

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, January 18, 2018
3:00 P.M.

LOCATION: **Board of Supervisors Chambers**
481 Fourth Street, Hollister, CA 95023

DIRECTORS: Chair Ignacio Velazquez, Vice Chair Jaime De La Cruz
Directors Tony Boch, Anthony Botelho, and Jim Gillio
Alternates: San Benito County: Mark Medina;
City of Hollister: Mickie Solorio Luna; San Juan Bautista: Jim West

*Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section D. Public Comment.***

3:00 P.M. CALL TO ORDER:

- A. **ACKNOWLEDGE** Certificate of Posting
- B. **ELECT** LTA Chairperson for 2018
- C. **ELECT** LTA Vice Chairperson for 2018
- D. **PUBLIC COMMENT:** (Opportunity to address the Board on items of interest not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2. **Speakers are limited to 3 minutes.**)

CONSENT AGENDA:

(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)

- 1. **APPROVE** Local Transportation Authority Draft Meeting Minutes Dated December 21, 2017 – Gomez
- 2. **RECEIVE** Specialized Transportation/Jovenes de Antaño November 2017 Monthly Service Reports – Valentine
- 3. **RECEIVE** County Express/MV Transportation November 2017 Monthly Operations Reports – Valentine

- 4. Senate Bill 1 State of Good Repair Program Funds for Transit – Valentine**
- a. ADOPT** Resolution 18-01 Authorizing the Execution of the Certifications and Assurances for the California State of Good Repair Program
 - b. ADOPT** Resolution 18-02 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2017-18 California State of Good Repair Program Funds Totaling \$77,185

Adjourn to LTA Meeting on Thursday, February 15, 2018. Agenda deadline is January 30, 2018 at 12:00 p.m.

In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Local Transportation Authority Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Board's office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.

**San Benito County
LOCAL TRANSPORTATION AUTHORITY
REGULAR MEETING**

December 21, 2017 3:00 P.M.

DRAFT MINUTES

MEMBERS PRESENT:

Chair Velazquez, Director De La Cruz, Director Boch, and Director Botelho

MEMBERS ABSENT:

Director Gillio

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Administrative Services Specialist Kathy Postigo; Transportation Planner, Veronica Lezama; Transportation Planner, Regina Valentine; Secretary, Monica Gomez

CALL TO ORDER:

Chair Velazquez called the meeting to order at 4:02 p.m.

A. CERTIFICATE OF POSTING

Upon a motion duly made by Director Botelho, and seconded by Director De La Cruz, the Directors unanimously acknowledged the Certificate of Posting. Vote: 4/0 motion passes.

B. PUBLIC COMMENT: None

CONSENT AGENDA:

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated October 19, 2017 – Gomez
- 2. Receive** Specialized Transportation/Jovenes de Antaño September and October 2017 Monthly Service Report – Valentine
- 3. Receive** County Express/MV Transportation September and October 2017 Monthly Operations Report – Valentine
- 4. Adopt** Resolution 17-08 Authorizing the Execution of a Master Agreement and Program Supplements for State-Funded Transit Projects – Valentine
- 5. Authorize** Executive Director to Execute the RouteMatch Dispatch Software Mobile Data Tablets and Professional Services Order Form in the Amount of \$55,767, and Ongoing Annual Fees in the Amount of \$5,952 – Valentine
- 6. Surplus Vehicles** – Valentine
 - a. **Declare** Two Vehicles Surplus Property to be Auctioned or Salvaged, and;
 - b. **Authorize** Executive Director to Execute all Necessary Documents to Auction or Salvage Surplus Vehicles

There was no public comment on the consent agenda.

Upon a motion duly made by Director De La Cruz, and seconded by Director Boch, the Directors unanimously approved Items 1-6 from the Consent Agenda. Vote: 4/0 motion passes.

7. Receive Presentation on the Public Transit Partnerships with Transportation Network Companies – Valentine

Regina Valentine opened up the item and introduced Amy Barry with MV Transportation. Ms. Barry provided a presentation to the LTA Board, which included a general overview of ways that public transit agencies are beginning pilot partnerships with Transportation Network Companies (TNCs), such as Uber and Lyft.

The LTA Board stated that they were intrigued with the information that was provided in the presentation. They stated that there is definitely a need for these types of services in the community. They expressed interest in learning more about what options are available, and/or capable of accommodating a smaller community like San Benito County.

PUBLIC COMMENT:

Keith Snow

Mr. Snow stated that the Transportation Network Companies should be regulated and required to undergo drug testing. He also recommended doing some outreach for transportation to San Juan Bautista.

Ms. Valentine stated that following approval and implementation of the new contracts and service parameters, staff will be able to begin the local research needed to consider pursuing partnerships with TNCs, possibly funded through the submission of a Caltrans Transportation Planning Grant.

There was consensus from the LTA Board to have staff bring back more information on this item.

LTA staff will work with Ms. Barry on providing additional information to the LTA Board at a future meeting.

8. Approve Contract between San Benito County Local Transportation Authority and Token Transit, Inc. for Pilot Software and Subscription Services – Valentine

Regina Valentine reported that staff was requesting authorization from the Local Transportation Authority Board to enter into contract with Token Transit for a one-year pilot program to offer a mobile ticketing fare option for county Express riders. She mentioned that the pilot program allows the agency to try mobile ticketing for a limited time and to test it locally without large overhead.

There was brief discussion from the Board. Director De La Cruz was pleased to hear that the rider would not be charged a transaction fee, specifically noting that it could become burdensome for seniors and low income riders. Director Botelho, however, stated that that transaction fee should be charged to the rider and asked staff to look into it when they report back to the Board.

PUBLIC COMMENT:

Keith Snow

Mr. Snow stated that this was something good for the community.

There was consensus from the LTA Board to approve the contract with Token Transit, Inc.

Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors unanimously approved Item 8. Vote: 4/0 motion passes

Upon a motion duly made by Director De La Cruz, and seconded by Director Boch, the Directors unanimously adjourned the LTA meeting at 4:41 p.m. Vote: 4/0 motion passes.

ADJOURN TO LTA MEETING JANUARY 18, 2018.



Jovenes de Antaño

Specialized Transportation Services

Monthly Service Report - November 2017

WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	357	254.50	3,652	\$ 242.50	19
Senior Lunch	640	119.50	771	\$ -	19
Medical/Shopping Assistance	130	117.00	1,102	\$ 140.50	19
Total	1,127	491.00	5,525	\$ 383.00	

WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	30	16.00	121	\$ -	2
Total	30	16.00	121	\$ -	

MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	387	270.50	3,773	\$ 242.50	21
Senior Lunch	640	119.50	771	\$ -	19
Medical/Shopping Assistance	130	117.00	1,102	\$ 140.50	19
Total	1,157	507.00	5,646	\$ 383.00	

FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	2,207	1,531.00	21,659	\$ 1,756.25	124
Senior Lunch	3,601	603.25	5,048	\$ -	104
Medical/Shopping Assistance	485	529.50	4,942	\$ 588.00	80
Total	6,293	2,663.75	31,649	\$ 2,344.25	

VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
733	
734	
735	110890
736	97340
737	118987
738	83196
63	14879

ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	75	434
Unduplicated Passengers	97	488
Turn Downs		0
No Shows		3
Cancellations		0
Employee Hours		0.00
Vehicles - Midday		
Vehicles - Peak		

NOTES



Jovenes de Antaño Specialized Transportation Services Monthly Service Report - November 2017

OUT OF COUNTY

ONE WAY PASSENGERS

Week of	M	T	W	TH	F	S	Total
11/1-4/2017			16	15	23	14	68
11/6-11/2017	16	17	18	19			70
11/13-18/2017	18	17	16	21	17	16	105
11/20-25/2017	19	19	23				61
11/27-30/2017	24	23	17	19			83
Total	77	76	90	74	40	30	387

DONATIONS

M	T	W	TH	F	S	Total
						0
			22			22
			167			166.5
			23.5			23.5
			30.5			30.5
0	0	0	243	0	0	242.5

REVENUE HOURS

M	T	W	TH	F	S	Total
		11.5	13	12.5	8	45
10.5	14	14.5	14.5			53.5
11	14	13	12.5	8		71
14	14	15.5				43.5
13	16.5	14	14			57.5
48.5	58.5	68.5	54	25	16	270.5

REVENUE MILES

M	T	W	TH	F	S	Total
		172	181	152	62	567
123	203	227	221			774
127	202	191	199	211	59	989
139	210	276				625
165	308	200	145			818
554	923	1066	746	363	121	3773

SENIOR LUNCH

ONE WAY PASSENGERS

Week of	M	T	W	TH	F	Total
11/1-4/2017			33	28	33	94
11/6-11/2017	33	35	30	37		135
11/13-18/2017	36	42	31	38	32	179
11/20-25/2017	38	38	32			108
11/27-30/2017	37	16	39	32		124
Total	144	131	165	135	65	640

DONATIONS

M	T	W	TH	F	Total
					0
					0
					0
					0
					0
0	0	0	0	0	0

REVENUE HOURS

M	T	W	TH	F	Total
		6	6	6	18
6	6	5.5	6		23.5
6	6.5	7	6	6.5	32
6	6	7			19
6	8	6.5	6.5		27
24	26.5	32	24.5	12.5	119.5

REVENUE MILES

M	T	W	TH	F	Total
		46	43	44	133
41	43	43	42		169
38	45	27	44	45	199
45	42	16			103
42	35	42	48		167
166	165	174	177	89	771

MEDICAL/SHOPPING ASSISTANCE

ONE WAY PASSENGERS

Week of	M	T	W	TH	F	Total
11/1-4/2017			6	10	8	24
11/6-11/2017	4	10	8	10		32
11/13-18/2017	2	8	4	10	6	30
11/20-25/2017	6	4	6			16
11/27-30/2017	4	6	8	10		28
Total	16	28	32	40	14	130

FARES

M	T	W	TH	F	Total
		7.5	12.5	10	30.0
5	12.5	7.5	5		30
2.5	7.5	0	12.5	8	30.5
7.5	2.5	7.5			17.5
5	7.5	10	10		32.5
20	30	32.5	40	18	140.5

REVENUE HOURS

M	T	W	TH	F	Total
		5.5	8.5	6.5	20.5
7	7	6	7		27
3.5	5	5.5	8	5.5	27.5
5.5	6	5			16.5
5	6	8	6.5		25.5
21	24	30	30	12	117

REVENUE MILES

M	T	W	TH	F	Total
		40	70	40	150
133	70	43	95		341
10	28	22	79	95	234
47	78	27			152
29	93	54	49		225
219	269	186	293	135	1102

November 2017
San Benito County Express Monthly Operations Report
 Operated by MV transportation

Year to Year comparison

	2017	2016
Passengers Per Hour		
Dial a Ride/Paratransit	3.82	4.33
Fixed Route Service	5.49	5.35
Gavilan Service	10.05	9.98
Caltrain Service	4.45	4.93
Greyhound Service	3.55	2.98
Total Passengers	9,846	10,627
Total Revenue Hours	1888.89	1,942.46
Passengers per Hour	5.21	5.47
Lift Trips	126	174
No Shows	62	69
Cancellations	207	174

WEEKDAYS November 2017

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,789	5	290.35	2,916	\$ 730.51	\$ 452.72	\$ 55.00	21	\$ 13,293.38
Paratransit	1,377	77	568.85	9,181	\$ 2,191.54	\$ 1,358.28	\$ 165.00	21	\$ 26,044.23
Fixed Route	2,483	17	455.45	5,065	\$ 1,347.91	\$ 295.70	\$ -	20	\$ 20,852.32
Gavilan	3,020	0	300.55	6,868	\$ 3,138.66	\$ 972.10	\$ -	21	\$ 13,760.38
Caltrain	855	0	191.96	4,690	\$ 1,179.88	\$ 72.10	\$ -	21	\$ 8,788.70
Total	9,524	99	1,807.16	28,720	\$ 8,588.50	\$ 3,150.90	\$ 220.00		\$ 82,739.01

SATURDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	55	1	11.81	208	\$ 72.80	\$ 6.60	\$ -	4	\$ 540.71
Greyhound	104	0	27.25	768	\$ 166.17	\$ 15.60	\$ -	4	\$ 1,247.61
Total	159	1	39.06	976	\$ 238.97	\$ 22.20	\$ -		\$ 1,788.32

SUNDAY

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	67	6	13.66	191	\$ 63.95	\$ 9.90		4	\$ 625.41
Greyhound	96	0	29.01	772	\$ 152.58	\$ 10.10		4	\$ 1,328.19
Total	163	6	42.67	963	\$ 216.53	\$ 20.00	\$ -		\$ 1,953.60

MONTH

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,911	12	315.82	3,315	\$ 867.26	\$ 469.22	\$ 55.00	29	\$ 14,459.50
Paratransit	1,377	77	568.85	9,181	\$ 2,191.54	\$ 1,358.28	\$ 165.00	21	\$ 26,044.23
Fixed Route	2,483	17	455.45	5,065	\$ 1,347.91	\$ 295.70	\$ -	20	\$ 20,852.32
Gavilan	3,020	0	300.55	6,868	\$ 3,138.66	\$ 972.10	\$ -	21	\$ 13,760.38
Caltrain	855	0	191.96	4,690	\$ 1,179.88	\$ 72.10	\$ -	21	\$ 8,788.70
Greyhound	200	0	56.26	1,540	\$ 318.75	\$ 25.70	\$ -	8	\$ 2,575.81
Total	9,846	106	1,888.89	30,659	\$ 9,044.00	\$ 3,193.10	\$ 220.00		\$ 86,480.94

FISCAL YEAR TO DATE

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	10,546	326	1,678.44	18,003	\$ 4,702.06	\$ 2,600.59	\$ 381.00	150	\$ 76,845.70
Paratransit	7,360	532	3,013.52	50,467	\$ 11,426.70	\$ 7,574.21	\$ 1,143.00	106	\$ 137,971.00
Fixed Route	12,067	115	2,271.25	25,673	\$ 6,886.40	\$ 1,330.90	\$ 115.00	105	\$ 103,986.91
Gavilan	12,655	0	1,337.84	30,199	\$ 14,478.23	\$ 4,320.60	\$ 220.00	106	\$ 61,251.67
Caltrain	4,582	3	973.68	23,768	\$ 6,837.89	\$ 465.10	\$ -	106	\$ 44,578.97
Greyhound	1,264	0	311.79	8,362	\$ 2,044.32	\$ 131.90	\$ -	44	\$ 14,274.99
Total	48,474	976	9,586.52	156,472	\$ 46,375.60	\$ 16,423.30	\$ 1,859.00		\$ 438,909.23

ADDITIONAL INFORMATION

	Current Month	Year To Date
Lift Assisted Trips	126	644
Turn Downs	0	0
No Shows	62	326
Cancellations	207	853
Employee Hours	2,322	12,696
Vehicles - Midday	7	
Vehicles - Peak	8	

NOTES

Greyhound Bikes = 0 Gavilan Bikes = 67 Caltrain Bikes = 2 Fixed Route = 0

FIXED ROUTE PASSENGER CT

	Business	Clockwise	Counter	Sunnyslope	Southside	Fixed Subtotal
1-Nov	22	31	23	0	0	76
2-Nov	30	48	60	1	13	152
3-Nov	28	44	56	3	17	148
4-Nov						
5-Nov						
6-Nov	35	68	57	3	12	175
7-Nov	40	50	73	3	11	177
8-Nov	22	66	55	2	9	154
9-Nov	20	50	56	1	4	131
10-Nov	11	23	5	0	0	39
11-Nov						
12-Nov						
13-Nov	23	63	45	5	13	149
14-Nov	28	50	71	2	8	159
15-Nov	28	79	51	2	10	170
16-Nov	8	43	53	1	7	112
17-Nov	25	53	57	2	15	152
18-Nov						
19-Nov						
20-Nov	27	28	0	0	0	55
21-Nov	19	18	0	0	0	37
22-Nov	17	26	0	0	0	43
23-Nov	0	0	0	0	0	
24-Nov	0	0	0	0	0	
25-Nov						
26-Nov						
27-Nov	22	60	54	1	11	148
28-Nov	18	52	56	1	10	137
29-Nov	19	81	59	0	3	162
30-Nov	25	40	52	3	4	124
1-Dec						
TOTALS	467	973	883	30	147	2500
DAILY AVERAG						
E	21	44	40	1	7	125

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: January 18, 2018
Subject: Senate Bill 1 State of Good Repair Program Funds for Transit

Recommendations:

1. **ADOPT** Resolution 18-01 Authorizing the Execution of the Certifications and Assurances for the California State of Good Repair Program.
2. **ADOPT** Resolution 18-02 Approving Projects for Funding and Authorizing the Executive Director to Apply for and Accept FY 2017-18 California State of Good Repair Program Funds Totaling \$77,185.

Summary:

With the signing of Senate Bill 1, many new funding sources were established including the State of Good Repair (SGR) Program for transit operators to fund eligible transit maintenance, rehabilitation and capital projects. Distributed through the use of the State Transit Assistance formulas, the Council of San Benito County Governments (COG), as the Regional Transportation Planning Agency (RTPA), and the Local Transportation Authority (LTA), as the transit operator, are eligible to receive a total of \$77,185 for FY 2017-18, with allocation requests due to Caltrans January 31, 2018.

Financial Considerations:

COG and LTA are eligible to receive a total of \$77,185 of FY 2017-18 SGR Program funds for eligible transit projects. There is no local match required.

Background:

With the signing of Senate Bill 1, many new funding sources were established including the SGR Program for transit operators to fund eligible transit maintenance, rehabilitation and capital projects. Funds are distributed using the State Transit Assistance formulas, so both COG, as the RTPA, and LTA, as the transit operator, receive allocations in this program. For this reason, Caltrans is requiring both COG and LTA to submit Board resolutions authorizing the execution of program Certifications and Assurances, as well as, approving the project list.

Staff Analysis:

After reviewing LTA's recently adopted Short Range/Long Range Transit Plan, Bus Stop Improvement Plan, and Transit ITS Plan, staff has prepared a list of eligible SGR Program projects detailed in Exhibit A of Resolution 18-02. At this time, staff is requesting the LTA Board authorize the execution of program Certifications and Assurances and approve the list of eligible projects for allocation request submittal due January 31, 2018. Additionally, the Board is being asked to authorize the Executive Director to apply for and accept the SGR Program funds for the list of projects when distributed by Caltrans.

Staff recommends that the Board of Directors adopt Resolutions 18-01 and 18-02 to be eligible to receive a total of \$77,185 for FY 2017-18 SGR Program funds.

Executive Director Review:_____

Counsel Review: Yes

Attachments: Resolution 18-01: Certifications and Assurances
SGR Program Certifications and Assurances Form
SGR Program Authorized Agent Form
Resolution 18-02: Project List

RESOLUTION OF THE SAN BENITO COUNTY LOCAL
TRANSPORTATION AUTHORITY AUTHORIZING THE
EXECUTION OF THE CERTIFICATIONS AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM)

RESOLUTION NO: 18-01

WHEREAS, the San Benito County Local Transportation Authority is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (2017) named the Department of Transportation (Department) as the administrative agency for the SGR Program; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, Department guidelines require SGR fund recipients to execute "State Transit Assistance State of Good Repair Program Recipient Certifications and Assurances," which are attached hereto and incorporated herein by reference as Exhibit A; and

WHEREAS, the San Benito County Local Transportation Authority wishes to delegate authority to the Local Transportation Authority's Executive Director to execute the Certifications and Assurances, and any amendments thereto, for and on behalf of the Local Transportation Authority.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Benito County Local Transportation Authority that as a State of Good Repair fund recipient, the Local Transportation Authority agrees to comply with all conditions and requirements set forth in the Recipient Certification and Assurances (Exhibit A) and applicable statutes, regulations and guidelines for all SGR funded transit projects.

BE IT FURTHER RESOLVED that the Board of Directors of the San Benito County Local Transportation Authority hereby authorizes the Local Transportation Authority's Executive Director to execute the Recipient Certifications and Assurances (Exhibit A), all required documents of the SGR program, and any Amendments thereto, with the California Department of Transportation, for and on behalf of the Local Transportation Authority.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY
on this 18th day of January 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:
Mary Gilbert, Executive Director

By: _____

Dated: _____

_____, Chair

APPROVED AS TO LEGAL FORM:
San Benito County Counsel's Office

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel

Dated: Jan. 11, 2018

State Transit Assistance State of Good Repair Program

Recipient Certifications and Assurances

Recipient: *San Benito County Local Transportation Authority*

Effective Date: *January 18, 2018*

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project..
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.

- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall

comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a

project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project.. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

San Benito County Local Transportation Authority

BY: _____
Mary Gilbert, Executive Director

RESOLUTION OF THE SAN BENITO COUNTY LOCAL
TRANSPORTATION AUTHORITY APPROVING PROJECTS
FOR FUNDING AND AUTHORIZING THE EXECUTIVE
DIRECTOR TO APPLY FOR AND ACCEPT FY 2017-18
CALIFORNIA STATE OF GOOD REPAIR (SGR) PROGRAM
FUNDS TOTALING \$77,185

) RESOLUTION NO: 18-02
)
)
)
)
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)

WHEREAS, the Council of San Benito County Governments (COG) is the designated Regional Transportation Planning Agency (RTPA) for San Benito County, pursuant to Government Code section 29532(b); and

WHEREAS, the San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County, pursuant to Government Code section 15975; and

WHEREAS, as the designated RTPA for San Benito County, COG is an eligible project sponsor and may receive State Transit Assistance funding from the State of Good Repair Account (SGR) for transit projects calculated pursuant to the distribution formulas in Public Utilities Commission (PUC) section 99313 based on the certification of population from the California Department of Transportation; and

WHEREAS, as the designated CTSA for San Benito County, LTA is an eligible project sponsor and may receive State Transit Assistance funding from the SGR Account for transit projects calculated pursuant to the distribution formulas in PUC section 99314 based on the qualifying revenue amounts for each STA-eligible operator determined from annual reports submitted to the State Controller pursuant to PUC section 99243; and

WHEREAS, COG and LTA have identified a list of transit projects in San Benito County, attached hereto and incorporated herein by reference as Exhibit A, to be funded through the FY 2017-18 SGR Account; and

WHEREAS, the transit projects to be submitted for FY 2017-18 SGR funding total \$77,185, to be allocated to COG and LTA pursuant to the distribution formulas in PUC sections 99313 and 99314; and

WHEREAS, COG's portion of the FY 2017-18 SGR allocation is \$75,520, as determined pursuant to the distribution formula in PUC section 99313; and

WHEREAS, LTA's portion of the FY 2017-18 SGR allocation is \$1,665, as determined pursuant to the distribution formula in PUC section 99314; and

WHEREAS, COG has designated LTA as the lead agency for the SGR funded transit projects identified in Exhibit A, to be funded in part through COG's SGR allocations, and has indicated its desire, upon receipt of SGR funds for those projects, to allocate COG's share of SGR funds to LTA, to administer the projects as the CTSA for San Benito County.

NOW, THEREFORE, BE IT RESOLVED that the San Benito County Local Transportation Authority shall be the lead agency for the SGR funded transit projects identified in Exhibit A, to be funded in part through COG's SGR allocations and in part through LTA's SGR allocations; and

BE IT FURTHER RESOLVED THAT the San Benito County Local Transportation Authority hereby authorizes the Executive Director of the San Benito County Local Transportation Authority to execute all documents necessary for the application submittal and acceptance of SGR funds awarded by Caltrans for transit projects in San Benito County, for and on behalf of the Council of Governments and Local Transportation Authority.

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY on this 18th day of January 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mary Gilbert, Executive Director

By: _____

Dated: _____

APPROVED AS TO LEGAL FORM:

San Benito County Counsel's Office

By: Shirley L. Murphy

Shirley L. Murphy, Deputy County Counsel

Dated: Jan. 11, 2018

_____, Chair

Exhibit A

Projects	FY 2017-18 SGR Estimated Funding
Rolling Stock, Replacement, Two Vehicles	\$77,185
<i>Total</i>	<i>\$77,185</i>