

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

March 21, 2013 2:00 P.M.

FINAL MINUTES

MEMBERS PRESENT:

Chair Botelho, Director Boch, Director De La Cruz, Director Scattini, and Director Gomez

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Lisa Rheinheimer; Transportation Planning Manager, Mary Gilbert; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Betty LiOwen; Transportation Planner, Veronica Lezama; Secretary, Monica Gomez

OTHERS PRESENT:

Aileen Loe, Caltrans District 5; Tony Mercado, MV Transportation Inc.

CALL TO ORDER:

Chair Botelho called the meeting to order at 3:57 p.m.

A. CERTIFICATE OF POSTING

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

B. PUBLIC COMMENT: None

CONSENT AGENDA:

- 1. Approve** LTA Transaction Report (Financial Claims) dated February 2013 – Postigo
- 2. Approve** Local Transportation Authority Draft Meeting Minutes Dated February 21, 2013 – Gomez
- 3. Receive** Jovenes de Antaño Specialized Transportation Services Monthly Service Report for the Month of January 2013 – Jovenes de Antaño
- 4. Receive** County Express Monthly Service Report for the Month of January 2013 – MV Transportation, Inc.
- 5. Authorize** Executive Director to Accept Grant Funds, if Awarded, for a Bus Stop Improvement Plan through Caltran’s Transportation Planning Grant Program – LiOwen

Upon a motion duly made by Director Gomez, and seconded by Director Scattini, the Directors approved Items 1-5 of the Consent Agenda.

Chair Botelho re-opened public comment to allow comment on Item 4.

Item 4
Joe Thompson
Tres Pinos, CA

Mr. Thompson complimented staff for their excellent financial reports. Mr. Thompson stated that with regard to Item 4, staff should consider revising the Fiscal Year to Date Report to include the Farebox Recovery Rate.

Upon a motion duly made by Director De La Cruz, and seconded by Director Scattini, the Directors approved Item 6 of the Consent Agenda

REGULAR AGENDA:

6. RECEIVE Local Transportation Authority Draft Budget – FY 2013/14 – Postigo

Ms. Postigo presented the Local Transportation Authority Draft Budget FY 2013-14. Staff will hold Public Hearings at the next two meetings and then bring the budget back for adoption in June.

There was no public comment on this item.

7. Demand Response Dispatch Software – LiOwen

- a. **WAIVE** Minor and/or Inadvertent Defects in Responses to Request for Proposals #2012-02 Demand Response Dispatch Software Submitted by Ecolane USA, Inc., Enghouse Transportation, LLC, Mobilitat, and StrataGen Systems, Inc.
- b. **ACCEPT** All Responses to Request to Proposals #2012-02.
- c. **AWARD** Contract to RouteMatch Software, Inc. for an Amount Not to Exceed \$39,694 for Demand Response Dispatch Software.
- d. **APPROVE** Contract with RouteMatch Software, Inc. and Authorize Chair to Sign.

Ms. LiOwen reported that the Local Transportation Authority was awarded a Federal Transit Act Section 5310 Grant to implement dispatch software. The software would provide County Express dispatchers an additional tool to manage trip reservations and client information. The software would also provide staff data and information that can be used to monitor efficiency and performance.

After issuing a Request for Proposals (RFP) soliciting vendors for dispatch software, the Local Transportation Authority received six proposals. After thoroughly examining the proposals, it was noted by staff that four proposals had minor/inadvertent defects and staff exercised the Local Transportation Authority's right to waive or correct any minor or inadvertent defects per 2.16 of the RFP. Staff waived the minor/inadvertent defects of the four firms and evaluated all proposals. After a system demonstration and an on-site visit for further evaluation, staff recommends RouteMatch Software, Inc. as the finalist.

Ms. LiOwen noted that as a part of the implementation, RouteMatch Software, Inc. would custom build the dispatch software to our needs, providing training to users and technical support for three years.

Director Scattini inquired about the score sheet and how staff came up with their scores.

Ms. LiOwen explained that the Request for Proposal listed categories, which were assigned points. The evaluators then totaled points for each category and came up with a final score for each proposal.

There was discussion on how staff evaluated and scored each proposal.

Director Scattini stated that he would like to see the score sheets and directed staff to provide him with copies.

There was no public comment on this item.

Upon a motion duly made by Director Gomez, and seconded by Director Boch, the Directors unanimously approved Item 7a, b, c, & d as noted above.

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

ADJOURN TO LTA MEETING APRIL 18, 2013.