

## AGENDA

### Special Meeting of the City/County Manager's Technical Advisory Committee

**Thursday, June 5, 2025**

**10:00 AM**

**LOCATION:**

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

**TELECONFERENCE LOCATIONS:**

Needles City Administration & Utility Office  
817 3<sup>rd</sup> Street, Needles, CA 92363

### **Call to Order**

#### **Attendance**

### **Administrative Matters**

**1. Election of Officers for the City/County Manager's Technical Advisory Committee – Otis Greer, SBCTA**

The term of office for Scott Ochoa, City of Ontario, has ended and a new chair and vice chair need to be selected. Past practice has been for the vice chair, currently Matt Ballantyne, City of Fontana, to become the new chair and for the City/County Technical Advisory Committee to select a new vice chair. That notwithstanding, Vice Chair Ballantyne wanted to open up the Chair Role to the floor in the event other City Managers were interested in servicing the vacated role. The term is for two years.

### **Transportation**

**2. Legislative Update – Otis Greer, SBCTA**

Receive a general legislative update.

**3. Measure I Toolkit – Otis Greer, SBCTA**

Receive information regarding the Measure I Toolkit.

**4. Lessons Learned from Prior Audits – Michael Hernandez, SBCTA**

Receive a presentation on insights gained from previous audit outcomes.

Attachment No. 1: Pg. 5

**5. San Bernardino County Transportation Authority Rideshare Programs – Mairany Anaya, SBCTA**

Receive a presentation on the current rideshare programs available to the residents of San Bernardino County.

Attachment No. 1: Pg. 10

**Council of Governments**

**6. Update on Local Jurisdiction Senate Bill 99 (SB 99)/Assembly Bill 747 (AB 747) Compliance Assessments – Ryan Graham, SBCOG**

Receive an update on the Local Jurisdiction SB 99/AB 747 Compliance Assessments. San Bernardino County Transportation Authority (SBCTA) has contracted with Jacobs Engineering to prepare the Emergency Evacuation Network Resilience Study (EENR). A major component of the EENR is the production of data, mapping and emergency evacuation analyses that can be used to support the SB99/AB747 compliance assessments. These compliance assessments are required by California State law for each of SBCTA's member jurisdictions. Beginning in April 2025, staff has held a series of small group workshops to introduce the study directly to local jurisdiction staff and to receive feedback on the evacuation scenarios to be used in the compliance assessments. Approximately half of the SBCTA jurisdictions have participated in these meetings to date. The intent of the presentation is to showcase what is being produced by the EENR, to support the preparation of local jurisdiction compliance assessments, and to encourage participation from as many of the remaining jurisdictions as possible before wrapping this phase of the project.

Attachment No. 1: Pg. 14

**7. San Bernardino Council of Governments (SBCOG) Update – Monique Reza-Arellano, SBCOG**

Receive a status update on the implementation of the SBCOG 5-Year Work Plan.

**8. San Bernardino Regional Housing Trust Update – Monique Reza-Arellano, SBCOG**

Receive a status update on the implementation of the San Bernardino Regional Housing Trust.

**Public Comment**

Brief Comments from the General Public

**ADJOURNMENT**

The City/County Manager's Technical Advisory Committee will be Dark on July 3, 2025. The meeting of the City/County Manager's Technical Advisory Committee is scheduled for September 4, 2025.

## **Meeting Procedures and Rules of Conduct**

**Meeting Procedures** - The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the Board of Directors and Policy Committees.

**Accessibility & Language Assistance** - The meeting facility is accessible to persons with disabilities. A designated area is reserved with a microphone that is ADA accessible for public speaking. A designated section is available for wheelchairs in the west side of the boardroom gallery. If assistive listening devices, other auxiliary aids or language assistance services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk can be reached by phone at (909) 884-8276 or via email at [clerkoftheboard@gosbcta.com](mailto:clerkoftheboard@gosbcta.com) and the office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> 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](mailto:clerkoftheboard@gosbcta.com). La oficina se encuentra en 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> 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/](http://www.gosbcta.com/board/meetings-agendas/) at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed online at that web address. Agendas are also posted at 1170 W. 3<sup>rd</sup> Street, 1st Floor, San Bernardino at least 72 hours in advance of the meeting.

**Agenda Actions** – Items listed on both the “Consent Calendar” and “Discussion” contain recommended actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken as provided in the Ralph M. Brown Act Government Code Sec. 54954.2(b).

**Closed Session Agenda Items** – Consideration of closed session items excludes members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the President of the Board or Committee Chair (“President”) will announce the subject matter of the closed session. If reportable action is taken in closed session, the President shall report the action to the public at the conclusion of the closed session.

**Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item, except Board agenda items that were previously considered at a Policy Committee meeting where there was an opportunity for public comment. Individuals in attendance at SBCTA who desire to speak on an item may complete and turn in a "Request to Speak" form, specifying each item an individual wishes to speak on. Individuals may also indicate their desire to speak on an agenda item when the President asks for public comment. When recognized by the President, speakers should be prepared to step forward and announce their name for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The President or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations. Any individual who wishes to share written information with the Board may provide 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](mailto: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!

Attachment No. 1 to Agenda Item No. 4  
Lessons Learned from Prior Audits  
(PowerPoint)

# Lessons Learned from Prior Audits

## *Measure I & Transportation Development Act (TDA)*

Michael Hernandez, CPA



## Background

Each year San Bernardino County Transportation Authority (SBCTA) provides for audits of all local jurisdictions receiving Measure I and TDA funds.

- Measure I
  - Audit consists of reviewing internal controls, compliance with Measure I policies, and examining project expenditures utilizing Measure I funds
- TDA
  - Audit consists of reviewing internal controls, compliance with Transportation Development Act requirements, examining project expenditures utilizing TDA funds, and ensuring local match for each project is met



## Common Audit Findings

- Expenses related to goods or services received during the audit period were not accrued
  - Most often, this is from a transaction after year-end that is material that was missed
- Revenue Recognition
  - Depending on the revenue recognition period (60 days or 90 days), revenues received close to this cutoff are missed or added improperly



2

## Common Audit Findings

- Internal control deficiencies
  - Segregation of duties
  - proper management review
- Timely preparation and review of bank reconciliations
  - Staffing issues are most often the reason for delays in reconciliations



3

## Common Audit Findings

- Expenses incurred on projects not in the 5-year Capital Improvement Plan
  - New small projects
  - Projects completed in prior year where all expenses were not yet recorded (often operating transfers from other city/town fund)
- Beginning fund balance discrepancies
  - Audit entries or adjustments late in the audit are sometimes missed in the system.



4

## Recommendations

- Management should establish and maintain a thorough system of internal controls
  - Maintain segregation of duties
  - Ensure management review of all transactions
- Proper management review and update of the Capital Improvement Plan
  - Complete a periodic review of the 5-yr CIP against current year expenditures.



5

## Recommendations

- Document and review the receipt date of revenues
  - Cutoff dates are very important (60 days or 90 days)
- Prepare and review bank reconciliations more timely
  - Try to prioritize reconciliations in times of staffing challenges
- Elevate understanding of the accrual process
  - Staff preparing and reviewing accruals should understand the period of performance (which FY the transaction is for)
- Review subsequent transactions



6

## Indirect Costs (Overhead)

Indirect costs shall be defined as costs that are incurred for eligible street or road purposes that cannot be readily identified to a particular project. Cities and counties are allowed to use Measure I local funds to reimburse for indirect costs provided that there is documentation that amounts reimbursed were fairly and equitable allocated.

Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead among all departments.



7

## Indirect Costs (Overhead)

Indirect costs typically include:

- Cost of overall supervision of field operations including payroll, facilities, advertising, general government, department or general accounting/finance, procurement, top management, data processing, legal costs and bids
- Cost of shop supplies such as expendable small tools and non-permanent barricades, warning signs, and other devices



7

## Questions/ Comments



8

Attachment No. 1 to Agenda Item No. 5  
Rideshare Programs  
(PowerPoint)

**City-County Manager's  
Technical Advisory Committee**

**June 5, 2025**

**Mairany Anaya  
Transit & Rail Programs**



**cta**

San Bernardino County  
Transportation Authority



**cta**

San Bernardino County  
Transportation Authority



Western Riverside County  
Vanpool Program



**IE Commuter**  
Drive Less. Smile More.



San Bernardino County  
Vanpool Program



**Rideshare and Vanpool**

- **\$600** Subsidy
- **\$700** for ZEV's
- **70%** Occupancy to Start
- **50%** Ongoing Occupancy
- **12** Operating Days/Month
- **30** Miles Roundtrip



[RideTheLoop.com](http://RideTheLoop.com)



SBCTA Vanpool

An advertisement for 'Experience Metrolink' featuring a woman with blonde hair tied back, wearing headphones and holding a tablet. The background is a soft-focus outdoor scene. The text 'experience METROLINK to work and play' is overlaid on the top left. The 'IE Commuter Drive Less. Smile More.' logo is in the bottom left. The text 'Riverside & San Bernardino County residents RIDE FREE' is in the bottom right.

experience  
**METROLINK**  
to work and play

 **IE Commuter**  
Drive Less. Smile More.

Riverside & San Bernardino County residents  
**RIDE FREE**



Experience Metrolink

You're now free to GO.



Visit your local transit website to find out how to ride free.








Plan your trip with Google Maps. Just click the transit icon.




Free Fare Initiatives

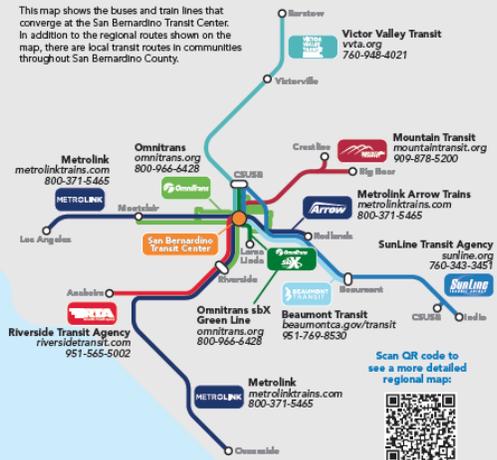
Public Transit Services for Seniors and Persons with Disabilities in San Bernardino County



gosbcta.com/transit

Regional Public Transit Network

This map shows the buses and train lines that converge at the San Bernardino Transit Center. In addition to the regional routes shown on the map, there are local transit routes in communities throughout San Bernardino County.



Discounted Fares for Seniors and Persons with Disabilities Make Using Public Transit Affordable

Below are discounted fares offered by San Bernardino County transit providers. For information about fare discounts on other transit agencies in the region, call or visit their websites shown on the map.

- MetroLink/Arrow**  
Eligibility: Seniors 65+ with proof of age. Persons with Disabilities with appropriate ID. Visit [metrolinktrains.com](http://metrolinktrains.com) for full details.
  - 50% off one-way and round-trip tickets
  - 50% off 5-day Flex Pass and 10-day Flex Pass
  - 25% off Monthly and 7-day Passes
- Omnitrans**  
Eligibility: Seniors 62+ with proof of age. Veterans with ID. Persons with Disabilities with Omnitrans Disability or ADA ID card. Visit [omnitrans.org](http://omnitrans.org) for full details.
  - Single Ride \$1.90
  - 1-Day Pass \$2.75
  - Discounts of 50% or more on other fare media
- Mountain Transit**  
Eligibility: Seniors 60+ with photo ID. Veterans with photo ID. Persons with Disabilities with VVTA ID. Visit [vvtta.org/fares](http://vvtta.org/fares) for full details.
  - Local Trip \$75
  - County Trip \$1.25
  - 50% discount on Day and 31-day Passes
- MetroLink Arrow Trains**  
Eligibility: Seniors 60+ with photo ID. Veterans with photo ID. Persons with Disabilities with Mountain Transit ADA Card. Visit [mountaintransit.org](http://mountaintransit.org) for full details.
  - 50% discount on Off-the-Mountain Fares
  - Local routes are free
- Basin Transit**  
Eligibility: Seniors 60+ with proof of age. Persons with Disabilities with Basin Transit ADA card. Visit [basin-transit.com/fares](http://basin-transit.com/fares) for full details.
  - Intercity Routes \$1.25
  - Neighborhood Shuttles \$1.00
  - Route 12 \$4.50
  - Route 15 \$14.50
- Needles Area Transit**  
Eligibility: Seniors 60+ with proof of age. Persons with Disabilities (requires doctor certification). Visit [needlesatransit.com/fares](http://needlesatransit.com/fares) for full details.
  - At bus stop \$1.25
  - Deviation Pickup \$1.90
- Riverside Transit Agency**  
Eligibility: Seniors 60+ with proof of age. Veterans with ID. Persons with Disabilities with Mountain Transit ADA Card. Visit [mountaintransit.org](http://mountaintransit.org) for full details.
- SunLine Transit Agency**  
Eligibility: Seniors 60+ with proof of age. Veterans with ID. Persons with Disabilities with Mountain Transit ADA Card. Visit [mountaintransit.org](http://mountaintransit.org) for full details.
- Beaumont Transit**  
Eligibility: Seniors 60+ with proof of age. Veterans with ID. Persons with Disabilities with Mountain Transit ADA Card. Visit [mountaintransit.org](http://mountaintransit.org) for full details.
- Victor Valley Transit**  
Eligibility: Seniors 60+ with photo ID. Veterans with photo ID. Persons with Disabilities with VVTA ID. Visit [vvtta.org/fares](http://vvtta.org/fares) for full details.



Seniors/Persons with Disabilities

# Ride Happy! to Earth Day events throughout San Bernardino County.



Ride Free Tuesday April 22 on all San Bernardino County public transit systems



## Upcoming Free Fare Days

- Dump the Pump Day – June 19, 2025
- Rural Transit Day – July 16, 2025
- Clean Air Day – October 2, 2025
- Election Day – November 2, 2025



Free Fare Initiatives

# Plan. Build. Move.

Mairany Anaya  
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909.884.8276



Attachment No. 1 to Agenda Item No. 6  
EENR Compliance Assessments  
(PowerPoint)



# EENR Compliance Assessments

Ryan Graham  
Planning Manager, SBCTA



**cta**

San Bernardino County  
Transportation Authority

- What is the Emergency Evacuation Network Resilience Study?
  - Bi-County Collaborative Study between SBCTA and WRCOG.
  - Project Objectives
    1. Help local agencies identify their most vulnerable communities for emergency evacuations
    2. Determine the amount of time needed to facilitate an evacuation
    3. Develop strategies to improve regional emergency egress during an event such as earthquake, wildfire or flooding, for example.



**EENR Background**

- Jacobs Engineering selected in November 2024 to provide consulting services for the project.
- To date, efforts have primarily been:
  - Stitch the SBTAM and RIVCOM regional travel demand models
  - Prepare compliance assessments for up to 42 agencies as part of the project.
    - Began facilitating local jurisdiction meetings on 4/8/25
    - Have held 5 meetings to date.
    - Wrap meetings for compliance assessments by the end of June.
    - SBCTA Participation to date 13 out of 25 or 52%
- Project is scheduled to be completed by December 2025.



EENR Background

#### **SB99 Compliance Assessment Data\***

- Identify residential areas with 12 parcels with less than two ingress/egress routes
- Emphasis is on residential areas or parcels and cannot simply designate entire communities as evacuation constrained.

#### **AB747/1409 Compliance Assessment Data\***

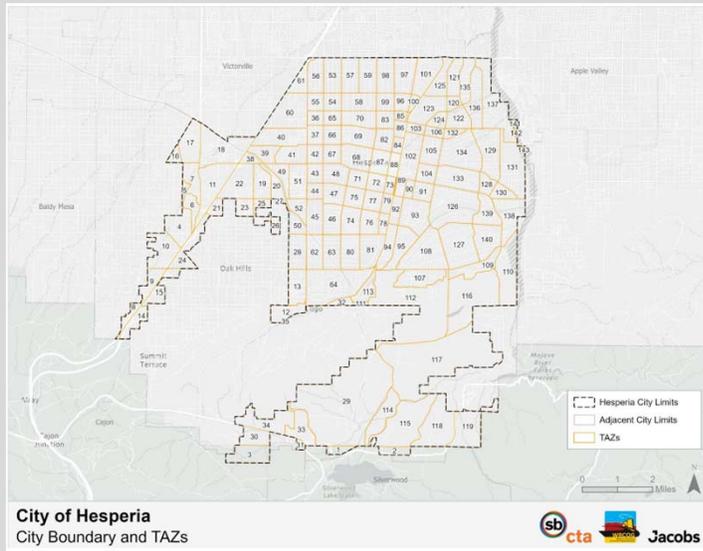
- Focus is on evacuation routes and locations
  - Route capacity, safety and viability under a range of scenarios
  - Locations can include shelters, refuge locations, or other safety points

\* SBCTA / Jacobs to provide the information to meet CA State reqs. However, it is up to each jurisdiction to incorporate the information as needed into Safety Element, Local Hazard Mitigation Plan, etc



EENR Background

### Network Resilience Assessment – Hesperia Example (SB99)

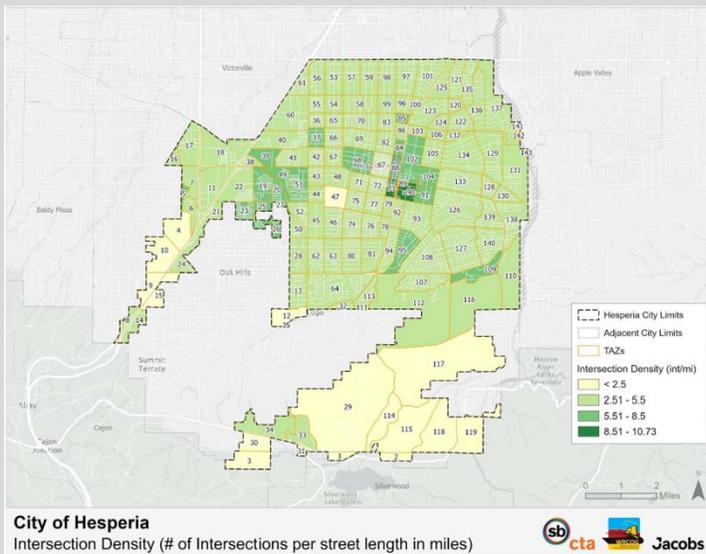


1. Begin by identifying TAZs



Compliance Assessments

### Network Resilience Assessment – Hesperia Example (SB99)

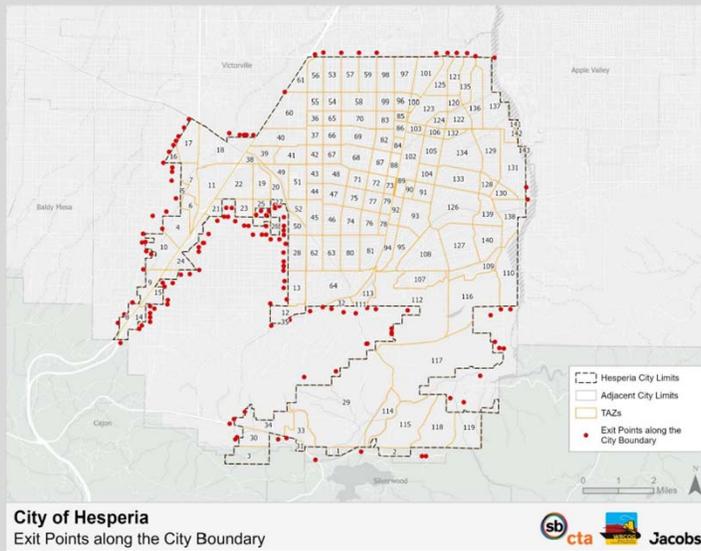


1. Begin by identifying TAZs
2. Intersection Density Map



Compliance Assessments

### Network Resilience Assessment – Hesperia Example (SB99)



City of Hesperia  
Exit Points along the City Boundary

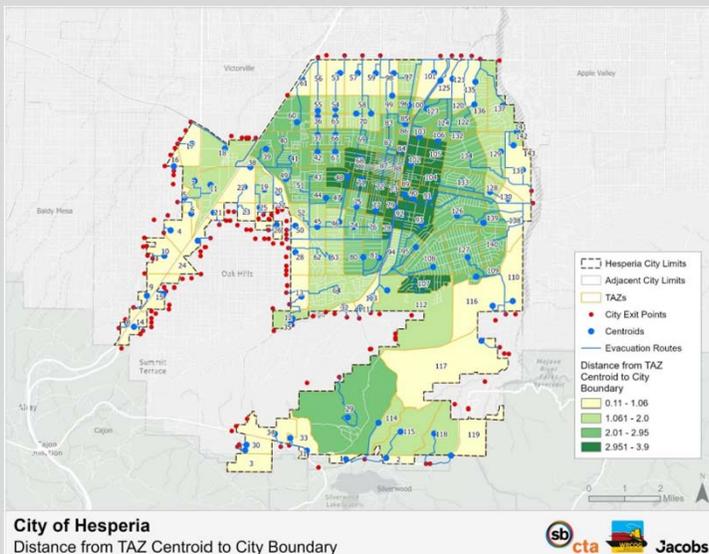


1. Begin by identifying TAZs
2. Intersection Density Map
3. Exit points



Compliance Assessments

### Network Resilience Assessment – Hesperia Example (SB99)



City of Hesperia  
Distance from TAZ Centroid to City Boundary

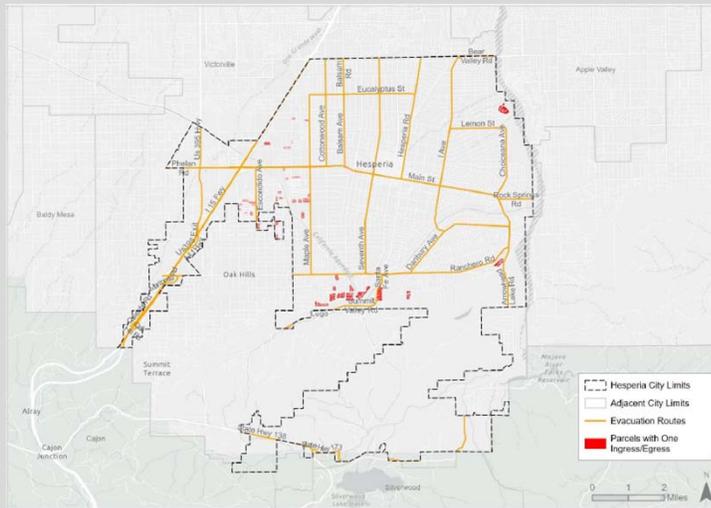


1. Begin by identifying TAZs
2. Intersection Density Map
3. Exit points
4. Shortest Distance to City Boundary from TAZ centroid



Compliance Assessments

## Network Resilience Assessment – Hesperia Example (SB99)



City of Hesperia  
SB 99 Compliance Assessment



1. Begin by identifying TAZs
2. Intersection Density Map
3. Exit points
4. Shortest Distance to City Boundary from TAZ centroid
5. Identification of Parcels with one point of ingress/egress



Compliance Assessments

## AB747 Assessment – Fontana Example

### 7.1 Evacuation Scenarios

Three emergency scenarios that require large-scale evacuation were identified for the City of Fontana. The emergency scenarios were developed based on the hazards that threaten the city that were identified in the city's 2017 Local Hazard Mitigation Plan (City of Fontana, 2017)<sup>1</sup>. The three scenarios are:

- **Scenario 1:** a major earthquake that hits at 6 AM affecting the entire city, prompting everyone to leave the city as soon as possible in every direction.
- **Scenario 2:** wildfire starting at 6 AM in Panorama Park and Coyote Canyon north of the city. Everyone leaves the city as soon as possible through east, west and south boundaries.
- **Scenario 3:** wildfire starting at 4 PM in Jurupa Hills along the south border of the city and spreading north. Everyone leaves the city as soon as possible through east, west and north boundaries.

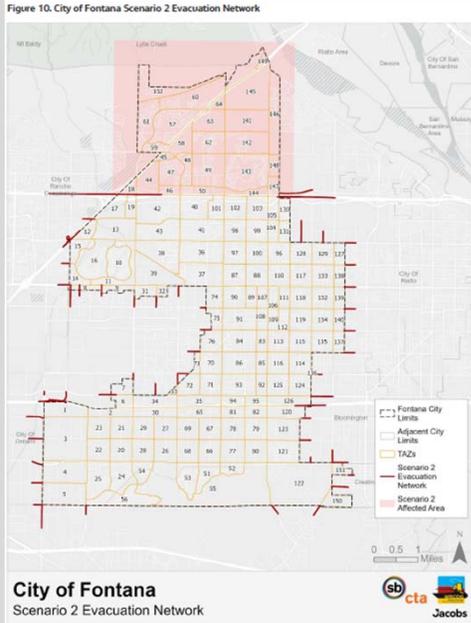
For this assessment, the evacuation occurs at 6 AM for Scenarios 1 and 2, assuming all residents are at home. For Scenario 3, the evacuation occurs at 4 PM, assuming that residents are either at home, work or school, or at other locations.

1. Identify Evacuation Scenarios



Compliance Assessments

### AB747 Assessment – Fontana Example



1. Identify Evacuation Scenarios
2. Analyze Network Roadway System capacity for Evacuation Scenarios
  - Example here is wildfire from the north in the AM



Compliance Assessments

### AB747 Assessment – Fontana Example

#### 7.3 Roadway System Capacity Assessment

Table 1. City of Fontana Roadway System Capacity Assessment

	Scenario 1 (Earthquake)	Scenario 2 (Wildfire)	Scenario 3 (Wildfire)
Total vehicle trips (demand)	59,023	59,023	94,964
Hourly evacuation network capacity (vehicles per hour)	111,590	98,127	95,053
Average time (minutes) to evacuate (assuming even loading on the network)	32	36	60

1. Identify Evacuation Scenarios
2. Analyze Network roadway system capacity for Evacuation Scenarios
3. Evacuation system capacity results



Compliance Assessments

# Next Steps

1. **Continue with the SB99 & AB747/1409 compliance assessments**
  - Conclude the meetings in mid-June
  - Any remaining compliance assessments will use evacuation scenarios currently recommended by consultant.
2. **Begin assessing regional evacuation needs**
3. **Improvement prioritization & planning level cost estimate**
4. **Perform work on Task 3 of the Study**
  - Network Electrification, Transit Shelter Evaluation, Vehicle Redundancy

