



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, JUNE 26, 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/83721309267?pwd=FCDRXzmiz1oqgxMLSB6VNa68U23Yht.1>

To Join by phone dial (669) 444-9171

Meeting ID: 837 2130 9267

Passcode: 048984

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 February 28, 2024 Page 4

V. REPORTS

- A. LTA Executive Director Report Page 7

VI. ACTION CALENDAR

- A. LTA Administrative Services Budget FY 2024-25 Page 10

ICTC Staff forwards this item to the LTA Board for their review and approval after public comment, if any:

- 1. Approve the FY 2024-25 Administrative Services Budget for the Local Transportation Authority

VII. ADJOURNMENT

- A. Motion to Adjourn.

IV. CONSENT CALENDAR

- A. APPROVAL OF LTA BOARD DRAFT MINUTES FOR FEBRUARY 28, 2024



Imperial County Local Transportation Authority

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**MINUTES FOR
February 28, 2024**

VOTING MEMBERS PRESENT:

City of Brawley	Absent
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	Ana Beltran
County of Imperial	Luis Plancarte
County of Imperial	John Hawk

STAFF PRESENT: David Aguirre, Cristi Lerma, Michelle Bastidas, Angela Delgadillo, Eric Havens (Counsel)

OTHERS PRESENT: David Salgado: SCAG, Evertt Townsend: Caltrans, Roger Martinez, Francis Roque: Auditors

I. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Chair Plancarte at 6:05 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 November 08, 2023. A motion was made by [Amparano](#) and seconded by [Nava-Froelich](#) as presented, roll call:

Agency	Roll Call
City of Brawley	Absent
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	Yes
County of Imperial Hawk	Yes
City of Westmorland	Yes

Motion Carried.

V. REPORTS

- A. Mr. Aguirre reviewed the report on page 7 of the agenda.

VI. ACTION CALENDAR

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

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

1. Received, Approved, and Filed 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.
 - A brief presentation was given by the auditors explaining the findings of the Imperial County LTA Audit.

A motion was made by [Amparano](#) and seconded by [Cardenas-Singh](#) as presented. Roll call:

Agency	Roll Call
City of Brawley	Absent
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	Yes
County of Imperial Hawk	Yes
City of Westmorland	Yes

Motion Carried.

VII. ADJOURNMENT

- A. Meeting Adjourned at 6:43 p.m.

V. REPORTS

A. LTA EXECUTIVE DIRECTOR REPORT



Imperial County Local Transportation Authority

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Memorandum

Date: June 18, 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 June 26, 2024.

1. 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	\$2,859,279	77%
Calipatria	\$0	100%
Holtville	\$0	100%

*Remaining Project Bond funds as of Bank Statements dated 5-31-24

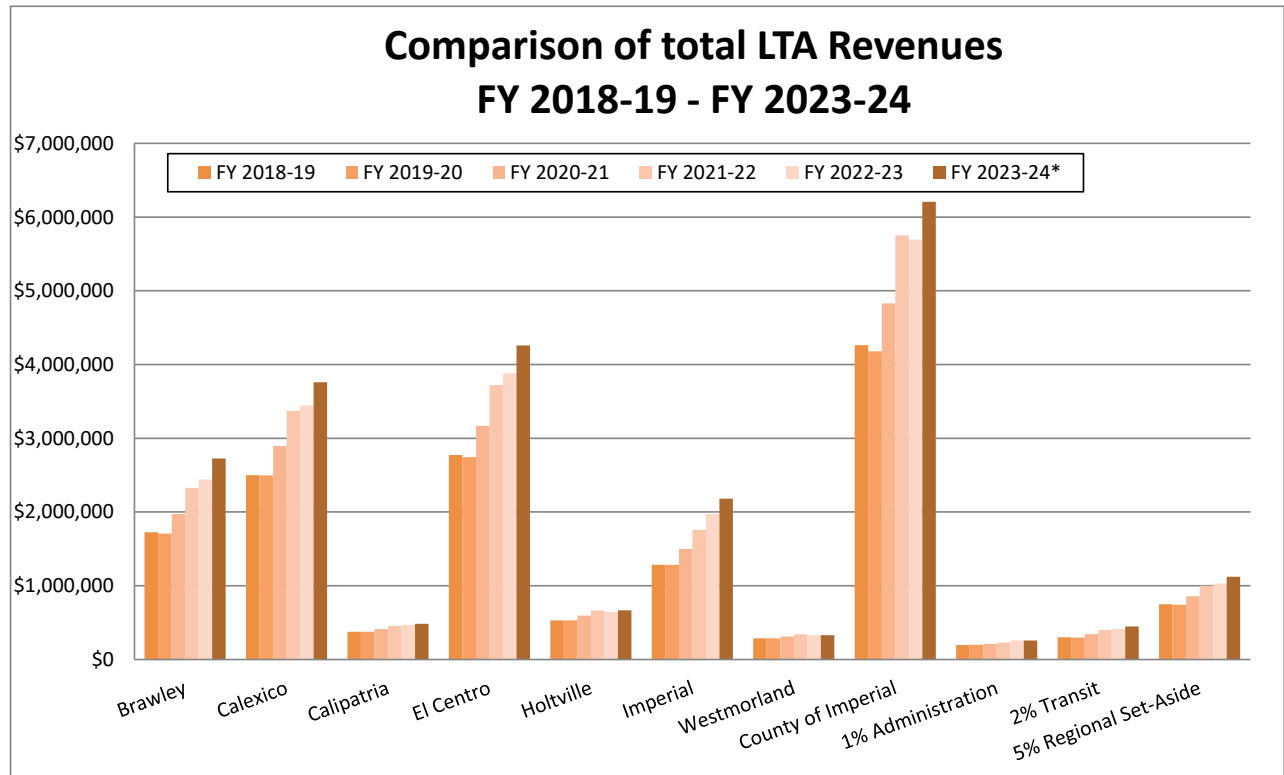
2. LTA 2% Transit Set-Aside
 - Total Allocations for FY 2023-24
 - a. IVT Ride \$250,000 (Brawley, Calexico, Imperial, El Centro, Heber & West Shores)
 - b. Available Balance 06/18/24 - \$984,293

3. LTA 5% Highway Set-Aside
 - a. Processed Disbursements - \$4,786,163
 - b. Pending projects - \$2,826,250
 1. Traffic Signal SR 86 & Dogwood Rd Imperial County - \$1,680,815
 2. Forrester Road PSR - \$108,879
 3. SR 86 Border Patrol Checkpoint - \$712,068
 4. Calexico East Port of Entry Bridge Expansion - \$324,488
 - c. LTA 5% Regional Hwy Available Balance as of 06/18/24: \$5,196,738

4. 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	\$2,725,165.98
Calexico	\$2,498,561.57	\$2,496,364.99	\$2,895,513.18	\$3,373,877.73	\$3,443,349.35	\$3,760,364.97
Calipatria	\$375,882.59	\$375,010.38	\$411,033.42	\$455,012.61	\$467,550.20	\$484,807.28
El Centro	\$2,772,865.22	\$2,745,303.02	\$3,169,283.41	\$3,721,630.08	\$3,882,895.46	\$4,260,280.22
Holtville	\$528,409.50	\$530,539.51	\$592,883.74	\$661,781.67	\$641,483.65	\$665,691.38
Imperial	\$1,283,934.58	\$1,284,456.38	\$1,500,288.41	\$1,758,809.88	\$1,972,479.10	\$2,182,414.10
Westmorland	\$285,903.42	\$287,435.95	\$312,555.82	\$339,173.06	\$328,432.76	\$329,197.93
County of Imperial	\$4,261,906.22	\$4,179,704.84	\$4,830,782.66	\$5,753,297.52	\$5,695,632.54	\$6,207,955.42
1% Administration	\$195,223.72	\$199,626.70	\$211,624.03	\$227,015.72	\$256,416.23	\$255,480.21
2% Transit	\$299,535.46	\$296,919.39	\$341,874.07	\$400,427.43	\$411,378.42	\$448,846.40
5% Regional Set-Aside	\$748,838.66	\$742,298.46	\$854,685.13	\$1,001,068.57	\$1,028,446.07	\$1,122,115.99
	\$14,976,773.14	\$14,845,969.25	\$17,093,702.96	\$20,021,371.44	\$20,568,921.15	\$22,442,319.88



Revenue distributions listed include bond payments for the participating agencies
*up to month of May 2024

VI. ACTION CALENDAR

- A. LTA Administrative Services Budget FY 2024-25
ICTC Staff forwards this item to the LTA Board for their review and approval after public comment, if any:
 - 1. Approve the FY 2024-25 Administrative Services Budget for the Local Transportation Authority



Imperial County Local Transportation Authority

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June 16, 2023

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

SUBJECT: LTA Administrative Services Budget FY 2024-25

Dear Board Members:

Attached, please find the Administrative Services Budget for the Local Transportation Authority (LTA). The Administrative Budget is funded by 1% of the revenues received annually for the LTA program. Staff has estimated costs for the auditing, legal, office expenses and staff salaries associated for the proper oversight functions.

ICTC Staff forwards this item to the LTA Board for their review and approval after public comment, if any:

1. Approve the FY 2024-25 Administrative Services Budget for the Local Transportation Authority

Sincerely,

DAVID AGUIRRE
Executive Director

Attachment

Da/cl



Imperial County Local Transportation Authority

	Requested FY 2023-24	Estimated Actual FY 2023-24	Requested FY 2024-25
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REVENUES

LOCAL TRANSPORTATION AUTHORITY 1% Administrator (7418001)	\$224,557	\$244,825	\$241,821
TOTAL	\$224,557	\$244,825	\$241,821

EXPENSES

Communications - Phone charges	\$ 600	\$ 609	\$ 624
Communications - Cell Phone	\$ 450	\$ 347	\$ 396
Memberships	\$ 6,800	\$ 6,800	\$ 7,000
Office Expense	\$ 1,800	\$ 500	\$ 1,800
LTA Staffing & Support (ICTC)	\$ 89,325	\$ 87,249	\$ 88,951
Professional & Special Services	\$ 12,898	\$ 21,065	\$ 20,630
Legal Support COI	\$ 10,000	\$ 10,000	\$ 10,000
Overhead reimbursement	\$ 3,510	\$ 3,510	\$ 5,472
Prof & Spec Svs Audits	\$ 77,446	\$ 77,446	\$ 85,000
Rents & Leases Equipment	\$ 1,475	\$ 1,361	\$ 1,488
Rents and Leases	\$ 13,615	\$ 12,223	\$ 14,630
Utilities	\$ 3,638	\$ 2,554	\$ 2,830
Equipment	\$ 3,000	\$ 935	\$ 3,000
Totals	\$224,557	\$224,599	\$241,821
Revenues	\$ 224,557	\$ 244,825	\$ 241,821
Expenditures	\$ 224,557	\$ 224,599	\$ 241,821
Net	\$ (0)	\$ 20,226	\$ (0)