

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, February 18, 2016  
3:00 P.M.

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

**DIRECTORS:** Chair Tony Boch, Vice Chair Ignacio Velazquez,  
Anthony Botelho, Victor Gomez, and Jerry Muenzer  
Alternates: San Benito County: Jaime De La Cruz;  
City of Hollister: Mickie 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 January 21, 2016 – Gomez
2. **ADOPT** Resolution No. 2016-02 Adopting the 2016 San Benito County Short and Long Range Transit Plan – Lezama
3. **APPROVE** Change to County Express Passenger Policy for the Renewal Process for the County Express ADA Paratransit Certificate process – Vienna
4. **RECEIVE** Specialized Transportation/Jovenes de Antaño January 2016 Monthly Service Report

**5. County Express Surplus Vehicles – Vienna**

- a. **DECLARE** Two vehicles Surplus Property to be Salvaged,
- b. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Salvage Surplus Vehicles.

**Adjourn to LTA Meeting on Thursday, March 17, 2016. Agenda deadline is March 8, 2016 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  
January 21, 2016 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Chair Muenzer, Director Botelho, Director Gomez, Director Velazquez, and Alternate West

**STAFF PRESENT:**

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

**CALL TO ORDER:**

Chair Muenzer called the meeting to order at 4:06 p.m.

**A. CERTIFICATE OF POSTING**

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

**B. ELECT LTA Chairperson for 2016**

*Upon a motion duly made by Director Gomez, and seconded by Director Botelho, the Directors elected the Representative from the City of San Juan Bautista as LTA's Chairperson for 2016. Vote 5/0 motion passes*

**C. ELECT LTA Vice Chairperson for 2016**

*Upon a motion duly made by Director Gomez, and seconded by Director Botelho, the Directors elected Ignacio Velazquez as LTA's Vice Chairperson for 2016. Vote: 5/0 motion passes*

**D. PUBLIC COMMENT:** None

**CONSENT AGENDA:**

- 1. Approve** Local Transportation Authority Draft Meeting Minutes Dated December 17, 2015 – Gomez
- 2. Adopt** Resolution 2016-01 to be Eligible to Receive Low Carbon Transit Operations Program (LCTOP) Funds – Vienna

There was no discussion or public comment on the Consent Agenda.

*Upon a motion duly made by Director Gomez, and seconded by Director West, the Directors unanimously approved Items 1&2 from the Consent Agenda. Vote: 5/0 motion passes.*

*Upon a motion duly made by Director Gomez, and seconded by Director West, the Directors unanimously adjourned the LTA meeting at 4:07 p.m. Vote:5/0 motion passes.*

**ADJOURN TO LTA MEETING FEBRUARY 18, 2016.**

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## Staff Report

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To: Local Transportation Authority  
From: Veronica Lezama, Transportation Planner Telephone: (831) 637-7665  
Date: February 18, 2016  
Subject: San Benito County Transit Plan

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### Recommendation:

**ADOPT** Resolution 2016-02 Adopting the 2016 San Benito County Short and Long Range Transit Plan.

### Summary:

The Transit Plan includes short and long range recommendations to improve transit services provided in the San Benito County region by County Express and Specialized Transportation Services (Jovenes de Antaño).

### Financial Considerations:

The Local Transportation Authority was awarded a Rural or Small Urban Transit Planning Studies grant in the amount of \$111,470 to prepare a Transit Plan for San Benito County. A local match of \$11,470 was provided in in-kind LTA staff time. The in-kind local match is provided by existing salaries.

### Background:

The Short and long Range Transit Plan is a planning document that presents the LTA's plan for transit service over the next ten years. It includes a ten-year projection of transit capital and operating expenses and revenues, along with supporting information about the LTA's services and programs.

As part of the public participation process, LTA staff held two Open Houses on December 16<sup>th</sup> from 1:00 p.m. to 2:30 p.m. in San Juan Bautista and from 5:30 p.m. to 7:00 p.m. in the City of Hollister. The public comment period opened on November 16, 2015 and closed on January 6, 2016. LTA staff received several comments from the public, which have been incorporated into the Plan.

A presentation was also provided to the Social Services Transportation Advisory Council (SSTAC) at their December 16, 2015 special meeting to obtain input on the service recommendations. The SSTAC membership advises the Council of Governments and the Local Transportation Authority on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means.

**Staff Analysis:**

On November 17, 2015, the Local Transportation Authority (LTA) Board of Directors received a presentation on the draft 2016 San Benito County Short and Long Range Transit Plan. The comments provided by the Board of Directors have been incorporated into the Final Transit Plan. A copy of the final Transit Plan (Exhibit A to Resolution No. 2016-02) may be downloaded at the COG website: [www.sanbenitocog.org](http://www.sanbenitocog.org).

The Transit Plan also includes an Operations and Implementation Plan chapter that integrates the various options for service improvements developed during the Alternatives Analysis with the fiscal realities that San Benito Local Transportation Authority faces. LTA staff will utilize the Operations and Implementation Plan during the implementation of the service recommendations. Periodic updates on the implementation Plan be provided to the Board.

Executive Director Review: \_\_\_\_\_

Counsel Review: Yes

Supporting Attachment:

1. Resolution No. 2016-02

RESOLUTION OF THE SAN BENITO COUNTY LOCAL )  
TRANSPORTATION AUTHORITY ADOPTING THE 2016 ) Resolution No. 2016-02  
SHORT RANGE AND LONG RANGE TRANSIT PLAN FOR )  
SAN BENITO COUNTY )

**WHEREAS**, the Council of San Benito County Governments (COG) has designated the San Benito County Local Transportation Authority (LTA) as the Consolidated Transportation Service Agency for San Benito County; and

**WHEREAS**, the LTA provides public transit services within the San Benito County region; and

**WHEREAS**, the LTA prepared a report entitled Future Horizons for San Benito County – Short Range and Long Range Transit Plan, attached hereto and incorporated herein by reference as Exhibit A, which represents the 2016 Short Range and Long Range Transit Plan for the San Benito County region; and

**WHEREAS**, the LTA wishes to adopt the 2016 Short Range and Long Range Transit Plan for the San Benito County region; and

**WHEREAS**, the 2016 Short Range and Long Range Transit Plan consists of outlining the current transit system and provides short term and long term transit service recommendations for County Express and Specialized Transportation Services; and

**WHEREAS**, the Short Range Transit Plan was developed through a continuing, cooperative, and comprehensive transportation planning process; and

**WHEREAS**, the Council of San Benito County Governments' Social Service Transportation Advisory Council (SSTAC) has provided their feedback in the final Transit Plan; and

**WHEREAS**, the Short Range and Long Range Transit Plan has been prepared for consistency with the adopted 2035 Regional Transportation Plan for San Benito County; and

**NOW, THEREFORE, BE IT RESOLVED**, that the San Benito County Local Transportation Authority hereby adopts the 2016 Short and Long Range Transit Plan for the San Benito County Region (Exhibit A).

## Staff Report

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To: Local Transportation Authority  
From: Sean Reilly Vienna, Transportation Planner Telephone: (831) 637-7665  
Date: February 18, 2016  
Subject: Paratransit Renewal Policy Change

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### Recommendation:

**Approve** Change to County Express Passenger Policy for the Renewal Process for the County Express ADA Paratransit Certificate program.

### Summary:

County Express follows the Americans with Disabilities Act (ADA) of 1990 as amended, 42 U.S.C. 12101 et. seq eligibility standards for Paratransit services. If a client applies for and is accepted into the ADA Paratransit Certificate program, that client is eligible for discounted fares, as well as receiving Dial-A-Ride type services even if they are within  $\frac{3}{4}$  of a mile of a fixed route. Currently after an ADA Paratransit card expires (three years after validation) the card holder must go through the same steps taken to apply for the card. Staff is proposing a new process that will allow the card holder to confirm status over the phone or in-person, with LTA staff.

### Financial Analysis:

There is no financial impact associated with this policy change.

### Staff Analysis:

In July of 2011, the LTA board approved the current "County Express Passenger Policy." The following excerpt is from Chapter V "Paratransit Certification", Section 7 "Renewal":

Paratransit clients should contact the LTA for an application to renew their eligibility if they continue to need the service. The renewal process will be the same as the new applicant process.

In order to streamline the renewal process and alleviate any hardships for the ADA Paratransit Card holder, LTA staff recommends changing the policy language to the following:

At least 30 days prior to expiration of the Paratransit Certification, LTA Staff will send notice to the Paratransit Client at the address on file. The notice will advise the Paratransit Client that their eligibility is about to expire, and that to continue services they must contact LTA directly (over-the-phone, or in-person at the LTA office) to confirm the continued need for service, contact information and doctor/case-worker information on file are correct.

Executive Director Review: \_\_\_\_\_

Counsel Review:   N/A

PASSED AND ADOPTED BY THE SAN BENITO COUNTY LOCAL TRANSPORTATION AUTHORITY  
on this 18<sup>th</sup> day of February 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Tony Boch, 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

Dated: \_\_\_\_\_

Dated: Feb. 12, 2016





# Jovenes de Antaño

## Specialized Transportation Services

### Monthly Service Report - January 2016

#### WEEKDAYS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	382	235.00	3,188	\$ 155.25	
Senior Lunch	668	107.25	1,124	\$ -	
Medical/Shopping Assistance	47	70.00	503	\$ 61.75	
<b>Total</b>	<b>1,097</b>	<b>412.25</b>	<b>4,815</b>	<b>\$ 217.00</b>	

#### WEEKENDS

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	13	7.00	57	\$ -	
<b>Total</b>	<b>13</b>	<b>7.00</b>	<b>57</b>	<b>\$ -</b>	

#### MONTH

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	395	242.00	3,245	\$ 155.25	
Senior Lunch	668	107.25	1,124	\$ -	
Medical/Shopping Assistance	47	70.00	503	\$ 61.75	
<b>Total</b>	<b>1,110</b>	<b>419.25</b>	<b>4,872</b>	<b>\$ 217.00</b>	

#### FISCAL YEAR TO DATE

Service	Passengers	Vehicle Revenue Hours	Vehicle Revenue Miles	Donations/Fares Collected	Service Days
Out-of-County	2,709	1,629.08	20,294	\$ 971.75	
Senior Lunch	4,805	818.25	8,647	\$ -	
Medical/Shopping Assistance	420	497.50	4,348	\$ 422.25	
<b>Total</b>	<b>7,934</b>	<b>2,944.83</b>	<b>33,289</b>	<b>\$ 1,394.00</b>	

#### VEHICLE MILEAGE INFORMATION

Vehicle Number	Ending Odometer
733	
734	
735	
736	
737	
738	

#### ADDITIONAL INFORMATION

Service	Current Month	Year To Date
Lift Assisted Trips		439
Unduplicated Passengers		292
Turn Downs		0
No Shows		0
Cancellations		0
Employee Hours		0.00
Vehicles - Midday		
Vehicles - Peak		

#### NOTES



# Jovenes de Antaño

## Specialized Transportation Services

### Monthly Service Report - January 2016

#### OUT OF COUNTY

Week of	ONE WAY PASSENGERS							DONATIONS							REVENUE HOURS							REVENUE MILES							
	M	T	W	TH	F	S	Total	M	T	W	TH	F	S	Total	M	T	W	TH	F	S	Total	M	T	W	TH	F	S	Total	
1/1/2016					0	0	0							0					0			0					0	0	0
1/4-1/9/16	14	16	19	17	18	0	84					101		101	6.5	7	15	15	10.5	0	54	56	136	329	232	58	0	811	
1/11-1/16/16	20	17	24	20	16	0	97					54.3		54.25	10	12.5	14	7.5	10	0	54	131	108	305	128	143	0	815	
1/18-1/23/16	13	17	23	22	23	0	98							0	7	8.5	15	15	13	0	58.5	57	83	225	211	154	0	730	
1/25-1/30/16	23	16	25	20	19	13	116							0	6.5	12.5	14	23	12.5	7	75.5	106	192	219	235	80	57	889	
							0							0								0							0
Total	70	66	91	79	76	13	395	0	0	0	0	155	0	155.25	30	40.5	58	60.5	46	7	242	350	519	1078	806	435	57	3245	

#### SENIOR LUNCH

Week of	ONE WAY PASSENGERS						DONATIONS						REVENUE HOURS						REVENUE MILES					
	M	T	W	TH	F	Total	M	T	W	TH	F	Total	M	T	W	TH	F	Total	M	T	W	TH	F	Total
1/1/2016					0	0					0	0					0	0					0	0
1/4-1/9/16	28	30	21	28	28	135						0	5.25	2.75	5.5	5.5	5.5	24.5	66	58	66	47	56	293
1/11-1/16/16	28	36	27	30	30	151						0	5.5	5.75	5.5	5.5	5.25	27.5	66	56	59	65	54	300
1/18-1/23/16	31	32	35	40	34	172						0	5.5	5.5	5.75	5.25	5.5	27.5	52	50	58	49	59	268
1/25-1/30/16	41	36	42	47	44	210						0	5.5	5.5	5.5	5.25	6	27.75	53.7	48.8	50	57.6	53	263.1
						0						0						0						0
Total	128	134	125	145	136	668	0	0	0	0	0	0	21.8	19.5	22.3	21.5	22.3	107.25	238	213	233	219	222	1124.1

#### MEDICAL/SHOPPING ASSISTANCE

Week of	ONE WAY PASSENGERS						FARES						REVENUE HOURS						REVENUE MILES					
	M	T	W	TH	F	Total	M	T	W	TH	F	Total	M	T	W	TH	F	Total	M	T	W	TH	F	Total
1/1/2016					0	0					0	0					0	0					0	0
1/4-1/9/16	0	2	4	4	2	12	0	2.5	5	5	5.5	18	0	6	6.5	5.5	3	21	0	25	79	39	16	159
1/11-1/16/16	2	0	2	0	4	8	2.5	0	2.5	0	5	10	4	0	4.5	0	7	15.5	15	0	21	57	57	150
1/18-1/23/16	6	4	0	3	0	13	7.5	5	0	3.75	0	16.25	7	5	0	5	0	17	45	32	0	22	0	99
1/25-1/30/16	0	4	4	6	0	14	0	5	5	7.5	0	17.5	0	6	5.5	5	0	16.5	0	29	34	32	0	95
						0						0						0						0
Total	8	10	10	13	6	47	10	12.5	12.5	16.3	10.5	61.75	11	17	16.5	15.5	10	70	60	86	134	150	73	503

## Staff Report

To: Local Transportation Authority  
 From: Sean Reilly Vienna, Transportation Planner Telephone: (831) 637-7665  
 Date: February 18, 2016  
 Subject: County Express Surplus Vehicles

### Recommendation:

- a. **DECLARE** Two vehicles Surplus Property to be Salvaged,
- b. **AUTHORIZE** Executive Director to Execute all Necessary Documents to Salvage Surplus Vehicles.

### Summary:

Two Compressed Natural Gas (CNG) vehicles have been identified by staff to be declared as surplus vehicles to be salvaged because they are no longer used in transit operations.

### Financial Analysis:

Staff anticipates less than \$1,000 in revenue if the vehicles are salvaged.

### Staff Analysis:

Once a transit vehicle has reached its useful life, the Local Transportation Authority may declare the vehicles as surplus property. The following vehicles are no longer used in transit operations and are eligible to be declared as surplus property:

Bus Number	VIN (last 5 digits)	Vehicle Year/Make	Passenger Capacity	Mileage
40	14730	2003 Blue Bird X-Tel	40 passenger	132,708
41	14731	2003 Blue Bird X-Tel	40 passenger	131,328

The Vehicles are operated with CNG Fuel, which is no longer used by LTA. Staff anticipates the vehicles will receive salvage value only.

Executive Director Review: \_\_\_\_\_

Counsel Review:   N/A