



Imperial County Local Transportation Authority

1503 N. Imperial Ave., Suite 104, El Centro, CA, 92243
Phone: 760-592-4494 | Fax: 760-592-4410

AGENDA

WEDNESDAY, FEBRUARY 28, 2024
6:00 PM or immediately after the ICTC meeting

LARGE CONFERENCE ROOM
1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243

CHAIRPERSON: LUIS PLANCARTE

EXECUTIVE DIRECTOR: DAVID AGUIRRE

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the LTA's website: <https://www.ltaimperial.com/>

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, please contact the Secretary to the Commission at (760) 592-4494 if special assistance is needed to participate in a LTA meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

To Join Zoom Meeting click on the following link:

<https://us06web.zoom.us/j/89227723253?pwd=HAGjSPbYQtNvkt70KtqbkbqIzCFndc.1>

To Join by phone dial (669) 444-9171

Meeting ID: 892 2772 3253

Passcode: 256832

I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS

A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

This is an opportunity for members of the public to address the LTA Board on any subject matter within the LTA's jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. In compliance with Assembly Bill 361, the meeting will be held remotely and in person. Each speaker should contact the Secretary to the Commission at (760) 592-4494 or by email to cristilerma@imperialctc.org. When addressing the Board, state your name for the record prior to providing your comments. Please address the Board as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Board; groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment

Code of Conduct and respect all people that are present or watching, obey the direction of the Chair and Secretary to the Commission.

IV. CONSENT CALENDAR

- A. Approve Minutes for November 8, 2023 Page 4

V. REPORTS

- A. LTA Executive Director Report Page 7

VI. ACTION CALENDAR

- A. Imperial County Local Transportation Authority (LTA) Audit, Fiscal Year 2022/2023 Page 10

The ICTC Management Committee met on February 14, 2024, and forwards this item to the LTA Board for their review and approval after public comment, if any:

- 1. Receive, Approve and File the FY 2022-23 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the ICLTA.

VII. ADJOURNMENT

- A. Motion to Adjourn.

IV. CONSENT CALENDAR

- A. APPROVAL OF LTA BOARD DRAFT
MINUTES FOR NOVEMBER 8, 2023



Imperial County Local Transportation Authority

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**MINUTES FOR
November 08, 2023**

VOTING MEMBERS PRESENT:

City of Brawley	George Nava
City of Calipatria	Maria Nava-Froelich
City of Calexico	Raul Ureña
City of El Centro	Martha Cardenas Singh
City of Imperial	Robert Amparano
City of Holtville	Mike Goodsell
City of Westmorland	Absent
County of Imperial	Absent
County of Imperial	Absent

STAFF PRESENT: David Aguirre, Cristi Lerma, Angela Delgadillo, Eric Havens (Counsel)
OTHERS PRESENT: David Salgado: SCAG, Ana Fox: Caltrans (zoom)

I. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chair Nava-Froelich at 7:28 p.m. and roll call was taken.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT CALENDAR

A. Approved minutes for June 28, 2022. A motion was made by [Amparano](#) and seconded by [Nava-Froelich](#) as presented, roll call:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Plancarte	Absent
County of Imperial Hawk	Absent

City of Westmorland	Absent
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Motion Carried.

V. REPORTS

A. Mr. Aguirre reviewed the report on page 7 of the agenda. There were no questions.

VI. ACTION CALENDAR

A. Fund Request to the Local Transportation Authority (LTA) – Proposed fence replacement adjacent to SR 86 on the western boundary of the fairgrounds in the City of Imperial

The ICTC Management Committee met on November 8, 2023, and forwarded this item to the LTA Board for their review and approval after public comment, if any:

1. Approved the allocation to the City of Imperial for a one-time funding request of \$165,000 from the Measure D 5% Highway set-aside allocations for FY 2023-24.
2. Authorized the Chairman to sign a Memorandum of Understanding (MOU) between the City of Imperial and the Imperial County Local Transportation Authority.

A motion was made by [Nava-Froelich](#) and seconded by [Nava](#) as presented, with a comment that all backup be provided online prior to the meeting. Roll call:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Abstain
County of Imperial Plancarte	Absent
County of Imperial Hawk	Absent
City of Westmorland	Absent

Motion Carried.

VII. ADJOURMENT

A. Meeting Adjourned at 7:35 p.m.

V. REPORTS

A. LTA EXECUTIVE DIRECTOR REPORT



Imperial County Local Transportation Authority

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Memorandum

Date: February 22, 2024
To: Local Transportation Authority
From: David Aguirre, Executive Director
Re: Executive Director’s Report

The following is a summary of the Executive Director’s Report for the LTA meeting of February 28, 2024.

1. FY 2022-23 ICLTA Audit will be presented at the February meeting for approval and filing.
2. 2018 LTA Bond Projects: The following lists the remaining funds for the LTA 2018 Bond.

2018 Original Bond Funds	
Calexico	\$12,375,000
Calipatria	\$1,450,000
Holtville	\$2,940,000

Remaining Bond Funds*		% Spent
Calexico	\$2,767,570	78%
Calipatria	\$0	100%
Holtville	\$0	100%

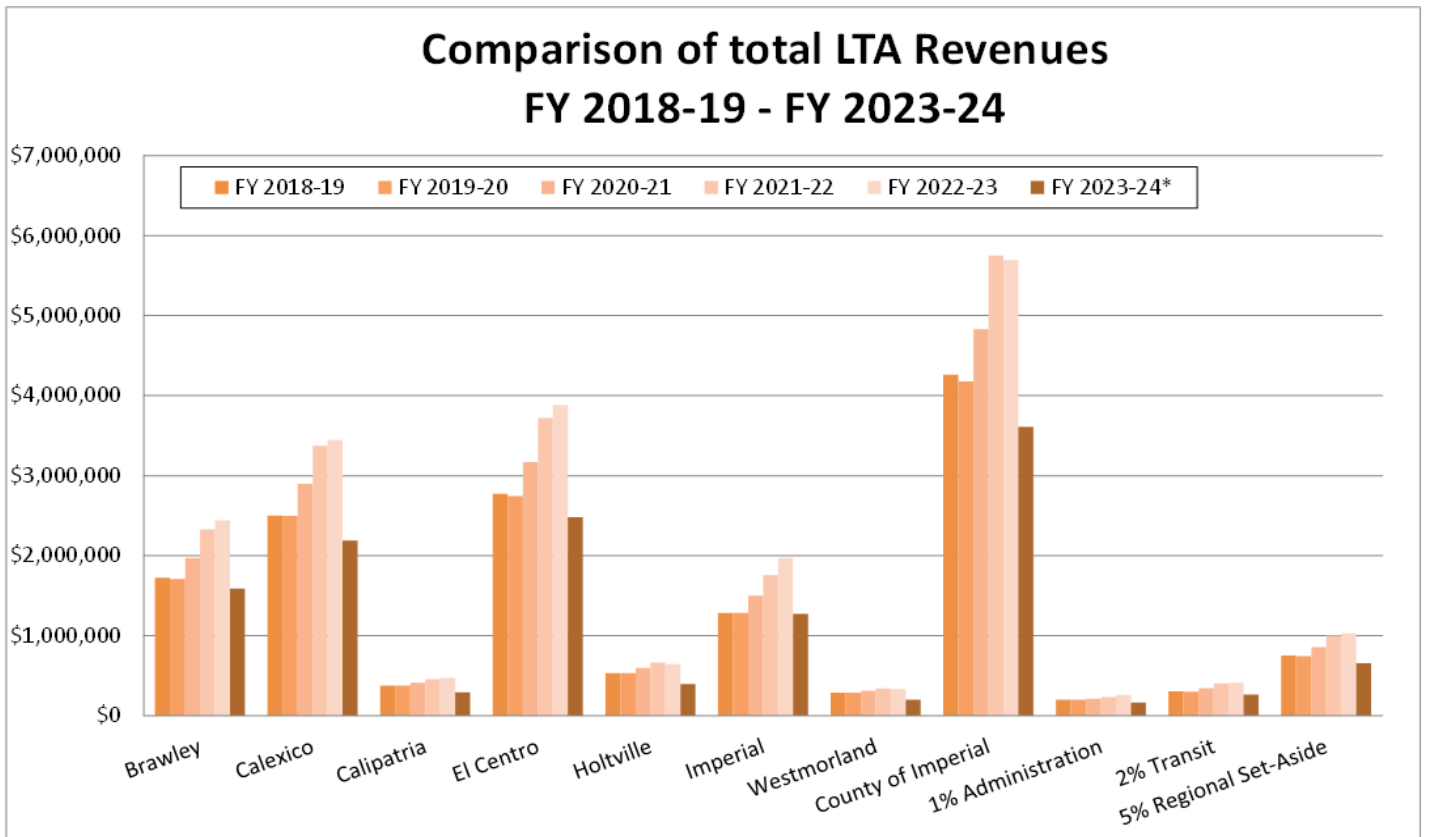
*Remaining Project Bond funds as of Bank Statements dated 9-30-23

3. LTA 2% Transit Set-Aside
 - Total Allocations for FY 2023-24
 - a. IVT Ride \$250,000 (Brawley, Calexico, Imperial, El Centro, Heber & West Shores)
 - b. Available Balance 2/5/24 - \$759,630.00
4. LTA 5% Highway Set-Aside
 - a. Processed Disbursements - \$4,694,292
 - b. Pending projects - \$4,083,121
 1. Traffic Signal SR 86 & Dogwood Rd Imperial County - \$1,680,815
 2. Forrester Road PSR - \$109,551
 3. SR 86 Border Patrol Checkpoint - \$712,068
 4. Calexico East Port of Entry Bridge Expansion - \$415,687
 5. Caltrans Fund Exchange SR 98 - \$1,000,000
 6. Fence replacement adjacent to SR 86 - \$165,000
 - c. LTA 5% Regional Hwy Available Balance as of 2/5/24: \$4,666,844
5. A complete list of LTA funded projects for FY 2022-23 is available on the website under regional programs and projects at <https://www.ltaimperial.com/assets/all-agencies-list-of-projects-fy22-23.pdf>

6. LTA FY revenues

LTA Revenues

	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24*
Brawley	\$1,725,712.20	\$1,708,309.63	\$1,973,179.09	\$2,329,277.17	\$2,440,857.37	\$1,588,678.88
Calexico	\$2,498,561.57	\$2,496,364.99	\$2,895,513.18	\$3,373,877.73	\$3,443,349.35	\$2,189,226.20
Calipatria	\$375,882.59	\$375,010.38	\$411,033.42	\$455,012.61	\$467,550.20	\$288,983.59
El Centro	\$2,772,865.22	\$2,745,303.02	\$3,169,283.41	\$3,721,630.08	\$3,882,895.46	\$2,479,242.36
Holtville	\$528,409.50	\$530,539.51	\$592,883.74	\$661,781.67	\$641,483.65	\$393,902.62
Imperial	\$1,283,934.58	\$1,284,456.38	\$1,500,288.41	\$1,758,809.88	\$1,972,479.10	\$1,273,813.78
Westmorland	\$285,903.42	\$287,435.95	\$312,555.82	\$339,173.06	\$328,432.76	\$198,709.61
County of Imperial	\$4,261,906.22	\$4,179,704.84	\$4,830,782.66	\$5,753,297.52	\$5,695,632.54	\$3,609,119.63
1% Administration	\$195,223.72	\$199,626.70	\$211,624.03	\$227,015.72	\$256,416.23	\$162,064.98
2% Transit	\$299,535.46	\$296,919.39	\$341,874.07	\$400,427.43	\$411,378.42	\$262,015.96
5% Regional Set-Aside	\$748,838.66	\$742,298.46	\$854,685.13	\$1,001,068.57	\$1,028,446.07	\$655,039.87
	\$14,976,773.14	\$14,845,969.25	\$17,093,702.96	\$20,021,371.44	\$20,568,921.15	\$13,100,797.48



Revenue distributions listed include bond payments for the participating agencies

*up to month of January 2024

VI. ACTION CALENDAR

- A. Imperial County Local Transportation Authority (LTA) Audit, Fiscal Year 2022/2023
 - 1. Receive, Approve and File the FY 2022-23 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland, the County of Imperial and the ICLTA.



Imperial County Local Transportation Authority

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February 22, 2024

Luis Plancarte, Chairman
Local Transportation Authority
1503 N Imperial Ave., Suite 104
El Centro, CA 92243

SUBJECT: Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2023

Dear Authority Members:

According to Section VIII of the ordinance dated July 1, 1989, the Local Transportation Authority (LTA) must conduct fiscal audits of its financial activities on an annual basis. The ordinance states: *“An annual independent audit shall be conducted to assure that the revenues expended by the Authority under this section are necessary and reasonable in carrying out its responsibility under the Ordinance.”*

The ordinance and the bylaws also state: *“the Local Taxpayer Supervising Committee (LTSC) shall supervise a post-audit of the financial transactions and records of the Authority at least annually by a certified public accountant as described in Section 12...”*

The LTSC met on February 6, 2024, to review the annual financial reports performed by the CPA firm, the Vasquez & Company LLC: *LTA Annual Financial Report, for fiscal year ended June 30, 2023*; and to provide feedback and recommendations.

Previous years and current recommendations are listed below with staff updates pertaining to accomplishments.

- Provide LTA audit requirements training to agency staff as required. *ICLTA Staff provided an LTA Audit staff training at a scheduled TAC meeting in this fiscal year to review eligible expenses. This will be a continued yearly effort to keep new finance staff informed of the documentation required.*
- Provide a template to all agencies for the 5-year expenditure plan to ensure uniformity in the annual audit. *ICLTA has prepared and forwarded a general template to all agencies for their use, for audit submittal. The auditor has utilized the information and placed it in standard format for the audit document.*
- Request that the 5-year expenditure plan be updated to reflect an accurate list of projects to be worked on and to ensure it is approved annually. *ICLTA staff will continue to remind agencies of the annual approval and will recommend that their list be updated to reflect only those projects to be worked on in the 5-year period.*

- Request that agency staff provide the LTA with a list of LTA funded completed projects for the fiscal year. *ICLTA staff has developed a template and the FY 2023 list of completed projects has been posted on the LTA website. It was also requested that a press release be made regarding the funds spent on street projects to date.*
- Create a more effective Maintenance of Effort for the agencies. Restructure the MOE to use as a trial period and bring back to the oversight for a final recommendation of approval. *ICLTA intends to recommend a formula based on revenues received prior year to serve as a basis for the MOE requirement for each of the agencies. This will be presented to the oversight for their approval and recommendation to forward for approval to the board.*
- Implement a cap on administrative use of LTA funds with up to 6 to 10% recommended. *ICLTA presented the 5% limit in the use of LTA funds towards administrative expenses and was approved by the board on February 22, 2023.*
- Submit documentation pertaining to use and projects utilizing LTA funds for the prior fiscal year to LTA staff no later than November 1st. *ICLTA staff will continue to work with the agencies to ensure that documentation is submitted by the date specified in the ordinance.*
- Allow LTA staff to implement withholding funds penalties to agencies for noncompliance with LTA regulations. *ICLTA staff will maintain ongoing discussions with agency staff to avoid withholding of funds scenarios. ICLTA staff will only utilize withholding of funds penalties in situations where the agency is nonresponsive to ICLTA compliance documentation requests.*
- Request that agencies with a large fund balance give an explanation as to why the funds have yet to be expended. *ICLTA staff will work with the auditor to include this information as a footnote in the audit report.*

The draft audits are posted on the LTA website at <https://www.ltaimperial.com/audits-and-financial-reports> for your review. It should be noted that the City of Calipatria audit was not ready for the Management Committee meeting, therefore was not presented at that time.

The ICTC Management Committee met on February 14, 2024, and forwards this item to the LTA Board for their review and approval after public comment, if any:

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Sincerely,



DAVID AGUIRRE
Executive Director

DA/mb/cl