

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

July 21, 2011 2:00 P.M.

FINAL MINUTES

MEMBERS PRESENT:

Vice Chair Emerson, Director Boch, Director Botelho, and Director Gomez

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Transportation Planning Manager, Mary Gilbert; Transportation Planner, Betty LiOwen; Transportation Planner, Veronica Lezama; Secretary, Monica Gomez

CALL TO ORDER:

Due to the Board of Supervisors Budget Hearings, Chair De La Cruz called the meeting to order at 2:00 P.M. and adjourned to July 21, 2011 at 3:00 P.M. at the Board of Supervisors Chambers.

Vice Chair Emerson called the meeting to order at 4:37 p.m.

A. CERTIFICATE OF POSTING

Upon a motion duly made by Director Gomez, and seconded by Director Botelho, the Directors unanimously acknowledged the Certificate of Posting.

B. PUBLIC COMMENT: None

CONSENT AGENDA:

1. **Approve** LTA Transaction Report (Financial Claims) dated June 2011 – Postigo
2. **Approve** Local Transportation Authority Draft Meeting Minutes Dated June 16, 2011 – Gomez
3. **Receive** Jovenes de Antaño Specialized Transportation Services Monthly Service Report for the Month of May 2011 – LiOwen
4. **Receive** County Express Monthly Service Report for the Month of May 2011 – LiOwen
5. **Receive** Local Transportation Authority 2011 Triennial Performance Audit Recommendations Implementation Plan – Gilbert

Upon a motion duly made by Director Botelho, and seconded by Director Gomez, the Directors unanimously approved Items 1- 5 from the Consent agenda.

REGULAR AGENDA:

6. **Implementation of Google Transit Contract with Trillium Solutions, Inc** – LiOwen
 - a. **Waive** Minor and/or Inadvertent Defects in responses to Request for Qualifications #2011-01 submitted by Nelson/Nygaard Consulting Associates, Inc., Trillium Solutions, Inc. and Marcy Jaffe Company
 - b. **Accept** all responses to Request for Qualifications #2011-01

- c. **Award** Contract to Trillium Solutions, Inc. for an Amount Not to Exceed \$36,960 for the Implementation of Google Transit
- d. **Approve** Contract with Trillium Solutions, Inc. and Authorize the Chair to Sign it

Ms. LiOwen reported that after issuing Request for Qualifications (RFQ) #2011-01 for the Implementation of Google Transit, the Local Transportation Authority received three Statements of Qualifications. After thoroughly examining the Statements of Qualifications, it was noted by staff that each had minor/inadvertent defects and staff exercised the LTA's right to waive or correct any minor or inadvertent defect per Section 2.13 of the RFQ. Each respondent was given an opportunity to correct the issue, and all three satisfactorily submitted the requested corrections.

After receiving corrected materials from all the firms, the Evaluation Committee selected Trillium Solutions, Inc. to assist the Local Transportation Authority in the Implementation of Google Transit.

Ms. Gilbert noted that staff handed out a corrected copy of the contract as some pages were miscopied in the agenda packet. The corrected copy was also made available for public review.

Upon a motion duly made by Director Botelho, and seconded by Director Gomez, the Directors unanimously approved Item 6 a,b,c,d.

7. Adopt San Benito County Local Transportation Authority Operational and Enforcement Policies – LiOwen

Ms. LiOwen reported that the Local Transportation Authority developed and compiled a comprehensive listing of operational and enforcement policies for County Express and Specialized Transportation services.

Ms. LiOwen stated that the Social Services Transportation Advisory Council was presented the draft policies for comment at its March 25, 2011 and June 10, 2011 meetings. Comments from both meetings were incorporated into the draft policies.

Ms. LiOwen mentioned that once the Board approves these policies, staff will put the policies in an easy to read format which will be made available for clients to view and download on the County Express website (www.SanBenitoCountyExpress.org) and at the Local Transportation Authority's office.

Upon a motion duly made by Director Gomez, and seconded by Director Botelho, the Directors unanimously approved Item 7.

Upon a motion made by Director Gomez, and seconded by Director Botelho, the Directors unanimously voted to adjourn the LTA meeting.

ADJOURN TO LTA MEETING AUGUST 18, 2011.