

## AGENDA

### General Policy Committee Meeting

March 12, 2025

**\*\*\*Start Time 9:00 AM (CLOSED SESSION)\*\*\***

**1170 W. 3rd St., 2nd Fl. (The Super Chief), San Bernardino, CA 92410**

**\*\*Convene Regular Meeting immediately following Closed Session\*\***

#### Location

San Bernardino County Transportation Authority

*First Floor Lobby Board Room*

1170 W. 3rd Street, San Bernardino, CA 92410

#### *General Policy Committee Membership*

##### Chair – Vice President

Rick Denison, Council Member  
*Town of Yucca Valley*

##### President

Ray Marquez, Council Member  
*City of Chino Hills*

##### Past President

Dawn Rowe, Supervisor  
*County of San Bernardino*

##### West Valley Representatives

John Dutrey, Mayor  
*City of Montclair*

Alan Wapner, Council Member  
*City of Ontario*

Jesse Armendarez, Supervisor  
*County of San Bernardino*

##### Mt./Desert Representatives

Debra Jones, Council Member  
*City of Victorville*

Art Bishop, Mayor Pro Tem  
*Town of Apple Valley*

##### East Valley Representatives

Frank Navarro, Mayor  
*City of Colton*

Larry McCallon, Mayor Pro Tem  
*City of Highland*

Helen Tran, Mayor  
*City of San Bernardino*

Joe Baca, Jr., Supervisor  
*County of San Bernardino*

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

**AGENDA**

**General Policy Committee Meeting**

**March 12, 2025**

**9:00 AM**

**\*\*9:00 AM (CLOSED SESSION)\*\***

**1170 W. 3rd St., 2nd Fl. (The Super Chief), San Bernardino, CA 92410**

**CLOSED SESSION**

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957  
Title: General Counsel

**2. CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Ray Marquez, Board  
President Unrepresented Employee: General Counsel

**3. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Colleen Franco  
Unrepresented Employee: All Unrepresented Employees of SBCTA

**\*\*Convene Regular Meeting immediately following Closed Session\*\***

**1170 W. 3rd Street, 1st Floor Lobby Board Room, San Bernardino, CA**

**Items listed on the agenda are intended to give notice to members of the public of a general description of matters to be discussed or acted upon. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.**

To obtain additional information on any items, please contact the staff person listed under each item. You are encouraged to obtain any clarifying information prior to the meeting to allow the Board to move expeditiously in its deliberations. Additional *“Meeting Procedures”* and agenda explanations are attached to the end of this agenda.

## CALL TO ORDER

(Meeting Chaired by Rick Denison)

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

### **Public Comment**

#### **Brief Comments from the General Public**

**Note: Public Comment on items listed on this agenda will be allowed only during this committee meeting. No public comment will be allowed on committee items placed on the Consent Agenda at the Board of Directors meeting. If an item has substantially changed after consideration during the committee meeting, the item will be placed on Discussion for Board and public comment will be allowed.**

### **Possible Conflict of Interest Issues**

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item.

#### **1. Information Relative to Possible Conflict of Interest**

Pg. 11

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

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

### **INFORMATIONAL ITEMS**

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

#### **2. February 2025 Procurement Report**

Pg. 12

Receive the February 2025 Procurement Report.

**Presenter: Alicia Bullock**

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

#### **3. Budget to Actual Report for Second Quarter Ending December 31, 2024.**

Pg. 20

Receive and file Budget to Actual Report for the second quarter ending December 31, 2024.

**Presenter: Lisa Lazzar**

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

## DISCUSSION ITEMS

### Discussion - Administrative Matters

- 4. Fiscal Year 2024/2025 Budget Action Plan - Third Quarter Report** Pg. 30

Receive the Fiscal Year 2024/2025 Budget Action Plan – Third Quarter Report.  
**Presenter: Raymond Wolfe**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**
- 5. Memberships to Regional, State, and National Organizations** Pg. 43

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

Approve the SBCTA and, SBCOG memberships to regional, state and national organizations as listed below.  
**Presenter: Carrie Schindler**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**
- 6. Updates to Policy No. 11000** Pg. 48

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

Approve revisions to Contracting and Procurement Policy No. 11000 to include revisions to definitions and updating the procurement threshold for Goods in Section V.A.  
**Presenter: Alicia Bullock**

**This item is not scheduled for review by any other policy committee or technical advisory committee. SBCTA General Counsel and Procurement Manager have reviewed this item and the proposed policy revisions.**
- 7. Fiscal Year 2025/2026 Assessment Dues** Pg. 80

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

Adopt the SBCOG Fiscal Year 2025/2026 mandatory assessments and additional mandatory obligations. **Presenter: Lisa Lazzar**

**This item is not scheduled for review by any other policy committee or technical advisory committee.**
- 8. Measure I Revenue Estimate for Fiscal Year 2025/2026 Allocation Planning** Pg. 83

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

Approve a Measure I 2010-2040 revenue estimate of \$248.7 million for Fiscal Year 2025/2026 and the revenue distribution by subarea, as shown in Table 2 on the following page, for purposes of allocation planning for Fiscal Year 2025/2026.  
**Presenter: Lisa Lazzar**

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

**9. Amendment No. 3 to Contract No. 20-1002322 with PFM Financial Advisors, LLC**

Pg. 85

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

A. Approve Amendment No. 3 to Contract No. 20-1002322, Financial Advisory Services, with PFM Financial Advisors, LLC, to extend the term of the agreement by an additional two years for a total of seven years, expiring June 30, 2027; and to increase the contract amount by \$200,000, for a total not-to-exceed amount of \$600,000.

B. Approve an exception to Contracting and Procurement Policy No. 11000 and extend the termination date of Financial Advisory Services Contract No. 20-1002322 with PFM to June 30, 2027, which is beyond the five-year maximum term by two years.

**Presenter: Lisa Lazzar**

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

**Discussion - Air Quality/Traveler Services**

**10. Inland Regional Energy Network 2024 Annual Report Update**

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Receive an update on the San Bernardino Council of Governments 2024 Inland Regional Energy Network Annual Report.

**Presenter: Jennifer Aguilar**

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

**Discussion - Regional/Subregional Planning**

**11. Development Mitigation Annual Report for Fiscal Year Ending June 30, 2024**

Pg. 95

Receive information on the Development Mitigation Annual Report for Fiscal Year ending June 30, 2024.

**Presenter: Ginger Koblasz**

**This item was assembled from data provided by members of the SBCTA Transportation Technical Advisory Committee (TTAC), or their designees. A draft of this item was distributed to TTAC members on March 3, 2025 for comments. This item is not scheduled for review by any other policy committee or technical advisory committee.**

**Discussion - Council of Governments**

**12. San Bernardino Council of Governments 5-Year Work Plan Update**

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

Receive an update on the San Bernardino Council of Governments 5-Year Work Plan.

**Presenter: Suzanne Peterson**

**This item was reviewed by the City/County Managers' Technical Advisory Committee on March 6, 2025. This item is not scheduled for review by any other policy committee or technical advisory committee.**

**13. Equity Framework: Update and Request for Direction**

Pg. 106

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

- A. Approve the Equity Framework Definition and Agency Role.
- B. Provide comments and feedback on the Equity Framework Goals and Strategies.

**Presenter: Suzanne Peterson**

**This item was reviewed by the COG Ad Hoc Committee on February 13, 2025. This item is not scheduled for review by any other policy committee or technical advisory committee.**

**Comments from Board Members**

**Brief Comments from Board Members**

**ADJOURNMENT**

**Additional Information**

Attendance

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Acronym List

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Mission Statement

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**The next General Policy Committee meeting is scheduled for April 9, 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 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 5:00 pm the day before the meeting in order to allow sufficient time to distribute the information. Information provided as public testimony is not read into the record by the Clerk. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda. Any consent item that is pulled for discussion shall be treated as a discussion item, allowing further public comment on those items.

**Public Comment** –An opportunity is also provided for members of the public to speak on any subject within the Board’s jurisdiction. Matters raised under “Public Comment” will not be acted upon at that meeting. See, “Public Testimony on an Item,” above.

**Disruptive or Prohibited Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the President may recess the meeting or order the person, group or groups of person willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive or prohibited conduct includes without limitation addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, bringing into the meeting any type of object that could be used as a weapon, including without limitation sticks affixed to signs, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Your cooperation is appreciated!



**General Practices for Conducting Meetings  
of  
Board of Directors and Policy Committees**

**Attendance.**

- The President of the Board or Chair of a Policy Committee (Chair) has the option of taking attendance by Roll Call. If attendance is taken by Roll Call, the Clerk of the Board will call out by jurisdiction or supervisorial district. The Member or Alternate will respond by stating his/her name.
- A Member/Alternate who arrives after attendance is taken shall announce his/her name prior to voting on any item.
- A Member/Alternate who wishes to leave the meeting after attendance is taken but before remaining items are voted on shall announce his/her name and that he/she is leaving the meeting.

**Basic Agenda Item Discussion.**

- The Chair announces the agenda item number and states the subject.
- The Chair calls upon the appropriate staff member or Board Member to report on the item.
- The Chair asks members of the Board/Committee if they have any questions or comments on the item. General discussion ensues.
- The Chair calls for public comment based on “Request to Speak” forms which may be submitted.
- Following public comment, the Chair announces that public comment is closed and asks if there is any further discussion by members of the Board/Committee.
- The Chair calls for a motion from members of the Board/Committee. Upon a motion, the Chair announces the name of the member who makes the motion. Motions require a second by a member of the Board/Committee. Upon a second, the Chair announces the name of the Member who made the second, and the vote is taken.
- The “aye” votes in favor of the motion shall be made collectively. Any Member who wishes to oppose or abstain from voting on the motion shall individually and orally state the Member’s “nay” vote or abstention. Members present who do not individually and orally state their “nay” vote or abstention shall be deemed, and reported to the public, to have voted “aye” on the motion.
- Votes at teleconferenced meetings shall be by roll call, pursuant to the Brown Act, or, at any meeting, upon the demand of five official representatives present or at the discretion of the presiding officer.

**The Vote as specified in the SBCTA Administrative Code and SANBAG Bylaws.**

- Each Member of the Board of Directors shall have one vote. In the absence of the official representative, the Alternate shall be entitled to vote. (Note that Alternates may vote only at meetings of the Board of Directors, Metro Valley Study Session and Mountain/Desert Policy Committee.)

### **Amendment or Substitute Motion.**

- Occasionally a Board Member offers a substitute motion before the vote on a previous motion. In instances where there is a motion and a second, the Chair shall ask the maker of the original motion if he or she would like to amend the motion to include the substitution or withdraw the motion on the floor. If the maker of the original motion does not want to amend or withdraw, the substitute motion is voted upon first, and if it fails, then the original motion is considered.
- Occasionally, a motion dies for lack of a second.

### **Call for the Question.**

- At times, a Member of the Board/Committee may “Call for the Question.”
- Upon a “Call for the Question,” the Chair may order that the debate stop or may allow for limited further comment to provide clarity on the proceedings.
- Alternatively, and at the Chair’s discretion, the Chair may call for a vote of the Board/Committee to determine whether or not debate is stopped.
- The Chair re-states the motion before the Board/Committee and calls for the vote on the item.

### **The Chair.**

- At all times, meetings are conducted in accordance with the Chair’s direction.
- These general practices provide guidelines for orderly conduct.
- From time to time, circumstances may require deviation from general practice (but not from the Brown Act or agency policy).
- Deviation from general practice is at the discretion of the Chair.

### **Courtesy and Decorum.**

- These general practices provide for business of the Board/Committee to be conducted efficiently, fairly and with full participation.
- It is the responsibility of the Chair and Members to maintain common courtesy and decorum.

*Adopted By SANBAG Board of Directors January 2008*

*Revised March 2014*

*Revised May 4, 2016*

*Revised June 7, 2023*

### ***Minute Action***

AGENDA ITEM: 1

***Date:*** March 12, 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:

<b>Item No.</b>	<b>Contract No.</b>	<b>Principals &amp; Agents</b>	<b>Subcontractors</b>
9	20-1002322-03	PFM Financial Advisors, LLC <i>Peter Shellenberger, Managing Director</i>	N/A

***Financial Impact:***

This item has no direct impact on the budget.

***Reviewed By:***

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

***Responsible Staff:***

Carrie Schindler, Deputy Executive Director

Approved  
General Policy Committee  
Date: March 12, 2025

Witnessed By:

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

## *Minute Action*

AGENDA ITEM: 2

**Date:** *March 12, 2025*

**Subject:**

February 2025 Procurement Report

**Recommendation:**

Receive the February 2025 Procurement Report.

**Background:**

The Board of Directors (Board) adopted the Contracting and Procurement Policy No. 11000 on January 3, 1997, and approved the last revision on January 4, 2023. The Board authorized the Executive Director, or his designee, to approve: a) contracts and purchase orders up to \$100,000; b) Contract Task Orders (CTO) up to \$500,000 and for CTOs originally \$500,000 or more, increasing the CTO amount up to \$250,000; c) amendments with a zero dollar value; d) amendments to exercise the option term if the option term was approved by the Board in the original contract; e) amendments that cumulatively do-not-exceed 50% of the original contract or purchase order value of \$100,000, whichever is less; f) amendments that do-not-exceed contingency amounts authorized by the Board; 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 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.
- Four contract amendments were executed.
- Five CTO's were executed.
- Three CTO amendments were executed.
- Two contingency amendments were executed.
- Four purchase orders were executed.
- No purchase order amendments were executed.
- No IFBs/RFPs were released.

Below is a summary of the actions taken by CityCom:

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

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

General Policy Committee Agenda Item

March 12, 2025

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A list of all Contracts and Purchase Orders that were executed by the Executive Director, Department Director, and/or General Counsel during the month of February 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. The Procurement Report will now be reported a month in arrears to allow enough time to meet agenda deadlines.

**Financial Impact:**

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

**Reviewed By:**

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

**Responsible Staff:**

Alicia Bullock, Procurement Manager

Approved  
General Policy Committee  
Date: March 12, 2025  
Witnessed By:

**Attachment A - 1  
February 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	22-1002776	1	South Coast Air Quality Management District	Extend the term by one year due to delays in procuring a contractor for the design and installation of permanent hydrogen fueling infrastructure for the Arrow Maintenance Facility.	\$ 1,662,000.00	\$ -	\$ -	\$ 1,662,000.00	N/A
Contract Amendment	23-1002843	2	California Department of Transportation	Update the Funding Summary to administratively reflect the construction cost increase, the revised amount of Trade Corridor Enhancement Program, Congestion Mitigation and Air Quality, and Measure I funds for the I-15 Corridor Freight and Express Lanes.	\$ 5,517,200.00	\$ -	\$ -	\$ 5,517,200.00	N/A
Contract Amendment	24-1003085	1	Crowe LLP	Increase the not-to-exceed amount to allow for additional professional audit services work associated with the implementation of GASB 100 Accounting Changes and Error Corrections.	\$ 900,000.00		\$ 14,750.00	\$ 914,750.00	N/A
Contract Amendment	21-1002543	4	San Bernardino Historical and Pioneer Society	Allow the tenant to make monthly payments of Base Rent due to the shift in their business operations and current economy for the Railroad Museum.	\$ 9,180.00	\$ 6,120.00		\$ 15,300.00	N/A
CTO	24-1003135	9	PlaceWorks	To provide Housing General Support Services for the Planning Department and Council of Governments.	\$ 100,000.00	\$ -	\$ -	\$ -	\$23,281,950.00 (available \$16,208,350)
CTO	24-1003136	15	HNTB Corporation	REAP 2.0 City of Upland Affordable Housing and Complete Streets Improvements. (On 6/5/2024 the BOD approved the Executive Director to execute CTO's above \$500,000)	\$ 904,024.94	\$ -	\$ -	\$ -	\$23,281,950.00 (available \$13,353,718.89)
CTO	24-1003130	16	MNS Engineers, Inc.	REAP 2.0 City of Twentynine Palms Affordable Housing and Complete Streets Improvements. (On 6/5/2024 the BOD approved the Executive Director to execute CTO's above \$500,000)	\$ 511,735.00	\$ -	\$ -	\$ -	\$23,281,950.00 (available \$12,841,983.89)
CTO	24-1003130	17	MNS Engineers, Inc.	REAP 2.0 City of Ontario Affordable Housing and Complete Streets Improvements. (On 6/5/2024 the BOD approved the Executive Director to execute CTO's above \$500,000)	\$ 737,000.00	\$ -	\$ -	\$ -	\$23,281,950.00 (available \$12,104,983.89)

Attachment: February 2025 Procurement Report - PDF (11135 : February 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**  
**February 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	24-1003132	18	Fehr & Peers	REAP 2.0 City of Fontana Affordable Housing and Complete Streets Improvements. (On 6/5/2024 the BOD approved the Executive Director to execute CTO's above \$500,000)	\$ 950,631.17	\$ -	\$ -	\$ -	\$23,281,950.00 (available \$15,257,718.83)
CTO Amendment	19-1002008	3.3	Overland, Pacific and Cutler	Segment 1 Right-of-Way Services, project management, coordination and appraisals for temporary construction easements and contingency, preparation of NDAs and just compensation packages; litigation, pre-trial needs, coordination with cities, and project surveyors for any revisions to grant legals and plats for the West Valley Connector Project.	\$ 477,986.58	\$ 157,648.43	\$ 72,901.00	\$ 708,536.01	\$9,500,000 (available 1,397,526.53)
CTO Amendment	19-1002007	3.3	Bender Rosenthal, Inc.	Additional scope items including coordinating the transfer of permanent easements from SBCTA to their respective cities. Additional appraisal reports for temporary construction easement extensions, structural and architectural renovation, and ongoing project management support for the West Valley Connector Project.	\$ 550,307.25	\$ 90,326.26	\$ 109,358.08	\$ 749,991.59	\$9,500,000 (available \$1,288,168.45)
CTO Amendment	18-1001924	3.4	Epic Land Solutions, Inc.	Ongoing services for the West Valley Connector Project Segment 4 Right-of-Way Services.	\$ 1,196,056.11	\$ 1,970,976.00	\$ 480,244.01	\$ 3,647,276.12	\$9,500,000 (available \$807,924.44)

Attachment: February 2025 Procurement Report - PDF (11135 : February 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**  
**February 2025 Contingency Released Actions**

<b>Contract No. &amp; Contingency No.</b>	<b>Reason for Contingency Amendment (Include a Description of the Contingency Amendment)</b>	<b>Vendor Name</b>	<b>Original Contract Amount</b>	<b>Prior Amendments</b>	<b>Prior Contingencies</b>	<b>Current Contingencies</b>	<b>Amended Contract Amount</b>
16-1001530 No. 5N	To perform system audit, configure Microsoft purview and defender anti-spam policies to protect user accounts, and on-going administration and maintenance support for the I-10 Express Lanes.	HNTB Corporation	\$ 40,000,000.00	\$ 29,021,019.78	\$ 8,322,071.00	\$ 24,404.00	\$ 77,367,494.78
22-1002775 No. 0D	To prepare environmental revalidation and supplemental project reports due to proposed project improvements, and modifications extending beyond the original Area of Potential Effects for the US 395 Phase 2 PS&E Project.	AECOM Technical Services, Inc.	\$ 7,104,413.13	\$ -	\$ 202,886.34	\$ 113,883.48	\$ 7,421,182.95

Attachment: February 2025 Procurement Report - PDF (11135 : February 2025 Procurement Report)



## Attachment A - 3

## February 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	4002587	2/12/2025	Inland Empire 66ers Baseball Club, San Bernardino	2025 SBCTA Employee Picnic.	\$ 3,740.00	\$ -	\$ -	\$ 3,740.00
New PO	4002599	2/27/2025	Intelli-Tech	Vmware vSphere Foundation 8 Annual Renewal.	\$ 36,480.00	\$ -	\$ -	\$ 36,480.00
New PO	4002588	2/19/2025	Integrgraph Corporation, Hexagon	EcoSys Maintenance and Support Renewal.	\$ 29,560.00	\$ -	\$ -	\$ 29,560.00
New PO	4002567	2/19/2025	Oracle	Primavera P6 Software Renewal.	\$ 1,866.24	\$ -	\$ -	\$ 1,866.24

**Attachment B**  
**February 2025 RFP's, RFQ's and IFB's**

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

**Attachment C**

**February 2025 CityCom's Issued Purchase Orders/Contracts**

<b>PO/Contract No.</b>	<b>Vendor Name</b>	<b>Description of Services</b>	<b>Total Amount</b>
PO SBCTA51098	Tecta America	Annual roof maintenance at the Depot (Minor repairs, weatherproofing, reinforcements).	\$ 3,260.00
PO SBCTA51183	Everest Landscape	Install Decomposed Granite and new plants at the front planters of Depot.	\$ 5,800.00

## *Minute Action*

AGENDA ITEM: 3

***Date:*** *March 12, 2025*

***Subject:***

Budget to Actual Report for Second Quarter Ending December 31, 2024.

***Recommendation:***

Receive and file Budget to Actual Report for the second quarter ending December 31, 2024.

***Background:***

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

The report is broken down by Fund group and provides a percentage of the budget received or expended through December 31, 2024.

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

General Fund

A. Revenues:

1. Measure I Sales Tax revenue is low since July and August receipts pertain to the prior fiscal year.
2. Interest is distributed to the appropriate funds at year-end based on ending cash balances. The positive balance is partially due to reversing the prior year's negative accruals related to fair value adjustment and the holding of investment earnings before allocation to all funds at year-end.

B. Expenditures:

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

C. Other Financing Sources:

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

Federal Fund

A. Revenues:

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

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

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B. Expenditures:

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

C. Other Financing Sources:

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

Federal Transit Administration Fund

A. Revenues:

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

B. Expenditures:

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

State Fund

A. Revenues:

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

B. Expenditures:

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

Proposition 1B Fund

A. Revenues:

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

B. Expenditures:

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

Local Transportation Fund (LTF)

A. Revenues:

1. LTF revenue is low since July and August receipts pertain to the prior fiscal year.
2. The positive investment earnings balance is due to a reversal of the prior year's negative accruals related to fair value adjustment.

B. Expenditures:

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

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C. Other Financing Sources:

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

State Transit Assistance Fund

A. Revenues:

1. The timing for recording revenues fluctuates based on the period of performance upon distribution from the state.
2. The positive investment earnings balance is due to a reversal of the prior year's negative accruals related to fair value adjustment.

B. Expenditures:

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

C. Other Financing Sources:

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

Senate Bill 1

A. Revenues:

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

B. Expenditures:

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

Measure I 1990-2010 Fund

A. Revenues:

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

B. Expenditures:

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

Measure I 2010-2040 Fund

A. Revenues:

1. Measure I Sales Tax revenue is low since July and August receipts pertain to the prior fiscal year.
2. The negative investment earnings balance is due to a reversal of prior year accruals.

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B. Expenditures:

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

C. Other Financing Sources:

1. Operating transfers in represent cash transfers from the Enterprise Fund for draws on the Transportation Infrastructure Finance and Innovation Act loan and to properly allocate funds for the West Valley Connector Project.
2. Operating transfers out represent cash transfers to the General Fund to fund the Indirect Cost Fund and to the Debt Service Fund to cover debt service expenditures, as well as to the Capital Project fund for the I-10 Cedar Interchange and the North First Avenue Bridget project.

Debt Service Fund

A. Revenues:

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

B. Expenditures:

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

C. Other Financing Sources:

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

Capital Projects Fund

A. Revenues:

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

B. Expenditures:

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

C. Other Financing Sources:

1. No commercial paper has been issued in Fiscal Year 2024/2025.
2. Operating transfers in represent cash transfers within the Capital Projects Fund to properly allocate funding for the Monte Vista Grade Separation project. Also included is the transfer for the repayment of commercial paper from the Federal Fund for the North First Avenue Bridge project.
3. Operating transfers out represent cash transfers within the Capital Projects Fund to properly allocate funding for the Monte Vista Grade Separation project.

San Bernardino Council of Governments

San Bernardino County Transportation Authority

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Nonmajor Governmental Funds – Excluding Council of Governments

A. Revenues:

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

B. Expenditures:

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

C. Other Financing Sources:

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

Council of Governments Fund

A. Revenues:

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

B. Expenditures:

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

C. Other Financing Sources:

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

Enterprise Fund

A. Revenues:

1. Express Lanes Operations commenced in August 2024.
2. The negative investment earnings balance is due to a reversal of prior year accruals.

B. Expenditures:

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

C. Other Financing Sources:

1. Operating transfers out represent cash transfers to the Measure I Fund for draws on the Transportation Infrastructure Finance and Innovation Act loan.

***Financial Impact:***

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

***Reviewed By:***

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

***Responsible Staff:***

Lisa Lazzar, Chief Financial Officer

San Bernardino Council of Governments  
San Bernardino County Transportation Authority



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Approved  
General Policy Committee  
Date: March 12, 2025  
Witnessed By:

**Fiscal Year 2024-2025  
Second Quarter Budget to Actual Report  
June 30, 2025**

	2024-2025 Original Budget		2024-2025 Revised Budget		Actual Revenues & Expenditures to Date		Encumbrances	Balance	% of Budget Remaining for Expenditures
<b>GENERAL FUND</b>									
<b>Revenues</b>									
Sales Tax-MSI	2,519,000	-	2,519,000	809,880	-	1,709,120			
Intergovernmental	-	-	-	757,058	-	(757,058)			
Charges for Services	40,010	-	40,010	488,338	-	(448,328)			
Investment Earnings	460,000	-	460,000	11,783,688	-	(11,323,688)			
Miscellaneous	141	-	141	1,270	-	(1,129)			
Total Revenues	<u>3,019,151</u>	<u>-</u>	<u>3,019,151</u>	<u>13,840,234</u>	<u>-</u>	<u>(10,821,083)</u>			
<b>Expenditures</b>									
General Government	13,832,509	331,663	14,164,172	5,143,937	913,647	8,106,588		57.23%	
Regional & Subregional Planning	1,553,616	(100,414)	1,453,202	270,124	-	1,183,078		81.41%	
Transit	70,952,674	4,508,637	75,461,311	26,280,632	219,929	48,960,750		64.88%	
Project Delivery	309,967	-	309,967	31,054	-	278,913		89.98%	
Fund Administration	444,094	-	444,094	179,899	2,000	262,195		59.04%	
Total Expenditures	<u>87,092,860</u>	<u>4,739,886</u>	<u>91,832,746</u>	<u>31,905,646</u>	<u>1,135,576</u>	<u>58,791,524</u>		<u>64.02%</u>	
<b>Other Financing Sources</b>									
Transfers in	84,911,887	-	84,911,887	7,849,908	-	77,061,979		90.76%	
Transfers out	(3,034,132)	(10,753)	(3,044,885)	(1,510,051)	-	(1,534,834)		50.41%	
Total Other Financing Sources	<u>81,877,755</u>	<u>(10,753)</u>	<u>81,867,002</u>	<u>6,339,857</u>	<u>-</u>	<u>75,527,145</u>		<u>92.26%</u>	
Revenues Over (Under) Expenditures	<u>(2,195,954)</u>	<u>(4,750,639)</u>	<u>(6,946,593)</u>	<u>(11,725,555)</u>	<u>-</u>	<u>5,914,538</u>			
Note: Transfers in are from LTF, STA, and SGR revenue for budget purposes. The comprehensive annual financial report accounts for the activity in the individual funds of LTF, STA, and SGR, not the general fund.									
<b>FEDERAL FUND</b>									
<b>Revenues</b>									
Intergovernmental	131,400,865	-	131,400,865	6,758,055	-	124,642,810			
Investment Earnings	-	-	-	12,211	-	(12,211)			
Total Revenues	<u>131,400,865</u>	<u>-</u>	<u>131,400,865</u>	<u>6,770,266</u>	<u>-</u>	<u>124,630,599</u>			
<b>Expenditures</b>									
Regional & Subregional Planning	700,000	-	700,000	163,109	-	536,891		76.70%	
Transit	2,363,732	-	2,363,732	(72,264)	-	2,435,996		103.06%	
Project Delivery	128,337,133	(5,142,373)	123,194,760	39,851,379	-	83,343,381		67.65%	
Total Expenditures	<u>131,400,865</u>	<u>(5,142,373)</u>	<u>126,258,492</u>	<u>39,942,224</u>	<u>-</u>	<u>86,316,268</u>		<u>68.36%</u>	
<b>Other Financing Sources</b>									
Transfers out	-	(5,142,373)	(5,142,373)	(5,142,373)	-	-		0.00%	
Total Other Financing Sources	<u>-</u>	<u>(5,142,373)</u>	<u>(5,142,373)</u>	<u>(5,142,373)</u>	<u>-</u>	<u>-</u>		<u>0.00%</u>	
Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>(38,314,331)</u>	<u>-</u>	<u>38,314,331</u>			
<b>FEDERAL TRANSIT ADMINISTRATION FUND</b>									
<b>Revenues</b>									
Intergovernmental	44,789,439	-	44,789,439	4,766,962	-	40,022,477			
Total Revenues	<u>44,789,439</u>	<u>-</u>	<u>44,789,439</u>	<u>4,766,962</u>	<u>-</u>	<u>40,022,477</u>			
<b>Expenditures</b>									
Transit	44,789,439	-	44,789,439	4,938,190	-	39,851,249		88.97%	
Total Expenditures	<u>44,789,439</u>	<u>-</u>	<u>44,789,439</u>	<u>4,938,190</u>	<u>-</u>	<u>39,851,249</u>		<u>88.97%</u>	
Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>(171,228)</u>	<u>-</u>	<u>171,228</u>			
<b>STATE FUND</b>									
<b>Revenues</b>									
Intergovernmental	69,673,615	-	69,673,615	30,580,869	-	39,092,746			
Investment Earnings	-	-	-	74,497	-	(74,497)			
Total Revenues	<u>69,673,615</u>	<u>-</u>	<u>69,673,615</u>	<u>30,655,366</u>	<u>-</u>	<u>39,018,249</u>			
<b>Expenditures</b>									
General Government	9,070	-	9,070	262	-	8,808		97.11%	
Regional & Subregional Planning	491,374	-	491,374	161,104	-	330,270		67.21%	
Transit	35,578,278	566,510	36,144,788	9,300,159	-	26,844,629		74.27%	
Project Delivery	32,591,448	-	32,591,448	3,254,022	-	29,337,426		90.02%	
Fund Administration	1,003,077	-	1,003,077	372,443	-	630,634		62.87%	
Total Expenditures	<u>69,673,247</u>	<u>566,510</u>	<u>70,239,757</u>	<u>13,087,990</u>	<u>-</u>	<u>57,151,767</u>		<u>81.37%</u>	
Revenues Over (Under) Expenditures	<u>368</u>	<u>(566,510)</u>	<u>(566,142)</u>	<u>17,567,376</u>	<u>-</u>	<u>(18,133,518)</u>			

Attachment: Budget to Actual 2nd Qtr 2025 (11166 : Budget to Actual Report - 2nd Qtr. 2024/2025)

**Fiscal Year 2024-2025  
Second Quarter Budget to Actual Report  
June 30, 2025**

	2024-2025 Original Budget	Amendments	2024-2025 Revised Budget	Actual Revenues & Expenditures to Date	Encumbrances	Balance	% of Budget Remaining for Expenditures
<b>PROPOSITION 1B FUND</b>							
<b>Revenues</b>							
Intergovernmental	12,998	-	12,998	-	-	12,998	
Total Revenues	12,998	-	12,998	-	-	12,998	
<b>Expenditures</b>							
Project Delivery	12,998	1,266,463	1,279,461	377,092	-	902,369	70.53%
Total Expenditures	12,998	1,266,463	1,279,461	377,092	-	902,369	70.53%
Revenues Over (Under) Expenditures	-	(1,266,463)	(1,266,463)	(377,092)	-	(889,371)	
<b>LOCAL TRANSPORTATION FUND</b>							
<b>Revenues</b>							
Sales Tax-LTF	149,568,943	-	149,568,943	47,705,745	-	101,863,198	
Investment Earnings	2,000,000	-	2,000,000	4,858,839	-	(2,858,839)	
Total Revenues	151,568,943	-	151,568,943	52,564,584	-	99,004,359	
<b>Expenditures</b>							
Transit	120,000,000	-	120,000,000	60,054,090	108,885	59,837,025	49.86%
Total Expenditures	120,000,000	-	120,000,000	60,054,090	108,885	59,837,025	49.86%
<b>Other Financing Sources</b>							
Transfers out	(44,811,525)	-	(44,811,525)	(899,163)	-	(43,912,362)	97.99%
Total Other Financing Sources	(44,811,525)	-	(44,811,525)	(899,163)	-	(43,912,362)	97.99%
Revenues Over (Under) Expenditures	(13,242,582)	-	(13,242,582)	(8,388,669)	(108,885)	(4,745,028)	
<b>STATE TRANSIT ASSISTANCE FUND</b>							
<b>Revenues</b>							
Intergovernmental	30,482,261	-	30,482,261	8,396,899	-	22,085,362	
Investment Earnings	840,000	-	840,000	1,943,571	-	(1,103,571)	
Total Revenues	31,322,261	-	31,322,261	10,340,470	-	20,981,791	
<b>Expenditures</b>							
Transit	24,958,873	-	24,958,873	9,803,240	-	15,155,633	60.72%
Total Expenditures	24,958,873	-	24,958,873	9,803,240	-	15,155,633	60.72%
<b>Other Financing Sources</b>							
Transfers out	(31,901,792)	-	(31,901,792)	2,930,394	-	(34,832,186)	109.19%
Total Other Financing Sources	(31,901,792)	-	(31,901,792)	2,930,394	-	(34,832,186)	109.19%
Revenues Over (Under) Expenditures	(25,538,404)	-	(25,538,404)	3,467,624	-	(29,006,028)	
Note: Intergovernmental revenue (from State Transit Assistance) is net of the amount allocated to SBCTA and accounted for in the General Fund.							
<b>SENATE BILL 1 Fund</b>							
<b>Revenues</b>							
Intergovernmental	91,516,246	-	91,516,246	57,077	-	91,459,169	
Total Revenues	91,516,246	-	91,516,246	57,077	-	91,459,169	
<b>Expenditures</b>							
Commuter and Motorist Assistance	1,431,379	-	1,431,379	-	-	1,431,379	100.00%
Regional & Subregional Planning Program	10,400,000	-	10,400,000	65,810	-	10,334,190	99.37%
Transit	37,343,567	-	37,343,567	5,889,017	-	31,454,550	84.23%
Major Project Delivery	42,341,300	-	42,341,300	7,146,691	-	35,194,609	83.12%
Total Expenditures	91,516,246	-	91,516,246	13,101,518	-	78,414,728	85.68%
Revenues Over (Under) Expenditures	-	-	-	(13,044,441)	-	13,044,441	
<b>MEASURE 1 1990-2010 FUND</b>							
<b>Revenues</b>							
Investment Earnings	100,000	-	100,000	(19,644)	-	119,644	
Total Revenues	100,000	-	100,000	(19,644)	-	119,644	
<b>Expenditures</b>							
Project Delivery	2,003,400	(100,000)	1,903,400	81,651	-	1,821,749	95.71%
Total Expenditures	2,003,400	(100,000)	1,903,400	81,651	-	1,821,749	95.71%

Attachment: Budget to Actual 2nd Qtr 2025 (11166 : Budget to Actual Report - 2nd Qtr. 2024/2025)

**Fiscal Year 2024-2025**  
**Second Quarter Budget to Actual Report**  
**June 30, 2025**

	2024-2025		2024-2025		Actual Revenues		% of Budget	
	Original		Revised		& Expenditures		Remaining for	
	Budget	Amendments	Budget		to Date	Encumbrances	Balance	Expenditures
<b>MEASURE I 2010-2040 FUND</b>								
<b>Revenues</b>								
Sales Tax-MSI	249,381,000	-	249,381,000		82,678,138	-	166,702,862	
Investment Earnings	15,176,000	-	15,176,000		(2,682,800)	-	17,858,800	
Total Revenues	<u>264,557,000</u>	<u>-</u>	<u>264,557,000</u>		<u>79,995,338</u>	<u>-</u>	<u>184,561,662</u>	
<b>Expenditures</b>								
General Government	1,182,571	-	1,182,571		294,625	-	887,946	75.09%
Environment and Energy Conservation	298,449	-	298,449		6,256	-	292,193	97.90%
Commuter and Motorist Assistance	1,285,989	-	1,285,989		35,913	-	1,250,076	97.21%
Regional & Subregional Planning	1,365,852	48,122	1,413,974		301,422	-	1,112,552	78.68%
Transit	64,448,896	8,296,958	72,745,854		18,797,846	9,381,930	44,566,078	61.26%
Project Delivery	191,598,239	(700,000)	190,898,239		18,120,691	358,765	172,418,783	90.32%
Fund Administration	134,406,907	(200,000)	134,206,907		21,622,984	749,000	111,834,923	83.33%
Total Expenditures	<u>394,586,903</u>	<u>7,445,080</u>	<u>402,031,983</u>		<u>59,179,737</u>	<u>10,489,695</u>	<u>332,362,551</u>	<u>82.67%</u>
<b>Other Financing Sources</b>								
Transfers in	35,262,132	-	35,262,132		10,880,263	-	24,381,869	69.14%
Transfers out	(17,138,434)	(1,390)	(17,139,824)		(7,027,575)	-	(10,112,249)	59.00%
Total Other Financing Sources	<u>18,123,698</u>	<u>(1,390)</u>	<u>18,122,308</u>		<u>3,852,688</u>	<u>-</u>	<u>14,269,620</u>	<u>78.74%</u>
Revenues Over (Under) Expenditures	<u>(111,906,205)</u>	<u>(7,446,470)</u>	<u>(119,352,675)</u>		<u>24,668,289</u>	<u>(10,489,695)</u>	<u>(133,531,269)</u>	
Note: Sales tax - MSI is net of the 1% for Measure I Administration and accounted for in the General Fund.								
<b>DEBT SERVICE FUND</b>								
<b>Revenues</b>								
Investment Earnings	-	-	-		87,221	-	(87,221)	
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>		<u>87,221</u>	<u>-</u>	<u>(87,221)</u>	
<b>Expenditures</b>								
Debt Service	12,413,850	-	12,413,850		3,331,925	-	9,081,925	73.16%
Total Expenditures	<u>12,413,850</u>	<u>-</u>	<u>12,413,850</u>		<u>3,331,925</u>	<u>-</u>	<u>9,081,925</u>	<u>73.16%</u>
<b>Other Financing Sources</b>								
Operating Transfers In	12,413,850	-	12,413,850		5,159,938	-	7,253,912	58.43%
Total Other Financing Sources	<u>12,413,850</u>	<u>-</u>	<u>12,413,850</u>		<u>5,159,938</u>	<u>-</u>	<u>7,253,912</u>	<u>58.43%</u>
Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>-</u>		<u>1,915,234</u>	<u>-</u>	<u>(1,915,234)</u>	
<b>CAPITAL PROJECTS FUND</b>								
<b>Revenues</b>								
Intergovernmental	41,680,437	-	41,680,437		3,691,086	-	37,989,351	
Investment Earnings	1,065,000	-	1,065,000		(124,883)	-	1,189,883	
Miscellaneous	10,671,316	-	10,671,316		-	-	10,671,316	
Total Revenues	<u>53,416,753</u>	<u>-</u>	<u>53,416,753</u>		<u>3,566,203</u>	<u>-</u>	<u>49,850,550</u>	
<b>Expenditures</b>								
General Government	150,000	-	150,000		-	-	150,000	100.00%
Regional & Subregional Planning	6,708,337	(447,708)	6,260,629		80,950	-	6,179,679	98.71%
Transit	8,048,046	-	8,048,046		1,535,833	-	6,512,213	80.92%
Project Delivery	35,661,708	(4,060,817)	31,600,891		10,889,946	148,066	20,562,879	65.07%
Fund Administration	2,034,700	-	2,034,700		-	-	2,034,700	100.00%
Total Expenditures	<u>52,602,791</u>	<u>(4,508,525)</u>	<u>48,094,266</u>		<u>12,506,729</u>	<u>148,066</u>	<u>35,439,471</u>	<u>73.69%</u>
<b>Other Financing Sources</b>								
Proceeds from commercial paper	20,000,000	-	20,000,000		-	-	20,000,000	100.00%
Operating Transfers in	1,000,000	4,063,597	5,063,597		5,063,597	-	-	0.00%
Operating Transfers out	(20,000,000)	-	(20,000,000)		(298,871)	-	(19,701,129)	98.51%
Total Other Financing Sources	<u>1,000,000</u>	<u>4,063,597</u>	<u>5,063,597</u>		<u>4,764,726</u>	<u>-</u>	<u>298,871</u>	<u>5.90%</u>
Revenues Over (Under) Expenditures	<u>1,813,962</u>	<u>8,572,122</u>	<u>10,386,084</u>		<u>(4,175,800)</u>	<u>(148,066)</u>	<u>14,709,950</u>	

Attachment: Budget to Actual 2nd Qtr 2025 (11166 : Budget to Actual Report - 2nd Qtr. 2024/2025)

**Fiscal Year 2024-2025**  
**Second Quarter Budget to Actual Report**  
**June 30, 2025**

	2024-2025		2024-2025	Actual Revenues	Encumbrances	Balance	% of Budget Remaining for Expenditures
	Original Budget	Amendments	Revised Budget	& Expenditures to Date			
<b>NONMAJOR GOVERNMENTAL FUNDS - EXCLUDING COUNCIL OF GOVERNMENTS FUND</b>							
<b>Revenues</b>							
Intergovernmental	19,710,125	-	19,710,125	2,246,612	-	17,463,513	
Charges for Services	12,213	-	12,213	-	-	12,213	
Investment Earnings	105,000	-	105,000	415	-	104,585	
Miscellaneous	14,676	-	14,676	10,767	-	3,909	
Total Revenues	19,842,014	-	19,842,014	2,257,794	-	17,584,220	
<b>Expenditures</b>							
General Government	116,884	-	116,884	13,667	1,000	102,217	87.45%
Commuter and Motorist Assistance	5,434,709	-	5,434,709	1,319,863	19,577	4,095,269	75.35%
Regional & Subregional Planning	700,988	750,000	1,450,988	32,991	-	1,417,997	97.73%
Transit	11,934,322	380,778	12,315,100	302,481	-	12,012,619	97.54%
Total Expenditures	18,186,903	1,130,778	19,317,681	1,669,002	20,577	17,628,102	91.25%
<b>Other Financing Sources</b>							
Transfers out	(1,085,366)	(19,222)	(1,104,588)	(561,905)	-	(542,683)	49.13%
Total Other Financing Sources	(1,085,366)	(19,222)	(1,104,588)	(561,905)	-	(542,683)	49.13%
Revenues Over (Under) Expenditures	569,745	(1,150,000)	(580,255)	26,887	(20,577)	(586,565)	
<b>COUNCIL OF GOVERNMENTS FUND</b>							
<b>Revenues</b>							
Intergovernmental	10,564,059	-	10,564,059	144,764	-	10,419,295	
Special Assessments	991,873	-	991,873	-	-	991,873	
Investment Earnings	40,000	-	40,000	(5,539)	-	45,539	
Miscellaneous	825,993	-	825,993	33,417	-	792,576	
Total Revenues	12,421,925	-	12,421,925	172,642	-	12,249,283	
<b>Expenditures</b>							
Council of Governments	5,617,687	(130,000)	5,487,687	312,786	-	5,174,901	94.30%
Total Expenditures	5,617,687	(130,000)	5,487,687	312,786	-	5,174,901	94.30%
<b>Other Financing Sources</b>							
Transfers out	(781,437)	-	(781,437)	(390,719)	-	(390,718)	50.00%
Total Other Financing Sources	(781,437)	-	(781,437)	(390,719)	-	(390,718)	50.00%
Revenues Over (Under) Expenditures	6,022,801	130,000	6,152,801	(530,863)	-	6,683,664	
<b>ENTERPRISE FUND</b>							
<b>Revenues</b>							
Express Lanes Fees And Charges	13,828,000	-	13,828,000	5,331,156	-	8,496,844	
Investment Earnings	-	-	-	(23,561)	-	23,561	
Total Revenues	13,828,000	-	13,828,000	5,307,595	-	8,520,405	
<b>Expenditures</b>							
Express Lanes Operation	17,906,865	1,900	17,908,765	4,127,003	148,183	13,633,579	76.13%
Total Expenditures	17,906,865	1,900	17,908,765	4,127,003	148,183	13,633,579	76.13%
<b>Other Financing Sources</b>							
Operating Transfers out	(15,354,798)	-	(15,354,798)	(10,522,996)	-	(4,831,802)	31.47%
Total Other Financing Sources	(15,354,798)	-	(15,354,798)	(10,522,996)	-	(4,831,802)	31.47%
Revenues Over (Under) Expenditures	(19,433,663)	(1,900)	(19,435,563)	(9,342,404)	(148,183)	(9,944,976)	

Attachment: Budget to Actual 2nd Qtr 2025 (11166 : Budget to Actual Report - 2nd Qtr. 2024/2025)

***Minute Action***

AGENDA ITEM: 4

***Date:*** March 12, 2025

***Subject:***

Fiscal Year 2024/2025 Budget Action Plan - Third Quarter Report

***Recommendation:***

Receive the Fiscal Year 2024/2025 Budget Action Plan – Third Quarter Report.

***Background:***

The San Bernardino County Transportation Authority’s (SBCTA) Fiscal Year 2024/2025 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 2024/2025.

***Reviewed By:***

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

***Responsible Staff:***

Raymond Wolfe, Executive Director

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Approved  
General Policy Committee  
Date: March 12, 2025

Witnessed By:

*Entity: 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				
Action Plan	Milestones	Milestone Status	Responsibility	
1A	Manage and communicate with audit firm to plan and complete annual audits.	Q2	Completed December 2024.	Finance
	Inform Committees and Board of status of audits.	Q3	On schedule.	
	Notes			
Division Strategy: Use strategic programming to ensure that no funds are lost				
Action Plan	Milestones	Milestone Status	Responsibility	
1B	Manage projects closely with California Department of Transportation (Caltrans) to ensure adequate resources are available when projects are ready.	May 1 is Caltrans' deadline for guaranteed access to federal Obligation Authority (OA) – Q4	Ongoing.	Fund Administration, Project Delivery, Transit, Planning
		June 30 is California Transportation Commission (CTC) deadline for project allocation or extension requests - Q4	Ongoing.	
	Manage projects to ensure funds are not lost.	Request allocation of competitive grant funds and State Transportation Improvement Program (STIP) for I-10 Contract 2 Q4	First of two allocation requests was approved by the CTC in August 2024. Deadline for second request is June 2025.	Fund Administration
		Request allocation of competitive grant funds for US 395 Phase 2 Q4	First of three allocation requests was approved by the CTC in October 2024. Deadlines for other requests are June 2025 and December 2025.	
		Request allocation of Planning, Programming and Monitoring funds for Fiscal Year 2025/2026 - Q4	On schedule.	
	Notes			
Division Strategy: Protect San Bernardino County's equitable share of available state and federal funds				
Action Plan	Milestones	Milestone Status	Responsibility	
1C	Develop funding strategies that maximize resources available and result in opportunities to seize additional state and federal funds.	Release Request for Proposals for Air Quality Consultant to remain eligible for Federal Congestion Mitigation and Air Quality Improvement funding - Q4	On schedule.	Fund Administration
		Nominate projects to SCAG for programming of federal formula funds in accordance with the 2024 Update to the 10-Year Delivery Plan, and the 10-Year Plan for transit operators' implementation of the zero emission bus mandate (pending schedule for call for projects) - Q4	SBCTA is required to prioritize projects submitted to SCAG by San Bernardino County agencies. Prioritization criteria was approved by the Board in March 2025. Project nominations are due to SCAG in August 2025 and will be presented to the Board for prioritization in July 2025.	Fund Administration, Project Delivery, Transit
Notes				

Attachment: FY 24\_25 Budget Action Plan Quarter 3 Update (11383 : Fiscal Year 2024/2025 Budget Action

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

Division Strategy: Develop long-term bonding needs to help leverage other funds and deliver projects			
Action Plan	Milestones	Milestone Status	Responsibility
1D	Establish plan for sales tax revenue bond program through development of the 2024 Update to the 10-Year Delivery Plan.	Present final 2024 Update to the 10-Year Delivery Plan to the Board for approval - Q3	Completed. The 10-Year Delivery Plan was approved by the Board in February 2025.
		Monitor implementation of the 2024 Update to the 10-Year Delivery Plan and Measure 1 revenue receipts to identify need for short-term borrowing – Ongoing	Ongoing.
Notes			
Division Strategy: Manage geographic equity in fund distribution across the County			
Action Plan	Milestones	Milestone Status	Responsibility
1E	Manage long-term strategy for ensuring geographic equity in fund distribution over the life of the Measure.	Monitor results of SCAG project selection for federal formula funds and ensure long-term equity between subareas of San Bernardino County is maintained - Q4	Based on the draft call for projects schedule, SCAG project selection will not occur until December 2025.
		Notes	
Division Strategy: Manage SBCTA railroad right-of-way in an efficient and comprehensive fashion			
Action Plan	Milestones	Milestone Status	Responsibility
1F	Manage SBCTA railroad right of way in an efficient and comprehensive fashion.	Ongoing	Ongoing.
		Notes	
Initiative #2: Engender Public Trust			
Division Strategy: Secure an unmodified opinion of Comprehensive Annual Financial Report (Annual Report)			
Action Plan	Milestones	Milestone Status	Responsibility
2A	Schedule a meeting with Executive Board officers and certified public accountant (CPA) firm to cover audit process and timing.	Q4	On schedule.
		Notes	
Division Strategy: Obtain Certificate of Achievement for Excellence in Financial Reporting			
Action Plan	Milestones	Milestone Status	Responsibility
2B	Apply for Government Finance Officers Association (GFOA) award for the Annual Financial Report (Annual Report).	Q3	Application submitted in December 2024.
		Notes	

Attachment: FY 24\_25 Budget Action Plan Quarter 3 Update (11383 : Fiscal Year 2024/2025 Budget Action

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Division Strategy: Obtain Distinguished Budget Presentation Award				
Action Plan	Milestones	Milestone Status	Responsibility	
2C	Apply for GFOA award for annual budget.	Q1	Application submitted in June 2024 and GFOA Award received in August 2024.	Finance
	Notes			
Division Strategy: Complete internal control self-assessment to identify areas of improvement.				
Action Plan	Milestones	Milestone Status	Responsibility	
2D	Complete review of annual internal control self-assessment (AICA).	Q4	On schedule.	Finance
	Notes			
Division Strategy: Implement the Records Retention Schedule				
Action Plan	Milestones	Milestone Status	Responsibility	
2E	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 in July/August and December/January.	Executive Administration and Support, Management Services
		Automate retention to remaining libraries in Laserfiche - Q4	On schedule.	
		Automate retention to four (4) department sites in SharePoint - Q4	On schedule.	
	Notes			
Records destroyed for Q1 and Q3: 189 boxes of hardcopy records and 3,434 electronic records.				
Division Strategy: Streamline Agency Operations				
Action Plan	Milestones	Milestone Status	Responsibility	
2F	Update procurement templates.	Q4	On schedule.	Finance, General Counsel
	Begin implementation of new enterprise resource system (accounting system).	Q1	Staff has been meeting with users from other agencies. Final recommendation pending feedback from users with post implementation feedback. Oracle provided a comprehensive demo on Dec 12th. Targeting recommendation in mid 2025.	Finance, Project Delivery, Management Services
	Implement Microsoft 365 G5 Licenses.	Q4	Completed December 2024.	Management Services
	Notes			

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**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

Action Plan	Milestones	Milestone Status	Responsibility
Prepare tools to assist local agencies with changes to statewide housing policies and environmental regulations.	Update Work Plan for the Council of Governments - Q3	Significant outreach occurred to SBCOG subregions in Q1 to identify activities of greatest interest for the work plan. The Work Plan was updated and offered for consideration and approval in Q2. The Work Plan, Policies, and Bylaws were adopted in November 2024 by the Board. A progress report was provided to GPC in March 2024.	COG, General Counsel
	Provide Technical Assistance to jurisdictions through REAP 2.0 Program - Ongoing	Full REAP 2.0 funding awarded but MOU execution with SCAG is in progress.	
Partner with local and government agencies to improve opportunities in workforce development.	Continue to incorporate small business interests into B2B - Q2	The planned Small Business component of B2B was not implemented. The SBCOG Work Plan which was approved in November 20204, has captured the Small Business interest in establishing multiple vendor fairs region-wide. The first will be implemented in Q4.	
	Small Business Study to be presented to CCMTAC and Board - Q1	The General Policy Committee was presented with the study in September 2024, and some of the recommendations were added to the approved Work Plan. They will be implemented as approved.	
3A Establish Housing Trust JPA.	Execute JPA with member agencies - Q3	REAP funding secured. Will begin work for the formation of the Trust pending MOU approval. MOU approval occurring in Q3, and implementation will begin immediately upon execution.	
	Review draft Administrative Plan - Q4	Pending Housing Trust establishment.	
Smart County Master Plan.	Complete Plan - Q3	The General Policy Committee heard a presentation on the final draft at the November 2024 meeting. The Master Plan was completed by December 31, 2024, per the project schedule. Amendment No. 1 presented in Q3 focused on implementing 2 projects, using project cost savings.	
Continue close 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	Cucamonga station agreements and local rail service agreements approved at the July 2024 Board.	
Complete the RAISE grant agreement and subrecipient agreement for the construction of the Brightline West High Desert Stations.	Q1	Delayed to Q4. FRA and Brightline prioritized finalizing the NDOT \$3 billion grant, which was completed in Q2. Discussions related to the Brightline West High Desert Station have resumed and agreement is now scheduled to be completed in Q4.	Transit
Notes			

Division Strategy: Enhance COG role, and leverage synergy of being the CTA and COG

Action Plan	Milestones	Milestone Status	Responsibility
3B	Plan annual City/County Conference.	In person conference set for Spring 2025.	Legislative/Public Affairs, COG
	Collaborate with member agencies through City/County Manager Technical Advisory Committee (CCMTAC).	Ongoing bi-monthly meetings	
Notes			

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Division Strategy: Enhance SBCOG's and the region's ability to compete for grant funding			
Action Plan	Milestones	Milestone Status	Responsibility
3C Communicate grant opportunities to member agencies. Expand the function of SBCOG with regard to grant and project development.	Host Workshop.	Q3	A Grants Analyst was hired in Q2, and workshop is scheduled for Q4.
	Communicate grant opportunities to member agencies. Expand the function of SBCOG with regard to grant and project development.	Establish a project development process and grant writing coordination through SBCOG on behalf of member agencies - Q3	The Grants Analyst has developed a draft Grant Framework to standardize a process for evaluating and pursuing grant opportunities internally and externally. This will be reviewed by GPC and Board in Q4.
		Continue to provide updates to member agencies on new grant opportunities - Ongoing	The Grants Analyst will be seeking grant identification and writing support through a consultant team. Once the team is on-board, these updates will begin again.
Notes			

Division Strategy: Assist local governments with environmental and efficiency initiatives			
Action Plan	Milestones	Milestone Status	Responsibility
3D Work with local agencies with Zero Emission Vehicle (ZEV) readiness plan and assist in identifying grant opportunities for charging infrastructure.  Assist local agencies with reducing energy consumption and achieving savings through formation of the Inland Regional Energy Network (I-REN).	Award contract for the replacement of the EV chargers in employee parking lot.	Q1	Fast chargers installed and operational. Work completed in Q3.
	Work with local agencies with Zero Emission Vehicle (ZEV) readiness plan and assist in identifying grant opportunities for charging infrastructure.	Ongoing	Developing EV charging projects in conjunction with private vendors for purposes of SB 1 TCEP, CPRG grant with AQMD, and support letters for various local projects. Executed a contract task order with a consultant to begin work on comprehensive energy project list with member jurisdictions. Progress report provided at October GPC.
		Ongoing	Progress report provided at September Board and workshop held at SBCOG to promote energy efficiency projects and incentives for the public sector. Significant progress made on multiple "Initial Measures Lists" as basis for city applications to the CPUC for incentive funding.
Notes			

**Initiative #4: Accelerate Delivery of Capital Projects**

Division Strategy: Support Delivery the West Valley Connector Phase I			
Action Plan	Milestones	Milestone Status	Responsibility
4A Complete Stage 1 (North Side of Holt Blvd)	Q2	Delayed to Q3 due to SCE's underground project along Holt Blvd has not started.	Transit
		Notes	

Attachment: FY 24\_25 Budget Action Plan Quarter 3 Update (11383 : Fiscal Year 2024/2025 Budget Action

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Division Strategy: Produce Zero Emission Multiple Unit			
Action Plan	Milestones	Milestone Status	Responsibility
4B	Complete ZEMU testing program	Q2	Transit
	Complete construction of hydrogen fuel station	Q4	
	Complete construction of maintenance facility retrofit	Q4	
Notes			
The ZEMU testing program is scheduled to be substantially complete in Q3. However, a software update is needed for the Positive Train Control (PTC) system, which may push out FRA approval and the start of revenue service. The contract for a temporary fueler has been executed and the contract for permanent fueling equipment is under negotiations.			
Division Strategy: Deliver the Tunnel to ONT Project			
Action Plan	Milestones	Milestone Status	Responsibility
4C	Environmental Document approval	Q2	Transit
	Award design-build contract	Q4	
Notes			
Public circulation of the environmental document ended on December 2, 2024. CEQA is scheduled to be completed in March and NEPA is scheduled for approval in April 2025.			
Division Strategy: Delivery of Capital Projects - Plans, Specifications and Estimate (PS&E); Engineering Reports Milestones:			
Action Plan	Milestones	Milestone Status	Responsibility
4D	I-10 Mount Vernon Avenue	PS&E approval - Q1	Project Delivery
	US-395 Widening Project - Phase 2	PS&E approval - Q4	
Notes			

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Division Strategy: Delivery of Capital Projects - Construction Milestones:			
Action Plan	Milestones	Milestone Status	Responsibility
SR-210 Waterman Avenue	Start construction - Q1	Delayed to Q3. Construction NTP was issued on January 6, 2025.	Project Delivery
I-215 University Parkway	Start construction - Q1	Delayed to Q2. Contract award was delayed because the cooperative agreement needed to be amended, which required SBCTA Board action and San Bernardino City Council action. The coop agreement has been amended. The Notice of Award was sent to the contractor on August 20, 2024. The construction NTP was issued on December 19, 2024. Construction duration is anticipated to be one year.	
I-10 Mount Vernon Avenue	Start construction - Q2	Delayed to Q1 FY25/26. The ROW certification, delayed by the negotiation and execution of the Colton electric utility agreement in the design phase, pushes the construction start into the 1st quarter. The construction NTP is estimated to be issued in August 2025.	
4E I-215 Bi-County/Segment 5 Landscaping	Start construction - Q3	Delayed to Q1 FY 25/26. Final design approval by Caltrans was anticipated in December 2024. However, not only did Caltrans respond beyond their typical response window, but another set of additional comments were received from Caltrans. The final package will be resubmitted to Caltrans on March 7, 2025. The new target construction start date is August 2025.	
North First Avenue Bridge over BNSF	Complete for Beneficial Use - Q1	Completed.	
SR-210 Waterman Avenue	Complete for Beneficial Use - Q3	Delayed to Q2 FY25/26. Construction start was delayed because cooperative agreement had to be amended to add funding; this pushed the entire schedule. Beneficial use target is October 2025.	
Metrolink ATP - Phase 2	Complete for Beneficial Use - Q3	On schedule.	
I-10 Cedar Avenue	Complete for Beneficial Use - Q4	Delayed to Q1 FY 26/27 due to railroad and contractor related delays.	
I-10 Eastbound Truck Climbing Lane	Complete for Beneficial Use - Q4	On schedule.	
Notes			

Attachment: FY 24\_25 Budget Action Plan Quarter 3 Update (11383 : Fiscal Year 2024/2025 Budget Action

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Division Strategy: Delivery of Express Lanes Projects				
Action Plan	Milestones	Milestone Status	Responsibility	
4F	I-10 Corridor Freight and Express Lanes Project (Contract 2) Segment 2a	PS&E approval - Q2	Delayed to Q4. The target date for RTL 2A has been postponed to April 2025. This extension provides additional time to capture and incorporate lessons learned from Contract 1. It also allows for contingencies related to ROW certification, which involves agreements with UPRR, as well as the design approval process.	Project Delivery
	I-10 Corridor Freight and Express Lanes Project (Contract 2) Segment 2b	PS&E approval - Q4	Delayed to Q2 FY25/26. The RTL target date for 2B has been extended to September 2025. This extension allows for additional time to capture and incorporate lessons learned from Contract 1, as well as to accommodate contingencies for the ROW certification, which involves agreements with UPRR and the design approval process.	
	I-15 Corridor Freight and Express Lanes Project (Contract 1)	Start construction - Q2	Delayed to Q3. Bids came in higher than anticipated. Additional funding was allocated to the project at the October 2024 CTC meeting. The construction contract was awarded at the October 2024 Board meeting and executed in November 2024. Construction NTP was issued on February 3, 2025.	
	I-10 Corridor Freight and Express Lanes Project (Contract 1)	Complete for Beneficial Use - Q1	The express lanes opened in Q1 on August 28, 2024, but substantial completion is still pending.	Express Lanes
Notes				
Division Strategy: Support Delivery of Gold Line				
Action Plan	Milestones	Milestone Status	Responsibility	
4G	Present Funding Agreement and Operations and Maintenance Agreement to SBCTA Board.	Q1	Delayed to Q4. The funding agreement and O&M agreement are currently under negotiations.	Transit
	Monitor SBCTA funding gap and LA Metro funding commitment to build to the County line.	Q3	Delayed to Q4. Bids for the Montclair extension are scheduled for Q3 and coordination with LA Metro to continue to Q4.	Transit
Notes				
Initiative #5: Maximize Funding Opportunities and Cost-Effectiveness of Investments				
Division Strategy: Conduct regional forums to discuss issues of importance across our region				
Action Plan	Milestones	Milestone Status	Responsibility	
5A	Advocate for policies and funding formulas at the state and federal levels that are favorable for SBCTA to construct and deliver transportation projects.	Ongoing	Legislative deadlines for new proposals was Friday February 21, 2025. The Legislative Affairs team will evaluate and develop strategies to address new legislation.	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	Legislative deadlines for new proposals was Friday February 21, 2025. The Legislative Affairs team will evaluate and develop strategies to address new legislation.	Legislative/Public Affairs
Notes				

Attachment: FY 24\_25 Budget Action Plan Quarter 3 Update (11383 : Fiscal Year 2024/2025 Budget Action

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

Division Strategy: Operate and Maintain SB Express Lanes				
	Action Plan	Milestones	Milestone Status	Responsibility
5B	I-10 Corridor Freight and Express Lanes Project (Contract 1) Operations and Maintenance.	Ongoing starting Q1	On schedule	Express Lanes
	Notes			
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
6A	Highlight Measure I's contributions to the region's transportation system. Annual state of transportation event; monthly blog series "Measure I (Impact)", include in SBCTA President speeches.	Ongoing	State of Transportation conducted (B2B) fall 2025.	Legislative/Public Affairs, Fund Administration
	Market SBCTA identity, promote awareness of programs and services. Employee spotlight blog series.	Ongoing	Continued use of on-call for support and marketing of SBCTA projects, programs and events with traditional and social media platforms.	Legislative/Public Affairs
Notes				
Division Strategy: Leverage and grow public outreach and communication services				
	Action Plan	Milestones	Milestone Status	Responsibility
6B	Continue to enhance traditional and social media presence by providing project updates, alerts, and information.	Ongoing	Continue to support Project Delivery and Transit departments with public outreach services.	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	Continued use of on-call for support and marketing of express lanes, promoting the arrival of ZEMU, Arrow service, and SBCTA accomplishments with "SBCTA Today".	Legislative/Public Affairs, Transit
	Utilize On-Call Outreach, Marketing and Branding Services Contract to support each department in their efforts to communicate internally and externally.	Ongoing	Continue to provide services for the Annual Budget book, 10-Year Delivery Plan, COG communicator.	Legislative/Public Affairs, Fund Administration
Notes				
Division Strategy: Highlight transit options in San Bernardino County				
	Action Plan	Milestones	Milestone Status	Responsibility
6C	In partnership with transit operators, highlight transit connectivity options in the region. Provide legislative information and updates, advocate at the state and federal levels for transit maintenance and operations funding.	Ongoing	Continued coordination with the Transit Department.	Legislative/Public Affairs, Transit
Notes				
Division Strategy: SB Express Lanes Customer Support				
	Action Plan	Milestones	Milestone Status	Responsibility
6D	Manage SB Express Lanes Walk-In Center.	Ongoing	Ongoing	Express Lanes
	Manage SB Express Lanes Website.	Ongoing	Ongoing	Express Lanes
Notes				

Attachment: FY 24\_25 Budget Action Plan Quarter 3 Update (11383 : Fiscal Year 2024/2025 Budget Action

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Initiative #7: Long Range Strategic Planning				
Division Strategy: Analyze long range transportation strategy in a financially constrained framework				
Action Plan	Milestones	Milestone Status	Responsibility	
7A	Prepare a Long Range Multimodal Transportation Plan (LRMTP).	Draft LRMTP - Q3	Consultant prepared full draft of the LRMTP in December 2024 for review. Comments received through mid-January 2025 and Final LRMTP delivered by end of February. MVSS and MDC recommended LRMTP to Board for approval.	
		Final LRMTP - Q4		Final LRMTP approved by Board at March 5, 2025 meeting.
	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 - Q3	No updated schedule has been provided by SCAG as yet.	Planning, Fund Administration
		Begin setting up San Bernardino County Growth Projection Model - Q4	On schedule.	
Notes				
Division Strategy: Conduct strategic planning of Measure I projects and update policies to be consistent with practice				
Action Plan	Milestones	Milestone Status	Responsibility	
7B	Maintain Measure I Strategic Plan Parts 1 and 2.	Ongoing	Updates to the Local Pass-Through policies to address any withheld funds at the close of the Measure were approved by the Board in December 2024.	
		Notes		
Division Strategy: Provide current, quality planning data				
Action Plan	Milestones	Milestone Status	Responsibility	
7C	Support other departments with data analysis and mapping/Geographic Information System (GIS).	Ongoing	Planning	
	Update SBTAM "Plus" modeling system.	Model Validation Report - Q1		SBTAM project completed. Executed vendor subscriptions and made training videos available.
		Vehicle Miles Traveled/Land Use Model and Scenario Samples - Q2		Model made accessible to the consulting community for use on local projects.
		Final Documentation & Presentation - Q4		Completed.
Incrementally implement an SBCTA agency-wide data and analytics dashboard.	Ongoing	Ongoing.		
Notes				
Division Strategy: Conduct subarea and modal studies				
Action Plan	Milestones	Milestone Status	Responsibility	
7D	State Route 247/62 Emergency Bypass Lane Study.	Phase I report - Q4	Held kick-off meeting in Q1 and assembled multi-agency stakeholder group. Held first meeting of multi-agency stakeholder group in October and conducted incident analysis in Q3.	
		Notes		

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Initiative #8: Environmental Stewardship, Sustainability, and Grant Applications				
Division Strategy: Monitor and Provide Input to State, Federal, and Regional Plans and Guidelines				
Action Plan	Milestones	Milestone Status	Responsibility	
8A	Provide technical comments on draft reports, plans, and guidelines from Caltrans, CTC, OPR, CARB, CalSTA, and other state agencies.	Ongoing	Provided comments on SB 1 grant guidelines for Cycle 4 TCEP and SCCP. Provided comments on CAPTI and Caltrans TAF/TAC in Q2.	Planning, COG
	Prepare Grant Applications for state (e.g. SB 1, Active Transportation, etc.), federal (e.g. RAISE, INFRA/Mega, etc.) and other funding.	Senate Bill 1 (SB1) Grant(s) Submitted - Q2	Worked with jurisdictions to prepare specific projects for TCEP funding. Submitted Baker Blvd. and WattEV truck charging TCEP grant in November. Worked with Caltrans on partnership for SCCP grant for ONT Connector.	Planning, Fund Administration
		Other state and federal grants - Ongoing	Planning and Fund Administration working together on STBG, CMAQ and CRP funding applications to be submitted to SCAG in Q4.	
	Notes			
Division Strategy: Assist jurisdictions, developers, and other stakeholders with area-wide sustainability studies				
Action Plan	Milestones	Milestone Status	Responsibility	
8B	Begin development of Vehicle Miles Traveled (VMT) mitigation bank and/or approaches to mitigation under SB 743.	Establishment of the Program Structure - Q2	REAP funding received, and consultant selected for VMT mitigation bank development. Officially kicked off the project with SCAG in November.	Planning
		Start VMT App Development - Q3	Working with prime consultant on Concept of Operations in preparation for bringing on an App Developer in early Q4. Project had a late start due to delays in REAP 2.0 funding.	
	Countywide Evacuation Route Study and Modeling for member jurisdictions.	Initiate project - Q2	Project initiated in Q2 and consultant defining process for local compliance with SB 99 and AB 747.	
		Begin Modeling Work - Q3	On schedule for Q3.	
Assist local agencies with housing initiatives under Regional Early Action Plan (REAP) 2.0.	Begin Project - Q1	REAP funding for CTC received and project initiated. The transportation side of the REAP 2.0 has started, but the COG side of the work is with the SCAG MOU process was delayed due to State budget.		
Notes				
Division Strategy: Prepare effective active transportation plans				
Action Plan	Milestones	Milestone Status	Responsibility	
8C	Implement Safe Routes to School Program (with SBCSS and the County DPH).	Complete Programs - Q4	On-going.	Planning
	Manage Transit Development Act (TDA) Article 3 bike/pedestrian project invoicing.	Ongoing	Projects monitored and status reports prepared.	
Notes				

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Division Strategy: Implement components of ATP Metrolink Station Accessibility Grant				
Action Plan	Milestones	Milestone Status	Responsibility	
8D	Implementation of Phase 2 of the Bicycle and Pedestrian improvements around the Metrolink Stations on the San Bernardino and Riverside Lines.	Construction Completion for Beneficial Use - Q3	Completion for beneficial use expected in Q3.	Planning, Project Delivery
Notes				
Division Strategy: Develop and administer programs to improve the efficient use of our existing freeway network				
Action Plan	Milestones	Milestone Status	Responsibility	
8E	Manage the Southern California 511 (SoCal 511) program with other County Commissions.	Ongoing	Continuing coordination with LA, Orange, and Riverside Counties.	Air Quality/Mobility
8E	Administer Freeway Service Patrol (FSP) and call box system to improve traffic safety, reduce congestion and traffic delays.	Ongoing. Present annual report on programs to Board - Q4	Monitoring and coordination of program continues. Initiated a review of forecast funding and identified options for FSP cost savings. Received Board approval to begin decommissioning and removal of motorist aid call boxes. Most of call boxes to be removed by end of the fiscal year.	
Notes				
Division Strategy: Support access to jobs, healthcare, and education while reducing roadway congestion				
Action Plan	Milestones	Milestone Status	Responsibility	
8F	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 CTSAs, to identify key activities for inclusion in the SBCTA LRMTTP based on the approved Public Transit-Human Services Transportation Coordination Plan – Q3	LRMTTP was completed in Q3. A "top tier" of Priority Transit Routes for the Valley was identified and included in the Final LRMTTP. Final LRMTTP was reviewed by MVSS and MDC and approved by Board on March 5.	Planning
Notes				
Initiative #9 Meet Equity Goals of SBCTA/SBCOG				
Division Strategy: Ensure Equity goals met for internal structure and policies				
Action Plan	Milestones	Milestone Status	Responsibility	
9A	Establish equity goals and policies for ensuring structural equity within the business processes and procedures within SBCTA/SBCOG.	Project outreach in Q1 and Q2	Project is midpoint in Q2 and a draft definition, role, and goals was brought to the Board for consideration in Q3.	COG
Notes				
Division Strategy: Ensure Equity goals met for projects and programs implemented in collaboration with SBCOG/SBCTA member agencies				
Action Plan	Milestones	Milestone Status	Responsibility	
9B	Small Business Training Program.	Study to be presented - Q1	Small business study presented to Board in Q1.	COG
Notes				

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## *Minute Action*

AGENDA ITEM: 5

**Date:** *March 12, 2025*

**Subject:**

Memberships to Regional, State, and National Organizations

**Recommendation:**

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

Approve the SBCTA and, SBCOG memberships to regional, state and national organizations as listed below.

**Background:**

San Bernardino County Transportation Authority (SBCTA) staff is providing this listing of regional, state, and national organizations and associations, their purpose, and annual membership dues for Board consideration. SBCTA or San Bernardino Council of Governments (SBCOG) is a member of the listed organizations and benefits from membership through information relevant to the industry, through advocacy efforts for legislative and/or regulatory change, and through professional associations for program innovation and exchange. Some organizations provide regular information on regulations, funding opportunities, and regulatory requirements. A number of the organizations have provided support for SBCTA projects and programs and transportation improvements. Staff recommends that SBCTA/SBCOG continue memberships and/or register for memberships with the following organizations.

Association Purpose	Annual Dues
<p><u>American Association of State Highway and Transportation Officials (AASHTO)</u></p> <p>This organization represents highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico. Representing all transportation modes: air, highways, public transportation, active transportation, rail, and water. Its primary goal is to foster the development, operation, and maintenance of an integrated national transportation system. AASHTO works to educate the public and key decision-makers about the critical role that transportation plays in securing a good quality of life and sound economy for our nation. AASHTO serves as a liaison between State departments of transportation and the Federal government and offers training, transportation data access, and direct technical assistance to members. AASHTO issues standards for all phases of highway system development. Standards are issued for design and construction of highways, bridges, materials, and many other technical areas.</p>	<p>\$3,000</p>

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

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<p><u>American Road &amp; Transportation Builders Association (ARTBA)</u></p> <p>This organization brings together all facets of the transportation construction industry to responsibly advocate for infrastructure investment and policy that meet the nation’s need for the safe and efficient movement of people and goods.</p>	\$1,000
<p><u>American Public Transit Association (APTA)</u></p> <p>This organization works to ensure that public transportation is available and accessible for all communities in the country through advocacy, innovation, and information sharing. APTA provides access to research and reports, standards development in transit, legislative updates and advocacy at the federal level, training opportunities on the latest issues and best practices for transit, and peer review data and panels to ensure our local agencies are keeping up with standards in the field.</p>	\$1,425
<p><u>California Association of Coordinated Transportation (CalACT)</u></p> <p>CalACT is the largest state transit association in the United States, with nearly 300 members dedicated to promoting professional excellence, stimulating ideas and advocating for effective community transportation. CalACT is a clearing house for information and resources on transit and paratransit management. This organization also is an advocate for rural transit agencies.</p>	\$1,665
<p><u>California Association of Councils of Governments (CALCOG)</u></p> <p>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 Southern California Association of Governments (SCAG) and San Diego Association of Governments (SANDAG). CALCOG is governed by a Board of Directors comprised of a representative from each member’s Board of Directors.</p>	\$13,312
<p><u>California Transit Association (CTA)</u></p> <p>Public sector, non-profit association of over 190 of California's largest urban, suburban, and rural transit operators, commuter rail agencies, transit support groups, transit suppliers, and government agencies. CTA is committed to a collaborative approach to advocating for improved transit operations throughout California, and works with local, state, and federal legislators advocating for transit. CTA conducts state level advocacy for stable transit funding, provides access to technical reports and updates on issues specific to transit needs in California, and provides access to educational opportunities on transit practices in California.</p>	\$1,400
<p><u>Government Finance Officers Association (GFOA)</u></p> <p>GFOA is a resource for finance officers across the United States and Canada. GFOA provides members guidance on new governmental standards and issues awards for the budget document and annual comprehensive financial report.</p>	\$450

San Bernardino Council of Governments

San Bernardino County Transportation Authority

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GFOA provides best practice information on accounting, auditing, budgeting, capital planning, debt management, financial reporting, pension and benefit administration, and treasury and investment management.	
<u>Association of Government Accountants (AGA)</u> AGA is the association that connects and empowers professionals who support government, from financial management to information technology, human resources, cybersecurity, and more, to advance good government initiatives, grow their expertise, and accelerate their careers.	\$100
<u>California Society of Municipal Finance Officers (CSMFO)</u> The purpose of CSMFO is to improve the knowledge, skills, and performance of individuals responsible for municipal and other local government fiscal policy and management.	\$450
<u>Inland Action</u> Inland Action promotes diverse economic development in the Inland Empire. They advocate on a broad array of issues including transportation policy and financing at the state and federal levels. Their membership consists of a large number of private and public interests, interlacing the business and public sectors to form the basis of strong policy advocacy.	\$3,632
<u>Inland Empire Economic Partnership (IEEP)</u> IEEP is a private sector voice for business and quality of life in the Inland Empire. It recruits and supports business, advocates for an educated workforce, works to ensure business friendly transportation and infrastructure policy for the economic betterment of Riverside and San Bernardino Counties.	\$15,000
<u>International Right of Way Association (IRWA)</u> The IRWA is a professional member organization dedicated to the right of way profession. It provides professional development, education, and credentialing opportunities for infrastructure real estate professionals worldwide. IRWA supports its members by offering specialized training in various disciplines, including negotiation, acquisition, management, appraisal, relocation assistance, environmental, asset/property management, real estate law, engineering, and surveying.	\$535
<u>The National Institute of Governmental Purchasing (NIGP)</u> NIGP is a non-profit that develops, supports, and promotes the public procurement profession through premier educational and research programs, professional support, technical services, and advocacy initiatives that benefit members and other important stakeholders.	\$480

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<p><u>California Association of Public Procurement Officers, Inc. (CAPPO)</u></p> <p>CAPPO works to provide tools to buyers in the public sector that will help them develop their professional skills for their benefit and the benefit of their agencies.</p>	\$435
<p><u>Mobility 21</u></p> <p>Organization of public, business, and community stakeholders pursuing regional solutions to the transportation challenges facing Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, and Ventura Counties. Mobility 21 provides strong regional advocacy on transportation issues at the state and federal levels. The Board of Directors includes the CEOs of the five transportation commissions, Southern California Association of Governments (SCAG), American Automobile Association (AAA), and the major regional Chambers of Commerce.</p>	\$20,000
<p><u>Self Help Counties Coalition (SHCC)</u></p> <p>Organization of 25 California county transportation agencies with voter-approved transportation sales tax measures. In Southern California, revenues from these sales tax measures exceed the combined total of state and federal transportation funds. The SHCC works closely with the California Transportation Commission, California Department of Transportation (Caltrans), the Legislature and Administration, and other groups to protect the interests of the transportation authorities against diversion of transportation funds, increased Board of Equalization fees, impediments to timely project delivery, and concerns over state maintenance of effort that may arise because of the availability of local funds.</p>	\$9,700
<p><u>Southern California Association of Governments (SCAG)</u></p> <p>SCAG bylaws provide for SBCTA, as one of the five County Transportation Commissions within the region, to appoint a representative to the SCAG Regional Council from its governing board, dependent upon being a dues-paying member. SBCTA's participation with SCAG is essential for the development of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS).</p>	\$25,000
<p><u>Gold Line Phase II Joint Powers Authority (GLJPA)</u></p> <p>In accordance with the GLJPA Agreement, the GLJPA was created to enable members to participate as fully as is necessary and appropriate in the planning, funding, design and construction of the Gold Line Phase II project (12.3 miles from Azusa to Montclair). It is the clear intent of the members that the GLJPA not possess any power to operate the Gold Line Phase II project or to maintain it after construction is completed and these responsibilities shall instead be the responsibility of LA Metro. It is also the clear intent of the members of the GLJPA to work closely with the Metro Gold Line Foothill Extension Construction Authority to promote efficient management of the Gold Line Phase II project to achieve cost efficiencies and to avoid overlapping activities, all the while ensuring the rapid completion of the Gold Line Phase II project.</p>	\$3,000

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<p><u>Association for Commuter Transportation (ACT)</u></p> <p>ACT is the leading advocate for commuter transportation and transportation demand management (TDM). Commuting by bus, train, rideshare, bike, walking, or telework improves our world by contributing to energy independence, better air quality, livability, mobility, and reduced congestion. Through advocacy, education, and networking efforts, ACT strives to improve the lives of commuters, the livability of communities, and the economic growth of businesses.</p>	<p>\$675</p>
<p><u>Inland Southern California Climate Collaborative (ISC3)</u></p> <p>ISC3 is a collaborative for agencies, organizations, and companies in the Inland Southern California region (San Bernardino, Riverside, and Imperial Counties) whose mission is to bolster local and regional efforts to avoid the worst effects of climate change while building resilience to the climate change impacts that communities are already facing. The formation of ISC3 was facilitated by the Local Government Commission (LGC) and funded by a Caltrans SB-1 Transportation Adaptation Planning Grant Program through SBCTA and Western Riverside Council of Governments (WRCOG). The formation of ISC3 is consistent with Senate Bill 1072 (Leyva), and the establishment of this collaborative will assist our regions under-resourced communities to access statewide public and other grant funds for climate change mitigation and adaptation purposes.</p>	<p>\$3,000</p>

**Financial Impact:**

The annual cost for membership in these organizations is \$104,259. Payment of the individual membership dues is within the Executive Director's authority and funding will be incorporated into the Fiscal Year 2025/2026 Budget.

**Reviewed By:**

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

**Responsible Staff:**

Carrie Schindler, Deputy Executive Director

Approved  
 General Policy Committee  
 Date: March 12, 2025

Witnessed By:

## *Minute Action*

AGENDA ITEM: 6

***Date:*** March 12, 2025

***Subject:***

Updates to Policy No. 11000

***Recommendation:***

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

Approve revisions to Contracting and Procurement Policy No. 11000 to include revisions to definitions and updating the procurement threshold for Goods in Section V.A.

***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 the updates to Contracting and Procurement Policy No. 11000, to include revised definitions and updating the procurement threshold for Goods.

California Department of Transportation (Caltrans) recently updated the Local Assistance Procedures Manual (LAPM) and re-defined Architectural and Engineering Services; therefore the definition has been revised in Policy No. 11000, Section IV.A – Professional Services (A&E).

Assembly Bill (AB) 2590, which was an act to amend Section 130232 of the Public Utilities Code relating to transportation, was signed by the Governor on September 27, 2024 and became effective on January 1, 2025. AB 2590 authorizes a contract for the purchase of supplies, equipment, or materials with an expenditure that exceeds \$100,000 to be awarded to the lowest responsible bidder, or in SBCTA’s discretion, to the responsible bidder who submitted a proposal that provides the best value to SBCTA on the basis of the factors identified in the solicitation. The bill also requires SBCTA, to the extent practicable, to obtain a minimum of three quotations, either written or oral, that permit prices and terms to be compared whenever the expected expenditure required for the purchase of supplies, equipment, or materials exceeds \$5,000 but does not exceed \$100,000. This would increase the three-quote threshold from \$1,000 to \$5,000 and the not-to-exceed amount from \$25,000 to \$100,000.

***Financial Impact:***

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

***Reviewed By:***

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

***Responsible Staff:***

Alicia Bullock, Procurement Manager

*Entity: San Bernardino County Transportation Authority*



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Approved  
General Policy Committee  
Date: March 12, 2025  
Witnessed By:

San Bernardino County Transportation Authority	<b>Policy</b>	<b>11000</b>
Adopted by the Board of Directors January 3, 1997	Revised	<b><u>4/2/25</u></b>
<b>Contracting and Procurement Policy</b>	Revision No.	<b><u>27</u></b>

**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

**Deleted:** architectural, engineering, environmental surveying, construction engineering, construction project management services

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 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.

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## 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.

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## 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. 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.

4. 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.

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## 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.

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## VIII. DELEGATION OF AUTHORITY

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

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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.

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**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. The Risk Manager and the Director of Special Projects and Strategic Initiatives 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 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

Revision No.	Revisions	Adopted
9	Par. IX.A.1: Added additional paragraph "In certain instances, SANBAG professional services contractors are required to work closely with other public agency partners...". Re-formatted paragraph numbering to match current policy format, e.g., 11000.1 PURPOSE changed to I. PURPOSE.	07/02/03
10	Eliminated the Local Preference Policy – Paragraph VII.C; subsequent paragraphs VII.D and E renumbered to VII.C and D.	11/07/07
11	Par. IV.E.2 and 3: Increased the Executive Director's authority for approving Purchase Orders from \$25,000 to \$50,000.	12/03/08
12	Revised the "Director of Freeway Construction" to "Director of Project Delivery". Par. VII.D.2: Increased the Executive Director's authority for approving sole source procurements from \$25,000 to \$50,000. All other changes in language were made for clarity.	10/06/10
13	Par. V.K: Added authorization for SANBAG General Counsel to award and execute legal services agreements up to \$50,000. Par. VII.B.1.b: Added authorization for SANBAG General Counsel to issue RFQs.	07/11/12
14	Par. IX.C: Changed 'Director of Project Delivery' to 'SANBAG Department Directors'. Par. V.F: Changed the maximum term for standard SANBAG contracts, unless otherwise authorized by the Board of Directors, to five years (was three years).	08/01/12
15	Par. V.L: Added Requirement for Independent Cost Estimates. Adopted by Board of Directors on 10/3/12, Agenda Item 6.	10/03/12
16	Par. VII.A.2: Added Insurance Requirements. Par. VII.C: Major Projects Negotiating Guidelines removed since Policy 34504, Major Projects Program, Contract Negotiation Guidelines, was repealed on 9/5/12 (Board Agenda Item 5). Par. VII.D, Sole Source Process renamed to Par. VII.C..	11/07/12
17	Par. VII.A.1.c: Deleted "Use of electronic quotation systems operating within San Bernardino County" and replaced with language on Cooperative Procurements.	12/05/12
18	Changes approved by the Board of Directors on February 6, 2013, Agenda Item 32. Approve modifications, granting the SANBAG Executive Director or designee, contracting and/or signature authority as follows: 1. To release and advertise Requests for Proposals, Request for Quotes and Invitation for Bids, for proposed contracts for which funding has been approved in SANBAG's Annual Budget, and which are estimated not to exceed \$1,000,000. 2. To approve and execute all purchase orders and contracts up to \$100,000; and 3. To approve and execute contract amendments that meet at least one of the following criteria: a. Amendments with zero dollar value; b. Amendments to exercise the option term(s) set out in contracts approved by the SANBAG Board of Directors; or c. Amendments that cumulatively do not exceed 50% of the original contract value or \$100,000 individually whichever is less. Paragraphs IV.E.3, V.B, V.H, VII.B.1.a, VII.C.2, IX, and IX.B revised to incorporate these changes. Par. V.H: Revised to incorporate Board-approved agenda items (9/5/12 Agenda Item 7 and 11/7/12 Agenda Item 28) on the renaming and deletion of policy committees.	02/06/13
19	Change approved by the Board of Directors on May 1, 2013, Agenda Item 6. VII.B.3. Removed "In this instance of SANBAG's Major Projects contracts, the selection team shall consist of 2 Caltrans representatives and 3 representatives from member counterpart agencies, or members of the Board of Directors or their designees."	05/01/13
20	Change approved by the Board of Directors on April 9, 2014, Agenda Item 7. Par. V.F: Further identified term duration and description of procurement contracts. Par. V.H.3 Approved modification, granting the SANBAG Executive Director authority to approve and execute purchase order amendments.	04/09/14
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	1/04/23

Revision No.	Revisions	Adopted
	Uniformity Exception clause, and expanded the Executive Director authority to incorporate approval of Non-Procurement agreements and amendments.	
<u>27</u>	<u>Revised definitions and updating the procurement threshold for Goods.</u>	<u>04/02/25</u>



San Bernardino County Transportation Authority	<b>Policy</b>	<b>11000</b>
Adopted by the Board of Directors      January 3, 1997	Revised	<b>4/2/25</b>
<b>Contracting and Procurement Policy</b>	Revision No.	<b>27</b>

**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 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.

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## 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.

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## 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. 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.

## 4. 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.

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## 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.

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## 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.

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## 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. The Risk Manager and the Director of Special Projects and Strategic Initiatives 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 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.

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**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.

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**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

Revision No.	Revisions	Adopted
9	Par. IX.A.1: Added additional paragraph "In certain instances, SANBAG professional services contractors are required to work closely with other public agency partners...". Re-formatted paragraph numbering to match current policy format, e.g., 11000.1 PURPOSE changed to I. PURPOSE.	07/02/03
10	Eliminated the Local Preference Policy – Paragraph VII.C; subsequent paragraphs VII.D and E renumbered to VII.C and D.	11/07/07
11	Par. IV.E.2 and 3: Increased the Executive Director's authority for approving Purchase Orders from \$25,000 to \$50,000.	12/03/08
12	Revised the "Director of Freeway Construction" to "Director of Project Delivery". Par. VII.D.2: Increased the Executive Director's authority for approving sole source procurements from \$25,000 to \$50,000. All other changes in language were made for clarity.	10/06/10
13	Par. V.K: Added authorization for SANBAG General Counsel to award and execute legal services agreements up to \$50,000. Par. VII.B.1.b: Added authorization for SANBAG General Counsel to issue RFQs.	07/11/12
14	Par. IX.C: Changed 'Director of Project Delivery' to 'SANBAG Department Directors'. Par. V.F: Changed the maximum term for standard SANBAG contracts, unless otherwise authorized by the Board of Directors, to five years (was three years).	08/01/12
15	Par. V.L: Added Requirement for Independent Cost Estimates. Adopted by Board of Directors on 10/3/12, Agenda Item 6.	10/03/12
16	Par. VII.A.2: Added Insurance Requirements. Par. VII.C: Major Projects Negotiating Guidelines removed since Policy 34504, Major Projects Program, Contract Negotiation Guidelines, was repealed on 9/5/12 (Board Agenda Item 5). Par. VII.D, Sole Source Process renamed to Par. VII.C..	11/07/12
17	Par. VII.A.1.c: Deleted "Use of electronic quotation systems operating within San Bernardino County" and replaced with language on Cooperative Procurements.	12/05/12
18	Changes approved by the Board of Directors on February 6, 2013, Agenda Item 32. Approve modifications, granting the SANBAG Executive Director or designee, contracting and/or signature authority as follows: 1. To release and advertise Requests for Proposals, Request for Quotes and Invitation for Bids, for proposed contracts for which funding has been approved in SANBAG's Annual Budget, and which are estimated not to exceed \$1,000,000. 2. To approve and execute all purchase orders and contracts up to \$100,000; and 3. To approve and execute contract amendments that meet at least one of the following criteria: a. Amendments with zero dollar value; b. Amendments to exercise the option term(s) set out in contracts approved by the SANBAG Board of Directors; or c. Amendments that cumulatively do not exceed 50% of the original contract value or \$100,000 individually whichever is less. Paragraphs IV.E.3, V.B, V.H, VII.B.1.a, VII.C.2, IX, and IX.B revised to incorporate these changes. Par. V.H: Revised to incorporate Board-approved agenda items (9/5/12 Agenda Item 7 and 11/7/12 Agenda Item 28) on the renaming and deletion of policy committees.	02/06/13
19	Change approved by the Board of Directors on May 1, 2013, Agenda Item 6. VII.B.3. Removed "In this instance of SANBAG's Major Projects contracts, the selection team shall consist of 2 Caltrans representatives and 3 representatives from member counterpart agencies, or members of the Board of Directors or their designees."	05/01/13
20	Change approved by the Board of Directors on April 9, 2014, Agenda Item 7. Par. V.F: Further identified term duration and description of procurement contracts. Par. V.H.3 Approved modification, granting the SANBAG Executive Director authority to approve and execute purchase order amendments.	04/09/14
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	1/04/23

Revision No.	Revisions	Adopted
	Uniformity Exception clause, and expanded the Executive Director authority to incorporate approval of Non-Procurement agreements and amendments.	
27	Revised definitions and updating the procurement threshold for Goods.	04/02/25

## *Minute Action*

AGENDA ITEM: 7

***Date:*** *March 12, 2025*

***Subject:***

Fiscal Year 2025/2026 Assessment Dues

***Recommendation:***

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

Adopt the SBCOG Fiscal Year 2025/2026 mandatory assessments and additional mandatory obligations.

***Background:***

San Bernardino Council of Governments (SBCOG) has collected mandatory assessments since its inception. The assessments are calculated according to a formula that calculates 50% based on population and 50% based on the assessed valuation of each member jurisdiction.

On December 2, 2015, the SBCOG Board of Directors (Board) approved an additional mandatory obligation of \$133,418, specifically to support the addition of staff to work exclusively on SBCOG activities.

On April 6, 2022, the Board approved another increase of \$200,000 to the monetary obligation paid by agencies to support the SBCOG. The increase is phased over three years and reached the full \$200,000 in Fiscal Year 2024/2025.

On January 3, 2024, the Board approved another addition to the calculation of assessment due that brings the total assessments to \$1,500,000. The latest assessment is based 50% on the population of each signatory member, 50% on the combined General Fund property tax and General Fund sales tax, and is exclusive of any additional local sales taxes escalated every Fiscal Year thereafter of the lower of Consumer Price Index (CPI) or 2%. Any further assessments to fund optional or subscription programs and projects beyond those identified in the annual budget will be assessed on a cost-allocation basis to fund the cost of the program or project, of which there is none needed at this time.

Mandatory assessments are used in Task 0501 and Task 0511, Intergovernmental Relations, and support for SBCOG activities in Task 0511 Council of Governments as approved by the Board. These funds support the work identified in the SBCOG 5-Year Work Plan and support functions including grant writing services, SBCOG on-call consulting services, contributions and membership fees to various regional and state organizations, and developing tools and strategies to address housing policies and SBCOG legislation interests such as housing, technology, and communications.

***Financial Impact:***

This item establishes the Fiscal Year 2025/2026 Budget for mandatory assessment and other monetary obligations which will be included in the proposed Budget for Fiscal Year 2025/2026.

***Reviewed By:***

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

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



General Policy Committee Agenda Item  
March 12, 2025  
Page 2

**Responsible Staff:**  
Lisa Lazzar, Chief Financial Officer

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Approved  
General Policy Committee  
Date: March 12, 2025  
Witnessed By:

San Bernardino Council of Governments  
San Bernardino County Transportation Authority

**San Bernardino Council of Governments  
General Assessment Dues Calculation  
Fiscal Year 2025/2026 Budget**

Jurisdiction	Population 2024	Population Allocation %	Assessed Value Fiscal Year 2024/2025	% OF TOTAL VALUE	AVG. % POP. & VALUE	FY2024/2025 TOTAL AMOUNT	Original Assessment (2)	COG AMOUNT Assessment (3)	Additional Monetary Obligation Assessment (4)	OTHER MONETARY OBLIGATIONS AMOUNT (3)+(4)	Total Current Assessments (2)+(3)+(4)	Base Sales Tax + Property Tax Revenues (1)	Tax Revenues Allocation %	Population & Revenues Allocation %	New Assessment 50% Population/ 50% Revenue	Total Current Assessments + New Assessment (5)
Adelanto	36,131	1.656%	\$3,596,818,315	1.053%	1.355%	\$20,880	\$1,930	\$5,337	\$8,000	\$13,337	\$15,267	12,936,726	0.525%	1.090%	\$11,167	26,434
Apple Valley	74,322	3.407%	\$8,578,695,941	2.511%	2.959%	\$29,314	\$4,216	\$5,337	\$8,000	\$13,337	\$17,553	28,720,359	1.165%	2.286%	\$23,409	40,962
Barstow	24,669	1.131%	\$1,977,739,250	0.579%	0.855%	\$19,619	\$1,218	\$5,337	\$8,000	\$13,337	\$14,555	20,456,918	0.830%	0.980%	\$10,038	24,593
Big Bear Lake	4,958	0.227%	\$5,118,077,854	1.498%	0.863%	\$17,038	\$1,229	\$5,337	\$8,000	\$13,337	\$14,566	18,206,508	0.738%	0.483%	\$4,944	19,510
Chino	92,585	4.244%	\$20,993,047,254	6.145%	5.194%	\$39,772	\$7,402	\$5,337	\$8,000	\$13,337	\$20,739	77,986,285	3.162%	3.703%	\$37,926	58,665
Chino Hills	76,414	3.503%	\$15,767,964,296	4.615%	4.059%	\$31,555	\$5,784	\$5,337	\$8,000	\$13,337	\$19,121	33,248,135	1.348%	2.426%	\$24,840	43,961
Colton	52,778	2.419%	\$5,764,831,403	1.687%	2.053%	\$25,949	\$2,926	\$5,337	\$8,000	\$13,337	\$16,263	33,010,263	1.339%	1.879%	\$19,243	35,506
Fontana	214,223	9.820%	\$33,066,785,383	9.678%	9.749%	\$64,616	\$13,892	\$5,337	\$8,000	\$13,337	\$27,229	116,384,679	4.720%	7.270%	\$74,451	101,680
Grand Terrace	12,771	0.585%	\$1,563,327,798	0.458%	0.522%	\$16,199	\$743	\$5,337	\$8,000	\$13,337	\$14,080	5,870,302	0.238%	0.412%	\$4,217	18,297
Hesperia	100,087	4.588%	\$9,656,837,400	2.826%	3.707%	\$32,905	\$5,283	\$5,337	\$8,000	\$13,337	\$18,620	23,850,539	0.967%	2.778%	\$28,446	47,066
Highland	55,676	2.552%	\$5,334,528,141	1.561%	2.057%	\$25,285	\$2,931	\$5,337	\$8,000	\$13,337	\$16,268	23,393,445	0.949%	1.750%	\$17,926	34,194
Loma Linda	24,965	1.144%	\$3,147,294,285	0.921%	1.033%	\$18,855	\$1,472	\$5,337	\$8,000	\$13,337	\$14,809	10,580,088	0.429%	0.787%	\$8,057	22,866
Montclair	37,211	1.706%	\$4,795,405,392	1.404%	1.555%	\$22,912	\$2,215	\$5,337	\$8,000	\$13,337	\$15,552	28,348,995	1.150%	1.428%	\$14,621	30,173
Needles	4,769	0.219%	\$563,063,232	0.165%	0.192%	\$15,087	\$273	\$5,337	\$8,000	\$13,337	\$13,610	8,681,718	0.352%	0.285%	\$2,922	16,532
Ontario	181,224	8.308%	\$43,132,248,729	12.625%	10.466%	\$76,124	\$14,913	\$5,337	\$8,000	\$13,337	\$28,250	253,318,392	10.272%	9.290%	\$95,138	123,388
Rancho Cucamonga	173,316	7.945%	\$36,926,344,299	10.808%	9.377%	\$56,441	\$13,361	\$5,337	\$8,000	\$13,337	\$26,698	90,082,114	3.653%	5.799%	\$59,387	86,085
Redlands	72,696	3.332%	\$14,185,198,431	4.152%	3.742%	\$34,528	\$5,332	\$5,337	\$8,000	\$13,337	\$18,669	69,733,638	2.828%	3.080%	\$31,543	50,212
Rialto	103,097	4.726%	\$15,919,004,372	4.659%	4.693%	\$44,823	\$6,687	\$5,337	\$8,000	\$13,337	\$20,024	120,450,943	4.884%	4.805%	\$49,210	69,234
San Bernardino	226,541	10.385%	\$22,557,291,883	6.602%	8.494%	\$66,014	\$12,103	\$5,337	\$8,000	\$13,337	\$25,440	132,042,144	5.354%	7.870%	\$80,593	106,033
Twentynine Palms	25,346	1.162%	\$1,348,598,932	0.395%	0.778%	\$18,656	\$1,109	\$5,337	\$8,000	\$13,337	\$14,446	11,580,509	0.470%	0.816%	\$8,354	22,800
Upland	78,285	3.589%	\$12,849,950,347	3.761%	3.675%	\$32,525	\$5,236	\$5,337	\$8,000	\$13,337	\$18,573	45,322,169	1.838%	2.713%	\$27,786	46,359
Victorville	138,202	6.335%	\$14,345,329,960	4.199%	5.267%	\$44,360	\$7,505	\$5,337	\$8,000	\$13,337	\$20,842	68,906,666	2.794%	4.565%	\$46,748	67,590
Yucaipa	53,810	2.467%	\$6,386,522,866	1.869%	2.168%	\$24,972	\$3,089	\$5,337	\$8,000	\$13,337	\$16,426	21,095,411	0.855%	1.661%	\$17,011	33,437
Yucaipa Valley	21,594	0.990%	\$2,676,164,456	0.783%	0.887%	\$18,088	\$1,263	\$5,337	\$8,000	\$13,337	\$14,600	9,032,004	0.366%	0.678%	\$6,944	21,544
County	295,763	13.558%	\$51,403,449,130	15.045%	14.302%	\$195,354	\$20,379	\$5,330	\$8,000	\$13,330	\$33,709	1,202,778,000	48.774%	31.168%	\$319,170	352,879
<b>TOTAL</b>	<b>2,181,433</b>	<b>100.000%</b>	<b>\$341,654,499,349</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$991,873</b>	<b>\$142,491</b>	<b>\$133,418</b>	<b>\$200,000</b>	<b>\$333,418</b>	<b>\$475,909</b>	<b>2,466,016,950</b>	<b>100%</b>	<b>100.000%</b>	<b>\$1,024,091</b>	<b>1,500,000</b>

NOTES:  
 (1) Base sales tax (7.75%) and property tax amounts obtained from financial statements for FY 2023, except for Town of Apple Valley FY 2022, City of Adelanto FY 2022, City of Needles FY 2022, and Town of Yucaipa Valley FY 2022. Additional local tax is deducted for Barstow, Colton, Montclair, Ontario, Redlands, San Bernardino, Victorville, and Yucaipa Valley.  
 (2) Original assessment based on 50% population and 50% assessed value. Amounts are adjusted every fiscal year.  
 (3) In FY2015/2016, the Board of Directors approved an additional \$133,418 every fiscal year for Council of Government (COG) activities.  
 (4) In FY2021/2022, the Board of Directors approved additional monetary obligations for COG activities: \$66,675 for FY22-23, \$133,350 for FY23-24, \$200,000 for FY24-25.

Attachment: FY2025-26 GA Dues - For MT - PDF (11286 : Fiscal Year 2025/2026 Assessment Dues)

## Minute Action

AGENDA ITEM: 8

**Date:** March 12, 2025

**Subject:**

Measure I Revenue Estimate for Fiscal Year 2025/2026 Allocation Planning

**Recommendation:**

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

Approve a Measure I 2010-2040 revenue estimate of \$248.7 million for Fiscal Year 2025/2026 and the revenue distribution by subarea, as shown in Table 2 on the following page, for purposes of allocation planning for Fiscal Year 2025/2026.

**Background:**

San Bernardino County Transportation Authority (SBCTA) staff is beginning the allocation planning process for Fiscal Year (FY) 2025/2026. The purpose of this process is to provide information to be used by both SBCTA and its member agencies in preparation of their capital budgets.

SBCTA staff must first develop an estimate of Measure I revenue by subarea and program for FY 2025/2026. This agenda item requests approval of a Measure I revenue estimate for budgeting and allocation purposes for the next FY. Staff is estimating a 1.3% decrease in Measure I sales tax revenue from the current year budget of \$251.9 million, for an estimate of \$248.7 million for the FY 2025/2026 Budget. The decrease in sales tax for FY 2025/2026 is a conservative estimate as in prior years. FY 2024/2025 sales tax revenues are marginally lower than expected. The FY 2024/2025 receipts through December 2024 were a 1.1% decrease over the actual receipts during the same period for FY 2023/2024.

Distribution of Measure I revenues to subareas for FY 2025/2026 is net of the administration fee of 1%. The net amount is allocated to subareas based on the percentage of sales tax revenue generated by each area. Then, the amount of each subarea is further allocated based on allocations described in the Measure I Expenditure Plan as shown in Table 1 below and on the following page.

<b>Table 1</b>	
<b>Valley Subarea</b>	
Freeway projects	29%
Freeway interchange projects	11%
Major street projects	17%
Local street projects	20%
Metrolink/rail service	8%
Senior and disabled transit service	8%
Express bus/bus rapid transit service	5%
Traffic management systems	2%
<b>Mountain/Desert Subareas excluding Victor Valley</b>	
Local street projects	68%
Major local highway projects	25%
Senior and disabled transit service	5%

Entity: San Bernardino County Transportation Authority

Traffic management systems	2%
<b>Victor Valley Subarea</b>	
Local street projects	67%
Major local highway projects	25%
Senior and disabled transit service	6%
Traffic management systems	2%

The distribution of the estimated FY 2025/2026 Measure I revenue of \$246.2 million (\$248.7 million less 1% for administration) is provided in Table 2 below.

<b>Table 2</b>		
<b>Estimate of Measure I Revenue by Subarea</b>		
<b>For Fiscal Year 2025/2026</b>		
	Estimated	
	Revenues	Percentage of
	(In Thousands)	Total Subarea
<b>Subarea</b>		
Cajon Pass *	\$7,063,400	2.9%
Valley	205,576,900	83.5%
Victor Valley	22,803,400	9.3%
Colorado River	378,900	0.1%
Morongo Basin	2,734,600	1.1%
Mountain	3,162,800	1.3%
North Desert	4,463,300	1.8%
Total Subarea	\$246,183,300	100%

\*Cajon Pass is funded with 3% of Valley and Victor Valley Measure I funds

The numbers in Table 2 represent estimates for apportionment/allocation planning purposes only. Each subarea will receive the actual revenue collected according to the provisions of the Measure I 2010-2040 Expenditure Plan.

**Financial Impact:**

This item has no financial impact on the adopted Budget for Fiscal Year 2024/2025. It will be utilized in the Measure I revenue estimate for the Fiscal Year 2025/2026 Budget.

**Reviewed By:**

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

**Responsible Staff:**

Lisa Lazzar, Chief Financial Officer

Approved  
 General Policy Committee  
 Date: March 12, 2025  
 Witnessed By:

## *Minute Action*

AGENDA ITEM: 9

**Date:** *March 12, 2025*

**Subject:**

Amendment No. 3 to Contract No. 20-1002322 with PFM Financial Advisors, LLC

**Recommendation:**

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

A. Approve Amendment No. 3 to Contract No. 20-1002322, Financial Advisory Services, with PFM Financial Advisors, LLC, to extend the term of the agreement by an additional two years for a total of seven years, expiring June 30, 2027; and to increase the contract amount by \$200,000, for a total not-to-exceed amount of \$600,000.

B. Approve an exception to Contracting and Procurement Policy No. 11000 and extend the termination date of Financial Advisory Services Contract No. 20-1002322 with PFM to June 30, 2027, which is beyond the five-year maximum term by two years.

**Background:**

On June 3, 2020, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) approved Contract No. 20-1002322 with PFM Financial Advisors, LLC (PFM) for a three-year term with two one-year options. Pursuant to the terms of the contract and authority delegated under Contracting and Procurement Policy No. 11000, SBCTA's Executive Director authorized the extension of the contract term through June 30, 2025. Amendment No. 3 will extend the term of the agreement beyond the contract term plus extensions and the standard five-year term (Policy No. 11000) to seven years, expiring June 30, 2027. This amendment is necessary to allow consistency with the current financial advisor while SBCTA considers bonding options within the calendar year 2025. This agreement would otherwise expire during the time SBCTA would require the assistance of the financial advisors to determine the sizing and timing of the potential bonding to advance projects.

PFM has provided an updated Exhibit B – Price Proposal for the additional term and staff is requesting to increase the contract amount by \$200,000, for a total not-to-exceed amount of \$600,000.

The original contract with PFM was selected through a Request for Proposals (RFP) process. The Board originally approved the total contract amount, including the two option years. This amendment extends the contract term to seven years in total.

**Financial Impact:**

This item is included in the adopted Budget for Fiscal Year 2024/2025 and funded with Measure I Administration funds.

**Reviewed By:**

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

**Responsible Staff:**

Lisa Lazzar, Chief Financial Officer

*Entity: San Bernardino County Transportation Authority*

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Approved  
General Policy Committee  
Date: March 12, 2025  
Witnessed By:

**General Contract Information**

Contract No: 20-1002322 Amendment No.: 3  
 Contract Class: Payable Department: Finance  
 Vendor No.: 03546 Vendor Name: PFM Financial Advisors, LLC.  
 Description: Financial Advisory Services  
 List Any Related Contract Nos.: \_\_\_\_\_

Dollar Amount					
Original Contract	\$	400,000.00	Original Contingency	\$	-
Prior Amendments	\$	-	Prior Amendments	\$	-
Prior Contingency Released	\$	-	Prior Contingency Released (-)	\$	-
Current Amendment	\$	200,000.00	Current Amendment	\$	-
<b>Total/Revised Contract Value</b>	<b>\$</b>	<b>600,000.00</b>	<b>Total Contingency Value</b>	<b>\$</b>	<b>-</b>
<b>Total Dollar Authority (Contract Value and Contingency)</b>				<b>\$</b>	<b>600,000.00</b>

**Contract Authorization**

Board of Directors Date: 4/2/2025 Committee \_\_\_\_\_ Item # \_\_\_\_\_

**Contract Management (Internal Purposes Only)**

Other Contracts \_\_\_\_\_ Sole Source? No No Budget Adjustment \_\_\_\_\_  
 Local \_\_\_\_\_ Professional Services (Non-A&E) \_\_\_\_\_ N/A \_\_\_\_\_

**Accounts Payable**

Estimated Start Date: 7/1/2020 Expiration Date: 6/30/2025 Revised Expiration Date: 6/30/2027  
 NHS: N/A OMP/QAP: N/A Prevailing Wage: N/A

							Total Contract Funding:		Total Contingency:		
Fund	Prog	Task	Sub-Task	Object	Revenue	PA Level	Revenue Code Name	\$	600,000.00	\$	-
GL									600,000.00		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
GL									-		-
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GL									-		-
GL									-		-
GL									-		-
GL									-		-

Lisa Lazzar Project Manager (Print Name) Lisa Lazzar Task Manager (Print Name)

Additional Notes: The funding source(s) for this contract will depend on the use of the bond/debt proceeds

Attachment: CSS - Amendment 3 (10959 : Amendment No. 3 to Contract No. 20-1002322 with PFM Financial Advisors, LLC)

**AMENDMENT NO. 3 TO CONTRACT NO. 20-1002322**

**FOR**

**FINANCIAL ADVISORY SERVICES**

**(PFM FINANCIAL ADVISORS, LLC)**

This AMENDMENT No. 3 to Contract No. 20-1002322 (“Amendment”) is made by and between PFM Financial Advisors, LLC (“CONSULTANT”) and the San Bernardino County Transportation Authority (“SBCTA”). SBCTA and CONSULTANT are each a “Party” and collectively “Parties” herein.

**RECITALS:**

- A. SBCTA, under Contract No. 20-1002322, engaged CONSULTANT to provide financial advisory services (“Contract”); and
- B. On February 16, 2023, SBCTA and CONSULTANT entered into Amendment No. 1 to extend the duration, utilizing the first of two one-year extensions to provide financial advisory services; and
- C. On April 19, 2024, SBCTA and CONSULTANT entered into Amendment No. 2 to further extend the duration, utilizing the second of two one-year extensions to provide financial advisory services; and
- D. SBCTA desires to extend the contract term by two additional years, through June 30, 2027, replace Exhibit B “Price Form” with Exhibit B-1 “Price Form” to incorporate updated billing amounts, and add \$200,000 to the total contract amount.

**NOW THEREFORE**, the Parties mutually agree to amend Contract No. 20-1002322 as follows:

1. Article 2, "CONTRACT TERM," is deleted in its entirety and replaced with the following:

“The Contract term shall commence upon issuance of a written Notice To Proceed (NTP) issued by SBCTA’s Procurement Analyst, and shall continue in full force and effect through June 30, 2027, 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.

The maximum term of this Contract, including the Option Term, will not exceed June 30, 2027.”

2. Article 3.2, "Compensation," is deleted in its entirety and replaced with the following:

“The total Contract Not-To-Exceed Amount is Six Hundred Thousand Dollars (\$600,000). All Work provided under this Contract is to be performed as set forth in Exhibit A “Scope of Work” and shall be reimbursed pursuant to Exhibit B-1 “Price Form”. The hourly labor rates identified in Exhibit B-1 shall remain fixed for the term of this Contract and include CONSULTANT’S



direct labor costs, indirect costs, and profit. All expenses shall be reimbursed for the amount identified in Exhibit B-1. Any travel expenses shall be pre-approved by SBCTA and shall be reimbursed for per diem expenses at a rate not to exceed the currently authorized rates for state employees under the State Department of Personnel Administration rules. SBCTA will not reimburse CONSULTANT for any expenses not shown in Exhibit B-1 or agreed to and approved by SBCTA as required under the Contract.”

- 3. Exhibit B-1 “Price Form,” is attached hereto and incorporated herein.
- 4. Except as amended by this Amendment No. 3, all other provisions of Contract No. 20-1002322, as previously amended, shall remain in full force and effect.
- 5. The Recitals set forth above are incorporated herein by this reference.
- 6. This Amendment No. 3 shall be effective upon execution by both Parties.

**IN WITNESS WHEREOF**, the Parties have duly executed this Amendment No. 3 below.

**PFM FINANCIAL ADVISORS, LLC,  
A DELAWARE LIMITED LIABILITY  
COMPANY**

**SAN BERNARDINO COUNTY  
TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Peter Shellenberger  
Managing Director

By: \_\_\_\_\_  
Ray Marquez  
Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Sarah Hollenbeck  
Managing Director

By: \_\_\_\_\_  
Julianna K. Tillquist  
General Counsel

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CONCURRENCE:**

By: \_\_\_\_\_  
Alicia J. Bullock  
Procurement Manager

Date: \_\_\_\_\_

Attachment: 20-1002322-03-PDF (10959 : Amendment No. 3 to Contract No. 20-1002322 with PFM Financial Advisors, LLC)

**Proposed Hourly Rate Adjustments, by Title, for Updated PFM/SBCTA Contract (2025)  
(2.50% annual inflation increase since 2020)**

<u>Proposed Hourly Rates vs. Original Hourly Rates</u>			
<u>Title</u>	<u>Original Contract Rates</u>		<u>Adjusted Contract</u>
	<u>Jul-20</u>		<u>Rates<sup>1</sup></u> <u>Jun-25</u>
Managing Director	\$	330	\$ 373
Director	\$	300	\$ 339
Senior Managing Consultant	\$	280	\$ 317
Senior Analyst	\$	235	\$ 266
Analyst	\$	210	\$ 238

1. Reflects compound growth rate at 2.5% for 5-year period since original contract in 2020

Inf. Factor 2.50%

Attachment: 20-1002322 Exhibit B-1 (10959 : Amendment No. 3 to Contract No. 20-1002322 with PFM Financial Advisors, LLC)

## *Minute Action*

AGENDA ITEM: 10

**Date:** *March 12, 2025*

**Subject:**

Inland Regional Energy Network 2024 Annual Report Update

**Recommendation:**

Receive an update on the San Bernardino Council of Governments 2024 Inland Regional Energy Network Annual Report.

**Background:**

On January 9, 2019, the San Bernardino Council of Governments (SBCOG) Board of Directors authorized staff to pursue development of a Regional Energy Network (REN) to provide energy efficiency programs in the Inland Empire related to Codes & Standards (C&S), Public Sector, and Workforce Education & Training (WE&T) as outlined in the Inland Regional Energy Network (I-REN) business plan. SBCOG staff worked in coordination with the Coachella Valley Association of Governments (CVAG) and Western Riverside Council of Governments (WRCOG) to submit the I-REN application and business plan to the California Public Utilities Commission (CPUC). In October 2021, the CPUC issued a proposed decision to approve the business plan for I-REN. This proposed decision would provide \$65 million combined over five years through 2027. In November 2021, the CPUC approved the I-REN application and business plan with WRCOG as the administrative lead agency for this program. I-REN initiatives are guided by the I-REN Executive Committee, which is comprised of a board of elected officials from Riverside and San Bernardino Counties.

The purpose of this report is to highlight the I-REN accomplishments that will be filed in the 2024 annual report with the CPUC for both Riverside and San Bernardino Counties. On April 15, 2025, the I-REN 2024 annual report will be presented to the I-REN Executive Committee members for the following three I-REN sectors: C&S, Public Sector, and WE&T. The report is currently being formatted for review. It is expected that a draft version of the report will be available on March 24, 2025 and attached for full board review in April 2025.

2024 was a year of significant milestones and growth across I-REN's portfolio. After launching select quick-start activities in the latter half of 2023, I-REN embarked on its first full year of those programs' operations in 2024 and saw participation increase across its portfolio. In parallel, I-REN initiated other program activities in close coordination with local, regional, and statewide stakeholders. As envisioned in its Business Plan, I-REN's portfolio is now delivering tangible, cross-cutting public interest impacts and increasing equitable access to Energy Efficiency (EE) in the Inland Empire region. I-REN continues to be guided by input from its communities and stakeholders. In the past year I-REN further expanded opportunities for community and industry input to its program designs and operations by convening stakeholders in all sectors of its portfolio, including roundtables, working groups, energy forums, and more.

Looking ahead to 2025, I-REN is continuing to expand program activities and deliver tangible benefits for not only program participants but also the region as a whole. While driving outcomes in its current portfolio, I-REN will also look to the future. The work to prepare I-REN's portfolio application in 2025 will be informed by the successes and learnings from these early years of

*Entity: San Bernardino Council of Governments*

program implementation, in combination with stakeholder insights about Inland Empire communities' energy efficiency and resiliency needs.

### Key Achievements in 2024 and plans for 2025

**Public Sector:** More than 50 agencies leveraged public sector program offerings in 2024 and more than 70 attendees participated in I-REN's first public sector working group. I-REN helped agencies benchmark over 4.8 million square feet in 2024 through its strategic energy planning offerings, including the Building Upgrade Concierge (BUC). Through its EE and Conservation Block Grant (EECBG) initiative, I-REN helped agencies secure \$1.8 million in funding. I-REN also conducted audits at 44 facilities and saw construction completion of its first Cash for Kilowatts project. In alignment with equity program objectives, the majority of agencies served by I-REN's public sector programs were equity communities. Additionally, 100% of facilities benchmarked, 100% of energy audits performed, and 100% of savings achieved were in underserved and/or hard-to-reach communities.

**Table 1: Public Sector 2024 Achievements and 2025 Plans for Riverside and San Bernardino Counties:**

Program	2024 Achievements	2024 Plans
Technical Assistance and Strategic Energy Planning Program	<ul style="list-style-type: none"> <li>- 32 Preliminary Energy Resilience Roadmaps for public agencies.</li> <li>- 41 facilities benchmarked.</li> <li>- 9 BUC portfolios created.</li> <li>- 225 BUC User accounts created.</li> </ul>	<ul style="list-style-type: none"> <li>- Engage all member agencies in the region - Deliver first Initial Measure List with EE opportunities to remaining agencies.</li> <li>- Obtain utility data and track with BUC tool.</li> <li>- Use BUC tool to provide reports and supporting data for evaluation.</li> </ul>
Public Buildings Normalized Metered Energy Consumption (NMEC) Program – Cash for Kilowatts	<ul style="list-style-type: none"> <li>- 29 NMEC projects in the pipeline.</li> <li>- 1 Cash for Kilowatts project approved for installation.</li> <li>- 1 Cash for Kilowatts project completed.</li> <li>- 184,720 kWh saved and \$164,506 funds reserved.</li> </ul>	<ul style="list-style-type: none"> <li>- Continue to expand pipeline by extending \$2/kWh incentive rate for applications submitted in 2025.</li> <li>- Explore opportunities to support projects in sub-metered facilities.</li> <li>- Utilize evaluation, measurement, and validation funding to investigate where gaps might exist for project completion and approval at the agency level.</li> </ul>

**Codes & Standards (C&S):** The I-REN C&S training program offered 13 training sessions and two forums in 2024. I-REN became the state’s first REN to offer a C&S training series in Spanish, part of the C&S training program’s efforts to reach more equity participants. In accordance with the results of 2023’s Market Assessment Survey, I-REN introduced new training topics in 2024, including Accessory Dwelling Units, Solar Photovoltaic & Battery, and Single-family Lighting. I-REN also extended its trainer base through collaboration with Southern California Edison and Energy Code Ace and deepened its relationship with the California Energy Commission, who taught two training courses in partnership with I-REN.

**Table 2: Codes & Standards Sector 2024 Achievements and 2025 Plans for Riverside and San Bernardino Counties:**

Program	2024 Achievements	2025 Plans
C&S Training and Education Program	<ul style="list-style-type: none"> <li>- 14 trainings held.</li> <li>-214 net individual attendees.</li> <li>- 157 continuing education credit certificates.</li> <li>-99% satisfaction rating from participants.</li> <li>-Streamlined registration form and survey.</li> </ul>	<ul style="list-style-type: none"> <li>- 16 trainings.</li> <li>-2 C&amp;S Forums.</li> <li>-Increase number of participants, equity and private sector.</li> <li>-Offer additional trainings in Spanish.</li> <li>-Prepare for the 2025 Energy Code.</li> </ul>
C&S Technical Support Program	<ul style="list-style-type: none"> <li>-Launched “Ask an energy code question” resource.</li> <li>-Launched 2 online permit guides.</li> <li>-Supported the City of Palm Springs on a Reach Code for two in-progress ordinances.</li> </ul>	<ul style="list-style-type: none"> <li>-Finalize Reach Code for Palm Springs.</li> <li>-Offer 1:1 meetings to establish “code champions”.</li> <li>-Increase number of jurisdictions leveraging technical assistance.</li> <li>-Develop Energy Code Permit Guides.</li> </ul>

**Workforce Education & Training:** I-REN's workforce offerings include an Energy Fellowship initiative that provides job opportunities in local jurisdictions to support public sector energy efficiency projects. In 2024 I-REN increased the number of Energy Fellows it placed, and those fellows began making direct contributions to support the implementation of projects through I-REN's public sector programs. Also in 2024, I-REN conducted an energy workforce assessment to identify workforce needs and opportunities in the region, including surveying employers to learn more about their hiring and job skill needs related to energy efficiency.

**Table 3: Workforce Education & Training Sector 2024 Achievements and 2025 Plans for Riverside and San Bernardino Counties:**

Program	2024 Achievements	2025 Plans
WE&T Training & Education Program	<ul style="list-style-type: none"> <li>- Finalized workforce assessment to establish priorities for future programming.</li> <li>- Surveyed 385 local energy employers.</li> <li>- Hosted 2 workforce roundtables in each subregion.</li> <li>- Established partnerships with various educational organizations.</li> </ul>	<ul style="list-style-type: none"> <li>- Implement workforce assessment to fill gaps related to energy job pathways.</li> <li>- Implement CPUC Supplier Diversity Workshop.</li> <li>- Collaborate with Riverside and San Bernardino County Workforce Development Departments to improve impact in the region.</li> </ul>
WE&T Workforce Development Program	<ul style="list-style-type: none"> <li>- 14 I-REN Energy Fellows placed at public agencies.</li> <li>- 26 NMEC projects being coordinated by I-REN Energy Fellows.</li> <li>- 16 job fairs attended.</li> <li>- 400 plus job seeker leads collected.</li> <li>- 50 plus potential partners identified.</li> </ul>	<ul style="list-style-type: none"> <li>- Increase Experiential Learning for I-REN Energy Fellows.</li> <li>- Partner with Inland Empire/Desert Regional Consortium for Energy &amp; Infrastructure Showcase.</li> <li>- Continue to increase and identify workforce collaboration partners.</li> </ul>

**Financial Impact:**

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

**Reviewed By:**

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

**Responsible Staff:**

Jennifer Aguilar, Energy Program Manager

Approved  
 General Policy Committee  
 Date: March 12, 2025  
 Witnessed By:

## *Minute Action*

### AGENDA ITEM: 11

***Date:*** *March 12, 2025*

***Subject:***

Development Mitigation Annual Report for Fiscal Year Ending June 30, 2024

***Recommendation:***

Receive information on the Development Mitigation Annual Report for Fiscal Year ending June 30, 2024.

***Background:***

Preparation of the Development Mitigation Annual Report (DMAR) is an ongoing requirement of the San Bernardino County Transportation Authority (SBCTA) Congestion Management Program (CMP). The Valley and Victor Valley jurisdictions are required to provide information on development activity and the expenditure of development mitigation funds on projects contained in the Development Mitigation Nexus Study for Fiscal Year (FY) 2023/2024. The development fees collected are used by the jurisdictions as the local share of arterial, interchange, and railroad grade separation projects for which SBCTA provides the “public share.”

This agenda item provides a summary of the Valley and Victor Valley jurisdictions’ DMAR. Table 1 on the following page represents development mitigation data for each Valley and Victor Valley jurisdiction. Figure 1 on page 4 of the item presents a historical reference of development mitigation fees collected and dwelling units permitted. More detail on data for the unincorporated County is provided in Table 2 on page 3 of this item, organized by sphere of influence.

Implementation and maintenance of a development mitigation program is required of each local jurisdiction in the Valley and Victor Valley to maintain conformance with the SBCTA Land Use/Transportation Analysis Program of the CMP. Failure to submit the annual DMAR would result in non-compliance with the provisions of the Development Mitigation Program (DMP) and other provisions in the CMP.

Based on the information provided to SBCTA by the jurisdictions submitting reports, \$47,184,667 in development mitigation fees for transportation projects was collected and \$9,905,906 of development mitigation fees was expended on Nexus Study projects during the FY ending June 30, 2024. The expenditures for the year represented a 75.7% decrease from the \$40,770,326 expended in the previous FY. Of the approximately \$47.2 million of transportation related development impact fees collected by local jurisdictions, a portion of the fees are associated with local projects that were not included in the Nexus Study, which addresses only regional projects. Therefore, not all of the fees will be expended on Nexus Study projects. The \$47.2 million of development mitigation represented a decrease of 15.6% in development mitigation revenue from the \$55.9 million collected in FY 2022/2023, which was a decrease of 18.4% from the \$68.6 million collected in FY 2021/2022.

Since the implementation of the SBCTA DMP in Fiscal Year 2006/2007, a total of \$691,734,959 has been collected, and a total of \$329,344,592 in development mitigation has been expended on projects contained in the SBCTA Development Mitigation Nexus Study. It should be noted that some of the data on quantities of development (units and square footage) could not be included

*Entity: San Bernardino County Transportation Authority*

## General Policy Committee Agenda Item

March 12, 2025

Page 2

in the table because it did not fit standard development type categories. However, all of the fees for these developments were included.

The DMAR is an attempt to secure information on development fees collected and expended on Nexus Study projects in a manner that is less formal than a full audit. Overall, the annual reporting has been informative and provides the mechanism for SBCTA staff to monitor the level of development contributions being generated by local jurisdictions for projects included in the Nexus Study. Accurate and reliable information is imperative for implementation of the Measure I Valley Freeway Interchange, Valley Major Street, Victor Valley Major Local Highway, and Victor Valley Local Street Programs, as outlined in the Measure I 2010-2040 Strategic Plan.

**Table 1**  
**City/Town Development Mitigation Summary Table**  
**For the Year Ending June 30, 2024**

City/Town	# of SF Units Permitted	# of MF Units Permitted	Sq. Ft. of Commercial Permitted	Sq. Ft. of Office Permitted	Sq. Ft. of Industrial Permitted	Fees Collected in FY 23/24	Fees Expended on Nexus Projects in FY 23/24	Cumulative Dev. Mit. Revenue	Cumulative Dev. Mit. Expenditures On Nexus Projects
Adelanto	62	0	0	0	0	\$292,941	\$0	\$9,772,973	\$631,624
Apple Valley	150	13	24,256	3,797	0	\$811,811	\$0	\$14,778,322	\$8,981,193
Chino*	28	419	6,211	65,974	0	\$2,640,716	\$3,317,290	\$90,005,069	\$14,349,820
Chino Hills	31	4	0	0	0	\$9,561	\$0	\$634,222	\$4,949,814
Colton*	18	7	0	4	432	\$975,323	\$10,318	\$9,610,599	\$336,566
Fontana*	700	489	45,354	18,062	994,139	\$6,857,173	\$1,788,421	\$103,077,757	\$54,685,248
Grand Terrace	0	0	0	0	0	\$0	\$0	\$2,089,742	\$288,968
Hesperia*	178	224	16,722	5,159	1,003,483	\$9,835,301	\$0	\$51,323,148	\$36,868,375
Highland	382	2	0	0	0	\$2,924,046	\$943	\$11,477,197	\$2,270,464
Loma Linda	34	36	2	0	0	\$269,161	\$0	\$13,070,402	\$2,660,076
Montclair	0	0	0	2,461	26,451	\$42,858	\$477	\$4,772,776	\$234,782
Ontario	112	563	130	2	4,416	\$545,515	\$0	\$67,777,424	\$68,297,204
Rancho Cucamonga*	11	429	3,054	30,054	231,749	\$5,238,705	\$0	\$84,269,485	\$7,901,709
Redlands*	130	4	133,790	0	0	\$511,096	\$0	\$17,936,251	\$9,351,686
Rialto*	343	0	76,813	1	801,693	\$4,086,900	\$1,290,130	\$53,593,955	\$22,561,667
San Bernardino*	214	114	0	196,708	545,386	\$2,051,192	\$0	\$32,179,580	\$14,802,541
Upland	17	61	0	0	0	\$104,381	\$0	\$23,482,811	\$4,404,234
Victorville	550	0	7	0	8	\$4,134	\$3,100,137	\$38,510,290	\$56,825,500
Yucaipa*	89	3	0	0	654,269	\$3,263,919	\$398,190	\$13,915,173	\$11,505,532
<b>Total</b>	<b>3,049</b>	<b>2,368</b>	<b>306,339</b>	<b>322,222</b>	<b>4,262,026</b>	<b>\$40,464,733</b>	<b>\$9,905,906</b>	<b>\$642,277,176</b>	<b>\$321,907,002</b>

\*Unresolved discrepancies in Total Cumulative Development Mitigation Expenditures.

Notes:

1. May include fees from other sources not listed in the summary table.
2. Only includes revenue collected beginning Fiscal Year 06/07.
3. Only includes expenditure of development mitigation fees.
4. Adelanto only tracks "residential" and "non-residential" development.



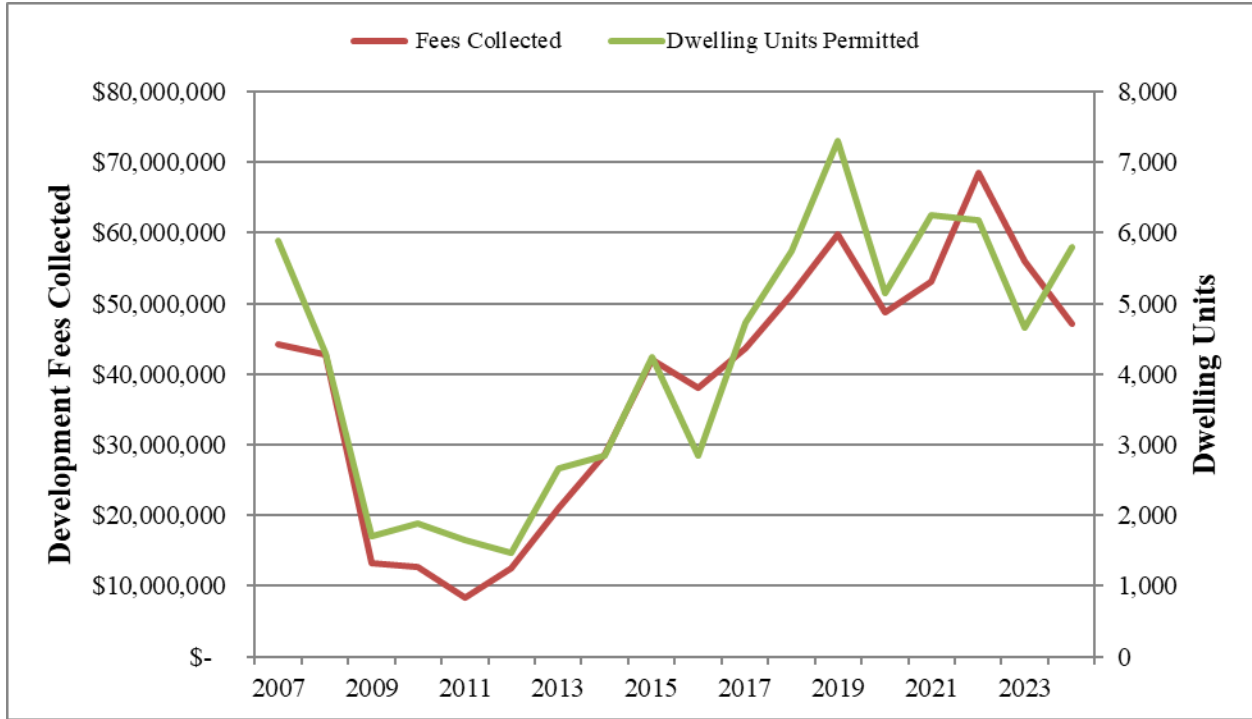
**Table 2**  
**San Bernardino County Development Mitigation Summary Table**  
**For the Year Ending June 30, 2024**

County Sphere/ Subarea	# of SF Units Permitted	# of MF Units Permitted	Sq. Ft. of Commercial Permitted	Sq. Ft. of Office Permitted	Sq. Ft. of Industrial Permitted	Fees Collected in FY 23/24	Fees Expended on Nexus Projects in FY 23/24	Cumulative Dev. Mit. Revenue	Cumulative Dev. Mit. Expenditures On Nexus Projects
Adelanto Sphere	0	0	0	0	0	\$0	\$0	\$0	\$0
Apple Valley Sphere	39	6	0	0	0	\$115,204	\$0	\$1,343,740	\$0
Chino Sphere	45	6	7,061	0	44,011	\$680,752	\$0	\$1,326,552	\$388
Colton Sphere	1	0	0	0	2,242	\$11,942	\$0	\$422,972	\$0
Devore/Glen Helen	3	2	0	0	0	\$25,011	\$0	\$213,582	\$44,540
Fontana Sphere	5	112	0	0	2,081,477	\$4,057,839	\$0	\$12,097,442	\$514,777
Hesperia Sphere	29	6	0	0	0	\$315,180	\$0	\$4,056,127	\$622,315
Loma Linda Sphere	0	0	0	0	0	\$0	\$0	\$254,700	\$0
Montclair Sphere	0	0	0	0	0	\$0	\$0	\$255,403	\$0
Redlands Sphere	7	0	0	0	0	\$49,441	\$0	\$1,386,562	\$0
Redlands Donut Hole	0	0	0	0	208,000	\$501,280	\$0	\$12,295,401	\$124,601
Rialto Sphere	1	2	0	0	268,832	\$536,022	\$0	\$11,930,127	\$1,635,297
San Bernardino Sphere	9	76	0	0	34,000	\$326,760	\$0	\$2,181,684	\$0
Upland Sphere	6	1	0	0	0	\$7,692	\$0	\$198,890	\$0
Victorville Sphere	19	3	0	0	0	\$92,811	\$0	\$1,494,601	\$0
Yucaipa Sphere	0	0	0	0	0	\$0	\$0	\$0	\$0
<b>Total County Sphere/Subarea</b>	<b>164</b>	<b>214</b>	<b>7,061</b>	<b>0</b>	<b>2,638,562</b>	<b>\$6,719,934</b>	<b>\$0</b>	<b>\$49,457,783</b>	<b>\$2,941,918</b>
<b>GRAND TOTAL</b>	<b>3,213</b>	<b>2,582</b>	<b>313,400</b>	<b>322,222</b>	<b>6,900,588</b>	<b>\$47,184,667</b>	<b>\$9,905,906</b>	<b>\$691,734,959</b>	<b>\$324,848,920</b>

## Notes:

1. May include fees from other sources not listed in the summary table.
2. Only includes revenue collected beginning Fiscal Year 06/07.
3. Only includes expenditure of development mitigation fees.

**Figure 1  
 Development Mitigation Trends**



**Financial Impact:**

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

**Reviewed By:**

This item was assembled from data provided by members of the SBCTA Transportation Technical Advisory Committee (TTAC), or their designees. A draft of this item was distributed to TTAC members on March 3, 2025 for comments. This item is not scheduled for review by any other policy committee or technical advisory committee.

**Responsible Staff:**

Ginger Koblasz, Senior Planner

Approved  
 General Policy Committee  
 Date: March 12, 2025

Witnessed By:

## *Minute Action*

AGENDA ITEM: 12

***Date:*** March 12, 2025

***Subject:***

San Bernardino Council of Governments 5-Year Work Plan Update

***Recommendation:***

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

Receive an update on the San Bernardino Council of Governments 5-Year Work Plan.

***Background:***

The San Bernardino Council of Governments (SBCOG), originally formed as the San Bernardino Associated Governments in 1973 and legally separated from the Transportation Authority in 2016, is a voluntary association guided by a Joint Powers Agreement and elected representatives from the 25 member agencies. Member agencies are comprised of the County of San Bernardino (represented by five supervisorial districts) and the cities/towns within the county: Adelanto, Apple Valley, Barstow, Big Bear Lake, Chino, Chino Hills, Colton, Fontana, Grand Terrace, Hesperia, Highland, Loma Linda, Montclair, Needles, Ontario, Rancho Cucamonga, Redlands, Rialto, San Bernardino, Twentynine Palms, Upland, Victorville, Yucaipa, and Yucca Valley. In addition to its 25 member agencies, SBCOG partners with many other Federal, State, regional agencies and private entities to best serve the interests of the county. SBCOG plays a vital role in supporting its member jurisdictions and enhancing the county's communities by providing a forum for local leaders and regional officials to develop a comprehensive approach to community services and establish priorities that will benefit the region for generations to come.

The Board of Directors and the 25 members acted on this notion from January-April 2024 by approving Amendment No. 4 to the Joint Powers Agreement, resulting in an increase in capacity and budget for SBCOG. Following approval, SBCOG conducted a process to identify priorities and projects that would be included in the SBCOG 5-Year Work Plan. The Work Plan is the result of a four-month process which included discussions with policymakers and administrators. The Work Plan was approved on November 6, 2024, and SBCOG has been working on implementation.

A status update of all projects and programs identified in the SBCOG Work Plan which have been identified as beginning in the current and upcoming fiscal year is included in an attachment to this staff report. Note, that some projects are not planned to begin until a later date. The projects included in this status report are:

- Equity Framework
- Smart County Master Plan
- Homelessness Strategic Plan
- Street Vendor Toolkit
- Small Business Vendor Fairs
- Small Business Hub
- Regional Small Business Certification
- Forum

*Entity: San Bernardino Council of Governments*

General Policy Committee Agenda Item

March 12, 2025

Page 2

- Smart Intersections and Corridors
- Speaker Series
- Regional Early Action Plan 2.0 Programs
- Regional Housing Trust
- Climate Pollution Reduction Grant
- California Department of Transportation Sustainable Transportation Planning Grant – Climate Adaptation Programs
- Inland Regional Energy Network
- Grant Writing

***Financial Impact:***

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

***Reviewed By:***

This item was reviewed by the City/County Managers' Technical Advisory Committee on March 6, 2025. This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Suzanne Peterson, COG and Equity Programs Manager

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Approved  
General Policy Committee  
Date: March 12, 2025

Witnessed By:

Project/Action Plan	Milestones	Milestone Status	
<b>Project: Homelessness Strategic Plan</b> Target Fiscal Year: 2025/2026 - 2026/2027			
	Develop a Scope of Work	Develop homelessness white paper for homelessness in San Bernardino County.	In progress. Q4 of FY 24/25 target completion date.
		Coordination with the County of San Bernardino to ensure nonredundant and complimentary work.	Ongoing.
	Provide update to GPC & Board.	Pending. Q4 of FY 24/25 target update item	
	Release RFP for Homelessness Strategic Plan	Obtain approval from the Board to release an RFP for the Homelessness Strategic Plan.	In progress. Scope in development, target release of RFP in Q1 of FY 25/26.
<b>Project: Street Vendor Toolkit</b> Target Fiscal Year: 2025/2026			
	Develop a Street Vendor Toolkit with Standards and Compliance/Enforcement Strategies	Secure consultant & execute Contract Task Order (CTO).	In progress. CTO execution Q3 of FY 24/25.
		Schedule kick-off meeting.	Anticipated project kick-off Q4 of FY 24/25 following CTO execution.
		Provide a project status update to the PDTF, CCMTAC, GPC and Board	Pending. Q1 of FY 25/26 target update item.
<b>Project: Small Business Vendor Fairs</b> Target Fiscal Year: 2024/2025 - 2028/2029			
	Establish Contract for On-Call Small Business Opportunity & Agency Engagement	Obtain approval from the Board to release an RFP to establish an On-Call contract to provide staff support for this program.	In progress. Target GPC & Board meeting date Q4 of FY 24/25. Anticipated selection & contract approval in Q1 of FY 25/26.
	Host Small Business Vendor Fairs	Conduct interviews with selection of chambers to better understand challenges and needs.	Complete. Coordination meetings conducted Q2-Q3 of FY 24/25.
		Plan the first Small Business Vendor Fair.	In progress. First small business vendor fair anticipated Q4 of FY 24/25.

Attachment: COG Work Plan Status (11356 : SB COG 5-Year Work Plan Update)

**Project: Small Business Hub**  
Target Fiscal Year: 2025/2026 - 2026/2027

	Establish Contract for On-Call Small Business Opportunity & Agency Engagement	Obtain approval from the Board to release an RFP to establish an On-Call contract to provide staff support for this program.	In progress. Target GPC & Board meeting date Q4 of FY 24/25. Anticipated selection & contract approval in Q1 of FY 25/26.
	Research Existing Resources and Identify Resource Gaps to Establish a Scope of Work for the Small Business Hub	Develop a scope of work for the Small Business Hub or Dashboard.	In progress. To be completed in coordination with selected on-call consultant, estimated completion Q2 of FY 25/26.

**Project: Regional Small Business Certification**  
Target Fiscal Year: 2025/2026 - 2026/2027

	Establish Contract for On-Call Small Business Opportunity & Agency Engagement	Obtain approval from the Board to release an RFP to establish an On-Call contract to provide staff support for this program.	In progress. Target GPC & Board meeting date Q4 of FY 24/25. Anticipated selection & contract approval in Q1 of FY 25/26.
	Partner with local and government agencies to establish a Regional Small Business Certification Program	Develop a scope of work for the small business certification program.	Pending. To be completed in coordination with selected on-call consultant, estimated completion Q2 of FY 25/26

**Project: Forum**  
Target Fiscal Year: 2025/2026 - 2028/2029

	Establish Contract for On-Call Small Business Opportunity & Agency Engagement	Obtain approval from the Board to release an RFP to establish an On-Call contract to provide staff support for this program.	In progress. Target GPC & Board meeting date Q4 of FY 24/25. Anticipated selection & contract approval in Q1 of FY 25/26.
	Host forum discussion opportunities focused on a Rotation of Topics and challenges within the county	Identify top priority topics and issues.	In progress. First forum discussion anticipated Q1 of FY 25/26.

**Project: Smart Intersections and Corridors**  
Target Fiscal Year: 2024/2025 - 2028/2029

	Award up to \$5M of Valley Traffic Management System funds previously allocated by the SBCTA Board of Directors for three smart corridors in the East Valley and two smart corridors in the West Valley	RFI Release.	Completed. RFI released Q3 of FY 24/25.
		TTAC Q&A.	Completed. TTAC meeting Q3 of FY 24/25.
		RFIs due to SBCTA.	In progress. RFIs due in Q4 of FY 24/25.
		Request for approval MVSS.	Pending. MVSS meeting Q4 of FY 24/25.
		Request for approval SBCTA Board.	Pending. Board meeting in Q4 of FY 24/25.

Attachment: COG Work Plan Status (11356 : SB COG 5-Year Work Plan Update)

**Project: Speaker Series**  
Target Fiscal Year: 2024/2025 - 2028/2029

	Establish Contract for On-Call Small Business Opportunity & Agency Engagement	Obtain approval from the Board to release an RFP to establish an On-Call contract to provide staff support for this program.	In progress. Target GPC & Board meeting date Q4 of FY 24/25. Anticipated selection & contract approval in Q1 of FY 25/26.
	Establish a Panel of Experts or Series of Speakers to Create Discussion Opportunities and Networking Events	Identify topic and speaker(s) for speaker series event.	In progress. Working with member agencies to identify priority issues.
		Schedule first Speaker Series event.	In progress. Anticipated to hold first Speaker Series in Q4 of FY 24/25.

**Project: Smart County master Plan (SCMP)**  
Target Fiscal Year: 2024/2025

	Amendment No. 1 to Smart County Master for Implementation of the CONFIRE Cad to Cad Program Plan	Amendment No. 1 is processing through SBCOG and will go to the Board of Supervisors in March 2025.	Amendment No. 1 anticipated to be executed by Q4 2025 and kick off shortly thereafter.
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**Project: Equity Framework**  
Target Fiscal Year: 2024/2025

	Approve Equity Definition and Agency Role	Update draft Equity definition and agency role based on Staff Working Group (SWG) feedback.	Completed. SWG met Q3 of FY 24/25.
		Obtain feedback from the Ad Hoc Committee.	Completed. Ad Hoc met Q3 of FY 24/25.
	Identify Equity Framework Goals and Strategies	Obtain feedback from Staff Working Group on draft Goal and Strategies.	Completed. SWG met Q3 of FY 24/25.
	Identify Challenges & Barriers to Community & Local Partners Involvement, Identify Solutions and Opportunities	Discussions with the Equity Framework Community Working Group (CWG).	Pending. Next Equity Framework CWG meeting scheduled for Q3 of FY 24/25.

**Project: San Bernardino Regional Housing Trust/ Regional Early Action Plan (REAP) 2.0 - Lasting Affordability Program**  
Target Fiscal Year: 2024-2025 - 2025/2026

	Establish Housing Trust JPA	Execute MOU with SCAG.	Delayed. Pending MOU execution or approval, expected by Q3 of FY 24/25.
		Secure consultant & execute Contract Task Order (CTO).	Delayed. Consultant selected, CTO execution pending MOU execution.
		Provide GPC with status update.	Completed. GPC meeting on 2/12/2025.
		Establish an Ad Hoc of the City Managers to guide the formation of the Housing Trust.	In progress. Tentatively scheduled CCMTAC meeting.

Attachment: COG Work Plan Status (11356 : SBCOG 5-Year Work Plan Update)

<b>Project: Regional Early Action Plan (REAP) 2.0 - Sub regional Partnership Program 2.0</b>		
Target Fiscal Year: 2024-2025 - 2025/2026		
Provide Housing Element technical Assistance to Requesting Member Agencies	Execute MOU with SCAG.	Delayed. Pending MOU execution or approval, expected by Q3 of FY 24/25.
	Secure consultant & execute Contract Task Orders (CTOs).	Delayed. Consultants selected, CTO execution pending MOU execution.
	Compile list of member agency assistance requests for Housing Element projects, programs and activities.	In progress. Planning Directors contacted 1/2/2025. Staff working on developing list and checking with SCAG on eligibility.
<b>Project: Regional Early Action Plan (REAP) 2.0 - Housing Infill on Public &amp; Private Lands (HIPP) Pilot Program</b>		
Target Fiscal Year: 2024-2025 - 2025/2026		
Conduct a Comprehensive Assessment of Public Lands in San Bernardino County to Identify Available Sites for Residential Development and Develop a Surplus Lands Act Toolkit, and Pilot Project in Needles	Execute MOU with SCAG.	Delayed. Pending MOU execution, anticipated Q3 of FY 24/25.
	Secure consultant & execute Contract Task Orders (CTOs).	In progress. Requesting proposal from on-call consultants released Q3 of FY 24/25. Consultant to be selected and task order executed in Q4 of FY 24/25.
	Schedule kick-off meeting.	Pending. Awaiting CTO execution, anticipated project kick-off Q4 of FY 24/25.
<b>Project: Climate Pollution Reduction Grant Program (CPRG)</b>		
Target Fiscal Year: 2024/2025 - 2029/2030		
Develop Regional GHG Reduction Plan for SBCOG, WRCOG, CVAG	SBCOG Reduction Plan.	Complete. Finished in Q1 of FY24/25.
	WRCOG Reduction Plan.	Complete. Finished in Q1 of FY 24/25.
	CVAG Reduction Plan.	In progress. Expected completion in Q2 of FY 25/26.
CPRG South Coast Air Quality Management District (SCAQMD) Award for Goods Movement Identification of System Investments	Identify sites for medium and heavy duty vehicle charging facilities.	Paused. Pending Federal direction.

Attachment: COG Work Plan Status (11356 : SBCOG 5-Year Work Plan Update)



**Project: Caltrans Sustainable Transportation Planning Grant - Climate Adaptation Programs**  
Target Fiscal Year: 2024/2025

	Engage in Two Climate Adaptation/Resilience Planning Projects Funded by Caltrans Sustainable Transportation Planning Grants - (1) Emergency Evacuation Network Resilience (EENR), and (2) Evacuation & Resilience Center Design (ERCD)	Emergency Evacuation Network Resilience (EENR) Project.	Ongoing. TAC meeting updates and estimated project completion in Q3 of FY 25/26.
		Evacuation & Resilience Center Design (ERCD) Study.	Pending. Awaiting Caltrans for contract. Agenda item providing updates on SBCTA Resilience planning efforts to MVSS and MDC in Q4 of FY 24/25. Estimated project completion in Q4 of 26/27.

**Project: Inland Regional Energy Network (I-REN) Energy Efficiency Programs**  
Target Fiscal Year: 2022 - 2027

	Connect with Local Jurisdictions to Provide Support, Resources, and Additional Capacity for Planning and Completing Energy Efficiency Projects	Energy Efficiency Roadmaps/Initial Measures Lists within all SBCOG jurisdictions.	Ongoing. At the end of 2024, 17 jurisdictions were in the energy efficiency public pathway making progress towards a project.
		I-REN Energy Fellowship Program engagement with 27 host sites and 27 Fellows.	Ongoing. 2024 cycle included 14 Fellows at 12 host sites.

**Grant Opportunities Framework**  
Target Fiscal Year: ongoing

	Communicate Grant Opportunities to Member Agencies & Expand the Function of SBCOG with regard to Grant and Project Development	Establish a project development process and grant writing coordination through SBCOG.	In progress. Development underway with staff.
		Provide update to member agencies on new and grant opportunities.	Ongoing. Latest grant opportunities notification sent in Q2 of FY24-25.

Attachment: COG Work Plan Status (11356 : SBCOG 5-Year Work Plan Update)

## *Minute Action*

AGENDA ITEM: 13

***Date:*** March 12, 2025

***Subject:***

Equity Framework: Update and Request for Direction

***Recommendation:***

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

- A. Approve the Equity Framework Definition and Agency Role.
- B. Provide comments and feedback on the Equity Framework Goals and Strategies.

***Background:***

In 2020, the San Bernardino County Transportation Authority (SBCTA) Board of Directors (Board) established an Equity Ad Hoc Committee to identify and address equity needs and opportunities for SBCTA/San Bernardino Council of Governments (SBCOG) through the agency's processes and structures. In 2021, the Board adopted a Regional Equity Resolution which provides the platform upon which the Equity Framework can be and ought to be approached. The Board resolved to:

1. Examine the practices that SBCTA uses in planning, evaluating, procuring, and building transportation projects.
2. Create tools that can be used by all of our members to better understand how issues of equity impact the built environment.
3. Provide the regional forum where efforts that work toward: promoting a fair and just region; eliminating barriers that reduce opportunities for residents; and meaningfully advancing justice, equity, diversity, and inclusion can be discussed.

With this resolution as the guiding principle, the Board directed staff to undertake projects and studies. Since 2020, they include:

- Regional Equity Study, completed in 2023, provides an understanding of inequities identified throughout the region within the built environment.
- SB 1000 Environmental Justice Toolkit, completed in 2023, identifies “priority equity communities” and environmental justice goals, policies, and programs for member agencies to use in their respective General Plan updates.
- Small Business and Member Agency Procurement Study, completed in 2023.

This Equity Framework builds off the work highlighted above. The Equity Framework kicked off in July 2024 with the purpose of identifying and guiding the agency toward its equity goals when doing its business including implementing projects, designing programs, and performing public outreach. Additionally, as a part of the Equity Framework Scope, which derives from direction of the Equity Ad Hoc discussion and ultimately direction of the Board, SBCTA/SBCOG has a goal of strengthening relationships with Community Based Organizations and other local partners. Another key aspect to this process is to put SBCTA/SBCOG in a place to be competitive for funds. As the goals of funding agencies evolve to include questions on how applicants address

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

## General Policy Committee Agenda Item

March 12, 2025

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equity (particularly at the State level), it has become clear that SBCTA/SBCOG needs to define equity clearly and identify practices that support its definition.

The process for completing this framework will include outreach and direction from policy makers through the SBCOG Ad Hoc and the General Policy Committee as well as 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 level will be conducted for comparison, best practices, and lessons learned.

The Equity Framework kicked off in July 2024, and the project is anticipated to be completed in August 2025. Since July, staff and the consultant team have completed the first phase of the project to develop an understanding of equity and the ways in which SBCTA/SBCOG plays a role. Through this process, meetings with the Staff Working Group (SWG), Ad Hoc Committee (Ad Hoc), and Community Working Group, along with research of other similar agencies, have informed and shaped a proposed definition of equity and agency role. This work laid the foundation for the second phase of the project in refining the equity definition and agency role (provided below), and identifying draft goals, strategies, and metrics for SBCTA/SBCOG to align with the definition and agency role.

**Equity Definition (proposed):** Equity is the vision where all communities and all community members have the tools and conditions necessary for a good quality of life. These conditions include fair access to resources and opportunities, environments that support health and well-being, and meaningful participation in decisions that impact the community.

**Agency Role (proposed):** SBCTA and SBCOG recognize our unique position to address inequities region-wide, specifically in the built environment. To achieve our vision of both community benefits and community burdens being fairly distributed across all populations, we need to:

- Identify and address barriers to residents' participation in regional planning and projects.
- Better understand the needs of the entire community.
- Prioritize the needs of historically under-resourced communities.

In the next phase, project and consultant staff scanned other agencies' work, summarized topics, and drafted goals and strategies for the SWG and Ad Hoc to review. The SWG and Ad Hoc provided feedback on these goals and strategies that would be in line with the proposed equity definition and agency role and believed to be appropriate and attainable. The draft Goals and Strategies have been consolidated into three topic areas – (1) Program and Project Delivery, (2) Regional Partnership, and (3) Internal Work. The draft Goals and Strategies are:

### Program and Project Delivery

**Goal 1: Community Prioritization and Participation in Decision-Making | SBCTA/SBCOG** commits to programs and projects that benefit historically under-resourced communities while proactively engaging them to guide investments, address community needs, and strive for equitable community involvement in decision-making processes

## Strategies:

- A. Distribute information to historically under-resourced communities.
- B. Engage communities throughout program and project development.
- C. Cultivate relationships with community partners.
- D. Provide educational materials, meeting materials, and meeting formats to encourage greater participation from historically under-resourced communities.
- E. Standardize data collection on who participates.
- F. Summarize demographic, economic, housing, transportation, health, environmental, and other baseline data to guide participation plans and prioritization to high-needs areas.
- G. Work with community and government partners and historically under-resourced communities to incorporate local equity considerations.
- H. Use a standardized process and set of evaluation tools and methods to evaluate equity impacts.

Goal 2: Advancing Economic Development | SBCTA/SBCOG advances economic empowerment across the region by enhancing procurement and contracting processes and expanding opportunities for community partners to be part of the agencies' programs and projects.

## Strategies:

- A. Increase opportunities for Disadvantaged Business Enterprises, minority-owned, and women-owned businesses in agency contracting, when possible, beyond requirements already established on programs and projects in accordance with law.
- B. Continue to partner with job training programs, local trade schools and universities, and workforce centers to create pathways for employment in SBCTA/SBCOG.
- C. Address known barriers community partners face in the procurement and contracting process and take meaningful actions to mitigate the development of any new barriers.
- D. Work with community and government partners to develop resources and training to assist under-resourced businesses in navigating the contracting and procurement process.

## Regional Partnership

Goal 3: Engagement with Member Agencies | SBCTA/SBCOG continues to build and maintain strong partnerships with member agencies and jurisdictions to advance shared equity goals, policies, and practices both at the regional and the local level.

## Strategies:

- A. Facilitate opportunities for regional peer-to-peer sharing about equity-focused initiatives taking place across the State and region.
- B. Continue to support member agencies and jurisdictions for local planning and programming efforts.
- C. Partner with member agencies and jurisdictions to tailor engagement events to specific communities where programs and projects are proposed.

General Policy Committee Agenda Item

March 12, 2025

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Internal Work

Goal 4: Organizational Practices | The agency builds an inclusive culture that promotes equity and sets an example for other agencies.

Strategies:

- A. Develop and maintain training sessions for SBCTA/SBCOG staff on equity topics.
- B. Support career advancement pathways to retain and promote diverse and talented staff.
- C. Standardize data collection on staff demographics to shape additional outreach to minority populations to ensure the agency reflects the diversity of the region.
- D. Expand outreach strategies to increase diversity in the application pool.

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:

- A. Annually review, update if needed, and report on defined Framework metrics.
- B. Integrate the relevant goals and strategies of the Framework into department work plans and operations.

***Financial Impact:***

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

***Reviewed By:***

This item was reviewed by the COG Ad Hoc Committee on February 13, 2025. This item is not scheduled for review by any other policy committee or technical advisory committee.

***Responsible Staff:***

Suzanne Peterson, COG and Equity Programs Manager

Approved  
General Policy Committee  
Date: March 12, 2025

Witnessed By:

**cta**  
San Bernardino County  
Transportation Authority

**sb**

**cog**  
San Bernardino  
Council of Governments

# SBCTA/SBCOG EQUITY FRAMEWORK

General Policy Committee  
March 12, 2025

2

# Update + Request for Direction

1. Project Update
2. Equity Definition and Agency Role
3. Feedback on draft Equity Framework Goals and Strategies

raimi+ associates

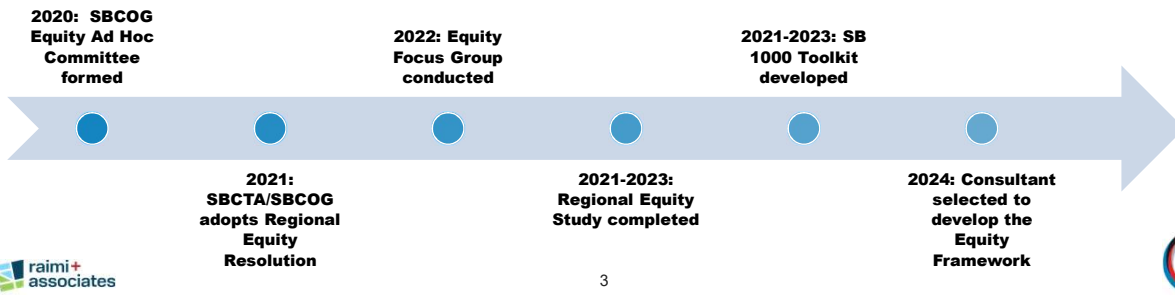
**sb**

Attachment: [PDF] GPC\_EquityFramework\_2025March\_final-20250225 PowerPoint (11308 : Equity Framework: Update and Request for

# Journey to the Equity Framework

## Purpose

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



# Building on Previous + Ongoing Work



## Transportation and Transit

- Equity analysis of the budget
- Long-range multi-modal plan
  - Metrolink launch Low-Income Fare is Easy (LIFE)
  - Clean Truck Program
  - Toll Lane Equity Program in Development
  - Carpool/Vanpool Services



## Workforce Development

- Small business study with recommendations
- Business Capacity Enhancement
- Job Training/Apprenticeships



## Data and Mapping

- Regional Equity Study Dashboard
- SB 1000 Toolkit Dashboards for Environmental Justice/Equity Communities



# PROJECT STATUS UPDATE






5

## Work Completed to Date


**July -  
December 2024**

PHASE 1

**Shared Understanding**

Defining Equity for SBCTA/SBCOG and Identifying Initial Goals

- ✓ Sept SWG #1
- ✓ Nov 14<sup>th</sup> Ad Hoc #1
- ✓ Nov 20<sup>th</sup> CWG #1




**January -  
March 2025**

PHASE 2

**Goals, Metrics and Practices**

Finalizing Goals & Agency Role, and Identifying Draft Strategies, Metrics, Assessing Practices

- ✓ SWG #2 and follow-up
- ✓ Ad Hoc #2
- ✓ CWG #2






**April -  
August 2025**

PHASE 3

**Framework and Toolkit**

Finalizing the Equity Framework and Toolkit



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## Community Working Group

### Meeting #1 - November 20, 2024

- Agency's role
- Defining Equity,
- Existing work with equity foundation
- Gathered input on:
  - SBCTA and SBCOG organization structure
  - Specific communities to engage for future projects and plans
- Topics to address in equity framework

### Meeting #2 - February 25, 2025

- SBCOG Regional Equity Study
- SB 1000 Toolkit
- Data on housing, transportation, and employment
- Gathered information on:
  - Effective engagement strategies with specific communities
  - CWG relationships with specific communities in SBC



## Community Working Group

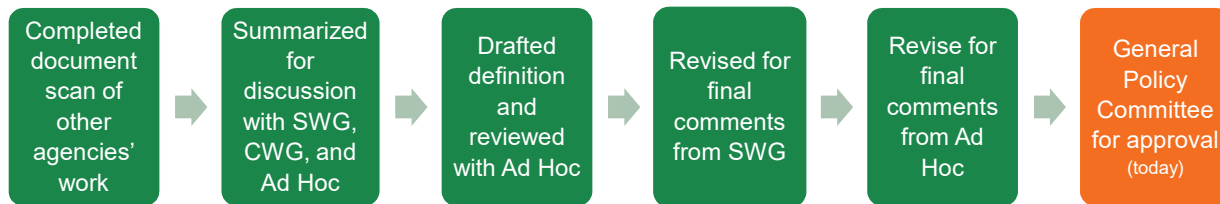
- Arts Connection Network
- Center for Community Action and Environmental Justice (CCA EJ)
- CSU San Bernardino, Office of Government and Community Relations
- El Sol Neighborhood Educational Center
- Inland Economic Growth & Opportunity Initiative (IEGO)
- Morongo Basin Transit Authority
- Mountain Transit
- National CORE
- Reach Out
- Southern California Black Area Chamber of Commerce
- Young Visionaries Youth Leadership Academy Inland Empire (YVYLA)



# EQUITY DEFINITION AND AGENCY ROLE



## Process For Developing Definition



## Equity Framework Components



### Equity Definition

Outlines what equity means to the agency – a vision that SBCTA/SBCOG cannot achieve on its own, but that requires the agency’s contributions. Aligns with our agency’s goals and expand our funding competitiveness.



### Agency Role

Who we are as an agency and defining and what we do in the context of equity.



## Equity Definition & Agency Role

### Equity Definition (Revised Draft)

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

### Agency Role (Revised Draft)

SBCTA and SBCOG recognize our unique position to address inequities region-wide, specifically in the built environment. To achieve our vision of both community benefits and community burdens being fairly distributed across all populations, we need to:

- Identify and address barriers to residents’ participation in regional planning and projects,
- Better understand the needs of the entire community, and
- Prioritize the needs of historically under-resourced communities.



# DRAFT EQUITY GOALS + STRATEGIES

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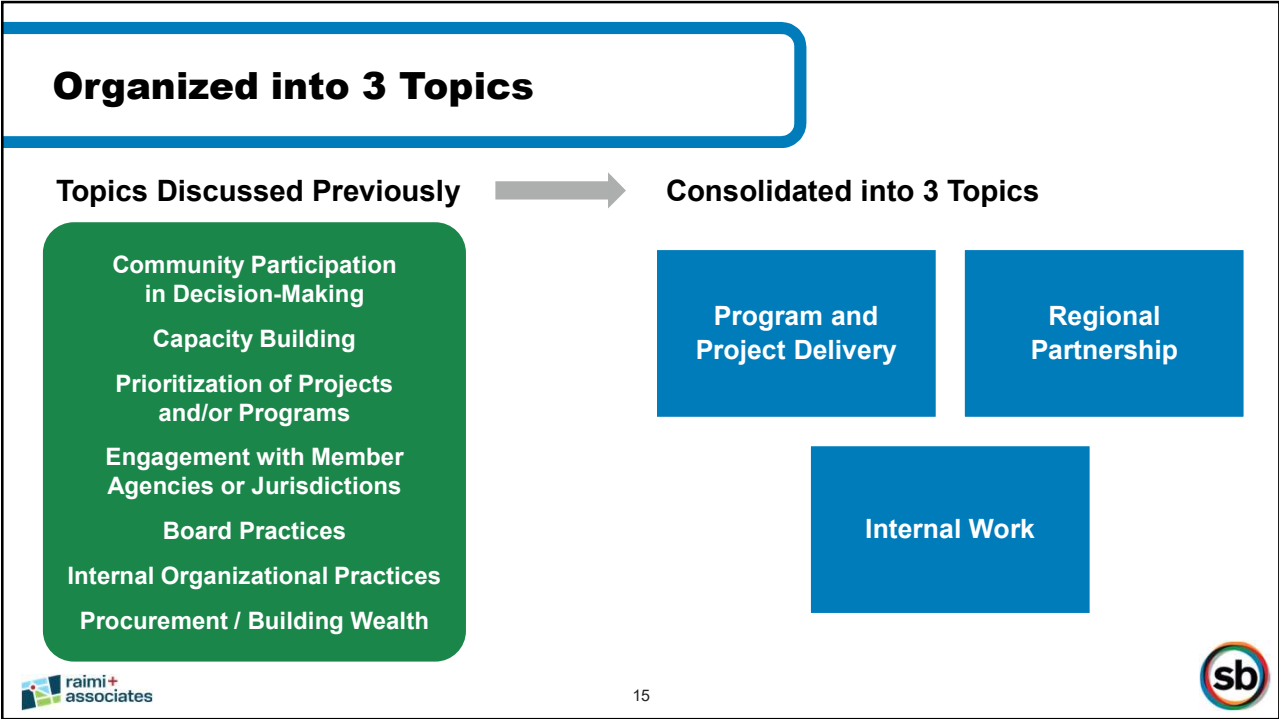

## Process For Developing Goals

```

graph LR
    A[Completed document scan of other agencies work] --> B[Summarized framework topics for discussion with SWG, CWG, and Ad Hoc]
    B --> C[Drafted Goals and Strategies for preliminary review with SWG]
    C --> D[Review with Ad Hoc]
    D --> E[Review with GPC (today)]
    E --> F[Final Goals and Strategies for SWG (April)]
  
```

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## Equity Framework Structure

Structure	Description	Example
Topic	What's covered	Program and Project Delivery
Goal	Where we hope to get to	<b>Community Participation in Decision-Making.</b> SBCTA/SBCOG commits to <i>proactively engaging historically under-resourced communities'</i> participation in programs and projects to ensure equitable community involvement in decision-making processes.
Strategy	How we get there	Cultivate relationships with community partners to facilitate long-term partnerships with SBCTA/SBCOG, build capacity, and improve program and project delivery.
Metric	How we measure success	Number of partnerships formalized with CBOs through a MOU or similar
Implementation Action	What we do	Not included in Equity Framework. Staff include in workplans, adjust based on opportunities and circumstances

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Attachment: [PDF] GPC\_EquityFramework\_2025March\_final-20250225 PowerPoint (11308 : Equity Framework: Update and Request for

## Program + Project Delivery

### Draft Goal 1: Community Prioritization and Participation in Decision-Making

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

#### Draft Strategies

- A. Distribute information to historically under-resourced communities
- B. Engage communities throughout program and project development
- C. Cultivate relationships with community partners
- D. Provide educational materials, meeting materials, and meeting formats to encourage greater participation from historically under-resourced communities
- E. Standardize data collection on who participates
- F. Summarize demographic, economic, housing, transportation, health, environmental, and other baseline data to guide participation plans and prioritization to high-needs areas
- G. Work with community and government partners and historically under-resourced communities to incorporate local equity considerations
- H. Use a standardized process and set of evaluation tools and methods to evaluate equity impacts



## Program + Project Delivery (continued)

### Draft Goal 2: Advancing Economic Development

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

#### Draft Strategies

- A. Increase opportunities for Disadvantaged Business Enterprises (DBEs), minority-owned, and women-owned businesses in agency contracting, when possible, beyond requirements already established on programs and projects in accordance with law.
- B. Continue to partner with job training programs, local trade schools and universities, and workforce centers to create pathways for employment in SBCTA/SBCOG
- C. Address known barriers community partners face in the procurement and contracting process and take meaningful actions and mitigate the development of any new barriers
- D. Work with community and government partners to develop resources and trainings to assist under-resourced businesses in navigating the contracting and procurement process



## Regional Partnership

### Draft Goal 3: Engagement with Member Agencies and Jurisdictions

SBCTA/SBCOG continues to build and maintain strong partnerships with member agencies and jurisdictions to advance shared equity goals, policies, and practices both at regional and the local level.

#### Draft Strategies

- A. Facilitate opportunities for regional peer-to-peer sharing about equity-focused initiatives taking place across the State and region
- B. Continue to support member agencies and jurisdictions for local planning and programming efforts
- C. Partner with member agencies and jurisdictions to tailor engagement events to specific communities where programs and projects are proposed



## Internal Work

### Draft Goal 4: Organizational Practices

The agency builds an inclusive culture that promotes equity and sets an example for other agencies.

#### Draft Strategies

- A. Develop and maintain training sessions to SBCTA/SBCOG staff on equity topics
- B. Support career advancement pathways to retain and promote diverse and talented staff
- C. Standardize data collection on staff demographics to shape additional outreach to minority populations to ensure the agency reflects the diversity of the region
- D. Expand outreach strategies to increase diversity in the application pool



## Internal Work (continued)

### Draft 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.

#### Draft Strategies

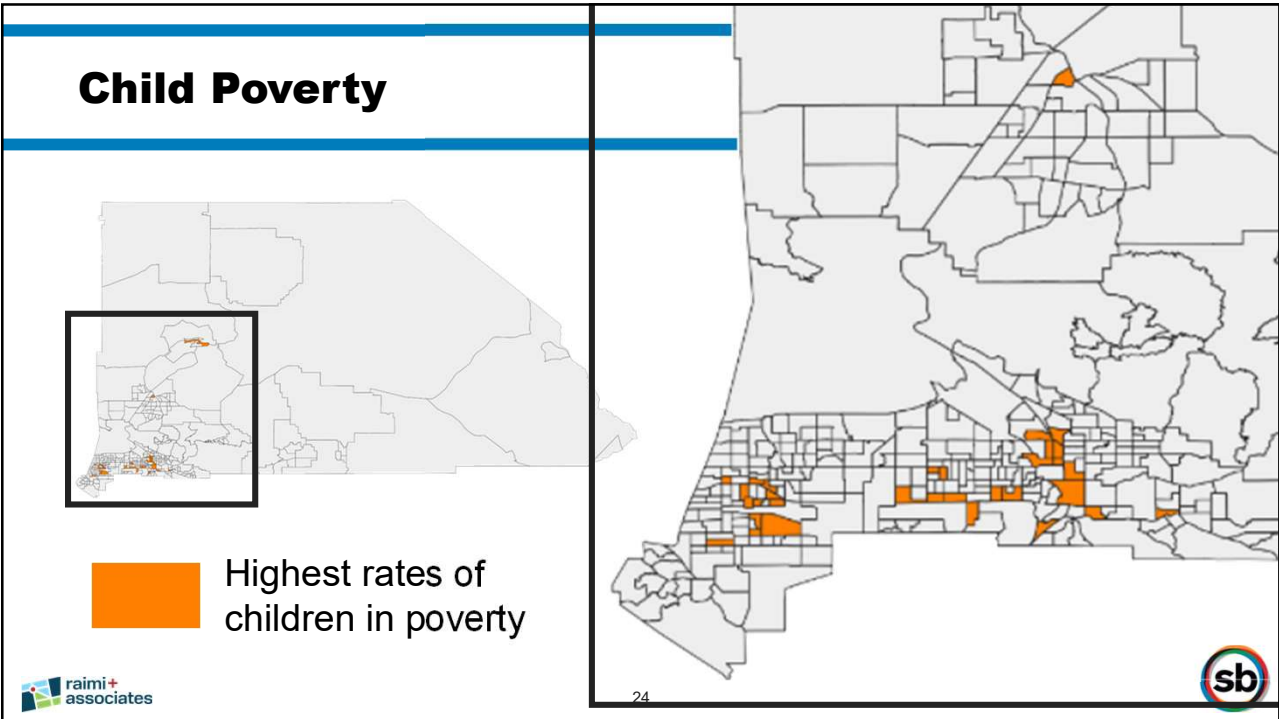
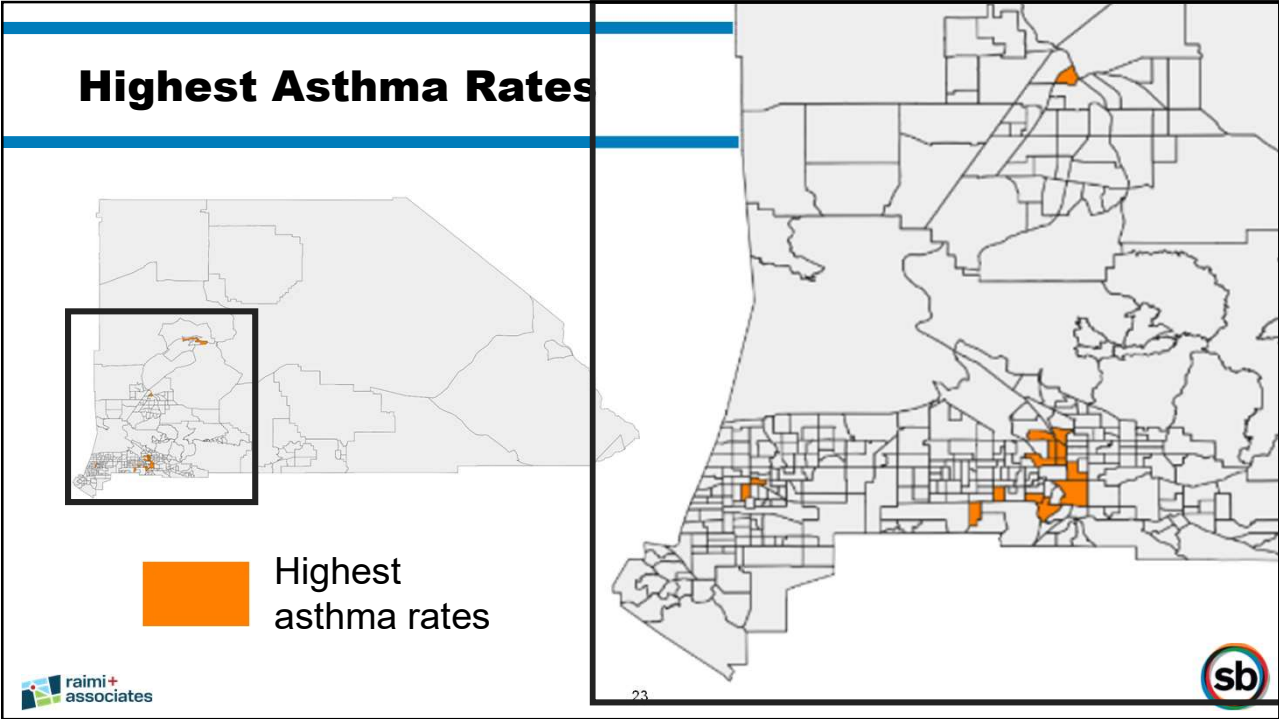
- A. Annually review, update if needed, and report on defined Framework metrics
- B. Integrate the relevant goals and strategies of the Framework into department work plans and operations



# Journey to Identifying Under-Resourced Communities

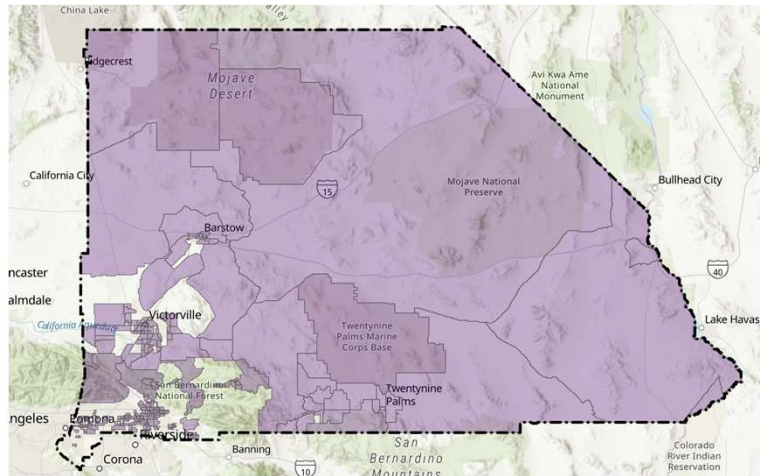






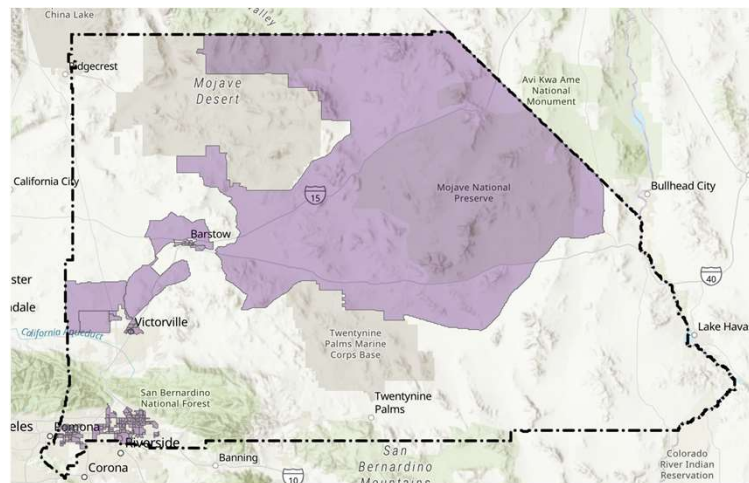
# Income

- Low income 80% of State AMI: \$72,080
- 1.1 million people are considered low-income
  - San Bernardino (178K)
  - Unincorporated San Bernardino (126K)
  - Victorville (91K)



# Pollution Burden

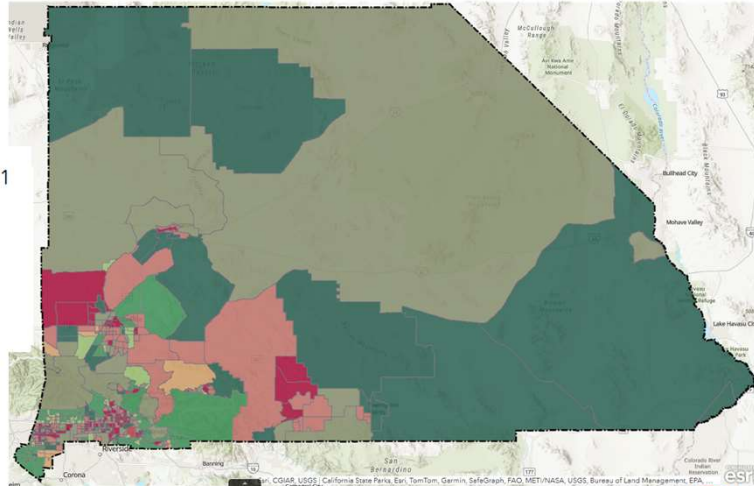
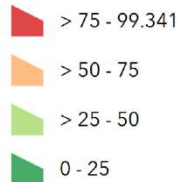
- 736K people are in the top 25<sup>th</sup> percentile for pollution burden
  - San Bernardino (150K)
  - Ontario (125K)
  - Rialto (81K)



# Housing Cost Burden

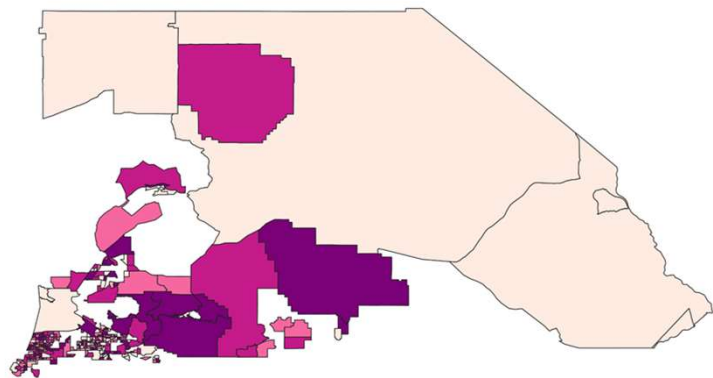
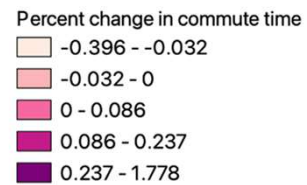
## Percentage of households in census tract that housing cost burdened

More than half of households in 67 census tracts are housing cost burdened



# Journey to Work

- Average commuting time in SBC is has been increasing
- Nearly 6% of workers spend 90 minutes/day commuting
- **More drivers:** 80% of SBC commuters drove alone – up from 74% over past 10 years
- **Fewer carpoolers:** Only 10% of commuters carpool – down from 17% over past 10 years



## Look Ahead

### Upcoming Meetings:

- Board: April 2, 2025

### Phase 3

- Identify metrics
- Finalize Equity Framework
- Finalize Equity Toolkit

**Target completion date: August 2025**



## Additional Information

## GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2025

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

X = Member attended meeting.  
Shaded box = No meeting.

\* = Alternate member attended meeting.

Empty box = Member did not attend meeting.

Crossed out box = Not a Board Member at the time.

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

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

**Acronym List**

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





## MISSION STATEMENT

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

We achieve this by:

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

Approved December 4, 2019