

**San Benito County
LOCAL TRANSPORTATION AUTHORITY
REGULAR MEETING
April 17, 2014 3:00 P.M.**

FINAL MINUTES

MEMBERS PRESENT:

Director Boch, Director Botelho, and Director Muenzer

MEMBERS ABSENT:

Chair Gomez, Director Scattini

STAFF PRESENT:

Deputy County Counsel, Shirley Murphy; Executive Director, Lisa Rheinheimer; Administrative Services Specialist, Kathy Postigo; Transportation Planner, Veronica Lezama; Transportation Planner, Betty LiOwen, Transportation Intern, Regina Valentine; Secretary, Monica Gomez

CALL TO ORDER:

Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors appointed Director Boch as Chair Pro-Tempore.

Chair Pro-Tempore Boch called the meeting to order at 4:40 p.m.

A. CERTIFICATE OF POSTING

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

B. PUBLIC COMMENT: None

CONSENT AGENDA:

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated March 20, 2014 – Gomez
- 2. Approve** LTA Transaction Report (Financial Claims) dated February 2014 – Postigo
- 3. Approve and Release** Request for Proposals #2014-03 to Replace Phone Systems – LiOwen

There was no public comment on the Consent Agenda.

Upon a motion duly made by Director Muenzer, and seconded by Director Botelho, the Directors unanimously approved Items 1-3 of the Consent Agenda. Vote: 3/0 motion passes

REGULAR AGENDA:

- 4. Consider** Request from Transit Rider to Change Policy from Curb to Curb Service – (Verbal Report) LiOwen

Ms. LiOwen reported that staff received a request regarding the Curb to Curb Paratransit service. Ms. LiOwen explained that the Curb to Curb service means that the bus literally goes to the location to pick-up a rider at the curb. The driver does not get out of the bus to help the rider onto the bus, unless they require a wheelchair lift. The driver does the same thing when they arrive at the destination. The drivers are told not to provide any assistance to passengers with carrying items, such as groceries. Although,

some of the drivers do help some of the passengers who are elderly or disabled out of the kindness of their hearts.

Ms. LiOwen stated that this client is asking that it becomes policy that all drivers are required to provide assistance on the County Express Paratransit service. This client uses a wheelchair and has limited mobility. The client is asking that the policy is extended because the drivers who are not helping her are placing her groceries on the curb in front of her house and she is having to take the groceries into her house herself. The client is asking that the Board change the County Express Paratransit service to operate more like Jovenes de Antaño's (JDA) Medical Shopping Assistance Program, where the driver comes to the door, helps the client in and out of the vehicle, helps with shopping and carrying groceries onto the bus and then into the house.

Ms. LiOwen stated that under the ADA, the Paratransit service is supposed to compliment or mirror the Fixed Route service. The Fixed Route service does not offer the assistance of carrying groceries from the bus into the home, therefore the Paratransit services are not required to do that.

Ms. LiOwen spoke with Mary Leon, County Express Operations Manager, about any potential issues that may come up if the Paratransit service did change. Ms. Leon stated that there could be an increase in drivers getting hurt carrying groceries and liability issues that may occur if items are damaged. Also, it would require the driver to leave the bus completely unattended with possible passengers who may be young children, elderly, or disabled. There is also a potential to decrease productivity and increase the cost per passenger because it would take additional time to provide assistance.

Currently, the client is not able to use the JDA service because they operate the Medical Shopping Assistance program Monday-Friday and the client attends school Monday-Friday. Staff provided the following options:

- No changes, leave the policy as is.
- Modify JDA's contract to allow them to provide this service on the weekends, eliminating the need to change the Paratransit service.
- Staff also recommended taking this item to the Social Services Transportation Advisory Council to review and provide a more detailed policy recommendation to the Board.

Although, the Board sympathized with the elderly, and disabled clients they did not think that the County Express drivers should be required to provide the service due to the liability issues that were mentioned.

Ms. LiOwen stated that the option to extend the Medical Shopping Assistance program with Jovenes de Antaño would be a simple solution of a contract amendment. Staff would modify the JDA contract to extend the service through the weekend as long as they stay within the allowable hours are currently allowed under the contract.

The Board directed staff to bring back a proposed contract change with Jovenes de Antaño to extend to the weekend hours, provided that it stays within the current contracted hours.

There was no public comment on this item.

5. Receive Presentation on FY 2014/15 Local Transportation Authority Draft Budget – Postigo

Ms. Postigo provided a report on the FY 2014/15 Local Transportation Authority Draft Budget.

Ms. Postigo noted that the LTA Draft Budget includes adjusting personnel to allow for an anticipated step increase. LTA staff is requesting to change classifications and add a part-time temporary position to better

serve the needs of LTA. The savings to personnel is between \$59,500 up to \$60,400. In summary, the LTA meets the goals and objectives of the agency and matches anticipated funding with expenses.

Ms. Postigo stated that staff will bring the Draft Budget back in May for a public hearing and back again in June for approval of the Final Budget.

There was no discussion or public comment on this item.

Upon a motion duly made by Director Botelho, and seconded by Director Muenzer, the Directors unanimously adjourned the LTA meeting at 4:58 p.m. Vote: 3/0 motion passes.

ADJOURN TO LTA MEETING MAY 15, 2014.