts to be used in the traffic operational analysis. If appropriate, CONSULTANT shall perform supplemental traffic forecasting and modeling. Future traffic projections should include data for intersections, highway mainline, and interchange ramps. Utilizing traffic forecasts, CONSULTANT shall perform a traffic capacity/operational analysis for each build alternative. The traffic operational analysis criteria to be used shall include, but not be limited to, levels of service, vehicle miles travelled, vehicle hours travelled, average speeds, and delay. The traffic operational analysis shall consider traffic control measures such as ramp metering and intelligent transportation systems. CONSULTANT shall prepare a traffic report that includes traffic information and analysis for current year, opening year, and a design horizon year.

Deliverables:

- *Traffic Studies*
 - o *Draft/Final Traffic Forecasting and Analysis Assumptions and Methodologies Memorandum*
 - o *Draft/Final Traffic Volumes Report*
 - o *Draft/Final Traffic Operations Analysis Report*

3-160.10.15 Geometric Plans for Project Alternative

CONSULTANT shall prepare Geometric Plans for Project Build Alternative. This includes horizontal and vertical alignments, cross sections, typical sections, utility plans, and construction staging/detours plans.

Deliverables:

- *Geometric Plans for Project Build Alternative.*

3-160.10.20 Value Analysis Report

CONSULTANT shall summarize the Value Analysis efforts from the Alternative Development Workshops in the the PID phase into a Value Analysis Report. It is assumed that a formal VA will not be required for this project.

Deliverables:

- *Value Analysis Report*

3-160.10.25 Hydraulics/Hydrology Studies

CONSULTANT shall perform Hydraulics/Hydrology studies to analyze on-site and off-site storm water flows for each of the project build alternatives. CONSULTANT shall identify requirements for hydraulic and storm water treatment design features as part of this task. Results of this study shall be considered and utilized in the project preliminary design.

Deliverables:

- *Preliminary Drainage Report (Hydrology Report)*
- *Storm Water Data Report-PA/ED*

3-160.40 Right of Way (ROW) Data Sheets

CONSULTANT shall assess project ROW requirements by obtaining ROW information and preparing ROW data sheets for each build alternative. This task shall include preliminary utility location work which includes, but not limited to, review of utility as-build plans and performing utility record searches. Results of this assessment will be used as basis for estimating ROW costs.

Deliverables:

- *ROW Data Sheets*

3-160.10.45 Utility Locations Determined for Preliminary Engineering

CONSULTANT shall perform all activities needed for Utility Locations Determined for Preliminary Engineering per Caltrans ROW manual and other requirements.

Deliverables:

- *Utility Relocation Estimate*
- *Utility correspondence*

3-160.10.55 Multi-Modal Study (If required)

CONSULTANT shall perform a Multi-modal Study. This review should address temporary construction and permanent impacts as well as possible improvements to Pedestrian, Bicycle, and Transit facilities.

CONSULTANT shall also perform a Smart Corridor Study and recommend Smart Corridor elements and technology to be considered during final design. Smart Corridor elements can include, but are not limited to Active Traffic Management Systems, Transit Integration, and Safety Enhancements for pedestrians and non-motorized users. CONSULTANT shall ensure that the project is consistent with SBCTA's Smart Corridor plan and policies.

Deliverables:

- *Draft / Final Multi-Modal Study*
- *Draft / Final Smart Corridor Study*

3-160.10.80 Geotechnical Studies

CONSULTANT shall prepare a Preliminary Geotechnical Design Report (PGDR), and Preliminary Materials Report (PMR). The PGDR will include topography, geology and identification of potential geologic hazards, liquefaction potential and general mitigation measures with respect to geologic and seismic hazards for input to the environmental document. The evaluation will be based on a review of existing subsurface data and will not include field investigations, borings or laboratory testing. Preliminary Materials Report which shall provide recommendations for pavement structure recommendations, pavement type, proposed pavement design life and corrosion studies if culverts are proposed. Results of this assessment will be used as basis for estimating project construction costs.

Deliverables:

- *Preliminary Geotechnical Design Report*
- *Preliminary Materials Report*

3-160.10.95 Preliminary Transportation Management Plan (TMP)

CONSULTANT shall prepare the Preliminary TMP per the latest Caltrans guidelines and requirements.

Deliverables:

- *Draft and Final TMP*

3-160.15 Draft Project Report

CONSULTANT shall prepare a Draft Project Report following the Caltrans format. The Project Report shall be prepared by or under the supervision of a registered Civil Engineer in the State of California. The consideration of non-standard features will be closely coordinated with the SBCTA Project Manager and designee to confirm acceptability by the SBCTA.

Deliverables:

- *Draft Project Report*

3-160.15.05 Cost Estimates for Alternatives

CONSULTANT shall prepare the Cost Estimates (11-page format) for each alternative for the Draft Project Report per the latest Caltrans guidelines and requirements.

Deliverables:

- *Cost Estimate (11-page format)*

3-160.15.10 Design Standard Decision Document (DSDD)

CONSULTANT shall prepare the DSDD for both mandatory and advisory standards. The report will be prepared per the latest Caltrans guidelines and requirements. It is assumed that there is only one build alternative, so the DSDD can be drafted once the geometrics are defined for the PA/ED phase.

Deliverables:

- *Draft and Final Fact Sheets for Exceptions to Design Standards (Mandatory and Advisory)*

3-160.15.25 Draft Project Report Circulation Review and Approval

CONSULTANT shall circulate the DPR for review and comment. CONSULTANT shall address and incorporate Caltrans and SBCTA comments into the Final Project Report.

Deliverables:

- *Final Project Report*

3-160.15.99 Stage Construction Concept

CONSULTANT shall prepare stage construction concept to be included in the Project Report.

Deliverables:

- *Draft and Final Stage Construction Exhibit*

3-160.45 Geometric Approval Drawings (GADs), Base Maps and Plan Sheets for PA/ED Development

CONSULTANT shall prepare the geometric approval drawings (GADs) for the preferred build alternative. GADs shall include horizontal and vertical alignments, cross sections, and typical sections. Preparation of the GADs shall be performed in close coordination with Caltrans Design staff. CONSULTANT will be responsible for completion and approval of the GADs by Caltrans in a manner where there is sufficient time to proceed with the circulation of the Environmental Document and approval of the Project Report within the project schedule.

Deliverables:

- *Draft / Final GADs*
- *Plans Sheets for PA/ED*

3.165 – ENVIRONMENTAL STUDIES & ENVIRONMENTAL DOCUMENT

3-165.10 General Environmental Studies

CONSULTANT shall perform general environmental studies to support the evaluation of the Project Build Alternatives and, if necessary, to support the environmental determination made under the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) and other applicable environmental laws and regulations. Caltrans will act as the Lead Agency under CEQA and NEPA; the preparation of each environmental technical report shall be performed in consultation with the SBCTA Project Manager or designee. CONSULTANT will be responsible for obtaining any right of entry permits required for field work.

Preparation of all technical analyses and reports will follow local, state, and federal environmental guidelines, primarily consisting of the Caltrans Standard Environmental Reference (SER) website, Caltrans Project Development Procedures Manual, local and state CEQA Guidelines, and FHWA Technical Advisory 6640.81 Guidance on Preparing and Processing Environmental and Section 4(f) Documents. The formats to be used for the technical studies will follow the guidance available on the Caltrans SER website as of the date that those studies are initiated.

For this scope of work, the technical studies for which a specific scope of work has been included have been assumed based on a review of existing project information and a preliminary review of the project site. If additional studies are identified during the environmental phase of the project a scope of work and cost price proposal will be submitted for approval prior to their initiation.

Deliverables:

- *Draft Technical Study (electronically to SBCTA and then to Caltrans)*
- *Revised Draft Technical Study (electronically to SBCTA and Caltrans for concurrent review)*
- *Final Technical Study for approval (electronically to SBCTA and Caltrans for concurrent review and concurrence; assumes no further comments)*

3-165.10.15 Community Impact Analysis Land Use and Growth Studies

If necessary, CONSULTANT shall perform activities related to socioeconomic, land use, and growth impact technical studies for use in the environmental document and prepare a technical report documenting study results.

Deliverables:

- *Community Impact Analysis Report*

3-165.10.20 Visual Impact Assessment and Scenic Resource Evaluation

CONSULTANT shall perform a visual impact analysis and prepare a visual impact analysis report which will be referenced in the environmental document. Discussions and negotiations with external parties as part of this task shall only be performed in consultation with the SBCTA Project Manager or designee.

In accordance with FHWA and the U.S. Department of the Interior guidelines, the visual analysis will be prepared under the direction of a licensed Landscape Architect and based on FHWA's Visual Impact Assessment for Highway Projects. Based on the Visual Impact Assessment (VIA) Questionnaire it is assumed that a Visual Impact Assessment Memorandum (VIAM) would be appropriate. A short VIAM will be prepared following the Caltrans VIAM outline, so no simulations would be required

Deliverables:

- *Draft / Final Visual Impact Analysis Memorandum*

3-165.10.25 Noise Study

If necessary, CONSULTANT shall prepare a Noise Study Report evaluating the noise impacts and potential noise abatement/mitigation measures, if any, associated with the proposed project. Because federal and Caltrans oversight is involved, the report will be prepared in accordance with procedures specified by FHWA in Title 23, Section 772 of the Code of Federal Regulations (CFR) (23 CFR 772) and the Caltrans Traffic Noise Analysis Protocol (Protocol).

Based on a preliminary review of the alignment, noise impacts are not predicted, therefore, a Noise Abatement Decision Report (NADR) will not be required.

Deliverables:

- *Draft / Final Noise Study Report*

3-165.10.30 Air Quality Study

CONSULTANT shall prepare an Air Quality Study Report. The report will provide the following discussion and analyses:

- Regulatory Setting and Existing Conditions.
- Exemption from Regional Conformity.
- Project-Level Conformity
 - o Localized Carbon Monoxide Hot Spot Analysis
 - o Localized PM2.5/PM10 Hot Spot Analysis
- Evaluation of Construction Emissions.
- Evaluation of Operations-Period Mass Emissions.
- Mobile Source Air Toxics.
- Climate Change/Greenhouse Gas Emissions.
- Mitigation Measures.

- Air Quality Conformity Analysis Report and Checklist.

Air quality modeling will be performed using the version of CT-EMFAC available at the time that this scope of work was prepared (July 5, 2025). If a new version of CT-EMFAC is issued then the effort to address any required revisions or modeling based on this new version would be considered out of scope. In addition, CONSULTANT will not be responsible if the Southern California Association of Government's (SCAG) Transportation Conformity Working Group (TCWG) is unable to provide a determination for the project and/or if conformity cannot be demonstrated for the project.

Deliverables:

- Draft / Final Air Quality Study Report
- Draft / Final Air Quality Conformity Analysis Report and Checklist

3-165.10.35 Water Quality Studies

A Scoping Questionnaire for Water Quality Issues (SQWQI) will be prepared for the proposed project using the current SQWQI template available on the Caltrans SER. As required, this will address existing conditions, project description and impacts, and construction (temporary) impacts. It is assumed that the SQWQI will be sufficient, and a full Water Quality Assessment Report will not be required.

Deliverables:

- Draft/Final Scoping Questionnaire for Water Quality Issues (SQWQI)

3-165.10.40 Energy Studies

CONSULTANT will prepare an energy impact memorandum that provides the following discussions and analyses:

- Regulatory Setting and Existing Conditions. Summarize the existing federal, state, and local energy regulatory environment as it affects the proposed project. Using data provided by the California Air Resources Board (ARB), San Bernardino County, and the Southern California Association of Governments (SCAG), the memorandum will characterize the existing energy use in the project area.
- Construction Energy. Energy use from the construction sources will be analyzed based on the equipment used, length of time for a specific construction task, equipment power type (gasoline or diesel engine), horsepower, load factor, and percentage of time in use. In addition, the energy use associated with the haul truck trips and employee commutes will be calculated based on available construction information.
- Operational Energy. Changes in long-term energy consumption will be quantified using project-level VMT and EMFAC2021 emissions factors. If a different version of EMFAC is required to be used for the analysis then this would be considered out of scope.

- Mitigation Measures. Measures to reduce energy consumption during project construction and operations will be identified, if necessary.

.Deliverables:

- *Draft/Final Energy Study Report.*

3-165.10.60 Location Hydraulic and Floodplain Study Report

CONSULTANT will perform all activities related to preparing a Location Hydraulic Study, including structures hydraulics, for use in the environmental document and Draft Project Report and a Flood Plain Study for use in the Environmental Document; prepare a technical report or reports documenting study results.

Deliverables

- *Location Hydraulic Study*
- *Floodplain Study Report*
- *Technical Report Abstract for Use in Environmental Document Text*

3-165.10.65 Paleontology Study

CONSULTANT shall perform a paleontology study to identify and evaluate potential impacts to paleontological resources in the project area.

The following tasks shall be performed to evaluate paleontological resources:

- Document review
- Records search
- Paleontological resource assessment
- Field survey
- Preparation of technical report(s)

Based on preliminary review, a Paleontological Mitigation Plan (PMP) will be required for the proposed project. The PMP will be prepared under the supervision of a qualified Principal Paleontologist and will follow the PMP format as defined on the Caltrans SER.

Deliverables:

- *Draft / Final Combined Paleontological Identification Report (PIR) and Paleontological Evaluation Report (PER)*
- *Draft / Final Paleontological Mitigation Plan (PMP)*

3-165.10.75 Environmental Commitments Record (ECR)

CONSULTANT will prepare the ECR for inclusion as an attachment to the environmental document.

Deliverables

- *Draft and Final ECR (included in environmental document and reviewed as part of that document; no separate submittal is assumed or included)*

3-160.10.80 Hazardous Waste Initial Site Assessment

CONSULTANT shall perform a hazardous waste assessment to identify and evaluate the potential for Recognized Environmental Conditions (REC) that occur in the project area. This task shall include a literature search and review of historic information, interagency coordination with the appropriate agencies, field studies, and preparation of an Initial Site Assessment (ISA) report.

The ISA shall be prepared in general accordance with the Caltrans Initial Site Assessment Guidance Document, dated September 2006. Project specific scoping considerations include evaluations of right-of-way acquisition parcels and construction easements, proper management of any identified waste materials, and construction worker and public exposure to any identified onsite contaminants.

Review of local, state and federal regulatory databases and files in performance of the ISA. Based on these findings, additional information may be obtained from direct contact with regulatory agencies including the City Colton, San Bernardino County, California Regional Water Quality Control Board, California Department of Toxic Substances Control, Caltrans and the United States Environmental Protection Agency.

Deliverables:

- *Draft / Final Initial Site Assessment Report*

3-160.10.85 Hazardous Waste Preliminary Site Investigations

CONSULTANT shall perform an Aerially Deposited Lead (ADL) Survey. A report shall be prepared to transmit the field observations, laboratory data, data evaluation and statistics, and conclusions. The report will include diagrams of sample locations and laboratory results presented in tabular format. CONSULTANT will input the analytical data into a Caltrans format MS Access database and provide an electronic copy to the Client. A professional geologist (PG) will review/sign the investigation report. Hard copies and or an electronic (.pdf file) of the final report will be submitted after the Client provides written draft report review comments.

Deliverables:

- *Draft / Final Aerial Deposited Lead Survey*
-

2-160.10.90 Climate Change Analysis (Greenhouse Emission Estimates and Reduction Strategies and Climate Change Adaptation/Resilience)

CONSULTANT will prepare the Climate Change chapter for inclusion in the CEQA document, consistent with the annotated outline that is available on the Caltrans SER as of the date that this scope of work was prepared (July 5, 2025). This section of the CEQA document will be prepared in advance of the overall draft environmental document so that it can be provided to Caltrans for the necessary reviews by the District and Headquarters.

Deliverables:

- *Draft/Final Climate Change Analysis chapter for inclusion in the CEQA document*

3-165.15 Biological Studies

CONSULTANT shall perform biological studies to assess potential impacts to biological resources in the project area. Biological studies performed shall support the environmental determination made in the Environmental Document and shall be used to demonstrate with all applicable biological related laws, regulations, and requirements, including but not limited to, the Federal Endangered Species Act, California Endangered Species Act, Clean Water Act, and the Department of Fish and Game Code. All biological studies performed and reports prepared shall meet Caltrans requirements according to the SER and other pertinent Caltrans guidance. CONSULTANT will be responsible for obtaining any right of entry permits required for field work.

3.165.15.20 Natural Environment Study/ Minimal Impacts

CONSULTANT shall perform a general biological study to identify biological resources that could be affected by the project. CONSULTANT may conduct informal consultation with appropriate regulatory agencies. Discussions and negotiations with external agencies as part of this task shall only be performed in consultation with the SBCTA Project Manager or designee.

CONSULTANT shall conduct a literature search, perform field surveys, and prepare a Natural Environment Study/Minimal Impacts (NES/MI) report analyzing potential impacts to biological resources. The report will be prepared in accordance with Caltrans SER guidance and will conform to the Caltrans NES/MI annotated outline that is available at the time that this scope of work was prepared (July 5, 2025). A full NES is not assumed or included. The following tasks will be performed during the preparation of the reports:

- Review of Project Information and Applicable Literature
- Field Evaluation for Biological Resource Constraints
- Technical Report Preparation-A draft NES/MI will be developed based on results of the biological surveys and analysis:

CONSULTANT will conduct a literature search, perform a field review, and prepare a Natural Environment Study/Minimal Impacts (NES/MI) report analyzing potential impacts to biological resources. A literature review will be conducted to identify special-status species known or reported from the project area. The literature review will include:

1) Special status species lists from the California Department of Fish and Wildlife (CDFW), U.S. Fish and Wildlife Service (USFWS), and National Marine Fishery Service (NMFS);

2) Database searches of current versions of the California Natural Diversity Database (CNDDDB), the Online Inventory of the California Native Plant Society (CNPS), and USFWS species occurrence data; and

3) Other available biological studies conducted in the vicinity of the project site.

After reviewing relevant literature and database information, the project area will be evaluated with a thorough field review covering all portions relevant to potential biological resource constraints. The project area is assumed to be the project limits of disturbance (LOD) plus 200 feet. Field notes will be compiled including conditions, visible disturbance factors, species, habitats, and general biological resources observed or detected. The project area will be evaluated regarding the presence, absence, or likelihood of occurrence for all special status species and habitats as well as general biological resources potentially posing a constraint to the project through applicable laws and regulations. A draft NES/MI will be developed based on results of the biological survey methods and results.

As part of the field review, Joshua trees will be mapped within 50 feet of the project limits of disturbance. ICF will conduct census survey for all Joshua trees including sprouts within the LOD and 50-foot buffer. The surveys will utilize the CDFW census data sheet and include sub-meter GPS location data, size class, actual size, health characteristics, and general tree information. A photolog containing each tree within the LOD and 50-foot buffer will be completed along with a map figure showing all three locations. The information developed in the survey will inform impacts to Joshua trees within the NES/MI and will be used for PS&E phase permitting, if needed, which is not included in this scope of work. With direction from SBCTA, ICF will request information from CDFW on whether impacted ornamental Joshua trees are protected.

It is assumed that no special status species will have the potential to be present. It is further assumed that no focused species surveys will be required for any species including Crotch's bumble bee, burrowing owl, and special status plants. In addition, it is assume that no Section 7 consultation will be required and that no Incidental take permit (Section 2081) or aquatic permits will be required.

Deliverables:

- *Draft / Final Natural Environment/Minimal Impacts Study Report*

3-165.15.99 Jurisdictional Delineation

If necessary, for Projects that may impact areas under the jurisdiction of the U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board (RWQCB), and CDFW, a formal jurisdictional delineation is required utilizing resource agency standard delineation methods. CONSULTANT will delineate aquatic resources within the study

area utilizing routine on-site methods. A pedestrian-based field survey of the study area will be conducted using sub-meter GPS accuracy to precisely delineate the boundaries of agency jurisdiction. The field delineation will be augmented through aerial photo review and GIS analysis. The study area will include the Project footprint plus a 100-foot buffer. For the delineation, CONSULTANT will utilize procedures and practices in the following publications and agency guidance documents: USACE Wetland Delineation Manual (1987); USACE Regional Supplement to the Wetland Delineation Manual, Arid West Region, Version 2.0 (2008); and USACE and Environmental Protection Agency's (EPA) Clean Water Act Jurisdiction Following the U.S. Supreme Court's Decision in *Rapanos v. United States & Carabell v. United States* guidance document (2007) as well as standard practices to delineate CDFW lake and stream resources and associated riparian vegetation.

The field survey results will be compiled and presented in a Jurisdictional Delineation Report prepared for the Project that will identify and quantify the limits of USACE wetland and non-wetland waters of the U.S., RWQCB wetland and non-wetland waters of the State, CDFW stream features and associated riparian areas, and MSHCP Riparian/Riverine habitats within the study area boundaries, where present. It will also include figures and maps showing the location of potential jurisdictional resources and a photolog that documents site conditions of specific drainage features. The Jurisdictional Delineation Report will not quantify impacts to jurisdiction resources; rather, impacts will be quantified and included within the NES/MI. The purpose of excluding impacts from the Jurisdictional Delineation Report is to avoid revisiting a final JD document should the Project impact footprint change during subsequent design revisions.

Deliverables:

- *Draft / Final Jurisdictional Delineation Report*

3-165.20 Cultural Resources Studies

CONSULTANT shall perform cultural resources studies to assess potential impacts to archaeological and historic resources in the project area. Cultural studies performed shall support the environmental determination made in the Environmental Document. CONSULTANT will be responsible for obtaining any right of entry permits required for field work. A records search will be obtained from the South Central Coastal Information Center, part of the California Historical Resources Information System, which houses San Bernardino County records. The Native American Heritage Commission will be contacted to request a review of its Sacred Lands File. CONSULTANT will coordinate with CALTRANS for consultation with Native American groups and other interested parties. Consultation will be conducted in accordance with appropriate current state and federal regulations; therefore, it is assumed that CALTRANS will conduct the actual consultation with information that is prepared and provided by CONSULTANT.

This scope of work assumes that no archaeological sites will be identified in the Area of Potential Effect (APE) and that no testing and/or evaluation will be required. It is anticipated that an Archaeological Survey Report (Finding of No Archaeological Resources Present) will be prepared and no additional documentation will be required.

Based on a review of the anticipated APE, it is assumed that a Historical Resources Evaluation Report (HRER) will not be needed and no built environment resources will need to be evaluated. If any resources are identified as part of the record search then a scope and fee will be provided for approval prior to conducting this effort.

Following completion and approval of the APE, research, survey, outreach and reporting, a summary document (the Historic Property Survey Report [HPSR]) with attached Archaeological Survey Report (ASR) shall be generated. It is anticipated that the proposed project shall result in an HPSR with a finding of No Historic Properties Affected per Stipulation X.B of the Caltrans Section 106 Programmatic Agreement. It is assumed that no properties eligible for listing on the NRHP or CRHR are present within the project's APE.

Deliverables:

- *Draft / Final Archaeological Survey Report*
- *Draft / Final Area of Potential Effects Map*
- *Native American Consultation Support (consultation to be conducted by CALTRANS)*
- *Draft / Final Historic Property Survey Report*

3-165.25 Draft Environmental Document

3-165.25 Section 4(f)/6(f) Evaluation

If necessary, CONSULTANT will perform all activities related to preparing a Section 4(f)/6(f) property evaluation, as appropriate.

Deliverables

- *Section 4(f)/6(f) property Evaluation*
- *Documentation of Coordination, if appropriate*

3-165.25.A Public Outreach

CONSULTANT shall coordinate with SBCTA Public Outreach consultant but will take the lead in providing the public notice about the project and coordinating public meetings, if necessary. CONSULTANT will prepare the Notice of Availability/Notice of Intent to Adopt a Mitigated Negative Declaration/Notice of Public Hearing (NOA/NOI/NOPH) (English and Spanish versions) for publication by SBCTA in a newspaper(s) of general circulation. CONSULTANT shall provide all Public Outreach collateral materials including notices, handouts, and exhibits. CONSULTANT may serve as initial point of contact for public inquiries and shall be expected to maintain a Public Outreach file, which shall include a project mailing list, correspondence log, and records of public meetings. Public Outreach coordination shall be performed in consultation with the SBCTA Project Manager or designee and the SBCTA Public Affairs Office.

Deliverables:

- *Public Outreach collateral materials/Electronic Media*
- *Public Outreach File*
- *Newspaper notices (ads will be paid directly by SBCTA)*

3-165.25.15 Draft Environmental Document (DED)

CONSULTANT shall consider the scope of the project and results of the environmental technical studies to recommend and obtain direction from Caltrans and SBCTA on the appropriate environmental document to comply with CEQA and NEPA. Based on conceptual design and preliminary information, an Initial Study/Mitigated Negative Declaration (IS/MND) and Categorical Exclusion appears to be appropriate for compliance with CEQA and NEPA and those documents are assumed in this scope of work. If an IS/MND and CE are appropriate, CONSULTANT shall prepare a draft Initial Study with Proposed MND following the CEQA Checklist format. CONSULTANT shall prepare a screen check IS/EA for an initial review. Following concurrence on the screen check IS/MND, CONSULTANT shall prepare a draft IS/MND.

CONSULTANT shall prepare a Notice of Completion (NOC) and Environmental Document Transmittal (EDT) and circulate the IS/MND pursuant to SER and the California Office of Planning and Research, State Clearinghouse (Office of Land Use and Climate Innovation) guidelines. The NOC and EDT, along with the draft IS/MND, will be submitted to the State Clearinghouse via CEQAnet (all submittals to CEQAnet will be made electronically and no hard copies are assumed to be submitted to the State Clearinghouse or are included in this scope of services). CONSULTANT will also post the notice with the San Bernardino County Clerk's office. It is assumed that the County filing fee will not exceed \$50. CONSULTANT shall prepare an Environmental Commitment Record (ECR) and will be responsible for the incorporation of applicable environmental conservation measures into the project final design.

Deliverables:

- Draft IS/MND (1) for SBCTA review and then Caltrans review
- Draft IS/MND (2) for SBCTA review and Caltrans review
- Draft IS/MND (3) for SBCTA review and Caltrans review
- Final draft IS/MND for SBCTA review, and Caltrans concurrence
- Up to five hard copies of draft IS/MND for availability locations and public hearing
- Distribution of draft IS/MND to availability locations (Caltrans, SBCTA and library)
- Filing of the notice with the San Bernardino County Clerk (cost not to exceed \$50)
- Draft and Final Notice of Completion (NOC) and Environmental Document Transmittal (EDT) forms

- Submittal of the NOC and EDT and draft IS/EA to SCH electronically via CEQAnet. Mailing of notices to surrounding owners/occupants, businesses and agencies or other related activities are assumed to be the responsibility of SBCTA as the project sponsor.

3.170 – PERMITS & AGREEMENTS

3.170.05 Determine Required Permits

It is assumed that no aquatic resources permits (Section 404 permit, Section 401 Water Quality Certification, and Section 1602 Streambed Alteration Agreement) will be required for the project and no permitting related meetings will be required. Therefore, none are assumed or included. 3-170.20 Freeway Agreements (if necessary)

If the Freeway Agreement needs to be updated, CONSULTANT should assist with the local agency reviews, coordination with Caltrans, and revision to the map.

Deliverables:

- *Executed Copies of the Freeway Agreement and Map*

3.180 PROJECT REPORT & FINAL ENVIRONMENTAL DOCUMENT (FED)

3-180.05.10 Final Project Report

CONSULTANT shall perform work to incorporate comments received, update the information, and complete the Project Report for final Caltrans approval.

Deliverables:

- *Final Project Report*

3-180.05.15 Storm Water Data Report (SWDR)-PA/ED

CONSULTANT shall update and prepare the SWDR according to the latest Caltrans guidelines and procedures.

Deliverables:

- *Draft / Final SWDR – PA/ED*

3-108.10 Final Environmental Document (FED)

CONSULTANT shall update the DED to identify the rationale for selection of the Preferred Alternative. Subsequent to circulation of the FED, CONSULTANT shall prepare responses to comments received from the public and reviewing agencies. Preparation of the responses shall be conducted in consultation with the SBCTA Project Manager or designee. Responses to comments received shall be processed according to Caltrans guidelines. It is assumed that no comments regarding legal review or requiring new analyses or from lawyers will be received. CONSULTANT shall prepare a Mitigated

Negative Declaration (MND) and Finding of No Significant Impact (FONSI) or Categorical Exclusion (CE) for Caltrans approval.

CONSULTANT will prepare the Notice of Determination (NOD) in compliance with CEQA. It is assumed that CONSULTANT will file the NOD electronically with the State Clearinghouse via CEQAnet. The NOD will also be posted by CONSULTANT with the San Bernardino County Clerk. It is assumed that the County filing fee will not exceed \$50. Along with the NOD a California Department of Fish and Game (CDFG) filing fee will also be filed (assumed not to exceed \$3,000).

Based on the environmental technical studies previously discussed a Categorical Exclusion (CE) will be prepared pursuant to NEPA. CONSULTANT will prepare the CE/CE form (NEPA portion only) in compliance with the latest format identified on Caltrans Standard Environmental Reference website for Caltrans approval. As part of the CE a brief (two to three sentence) summary of the findings of each of the technical studies will be included. No separate environmental document is assumed to be prepared to support the CE and none is included in this scope and cost. The Environmental Commitment Record included in the IS/MND will be attached to the CE that documents environmental commitments for the project. The CONSULTANT will also prepare and submit the NEPA CE Checklist.

All deliverables below are assumed to be electronic, except as noted.

Deliverables:

- *Responses to comments (included in final IS/MND; no separate submittals of the response to comments are assumed)*
- *Draft final IS/MND (1) to SBCTA first and then to Caltrans for review*
- *Draft final IS/MND (2) to SBCTA and Caltrans for review*
- *Final IS/MND to SBCTA and Caltrans for review/concurrence*
- *Draft and Final NOD*
- *Draft and Final NEPA Categorical Exclusion and NEPA Checklist*
- *Filing with San Bernardino County Clerk (filing fee not to exceed \$50)*
- *CDFW filing fee (not to exceed \$3,000)*

EXHIBIT B

COMPENSATION SUMMARY

EXHIBIT "B"**COMPENSATION SUMMARY¹****STATE ROUTE 62 SAGE TO AIRWAY PID AND
PA/ED COMBINED COST SUMMARY**

FIRM	PROJECT TASKS/ROLE	COST
<i>Prime Consultant:</i>		
Wood Rodgers	Prime consultant responsible for project management, leading all engineering studies	\$879,244.14
<i>Sub Consultants:</i>		
ICF Jones & Stokes	Lead Environmental Consultant	\$683,435.77
Fehr and Peers	Traffic Studies	\$215,631.71
Psomas	Surveying and Mapping	\$57,366.74
Earth Mechanics, Inc	Geotechnical Studies	\$47,668.78
Stratus Engineering	ISA and ADL Studies	\$31,774.61
Bargas Environmental	Paleontological Studies	\$16,845.65
Monument	Right of Way Data Sheets	\$17,693.97
Iteris	Smart Corridors	\$28,407.98
Reddy Engineering	Landscape Architecture	\$24,594.53
TOTAL COSTS		\$ 2,002,663.88

¹ Board of Director authorization pertains to total contract award amount. Compensation adjustments between consultants may occur; however, the maximum total compensation authorized may not be exceeded.

General Contract Information

Contract No:	<u>25-1003339</u>	Amendment No.:	<u> </u>
Contract Class:	<u>Payable</u>	Department:	<u>Project Delivery</u>
Vendor No.:	<u>00450</u>	Vendor Name:	<u>California Department of Transportation (Caltrans)</u>
Description:	<u>SR-62 Sage to Airway Ave Cooperative Agreement for the PID phase</u>		
List Any Related Contract Nos.:	<u>25-1003191</u>		

Dollar Amount							
Original Contract		\$	180,000.00	Original Contingency		\$	-
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	-	Current Amendment		\$	-
Total/Revised Contract Value		\$	180,000.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	180,000.00

Contract Authorization

Board of Directors	Date:	10/01/2025	Board	Item #	11951

Contract Management (Internal Purposes Only)

Other Contracts	Sole Source?	N/A	No Budget Adjustment

Local	Funding Agreement	N/A

Accounts Payable

Estimated Start Date:	07/02/2025	Expiration Date:	12/31/2039	Revised Expiration Date:

NHS: Yes QMP/QAP: No Prevailing Wage: N/A

[illegible]

Paul Melocoton

Project Manager (Print Name)

Kristi Harris

Task Manager (Print Name)

Additional Notes:

Minute Action

AGENDA ITEM: 13

Date: *October 1, 2025*

Subject:

Interstate 10 Corridor Freight and Express Lanes Project - Contract 1 – Project Program Budget and Funding Plan Update

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Approve Interstate 10 Corridor Freight and Express Lanes Project - Contract 1 Program Budget and Funding Updates shown within Table 1, with a net zero change.

Background:

The Interstate 10 (I-10) Corridor Freight and Express Lanes Project - Contract 1 (Project); San Bernardino County Transportation Authority's (SBCTA) first Design-Build (DB) Express Lanes project, managed by a combination of SBCTA staff, consultants, and California Department of Transportation (Caltrans) staff, is currently under construction and requires a significant support team to fully manage. Due to the magnitude and financing of the Project, financial reporting is required to both the Federal Highway Administration (FHWA) and the United States Department of Transportation (USDOT).

In January 2023, the SBCTA Board of Directors (Board) approved a budget increase in the amount of \$14,012,063, for a revised programmed amount of \$943.1 million, to account for additional Caltrans and Project Construction Management (PCM) support provided by HNTB Corporation due to delays in Project construction. In March 2023, the Board approved a budget increase in the amount of \$5.8 million, for a revised programmed amount of \$948.9 million, to account for additional Program Management, Public Outreach, and Project Development support as well as Transportation Corridor Agencies startup costs. Also, in March 2023, the Board approved a sole source agreement (Contract No. 23-1002956) with Theodora Oringer, P.C. (Theodora) with a not-to-exceed amount of \$650,000 for legal representation related to contractor claims and litigation. To prepare appropriately for mediation of Project related claims by the contractor, this agreement was amended in July 2023 to increase the contract amount by \$2,050,000 for a revised contract total of \$2,700,000. This increase was funded by a like decrease in the right-of-way (ROW) budget, resulting in no impact on the total programmed amount of \$948.9 million.

In March 2024, the Board approved a total Project budget increase of \$14,133,671 to the current programmed amount of \$948.9 million, representing a 1.5% increase, for a revised programmed amount of \$963 million. This Project budget increase was necessary to fund increases to the Theodora, PCM, and Toll Service Provider contracts and to the Toll Collection System startup costs. Finally, in December 2024, the Board approved shifts within the Project budget to accommodate a separate landscape contract and increases to Caltrans support costs, as shown in Table 1 on the following page. These shifts did not change the overall Project budget.

The Express Lanes were opened to the public on August 29, 2024, and have been operating effectively since then. Significant work has been completed, though several work items remain outstanding for the contractor to achieve Substantial Completion.

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

October 1, 2025

Page 2

Considering this, and all related I-10 contract work remaining, staff has reviewed the current Project budget and recommends incorporating several funding refinements and updates as shown in Table 1. Staff developed a 'net zero' budgeting approach by adjusting budgets accordingly to complete the remaining work, with no change to the programmed amount of \$963 million as shown in Table 1 below.

To fully update and reconcile the Project costs required for the successful completion of the Project, staff recommends that the SBCTA Board review and authorize necessary updates and financial adjustments as discussed herein.

Table 1 – I-10 Funding Plan Update (August 2025)

	Original Budget	November 2024 Update	Budget Increase/Decrease	August 2025 Update
Program Management	\$15,625,530	\$15,435,530	\$450,000	\$15,885,530
Preliminary Engineering and Environmental	\$8,828,472	\$8,828,472	\$0	\$8,828,472
Project Development	\$8,607,500	\$25,022,796	\$0	\$25,022,796
Project Construction Management	\$51,994,950	\$79,311,934	\$0	\$79,311,934
Project Construction Management Contingency	\$1,005,050	\$2,000,129	\$0	\$2,000,129
Caltrans Support (PE)	\$1,400,000	\$450,000	\$0	\$450,000
Caltrans Support (ROW/DB Construction)	\$17,900,000	\$24,300,000	\$0	\$24,300,000
Design Build Contract	\$672,900,000	\$689,999,403	(\$2,248,039)	\$687,751,364
Design Build Contingency/ Supplemental Work	\$73,265,930	\$23,844,344	\$0	\$23,844,344
Toll Service Provider w/Contingency (Capital Only)	\$20,405,596	\$21,972,971	\$206,000	\$22,178,971
Toll Collection System w/Contingency	\$0	\$1,600,000	\$0	\$1,600,000
ROW	\$46,000,000	\$50,513,822	\$600,000	\$51,113,822
Landscape Construction/ Design & Support		\$14,938,361	\$992,039	\$15,930,400
Landscape Maintenance	\$4,200,000	\$1,600,000	\$0	\$1,600,000
Financial Costs	\$6,964,000	\$3,225,000	\$0	\$3,225,000
Total	\$929,097,028	\$963,042,762	\$0	\$963,042,762

Design Build Contract

Upon review of the status of I-10 DB construction work completed to date, staff has identified contract deductions including lane closure charges and other support work, including Freeway Service Patrol and California Highway Patrol/Construction Zone Enhanced Enforcement Program efforts, which are part of the current I-10 DB construction effort and for which funding

exceeds anticipated remaining Project needs. These efforts, specifically required for I-10 maintenance of traffic, lane closures, and shoulder closure support, are compensated separately by the contractor, thus they are not paid by SBCTA. In review of recent Project expenditures, excess budget for these deductions and other support efforts may be shifted for other I-10 work, totaling \$2,248,039. Reallocation of these reduced budget amounts to other I-10 costs as shown in Table 1, to account for additional Project support activities and extended delays, result in a net zero change and budget efficiencies.

Program Management

Upon review of the current status of Project construction, additional management is required and extended to align with the anticipated project completion, with final acceptance anticipated in 2026. Due to the reduction and reallocation of the DB contract budgets previously described, an additional estimated budget of \$450,000 is recommended to support extended project management and support, including the additional efforts required to support the ongoing litigation and extended contractor claim support activities through 2026.

Landscape Work

With the upcoming I-10 landscape work remaining that will be designed and constructed under a separate contract, staff is recommending utilizing the reduction and reallocation of the DB contract budgets previously described to augment the related landscape budgets accordingly for final implementation, to fully fund the construction, construction management, and the Establish Existing Planting contracts. This budget adjustment is recommended to be shifted for these related I-10 landscape contracts, to increase \$992,039, as shown in Table 1.

ROW Acquisitions, Property Mitigations and Temporary Construction Easement (TCE) Extensions

Upon review of the status of Project construction, additional ROW acquisition, property mitigation work and TCE extensions are required to facilitate completion of the highway contract and follow-on landscape construction contract. Due to several project-related impacts, including work not completely finished by the highway contractor, additional property agreements are required to completely mitigate and finish remaining work affecting adjacent properties. In these cases, additional work is required to coordinate with adjacent owners, including separate contractors in some instances, to finish the project-related work, as well as extend temporary easements to facilitate construction.

Considering the work remaining, including several agreements still planned in coming months, staff is recommending utilizing the reduction and reallocation of the DB contract budgets previously described to augment the ROW Acquisition budget with an additional 600,000. This should provide an appropriate ROW Acquisition budget, to fully fund the remaining ROW Acquisition effort.

I-10 Contract 1 Express Lane Toll Service Provider (TSP)

At its March 2024 meeting, the Board authorized a \$3 million increase in budget to account for necessary contingency funds to address a change order from TransCore, LP. This change order resulted from construction delays that led to additional costs for TransCore, LP including retaining key project personnel and performing inspections of the DB Contractor's work. SBCTA maintains that these additional costs are the responsibility of the DB Contractor and will pursue reimbursement through the litigation process.

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The \$3 million estimate was originally based on a projected revenue commencement date of June 2024. However, the Express Lanes officially began revenue operations in August 2024, resulting in two additional months of delay. Staff is now requesting an additional \$206,000 increase in the contingency amount to account for these extended costs associated with the delayed revenue commencement.

The additional TSP budget increase will be funded from the reduction in the DB contract and the reallocation of the reduced budget amounts described herein. This should provide an appropriate TSP budget, to fully fund the remaining effort and necessary change orders. Upon Board approval, staff will coordinate with Caltrans in the coming months to amend and implement these Funding Plan Updates shown within Table 1 on page 2 of this item, reflecting these revisions within a future amendment to the Caltrans Cooperative Agreement as necessary.

As outlined herein, staff reiterates that these items result in a ‘net-zero’ change, with no change to the programmed amount of \$963 million as shown in Table 1. Staff recommends approval of this item.

Financial Impact:

The Project is included in the adopted Budget for Fiscal Year 2025/2026 and funded with various State, Federal, local, and Measure I Freeway and Interchange funds in Program 40, Project Delivery.

Reviewed By:

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025.

Responsible Staff:

Chad Costello, Project Manager

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Minute Action

AGENDA ITEM: 14

Date: *October 1, 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 (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 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 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 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.

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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:

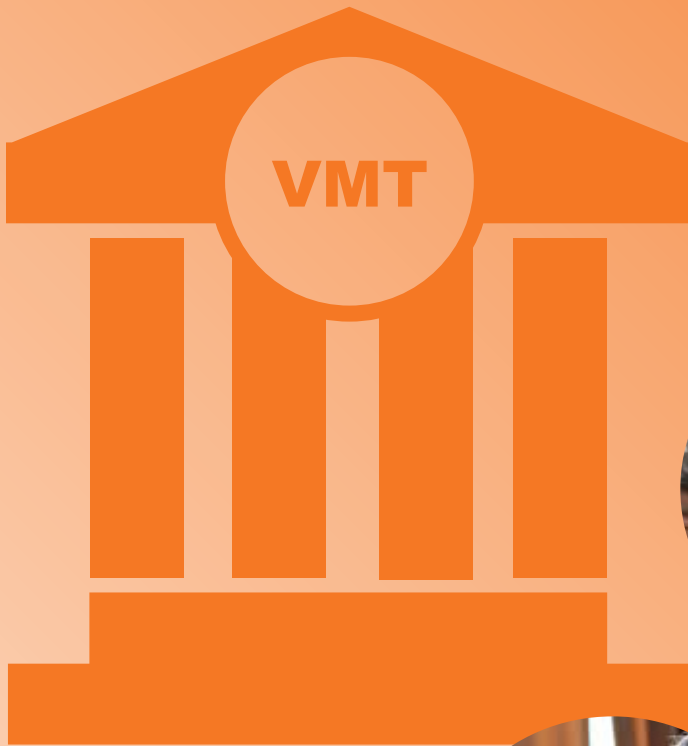
This item was received by the General Policy Committee on September 10, 2025.

Responsible Staff:

Josh Lee, Deputy Director of Planning

Approved
Board of Directors
Date: October 1, 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.

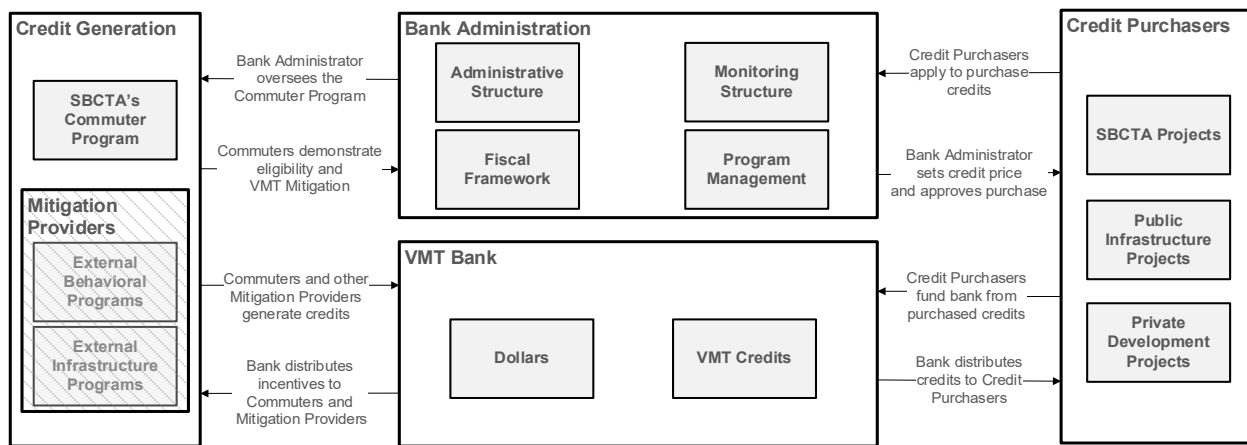
Key Terms	Definition
Incentives	Monetary value distributed from the Bank to incentivize VMT-Mitigating Trips.
Mitigation Providers	An entity managing a VMT-Mitigating Infrastructure Project or VMT-Mitigating Program which receives Incentive to be distributed to their participants and/or funds to facilitate 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



* Shaded content represents program comments that will not be involved in the program pilot.

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 to 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.

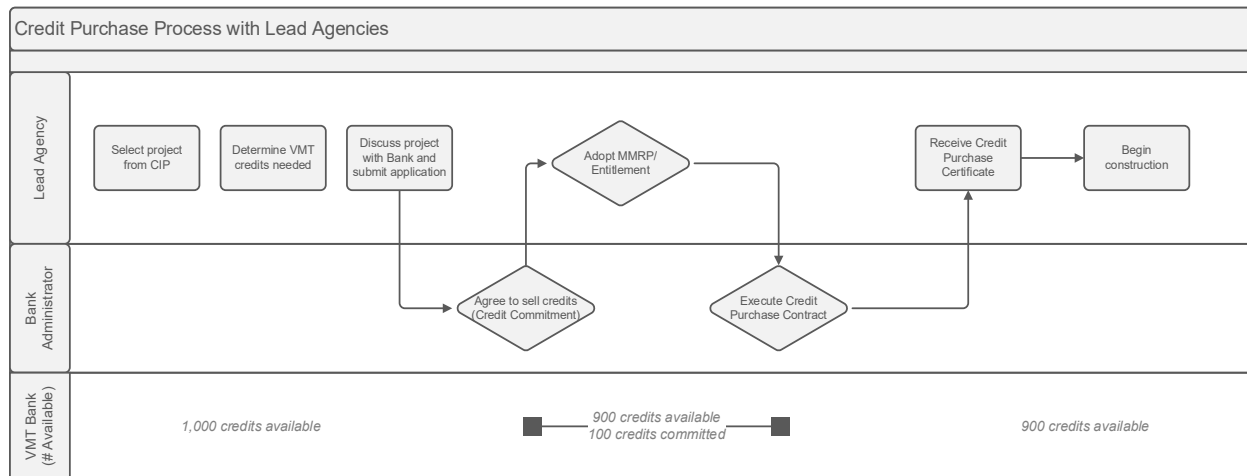
2.4.3.1 Credit Purchase Process – Lead Agencies

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:

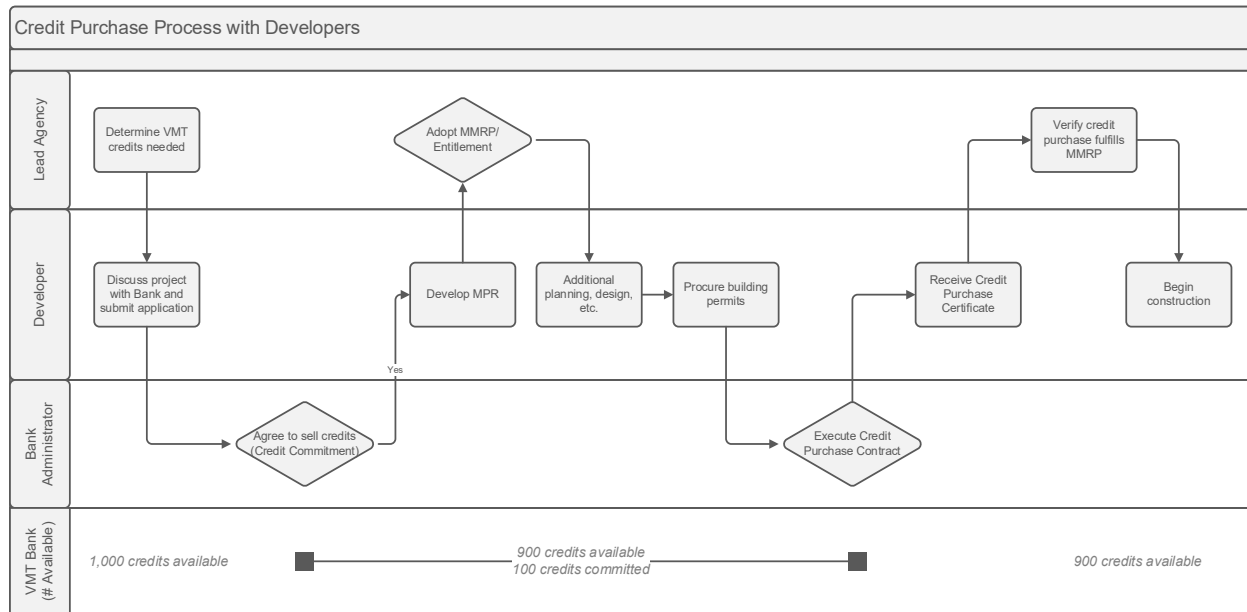
- Lead Agencies are responsible for establishing the amount of VMT mitigation required from a developer that is proposing development within their jurisdiction.
- Lead Agencies are responsible for approving developers' Mitigation Methods and Reporting Plan (MMRP).
- Lead Agencies are responsible for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

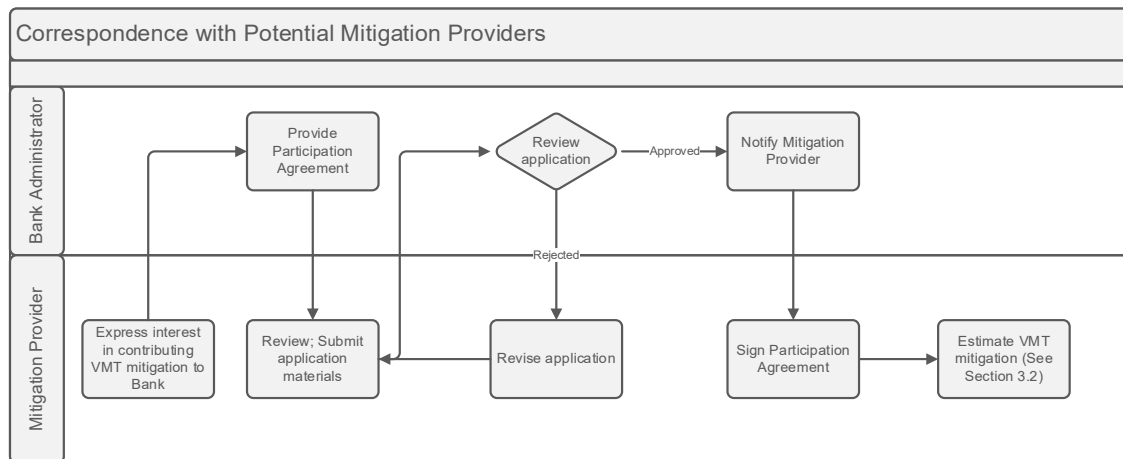
After the Pilot phase, the Bank Administrator will have additional responsibilities related to the expansion of the Program to potentially include additional sources of credit generation through Mitigation Providers. The Bank Administrator will be responsible for ensuring that additional Mitigation Providers 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.

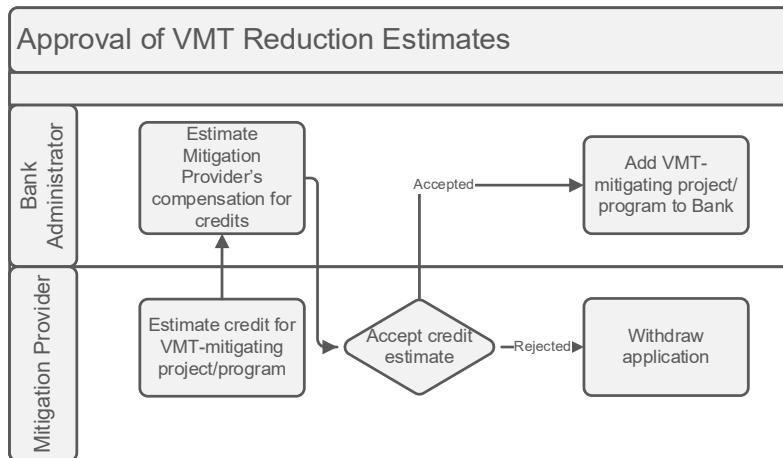
- **Verification Method:** Verification will involve reviewing the VMT reduction estimates provided by the developer for appropriateness/accuracy prior to acceptance into the bank. Additionally, the developer shall provide proof of the deed restriction to the bank validating the length of deed restriction 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.

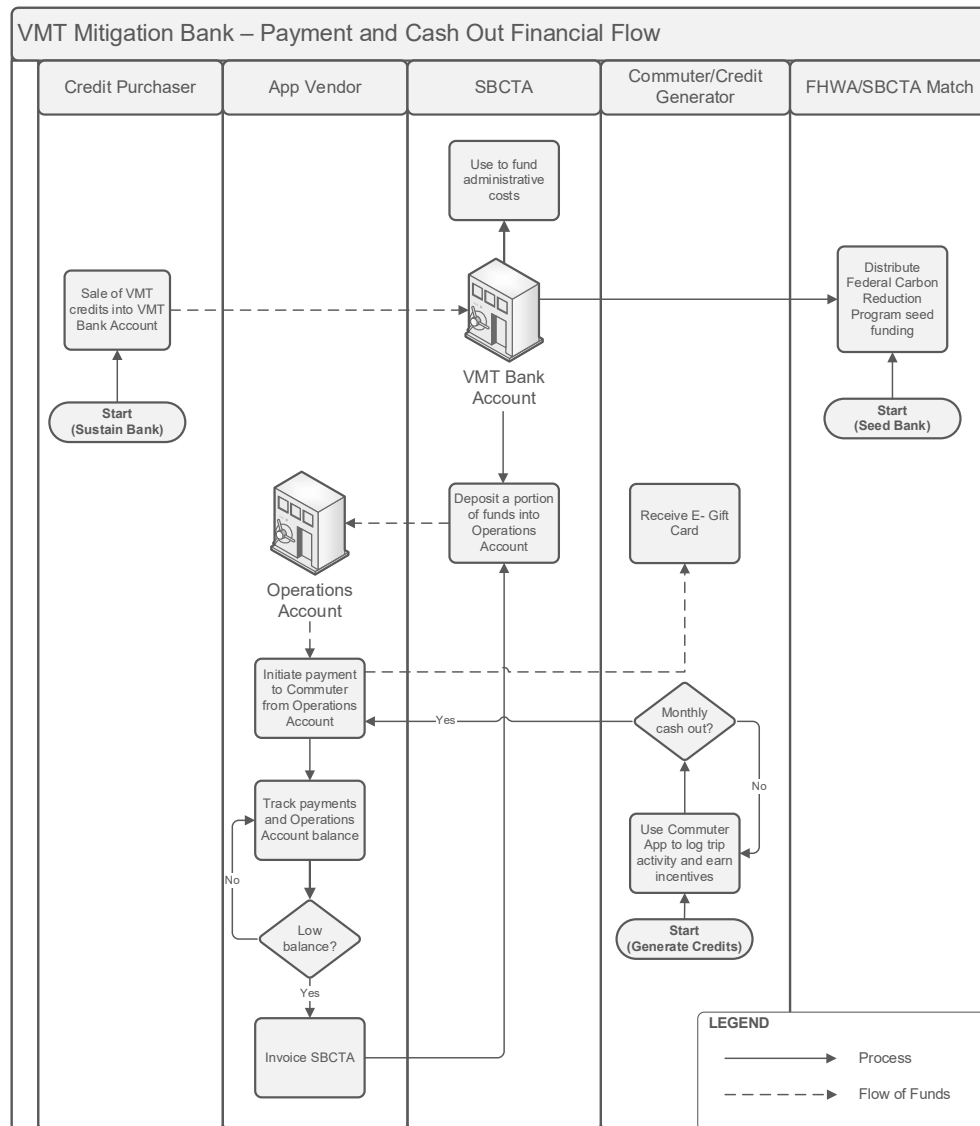
⁸ Regional VMT Mitigation Program Development. Nov. 3, 2021.
https://www.scag.ca.gov/sites/default/files/2024-09/sbcta_vmt_mitigation_program_report.pdf

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

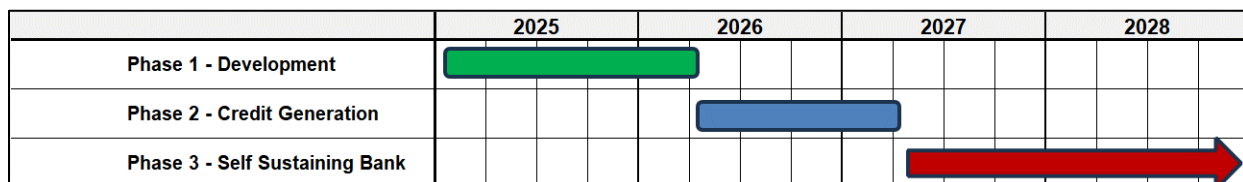
Implementation of the VMT Mitigation Bank and Commuter Program will follow a phased implementation strategy to ensure this first-of-its-kind program will meet stakeholder needs.

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.	• Reduce Vehicle Miles Traveled • Promote Sustainable Transportation
Average VMT Mitigation per Participant	Mean VMT mitigation per enrolled Commuter.	• Reduce Vehicle Miles Traveled • Promote Sustainable Transportation
Participant Enrollment and Retention	Number of participants enrolled and retained in the Commuter Program.	• Promote Sustainable Transportation
Credit Generation Volume	Number of VMT credits generated through the Commuter Program.	• 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.	• 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.	• 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.

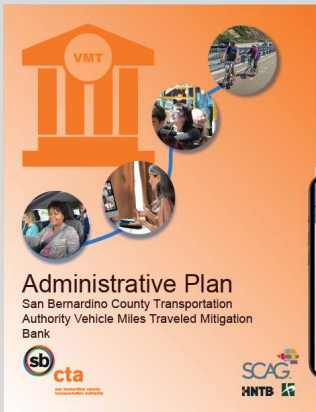
7.6. Findings and Recommendations

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.



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

SBCTA Vehicle Miles Traveled (VMT) Mitigation Bank

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

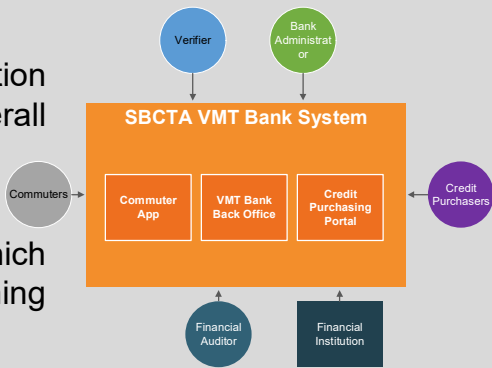




Offsetting VMT Impacts
Developers and agencies can offset transportation impacts by purchasing VMT credits, reducing overall vehicle miles traveled.

Commuter Program Focus
The pilot phase prioritizes the Commuter Program, which distributes incentives to Commuters for 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.



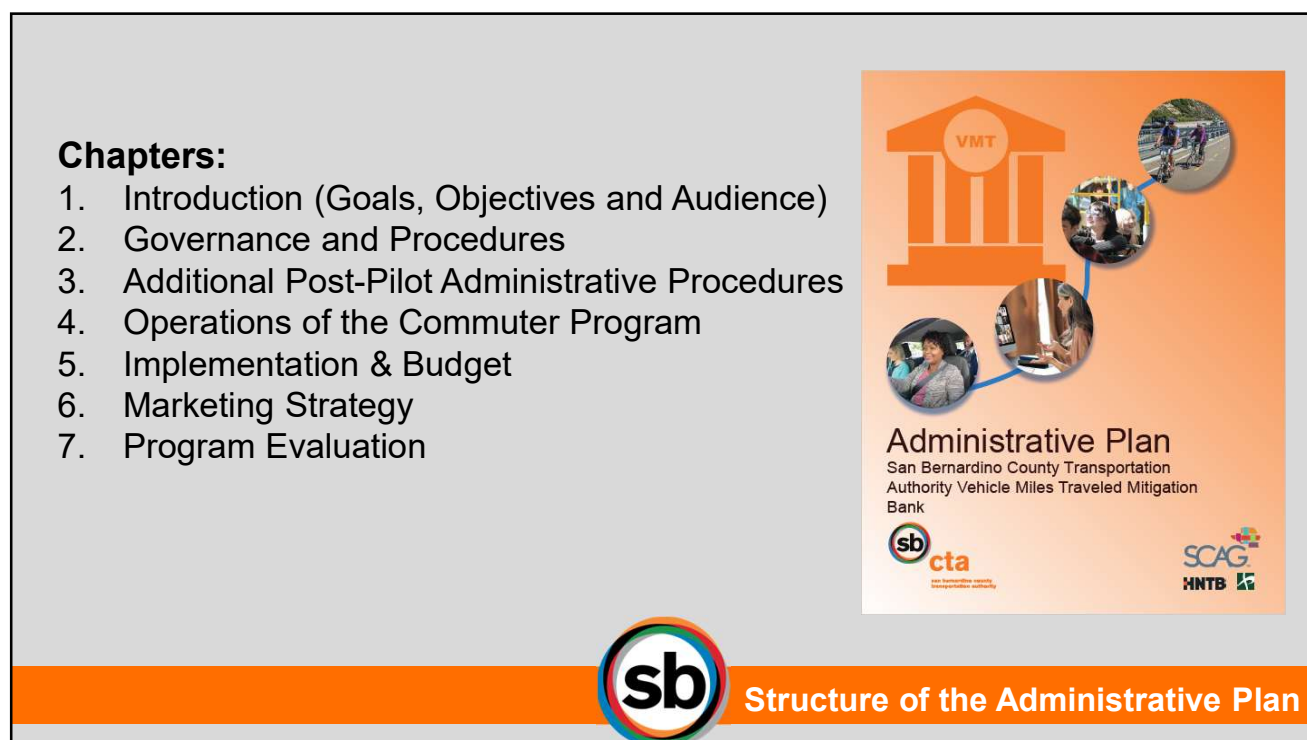
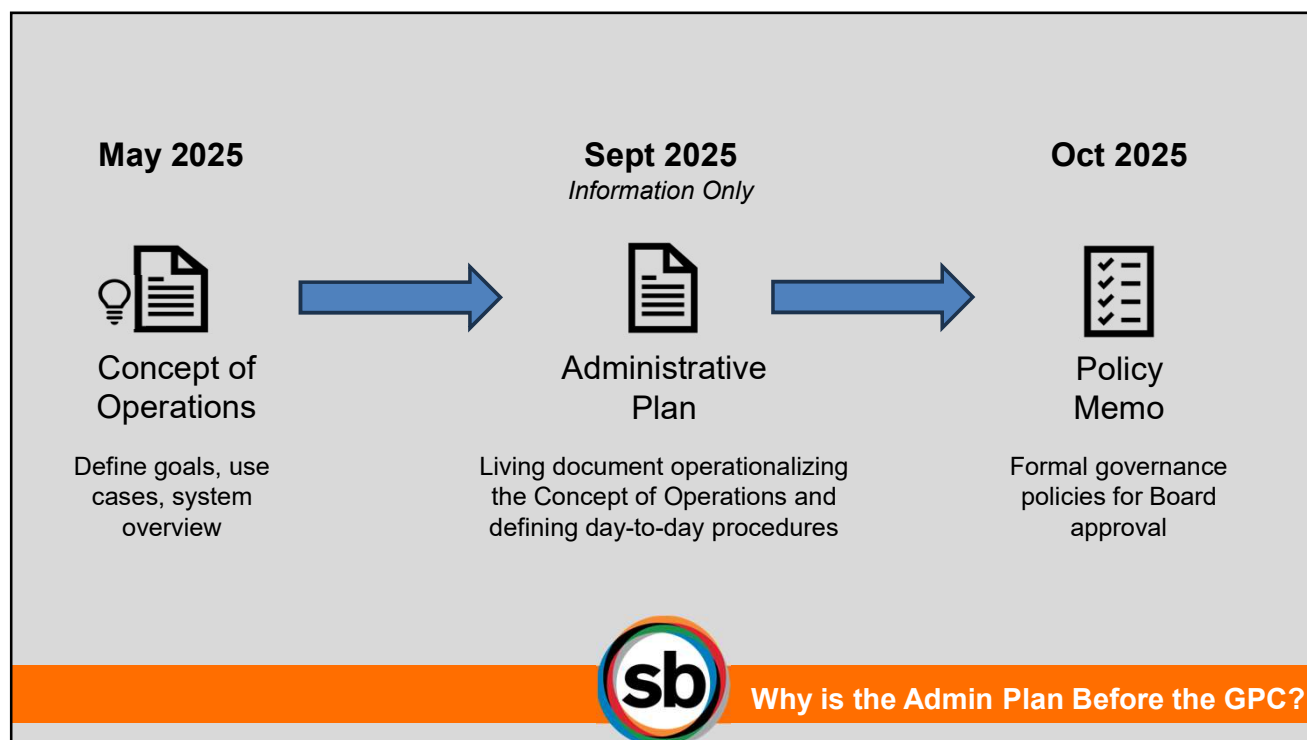
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graph TD
    Commuters --> SBCTA_VMT_Bank_System[SBCTA VMT Bank System]
    Verifier --> SBCTA_VMT_Bank_System
    Bank_Administrator[Bank Administrator] --> SBCTA_VMT_Bank_System
    SBCTA_VMT_Bank_System --> Credit_Purchasers
    SBCTA_VMT_Bank_System --> Financial_Auditor[Financial Auditor]
    SBCTA_VMT_Bank_System --> Financial_Institution[Financial Institution]
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        VMT_Back_Office[VMT Bank Back Office]
        Credit_Purchasing_Portal[Credit Purchasing Portal]
    end

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Understanding the SBCTA VMT Bank



Purpose

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

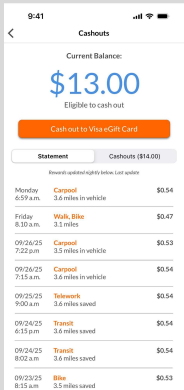
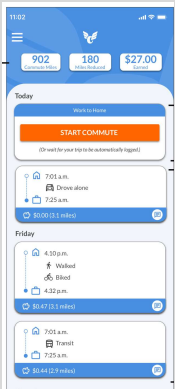
Strategy

- **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.

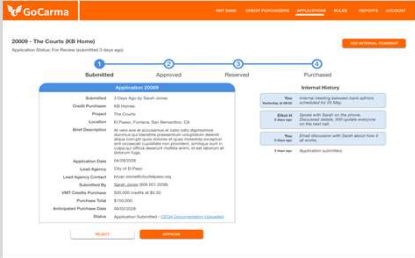
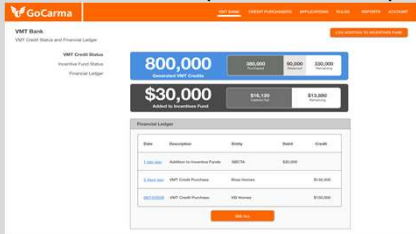


Pricing Strategy

Mobile App (Commuter)



Back Office (Bank Admin)





Credit Purchasing Portal

App Design

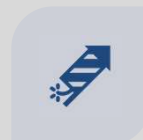
Program Development Milestones



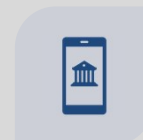
September 10
GPC Meeting
(Presentation
delivered)



October 8
Administrative
Policy Memo
presented for GPC
approval



February 2026
Public beta testing
begins



April 2026
Program Go Live

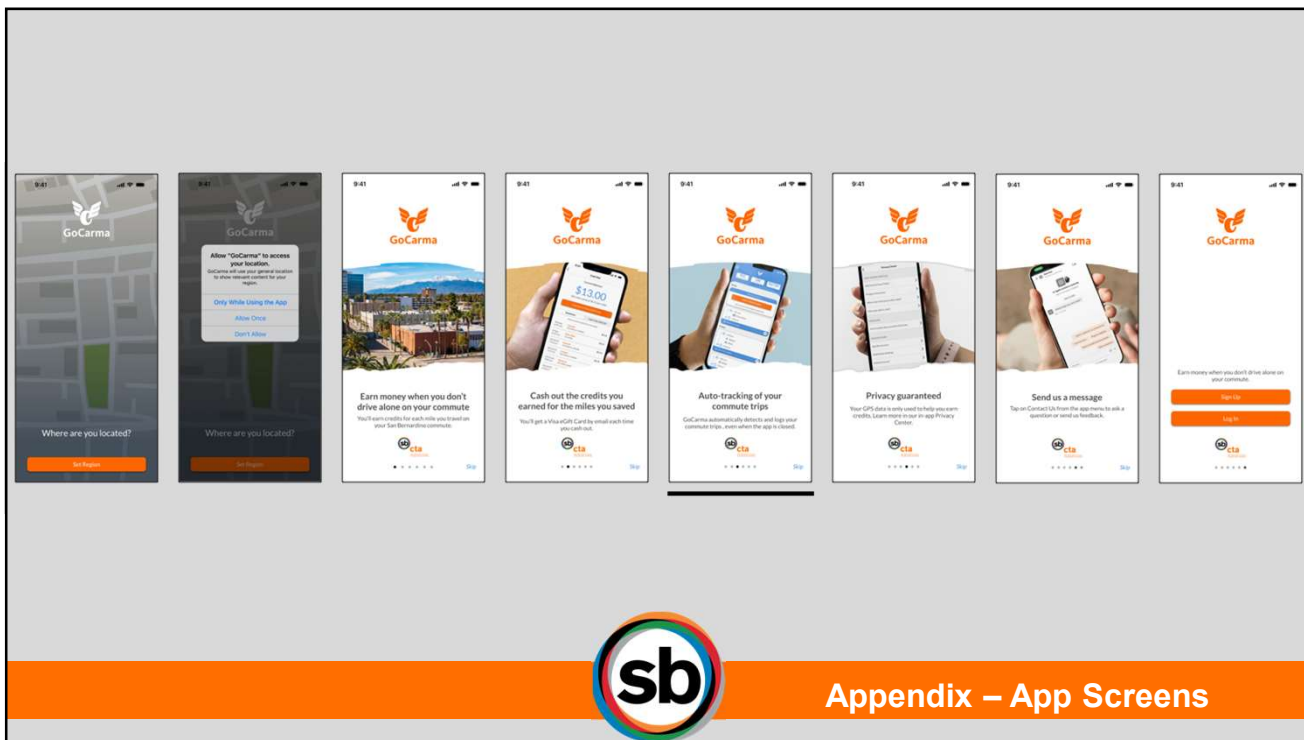


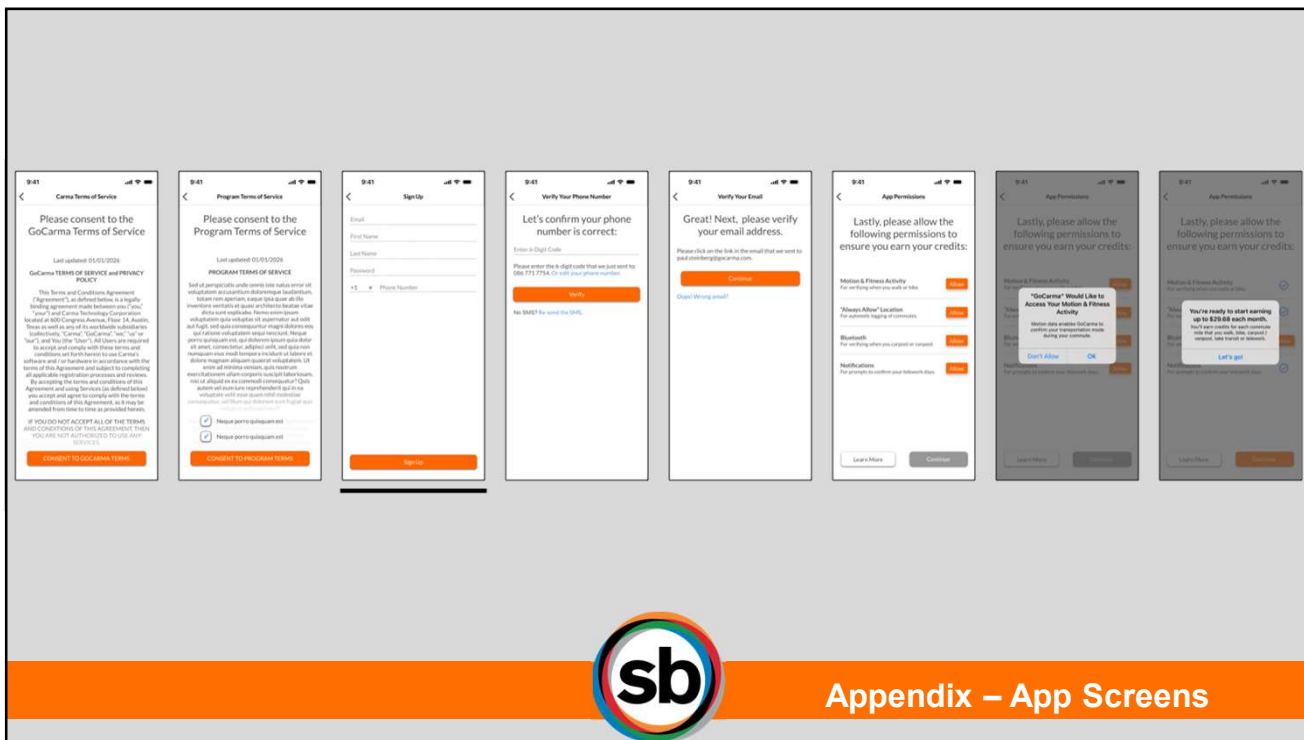
Policy Document Next Steps

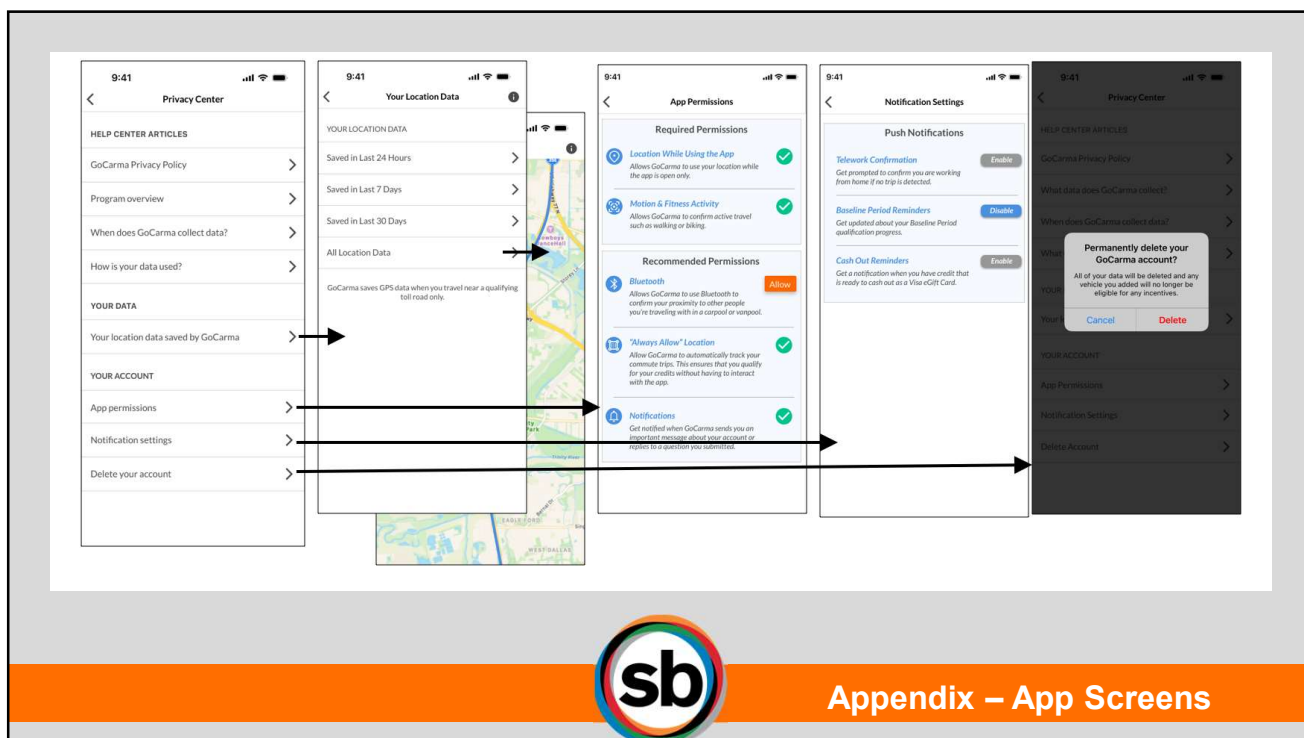
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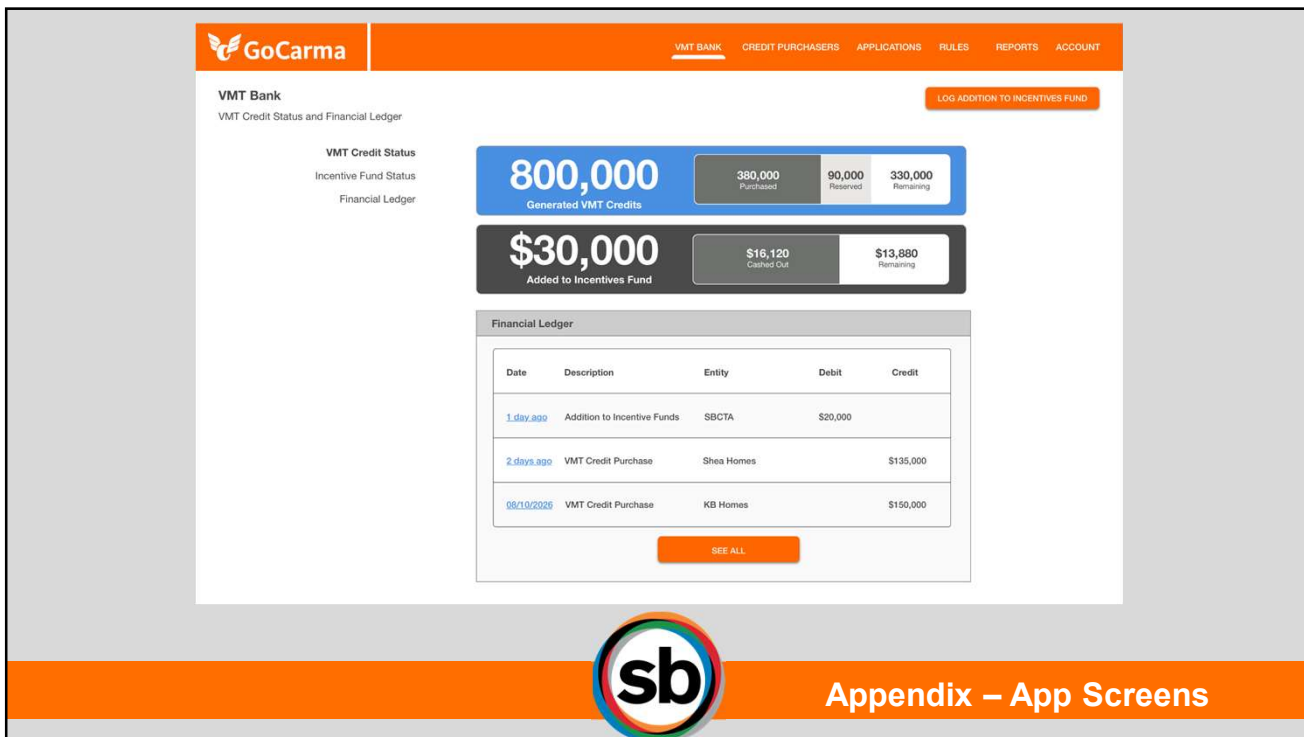
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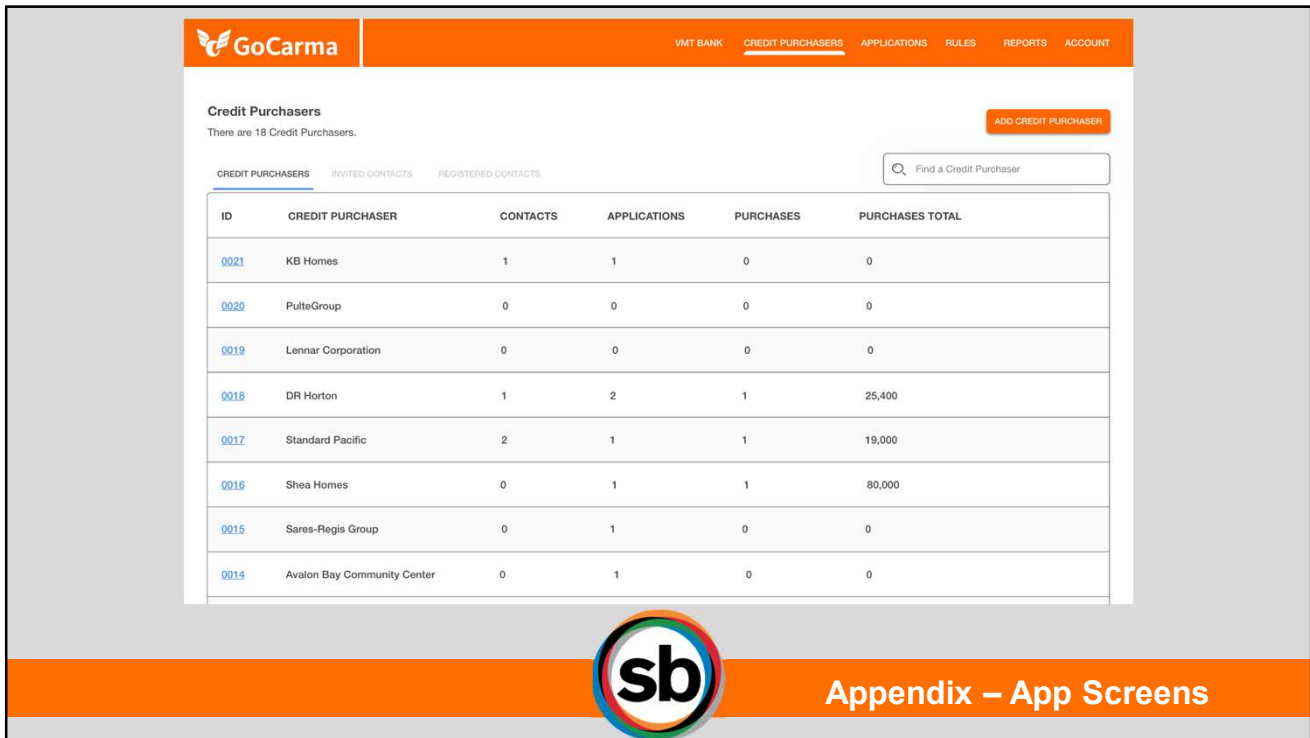
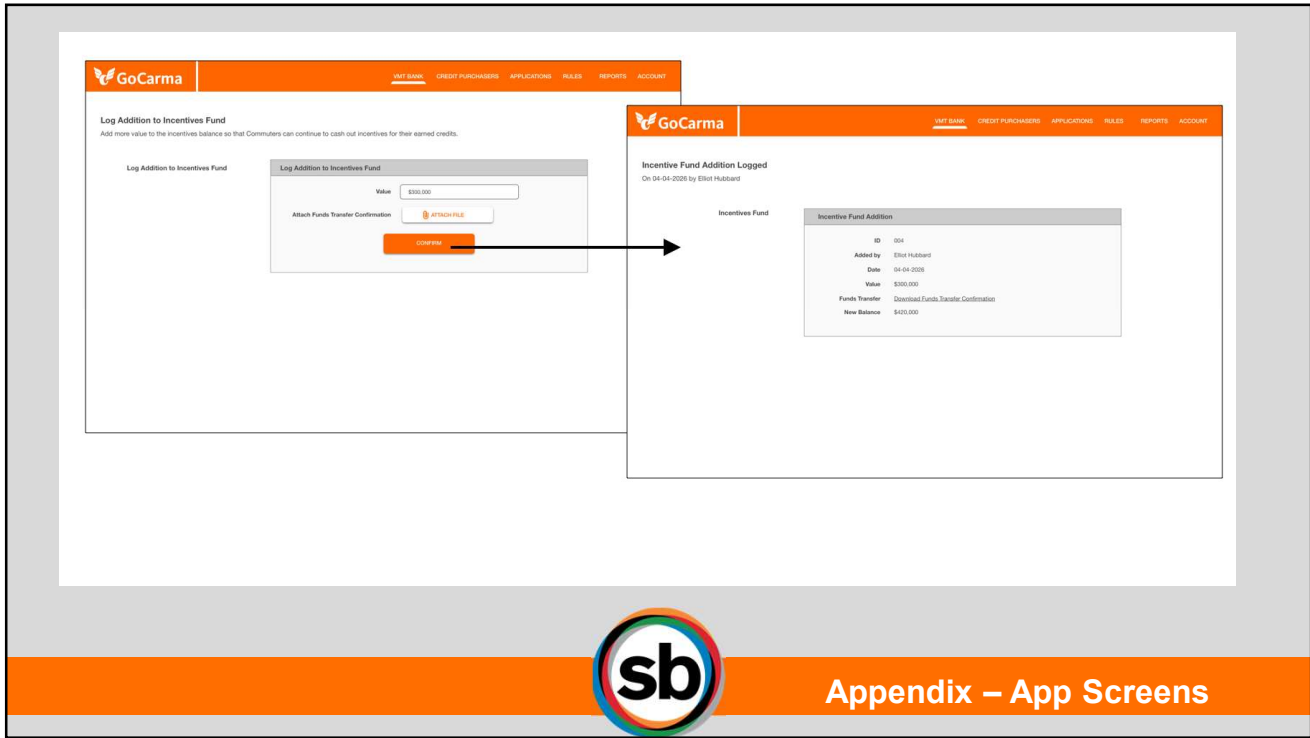












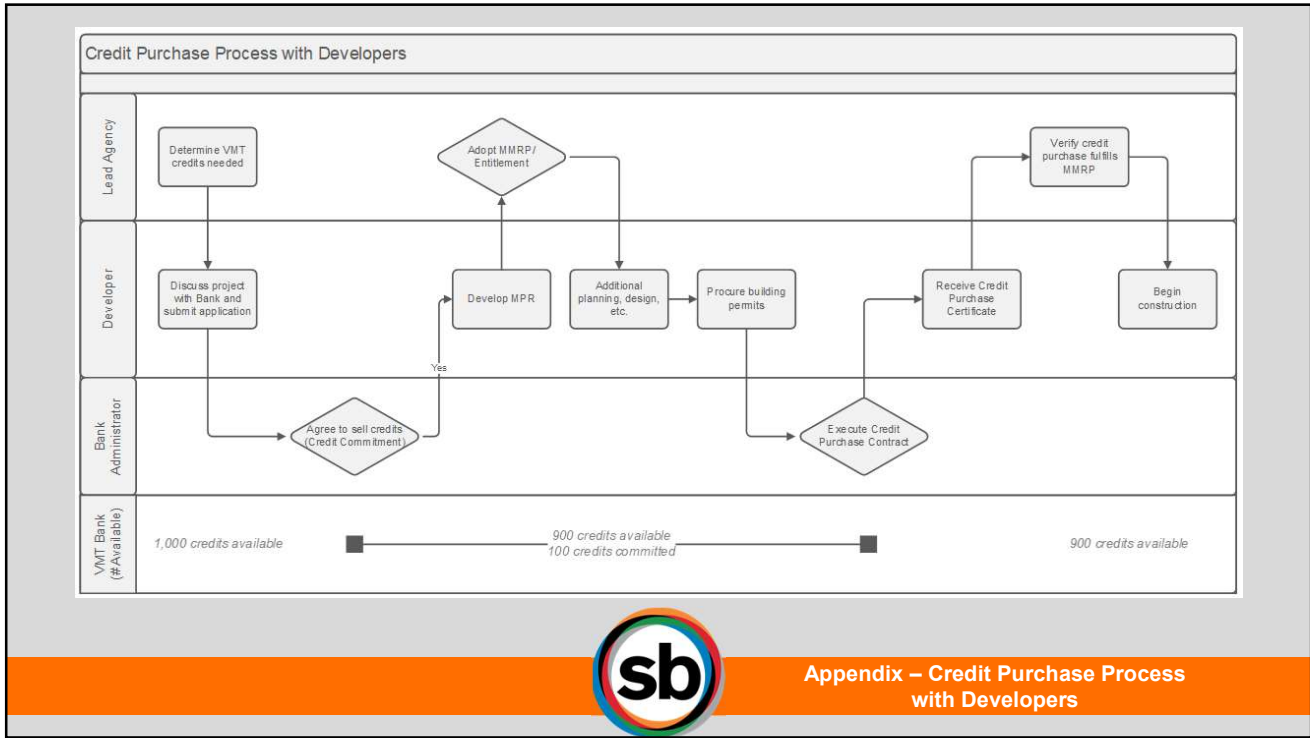
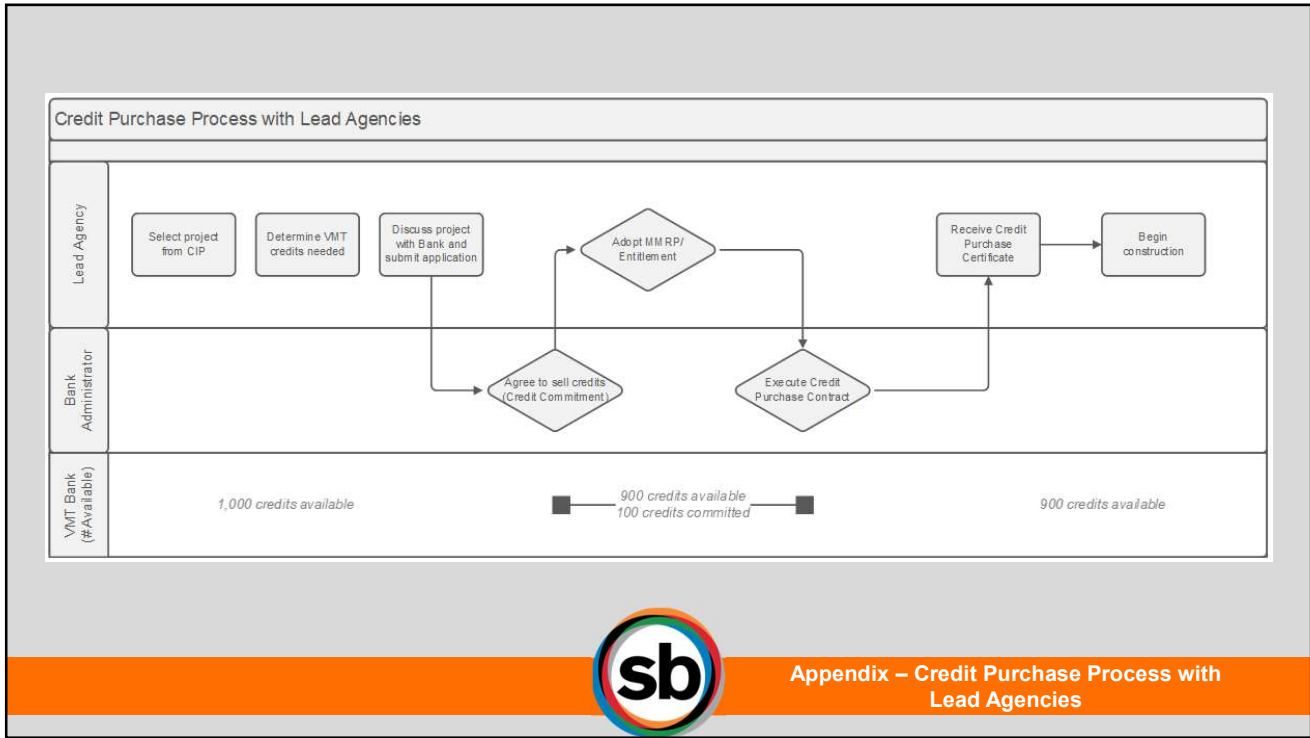


DRAFT - SBCTA VMT Bank Operating Budget

	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
CMVP 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
Cummulative Net Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commuters in program	0	0	0	0	0	0	0	0
Annual Credits Generated	0	0	0	0	0	0	0	0
Cummulative Credits Generated	0	0	0	0	0	0	0	0
Cost Per Credit	0	0	0	0	0	0	0	0
Annual Credits Purchased	0	0	0	0	0	0	0	0
Cummulative Credits Purchased	0	0	0	0	0	0	0	0
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)	0	0	0	0	0	0	0	0

sb

Appendix – Pricing and Budget



Minute Action

AGENDA ITEM: 15

Date: *October 1, 2025*

Subject:

Amendment No. 4 to Contract No. 21-1002452 with HNTB Corporation for Program Management/Construction Management Services for the Ontario International Airport Connector Project

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

- A. Approve Amendment No. 4 to Contract No. 21-1002452 with HNTB Corporation, for Program Management/Construction Management Services for the Ontario International Airport Connector Project (Project), increasing the authorized budget under Notice to Proceed (NTP) 1 by \$5,890,456, for a revised not-to-exceed amount authorized under NTP 1 of \$25,165,850, to be funded with State Transit Assistance funds previously programmed for the Project, and extending the termination date to December 31, 2027.
- B. Approve a contingency increase to Contract No. 21-1002452 of \$600,000, to be funded with State Transit Assistance funds previously programmed for the Project, for a remaining not-to-exceed contingency amount of \$600,691, and authorize the Executive Director, or her designee, to release contingency as necessary for the completion of the Project.

Background:

In January 2021, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) awarded Contract No. 21-1002452 to HNTB Corporation (HNTB) for Project Management/Construction Management (PCM) Services for the Ontario International Airport (ONT) Connector Project (Project), for a not-to-exceed amount of \$26,940,428. In July 2022, the SBCTA Board approved Amendment No. 1 to Contract No. 21-1002452, increasing the contract by \$1,100,000 for additional geotechnical borings. The contract was structured with two Notices to Proceed (NTPs) in order to limit the amount of work that could be authorized before the environmental process was completed. NTP 1 authorized work to support the initial infrastructure developer procurement process, planning and environmental approval activities, grant requests, permitting, and establishment of the operating structure. The subsequent NTP (NTP2) is anticipated to be issued at the start of the construction phase and will authorize work to support the various activities during construction and project close-out.

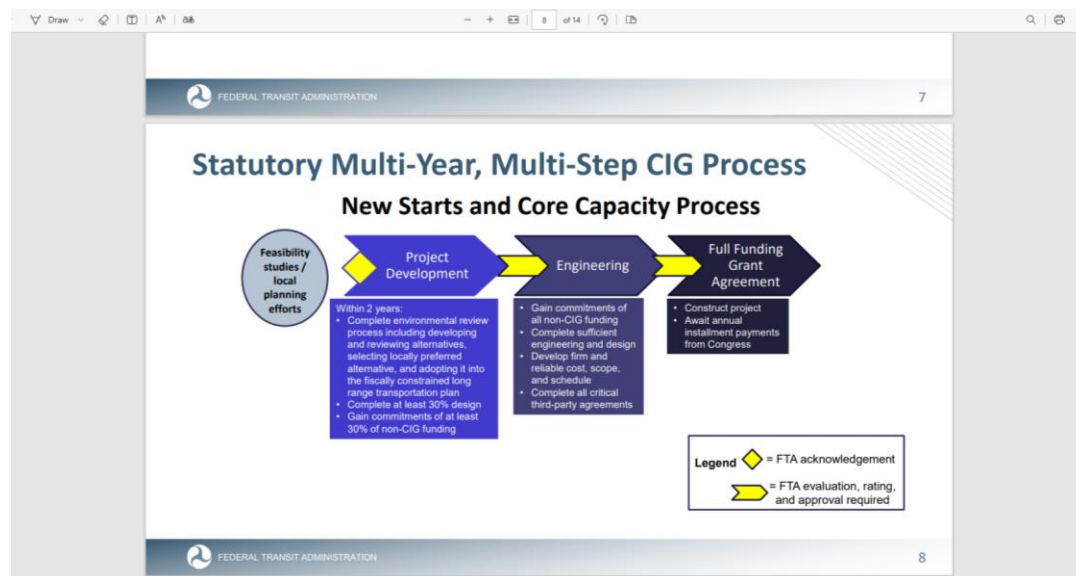
The environmental clearance was completed in April 2025, and the Project is currently in the Design-Build (DB) contract procurement phase. On July 3, 2024, the SBCTA Board approved moving forward with the procurement process by shortlisting two DB firms, ONTheMove Joint Venture and Ontario Tunnel Constructors, and three Operating System Providers, Glydways, Inc., Oceaneering International, Inc., and Ohmio, Inc. The pre-proposal phase was expected to last approximately 10 months, with an initial six-month design sprint followed by a four-month detailed cost estimation to establish a Guaranteed Maximum Price. On May 7, 2025, the Board approved increasing the contracts with the DB firms to allow additional time to further mitigate risk associated with incorporating a single-station concept at ONT, refine their Alternative Technical Concepts, and update the Cucamonga Station location to reflect a combined station with the Brightline West proposed parking structure. The proposals are scheduled to be submitted in late September, followed by the proposal evaluation process that is scheduled to take two to three months, with anticipated contract award in early 2026. As a result of the project and procurement schedule change, additional support is needed from the PCM Entity: *San Bernardino County Transportation Authority*

team to continue the completion of the procurement phase, as further detailed in the attached scope of work.

The latest Project update was provided to the Board on July 2, 2025, which included the status of the various grant pursuits and identified the strategy to close the funding gap. The strategy identified includes submitting applications for the State Transit and Intercity Rail Capital Program (TIRCP) and Solutions for Congested Corridors Program (SCCP), but the majority of the funding for the gap would need to come from the Federal Transit Administration (FTA) Capital Investment Grants (CIG) program. All of these programs are highly competitive, and the amounts requested will be determined based on the outcome of other grant pursuits since grant funding was not awarded to this project under the latest cycle of the Federal Better Utilizing Investments to Leverage Development grant program or the State SCCP grant award program.

The FTA CIG program is a multi-year, multi-step process that proposed projects must go through to be eligible for and receive discretionary CIG program funding from FTA, as summarized in the graphic below. The CIG grant program has three types of eligible projects: Core Capacity, New Starts, and Small Starts. It is anticipated that the ONT Connector would be eligible under the New Starts program since that program is for projects that request funding over \$150 million and have a total project cost of over \$400 million. The first phase of the process is Project Development and must be completed within two years. The major activity is to complete the environmental review process required under the National Environmental Policy Act, which has already been completed. The remaining project activity under the Project Development phase is the initial FTA project rating. FTA rates CIG projects according to two types of criteria: project justification criteria and local financial commitment. Each criterion is rated on a five-point scale, from low to high. Summary project justification and local financial commitment ratings are prepared and combined to arrive at an overall project rating. Project sponsors need to achieve at least a medium project rating to obtain approval to enter the Engineering phase. The Engineering phase is intended to complete the final design, secure funding commitments from all non-CIG sources, and then complete a final project rating. The final phase in the grant process is the Full Funding Grant Agreement phase, which requires FTA to include the Project as a funding recommendation in the annual federal budget process.

Figure 1: FTA CIG Program Flow Chart



Board of Directors Agenda Item

October 1, 2025

Page 3

Since the FTA CIG initial project rating is a critical activity to continue to seek grant funding, staff is recommending that the support needed from the PCM team be included to advance the FTA CIG grant process up to the conclusion of the initial rating process under this amendment. Furthermore, since the overall level of effort during the construction phase is not fully developed, rather than increasing the overall contract authority by the additional budget for NTP 1 that is needed to complete the additional work, staff is recommending approval to increase NTP 1 by \$5,890,456 to be re-allocated from the previously approved NTP 2 contract authority. As a result, PCM Contract No. 21-1002452 NTP 1 contract value will be revised to a not-to-exceed amount of \$25,165,850, which includes previously authorized contingency releases, and the total authorized contract value will remain at \$29,902,248. A contract amendment that increases the overall contract authority and budget under NTP 2 will be needed at a future date and is anticipated to be brought back to the Board for approval once the DB contract is awarded.

Additionally, staff is recommending approval of a contingency increase of \$600,000 for Contract No. 21-1002452 to address changes in level of effort to complete the current procurement phase and the initial FTA CIG project rating process, and authorize the Executive Director, or her designee, to release the contingency as necessary for the Project.

Financial Impact:

The Ontario Connector Project is included in the adopted Budget for Fiscal Year 2025/2026 and funded with State Transit Assistance, in Program 30, Transit.

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Transit Committee on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft amendment.

Responsible Staff:

Victor Lopez, Director of Transit & Rail Programs

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

General Contract Information

Contract No: 21-1002452 Amendment No.: 4

Contract Class: Payable Department: Transit

Vendor No.: 01022 Vendor Name: HNTB Corporation

Description: Project/Construction Management Services for the Ontario International Airport Connector Project.

List Any Related Contract Nos.: _____

Dollar Amount							
Original Contract		\$	26,940,428.00	Original Contingency		\$	907,511.00
Prior Amendments		\$	1,100,000.00	Prior Amendments		\$	955,000.00
Prior Contingency Released		\$	1,861,820.00	Prior Contingency Released (-)		\$	(1,861,820.00)
Current Amendment		\$	-	Current Amendment		\$	600,000.00
Total/Revised Contract Value		\$	29,902,248.00	Total Contingency Value		\$	600,691.00
	Total Dollar Authority (Contract Value and Contingency)					\$	30,502,939.00

Contract Authorization

Board of Directors Date: 10/01/2025 Board Item # 11932

Contract Management (Internal Purposes Only)

Other Contracts _____ Sole Source? No No Budget Adjustment _____

State _____ Construction Management _____ N/A _____

Accounts Payable																	
Estimated Start Date:				01/07/2021		Expiration Date:				12/31/2025		Revised Expiration Date:		12/31/2027			
NHS:				N/A		QMP/QAP:				N/A		Prevailing Wage:				Yes	
								Total Contract Funding:				Total Contingency:					
Fund	Prog	Task	Sub-Task	Object	Revenue	PA Level	Revenue Code Name	\$	29,902,248.00	\$	600,691.00						
GL:	1050	30	0315	0337	52001	42218001	STA Rail		25,165,850.00		600,691.00						
GL:	1050	30	0315	0337	52001	42218001	Future STA Rail		4,736,398.00		-						
GL:									-		-						
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Victor Lopez

Project Manager (Print Name)

Victor Lopez

Task Manager (Print Name)

Additional Notes: A4 - Total NTP 1 Authorized amount increases by \$5,890,456 for a total NTP1 Authorized Amount of \$25,165,850.

**AMENDMENT NO. 4 TO CONTRACT 21-1002452
FOR
PROJECT MANAGEMENT/CONSTRUCTION MANAGEMENT SERVICES FOR THE
ONTARIO INTERNATIONAL AIRPORT CONNECTOR PROJECT
(FORMERLY KNOWN AS THE EMERGING TECHNOLOGY TUNNEL
TO ONTARIO INTERNATIONAL AIRPORT)
(HNTB CORPORATION)**

This Amendment No. 4 to Contract No. 21-1002452 (“Amendment”) is made by and between San Bernardino County Transportation Authority (“SBCTA”) and HNTB Corporation (“CONSULTANT”). SBCTA and CONSULTANT are each a “Party” and collectively are “Parties” herein.

RECITALS:

- A. SBCTA, under Contract No. 21-1002452, engaged CONSULTANT to provide project management/construction management services for the Emerging Technology Tunnel to Ontario International Airport Project (“Contract”); and
- B. On July 12, 2022, SBCTA and CONSULTANT entered into Amendment No. 1 to Contract to increase the number of borings included in the scope of work for Additional Geotechnical Investigations; and
- C. On May 29, 2024, SBCTA and CONSULTANT entered into Amendment No. 2 to Contract to expand the scope of work, as shown in Exhibit A.2, and to increase the authorized budget under Notice to Proceed (NTP) 1 by \$6,538,464, as shown in Exhibit B.1; and
- D. On November 22, 2024, SBCTA and CONSULTANT entered Amendment No. 3 to Contract to expand the scope of work, as shown in Exhibit A.3, and to re-allocate \$700,000 from the previously approved NTP 2 budget to the NTP 1 budget, as shown in Exhibit B.2; and
- E. SBCTA and CONSULTANT desire to extend the contract expiration date, continuing the Contract Term through December 31, 2027, and to expand the scope of work as shown in Exhibit A.4, Scope of Work, attached hereto, and to re-allocate \$5,890,456 from the previously approved NTP 2 budget to the NTP 1 budget, as shown in Exhibit B.4, attached hereto.

NOW THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree to amend Contract No. 21-1002452 as follows:

1. **ARTICLE 2.1 “CONTRACT TERM”** is deleted and replaced in its entirety to read as follows:

The Contract term shall commence upon issuance of a written Notice To Proceed 1 (NTP1) issued by SBCTA’s Procurement Analyst, and shall continue in effect through December 31, 2027, or until otherwise terminated, or unless extended as hereinafter provided by written amendment, except that all indemnity and defense

obligations hereunder shall survive termination of this Contract. CONSULTANT shall not be compensated for any work performed or costs incurred prior to issuance of NTP1. The execution of a PCM contract at the conclusion of this procurement process will not commit SBCTA to a particular course of action beyond NTP 1 work, which will remain subject to the outcome of the environmental review processes, nor will it preclude SBCTA from considering alternatives to the Project or determining not to proceed with the Project. NTP 1 will authorize work to support the DBOM procurement process, planning and environmental approval activities, grant requests, permitting, and establishment of the operating structure. The subsequent NTP will be issued after securing the required environmental approval and necessary funds to advance to the Proposed Project to right of way acquisition and construction.

2. **ARTICLE 3.10 “COMPENSATION”** is deleted and replaced in its entirety to read as follows:

The total amount payable by SBCTA to CONSULTANT including the fixed fee shall not exceed \$29,902,248; the amount payable for work authorized under Notice to Proceed 1 shall not exceed \$25,165,850.

3. The Scope of Work for Contract No. 21-1002452 (Exhibit “A”) shall be amended to include the additional services described in Exhibit A.4 to this Amendment No.4, which shall augment the original Scope of Work.
4. The Fee Schedule shall be amended to include the costs and fees shown in Exhibit B.4 to this Amendment No. 4.
5. Exhibits A.4, Scope of Work, and B.4, Summary of Labor Hours and Fees, are attached hereto and incorporated herein.
6. The Recitals set forth above are incorporated herein by this reference.
7. Except as amended by this Amendment No. 4, all other provisions of Contract No. 21-1002452 as previously amended shall remain in full force and effect.
8. This Amendment No. 4 shall be effective upon execution by SBCTA.

-----SIGNATURES ON FOLLOWING PAGE-----

IN WITNESS WHEREOF, the Parties have duly executed this Amendment No. 4 below.

HNTB CORPORATION

By: _____
 Kevin A. Haboian
 Senior Vice President
 Principle-In-Charge

Date: _____

**SAN BERNARDINO COUNTY
 TRANSPORTATION AUTHORITY**

By: _____
 Rick Denison
 President, Board of Directors

Date: _____

APPROVED AS TO FORM:

By: _____
 Julianna K. Tillquist
 General Counsel

Date: _____

CONCURRENCE:

By: _____
 Alicia J. Bullock
 Procurement Manager

Exhibit A.4: Additional Scope of Work

A. PROJECT MANAGEMENT

A11.1-Conceptual Design Analysis of Realignment Configuration and Contract Technical Specifications Update

Consultant to undertake efforts to realign the conceptual design from the previously developed layout shown in EIR Appendix S (Project Footprint Map), dated October 2024, to incorporate the re-baselined Ontario Connector Cucamonga and ONT Terminal 3 stations. As part of this effort, the team will undertake the follow:

- i. Cucamonga Station
 - a. Organize and participate in weekly design coordination meetings with Brightline West in which key decision makers explore opportunities and limitations for station elements and interrelationships for incorporating Cucamonga Station within the proposed Brightline West parking structure.
 - b. Develop requirements and specifications for tenant improvements needed by Brightline to prepare the first floor of the Brightline parking structure in advance of future work. This includes utility provisions, knockouts, stub-outs, and any other elements best performed by the Brightline team during initial construction.
- ii. ONT Airport Station
 - a. Organize and participate in weekly design coordination meetings with OIAA in which key decision makers explore opportunities and limitations for station elements and interrelationships for incorporating a single station in Parking Lot 3.
 - b. Organize and participate in weekly design coordination meetings with OIAA for 4-6 weeks in which key decision makers, explore opportunities and limitations for station elements and interrelationship for incorporating one single station in Parking Lot3.
- iii. Ridership Enhancement
 - a. Explore alternative alignment adjustments to expand, stations, ridership, capacity and system performance.

B. DESIGN MANAGEMENT

In coordination with the Stakeholders, Consultant shall continue day-to-day management of planning, environmental, design review, and oversight activities of the Proposed Project, including coordinating with affected agencies on technical issues related to utilities, ROW acquisition, conceptual approvals, and environmental mitigation.

- i. Refine Contractor based design to support Environmental Revalidation.
- ii. Refine Contractor based design to support ROW Estimates and initial ROW Evaluation
- iii. Refine Contractor based Design to support Utility and Enabling works.

Environmental:

- Provide management oversight of the preparation of the CEQA and NEPA Re-evaluation/Re-validation environmental document. Review CEQA/NEPA environmental documents submitted by the environmental consultant.
- Provide guidance to the environmental contractor.
- Review supplemental environmental technical studies appendices to the EIR and EA, needing updating, and verify subsequent environmental consultant submittals.

C. CONTRACT MANAGEMENT AND PROCUREMENT SERVICES

In coordination with the Nossaman, Stakeholders and SBCTA, Consultant shall continue to develop project commercial agreements, including Co-Op agreements, MOUs, and term sheets with primarily the following stakeholders: City of Rancho Cucamonga, City of Ontario, Brightline, OIAA, MWD, and Caltrans.

Continue support of SBCTA's legal counsel by providing technical input as required and providing technical review of the Design-Build and Operating System Provider Agreements.

D. PROJECT CONTROLS

○ D.3 Scheduling:

- i. Provide construction schedule support to the project including:
- ii. Integrate and align Program Management Schedule with Capital Investment Grant (CIG), sequence and cross reference NTP dates with Project Development (PD), Early Systems Work agreement (ESWA) and Entry into Engineering.
- iii. Maintain and update program schedule.
- iv. Incorporating PPWA extension to overall program schedule.
- v. Integrate Brightline West construction timeline into overall program schedule.

○ D.4 Cost Estimating:

- i. Provide cost estimating support to the project including:
- ii. Adjust and prepare Estimate to meet CIG requirements;
- iii. Adjustments reflecting 2025 current construction estimating indices;
- iv. Adjustments reflecting the updated Project Footprint Map (A11.1.iii);
- v. Prepare cost estimate for Brightline West tunnel protection mitigation.
- vi. Support SBCTA with price negotiations with Brightline West and OIAA, necessary to secure MOU/agreements;
- vii. Prepare cost estimate for detailed ATCs and support SBCTA with ATC price negotiations developed by 2 proposers.

K. PRECONSTRUCTION SERVICES

In coordination with the Stakeholders, Consultant shall continue preconstruction services to manage the design-build procurement activities of the Proposed Project, continuing Amendment 2 duration from May 2025 and conclude with the evaluation of the preconstruction contractor lump sum contract proposal.

○ K.5 Procurement Support:

- i. Continue refining the project Technical Provisions to support SBCTA's decision to split the delivery phase into two agreements: a Design-Build Agreement and an Operating System Provider Agreement. This includes updating the 41 Design-Build Technical Provisions and the 23 Operating System Provider Provisions.
- ii. Continue to coordinate with and support of SBCTA legal counsel and SBCTA procurement on Alternative Technical Concept (ATC) risk sharing negotiations and communication with 2 proposers.
- iii. Review and assess ATCs technical merit from 2 proposers for compliance with environmental laws and overall cost benefit.
- iv. Continue to Coordinate with and support of SBCTA legal counsel and SBCTA procurement on Alternative Technical Concept (ATC) risk sharing negotiations and communication with 2 proposers.
- v. Review ATCs from 2 proposers for compliance with environmental laws and cost benefit.
- vi. Coordinate with and support of SBCTA legal counsel and SBCTA procurement on proposal evaluations and technical scoring.

○ K.10 Facilities:

- i. Extend leases for the two contractor project offices three months.

L. Strategic Funding Support

Consultant will develop a comprehensive grant and funding strategy to support the successful delivery of the Project.

- Conduct an extended funding kickoff meeting with HNTB's subject matter experts.
- Develop a cash flow model to identify project needs at major milestones.
- Inventory potential public and private funding sources and strategies at the local, regional, state, and federal levels.
- Evaluate the updated STOPS model ridership projections to determine if they meet CIG program competitive thresholds.
- Conduct a preliminary evaluation of the project's competitiveness for CIG funding based on FTA criteria.
- Engage in FTA coordination to discuss ridership findings and initial project positioning within the CIG framework.
- Develop project appropriate funding strategy.

M. Passenger Modeling Data Support Effort

In coordination with the Stakeholders, Consultant shall oversee the planning and development of updated ridership estimates to reflect changes in the project description, components, and supporting transit elements.

Assumptions

- Perform Mock analysis workshop to assess STOPS ridership optimization options.
- Modeling effort to support FTA / CIG and other Grant Efforts
- Assume 6 to 9 months. Starting in October 2025
- Modeling to assume on demand operation and follow FTA nontraditional guidance
- Identify all ridership opportunities and map structure of Transit System Operation
 - Map with GIS support data.
 - MAP and illustrate all transit systems based on local, regional and state systems.
 - Map with traffic flow and population density.
- Include Micro Transit districts ridership market potential, including:
 - HART District
 - Ontario Mills / Toyota Center District
 - ONTAirport / Ontario Convention Center District
- Include passenger growth and ridership from adding an In Line Station at Ontario Mill
- Include regional passenger growth from West Valley Connector, ARROW, and BLW (High Desert Stations)
- Include passenger growth and ridership from add a rental car station at Ontario International airport
- Include passenger growth from Hotel at Rancho Station and Lewis Development
- Utilize the SBCTA's Smart County Master Plan assess the impact of adding specific corridors and stations in the vicinity of ONT and Rancho Cucamonga Metrolink Station and OIAA to the ONT Connector alignment, leveraging Smart Corridors and Smart Intersections strategies to support localized and global ridership forecasting.

Peer Airport Analysis

- Develop a list of peer airports (potentially OAK, IAD, EWR, MIA, others).
- Conduct regression analysis on potential measures for air passenger volume:
 - i. Frequency of transit service
 - ii. Potential other factors (e.g. grade changes, walk distance to terminal door).

- Assess typical transit mode share.

Grant Deliverables

- Update BCA
- Update Economic Benefit Study
- Support Update of Land Use Benefit Study
- Run Mock Modeling Analysis with (STOPS) based on “Non traditional” Autonomous Transit system with On Demand operation
- Utilize the SBCTA’s Smart County Master Plan assess the impact of adding specific corridors and stations in the vicinity of ONT and Rancho Cucamonga Metrolink Station and OIAA to the ONT Connector alignment, leveraging Smart Corridors and Smart Intersections strategies to support localized and global ridership forecasting.
- Peer Airport Analysis (Report)
 - i. Develop a list of peer airports (potentially OAK, IAD, EWR, MIA, others).
 - ii. Conduct regression analysis on potential measures for air passenger volume:
 - Frequency of transit service
 - Potential other factors (e.g. grade changes, walk distance to terminal door).
 - iii. Assess typical transit mode share and verify Rental Car propensity for travelers.
- Ontario Airport Travel Market Assessment
 - i. Data Collection/Request
 - Demographic Data: population and employment density, household income, zero-vehicle households, age distribution, disability status, and limited English proficiency.
 - Land Use and Activity Centers: current land-use patterns, locations of major trip generators such as schools, health facilities, retail, and recreation. Attendance data for special events (e.g., concerts) within the study area will be collected, where available.
 - Transportation Network and Services: existing and planned fixed-route transit services, schedules, and ridership; bicycle facilities; roadway classifications, speed limits, and connectivity; and park-and-ride facilities and mobility hubs.
 - Travel Demand and Patterns: Utilize Google based "Replica" travel demand data, origin–destination data from existing services (transit, paratransit, TNCs, etc.), traffic volumes and congestion patterns, and curbside activity data, if available
 - Operational and Environmental Characteristics: available curb space for pickup/drop-off, existing and planned charging infrastructure for electric vehicles.
 - Existing route network coverage, including assessment of current ridership and service operations by provider.
 - Obtain SCAG Air Passenger Model
 - Request ONT Employee Surveys if available
 - Request ONT Air Passenger Surveys if available
 - Obtain OIAA planning documents (airport capacity, expansion, growth projections)
 - Conduct bracketed growth scenarios of potential future markets for ONT Connector air passengers and employees.
 - Perform analysis of ODS (Origin-Destination Surveys) to understand potential markets for ONT Connector air passengers and employees, today and under future growth scenarios.
 - Determine potential mode share based on analysis of peers, today and under future growth scenarios.
 - Microtransit Service Market
 - i. Study Area Definition:

- Examining existing route network coverage, including assessment of current ridership and service operations by provider
 - Analysis of current (and forecasted) regional and local travel patterns (O-D pairing) as well as population and employment density by jurisdiction and relative to existing/planned transit service.
 - Identifying primary trip anchors (e.g., transit hubs, major employers, educational institutions, medical facilities, commercial districts).
 - Establishing catchment limits based on target service performance and vehicle operating parameters.
 - Reviewing transportation network connectivity, physical barriers, and ADA-compliant access feasibility.
 - Prioritizing areas with high demand potential and/or transportation equity needs.
 - Mapping of service area identifying core service zones and potential expansion areas
- ii. Ridership Assessment:
- Estimate potential microtransit ridership for up to four (4) scenarios. Scenarios can differ based on varying microtransit service characteristics, the presence or absence of complimentary transit services, and the presence or absence of non-motorized connectivity. At minimum, HNTB will assess ridership/service potential if the microtransit service were to operate today under existing conditions and will also assess ridership/service potential under three (3) future buildout years.
 - Development of ridership assessment methodology
 - Scenario Planning
 - Use of Replica to estimate total travel demand (i.e., all trips) that either begin or end within microtransit service area. Trips will be summarized by trip type (e.g., work based) and summarized by which trip origins and destinations are internal-internal (begin and end within service area), internal-external (begin within the service area and end outside of it), and external-internal (begin outside of the service area and end inside of it)
 - Estimate service area travel demand generated by special events (e.g., concerts, sporting events, etc.) within the study area and identify additional market segments (if any). Application of mode split assumptions to estimate potential demand for microtransit as a share of non-driving attendees for special events.
 - Assign propensity factors to both Replica and special events data to estimate a range of potential daily microtransit ridership. Potential ridership will then be annualized by applying a regional annualization factor data, if available.
 - Future Year Ridership
 - Estimate potential microtransit ridership for up to three (3) future year scenarios. This will be done by factoring existing ridership based on specific scenario characteristics.
 - Implementation Plan
 - Identify recommended phased implementation plan.
 - Identify highest market share potential, years for each phase of implementation, including an Opening Year and years where future service expansion would be recommended.
 - Operating plan that details the service area boundaries, hours of operation, the number of vehicles required to operate the service, and other detailed service characteristics as needed.
 - Microtransit service plan

Q. Capital Investment Grant (CIG)

- Schedule CIG and Program
- Revisioning of Ridership
- Enter PD Plans and Subplans

Grant Deliverables

- Update Benefits Cost Analysis (BCA)
- Update Economic Benefit Study
 - i. Support Update of Land Use Benefit Study
 - ii. Run Mock Modeling Analysis with (STOPS) based on “Non traditional” Autonomous Transit system with On Demand operation
- Utilize the SBCTA’s Smart County Master Plan assess the impact of adding specific corridors and stations in the vicinity of ONT and Rancho Cucamonga Metrolink Station and OIAA to the ONT Connector alignment, leveraging Smart Corridors and Smart Intersections strategies to support localized and global ridership forecasting.
- Rating Deliverables
 - i. Adopted into long range transportation plan (RTIP)
 - ii. Complete at least 30% design
 - iii. Get at least 30% non-CIG funding committed.
 - iv. Initial Financial Plan
 - v. Prep for FTA evaluation/rating - Sketch STOPS model run.
 - vi. Prep Letter of No Prejudice
 - vii. Notify FTA (at least 6 mo. prior to Entry to Engineering or 2-yr deadline)
 - viii. Prepare material required for Entry to Engineering
 - ix. PMP
 - x. Program schedule and scope definition.
 - xi. Contracting Methodology
 - xii. 3rd Party Agreements Identified with timeline.
 - xiii. VE / Constructability
 - xiv. Hazard / Threat Analysis & Safety / Security Design
 - xv. FTA SCC estimate
 - xvi. Risk Assessment
 - xvii. Financial Plan (See TIRCP)
 - xviii. Request Entry to Enter Engineering
 - xix. Send Letter Request to FTA
 - xx. PMOC Rating #1 - FTA evaluate, rate, approve.
 - xxi. Lock in CIG amount - set FFGA cap.
- Rating Exercise (PMOC rating effort)
- Start Environmental Re-validation
 - i. Deliverable – First Rating Summer 2026
 - ii. Target ESWA (Scope)
 - iii. Enter Engineering

Schedule / Duration:

This Amendment No. 4 to Contract 21-1002452 total duration is approximately 12 months

SUMMARY - EXHIBIT B.4

Contract Extension: Transfer of funds from NTP2 to NTP1

29-Aug-25

ATTACHMENT B-4 SUMMARY OF PCM LABOR HOURS & FEE (NTP2 to NTP1 Transfer)						
		NTP1 Breakout				
Item#	Activities	Original Contract Value	Amendment 1-3 and Contingency Releases	Current Approved Contract Value	This Contract Extension, Amendment #4, Transfer. Funds from NTP2 to NTP1	TOTAL Revised (Proposed) Contract Value
NTP-1						
A	Project Management	\$3,210,784	\$ 957,129.17	\$4,167,913	\$ 1,031,600.02	\$5,199,513
B	Design Management	\$2,765,164	\$ 1,809,617.21	\$4,574,781	\$ 760,146.65	\$5,334,928
C	Contract Management & Procurement	\$1,026,818	\$ (62,446.00)	\$964,372	\$ 300,096.77	\$1,264,469
D	Project Controls	\$447,111	\$ 757,141.63	\$1,204,252	\$ 379,961.24	\$1,584,213
E	Construction Management	\$45,257	\$ (233.00)	\$45,024	\$ -	\$45,024
F	Establishment of Maintenance & Interim Operations	\$35,562	\$ (35,562.00)	(\$1)	\$ -	(\$1)
G	DBOM Negotiations		\$ -	\$0	\$ -	\$0
H	RAISE GRANT			\$0		\$0
I	Project Background & History	\$0	\$ 166,130.41	\$166,130	\$ -	\$166,130
J	Footprint Analysis	\$0	\$ 442,192.00	\$442,192	\$ -	\$442,192
K	Pre-Construction	\$0	\$ 3,868,588.00	\$3,868,588	\$ 870,710.83	\$4,739,299
L	Strategic Funding Support		\$ 115,792.00	\$115,792	\$ 252,607.58	\$368,400
M	Passengers Modeling	\$0	\$ 72,181.00	\$72,181	\$ 254,833.19	\$327,014
N	TIRCP Grant		\$ 55,142.00	\$55,142	\$ -	\$55,142
O	SB-1 Grant		\$ 200,749.00	\$200,749	\$ -	\$200,749
P	RAISE Grant		\$ 70,225.00	\$70,225	\$ -	\$70,225
Q	CIG and Grants	\$0	\$ -	\$0	\$ 1,424,432.64	\$1,424,433
R	Conceptual Design Analysis of Realignment Configuration		\$ -	\$0	\$ -	\$0
AA	UPRR		\$ 635,947.00	\$635,947	\$ -	\$635,947
				\$0	\$ -	\$0
SUBTOTAL NTP1 >> Labor Fee		\$7,530,695	\$9,052,593	\$16,583,289	\$ 5,274,388.92	\$21,857,677
Fixed Fee @ 9.5%		\$715,416	\$ 888,287.58	\$1,603,704	501,066.95	\$2,104,771
Total Fee NTP1 >>		\$8,246,111	\$9,940,881	\$18,186,992	\$5,775,456	\$23,962,448
NTP1: Travel, Boarding, Lodging, Airfare, Local Mileage, Other Costs (Office Supplies, Vehicles, SBE, DBE Admin Fee)		\$828,999	(\$40,598)	\$788,401	\$65,000	\$853,401
NPT1 Field Office			\$ 300,000.00	\$300,000	\$50,000	\$350,000
NTP1 Value		\$9,075,110	\$10,200,283	\$19,275,393	\$5,890,456	\$25,165,850
NTP2 Value		\$17,865,318	-\$7,238,463	\$10,626,855	(\$5,890,456)	\$4,736,399
Contract Value		\$26,940,428	\$2,795,750	\$29,736,178	\$0	\$29,736,178

Attachment: Include 21-1002452-4_Fee Schedule B.4 (11932 : Amendment No. 4 to Contract No. 21-

Attachment B

Public Comments and Letters Received

From: [REDACTED]
To: [clerkoftheboard](#)
Subject: Comment on Sept 11, 2025 Transit Committee Item 5
Date: Friday, September 5, 2025 10:55:18 AM

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

Dear SBCTA Transit Committee,

I am advocating against continuing the Ontario International Airport Connector Project. This project began as an ill conceived and disingenuous proposal by a company that could not deliver on their lofty proposal. Please stop throwing good money after bad. There is already a viable transit connection being built in the West Valley Connector BRT that is under construction. The funds you are setting aside for the Ontario International Airport Connector Project is for a system with bespoke hardware that cannot interoperate with any existing guideways (road or rail) in the county. The funds would be better allocated to increasing the length of dedicated lanes for the West Valley Connector BRT between the Rancho Cucamonga Metrolink Station and the Ontario Airport. This would simultaneously decrease travel time between the Metrolink Station and the Airport while meaningfully increasing the connectivity of the Rancho Cucamonga Metrolink station to the nearby businesses (e.g. Toyota Arena, Ontario Mills Mall, Victoria Gardens, etc.). Beyond the Ontario International Airport Connector Project's poor vehicle choice the project also misses major trip generators between the airport and the Metrolink Station. The large parking lots around the shopping centers and event venues in the area speak to the magnitude of trips they generate and any high capacity transit solution that passes through the area should include stops that serve those businesses. The West Valley BRT is superior in terms of interoperability with other existing SBCTA infrastructure, and in the service it provides. Please do not fund the Ontario International Airport Connector Project. The county would be better served if you add dedicated lanes for the West Valley Connector BRT between The Ontario Airport and the Rancho Cucamonga Metrolink Station while ensuring high frequency on that line.

Thank you for your time and service,

Martín Hoecker-Martínez
[REDACTED]

Minute Action

AGENDA ITEM: 16

Date: *October 1, 2025*

Subject:

Continuation of Omnitrans as the Consolidated Transportation Services Agency for the San Bernardino Valley

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

A. Adopt Resolution No. 26-005 to continue Omnitrans' designation as the Consolidated Transportation Services Agency (CTSA) for the San Bernardino Valley Measure I Subarea through March 31, 2040, the term of Measure I 2010-2040.

B. Approve Amendment No. 2 to Contract No. 16-1001458, which allocates Valley Measure I Subarea CTSA Funds to Omnitrans for operation of a CTSA, to provide for the coordination of transit services for seniors and persons with disabilities through March 31, 2040.

Background:

The State of California passed Assembly Bill 120, named the Social Services Transportation Improvement Act, in 1979, promoting the creation of a Consolidated Transportation Services Agency (CTSA) to consolidate and coordinate human social services transportation. The purpose of a CTSA is to pursue a wide range of coordination strategies in order to improve the efficiency and cost-effectiveness of transportation services to low mobility groups.

In November 2015, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) designated Omnitrans as the CTSA for the Valley Measure I Subarea (Resolution No. 16-005). Additionally, in June 2016, Contract No. 16-1001458 was approved by the SBCTA Board, which allocated Measure I CTSA funds to Omnitrans for the operation of these services. Both the resolution and the contract, per their terms, were set to expire in November 2020.

In November 2020, the SBCTA Board adopted Resolution No. 21-021, which continued the designation of Omnitrans as the CTSA, and approved Amendment No. 1 to Contract No. 16-1001458, which allocated Measure I CTSA funds to Omnitrans for the continued operation of these services. Both the resolution and the contract are set to expire in November 2025.

At this time, staff recommends approval of Resolution No. 26-005, which continues the designation of Omnitrans as the CTSA for the Valley Measure I Subarea until March 31, 2040 and approval of Amendment No. 2 to Contract No. 16-1001458, which continues funding for CTSA activities, as Omnitrans has shown the ability to continue providing service to the Valley.

During the past five years, Omnitrans has successfully provided CTSA services throughout San Bernardino County. The programs and their descriptions are as follows:

Travel Training

The Omnitrans Travel Training Program is a mobility facilitation program that has been developed to enhance mobility for seniors and disabled individuals. The program is a client-specific, needs-based program that is structured to aid these individuals in a group or one-on-one basis and ensures the transportation needs of these community members are addressed. To date, 720 individuals have been trained. These are trips that would have otherwise

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

October 1, 2025

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used complementary paratransit (Omnitrans Access service). Not only does using fixed routes offer these individuals more flexibility and freedom, it has also saved Omnitrans funding in Americans with Disabilities Act associated expenses.

Transportation Reimbursement Escort Program

The Volunteer Driver program, also known as the Transportation Reimbursement Escort Program, provides mileage reimbursement for individuals with disabilities or seniors that are unable to use public transportation and must rely on others to drive them for transportation. Participants choose their own driver, usually a family member, friend, neighbor, or caretaker. The reimbursement offsets the cost associated with providing transportation and can be used for trips to medical appointments, personal errands, visiting family and friends, or getting to work. To date, there are more than 540 participants and a cumulative 116,085 trips have been taken.

Uber and Taxi RIDE Program

Omnitrans' RIDE program offers a monthly match to eligible seniors (age 62+) and individuals with disabilities for traditional taxi or Uber services to medical appointments, work, grocery shopping, and other trips that may be difficult to make on public transportation. Omnitrans matches the amount contributed by the rider to purchase service credits to use for local taxi and Uber services, up to a maximum monthly limit. To date, there are more than 1,582 participants and a cumulative 55,556 trips have been taken.

Measure I CTSA competitive grant process

On a biennial basis, Omnitrans awards a portion of the Measure I funds they receive to non-profits, social services, and agencies to help support the senior and disabled communities throughout the Valley. Selected applicants are awarded and become part of the Regional Mobility Partnership Program. Omnitrans has awarded funding to Central City Lutheran Mission (Lutheran Social Services of Southern California), City of Chino, City of Grand Terrace, City of Ontario, City of Redlands, City of Rialto, City of Yucaipa, AgingNext, San Bernardino County Department of Aging and Adult Services, Highland Senior Center, Loma Linda University Medical Center - Adult Day Health Services, OPARC, Anthesis, VIP, Inc., and West End Young Men's Christian Association. Approximately \$14,420,750 of Measure I funding has been awarded over the past five years by Omnitrans.

Financial Impact:

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

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Transit Committee on September 11, 2025. SBCTA General Counsel has reviewed this item, the draft resolution, and draft amendment.

Responsible Staff:

Nancy Strickert, Transit Manager

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

RESOLUTION NO. 26-005

RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY TO CONTINUE DESIGNATION OF OMNITRANS AS THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY FOR THE VALLEY MEASURE I SUBAREA.

WHEREAS, Section 6680 of Title 21 of the California Code of Regulations provides that Consolidated Transportation Services Agencies (“CTSA”) are to be designated by the county transportation commissions within the area of the Southern California Association of Governments; and

WHEREAS, San Bernardino County Transportation Authority (“SBCTA”) has all the rights and powers of a county transportation commission pursuant to Public Utilities Code Section 130809; and

WHEREAS, pursuant to Government Code Section 15975, SBCTA may designate more than a single agency as a CTSA if improved coordination of all transportation services required by social service recipients is demonstrated within the geographic area; and

WHEREAS, Government Code Section 15952 (a) states that “Centralized administration of consolidated social service transportation services shall utilize, to the maximum extent possible, existing public and private administrative capabilities and expertise”; and

WHEREAS, there is a specific set-aside of Measure I funding for CTSA purposes in the Valley Measure I Subarea; and

WHEREAS, on November 4, 2015, the SBCTA Board adopted Resolution 16-005, designating Omnitrans as the CTSA for the Valley Measure I Subarea for the term of five years; and

WHEREAS, on November 4, 2020, the SBCTA Board adopted Resolution 21-012, extending Omnitrans’ designation as the CTSA for the Valley Measure I Subarea for the term of five years; and

WHEREAS, Omnitrans has continued to work in the capacity as the CTSA since November 4, 2015, and has successfully performed as a CTSA in the Valley Measure I Subarea; and

WHEREAS, SBCTA desires to continue to designate Omnitrans as a CTSA.

NOW, THEREFORE BE IT RESOLVED by the San Bernardino County Transportation Authority that:

Section 1. Omnitrans is designated as a CTSA until March 31, 2040 for the Valley Measure I Subarea.

Section 2. SBCTA reserves the right to revoke CTSA status should it determine Omnitrans has failed to maintain an acceptable level of service.

Section 3. SBCTA will conduct a review of Omnitrans' CTSA activities and performance on a quarterly basis.

Section 4. This resolution is effective upon its adoption.

PASSED AND ADOPTED at a meeting of the San Bernardino County Transportation Authority held on October 1, 2025.

Rick Denison, President
San Bernardino County Transportation Authority

ATTEST:

Marleana Roman, Clerk of the Board
San Bernardino County Transportation Authority

General Contract Information

Contract No: 16-1001458 Amendment No.: 2 Sole Source? N/A
 Vendor No.: 01568 Vendor/Customer Name: Omnitrans
 Description: Operations of a Consolidated Transportation Services Agency
 Estimated Start Date: 11/04/2015 Expiration Date: 11/04/2025 Revised Expiration Date: 03/31/2040

List Any SBCTA Related Contracts Nos.: _____

Dollar Amount

Original Contract	see notes below	Original Contingency	\$	-
Prior Amendments	\$ -	Prior Amendments	\$	-
Current Amendment	\$ -	Current Amendment	\$	-
Total/Revised Contract Value		Total Contingency Value		\$ -
Total Dollar Authority (Contract Value and Contingency)			\$	-

Contract Authorization

Board of Directors _____ Date: 10/01/2025 Board _____ Item # 11933

Contract Management (Internal Purposes Only)

Payable _____ Other Contracts _____ No Budget Adjustment _____

Accounts Payable

Total Contract Funding: \$ -						Total Contingency: \$ -					
GL	4170	30	0310	0000	54620	41100000	see notes below	GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-

Accounts Receivable

Total Contract Funding: \$ -						Total Contingency: \$ -					
Funding Agreement No: _____						Reversion Date: _____					
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-
GL								GL			-

Nancy Strickert

Victor Lopez

Project Manager (Print Name)

Task Manager (Print Name)

Additional Notes: 2% of Measure I Valley Revenue (25% of Senior and Disabled Program funding) is passed through to Omnitrans monthly.

**AMENDMENT NO. 2 TO CONTRACT NO. 16-1001458
BETWEEN
SAN BERNARDINO COUNTY TRANSPORTATION AUTHORITY
AND
OMNITRANS**

**Funding operation of a consolidated transportation services agency to provide for the
coordination of transit services for seniors and persons with disabilities**

This AMENDMENT NO. 2 to Contract No. 16-1001458 is made by and between Omnitrans, a joint powers authority (“Omnitrans”) and the San Bernardino County Transportation Authority (“SBCTA”). Omnitrans and SBCTA are each referred to herein as a "Party" and collectively as the "Parties".

RECITALS

WHEREAS, in 2004, the San Bernardino Associated Governments (SANBAG) adopted and the voters of San Bernardino County approved Ordinance No. 04-01 (Measure I) that provided for the continued imposition of a one-half of one percent (0.5%) retail transactions and use tax in San Bernardino County from April 1, 2010 to March 31, 2040, for transportation purposes; and

WHEREAS, Measure I, which may be amended in accordance with its terms, currently provides that 8% of Measure I revenue generated in the San Bernardino Valley subarea (“Valley Measure I revenue”) shall fund Senior and Disabled Transit Service, and that included in this amount at least 2% of Valley Measure I revenue shall provide funding for a Valley Consolidated Transportation Services Agency (CTSA); and

WHEREAS, on November 4, 2015, SANBAG, acting as the San Bernardino County Transportation Commission, adopted Resolution 16-005 (“Resolution”) designating Omnitrans as a CTSA for the San Bernardino Valley subarea for a five-year term; and

WHEREAS, effective as of July 6, 2016, Omnitrans, on behalf of itself and as Administrative Agent on behalf of Valley Transportation Services (VTrans), and SANBAG entered into Contract No 16-1001458 for allocation by SANBAG of Valley Measure I revenue for Ongoing Annual CTSA Programs (the “Contract”); and

WHEREAS, since the Contract was entered into, VTrans has been dissolved; and

WHEREAS, the Contract and Resolution were set to expire November 4, 2020; and

WHEREAS, effective January 1, 2017, pursuant to the San Bernardino County Transportation Authority Consolidation Act of 2017 (SB 1305) SBCTA assumed the Contract as the successor to SANBAG; and

WHEREAS, on November 4, 2020, SBCTA adopted Resolution 21-012 continuing the designation of Omnitrans as a CTSA for the San Bernardino Valley subarea for a term of five years; and

WHEREAS, on October 1, 2025, SBCTA adopted Resolution 26-005 continuing the designation of Omnitrans as a CTSA for the San Bernardino Valley subarea through March 31, 2040.

NOW, THEREFORE, in consideration of the mutual promises below, the Parties agree as follows:

1. The first sentence of Section 4 **Reporting and Performance Review** is deleted and replaced in its entirety with the following:

“Omnitrans for itself and as Administrative Agent shall submit to SBCTA every quarter the form attached to this Contract as Exhibit 'A', reporting on the prior quarter's activities and expenditures. The forms attached will be due July 15, October 15, January 15, and April 15.”

2. Section 7.a **Signs**, is deleted and replaced in its entirety with the following:

“7.a Vehicles purchased or operated with Measure I funds shall display signs (attached to this Contract as Exhibit “B”) indicating the vehicle is funded through Measure I Funding, which shall be clearly visible to riders.”

3. Section 8, **Term**, is deleted and replaced in its entirety with the following:

“8. **Term**. The term of this Contract shall end on March 31, 2040, unless extended by mutual written agreement or terminated in accordance with Section 9 below.”

4. The title of **Exhibit “A”** is amended to read **Quantitative Quarterly Reporting**.
5. The Recitals set forth above are true and correct and are incorporated herein by this reference.
6. Except as expressly amended by this Amendment No. 2, all other provisions of the Contract shall remain in full force and effect and are incorporated herein by this reference.
7. Each signatory and Party to this Amendment No. 2 warrants and represents to the other Party that it has the legal authority, capacity and direction from its principal(s) to enter into this Amendment No. 2 and that all necessary resolutions, ordinances or other actions have been taken so as to enter into this Amendment No. 2.
8. This Amendment No. 2 is effective upon execution by both SBCTA and Omnitrans.

-----SIGNATURES ON FOLLOWING PAGE-----

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 2 below.

OMNITRANS**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

By: _____
Erin Rogers
CEO/General Manager

By: _____
Rick Denison
President, Board of Directors

Date: _____

Date: _____

APPROVED AS TO FORM:**APPROVED AS TO FORM:**

By: _____
Steven DeBaun
General Counsel

By: _____
Julianna K. Tillquist
General Counsel

Exhibit "B" – Measure I Sign

Minute Action

AGENDA ITEM: 17

Date: *October 1, 2025*

Subject:

Needles Short Range Transit Plan

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

Approve the Needles Short Range Transit Plan 2025-2030.

Background:

San Bernardino County Transportation Authority (SBCTA) requires each transit agency to prepare a Short Range Transit Plan (SRTP), which is a multi-year operating and capital plan. The SRTP provides information on the transit services provided, their performance, any needs, deficiencies, and a proposed plan for the operations and capital investments covering the next five years. The City of Needles (City) SRTP, Attachment 1, is for Fiscal Year (FY) 2024/2025 to FY 2029/2030.

Summary of Existing Transit Services and Performance

The City operates the following public transportation services:

1. **Needles Area Transit (NAT)** is the primary local public transportation provider in the City. NAT operates one deviated fixed-route service with one-hour headways. The route includes two loops, both beginning and ending on G Street and Broadway. The first loop is the West Loop with stops at the Elks Lodge, Needles Regional Senior Center, Colorado River Medical Center, Needles Branch Library, and the Sheriff's Department. The second loop is the North-South Loop with stops at Carl's Jr. and Best Western Hotel. NAT runs Monday through Friday from 7:00 a.m. to 6:55 p.m. and on Saturday from 10:00 a.m. to 4:55 p.m.
2. **Needles Dial-a-Ride**, also known as the Senior Shuttle, provides curb-to-curb service for persons aged 60 and over and for persons with a disability. Service is provided Monday through Friday, beginning at 9:00 a.m. with final drop-off at 1:00 p.m. Trips are scheduled on a reservation basis, with same-day trips scheduled after 8:30 a.m. Needles Dial-a-Ride provides trips within City limits but can transport passengers outside City limits through special requests.
3. **Needles Dial-a-Ride (DAR) Medical** is a service provided twice a week on Tuesday and Thursday, available to the general public on a first-come, first-served basis strictly for medical appointments in the Bullhead City, Arizona area. Service is by reservation and requires advance payment of fares. Prospective riders are asked to schedule medical appointments accordingly.
4. **Shopper Shuttle Pilot Program**, which began on July 10, 2019, is provided once a week on Wednesdays, departing the El Garces Intermodal Transportation Facility's west parking lot at 8:15 a.m. The Shopper Shuttle stops at the Walmart Supercenter, Safeway, Smith's and CVS in Fort Mohave. The Shopper Shuttle returns to the City at approximately 12:30 p.m., dropping passengers at their residences. Passengers schedule a reservation up to 11:00 a.m. on the Tuesday prior. Round-trip fare costs \$9.00.

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

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Although there was a major decrease in ridership in FY 2019/2020 due to COVID-19, annually, City of Needles Transit Services has continued to see an increase in ridership year after year.

FY	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY 2023/2024	FY 2024/2025
RIDERSHIP	20,044	21,173	25,508	29,257	29,546

Just as in the previous SRTP, the City continues to not have any grocery stores within the city limits, and in February 2024, Rite Aid Pharmacy closed, leaving the City without a local pharmacy. Seeing a need, the City Council approved the implementation of the new Ft. Mohave/Bullhead Limited Stop Shuttle, which travels into Arizona, providing stops for medical appointments and shopping. This was implemented on July 1, 2025, before the approval of their SRTP due to the outstanding needs of the residents.

Summary of Proposed Transit Services

The City does not generate enough Local Transportation Funds to cover its operating expenses. Through the SRTP and allocation process, the SBCTA Board of Directors (Board) approves supplementing the City's operations with State Transit Assistance funds, Measure I Senior and Disabled, Federal Transit Administration Section 5311, State of Good Repair, and other funding as it becomes available. This funding comes from the mountain/desert population share, which does not affect other operator allocations as it is a small amount dispersed over a five-year period.

There are five financially constrained recommendations for City of Needles Transit Services:

1. **Ft. Mohave/Bullhead Limited Stop Shuttle** - Beginning on July 1, 2025, the Ft. Mohave/Bullhead Limited Stop Shuttle provides two round trips on Tuesday and Thursday, traveling within a one-mile radius of Highway 95 up to Silver Creek Road, in Bullhead City. The service departs from the El Garces Intermodal Transportation Facility at 8:15 a.m. and again at 11:30 a.m., returning at approximately 11:15 a.m. and 2:20 p.m., respectively, dropping passengers at their residences. Prepaid reservation is required no later than 11:00 a.m. the day before taking a trip with round-trip fare for destinations in Fort Mohave of \$9.00 and Bullhead City of \$12.00.
2. **Bus Stop Improvements** – NAT has 33 bus stops for its fixed-route services. Due to extreme weather, this SRTP recommends improving bus stops to include a shelter, bench and trash receptacle. The goal is to improve all 33 bus stops within the NAT service routes.
3. **New Garage and EV Infrastructure** – Construct a new garage shell for DAR vehicles in FY 2025/2026. The installation of EV infrastructures in all garages to accommodate future zero-emission vehicles will begin in FY 2026/2027.
4. **Replacement Vehicles** - Replace aging vehicles and begin introduction of the first zero-emission vehicle to the City of Needles Transit Services. Zero-emission vehicles will be ordered in FY 2028/2029 and put into service in FY 2029/2030.
5. **Fare Pass Technology** - Implement technology to allow app-based fare payment. This will allow riders more flexibility to purchase tickets immediately or for future use.

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October 1, 2025

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Summary of Financial Plan

The total operating and capital expenses for the current five-year period are projected to be \$3,708,382 and \$1,012,980, respectively, to be funded as shown in Table 1 below. Please note that the totals do not match Table 27 of the SRTP. The difference is that some of the funding shown in FY 2025/2026 is from prior years and has been excluded to reflect future needs only.

Table 1 – Revenue Summary by Funding Source (FY 2024/2025-FY 2029/2030)

Fund Source	Total Operating Revenue	Total Capital Revenue
Local Transportation Funds	\$1,699,591	
State Transit Assistance – Op	\$23,901	
State Transit Assistance – Pop	\$1,051,748	\$963,000
Passenger Fares	\$234,968	
Federal Transit Administration (FTA) Section 5311	\$284,179	
Measure I Senior and Disabled	\$119,500	
Low Carbon Transit Operations Program (LCTOP)	\$53,436	
State of Good Repair		\$49,980
Transit and Intercity Rail Capital Program (TIRCP) Senate Bill 125	\$241,059	
Total Revenue	\$3,708,382	\$1,012,980

The approval of the SRTP will result in the authorization to program the proposed five-year operating and capital projects in the Federal Transportation Improvement Program and keep them in compliance with Federal, State and local compliance. Annually, an allocation will be brought to the Transit Committee and Board of Directors prior to any disbursement of these funds.

At this time, staff is recommending that the Transit Committee recommend the Board approve the City of Needles SRTP.

Financial Impact:

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

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Transit Committee on September 11, 2025.

Responsible Staff:

Nancy Strickert, Transit Manager

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Needles Transit Services Short Range Transit Plan Fiscal Year 2025-2030



Final Report



August 2025



San Bernardino County
Transportation Authority

AMMA
TRANSIT PLANNING INC.

Needles Transit Services Short Range Transit Plan

Fiscal Year 2025-2030

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Needles Transit Services Short Range Transit Plan

Fiscal Year 2025-2030

Introduction

This introductory chapter provides the purpose of the Short Range Transit Plan (S RTP) prepared for the City of Needles; the methodologies utilized in the planning process; an overview of existing services, recent developments and recent performance trends; and an overview of the remaining S RTP chapters.

PURPOSE OF THE SHORT RANGE TRANSIT PLAN

The purpose of this S RTP is to guide the City of Needles in its provision of public transportation services over the next five years. The S RTP engages the public and community stakeholders to gather input on transit needs, gaps and satisfaction with existing service, and the plan analyzes current and past performance data. From this input, the S RTP then develops service strategies to improve the City of Needles' public transit and presents funding scenarios to support the plan of action.

The S RTP is a requirement for the City of Needles to remain in compliance with California's Transportation Development Act (TDA) and continue receiving state funds for transit in Needles. This S RTP was developed under sponsorship of the San Bernardino County Transportation Authority (SBCTA) as the Regional Transportation Planning Agency (RTPA) and administrator of transit funding for operators in San Bernardino County.

The City of Needles last developed an S RTP in January 2020, just prior to the onset of the COVID-19 pandemic and the social disruption of California's mandated stay-at-home and social distancing orders. This S RTP considers the transit effects of the pandemic and the following recovery efforts. The S RTP also presents plans for a strong future that enhances mobility for the residents of Needles.

Existing Conditions

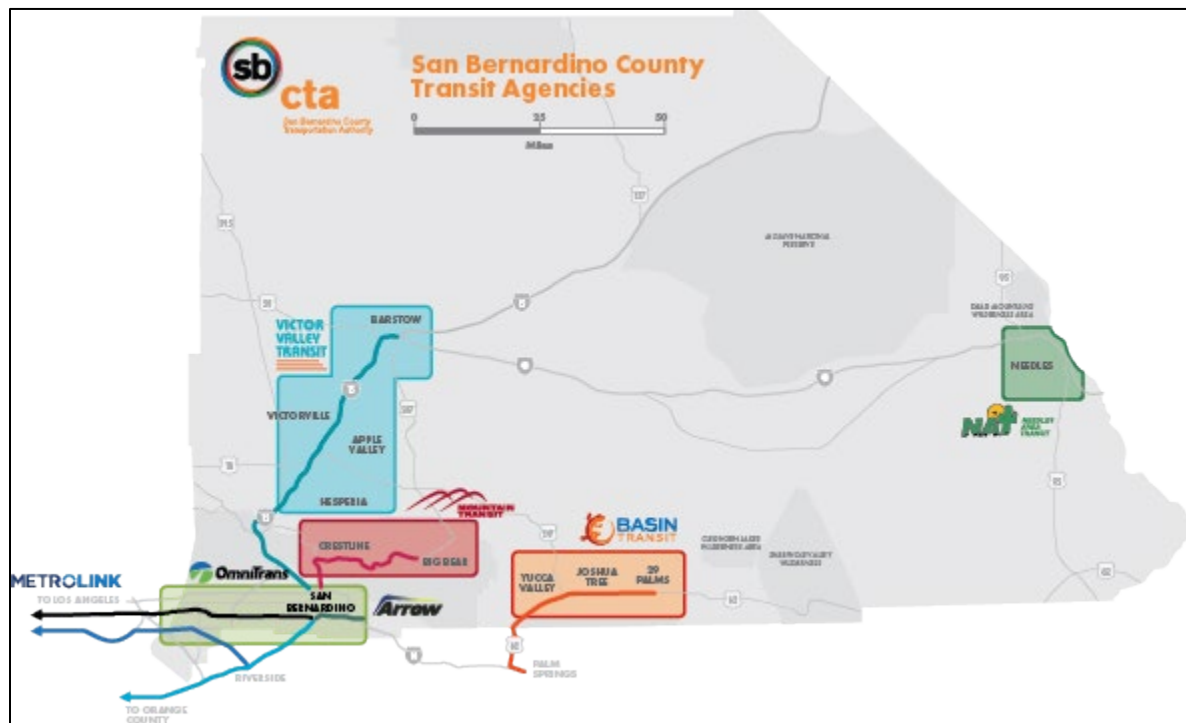
This chapter includes a full review of existing Needles Transit Services (NTS), incorporating a demographic review of the population served, presenting input gathered through a four-part outreach process, an assessment of previously completed studies and an assessment of current and past operating performance.

DESCRIPTION OF THE STUDY AREA

The City of Needles is a rural community on the eastern border of San Bernardino County, along the Colorado River, with a total population of almost 5,000 people. The 30-square-mile community is 175 miles away from the Victor Valley, the nearest urbanized region in the County, and more than 200 miles removed from the county seat in the City of San Bernardino. With scarce resources located within the City of Needles, residents are compelled to travel into Fort Mohave and Bullhead City, Arizona, for shopping, medical purposes and employment (Figure 1).

Interstate 40 traverses Needles east to west with Highway 95 (the Trans-National Highway from Mexico to Canada) providing north-south access. The Burlington Northern Santa Fe Railroad ("BNSF") has a hub at Needles, and Amtrak provides two trains a day, one westbound to Los Angeles and one eastbound to Chicago. Needles Airport is a county-owned, public-use airport in San Bernardino County, which is located five nautical miles south of the central business district of Needles.

Figure 1: Needles Transit and the San Bernardino County Network



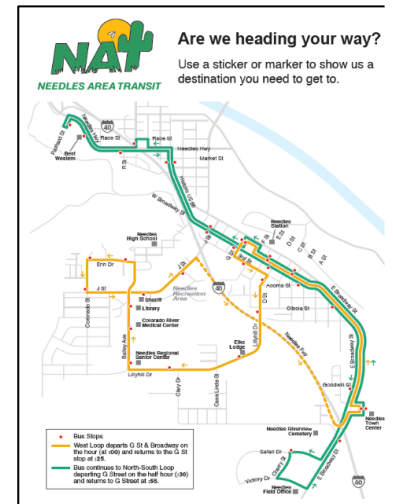
AVAILABLE PUBLIC TRANSPORTATION SERVICES

NTS consists of four programs to meet the mobility needs of the residents. Each program has its own operating days, hours of service, eligibility and required fare.

Needles Area Transit

The Needles Area Transit (NAT) deviated fixed-route bus service operates on a 60-minute headway throughout the City. Route deviations are provided upon request and where there is time availability to pick up or drop off riders within $\frac{3}{4}$ -mile of the fixed route. The service operates between the hours of 7:00 a.m. and 6:55 p.m. Monday through Friday and from 10:00 a.m. to 4:55 p.m. on Saturday. The NAT service is available to the general public.

The route consists of two loops: The West Loop that departs G Street and Broadway on the hour, covering the southwest portion of the City that includes stops for the city offices, senior center, Colorado River Medical Center and the library, arriving back at G Street 30 minutes after the hour. The North-South Loop departs from G Street on the half hour and traverses Broadway Street at both ends of the City and Needles Highway, returning to G Street at 55 minutes past the hour.



Needles Senior Dial-A-Ride Specialized Transportation

The Needles Senior Dial-A-Ride is an origin-to-destination service dispatched out of the Needles Regional Senior Center for persons aged 60 and over and persons with a verified disability. The service covers the entire city limits and operates weekdays between the hours of 9:00 a.m. and 1:15 p.m. Trips are scheduled through the senior center with same-day service.

Needles Dial-A-Ride Medical Service

The Needles Dial-A-Ride Medical Service provides transportation to the general public to Arizona medical facilities, including Valley View Medical Center in Fort Mohave up to Bullhead City medical facilities. The service is available twice weekly, on Tuesdays and Thursdays, departing from the senior center. Reservations are made on a first-come, first-served basis and must be prepaid at the senior center no later than 11:00 a.m. the day prior to the trip. Riders can be picked up at their location for an extra fee.

Needles Shopper Shuttle

The Needles Shopper Shuttle was introduced in July 2019 to offer residents access to major grocery chains in Arizona due to the closure of the City of Needles' single grocery store. The shuttle operates once a week, on Wednesday, traveling from the El Garces to Walmart, Safeway, Smith's and CVS in Fort Mohave. The shuttle leaves El Garces at 8:15 a.m. and returns by 12:30 p.m., dropping off riders at their homes. Reservations must be prepaid at the senior center no later than 11:00 a.m. of the day prior to the trip.

Needles Transit Services Fare Structure

The fare structure for the NTS is presented in Table 1 for all modes. For the deviated fixed-route service, slight discounts are provided to older adults. Currently, all K-12 and college students ride free with valid student identification or class schedule. Fares for specialized transportation services vary, depending on the distance of the trip and the program utilized.

Table 1: Fare Structure of Needles Transit Services

NAT Deviated Fixed-Route Service			
	K-12 & College with a Valid Student ID or Current School Schedule	Adults under the age of 60 and Youth (other than Students)	Seniors aged 60 and over and Persons with Disabilities (with city issued ID)
Regular Route (single fare each boarding)	Free	\$1.35	\$1.25
Deviation Service (single fare each boarding)	Free	\$2.00	\$1.90
Single Boarding Pass		\$1.35	\$1.35
30-ride Punch Pass		\$39.00	
Children aged 5 and under, up to two free per fare-paying adult		Free	
Dial-A-Ride (Senior Shuttle)			
Curb-to-curb transportation for seniors aged 60 and older and persons with a verified disability (per boarding)			\$1.25
Dial-A-Ride Medical Transportation			
Round Trip to Valley View Medical Center, paid in advance			\$6.00
Round Trip north of Valley View to Bullhead City medical facilities, paid in advance			\$12.00
Shopper Shuttle			
Round Trip, paid in advance			\$9.00

The City of Needles currently owns six vehicles: three larger vehicles support the deviated fixed-route service, and three smaller vehicles are used for the three specialized demand response services (Table 2). Several of the current vehicles are at or have already met the useful life benchmark for vehicle age. A replacement schedule for transit vehicles is included in the capital plan of this SRTP.

Table 2: Vehicle Inventory

ID#	VIN	License #	ADA Accessible?	Year and Make	In-Service Date	Useful Life Years	Seating Capacity	Mileage
N-9	03451	1550968	Yes	NAT 2018 Glaval	8/30/2018	5	18	156,146
N-11	27997	1681543	Yes	NAT 2024 Starcraft	12/1/2023	5	18	11,518
N-12	45645	1696042	Yes	NAT 2024 Starcraft	6/28/2024	5	18	2,433
S-3	10858	1146441	Yes	2002 Ford	7/1/2002	7	7	75,697
S-5	18893	1335656	Yes	2009 Starcraft Starlite	7/1/2009	7	7	100,524
S-6	35613	1626392	Yes	2019 Arboc	4/15/2022	7	8	21,334

TRANSPORTATION OPTIONS FROM OTHER PROVIDERS

VVTA TRIP

The Victor Valley Transit Authority (VVTA) is the Consolidated Transportation Services Agency (CTSA) for the rural, mountain and desert communities of San Bernardino County. In this role, VVTA administers the Transportation Reimbursement and Information Program (TRIP), a self-directed, mileage-reimbursement transportation service that complements public transportation. Volunteers, such as friends and neighbors, transport riders to their desired location when no transit options are available.



Transportation Reimbursement for Individuals Program

TRIP is eligible for those who are disabled, frail or unable to drive and are unable to use other forms of available public transportation for their trip purpose. Riders are reimbursed per mile for the trips their volunteers provide and then pay that reimbursement to their volunteer driver. There are no restrictions on the days and times of travel, and trips can include multiple destinations. For riders who do not have a bank account, debit card or credit card, the Fintwist PayCard can be used to deposit reimbursements on the card on the day of payment, eliminating the need to carry cash or deposit checks.

Bullhead Area Transit System

The Bullhead Area Transit System (BATS) provides fixed-route and demand response transportation within the city limits of Bullhead City, Arizona. While BATS does not provide service in the City of Needles, Needles residents can use the BATS system for travel around Bullhead once they have entered their jurisdiction. Service is provided as far south as the Mohave Crossing Shopping Center and as far north as the Laughlin/Bullhead International Airport. The system operates on weekdays from 6:00 a.m. to 7:00 p.m. and Saturdays from 8:00 a.m. to 3:00 p.m.

Amtrak

Amtrak is the intercity rail line that travels throughout the United States with over 500 stations and 21,400 miles of railroad track. Rail passengers can board Amtrak trains in Needles at the El Garces on the Southwest Chief line that has termination points at Union Station in Los Angeles and in Chicago. The Southwest Chief also has stops in Arizona, New Mexico, Colorado, Kansas and Missouri. Rail fares are based on the distance of travel; however, Amtrak offers multi-ride passes on a 6-ride, 10-ride and monthly pass basis. Trains typically depart from Needles at night.

KEY DEMOGRAPHIC CHARACTERISTICS

To better understand the current and potential users of NTS, a review of demographics informs this SRTP to suggest the community's need for public transportation and population-based impacts for future transit demand. The data presented in this section indicates population trends and changes in population characteristics for the City of Needles, San Bernardino County and California at intervals between 2000 and 2022.

The population of Needles has fluctuated over the years, with a slight increase from 2000 to 2016, followed by a slight decrease in 2020 and 2022 (Table 3). The population density (population per square mile) has also varied, decreasing from 2000 to 2010, followed by small fluctuations in later years. This contrasts with San Bernardino County, where the population has shown consistent growth from 2000 to 2022, with the highest percentage increase between 2000-2010 and a steady increase of population density over the years. The state's population has been steadily increasing, with the highest percentage increase in 2000-2010. Population density has shown a general upward trend, with a decrease between 2020 and 2022.

Table 3: Population Change from 2000 to 2022

City of Needles					
	2000	2010	2016	2020	2022
Population	4,830	4,844	4,945	4,931	4,895
Percent Change from Previous Year		0.3%	2.1%	-0.3%	-0.7%
Square Miles	29.8	30.8	30.8	30.8	31.08
Population/Square Mile	162.1	157.3	157.3	160.1	157.5
San Bernardino County					
	2000	2010	2016	2020	2022
Population	1,709,434	2,035,210	2,106,754	2,181,654	2,193,656
Percent Change from Previous Year		19.1%	3.5%	3.6%	0.6%
Square Miles	20,052	20,056	20,057	20,057	20,105
Population/Square Mile	85.3	101.5	105.0	108.8	109.1
California					
	2000	2010	2016	2020	2022
Population	33,871,648	37,253,956	39,029,342	39,538,223	39,029,342
Percent Change from Previous Year		10.0%	4.8%	1.3%	-1.3%
Square Miles	155,959	155,779	155,779	155,792	163,696
Population/Square Mile	217.2	239.1	250.5	253.8	238.4

Note: 2000 data from 2000 Census Summary File (SF) 1, DP-1.

Note: 2010 data from 2010 Census Summary File (SF) 1, DP-1.

Note: 2016 data from 2012-2016 American Community Survey, 5-Year estimates, DP05.

Note: 2020 data from 2016-2020 American Community Survey, 5-Year estimates, DP05

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, DP05.

The median age in the City of Needles has shown a consistent upward trend from 2000 to 2022, increasing from 39.0 to 48.8 years, with the 25% increase suggesting a city population that is

aging in place (Table 4). The County's median age also has been increasing over the years, but at a slower rate, increasing from 30.3 in 2000 to 34.4 in 2022. The State's median age has been on the rise as well, showing a steady increase from 33.3 in 2000 to 37.9 in 2022. Overall, the data indicates an aging trend for the City of Needles that is considerably older than both the County and the State.

Table 4: Median Age from 2000 to 2022

Location	2000	2010	2016	2020	2022
City of Needles	39.0	39.3	41.7	44.4	48.8
San Bernardino County	30.3	31.7	32.7	34.9	34.4
California	33.3	35.2	36.0	37.5	37.9

Note: 2000 data from 2000 Census Summary File (SF) 1, DP-1.

Note: 2010 data from 2010 Census Summary File (SF) 1, DP-1.

Note: 2016 data from 2012-2016 American Community Survey, 5-Year estimates, DP05.

Note: 2020 data from 2016-2020 American Community Survey, 5-Year estimates, DP05

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, DP05.

Table 5 analyzes the percentage of seniors (age 65 and over) in the total population of the City of Needles, San Bernardino County and the State of California between 2000 and 2022. The percentage of seniors in Needles has shown an overall increasing trend, rising from 16.3% in 2000 to 21.6% of the total city population in 2022. This is a greater increase than that of the County's gradual increase and the steady State increase over the same period.

Table 5: Older Adults as Percent of Total Population from 2000 to 2022

Location	2000	2010	2016	2020	2022	2022 Population
City of Needles	16.3%	16.4%	21.2%	17.5%	21.6%	4,895
San Bernardino County	8.5%	8.4%	10.4%	11.5%	11.8%	2,193,656
California	10.6%	10.9%	12.8%	14.3%	15.0%	39,029,342

Note: 2000 data from 2000 Census Summary File (SF) 1, DP-1.

Note: 2010 data from 2006-2010 American Community Survey, 5-Year estimates, DP05.

Note: 2016 data from 2012-2016 American Community Survey, 5-Year estimates, DP05.

Note: 2020 data from 2016-2020 American Community Survey, 5-Year estimates, DP05.

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, DP05.

The City of Needles has experienced persistent high poverty rates, significantly exceeding both County and State averages (Table 6). This suggests underlying socioeconomic challenges specific to the area that may differ in other settings. Poverty rates fluctuated but remained relatively high throughout the period analyzed. The rate was 26.1% in 2000, decreased to 24.9% in 2016 and then increased to 29.3% in 2022. While the rate of increase over the past two decades is low, the percentage of total population living in poverty is significantly higher than the County's 13.4% and the State's 12.2% in 2022, respectively.

Table 6: Low-Income Populations as Percent of Total Population from 2000 to 2022

Location	2000	2010	2016	2020	2022	2022 Population
City of Needles	26.1%	26.1%	24.9%	29.3%	29.3%	4,895
San Bernardino County	15.8%	14.8%	19.1%	15.0%	13.4%	2,193,656
California	14.2%	13.7%	15.8%	12.6%	12.2%	39,029,342

Note: 2000 data from 2000 Census Summary File (SF) 3, DP-3.

Note: 2010 data from 2006-2010 American Community Survey, 5-Year estimates, DP03.

Note: 2016 data from 2012-2016 American Community Survey, 5-Year estimates, DP03.

Note: 2020 data from 2016-2020 American Community Survey, 5-Year estimates, DP03.

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, DP03.

Housing trends in the City of Needles presented in Table 7 examine key indicators, such as total housing units, vacancy rates, occupancy rates and household sizes. The total number of housing units increased between 2000 to 2010, followed by a decline from 2016 to 2022. The recent decline is expected to be offset by new city developments at the planned River Lux Resort, Rustic Acres Housing Community and the Fenders River Road Resort over the next two years.

Needles' vacancy rate has experienced significant fluctuations, peaking in 2010 at 33.70% and then declining to 26.98% in 2022. The occupancy rate followed an inverse trend to the vacancy rate, with a low point in 2010 and a gradual increase thereafter. The proportion of owner-occupied units has remained relatively stable, while renter-occupied units have fluctuated. Average household size has generally decreased over the analyzed period for both owner-occupied and renter-occupied units.

Table 7: Housing Trends from 2000 to 2022

	City of Needles				
	2000	2010	2016	2020	2022
Total Housing Units	2,551	2,895	2,992	2,856	2,761
Percentage Change in Housing Units		13.5%	3.4%	-4.5%	-3.3%
Vacant Housing Units	611	977	931	897	745
Vacancy Rate	24.00%	33.70%	31.10%	31.41%	26.98%
Occupied Housing Units	1,940	1,918	2,061	1,959	2,016
Occupancy Rate	76.00%	66.30%	68.90%	68.59%	73.02%
Owner-occupied Housing Units	1,104	1,015	1,123	1,105	1,162
Renter-occupied Housing Units	836	903	938	854	854
Average Household Size of Owner-occupied	2.48	2.54	2.61	2.63	2.51
Average Household Size of Renter-occupied	2.49	2.5	2.15	2.41	2.32

Note: 2000 data from 2000 Census Summary File (SF) 1, DP-1.

Note: 2010 data from 2010 Census Summary File (SF) 1, DP-1.

Note: 2016 data from 2012-2016 American Community Survey, 5-Year estimates, DP04.

Note: 2020 data from 2016-2020 American Community Survey, 5-Year estimates, DP04.

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, DP04.

The median household income in the City of Needles, San Bernardino County and California all increased between 2000 and 2022, as shown in Table 8. However, the rate of increase for the City of Needles was lower than both the County and the State. Median household income for the City increased from \$26,108 in 2000 to \$38,368 in 2022, an increase of 47% over that period. In contrast, the household income for San Bernardino County has increased by 88% over the same period and is more than twice the household income of Needles in 2022.

Table 8: Median Household Income from 2000 to 2022

Location	2000	2010	2016	2020	2022
City of Needles	\$26,108	\$31,226	\$34,214	\$33,265	\$38,368
Percent Change from Previous Year		19.60%	9.57%	-2.8%	15.3%
San Bernardino County	\$42,066	\$55,845	\$54,469	\$65,761	\$79,091
Percent Change from Previous Year		32.8%	-2.5%	20.7%	20.3%
California	\$47,493	\$60,883	\$63,783	\$78,672	\$91,551
Percent Change from Previous Year		28.2%	4.8%	23.3%	16.4%

Note: 2000 data from 2000 Census Summary File (SF) 3, DP-3.

Note: 2010 data from 2006-2010 American Community Survey, 5-Year estimates, S1901.

Note: 2016 data from 2012-2016 American Community Survey, 5-Year estimates, S1901.

Note: 2020 data from 2016-2020 American Community Survey, 5-Year estimates, S1901.

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, S1901.

The percentage of households with at least one vehicle is higher in the City of Needles and San Bernardino County compared to the State average while the County has the highest percentage of households with three or more vehicles (Table 9). The City of Needles' percentage of households without a vehicle is reported as much lower than County and State proportions, although areas with higher rates of poverty typically have less access to vehicles. This suggests some uncertainty in the census sampling size and its margin of error. The American Community Survey (ACS) estimates are based on data from a sample of housing units and people in that population, not the full population.

Table 9: Access to a Vehicle in 2022

	City of Needles	San Bernardino County	California
Estimates (16 and over by household)	1,480	975,814	18,612,464
No Vehicle Available	0.5%	2.3%	3.4%
1 Vehicle Available	23.1%	12.8%	19.0%
2 Vehicles Available	37.6%	34.0%	37.5%
3 or more Vehicles Available	38.9%	50.9%	40.1%

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, S0801.

Table 10 analyzes the primary modes of transportation used by working-age individuals aged 16 and older in 2022. The data indicates a strong reliance on personal vehicle use for commuting in all three regions, with a particular emphasis on single-vehicle commutes in Needles where 86% of the population drives alone. The limited reported use of public transportation in Needles highlights an opportunity for public transportation to increase its mode share, especially for those without access to a personal vehicle. The more recent trend of teleworking from home post-pandemic is less prevalent in Needles compared to the County and the State, highlighting the differences in the job market for this community.

Table 10: Travel to Work Characteristics, 2022

	Needles	San Bernardino County	California
Working Population (Age 16 +)	1,480	875,814	18,612,464
Drove Alone	85.5%	74.4%	75.3%
Carpool/Vanpool	8.0%	10.9%	9.8%
Public Transportation	0.0%	0.8%	2.7%
Walk	2.1%	1.5%	2.4%
Bicycle	0.0%	0.2%	0.7%
Taxicab, motorcycle or other means	0.3%	1.3%	1.7%
Worked at home	4.1%	11.0%	17.2%

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, S0801.

Labor force trends in the City of Needles from 2000 to 2022 are reported in Table 11 and focus on key indicators, such as the population aged 16 and over, labor force participation rate,

employment, unemployment and armed forces participation. The City of Needles has experienced a decline in labor force participation over the analyzed period, which could be attributed to various factors, including demographic changes for older adults and persons with disabilities that have exited the labor force or discouraged workers that are no longer seeking employment.

The percentage of the population aged 16 and over in the labor force has shown a significant decline from 50.1% in 2000 to 42.8% in 2022 while the number of employed individuals fluctuated over the analyzed period, with a noticeable decline between 2016 and 2020. The unemployment rate peaked at 7.1% in 2010, returned to 3% in 2016 and was estimated at 6% in 2022.

Table 11: Employment Status of Adult Population

City of Needles					
	2000	2010	2016	2020	2022
Population 16 Years and Over	3,687	3,861	3,824	3,853	4,091
Number in Labor Force	1,848	1,994	1,757	1,620	1,750
Percent in Labor Force	50.1%	51.6%	45.9%	42.0%	42.8%
Civilian Labor Force	1,837	1,994	1,757	1,617	1,747
Employed	1,728	1,721	1,641	1,465	1,501
Unemployed	109	273	116	152	246
Percent Unemployed	3.0%	7.1%	3.0%	3.9%	6.0%
Armed Forces	11	0	0	3	3
Not in Labor Force	1,839	1,867	2,067	2,233	2,341

Note: 2000 data from 2000 Census Summary File (SF) 3, DP-3.

Note: 2010 data from 2006-2010 American Community Survey, 5-Year estimates, DP03.

Note: 2016 data from 2012-2016 American Community Survey, 5-Year estimates, DP03.

Note: 2020 data from 2016-2020 American Community Survey, 5-Year estimates, DP03.

Note: 2022 data from 2018-2022 American Community Survey, 5-Year estimates, DP03.

PREVIOUS PLANNING STUDIES

Two past studies of the Needles' environment are of relevance to this SRTP.

Needles Transit Services Short Range Transit Plan, January 2020

The City of Needles' most recent SRTP presented 15 recommendations in the context of a Financially Constrained scenario and an Unconstrained scenario. Summarized in Table 12, brief comments as to the work undertaken in the intervening four years are included.

Table 12: Status of Recommendations from Previous 2020-2025 SRTP

Constrained Scenario Recommendations	Status
Service to Fort Mohave and Arizona – Ft. Mohave/Bullhead Limited Stop Pilot	Scheduled for Implementation in Summer 2025
Bus Stop Implementation Program	Completed as recommended and ongoing
Zero-Emission Bus Rollout Plan	Deferred
Replacement Vehicle	Acquired 2 Fixed-Route Vehicles (November 2023 & June 2024) and Acquired 1 Dial-A-Ride Vehicle (2022)
Unconstrained Scenario Recommendations	Status
Sunday Service	Deferred
Operate NAT Weekday Service Later than 7:00 p.m.	Deferred
Operate NAT Saturday Service Later than 5:00 p.m.	Deferred
Access to Jobs in Arizona	Deferred
Expand Dial-A-Ride Service Hours	Completed in October 2022; rescinded in 2025
Improve Service to Barstow and Victorville	Promotion through the Department of Aging and Adult Services (DAAS) for the Victor Valley Transportation Authority's Transportation Reimbursement and Information Program (TRIP) mileage reimbursement
Improve Health Care Access to San Bernardino Valley	Promotion through DAAS of TRIP mileage reimbursement
Procure Small System Dispatching Software	Deferred

Attachment: Needles SRTP DRAFT-FINAL 080425 (11934 : Needles SRTP)

Coordinated Public Transit-Human Services Transportation Plan for San Bernardino County, 2021 Update

This Plan focuses on the mobility needs and gaps of older adults, persons with disabilities, persons of low-income, including children, and military veterans. Prepared during the early period of the COVID-19 pandemic, it was impacted by the stay-at-home orders with the result that all outreach was conducted virtually.

Stakeholder agencies participating from Needles included: Palo Verde College and County agencies with responsibility for Needles' residents that included California Children's Services Department of Public Health; In-Home Supportive Services; Department of Aging and Adult Services; San Bernardino County Veterans Services; and Senior Information and Assistance, Department of Aging and Adult Services.

Findings Related to Needles' Area Mobility Needs

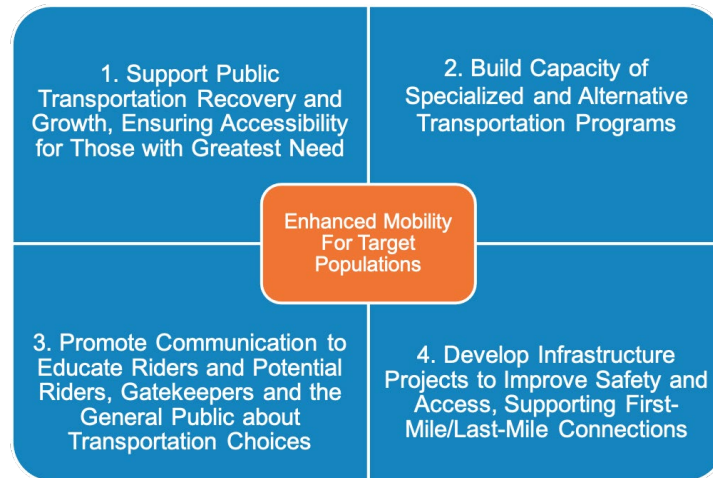
- Extend days and hours of NAT operation.
- Palo Verde College students attend classes through weekday evenings, as late as 9:00 p.m. While some classes are on interactive video conferencing, some still invite on-site student participation and unavailable transportation can be a barrier.
- Individuals need to make long trips across regions and counties.
- Individuals supported by the Inland Regional Center (IRC) have challenges getting from the High Desert and Colorado River area to the San Bernardino Valley.
- Veterans living in the High Desert and Colorado River area need to get to the Loma Linda Veterans Administration.
- Needles area residents need to travel to Loma Linda Medical Center.
- Crossing county and state lines can be a big challenge (e.g., San Bernardino into Riverside; San Bernardino into Arizona).
- There are hard-to-serve areas within the County and pockets of need.
- There are remote, rural areas that transit cannot serve where mobility needs exist.
- There is the need for specialized transportation for medically compromised, older adults and persons with disabilities.
- Public transit (fixed route) is not an appropriate or realistic means of transportation for some persons with disabilities or some with medical or mental health conditions.
- Agencies reported that many individuals cannot wait in the sun or cannot wait alone for the bus due to their age, medical condition or disability.
- Long trips on transit vehicles can be challenging or impossible for some people.
- Low-income individuals have continual need for fare assistance, subsidies and mileage-reimbursement programs.
- Many riders rely upon bus pass programs, vouchers or mileage-reimbursement programs to make trips, including Department of Aging and Adult Services-distributed or via the

successful Transportation Reimbursement and Information Program (TRIP) volunteer program.

Coordinated Plan Goals, Strategies and Projects of Relevance to Needles

The 2021 Coordinated Plan articulated four goals to enhance the mobility of its target groups (Figure 2).

Figure 2: Vision and Goals of 2021 Public Transit-Human Service Transportation Plan for San Bernardino County



Twenty-three strategies support the four 2021 Coordinated Plan goals, some of which have relevance to Needles and the relatively small scale of its transportation programs. Fifteen of these strategies that could positively impact Needles' public transportation or enhance the mobility of Needles' residents are presented in the following tables.

For Needles public transportation, the Goal 1 selected strategies presented in Table 13 underscore improving the rider experience by supporting riders' trip-making through connections into Arizona, by maintaining or expanding the existing span-of-service and by continuing attention to the reliability of services. They also speak to protecting fare subsidies to keep fares low for low-income riders and for developing partnerships that can help to do so.

Table 13: Selected Goal 1 Strategies — 2021 Coordinated Plan Relevant to Needles Public Transportation

Strategy (selected)	Goal 1: Support Public Transportation Recovery and Growth
1.3	Improve riders' connectivity within and between fixed-route bus services, between modes and between counties' public transit systems.
1.4	Maintain and expand public transit's span-of-service to increase weekend hours and early morning/late evening service, to the greatest extent possible.
1.6	Improve transit reliability — for all modes — and support rider-facing technology, promoting interoperable technology solutions to aid travelers across modes.
1.7	Secure and protect fare subsidies for transit.
1.8	Promote partnerships to support and encourage mobility solutions.

The relevant Goal 2 strategies of Table 14 address the concept of strong specialized transportation that can fill mobility gaps that public transportation cannot. Addressing the long-distance trips involved in traveling from Needles to the San Bernardino Valley or the somewhat shorter distance of trips into Arizona may be areas where a specialized transportation program could be useful. At present, there are no specialized transportation providers in the Greater Needles area other than NTS, although the Fort Mojave Indian Tribe may well have transportation capabilities that could be considered specialized transportation and could be eligible for some of the fund sources directed to such programs.

Table 14: Selected Goal 2 Strategies — 2021 Coordinated Plan Relevant to Needles Public Transportation

Strategy (selected)	Goal 2: Build Capacity of Specialized and Alternative Transportation Programs
2.1	Specialized transportation capacity should be increased.
2.2	Funding for operations, technology, vehicles and other equipment for specialized transportation programs should be identified and promoted.
2.3	Long-distance trip solutions should be developed and promoted to assist persons traveling long distances.
2.5	Travel training for prospective riders should be available and promoted.

Goal 3's priority is to educate riders and potential riders about the transportation choices that exist, and a broad array of activities support this in the full 2021 Coordinated Plan document. Selected Goal 3 strategies of Table 15 promote education-oriented activities, including attention to technology tools of relevance to Needles' area transportation, despite its small

size. Promotion and education about safety on transit, as well as promoting transit technology tools on websites and elsewhere are important to growing transit use.

Table 15: Selected Goal 3 Strategies — 2021 Coordinated Plan Relevant to Needles Public Transportation

Strategy (selected)	Goal 3: Promote Communication to Educate Riders and Potential Riders, Gatekeepers and the General Public About Transportation Choices
3.1	Educate the public on safety and security measures taken on public and alternative transportation.
3.2	Use technology information tools to promote and educate the public on transit, ensuring that websites and social media are kept current.

All Goal 4 strategies are represented in Table 16, as they each remain important to supporting the infrastructure necessary to safely operate public transportation. These will include continuing to enhance bus rider facilities, such as bus stops; promoting first-mile/last-mile connections, which are mostly sidewalks in Needles; procuring on-board safety equipment, as needed; and collaborating with key partners around zero-emission bus rules.

Table 16: Selected Goal 4 Strategies — 2021 Coordinated Plan Relevant to Needles Public Transportation

Strategy	Goal 4: Develop Infrastructure Projects to Improve Safety and Access, Supporting First-Mile/Last-Mile Connections
4.1	Target and enhance bus passenger facilities at locations of greatest need to improve safety, comfort and accessibility.
4.2	Improve travel safety and promote first-mile/last-mile connections to public transportation by building more sidewalks and bike paths, particularly in areas of high use or where high accident rates occur.
4.3	Procure supplies and install equipment to support personal safety or provide in-vehicle protections that ensure safe environments and instill rider confidence.
4.4	Collaborate with operators to fulfill requirements related to emissions.

Community Engagement

APPROACH

During November 2023 and January 2024, the consultant team conducted a robust outreach process to invite input from riders, stakeholders and the broader community about their perceptions of NTS and their preferences for potential improvements.

Community Engagement opportunities included:

Stakeholder Interviews — November 2023

The consultant team met with key employers, human and social services, trip generators and agencies that represent riders. These interviews focused on how clients are currently served by NTS, what service changes would improve service, what coordination opportunities exist and upcoming changes that might impact travel patterns.

Community Open House — November 2023

The entire community of Needles was invited to attend a widely promoted, interactive workshop at the Senior Citizens Center. Participants were invited to talk to the consultant team and City staff, vote on improvement preferences and share comments about transit services.

On-Board Rider Survey — November 2023

Surveyors rode the bus on a Wednesday in November to survey all riders about the current trips, rating various aspects of NAT service and potential improvements.

Household Survey — January 2024

All residents within the City of Needles were mailed a survey questionnaire with their utility bill. The survey could be returned by mail or completed online.

Participating Stakeholder Agencies
City of Needles
Needles Chamber of Commerce
Needles Unified School District
Palo Verde College
San Bernardino County Department of Behavioral Health
Transportation Concepts (NTS contractor)
TURN – Needles Center for Change



KEY THEMES FROM STAKEHOLDERS

Stakeholders were also asked to promote the survey to their clients and networks. The survey focused on perceptions of transit services and preferences for future investment.

Agency stakeholders provided their perspective on the following topics:

Bus stop amenities are needed.

- Signage is faded and hard to read.
- Lighting is needed at bus stops and on dark streets.
- Multiple reports of people feeling unsafe.
- Lights needed at all bus stops. (Explore solar lighting.)
- Lights needed on Needles Highway underpass.
- Trash cans are needed at bus stops.
- Multiple reports that stops are full of trash.
- Q Street stop reported as always littered.
- Benches and shelters at all stops requested.

Improved information and marketing are needed.

- Short-term, easy-to-achieve improvement.
- Multiple reports that information must be accessible, easy-to-understand and capture interest.
- Multiple agencies are enthusiastically willing to help promote transit information.
- Mixed awareness of Dial-A-Ride (DAR) Medical service.
- Low awareness of Shopper Shuttle and who can ride.
- Interest in travel training events to teach people how to ride; remove fear.
- Palo Verde College Needles Center
- Needles Unified School District

Transportation beyond Needles for medical, shopping and employment is needed.

- Continuing and developing transportation needs and gaps.
- Medical and dental in Arizona, Barstow, Victorville and San Bernardino. Potential increased need for pharmacy trips to Arizona or farther.
- Grocery shopping in Arizona.
- Jobs in Arizona.

New housing developments may increase demand for transportation.

- The City of Needles has plans to revitalize the downtown area as part of the City Council General Plan.

- Development of new River Lux Resort; mixed-use development, groundbreaking and completion timeframe to be determined.
- Planned development of the Rustic Acres Housing Community.

KEY THEMES FROM THE COMMUNITY OPEN HOUSE

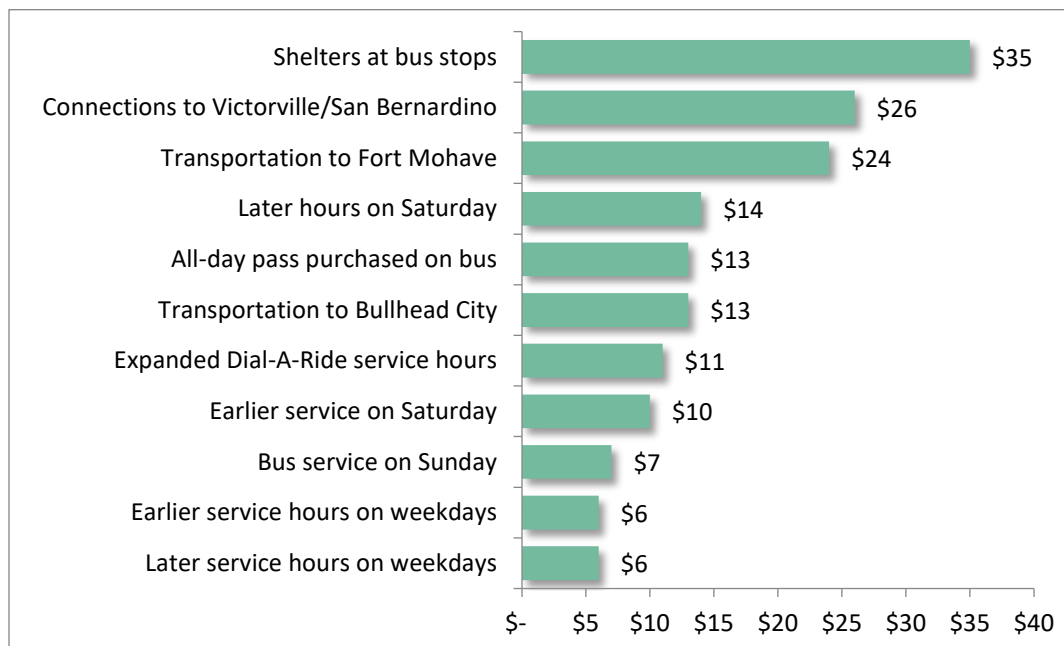
Top Improvements

Participants used play money to “vote” on their preferred improvements for transit services. Figure 3: Votes for Improvements at SRTP Community Open House presents results for all improvements. The top three preferred improvements were:

- Shelters at bus stops with 35 votes (\$1 = 1 vote)
- Connections to Victorville/San Bernardino with 26 votes
- Transportation to Fort Mohave with 24 votes



Figure 3: Votes for Improvements at SRTP Community Open House



ADDITIONAL COMMENTS FROM THE COMMUNITY OPEN HOUSE

Attendees also provided comments about where stops are needed, where routes should be served and what other improvements are needed. Summary comments follow.

Service Area/Route

- NAT should turn on Desnok from Broadway at 0:23 and 0:53.
- Add a route to serve Cibola.
- NAT needs to come up the hill more often.

Frequency

- Use two different buses, one for each loop.
- Shorten loop routes for time, if possible.

Service Hours

- 8 a.m. start time for NAT on Saturday for shopping.
- Need Dial-A-Ride to start earlier and stay later.

Amenities, Stops and Safety

- Need trash cans at bus stops. They can get very dirty.
- Need lights at stops. There are safety issues at the stop at Q Street. It can get dark, and people hang out there.
- Need a phone application with a bus tracker.

Additional Bus Stops Needed

- Needles High School
- At Best Western
- New park at 1st Beach
- JSP Walking Trail

FINDINGS FROM THE ON-BOARD RIDER SURVEY

Rider surveys were completed by 41 riders on Needles Area Transit deviated fixed-route service during one day in November 2023.

About the Respondents

All age ranges were represented:

- 17 and under 5%
- 18 to 24 26%



How can NAT and Dial-a-Ride move you better?

Tell us what you think!

Spend your \$\$ (prop money) on the improvements that matter to you.

You can put \$\$ towards one improvement or divide it between several improvements that you care about.



NEEDLES
DIAL-A-RIDE
SERVICES



cta



Needles Transit Services Short Range Transit Plan, 2025-2030

- 25 to 34 18%
- 35 to 54 23%
- 55 to 64 13%
- 65 to 74 13%
- 75 and over 3%

One-third of respondents (33%) use NAT six days a week. For three respondents, it was their first time riding. Additional transit usage and mobility characteristics of respondents include:

- 44% of respondents have a driver's license.
- 81% of respondents did not have a vehicle available to make their trips.
- 34% of riders were long-term and had been riding NAT since 2015 or earlier. Almost a quarter (24%) started riding in 2023.
- The most common trip purpose was shopping, reported by 43% of respondents. Other trip purposes included: work for 24% of respondents and medical and recreational trips for 19% of respondents.
- Most respondents have used other NTS or transit services, including:
 - Dial-A-Ride: 47%
 - Shopper Shuttle: 40%
 - Taxi (VVTAT/Tripps): 20%
 - Amtrak: 20%
 - Dial-A-Ride Medical: 7%

NEEDLES AREA TRANSIT PASSENGER SURVEY
Please help us improve Needles Area Transit by completing this survey. Circle, check or PRINT your answers.

1. In what year did you first start riding Needles Area Transit? (circle one)
2023 2022 2021 2020 2019 2018 2017 2016 2015 or before

2. In the past seven days, how many days have you ridden the bus?
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ First time ever riding

3. What is the main purpose of your trip today?
☐ Work ☐ Social Service Appt
☐ School/College ☐ Recreation ☐ Long Distance Travel
☐ Shopping ☐ Medical Appt. ☐ Other

4. In the past 90 days, what other transportation services have you used in the Needles area?
☐ Dial A Ride (DART) ☐ Shopper Shuttle ☐ Amtrak
☐ DART Medical ☐ Taxi (VVTAT/Tripps) ☐ Greyhound

5. How do you get information about bus routes and schedules?
☐ Transit Agency Website ☐ Called on the phone
☐ Printed Schedules ☐ Ask the Bus Driver
☐ Display at Bus Stop ☐ Friends or Family
☐ Smartphone app/Google Maps ☐ Social Media

6. In the past six months have you seen any advertising for this bus service?
☐ Yes ☐ No

7. Do you remember where you saw the advertising? (print)

8. How important is bus service into Fort Mohave to you? (circle one)
Not Important 1 2 3 4 5 6 7 Very Important

9. How important is bus service into Buhlhead City to you? (circle one)
Not Important 1 2 3 4 5 6 7 Very Important

10. What types of trips would you travel to Fort Mohave/Buhlhead City for?
☐ Shopping ☐ Medical appointments ☐ Connect to Greyhound
☐ Recreation ☐ School/College ☐ Other

11. How old are you?
12. Do you have a valid driver's license? ☐ Yes ☐ No

13. Was a vehicle available for your use to make this trip? ☐ Yes ☐ No

14. Please rate your experience with Needles Area Transit
RATE Needles Area Transit ☐ 1=poor ☐ 5=excellent

A. Courtesy & helpfulness of the bus drivers	1	2	3	4	5
B. Feeling of safety on the bus and at bus stop	1	2	3	4	5
C. How often your bus is on time	1	2	3	4	5
D. How frequently your bus runs	1	2	3	4	5
E. Comfort of the vehicle	1	2	3	4	5
F. Operating hours of the service	1	2	3	4	5
G. Ease of making deviated service requests	1	2	3	4	5
H. Cost of bus fares	1	2	3	4	5
I. The places you can go on the bus	1	2	3	4	5
J. Overall, how do you rate Needles Area Transit	1	2	3	4	5

15. Please rate how important these improvements would be to you.
RATE the importance to you ☐ 1=not important ☐ 5=very important

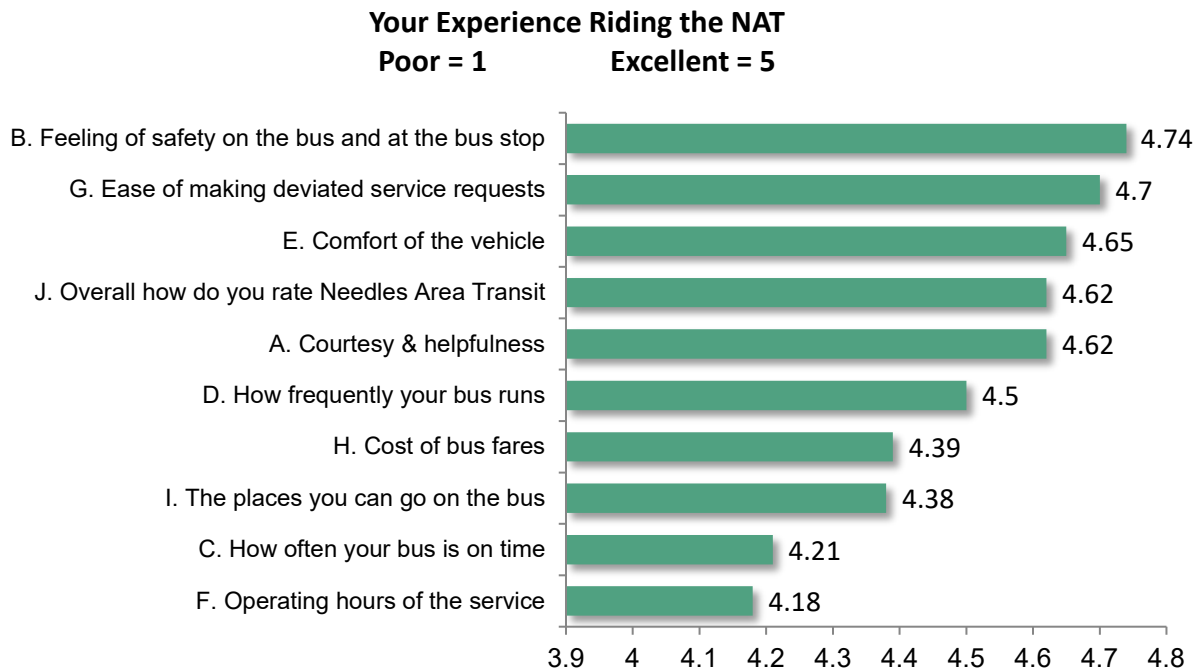
A. Operate bus service on Sundays	1	2	3	4	5
B. Operate service earlier than 7am on weekdays	1	2	3	4	5
C. Operate service later than 7pm on weekdays	1	2	3	4	5
D. Operate service earlier than 10am on Saturday	1	2	3	4	5
E. Operate later than 5pm on Saturday	1	2	3	4	5
F. Unlimited all-day pass you can buy on the bus	1	2	3	4	5
G. Provide more shelters at bus stops	1	2	3	4	5
H. Buses come every 30 minutes during peak hours	1	2	3	4	5
I. Connections to Victorville/San Bernardino	1	2	3	4	5

16. If only one improvement could be made from Question 15 above, which is the most important?
(circle one) A B C D E F G H I

17. How can Needles Area Transit serve you better?

Ratings of Needles Area Transit Service Characteristics

Respondents were asked to rate 10 aspects of NAT customer experience and service on a five-point scale, from “poor” to “excellent.” Figure 4 presents these ratings. Rider responses were predominantly positive, with every category leading with “excellent” ratings. Very few categories had ratings of “poor.” However, **How often the bus is on time**, the **places you can go**, and **cost of bus fare** show slightly lower ratings. For example, 8% of respondents rated **operating hours of service** as “poor.” The feeling of **safety, courtesy and helpfulness**, and **ease of making deviated service requests** received the highest overall ratings.

Figure 4: Please Rate Your Experience with Needles Area Transit

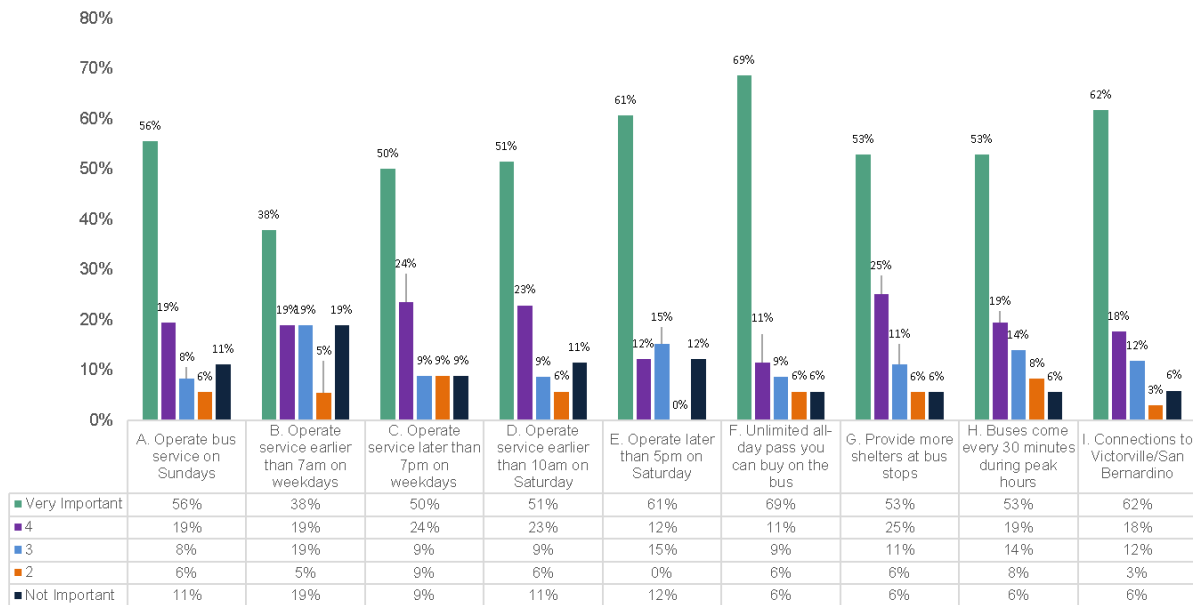
Ratings of Potential Improvements

Riders were presented nine service improvements and were asked to rate the improvements on a five-point scale, ranging from “not important” to “very important.” Outcomes are presented in Figure 5. “Very important” ratings are presented in green.

The highest ratings were awarded to ***unlimited all-day pass you can buy on the bus*** (rated very important by 69%), ***connections to Victorville and San Bernardino*** (rated very important by 62%) and ***operate later on Saturday*** (rated very important by 61%).

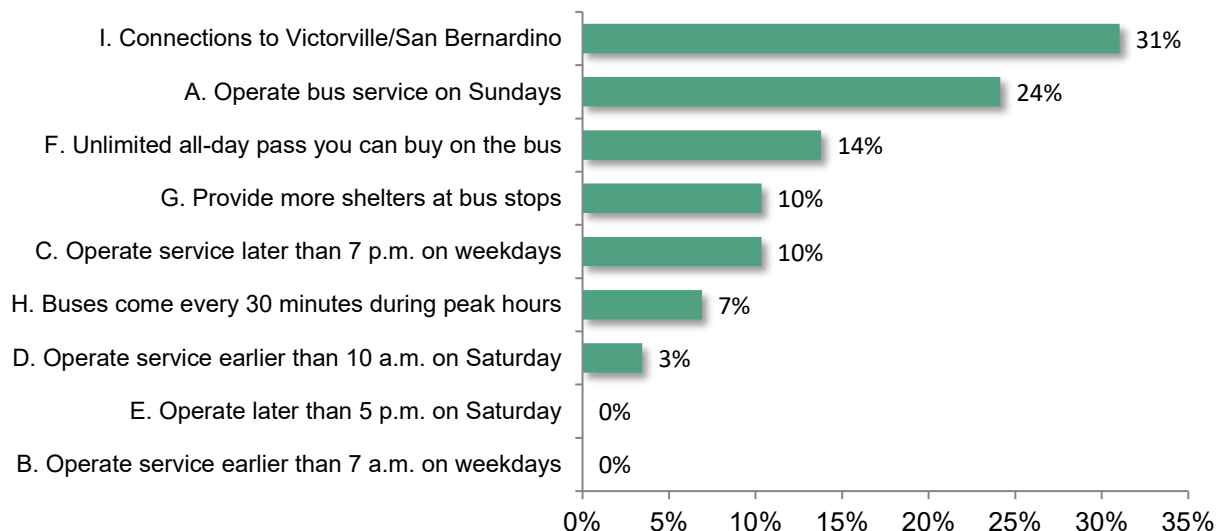
The lowest rated improvement was ***operating service earlier on weekdays***, rated “not important” by 19% and “very important” by 38% of respondents.

Figure 5: Rate How Important These Improvements Would Be to You



When asked to narrow their improvement choice down to a single most important option, 31% of riders selected **connections to Victorville and San Bernardino** followed by **operate bus service on Sundays** at 24% (Figure 6). An **all-day bus pass that could be purchased on a bus** was supported by 14% percent of respondents. When selecting the most important improvement, no riders selected **operating services earlier on weekdays** or **operate later on Saturday**.

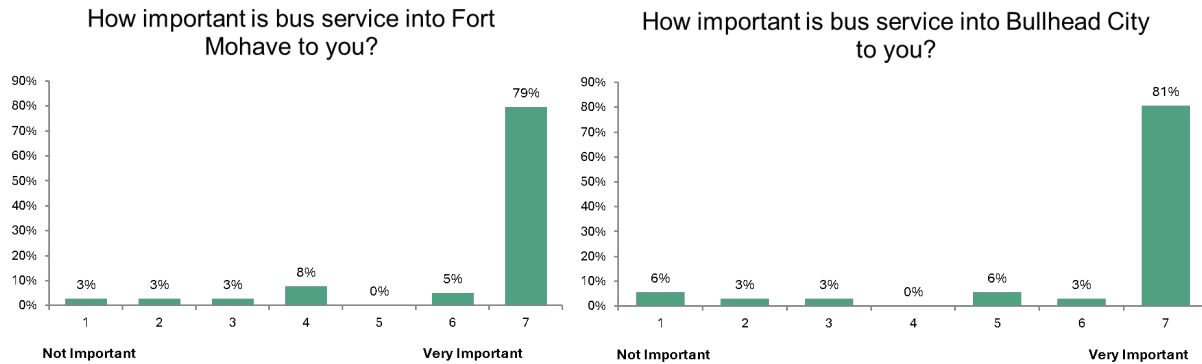
Figure 6: If Only One Improvement Could Be Made, Which Is the Most Important?



Riders onboard the vehicles were also asked to rate how important service into Fort Mohave and Bullhead City, Arizona, was to them, scaling from Very Important to Not Important.

Approximately 80% of riders indicated that service into Arizona was **very important** to them, for both Fort Mohave and Bullhead City (Figure 7).

Figure 7: Rate How Important Service to Arizona Is to You



Finally, 15 riders provided additional comments about how NAT could better serve them. These included:

- Several comments about increasing service hours, coverage, destinations served or increased frequency:
 - Operate on Sundays
 - Take farther trips
 - Longer transportation
 - Serve Walmart
 - Serve Dollar General twice (during route)
 - More buses
 - Shopper shuttles at least two times per week
- Three compliments included:
 - If everyone was as helpful as Sandy
 - They are the best
 - Good service
- Several comments were about amenities:
 - Cleaner/sanitizer — wipes available
 - More bus shelters
 - Putting trash covers at stops with trash cans
- One comment requested unlimited all-day passes.

FINDINGS FROM THE HOUSEHOLD SURVEY

Mailed to every household through the City's utility bill, responses to the Household Survey were received from 95 Needles residents, representing a diverse array of individuals.

About the Respondents

Public transit riders and non-riders responded:

- Over half (51%) reported that they are current riders, with 9% reporting daily use and 19% reporting weekly public transit ridership.
- Nearly three-quarters of respondents reported that they or a family member have used NAT and a quarter reported that they've used Needles Dial-A-Ride. More than one in 10 (11%) have used the Dial-A-Ride Medical and 19% have used the Shopper Shuttle.

All age groups were represented:

- 17 to 24: 1%
- 25 to 44: 9%
- 45 to 54: 11%
- 55 to 64: 25%
- 65 to 74: 37%
- 75 and over: 21%

More than half of respondents (63%) reported that they are retired, and more than a quarter are employed:

- Employed full-time: 16%
- Employed part-time: 8%
- College student: 1%
- Not employed: 18%

Respondents were spread across all income categories:

- 55% had incomes under \$25,000.
- 15% had incomes between \$45,000 and \$74,999.
- 16% had incomes over \$75,000.

Respondents live across the City:

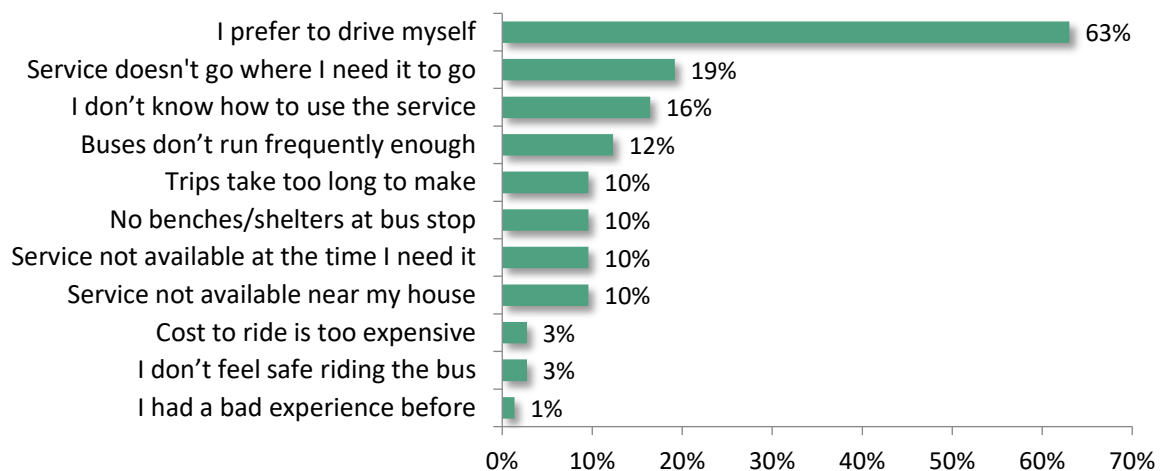
- On the Hill: 48%
- Other: 25%
- East End: 15%
- Downtown: 14%

- West End: 14%
- Northside: 8%
- Needles Village: 1%

When asked why they do not use public transit, most respondents (63%) reported that they **prefer to drive** themselves (Figure 8). The next top three responses were that transit **doesn't go where I need to go**, selected by 19%; they **don't know how to use transit**, at 16%; and **buses don't run frequently enough**, at 12%. One in ten respondents reported that transit **isn't available near my house, trips take too long to make, transit isn't available at the time I need it**, and there are **no benches/shelters at bus stops**.

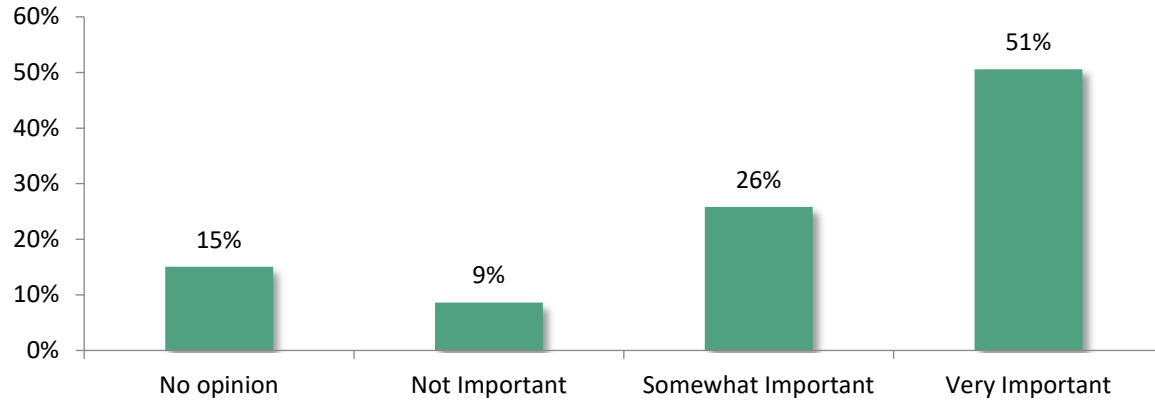
Among the 38 individuals who stated that they do not use transit, the majority (73%) prefer to drive, 21% **don't know how to use** transit, 18% report the service **doesn't go where I need to go**, and 8% stated transit **isn't available near my house**.

Figure 8: If You Do Not Use Public Transit, Why Not? (All Respondents)

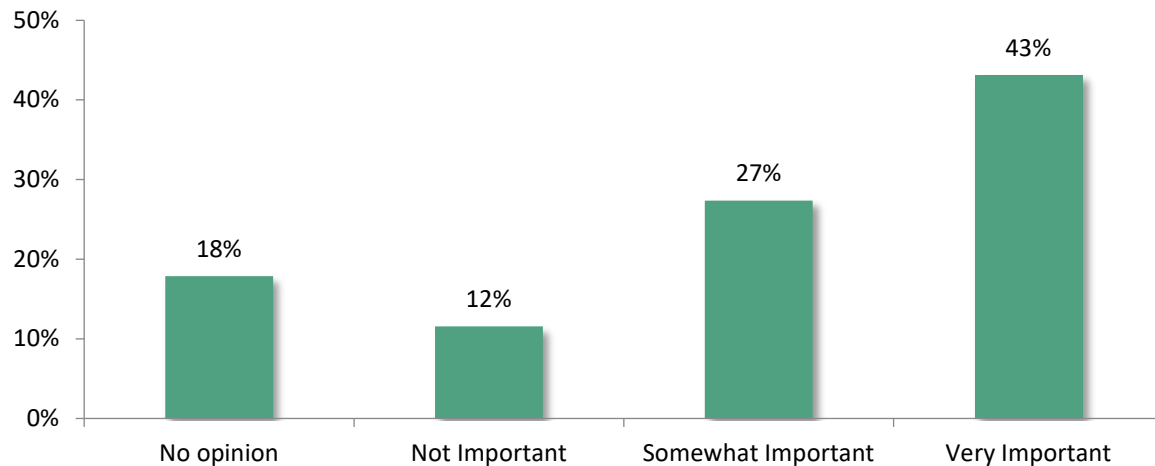


About Potential Transit Improvements

Respondents were asked about **bus service into Fort Mohave** and 77% reported that it was important to them (with 26% stating it was “somewhat important” and 51% stating it was “very important”). Service to Fort Mohave was rated as “not important” by 9% of respondents. Among respondents who are not transit users, 77% stated the bus service to Fort Mohave was important to them (Figure 9).

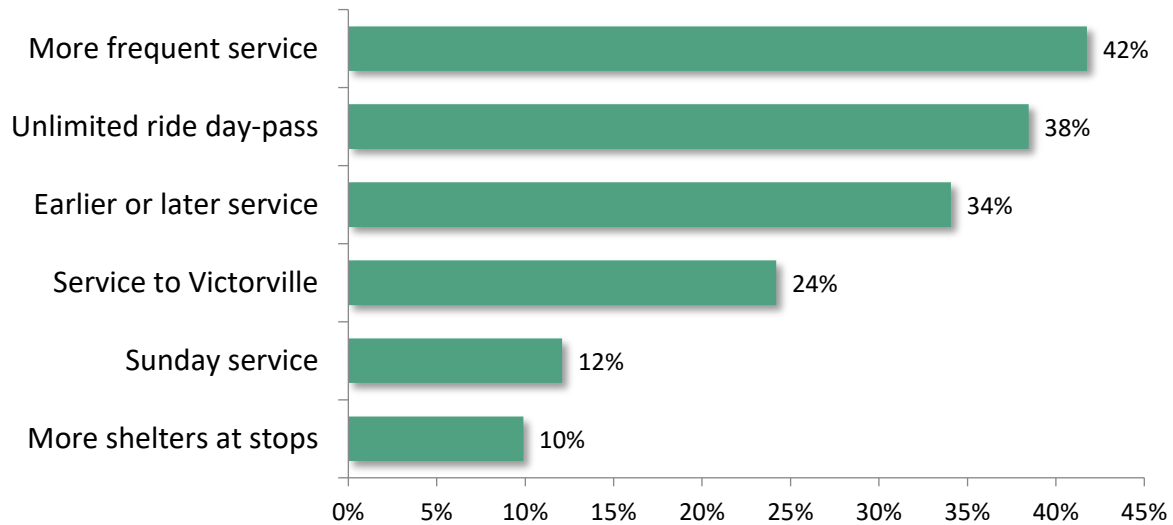
Figure 9: How Important Is Bus Service into Fort Mohave to You? (Respondents Who Do Not Use Transit)

When asked about **bus service to Bullhead City**, 43% of respondents stated it was “very important” and 27% reported that service was “somewhat important.” Among respondents who do not use transit, 26% of respondents reported this service was “somewhat important” (Figure 10).

Figure 10: How Important Is Bus Service into Bullhead City to You? (Respondents Who Do Use Transit)

Respondents reported that they were most likely to travel to Fort Mohave or Bullhead City for **shopping trips** (91%), **medical and dental appointments** (63%), and **recreational trips** (23%).

Finally, respondents were asked to choose up to two improvements that were most important to them. The top three improvements were: more frequent service, selected by 42% of all respondents; unlimited ride day-pass, at 38%; and earlier or later service, selected by 34% of respondents (Figure 11).

Figure 11: Among These Possible Improvements, Which Two Would Be Most Important to You?

Additional Comments

Respondents submitted more than 40 comments about public transit in Needles. These included:

- Ten comments expressed appreciation for NTS, including one comment stating that the drivers are “amazing” and one expressing gratitude for free fares for students.
- A couple of comments about the high cost of the service were received, including a request for free transit while there is no grocery store in Needles.
- A few comments about accessibility issues; requested more Americans with Disabilities Act (ADA)-compliant walkways, door-through-door assistance.
- Four comments reported the need to get to grocery stores.
- A couple of commenters requested increased frequency.
- A few comments requested transportation to Fort Mohave and Bullhead City.
- Four comments expressed issues about connectivity or coverage, including the need to get to the Laughlin or Las Vegas airports.
- Several comments about amenities include needing shelter at stops because of the sun, adding trash cans at bus stops, including solar lights on buses and reducing air conditioner use on buses when the weather is cold.
- One commenter requested increased service hours: from 8 a.m. to 4 p.m. Monday-Friday and the same hours on Saturdays and Sundays.
- A couple of comments expressed a need for more information about how to ride.

DISCUSSION OF OUTREACH FINDINGS

This input from multipronged engagement activities is useful in prioritizing potential enhancements to NAT services. The Needles community ***agrees on the need for increased bus stop amenities***, such as bus shelters and trash cans at stops. They also ***agree on a desire for increased frequency with some additional destinations served or stops added***. The ***most cited need was for transportation to shopping***, including into Arizona. (Note, much of the outreach activity took place while the Rite Aid pharmacy was still open but was rumored to be closing; Rite Aid closed in February 2024.)

There were some differences among groups in what they prioritized, reflecting their viewpoints. ***Stakeholders*** expressed interest in improved marketing and education to ensure all residents know about transportation options and how to access them. ***Current bus riders*** requested an all-day pass that can be purchased onboard, operating the bus on Sundays and connections to Victorville/San Bernardino as their most important service improvements. ***Community members*** wanted service to Fort Mohave, more frequent NAT service and an all-day pass.

System Performance Assessment

This performance assessment of NTS over six years between Fiscal Year (FY) 2017/18 and FY 2022/23 focuses on key metrics of ridership, revenue hours, revenue miles, operating costs, fare revenue and various efficiency and cost-effectiveness indicators.

SYSTEMWIDE PERFORMANCE

NTS has faced some challenges related to ridership fluctuations and increasing operating costs. The decline in ridership in FY 19/20, with the beginning of the COVID-19 mandates for social distancing, had a significant impact on overall performance, with subsequent years showing a gradual recovery.

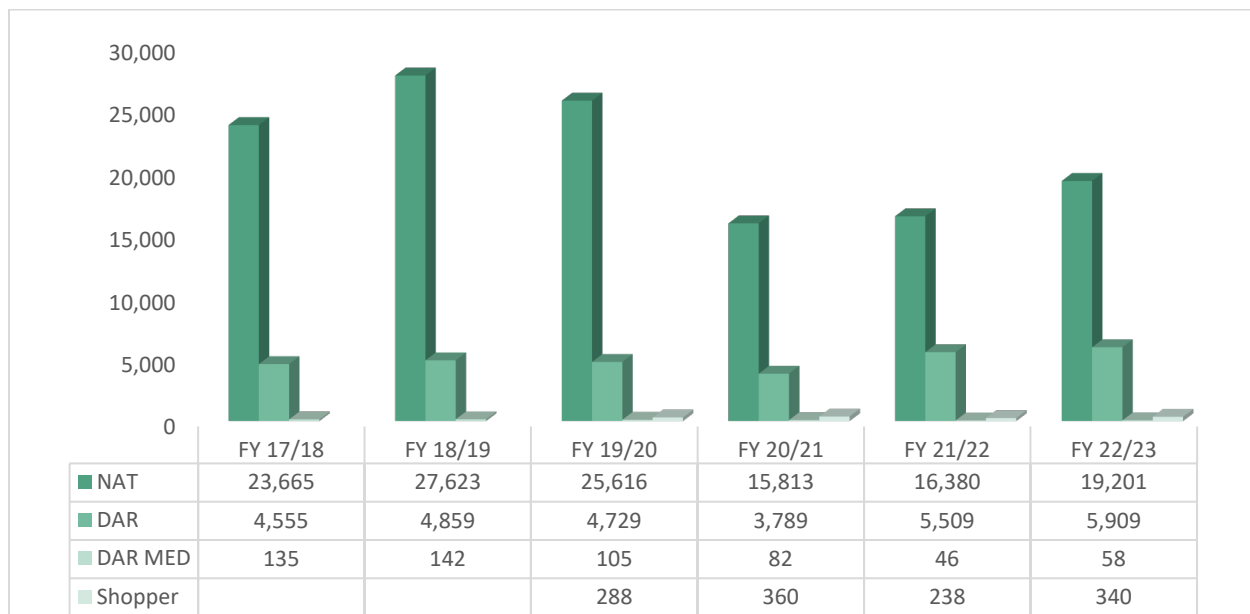
Revenue hours and revenue miles followed trends similar to ridership, indicating a correlation between the level of service provided and rider utilization. Fare revenue has fluctuated, with a noticeable decline in FY 20/21, again most likely COVID-19 related.

Operating costs increased steadily over these six years, impacting overall financial performance. Increases were, in part, the result of the award of a new operations contract in September 2019, with its associated cost increases. Cost per passenger, cost per revenue hour and cost per revenue mile generally increased, following the rise in operational expenses. Farebox recovery has declined from the 10% levels of FY 17/18 and FY 18/19, where fare revenue has not kept pace with rising operational costs (Table 17).

Table 17: Systemwide Transit Performance Assessment

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Trend					
Needles Transit Services Systemwide												
Ridership	28,355	32,624	30,738	20,044	22,173	25,508						
Revenue Hours	5,021	5,128	5,296	4,960	4,788	5,011						
Revenue Miles	64,515	64,010	66,965	61,955	62,559	63,786						
Operating Cost	\$434,858	\$446,680	\$503,749	\$501,931	\$536,723	\$553,900						
Fare Revenue	\$41,724	\$47,764	\$48,396	\$28,989	\$40,997	\$33,179						
Key Performance Metrics												
Passengers per Hour	5.6	6.4	5.8	4.0	4.6	5.1						
Passengers per Mile	0.4	0.5	0.5	0.3	0.4	0.4						
Cost per Passenger	\$15.34	\$13.69	\$16.39	\$25.04	\$24.21	\$21.71						
Cost per Revenue Hour	\$86.61	\$87.11	\$95.12	\$101.20	\$112.10	\$110.54						
Cost per Revenue Mile	\$6.74	\$6.98	\$7.52	\$8.10	\$8.58	\$8.68						
Farebox Recovery	9.6%	10.7%	9.6%	5.8%	7.6%	6.0%						

Annual ridership for the four NTS services is presented in Figure 12. Overall, ridership for the four transit services was steady prior to the COVID-19 pandemic in FY 19/20 when ridership declined for all services and the Shopper Shuttle began operation. However, ridership has since been recovering on each service, except for the Dial-A-Ride Medical service.

Figure 12: Needles Transit Services Ridership by Mode

DEVIATED FIXED-ROUTE PERFORMANCE

The City's deviated fixed-route transit services experienced fluctuations in ridership over a six-year period, with a peak in FY 18/19, followed by a significant decline in FY 20/21, the initial period of pandemic social distancing (Table 18). A gradual recovery has occurred in subsequent years, with FY 22/23 ridership achieving 75% of pre-pandemic experience. Revenue hours and

revenue miles generally remained stable as the fixed-route service deployed, and hours of service have not changed.

Fare revenue has exhibited a similar pattern to ridership, with a notable decrease in FY 20/21 during the pandemic and a subsequent gradual recovery, and then another noticeable decrease in FY 22/23. Operating costs saw an overall increase, with incremental escalation each year and a significant spike in FY 19/20 with the new transit contract operator, Transportation Concepts, coming onboard in October 2019. Cost per passenger, cost per revenue hour and cost per revenue mile increased considerably in FY 20/21, affected by the significant drop in ridership for that year. Farebox recovery has fluctuated as the service recovers from the reduction in ridership and has been below the 10% threshold since FY 20/21.

The performance indicators for passengers per hour and passengers per mile declined notably in FY 20/21, reflecting the overall ridership decrease, but are slowly rebounding as ridership gradually recovers. Cost per passenger, cost per revenue hour and cost per revenue mile have increased as rising operating costs have continued to increase.

Table 18: Needles Area Transit Performance Assessment

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Trend					
Needles Area Transit												
Ridership	23,665	27,623	25,616	15,813	16,380	19,201						
Revenue Hours	3,419	3,412	3,436	3,428	3,446	3,444						
Revenue Miles	49,861	50,028	51,711	50,069	50,276	50,757						
Operating Cost	\$339,780	\$344,721	\$392,093	\$402,414	\$435,885	\$442,575						
Fare Revenue	\$36,343	\$41,618	\$39,880	\$22,949	\$34,321	\$25,382						
Key Performance Metrics												
Passengers per Hour	6.9	8.1	7.5	4.6	4.8	5.6						
Passengers per Mile	0.5	0.6	0.5	0.3	0.3	0.4						
Cost per Passenger	\$14.36	\$12.48	\$15.31	\$25.45	\$26.61	\$23.05						
Cost per Revenue Hour	\$99.38	\$101.03	\$114.11	\$117.39	\$126.49	\$128.51						
Cost per Revenue Mile	\$6.81	\$6.89	\$7.58	\$8.04	\$8.67	\$8.72						
Farebox Recovery	10.7%	12.1%	10.2%	5.7%	7.9%	5.7%						

DIAL-A-RIDE SERVICE PERFORMANCE

Overall, the Needles Senior Dial-A-Ride transportation program has experienced steady growth in ridership, revenue miles and fare revenue over the past five fiscal years. However, this program has also faced increasing operating costs, which have held farebox recovery flat even with the increases in fare revenue.

The number of passengers carried on the program has fluctuated over the past six fiscal years, with a slight drop during FY 20/21 and a peak in FY 22/23 Table 19.

Revenue hours remained relatively stable, following trends in ridership, while revenue miles saw a drop in FY 20/21 then increased in FY 21/22. Operating costs were stable over the first five years of this review but increased noticeably in FY 22/23, with an additional one hour per day increase in service hours as of October 2022. Fare revenue has increased steadily, generated by the collection of passenger fares from increased ridership.

The productivity indicator for passengers carried per revenue hour has been positive, averaging more than four passengers per hour over the past six years, while passengers per mile have shown steady improvement.

Despite the rise in operating costs, the cost per passenger indicator has been controlled, reflecting the increase in the number of passengers carried, while the cost per hour and cost per mile indicators have experienced incremental increases. Farebox recovery has recovered from the low point of FY 20/21 but is still below the desired 10%.

Table 19: Senior Dial-A-Ride Performance Assessment

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Trend					
Needles Senior Dial-A-Ride												
Ridership	4,555	4,859	4,729	3,789	5,509	5,909						
Revenue Hours	1,146	1,182	1,193	1,188	1,170	1,364						
Revenue Miles	10,994	9,547	9,191	8,500	10,130	10,554						
Operating Cost	\$67,727	\$69,914	\$71,349	\$69,852	\$75,111	\$92,739						
Fare Revenue	\$4,349	\$4,478	\$4,628	\$3,839	\$5,315	\$5,958						
Key Performance Metrics												
Passengers per Hour	4.0	4.1	4.0	3.2	4.7	4.3						
Passengers per Mile	0.4	0.5	0.5	0.4	0.5	0.6						
Cost per Passenger	\$14.87	\$14.39	\$15.09	\$18.44	\$13.63	\$15.69						
Cost per Revenue Hour	\$59.10	\$59.15	\$59.81	\$58.80	\$64.20	\$67.99						
Cost per Revenue Mile	\$6.16	\$7.32	\$7.76	\$8.22	\$7.41	\$8.79						
Farebox Recovery	6.4%	6.4%	6.5%	5.5%	7.1%	6.4%						

DIAL-A-RIDE MEDICAL PERFORMANCE

The Needles Dial-A-Ride Medical two-day-a-week service is an essential lifeline for residents in Needles who must seek medical treatment in Arizona. It does, however, face significant challenges in terms of ridership and utilization. The service only operates if a trip has been reserved, so there are often days when the service does not run.

Ridership peaked in FY 18/19 at 142 passengers and has since declined, reaching a low of 46 passengers in FY 21/22 (Table 20).

Revenue from passenger fares has remained relatively low throughout the period, ranging from \$240 to \$1,668 per fiscal year. Operating costs have also fluctuated, with a high of \$32,045 in FY 18/19 and a low of \$8,828 in FY 22/23.

Productivity has increased from 0.2 to 0.9 passengers per hour while the cost per passenger has varied each year but is generally much higher than the Senior Dial-A-Ride. Farebox recovery on the medical service has declined from a high in FY 19/20 of 6.4% down to 2.8% in FY 22/23.

Table 20: Dial-A-Ride Medical Performance Assessment

	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	Trend
Needles Dial-A-Ride Medical								
Ridership	135	142	105	82	46	58	50	
Service Hours	456	534	505	191	44	65	47	
Revenue Miles	3,660	4,435	4,431	1,682	666	880	881	
Operating Cost	\$27,351	\$32,045	\$19,146	\$14,091	\$12,220	\$8,828	\$9,075	
Fare Revenue	\$1,032	\$1,668	\$1,224	\$511	\$240	\$246	\$246	
Key Performance Metrics								
Passengers per Hour	0.3	0.3	0.2	0.4	1.0	0.9	1.1	
Passengers per Mile	0.04	0.03	0.02	0.05	0.07	0.07	0.06	
Cost per Passenger	\$202.60	\$225.67	\$182.34	\$171.84	\$265.66	\$152.21	\$181.50	
Cost per Service Hour	\$59.98	\$60.01	\$37.91	\$73.77	\$277.73	\$135.82	\$193.08	
Cost per Revenue Mile	\$7.47	\$7.23	\$4.32	\$8.38	\$18.35	\$10.03	\$10.30	
Farebox Recovery	3.8%	5.2%	6.4%	3.6%	2.0%	2.8%	2.7%	

SHOPPER SHUTTLE PERFORMANCE

The Needles Shopper Shuttle program has demonstrated improvements in efficiency and cost-effectiveness over the analyzed period. Ridership and revenue have fluctuated, but the program has managed to reduce operating costs while maintaining a reasonable level of service.

Ridership reached a peak of 360 passengers in FY 20/21 and then declined to 238 passengers in FY 21/22 before rebounding to 340 passengers in FY 22/23, or about six boardings per week (Table 21). Revenue hours and miles fluctuated along with the trend in ridership, landing at 138 hours and 1,595 miles in FY 22/23. With an operating cost of \$21,161 in FY 19/20, the average cost per passenger boarding was \$73.48, with a productivity indicator of 1.8 passengers per hour in its first year of service. This has improved to a more efficient service with an operating cost of only \$9,758 in FY 22/23, with an average cost per passenger of \$28.70 and a productivity indicator of 2.5 passengers per hour.

Table 21: Shopper Shuttle Performance Assessment

	FY 19/20	FY 20/21	FY 21/22	FY 22/23	Trend			
Needles Shopper Shuttle								
Ridership	288	360	238	340				
Revenue Hours	162	153	128	138				
Revenue Miles	1,632	1,704	1,487	1,595				
Operating Cost	\$21,161	\$15,574	\$13,507	\$9,758				
Fare Revenue	\$2,664	\$1,690	\$1,121	\$1,593				
Key Performance Metrics								
Passengers per Hour	1.8	2.4	1.9	2.5				
Passengers per Mile	0.18	0.21	0.16	0.21				
Cost per Passenger	\$73.48	\$43.26	\$56.75	\$28.70				
Cost per Revenue Hour	\$130.62	\$101.79	\$105.52	\$70.71				
Cost per Revenue Mile	\$12.97	\$9.14	\$9.08	\$6.12				
Farebox Recovery	12.6%	10.9%	8.3%	16.3%				

Fare Analysis

This fare and revenue review will evaluate NAT's current fare structure with a focus on analyzing existing fare types, pricing, and discount programs. The review will also examine the relationship between fares and ridership, as well as how fare policies impact equity and targeted populations. Finally, it will provide actionable recommendations and implement strategies for both the short- and long-term.

Figure 13: Needles Transit Services Fare Structure

Needles Transit Services (Figure 13) generates passenger revenue through the following services:

- Deviated fixed-route service
- Dial-A-Ride service
- Medical transportation service
- Shopper shuttle service

Service	Description	General Public	Seniors/ Disabled
Deviated Fixed-Route	Single Boarding	\$1.35	\$1.25
	Deviation	\$2.00	\$1.90
	30 - Ride Pass	\$39.00	
Dial-a-Ride			\$1.25
Medical	Needles to Valley View	\$6.00	
	Needles to Bullhead	\$12.00	
Shopper Shuttle	Needles to Ft. Mohave	\$9.00	

In addition to passenger fares, NTS receives operational funding from several sources:

- Federal Transit Administration (FTA) Section 5311
- San Bernardino County Measure I
- Transportation Development Act (TDA) Funds – Article 8c
- Mojave Desert Air Quality Management District (MDAQMD) AB 2766 Funds
- State of Good Repair Funds (via the Road Repair and Accountability Act – SB 1)
- State Transit Assistance (STA) Capital and Operations Funds

CURRENT CONDITIONS

Figure 14 describes the type of fares received by fiscal year. The chart shows a continued growth in the 30-ride pass program (22% in FY 20 to 40% in FY 24) where riders can purchase a ticket of 30 fare punches for NAT service. The increase in 30-ride passes has caused a corresponding decrease in NAT deviated fixed route cash fares (60% in FY 20 to 39% in FY 24). The volume of Dial-A-Ride fares has been consistent throughout the last five years (18% in FY 20 to 21% in FY 24).

Figure 14: Fare Distribution by Program

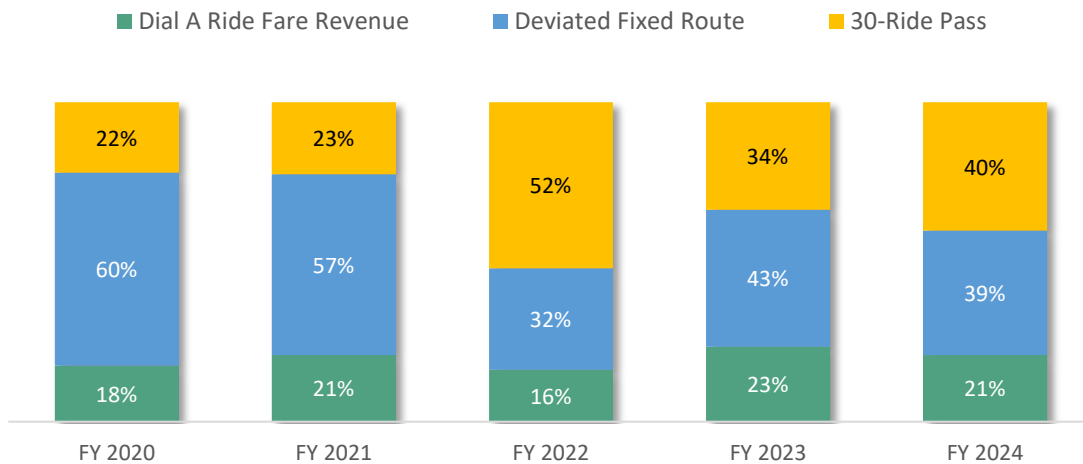
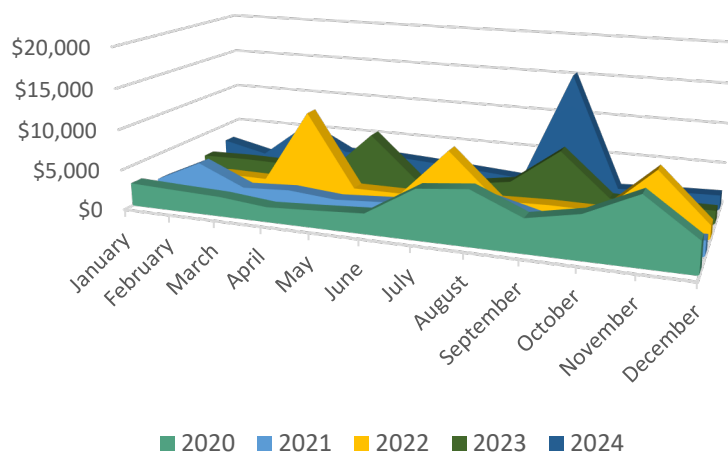


Figure 15 shows the amount of passenger revenue received by month over the last five years. This is helpful when understanding seasonal trends, peak and off-peak periods, and potentially determining if fares are impacted by major service changes. Also, this information may be helpful when trying to market and communicate fare information to the community.

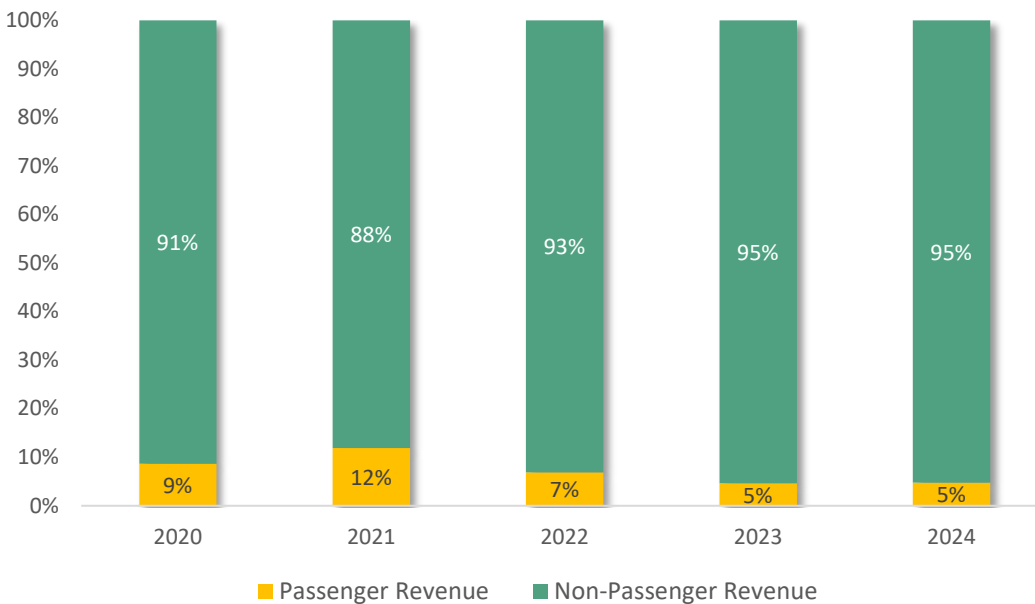
Figure 15: All Passenger Revenue by Month



As for the NAT, passenger fare revenue tends to increase in the later months of the year, with September 2024 receiving a large amount of revenue in relation to all other months and years. There are dips in revenue for the months of June and December. This may relate to the end of the school year and the Christmas and New Year holidays.

Comparing farebox revenue with other revenue sources is important for understanding the financial health, sustainability and funding strategy of a transit agency. Assuming all non-farebox revenue goes toward the operations of the agencies, Figure 16 states that 5% - 10% of farebox revenue covers the cost of operations, which is slightly less than the average farebox recovery for small transit agencies throughout the United States. According to the *Rural Transit Fact Book 2024*, rural transit systems had an average farebox recovery ratio of 9% in 2022.¹ More detail on farebox recovery based on programs is provided later in the document.

Figure 16: Farebox Revenue vs. Non-Passenger Revenue FY 20–FY 24



Figures 14 through 16 provided a high-level overview of fares for Needles Transit Services. However, the following charts will examine fares at a more granular level and provide analysis for future considerations regarding fare structure.

Figure 17 displays the two larger NAT fare types by percentage of overall fares and their trends over the last five years. The 30-ride punch pass is currently making up 42% of all farebox revenue, while regular cash fares are making up 25%, a near reverse of the trend in 2021.

¹ <https://www.ugpti.org/resources/reports/>

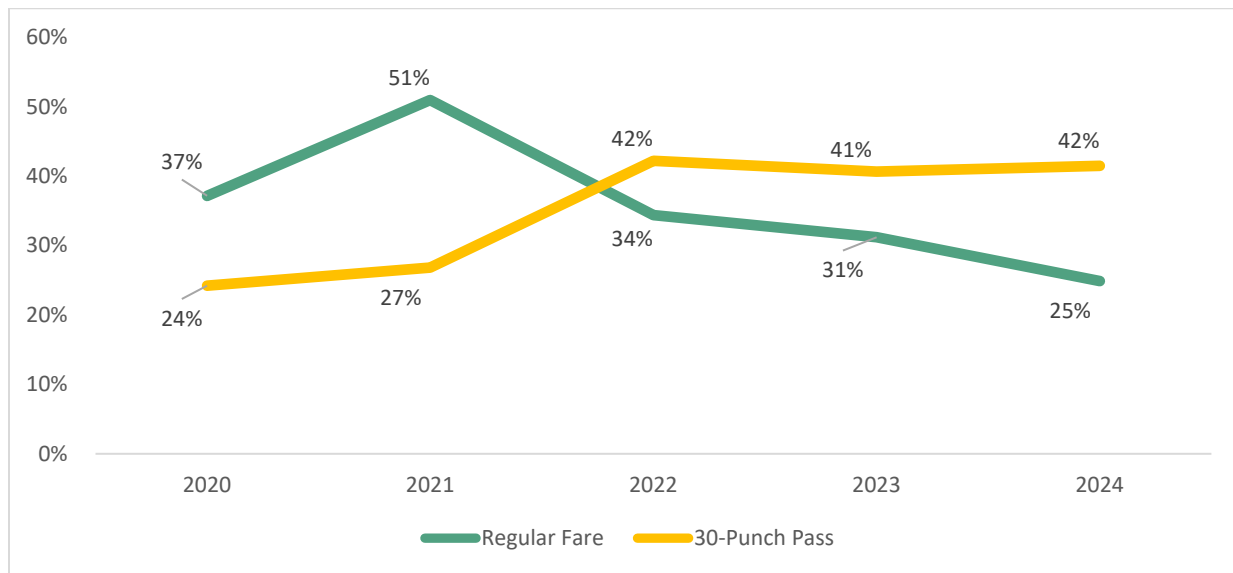
Figure 17: NAT Regular Fare vs. 30-Ride Punch Pass FY 20–FY 24

Figure 18 examines the categories of smaller NAT fare types, which include: (a) the percentage of children who board and do not pay a fare, (b) the number of wheelchair boardings, (c) seniors and persons with disabilities, and (d) seniors and disabled who take a deviation.

The NAT's "Children Under 5 Ride Free" program has a minimal impact on overall operations, accounting for 1.5% to 5% of ridership. Wheelchair boardings, seniors and disabled riders, as well as those using the deviation feature, represent a small share of total ridership, but may require more time and effort in operations.

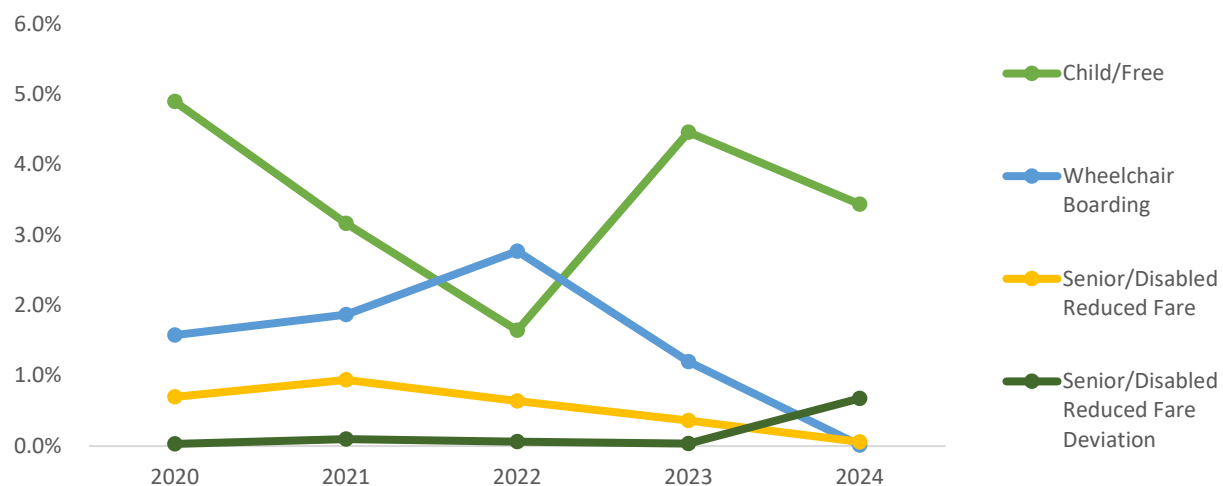
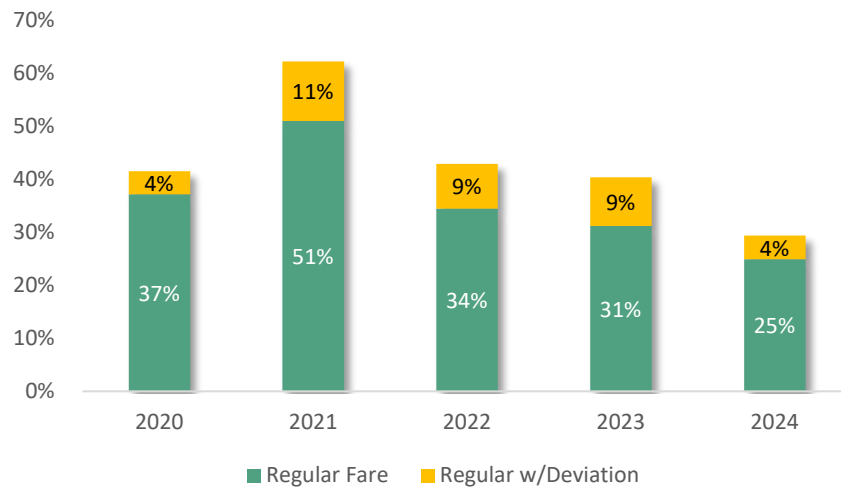
Figure 18: NAT Specific Fare Program by Percentage of Overall Fares

Figure 19: NAT Regular Fare vs. Regular Ride with Deviation

In addition to senior and disabled deviations, NAT offers deviation service for the general public, which costs \$.65 more than a regular bus ride, which is at \$1.35.

Deviations are at their lowest in FY 24, at roughly 4.5% (Figure 19).

In FY 24, NAT started offering free fares to students (Figure 20) for all the programs NAT offers and student boardings now account for 11.60% of the overall ridership (highlighted in yellow).

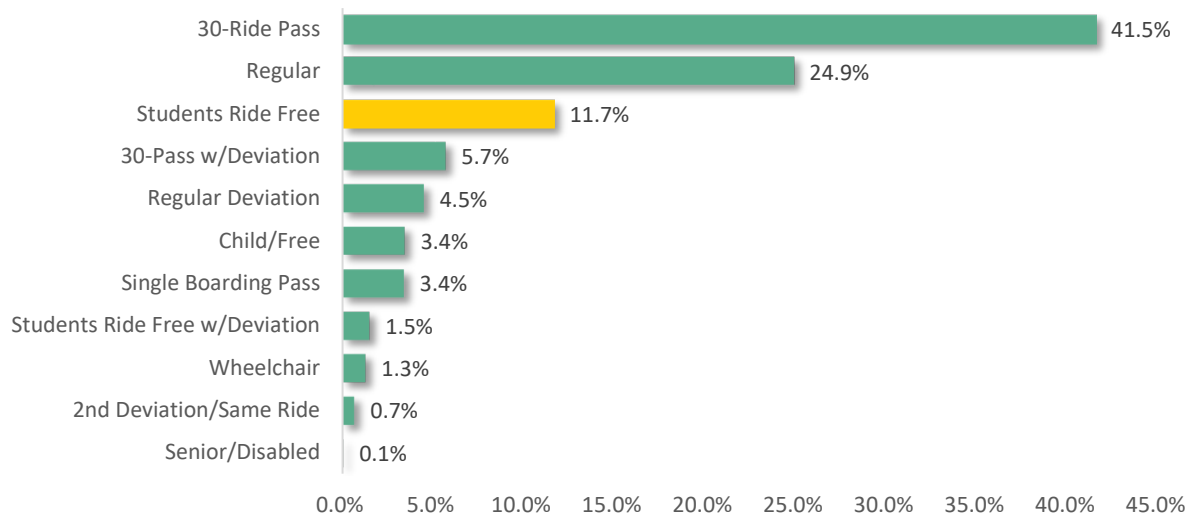
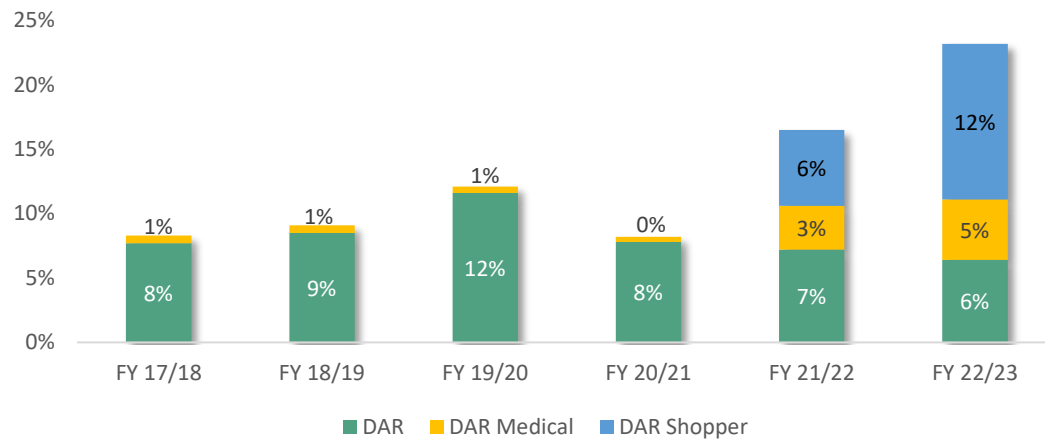
Figure 20: NAT Fare Category Distribution FY 2024

Figure 21 details the farebox recovery ratios for the three Dial-A-Ride programs offered by NTS, which are Dial-A-Ride, Dial-A-Ride Medical and a Dial-A-Ride Shopper Shuttle. The Shopper service began July 10, 2019 and has brought in significant revenue; this service is priced higher than other NTS services given the distance that the vehicle travels.

Figure 21: Demand Response Farebox Recovery by Dial-A-Ride Program

ANALYSIS AND RECOMMENDATIONS

Overview

NTS offers a range of discounts aimed at serving some of the most vulnerable populations. However, the current fare structure may be perceived as confusing or difficult to process, with limited availability of clear, easily retrievable information. Additionally, the requirement for exact change on board, along with the need to purchase passes at off-site locations, can create barriers for riders. These challenges present an opportunity to explore partnerships — such as integrating with Token Transit or seeking support from the San Bernardino County Transportation Authority (SBCTA) — to modernize fare collection and improve overall accessibility and convenience for passengers.

Specifically, Token Transit is a mobile ticketing platform that allows riders to purchase, store and use public transit passes directly from their smartphones. The app simplifies fare payment by eliminating the need for cash or physical tickets. Omnitrans, Mountain Transit and Basin Transit are currently using Token Transit for their payment system.

NAT Deviated Fixed Route Service

There has been a notable increase in the purchase of NAT's 30-ride punch pass where the County of San Bernardino has purchased large quantities of the NAT 30 Punch Pass and the NAT and Dial-A-Ride single boarding passes. It would be beneficial for NTS to continue promoting these passes and to regularly evaluate pricing to ensure they remain attractive and financially sustainable each fiscal year.

Dial-A-Ride

Dial-A-Ride services are inherently more expensive to operate than fixed-route services due to lower passenger efficiency, longer and less direct travel routes, higher labor costs per trip and the need to serve larger, more dispersed service areas. As a result, it is reasonable for Dial-A-Ride fares to be slightly higher than fixed-route fares. According to the Americans with Disabilities Act (ADA) of 1990, paratransit fares may be up to twice the cost of a comparable fixed-route fare. Currently, NAT's fixed-route fare is \$1.35 and senior/disabled fare of \$1.25, while the Dial-A-Ride fare is \$1.25. While the Needles Dial-A-Ride programs are not ADA services, a requirement met by the ¾-mile deviation of the NAT bus, a modest fare increase for Dial-A-Ride could (a) help better align revenue with the higher cost of service, and (b) potentially encourage capable riders to shift to fixed-route services, which are more cost-efficient to operate.

Deviations

Transit agencies like NAT that offer route deviation services typically apply an additional charge to the base fare to offset the higher operational costs associated with deviating from the fixed route. This surcharge also serves to help distinguish between riders willing to pay a premium for more convenient, closer service and those who are able and willing to walk to a designated bus stop. While the ADA limits fares for complementary paratransit services to no more than twice the fixed-route fare, this requirement does not apply to deviated fixed route services offered to the general public.

NAT currently charges an additional \$0.65 for deviations. In FY 24, deviations accounted for 4.5% of regular rides and 0.7% of senior and disabled rides. Since these figures indicate that deviations are not placing a significant burden on the system, increasing the deviation fee at this time could potentially reduce usage further and negatively impact rider satisfaction. However, it is important to consider gradually adjusting the deviation surcharge in tandem with any base fare increases to maintain fare consistency over time and to prevent a sudden rise in deviation requests that could compromise system efficiency in the future.

Age Benchmark

As noted throughout this document, NTS offers a variety of programs for seniors; however, until May 2025, the age of eligibility differed across these programs. This inconsistency can create confusion — particularly in a community with a rapidly aging population. To address this, NTS now markets all senior services to individuals aged 60 and older. While this approach simplifies messaging, it could've had implications for those currently eligible between the ages of 55 and 59. In response to this, registered riders between the ages of 55-59 have been grandfathered into the service.

Recommendations

This section presents the recommended service improvements and enhancements for Needles Transit Services (NTS). These recommendations are an outgrowth from the input provided through the outreach process and the assessment of system performance presented in the earlier chapters of this document.

RECOMMENDED SERVICE ALTERNATIVES FROM THE PREVIOUS SRTP

The FY 2020 SRTP for NTS presented 15 recommended service alternatives between financially constrained and financially unconstrained scenarios. An assessment of the implementation of the recommended alternatives is presented in Table 22.

Table 22: Assessment of FY 2020 SRTP Recommendations

Scenario	Service Alternative	Description of Alternative	Implemented Y/N	Current Assessment of Recommendations
Constrained Scenario	Service to Fort Mohave	Develop Service Plan for travel to Fort Mohave/Bullhead City.	Y	An operating plan for the Fort Mohave-Bullhead Shuttle (FBMS) was developed in 2021. The operating plan was later revised as part of this SRTP process in 2024. Service planned for implementation in July 2025.
	Unlimited ride all-day pass	Conduct a fare study.	Y	The fare study was conducted as part of this SRTP process.
	Provide shelters at bus stops	Bus shelter implementation program.	Y	All bus stops capable of having shelters were addressed.
	Access to Retail	Part of the plan for the Fort Mohave Bullhead Shuttle.	Y	Operating plan for FBMS was developed and refined.
Unconstrained Scenario	Dispatching Software/Hardware for Demand Responsive Service	Research potential dispatching software.	N	Improvements to scheduling and dispatching software are considered in the recommendations of this SRTP
	Operate bus on Sundays	Include in Unconstrained Scenario as potential service expansion.	N	The cost to implement Sunday service is greater than available resources
	Operate service later than 7:00 p.m. on Weekday	Include in Unconstrained Scenario as potential service expansion.	N	Feedback from the community has not been great enough to substantiate the investment
	Operate service earlier than 10:00 a.m. on Saturdays	Include in Unconstrained Scenario as potential service expansion.	N	Feedback from the community has not been great enough to substantiate the investment
	Operate service later than 5:00 p.m. on Saturdays	Include in Unconstrained Scenario as potential service expansion.	N	Feedback from the community has not been great enough to substantiate the investment
	Access to jobs in Arizona	Increase Fort Mojave service to 5 days a week.	N	Service to Fort Mohave has not been implemented to assess its utilization for increased service
	Expand DAR service	Expand Dial-a-Ride (DAR) service beyond 1:00 p.m.	Y	The Senior Dial-A-Ride service was expanded to 2:00 pm on weekdays. Service end time was later reduced back to 1:15pm due to limited use.
	Improve service to Barstow/Victorville.	Look at providing an additional trip on Route 200 to Barstow/Victorville.	N	VVTA Route 200 was discontinued during the COVID-19 pandemic due to low ridership
	Improve service to healthcare such as trips to ARMC and other hospitals that accept Medicaid.	Develop partnership with healthcare community, social service, non-profit. Develop mobility option to access regional healthcare.	N	Service beyond the Victor Valley and into San Bernardino has not been implemented due to cost constraints.
	Restructure DAR Medical Service	Include in Unconstrained Scenario as potential service expansion.	N	Restructuring of Dial-A-Ride Medical Service is included in the refined FBMS operating plan.
	Operate service earlier than 7:00 a.m. on Weekdays	Was not considered for implementation at that time.	N	Feedback from the community has not been great enough to substantiate the investment

As of FY 25, all four of the constrained service alternatives and one of the unconstrained alternatives have been implemented. Most of the recommendations in the unconstrained scenarios require significant financial investment where the benefit of the recommendation did not outweigh the cost of implementation.

SERVICE RECOMMENDATIONS FOR THIS SRTP

Fort Mohave/Bullhead Limited Shuttle (FMBS)

Planning for the Fort Mohave Bullhead Limited Shuttle began in FY 20 during the previous SRTP process to address the City of Needles' need for travel into Fort Mohave and Bullhead, Arizona, for grocery and medical destinations. The City's loss of a major grocery store has required residents to travel into Fort Mohave to meet their shopping needs. During FY 19/20, the City developed and implemented the Shopper Shuttle service to quickly address the need for access to grocery stores in Fort Mohave, traveling across state lines one day per week on Wednesdays to meet residents' needs.

The Dial-A-Ride Medical service continues to operate two days per week, providing access to much-needed medical care in Fort Mohave and Bullhead City, Arizona. However, over the past several years, ridership has decreased on the service operating on Tuesdays and Thursdays.

The refined Fort Mohave Bullhead Limited Shuttle Operating Plan developed through this SRTP combines the Shopper Shuttle and Dial-A-Ride Medical service to a two-day per week, two-run per day service available for any trip purpose. The operating plan includes an assessment of performance on the NTS demand response programs; an FMBS zone-based fare structure; a detailed operating plan with service hours and destination time points; and a financial plan that outlines proposed service costs and funding needs for implementation.

The FMBS Operating Plan was presented to the Needles City Council in February 2025 and approved to move forward, along with a new logo as part of a rebranding effort for demand response programs. The shuttle is expected to launch in July 2025 (Figure 22).

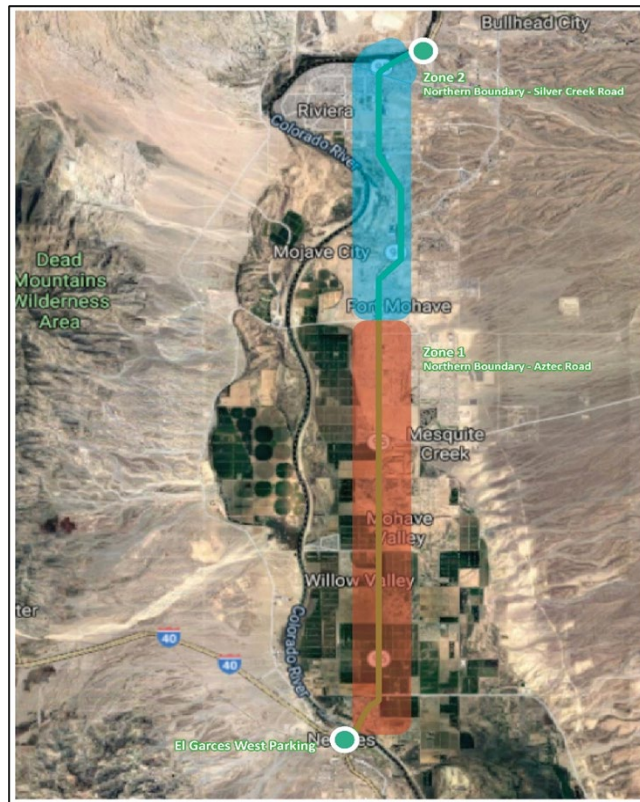


High-level service design components include:

- Combines the DAR Medical and Shopper Shuttle Services
- Runs two days per week – Tuesday/Thursday – two runs per day
- Uses existing Dial-A-Ride vehicles
- Requires advanced reservations – prepaid zone-based round-trip fare
 - Zone 1 - Fort Mohave: \$9.00
 - Zone 2 – Bullhead City: \$12.00

- Proposed annual operating expense of approximately \$50K – \$60K

Figure 22: FMBS Fare Zones and Destinations Timetable



Location	Estimated Time Point
Northbound - Morning	
El Garces (Needles)	8:15 AM
Valley View Medical Center	8:35 AM
Walmart Fort Mohave	8:40 AM
Safeway Fort Mohave	8:45 AM
CVS Fort Mohave	8:50 AM
Smith's Fort Mohave	8:55 AM
Target Bullhead	9:05 AM
Silver Creek Rd. Bullhead	9:20 AM
Totals	
Southbound - Morning	
Silver Creek Rd. Bullhead	10:15 AM
Target Bullhead	10:30 AM
Smith's Fort Mohave	10:35 AM
CVS Fort Mohave	10:40 AM
Safeway Fort Mohave	10:45 AM
Walmart Fort Mohave	10:50 AM
Valley View Medical Center	10:55 AM
El Garces (Needles)	11:15 AM
Totals	
Location	Estimated Time Point
Northbound - Afternoon	
El Garces (Needles)	11:30 AM
Valley View Medical Center	11:50 AM
Walmart Fort Mohave	11:55 AM
Safeway Fort Mohave	12:00 PM
CVS Fort Mohave	12:05 PM
Smith's Fort Mohave	12:10 PM
Target Bullhead	12:20 PM
Silver Creek Rd. Bullhead	12:35 PM
Totals	
Southbound - Afternoon	
Silver Creek Rd. Bullhead	1:15 PM
Target Bullhead	1:30 PM
Smith's Fort Mohave	1:40 PM
CVS Fort Mohave	1:45 PM
Safeway Fort Mohave	1:50 PM
Walmart Fort Mohave	1:55 PM
Valley View Medical Center	2:00 PM
El Garces (Needles)	2:20 PM
Totals	

Current recommendations for the FMBS include the development of a marketing program to promote community awareness of the available service and create the collateral that will be used to promote the service. As a component of preparation for the new service and promotion of existing services, the City — in partnership with SBCTA — developed a new transit website independent of the City's main website specifically for NTS. The website presents the available transit services in a way that clearly communicates what is available and how to ride. Next steps include the development of the FMBS rider guide as a component to the marketing program. The FMBS rider guide will be distributed to the stakeholders of this SRTP, available on the NTS website, and available at numerous community outlets, such as City Hall, Pal Verde College, Needles Regional Senior Center, Needles Chamber of Commerce, and the Needles Branch Library.

Bus Stop Improvement Program

During this SRTP process, an assessment of bus stops amenities and needs was conducted to evaluate the needed improvements at each bus stop. The assessment included an inventory of each bus stop and its current amenities, such as benches, shelters, lighting, signposts and trash cans, and accessibility issues for pedestrians and wheelchairs. This inventory is a tool that the City can use for ongoing improvements at each bus stop.



The ongoing bus stop improvement plan for the near-term horizon includes two primary activities:

1. Repainting bus stop shelters to correct fading from the intense summer sun.
2. Installation of solar lights at bus stops to accommodate nighttime riders in the winter months when it is dark prior to the NAT's service end at 7:00 p.m.
3. Revisit the FY 20 Bus Stop Improvement List to determine if any outstanding improvements were not completed.

During FY 24, the City ordered and installed new bus stop signs with route information and time points at all bus stops. The ongoing improvement program will include regular maintenance of those signs to prolong readability and useful life.

Fare Pass Technology

A perennially requested service improvement from NAT riders has been the need for all-day and monthly fare passes. The current 30-Ride Punch Pass sold at a discount of \$1.50 from the regular fare when purchased requires a card punch to be used for every ride, even on multiple rides on the same day of travel. The introduction of a day pass and/or monthly pass would provide riders with unlimited trips during the time period of the pass.

In addition to unlimited rides, current technology can facilitate an easier and more convenient way for riders to pay the fare. Fare payment can be made through a mobile app with a debit or credit card or store value account, eliminating the need to visit City Hall to purchase punch passes. The fare can be stored on a mobile device instead of physically carrying punch passes and reporting of purchased fare by fare type would be more readily accessible than the manual process of driver counts used today.

In San Bernardino County, Omnitrans, Mountain Transit and Basin Transit have partnered with Token Transit to streamline mobile ticket purchasing. Once the rider downloads and installs the

mobile app, they can purchase available passes for immediate use or store them for future travel. Once the vehicle approaches their bus stop, they can open the mobile app and activate their pass and validate their ticket onboard the vehicle to take a trip. Migrating to a technology like Token Transit also supports the idea of fare capping, where once an individual has purchased enough single rides that add up to the amount of the pass, they automatically qualify for the pass without having to pay the full pass price upfront and ride for free during the remaining time period of the pass.



The following financial plan section includes the start-up costs of implementing Token Transit technology and the required annual licensing fee through the SRTP's five-year period.

New Garage with EV Infrastructure

The City of Needles currently stores its transit vehicle fleet at two locations: The three-bay transit garage located at 1101 Front Street, adjacent to the El Garces Train Station; and the open-air City Garage at 112 Robuffa Street.



The City has plans to duplicate the three-bay transit garage on Front St. adjacent to the existing garage that will allow all transit vehicles to be housed at the same location. The current transit garage provides overnight storage of transit vehicles and bus maintenance and repair. The City has already budgeted \$350,000 for the construction of the new garage shell, but that does not include any of the upgrades that will be needed to comply with the California Air Resources Board (CARB) requirements regarding the Innovative Clean Transit (ICT) regulation.

The City approved its Zero-Emission Bus (ZEB) Rollout Plan in June 2023 that outlined the steps needed to convert its fleet to zero emissions, including the required infrastructure to operate battery electric buses. To facilitate this transition, once the new garage is constructed, the City will need to prepare for the infrastructure improvements that will be needed in the future. This will likely include:

- Working with the City's Department of Public Works to ensure an adequate electricity supply is available to each garage to support vehicle-charging equipment and HVAC installation to regulate indoor temperature to keep charging equipment and vehicle batteries at acceptable operating temperatures.

The plug-in charging dispensers and charging cabinets will be served by the following electrical infrastructure:

- One medium voltage utility service transformer along the northwestern facility exterior and site boundary.
- One switchgear service along the western facility exterior and site boundary.

Figure 1-5 illustrates the NAT Garage at full build-out.

Figure 1-5. NAT Garage – Full ZEB Build-Out



Source: WSP

- Hiring an engineering and design firm to advance the recommendations of the ZEB Rollout Plan in the two garages to ensure that current and future CARB requirements can be met and create a plan for infrastructure needs at the site.
- Developing a list of equipment and construction that will need to be procured for the completion of ZEB upgrades. Purchases for ZEB equipment should be staggered to allow for technological upgrades to be introduced to the market in the future.

Recommendations from this SRTP include financial planning for an in-depth ZEB analysis, charging stations and installation.

Vehicle Replacement Plan

Over the next five years, the City of Needles will need to replace three of its transit vehicles that will have reached the useful life threshold. The transit vehicles are replaced for several reasons, including the mitigation of high mileage to reduce maintenance costs, increased safety and efficiency, and the need to accommodate requirements of the ICT. Replacing older vehicles with new ones allows transit agencies to maintain a reliable fleet, improve passenger experience and potentially reduce operational expenses.



The following vehicles are scheduled for replacement:

- FT 25/26: Vehicle S-5, 2009 Starcraft Starlite Dial-A-Ride vehicle – to be replaced with low-floor Cutaway
- FY 27/28: Vehicle N-9, 2018 Glaval NAT vehicle – to be replaced with a ZEB
- FY 29/30: Vehicle S-3, 2002 Ford Dial-A-Ride vehicle – to be replaced with a ZEB

Lifeline Service to the Victor Valley

Lifeline transportation to the Victor Valley remains a high priority for a number of Needles' residents as communicated through the outreach interviews, community open house, and the NAT onboard and community household surveys. Needles is positioned 175 miles away from the Victor Valley, the closest urbanized area to Needles within San Bernardino County. While this trip is not typically one that needs to be made on a regular basis, it is still required on an episodic basis for some medical procedures not available in Needles and for those that must remain in California due to insurance requirements. The court system is another trip need that cannot be met by travelling into neighboring Arizona.

The Victor Valley Transit Authority (VVTA) is the Consolidated Transportation Services Agency (CTSA) for the High Desert communities in San Bernardino County, of which the City of Needles

and the Colorado River subregion are included. Under the CTSA umbrella, VVTA operates the Transportation Reimbursement and Information Program (TRIP) that reimburses volunteer drivers



per mile for the trips they provide to eligible and registered riders. In the past, VVTA operated several programs to help bridge the gap between Needles and the Victor Valley that included the Route 200 bus route that provided a round trip on Fridays; the car share rental program operated by Enterprise Rent-a-Car; and a subsidized taxi program. All three of these programs have been discontinued, leaving an unmet need for public transit to fill the gap.

During this SRTP planning process, VVTA has agreed in concept to expanding its TRIP program to also include low-income members of the general public, in addition to the standard eligibility of older adults and persons with disabilities. This will allow those without transportation options to find a willing volunteer to make the trip and be reimbursed for their vehicle, fuel and maintenance. Through coordination with SBCTA, this new service alternative will not present a cost to the City of Needles, instead SBCTA will budget a separate allocation of funds to cover the increase in TRIP utilization for the expanded eligibility. The role of NTS will be to help promote the availability of the modified service and the change in eligibility to the community of Needles to ensure adequate promotion of the service to those in need. Coordination between VVTA, SBCTA and Needles will continue during the development phase and planning of the new service modification.

Additional Service Enhancements of Consideration

Several other service alternatives were considered as part of this SRTP but were not recommended for implementation due to fiscal constraints considering other recommendations, impacts to farebox recovery or the expectation of low utilization of the proposed alternative. The following is a list of those considered alternatives and justifications for non-recommendation (Table 23).

Table 23: Additional Service Enhancements of Consideration

Service Alternative	Description of Alternative	Reason for Non-Recommendation
Scheduling Software for Demand Response Services	Transition from a manual vehicle scheduling process to an automated technology that optimizes vehicle routing.	Demand response programs only deploy one vehicle in peak service. Improved vehicle utilization will not result in cost savings in a single vehicle operation.
NAT Service on Sunday	Implement Sunday service on the NAT deviated fixed-route.	Demand for Sunday ranked lower compared to other service enhancements addressed in this SRTP. Service would increase NAT operating costs by at least 17% for a service perceived to generate low ridership and low farebox recovery.
Earlier and Later NAT Weekday Service	Start NAT weekday service at 6:00 a.m. and end NAT weekday service at 8:00 p.m.	The first and last runs on the existing NAT service generate the lowest ridership. These service adjustments would only benefit a small number of riders and have an impact on farebox recovery that will increase service costs.
Earlier and Later NAT Saturday Service	Start NAT Saturday service at 9:00 a.m. and end NAT Saturday service at 6:00 p.m.	The existing NAT ridership on Saturday is lower than weekday ridership. Further analysis is required to determine whether additional trip generators exist earlier and later in the day that would warrant additional service. Recommend analyzing ridership of the first and last runs of the day to determine productivity and farebox recovery.
Increased Frequency on the NAT	Increase NAT headways from 1-hour to 30 minutes on weekdays.	This improvement would double NAT's operating cost on weekdays, requiring the introduction of an additional vehicle and driver. Capacity on existing vehicles is not at maximum load and does not warrant the increase in cost to satisfy convenience.

Financial Plan

Needles Transit Services (NTS) is funded through a variety of federal, state and local revenue sources. This chapter describes existing funding sources and presents future funding needs through FY 29/30. A detailed operating and capital, expenditure and revenue plan is included in Table 26 and Table 27 at the end of this chapter.

FUNDING SOURCES

The following section provides a brief description of each funding source utilized by NTS for operating and capital expenditures.

Federal Revenues

The Federal Transit Administration (FTA) provides financial assistance to transit systems that provide public transportation as authorized by the Bipartisan Infrastructure Law of 2021, as enacted in the Infrastructure Investment and Jobs Act. The legislation reauthorizes surface transportation programs for FY 2022 through FY 2026. FTA provides annual formula grants to transit agencies nationwide, as well as discretionary funding in competitive processes with varying purposes and eligibility.

FTA 5311 – FORMULA GRANTS FOR RURAL AREAS

FTA 5311 – Formula Grants for Rural Areas: The 5311 program provides capital, planning and operating assistance to states to support public transportation in rural areas with populations of less than 50,000. Most rural formula funds (83.15%) are apportioned based on land area and population factors. The remaining rural formula funds (16.85%) are apportioned based on land area, vehicle revenue miles and low-income individual factors. Rural 5311 funding supports Needles Transit's NAT operating budget, estimated at just over a half million dollars annually based on SBCTA's projections, representing almost 7% of NTS operating revenue.

State Funding

TRANSPORTATION DEVELOPMENT ACT (TDA)

The Mills-Alquist-Deddeh Act (SB 325) was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. Commonly known as the Transportation Development Act (TDA) of 1971, this law presents statutes for regulation of state funding for public transit and non-transit-related purposes. The TDA established the Local Transportation Fund (LTF) and the State Transit Assistance (STA) programs to fund transit services in California. In some cases, areas with a population of less than 500,000 may use LTF funding for repairs to local streets and roads through an unmet

needs process. Needles allocates all of its available LTF funds to transit, reserving all funds for the provision of transit services.

Local Transportation Fund – LTF

LTF funds are derived from ¼-cent of every dollar collected by the general sales tax statewide and are returned by the California Department of Tax and Fee Administration (CDTFA). All revenues are considered local funds and returned to the originating county for the designated Regional Transportation Planning Agency (SBCTA in San Bernardino County) to administer, within the general guidelines and priorities of the program. Because funds are based on sales tax, revenues vary from year-to-year depending on the economy. LTF funds can be utilized for operations and capital under TDA Article 4. Article 4 funds are the primary source of operating support for the NAT, representing approximately 41% of operating revenue over the next five years.

LTF Article 3 – The TDA provides that 2% of the LTF be made available to counties and cities for facilities for the exclusive use of pedestrians and bicyclists, known as the TDA Article 3 Program. In San Bernardino County, Article 3 funds are awarded through a competitive process administered by SBCTA on a biennial cycle. Needles is encouraged to pursue Article 3 funds to support its ongoing bus stop improvement program, including new shelters, benches, lighting and ADA-accessibility enhancements.

State Transit Assistance – STA

STA funds are collected from diesel fuel excise taxes, with 50% of funds distributed based on county population size and 50% of funds distributed based on transit operator revenues from the prior fiscal year. In 2017, Senate Bill 1 (SB 1) augmented the STA program by nearly doubling the amount of STA funds provided to each county. STA funds can be utilized for capital and operations; however, Needles will use a significant amount to cover operating expenses in this financial plan in addition to funding for vehicle replacements. STA funds overall support a significant portion of the capital and operating budget for NTS, representing almost 50% of total revenue at approximately \$2.6 million through FY 2030.

LOW CARBON TRANSIT OPERATIONS PROGRAM – LCTOP

LCTOP receives funding from the cap-and-trade Greenhouse Gas Reduction Fund appropriated by the State Legislature. The LCTOP fund estimates are provided from the State Controller's Office (SCO) and are apportioned based on the county's population and transit operator revenues.

Senate Bill 942 allows transit operators to continue free and reduced fare transit programs, while other uses for LCTOP funds must be in accordance with the approved Caltrans' guidance. This includes expenditures that directly enhance or expand transit service by supporting new or

expanded transit services for operating or capital programs. Needles will continue to use some LCTOP and other local funds to support free fares for students on NAT service.

STATE OF GOOD REPAIR (SENATE BILL 1) – SGR/SB 1

In 2017, Senate Bill 1, known as the Road Repair and Accountability Act (RRAA), created a new funding program for transit operators to upgrade, improve and maintain equipment in a State of Good Repair. This includes the maintenance and rehabilitation of existing vehicles, transit facilities and the purchase of new, energy-efficient transit vehicles. The program's funding is derived from a Transportation Improvement Fee on vehicle registrations. These funds are allocated in the same manner as STA funds and have an annual program of project requirements, resolutions for funding and require annual reporting to Caltrans. Needles receives a small allocation of SGR funds that will be used to support preventative maintenance.

SENATE BILL (SB) 125 – TRANSIT AND INTERCITY RAIL (TIRCP) AND ZERO EMISSIONS CAPITAL (ZETCP) PROGRAMS

The Transit and Intercity Rail (TIRCP) and Zero Emissions Capital (ZETCP) programs are derived through a population-based formula, distributed to SBCTA by the California State Transportation Agency (CalSTA). All TIRCP projects must both increase ridership and reduce greenhouse gas emissions while ZETCP funds must be used to support the purchase of zero-emission vehicles or refueling infrastructure.

SBCTA has secured SB 125 funding on Needles' behalf to cover the initial cost of implementing the FMBS service in FY 26 and covering operating costs through FY 29 when those funds will have been fully expended. Future apportionments are dependent on continued appropriations by the State Legislature and can be used for operations if shown to prevent service reduction or elimination.

Local Funding

MEASURE I – LOCAL SALES TAX MEASURE

San Bernardino County's Measure I is a one-half-cent sales tax to fund for transportation improvements, first passed in 1989 and extended in 2004 to run through 2040. Funds are allocated based on the Measure I Ordinance and Expenditure Plan and Strategic Plan with a 10-year Delivery Plan that outlines near-term strategies to fund programs and projects. Current NTS Measure I allocations are based on SBCTA Board-approved amounts and are used to cover a portion of operating expenses for the Senior Dial-A-Ride program.

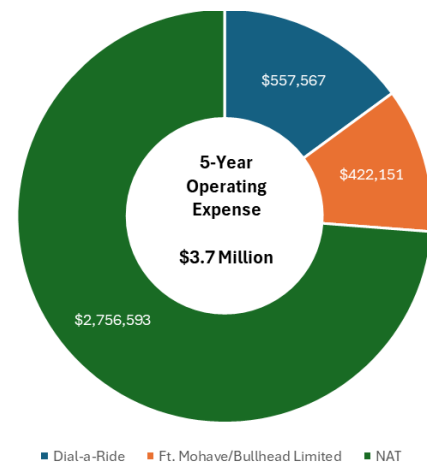
OPERATING PLAN

This operating plan outlines the forecasted expenditure considering the expected revenues from federal, state and local funding available to Needles. The plan seeks to fund the core Needles Services as well as the recommended service alternatives and enhancements presented in the previous chapter based on funding assumptions for planned service. However, it will be important to closely monitor key assumptions, actual expenses and future revenue trends to ensure the plan's success.

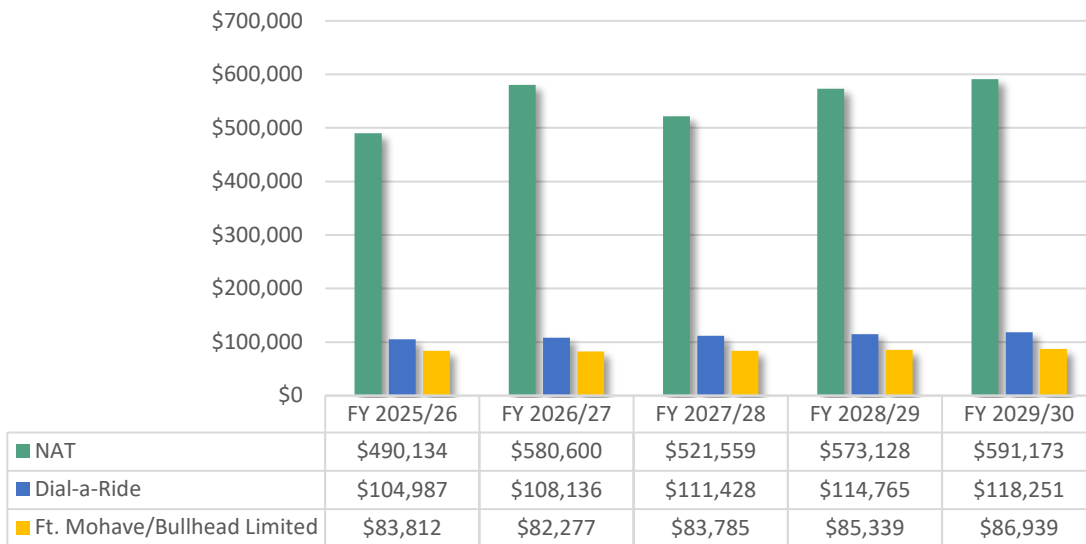
Operating Expenditure

The NTS operating budget in this plan is driven by its three transit services which include the new FMBS service that combines the existing Shopper Shuttle and Dial-A-Ride Medical demand response programs. The greatest expense over the next five years will be allocated to the core NAT deviated fixed-route at almost \$2.7 million, or 74% of the total operating budget. The long-standing Senior Dial-A-Ride represents 15% of all expenditures while the new FMBS service is expected to account for 11% of operating costs (Figure 23).

Figure 23: 5-Year Operating Expense



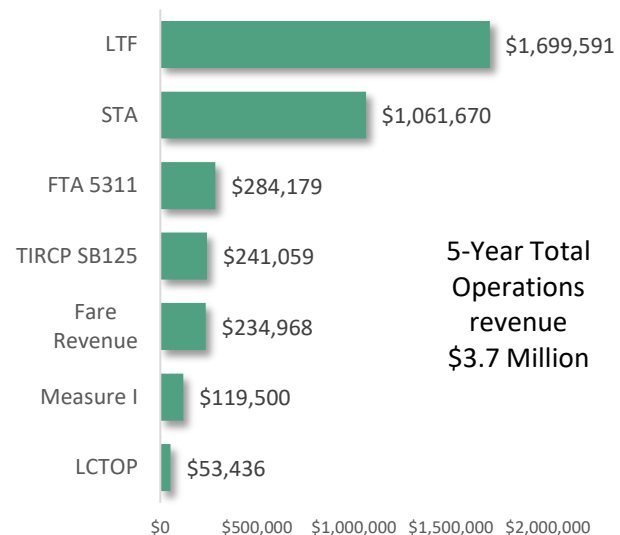
The forecasted FMBS operating budget is slightly higher than the combination of Dial-A-Ride Medical and Shopper Shuttle Services that it replaces due to recent underutilization of the Dial-A-Ride Medical service. The FMBS budget is presented with full-service utilization; however, expenses could be lower if both runs of each service day are not utilized. Expense projections for FY 26/27 include the cost of consultant ZEB design services for the new vehicle garage and continuation of the FMBS. Contractor expenses assume a 3% annual increase across all transit services while other increases are related to the rising cost of fuel, administration, the bus stop improvement program, and computer and software costs. It is unknown at this point what impact a transition to zero-emission electric buses will have on operating expenses, considering increases in energy costs for recharging and maintenance of charging infrastructure compared to the cost-savings from reductions in fossil fuel usage. The annual operating expense by transit program is presented in Figure 24.

Figure 24: Annual Operating Expense by Transit Program

Operating Revenue

The NTS operating revenue plan builds upon revenue projections provided by SBCTA for the five-year SRTP period (Figure 25). These projections are based on current economic conditions and may change based on actual revenue received, changes in the Consumer Price Index (CPI), changes in population, demonstration of need and continuance of appropriations by federal and state legislatures, and success of application submittals for discretionary grants.

The primary funding for transit operations will consist of TDA-generated revenue from LTF and STA, totaling almost \$2.8 million over five years, representing 75% of all revenue. Operations funding from FTA 5311, SB 125, Measure I and LCTOP account for 19% of operating funds while passenger fares account for 6% of all revenue.

Figure 25: 5-Year Operating Revenue

CAPITAL PLAN

The following capital plan provides the cost estimates and funding plan for asset management and investment based on expected revenue. Capital expenditures include vehicle replacement zero-emissions planning, a new garage, bus stop improvements and fare technology implementation.

Capital Expenditure

The largest single expenditure over the five-year planning period will be the replacement of three transit vehicles that will have reached the useful life benchmark. An investment of \$793,000 considers the transition from two combustion-powered vehicles to battery electric vehicles on a one-to-one replacement basis. The transition to battery electric buses could require additional vehicles to maintain current levels of service if the recharge range of electric vehicles is insufficient to cover the span of a service day. Careful planning of ZEB purchases will ensure that the asset can meet the needs of the transit system.

NTS will secure the assistance of a consultant to conduct an analysis of ZEB transition needs, including the charging infrastructure of the vehicle garages, and procurement of ZEB vehicles, as shown in Table 24. The capital expenditure plan sets aside \$250,000 for charging equipment and installation and an operating expense of \$75,000 for consultant assistance. An allocation of \$350,000 in STA funds has been set aside for the construction of the new garage in FY 25/26.

Table 24: List of Improvement Projects by Year

Project	FY 26	FY 27	FY 28	FY 29	FY 30	Totals
Vehicle Replacements	\$180,857		\$298,000		\$315,000	\$793,857
Garage Building Construction	\$350,000				\$315,000	\$665,000
Zero Emission Infrastructure						
Charging stations		\$150,000				\$150,000
Constructon		\$100,000				\$100,000
ZEB Analysis (Operations)		\$75,000				\$75,000
Token Transit (Capital & Operations)		\$100,000		\$35,000	\$35,000	\$170,000
Bus Stop Improvement	\$20,000	\$3,500	\$3,500	\$3,000		\$30,000
Totals	\$550,857	\$428,500	\$301,500	\$38,000	\$665,000	\$1,983,857

The introduction of Token Transit to facilitate fare payment is budgeted at \$100,000, based on similar start-up costs experienced by Basin Transit. A \$35,000 per year licensing and maintenance fee for Token Transit is represented in the FY 28/29 and FY 29/30 operating budget. Bus stop improvements are expected to be funded through discretionary Article III funding, applied for in the next call-for-projects and set aside to be used over time.

Capital Revenue

Funding for capital expenditure will be primarily funded through STA funds accounting for 97% of all expenses (Figure 26). The remaining capital funds will be derived from SGR as needed and applied for over the five-year period.

A summary of total expenses and revenue is presented in Table 25. Almost \$5.3 million is expected to be needed over the five-year period.

Figure 26: 5-Year Capital Revenue

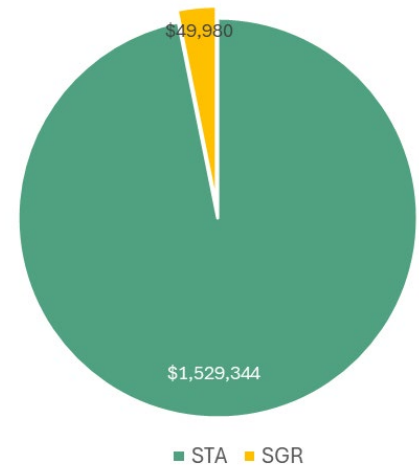


Table 25: Summary of Expense and Revenue by Year

	FY 2025/26		FY 2026/27		FY 2027/28		FY 2028/29		FY 2029/30		5-Year Total
	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital	Totals
Total Expense	\$678,934	\$545,857	\$771,013	\$355,000	\$716,772	\$301,500	\$773,231	\$3,500	\$796,362	\$318,000	\$5,260,168
Total Revenue	\$732,307	\$576,340	\$696,043	\$359,996	\$716,772	\$307,996	\$775,738	\$9,996	\$788,522	\$324,996	\$5,288,706

Table 26 and Table 27 following provide the detailed funding plan for NTS over the next five years.

Needles Transit Services Short Range Transit Plan, 2025-2030

Table 26: Detailed Operating and Capital Expense Plan

	FY 2025/26		FY 2026/27		FY 2027/28		FY 2028/29		FY 2029/30		
	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital	Totals
Dial-a-Ride											
Contractor	\$73,638		\$75,847		\$78,122		\$80,466		\$82,880		\$390,953
Insurance	\$14,385		\$14,817		\$15,261		\$15,719		\$16,190		\$76,372
Internet	\$700		\$700		\$750		\$750		\$800		\$3,700
Advertising	\$200		\$200		\$200		\$200		\$200		\$1,000
Fuel	\$6,118		\$6,302		\$6,491		\$6,686		\$6,886		\$32,482
Admin	\$9,146		\$9,421		\$9,703		\$9,995		\$10,294		\$48,559
Buildings		\$350,000									\$350,000
ZEB Construction & Equipment				\$125,000							
Vehicles		\$180,857							\$315,000		\$495,857
Office Supplies	\$800		\$850		\$900		\$950		\$1,000		\$4,500
Mode Revenue Sub-Total	\$104,987	\$530,857	\$108,136	\$125,000	\$111,428	\$0	\$114,765	\$0	\$118,251	\$315,000	
Ft. Mohave/Bullhead Limited											
Contractor	\$37,128		\$38,242		\$39,389		\$40,571		\$41,788		\$197,118
Insurance	\$7,410		\$7,632		\$7,861		\$8,097		\$8,340		\$39,340
Advertising	\$5,000		\$2,000		\$2,000		\$2,000		\$2,000		\$13,000
Admin	\$4,275		\$4,403		\$4,535		\$4,671		\$4,811		\$22,694
TRIP - Victor Valley	\$30,000		\$30,000		\$30,000		\$30,000		\$30,000		\$150,000
Mode Revenue Sub-Total	\$83,812	\$0	\$82,277	\$0	\$83,785	\$0	\$85,339	\$0	\$86,939	\$0	\$422,151
NAT											
Contractor	\$425,277		\$438,035		\$451,176		\$464,711		\$478,653		\$2,257,852
Insurance	\$1,318		\$1,358		\$1,399		\$1,441		\$1,484		\$7,000
Advertising	\$500		\$500		\$500		\$600		\$600		\$2,700
Fuel	\$33,600		\$35,280		\$37,044		\$38,896		\$40,841		\$185,661
Admin	\$11,422		\$11,764		\$12,117		\$12,481		\$12,855		\$60,639
Vehicles						\$298,000					\$298,000
ZEB Construction & Equipment				\$125,000							
Computer/software	\$16,517		\$17,013	\$100,000	\$17,523		\$53,049		\$54,640		\$258,741
Shelters/signs		\$15,000		\$5,000		\$3,500		\$3,500		\$3,000	\$30,000
Dues & Membership	\$1,100		\$1,200		\$1,300		\$1,400		\$1,500		\$6,500
Training	\$400		\$450		\$500		\$550		\$600		\$2,500
Consultant			\$75,000								\$75,000
Mode Revenue Sub-Total	\$490,134	\$15,000	\$580,600	\$230,000	\$521,559	\$301,500	\$573,128	\$3,500	\$591,173	\$3,000	\$3,309,593
Total	\$678,934	\$545,857	\$771,013	\$355,000	\$716,772	\$301,500	\$773,231	\$3,500	\$796,362	\$318,000	\$5,260,168

Attachment: Needles SRTP DRAFT-FINAL 080425 (11934 : Needles SRTP)

Needles Transit Services Short Range Transit Plan, 2025-2030

Table 27: Detailed Operating and Capital Revenue Plan

	FY 2025/26		FY 2026/27		FY 2027/28		FY 2028/29		FY 2029/30		
	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital	Operating	Capital	Totals
Dial-a-Ride											
Fare Revenue	\$7,500		\$6,000		\$6,000		\$6,000		\$6,000		\$31,500
Measure I	\$18,900		\$23,991		\$24,663		\$25,526		\$26,420		\$119,500
Prior STA Pop		\$530,857									\$530,857
STA - Pop	\$72,735	\$0	\$78,145	\$125,000	\$80,765		\$83,239		\$85,831	\$315,000	\$840,715
Mode Revenue Sub-Total	\$99,135	\$530,857	\$108,136	\$125,000	\$111,428	\$0	\$114,765	\$0	\$118,251	\$315,000	\$1,522,572
Ft. Mohave/Bullhead Limited											
Fare Revenue	\$4,000		\$4,000		\$4,000		\$4,000		\$4,000		\$20,000
STA - Pop	\$36,232		\$26,698		\$26,112		\$25,918		\$55,731		\$170,691
Prior STA Pop	\$14,979										\$14,979
TIRCP SB125	\$53,178		\$51,579		\$53,673		\$55,421		\$27,208		\$241,059
Mode Revenue Sub-Total	\$108,389	\$0	\$82,277	\$0	\$83,785	\$0	\$85,339	\$0	\$86,939	\$0	\$446,729
NAT											
Fare Revenue	\$37,000		\$35,010		\$36,060		\$37,142		\$38,256		\$183,468
FTA 5311	\$53,315		\$57,716		\$57,716		\$57,716		\$57,716		\$284,179
LTF	\$327,847		\$326,241		\$336,690		\$348,311		\$360,502		\$1,699,591
STA - Ops	\$4,063		\$4,757		\$4,757		\$4,757		\$4,757		\$23,091
STA - Pop	\$102,558	\$0	\$68,547	\$225,000	\$72,977	\$298,000	\$114,349		\$108,742		\$990,173
SGR - Op		\$705		\$705		\$705		\$705		\$705	\$3,525
SGR - Pop		\$9,291		\$9,291		\$9,291		\$9,291		\$9,291	\$46,455
LCTOP - Ops	\$0		\$1,033		\$1,033		\$1,033		\$1,033		\$4,132
LCTOP - Pop	\$0		\$12,326		\$12,326		\$12,326		\$12,326		\$49,304
Prior STA Pop		\$35,487									\$35,487
Mode Revenue Sub-Total	\$524,783	\$45,483	\$505,630	\$234,996	\$521,559	\$307,996	\$575,634	\$9,996	\$583,332	\$9,996	\$3,319,405
Total	\$732,307	\$576,340	\$696,043	\$359,996	\$716,772	\$307,996	\$775,738	\$9,996	\$788,522	\$324,996	\$5,288,706

Attachment: Needles SRTP DRAFT-FINAL 080425 (11934 : Needles SRTP)

Minute Action

AGENDA ITEM: 18

Date: *October 1, 2025*

Subject:

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

Recommendation:

That 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

Board of Directors Agenda Item

October 1, 2025

Page 2

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 was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025. SBCTA/SBCOG General Counsel has reviewed this item.

Responsible Staff:

Suzanne Peterson, Council of Governments Manager

Approved
Board of Directors
Date: October 1, 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.

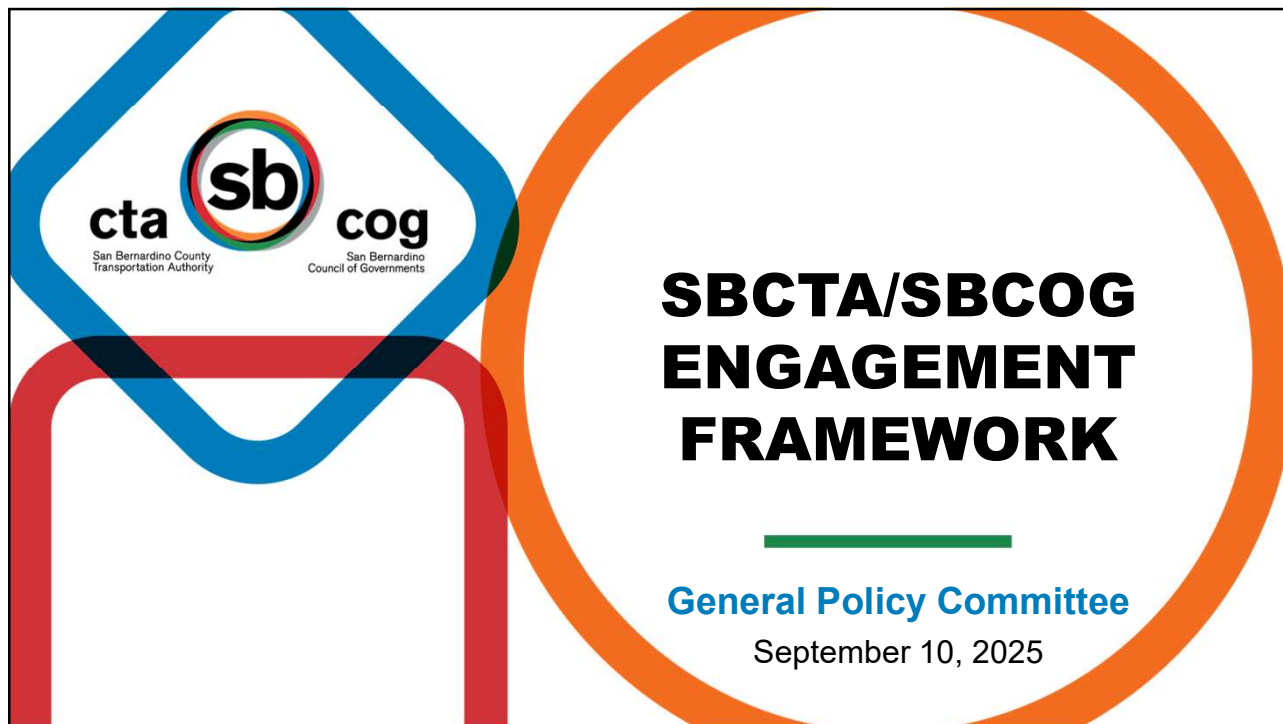
The agency builds an organizational culture welcoming to all employees and community members, setting an example for other agencies.

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



3



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)



4



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.



5



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

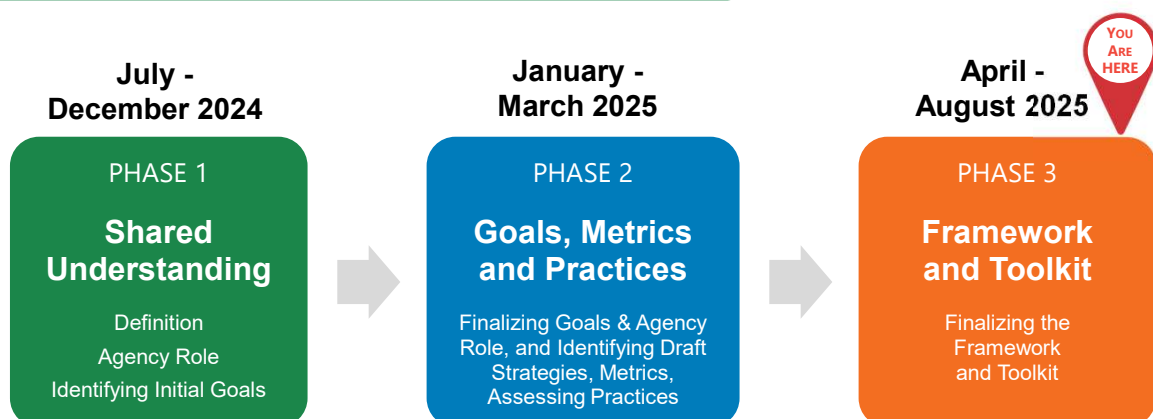
- Three Ad Hoc Committee Meetings to:
 - Refine and provide feedback on **goals, strategies and metrics**
 - Provide overall project **guidance**
 - Provide **direction to pivot** based on Executive Order and federal direction



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.



12



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



15



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



17

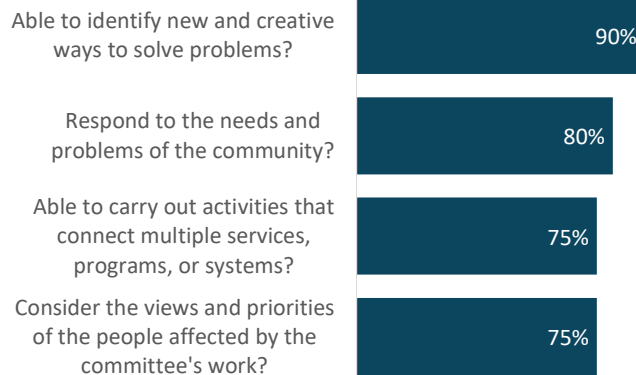


TOOLKIT COMPONENTS

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..."



18



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. 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: 19

Date: *October 1, 2025*

Subject:

2026 State Transportation Improvement Program Proposals

Recommendation:

That 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 2029/2030.

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 was reviewed and unanimously recommended for approval by the General Policy Committee on September 10, 2025.

Responsible Staff:

Jamie Carone, Management Analyst III

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

San Bernardino County Transportation Authority

Minute Action

AGENDA ITEM: 20

Date: *October 1, 2025*

Subject:

State Route 60/Euclid Avenue Interchange Funding Agreement

Recommendation:

That the Board, acting as San Bernardino County Transportation Authority:

A. Allocate \$3,346,822 in Measure I Valley Freeway Interchange Program funds to the City of Ontario for the State Route (SR) 60/Euclid Avenue Interchange Phased Improvements Project under the Interchange Phasing Program authorized by the SBCTA Board on December 7, 2016.

B. Approve Project Funding Agreement No. 25-1003336 in the amount of \$3,346,822 with the City of Ontario for the SR 60/Euclid Avenue Interchange Phased Improvements Project to be funded with Measure I Valley Freeway Interchange Program funds.

Background:

The Measure I Expenditure Plan, as part of the Measure I Ordinance No. 04-01, included but was not limited to, improvements for 31 freeway interchanges in the San Bernardino Valley Subarea. In April 2009, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) adopted the Measure I 2010-2040 Strategic Plan (Plan) to define the policy framework for the delivery of Measure I programs and projects. The Plan was subsequently updated in September 2017.

The City of Ontario (City) has requested a funding allocation from the Measure I Valley Freeway Interchange Program for the next phases of the State Route (SR) 60/Euclid Avenue Interchange Phased Improvements Project (Phases B and C) under the Valley Interchange Phasing Program that was approved by the Board in December 2016. The maximum allowable cost for a project within SBCTA's Valley Interchange Phasing Program is \$10 million, per Board policy, and the maximum SBCTA contribution to the City of Ontario in the case of the SR 60/Euclid Avenue Interchange would be 55.5% of that amount, or \$5.55 million.

This Project was identified for funding in the 2025 Update to the 10-Year Delivery Plan approved by the Board on February 5, 2025. These phases include adding northbound dual left turn lanes at westbound ramps, a northbound through lane at eastbound ramps, and a southbound dual left turn at the eastbound ramp. Based on the current cost estimate, the 2025 Update to the 10-Year Delivery Plan identified the 55.5% Public Share amount of \$3,346,822 to complete the Project Approval and Environmental Documentation, Plans, Specifications, and Estimates, and Construction Phases of the Project. Staff recommends the Board approve funding of \$3,346,822 for the Public Share of the project cost and the associated funding agreement that defines the roles and responsibilities in the delivery and funding of the project.

Financial Impact:

The adopted Budget for Fiscal Year 2025/2026 includes sufficient Valley Freeway Interchange Program funds for new and amended agreements to support this allocation in Program 50, Fund Administration.

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item

October 1, 2025

Page 2

Reviewed By:

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025. SBCTA General Counsel and Procurement Manager have reviewed this item and the draft agreement.

Responsible Staff:

Marc Lucius, Management Analyst II

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Contract No:	<u>25-1003336</u>	Amendment No.:	<u> </u>
Contract Class:	<u>Payable</u>	Department:	<u>Fund Administration</u>
Vendor No.:	<u>01570</u>	Vendor Name:	<u>City of Ontario</u>
Description:	<u>SR-60/Euclid Avenue Interchange Phased Improvements Project Funding Agreement</u>		
List Any Related Contract Nos.:			

Dollar Amount							
Original Contract		\$	3,346,822.00	Original Contingency		\$	-
Prior Amendments		\$	-	Prior Amendments		\$	-
Prior Contingency Released		\$	-	Prior Contingency Released (-)		\$	-
Current Amendment		\$	-	Current Amendment		\$	-
Total/Revised Contract Value		\$	3,346,822.00	Total Contingency Value		\$	-
	Total Dollar Authority (Contract Value and Contingency)					\$	3,346,822.00

Board of Directors	Date:	10/01/2025	Board	Item #	11930

Other Contracts		Sole Source?	N/A	No Budget Adjustment	
Local	Funding Allocation			N/A	

[illegible]

Ryan Graham

Task Manager (Print Name)

Additional Notes: Project Acctg Code: 0515.015.080.54800

PROJECT FUNDING AGREEMENT NO. 25-1003336

FOR

**STATE ROUTE 60/EUCLID AVENUE INTERCHANGE PHASED IMPROVEMENTS
PROJECT**

(CITY OF ONTARIO)

THIS Project Funding Agreement (“AGREEMENT”) is made and entered into by and between the San Bernardino County Transportation Authority (“SBCTA”) and the City of Ontario (“CITY”) for construction of State Route (SR) 60/Euclid Avenue Interchange Phased Improvements (Phases B and C) Project (“PROJECT”). Improvements include adding northbound dual left turn lanes at the westbound ramps and southbound dual left turn lanes at the eastbound ramps. SBCTA and CITY are each a “Party” or collectively “Parties.”

RECITALS

- A. On December 7, 2016, the SBCTA Board of Directors adopted an update to Measure I Strategic Plan Policy 40005 – Valley Freeway Interchange (VFI) Program to incorporate the Valley Interchange Phasing Program; and
- B. PROJECT, which is the second and third phase of improvements (Phases B and C) at SR-60 Euclid Avenue Interchange, is identified as eligible for funding under the Valley Interchange Phasing Program; and
- C. The SBCTA VFI Program Policy 40005 limits the total PROJECT cost to \$10 Million; and
- D. The Nexus Study identifies the public share of PROJECT as 55.5%; and
- E. On February 29, 2024, CITY submitted a formal request for consideration of inclusion of PROJECT in the Valley Interchange Phasing Program; and
- F. CITY identified a need of \$3,346,822 to complete the Project Approval and Environmental Documentation (PA/ED), Plans, Specifications, and Estimates (PS&E), and Construction Phases of PROJECT ("PROJECT WORK");
- G. On February, 5 2025, the SBCTA Board of Directors approved the 2025 Update to the 10-Year Delivery Plan, which identified an SBCTA contribution of \$3,346,822 to PROJECT WORK; and
- H. Parties desire to enter into an agreement to define roles, responsibilities, and funding commitments for PROJECT WORK; and

- I. This Agreement is to be carried out in accordance with the policies in the Measure I 2010-2040 Strategic Plan including the use of Development Impact Fees by CITY to pay its share of PROJECT WORK costs; and
- J. The CITY desires to proceed with PROJECT WORK in a timely manner; and improvements for the PROJECT will be accomplished in two phases. Phase 1 will involve the extension of the northbound and southbound left turn pockets. Phase 2 will involve full implementation of the northbound and southbound dual left turn lanes and any associated improvements to the westbound and eastbound on-ramps; and
- K. This Agreement is intended to delineate the duties and funding responsibilities of the Parties for the PROJECT; and
- L. SBCTA and CITY are entering into this Agreement with the understanding that SBCTA will reimburse CITY for eligible PROJECT WORK expenditures with Measure I VFI Program funds.

NOW, THEREFORE, the Parties agree to the following:

SECTION I

SBCTA AGREES:

1. To reimburse CITY for the 55.5% public share of the actual cost of PROJECT WORK, as described more fully in Attachment A, not to exceed \$3,346,822 in Measure I VFI Program funds. SBCTA shall have no further responsibilities to provide any funding for PROJECT WORK exceeding this amount without a written amendment to this AGREEMENT. A cost estimate for the PROJECT WORK is provided in Attachment B.
2. To reimburse CITY within thirty (30) days after CITY submits an electronic copy of the signed invoices in the proper form covering those actual allowable PROJECT WORK expenditures that were incurred by CITY up to a maximum amount identified in Section I, Paragraph 1 of this AGREEMENT, consistent with the invoicing requirements of the Measure I 2010-2040 Strategic Plan, including backup information. Invoices may be submitted to SBCTA as frequently as monthly.
3. When conducting an audit of the costs claimed under the provisions of this AGREEMENT, to rely to the maximum extent possible on any prior audit of CITY performed pursuant to the provisions of State and Federal laws. In the absence of such an audit, work of other auditors will be relied upon to the extent that work is acceptable to SBCTA when planning and conducting additional audits.
4. To assign a project liaison for the purpose of attending Project Development Team (PDT) meetings.

SECTION II

CITY AGREES:

1. To be the lead agency for PROJECT WORK and to diligently undertake and complete in a timely manner the Scope of Work for the PROJECT WORK as shown in Attachment A.
2. To be responsible for expending that portion of allocated Measure I VFI Program funds on eligible PROJECT WORK expenses in an amount not to exceed that identified in Section I, Paragraph 1, unless this AGREEMENT is amended and approved increasing PROJECT WORK costs. Reimbursement by SBCTA shall be in accordance with Section I, Paragraph 2. Additionally, expenses relative to time spent on the PROJECT WORK by CITY staff are considered eligible PROJECT expenses and may be charged to the PROJECT, subject to SBCTA's guidelines.
3. To abide by all applicable SBCTA, CITY, State and Federal laws, regulations, policies and procedures pertaining to the PROJECT WORK.
4. To prepare and submit to SBCTA an electronic copy of signed invoices for reimbursement of eligible PROJECT WORK expenses. Invoices may be submitted to SBCTA as frequently as monthly.
5. To maintain all source documents, books and records connected with its performance under this AGREEMENT for a minimum of five (5) years from the date of the Final Report of Expenditures submittal to SBCTA or until audit resolution is achieved, whichever is later, and to make all such supporting information available for inspection and audit by representatives of SBCTA during normal business hours at CITY offices. Copies will be made and furnished by CITY upon written request by SBCTA.
6. To establish and maintain an accounting system conforming to Generally Accepted Accounting Principles to support CITY's requests for reimbursement, payment vouchers, or invoices which segregate and accumulate costs of PROJECT WORK elements and produce monthly reports which clearly identify reimbursable costs, matching fund costs, indirect cost allocation, and other allowable expenditures by CITY.
7. To prepare a Final Report of Expenditures, including a final invoice reporting the actual eligible PROJECT WORK costs expended for those activities described in the work activities, and to submit that Final Report of Expenditures and final invoice no later than one hundred twenty (120) days following the completion of those expenditures funded under this AGREEMENT. The Final Report of Expenditures shall be submitted to SBCTA and must state that these PROJECT WORK funds were used in conformance with this AGREEMENT and for those PROJECT WORK-specific work activities described.

8. To cooperate in having a PROJECT-specific audit completed by SBCTA, at SBCTA's option and expense, upon completion of the PROJECT WORK. The audit must state that all funds expended on the PROJECT WORK were used in conformance with this AGREEMENT.
9. To repay to SBCTA any reimbursement for Measure I costs that are determined by subsequent audit to be unallowable within one hundred twenty (120) days of CITY receiving notice of audit findings, which time shall include an opportunity for CITY to respond to and/or resolve the findings. Should the findings not be otherwise resolved and CITY fail to reimburse moneys due SBCTA within one hundred twenty (120) days of audit findings, or within such other period as may be agreed between both Parties, SBCTA reserves the right to withhold future payments due CITY from any source under SBCTA's control.
10. To include SBCTA in PDT meetings if and when such meetings are held and in related communications on PROJECT WORK progress, to provide at least quarterly schedule updates to SBCTA, and to consult with SBCTA on critical issues relative to the PROJECT WORK.
11. As an eligible PROJECT WORK expense, to post signs at the boundaries of the PROJECT noting that PROJECT is funded with Measure I funds. Signs shall bear the logos of SBCTA and CITY.
12. To include in all contracts between CITY and the City's contractors for the PROJECT WORK the requirement that SBCTA be named as an additional insured under general liability insurance policies maintained by the contractor for the PROJECT.

SECTION III

IT IS MUTUALLY AGREED:

1. To abide by all applicable Federal, State and Local laws and regulations pertaining to the PROJECT WORK, including policies in the applicable program in the Measure I 2010-2040 Strategic Plan, as amended, as of the Effective Date of this AGREEMENT.
2. The final PROJECT WORK cost may ultimately exceed current estimates of PROJECT WORK cost. Any additional eligible costs resulting from unforeseen conditions over the estimated total of the PROJECT WORK cost shall be borne by CITY unless prior authorization has been approved by the SBCTA Board of Directors pursuant to Section III, Paragraph 3 of this AGREEMENT.
3. In the event CITY determines PROJECT WORK costs may exceed the not-to-exceed amount identified in Section I, Paragraph 1, CITY shall inform SBCTA of this determination and thereafter the Parties shall work together in an attempt to agree upon an amendment to the PROJECT WORK amounts identified in this AGREEMENT. In no event, however, shall SBCTA be responsible for PROJECT WORK costs in

excess of the amounts identified herein absent a written amendment to this AGREEMENT that is approved and signed by both Parties.

4. Eligible PROJECT WORK reimbursements shall include only those costs incurred by CITY for PROJECT WORK-specific work activities that are described in this AGREEMENT and shall not include escalation or interest.
5. Neither SBCTA nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by CITY under or in connection with any work, authority or jurisdiction delegated to CITY under this AGREEMENT. It is understood and agreed that, pursuant to Government Code Section 895.4, CITY shall fully defend, indemnify and save harmless SBCTA, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by CITY under or in connection with any work, authority or jurisdiction delegated to CITY under this AGREEMENT. CITY's indemnification obligation applies to SBCTA's "active" as well as "passive" negligence but does not apply to SBCTA's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
6. Neither CITY nor any officer or employee thereof is responsible for any injury, damage or liability occurring or arising by reason of anything done or omitted to be done by SBCTA under or in connection with any work, authority or jurisdiction delegated to SBCTA under this AGREEMENT. It is understood and agreed that, pursuant to Government Code Section 895.4, SBCTA shall fully defend, indemnify and save harmless CITY, its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by SBCTA under or in connection with any work, authority or jurisdiction delegated to SBCTA under this AGREEMENT. SBCTA's indemnification obligation applies to CITY's "active" as well as "passive" negligence but does not apply to CITY's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.
7. In the event CITY and/or SBCTA is found to be comparatively at fault for any claim, action, loss or damage which results from their respective obligations under this AGREEMENT, CITY and/or SBCTA shall indemnify the other to the extent of its comparative fault.
8. This AGREEMENT will be considered terminated upon completion of the PROJECT WORK and full reimbursement of eligible costs by SBCTA, provided that the provisions of Paragraphs 5, 6, 7, 8, and 9 of Section II, and Paragraphs 5, 6 and 7 of Section III, shall survive the termination of this AGREEMENT. The AGREEMENT may also be terminated by SBCTA, in its sole discretion, in the event the PROJECT WORK described in Attachment A has not been initiated by CITY within twelve (12) months of the Effective Date of this AGREEMENT.

9. SBCTA may terminate this AGREEMENT if CITY fails to perform according to the terms of this AGREEMENT and if this failure jeopardizes the delivery of the PROJECT WORK according to the terms herein.
10. The Recitals to this AGREEMENT are true and correct and are incorporated into this Agreement.
11. Attachment A (Description of Project and Milestones) and Attachment B (Summary of Estimated Costs) are attached to and incorporated into this AGREEMENT.
12. The AGREEMENT may be signed in counterparts, each of which shall constitute an original.
13. This AGREEMENT is effective and shall be dated on the date executed by SBCTA (“Effective Date”).

DRAFT

Attachment: 25-1003336 (11930 : SR 60/Euclid Avenue Interchange Funding Agreement)

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

**SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY**

CITY OF ONTARIO

By: _____
Rick Denison, President
Board of Directors

By: _____
Scott Ochoa
City Manager

Date: _____

Date: _____

APPROVED AS TO FORM

APPROVED AS TO FORM

By: _____
Julianna K. Tillquist
SBCTA General Counsel

By: _____
Ruben Duran
City Attorney

Date: _____

Date: _____

ATTEST:

By: _____
Sheila Mautz
City Clerk

Date: _____

Attachment: 25-1003336 (11930 : SR 60/Euclid Avenue Interchange Funding Agreement)

ATTACHMENT A

STATE ROUTE 60/EUCLID AVENUE INTERCHANGE PHASED IMPROVEMENTS PROJECT

Description of Project and Milestones

Project Title		
SR60/Euclid Avenue Interchange Phased Improvements Project		
Location, Project Limits, Description, Scope of Work, Legislative Description		
This Project consists of the Second and Third Phases of State Route 60/Euclid Avenue Interchange Improvements (listed as SR-60/Euclid-B and SR-60/Euclid-C in the Interchange Phasing Program and governed by VFI-36). These phases include adding northbound dual left turn lanes at the westbound ramps and southbound dual left turn lanes at the eastbound ramps. The improvements for B and C will be accomplished in two phases. Phase 1 will involve the extension of the northbound and southbound left turn pockets. Phase 2 will involve full implementation of the northbound and southbound dual left turn lanes and any associated improvements to the westbound and eastbound on-ramps.		
Project Milestone	Proposed Phase I	Proposed Phase 2
Begin Environmental (PA/ED) Phase	12/01/2025	01/01/2026
End Environmental Phase (PA/ED Milestone)	01/01/2026	07/07/2027
Begin Design (PS&E) Phase	01/01/2026	01/01/2026
End Design Phase (Ready to List for Advertisement Milestone)	01/01/2027	01/01/2028
Begin Right of Way Phase	N/A	N/A
End Right of Way Phase (Right of Way Certification Milestone)	N/A	N/A
Begin Construction Phase (Contract Award Milestone)	06/01/2027	06/01/2028
End Construction Phase (Construction Contract Acceptance Milestone)	01/01/2028	01/01/2030
Begin Closeout Phase	01/02/2028	01/02/2030
End Closeout Phase (Closeout Report)	12/31/2028	12/31/2031

ATTACHMENT B

STATE ROUTE 60/EUCLID AVENUE INTERCHANGE PHASED IMPROVEMENTS PROJECT

Summary of Estimated Costs

Phase	Total Cost	SBCTA Funds (1) (55.5%)	CITY Funds (44.5%)
PHASE 1			
Project Approval and Environmental Documentation	\$74,000	\$41,070	\$32,930
Plans, Specifications, and Estimates	\$126,000	\$69,930	\$56,070
Construction	\$1,800,000	\$999,000	\$801,000
PHASE 1 SUBTOTAL	\$2,000,000	\$1,110,000	\$890,000
PHASE 2			
Project Approval and Environmental Documentation	\$196,400	\$109,002	\$87,398
Plans, Specifications, and Estimates	\$252,560	\$140,171	\$112,389
Construction	\$3,581,349	\$1,987,649	\$1,593,700
PHASE 2 SUBTOTAL	\$4,030,309	\$2,236,822	\$1,793,487
TOTAL PROJECT			
Project Approval and Environmental Documentation	\$270,400	\$150,072	\$120,328
Plans, Specifications, and Estimates	\$378,560	\$210,101	\$168,459
Construction	\$5,381,349	\$2,986,649	\$2,394,700
GRAND TOTAL	\$6,030,309	\$3,346,822	\$2,683,487

Additional Notes:

1. SBCTA's Share can be from sources under control of SBCTA including but not limited to Measure I VFI Program, State Transportation Improvement Program, Surface Transportation Program, or other funds without necessitating an amendment of this agreement. Funding can be moved between phases without necessitating an amendment of this agreement.

Minute Action

AGENDA ITEM: 21

Date: *October 1, 2025*

Subject:

City of Fontana Measure I Arterial Sub-program Advanced Funding Request

Recommendation:

That the Board, acting as San Bernardino County Transportation Authority:

Approve an advance of up to five years of the City of Fontana's estimated equitable share of Measure I Valley Major Street Projects Program/Arterial Sub-program funds for various arterial widening projects in an estimated amount of \$15.6 million, to be taken from allocated but unused Arterial Sub-program funds.

Background:

The City of Fontana (City) has requested to borrow up to five years of its equitable share of Measure I Valley Major Street Projects Program/Arterial Sub-program funds to advance several arterial projects, including the widening of Foothill Boulevard from Hemlock Avenue to Almeria Avenue, the widening of Cherry Avenue from Baseline Avenue to Highland Avenue, the widening of Slover Avenue from Etiwanda Avenue to 800 feet east, and the widening of Walnut Avenue from Interstate 15 to San Sevaine Road. As of August 20, 2025, the City had an equitable share balance of Measure I Arterial Sub-program funds of \$30.7 million. The City is requesting a five-year advance of funds in the approximate amount of \$15.6 million to assist with the completion of these projects.

Measure I Policy No. 40006, Valley Major Street (VMS) Program, VMS-36, states that borrowing may be authorized by the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) from the unused portion of jurisdiction accounts to deliver projects in other Valley programs or to reimburse another jurisdiction for early delivery of projects in the Major Street Projects Program. Borrowing to fund projects in another jurisdiction shall be limited such that no jurisdiction gets more than five years ahead of its projected equitable share. Because this advance requires that other Valley jurisdictions forego access to their allocations, this requires both the approval of other Valley jurisdictions and the SBCTA Board. Valley members of the City/County Managers' Technical Advisory Committee and Transportation Technical Advisory Committee were notified of the request and did not express concern.

The current unused portion of Arterial Sub-program funds is approximately \$205 million. The anticipated revenue through Fiscal Year 2030/2031, combined with the unused portion, is approximately \$357 million compared to a need of all Valley jurisdictions projected at \$208 million over the same time period, including the requested advance for the City, as identified through Capital Project Needs Analysis submittals. Details by jurisdiction are provided in Attachment A. Given that arterial reimbursements from 2010 to present have totaled only \$107 million and the projected need is less than the projected revenue, staff recommends approval of the advance for the City.

Financial Impact:

The adopted Budget for Fiscal Year 2025/2026 includes sufficient Valley Major Street Program/Arterial Sub-program funds to support this advance in Program 50, Fund Administration.

Entity: San Bernardino County Transportation Authority

Board of Directors Agenda Item
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Reviewed By:

This item was reviewed and recommended for approval (14-0-0) without a quorum of the Board present at the Board of Directors Metro Valley Study Session on September 11, 2025.

Responsible Staff:

Marc Lucius, Management Analyst II

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

San Bernardino County Transportation Authority

ATTACHMENT 1

**Measure I Valley Major Street/Arterial Sub-Program
Summary of Allocations, Balances & Future Need**

Jurisdiction	SHARES	ALLOCATIONS	BALANCES		SPECIAL ARRANGEMENTS		CPNA			
	Current Equitable Share*	FY10/11 thru FY25/26	Reimbursements FY10/11 thru 8/20/25	Allocation Balance	Approved Advances @ 5/5/25	Term Loan Collateral @ 5/5/25	Balance PLUS Anticipated Revenue FY26/27 thru FY30/31	Balance of Equitable Share Due in FY30/31	Total "Needs" from CPNA FY25/26 thru FY29/30 (incl loan collateral)	Total "Needs" thru FY29/30 when limited by 5-yr rule thru FY34/35
Chino	7.591%	\$24,294,535	\$298,946	\$23,995,589	\$12,747,348		\$36,186,757	\$546,695	\$33,545,152	\$33,545,152
Chino Hills	2.194%	\$3,185,579	\$0	\$3,185,579			\$3,185,579	-\$328,487	\$3,043,718	\$3,043,718
Colton	2.534%	\$8,590,874	\$419,427	\$8,171,446			\$12,426,357	\$318,304	\$4,639,122	\$4,639,122
Fontana	19.400%	\$50,309,124	\$19,546,731	\$30,762,393			\$53,181,153	-\$6,831,384	\$23,445,914	\$23,445,914
Grand Terrace	1.389%	\$4,709,047	\$151,462	\$4,557,585			\$6,889,893	\$174,477	\$2,062,930	\$2,062,930
Highland	6.777%	\$22,903,499	\$6,246,924	\$16,656,576		\$2,435,439	\$28,008,220	\$830,901	\$986,000	\$986,000
Loma Linda	4.074%	\$13,811,846	\$5,458,992	\$8,352,855			\$15,193,622	\$511,748	\$3,628,903	\$3,628,903
Montclair	0.597%	\$2,023,974	\$1,913,734	\$110,240	\$1,078,732	\$1,990,241	\$1,112,679	\$74,991	\$1,990,241	\$1,187,670
Ontario	12.272%	\$41,605,052	\$17,381,828	\$24,223,224	\$6,383,764		\$44,829,482	\$1,541,525	\$12,525,214	\$12,525,214
Rancho Cucamonga	5.044%	\$13,870,311	\$5,429,607	\$8,440,705			\$15,029,522	-\$1,016,221	\$7,224,872	\$7,224,872
Redlands	4.854%	\$16,456,235	\$2,112,512	\$14,343,723			\$22,494,210	\$609,726	\$3,118,295	\$3,118,295
Rialto	3.831%	\$12,450,073	\$11,055,088	\$1,394,985			\$7,620,471	\$329,325	\$24,021,264	\$14,620,387
San Bernardino	7.857%	\$26,637,132	\$11,337,116	\$15,300,016	\$14,196,975		\$28,492,925	\$986,943	\$22,268,323	\$22,268,323
Upland	2.743%	\$9,299,434	\$3,158,457	\$6,140,977	\$2,029,872		\$10,746,825	\$344,557	\$1,345,763	\$1,345,763
Yucaipa	5.965%	\$18,593,618	\$16,173,710	\$2,419,908	\$9,682,601		\$11,808,236	\$289,254	\$31,180,000	\$22,421,675
County	12.878%	\$43,659,539	\$6,397,970	\$37,261,569			\$58,885,378	\$1,617,646	\$18,263,156	\$18,263,156
Arterial Allocation	100.000%	\$312,399,872	\$107,082,504	\$205,317,368	\$46,119,292	\$4,425,680	\$356,091,308	\$0	\$193,288,867	\$174,327,093

Minute Action

AGENDA ITEM: 22

Date: *October 1, 2025*

Subject:

Amendment No. 3 to Rimrock Road Rehabilitation Project Funding Agreement No. 19-1002193

Recommendation:

That the Board, acting as the San Bernardino County Transportation Authority:

- A. Allocate an additional \$2,915,274 in Measure I North Desert Major Local Highway Program (MLHP) funds to the City of Barstow for the Rimrock Road Rehabilitation Project.
- B. Approve Amendment No. 3 to Funding Agreement No. 19-1002193 with the City of Barstow for the Rimrock Road Rehabilitation Project, increasing the Measure I North Desert MLHP funds by \$2,915,274 for a total of \$3,664,274, extending the termination date through the anticipated project close-out date of June 30, 2027, and expanding the limits of the Project to include road rehabilitation along Agarita Avenue from Cypress Drive to Interstate 15.

Background:

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

The City of Barstow (City) has identified a need of an additional \$2,915,274 in Measure I North Desert Major Local Highway Program (MLHP) funds for their high-priority project, the Rimrock Road Rehabilitation Project (Project). The Project has experienced delays, but the Environmental Phase is scheduled to be completed in January 2026. The City's request for funding allocation meets the eligibility requirements for the Measure I North Desert MLHP as defined by the North Desert MLHP Measure I 2010-2040 Strategic Plan Policy No. 40017.

The Project was identified for a funding increase in the amount of \$495,000, to a total of \$1,244,000, in the most recent 2025 Update to the 10-Year Delivery Plan approved by the SBCTA Board on February 5, 2025. To maximize the benefits of this Project, the City has requested an expansion of the Project limits to include rehabilitation work along Agarita Avenue from Cypress Drive to Interstate 15. However, with the change in scope and additional cost escalation, the total estimated cost for the Project is \$4,664,274, with \$3,664,274 being Measure I North Desert MLHP funds and \$1,000,000 being unfunded. The City intends to apply for grant opportunities to fully fund the Project. Staff recommends approval of the allocation as sufficient funding capacity exists in the Measure I North Desert MLHP to support the requested amount without affecting other committed projects in the Subarea and without exceeding the City's equitable share of funding. Additionally, to accommodate Project close-out, staff recommends an extension of the contract termination date to June 30, 2027.

Entity: San Bernardino County Transportation Authority

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Financial Impact:

The adopted Budget for Fiscal Year 2025/2026 includes sufficient Measure I North Desert Major Local Highway Program funds for new and amended agreements to support this allocation in Program 50, Fund Administration.

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Mountain/Desert Policy Committee on September 19, 2025. SBCTA General Counsel has reviewed this item and the draft amendment.

Responsible Staff:

Marc Lucius, Management Analyst II

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

San Bernardino County Transportation Authority

Contract No:	<u>19-1002193</u>	Amendment No.:	<u>3</u>
Contract Class:	<u>Payable</u>	Department:	<u>Fund Administration</u>
Vendor No.:	<u>00227</u>	Vendor Name:	<u>City of Barstow</u>
Description:	Rimrock Road Rehabilitation Project Funding Agreement		

Dollar Amount					
Original Contract	\$	749,000.00	Original Contingency	\$	-
Prior Amendments	\$	-	Prior Amendments	\$	-
Prior Contingency Released	\$	-	Prior Contingency Released (-)	\$	-
Current Amendment	\$	2,915,274.00	Current Amendment	\$	-
Total/Revised Contract Value	\$	3,664,274.00	Total Contingency Value	\$	-
	Total Dollar Authority (Contract Value and Contingency)			\$	3,664,274.00

Board of Directors	Date:	10/01/2025	Board	Item #	11948

Board of Directors Date: 10/01/2025 Board Item # 11948

MSI Allocation		Sole Source?	N/A	No Budget Adjustment	
Local	Funding Allocation			N/A	

[illegible]

Task Manager (Print Name)

Additional Notes: A3 extends termination date of the Agreement from December 31, 2025, to June 30, 2027. PA String: 0516.003.238.54840

AMENDMENT NO. 3 TO PROJECT FUNDING AGREEMENT 19-1002193

FOR

RIMROCK ROAD AND AGARITA AVENUE REHABILITATION PROJECT

(CITY OF BARSTOW)

THIS Amendment No. 3 to Project Funding Agreement 19-1002193 is made and entered into by and between the City of Barstow ("CITY") and the San Bernardino County Transportation Authority ("SBCTA"). SBCTA and CITY are each a "Party" and collectively "Parties".

RECITALS

- A. The Parties entered into Project Funding Agreement 19-1002193 ("Agreement") on or about January 14, 2020, to fund the Rimrock Road Rehabilitation Project in the City of Barstow ("PROJECT") with an approved allocation of \$749,000 of Measure I North Desert Subarea Major Local Highway Program ("MLHP") funds; and
- B. Amendment No. 1 to the Agreement, dated December 15, 2021, updated the Project milestone dates in Attachment A and extended the termination date to December 31, 2023; and
- C. Amendment No. 2 to the Agreement, dated December 15, 2023, updated the Project milestone dates in Attachment A and extended the termination date to December 31, 2025; and
- D. CITY wishes to expand the limits of the PROJECT, redefining PROJECT as Rimrock Road and Agarita Avenue Rehabilitation Project, and more accurately described in Attachment A: Description of Project and Milestones; and
- E. CITY has identified a need for an additional \$2,915,274 in reimbursable funding to partially fund the PROJECT; and
- F. CITY has requested updates to Attachment A: Description of Project and Milestones and Attachment B: Summary of Estimated Costs; and
- G. The Project has been delayed, and CITY is requesting to extend the termination date of the Agreement from December 31, 2025, to June 30, 2027, consistent with the updated Project milestones.

NOW, THEREFORE, the Parties agree to amend the Agreement as follows:

- 1. Section I, Paragraph 1 is deleted in its entirety and replaced with the following:
 - "1. To reimburse CITY for the actual cost of the PROJECT WORK up to a maximum of \$3,664,274 in MLHP funds. An estimate of costs for the PROJECT WORK is provided in Attachment B.3. SBCTA shall have no further responsibilities to provide any funding for the PROJECT WORK exceeding this amount unless an amendment to this Agreement is approved by the Parties."

2. Section I, Paragraph 2 is deleted in its entirety and replaced with the following:
 - “2. To reimburse CITY within thirty (30) days after CITY submits an electronic copy of the signed invoices in the proper form covering those actual allowable PROJECT WORK expenditures that were incurred by CITY up to a maximum amount identified in Section I, Paragraph 1 of this Agreement, consistent with the invoicing requirements of the Measure I 2010-2040 Strategic Plan, including backup information. Invoices may be submitted to SBCTA as frequently as monthly.”
3. Section II, Paragraph 2 is deleted in its entirety and replaced with the following:
 - “2. To be responsible for expending that portion of allocated MLHP funds on eligible PROJECT WORK expenses for an amount not to exceed \$3,664,274 in MLHP funds unless this Agreement is amended in writing to approve increasing PROJECT WORK costs. Reimbursement by SBCTA shall be in accordance with Section I, Paragraph 2. Additionally, expenses relative to time spent on the PROJECT WORK by CITY staff are considered eligible PROJECT expenses and may be charged to the PROJECT, subject to SBCTA's guidelines.”
4. Section II, Paragraph 4 is deleted in its entirety and replaced with the following:
 - “4. To prepare and submit to SBCTA an electronic copy of signed invoices for reimbursement of eligible PROJECT WORK expenses. Invoices may be submitted to SBCTA as frequently as monthly.”
5. Paragraph 11 of Section II is added as follows:
 - “11. As an eligible PROJECT WORK expense, to post signs at the boundaries of the PROJECT noting that PROJECT is funded with Measure I funds. Signs shall bear the logos of SBCTA and CITY.”
6. Paragraph 12 of Section II is added as follows:
 - “12. To include in all contracts between CITY and any contractors for the Construction Phase of the PROJECT, the requirement that SBCTA be named as an additional insured under general liability insurance policies maintained by the contractors for the PROJECT.”
7. Section III, Paragraph 8 is deleted in its entirety and replaced with the following:
 - “7. This Agreement will be considered terminated upon reimbursement of eligible costs by SBCTA or June 30, 2027, whichever is sooner, provided that the provisions of Paragraphs 5, 6, 7, 8, and 9 of Section II, and Paragraphs 5, 6, and 7 of Section III, shall survive the termination of this Agreement. The Agreement may also be terminated by SBCTA, in its sole discretion, in the event the Project work described in Attachment A.3 has not been initiated by CITY within twelve (12) months of the Effective Date of this Amendment No. 3.”

8. Attachment A to the Agreement is replaced with the Revised Description of Project and Milestones attached as Attachment A.3 to this Amendment No. 3 and incorporated herein. All references to “Attachment A” in the Agreement are hereby replaced with “Attachment A.3”.
9. Attachment B to the Agreement is replaced with the Revised Description of Project and Milestones attached as Attachment B.3 to this Amendment No. 3 and incorporated herein. All references to “Attachment B” in the Agreement are hereby replaced with “Attachment B.3”.
10. Except as amended by this Amendment No. 3, all other terms and conditions of the Agreement, as originally amended by prior amendments, shall remain in full force and effect and are incorporated herein by this reference.
11. The Recitals set forth above are incorporated herein by this reference.
12. This Amendment No. 3 may be signed in counterparts, each of which shall constitute an original, and may be signed and transmitted with electronic signatures which shall be binding on the Party.
13. This Amendment No. 3 shall be effective on the date executed by SBCTA.

-- SIGNATURES ON FOLLOWING PAGE --

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 3 by their authorized signatories below.

SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY

CITY OF BARSTOW

By: _____
Rick Denison, President
Board of Directors

By: _____
Timothy R. Silva
Mayor

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: _____
Iain MacMillan
SBCTA Assistant General Counsel

By: _____
Matthew Summers
City Attorney

Date: _____

Date: _____

:

ATTEST

By: _____
Andrea Flores
City Clerk

Date: _____

ATTACHMENT A.3

RIMROCK ROAD AND AGARITA AVENUE REHABILITATION PROJECT

Revised Description of Project and Milestones

Project Title	
Rimrock Road and Agarita Avenue Rehabilitation Project	
Location, Project Limits, Description, Scope of Work, Legislative Description	
The City of Barstow proposes to remove and replace pavement, or cold plane and overlay pavement, on Rimrock Road from Barstow Road to Avenue H and along Agarita Avenue from Cypress Drive to I-15. The project also includes striping, markings, improvement to drainage along Rimrock Road and Agarita Avenue and the installation of Class IV Bike Lanes along Rimrock Road.	
Project Milestone	Proposed
Project Study Report Approved	
Begin Environmental (PA/ED) Phase	8/1/2025
Circulate Draft Environmental Document	10/1/2025
Draft Project Report	12/31/2025
End Environmental Phase (PA/ED Milestone)	1/31/2026
Begin Design (PS&E) Phase	2/5/2026
End Design Phase (Ready to List for Advertisement Milestone)	5/1/2026
Begin Right of Way Phase	7/2/2026
End Right of Way Phase (Right of Way Certification Milestone)	10/12/2026
Begin Construction Phase (Contract Award Milestone)	3/3/2026
End Construction Phase (Construction Contract Acceptance Milestone)	7/25/2026
Begin Closeout Phase	8/4/2026
End Closeout Phase (Closeout Report)	11/28/2026

ATTACHMENT B.3

RIMROCK ROAD AND AGARITA AVENUE REHABILITATION PROJECT

Revised Summary of Estimated Costs

Phase	Total Cost	SBCTA Funds (1)	CITY Funds	Unfunded (2)
Project Approval and Environmental Documentation	\$0	\$0	\$0	\$0
Plans, Specifications, and Estimate	\$100,000	\$100,000	\$0	\$0
Right of Way	\$0	\$0	\$0	\$0
Construction	\$4,564,274	\$3,564,274	\$0	\$1,000,000
TOTAL	\$4,664,274	\$3,664,274	\$0	\$1,000,000

Additional Notes:

1. SBCTA's Share can be from sources under control of SBCTA including but not limited to Measure I MLHP, State Transportation Improvement Program, Surface Transportation Program, or other funds without necessitating an amendment of this agreement. Funding can be moved between phases without necessitating an amendment of this agreement.
2. City intends to apply for grant opportunities to cover funding gap.

Minute Action

AGENDA ITEM: 23

Date: *October 1, 2025*

Subject:

State Legislative Update

Recommendation:

Receive and file the September 2025 State Legislative Update relating to the following:

- Transportation; and
- Council of Governments.

Background:

San Bernardino County Transportation Authority (SBCTA) Legislative Affairs staff updated the Legislative Policy Committee on September 10, 2025, on the final weeks of the 2025 Legislative Session, status of SBCTA/ San Bernardino Council of Governments (SBCOG) bill positions and issues remaining before the Legislature, such as the extension of the Cap-and-Trade program.

2025 Legislative Session

The Legislature returned from their summer recess on August 18, 2025, so there was not much action in Sacramento during the last month. As the deadline for Assembly and Senate policy committees to report all bills out of their respective committees was in late July 2025, the legislature's focus is centered on appropriations committee hearings for all fiscal bills.

A majority of the bills – those generating a significant state cost – will be placed on the appropriations committees' suspense files. The fate of these bills will be taken up during the final fiscal committee hearing on August 29, 2025.

The bills that move out of the appropriations committees will then move to the Senate or Assembly floor for a full vote of their respective house. If there were any amendments while the bill was in the second house, the legislation must then go back for a concurrence vote to the house of origin.

Governor Newsom will then have until October 12, 2025, to sign or veto legislation. If bills are not passed by the deadline, they will ultimately become two-year bills and will be subjected to an expedited deadline schedule in January 2026, when the Legislature returns.

Pressing issues that Legislature and the Governor must negotiate include finalizing major deals on the extension of the Cap-and-Trade program and the associated spending plan, electricity affordability and wildfire-related issues, petroleum market stabilization, and thousands of bills before the session wraps up.

Transit Transformation Task Force

Senate Bill (SB) 125, (2023) established the Transit Transformation Task Force (TTTF) to develop policy recommendations to grow transit ridership, improve the transit experience, and address long-term operational needs. The California State Transportation Agency (CalSTA) appointed 25 members to the TTTF, including representatives from state government, local agencies, academic institutions, advocacy organizations, and other stakeholders. CalSTA, in

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

Board of Directors Agenda Item

October 1, 2025

Page 2

consultation with the TTTF, will prepare a report of findings and policy recommendations based on the TTTF's efforts and submit it to the Legislature by October 31, 2025.

On August 1, 2025, the first draft sections of the TTTF report (due October 31, 2025, under SB 125) were presented for Task Force action. The report reframed to stress transit as essential, highlight successes before challenges, and articulate four core principles: reliable service, complete communities, safety & accessibility, and financial sustainability.

It focused on clean, safe, and accessible service; a new recommendation to integrate paratransit, micro transit, and fixed-route. The report also provided baseline data on ridership demographics, funding, operating costs, regulatory impacts (Americans with Disabilities Act, California Air Resource Board), workforce challenges, COVID-19 impacts, and transit performance metrics.

Some changes from feedback included: strengthening framing of transit as essential; clarifying equity and accessibility language (age, disability, paratransit needs); adjusting recommendations on transit prioritization and urban design near transit hubs; and expanding funding and cost analysis with updated details.

Attachment A contains a list of legislative bills that the SBCTA/SBCOG have taken a position on. Attachment B reflects bills of interest to SBCTA and SBCOG.

Financial Impact:

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

Reviewed By:

This item was received by the Legislative Policy Committee on September 10, 2025.

Responsible Staff:

Otis Greer, Deputy Executive Director

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

San Bernardino Council of Governments
San Bernardino County Transportation Authority

SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY (SBCTA) / COUNCIL OF GOVERNMENTS (SBCOG)
LEGISLATIVE BILL POSITIONS - September 2025

Legislation / Author	Description	Bill Status	Position	Date Position Adopted
AB 334 (Petrie-Norris)	Would allow California tolling agencies to share all necessary toll information with out of state tolling agencies to aide in implementation of national interoperability.	Passed out of Senate Judiciary Committee, referred to Senate Floor. (7/15/25)	Support	3/12/2025
AB 394 (Wilson)	Would expand existing protections under California Penal Code to broaden coverage of the existing transit assault statute for operators to all transit employees and empowers transit agencies and courts with additional tools to deter harmful behavior and enhance safety across California's public transportation systems.	Passed out of Senate Judiciary Committee, referred to Senate Appropriations Committee. (7/15/25)	Support	3/12/2025
SB 800 (Reyes)	Would require Caltrans to establish a pilot program to install suicide deterrents on 5 freeway overpasses in the County of San Bernardino, prioritizing the placement of deterrents on freeway overpasses with the highest rates of documented suicides over the last 20 years.	Passed out of Assembly Transportation Committee, referred to Assembly Appropriations Committee. (7/14/25)	Support	5/14/2025
SB 415 (Reyes)	Would make technical changes to regulations established by Assembly Bill 98 passed in 2024, regarding local land-use approvals of logistics and warehouse facilities.	Passed out of Assembly Local Government Committee, referred to Assembly Appropriations Committee. (7/14/25)	Oppose unless amended.	6/4/2025

SAN BERNARDINO COUNTY
TRANSPORTATION AUTHORITY (SBCTA) / COUNCIL OF GOVERNMENTS (SBCOG)
LEGISLATIVE BILL POSITIONS - September 2025

Legislation / Author	Description	Bill Status	Position	Date Position Adopted
AB 735 (Carillo)	Would make technical changes to regulations established by Assembly Bill 98 passed in 2024, regarding local land-use approvals of logistics and warehouse facilities.	Passed out of Senate Judiciary Committee and referred to Senate Floor. (7/15/25)	Oppose unless amended.	6/4/2025
AB 440 (Ramos)	Would require the Office of Suicide Prevention within the Department of Public Health to work with the Department of Transportation to identify cost-effective strategies to reduce suicides and suicide attempts on the state's bridges and roadways.	Passed out of Senate Appropriations Committee, referred to Senate Floor. (7/14/25)	Support	6/11/2025

Status Report

Wednesday, August 27, 2025

Sorted by: Measure

Wednesday, 08/27/2025

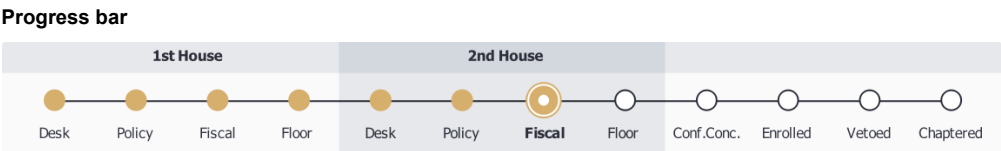
AB 6

Ward, D

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Residential developments: building standards: review.



Bill information

Status: 07/14/2025 - In committee: Referred to APPR. suspense file.

Summary: The California Building Standards Law establishes the California Building Standards Commission (commission) within the Department of General Services and sets forth its powers and duties, including approval and adoption of building standards and codification of those standards into the California Building Standards Code (code). Current law requires the commission to publish, or cause to be published, editions of the code in its entirety once every 3 years. Current law requires the building standards and rules and regulations to impose substantially the same requirements as are contained in the most recent editions of specified international or uniform industry codes, including the International Residential Code of the International Code Council. Current law establishes the Department of Housing and Community Development (department) in the Business, Consumer Services, and Housing Agency and requires the department to submit an annual report to the Governor and both houses of the Legislature on the operations and accomplishments during the previous fiscal year of the housing programs administered by the department. This bill would require the department to convene a working group no later than December 31, 2026, to research and consider identifying and recommending amendments to state building standards allowing residential developments to be built under the requirements of the California Residential Code, as specified. The bill would require the department, no later than December 31, 2027, 2028, to provide a one-time report of its findings to the Legislature in the annual report described above. The bill, if the report identifies and recommends amendments to building standards, would require the department to research, develop, and consider proposing the standards for adoption by the commission, as specified. (Based on 05/05/2025 text)

Location:	07/14/2025 - Senate APPR. SUSPENSE FILE	Current Text:	05/05/2025 - Amended
		Last Amend:	05/05/2025

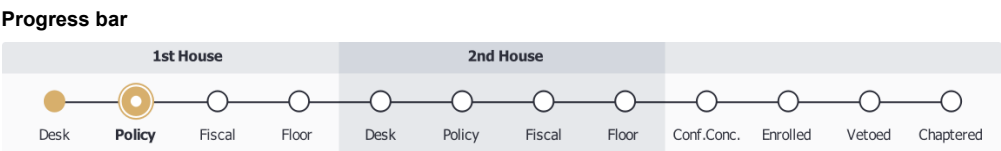
AB 23

DeMaio, R

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The Cost of Living Reduction Act of 2025.



Bill information

Status: 03/26/2025 - Re-referred to Com. on U. & E.

Summary: Current law vests the State Energy Resources Conservation and Development Commission (Energy Commission) with various responsibilities for developing and implementing the state's energy policies. This bill, the Cost of Living Reduction Act of 2025, would require the Energy Commission and the Public Utilities Commission to post,

Attachment: Bill Report 9-25 (11916 : State Legislative Update)

and update monthly, dashboards on their internet websites that include the difference in average gasoline prices and the average total price of electricity or natural gas in California compared to national averages, and any California-specific taxes, fees, regulations, and policies that directly or indirectly contribute to higher gasoline and electricity or natural gas prices within the state, as specified. The bill would require the Energy Commission and the PUC, on or before July 1, 2026, to each submit a report to the Legislature on the governmental and nongovernmental drivers of California's higher gasoline prices and higher electricity and natural gas prices, and recommendations for policy changes to reduce the costs associated with those drivers, as specified. If the average price of gasoline in California exceeds 10% of the national average in the preceding quarter, the bill would require all taxes and fees on gasoline, as specified, to be suspended for a period of 6 months, and, if the average price of electricity or natural gas in California exceeds 10% of the national average in the preceding quarter, the bill would require the PUC to suspend the collection of all fees, as specified, charged on electricity and natural gas bills for a period of 6 months. (Based on 03/25/2025 text)

Location: 03/24/2025 - Assembly U. & E. **Current Text:** 03/25/2025 - Amended
Last Amend: 03/25/2025

AB 33

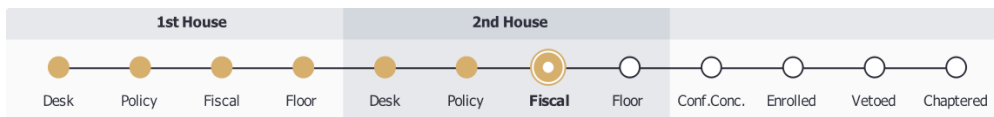
Aguilar-Curry, D

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Autonomous vehicles.

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Bill information

Status: 07/14/2025 - In committee: Referred to APPR. suspense file.

Summary: Would prohibit the delivery of commercial goods, as defined, directly to a residence or to a business for its use or retail sale through the operation of an autonomous vehicle without a human safety operator on any highway within the State of California. The bill would make a first violation of this provision subject to a \$10,000 administrative fine and a \$25,000 administrative fine for subsequent violations. The bill would authorize the department to suspend or revoke the permit of an autonomous vehicle manufacturer for repeated violations of this provision. (Based on 06/30/2025 text)

Location: 07/14/2025 - Senate APPR. SUSPENSE FILE **Current Text:** 06/30/2025 - Amended
Last Amend: 06/30/2025

AB 36

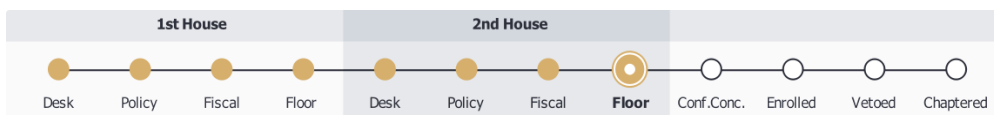
Soria, D

HTML

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Housing elements: prohousing designation.

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Bill information

Status: 08/26/2025 - Read second time. Ordered to Consent Calendar.

Summary: The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes, among other things, a housing element. The law requires the Department of Housing and Community Development

(HCD) to determine whether the housing element is in substantial compliance with specified provisions of that law. Current law requires HCD to designate jurisdictions as prohousing pursuant to emergency regulations adopted by HCD, as prescribed, and to report those designations to the Office of Land Use and Climate Innovation. Current law specifies that these emergency regulations will remain in effect until HCD promulgates permanent prohousing regulations. This bill would instead require HCD to designate jurisdictions as prohousing pursuant to permanent regulations adopted by HCD to implement these provisions, as specified. Beginning with the 7th housing element cycle, upon request by a small rural jurisdiction, to the extent feasible, the bill would require HCD to evaluate materials from the small rural jurisdiction's housing element submission when determining whether the jurisdiction qualifies as prohousing, but only with respect to those small rural jurisdictions that have a compliant housing element. The bill would also prohibit HCD from requiring small rural jurisdictions to renew their prohousing designation for at least 4 years. (Based on 08/18/2025 text)

Location: 08/25/2025 - Senate
CONSENT CALENDAR

Current Text: 08/18/2025 - Amended
Last Amend: 08/18/2025

AB 39

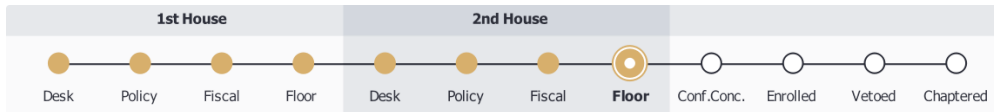
Zbur, D

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General plans: Local Electrification Planning Act.

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Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: The Planning and Zoning Law requires a city or county to adopt a comprehensive general plan for the city's or county's physical development that includes various elements, including, among others, a land use element that designates the proposed general distribution and general location and extent of the uses of the land in specified categories, and a circulation element that identifies the location and extent of existing and proposed major thoroughfares, transportation routes, terminals, any military airports and ports, and other local public utilities and facilities, as specified. This bill, the Local Electrification Planning Act, would require each city, county, or city and county, on or after January 1, 2027, but no later than January 1, 2030, to prepare and adopt a specified plan, or integrate a plan in the next adoption or revision of the general plan, that includes locally based goals, objectives, policies, and feasible implementation measures that include, among other things, the identification of opportunities to expand electric vehicle charging and other zero-emission vehicle fueling infrastructure, as specified, and includes policies and implementation measures that address the needs of disadvantaged communities, low-income households, and small businesses for equitable and prioritized investments in zero-emission technologies that directly benefit these groups. (Based on 07/17/2025 text)

Location: 08/20/2025 - Senate THIRD
READING

Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

AB 76

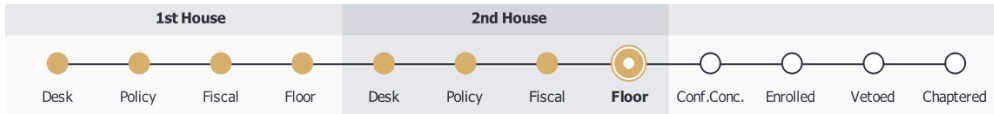
Alvarez, D

HTML

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Surplus land: exempt surplus land: sectional planning area.

Progress bar

**Bill information****Status:**

07/17/2025 - Read second time and amended. Ordered to third reading.

Summary:

Current law prescribes requirements for the disposal of surplus land by a local agency and defines terms for these purposes, including, among others, "surplus land" to mean land owned in fee simple by any local agency for which the local agency's governing body takes formal action in a regular public meeting declaring that the land is surplus and is not necessary for the agency's use. Current law defines "exempt surplus land" to mean land that is subject to a sectional planning area document, as described, and meets specified requirements, including that the land identified in the adopted sectional planning area document was dedicated prior to January 1, 2019, at least 25% of the units are dedicated to lower income households, as specified, and that the land is developed at an average density of at least 10 units per acre calculated with respect to the entire sectional planning area. This bill would change those requirements so that at a minimum, 25% of units that are proposed by the sectional planning area document as adopted prior to January 1, 2019, and are not designated for students, faculty, or staff of an academic institution, or 500 units, whichever is greater, must be dedicated to lower income households, as specified, and that the land must be developed at an average density of at least 10 units per acre, in accordance with certain requirements and calculated with respect to the entire sectional planning area and inclusive of housing designated for students, faculty, and staff of an academic institution. (Based on 07/17/2025 text)

Location:

07/17/2025 - Senate THIRD READING

Current Text:

07/17/2025 - Amended

Last Amend:

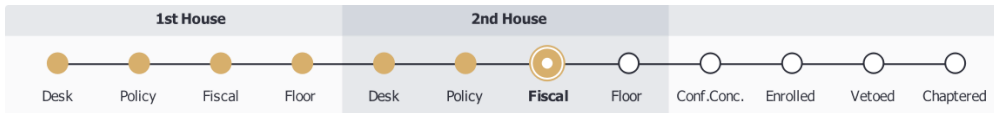
07/17/2025

AB 226

Calderon, D

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California FAIR Plan Association.**Progress bar****Bill information****Status:**

08/18/2025 - In committee: Referred to suspense file.

Summary:

The California FAIR Plan Association is a joint reinsurance association in which all insurers licensed to write basic property insurance participate in administering a program for the equitable apportionment of basic property insurance for persons who are unable to obtain that coverage through normal channels. Current law requires the association's plan of operation and any amendment to the plan to be approved by the Insurance Commissioner. Current law establishes the California Infrastructure and Economic Development Bank and authorizes it to issue bonds to provide funds for the payment of costs of a project for a participating party or upon request by a state entity. This bill would authorize the association, if granted prior approval from the commissioner, to request the California Infrastructure and Economic Development Bank to issue bonds and would authorize the bank to issue those bonds to finance the costs of claims, to increase liquidity and claims-paying capacity of the association, and to refund bonds previously issued for that purpose. The bill would specify that the association is a participating party and that financing all or any portion of the costs of claims or to increase liquidity and the claims-paying capacity of the association is a project for bond purposes. The bill would authorize the bank to loan the proceeds of issued bonds to the association and would authorize the

association to enter into a loan agreement with the bank and to enter into a line of credit agreement or other agreement. (Based on 06/16/2025 text)

Location: 08/18/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 06/16/2025 - Amended
Last Amend: 06/16/2025

AB 234

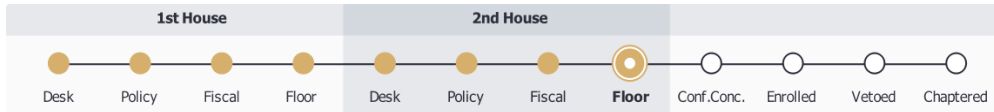
Calderon, D

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California FAIR Plan Association governing committee.

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Bill information

Status: 06/26/2025 - Read second time. Ordered to third reading.

Summary: The California FAIR Plan Association is a joint reinsurance association in which all insurers licensed to write basic property insurance participate to administer a program for the equitable apportionment of basic property insurance for persons who are unable to obtain that coverage through normal channels. Current law establishes a governing committee for the association and prescribes its membership. This bill would require the Speaker of the Assembly and the Chairperson of the Senate Committee on Rules to serve as nonvoting, ex officio members of the governing committee, and would authorize each to name a designee to serve in their place. (Based on 01/13/2025 text)

Location: 06/26/2025 - Senate THIRD
READING

Current Text: 01/13/2025 - Introduced

AB 238

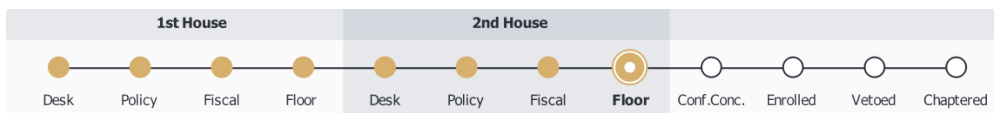
Harabedian, D

HTML

PDF

Mortgage forbearance: state of emergency: wildfire.

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Bill information

Status: 07/15/2025 - Read second time. Ordered to third reading.

Summary: Current law requires a mortgage servicer to comply with applicable federal guidance regarding borrower options following a forbearance relating to the COVID-19 emergency. This bill would authorize a borrower who is experiencing financial hardship that prevents the borrower from making timely payments on a specified residential mortgage loan due directly to the wildfire disaster described in the proclamation of a state of emergency issued by Governor Gavin Newsom on January 7, 2025, or the federally declared disaster, declared on January 8, 2025, related to the Eaton Wildfire, the Palisades Fire, and the Straight-line Winds, to request forbearance on their residential mortgage loan, as prescribed. The bill would limit eligibility for that forbearance to loans that are secured by residential real property improved by 4 or fewer residential units. The bill would require the borrower to affirm that they are experiencing a financial hardship due to the wildfire disaster. Because the bill would expand the crime of perjury, the bill would impose a state-mandated local program. This bill would, except as specified, require a mortgage servicer to offer mortgage payment forbearance of a period of up to an initial 90 days, which shall be extended at the request of the borrower in 90-day increments, up to a maximum

forbearance period of 12 months. The bill would also prohibit a mortgage servicer from assessing any late fees to the borrower's account or charging a default rate of interest during the forbearance period. The bill would provide that the forbearance period includes any period of forbearance related to the wildfire disaster that a mortgage servicer has provided to a borrower before the effective date of these provisions. The bill would require a mortgage servicer to report the credit obligations of borrowers under a disaster-related forbearance plan in compliance with the federal Fair Credit Reporting Act. (Based on 07/10/2025 text)

Location: 07/15/2025 - Senate THIRD READING

Current Text: 07/10/2025 - Amended
Last Amend: 07/10/2025

AB 261

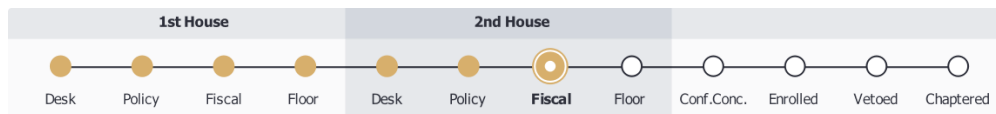
Quirk-Silva, D

HTML

PDF

Fire safety: fire hazard severity zones: State Fire Marshal.

Progress bar



Bill information

Status: 08/18/2025 - In committee: Referred to suspense file.

Summary: Current law requires the State Fire Marshal to classify lands within state responsibility areas into fire hazard severity zones, and, by regulation, designate fire hazard severity zones and assign to each zone a rating reflecting the degree of severity of fire hazard that is expected to prevail in the zone. Current law requires the State Fire Marshal to periodically review designated and rated zones and, as necessary, revise zones or their ratings or repeal the designation of zones. Current law also requires the State Fire Marshal to identify areas in the state that are not state responsibility areas as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas, and to periodically review and, as necessary, make recommendations relative to very high fire hazard severity zones. This bill would prohibit the State Fire Marshal's determination of fire hazard severity zone, in both state responsibility areas and lands that are not state responsibility areas, from being based on risk mitigation activities. The bill would, as applied to both state responsibility areas and lands that are not state responsibility areas, authorize the State Fire Marshal, in periods between the State Fire Marshal's review of areas of the state for recommendations regarding an area's fire hazard severity zone, to confer with entities, including, but not limited to, public agencies, tribes, nonprofit organizations, project applicants, and members of the public, on actions that may impact the degree of fire hazard in an area or the area's recommended fire hazard severity zone designation. The bill would authorize the State Fire Marshal to provide a written response to an entity on actions that may impact the degree of fire hazard and would require this written response to be posted on the State Fire Marshal's internet website. (Based on 07/10/2025 text)

Location: 08/18/2025 - Senate APPR. SUSPENSE FILE

Current Text: 07/10/2025 - Amended
Last Amend: 07/10/2025

AB 266

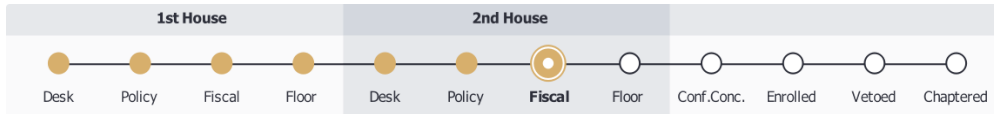
Davies, R

HTML

PDF

Freeway Service Patrol Act: sponsorship agreement.

Progress bar

**Bill information**

Status: 06/30/2025 - In committee: Referred to APPR. suspense file.

Summary: The Freeway Service Patrol Act authorizes and provides funding for freeway service patrols, operated pursuant to an agreement between the Department of the California Highway Patrol, the Department of Transportation, and a regional or local governmental entity, to provide emergency roadside assistance on traffic-congested urban freeways throughout the state. The act requires each tow truck participating in a freeway service patrol to bear a specified logo that identifies the Department of the California Highway Patrol and the Department of Transportation, and, at the option of the entity, the participating regional or local entity. This bill would require the Department of Transportation, the Department of the California Highway Patrol, and participating and eligible regional and local entities to, each time the guidelines for program operations are updated after January 1, 2026, consider developing or revising and including in the guidelines operational requirements for sponsorship agreements between a participating regional or local entity and any private third party that allow for the display of the sponsor's name and logo on participating tow trucks, as provided. (Based on 06/02/2025 text)

Location: 06/30/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 06/02/2025 - Amended

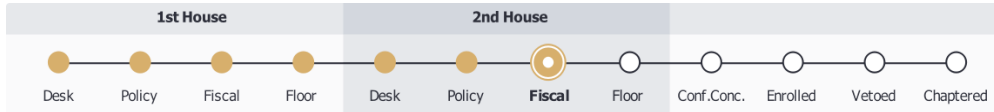
Last Amend: 06/02/2025

AB 289

Haney, D

HTML

PDF

State highway work zone speed safety program.**Progress bar****Bill information**

Status: 08/25/2025 - In committee: Referred to suspense file.

Summary: Current law authorizes, until January 1, 2032, the City of Malibu to establish a speed safety system pilot program for speed enforcement on the Pacific Coast Highway if the system meets specified requirements. Current law requires the city to administer a public information campaign at least 30 days before implementation of the program, including information relating to when the systems would begin detecting violations. Existing law requires the city to issue warning notices rather than notices of violations for violations detected within the first 60 calendar days of the program. Current law also requires the city to develop guidelines for, among other things, the processing and storage of confidential information. Current law requires photographic or administrative records made by a system to be confidential, except as specified, and would only authorize public agencies to use and allow access to these records for specified purposes. This bill would authorize, until January 1, 2032, the Department of Transportation to establish a similar program for speed enforcement that utilizes up to 75 speed safety systems on state highway construction or maintenance areas, as specified. (Based on 06/25/2025 text)

Location: 08/25/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 06/25/2025 - Amended

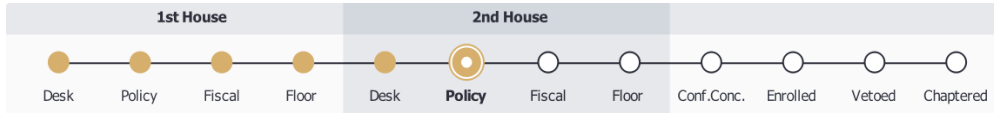
Last Amend: 06/25/2025

AB 306

Schultz, D

HTML

PDF

Building regulations: state building standards.**Progress bar****Bill information**

Status: 06/23/2025 - From committee chair, with author's amendments: Amend, and re-refer to committee. Read second time, amended, and re-referred to Com. on HOUSING.

Summary: Current law establishes the Department of Housing and Community Development (department) in the Business, Consumer Services, and Housing Agency. The California Building Standards Law establishes the California Building Standards Commission (commission) within the Department of General Services. Current law requires the commission to approve and adopt building standards and to codify those standards in the California Building Standards Code (code). The State Housing Law establishes statewide construction and occupancy standards for buildings used for human habitation. Current law requires, among other things, the building standards adopted and submitted by the department for approval by the commission, as specified, to be adopted by reference, with certain exceptions. Current law authorizes any city or county to make changes in those building standards that are published in the code, including to green building standards. Current law requires the governing body of a city or county, before making modifications or changes to those green building standards, to make an express finding that those modifications or changes are reasonably necessary because of local climatic, geological, or topographical conditions. This bill would, from October 1, 2025, to June 1, 2031, inclusive, prohibit a city or county from making changes that are applicable to residential units to the above-described building standards unless a certain condition is met, including that the commission deems those changes or modifications necessary as emergency standards to protect health and safety. (Based on 06/23/2025 text)

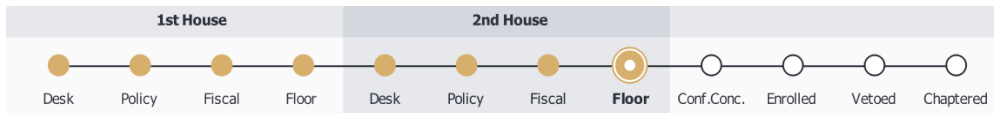
Location: 04/23/2025 - Senate HOUSING

Current Text: 06/23/2025 - Amended

Last Amend: 06/23/2025

AB 334

Petrie-Norris, D

[HTML](#)[PDF](#)**Operators of toll facilities: interoperability programs: vehicle information.****Progress bar****Bill information**

Status: 07/17/2025 - Read second time and amended. Ordered to third reading.

Summary: Current law requires the Department of Transportation, in cooperation with the Golden Gate Bridge, Highway and Transportation District and all known entities planning to implement a toll facility, to develop and adopt functional specifications and standards for an automatic vehicle identification system in compliance with specified objectives, and generally requires any automatic vehicle identification system purchased or installed after January 1, 1991, to comply with those specifications and standards. Current law authorizes operators of toll facilities on federal-aid highways engaged in an interoperability program to provide, regarding a vehicle's use of the toll facility, only the license plate number, transponder identification number, date and time of the transaction, and identity of the agency operating the toll facility. This bill would instead authorize an operator of a toll facility on federal-aid highways engaged in an interstate interoperability program to provide to an out-of-state toll agency or interstate interoperability tolling hub only the

information regarding a vehicle's use of the toll facility that is license plate data, transponder data, or transaction data, and that is listed as "required" by specified national interoperability specifications. If the operator needs to collect other types of information to implement interstate interoperability, the bill would prohibit the operator from selling or otherwise providing that information to any other person or entity, as specified. (Based on 07/17/2025 text)

Location: 07/17/2025 - Senate THIRD READING

Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

AB 339

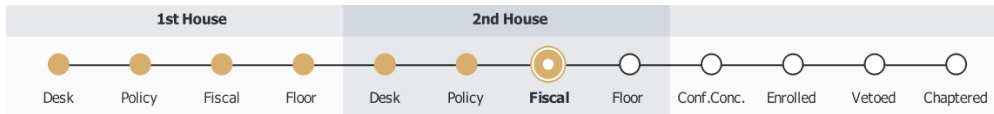
Ortega, D

HTML

PDF

Local public employee organizations: notice requirements.

Progress bar



Bill information

Status: 08/18/2025 - In committee: Referred to suspense file.

Summary: The Meyers-Milias-Brown Act contains various provisions that govern collective bargaining of local represented employees and delegates jurisdiction to the Public Employment Relations Board to resolve disputes and enforce the statutory duties and rights of local public agency employers and employees. Current law requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations. Current law requires the governing body of a public agency, and boards and commissions designated by law or by the governing body, to give reasonable written notice, except in cases of emergency, as specified, to each recognized employee organization affected of any ordinance, rule, resolution, or regulation directly relating to matters within the scope of representation proposed to be adopted by the governing body or the designated boards and commissions. This bill would require the governing body of a public agency, and boards and commissions designated by law or by the governing body of a public agency, to give the recognized employee organization no less than 60 days' written notice before issuing a request for proposals, request for quotes, or renewing or extending an existing contract to perform services that are within the scope of work of the job classifications represented by the recognized employee organization, subject to certain exceptions. The bill would require the notice to include specified information, including the anticipated duration of the contract. The bill would also require the public agency, if an emergency or other exigent circumstance prevents the public agency from providing the written notice described above, to provide as much advance notice as is practicable under the circumstances. (Based on 07/15/2025 text)

Location: 08/18/2025 - Senate APPR. SUSPENSE FILE

Current Text: 07/15/2025 - Amended
Last Amend: 07/15/2025

AB 394

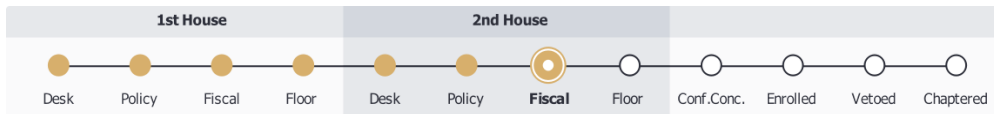
Wilson, D

HTML

PDF

Public transportation providers.

Progress bar

**Bill information**

Status: 08/18/2025 - In committee: Referred to suspense file.

Summary: Current law provides that when a battery is committed against the person of an operator, driver, or passenger on a bus, taxicab, streetcar, cable car, trackless trolley, or other motor vehicle, as specified, and the person who commits the offense knows or reasonably should know that the victim is engaged in the performance of their duties, the penalty is imprisonment in a county jail not exceeding one year, a fine not exceeding \$10,000, or both the fine and imprisonment. Current law also provides that if the victim is injured, the offense would be punished by a fine not exceeding \$10,000, by imprisonment in a county jail not exceeding one year or in the state prison for 16 months, 2, or 3 years, or by both that fine and imprisonment. This bill would expand this crime to apply to an employee, public transportation provider, or contractor of a public transportation provider. (Based on 07/17/2025 text)

Location: 08/18/2025 - Senate APPR.
SUSPENSE FILE

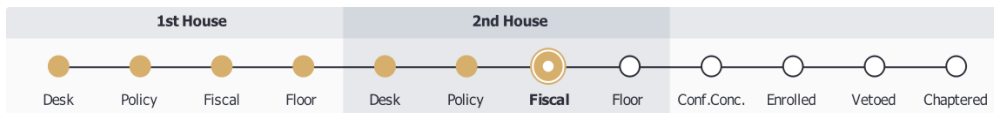
Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

AB 440

Ramos, D

HTML

PDF

Suicide prevention.**Progress bar****Bill information**

Status: 07/14/2025 - In committee: Referred to APPR. suspense file.

Summary: Current law authorizes the State Department of Public Health to establish the Office of Suicide Prevention. Current law authorizes the office, if established, to perform certain functions, including, among others, conducting state-level assessment of regional and statewide suicide prevention policies and practices and reporting on progress to reduce rates of suicide. This bill would require the office to work with the Department of Transportation to identify cost-effective strategies to reduce suicides and suicide attempts on the state's bridges and roadways. (Based on 04/10/2025 text)

Location: 07/14/2025 - Senate APPR.
SUSPENSE FILE

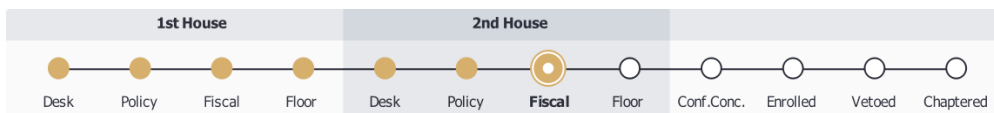
Current Text: 04/10/2025 - Amended
Last Amend: 04/10/2025

AB 443

Bennett, D

HTML

PDF

Energy Commission: integrated energy policy report: curtailed solar and wind generation: hydrogen production.**Progress bar****Bill information**

Status: 07/14/2025 - In committee: Referred to APPR. suspense file.

Summary:

Current law requires the State Energy Resources Conservation and Development Commission, beginning November 1, 2003, and biennially thereafter, to adopt an integrated energy policy report that contains an overview of major energy trends and issues facing the state, presents policy recommendations based on an in-depth and integrated analysis of the most current and pressing energy issues facing the state, and includes an assessment and forecast of system reliability and the need for resource additions, efficiency, and conservation, as specified. Current law also requires the commission, beginning November 1, 2004, and biennially thereafter, to prepare an energy policy review to update analyses from the integrated energy policy report or to raise energy issues that have emerged since the release of the integrated energy policy report, as specified. This bill would require the commission, as part of the 2027 edition of the integrated energy policy report, to include an assessment of the potential for using curtailed solar and wind generation to produce hydrogen, as provided. (Based on 02/06/2025 text)

Location:

07/14/2025 - Senate APPR.
SUSPENSE FILE

Current Text:

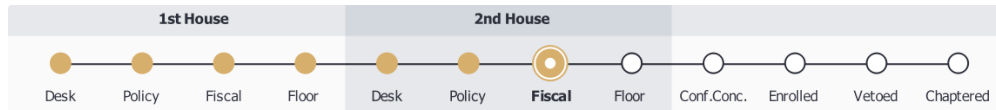
02/06/2025 - Introduced

AB 507

Haney, D

HTML

PDF

Adaptive reuse: streamlining: incentives.**Progress bar****Bill information****Status:**

08/18/2025 - In committee: Referred to suspense file.

Summary:

The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for its physical development, and the development of certain lands outside its boundaries, that includes, among other mandatory elements, a housing element. That law allows a development proponent to submit an application for a development that is subject to a specified streamlined, ministerial approval process not subject to a conditional use permit, if the development satisfies certain objective planning standards, including that the development is a multifamily housing development that contains two or more residential units. This bill would deem an adaptive reuse project a use by right in all zones, regardless of the zoning of the site, and subject to a streamlined, ministerial review process if the project meets specified requirements, subject to specified exceptions. In this regard, an adaptive reuse project, in order to qualify for the streamlined, ministerial review process, would be required to be proposed for an existing building that is less than 50 years old or meets certain requirements regarding the preservation of historic resources, including the signing of an affidavit declaring that the project will comply with the United States Secretary of the Interior's Standards for Rehabilitation for, among other things, the preservation of exterior facades of a building that face a street, or receive federal or state historic rehabilitation tax credits, as specified. The bill would require an adaptive reuse project to meet specified affordability criteria. In this regard, the bill would require an adaptive reuse project for rental housing to include either 8% of the unit for very low income households and 5% of the units for extremely low income households or 15% of the units for lower income households. (Based on 07/03/2025 text)

Location:

08/18/2025 - Senate APPR.
SUSPENSE FILE

Current Text:

07/03/2025 - Amended

Last Amend:

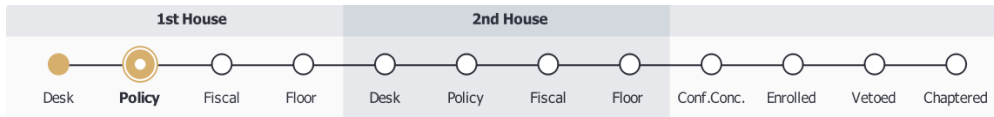
07/03/2025

AB 590

Lee, D

HTML

PDF

Social Housing Bond Act of 2026.**Progress bar****Bill information****Status:** 03/03/2025 - Referred to Com. on H. & C.D.

Summary: Under current law, there are programs providing assistance for, among other things, emergency housing, multifamily housing, farmworker housing, home ownership, and downpayment assistance for first-time home buyers. Current law also authorizes the issuance of bonds in specified amounts pursuant to the State General Obligation Bond Law and requires that proceeds from the sale of these bonds be used to finance various existing housing programs, capital outlay related to infill development, brownfield cleanup that promotes infill development, and housing-related parks. This bill would enact the Social Housing Bond Act of 2026 which, if approved by the voters, would authorize the issuance of bonds in the amount of \$950,000,000 pursuant to the State General Obligation Bond Law, to fund social housing programs, as specified. The bill would create the California Housing Authority, which would be governed by the California Housing Authority Board, to ensure that social housing developments that are produced and acquired align with specified goals and would authorize the authority to issue the bonds and, upon appropriation of the Legislature, utilize funds from other sources to build more low, very low, and extremely low income housing. The bill would create the Social Housing Revolving Loan Fund to be used, upon appropriation of the Legislature, to provide zero-interest loan for the purpose of constructing housing to accommodate a mix of household incomes. (Based on 02/12/2025 text)

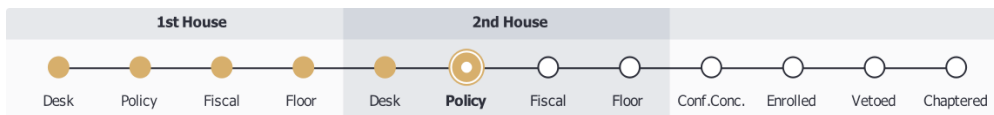
Location: 03/03/2025 - Assembly H. & C.D.**Current Text:** 02/12/2025 - Introduced

AB 609

Wicks, D

HTML

PDF

California Environmental Quality Act: exemption: housing development projects.**Progress bar****Bill information****Status:** 05/20/2025 - In Senate. Read first time. To Com. on RLS. for assignment.

Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA exempts from its requirements various projects, including, but not limited to, housing projects that meet certain requirements. This bill would exempt from the requirements of CEQA a housing development project, as defined, that meets certain conditions relating to, for example, size, density, and location, including specific requirements for any housing on the project site located within 500 feet of a freeway. The bill would require a local government, as a condition of approval for the development, to require the development proponent to complete a specified environmental assessment regarding hazardous substance releases. If a recognized environmental condition is

found, the bill would require the development proponent to complete a preliminary endangerment assessment and specified mitigation based on that assessment. Because a lead agency would be required to determine whether a housing development project qualifies for this exemption, the bill would impose a state-mandated local program. (Based on 05/05/2025 text)

Location: 05/20/2025 - Senate RLS.

Current Text: 05/05/2025 - Amended

Last Amend: 05/05/2025

AB 670

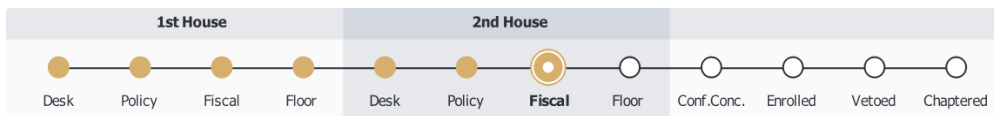
Quirk-Silva, D

HTML

PDF

Planning and zoning: housing element: converted affordable housing units.

Progress bar



Bill information

Status: 07/14/2025 - In committee: Referred to APPR. suspense file.

Summary: The Planning and Zoning Law requires each city, county, and city and county to adopt a general plan that includes, among other things, a housing element. After a legislative body has adopted all or part of a general plan, current law requires a planning agency among other things, to provide by April 1 of each year an annual report to specified entities that includes prescribed information, including the number of housing development applications received in the prior year, as specified, the number of units of housing demolished, and the number of new units of housing, as specified. This bill would, beginning with the report due by April 1, 2027, require specified information to be included in the report, including additional information regarding units of new housing, the units of housing demolished, and a report on replacement housing units, as specified. (Based on 06/23/2025 text)

Location: 07/14/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 06/23/2025 - Amended

Last Amend: 06/23/2025

AB 698

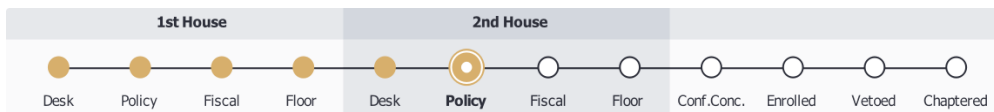
Wicks, D

HTML

PDF

Local taxation: real property transfers.

Progress bar



Bill information

Status: 06/09/2025 - In Senate. Read first time. To Com. on RLS. for assignment.

Summary: Current statutory law, enacted by Proposition 62, as approved by the voters at the November 4, 1986, statewide general election, prohibits a local government or district from imposing any transaction tax or sales tax on the sale of real property within the city, county, or district, except as provided. The California Constitution authorizes cities organized under a charter to make and enforce all ordinances and regulations in respect to municipal affairs, which supersede inconsistent general laws. Existing law, the Documentary Transfer Tax Act, authorizes the imposition of a tax by a county or city, as provided, with respect to specified instruments that transfer specified interests in real property. This bill would require a legislative body of a city, as specified, before it adopts

any transfer tax on the sale of real property, to develop and post on its internet website an analysis that examines, at a minimum, the effect of the proposed transfer tax on, among other things, the production of affordable housing, including affordable housing produced by market-rate housing projects. (Based on 06/02/2025 text)

Location: 06/09/2025 - Senate RLS.

Current Text: 06/02/2025 - Amended

Last Amend: 06/02/2025

AB 712

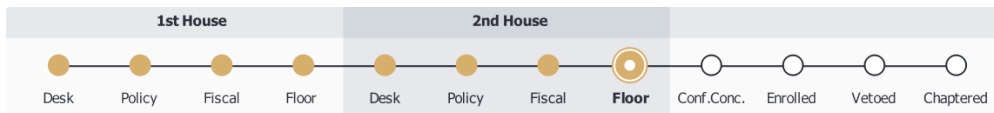
Wicks, D

HTML

PDF

Housing reform laws: enforcement actions: fines and penalties.

Progress bar



Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: Current law within the Planning and Zoning Law describes various reforms and incentives enacted by the Legislature to facilitate and expedite the construction of affordable housing. Current law within the Planning and Zoning Law, in certain civil actions or proceedings against a public entity that has issued specified approvals for a housing development, authorizes a court to award all reasonably incurred costs of suit to a prevailing public entity or nonprofit housing corporation that is a real party in interest and the permit applicant of the low- or moderate-income housing if the court makes specified findings. This bill, where the applicant for a housing development is a prevailing party in an action brought by the applicant to enforce the public agency's compliance with a housing reform law as applied to the applicant's housing development project, would entitle an applicant for a housing development project to reasonable attorney's fees and costs and would require a court to impose fines on a local agency, as specified. The bill would extend any period of limitation for actions under any state law for a period of 60 days beginning on the date the applicant provides written notice to the local agency indicating its intent to commence an action. The bill would prohibit a public agency from requiring the applicant to indemnify, defend, or hold harmless the public agency in any action alleging the public agency violated the applicant's rights or deprived the applicant of the benefits or protection provide by a housing reform law. (Based on 07/03/2025 text)

Location: 08/20/2025 - Senate THIRD READING

Current Text: 07/03/2025 - Amended

Last Amend: 07/03/2025

AB 716

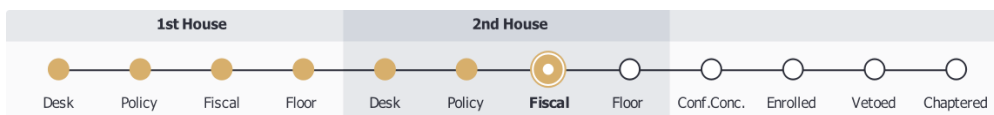
Carrillo, D

HTML

PDF

Fire safety standards: hydrogen facilities.

Progress bar



Bill information

Status: 08/18/2025 - In committee: Referred to suspense file.

Summary: Would require the State Fire Marshal to appoint a hydrogen fire expert to answer questions and provide clarification on the implementation of hydrogen production, storage, and distribution facilities, ensuring that hydrogen facilities comply with the most up-to-date

fire safety standards. The bill would require the State Fire Marshal to provide ongoing training to local fire departments and building inspectors to ensure that hydrogen-related safety protocols are understood and enforced statewide. (Based on 07/14/2025 text)

Location: 08/18/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 07/14/2025 - Amended
Last Amend: 07/14/2025

AB 726

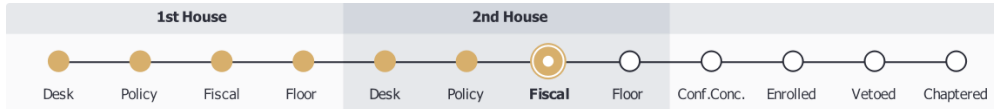
Ávila Fariás, D

HTML

PDF

Planning and zoning: annual report: rehabilitated units.

Progress bar



Bill information

Status: 08/18/2025 - In committee: Referred to suspense file.

Summary: The Planning and Zoning Law requires each county and each city to adopt a comprehensive, long-term general plan for the physical development of the county or city, and specified land outside its boundaries, that includes, among other specified mandatory elements, a housing element. That law requires the planning agency of a city or county to provide by April 1 of each year an annual report to, among other entities, the Office of Land Use and Climate Innovation, formerly known as the Office of Planning and Research, and the Department of Housing and Community Development. Current law requires the annual report to include, among other things, the city's or county's progress in meeting its share of regional housing needs, as specified. This bill would permit a local agency to include in its annual report the number of units of existing deed-restricted affordable housing within a specified affordability threshold that are at least 15 years old and have been substantially rehabilitated with at least sixty thousand dollars per unit in funds awarded from the city or county, as specified. (Based on 02/18/2025 text)

Location: 08/18/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 02/18/2025 - Introduced

AB 735

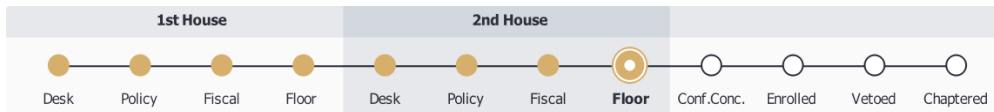
Carrillo, D

HTML

PDF

Planning and zoning: logistics use developments: truck routes.

Progress bar



Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: Current law, beginning January 1, 2026, prescribes various statewide warehouse design and build standards for any proposed new or expanded logistics use developments, as specified, including, among other things, standards for building design and location, parking, truck loading bays, landscaping buffers, entry gates, and signage. Current law defines various terms, including "21st century warehouse," and "tier 1 21st century warehouse," for purposes of those provisions as logistics uses that, among other things, comply with specified building and energy efficiency standards, including requirements related to the availability of conduits and electrical hookups to power climate control equipment at loading bays, as specified. Current law, subject to specified exceptions,

defines “logistics use” for these purposes to mean a building in which cargo, goods, or products are moved or stored for later distribution to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. This bill would clarify that a 21st century warehouse and a tier 1 21st century warehouse are required to comply with those standards as are in effect at the time that the building permit for a development of a 21st century warehouse is issued and make other clarifying changes relating to permissibility of use of conduits and electrical hookups at loading bays at those locations. (Based on 06/25/2025 text)

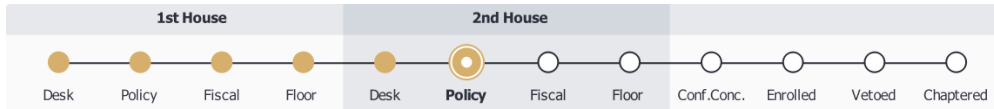
Location: 08/20/2025 - Senate THIRD READING

Current Text: 06/25/2025 - Amended
Last Amend: 06/25/2025

[AB 736](#)
[Wicks, D](#)
[HTML](#)
[PDF](#)

The Affordable Housing Bond Act of 2026.

Progress bar



Bill information

Status: 06/04/2025 - In Senate. Read first time. To Com. on RLS. for assignment.

Summary: Would enact the Affordable Housing Bond Act of 2026, which, if adopted, would authorize the issuance of bonds in the amount of \$10,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds would be used to finance programs to fund affordable rental housing and home ownership programs, including, among others, the Multifamily Housing Program, the CalHome Program, and the Joe Serna, Jr. Farmworker Housing Grant Program. (Based on 04/10/2025 text)

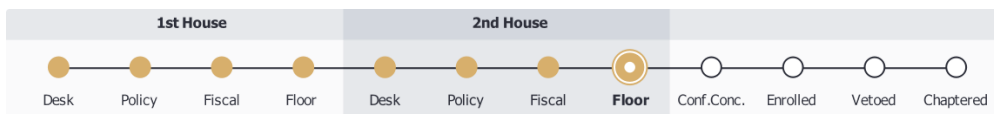
Location: 06/04/2025 - Senate RLS.

Current Text: 04/10/2025 - Amended
Last Amend: 04/10/2025

[AB 782](#)
[Quirk-Silva, D](#)
[HTML](#)
[PDF](#)

Subdivisions: security.

Progress bar



Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: The Subdivision Map Act requires prescribed security from a developer if the act or a local ordinance authorizes or requires the furnishing of security in connection with the performance of any act or agreement. Current law requires the Real Estate Commissioner to make an examination of any subdivision, and to, unless there are grounds for denial, issue to the subdivider a public report authorizing the sale or lease of the lots or parcels within the subdivision. Current law specifies the grounds for denial, including, among other things, the inability to demonstrate that adequate financial arrangements have been made for all offsite improvements included in the offering or the inability to demonstrate that adequate financial arrangements have been made for any community, recreational, or other facilities included in the offering. This bill would prohibit the Real Estate

Commissioner, in issuing a public report for a residential development or project, from requiring the furnishing of a security in connection with the performance of any act or agreement related to an improvement if the Real Estate Commissioner determines that security sufficient to protect the interests of purchasers, owners, and lessees, as necessary, has been furnished to a local agency for the same improvement pursuant to the provisions above requiring security under the Subdivision Map Act. (Based on 07/16/2025 text)

Location: 08/20/2025 - Senate THIRD READING

Current Text: 07/16/2025 - Amended
Last Amend: 07/16/2025

AB 790

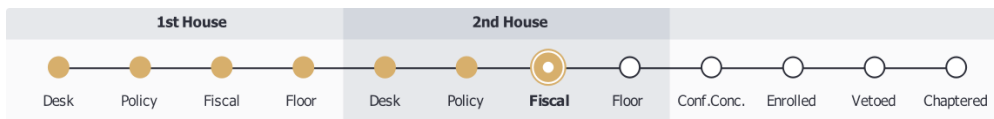
Ávila Farías, D

HTML

PDF

Homelessness: single women with children.

Progress bar



Bill information

Status: 08/18/2025 - In committee: Referred to suspense file.

Summary: Current law requires cities, counties, and continuums of care receiving state funding to address homelessness on or after January 1, 2024, to include families, people fleeing or attempting to flee domestic violence, and unaccompanied women within the vulnerable populations for whom specific system supports are developed to maintain homeless services and housing delivery. Current law also requires the cities, counties, and continuums of care to develop analyses and goals with victim service providers to address the specific needs of the above-described population with data measures not included within the Homeless Management Information System, in accordance with federal policies and specified guidelines. Current law requires the Interagency Council on Homelessness to set and measure progress on goals to prevent and end homelessness among domestic violence survivors and their children and among unaccompanied women in California. This bill would specifically include women with children in the populations described above. The bill would require the cities, counties, and continuums of care developing the analyses and goals described above to the Interagency Council on Homelessness. (Based on 05/05/2025 text)

Location: 08/18/2025 - Senate APPR. SUSPENSE FILE

Current Text: 05/05/2025 - Amended
Last Amend: 05/05/2025

AB 891

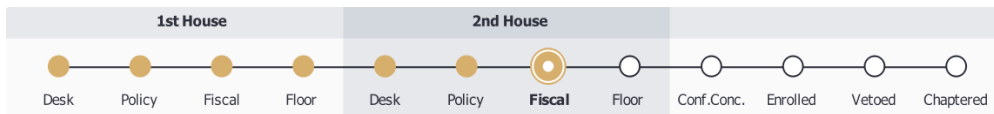
Zbur, D

HTML

PDF

Transportation: Quick-Build Pilot Program.

Progress bar



Bill information

Status: 08/25/2025 - In committee: Referred to suspense file.

Summary: Would establish the Quick-Build Pilot Program to expedite development and implementation of low-cost improvements on the state highway system, as specified. The bill would require the Department of Transportation, on or before December 31, 2027, to

develop and publish guidance for the deployment of district quick-build improvements. The bill would require the department, on or before December 31, 2028, to identify and commit to funding a minimum of 6 quick-build improvements statewide. (Based on 06/25/2025 text)

Location: 08/25/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 06/25/2025 - Amended
Last Amend: 06/25/2025

AB 902

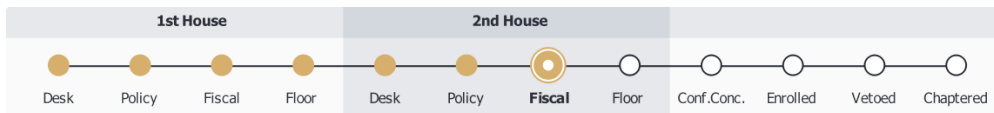
Schultz, D

HTML

PDF

Transportation projects: barriers to wildlife movement.

Progress bar



Bill information

Status: 08/18/2025 - In committee: Referred to suspense file.

Summary: Current law requires the Department of Transportation (Caltrans), for any project on the state highway system in a connectivity area that adds a traffic lane or that has the potential to significantly impair wildlife connectivity, to perform an assessment, in consultation with the Department of Fish and Wildlife (DFW), to identify potential wildlife connectivity barriers and any needs for improved permeability, as specified. Current law requires the implementing agency to remediate barriers to wildlife connectivity in conjunction with the project if any structural barrier to wildlife connectivity exists or will be added by the project for target species in the connectivity area, as provided. Current law authorizes Caltrans to use compensatory mitigation credits to satisfy this requirement if DFW concurs with the use of those credits. This bill would require a lead agency to incorporate appropriate wildlife passage features into a transportation infrastructure project in a connectivity area, as specified. By requiring a lead agency to expand the scope of its transportation project, the bill would impose a state-mandated local program. (Based on 07/10/2025 text)

Location: 08/18/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 07/10/2025 - Amended
Last Amend: 07/10/2025

AB 906

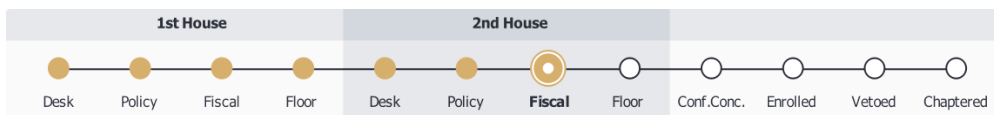
González, Mark, D

HTML

PDF

Planning and zoning: housing elements: affirmatively furthering fair housing.

Progress bar



Bill information

Status: 07/14/2025 - In committee: Set, first hearing. Hearing canceled at the request of author.

Summary: The Planning and Zoning Law requires a city or county to adopt a general plan for land use development that includes, among other things, a housing element. Current law requires the housing element to include, among other things, an inventory of land suitable and available for residential development, including specified sites, an analysis of the relationship of zoning and public facilities and services to these sites (first analysis), and an analysis of the relationship of the sites identified in the land inventory to the jurisdiction's duty to affirmatively further fair housing (2nd analysis). This bill would remove

the requirement on cities and counties to include the 2nd analysis in their housing elements. (Based on 06/23/2025 text)

Location: 07/02/2025 - Senate APPR.

Current Text: 06/23/2025 - Amended

Last Amend: 06/23/2025

AB 915

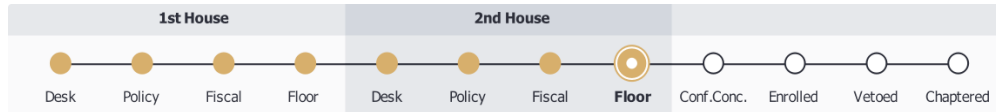
Petrie-Norris, D

[HTML](#)

[PDF](#)

Dam safety: state supervision: exceptions.

Progress bar



Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: Current law regulates the construction and operation of dams and exempts certain structures for these purposes. Current law exempts certain wastewater treatment and storage ponds constructed as part of a wastewater control facility, as provided, from the requirements for state regulation and supervision of the safety of dams. This bill would additionally exempt from the requirements for state regulation and supervision of the safety of dams certain water storage facilities, structures, and activities associated with an energy storage system facility located in the County of Kern, as specified, that uses compressed air technology and meets certain criteria, including, among other things, a maximum water pool height of 25 feet or less from the final engineered grade, a maximum storage capacity of 1,500 acre-feet or less, and supervision of the design and construction by a registered civil engineer. (Based on 07/17/2025 text)

Location: 08/20/2025 - Senate THIRD READING

Current Text: 07/17/2025 - Amended

Last Amend: 07/17/2025

AB 920

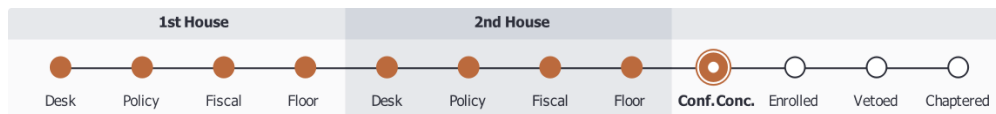
Caloza, D

[HTML](#)

[PDF](#)

Permit Streamlining Act: housing development projects: centralized application portal.

Progress bar



Bill information

Status: 08/26/2025 - In Assembly. Concurrence in Senate amendments pending.

Summary: The Permit Streamlining Act requires a public agency that is the lead agency for a development project to approve or disapprove that project within specified time periods. Current law requires a city or county that has an internet website to, among other things, make a fee estimate tool that the public can use to calculate an estimate of fees and exactions for a proposed housing development project available on its internet website. This bill would require a city or county with a population of 150,000 or more persons to make a centralized application portal available on its internet website to applicants for housing development projects, as prescribed. The bill would, notwithstanding that provision, authorize a city or county described above to make a centralized application portal available on its internet website no later than January 1, 2030, if the legislative body of the city or county, on or before January 1, 2028, takes certain action, including initiating a procurement process to make a centralized application portal available on its internet

website. The bill would require the centralized application portal to allow for tracking of the status of an application. The bill would specify that a city or county is not required to provide the status of any permit or inspection required by another local agency, a state agency, or a utility provider. (Based on 07/07/2025 text)

Location: 08/26/2025 - Assembly
CONCURRENCE

Current Text: 07/07/2025 - Amended
Last Amend: 07/07/2025

AB 939

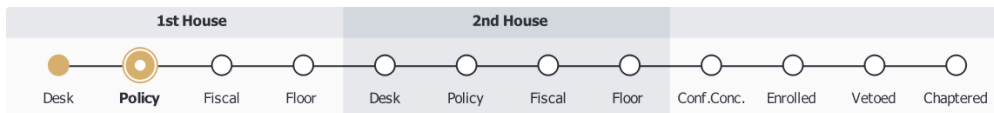
Schultz, D

HTML

PDF

The Safe, Sustainable, Traffic-Reducing Transportation Bond Act of 2026.

Progress bar



Bill information

Status: 03/10/2025 - Referred to Com. on TRANS.

Summary: Would enact the Safe, Sustainable, Traffic-Reducing Transportation Bond Act of 2026 which, if approved by the voters, would authorize the issuance of bonds in the amount of \$20,000,000,000 pursuant to the State General Obligation Bond Law to finance transit and passenger rail improvements, local streets and roads and active transportation projects, zero-emission vehicle investments, transportation freight infrastructure improvements, and grade separations and other critical safety improvements. The bill would provide for the submission of the bond act to the voters at the November 3, 2026, statewide general election. (Based on 02/19/2025 text)

Location: 03/10/2025 - Assembly TRANS.

Current Text: 02/19/2025 - Introduced

AB 954

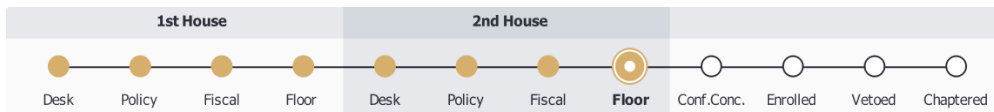
Bennett, D

HTML

PDF

Interregional transportation strategic plan: bicycle highways.

Progress bar



Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: Current law requires transportation projects included in the interregional transportation improvement program (ITIP) to be consistent with the interregional transportation strategic plan (ITSP). Current law requires the Department of Transportation to submit the ITSP to the California Transportation Commission for approval and requires the ITSP, among other things, to be directed at achieving a high functioning and balanced interregional transportation system and consistent with the California Transportation Plan. This bill would require, to the extent feasible and consistent with the California Transportation Plan, the department to assess incorporating bicycle highways into strategic interregional corridors within the ITSP. (Based on 06/30/2025 text)

Location: 08/20/2025 - Senate THIRD
READING

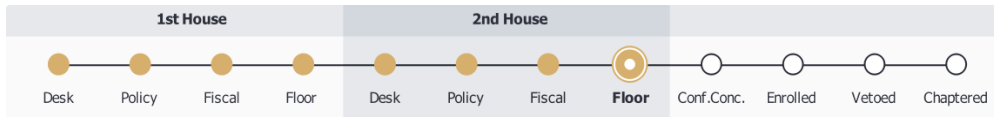
Current Text: 06/30/2025 - Amended
Last Amend: 06/30/2025

AB 975

Gallagher, R

HTML

PDF

Lake and streambed alteration agreements: exemptions: culverts and bridges.**Progress bar****Bill information****Status:** 08/25/2025 - From Consent Calendar. Ordered to third reading.

Summary: Current law prohibits a person, a state or local governmental agency, or a public utility from substantially diverting or obstructing the natural flow of, or substantially changing or using any material from the bed, channel, or bank of, any river, stream, or lake, or depositing or disposing of debris, waste, or other material containing crumbled, flaked, or ground pavement where it may pass into any river, stream, or lake, unless prescribed requirements are met, including written notification to the Department of Fish and Wildlife regarding the activity. Current law requires the department to determine whether the activity may substantially adversely affect an existing fish and wildlife resource and, if so, to provide a draft lake or streambed alteration agreement to the person, agency, or utility. Current law prescribes various requirements for lake and streambed alteration agreements. Existing law also establishes various exemptions from these provisions. This bill would, until January 1, 2027, exempt from these provisions projects to repair or reconstruct a bridge 30 feet long or less or a culvert 70 feet long or less within the County of Sutter that has been damaged or destroyed as a result of fire, flood, storm, earthquake, land subsidence, gradual earth movement, or landslide, in, or after, 2022, as specified. (Based on 07/17/2025 text)

Location: 08/25/2025 - Senate THIRD READING

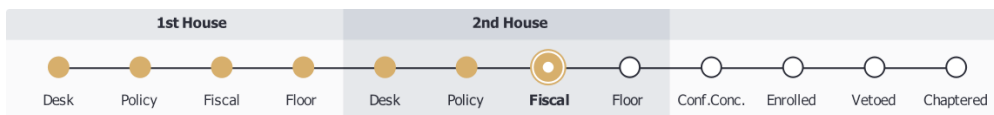
Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

AB 1089

Carrillo, D

HTML

PDF

Western Joshua Tree Conservation Act: industrial projects and commercial projects: tree removal and trimming.**Progress bar****Bill information****Status:** 08/18/2025 - In committee: Referred to suspense file.

Summary: The Western Joshua Tree Conservation Act prohibits any person or public agency from importing into the state, exporting out of the state, or taking, possessing, purchasing, or selling within the state, a western Joshua tree or any part or product of the tree, except as provided. Current law authorizes the Department of Fish and Wildlife to enter into an agreement with any county or city to delegate to the county or city the ability to authorize the taking of a western Joshua tree associated with developing single-family residences, multifamily residences, accessory structures, and public works projects concurrent with its approval of the project if certain conditions are met. Current law authorizes any person or public agency receiving a take authorization for a project to pay specified fees in lieu of satisfying the mitigation obligation on several bases, including if the project receives a permit issued by a county or city. This bill would additionally authorize the department to enter into an agreement with any city to delegate to the city the ability to authorize the taking of western Joshua trees associated with developing commercial and industrial

projects. The bill would, relative to other project types subject to delegated local mitigation authority, limit the bases for commercial or industrial projects to pay specified fees in lieu of satisfying the mitigation obligation, as provided. (Based on 07/21/2025 text)

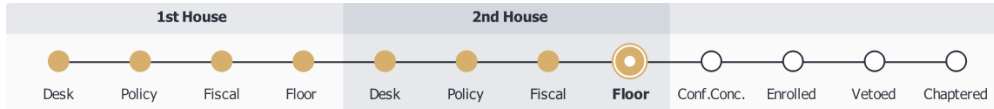
Location: 08/18/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 07/21/2025 - Amended
Last Amend: 07/21/2025

[AB 1154](#)
[Carrillo, D](#)
[HTML](#)
[PDF](#)

Junior accessory dwelling units.

Progress bar



Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: The Planning and Zoning Law, among other things, provides for the creation of junior accessory dwelling units by local ordinance, or, if a local agency has not adopted an ordinance, by ministerial approval, in accordance with specified standards and conditions. Current law requires an ordinance that provides for the creation of a junior accessory dwelling unit to, among other things, require owner-occupancy in the single-family residence in which the junior accessory dwelling unit is permitted. Under this bill, that owner-occupancy requirement would apply only if the junior accessory dwelling unit has shared sanitation facilities with the existing structure. The bill would require an ordinance that provides for the creation of a junior accessory dwelling unit to require that a rental of a junior accessory dwelling unit be for a term longer than 30 days. (Based on 07/03/2025 text)

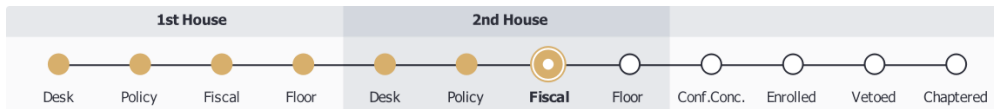
Location: 08/20/2025 - Senate THIRD
READING

Current Text: 07/03/2025 - Amended
Last Amend: 07/03/2025

[AB 1206](#)
[Harabedian, D](#)
[HTML](#)
[PDF](#)

Single-family and multifamily housing units: preapproved plans.

Progress bar



Bill information

Status: 08/25/2025 - In committee: Referred to suspense file.

Summary: The Planning and Zoning Law provides for the adoption and administration of zoning laws, ordinances, rules and regulations by counties and cities and the implementation of those general plans as may be in effect in those counties or cities. Current law requires each local agency, by January 1, 2025, to develop a program for the preapproval of accessory dwelling unit plans. This bill would require each local agency, as defined, to develop a program for the preapproval of single-family and multifamily residential housing plans, whereby the local agency accepts single-family and multifamily plan submissions for preapproval and approves or denies the preapproval applications, as specified. The bill would require a large jurisdiction, as defined, to develop this program by July 1, 2026, and a small jurisdiction, as defined, to develop a program by January 1, 2028. The bill would authorize a local agency to charge a fee to an applicant for the preapproval of a single-

family or multifamily residential housing plan, as specified. The bill would require the local agency to post preapproved single-family or multifamily residential housing plans and the contact information of the applicant on the local agency's internet website. The bill would require an application for preapproval to include a statement by the applicant that the applicant has sufficient authority, license, or ownership interest in the plan to submit the plan for preapproval and, if approved, posted as described above. This bill would prohibit the preapproval program from applying to single-family or multifamily residential housing plans intended for use in certain communities and developments, as specified. The bill would require a local agency to either approve or deny an application for a single-family or multifamily residential housing unit, both as defined, within 30 days if the lot meets certain conditions and the application utilizes either a single-family or multifamily residential housing unit plan preapproved within the current triennial California Building Standards Code rulemaking cycle or a plan that is identical to a plan used in an application for a single-family or multifamily residential housing unit approved by the local agency within the current triennial California Building Standards Code rulemaking cycle. (Based on 08/18/2025 text)

Location: 08/25/2025 - Senate APPR.
SUSPENSE FILE

Current Text: 08/18/2025 - Amended
Last Amend: 08/18/2025

AB 1207

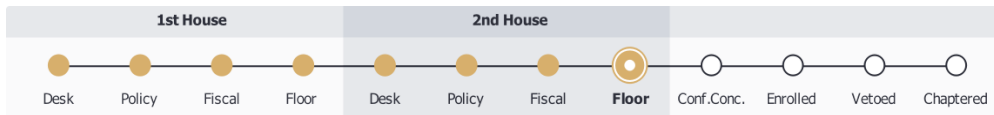
Irwin, D

HTML

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Climate change: market-based compliance mechanism: price ceiling.

Progress bar



Bill information

Status: 08/20/2025 - Read second time. Ordered to third reading.

Summary: The California Global Warming Solutions Act of 2006, until January 1, 2031, authorizes the State Air Resources Board to adopt a regulation establishing a system of market-based declining aggregate emissions limits for sources or categories of sources that emit greenhouse gases (market-based compliance mechanism) that meets certain requirements. Current law requires the state board, in adopting the regulation to, among other things, establish a price ceiling for emission allowances sold by the state board. Current law requires the state board, in establishing the price ceiling, to consider specified factors, including the full social cost associated with emitting a metric ton of greenhouse gases. This bill would require the state board to instead consider the full social cost associated with emitting a metric ton of greenhouse gases, as determined by the United States Environmental Protection Agency in November 2023. (Based on 03/17/2025 text)

Location: 08/20/2025 - Senate THIRD
READING

Current Text: 03/17/2025 - Amended
Last Amend: 03/17/2025

AB 1275

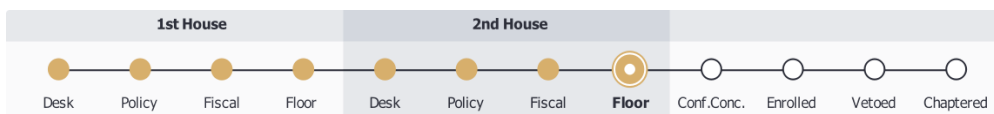
Elhawary, D

HTML

PDF

Regional housing needs: regional transportation plan.

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Bill information

Status: 07/17/2025 - From Consent Calendar. Ordered to third reading.

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city, and specified land outside its boundaries and requires the general plan to include, among other mandatory elements, a housing element, and requires the housing element to include, among other things, an inventory of land suitable and available for residential development. Current law requires, for the 4th and subsequent revisions of the housing element, the department to determine the existing and projected need for housing for each region, as specified. Current law requires the department, in consultation with the council of governments, to determine the existing and projected need of housing for each region at least 2 years prior to the scheduled revision of the housing element, as provided. Current law requires the department to meet and consult with the council of governments regarding the assumptions and methodology to be used to determine the region's housing needs at least 26 months prior to the scheduled revision of the housing element, as provided. This bill, except as specified, would extend the above-described timeline for the department to determine the existing and projected need of housing for each region from 2 years to 3 years prior to the scheduled revision of the housing element, and the above-described timeline to meet and consult with a council of governments from at least 26 months to at least 38 months prior to the scheduled revision of the housing element, respectively. (Based on 04/24/2025 text)

Location: 07/17/2025 - Senate THIRD READING

Current Text: 04/24/2025 - Amended

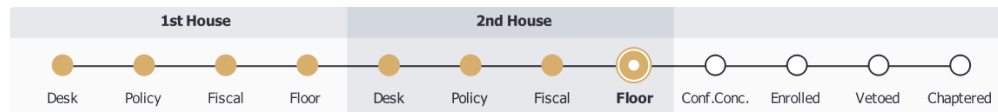
Last Amend: 04/24/2025

AB 1430

Bennett, D

HTML

PDF

County recorders: fees.**Progress bar****Bill information**

Status: 07/01/2025 - Read second time. Ordered to third reading.

Summary: Current law establishes the office of county recorder and requires the county recorder to accept for recordation any instrument, paper, or notice that is authorized or required to be recorded, subject to the collection of specified fees. Current law prohibits the fee for recording and indexing an instrument, paper, or notice from exceeding \$10 for recording the first page and \$3 for each additional page, which charges are to reimburse the county for the costs of services rendered. Current law requires \$1 of each \$3 fee for each additional page to be deposited in the county general fund. This bill would set the fee for recording and indexing at \$15 for recording the first page and \$4 for each additional page but would prohibit the fees from exceeding the reasonable costs of the county recorder's office for providing these services. The bill would provide that these funds are to be dedicated to, and solely utilized for, the county recorder's office, as specified. (Based on 03/17/2025 text)

Location: 07/01/2025 - Senate THIRD READING

Current Text: 03/17/2025 - Amended

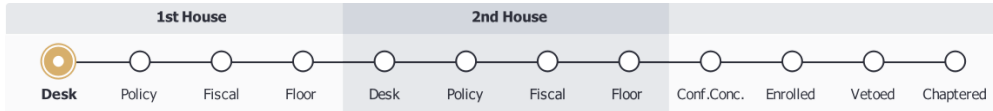
Last Amend: 03/17/2025

ACA 12

Wallis, R

HTML

PDF

Road usage charges: vote and voter approval requirements.**Progress bar****Bill information**

Status: 03/27/2025 - From printer. May be heard in committee April 26.

Summary: The California Constitution requires any change in state statute that increases the tax liability of any taxpayer to be imposed by an act passed by 2/3 of the membership of each house of the Legislature and prohibits specified taxes on real property from being so imposed. For these purposes, the California Constitution defines a "tax" as any state levy, charge, or exaction, except as described in certain exceptions. The California Constitution describes one of those exceptions as a charge imposed for entrance to or use of state property, or the purchase, rental, or lease of state property, except charges governed by a specified provision of the California Constitution. This measure, on or after its effective date, would provide that the exception described above does not include a road usage charge, as described, thereby requiring the imposition of this type of charge to be subject to the 2/3 vote requirement. (Based on 03/26/2025 text)

Location: 03/26/2025 - Assembly PRINT

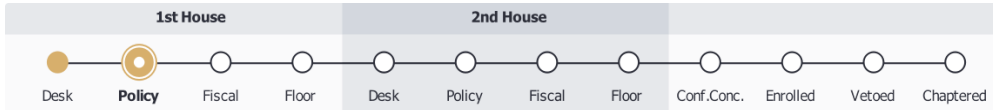
Current Text: 03/26/2025 - Introduced

SB 2

Jones, R

HTML

PDF

Low-carbon fuel standard: regulations.**Progress bar****Bill information**

Status: 03/19/2025 - March 19 set for first hearing. Failed passage in committee. (Ayes 3. Noes 2.) Reconsideration granted.

Summary: The California Global Warming Solutions Act of 2006 requires the State Air Resources Board to adopt rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emissions reductions to ensure that the statewide greenhouse gas emissions are reduced to at least 40% below the statewide greenhouse gas emissions limit, as defined, no later than December 31, 2030. Pursuant to the act, the state board has adopted the Low-Carbon Fuel Standard regulations. This bill would void specified amendments to the Low-Carbon Fuel Standard regulations adopted by the state board on November 8, 2024, or as subsequently adopted, as specified. This bill would declare that it is to take effect immediately as an urgency statute. (Based on 03/12/2025 text)

Location: 01/29/2025 - Senate E.Q.

Current Text: 03/12/2025 - Amended

Last Amend: 03/12/2025

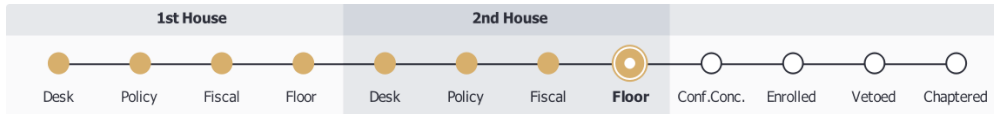
SB 5

Cabaldon, D

HTML

PDF

Enhanced infrastructure financing districts and community revitalization and investment areas: allocation of taxes: agricultural land exclusion.**Progress bar**

**Bill information**

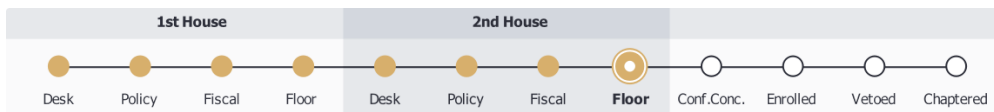
Status: 08/18/2025 - Read second time. Ordered to third reading.

Summary: The California Land Conservation Act of 1965, otherwise known as the Williamson Act, authorizes a city or county to enter into contracts with owners of agricultural land to preserve the land for agricultural use, as specified, in return for reduced property tax assessments. The act also authorizes a landowner of specified agricultural land to petition the city or county to cancel the Williamson Act contract in order to designate the land as a farmland security zone, whereby the land is eligible for a specified property tax valuation and taxed at a reduced rate for specified special taxes. Current law authorizes the legislative body of a city or a county to establish an enhanced infrastructure financing district, with a governing body referred to as the public financing authority, to finance public capital facilities or other specified projects of communitywide significance. Current law requires the public financing authority to prepare and adopt a proposed infrastructure financing plan, as specified. Current law authorizes the plan to require a certain portion of specified taxes levied upon property within the district to be allocated to the district each year, as specified. Existing law authorizes certain local agencies to form a Community Revitalization and Investment Authority within a community revitalization and investment area to carry out a community revitalization plan in that area for specified purposes. Current law authorizes the plan to require a certain portion of specified taxes levied upon property within the area to be allocated to the authority to finance improvements, as specified. This bill would exclude the taxes levied upon a parcel of land enrolled in or subject to a Williamson Act contract or a farmland security zone contract, as specified, from the above-described allocations to the district or authority, as applicable. (Based on 07/07/2025 text)

Location: 08/18/2025 - Assembly THIRD READING

Current Text: 07/07/2025 - Amended

Last Amend: 07/07/2025

[SB 9](#)
[Arreguín, D](#)
[HTML](#)
[PDF](#)
Accessory Dwelling Units: ordinances.**Progress bar****Bill information**

Status: 08/18/2025 - Read second time. Ordered to third reading.

Summary: The Planning and Zoning Law requires a local agency to submit an accessory dwelling unit ordinance to the Department of Housing and Community Development within 60 days after adoption. The law authorizes the department to submit written findings to a local agency as to whether the ordinance complies with the standards. If the department finds that the ordinance does not comply with the standards, the law requires the department to provide a local agency reasonable time, no longer than 30 days, to respond to its findings. If the local agency does not amend its ordinance in response to those findings or does not adopt a resolution with findings explaining the reason the ordinance complies with the standards and addressing the department's findings, the law requires the department to notify the local agency and authorizes the department to notify the Attorney General that the local agency is in violation of state law. This bill would invalidate the ordinance if the local agency fails to submit a copy of the ordinance to the department within 60 days of adoption or fails to respond to the department's findings that the ordinance does not

comply with the standards within 30 days, as described above. (Based on 06/19/2025 text)

Location: 08/18/2025 - Assembly THIRD READING

Current Text: 06/19/2025 - Amended
Last Amend: 06/19/2025

SB 16

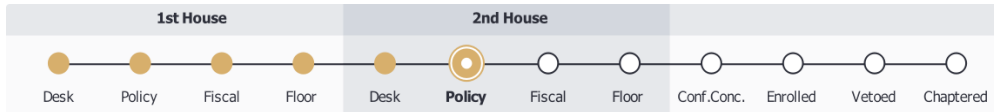
Blakespear, D

[HTML](#)

[PDF](#)

Ending Street Homelessness Act.

Progress bar



Bill information

Status: 07/10/2025 - July 16 hearing postponed by committee.

Summary: Current law requires each city, county, and city and county to revise its housing element according to a specified schedule, as provided. Current law, for the 4th and subsequent revisions of the housing element, requires the Department of Housing and Community Development to determine the existing and projected need for housing for each region, and requires the appropriate council of governments, or the department for cities and counties without a council of governments, to adopt a final regional housing need plan that allocates a share of the regional housing need to each city, county, or city and county, as provided. At least 2 years before a scheduled revision of the housing element, as specified, existing law requires each council of governments, or delegate subregion as applicable, to develop, in consultation with the department, a proposed methodology for distributing the existing and projected regional housing need to jurisdictions, as specified. Current law requires that the final allocation plan ensure that the total regional housing need, by income category, determined as specified, is maintained, and that each jurisdiction in the region receive an allocation of units for low- and very low income households. For the 7th and subsequent revisions of the housing element, current law also requires that the allocation to each region include an allocation of units for acutely low and extremely low income households. This bill, until January 1, 2032, would require the council of governments, or delegate subregion, as applicable, in developing the proposed allocation methodology that allocates each jurisdiction's share of the regional housing need for acutely low income housing, to count any newly constructed interim housing, as specified, as meeting the needs of acutely low income households. By imposing additional duties on local governments, this bill would impose a state-mandated local program. (Based on 06/23/2025 text)

Location: 06/09/2025 - Assembly H. & C.D.

Current Text: 06/23/2025 - Amended
Last Amend: 06/23/2025

SB 21

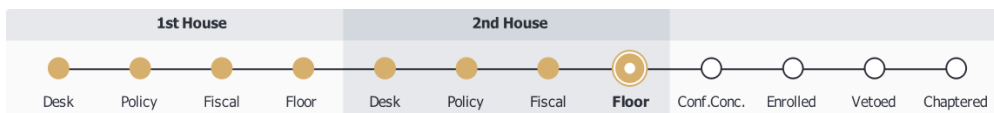
Durazo, D

[HTML](#)

[PDF](#)

Single-room occupancy units: demolition and replacement: housing assistance programs: eligibility for homeless individuals and families.

Progress bar



Bill information

Status: 08/25/2025 - From consent calendar on motion of Assembly Member Garcia. Ordered to third reading.

Summary: The Housing Crisis Act of 2019, among other things, prohibits an affected city or an affected county, as defined, from approving a housing development project that will require the demolition of occupied or vacant protected units, as defined, or that is located on a site where protected units were demolished in the previous 5 years unless specified requirements are met. Among these requirements, current law requires that the project replace all existing protected units and protected units demolished on or after January 1, 2020, and, if the project is a housing development project, as defined, it will include at least as many residential dwelling units as the greatest number of residential dwelling units that existed on the project site within the last 5 years. This bill, notwithstanding the above-described requirements, in the case of rehabilitation or replacement of an existing single-room occupancy building that meets prescribed criteria, would permit an affected city or an affected county to reduce the number of replacement units required if the project meets specified requirements, including, among others, that the reduction in replacement units is necessary to accommodate the conversion of single-room occupancy units, as provided, and that the converted units will be rental units with affordable rents, as specified. (Based on 07/07/2025 text)

Location: 08/25/2025 - Assembly THIRD READING

Current Text: 07/07/2025 - Amended

Last Amend: 07/07/2025

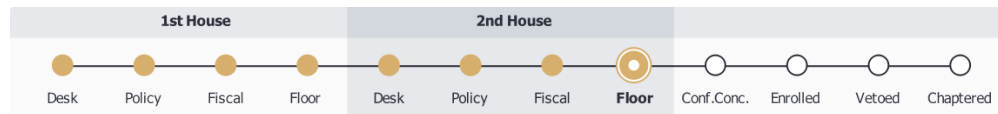
SB 30

Cortese, D

[HTML](#)[PDF](#)

Diesel-powered on-track equipment: decommissioning: resale and transfer restrictions.

Progress bar



Bill information

Status: 08/21/2025 - Read second time. Ordered to third reading.

Summary: Would prohibit a public entity that owns diesel-powered on-track equipment from selling, donating, or otherwise transferring ownership of that equipment for continued use after the public entity decommissions the equipment. The bill would exempt the sale, donation, or transfer of the ownership of that equipment from the prohibition if the equipment is deemed to be in one of specified categories of emissions standards designated by the federal government for locomotives, the equipment produces emissions equivalent to any equipment within any of those federal categories, or the diesel engine is removed from the equipment, as specified. (Based on 07/16/2025 text)

Location: 08/21/2025 - Assembly THIRD READING

Current Text: 07/16/2025 - Amended

Last Amend: 07/16/2025

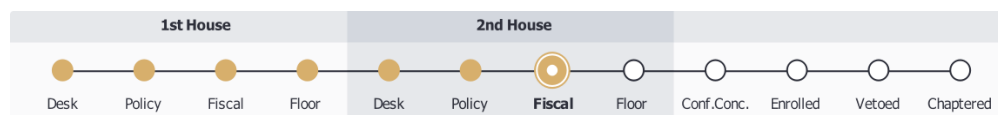
SB 63

Wiener, D

[HTML](#)[PDF](#)

San Francisco Bay area: local revenue measure: transportation funding.

Progress bar



Bill information

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: Current law creates the Metropolitan Transportation Commission as a local area planning agency for the 9-county San Francisco Bay area with comprehensive regional transportation planning and other related responsibilities. Current law creates various transit districts located in the San Francisco Bay area, with specified powers and duties relating to providing public transit services. This bill would establish the Transportation Revenue Measure District with jurisdiction extending throughout the boundaries of the Counties of Alameda and Contra Costa and the City and County of San Francisco and would require the district to be governed by the same board that governs the commission, thereby imposing a state-mandated local program. The bill would authorize a retail transactions and use tax applicable to the entire district to be imposed by the board of the district or by a qualified voter initiative for a duration of 10 to 15 years, inclusive, and generally in an amount of 0.5%, subject to voter approval at the November 3, 2026, statewide general election. (Based on 07/09/2025 text)

Location: 08/20/2025 - Assembly APPR.
SUSPENSE FILE

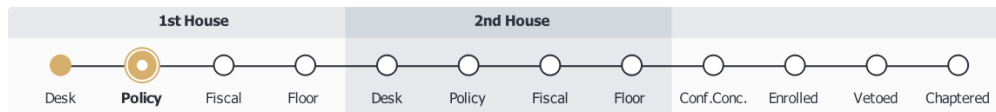
Current Text: 07/09/2025 - Amended
Last Amend: 07/09/2025

SB 65

Wiener, D

HTML

PDF

Budget Act of 2025.**Progress bar****Bill information**

Status: 01/13/2025 - Read first time.

Summary: Would make appropriations for the support of state government for the 2025–26 fiscal year. (Based on 01/10/2025 text)

Location: 01/10/2025 - Senate BUDGET & F.R.

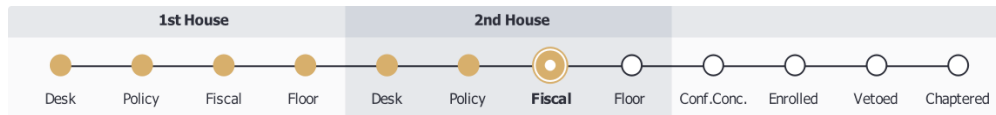
Current Text: 01/10/2025 - Introduced

SB 71

Wiener, D

HTML

PDF

California Environmental Quality Act: exemptions: environmental leadership transit projects.**Progress bar****Bill information**

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: The California Environmental Quality Act (CEQA) requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA, until January 1, 2030, exempts from its requirements active transportation plans, pedestrian plans, or bicycle transportation plans for the restriping of streets and highways, bicycle parking and storage, signal timing to improve street and highway intersection operations, and the related signage for bicycles, pedestrians, and vehicles. This bill would extend the operation of the above-mentioned exemption

indefinitely. The bill would also exempt a transit comprehensive operational analysis, as defined, a transit route readjustment, or other transit agency route addition, elimination, or modification, from the requirements of CEQA. Because a lead agency would be required to determine whether a plan qualifies for this exemption, the bill would impose a state-mandated local program. (Based on 07/17/2025 text)

Location:	08/20/2025 - Assembly APPR. SUSPENSE FILE	Current Text:	07/17/2025 - Amended
		Last Amend:	07/17/2025

SB 74

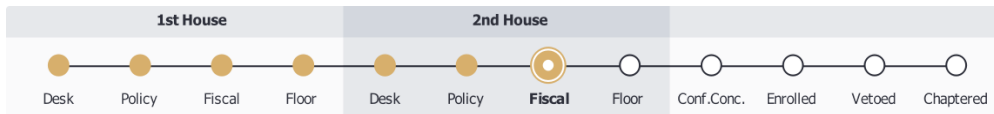
Seyarto, R

HTML

PDF

Office of Land Use and Climate Innovation: Infrastructure Gap-Fund Program.

Progress bar



Bill information

Status: 07/02/2025 - July 2 set for first hearing. Placed on APPR. suspense file.

Summary: Current law establishes the Office of Land Use and Climate Innovation in the Governor's office for the purpose of serving the Governor and the Governor's cabinet as staff for long-range planning and research and constituting the comprehensive state planning agency. Current law authorizes a local agency to finance infrastructure projects through various means, including by authorizing a city or county to establish an enhanced infrastructure financing district to finance public capital facilities or other specified projects of communitywide significance that provide significant benefits to the district or the surrounding community. This bill would require the office, upon appropriation by the Legislature, to establish the Infrastructure Gap-Fund Program to provide grants to local agencies for the development and construction of infrastructure projects, as defined, facing unforeseen costs after starting construction. The bill would authorize the office to provide funding for up to 20% of a project's additional projected cost, as defined, after the project has started construction, subject to specified conditions, including, among other things, that the local agency has allocated existing local tax revenue for at least 45% of the initially budgeted total cost of the infrastructure project. When applying to the program, the bill would require the local agency to demonstrate challenges with completing the project on time and on budget and how the infrastructure project helps meet state and local goals, as specified. (Based on 04/07/2025 text)

Location:	07/02/2025 - Assembly APPR. SUSPENSE FILE	Current Text:	04/07/2025 - Amended
		Last Amend:	04/07/2025

SB 78

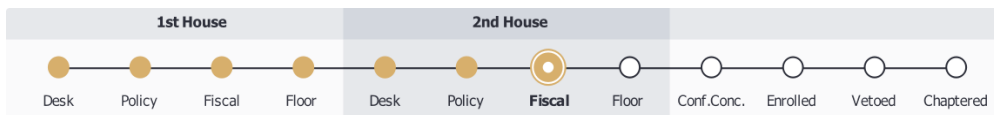
Seyarto, R

HTML

PDF

Department of Transportation: report: state highway system: safety enhancements.

Progress bar



Bill information

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: Would require the Department of Transportation to prepare a report to identify the types of safety enhancements that could be implemented on the state highway system, the

common factors, if any, contributing to the delay in delivering those safety enhancements, and strategies to expedite safety enhancements on the state highway system. The bill would require the department to submit the report to the Legislature on or before January 1, 2027. (Based on 04/02/2025 text)

Location:	08/20/2025 - Assembly APPR. SUSPENSE FILE	Current Text:	04/02/2025 - Amended
		Last Amend:	04/02/2025

SB 79

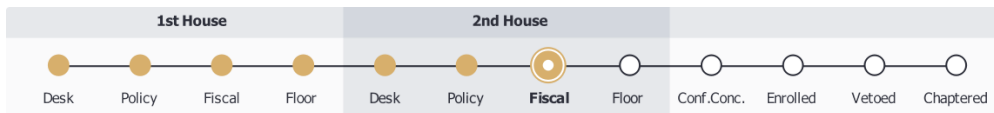
Wiener, D

HTML

PDF

Housing development: transit-oriented development.

Progress bar



Bill information

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city, and specified land outside its boundaries, that contains certain mandatory elements, including a housing element. Current law requires that the housing element consist of an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, financial resources, and scheduled programs for the preservation, improvement, and development of housing, as specified. Current law requires that the housing element include, among other things, an assessment of housing needs and an inventory of resources and constraints that are relevant to the meeting of these needs, including an inventory of land suitable for residential development, as provided. Current law, for the 4th and subsequent revisions of the housing element, requires the Department of Housing and Community Development to determine the existing and projected need for housing for each region, as specified, and requires the appropriate council of local governments, or the department for cities and counties without a council of governments, to adopt a final regional housing need plan that allocates a share of the regional housing need to each locality in the region. Existing law requires each local government to revise its housing element in accordance with a specified schedule. This bill would require that a housing development project, as defined, within a specified distance of a transit-oriented development (TOD) stop, as defined, be an allowed use as a transit-oriented housing development on any site zoned for residential, mixed, or commercial development, if the development complies with applicable requirements, as specified. Among these requirements, the bill would establish requirements concerning height limits, density, and floor area ratio in accordance with a development's proximity to specified tiers of TOD stops, as provided. The bill would provide that, for the purposes of the Housing Accountability Act, a proposed development consistent with the applicable standards of these provisions shall be deemed consistent, compliant, and in conformity with prescribed requirements, as specified. (Based on 07/17/2025 text)

Location:	08/20/2025 - Assembly APPR. SUSPENSE FILE	Current Text:	07/17/2025 - Amended
		Last Amend:	07/17/2025

SB 92

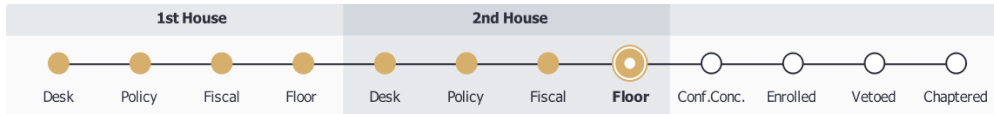
Blakespear, D

HTML

PDF

Housing development: density bonuses.

Progress bar

**Bill information**

Status: 08/18/2025 - Read second time. Ordered to third reading.

Summary: The Density Bonus Law requires a city or county to provide a developer that proposes a housing development, as defined, within the city or county with a density bonus, other incentives or concessions, and waivers or reductions of development standards, as specified, if the developer agrees to construct specified units and meets other requirements. This bill would specify that a concession and incentive shall not result in a proposed project, as prescribed, with a specified commercial floor area ratio. The bill would also specify that certain provisions of the Density Bonus Law do not require a city, county, or city and county to approve, grant a concession or incentive requiring approval of, or waive or reduce development standards otherwise applicable to, transient lodging as part of a housing development, except as specified. (Based on 07/07/2025 text)

Location: 08/18/2025 - Assembly THIRD READING

Current Text: 07/07/2025 - Amended

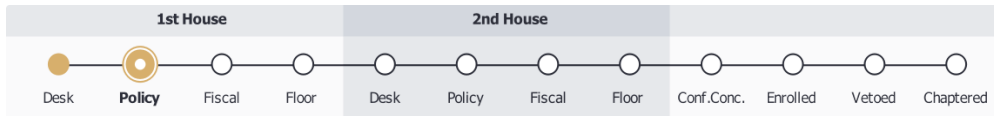
Last Amend: 07/07/2025

SB 222

Wiener, D

HTML

PDF

Climate disasters: civil actions.**Progress bar****Bill information**

Status: 04/08/2025 - April 8 set for first hearing. Failed passage in committee. (Ayes 5. Noes 2.) Reconsideration granted.

Summary: Current law gives a person the right of protection from bodily harm and the right to possess and use property. If a person suffers bodily harm or a loss of their property because of the unlawful act or omission of another, existing law authorizes them to recover compensation from the person at fault, which is known as damages. This bill would authorize a person who suffered physical harm to their person or property totaling at least \$10,000 to bring a civil action against a party responsible for a climate disaster to recover damages, restitution, specified costs, and other appropriate relief. The bill would make responsible parties jointly, severally, and strictly liable to a plaintiff for damages and restitution. (Based on 03/28/2025 text)

Location: 02/05/2025 - Senate JUD.

Current Text: 03/28/2025 - Amended

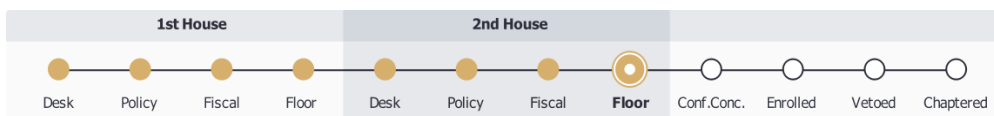
Last Amend: 03/28/2025

SB 233

Seyarto, R

HTML

PDF

Regional housing need: determination: consultation with councils of governments.**Progress bar****Bill information**

Status: 08/21/2025 - Read second time. Ordered to third reading.

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city, which includes, among other mandatory elements, a housing element. Current law requires, for the 4th and subsequent revisions of the housing element, the Department of Housing and Community Development, in consultation with each council of governments, where applicable, to determine the existing and projected need for housing for each region, as prescribed. Current law requires, among other things, the department to meet and consult with the council of governments regarding the assumptions and methodology to be used by the department to determine the region's housing needs at least 26 months prior to the scheduled revision of the housing element and before developing the existing and projected housing need for a region. This bill would require the department to meet and consult with the council of governments, as described above, pursuant to prescribed deadlines. For the 7th revision of the housing element, the bill would require the department to meet and consult with each council of governments at least 38 months prior to the scheduled revision, except for specified councils of governments. (Based on 06/19/2025 text)

Location: 08/21/2025 - Assembly THIRD READING

Current Text: 06/19/2025 - Amended

Last Amend: 06/19/2025

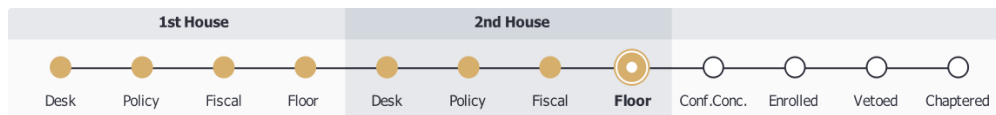
SB 262

Wahab, D

[HTML](#)[PDF](#)

Housing element: prohousing designations: prohousing local policies.

Progress bar



Bill information

Status: 08/21/2025 - Read second time. Ordered to third reading.

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city, and specified land outside its boundaries, that includes, among other specified mandatory elements, a housing element. The Department of Housing and Community Development is required to determine whether the housing element is in substantial compliance with those provisions. Current law requires the department to designate jurisdictions as prohousing pursuant to emergency regulations adopted by the department, as prescribed. Current law requires that jurisdictions that are prohousing and that are in substantial compliance with specified provisions be awarded additional points or preference in the scoring of applications for specified state programs. Current law defines "prohousing local policies" for these purposes and specifies a nonexhaustive list of examples of those policies, including local financial incentives for housing and adoption of zoning allowing for use by right for residential and mixed-use development. This bill would include in the definition of "prohousing local policies" policies that keep people housed, and would include additional examples of prohousing local policies under the above-described provisions, as specified. (Based on 07/07/2025 text)

Location: 08/21/2025 - Assembly THIRD READING

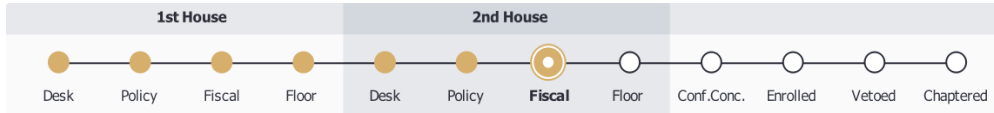
Current Text: 07/07/2025 - Amended

Last Amend: 07/07/2025

SB 274

Cervantes, D

[HTML](#)[PDF](#)

Automated license plate recognition systems.**Progress bar****Bill information**

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: Current law prohibits a public agency, which includes the state, a city, a county, a city and county, or any agency or political subdivision of the state, a city, a county, or a city and county, including, but not limited to, a law enforcement agency, from selling, sharing, or transferring automated license plate recognition (ALPR) information, except to another public agency, and only as otherwise permitted by law. Current law defines ALPR information as information or data collected through the use of an ALPR system. This bill would provide that "public agency" does not include a transportation agency, as specified. The bill would authorize a law enforcement agency to use ALPR information only for purposes of locating vehicles or persons when either are reasonably suspected of being involved in the commission of a public offense. The bill would prohibit a public agency from retaining ALPR information for more than 60 days after the date of collection if it does not match information on an authorized hot list, as defined. (Based on 07/17/2025 text)

Location: 08/20/2025 - Assembly APPR.
SUSPENSE FILE

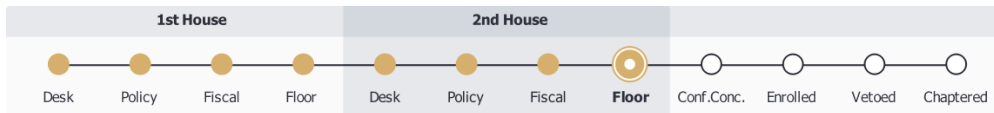
Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

SB 340

Laird, D

HTML

PDF

General plans: housing element: emergency shelter.**Progress bar****Bill information**

Status: 08/25/2025 - From consent calendar on motion of Assembly Member Garcia. Ordered to third reading.

Summary: Current law requires a city or county to prepare and adopt a general plan for its jurisdiction that contains certain mandatory elements, including a housing element. Current law requires the housing element to identify adequate sites for housing, including rental housing, factory-built housing, mobilehomes, and emergency shelters, among other things. Current law requires the housing element to contain an assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs, including by identifying one or more zoning designations that allow residential uses, including mixed uses, where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit and that are suitable for residential uses. Current law requires an emergency shelter to include other interim interventions, including, but not limited to, a navigation center, bridge housing, and respite or recuperative care. This bill would additionally require an emergency shelter to include all services provided onsite, including the addition or expansion of services that are consistent with certain written, objective standards. (Based on 03/17/2025 text)

Location: 08/25/2025 - Assembly THIRD
READING

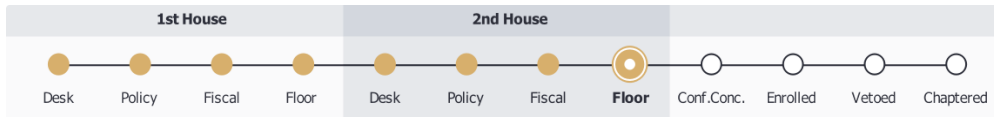
Current Text: 03/17/2025 - Amended
Last Amend: 03/17/2025

SB 358

Becker, D

HTML

PDF

Mitigation Fee Act: mitigating vehicular traffic impacts.**Progress bar****Bill information****Status:** 08/21/2025 - Read second time. Ordered to third reading.

Summary: The Mitigation Fee Act imposes various requirements with respect to the establishment, increase, or imposition of a fee by a local agency as a condition of approval of a development project. Current law requires a local agency that imposes a fee on a housing development for the purpose of mitigating vehicular traffic impacts to set the rate for that fee, if the housing development satisfies all of certain prescribed characteristics, to reflect a lower rate of automobile trip generation associated with such housing developments in comparison with housing developments without the prescribed characteristics, unless the local agency adopts findings after a public hearing establishing that the housing development, even with those characteristics, would not generate fewer automobile trips than a housing development without those characteristics. This bill would require those findings to be supported by substantial evidence in the record before or as part of the housing development project approval process. (Based on 07/07/2025 text)

Location: 08/21/2025 - Assembly THIRD READING

Current Text: 07/07/2025 - Amended

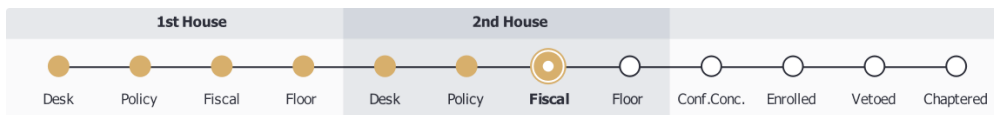
Last Amend: 07/07/2025

SB 359

Niello, R

HTML

PDF

Use Fuel Tax Law: Diesel Fuel Tax Law: exempt bus operation.**Progress bar****Bill information****Status:** 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: The Use Fuel Tax Law imposes a state excise tax at specified rates, generally \$0.18 per gallon, on the use of fuel, as defined, and establishes various exemptions from those taxes, including an exemption for any transit district, transit authority, or city owning and operating a local transit system, as provided. This bill would additionally apply this exemption to a county that owns and operates a local transit system, as provided. (Based on 06/26/2025 text)

Location: 08/20/2025 - Assembly APPR. SUSPENSE FILE

Current Text: 06/26/2025 - Amended

Last Amend: 06/26/2025

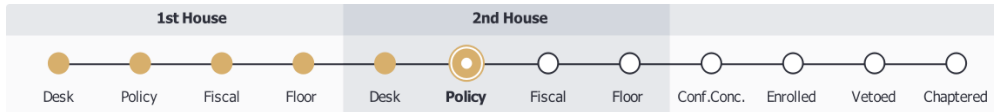
SB 360

Rubio, D

HTML

PDF

Land conservation: California Wildlife, Coastal, and Park Land Conservation Act: County of San Bernardino.**Progress bar**

**Bill information**

Status: 06/05/2025 - Referred to Com. on W. P., & W.

Summary: (1)The California Wildlife, Coastal, and Park Land Conservation Act, an initiative measure approved by the voters in the June 7, 1988, statewide primary election, provided bond funds for wildlife, coastal, and parkland conservation. The initiative measure authorizes the act to be amended by a 2/3 vote of the Legislature if the amendment is consistent with the purposes of the act. Existing law requires an applicant receiving state funds under the act to maintain any property acquired in perpetuity, as specified, to use the property only for the purposes stated in the act, and to make no other use, sale, or other disposition of the property except as authorized by a specific act of the Legislature. Existing law authorizes the County of San Bernardino to sell or exchange property it owns within the Chino Agricultural Preserve that was purchased with grant funds if it meets certain conditions. This bill would additionally authorize preservation of those lands or easements for park and recreational purposes, and would explicitly include, to the extent they are consistent with the purposes of the act, playgrounds, recreational venues, and preservation of historical resources as appropriate purposes. (Based on 05/23/2025 text)

Location: 06/05/2025 - Assembly W.,P. & W.

Current Text: 05/23/2025 - Amended

Last Amend: 05/23/2025

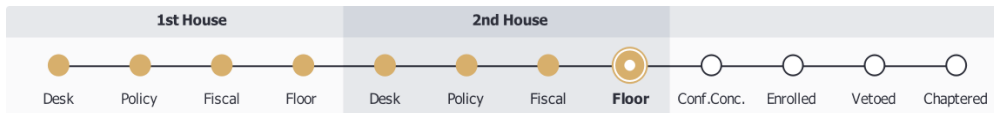
SB 410

Grayson, D

HTML

PDF

Common interest developments: association records: exterior elevated elements inspection.

Progress bar**Bill information**

Status: 08/26/2025 - Read third time and amended. Ordered to third reading.

Summary: The Davis-Stirling Common Interest Development Act governs the management and operation of common interest developments. Current law requires the board of an association of a condominium project to cause a visual inspection to be conducted, at least every 9 years, of the exterior elevated elements for which the association has maintenance or repair responsibility. Current law requires an inspector to perform the visual inspection described above, as specified, and to issue a written report containing certain information, including recommendations for any necessary repair or replacement of the load-bearing components and associated waterproofing system, as those terms are defined. Current law limits the above-described provisions related to exterior elevated element inspections to buildings containing 3 or more multifamily dwelling units. Current law requires the owner of a separate interest, as defined, to provide specified documents to a prospective purchaser, as provided, and an association, as defined, to provide to the owner of a separate interest, upon request, those specified documents. Current law requires an association to distinguish and bill separately any fee charged for providing those specified documents to a separate interest owner and provides a form for billing disclosures, as provided. This bill would, in addition, require the above-described inspector's report to contain certain information, including the total number of units in the condominium project, as prescribed, and a certification that the inspector has conducted a visual inspection and evaluated a statistically significant sample, as defined, of the exterior elevated elements within the condominium project. The bill would, instead, apply the

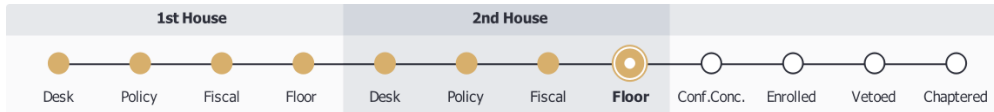
above-described provisions related to exterior elevated element inspections to buildings containing 3 or more attached multifamily dwelling units. (Based on 08/26/2025 text)

Location: 07/17/2025 - Assembly THIRD READING
Current Text: 08/26/2025 - Amended
Last Amend: 08/26/2025

[SB 415](#)
[Reyes, D](#)
[HTML](#)
[PDF](#)

Planning and zoning: logistics use developments: truck routes.

Progress bar



Bill information

Status: 08/21/2025 - Read second time. Ordered to third reading.

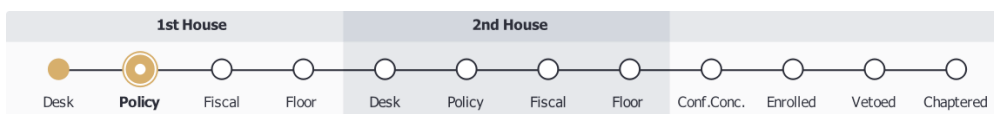
Summary: Current law, beginning January 1, 2026, prescribes various statewide warehouse design and build standards for any proposed new or expanded logistics use developments, as specified, including, among other things, standards for building design and location, parking, truck loading bays, landscaping buffers, entry gates, and signage. Current law defines various terms, including “21st century warehouse,” and “tier 1 21st century warehouse,” for purposes of those provisions as logistics uses that, among other things, comply with specified building and energy efficiency standards, including requirements related to the availability of conduits and electrical hookups to power climate control equipment at loading bays, as specified. Current law, subject to specified exceptions, defines “logistics use” for these purposes to mean a building in which cargo, goods, or products are moved or stored for later distribution to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. This bill would clarify that a 21st century warehouse and a tier 1 21st century warehouse are required to comply with those standards as are in effect at the time that the building permit for a development of a 21st century warehouse is issued and make other clarifying changes relating to permissibility of use of conduits and electrical hookups at loading bays at those locations. The bill would revise the definition of “logistics use” and instead define “logistics use development” for these purposes to mean a building that is primarily used as a warehouse for the movement or the storage of cargo, goods, or products that are moved to business or retail customers, or both, that does not predominantly serve retail customers for onsite purchases, and heavy-duty trucks are primarily involved in the movement of the cargo, goods, or products. (Based on 07/17/2025 text)

Location: 08/21/2025 - Assembly THIRD READING
Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

[SB 417](#)
[Cabaldon, D](#)
[HTML](#)
[PDF](#)

The Affordable Housing Bond Act of 2026.

Progress bar



Bill information

Status: 02/19/2025 - From printer. May be acted upon on or after March 21.

Summary: Would enact the Affordable Housing Bond Act of 2026, which, if adopted, would authorize the issuance of bonds in the amount of \$10,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds would be used to finance programs to fund affordable rental housing and home ownership programs, including, among others, the Multifamily Housing Program, the CalHome Program, and the Joe Serna, Jr. Farmworker Housing Grant Program. (Based on 02/18/2025 text)

Location: 02/18/2025 - Senate RLS.

Current Text: 02/18/2025 - Introduced

SB 419

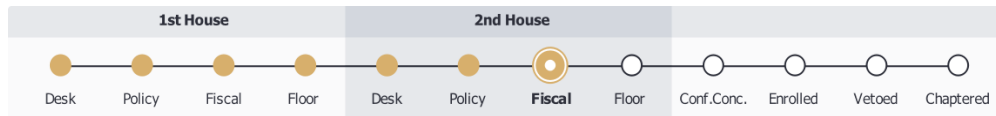
Caballero, D

HTML

PDF

Hydrogen fuel.

Progress bar



Bill information

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: Current state sales and use tax laws impose a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state. This bill would, on and after July 1, 2026, provide an exemption from the taxes imposed by the Sales and Use Tax Law for the gross receipts from the sale in this state of, and the storage, use, or other consumption in this state of, hydrogen fuel, as defined. (Based on 06/23/2025 text)

Location: 08/20/2025 - Assembly APPR.
SUSPENSE FILE

Current Text: 06/23/2025 - Amended

Last Amend: 06/23/2025

SB 445

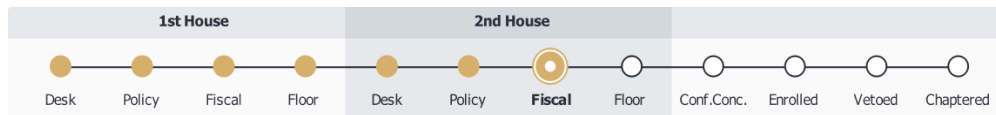
Wiener, D

HTML

PDF

High-speed rail: third-party agreements, permits, and approvals: regulations.

Progress bar



Bill information

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: Current law creates the High-Speed Rail Authority Office of the Inspector General (office) and authorizes the High-Speed Rail Authority Inspector General (inspector general) to initiate an audit or review regarding oversight related to delivery of the high-speed rail project undertaken by the authority and the selection and oversight of contractors related to that project. Current law requires the inspector general to submit annual reports to the Legislature and Governor regarding its findings. This bill would require the authority, on or before July 1, 2026, to develop and adopt internal rules, as defined, setting forth standards and timelines for the authority to engage utilities to ensure coordination and cooperation in relocating utility infrastructure or otherwise resolving utility conflicts affecting the delivery of the high-speed rail project. The bill would require the authority to ensure that the internal rules, among other things, identify the circumstances under which the authority would be required seek to enter into a cooperative agreement with a utility

that, where relevant, identifies who is responsible for specific utility relocations, as specified. (Based on 07/17/2025 text)

Location:	08/20/2025 - Assembly APPR. SUSPENSE FILE	Current Text:	07/17/2025 - Amended
		Last Amend:	07/17/2025

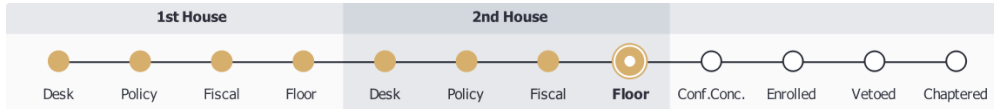
SB 486

Cabaldon, D

[HTML](#)[PDF](#)

Regional housing: public postsecondary education: changes in enrollment levels: California Environmental Quality Act.

Progress bar



Bill information

Status: 08/21/2025 - Read second time. Ordered to third reading.

Summary: Current law requires certain transportation planning agencies to prepare and adopt regional transportation plans directed at achieving a coordinated and balanced regional transportation system. Current law requires each regional transportation plan to include a sustainable communities strategy prepared by each metropolitan planning organization in order to, among other things, identify areas within the region sufficient to house all the population of the region, including all economic segments of the population, over the course of the planning period of the regional transportation plan taking into account net migration into the region, population growth, household formation, and employment growth. This bill would require the sustainable communities strategy, in identifying areas within the region sufficient to house all the population of the region, to also take into account changes in enrollment levels at institutions of public higher education, as defined. (Based on 07/17/2025 text)

Location:	08/21/2025 - Assembly THIRD READING	Current Text:	07/17/2025 - Amended
		Last Amend:	07/17/2025

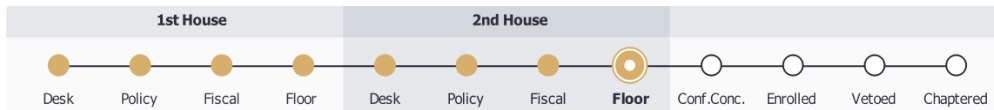
SB 489

Arreguín, D

[HTML](#)[PDF](#)

Local agency formation commissions: written policies and procedures: Permit Streamlining Act: housing development projects.

Progress bar



Bill information

Status: 08/26/2025 - Read third time and amended. Ordered to third reading.

Summary: The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 governs the procedures for the formation and change of organization of cities and special districts and establishes a local agency formation commission in each county consisting of members appointed as provided. The act expresses the intent of the Legislature that each local agency formation commission, by January 1, 2002, establish written policies and procedures and exercise its powers in a way that encourages and provides planned, well-ordered, efficient urban development patterns, as specified. The act requires these written policies and procedures to include forms to be used for various submittals to the commission, as provided. The act requires each commission to provide access to notices

and other information to the public on an internet website, as specified, including notice of all public hearings and commission meetings. This bill would require that each local agency formation commission establish the written policies and procedures described above. The bill would require that the written policies and procedures include any forms necessary for a complete application to the commission concerning a proposed change of organization or reorganization. (Based on 08/26/2025 text)

Location: 08/25/2025 - Assembly THIRD READING
Current Text: 08/26/2025 - Amended
Last Amend: 08/26/2025

SB 492

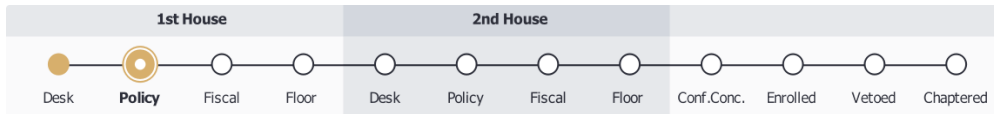
Menjivar, D

HTML

PDF

Youth Housing Bond Act of 2025.

Progress bar



Bill information

Status: 02/20/2025 - From printer. May be acted upon on or after March 22.

Summary: Would enact the Youth Housing Bond Act of 2025 (bond act), which, if adopted, would authorize the issuance of bonds in the amount of \$_____ pursuant to the State General Obligation Bond Law to finance the Youth Housing Program, established as part of the bond act. The bill, as a part of the program, would require the Department of Housing and Community Development to make awards to local agencies, nonprofit organizations, and joint ventures for the purpose of acquiring, renovating, constructing, and purchasing equipment for youth centers or youth housing, as those terms are defined. This bill would provide for submission of the bond act to the voters at the November 3, 2026, statewide general election in accordance with specified law. (Based on 02/19/2025 text)

Location: 02/19/2025 - Senate RLS.
Current Text: 02/19/2025 - Introduced

SB 506

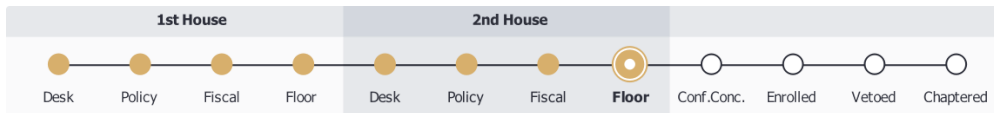
Committee on Transportation

HTML

PDF

Transportation: omnibus bill.

Progress bar



Bill information

Status: 08/21/2025 - Read second time. Ordered to consent calendar.

Summary: Current law establishes the Tri-Valley-San Joaquin Valley Regional Rail Authority for purposes of planning, developing, and delivering cost-effective and responsive transit connectivity between the Bay Area Rapid Transit District's rapid transit system and the Altamont Corridor Express commuter rail service in the Tri-Valley that meets the goals and objectives of the community, as specified. Current law requires the authority's governing board to be composed of 15 representatives. The bill would replace the Mountain House Community Services District with the City of Mountain House on the authority's governing board. (Based on 06/05/2025 text)

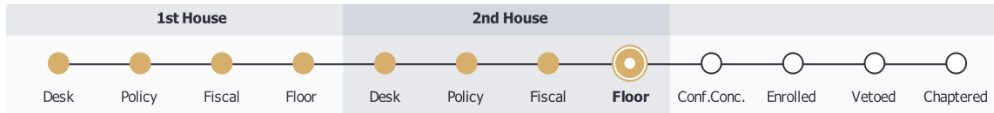
Location: 08/20/2025 - Assembly CONSENT CALENDAR
Current Text: 06/05/2025 - Amended
Last Amend: 06/05/2025

SB 512

Pérez, D

HTML

PDF

District elections: initiatives.**Progress bar****Bill information****Status:** 08/21/2025 - Read second time. Ordered to third reading.

Summary: Current law prescribes the procedures by which a proposed ordinance may be submitted to the governing board of a district by an initiative measure. These procedures do not apply to specified districts, including a district formed under a law that does not provide a procedure for elections. This bill would authorize the voters of any district that has authority to impose a transactions and use tax for transportation purposes to impose a retail transactions and use tax by an initiative measure. The bill would prohibit the initiative tax from exceeding the maximum authorized rate for a tax imposed by an ordinance enacted by the governing body of the district, and the bill would require the initiative measure to contain all spending limitations and substantive accountability standards applicable to a tax imposed by an ordinance enacted by the governing body. (Based on 07/17/2025 text)

Location: 08/21/2025 - Assembly THIRD READING

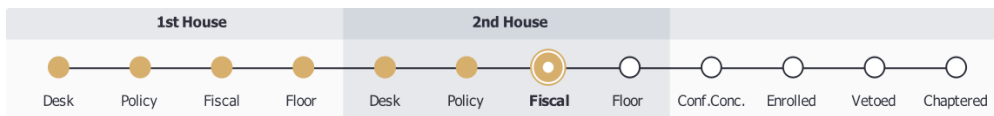
Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

SB 647

Hurtado, D

HTML

PDF

Energy: Equitable Building Decarbonization Program: Low-Income Oversight Board: membership: performance metrics.**Progress bar****Bill information****Status:** 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: Current law requires the State Energy Resources Conservation and Development Commission (Energy Commission) to establish the Equitable Building Decarbonization Program that includes the direct install program and the statewide incentive program for low-carbon building technologies, as provided. This bill would require the Energy Commission to establish a mechanism to notify applicants to the Equitable Building Decarbonization Program that they may also be eligible for building energy efficiency and decarbonization incentives authorized by the Public Utilities Commission (PUC). (Based on 07/14/2025 text)

Location: 08/20/2025 - Assembly APPR. SUSPENSE FILE

Current Text: 07/14/2025 - Amended
Last Amend: 07/14/2025

SB 707

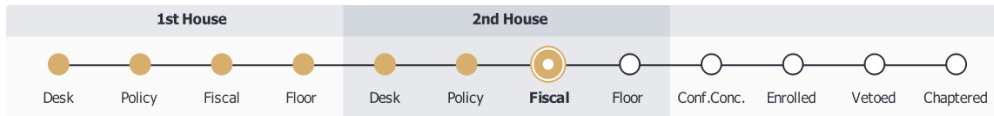
Durazo, D

HTML

PDF

Open meetings: meeting and teleconference requirements.

Progress bar



Bill information

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: (1)Existing law, the Ralph M. Brown Act, requires, with specified exceptions, that all meetings of a legislative body, as defined, of a local agency be open and public and that all persons be permitted to attend and participate. This bill would, until January 1, 2030, require an eligible legislative body, as defined, to comply with additional meeting requirements, including that, except as specified, all open and public meetings include an opportunity for members of the public to attend via a 2-way telephonic service or a 2-way audiovisual platform, as defined, and that the eligible legislative body take specified actions to encourage residents to participate in public meetings, as specified. (Based on 07/17/2025 text)

Location: 08/20/2025 - Assembly APPR.
SUSPENSE FILE

Current Text: 07/17/2025 - Amended
Last Amend: 07/17/2025

SB 726

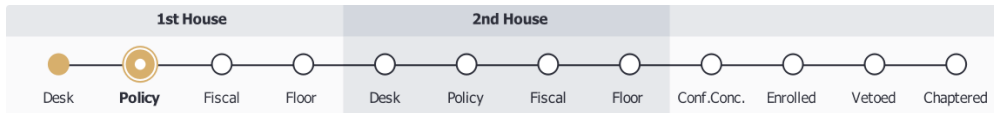
Gonzalez, D

HTML

PDF

Public resources: state parks: Outdoor Equity Grants Program: applicants.

Progress bar



Bill information

Status: 03/12/2025 - Referred to Com. on RLS.

Summary: Current law requires the Outdoor Equity Grants Program to award grants to public organizations, including local governments and local educational agencies, joint power authorities, open-space authorities, regional open-space districts, other relevant public agencies or nonprofit organizations, as specified. Current law requires the Department of Parks and Recreation to gather information on applications following each award year to evaluate the effectiveness of outdoor environmental education programs in achieving the objectives of the grant program. This bill would make a nonsubstantive change to this provision. (Based on 02/21/2025 text)

Location: 02/21/2025 - Senate RLS.

Current Text: 02/21/2025 - Introduced

SB 752

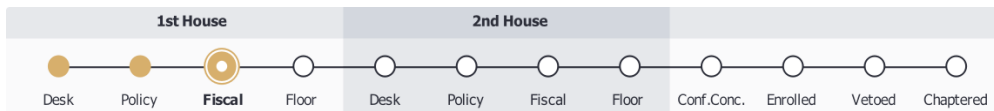
Richardson, D

HTML

PDF

Sales and use taxes: exemptions: California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: transit buses.

Progress bar



Bill information

Status: 05/23/2025 - May 23 hearing: Held in committee and under submission.

Summary:

Existing state sales and use tax laws impose a tax on retailers measured by the gross receipts from the sale of tangible personal property sold at retail in this state or on the storage, use, or other consumption in this state of tangible personal property purchased from a retailer for storage, use, or other consumption in this state. The Sales and Use Tax Law provides various exemptions from those taxes, including, until January 1, 2026, an exemption from those taxes with respect to the sale in this state of, and the storage, use, or other consumption in this state of, specified zero-emission technology transit buses sold to specified public agencies that are eligible for specified incentives from the State Air Resources Board. This bill would extend the exemption for specified zero-emission technology transit buses until January 1, 2028. This bill contains other related provisions. (Based on 02/21/2025 text)

Location:

05/19/2025 - Senate APPR.
SUSPENSE FILE

Current Text:

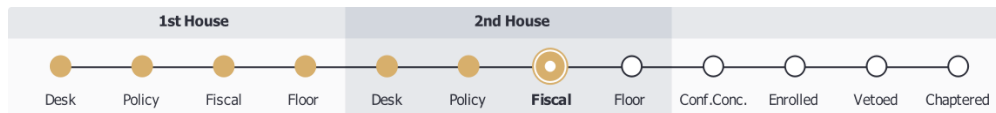
02/21/2025 - Introduced

SB 772

Cabaldon, D

HTML

PDF

Infill Infrastructure Grant Program of 2019: applications: eligibility.**Progress bar****Bill information****Status:**

08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary:

Existing law establishes the Infill Infrastructure Grant Program of 2019 (program), which requires the Department of Housing and Community Development, upon appropriation of funds by the Legislature, to establish and administer a grant program to allocate those funds to eligible applicants to fund capital improvement projects that are an integral part of, or necessary to facilitate the development of, a qualifying infill project, qualifying infill area, or catalytic qualifying infill area. Existing law requires the department to administer a specified competitive application process for capital improvement projects for large jurisdictions, as defined. For these purposes, existing law defines a qualifying infill project to include a residential or mixed-use residential project located within an urbanized area on a vacant site where at least 75% of the perimeter of the site adjoins parcels that are developed with urban uses. This bill would expand the definition of qualifying infill project to include a residential or mixed-use residential project located within an urbanized area on a vacant site where at least 75% of the perimeter of the site adjoins parcels that have been previously developed with urban uses. (Based on 07/17/2025 text)

Location:

08/20/2025 - Assembly APPR.
SUSPENSE FILE

Current Text:

07/17/2025 - Amended

Last Amend:

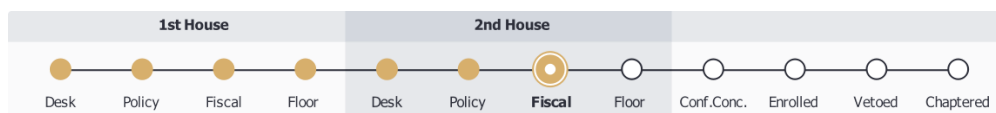
07/17/2025

SB 786

Arreguín, D

HTML

PDF

Planning and zoning: general plan: judicial challenges.**Progress bar****Bill information****Status:**

08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary:

The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city, and of certain land outside its boundaries, and requires the general plan to contain specified mandatory elements. Current law specifies that these provisions generally do not apply to a charter city but requires a charter city to adopt a general plan that contains the mandatory elements, among other things. Current law prescribes a process to challenge the validity of a general plan. Current law requires a petitioner to request a hearing or trial, as specified. Current law requires a court to set a date for the hearing or trial to be heard no later than 120 days after the filing of the request, as specified. Current law authorizes a court to continue for a reasonable time the date of the hearing or trial upon written motion and finding of good cause. Current law requires a court to grant the petitioner temporary relief if the court grants a continuance to a respondent, as specified. This bill would apply to the above-described process to challenge the validity of a general plan to a charter city and state that this is declaratory of current law. The bill would limit the period for which a court may continue a trial or hearing, as described above, to no more than 60 days and would additionally authorize a court to grant a continuance on the court's own motion. The bill would extend the requirement that a court grant temporary relief, as described above, in any instance in which the court orders a continuance, rather than only if the court grants a continuance to a respondent. (Based on 05/01/2025 text)

Location:

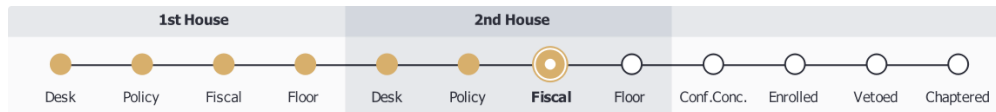
08/20/2025 - Assembly APPR.
SUSPENSE FILE

Current Text:

05/01/2025 - Amended

Last Amend:

05/01/2025

[SB 800](#)
[Reyes, D](#)
[HTML](#)
[PDF](#)
State overpasses: suicide prevention.**Progress bar****Bill information****Status:**

08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary:

Would require the Department of Transportation, in consultation with affected local governments, to assess and determine appropriate mitigation measures to help prevent suicides on locally owned overpasses that cross over state highways, as specified. The bill would require the department to consult with the Office of Suicide Prevention on how to prioritize implementation of the mitigation measures. The bill would require the department to submit a report to the Legislature regarding its findings, as specified. (Based on 07/09/2025 text)

Location:

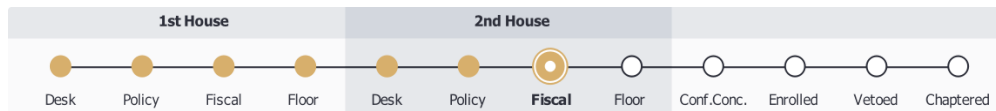
08/20/2025 - Assembly APPR.
SUSPENSE FILE

Current Text:

07/09/2025 - Amended

Last Amend:

07/09/2025

[SB 827](#)
[Gonzalez, D](#)
[HTML](#)
[PDF](#)
Local agency officials: training.**Progress bar****Bill information**

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: Existing law imposes ethics training on specified local agency officials. Existing law requires each training to be 2 hours and requires the officials to receive each training every 2 years, and as described otherwise, with the first training within one year of commencing service. Existing law requires the local agency to maintain records of the trainings, as prescribed. This bill would expand which local agency officials are required to complete the above-described ethics training to include department heads, or other similar administrative officers, and would instead require officials who commence service on or after January 1, 2026, to receive their initial training within 6 months of commencing service. The bill would require the local agency to publish the training records on its internet website, as specified. This bill contains other related provisions and other existing laws. (Based on 05/12/2025 text)

Location: 08/20/2025 - Assembly APPR. SUSPENSE FILE

Current Text: 05/12/2025 - Amended

Last Amend: 05/12/2025

SB 840

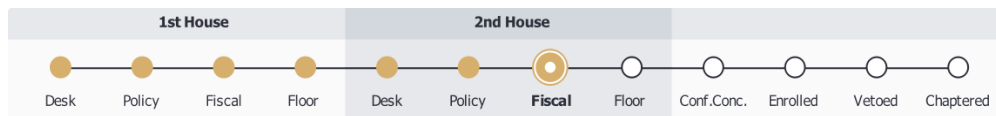
Limón, D

HTML

PDF

Greenhouse gases: report.

Progress bar



Bill information

Status: 08/20/2025 - August 20 set for first hearing. Placed on APPR. suspense file.

Summary: The California Global Warming Solutions Act of 2006 requires the State Air Resources Board, in adopting rules and regulations to achieve the maximum technologically feasible and cost-effective greenhouse gas emissions reductions to ensure that the statewide greenhouse gas emissions are reduced to at least 40% below the 1990 levels no later than December 31, 2030. The act requires the Legislative Analyst's Office, until January 1, 2030, to annually submit to the Legislature a report on the economic impacts and benefits of those greenhouse gas emissions reduction targets. The act, until January 1, 2031, establishes the Independent Emissions Market Advisory Committee and requires the committee to annually report to the state board and the Joint Legislative Committee on Climate Change Policies on the environmental and economic performance of the regulations establishing the market-based compliance mechanism and other relevant climate change policies. This bill would extend indefinitely the requirement for the Legislative Analyst's Office to annually submit to the Legislature the report on the economic impacts and benefits of those greenhouse gas emissions targets. The bill would require the committee, at a public hearing, to review the annual report by the Legislative Analyst's Office. (Based on 03/26/2025 text)

Location: 08/20/2025 - Assembly APPR. SUSPENSE FILE

Current Text: 03/26/2025 - Amended

Last Amend: 03/26/2025

Total Measures: 85

Total Tracking Forms: 107

Minute Action

AGENDA ITEM: 24

Date: *October 1, 2025*

Subject:

Federal Legislative Update

Recommendation:

Receive and file the September 2025 Federal Legislative Update relating to the following:

- Transportation; and
- Council of Governments.

Background:

San Bernardino County Transportation Authority Legislative Affairs staff, along with a representative from federal advocates, Potomac Partners DC, LLC, updated the Legislative Policy Committee on September 10, 2025, on the Fiscal Year 2026 appropriations process, as well as agency input on the reauthorization of the Surface Transportation Act.

Fiscal Year 2026 Appropriations Process

Congress returned from their summer recess on September 2, 2025, and will face mounting challenges to advance the 12 appropriations bills before the September 30, 2025, deadline. The House has drafted a package closer to President Trump's skinny budget request, while the Senate has pursued a more bipartisan, moderate approach. Given the delay, at least a short-term Continuing Resolution (CR) is almost certain.

Notably, there is increasing momentum to include Congressionally Directed Spending (earmarks) in any CR this year, which is an important development since earmarks have historically been excluded.

Congressman Pete Aguilar included a \$2 million Community Project Funding Request for San Bernardino County Transportation Authority for the Highland-Redlands Regional Gap Connector Project.

Executive Branch Updates

- **Internal Revenue Service (IRS) Energy Tax Credit Guidance:** On August 15, 2025, the IRS issued initial guidance implementing provisions of the One Big Beautiful Bill Act, phasing out key wind and solar tax credits beginning July 2025. The President's accompanying Executive Order 14315 directs the Treasury to apply strict limits, reducing project eligibility. The IRS will host office hours on September 17, 2025, to address questions on elective pay and transferability.
- **Commerce Tariffs on Steel and Aluminum:** The Department of Commerce added 407 new product categories subject to a 50% tariff on steel and aluminum content. Affected products include home appliances, furniture, electric vehicle motors, wind turbines, and even smaller goods such as aerosol cans.

Department of Transportation

- **Marc Molinaro Sworn in as Federal Transit Administration (FTA) Administrator:**
In August, Mr. Molinaro was sworn in to lead the FTA. His confirmation provides
Entity: San Bernardino Council of Governments, San Bernardino County Transportation Authority

stability and leadership at a critical time for transit agencies navigating Infrastructure Investment and Jobs Act implementation, and CR negotiations and transit funding.

- **Transportation Secretary Sean Duffy Cancels California High-Speed Rail-Related Projects:** On August 26, 2025, Secretary Duffy announced that the Federal Railroad Administration (FRA) is withdrawing funding for four projects linked to California’s High-Speed Rail program, totaling \$175 million. The cancellations include the Le Grand Overcrossing (\$89.6M), Southern San Jose Grade Separations (\$7.5M), Downtown Rail Extension Final Design (\$24.6M), and the Madera Station Project (\$54.5M).
 - This follows FRA’s July 2025, decision to terminate \$4 billion in grants to the California High-Speed Rail Authority (CHSRA) after a critical report found CHSRA unlikely to complete the Merced–Bakersfield line by 2033.
 - Secretary Duffy signaled FRA will continue reviewing all obligated grants tied to the project, reiterating his commitment to redirect resources toward “well-managed” transportation investments.
- **Enforcement of English Language Requirements for Commercial Drivers:** Also on August 26, 2025, Secretary Duffy announced that the states of California, Washington, and New Mexico will lose Federal Motor Carrier Safety Assistance Program funds unless they comply with English Language Proficiency (ELP) enforcement standards for commercial drivers.
 - States have 30 days to demonstrate compliance before losing up to 100% of their federal safety funding.
 - A Federal Motor Carrier Safety Administration investigation found that California, Washington, and New Mexico routinely failed to place out-of-service drivers with ELP violations, including honoring out-of-state citations.
 - Secretary Duffy tied the announcement to broader road safety concerns, citing a recent fatal crash in Florida and stressing that states cannot selectively ignore federal safety rules.

Financial Impact:

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

Reviewed By:

This item was received by the Legislative Policy Committee on September 10, 2025.

Responsible Staff:

Otis Greer, Deputy Executive Director

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Minute Action

AGENDA ITEM: 25

Date: *October 1, 2025*

Subject:

Resolution No. 26-006 Regarding VMT Mitigation Costs

Recommendation:

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

Adopt Resolution No. 26-006 regarding the need for the State of California to study and address the impacts of Vehicle Miles Traveled Mitigation on transportation projects and housing developments.

Background:

California's Vehicle Miles Traveled (VMT) Mitigation framework, established through Senate Bill (SB) 743 and subsequent state guidance, shifted the focus of transportation impact analysis from vehicle delay or Level of Service to reductions in miles driven or VMT. While intended to be a mechanism designed to assist in reducing greenhouse gas emissions, VMT Mitigation requirements have created significant challenges for local agencies, like San Bernardino County Transportation Authority (SBCTA).

Implementing VMT Mitigation can substantially increase project costs, adding millions of dollars to transportation improvements that are already facing constrained funding. Unlike traditional mitigation measures, VMT strategies are frequently off-site, difficult to monitor, and can divert resources away from critical congestion relief and safety projects.

For these reasons, the SBCTA/San Bernardino Council of Governments (SBCOG) Board urges the California Legislature to conduct a thorough examination and analysis of the costs associated with implementing VMT Mitigation, as well as the impacts on critical funding sources, such as SB 1.

Financial Impact:

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

Reviewed By:

This item was reviewed and unanimously recommended for approval by the Legislative Policy Committee on September 10, 2025. SBCTA General Counsel has reviewed this item and the draft resolution.

Responsible Staff:

Otis Greer, Deputy Executive Director

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

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

RESOLUTION NO. 26-006**A RESOLUTION OF THE SAN BERNARDINO COUNTY TRANSPORTATION
AUTHORITY (SBCTA) AND SAN BERNARDINO COUNCIL OF GOVERNMENTS
(SBCOG) CALLING ON THE CALIFORNIA STATE LEGISLATURE TO STUDY AND
ADDRESS THE COST OF VMT MITIGATION TO TRANSPORTATION AND HOUSING
DEVELOPMENTS**

WHEREAS, California continues to face a housing affordability crisis, with many working families unable to access attainable housing near jobs, schools, and essential services; and

WHEREAS, California has placed increasing responsibility on local governments to facilitate the development of new housing and transit services to meet the needs of their communities; and

WHEREAS, SBCTA is concerned that the cost of vehicle miles traveled (VMT) mitigation will significantly increase project costs, and increased costs will adversely impact the number of critical transportation projects SBCTA can deliver with the limited funding available for transportation infrastructure and operations; and

WHEREAS, SBCOG supports maximizing the availability of affordable housing and funding for it; and

WHEREAS, the goals of reducing VMT and addressing the state's climate goals must be pursued in a manner that also supports, rather than undermines, the ability of our communities to house their residents; and

WHEREAS, Assembly Bill 130 (2025) establishes a statewide VMT mitigation fund as an option for developers, by which VMT impacts can be mitigated.

NOW, THEREFORE, BE IT RESOLVED THAT THE SBCTA/SBCOG Board urges the California State Legislature to conduct a comprehensive and transparent study of the cost impacts of VMT mitigation on transportation projects and housing developments; and

BE IT FURTHER RESOLVED THAT THE SBCTA/SBCOG Board urges the California State Legislature to ensure that any mitigation funds generated by developments in San Bernardino County be returned to San Bernardino County for the implementation in San Bernardino County; and

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to the Governor of California, the President pro Tempore of the California State Senate, the Speaker of the California State Assembly, and the authors of AB 130.

PASSED AND ADOPTED at a meeting of the Board of Directors of the San Bernardino County Transportation Authority and San Bernardino Council of Governments held on October 1, 2025.

By:

Rick Denison, Board President
San Bernardino County Transportation Authority
San Bernardino Council of Governments

ATTEST:

By:

Marleana Roman, Clerk of the Board
San Bernardino County Transportation Authority
San Bernardino Council of Governments

Attachment B

Public Comments and Letters Received

From: [REDACTED]
To: [clerkoftheboard](#)
Subject: Legislative Policy Committee Meeting 9/10/2025 item 4
Date: Saturday, September 6, 2025 9:50:27 AM

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

Esteemed members of the Legislative Policy Committee,

I am writing to rebut the proposition in item 4 and support the use of Vehicle Miles Traveled (VMT) as the preferred metric for evaluating transportation projects. Our county is a crossroads in many ways, but the residents of the county gain little benefit from those who simply pass through. The previous criteria (Level of Service, LoS) simply measured throughput while VMT helps us prioritize projects that have local benefits. Fast flowing traffic through our cities and towns is a sign of economic value bypassing our communities. I hope that you will see the importance of projects that have value for your constituents and our local communities rather than finding ways for people outside of San Bernardino county to more quickly drive through without adding any value to our local communities. Please reconsider the policy as summarized in agenda item 4 and instead set policies that put benefits to our local communities first.

Thank you for your service,

--

Martín Hoecker-Martínez
[REDACTED]

Attachment: Attachment B Public Comments and Letters (11918 : Resolution No. 26-006 Regarding VMT Mitigation Costs)

Ashley Izard

Subject: RE: BIA Support of Resolution No. 26-006 - Agenda Item 4

From: Carlos Rodriguez <crodriguez@biasc.org>
Sent: Tuesday, September 9, 2025 5:53:43 PM
To: Josh Lee <jlee@gosbcta.com>
Subject: BIA Support of Resolution No. 26-006 - Agenda Item 4

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

Good afternoon Josh,

The BIA Southern California urges the Legislative Policy Committee to support staff recommendation of Agenda Item 4 to adopt Resolution No. 26-006 regarding the need for the State of California to study and address the impacts of Vehicle Miles Traveled Mitigation on transportation projects and housing developments.

Please see the attached and thank you for your consideration.

Best regards,

Carlos



Carlos Rodriguez
Chief Policy Officer

Building Industry Association of Southern California, Inc.

crodriguez@biasc.org

ph: (909) 641-4630

w: biabuild.com

**Mailing Address: 17192 Murphy Ave., #14445,
 Irvine, CA 92623**

Los Angeles/Ventura • Orange County • San Bernardino County • Riverside County • Coachella Valley



THE IMPACT OF VMT FEES ON HOUSING

*Why AB 130 will devastate new home construction
and harm California's working families in need of shelter*

Overview

The State Legislature adopted budget trailer bill, Assembly Bill 130, to advance important reforms to increase the supply of housing, but a little-understood provision (Sections 57 and 58) will allow local governments to impose a new Vehicle Miles Traveled (VMT) fee on new housing units. These new fees operate like taxes on new housing across the state and, while designed to generate revenue to help fund affordable housing projects, will undermine that goal by making new housing even more expensive.

Problem

One study conducted on the use of VMT fees for an affordable housing mitigation fund shows a massive increase in costs paid by first-time homebuyers and renters. The notion that we can subsidize affordable housing by making new housing more expensive only makes all housing more expensive and exacerbates California's housing affordability crisis. Even worse, these fees are mandatory – not optional – for the builder, have no cap to limit or minimize the impact, and, left unchecked, could undermine all of the important reforms in AB 130 designed to increase housing supply.

Solution

We are respectfully asking the State Legislature to repeal Sections 57 and 58 in AB 130 until California policymakers have an opportunity to better study the impacts of adding VMT housing fees to newly constructed homes and apartments.

VMT Housing Fees will Increase Costs and Hurt California's Working Families

- While described as voluntary, Sections 57 and 58 in AB 130 ultimately give local governments and regional lead agencies the sole discretion to impose VMT housing fees without any cap.
- A Caltrans-funded study of VMT housing mitigation programs in the Los Angeles Metropolitan Area found that subsidizing affordable housing with VMT mitigation fees could cost \$16,200 per unit annually for 20 years, totaling \$324,000 per unit and \$2.42 billion in program costs just for 20 LA-area projects.
- A new 20-year \$324,000 VMT housing fee, as studied in Los Angeles, will push the goal of homeownership out of reach for 818,000 households, particularly harming communities of color and working families.
- Renters will be hurt too. Imposing a VMT tax on new apartment construction of \$16,200 per unit will drive up monthly rents by \$1,350 — a stunning 48% increase over the state's median rent.
- State and local mandates already add \$197,000 to the cost of a new home in California, including existing transportation-related VMT fees, and this new VMT housing fee would drive prices even higher.
- Many housing projects operate on razor-thin margins; new VMT housing fees could make them financially infeasible and kill the good-paying jobs that come from new construction.

The new VMT Housing fees included in Sections 57 and 58 of AB 130 will only make new housing more expensive. As a little-understood provision, it warrants further study before implementation as it risks undermining all of the Legislature's recent important reforms designed to increase housing production and supply.

We respectfully urge the State Legislature to act now by repealing Sections 57 and 58 in AB 130 until the state has an opportunity to better study the impacts of adding VMT housing fees to newly constructed homes and apartments.

REPEAL THE NEW TAX ON HOUSING

PROTECT HOUSING, JOBS, AND TAXPAYERS

OVERVIEW

Buried deep inside a state budget bill is a little-understood provision that allows local governments to impose Vehicle Miles Traveled (VMT) fees that operate like taxes on new housing across the state. These new VMT housing taxes could not come at a worse time with Californians struggling with the highest cost-of-living in the nation and a housing affordability crisis for both renters and homeowners.

Sections 57 and 58 were hidden deep inside AB 130, starting on page 137, to give local governments and regional lead agencies the sole option to impose VMT taxes on builders, new homeowners, and renters. The impacts of these new taxes are massive according to a study conducted on VMT housing taxes by Caltrans. In the Los Angeles Metropolitan Area, these new VMT housing taxes could be \$16,200 per unit annually for 20 years. That's a massive \$324,000 tax on new single-family homes and apartment units — the equivalent of placing a \$2.00 tax on every mile driven over the government set driving limit.

These obscure and hidden taxes will impact the overwhelming majority of new housing in California and undermine important housing reforms designed to increase supply, and they will stall housing construction, harm job creation and worsen California's affordability crisis.

THE FACTS

A Hidden Tax That Drives Up Housing Costs

AB 130 creates a new VMT housing mitigation program that taxes new single-family homes and apartments — raising the cost of new construction without delivering local benefits.

- A Caltrans-funded study found that subsidizing affordable housing with **VMT mitigation taxes could cost \$324,000 per unit**, with \$2.42 billion in total program costs and \$364 million in administrative overhead — just for 20 LA-area projects.
- State and local mandates already **add \$197,000 to the price of new homes** in California and this new VMT housing tax would cause new home prices to skyrocket even further.
- While described as voluntary, AB 130 ultimately gives the sole discretion to impose these VMT housing taxes to local governments and regional lead agencies — giving builders, **first-time homebuyers, and renters no say** over whether or at what level to impose these taxes.
- There is **no cap on how high these VMT housing taxes** can go, creating uncertainty that stalls investment in new housing.
- These VMT housing taxes will impact new housing production throughout the state, and costs will **ultimately be passed on to renters and first-time home buyers**, making it harder to reach California's housing goals.

Hurts Working Families and Communities of Color

Although there were some very positive housing reforms contained in AB 130, rather than improving affordability, Sections 57 and 58, add costs that harm low-income and working families — especially in communities of color.

- The new \$324,000 VMT taxes will push the goal of homeownership **out of reach for 818,000 households**.
- **Renters will be hurt too.** Imposing a VMT tax on new apartment construction of \$16,200 per unit will drive up monthly rents by \$1,350 — a stunning 48% increase over the state’s median rent.
- New VMT taxes **don’t guarantee local benefit**; dollars can be funneled into a statewide fund with little accountability or relevance to impacted neighborhoods — so those paying these taxes will see little if any benefit for their payments.
- Additional costs make it harder to deliver housing that Californians can afford and may push builders away from infill or high-need communities — **reducing supply** and driving up market-rate costs even higher.
- The burden of higher costs and fewer homes will fall disproportionately on families already facing **housing insecurity**.

A Threat to Housing Production and Job Creation

This bill adds more risk, red tape, litigation, and cost at a time when California needs more housing — not barriers to building.

- Increasing the cost of new housing to subsidize the state’s affordable housing programs only makes all **housing more expensive**. It means less new homes will be built, and less funding will be available for affordable housing programs. You can’t make housing more expensive and more affordable at the same time.
- Many housing projects already operate on razor-thin margins; new VMT housing taxes could make them **financially infeasible**.
- The VMT taxes, disguised as fees, lack clear standards, CEQA consistency, and legal certainty — **opening the door to litigation and delay**.
- Additional VMT taxes could stall housing projects and **kill the good-paying jobs** that come with them — from construction workers and engineers to suppliers and tradespeople.

Join our growing coalition to repeal the New Housing Tax and protect housing, jobs and taxpayers in California.

Learn more at CAREAboutHousing.com

Minute Action

AGENDA ITEM: 26

Date: *October 1, 2025*

Subject:

San Bernardino Council of Governments Programs and Projects Update

Recommendation:

Receive an update on the San Bernardino Council of Governments Projects and Programs.

Background:

The purpose of this item is to provide an update on the San Bernardino Council of Governments (SBCOG) 5-Year Work Plan. This item will provide a status update on the progress of key projects, programs and activities lead by SBCOG, as outlined in the approved SBCOG 5-Year Work Plan.

Financial Impact:

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

Reviewed By:

This item has not received prior policy committee or technical advisory committee review.

Responsible Staff:

Suzanne Peterson, Council of Governments Manager

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:

Entity: San Bernardino Council of Governments

SBCOG Work Plan and Programs Update



Suzanne Peterson
COG Program Manager

cog
San Bernardino
Council of Governments

Regional Homelessness Strategic Plan

- **Local Investment:** \$750,000
- **Project Overview:** Develop a regional strategy for addressing homelessness and identify and prioritize funding opportunities to support the identified strategies across region.
- **Project Update:** Kick-off anticipated October/November 2025
- **Highlight:** Partnership with San Bernardino County and benefiting all member agencies.



San Bernardino Regional Housing Trust

- **REAP 2.0 / SCAG Awarded:** \$5,000,000 (NOFA Program)
- **Project Overview:** Establish the San Bernardino Regional Housing Trust to create a program that provides gap funding for affordable housing projects and provide funding for two affordable housing projects in the cities of Ontario and Twentynine Palms.
- **Agencies Supported:** All interested member agencies
- **Project Update:** ongoing with support from Ad Hoc and Staff Working Groups to identify funding strategies and program priorities and develop the bylaws and administrative plan and costs.



3

Surplus Lands Toolkit & Pilot Project in Needles

- **REAP 2.0 / SCAG Awarded:** \$720,000 (Housing Infill on Public & Private Lands Program)
- **Project Overview:** Inventory/ analysis of surplus public lands in SB County to identify sites available for residential development. Develop a toolkit to help public agencies ensure compliance with the Surplus Land Act.
- **Agencies Supported:** All member agencies requesting assistance



4

Housing Element Implementation Technical Assistance

- **REAP 2.0 / SCAG Funding Allocated:** \$2,367,317 (Subregional Partnership Program 2.0)
- **Project Overview:** On-demand jurisdictional support for 6th Cycle Housing Element implementation.
- **Agencies Supported:** All member agencies requesting assistance
- **Project Update:** Anticipated approval on projects for 10 member agencies



5

SBCOG 5-year Work Plan Projects

- **Contract executed September 2025**
- **Projects:**
 - Forum
 - Speaker Series
 - Small Business Hub
 - Small Business Certification Program
 - Telling Our Stories
- **Agencies Supported:** All member agencies



6

Emergency Evacuation and Network Resiliency Study

- **Caltrans Awarded:** \$1.5M
- **Project Overview:** Identify transportation network redundancy for resilience, recommend infrastructure adaptations, and conduct evacuation compliance assessments and capacity analysis for Riverside and San Bernardino County, ensuring compliance with SB 99 & AB 747.
- **Agencies Supported:** All member agencies
- **Project Update:** Will be completed in December 2025



7

Emergency Resilience Center Design Study

- **Caltrans Awarded:** \$725,000
- **Project Overview:** Identify up to five areas in San Bernardino County for potential Resilience Centers, develop conceptual designs with micro-grids for emergency power, and assess opportunities for non-capacity enhancements, like micromobility, to improve regional transportation and support evacuation during disasters, with input from member agencies and stakeholders.
- **Agencies Supported:** Select member agencies (high-hazard areas)
- **Project Update:** Kicked off September 2025



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IREN Update



Public Sector

- The first 2 Cash for Kilowatts projects completed.
- Colton Joint Unified & SBCCD @ San Bernardino Valley College totaling \$447,451.56 back to San Bernardino County as the first incentives ever to be paid by I-REN.
- Santa Fe Depot Lighting Project - RFP released Friday (9/5), contract in October, & project completion prior to 2026.

Workforce, Education, & Training

Fellowship

- 24 Fellows placed at 16 host sites begin on October 6th
- 8 site hosts are within SB County
- 2 additional sites and Fellows begin in January 2026

Partnership with Riverside County & San Bernardino County Workforce Development Departments

- Goal is to put 120 individuals through Energy Career Pathways within SB County
- \$1.5 million to match federal Workforce Innovation and Opportunity Act funds



9

Grant Writing and Support

- **Project Overview:**
 - Provides grant writing and technical support to all SBCTA/SBCOG Member Agencies.
 - Align local projects with regional plans to secure funding.
- **Project Update:**
 - **Rural and Tribal Assistance Pilot Program:** Supported Needles and Yucca Valley applications.
 - **MSRC grant application:** Highland Redlands Regional Connector Project.
 - **SS4A Grant:** Supported the Town of Apple Valley and SBCSS applications.
 - **Award:** APA Excellence Award in Transportation for the Long-Range Multimodal Transportation Plan.
- **Planned Activities:** (early 2026, winter)
 - **Implementation Plan rollout:** Framework for Member Agencies to request grant and technical support.
 - **Member Agency Webinar:** Introduce Implementation Plan, review tools, and new grant webpage for open grant opportunities and request for support.



10

Smart County Master Plan Implementation

- **San Bernardino County investment:** \$1,000,000
- **Implementation:**
 - **CAD-to-CAD** program aims to establish a fully integrated and interoperable dispatch system among EMS, regional and local fire and law enforcement, and other agencies.
 - **Remote Connectivity** Concept for Emergency Communications will evaluate cost-effective and secure connectivity solutions to address gaps in cell coverage on San Bernardino highways, ensuring robust emergency access in underserved areas.
 - **Smart Intersections and Corridors**
- **Agencies Supported:** All member agencies
- **Project Update:** Remote Connectivity is ongoing, CAD-to-CAD kicked off in September 2025, and Smart Corridor projects are currently underway.



Minute Action

AGENDA ITEM: 27

Date: *October 1, 2025*

Subject:

Regional Housing Trust Update

Recommendation:

Receive an update on the progress of the San Bernardino Regional Housing Trust implementation.

Background:

On April 5, 2023, the San Bernardino Council of Governments (SBCOG) Board of Directors (Board) approved the establishment of the San Bernardino Regional Housing Trust (SBRHT). This was the result of an extensive amount of study that went into identifying the need for a housing trust, its function, program priorities, and the funding opportunities.

In response to an increasing need for: 1) access to affordable housing across the San Bernardino region; 2) the lack of sufficient funding to produce needed affordable housing (due in part to the dissolution of redevelopment agencies); and 3) an increased interest in solutions to comprehensively address regional housing needs, SBCOG worked with the member agencies to develop a framework for a housing trust for our county.

In 2021, in response to increasing concern around the region's housing shortage, the SBCOG Board of Directors and City/County Managers' Technical Advisory Committee (CCMTAC) formed an Ad Hoc Committee, and staff worked through them to establish the framework and governance structure for a Housing Trust. The Housing Trust Strategic Plan was the fruit of the work, feedback, and guidance of the Ad Hocs and within the document, among other items addressed, was the recommendation to establish a separate Joint Powers Authority (JPA) made up of member agencies with a non-profit partner that would enable the SBRHT to solicit and accept private donations. It was further recommended that SBCOG administer the SBRHT to utilize the existing SBCTA/SBCOG staff resources and expertise related to the pursuit of regional grant funds, and to better connect housing with transportation efforts on a regional scale.

Staff has worked extensively with the Ad Hoc Committees since January 2022 to prepare material that can be used in the formation of the SBRHT. Through the collaborative nature of the work, staff has developed a framework, structure, and pathway for the potential creation of a new JPA that will be its own separate legal entity, to be known as the San Bernardino Regional Housing Trust (SBRHT).

The SBRHT's purpose and vision are "To attract significant funding and affordable housing development interest into the San Bernardino region." The goals of the SBRHT are to:

- Attract affordable housing developers
- Increase/preserve the region's affordable housing supply
- Increase equitable access to community resources
- Provide financial relief for vulnerable and cost-burdened households
- Protect against displacement, overcrowding, and poor housing conditions

Entity: San Bernardino Council of Governments

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These goals will be achieved through the prioritized SBRHT activities established by the new JPA. Based on the feedback received from the CCMTAC Ad Hoc and SBCOG member jurisdictions, and concurred with by the CCMTAC so far, the activities include:

- Gap financing for housing development
- Land banking for member jurisdictions
- Local housing program funding and technical support
- Housing preservation or rehabilitation
- Funding for partner Non-Government Organizations
- Housing and services for those experiencing homelessness

In order to implement the programs identified, research has been completed on key funding opportunities, which include:

- Grant funding pursuits
- Local agency level revolving loan funds
- Nonprofit component
- Vehicle Miles Traveled (VMT) Mitigation Bank

On September 7, 2022, the SBCTA/SBCOG Board authorized staff to submit a Regional Early Action Planning (REAP 2.0) grant application that included a proposal to establish a Housing Trust in the County of San Bernardino. Staff submitted the REAP 2.0 application by the December 31, 2022 deadline. Subsequently, as requested by Housing and Community Development (HCD), the Board adopted a formal resolution to submit the application. These funds were awarded and are the source used to implement the Housing Trust.

In order to get a sense of how many jurisdictions will be participating in the SBRHT; SBCOG requested Letters of Intent from interested jurisdictions. This has enabled staff to prepare for implementation of the JPA, finalize the grant application to Southern California Association of Governments (SCAG), identify cost allocation, and begin to prepare a list of project priorities. As of the submission of this item and since October 2022, SBCOG has received letters of intent to participate from 19 jurisdictions:

• City of Adelanto	• City of Rancho Cucamonga
• City of Barstow	• City of Redlands
• City of Big Bear Lake	• City of Rialto
• City of Chino	• City of San Bernardino
• City of Chino Hills	• City of Twentynine Palms
• City of Colton	• City of Upland
• City of Fontana	• City of Yucaipa
• City of Montclair	• Town of Yucca Valley
• City of Needles	• County of San Bernardino
• City of Ontario	

Looking Ahead:

Since the award of the REAP 2.0 funds and the execution of the Memorandum of Understanding (MOU) with SCAG in April 2025, SBCOG has been moving the SBRHT forward. Staff have been working through the Board Housing Trust Ad Hoc Committee, an advisory committee of staff, and a CCMTAC Ad Hoc Committee to provide feedback and recommendations as we work

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Page 3

through the JPA agreement, data studies, and the funding recommendations and implementation strategy. SBCOG has also established an internal staff committee to guide the process and provide feedback and direction on agreement language, policy issues, and operations.

Once the SBRHT Board is established there will be a series of governance and policy decisions that will need to be considered, including awarding the \$3.7 million in REAP 2.0 funds to the two projects approved by SCAG at the time of grant application. They are \$2.4 million for the City of Ontario Vista Verde Housing Project and \$1.3 million for the City of Twentynine Palms Joshua Tree Family Apartments Project.

The JPA language will be available for agency review and comment as of the presentation of this item to the Board, and the goal is to begin adoption of the JPA and establishment of the governance board in early 2026.

The cost to administer the trust, as well as the look ahead for full implementation, will be provided in the PowerPoint presentation.

Financial Impact:

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

Reviewed By:

This item has not received prior policy committee or technical advisory committee review. Information in this item was reviewed by the Housing Trust Ad Hoc Committee on September 11, 2025.

Responsible Staff:

Monique Reza-Arellano, Director of Council of Governments

Approved
Board of Directors
Date: October 1, 2025

Witnessed By:



**SAN BERNARDINO
REGIONAL HOUSING TRUST**

Regional Housing Trust Fund

San Bernardino Region

SBCOG BOARD

OCTOBER 1, 2025

01

Project Overview



**SAN BERNARDINO
REGIONAL HOUSING TRUST**

Work Completed To-Date

White Paper

Strategic Plan

- Updated Needs Assessment
- Updated gap financing analysis

Robust Outreach and Engagement

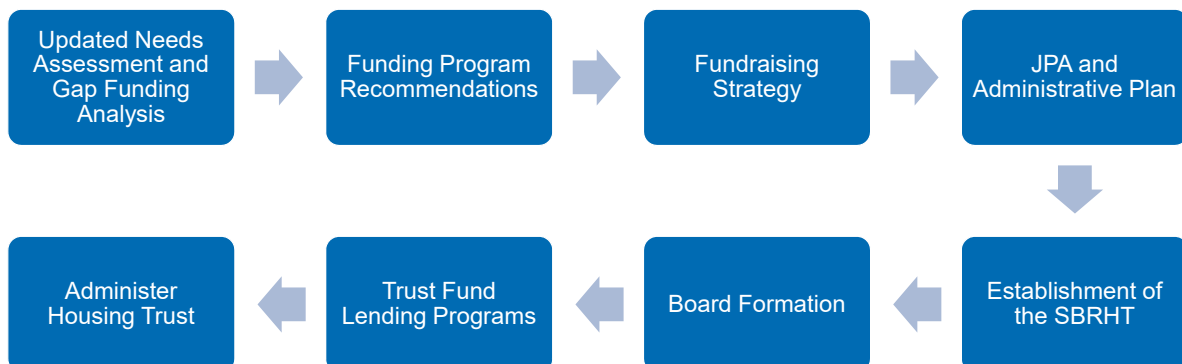
- Outreach to all member jurisdictions
- Interviews with outside organizations
- Presentations to SBCOG Board, City/County Managers, and Planning Directors

SBCOG Board Authorization to establish the San Bernardino Regional Housing Trust (SBRHT)

- If all jurisdictions participate, we can amend the existing JPA
- If only some jurisdictions participate, we can establish a new JPA

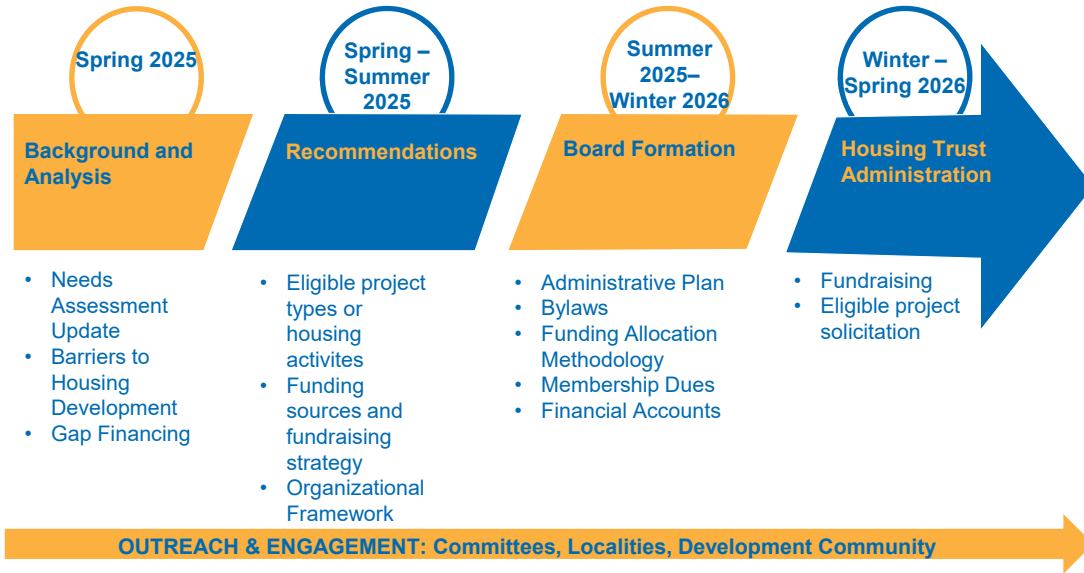
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Analysis, Recommendations, and Implementation



4

Timeline



5

Needs Assessment Overview

2019 to 2023	- Home sale prices increased by 52% - Rents Increased by 26% - Median Income increased 36%	
Income Compared to Housing	- Average of 28% of total income 28% of Homeowners – more than 30% 52% of Renters – more than 30% 81% of ELI households – more than 50%	
Access to Affordable Housing	More than 60k very low- and extremely low-income households in the region do not have access to affordable housing	

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02

Financing for Affordable Housing

The complex world of affordable housing



Market Rate vs. Affordable Housing

Market Based

- Set according to market demand
- Investment via private entities
- Development driven by economic incentives



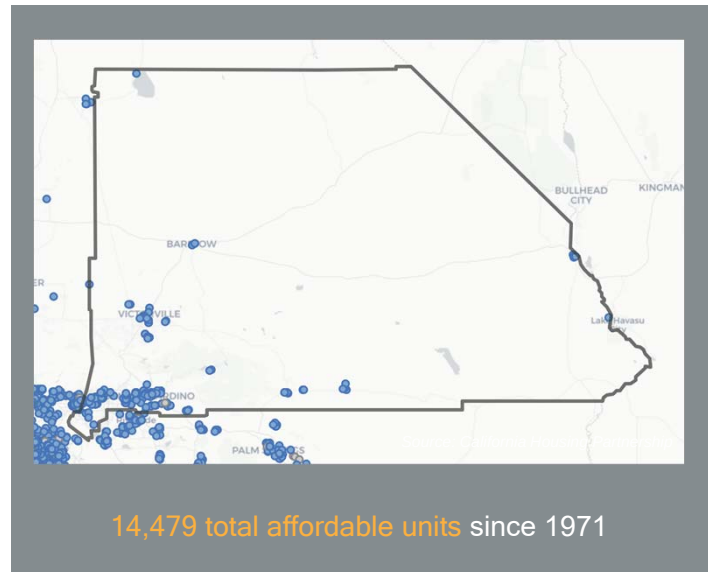
Affordable

- Set by regulation
 - i.e. density bonus, inclusionary, or other regulation
- Serves a policy goal
- Development driven by public good



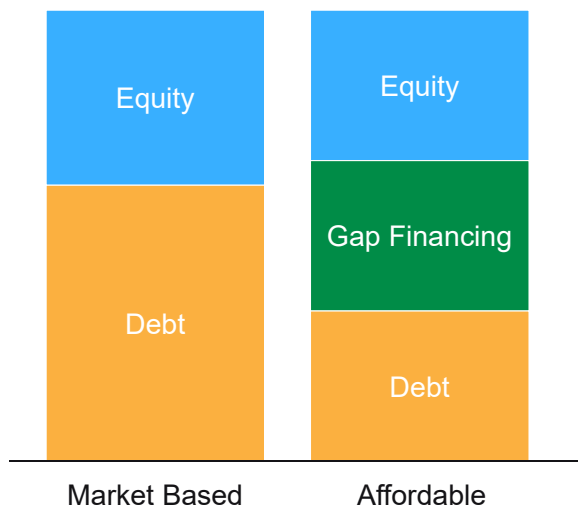
Affordable Housing Developments in San Bernardino County

- In San Bernardino County, there have been about 15,000 affordable homes built or preserved since 1971
- This is approximately 2%, of the County's roughly 700,000 homes
- Pressing need for more affordable housing as the population continues to grow
- More than 60k very low- and extremely low-income households in the region do not have access to affordable housing



9

How Market Based and Affordable Housing are Financed



- Low Income Housing Tax Credits are a primary source of equity for affordable housing
- Gap financing can help close the gap between debt and equity, making projects more competitive for LIHTC (i.e. housing trust)
- Projects always have a funding gap and need additional funding
- Local contributions make projects more competitive for state and federal funds
- From 2020-2025 8 projects in San Bernardino were awarded LIHTC compared to 53 in Riverside

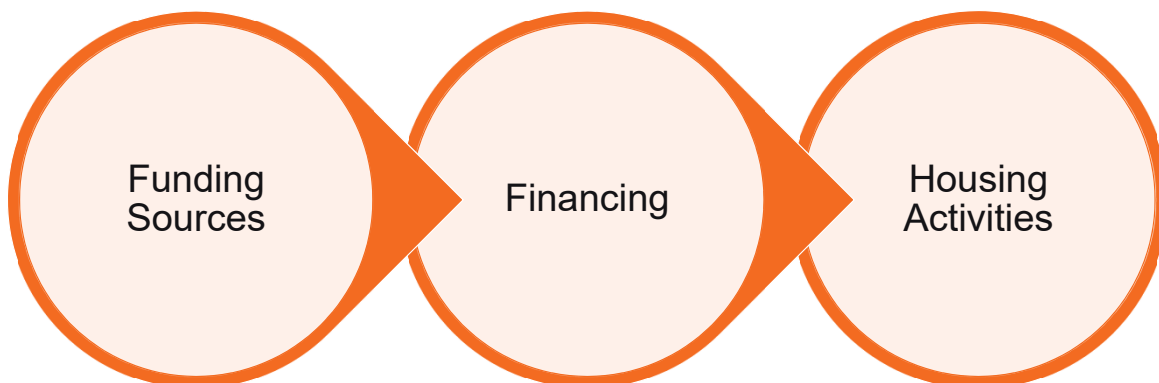
10

03

Funding Program Overview



Funding Program Terminology



- Funding the Trust
- Local Revenues, State and Federal Sources, Private and Philanthropic Contributions

- Grants, Loans, and Soft Loans
- Soft loans are paid back only once the project is profitable

- Affordable Housing Construction
- Rehabilitation and Preservation
- Housing and Services for those Experiencing Homelessness

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Funding Sources

Administration

- Member Agency Dues

Locally Generated Sources:

- Long-Term Certainty
- VMT Mitigation Bank
- Special Tax Measures

Publicly Owned Land

- Ground Leases
- Contributions

Budget Earmarks

- County, State, and Federal Successes

State and Federal Grants

- REAP 2.0
- Not always reliable or long-term

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04

Funding Strategy



Recommended Strategy Near-Term

Funding Sources

- Administrative dues
- Seed funding: Budget earmarks, REAP 2.0, other grant funds
- Existing resources: leverage publicly-owned lands (declared surplus or otherwise)
- Begin process for establishing mechanisms to generate funds locally

Financing

- Grants

Housing Activities

- Gap financing for affordable housing

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Long-Term

Trust can expand as it becomes established:

- Increased administrative capacity
- Secured significant funding
- Expanded partnerships

Financing

- Revolving loan funds will require increased administration but can generate funds

Housing Activities

- The Trust can expand beyond being a gap-financer to support local programs, land acquisition, predevelopment, and more

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Administrative Costs



Year 1 Annual Cost: \$296,312

EXECUTIVE OFFICERS		
EXECUTIVE DIRECTOR	\$ 5,191.20	8
DEPUTY EXECUTIVE DIRECTOR	\$ 2,316.96	4
DEPUTY EXECUTIVE DIRECTOR	\$ 2,109.52	4
General Counsel	\$ 2,899.40	5
Director of Fund Administration	\$ 3,058.05	7
CFO	\$ 7,670.80	20
Total	\$ 23,245.93	48

CONTRACTED SERVICES		
INSURANCE	\$ 10,000.00	
Website Updates	\$ 1,500.00	
Risk Mgmt Consultant (Insurance Review)	\$ 2,500.00	
Consultant: Program Admin and Implementation	\$ 168,000.00	
LEGAL SUPPORT	\$ 60,000.00	
Sheriff	\$ 683.76	
Total	\$ 242,683.76	

ADMINISTRATIVE COSTS		
STIPENDS	\$ 3,600.00	
TRAVEL	\$ 1,000.00	
MILEAGE	\$ 944.44	
Administrative Staff	\$ 9,912.00	100
Executive Assistant	\$ 1,309.20	20
Accounting Supervisor	\$ 1,478.25	10
Accountant	\$ 3,086.00	40
Accounting Assistant	\$ 1,237.60	15
Accounting Assistant	\$ 1,291.60	40
Senior Accounting Assistant	\$ 1,942.20	20
Procurement Manager	\$ 1,433.40	20
Procurement Analyst	\$ 3,147.60	20
Total	\$ 30,382.29	285

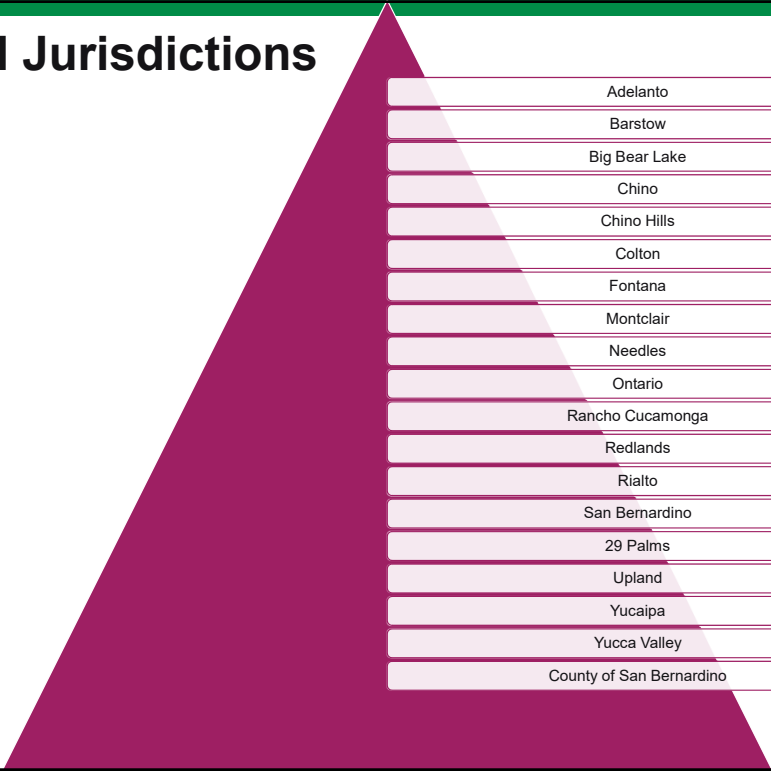
Year 2 Annual Cost: \$390,540

EXECUTIVE OFFICERS			ADMINISTRATIVE COSTS		
EXECUTIVE DIRECTOR	\$	5,191.20	8	STIPENDS	\$ 3,600.00
DEPUTY EXECUTIVE DIRECTOR	\$	2,316.96	4	TRAVEL	\$ 1,000.00
DEPUTY EXECUTIVE DIRECTOR	\$	2,109.52	4	MILEAGE	\$ 944.44
General Counsel	\$	2,899.40	5	Administrative Staff	\$ 14,868.00 150
Director of Fund Administration	\$	2,038.70	10	Executive Assistant	\$ 1,963.80 30
CFO	\$	5,753.10	30	Accounting Supervisor	\$ 5,420.25 20
Total	\$	20,308.88	61	Accountant	\$ 4,243.25 50
CONTRACTED SERVICES				Accounting Assistant	\$ 1,856.40 55
INSURANCE	\$	10,000.00		Accounting Assistant	\$ 1,937.40 55
Website Updates	\$	1,500.00		Senior Accounting Assistant	\$ 2,913.30 30
Risk Mgmt Consultant (Insurance Review)	\$	2,500.00		Procurement Manager	\$ 2,866.80 30
Consultant: Program Admin and Implementation	\$	250,000.00		Procurement Analyst	\$ 3,934.50 30
LEGAL SUPPORT	\$	60,000.00		Total	\$ 45,548.14 450
Sheriff	\$	683.76			
	\$	324,683.76			

Year 3+ Full Program Annual Cost: \$472,149

	COSTS	HOURS/FY			
EXECUTIVE OFFICERS			ADMINISTRATIVE COSTS		
EXECUTIVE DIRECTOR	\$	5,191.20	15	STIPENDS	\$ 3,600.00
DEPUTY EXECUTIVE DIRECTOR	\$	2,316.96	8	TRAVEL	\$ 5,000.00
DEPUTY EXECUTIVE DIRECTOR	\$	2,109.52	8	MILEAGE	\$ 944.44
General Counsel	\$	2,899.40	10	Administrative Staff	\$ 19,824.00 200
Director of Fund Administration	\$	3,058.05	15	Executive Assistant	\$ 2,618.40 40
CFO	\$	7,670.80	40	Accounting Supervisor	\$ 2,956.50 20
Total	\$	23,245.93	96	Accountant	\$ 6,172.00 80
CONTRACTED SERVICES				Accounting Assistant	\$ 2,475.20 30
Insurance	\$	10,000.00		Accounting Assistant	\$ 2,583.20 80
Website Updates	\$	1,500.00		Senior Accounting Assistant	\$ 3,884.40 40
Risk Mgmt Consultant (Insurance Review)	\$	2,500.00		Procurement Manager	\$ 2,866.80 40
Consultant: Program Admin and Implementation	\$	315,000.00		Procurement Analyst	\$ 6,295.20 40
LEGAL SUPPORT	\$	60,000.00		Total	\$ 59,220.14 570
Sheriff	\$	683.76			
	\$	389,683.76			

Interested Jurisdictions



Adelanto
Barstow
Big Bear Lake
Chino
Chino Hills
Colton
Fontana
Montclair
Needles
Ontario
Rancho Cucamonga
Redlands
Rialto
San Bernardino
29 Palms
Upland
Yucaipa
Yucca Valley
County of San Bernardino

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Administrative Cost Estimates

Total Annual
Cost = \$472,149
(2025 Dollars)

Letters of
Interest (18
Cities and the
County)

Population
distributed
membership fee

Calculation
Ranges from
\$15k to \$35k

More members
= lower costs

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Next Steps



Next Steps

We are here



Thank you



ADDITIONAL INFORMATION

BOARD OF DIRECTORS ATTENDANCE RECORD – 2025

Name	Jan	Feb	March	April	May	June	July	Aug DARK	Sept	Oct	Nov	Dec
Paul Cook Board of Supervisors	X	X	X	X								
Jesse Armendarez Board of Supervisors				X	X	X	X		X			
Dawn Rowe Board of Supervisors		X		X	X	X	X		X			
Curt Hagman Board of Supervisors	X	X	X		X				X			
Joe Baca, Jr. Board of Supervisors	X	X	X	X	X	X	X		X			
Daniel Ramos City of Adelanto		X	X	X		X	X		X			
Art Bishop Town of Apple Valley	X	X	X	X	X	X	X		X			
Tim Silva City of Barstow	X	X	X	X	X	X	X		*			
Rick Herrick City of Big Bear Lake	X	X	*	X	X	X	X		X			
Eunice Ulloa City of Chino	X	X	X	X	X	X	X		X			
Ray Marquez City of Chino Hills	X	X	X	X	X	X	X		X			
Frank Navarro City of Colton	X	X	X	X	X	X	X		X			
Acquanetta Warren City of Fontana	X	X	X	X	X	X	X		X			
Bill Hussey City of Grand Terrace	X	X	*	X	X	X	X		X			
Josh Pullen City of Hesperia		X	X	X	X	X	X		X			
Larry McCallon City of Highland	X	X	X		X	X	X		X			

X = member attended meeting. * = alternate member attended meeting. Empty box = did not attend meeting. Crossed out box = not a Board Member at the time. Shaded box=no meeting

BOARD OF DIRECTORS ATTENDANCE RECORD – 2025

Name	Jan	Feb	March	April	May	June	July	Aug DARK	Sept	Oct	Nov	Dec
Ron Dailey City of Loma Linda	X	X	X	X	X	X	X		X			
John Dutrey City of Montclair	X	X	X	X	X	X	X		X			
Janet Jernigan City of Needles	X	X	X	X	X	X	X		X			
Alan Wapner City of Ontario		X	X	X	X	X	X		X			
L. Dennis Michael City of Rancho Cucamonga	*	X	X	X	X	X	X		X			
Paul Barich City of Redlands	*											
Mario Saucedo City of Redlands		X	*	X	X	*	*		X			
Joe Baca City of Rialto	*	X	X	X	X	X	X		X			
Helen Tran City of San Bernardino	X	X	X	*	X	X	X		X			
Daniel L. Mintz City of Twentynine Palms		X	X	X	X	X	X		X			
Rudy Zuniga City of Upland	X	X	*	X	*				*			
Debra Jones City of Victorville	X	X	X	X	X	X	X					
Judy Woolsey City of Yucaipa	X	X	X	X	X	X	X		X			
Rick Denison Town of Yucca Valley	X	X	X	X	X	X	X		X			
Catalino Pining Ex-Official Member	X		X	Joe Solis	Haissam Yahya	X	X		Anthony Liao			

Communication: Attendance (Additional Information)

X = member attended meeting. * = alternate member attended meeting. Empty box = did not attend meeting Crossed out box = not a Board Member at the time. Shaded box=no meeting

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
ACFR	Annual Comprehensive Financial Report
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ARRA	American Recovery and Reinvestment Act
ATC	San Bernardino County Auditor-Controller/Treasurer/Tax Collector
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
CAMP	California Asset Management Program
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 or County Transportation Commission
CTP	Comprehensive Transportation Plan
DBE	Disadvantaged Business Enterprise
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
ERP	Enterprise Resource Planning
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GAAP	Generally Accepted Accounting Principals
GA Dues	General Assessment Dues
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICAP	Indirect Cost Allocation Plan
IEEP	Inland Empire Economic Partnership
IREN	Inland Regional Energy Network
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITOC	Independent Taxpayer Oversight Committee
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency

LACMTA	Los Angeles County Metropolitan Transportation Authority
LAIF	Local Agency Investment Fund
LAPM	Local Assistance Procedures Manual - Caltrans
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
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
ONT	Ontario International Airport
PACE	Property Assessed Clean Energy
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
PS&E	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
SBCERA	San Bernardino County Employees' Retirement Association
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCCP	Solutions for Congested Corridors Program
SCRRA	Southern California Regional Rail Authority
SHA	State Highway Account
SHOPP	State Highway Operations and Protection Program
SRTP	Short Range Transit Plan
SGR	State of Good Repair Funds
STA	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Block Grant Program
TAC	Technical Advisory Committee
TCEP	Trade Corridor Enhancement Program
TCIF	Trade Corridor Improvement Fund
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TIFIA	Transportation Infrastructure Finance and Innovation Act
TIRCP	Transit and Intercity Rail Capital Program
TMC	Transportation Management Center

Acronym List

TMEE	Traffic Management and Environmental Enhancement
TSM	Transportation Systems Management
UAAL	Unfunded Actuarial Accrued Liability
USFWS	United States Fish and Wildlife Service
VMT	Vehicle Miles Traveled
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments



REPORT: Mobile Source Air Pollution Reduction Review Committee

FROM: Larry McCallon, SBCTA Representative to the MSRC

SYNOPSIS: The Mobile Source Air Pollution Reduction Review Committee held a hybrid meeting on Thursday, August 21, 2025. The following is a summary of the meeting.

Contract Modification Requests

The MSRC considered two contract modification requests and took the following actions:

1. City of Mission Viejo, Contract #ML18068 to purchase 2 light-duty zero emission vehicles and install public access EV charging infrastructure, approval of change in location of installation of EV chargers; and
2. City of Long Beach, Contract #ML18055 to install limited access EV charging infrastructure, approval to install 61 Level II chargers and 2 Level III chargers instead of 63 Level II chargers.

Los Angeles County Metropolitan Transportation Authority Partnership

In January 2024, the MSRC approved a cooperative agreement with the Los Angeles County Metropolitan Transportation Authority (Metro) to pursue funding opportunities and programs to promote zero-emissions goods movement in Los Angeles County. In November 2024, the MSRC authorized a \$3,000,000 co-funding commitment to partner with Metro in an application for funding under the California Transportation Commission – Trade Corridor Enhancement Program, contingent on success of the application. The application included project elements for heavy-duty truck recharging infrastructure with partners MN8 Energy and Forum Mobility. This would be matched with a \$3,000,000 contribution from Metro. In June 2025, the California Transportation Commission awarded \$13,653,000 for the application. Metro has asked that the MSRC split its co-funding contribution for each project element. As proposed, these awards would be part of the MSRC's FYs 24-27 Work Program, as follows:

- a. An award to Metro in an amount not to exceed \$1,000,000 for a heavy-duty recharging infrastructure project, providing charging service to 26 vehicle stalls, in Los Angeles with MN8 Energy; and;
- b. An award to Metro in an amount not to exceed \$2,000,000 for a heavy-duty recharging infrastructure project, providing charging service to 107 vehicle stalls, in Rancho Dominguez with Forum Mobility.

MSRC Technical Advisor Services

The MSRC retains a Technical Advisor for programmatic and technical assistance. The MSRC approved release of an RFP to solicit Technical Advisor services for an initial two-year period beginning January 1, 2026, with a two-year option term to extend. The purpose of the Technical Advisor is to provide independent, objective assistance and advice to the MSRC and the MSRC-TAC. The RFP includes the following scoring criteria: Technical Qualifications/Experience; Technical Approach; Proposed Cost; Past Performance; and DVBE/Local Business/Small Business status. As long as expertise and qualifications meet the requirements, individually or collectively, proposals may be submitted by: 1) a single independent contractor; 2) two or more independent contractors submitting a joint proposal; or 3) a consulting firm designating a team of key personnel. Proposals are due by October 9, 2025.

Programmatic Outreach Services

The Better World Group (BWG), the MSRC's Programmatic Outreach Coordinator, presented a proposed 2025-2029 Outreach Strategy for MSRC review. In addition to continuing previous activities, BWG proposed various initiatives such as a 35th anniversary celebration, website content review and refresh, and identification of new opportunities for MSRC members and staff to participate in clean transportation meetings and discussions.

Zero-Emission Vehicle Market Repercussions

MSRC staff reviewed recent State and Federal actions related to zero-emission vehicle mandates and provided an assessment of the immediate impact on current MSRC zero-emission goods movement programs. The MSRC discussed potential strategies for continuing and accelerating the transition to zero-emission medium/heavy-duty vehicles and infrastructure, including supporting strategies which help to reduce energy-related barriers and those which support adoption for the public sector.

Contracts Administrator's Report

The MSRC AB 2766 Contracts Administrator's report provides a written status report on all open contracts from FY 2011-12 to the present.

**San Bernardino County Transportation Authority (SBCTA)
Representatives on SCAG Committees**

APPOINTING/ELECTING AUTHORITY	REGIONAL COUNCIL (12:15 p.m.)	POLICY COMMITTEES (Regional Council Members Serve on One Each) (Subregional Appointments) (County Commissions Appoint One to TC) (10:00 a.m.)		
		Community, Economic, and Human Development	Energy and Environment	Transportation
District 6 (Grand Terrace, Colton, Loma Linda, Redlands, Yucaipa) District 7 (San Bernardino, Highland) District 8 (Rialto, Fontana) District 9 (Rancho Cucamonga, Upland, Montclair) District 10 (Chino, Chino Hills, Ontario) District 11 (Barstow, Big Bear, Needles, Twentynine Palms, Yucca Valley) District 65 (Adelanto, Apple Valley, Hesperia, Victorville) San Bernardino County	F. Navarro H. Tran A. Warren J. Dutrey R. Marquez R. Denison D. Ramos C. Hagman	H. Tran A. Warren	R. Denison D. Ramos	F. Navarro J. Dutrey R. Marquez C. Hagman
† San Bernardino County Transportation Authority Appointee	A. Wapner			A. Wapner
†† Community of Concern Appointee				G. Reyes
SBCTA Subregional Appointees* *One appointee to each policy committee for a total of three appointees per subregion, plus one additional appointee for every SCAG District over three in the subregion. SBCTA has a total of seven subregional appointees to the policy committees. Terms of appointment expire December 31 of odd-numbered years.		Bill Hussey Judy Woolsey Joe Baca	Carmen Hernandez Art Bishop Brian Johsz	L. Dennis Michael

Rules of Appointment

1) SBCTA policy stipulates that all SBCTA appointees be SBCTA Board Members. 2) SCAG President appoints Regional Council members to Standing and Policy Committees.

Terms of Appointment

Terms of appointment are two years, commencing on adjournment of the annual General Assembly in May of each year. Even-numbered District representatives' terms expire in even-numbered years; odd-numbered District representatives expire in odd-numbered years. † SBCTA Regional Council Representative serves a two-year term from the date of appointment. †† Community of Concern appointee, appointed by the County Regional Council representative for a two-year term.

Stipend Summary

SCAG Regional Council members receive a \$150 stipend for attendance and travel to SCAG sponsored meetings. Regional Council members may also receive reimbursement for public transit expenses or a mileage reimbursement. Parking is validated at SCAG's downtown Los Angeles office for RC members. RC members are eligible to receive up to six (6) per diem stipends per month. Both RC members and Subregional Appointees, if eligible, may receive reimbursement (\$150 + taxes) for lodging (please review SCAG rules before making expenditure). Subregional Appointees shall receive a \$150 stipend for up to four Policy or Task Force meetings per month.

Meeting Information

The regular meetings of SCAG Regional Council and Policy Committees are on the 1st Thursday of each month at the SCAG offices located at 900 Wilshire Blvd., Ste. 700, Los Angeles. Generally, the Policy Committee meetings start at 10 AM and Regional Council meetings start at 12:15 PM.

Policy Committees

Community, Economic, and Human Development: Provides policy recommendations to the Regional Council on subjects of housing, land use, resource, economic, community development, infrastructure, employment, and regional disaster preparedness issues. Reviews and recommends to the Planning Committee revisions to the Housing, Economy, Growth Management, Human Resources, and Finance Chapters of the Regional Comprehensive Plan and Guide.

Energy and Environment: Acts as the policy advisory committee to the Regional Council on environmental issues, including air and water, hazardous, solid waste management, natural resources conservation, and energy conservation. Reviews the Environmental Impact Report of the Regional Comprehensive Plan and Guide. Provides recommendations to the Planning Committee on state and federal legislative proposals and administrative guidelines affecting environmental quality, resource conservation.

Transportation: Acts as the policy advisory committee to the Regional Council on all regional matters pertaining to the movement of goods and people on land, water, and air. Reviews and recommends to the Regional Council all major utility development plans. Addresses the location, size, or capacity, timing, and impact of facilities.

Communication: Representatives on SCAG (Committee Membership)

The San Bernardino County Transportation Authority (SBCTA) and San Bernardino Council of Governments (SBCOG) work closely with not only the County and cities within the County of San Bernardino, but with a number of regional governments that relate to the multiple counties within the Southern California region. Members of the SBCTA Board of Directors frequently take active roles in representing the interests of San Bernardino County on these regional bodies. This participation provides assurance that the unique needs and characteristics of San Bernardino County are taken into consideration as policies are developed which impact this County and its individual local government units. Active participation in regional organizations further promotes the interests of San Bernardino County and secures its appropriate role in the Southern California region.

The following table lists some of the regional bodies upon which SBCTA and SBCOG representatives serve.

Committee	Appointee	Appointing Authority	Purpose	Term
California Association of Councils of Governments	Alan Wapner, Ontario	President	CALCOG facilitates communication and information sharing among its members. Most members of CALCOG are Councils of Governments (COGs), while some are transportation commissions and others are the large Metropolitan Planning Organizations like SCAG and SANDAG. CALCOG is governed by a Board of Directors comprised of a representative from each member's Board of Directors. On April 5, 2023 the SBCOG Board approved one additional SBCOG stipend per month for any day attending to the business of SBCOG, not to exceed \$200 in any month.	12/31/26
Gold Line Phase II Joint Powers Authority	John Dutrey, Montclair, Primary Ray Marquez, Chino Hills, Alternate	Board of Directors	The Gold Line Phase II Construction Authority is a Joint Powers Authority (JPA) formed by 14 cities along the corridor and SBCTA. The JPA serves as a forum for the review, consideration, study, development and recommendation of policies and plans for the extension of the Gold Line from Pasadena to Montclair. Members receive \$150 payment from Gold Line Authority for participation.	12/31/25 12/31/26
Inland Regional Energy Network (I-REN) Program Executive Committee	Curt Hagman, County Supervisor Art Bishop, Apple Valley Bill Hussey, Grand Terrace	President	The I-REN Executive Committee consists of three representative votes from SANBAG, WRCOG, and CVAG. The committee will meet quarterly and make executive decisions regarding the overall program. On April 5, 2023 the SBCOG Board approved one additional SBCOG stipend per month for any day attending to the business of SBCOG, not to exceed \$200 in any month.	12/31/26 12/31/26 12/31/25
Metro Gold Line Foothill Extension Construction Authority	John Dutrey, Montclair, Primary Ray Marquez, Chino Hills, Alternate	President	The Authority is responsible for the development of a light rail project from the City of Los Angeles into San Bernardino County. The Authority board meets on the second and/or fourth Thursday of the month at 11:00 a.m. at the Authority's office in Monrovia. Members receive \$150 for each day spent on Authority business, not to exceed \$600 per month.	12/31/26 12/31/26
Mobile Source Air Pollution Reduction Review Committee	Larry McCallon, Highland, Primary John Dutrey, Montclair, Alternate	Board of Directors	Develops and implements work programs which reduce mobile source emissions, funded by AB2766 (portion of the \$4 motor vehicle registration fee). County Commissions, SCAQMD, and ARB have one appointment with alternates. In April 2005, SBCTA authorized a stipend of \$100 per day. The MSRC meets on the third Thursday of the month at 2:00 p.m. at South Coast Air Quality Management District in Diamond Bar.	12/31/26 12/31/26

SBCTA/SBCOG Appointments to External Agencies

Committee	Appointee	Appointing Authority	Purpose	Term
Mobile Source Air Pollution Reduction Review Committee (MSRC) Technical Advisory Committee (TAC)	Jarrold Manuel, Chino Hills	President	SBCTA is the appointing authority for a City employee from one of the 16 eligible cities, to serve as “a representative of the cities from each county within the south coast district.” On March 5, 2025 the Board delegated the process to occur at CCMTAC and appointing authority to the Board President. The term of this appointment is two-years. The duties of the MSRC-TAC are to assist the MSRC in the development of the work program, pursuant to section 44244(b), to present recommendations for approval to the MSRC, and to perform those additional duties as may be required by the MSRC.	03/31/27
One Water One Watershed (OWOW) Steering Committee of the Santa Ana Watershed Project Authority	Judy Woolsey, Primary Helen Tran, Alternate	Board of Directors	Responsible for developing the integrated Regional Water Management Plan for the Santa Ana River. The term of the appointment is for four years for a city representative from San Bernardino County. Officers leaving elected office after appointment are still eligible to serve. The OWOW meets on the 4 th Thursday of every quarter at 11:00 a.m. at the Santa Ana Watershed Project Authority (SAWPA). On April 5, 2023 the SBCOG Board approved one additional SBCOG stipend per month for any day attending to the business of SBCOG, not to exceed \$200 in any month.	06/30/29
SCAG Policy Committees	See associated table.	The Board has authorized the President to make appointments to SCAG Policy Committees.	SBCTA also has authority to appoint up to seven appointees to the three SCAG Policy Committees: i.e., Community Economic and Human Development, Energy and Environment, and Transportation. SCAG pays appointees to policy committees a stipend of \$120 per meeting.	See associated table – Representatives on SCAG Committees
Southern California Regional Rail Authority	Alan Wapner, Ontario, Primary Larry McCallon, Highland, Primary Ray Marquez, Chino Hills, Alternate John Dutrey, Montclair, Alternate	Board of Directors (Recommendation made by the Transit Committee)	SCRRA serves as the governing body for Metrolink, the regional commuter rail system serving the five Southern California Counties. On December 12, 2024 the Transit Committee approved four-year terms going forward. Members receive payment of \$100 per day from SCRRA for participation.	12/31/25 12/31/26 12/31/26 12/31/25
SR 91 Advisory Committee	Ray Marquez, Chino Hills, Ex-Officio Member	Board of Directors	The Committee reviews issues and makes recommendations to OCTA regarding the transportation facilities acquired, including tolls imposed, operations, maintenance, use of toll revenues, and improvements in the area of SR 91 between I-15 and SR 55, including the identification and siting of alternate highways. SBCTA has not authorized payment of stipend for participation.	12/31/26
The Sam and Alfreda L. Maloof Foundation for Arts and Crafts	L. Dennis Michael, Rancho Cucamonga	Board of Directors	A non-profit corporation that participates in the preparation of the Conservation Plan and oversees the activities and assets of the Foundation. A payment of stipend for participation has not been authorized.	12/31/26

Communication: Appointments to External Agencies (Committee Membership)

San Bernardino County Transportation Authority (SBCTA) Policy Committee Membership

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
General Policy Committee Membership consists of the following: SBCTA President, Vice President, and Immediate Past President 4 East Valley (3 City, 1 County)* 4 West Valley (3 City, 1 County) 4 Mt/Desert (3 City, 1 County) City members shall be SBCTA Board Members elected by caucus of city SBCTA Board Members within the subarea. Policy Committee and Board Study Session Chairs are members of this policy committee. All City members serving as Board officers, Committee chairs, or Board Study Session Chair, are counted toward their subareas City membership. Supervisors collectively select their representatives. The SBCTA Vice President shall serve as Chair of the General Policy Committee.	Makes recommendations to Board of Directors and: (1) Provides general policy oversight which spans the multiple program responsibilities of the organization and maintains the comprehensive organization integrity; (2) Provides policy direction with respect to administrative issues, policies, budget, finance, audit, and personnel issues for the organization; (3) Serves as policy review committee for any program area that lacks active policy committee oversight. 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. <u>Meeting Time: Second Wednesday, 9:00 a.m., SBCTA Office</u> (Brown Act)	<u>West Valley</u> Ray Marquez, Chino Hills (Past President) John Dutrey, Montclair (TC Chair) Alan Wapner, Ontario Curt Hagman, Supervisor <u>East Valley</u> Frank Navarro, Colton Larry McCallon, Highland Helen Tran, San Bernardino (MVSS Chair) Joe Baca, Jr., Supervisor (Chair/Vice President) <u>Mountain/Desert</u> Art Bishop, Apple Valley (MDC Chair) Debra Jones, Victorville Rick Denison, Yucca Valley (Vice Chair/President) Dawn Rowe, Supervisor Should the chairs of each Committee and the Officers all be from the East Valley, West Valley or Mountain/Desert, additional members may be added to maintain geographical balance. Additional Board Members may be appointed annually at the discretion of the Board President.	6/30/2026 6/30/2026 6/30/2026 6/30/2026 6/30/2026 6/30/2026 6/30/2026 6/30/2026 6/30/2026 6/30/2026 6/30/2026
Transit Committee Membership consists of 12 SBCTA Board Members: 10 Valley-members, two being Southern California Regional Rail Authority (SCRRA) primary (*) and two being SCRRA alternate (**) members, and 2 Mountain/Desert Board Members. SCRRA members and alternates serve concurrent with their term on the SCRRA Board of Directors as appointed by the SBCTA Board. Other members are appointed by the SBCTA President for 2-year terms.	Provides policy guidance and recommendations to the SBCTA Board of Directors and Southern California Regional Rail Authority (SCRRA) delegates with respect to commuter rail and transit service. * SCRRA Primary Member ** SCRRA Alternate Member <u>Meeting Time: Second Thursday, 9:00 a.m., SBCTA Office</u> (Brown Act)	John Dutrey, Montclair** (Chair) Joe Baca, Jr., Supervisor (Vice Chair) Art Bishop, Town of Apple Valley Eunice Ulloa, Chino Ray Marquez, Chino Hills** Frank Navarro, Colton Acquanetta Warren, Fontana Bill Hussey, Grand Terrace Larry McCallon, Highland* Alan Wapner, Ontario* L. Dennis Michael, Rancho Cucamonga Rick Denison, Yucca Valley	12/31/2025* (6/30/2026) 12/31/2026 (6/30/2026) 12/31/2026 12/31/2026 12/31/2026** 12/31/2025 12/31/2025 12/31/2026 12/31/2026** 12/31/2025* 12/31/2025 12/31/2026

Communication: Committee Membership (Committee Membership)

San Bernardino County Transportation Authority (SBCTA) Policy Committee Membership

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
Mountain/Desert Committee Membership consists of 11 SBCTA Board Members from each Mountain/Desert jurisdiction and County Supervisors representing the First, and Third Districts.	Provides ongoing policy level oversight related to the full array of SBCTA responsibilities as they pertain specifically to the Mountain/Desert subregion. The Committee also meets as the Mountain/Desert Measure I Committee as it carries out responsibilities for Measure I Mountain/Desert Expenditure Plan. <u>Meeting Time: Third Friday, 9:30 a.m., MDAQMD Office</u> <u>14306 Park Avenue, Victorville</u> (Brown Act)	Art Bishop, Apple Valley (Chair) Timothy Silva, Barstow (Vice Chair) Daniel Ramos, Adelanto Rick Herrick, Big Bear Lake Josh Pullen, Hesperia Janet Jernigan, Needles Daniel Mintz, Sr., Twentynine Palms Debra Jones, Victorville Rick Denison, Yucca Valley Paul Cook, Supervisor Dawn Rowe, Supervisor	Indeterminate (6/30/20 Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate Indeterminate
Legislative Policy Committee Membership consists of the following: President, Vice-President, Immediate Past President and four Board members appointed by the Board President. - 1 East Valley member - 1 West Valley member - 1 Mountain/Desert member - 1 County member 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. The SBCTA Board President shall serve as Chair of the Legislative Policy Committee.	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. Review and provide input on drafting of State and Federal legislative platform, which will serve as guiding principles to support or oppose State and Federal legislation and regulations. <u>Meeting Time: Second Wednesday, 9:30 a.m., SBCTA Office</u> (Brown Act)	Rick Denison, Yucca Valley (President) Joe Baca, Jr., Supervisor (Vice President) Ray Marquez, Chino Hills (Past President) Art Bishop, Apple Valley Larry McCallon, Highland Alan Wapner, Ontario Jesse Armendarez, Supervisor	Indeterminate Indeterminate Indeterminate 12/31/2026 12/31/2026 12/31/2026 12/31/2026

Board of Directors Study Sessions for Metro Valley Issues

STUDY SESSION	PURPOSE	MEMBERSHIP	TERMS
Board of Directors Study Sessions for Metro Valley Issues Refer to SBCTA Policy 10007.	To review, discuss, and make recommendations for actions to be taken at regular meetings of the Board on issues relating to Measure I Projects in the Valley. <u>Meeting Time: Second Thursday, 9:30 a.m., SBCTA Office</u> (Brown Act)	Board of Directors Helen Tran, San Bernardino (Chair) Jesse Armendarez, Supervisor (Vice Chair)	6/30/2026 6/30/2026

Communication: Committee Membership (Committee Membership)

Public and Specialized Transportation Advisory and Coordinating Council (PASTACC)

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
Public and Specialized Transportation Advisory and Coordinating Council (PASTACC) Membership consists of 11 members appointed by the SBCTA Executive Director. 5 representing Public Transit Providers 1 representing County Dept. of Public Works 2 representing the Consolidated Transportation Services Agency - Omnitrans and VVTA also represent CTSA for the Valley and High Desert respectively. 5 At Large Members representing Social Service Providers	Subject to the Transportation Development Act (TDA) Section 99238 – establishes PASTACC’s statutory responsibilities; (1) Review and make recommendations on annual Unmet Transit Needs hearing findings (2) Score and make recommendations for Federal Transit Administration Section 5310 Capital Grant Program applications (3) Assist SBCTA in developing public outreach approach on updating the Coordinated Public Transit/Human Services Transportation Plan (4) Review call for projects for Federal Transit Administration Section 5310 grant applications (5) Monitor and make recommendations on Federal regulatory processes as they relate to transit and specialized transit (6) Monitor and disseminate information in reference to State level law and recommendations as they relate to transit and specialized transit (7) Receive annual reports on funded specialized programs funded through FTA Section 5310 and Measure I (8) Identify regional or county level areas of unmet needs (9) Address special grant or funding opportunities (10) Address any special issues of PASTACC voting and non-voting members (Brown Act)	Standing Membership – Morongo Basin Transit Authority Mountain Transit City of Needles Transit Services Omnitrans Victor Valley Transit Authority County of San Bernardino Dept. of Public Works At Large Membership – San Bernardino Dept. of Aging and Adult Services Foothill Aids Anthesis Reach Out Morongo Basin Loma Linda University Health	On-going On-going On-going On-going On-going On-going On-going 5/31/2027 9/30/2026 9/30/2026 4/30/2028 8/31/2027

Meeting Dates and Time: Quarterly, beginning in March, 2nd Monday of the month, 10:00 a.m., (Location rotates: SBCTA Office)

Communication: Committee Membership (Committee Membership)

Independent Taxpayer Oversight Committee (ITOC) Review of Measure I Expenditure Plan

COMMITTEE	PURPOSE	MEMBERSHIP	TERMS
Independent Taxpayer Oversight Committee (ITOC) Review of Measure I Expenditure Plan The ITOC shall provide citizen review to ensure that all Measure I funds are spent by the San Bernardino County Transportation Authority (hereby referred to as the Authority) in accordance with provision of the Expenditure Plan and Ordinance No. 04-01. The ordinance specifies that each member of the ITOC have certain credentials or experience as follows: A. One member who is a professional in the field of municipal audit, finance and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector. B. One member who is a licensed civil engineer or trained transportation planner with at least five years of demonstrated experience in the fields of transportation and/or urban design in government and/or the private sector. No member shall be a recipient or sub-recipient of Measure “I” funding. C. One member who is a current or retired manager of a major publicly financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements. D. One member who is current or retired manager of a major privately financed development or construction project, who by training and experience would understand the complexity, costs and implementation issues in building large scale transportation improvements. E. One public member, who possesses the knowledge and skills which will be helpful to the work of the ITOC. In addition to the appointed members, the SBCTA President and Executive Director will serve as ex-officio members.	The ITOC shall review the annual audits of the Authority; report findings based on the audits to the Authority; and recommend any additional audits for consideration which the ITOC believes may improve the financial operation and integrity of program implementation. The Authority shall hold a publicly noticed meeting, which may or may not be included on the agenda of a regularly scheduled Board meeting, with the participation of the ITOC to consider the findings and recommendations of the audits. (Brown Act)	Cole Jackson (A) Vacant (B) Alex Artiaga (C) Chad Logan (D) Patrick Morris (E) Rick Denison, Ex-Officio Carrie Schindler, Ex-Officio	10/31/2028 06/30/2028 06/30/2028 03/01/2029

SBCTA Ad Hoc Committees

The Brown Act does not apply to ad hoc or temporary advisory committees composed of less than a majority of the Board or a standing policy committee. The President of the Board of Directors may designate ad hoc committees to study specific projects or matters for a set time frame subject to the concurrence of the Board of Directors, and shall make appointments to the ad hoc committees. When the subject matter of the ad hoc committee is of relevance to the geographical region of the County as a whole, geographical representation should be considered and if there is lack of interested members to ensure geographical balance the Board President may seek out participation from specific members.

COMMITTEE	PURPOSE	MEMBERSHIP
Council of Governments Ad Hoc Committee On May 1, 2024, the Board approved the establishment of this ad hoc committee composed of Board members appointed by the Board President. On June 4, 2025, the Board approved extending the Ad Hoc to June 30, 2026.	To provide guidance on the reviewing and updating the Bylaws and policies relating to SBCOG. At the November 6, 2024 Board meeting, staff was directed to work with the SBCOG Ad Hoc to complete the engagement framework. This ad hoc has a term ending June 30, 2026.	Daniel Ramos, Adelanto Rick Herrick, Big Bear Lake Larry McCallon, Highland John Dutrey, Montclair L. Dennis Michael, Rancho Cucamonga Helen Tran, San Bernardino Rick Denison, Yucca Valley Joe Baca Jr., Supervisor

Housing Trust Ad Hoc Committee On January 4, 2023, the Board approved the establishment of this ad hoc committee composed of Board members appointed by the Board President, for a term ending December 31, 2023. On December 6, 2023, the Board approved a 6-month extension, for a new term ending June 30, 2024. On February 7, 2024, the Board approved a 6-month extension, for a new term ending December 31, 2024. On November 6, 2024, the Board approved an extension for a new term ending December 31, 2025.	To take a broad look into the housing trust and how it interacts with the Council of Governments. This ad hoc has a term ending December 31, 2025.	Daniel Ramos, Adelanto Eunice Ulloa, Chino John Dutrey, Montclair Alan Wapner, Ontario L. Dennis Michael, Rancho Cucamonga Rick Denison, Yucca Valley Curt Hagman, Supervisor
Measure I 3.0 Ad Hoc Committee On May 7, 2025, the Board approved the establishment of this ad hoc committee of the SBCTA Board, with a term through December 31, 2026.	To review information and provide staff direction in developing a new Measure, with a term ending on December 31, 2026.	Daniel Ramos, Adelanto Art Bishop, Apple Valley Rick Herrick, Big Bear Lake Ray Marquez, Chino Hills Bill Hussey, Grand Terrace John Dutrey, Montclair Alan Wapner, Ontario L. Dennis Michael, Rancho Cucamonga Mario Saucedo, Redlands Helen Tran, San Bernardino Curt Hagman, Supervisor
Enhance Frequency Service Ad Hoc Committee On September 3, 2025 the Board approved the establishment of this ad hoc committee of the SBCTA Board (term date was not provided; therefore, an initial one-year will be applied).	To provide recommendations to the Board for enhanced frequency service to Montclair via Metrolink or other alternatives.	Frank Navarro, Colton Larry McCallon, Highland John Dutrey, Montclair Alan Wapner, Ontario L. Dennis Michael, Rancho Cucamonga Mario Saucedo, Redlands Rick Denison, Yucca Valley

SBCTA Technical Advisory Committees

COMMITTEE	PURPOSE	MEETING SCHEDULE
Transportation Technical Advisory Committee (TTAC) Committee membership consists of a primary staff representative of each SBCTA member agency designated by the City Manager or County Administrative Officer.	SBCTA's Transportation Technical Advisory Committee was formed by SBCTA management to provide input to SBCTA staff on technical transportation-related matters and formulation of transportation-related policy recommendations to the SBCTA Board of Directors. The TTAC is not a Brown Act committee.	Generally meets on the first Monday of each month at 1:30 PM, at SBCTA.
City/County Manager's Technical Advisory Committee (CCM TAC) The committee is composed of up to two representatives of the County Administrator's Office and the city manager or administrator from each city and town in the County.	SBCTA's City/County Manager's Technical Advisory Committee was established in the Joint Powers Authority that established San Bernardino Associated Governments (SANBAG). The primary role of the committee is to provide a forum for the chief executives of SANBAG's member agencies to become informed about and discuss issues facing SANBAG/SBCTA. It also provides a forum for the discussion of items of mutual concern and a way to cooperate regionally in addressing those concerns. The CCM TAC is a Brown Act Committee.	Meets bimonthly on the first Thursday of the month at 10:00 AM, at SBCTA.

Planning and Development Technical Forum (PDTF) Committee membership consists of a primary staff representative of each SBCTA member agency designated by the City Manager or County Chief Executive Officer.	The SBCTA Planning and Development Technical Forum was formed by SBCTA management to provide an opportunity for interaction among planning and development representatives of member agencies on planning issues of multijurisdictional importance. The PDTF is not a Brown Act Committee.	Meets the 4th Wednesday of each month at 2:00 p.m. at the Santa Fe Depot (in the SCAG Office).
Project Development Teams	Project Development Teams (PDTs) are assembled for all major project development activities by SBCTA staff. Teams are generally composed of technical representatives from SBCTA, member jurisdictions appropriate to the project, Caltrans, and other major stakeholder entities that have significant involvement in the project. PDTs make recommendations related to approaches to project development, evaluation of alternatives, and technical solutions. PDTs meet on a regular basis throughout the project phase to review progress and to provide technical input required for project development. The PDTs are not Brown Act Committees.	Varies with the PDT.



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