

**AGENDA  
REGULAR MEETING  
LOCAL TRANSPORTATION AUTHORITY**

**DATE:** Thursday, March 17, 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 February 18, 2016 – Gomez (Page 3)
2. **RECEIVE** Local Transportation Authority FY 2015-16 Second Quarter Budget Report and **APPROVE** Budget Transfer 15-16-02 – Postigo (Pages 4-10)
3. **RECEIVE** Operations Performance Report for the 1<sup>st</sup> Quarter of Fiscal Year 2015/2016 – Vienna (Pages 11-30)

## CLOSED SESSION

*Matters discussed during Closed Session include existing and pending litigation, personnel matters and real property negotiations. Reportable actions taken by the Board during Closed Session will be announced during open session. (Gov. Code Section 54957.1(a) & (b), Ralph M. Brown Act.)*

### 4. Conference with Legal Counsel-Existing Litigation

(Page 31)

Pursuant to Subdivision (a) & (d) (1) of Section 54956.9:

Name of Case: Luis Rodriguez, et al. v. MV Transportation, Inc., et al. Superior Court of California, County of San Benito, Case No. CU-15-00159

**Adjourn to LTA Meeting on Thursday, April 21, 2016. Agenda deadline is April 12, 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  
February 18, 2016 3:00 P.M.**

**DRAFT MINUTES**

**MEMBERS PRESENT:**

Chair Boch, Director Botelho, Director Gomez, Director Muenzer, 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 Boch 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 Muenzer, 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 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

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

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

*Upon a motion duly made by Director Gomez, and seconded by Director Muenzer, the Directors unanimously adjourned the LTA meeting at 3:58 p.m. Vote:5/0 motion passes.*

**ADJOURN TO LTA MEETING MARCH 17, 2016.**

## Staff Report

---

To: Local Transportation Authority  
From: Kathy Postigo, Administrative Services Specialist   **Telephone:** (831) 637-7665  
Date: March 17, 2016  
Subject: **Second Quarter Budget Report**

---

### **Recommendation:**

**RECEIVE** Local Transportation Authority FY 2015-16 Second Quarter Budget Report and  
**APPROVE** Budget Transfer 15-16-02.

### **Summary:**

The Local Transportation Authority's expenditures for the second quarter for 2015-16 were under budget. The Second Quarter Budget Report shows that expenditures were at 34.21 % and revenues were at 4.71%.

### **Financial Considerations:**

During the Second quarter, total expenditures for LTA were \$607,059 or 34.21% of the budget. Revenues received were at 4.71% of the budget. Budget Adjustment/Transfers are required to for the second quarter. Staff is requesting a Budget Adjustment/Transfer for the Local Transportation Authority budget of \$13,600 for Computer Software.

### **Background:**

Staff has prepared the attached budget report for the Board to review. After each quarter the Trial Balances are reviewed and analyzed by staff for errors or corrections. Once the Trial Balances are reviewed, a budget report is prepared and analyzed by staff for budget adjustments/transfers if needed to reflect actual revenues and expenditures

The FY 2015-16 Second Quarter Budget Report, ending December 31, 2015, summarizes the quarterly expenditures and revenues. This report has the actual revenues and expenditures for the second quarter of fiscal year 2015-16. The Local Transportation Authority as a whole was under budget.

The Second Quarter Report shows expenditures for Services and Supplies as a whole under the 50% projection for the quarter although Computer Software is not budgeted making the line item over budget.

**Staff Analysis:**

The line item of Computer Software was not originally budget, the expenditures for the implementation of the Dispatch Software was unanticipated.

Staff made budget adjustments as authorized in the Purchasing/Budget policy. Budget Adjustment/Transfer 15-16-02 is not shown in the Second Quarter Budget Report until the Board approves the action.

Staff recommends that the Board receive the FY 2015/16 Second Quarter Budget Report and approve budget transfers for quarter ending December 31, 2015.

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

Counsel Review:   N/A  

- Attachments: 1. Local Transportation Authority FY 2015/16 Second Quarter Budget Report  
2. Budget Adjustment/Transfer 15-16-02

**Local Transportation Authority  
Second Quarter Budget Report  
FY 2015/16**

Attachment 1

FISCAL SUMMARY	Budgeted FY 15/16	Expenses 12/31/215	Balance FY 15/16	Projected % 50%	Actual %
<b>EXPENDITURES</b>					
Salaries & Benefits	242,591	105,529	137,062	50%	43.50%
Services & Supplies	375,411	97,243	278,168	50%	25.90%
Contracts	1,149,461	404,286	745,175	50%	35.17%
Capital	-	-	-	50%	
Other	6,830	-	6,830	100.00%	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$1,774,293</b>	<b>607,059</b>	<b>\$1,167,234</b>	<b>50%</b>	<b>34.21%</b>
<b>REVENUES</b>					
Revenues	1,774,293	83,590	1,690,703	50%	4.71%
Operating Transfers	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$1,774,293</b>	<b>\$83,590</b>	<b>\$1,690,703</b>	<b>50%</b>	<b>4.71%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$0</b>	<b>(\$523,468)</b>			

**Local Transportation Authority  
Second Quarter Budget Report  
FY 2015/16**

**REVENUE & EXPENDITURES**

REVENUES Category	Budgeted FY 15/16	Revenues 12/31/215	Balance FY 15/16	Projected % 50%	Actual %
57001 Other Sales (Ad Space)	-	2,538	(2,538)	50%	
551113 Mis (FTA 5311 Operating Assistance)	311,062	-	311,062	50%	0.00%
551113 FTA 5310	-	-	-	50%	
551113 FTA 5304 (SRTP & LRTP)	-	-	-	50%	
570015 AB2766 (Continuation of Inter county)	-	-	-	50%	
551113 FTA 5304 (IT Tech for Safety & Eff)	10,000	-	10,000	50%	0.00%
551113 FTA 5304 (Bus Stop Imp Plan)	70,000	-	70,000	50%	0.00%
576012 Transfer from Trust STA&LTF	1,184,490	-	1,184,490	50%	0.00%
Transfer from PTMISEA	-	-	-	50%	
Misc LCTOP-Inter county service exp	18,741	-	18,741	50%	0.00%
590000 Interest	-	-	-	50%	
562803 County Express Fares	180,000	81,052	98,948	50%	45.03%
<b>TOTAL</b>	<b>1,774,293</b>	<b>83,590</b>	<b>1,690,703</b>	<b>50%</b>	<b>4.71%</b>

EXPENDITURES Category	Budgeted FY 15/16	Expenses 12/31/215	Balance FY 15/16	Projected % 50%	Actual %
<b>Personnel</b>		<b>0</b>			
610101 Salaries	242,591	94,212	137,062	50%	40.87%
610101 Transit SRTP & LRTP	-	4,945	-		
610101 Bus Stop Imp.	-	6,372	-		
<b>Total</b>	<b>242,591</b>	<b>105,529</b>	<b>137,062</b>	<b>50%</b>	<b>43.50%</b>
<b>Services and Supplies</b>					
620202 Magazines and Subscriptions	-	-	-	50%	
620301 Clothing and Safety	1,600	537	1,063	50%	33.58%
620501 Communications	1,000	481	519	50%	48.05%
620701 Computer Maintenance	300	223	77	50%	74.21%
620702 Computer Supplies	-	-	-		
620703 Computer Software	-	13,527	(13,527)		
640701 General Insurance	4,836	4,835	1	50%	99.99%
621501 Maintenance of Equipment	67,000	26,548	40,452	50%	39.62%
621502 Maintenance of Equip - Oil and Gas	200,000	49,034	150,966	50%	24.52%
621503 Maint of Equipment - Auto	-	-	-		
621701 Maint of Structures and Grounds	1,000	735	265	50%	73.50%
623619 Marketing	-	-	-	50%	
622101 Membership Dues	510	510	-	50%	100.00% Cal Act
622505 Special Project Supplies - Printing	2,000	176	1,824	50%	8.80%
622504 Supplies	450	222	228	50%	49.24%
622503 Postage and Delivery	25	-	25	50%	0.00%
623501 Professional Service - Legal	5,000	266	4,734	50%	5.31%
623507 Professional Services - Other Consultants	-	-	-		
622701 Public and Legal Notices	265	-	265	50%	0.00%
622901 Rent Equipment	-	-	-		
622902 Rent Structures	-	-	-		
622903 Rent Space	-	-	-		
623101 Small Tools	500	216	284	50%	43.18%
623613 Special Dept Expense -	80,000	-	80,000	50%	0.00%
623302 Travel Lodging	-	-	-	50%	
623303 Travel Meals	100	(73)	173	50%	-73.18%
623301 Training	250	-	250	50%	0.00%
623304 Travel Transportation	100	8	92	50%	8.17%
623701 Utilities	10,475	-	10,475	50%	0.00%
<b>Total</b>	<b>375,411</b>	<b>97,243</b>	<b>278,168</b>	<b>50%</b>	<b>25.90%</b>
<b>Contracts</b>					
623601 Special Dept Exp (SRTP & LRTP)	-	-	-	50%	
623601 Special Dept Expense - Contracts	1,149,461	404,286	745,175	50%	35.17%
<b>Total</b>	<b>1,149,461</b>	<b>404,286</b>	<b>745,175</b>	<b>50%</b>	<b>35.17%</b>
<b>Capital</b>					
650302 Equipment other than Computer	-	-	-	50%	
650303 Computer Hardware	-	-	-	50%	
650301 Automobiles, Trucks, Vans	-	-	-	50%	
650312 Depreciation Exp	-	-	-	0%	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50%</b>	
<b>Other</b>					
640320 OPED	6,830	-	6,830		
640513 Operating Transfers	-	-	-		
<b>Total</b>	<b>6,830</b>	<b>-</b>	<b>6,830</b>		<b>0.00%</b>
<b>TOTAL</b>	<b>1,774,293</b>	<b>607,059</b>	<b>1,167,234</b>	<b>50%</b>	<b>34.21%</b>

**BUDGET ADJUSTMENTS**

15-16-01	623101 Small Tools	\$500.00	623701 Utilities (\$1,525)
	622101 Memberships	\$25.00	
	621701 Maintenance S&G	\$800.00	
	620701 Computer Maint.	\$200.00	

**PTMISEA ARRA Second Quarter Budget Report  
FY 2015/16**

<b>FISCAL SUMMARY</b>	<b>Budgeted FY 15/16</b>	<b>Expenses 12/31/2015</b>	<b>Balance FY 15/16</b>	<b>Projected % 50%</b>	<b>Actual %</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	-	-	-		
Services & Supplies	807,910	2,816	805,094	100%	0.00%
Contracts	-	-	-		
Capital				50%	0.00%
Other				50%	
<b>TOTAL EXPENDITURES</b>	<b>\$807,910</b>	<b>\$2,816</b>	<b>\$805,094</b>	<b>50%</b>	<b>0.35%</b>
<b>REVENUES</b>					
Revenues	807,910	214,049	593,861	50%	26%
Operating Transfers	-		-		
<b>TOTAL REVENUE</b>	<b>\$807,910</b>	<b>\$214,049</b>	<b>\$593,861</b>	<b>50%</b>	<b>26%</b>
<b>TOTAL FUND BALANCE</b>	<b>\$0</b>	<b>\$211,233</b>			



**PTMISEA ARRA Second Quarter Budget Report  
FY 2015/16**

**REVENUE & EXPENDITURES**

REVENUES Category	Budgeted FY 15/16	Revenues 12/31/2015	Balance FY 15/16	Projected % 50%	Actual %
541001 Interest Revenue	-	-	-	50%	0.00%
551401 PTMISEA	617,308	-	617,308	50%	-
570010 Reim other (Health Foundation)	-	-	-	50%	-
551406 Fund Balance Carry over	190,602	214,049	(23,447)	50%	0%
551401 CTSGP - CTAF (State)	-	-	-	50%	0%
551401 RSTP (Bus Shelters)	-	-	-	50%	0%
<b>TOTAL</b>	<b>807,910</b>	<b>214,049</b>	<b>593,861</b>	<b>50%</b>	<b>26%</b>

EXPENDITURES Category	Budgeted FY 15/16	Expenses 12/31/2015	Balance FY 15/16	Projected % 50%	Actual %
<b>Personnel</b>					
610101 Salaries	-	-	-	-	-
610101 ARRA (Bus Shelters)	-	0	-	50%	-
610101 PTMISEA Brochures	-	-	-	-	0.00%
610101 Cal-EMA (Farebox)	-	-	-	-	0.00%
<b>Total</b>				<b>50%</b>	<b>0.00%</b>
<b>Services and Supplies</b>					
620202 Magazines and Subscriptions	-	-	-	-	-
620501 Communications	-	-	-	-	-
620701 Computer Maintenance	-	-	-	-	-
620702 Computer Supplies	-	-	-	-	-
640701 General Insurance	-	-	-	-	-
621501 Maintenance of Equipment	-	-	-	-	-
621502 Maintenance of Equip- Oil and Gas	-	-	-	-	-
621503 Maintenance of Equipment - Auto	-	-	-	-	-
621701 Maintenance of Structures & Grounds	-	-	-	-	-
623619 Marketing	-	-	-	-	-
621901 Medical/Dental/Lab Supplies & Services	-	-	-	-	-
622101 Membership Dues	-	-	-	-	-
622501 Office Furniture under \$700	-	-	-	-	-
622502 Office Equipment under \$300	-	-	-	-	-
622505 Special Project Supplies - Printing	-	-	-	-	-
622504 Supplies	-	-	-	-	0.00%
622503 Postage and Delivery	-	-	-	-	-
623501 Legal	-	-	-	-	-
623507 Other Consultants	-	-	-	-	-
622701 Public and Legal Notices	-	-	-	-	-
622901 Rent Equipment	-	-	-	-	-
622902 Rent Structures	-	-	-	-	-
622903 Rent Space	-	-	-	-	-
623101 Small Tools	-	-	-	-	-
623613 Special Dept Expense -	807,910	2,816	805,094	50%	0.00%
623302 Travel Lodging	-	-	-	-	-
623303 Travel Meals	-	-	-	50%	-
623301 Training	-	-	-	-	-
623304 Travel Transportation	-	-	-	-	-
623701 Utilities	-	-	-	-	-
<b>Total</b>	<b>807,910</b>	<b>2,816</b>	<b>805,094</b>	<b>50%</b>	
<b>Contracts</b>					
623601 Special Dept Expense - Contracts	-	-	-	-	-
<b>Total</b>					
<b>Capital</b>					
650304 Furniture & Fixtures(Bus Stop Shelters)	-	-	-	50%	-
650302 Equipment other than Computer	-	-	-	50%	-
650303 Computer Hardware	-	-	-	50%	-
650301 Automobiles, Trucks, Vans	-	-	-	-	-
<b>Total</b>					
<b>Other</b>					
640513 Operating Transfers	-	-	-	-	-
690000 Interfund Trf	-	-	-	50%	-
<b>TOTAL</b>	<b>807,910</b>	<b>2,816</b>	<b>805,094</b>	<b>50%</b>	<b>0.35%</b>

**Council of San Benito County Governments**  
**BUDGET ADJUSTMENT/TRANSFER**

15-16-02

Please Indicate Type:

Fiscal Year: 2015/2016  
 Department: Local Transportation Authority  
 Org Key: 6540101

- Appropriation/Est. Revenue Increase  
(Requires Board Approval)
- Interdepartmental Transfer or Interobject Transfer >\$10,000  
(Requires Board Approval)
- Interobject Transfer <\$10,000  
(Requires Executive Director and Admin Ser Spe )
- Intraobject Transfer  
(Requires Executive Director)

<u>Org Key:</u>	<u>Object No:</u>	<u>Description</u>	<u>Decrease/ Rev. Increase</u>	<u>Increase</u>
6540101	620703	Computer Software	\$ -	\$ 13,600.00
			\$ -	\$ -
6540101	623613	Special Dept Expense	\$ 13,600.00	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>Total</b>			<b>\$ 13,600.00</b>	<b>\$ 13,600.00</b>

Comments: Unanticipated expenditures for the implementation of the Dispatch Software.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Submitted: \_\_\_\_\_  
 Verification of Sufficient Funds: *Kathy Portier*  
 Administrative Services Specialist

Date 3/9/16  
 Date \_\_\_\_\_

Approval: \_\_\_\_\_  
 Executive Director

Date \_\_\_\_\_

Approval by COG Board

Date \_\_\_\_\_

Attested: \_\_\_\_\_  
 Clerk of the Board:

Vote: \_\_\_\_\_ Yes \_\_\_\_\_ No

## Staff Report

To: Local Transportation Authority  
 From: Sean Reilly Vienna, Transportation Planner Telephone: (831) 637-7665  
 Date: March 17, 2016  
 Subject: Quarterly Operations Performance Report

### Recommendation:

RECEIVE Operations Performance Report for the 1st Quarter of Fiscal Year 2015/2016.

### Summary:

The Operations Performance Report analyzes all public transportation services that the Local Transportation Authority administers and operates for San Benito County. The Authority contracts with MV Transportation, Inc. for public transit operations (County Express) and Jovenes de Antaño for specialized transportation.

### Financial Considerations:

The Authority provides fuel and vehicle maintenance for County Express operations and vehicle maintenance for specialized transportation operations. The table below shows operations costs and the percentage of the approved budget.

	Expended for 1st Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$36,267.54	\$36,267.54	18.13%
Other Materials and Supplies	\$10,270.45	\$10,270.45	10.76%
Maintenance Labor	\$12,729.72	\$12,729.72	15.41%
Contracted Services	\$25,679.52	\$25,679.52	19.63%
Operators Salaries and Wages	\$18,818.34	\$18,818.34	7.76%

### Background:

The Operations Performance Report typically compares a single quarter in the current and previous fiscal year. The report contains system-wide, individual service, and fiscal year-to-date information for the current and previous fiscal year.

**Staff Analysis:**

**County Express**

During the 1st quarter of Fiscal Year 2015/2016, County Express experienced a 3.07% decrease in ridership (n = 29,041) from the 1st quarter of FY 2014/2015. Total operational costs decreased by 8.66% in the 1st quarter of FY 2015/2016 compared to FY 2014/2015, \$303,765.57 and \$332,564.14 respectively. The decrease in operating costs led to a decrease in the "Cost Per Passenger" of 5.77% (n=\$10.46), during the same time period.

**Specialized Transportation**

Compared to the 1st quarter of FY 2014/2015 to FY 2015/2016, Specialized Transportation experienced decrease in ridership and decrease in operational costs. Ridership fell 24.65% (3,421 passengers), while operational costs totaled \$51,662.69, a decrease of 33.69%.

More details on operations and performance are included in the Report (Attachment).

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

Counsel Review:   N/A  

Attachment: County Express and Specialized Transportation Operations Performance Report

# COUNTY EXPRESS AND SPECIALIZED TRANSPORTATION OPERATIONS PERFORMANCE REPORT

Fiscal Year 2015/2016

First Quarter Report  
July 2015 – September 2015

San Benito County  
Local Transportation Authority  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023  
831.637.7665  
[www.SanBenitoCountyExpress.org](http://www.SanBenitoCountyExpress.org)

March 2016

# Transit and Specialized Transportation Operations Performance Report

Fiscal Year 2015/2016 – First Quarter

## Table of Contents

<b>Executive Summary .....</b>	<b>1</b>
County Express .....	1
Specialized Transportation .....	1
Financial Impact.....	1
 <b>Notable Events of Fiscal Year 2015-16 .....</b>	 <b>2</b>
 <b>Performance Indicators .....</b>	 
County Express .....	3-7
Specialized Transportation .....	8-14
 <b>Glossary.....</b>	 <b>15</b>

# Executive Summary

## County Express

During the 1<sup>st</sup> quarter of Fiscal Year 2015/2016, County Express experienced a 3.07% decrease in ridership (n = 29,041) from the 1<sup>st</sup> quarter of FY 2014/2015. Total operational costs decreased by 8.66% in the 1<sup>st</sup> quarter of FY 2015/2016 compared to FY 2014/2015, \$303,765.57 and \$332,564.14 respectively. The decrease in operating costs led to a decrease in the “Cost Per Passenger” of 5.77% (n=\$10.46), during the same time period.

## Specialized Transportation

Compared to the 1<sup>st</sup> quarter of FY 2014/2015 to FY 2015/2016, Specialized Transportation experienced decrease in ridership and decrease in operational costs. Ridership fell 24.65% (3,421 passengers), while operational costs totaled \$51,662.69, a decrease of 33.69%.

## Financial Impact

Table 1 shows a breakdown of the operational expenses and percent expended of the approved budget.

	Expended for 1st Quarter	Expended Year-to-Date	% of Budget Expended to Date
Fuel	\$36,267.54	\$36,267.54	18.13%
Other Materials and Supplies	\$10,270.45	\$10,270.45	10.76%
Maintenance Labor	\$12,729.72	\$12,729.72	15.41%
Contracted Services	\$25,679.52	\$25,679.52	19.63%
Operators Salaries and Wages	\$18,818.34	\$18,818.34	7.76%

*Table 1: Operational Costs*

## Notable Events of Fiscal Year 2015-2016

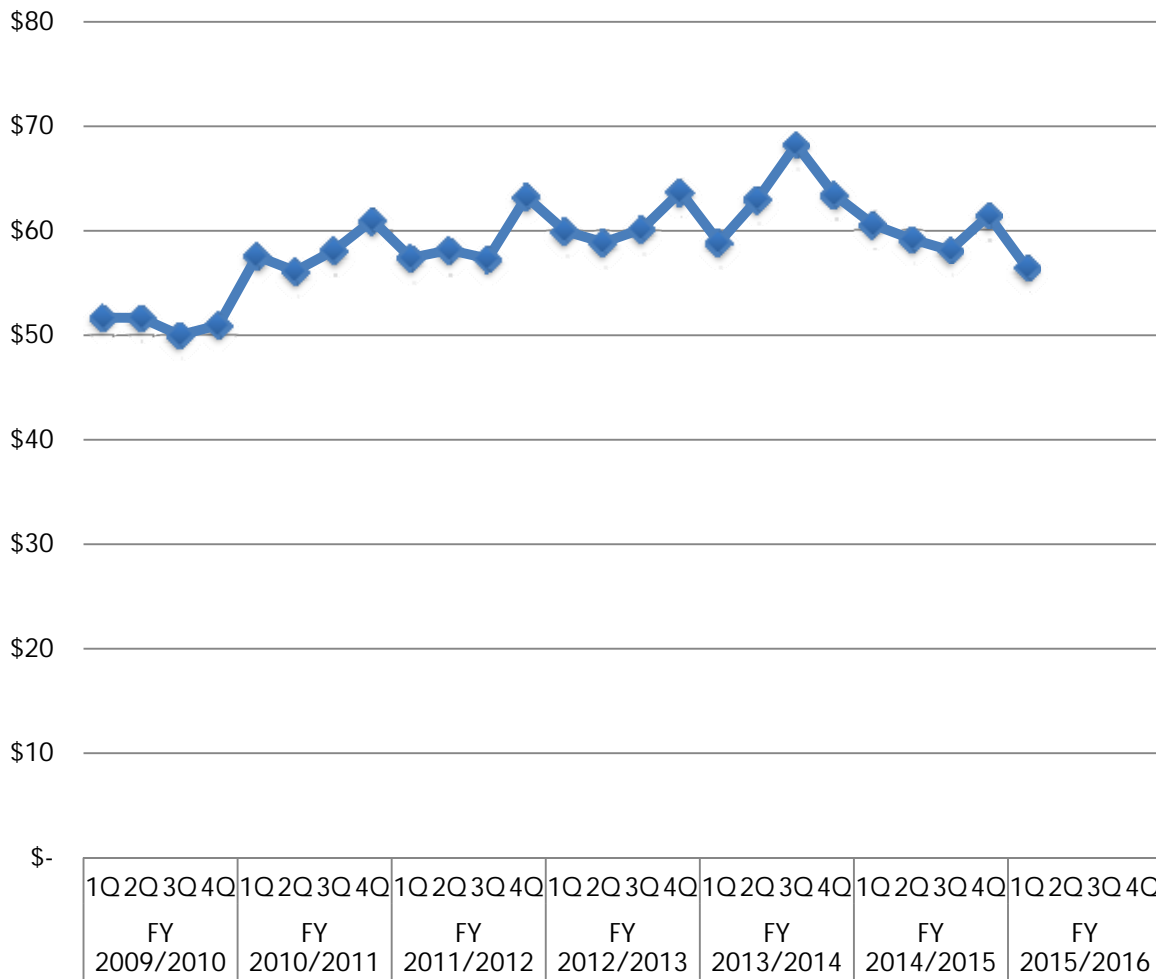
Date	Event
September 2015	California Average: \$3.122 per regular unleaded gallon according to the U.S. Energy Information Administration ( <a href="http://www.eia.gov">www.eia.gov</a> ).
August 31, 2015	Regular Schedule starts up to coincide with the first day of instruction for Gavilan College
August 31, 2015	Kick-Off Meeting for the Bus Stop Improvement Plan, with TJKM Transportation Consultants.
August 2015	California Average: \$3.540 per regular unleaded gallon according to the U.S. Energy Information Administration ( <a href="http://www.eia.gov">www.eia.gov</a> ).
January 3-5, 2015	Limited and special schedule to accommodate the Hollieter Freedom Rally and the 4 <sup>th</sup> of July Holiday.
July 2015	California Average: \$3.755 per regular unleaded gallon according to the U.S. Energy Information Administration ( <a href="http://www.eia.gov">www.eia.gov</a> ).



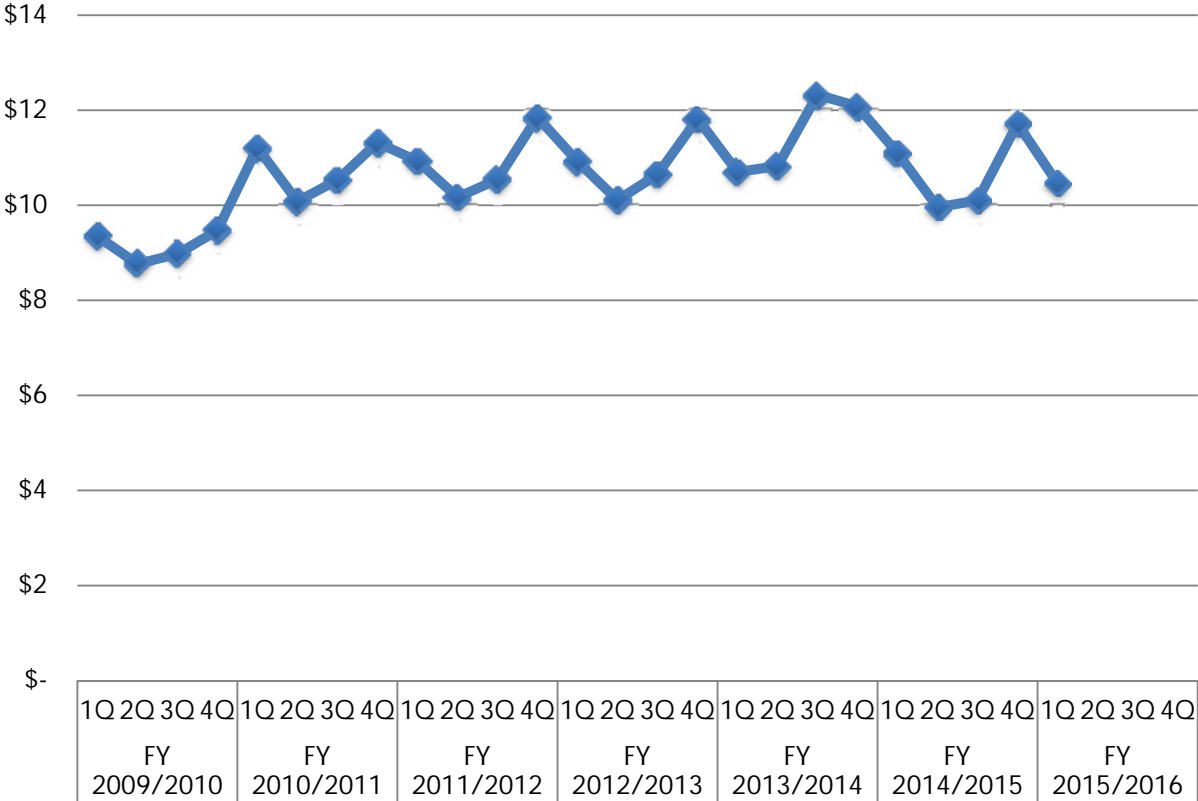
## Performance Indicators

County Express		FY 14/15 1st Quarter	FY 15/16 1st Quarter	% Change
Ridership	Fixed Route	5,717	6,332	10.76%
	Dial-A-Ride	4,421	3,951	-10.63%
	Paratransit	9,129	8,481	-7.10%
	Intercounty	10,693	10,277	-3.89%
	System-Wide	29,960	29,041	-3.07%
Revenue Service Hours	Fixed Route	1,292.14	1,300.02	0.61%
	Dial-A-Ride	1,042.59	978.80	-6.12%
	Paratransit	1,885.55	1,753.54	-7.00%
	Intercounty	1,267.65	1,351.73	6.63%
	System-Wide	5,487.93	5,384.09	-1.89%
Passengers Per Revenue Hour	Fixed Route	4.42	4.87	10.09%
	Dial-A-Ride	4.24	4.04	-4.81%
	Paratransit	4.84	4.84	-0.10%
	Intercounty	8.44	7.60	-9.87%
	System-Wide	5.46	5.39	-1.20%
Cost Per Revenue Hour	Fixed Route	\$60.65	\$56.42	-6.97%
	Dial-A-Ride	\$60.53	\$56.43	-6.77%
	Paratransit	\$60.61	\$56.42	-6.91%
	Intercounty	\$60.59	\$56.40	-6.92%
	System-Wide	\$60.60	\$56.42	-6.90%
Cost Per Passenger	Fixed Route	\$13.71	\$11.58	-15.54%
	Dial-A-Ride	\$14.38	\$13.98	-2.78%
	Paratransit	\$12.52	\$11.67	-6.79%
	Intercounty	\$7.18	\$7.42	3.34%
	System-Wide	\$11.10	\$10.46	-5.77%
Operations Costs	Fuel	\$53,163.66	\$36,267.54	-31.78%
	Other Materials and Supplies	\$18,497.35	\$10,270.45	-44.48%
	Maintenance	\$12,153.36	\$12,729.72	4.74%
	Purchased Transportation	\$221,838.61	\$225,679.52	1.73%
	Operators Salaries and Wages	\$26,911.16	\$18,818.34	-30.07%
Farebox Recovery	Fixed Route	7.84%	11.34%	44.64%
	Dial-A-Ride	10.60%	9.27%	-12.55%
	Paratransit	12.13%	11.45%	-5.61%
	Intercounty	21.21%	17.85%	-15.84%
	System-Wide	12.93%	12.63%	-2.32%

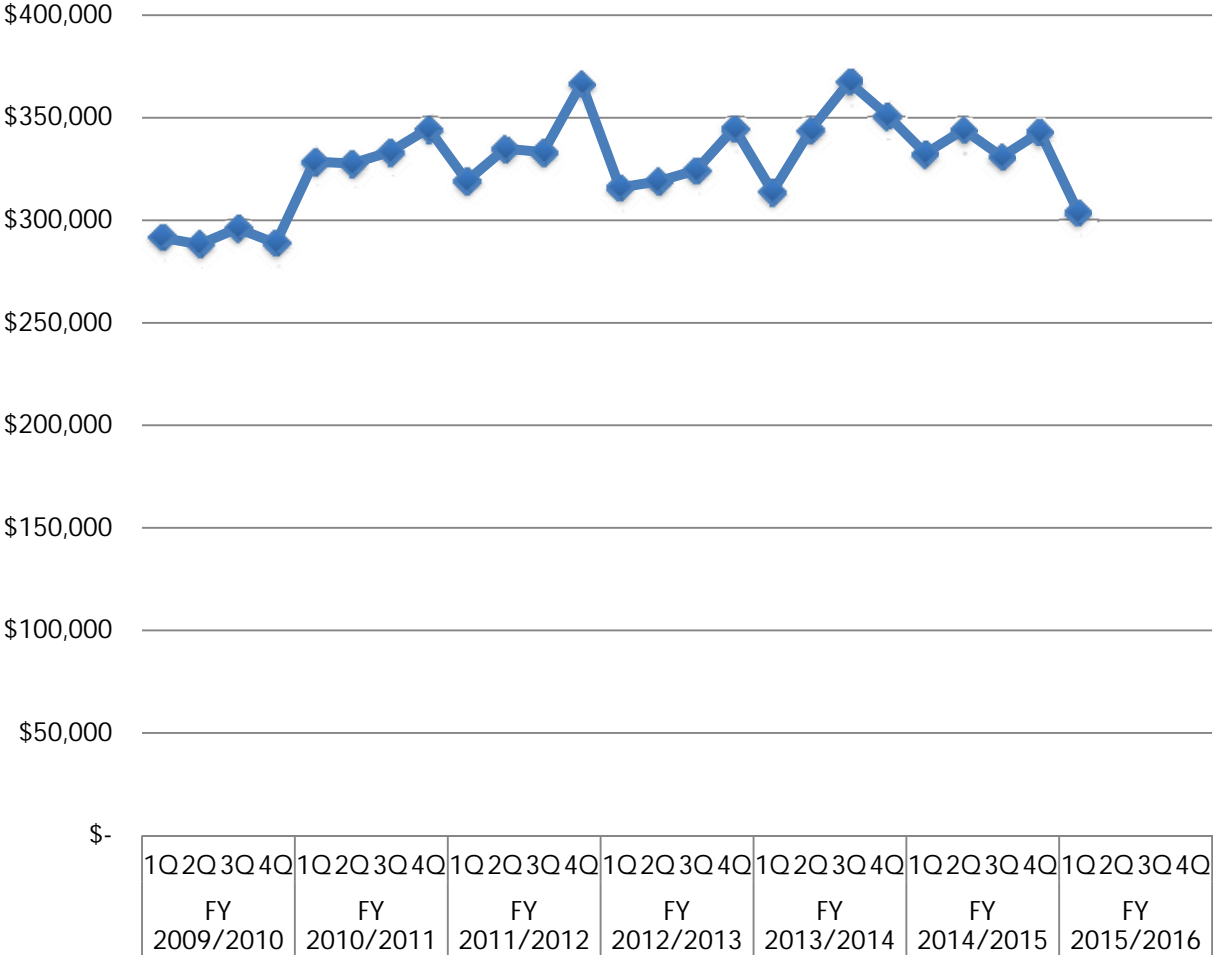
## Cost per Vehicle Revenue Hour



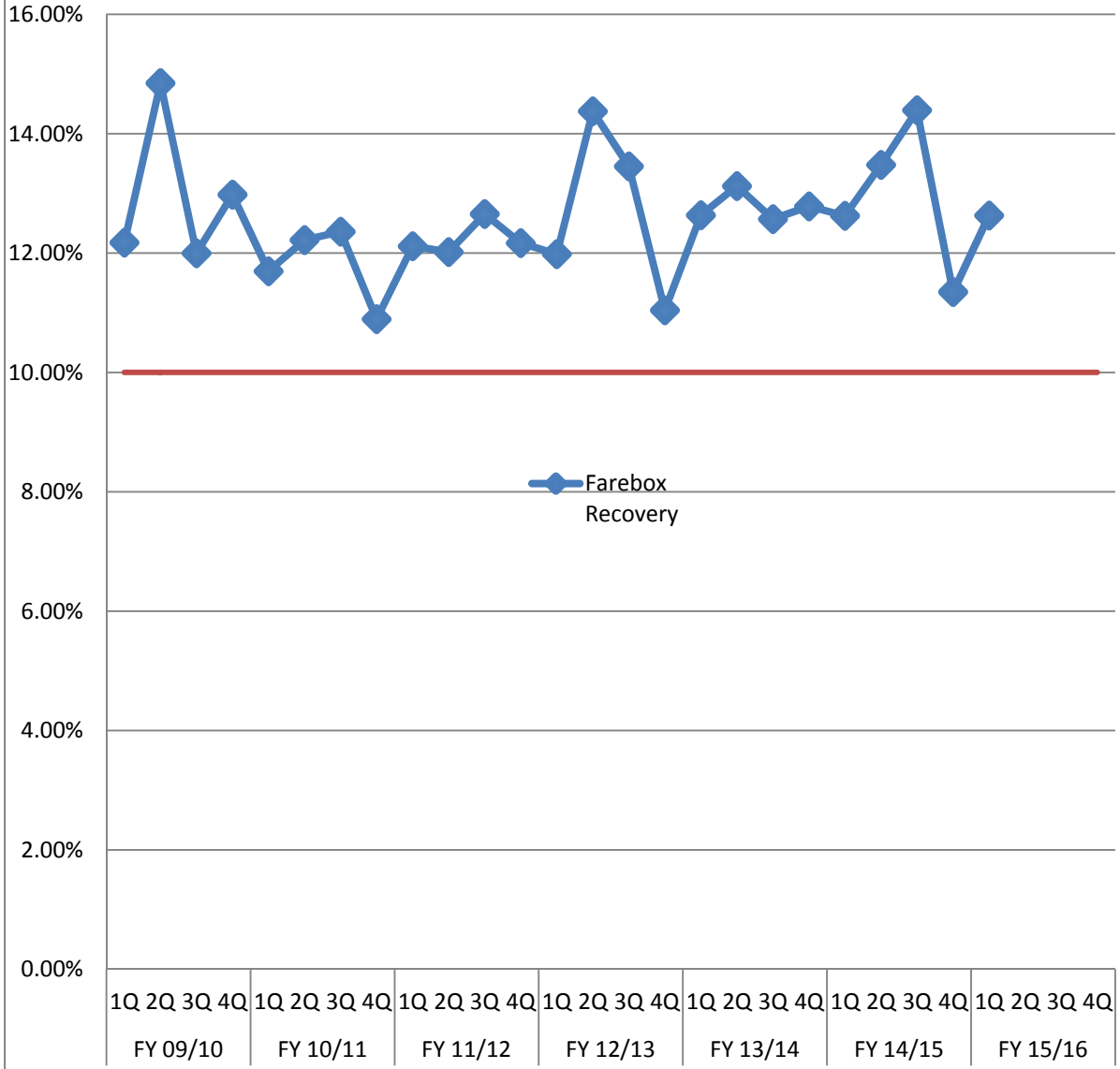
# Cost per Passenger



# Operational Costs

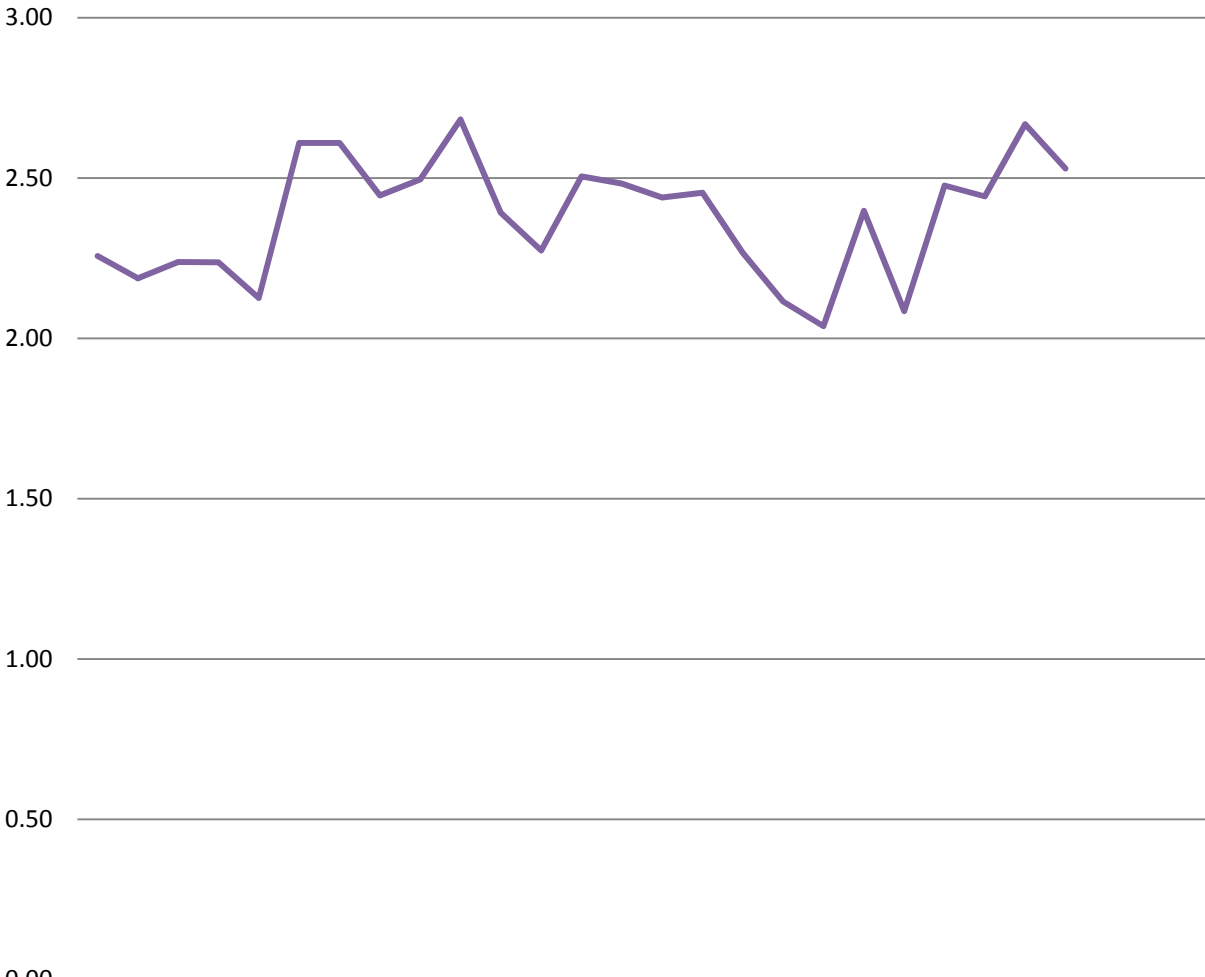


# Farebox Recovery



Specialized Transportation		FY 14/15 1st Quarter	FY 15/16 3rd Quarter	% Change
Ridership	OOCMT	1,885	1,205	36.07%
	Senior Lunch	2,385	2,049	-14.09%
	MSAP	270	167	-38.15%
	System-Wide	4,540	3,421	-24.65%
Revenue Service Hours	OOCMT	1,429.06	782.58	-45.24%
	Senior Lunch	367.83	358.75	-2.47%
	MSAP	380.31	212.50	-44.12%
	System-Wide	2,177.20	1,353.83	-37.82%
Passengers Per Revenue Hour	OOCMT	1.32	1.54	16.73%
	Senior Lunch	6.48	5.71	-11.91%
	MSAP	0.71	0.79	10.70%
	System-Wide	2.09	2.53	21.18%
Cost Per Revenue Hour	OOCMT	\$35.73	\$38.22	6.97%
	Senior Lunch	\$35.85	\$38.74	8.06%
	MSAP	\$35.92	\$36.95	2.87%
	System-Wide	\$35.78	\$38.16	6.65%
Cost Per Passenger	OOCMT	\$27.09	\$24.82	-8.38%
	Senior Lunch	\$5.53	\$6.78	22.60%
	MSAP	\$50.59	\$47.02	-7.06%
	System-Wide	\$17.16	\$15.10	-12.00%
Operations Costs	Other Materials and Supplies	\$2,423.74	\$2,964.59	22.31%
	Maintenance Labor	\$4,051.12	\$4,243.24	4.74%
	Contracted Services	\$62,463.87	\$39,276.18	-37.12%
	Operator Salaries and Wages	\$8,970.39	\$5,178.68	-42.27%
Farebox Recovery	OOCMT	2.85%	1.06%	-62.81%
	MSAP	1.58%	2.65%	67.72%
	System-Wide	2.14%	1.02%	-52.34%

### Passenger per Hour



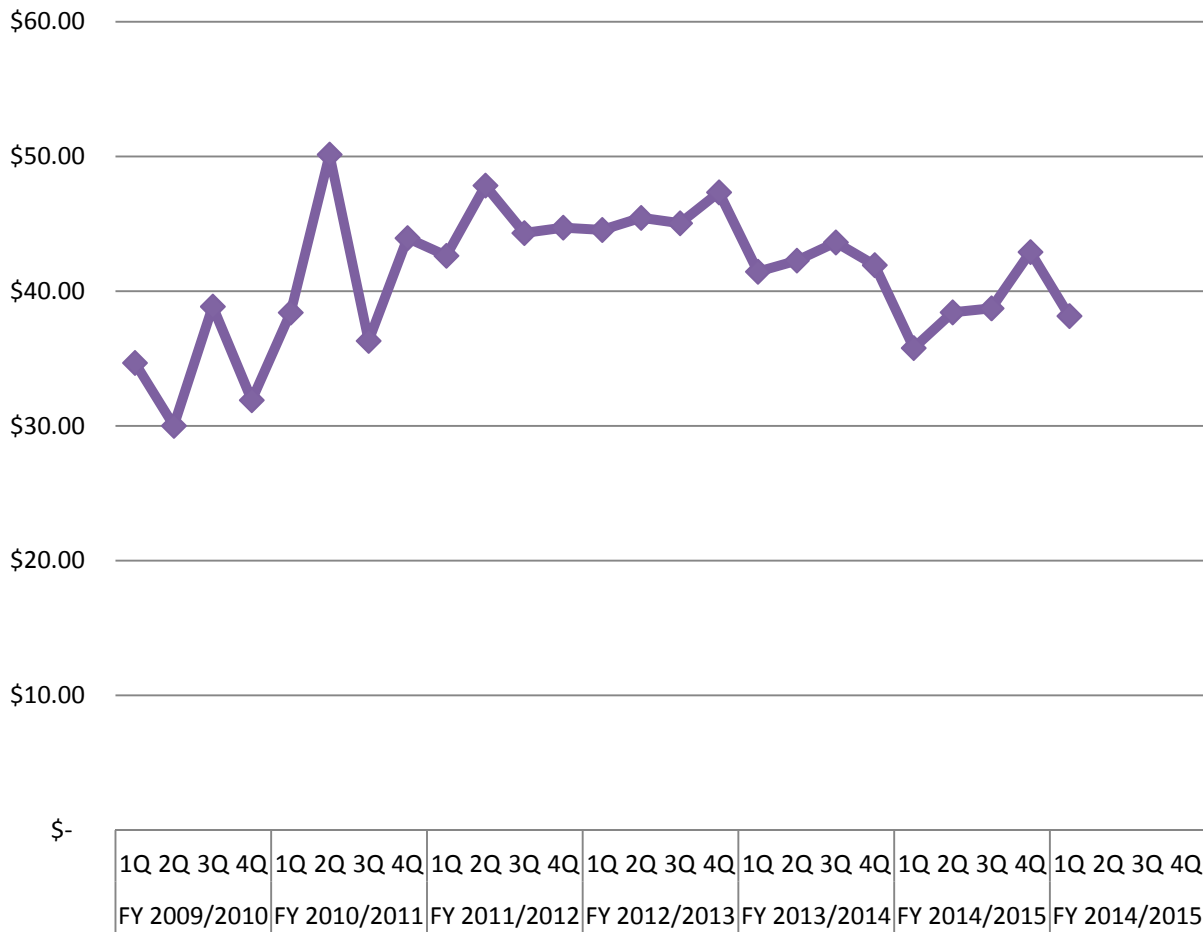
1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q				
FY 2009/2010				FY 2010/2011				FY 2011/2012				FY 2012/2013				FY 2013/2014				FY 2014/2015				FY 2015/2016			

## Cost per Passenger

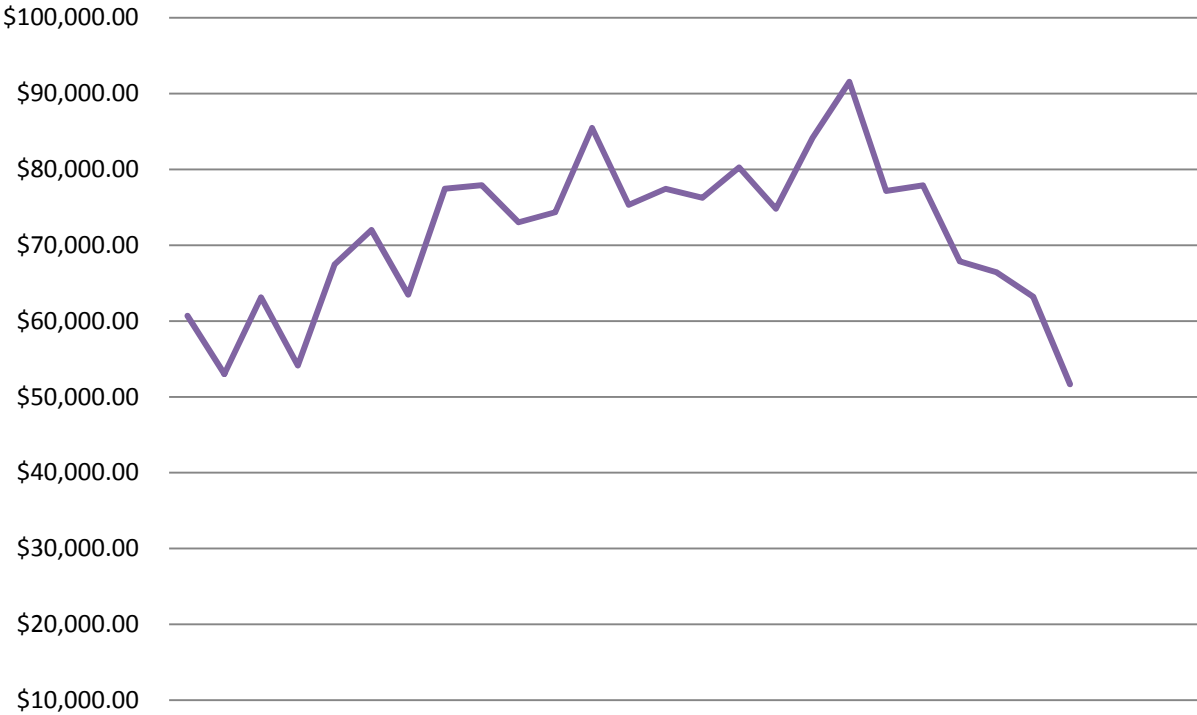




## Cost per Revenue Service Hour

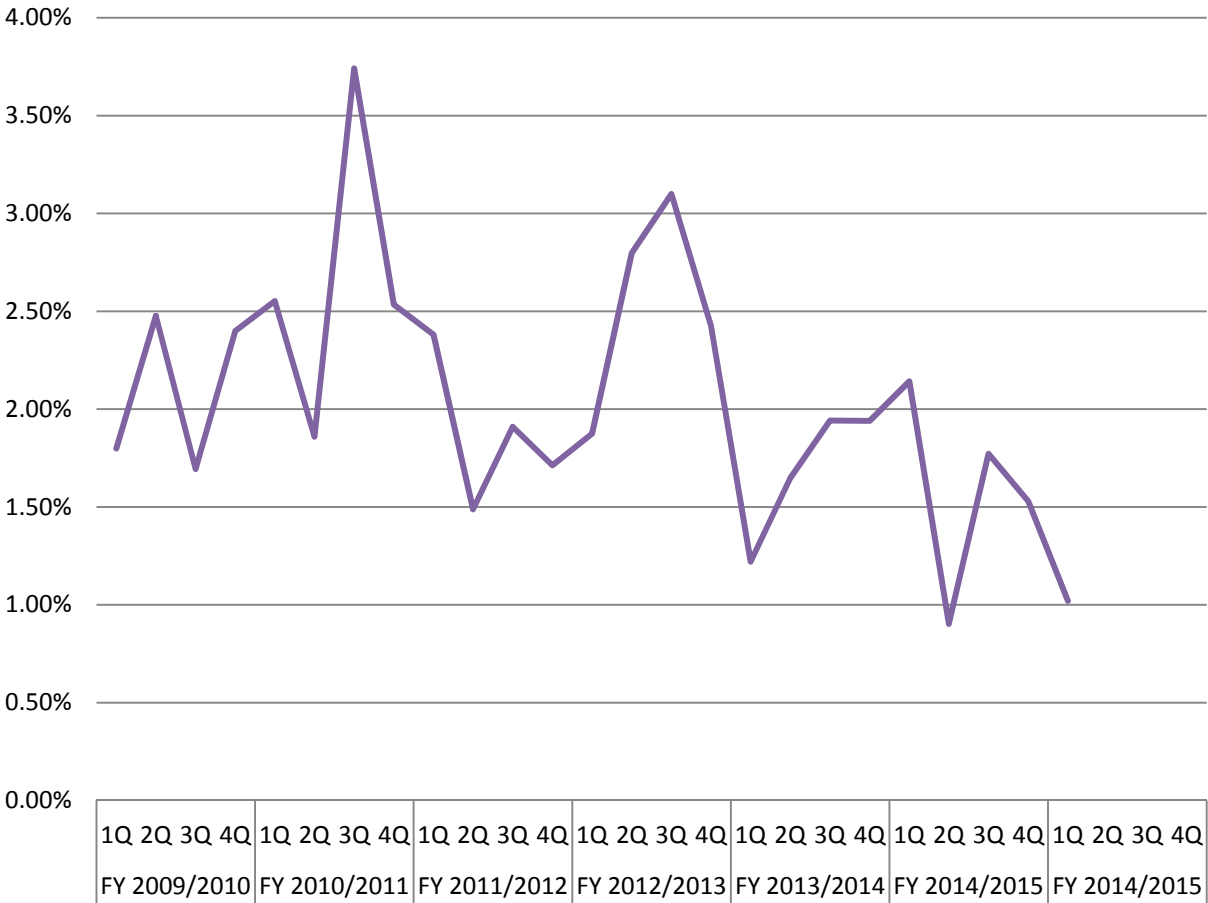


## Operational Costs

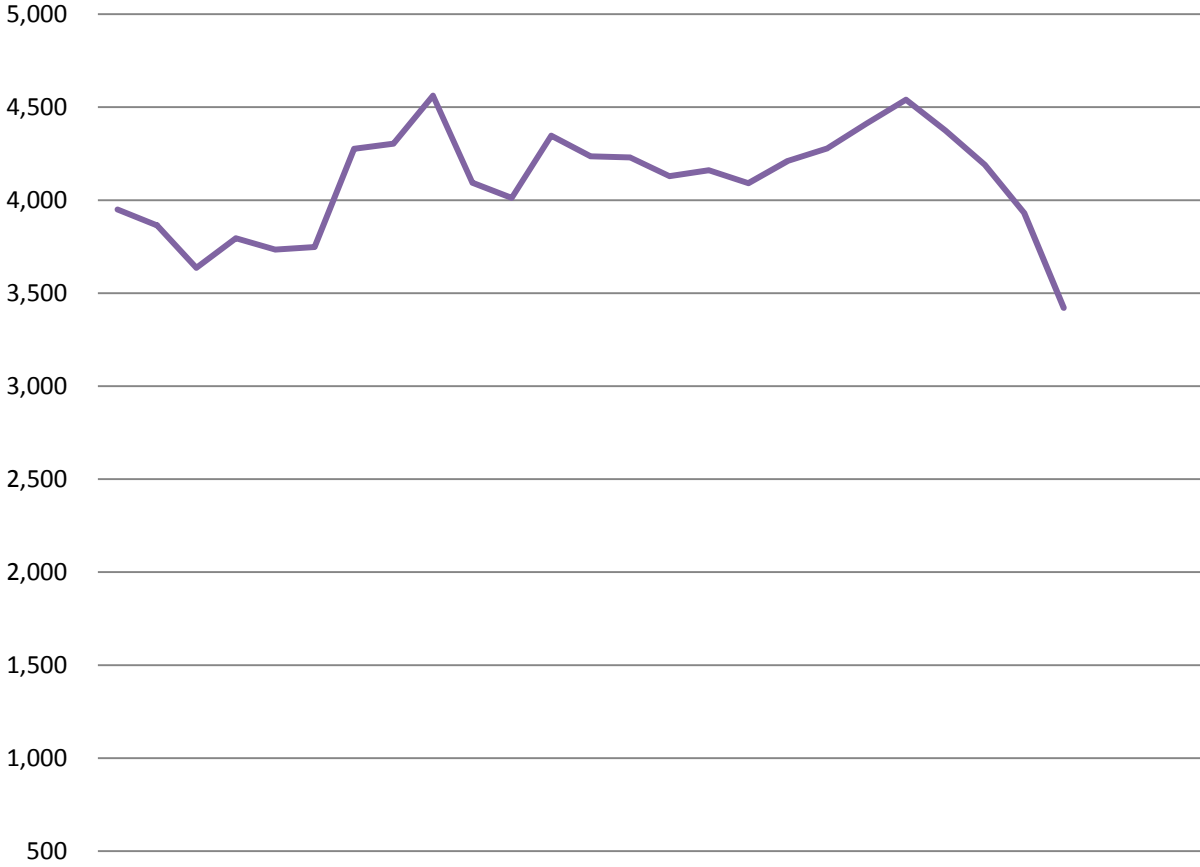


1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q				
FY				FY				FY				FY				FY				FY							
2009/2010				2010/2011				2011/2012				2012/2013				2013/2014				2014/2015				2014/2015			

### Farebox Recovery



# Ridership



1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
FY 2009/2010   FY 2010/2011   FY 2011/2012   FY 2012/2013   FY 2013/2014   FY 2014/2015   FY 2015/2016																							

## Glossary

Term	Definition
Contracted Services	County Express and Specialized Transportation dispatch, drivers, and management are currently contracted out to MV Transportation, Inc. and Jovenes de Antaño. Contracts with both organizations are set to expire December 31, 2015.
Cost Per Revenue Service Hour	<p>Measures the cost effectiveness of the service or route by the corresponding operational costs. Operations costs include fuel, maintenance, and contract services.</p> $\frac{\text{Fuel} + \text{Other Materials \& Supplies} + \text{Maintenance} + \text{Contracted Services} + \text{Operator Salaries \& Wages}}{\text{Total Revenue Service Hours}} = \text{Cost Per Revenue Service Hour}$
Cost Per Passenger	<p>Measures the cost effectiveness of the service or route by the corresponding passengers. Operations costs include fuel, other materials and supplies, maintenance, contract services and operator salaries and wages.</p> $\frac{\text{Fuel} + \text{Other Materials \& Supplies} + \text{Maintenance} + \text{Contracted Services} + \text{Operator Salaries \& Wages}}{\text{Total Passengers}} = \text{Cost Per Passenger}$
Farebox Recovery	<p>Effectiveness measure capturing the percentage of system operating expenses recovered by fare revenue. The equation for calculating the farebox recovery ratio is:</p> $\frac{\text{Passenger Cash Fares} + \text{Token Sales} + \text{Monthly Pass Sales} + \text{Advertising Revenue}}{\text{Fuel} + \text{Other Materials \& Supplies} + \text{Maintenance} + \text{Contracted Services} + \text{Operator Salaries \& Wages}} = \text{Farebox Recovery}$
Maintenance Labor	Operational cost of in-house maintenance staff
MSAP	Medical Shopping Assistance Program is for San Benito County seniors and persons with disabilities that need escort and/or translation services at the grocery store, bank, and at doctor's appointments. The fare is \$1.25 one-way.
No-Show	A customer who did not call ahead to cancel a scheduled trip on Dial-A-Ride and Paratransit service. Vehicle arrives on site and customer is not there for pickup.
OOCMT	Out-of-County Non-Emergency Medical Transportation for San Benito County seniors and persons with disabilities who need medical treatment not available in the County. Service area ranges from Salinas to Palo Alto.
On-Time Performance	Evaluates timeliness of services. Takes into account early, late, and missed departures on all services. The fare is a zone-based fare that ranges from \$2.00 to \$5.00 one-way.
Operational Cost	<p>County Express total costs include fuel, maintenance, the payments made to MV Transportation, Inc., for operations management services, and the project administration cost by the Local Transportation Authority.</p> <p>Specialized Transportation total costs include maintenance, payments made to Jovenes de Antaño, for operations management services, and the project administration cost by the</p>

Term	Definition
	Local Transportation Authority
Operators Salaries and Wages	Operational cost that includes project administration. Cost of dispatchers, drivers, and management are not included in this category as they are currently contracted through MV Transportation, Inc. and Jovenes de Antaño (see Contracted Services).
Other Materials and Supplies	Operational cost that includes vehicle parts, outside labor, insurance, maintenance and office supplies, cell phone service, legal fees, and etc.
Passengers per Revenue Service Hour	Measures productivity of service or route by the number of passengers served per hour per vehicle. The passengers per revenue service hour is calculated as: $\frac{\text{Total Passengers}}{\text{Total Revenue Service Hours}} = \text{Passengers per Revenue Service Hour}$
Productivity	Measured by passengers per revenue service hour to gauge service efficiency. The passengers per revenue service hour is calculated as: $\frac{\text{Total Passengers}}{\text{Total Revenue Service Hours}} = \text{Passengers per Revenue Service Hour}$
Preventable Incidents with Injury	An avoidable incident (i.e. poor mobility device securement).
Preventable Vehicle Accidents	An avoidable accident (i.e. driver error).
Ridership	Number of one-way passenger trips
Revenue Service Hour	Fixed Route and Intercounty: Time between first printed stop to last printed stop on schedule. Dial-A-Ride and Paratransit: Time between pick-up and drop-off of clients. Does not include idle time or travel time with empty vehicle.
Senior Lunch	Transportation to and from the Senior Lunch Program at the community center in the City of Hollister. There is no fare for this service.
Service Refusal	Service availability cannot be negotiated because of service overload and customer request (i.e. Ride not available because client calls for a ride within 30 minutes).
Total Cost	See Operational Cost

## Closed Session

### **Conference with Legal Counsel-Existing Litigation**

Pursuant to Subdivision (a) & (d) (1) of Section 54956.9:

Name of Case: Luis Rodriguez, et al. v. MV Transportation, Inc., et al. Superior Court of California, County of San Benito, Case No. CU-15-00159