

**AGENDA
REGULAR MEETING
LOCAL TRANSPORTATION AUTHORITY**

DATE: Thursday, April 19, 2018
3:00 P.M.

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

DIRECTORS: Chair Jaime De La Cruz, Vice Chair Tony Boch
Directors Anthony Botelho, Jim Gillio, and Ignacio Velazquez
Alternates: San Benito County: Jerry Muenzer;
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 B. Public Comment.***

3:00 P.M. CALL TO ORDER:

- A. **ACKNOWLEDGE** Certificate of Posting
- B. **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 March 15, 2018 – Gomez
2. **RECEIVE** Specialized Transportation/Jovenes de Antaño February 2018 Monthly Service Reports – Valentine
3. **RECEIVE** County Express/MV Transportation February 2018 Monthly Operations Reports – Valentine
4. **ADOPT** Resolution 2018-03 Authorizing the Execution of the Low Carbon Transit Operations Program (LCTOP) Project “Expansion of Intercounty Services” – Valentine

Adjourn to LTA Meeting on Thursday, May 17, 2018. Agenda deadline is May 1, 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
March 15, 2018 3:00 P.M.**

DRAFT MINUTES

MEMBERS PRESENT:

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

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Mary Gilbert; Transportation Planner, Veronica Lezama; Secretary, Monica Gomez

CALL TO ORDER:

Chair De La Cruz called the meeting to order at 3:43 p.m.

A. CERTIFICATE OF POSTING

Upon a motion duly made by Director Velazquez, and seconded by Director Botelho, the Directors unanimously acknowledged the Certificate of Posting. Vote: 5/0 motion passes.

B. PUBLIC COMMENT: None

CONSENT AGENDA:

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated February 15, 2018 – Gomez
- 2. Receive** Specialized Transportation/Jovenes de Antaño January 2018 Monthly Service Report – Valentine
- 3. Receive** County Express/MV Transportation January 2018 Monthly Operations Report – Valentine
- 4. Surplus Vehicles** – Valentine
 - a. **DECLARE** Two Vehicles Surplus Property to be Auctioned or Salvaged.
 - 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 Boch, and seconded by Director Botelho, the Directors unanimously approved Items 1-4 from the Consent Agenda. Vote: 5/0 motion passes.

Upon a motion duly made by Director Botelho, and seconded by Director Boch, the Directors unanimously adjourned the LTA meeting at 3:44 p.m. Vote: 5/0 motion passes.

ADJOURN TO LTA MEETING APRIL 19, 2018.



Jovenes de Antaño
 Specialized Transportation Services
 Monthly Service Report - February 2018

WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	381	244.50	3,340	\$ 312.75	19
Senior Lunch	551	114.00	811	\$ -	19
Medical/Shopping Assistance	89	89.00	752	\$ 110.75	15
Total	1,021	447.50	4,903	\$ 423.50	

WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	71	34.25	351	\$ -	4
Total	71	34.25	351	\$ -	

MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	452	278.75	3,691	\$ 312.75	23
Senior Lunch	551	114.00	811	\$ -	19
Medical/Shopping Assistance	89	89.00	752	\$ 110.75	15
Total	1,092	481.75	5,254	\$ 423.50	

FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	3,662	2,447	33,232	\$ 3,120.50	198
Senior Lunch	5,354	959.25	7,763	\$ -	165
Medical/Shopping Assistance	775	858.50	7,799	\$ 948.75	133
Total	9,791	4,264.50	48,794	\$ 4,069.25	

VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
62	9417
734	0
735	0
736	99505
737	0
738	89072
63	17682

ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips	124	742
Unduplicated Passengers	96	753
Turn Downs	0	0
No Shows	3	8
Cancellations	0	0
Employee Hours	0	0
Vehicles - Midday	0	
Vehicles - Peak	0	

NOTES



Jovenes de Antaño
Specialized Transportation Services
Monthly Service Report - February 2018

OUT OF COUNTY

Week of	ONE WAY PASSENGERS					Total
	M	T	W	TH	F	
2/1-2/2018			24	23	19	66
2/5-10/2018	19	23	23	20	21	122
2/12-17/2018	18	21	18	21	14	110
2/19-24/2018	20	20	20	17	19	94
2/26-28/2018	20	22	18			60
Total	57	86	79	82	77	452

Week of	DONATIONS					Total
	M	T	W	TH	F	
2/1-2/2018						0
2/5-10/2018				147.75		147.75
2/12-17/2018				165		165.0
2/19-24/2018						0
2/26-28/2018						0
Total	0	0	0	312.75	0	312.75

Week of	REVENUE HOURS					Total
	M	T	W	TH	F	
2/1-2/2018						41
2/5-10/2018	6.5	15.25	12	14	9.5	8.25
2/12-17/2018	12	20.25	7.5	16	7.5	8.5
2/19-24/2018		11.75	12	12.5	13	9.25
2/26-28/2018	17	14	11			
Total	35.5	61.25	42.5	60.75	44.5	34.25

Week of	REVENUE MILES					Total
	M	T	W	TH	F	
2/1-2/2018						0
2/5-10/2018	63	277	205	207	147	89
2/12-17/2018	158	341	66	266	62	63
2/19-24/2018		145	194	121	216	96
2/26-28/2018	192	216				
Total	413	979	467	864	617	351

SENIOR LUNCH

Week of	ONE WAY PASSENGERS					TOTAL
	M	T	W	TH	F	
2/1-2/2018			29	27		56
2/5-10/2018	32	34	31	29	35	161
2/12-17/2018	37	33	34	25	25	154
2/19-24/2018	27	29	29	25	27	108
2/26-28/2018	30	17	25			72
Total	99	111	119	108	114	551

Week of	DONATIONS					TOTAL
	M	T	W	TH	F	
2/1-2/2018						0
2/5-10/2018						0
2/12-17/2018						0
2/19-24/2018						0
2/26-28/2018						0
Total	0	0	0	0	0	0

Week of	REVENUE HOURS					TOTAL
	M	T	W	TH	F	
2/1-2/2018						12
2/5-10/2018	6	6	6	6	6	30
2/12-17/2018	6	6	6	6	6	30
2/19-24/2018	6	6	6	6	6	24
2/26-28/2018	6	6	6			18
Total	18	24	24	24	24	114

Week of	REVENUE MILES					TOTAL
	M	T	W	TH	F	
2/1-2/2018						84
2/5-10/2018	46	46	47	42	39	220
2/12-17/2018	41	43	41	42	52	219
2/19-24/2018		40	40	42	41	163
2/26-28/2018	42	43	40			125
Total	129	172	168	168	174	811

MEDICAL/SHOPPING ASSISTANCE

Week of	ONE WAY PASSENGERS					TOTAL
	M	T	W	TH	F	
2/1-2/2018			6	2		8
2/5-10/2018	6	4	6	4	3	23
2/12-17/2018	4	8	9	8		29
2/19-24/2018		8	8	8		16
2/26-28/2018		6	7			13
Total	10	18	30	26	5	89

Week of	FARES					TOTAL
	M	T	W	TH	F	
2/1-2/2018						10
2/5-10/2018	7.5	5	7.5	5	3.75	28.75
2/12-17/2018	5	10	11.25	10		36.25
2/19-24/2018			10	10		20
2/26-28/2018		7.5	8.25			15.75
Total	12.5	22.5	37	32.5	6.25	110.75

Week of	REVENUE HOURS					TOTAL
	M	T	W	TH	F	
2/1-2/2018						9.5
2/5-10/2018	5	6	7.5	6	3.5	27.5
2/12-17/2018	5.5	7	7	7		26.5
2/19-24/2018		5.5	8	6		14
2/26-28/2018		10.5	18.5	28.5	25	6.5
Total	10.5	18.5	28.5	25	6.5	89

Week of	REVENUE MILES					TOTAL
	M	T	W	TH	F	
2/1-2/2018						57
2/5-10/2018	29	26	55	37	20	167
2/12-17/2018	37	102	66	71		276
2/19-24/2018		57	54			111
2/26-28/2018	66	185	260	201	40	752
Total	66	185	260	201	40	752

February 2018
San Benito County Express Monthly Operations Report
 Operated by MV transportation

Year to Year comparison

	2018	2017
Passengers Per Hour		
Dial a Ride/Paratransit	3.77	3.86
Fixed Route Service	5.25	4.21
Gavilan Service	8.71	9.19
Caltrain Service	4.12	4.39
Greyhound Service	3.57	3.25
Total Passengers	9,007	8,767
Total Revenue Hours	1,829.31	1,821.87
Passengers per Hour	4.92	4.81
Lift Trips	132	159
No Shows	63	54
Cancellations	151	201

WEEKDAYS February 2018

Service	Passengers	Incidental Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Cash Fares Collected	Token Fares Collected	Token Sales	Service Days	Invoiced
Dial-A-Ride	1,629	6	279.00	3,449	\$ 690.99	\$ 357.35	\$ 71.50	20	\$ 13,138.95
Paratransit	1,428	56	558.24	8,342	\$ 2,072.97	\$ 1,072.05	\$ 214.50	20	\$ 26,289.20
Fixed Route	2,255	55	439.30	4,959	\$ 1,238.94	\$ 265.60	\$ -	20	\$ 20,687.95
Gavilan	2,464	0	282.85	6,477	\$ 2,499.02	\$ 1,029.80	\$ -	20	\$ 13,320.26
Caltrain	782	0	189.57	4,593	\$ 1,278.58	\$ 67.00	\$ -	20	\$ 8,927.42
Total	8,558	117	1,748.96	27,820	\$ 7,780.50	\$ 2,791.80	\$ 286.00		\$ 82,363.77

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	0	11.51	219	\$ 82.40	\$ 6.90	\$ -	4	\$ 542.04
Greyhound	119	0	27.49	762	\$ 236.64	\$ 14.10	\$ -	4	\$ 1,294.59
Total	174	0	39.00	981	\$ 319.04	\$ 21.00	\$ -		\$ 1,836.63

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	77	0	12.96	138	\$ 65.05	\$ 6.60	\$ -	4	\$ 610.33
Greyhound	81	0	28.39	786	\$ 177.91	\$ 8.40	\$ -	4	\$ 1,336.97
Total	158	0	41.35	924	\$ 242.96	\$ 15.00	\$ -		\$ 1,947.30

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	1,761	6	303.47	3,806	\$ 838.44	\$ 370.85	\$ 71.50	28	\$ 14,291.31
Paratransit	1,428	56	558.24	8,342	\$ 2,072.97	\$ 1,072.05	\$ 214.50	20	\$ 26,289.20
Fixed Route	2,255	55	439.30	4,959	\$ 1,238.94	\$ 265.60	\$ -	20	\$ 20,687.95
Gavilan	2,464	0	282.85	6,477	\$ 2,499.02	\$ 1,029.80	\$ -	20	\$ 13,320.26
Caltrain	782	0	189.57	4,593	\$ 1,278.58	\$ 67.00	\$ -	20	\$ 8,927.42
Greyhound	200	0	55.88	1,548	\$ 414.55	\$ 22.50	\$ -	8	\$ 2,631.56
Total	8,890	117	1,829.31	29,725	\$ 8,342.50	\$ 2,827.80	\$ 286.00		\$ 86,147.70

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	15,778	379	2,617.32	29,133	\$ 7,169.92	\$ 3,719.03	\$ 614.75	238	\$ 120,677.53
Paratransit	11,545	663	4,674.18	75,559	\$ 17,547.49	\$ 10,780.17	\$ 1,844.25	168	\$ 215,507.61
Fixed Route	18,605	224	3,629.83	40,723	\$ 10,517.42	\$ 2,125.90	\$ 155.00	167	\$ 167,426.66
Gavilan	17,916	1	2,072.87	46,922	\$ 20,587.82	\$ 6,420.90	\$ 238.00	168	\$ 95,551.44
Caltrain	6,920	3	1,548.44	37,698	\$ 10,438.24	\$ 642.70	\$ -	168	\$ 71,405.70
Greyhound	1,912	0	492.75	13,380	\$ 3,179.34	\$ 187.30	\$ -	70	\$ 22,706.07
Total	72,676	1,270	15,035.39	243,415	\$ 69,440.23	\$ 23,876.00	\$ 2,852.00		\$ 693,275.01

ADDITIONAL INFORMATION

	Current Month	Year To Date
Lift Assisted Trips	132	1,018
Turn Downs	0	0
No Shows	63	507
Cancellations	151	1,332
Employee Hours	2,450	19,500
Vehicles - Midday	7	
Vehicles - Peak	8	

NOTES

Greyhound Bikes = 4 Gavilan Bikes= 35 Caltrain Bikes = 3 Fixed Route = 0

Staff Report

To: Local Transportation Authority
From: Regina Valentine, Transportation Planner Telephone: (831) 637-7665 x 205
Date: April 19, 2018
Subject: Low Carbon Transit Operations Program

Recommendation:

ADOPT Resolution 2018-03 authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) project "Expansion of Intercounty Services"

Summary:

The Low Carbon Transit Operations Program (LCTOP) provides funding for transit services that reduce greenhouse gas emissions. The LTA is proposing to use the funds for additional trips for the County Express Intercounty service.

Financial Considerations:

\$71,288 is earmarked for San Benito County LTA from the LCTOP.

Background:

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project required to reduce greenhouse gas emissions.

Staff Analysis:

The State requires local agencies adopt an annual resolution in order to be eligible to receive funds for LCTOP Projects. A draft version of the resolution was submitted on the March 30, 2018 deadline as part of the LCTOP allocation request due to Caltrans. The LCTOP project submitted was to continue the "Intercounty Service Expansion" project from the last cycle, which added trips to the County Express Intercounty service for people traveling between San Benito and Santa Clara Counties. Staff is requesting that the LTA Board ratify the submittal of the allocation request with the adoption of Resolution 2018-03.

Executive Director Review: _____

Counsel Review: Yes

Attachment: Resolution 2018-03

**RESOLUTION OF THE SAN BENITO COUNTY LOCAL)
TRANSPORTATION AUTHORITY AUTHORIZING THE)
EXECUTION OF THE LOW CARBON TRANSIT)
OPERATIONS PROGRAM (LCTOP) PROJECT:)
EXPANSION OF INTERCOUNTY SERVICES (\$71,288))**

Resolution No. 18-03

WHEREAS, the San Benito County Local Transportation Authority (LTA) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the LTA wishes to implement the LCTOP project listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the LTA that the LTA agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

BE IT FURTHER RESOLVED by the Board of Directors of the Local Transportation Authority that it hereby authorizes the submittal of the following project nomination and allocation request to the Department in FY 2017-2018 LCTOP funds:

- *Project Name: Expansion of Intercounty Services*
- *Amount of LCTOP funds requested: \$71,288*
- *Short Description of project: The San Benito County LTA will increase the frequency of buses traveling from San Benito County to Gilroy, CA (CalEPA identified Disadvantaged Community). This increase in transportation options may facilitate a decrease in single occupant vehicles from San Benito County in Gilroy.*

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PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY
on this 19th day of April 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Jaime De La Cruz, Chair

ATTEST:
Mary Gilbert, Executive Director

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

By: _____

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel
Date: April 12, 2018

Date: _____