

## **AGENDA**

### **General Policy Committee Meeting**

**November 9, 2016**

**9:00 AM**

**Location**

**SANBAG**

*First Floor Lobby*

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

### ***General Policy Committee Membership***

**Chair – SANBAG Vice President**

Council Member Alan Wapner  
City of Ontario

**SANBAG President**

Supervisor Robert Lovingood  
County of San Bernardino

**SANBAG Past President**

Council Member Ryan McEachron  
City of Victorville

**Mt./Desert Representatives**

Mayor Pro Tem Bill Jahn  
City of Big Bear Lake, *MDC Chair*

Council Member Joel Klink  
City of Twentynine Palms

**East Valley Representatives**

Council Member Frank Navarro  
City of Colton, *MVSS Chair*

Mayor, Darcy McNaboe  
City of Grand Terrace

Mayor Rhodes (Dusty) Rigsby  
City of Loma Linda

Supervisor James Ramos  
County of San Bernardino, *CRTC Chair*

**West Valley Representatives**

Mayor Dennis Yates  
City of Chino

Mayor L. Dennis Michael  
City of Rancho Cucamonga

Supervisor Curt Hagman  
County of San Bernardino

*Ray Wolfe*

*Executive Director*

*Eileen Monaghan Teichert*  
*SANBAG Counsel*

**San Bernardino Associated Governments  
County Transportation Commission  
County Transportation Authority  
County Congestion Management Agency  
Service Authority for Freeway Emergencies**

**AGENDA**

**General Policy Committee Meeting**

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**Location**

**SANBAG First Floor Lobby  
1170 W. 3rd Street, San Bernardino, CA 92410**

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 Alan Wapner)

- i. Pledge of Allegiance
- ii. Attendance
- iii. Announcements
- iv. Agenda Notices/Modifications - Diane Greve

**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**

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 SANBAG Board and Committee members.**

Pg. 10

## CONSENT CALENDAR

Items listed on the Consent Calendar are expected to be routine and non-controversial. The Consent Calendar will be acted upon as a single motion. Items on the Consent Calendar may be removed for discussion by Board Members.

### Consent - Administrative Matters

**2. August, September and October 2016 Procurement Report**

Pg. 11

Receive the August, September and October 2016 Procurement Report.

**Presenter: Hilda Flores**

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

**3. Measure I Revenue**

Pg. 23

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

**Presenter: Hilda Flores**

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

## DISCUSSION ITEMS

### Discussion - Administrative Matters

**4. Measure I Local Pass-Through Compliance Audits for City of San Bernardino and City of Adelanto**

Pg. 25

That the General Policy Committee recommend the Board review and receive the Measure I Audit Reports of Local Pass-Through Funds for the City of San Bernardino for Fiscal Years 2012/2013 thru 2014/2015 and the City of Adelanto for Fiscal Year 2014/2015.

**Presenter: Hilda Flores**

**This item will be scheduled for review by the Independent Taxpayer Oversight Committee.**

**5. SANBAG Fiscal Year 2017/2018 Budget Schedule**

Pg. 28

That the General Policy Committee recommend the Board approve the Fiscal Year 2017/2018 Budget Schedule.

**Presenter: Hilda Flores**

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

**6. Reclassification of General Fund-Local/Other**

Pg. 30

That the General Policy Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission and the San Bernardino County Transportation Authority, reclassify the General Fund-Local/Other June 30, 2016 fund balance of \$4,311,189 to the following funds:

1. General Assessment Dues	\$ 215,560
2. MSI Administration	1,034,685
3. LTF Administration	646,678
4. LTF Planning	862,238
5. LTF Rail	1,508,916
6. STAF Rail	43,112

**Presenter: William Stawarski**

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

**7. Audit of Procurement Files**

Pg. 34

That the General Policy Committee recommend the Board receive and file the audit of SANBAG's procurement files resulting in no findings.

**Presenter: Jeffery Hill**

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

**8. Funding Request for Renovations to Unit 150**

Pg. 38

That the General Policy Committee recommend the Board:

A. Approve a budget amendment increasing Fund 1082 - Property Assessed Clean Energy Fund in the amount of \$215,000 for Fiscal Year 2016/2017 under Task 0805 - Building Operation.

B. Approve a budget amendment increasing Fund 6010 – Local Projects Fund in the amount of \$100,000 for Fiscal Year 2016/2017 under task 0805 – Building Operation.

**Presenter: Duane Baker**

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

**9. Station Host Program Funding Request**

Pg. 40

That the General Policy Committee recommend the Board approve a budget increase for the San Bernardino Santa Fe Depot Station Host Program as follows:

A. Increase the revenue for FY 2016/2017 budget under Fund 1091 – Amtrak, under Task 0805 – Building Operation in the amount of \$12,000.

B. Increase the FY 2016/2017 budget under Fund 1091 – Amtrak, under Task 0805 – Building Operation in the amount of \$12,000 and increase the FY 2016/2017 budget under Fund 7130 – General Indirect, under Task 0805 – Building Operation in the amount of \$43,200.

**Presenter: Duane Baker**

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

**10. 2017 General Policy Committee Meeting Schedule**

Pg. 42

That the General Policy Committee recommend the Board approve the 2017 General Policy Committee meeting schedule.

**Presenter: Duane Baker**

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

**Discussion - Council of Governments**

**11. 2016 SANBAG State & Federal Advocacy Evaluation**

Pg. 56

To receive and file the annual State & Federal Advocacy evaluation as an informational item and provide additional comments as desired.

**Presenter: Otis Greer**

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

## **12. Proposed 2017-2018 State and Federal Legislative Platforms**

Pg. 76

That the General Policy Committee approve and recommend the Board adopt the 2017-2018 State and Federal Legislative Platforms.

**Presenter: Otis Greer**

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

## **Discussion - Transportation Programming and Fund Administration**

### **13. Transit Operator Supplemental Allocations**

Pg. 86

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

A. Allocate \$319,919 of State Transit Assistance Funds – Population Share for City of Needles for operating, bus stop improvements and vehicle purchases.

B. Amend the City of Needles Short Range Transit Plan 2016-2020 to reflect the changes in State Transit Assistance Funds.

C. Allocate \$3,818,404 of Federal Transit Administration Section 5307 to Omnitrans for their on-board security surveillance system.

D. Amend the Omnitrans Short Range Transit Plan 2015-2020 to reflect the changes in Federal Transit Administration Section 5307 funding.

**Presenter: Nancy Strickert**

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

## **Comments from Board Members**

Brief comments by Committee Members

## **Public Comment**

Brief comments by General Public

## **ADJOURNMENT**

## **Additional Information**

Attendance Record

Pg. 90

SANBAG Entities

Pg. 91

Acronym List

Pg. 92

Mission Statement

Pg. 94

**The next meeting of the General Policy Committee will be December 14, 2016**

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov). Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

## 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** - The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or 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's telephone number is (909) 884-8276 and office is located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino, CA.

**Agendas** – All agendas are posted at 1170 W. 3<sup>rd</sup> Street, 1st Floor, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 1170 W. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor, San Bernardino and our website: [www.sanbag.ca.gov](http://www.sanbag.ca.gov).

**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 by two-thirds vote of the Board of Directors or unanimous vote of members present 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 Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may 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. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a “Request to Speak” form, provided at the rear of the meeting room, and present it to the Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for each item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address 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 Chair 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. Members of the public requesting information be distributed to the Board of Directors must provide 40 copies of such information in advance of the meeting, except for noticed public hearings. Information provided as public testimony is not read into the record by the Clerk.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

**Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.

**Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject within the Board’s authority. Matters raised under “Public Comment” may not be acted upon at that meeting. “Public Testimony on any Item” still applies.

**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 Chair 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!

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

**Attendance.**

- The Chair of the Board or a Policy Committee (Chair) has the option of taking attendance by Roll Call or Self-Introductions. 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. If attendance is by Self-Introduction, the Member or Alternate will state his/her name and jurisdiction or supervisorial district.
- 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.

**The Vote as specified in the 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. (Board of Directors only.)
- Voting may be either by voice or roll call vote. A roll call vote shall be conducted upon the demand of five official representatives present, or at the discretion of the presiding officer.

**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 maker of the original motion is asked if he or she would like to amend his or her 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 require deviation from general practice.
- 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*

- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies

***Minute Action***

AGENDA ITEM: 1

***Date:*** November 9, 2016

***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 SANBAG Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual, except for the initial award of a competitively bid public works contract. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Principals & Agents	Subcontractors
		NONE	

***Financial Impact:***  
 This item has no direct impact on the SANBAG budget.

***Reviewed By:***  
 This item is prepared monthly for review by SANBAG Board and Committee members.

***Responsible Staff:***

Approved  
 General Policy Committee  
 Date: November 9, 2016

Witnessed By:

*Entity: CMA, COG, CTA, CTC, JPA, SAFE*

## *Minute Action*

AGENDA ITEM: 2

**Date:** *November 9, 2016*

**Subject:**

August, September and October 2016 Procurement Report

**Recommendation:**

Receive the August, September and October 2016 Procurement Report.

**Background:**

The Board of Directors adopted the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997, and approved the last revision on March 12, 2014. On February 6, 2013, the Board of Directors authorized the Executive Director, or designee, to approve: a) contracts and purchase orders up to \$100,000 and for purchase orders originally \$100,000 or more, increasing the purchase order amount up to 10% of the original purchase order value, not-to-exceed \$25,000; b) amendments with a zero dollar value; c) amendments to exercise the option term if the option term was approved by the Board of Directors in the original contract; and d) amendments that cumulatively do not exceed 50% of the original contract value or \$100,000, whichever is less and to release Request for Proposal (RFP), Request for Quote (RFQ) and Invitation for Bid (IFB) for proposed contracts from which funding has been approved in San Bernardino Associated Governments (SANBAG's) Annual Budget, and which are estimated not-to-exceed \$1,000,000. SANBAG staff has compiled this report that summarizes all contract actions approved by the Executive Director, or designee.

On July 11, 2012, the Board of Directors authorized SANBAG's General Counsel to award and execute legal services contracts up to \$50,000 with outside counsel as needed on behalf of SANBAG and its authorities organized under the umbrella of the Council of Governments. Also, periodically notify the Board after exercising such authority. A list of all Contracts and Purchase Orders that were executed by the Executive Director and/or General Counsel during the months of August, September and October is presented herein as Attachment A, and all RFPs and IFBs are presented in Attachment B.

**Financial Impact:**

This item imposes no impact on the Fiscal Year 2016/2017 budget. 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:**

Hilda Flores, Chief of Fiscal Resources

*Entity: CMA, COG, CTA, CTC, SAFE*

General Policy Committee Agenda Item  
November 9, 2016  
Page 2

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

## Attachment A

### August, September & October Contract Actions

#### New Contracts Executed:

<b>Contract No.</b>	<b>Description of Specific Services</b>	<b>Vendor Name</b>	<b>Dollar Amount</b>	<b>Description of Overall Program</b>
17-1001578	Community Choice Aggregation Feasibility Study	Western Riverside Council of Governments	\$82,775.52	Community Choice Aggregation Feasibility Study

## Attachment A

### August, September & October Amendment Actions

#### Contract Amendments Executed:

Contract No. & Amendment No.	Reason for Amendment (include a description of the amendment)	Vendor Name	Previous Amendments & Dollar Values	Dollar Amount of Amendment	Amended Contract Total
15-1001161 Amendment 1	Amendment 1 exercises the first option term and extends the completion date to December 31, 2018 and increases the contract amount. Project: Federal Advocacy Services.	Holland & Knight LLP	Original \$165,000.00	\$220,000.00	\$385,000.00
C14174 Amendment 1	Amendment 1 exercises the first option term and extends the completion date to November 30, 2018 and increases the contract amount. Project: State Advocacy Services.	Gonzalez Quintana Hunter, & Cruz LLC	Original \$135,000.00	\$131,000.00	\$266,000.00
C11002 Amendment 5	Amendment increases the contract to allow for unanticipated work required for the final design package to address new Caltrans requirements. Project: SR-210 Pepper Avenue Interchange Design and Environmental Services.	City of Ontario	Original \$1,824,304.00 Amendment 1 \$0.00 Amendment 2 \$286,509.02 Amendment 3 \$66,212.16 Amendment 4 \$0.00	\$95,564.85	\$2,272,590.03

Attachment: Attachment A (3125 : Procurement Report)

Contract No. & Amendment No.	Reason for Amendment (include a description of the amendment)	Vendor Name	Previous Amendments & Dollar Values	Dollar Amount of Amendment	Amended Contract Total
C14069 Amendment 1	Increase the contract amount to boost the Wi-Fi internet speed to accommodate Board voting system. Project: Agency wide Wifi.	Ultimate Internet Access, Inc.	Original \$8,026.64 Amendment 1 \$1,086.00	\$3,000.00	\$12,112.64
C13114 Amendment 2	Increase for additional local funds towards the development of the Initiation Project. Project: SR210 Base Line Interchange Project Cooperative Agreement.	Caltrans	Original \$310,000.00 Amendment 1 \$0.00	\$50,000.00	\$360,000.00

Attachment: Attachment A (3125 : Procurement Report)

## Attachment A

### August, September & October Contract Task Order Actions

**Contract Task Order (CTO) Executed:**

Contract No. & CTO No.	Description of CTO	Vendor Name	Contract Amount	Previously Issued CTOs	Dollar Amount of CTO
C12242 CTO 15	Right of way acquisition & Utility coordination for SR210 Baseline IC & SR210 Mainline Project	Epic Land Solutions	\$6,000,000.00 (Shared with HDR Engineering C12243 and Overland, Pacific & Cutler C12244)	CTO 3 \$730.00 CTO 5 \$81,540.58 CTO 8 \$37,063.45 CTO 14 \$276,838.00	\$517,457.00
C14144 CTO 5	Provide SBKR survey Methodology for avoidance mitigation measure on SR210 Pepper Project.	Vandermost Consulting Services	\$3,000,000.00	CTO 1 \$39,155.00 CTO 2 \$57,306.00 CTO 3 \$3,365.20 CTO 4 \$7,925.00	\$6,450.00

Attachment: Attachment A (3125 : Procurement Report)

Contract No. & CTO No.	Description of CTO	Vendor Name	Contract Amount	Previously Issued CTOs	Dollar Amount of CTO
C14003 CTO 48	Foothill Gold Line Advanced Conceptual Engineering Drawing Review	Hatch Mott MacDonald	\$20,000,000.00 (Shared with Parson Brinckerhoff, C14086)	CTO 8 \$452,890.01 CTO 10 \$57,938.56 CTO 11 \$2,825,014.00 CTO 12A \$261,643.23 CTO 15 \$759,076.47 CTO 17 \$106,450.19 CTO 19 \$498,324.00 CTO 20 \$377,498.00 CTO 22 \$236,822.91 CTO 23 \$1,134.55 CTO 25 \$78,441.00 CTO 26 \$16,616.68 CTO 31 \$119,605.00 CTO 32 \$498,593.00 CTO 33 \$377,893.00 CTO 35 \$58,613.86 CTO 38 \$133,599.50 CTO 41 \$3,290.15 CTO 43 \$57,569.00 CTO 44 \$9,032.00	\$45,375.00

Attachment: Attachment A (3125 : Procurement Report)

Contract No. & CTO No.	Description of CTO	Vendor Name	Contract Amount	Previously Issued CTOs	Dollar Amount of CTO
15-1001226 CTO 8	Pre-award audit to conform to LAPM requirements for the 210 Lane Addition and Baseline Interchange design.	Conrad LLP	\$500,000.00 (Shared with Macia Gini & O'Connell, 15-1001061)	CTO 1 \$33,569.00 CTO 2 \$11,800.00 CTO 3 \$40,120.00 CTO 4 \$1,840.00 CTO 5 \$10,480.00 CTO 6 \$6,240.00 CTO 7 \$5,520.00	\$10,160.00
15-1001226 CTO 9	Pre-award audit to conform to LAPM requirements for the 210 Lane Addition and Baseline Interchange design.	Conrad LLP	\$500,000.00 (Shared with Macia Gini & O'Connell, 15-1001061)	CTO 1 \$33,569.00 CTO 2 \$11,800.00 CTO 3 \$40,120.00 CTO 4 \$1,840.00 CTO 5 \$10,480.00 CTO 6 \$6,240.00 CTO 7 \$5,520.00	\$7,960.00
15-1001226 CTO 10	Pre-award audit to conform to LAPM requirements for the I-10 Contract One Project Construction Management	Conrad LLP	\$500,000.00 (Shared with Macia Gini & O'Connell, 15-1001061)	CTO 1 \$33,569.00 CTO 2 \$11,800.00 CTO 3 \$40,120.00 CTO 4 \$1,840.00 CTO 5 \$10,480.00 CTO 6 \$6,240.00 CTO 7 \$5,520.00	\$50,480.00

Attachment: Attachment A (3125 : Procurement Report)

## Attachment A

### August, September & October Purchase Order Actions

#### Purchase Orders:

PO No.	PO Issue Date	Vendor Name	Description of Services	PO Dollar Amount
4001500	08/02/2016	Hinderliter, de Llamas & Associates	Audit services for sales tax and sales transaction reports.	\$50,000.00
4001501	08/26/2016	Union Bank of California	Professional services for depository and federal book entry for investment holdings.	\$8,900.00
4001502	09/01/2016	California Association of Councils of Governments (CALCOG)	CALCOG dues for FY 2016/2017.	\$10,911.00
4001503	07/29/2016	Environmental Systems Research	GIS software maintenance.	\$12,294.00
4001505	09/20/2016	G/M Business Interiors	Furniture and partitions for Unit #110 in the Depot.	\$110,000.00
4001507	09/20/2016	CityCom Real Estate Services	Shoring east basement and wall for Room 19 and lunchroom in the Depot.	\$27,301.38
4001508	09/20/2016	CityCom Real Estate Services	Improvements including paint, carpet, and electrical improvements for Unit #110 in the Depot.	\$98,785.00
4001509	09/21/2016	CityCom Real Estate Services	Improvements including repair air conditioning unit, blinds, and door replacement for Unit #110 in the Depot.	\$18,727.28
4001510	09/21/2016	Sigmanet, Inc.	Purchase 72 adobe acrobat licenses.	\$23,241.00
4001513	09/15/2016	Metropolitan Transportation Authority (LACMTA)	Regional rideshare marketing and outreach for FY 2016/2017	\$23,549.00
4001514	09/15/2016	Southern California Association of	Customer based ridesharing and transit interconnectivity study AMMA transit planning.	\$44,750.00

Attachment: Attachment A (3125 : Procurement Report)

		Governments		
4001515	09/22/16	City of Colton	Restore temporary striping and signal modification resulting from closure of Laurel Street.	\$26,070.00
4001516	10/19/2016	Tyler Technologies Inc.	EDEN maintenance support for calendar year 2017.	\$44,116.76

# Attachment A

## August, September & October Purchase Order Amendment Actions

**Purchase Order Amendments Executed:**

<b>Purchase Order No. &amp; Amendment No.</b>	<b>Description of Services and Reason for Amendment</b>	<b>Vendor Name</b>	<b>Previous Amendments &amp; Dollar Values</b>	<b>Dollar Amount of Amendment</b>	<b>Amended PO Total</b>
None					

Attachment: Attachment A (3125 : Procurement Report)

## Attachment B

### August, September & October RFP's and IFB's

#### Release of RFP's and IFB's

Release Date	RFP/IFB No.	Description of Services	Anticipated Dollar Amount	Anticipated Award Date	Description of Overall Program and Program Budget
9/7/16	RFP16-1001546	Construction Management Services	\$782,363.00	January 2017	Construction Management services for the I-10 University Interchange improvement project.
10/6/16	RFP16-1001535	Construction Management Services	\$752,614.00	January 2017	Construction Management services for the Metrolink Active Transportation Program Phase 1

Attachment: Attachment B (3125 : Procurement Report)

## *Minute Action*

AGENDA ITEM: 3

**Date:** November 9, 2016

**Subject:**

Measure I Revenue

**Recommendation:**

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

**Background:**

Sales tax revenue collections for Measure I 2010 through 2040 began on April 1, 2010. Cumulative total receipts for Fiscal Year 2016/2017 as of September 30, 2016 were \$41,123,141.

Included is a summary of the current Measure I receipts by quarter and cumulative total since its inception. The quarterly receipts represent sales tax collection from the previous quarter taxable sales. For example, receipts for July through September represent sales tax collections from April through June.

Measure I revenue for the 2016/2017 Fiscal Year budget was estimated to be \$160,000,000. Actual Measure I receipts for Fiscal Year 2016/2017 July through September are \$41,123,141, in comparison to \$39,298,056 received during the quarter ending September 2015/2016, with an increase of 4.64%.

**Financial Impact:**

Measure I revenues are expected to exceed both the budgeted amount and prior years' collections.

**Reviewed By:**

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

**Responsible Staff:**

Hilda Flores, Chief of Fiscal Resources

Approved  
 General Policy Committee  
 Date: November 9, 2016

Witnessed By:

Entity: CMA, CTA, CTC

## ATTACHMENT A

### Summary of SANBAG Measure I Receipts 2010-2040

Fiscal Year	July- September	October- December	January- March	April- June	Fiscal Year Total	Cumulative Total To Date
<b>Receipts Prior to FY 2010/11</b>						<b>\$7,158,800</b>
<b>Fiscal Year 2010/11</b>	28,188,907	29,207,950	28,808,766	29,397,456	115,603,079	<b>\$122,761,879</b>
<b>Fiscal Year 2011/12</b>	31,027,319	33,547,956	32,757,419	33,476,051	130,808,745	<b>\$253,570,624</b>
<b>Fiscal Year 2012/13</b>	34,279,449	35,076,980	34,336,570	34,309,171	138,002,171	<b>\$391,572,794</b>
<b>Fiscal Year 2013/14</b>	35,430,012	35,403,641	36,843,452	35,789,045	143,466,150	<b>\$535,038,944</b>
<b>Fiscal Year 2014/15</b>	37,253,007	38,007,716	38,225,122	37,132,591	150,618,436	<b>\$685,657,380</b>
<b>Fiscal Year 2015/16</b>	39,298,056	40,309,825	40,950,261	38,929,588	159,487,730	<b>\$845,145,110</b>
<b>Fiscal Year 2016/17</b>	41,123,141				41,123,141	<b>\$886,268,251</b>
% Increase Over 15/16	4.64%					

## *Minute Action*

AGENDA ITEM: 4

**Date:** *November 9, 2016*

**Subject:**

Measure I Local Pass-Through Compliance Audits for City of San Bernardino and City of Adelanto

**Recommendation:**

That the General Policy Committee recommend the Board review and receive the Measure I Audit Reports of Local Pass-Through Funds for the City of San Bernardino for Fiscal Years 2012/2013 thru 2014/2015 and the City of Adelanto for Fiscal Year 2014/2015.

**Background:**

Each year San Bernardino Associated Governments (SANBAG) provides for audits of all local jurisdictions receiving Measure I Local Pass-Through Funds, which are dedicated for transportation planning, design, construction, operation and maintenance only.

A financial examination is completed by an independent audit firm for activities during the previous fiscal year, including internal control systems of checks and balances. The examination must encompass both project expenditures and projects for which funds were received but not expended. A listing of all projects comparing actual revenues and expenses to the Measure I Five Year Capital Improvement Plan adopted by the local governing board and reported annually to SANBAG must be included with any interest earned. The report shall also contain an examination of expenditures, statement of revenue and expenses, and balance sheet for each Measure I special revenue fund.

SANBAG staff met with the Independent Taxpayer Oversight Committee (ITOC) on April 20, 2016 and the Committee made a finding that the Measure I expenditures for Fiscal Year 2014/2015 are consistent with the provisions of the Measure I Expenditure Plan and Ordinance No. 04-01 with the exception of San Bernardino and Adelanto. Now that those audits are complete, that data will be presented to the ITOC.

An unmodified opinion was issued by Vavrinek, Trine, Day & Co., LLP (VTD) for the audits for the City of San Bernardino and contains the following findings:

Fiscal Year 2012/2013:

- Expenditures in general programs exceeding 50% of annual expenditures were not individually listed as an individual project on the Five Year Capital Improvement Plan.  
Corrective Action: The City will ensure compliance with Measure I requirements in preparing the Five Year Capital Improvement Plan.

*Entity: CTA*

General Policy Committee Agenda Item

November 9, 2016

Page 2

Fiscal Year 2013/2014:

- Project with expenditures exceeding \$100,000 was not listed as an individual project on the Five Year Capital Improvement Plan.  
Corrective Action: The City's management has undertaken improvement planning effort to strengthen its Capital Improvement Plan and project expenditure tracking.

Fiscal Year 2014/2015:

- Project with expenditures exceeding \$100,000 was not listed as an individual project on the Five Year Capital Improvement Plan.  
Corrective Action: The City's management has undertaken improvement planning effort to strengthen its Capital Improvement Plan and project expenditure tracking.

An unmodified opinion was issued by VTD for the year ended June 30, 2015 Financial Statements for the City of Adelanto.

The audit for City of Adelanto for Fiscal Year 2014/2015 contains the following findings:

- City did not recognize receivable and deferral of Measure I revenue.  
Corrective Actions: The City will prepare and record journal entries to properly record MSI revenues.
- City recorded expenditures not included in the Measure I Five Year Capital Improvement Plan and are not eligible.
- Expenditures of \$1,263 for membership costs are not eligible.  
Corrective Actions: The City's finance department will be coordinating efforts with public works department and street maintenance department to adopt amendments to the Five Year Capital Improvement Plan and monitor expenditures for compliance with Measure I ordinance.
- City did not reconcile money market account and did not record interest earned on that account.  
Corrective Actions: The City's finance department will reconcile money market account timely.

Summaries of the individual agency audits are included as a separate attachment.

***Financial Impact:***

This item has no impact on the adopted SANBAG Fiscal Year 2016/2017 Budget.

***Reviewed By:***

This item will be scheduled for review by the Independent Taxpayer Oversight Committee.

***Responsible Staff:***

Hilda Flores, Chief of Fiscal Resources

General Policy Committee Agenda Item  
November 9, 2016  
Page 3

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

- 
- San Bernardino County Transportation Commission
  - San Bernardino County Transportation Authority
  - San Bernardino County Congestion Management Agency
  - Service Authority for Freeway Emergencies
- 

## *Minute Action*

AGENDA ITEM: 5

**Date:** November 9, 2016

**Subject:**

SANBAG Fiscal Year 2017/2018 Budget Schedule

**Recommendation:**

That the General Policy Committee recommend the Board approve the Fiscal Year 2017/2018 Budget Schedule.

**Background:**

The preparation of the Fiscal Year 2017/2018 Budget requires a schedule for development, consideration and adoption of the final budget appropriations. The General Policy Committee is primarily responsible for policy input for the development and review of the budget. Other policy committees are also scheduled to consider proposed tasks under their review.

A full Board of Directors Budget Workshop will be scheduled in conjunction with the May 2017 Board of Directors meeting for consideration of the proposed budget. Final budget adoption for Fiscal Year 2017/2018 is scheduled for the June Board of Directors meeting. The schedule is similar to the prior year.

**Financial Impact:**

This item has no budgetary impact.

**Reviewed By:**

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

**Responsible Staff:**

Hilda Flores, Chief of Fiscal Resources

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

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Entity: CMA, COG, CTA, CTC, SAFE

<u>DATE</u>	<u>ACTIVITY</u>
November 9, 2016	General Policy Committee Review and Discussion of 2017/2018 Budget Schedule
December 7, 2016	Board Approval of 2017/2018 Budget Schedule
February 9, 2017	Metro Valley Study Session General Overview by Region
February 17, 2017	Mountain/Desert Committee General Overview by Region
March 8, 2017	General Policy Committee Review of Tasks
March 9, 2017	Metro Valley Study Session Review of Tasks
March 9, 2017	Transit Committee Review of Tasks
March 17, 2017	Mountain/Desert Committee Review of Tasks
April 12, 2017	General Policy Committee Further Review of Tasks, if Required
April 13, 2017	Metro Valley Study Session Further Review of Tasks, if Required
April 13, 2017	Transit Committee Further Review of Tasks, if Required
April 21, 2017	Mountain/Desert Committee Further Review of Tasks, if Required
May 3, 2017	Budget Presentation and Workshop of the Proposed Budget in Conjunction with Board of Director's Meeting
June 7, 2017	Board of Directors Adoption of the SANBAG Fiscal Year 2017/2018 Budget

## *Minute Action*

AGENDA ITEM: 6

**Date:** *November 9, 2016*

**Subject:**

Reclassification of General Fund-Local/Other

**Recommendation:**

That the General Policy Committee recommend the Board, acting in its capacity as the San Bernardino County Transportation Commission and the San Bernardino County Transportation Authority, reclassify the General Fund-Local/Other June 30, 2016 fund balance of \$4,311,189 to the following funds:

1. General Assessment Dues	\$ 215,560
2. MSI Administration	1,034,685
3. LTF Administration	646,678
4. LTF Planning	862,238
5. LTF Rail	1,508,916
6. STAF Rail	43,112

**Background:**

San Bernardino Associated Governments (SANBAG) did not use an automated fund accounting system during the early years. The agency utilized instead a project based system to account for various projects. The structure of the accounting system was adequate to account for the Measure I (MSI) program and certain Federal and State grants. However, the organization grew and the accounting system was not adequate to handle the growth. Numerous funding sources and related expenditures were accounted for manually with Excel spread sheets. This created a problem of maintaining current and accurate financial information. Year-end audits and financial reports were often delayed and late due to the difficulty reconciling manual spread sheets to the general ledger.

SANBAG implemented the Tyler EDEN financial and accounting system in 2012. The new software provided a true fund accounting system to account for the various funding sources and related expenditures:

1. MSI (old and new) programs and Transportation Development Act (TDA) sales taxes
2. Numerous Federal, State, and local reimbursements
3. General assessment dues
4. Investment earnings
5. Bond proceeds and miscellaneous revenue

Finance staff had to start from scratch during the implementation of the new system. There was no corresponding fund accounting information to download to the new system. The old system did not provide fund accounting and its account structure was not as detailed as the new system.

*Entity: CTA, CTC*

## General Policy Committee Agenda Item

November 9, 2016

Page 2

Staff had to use whatever automated and manual accounting data that was available to create the various funds and account structures.

The most difficult fund to reconcile in the new system was the General Fund. In the old system, the General Fund was used primarily to account for indirect cost reimbursements from various funding sources (MSI, Local Transportation Funds (LTF), State Transit Assistance Fund (STAF), Federal, State and local reimbursements). It was also used to account for transactions not accounted for on other restricted funds. The old system (automated and manual) did not provide adequate detail information to use in the new fund accounting system.

Finance staff used the automated and manual accounting data from Fiscal Years 2004-2011 to estimate the General Fund sources. Information prior to 2004 was incomplete or not available. The following funding sources were calculated and included in the ending fund balance of the General Fund for June 30, 2012:

1. General Assessment Dues	\$ 331,080
2. MSI Administration	1,721,337
3. LTF Administration	1,099,157
4. LTF Planning	1,458,231
5. LTF Rail	2,552,487
6. STAF Rail	84,268
7. Rail Assets	4,368,540

Rail Assets represents an actual amount accounted for in a separate bank account and was not calculated with other funding sources. The remaining General Fund balance in excess of \$4 million was classified as General Fund-Local/Other. This fund represents revenue (including investment earnings of \$1.4 million) and transfers in from a number of funding sources prior to Fiscal Year 2004.

Initially staff was going to recommend using the General Fund-Local/Other for self-insurance purposes. The fund would provide for larger deductibles and offset any potential liabilities. The intent was to create significant insurance premium savings. However, an analysis by SANBAG's insurance consultant indicated very little savings in premiums with larger deductibles. Instead, SANBAG joined a joint powers group of jurisdictions to provide for liability premium savings.

It is important to identify the appropriate use and disposition of the General Fund-Local/Other. This will eliminate any confusion in the future as to why the fund was established and for what purpose. Finance has identified two other possible uses for the fund.

One option is to utilize the fund for contingency purposes only. The fund would be used for unforeseen events and/or emergencies. The Board of Directors would need to approve a detailed policy identifying specific unforeseen events and/or emergencies. Only the Board will be authorized to use the contingency reserve. The only future revenue source for the contingency reserve would be investment earnings.

SANBAG does not have a large operating budget in comparison to cities and counties. Cities and counties generally have a General Fund contingency to cover various programs and activities (police, fire, community services, health, etc.) which is usually based on a percentage of the operating budget. SANBAG's major programs are MSI, LTF and STAF, and are capital and

## General Policy Committee Agenda Item

November 9, 2016

Page 3

transfer payment intensive. MSI programs are supplemented by various Federal, State and local reimbursements.

Currently, MSI and LTF establishes a minimum reserve or contingency by policy or administratively. The Fiscal Year 2016/2017 budget provides (per policy) a 20% or \$19.3 million MSI minimum reserve for the valley freeway, interchange, grade separation, arterial, Metrolink/rail service, express bus/rapid transit, traffic management systems, and mountain/desert major local highway programs. Future operating contingencies or minimum reserves related to the planned express lanes and Redlands rail operations would be based on percentage of the operating budget and financed with user fees.

Utilizing the General Fund-Local/Other fund for contingency purposes seems to be redundant and cannot be connected to any or one particular program or activity. This would make it difficult to determine the appropriate amount. Therefore, this option may not be the best use of the General Fund-Local/Other.

Another option is to reclassify General Fund-Local/Other to its original funding sources. As stated earlier, this fund represents excess revenue and transfers in from a number of funding sources prior to Fiscal Year 2004. Information prior to 2004 was incomplete or not available to determine the actual funding sources. Finance staff used the previous automated and manual accounting data from Fiscal Years 2004-2011 to estimate the General Fund sources as of June 30, 2012. Listed below is the percentage breakdown for each source (excluding Rail Assets):

1. General Assessment Dues	5%
2. MSI Administration	24%
3. LTF Administration	15%
4. LTF Planning	20%
5. LTF Rail	35%
6. STAF Rail	1%

Although it cannot be certain what funding sources were actually used prior to 2004, it is safe to assume that the above sources were a major portion of the General Fund-Local/Other. It would be appropriate for SANBAG to reclassify the General Fund-Local/Other (pre 2004) based on the listed percentages.

The main advantage of this option is that it returns funds to their original source. It restricts the use of the funds by existing State and local laws. It also eliminates the need to explain the origin and possible uses of the fund years from now. Therefore, this option is probably the best use of the General Fund-Local/Other and it is recommended the fund be reclassified based on the above percentages. The reclassification would be based on the June 30, 2016 audited fund balance.

**Financial Impact:**

This item is consistent with the Fiscal Year 2016/2017 Adopted Budget.

**Reviewed By:**

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

**Responsible Staff:**

William Stawarski, Chief Financial Officer

General Policy Committee Agenda Item  
November 9, 2016  
Page 4

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

## *Minute Action*

AGENDA ITEM: 7

**Date:** November 9, 2016

**Subject:**

Audit of Procurement Files

**Recommendation:**

That the General Policy Committee recommend the Board receive and file the audit of SANBAG's procurement files resulting in no findings.

**Background:**

Over the last few years, several improvements and changes have occurred in Procurement. Procurement processes have been centralized and additional procurement staff has been hired to process and maintain all of the agency's procurements. In an effort to ensure all improvements, procedures and internal controls are in compliance, an auditing firm was hired to review several contract audit files.

Conrad LLP (Conrad) was selected based on bids obtained from SANBAG's bench of audit firms under contract. Conrad selected ten procurement files out of a pool of twenty-nine (29) solicitations conducted within the last year. Conrad's report is provided as Attachment "A".

The audit resulted in no findings, confirming that SANBAG follows its own procurement policy and procedures.

**Financial Impact:**

This item has no direct impact on the Fiscal Year 2016/2017 budget. The audit contract costs are budgeted in the General- Indirect fund.

**Reviewed By:**

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

**Responsible Staff:**

Jeffery Hill, Procurement Manager

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

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Entity: JPA

**SAN BERNARDINO  
ASSOCIATED GOVERNMENTS**

Agreed-Upon Procedures  
Procurement Process

For the Period  
July 1, 2015 through June 30, 2016



Mr. Jeffery Hill  
Procurement Manager  
San Bernardino Associated Governments  
1170 West 3rd Street, 2nd Floor  
San Bernardino, CA 92410

We have performed the procedures enumerated below, which were agreed to by the San Bernardino Association of Governments ("SANBAG"), solely to assist you with respect to reviewing contracts pertaining to SANBAG's procurement procedures for the period July 1, 2015 through June 30, 2016. SANBAG's management is responsible for reviewing and ensuring that documentation is retained in the contract audit files in accordance with SANBAG's procurement procedures. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

Our procedures performed and the results of those procedures are as follows:

- 1) We reviewed SANBAG's procurement procedures and internal control processes.

Results: No exceptions were noted as a result of our procedures.

- 2) We verified compliance of procurement policies and procedures by selecting a sample of 30% of the twenty-nine completed procurements for the year ended June 30, 2016.

Results: No exceptions were noted as a result of our procedures.

- 3) We selected a sample of contracts and traced documentation to the table of contents, which contains the list of required documentation for compliance with SANBAG procurement policy 11000, to test completion in the contract audit file. If items were not included in the contract file, we obtained an explanation and determined reasonableness.

Mr. Jeffery Hill  
 Procurement Manager  
 San Bernardino Associated Governments

Results: The following contract files were reviewed:

Vendor	RFP Number	Contract type	Amount
Nossaman LLP	RFP16-1001371	Professional services	\$ 3,000,000
STV	RFP16-1001336	Professional services	842,910
VT Electric, Inc.	IFB16-1001427	Construction Services	358,242
Lytle Creek Conservation Land, LLC	IFB16-1001362	Professional services	1,680,750
AECOM Technical Services	RFP15-1001231	Professional services	10,382,475
Moffatt and Nichol	RFP16-1001411	Professional services	1,695,000
Nature's Image	IFB16-1001421	Landscaping services	414,161
MCM Construction Inc	IFB15-1001238	Construction Services	6,846,810
KOA Corporation	RFP15-1001193	Professional services	547,990
Thomas Communications Group	RFP15-1001301	Professional services	500,000

No exceptions were noted as a result of our procedures.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on SANBAG's policies and procedures pertaining to the procurement process. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users listed above and is not intended to be and should not be used by anyone other than those specified parties.

*Conrad LLP*

Lake Forest, California  
 September 8, 2016

## *Minute Action*

AGENDA ITEM: 8

**Date:** November 9, 2016

**Subject:**

Funding Request for Renovations to Unit 150

**Recommendation:**

That the General Policy Committee recommend the Board:

- A. Approve a budget amendment increasing Fund 1082 - Property Assessed Clean Energy Fund in the amount of \$215,000 for Fiscal Year 2016/2017 under Task 0805 - Building Operation.
- B. Approve a budget amendment increasing Fund 6010 – Local Projects Fund in the amount of \$100,000 for Fiscal Year 2016/2017 under task 0805 – Building Operation.

**Background:**

San Bernardino Associated Governments, acting in its capacities as the Commission and the Authority, jointly owns, with the City of San Bernardino certain real property located at 1170 West 3<sup>rd</sup> Street, San Bernardino, California, which property is known as the San Bernardino Santa Fe Depot. San Bernardino Associated Governments has exclusive rights to enter into, amend or terminate all property management agreements at the Depot, pursuant to SANBAG Cooperative Agreement No. 04-040 with the City of San Bernardino.

At the July 6, 2016 Board Meeting, the Board authorized the Executive Director to enter into Lease Agreement 16-1001429 with LAFCO for Unit 150. An initial estimate identified a cost of \$275,000 would be required to bring this space up to current building code standards. Of that amount, \$45,000 was identified in other general site improvements which are required to accommodate LAFCO's occupancy, but will benefit the entire property and not LAFCO exclusively. SANBAG agreed to cover the \$45,000 towards general site improvements without reimbursement by LAFCO and LAFCO agreed to cover the remaining balance which was currently estimated at \$230,000 with an upfront contribution of \$100,000 and \$130,000 would be amortized over the initial 5-year term of their lease. SANBAG also agreed to cover the cost associated to develop the necessary design and construction drawings which are estimated to cost an additional \$40,000.

The lease has since been executed and LAFCO has provided SANBAG with their deposit of \$100,000 towards the cost of the renovations of Unit 150. CityCom, the Depot's Property Management Company, SANBAG staff, and LAFCO Staff have since met with the Architect who will be providing the construction documents necessary to procure a contractor to renovate Unit 150 and has agreed on the necessary improvements required to bring Unit 150 up to current building code standards.

*Entity: CTA, CTC*

## General Policy Committee Agenda Item

November 9, 2016

Page 2

These funds will be used to renovate Unit 150 in preparation for occupancy by Local Agency Formation Commission (LAFCO). In accordance with their lease agreement, LAFCO has provided SANBAG with a deposit in the amount of \$100,000 towards the cost of the renovations of Unit 150. SANBAG will front \$130,000 towards renovations of this unit which LAFCO will amortize over the initial 5-year term of their lease. SANBAG will also cover an additional \$45,000 in general site specific improvements which do not solely benefit the tenant of Unit 150 and the cost to develop the necessary design and construction drawings currently estimated to be \$40,000.

***Financial Impact:***

Approval of this item would result in the use of fund balance in Fund 1082 - Property Assessed Clean Energy Fund under Task 0805 - Building Operation in the amount of \$215,000 of the FY 2016/2017 budget. Additionally, adding new appropriation and revenue for Fund 6010 - Local Project Fund would increase \$100,000 as a result of receipt of the LAFCO deposit.

***Reviewed By:***

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

***Responsible Staff:***

Duane Baker, Deputy Executive Director

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

## *Minute Action*

AGENDA ITEM: 9

**Date:** *November 9, 2016*

**Subject:**

Station Host Program Funding Request

**Recommendation:**

That the General Policy Committee recommend the Board approve a budget increase for the San Bernardino Santa Fe Depot Station Host Program as follows:

- A. Increase the revenue for FY 2016/2017 budget under Fund 1091 – Amtrak, under Task 0805 – Building Operation in the amount of \$12,000.
- B. Increase the FY 2016/2017 budget under Fund 1091 – Amtrak, under Task 0805 – Building Operation in the amount of \$12,000 and increase the FY 2016/2017 budget under Fund 7130 – General Indirect, under Task 0805 – Building Operation in the amount of \$43,200.

**Background:**

San Bernardino Associated Governments, acting in its capacities as the Commission and the Authority, jointly owns, with the City of San Bernardino certain real property located at 1170 West 3<sup>rd</sup> Street, San Bernardino, California, which property is known as the San Bernardino Santa Fe Depot. San Bernardino Associated Governments has exclusive rights to enter into, amend or terminate all property management agreements at the Depot, pursuant to SANBAG Cooperative Agreement No. 04-040 with the City of San Bernardino.

In February 2008, the Board approved Contract 08-126 with the San Bernardino Historic and Pioneer Society (SBHPS) and the San Bernardino Railroad Historical Society (SBRHS) to occupy approximately 4,765 square feet within the Wesley McDaniel Community Room for the establishment and operation of a historic museum at a rate of \$1.00 per year and authorized a payment of \$200.00 per month to each historic society for providing a volunteer Station Host Program. That agreement was amended in 2009 to allow for expansion of the Museum. That agreement was replaced in 2014 with a new agreement with SBHPS who assumed sole responsibility and under the new agreement SBHPS received the entire \$400 per month.

Following a recent review of the operation of the Station Host program, taking into consideration the needs of this program and the inconsistencies of the services provided and SBHPS' request to be removed of the Station Host duties effective June 1, 2016, staff recommended at the May 4, 2016, SANBAG Board of Directors meeting, that the Board remove the responsibilities of operating the Station Host Program from the SBHPS to allow staff an opportunity to develop a program that would more consistency meet the needs of passengers.

It was proposed that the contract with the security company currently providing Depot security services be expanded to provide Station Host services with extended lobby hours. Platinum

*Entity: CTA, CTC*

General Policy Committee Agenda Item

November 9, 2016

Page 2

Security began providing Station Host services on June 1, 2016, in order for SANBAG to continue to meet its obligations to Amtrak.

Since the inception of the Station Host program in 2008, which was originally developed at the request of Amtrak to provide services which would directly benefit passengers of the Amtrak Southwest Chief trains, Amtrak has contributed \$500 per month to assist with offsetting the costs of running the Station Host program. The contract between SANBAG and Amtrak to provide Station Host services will not expire until 2023.

SANBAG staff reached out to Amtrak requesting that they consider increasing their contribution to this program to assist with managing the increased costs. Amtrak agreed and effective July 1, 2016, they began contributing \$1,000 per month towards the cost of the Station Host program. As a result, staff is requesting the Board approve an increase to revenue for FY 2016/2017, under Fund 1091 – Amtrak, under Task 0805 – Building Operation in the amount of \$12,000.

Additionally, SANBAG staff is also requesting that the Board approve an increase to the FY 2016/2017 budget under Fund 1091 – Amtrak, under Task 0805 – Building Operation in the amount of \$12,000, and also increase the budget under Fund 7130 – General Indirect, under Task 0805 in the amount of \$43,200 for the expanded Station Host program.

***Financial Impact:***

Approval of this item would increase the revenue and expense of the FY 2016/2017 budget under Fund 1091 – Amtrak, under Task 0805 – Building Operation in the amount of \$12,000, and also increase the FY 2016/2017 budget under Fund 7130 – General Indirect, under Task 0805 in the amount of \$43,200 for the expanded Station Host program.

***Reviewed By:***

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

***Responsible Staff:***

Duane Baker, Deputy Executive Director

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

## *Minute Action*

AGENDA ITEM: 10

**Date:** *November 9, 2016*

**Subject:**

2017 General Policy Committee Meeting Schedule

**Recommendation:**

That the General Policy Committee recommend the Board approve the 2017 General Policy Committee meeting schedule.

**Background:**

The SANBAG General Policy Committee has established a regular meeting schedule on the second Wednesday of each month, beginning at 9:00 a.m., at the SANBAG offices. Although a monthly schedule is adopted, it is acknowledged that when there are not sufficient business items to require a meeting, the meeting will be cancelled. It has also been the practice to modify the meeting date and time when the meeting has been rescheduled due to conflicts with other meetings or holiday schedules. SANBAG staff, however, has been directed to make every effort to minimize deviation from the regular schedule to insure continuity of meetings and participation.

A proposed 2017 meeting schedule is identified below for approval. Committee members and staff are urged to calendar these meetings for the coming year. Advance confirmation of meetings or cancellation notices are part of SANBAG's standard procedure for meeting preparation. The proposed meeting schedule conforms to the second Wednesday of each month. The proposed schedule is as follows:

**General Policy Committee**

January 11, 2017  
 February 8, 2017  
 March 8, 2017  
 April 12, 2017  
 May 10, 2017  
 June 14, 2017  
 July (DARK)  
 August 9, 2017  
 September 13, 2017  
 October 11, 2017  
 November 8, 2017  
 December 13, 2017

**Financial Impact:**

Approval of the meeting schedule has no direct impact on the SANBAG budget.

*Entity: CMA, COG, CTA, CTC, SAFE*

General Policy Committee Agenda Item  
November 9, 2016  
Page 2

***Reviewed By:***

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

***Responsible Staff:***

Duane Baker, Deputy Executive Director

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

# SANBAG 2017 Master Calendar

~ January 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2 New Year's Day Holiday Observed	3	4 Board	5 SCAG Regional Council	6	7 Orthodox Christmas
8	9	10	11 General Policy Committee	12 Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee	13	14
15	16 Martin Luther King Day	17	18 League New Mayors & Council Members Academy	19 League New Mayors & Council Members Academy	20 Mt/Desert Policy Committee League New Mayors & Council Members Academy	21
22	23	24	25	26	27	28
29	30	31	Notes:			

Board of Directors meetings start at 10:00 a.m.  
Metro Valley Study Session starts at 9:30 a.m.

Transit Committee starts at 9:00 a.m.  
Mountain/Desert Committee starts at 9:30 a.m.

General Policy Committee meetings start at 9:00 a.m.  
I-10/I-15 Joint Sub-Committee meetings start at 10:00 a.m.

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ February 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board	2 SCAG Regional Council	3	4
5	6	7	8 General Policy Committee	9 Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee	10	11
12	13	14	15	16	17 Mt/Desert Policy Committee	18
19	20 President's Day	21	22	23	24	25 NACo Legislative Conference
26 NACo Legislative Conference	27 NACo Legislative Conference	28 NACo Legislative Conference	Notes:			

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ March 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> Board NACo Legislative Conference	<b>2</b> SCAG Regional Conference	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> General Policy Committee	<b>9</b> Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee	<b>10</b>	<b>11</b>
<b>12</b> Daylight Savings Time Begins	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> City/County Conference	<b>17</b> Mt/Desert Policy Committee City/County Conference	<b>18</b>
<b>19</b>	<b>20</b> Naw-Ruz	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> Cesar Chavez Day	<b>Notes:</b>

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ April 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Board	6 SCAG Regional Council	7	8
9	10 Passover	11 Passover	12 General Policy Committee Passover	13 Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee Passover	14 Good Friday Passover	15 Passover
16 Passover Easter Sunday	17 Passover	18 Passover	19	20 Ridvan	21 Mt/Desert Policy Committee Ridvan	22 Ridvan
23 Ridvan	24 Ridvan	25 Ridvan	26 Ridvan	27 Ridvan	28 Ridvan	29 Ridvan
30 Ridvan	<b>Notes:</b>					

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ May 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>  Ridvan	<b>2</b>  Twelfth Day of Ridvan	<b>3</b> Board	<b>4</b> 2017 SACG Regional Conference & General Assembly	<b>5</b> 2017 SACG Regional Conference & General Assembly	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> General Policy Committee	<b>11</b> Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>  CSAC Legislative Conference	<b>18</b>  CSAC Legislative Conference	<b>19</b> Mt/Desert Policy Committee	<b>20</b>
<b>21</b>	<b>22</b>  Declaration of the Bab	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>  Ramadan
<b>28</b>  Ramadan Ascension of Baha'u'llah	<b>29</b>  Ramadan Memorial Day	<b>30</b>  Ramadan Shavout	<b>31</b>  Ramadan Shavout	<b>Notes:</b>		

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ June 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> SCAG Regional Council  Ramadan Shavout	<b>2</b>  Ramadan	<b>3</b>  Ramadan
<b>4</b>  Ramadan	<b>5</b>  Ramadan	<b>6</b>  Ramadan	<b>7</b> Board  Ramadan	<b>8</b>  Ramadan	<b>9</b>  Ramadan	<b>10</b>  Ramadan
<b>11</b>  Ramadan	<b>12</b>  Ramadan	<b>13</b>  Ramadan	<b>14</b> General Policy Committee  Ramadan	<b>15</b> Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee  Ramadan	<b>16</b> Mt/Desert Policy Committee  Ramadan	<b>17</b>  Ramadan
<b>18</b>  Ramadan	<b>19</b>  Ramadan	<b>20</b>  Ramadan	<b>21</b>  Lailatul-Qadr Ramadan	<b>22</b>  Ramadan	<b>23</b>  US Conference of Mayors Ramadan	<b>24</b>  US Conference of Mayors Ramadan
<b>25</b>  US Conference of Mayors  Ramadan	<b>26</b>  US Conference of Mayors	<b>27</b>  Ramadan	<b>28</b>  Ramadan	<b>29</b>  Ramadan	<b>30</b>  Ramadan	<b>Notes:</b>

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ July 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Independence Day	5	6 SCAG Regional Council	7	8 Martyrdom of the Bab
9	10	11	12 *Board	13	14	15
16	17	18	19	20	21 NACo Annual Meeting	22 NACo Annual Meeting
23 NACo Annual Meeting	24 NACo Annual Meeting	25	26	27	28	29
30	31	<b>Notes:</b> *July Board meeting moved one week due to Holiday. No policy committee meetings.				

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ August 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 SCAG Regional Council (DARK)	4	5
6	7	8	9 General Policy Committee	10 Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee	11	12
13	14	15 Janmashtami	16	17	18 Mt/Desert Policy Committee	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes: No Board meeting.	

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ September 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Eid al-Adha	2
3	4 Labor Day	5	6 Board	7 SCAG Regional Council	8	9
10	11	12	13 General Policy Committee	14 Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee	15 Mt/Desert Policy Committee	16
17	18	19	20 Rosh Hashanah Muharram	21 Rosh Hashanah Muharram Navaratri	22 Rosh Hashanah Muharram Navaratri	23 Muharram Navaratri
24 Muharram Navaratri	25 Muharram Navaratri	26 Muharram Navaratri	27 Muharram Navaratri	28 Muharram Navaratri	29 Yom Kippur Muharram Navaratri	30 Yom Kippur Muharram

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ October 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b> Muharram	<b>2</b> Muharram	<b>3</b> Muharram	<b>4</b> Board Sukkoth Muharram	<b>5</b> SCAG Regional Council Sukkoth Muharram	<b>6</b> Sukkoth Muharram	<b>7</b> Sukkoth Muharram
<b>8</b> APTA Annual Meeting Sukkoth Muharram	<b>9</b> APTA Annual Meeting Columbus Day Sukkoth Muharram	<b>10</b> APTA Annual Meeting Sukkoth Muharram	<b>11</b> General Policy Committee APTA Annual Meeting Shmini Atzeret Sukkoth Muharram	<b>12</b> Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee Shmini Atzeret Simchat Torah Muharram	<b>13</b> League of CA Cities Annual Conference Simchat Torah Muharram	<b>14</b> League of CA Cities Annual Conference Muharram
<b>15</b> League of CA Cities Annual Conference Muharram	<b>16</b> Muharram	<b>17</b> Muharram	<b>18</b> Muharram	<b>19</b> Birth of the Bab Muharram	<b>20</b> Mt/Desert Policy Committee Birth of the Bab Muharram	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> Diwali	<b>31</b>	<b>Notes:</b>			

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ November 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board	2 SCAG Regional Council	3	4
5  Daylight Savings Time Ends	6	7	8 General Policy Committee	9 Transit Committee  Metro Valley Study Session  I-10/I-15 Corridor Joint Sub-Committee	10  Veteran's Day Holiday Observed	11  Veteran's Day  Birth of the Baha'u'llah
12  Birth of the Baha'u'llah	13	14	15	16	17  Mt/Desert Policy Committee	18
19	20	21	22	23  Thanksgiving	24  Thanksgiving Day After	25  Day of the Covenant
26	27  CSAC Annual Meeting  Ascension of Abdul-Baha	28  CSAC Annual Meeting	29  CSAC Annual Meeting	30  CSAC Annual Meeting	Notes:	

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

# SANBAG 2017 Master Calendar

~ December 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 CSAC Annual Meeting  Prophet Muhammad's Birthday	2
3	4	5	6 Board	7 SCAG Regional Conference	8	9
10	11	12  Hanukkah	13 General Policy Committee  Hanukkah	14 Transit Committee Metro Valley Study Session I-10/I-15 Corridor Joint Sub-Committee Hanukkah	15 Mt/Desert Policy Committee  Hanukkah	16  Hanukkah
17  Hanukkah	18  Hanukkah	19  Hanukkah	20  Hanukkah	21	22	23
24  Christmas Eve	25  Christmas Day	26  Christmas Holiday Observed Kwanzaa	27  Kwanzaa	28  Kwanzaa	29  Kwanzaa	30  Kwanzaa
31  New Year's Eve Kwanzaa	<b>Notes:</b>					

Attachment: 2017 Master Calendar (3225 : 2017 General Policy Committee Meeting Schedule)

## *Minute Action*

### AGENDA ITEM: 11

**Date:** *November 9, 2016*

**Subject:**

2016 SANBAG State & Federal Advocacy Evaluation

**Recommendation:**

To receive and file the annual State & Federal Advocacy evaluation as an informational item and provide additional comments as desired.

**Background:**

SANBAG contracts for state and federal advocacy services with Gonzalez, Quintana, Hunter & Cruz LLC (GQHC) at the state level and Holland & Knight LLC at the federal level. Their respective contracts provide advocacy services that align with policies established by the SANBAG Board of Directors.

Staff has developed an annual evaluation based on the Scope of Work, legislative activities having occurred over the last 10 months, and general services provided. These items are included:

- Attachment A - State Advocacy Evaluation
- Attachment B - State Advocacy Scope of Work
- Attachment C - Federal Advocacy Evaluation
- Attachment D - Federal Advocacy Scope of Work

The evaluations are prepared based on both the effort put forth by the advocate and outcomes of the policy actions and given a rating of Needs Improvement, Met Expectations or Exceeds Expectations. This evaluation reflects the understanding that there are many factors outside of SANBAG's or the advocates' control that may impact the ultimate policy outcome, despite the level of effort.

**Financial Impact:**

This item has no fiscal impact on the FY 2016/2017 SANBAG Budget

**Reviewed By:**

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

**Responsible Staff:**

Otis Greer, Director of Legislative and Public Affairs

General Policy Committee Agenda Item  
November 9, 2016  
Page 2

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

## Attachment A

**2016 Staff Evaluation of State Advocacy Services**

Gonzalez, Quintana, Hunter & Cruz, LLC (GQHC) was retained in October 2014 and awarded their first two-year option term in August 2016. Throughout the year, GQHC served as a consistent voice of the San Bernardino Associated Governments' (SANBAG) legislative priorities to the California legislature, Statewide Departments, and San Bernardino County elected delegation. GQHC continues to reaffirm the SANBAG Board of Directors' position relative to local control over the selection of projects in our region as well as identifying opportunities for SANBAG to engage in high level policy discussions.

GQHC is a bipartisan government relations firm founded in December 2011. With a staff of ten, including four well-established and well-respected partners with more than 50 years of collective experience, they are well equipped to serve SANBAG's growing legislative program. GQHC offers significant expertise in transportation and council of governments issues, including air quality, water, energy, housing, and land use.

As outlined in their Scope of Work, GQHC has worked to advance SANBAG's policy, funding, and regulatory objectives in Sacramento as outlined below.

**1.0 Program Development****Effort: Met Expectations**

GQHC raised bills of interest to the attention of SANBAG staff as they were introduced early in the legislative session and worked to help determine official positions. In addition, GQHC was prompt in notifying SANBAG as bills changed over the course of session or emerged at the end of session.

GQHC informed SANBAG staff on budget proposals/negotiations and provided detailed summaries of adopted budgets. GQHC kept SANBAG's policy on maintaining a balance between environmental sustainability and economic growth top of mind as climate change initiatives were introduced at a time when our region is still recovering from recession.

**2.0 Relationships****Effort: Exceeded Expectations**

GQHC's relationships with SANBAG's legislative delegation, Sacramento leadership, and administration have been a tremendous asset to our advocacy efforts. The firm is very responsive to staff requests and prompt when scheduling meetings for SANBAG Board Members, Executive Director and staff. GQHC's understanding of SANBAG priorities is clearly manifested in meetings and messaging in Sacramento.

Building SANBAG's reputation in Sacramento remains a key priority and part of that effort includes developing relationships with officials and leaders from other parts of the state. GQHC helped to secure a visit from Assembly Member Jim Frazier, Chair of the Assembly Transportation Committee, to San Bernardino County to tour several infrastructure projects including the Downtown San Bernardino Transit Center, Devore Interchange and Colton

## 2015 Staff Evaluation of State Advocacy Services

Crossing. Mr. Frazier then returned later in the year to participate in the Devore Junction Dedication celebration.

The GQHC team also participated with lobbying coalitions such as Self-Help Counties Coalition, California Transit Association and Mobility 21 to broaden our Inland Empire voice in Sacramento.

### 3.0 Advocacy

#### **Effort: Exceeded Expectations**

The GQHC team worked closely with SANBAG staff to develop and advocate for Senate Bill 1305 (Morrell) which created the new statutory entity, the San Bernardino County Transportation Authority (SBCTA). The passage of SB 1305 was a main priority for SANBAG this year. The GQHC team helped to review several drafts of the initial legislation and provided guidance on subsequent drafts and amendments throughout the process. They secured the author and ensured that members of the San Bernardino County delegation signed on as co-authors. In addition, GQHC provided critical advice on the preparation of informational/advocacy materials, delivering hearing testimony, drafting floor speeches, and creating talking points. Lastly, GQHC worked diligently to secure the votes for SB 1305 at each step of the process and successfully advanced the bill. The firm worked with the author's office, committee consultants, committee members, and delegation to guide the bill to a unanimous approval and eventual signature from the Governor.

GQHC has been exceptional at identifying issues for consideration and briefing Sacramento stakeholders on SANBAG's adopted legislative priorities. The team's ability to analyze and articulate topics such as Air Quality concerns, Council of Government activities, State Transit Assistance funding, Cap and Trade allocations, Highway Maintenance short-falls, State Transportation Improvement Program fund cuts, and Goods Movement initiatives were essential for successful advocacy.

### 4.0 Sacramento Travel

#### **Effort: Met Expectations**

GQHC assisted SANBAG with the planning and scheduling of meetings for Board Members and staff with key committee chairs and San Bernardino County delegation members. The GQHC team was also instrumental in scheduling meetings with the administration, legislative leadership, and key staff.

The team scheduled, coordinated, and attended meetings with:

- The Governor's Office and relevant Legislative Deputies.
- SANBAG delegation, Chairs of Transportation Committees, and the Governor's Office for Mobility 21 Lobby Day.
- California Air Resources Board to discuss alternative fuel rail cars.
- High Speed Rail Authority & Assemblyman Frazier to discuss the high speed rail MOU.
- Assembly and Senate Transportation Chairs to request support for SANBAG's TIFIA Letter of Interest.

## 2015 Staff Evaluation of State Advocacy Services

### 5.0 Administrative Issues

#### **Effort: Met Expectations**

In addition to daily legislative bill updates and weekly conference calls with SANBAG staff regarding items of interest, GQHC provided a host of services including:

- Presentations to the SANBAG Board of Directors.
- Preparation of important memos on items of interest to SANBAG, such as Budget, and Cap and Trade.
- Notification to SANBAG staff of hearings and securing speaker spots, as appropriate.
- Preparation of relevant background materials and research for committee staff.
- Updating SANBAG staff on budget related legislation and relevant trailer bills.
- Delivery of bill position letters to the Governor's Office and informing legislative delegation on the status of important SANBAG bills.
- Timely updates on the status of bills and actions taken by the Governor.

In conclusion, SANBAG staff is extremely satisfied with the professionalism and proactive service received from GQHC and looks forward to working with GQHC in 2017 to advance SANBAG's presence in Sacramento.

## ATTACHMENT B - SCOPE OF WORK

**General Statement** – The Consultant will work to advance SANBAG’s policy, funding, and regulatory objectives in Sacramento as outlined in the annual legislative platform, adopted by the Board of Directors. The Consultant will work to develop bi-partisan support, where possible, for the outlined objectives and Board approved priorities. The Director of Legislative and Public

Affairs and/or his/her designee will be the key contact and will coordinate the work of the Consultant. Under the direction and coordination, the Consultant shall be responsible for implementing the objectives described below.

## 1.0 Program Development

1.1 Assist with the development of SANBAG's annual state legislative platform by identifying potential policy issues, key anticipated funding and regulatory items, changing political dynamics, and upcoming legislative proposals.

1.2 Identify potential sponsor legislation, secure authors for any such proposals, draft language and amendments, support committee analyses, prepare testimony, as well as build the necessary coalitions and support to secure passage and signature for SANBAG sponsored or co-sponsored legislation.

1.3 Maintain a current awareness of SANBAG Board actions, programs, activities, policies, as well as items before the California Transportation Commission (CTC).

1.4 Develop and maintain knowledge of the technical and political aspects of transportation funding in California, as well as the priorities and issues affecting councils of governments.

### *Deliverables:*

- *Electronically provide information, copies of introduced legislation, relevant testimony, analyses, as well as social media or news articles impacting SANBAG's identified priorities.*
- *Monitor SANBAG Committee and Board Agendas, as well as SANBAG's items before the CTC.*
- *Secure approvals for SANBAG sponsor legislation.*

## 2.0 Relationships

2.1 Posses strategic relationships and communicate SANBAG's positions on key legislative items; sponsor legislation; and budgetary, regulatory, or policy issues with key legislators, members and committee staff, and the Administration, as well as state agencies such as the California State Transportation Agency, the California Department of Transportation, the CTC, the California Air Resources Board, the Board of Equalization, the California Department of Finance, the California Highway Patrol, the state Environmental Protection Agency, the Strategic Growth Council, and any other state department, agency, board, or commission whose decisions impact SANBAG.

2.2 Routinely communicate and collaborate with the San Bernardino County State Legislative Delegation regarding SANBAG's interests and priorities.

2.3 Identify key partners, groups, and individuals to build alliances, partnerships and coalitions in order to advance SANBAG's interests. Coordinate efforts with statewide

and regional entities seeking common goals and outcomes. Additionally, coordinate with other Southern California transportation agencies and councils of governments on areas of mutual concern.

*Deliverables:*

- *Electronic reports on the outcomes of meetings and issues impacting SANBAG.*
- *Participation in lobbying coalitions related to SANBAG's legislative priorities.*

### **3.0 Advocacy**

3.1 Communicate SANBAG's positions on legislative, regulatory, budgetary, and policy items. Prepare materials, testimony, notes, letters, and other written communications to advance SANBAG's positions, as appropriate.

3.2 Assist in the development of, coordination of, and leadership on advocacy, strategy, and tactics to advance and achieve SANBAG's state legislative and funding priorities.

3.3 Identify and recommend positions on legislation, amendments to legislation, regulations, budget proposals, funding, regulatory, and programming priorities of interest to or impacting SANBAG and provide analyses or supplemental information related to these items upon request.

3.4 Conduct activities necessary to carry out SANBAG's legislative priorities with regard to the passage, defeat, or amendment of proposed legislative items.

3.5 Assist in the development and implementation of statewide transportation policy that is favorable to SANBAG.

3.6 Represent and advocate on behalf of SANBAG or with SANBAG Board Members or staff at meetings. This also includes testifying on behalf of or preparing/organizing testimony for SANBAG Board Members or staff.

3.7 Build agency image in Sacramento including but not limited to: developing communications strategies to promote and support SANBAG's interests and image; building relationships between stakeholders and SANBAG Board Members and staff; and promoting SANBAG's visibility through clear and consistent representation of the agency.

3.8 Provide information related to financial, policy, or informational hearings on issues that impact SANBAG's legislative priorities as well as the SANBAG's projects, programs, and services. Arrange for participation in such events as appropriate for SANBAG Board Members and staff.

*Deliverables:*

- *Provide relevant bill numbers or copies of regulations along with a summary and information related to sponsors, supporters, and opponents.*

- *Notification of hearings and securing of speaker spots, as appropriate.*
- *Analyses of budgetary proposals or legislative items impacting SANBAG.*
- *Secure equitable share of funding for SANBAG projects, programs, services, and priorities.*
- *Achieving SANBAG legislative, funding, and regulatory advocacy objectives.*
- *Copies of all written correspondence, testimony, and position papers given on behalf of SANBAG.*

#### **4.0 Sacramento Travel**

4.1 Assist SANBAG with the planning and scheduling of meetings for Board Members and staff with key officials to advance SANBAG's legislative priorities, along with the appropriate logistical support. As appropriate, lead the meeting and/or guide SANBAG in preparation for these meetings.

4.2 Assist with the development of an Annual Advocacy Trip to Sacramento for SANBAG Board Members and staff, upon request. This includes securing meetings space; scheduling meetings with the Administration, Legislative Leadership, and key members and staff; as well as identifying issues for consideration including briefing Sacramento stakeholders on SANBAG's adopted legislative program and priorities and to provide an update on SANBAG projects, programs and services.

##### *Deliverables:*

- *Schedule of meetings with key stakeholders, Members of the Legislature, and the Administration.*
- *Successful arrangement of a Sacramento Advocacy Trip, if applicable.*

#### **5.0 Administrative Issues**

5.1 Maintain a Sacramento Office and a visible presence in Sacramento. This office shall be available for use by Board Members and staff, as needed, while conducting SANBAG business in Sacramento.

##### 5.2 Written and Oral Reports

5.2.1 Provide a monthly invoice for work performed on behalf of SANBAG, including a written update of activities engaged in on behalf of SANBAG during that time period including but not limited to: testimony before committees, individual meetings with Legislator or staff, and the status of SANBAG's key legislative initiatives.

5.2.2 Provide oral updates to the Board of Directors regarding the pending actions in the Legislature, key issues, and the status of SANBAG priorities, upon request. These shall occur no less than one per year, but no more than four. These updates may also include one annual strategic planning session with SANBAG Board Members or staff.

5.2.3 Prepare memos on particular items of interest as requested or as major issues arise requiring supplemental background and context.

5.2.4. Assist with the review and finalization of SANBAG's Annual Legislative Report to the Board of Directors.

5.3 The Consultant shall maintain close communication with SANBAG's staff and Board of Directors.

*Deliverables:*

- *An office in Sacramento, convenient to the State Capitol.*
- *A monthly invoice including a summary of activities engaged in on behalf of SANBAG.*

## Attachment C

**2016 Staff Evaluation of Federal Advocacy Services**

SANBAG contracts for federal advocacy services with Holland & Knight LLP (H&K) and is served by Lauri Hettinger, Leslie Pollner and Eve O’Toole. The SANBAG Board of Directors awarded the contract on July 1, 2015. The firm is currently operating under the first two-year option for advocacy services through December 31, 2018, with one two-year option remaining to coincide with the federal legislative calendar and provide for continuity in representation throughout a complete legislative cycle.

Founded in 1968, H&K is a bipartisan firm with 20 U.S. offices - including one in Southern California. Its Public Policy & Regulation practice includes more than 100 individuals, lawyers, senior public affairs professionals and legislative assistants with prior Capitol Hill and Executive Branch experience. In addition to its policy focus, the group is equally matched in its deep knowledge and experience in the federal funding process and the ways to successfully maneuver funding outcomes in the current earmark-free environment, and its senior professional staff represents or has provided legal and legislative advocacy services to local departments of transportation, public transit agencies, commuter railroads, public authorities and governmental agencies.

**1.0 Program Development****Effort: Met Expectations**

H&K has provided assistance to SANBAG on a number of critical issues. The team helped SANBAG successfully pursue federal funding opportunities, and continues to support SANBAG through the Transportation Infrastructure Finance and Innovation Act (TIFIA) process for the I-10 Corridor Project - Contract One. The team assisted in drafting the TIFIA Letter of Interest, scheduled meetings with key Department of Transportation (DOT) staff, briefed congressional staff and advised the agency through the process. In addition, H&K provided valuable guidance which lead to SANBAG successfully securing an \$8.7 million TIGER grant for the Redlands Passenger Rail Project (described in detail below). More recently, H&K reviewed SANBAG’s Positive Train Control (PTC) Implementation grant and secured letters of support for the grant.

As Congress considered the Fixing America's Surface Transportation (FAST) Act last year, H&K assisted SANBAG with developing and securing priorities in the transportation reauthorization bill. The FAST Act includes many of SANBAG's priorities:

- Increased funding for highway and transit programs
- Freight/Goods movement: For the first time, DOT will provide funding for freight projects. The bill creates two new programs: 1) National Highway Freight Formula program; 2) \$4.5 billion FASTLANE Freight Grant Program (important for I-10 Corridor Project)
- Modifies eligibility for Small Starts projects, by raising the total capital cost to \$300 million (important for the Redlands Passenger Rail Project)
- Continues the TIFIA program, which provides credit assistance, including direct loans, loan guarantees, and standby lines of credit to projects of national or regional significance. The program also requires DOT to expedite the application process (important for the I-10 Corridor Project)

## Attachment C

**2016 Staff Evaluation of Federal Advocacy Services**

- Increases funding for the Railway-Highway Grade Crossings Program
- Allows Surface Transportation Program (STP) funding to be used as matching local funds for Capital Investment Grants
- Continues flexibility on the use of Congestion Mitigation and Air Quality Improvement (CMAQ) funds

**2.0 Relationships****Effort: Exceeded Expectations**

H&K's relationships with the San Bernardino County delegation, key congressional committee leadership and the Administration have been critical to SANBAG's success at the federal level. H&K has helped strengthen our connections in Washington and showcase SANBAG's initiatives at the federal level. The team is highly responsive and has assisted with coordinating meetings and briefings for SANBAG Board members and staff during their trips to DC. H&K understands SANBAG's priorities and ensures that meetings are productive, enabling SANBAG to effectively advocate for our core issues.

H&K used their relationships with other transportation agencies and local government entities across the country — including the League of California Cities and the National League of Cities — who are also impacted by the Federal Aviation Administration (FAA) rulemaking regarding fuel excise tax on airport property.

H&K continues to position SANBAG as a leader in key transportation policy areas including goods movement, ladders of opportunity, PTC and creating sustainable transportation options. The team helped organize meetings/phone calls with Reps. Cook, Aguilar and Torres; DOT Secretary Foxx; acting Federal Transit Administration (FTA) Administrator Carolyn Flowers; and senior DOT officials to discuss SANBAG's TIGER, FASTLANE, and TIFIA applications and federal priorities. Additionally, their team helped SANBAG build relationships with members outside of our delegation including key House Transportation and Infrastructure Committee members, such as Rep. Curbelo (R-FL) as well as with senior House T&I Committee and Environment and Public Works Committee staff.

**3.0 Advocacy****Effort: Exceeded Expectations**

The firm has extensive experience in advocacy work covering highways; transit, including New Starts and Small Starts; and, freight, inland ports and commuter and high-speed rail. In addition, H&K brings deep relationships with the White House, DOT, EPA, the entire California delegation as well as key House and Senate leadership and committee members.

In 1987, Congress passed the FAA authorization amendments that required airports to spend aviation fuel excise tax revenue on airport uses. The conference report for the 1987 amendments to the FAA statute clearly stated that the requirement that local taxes on aviation fuel must be spent on airports is intended to apply to local fuel taxes only, and not to other taxes imposed by local governments, or to state taxes. On December 8, 2014, the FAA made a final rulemaking

## Attachment C

**2016 Staff Evaluation of Federal Advocacy Services**

that contradicts the Congressional intent and 29 years of practice by interpreting the provisions to apply to any state or local tax on aviation fuel, whether the tax was specifically targeted at aviation fuel or was a general sales tax (such as Measure I) on products that included aviation fuel without exemption. During the Senate and House's consideration of the FAA Reauthorization Act, H&K briefed our congressional delegation members and staff, and Senate Commerce and House T&I Committee staff, about the impact of this rulemaking on SANBAG. When the team learned that Rep. Grace Napolitano (D-CA) was going to offer an amendment during the House T&I Committee markup to clarify that "local tax on aviation fuel" means specific local fuel excise taxes on aviation fuel rather than sales tax, H&K lobbied the delegation and other committee members to support and co-sponsor the amendment.

H&K provided critical guidance to assist with successfully securing an \$8.7 million TIGER grant for the Redlands Passenger Rail Project. During this round, DOT received 620 eligible applications requesting \$10.1 billion--20 times the \$500 million available for the program. Previously, SANBAG had applied for the grant but was not successful. H&K arranged for SANBAG to debrief with key DOT officials to better understand how to position the project. On the subsequent round, H&K helped review the application prior to submission, assisted with securing letters of support, drafted talking points and coordinated a call from Rep. Aguilar to Secretary Foxx to highlight the importance of the project.

On December 4, 2015, President Obama signed the FAST Act into law. The \$305 billion bill is a five-year authorization of the federal surface transportation programs, including the federal-aid highway system, FTA and freight programs. H&K worked with SANBAG to advocate for the agency's priorities to be included in the bill. The team arranged meetings for SANBAG with the staff on the Senate EPW and House T&I Committees; drafted letters for SANBAG to send to Senate/House committee leadership/conferees; and utilized our relationships with committee staff to provide real time updates on amendments, committee markup, and hearings

#### **4.0 Washington DC Travel** **Effort: Met Expectations**

H&K used its relationships with Congress — on both sides of the aisle — and the Administration to organize meetings for SANBAG's Board members, executive director, and legislative affairs staff. H&K also arranged the logistics, assisted with preparing or reviewing briefing materials and provided follow-up to these meetings. To date, H&K has scheduled the following meetings for SANBAG:

- Rep. Paul Cook and senior staff
- Rep. Norma Torres and senior staff
- Rep. Pete Aguilar and senior staff
- Rep. Carlos Curbelo and senior staff
- Sen. Dianne Feinstein's senior staff
- Sen. Barbara Boxer's senior staff
- Senate Environment and Public Works Committee senior staff
- House Transportation and Infrastructure senior staff

## Attachment C

**2016 Staff Evaluation of Federal Advocacy Services**

- DOT Secretary Anthony Foxx
- Acting FTA Administrator Carolyn Flowers
- DOT TIGER staff
- DOT FASTLANE staff
- DOT TIFIA staff

In addition, H&K has helped host and set up briefings for SANBAG's key partners, including Inland Action and Mobility 21.

**5.0 Administrative Issues****Effort: Met Expectations**

To date, H&K has provided SANBAG with excellent service in effort and outcome. H&K has effectively represented SANBAG's interest through the federal surface transportation reauthorization, FAA extension, Transportation and Housing Appropriations mark-up, Budget, Highway Trust Fund extension, TIFIA Letter of Interest and TIGER grant application, among other items. SANBAG staff look forward to working with H&K during the coming legislative session.

**ATTACHMENT D – “SCOPE OF WORK”**

**General Statement** – The Consultant will work to advance SANBAG’s policy, funding, and regulatory objectives in Washington, D.C., as outlined in the annual legislative platform, adopted by the Board of Directors. The Consultant will work to develop bi-partisan support, where possible, for the outlined objectives and Board approved priorities. The Director of Legislative and Public Affairs and/or his/her designee will be the key contact and will coordinate the work of the Consultant. Under the direction and coordination, the Consultant shall be responsible for implementing the objectives described below.

**A. Program Development**

- a. Assist with the development of SANBAG’s annual federal legislative platform by identifying potential policy issues, key anticipated funding and regulatory items, changing political dynamics, and pending proposals.
- b. Maintain a current awareness of SANBAG Board actions, programs, activities, policies.
- c. Develop and maintain knowledge of the technical and political aspects of transportation funding, as well as the priorities and issues affecting councils of governments.

*Deliverables:*

- *Electronically provide information, copies of introduced legislation, relevant testimony, analyses, as well as social media or news articles impacting SANBAG’s identified priorities.*
- *Monitor SANBAG Committee and Board Agendas*

**B. Relationships**

a. Possess strategic relationships and communicate SANBAG’s positions on major budgetary, regulatory, or policy issues with House and Senate leadership, Members, relevant House and Senate committee staff, and the Administration, as well as federal agencies such as the Office of Management and Budget and the U.S. Department of Transportation (US DOT), including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Railroad Administration (FRA), and the Federal Aviation Administration (FAA), and any other federal department, agency, board, or commission whose decisions impact SANBAG.

I. Make recommendations for when direct engagement by SANBAG Board Members and staff would be effective.

b. Routinely communicate and collaborate with the San Bernardino County Federal Delegation regarding SANBAG’s interests and priorities.

I. Make recommendations for when direct engagement of the delegation by SANBAG Board Members and staff would be effective.

c. Identify key partners, groups, and individuals to build alliances, partnerships and coalitions in order to advance SANBAG's interests. Coordinate efforts with other entities seeking common goals and outcomes including the America Public Transit Association (APTA), the American Association of State Highway and Transportation Officials (AASHTO), and other leading transportation advocacy organizations. Additionally, coordinate with other Southern California transportation agencies and councils of governments on areas of mutual concern.

*Deliverables:*

- *Electronic reports on the outcomes of meetings and issues impacting SANBAG.*
- *Participation in lobbying coalitions related to SANBAG's priorities.*

**C. Advocacy**

a. Make specific, pro-active recommendations with respect to appropriate timing and manner of engagement including providing strategic counsel on the development of, coordination of, and leadership on advocacy, strategy, and tactics to advance and achieve SANBAG's federal priorities.

b. Communicate SANBAG's positions on legislative, regulatory, budgetary, and policy items. Prepare materials, testimony, notes, letters, and other written communications to advance SANBAG's positions, as appropriate.

c. Identify and recommend positions on legislation, amendments to legislation, regulations, budget proposals, funding, regulatory, and other items of interest to or impacting SANBAG and provide analyses or supplemental information related to these items upon request.

d. Conduct activities necessary to carry out SANBAG's priorities with regard to the passage, defeat, or amendment of proposed legislative items.

e. Assist in the development and implementation of federal transportation policy that is favorable to SANBAG.

f. Maximize funding opportunities for SANBAG, including securing a stable and long-term surface transportation bill and annual appropriations bills, as well as position SANBAG to receive funding from discretionary programs and maintain at least current levels of funding for FHWA and FTA formula funding programs.

I. Develop a comprehensive strategy for ensuring SANBAG's priorities are included in the next transportation reauthorization and annual appropriations bills.

II. Secure funding from discretionary grant programs through the US DOT such as the Transportation Investments Generating Economic Recovery (TIGER) or other grant programs.

III. Guide SANBAG through FTA New and Small Starts funding processes, securing funding and executing Full Funding Grant Agreements.

g. Represent and advocate on behalf of SANBAG or with SANBAG Board Members or staff at meetings. This also includes testifying on behalf of or preparing/organizing testimony for SANBAG Board Members or staff and preparing legislative language and other materials to ensure SANBAG's goals and objectives are achieved.

h. Build agency image in Washington, D.C. including but not limited to: developing communications strategies to promote and support SANBAG's interests and image; building relationships between stakeholders and SANBAG Board Members and staff; and promoting SANBAG's visibility through clear and consistent representation of the agency.

i. Provide information related to financial, policy, or informational hearings on issues that impact SANBAG's priorities as well as SANBAG's projects, programs, and services. Arrange for participation in such events as appropriate for SANBAG Board Members and staff.

j. Coordinate project and area tours for relevant House and Senate Leaders, Key Committee Members and Staff, Members of the Administration or the San Bernardino County Federal Delegation.

k. Secure Member or Administration attendance at project related events and ceremonies.

l. Monitor Federal Register notices and other federal public comment notices. Provide input on the scope and timing of appropriate responses in order to support SANBAG's projects, programs, and services.

m. Undertake additional assignments that have been mutually agreed upon by both parties and are necessary to accomplish SANBAG's objectives in Washington, D.C.

*Deliverables:*

- *Provide copies of regulations or legislative language along with a summary, analysis, and information related to sponsors, supporters, and opponents.*
- *Copies of draft or preliminary language allowing SANBAG to engage early in the development of language, policies and regulations impacting SANBAG, transportation funding, or other items of interest.*
- *Notification of hearings and securing of speaker spots, as appropriate.*
- *Analyses of budgetary proposals or legislative items impacting SANBAG.*
- *Oral or written briefings on major legislative/policy initiatives.*

- *Secure equitable share of funding for SANBAG projects, programs, services, and priorities.*
- *Achieving SANBAG legislative, funding, and regulatory advocacy objectives.*
- *Copies of all written correspondence, testimony, advocacy materials, and position papers given on behalf of SANBAG.*

**D. Washington, D.C. Travel**

a. Assist SANBAG with the planning and scheduling of meetings for Board Members and staff with key officials to advance SANBAG's priorities, along with the appropriate logistical support. As appropriate, lead the meeting and/or guide SANBAG in preparation for these meetings.

b. Assist with the development of an Annual Advocacy Trip to Washington, D.C. for SANBAG Board Members and staff, upon request. This includes securing meeting space, scheduling meetings, and identifying issues for consideration.

*Deliverables:*

- *Schedule of meetings with key stakeholders, Leadership and Key Members, and the Administration.*
- *Successful arrangement of a Washington, D.C. Advocacy Trip, if applicable.*

**E. Administrative Issues**

a. Maintain a Washington, D.C. Office and a visible presence in Washington, D.C. This office shall be available for use by Board Members and staff, as needed, while conducting SANBAG business in Washington, D.C.

b. Written and Oral Reports

I. Provide a monthly invoice for work performed on behalf of SANBAG, including a written update of activities engaged in on behalf of SANBAG during that time period including but not limited to: testimony before committees, individual meetings with Members or staff, written correspondence on behalf of SANBAG, and the status of SANBAG's key initiatives. The report should also contain any relevant information regarding activities/progress on major legislation, adopted a budget, and general activities or actions that could impact SANBAG's interests.

II. Provide oral updates to the Board of Directors regarding the pending actions, key issues, and the status of SANBAG priorities, upon request. These shall occur no less than one per year, but no more than four. These updates may also include one annual strategic planning session with SANBAG Board Members or staff.

III. Prepare memos on particular items of interest as requested or as major issues arise requiring supplemental background and context.

IV. Provide an annual end-of-year report to summarize activities made throughout the year, accomplishments towards SANBAGs goals, and ideas for further consideration.

c. Assist with the filing of lobbying disclosure forms, as appropriate.

d. The Consultant shall maintain close communication with SANBAG staff and Board of Directors.

*Deliverables:*

- *An office in Washington, D.C., convenient to the Capitol.*
- *A monthly invoice including a summary of activities engaged in on behalf of SANBAG.*
- *An annual end-of-year report of accomplishments.*

## *Minute Action*

AGENDA ITEM: 12

**Date:** *November 9, 2016*

**Subject:**

Proposed 2017-2018 State and Federal Legislative Platforms

**Recommendation:**

That the General Policy Committee approve and recommend the Board adopt the 2017-2018 State and Federal Legislative Platforms.

**Background:**

The San Bernardino County Transportation Authority's (SBCTA) Legislative Platforms serve as the foundation for understanding the perspective of the Board of Directors on key issues that are anticipated to be considered during the course of each legislative session. Once formally adopted, the legislative platforms will guide staff's analysis and recommendations on pending legislative and regulatory items in the upcoming session.

In July 2015, the SANBAG Board of Directors authorized the Legislative Ad Hoc Committee (comprised of the Board President, Vice President/General Policy Committee Chair, and Immediate Past President) to take positions on state legislation on behalf of the Board of Directors when that proposed position is consistent with the current adopted legislative platform. The positions taken by the Legislative Ad Hoc Committee are then presented to the General Policy Committee at the next meeting. Bills that are particularly noteworthy or fall outside of the scope of the legislative platform are taken through the Board and Committee process for action.

In developing the 2017-2018 Platforms, staff submitted the 2015-2016 State and Federal Legislative Platforms for review and comment to the City Managers Technical Advisory Committee, the General Policy Committee and the Board of Directors. In addition, staff conducted meetings with members of the congressional and state delegation, regional agencies, and committee consultants in preparation of the proposed legislative platforms.

The Proposed Final 2017-2018 State and Federal Legislative Platforms are included as Attachments A and B, respectively.

**Financial Impact:**

This item has no fiscal impact on the FY 2016/2017 SBCTA Budget,

**Reviewed By:**

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

**Responsible Staff:**

Otis Greer, Director of Legislative and Public Affairs

*Entity: CMA, COG, CTA, CTC, JPA*

General Policy Committee Agenda Item  
November 9, 2016  
Page 2

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Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

## ATTACHMENT A

**SBCTA 2017-2018 State Legislative Platform**

The San Bernardino County Transportation Agency (SBCTA) serves as the Regional Transportation Planning Agency for the largest geographical County in the continental United States. Covering approximately 20,000 sq. miles and serving approximately 2 million residents, the agency reports to a Board of Directors comprised of representatives from the county's 24 cities and 5 supervisorial districts. In addition to the cooperative regional planning and expansion of efficient multi-modal transportation system countywide, the agency supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. As a Self-Help County agency, SBCTA administers Measure I funding, a voter approved half-cent sales tax, directed towards improving the County's transportation system.

The legislative platform serves as the basis to proactively engage in policy and legislative initiatives that will enable the SBCTA to deliver projects and programs that meet the needs of our region. This document also guides staff recommendations to the Board of Directors on state legislative, regulatory, and administrative matters that are anticipated to be addressed in the upcoming legislative session.

**Core Issues**

**State funding for projects supported by local voter-approved transportation sales tax measures is critical to providing funding for innovative, intelligent/advanced transportation, goods movement, demand management, active transportation, and air quality programs which relieve congestion, improve air quality, and enhance economic development. SBCTA will advocate for stable State funding, indexed for population growth, to support transportation projects in San Bernardino County.**

*Support Efforts To:*

- Ensure SBCTA's decision making authority over transportation projects that are constructed and operated in San Bernardino County.
- Create appropriate grant guidelines and funding determinations reflective of each region for evaluating greenhouse gas (GHG) impacts and mitigation programs.
- Preserve local flexibility in the administration of programs and services.
- Prioritize funding for projects supported by voter-approved transportation local sales tax measures.
- Recognize/reward the investment in the state's transportation system made by self-help counties and incentivize counties without a voter approved tax measure for transportation to become "self-help" counties.
- Incentivize public-private partnerships (P3s) in the development of transportation improvements.
- Distribute additional transportation funds to a broad array of projects that are geographically balanced rather than focus exclusively on a limited set of specified projects.
- Restore State Transportation Improvement Program (STIP) funding lost by SBCTA when the California Transportation Commission cut \$754 million from the STIP to address declining fuel tax revenue.

*Oppose Efforts To:*

- Threaten the timely delivery of the Measure I Expenditure Plan or interfere with the authority to administer any Measure I programs and services.
- Reduce SBCTA's ability to efficiently and effectively contract for goods and services.
- Shift local funding to interregional and statewide needs, or the possible restructuring of the STIP allocation process to shift funds away from local agencies.

## ATTACHMENT A

- Impose additional mandates beyond those already in existence, on lead agencies using alternative project delivery mechanisms.
- Place transit investments in San Bernardino County that is not done in consultation with SBCTA.

## II. State Focus

**SBCTA will advocate that innovative financing opportunities remain available for county transportation commissions to leverage local dollars, accelerate construction and job creation, as well as provide mobility options for the traveling public.**

### *Support Efforts To:*

- Maintain and protect transportation and transit funding as approved under the gas tax swap and as protected under Proposition 22.
- Revise the California Environmental Quality Act (CEQA) to streamline the environmental review process and avoid costly duplicative steps while maintaining critical environmental protections.
- Fully fund the California Transportation Commission (CTC) budget allocations for projects in San Bernardino County included in the STIP, State Highway Operation and Protection Program (SHOPP), bond programs, and the Measure I Expenditure Plan.
- Implement the Fixing America's Surface Transportation Act (FAST Act) in an equitable manner at established funding levels.
- Enact state policies that assure timely allocation of transportation revenue and allow for regions to advance projects with local funds as needed.
- Expand existing innovative project delivery methods (e.g. design-build, construction manager/general contractor), for a broad variety of projects including highways, transit, and local streets and roads.
- Ensure projects selected for alternative delivery mechanisms are based on locally driven alternatives and not require state approval when funded primarily by local funds.
- Streamline state review process and improve timelines for project approvals.
- Use Cap and Trade revenues to implement the AB 32 regulatory program and Sustainable Communities Strategies as required under SB 375 to reduce GHG emission.
- Secure the independence of the Mobile Source Air Pollution Reduction Review Committee, and the protection of AB 2766 funding.
- Employ the Trade Corridor Improvement Fund (TCIF) framework for the distribution of FAST Act formula freight funding without specific carve-outs.

### *Oppose Efforts To:*

- Impose state requirements without the consent of the local agency for the expenditure of locally raised revenues.
- Allow specific vehicle classes to have unrestricted access to carpool or toll facilities.
- Divert transportation revenues for non-transportation purposes.
- Link existing transportation funding sources to the achievement of AB 32 objectives.
- Rely on regional transportation agencies to raise revenue for transportation or planning purposes.
- Unreasonably increase the administrative fees levied by the Board of Equalization for the collection and administration of county transportation sales tax measures.
- Require additional CEQA review and process requirements that delay projects and increase costs.
- Reduce SBCTA's discretion in allocating Congestion Mitigation and Air Quality (CMAQ) funds.

## ATTACHMENT A

**III. Quality of Life**

**San Bernardino Council of Government (SBCOG) will continue to support a number of regional matters important to the future of San Bernardino County, by working with our 24 cities and five Supervisorial districts to strengthen the regions advocacy on transportation, environment, energy, economy, and health.**

*Support Efforts To:*

- Fund Council of Governments development.
- Incentivize, attract, retain, and grow businesses as well as employment opportunities in San Bernardino County.
- Protect Property Assessed Clean Energy (PACE) program financing.
- Encourage the Federal Housing Finance Administration (FHFA) to develop guidelines for PACE financing on federally guaranteed mortgages similar to guidelines recently adopted by the Veterans Administration and FHA.
- Provide refueling/recharging infrastructure for alternative fuel or electric vehicles.
- Revise the Affordable Housing Sustainable Communities (AHSC) guidelines to provide opportunity for San Bernardino County to compete for Cap and Trade funding.
- Assist local governments with meeting regional GHG reduction goals including, not limited to, grants, incentive funding, and economic development tools that support transit oriented development.
- Develop cost effective and technologically feasible conversion and replacement of public transit fleets to alternative fuels and EVs.
- Fund utility planning and upgrades to electrical infrastructure in support of fleet conversion and possible rail electrification programs.
- Set a maximum on regional project selection capabilities for Active Transportation Projects.
- Fund Freeway Service Patrol, ride-sharing and call boxes, consistent with the level of growth and utilization.
- Provide guidance and funding for Safe Medicine Disposal programs.

*Oppose Efforts To:*

- Implement unfunded mandates on local governments.
- Divert local revenues for state purposes.

**IV. Freight**

**SBCTA will continue to raise awareness of the relationship between the County's logistics sector and the Ports of Los Angeles and Long Beach as well as the importance of San Bernardino County as a goods movement gateway to the United States. SBCTA will advocate for equitable funding for trade corridors, gateways, intermodal connectors and freight facilities in San Bernardino County.**

*Support Efforts To:*

- Reduce freight-related impacts to San Bernardino County, including a particular focus on impacts to disadvantaged communities.
- Reduce road damage from heavy trucks by reduced axle loading rather than an exclusive focus on gross vehicle weight.
- Generate additional revenue streams to assist with freight movement investment; we simply don't want to disadvantage our region and county.

## ATTACHMENT A

*Oppose Efforts To:*

- Prioritize and select goods movement projects not maintained at the local level.
- Allow triple trailers in urbanized areas of San Bernardino County except border cities (e.g. Barstow/Needles).

**V. Multi-Modal**

**SBCTA's growing transit, rail and active transportation programs strive to enhance sustainability for San Bernardino County communities and stakeholders. These mobility options focus on implementing a dynamic regional growth vision based on the principles of livability, prosperity and sustainability.**

*Support Efforts To:*

- Extend the California of Department of Transportation's pilot program which allows states to perform the federal government's responsibility for reviewing and approving projects pursuant to the National Environmental Policy Act (NEPA).
- Participate in studies of market-based pricing measures to relieve traffic congestion, improve air quality and/or fund transportation alternatives.
- Encourage the State Transportation Agency to develop a mechanism for reporting on the performance of the new agency and the quality of the state and local project delivery programs and services.
- Ensure strong state transit operations funding as a vital service that improves mobility and helps meet federal and state mandates.
- Ensure appropriate funding for a growing bus and rail system in Southern California with equitable distribution of funds and flexibility in the administration of the programs.
- Develop state funding for commuter rail operations and Positive Train Control.
- Facilitate, or remove obstacles to transit oriented development near rail and bus rapid transit stations.
- Invest in San Bernardino County rail connectivity with future services.
- Ensure that SBCTA has a role in the planning of all transportation modes and routes serving San Bernardino County.
- Incentivize ridesharing and/or reimbursement for transit passes.
- Ensure appropriate funding levels from state sources to support transit operations that help to achieve AB 32 and SB 375 goals.

*Oppose Efforts To:*

- Require increased service levels unless they are agreed to by the transit operator or have appropriate funding.
- Mandate that SBCTA fund or operate specific transportation projects in San Bernardino County.
- Revise bus axle weight standards that will impact transit providers from procuring cost efficient coaches.
- Threaten the viability of SBCTA's Measure I Transit Program by requiring uncontrolled expenditures on an individual project or group of projects.
- Implement a zero emission bus (ZEB) mandate that would impose undue financial or operational burden on transit systems.

## ATTACHMENT B

**SBCTA 2017-2018 Federal Legislative Platform**

The San Bernardino County Transportation Agency (SBCTA) serves as the Regional Transportation Planning Agency for the largest geographical County in the nation. Covering approximately 20,000 sq. miles and serving approximately 2 million residents, the agency reports to a Board of Directors comprised of representation from the county's 24 cities and 5 supervisorial districts. In addition to the cooperative regional planning and expansion of efficient multi-modal transportation system countywide, the agency supports freeway construction projects, regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts and long-term planning studies. As a Self-Help County agency, SBCTA administers Measure I funding, a voter approved half-cent sales tax, directed towards improving the County's transportation system.

The legislative platform serves as the basis to proactively engage in policy and legislative initiatives that will enable the SBCTA to deliver projects and programs that meet the needs of our region. This document also guides staff recommendations to the Board of Directors on federal legislative, regulatory, and administrative matters that are anticipated to be addressed in the upcoming legislative session.

**I. Funding**

**Seek the highest level of federal transportation dollars to California and San Bernardino County for SBCTA's projects and programs including, but not limited to: interstate highways; transit capital and operations in order to help meet federal environmental goals; intercity commuter, rail; goods movement; intelligent transportation systems and new technologies that maximize existing infrastructure; safety, maintenance, and operations funding for all modes; and regional airport ground access and development needs.**

*Support Efforts To:*

- Develop regional consensus building efforts for potential new funding strategies for transportation.
- Expand the Transportation Infrastructure Finance and Innovation Act (TIFIA) program.
- Expand Build America Bonds and America Fast Forward programs to help states and localities pursue needed capital for infrastructure.
- Protect current transportation revenues, additional flexibility for existing revenues, and an accelerated national investment in infrastructure.
- Maintain the principle that transportation-based revenue should be reserved only for transportation purposes.
- Re-establish Congressional intent and 29 years of Federal Aviation Administration's interpretation that state and local sales tax measures of general application are not the same as aviation fuel excise taxes and the states and localities should be able to use those revenues as they have determined based on state and local statute.

*Oppose Efforts To:*

- Eliminate or erode contract authority for the Highway Trust Fund without identifying a new dedicated, sustainable revenue source of an equal or greater amount.
- Reduce transportation programs in order to meet deficit reduction goals or fund other projects and programs.

## ATTACHMENT B

**III. Freight**

**SBCTA will continue to bring awareness to the relationship between the County’s logistics sector and the Ports of Los Angeles and Long Beach as well as the importance of San Bernardino County as a goods movement gateway to the United States. SBCTA will advocate for equitable funding for trade corridors, gateways, intermodal connectors and freight facilities in San Bernardino County.**

*Support Efforts To:*

- Increase federal investment in goods movement infrastructure, and policies that properly recognize Southern California and San Bernardino County’s role as the nation’s premier containerized freight gateway.
- Increase targeted funding for goods movement projects of national significance that are beyond the funding capacity of local and state transportation programs and budgets (e.g. dedicated exclusive clean truck lanes).
- Increase any federal goods movement program funded at a level that is commensurate with national needs and ensure that such funds are protected from diversion for other uses through the designation of a trust fund.
- Effectively and strategically use goods movement investments to address the more critical freight bottlenecks that have profound impacts on the nation’s economy.
- Protect revenues generated by any fee that is levied on freight and specifically designated to fund projects that mitigate congestion, air quality, and community impacts directly associated with the movement of freight.
- Include SBCTA in any governance structure dealing with revenue collected from freight moved through San Bernardino County.
- Reduce road damage from heavy trucks by reduced axle loading rather than an exclusive focus on gross vehicle weight.
- Increase national dialogue on freight policy and its focus on improving the performance of the freight network and advocate for improving Southern California’s freight strategy.
- Recognize the importance of inland ports to overall goods movement systems as part of any investment plan.

*Oppose Efforts To:*

- Allow triple trailers in urbanized areas of San Bernardino County because of safety concerns with the exception of border cities and/or bump stations, or dedicated truck lanes (e.g. Barstow/Needles).

**IV. Multi-Modal**

**SBCTA’s growing transit, rail, and active transportation programs strive to enhance sustainability for San Bernardino County communities and stakeholders. These mobility options focus on implementing a dynamic regional growth vision based on the principles of livability, prosperity and sustainability.**

*Support Efforts To:*

- Develop reforms that will accelerate project procurement, promote flexibility and innovation in financing, and respect local control.
- Expand use of design-build project delivery for federally funded highway and surface

## ATTACHMENT B

transportation projects.

- Streamline federal reporting/monitoring requirements to reduce project delivery times without eliminating critical oversight mechanisms.
- Protect the authority for regional transportation entities to implement pricing measures on federal-aid highways if desired for that region.
- Protect local options to privatize various aspects of transportation that would maximize available federal funding (e.g. P3s).
- Create measures that would provide regional flexibility in meeting the operational requirements for high occupancy vehicle lanes.
- Develop policies that keep our rail systems safe and increase federal investment in commuter rail services.
- Delegate the California Department of Transportation the ability to review and approve local and state projects pursuant to NEPA.
- Increase federal funding programs for Positive Train Control (PTC) and rail safety programs include eligibility to seek reimbursements for past expenditures on systems in operation.
- Change and/or exempt level boarding access requirements for existing commuter rail systems.
- Develop policies that recognize the importance and financial commitments to commuter rail and transit connectivity.
- Include San Bernardino County projects in the New and Small Starts programs.
- Ensure the greatest commuter tax benefits possible to incentivize the use of transit options.
- Expand eligible uses for federal transit funds to provide maximum flexibility to local agencies for fund capital and operations needs.

## **V. Quality of Life**

**San Bernardino Council of Government (SBCOG) will continue to support a number of regional matters important to the future of San Bernardino County by working with our Congressional Delegation to strengthen the regions advocacy on transportation, environment, energy, economy, and health.**

### *Support Efforts To:*

- Create utility planning and upgrades of electrical infrastructure to support fleet conversion and possible rail electrification programs.
- Protect funding sources for congestion relief and pollution reduction related to the transportation sector.
- Secure funds to facilitate the conversion of public sector fleets to alternative fuels to meet local, state, and federal fleet conversion mandates, and provide for the replacement of aging alternative fuel fleets.
- Create tax benefits and/or incentives for private sector transportation demand management programs and alternative fuel programs.
- Increase the amount and proportion of Congestion Mitigation and Air Quality (CMAQ) funds received by the State of California and ensure that the funds flow to county transportation commissions.
- Streamline environmental revisions that remove duplication of state and federal processes when state regulations and environmental protections exceed federal requirements.
- Postpone federal air quality standard deadlines in the South Coast Basin in order to allow for a more realistic implementation timeframe given the current forecast of available technology and

## ATTACHMENT B

funding options. Or, remove the penalty of lost Federal transportation funding resulting from issues (e.g. heavy duty truck and train emissions) not addressed by Federal regulations.

- Increase Council of Government development and funding.
- Incentivize, attract, retain, and grow businesses as well as employment opportunities in San Bernardino County.

*Oppose Efforts To:*

- Create additional review and process requirements that delay projects and increase costs while achieving little to no additional environmental benefits.

## *Minute Action*

### AGENDA ITEM: 13

**Date:** November 9, 2016

**Subject:**

Transit Operator Supplemental Allocations

**Recommendation:**

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

- A. Allocate \$319,919 of State Transit Assistance Funds – Population Share for City of Needles for operating, bus stop improvements and vehicle purchases.
- B. Amend the City of Needles Short Range Transit Plan 2016-2020 to reflect the changes in State Transit Assistance Funds.
- C. Allocate \$3,818,404 of Federal Transit Administration Section 5307 to Omnitrans for their on-board security surveillance system.
- D. Amend the Omnitrans Short Range Transit Plan 2015-2020 to reflect the changes in Federal Transit Administration Section 5307 funding.

**Background:**

In July 2016, SANBAG Board of Directors approved the Fiscal Year 2016/2017 allocations to the transit operators. However, an allocation of State Transit Assistance Funds (STA)-Population Share was not made to the City of Needles, other than a funding swap for vehicles that was also approved by the Board of Directors in July 2016 (\$169,014 in Public Transportation Modernization, Improvement, and Service Enhancement Account Program funds for \$169,014 STA-Population Share funds), as the City had not finished their budget for transit service. Staff is recommending an additional allocation of \$319,919 of STA-Population Share to the City of Needles to meet their current operating and capital needs. Table 1 shows the revised allocation recommended for approval, and Attachment A indicates the recommended revision to their SRTP (Short Range Transit Plan). Attachment A does not include \$75,000 that is being allocated to the City of Needles for renovation of the El Garces Intermodal Depot as the El Garces project falls within the responsibilities of the public works department rather than Needles Area Transit. The remaining funding will be used for operating Needles Area Transit as well as purchasing new vehicles for this service.

**Table 1 – Revised Fiscal Year 2016/2017 Allocation to the City of Needles**

<b>Fund Source</b>	<b>Original Revised Allocation</b>	<b>Supplemental Allocation</b>	<b>Revised Allocation</b>
Local Transportation Fund	\$234,760		\$234,760
State Transit Assistance - Op	\$1,763		\$1,763
State Transit Assistance - Pop	\$169,014	\$319,919	\$488,933
Measure I SD	\$22,761		\$22,761
FTA Section 5311	\$31,157		\$31,157
<b>Total Allocation</b>	<b>\$459,455</b>	<b>\$319,919</b>	<b>\$779,374</b>

Entity: CTC

## General Policy Committee Agenda Item

November 9, 2016

Page 2

Staff is also recommending an additional allocation of \$3,818,404 of Federal Transit Administration (FTA) Section 5307 funds to Omnitrans. Omnitrans' current fixed route Onboard Video Surveillance System (OBVSS) is seven years old and the paratransit OBVSS is five years old. Replacements for the current Digital Video Recorders (DVR) and Hard Disk Drives (HDD) are no longer available and the extended maintenance agreements for their fixed route and paratransit vehicles expire March 9, 2017, and October 31, 2017, respectively. The inability to maintain obsolete equipment will limit Omnitrans' ability to conduct investigations. This funding will be used to replace or upgrade the DVRs and HDDs currently installed on Omnitrans' 174 forty-foot buses, 14 sixty-foot buses, and 106 paratransit vehicles.

OBVSS has been a cost-effective method to provide Omnitrans and the public with a passive means of security in the absence of on-board security personnel. OBVSS technology captures and records GPS data, audio and video and playback to provide an improved security posture for the fixed route and paratransit fleets. Since its introduction, OBVSS systems have proven invaluable in providing evidence in criminal cases and civil claims. Additionally, this allocation will allow Omnitrans the ability to move forward on all of its Fiscal Year 2016/2017 capital projects without having to postpone them for a later time.

Table 2 shows the change to Omnitrans' Fiscal Year 2016/2017 funding allocation and Attachment B indicates the recommended revisions to their SRTP.

**Table 2 – Revised Fiscal Year 2016/2017 Allocation to Omnitrans**

<b>Fund Source</b>	<b>Original Allocation</b>	<b>Supplemental Allocation</b>	<b>Revised Allocation</b>
Local Transportation Fund	\$39,974,380		\$39,974,380
State Transit Assistance - Op	\$568,452		\$568,452
State Transit Assistance - Pop	\$3,100,000		\$3,100,000
Prop 1B Security	\$128,566		\$128,566
Measure I SDT	\$5,800,000		\$5,800,000
Measure I - CTSA	\$2,466,308		\$2,466,308
Measure I - Rail	\$400,000		\$400,000
FTA Section 5307	\$16,941,200	\$3,818,404	\$20,759,604
FTA Section 5339	\$1,848,880		\$1,848,880
<b>Total Allocation</b>	<b>\$71,227,786</b>	<b>\$3,818,404</b>	<b>\$75,046,190</b>

***Financial Impact:***

This item is consistent with the Fiscal Year 2016/2017 budget.

***Reviewed By:***

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

***Responsible Staff:***

Nancy Strickert, Management Analyst III

Approved  
General Policy Committee  
Date: November 9, 2016

Witnessed By:

**ATTACHMENT A – City of Needles Short Range Transit Plan**

Fiscal Year / Mode	Operating Expense	Operating Revenue							Capital Revenue			13.a
		Passenger Revenue	LTF	FTA 5311	Measure I	STA - Op	Other Revenue	Total	STA - Cap	TDA Art. 3	PTMISEA	Tota
NAT - Deviated F/R	\$323,000	\$33,000	\$213,685	\$30,902	\$0	\$45,413		\$323,000			\$169,014	\$169,0
Dial-A-Ride	\$25,775	\$2,500	\$3,963		\$10,312		\$9,000	\$25,775				
Dial-A-Ride Medical	\$11,775	\$1,200			\$10,575			\$11,775				
<b>2015-2016</b>	<b>\$360,550</b>	<b>\$36,700</b>	<b>\$217,648</b>	<b>\$30,902</b>	<b>\$20,887</b>	<b>\$45,413</b>	<b>\$9,000</b>	<b>\$360,550</b>	<b>\$0</b>		<b>\$169,014</b>	<b>\$169,0</b>
NAT - Deviated F/R	\$329,415	\$31,400	\$180,215	\$31,157		\$86,493	\$150	\$329,415	\$199,203	\$30,189		\$229,3
Dial-A-Ride	\$65,696	\$3,500	\$54,545		\$7,651		\$0	\$65,696	\$130,000			\$130,0
Dial-A-Ride Medical	\$16,110	\$1,000	\$0		\$15,110			\$16,110				
<b>2016-2017</b>	<b>\$411,221</b>	<b>\$35,900</b>	<b>\$234,760</b>	<b>\$31,157</b>	<b>\$22,761</b>	<b>\$86,493</b>	<b>\$150</b>	<b>\$411,221</b>	<b>\$329,203</b>		<b>\$0</b>	<b>\$359,3</b>
NAT - Deviated F/R	\$355,470	\$36,000	\$152,915	\$30,902		\$135,653		\$355,470	\$142,554			\$142,5
Dial-A-Ride	\$28,375	\$2,500	\$16,875				\$9,000	\$28,375	\$65,000			\$65,0
Dial-A-Ride Medical	\$38,057	\$2,000	\$24,557		\$11,500			\$38,057				
<b>2017-2018</b>	<b>\$421,902</b>	<b>\$40,500</b>	<b>\$194,347</b>	<b>\$30,902</b>	<b>\$11,500</b>	<b>\$135,653</b>	<b>\$9,000</b>	<b>\$421,902</b>	<b>\$207,554</b>		<b>\$0</b>	<b>\$207,5</b>
NAT - Deviated F/R	\$425,432	\$41,600	\$157,495	\$30,902		\$195,435		\$425,432	\$47,601			\$47,6
Dial-A-Ride	\$29,625	\$2,500	\$18,125				\$9,000	\$29,625				
Dial-A-Ride Medical	\$38,057	\$2,000	\$24,557		\$11,500			\$38,057				
<b>2018-2019</b>	<b>\$493,114</b>	<b>\$46,100</b>	<b>\$200,177</b>	<b>\$30,902</b>	<b>\$11,500</b>	<b>\$195,435</b>	<b>\$9,000</b>	<b>\$493,114</b>	<b>\$47,601</b>		<b>\$0</b>	<b>\$47,6</b>
NAT - Deviated F/R	\$428,000	\$41,600	\$162,200	\$30,902		\$193,298		\$428,000				
Dial-A-Ride	\$30,925	\$2,500	\$19,425				\$9,000	\$30,925				
Dial-A-Ride Medical	\$38,057	\$2,000	\$24,557		\$11,500			\$38,057				
<b>2019-2020</b>	<b>\$496,982</b>	<b>\$46,100</b>	<b>\$206,182</b>	<b>\$30,902</b>	<b>\$11,500</b>	<b>\$193,298</b>	<b>\$9,000</b>	<b>\$496,982</b>	<b>\$0</b>		<b>\$0</b>	
<b>FY 2016-2020</b>	<b>\$2,183,769</b>	<b>\$205,300</b>	<b>\$1,053,114</b>	<b>\$154,765</b>	<b>\$78,148</b>	<b>\$656,292</b>	<b>\$36,150</b>	<b>\$2,183,769</b>	<b>\$584,358</b>	<b>\$30,189</b>	<b>\$169,014</b>	<b>\$783,5</b>

Attachment: Attachment A - City of Needles SRTP (3203 : Transit Operator Supplemental Allocations)

**Exhibit 44: Omnitrans Capital Revenues Forecast (Millions) REVISED**

SOURCE	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
FTA Section 5307	\$6.04	\$6.04	\$6.04	\$9.84	\$6.04	\$6.04	\$6.04	\$46.08
FTA Section 5339	\$3.53	\$1.76	\$1.76	\$1.76	\$1.76	\$1.76	\$1.76	\$14.09
CMAQ	\$5.20	\$5.15	\$5.18	\$6.66	\$5.56	\$5.47	\$7.62	\$40.84
STA - Pop. Alloc.	\$0.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.17
Prop <sup>1B</sup> PTMISEA	\$7.90	\$4.05	\$4.22	\$2.94	\$4.34	\$4.67	\$2.72	\$30.84
Prop <sup>1B</sup> TSGP	\$0.13	\$0.13	\$0.13	\$0.13	\$0.13	\$0.13	\$0.13	\$0.91
<b>Total Capital Revenue</b>	<b>\$22.97</b>	<b>\$17.13</b>	<b>\$17.33</b>	<b>\$21.33</b>	<b>\$17.83</b>	<b>\$18.07</b>	<b>\$18.27</b>	<b>\$132.93</b>

**Exhibit 46: Omnitrans Capital Expense Forecast (Millions) REVISED**

PROJECT	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	TOTAL
Revenue Vehicles	\$10.80	\$10.82	\$11.02	\$11.22	\$11.52	\$11.70	\$11.90	\$78.98
Support Vehicles	\$0.57	\$0.63	\$0.63	\$0.63	\$0.63	\$0.75	\$0.75	\$4.59
IT Projects	\$3.37	\$2.40	\$2.40	\$6.20	\$2.40	\$2.50	\$2.50	\$17.97
Facilities	\$5.35	\$1.63	\$1.63	\$3.03	\$3.03	\$2.87	\$2.87	\$15.32
Transit Enhancements	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$1.75
<b>Total Capital Projects</b>	<b>\$20.34</b>	<b>\$15.73</b>	<b>\$15.93</b>	<b>\$21.33</b>	<b>\$17.83</b>	<b>\$18.07</b>	<b>\$18.27</b>	<b>\$118.61</b>
<b>Total Capital Revenue</b>	<b>\$22.97</b>	<b>\$17.13</b>	<b>\$17.31</b>	<b>\$21.33</b>	<b>\$17.83</b>	<b>\$18.07</b>	<b>\$18.27</b>	<b>\$132.93</b>
Surplus/(Deficit)	\$2.63	\$1.40	\$1.40	\$0.00	\$0.00	\$0.00	\$0.00	\$5.43

Attachment: Attachment B - Omnitrans SRTP (3203 : Transit Operator Supplemental Allocations)

**GENERAL POLICY COMMITTEE ATTENDANCE RECORD – 2016**

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Bill Jahn</b> City of Big Bear Lake	X	X	X	X	X	X	**	X	X	**		
<b>Joel Klink</b> City of Twentynine Palms	X	X	X	X	X		**		X	**		
<b>Robert Lovingood</b> Board of Supervisors		X	X	X	X	X	**	X	X	**		
<b>Larry McCallon</b> City of Highland	X			X	X	X	**	<del>X</del>	<del>X</del>	<del>X</del>		
<b>L. Dennis Michael</b> City of Rancho Cucamonga		X		X	X	X	**		X	**		
<b>Ryan McEachron</b> City of Victorville		X	X		X	X	**	X		**		
<b>Dick Riddell</b> City of Yucaipa	X	X	X	X	X	X	**	<del>X</del>	<del>X</del>	<del>X</del>		
<b>Rhodes “Dusty” Rigsby</b> City of Loma Linda	X	X	X	X	X	X	**	X	X	**		
<b>Janice Rutherford</b> Board of Supervisors	X	X	X	X			**	<del>X</del>	<del>X</del>	<del>X</del>		
<b>James Ramos</b> Board of Supervisors	X	X	X		X		**	X		**		
<b>Alan Wapner</b> City of Ontario	X				X	X	**	X	X	**		
<b>Dennis Yates</b> City of Chino	X		X	X	X	X	**	X	X	**		
<b>Curt Hagman</b> Board of Supervisors	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	**	X		**		
<b>Frank Navarro</b> City of Colton	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	**	X	X	**		
<b>Darcy McNaboe</b> City of Grand Terrace	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	**	X	X	**		

X =Member attended meeting.      Empty box = Member did not attend meeting.      Crossed out box = Not a member at the time.      \*\* =The General Policy Committee did not meet this month

Communication: Attendance Record (Additional Information)

*San Bernardino Associated Governments (SANBAG) is a council of governments formed in 1973 by joint powers agreement of the cities and the County of San Bernardino. SANBAG is governed by a Board of Directors consisting of a mayor or designated council member from each of the twenty-four cities in San Bernardino County and the five members of the San Bernardino County Board of Supervisors.*

*In addition to SANBAG, the composition of the SANBAG Board of Directors also serves as the governing board for several separate legal entities listed below:*

***The San Bernardino County Transportation Commission**, which is responsible for short and long range transportation planning within San Bernardino County, including coordination and approval of all public mass transit service, approval of all capital development projects for public transit and highway projects, and determination of staging and scheduling of construction relative to all transportation improvement projects in the Transportation Improvement Program.*

***The San Bernardino County Transportation Authority**, which is responsible for administration of the voter-approved half-cent transportation transactions and use tax levied in the County of San Bernardino.*

***The Service Authority for Freeway Emergencies**, which is responsible for the administration and operation of a motorist aid system of call boxes on State freeways and highways within San Bernardino County.*

***The Congestion Management Agency**, which analyzes the performance level of the regional transportation system in a manner which ensures consideration of the impacts from new development and promotes air quality through implementation of strategies in the adopted air quality plans.*

*As a **Subregional Planning Agency**, SANBAG represents the San Bernardino County subregion and assists the Southern California Association of Governments in carrying out its functions as the metropolitan planning organization. SANBAG performs studies and develops consensus relative to regional growth forecasts, regional transportation plans, and mobile source components of the air quality plans.*

*Items which appear on the monthly Board of Directors agenda are subjects of one or more of the listed legal authorities. For ease of understanding and timeliness, the agenda items for all of these entities are consolidated on one agenda. Documents contained in the agenda package are clearly marked with the appropriate legal entity.*

This list provides information on acronyms commonly used by transportation planning professionals. This information is provided in an effort to assist SANBAG Board Members and partners as they participate in deliberations at SANBAG 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. SANBAG staff makes every effort to minimize use of acronyms to ensure good communication and understanding of complex transportation processes.

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

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

# ***San Bernardino Associated Governments***



## **MISSION STATEMENT**

To enhance the quality of life for all residents, San Bernardino Associated Governments (SANBAG) will:

- Improve cooperative regional planning
- Develop an accessible, efficient, multi-modal transportation system
- Strengthen economic development efforts
- Exert leadership in creative problem solving

To successfully accomplish this mission, SANBAG will foster enhanced relationships among all of its stakeholders while adding to the value of local governments.

Approved June 2, 1993  
Reaffirmed March 6, 1996